



Dear Sir or Madam

RE: SEP Purchase to Pay Procedure - Suppliers

As a valued member of our supply chain, we write to advise you that we are introducing a more robust Purchase to Pay procedure which will result in fewer account queries and support the payment of invoices.

SEP operate more than one company out of its offices in the Liver Building in Liverpool. On occasions, invoices have been issued to the incorrect SEP company resulting in an invoice query and delayed payment. To avoid a repeat and to ensure we expedite the progress of your invoice through our purchase to pay process, we are now introducing the following mandatory procedure with immediate effect.

Business info:

SEP Professional Services Limited (10139700)
SEP Resource Solutions Limited (12185457)
SEP Construction Services Limited (12101204)
SEP Land & Developments Limited (12373358)

Please support us in this rollout and ensure your teams follow without exception the points listed below:

1. Only accept and action an order when you have received a formal SEP purchase order. This will be emailed to you.
Do not accept -
 - a verbal instruction
 - an email saying order to follow
 - a verbal order number
2. Do not supply any materials or goods that are not identified on the order or supply any quantity above the quantity listed. If such a request is made by site please do not supply, redirect them to the Commercial lead and await instruction.
3. All delivery tickets/proof of delivery (POD) must correspond to the purchase order and identify the SEP Company, site, order number, date and materials delivered.
4. All invoices must list the SEP purchase order and be addressed to the SEP company who issued the purchase order. We cannot pay an invoice that does not quote the correct purchase order or is addressed to the wrong SEP company. Please ensure your sales staff provide the accounts with a copy of the purchase order before invoicing. If notified upfront we can send Purchase Orders to multiple email/generic addresses
5. All Invoices must correspond with the purchase order and identify the SEP Company, site and POD (Where necessary) must be emailed to accounts@sepprofessional.com
6. SEP Company's standard payment terms are 35 days after the end of the month of receipt of a valid invoice. If your invoice is rejected for non-compliance with any of the above it is not deemed to be a valid invoice.
7. Queries or expediting of payment please contact accounts@sepprofessional.com or 0151 662 0277 and leave a voice message.

We thank you in advance for complying with this and would be grateful if you ensure this letter is distributed to all relevant staff including sales and that it is forwarded onto your accounts department.

Yours Faithfully

Mr David Stafford
Managing Director

SEP Professional Services | SEP Resource Solutions | SEP Construction Services | SEP Land & Development



A customer focused business working across a range of specialist sectors
from the heart of Liverpool



PROFESSIONAL SERVICES

SEP Professional Services Limited
(10139700)

The Royal Liver Building
Pier Head, Liverpool, L3 1HU

Tel: 0151 459 5940
Email: info@sepprofessional.com



RESOURCE SOLUTIONS

SEP Resource Solutions Limited
(12185457)

3 Hattersley Court
Ormskirk, Lancashire, L39 2AY

Tel: 01695 317959
Email: contact@seprs.co.uk



CONSTRUCTION SERVICES

SEP Construction Services Limited
(12101204)

The Royal Liver Building
Pier Head, Liverpool, L3 1HU

Tel: 0151 459 5940
Email: info@sep-construction.com



LAND AND DEVELOPMENTS

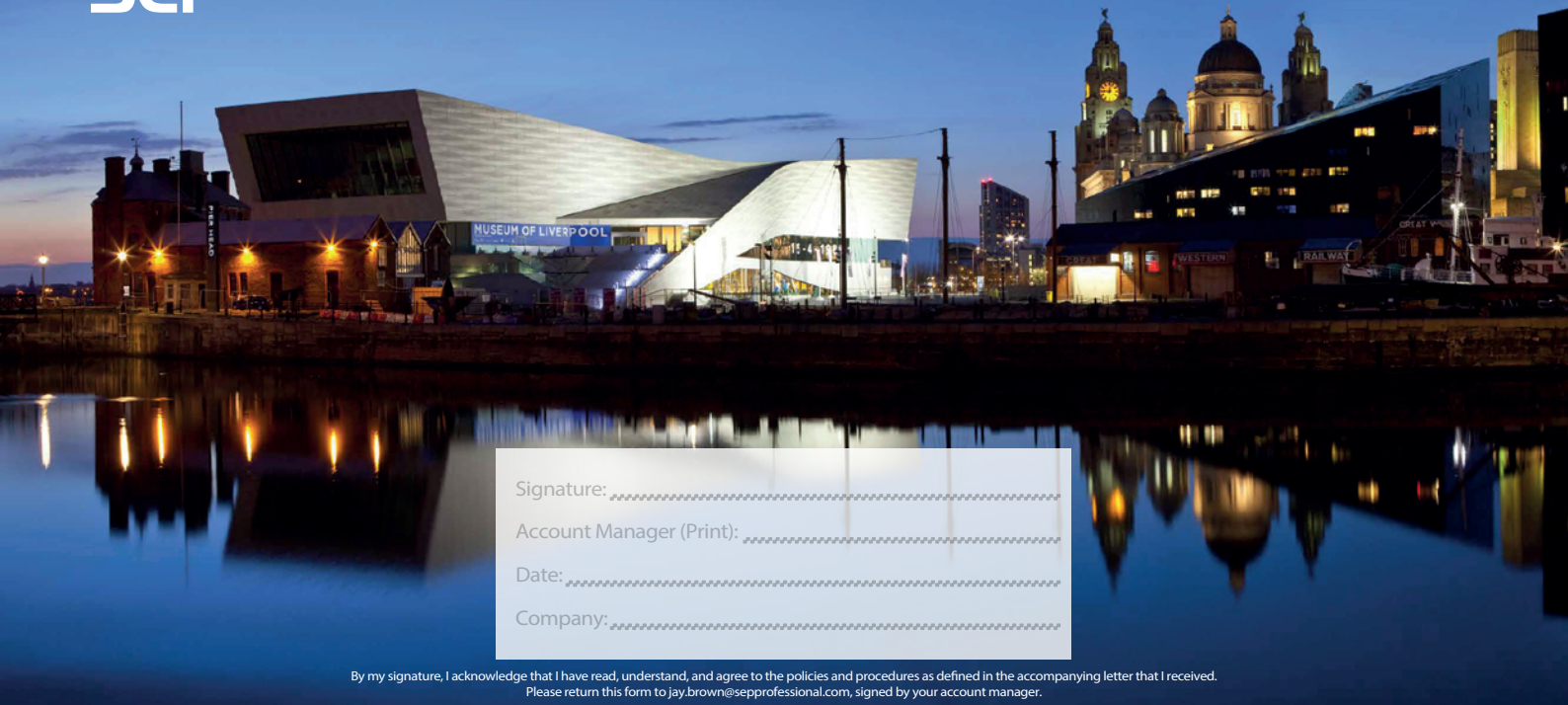
SEP Land & Developments Limited
(12373358)

The Royal Liver Building
Pier Head, Liverpool, L3 1HU

Tel: 0151 459 5940
Email: info@sepprofessional.com



Acknowledgement



Signature:

Account Manager (Print):

Date:

Company:

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures as defined in the accompanying letter that I received.
Please return this form to jay.brown@sepprofessional.com, signed by your account manager.