

# **SUPPLIER INVOICING GUIDE**

**Audience: ANZ New Zealand Suppliers**

**July 2023**

**Public Information**



# INVOICING GUIDE

## What information needs to be included in my invoice?

- ✓ Must contain the word "Invoice"
- ✓ Invoice number
- ✓ Invoice date
- ✓ Supplier name
- ✓ Supplier address
- ✓ Supplier GST # (if GST registered)
- ✓ Supplier bank account details
- ✓ Bill to (Business Unit) must state the full name of the entity being billed - choose one of the following:
  - ANZ Bank New Zealand Limited
  - Arawata Assets Limited
  - ANZ New Zealand Investments Limited
- ✓ An ANZ Contact full name or email address
- ✓ An ANZ Delivery Address
- ✓ A Purchase Order number or a Blanket Purchase Order number, for example:
  - PO1234 (Purchase Order number)
  - BPO123 (Blanket Purchase Order number)Or Cost Centre number (where agreed)
- ✓ Correct invoice amount calculated (Net & GST)
- ✓ Correct GST value (calculated as per tax %)
- ✓ Currency (e.g., NZD)
- ✓ Line-item detail for services/products including:
  - Line-item number - for "Blanket Purchase Orders" (BPO), or an "Invoice against Contract" (IAC).
  - Part number
  - Description
  - Quantity
  - Unit cost (exclusive of GST)
  - Net cost (exclusive of GST)

## Where to submit your invoice:

- If you are emailing your invoice:
  - For ANZ Bank New Zealand Limited, Arawata Assets Limited and ANZ New Zealand Investments Limited: [ANZInvoicesNZ@anz.com](mailto:ANZInvoicesNZ@anz.com)
  - Note: You will be emailed an auto receipt confirmation if you submit your invoice through email.
- If you are submitting an invoice through the Ariba Network:
  - Login to the Supplier Portal and follow the instructions: [Ariba.com](https://ariba.com)

# INVOICING GUIDE – DOs



- ✓ Send only **one invoice per email** to: [ANZInvoicesNZ@anz.com](mailto:ANZInvoicesNZ@anz.com)
- ✓ The invoice must contain all the mandatory information (see page 2)
- ✓ Unless we have otherwise agreed with you, a purchase order (PO) or blanket purchase order (BPO) reference number is required. The PO/BPO must be issued by the ANZ New Zealand entity being billed on the invoice.
- ✓ The attachment must be in a PDF format only and unzipped (and do not encrypt or include links to invoices via third party invoicing platforms) - Supporting documents should not be sent with your invoices for processing (these should be sent directly to your ANZ business contact in a separate email)

## Who should I contact if I need to query the status of my invoice?

For help/queries, contact ANZ Buy and Pay NZ Helpdesk at: [ssshelpdesk@anz.com](mailto:ssshelpdesk@anz.com)

Please do not send your query to [anzinvoicesnz@anz.com](mailto:anzinvoicesnz@anz.com) as this is not a monitored inbox and used only for invoice receipt and ingesting in our payment tool.

# INVOICING GUIDE – DON'Ts



## Invoices shouldn't:

- Reference more than one purchase order or contract.
- Contain line items that don't match the purchase order line-item descriptions.
- Exceed the total value or quantity of the purchase order line items.

## Emails shouldn't contain:

- Multiple invoices per attachment.
- Bitmap/.html/.zip/.txt files or images with the PDF copies
- msg files embedded as attachments with files attached
- links to retrieve invoices via third party software
- Your email signature in html format/picture format. (.png) along with PDF copies
- Excel/Word files
- Graphic contents in the PDF copy.

## Don't submit the following as they won't be considered as invoices:

- Statements, acknowledgements, sales orders, confirmations, packing slips, credit card receipts, sales slips, receipts and invoices with a bottom-line total of \$0.00.
- Marketing materials
- Email conversation notes / Written conversation renderings.
- Drawings and technical specifications sales orders.
- Third party invoices work orders (sub-contracting arrangement).
- Invoices which have been amended manually (handwritten highlighting corrections/amendments).

# OUR PAYMENT TERMS



## Payment terms

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- ANZ New Zealand standard payment terms are **30** days from the date of receipt of a correctly rendered tax invoice.
- If re-submitting an invoice, the payment will be 30 days from the date the revised invoice is scanned into the system.
- Invoices due on a non-business day (including a Saturday or a Sunday) will be paid on the following business day.



## Remittance advice

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- Where a payment has been made into a New Zealand held NZD bank account, suppliers submitting invoices in New Zealand dollars will automatically be sent a remittance advice to their nominated email address (if one has been provided) and / or Ariba account if operating through the Ariba Network.
- If a remittance advice has not been received for a particular payment, please contact the **ANZ Buy and Pay NZ** Helpdesk: [ssshelpdesk@anz.com](mailto:ssshelpdesk@anz.com)