



Supplier On-Boarding Letter

We are delighted to welcome you as a valuable business partner and this Supplier On Boarding letter is intended, to give you a brief overview of our operations/payment process and requirements, in order to ensure timely payments and to establish a clear communication channel. We appreciate all our suppliers' cooperation in accordance with these operational requirements.

Standard Payment Terms

60 days: All invoices shall be paid within sixty (60) days from the date of invoice or as specified in our contract for your services.

Purchase Order Procedure

Suppliers **may not commence** any work **without a formal Purchase order** being issued by Scania. This purchase order must accurately specify the details of the products/ services to be transacted. Invoices will only be processed for payment once the goods/ services have been receipted by Scania New Zealand.

Invoice Payment Procedures

Suppliers should note the following when working with Scania New Zealand. Adhering to this will help avoid delays in payments for your invoices.

1. Scania New Zealand's invoice processing system is automated and this will affect how your invoice is processed
2. All Invoices must:
 - a. Clearly **describe/itemise the goods/services** requested on the Purchase Order
 - b. Clearly **reference** the relevant **Scania Purchase Order number**
 - c. Be emailed in **PDF format** only to invoice.co.nz1@scania.com. Invoices sent/emailed elsewhere **will not** be processed. (Links to invoice files such as in MYOB / Xero emails cannot be processed)
3. If you have **multiple invoices**, ensure each is **attach as separate files** instead of a combined file.
4. If an invoice **comprises multiple pages**, ensure that all the pages relating to this invoice is **scanned together in the one file**. Note that in the event the file (pdf format) has embedded content, as potential virus threats, our servers may not recognise these attachments.
5. Scania New Zealand will **only pay for Goods/Services** which have been **provided under a valid Purchase Order**.
 - a. Invoices with Purchase Order numbers not clearly stated will not be processed for payment due to systems related controls and restrictions.
 - b. Invoices with handwritten amendments, will not be processed for payment and should be corrected and resubmitted.
6. All **invoices must be billed to – Scania New Zealand Limited**, stating the official company address as given in the purchase order.
7. Each **invoice must have a unique internal invoice number** assigned by your Company. Overlaps may result in invoices not being paid.



Invoice Processing Key Details

Invoice Processing Details		Accounts Payable Contact Details (Enquires)	
Mail To	invoice.co.nz1@scania.com	Phone	+64 9 954 0565
Invoice Format	PDF format only ,invoices only – no queries or statements to be sent here please - Refer Note "2" below for details	Email	<ul style="list-style-type: none">• For Payment Enquiries / Statements• For Enquiry Escalations / Company Detail Changes NZAccountsPayable@scania.co.nz
		Note	<ul style="list-style-type: none">• We will endeavour to respond to enquiries within two (2) working days.• Contact your Scania representative for further escalation if required

Company Detail Amendments

For company detail changes please email our Procurement team (NZprocurement@scania.co.nz) with an official authorised request.