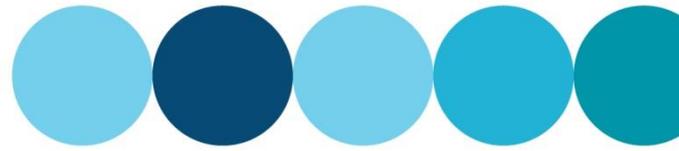


Supplier Profile

Supplier Portal – Quick Reference Sheet



Overview

This Quick Reference Sheet (QRS) demonstrates how to access, view or change your company and bank details; delete contact persons that have left your company; create new contacts; update the products and services you provide; update directors/partners/trustees and associated entities; maintain your health safety environment documentation; and upload documents that are used regularly during the bidding process.

Things You Need to Know

- Changes to Registered Entity Name and Business Name can only be performed by the Supplier Administrator. (supplier.administration@watercorporation.com.au)
- A change in ABN requires re-registration.
- It is important to note that all Water Corporation communications are sent via email. This includes purchase orders, bid invitations, HSE reminders, requests for OSH statistics and insurance certificates.
- The creation and deletion of contact persons is not instantaneous and requires technical intervention. A new contact may take up to 48 hours to be created due to security protocols.



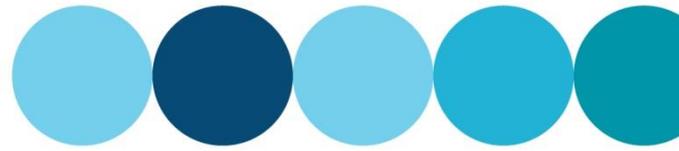
[eProcurement Login Page](#)

Features Covered

- Maintain Supplier Information
- Change bank details (Vendors only)
- Create a new user
- Delete an existing user
- Maintain Supply Categories and Region/s of Supply
- Maintain Health Safety Environment Information
- Maintain Documentation

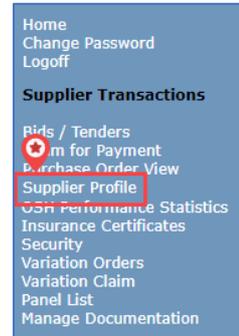
Supplier Profile

Supplier Portal – Quick Reference Sheet



Maintain Supplier Information

1. Log in to eProcurement
<https://www.watercorporation.com.au/eprocurement>
2. Select **Supplier Profile** from the Supplier Transactions menu.



The **Supplier Profile** window appears and the following tabs are displayed:

- Supplier Information
 - Supply Categories
 - Health Safety Environment
 - Documentation
3. Select the **Supplier Information** tab (if not already selected).



4. Select **Change** to update existing supplier information.

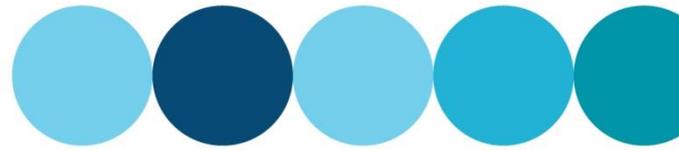
The screen changes to edit mode.

Note: Shaded fields are not editable. Please contact [Supplier Administration](#) to update this information.

5. Make the necessary changes to the required fields.
6. Select either:
 - **Submit** to save the changes,
 - or
 - **Cancel** if changes are no longer required.



Note: Any changes will be effective immediately



Change bank details (Vendors only)

Changes to bank details involve a verification process using multi-factor authentication. Any changes requested **will not be visible** until actioned by Water Corporation Supplier Administration team.

1. Select the **Supplier Information** tab (if not already selected).
2. Select **Change Bank Details** in the Australian Bank Details section.

A message displays advising that a passcode will be sent to the Remittance Advice Email address for verification.

3. Select **Ok**

The **Change of Supplier Bank Details** window displays, advising you to check your inbox for the passcode.

4. Enter the code in the Verification field.
5. Select **Verify Code**.

Note: If you don't receive the email, check your Junk or Spam folders.

The **Australian Bank Details** section displays in edit mode.

