

EXPECTING AN INVOICE PAYMENT FROM THE SA GOVERNMENT?

As a vendor or supplier to South Australian Government, there are practices you can adopt to ensure you're paid as soon as possible.

Shared Services SA processes payments on behalf of many SA Government agencies.

For a list of agencies visit:

www.sharedservices.sa.gov.au/ap-supported-agencies

TURN OVER FOR TIPS ON HOW TO GET PAID FASTER!



Government
of South Australia

TIPS FOR FASTER PAYMENT

1 SEND YOUR INVOICE DIRECTLY TO SHARED SERVICES SA VIA EMAIL

By emailing the invoice to Shared Services SA first, you can save time. Your invoice will be loaded into the electronic procurement system then forwarded to the relevant government agency for review and approval.

SA Health invoices: APHealthinvoices@sharedservices.sa.gov.au

Other agency invoices: APinvoices@sharedservices.sa.gov.au

2 OPTIMISE THE LAYOUT OF YOUR INVOICE

Guidelines:

- Quote the agency name, division/business unit and contact person in the "bill to" address block on your Invoice
- Type set (horizontally) rather than hand write your invoice
- Exclude bar codes or coloured logos and background shading
- Quote a Purchase Order number if one has been provided

Email:

- Use the invoice number in the file name
- Send a separate email for each Government Agency
- File format: PDF, TIF or TIFF no larger than 1MB
- One invoice per image file
- Scanner default setting to at least 300 DPI black white

3 KEEP YOUR DETAILS UP TO DATE

Most importantly, supply your EFT bank account details to get paid even sooner. If your details change, advise SSSA as soon as possible.

SA Health: APHealthenquiries@sharedservices.sa.gov.au

Other agencies: APenquiries@sharedservices.sa.gov.au

4 USE MYINVOICE TO TRACK YOUR INVOICE AND ACCESS RESOURCES

You can track the status of your invoice and its expected payment timeframe online at www.sharedservices.sa.gov.au/myinvoice - allow five business days for your invoice to be received and scanned into the database.

Visit sharedservices.sa.gov.au/myinvoice for useful resources

- How to layout your invoice
- A list of the government agencies served by SSSA
- Statistics showing government payment performance
- How to contact SSSA
- FAQs.