

BFF Business Supplier Terms and Conditions

Purpose

The purpose of these Terms and Conditions (T&C's) is to outline how the two parties will work together in pursuing BFF's charitable purpose:

To advance social or public welfare assisting people affected by poverty, sickness, homelessness, suffering distress and misfortune, and hopelessness, by providing the supply of goods and services to charities, enabling them to identify and assist those people with benevolent needs.

This relationship is founded on a joint commitment of both parties to provide support and services for disadvantaged families, with the well-being and safety of people at its core.

About BFF 4 Change Ltd (BFF)

BFF is a registered Public Benevolent Institution with the Australian Charities and Not-for-profits Commission (ACNC) and has Deductible Gift Recipient (DGR) status with the Australian Taxation Office (ATO). The BFF provides charities with access to a supply of goods and services purchased from local businesses (Preferred Suppliers), paid for by donations.

Definitions and interpretation

Business Supplier means a business that has been registered with BFF as a preferred Business Supplier to participate in the Vouchers Program and whose registration has not been suspended or cancelled.

Business Supplier Profile means information provided by the Business Supplier on the BFF website.

Eligible Business Supplier means a business which:

- (a) is a legitimate business operating with a physical location in Australia;
- (b) has a valid bank account;
- (c) is a legal entity with a current and active Australian Business Number;
- (d) supplies one or more of the Eligible Expenses; and
- (e) is currently classified under one of the types of businesses in keeping with BFF's charitable purpose.

Eligible Expenses means expenses authorised by BFF Charity Partners or directly by BFF to advance BFF's charitable purpose as stated above.

Transaction means a transaction between a beneficiary and a Business Supplier in which the beneficiary redeems one or more Vouchers for Eligible Expenses provided by the Business Supplier.

Vouchers means Vouchers issued pursuant to the BFF Vouchers Program in the form of either a digital voucher, paper voucher, SMS code or other approved format authorised by BFF.

Vouchers Program means the program administered and delivered by BFF 4 Change Ltd working with Charity Partners to issue Vouchers to beneficiaries, who will exchange the Vouchers for the equivalent value of goods and services provided by a Business Supplier.

How we will work together

Business Supplier's Responsibilities

1. As a BFF Business Supplier, you agree to provide goods or services up to the amount of a BFF Voucher. The purpose of these goods is to provide material support to those who could not otherwise provide the items for their family.
2. You agree to maintain support for BFF's purpose (stated above).
3. You agree that you satisfy the eligibility criteria to participate in the Vouchers program to provide goods and services acknowledging that it is a serious offence to provide false or misleading information to a public authority.
4. You agree to complete the application for registration as a BFF Business Supplier, providing true and correct information. BFF may require additional information from a business applying for registration, before determining whether the eligibility criteria have been satisfied and whether to approve the application to register the business.
5. You agree to accept all valid unexpired Vouchers towards the cost of any Eligible Expenses sold by the business.
6. You agree to apply an agreed percentage discount on the goods or service, which will assist BFF cover its administrative costs.
7. You agree not to artificially inflate prices or "price gouge" as a result of accepting Vouchers.
8. You agree to allow a beneficiary to redeem a Voucher by scanning the QR code using the Scanner App or enter the alphanumeric voucher code into the Scanner App.
9. You agree to accept multiple Vouchers in relation to the same Transaction, if the beneficiary wishes to redeem multiple Vouchers in one Transaction.
10. You agree to notify BFF immediately if the business ceases to be an Eligible Business Supplier.
11. You agree to ensure that the Business Supplier's registration details with BFF is correct and up to date.
12. You agree to accept at least one other method of payment, in addition to a Voucher, where a beneficiary wishes to redeem a Voucher in exchange for Eligible Expenses and the cost of the Eligible Expenses is more than the Voucher value.
13. You agree to repay to BFF when the Business Supplier is advised in writing that a specified amount has been paid to the Business Supplier, either as an overpayment; or otherwise in error.
14. You agree to display BFF Notices with a Donation QR code in your business premises.

BFF 4 Change's Responsibilities

1. Agrees to ensure BFF's accreditation with the Australian Charities and Not for Profits Commission is up to date.
2. Agrees to support the Business Supplier by:
 - (a) recognising the Business Partner involvement as a BFF Business Supplier and supporter, by inclusion on the BFF website, and by displaying the Business Supplier's logo (in an agreed format);
 - (b) allowing the BFF Business Supplier to see and consent to their own profile being published on the BFF website;
 - (c) maintaining confidentiality and privacy for any sensitive data provided by the Business Supplier, in accordance with the BFF privacy policy.
3. Agrees to make payments as reimbursement to the BFF Business Supplier for the goods and/or services provided via the use of the Voucher Program via electronic funds transfer to their nominated bank account. Once the details of the Transaction are scanned, a recipient tax invoice will be generated which will provide the price of the goods or service, a GST amount and the discount as per the agreed percentage.
4. Agrees to reimburse the Business Supplier for Eligible Expenses provided in exchange for one or more Vouchers in accordance with the terms and conditions agreed at time of registration.
5. Agrees to provide the Business Supplier visibility of their Transaction history and payment status upon request.
6. Agrees that any action taken to suspend or terminate the Voucher Program will be notified on the BFF website.

By accepting these terms and conditions you accept the above responsibilities and agree that you have the authority¹ to accept these on behalf of your organisation.

¹ If the Owner of the business cannot accept these terms and conditions the owner may appoint an Authorised Representative to apply on behalf of the business to register for the Vouchers Program and otherwise speak and act on behalf of the business for the purposes of the Program. In order to act on behalf of a business, an Authorised Representative must provide their details within the Business Supplier profile as proof of their authority to act on behalf of the business and an attestation that the business will comply with the Terms and Conditions.