



Attention Defence Supplier

From 1 July, 2008 Defence is implementing an initiative to ensure compliance with Defence purchasing and payment policy. Please read the following information with regard to methods of payment to ensure your requests for payment are processed without delay.

Methods of Payment

There are two methods of payment available to Defence Suppliers:

- Credit Card**
 For any whole contract payment of less than \$5000 dollars, the supplier can receive immediate payment through the Defence Purchasing Card. (Defence’s financial policy includes several exceptions for which the Defence Purchasing Card cannot be used, such as purchases made through the Standard Defence Supply System (SDSS)).
- Invoice**
 For all other payments the supplier must submit a correctly rendered Tax Invoice in accordance with *A New Tax System (Goods and Services Tax) Act 1999* that also addresses Defence’s additional requirements outlined below. Once the invoice is processed, the supplier should receive payment in accordance with the terms outlined in their contract, generally this will be 30 days following receipt of the goods or the invoice (whichever is the latter).

Credit Card Payment Requirements

To receive payment via the Defence Purchasing Card, suppliers should:

- Request credit card payment from the Defence customer upon agreement of supply.
- On receipt of payment, issue a statement of purchase that is **clearly** marked as “PAID” to the Defence customer.

Defence’s Invoicing Requirements

In addition to the requirements for a correctly rendered Tax Invoice, Defence requires Suppliers to provide invoices that **clearly** display the following printed information:

- Defence Purchase Order Number.** This is located in the top right hand corner of the Purchase Order accompanying this notice. ***If you do not have a Purchase Order Number please request the Defence Contact to provide one.***
- Defence Contact:** The name and contact details of your Defence customer.
- Invoice Number:** Your unique invoice identifier.
- Invoice Amount and Description of Goods/Services Supplied:** The total amount (including GST) that will be paid against the invoice and a description of the goods or services supplied.

Invoices submitted that do not meet Defence’s requirements may result in the invoice being returned to the supplier for rectification and delays in payment.

Invoice Submission Methods

Mail	Email
Mail a correctly rendered invoice to the invoice address displayed on the bottom right hand corner of your Purchase Order.	You may also submit your invoice electronically if the invoicing address on your Purchase Order advises you to forward your invoice to: PO Box 800 Salisbury South SA 5106. Submit invoice as an image file: Dimensions: A4 (296mm * 210mm) Resolution: 200 – 300 dpi Colour Depth: 24 bits (or less) File Format: TIFF, JPEG or GIF Max File Size: 1.5 megabytes To: invoices@defence.gov.au

For further information, visit our website at: <http://www.defence.gov.au/isis/> or ring the Defence Invoice Advice Line on 1800 064 957.