




Welcome to the Essential Energy Prospective Supplier Registration User Guide.

 <p>Why should I use this guide?</p>	<p>This guide provides you with instructions on how to register as a Prospective Supplier with access to the Supplier Portal.</p>
 <p>Who might use this guide?</p>	<ul style="list-style-type: none"> Suppliers who want to become a registered Essential Energy Prospective Supplier.
 <p>Where can I go for additional system support?</p>	<p>After you submit your registration, Essential Energy will review your submission for consideration and notify you of the decision via an email notification.</p> <p>If you require further support, please contact the Procurement team by email to suppliers@essentialenergy.com.au.</p>



Key Terms:

Prospective Supplier: Prospective suppliers can participate in supplier qualification initiatives and they can view and respond to negotiations.

Business Classifications: Please see Appendix A on page 14.

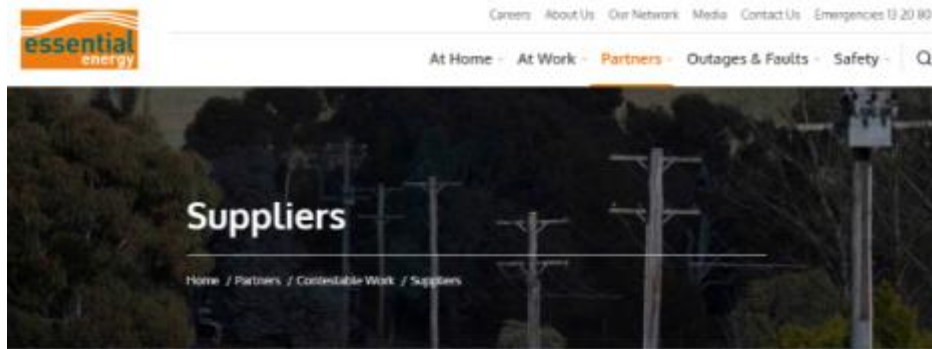


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Supplier Registration

To register as a Prospective Supplier, please visit essentialenergy.com.au/suppliers and click on Become a Supplier.



We are improving the way we connect with our suppliers by introducing a new Tenders and Suppliers portal powered by Oracle Cloud.

The Tenders and Suppliers portal will be used to manage quoting, tendering and new and existing supplier accounts.

All suppliers previously registered with Tenderlink will need to re-register using the "Become a supplier" link at the bottom of this page.




If you are a new supplier, please use the "Become a supplier" link to submit your details for setup and verification.

All Essential Energy suppliers are encouraged to review our [Statement of Business Ethics](#) and [Essential Energy terms and conditions](#).

Essential Energy maintains strict guidance to [regulatory obligations](#), as a supplier you may be required to disclose information so that we can meet these requirements.

Read our [Critical Infrastructure Licence Conditions](#).

Keep reading

 <p>Become a supplier</p> <p>Register online to become a supplier here.</p> <p>Keep reading ></p>	 <p>Supplier Portal login</p> <p>If you're already registered, access the Supplier Portal here.</p> <p>Access now ></p>	 <p>Current tenders</p> <p>Information about current and recently completed tenders.</p> <p>Read more ></p>
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Navigation

When you click on the registration link, the registration page will launch showing Train Stop 1 of 7.

Train Stops: 7 pages will need to be completed. Click on a Train Stop to navigate to that page or click **Next**.

Next: You can also use next to navigate to the next Train Stop.

Back: Use back to navigate to the previous Train Stop.

Save for Later: Use to save the registration. You will receive an email with a link to allow you to access the information already entered.

Register: Select register to send your registration submission to Essential Energy.



Register Supplier: Company Details

All fields marked with an asterisk will need to be completed.

1. Enter your **Trading / Company Name**, **Tax Organization Type** and **Supplier Type**.
2. Use the **Attachment** field to upload a copy of your Certificate of Business Registration.
3. Insert a value for an **ACN | D-U-N-S Number** (9 numbers) or **ABN | Tax Registration #** (11).

*Note: Essential Energy's preference is an ABN. If you select this **option**, you will need to first select the Tax Country.*

4. Enter your **Contact Information**.
5. Click **Next**.

essential energy Home ⓘ Sign In

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 7

Company Details Contacts Addresses Business Classifications Products and Services Questionnaire Review

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: ACN | D-U-N-S Number or ABN | Tax Registration Number.

