



Apply Easy Online Credit Application Guide

Dear Customer,

Thank you for placing your confidence in Cadell Trading for your food service needs.

We are pleased that you have chosen to work with us and we will make every effort to earn your trust and ongoing business.

We look forward to serving you and as your needs change and will always do our best to understand and evaluate your unique situation and recommend the most appropriate product and service solutions.

Please note incomplete application will delay setting up your credit account with Cadell. This guide will help you through the online credit application submission process. In case of any questions please don't hesitate to contact our accounts department or your sales rep on (03) 5480 9633 for Regional Victoria or (03) 9416 7400 for Melbourne Metropolitan customers.

Regards


Nick Jain

Finance Manager

Now let's get you on board!

You can apply for a Cadell Trading account by visiting our application portal:


<http://cadelltrading.applyeasy.com.au/credit>

**** If you are unable to complete the application at any time, press the  button on any page. Your progress will be saved and an email sent to you with a web link so that you can pick up where you left off at a later time**

The first screen as shown below is an introduction to the process and tells you what you will need to be able to complete your application.

Before you start please make sure you have the following details to hand:

1. Name of Company, Trust or Partners
2. ACN (If Company or Trust)
3. ABN
4. The businesses accounts payable contact details, including their email address
5. The name and contact details of 3 business who will provide a trade reference (minimum 1 required)
6. All residential and ID details (including DOB) of Partners, Directors or Trustees



Application for Commercial Credit

Need help with your application?
Call 03 5483 0120

Business DetailsContact DetailsDirector/Principal DetailsBusiness AddressesTrade referenceDocuments

Confirm

Introduction

Thank you for applying for a credit account with Cadell Trading. This online application service has been provided so we can process your application as quickly as possible.

This is to be completed (where applicable) by:

- a. All directors where a company makes the application or a Company is a Trustee of a Trust, or
- b. All partners where a partnership makes the application, or
- c. A Sole Trader, or
- d. Office bearers of sporting or social clubs, or Not for Profit associations

To complete your application, we require the following information to be provided:

- Name of Company, Trust or Partners
- ACN (If Company or Trust)
- ABN
- The businesses accounts payable contact details, including their email address
- The name and contact details of 3 business who will provide a trade reference
- All residential and ID details (including DOB) of Partners, Directors or Trustees
- Account application Terms and Conditions signed by all parties
- Personal Guarantee and Indemnity Agreement signed by all parties


Please allow a minimum of 48 hours for your application to be processed by the accounts department prior to an order needing to be placed on the account for delivery.

The Trading Terms on the account will be determined when all necessary checks and searches have been completed.

If you require any assistance with your application, please contact our accounts department on (03) 5483 0120 for Regional Victoria customers or (03) 9416 7400 for Melbourne Metropolitan customers.

[View ApplyEasy Privacy Policy](#)

[View Cadell Trading Privacy Policy](#)

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Next >

You can view the Privacy Policy of both Apply Easy and Cadell Trading by clicking the links at the bottom the screen.

When you are ready to proceed with your application press

Next >

Step 1: Completing the details of your business

Business Details

Business

ABN ABN or ACN is required.

ACN ABN or ACN is required.

Business structure * This field is required.

Names

Legal Entity Name * This field is required.

Main trading name

Other trading names

Profile

Type of Business * This field is required.

Account Details

Credit Limit Requested \$.00 * This field is required.

Business:

Please enter your ABN number. If you are an incorporated entity, please also enter your ACN number.

Choose your business structure from the drop down menu

Names:

This section will **prefill** with details from your ABN registration, please review as correct and add your current trading name if this differs from the Main trading names associated with your ABN number

Profile:

Detail the type of business operated – examples could be “Café” or “Hotel”

Credit Limit Requested:

This figure should be the value of approximately one months expected purchases

When you are ready to proceed with your application press

Next >

Step 2: Completing the contact details



Application for Commercial Credit

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Business Details

Contact Details

Director/Principal Details

Business Addresses

Trade reference

Documents

Confirm

Contact Details

Primary Contact

Full name * This field is required.

Email * This field is required.

Phone * This field is required.

Fax (area code) fax number

Accounts Payable Contact

Full name * This field is required.

Email * This field is required.

Phone * This field is required.

