

Procurement Policy

Last Reviewed: 01/11/2023

Next Review : 01/11/2024

Procurement Policy

Procurement is integral to our business and is founded on our core values and principles. We are committed to meeting our wider responsibilities to build a better world, integrate diverse and rich communities and protect the interest of current and future generations. To meet the expectations that our people, customers and partners have of our business, our materials, products and services contribute to the wellbeing of our communities.

NNBN Ltd is committed to engaging its people and managing its operation to drive customer value and generate social, economic and environmental benefits within the localities and communities that we serve.

Responsibilities

All employees, suppliers and third parties are responsible for ensuring that this Policy is adhered to in accordance with our share Values.

Procurement Policy

We are committed to contributing to a more sustainable society and to continually improve the positive impacts we make, not just in the work we do, but in people's lives and the wider community. Our impact can be categorised in terms of three key areas:

Who Has Purchasing Authority

- All contractual commitments relating to operating costs and expenditure of NNBN are the responsibility of the Directors.
- All procurement opportunities will be administered and authorised by all Directors of NNBN Ltd.
- Both Directors are always aware of contractual commitments of NNBN Ltd.

Our Ordering System

- All orders placed with suppliers will be placed by NNBN Ltd Directors.

- Regular orders placed with suppliers will be made by email by NNBN Ltd.

How Suppliers Will Be Paid

- Adhoc Suppliers will be asked to submit a proforma invoice which will be authorised by the purchasing Director of NNBN Ltd on the day of submission.
- Any invoice queries will be raised upon receipt of the invoice from the supplier.
- Payment will be made by Bank Transfer on the same day of the invoice submitted to NNBN Ltd quoting the invoice details sent to NNBN Ltd.
- Payments will be made to the bank details supplied by the supplier.
- NNBN Ltd will notify all suppliers that payment has been made.

Supplier Audits

- Throughout the dates of this policy, NNBN Ltd will perform supplier audits to confirm no outstanding invoices are unpaid.
- NNBN Ltd will also confirm routine checks on supplier bank details and that our record keeping is up to date.
- NNBN Ltd will confirm the sustainability goals of suppliers in adhoc checks asking suppliers to confirm their net zero status.
- NNBN Ltd will monitor suppliers on an adhoc basis to audit the percentage of spend with geographic location with priority procurement being spent within a 20 mile radius of our registered office.

Prompt Payment Code

- In November 2022, NNBN Ltd was approved by the Small Business Commissioner's Office following NNBN Ltd's application to join the Prompt Payment Code.
- The Prompt Payment Code (PPC) sets standards for payment practices and best practice and is administered by the Small Business Commission on behalf of the Department of Business and Trade. The Code covers prompt payment as well as wider payment procedures.
- The Small Business Commissioner, Liz Barclay, is responsible for regulation and governance of the Prompt Payment Code and signatories of the Code. The Small Business Commissioner has the power to determine which companies become signatories and investigate complaints concerning any signatories. The investigations can result in the Prompt Payment Code Compliance Board suspending or removing signatories from the Code.

The criteria for joining the Prompt Payment Code is:

- Pay suppliers on time.
- Give clear guidance to suppliers.

- Encourage good practice.
- Pay 95% of all invoices within 60 days.
- Pay 95% of all invoices within 30 days where the supplier is a small business with fewer than 50 employees.
- Avoid any practices that have an adverse effect on the supply chain.

Environmental and Sustainability

- We will source print through responsible procurement.
- We will invest in the procurement of essentials we need to business with environmental responsibilities firmly in mind.
- We will ensure our supply chain source sustainable materials and work closely with our suppliers to ensure they use recycled materials where possible.
- We will ensure all print suppliers are certified by the Forestry Stewardship Council.
- We will ensure our print suppliers use vegetable-based inks as an alternative to petroleum-based products where possible.
- We will use DPD as a courier who are able to offer carbon-neutral delivery within the UK.
- We will ensure our suppliers power their factories and offices as efficiently as possible and with the minimum impact on the environment.