

Defence ERP: Important changes to Defence's procurement and accounts payable systems

Defence ERP T1B Main System Freeze and Cutover

- The Defence Enterprise Resource Planning (ERP) Program is a Defence-wide priority and a key part of the Defence transformation agenda. ERP will enable Defence to better adapt and evolve to meet strategic challenges. Defence Industry play a key role in ensuring the transition to ERP is successful and the uplift in Defence capability is realised.
- ERP is introducing the latest SAP solution (SAP S/4HANA) to be delivered over a number of years, in a series of phases called 'tranches'. It will create significant change across all of Defence, eliminating hundreds of complicated processes, systems and tools. The current tranche (T1B Main) is scheduled to Go Live on **Monday 12 May 2025**.
- ERP T1B Main Cutover process is being carefully managed to ensure an effective transition from legacy systems to the new SAP solution, and the continuity of essential Defence activities and services during the cutover period.
- Leading up to the T1B Main release, there will be a **System Freeze and Cutover phase from 1 May – 12 May 2025**.
- The System Freeze phase is a controlled period where legacy system transactions are suspended to enable the safe migration of data and technical transition to ERP. It is vital that Defence Industry Partners and Suppliers understand the changes in day-to-day operations during this period.
- Some minor changes to procurement and finance-based processes, such as Purchase Orders and deliveries, are anticipated during this period.
- The Defence ERP Program has issued an email titled 'Defence ERP – Tranche 1B Main Go Live (12 May 2025): Important changes for Industry Partners and Suppliers' to current Defence Industry Partners and Suppliers. The purpose of these emails were to introduce the ERP Program and communicate key invoice and delivery date impacts to minimise any disruption during the cutover period.

Further information

If you have any questions about the T1B Main Cutover, please reach out to your Defence Key Contact or Purchase Order contact who can assist with explaining what these changes mean at a local level. During the system freeze and immediate post Go Live period, queries regarding payments and invoicing can be directed to 1800 DEFENCE (1800 333 362 Option 2) or yourcustomer.service@defence.gov.au

How to prepare for the changes

To minimise any disruption during these system changes, please ensure you take note of the following key invoice and delivery dates.

Invoicing Any invoices submitted after these dates will be processed after Go Live	Submit email invoices to invoices@defence.gov.au	No later than 1700 hours 22 April 2025
	Submit eInvoices through MILIS DESE / Webview or PEPPOL	No later than 1700 hours 28 April 2025
	Resume sending invoices to Defence using existing channels. Reminder that quoting Defence's 10-digit Purchase Order number on all Tax Invoices is mandatory Note: eInvoices against open MILIS Purchase Orders will need to be submitted as email invoices to invoices@defence.gov.au due to the closure of MILIS DESE/Webview. eInvoices through the SAP Business Network will only be available for new Purchase Orders, not open MILIS Purchase Orders.	12 May 2025
Deliveries Non-warehouse deliveries to Defence addresses will continue as normal	Contact your Defence Key Contact / Purchase Order Point of Contact to reschedule any deliveries to a Joint Logistic Unit (JLU) warehouse during this period	17 April – 12 May 2025
	Contact your Defence Key Contact / Purchase Order Point of Contact to reschedule any deliveries to a non-JLU warehouse during this period	17 April – 12 May 2025

Key changes to note from Go Live:

Key change	What it means
Purchase Order Numbers	New Defence Purchase Order numbers will begin with '30' and be 10-digits. Any open MILIS Purchase Orders will feature an M preceding the old number. Open ROMAN Purchase Orders will retain their old number, beginning with '45'. Note: for some Suppliers there is no change to what you see today.
New Remittance Advice	A new look remittance advice will be sent to your company on invoice payment. Remittance of funds to settle your invoices will be paid from the same Defence bank account as is the case now.
Purchase Order General Conditions	A new approach to referencing the General Conditions of Contract for the Supply of Goods and Repair Services. The Purchase Order will contain a URL link to a Defence internet webpage that hosts the Purchase Order Form SP020, including General Conditions.
MILIS DESE/Webview closure	The MILIS DESE/Webview platform will be replaced by the SAP Business Network for Procurement.