

# **Salt Training Limited Supplier Prompt Payment Policy**

## **1 Introduction**

The Prompt Payment Code (PPC) is a voluntary code of practice for businesses, administered by the Office of the Small Business Commissioner (SBC) on behalf of BEIS. It was established in December 2008 and sets standards for payment practices between organisations of any size and their suppliers.

## **2 General**

Salt Training Limited recognises its responsibilities to our supply chain partners and accepts the requirement to settle supplier payments on time. Therefore, Salt Training Limited supports and acts in accordance with the Prompt Payment Code.

## **3 Code Criteria**

**Salt Training Limited undertakes to:**

### **Pay suppliers on time**

- by paying 95% of invoices within the agreed payment terms and without attempting to change terms retrospectively.
- by acknowledging their right to use late payment legislation to invoice for late payment interest and charges when appropriate.

### **Give clear guidance to suppliers**

- by making readily available clear guidance on payment procedures and invoicing Requirements at on-boarding stage and on an ongoing basis.
- by notifying them if there is any reason why an invoice may not be paid to the agreed terms of their contract.
- by sharing the system for dealing with complaints and disputes and providing suppliers with a point of contact (or online portal) for payment queries

### **Adopt and encourage good practice**

- by confirming that lead suppliers have adopted the Code throughout their own supply chains.
- by avoiding any practices that adversely affect the supply chain.

### **Salt Training Limited's standard payment terms are 30 days**

A valid invoice is one that:

- is delivered on time in accordance with the contract.
- is for the correct sum in accordance with their signed contract.
- is in respect of services supplied/delivered to the required quality.
- includes the date, supplier name, contact details, bank details and correct timesheet and expenses, if applicable.
- quotes the relevant contract reference number It is the suppliers' responsibility to provide correct bank details to facilitate payment. Any changes to payment details must be notified to their main contact within Salt Training Limited .

Policy Owner: Managing Director

Stage of Approval: Approved

Date of Approval: April 2025

Date of Review: April 2026

## **4 Payment Methods**

We process supplier payments weekly and pay our suppliers using BACS (Bank Automated Clearing System) only. Salt Training Limited is not responsible for any delays in payments being made which are outside of our control (e.g., where our Banking Provider suffers from technical failures or otherwise delays the processing of such payments).

## **5 Payment Disputes**

In the first instance, any disputes with regards to payments should be raised with your main point of contact at Salt Training Limited or the person who issued the contract. If this does not lead to a satisfactory resolution, the dispute will be escalated to the Managing Director Kurt Salter.

Salt Training Limited will endeavour to advise suppliers promptly of any disputes or reasons why an invoice may not be paid in accordance with the agreed terms. Invoices that are subject to dispute will not be paid until resolution of the dispute. Once resolved, payment will be made in accordance with the terms of this policy and the Code.

## **6 Declaration of Adherence to the Code**

Salt Training Limited, declares its commitment to paying subcontractors within 30 days of receipt of a valid invoice in adherence to the HMG Prompt Payment Policy. To show further commitment, Salt Training Limited has incorporated HMG Prompt Payment Policy requirements into our pre-contracting questionnaire for suppliers and subcontractors and added this into our due diligence process and procedure. This prompt payment policy also supplements our finance and procurement policies.

## **Company details**

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Registered Name: Salt Training Limited

Company Registration Number: 15145438

Registered Office, Trading Address & Head Office:

Unit 13

West Industrial Estates

Sea Street

Herne Bay

CT6 8JZ

Email: [info@salttraininglimited.co.uk](mailto:info@salttraininglimited.co.uk)

Policy Owner: Managing Director

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