

# INVOICES SUBMITTED TO COUNCIL FOR PAYMENT FACT SHEET

All invoices for payment should include:

- Scenic Rim Regional Council, PO Box 25, Beaudesert QLD 4285;
- The words “Tax Invoice” if registered for GST or “Invoice” if not registered for GST;
- A valid/correct Council Purchase Order number e.g. PGO012345;
- Invoice date (date to be on or after goods/services supplied);
- Invoice number;
- Detailed description of goods/services being supplied and date/period of supply;
- Subtotal, GST amount (if applicable) and total amount, including GST; and
- Current Australian Business Number (ABN). If no ABN, an Australian Taxation Office (ATO) Statement by a Supplier form must be submitted to Council. This can be accessed from the ATO site.

All invoices are to be in PDF format and emailed directly to [accounts@scenicrim.qld.gov.au](mailto:accounts@scenicrim.qld.gov.au) only. Staff are not permitted to direct suppliers to redirect invoices to individual officers. Invoices emailed directly to staff members or not in PDF format will not be accepted and will be returned.

Following these requirements will ensure invoices are paid within Council's payment terms.

Payment terms are in accordance with Council's Purchasing Terms and Conditions issued 31 August 2020 which can be found on Council's website.

## **COUNCIL ACCOUNTS PAYABLE:**

Email: [accounts@scenicrim.qld.gov.au](mailto:accounts@scenicrim.qld.gov.au)

Phone: (07) 5540 5111