

**YOUR
LOGO
HERE**

Dear valued suppliers and contractors,

We want to let you know of several important improvement initiatives we are currently rolling out with our valued partner eftsure. These changes will affect you, our valued external partners:

New online onboarding form (no more paper forms!)
Verification of ABN and bank account details before we issue payments.

These initiatives are all aimed at improving the way in which we do business with you, our valued suppliers, ensuring we have accurate and up to date information, and ensuring we are paying the correct supplier with confidence, every time.

New online onboarding form (no more paper forms!)

We are currently developing a new online supplier onboarding form and process, which will replace our current paper-based form.

Once this new process is in place, we will progressively ask all of our suppliers to update their information in our finance system, using this new online form.

This will result in us having accurate and up to date vendor information, reducing the risk of future errors, issues or miscommunication.

Verification of Vendor ABN and Payment Information using EFTsure

We want to ensure we always pay the correct supplier entity, and certainly never want to fall victim to potential scams or fraud.

So we are in the process of implementing EFTsure into our finance system, a third-party checking service for ABN and bank detail accuracy. With this service in place, we will check the accuracy of ABN and bank account information of our suppliers both at onboarding and prior to every payment run.

Please let us know if you have any questions via contact@myorganisation.ext

We will continue to keep you informed as we progress with these exciting and important improvement initiatives.

Best regards,

AP Team