

Getting Paid on Time with TAFE NSW



SUPPLIER INFO

We are committed to paying our suppliers on time through continuous improvement of our accounts payable process. We want your organisation to receive immediate payment at point of sale as often as possible.

TWO WAYS TO RECEIVE PAYMENTS

There are two ways to receive a payment from TAFE NSW

1. *By accepting payment by credit card (PCard)*

A PCard is a TAFE NSW issued credit card that staff can use to purchase goods and services to a maximum value of \$5000*.

TAFE NSW employees with a PCard can use this to pay for goods and services at the point of sale (in person or online).

*The value varies by staff member.

2. *By issuing a TAFE NSW compliant tax invoice.*

You will need to send a tax invoice referencing a TAFE NSW purchase order (PO) to accountspayable@tafensw.edu.au. Thirty (30) day payment terms apply.

We recommend accepting payments by PCard to ensure you get paid immediately. We cannot guarantee timely payment for goods and services if any other process is followed.

Before providing goods and services to TAFE NSW

We recommend either:

1. Getting a TAFE NSW employee to pay you on the spot using a PCard. Be sure to issue a till receipt to the TAFE NSW employee to confirm payment has been made

2. Obtaining a purchase order (PO) number from TAFE NSW before providing goods or services. Display this PO on the TAFE NSW compliant invoice that you issue.

DID YOU KNOW?

As a Government agency TAFE NSW is required to have authorisation prior to purchasing goods or services.

The Government Sector Finance Act (2018) released 1 December 2018 outlines the authorisation and delegation requirements for Government agencies.

Payment by PCard meets these requirements.

We cannot process payments for invoices that are not TAFE NSW compliant

A TAFE NSW compliant invoice must have:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | TAFE NSW Purchase Order Number |
| <input checked="" type="checkbox"/> | TAFE NSW Contact Name |
| <input checked="" type="checkbox"/> | Standard ATO compliant details, such as business name, ABN and so on |

Invoices received that are not TAFE NSW compliant will result in delays in payment.

We have the following resources to help you get paid on time

- [TAFE NSW Supplier Invoicing Guide](#)
- [ATO invoicing requirements](#)

FREQUENTLY ASKED QUESTIONS

Why can't TAFE NSW staff use credit accounts?

Credit accounts are not compliant with the new Government Sector Finance Act (2018)

Why are we asking you to support this change?

Paying our suppliers on time is important to TAFE NSW. By following this process you will save valuable time in reduced administration and benefit from on-time payment.

What do I do if the goods are already dispatched and I don't have a PO or contact number?

If you are having trouble getting paid for goods already supplied, please contact the TAFE Finance Shared Service Contact Centre on 1300 823 367 for support.

What if my TAFE NSW customer doesn't have a PCard?

In this scenario, you should do the following:

1. Offer them a quote for the goods and services they require.
2. Insist that the staff member provide you with a PO number, and their full name and contact number.
3. Follow the [TAFE NSW Supplier Invoicing Guide](#) to ensure the invoice is paid on time.

What if I am asked to provide goods on credit by a TAFE NSW staff member? For example, they may not have a PCard or have insufficient credit limit for the purchase.

Please reject their request.

1. Offer them a quote for the goods and services they require.
2. Insist that the staff member provide you with a PO number, and their full name and contact number.
3. Follow the [TAFE NSW Supplier Invoicing Guide](#) to ensure the invoice is paid on time.

We cannot guarantee payment if you allow the staff member to leave your store with the goods, before providing you with a PO number and contact details.

What if I have a contract with TAFE NSW outlining a different payment or invoicing method?

Any long-form agreement you have with TAFE NSW will take precedence over these instructions.

SUPPORTING THE WAY WE WORK TOGETHER

Here's how to support this new approach



Ask for payment by PCard in the first instance: For any purchase below \$5000 request payment by PCard. The staff member will know what their limit is and will advise you if otherwise.



Know the requirements of a TAFE NSW compliant invoice: See the [TAFE NSW Supplier Invoicing Guide](#) and ask the TAFE NSW staff member to provide you with a PO number and contact details.



Close down credit accounts you have opened for TAFE NSW: Seek payment on outstanding invoices and close down the accounts. Ring the Contact Centre if you need help following up payment.



Remember, TAFE NSW is committed to paying our suppliers on TIME!

WHO TO GO TO FOR SUPPORT



Please contact the TAFE Finance Shared Services Contact Centre on 1300 TAFE NSW (1300 823 367).