

# ANZ Supplier Purchasing and Invoicing Guide

AUDIENCE: Suppliers For ANZ India  
(ANZ OT and ANZ SSI)

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## INTRODUCTION

Dear Supplier,

Thank you for providing goods or services to ANZ.

At ANZ, we are committed to paying our suppliers on time. This guide includes some simple, practical guidance for suppliers to follow to help ensure efficient and timely purchase and payment of goods and services to ANZ.

Not following guidelines could result in delays to invoice processing and payment. Please familiarise yourself with the information contained in this guide so that we can:

- Process your invoices efficiently
- Pay your invoices in a timely manner
- Provide you with accurate payment-related information

Thank you for your commitment to ANZ and its supply chain.

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## REGISTER YOU AS A SUPPLIER

(not applicable to existing suppliers unless there is an amendment to any of your details)

To register you as a supplier on ANZ systems, your ANZ Business Contact or Sourcing Manager will assist you to complete the necessary documentation in line with the goods and services that you are supplying.

In general, all details given below are required up front. Other requirements will be discussed when needed.

### Documents required to establish a new supplier

- The company letterhead or a valid tax invoice copy containing the supplier name and address
- The GST number with the GST Registration Certificate
- Complete bank account details of the supplier
- A copy of the Permanent Account Number (PAN) card
- ANZ contact/requestor name
- Invoice currency
- Additional details required:
  - Registered business address
  - Business mailing address
  - Phone number
  - Email address (for remittance advice)
  - Ordering address of the supplier to which ANZ has to issue the purchase order (PO)

You are required to submit the above details in case there are any **amendments** to your details such as name change, change in bank details and GST number.

## OUR PURCHASING PROCESS

A supplier must be registered in the ANZ Accounts Payable system prior to any procurement transaction. Obtaining a valid PO from ANZ before delivering goods or services is the best way for ANZ's suppliers to ensure prompt payment.

The lack of an accurate or valid PO from ANZ may result in a misunderstanding of requirements and may increase the risk of late payment.

You will receive ANZ's official PO either:

- By email from ANZ Operations
- Or
- Electronically via ANZ's procurement tool, PeopleSoft, for suppliers who are registered



#### TIP

Please ensure that you are able to receive emails from this address, or check your spam/junk folder. If you **haven't received a PO**, contact [ANZ Buy and Pay Helpdesk](#)

#### An ANZ PO will include:

- The PO number - This **must be referenced** on all invoices and delivery notes
- The contract number (if applicable)
- ANZ legal entity and ANZ invoice contact issuing the PO
- ANZ delivery address where the goods are to be shipped or services are to be undertaken
- ANZ billing address
- The description of goods or services requested and the agreed purchase price
- Shipping instructions (if applicable) that comply with our purchasing terms and conditions for health, safety and environment requirements
- The link to ANZ standard terms and conditions of purchase - [ANZ Standard Terms and Conditions of Purchase | ANZ](#)
- Any other additional requirements to facilitate payments that have not already been stated in the contract

## GOODS RECEIPTING

ANZ's purchase of goods requires us to record receipt on our systems. To help us receive and process your shipment quickly, please ensure that your shipment's packing list or label contains the following information:

- The PO number (on every box, if multiple boxes in the shipment)
- Supplier's name and address
- ANZ contact name, address and ANZ Business Unit
- Supplier's part number (if applicable)
- ANZ's serial/item number (if applicable)
- Quantity of items included in the shipment
- Description of material
- Date goods shipped
- Supplier's packing list number (if applicable)
- Country of origin where shipment originated
- Box weight
- Box number for multiple boxes - Write, "Box \_ of \_," e.g. "Box 1 of 3"
- Special handling instructions to mitigate any risk or safety concerns

Please note that incorrect or incomplete paperwork accompanying deliveries may result in receipt by ANZ being delayed or rejected.

## IMPORTANT



- In the case of supply of goods to an ANZ Special Economic Zone (SEZ) unit, the supplier should follow the procedures laid under the SEZ Act before in-warding the goods into the SEZ zone. Relevant documents of the supply should accompany the consignment for inspection to obtain permission from the concerned SEZ authorities for the movement of goods inside the SEZ. ANZ will not receipt the goods unless and until there is a seal of SEZ security on the consignment documents.
- Do not attach the invoice to the packing slip.
- All invoices should be addressed to either the ANZ requestor (mention email ID of the ANZ contact) or a PO number.

Please send accurate invoices to ANZ as soon as delivery is made. ANZ will match the invoice with the original order and delivery or service receipt before approving it for payment.

