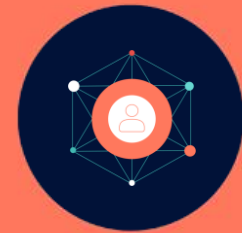




# AdEPT

**Accounts Payable  
Processes and Procedures**



Uniting  
technology,  
inspiring  
people

# Analysis of supplier payments process



All invoices received are to be processed in line with the attached procedure/flow charts.

- PO Cost of Sales or Overheads (OPEX) – one to one match (slide 3)
- PO Cost of Sales – blanket PO (slide 4)
- Non PO Cost of Sales – Recurring COS (slide 5)
- Non PO Overheads (OPEX) – Recurring or Occasional costs (slide 6)

Table below to be completed at every statutory reporting date and results to be monitored/reviewed for progress:

	<b>% invoices under 61 days</b>	<b>% of invoices to contract terms</b>	<b>% of invoices to contract terms+7</b>	<b>Average number of days to pay</b>
14 December 2022	90.3%	64.8%	82.2%	39
31 March 2023				
30 September 2023				
31 March 2024				

Signed: *John White*  
 Title: CFO  
 Date: 20 December 2022

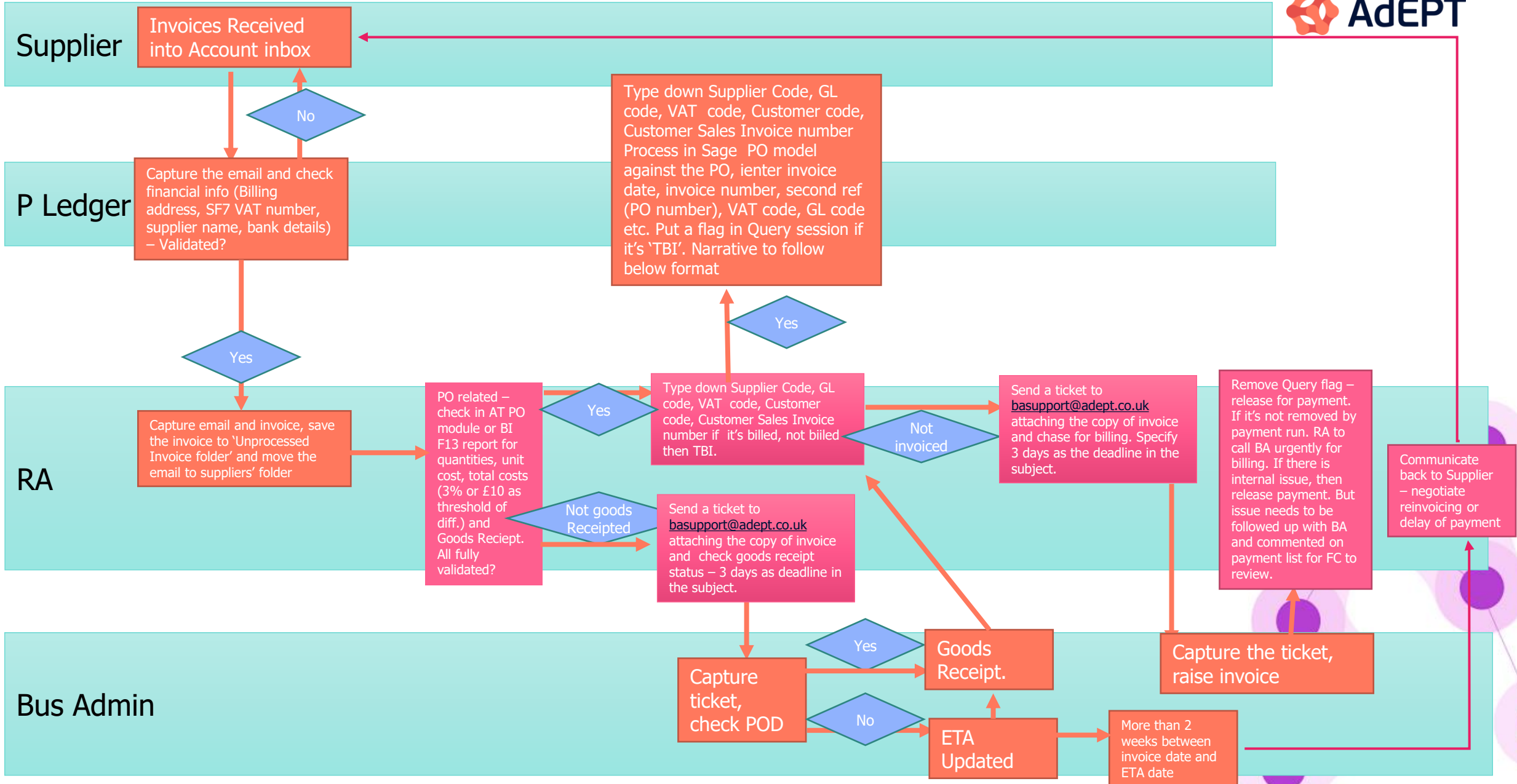
# Analysis of supplier payments process



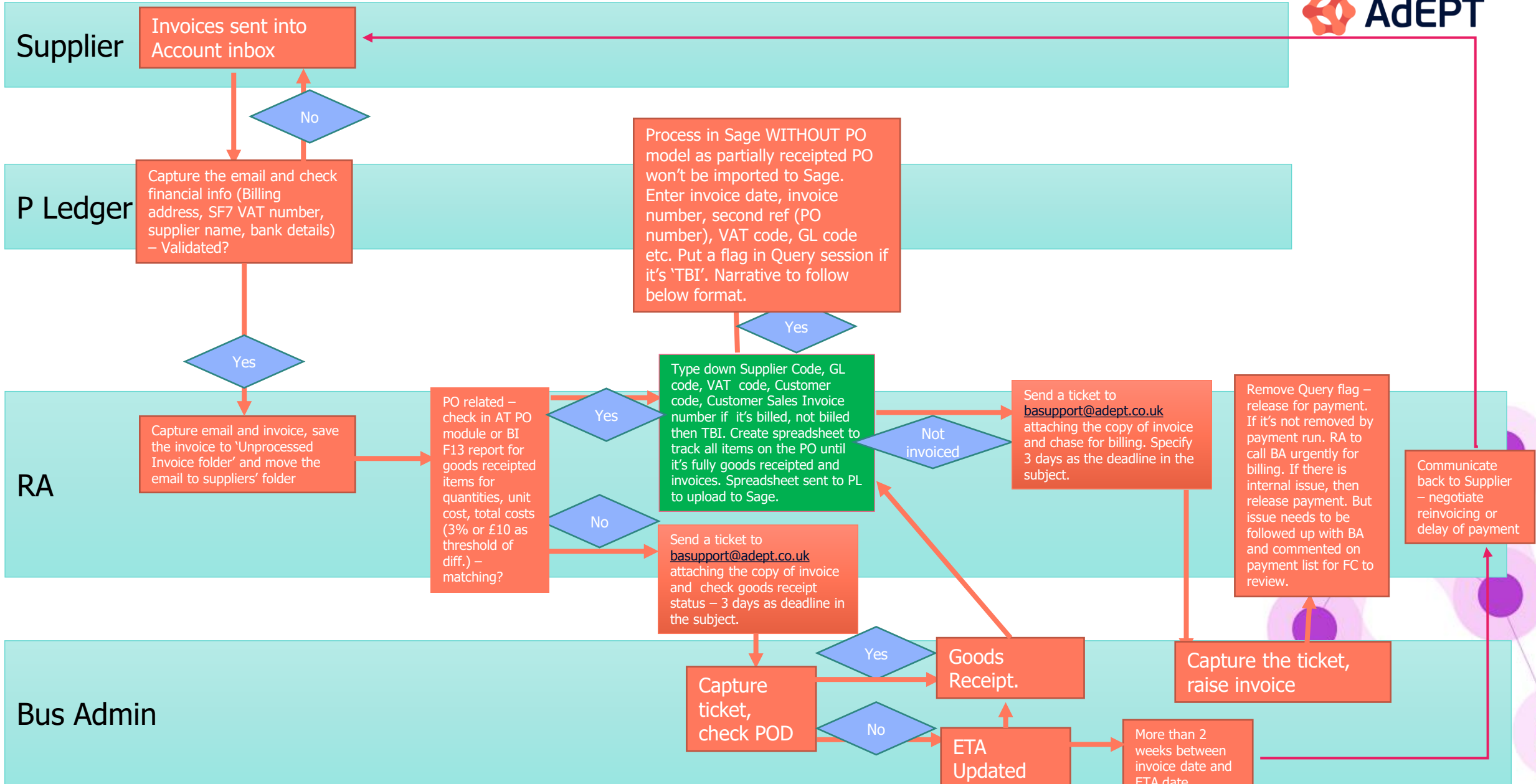
Reasons for payment beyond contracted credit terms and mitigating actions:

