

Supplier / Creditor Information

ATTENTION ACCOUNTS RECEIVABLE *For your information*

We value our Suppliers and as part of our continuing Quality Assurance Focus we are reviewing the processes in place to enable us to always pay our Creditors promptly. We would ask you to help us to do this by observing the following requirements:

SUBMITTING INVOICES FOR PAYMENT

- All invoices submitted must be correctly completed Tax Invoices. The elements of a valid Tax Invoice can be found on the ATO website;
- Tax Invoices must show the Purchase Order number quoted to them by the Council Officer requesting the goods or services;
- If no Purchase Order is quoted, the Council Officer should be asked for one;
- If the purchase is of an emergency nature and an order number is not able to be given prior to the goods or services being delivered, the Council Officer should be asked to telephone you with the Purchase Order Number on the next available working day, and the Tax Invoice then forwarded to Council by one of the following methods.

POSTED Tax Invoices: Scenic Rim Regional Council
PO Box 25
BEAUDESERT QLD 4285
Attention: Accounts Payable

EMAILED Tax Invoices: accounts@scenicrim.qld.gov.au (Only)

FAXED Tax Invoices: 07 5540 5334

The tax invoice must CLEARLY show whether GST is included in the price or not – either by showing GST as a separate amount or stating on the Invoice “Including GST” or “Excluding GST”.

If you do not have an ABN, your Invoice must be accompanied by a completed “Statement by Supplier” form obtained from the ATO or we are obliged to withhold 48.5% and submit it to the Taxation Office on your behalf.

PAYMENT TERMS

- Council’s payment terms are 30 days after the end of the month unless you have made prior alternative arrangements with the Finance Department;
- Payment terms currently in place will not alter;
- Remittance advices are emailed on the same day as the transfer is processed.

ACCOUNT OR PAYMENT ENQUIRIES

All enquiries regarding invoices or payments MUST be made to Accounts Payable Section:

Telephone: 07 5540 5111

Fax: 07 5540 5334

Email: accounts@scenicrim.qld.gov.au

The Scenic Rim Regional Council is not responsible for, nor bound by, answers or payment promises given to Suppliers by Council Officers other than authorised Accounts Payable Staff.

PLEASE NOTE

COUNCILS PREFERRED METHOD OF PAYMENT IS ELECTRONIC FUNDS TRANSFER

***** IF YOU ARE EMAILING OR FAXING THE INVOICE PLEASE DO NOT POST IN THE ORIGINAL ****



ABN: 45 596 234 931

Supplier / Creditor Information

The following information is required from your firm to enable a creditor number to be allocated in Council's Payment System. Until this process is completed Council is unable to process any documentation including orders.

Would you please complete the details below and either email to: accounts@scenicrim.qld.gov.au, fax back to Council's Finance Department on 07 5540 5334, or post to PO Box 25, Beaudesert Qld 4285.

SUPPLIER / COMPANY NAME: _____

ADDRESS: _____

PHONE NO: _____ FAX NO: _____ ABN: _____

ACCOUNTS EMAIL ADDRESS (FOR REMITTANCES): _____

PURCHASING/SALES EMAIL ADDRESS (FOR ORDERS/QUOTES): _____

DESCRIPTION OF SERVICE: _____

EFT DETAILS

Please ensure the BSB and account number below is correct. Incorrect details may cause funds to be transferred to an incorrect account and it will be difficult to recover payment.

Council accepts no liability for payments made to bank accounts where incorrect details have been provided and will not be able to re-issue additional payments to customers.

BANK & BRANCH NAME: _____

BSB: _____ ACCOUNT No: _____

BANK ACCOUNT NAME: _____

As the Authorising Officer, I have read and accepted the payment conditions on page one (1 of 2) of this document.

Signed: _____ Date: _____

If you have not received both pages of this document, please contact the Accounts Section on 07 5540 5111.

IMPORTANT NOTICE – Privacy Statement

Scenic Rim Regional Council is collecting your personal information in order to allocate a creditor number into Council's payment system and organise appropriate payment of future invoices. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information will not be given to any other person or agency unless you have given us permission or we are required to by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Council Use Only:

Council Officer: _____ Date: _____

This section must be completed by the Council Officer requesting the information prior to forwarding to the Supplier, so the completed form will be actioned when returned.