



## 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 entity 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 [www.smallbusiness.nsw.gov.au/get-help/faster-payment-terms/faster-payment-terms-policy](http://www.smallbusiness.nsw.gov.au/get-help/faster-payment-terms/faster-payment-terms-policy)



### Other helpful information

- A scheduled payment run is completed daily for each health entity
- For assistance or advice, contact a Shared Financial Services Accounts Payable consultant on 1300 883 965.

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