



FACT SHEET

Submitting a Correctly Rendered Invoice

June 2016

Corporate Operations

Invoice Enquiries:

Phone 1300 720 773 (Option 1)
finance.support@industry.nsw.gov.au

Payments:

Send tax invoices by email to supplier.invoices@industry.nsw.gov.au or by post to Locked Bag 6009
Orange NSW 2800.

The Correct Purchasing and Payment Process

Invoices can only be processed for payment if they meet Australian Tax Office (ATO) requirements. To meet ATO requirements invoices must be addressed to the department's registered business name and ABN.

If an invoice is submitted correctly, for goods received in good order and condition, or for services satisfactorily carried out, payments will be made within the agreed payment terms.

Invoices that do not comply with these requirements cannot be processed and will be rejected for payment.

The steps required to submit a correct invoice are, in order:



How to make sure your invoice can be paid

- Obtain a purchase order number before accepting work.
- Provide your **business** or **entity** name and the associated ABN on your invoice, not your trading name.
- Provide our purchase order number on your invoice.
- List our correct **business** or **entity** name, ABN **and/or** address on your invoice (refer Acceptable Entity names list in the Frequently Asked Questions section).
- Always submit your invoice directly to our processing centre by email to supplier.invoices@industry.nsw.gov.au, or to our postal address Locked Bag 6009 Orange NSW 2800.

Frequently Asked Questions

Why do I need a purchase order?

Purchase orders are issued to make sure requests for goods and services are approved and meet our legal, record keeping and monitoring requirements. From your perspective a purchase order is your guarantee that payment has been approved by an appropriate person, and that funding will be available to pay your invoice.

If you have credit card facilities and are providing goods or services up to the value of \$3,000 (GST inclusive) payment can be made using a purchase card. In this case you do not need to ask for a purchase order.

Where should I send my invoice for payment?

To ensure you receive payment within terms you should always submit your invoices directly to supplier.invoices@industry.nsw.gov.au, or by post to: Locked Bag 6009, Orange NSW 2800.

When should I accept payment with a Purchasing Card?

If you have credit card facilities and are providing goods or services up to the value of \$3,000 (GST inclusive) payment can be made using a purchase card. In this case you do not need to ask for a purchase order.

What are standard payment terms?

Unless otherwise negotiated with the Strategic Procurement Group, payment terms are 30 days from the receipt of a correctly rendered tax invoice to supplier.invoices@industry.nsw.gov.au

Under the NSW Building and Construction Industry Security Payment Act 1999, construction suppliers payment terms are 15 days from receipt of a correctly rendered tax invoice to supplier.invoices@industry.nsw.gov.au

Can I negotiate payment terms shorter or longer than 30 days?

Alternate payment terms can only be negotiated with our Strategic Procurement Group.

More information is available on our website at www.industry.nsw.gov.au or by phoning our Service Centre on 1300 720 773 option 1.

Where alternate terms have not previously been negotiated, acceptance of our purchase order is acceptance of our 30 day payment terms. Please review the [terms and conditions of the purchase order](#).

What should I do if a dispute arises over payment?

Any complaint should first be raised with our accounts complaints officer by phoning 1300 720 773 option 1.

If the issue is not resolved, and you are a small business, contact the NSW Small Business Commissioner on 1300 795 534.

What about payments to small business?

A small business is an Australian or New Zealand based firm that has an annual turnover of under \$2 million dollars in the latest financial year. NSW Government agencies must pay registered small businesses within 30 calendar days of receiving a correctly rendered tax invoice for goods or services provided. Where this does not occur the agency must automatically pay a penalty interest payment on the amount owed. For more detailed information please see: <http://www.smallbusiness.nsw.gov.au/solving-problems/30-day-payments>

To be eligible to receive penalty interest payments you must register with us as a small business To register as a small business with the Department of Industry go to: <http://www.finance.nsw.gov.au/30days/dtiris-small-business-registration-form>

What is a correctly rendered invoice?

