

How to understand your Australia Post invoice

Follow this guide to understand your Australia Post invoice so you know how much you're paying, what you're paying for and payment options available.

Undeliverable mail address only
Credit Management
Australia Post
GPO Box 2137
MELBOURNE VIC 3001

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Australia Post

Sample Business Pty Ltd
Attn: Sam Sample
1234 Sample St
Melbourne VIC 1234

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Summary

Your last Tax Invoice	\$7,072.31
Payments Received - Thank you	\$7,072.31CR
Balance	\$0.00
Total Supply this Period Ending 31/08/2020	\$7,686.89
Surcharges	\$0.00
GST	\$768.71
Adjustments this Period	\$223.27CR
GST on Adjustments	\$22.33CR
	\$8,210.00
Total Amount Due	\$8,210.00

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Account Enquiries:
John Smith
Telephone 13 11 18 Fax 0312345678
Email smithjsample@auspost.com.au
For Pricing Statement copies, please call 1300 656 772 and say "Pricing Statement"

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Tax Invoice / Adjustment Note Duplicate

ABN 28 864 970 579

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Date of Issue 03/09/2020
Account Number 8987214
Tax Invoice Number 1009902014

Payment Due 17/09/2020

Total Amount Due \$8,210.00

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Australia Post

Let your customers collect their parcel at a Post Office, Post Office Box or Parcel Locker.
Find out more at auspost.com.au/e-commerce-solutions

*Terms, conditions and collection time limits apply. Post Office collect service only available at participating Post Offices.

See over for payment options

Post Billpay Payment Slip

Date of Issue 03/09/2020
Account Number 8987214
Brand Services Pty Ltd
Credit Representative 3V Sandeep Jaswal

Payment Due 17/09/2020

Total Amount Due \$8,210.00

- 1 Undeliverable Mail Address:** The address your invoice will be returned to if it's not successfully delivered.
- 2 Account Enquiries:** For billing enquiries, you can contact your Credit Officer. Here you'll find their name, phone number and email.
- 3 Your personal details:** Includes your name and mailing address.
- 4 Invoice & Account Details:** Includes your Account Number, Tax Invoice Number, Payment Due Date and the Total Amount Due.
- 5 Summary:** Shows a snapshot of your bill. It includes a breakdown of all transactions during the billing period.
- 6 Payment Slip:** Post BillPay payment details provided, including the barcode which you can use to pay at your local Post Office.

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Supply this Period Tax Invoice

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Tax Invoice Number 1009902014

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Description	Quantity	Unit Price (ex. GST)	Total Price (ex. GST)	Total Price (in. GST)	GST in Price
Express Post Parcels (BYO up to 5kg)	10	12.89800	128.98	141.90	12.92
Imprint Large Charge Letters Regular	1,266	3.25541	4,121.35	4,533.46	412.11
Imprint Small Charge Letters Regular	1,152	0.95917	1,104.96	1,215.44	110.48
Local Pickup and Delivery Services	21	10.00000	210.00	231.00	21.00
Parcel Post Parcels (BYO up to 5kg)	186	11.40645	2,121.60	2,333.80	212.20
14 Total Supply			\$7,686.89	\$8,455.60	\$768.71

15 Total GST free supplies this period \$0.00

Total GST Exclusive supplies this period \$7,686.89

Total GST Inclusive supplies this period \$8,455.60 (GST component is \$768.71)

Adjustment Note

Description	Transaction ID	Adjustment (ex. GST)	Adjustment (in. GST)	GST in Adjustment
16 Credit Adjustments				
31/08/2020 20411323 - eLMS Mailing Statem	7634652313	223.27 CR	245.60 CR	22.33CR
	Credit Total	\$223.27CR	\$245.60CR	\$22.33CR
Total Net Adjustment		\$223.27CR	\$245.60CR	\$22.33CR

Total GST free supplies this Adjustment \$0.00

Total GST exclusive supplies this Adjustment \$223.27CR

Total GST inclusive supplies this Adjustment \$245.60CR (GST component is \$22.33CR)

7 Supply this Period Tax Invoice: Includes all products that have been supplied during the invoice period.

8 Description: Information about the products supplied.

9 Quantity: The quantity of each of the products supplied.

10 Unit Price (ex. GST): This is the weighted average unit price for the product supplied during the invoice period (excluding GST).

11 Total Price (ex. GST): Equals the Quantity supplied multiplied by the Unit Price (excluding GST).

12 Total Price (incl. GST): Equals the Quantity supplied multiplied by the Unit Price (including GST).

13 GST in Price: The related GST amount for the product supplied.

14 Total Supply: Includes the total amount (exclusive and inclusive of GST) as well as the sum total of GST for the period.

15 Total minus GST free supplies: Includes the Total Amount (exclusive and inclusive of GST) minus GST free supplies. Note, some supplies are GST free and this amount is deducted from the total.

16 Credit Adjustments: Includes credit adjustments for the period (exclusive and inclusive of GST).

17 How to Pay: Instructions on how you can pay your invoice via Post BillPay, Direct Debit or Electronic Funds Transfer (EFT).

How to Pay

Post Billpay

Billpay Code: 8733

Ref: 8987214

Pay in-store at Australia Post, online at auspost.com.au/postbillpay by phone 13 18 16 or via AusPost app

Payment by Direct Debit

Call 13 11 18 to apply

Payment by EFT

Please quote the following details when making an EFT payment (for use within Australia only):
BSB: 064-787
Account No. 8987214

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Accounts Receivable Team
 Australia Post
 GPO Box 5218
 MELBOURNE VIC 3001

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Support

If you need additional support, please don't hesitate to contact either your Account Manager or Credit Officer.

Frequently asked questions

Have a specific question related to your invoice?
Check out our FAQs online at
<https://auspost.com.au/business-credit-account-faqs>