

To Whom It May Concern

James Cook University (JCU) has a policy of requiring authorised Purchase Orders being in place for all purchases that are not made by credit card or are not otherwise subject to a fully executed supply contract. The following will assist in ensuring payment of your Tax Invoices in a timely manner:

- A valid Purchase Order Number or Contract Number **MUST** be quoted on the Tax Invoice. A purchase order should be provided at the time the order is being placed. If it is not provided please ask for it **PRIOR** to acting on the purchase request.
- A valid purchase order number will be in the format 02000XXXXX OR 0804000XXXXX and a valid contract number will be in the format 000XXX.
- Tax Invoices received, which do not show a valid Purchase Order number or Contract number, will be returned to you unpaid. You will be required to follow up with the relevant contact person to acquire the necessary details to facilitate payment.
- Before supplying any goods or services to JCU it is important that you receive a valid Purchase Order and confirm that it includes all goods, services and other charges that will be invoiced including freight.
- Unless there is an underlying fully executed contract of supply with JCU in place prior to the supply of goods or services the Purchase Order including terms and conditions is the University's contract with you for the supply of goods and / or services. JCU considers the fulfilment of a purchase order as acceptance of the completeness and accuracy of the charges and its terms and conditions. If you disagree with either the nature, value or terms and conditions of supply this must be resolved **BEFORE** fulfilling the order.
- A valid Australian Business Number (ABN) must be clearly marked on the Tax Invoice.
- All invoices must be emailed to invoices@jcu.edu.au. Payment terms will not start calculating until a valid tax invoice is received.
- Invoices must be addressed to "James Cook University" (not a College, Directorate, Unit or Division) and should **NOT** be given or sent to individual JCU employees.
- All invoice and payment queries must be directed to Accounts Payable by phone 07 4781 5403 or emailed to accountspayable@jcu.edu.au.
- Any change to vendor details must be emailed directly to suppliers@jcu.edu.au.
- All queries regarding this form and / or the terms and conditions of supply, should be directed to the Procurement Office by phone 07 4781 4622 or emailed to procurement@jcu.edu.au.
- All discussion about the nature and pricing of goods or services ordered must be directed to the JCU Officer who placed the order.

Important Contact Information

<ul style="list-style-type: none"> Submission of Invoices for Payment Invoice and Payment Queries 	invoices@jcu.edu.au accountspayable@jcu.edu.au	07 4781 5403
<ul style="list-style-type: none"> Supplier detail Queries/Changes 	suppliers@jcu.edu.au	07 4781 5403
<ul style="list-style-type: none"> Terms and Conditions of Supply Queries 	procurement@jcu.edu.au	07 4781 4622

NOTE:

JCU's standard payment terms are 30 days from date of valid Tax Invoice, unless subject to the Building and Construction Industry Payments Act 2004.

Payments are only made via direct deposit.

JamesCookUniversity Australian Creditor Details Form

Please ensure all details entered below are consistent with your Company's Tax Invoice

Is Payment for Reimbursement of Travel Expenses?

Company / Personal Name:

Trading Name:

Merchant Category:

ABN:

Registered for GST?

QBCC Licence Number:

Do you identify as an indigenous business?

If Yes, please attach a copy of your Supply Nation or Black Business Finder membership or alternatively, please provide verification of ownership and confirmation of Aboriginality documents

Do you identify as a social enterprise?

If Yes, please attach evidence of current certification by Social Traders or of your constitution and a statutory declaration or independent 3rd party report confirming that you adhere to the social enterprise definition

Physical Address:

No. & Street

City

State

Post Code

Postal Address:

(if different from the above)

No. & Street / PO Box

City

State

Post Code

Accounts Contact

Purchasing Contact

Full Name:

Full Name:

Title / Position:

Title / Position:

Phone Number:

Phone Number:

Email Address for Remittance Advices:

Email Address for Purchase Orders:

Bank Account Name:

Bank Name:

Please ensure these bank details are consistent with those
on your Company's Tax Invoice

BSB:

Bank Account Number:

Creditor Authorisation (mandatory)

JCU Payment Terms:

Full Name:

Signature:

Title / Position:

Phone Number:

Date:

Please print, sign, scan and email completed and authorised forms to: suppliers@jcu.edu.au

Privacy Statement

James Cook University recognises the importance of protecting your personal information and organisation information. The University will use the information you provide on this form for the purpose of ensuring payment of your invoices is electronically transferred to your nominated bank account. Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on the University as to how we handle your personal information. Please also see the University's Information Privacy Policy at <https://www.jcu.edu.au/policy/corporate-governance/information-privacy-policy>, for information about how to access and amend your personal information held by the University.