

## New Supplier Detail

Please ensure that a bank deposit slip or other bank account confirmation <sup>(1)</sup> is attached

Ministry for Primary Industries  
Manatū Ahu Matua



### Supplier to Complete

Account Name <sup>(2)</sup> :	<input type="text"/>
Trading Name :	<input type="text"/>
GST Registration Number :	<input type="text"/>
NZBN Registration Number <sup>(3)</sup> :	<input type="text"/>
Withholding Tax Applicable? <sup>(4)</sup> :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Progressive Procurement :	<input type="checkbox"/> Māori Business (50% Māori Ownership or a Māori Authority as defined by the IRD)
<i>Tick all that apply</i>	<input type="checkbox"/> Pasifika Business <input type="checkbox"/> Social Enterprise

### Address Details

Contact Name:	<input type="text"/>
Postal Address :	<input type="text"/>
	<input type="text"/>
City :	<input type="text"/>
Post Code :	<input type="text"/>
Country :	<input type="text"/>
Contact Phone No. :	<input type="text"/>
General Email Address :	<input type="text"/>
Remittance Email Address :	<input type="text"/>
Purchase Order Email Address :	<input type="text"/>

### Payment Details

Payee Name :	<input type="text"/>
Bank Name :	<input type="text"/>
Bank Account :	<input type="text"/>

### Declaration

Do you have an actual, potential or perceived Conflict of Interest in supplying MPI? :	Yes <input type="checkbox"/>	<input type="text"/>
	No <input type="checkbox"/>	
If Yes, please briefly explain the conflict and how you propose to manage it :		
<input type="text"/>		
Where a Conflict of Interest arises, you agree to immediately report it to <a href="mailto:accountspayable@mpi.govt.nz">accountspayable@mpi.govt.nz</a>		
<a href="#">What is a Conflict Of Interest?</a>		
Signature of party authorised to open account :	<input type="text"/>	
A signature is required to proceed		

**Once Completed, Please return this form to your MPI Contact or person who requested services.**

**If you have any questions regarding this form please email the Procurement Admin Team at [contract-admin@mpi.govt.nz](mailto:contract-admin@mpi.govt.nz)**

Here are a few tips that will help streamline your invoices through our system for payment.

On your invoice please quote MPI contact person's name, contract number (if applicable) and either:

- a MPI purchase order number
- a MPI cost centre number (only when no purchase order number provided - please only reference a PO number OR cost centre number - Not both)

More information about MPI's invoicing requirements can be found here : [MPI suppliers information | NZ Government.](#)

Please clearly display this information on your invoice to assist in processing.

Email a PDF version of each invoice to [accountspayable@mpi.govt.nz](mailto:accountspayable@mpi.govt.nz). We require one PDF per invoice, but more than one PDF invoice may be attached to an email.

[newzealand.govt.nz](http://newzealand.govt.nz)

1. Where a bank deposit slip is unavailable, a bank letter stating the bank account detail. If neither are available a screen capture of online banking can be accepted.
2. The legal entity requesting payment.
3. If not based in New Zealand, please provide equivalent.
4. If yes, please provide IR330C form.