



MACQUARIE
University
SYDNEY • AUSTRALIA

Finance – Shared Services

Email: accountspayable@mq.edu.au

Dear Sir/Madam

Re: Macquarie University Accounts Payable Service

Macquarie University is committed to achieving accurate processing and on-time payments for your invoice. To ensure your invoice is received and processed for payment we ask you to send your invoice to invoices@mq.edu.au

PDF invoice copy should be billed to Macquarie University as below:

(Name of person requesting service/goods)
(Department)
(Faculty/Office)
Macquarie University NSW 2109
*Please quote purchase order number on the invoice.

Accounts/Payment enquiries to be emailed to: accountspayable@mq.edu.au

Note: If supporting documents are to be sent with invoice, please set the first page as invoice followed by supporting documents in one single PDF file for each invoice.

Macquarie University's method of payment is by Electronic Funds Transfer (EFT) **only**. Once payment has been made via EFT, a remittance advice will be emailed to your nominated email address.

I would like to encourage you to read our Supplier Guide on the next page. If you have any questions, please do not hesitate to contact me on sujan.regmi@mq.edu.au or (02) 9850 1674.

Thank you.

Sujan Regmi
Group Accounts Payable Manager



Macquarie University Supplier Guide

Emailing Invoices to Macquarie University for payment

Email is Macquarie University's preferred method to receive invoices and as such vendors are encouraged to use this mode of delivery where at all possible.

Invoices should be sent to "invoices@mq.edu.au" rather than to the end user. This is because the invoices are electronically work-flowed.

Important information to provide on your invoice

To enable us to process your invoice we ask that you please ensure the following information is displayed clearly and prominently on your invoice:

1. Your company name and ABN number
2. **Your MQ purchase order number (if applicable) or the University's FULL CONTACT NAME. We cannot process timely payment without this information!**
3. Invoice currency (where the currency is anything other than AUD)

Failure to display above information may delay the processing of your invoices and subsequent payment.

Invoice Layout

To enable us to process your invoices please note the layout requirements of invoices emailed to Macquarie University:

1. Invoices must preferably be in type set rather than hand written
2. All text should be displayed horizontally
3. **PDF Format ONLY (If supporting documents are to be sent with invoice, please set the first page as invoice followed by supporting documents in one single PDF file)**

Saving, Naming and Attaching an Invoice to an email

When saving, naming and attaching an invoice or invoices to an email the following conventions should be applied:

1. Try to set the Scanner default setting to at least **300 DPI**
2. **A separate attachment for each invoice is mandatory**
3. The combined image file size per email should not exceed 1mb

Receiving Payment for your invoice:

Macquarie University pays via Electronic Funds Transfer (EFT) **only**. Please notify us of your bank details in writing if it is not clearly displayed on your invoice. Please note that the University has a strict **30-day payment policy**.

Receiving your remittance advice when payment has been made:

With each payment processed via EFT, a remittance advice will be emailed to you, enabling the reconciliation of your bank statements. Please notify us of your email address in writing if it is not clearly displayed on your invoice, or your details change.



Macquarie University Supplier Guide

ABN:	90 952 801 237
Full Legal Business Name:	Macquarie University
Type of Business:	Government Instrumentality
Category:	Higher Education
Bank:	National Australia Bank
Branch:	Macquarie University
BSB Number:	082 241
Account Number:	50 929 4937
Swift Code:	NATAAU3302S
Postal Address:	Accounts Payable Locked Bag 2066 North Ryde BC NSW 1670
Phone No:	+61 2 9850 7111
Invoice delivery email:	invoices@mq.edu.au
Accounts payable enquiry:	accountspayable@mq.edu.au
Purchasing:	purchasing@mq.edu.au
Website:	www.mq.edu.au
Credit Reference:	Konica Minolta - +61 2 8026 2222
Credit Reference	Complete Office Supplies - +61 2 8832 6388
Credit Reference:	Corporate Travel Management- +61 1300 882 021

Macquarie University is a not-for-profit public entity founded in 1964 by New South Wales Government. We are governed by the *Macquarie University Act 1989*.