



Prompt payment

What it means for suppliers

As a Responsible Buyer of goods and services, SSE has signed up to the Prompt Payment Code.

That means we will pay suppliers on time:

- within the terms agreed at the outset of the contract;
- without attempting to change payment terms retrospectively; and
- without changing practice on length of payment for smaller companies on unreasonable grounds.

Why payments can still take too long

Since signing up to the Prompt Payment Code, we have reduced our payment terms from nett monthly to nett 30 days but we want to make sure we achieve that target.

We aim to pay all of our invoices on time, but there are common mistakes that mean payments aren't as prompt as we would all like:

- invoices are received by SSE without a purchase order number quoted;
- invoices are sent to the wrong department - they should always be sent to Accounts Payable; and
- a receipt for the goods or services has not been completed by SSE's requisitioner.

That means we need the help of our suppliers to make sure we pay them promptly.

Helping us pay your invoices on time

In order to meet our obligations we need everyone involved in the payment process to play their part:

- never provide goods or services without a purchase order number (you will get this from the SSE requisitioner);
- send all invoices directly to Accounts Payable, quoting the purchase order number;
- quote a purchase order number with all communications; and
- quote the requisitioner's name on all invoices.

If you are in any doubt or need instructions on what to do please ask by contacting our Accounts Payable Department:

- by post, **PO Box 5, Havant, PO9 5YN**;
- by telephone, **02392 494 084**; or
- by email at **ap.invoice.queries@sse.com**.

The Prompt Payment Code
Approved Signatory



www.sse.com/PotentialSuppliers