Issue	Action required
Received late from supplier/post delays	Alert supplier, and try to get electronic transfer of invoices
Invoices sent to registered office address rather than trading address	Advise supplier of trading address to update supplier system Request company secretary to pass on invoices/documents on timely basis
Dispute waiting to be resolved with supplier	Work with suppliers to resolve disputes as quickly as possible Payment of invoice balances around disputes
Some suppliers drop ship (deliver straight to customer) and therefore can take longer to confirm receipt and or any issues with supplies	Business Admin to confirm equipment receipts on timely basis Regular liaising with suppliers around any supply related issues, quantities and pricing
Specific agreement to pay supplier outside of regular agreed terms due to supply issues and part delivery or pre-invoiced ahead of shipping	Identify specific invoices to which this applies, and segregate these from the payment calculations
Invoice approved for payment after weekly payment run has been made therefore having to go on the next one	Liaise with suppliers to advise them of the regular payment dates to ensure they are meeting invoice deadlines to ensure on time payment

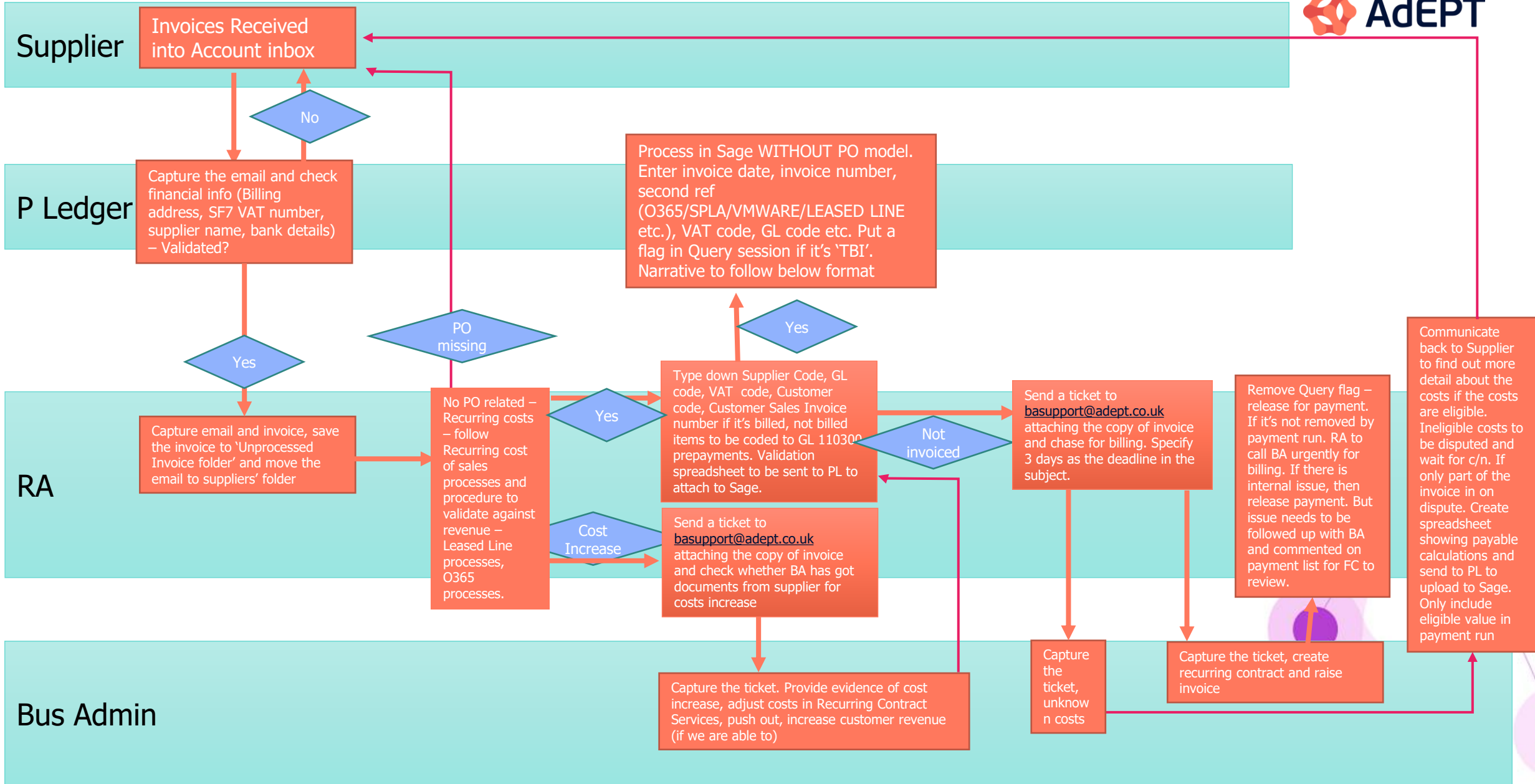
# PO Cost of Sales or Overheads (OPEX)



# PO Cost of Sales – blanket PO



# Non PO Cost of Sales – Recurring COS



# Non PO Overheads (OPEX) – Recurring or Occasional costs

