

Guide to Getting Paid - advice for JBA suppliers



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Document purpose and scope

This document provides advice on the payment procedures of JBA Group Limited and its subsidiary operating companies, collectively known as 'JBA'. It aims to help our suppliers receive prompt payment for their services.

This document will be reviewed for continued suitability, will be communicated within the JBA Group and, if appropriate, made available to interested parties. The review interval for this document is 2 years.

Supplier invoices

1. Supplier invoices must contain certain pieces of information. Guidance is available from:

<https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include>.

We can provide an invoice template for you to complete. If you would like to make use of this facility, please email accounts@jbaconsulting.com to request a copy of the template.

All invoices should state:

- the JBA Purchase Order number if you have one
- whether it is an Interim or Final Invoice
- the Project/Contract title and the JBA Project Code (usually of the form 2020sXXXX)
- the JBA Project Manager or your contact at JBA
- the work undertaken/goods provided
- any applicable VAT with VAT rate, VAT amount and your VAT number
- your bank details

2. The invoice should be made out to the appropriate JBA operating company:

- Jeremy Benn Associates Limited
- JBA (IoM) Limited
- JBA Pacific Scientists and Engineers Pty Limited (Australia)
- JBA Consulting Engineers and Scientists Limited (Ireland)
- JBA Consult Europe SRL (Romania)
- JBA Risk Management Limited
- JBA RML Pte (Singapore)
- JBA RML Inc (USA)

3. If we have provided you with a JBA Purchase Order number, please quote it on your invoice together with the date of the Purchase Order. The Purchase Order number will be in the format *PO No. XXXXX*.

If we have not issued a Purchase Order, it will help us greatly if you include the Project title and the name of your contact at JBA on the invoice.

4. Please send your invoice to the Finance Department at the appropriate JBA company using one the addresses below.

JBA company addresses

Company	Postal address	Email address
Jeremy Benn Associates Limited	1 Broughton Park Old Lane North Broughton Skipton North Yorkshire BD23 3FD United Kingdom	accounts@jbaconsulting.com
JBA (IoM) Limited	14 Tynwald Street DOUGLAS Isle of Man IM1 1BG	accounts@jbaconsulting.com
JBA Pacific Scientists and Engineers Pty Limited	Suite T46, 'The Johnson' 477 Boundary Street Spring Hill QLD 4000 AUSTRALIA	anna.meyer@jbpacific.com.au
JBA Consulting Engineers and Scientists Limited	24 Grove Island Corbally LIMERICK Co Limerick V94 312N Ireland	info@jbaconsulting.ie
JBA Consult Europe SRL	Str Av Petre Cretu nr 34 Ap nr 2, Etaj 1 Sector 1 BUCHAREST Romania	daniela.radulescu@jbaconsulting.ro
JBA Risk Management Limited	1 Broughton Park Old Lane North Broughton Skipton North Yorkshire BD23 3FD United Kingdom	accounts@jbaconsulting.com
JBA RML Pte (Singapore)	The Hive 36 Carpenter Street #02-01 SINGAPORE 059915	iain.willis@jbarisk.com
JBA RML Inc (USA)	7696 Glenbrook Court Pleasanton CA 94588 USA	matt.reid@jbarisk.com



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Standard payment terms

Once approved, invoices will be included in our next cheque/payment run. We undertake two payment runs each month; one around the middle of the month and one towards the end.

We would normally expect an invoice to be approved for payment within a maximum of 5 working days from receipt and we will endeavour to pay all supplier invoices within a maximum of 30 days of receipt.

We do not currently use an e-invoicing system.

Payment queries and disputes

For queries relating to the payment of invoices please contact:

UK, Isle of Man, JBA Risk Management Ltd	Nathan Pickles	accounts@jbaconsulting.com
Ireland	Sonia Rush	info@jbaconsulting.ie
Australia	Anna Meyer	anna.meyer@jbpacific.com

Disputed invoices will be dealt with by our Group Finance Manager,

JBA Consulting, 1 Broughton Park, Old Lane North, Broughton, Skipton, North Yorkshire, BD23 3FD, UK

Email: accounts@jbaconsulting.com

Tel: +44 (0) 1756 799919

