

Australian Small Business Payment Terms Q&As

What is happening?

Qantas has signed up as a signatory company to the Australian Supplier Payment Code. This code, developed by the Business Council of Australia, is a voluntary, industry-led initiative which commits signatory companies to pay eligible Australian small business suppliers within 30 days of receipt of a correct invoice.

What is a correct invoice?

Invoices sent in the correct format and that contain the required information. Please refer to the Invoicing and Payment Guidelines section in the following link for guidance
<http://www.qantas.com/travel/airlines/purchasing-policy/global/en>

Where can I find a copy of the code?

Refer to the Business Council of Australia's website
<http://www.bca.com.au/policy-agenda/australian-supplier-payment-code>

What is an eligible Australian small business?

To be an eligible small business, suppliers must:

- have an Australian ABN, and;
- have revenue of no more than AU\$10 million in the last financial year (excluding businesses that are part of a consolidated group of companies).

Who does this apply to?

All Australian small business who supply the Qantas Group including Jetstar.

I am a small business. How do I register?

If you believe you qualify as an Australian small business supplier you will need to self-identify through this [online registration form](#).

The link can also be accessed from both the Qantas and Jetstar websites.

What evidence will I need to provide at registration?

The evidence that is required to verify eligibility as a small business is:

- A copy of audited accounts with evidence of total revenues of the business in the last year; or
- A statement of total revenues from an independent accounting firm. This statement must be signed by a member of the below professional accounting bodies
 - Institute of Public Accountants;
 - CPA Australia; or
 - Chartered Accountants Australia and New Zealand.

The statement must include the member's name, title, company and professional membership number.

What if I don't want to provide the documents you have requested?

The requirement to verify your eligibility as a small business is either a copy of audited accounts or otherwise a statement of total revenues from an independent accounting firm. If you are unable to provide this documentation, we will be unable to verify your eligibility.

I have submitted my online registration form. How will I know if I am eligible, and when will my payment terms be updated?

Your online registration form will be assessed and you will receive a notification of the outcome.

If you qualify as an eligible Australian small business your payment terms will be updated to 30 days from invoice date received at this time. This will apply to any new invoices received. Any invoices received prior to this date will be processed under the existing payment terms.

My payment terms have been updated as I am an eligible Australian small business. Do I need to amend my contract?

The confirmation letter may be relied upon as confirmation of a change to payment terms. No variation to contracts will be required.

Why am I not being paid in line with the new 30 day payment terms?

- Invoices not received in the correct format, that don't contain the required information, or are sent to an incorrect email address may delay processing and payment. Please refer to the Invoicing and Payment Guidelines section in the following link for guidance <http://www.qantas.com/travel/airlines/purchasing-policy/global/en>
- Public holidays or weekends which fall on the day payments are due may impact payment dates

I am a small business with more favourable terms than 30 days. Will I be impacted?

No. Only eligible Australian small businesses with payment terms less favourable than 30 days from invoice date received will be impacted.

Where to seek further support and assistance

- <http://www.qantas.com/travel/airlines/purchasing-policy/global/en>
- Phone: +61 2 9424 8899
- Email: supplierhelp@qantas.com.au