

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.

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 finance@jbagroup.co.uk to request a copy of the template.

All invoices should state:

- the JBA Purchase Order number (e.g. PO12345) or JBA project code (20XXsXXXX).
- whether it is an Interim or Final Invoice.
- the Project/Contract title (if applicable).
- the JBA Project Manager or your contact at JBA.
- the work undertaken or goods provided.
- any applicable VAT with VAT rate, VAT amount and your VAT number.
- your bank details.
- your contact information including email address and telephone number.

2. The invoice should be made out to the appropriate JBA Operating Company.

Please select from:

- 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. We will verify bank details.

As a security protocol for new suppliers, on receipt of the first invoice we will call to verify bank details. If we are unable to confirm via telephone, we may request confirmation of bank details via email on JBA headed paper. This will also be the case for changes of bank details. Failure to confirm may lead to delays in payment.

4. JBA company addresses.

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

JBA Company	Postal address	Email address
Jeremy Benn Associates Limited	1 Broughton Park Old Lane North Broughton Skipton North Yorkshire BD23 3FD United Kingdom	finance@jbagroup.co.uk
JBA (IoM) Limited	14 Albert St Douglas Isle of Man IM1 2QA	finance@jbagroup.co.uk
JBA Pacific Scientists and Engineers Pty Limited	Level 1 150 Charlotte Street Brisbane City Qld 4000 Australia	kym.edmondson@jbpacific.com.au
JBA Consulting Engineers and Scientists Limited	24 Grove Island Corbally LIMERICK Co Limerick V94 312N Ireland	accounts@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 Company	Postal address	Email address
JBA Risk Management Limited	1 Broughton Park Old Lane North Broughton Skipton North Yorkshire BD23 3FD United Kingdom	finance@jbagroup.co.uk
JBA RML Pte	The Hive 36 Carpenter Street #02-01 SINGAPORE 059915	mansi.kalra@jbarisk.com
JBA RML Inc	7696 Glenbrook Court Pleasanton CA 94588 USA	matt.reid@jbarisk.com

Standard payment terms

We operate in accordance with the UK Prompt Payment code and, once approved, invoices will be included in our next payment run. We undertake two payment runs each month; one to clear on or as close to the 15th of the month as possible, the second to clear on the last working day. We take weekends and bank holidays into account and make every effort to arrange payments to clear on time.

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

For queries relating to the payment of invoices please use the following contact details.

UK, Isle of Man, JBA Risk Management Ltd

- Finance Team
- finance@jbagroup.co.uk

Ireland

- Sonia Rush
- accounts@jbaconsulting.ie

Australia

- Kym Edmondson
- kym.edmondson@jbpacific.com.au

Disputed invoices

Disputed invoices will be dealt with by the project manager/original requestor and our finance team/s. Please contact our Head Office:

Post:	1 Broughton Park, Old Lane North, Broughton, Skipton, North Yorkshire, BD23 3FD, UK
Email:	finance@jbagroup.co.uk
Tel:	+44 (0) 1756 799919

Document review

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.

This document was reviewed by the Group IMS Manager on 24/10/2023.