

2024 INVOICING DEADLINES & PAYMENT SCHEDULE

Invoicing Period*	Inv/Timesheet Deadline	Payment Received
January 2024	2nd February 2024 - 12noon	13 th Feb 2024
February 2024	4 th March 2024 - 12noon	13 th March 2024
March 2024	3 rd April 2024 - 12noon	12 th April 2024
April 2024	2 nd May 2024 - 12noon	13 th May 2024
May 2024	4 th June 2024 - 12noon	13 th June 2024
June 2024	2 nd July 2024 - 12noon	12 th July 2024
July 2024	2 nd August 2024 - 12noon	13 th August 2024
August 2024	3 rd September 2024 - 12noon	13 th September 2024
September 2024	2 nd October 2024 - 12noon	14 th October 2024
October 2024	4 th November 2024 - 12noon	13 th November 2024
November 2024	3 rd December 2024 - 12noon	13 th December 2024
December 2024	6 th January 2025 - 12noon	14 th January 2025

*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.