

To Supplier

Your completion and submission of this Trust Your Supplier (TYS) Profile and Questionnaires does not commit EnergyAustralia Pty Ltd, EnergyAustralia Services Pty Ltd, its affiliates or related bodies corporate (individually, an '**EnergyAustralia Entity**' and together, the '**EnergyAustralia Group**') to appoint your company as an EnergyAustralia Group supplier or to otherwise enter into any business relationship with your Company. If your Company becomes a supplier to any entity within the EnergyAustralia Group, and for as long as it remains a supplier to an EnergyAustralia Entity, your Company must promptly inform the relevant EnergyAustralia Entity of any changes to the information you provide by updating it in TYS and publishing the changes.

Privacy Notice

The TYS application asks for you to provide Personal Information ("PI") for certain of your Company's employees.

By completing and submitting this information in the TYS application, you confirm that your Company has provided the required notice to and has obtained the necessary consent(s) to share the requested PI with the EnergyAustralia Group, and to allow the EnergyAustralia Group to use such PI as noted below and in contemplation of any products or services which you may provide the EnergyAustralia Group. In addition, in order to comply with applicable Australian anti-bribery laws, the EnergyAustralia Group uses third party suppliers to conduct adverse media checks and other reviews to determine if your Company or its personnel and other resources have not violated any laws or regulations.

You acknowledge that the EnergyAustralia Group relies upon the Supplier having obtained such consents for use of this PI in accordance with local law.

For more information on our Privacy Policy visit www.energyaustralia.com.au/privacy.

Supplier Code of Conduct

We expect all of our suppliers to abide by our [Supplier Code of Conduct](#). Our Supplier Code of Conduct sets out our expectations in relation to:

- Legal Compliance
- Business Ethics
- Cybersecurity
- Quality and Safety
- Environmental Management
- Climate Change
- Community Relations
- Employee Health and Safety
- Labour Practices and Human Rights
- Diversity and Inclusion
- Supply Chain Management

Diverse Suppliers

Answering this section is voluntary, but if you are a diverse owned supplier and choose not to answer it, the EnergyAustralia Group will be unable to take your status as a diverse owned supplier into account in situations where a customer (for example, a Government agency) or other interested party is looking for diverse supplier participation, and in relation to our payment terms.

EnergyAustralia payment terms

EnergyAustralia Group has a range of payment terms for suppliers. Our standard payment terms are 60 days from the end of the month from our receipt of a correctly rendered invoice. These payment terms will apply to engagements unless the EnergyAustralia Entity is satisfied that any of the two exceptions below apply or different payment terms are agreed between you and EnergyAustralia.

Small Business supplier payment terms

Small business suppliers are eligible for 30-day payment terms from the receipt of a correctly rendered invoice if they satisfy the following:

Eligibility Criteria – An Australian business with annual revenue of less than \$10 million.

Proof of Eligibility* – Please provide one of the following documents:

- A statutory declaration confirming the eligibility criteria; or
- A statement of total revenue for the last financial year from an independent accountant confirming the eligibility criteria. This statement must be signed by a member (containing their name, title, company and professional membership number) of one of the following professional accounting bodies:
 - Institute of Public Accountants; or
 - CPA Australia; or
 - Chartered Accountants Australia and New Zealand.

Indigenous suppliers

Aboriginal and Torres Strait Islander suppliers are eligible for 14-day payment terms from the receipt of a correctly rendered invoice if they satisfy the following:

Eligibility Criteria – An Australian business which is 50% or more Indigenous owned.

Proof of Eligibility* – Please provide one of the following documents:

- Evidence of registration or certification by Supply Nation; or
- Certificates or letters of Indigeneity of the Indigenous Owners, provided by a recognised Indigenous organisation such as a land council; or
- Certificate of Registration from the office of the Registrar of Indigenous Corporations; or
- A Statutory declaration, confirming the eligibility criteria.

In the event that a supplier ceases to qualify as a Small Business, an Indigenous Supplier or is identified as a subsidiary of a global organization, the payment terms may revert back to EnergyAustralia's standard payment terms.

* This information will be used only for the assessment of eligibility for shortened payment terms

Invoicing

Please ensure that all Tax Invoices are provided with reference to a valid EnergyAustralia Purchase Order. For full details, please refer to our [Purchase Order Terms and Conditions](#). If you're not transacting with us via Ariba you must send all invoices in PDF to accountspayable@energyaustralia.com.au, including the following critical information on your invoice to allow us to successfully process payments accordingly:

- ABN;
- GST;
- Breakdown of material or service procured;
- Valid purchase order number.

Each invoice must be submitted as a single PDF attachment.

Certification Statements:

By completing and submitting your information on the TYS application, you and your Company further certify that all information and answers you have furnished in your profile and questionnaires are truthful, accurate, and complete, and that you will update your information in TYS so that EnergyAustralia Pty Ltd is promptly any changes in the information provided.

You certify that your Company will complete any relevant EnergyAustralia Entity integrity training, as directed by an EnergyAustralia Entity.