

**Super Retail
Group**



ACCOUNTS PAYABLE GUIDE

Australia & New Zealand



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Welcome to Super Retail Group

Welcome to Super Retail Group's Accounts Payable Guide. This guide has been developed as a tool to give you a better understanding of the way we operate and how we want to do business with you.

Should you have any queries please feel free to contact our Accounts Payable team (zap@superretailgroup.com) directly until you are given a dedicated Accounts Payable Officer who will manage your account.

All monthly accounts are reconciled to your statement. These reconciliations are forwarded to you at the end of each month.

To assist in this and to ensure accurate and timely payment, statements should be in Excel (.xls) format and emailed to Accounts Payable no later than the 5th of each month. The invoice information on your statement should include the invoice date, number and amount inclusive of GST when applicable.

Back orders are not accepted.

Delivery dates must be adhered to.



THE INVOICING PROCESS

Payment Terms must be completed on the Trade Partner Trading Terms form. Any changes to existing and the creation of new Trade Partners will be done using this form.

Once signed by both the Trade Partner and Super Retail Group the information will be loaded into our system and become effective until further notification or changes are made using this form.

- All payment days are calculated from statement date
- Statement date is the end of the month
- Statement must be supplied by the 5th calendar day of each month in excel (.xls) format by email. If this is not possible the statement can be either emailed as a PDF document or mailed and arrive at Super Retail Group's Head Office no later than the 7th of the month.


Postal address:

Super Retail Group
PO Box 344
Strathpine QLD 4500

- All outstanding items are to be listed on the statement
- Statement must be supplied even if there are no deliveries during a month
- Payments will be made by Electronic Funds Transfer (EFT) at the end of the settlement period
- Rebates will automatically be deducted from the remittance
- All invoices are verified against statements
- All deliveries must be accompanied by a delivery docket / packing slip, which must clearly state the purchase order number
- One delivery docket / packing slip per purchase order
- All stock invoices must be emailed to the relevant legal entity.
Please refer to "Electronic Invoices"

****** Please note invoices sent to our DCs or stores will not be forwarded to Head Office! ******

- One of our specialist Accounts Payable Officers is assigned to each Trade Partner who has agreed to the preferred trading terms – please call +61 (07) 3482 7970 if you are not sure who handles your account

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- Rebates negotiated with your Category Teams are deducted from your remittance and is separate from the settlement discount
 - Preferred trading terms are 60 days from the 1st of the following month

INVOICE REQUIREMENTS

The following specifications are in accordance with relevant GST legislation.

These invoices must cover these requirements:

1. Addressed to the right legal entity
 - a. Super Cheap Auto Pty Ltd
 - b. Super Cheap Auto NZ Pty Ltd
 - c. SRG Leisure Retail Group Pty Ltd T/As BCF
 - d. Rays Outdoors Pty Ltd
 - e. SRGS Pty Ltd
2. Valid purchase order number is required on each invoice – invoice will be returned if purchase number is not quoted, please note names are not accepted
3. One invoice per purchase order
4. State that it is a 'Tax Invoice'
5. Carry an ABN number
6. Invoice total and GST if applicable
7. "Currency" if applicable (other than local currency)

CREDIT/ADJUSTMENT NOTES

When issuing credit / adjustment notes please ensure that the information contained on the credit includes the invoice number it relates to. If the credit is a return of stock from store / DC the credit must include the store number/name, the RTV or store claim number on it.

ELECTRONIC INVOICES

SRG scans and keeps copies of all invoices electronically. Therefore, we request that our suppliers send all invoices directly to Accounts Payable. To assist us in making this process more efficient please email only one invoice per PDF document. When faxing your invoices please ensure that each invoice is a separate fax and there is no cover letter, as our system will automatically change your fax to an electronic PDF document

Invoices are to be sent using one of the following methods.



The methods are listed by preference:

- Email: srgsinvoices@superretailgroup.com
- Fax: +61 7 3205 8469
- Post:
Super Retail Group
PO Box 344
Strathpine QLD 4500

Once received the invoices will be scanned into our system, where they will be stored in archives. By using these methods, the invoice should be received before the stock reaches its destination which in turn means that there will be no delay in processing the invoices as soon as the stock is accounted for.

NB. It is important that all other procedures are maintained e.g. booking times, confirmation of purchase orders.

Delivery dockets/packing slips must be sent with all stock deliveries.

Please note any invoices sent with goods WILL NOT be forwarded to Head Office for processing!