



1.0 PURPOSE

The purpose of this work instruction is to describe the method of receipting an on-site service purchase order for SIMEC Mining / Liberty Primary Steel / Transformation

2.0 SCOPE

This work instruction covers all orders/contracts for services from suppliers providing the following services:

- Manufacture and install/erect/commission
- Site work services
- Consultants
- Contract Agreements

3.0 REFERENCES

Nil

4.0 DEFINITIONS

4.1 WI31.126.A1 - Service Claim Form

5.0 PROCEDURE

5.1 Overview

The Service Claim Form (SCF) has been designed to make sure that the vendor completes the form with all relevant information so the purchase order can be receipted and the invoice paid without delay.

5.2 Responsibilities and Discrepancies

5.2.1 Vendor's Responsibilities to complete the SCF

- Once the vendor has completed the service (listed in PO), they must complete the SCF in its entirety to minimise the risk of the claim being rejected.
- The SCF must have the charges that are being claimed for the services performed in detail and in order, to be approved by the requisitioner.
- Once the vendor has completed the SCF in its entirety with ALL required signatures & supporting documentation, the SCF can be sent to one of the below:
 - Email to whyscf@libertyqfg.com
 - Manual delivery to Block 3 Admin, direct to the SCF Officer
 - Post to:-
 - Block 3, Admin;
 - Att: Service Claims Office
 - PO Box 21, Whyalla SA 5600.
 - If all fields on the SCF have been completed and are correct



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without discrepancies, a service entry will then be completed in SAP. Any problems with the claim will be communicated back to the vendor.

- The service entry will then electronically route to the Requisitioner for approval
- Once the service entry has been approved in SAP, an automatic notification will be sent to the vendor via fax or email (depending on your vendor setup in the system) with the service entry sheet (SES) number as a reference, notifying the vendor that the invoice can be sent to Accounts Payable for processing payment.

5.3 Discrepancies

5.3.1 If the completed price does not match the purchase order price, the vendor must liaise with the requisitioner who is also known as the Site Representative responsible for engaging them. In the case of a discrepancy, where the representative does not agree with the claim or information supplied; the representative will contact the vendor to resolve this discrepancy.

5.3.2 In the event of an incorrect or incomplete SCF being submitted for processing, the SCF will be returned to the vendor, who will need to contact the site representative to provide the vendor with the correct information. The vendor is then responsible for re-sending the SCF with supporting documentation for processing.

5.4 Proof of Burden – the purpose of the proof of burden requirement is to ensure all claims submitted have been verified and approved by the business.

5.4.1 The Proof of Burden document has been created to align with all contract agreements with vendors. Any claims submitted that do not provide the correct verified documentation aligning with the Proof of Burden Listing will be rejected back to the vendor requesting further verification from site.

5.4.2 It is the responsibility of the vendor to ensure all correct supporting documentation is provided at time of submission or to communicate with site to receive further verification.

5.4.3 As per company policy no electronic signatures will be accepted.

5.4.4 Payments cannot be processed without correct supporting documentation.



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5.5 Invoicing

Upon confirmation of SCF Service Entry (SES), note the SES number on the invoice and send to Accounts Payable:

- E-Mail to accpay_po@libertygfg.com or;
- Post to: - Accounts Payable Team
OneSteel Business Services
OneSteel Manufacturing Pty Ltd
Locked Bag 5044
Parramatta NSW 2124

NOTE: There will be a delay in payment if the invoice is sent into Accounts Payable without the PO number and SES number

6.0 DOCUMENTATION

- 6.1 Attachment 1 Service Claim Form “Example Only”
- 6.2 Attachment 2 Proof of Burden – Guide: Vendor to confirm with their contract manager what their obligation is as per their individual contract terms / business requirements.



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SERVICE CLAIM FORM

GENERAL DETAILS			
Vendor Name			
Vendor Contact		Invoice No or Unique ID	
Vendor E-mail		Purchase Order No.	
Invoice Date		PO Item No.	
Service Started On		Service Finished On	
Service Description			

SERVICE DETAILS					
	Service Line Description	Qty	UOM	Rate (ex GST)	Line Total
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
TOTAL CLAIM VALUE (Excluding GST)					\$0.00

Example Only
 Refer WI31_126_A1

Final Claim Advice: Is this the final claim for this Purchase Order Item? Please select Yes or No.
 If left blank, it will default to YES - meaning NO further claims can be loaded against PO Item

Special Notes

VERIFICATION SIGNATURE

I hereby certify that the works have been performed to GFG alliance's satisfaction and that all appropriate standards were adhered to.

GFG Representative's Name	
GFG Representative's Signature	
Signature Date	

NOTE - Proof of Service - Claims must have appropriate signed proof, this may be the SCF, Final Close Out Sheets, ATW's, Delivery Dockets. Note that additional information may be requested if required - accomodation/travel receipt copies should be supplied

First Step - Email the SIGNED SCF with proof of service to: whyscf@libertygfg.com

Second Step - After the Service Entry has been created and accepted by the plant you will receive an email or fax advising the Service Entry Sheet approval (number starts 100..), Submit the invoice as a PDF formatted file to accpay_po@libertygfg.com

General Requirements

- Any claim submitted must have the PO number and PO line.
- Any Claim submitted must have the value being claimed as the ex GST price.
- Any Claim submitted requires a vendor based unique identifier – usually the Tax Invoice number
- Any Claim submitted requires the date the service was completed or the invoice date.
- Email verification requires the PO number and Line Number, a Unique Vendor identifier and value.

General Nature of Service	Documentation Required
Labour – Fixed Price on Site	<ul style="list-style-type: none"> • Signed ATW
Labour – Variable on Site	<ul style="list-style-type: none"> • Signed Time Sheets OR Close Out Sheets
Service – Fixed Fee with a contract in place	<ul style="list-style-type: none"> • No specific verification required • Someone within our business to confirm completion.
Service – Variable Charges	<ul style="list-style-type: none"> • Signed Summary of Service OR Email Verification
External Manufacture or Repairs	<ul style="list-style-type: none"> • Claim submitted for PO's created by MRO Buyer team.
Hire of Equipment without labour component	<ul style="list-style-type: none"> • Claim submitted • Vendor specific requirements will be communicated.
Consultancy Fees	<ul style="list-style-type: none"> • Signed SCF OR Emailed verification • Expenses claims must include copies of receipts.
Capital Jobs	<ul style="list-style-type: none"> • Signed SCF by project Manager OR Signed Progress Payment form
Training Fees	<ul style="list-style-type: none"> • Signed SCF OR • Emailed claim with attendance Sheets
Miscellaneous Claims	<ul style="list-style-type: none"> • Signed SCF OR Emailed verification • NOTE - Expenses claims must include copies of receipts.
Special Cases and Plant Wide Services	
Medical Fees Processed By HR	<ul style="list-style-type: none"> • Signed SCF OR Emailed verification
Transport	<ul style="list-style-type: none"> • Signed SCF or signed POD
IT	<ul style="list-style-type: none"> • Signed SCF OR Email verification by IT
Security & Fire	<ul style="list-style-type: none"> • Signed SCF OR Email verification by Contract Controller