

# Swinburne Student Life

# New Supplier Information

## 1. Swinburne Supplier Registration

All Swinburne Student Life suppliers (including those of Swinburne Student Life student clubs, associations or societies) must complete a *Swinburne Supplier* form at the time of first engagement. The *Swinburne Supplier* form must be accompanied by one valid form of supporting documentation verifying the supplier's banking information.

- Swinburne Supplier* form (refer Appendix A), and
  - A copy of a Bank Statement or bank letter verifying the supplier account details, or
  - A supplier letterhead with confirmation of the supplier banking details.

## 2. Tax Invoice Requirements

All goods and services, of any form or nature, supplied to Swinburne Student Life (or any of Swinburne Student Life's student clubs, associations or societies) must be accompanied by a valid Tax Invoice that satisfies both Australian tax requirements and Swinburne University of Technology policies. All Tax Invoices must include, at a minimum, the following information;

- The words "**Tax Invoice**" on the top.
- The supplier's identity and contact information;
  - **Company name**
  - **Address**
  - **Telephone number**
  - **Email address**
- The suppliers Australian Business Number (**ABN**).

Note: If the seller does not hold an ABN, withholding tax may be applied unless a *Statement by a Supplier* is provided (refer Appendix B).

- The invoice **date** and a unique **invoice number**.
- The buyer's identity and contact information;

Swinburne Student Life  
H76 Ground Floor, GS Building  
34 Wakefield Street  
Hawthorn VIC 3122

- A **description** of the goods and/or services provided, including the **quantity** (if applicable) and the **unit price**.
- The **GST** amount (if any) payable.

Note: If the seller is not registered for GST, the words "Not registered for GST" must be stated on the document.

- The **total** amount payable inclusive of GST (if any).
- The supplier's payment information;
  - **Bank Name**
  - **Account Name**
  - **BSB**
  - **Account Number**

**Note: Tax Invoices which do not contain all of the requested information will not be accepted.**

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## 3. Swinburne Payment Terms

Swinburne University of Technology is responsible for the control and release of all Swinburne Student Life supplier payments (including those of Swinburne Student Life student clubs, associations or societies). All goods and services, of any form or nature, provided to Swinburne Student Life (or Swinburne Student Life student clubs, associations or societies) will be paid for in accordance with Swinburne University of Technology's standard payment terms.

- **Standard Payment Terms: 30 Days EOM**

Note: Swinburne University of Technology's payment terms are fixed and not negotiable. New suppliers should consider this prior to engaging in the supply of goods or services to Swinburne Student Life (including Swinburne Student Life student clubs, associations or societies).

## 4. Contact Us

For more information, contact us via email or telephone;

### Swinburne Student Life Clubs & Sport

Email: [clubs@swin.edu.au](mailto:clubs@swin.edu.au)

### Swinburne Student Life

Email: [studentlife@swin.edu.au](mailto:studentlife@swin.edu.au)

Phone: (03) 9214 5445

## Appendix

Appendix A: Swinburne Supplier form (For all new suppliers)

Appendix B: Statement by a Supplier (For suppliers who do not hold an Australian Business Number)



## Confirmation of Banking Details

**NOTE - One of the following supportive documents is to required verify bank account details for any new/amended supplier creation request:**

- a copy of a bank statement or bank letter verifying the supplier account details;
- a supplier letterhead with confirmation of banking details

<b>For office use Only</b>		<b>Application Type</b>	
Reference		New	
Initiator		Amend:	

### **Contact Details**

Trading Name (as on invoice)	
Legal Business Name	
Address	
Registered for GST? (Yes/No)	
ABN	
Finance Contact Name	
Finance Phone number	
Finance Contact email	
Remittance email	

### **Banking Details (AUSTRALIAN VENDORS)**

Account Name	
Account Number	
Branch Number (BSB)	
Bank Name	

### **Banking Details (INTERNATIONAL VENDORS)**

Account Name	
Account Number/IBAN	
Bank Name	
Bank Address	
SWIFT Code	
Routing/ABA/Fedwire	

### **Declaration**

I, \_\_\_\_\_, confirm that the banking details provided above are correct and that all invoices and statements must be sent as a pdf to fpp@swin.edu.au.

Title:

Date:

Signature:



Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
you have supplied goods or services to another enterprise (the payer), and
you are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
Use BLOCK LETTERS and print one character in each box.
Place X in all applicable boxes.

Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details

Your name

Grid for entering name details

Your address

Grid for entering address details

Suburb/town

State/territory

Postcode

Grid for entering suburb, state, and postcode

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
The payment does not exceed \$75, excluding any goods and services tax (GST).
The supply that the payment relates to is wholly input taxed.
The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:
made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
wholly of a private or domestic nature (from the supplier's perspective).

Section B: Declaration

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

Grid for entering name of supplier

Signature of supplier (or authorised person)

Large box for signature

Daytime phone number

Grid for entering phone number

Date

Grid for entering date (Day / Month / Year)

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to us. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.