Supply Chain Improvement Statement

Lincoln Security is committed to paying suppliers in accordance with agreed contractual terms and to continually improving the efficiency of its purchase to payment process.

As part of our ongoing review of financial controls, we have assessed the factors that can affect invoice processing and implemented additional measures to strengthen our procedures and improve payment performance.

1. Improvements Implemented

Lincoln Security has introduced a formal Invoice Procedure within its Quality Management System to provide a consistent and controlled process for receiving, reviewing, approving and paying supplier invoices.

Key measures include:

- Centralised receipt of supplier invoices by Stock Control and Accounts.
- Electronic recording and tracking of invoices.
- Defined approval responsibilities and timescales.
- Monthly reconciliation of supplier statements to identify any outstanding documentation.
- Weekly review of invoices due for payment.
- Recording of agreed supplier payment terms within our finance system.
- Regular management oversight of payment performance.

2. Ongoing Monitoring

Payment performance is monitored through routine management reporting, including:

- Supplier statement reconciliations.
- Review of invoices awaiting approval.
- Monitoring of invoice queries and disputed invoices.
- Measurement of payments made within agreed contractual terms.
- Regular reporting to senior management.

Lincoln Security will continue to review its processes to improve efficiency, strengthen supplier relationships and support prompt payment across its supply chain.

Julie Froggatt

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