

# Making payments to you and how we validate your details

National Grid is a company listed on the New York Stock Exchange which means that we have an obligation to comply with the 2002 Sarbanes-Oxley Act (SOx). As a result we have implemented a number of controls to our accounting and payment processes in order to protect National Grid and our suppliers.

## What does that mean for you?

Prior to making grantor payments we are required to validate the bank account details that we will make payments to.

This is a measure put in place to mitigate the risk of fraud or error by ensuring that the details we hold are accurate and that we have a genuine account.

Below we've laid out the three step process that will take place when validating your bank account.

**1**

### Provide us with your details

Send an email to [box.SCM.MDVendors@nationalgrid.com](mailto:box.SCM.MDVendors@nationalgrid.com) with...

- Notification of your bank details - this can be in the body of the email or on letter headed paper  
*If you're informing us of a change we will need both the new and old account details*
- Supporting documentation clearly showing the account name and bank details in one of the following formats: A copy of a **bank statement, paying-in slip or a void cheque**  
*For statements, transaction details can be blocked out if you choose*
- A phone number that we can use to contact you on in step 2
- Optional: A 5 digit word, code or number that we can read back to you when we call

**2**

### We'll validate them

Once we receive notification from you we'll check your documentation and call you from our Warwick office on a number starting '01926'

- On this call we will require you to confirm the account details that were provided in step 1  
*For changes we will need you to confirm both the new and old account details*
- When the details have been confirmed we'll ask for confirmation of your name  
*Calls must be initiated by us and all calls will be recorded for training and audit purposes*

**3**

### Then the details will be updated

When we've confirmed the account details over the phone we will ensure that they are updated on your supplier account. Any future payments will then be processed in line with our standard payment terms.

*For details on our payment terms and how to submit your invoices to us please refer to a Purchase Order copy received from National Grid*