

IMPORTANT INFORMATION | CSIRO SUPPLIER PROCUREMENT PROCESS 9 April 2024

A new way to work with CSIRO for procurement and payments

Reading time:	3 minutes
Important for:	<ul style="list-style-type: none">Suppliers who provide goods and/or services to CSIRO and have received purchase orders starting with 4600xxxxxx from the CSIRO Supplier Portal, hosted by SAP AribaSupplier representatives, third-party Suppliers/collaboration partners engaging with CSIRO PeopleSupplier-centralised accounts receivable and sales teams (please forward as appropriate)
Excludes	<ul style="list-style-type: none">CSIRO Credit Card purchases with no purchase order requiredSuppliers who have not transacted with us using the CSIRO Supplier Portal, hosted by SAP Ariba

Final steps for the closure of the CSIRO Supplier Portal

CSIRO has now completed the transition from the CSIRO Supplier Portal, hosted by SAP Ariba, to our previous procurement and payments system.

Over the next few months, CSIRO will continue to refine our procurement and payments system to improve efficiency and reliability.

Thank you again for your patience and understanding.

The new system

From **Monday, 8 April 2024**, CSIRO transitioned back to our previous procurement and payment system.

- **Existing Purchase Orders**, starting with 4600XXXXXX and created in the now retired CSIRO Supplier Portal, hosted by SAP Ariba, prior to 12pm (AEDT) 25 March 2024, remain valid. Existing purchase orders with 4000XXXXXX also remain valid.
- **New Purchase Orders** will be sent from the CSIRO Payment Support Centre email (procuretopay@csiro.au) to your nominated purchase order email account. These purchase orders will begin with 4000XXXXXX
- **For all payments**, please send your invoices, via email, *only* to your CSIRO purchaser who will review and submit the invoice for processing by the CSIRO Payment Support Centre. When sending your invoice, please include the details of your Purchase Order number or reference.

You are *not* required to email invoices to procuretopay@csiro.au separately.

- **Updating your information.** If you need to update your including bank account, email address or tax details, please contact the Payment Support Centre procuretopay@csiro.au. The CSIRO team will then contact you to validate the changes.

For further information

If you require further clarification, we encourage you to visit our website for the latest updates.
<https://www.csiro.au/en/work-with-us/working-with-csiro/tenders-procurement/csiro-supplier-portal-information>

You can also contact the Payment Support Centre for guidance, 10am – 4pm, Monday – Friday (AEST):

- procuretopay@csiro.au
- Phone: 1300 503 418 (Australia)
- International: +61 3 9545 8962

CSIRO Payment Support Centre are experiencing a high volume of requests and are processing these as quickly as we can. Thank you once again for your patience.

Kind regards,

CSIRO Payment Support Centre

E. procuretopay@csiro.au

P. 1300 503 418 **International.** +61 3 9545 8962

Fax: +61 3 9545 8220 | www.csiro.au | [Procurement - CSIRO](#)

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