

# BORAL INVOICE STANDARDS

Version 3.0 – September 2016

## Introduction

---

Boral has introduced invoice standards to ensure invoices are processed within a timely basis. Invoices that do not meet these standards will not be processed and will be returned for amendment and resubmission.

It is important that when accepting an order, you ensure that you receive all relevant information required to meet these standards. Payment will only be scheduled (per agreed terms) once an invoice meeting Boral's standards has been received. There will be no "quick payment" for rejected invoices that become overdue.

### Invoice Formatting

- Invoices must be valid tax invoices as defined by the Australian Taxation Office (refer to the ATO website for more information) – pro forma invoices or quotations will not be accepted
- Invoices must quote the valid Boral purchase order number that relates to the items on the invoice
- Boral purchase order numbers typically contain 7 numeric characters (except for: Boral Cement, which contain 1 alpha plus up to 5 numeric characters; and Boral Asphalt, which contain 3 alpha plus numeric characters) and are not name of Boral person who placed the order
- Invoices details (including the purchase order number) must not be handwritten
- All information is to be presented in a standard format that does not change from invoice to invoice
- All credit adjustments must reference the original invoice and applicable purchase order number
- Invoices can only be sent to Boral after the goods or services have been supplied to a Boral site and accepted by a Boral staff member
- The delivery address where the goods were shipped or the services provided must be included on the invoice

### Invoice Transparency

For all invoices containing a works/services element, a detailed description of the works/services supplied must be included on the invoice. The detailed description must include the following as a minimum:

- Date(s) of works/service
- Brief description of the works/services performed
- Name of Boral Site Manager / Authorised Representative
- Individual invoice line items for:
  - Labour (one line per individual worker) – labour type, rate, quantity (of time), total cost
  - Parts & equipment (one line per item) – type, unit cost, mark-up (if applicable), quantity, total cost
  - Other (one line per item) – type, unit cost, mark-up (if applicable), quantity, total cost

Where parts, equipment or other items are supplied Boral may request additional information.

### Invoice Submission

Unless otherwise directed, all invoices (except invoices for Boral Asphalt) are to be submitted electronically (in PDF format) to Boral via email ([einvoice@boral.com.au](mailto:einvoice@boral.com.au)). All invoices for Boral Asphalt are to be sent directly to your Boral site contact.

Please note that Boral is unable to accept invoices that contain electronic signatures or that need to be downloaded from an external link, portal or cloud-based program.

If you are unable to submit electronically, invoices are to be posted to:

- Accounts Payable  
Boral Shared Business Services  
Locked Bag 5016  
Parramatta NSW 2124

### Further Information

If you need to contact us for any reason in relation to the payment of your invoice please email Boral Accounts Payable ([SBSAPSupport@boral.com.au](mailto:SBSAPSupport@boral.com.au)).