

# Yardi – Purchase Order Issued Notification (via email) & Invoice Requirements

When Mirvac issues an approved Purchase Order, you will receive an auto-generated email from the email address: no-reply@mirvac.com

This email contains the Purchase Order for the goods or services being provided to Mirvac. This is the unique Mirvac reference that must be displayed on your invoice.

## Mirvac Invoice Requirements

All invoices submitted to Mirvac require the following information:

- 1) A valid Mirvac reference. The reference is displayed in the subject line and body of the email. It must be written exactly as it is displayed.
- 2) The correct Mirvac entity (Business Name). You can also include the ABN and Business Address.
- 3) Value of works completed.
- 4) Mirvac contact is recommended for any queries.

## Sample Email with Purchase Order Notification Attached

**Purchase Order number (in subject line and email)**



**Purchase Order Issued: 4818**

Rustum.Nadaf@Yardi.com  
To: Rustum Nadaf

Retention Policy Standard Retention (2 years) Expires 7/2/2025

P2P\_MGR\_PO\_4818\_799.pdf 75 KB

Dear Supplier,

Please find attached Mirvac Purchase Order **4818**.

Your prompt handling of this order is appreciated.

**General Purchase Order Instructions:**

- All purchase orders are excluding GST.
- If the order pertains to a Technology and Telecommunications product or service, kindly contact [it.purchasing@mirvac.com](mailto:it.purchasing@mirvac.com) to confirm receipt or any other issues with fulfillment.
- If you have any issues, contact your Mirvac representative or [procurement@mirvac.com](mailto:procurement@mirvac.com).

Note: This email has been issued electronically from the Mirvac's procurement application.

Purchase order Terms and Conditions: <https://mirvac.com/purchaseterms>

In the event there is a pre-existing agreement in place with Mirvac these Terms and Conditions do not apply. Please consider the environment before printing emails and attachments

Kind Regards,  
Mirvac Procurement

View sample Purchase Order on next page...

Sample Purchase Order

**1** Mirvac Entity

**Mirvac Projects Pty Ltd**  
ABN:72 001 069 245  
Level 28, 200 George Street,  
SYDNEY, NSW, 2000, Australia

T +61 2 9080 8000  
www.mirvac.com



**PURCHASE ORDER**

**To:** Microsoft Pty Ltd  
PO BOX 91  
NORTH RYDE NSW 2113  
Australia

**Date:** 28/07/2022  
**Required by Date:** 28/07/2022

**Name:** Microsoft Pty Ltd

**2** **Purchase Order No:** 3900

**Email:** scrubemail@yardi.com

**Purchase Order number must be referenced on the invoice**

**Phone:** 6113 2058

**Delivery/ Service Address:** Mirvac Projects - Digital@Mirvac  
Sydney NSW 2000

**Billing Details:** Mirvac Projects Pty Ltd  
Level 28, 200 George Street,  
SYDNEY, NSW, 2000, Australia

Item	Description	Quantity	Net Unit Price	Amount (ex GST)
1	O365 E3 Sub Per User	30	\$137.30	\$4,119.00
2	CCAL Bridge O365 Sub Per User	30	\$18.60	\$558.00

**All Values Exclude Goods and Services Tax AUD \$** **\$4,677.00**

**Notes/Instructions:**

30 x E3 licences

**3** **Purchase Order value**

**4** Mirvac contact

**Issued by:**  
Nicola Cook  
nicola.cook@mirvac.com

*This Purchase Order is governed by Mirvac's standard terms and conditions (found at <https://mirvac.com/purchaseterms>) or the terms of a specific agreement between yourself and Mirvac if one exists for the goods and / or services contained in this Purchase Order. To the extent of any inconsistency, the terms of the specific agreement prevail*