



1. OVERVIEW

The Woolworths Group is committed to building strong long-term partnerships with our suppliers through fair and equitable dealings. Woolworths recognises that payment terms are an important component of our commercial arrangements with small suppliers.

2. PAYMENT TERMS FOR SMALL SUPPLIERS

Where a small supplier meets Woolworths' definition of a "small supplier" (see section 3) and also follows the best practice procedures (see section 4), Woolworths will offer payment terms not exceeding the latter of 30 days from (i) receipt of a correctly rendered invoice; and (ii) the date the goods are delivered.

Regular reviews will be performed to assess whether suppliers continue to satisfy the definition of a small supplier and follow the best practice procedures as outlined in this policy. If a supplier ceases to do so, they may be contacted to re-negotiate their payment terms.

3. DEFINITION OF SMALL SUPPLIER

For the purposes of this policy, a supplier is considered to be a "small supplier" if:

- the supplier is a registered Australian business.
- the total annual revenue of the supplier (and its related entities) does not exceed \$10m.

4. BEST PRACTICE PROCEDURES

In order to offer the payment terms set out in Section 2 above, Woolworths requests that (unless otherwise agreed):

- small suppliers accept digital purchase orders and issue digital invoices;
- we do not hold days stock on hand for the small supplier that routinely exceeds the number of days specified as the agreed payment terms.

5. HOW TO INITIATE THE CHANGE IN PAYMENT TERMS

Any supplier that satisfies Woolworths' "small supplier" definition and follows the best practice procedures outlined in this policy can submit a request for a change to payment terms via the below [registration form](#). If you require further assistance please contact Woolworths Trade Relations via email at traderelations@woolworths.com.au

Small Supplier Registration Form

The purpose of this form is for a supplier to request a change to their company's classification in accordance with the eligibility criteria outlined in the Woolworths Small Supplier Policy.

Company Details

Registered Company Name

Registered Company Number (e.g. ABN, ACN)

Woolworths Supplier Number

Which Woolworths Business Unit do you predominantly do business with?

Contact Details

Contact Name

Contact phone number

Contact email address

Preferred Contact Method (if required)

Phone

Email

Financial Details

Is your total business revenue below \$10m p.a.?

Yes

No

Evidence of annual revenue should be submitted with this form and verified by a member of a professional accounting body and include their name, title, company and professional membership number.

Based on your submitted form you may qualify as a Small Supplier to Woolworths. By submitting this form, you authorise Woolworths Group to assess your eligibility as a 'Woolworths Small Supplier' and where successful, for your Payment Terms to be updated to no greater than 30 days.

All completed forms should be submitted via email with a certified copy of your revenue statement to traderelations@woolworths.com.au

For a copy of our Privacy Policy please click [here](#)