



As AWE moves towards the implementation of a new business system (Fusion) in April 2020 we wish to remind you of some important things to enable payment operation of your invoices to run smoothly.

AWE standard payment terms are **30 days from a valid invoice** (unless other contract payment terms apply, such as NEC Contractual requirements and Payment Certificates). Our terms also state that all invoices **shall only be sent to Accounts Payables**, quoting the Purchase Order Number and Line Number for which payment is being requested. AWE PLC reserves the right to refuse payment without these details.

AWE Fusion

ID#	Sales Rep	Item	Ship Date	Ship Via	Terms	Base Rate
1		Very long product description that occupies more than 70 characters & exceeds a line				100.00
2		One line product description				343.26
SUBTOTAL						1,283.89
NET						8.82%
GST						3.23%
SHIPPING & HANDLING						
TOTAL						1,482.87
FORM						
TOTAL DUE						1,482.87



It is true that maybe we have been flexible in the past and have tried to match invoices without PO numbers and/or PO lines to enable payment to be made but this generally causes additional time consuming work on AWE's behalf, and can also cause complications which delays payment or puts payments on hold.

Consequently as of the **01 March 2020** we will be enforcing the rule that Purchase Orders **must** contain the **Purchase Order Number** and **Purchase Order Line(s)** that payment is being requested for.

Failure to do so shall mean the invoice will be rejected and payment not achieved.



Requirements for Minor Additions & Alterations (MAA)

Are you supplying services that requires plant design modification?

AWE have processes in place for Minor Additions and Alterations to plant and facilities.

Where following the MAA process and a need arises to clarify the content or deviate from the accepted design the mechanism is a Technical Query (TQ), however the approval chain may differ:

- If a clarification is required (e.g. part specified can include multiple designations – which are acceptable?) this can be provided by the original designer;
- if a change is required to the approved design (e.g. part specified is on long lead time – can this alternative be used with small amendments to system configuration to reduce delivery time?) then approval must be sought from the Delegated Facility Design Authority (DFDA) before proceeding.

In some instances where there are a significant number of TQs or conflicting TQs, the DFDA may request that the original design is up-issued to fully consider the integration of the changes.

This does not affect the approach to Design Changes where following the Capital Project process (Project Delivery Quality Management Process).



FORWARD THINKING ...

- Remember to inform us of any changes within your business that could invalidate our records e.g. contact details, address, company mergers. In particular, if core details change such as address or bank details, please provide the information on company letterhead paper and email to SCM.Relmanagement@awe.co.uk as a pdf.
- If your company has achieved successful certification/recertification please send us a copy of your new certificate eg ISO 9001, ISO 14001, BS OHSAS 18001, ISO 45001, ISO 27001 or Cyber Essentials to SCM.Relmanagement@awe.co.uk.
- **Deliveries** – don't forget if you send any deliveries you **must** include **names of the recipient and building number**, **quantity of items** and **Purchase Order number** or your delivery will be rejected.

