

# Tetra Tech WYG OU Prompt Payment Policy

September 2022

Doc ref number: 784 FC 001	Version: 1.1
Owner: Andrew Gillespie, Finance & Commercial Director	Department: Finance
Date of last review: 15 <sup>th</sup> November 2022	Date of next review: 15 <sup>th</sup> April 2023

## 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

94% of all invoices were paid with 60 days of invoice date, 98% were paid within 60 days of initiation by Accounts payable.

## CONTINUOUS IMPROVEMENT

1. We will continue to ask that all suppliers please send all invoices directly to (accounts payable invoice address)
2. We intend to continue to expand the use of our requisition and purchase order system across our supplier base, if you are given a purchase order number please quote this on your invoice.

## REPORTING PROGRESS

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