



Dear Supplier,

Earlier this year we got in touch to let you know that our invoicing systems are being upgraded in July 2021.

It's a positive change that will make it easier for us to work together in future.

To support on time payment, your invoices will need:

- All the relevant documentation to confirm the completion of your services or dispatching of your goods (preferably within 24 hours of delivery)
- A valid Purchase Order (PO) issued before you provide goods or services to or on behalf of Origin
- To be a valid tax invoice, in PDF format, with one invoice per PDF
- To have details that match the PO, including the PO number, unit price, unit of measure, quantity, and line number of the PO
- The relevant bank account number (if you are paid via multiple bank accounts).

We've put together some handy examples to show you [what your invoice needs to include](#). Check out the example of an invoice and Contracted, multi-line Service Purchase Order [here](#) and the example of a Standard, single line Goods Purchase Order [here](#).

What else do you need to know?

We're also updating the terms and conditions (T&Cs) for **new** standard purchase orders (POs) issued from July. You can read about what's changing for new POs in our [FAQs](#). (The T&Cs of our formal executed contracts or current POs won't change.)

What happens now?

We'll be in touch again towards the end of June before we start using our new invoicing systems across all of Origin.

Any questions?

We're always here to help – just reach out to your Origin contact, or view our [Procurement page](#) for more information about these changes and information on how we support [Regional suppliers](#), [Aboriginal and Torres Strait Islander-owned businesses](#), and [Small Australian businesses](#).

Regards,



Stuart Hatton

**Chief Procurement Officer
Origin Energy**



Connect with us



originenergy.com.au

Origin Energy acknowledges the Traditional Owners and Custodians of country throughout Australia and recognises their continuing connection to land, waters and community.

We pay our respects to them and their cultures, and to Elders past, present and future.

Origin shows its commitment to participating in Australia's reconciliation efforts through our Stretch Reconciliation Action Plan.

