



ACCOUNTS PAYABLE | Information for our Suppliers

As a supplier to Vector or one of Vector's subsidiary companies, we want to make it easy for you to do business with us. Here is some useful information about our invoice and payment processes to help ensure you are paid on time.

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Purchase orders

You must obtain a purchase order from Vector before supplying goods and/or services to us. Vector pay suppliers based on approved purchase orders matched to an invoice through a scanning system.

The purchase order relating to the goods and services you provide Vector or relevant Vector group entity must be included on your invoice. If there isn't a valid purchase order number shown on an invoice it may be returned to the supplier or delay payment.

You should have received a purchase order when the goods or services were requested. The purchase order number is on this document. A valid purchase order number is ten digits long and begins with '45'.

If you do not have a purchase order, please contact the person you have been dealing with at Vector to request this information.

Purchase order terms and conditions

Unless you have an existing contract with Vector, Vector's standard terms and conditions will apply to all purchase orders. These can be found at <http://vector.co.nz/POTerms>. These terms and conditions may change from time to time.

What to include on your invoice

Your invoice must reference:

- a Vector purchase order number
- the same Vector group company as named on the purchase order

If you are a supplier registered for Goods and Services Tax (GST) in New Zealand

Your invoice must comply with GST law.

Your invoice must contain the following:

- The words "Tax Invoice" in a prominent place
- Your name and address
- Your GST registration number
- The name and address of the recipient (the name of the relevant Vector group entity)
- Date of issue of the tax invoice
- Description of the goods and/or services provided
- The quantity or volume of the goods and/or services provided
- Either: the dollar value of the supply with the GST amount shown separately, or the total combined dollar value of the supply and GST amount with a statement that the total is "GST Inclusive".

In the event that a supply is exempt from GST, then this should be separately identified.

Any adjustment to an invoice will generally require either a debit note or credit note to be issued which is compliant with GST law.

Information on GST record requirements can be obtained from the Inland Revenue website:

www.ird.govt.nz/gst/work-out/work-out-records/records-tax/

<p>If you are a supplier not registered for GST in New Zealand</p>	<p>Your invoice must contain the following:</p> <ul style="list-style-type: none"> • Your name and address • The name and address of the recipient (the name of the relevant Vector group entity) • Date of issue of the tax invoice • Description of the goods and/or services provided • The quantity or volume of the goods and/or services provided • Dollar value of supply <p>If you have any questions please either email accounts.payable@vector.co.nz or call (+64) 9 978 7626</p>
<p>File formats accepted for emailed invoices</p>	<p>Vector accepts the following emailed file format types: JPEG, Tiff, and PDF.</p> <ul style="list-style-type: none"> • If your invoice has been created in Microsoft Excel or Word, please convert it to pdf format before submitting to Vector for payment. • Include only one invoice per attachment (multiple attachments within one email are allowed) <p>If your email has been returned to you please check that you have sent an appropriate file format. Please note that freeware (free downloaded software) may cause a problem. Your file may have been corrupted; please create a new document using one of the accepted file formats (preferably pdf) and resend.</p> <p>If you have any questions, either email accounts.payable@vector.co.nz or call (+64) 9 978 7626</p>

Where to send your invoices

Please only send your invoice to Accounts Payable ONCE. If you're not sure whether we've received your invoice, or have any questions please email us accounts.payable@vector.co.nz or call (+64) 9 978 7626.

Don't use coloured pen or highlighters on your invoice. When scanned through our system, coloured writing doesn't show up and highlighters appear black. This may delay payment.

<p>Electronic invoices by email</p>	<p>Please send your invoices to apinvoices@vector.co.nz</p> <p>Vector accepts the following email file format types: JPEG, Tiff, PDF</p> <ul style="list-style-type: none"> • If your invoice has been created in Microsoft Excel or Word, please convert it to pdf format before submitting to Vector for payment. • Include only one invoice per attachment (multiple attachments within one email are accepted)
<p>Hardcopy invoices only</p>	<p>Vector Ltd Accounts Payable PO Box 99343 Newmarket Auckland 1149 New Zealand</p>

Payment of your invoice

Invoices must pass through Vector's invoice approval system before they can be paid.

Payment Methods	Vector's preferred method of payment for invoices is by electronic bank transfer directly into the supplier's bank account.
Payment Terms	<p>Vector's standard payment term is the 20th of the month following the date on your invoice (subject to the invoice being approved for payment).</p> <p>For example, an invoice that is dated:</p> <ul style="list-style-type: none">• 31 January will be paid on 20 February• 1 February will be paid on 20 March <p>Exception – If the 20th falls on a weekend or statutory holiday, then it will be processed the next business day.</p>

Changing your account details

Please email us at vendormasterdata@vector.co.nz advising us of what has changed.

