

REQUEST FOR TAX INVOICE FORM

Once completed, please forward this request to a Billing Admin Officer within your own Faculty/Division for processing.

For help on how to find the customer details or other hints please refer to the instructions and worksheet

A mandatory field is marked *

Requests will be returned if the information is not complete

Customer Details

Address Location No: _____	*Customer No: ALL _____
*Customer Company Name: _____	*Customer Purchase: _____
*Customer Contact Person: _____	*Contact Phone No: _____
*Customer Billing Address: _____	Customer's ABN: _____
_____	Request Date: _____

Invoice Details

ENTER AN OVERALL DESCRIPTION OF THE GOODS/SERVICES PROVIDED IN THE BOX BELOW

Header

Note

*Line	*Bill Line Description (max 30 characters)	*Qty	*Unit Amount	Unit Total	*GST CODE	GST Amount	TOTAL AUD
1							

ENTER LINE NOTE IN THE BOX BELOW (Comments/further description relating to a specific billing line)

Line1 Note:							
2							
Line2 Note:							
3							
Line3 Note:							
4							
Line4 Note:							
5							
Line5 Note:							
6							
Line6 Note:							
7							
Line7 Note:							
8							
Line8 Note:							
9							
Line9 Note:							
10							
Line10 Note:							

Total:

Invoiced in Australian Dollars

Total Amount Payable:	

Accounting Revenue Distribution (Chart Fields)

	*GL Account Code	*Fund	*Dept ID	*Project ID	Program	Class	Amount
Line1							
Line2							
Line3							
Line4							
Line5							
Line6							
Line7							
Line8							
Line9							
Line10							

Any special instructions? (for internal purposes only)

Requestor Details

*Invoice Requested By: _____ *Extension _____

*Requestor Email Address: _____

*Your Billing Business Unit: _____ Business Unit

Office Use Only

Invoice Number: GRP _____

Date Received: _____ Authorised By: _____

Date Entered: _____ Entered By: _____

Instructions for invoice form

This form is completed to enable someone to raise an Invoice on your behalf.

All Invoices for External Parties are raised by Finance/Admin staff within each Faculty or Division.

All Invoices for Related Entities, eg: UNSW Press, are raised by the central AR Team and should be e-mailed to financehelp@unsw.edu.au.

All Invoices for Internal Entities within UNSW, eg: Internal Billing between Faculties, Schools and Division should be done via a Journal rather than raising an Invoice. We are all the same ABN number, so there is no tax/GST implications, therefore an Inv Some green cells contain drop downs and you should select the appropriate code, such as GST Transaction code, Billing Currency and Business Unit.

Those cells with an asterix (*) are mandatory and must be completed.

This form may be used for either single line invoices or multi line Invoices.

Navigation to find Customer details: Click Customer > Customer Information > General Information > search customer name

The Customer Purchase Order/Ref field is for the Customer's Purchase Order No.

Please ensure that the Accounting Revenue Distribution section (ChartFields) is completed correctly with valid accounts, projects etc.

When complete, save this file using the customer's name (or an abbreviation of it) and today's date, eg: Princewales250607. This file should then be e-mailed to your local Finance and Admin person for them to raise the invoice on your behalf.

These Requests for Invoices can be used as a template for future invoices, but make sure you change the data where relevant, eg: different ChartFields and use a new file name.

Any queries can be referred to Finance Help on ext: 53330 or email them at financehelp@unsw.edu.au .