

Payment policies

Payment for the construction and installation of the Openreach network on new developments may be made on a per unit basis.

Openreach will make payments for all sites of 11 or more plots providing that the quality standards are met on completion. For developments of 25 plots or more, Openreach will pay invoices for blocks of 25 completed plots or for the final number of plots if fewer than 25 remain.

If you are not sure if you qualify for payment (see below) then please contact your New Sites Representative who will be able to explain the criteria and rates to you.

The terms and conditions for New Sites are set out in this downloadable contract document:

[New sites contract document](#)

If the quality of work falls below the required standard, the New Sites Representative (NSR) will issue the developer with a remedial/snagging list. When all remedial work has been completed to the quality standards, the sign-off will take place and the contract payment can be progressed.

Paying invoices in a timely manner

Payment of invoices from the developer are subject to the following four-step process. Please follow these steps to ensure that invoices are paid in a timely manner:

1. Before the developer submits any invoice, they must arrange for a Quality Statement to be signed off by their New Sites Representative (NSR). The NSR will then arrange a meeting on site and ensure that all work meets the standards set out in the contract. No payment will be made if the standards are not met.
2. Once the Quality Statement has been signed off, the developer can submit their invoice to BT Accounts Payable. The invoice must quote the following:
 - o The appropriate purchase order and/or contract number (as agreed)
 - o The Openreach NSI reference number
 - o The number of plots involved and the unit cost per plot
 - o Ensure invoices are addressed to the correct legal entity, which should always contain the name "British Telecommunications plc".
3. Please ensure a full tax invoice additionally includes the following:
 - o An identifying number [invoice number]
 - o BT's name and address
 - o The time of the supply
 - o The date of issue

- o The developer's name and address and VAT registration number if applicable (Please note that the address should match that in the original purchase order, otherwise there will be a delay in payment as a new purchase order may be required)
- o Total charge exclusive of VAT and the rate of VAT
- o Any discount including rate of discount
- o The total VAT payable

The developer should also ensure that all the relevant information has been supplied to BT Accounts Payable associated with HMRC's CIS scheme (Construction Industry Scheme) including the Unique Tax Reference (UTR) details.

4. Unless advised otherwise on the purchase order, please ensure all invoices are addressed in full to:

BT Accounts Payable
 Openreach Housing Estates
 PO Box 378
 Parkway Business Centre
 Manchester
 M14 0WP

Further information on what should be included on the invoice can be found on the "Selling 2 BT" website at:

www.selling2bt.bt.com/Payment/BetterPaymentPracticeUK/default.htm.