

# INVOICE GUIDE

Audience: ANZ Suppliers  
NEW ZEALAND  
July 2019

# INVOICING GUIDE



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

- ✓ Must contain the words Tax Invoice (If GST Registered)
- ✓ Invoice number
- ✓ Invoice date
- ✓ Bill to the right ANZ legal entity with correct billing address
- ✓ Supplier name
- ✓ Supplier address
- ✓ Supplier GST # (If GST Registered)
- ✓ Supplier complete bank account details
- ✓ Complete ANZ requestor name and email ID
- ✓ Purchase order number (if provided)
- ✓ Cost centre number
- ✓ Correct invoice amount calculated (Net & GST)
- ✓ Correct GST value (calculated as per tax %)
- ✓ Correct currency (e.g. NZD)
- ✓ Description of services/products

### Where to email your invoice:

- For ANZ, Arawata and UDC: [anz-invoices@paperlessap.co.nz](mailto:anz-invoices@paperlessap.co.nz)
- For ANZ New Zealand Investments: [anzinvestments@paperlessap.co.nz](mailto:anzinvestments@paperlessap.co.nz)

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

0800 442 336 - Opt 1 (NZ only), 10.30 AM to 7.30 PM (NZ time)

You'll receive an auto-notification with receipt confirmation when you submit your invoice.

## INVOICING GUIDE – DOs



- ✓ Send one email with invoices attached individually to:
  - For ANZ, Arawata and UDC: [anz-invoices@paperlessap.co.nz](mailto:anz-invoices@paperlessap.co.nz)
  - For ANZ New Zealand Investments: [anzinvestments@paperlessap.co.nz](mailto:anzinvestments@paperlessap.co.nz)
- ✓ Multiple attachments can be sent in one email providing they don't exceed 10MB.
- ✓ The attachment must be in a PDF only and can be zipped or unzipped (don't encrypt).

# INVOICING GUIDE – DON'Ts



## Invoices shouldn't:

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

## Emails shouldn't contain:

- Bitmap/.html/.txt files or images with the PDF copies
- msg file as attachment file along with .zip/word file
- .zip file along with Word Doc
- .zip file within the zip file
- Your email signature in html format/picture format. (.png) along with PDF copies
- Excel 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
- 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 standard payment terms are **30** days from the date of receipt of correctly rendered tax invoice
- If a supplier is 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 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)
- If a remittance advice has not been received for a particular payment please contact the helpdesk:  
[ssshelpdesk@anz.com](mailto:ssshelpdesk@anz.com),  
0800 442 336 - Opt 1 (NZ only)  
10.30 AM to 7.30 PM (NZ time)