<p>* Trading/Company <input type="text" value="SupplierTrainingInc"/></p> <p>* Tax Organization Type <input type="text" value="Company/Corporation"/></p> <p>Supplier Type <input type="text" value="Supplier"/></p> <p>Corporate Web Site <input type="text"/></p> <p>Attachments None +</p>	<p>ACN D-U-N-S Number <input type="text"/></p> <p>* Tax Country <input type="text" value="Australia"/></p> <p>ABN Tax Registration Number <input type="text" value="11222334456"/></p> <p>Note to Approver <input type="text"/></p>
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Your Contact Information

Enter the contact information for communications regarding this registration.

<p>* First Name <input type="text" value="John"/></p> <p>* Last Name <input type="text" value="Test"/></p> <p>* Email <input type="text" value="Suppliertraining@icloud.com"/></p> <p>* Confirm Email <input type="text" value="Suppliertraining@icloud.com"/></p>	<p> ⓘ</p>
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Register Supplier: Contacts

Use the **Contacts Train Stop 2** to edit, default or add additional contact details and to request Supplier Portal access for new contacts.

Note:

The Pencil Icon can be used to Edit a contact.

The Delete Icon can be used to Delete a contact.

The Create Icon can be used to Create an additional contact.

1. To create a contact, click **Create**.

Register Supplier: Contacts ?

Enter at least one contact.

Actions ▼ View ▼ Format ▼ + Create ✎ Edit ✕ Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Test, John		Suppliertraining@icloud.c...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎	✕

Columns Hidden 7

2. Enter a **First Name**, **Last Name** and **Email**.

The first contact entered will automatically default to the role of Administrative Contact. If you wish to change this, you need to add a second contact and tick/untick the field

Note: The email needs to be unique to an individual, you cannot have the same email address against different contacts.

Please avoid the use of team emails if possible unless the person monitoring that email is the only contact listed in the supplier record.

Create Contact

Salutation Mrs. ▼

* First Name Sarah

Middle Name

* Last Name Test

Job Title

Administrative contact

Phone ▼

Mobile ▼

Fax ▼

* Email Suppliertraining2@icloud.com ✕

On the lower half of the screen you can request for the contact to have access to the Supplier Portal and decide what access you would like them to have by assigning roles.

For a contact to be able to access the Supplier Portal you must click Request user account.

If you have selected to have access to the Supplier Portal, the system will automatically assign all roles to the contact. Please review **Appendix B** (page 15) to review the roles and definitions of each.

1. To remove a **Role**, click on the white space next to a Role.
2. Click the **X Symbol** to delete.
3. Repeat this process until the only Roles left are the ones you are requesting access to.
4. Click **Create Another** if you want to add another contact.
5. Alternatively, click **Ok** and the contact will be created.

This will bring you back to the **Contacts Train Stop** and you can view your contacts.

6. Click **Next** to navigate to the **Addresses Train Stop**.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Test, Sarah		Suppliertraining2@icloud...	✓	✓		
Test, John		Suppliertraining@icloud.c...	✓	✓		

Register Supplier: Addresses

1. Click **Create**.

2. Enter the fields marked with an **asterisk**. Entering an Address Name will activate further fields to be completed

*Note: Each **Address Name** can only be entered once. Multiple contacts at same location need to have a unique Address Name - consider using numbers after the Address Name such as Port Macquarie1, or Head Office and Bidding*

On the lower half of the screen, you must align a contact to an address.

3. Click **Actions**.
4. Click **Select and Add**.

5. Highlight the row of the required contact name.
6. Select **Ok**.
7. Click **Next** to navigate to the **Business Classifications Train Stop**.

Select and Add: Contacts ✕

▲ Search

Name Job Title ▼

View ▼ Format ▼ ↔ Wrap

Name	Job Title	Email	Phone
Test, John		Suppliertraining...	
Test, Sarah		Suppliertraining...	

Rows Selected 1 Columns Hidden 1

Register Supplier: Business Classifications

1. Click on the **+ Symbol**.
2. Select a **Classification**.
3. Enter any relevant corresponding details.
4. Click **Next** to navigate to **Products and Services**.

