## **Invoice guidance**

This Invoice Guide is a tool designed to support our partners in preparing invoices that align with the Ministry of Social Development's (MSD) processing requirements. By following this guide, partners can ensure their invoices are accurate and ready for timely payment.

Your letter Head			
	Invoice Date		Your address
	XXXXXXX		Your contact details
TAX INVOICE	Invoice Numb	ır	
TOT IN TOIGE	xxxxxxx		Contract Number
			XXXXXXXX
TO:	PO Number		
Ministry of Social Development	XXXXXXXXX	W.	
PO Box 1556	GST Number		
Wellington 6140	XXXXXX		
Description of Services	Number of Clients/Units (if applicable)	Unit Price (if applicable)	Amount NZI
Example Service 1	xx	\$xx	\$x
Example Service 2	xx	\$xx	\$x
		Subtotal	\$x
		TOTAL GST 15%	\$x
		TOTAL NZD	\$x

- The invoice includes: The words 'Tax Invoice' appearing in a prominent place (if GST registered), Ministry name and address, Invoice Date, Invoice Number, Purchase Order (PO) Number, GST Number (if applicable), and your organisation name and details.
- Purchase Order (PO) numbers can be found in the Supplier Portal (Manage Orders screen).
- For multi-service contracts, a description of services is included and matches the purchase order line item description these descriptions can be found in the Supplier Portal (Manage Orders screen).
- The net (subtotal), GST (if GST registered) and gross (Total) amounts are itemised or shown separately.
- No client information is included.

Other quick reference guides are available at:

Resources to guide you through the changes

