

FACT SHEET Submitting Invoices to Fortescue

WHAT YOU NEED TO KNOW

To ensure timely and accurate processing of your invoices:

1. Fortescue has automated invoicing in place and as such prefers for invoices to be submitted electronically via a registered Ariba Network or Quadrem account.
2. Emailed invoices are acceptable, if you are not yet registered, which can be emailed in a pdf format to: invoices@fmgl.com.au. Fortescue does not accept paper or faxed invoices.
3. The Accounts Payable Team must receive all invoices directly from the Supplier – however, you also are welcome to provide a copy of invoices to site personnel, where appropriate.

INVOICE PROCESSING TIPS

When submitting your invoices to Fortescue:

1. Ensure the Invoice detail matches a valid Fortescue Purchase Order (PO)

Purchase Order (PO) to Invoice mismatches will result in the invoice being automatically rejected by our systems and returned to you for re-submission.

All invoices must:

- reference a valid Fortescue PO number;
- reference only one (1) Fortescue PO number;
- not include any additional claims/costs outside those agreed and expressly stated in the PO;

2. Ensure you provide any required supporting documentation to substantiate claims

Append any additional information to the invoice as a single invoice file, in a pdf format. Providing this additional information ensures that our Site Personnel can make timely approvals for payment.

INVOICE PAYMENT

Invoice processing statuses are readily available in real-time to suppliers with a registered Ariba Network or Quadrem account.

If you would like more information, or would like to register for an account, follow the website links:

- [Ariba Network](#)
- [Quadrem](#)

Accounts Payable Team Contact Details

Email: invoices@fmgl.com.au

Phone: (08) 6218 8888

General Enquiries and Monthly Statements can be forwarded to ap@fmgl.com.au



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