

Invoicing and statements – Minimum Requirements

Contact: All enquires – poinvoicing@qldc.govt.nz

Invoicing

To help us pay you on time, please ensure your invoices meet the minimum requirements outlined below.

Important Note:

If your invoice does not meet the requirements, this could fail the system checks and may delay payment.

INVOICE EMAIL: Issue all invoices and statements to poinvoicing@qldc.govt.nz

INVOICE FIELDS:

- **Purchase Order number OR Claim reference**
- Invoice number
- Invoice date
- Address – address to ‘Queenstown Lakes District Council’ or ‘QLDC’
Invoices cannot be accepted to a staff name or QLDC venue
- GST number (if registered)
- Bank account

PURCHASE ORDER:

- Your QLDC contact person will be able to provide you with a purchase order number
- Accounts Payable/PO Invoicing cannot issue a PO
- Our system cannot process invoices without a PO referenced on the document

INVOICE FORMAT

- **Issue as a PDF**
- Maximum of 1 invoice per pdf
- If using accounting software such as Xero or Hnry – ensure to attach the invoice as a pdf
Our system is unable to pick them up through a link

STATEMENTS

- If you are paid monthly, please submit a monthly at months end showing all outstanding invoices due for payment

STATEMENT FORMAT

- Excel, word, pdf
- Or confirmation of invoices and TOTAL owing in the body of an email