Vendor Business Information Project - Information Sheet

Why is the Department of Education and Training changing systems?

- The SAP finance system streamlines the Department’s business activities.
- The Department’s old financial systems have limited data management capabilities.
- The new system enables the Department to improve its business processes and make it easier for Department buyers to do business with Department vendors.
- It enables Department buyers to send orders electronically to vendors – simplifying the purchasing process for buyers AND vendors.

Why are we asking for detailed business information?

- The current financial system’s business information is limited and in some cases out of date.
- So that you can be paid through the SAP finance system.
- So that Department staff can more easily locate your company to purchase from you.
- So that Department staff can request quotations from your company.
- To link your company to the categories of products you’re approved to supply.
- To link you to the NSW regions or areas you are best able to supply and service.
- To send purchase orders to you in a consistent way and in the same format.
- To develop streamlined business processes with you.
- To understand the potential to catalogue your products in the future.

The Vendor Business Information Project

To ensure a seamless transition to the SAP finance system for all our vendors, the Department’s Procurement Directorate and Learning Management Business Reform program have developed the Vender Business Information Project for the suppliers of goods and services.

This information gathering exercise will consolidate all data in 2 phases –

- Corporate state offices beginning February 2010 (completed)
- TAFE NSW Institutes later in July - August 2010

If your company would like to continue supplying to the Department, please provide the requested company information through the Vendor Business Information Project’s secure website by 27 August 2010.

Schools’ vendor information will be managed as a separate project.

If a company chooses not to provide the necessary information through the Department’s secure website by 27 August 2010:

1. It will not share in the benefits of being easily located and contactable by TAFE NSW Institute staff for purchases.
2. It may not receive official Department purchase orders, and payments may not be processed. This will result in a lengthy delay in payment and possibly result in the return of goods.
What information do all vendors need to provide?
The Vendor Business Information Project has been designed to collect two types of information:

1. **Essential business information** - necessary to facilitate forwarding of purchase orders and invoice payment.

2. **Other business information** - information for the Department to maximise purchase opportunities with its vendors and to provide more effective business administration.

All information is held in the strictest of confidence.

**Provide your details with confidence**

Please be assured that all information you provide will be technically secure. The Department is using an independent third party specialist provider to undertake the data collection. They have many years experience in business solutions management and have designed similar secure websites for several large NSW Government agencies.

**Why isn't my banking information showing up in the website even though I've filled in the banking form?**

Once you have completed the banking form, the information will be loaded into the SAP finance system but will not be updated in the web portal. Please do not be concerned that you are unable to see your banking information in the secure website.

**Contact Centre**

The Department has established a Contact Centre helpdesk for ALL Vendor Business Information Project enquiries.

If you have any questions regarding the Project, please call the Contact Centre on: 1300 788 782

**What will change when the SAP finance system is implemented on 5 October 2010?**

Here’s a quick guide to what your company can expect to change once the SAP finance system is activated.

- You will continue to do business easily with the Department’s staff if you have entered all required essential information in the Vendor Business Information Project’s secure website.
  Vendors will be required to deliver goods and services to the Department’s corporate offices and TAFE NSW Institutes with a **delivery docket (not an invoice)** and will need to send the invoice to the Department’s Shared Service Centre for payment.

- Vendors that have not completed the required information in the Vendor Information Project secure website may not be accessible to the Department’s buyers. All vendors are required to have an official Department purchase order. If not, invoices may not get paid, and you can expect lengthy delays in receiving payment or may have the goods returned.
Where do I send invoices once the TAFE NSW Institutes transition to SAP on 5 October 2010?

Please send all invoices to DET Shared Service Centre:

*By email*
SSC.AccountsPayable@det.nsw.edu.au

*By fax*
02 6332 1998

*By mail*
Accounts Payable
Shared Service Centre
NSW Department of Education and Training
GPO Box 4037
Sydney NSW 2001

From 5 October 2010 you can phone the Shared Service Centre on 1300 338 772 (1300 DET SSC) with any invoice and payment related enquiries.

Please note that enquiries relating to the Vendor Information Project as there is a dedicated Contact Centre - 1300 788 782.

Once again, we’d like to emphasise the importance of completing the Vendor Business Information Project details through the secure website by **27 August 2010**.