

# Invoice Scanning and Imaging System (ISIS)



Australian Government

Department of Defence  
Defence Support Group

## What is a compliance notice?

Compliance notices are issued to suppliers by Defence when an invoice submitted for payment is not correctly rendered. This is when the invoice does not comply with:

1. The requirements of the Australian Taxation Office *A New Tax System (Goods and Services Tax) Act 1999*; and/or
2. Defence specific requirements.

Refer to the card entitled 'What is a correctly rendered tax invoice?' in this pack for information including Defence specific requirements.

## Payment failure notices

Payment failure notices are sent when:

- Information missing from your invoice did not allow processing to occur (e.g. Defence Purchase Order number and/or Defence point of contact details or invoice amount, was incomplete); and/or
- The quality of the invoice did not enable it to scan correctly.

## What should I do if I receive a payment failure notice?

Your invoice will be returned with the payment failure notice. Before we can pay:

- You must make the necessary corrections and re-print your invoice; and
- You will need to submit the new and correct invoice.

The invoice should be sent to the invoicing address located on your Defence Purchase Order.

## What does a compliance notice look like?

Failed Compliance Criteria	30 Aug 2008
Purchase Order Number <input checked="" type="checkbox"/>	Used to identify goods and services and to track orders received and shipped.
Defence Contact <input type="checkbox"/>	Name, address and contact number of your defence customer.
Invoice Number <input checked="" type="checkbox"/>	A unique number for the invoice.
Invoice Amount <input checked="" type="checkbox"/>	The amount for the invoice (incl. GST).
Invoice Date <input checked="" type="checkbox"/>	Invoice date of issue.
ABN <input type="checkbox"/>	Australian Business Number (incl. interpretation).
Service Description <input checked="" type="checkbox"/>	Description of goods and services provided.
Supplier Details <input checked="" type="checkbox"/>	Name, address and contact of supplier.
Paid Quotely <input type="checkbox"/>	Information on whether a quote is required.



Since 1 September 2006 Defence has been returning incorrectly rendered tax invoices to suppliers for rectification.



If you have any questions relating to compliance notices you can contact the Defence Invoice Advice Line (DIAL) on:

**1800 064 957**



## 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>