

## Creating an Invoice for CSNSW

All invoices submitted for payment to CSNSW must contain the following information:



### 1. Personal Identifiers

- a. **Your name**
- b. **Trading Name** if applicable
- c. **ABN**
- d. **Address**
- e. **Email**
- f. **Phone**

### 2. Supplier number

Issued to you by CSNSW and used by the finance department to identify you, please note this number does not change.

### 3. Purchase Order Number

- a. Ensure your invoice has the correct Purchase Order and Work order numbers (e.g. Z123456 and EQWO2-xxxx)

After you have accepted a Work Order in Smarty Grants the OS&P administration staff will arrange for a purchase order to be generated. You will receive an automated email that will have a PDF attached from NSWBuy. A purchase order number always begins with a letter e.g. Z55682.

**IMPORTANT:** You will receive a separate purchase order for each individual program you facilitate. Please ensure you are using the correct the correct purchase order number every time you create an invoice. If you are unsure please email [OSPAdmin@justice.nsw.gov.au](mailto:OSPAdmin@justice.nsw.gov.au) prior to submitting an invoice, with the Work Order number (EQWO2- XXXX) and request to confirm the purchase order number.

### 4. Invoice Number

**Invoice Number:** This is a unique number created by you. Please keep a record of the invoice numbers you have used as invoices that use the same number from the same external facilitator are unable to be paid. An example of an invoice number is 01-2018.

### 5. Bank details

These must match the bank details provided on your supplier forms.

To change your bank details please email [OSPAdmin@justice.nsw.gov.au](mailto:OSPAdmin@justice.nsw.gov.au) and instructions will be provided.

### 6. Addressed to CSNSW

Your invoice must be addressed to Corrective Services NSW, please see below:

**CORRECTIVE SERVICES NSW**

**Centralised Accounts Payable**

**PO Box 7065, Sydney NSW 2001**

## What is required in the description of your invoice?

Please include:

- a. Name of program delivered
- b. Location
- c. Module number,
- d. Session number and session date.

Example provided below:

<b>DESCRIPTION</b>	<b>Unit Price</b>	<b>Total</b>
EQUIPS Foundation – Bathurst – Module 1		
Session 1 (30/10/18)	4 x \$80 per hour	\$320.00
Session 2 (1/11/18)	4 x \$80 per hour	\$320.00
Session 3 (6/11/18)	4 x \$80 per hour	\$320.00
Session 4 (8/11/18)	4 x \$80 per hour	\$320.00
	<b>Total</b>	<b>\$1280.00</b>



### Important things to note

- CSNSW's payment terms are strictly 30 days from the date a correct invoice is submitted.
- Your invoice can include GST if you are registered to do so.
- Invoices will not be processed by finance if there is missing information. If you are unsure about anything regarding invoicing please email [OSPAdmin@justice.nsw.gov.au](mailto:OSPAdmin@justice.nsw.gov.au) and one of the OS&P staff will contact you.
- You can elect to invoice after the completion of each module or at the completion of a program. Each program must be invoiced separately.
- You must not submit an invoice prior to work being carried out. For example if a program module finishes on 1/11/18 you can only submit your invoice on or after that date.