Iconic Staff & Administration FAQs

NSW Department (dept) of Education Payment System Approved Payments for all Invoices for EdConnect NSW Dept of Education School Accounts Payable Shared Payment Service Centre

This is only for **NSW Dept of Education School Accounts Payable Shared Payment Service Centre**, and is the allowed process of payment for all NSW Department of Education School and Corporate Accounts.

This payment options available for NSW Schools and NSW Department of Education Corporate Offices are:

1. PCard (credit card).Â This is the preferred way.
2. Invoice to be sent to the Gold Client Team/Department with EDConnect.

The 30-Day Setup for Schools and Corporate Education Offices was removed and the two options above approved was decided by Jaime Fenech (Director of EdConnect Finances) due to the following reasons:

1. Due to the thousands of events booked by the NSW Department Schools and Corporate Offices every year, the EdConnect was having issues processing the invoices and felt that this was the best and quickest way to ensure that all invoices are paid on time.
2. That the EdConnect legislation is now moving all schools and corporate offices with the NSW Department of Education to a PCard System to improve transactions, budgetting and processing.Â
3. To improve the payment processing of all the thousands of invoices received from events booked with Iconic Productions.
4. To avoid administration and late fees.

NSW Department of Schools and Corporate Offices can pay their purchases by:

1. PCard over the telephone
2. By Credit Card online Click on Iconic's Online Payment linkÂ https://bookings.iconicperformances.com.au//Online-Payment-for-Security-Deposits--Balance-on-Invoice--and-other-Payments-for-Events--Products/
3. By sending the Invoice received from Iconic to the Gold Client Team at Edconnect.Â The email address the Invoice should be sent to is (as listed below):

    1. Gold Client email addresses are: NSW Government School invoices (for the schools on the attached list) email invoices to:

        1. Email address: SSC.AccountsPayableSchools@det.nsw.edu.auÂ
           We are now paying on behalf of all NSW Government Schools.Â A copy should also be sent to Usha.Samuels@det.nsw.edu.au

    2. Corporate invoices email invoices to: Email address: SSC.AccountsPayableCorporate@det.nsw.edu.au

IMPORTANT INFORMATION for NSW DEPARTMENT OF EDUCATION SCHOOLS with ED-CONNECT (shared payment services):Â

Iconic Productions/Iconic Performances Vendor Number isÂ 100306675.Â Â Please note due to

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the many schools we service with the Department of Education, we have aÂ 14 Day Payment Term from the Date of Invoice.Â Â To avoidÂ administration feesÂ and in consultation with ED-Connect we are informed that you should use theÂ P-CardÂ for payment.Â We do accept Credit Card Payments.Â As we areÂ GOLD Client SupplierÂ with the Department of Education, you can forward the invoice to theÂ GOLD Client email address with the Shared Payment Services for processing within 7 days and this will reduce the chance of late payments incurring administration fees.Â The GOLD Client email address to send the attached invoice to isÂ SSC.AccountsPayableSchools@det.nsw.edu.au ***.Â Please note weÂ do not offer or allowÂ a 30 day Credit Account for payment.***

ACCOUNT REF: #721407 Fri 2018/05/04 14:01 E-mail Received Gold Client invoices to be sent to EDConnect directly via Email

From: Usha.Samuels@det.nsw.edu.au
To: accounts@iconicperformances.com.au
Cc:
Bcc:
Subject: RE: Request for invoices to be sent to EDConnect directly via Email
Mail Body:
Hello

We are not changing the payment terms or any other details we are only giving you another email address. We would like to offer your business the opportunity to email invoices to our 'GOLD' client email address for each department. This mailbox allows your invoices to flow into the system automatically, 7 days a week. By saving processing time, we will increase our ability to pay your invoice on the due date.

Our Gold Client email addresses are:NSW Government School invoices (for the schools on the attached list) email invoices to:

Email address: SSC.AccountsPayableSchools@det.nsw.edu.au

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We are now paying on behalf of all NSW Government Schools.

Corporate invoices email invoices to: Email address:
SSC.AccountsPayableCorporate@det.nsw.edu.au

Please note statements and reminder notices should not be sent to these inboxes. Please use EDConnect.ap@det.nsw.edu.au for sending statements and reminder notices. If it is not possible for your business to send statements or reminder notices to a different email address could you please let us know before updating our email address in your system?

However, before you can use our Gold Client email addresses, could you please ensure that your invoices will be:

- Sent electronically as PDF file, one invoice per PDF.

- If you sent your invoice directly to us, please do not send another copy to the school as otherwise it will cause a duplication.

Â If you wish to follow up overdue invoice/any other enquiry, please call our contact centre on 1300 32 32 32. The Contact Centre will be able to advise you the status of the invoice and assign your query to a relevant section.

Thanks and Regards

Usha Samuels

Accounts Payable | Shared Service, Finance

T: 1300 32 32 32 | www.dec.nsw.gov.au

End of FAQ

Attached files:

Unique solution ID: #1412
Author: Peter Murphy
Last update: 27-Nov-2018 01:47

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