Invoice will be provided with delivery of goods. Do you also want copy of invoice emailed?

Please select * This field is required.

Preferred Payment Method Please select * This field is required.

Chef / Purchasing Officer

Name

Phone (area code) phone

Email

Cadell Sales Representative Contact

Do you have a sales representative? Please select * This field is required.

If yes, please provide sales representative name

Phone

Powered by

Primary Contact: Nominate who is the main contact for your operation for general issues.

Accounts Payable Contact: Nominate whom we should contact regarding Accounts issues.

****The email address provided in this section will be the recipient of emailed invoices should choose to have invoices emailed as well as left with the delivery.**

Chef/Purchasing Officer: Nominate whom we should contact for Orders and related issues. If using our web or app ordering process this will be the person who receives confirmation of the order details.

Cadell Sales Representative Contact: If you are already currently dealing with one of our Sales Representative please add detail in this section or if not, select No.

When you are ready to proceed with your application press

Step 3: Completing Business Owners / Directors details:

Business Details Contact Details **Director/Principal Details** Business Addresses Trade reference Documents

Confirm

Directors

By selecting a director from the dropdown it will partially prefill the information fields below. If the information is incorrect (or a director is missing) you can type in the correct information in the fields yourself.

Director/Principal Details 1 Partial Prefill Director

Name * This field is required.

Date of Birth - -

Phone

Mobile

Home Address

Address Line 1

Address Line 2

City

Postcode

Country

State

By selecting a director from the dropdown it will partially prefill the information fields below. If the information is incorrect (or a director is missing) you can type in the correct information in the fields yourself.

Director/Principal Details 2 Partial Prefill Director

Name

Date of Birth - -

Phone

Mobile

Home Address

Address Line 1

Address Line 2

City

Postcode

Country

State

Next >

This section deals with the business owner/partner or director details.

If you are a Pty Ltd company, you can select the Partial Prefill Director button which will populate some of the lower fields with the information recorded by ASIC. The information pre-filled should be reviewed for accuracy and any missing information completed manually.

If you are a sole trader or partnership you will need to complete all lower sections manually,

****Please ensure that the address details given refer to the residential address of the parties rather than the business or trading address**

When you are ready to proceed with your application press

Step 4: Completing the different addresses:

The screenshot displays the 'Addresses' section of a business registration form. At the top, a navigation bar includes tabs for 'Business Details', 'Contact Details', 'Director/Principal Details', 'Business Addresses' (which is selected), 'Trade reference', and 'Documents'. Below the navigation bar, the title 'Addresses' is followed by 'Business Addresses'. The form is divided into three main sections: 'Registered Address', 'Billing Address', and 'Delivery Address'. Each section features a 'Prefill Address' button and a light blue informational box stating: 'By selecting an address from the dropdown it will prefill the information fields below. If the information is incorrect (or the address is not listed), you can type in the correct information in the fields yourself.' The 'Registered Address' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'Postcode', 'Country', and 'State', each with a 'This field is required' message. The 'Billing Address' section includes a 'Copy First Address' button and the same set of address fields with 'This field is required' messages. The 'Delivery Address' section includes 'Copy First Address' and 'Copy Second Address' buttons, followed by the same set of address fields with 'This field is required' messages.

If you are a Pty Ltd company, you can select the **Prefill Address** button, which will populate the address details with information recorded by ASIC. Review the information pre-filled for accuracy and manually complete any missing information.

If you are a sole trader or partnership, you will need to complete all sections manually

When you are ready to proceed with your application press

Next >

Step 5: Completing your Trade References.

Where possible we would like you to provide the details of 3 trade references (businesses you conduct a trading account with) however we understand that for new businesses this may not be possible so the requirement for only 1 reference is mandatory to be able to proceed.

The screenshot shows a web form titled "Trade References" with a navigation bar at the top containing tabs: Business Details, Contact Details, Director/Principal Details, Business Addresses, Trade reference (selected), and Documents. Below the tabs is a "Confirm" button. The form is divided into three sections for "Trade reference 1", "Trade reference 2", and "Trade reference 3". Each section contains the following fields: "YOUR Business Name" (with a tooltip "Enter the business name your supplier knows you as"), "Trade Reference Full Name", "Trade Reference Company Name", "Trade Reference Phone", "Trade Reference Email", and "Amount purchased from referee in the last 12 months?". The "Amount purchased" field is a currency input with a dollar sign and a decimal part. The "Trade reference 2" and "Trade reference 3" sections are partially filled with the text "ESCARÉ HOLDINGS PTY LTD".

