

Invoicing instructions

1. Where to send your invoice

All tax invoices must be emailed to: invoices@au.lactalis.com.

This applies to all suppliers unless your agreement specifies a different email address.

2. Which entity to invoice

When supplying goods or services to Lactalis, your tax invoice must be addressed to the correct Lactalis legal entity, determined based on the site you serviced or delivered to.

State	Site Address	Entity to Invoice	ABN
NT	22 Bishop Street, Stuart Park NT 0820	Lactalis Australia Pty Ltd	56 072 928 879
NSW	Birnie Avenue, Lidcombe NSW 2141	Lactalis Australia Pty Ltd	56 072 928 879
NSW	Farm 1059 Crawford Road, Hanwood NSW	Harvey Fresh Juice Pty Ltd	39 146 288 888
QLD	1 Netherton Street, Nambour QLD 4560	Lactalis Australia Pty Ltd	56 072 928 879
QLD	65 Montague Road, South Brisbane QLD 4101	Lactalis Australia Pty Ltd	56 072 928 879
QLD	100 Oxford Street, South Brisbane QLD 4101	Lactalis Australia Pty Ltd	56 072 928 879
QLD	36 Fulcrum Street, Richlands QLD 4077	Lactalis Australia Pty Ltd	56 072 928 879
VIC	93 Bannister Street, Bendigo VIC 3550	Lactalis Australia Pty Ltd	56 072 928 879
VIC	Factory 2, Denmark Road, Echuca VIC 3564	Lactalis Australia YD Pty Ltd	90 610 374 028
VIC	842 Wellington Road, Rowville VIC 3178	Lactalis Australia Pty Ltd	56 072 928 879
VIC	250 Old Telegraph Road, Jindivick VIC 3818	Lactalis Jindi Pty Ltd	51 161 273 856
VIC	10 Bungaleen Court, Dandenong South VIC 3175	Lemnos Foods Pty Ltd	52 147 490 480
VIC	31–41 Mackay Street, Longwarry VIC 3816	Longwarry Food Park Pty Ltd	78 097 262 934
VIC	31 Commercial Drive, Thomastown VIC (Jalna)	Jalna Dairy Foods Pty Ltd	20 005 363 664
VIC	20 Jesica Road, Campbellfield VIC	Jalplas Pty Ltd	52 052 473 408
TAS	1 River Street, Invermay TAS 7248	Lactalis Australia YD Pty Ltd	90 610 374 028
SA	164 Edward Street, Clarence Gardens SA 5039	Lactalis Australia Pty Ltd	56 072 928 879
WA	Third Street, Harvey WA 6220	Harvey Fresh (1994) Ltd	15 065 591 219

3. Tax Invoice Requirements

Your tax invoice must be clear, legible, and in a format that assists interpretation. To comply with Australian taxation requirements and Lactalis' internal processes, all tax invoices must include the information below:

- (a) the Supplier's identity;
- (b) the Supplier's Australian Business Number (ABN);
- (c) the date the invoice was issued;
- (d) which site the Services/Materials were provided at/to;
- (e) a total price;
- (f) the GST amount (if any) payable – either shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST';
- (g) for tax invoices for purchases of \$1000 or more, the buyer's identity or ABN;
- (h) the Supplier's address or nominated bank account for payment; and
- (i) **for Services:**
 - i. a description of the Services in sufficient detail to communicate the identity, nature and extent of the Services performed;
 - ii. the date or dates of performance of the Services to which the tax invoice relates;
 - iii. the amount which is due to the Supplier for the Services provided by the Supplier during the preceding month; and
 - iv. any out of pocket expenses incurred by the Supplier in performing the Services.
- (j) **for Materials:**
 - i. a brief description of the Materials sold including the quantities and the prices (including Customer catalogue number);
 - ii. batch code number;
 - iii. the extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST);
 - iv. if both taxable and non-taxable sales, must show each taxable sale, amount of GST payable and total amount payable; and
 - v. Order number (only 1 Order number per invoice) and delivery docket number.