



Dear valued supplier,

### **MPI has Automated Accounts Payable**

The Ministry for Primary Industries (MPI) has changed the way it processes supplier invoices. Invoices are now approved and processed electronically. These changes aim to improve the tracking and timely payment of supplier invoices.

To ensure we pay your invoices as quickly as possible, please follow the steps outlined below from today.

#### **Display this information on the invoice / credit note:**

- Address to Ministry for Primary Industries
- Name of the person who ordered goods / service
- **Cost Centre number** (MPI staff should provide this when arranging good / service)
- Contract number (if applicable)
- Description of goods / services supplied
- GST number (if applicable)
- Bank account number
- New Zealand Business Number or Company Registration number (if applicable).
- Purchase order number (Only required for Animal Health Lab and Plant Health Lab)

#### **Important: Email your invoice to:**

- [AccountsPayable@mpi.govt.nz](mailto:AccountsPayable@mpi.govt.nz)
- Format as original PDF file only
- Send a PDF file for each invoice (not multiple invoices on one PDF file). Include supporting documentation on the same PDF file, following the invoice.
- Multiple invoices can be attached to one email
- If you are unable to email us, post your invoices to Ministry for Primary Industries, PO Box 257, Wellington 6140.

#### **TIPS to speed up processing and payment:**

- Please include the cost centre number on all invoices
- Please email us the original PDF, not a link to the PDF
- When issuing invoices, keep detail (e.g. cost centre number, invoice number, invoice amount) in the same place on each of your invoices if possible

#### **Contact Us**

Statements and queries can be emailed to [AccountsPayable.Enquiries@mpi.govt.nz](mailto:AccountsPayable.Enquiries@mpi.govt.nz). Or you can call one of the team on (04) 894 0182 between 8:00am – 5:00pm.

Thank you for your assistance.

Lisa Baigent-Toms  
Team Leader Finance Processing