

# Tax Invoice Guide

Use this to check if a supplier's tax invoice includes ALL of the required information to be successfully processed by Swinburne Finance.

Tax Invoice **1**

**Sample Company Pty Ltd** **2**

ABN: 32 123 456 789 **3**

**Business Address:** **4**  
Sample Company Pty Ltd.  
0 Sample St  
Melbourne VIC 3000

**Invoice Number:** **5**  
000001

**Date of Issue:** **6**  
1/1/2023

Description of Supply	Quantity	Total
Sample products for Swinburne Student Life Club (\$50.00 per unit), includes GST <b>7</b>	4	\$200.00
Invoice Total		\$200.00
<b>Total (inc GST)</b>		<b>\$200.00</b> <b>8</b>

**Billed to:** **9**  
Swinburne Student Life  
H76 Ground Floor, GS Building  
34 Wakefield Street  
Hawthorn VIC 3122

**Payment Terms:** **10**  
Sample Company Pty Ltd understands and accepts the payment terms set by Swinburne Finance that payment of the Tax Invoice will be processed 30 Days from the end of the month in which the invoice is dated.

Supply Note: goods/services provided for X Club Swinburne. **11**

## Does it include:

1. The title 'Tax Invoice'?
2. Supplier Name?
3. Supplier ABN?
4. Supplier name, business address, email and phone number?
5. Supplier invoice number?
6. Date the supplier issued the invoice?
7. Name & description for each item
8. Unit price, total price, & GST status? Include decimal points.
9. Addressed to Swinburne Student Life including address above, NOT your club?
10. Acknowledgement of Swinburne Finance's payment terms?
11. *\*optional\** A Supply Note mentioning which Club is requesting the invoice?

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## Important Notes

### 1.) They are legal documents.

- Tax Invoices and Purchase Orders are legal documents which are processed by Swinburne's Finance department, NOT by the C&S Team.
- As legal documents, they MUST include ALL of the required information [as set by the ATO](#) or Swinburne Finance cannot process them, which can further delay the supplier being paid.

### 2.) The payment processing time is fixed.

- Swinburne Finance always processes these payments 30 Days from the end of the month in which the invoice is dated, meaning invoices can **take up to 8 weeks** to process.
- The C&S Team has no control over time it takes to process an invoice.
- Clubs are responsible for ensuring suppliers understand and agree to these payment terms **before** submitting an invoice or a Funds Request Form (FRF).

These are **fixed terms** that can't be negotiated.

Want more information? Email [clubs@swin.edu.au](mailto:clubs@swin.edu.au)