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| --- | --- | --- |
| NZ Govt Logo | Engagement Notice | Company logo |

**Purpose and action required**

This template (to be completed by an approved marketplace supplier) summarises the suppliers’ Marketplace services to be delivered under the signed Marketplace contractual documentation between supplier and agency.

Please forward completed template to [marketplace@dia.govt.nz](mailto:marketplace@dia.govt.nz) within 10 days of contract signing.

**Supplier Contact Details**

|  |  |
| --- | --- |
| Contact Name: | Please complete relevant details |
| Contact Number: | As above |
| Contact Email: | As above |
| Supplier signatory name | As above |
| Supplier signatory position | As above |

**Engagement summary details**

|  |  |
| --- | --- |
| Marketplace Channel Name: | As above |
| Marketplace Catalogue Name: | As above |
| Marketplace Service Name: | As above |
| Engagement Reference no: | Please assign a reference number for audit purposes |
| Engagement title description | Please provide a brief descriptive title to this engagement |
| Start Date | Please copy from agreed Marketplace SOW |
| End Date | Please copy from agreed Marketplace SOW |
| Purpose | Please briefly summarise the expected SOW outcome |
| Estimated amount | Please copy from agreed Marketplace SOW |

**Agency Contact Details**

|  |  |
| --- | --- |
| Agency Job Reference | Please complete relevant details |
| Agency name | As above |
| Agency contact name | As above |
| Agency contact email | As above |
| Agency contact phone | As above |
| Agency address | As above |
| Agency signatory name | As above |
| Agents signatory position | As above |

**Collecting the Administration Fee**

If you are providing Consulting and Professional Services and/or Managed Services on the Marketplace, you have agreed to collect an Administration Fee from Purchasing Agencies where appropriate, commonly referred to as Lead Agency Fee.

Where appropriate, Marketplace will send a templated invoice report on the last business day of every quarter for suppliers to complete. Suppliers must complete this template and submit back to Marketplace by the 20th of the following month.