

NSW Health supplier invoice checklist



Do you have an invoice to submit to Healthshare NSW Accounts Payable for processing?

Help us process your invoices on time by checking they include the following information:



That a valid Purchase Order (PO) number, contact name and department are listed



That prices quoted on the PO are correct and the invoice amount is as per the quote prices listed on the PO



That the invoice is billed in the name of the health agency requesting the goods or services



That the invoice states it is a 'Tax Invoice' and includes your ABN (Australian Business Number)



That GST (Goods and Services Tax) has been applied correctly to the invoice



That a brief description of the goods or services being purchased is provided and is in keeping with the PO.

IMPORTANT INFORMATION ABOUT INVOICE PROCESSING

- **Suppliers should submit only one copy of the original invoice and email it directly to Accounts Payable, helping to facilitate timely processing and reduce duplicate copies being received.**
- **Small business suppliers must be registered as small businesses.**
For more information visit <http://www.treasury.gov.au/Policy-Topics/Business/Small-Business>

OTHER HELPFUL INFORMATION

- A scheduled payment run is completed weekly for each health agency. Payments are made at the discretion of the health agency.
- Visit www.health.nsw.gov.au for a full list of NSW Health agencies and local health districts.
- Visit www.ato.gov.au/Business/GST/issuing-tax-invoices/ for a list of Australian Tax Office (ATO) invoice requirements.
- For assistance or advice, contact a Shared Financial Services Accounts Payable consultant on **1300 883 965**.

*Health agencies include local health districts, specialty health networks and other health organisations operated by NSW Health.



HealthShare