

Supplier Fact Sheet

MyProcure / SAP Ariba Light Account



More information on invoices you send to us

How to send us an invoice via MyProcure

To streamline the way you supply to us, we encourage you to no longer send your invoices by fax, postal mail or email. Where possible please send invoices using your SAP Ariba (MyProcure) FREE Light Account.

1. When you receive a purchase order from MyProcure, you can click on “Process Order” to login to your FREE SAP Ariba Light Account and view the order.
2. After you’ve delivered the goods or rendered your services, you can notify your internal customer via your usual procedure (for example, via a delivery notification), enabling them to complete the goods receipting process in MyProcure.
3. Next, you can easily convert a Purchase Order into an Invoice directly from your SAP Ariba portal which will be automatically submitted for payment, minimising potential delays in paying your invoice.

How to send us an invoice without registering on MyProcure

If you decide not to register for a MyProcure FREE Light Account, our business relationship will not be affected, and you are welcome to continue doing business with us in the same way you have been in the past.

If this is the case, please ensure that:

- Invoices are sent in PDF format
- Only 1 invoice is sent per pdf document
- If supporting documents are attached, please place the invoice on the first page of the pdf and the supporting documents on following pages
- Have the Purchase Order Number, Project Name and Business Contact name clearly visible on your invoice
- Invoices are emailed to the appropriate Accounts Payable department for processing:
 - supplierpayments@environment.nsw.gov.au for:
 - Office of Environment and Heritage
 - Royal Botanic Gardens Domain Trust
 - Environment Protection Authority
 - Centennial Park and Moore Park Trust
 - Biodiversity Conservation trust
 - Environmental trust
 - Heritage Council

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More information on invoices you send to us (cont)

- Accounts.payable@environment.nsw.gov.au for:
 - Department of Planning
 - Office of Local Government
 - Central Coast Regional Development Corporation
 - Office of Strategic Lands (Planning Ministerial Corporation)
 - Hunter Development Corporation
 - Western Sydney Parklands Trust
 - Parramatta Park Trust
 - Greater Sydney Commission

Payments may be delayed if your invoice does not contain this required information.

For questions about MyProcure purchase orders or other business-related questions please visit our [website](#), call 02 9274 6232 or email MyProcure@planning.nsw.gov.au.

Thank you for working with us during this exciting change. We appreciate your partnership and look forward to strengthening our relationship via MyProcure.

Why Register?

Registering for the MyProcure System gives you a streamlined way to receive, process and invoice orders from us. It allows you to:

- easily convert a Purchase Order to an Invoice for the potential of faster payments,
- view your last 50 Purchase Orders
- streamline payment reconciliations

There is no new investment in IT equipment, no change management for you to undertake, simply less paper, less time spent processing orders, fewer errors and better control over your supply chain.

You can find useful information about registering at the [Ariba Help Center](#).

