

Swinburne Student Association

New Supplier Information

1. Swinburne Supplier Registration

All Swinburne Student Association suppliers (including those of Swinburne Student Association 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 Association (or any of Swinburne Student Association's student clubs, associations or societies) must be accompanied by a valid Tax Invoice that satisfies both Australian tax requirements and SSA 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 Association
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. Our Payment Terms

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

4. Contact Us

For more information, contact us via email or telephone;

Swinburne Student Association -- Clubs & Sport

Email: clubs@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. a copy of a bank statement or bank letter verifying the supplier account details;
- b. a supplier letterhead with confirmation of banking details

For office use Only		Application Type	
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 sent to ssa-operations@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.