



Our Ref: ECM:

Your Ref:

13 May 2020

Dear Valued Customer/Supplier,

RE: NEW ACCOUNTS PAYABLE EMAIL and REGISTRATION OF INTEREST FOR QUOTES

The City of Kalamunda would like to advise that we now have a new email address for Accounts Payable. Previously invoices, payment and details were sent to [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au).

Please note the NEW email addresses as below:

Accounts Payable:	<a href="mailto:accounts@kalamunda.wa.gov.au">accounts@kalamunda.wa.gov.au</a> (for invoices, payment queries, notices etc.)
Purchasing:	<a href="mailto:purchasing@kalamunda.wa.gov.au">purchasing@kalamunda.wa.gov.au</a> (for purchase orders, procurement activities, quotes, contracts and supplier forms)
Enquiries:	<a href="mailto:enquiries@kalamunda.wa.gov.au">enquiries@kalamunda.wa.gov.au</a> (for general City of Kalamunda questions, comments, suggestions etc.)

Confirmation of the change can be found on the City's website [www.kalamunda.wa.gov.au](http://www.kalamunda.wa.gov.au).

Further to this, the City now has an online portal for Suppliers to Register their Interest in doing business with the City for the opportunity to quote on goods and services, please feel free to update and register your name via <https://www.kalamunda.wa.gov.au/tenders> select the "Register for Quotation Opportunities" link.

Thank you for your ongoing support.

Yours sincerely,

A handwritten signature in black ink that reads "Alida Ferreira".

Alida Ferreira  
Manager Financial Services