



Dear Supplier,

Just a quick note to let you know that we're upgrading our invoicing systems and software in July 2021. It's a positive change that will make it easier for us to work together.

What does this mean for you?

We're making our systems and processes simpler for everyone. And while the bulk of the work is at our end, there will be some important changes you'll need to make from July.

Part of the changes we're making includes updating the terms and conditions (T&Cs) of our standard purchase orders (POs) issued from July. (However, the T&Cs of our other forms of contract won't change.)

You don't need to change how you submit your invoices, for now – we'll give you plenty of time to prepare. But please see our [invoice submission guide](#) for a reminder of what you'll need to do.

There's also some good [FAQs](#) and [more information](#) on our new invoicing system.

What happens next?

We'll be in touch again towards the end of May to let you know exactly what's changing for your invoices and PO T&Cs.

Remember, if you have any questions we're here to help – just reach out to your Origin contact.

With best wishes,

Regards,

A handwritten signature in blue ink that reads "Stuart Hatton".

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.

