

New Supplier Procedure

BTG Eddisons / BTG Eddisons Group Limited and subsidiaries

Policy Owner:	Henry Calderbank as Group Financial Controller
Approval Body:	BTG Eddisons Board
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Classification	External

Document Control

Version Number:	Date:	Summary of Changes:	Approved by:
V1.0	27/02/2026	Rebrand from Eddisons Supplier Information Policy on website (no version control)	Henry Calderbank

Procedure Overview

1. Purpose and Scope

- 1.1 This procedure sets out the steps prospective suppliers must follow to provide BTG Eddisons with goods or services.
- 1.2 This policy applies to all services delivered in the name of BTG Eddisons, a trading name of BTG Eddisons Group Limited (formerly Eddisons Commercial (Holdings) Limited) and its subsidiaries, (inc. Eddisons Commercial Ltd, Eddisons Commercial Property Management Ltd), the 'Organisation'.
- 1.3 This is in compliance with BS EN SO: 9001:2015.

2. Procedure Statement

- 2.1 The Organisation has produced this New Supplier Procedure to enable suppliers to be correctly onboarded.
- 2.2 All suppliers are subject to due diligence and must satisfy the Organisation's electronic payment requirements.
- 2.3 Once onboarded, suppliers must follow the invoicing steps set out in this document to ensure timely payment.

3. How to become a supplier

- 3.1 If you have been invited by a BTG Eddisons employee to be considered as a provider of goods or services, you will be asked to complete a New Supplier Form and return this promptly to your point of contact in the local office. The form will ask questions about the proposed work you will be undertaking for us, your professional background, any relevant qualifications/regulatory memberships you may hold, and your business policies.

- 3.2 The New Supplier Form will also prompt you to provide your payment information. Please ensure this is accurate.
- 3.3 You may also be asked to sign a Non-Disclosure Agreement and provide supporting documents such as Certificates of Insurance, depending on the type of work you are being engaged for.

4. Invoicing

- 4.1 BTG Eddisons operates an invoice processing system for all our approved vendors. You will need to work with your local point of contact to be registered in our payables system. **Make sure your invoice includes:**
 - Your purchase order (PO) number.
 - Your company name and address (including postcode).
 - All your relevant contact details: telephone number, email address, etc.
 - Correct bank details—these must match the details supplied on your New Supplier Form.
 - A valid and current VAT number.
 - An identifiable, unique invoice/credit number. Without this, your invoice will be returned.
 - An invoice date/tax point. This allows us to action your invoice within the correct payment terms.
 - A description of goods/services being supplied.
 - The named contact details of your instructing BTG Eddisons local office contact.

If you are a contractor servicing our clients rather than supplying goods and services, the invoicing process may differ. You will be advised by your local office contact.

5. Payment

- 5.1 BTG Eddisons pay all suppliers by electronic payments which are fast and secure. Invoices should be submitted in pdf format to: purchase.invoices@eddisons.com
- 5.2 Supplier payments are made twice per month. As standard, we include invoices on the payment run **30 days following the invoice date**. Where reduced terms are agreed, invoices are again paid on the payment run following the invoice date.

6. Queries

Any supplier enquiries should be made via email to: purchase.invoices@eddisons.com, and we will endeavour to respond to enquiries within 2 business days of receipt.

Responsibilities

7. Responsibilities

Role	Responsible for
Local Office Contact	Liaising with supplier for onboarding, providing New Supplier Form for completion
Heads of Area	Initial screening on return of New Supplier Form of proposed supplier's suitability.
Group Financial Controller	Reviewing the content of the Procedure and providing final sign-off.
Lead Auditor	Auditing the Procedure content against ISO 9001:2015 in accordance with scheduled internal audits.

Review and Governance

8. Review frequency

This Procedure shall be annually reviewed to ensure its continued suitability.

9. Triggers for an early review

This policy shall be reviewed early in the event of any major Organisational change, or the introduction of new systems that affect the workability of the Procedure.