**PPN 021 - Payment Spot Check Outcome**

**Spot check and contract information**

|  |  |
| --- | --- |
| **Date of spot check** | [XX Month Year] |
| **Supplier company name** | [Name] |
| **Supplier company number** | [XXXXXXX] or [Not applicable] |

|  |  |
| --- | --- |
| **Contract name** | [Name] |
| **Procurement identifier (OCID)** | [XXXX-XXXXXX-XXXXXX] |

**Spot check outcomes**

|  |  |
| --- | --- |
| **Requirement** | **Outcome** |
| Confirmation that 30-day payment terms have been included in all subcontracts for this contract | [Yes/No] |
| Confirmation that the supplier has procedures in place for resolving disputed invoices promptly and effectively | [Yes/No] |
| Confirmation that the procedures for resolving disputed invoices have been shared with all subcontractors for this contract | [Yes/No] |

**Payment performance**

|  |  |
| --- | --- |
| **Metric** | **Value** |
| Number of invoice spot checks carried out | [XX] |
| Percentage (%) of invoices paid within agreed terms | [XX%] |

**Actions**

|  |  |
| --- | --- |
| Was any further action taken following the spot check?  *If yes, please provide information on the next page* | [Yes/No] |

**Actions taken**

|  |
| --- |
| [Please provide a brief overview of any actions taken by the contracting authority following the spot check.] or [Not applicable] |

**Further information**

|  |
| --- |
| [Please provide any further information that may be relevant.] or [Not applicable] |

The information and data provided for this specific contract were correct at the time of the spot check.

This document may be published on gov.uk and/or a contracting authority’s website.

For more information, please read Procurement Policy Note 021.