



# User Guide: Using the SBI Tool

This guide explains how to use the Small Business Identification Tool (**SBI Tool**) in the portal.

Before preparing a payment times report, a reporting entity **must** use the SBI Tool to identify the ABNs of the small businesses they paid during the reporting period. The SBI Tool distinguishes the small business ABNs from the ABNs of all businesses an entity paid in a reporting period.

Include **all payments** to businesses the SBI Tool identified as small businesses when preparing the payment times report.

Read more about using the SBI Tool in [Information sheet 6: Small Business Identification 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

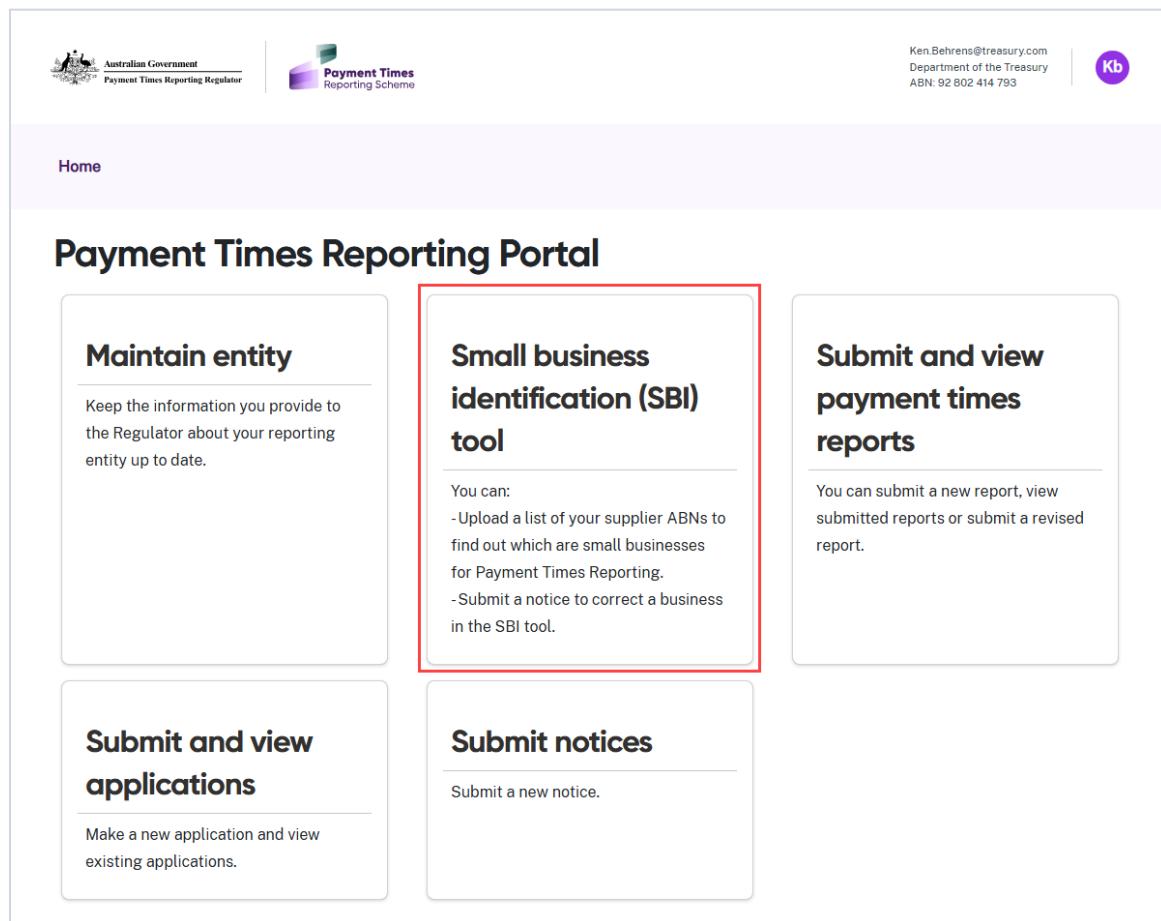
## Revision history

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

## Contents

<b>Navigate to the SBI tool</b> .....	<b>2</b>
<b>Step 1: Select the year</b> .....	<b>3</b>
<b>Step 2: Enter ABN information and run the SBI Tool</b> .....	<b>4</b>

