

# Invoice Scanning and Imaging System (ISIS)



Australian Government

Department of Defence

Defence Support Group

## Handy hints for suppliers

Defence's Invoice Scanning and Imaging System can process your invoices with little or no manual intervention. Following these handy hints will result in prompt payment of your invoices.

1. Invoices to be printed single side only.
2. If invoices are more than one page in length, our preference is that you do not staple the pages together. Some alternative options to consider are:
  - Use a paper clip, or metal clip to keep pages together;
  - Fold corners of pages together;
  - Number the pages i.e. Page 1 of 3, 2 of 3, 3 of 3; and
  - Provide company information on all pages.
3. To ensure invoices can be easily read by the optical character recognition system:
  - Use black/solid font;
  - Check the invoice is clearly printed (e.g. is there sufficient toner in your printer?);
  - Layout of information must be clear and not congested (see reverse for suggested layout);
  - Do not submit hand written invoices; and
  - Avoid background images (such as watermarks) or shading.
4. Ensure invoices are correctly rendered. Correctly rendered tax invoices must include the following details:
  - Tax invoice details as required by the Australian Taxation Office *A New Tax System (Goods and Services Tax) Act 1999*;
  - Defence Purchase Order number;
  - Invoice number;
  - Defence point of contact name, telephone number and email address; and
  - Description and value of goods and/or services supplied.
5. Check that you have calculated the GST amount correctly.
6. Ensure that the amount due is clearly stated.
7. Ensure invoices are printed on quality paper. We suggest 80gsm white paper.
8. Ensure invoices are sent to the correct address. The correct invoicing address appears on your Defence Purchase Order.
9. Ensure invoices include sufficient contact information to enable us to contact you if required. The following information should be included:
  - The name or job title of your point of contact;
  - Your email address; and
  - Your postal address, telephone and facsimile numbers.



Following these handy hints will result in prompt payment of your invoices.



# What is a correctly rendered tax invoice?

Defence Supplier Pty Ltd. Correct postal address SYDNEY NSW 2000 supplier@supplies.com.au		TAX INVOICE	
		ABN: xx xxx xxx xxx	
		ACN: xx xxx xxx xxx	
Defence Purchase Order Number:	4590306222		
Defence Contact Details:	Bill Jones 0412 755 556, bill.jones@defence.gov.au		
Invoice Date:	12 May 2007		
Invoice Number:	0012150		
Qty	Description	Unit price	Total
100	Goods and services	500.00	\$50,000.00

Defence Purchase Order number

Defence contact name, phone number and email address

Your invoice number

Description and value of goods and/or services

*Remember - A correctly rendered tax invoice must include ...*

1. Tax invoice details as required by the Australian Taxation Office *A New Tax System (Goods and Services Tax) Act 1999*;
2. Defence Purchase Order number;
3. Invoice number;
4. Defence point of contact name, telephone number and email address; and
5. Description and value of goods and/or services supplied.

*Refer to the card entitled 'What is a compliance notice?' in this pack for information on Defence's invoice compliance process.*

## FURTHER INFORMATION

For further information or help in relation to accounts processing, please contact:

Defence Accounts Payable on:  
**1300 134 346**

Alternatively, visit the website at:  
<http://www.defence.gov.au/isis>