



SAINT KENTIGERN
Independent Presbyterian Education

26 October 2012

Dear Supplier

During the month of October Saint Kentigern has implemented some changes in the way it will be processing supplier accounts for our campuses. We have moved to a single accounts processing system, with all of our campuses now operating under the one organisation of "Saint Kentigern Trust".

Detailed below are the items we require your assistance with as a supplier to bring this change about.

WHAT YOU NEED TO DO:

- 1) Update our account name to:

Saint Kentigern Trust
PO Box 51060
Pakuranga
Auckland 2140

- 2) Update the email address for invoices, statements and account queries to AP@saintkentigern.com.
- 3) If your company is operating charge accounts for more than one of the various identities listed below, please amalgamate the accounts to one Saint Kentigern Trust account

Saint Kentigern Trust Board
Saint Kentigern College
Mungos Uniform Shop
Saint Kentigern School
Saint Kentigern School for Girls – Corran
Saint Kentigern Preschool
Or a combination of any of the above

- 4) You will need to establish separate delivery addresses for each of the campuses/operations you deal with.

A summary of these are;

Saint Kentigern College, 130 Pakuranga Road, Pakuranga, Auckland
Mungos Uniform Shop, Saint Kentigern College, 130 Pakuranga Road, Auckland
Saint Kentigern Boys' School, 82 Shore Road, Remuera, Auckland (incl Uniform Shop)
Saint Kentigern Girls' School, 514 Remuera Road, Remuera, Auckland (incl Uniform Shop)
Saint Kentigern Preschool, 514 Remuera Road, Remuera, Auckland
Saint Kentigern Trust Board, 130 Pakuranga Road, Pakuranga, Auckland

- 5) As well as implementing changes to our accounts processing we are also implementing the use of purchase controls throughout the organisation. We need to ask that your organisation requests and details both a purchase order number and the campus the goods were delivered to on any invoice issued.

Failure to provide the above information could result in a delay or non-payment of your account.

As part of this change we also want to ensure we have your details recorded correctly and move our customers to payment by bank transfer and receipt of remittance advices via email.
If you would like us to update your business contact information or receive your payment/remittance advice electronically please contact us via the email address below.

Thank you for your assistance with this transition, should you require any further information please do not hesitate to contact either Estelle Alexander on DDI 09 577 0704 or Alison Watt on 09 577 0748 Extn 9404 or by email at AP@saintkentigern.com

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Keane', written in a cursive style.

Arthur Keane
Finance Manager
Saint Kentigern Trust Board