



# BORAL INVOICE STANDARDS

Version 2.0 – June 2013

## Introduction

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Boral has introduced invoice standards to ensure invoices are processed in a timely basis. Invoices that do not meet these requirements 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](#))
- Invoices must quote a valid Boral purchase order number that relates to the items on the invoice (Boral purchase orders are typically seven digits, not the name of the person who placed the order)
- Purchase order number and other invoice details must not be handwritten
- It is preferable that invoices are sent electronically, and when sent electronically invoices must be in PDF format and contain only one invoice number per PDF document
- 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 are to be sent to Boral Shared Business Services via either:

- Email (preferred method): [einvoice@boral.com.au](mailto:einvoice@boral.com.au)
- Post: 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 call 1300 732 010.