## Navigate to the SBI tool



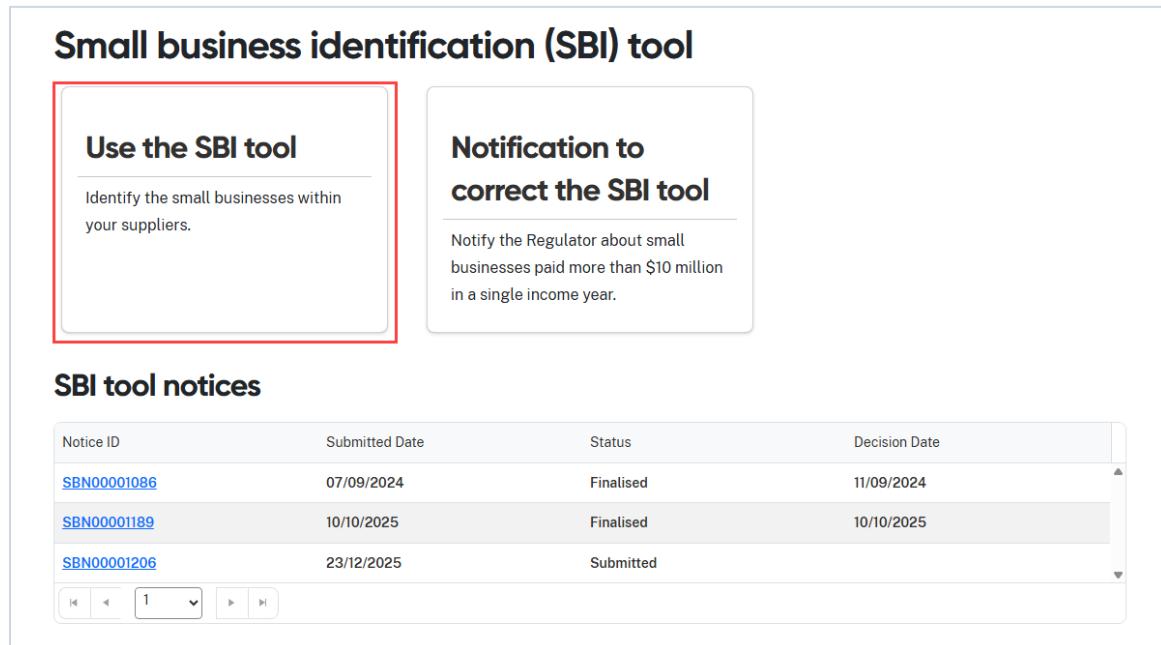
The screenshot shows the 'Payment Times Reporting Portal' home screen. At the top, there are logos for the Australian Government Payment Times Reporting Regulator and the Payment Times Reporting Scheme. On the right, there is contact information for Ken.Behrens@treasury.com, Department of the Treasury, ABN: 92 802 414 793, and a purple 'Kb' icon. Below the header, there is a 'Home' link. 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' page. At the top, there is a title 'Small business identification (SBI) tool'. Below it, there are two main sections:

- 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.

Below these sections, there is a table titled 'SBI tool notices' showing the following data:

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 **Use the SBI Tool** tile.

## Step 1: Select the year



Read the instructions carefully to select the correct ABN year.

### Use the SBI tool

Reporting entities must use the SBI Tool to identify small business suppliers when preparing a Payment Times Report. Suppliers with an Australian Business Number (ABN) classified as a small business by the SBI Tool must be treated as small businesses for the purpose of reporting.

To run the SBI Tool, upload a list of ABNs and select a year or years. The tool will generate an output file showing the ABNs classified as small businesses for each year.

#### Selecting the correct year

The year the reporting period ends is the year to select in the SBI Tool. For example, to classify ABNs for a reporting period from 1 July 2024 to 31 December 2024, select 2024. For the reporting period from 1 January 2025 to 30 June 2025, select 2025.

Reporting entities using a 52–53-week financial year may need to modify this approach when a reporting period is extended. For example, to classify ABNs for a reporting period from 1 July 2024 to 5 January 2025, still select 2024.

Classification of ABNs by year commenced in 2024. Before this, the SBI Tool provided point-in-time classification. If you want to identify small business suppliers for the 2021 to 2023 calendar years, select 2024.

For more information, see [Information Sheet 6: Small Business Identification \(SBI\) Tool](#).

The Regulator monitors the use of the SBI Tool - make sure you use it only for reporting purposes. See our [Terms of Use](#).

Select each calendar year to search

- 2024
- 2025
- 2026
- 2027

3. Select the **calendar year** of ABN entries to check your ABN list against.

Select each calendar year to search

- 2024
- 2025
- 2026
- 2027

Provide a list of ABNs for identification. The list cannot exceed 10,000 ABNs.

You may upload the list as a file in csv or txt format.

Or, paste the list into the text box which is separated by commas, new lines, tabs or semi-colons.

Select files...

Drop files here to upload

Or add your list of ABNs here

Submit

0 / 1200000

4. The portal will display the input section of the screen.

## Step 2: Enter ABN information and run the SBI Tool

You can enter ABN information into the SBI Tool in two ways:

1. upload or drop a file into the **Select files field**, or
2. copy and paste the ABNs into the **free text field**.

