

2023 INVOICING DEADLINES & PAYMENT SCHEDULE

Invoicing Period*	Inv/Timesheet Deadline	Payment Received
January 2023	2nd February 2023 - 12noon	13th Feb 2023
February 2023	2nd March 2023 - 12noon	13th March 2023
March 2023	4th April 2023 - 12noon	13th April 2023
April 2023	2nd May 2023 - 12noon	12th May 2023
May 2023	2nd June 2023 - 12noon	13th June 2023
June 2023	4th July 2023 - 12noon	13th July 2023
July 2023	2nd August 2023 - 12noon	14th August 2023
August 2023	4th September 2023 - 12noon	13th September 2023
September 2023	3rd October 2023 - 12noon	13th October 2023
October 2023	2nd November 2023 - 12noon	13th November 2023
November 2023	4th December 2023 - 12noon	13th December 2023
December 2023	3rd January 2024 - 12noon	12th January 2024

*Please refer to the Invoicing Detail Sheet you received from PES when being onboarded for specific invoicing period detail as this can be client specific.

- Both Invoice & Approved Timesheet must be received prior to the deadline.
- It is the contractors' responsibility to ensure both are received and correct.
- If your approver is on holiday, please ensure arrangements have been made in advance to have an approver in place.
- If errors are rectified within 24hrs of being highlighted, Bright Purple will honor the original receipt date.

TIMESHEETS

You will be advised at the start of your contract which system you will use - majority of our contractors are on our own portal - [Bright Purple - Timesheet Portal](#)

If submitting time through the BP portal, you will receive your log in details on your first week with relevant how to documents, which can also be found at our website along with more relevant information for our current contractors - [Bright Purple](#)

If using the end-clients system, you will receive this information at on-boarding.

If you are unable to meet your deadline, please get in touch with us to discuss. Bright Purple will endeavor to make payment to the invoice in a non-contractor payment run after the 18th of the month.