

How to Read Our Tax Invoices



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symbion **TAX INVOICE**

Symbion Pty Ltd
ABN 25 000 875 034

TEST PHARMACY
Deliver To:
75-83 Hardys Road
Underdale SA 5032

Customer Ref: Order_A123
Delivery Instructions:

All correspondence to:
PO Box 1854
ADELAIDE SA 5001

Warehouse
115 Sherriff Street
UNDERDALE SA 5032

Telephone (08) 8408-3200
Facsimile (07) 8408-3516

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Due Date: 25/01/06
Inv No: 105641731
Inv Date: 18/12/05
Bill No: 1200555
Account: 1200555
Ord No: 105026536
Ord Type: State Super Deal
Operator: HUGHDO

Run 05
Drop 10

Manifest date: 18/12/05
Manifest time: 04:03:32pm
Order Date: 18/12/05
Order Time: 03:34:18pm

LINE NO.	PRODUCT NO.	PRODUCT DESCRIPTION	QTY ORD	QTY SUP	UNIT \$ PRICE	RDPN	DISC	EXCLUSIVE OF GST			GST INCLUSIVE			MUC	
								NET \$ PRICE	TOTAL AMT	GST	TOTAL AMT	SUGGESTED RETAIL\$			
5	590886	Clearasil Medicated Wipes 65	4	4	11.63		DPROF	10.18	40.72	4.07	T	44.79	17.89	H	
2	481580	Ego Silic 15 75g Tube	3	3	3.96	R N	6.00	3.73	11.19	1.12	T	12.31			
8	696455	Endone Tab 5mg 20	1	1	4.71	D	LEVEL3	4.41	4.41	0.44	F	4.85			
6	225339	Metamucl Smooth Ormg 425g 72d	2	2	17.64		DPROF	14.96	29.92	2.99	T	32.91	25.20	F	
7	550183	Pethidine Amp 50mg 1ml x5 BL	3	3	3.39	D	LEVEL3	3.17	9.51	0.95	F	10.46			
9	087459	Somac Tab 20mg 30	3	3	24.25		LEVEL3	22.67	68.01	6.81	F	74.82			
									5.00	0.50	T	5.50			
Controlled Drug Fee									-1.45	-0.15	T	-1.60			
Settlement Discount									0.40	0.04	T	0.44			
Service Fee									End of lines						

Discounts disallowed if not paid by 25/01/06.
Invoice - \$18.55 including \$1.69 GST.
Settlement - \$1.60 including \$0.15 GST.

Total purchases to: 18/12/05 \$204.63
Ethical purchases to: 18/12/05 \$96.40

GST Codes: A=Always GST free. F=GST free to the public. T=Taxable
R:Range price applies to this line D:Controlled Drug Fee applies to this line P:Indicated recent price alteration N: Special price net item Price in store assumes all trading terms met.
NB: Our Standard Trading Terms apply to the invoiced goods/services. The suggested retail price, mark-up codes (MUC) and GST codes are only guides. Customers should complete their own analysis to ensure compliance with relevant laws.

Invoice price payable if not paid by due date.

Invoice Total:	\$204.63
Includes GST of:	\$18.61
Total GST Free:	\$0.00

Net invoice price payable if paid by due date.

Invoice Total:	\$184.48
Includes GST of:	\$16.77
Total GST Free:	\$0.00

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1. DELIVER TO

This section contains your account's requested delivery address.

2. CUSTOMER REFERENCE

This section includes your internal purchase order number if provided to us.

3. DELIVERY INSTRUCTIONS

This section details any delivery instructions you have requested.

4. ALL CORRESPONDENCE TO

This section details our distribution mailing address.

5. WAREHOUSE

This section details the address and contact details for the warehouse that shipped the goods to you.

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6. VARIOUS DATA ITEMS

Item	Description
Due Date	The date the invoice must be paid by to receive the settlement and invoice discounts. This date allows for forward charged items.
Inv No	<i>Symbion</i> 10-digit invoice number.
Inv Date	Date the <i>Symbion</i> invoice was originally issued
Bill No	Your <i>Symbion</i> parent or main account number
Account	Your <i>Symbion</i> sub or child account number if applicable
Ord No	The <i>Symbion</i> order number that relates to this invoice. If you receive our order confirmation electronically (ASN), you will receive the last 6 digits of the order number
Order Type	Details the type of order you have placed: A – Special Daily B – Special Order Type D – Daily F – State Super Deal – Forward Charge K – <i>Symbion</i> Third Party P – Promotional R – State Super Deal S – Sundry Charges T – Turnover Order
Operator	Details “Electronic” if you have placed an electronic order or otherwise the initials of the Customer Service Operator that took a manual order
Run	Internal <i>Symbion</i> reference
Drop No	Internal <i>Symbion</i> reference
Manifest date	Date the original invoice was printed at our despatch dock
Manifest time	Time the original invoice was printed at our despatch dock
Order Date	Date the order was received
Order Time	Time the order was received

