

Invoicing requirements

General Rules

- One (1) Invoice per One (1) Purchase Order (PO) per One (1) Email Submission. Do not combine multiple POs on a single invoice.
- Preferred Format: PDF.
- Valid PO Number:
 - Must be current and correct (do not use old PO numbers).
 - PO number enables automation and digitalisation of our Purchase-to-Pay process, ensures authorisation, and supports budget control.
- Invoice Structure Matches PO:
 - If the PO has multiple line items, the invoice must mirror this structure.
 - PO line-item numbers must be referenced on each invoice line item.
 - Unit price, unit of measurement, and currency must match the PO.
- Payment Terms: Must match PO payment terms.
- Additional Costs: Must be pre-approved by ENGIE; otherwise, the invoice may be rejected.
- Credit Notes:
 - Do not deduct credits from an invoice.
 - Issue credit notes separately and reference the original invoice number.
- Invoice Date:
 - Must not be earlier than the shipment date for goods or the completion date for services (or agreed milestone).

Mandatory Invoice Content

1. Invoice Issue Date.
2. Supplier's Primary Contact Name for ENGIE.
3. ENGIE Purchase Order (PO) Number (applicable in most situations).
4. Goods/Services Description aligned with the PO and/or written agreement.
5. Submission Method:
Email to accounts.payable.au@engie.com (or designated ENGIE Accounts Payable mailbox as per contract).
6. Issuance Timeline:
Within 30 days from the end of the month of supply, unless otherwise agreed in writing.
7. Correct Addressing:
Invoice must be addressed to the relevant ENGIE contracting entity (as per PO).
8. Supplier Details:
Legal name, mailing address, and contact details.
9. Local Tax Compliance (Australia):
 - Supplier Tax Registration Number.
 - GST amount and GST rate.
 - The words "Tax Invoice" printed on the invoice.
 - Must comply with A New Tax System (Goods and Services Tax) Act 1999 (Cth).
<https://www.ato.gov.au/business/gst/in-detail/tax-invoices/>

Invoice Submission Guidelines – DON'Ts

- Do not send invoices via electronic links.
- Do not send vendor contact changes to invoice email IDs. These should be sent to vendoronboarding.au@engie.com.