



Re: Changes to Improve our Procurement Processes

Dear valued supplier,

We are pleased to announce that from July 2018 we are moving to a paperless and automated procurement and accounts payable process.

We are partnering with **SAP Ariba**<sup>®</sup> to implement the **MyProcure** Ariba Network (AN), a digital marketplace bringing buyers and sellers together. We believe moving to the **MyProcure** Ariba Network will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities.

Buyers can manage the entire procurement process, from source to settle, with suppliers benefiting from a simplified sales cycle and improved cash flow.

The **MyProcure** Ariba Network makes fulfilment simple, enabling you to:

- Anticipate and respond to customer orders
- Receive Purchase Orders in real-time
- Issue a clean invoice the first time, every time
- Know when you'll get paid, and for what
- Develop an online catalogue
- Connect with new buyers

#### **Are there any fees associated with the Ariba Network?**

Suppliers new to the Ariba Network generally start transacting on the Ariba Network for free, though based on the volume of transactions you do on the Network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. A comprehensive fee list for Asia-Pacific can be accessed at [SAP Ariba Subscriptions and Pricing](#). An account on the AN will provide you with full AN functionality such as catalogues, reports, help desk support and machine to machine integration.

You need not change your current processes, however you may also opt for a **FREE** AN Light Account (LACC). LACC allows you to transact with the Department via an interactive e-mail

providing all basic fulfilment transactions. LACC will also provide you access to the MyProcure Ariba Network via mobile smart devices. For more information, please go to the [AN Light Account information page](#).

The options above are for your consideration as we move to the MyProcure Ariba Network.

### **What are the next steps?**

You will be contacted by a representative from SAP Ariba to discuss joining the MyProcure Ariba Network. SAP Ariba will also send you information on establishing a trading relationship with the Department and configuring your account.

If you are not the correct recipient or have questions, please contact the Department of Planning and Environment Supplier Enablement Team at [MyProcure@planning.nsw.gov.au](mailto:MyProcure@planning.nsw.gov.au).

For any queries about AN registration or fees, please reach out to the AN onboarding team, at [dpe.enablement@ariba.com](mailto:dpe.enablement@ariba.com).

Kind Regards,

Department of Planning and Environment Enablement Team

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**Procure**

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