c

Cell decision made to procure

new supplier

Follow BCC Faster Payments process

Finance Processes

Yes

Use Pcard within inappropriate transactional limit

No

Immediate

Collate supplier details –Company Name, bank a/c, Company Reg No, contact details

Can this be paid via Pcard?

Yes

No

Is the value of the payment above £250k

Collate BCC budget code and BCC vendor details

If not a BCC vendor, follow BCC new vendor creation process after completion of payment

Follow standard CHAPS process

Follow standard BCC faster BACS payment process inc new vendor creation if required

5 days

30 days

Follow standard BCC BACS payment process and inc new vendor creation if required

When is payment required?