

Quick reference guide

Supplier Information Form

Common Errors when submitting

This guide contains some guidance on completing the Supplier Information Form and the most common errors which can occur when submitting once completed.

Nb: All fields with a red asterisk are mandatory and must be filled in.

Bank Details

If payments are made to a NZ Bank Account, please enter the Bank and Branch number.

For Banking Account Verification, please attach proof of Bank Account even though this field is not mandatory.

* Remit-To Address

Bank Details

* Bank Name
Name of your bank (e.g. "BNZ", not your bank number or account number)

* Bank Country/Region
Country where bank account is held

* Bank Account Name
Name of Bank Account / Beneficiary (e.g. Company or Person)

Bank and Branch Number ⓘ
For NZ, enter your bank and branch number (without hyphen). For Australia, use your BSB number.

* Bank Account Number ⓘ
Full bank account number including suffix. Exclude NZIAUS prefixes shown above (bank, branch, BSB)

SWIFT Code ⓘ
If you bank outside of NZ, please provide your SWIFT code

Banking Account Verification

Attachments

Unless you bank with BNZ, please attach a document evidencing bank account verification. This may include pro-forma invoice, deposit slip, screenshot from internet banking, stamped teller slip or similar

Tax Details

Please click on the **Add Tax Registration** button to enter your tax details (if you have one).

Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

GST Exemption Notes

If you are NZ based and not registered for GST, or GST exempt, please provide an explanation.

Non-Resident Tax Certification No file chosen

If your company is undertaking work in NZ and is not an NZ-based company please attach a NWT or NRCT tax certificate where available

If you are not GST registered, please put **Not Registered** in the **GST Exemption Notes** (this field cannot be left blank).

* Tax Registration

Country

GST ID

Local

Please select the jurisdiction that your company falls under for tax purposes and include your tax registration number (GST in NZ). Leave number blank if unregistered

GST Exemption Notes

If you are NZ based and not registered for GST, or GST exempt, please provide an explanation.

Non-Resident Tax Certification No file chosen

If your company is undertaking work in NZ and is not an NZ-based company please attach a NWT or NRCT tax certificate where available

When you have completed the form, please **Submit for Approval**.

Error Messages

If you have not completed all the fields, an error message will appear at the top of the form.

Please fix the errors below

There are two different errors that will appear. If you get either of these:

1. If the field is highlighted in Red

• Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

GST Exemption Notes

If you are NZ based and not registered for GST, or GST exempt, please provide an explanation.

Non-Resident Tax Certification No file chosen

If your company is undertaking work in NZ and is not an NZ-based company please attach a NWT or NRCT tax certificate where available

2. If the mandatory fields are not completed

Bank Details

*** Bank Name**

Name of your bank (e.g. "BNZ", not your bank number or account number)

⚠ can't be blank

*** Bank Country/Region**

Country where bank account is held

⚠ can't be blank

*** Bank Account Name**

Name of Bank Account / Beneficiary (e.g. Company or Person)

⚠ can't be blank

Bank and Branch Number *i*

For NZ, enter your bank and branch number (without hyphen). For Australia, use your BSB number.

*** Bank Account Number** *i*

Full bank account number including suffix. Exclude NZ/AUS prefixes shown above (bank, branch, BSB)

⚠ can't be blank

Do you already use Coupa?

If you are already using the Coupa platform for other Suppliers, then the same email address needs to be used to login.

Please email Procure to Pay (bnz_p2p@bnz.co.nz) with the correct email address and we can resend you the link.