

New Supplier Payment Procedure

Accounts Payable Process for Suppliers

Reduce the risk of payment processing delays by following these helpful suggestions:

Creating your invoice

1. Include our trading name in full – “University of New England”.
2. Include your Australian Business Number (if applicable).
3. Include a unique invoice number and where possible, **reference the invoice number in the subject line or body of the email.**
4. Include the total amount and currency, inclusive of GST (if applicable).
5. Include Purchase Order Number
 - UNE Purchase Order Number (must include the complete number, i.e. UN0XXXXX)

Refer to the template below for further guidance.

Submitting your invoice

- Send all **PDF generated invoices** to finap@une.edu.au copying (cc) in other relevant UNE contacts.
- **One** invoice per email please.
- HTML links are **not** accepted – please attach the PDF invoice.
- Excel and word documents will **not** be accepted – please convert to PDF first.
- Invoices are not properly received until they reach the finap@une.edu.au mailbox.

Other Notes

- UNE standard payment terms are 30 days from invoice date.
- Refer to Frequently Asked Questions section below. Should you have any further queries, please contact finap@une.edu.au

[Your Company Name]

[(2). ABN]

[Street Address]
[City, ST Postcode]
Phone [phone]
Email [email]

**TAX
INVOICE**

(3). INVOICE #[NUMBER]
DATE: [CLICK TO SELECT DATE]

TO:

[(1). Company Name: University of New England]
[Delivery Address]

Purchases Order (5).

P.O. Number [UN0XXXXX]

DESCRIPTION	AMOUNT
Bank Details	SUBTOTAL (4). GST (4). TOTAL [AUD]

Frequently Asked Questions

- **Will my invoice still be processed if it is not sent to finap@une.edu.au?**

If an invoice is sent to a UNE contact and it is not forwarded to the Accounts Payable team, the invoice will not get processed for payment. Alternatively, if the invoice is forwarded by the UNE Contact to Accounts Payable then payment delays may be experienced.

- **Will my invoice still be processed if it does not meet the requirements set out above?**

No, the invoice reader software (OCR) will not process the invoice.

- **Will my invoice still be processed if it does not quote a UNE Purchase Order Number?**

We stress the importance of including the Purchase Order Number on your invoice when emailing them to finap@une.edu.au as this will assist with the timely processing and payment of your invoice. We acknowledge there will be circumstances where one of the above reference numbers has not been provided. In these instances, please reach out to your UNE contact in the first instance to obtain these details before forwarding your invoice to finap@une.edu.au. Should you still require assistance, please contact finap@une.edu.au