



PO First Improving purchasing for better care

July 2018

VIA EMAIL

Dear Supplier

The following DHBs (Auckland DHB, Counties Manukau Health, Northland DHB, Waitemata DHB and Taranaki DHB) and healthAlliance have started the journey of implementing a new regional purchasing initiative called **'PO First'**. This initiative will increase the efficiency of the procure-to-pay processes, ultimately resulting in smoother processing of supplier invoices and their subsequent payment.

The long term aim is to ensure that wherever practical, purchase orders are raised for goods and services prior to purchase and the Purchase Order number is included on the supplier invoice. This will result in the utilisation of invoice workflow approval processes for more efficient supplier payments.

We commenced this journey in June 2018, initially seeking to increase our proportion of invoices with purchase order numbers or other references included on the invoice. We need your support with the following:

- If you get a request for a purchase, you should ask the requester for:
 - a Purchase Order number;
 - other reference number; or
 - if above not available, the requester's full name and contact details.
- Please include one of the provided references as noted above (preferably Purchase Order number) on the invoice, and unless explicitly advised by the requester, invoices should be sent directly to the following email addresses for invoice workflow approval and payment processing.

Supplying/Billing Entity	Email to use for invoices
	NB: Please clearly state the entity you are billing on your invoice.
ADHB, WDHB, CMH, hA	accounts.payable@healthalliance.co.nz
NDHB	accounts.payableNDHB@healthalliance.co.nz
TDHB	accounts.payable@tdhb.org.nz



If you are currently sending invoices to Accounts Payable with Purchase Order numbers, you can anticipate little change.

During the initial phase while we work with various departments within each DHB, invoices without purchase orders or other reference information coming to Accounts Payable will continue to be paid, but may experience some delays in processing.

If you have questions about the '**PO First**' initiative and how it will affect you as a supplier, please refer to the following contact details:

Supplying/Billing Entity	Contact details
ADHB, WDHB, CMH, hA	In the first instance refer to PO First FAQs on http://www.healthalliance.co.nz/services/procurement If the FAQ does not answer your question, please email the Purchasing Helpdesk on Purchasing@healthalliance.co.nz or call the Purchasing Helpdesk on: 09 630 9850
NDHB	In the first instance refer to PO First FAQs on http://www.healthalliance.co.nz/services/procurement If the FAQ does not answer your question, call the Purchasing Helpdesk on: 09 430 4101 Ext: 7800
TDHB	Please email accounts.payable@tdhb.org.nz

Yours sincerely,

Fiona Harnett

CFO

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On behalf of the CFOs of Northland, Waitemata, Auckland, Counties Manukau Health and Taranaki District Health Boards.