

# Invoice Submission Fact Sheet

## SUBMITTING INVOICES TO FORTESCUE

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### What you need to know

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This Fact Sheet includes requirements for submitting Tax Invoices to Fortescue. Following these guidelines will help ensure that valid Tax Invoices are efficiently processed without unnecessary delay.

A vendors' transactional interaction with Fortescue also depends on their set-up in Fortescue's system.

### Ariba enabled vendors (who have a 'trading relationship' with Fortescue)

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- Vendors who are configured for Accounts Payable in the Ariba system **MUST** submit all related invoices to Fortescue, via the Ariba Supplier Portal only.
- **DO NOT** send invoices via email to [invoices@fortescue.com](mailto:invoices@fortescue.com).
- Not all vendors that receive Purchase Orders from the Ariba system are setup to submit invoices via the Ariba supplier portal. If unsure, please contact the Accounts Payable team on the details below.

### All other standard (non-Ariba Vendors):

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- Vendors who receive via email a Purchase Order in PDF format, are to submit all related invoices to Fortescue in PDF format to [invoices@fortescue.com](mailto:invoices@fortescue.com) (one invoice and set of supporting documents attached per email).

### Invoice Submission Guidelines (non-Ariba Vendors)

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- Invoices must quote a valid Purchase Order number and may be rejected if this is not specified
  - Vendors are encouraged to not commence supply of goods or services without receiving a valid Fortescue Purchase Order.
- Invoices must be addressed to the Fortescue entity that is listed on the Purchase Order (*i.e., The Pilbara Infrastructure Pty Ltd or Australian Fortescue Future Industries Pty Ltd*).
- The vendor name on the invoice **must** match that listed on the Purchase Order.
- Ensure that the invoice clearly outlines quantity, rate, goods or services description and specified currency as per the provided Fortescue Purchase Order
- The invoice must also clearly outline:
  - Subtotal (excluding Tax)
  - GST/VAT amount (if applicable) and any other statutory charges
  - Total amount to be Paid (including of all tax and statutory charges)
- Ensure that there are funds available on the Purchase Order noting invoices cannot be processed for amounts exceeding the remaining balance of value.
- Only one invoice is to be submitted (by PDF attachment) per email.
- Supporting documents should be included within the same invoice PDF (for example: time sheets, expense receipts and invoice) noting total email size must be **less** than 7MB.
- All invoices must be submitted in 'black and white' (no colour) to ensure they are legible.
- Any statutory requirements on the invoices must be met (for example: ABN, Tax Invoice compliance etc.).
- The **bank details (including SWIFT and IBAN)** listed on the invoice **must** match those held on file by Fortescue.



- **USA based vendors only:** Please ensure ACH Routing Bank information has been provided to our Vendor Info team (details below) and is outlined on all issued invoices where applicable.
- Please advise [vendor.info@fortescue.com](mailto:vendor.info@fortescue.com) for change of payment or bank details.
- All credit notes/adjustments must reference the applicable Purchase Order Number and relevant invoice number

## Rejection and Payment Information

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- Invoices submitted not meeting the above criteria may be rejected and deleted from our system.
  - Invoices will need to be corrected and re-submitted to [invoices@fortescue.com](mailto:invoices@fortescue.com) or via the Ariba Network.
- To avoid delay of payment, invoices should be sent through in a timely manner and with the correct details in the first instance.
- As per standard industry practice, vendor payment terms will apply from the date an invoice (new or re-submitted) is received by the Accounts Payable mailbox ([invoices@fortescue.com](mailto:invoices@fortescue.com)).

## Vendor Query Management

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- Monthly statements, payment, invoicing or all general queries should be directed to the relevant Accounts Payable contact as listed below.
- **Do not** send statements and payment/invoicing queries to [invoices@fortescue.com](mailto:invoices@fortescue.com) as it will not be addressed.