6. Add new or update the existing information:
 - **BSB** – 6 digit numeric code
 - **Account No** – max 9 digit numeric code
 - **Account Name** – text field
 - **Remittance Advice E-mail** – text field

7. Select **Submit**.

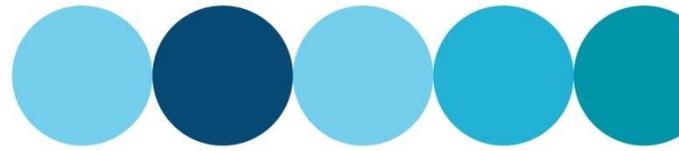
A message appears advising the request has been received and will be processed as soon as possible.

8. Select **Close**.

Note: Your old bank account details will be shown until our Supplier Administration team update the changes.

Supplier Profile

Supplier Portal – Quick Reference Sheet



Create a new Contact Person

Each contact person created **must** be an employee. Generic names like 'Accounts Receivable' will not be accepted for security reasons.

Creating a new contact person is an overnight process in eProcurement. Once created, the user will receive a welcome email with a user Id and temporary password.

1. Select the **Supplier Information** tab.
2. Select **Change**.
3. Select **Add Contact Person**.
4. Enter the relevant employee details in the pop up window displayed:
 - **First Name** – text
 - **Last Name** – text
 - **Employee Position** – text
 - **Email** – text
 - **Telephone** – numeric
5. Select **Create User**.
A successful confirmation message is displayed at the top of the window.
6. Select **Submit**.

Change Submit Cancel

Supplier Information Supply Categories Health Safety Environment Documentation

Contact Persons

Add Contact Person Please contact Supplier Administration to update existing Contact Person information

First Name	Last Name	Position	E-Mail Address	Telephone No.	User Id	Delete
CARL	SLATER	Managing Director	carl@abc.com.au	0444 444 444	CSLATE03	Delete
CRAIG	WALLACE	Accounts	craig@abc.com.au	08 9999 9999	CWALLA01	Delete

Supplier Profile

* First Name: BETTY * Email: betty@abc.com.au

* Last Name: DAVIS * Telephone: 0555 555 555

* Employee Position: Project Manager

Create User Close

Please note the user will not appear in the Contact Persons list for up to 48 Hrs

Contact Person 0000166555 created successfully. Please note the changes will not appear in Contact Person tab up for 48 hours

Change Submit Cancel Back to Search

Supplier Information Supply Categories Health Safety Environment Documentation

Delete an existing Contact Person

The **Contact Persons** section contains the details and User IDs of your registered users. When an employee leaves your organisation, you must remove their access from your supplier profile.

1. Select the **Supplier Information** tab.
2. Select **Change**.
3. Select **Delete** on the line of the contact person you wish to remove.
4. A Delete Contact Person confirmation window displays.
Select either:
 - **YES** to delete the Contact Person,
 - or
 - **NO** to cancel the action.A successful confirmation message is displayed.
5. Select **Ok**.
6. Select **Submit** to save changes
or
Cancel to exit without saving changes

Contact Persons

Add Contact Person Please contact Supplier Administration to update existing Contact Person information

First Name	Last Name	Position	E-Mail Address	Telephone No.	User Id	Delete
CARL	SLATER	Managing Director	carl@abc.com.au	0444 444 444	CSLATE03	Delete
CRAIG	WALLACE	Accounts	craig@abc.com.au	08 9999 9999	CWALLA01	Delete

Delete Contact Person

Are you sure you want to delete Contact Person?

Yes No

Supplier Profile

Business Partner deleted successfully

Please note the changes will not appear in the Users tab for up to 48 hours.

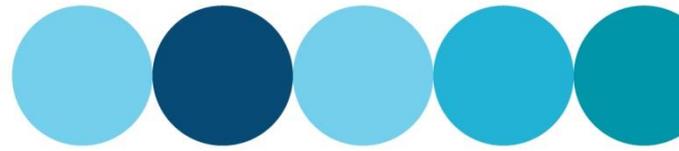
Ok

Change Submit Cancel

Supplier Information Supply Categories Health Safety Environment Documentation

Supplier Profile

Supplier Portal – Quick Reference Sheet



Maintain Supply Categories and Region/s of Supply

Maintain the product and service categories your business offers, upload or replace any relevant supporting documentation and confirm the regions in Western Australia in which you operate.

