

# Australian Small Business Supplier Payments Code

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## Background

MYOB 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 following for guidance (based on ATO guidelines), the invoice must be:

- addressed to the appropriate MYOB company
- contain the suppliers identity, address and Australian business number
- state that the document is intended to be a tax invoice
- contain a brief description of goods or services provided including the quantity (if applicable) and the price
- show the GST amount (if any) payable and the extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST)

Your invoice should be emailed directly to the following email address [accountspayable.au@myob.com](mailto:accountspayable.au@myob.com)

Additional tips to ensure your invoice is processed accurately:

- should be sent in a pdf format
- one invoice attached per email
- state the MYOB staff member that requested the work or that the work was performed for

## Where to 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>

## Eligible Australian Small Businesses and MYOB's treatment

Given the majority of MYOB's suppliers would meet the "small business supplier" criteria, MYOB has chosen to pay all suppliers under the code. This is easier to administer and has no material impact to the business.

Therefore, no supplier needs to apply or register to be entitled to the payment terms adopted by MYOB under this code.

## What to do if you are not being paid in line with the new 30-day payment terms

- Check your invoice as it may not have been sent in the correct format with the required information,
- Check that the invoice was emailed to the correct email address,

If both those areas are correct then

- Send an email to [accountspayable.au@myob.com](mailto:accountspayable.au@myob.com) stating your supplier details, the invoice number, the invoice date and when it was emailed.

NB: Public holidays or weekends which fall on the day payments are due may impact payment dates.

## Disputes

If at any time an invoice is in dispute then MYOB will actively work with suppliers to resolve the issue in a timely fashion. MYOB is not required to pay any disputed invoices within the timelines above until the dispute is resolved.

## Support and assistance

Email: [accountspayable.au@myob.com](mailto:accountspayable.au@myob.com)

### POLICY REVIEW

Date of last review	Approved By	Next Review date
OCTOBER 2018	GM FINANCE	OCTOBER 2019