

RIB CX – Contract Approval Notifications (Standard and Preview) & Invoice Requirements

When Mirvac issues an approved contract (previously known as a Purchase Order) you will receive an auto-generated email notification, similar to the samples provided below. It will be sent from [PROJECT]@mirvac.itwocx.com and contains important information that you must reference on your tax invoice.

RIB CX (formerly known as iTWOcx) has two different types of notifications, Standard and Preview.

- **Standard** notifications are the default format.
- **Preview** notifications can be selected in your user preferences or by the project /area of Mirvac you work with.

Mirvac Invoice Requirements

All invoices submitted to Mirvac require the following information:

- 1) A valid Mirvac reference. The reference is displayed in the email subject line, for example: CTRD: OF-10126#0002. It is also displayed in the notification, as highlighted in the sample below. You must display the reference on your invoice(s) exactly as it appears on the notification:
 - All 19 characters, including letters, special characters, spaces, and numbers
 - Starting with the letters CTR and ending with 4 numbers after a hash [#]
 - For example: CTRD: OF-10126#0002.
- 2) The correct Mirvac entity (Business Name). You can also include the ABN and Business Address. If working on a Mirvac project site, please include the site address.
- 3) Value of works completed.

Note: It is recommended you also include your Mirvac contact for any queries.

Sample Contract Approval Notification (Standard)

The Standard notification from RIB CX is a short email notification containing the Mirvac reference for your new contract, as it is required to be displayed on your invoice.

To view more information about the contract, including the other items required on your invoice, click on the link in the email and you will be taken to the Contract Administration module in RIB CX.

Note: To access RIB CX, you will need to have set up your RIB CX account and password via the *Welcome to RIB CX* email. For more information go to page 3: Accessing RIB CX.

1 19 character Contract Reference in subject line must be referenced on the invoice

CTR: AP-10167#0005 CTRG - Signage [K3.1.2#1F9746.6FFE78] Inbox x

Marketing Coordinator on iTWOcx/MIRVAC_AC_TMP_03 <MIRVAC_AC_TMP_03@mirvac.itwocx.com>
to me ▾

ACTION MAR-MCO has responded to CTR: AP-10167#0005
DATE 30-AUG-23 08:13 AM

LINK https://mirvac.itwocx.com/MIRVAC_AC_TMP_03:2070342 **Click this link to view more information (including the Mirvac entity) in RIB CX**

PROJECT MIRVAC_AC_TMP_03 - MIRVAC_AC_TMP_03
SUBJECT Test - CTRG - Signage

AUTHOR Marketing Coordinator
ACTION V0016472 User
INFO All ADM staff; All DEV staff; Yardi Voyager; Data & Analytics 3; Data & Analytics 4 PowerBi; Data Reporting; Marketing Coordinator; Marketing Executive 01; V0016472 User
ISSUED 23-AUG-23 10:20 AM

You have received this because your iTWOcx account is configured to send you notifications. You can change this setting in your contacts details under user options.

iTWOcx Support
support@mirvac.itwocx.com

ID:[K3.1.2#1F9746.6FFE78]

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Sample Contract Approval Notification (Preview)

The Preview notification from RIB CX is a long-form email notification containing the Mirvac Reference for your new contract and the other information required on your invoice, including the correct Mirvac entity (Business Name), and Value of works completed.

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19 character Contract Reference in subject line must be referenced on the invoice

CTRG: AP-10167#0005: Test - CTRG - Signage [K3.1.1#1F9746.6AE8EA]

Marketing Coordinator on ITWOcx/MIRVAC_AC_TMP_03 <MIRVAC_AC_TMP_03@mirvac.itwo.cx>
Reply-To: MIRVAC_AC_TMP_03@mirvac.itwo.cx
To: "rib_vendor@gmail.com" <rib_vendor@gmail.com>

Wed, Aug 23, 2023 at 10:31 AM



Hi V0016472.
Marketing Coordinator has responded to this Contract.

