

Invoice Reference Requirements for Central Government Agencies - April 2024

Agency	Account Payable email address	NZBN	Reference type	PO number mandatory	Requirement (only one reference is required if there is more than one option)**	Format	Example	Optional information in invoice or attached in separate document/PDF
Crown Law Office* <i>eInvoice receive capable in July 2024</i>	clo.payables@crownlaw.govt.nz	9429041904718	Internal Reference		3 letters and 8 numbers	XXXXXXXXXX	ABC12345678	Recruitment invoices will ideally have a timesheet attached
Department of Conservation	docinvoices@doc.govt.nz / SAP Xero eInvoice	9429000028295	Purchase Order Number	Yes	"4" and 9 numbers	4XXXXXXXX	4500021088	
Department of Corrections	ap@corrections.govt.nz	9429041904909	Cost Centre		"CC" and 4 numbers	CCxxxx	CC2349	Recruitment invoices will ideally have a timesheet attached. Large statement/invoices should have a spreadsheet attached provides a line by line breakdown
			Purchase Order Number		"PO" and 10 numbers	POXXXXXXXXXX	PO3058293047	
Department of Internal Affairs	accountspayable@dia.govt.nz	9429041904916	Purchase Order Number	Yes	"DIA" and 2 numbers and "PUR" "12" and 2 numbers and "PUR" "34" and 2 numbers and "PUR"	DIAxxPUR 12NxxPUR 34LxxPUR	DIA12PUR 12N12PUR 34L12PUR	
Department of the Prime Minister and Cabinet	dpmcinvoices@cass.govt.nz	9429041904923 (Dept.) 9429310614300 (Crown)	Cost Centre		3 numbers	xxx	095	
Education Review Office	invoicesonly@ero.govt.nz	9429041901809	Cost Centre		3 numbers	xxx	202	
Government Communications Security Bureau* <i>eInvoice receive capable date TBC</i>	n/a	9429041903223	Cost Centre		4 numbers	xxxx	1234	
			Purchase Order Number		6 numbers	xxxxxx	123456	
			Contract Number		"B" and 4 numbers	Bxxxx	B1234	
Inland Revenue Department	ap.ar@ird.govt.nz	9429041926024	Purchase Order Number	Yes	"YN" and 7 numbers	YNxxxxxxx	YN1234567	
			Purchase Order Line Number		PO line number desirable but not mandatory	x	1	
Land Information New Zealand	payables@linz.govt.nz	9429000003711	Contract Number		"D" and 5 numbers "N" and 5 numbers	Dxxxxx Nxxxxx	D00017 N00009	
			Purchase Order Number		"PD" and 6 numbers "PN" and 6 numbers	PDxxxxxx PNxxxxxx	PD037817 PN006355	
Ministry for Culture and Heritage	finance@mch.govt.nz	9429041908846 (Dept.) 9429310614331 (Crown)	Cost Centre		3 numbers	xxx	210	
			Contract number		6 numbers	xxxxxx	1234567	
Ministry for Pacific Peoples* <i>eInvoice receive capable date TBC</i>	accounts@mpp.govt.nz	9429041908914	No specific requirements					
Ministry for Primary Industries* <i>eInvoice receive capable in May 2024</i>	accountspayable@mpi.govt.nz	9429000096157	Purchase Order Number	Yes	"AHL" and 7 numbers "MBV" and 7 numbers "MPI" and 7 numbers "PHL" and 7 numbers "CWN" and 7 numbers (Crown)	AHLxxxxxx MBVxxxxxx MPIxxxxxx PHLxxxxxx CWNxxxxxx	AHL0008855 MBV0005351 MPI0023542 PHL0003029 CWN0000214	
Ministry for the Environment	accounts.payable@mfe.govt.nz	9429041908853	Purchase Order Number		"MFE" and 5 numbers	MFExxxxx	MFE12345	
			Contract Number		5 numbers	xxxxx	12345	
Ministry for Women	accounts@women.govt.nz	9429041908860	Description		Description of goods or services and contact name	n/a	10 x pens for John Smith	
Ministry of Business, Innovation and Employment	ap@mbie.govt.nz	9429000106078 (Dept.) 9429310665692 (Crown)	Cost Centre and Natural Account		8 numbers separated by a decimal (cost centre and natural account) Recruitment/contractor invoices typically use one of the following natural accounts; 2841, 2842 or 2961	xxxx.xxxx	1234.2841	Contract number: 6 numbers, e.g. 123456
			Purchase Order Number		"PN" and 6 numbers	PNxxxxxx	PN123456	
Ministry of Defence	Finance@defence.govt.nz	9429041908877	Cost Centre or Project Code		3 numbers	xxx	123 or 678	
Ministry of Disabled People	NAC_Accounts_Payable@msd.govt.nz	9429050679881	<i>see Ministry of Social Development for reference requirements</i>					
Ministry of Education	AccountsPayable.Invoices@education.govt.nz	9429041908884	Purchase Order Number	Yes	"KE" and 8 numbers (Departmental) or "WK" and 8 numbers (Non-Departmental)	KExxxxxxx WKxxxxxxx	KE12345678 WK12345678	
			Purchase Order Line Number		PO line number desirable but not mandatory		1	
Ministry of Foreign Affairs and Trade* <i>eInvoice receive capable in June 2024</i>	dm-accounts@mfat.govt.nz	9429041908891	Purchase Order Number		"PO" and 5 numbers	POxxxxx	PO12345	
			Cost Centre and Natural Account		3 numbers and 6 numbers and 2 numbers	xxx xxxxxx xx	123 265000 00	

