



How to get paid guide for Bridgeway Consulting Limited

Introduction

This guide provides information to suppliers providing goods and services to Bridgeway Consulting Limited, and the steps they need to take to ensure that they are paid for these promptly.

Purchase Orders

It is Bridgeway's policy that the procurement of goods and services must be confirmed with an official Purchase Order. Purchase Orders are issued electronically and therefore suppliers are required to provide a valid email address, so these can be raised and sent.

The Purchase Order number must be quoted on all supplier purchase invoices; failure to do this will delay the processing of the invoice and potentially its payment. In addition, if there is no Purchase Order number quoted on the invoice the company reserves the right to dispute the invoice and withhold payment.

Receipt of Invoices

Electronic invoices are the preferred method of receipt and should be emailed to:

bss@bridgeway-consulting.co.uk

If electronic invoices cannot be provided then paper invoices must be addressed to our head office:

FAO: Business Support Services
Bridgeway House
2 Riverside Way
Nottingham
NG2 1DP

Authorization of invoices

Invoices should include all appropriate details as required under current HMRC legislation. The invoice should clearly set out the nature of the goods or services supplied and include the official Purchase Order number. The invoice should be dated correctly, and where include details of when the service was provided or goods supplied, and the value should be broken down with enough detail to enable this to be reconciled to the Purchase Order.

Bridgeway's standard payment terms

Payment is made on the last day of the month following the month the invoice is dated (end of the following month). In exceptional circumstances different terms are dependent upon the contract and must be negotiated beforehand in writing.

Disputed invoices

Disputed invoices will not be paid until the dispute is resolved satisfactory by both parties. A member of our Business Support Services team will assist in rectifying the disputed invoice directly with the supplier.

Payment of invoices

Bridgeway's policy is to make all payments by BACS transfer. Cash payments will never be made.



Contact details

Queries concerning an order or a disputed invoice should be addressed to bss@bridgeway-consulting.co.uk for a member of the Business Support Services team.

Queries regarding payment following any dispute resolution should be addressed to finance@bridgeway-consulting.co.uk for a member of the Finance team.

If you need to discuss anything by phone please contact the switchboard on (0115) 919 1111.