1. Select the **Supply Categories** tab.
2. Select **Change**.
3. Select **Change** under the Product or Service Category headings.
4. Scroll through the category options and choose all items that relate to your business activities.
5. Tick to add categories
or
Untick to remove categories
6. Select **OK**.

Note: You can expand a description of each Category by clicking on the arrow to the left of each category name.

The changes will be displayed immediately.

Note: Further documentation may be required for any additional categories you selected. These documents will be displayed in the **Category Documentation** table.

7. Select **Add Attachment**.

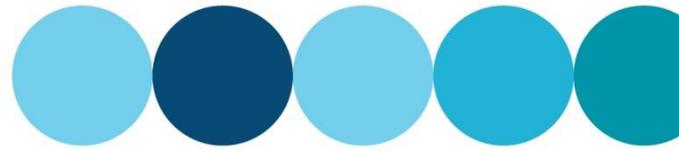
Note: If there is a document template available the link will be displayed in the Template URL column.

8. Select the attachment name from the drop down menu.
9. Select **Choose File** and browse your computer for your document.
10. Select **Attach**.

Attachment Name	Expiry Date	Template URL	View
COMPANY_PROFILE		Template	
ELECTRICAL_CONTRACTOR_LICENCE			
SECURITY_AGENT_LICENCE			

Supplier Profile

Supplier Portal – Quick Reference Sheet



The document is now displayed in the table.

11. Add an expiry date if applicable (i.e. Company licence expiry date)

Repeat these steps until all the required documents are displayed.

12. Select the region/s of WA where you provide Services.

Note: You can display a map of WA to view the regional boundaries we use

13. Select **Submit** to save changes
or
Cancel to exit without saving changes

Category Documentation			
Add Attachment			
Attachment Name	Expiry Date	Template URL	View
COMPANY_PROFILE		Template	ABC Company Profile.docx
ELECTRICAL_CONTRACTOR_LICENCE	28.11.2024		ABC EC Company Licence.pdf
SECURITY_AGENT_LICENCE	10.03.2025		ABC Security Licence.pdf

Please select the geographical region/s where you supply Services: (tick all applicable regions) [Map of WA](#)

<input type="checkbox"/> ALL OF WESTERN AUSTRALIA	<input type="checkbox"/> GOLDFIELDS AGRICULTURAL	<input checked="" type="checkbox"/> MID WEST
<input type="checkbox"/> COCOS (KEELING) ISLANDS	<input type="checkbox"/> GREAT SOUTHERN	<input type="checkbox"/> NORTH WEST
<input checked="" type="checkbox"/> PERTH	<input checked="" type="checkbox"/> SOUTH WEST	

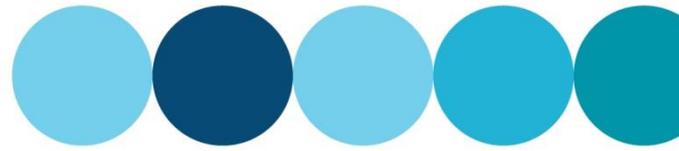
[Click to view map](#)

Change: [Submit](#) [Cancel](#)

Supplier Information | **Supply Categories** | Health Safety Environment | Documentation

Supplier Profile

Supplier Portal – Quick Reference Sheet



Maintain Health Safety Environment Information

If your HSE expiry date is approaching, or has expired, a new assessment of your supplier documentation needs to be performed.

If you've never been prequalified before, review the Safety and Environmental Management Systems and High Risk Work sections, and select those that relate to the type of work you perform.

