Dear Valued Supplier

## Accounts Payable Invoice Automation Solution

We are pleased to announce the Accounts Payable Invoice Automation Solution (APIAS) has now commenced across the ACT Government.

APIAS digitises the processing of invoices paid by the ACT Government which will improve the timeliness of payments and provide greater transparency of the payment process.

To ensure your invoices are automatically captured and assigned to the correct officer, your invoice needs to include the following standard information:

* Invoice number;
* Description and value of goods/services; and
* ACT Government contact officer name (first and last) located in the top third of the invoice page; or
* ACT Government Purchase Order Number (please put Purchase Order or PO in front of the number) located in the top third of the invoice page.

Send your invoice/s to our new centralised mailbox:

* Scan and email to [APINVOICES@act.gov.au](mailto:APINVOICES@act.gov.au) (preferable); or
* Post hard copy to Locked Bag 6000, Greenway, ACT 2900

If you are emailing several invoices please ensure they are included in your email as separate attachments. If additional documentation is being sent with your invoices, we ask you to ensure that the tax invoice is the first page. This will assist us with processing your payment promptly.

Further information is available at <http://www.cmd.act.gov.au/shared-services/apias>. If you have any questions please contact us via email at [APIASProject@act.gov.au](mailto:APIASProject@act.gov.au).

We thank you for your valued support through the implementation of this process.

Yours sincerely

APIAS Project Team

27 October 2017