7. PRODUCT RELATED INFORMATION

Item	Description
Line No.	Given we list products on your invoice by alphabetical order, to assist your reconciliation process, we provide details of the order in which you originally ordered each product. Eg. Line No. 1 was the first product ordered, Line No. 2 was the second product ordered etc.
Product No.	<i>Symbion</i> product identification number or PDE number for the line item
Product Description	<i>Symbion</i> product description. Up to 35 characters are displayed to ensure our product descriptions are accurate and readable
Qty Ord	Quantity of each product that you ordered
Qty Sup	Quantity of each product we have supplied
Unit \$ Price	<i>Symbion</i> list price per unit
RDPN	R, D, P or N displayed when: R – range price applies to the line D – controlled drug fee applies to the line P – recent price alteration has occurred for the line N – line is a special price net item. The price in store assumes all trading terms
Disc	Refer “Discount information on invoices and return applications” below
Exclusive of GST - Net \$ Price	<i>Symbion's</i> net price (excluding GST) per unit after allowing for invoice discounts
Exclusive of GST – Total Amt	<i>Symbion's</i> net price (excluding GST) per unit multiplied by the quantity supplied
GST	GST applicable to the total amount
GST Code	A – Always GST free F – GST free to the public T – Taxable
GST Inclusive – Total Amt	Sum of total amount (excluding GST) plus GST
GST Inclusive – Suggested Retail	Suggested retail price where relevant. The suggested retail price is a guide only.
MUC	Mark-up codes detailed where relevant. The suggested mark-up codes are a guide only and are explained as follows: A = 0 - 5% K = 51 - 55% B = 6 - 10% L = 56 - 60% C = 11 - 15% M = 61 - 65% D = 16 - 20% N = 66 - 70% E = 21 - 25% P = 71 - 75% F = 26 - 30% Q = 76 - 80% G = 31 - 35% R = 81 - 85% H = 36 - 40% S = 86 - 90% I = 41 - 45% T = 91 - 95% J = 46 - 50% U = 96 - 100% Customers should complete their own analysis to ensure compliance with relevant laws.

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8. DISCOUNT INFORMATION ON INVOICES AND RETURN APPLICATIONS

In order to make interpreting and enquiring about *Symbion* pricing easier, we have conventions for the information on your Tax Invoice discount column. You will generally see four different types of discount descriptions on your invoices as follows:

Price Level

If the discount column shows the word Level, it means that the item was priced according to the trading terms negotiated with your State Business Development Manager or Key Account Manager. LISTPR means that you have purchased that product at our list price. Level 1 or higher means that you have a higher level of discount applied to that item than the list price.

Examples: LEVEL1, LEVEL2

Deal

For any item that is subject to special pricing through *Symbion*; the discount code will begin with a "D". This refers to any *Symbion* deal such as Profitunities buying. Deals will start with D, followed by a 4-character description of the deal and a number to differentiate it when it is updated.

Examples: DPROF1 for the Deal, *Symbion* Profitunities Number 1

Promotion

If you have purchased an item that is being promoted, the discount code will begin with a "P". Promotions are normally for a limited period of time. Promotions can be at the initiation of suppliers, *Symbion* Brands, or national and state *Symbion* promotions. The discount code will show:

A 'P' for promotion,

- Followed by a two-letter description of the type or brand, such as Terry White, Chemmart®, or Pharmacy Choice®.
- Then a single digit number to indicate the year in which it is valid, and
- A two-digit number to indicate the month that it commences.

Eg. PPT707 for the Promotion Pharmacy Choice®, Winter promotion beginning in July

Eg. PCM103 for the Promotion, Chemmart® 2001, March Promotion

Eg. PSU012 for the Promotion, Summer, 2000, December

If the promotion is fortnightly, the "year" digit can be replaced by an "f/m" to indicate that it is the fortnightly or monthly promotion for that brand and month.

Range

If a supplier initiated Range or Turnover Deal has been set up for this product you will see a xx.xx% discount shown in this column. This is the discount percentage, which has been applied to *Symbion* best price to give your net price. If the product is part of a Range Deal you will see an "R" in the RDPN column.

Examples: 20.00, 12.50

The start price for Range Deals is *Symbion* Best Price for this product. It changes as our best prices change, according to the terms for that product (eg buy 3).

We will show your discount information on your Return Application. This should assist you to check your stock off against the Return Application, which is designed for this purpose. The Return Application has the products sorted alphabetically within each box or tote so that you can easily find the stock and price if required. The Tax Invoice is provided as a financial record only.

If you would like more information, please contact your Key Account Manager or Relationship Manager.

9. FEES & SETTLEMENT DISCOUNT

We now include any relevant fees and settlement discount as a line item within the body of the invoice. This ensures the invoice total (refer 10) is inclusive of product amounts, fees and settlement discount.

10. NET INVOICE PRICE PAYABLE IF PAID BY DUE DATE

The invoice total now includes the total of all product amounts (net of invoice discount) and relevant fees less total settlement discount. The total invoice amount inclusive of GST, the GST payable and GST free amounts are displayed. If you pay by the due date, this is the amount payable.

11. INVOICE PRICE PAYABLE IF NOT PAID BY DUE DATE

This is the amount payable inclusive of GST if you do not pay by the due date. The GST payable and GST free amount is also displayed. The amount payable excludes settlement discount and invoice discount (refer 12).

This equates to the total of our old invoice format and can be used for the Point of Sale NUC calculation you may have previously performed.

12. DISCOUNTS DISALLOWED IF NOT PAID BY DUE DATE

This details the invoice and settlement discount (and GST) amounts that are disallowed if you do not pay on time.

13. TOTAL PURCHASES & ETHICAL PURCHASES TO

This provides an indicative cumulative value of (i) total purchases (sum of ethical & OTC) and (ii) ethical purchases for the month up to and including the current invoice. Note: the amount excludes GST, is net of discounts and is net of any credits and returns. The amount includes any recharges. This will assist you in determining whether you have purchased sufficient product to avoid incurring an account maintenance and order service fee.

Charge throughs and products invoiced by a manufacturer are excluded from this total.