

Supplying Goods & Services to Banyule City Council



This guide is designed to ensure suppliers and contractors (current and potential) are aware of the processes necessary to enable Council to pay your accounts on time.

1. Purchase Orders

It is essential that you obtain a purchase order from your Council contact for all goods and services to be supplied (with a small number of exemptions). The purchase order is the key to all processes associated with paying accounts on time and must be used to ensure prompt payment.

Effective **1 July 2022**, if you supply goods and services without an official purchase order, your invoice may be returned with a request for a purchase order number to be provided. In these instances you will need to contact the person who originally placed the order to get the Purchase Order details, which may lead to delays in payment.

1A. Payment Terms

Council's standard payment terms are 30 days from the end of the month of purchase, unless otherwise negotiated. Council's full terms and conditions can be found at:

<https://www.banyule.vic.gov.au/Business/Suppliers/Terms-and-Conditions>

2. Submitting Invoices

All invoices must:

- Be made out to Banyule City Council;
- List a valid purchase order number;
- Be issued under a registered name that corresponds to the listed ABN. Trading names that are not registered will not be accepted unless they are listed along with the registered name;
- Include the suppliers Australian Business Number (ABN) or a statement by supplier, otherwise Council is required to withhold an amount equivalent to the top marginal tax rate (currently 47%) and remit that amount to the Tax Office;
- Include a full description of the goods/services being purchased, including calculation of price. Ie: hours x hourly rate.
(including address and/or date and Contract Number where relevant);
- State the relevant GST; and
- Include any other information required under the relevant taxation rules set out by the ATO.

3. Where to send your invoice

To ensure prompt payment, invoices should be submitted electronically to:

accounts.payable@banyule.vic.gov.au

Any invoices submitted via post should be addressed to:

Banyule City Council
Accounts Payable
PO Box 94
Greensborough VIC 3088

All invoices correctly issued will be scanned and registered. This enables the tracking of supplier accounts from the time of receipt through to payment.

If invoices are delivered along with goods or submitted any other way, there can be no guarantee that they will reach the accounts payable department, and there may be significant delays in payment being processed.

4. Supplier Payments

Council prefers to pay all supplier invoices direct to nominated bank accounts via Electronic funds transfer (EFT).

If you have not already advised Council of the bank account to which your payments will be made, please do so on company letterhead to:

Accounts.payable@banyule.vic.gov.au

Or alternatively, hardcopy requests on letterhead should be addressed to:

Banyule City Council
Accounts Payable
PO Box 94
Greensborough VIC 3088

Any requests for changes to bank accounts will be queried by Banyule staff to ensure the authenticity of the request.

When EFT payments are processed, a remittance advice will be forwarded to your specified email or postal address listing all of the invoices that have been paid. Where no email address has been provided, receiving of the remittance advice may be delayed due to the constraints of the postal service.

5. Supplier enquiries

All accounts payable enquiries should be addressed to the Accounts Payable department on (03) 9490 4305 or to accounts.payable@banyule.vic.gov.au

6. Items exempt from Purchase Orders

- Payments for Emergency Works where Council's service delivery or public safety is significantly impacted;
- Payment of Grants/Donations/Contributions/Reimbursements;
- Payments for Utilities (Water, Gas, Electricity);
- Statutory Payments (To other government departments); and
- A one off purchase of less than \$1,000.00 inc GST where the supplier will not be engaged for further works or services in a 12 month period.
- Suppliers are welcome to request a purchase order in all instances regardless of exemption status