

# Accounts Receivable Invoice / Credit Note Request

REQUEST INFORMATION							
Requester name				Faculty / Directorate			
Does this Customer already exist in myFinance?		Yes	No	If Yes,	Customer name myFinance ID		
Existing Customers require a payment history check to be conducted before engaging services. Please log a Service Now job with Description: <i>Request for Customer Eligibility Check</i> . In your job provide name of Customer and Customer ID. <b>No invoices will be raised until this check has been conducted and you have received clearance from Finance.</b>							
Select required request type(s)		New Customer setup (complete Section A)		Request for Invoice (complete Section B)		Request for Credit Note (complete Section C)	
		Change of Customer details (complete Section A)					
SECTION A – NEW CUSTOMER SETUP / CHANGE OF CUSTOMER DETAILS							
TRADE REFERENCE CHECK – NEW CUSTOMERS ONLY							
For non-Government agencies with contract ≥ \$20,000 provide 2 Trade Referees				Business Name		Contact number	
				1.			
2.							
CUSTOMER DETAILS							
ABN		Entity Name					
Contact Person		Postal Address					
Email							
Phone							
SECTION B – COMPLETE FOR INVOICE REQUEST							
Customer Eligibility Check request, lodged and approved			Verify Customer email			Requester requires copy of Invoice	
						Yes No	
CREDIT INCOME ALLOCATION							
SOURCE CODE	ACCOUNT	DEPT	PROJECT	AMOUNT EXCL GST	GST Y / N	GST AMOUNT	TOTAL AMOUNT
Has payment been received?				Are documents required to be attached to Invoice?			
Yes				No		Yes	
						No	
EXACT TEXT & FORMAT TO APPEAR ON INVOICE						AMOUNT INCL. GST (IF APPLIC.)	
I confirm a copy of the Customer's PO / email authorisation / Agreement to invoice them, and agreement to pay within 30 days of receipt of invoice is attached.				Signed Authorised Financial Delegate			

# Accounts Receivable Invoice / Credit Note Request



SECTION C – COMPLETE FOR CREDIT NOTE REQUEST			
Customer ID	Customer Contact Name	Invoice # to credit	
EXACT TEXT & FORMAT TO APPEAR ON INVOICE			AMOUNT INCL. GST (IF APPLIC)
Signed Authorised Financial Delegate			
SECTION D – FINANCE USE ONLY			
Invoice #	Credit Note #	Worksheet ID #	Entered by
Comments			
<b>PLEASE REMIT COMPLETED FORM VIA SERVICE NOW REQUEST</b>			