



FOR A BETTER WORLD



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WWW.VISY.COM.AU

IMPORTANT COMMUNICATION VENDOR INVOICING INSTRUCTIONS

FAILURE TO ABIDE BY ANY OF THE INSTRUCTIONS BELOW WILL RESULT IN NON PAYMENT OF YOUR INVOICES

Dear Supplier,

This communication serves to provide you with the relevant information for sending invoices and credit notes to Visy. In addition to this, the communication also advises as to what information Visy requires on all invoices for it to be considered as an authorised expenditure. Any invoices failing to provide the necessary information as stipulated in this communication will not be deemed as an authorised expenditure and will not be processed.

It applies to all Suppliers for All Visy sites that are NOT trading under an RCTI, ERS, Run Sheeted service or EDI type of agreements.

Visy Policy requires invoices and credit notes to be sent to the Visy National Accounts Payable Office (as per below instructions)

Original invoices or credit notes, must NOT be sent directly to the sites. Invoices sent directly to sites will not be processed and will be returned to Suppliers for resubmission.

Visy have 3 key means to accept invoices from Suppliers.

1. Email - (Preferred)
2. Facsimile - (Preferred)
3. Mail - (Least Preferred)

1. Email

The most preferred, efficient and cost effective option to send invoices is via email. The benefits of sending your invoices via email is that it provides an audit trail of all incoming invoices you have sent to ensure any potential for missing invoices is significantly reduced. All invoices received via email do not have to be handled manually. This means there are less steps in the invoice processing cycle, which in turn means your invoices get processed quicker.

What do you have to do to send invoices via email?

Email Address to send invoices/credits to: electronic.invoice@visy.com.au

What is the Format?

- Must be in PDF format
- Must be as an attachment to the email
- 1 invoice including supporting documents per PDF
- Multiple attachments in the one email are permitted, providing each attachment only contains 1 invoice in PDF format, and its supporting documentation
- Supporting documentation such as con notes to freight invoices needs to be sent with the invoice in the same PDF file attachment.
Invoice first then supporting documentation
- The invoice **MUST** appear as the first document in the PDF

IMPORTANT NOTE: Any invoices/credit notes sent electronically that do not comply with one or more of the above conditions will fail, and will not be visible to Visy Accounts Payable staff. No other format of document can be accepted by the system.

DO NOT:

- DO NOT insert the invoice as an image in the body of the email as it is considered as text or forward from another email.
- DO NOT zip the file
- DO NOT include any XL or other type of formats in the file (i.e.: Excel/Word/Outlook Contacts)
- DO NOT use the email address for queries (Emails are not read)
- DO NOT attach any form of cover pages in front of the invoice

NOTE: Invoices received via electronic.invoice@visy.com.au are not read for content. Any instructions will be ignored. This is purely an Email address specifically to receive and capture incoming invoices/credits and is system driven. Any content in the body of the email is ignored.

**** Please see point 4 headed AUTHORISED INVOICE CONDITIONS ****



2. Faxing

Sending invoices via fax has been set up for those Suppliers that due to system constraints are unable to send invoices via email, but still want to take advantage of similar benefits. All invoices/credits received via Facsimile are automatically diverted to our electronic email address. They are not printed. No hard copy is produced at Visy. Please be aware however, that the conditions, for sending invoices and credit notes via Facsimile varies slightly to the email process.

What do you have to do to send invoices via facsimile?

Fax number: +61 2 8916 8373

What is the Format?

- Must always send 1 invoice and its supporting documentation if any in the one transmission. (i.e.: 3 Invoices means 3 separate transmissions)
- Must always ensure Invoice precedes any supporting documentation
- Must always ensure that the invoice is the first page

IMPORTANT NOTE: Any invoices/credit notes sent via Facsimile that do not comply with one or more of the above conditions will fail, and will not be visible to Visy Accounts Payable staff. Multiple invoices sent in the one transmission will not be processed. Only the first invoice will be processed and all other invoices will be treated as supporting documentation and will not be processed.

DO NOT:

- DO NOT send multiple invoices in the one fax transmission.
- DO NOT include a cover sheet

NOTE: Any instructions will be ignored. This is purely a Facsimile number specifically to receive and sort in coming invoices/credits and is system driven. **Any cover sheets will be treated as an unreadable invoice and fail the transmission at our end.**

**** Please see point 4 headed AUTHORISED INVOICE CONDITIONS ****

3. Mail - (Least Preferred)

Suppliers need to be aware that sending invoices via mail will delay the authorisation and data entry process. Incoming mail needs to be opened, manually sorted, prepared for scanning and then manually scanned prior to the invoice being processed. This automatically adds 15 days to the processing cycle. There is no audit trail and can result in an increase in invoices going missing.

Mailing Address:

**AP Shared Services
PO BOX 197
Somerton Vic 3062**

Please note that the above mailing address (Point 3) is for invoices and credits only. It is **NEVER** to be used as a site delivery address.

**** Please see point 4 headed AUTHORISED INVOICE CONDITIONS ****

4. AUTHORISED INVOICE CONDITIONS - MANDATORY REQUIREMENT FOR ALL INVOICES.

All Invoices regardless of the manner in which they are sent must include the following information in addition to being tax compliant. Visy will not accept any liability for any invoices that do not provide the necessary information. The details below are required to ensure all expenditure has been approved prior it being incurred. Suppliers are advised not to fulfil any request for services or products until proper authorization has been provided. Failure to do so WILL result in your invoices not being accepted. Please read the below carefully and ensure all staff responsible for taking our orders are fully aware not to supply unless the below conditions have been complied with.

All Invoices MUST comply with the below instructions or they will not be accepted:

- Purchase Order Number on which the goods or services were ordered; (**Mandatory for Goods & Product see attached**) EG: 4505678910
- Or
- If no purchase order number has been provided – used in emergency /urgent situation only Full name, First and Last (**No Abbreviations**) marked attn: of the person from our organisation that has requested the goods or services in the header section of the invoice. EG: John Doe
- Full Site Street delivery address. (**This is the address of the site where the goods or services have been supplied to**).

Visy will not accept liability for any invoices which do not meet the above requirements. Failure to comply with the above will result in invoices not being processed and no liability for the goods or services provided will be accepted.

Regards,

Richard Xuereb
Visy – Group General Manger AP/AR
PO Box 197 Somerton Vic 3062