

# INVOICING GUIDE

## INFORMATION FOR SUPPLIERS ON HOW TO INVOICE TAFE NSW



**Making timely payment to our suppliers is important to TAFE NSW. We have produced this Invoicing Guide to help you understand our invoicing requirements.**

### WHAT YOU NEED TO KNOW

Purchase Order (PO) payment is the most common method we use to pay our suppliers. Payment is made through the TAFE NSW Shared Service Centre.

As a supplier to TAFE NSW it is important to us that you are paid on time. One way you can help is by making sure every invoice features a valid PO number.

Please ensure a PO number is clearly indicated and visible on your invoice. If you have not been provided with a PO number, liaise with your TAFE NSW contact for PO number details and add them on your invoice before submission.

**Invoices should be emailed directly to our TAFE NSW Shared Services Centre for payment.**

### KEY INFORMATION

#### Payment of Invoices

TAFE NSW Payment terms are 30 calendar days from invoice date, unless otherwise contracted.

#### Identifying TAFE NSW POs

TAFE NSW POs are 10 characters long in 400XXXXXXX format

#### Credit Notes

In order to make sure that both your Refunds and Credit Notes are processed without delay, we ask the following:

1. If you are unable to deliver part of an order, ensure your invoice covers only that part which was delivered
2. If a Credit Note is required, you must reference the original invoice number on the Credit Note
3. Work with your TAFE NSW contact to facilitate the process

#### IMPORTANT

Invoices will be **returned to the supplier** without processing if a PO number or TAFE NSW contact name is not clearly displayed.

### HOW DO I SUBMIT MY INVOICE?

- **Invoices must be sent in high resolution PDF or TIFF format**
- **Email invoice to [accountspayable@tafensw.edu.au](mailto:accountspayable@tafensw.edu.au)**
- **Ensure there is a PO number per invoice**
- **For multiple invoices, send each invoice as a separate attachment in the email.**

### WHAT ELSE SHOULD I DO?

#### Keep your information up to date with TAFE NSW

If your business details change, make sure you let us know so that we can update our records.

For **bank detail changes**, please email a PDF document with the changes required on a signed company letterhead along with a recent bank statement. You will be contacted by the TAFE NSW Shared Services Team to validate these details.

If you have **recently changed your Business Name or ABN**, please call the TAFE NSW Shared Service Centre and we will assist in creating a new supplier account for you.

For **email and postal address changes**, please email us directly with the changes required

We can also help you if you believe your payment terms have been set up incorrectly.

### KEY CONTACT DETAILS

- **Submit invoices** by email to: [accountspayable@tafensw.edu.au](mailto:accountspayable@tafensw.edu.au)
- **For any queries** please call our TAFE NSW Shared Service Centre on 1300 823 367

## SAMPLE COMPLIANT INVOICE – REQUIRED FEATURES

To help with the timely payment of supplier invoices, it is important to adhere to the guidelines outlined by the [Australian Taxation Office](#).

### Example of a correctly rendered invoice:

1 **TAX INVOICE**

4 Invoice Reference 123456  
5 Invoice Date 02/02/2018

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**Windows to Fit Pty Ltd**  
 15 Bursheg Road Festler, NSW 2755  
 Windowstofit.com.au  
 E: Bob@windowstofit.com  
 P: 02 6793 8592

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ABN: 32 123 456 789

**Deliver To:** TAFE NSW Hornsby College of TAFE  
 205 Peats Ferry Road  
 Hornsby NSW 2077

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**TAFE Contact:** Polly Blogs  
 polly.blogs@tafensw.edu.au  
 Administration Assistant  
 02 6583 6478

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**Purchase Order:** 4001 249 064

| Description of Supply     | Quantity | Unit price | Unit GST | Total Net       | Total Gross     |
|---------------------------|----------|------------|----------|-----------------|-----------------|
| Window Frames (Part 24D)  | 50       | \$ 150     | \$ 15    | \$ 7,500        | \$ 8,250        |
| Deadlocks (Part 35X)      | 10       | \$ 40      | \$ 4     | \$ 400          | \$ 440          |
| Freight                   | 1        | \$ 15      | -        | \$ 15           | \$ 15           |
|                           |          |            |          | <b>\$ 7,915</b> | <b>\$ 8,705</b> |
| <b>TOTAL GROSS AMOUNT</b> |          |            |          |                 | <b>\$ 8,705</b> |
| <b>GST amount payable</b> |          |            |          |                 | <b>\$ 790</b>   |

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Terms: 30 Days  
 Thank you for your order

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**Bank Details**

| BSB     | Account Number | Account Name   | Bank               |
|---------|----------------|----------------|--------------------|
| 062 999 | 0014 19999     | Windows to Fit | XYZ Bank Australia |

| B Pay Biller Code | Customer Ref No. | Call your bank, credit union or building society to make this payment from your cheque, savings or credit card account. More information: www.bpay.com.au |
|-------------------|------------------|---|
| 68777             | 206508           |   |

### Correctly rendered invoice features:

| Ref | Feature                                    | Description  |
|-----|--|--|
| 1   | Tax Invoice                                | The word Tax invoice must be displayed on the invoice  |
| 2   | ABN  | Australian Business Number   |
| 3   | Supplier name, address and contact details | Supplier details such as name, supplier address and contact information including email and phone number     |
| 4   | Invoice reference                          | The unique invoice reference number associated with the purchase   |
| 5   | Invoice date                               | Date on which the invoice is issued to TAFE NSW which is usually the same day the goods are sent to TAFE NSW |
| 6   | TAFE NSW Contact Name and email address    | Name and email address of TAFE NSW contact the supplier has negotiated the purchase with                     |
| 7   | Purchase Order Number                      | Unique 10 character number confirming TAFE NSW responsibility to pay supplier                                |
| 8   | Purchase Order details                     | Each item ordered must be listed separately on the invoice including description, quantity and price         |
| 9   | GST  | Goods and Services Tax   |
| 10  | Banking details                            | Details indicating methods of payment  |

#### REMINDER

If the invoice does not meet the above specifications, it will be returned to the supplier resulting in delays in payment.