



# User Guide: Correcting the SBI Tool

Read [Information sheet 6: Small Business Identification \(SBI\) Tool](#) to understand the different circumstances that may trigger updates to the SBI Tool. This guide explains the step-by-step process to request a correction to the SBI Tool.

The SBI Tool is only available through the portal. To access the portal you need a [Digital ID](#) and authorisation from your entity in [Relationship Authorisation Manager](#) to act on its behalf for payment times reporting.

For more information, see **Help and support to use the portal** on the Regulator's website.

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Version 1.0

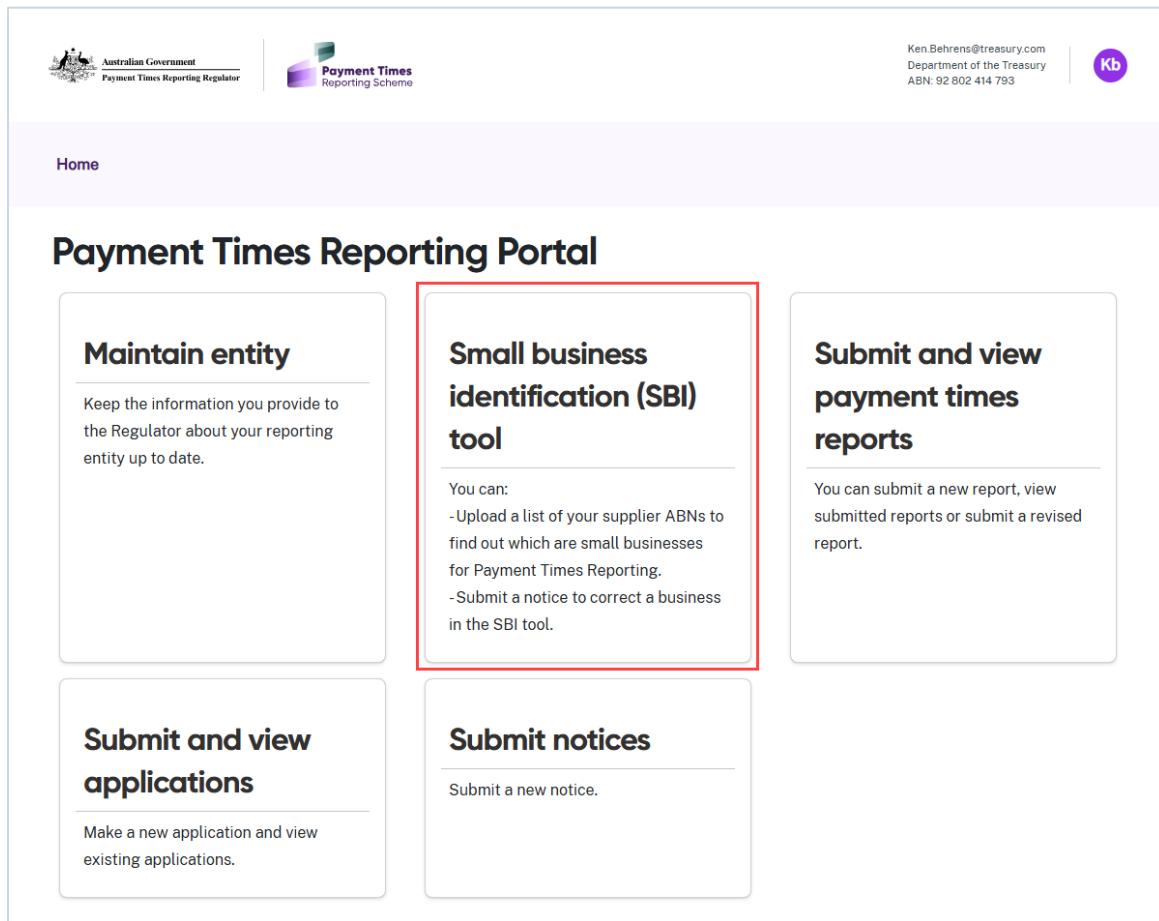
## Revision history

Version	Date	Description
1.0	16 Feb 2026	Initial version with release of new portal.

