



The Big Picture

The Department of Treasury and Finance (DTF) Shared Services is a Western Australian Government Office that provides procurement, finance, human resources, payroll and support services to general Western Australian public sector agencies.

DTF Shared Services' Enterprise Resource Planning system provides an integrated framework for the whole of government Procure to Pay Solution leveraging economies of scale through shared technology and processing simplicity.

The Procure to Pay Solution

The Procure to Pay solution has been designed to provide business support processes that modernise and automate buying and purchasing outcomes.

What does this mean to you?

- Uniformity over how Government purchases goods and services
- Timely payments
- Easier invoice tracking
- One central contact point
- Access to future system enhancement such as iSupplier.

What do you need to do?

- Ensure you have appropriate systems in place to process transactions via purchase orders (PO) or Credit Card
- With each purchase request verify which purchasing method the Agency is using – Purchase Order or Credit Card
- With purchase order requests send the Tax Invoices quoting the purchase order number to DTF Shared Services
- With credit card requests, provide the Tax Receipt directly to the buyer (cardholder) at the Agency.

Purchase Order Requests

- Supplier receives a request for quotation to provide goods and or services to the agency.
- Supplier sends a quote to the agency.
- Supplier receives a purchase order (via email or fax) from the agency.
- Goods and/or services are delivered as per the purchase order details.
- Invoices must be sent directly to DTF Shared Services, quoting the purchase order number
- When enquiring on invoice payment issues, call the dedicated Customer Services Centre on 1300 345 677 or via email at enquires@oss.wa.gov.au .

Credit Card Requests

- Supplier processes purchase with credit card details.
- Supplier delivers the goods/services and the Tax Receipt to the card holder

Purchase For Purchase Orders

1. Send Invoice

There are three ways to send an invoice to DTF shared Services for payment;

- **Email:** business@oss.wa.gov.au (the preferred method)
- **Post:** Agency name
c/-DTF Shared services
PO Box 591
Cannington WA 6987
- **Fax:** (08) 9258 0303

2. Payment Methods

The preferred method of payment is using EFT as it is **secure, quicker, cheaper** and **direct** to your bank account. Cheque payments will only be used if EFT is not an option.

3. Notify us of any changes

To avoid potential delays in payment and to prevent missing out on important notices, please ensure your client (government agency) and DTF Shared Services are advised of any changes to your details.

4. Tax

There are important considerations you should be aware of;

- Purchase Orders are issued exclusive of GST charges
- When you submit your invoice, you need to comply with the ATO tax requirements for Tax invoices.

Who to contact

For any specific purchase related enquires – such as purchase order details; credit card purchases and contracts, contact the relevant agency buyer. This is your contact person in the agency or the person whose name is on the purchase order or credit card.

If you have any queries or require assistance regarding payment, contact the **Customer Service Centre** on **1300 345 677** or via email at enquiries@oss.wa.gov.au.

Other useful information regarding services provided by DTF Shared Services for suppliers can be found at the DTF Shared Services website <http://www.oss.wa.gov.au/> .

Enquiries regarding contracts to supply goods and services to the contract manager of the agency.

Information regarding contracts and supplying to Western Australian Government agencies can be found in the Government Procurement website at <http://www.dtf.wa.gov.au/cms/index.aspx> and choose Government Procurement. The Government Procurement website has a section specifically for suppliers.