A correctly rendered tax invoice contains the following information:

<p>1. Clearly displays your business or entity name (Other details like address & telephone number should also be displayed)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>NAME Pty Ltd 1 ABN XXX XXX XXX 2</p> <p>[Business address and contact details]</p> </td> <td style="width: 50%; padding: 5px;"> <p>3 TAX INVOICE</p> <p>4 INVOICE #XXXX 5 DATE: XX/XX/XXXX</p> </td> </tr> </table>	<p>NAME Pty Ltd 1 ABN XXX XXX XXX 2</p> <p>[Business address and contact details]</p>	<p>3 TAX INVOICE</p> <p>4 INVOICE #XXXX 5 DATE: XX/XX/XXXX</p>	<p>3. Contains the words Tax Invoice</p>																																														
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<p>2. Your ABN that is associated with your business name or entity name</p>	<p>TO: 6 [Agency name] [Agency address] [Agency contact person]</p>	<p>4. A unique invoice number</p>																																																
<p>6. Must display our business or entity name, address and/or ABN. (Other details like a contact person's details should also be displayed)</p>	<p>P.O. NUMBER 7</p>	<p>5. The date of issue of the tax invoice</p>																																																
<p>8. A unit description of each good or service supplied, including quantities and price (any units which could not be delivered and are on back order should also be noted)</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 35%;">DESCRIPTION 8</th> <th style="width: 10%;">QTY</th> <th style="width: 15%;">UNIT PRICE</th> <th style="width: 15%;">SUB TOTAL</th> <th style="width: 15%;">GST 9 AMOUNT</th> <th style="width: 10%;">TOTAL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="5">SUBTOTAL (EXCL GST)</td> <td> </td> </tr> <tr> <td colspan="5">TOTAL GST</td> <td> </td> </tr> <tr> <td colspan="5">TOTAL DUE (INCL GST)</td> <td> </td> </tr> </tbody> </table>	DESCRIPTION 8	QTY	UNIT PRICE	SUB TOTAL	GST 9 AMOUNT	TOTAL																									SUBTOTAL (EXCL GST)						TOTAL GST						TOTAL DUE (INCL GST)						<p>7. Department of Industry Purchase Order Number. It is a 9 digit number beginning with 8</p>
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<p>11. Your EFT payment details</p>	<p>Name Pty Ltd is a small business with an 10 annual turnover of less than \$2m.</p> <p>EFT remittance/direct back account deposit details: 11 [Bank XXXX] [BSB XXX XXX] [Account XXXXXXXX]</p>	<p>9. The GST amount payable, if any, can be shown separately against each line item where there are multiple lines on the invoice. Where GST is applicable to the total, it can be shown separately or as a GST inclusive statement</p>																																																
<p>10. To be added if your business self-identifies as being a small business under the '30 days to pay' policy</p>																																																		

Your invoices should also:

- Comply with any other specific requirements (e.g. terms of trade and/or purchase orders)
- Reconcile with the confirmed delivery of goods and/or services supplied, and
- Be sent promptly after the supply of the goods and/or services

Important note:

A tax invoice which contains all of these features may still not be a 'correctly rendered invoice'. The invoice must also be for work that is properly performed (that is, for goods received in good order and condition and for services satisfactorily carried out)

What are the NSW Department of Industry acceptable Entity Names and ABN's?

We service other agencies which you may need to invoice. Please find details below of all our acceptable entity names and ABN's:

Acceptable Business Names	ABN
Department of Industry Skills and Regional Development Dept of Industry Cemeteries and Crematoria NSW Coal Innovation Fund Dept of Primary Industries Dept of Trade & Investment Industry & Investment NSW Jobs for NSW, Murrumbidgee Rural Studies Centre National Resource Management Investment NSW Office for Science & Medical Research NSW Small Business Commissioner Office of Resources and Energy Office of the NSW Small Business Commissioner Public Reserves Management Fund Retail Tenancy Unit Soil Conservation Service State Training Services Tocal College Marine Park Authority	72 189 919 072
Ministerial Corporation for Industry	26 312 151 099
Water Administration Ministerial Corporation	32 471 530 421
Destination NSW Destination Riverina Murry Destination Country and Outback NSW Destination North Coast NSW Destination Southern NSW Destination Sydney Surrounds North Destination Sydney Surrounds South Australian Gaming Championships Cruise Coffs Harbour Cruise Newcastle Cruise NSW Cruise Port Kembla Cruise Sydney Destination Syd Destination Sydney	52 890 768 976
Dams Safety Committee	55 079 703 705

NSW Food Authority	47 080 404 416
The Trustee for Crown Lands Reserve Trust	20 996 677 953
Lands Administration Ministerial Corporation	47 373 167 948
NSW Rural Assistance Authority	17 283 358 394
The Trustee for BELGENNY FARM TRUST	36 189 302 943
Local Land Services	57 876 455 969
NSW Skills Board	67 675 379 271
The Trustee for BONDI BATHS (R100245) RESERVE TRUST	71 891 743 686