

OVERVIEW

All payments to vendor or suppliers can only be made to approved entities that have completed a verification process, that being either a new Vendor form or PQQ process.

PURPOSE

New Vendor

When completing the New Vendor Form or PQQ Process, it must be done with satisfactory supporting information, being company documents and all information needs verbal confirmation.

When requesting this information, it will be subject to approval from the relevant department heads before being included on the accounting system.

Vendor information

All new vendor information needs to include full company details including:

- Name
- Registration number
- Address
- Telephone number
- Contact person
- Bank Details:
 - UK – Sort Code & Account Number
 - Int – IBAN & BIC

We will require third party documents to verify the above.

Verification

Before setting up any vendors or accounts we will verify the details during the sign off process using credit agencies or other means necessary.

Change of Vendor Information

Should a vendor ever request a change of information on their account, this will firstly need to be obtained in writing and then confirmed verbally, via original source information.

Once this is obtained the change request is input onto the accounts system and submitted for senior authorisation before being implemented. With the sign off request will need to be the supporting information detailed above.

Purchase Order

Once a vendor is approved and set up on the accounts system, an order for project related orders can be raised with them for goods/services that are required.

The order will be raised by the Procurement team via the requisition order form.

Depending on the level of the order, this will flow through appropriate levels of sign-off via the commercial project in accordance with the approval matrix.

Invoice Posting

Vendor invoices for projects can only be posted onto the ledger after the goods or services have been receipted with a valid GRN or confirmation.

The invoice will then be matched to the receipt to be eligible to be posted onto the accounting ledgers.

For subcontractor invoices, an application will be raised from the subcontractor and posted by the Quantity Surveyor or Finance Team onto the system. Once a payment certificate has been raised against the application, this will be posted and subject to approvals depending on the order value.

Invoices for overhead departments will not require an order and can be posted direct to the ledgers in accordance with the payment terms, subject to department head approval.

Payments

The payment terms will match to the vendor default position and subcontractors aligning with the valuation schedule. Should a schedule not be available, the payment terms will default to the first Friday of every month. This can be amended to other terms by request.

The payment runs will run every week based on the supplier terms and suggested payment reports. The payment runs will be verified by the Accounts Team.

The approved payment runs will be uploaded to the bank on Wednesday to clear every Friday.

Any proforma payments will require the vendor to be set up with an order raised, if this is a project charge, before payment can be organised.

DEFINITIONS

N/A

PROCEDURE/PROCESSES

Supporting procedures/processes are available on SharePoint; contained within the Procedure & Process section of the IMS.



Ramnik Kapur

Chief Financial Officer