



The following Transport agencies manage business transactions electronically via **Transport Equip**:

- Transport for NSW
- Roads and Maritime Services
- NSW TrainLink
- Sydney Trains

(Processes for handling business matters with Sydney Motorway Corporation (SMC) and State Transit Authority (STA) are managed via their existing systems.)

What is Transport Equip?

Transport Equip is an online system used to manage business transactions for organisations that do business with Transport for NSW, Roads and Maritime Services, NSW TrainLink and Sydney Trains.

Transport Equip uses SAP technology to enable our agencies to collect, manage and analyse data efficiently from a range of different sources, and automate many functions.

Participating in procurement events

Procurement events are managed via Transport Equip.

- In order to participate in Transport for NSW procurement events, suppliers must first register by [providing business details via this link](#) to become a bidder.
- Open tenders are listed on the NSW Government [eTendering website](#).
- Suppliers invited to participate in procurements will be sent an email containing the link from which the relevant documents can be downloaded for the procurement event.
- To receive email notifications for open tenders, please [register your details](#) with eTendering and select the relevant business categories of goods and services you are interested in supplying to TfNSW.

Watch this short [Ariba demonstration video](#) on how to participate in procurement events.

Business processes in Transport Equip

Requests for quotations

- All requests for quotation are managed via Transport Equip.
- Quotations must be submitted electronically through the Transport Equip.

Tender Responses

- All open tenders are published on the NSW Government e-tenders website.
- Vendors invited to participate in procurement events are otherwise sent emails containing the link from which the vendor can download the relevant procurement documentation.
- Responses to requests to participate in procurement events must be submitted via Transport Equip.

Purchase Orders

- Purchase Orders (POs) are issued electronically in email format to your organisation's designated email inbox.
- You must have a valid PO number recorded on all invoices to process payments within the terms of trade.
- Transport employees are unable to supply PO numbers verbally.
- Only PO numbers sent via the automated email system will be approved for payment.

Invoices

Invoice processing is centralised at Transport Shared Services (TSS) Accounts Payable which means:

- All invoices must be sent via email in PDF format to TSS Accounts Payable at tss.invoices@transport.nsw.gov.au for payment.
- Please do not send queries or questions as this is an automated email box.
- Invoices should not be sent to other business areas within Transport agencies.
- Use separate PDF files for each invoice.
- The invoice must be the first page of the PDF. Any supporting documentation for an invoice must be included in the same PDF file.
- A valid PO number must be quoted on the invoice.
- Please make sure the above criteria are met to ensure your invoice is paid on time. TSS Accounts Payable will contact you if the criteria are not met.

*(Please note the processes for **purchase orders and invoicing** do not apply to Ariba Network vendors. Please refer to the [Ariba Network information](#) for more details.)*

Payment claims in relation to SOPA

For any payment claims in relation to the Security of Payment Act (SOPA) or claims in respect of construction-related contracts for which no PO number applies, please follow the current process of submitting paper-based claims and supporting statements to the relevant Transport agency business contact stated in the contract.

Suppliers that require access to Sydney Trains systems

- Sydney Trains will require personal information (as defined in the Privacy Act 1988 (Cth)) for suppliers whose employees or contractors require access to Sydney Trains systems in order to perform their contracted roles.
- The personal information required may include, without limitation, full name, date of birth, gender, address and contact number.

Support

If you have any questions, please contact our **Procurement Service Desk** on 1300 132 136 or via email at tss.procurement@transport.nsw.gov.au.