



## NEW SUPPLIER FORM

Please submit completed forms for all PKW entities to **Accounts Payable** via our **email address** [accounts@pkw.co.nz](mailto:accounts@pkw.co.nz) All fields are mandatory, incomplete forms will be returned for completion.

### SUPPLIER DETAILS

Legal Name:
Trading Name:
Description of Goods/Services to be provided:
Procurement Category: <input type="checkbox"/> Facilities Management R&M <input type="checkbox"/> Livestock management <input type="checkbox"/> Farm management <input type="checkbox"/> Professional Services <input type="checkbox"/> Utilities <input type="checkbox"/> Vehicle Services <input type="checkbox"/> Business Admin <input type="checkbox"/> Marketing/Advertising <input type="checkbox"/> Training and Education <input type="checkbox"/> Travel, Catering and Entertainment <input type="checkbox"/> Info Technology
GST Reg. No.
Head Office Address:
Postal Address (if different to Head Office):
Telephone:
Contact Name:
Email Address for PO's
Remittance Email Address (if different to above):
Remittance Address:
Self-Identify as Taranaki Māori owned or operated * <span style="float: right;">Tick if yes <input type="checkbox"/></span>
<i>*Owned (50% or greater) by Māori and/or PKW shareholders/whānau and/or fully or substantially (50% or greater) controlled by Māori and/or PKW shareholders/whānau</i>
Related parties: Do you or any member of your immediate family currently work for PKW? <span style="float: right;">Tick if yes <input type="checkbox"/></span> If yes, please note their name and relationship to you.

### BANK ACCOUNT DETAILS **Account details must be supported with evidence**

Bank Name:
Bank Account Name:
Bank Account Number:

**Please sign that you understand our terms and conditions (below)**

<b>Signed:</b>	<b>Date:</b>
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OFFICE USE ONLY			
<i>PKW Entity</i>		<i>Requested by</i>	
<i>Vendor number</i>		<i>Checked by</i>	
<i>Date</i>		<i>Date</i>	
<i>Entered by</i>		<i>Finance approval</i>	
<i>H&amp;S Pre-Qual necessary</i>	<i>Yes</i> <i>No</i>	<i>H&amp;S Manager</i>	

## PKW PAYMENT TERMS

### Purchase orders

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

The purchase order number relating to the goods and services you provide PKW *must be included* on your invoice. If no valid purchase order number is shown on an invoice it may be returned to you causing a delay in payment.

You will receive a system generated purchase order when the goods or services are approved. The purchase order number will be on this document.

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

A purchase order is only valid for 60 days.

### What to include on your invoice

Your invoice must:

- Include a PKW purchase order number
- be addressed to the correct legal entity as named on the purchase order, either  
PKW Farms LP  
Parininihi ki Waitotara Incorporation, or  
PKW Trust

<p><b>If you are a supplier registered for Goods and Services Tax (GST) in New Zealand</b></p>	<p>Your invoice must comply with GST law. Your invoice must contain the following:</p> <ul style="list-style-type: none"> <li>• The words “Tax Invoice” in a prominent place</li> <li>• Your name and address</li> <li>• Your GST registration number</li> <li>• The name and address of the relevant PKW entity</li> <li>• Date of issue of the tax invoice</li> <li>• Description of the goods and/or services provided</li> <li>• The quantity or volume of the goods and/or services provided</li> <li>• 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”.</li> </ul> <p>If goods or services are exempt from GST, then this should be separately identified. Any adjustment to an invoice will generally require either a debit/credit note to be issued which is compliant with GST law. Information on GST record requirements can be obtained from the Inland Revenue website: <a href="http://www.ird.govt.nz/gst/work-out/work-out-records/records-tax/">www.ird.govt.nz/gst/work-out/work-out-records/records-tax/</a></p>
<p><b>If you are a supplier not registered for GST in New Zealand</b></p>	<p>Your invoice must contain the following:</p> <ul style="list-style-type: none"> <li>• Your name and address</li> <li>• The name and address of the recipient (the name of the relevant PKW entity)</li> <li>• Date of issue of the tax invoice</li> <li>• Description of the goods and/or services provided</li> <li>• The quantity or volume of the goods and/or services provided</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Dollar value of supply</li> </ul> |
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### Payment of your invoice

Invoices must pass through PKW's invoice approval system before they can be paid. Our preferred method of invoice/statement communication is via email.

<b>Payment Methods</b>	PKW preferred method of payment for invoices is by electronic bank transfer directly into the supplier's bank account.
<b>Payment Terms</b>	<p>Invoices need to be received by the 3<sup>rd</sup> working day following month end. PKW's standard payment term is the 20th of the month following the date of invoice (subject to the invoice being approved for payment). For example, an invoice that is dated:</p> <ul style="list-style-type: none"> <li>• 31 March will be paid on 20 April</li> <li>• 1 May will be paid on 20 June</li> </ul> <p>Exception – If the 20th falls on a weekend or statutory holiday, then it will be processed the next business day.</p> <p>If invoices are received after the 3<sup>rd</sup> working day following month end they will be paid at the end of the following month.</p>

### Contact Us

If you have any questions, contact us: Parininihi ki Waitotara – Accounts Payable

<b>Phone</b>	0800 759 462 06 769 9373
<b>Email</b>	accounts@pkw.co.nz
<b>Post</b>	Parininihi ki Waitotara Accounts Payable PO Box 241 New Plymouth