NZBN Organisation Parts

The New Zealand Business Number (NZBN) allows businesses to digitally share their core information quickly and efficiently with others.

Now businesses can extend beyond their NZBN and uniquely identify different areas of their business such as branch, department and location by using Organisation Parts.

As the next stage in the evolution of the NZBN, Organisation Parts will accelerate businesses' adoption of digital ways of working and will make it even easier for you to connect and interact with other businesses and government agencies.

What is an Organisation Part?

Like the NZBN, Organisation Parts are unique 13-digit Global Location Numbers (GLNs).

Organisation Parts are used alongside your NZBN to improve the reliability and accuracy of information within your business so, for example, goods can be delivered to the right address and invoices to the correct place.

As Organisation Parts are 13-digit GLNs, they can be used in place of the NZBN in most software system fields, such as eInvoicing, rather than needing to enter both numbers.

All businesses can create two free Organisation Parts and are able to purchase more if needed.

Re-purpose existing Organisation Parts

Your business may already have one or more Organisation Parts as the NZBN infrastructure enabled the NZ COVID Tracer QR code posters as part of the Ministry of Health's Covid-19 contact tracing system.

If you provided your NZBN when you created your QR code poster, 'MoH COVID Poster Location' Organisation Parts will be listed under your NZBN on the NZBN Register. These will only be visible to those with authority over your NZBN when logged in unless you have updated the details to make them publicly visible.

These Organisation Parts can be re-purposed for additional purposes, such as eInvoicing or delivery addresses.

eInvoicing

eInvoicing is the direct exchange of data between any two accounting systems, that makes doing business smoother, faster and safer. With less manual handling and processing, it can reduce admin, errors and delays – and help speed up processing and payment, to improve business cash flow.

Organisation Parts can be used in place of an NZBN if there is a need to send or receive eInvoices at a more granular level than the NZBN legal entity.

Creating Organisation Parts to represent your organisation's different business units, locations and/or expense systems can help to ensure eInvoices are routed to the right place. This can also help to identify the type of account related to an eInvoice, for example a Departmental or Crown in a Government environment.

For more information on how eInvoicing can benefit your business and to get set up, visit www.einvoicing.govt.nz

Make your Organisation Part public

When you create an Organisation Part, you can choose whether to make its details publicly available on the NZBN register, keep the details private or only share them with specific businesses you choose.

However the more core business information that you make publicly available, the easier it is for other businesses to connect with you, the better your NZBN can work for you, and the less work you'll have to do to keep everyone informed.

How to create a new Organisation Part

1. Log in to your MyNZBN dashboard.

2. Select the NZBN you want to create an Organisation Part for.

3. On the NZBN details screen, select the 'Create Organisation Part' option on the right side of the screen.

4. Once you complete the information required your Organisation Part will immediately appear on the NZBN details page. *Note: if payment is required for your Organisation Parts, you will be redirected to the GS1 payment gateway as part of this process.*

5. To view and edit your Organisation Parts, select the Organisation Part from the NZBN details page and select the "Edit these details" icon to open the edit page

How to re-purpose an existing Organisation Part

1. Log in to your MyNZBN dashboard.

2. Select the NZBN you want to repurpose an Organisation Part for.

3. To view and edit your Organisation Parts, select the Organisation Part from the NZBN details page and select the "Edit these details" icon to open the edit page

4. On the Edit page under the Purpose field select the "Add another purpose" button to add a new purpose for your Organisation Part, such as 'eInvoicing'. Select 'Submit' to save the changes

Next steps

If you are interested in finding out more, visit the Organisation Parts section of the NZBN website or get in touch with the NZBN team at support@nzbn.govt.nz.