

RDO Equipment Invoice & Purchase Order Policy

The following document outlines RDO Equipment Pty Ltd's invoice and purchase order requirements. RDO Equipment requires the following criteria for supplier invoices to be met to ensure the timely and accurate processing of suppliers' invoices and payments.

These requirements are:

1. All invoices payable are to be emailed, when raised, in PDF format to ap@rdo.com.au.
2. If you are emailing multiple invoices please send each invoice in a separate PDF.
3. All credit /adjustment notes must contain a reference to the original invoice number.
4. All statements are to be emailed in PDF format to ap@rdo.com.au at the end of each month.
5. If invoices or statements cannot be emailed, these must be mailed to PO Box 3136, Mt Ommaney QLD 4074 Australia.
6. All invoices require a valid RDO Equipment Pty Ltd purchase order number:
 - a. If an invoice does not contain a valid purchase order number the invoice will be returned to the supplier for review and correction.
 - b. Valid purchase orders from RDO Equipment Pty Ltd can come in a wide range of formats generally starting with a letter followed by a series of numbers. A name, email address, phone number or signature is not a valid purchase order number
 - c. If no valid purchase order number can be provided for an invoice, this will impair our invoice processing system and will lead to delays in payment of outstanding invoices.
 - d. This policy applies to all invoices, including but not limited to, the following supply types:
 - i. *Parts*
 - ii. *Materials*
 - iii. *Wholegoods*
 - iv. *Supplies*
 - v. *Services*
 - e. The only exception to these requirements is for services provided on a regular basis i.e. cleaning, rubbish removal, security, couriers for general freight, utilities, subscriptions, sponsorships, advertising requested by our Marketing Department etc.
7. These requirements apply to RDO Equipment Pty Ltd (ABN: 58 060 286 759). Invoices received for entities or trading names previously used by RDO Equipment Pty Ltd will be returned to the supplier for review and correction and will not be processed for payment.