

Changes to our procurement and payment processes



Changes to our procurement and payment processes, and a Supplier Information Form coming soon

Dear valued supplier,

This is the first of three notification emails we are sending in the coming weeks to suppliers. Each will detail different aspects of the changes we are making to our procurement and payment processes from 30 July 2018, as shown in the table below:

Communication	Subject
Notification 1 (this email)	a) Changes to our procurement and payment processes b) Details of our Supplier Information Form coming soon
Notification 2	a) Supplier Information Form to be filled in b) What will be different for suppliers - purchase orders you receive from us and invoices you send to us
Notification 3	a) Benefits of registering for a FREE Light Account b) Where to get expert help

a) Changes to our procurement and payment processes

We are pleased to announce that some agencies and divisions within the Planning and Environment Cluster will shortly be transitioning to a streamlined procurement and accounts payable system. This is called MyProcure, using SAP Ariba technology.

Although most of the changes will involve our own internal processes, there are opportunities for suppliers to be involved to streamline orders and payments. More details on this will be included in our next email to you and you can also find more information on our website: <http://www.planning.nsw.gov.au/About-Us/Agency-Guide/Supplying-to-us>

b) Supplier Information Form

Next week we will be sending a Supplier Information Form to you via email to ask you to confirm key information about your business.

This will include items such as Accounts Payable email address, Purchase Order receiving email address, phone numbers and ABNs.

We will not be asking for any credit card or bank account details. The data we collect will be used to ensure the smooth integration of our new system and that the right person in your business

receives our Purchase Orders. It will also help to categorise the goods and services you supply so our staff can easily select them when needed.

What's next?

There is nothing else for you to do right now, however you may wish to familiarise yourself with the information on our [website](#) for suppliers and be ready to receive our Supplier Information Form via email next week.

In the meantime, if you have any questions (or you are not the correct recipient of this email) you can email us at 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

On behalf of Deon Stofberg

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**Planning &
Environment**