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## Navigate to Notification to correct the SBI tool



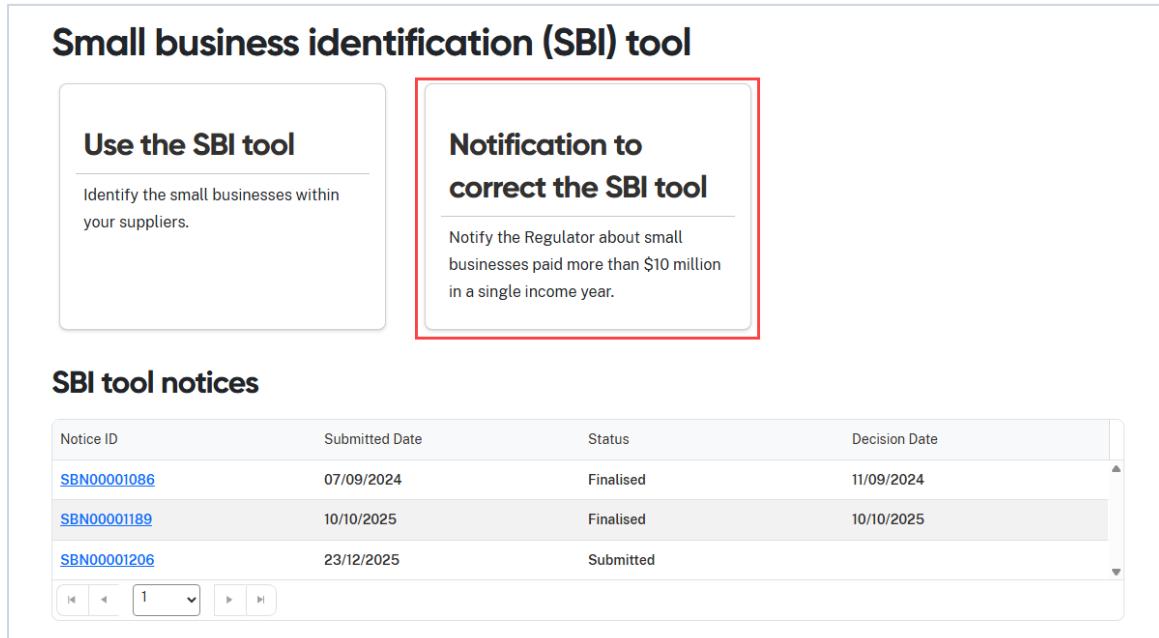
The screenshot shows the 'Payment Times Reporting Portal' home screen. At the top, there are logos for the Australian Government Payment Times Reporting Regulator and the Payment Times Reporting Scheme. On the right, there is contact information for Ken.Behrens@treasury.com, Department of the Treasury, ABN: 92 802 414 793, and a purple 'Kb' icon. Below the logos, a 'Home' link is visible. The main content area is titled 'Payment Times Reporting Portal' and contains five tiles:

- Maintain entity**: Keep the information you provide to the Regulator about your reporting entity up to date.
- Small business identification (SBI) tool**: This tile is highlighted with a red box. It contains the following text:

You can:

  - Upload a list of your supplier ABNs to find out which are small businesses for Payment Times Reporting.
  - Submit a notice to correct a business in the SBI tool.
- Submit and view payment times reports**: You can submit a new report, view submitted reports or submit a revised report.
- Submit and view applications**: Make a new application and view existing applications.
- Submit notices**: Submit a new notice.

1. Select the **Small Business Identification (SBI) Tool** tile from the Home screen.



The screenshot shows the 'Small business identification (SBI) tool' screen. The 'Notification to correct the SBI tool' tile is highlighted with a red box. It contains the following text:

Notify the Regulator about small businesses paid more than \$10 million in a single income year.

### SBI tool notices

Notice ID	Submitted Date	Status	Decision Date
<a href="#">SBN00001086</a>	07/09/2024	Finalised	11/09/2024
<a href="#">SBN00001189</a>	10/10/2025	Finalised	10/10/2025
<a href="#">SBN00001206</a>	23/12/2025	Submitted	

2. Select the **Notification to correct the SBI Tool** tile.

## Step 1: Enter the list of ABNs

When you review the SBI Tool output file, you may consider that the tool has incorrectly classified one or more ABNs as small businesses.

This step lets you enter ABNs you believe are not small businesses.

### Notification to correct the SBI tool

Complete this form by providing the ABNs of suppliers the reporting entity believes the SBI Tool has incorrectly identified as a small business.

The Regulator is committed to updating the SBI Tool within 28 calendar days of appropriate documentary evidence being provided. Once the Regulator has processed your request, you will receive confirmation.

Reporting entities must provide documentary evidence, such as payment records, showing they have paid \$10 million or more to the supplier in a single income year.

When a reporting entity identifies an incorrectly classified supplier and requests an update to the SBI Tool, it may:

- wait for email confirmation that the SBI Tool has been updated and then re-run the tool
- use the SBI Tool output file with the uncorrected error to prepare the payment times report and note this approach in the report comments. The comments should not contain personal or commercially sensitive information or identify the specific entity/s involved.

**Note: Waiting for the SBI Tool to be updated does not remove the requirement to submit a payment times report by the due date.**

**Add your list of ABNs here (up to 100 ABNs) \***

0 / 1200

**Continue**

3. Enter the ABNs you believe are incorrectly classified as small businesses in the field. You can type them in, or copy and paste up to 100 ABNs at a time in a notice. Each ABN must be on a new line.
4. When the ABNs are in the field, select **Continue**.

