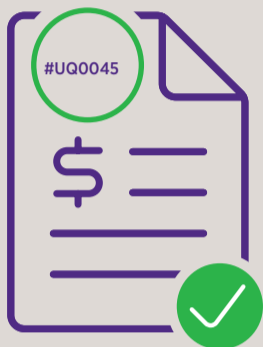


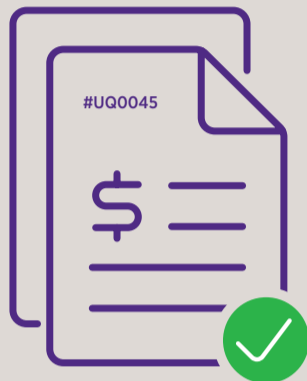
Get your invoices paid sooner

UQ uses an automated invoice processing system for all supplier invoices. Follow these guidelines to minimise errors and payment delays.

What do I need to do?



Include a current valid UQ Purchase Order.
Address invoice to The University of Queensland.



Send each invoice as a separate email.



Send all invoices/credit notes directly to invoices@uq.edu.au in high quality electronic file format (PDF).



Any additional information (other than invoices) must be sent to the original requester.

Other invoice requirements

Invoice: 000123

Date: 21/03/2022

Include an invoice number and date on all invoices.

Normal text

Normal text

Dark text in a white background is required.
Inverse format will not be accepted.

21/07/2019

21/07/2019

Text, dates, numbers, amounts etc. should not touch the line.



Do not send Excel documents.



No stamps, drawings or marks on the invoice.



Ensure your bank details are correct. Email vendors@uq.edu.au to update your details. A UQ representative may contact you to verify bank details.

Got questions?

Payment queries can be sent to payables@uq.edu.au