

# Important Invoicing Changes: Effective 1 November 2018



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## Important Invoicing Changes effective 1 November 2018

Dear fit2work Customer,

Since Equifax's acquisition of Mercury last year, you've seen some exciting changes such as the addition of new products and services to enhance your background screening processes.

Equifax is gearing up to support Mercury's invoicing and receivables management functions. We are pleased to advise Mercury's *fit2work* clients will migrate onto the Equifax Invoice Portal on Thursday 1 November 2018.

Whilst you'll continue to receive our services, you can expect the following changes:

- The look and feel of invoices will change. Refer to 'f2w Sample Invoice' pdf.
- Additional invoice management tools will be made available. Refer to 'Equifax Invoice Portal Guide for fit2work' pdf and 'f2w Sample Detailed Usage File' csv files.
- Invoice payment options will expand, including the option of signing up for Direct Debit via either bank draft or credit card as well as the ability to pay invoices online via credit card.
- Support functions such as payment processing and allocation as well as collections will be managed by Equifax's Accounts Receivable team.

This initiative is designed to extend Equifax's best in class invoice delivery and management capabilities to our *fit2work* customers. If you have any questions or concerns regarding this change, please contact your *fit2work* Account Manager. You can also contact our support team on 1300 525 525 or email [support@fit2work.com.au](mailto:support@fit2work.com.au)

Yours sincerely

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Equifax