



UK Fair and Prompt Payment commitments Action Plan Summary

Supplier name: **Bouygues Travaux Publics UK Branch**
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Commitment to Fair and Prompt Payment

- Bouygues Travaux Publics UK Branch recognise that fair and prompt payments are essential to our UK supply chain stability and performance.
- We have developed our systems, processes, and objectives built on three core pillars: collaborative approach, transparency, respect of payment terms.
- We strive to continuously improve our performance through early supply chain engagement, streamlining of our processes with wider e-invoicing adoption and regular monitoring and review.

Primary Causes of Delayed Payment and Corrective Actions

Where payment delays occur, they are generally associated with:

- Invoices submitted without purchase order references, delivery notes or with discrepancies against supporting documentation, requiring resolution (e.g. credit notes, clarifications).
- Delays in receipt of invoices, particularly from suppliers not using e-invoicing, leading to manual processing.
- Discrepancy between invoice dates and actual receipt dates.
- Variation in payment terms reflecting the nature, origin and duration of works across long-term major projects.

Actions to address these causes

Our approach to strengthening invoice approval and goods receipting processes include:

- Increased use of streamlined and standardised invoicing processes across projects, comprising of wider adoption of e-invoicing where appropriate, to reduce manual handling and improve processing times.
- Enhanced clarity and alignment on invoicing requirements at early stages starting from vendor selection and procurement (e.g. purchase order references, supporting documentation), to minimise downstream discrepancies.
- Deployment of Power BI dashboard to report the payment period for the invoices of the projects on real time.
- Continuous improvement of internal processes and approval workflows including optimisation of our ERP/payment systems to reduce processing time.

Our approach to supporting suppliers and reducing payment delays include:

- Strengthening early engagement with suppliers at project and package level to ensure mutual understanding of payment processes and requirements.
- Maintaining a collaborative approach with our supply chain to resolve discrepancies efficiently and support continuous improvement across both internal and supplier processes.

Regular Reporting, Performance Monitoring and Governance

- Robust governance is in place, with regular audits and oversight by internal audit committees, supported by regular reporting from project teams.
- Periodic monitoring of payment performance is ensured through regular internal reviews to identify root causes of delays, address issues and track improvements over time.

Signed on behalf of the Supplier:

MAZURIER, Pierre

Pierre MAZURIER, Finance Director
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