



To assist, please print clearly in BLACK pen and provide as much information as possible so we can ensure prompt payment.

If the form has not been completed we may send it back to you or ask you for more information before we can process

CREDITOR DETAILS REQUEST

Please complete and return to:

Creditors Clerk
Bega Valley Shire Council
PO Box 492
BEGA NSW 2550

Council contact person / order placed [ ]

Company details

Company name [ ]
Registration ABN [ ] GST registered [ ] Yes [ ] No [ ]
Payee name Contact name / Position [ ]
Postal address [ ]
Town/Locality [ ] Postcode [ ]
Daytime contact details Phone [ ] Fax [ ]
Email [ ]

Sales details

Method of receiving orders and details:

Accounts receivable contact details
[ ] Email
Phone [ ] Fax [ ]
Email [ ]

Payment details

I give BVSC permission to make payment direct to the account detailed below.

Bank details BSB no [ ] Account no. [ ]
Account [ ]

Remittances

Please send remittance notices for automatic bank payments by.

[ ] Email [ ] Post

Authorisation

Please add/update my company's details in the BVSC creditor system.

Signature [ ] Date [ ]

OFFICE USE ONLY | BEGA VALLEY SHIRE COUNCIL



Form unable to be processed / incomplete [ ]
Awaiting further information / returned to sender [ ]

Activated by [ ]

Date [ ]

Creditor Request Form



PO Box 492, Bega NSW 2550  
**P.** (02) 6499 2222  
**F.** (02) 6499 2200  
**E.** [council@begavalley.nsw.gov.au](mailto:council@begavalley.nsw.gov.au)  
[www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)  
**ABN.** 26 987 935 332  
**DX.** 4904 Bega

Dear Prospective Creditor

We ask that you support our efforts to process invoices efficiently by ensuring that the invoices you submit to Council comply with the following requirements:

1. **Submit all invoices electronically** by email to [creditors@begavalley.nsw.gov.au](mailto:creditors@begavalley.nsw.gov.au) . Invoices received via Australia Post create processing inefficiencies and may delay your payments.
2. Invoices **must** contain the following mandatory items :
  - a. Be addressed to the Bega Valley Shire Council. A list of business entities included under the BVSC ABN is provided at the end of this letter. All invoices for goods or services provided to these entities must be address to the Bega Valley Shire Council.
  - b. **Purchase Order Number.** It is essential that each of your invoices makes reference to Council's Purchase Order number which will be specific to the transaction being processed. The Purchase Order is your authority to provide goods or services to Council and is our way of confirming that your order has been approved and that funds are available for payment. An electronic copy of each Purchase Order will be emailed to you for your reference. The unique 6-digit number shown on each Purchase Order must be referenced on your invoice to ensure smooth payment.
  - c. **Name** of the individual (i.e. Council employee) who placed the order.
  - d. Your **registered business name** and **ABN**.
  - e. A unique **invoice number** and an **invoice date**.
  - f. **Short description** of the goods or services sold to Council and the date of the sale / date(s) works undertaken.
  - g. **Sale amount** with the following GST considerations :
    - i. If you are registered for GST, the words "**tax invoice**" must be included. The GST amount (if any) payable, can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total Price Includes GST'.
    - ii. If you are not registered for GST, do not include the words "tax invoice" and do not indicate that the invoiced amount includes GST.
  - h. With respect to invoices which may be automatically issued from your system after a transaction made with a Council purchase card, we ask that you confirm that payment has been received by stating so in the description and referencing "**P-CARD**" in lieu of a purchase order number.



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**NB** – In doing business with Council, Suppliers agree to provide the Goods and/or Services in accordance with Bega Valley Shire Councils Purchase Order General Terms and Conditions for the supply of goods and services, a copy of which is attached.

We look forward to working with you to ensure we are processing your invoices in a timely manner. Should you have any queries with respect to this correspondence please don't hesitate to contact the undersigned by calling (02) 6499 2222.

Yours sincerely

**Accounts Payable Officer**



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# List of entities included under the BVSC ABN

## Community Support :

1. Community Services
2. Community Options
3. Brighter Futures

## Halls :

1. Bemboka Hall
2. Bermagui Community Centre
3. Brogo Hall
4. Candelo Hall
5. Cobargo Hall
6. Eden Log Cabin
7. Kiah Hall
8. Murrah Hall
9. Nethercote Hall
10. Old Pambula Courthouse
11. Pambula Hall
12. Quaama Hall
13. Rocky Hall, Hall
14. Tanja Hall
15. Tarraganda Hall
16. Tathra Hall
17. Towamba Hall
18. Merimbula, Twyford Hall
19. Wandella Hall
20. Wolumla Hall
21. Wyndham Hall



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### Cemeteries :

1. Bemboka Cemetery
2. Bega Cemetery
3. Candelo Cemetery
4. Bermagui Cemetery
5. Cobargo Cemetery
6. Eden Cemetery
7. Pambula Cemetery
8. Quaama Cemetery
9. Rocky Hall Cemetery
10. Towamba Cemetery
  
11. Wolumla Cemetery
12. Wonboyn Lake Cemetery
13. Wyndham Cemetery

### Sporting and recreation facilities :

1. Dickinson Oval Bermagui
2. Lawrence Park Tathra
3. Wolumla Recreation Ground
4. Candelo Recreation Ground
5. Berrambool Sporting Complex
6. Pambula Sporting Complex
7. George Brown Oval
8. Barclay Street Sports Complex
9. Wyndham Recreation Ground
10. Towamba (joint hall and sportsground committee)
11. Sapphire Aquatic Centre

### Children's Services :

1. Bandara Children's Services
2. Eden Early Learning Centre
3. Eden Preschool
4. Sapphire Mobile Preschool