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**Supply & Business Services**

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**TO: Our valued Suppliers and Contractors**

**FROM: Supply & Business Services**

Kwantlen's Supply & Business Services is committed to managing the supply chain in an effective and efficient manner. This includes the timely payment for your services in accordance with our terms and conditions of contract.

To do this we need your assistance in ensuring that you have a Contract Number or Purchase Order Number, ***provided solely by Supply and Business Services***, prior to proceeding with the supply of any goods or services to Kwantlen.

In having a valid Contract or PO number, you can minimize any risk to your organization that the requirements were not authorized, and also preserve your cash flow.

If goods and services are provided in advance of a Purchase Order or Contract being in place, this may put your organization at risk of losing cash flow as it will take time for Supply and Business Services to investigate the rationale. This investigation process may take some time and we would be unable to provide you with payment until the investigation is complete.

Our first priority is working with our internal partners who are doing their best to work with us in keeping the supply chain efficient and expediting payment to you.