



Supplier information sheet for invoicing MPI

Valid as at April 2024

How does MPI process invoices for payment?

MPI has an automated Accounts Payable system.

Invoices are emailed to accountspayable@mpi.govt.nz by suppliers and scanned in a PDF format, then processed against approved and receipted Purchase Order numbers.

If you do not have an MPI PO number, this will delay payment of your invoice.

What should ALWAYS appear on my invoice or credit note?

1. Address your invoice to:
Ministry for Primary Industries
PO Box 2526
Wellington
2. Your GST number
3. Description of goods/service
4. An **MPI Purchase Order number**. If you do not have an MPI PO, please contact the person who has requested the goods or service and ask them for the PO, before you issue your invoice.
5. It's preferable to have your bank account number on your invoice.

What can I do to speed up the processing and payment of my invoice?

1. Format your invoice as a PDF and email as an attachment, not a link, to accountspayable@mpi.govt.nz.
2. Send a separate PDF for each invoice, however multiple PDF invoices can be sent in one email.
3. Always quote your MPI PO on your invoice in a prominent place.

Where should I email my invoice to?

Email your invoice as a PDF attachment to accountspayable@mpi.govt.nz

If your MPI contact asks for the invoice to be sent to them, please ensure you still send it to Accounts Payable as well to avoid delays.

Where can I get further help?

Payment enquires can be emailed to accountspayable@mpi.govt.nz or you can call them on 04 894 0182 Monday to Friday between 9am and 4pm.

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

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

Enquires about the supply of goods or service must be directed to the MPI contact who ordered them.

There are some types of payments that do not need an MPI Purchase Order

There are some exceptions where an invoice does not need an MPI PO.

In the following cases, please continue to reference the MPI Cost Centre number as provided:

- ✓ Crown Forestry Payments
- ✓ Compensation Payments
- ✓ Scientific Research Payments
- ✓ Monthly Recurring Rental Payments
- ✓ Consolidated Bulk Upload Invoices
- ✓ Foreign Currency Invoices
- ✓ Direct Debits