



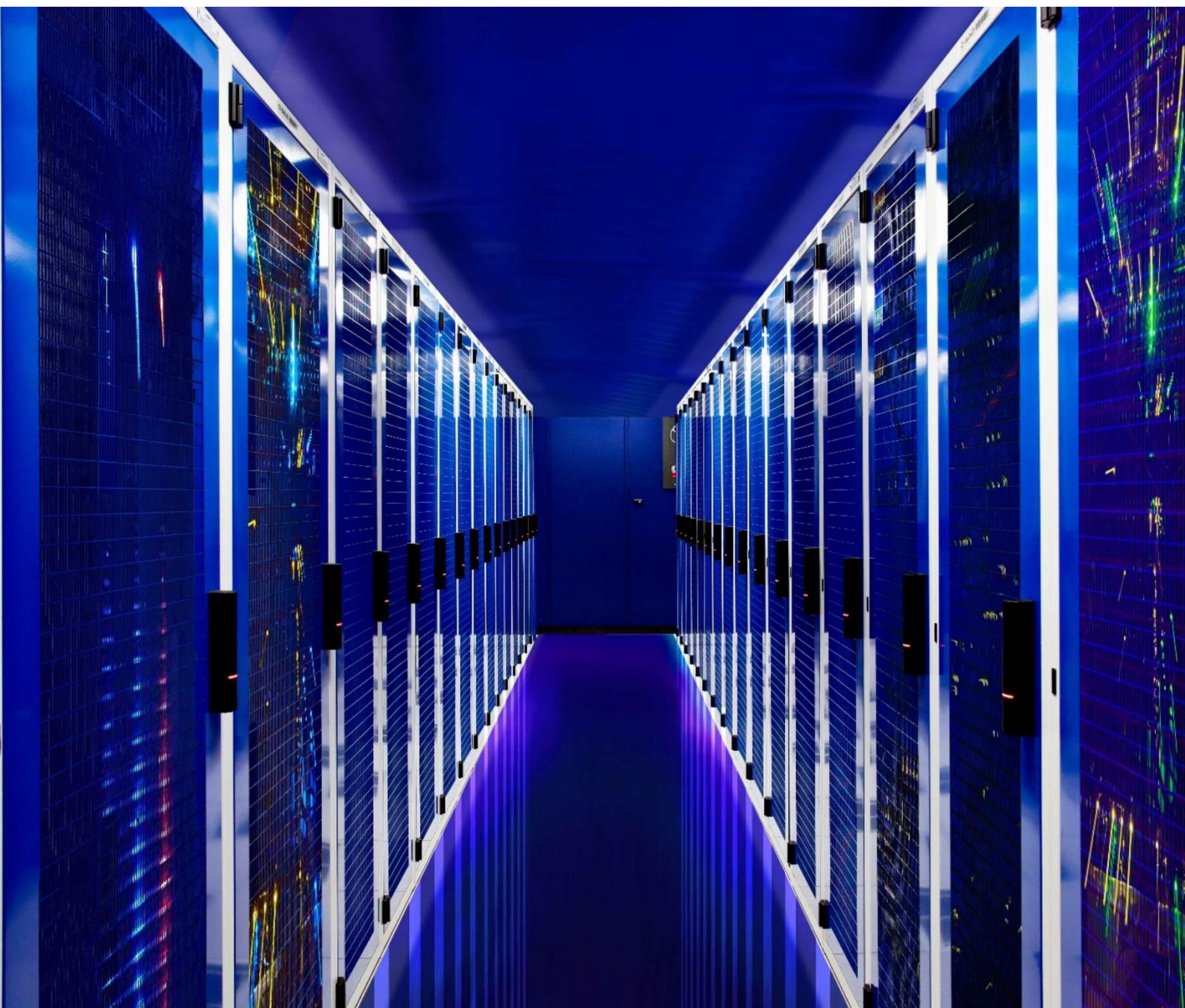
NEXT DC

SUPPLIER GUIDE



Thank you for choosing to become a supplier to NEXTDC Limited – we look forward to a long term mutually beneficial relationship with you.

The purpose of this New Supplier Guide is to keep you, our valued business partner, better informed as well as to ensure seamless and prompt payment of your invoices. Please share this information pack with other team members within your organisation who may deal with NEXTDC so they are familiar with our processes and who they should contact.



Supplier Code of Conduct

At NEXTDC we pride ourselves on being a recognisable and trusted brand. NEXTDC is committed to acting ethically and responsibly in all areas of its operations and aims to achieve the highest standard of responsible business practices and sustainability, while also aiming to influence a positive impact on the greater community.

NEXTDC seeks to engage with suppliers who share our core values and adhere to the minimum requirements outlined in our [Supplier Code of Conduct](#).

Purchase Order Terms and Conditions

Purchase Order (PO) numbers must be referenced on all invoices, packing slips and correspondence. Failure to do so will prevent NEXTDC from processing and paying your invoices. NEXTDC's standard Purchase Terms and Conditions can be found [here](#). Please note, if you have a contract in place with us, your contract terms and conditions prevail over the PO terms and conditions.

Invoicing Instructions

NEXTDC is committed to paying our suppliers seamlessly and according to the payment term agreed with you. Please make sure you follow the following instructions when invoicing NEXTDC.

All invoices are to be sent to: accounts@nextdc.com

Invoices sent to the above address **must**:

- Be in PDF format – each invoice must be in a separate PDF;
- Contain your organisation details (legal name, trading name, ABN, etc.);
- Include up-to-date banking details; and
- Have a valid Purchase Order number printed on the invoices

Invoices without a valid PO number will not be paid.

Updating your Details

To ensure a smooth transaction with you, it is important that your details in NEXTDC system are accurate and current. If any of your details has changed, please submit changes of details on your letterhead in PDF format to accounts@nextdc.com. Changes of banking details must be accompanied by bank statements, letter from the bank, cheque or deposit slip. Balances and/or other transaction information may be redacted for confidentiality purposes.

Who to contact at NEXTDC?

The below table provides your contact point for common supplier queries. If you are unsure who to contact, please first contact your contact person at NEXTDC.

Queries	NEXTDC Contact	Email
PO number	Your NEXTDC contact	
Any contractual issues	NEXTDC Procurement	all.procurement@nextdc.com
Any payment issues or remittance advice	NEXTDC Accounts Payable	accounts@nextdc.com