

Process – Invoicing for Independent Contractors

Scope

- a) The purpose of this document is to outline the Accounts Payable process including payments that are applicable to ACCE.
- b) This process applies to Independent Contractors supplying services to ACCE.

PROCEDURE

The following criteria is required before contractor invoices are processed:

1. Invoices must be addressed to Australian Centre for Career Education Ltd (ACCE), Building A, 61 Civic Drive, Greensborough, 3088, ABN 80 549 485 560
2. Independent Contractors must provide a Tax invoice. A Tax invoice must include the following:
 - An invoice number
 - Date of Invoice
 - ABN, business name, postal address, phone number, email
 - Date of service, school name, number of students and extended to the category charged per student (as per contract), add GST is you are registered and then total for each line.
 - Show the total GST charged (if applicable)
 - Show the total of invoice including all lines
 - Invoice must include your business bank account name, BSB and account number for your payment to be made.
 - Sample invoice is supplied attached.
3. Invoices are to be supplied as a PDF sent monthly at the last working day of the month and must be emailed to the Business Manager - Rachel Dodson at invoice@acce.org.au and cc'd to the ACCE Operations Manager Lee Ponsioen at lponsioen@acce.org.au.
4. Invoices are reviewed as accurate against Morrisby MIMS Audit Software will be approved and paid for within 7 business days of the end of the month (please note that if the first day of the month falls on a weekend it will be looked at the next business day following that).
If the invoice is deemed as not accurate according to audit software it will be sent back immediately to the Independent Contractor, outlining any inconsistency. The Independent Contractor will resubmit their invoice by email as per point 3 and once received the invoice will be reviewed for accuracy and if accurate will be paid within 7 business days.
5. When charging for a cancellation fee you must first have approval before you enter it on your invoice. Cancellation fees must be on a one line only, e.g. an accumulative total of all the schools that had cancellations. Refer to the sample invoice.
6. When charging for Category E payments these must also be on a separate line from other charges. The coordinator at ACCE will confirm with you when a Category E payment will apply to a school.

7. Document Control

| Author | Approver | Last updated | Replaces |
|--------------|---------------|--------------|----------|
| Lee Ponsioen | Rachel Dodson | 29/10/2025 | New |