

# Tetra Tech Group Limited and Subsidiaries Prompt Payment Policy

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## TARGET

We aim to pay all supplier invoices within agreed terms whenever possible and within 60 days of invoice date as a maximum.

## LAST 6 MONTHS PERFORMANCE

91% of all invoices were paid with 60 days of invoice date, 98% were paid within 60 days of initiation by Accounts payable.

## IMPROVEMENT PLAN

1. The primary reason for failure to meet our target was that invoices were not being sent directly to our Accounts Payable address. We are reinforcing our request to suppliers to send all invoices directly to our Accounts Payable email address: ([UK.Purchase.Ledger@tetrattech.com](mailto:UK.Purchase.Ledger@tetrattech.com) )
2. In addition, we will continue to expand the use of our requisition and purchase order system across our supplier base, requesting that suppliers quote the Purchase Order No. they have been given on their invoice.

## REPORTING PROGRESS

We will update this policy with progress at least every 6 months.