

## **Mondelēz International Australia and New Zealand Small Business Payment Policy**

### **Overview**

Mondelēz International in Australia and New Zealand (**MDLZ**) is pleased to announce that it is a signatory to the Australian Supplier Payment Code (**Code**). The Code, developed by the Business Council of Australia, is a voluntary, industry-led initiative which commits signatories to pay eligible Australian small business suppliers within 30 days of receipt of a correct invoice.

MDLZ has prepared this ANZ Small Business Payment Policy (**Policy**) to provide our business partners with clear guidance on how we comply with the Code.

We are also pleased to confirm that we apply this Policy to small business suppliers who are incorporated and located in New Zealand.

### **What does this mean?**

Payment terms for eligible small business suppliers that qualify under the definition of a “Small Business” (refer to definition below) will have their payment terms set to (if not already) 30 days from receipt of a “correct invoice” (defined below).

### **What is a correct invoice?**

Correct invoices are those which are sent in the correct format and that contain the required information by MDLZ, including a MDLZ purchase order number and which are tax compliant for GST purposes in the country where the supplier is located.

**Tungsten and Tradeshift Network Users:** Correct invoices must be submitted through Tungsten or Tradeshift for all registered users. Please **DO NOT** send duplicate copies of invoices via email or hardcopy. Invoices that are not submitted to the appropriate e-invoicing portal will be automatically rejected.

Please refer to MDLZ Accounts payable [accountspayable@mdlz.com](mailto:accountspayable@mdlz.com) for further guidance on invoicing.

### **Do you qualify as a Small Business?**

MDLZ defines a Small Business supplier as the following:

1. Have an Australian Business Number (ABN), New Zealand Business Number (NZBN) or a New Zealand Company Number; and
2. Be an Australian or New Zealand business (meeting the criteria in paragraph 1 above) with an annual turnover up to AUD\$10 Million and which can provide verified Financial Statements for the past financial year as required below (exceptions apply to suppliers that are a part of a consolidated group of companies, validation of total revenue may be requested).

### **How do you sign up?**

Suppliers that meet the requirements to be classified as “Small Business” suppliers must:

1. complete a Mondelēz International ANZ Small Business Eligibility Verification Form (the Verification Form can be accessed from our website);
2. provide verified Financial Statements for the past financial year (see requirements below); and
3. send completed Verification Forms and financial statements via email to [procurementanz@mdlz.com](mailto:procurementanz@mdlz.com) with the subject line “Application for Small Business Payment Terms”.

If you require any assistance or need to discuss further, please contact ANZ Procurement at MDLZ via email [procurementanz@mdlz.com](mailto:procurementanz@mdlz.com).

### **Can you provide verified Financial Statements for past financial year?**

The financial 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.

***MDLZ will review your submission and review your eligibility. MDLZ reserves the right to independently assess the eligibility of suppliers, and we may conduct regular reviews to confirm ongoing eligibility. We may request further information from you to confirm your status as a Small Business. We may also conduct independent checks of your business’ information, such as ASIC company searches and Dun & Bradstreet reports.***

### **I have submitted my Verification Form and Financial Information. How will I know if I am eligible, and when will my payment terms be updated?**

Your Verification Form and Financial Information will be assessed, and you will receive a notification of the outcome. If you qualify as an eligible Australian and New Zealand Small Business your payment terms will be updated in accordance with this Policy. This will apply to any new invoices received after we notify you. Any invoices received prior to this date will be processed under the existing payment terms.

### **Annual Checkup?**

If your businesses circumstances have changed and you believe you now qualify as a Small Business, please let us know by sending us a completed ANZ Small Business Eligibility Verification Form and the most up to date verified Financial Statements.

**What if I don't want to provide the documents or further information you have requested?**

The requirement to verify your eligibility as a small business is required. If you are unable to provide this documentation or further relevant information, we will be unable to verify your eligibility and revised payment terms will not apply.

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

The written confirmation notification issued by MDLZ may be relied upon as confirmation of a change to payment terms. No variation to contracts will be required to reflect a change to payment terms.

**What about complaints/disputes?**

Any complaints or disputes regarding this Policy or a decision by MDLZ under this Policy may be addressed in writing to our ANZ Procurement Operations Manager:

Julie Micucci  
Mondelēz Australia Pty Ltd  
Level 10  
75 Dorcas Street  
South Melbourne, VIC 3205  
Or via email: [Julie.micucci@mdlz.com](mailto:Julie.micucci@mdlz.com)

We will endeavor to respond to any complaints or disputes in a timely manner.

**Where can I find a copy of the BCA Code?**

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

***Date of policy: 22 May 2020***