

**Belfast Harbour Commissioners**  
**SUPPLIER PAYMENT REPORTING**

Duty to Report

BHC is not required by law to produce a report on payment practices and performance, however is doing so as a matter of good practice.

BHC will report on its payment practices and performances annually. Reports will relate to the previous financial year.

Payment Terms and Dispute Resolution

BHC's standard terms of payment is by the end of the month following the month in which an invoice is received, providing the invoice is properly submitted.

All invoices have to be submitted with a valid purchase order number, and all suppliers have been advised accordingly.

Payments made under the Construction Contracts (Northern Ireland) Order 1996 will be as specified under contracts for major capital works.

If BHC disputes an invoice, the supplier is contacted immediately. Every effort is made to resolve all payment related disputes and queries quickly. Disputes are resolved through BHC Finance Department by emailing [accountspayable@belfast-harbour.co.uk](mailto:accountspayable@belfast-harbour.co.uk).

Payment Statistics

All metrics shown below cover the period January to December 2025 and are based on the volume of invoices and not value. 2024 comparatives are in brackets.

- 1) Average time taken to pay invoices (from date of receipt of invoice): **15 days (22 days)**
- 2) Invoice paid:
  - within 30 days: **95% (87%)**
  - in 31 to 60 days: **4% (12%)**
  - in 61 days or more: **1% (1%)**
- 3) Invoices due but not paid within agreed terms: **1% (1%)**

Other information:

BHC does not offer suppliers e-invoicing.

Supply chain finance is not available.

There is no charge for remaining on a supplier list.

BHC is not a member of a payment code.