**REQUEST TO EXCLUDE PRIORITY SUPPLIER PROGRAMME (PSP) TERMS**

*To be completed at Documentation Approval stage should the procurer feel it is not appropriate to include Early Payment clauses within the tender.*

*To be submitted to Director of Procurement, via* *info@oxygen-finance.com* *(cc Nia Harvey and Darren Holloway) with subject line ‘PRIORITY SUPPLIER PROGRAMME: EP EXCLUSION REQUEST’*

*PLEASE NOTE: Review may take up to 5 working days.*

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| Please provide contract information below.  |
| Contract/Tender Reference: |  |
| Contract Name: |  |
| Contract Start Date:  |  |
| Contract End Date:  |  |
| Estimated Annual Contract Value: |  |
| Proposed Contracted Payment Terms: |  |
| Type of Contract? |  |
| All Wales/Local HB: |  |
| Rationale for request of Non-Inclusion of Early Payment Terms in Tender: |  |
| Name of respondent: |  |
| Job Title: |  |
| Sourcing Lead: |  |
| Contact e-mail: |  |
| Contact telephone: |  |
| Signature: |  |
| Date: |  |

**Project Team Review:**

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| **[ ] Approve** **[ ] Decline****Comments:** |
|  |

**Director of Procurement Review:**

**[ ] Approve** **[ ] Decline**

**Comments:**