* Agency is currently not eInvoicing receive capable

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Ministry of Health	payables@health.govt.nz	9429000082440	Purchase Order Number	Yes	"DE-" and 8 numbers and "-PO" "NDE_MOH-" 8 numbers and "-PO" <i>Each invoice line requires a PO line number</i>	DE-xxxxxxx-PO NDE_MOH-xxxxxxx-PO	DE-12345678-PO NDE_MOH-12345678-PO	
Ministry of Housing and Urban Development	Hud.invoices@hud.govt.nz	9429047143937	Purchase Order Number	Yes	"PO" and 6 numbers	POxxxxxx	PO000123	Purchase Orders are mandatory for eInvoices and most other invoice types
Ministry of Justice	Accounts.Payable@justice.govt.nz; CrownAccounts.Payable@justice.govt.nz; AP.Queries@justice.govt.nz; eInvoicing@justice.govt.nz	9429041908907	Cost Centre or Project Code		"M" and 5 numbers (Ministry) "P" and 5 numbers (Project) "C" and 5 numbers (Crown)	Mxxxxx Pxxxxx Cxxxxx	M81120 P01261 C26500	Contract number: 5 numbers, e.g. 12345
Ministry of Social Development	NAC_Accounts_Payable@msd.govt.nz	9429000062299	Purchase Order Number	Yes	"MSDP" and 8 numbers "WHAP" and 8 numbers "SWAP" and 8 numbers <i>Multiline purchase orders require a line number</i>	MSDPxxxxxxx WHAPxxxxxxx SWAPxxxxxxx	MSDP12345678 WHAP12345678 SWAP12345678	Invoices must be attached for specific suppliers. This is because the invoice description does not populate into our system – if a purchase order goes on hold, a manual validation is required. When sending an eInvoice, insert the description in the "note" field
Ministry of Transport	accounts@transport.govt.nz	9429041908921	Cost Centre		4 numbers	xxxx	1038	
New Zealand Customs Service	finance@customs.govt.nz	9429041909867	Purchase Order Number	Yes	"NZCS" and 8 numbers	NZCSxxxxxxx	NZCS00020499	
New Zealand Security Intelligence Service* <i>eInvoice receive capable date TBC</i>	n/a	9429041910030	Purchase Order Number		6 numerical characters	xxxxxx	123456	
			Cost Centre		4 numbers	xxxx	1234	
			Contract Number		"S" and 4 numbers	Sxxxx	S1234	
New Zealand Treasury	treasuryinvoices@cass.govt.nz	9429041920244 (Dept.) 9429310614263 (Crown)	Cost Centre		3 numbers	xxx	095	
Oranga Tamariki* <i>eInvoice receive capable date TBC</i>	accountspayable@ot.govt.nz	9429046196057	Cost Centre and Natural Account		8 numbers separated by a decimal	xxxx.xxxx	1234.1234	
			Purchase Order Number		"PN" and 6 numbers	PNxxxxxx	PN123456	
Public Service Commission	Finance@CASS.govt.nz	9429041921548 (Dept.) 9429310614317 (Crown)	Cost Centre		2 numbers and "-" and 3 numbers	xx-xxx	99-850	
			Contract Number		2 letters and 4 numbers	XXxxxx	PS1018	
Serious Fraud Office	accounts@sfo.govt.nz	9429041915349	Case Number and Purchase Order Reference	Yes	"Case: " and 6 numbers	Case: xxxxxx	Case 217062	
Statistics New Zealand	finance@stats.govt.nz	9429000014489	Purchase Order Number	Yes	"PUR" and 6 numbers	PURxxxxxx	PUR123456	Recruitment invoices should specify the number of hours and hourly/daily rate in the description (timesheet information)
Te Puni Kōkiri	invoices@tpk.govt.nz	9429041919729	Contract Number		5 numbers	xxxxx	45612	Recruitment invoices will ideally have a timesheet attached
			Account String		Cost centre and Activity	xxxx-xxxx	7170-0000	Cost centre followed by activity. Activity to be "0000" if unknown

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