

**Prompt Payment Code - Action Plan**  
**March 2025**

Primary cause of non-compliance	Actions to address the causes of non-compliance
Supplier payment terms and the frequency of payment runs do not always align causing many invoices to be paid one or two days late	<ul style="list-style-type: none"> <li>• All SME payments terms to be amended to 45 days or less by October 2025</li> </ul>
Supply chain not following Wincanton invoicing requirements, frequently quoting invalid purchase order numbers	<ul style="list-style-type: none"> <li>• Targeted communication to Supplier base               <ul style="list-style-type: none"> <li>◦ Reminder of Wincanton No PO No Pay policy</li> <li>◦ Issue fact sheet for query resolutions</li> </ul> </li> <li>• Provide a wide mix of invoice submission technologies to suit our entire supplier base</li> <li>• Implement electronic data interchange (EDI) invoicing with key suppliers</li> <li>• Increase take-up of portal and self-bill technologies amongst SME suppliers</li> <li>• Introduction of Supplier reconciliation software to speed up dispute resolution</li> </ul>
Internal procedures not being followed, which in turn delays payment of supplier's invoices.	<ul style="list-style-type: none"> <li>• Update User guides               <ul style="list-style-type: none"> <li>◦ Send reminders of where to find them</li> <li>◦ Add the use of "On behalf of" to training material</li> </ul> </li> <li>• Introduce additional "punch out" catalogues</li> <li>• Enhancement to non-compliance reporting</li> <li>• Workshops to train employees and recommunicate business processes and procedures</li> </ul>

Approved by:



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