



INVOICE PAYMENT TIMES

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Haines Business Systems Ltd
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Invoice Payment Times

Introduction

It is our company policy to pay purchase invoices within a period of thirty calendar days from the date the invoice was received. This is part of our drive to support partner and supplier businesses by easing their cash flow.

The thirty day period will commence from the day the company receives a valid invoice either by post or email. A valid invoice shall contain all the information specified as required by the purchasing department.

This policy document sets out what is required of individual departments so that purchase invoices they receive may be processed and monies paid within the stated period. It is the responsibility of department managers to be acquainted with the provisions set out in this document.

Responsibilities of Department Managers

Department managers must ensure that arrangements for payments are finalised in good time to allow the supplier to benefit from payment within the thirty day period. This means that the payment should arrive in the supplier's place of business or bank by the 30th day. This will mean ...