



Supplier Create Request

This is a purchase order to confirm we are accepting the service



General Manager Authorises

All requests require the General Manager pre-authorisation.



Business Development Manager Authorises

All requests require the BDM pre-authorisation.



Concur Audit (3 working days)

Audit checks to ensure invoice details are HMRC compliant.



Supplier Creates Expense

Supplier turns the 'Request' into an 'Expense' and attaches invoice image



Supplier Provides Goods/ Services

Supplier completes the work or provides the goods as agreed



General Manager approves Expense

General Manager confirms goods/services have been provided.



Supplier Payment

Suppliers paid directly into their bank account in 3 to 4 working days.