

Guidelines for Suppliers – Part 2: Accepting Payment by WA Government Purchasing Card.

The WA Government supports and encourages the use of Government Purchasing Cards. The order is placed by the buyer and paid for by Purchasing Card. You deliver the goods or service the same way as you always have. Normally, within 48 hours you will receive the payment direct from the WA Government’s card provider NAB.

By accepting the WA Government Purchasing Card for purchases that are traditionally invoiced, you can eliminate payment processing timeframes and benefit from improved cash flow, reduced paperwork from purchase orders, reduced number of invoice queries and fewer requests for duplicate invoices.

Please note, if a government officer places an order with you using a Purchasing Card, you do not need a purchase order as well.

The Purchasing Card is a valid and convenient method of ordering and payment. An effective method of accepting payment by Government Purchasing Card is at the time of taking orders for goods or services, but understand that some Public Authorities may wish to pay on receipt of invoice.

Tip! – Place a note on your invoices in a bold colour, such as:

“Payment by WA Government Purchasing Card Accepted”

Tip! – Provide a remittance slip at the bottom of your invoice for payment by Purchasing Card, such as:

Invoice Number: 1234555	Invoice Date: DD / MM / YY
Card Type: Visa / Mastercard / Other _____	
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Expiry Date: ____ / ____	Amount Paid: \$ _____.
Cardholder Signature: _____	
<i>Please fax to (08) XXXX XXXX.</i>	

Tip! - Have staff receiving orders prompt for payment by purchasing card at that time. For example:

“Would you like to provide your Purchasing Card details to make payment on this order?”

Tip! - Include a flyer or fact sheet with statements, invoices and delivery slips during the first month or two to raise awareness, such as:

WA GOVERNMENT PURCHASING CARD PAYMENT ACCEPTED

To assist our WA Government customers, we would like to offer the opportunity for WA Government buyers to pay for their purchases using the WA Government Purchasing Card.

Our preferred method is for card details to be provided at the time of order.

OR

Card details to be completed on invoice's remittance slip and faxed or posted.

OR

Card details to be provided by phone.

No merchant fee will be passed on to WA Government buyers for payments made using the Purchasing Card for purchases from Common Use Arrangements or WA Government agency specific contracts.

Please note that payment will only be on items / services provided.

For further information, please contact the Purchasing Card Contract Manager on the details below:

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