

We've produced this guide to provide information to our supply chain to help in the payment of invoices and applications in line with payment terms. We believe that payments should be prompt and efficiently made to benefit everyone, and as a business we're striving to make this process as smooth as possible and reduce the number of queries.

We operate two separate ledgers for our supply chain, both operate to the same payment timetable:

- One for materials
- One for subcontractors

It's important that your company is set up on our system to enable smooth purchase to payment processes. If you're unsure of your status, please contact us to check.

To reduce environmental impact, invoices and applications should be emailed to the respective ledger contact email address. This has the added benefit of reducing delays for postage. To help speed up processing and payments, we're request that invoices are sent to us throughout the month, rather than saving up for the end of the month.

All invoices and certificates issued to us must be completed with the details listed below. Invoices submitted with incomplete information may be rejected and returned to you for reissue.

Due to the nature of our purchase to payment processes we do not pay invoices by direct debit, except for a very small number of supplies. If you wish to be paid by direct debit, please contact us to discuss.

Remittance advice will be sent by email to the email address you provided to us when you set up an account with us (or on subsequent advice). These will typically be issued the day the payment is authorised by the bank and will detail the date funds will arrive with you.

We'll carry out two payment runs each month. Only in exceptional circumstances will we be able to deviate from the payment timetable.

We do have the ability to make payments outside of these runs in the following situations:

- advance/prepayments subject to satisfactory credit checks and/or vesting certificate
- where goods/services are required before the next payment run and are deemed business critical
- in extreme situations e.g. a query has been resolved and the invoice is now seriously overdue (60days+ overdue) or pending legal action.

Payment in these situations are treated as exceptional and do not vary the standard payment processes.

Purchase Ledger

Our Purchase Ledger team deals with supply of materials and certain professional services. Invoice email address: Purchase.Ledger@beardconstruction.co.uk

Invoice requirements

Company Name: E W Beard Ltd
Address: Faraday Road, Swindon, SN3 5JY
Purchase Order Formats: HM-ANNNN/NNNNN
O-A/NNNN
O-N/NNNN
AHPL/NNNN
where A is a letter and N is a number.
Invoice format: PDF document is required
Other items: VAT number if registered for VAT

Payment terms

Our standard terms are 30 days end of month from date of invoice, unless agreed in writing prior to issuance of invoice.

Queries

Tina Hayes 07823 722654
Trevor Jenkins 07823 721244
Olivia Mambwe 07823 740931

Email: Purchase.Ledger@beardconstruction.co.uk

Subcontract Ledger

Our Subcontract Ledger team deals with subcontract invoices and applications.
Invoice email address: Subcontract.Ledger@beardconstruction.co.uk

Invoice/application requirements

Company Name: E W Beard Ltd
Address: Faraday Road, Swindon, SN3 5JY
Purchase Order Format: HS-ANNNN/NNNNN (where A is a letter and N is a number).
Invoice format: PDF document is required
Application format: Word, Excel or PDF is acceptable
Other items: VAT number if registered for VAT

Payment terms

The payments terms will be set out in your subcontract order documentation.

Queries

Nicky Smith 07823 743127
Gemma Horgan 07823 762515
Tammy Hall 07823 737955

Email: Subcontract.Ledger@beardconstruction.co.uk

Payment Timetable

Both Purchase Ledger and Subcontract Ledger operate to the same payment timetable.

We have two payment runs each month. The first being on 15th of the month (or nearest working day) with funds arriving in the nominated bank account two working days later. The second run is around 28th of the month (or nearest working day) and is adjusted each month to allow for funds to arrive in the nominated bank account on the penultimate working day of the month.

To give time for the invoice or application to be processed and approved in time for inclusion in the appropriate payment run, we request that the invoices or applications are sent to us as soon as possible after being raised.

Bank Detail Amendments

Due to the ever-changing ways fraud is being committed, if you require to amend your company details, including bank details, please submit a request to us on company head paper, signed by a Companies House director. We'll contact you on details we currently hold on our system to validate the request prior to making the change. If we're unable to contact you to confirm, all payments will stop until the request has been resolved.

Queries/Disputes

Purchase Ledger: In the event of us having an invoice or application being disputed, we'll contact your Finance team company to discuss and agree next steps and resolution. Should you wish to raise a dispute, please contact our Purchase Ledger team on the above details.

Subcontract Ledger: In the event of us having an invoice or application being disputed, we'll contact your Finance team company to discuss and agree next steps and resolution. Should you wish to raise a dispute, please contact our Quantity Surveyor to discuss. Contact details can be found on your contract with us.

If you wish to escalate the query, we invite you to contact our Finance Manager to discuss at Finance.Manager@beardconstruction.co.uk who will be able to investigate for you.

Electronic Trading Community (ETC)

ETC is a system where we can integrate your back-office systems with ours. If you submit a large number of invoices to us each month, then there may be a way of automating the invoice submission and acceptance process. Please contact us if you wish to discuss this as an option.