## OUR INVOICING PROCESS

### Preparing Accurate Invoices for ANZ

You can ensure invoice accuracy by including the following details:

- The words, "Tax Invoice" - These must appear prominently on the invoice
- ANZ requestor name - Mention the full name and email ID of the ANZ contact
- PO number (where applicable)
- Invoice number
- Invoice date
- Billed to the correct ANZ legal entity, with correct billing address
- Full supplier name and address
- The GST Registration number of both, the buyer and the supplier on the invoice (ANZ GST number is available at the end of this document)
- PAN number of the supplier
- Complete bank account details for payment
- Correct invoice amount calculated (Net and GST shown separately)
- Correct GST value (calculated as per tax %) if GST is applicable
- Proper tax split with tax rates separately for SGST, CGST and IGST - For Bengaluru Hubs, there is no GST to be charged (if applicable, then it should be only IGST)
- Invoice currency
- Accurate description of services or goods provided
- BSBCC provided by ANZ requestor

## **IMPORTANT**



Invoices not associated with a PO must clearly reference the full name and email address of the ANZ staff member who ordered the goods or services.

ANZOT & ANZSS is an SEZ unit. Any supply of goods or services to an SEZ unit is treated as "Inter-State" and "zero" rated supply under the GST law. All supplies must be made and invoices must be issued as per the provisions of the India GST law.

### **Sending invoices to the right place**

It is important that invoices are directed to ANZ's Accounts Payable team (not to the ANZ staff member requesting the goods or services). Otherwise, it could result in additional queries and a delayed payment.

Email requirements:

- Submit only one invoice per email along with supporting documents. ANZ cannot accept multiple invoices on a single email.
- Send your invoice as either a PDF or a TIF/TIFF file.
- If an invoice is being resubmitted or is overdue, please indicate it on the invoice itself before sending the image via email.
- Delete email signatures in the HTML or PNG format.
- Remove images/graphics before converting the invoice to a PDF format.
- Remove Microsoft Excel files.
- Refrain from using zipped formats (.zip, .zipx and .rar). These file formats will be rejected.

**Please send all hard copy invoices ONLY to the following addresses:**

**Via post:**

Iron Mountain India Pvt Ltd  
Ref: ANZ Bank India  
48/2 Kudlu Gate, Off Hosur Road  
Bengaluru - 560068

**Via email - Digitally Signed Invoices:**

Digitally signed invoices can be emailed to [anzindia.apinvoice@ironmountain.com](mailto:anzindia.apinvoice@ironmountain.com)

## What could go wrong?

### IMPORTANT



Invoices which do not meet the specifications outlined below may be returned to suppliers, resulting in queries or delayed payment.

- Incomplete information or invoice details, which are different to the delivery documentation or PO may result in additional queries and a delayed payment.
- Invoices will not be processed if they are handwritten, amended/corrected by hand, have been highlighted, marked or have sticky notes on them.
- Statements, acknowledgements, sales orders, confirmations, packing slips, credit card receipts, sales slips, receipts and invoices with a bottom line total of \$0.00, third-party invoices and work orders (e.g. sub-contracting arrangements), email conversation notes or written conversation renderings, drawings and technical specification sales orders are not considered as valid invoices.



### TIP

Double-check the accuracy of invoices before submitting them to ANZ.

## OUR PAYMENT TERMS

### Payment terms

ANZ's standard payment terms are **30 days** from the date of receipt by ANZ of a valid tax invoice, which meets the requirements outlined in the [OUR INVOICING PROCESS](#) section. Please ensure that these terms are stated on the invoice unless alternative payment terms have been agreed in writing with ANZ Procurement.



### TIP

Refer to [OUR INVOICING PROCESS](#) to make sure your tax invoice meets ANZ's requirements to ensure prompt payment and reduce the risk of invoice rejections.





#### **NOTE**

- If you need to update and resubmit your invoice because it didn't meet the requirements outlined in the [OUR INVOICING PROCESS](#) section, the payment will be made 30 days from the date your revised invoice is received.
- If your invoice due date falls on a weekend, i.e. Saturday or Sunday, or on a public holiday, your payment will be made on the following working day.

### **Remittance advice**

- For India-based suppliers submitting invoices in Bengaluru, remittance advice will be sent automatically to the registered email address.

For any other remittance queries, please contact [ANZ Buy and Pay Helpdesk](#)

## **CREDIT NOTES**

Please send accurate credit notes to ANZ once you have confirmation from your ANZ business contact.

### **What could go wrong?**

Incomplete or incorrect documentation will be returned to you to amend and resubmit. This could hold up future payments.



#### **TIP**

Double-check the accuracy of credit notes before submitting them to ANZ.

### **Where and how do I send credit notes?**

Please send your credit notes by post or email only to the address or email ID mentioned in the [CONTACT INFORMATION](#) section.

## **FOREIGN CURRENCY INVOICES**

Any foreign currency invoices should be sent along with the documents listed below:

- 10F Declaration (Format attached)
- No PE Declaration (Format attached)
- Copy of the PAN Card
- Tax Residency Certificate

If you are unable to access the below forms please contact [ANZ Buy and Pay Helpdesk](#)



FORM 10F.docx



NO PE.docx

## CONTACT INFORMATION



### IMPORTANT

In order for the team to help you quickly, please have the necessary information available if your query relates to a specific topic.

