

Getting Paid to Support an Action Group

What do I need to know?

Facilitators, Subject Matter Experts and Mentors can be paid for their roles supporting an Action Group as long as the Group agrees to the costs and they have recorded the details in their Extension Plan

How do I get paid for my part in an Action Group activity?

To be able to submit an invoice and have it paid, you must have registered to join RMPP Action Network, as per the following instructions;

- Login in to your B+LNZ account at www.beeflambnz.com
- If you do not have an account, select Login/Register at the top of the page and complete the "Create new account" form.

Once logged in, select "My dashboard" from the drop-down menu under your name.

- Click "Join RMPP Action Network" from your 'My dashboard' page to enter your details, clicking the box that asks if you will be an Expert

Invoices must be made out to Red Meat Profit Partnership (RMPP) and include:

- The words "tax invoice"
- Your name (or trade name) and address
- Bank account details for payment
- Date invoice was issued
- Invoice number
- GST number (if appropriate)
- Action Group number
- Primary Contact Farmer name
- Description of work undertaken, the activity (Extension Plan Activity number) it relates to and cost (excluding GST)
- Details of any disbursement (excluding GST)
- GST and total amount payable

On receipt of an invoice, a copy will be sent to the Group's Primary Contact Farmer for review and approval before being processed for payment by RMPP. A separate invoice must be raised for each Action Group activity. Invoices will not be paid if they contain costs for multiple Action Groups, or do not include the information outlined above.

If the invoice does not include the group number and activity that the services relates to, it will be returned. Payment will be made by direct debit on the 20th of the month following receipt of the approved invoice to RMPP.

The amount of the invoice will be deducted from the group balance of funds.



Who can I ask for help?

Contact the help desk at RMPP if you have any questions or concerns.

Contact

☎ 0800 733 632

📘 /redmeatnz

🐦 @redmeatnz

✉ info@actionnetwork.co.nz

Keep up to date

If you want to stay up to date with what is happening at RMPP, sign up to The Ground Up, our monthly e-newsletter.

www.rmpp.co.nz

Send invoices to:

rmpp@actionnetwork.co.nz or

Red Meat Profit Partnership
PO Box 715, Wellington 6140

Send by 10th of the month

All invoices paid on 20th of the month following

