

Unless stated otherwise, capitalised terms used in this Fair Use Policy have the meaning given to them in the Terms of Service.

1. Who does this Policy apply to?

This Fair Use Policy (**Policy**) applies to Suppliers who use our Services to:

- download documents from advertised eNotices; and/or
- register to participate on eProcurement Portals.

This Policy applies to all Suppliers, including those who have a Subscription Plan with us and those who don't.

We may update this Policy from time to time. If we do, we will notify you and publish the updated version on the website.

2. What is the purpose of this Policy?

This Policy is intended to:

- ensure transparency around what we consider to be fair use of our Services; and
- ensure that our Services are used in a manner which is fair.

We may rely on this Policy where your use of the Services exceeds the fair use limits set out in the Policy.

3. What are the fair use limits?

Unless otherwise agreed, the table below sets out the fair use limits with regards to our Services:

Usage type	Description	Plan type	Fair use limit*
Document downloads	Number of documents downloaded from an eNotice (excl. private eNotices or where a Submission is made)	Subscription Plan	In accordance with your Subscription Plan
		No Subscription Plan	Maximum of 20 document downloads per 12-month period
eProcurement Portal registrations	Number of eProcurement Portals a Supplier is registered to participate on	Subscription Plan	In accordance with your Subscription Plan
		No Subscription Plan	Maximum of 10 portal registrations at any given time

*Please note the fair use limit applies to your account and not to each individual user under the account.

4. How is fair use monitored and enforced?

We are committed to ensuring that this Policy is consistently and fairly enforced. To achieve this goal, we continuously monitor the usage patterns of all Suppliers and may take action if we determine that your activity is not consistent with the fair use limits outlined in this Policy.

If we determine that you are not complying with this Policy, we will attempt to work with the you to understand your needs and find a solution that allows you to continue using our Services in a way that is consistent with the Policy. For example:

- by assisting you to sign up to a Subscription Plan that meets your needs;
- by assisting you to upgrade or customise your current Subscription Plan; or
- by assisting you to understand our fair use limits so you can align your usage with this Policy.

However, if we are unable to come to an agreement and you continue to use the Service in a manner that is inconsistent with this Policy, we reserve the right to restrict, suspend or terminate your access to the Service.