

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 2019sXXXX)
- 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 of the addresses below.

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JBA company addresses

Company	Postal address	Email address
Jeremy Benn Associates Limited	South Barn Broughton Hall SKIPTON North Yorkshire BD23 3AE United Kingdom	accounts@jbaconsulting.com
JBA (IoM) Limited	Second Avenue ONCHAN IM3 4LT Isle of Man	accounts@jbaconsulting.com
JBA Pacific Scientists and Engineers Pty Limited	Level 2 433 Boundary Street Spring Hill QLD 4004 AUSTRALIA	daniel.rodger@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	South Barn Broughton Hall SKIPTON North Yorkshire BD23 3AE United Kingdom	accounts@jbaconsulting.com
JBA RML Pte (Singapore)	101C Telok Ayer Street #04-00 SINGAPORE 068574	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:

Nathan Pickles

JBA Consulting, South Barn, Broughton Hall, Skipton, North Yorkshire, BD23 3AE, UK

Email: nathan.pickles@jbagroup.co.uk

Tel: 01756 799919

Disputed invoices will be dealt with by:

Ann Kendal, Group Finance Manager,

JBA Consulting, South Barn, Broughton Hall, Skipton, North Yorkshire, BD23 3AE, UK

Email: ann.kendal@jbagroup.co.uk

Tel: 01756 799919

