



Supplier & Payment Procedures

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OVERVIEW

These procedures, which form part of the Financial Management Policy & Procedures, set out the processes for when payments are made by the University to suppliers of goods and services, and includes payments via the Other Payments form.

SCOPE AND APPLICATION

These procedures apply to the creation and amendment of suppliers in the University's Finance System and all outgoing payments regardless of funding source.

DEFINITIONS

Finance System	PeopleSoft Financial Management system
Accounts Payable	Responsible for processing invoices and payments for the University
Strategic Procurement	Responsible for providing strategic sourcing advice and support to the University as well as coordinating, facilitating and managing procurement activities and establishing contracts with preferred suppliers.
Financial Delegate	Staff member with the appropriate delegated financial expenditure limit in that Faculty / Division.
Business Reviewer	Staff member (and by exception student or titleholder) responsible for validating pricing, coding and confirms receipt of goods or services

PROCEDURES

1. Supplier Creation and Amendment

Approval is required from Strategic Procurement before any new supplier of goods and services is set up in the Finance System.

Payment Terms

The University's standard payment terms are 30 day EOM i.e. payments are made at the end of the month following the month the invoice is dated. Payment terms outside of this must be approved in advance by the [Director, Procurement Services](#) or [Manager, Procure to Pay](#).

Supplier Creation

The University requires the following information provided on a formal document from the supplier e.g. invoice, quote or a University Banking Authority Form. It is the responsibility of the person engaging the supplier to ensure these details are supplied.

Australian Business Number (ABN)	• Australian suppliers of goods or services must have an active ABN • The supplier name or business name must match the entity name or business name on the ABN website (Australian suppliers). • Invoices and quotes issued in a trading name must also state the entity name
Full Contact Details	• Contact name • Full postal address of the company or individual • Phone number • Email address for remittance advices
Banking Details	• Banking details and bank account name should match the supplier name, any exceptions to this must be approved by the Director, Procurement Services • The University is unable to pay third parties for goods and services • Where relevant, intermediary bank account details must be provided (international suppliers) • Payment currency clearly stated on the documentation.

Note: there are [specific requirements](#) for payments made in Chinese Renminbi (CNY/RMB), Burmese Kyat (MMK - Myanmar) and Indonesian Rupee (IDR), contact [Finance and Procurement Services](#) for further details.

Amendments to supplier bank accounts

Changes to bank account details for existing suppliers who invoice the University will be verified by phone via a publically advertised phone number.

2. Independent Contractors

Payments to contractors and consultants can only be made if they are a bona fide contractor and no Superannuation or Payroll Tax obligations would arise as a result of the payment. Contractors cannot be paid via the University's corporate credit card.

Information to assist in understanding the difference between an Independent Contractor and an Employee can be found in the HR Handbook – [Recruitment](#).

Prior to engaging a contractor, it's essential to obtain the necessary information to determine if it's appropriate to engage them as a Contractor – refer to the [Contractor Management webpage](#).

The [Contractor Questionnaire](#) must be completed and submitted to finprosupport@adelaide.edu.au. If the contractor is an individual then the [Contractor Assessment Tool](#) must also be completed and submitted with the Contractor Questionnaire.

All teaching and related roles, including marking, must be paid via a HR Employment Contract, except where the contractor possesses specific professional expertise and is engaged in a guest capacity on no more than three occasions in a teaching period. Teaching includes but is not limited to teaching undergraduate and post graduate courses, short courses and certificate courses.

In exceptional circumstances, the Deputy Vice Chancellor & Vice President (Academic) may approve the engagement of an independent contractor for teaching and related duties, noting these circumstances will still need to be managed to ensure the University meets its legal obligations.

3. Invoice Processing

Invoices are paid through Accounts Payable, or if appropriate on a University corporate credit card – refer to the [Corporate Credit Card procedures](#).

Invoice requirements	• Invoices must be emailed to invoices@adelaide.edu.au as an attachment – <i>excluding Excel</i> (any wording in the body of the email will not be captured) • Addressed to The University of Adelaide • Meet Australian Tax Office (ATO) requirements or it will be rejected back to the supplier with a request to resubmit
Purchase Order (PO) invoices	• The invoice must include the PO number • Invoices must not contain more than one purchase order number • If successfully matched, the invoice will not require further approval • If the invoice exceeds the PO tolerance, it will be workflowed in Kofax to the PO Requestor and Financial Delegate for approval as a match exception • The goods or services must be Receipted in the Finance System in order for payment to be made.
Non PO invoices	• Invoices relating to a supplier category on the PO Exception List, do not require a PO • Non PO invoices must include a University contact name who will become the Business Reviewer • After review and confirmation of receipt by the Business Reviewer, the invoice will be workflowed to a Financial Delegate for approval.

4. Disputing Goods / Services

In the event of a dispute involving the supply of good or services i.e. incomplete order or faulty goods, it is the responsibility of the Requestor / person initiating the order, to follow up with the supplier and notify [Accounts Payable](#) that payment of the invoice should be withheld.

5. Other Payments Form

The University's preferred methods of payment is via a supplier invoice matched to a PO or via a University corporate credit card. However, there are certain payment types where this is not appropriate, in these circumstances the [Other Payments Form](#) can be used.

The Other Payments Form can be used for payments such as:

- Travel advance payments to students.
- Honorariums for external examiners.
- Reimbursements to visitors.

The Other Payments Form must not be used for:

- Payments to staff – e.g. prizes, consultancy fund payments, must be paid via HR / Payroll.
- Reimbursement of out of pocket expenses for staff or students – refer to [Reimbursement Procedure](#).
- Payments to Australian individuals external to the University without an ABN, e.g. attendance at review panels or committees. If the individual is from another University then arrangements can be made for that University to invoice. Alternatively an [HR contract](#) must be in place.

To cancel an Other Payments form email the [Expense Management Team](#).

6. Payment of Invoices / Other payments

- The University will not make payments by direct debit, on a single or recurring basis, or by BPAY
- Domestic payments i.e. payments to suppliers within Australia in AUD, are paid via Electronic Funds Transfer (EFT).
- International payments i.e. foreign currency payments or payments made to a destination outside Australia are paid via International Money Transfer (IMT).

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- Due to international banking charges all international invoice payments under \$100 AUD are to be paid by a University corporate credit card.
 - Domestic and International payments are run weekly on a Thursday, for payment on Friday. Payment runs outside of this are approved by the Manager, Procure to Pay.
 - A remittance advice is sent by email to the supplier / recipient in respect of the payment.

Note on International payments

- The University will pay the currency stated on the invoice or Other Payments form. Suppliers may need to provide intermediary banking details in order for payments to be paid successfully to the beneficiary's bank account, or invoices will need to be submitted in a currency accepted by the beneficiary's bank.
- The University absorbs any international fees charged to the University associated with transacting with overseas suppliers. These include but not limited to; transaction fees, conversion fees, tracking fees and return or reissue of payments. The University is not liable for any banking fees charged by the beneficiary's bank.