### India Procurement & Payments Helpdesk

**Phone:** 0008001009596

**Time:** 9am – 5pm, Monday to Friday (IST)

**Email:** [ANZ Buy and Pay Helpdesk](#)

## FREQUENTLY ASKED QUESTIONS

### 1. What happens if I dial the helpdesk number 0008001009596?

You will be directed to helpdesk IVR and will be asked to choose from the below options to reach a helpdesk agent:

- Press 1 for procurement- and payment-related queries
- Press 2 for expense management-related queries

### 2. How do I obtain payment for an invoice?

To ensure an invoice is processed and paid, make sure that your company is set up in the ANZ supplier database.

Refer to [REGISTER YOU AS A SUPPLIER](#).

### 3. Is a valid and correct ANZ PO number provided on the invoice?

ANZ purchases via PO - An invoice must be preceded by the issuance of a valid ANZ PO. Sending an invoice without a valid PO may result in processing and payment delays.

Refer to [OUR PURCHASING PROCESS](#) and [OUR INVOICING PROCESS](#) for information.

Also refer to the next question, which addresses invoices without PO.

#### **4. How do I invoice if I have rendered the services/goods, but have not been issued a PO?**

Invoices that were not raised as a PO must clearly reference the correct ANZ Group legal entity, as well as the full name and email of the ANZ staff member who ordered the goods or services.

#### **5. Where do I send an invoice?**

Refer to [OUR INVOICING PROCESS](#) under the sub-heading "Sending invoices to the right place" for information.

#### **6. How do I get a valid ANZ PO?**

Talk to your ANZ contact person who is making the purchase to first obtain a valid ANZ PO **before** delivering goods or services. Sending an invoice without a valid PO number may result in processing and payment delays.

#### **7. How do I follow-up on an existing enquiry?**

All new enquiries to the India Procurement & Payments Helpdesk are issued with a case number.

- If you are following up on an **existing enquiry by phone**, please have your existing case number available.
- If you are following up on an **existing enquiry by email**, leverage the existing email correspondence by forwarding your past email to the Helpdesk. In the subject of the email:
  - Include the words FOLLOW UP
  - Your existing case number

#### **8. How do I register to become an ANZ supplier?**

Refer to [REGISTER YOU AS A SUPPLIER](#).

#### **9. What are ANZ's standard payment terms?**

ANZ's standard payment terms are **30 days** from the date of receipt of a valid tax invoice, which meets the requirements outlined in the [OUR INVOICING PROCESS](#) section unless alternative payment terms have been agreed in writing with ANZ Procurement.

**10.What are ANZ’s standard purchase order terms?**

ANZ PO terms and conditions are published on our website at:

- [ANZ Standard Terms and Conditions of Purchase | ANZ](#)

**11.Where do I send my TDS exemption or Lower TDS certificate?**

Please send your TDS exemption certificates to [ANZ Buy and Pay Helpdesk](#)

Also do attach TDS exemption certificate with every invoice submitted to ANZ so ANZ can ensure that lower TDS rates are applied.

**12.Where do I get my TDS certificate?**

Please contact [ANZ Buy and Pay Helpdesk](#)

**13.Where do I send my audit confirmation queries?**

Please send to [ANZ Buy and Pay Helpdesk](#)

**14.Should I inform ANZ if I am sending an invoice with the new GST number or new bank details?**

Yes, the GST number and bank details on your invoice should match with details available in ANZ database. If there is a change in your details, please contact the ANZ team and provide details requested in the [REGISTER YOU AS A SUPPLIER](#) section to [ANZ Buy and Pay Helpdesk](#)

**15.What is a digitally signed invoice?**

Digital Signature means authentication of any electronic record by the vendor by means of an electronic method or procedure in accordance with the provisions of section 3 of the Information Technology Act 2000. For the purpose of this definition to digitally sign a document (by using a combination of private and public keys), the vendor must have a valid digital ID issued from one of the approved Certifying Authorities (CA) such as NIC, SafeScript, e-Mudhra, NSDL, etc.

**16.What is the ANZ bill to address?**

Entity	Bill to Address
ANZ SSI –Eucalyptus	ANZ Support Services India Pvt Ltd "Eucalyptus", Manyata Embassy Business Park Special Economic Zone, Outer Ring Road

	Nagavara and Rachenhalli Villages K.R. Puram Hobli, Bengaluru East - 560 045, INDIA
ANZ SSI - Mountain Ash (H2)	ANZ Support Services India Pvt Ltd "Mountain Ash", Manyata Embassy Business Park Special Economic Zone, Outer Ring Road Nagavara and Rachenhalli Villages K.R. Puram Hobli, Bengaluru East - 560 045, INDIA
ANZ Operations & Technology	ANZ Operations & Technology Pvt Ltd RMZ Eco world, Campus 5A Ground Floor, Levels 4 to 9 Sarjapur - Marathahalli Outer Ring Road Devarabeesanahalli Village Varthur Hobli Bengaluru 560103, INDIA

#### 17. What is ANZ's GST registration number?

Entity	ANZ's GST Provisional Registration Number
ANZ SSI	29AAGCA5549M1Z3
ANZOT	29AABCA9002G1ZX

#### 18. What is ANZ's PAN number?

Entity	PAN Number
ANZ SSI	AAGCA5549M
ANZOT	AABCA9002G