



Compass Group Invoice Submission Procedure & Guidelines

Invoice Submission Procedures (Please Format in PDF or TIF)

Email to: compass.invoices@converga.com.au

OR

Mail to:

COMPASS A/P PROCESSING
PO BOX 5262
SOUTH MELBOURNE
VIC 3205

OR

Fax to: (03) 9621 7410

OR

You **MUST** include the unique Compass Site 8 digit code into the Compass Address Field on your invoices to ensure payment. This number will be on all Purchase orders or obtained from the purchasing site.

For Example: 193900 – 11 Google (Australia)
48 Pirrama Street
Pyrmont
NSW 2009

Sites must still receive a costed delivery docket or copy of the invoice with their goods.

Statement Submission Procedures

All statements and other accounts payable correspondence must still be sent to our Accounts Payable Department in Perth

Compass Group (Australia) Ltd
PO Box W2100
Perth
W.A. 6846
ATTN: Account Payables Manager

OR

apsupervisor@compass-group.com.au

For any further details on the invoice submission requirements from you as a Compass Supplier or any other queries please do not hesitate to contact me on apsupervisor@compass-group.com.au or (08) 9223 4580

**Accounts Payable
(08) 9223 4580**