

Prompt Payment Code - Action Plan

August 2023

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"> • Phase out monthly payment run and implement weekly payment run for all suppliers • Implement 'pay forward' process • Introduce a second weekly payment run to catch invoices that fall due over the weekend
Supply chain not following Wincanton invoicing requirements, frequently quoting invalid purchase order numbers	<ul style="list-style-type: none"> • Targeted communication with preferred supply base on invoicing requirements • Issuing fact sheet to supply chain and wider business to aid with query resolutions and submission of invoices to correct location • Provide a wide mix of invoice submission technologies to suit our entire supplier base • Implement electronic data interchange (EDI) invoicing with key suppliers • Increase take-up of portal and self-bill technologies amongst SME suppliers • Review of return to vendor process to improve timescale for resolving invoicing queries
Internal procedures not being followed, which in turn delays payment of supplier's invoices.	<ul style="list-style-type: none"> • Receipting reminders issued to employees weekly, with clear calls to action • Reports to highlight outstanding receipts and invoice queries at operating centre level • Frequent reports sent to senior leader highlighting outstanding receipts by business area • Raise awareness of the importance of the business' role in prompt payment via senior leaders • Workshops to train employees and recommunicate business processes and procedures

Approved by:



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Chief Executive Officer



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Chief Financial Officer