*Note: You can enter as many Business Classifications as applicable to your company. Please see **Appendix A** for a definition of each classification.*

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Company Details
Contacts
Addresses
Business Classification
Products and Services
Questionnaire
Review

Register Supplier: Business Classifications ⓘ

None of the classifications are applicable

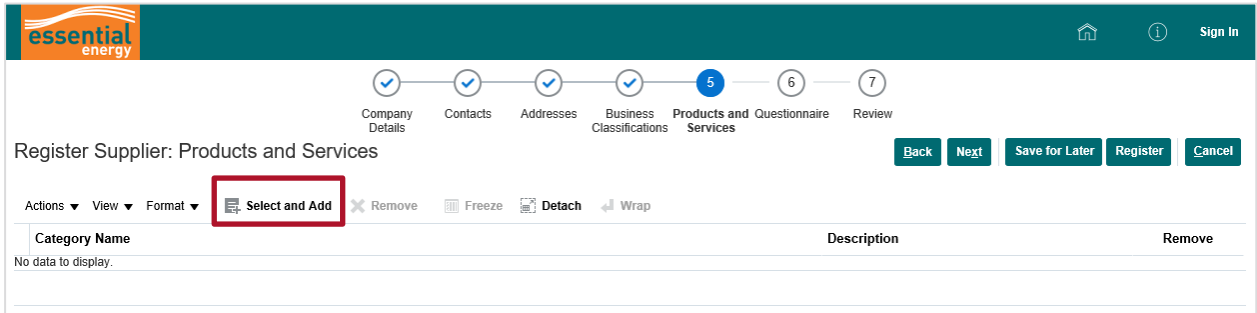
Actions ▼ View ▼ Format ▼ + ✕ Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<ul style="list-style-type: none"> ATSI organization >= 50% ATSI personnel Accredited/Contracted Service Provider Australian Business Australian Made substantially transformed in Australia Disability Business >= 50% disability personnel Government Dept/Agency/SOC Green business with minimal enviro/waste impact Medium Business 20-199 FTE Multi national Head office offshore Products fully manufactured in Australia Regional NSW supplier outside Sydney Small Business 1-19 FTE Sustainable Business Wholly International business 		▼			mm/dd/yy; 🕒	mm/dd/yy; 🕒	None +	? ⋮

Register Supplier: Products and Services

Use the Products and Services Train Stop to select the categories your company may wish to bid for.

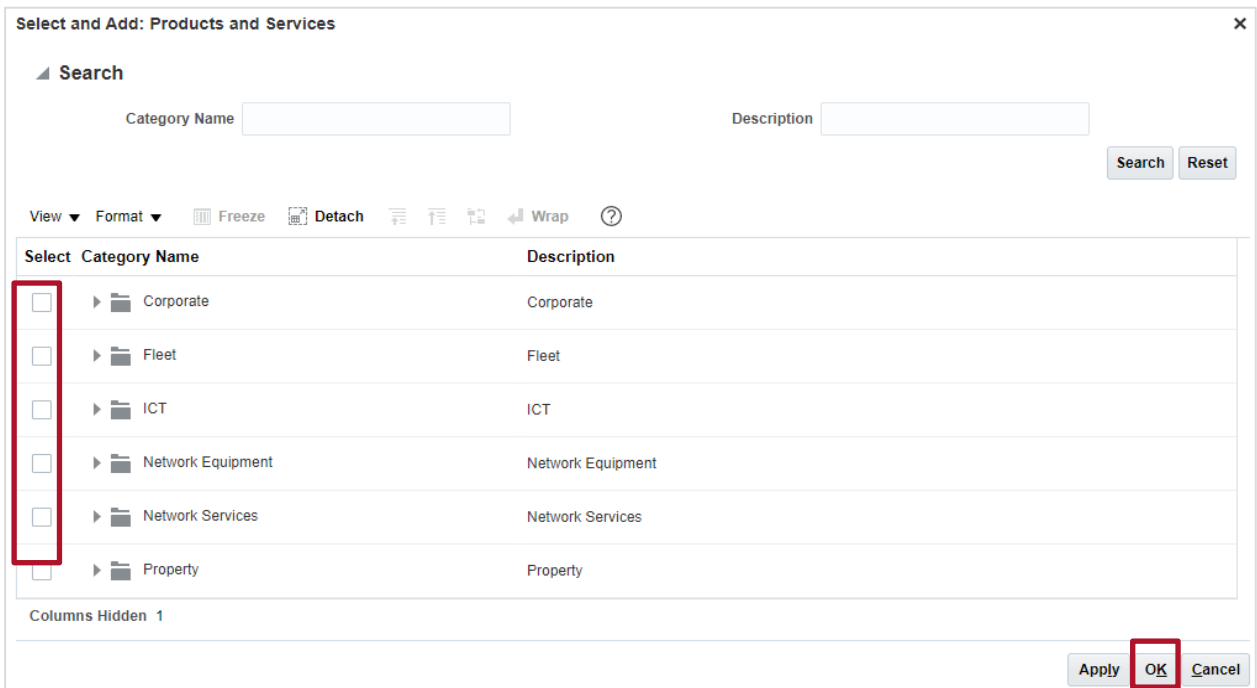
1. Click **Select and Add**.



