



SUPPLIER/CONTRACTOR PAYMENT PROCESS

YSUS005b

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Goods and/or services **must not be supplied** without first receiving a valid Purchase Order from QN Supply Department. The Purchase Order must also state an amount sufficient to cover the value of the goods and/or services to be supplied.

Queensland Nickel Sales reserves the right to reject supplier invoices that do not reference a valid purchase order number, or that reference a purchase order with insufficient funds to cover the invoice amount. Invoices must be presented within 3 months of the goods/services being provided.

The Payment Process is initiated via one of the options listed below:

Preferred Payment Process (Option 1):

QN's preferred payment process is ERS (Evaluated Receipt Settlement). This is a process permitted under GST Law where a Tax Invoice is generated automatically from our system, when the delivered goods have been receipted to a goods purchase order by QN warehouse personnel or when a Service Claim Form (SCF) has been received and has been entered against a service purchase order by QN accounts payable personnel and fully approved in the system by the relevant QN personnel. For this process to work effectively, it is critical that purchase order prices are correct so it is essential that ERS vendors verify the purchase order details prior to providing the goods/services.

A Recipient Created Tax Invoice (RCTI) is then automatically sent to the vendor for their record and reconciliation.

A service claim form (SCF) will need to be submitted for all service purchase orders under this process. An electronic template of our Service Claim Form can be obtained by contacting our Accounts Payable Team at accountspayable@qni.com.au

Benefits for Vendors using the ERS process:

- You do not need to send a Tax Invoice to QN, for payment to be facilitated.
- Enables invoice / payment issues to be resolved, before the payment becomes overdue.
- Increases ability to cash forecast using the ERS process.
- Streamlines payment process.
- Payment terms of 30 days from generation of RCTI Invoice

What you have to do to become an ERS Vendor:

Contact our Accounts Payable Team on accountspayable@qni.com.au to have our RCTI Agreement and ERS Acknowledgment Slip sent out to you.

Manual Invoice Process (Option 2):

Upon delivery of goods and/or completion of services, the Vendor must submit a valid Tax Invoice to QN Accounts Payable Team, containing enough information to enable the following to be clearly identified:

- The words 'tax invoice' stated prominently.
- The supplier's name and ABN.
- The recipient's name and address or ABN.
- The date the issue of the tax invoice.

Contractors and Service Providers Information			
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- A brief description of the goods or services, including the quantity (if applicable) and price.
- The total price of the sales (including GST). Show the GST separately, or if the GST to be paid is exactly one-eleventh of the total price, provide a statement such as 'total price includes GST'.
- The date of issue of the tax invoice.

Payment Terms:

Queensland Nickel Sales standard payment terms for RCTI Vendors (*Option 1*) are 30 days from generation of RCTI Invoice. For non RCTI Vendors (*Option 2*), our standard payment terms may be extended to 60 days from invoice processing.

Any exceptions to our standard terms and conditions must be approved by the Supply Manager.

Method of Payment:

Queensland Nickel Sales does not pay by cash or cheque. All payments are made by direct deposit to your nominated bank account.

Your banking details (BSB, Account Number and Account Name) are retained in our system. Therefore, any changes to your banking details or ABN must be communicated immediately to QN's Accounts Payable Team, in the form of a letter on your organisations letterhead and in PDF format, which clearly states the changed details and the effective date of change.

Any changes to your details can be forwarded to accountspayable@qni.com.au

If you have any queries relating to information in this document, please feel free to contact our Accounts Payable Team to discuss.

Accounts Payable Contact Details:

All Service Claim Forms (Option 1) or Invoices (Option 2) must be sent to:

Email to: accountspayable@qni.com.au
Fax to: (07) 4751 1275
Post to: Queensland Nickel Sales Pty Ltd
PMB 5
Townsville Qld 4810

Attention: Accounts Payable

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