## Step 2: Provide supporting evidence

You must provide the Regulator with supporting evidence.

### Supporting evidence

Progress: List of ABNs → Supporting evidence → Declaration → Review and submit

Your list of ABNs has been added to the notice. Duplicate entries have been automatically removed.

**Supporting evidence \***  
Summarise the evidence that substantiates the business/es in this notice have been paid more than \$10 million in a single income year by the reporting entity  
This entity is not a small business.

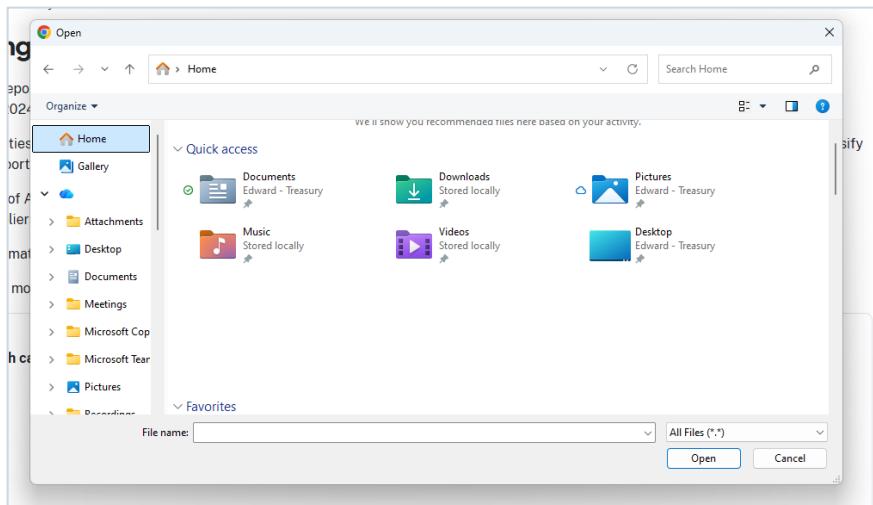
**Supporting documents**  
Upload the documentary evidence attached in support of the stated circumstances above. To select multiple files, click on the first file to select it, then hold the control (ctrl) button (command for Mac OS) and select the additional file.  
Your supporting documents can be in the following file formats: Word document (.DOCX), portable document format (.PDF), image file (.PNG, .JPG, .GIF), spreadsheet file (.XLSX, .CSV), email (.MSG) or text (.TXT).

Select files... Done  
Example document.docx 520.84 KB

The maximum number of files you can upload is 5.

Continue

5. The portal displays a confirmation message that it has added the valid ABNs you entered in the previous step to the notice.
6. In the **Supporting evidence** free-text field, enter a summary of the evidence you are providing to support your position that these ABNs are not small businesses.
7. You may upload up to 5 documents in support of your request to correct the SBI Tool.
8. Click **Select files...** to launch your file directory. The upload process is the same as shown in User Guide: Using the SBI Tool.



9. Navigate through your folder structure to find your file.
10. You can upload up to 5 files at once. Select the required file/s and select **Open** to upload the document/s.

## Supporting evidence

List of ABNs      Supporting evidence      Declaration      Review and submit

Your list of ABNs has been added to the notice. Duplicate entries have been automatically removed.

**Supporting evidence \***  
Summarise the evidence that substantiates the business/es in this notice have been paid more than \$10 million in a single income year by the reporting entity  
This entity is not a small business.

