

Dear Accounts,

Thank you for your interest in future accounts being settled via Electronic Funds Transfer (EFT).

EFT payments are normally processed twice per month.

Bookings departing between 1 – 15th of the month – account paid the next business day after the 21st of the month

Bookings departing between 15 – 31st of the month – account paid the next business day after the 7th of the following month

After the payment is made a remittance advice will be emailed, clearly showing which invoices are being paid and the total value of the payment.

To process EFT payments we require the invoice details for each booking.

Submitting Invoices for Payment

Option 1 – Submit Invoice Online

A weekly email will be sent with a link to the bookings that require invoice details

Eg “**Just Click here:** [Click to provide an invoice number for this booking](#)”

Click the link to see the list of bookings and the total amount owing for each booking, if you agree with the amount against the booking simply enter your invoice number and submit. If you don't agree with the amount please contact us by return email.

If you prefer to enter your invoices on the day of departure (rather than waiting for the weekly email) you can request login details for the Administration - Accounts site and then login to enter your invoice details when you are ready.

Option 2 – Send Invoice to The Hotel Network

Email a copy of each invoice to accounts@hotelnetwork.com.au within 24 hours of the guest departure.

To establish payment via EFT please complete and return the following page “Acceptance of Monthly EFT Payment Method” to our Supplier Team, supplier@hotelnetwork.com.au.

Warm regards,

The Hotel Network Accounts Department

Acceptance of Monthly EFT Payment Method*

Please complete the details below and return this form via email to **supplier@hotelnetwork.com.au**

Please don't hesitate to contact Supplier (02) 9414 4900 if you have any questions.

Hotel Name		
Hotel Address		
Owners Name & Date of Ownership		
ABN		
Account Name		
Bank		
BSB Number		
Account Number		
Contact Name		
Contact Phone Number		
Contact Email Address		
Signed/Date	Signature (type full name)	Date (DD/MM/YYYY)