1. Select the **Health Safety Environment** tab.
2. Select **Edit**.

Supplier Information	Supply Categories	Health Safety Environment	Documentation		
Edit	Save	Submit	Submit for Requalification	Cancel	
HSE Tier:	TIER 3	HSE Status:	EXPIRED	HSE Expiry Date:	31.05.2024

The fields you can change are now active.

3. Make any necessary changes to the **Safety and Environmental Management Systems** section by selecting **Yes** or **No** from the drop down menu options.

Safety and Environmental Management Systems

Is your company's safety management system certified to ISO 45001, AS/NZS 4801 or OHSAS 18001?: No

Is your company's environmental management system certified to ISO 14001?: No

Do you engage subcontractors?: Yes

Note: You may be required to upload additional documents depending upon your selections.

The link to our **Health Safety Environment management plan requirements** will explain our HSE prerequisites.

4. Make any necessary changes to the **High Risk Work** categories by selecting or deselecting the box on the relevant line.

High Risk Work

Will you do any of the following high risk work for us?
(Select all applicable. Refer to Health Safety Environment management plan requirements for HSE prequalification requirements)

[Health Safety Environment management plan requirements](#)

Category	Select
Field Based Services	<input checked="" type="checkbox"/>
Confined Space	<input checked="" type="checkbox"/>
Working in or near a confined space	<input type="checkbox"/>
Electricity	<input type="checkbox"/>
Energy Release	<input type="checkbox"/>

Scroll

Note: You can expand a description of each High Risk Work option by clicking on the arrow to the left of each category name.

Based on the previous selections you are required to provide all documents listed in the **Attachment** section.

Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN				Delete
HSE_QUESTIONNAIRE		Template		Delete

Note: Download the HSE Questionnaire **Template**, complete the form and save it to your computer to upload as an attachment.

OR

When applying for requalification, documents from a previous application may exist and can be replaced with a more current version.

Review the existing documents by clicking the links in the **View File** column.

Attachment Name	Expiry Date	Template URL	View File
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN			ABC HSE Management Plan.pdf
HSE_QUESTIONNAIRE			ABC HSE Questionnaire.docx

5. Select **Add Attachment**

Attachment Name	Expiry Date	Template URL	View File
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN			ABC HSE Management Plan.pdf
HSE_QUESTIONNAIRE			ABC HSE Questionnaire.docx

6. Select **attachment name** from the drop down menu

Supplier Registration

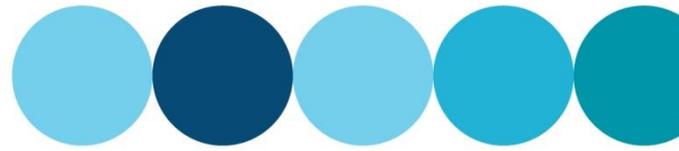
Select attachment name: HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN

Choose File No file cho...

Attach

Supplier Profile

Supplier Portal – Quick Reference Sheet



7. Select **Choose File** and browse your computer for your document.

Supplier Registration

Select attachment name: HEALTH_SAFETY_ENVIRONMENT_MANAGE... ▾

Choose File No file chosen

Attach

8. Select **Attach**

Supplier Registration

Select attachment name: HEALTH_SAFETY_ENVIRONMENT_MANAGE... ▾

Choose File ABC HSE M...ent Plan.pdf

Attach

The document is now displayed in the table.

Repeat these steps until all the required documents are displayed.

Add Attachment				
Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN		Template	ABC HSE Management Plan.pdf	Delete
HSE_QUESTIONNAIRE		Template	ABC HSE Questionnaire.docx	Delete

9. If you wish, you can add notes to support your application in the **Supplier Notes** section.

Change Submit Cancel

Supplier Information | Supply Categories | **Health Safety Environment** | Documentation

Edit Save Submit Submit for Requalification Cancel

HSE Tier: TIER 3 HSE Status: IN PROCESS HSE Expiry Date: 31.05.2024

Supplier Notes: Add further notes to support your application

10. Select **Submit for Requalification**.

OR

Select **Save** to retain changes for submission at a later date.

OR

Select **Cancel** to leave edit mode without saving changes.