### Upload or drop a file

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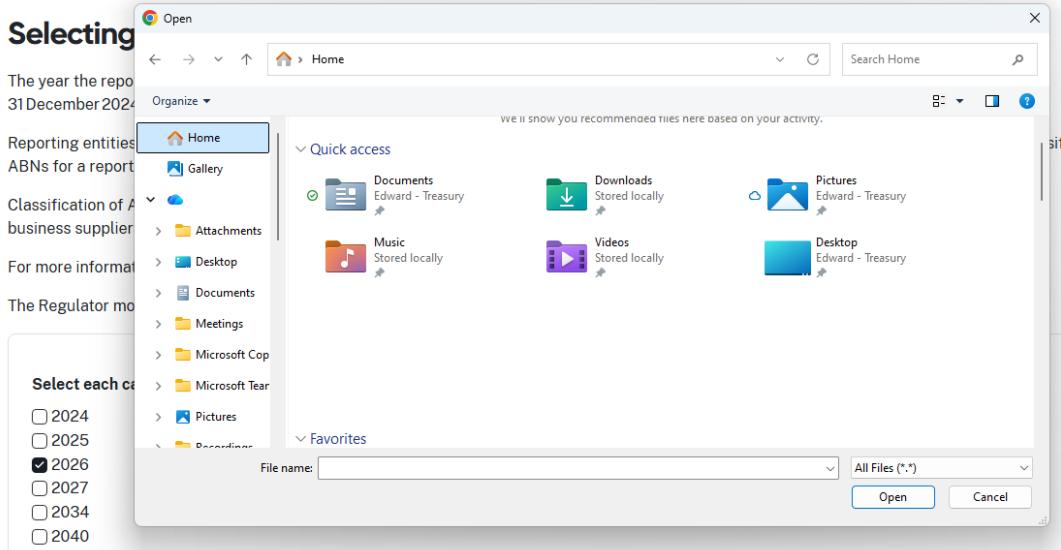
Submit 0 / 1200000

5. Click **Select files...** to launch your file directory.

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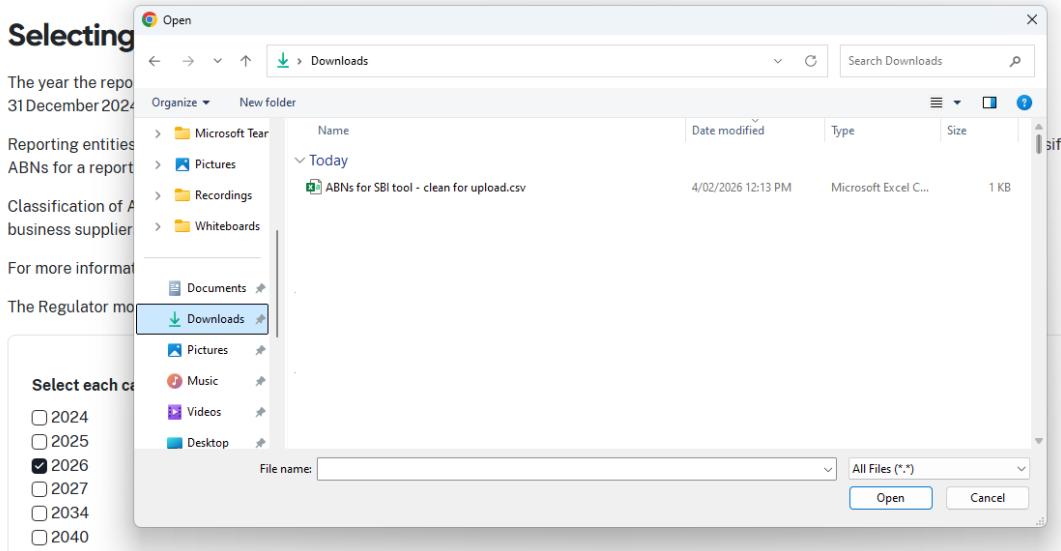