Team Vendor Allocation (Vendor Name Letter Range)	AP Email Address
H; R; V	<a href="mailto:AP01_accounts payable@fortescue.com">AP01_accounts payable@fortescue.com</a>
0-9; O; W	<a href="mailto:AP02_accounts payable@fortescue.com">AP02_accounts payable@fortescue.com</a>
J; M; X, One Time Vendors	<a href="mailto:AP03_accounts payable@fortescue.com">AP03_accounts payable@fortescue.com</a>
B; K; T; Y	<a href="mailto:AP04_accounts payable@fortescue.com">AP04_accounts payable@fortescue.com</a>
C; E; Q; Z; Local Government	<a href="mailto:AP05_accounts payable@fortescue.com">AP05_accounts payable@fortescue.com</a>
I; L; N; S	<a href="mailto:AP06_accounts payable@fortescue.com">AP06_accounts payable@fortescue.com</a>
A; P	<a href="mailto:AP07_accounts payable@fortescue.com">AP07_accounts payable@fortescue.com</a>
D; U	<a href="mailto:AP08_accounts payable@fortescue.com">AP08_accounts payable@fortescue.com</a>
F; G; Estate Agents	<a href="mailto:AP09_accounts payable@fortescue.com">AP09_accounts payable@fortescue.com</a>
South American Vendors (except Brazil)	<a href="mailto:SouthAmerica_ap@fortescue.com">SouthAmerica_ap@fortescue.com</a>
Ivindo Iron (Gabon) Vendors	<a href="mailto:comptes payable@ivindoiron.com">comptes payable@ivindoiron.com</a>
Energy Vendors	<a href="mailto:ffiaccounts payable@fortescue.com">ffiaccounts payable@fortescue.com</a>
Escalations	<a href="mailto:AP_Supervisor@fortescue.com">AP_Supervisor@fortescue.com</a>

## TAX INVOICE

Company Logo Here

SAMPLE TAX INVOICE <sup>1</sup>

Sample Company Pty Ltd <sup>2</sup> ABN <sup>3</sup> : 12 345 678 910	Address of Sample Company Address Line 2
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To <sup>4</sup> :	Fortescue Entity Fortescue Entity Address Address 2		
Invoice Date <sup>5</sup> :	1 January 2023	Invoice Number <sup>6</sup> :	123456
Purchase Order Number <sup>7</sup> :	4502123456	Customer Account No. <sup>8</sup> :	22254

DESCRIPTION OF SUPPLY	QTY	UNIT PRICE (AUD) <sup>9</sup>	GST/VAT AMOUNT (AUD) <sup>10</sup>	LINE VALUE excl. GST/VAT (AUD)
Sample Good 1	50	\$150.00	\$750.00	\$7500.00
Sample Good 2	10	\$40.00	\$40.00	\$400.00
<b>SUBTOTAL (excl. GST/VAT):</b>				<b>\$7900.00</b>
<b>GST/VAT TOTAL:</b>				<b>\$790.00</b>
<b>TOTAL AMOUNT PAYABLE:</b>				<b>\$8,690.00</b>

**Payment information<sup>11</sup>:**

Sample bank name  
Account name: Sample Company Pty Ltd  
Account no: 12345678  
BSB no: 123-456  
Swift Address: ABCDEF1H

<sup>1</sup> The invoice must be a valid Tax Invoice and compliant with local legislation

<sup>2</sup> The invoice must include the legal name of the entity and it must match the entity that was onboarded with Fortescue

<sup>3</sup> The invoice must include the vendor ABN or ACN number or if not Australian, other business registration number

<sup>4</sup> The invoice must be addressed to the applicable Fortescue entity, this will be listed on the Purchase Order issued to the vendor by Fortescue

<sup>5</sup> The invoice date must outline the date that the goods were supplied, or services rendered on

<sup>6</sup> The invoice must quote a unique Invoice Number

<sup>7</sup> The invoice must include a Purchase Order number, this is listed on the Purchase Order issued to the vendor. If the vendor was not issued a Purchase Order, they need to contact their Fortescue representative.

<sup>8</sup> This is the Fortescue Account number in the vendor's financial system

<sup>9</sup> The invoice must include the applicable currency. This currency must match the currency on the Purchase Order issued to the vendor

<sup>10</sup> GST / Value Added Tax (VAT) / Sales tax equivalent to be included in each line item separately

<sup>11</sup> The invoice must have the bank or payment information of the vendor.