[Open in iTWO cx](#)

Reply to this email to post a comment on the document or click the respond button for more options.
[Show me how](#)

Respond



Contract		STATUS APPROVED - ISSUED	
ISSUED: 23-AUG-23 10:20 AM		MOBILE	
AUTHOR	Marketing Coordinator	COMPANY	Mirvac Marketing (Marketing_SIT TESTING)
COLLABORATORS	ACTION		
	V0016472 User		Asc (Wia) Pty Ltd
	INFO		
	All ADM staff		All ADM staff
	All DEV staff		All DEV staff
	(Data & Analytics 3)		Mirvac API
	(Data & Analytics 4 PowerBI)		Mirvac API
	(Data Reporting)		Mirvac API
	(Yardi Voyager)		Mirvac API
	Marketing Executive 01		Mirvac Marketing (Marketing_SIT TESTING)

TEST - CTRG - SIGNAGE			
ADMINISTRATION			
COMMITMENT TYPE	Ad hoc Order	PROJECT ADDRESS	123 Red Road, Wymum, 4178
PACKAGE MANAGER	MA8-ME01	PROPERTY ADDRESS (for Delivery)	
VENDOR	V0016472 User	CONTRACT NUMBER	CTRG: AP-10167#0005
PAYMENT TERMS	30 Calendar Days		
JOB CODE	AP-10167-APT-DA-UAT		

CONTRACT		RESPONDENT'S DETAILS	
VENDOR DETAILS		REPRESENTATIVE NAME	Marketing Coordinator
REPRESENTATIVE NAME	V0016472 User	BUSINESS NAME	d002-Mirvac Project Pty ABN 72 001 069 245
BUSINESS NAME	Asc (Wia) Pty Ltd		
ABN	19642864302		
ACN			
ADDRESS	302/ 26 CHARLES ST SOUTH PERTH WA 6051	ADDRESS	
EMAIL	V0016472@mailinator.com	EMAIL	
PHONE		PHONE	
CONTRACT DESCRIPTION			
DESCRIPTION			

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Mirvac Entity (Business Name)

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Sample Contract Approval Notification (Preview) continued

INSURANCES							
INSURANCE TYPE	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	\$ LIMIT	ATTACHMENT	
NO RECORDS							

TERMS AND CONDITIONS							
Mirvac's General Terms and Conditions Link Here apply to purchases and commitments that are not otherwise subject to or governed by a separate agreement (for example a Works Order, Site Order, Supply Agreement or Subcontract).							
WORK ORDER TERMS AND CONDITIONS							
SITE ORDER TERMS AND CONDITIONS							
OTHER TERMS AND CONDITIONS							

ITEM NO	DESCRIPTION	CODE	UNIT	TYPE	QTY	RATE	VALUE
001	Signs and Postage			LS	1	\$1,000.00	\$1,000.00
TOTAL CONTRACT VALUE							\$1,000.00

Contract Value 3

COMMENTS		STATUS		
Marketing Coordinator (MAR-MCO) 23-AUG-23 10:31 AM		APPROVED - ISSUED		
General revisions				
Marketing Executive 01 (MAR-ME01) 23-AUG-23 10:26 AM		APPROVED - ISSUED		
Testing comment				
Marketing Executive 01 (MAR-ME01) 23-AUG-23 10:25 AM		APPROVED - ISSUED		
General revisions				
Marketing Executive 01 (MAR-ME01) 23-AUG-23 10:24 AM		APPROVED - ISSUED		
The item is closed				
Marketing Executive 01 (MAR-ME01) 23-AUG-23 10:21 AM		PENDING APPROVAL N		
The document has been viewed				
Marketing Coordinator (MAR-MCO) 23-AUG-23 10:20 AM		(APPROVED - ISSUED)		
Test - CTRG - Signage split from CTRG: AP-10167#0002; Test - CTRG - Sales marketing customer relations coordinator - RD 18/1/23				
LINKED				
REF	ACTION	DATE	TITLE	STATUS
CTRG: AP-10167#0002	ELE1-CT	18-JAN-23	Test - CTRG - Sales marketing customer relations coordinator - RD 18/1/23	APPROVED - ISSUED

Accessing RIB CX

When setup as a Mirvac vendor in RIB CX, you'll receive a *Welcome to RIB CX* email. Click the link to activate your account and create your own password. You'll also receive emails each time Mirvac adds you to new projects.

Once your account is active, click the project link in the Contract Approval Notification (Standard) email, and the login page will open. Enter your email and password to launch the system.



Once in RIB CX, users can access and view Contracts or Subcontracts:

1. Click Contract Admin and under Contracts, select the Mirvac entity you are contracted to. (Refer to the table for an overview of Mirvac entities.) Note: You will not see the Register unless a contract has been allocated to you.
2. Click the reference hyperlink.
3. The Contract / Subcontract displays.

