

# Payment policies

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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 on request for blocks of 25 completed plots or for the final number of plots if fewer than 25 remain.

Plots are eligible for payment if the infrastructure has been installed to the quality standards as set out within the supporting handbooks.

In addition if the developer has opted to self-install the internal Openreach equipment (Connectorised fibre cable, Optical Network Termination (ONT) and the battery back-up (BBU)), and this has been commissioned by Openreach then the developer can claim an extra £20 payment per plot.

If the developer is not sure if they qualify for payment (see below) then they should contact the Field based coordinator (FBC) who will be able to explain the criteria and rates.

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 Field based coordinator (FBC) 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 (Developer Completion Certificate) to be signed off by their Field based coordinator (FBC). The FBC 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 until the standards are met.
2. Once the Quality Statement has been signed off, the FBC will then give a copy of the Developer Completion Certificate to the developer and send a copy to the Purchase Order team. The developer at this stage should also provide their full billing address details. A purchase order will then be created for the development and the purchase order reference number will then be sent to the FBC who will then forward this to the developer.
3. The developer can then submit their invoice to Openreach Accounts Payable. The invoice must quote the following:
  - The appropriate purchase order reference
  - The Openreach NSI reference number
  - The number of plots involved and the unit cost per plot
  - Ensure invoices are addressed to the correct legal entity, which should always contain the name "British Telecommunications plc".
4. Please ensure a full tax invoice additionally includes the following:
  - An identifying number [invoice number]
  - BT's name and address
  - The time of the supply
  - The date of issue
  - The developer's name and address and VAT registration number if applicable (Please note that the address should match that given to the FBC for the original purchase order, otherwise there will be a delay in payment as a new purchase order may be required)
  - Total charge exclusive of VAT and the rate of VAT

- Any discount including rate of discount
- 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.

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

Openreach Accounts Payable  
PO Box 817  
1st Floor Brundrett Place  
1 Brundrett Street Stockport  
SK1 9DD

5. Invoices should then be posted to the above address so that your payment can be processed by our accounts team.

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](http://www.selling2bt.bt.com/Payment/BetterPaymentPracticeUK/default.htm)