

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 XXXXXX	Your address
TAX INVOICE		Invoice Number XXXXXX	Your contact details
TO: Ministry of Social Development National Accounting Centre Private Bag 3050 Rotorua 3046 NEW ZEALAND		PO Number XXXXXXXXXX	Contract Number XXXXXX
GST Number XXXXXX			

Description of Services	Number of Clients/Units (if applicable)	Unit Price (if applicable)	Amount NZD
Example Service 1	xx	\$xx	\$xx
Example Service 2	xx	\$xx	\$xx
		Subtotal	\$xx
		TOTAL GST 15%	\$xx
		TOTAL NZD	\$xx

- 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, address and contact 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 contract record 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](#)