Bank changes	<p>For Bank account changes must be accompanied with a valid document that includes the bank account details, such as:</p> <ul style="list-style-type: none">○ Bank deposit slip○ Bank verified printed document○ Internet banking screenshot
Name changes / Other	<p>For all other changes including changes to business trading names, company names, company registration numbers, and GST or company ownership please provide information to assist with coordination and management of our database. E.g.</p> <ul style="list-style-type: none">○ NZ Certification of Incorporation○ ASIC references○ Valid invoice

Contact us – Accounts Payable

Phone:	(+64) 9 978 7626
Email:	accounts.payable@vector.co.nz
Post:	Vector Ltd Accounts Payable PO Box 99343 Auckland 1149 New Zealand

Frequently Asked Questions (FAQ's)

<p>I don't have a purchase order number?</p>	<p>If you do not have a purchase order, please contact the person you have been dealing with at Vector to request this information.</p> <p>A valid purchase order number is ten digits long and begins with '45'</p> <p>Refer <i>Purchase Orders</i></p>
<p>When will I be paid?</p>	<p>Vector's standard payment term is the 20th of the month following date on your invoice. If the 20th falls on a weekend or statutory holiday, then it will be paid on the next working day.</p> <p>Refer <i>Payment Terms</i></p>
<p>Why have I not been paid?</p>	<p>Please email accounts.payable@vector.co.nz or call (+64) 9 978 7626. Do not send another copy of the invoice to Accounts Payable without contacting us first.</p> <p>Invoices must be approved before they can be paid.</p>
<p>What information do I need to provide on my invoice?</p>	<p>It is important that you include a purchase order number on your invoice so that we can match your invoice in our system to what has been ordered.</p> <p>Refer <i>What to include on my invoice</i></p>
<p>What file formats do you accept for emailed invoices?</p>	<p>Vector accepts the following emailed file format types: JPEG, Tiff, and PDF.</p> <ul style="list-style-type: none"> • If your invoice has been created in Microsoft Excel or Word, please convert it to pdf format before submitting to Vector for payment. • Include only one invoice per attachment (multiple attachments within one email are allowed) <p>If your email has been returned to you please check that you have sent an appropriate file format. Please note that freeware (free downloaded software) may cause a problem. Your file may have been corrupted; please create a new document using one of the accepted file formats (preferably pdf) and resend.</p> <p>If you have any questions, either email accounts.payable@vector.co.nz or call (+64) 9 978 7626.</p> <p>Ref <i>What to include on my invoice</i></p>
<p>Who do I send my invoice to?</p>	<p>You need to send your invoices to our Accounts Payable department for processing.</p> <p>Refer <i>Where to send your invoices</i></p>
<p>I made a mistake on my submitted invoice, who do I talk to?</p>	<p>If a mistake has been made with your original invoice sent, please email accounts.payable@vector.co.nz or call (+64) 9 978 7626.</p>
<p>Where do I send a credit note?</p>	<p>Please send credit notes to the same address as invoices</p> <p>Refer <i>Where to send your invoices</i></p>

<p>Why has my invoice been returned to me?</p>	<p>Please email accounts.payable@vector.co.nz or call (+64) 9 978 7626.</p>
<p>Can I send more than 1 copy of the invoice?</p>	<p>If you are required to send a copy to your contact at Vector, please ensure that it is marked as a copy to avoid any confusion.</p> <p>Do not send another copy of the invoice to accounts payable without contacting us first.</p> <p>Please email accounts.payable@vector.co.nz or call (+64) 9 978 7626.</p>
<p>How do I update my supplier details?</p>	<p>Any changes to your details need to be emailed to vendormasterdata@vector.co.nz</p> <p>Refer <i>Changing your account details</i></p>
<p>My invoice has a supporting spreadsheet, which breaks down the invoice amounts. Who do I send that to?</p>	<p>Include it on your email to accounts.payable@vector.co.nz and copy the Vector contact into the email, clearly indicating that the Vector contact is receiving a copy for their information only.</p>
<p>Are there tax obligations if I am a non-resident providing services in New Zealand?</p>	<p>If you are a non-New Zealand tax resident providing services in New Zealand you may have New Zealand tax obligations. You can find out more about your tax obligations (in particular relating to non-resident contractors) at www.ird.govt.nz/international.</p> <p>Vector may be required to deduct withholding tax from payments to you. Exemptions from withholding tax may be available. This can be a complex area. We recommend you contact your tax advisor if you are unsure of your position.</p>