

Accounts Payable: Supplier Fact Sheet

Supplier Onboarding

You can register your interest to supply to Aurizon via the [Aurizon website](#). Alternatively, an Aurizon team member can initiate the process for you. To be onboarded as a supplier, you must:

1. Agree to the [Supplier Code of Conduct](#)
2. Enter and upload details in the [Zycus Supplier Network](#)
3. Have your bank account details verified by [Eftsure](#).

You will be required to upload insurance documents and proof of bank account to Zycus and have **14 days to complete the onboarding request**. Any request pending after this time will be cancelled.

For assistance with the onboarding process, refer to the [Zycus Supplier Network Help Guide](#).

Invoices are not to be submitted to Aurizon **until you have received confirmation** from the [Vendor Master Data Team of successful onboarding](#).

Invoicing Guideline

Follow the below to submit your invoices to Aurizon. **Deviation will likely result in delays to payment.**

1. Invoices must reference the correct **Purchase Order (PO) number**. POs start with '450' and have 10 digits. Invoices without a PO or an incorrect PO will be returned for correction and resubmission. Incorrect invoices are removed from the Aurizon system. Ensure you receive a PO number from your Aurizon contact prior to submitting your invoice.
2. **Invoices must be sent to** ap@aurizon.com.au. If you send direct to your Aurizon contact, copy the AP email address.
3. Submit **one invoice per email in PDF format** to ap@aurizon.com.au. This is important as only the first invoice attached to the email is processed through Aurizon's invoice system. All other attachments are not processed.

Payment Terms

Aurizon's standard payment terms are **45 days end of month**. Exemptions to the standard terms can be arranged directly with your Aurizon contact. Unless you have had alternate terms confirmed, all invoices will be paid on the Aurizon standard terms.

Payment Schedule

AUD payments are released every Tuesday and Friday. All other currencies are released Thursday. All invoices that are due and where the PO, invoice, and goods receipt (GR) match will be paid as per the schedule. Invoices not yet due or where there is a variance between the PO-invoice-GR are system-held until the variance is resolved by the Aurizon contact who requested the goods and or services.

Updating Your Details

To update details such as name, address, contacts and bank account details, make the changes directly in the [Zycus Supplier Network](#). **New contacts can only be added by an existing contact**. More information can be found in the [Zycus Supplier Network Help Guide](#).

If you need to amend your ABN, this will be treated as a new supplier onboarding. Please contact your Aurizon business contact to initiate the process.

Zycus and Eftsure

[Zycus](#) is the platform Aurizon utilises to onboard suppliers. Suppliers are required to enter details such as Name, ABN, address, contact name and number, bank account details, and attach insurance certificates and proof of bank account and address.

[Eftsure](#) is a separate tool utilised for bank account verification to protect both Aurizon and our suppliers from fraud attempts. You may be contacted by a member of the Eftsure team to verify your account details over the phone. Please refer to the [FAQs](#) for more information.

Payment enquiries and statements

E: aphelp@aurizon.com.au

P: 13 23 32 option 3