

## **Prompt Payment Code Strategy for Celsa UK Holdings Limited and its UK Subsidiaries**

This document sets out the Prompt Payment Code Strategy of Celsa UK Holdings Limited (“Celsa UK”) and encompasses all of its subsidiary undertakings (the “Group”).

The Prompt Payment Code (PPC) was created by the UK government in 2008 in response to a call from businesses for a change in payment culture. The PPC exists to set standards for payment practices between organisations and their suppliers. The PPC established a set of principles for businesses when dealing with and paying their suppliers.

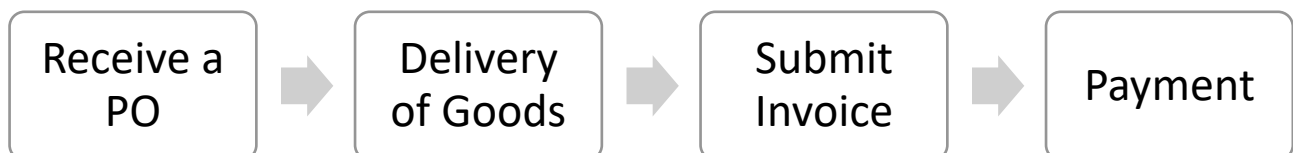
### **Approach to PPC**

CELSA UK is committed to applying fair and transparent payment terms with our supply chain. We continue to work hard to deliver on our payment commitments with suppliers being paid on time within their agreed terms.

CELSA UK adopts a Total Quality Management approach of continuous improvement and endeavors to review payment practices continually in an effort to achieve optimal payment terms for the entire supply chain, particularly with SME's.

### **Payment Procedure**

This document provides information for suppliers and contractors who are providing goods and services to the Group. To ensure payments are completed within the terms agreed, the following steps need to be adhered to.



## 1. Purchases Orders

The Group policy states that all procurement of goods and services must be confirmed with a Purchase Order (PO) number.

The purchase order must be quoted on all supplier invoices. Failure to do this will result in the invoice being rejected.

## 2. Receipt of Invoices and Statements

Suppliers are encouraged to send invoices electronically to the email address for the relevant company:

BRC MANUFACTURING	<a href="mailto:invoices.brcmesh@gcelsa.com">invoices.brcmesh@gcelsa.com</a>
BRC LTD	<a href="mailto:Invoices@brc.ltd.uk">Invoices@brc.ltd.uk</a>
EXPRESS REINFORCEMENTS	<a href="mailto:invoices@expressreinforcements.co.uk">invoices@expressreinforcements.co.uk</a>
RFA	<a href="mailto:invoices@rfa-tech.co.uk">invoices@rfa-tech.co.uk</a>
ROM MANUFACTURING	<a href="mailto:invoices.rommesh@gcelsa.com">invoices.rommesh@gcelsa.com</a>
ROM LTD	<a href="mailto:invoices@rom.co.uk">invoices@rom.co.uk</a>
ROM - TECH	<a href="mailto:invoices@rom-tech.co.uk">invoices@rom-tech.co.uk</a>
CELSA MANUFACTURING	<a href="mailto:Invoices@celsauk.com">Invoices@celsauk.com</a>

Electronic invoices must be sent in PDF format as an attachment with only one invoice per attachment.

A valid invoice is one that includes all the below information:

- a relevant Purchase Order reference;
- the Delivery Note number/work number (where applicable);
- the date, supplier name, contact and bank details;
- is for the correct sum;
- is delivered on the day the invoice is raised.

Any invoices not meeting these criteria will risk delay of payment.

## 3. Disputed Invoices.

If any invoice is disputed, it is the responsibility of the Group to advise the supplier of the dispute and agree a resolution. Disputed invoices and credit notes will not be settled until the dispute is resolved.

#### 4. Payment of invoices.

The Group processes payments twice per month with all agreed payment terms being included on either of these payments runs. Remittance advice notes are emailed to the supplier once the payment has been processed.

It is the suppliers' responsibility to provide the correct bank details to the Group to facilitate payment. Any changes to bank details must be notified to Celsa UK companies no less than 4 weeks before they take effect.

#### 5. Complaints.

Complaints in relation to the processing of payments and/or invoices should be emailed to the relevant email or made by telephone on 02920 351 824 and the relevant supplier reference number should be quoted.

BRC MANUFACTURING	<a href="mailto:brc.manufacturing@gcelsa.com">brc.manufacturing@gcelsa.com</a>
BRC LTD	<a href="mailto:purchase.ledger@brc.ltd.uk">purchase.ledger@brc.ltd.uk</a>
EXPRESS REINFORCEMENTS	<a href="mailto:purchase.ledger@expressreinforcements.co.uk">purchase.ledger@expressreinforcements.co.uk</a>
RFA	<a href="mailto:purchase.ledger@rfa-tech.co.uk">purchase.ledger@rfa-tech.co.uk</a>
ROM MANUFACTURING	<a href="mailto:rom.manufacturing@gcelsa.com">rom.manufacturing@gcelsa.com</a>
ROM LTD	<a href="mailto:rom.reinforcement@gcelsa.com">rom.reinforcement@gcelsa.com</a>
ROM - TECH	<a href="mailto:purchase.ledger@rom-tech.co.uk">purchase.ledger@rom-tech.co.uk</a>
CELSA MANUFACTURING	<a href="mailto:apcelsauk@gcelsa.com">apcelsauk@gcelsa.com</a>

#### 6. Contact details.

Queries concerning the status or payment of an invoice should be addressed to the relevant Accounts Payable department via either email or phone:

BRC MANUFACTURING	<a href="mailto:brc.manufacturing@gcelsa.com">brc.manufacturing@gcelsa.com</a>	<a href="tel:02920351805">02920351805</a>
BRC LTD	<a href="mailto:purchase.ledger@brc.ltd.uk">purchase.ledger@brc.ltd.uk</a>	<a href="tel:02920351805">02920351805</a>
EXPRESS REINFORCEMENTS	<a href="mailto:purchase.ledger@expressreinforcements.co.uk">purchase.ledger@expressreinforcements.co.uk</a>	<a href="tel:02920351817">02920351817</a>
RFA	<a href="mailto:purchase.ledger@rfa-tech.co.uk">purchase.ledger@rfa-tech.co.uk</a>	<a href="tel:02920351805">02920351805</a>
ROM MANUFACTURING	<a href="mailto:rom.manufacturing@gcelsa.com">rom.manufacturing@gcelsa.com</a>	<a href="tel:02920351817">02920351817</a>
ROM LTD	<a href="mailto:rom.reinforcement@gcelsa.com">rom.reinforcement@gcelsa.com</a>	<a href="tel:02920351950">02920351950</a>
ROM - TECH	<a href="mailto:purchase.ledger@rom-tech.co.uk">purchase.ledger@rom-tech.co.uk</a>	<a href="tel:02920351950">02920351950</a>
CELSA MANUFACTURING	<a href="mailto:apcelsauk@gcelsa.com">apcelsauk@gcelsa.com</a>	<a href="tel:02920351804">02920351804</a> / <a href="tel:02920351819">02920351819</a>