Australian National University

Request for Invoice

Financial Shared Services, Building 10C
Debtors@anu.edu.au
Enquiries: (02) 6125 8723

Customer Name*				**Customer No.**		**Date**	
Customer Address*							
State		**Postcode**		**Country**		**Phone**	
Contact Name				**Email**			

Customer Purchase Order No.							
Charge Code*	**Invoice Line Item Details***	**Qty***	**Currency**	**Amount*** (Excl GST)	**GST**	**Total***
	Invoice details Ledger description (Max 30 characters)					0.00
	Invoice details Ledger description (Max 30 characters)					0.00
	Invoice details Ledger description (Max 30 characters)					0.00
	Invoice details Ledger description (Max 30 characters)					0.00
			TOTAL	**0.00**	**0.00**	**0.00**

(Instructions for internal purposes only, eg. send attachment with, or copy to)

If any part of this invoice does not contain GST, please indicate the reason below:

Income	☐ Residential Income ☐ Other (please specify) ☐ HERDC Income, further documentation is required. Please refer to next page for details.
GST Free Income	☐ Export of equipment/goods/services (may include Foreign grant income) ☐ GST-free Tertiary course fee ☐ GST-free Adult and Community Education Course fee ☐ Government Appropriation ☐ Donation (Non-transferable Delegation 247 applies) ☐ Fine ☐ Other (please specify) If unsure, please seek clarification from **taxunit@anu.edu.au**

Name of Requestor*		**Uni ID***		**Business Unit**		**Ph Ext**	

Attach any supporting documentation and forward to: *Debtors@anu.edu.au*

*Mandatory fields

Australian National University

Financial Shared Services
Ext 54777
financial.shared.services@anu.edu.au

Customer Invoice Request instructions

Financial Shared Services (FSS) will raise invoices, on behalf of ANU Colleges or Service Divisions, upon receiving a completed **Request for Invoice** form (per above). Invoices will not be raised unless the **Request for Invoice** form has been submitted. Where a recurring invoice is required on a periodic basis an agreement may be reached, between the College or Service Division and FSS, to submit the request in a different format.

Completion of **Request for Invoice** form:

The following information is mandatory. Where a Request for Invoice form does not include the following information, the **request will be returned to the requestor for completion**.

- Customer Name
- Customer Address
- Charge Code
- Invoice Line Item Details
- Amount $ (excl GST)
  If a foreign currency is not identified on the form then, it will be invoiced in Australian dollars
- Total $ (if GST is payable, then include in this total)
- Name of Requestor
- Uni ID (of Requestor)

Charge Code example:

Fund	Department					Project				Account				
R	2	4	5	1	0	0	2			9	2	0	0	

Supporting documents which verify there is an agreement for the customer to pay the charge, and provide a basis for the calculation, should be included with this form. Some examples are:

- Relevant pages of the contract
- Email correspondence between institutions
- Purchase order

Note: Supporting documentation is held with a copy of the invoice in ES Financials

Please ensure that instructions are clear and noted on the Instructions section of **Request for Invoice** form, where required, instructions may include details re the following:

- Advise if attachments are to be sent with the invoice
- If the invoice is to be cc'd to the requester

The invoice will be automatically dispatched to the customer by the Financial Shared Services. Note**:** The invoice can be sent to a maximum of two email addresses.

If the invoice relates to eligible research income for Higher Education Research Data Collection (HERDC):

- Complete HERDC Research Income Verification Form
- The HERDC Confirmation Template can assist when a formal contract is not in place.

It is important that the information provided to generate an invoice is accurate, as this will minimise errors and delays in receiving payment. The Accounts Receivable team will update ARIES with the invoice number against the milestone. If there is no milestone in ARIES at the time of raising the invoice it is the responsibility of the area to update ARIES.

For further help, please contact Ext. 58717 or email address Debtors@anu.edu.au