Your Business Name: the name of the business applying for this account, this will prefill with the applicant name from Screen 1 but if you are known by the referee as another name please overtype this detail in this field

Trade reference Full Name: the name of your account manager with the referee or if you don't have one you can enter "Accounts"

Trade reference Company Name: the name of the company to act as referee

Trade reference phone / email: the phone number & email address of the referee

Amount purchased from the referee in the last 12 months – self-explanatory

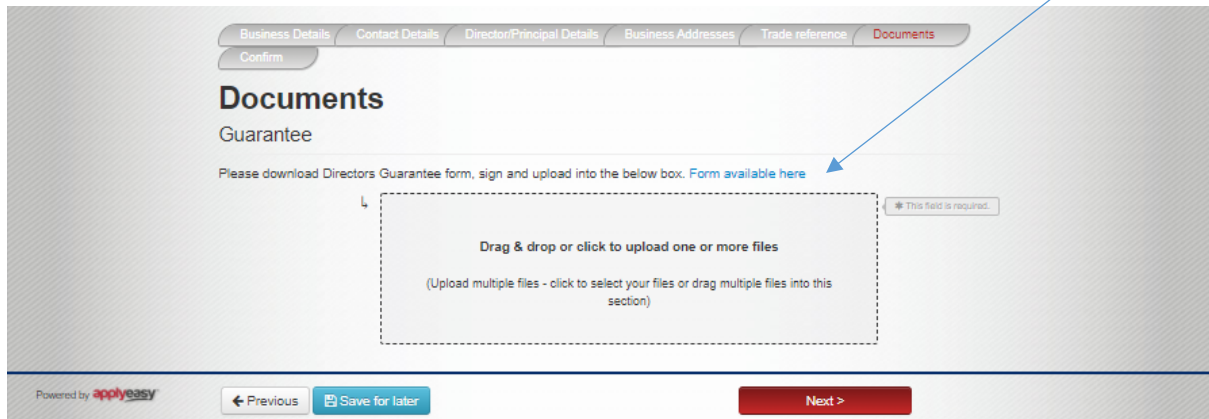
When you are ready to proceed with your application press

Next >

Step 6: Completing the Guarantee

For legal reasons the personal guarantee of the directors/owners/partners of the business cannot be executed online. The guarantee document needs to be physically signed separately to this application and the guarantee form uploaded to the online application form.

The guarantee document is available for download to your computer by selecting this link



You will need to print the guarantee document so it can be completed and signed.

Page 1 of the Guarantee Document is to be completed as follows:

_____ (company/business applying for credit)	Enter your Business/trading name on the top line
I / We,	
_____ (Director/Partner/Sole Trader)	
_____ (Director/Partner/Sole Trader)	
_____ (Director/Partner/Sole Trader)	Enter the names or ALL Directors/ Owners or partners of the business in these sections
_____ (Director/Partner/Sole Trader)	

The Guarantors names and signatures are to be added to the end of the Document and their signature must be independently witnessed.

Guarantor 1	
Given Name(s), Surname _____	
Signature of Guarantor _____	
Witness for Guarantor 1	
Given Name(s), Surname _____	
Signature of Witness _____	

Guarantor 1 printed Name

Guarantor signature

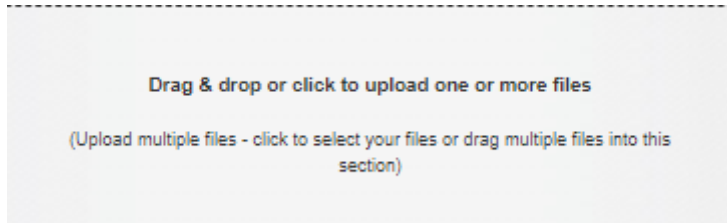
Witness printed name

Witness Signature

* Complete signatures for all guarantors

Step 6: Completing the Guarantee – continued

Once the guarantee document is completed in full, it needs to be uploaded into the application. Please scan the document and save it to your computer.



