



## Seaports Program – Invoicing Guidelines

**Background:** The Australian Quarantine and Inspection Service (AQIS) is responsible for keeping exotic pests and diseases, that could affect plant, animal and human health, out of Australia. The Seaports Program is responsible for the quarantine clearance of all vessels and disembarking and day-tripping passengers or crew arriving into Australia from overseas. AQIS is a cost recovered organisation and the Seaports Program is obligated to recover sufficient revenue to ensure that it can maintain resource levels necessary to provide quarantine services to the shipping industry. In 1999, after industry consultation, the following procedure was implemented.

### Charging for Services: Step by step

1. Prior to the arrival of a vessel, AQIS Seaports receives the Quarantine Pre-Arrival Report (QPAR) form, from which an initial vessel risk assessment is performed. The QPAR risk assessment provides guidance on the inspection requirements. *The agent details on the QPAR are used for charging purposes.*
2. Upon completion of the service, the Quarantine Officer will enter the inspection and charging details into the Vessel Monitoring System (VMS) and print off a Record of Service (ROS). The ROS details all information relevant to the charging of the service – such as AQIS reference number, vessel name, date of inspection, charges information and description of service. The ROS will be sent out to the agent upon completion of all services for the vessel.
3. The service and charge details, provided on the ROS, could be used by the shipping agent to arrange recovery of payment from the vessel that received the service.
4. Using an automated process, the VMS administrator will transfer the Record of Service details through to the Department of Agriculture, Fisheries and Forestry (DAFF) mainframe Financial Management and Information System (FMIS). Once a month, DAFF Finance issues shipping agents with an invoice containing all relevant Records of Service requested by the Agency for the month.
5. The shipping agent can now make one easy monthly payment on the AQIS invoice for quarantine services, provided to multiple vessels, rather than generating multiple payments.

***Agents note: Payment is not to be made on receipt of the Record of Service as it not a tax invoice.***

Backing documents are not provided with the monthly invoice, as the ROS, relating to that invoice, would have already been sent out to the agent. Should the shipping agent receive an invoice containing a service charge where no ROS was received or a vessel charging error, please contact your local AQIS office or DAFF Finance (1800 647 531) to settle the matter. It is advisable, for large companies with centralised financial services, that the ROS be received in the port of service, to verify the charge, and then for the regional office to provide their Finance section with authorisation to make payment on the monthly invoice.

Please feel free to contact your local AQIS Seaports Office for further information.