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1 Invoice requirements

Any invoice for processing by a Rio Tinto Entity must contain the following:

• The correct Rio Tinto legal entity name and registered address engaged for the supply and detailed on the purchase order eg Rio Tinto London Ltd

• A valid purchase order number

• The name of your Rio Tinto contact
2
Purchase order required prior to commencing work

A purchase order should be provided before commencing work or supplying goods. If your company has not received a purchase order please contact the Rio Tinto person responsible for engaging your company.

Invoices must detail a valid purchase order number otherwise it will be rejected back to you for re-submission. Payment terms commence from the receipt date so a delay in supplying a valid invoice may lead to a delay in receiving payment.
3
Address information

Invoices, credit notes and supplier statements should be sent to Rio Tinto at:

E-mail: invoices.london@riotinto.com
Post: Rio Tinto London Limited (or other appropriate Rio Tinto legal entity name)
      PO Box No. 614
      550 Metroplex Business Park
      Salford
      M5 0HJ
      (NB: This is not the registered company address)

Please direct any invoice queries to the Accounts Payable Service Desk at:

Email: Servicedesk.London@riotinto.com
Telephone: +44 20 7781 2010

The Rio Tinto registered address and office address is: 6 St. James’s Square, London SW1Y 4AD.
4 Escalation process

Issues and queries that cannot be resolved by the service desk will be escalated internally to Rio Tinto Procurement.
Rio Tinto policies and standards
For more information on the topics covered in *The way we work* principles and the relevant policies and standards visit https://intranet.riotinto.org/dms/RTHQ-Policy-Hub/