36 / 1000

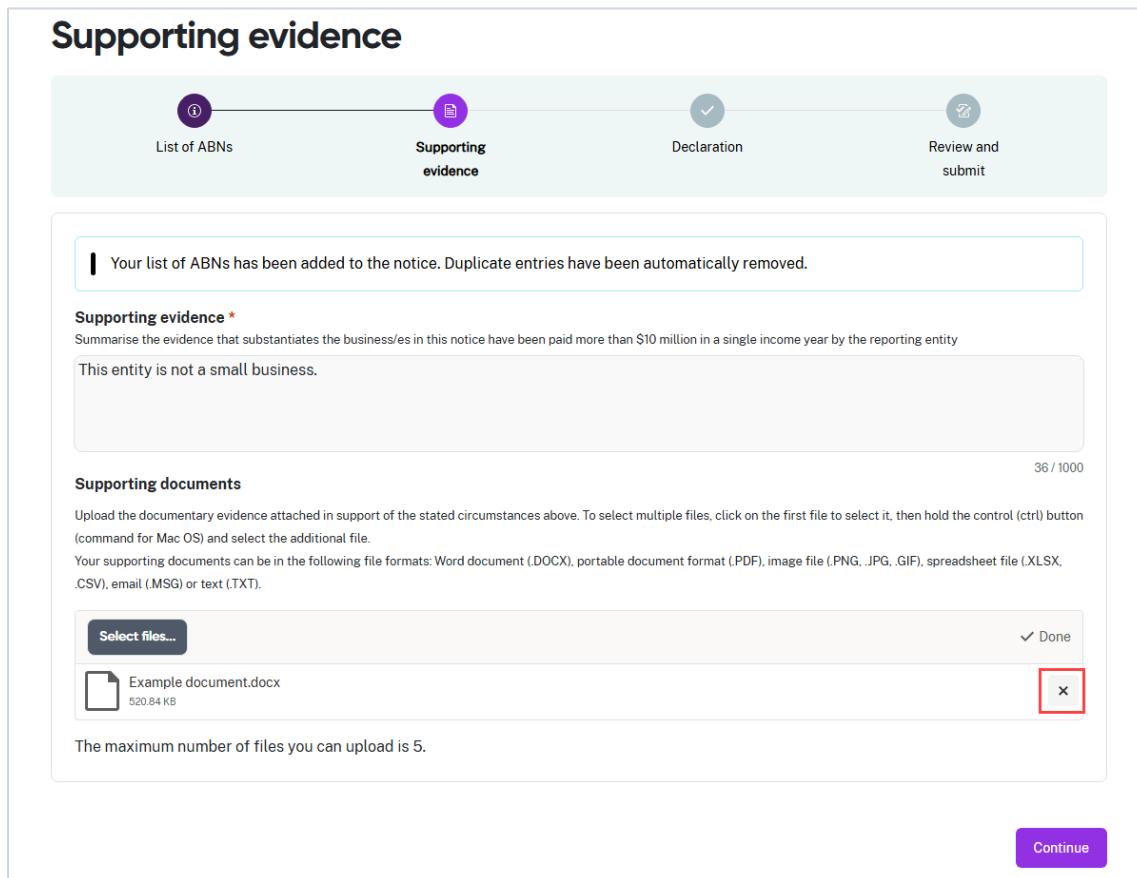
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Select files...      ✓ Done

 Example document.docx  
520.84 KB      

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Continue



11. If you upload the wrong document, select the **X** to remove it.
12. When you attach the correct files to the notice, select **Continue**.

## Step 3: Declaration

The declaration links to the Digital ID credentials you use to log in to the portal.



Read this declaration carefully. You are making a statement that may lead to regulatory action if the information in this form is not true and correct.

### Declaration

Progress: List of ABNs → Supporting evidence → Declaration → Review and submit

I declare that:

- I am authorised to provide the information contained in, and attached to, this form.
- I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form and any attached documents are correct and complete.
- I understand that it may be a criminal offence and/or a contravention of a civil penalty provision of the *Payment Times Reporting Act 2020 (PTR Act)* to provide false or misleading information or documents to the Payment Times Reporting Regulator (the **Regulator**), including because of the omission of any matter or thing without which the information or document is false or misleading, and that this may result in the giving of infringement notices or the taking of other enforcement action.
- I understand that personal information under the *Privacy Act 1988* and protected information under the PTR Act will be collected by the Regulator when this form is lodged, and that it may be shared for the purposes of the PTR Act or otherwise in accordance with law.

Check this box to accept the declaration.

Given name: Ken   Family name: Behrens   Date of submission: 04/02/2026

**Continue**

- If you think there may be an error earlier in the form, you can click a **circle icon** in the progress guide to return to that section of the form.
- Check the **declaration** box when you are satisfied the information in this form is correct and complete.
- Select **Continue** to proceed to Step 5: Review and submit.

## Step 4: Review and submit

This step lets you review all the information in the form before you submit it to the Regulator.

### Review and submit

The form contains three expandable sections: **List of ABNs** (Add your list of ABNs here (up to 100 ABNs)), **Supporting evidence**, and **Declaration**. At the bottom right are **Print** and **Submit** buttons.

16. Review the information in a section by clicking on the down arrow at the right hand side of the section name. Collapse the view of the section by clicking the up arrow.
17. Click a **circle icon** in the progress guide to return to that section of the form if you need to update information.
18. Select **Print** to print a paper copy of the form using a connected printer, or to save a copy as a PDF. The form prints with all sections expanded to show all details.
19. Select **Submit** to close this form and provide your entity information to the Regulator.

## Step 5: View submitted SBI Tool notices

You can see information about your submitted notices to correct the SBI Tool under the tiles, including their current status so you can track their progress.

### Small business identification (SBI) tool

#### Use the SBI tool

Identify the small businesses within your suppliers.

#### Notification to correct the SBI tool

Notify the Regulator about small businesses paid more than \$10 million in a single income year.

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