



Australian
National
University

Request for Invoice

Financial Shared Services, Building 10C

Debtors@anu.edu.au

Enquiries: (02) 6125 4777

Customer Name*				Customer No.			Date	
Customer Address*								
State		Postcode		Country		Phone		
Contact Name*				Email*	(2 emails max)			

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

☐ Tick this box if the invoice is for internal cash allocation purposes only- no invoice will be sent to the customer

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

Grants and contracts only *

☐ Tick this box if the invoice relates to a grant or contract exempt from the Revenue Assessment Form
If unsure, please seek clarification from fbs.revenuerecognition@anu.edu.au

If ticked, please select exemption reason * (mandatory if box selected)

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

Income	<input type="checkbox"/> Residential Income	<input type="checkbox"/> Other (please specify <input type="text"/>)
	<input type="checkbox"/> HERDC Income, further documentation if required. Please refer to next page for details	
GST Free Income	<input type="checkbox"/> Export of equipment/goods/services (may include Foreign grant income)	
	<input type="checkbox"/> GST-free Tertiary course fee	<input type="checkbox"/> GST-free Adult and Community Education Course Fee
	<input type="checkbox"/> Government Appropriation	<input type="checkbox"/> Donation (Non-transferable Delegation 247 applies)
	<input type="checkbox"/> Fine	<input type="checkbox"/> Other (please specify <input type="text"/>)
	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

Customer Invoice Request instructions

Financial Shared Services (FSS) will raise invoices, on behalf of ANU College 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)
- Contact Name
- Email address

Charge Code example:

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

- Indicate if invoice relates to a grant or contract exempt from the Revenue Assessment Form via tick box (refer below for guidance)
- Name of Requestor
- Uni ID (of Requestor)

The following grants and contracts are exempt from the Revenue Assessment Form:

- Grants and contracts executed **prior** to 2 September 2019.
- Non-research grant and contracts where all revenue will be received, and services delivered in the same year, by end of 31 December.
- Donations.
- Non-Research grants and contracts with a total contract value below \$150,000 (GST Exclusive).
- Research-grants and contracts with a total contract value below \$150,000 (GST Exclusive).
- Commercial Rental Agreements.

If unsure, please seek clarification from fbs.revenuerecognition@anu.edu.au

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
- Please note, if a contract is within ARIES, a second copy is not required.

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. 54777 or email address Debtors@anu.edu.au