

s22

From: Financial Management
Sent: Tuesday, 28 January 2025 12:13 PM
To: Financial Management
Subject: FW: RISE COACHING CANBERRA PTY LTD invoice INV-0001 - Link4 [SEC=OFFICIAL]

Categories: s22

For information.

Kind Regards,

s22 | **Financial Services Officer**

Financial Accounting and Services | Finance & Corporate Performance Branch
Australian Electoral Commission

s47F



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From: s22
Sent: Tuesday, 28 January 2025 11:52 AM
To: s22
Cc: s22
Subject: RE: RISE COACHING CANBERRA PTY LTD invoice INV-0001 - Link4 [SEC=OFFICIAL]

Hi s22

I note the contract value in TechOne does not match the procurement value (as outlined in s22 email below). I remember trying to update this in TechOne already when s22 previously mentioned it, but I mustn't have done it correctly? Can you please help me to update it. I have added the contract price and payment schedule below.

APPROVED

Contract System GAU Contract System
Contract 004663
Type Purchasing Contracts g...
Contract Value AUD 79,999.00
Contract Limit AUD 79,998.99 (Inc)
Length User defined length
Total Length 5 months 3 days
Contract Owner s22
Reference SRC

C.A.3 Contract Price

The maximum Contract Price inclusive of GST and all taxes and charges will not exceed **\$79,750 GST inclusive** as set out below.

Fixed Price (including all expenses)

Due Date	Milestone Description	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
28/02/2025	Preliminary assessment and interim report	\$30,000	\$3,000	\$33,000
27/06/2025	Comprehensive assessment final report	\$42,500	\$4,250	\$46,750
		\$72,500	\$7,250	\$79,750

C.A.3(a) Payment Schedule

Due Date	Milestone Description	Total Price GST Exclusive	GST Component	Total Price GST Inclusive
Jan 2025	Signing of contract – 30% of costs	\$21,750	\$2,175	\$23,925
28/02/2025	Delivery of interim report – 30% of costs	\$21,750	\$2,175	\$23,925
27/06/2025	Delivery of final report – 40% of costs	\$29,000	\$2,900	\$31,900
		\$72,500	\$7,250	\$79,750

Total Fixed Price for Services \$79,750 GST Inclusive

s22

Director | Strategic Priorities
Enabling and Regulation Group
s47F

From: s22

Sent: Tuesday, 28 January 2025 11:33 AM

To: s22

Cc: s22

Subject: FW: RISE COACHING CANBERRA PTY LTD invoice INV-0001 - Link4 [SEC=OFFICIAL]

Hi s22 – I believe you were interacting with s22 regarding this contract creation as I saw your comments in TechOne that the contract value did not align with TechOne values.

If this has been rectified since, could you please liaise with s22 and/or s22 and do the needful?

Thank you.

s22 | Senior Procurement & Contracts Advisor (EL1)
Strategic Sourcing and Systems | Finance & Corporate Performance Branch
Enabling and Regulation Group
Australian Electoral Commission
s47F



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From: **s22**
Sent: Tuesday, 28 January 2025 9:09 AM
To: Financial Management **s47E(d)**
Cc: Strategic Sourcing **s47E(d)** **s22**
Subject: RE: RISE COACHING CANBERRA PTY LTD invoice INV-0001 - Link4 [SEC=OFFICIAL]

Hi **s22**

As I understand it, this is sitting with Strategic Sourcing to finalise.

I have copied them in here.

Thanks,
s22

s22
Director | Strategic Priorities
Enabling and Regulation Group
s47F

From: Financial Management **s47E(d)**
Sent: Tuesday, 28 January 2025 9:07 AM
To: **s22**
Cc: Financial Management **s47E(d)**
Subject: RISE COACHING CANBERRA PTY LTD invoice INV-0001 - Link4 [SEC=OFFICIAL]

Good morning **s22**

Hope you had a great long weekend.

We have received the attached invoice via Link4 portal for payment but the procurement SRC005236 is still sitting at "Stage 3" (screenshot is for reference).

APPROACH TO MARKET

ACTIVE

Sourcing System	Procurement Sourcing System
Sourcing Process	AEC NEW Procurement Request (10K to 79999)
Approach To Market	SRC005236
Invitation Option	Invite Only
Start Date	13-Dec-2024
Owner	s22

Workplace relations legislative compliance

Requirements

This Approach To Market is for the Workplace relations legislative compliance, please find details attached.

Details	Quantity	Unit	Estimated Unit Amount (Inc)	Estimated Line Amount (Inc)
Workplace relations legislative compliance	1	EACH	79,999.00	79,999.00
Workplace relations legislative compliance				

Stages	Status
1 Procurement Plan	Completed
2 Spending Proposal	Completed
→ 3 Complete Contract Attachment	Active
4 Contract Execution (Admin Only)	Pending

Please note we have 5 days payment term for the invoices received via Lin4.

Please advise once the procurement is completed and the contract is created so we can process the payment.

Many thanks

Kind Regards,

s22 | Financial Services Officer

Financial Accounting and Services | Finance & Corporate Performance Branch

Australian Electoral Commission

s47F

From: Link4 <connect@link4.cloud>

Sent: Monday, 27 January 2025 1:32 PM

To: Financial Management S47E(d)

Subject: You have received a new invoice from RISE COACHING CANBERRA PTY LTD

CAUTION: This email originated from outside of the Australian Federal Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

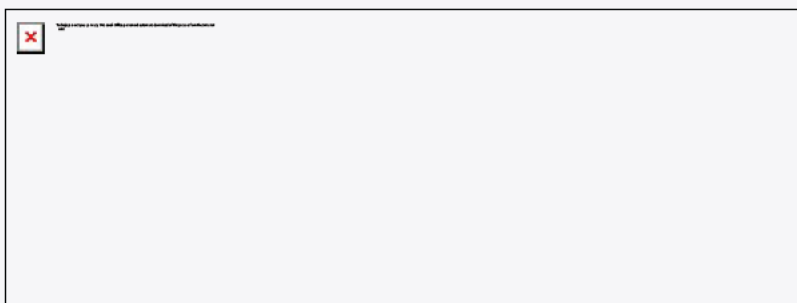


Hi AUSTRALIAN ELECTORAL COMMISSION,

Your new invoice INV-0001 from RISE COACHING CANBERRA PTY LTD has been delivered direct to your Link4 dashboard.

And your Invoice link is [View Invoice](#)

Your purchase order number is N.A



Link4 - Seamless Invoice Delivery

Send and receive e-invoices on the new network

You're currently connected to Link4's own network, but there's a new network that enables you to send and receive e-invoices to other businesses [country_name]-wide.

There is no cost involved to make the switch.

[access_point_login_link]

[Click here to see how to review invoice](#)

Have a great day,

Customer Success Team

Link4



/em>

Our mailing address is:

GPO Box 611, Adelaide SA 5001 Australia

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If you have any questions, don't hesitate to contact us support@link4.co or visit our [support portal](#).