Supplier Stage Payment Loan Guide

This guide outlines the process for proposing and paying out a Supplier Stage Payment Loan.

Not sure whether it should be a Retention or Stage Payment Loan?

Please contact your Account Manager, who can provide you with a Retention and Stage Payments guidance to help you.

Ready to get started? Please follow the steps below:

1. Submit the proposal through Mercury as a Stage Payment Loan
2. The proposal amount should be for the VAT-inclusive (gross) value of the supplier invoice
3. Exclude any deposits already paid directly to the supplier, as these will not form part of the loan facility

Need support?

For pre-payout queries or quotation support, please contact your Account Manager or the Sales Support Team:

Email: salessupport@novunabusinessfinance.co.uk

Tel: 03433 519 151

Supplier Stage Payment Loan Facility and First Drawdown Pack

The following documents must be provided before payout can be processed:

1. Supplier Stage Payment Loan Agreement (BF1052)

Completed and signed for the agreed facility limit.

2. Supplier Invoice(s)

Provide one of the following:

Option A – Full VAT invoice

- A full VAT supplier invoice made out to the customer (not Novuna Business Finance)

OR

Option B – Stage Payment Invoices

- VAT invoice(s) for each stage payment as and when they become due

In these cases, confirmation of the full contract value (net + VAT) must be included either:

- Within the body of the initial invoice; or
- On the supplier's headed paper.

Important: If the customer has already paid a deposit directly to the supplier, the invoice must clearly show the deposit as paid.

3. Drawdown Schedule (BF5206)

A completed Drawdown Schedule is required for:

- The initial drawdown, and
- All subsequent stage payments.

Please provide at least two working days' notice before the required payment date.

Note: Payments to suppliers outside the UK may be considered with an FX Addendum and are subject to credit approval.

Tomorrow. Together

Novuna Business Finance

Submitting the Payout Pack

Send all completed payout documentation to the Structured Finance Team:
Email: structuredfinance@novunabusinessfinance.co.uk
Tel: 03433 519 232

Subsequent Drawdowns

For each additional drawdown:

Step 1 – Submit a new proposal in Mercury

Navigate to:

Loan ➔ Stage Payment Loan ➔ Drawdown

Enter the value of the individual drawdown request.

Step 2 – Complete a New Drawdown Schedule (BF5206)

The customer must sign a new Drawdown Schedule each time a stage payment is due.

Please ensure that:

- The total value of all drawdowns does not exceed the agreed facility limit
- The original Supplier Stage Payment Loan Agreement number is referenced on the Drawdown Schedule
- Do not use the new Mercury proposal number

Useful Information

Extension requests

If a delay to a subsequent drawdown is likely to extend the original Repayment Date of the loan:

1. Contact your Account Manager
2. Provide:
   - The expected revised drawdown date(s)
   - An explanation for the delay

Subject to credit approval, your Account Manager will provide the required documentation to amend the loan Repayment Date.

Facility fees and drawdown fees

Payments are collected from the customer within 10 days of the stage payment being made to the supplier.

Example: If a stage payment drawdown is paid to the supplier on 20 April 2026, the drawdown fee will be collected on 30 April 2026.

Interest payments

- Interest is calculated monthly.
- Invoices for interest payments are generated 10 days before the payment due date.

Contact Information

Pre-payout document checks and quotation enquiries

Sales Support

Email:
salessupport@novunabusinessfinance.co.uk
Tel: 03433 519 151

Payout queries and submission of signed payout documentation

Structured Finance Team

Email:
structuredfinance@novunabusinessfinance.co.uk
Tel: 03433 519 232

Tomorrow. Together