

Information for Suppliers: Standardised Quotes & Invoices



To use an interpreter over the telephone - Phone 03 9280 1907

State-wide Equipment Program

The State-wide Equipment Program (SWEP) are required to ensure we meet the Victorian Aids & Equipment Program Guidelines for funding of items. SWEP aim to streamline processes to ensure consumers receive equipment/products as soon as possible.

What are SWEP Quote requirements?

To assist SWEP to process consumer applications and ensure the correct subsidy is provided, we require an itemised quote containing certain information

Suppliers can utilise the general SWEP Quotation Template which is available on our [website](#). Additionally, we provide specific templates for Compression Garments, Orthotics and Home Modifications as these programs require unique information for processing.

SWEP will accept a quote either in the provided template or your current business quotation format. However, if you chose not to use the SWEP template, please ensure that all relevant information is included in your quotation.

Why is this beneficial?

- To ensure the program guidelines are met
- To provide clear, concise information for all equipment items
- To assist with accurate and timely processing of Supplier invoices and payments.

Breaking down the Quote:

- Define what is the basic piece of equipment
- List the individual components of customisation for that equipment and its price
- GST must be listed per individual line if it applies
- Clearly define items that are discretionary on the quote
- Please specify warranty details for all equipment components
- If there are delivery/installation or set up fees, they must be included on the original quote, or it will not be paid on invoice

Delivery Timeframe (Non-customised Equipment):

Please indicate approximate delivery timeframe on the quote. Non-customised equipment should be delivered to the consumer/practitioner within 10 working days. If there will be a delay in fulfilling an order, please contact SWEP to advise of ETA for delivery.

Delivery Timeframe (Customised Equipment):

Please indicate approximate delivery timeframe on the quote.

SWEP Purchase Orders:

A supplier must receive a purchase order from SWEP before providing any equipment/products to a consumer. Any items supplied before the purchase order is received will not be paid for by SWEP.

Invoices

All invoices must reference a SWEP Purchase Order Number. There should be no deviation from the accepted quote and SWEP purchase order without prior approval from SWEP.

An invoice should not be sent to SWEP until the consumer has received the item/service.

What should be included on the Invoice?

To be a valid tax all invoices must include the following:

- Supplier's contact details -address, phone & email
- ABN
- Date of issue
- Invoice Number
- SWEP Purchase Order Number
- Description, quantity and price of equipment/product
- Define whether or not GST is included on invoice
- Amount of GST where applicable
- An invoice must not pre-date the Purchase Order issue date.

Where possible, invoices need to be sent to SWEP no longer than 30 days after item/service has been delivered or completed.

Payment Terms:

SWEP payments will be scheduled to occur 30 days after the end of the month in which a valid tax invoice is issued, on the basis that all other relevant delivery and/or completion documentation is submitted.

Proof of Delivery (POD):

A proof of delivery docket must be submitted with the invoice. The POD must provide evidence of a consumer or practitioner accepting receipt of equipment.

Certificate of Completion (CoC):

Customised equipment will require a Certificate of Completion to be signed by consumer or their delegate, supplier and practitioner prior to payment being made to the supplier. This document is sent to the supplier with the purchase order.

For orders where a CoC is required, a POD is not required.



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Suppliers of Vehicle Modification Subsidy Scheme

Additional documents are required for the provision of Vehicle Modifications. Quotes for this program must include the vehicle owner's name; make, model and year; kilometres and registration details.

Suppliers of Home Modifications:

Additional documents are required for the provision of Home Modifications. Quotes for this program must be accompanied by a plan/diagram and scope of works provided by the prescribing Practitioner and the SWEP Homeowner Consent form.

It is a mandatory requirement for these forms to be signed off by relevant parties and submitted to SWEP.

Vendor Details:

All suppliers must complete a vendor setup and be an approved vendor with Grampians Health, prior to accepting an order from SWEP. To register as a vendor email your organisation details and request to swepfinance@gh.org.au

Where to send your invoice

Invoices should be sent via email with the appropriate Proof of Delivery or Certificate of Completion to swepfinance@gh.org.au

How can I provide feedback?

If you wish to provide feedback about any aspect of SWEP services, you should visit the 'providing feedback' section of our website - <https://swep.bhs.org.au/providing-feedback.php>