

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

If supplying an education support office:

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

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 your invoice will be returned requesting for the PO to be provided.

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

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