

PwC Australia

Supplier invoicing guide

As at 1 January 2022

PwC Australia aims to pay our suppliers, service providers, contractors and other third parties we work with (collectively **Suppliers**) within 30 days of our receipt of a valid invoice.

To enable our Supplier payments being made on time, every time, we require our Suppliers to ensure they submit valid invoices to us, as set out below.

For more information about this guide or any invoicing matters, email us at accounts.payable@au.pwc.com.

Supplier requirements for a valid invoice

Supplier invoices must:

1. specify the date the invoice was issued to the relevant PwC contracting entity;
2. include the name of the Supplier's primary contact at PwC Australia;
3. specify the relevant Purchase Order number (if applicable);
4. be issued for the relevant goods/services supplied in accordance with the Purchase Order (if applicable) issued by us and/or any written agreement between the relevant PwC Australia contracting entity and the Supplier;
5. include a brief and accurate description of the good/ services sold to us;
6. be submitted via email to: accounts.payable@au.pwc.com;
7. be issued within 30 days from the end of the month of the supply of the relevant goods/services unless otherwise specified in the written agreement between the relevant PwC Australia contracting entity and the Supplier;
8. be correctly addressed to the relevant PwC Australia contracting entity and calculated in accordance with the Purchase Order (if applicable) issued by us or any written agreement between the relevant PwC Australia contracting entity and the Supplier;
9. set out the Supplier's legal identity, mailing address and contact details; and
10. where a Supplier is based in Australia or where goods and services are supplied to us from within Australia, invoices must be a valid tax invoice in accordance with A New Tax System (Goods and Services Tax) Act 1999 (Cth). Click [here](#) for more information from the Australian Tax Office about issuing a valid tax invoice.

