

## **Payment Practices and Performance Regulations 2017 - 6 months to 30 June 2018**

### **Payment statistics**

Average time taken to pay invoices: 59 days

Invoices paid:

- within 30 days: 14%
- in 31 to 60 days: 35%
- in 61 days or more: 51%

Invoices due but not paid within agreed terms: 2 %

### **Payment terms**

#### **Shortest standard payment period**

15 days

#### **Longest standard payment period**

120 days

#### **Standard payment terms**

The standard contractual length of time for payment of invoices is variable based upon the type of supply and the market in which the supplier trades (e.g. geographical location)

At the point of initial order with a new supplier the agreed terms are forwarded to the supplier for verification by the suppliers finance department and a signed copy is held with the Acenta finance department for future reference

In consideration of the supply of Goods and/or Services by the Seller, the Buyer shall pay the invoice amounts in accordance with the terms of credit where it is implied that the Seller shall receive payment up to 2 days from the agreed processing date

#### **Were there any changes to the standard payment terms in the reporting period?**

**No**

#### **Maximum contractual payment period agreed**

120 days

The current maximum contractual payment period is 120 end of month from date of invoice and an up to date statement and is isolated to a single Spanish supplier

#### **Any other information about payment terms**

No changes have been made to the underlying terms during the period, although due to the implementation of the legislation all records have been formally updated resulting in some improvements to historic trading terms

### **Dispute resolution process**

Upon receipt of invoices the documents are date stamped and entered onto a register as proof of receipt. Where necessary invoices are then forwarded to the originating purchaser for authorisation. A weekly review is made of all invoices that have been registered for greater than 1 week but not fully authorised and an up to date status added to the internal system for review by Management and the finance department for follow up.

Quality :

Upon receipt of goods a visual inspection is made and if deemed sub-standard referred to the Quality Department

Where appropriate an internal rejection is raised and the supplier informed with any photographic evidence and samples if required

Once a reasonable period has elapsed the supplier will be chased for a response and action taken in accordance with the findings

Once action has been agreed the credit note is processed and/or invoice released for processing and payment

Weight/quantity (Steel) :

Actual receipts are compared to advised receipts with any discrepancies investigated and reported to quality if found to be material

Suppliers are notified of any shortage and credit requested

Once action has been agreed the credit note is processed and/or invoice released for processing and payment

Pricing :

Invoices are checked and if there is a variance to the original purchase order, the invoice is referred back to the originating purchaser for investigation

The price is either confirmed as correct, or credit requested if overcharged

Once the credit note is received or the purchaser agrees the variance the invoice is processed

Late Delivery :

Where material is received in one month but invoiced during the prior period the due date for the invoice will be presumed as being based on the month of receipt. Suppliers will be informed and payment date amended accordingly

POD's :

POD's must be supplied with invoices. This is a standard request to all carriage suppliers and internally for all sundry supplies

Payment query – lost in post/damaged

Cheques lost in the post or damaged will be reissued and resent within 1 working week

### **Other payment information**

**Has this business signed up to a code of conduct or standards on payment practices? If so, which?**

For example, signatories to The Prompt Payment Code must commit to paying 95% of their invoices within 60 days.

**No**

**Does this business offer e-invoicing in relation to qualifying contracts? This is where suppliers can electronically submit and track invoices. It's not just allowing suppliers to email them an invoice.**

Yes

**Does this business offer supply chain finance? This is where a supplier who has submitted an invoice can be paid by a third-party finance provider earlier than the agreed payment date. The business would then pay the finance provider the invoiced sum.**

No

**Under its payment practices and policies, can this business deduct sums from payments under qualifying contracts as a charge for remaining on a supplier list?**

No

**During the reporting period, did the business deduct sums from payments as a charge for remaining on a supplier list?**

No