

## Prompt Supplier Payment Action Plan

### I. Background and Scope of this Document

ECTA is committed to paying all suppliers to terms. The standard payment terms in operation are 30 days from date of invoice, although some of our suppliers have longer terms.

This commitment has been signed off by the Directors and is published on the ECTA website.

The most recent reports published cover the six-month period to 31st December 2021.

These indicated that we paid 81.7% of supplier invoices within 60 days of invoice receipt, which does fall below our goal of paying at least 95% of supplier invoices within 60 days of invoice receipt date, as set out by the Prompt Payment Code. Although this figure is an improvement on the 71.3% of supplier invoices paid within 60 days in the first half of 2021, there are still improvements to be made to reach the 95% threshold.

While this represents good progress, we will continue to publish and update this Action Plan until we have established a multi-year track record of meeting the benchmark on a consistent basis.

<b>Payment Process Action Plan</b>		
<b>Company</b>	Greendale Ltd t/a ECTA	
<b>Company Registration Number</b>	4616438	
<b>Date of last Payment Practices Reporting Data</b>	31/12/2021	
<b>% invoices paid within 60 days</b>	81	
<b>Note: All data is measured against supplier invoice date</b>		
<b>Identification of the primary causes of failure to pay 95% of all supply chain invoices within 60 days;</b>		
<i>Causes of failure to Pay within 60 Days; Default payment terms are 30 days . Invoice approval &amp; input processes employing only 1 part time personnel, late identification of missing invoices, varying document volumes and invoice queries, including lack of any order number or sent to the incorrect email address, can all delay payment</i>		
<b>Causes of Failure</b>	<b>Actions</b>	<b>Action by date</b>
Suppliers are asked to send electronic invoices to specified accounts email address. Not all suppliers are following this.	Email to be sent to all suppliers to encourage them to use correct email for invoices and statements.	31/03/2022
Sage data is up to date including payment terms	Ensure all data in Sage reflects the correct payment terms and supplier contact details.	31/03/2022

Accounts Payable under resourced	Identified Admin staff to be trained to input supplier invoices. Supplier invoices to be input to system within 24hrs of receipt.	31/03/2022
Late identification of missing invoices	Statements to be checked against input data to ensure that any missing invoices are requested and input within timescales to allow prompt payment.	Ongoing
Invoices queries not dealt with in a timely manner	Utilise Sage functionalities, including use of purchase orders to ensure easy identification of cost centres and quicker resolution of queries.	Ongoing
<b>Monitoring</b>		
Monthly reports to be run from Sage data to quickly identify where issues are, and how they can be addressed.		
6 monthly reports to be published to website to ensure company is transparent and open to suppliers and stakeholders		

Approved: Kerry-Anne Berry, Director

Signature:



Date: 18/02/2022