



4 August 2022

Dear Valued Supplier

Transition of NSW heavy vehicle services from Transport for NSW (TfNSW) to National Heavy Vehicle Regulator (NHVR)

As you may be aware, NSW heavy vehicle services have transitioned from Transport for NSW (TfNSW) to the National Heavy Vehicle Regulator (NHVR) on 1 August 2022. This means that the future supply of any goods or services by you in relation to heavy vehicle services for NSW now needs to be procured from you by the NHVR and invoiced to the NHVR.

If you have not previously provided goods or services to the NHVR, please complete a new vendor setup form (attached) and send this form to financeNSW@nhvr.gov.au

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

For prompt payment of invoices, please ensure all invoices:

- Are sent to the mailbox invoices@nhvr.gov.au
- Include a clear **Purchase Order** reference. If NHVR did not provide you with a PO, please request one 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**. If you send multiple invoices in one email, please ensure there is a separate PDF document for each invoice, noting that the system 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 (www.nhvr.gov.au/procurement). Should you have any questions or require any further assistance, please contact financeNSW@nhvr.gov.au

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Marcus Rau', is positioned above the printed name and title.

Marcus Rau
Director Finance
National Heavy Vehicle Regulator (NHVR)