

Accounts Payable – Improved Invoice Processing

As part of Curtin's ongoing commitment to continually improve the speed and accuracy of our payments to suppliers, we would like to remind you of our invoice requirements. By ensuring that these steps are taken, we can help minimise delays in processing and payment.

Invoice delivery:

Please send all of your invoices to our Accounts Payable email address: a.payable@curtin.edu.au

- Send your invoice in PDF (Portable DocumentFormat)
- PDF is required to be typed, not hand-written
- Send only one invoice per PDF

Mandatory invoice information

The following information is required on each of your invoices. Payment of your invoice may be delayed if this information is not provided

- Our trading name '**Curtin University**' to be quoted in full
- The invoice to include an '**Attention To**' contact person, this being the Curtin staff member who requested the goods and/or services
- '**Department/area**' where goods were delivered or servicesundertaken
- A Curtin purchase order (PO) number, prefixed with 100, to be quoted when applicable
- Unique invoice number
- Australian Business Number (commonly known as ABN), if applicable
- Contract Number (where a contract exists between Curtin and your company).
- Total amount (inclusive and exclusive of GST)

Additional criteria for foreign invoices **only**:

- Currency of expected payment must be quoted on invoice

Payment Terms:

Curtin University has payment terms of 30 days from the invoice date.