Once save, the document can be uploaded by either dragging it into the above box in the application or alternatively clicking on this box will open a pop up window allowing you to select the saved guarantee document from your files and save it into the application.

Once the guarantee has saved and you are ready to complete the application press

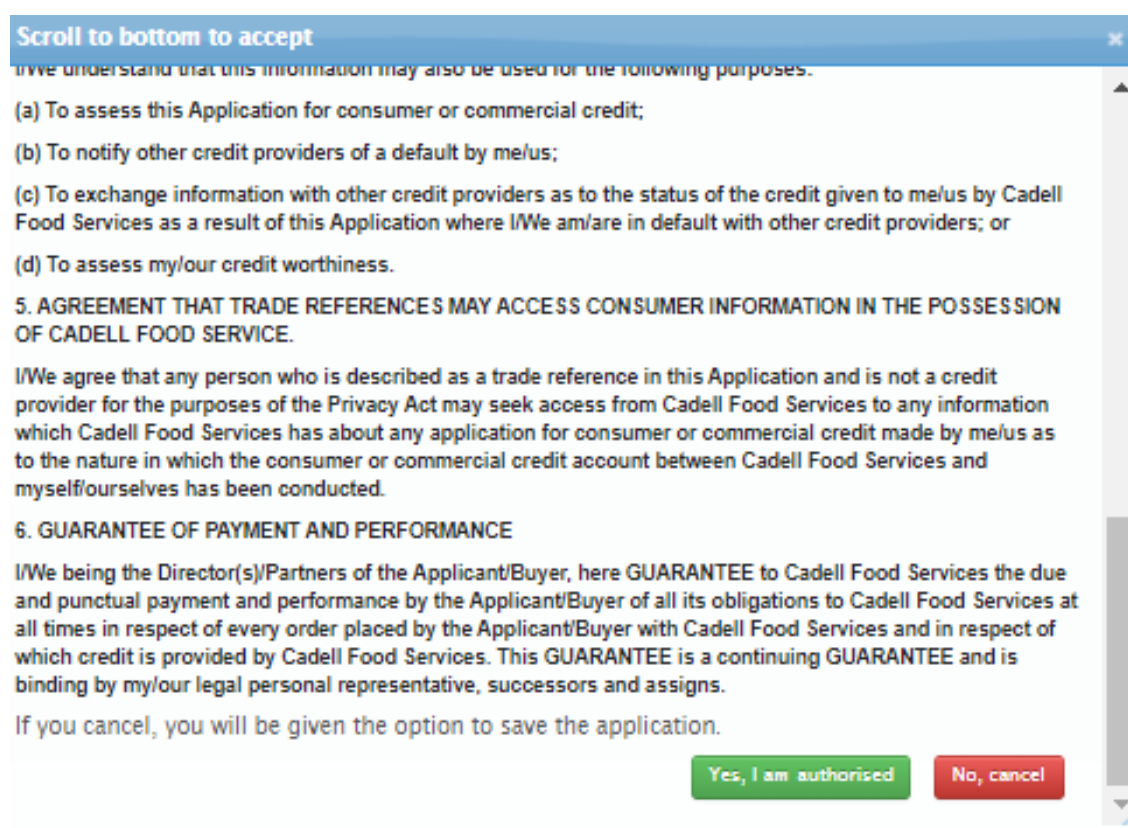
Next >

Step 7: Finalising the application

A copy of your completed application form will now display on your screen for review.

If all is correct, press the  button on the bottom of the screen.

A pop up window appears with important consents that we require,



Scroll to bottom to accept

I/We understand that this information may also be used for the following purposes.

- (a) To assess this Application for consumer or commercial credit;
- (b) To notify other credit providers of a default by me/us;
- (c) To exchange information with other credit providers as to the status of the credit given to me/us by Cadell Food Services as a result of this Application where I/We am/are in default with other credit providers; or
- (d) To assess my/our credit worthiness.

5. AGREEMENT THAT TRADE REFERENCES MAY ACCESS CONSUMER INFORMATION IN THE POSSESSION OF CADELL FOOD SERVICE.

I/We agree that any person who is described as a trade reference in this Application and is not a credit provider for the purposes of the Privacy Act may seek access from Cadell Food Services to any information which Cadell Food Services has about any application for consumer or commercial credit made by me/us as to the nature in which the consumer or commercial credit account between Cadell Food Services and myself/ourselves has been conducted.

