

Example Invoice and Purchase Order



Standard Invoice and Services Purchase Order for
Origin's Contracted Suppliers



Example Invoice

Here's how your new invoice will work...

SAMPLE SUPPLIER

1 Tax Invoice

2 TO: Jenna Ration

3 Origin Energy Eraring Pty Limited
100 Barangaroo Avenue, Barangaroo
SYDNEY
NSW 2000

4 Invoice no: 123546

5 Invoice date: 23.04.2021

6 PO number 4500001262

PO	#	Description	Qty	UoM	Price	GST	Total (AUD)
7 4500001262	1	Plumbing Widget	50	EA	5000.00	500.00	250000.00
4500001262	2	Hard Hats	100	EA	10.00	1.00	1000.00
4500001262	3	Fencing	30	m	30.00	3.00	900.00
Net value							251900.00
GST							25190.00
9 Total							277090.00

10 SAMPLE SUPPLIER

Toowoomba
Qld
4350

11 ABN 25 130 300 873

12 Bank Westpac

BSB 034-221

Account 427679

Invoice Requirements

The following requirements need to be met for Origin to pay your invoice as soon as possible. Please note that there are only two NEW requirements (highlighted below).

Your invoice must be in a PDF format and include:

1. A title of either 'Tax Invoice' or 'Credit Memo'
2. The Origin contact person (if there is one)
3. The name of the company being invoiced
 - a) Note: Origin Energy Limited is made up of multiple legal entities. Check the details listed on your Purchase Order (PO) to ensure you're invoicing the correct entity.
4. A reference number/invoice number
5. A date in DD/MM/YYYY format
6. A reference to the PO number
7. **NEW: An itemised list of the goods/services provided. This list needs to match the line items listed on your PO and needs to include a description, quantity, unit of measure, price (including GST, if applicable) and total.**
8. A currency code (if not in AUD)
 - a) Note - Where GST is charged and currency is not in AUD, a rate of exchange must be quoted.
9. The total gross invoice amount and tax (if applicable)
10. The name and address of your business
11. Your ABN or NZCN (if applicable)
12. **NEW: the bank account you'd like the invoice to be paid to (if you have more than one bank account on file with Origin).**




Example PO

Here's what a sample PO looks like:

Page 1 of 2



Service Purchase Order
Origin Energy



1 PO 4500001314

2 CONTRACTOR:	3 COMPANY:	4 INVOICE TO:
SAMPLE SUPPLIER PO Box SAMPLE TOOWOOMBA QLD 4350 AUSTRALIA ABN: 12 345 678 910 CONTACT: Sam Ples PHONE: 07 0000 0000 EMAIL: info@samplesupplier.com.au	Origin Energy Eraring Pty Limited 100 Barangaroo Avenue, Barangaroo SYDNEY NSW 2000 AUSTRALIA ABN: 31 357 688 069 DELIVER TO: ERARING POWER STATION 268 ROCKY POINT RD ERARING NSW 2264 AUSTRALIA REQUESTOR: Jenna Ration EMAIL: Origin.Procurement@originenergy.com.au	EMAIL TO: Eps.AccountsPayable@originenergy.com.au Jenna.Ration@originenergy.com.au PAYMENT TERMS: Payable in 45 days ORDER CURRENCY: AUD

5 Instructions to Supplier

6 Terms and Conditions

This Purchase Order is issued under the agreement with the Contract Ref Number CW22924 and is governed exclusively by the terms of that agreement.

All orders must be acknowledged by the vendor.
The acknowledgement is to be emailed to Origin.Procurement@originenergy.com.au and should contain, at minimum, confirmation that the order has been accepted also that the pricing is correct and give a firm indication of the expected date of dispatch of goods/services. Should there be an issue with any of the above please contact us prior to processing this order.

Page: 1 of 4

This is an example PO that you may be issued in the future.

The PO will include:

1. The PO number.
2. Who it's addressed to.
3. Who the PO requestor is, and which of Origin's legal entities has issued it.
4. Details of where you should address your invoice to.
5. Any delivery instructions (if required).
6. Other notes and conditions.

Continue for page 2 of 2

Sample PO

Page 2 of 2



Service Purchase Order
Origin Energy



1 PO 4500001314

Item	Origin Item Number	Item Description	Quantity	UOM	Unit Price	Total Line Value	Date for Delivery
1		Vessel Inspections	1,000	AU	28,225.00	28,225.00	20.4.2021
The item covers the following services -							
3	Line	Supplier Service Number	Origin Service Number	Service Description	Quantity	UOM	Unit Price
	1			Simple vessel inspection	10,000	EA	1,500.00
	2			Major vessel inspection	3,000	EA	3,000.00
	3			Other works	1,000	AU	4,225.00
4	TOTAL (Value Excludes GST - Supplier to include applicable GST on Tax Invoice) (AUD)			28,225.00			

The second page of the PO will include:

1. The PO number.
2. Details of what the PO is for, including:
 1. Description,
 2. Quantity,
 3. UOM (Unit of Measure),
 4. Unit Price,
 5. Total Line Value,
 6. Date for Delivery.
3. Multiple lines if the item has more than one component.
4. The total value, excluding GST.

Where to go for help



Remember, if you have any questions we're here to help – just reach out to your Origin contact, or our accounts payable team on:

- Email: InvoiceResolutionMailbox@originenergy.com.au
- Phone: [1300 857 804](tel:1300857804)

You can also visit our website for more information on:

- [Procurement at Origin](#)
- [Invoice and Payment Guidelines](#)