

Freshfields payment practices for UK suppliers and vendors

July 2025

Freshfields is committed to ensuring timely payment of supplier invoices, in line within agreed terms. To achieve this, we are actively investing in further improvements of our systems, and we have developed a comprehensive action plan.

1. Basware SmartPDF Integration

Since January 2025, we have rolled out Basware's SmartPDF technology, allowing suppliers to email invoices directly into our system, where key data is extracted automatically.

- Our internal analysis shows SmartPDF significantly increases the efficiency and timeliness of invoice processing.
- We are now extending this tool to key suppliers to further boost efficiency.

2. Advanced Reporting via Basware Insights

With enhanced reporting capabilities, we are now able to identify process bottlenecks more accurately. This includes:

- Highlighting suppliers with a pattern of longer delays.
- Pinpointing the slowest tasks.
- Tracking where invoices are stalled in the approval process.

This level of visibility enables us to take focused action to resolve issues and drive ongoing process improvement.

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