6. Navigate through your folder structure to find your file.

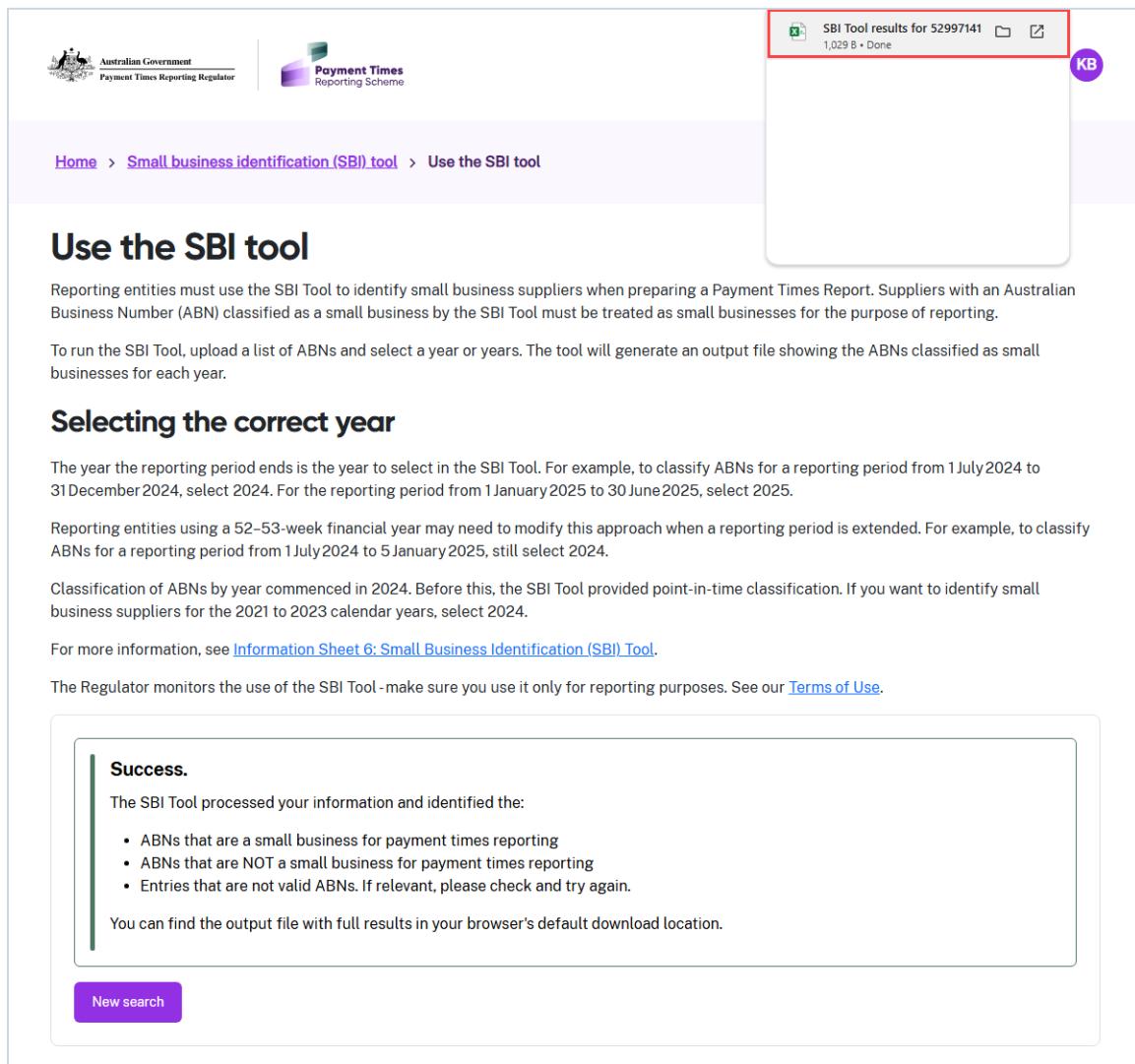
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To run the SBI Tool, upload a list of ABNs and select a year or years. The tool will generate an output file showing the ABNs classified as small businesses for each year.



7. Choose your .csv or .txt file and select **Open** to upload the document.
8. The SBI Tool will automatically process the ABNs in the uploaded document and generate an output file with the results of your search.



SBI Tool results for 52997141 [Download](#) [Done](#)  
1,029 B • Done

**KB**

[Home](#) > [Small business identification \(SBI\) tool](#) > [Use the SBI tool](#)

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**Success.**

The SBI Tool processed your information and identified the:

- ABNs that are a small business for payment times reporting
- ABNs that are NOT a small business for payment times reporting
- Entries that are not valid ABNs. If relevant, please check and try again.

You can find the output file with full results in your browser's default download location.

[New search](#)

9. The portal displays a confirmation message when the SBI Tool runs successfully.
10. The message tells you that the output file is available in your browser's default download location.
11. In this case, the file appears at the top right hand side of the screen.

## Copy and paste ABNs into the free text field

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Select files...

Drop files here to upload

Or add your list of ABNs here

Submit

0 / 1200000

12. To submit ABNs manually, copy and paste the list into the free-text field.

13. Select **Submit** to start the SBI Tool processing the ABN list.

#### Success.

The SBI Tool processed your information and identified the:

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