

# Prompt Payment Guide for Suppliers

## Prompt Payment Guide

### Introduction:

A.G. BARR appreciates that prompt payment is a key issue for our suppliers. We have automated internal processes which regulate how and when we pay. It's important our suppliers understand and comply with these processes in order to minimise the risk of delayed payment. We've prepared this short guidance note to help our suppliers in this regard.

### Our standard payment terms:

Our standard payment terms are to pay correctly rendered and valid invoices by the end of the month following the month of receipt. These terms are reflected in our standard terms and conditions of purchase which are [accessible here](#)

### How to ensure prompt payment

To ensure prompt payment in line with our standard payment terms (or individually negotiated payment terms), you must:

- Obtain a valid purchase order from your A.G. BARR contact including details of the agreed volumes and pricing;
- Quote the applicable purchase order number on your delivery note;
- Quote the applicable purchase order number and delivery note numbers on your invoice;
- Ensure your invoice is correct in that the quoted volumes and price correspond to the amounts delivered and agreed pricing; and
- Ensure your invoice is delivered to [apinvoices@agbarr.co.uk](mailto:apinvoices@agbarr.co.uk)

If you do not comply with these requirements, payment of invoices may be delayed.

### Questions?

If you are a supplier and have a question about this guide, please get in touch with the Accounts Payable team on 01236 852582 or [accountspayable@agbarr.co.uk](mailto:accountspayable@agbarr.co.uk)

