



Dear Sir/Madam,

This letter is to advise you of the following changes to how you invoice the former Department of Environment, Climate Change and Water (DECCW).

Change of Department Name

On 3rd April 2011, the NSW Premier announced a re-organisation of the NSW public service. As part of these changes the government has changed the name of the Department of Environment, Climate Change and Water (DECCW) to the Office of Environment and Heritage (OEH).

New Electronic Invoice Scanning and Management Process

The OEH has introduced an electronic Invoice Scanning and Management Process, effective from 28 November 2011. The electronic Invoice Scanning and Management Process provides suppliers with the opportunity to receive payment for goods and services within 30 days from receipt of a correctly rendered invoice.

The following requirements will assist OEH in ensuring prompt processing and payment of your invoice:

- All invoices must be Tax Compliant and include the supplier's unique invoice reference number and a full description of the goods or services supplied.
- All invoices are required to reference a valid OEH Purchase Order (PO) number or in the absence of a Purchase Order number the full name and departmental email address of the person who purchased the goods or services. *Note: If an invoice does not contain the required information it will not be paid and will be returned with a request to provide the missing information before processing and payment can occur.*
- All invoices received by OEH from the 28th November 2011 will be scanned and read by an electronic scanner. In order for the scanner to read the invoice easily:
 - The invoice should be as uncluttered as possible;
 - Multi-page invoices should not be stapled;
 - The invoice should not be handwritten;
 - Avoid folding the invoice; and
 - Do not include attachments to the invoice unless they are required to justify the payment.
- All invoices raised from the **1st February 2012** will need to be sent directly to OEH Accounts Services through one of the following methods:
 - Mail to - PO Box 1967, Hurstville BC NSW 1481
 - Email to accounts.payable@environment.nsw.gov.au. The invoice should be attached as a PDF file to the email. Where you are attaching multiple invoices to one email, each invoice must be separated into their own PDF files.
- All Invoices should include your current bank account details (account name, bank name, BSB number, and account number). We will process payments via electronic funds transfer (EFT) direct to this account.

- All Invoices should state your preferred email address to receive payment notifications or remittance advices.
- All Invoices must state the OEH legal entity (or a valid trading name) that contracted to receive the goods or services. The following is a list of valid OEH legal entities and their trading names.

ABN 30 841 387 271

Office of Environment and Heritage

National Parks & Wildlife Service

NPWS

Lane Cove River Tourist Park

Environment Protection Authority

EPA

Cape Byron Trust

Resource NSW

ABN 22 988 772 206

The Trustee for Royal Botanic Gardens and Domain Trust

The Royal Botanic Garden Sydney

The Royal Botanic Gardens & Domain Trust

Mount Annan Botanic Garden

Mount Tomah Botanic Garden

The Australian Botanic Garden Mount Annan

The Blue Mountains Botanic Garden Mount Tomah

Botanic Gardens Trust

ABN 81 134 983 977

Environmental Trust

ABN 48 523 374 931

Heritage Council of NSW

Heritage Council

Heritage Office

Minister Administering the Heritage Act

Any queries regarding specific purchase orders should be directed back to the person who purchased the goods or services.

If you have any queries regarding the content of this letter please contact OEH Accounts Services by either telephoning (02) 9585 6115 or emailing accounts.payable@environment.nsw.gov.au.

Yours faithfully,

DEBORAH HUGHES

Accounts Services Manager

Service Centre

2 December 2011