**Notification email for Existing suppliers**

**Overview**

The following is the recommended text for an email to send to suppliers who currently upload their catalogues for other IndiCater clients.

**Text**

We are pleased to inform you that we have licensed the IndiCater e-procurement application for the following processes:

1. Catalogue uploads
2. Transmission of orders
3. Import of electronic invoices

We understand that your company currently uploads catalogues and receives orders for other IndiCater Clients and we would like you to do the same for us.

This will be completed in phases.

**Phase 1** Submission of a catalogue; this needs to be uploaded by **DATE.**

**Phase 2** Set up completed, of delivery information and account numbers so orders can be placed through IndiCater by **DATE** .

**Phase 3:** Test orders to be sent and creation of test electronic invoices (EDI Lite) within the IndiCater portal Date TBC.

I confirm that there continues to be no charge to upload our catalogues to the IndiCater Supplier Portal, or for receiving our orders via email. However, we are keen to minimise your admin costs and therefore encourage you to consider an integration with IndiCater for one or more of the following - catalogues, orders, and invoicing transmissions. For more information on integrations please discuss directly with IndiCater by requesting further information to Natalie.jobson@indicater.com.

**Next Steps**

1. Please provide details of who will need access to the portal to upload our catalogue to Natalie.jobson@indicater.com by **DATE**
2. Natalie will then be in contact within the next seven working days and will provide all the required templates for you to complete.

I ask that you support this process and provide the information requested as speedily as possible so that we can ensure a successful launch in due course If you need to discuss this with me further, then please do not hesitate to contact me.