

Transitioning to Workplace Supplies Checklist

To prepare for transition to the new contract arrangements, organisation needs to take into consideration several key factors;

- ✓ Become familiar with all of the information available:
 - a. On the nswbuy website <http://www.nswbuy.com.au/Promotions/Workplace-supplies.aspx>
 - b. Review the Frequently Asked Questions document
 - c. Familiarise yourself with the Suppliers and the lots and/or sub-lots they have been contracted to supply for

- ✓ Choose your Organisations Requirements
 - a. What Suppliers are you going to buy products from
 - b. What Products are you going to buy
 - c. Are you trying to reduce Invoice numbers
 - d. Do you have Environmental targets to take into consideration
 - e. Pricing comparisons on similar products

- ✓ Make decisions relating to the change in suppliers and Engage Supplier/s
 - a. Arrange meetings and discuss your organisations requirements as decided
 - b. Discuss potential items like SLAs

- ✓ Choose your Purchasing Method
 - a. Phone, Fax, Email or online

- ✓ Choose catalogue method
 - a. The smartbuy® nswbuy catalogue has been created to provide you with up to date product and pricing information to search and browse through. Your organisation can also use smartbuy® to purchase products on c1006 electronically.
 - b. If you would like to discuss a clipped catalogue requirement (i.e. a tailored view of the nswbuy catalogue for your organisation) Contact the Client Support on 1800 NSW BUY (1800 679 289).
 - c. To gain access to smartbuy®, you can do one of the following;
 - i. If your organisation **does not** have smartbuy® access or a smartbuy® administrator, go to http://ebseforms.commerce.nsw.gov.au/smartbuy_Browse and complete one of the following forms
 - Click on smartbuy® and choose “Search & Browse Account” (to organise an account to view products, prices, and suppliers); or
 - Click on smartbuy® and choose “Change smartbuy® Administrator” if your organisation would like purchasing and workflow control to occur within smartbuy®
 - d. If your organisation **does have** smartbuy® access, contact your smartbuy® administrator and request a login.
 - e. **If you are unsure** whether your organisation has smartbuy® access or an administrator, contact the NSW Procurement Client Support Centre on 1800 NSW BUY (1800 679 289).

- ✓ Communicate
 - a. Communicate the above choices to your buyers to inform them of any new processes and how to effectively buy from this new contract.

Placing an Order for Workplace Supplies

The following is a quick checklist designed to guide users through the processes of using the Workplace Supplies– c1006 Contract to purchase office supplies. To place an order you will need to ensure the following:

Prepare Purchase Order Information

- Contract Number and Name (C1006 – Workplace Supplies)
- Name and address of Supplier and Customer
- NSWBUY Identification Number (If you are unsure if you are a registered buyer with a NSWBUY Identification number contact the Client Support Centre 1800 NSW BUY (1800 679 289) or email nswbuy@services.nsw.gov.au)
- Customer's Purchase Order Number
- Date of Order and Date of Delivery
- Additional information, such as description of product, quantity, special delivery requirements, etc, should also be included.

Refer to the nswbuy Catalogue in smartbuy®

You can locate the Workplace Supplies product and pricing information in smartbuy® by selecting the Catalogues menu item and then selecting the Workplace Supplies external external catalogue link. Once you have selected the service, simply search and browse the catalogue to see latest product and pricing offerings.

A step-by-step guide to assist in locating the nswbuy catalogue and searching for products and pricing is available at: <http://www.nswbuy.com.au/Promotions/Workplace-supplies.aspx>

Place an order electronically using smartbuy® and the nswbuy Catalogue

Go to <http://www.nswprocurement.com.au/buy-online.aspx> and select the “Login to smartbuy®” Link.

A step-by-step guide to purchasing Workplace Supplies on smartbuy® is available at: <http://www.nswbuy.com.au/Promotions/Workplace-supplies.aspx>

OR: Place an order directly with a supplier, via phone, fax or email or your ERP system

A Supplier Quick Contact list can be found in your pack, or on the NSWBUY website at <http://www.nswbuy.com.au/Promotions/Workplace-supplies.aspx>

To place an order directly, simply refer to the Supplier Quick Contact list, select which Supplier your organisation has decided to use (checking they are allocated to the “Lot” you are ordering items from) and send them the required Purchase Order information via phone, fax or email.

Alternatively, your organisation may be using an ERP system or Purchasing Tool to send orders. Simply refer to the Supplier Quick Contact list, ensure your organisation has set up the suppliers details in your ERP system and order through your agencies procurement procedures using your ERP system or Purchasing Tool.