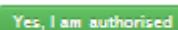
6. GUARANTEE OF PAYMENT AND PERFORMANCE

I/We being the Director(s)/Partners of the Applicant/Buyer, here GUARANTEE to Cadell Food Services the due and punctual payment and performance by the Applicant/Buyer of all its obligations to Cadell Food Services at all times in respect of every order placed by the Applicant/Buyer with Cadell Food Services and in respect of which credit is provided by Cadell Food Services. This GUARANTEE is a continuing GUARANTEE and is binding by my/our legal personal representative, successors and assigns.

If you cancel, you will be given the option to save the application.

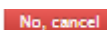
Yes, I am authorised **No, cancel**

If you agree and are authorised to enter into the trading agreement with Cadell then press the



button to finalise the application.

If you are not authorised to enter into the trading agreement you have the option to press the



button and you will have the option to save the completed form to be later completed by the authorised party.

Step 7: Finalising the application - continued

A further pop up screen will appear details the terms of trade, please read through this information in full (scroll to the bottom)

Scroll to bottom to accept

(e) to exchange information with any credit reporting agency or credit provider regarding the performance or non-performance of our obligations in respect of any credit that you allow us.

22. For these purposes we agree that "personal information" means personal information within the meaning of the Privacy Act 1988 (Cth) as amended from time to time (which we acknowledge may include:

(a) our full name including any known aliases, gender, date of birth, current and previous addresses, current or last known employer;

(b) our driver licence number(s) and copy of any driver licence;

(c) details of our application for credit and account with you including the amount of credit applied for (where applicable);

(d) details of cheques drawn by us for more than \$100.00 which have been dishonoured more than once; and

(e) that any credit provided to us by you has been paid or otherwise discharged;

(f) details relating to our credit history and/or eligibility for credit;

(g) any information which you have about any application for credit made by us; and/or

(h) any information as to the nature in which the credit account between you and us has been conducted.

23. We also agree that for these purposes "credit provider" means a credit provider within the meaning of the Privacy Act 1988 (Cth), and also includes any trade references that are not credit providers within the meaning of section 6G the Privacy Act 1988 (Cth).

Name* (Must be an authorised person)

Email* (Email is used for verification)

Position*

☐ *I am a person authorised to enter this credit application on behalf of the applicant.

I have read and fully understand the Terms and Conditions

I do NOT agree to the Terms and Conditions

If you do not agree, you will be given the option to save the application.

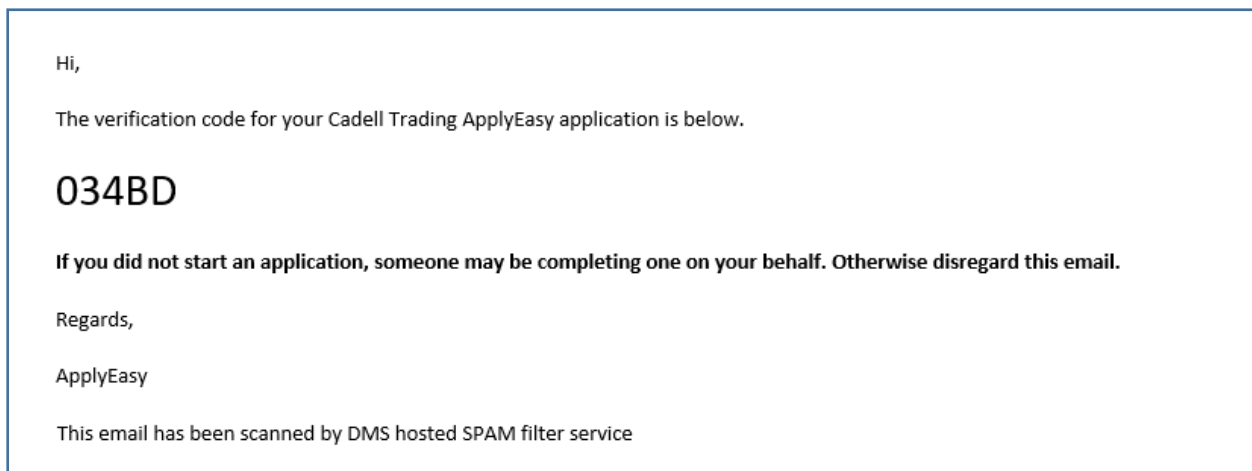
Complete your name, email address and position within the business applying for the account as required.

