

Tideway - How to get paid guide for suppliers

1 Introduction

This guide provides information to suppliers providing goods and services to Bazalgette Tunnel Limited t/a Tideway on the steps they need to ensure that they are paid promptly.

2 Purchase order requirements

It is Tideway's policy that procurement of all goods and services must be confirmed with a purchase order (PO). There are only a few authorised exceptions to this policy. If your company has not received an appropriate and valid PO please get in touch with your main Tideway contact.

The valid PO number must be quoted on all supplier invoices. Failure to do this will delay the processing of the invoice and may delay payment. In addition, if there is no valid PO number quoted on the invoice Tideway reserves the right to dispute the invoice and withhold payment.

3 Invoice requirements

Any invoice for processing by Tideway must contain the following minimum information:

- The legal entity name and registered address for the supply to Tideway as follows:
Bazalgette Tunnel Limited
Cottons Centre
Cottons Lane
London
SE1 2QG
- A valid PO number
- The name of your Tideway contact
- A unique invoice reference number
- Invoice date (tax point)
- Your company number and/or VAT registration number (if applicable)

The value should be broken down to include the net and VAT values, when VAT is charged on the invoice.

4 Address information

In order to eliminate paper documents, all documents should be submitted by email to Tideway.

Electronic documents should be in PDF format and sent as email attachments to:

Email: accounts.payable@tideway.london

Please direct any queries or issues to accounts payable who can be contacted on:

Phone: +44 20 3744 4010

Tideway does not accept faxed documents.

5 Payment terms

Tideway's standard payment terms are 30 days from date of invoice. Shorter payment terms are possible where provided for by contract terms.

6 Payment of invoices

Invoices will be formally approved for payment once it has been confirmed that the associated goods and services have been received by Tideway under a valid PO.

To ensure that Tideway's standard payment terms are complied with, an invoice should be received by accounts payable no more than 8 days after the date of invoice.

Tideway operates a weekly payment run on a Wednesday.

7 Disputed invoices

Where there is a dispute with an invoice, the Tideway contact will liaise with the supplier to resolve. The Tideway contact will keep accounts payable informed of any disputes on invoices resulting in delays in payment and where credit notes are to be issued.