

# Supplier Information Form and Procurement update



Dear valued supplier,

As part of our ongoing communications to you, this is the second email to let our suppliers know about upcoming changes to our procurement and payment processes via MyProcure, using SAP Ariba technology.

As we begin this transition, we would like to verify some details about your business and the goods and/or services you provide via our Supplier Information Form: <https://www.surveymonkey.com/r/38DQ75W>

This form should take no more than 5 minutes to complete and will bring many mutual benefits, such as:

- Categorising the goods and/or services your organisation provides, enabling our staff to easily select appropriate service providers from the category list
- Ensuring the correct person in your business receives our Requests for Quote and Purchase Orders, and
- Validating that your organisation's information is current in our system

**Could you please complete this [Supplier Information Form](#) and submit it online by 17 August 2018?** *(Please be assured we will never ask suppliers for sensitive information over the phone.)*

## What's next?

There is nothing else for you to do until you receive your first Request for Quote or Purchase Order from our new system in the coming months.

In the meantime, we will be in contact via email soon to give you information on what our new Purchase Orders will look like and how registering for an optional FREE Light Account with SAP Ariba could have benefits for your business. We will also be regularly updating our website <http://www.planning.nsw.gov.au/About-Us/Agency-Guide/Supplying-to-us>.

## Have a question?

If you are not the correct recipient of this email or have any questions you can email us at [MyProcure@planning.nsw.gov.au](mailto:MyProcure@planning.nsw.gov.au) or call us on 02 9274 6232. Thank you for working with us to prepare for this exciting change. We appreciate your partnership and look forward to strengthening our customer/supplier relationship via MyProcure.

Kind regards,

MyProcure Project Team

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