

# BUYER GUIDE LBP VOUCHERS

Firstly, THANK YOU for choosing to be part of the Local Buying Program's Voucher Initiative.

BHP assets provide vouchers to employees and contractors to use with a local business participating in the Local Buying Program. Vouchers are generally issued in recognition of great achievements and milestones, such as:

- Recordable injury free days
- Bright Spot incentives

The quantity of vouchers, value, recognition reason and number of local businesses listed on each voucher is entirely up to you, although keep in mind there is a limited space on the voucher.

You can make a request for vouchers at any time and the only restraint is that you need to have an expiry date of no more than six months listed on the voucher. If you require any assistance, please do not hesitate to reach out to your Business Development Advisor and refer to the 'Help' drop down or your 'How To' tab in your Workspace.

Your voucher also needs to meet our minimum style standards which are outlined in our comprehensive Style Guide. Your Business Development Advisor will also be able to assist with your design preferences.

Your new vouchers will be delivered to you, securely wrapped, to avoid tampering. If they are delivered incomplete, please contact C-Res immediately.

In FIVE simple steps you can take advantage of one of the LBP's most popular initiatives, all while supporting local businesses and showing a real commitment to social value in your community!

CREATE YOUR VOUCHER IN

# 5

EASY STEPS

1.

Contact your Business Development Advisor (BDA) (their details are in the panel below), who will assist you with the LBP Vouchers.

2.

Create a Voucher Work Instruction (WI) for your chosen Suppliers to respond by 'Accept Voucher' or 'Opt Out' for the voucher round. Once the Suppliers have responded, approve, and create an auto PR for the voucher round. Export the Voucher Details PDF from the Voucher WI to attach to your WI for the printer via the 'Export' drop down.

3.

Now you can create a WI for the printer you elect to print the vouchers, please attach the document you have retrieved from the Voucher WI. Follow the standard approval and automated PR process to finalise this WI.

4.

The Printer will be required to provide a PDF proof of the voucher for approval by you and C-Res. Once approved, your vouchers will be printed and sent to you.

5.

You will receive your vouchers ready for distribution.

## Need more info about the Local Buying Program in your local region?

Contact your LBP Business Development Advisor.



Maria Hayward, WA



Mj van Vuuren, WA



Tina Colbungewen, WA



John Aurisch, NSW  
Business Development Manager



Sharleen Airts  
Indigenous Business  
Development Principal



Jessica Cardno, SA



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**LOCAL BUYING PROGRAM**  
BUILDING OUR FUTURE TOGETHER

**BHP** **BMA** **C-RES**  
PRINCIPALLY DELIVERING THE LOCAL BUYING PROGRAM IN PARTNERSHIP