



Ref. FOI/20190517/3

24 June 2019

Reply to request for information under Freedom of Information of Act										
Your Ref	FOI/20190517/3									
Address	request-576838-5426c10d@whatdotheyknow.com									
Request	<p>Part 1 Total invoice processing</p> <ul style="list-style-type: none"> • How many invoices did accounts payable process in the 12 months from Jan 18 to Dec 18 and for what total value? • How many suppliers were these invoices paid to? <p>Part 2 Single use suppliers</p> <p>Of the total invoices processed how many were for suppliers that were only used one time one in that period (a single purchase order or invoice) and how many were for suppliers used 3 times or less?</p> <p>For the suppliers that were used only one time in that period, how many invoices were for less than £1,000, less than £2,500 and less than £5,000?</p> <p>Please complete the table below which shows the breakdown of one time suppliers by detailed purchase category</p> <table border="1"> <thead> <tr> <th>Purchasing Category</th> <th>Volume (one time supplier invoices)</th> <th>Value (one time supplier invoices)</th> </tr> </thead> <tbody> <tr> <td>e.g. IT subcontractors</td> <td></td> <td></td> </tr> <tr> <td>e.g. Editorial contributors</td> <td></td> <td></td> </tr> </tbody> </table> <p>What particular type of single use suppliers cause Accounts payable/Procurement frustrations/headaches relative to the other types?</p> <p>Part 4 Team Size</p> <p>In 2018, on average, how many Full Time Equivalent (FTE) staff were in your Finance Accounts Payable team?</p> <p>In 2018, on average, how many Full Time Equivalent (FTE) staff were in your Procurement team?</p> <p>Part 3 Low value order processing</p> <p>Do you use any of the below approaches to processing low value orders (tick box)</p> <ul style="list-style-type: none"> • Procurement cards • PO flipping (conversion of purchase orders to invoices) • A manual sign off process outside of the standard approvals process • They follow the standard procurement process • Other 	Purchasing Category	Volume (one time supplier invoices)	Value (one time supplier invoices)	e.g. IT subcontractors			e.g. Editorial contributors		
Purchasing Category	Volume (one time supplier invoices)	Value (one time supplier invoices)								
e.g. IT subcontractors										
e.g. Editorial contributors										

Dear John Clancy,

I write in reply to your request for the above information. The points of information of your request underlined in the attached annex are attached. We will be further in touch regarding the remaining information.

Yours sincerely,

FOI OXFORD

Annex

Part 1 Total invoice processing

• How many invoices did accounts payable process in the 12 months from Jan 18 to Dec 18 and for what total value?

• How many suppliers were these invoices paid to?

Part 2 Single use suppliers

Of the total invoices processed how many were for suppliers that were only used one time one in that period (a single purchase order or invoice) and how many were for suppliers used 3 times or less?

For the suppliers that were used only one time in that period, how many invoices were for less than £1,000, less than £2,500 and less than £5,000?

Please complete the table below which shows the breakdown of one time suppliers by detailed purchase category

Purchasing Category Volume (one time supplier invoices) Value (one time supplier invoices)

e.g. IT subcontractors

e.g. Editorial contributors

What particular type of single use suppliers cause Accounts payable/Procurement frustrations/headaches relative to the other types?

Part 4 Team Size

In 2018, on average, how many Full Time Equivalent (FTE) staff were in your Finance Accounts Payable team?

In 2018, on average, how many Full Time Equivalent (FTE) staff were in your Procurement team?

Part 3 Low value order processing

Do you use any of the below approaches to processing low value orders (tick box)

- Procurement cards
- PO flipping (conversion of purchase orders to invoices)
- A manual sign off process outside of the standard approvals process
- They follow the standard procurement process
- Other