



Invoice Tips & Tricks

New invoice requirements for Vendor Invoice Management (VIM)

We are implementing Vendor Invoice Management (VIM) to upgrade our procurement and accounts payable systems and electronically manage all invoices received by Energy Queensland, moving away from paper and manually transmitted documents.

VIM enables all invoices to be received electronically (in PDF format only) and uses optical character recognition technology to read information from the invoice for faster processing.

We have prepared a summary of tips and tricks for common errors for your invoice fields to be processed faster and more easily. We have provided an example Tax Invoice below to illustrate these key tips and tricks.

Invoice Requirements

- All invoice fields should be printed using clear font with adequate spacing so the technology can separate the information for automatic processing.
- Avoid stamps, drawings and marks on the invoice.
- All invoices should be dark text on a white background. Invoices with a dark background and white text won't be able to be processed by VIM.
- All invoice information should have adequate spacing to ensure that text, dates, numbers and values do not touch.
- Clearly label the Invoice (I.e., "Tax Invoice").
- Clearly label the Supplier name, address and ABN at the top of the invoice.
- Invoice and Supplier Details examples can be seen at positions 1 and 2 in the Example Tax Invoice below.

Invoice Number

- Clearly label the Invoice Number (I.e., "Invoice Number").
- Ensure the Invoice Number is located below or exactly next to the Invoice Number label.
- Ensure the Invoice Number label is on one line.
- Ensure at least a single character space between the label and the number.
- Invoice Number example can be seen at position 3 in the Example Tax Invoice below.
- This tip is critical to getting invoices processed by VIM.

Invoice Date

- Clearly label the Invoice Date (I.e., "Invoice Date"; "Date").



- Ensure the Invoice Date is located below or exactly next to the Invoice Date label.
- Ensure the date is written as 19 August 2021 (Date Month Year) or 19/08/2021 (Date/Month/Year).
- Ensure at least a single character space between the label and the number.
- Invoice Date example can be seen at position 4 in the Example Tax Invoice below.
- This tip is critical to getting invoices processed by VIM.

Delivery and Contact Name

- Clearly label the Delivery and Contact Name details including relevant Energy Queensland information.
- Delivery and Contact Name examples can be seen at positions 5 and 6 in the Example Tax Invoice below.

Purchase Order Number

- Clearly label the Purchase Order Number (i.e., “Purchase Order Number”; “PO Number”; “PO No.”)
- Ensure at least a single character space between the label and the PO Number.
- Purchase Order example can be seen at position 7 in the Example Tax Invoice below.
- This tip is critical to getting invoices processed by VIM.

Line Items

- Line items should be included in table format, evenly spaced and labelled correctly. The following information should be included for each line item:
 - **Quantity:** Invoice quantity of the line item should be provided in correct format.
 - **Unit:** The Unit of Measure for the line item should be provided with the invoice line item.
 - **Price:** Unit price per line item should be provided with the invoice line item.
 - **Description:** Line item description should be printed using clear font and with adequate spacing.
 - **Total Amount:** Total Amount of each line item should be provided with each line.
- Line Item example can be seen at position 7 in the Example Tax Invoice below.

Invoice Amount

- Clearly label the Invoice Amount (i.e., “Invoice Amount”; “Amount”).
- Ensure the Invoice Amount is located below or exactly next to the Invoice Amount label.
- Invoice Amount examples can be seen at positions 8 and 9 in the Example Tax Invoice below.

Tax Rate

- Clearly label the Tax Rate (i.e., “Tax Rate”).
- Ensure at least a single character space between the label and the Tax Rate.
- Tax Rate value should be in a format similar to 10%.
- Tax Rate example can be seen at position 9 in the Example Tax Invoice below.

Currency

- If required, clearly label the Invoice Currency (i.e., “Currency”).
- Use standardised abbreviations to provide currencies in the invoice (i.e., AUD for Australian Dollars)
- Currency example can be seen at position 10 in the Example Tax Invoice below.



Example Tax Invoice

TAX INVOICE

Supplier name, address and ABN at the top of the invoice (if applicable)
Note: Logos are an unreliable source to capture supplier name

2 **Company Name Pty Ltd**
ABN: 12 678 345 910
463 Address Street
Brisbane QLD 4000

The name of the company being invoiced

DELIVER TO
Energy Queensland
[insert address]
[insert address]
[insert address]

5

CONTACT NAME
Jane Smith

6 Contact name for delivery

1 Tax Invoice or Credit Memo listed at the top of the invoice

3 **INVOICE NO.:** 1234567
DATE: 03/11/2021

4 **DUE DATE:** 03/12/2021

Date in Day, Month, Year DDMMYYYY format

PO No.	Line No.	Description	QTY	Unit of measure	Price	Amount
23xxxxxxxx	10	Computer Mouse	3	EA	35.00	105.00
23xxxxxxxx	20	Keyboard	1	EA	50.00	50.00
23xxxxxxxx	30	Freight	1	EA	25.00	25.00

7 **8**

Purchase Order (PO) number	Total gross invoice amount and tax (if applicable)	Which items have GST and which do not (clearly-stated split tax codes)
		9 Net value 180.00
		GST 18.00
Currency code (if not AUD)	10 USD	Total 198.00

Bank: Queensland Bank
BSB: 789-789
Account No: 1234 4321

11 Supplier's bank details and/or payment method