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Dear Supplier,

We are pleased to announce improvements to our Procurement and Accounts Payable processes to enable greater transparency and more robust business processes. The changes are driven by the need to better manage risk and compliance for FXA, but most importantly serve to protect you as a valued supplier.

These improvements will be enabled by our new Oracle Enterprise Resource Planning (ERP) system being implemented in January 2015. As a valued FXA vendor we would like to explain the key improvements and how they might impact you:

FXA Procurement Policy & Process

We have developed our strategic sourcing and supplier management frameworks to provide the increased rigor and transparency required in supplier selection (tendering/negotiation), engagements and purchasing. Our procurement policy, preliminary assessment paperwork, and our Supplier sustainability code of conduct are available on the [Supplier Portal](#) website for review. We encourage you to do so and contact our Procurement team if you have any questions.

The new FXA Purchase Order Process

When the new system goes live in January 2015, our end-to-end transactional Purchasing process will become fully automated from the point of raising the internal Purchase Requisition, through to issuing the formal Purchase Order to the supplier. The final steps involve FXA receiving and validating the supplier invoice prior to invoice payment.

One of the fundamental assumptions behind our purchasing process is the implementation of '3-Way Match' Principle. To ensure timely payment, your invoice must reference a valid FXA Purchase Order number which will be validated before processing and payment.

As we lead up to the new process, we will provide you with more detailed information and instructions to make the transition as smooth as possible. If in the meantime should you have any questions or concerns, please contact us at procurement@aus.fujixerox.com.

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