Tick the box confirming your are authorised to enter into the agreement

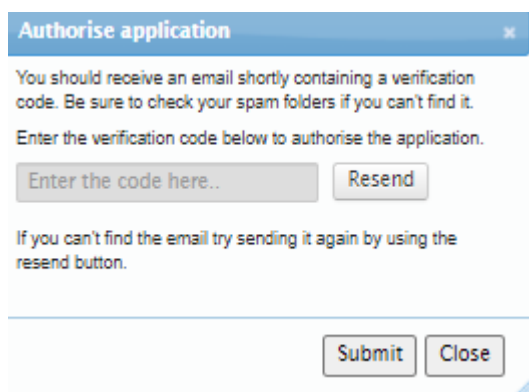
Acknowledge your agreement to the terms & conditions.

Step 7: Finalising the application - continued

You will then receive an email in your inbox with a verification code, an example of the email is:



The verification code from your email must be entered into the application in the further pop up box on the application (shown below)



Authorise application ✕

You should receive an email shortly containing a verification code. Be sure to check your spam folders if you can't find it.

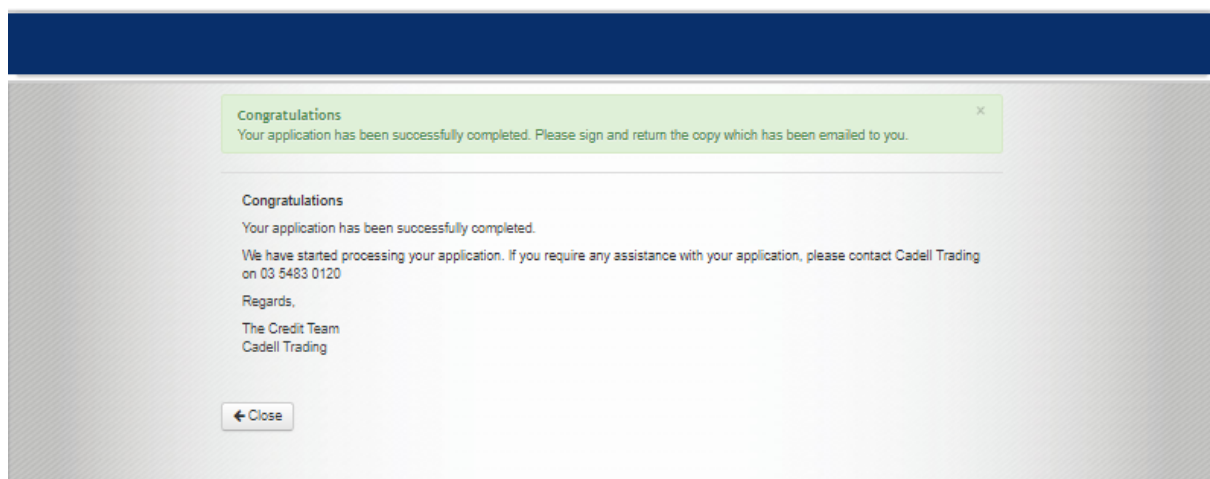
Enter the verification code below to authorise the application.

If you can't find the email try sending it again by using the resend button.

Finally, Press the SUBMIT button to receive confirmation that your application has been processed.



Application for Commercial Credit



Congratulations ✕

Your application has been successfully completed. Please sign and return the copy which has been emailed to you.

Congratulations

Your application has been successfully completed.

We have started processing your application. If you require any assistance with your application, please contact Cadell Trading on 03 5483 0120

Regards,

The Credit Team
Cadell Trading

After your application has been submitted

Your application will be assessed by Cadell Trading, usually within 48 hours of the completed credit application is submitted.

Once your credit application is approved, your account will be set up in our system. Online & Pocket Pantry ordering logon details will be provided to you in your approval email sent to your email address.