Change Submit Cancel

Supplier Information | Supply Categories | **Health Safety Environment** | Documentation

Edit Save Submit **Submit for Requalification** Cancel

HSE Tier: TIER 3 HSE Status: IN PROCESS HSE Expiry Date: 31.05.2024

Supplier Notes: Add further notes to support your application

11. If you **Submit for Requalification**, the HSE Status will change to SUBMITTED.

Change Submit Cancel

Supplier Information | Supply Categories | **Health Safety Environment** | Documentation

Edit Save Submit Submit for Requalification Cancel

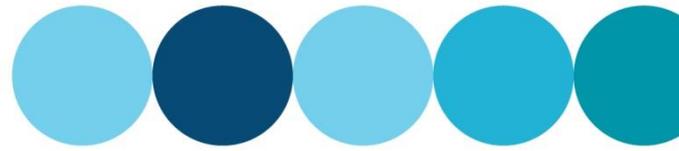
HSE Tier: TIER 3 **HSE Status: SUBMITTED** HSE Expiry Date: 31.05.2024

Our HSE team will schedule an assessment of your documents and will email you with the outcome, or may request further information.

If you have any queries regarding Health Safety Environment please contact hse.prequalapp@watercorporation.com.au.

Supplier Profile

Supplier Portal – Quick Reference Sheet



Maintain Documentation

1. Select **Documentation** tab.
2. Select **Change**.
 - **Annual Turnover** - select ▼
 - **Company Size** - select ▼
3. Select **Add** to include individual Directors/Partners/Trustees
or
Delete individuals by removing their information from each field

Note: You can add/delete multiple entries

4. Select **Add** to include additional Associated Entities

Note: If the entity does not have an ABN, please enter 12 zeros (000000000000)

If you have any additional documents of interest or are requested to load further information you can utilise the Capability Documents section.

5. Enter a **Document Name**.
6. Select **Choose File** and browse your computer for your document.
7. Select **Attach**.
8. Select **Remove** at the end of the line item to delete documents.

If you are an Aboriginal or Torres Strait owned supplier registered with Supply Nation, Aboriginal Business Directory WA or ORIC, please load your **Indigenous Certification**.

9. Select **Add Attachment**.
10. Select **Choose File** and browse your computer for your document.
11. Select **Attach**.

The document is now displayed in the table.

12. Select **Submit** to save changes
or
Cancel to exit without saving changes

Change Submit Cancel
Supplier Information Supply Categories Health Safety Environment **Documentation**

Annual Turnover: \$25M and above Company Size: 15-50 Employees

Directors/Partners/Trustees (if applicable)

Add

First Name	Last Name	Position	E-mail	Telephone No.
John	Doe	Director	john@abc.com.au	0777 777 777
Anita	Doe	Director/Company Secretary	admin@abc.com.au	08 9999 9999

Associated Entities (if applicable)

Add

Entity Name	Relationship (Parent, Subsidiary, Trust)	ABN Number
ABC INTERNATIONAL LTD	PARENT COMPANY	000000000000

Capability Documents

Document Name: Modern Slavery Statement Enter a unique document name (max 40 char)

Path: Choose File No file chosen

Attach

Document Name	File	Type	Size(Kb)	Entered On	Action

Document Name: Modern Slavery Statement Enter a unique document name (max 40 char)

Path: Choose File ABC Moder...tatement.pdf

Attach

Document Name	File	Type	Size(Kb)	Entered On	Action
Modern Slavery Statement	ABC Modern Slavery Statement	pdf	1,386	31.05.2024	remove

Indigenous Certification

Add Attachment

Attachment Name	File Name (View)

Supplier Profile

Select attachment name: Indigenous Certificate

Choose File No file chosen

Attach

Supplier Profile

Select attachment name: Indigenous Certificate

Choose File ABC Supply Nation.pdf

Attach

Indigenous Certification

Add Attachment

Attachment Name	File Name (View)
Indigenous Certificate	ABC Supply Nation.pdf

Change **Submit** Cancel
Supplier Information Supply Categories Health Safety Environment **Documentation**