

Within Councils' policies and procedures, Council has a preference to support and purchase locally sourced goods and services wherever possible.

## Simple tips for doing business with Port Stephens Council:



## **Electronic payments**

Port Stephens Council deals with purchasing via electronic facilities including EFT, credit card facilities and e-commerce systems. Although not essential, business can be streamlined with us if you offer these easy and connective methods of purchase.



## **New supplier forms**

Port Stephens Council asks businesses to fill out a new supplier form to obtain business details for payment. This is done by requesting this through your Council representative, or our accounts payable team, who can be contacted via email at accounts.payable@portstephens.nsw.gov.au

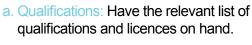


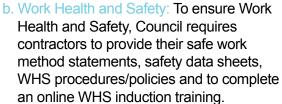
## **Tenders and quotations**

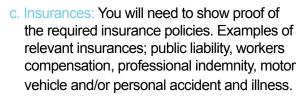
Doing business with Council may require businesses to follow the quotations and tender process. Current requests for quotations or tenders are listed on the tenders page on our website. At times, Council also uses an electronic online tendering service called **TenderLink**.



All contractors working for Council are required to register and maintain compliance in our online contractor management systems:









Head to the contractors page on our website to download a quick quide.









procurement@portstephens.nsw.gov.au



