

Invoices submitted to Council for payment

All invoices submitted to Council for payment must include:

- Invoiced to:
Scenic Rim Regional Council
PO Box 25
Beaudesert QLD 4285;
- The words "Tax Invoice" if registered for GST or "Invoice" if not registered for GST;
- A valid/correct Council Purchase Order number
e.g. PGO012345;
- Invoice date (date to be on or after goods/services supplied);
- Invoice number;
- Detailed description of goods/services being supplied and date/period of supply;
- Subtotal, GST amount (if applicable) and total amount, including GST; and
- Current Australian Business Number (ABN). If no ABN, an Australian Taxation Office (ATO) Statement by a Supplier form must be submitted to Council. This can be accessed from the ATO site.

All invoices are to be in PDF format and emailed directly to

accounts@scenicrim.qld.gov.au only.

Invoices emailed directly to Council officers or not in PDF format may cause a delay in payment.

Following these requirements will ensure invoices are paid within Council's payment terms.

Payment terms are in accordance with Council's Purchasing Terms and Conditions which can be found on Council's website and Council Purchase Orders.

ACCOUNTS PAYABLE CONTACT DETAILS:

Email: accounts@scenicrim.qld.gov.au

Phone: (07) 5540 5111