



Department of Justice and Community Safety

Finance

Level 21
121 Exhibition Street
Melbourne Victoria Postcode
Telephone: (03) 8688 9400
Ap.queries@justice.vic.gov.au
DX: 210220

Dear Supplier

Getting invoices paid on time

The State Government of Victoria generally defines 'on time' as payment within 30 days of the receipt of a correctly rendered invoice. To enable these terms to be met please note the following requirements – failure to follow these requirements may result in delays to payment:

- ☐ **Invoices** rendered to the department must comply with the Australian Taxation Office requirements – <https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>
- ☐ **Address** your invoices to the appropriate entity in full – note it is not sufficient to address invoices to the business unit eg, one of the prisons.
 - o Department of Justice (ABN 32 790 228 959) or
 - o Court Services Victoria (ABN 63 392 984 660)
- ☐ **Quote** a reference on each invoice to ensure approvals can be easily obtained – no approval, no payment possible
 - o PO Number (preferred) or if a PO cannot be obtained
 - o Purchaser's full name or email address – note that the email address rather than just a name will more clearly identify the correct purchaser and provide you with confidence that the purchaser belongs to the department.
- ☐ **Send** all invoices directly to the Invoice Management Team (IMT) to ensure invoices are not lost or forgotten by the purchaser.
 - o Email PDF documents: ap.invoices@invoice.justice.vic.gov.au
 - o Post hard copy documents:
Invoice Management Team, PO Box 1790, Melbourne, VIC 3001

The Minister of Finance has mandated that all payments to suppliers be made electronically. To facilitate this I have included a form to ensure you are receiving cost efficient, high security, low cost electronic payments.

Please contact the IMT for any queries regarding your account - email ap.queries@justice.vic.gov.au or Phone 03 8688 9400 option 2.

Yours faithfully

SANDRA FIRMAN
Manager Invoice Management Team



Department of Justice and Community Safety

SUPPLIER DETAILS FORM – EFT Payments

Directions for completion of this form:

1. Please complete all fields and print **IN LARGE BLOCK LETTERS** - it helps us get **YOUR** details correct.
2. Generic email addresses are preferred (eg. accounts@company.com.au) for remittance advices, as employee specific addresses can quickly become incorrect.
3. Please complete ALL Financial Institution details. The BSB code **MUST BE** 6 digits. The Account Number can have a maximum of 9 digits.
4. To help verify banking details, a copy of a pre-printed deposit slip or other document is required.

| | | | |
|--|----------------------|-------|----------|
| ABN Number | | | |
| Entity Name (as it appears on the ABR) http://www.abr.business.gov.au/ | | | |
| Trading Name (as it appears on your invoices) | | | |
| Postal Address | | | |
| | Suburb, town or city | State | Postcode |
| Contact Numbers - Accounts | Phone Number | | |
| Email Address – Accounts | | | |
| Contact Name – Accounts | | | |
| Head Office or Branch Store details? | | | |

The department pays by EFT – please complete the details below:

(Please note, supporting documentation, eg a bank deposit slip, is required when providing or changing banking details)

| | | | | | | | | | | |
|------------------------------|--|--|--|---|--|--|--|--|--|--|
| Email address for remittance | | | | | | | | | | |
| Account in the name of: | | | | | | | | | | |
| BSB Code | | | | - | | | | | | |
| Account Number | | | | | | | | | | |
| Financial Institution Name | | | | | | | | | | |

I hereby request you to direct credit the above bank account for amounts owed by DOJ to the above named supplier. I certify the bank details I am providing are correct.

Name of company director or payee

Signature of company director or payee

Date: / /

Return the completed form to Accounts Payable:

Email to: ap.queries@justice.vic.gov.au
Or post to: DJR IMT, PO Box 1790, Melbourne VIC 3001

Any queries regarding this form please contact the Invoice Management Team on (03) 8688 9400 option 2

| For IMT use only | Confirmed Name | Date | Confirmed Signature |
|------------------|----------------|------|---------------------|
| | | | |



EXEMPT ENTITIES

The following entities will continue to be responsible for their own invoice processing so will not be covered by the instructions above. Please continue to send invoices direct to these entities.

- Office of Public Prosecutions
- Office of the Victorian Privacy Commissioner
- Responsible Alcohol Victoria
- Victoria Police
- Victims of Crime Assistance Tribunal (VOCAT)
- Victorian Commission for Gambling Regulation
- Victorian Institute of Forensic Medicine (VIFM)
- Victorian Government Solicitors Office
- Victorian State Emergency Services
- Victorian Electoral Commission
- Victorian Responsible Gambling Foundation

