



Automated invoice processing

Supplier Engagement Guide

July 2018


Housing New Zealand
Housing New Zealand Corporation

Background

You are a current supplier of goods and services to Housing New Zealand Corporation (HNZC).

From **23 July 2018**, we will be automating our invoice payment process.

This will ensure invoices are processed and paid in a timely and efficient manner.

Compliant electronic invoices received via email address invoices@hnzc.co.nz will then go through the normal approval process, improving both the quality and timeliness of processing.

Simple criteria for using this electronic solution are covered in this brochure.

We currently receive a large number of non-compliant invoices. A number of these are due to an invalid purchase reference. This results in significant delays in payment to suppliers..

Benefits to suppliers

- Single point to submit invoices for payment
- Timely notification of non-compliant invoices or credit notes
- Ability to send multiple invoices per email
- providing there is only 1 invoice per PDF
- Time savings in manual intervention
- Improvement in invoice processing time
- Elimination of printing and postage costs

Benefits to Housing New Zealand Corporation

- Reduction in manual, time intensive invoice processing
- Increased efficiency

These changes are in place from **23 July 2018**

The logo for Housing New Zealand Corporation, featuring a blue curved line above the text "Housing New Zealand" in a bold, sans-serif font, with "Housing New Zealand Corporation" in a smaller font below it.

4 simple steps to successful invoice submission



When sending invoice/credit notes to HNZ, they must be in a PDF format.

Other file types will not be accepted, therefore will be returned to you and need re-submitting in the correct format.

Please ensure your PDF is not password protected.



One invoice per PDF.

You can send multiple PDFs in one email, but only one invoice per PDF file.

Please **DO NOT** send multiple invoices in one PDF file.



Ensure a Housing New Zealand Order number is clearly referenced on your invoice or credit note.

Please **DO NOT** send invoices or credit notes for processing without a Purchase Order or Work Order number reference



Send invoices/credit notes to invoices@hnzc.co.nz

Please **DO NOT** send invoices and credit notes to any other Housing New Zealand email.

Supporting documents should only be submitted with the invoice **if** they relate to the processing of that invoice.

Getting it right first time...



Gibs Printing Supplies

Unit 1, 22 Industry Road
 Penrose, Auckland 1061
 Ph: 0800 4 93769
 Fax: 0800 733 740
 GST Reg. 50 391 32139

TAX INVOICE

Correct legal entity name & GST / ABN / VAT number

All invoices must be clearly charged to Housing New Zealand Corporation

INVOICE: 2154501
 ACCOUNT: 1186
 DATE: 18/04/2018

SOLD TO: Housing New Zealand Corporation
 Level 4
 15 Osterley Way
 Manuka City, Auckland

SHIP TO: Housing New Zealand Corporation
 Level 4
 15 Osterley Way
 Manuka City, Auckland

If your invoice contains New Zealand GST ensure you state the words "tax invoice" or "credit note"

Ensure your invoice quotes a **purchase order** or **work order number**

Please ensure you obtain a purchase reference prior to undertaking any work

Ensure all details are typed (i.e. no handwriting)

If your invoice contains GST ensure it is listed

Terms	Due Date	
NET 30 DAYS	18/04/2018	PO Number: 860241789

Invoices match the purchase order line item, price and quantity.

Include a separate line for freight charges.

QTY ORD	QTY SHIP	QTY BO	ITEM NUMBER/DESCRIPTION	TAX	PM	UNIT PRICE	EXTENDED PRICE
5	5	0	(EA) HEW-Q7553A / Laser Print Cartridge, 3000 page Yield, Black	Y	NET	128.87	644.35
5	5	0	(EA) FSK-01-008 /Cleaning kit	Y	NET	25.67	128.35

