

**Subject: Changes to AEMO's Finance Systems – Important information about Vendor Invoice Processing and Payment**

Dear Vendor,

We are pleased to announce that AEMO Group will be implementing a new ERP system with a scheduled go-live in early July. We will be introducing significant internal changes to our procurement and payment processes, including the mandatory adoption of three-way matching (Purchase Order, Invoice, and Goods Receipt) for all transactions.

As part of this transition, we anticipate temporary disruptions in our payments system in late June to mid-July, including potential system downtime. To minimise the impact on you, payments scheduled for the last week of June and the first week of July will be processed ahead of time.

We expect that payments will return to the usual payment cycle from mid to end of July. To ensure a smooth transition, we request that you take the following actions.

**What you need to do:**

- Submit all invoices no later than Monday 23rd June by close of business to avoid any payment delays for June end. Invoices submitted after this date will be processed in July on the new ERP system once the data migration has been completed.
- Ensure that current purchase order numbers are clearly stated on all invoices going forwards, as our new system will rely on automated three-way matching.

Should you have any questions or concerns, please don't hesitate to reach out to us on [accounts.payable@aemo.com.au](mailto:accounts.payable@aemo.com.au).

We appreciate your cooperation and partnership during this important upgrade.

Warm regards,

Accounts Payable Team

Australian Energy Market Operator

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