Department of Sustainability and Environment

Application to Change Supplier Payment Terms

State Government of Australia Fair Payment Policy:
Standard Government Terms are "payment within 30 days upon receipt of invoices for goods and services supplied". (http://www.diird.vic.gov.au/CORPLIVE/STANDARD/PC_65250.html)

DSE Policy states that these terms can only be changed where the department gains some advantage – eg, discounted pricing.

In an emergency situation consideration will be given to those entities required to maintain increased and urgent supply of goods or services to DSE for a sustained period of time.

The Manager Financial Accounting must approve all changes to payment terms.

This form should be completed by the Supplier and a DSE Officer supporting the request. An appropriate supporting officer would be a Finance Manager or site/business Manager.

Supplier Details:

Business Name:	
Address:	
ABN:	
Contact Name:	
Contact Details:	Ph:
	Fax:
	Email:
Terms Requested:	7 Days / 14 Days / 21 Days
Supplier Comments:	
DSE Supporting Officer Comments: Name: Position: Date:	
Manager Financial Accounting Comments:	
Approved/Rejected: Signed:	Date:

Forward completed form to the AP Team: PO Box 500 East Melbourne, VIC 3002,
Ph: 03 9637 9434 Fax: 03 9637 8500 Email: accounts.payable@dse.vic.gov.au