



SUPPLIERS - GET PAID ON TIME

As a valued supplier to SSTL, we want to make sure you get paid ON TIME.

As a responsible organisation, we also ensure that all our purchases are **COMPLIANT** to our own high standards and conducted so as to prevent fraud, all forms of bribery, corruption and ethical malpractice, with **NO** exceptions.

Below are some key actions you can take to help us and get you paid on time:

- If you are a **NEW SUPPLIER** to SSTL, you must email your **COMPANY BANK DETAILS** on company-headed paper to finance@sstl.co.uk **BEFORE** we are due to pay you for the first time.
- Make sure you have received a **PURCHASE ORDER** that fully states the work you are expecting to perform **BEFORE** you start the work
- Your invoice must be **ACCURATE** and in line with what SSTL has stated on the **PURCHASE ORDER**. Amendments or errors must be advised to purchasing@sstl.co.uk as soon as possible
- Put the correct **PURCHASE ORDER** number on your invoice. SSTL Purchase Order numbers begin with "B" and are followed by seven digits
- Email the invoice to finance@sstl.co.uk and copy your Buyer/usual contact at SSTL if you wish. **DO NOT** send invoices elsewhere as they may not get forwarded and your payment will be delayed
- Our standard payment terms are between 30 and 45 days from receipt of **ACCURATE** invoice. **BE AWARE** that our payment dates are the **10th and 25th** of each month. We cannot perform payment runs at any other time
- If SSTL has to contact you with a query about your invoice, please respond **PROMPTLY** so that your payment is not delayed

If you believe you have followed the guidance above and still not been paid on time, please email purchasing@sstl.co.uk and mark it for the attention of the **Head of Procurement**. We will get in touch to help resolve the issue.