NON-RETURNABLE

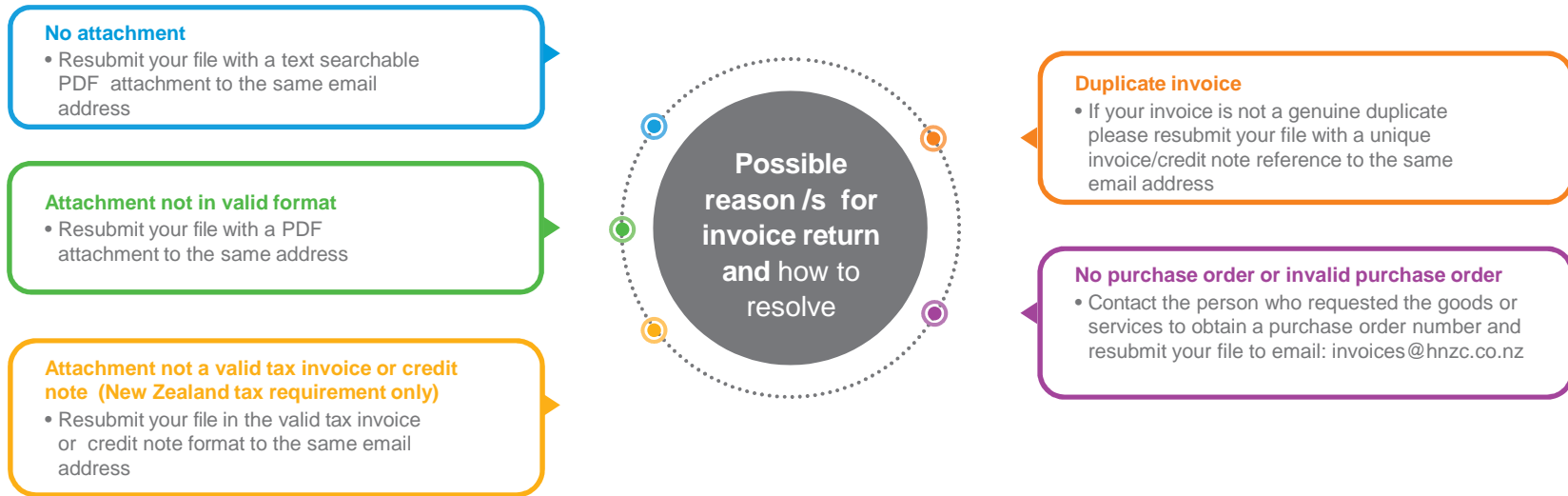
*** THANK YOU FOR YOUR ORDER. WE APPRECIATE IT! ***

Sub Total \$772.70
 GST \$115.91
 TOTAL (NZD) \$888.61



Ensuring successful invoice submission

To ensure invoice submission is processed, there are some specific requirements to be aware of. If any of the following criteria are not fulfilled, there is a possibility the invoice will be rejected and returned to you by email requesting resubmission with the correct information.



FAQ's

Why are you no longer accepting my invoices without an order number?

To ensure compliance with our Procurement Policy and NZ Government Procurement Standard's all invoices must have an order number.

What is a PDF?

A PDF (Portable Document Format) refers to a PDF file. Please talk to your key contact if you require further assistance with this.

Our invoices are generated from a 'no reply' mailbox. How will I know if any files have been returned?

We recommend you set a rule in your Mailbox setting to redirect any rejections to a monitored mailbox.

Can we submit invoices from mobile devices?

Invoices can be submitted from mobile devices as long as they are able to send text searchable PDF files, as an email attachment.

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What will happen if I send other document types to invoices@hnzc.co.nz?

Any document type sent to invoices@hnzc.co.nz that does not comply with invoice processing, will be returned by email. You will be required to resubmit your file in the correct format.

Are there any changes to current Payment to Terms?

There are no changes to agreed payment terms.

What is the upload file size limit?

File size should not exceed more than 35mb.





For more information call or contact us at
Housing New Zealand Corporation
Telephone: +64 4 439 3104 or 0800 11 66 22
Email: supplier@hnzc.co.nz
www.hnzc.co.nz