

18 May 2020

Dear Valued Supplier,

Coles is committed to supporting our suppliers so that they can grow their business alongside us and continue to deliver innovation, great products and services. We recognise the importance of paying our suppliers on time and assisting our small suppliers cash flow. To underpin our commitment we are proud to announce we are a signatory to the Business Council of Australia's Small Supplier Payment Code effective from 1 July 2020. As a signatory to the Code our commitment includes paying eligible small business suppliers within 30 days, paying suppliers on time, and working with small business suppliers to adopt electronic trading.

To be eligible for Coles small supplier payment terms of 30 days, a supplier must meet the following conditions:

- (a) the supplier has registered for an Australian Business Number on the Australian Business Register;
- (b) the supplier and its related bodies corporate (as defined in Corporations Act 2001) (if any) together have an annual turnover of up to \$10 million;
- (c) the supplier is not a subsidiary (as defined in Corporations Act 2001), of an overseas corporation;
- (d) the supplier has registered with [coles.earlytrade.com](https://coles.earlytrade.com) and Earlytrade Verify has confirmed that the supplier meets the requirements under paragraphs (a), (b) and (c); and
- (e) the supplier's current payment terms with Coles result in payment being more than 30 days from delivery of goods or services.

Coles has teamed up with Earlytrade Verify to enable small suppliers to apply for and verify their small business status in an efficient, secure and confidential manner. Earlytrade Verify will not share your annual turnover details with Coles.

It's free to register on Earlytrade Verify and we encourage all businesses who have an annual turnover of up to \$10m to register so you can be assessed and once approved join the Small supplier Payment program. Use of Earlytrade Verify is entirely voluntary and at the discretion of each supplier. If you choose not to register on Earlytrade Verify you will be paid as per the payment terms agreed in your Trading Terms, Contract or Purchase Order agreement.

You can register for Coles Small Supplier Payment and find out more at [coles.earlytrade.com](https://coles.earlytrade.com), including frequently asked questions.

Yours Sincerely,

**Shane Healey**

General Manager Finance  
Treasury & Corp Function