



Queensland Rail Invoice Requirements

To facilitate the timely payment of invoices please ensure that all invoices are in accordance with the below invoice requirements.

If you are unable to provide an invoice electronically or PDF, please contact the Accounts Payable helpdesk on 1300 385 255 to discuss alternative arrangements.

	<p>EMAIL ADDRESSES</p> <p>All Accounts Payable Invoices are to be directed to: APinvoices@qr.com.au</p> <p>All Accounts Payable enquiries are to be directed to: APenquiries@qr.com.au</p> <p>All Queensland Rail account statements are to be directed to: QRvendorstatements@qr.com.au</p>
	<p>FILE TYPE</p> <p>Our preferred method of invoice receipt are PDF files and with 1 PDF per invoice.</p> <p>Timesheets and supporting documentation should be included in the PDF file along with the invoice to which they belong.</p>

PURCHASE ORDER REQUIREMENTS

Queensland Rail's representatives must provide you with a Purchase Order number **prior** to committing to the procurement of goods and/or services. A valid Queensland Rail Purchase Order uses the following formats:

400XXXXXXXX	405XXXXXXXX	45XXXXXXXX	10-digits
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Note: a 46 prefix is not a Purchase Order number and will not facilitate payment of your invoice.

Non-invoice related documentation [e.g. reports, delivery dockets, or copies of invoices (marked copy)] should be sent separately to the invoice and should be directed to the delivery address provided in the purchase order and/or contract.



INVOICE REQUIREMENTS

When billing Queensland Rail for goods or services or issuing a credit note, please ensure that your invoice/credit note contains at least the following information:

<ul style="list-style-type: none">Queensland Rail Purchase Order number and relevant line item information *	<ul style="list-style-type: none">Queensland Rail's correct name and ABN: Queensland Rail Limited ABN 71 132 181 080
<ul style="list-style-type: none">Australian Business Number (ABN) or the tax identification number of the supplier	<ul style="list-style-type: none">Invoice Number
<ul style="list-style-type: none">Invoice Date	<ul style="list-style-type: none">Quantity, unit of measure and common description of the goods supplied, or services rendered
<ul style="list-style-type: none">Full supplier contacts information: (name, address, e-mail, phone)	<ul style="list-style-type: none">Date or period of delivery of goods/services
<ul style="list-style-type: none">Currency (must be the same as the currency of the corresponding purchase order)	<ul style="list-style-type: none">Relevant payment information (banking details - including BSB and account number)

For any further information please do not hesitate to contact the Accounts Payable team on 1300 385 255 or by email to APenquiries@qr.com.au