



To our valued Suppliers,

This is to update you on upcoming changes to our Procurement Processes via MyProcure. In the past month or so, you will have probably:

1. Received a phone call and/or an email from us advising you of the changes,
2. Had a conversation with our partners, SAP Ariba about opportunities to integrate your processes into the MyProcure System, and
3. Have many questions that you would like answered

We are currently developing some detailed pages on our website that will walk you through the transition and the options you have as a Supplier. In the meantime, here is an overview of what is happening:

### Your Options

As a Supplier to the Planning and Environment Cluster of Agencies, you will soon have three options for processing our orders (where currently there is only one).

**Option 1** – Full integration into the MyProcure System via a paid subscription – this is advantageous for high volume suppliers, particularly those who would benefit from having a catalogue listed in the MyProcure System.

**Option 2** – Register for a Free Light Account, enabling 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

**Option 3** – Continue to process our orders as you are currently

Your choice will have no impact on our business relationship with you.

### Transition Timeline

**Suppliers to the Department of Planning and Environment** will start to see Purchase Orders arrive via two methods from July 2018:

1. An email sent from the MyProcure system, or
2. An email sent from our current financial system (SAP)

Please keep in mind that these emails will each look a little different and, during the transition phase, you may receive Purchase Orders from both systems. Both forms of Purchase Order are valid for supplying to the Planning and Environment Cluster.

**Suppliers to the Office of Environment and Heritage** will be involved in the transition later this year which is a little later than we first anticipated. This is due to refining our systems and processes to give both our Staff and Suppliers the best Procurement Solution possible with MyProcure. We will keep you updated on this progress via regular updates like this email and on our website.

We will be in touch again once our website is updated with more information for Suppliers. In the meantime, if you have any questions, you are welcome to contact the CCS MyProcure Project Team at [MyProcure@planning.nsw.gov.au](mailto:MyProcure@planning.nsw.gov.au) or 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 relationship via MyProcure.

Kindest regards,

*my*  
**Procure**

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