



Supplier information sheet – invoices for payment

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How do MPI process invoices for payment?

MPI has an automated Accounts Payable software. Invoices are approved and processed electronically in a PDF FORMAT ONLY.

What should ALWAYS appear on my invoice or credit note?

1. Address your invoice to: Ministry for Primary Industries
2. Name of the person who ordered goods/services
3. Purchase Order Number
 - a) If you have received a 'Purchase Order' or have been advised of this number
 - b) If no 'Purchase Order' or 'Purchase Order Number' is received, then the Cost Centre Number should be used

ONLY ONE NUMBER SHOULD BE REFERENCED NOT BOTH

4. Contract number (if applicable)
5. Description of the goods/services supplied
6. GST number (if applicable)
7. Bank account number

What can I DO to speed up processing and payment of my invoices?

1. Format as a PDF FILE and email as an attachment (not a link)
2. Send a Separate PDF FILE for each individual invoice
3. Multiple Invoices (PDF FILES) can be attached to one email.

What things should I NOT DO that would slow down the payment of my invoice?

1. DO NOT put BOTH a Purchase Order Number and a Cost Centre Number on your invoice
2. DO NOT send multiple invoices in one PDF FILE
3. DO NOT send a LINK to a PDF file, send as an ATTACHMENT only
4. DO NOT change the layout of your invoice. Please note: Our payment software 'Maps' your business invoice pattern for the purposes of payment. If you 'change' the pattern of your invoice eg: where you reference the purchase order or cost centre number; this will likely delay payment times.

When do I need a Purchase Order vs a Cost Centre Number?

If you have received a 'Purchase Order' or 'Purchase Order Number' ALWAYS reference the 'Purchase Order Number'.

If you previously referenced a 'Cost Centre Number' and have received a 'Purchase order' or 'Purchase Order Number' REPLACE your 'Cost Centre Number' with your 'Purchase Order Number' in the same place on your invoice. DO NOT REFERENCE BOTH.

If you have only ever used and been supplied a 'Cost Centre Number' continue to use this.

If you have a 'Contract Number' continue to reference this with either your 'Purchase Order Number' OR 'Cost Centre Number'.

Where and how do I send my invoices?

Email invoices to be paid to: accountspayable@mpi.govt.nz



If you are unable to email us, post your invoices to Ministry for Primary Industries, PO Box 257, Wellington 6140

Where can I get further help?

Statements and payment enquiries ONLY: can be emailed to AccountsPayable@mpi.govt.nz;

Or you can call one of the team on (04) 894 0182 between 8:00am – 5:00pm.

Enquiries about the supply of goods and services must be directed to the MPI staff member who ordered them.

Continue to email your invoices to: accounts payable@mpi.govt.nz

You can also contact your MPI representative for queries about specific supply or contract arrangements.

Check our website for the latest information, on Purchase Orders and Invoices for Payments

www.mpi.govt.nz/about-mpi/suppliers-information