

## Woolworths Group Supplier Trading Terms & Full Definitions

Woolworths Group is committed to making it simpler for suppliers when working with the Group. How Woolworths Group deal with payments is captured in the supply agreements.

Woolworths Group is a voluntary signatory to the ACCC's Food and Grocery Code of Conduct and the Business Council of Australia's Supplier Payments Code. Under the Supplier Payments Code, Woolworths Group has committed to pay suppliers on time and to shorter payment periods for small suppliers. The Food and Grocery Code of Conduct also outlines specific requirements in relation to payments being made within a reasonable time. Each of these aspects have been reflected in the Woolworths Group Terms.

### Payment Terms

The specific payment term capturing how Woolworths Group have agreed suppliers will be paid is set out in the Terms. From 23 September 2019 Woolworths Group payment terms have been simplified.

| Term                                                                                                                                                     | Definition                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Weekly                                                                                                                                                   | Weekly means a consolidated payment will be made no more than 9 days after the end of the week in which the Purchaser receives correctly rendered invoices and receipt of the correct product or service from the supplier (whichever is the later)       |
| Fortnightly                                                                                                                                              | Fortnightly means a consolidated payment will be made no more than 16 days after the end of the week in which the Purchaser receives correctly rendered invoices and receipt of the correct product or service from the supplier (whichever is the later) |
| Monthly                                                                                                                                                  | Monthly means a consolidated payment will be made no more than 35 days after the end of the month in which the Purchaser receives correctly rendered invoices and receipt of the correct product or service from the supplier (whichever is the later)    |
| 2-Monthly                                                                                                                                                | 2 Monthly means a consolidated payment will be made no more than 66 days after the end of the month in which Purchaser receives correctly rendered invoices and receipt of the correct product or service from the supplier (whichever is the later)      |
| Small Supplier - 14 Days                                                                                                                                 | Small Supplier - 14 days means a payment will be made 14 days from when the Purchaser receives a correctly rendered invoice and receipt of the correct product or service from the supplier (whichever is the later)                                      |
| Small Supplier - 30 Days                                                                                                                                 | Small Supplier - 30 days means a payment will be made 30 days from when the Purchaser receives a correctly rendered invoice and receipt of the correct product or service from the supplier (whichever is the later)                                      |
| <p><b>Applicable for all terms:</b><br/>Where a payment day falls on a weekend or public holiday, the payment will be made on the next business day.</p> |                                                                                                                                                                                                                                                           |

In limited circumstances, we may agree to non-standard days for payment days - in each case this will be captured in writing in the Terms in accordance with the relevant code.

### Other important payment related links and contacts

- [Link to Woolworths Group Small Supplier Payment Policy](#)
- To facilitate prompt payment, Suppliers must use the relevant Woolworths Purchase order process and ensure that their invoices quote the Woolworths Purchase Order number
- For all payment related queries please contact [tpc@woolworths.com.au](mailto:tpc@woolworths.com.au)