

# Prompt Payment Code

administered by the Chartered Institute of Credit Management on behalf of BEIS



The commitment made by Prompt Payment Code signatories is to pay 95% of invoices within 60 days. Businesses failing to meet this figure, or close to it, will be temporarily suspended from the Code and given the opportunity to submit an action plan that will enable them to achieve compliance. Where the action plan is reasonable, and will achieve compliance within no more than 12 months, the organisation will be reinstated once their Payment Practices Reporting submission demonstrates compliance has been achieved. In the absence of a satisfactory plan or failure to engage with the PPC administration team, the organisation will be permanently removed from the Code.

This template should be completed and returned to [promptpaymentcode@cicm.com](mailto:promptpaymentcode@cicm.com). Within 28 days, the company will be advised whether or not the Compliance Board deems it acceptable

<b>Organisation</b>	SSE plc		
<b>Company Registration Number</b>	SC117119		
<b>Date of last Payment Practices Reporting Data</b>	30-Sep-19		
<b>% invoices paid within 60 days*</b>	96%		
		<b>Actions to address each of the causes</b>	<b>Progress as at 30/09/2019</b>
<b>The primary causes of non-compliance</b> <i>(please add more rows if required)</i>	1. Slow receipting of goods/services which prevents invoices being matched to authorised spend and therefore delays payment.	Holistic review of P2P processes across the Group with particular focus on the receipting processes.	Discovery workshops undertaken across the Group to understand standard processes and customisations and the related issues that are being experienced. Recommendations for standardisation now in place with the standard process being rolled out across the Group with significant improvement in the time to match invoices evidenced.
	2. Invoices being received for processing into Accounts Payable significantly after invoice date resulting in payments being made out with terms.	1) Implementation of e-Invoicing solution enabling suppliers to upload invoices directly.	E-invoicing implemented at the end of November 2018 on a phased basis. 75% of vendors now adopting electronic invoicing.
		2) Engagement of third party contractor to scan and upload invoices.	See above
		3) Further education of buyers and suppliers on the process steps to be followed to ensure invoices are paid timeously.	Dtraining now being rolled out across SSE requestors on new standard process, with early benefits being evidenced through improved time to match indicators.
		4) Symplification of the P2P process	See action 1

\*for qualifying companies

<b>We note an update on progress is required at least quarterly and the first will be submitted by the following date</b>	
Plan prepared by: Signed Name Position	Alan Coyle Director of Financial Operations
Plan authorised by Board Director: Signed Name Position	