

# Get paid on time

We're committed to paying our suppliers on time. The fastest, preferred, and easiest way for you to receive payment for goods and services is with a credit card called a PCard.

Department staff can use PCards at the point of sale, in person, online or over the phone. You still need to provide a receipt or tax invoice (including any GST) directly to the purchaser for the goods or services after payment has been received.

## If you can't accept PCard payment, follow the accounts payable purchase order (PO) process:

1. Supply the school or education support office with a quote for the goods or services.
2. Ask for a valid PO number, the purchaser's full name and contact number.  
**Note:** PO numbers start with '4' and are ten digits long.
3. Send an ATO compliant, [correctly rendered invoice](#) which includes the typed PO number, your business name and ABN, either by:
  - a. E-invoice: go to [E-invoicing](#) on the ATO website for more information or
  - b. PDF emailed to:

If supplying a school:

Invoice to 'NSW Government Schools',  
the school name or ABN 18 246 198 266

[edconnect.apschools@det.nsw.edu.au](mailto:edconnect.apschools@det.nsw.edu.au)

If supplying an education support office:

Invoice to 'Department of Education' or  
ABN 40 300 173 822

[edconnect.ap@det.nsw.edu.au](mailto:edconnect.ap@det.nsw.edu.au)

Don't make an invoice out to an individual or directorate.

You need a PO if the goods or services you provide aren't being paid for with a PCard. Without a PO there may be a delay in your payment.

From 1 July 2024 we won't pay suppliers by cheque, only by PCard or electronic funds transfer (EFT).

## Small businesses can register for faster payment terms

Our payment terms are generally 30 days from the time we receive your correctly rendered invoice, unless you're a registered small business and qualify for faster payment terms.

Register through your supplier profile on the [buy NSW Supplier Hub](#).

## E-invoicing

To more easily find out when you are going to be paid, register your business on the [NSW Government Supplier Hub](#) and submit [e-invoices](#).

For help with e-invoicing, email [transactions.buy@customerservice.nsw.gov.au](mailto:transactions.buy@customerservice.nsw.gov.au)

To check the status of a payment for goods or services already supplied, contact EDConnect on **1300 32 32 32 (select 1, then 3)**.

For more information go to:

[education.nsw.gov.au/about-us/supplying-to-us/getting-paid-on-time](https://education.nsw.gov.au/about-us/supplying-to-us/getting-paid-on-time)