

INVOICE GUIDE

**Audience: ANZ Suppliers
NEW ZEALAND**

Sept 2018



INVOICING GUIDE



What information needs to be included in my invoice?

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

Where to email your invoice:

- For ANZ, Arawata and UDC: anz-invoices@paperlessap.co.nz
- For OnePath Life: onepath-ap@paperlessap.co.nz
- For ANZ New Zealand Investments: anzinvestments@paperlessap.co.nz

**For help/queries, contact ANZ Helpdesk at: ssshelpdesk@anz.com
0800 442 336 - Opt 1, 10.30 AM to 7.30 PM, from overseas +64 800 442336**

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

INVOICING GUIDE – DO'S



- ✓ Send only one invoice per email with any supporting documentation to:
 - For ANZ, Arawata and UDC: anzn-invoices@paperlessap.co.nz
 - For OnePath Life: onepath-ap@paperlessap.co.nz
 - For ANZ New Zealand Investments: anzinvestments@paperlessap.co.nz
- ✓ Multiple attachments can be sent in one email providing they don't exceed 5MB.
- ✓ 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/.Zip/.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

- Suppliers submitting invoices in Australian/NZL dollars will automatically be sent a remittance advice to their nominated address
- If a remittance advice has not been received for a particular payment please contact the helpdesk:
ssshelpdesk@anz.com,
0800 442 336 - Opt 1
10.30 AM to 7.30 PM
From overseas +64 800 442336