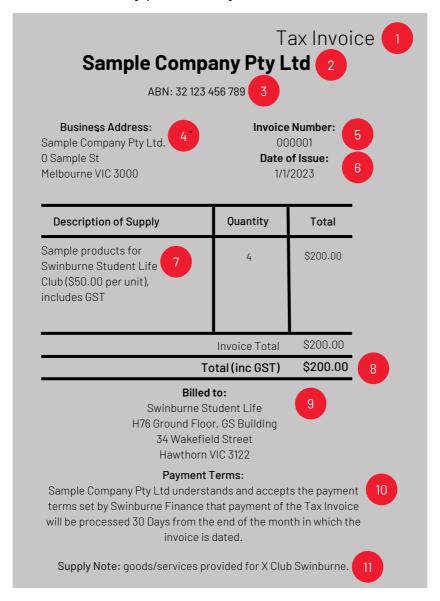
Tax Invoice Guide

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



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?







Tax Invoice Guide

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 <u>as set by</u>
 <u>the ATO</u> 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 <u>clubs@swin.edu.au</u>





