



Regional District of Central Kootenay

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
Telephone (250) 352-6665
BC Toll Free 1-800-268-7325

Web: www.rdck.ca
Email: info@rdck.bc.ca
Fax: (250) 352-9300

File No. 1630-01

August 1, 2014

Dear RDCK Suppliers:

RE: ACCOUNTS PAYABLE INFORMATION UPDATE – PHASE TWO

RDCK has more exciting news regarding our software conversion. We are now live with our new software and most things are up and running. We are now able to process items centrally and have gone paperless. This is a dynamic opportunity to both be environmentally friendly as well as process our vendor payments and enquiries with greater efficiency.

Some highlights of the new system include:

- Centralized mailing
- Electronic invoice and statement submission
- Direct deposit for vendor payments
- Purchase order system (soon vendors will be required to utilize this system for all purchases. More information will follow once system is implemented).

In our efforts to streamline this task we are requesting that the following items be completed.

- Mailing address change. All invoices will now be sent directly to RDCK office (rather than to service location as current). In addition service locations must be clearly indicated on the invoice.
- Electronic submission of all invoices and statements to ap@rdck.bc.ca if possible (paper copies will still be accepted at this time).
- Vendor information sheet to be completed and returned to RDCK.

We are requesting that the updated vendor information sheet be returned to our office as soon as possible. Information sheets may be mailed to the address listed above. You may also e-mail your information directly to ap@rdck.bc.ca, fax to 250-352-9300, or access our fillable form on our website. Please ensure that all information on the form is completed in full and that a void cheque and e-mail address is included with the form. We would like to thank all vendors that have already filled out the information form and it is not necessary to fill one out again.

Thank you for your patience during our conversion. If you have any questions, please do not hesitate to contact our Accounts Payable Clerk, Linda Malakoff at 250-352-8195 or ap@rdck.bc.ca.

Sincerely,

Heather Smith
Manager of Financial Services

Enclosure: Vendor Information Form

