

Accounts Payable – Improved Invoice Processing

Curtin is committed to working with our suppliers to help achieve on-time and accurate payments. Recently a solution has been implemented to improve invoice processing times and with your help, enable prompt invoice payments.

Invoice delivery:

Please send all of your invoices to Accounts Payable electronically: a.payable@curtin.edu.au

- Send invoice in a PDF (Portable Document Format)
- Send only one invoice per PDF

New mandatory invoice information

Invoices now require legal mandatory information to conform to ATO standards and ensure prompt payment. Delays in payments will occur when the mandatory requirements are not recorded on your invoice. Your assistance in the supply of this information will improve processing times and payments of your invoices.

Dependent on your arrangement with Curtin, the following information is requested to appear on each of your invoices:

Criteria for domestic and foreign invoices:

- Our trading name Curtin University to be quoted in full
- The invoice to be 'Attention To' a Curtin staff member who requested the goods and/or services
- Department/area where goods were delivered or services undertaken
- A Curtin purchase order (PO) number, prefixed with 100, to be quoted when applicable
- Unique invoice number
- Australian Business Number (commonly known as ABN, if applicable)
- Contract Number (where a contract exists between Curtin and your company).
- Total amount (inclusive and exclusive of GST)

Additional criteria for foreign invoices **only**:

- Currency of expected payment must be quoted on invoice

Additional criteria for credit notes **only**:

- Unique reference number
- 'CR' or '-' sign on the side of the total invoice amount
- Literal terms 'Credit Note or Adjustment Note' in BOLD on the top right of the document