

HOW TO SUBMIT AN INVOICE FOR PAYMENT BY BLUESCOPE

This information is for **BlueScope suppliers** submitting invoices for payment



INITIAL CHECKLIST

- 1 Ensure ...**
 - you have a **Valid Purchase Order (PO)** to deliver and invoice against with accurate pricing and item descriptions
- 2 Ensure ...**
 - the delivery documentation (if applicable) has the right information
 - **MUST STATE PO** number
 - Line item if applicable
 - Quantity & unit of measure as per PO
- 3 Ensure ...**
 - your invoice has the right content
 - **MUST STATE PO** number
 - Line item if applicable
 - Price, Quantity and unit of measure matches Purchase Order
- 4 Ensure ...**
 - If there are any changes to contact, bank, address or ABN details please advise Capgemini at:
Service Centres, Port Kembla, Springhill, Western Port, New Zealand Steel, Head Office, Pacific Steel
e: steeladl.vendors.au@capgemini.com

Building Components, Lysaght, Fielders
e: steeladl.vendorslysaght.au@capgemini.com

Distribution, Flat Products, Impact, Metalcorp, Orrcon Steel
e: distadl.mstadmin.au@capgemini.com


SENDING INVOICES

- 1 Check ...**
 - with your BlueScope contact whether your invoice should be sent to BlueScope or Capgemini.
- 2 Ensure ...**
 - 1 A4 PDF per invoice.
 - You can have multiple PDFs in 1 email
 - Each PDF no larger than 2MB
 - Each e mail no larger than 10MB
- 3 If sending to Capgemini ...**

Forward the invoice to the appropriate business entity Accounts Payable (AP) inbox ...

Service Centres, Port Kembla, Springhill, Western Port, New Zealand Steel, Head Office
e: steeladl.accounts payable.au@capgemini.com

Building Components, Lysaght, Fielders
e: steeladl.inv oicingworkflow .au@capgemini.com

Distribution, Flat Products, Impact, Metalcorp, Orrcon Steel
e: distadl.apinvoices.au@capgemini.com

Pacific Steel
e: steeladl.psnzaccounts payable.au@capgemini.com

Foreign currency invoices
e: Steeladl.foreigncurrency inv .au@capgemini.com



INVOICE FOLLOWUP IF REQUIRED

- 1 Check ...**

Was the original invoice forwarded to the correct team.

 - Direct to site? Follow up with the site contact
 - Accounts Payable (AP) inbox?
- 2 Further Enquiry ...**
 - Direct your query (**with the BlueScope business unit you supplied to in the subject line**) to: bslaphelpdesk.in@capgemini.com
 - DO NOT copy in the original AP Inbox
 - Subsequent follow-up of your query can be done by replying to the automated response you received
- 3 Escalate ...**
 - If required, escalate the query to your BlueScope contact or call Capgemini on

1800 247 235 for Australia
09 375 8200 for New Zealand
- 4 Ask...**
 - For remittance queries, email steeladl.settlements.au@capgemini.com