

Dear Valued Supplier/Subcontractor

You may have recently received a Purchase Order outlining the intent of Canvale Pty Ltd to engage your company.

It is important you read the below instructions to ensure timely payment from Canvale Pty Ltd in return for provision of goods and/or services.

Read your Purchase Order carefully. Should you have any questions on the product details or scope of works it is your responsibility to resolve with the issuing purchasing officer prior to commencement of works.

- ✓ Supply the goods and/or services outlined on the Purchase Order and coordinate delivery with your nominated Canvale Site Manager.
- ✓ Act in accordance with Canvale Pty Ltd's Safety Management Plan at all times and comply with any JSA or SWMS provided to Canvale Pty Ltd in relation to delivering the goods and/or services.
- ✓ Engage in regular and consistent communication with your nominated Canvale Site Manager before, during and following provision of your goods and/or services to meet client expectations.
- ✓ Identify and communicate any defects or outstanding items relating to your goods and/or services to your nominated Canvale Site Manager immediately following delivery of goods and/or services.
- ✓ Claim for payment can only be made following resolution of any identified defects or outstanding items.

All claim for payment must be made via email to accounts@canvale.com.au citing company name, registered

- ✓ ABN, scope of works, product detail, PO number and applicable GST. All supplier/subcontractor invoices are subject to Canvale Pty Ltd payment terms following authorisation as per Canvale Pty Ltd policy.
- ✓ All Purchase Orders Issued for Sub-Contract works will incur a 5% retention to be held upon the completion of the Project
- ✓ All Progress Payment claims must be accompanied by supporting documentation evidencing works and/or services are as per with the agreed schedule.
- ✓ Payment terms are outlined on your Purchase Order and processed according to Canvale Pty Ltd policy.
- ✓ Should your claim for payment be lodged between the payment periods outlined on the Terms & Conditions of Purchase Order, your payment will be processed in the next payment run.

Canvale Pty Ltd as the purchasing authority will not expedite or delay payment claims.

Payment runs are made Mid Month and End of Month

Any questions on the above should be directed in writing to accounts@canvale.com.au and will be responded to via email within 2 Business Days. Please refrain from engaging with non-Accounts staff as your query to such staff can not be escalated.

We hope you enjoy partnering with Canvale Pty Ltd and encourage you to comply with the above to streamline all payment claims.