

12 March 2024

Dear Valued Supplier

**Transition of heavy vehicle services from Department of Transport and Main Roads (TMR) to National Heavy Vehicle Regulator (NHVR)**

As you may be aware, QLD heavy vehicle services will transition from Department of Transport and Main Roads (TMR) to the National Heavy Vehicle Regulator (NHVR) on 20 April 2024. This means that the future supply of any goods or services by you in relation to heavy vehicle services for QLD now needs to be procured from you by the NHVR and invoiced to the NHVR.

If the services you provide to TMR will be transitioning to the NHVR and you have not previously provided goods or services to the NHVR, please complete a new vendor setup form (attached) and send this to [finance@nhvr.gov.au](mailto:finance@nhvr.gov.au)

Once you are setup as a vendor, a purchase requisition can be raised by your NHVR contact and a Purchase Order number provided to you for reference on all future invoices.

For prompt payment of invoices, please ensure all invoices:

- Are sent to the mailbox [invoices@nhvr.gov.au](mailto:invoices@nhvr.gov.au)
- Include a clear **Purchase Order (PO)** number. If the NHVR did not provide you with a PO number, please request this from your NHVR contact. There are limited exceptions to the PO requirement e.g. utilities, postage, stationery, cabcharge and low value one-off invoices less than \$2,000.
- Are attached as a **PDF document** to the email. If you send multiple invoices in one email, please ensure there is a separate PDF document for each invoice. Please note that the NHVR uses an automated invoice recognition system that does not recognise online links or any other file types (e.g. Word, Excel or snapshots).

For further information on the transition and to validate this letter, please visit our website at NHVR (<https://www.nhvr.gov.au/>). Should you have any questions or require any further assistance, please reach out to our finance team via an email sent to [finance@nhvr.gov.au](mailto:finance@nhvr.gov.au)

Yours sincerely



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National Heavy Vehicle Regulator (NHVR)