

Purchase order (PO) and invoice process changes

Please amend your records and follow new PO and invoicing processes to receive payment.

Mater is upgrading its Finance and Operations System on **Tuesday 4 October 2022**.

These changes are part of Mater's continued commitment to transform business processes and improve the experience of our customers, partners and people.

PO and invoice process changes for suppliers and contractors

Mater requests all suppliers and contractors to undertake the following:

1

Note: New PO format and T&Cs

- **Mater Purchase Orders have a new format with:**
 - new PO numbers
 - ABN and legal name of Mater Entity requesting goods or services
 - delivery details.
- **Mater has new purchase conditions for goods and services. Please find here www.mater.org.au/supplierresources**

2

Update: Invoice details

- All invoices submitted for payment **must include the correct Mater Entity name and ABN**, as well as PO number (where applicable). Invoices without the correct business details cannot be processed.
- **A list of all Mater Entity names and ABNs can be located www.mater.org.au/supplierresources**
- Bank account details on invoices

3

Follow: New invoice process[#]

- **Mater is moving to Optical Character Recognition (OCR) automated invoice processing.**
 - Invoices must be emailed in pdf format.
 - All invoices for payment must be emailed to invoices@mater.org.au

All invoices[#] for payment must be emailed to:

invoices@mater.org.au

Mater will move to 'PO Prior to Purchase' compliance.

Please ask for a PO upon purchase of goods and services, if applicable.