

NHVR New Purchase to Pay System

Request for Purchase order email address

Dear Valued Supplier,

We are writing to inform you of an important update regarding our new purchase to pay system. Effective week beginning Monday 14 August 2023, NHVR will have implemented a new purchase to pay system to streamline our purchasing activities.

Subject: Notification of New Purchase to Pay System

With the new system in place there are a few changes that you need to be aware of:

1. **Purchase orders (PO):** All purchase orders will be generated through the new system. You will receive an official electronic PO directly from the system with a PO number assigned.
2. We understand that during this transition a few adjustments maybe required. It is possible that due to unforeseen system errors, you may receive PO's that contain incorrect information. If this happens, please advise outlining the inaccuracies as well as attaching the relevant PO and send via: finance@nhvr.gov.au.
3. **Purchase order email address:** As the PO's are being generated directly from the system, we want to ensure it is going to be received by the correct persons at your organisation. Please provide the most appropriate email address where all future PO's need to be sent. We will still maintain your current remittance email address in the system but if you have an alternative email address for POs, please provide it to us via: finance@nhvr.gov.au.
4. **Communication:** We have a team calling businesses to collect: PO email addresses, general business email addresses and phone numbers. For any inquiries, changes or updates related to PO's or general procurement matters please reach out to our procurement team vi NHVR.Procurement@NHVR.gov.au.
5. **Invoicing:** To facilitate prompt payment of invoices, please ensure that all invoices include the PO number that is listed on the new electronically generated PO.

Note: All purchases over the value of \$2,000 must have a PO number on the invoice for payments to be processed. If this is not provided, please discuss this with your business representative to obtain one.

Sending of invoices: All invoices sent need to be individual documents saved in a PDF format. You can attach more than one invoice (PDF format) at the same time. Note: The NHVR's electronic invoice recognition system does not recognise any other document format.

Please continue to submit all invoices to accounts payable via: invoices@nhvr.gov.au.

Should you have any questions or require further clarification, please do not hesitate to contact our finance team via: finance@nhvr.gov.au.

We look forward to working with you seamlessly using the new procurement system and strengthening

our business relationship.

Thank you for your attention, we appreciate your cooperation.

Sincerely

Marcus Rau

Director Finance

National Heavy Vehicle Regulator

Authentication of email: To verify this is an authentic email from NHVR you can access this email on the NHVR website:

- NHVR Website (<https://www.nhvr.gov.au/about-us/procurement>)



www.nhvr.gov.au