



# Severfield

## Severfield plc – how to get paid guide for suppliers and sub-contractors

### 1. Introduction

This guide provides information to suppliers and sub-contractors providing goods and services to Severfield plc and its subsidiaries (together, 'the Group'), on the steps they need to take to ensure that they are paid for these goods and services promptly.

### 2. Purchase order requirements

It is the Group's policy that all procurement of goods and services must be confirmed with a purchase order ('PO'). There are only a very few authorised exceptions to this policy. If your company has not received an appropriate PO please get in touch with your main Group contact.

The PO number must be quoted on all supplier invoices and sub-contractor invoices and applications. Failure to do this will delay the processing of the invoice / application and may delay payment. In addition, if there is no PO number quoted on the invoice / application the Group reserves the right to dispute the invoice / application and withhold payment.

### 3. Invoice / application requirements

Any invoice / application for processing by a Severfield entity must contain the following minimum information:

- The correct Severfield legal entity name and registered address engaged for the supply (as detailed on the PO e.g. Severfield (UK) Limited);
- The name of your Severfield contact;
- A valid PO number;
- A unique invoice reference number;
- Your company number / VAT registration number (if applicable);

The invoice should be dated (tax point) and the value should be broken down to include the net and VAT values, when VAT is charged on the invoice.

### **Suppliers (other than approved sub-contractors)**

#### 4. Address information

##### ***For Severfield plc / Severfield (UK) Limited / Severfield (Design & Build) Limited:***

Paper documents must be addressed to:

Post:               Severs House  
                      Dalton Airfield Industrial Estate  
                      Dalton  
                      Thirsk  
                      North Yorkshire  
                      YO7 3JN

Electronic documents should be in pdf format and sent as e-mail attachments to:

E-mail:            Severfield (UK) Limited – [accounts.uk@severfield.com](mailto:accounts.uk@severfield.com)  
                      Severfield (Design & Build) Limited – [accounts.db@severfield.com](mailto:accounts.db@severfield.com)  
                      Severfield plc – [accounts.plc@severfield.com](mailto:accounts.plc@severfield.com)

Please direct any queries or issues to the Group (excluding Severfield (NI) – see NI details overleaf) accounts payable team who can be contacted on: +44 (0) 1845 576 800.



# Severfield

## ***For Severfield (NI) Limited:***

Paper documents must be addressed to:

Post: Fisher House  
Ballinamallard  
Enniskillen  
County Fermanagh  
BT94 2FY

Electronic documents should be in pdf format and sent as e-mail attachments to:

E-mail: [accounts.ni@severfield.com](mailto:accounts.ni@severfield.com)

Please direct any queries or issues to the Severfield (NI) accounts payable team who can be contacted on: +44 (0) 2866 388 521.

The Group does not accept faxed documents.

## **5. Payment terms**

The Group's standard payment terms are 'end of following month' (payment is due 30 days following the last day of the month in which the invoice is dated). Longer and shorter periods are possible where provided for by contract terms or by mutual agreement.

## **6. Payment of invoices**

Invoices will be formally approved for payment once it has been confirmed that the associated goods and services have been received by the Group under a valid PO.

To ensure that the Group's standard payment terms are complied with, an invoice should be received by the relevant accounts payable teams no more than 8 days after the date of invoice.

The Group operates two formal payment runs on a monthly basis – one mid-monthly and one on the last working day of each month.

## **Approved sub-contractors**

### **7. Address information**

#### ***For Severfield (UK) Limited***

Paper documents must be addressed to:

Post: Severs House  
Dalton Airfield Industrial Estate  
Dalton  
Thirsk  
North Yorkshire  
YO7 3JN

Electronic documents should be in pdf format and sent as e-mail attachments to:

E-mail: [accounts.uk@severfield.com](mailto:accounts.uk@severfield.com)

Please direct any queries or issues to the Severfield (UK) accounts payable team for sub-contractors who can be contacted on: +44 (0) 1845 576 800.



# Severfield

***For Severfield (Design & Build) Limited:***

Paper documents must be addressed to:

Post: Ward House  
Sherburn  
Malton  
North Yorkshire  
YO17 8PZ

Electronic documents should be in pdf format and sent as e-mail attachments to:

E-mail: [subcontract.db@severfield.com](mailto:subcontract.db@severfield.com)

Please direct any queries or issues to the Severfield (Design & Build) accounts payable team for sub-contractors who can be contacted on: +44 (0) 1944 710 421.

***For Severfield (NI) Limited:***

Paper documents must be addressed to:

Post: Fisher House  
Ballinamallard  
Enniskillen  
County Fermanagh  
BT94 2FY

Electronic documents should be in pdf format and sent as e-mail attachments to:

E-mail: [accounts.ni@severfield.com](mailto:accounts.ni@severfield.com)

Please direct any queries or issues to the Severfield (NI) accounts payable team for sub-contractors who can be contacted on: +44 (0) 2866 388 521.

The Group does not accept faxed documents.

## **8. Payment and payment terms**

The Group's standard policy is that all sub-contractor invoices and applications must be received **by the 8th of the month after completion of the work** to ensure payment reaches the sub-contractor by the 8th of the following month (subject to certification by the appropriate quantity surveyor).