



Prompt Payment Code



**Thank you for your commitment to sign up to the Prompt Payment Code.
Please pass this to your Prompt Payment contact**

By signing up to the Code, you commit to:

- **Pay suppliers on time**
 - within the terms agreed at the outset of the contract
 - without attempting to change payment terms retrospectively
 - without changing practice on length of payment for smaller companies on unreasonable grounds
- **Give clear guidance to suppliers**
 - providing suppliers with clear and easily accessible guidance on payment procedures
 - ensuring there is a system for dealing with complaints and disputes which is communicated to suppliers
 - advising them promptly if there is any reason why an invoice will not be paid to the agreed terms
- **Encourage good practice**
 - by requesting that lead suppliers encourage adoption of the code throughout their own supply chains

and will have demonstrated by supplier references that you are doing so.

How do you sign up - visit www.promptpaymentcode.co.uk :

- Complete the on-line form with your details and nominate two referees to confirm you pay promptly
- Contact your referees to make sure they will support your application
- Let them know that they will receive an email asking them to confirm whether you pay promptly by clicking the YES button
- Encourage them to sign up too

BENEFITS OF SIGNING THE CODE

The Prompt Payment Code
Approved Signatory



Paying promptly is a good benefit for your supplier and can have significant benefits for your business too.

Once approved, you can use the PPC logo on your documentation and website to show that you are serious about treating your suppliers fairly and paying them on time.

How do we know that others are as good as us?

Every organisation has to go through the same application process and, each November and May, we will review all Approved Signatories and request confirmation from their referees that they are still paying promptly. This will give the Code integrity and be a genuine indication of good practice.

How will we know we have been accepted?

Once we have received positive references, you will receive an email confirming your successful application and giving you access to the PPC Approved Signatory logo. If there is a problem with your references, we will contact you.