

SUPPLIER INVOICING GUIDE

Audience: ANZ Bank New Zealand Ltd Suppliers

November 2025

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
- ✓ On non-PO invoices the **ANZ Contact email address, ANZ Contact Name and Cost Centre is mandatory**
- ✓ 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) and 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:
 - **Invoice line-item numbers must exactly match** the corresponding PO, Blanket PO (BPO), or Invoice Against Contract (IAC) line-item numbers. Any mismatch will result in invoice rejection and payment delays. To ensure compliance, the PO line reference number must be clearly included against each invoice line item. This is a mandatory requirement
 - Part number
 - Description
 - Quantity
 - Unit cost (exclusive of GST)
 - Net cost (exclusive of GST)

INVOICING GUIDE

Where to submit your invoice

1. If you are emailing your invoice:

- For ANZ Bank New Zealand Limited, Arawata Assets Limited and ANZ New Zealand Investments Limited: ANZInvoicesNZ@anz.com
- Note: You will be emailed an auto receipt confirmation if you submit your invoice through email.

2. If you are submitting an invoice through the **SAP Ariba Business Network**, login to the Supplier Portal: [SAP Ariba login](#)

Please make sure:

- **Ariba Invoice number** matches your PDF invoice
- **Ariba Invoice** date matches your PDF invoice
- **Ariba Amount** matches your PDF invoice
- **PDF Invoice is uploaded**

To attach a document when creating an invoice:

1. Above the Line Items click **Add to Header** > select **Attachment**.
2. Click **Choose File** and select the document needed.
3. Click **Add Attachment**. The document line will populate under the **Attachments** section once successfully added.

Note: The total size of all attachments cannot exceed 100 MB.

For more details visit [ANZ - Supplier Education Materials Portal for New Zealand Suppliers](#)

INVOICING GUIDE – DOs



- ✓ Send only **one invoice per email** to: 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

Please do not send your query to 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

- 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

- 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: ssshelpdesk@anz.com