

ASP General Information Finance

Alert Number: GI10_21

2 June 2021

Subject: Accounts Payable information update

Dear ASPs,

Ausgrid Accounts Payable (AP) will be changing email addresses effective **5th June 2021**.

For payment please send your invoice to APInvoices@Ausgrid.com.au.

Please note: this email address will not be monitored for communications/questions.

For prompt payment please ensure

- Invoices must be sent as an attached PDF file (every PDF attachment is considered as a new invoice).
- If there are any timesheets or attachments, they should be included in the same PDF as the invoice.
- All invoices must include;
 - a valid Ausgrid Purchase Order
 - your ABN
 - your bank details
 - an invoice number
 - an invoice date within the past seven days
 - a delivery note number (if applicable); and
- Invoices must be issued within 28 days of supply.

If you have any questions or need help, please direct your enquires to APEnquiries@Ausgrid.com.au.

Ausgrid

Finance