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Introduction

Boral has created invoice standards to ensure invoices are processed on 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 that meets Boral's standards has been received. There will be no "quick payment" for rejected invoices that become overdue.

Invoice Submission

- Unless otherwise directed, send all invoices only to: einvoice@boral.com.au (please send valid invoice attachments only. Non-invoice documents should not be sent to this email address)
- Send non-invoice documents, if required to: estatements@boral.com.au
- For queries regarding invoice payments, please contact accountspayable@boral.com.au (please do not cc/copy this address when submitting invoices)

Invoice Requirements

- 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 (please contact your Boral representative if you do not have a valid PO number)
- Invoices details (including the purchase order number) must not be handwritten
- All information (e.g., invoice date, description & quantity of each product/service, date the product/service was provided) 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



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Invoice Transparency

For all invoices containing a work/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.

Additional important information:

- In case of multiple Invoices, please submit each invoice as a separate PDF attachment. You may send up to 10 invoice attachments in a single email.
- Non-invoice Documents such as delivery dockets, weighbridge tickets, timesheets, and other non-invoice documents should be sent directly to your Boral contact listed on the purchase order, not to the invoice email address.
- Please do not send supplier statements to Boral. Boral provides an invoice status summary each week for invoices awaiting processing for payment. If there is an unpaid invoice missing from the list, please send the valid invoice to einvoice@boral.com.au
- 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