



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Accounts Payable
Treasury Operations
Callaghan Campus
University Drive
CALLAGHAN NSW 2308
Phone: (02) 4921 7077
Fax: (02) 4921 7418
Email: accountspayable@newcastle.edu.au

Dear Supplier,

Please note the following which, when followed, will ensure your invoices are paid in a timely manner.

1. Address for all invoices

All invoices for payment of goods or services must now be emailed to invoices@newcastle.edu.au or posted directly to:

**Accounts Payable
The University of Newcastle
Student Services Building
University Drive
Callaghan NSW 2308**

Unless you send invoices to the above address in the first instance it may cause a delay in making payment to you. Accordingly, please ensure that your records are amended to show the above as the mailing address for all invoices.

2. Purchase order number to appear on all invoices

Invoices will only be processed for payment if they quote a valid University purchase order number. Any invoice received without a valid University purchase order number, regardless of whether it records the name of the University person who ordered the goods, will be returned to you for corrective action and resubmission. Failure to issue an invoice with a valid University purchase order will also likely result in a delay in payment. We therefore recommend that you insist on receiving a purchase order number before you make any supply.

3. Standard payment terms

We would also like to remind suppliers that the University's standard payment terms are 30 days from the end of invoice month.

We anticipate that attending to each of the foregoing points will ensure that all valid invoices will be paid on a timely basis. Thank you for your continued cooperation.

Accounts Payable
The University of Newcastle.