



July 2015

Supplier Communique

Change in SWEP purchase order description

SWEP have now included a statement on purchase orders to state that the purchase order is valid for 4 months. This is in response to the large number of open orders, 12 months and older in our system. We understand that the works are often delayed due to a range of reasons unfortunately this ties up valuable funds.

This means funds are therefore committed to equipment that have not yet been supplied whilst other clients remain on the waitlist unnecessarily.

Prior to SWEP placing an order for customised and modified equipment/home modifications/vehicle modifications, we will contact you to confirm that you are 'ready to go' to ensure the completion of works within the expected 4 month timeframe. We understand that in some cases, the client delays the process which is outside of your control.

In the event that works cannot commence within that time frame, simply let SWEP know so we can cancel the order (which releases the funds to supply someone else), then when both parties are ready, contact us and we will raise a new purchase order without delay.

If the client's condition deteriorates and there is a need to escalate, please ensure that both you and the client are ready for the order to be placed as SWEP will action immediately with a purchase order.

If you have any questions or feedback about this please feel free to contact Loretta Zeeck, Manager A&EP on 5333 8165 or email: lorettaz@bhs.org.au