



16 April 2018

Dear [REDACTED]

Official Information Request
Our Ref: SSC2018/0041

I refer to your official information request received on 20 March 2018 where you have asked for:

- *SSC's payment terms to suppliers*
- *How long it takes to pay its suppliers for goods and services.*

For all external suppliers, the State Services Commission (SSC) agrees to pay by the 20th of the month following the invoice date. In theory, that translates to a payment term of between 20 to 50 days from the generation date of any invoice.

In practice, we make a weekly payment run. This means that once an invoice is correctly coded and approved for payment it is paid within 7 days. This results in the majority of invoices being paid earlier than our standard terms provide for.

In addition, Leadership Development Centre (LDC) is a business unit within the State Services Commission, which manages its own accounts payable separately. All LDC invoices are paid on the 20th of each month. This includes all invoices received during the period following the previous month's payment up to approximately 15th day of the following month.

The invoices and bills received in 2016/17 financial year that were not paid on time and the comparison to each of the previous six financial year have been reported though SSC's Annual Review 2016/2017, details of which can be found at: [2016/17 Annual review of the State Services Commission](#).

If you wish to discuss this response with us, please feel free to contact Ministerial.Services@ssc.govt.nz.

Please note that we intend to publish this letter (with your personal details removed) on the State Services Commission's website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kellie Coombes'.

Kellie Coombes
Acting Deputy Commissioner
State Services Commission