



Dear Supplier,

Good news! Origin's new invoicing system is now live, simplifying how we work together and reinforcing our commitment to paying you on time.

Need a refresher on how to submit your invoices?

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) 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).

Don't forget, you can also access the following resources that will help you to understand what you need to do differently:

- A guide of [what your invoices need to include](#)
- Example invoice, plus a Contracted, multi-line Service PO [here](#)
- Example invoice, plus a Standard, single line Goods PO [here](#).

What else has changed?

We've also updated the standard terms and conditions of our POs to make them easier to understand and included some important new clauses. They also include our expectation that all suppliers adhere to [our Supplier Code](#).

Keep submitting your invoices as usual.

While the format of your invoice has changed, there's no change to how you submit them! So when supplying to Origin, continue to send your invoices to: Accounts.Payable@originenergy.com.au.

(If you have an Origin point of contact, it's worth copying them in when you send your invoice.)

Any questions?

If you have any questions on our new invoicing system or what it means for

you, don't forget to check out the [FAQs](#). If you can't find what you're looking for just reach out for more information – we're always here to help.

- Email: InvoiceResolutionMailbox@originenergy.com.au
- Phone: 1300 857 804

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.

