

FACT SHEET Submitting Invoices to Fortescue

WHAT YOU NEED TO KNOW

A vendors' transactional interaction with Fortescue depends on their set-up in Fortescue's system.

Ariba enabled vendors (invited and onboarded by Fortescue):

- Vendors registered on the Ariba Network must submit their invoices via the Ariba Portal **only**.
 - **Do not** send invoices via email to invoices@fmgl.com.au

All other vendors:

- Electronic PDF invoices are the preferred method and should be emailed (one invoice per email) to invoices@fmgl.com.au

INVOICE SUBMISSION GUIDELINES

- Invoices **must** contain a valid Purchase Order number
- Invoice must be addressed to the Fortescue Metals Group Ltd entity that is listed on the Purchase Order (**i.e., The Pilbara Infrastructure Pty Ltd**)
- The vendor name on the invoice **must** match that listed on the Purchase Order
- Ensure that the description, quantity, and rate on the invoice match your Purchase Order
- Ensure that there are funds available on the Purchase Order
- Supporting documents (example: time sheets, expense receipts) are attached in **1 PDF** with the invoice (emails must be **less** than 20MB)
- All **invoices** must be submitted in '**black and white**' (no colour) to ensure they are legible
- Only **one** invoice is to be submitted per PDF and email
- Any statutory requirements on the invoices must be met (ABN, Tax Invoice compliance etc.)
- The **bank details** listed on the invoice **must** match those held on file by Fortescue. Please advise vendor.info@fmgl.com.au of any change in banking details

- All credit notes/adjustments must reference the applicable Purchase Order Number and relevant invoice number

Invoices submitted that does not meet the above criteria may be rejected and deleted from our system.

This invoice will need to be corrected and re-submitted to invoices@fmgl.com.au or via the Ariba Network.

VENDOR QUERY MANAGEMENT

Monthly **statements**, payment/invoicing and general **queries** should be directed to the relevant Accounts Payable Officer as listed below.

- **Do not** send statements and payment/invoicing queries to invoices@fmgl.com.au as it will not be addressed.

Letter Range	Email address
B; G; L; P	AP01_accounts payable@fmgl.com.au
A; D; M; O	AP03_accounts payable@fmgl.com.au
C; E; I; U	AP05_accounts payable@fmgl.com.au
F; H; N; S	AP06_accounts payable@fmgl.com.au
0-9; J; Q; V; X; Y; Z	AP08_accounts payable@fmgl.com.au
Onetime; K; R; T; W; Estate Agents	AP09_accounts payable@fmgl.com.au
South American & PNG Vendors	AP04_accounts payable@fmgl.com.au
BP; Caltex/Ampol; Bunzl; Rexel; Muru; Westrac	AP02_accounts payable@fmgl.com.au
Ariba Enabled Vendors	AP07_accounts payable@fmgl.com.au
Escalations	AP_Supervisor@fmgl.com.au