2. Select as many relevant **Categories** as applicable.
3. Click **Ok**.

Note: Entering Categories is required so that Essential Energy knows which suppliers can be approached to join Negotiations (tenders) for the selected goods or services.

4. Click **Next** to navigate to the **Questionnaire Train Stop**.



Register Supplier: Questionnaires

To register, you will need to complete your **Tax, Critical Infrastructure, Modern Slavery and Terms and Conditions Questionnaires**.

1. Submit a response to each **Question**.
2. Click on **Next Section** to navigate to each **Questionnaire**.
3. Once you have answered all questions, click **Next**.

Register Supplier: Questionnaire

Attachments None

Section

- 1. Tax Details Questionnaire
- 2. Critical Infrastructure Licence Conditions
- 3. Modern Slavery Legislation
- 4. Terms and Conditions

Questions
Tax Details Questionnaire (Section 1 of 4)

- * 1. What will you be supplying to Essential Energy?
 - a. Supply of goods (No further responses required.)
 - b. Supply of services (Go to Question 2)
 - c. Combination (eg supply and installation services) (Go to Question 2)
2. Are you a company/partnership or trust?
 - a. Yes (Go to Question 8)
 - b. No (Go to Question 3)
3. Can you engage someone else to do the work for you?
 - a. Yes (Go to Question 8)
 - b. No (Go to Question 4)
4. Are you paid for an agreed outcome on a quote (ie NOT paid an hourly/daily/weekly rate)?
 - a. Yes (Go to Question 8)
 - b. No (Go to Question 5)

Previous Section **Next Section**

Register Supplier: Review

Use the Review Train Stop to review your complete registration.

1. Click **Register** to submit your registration.

Note 1:

Use **Back** if you would like to update information on a **Train Stop**.

Use **Save for Later** if you want to save this registration but not submit it.

Use **Cancel** to cancel the registration.

Note 2: Once you click Register you cannot reopen or edit your registration.

Review Supplier Registration: SupplierTrainingInc

Company Details

Trading/Company	SupplierTrainingInc	ACN D-U-N-S Number	
Tax Organization Type	Company/Corporation	Tax Country	Australia
Supplier Type	Supplier	ABN Tax Registration Number	112222334456
Corporate Web Site		Note to Approver	

Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Test, Sarah		Suppliertraining2@icloud...	✓	✓	
Test, John		Suppliertraining@icloud.c...	✓	✓	

2. Click **OK** to the confirmation message.

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK

At this point, your submission will be automatically received by Essential Energy for consideration.

You will receive instructions via email from Essential Energy's Oracle Fusion Application providing access to the Supplier Portal. These emails will confirm your user profile including User ID and provide access for you to create a password, using the Change Password option. Please be aware that your password should be a minimum of 8 character, including a combination of upper and lower case

Accessing the Supplier Portal will allow you to track the progress of review of questionnaire responses.

Appendix

Appendix A: Business Classifications

Classification	Definition
Small business 1-19 FTE	Business that employs 1-19 FTE's
Medium business 20-199 FTE	Business that employs 20-199 FTE's
Regional NSW supplier outside Sydney	Business of any size with a registered business address in regional NSW as per LGA listing
Australian business-head office and operation in Australia	Business whose organisation is primarily based within Australia (may or may not have offices / operations overseas and may or may not export goods internationally)
Wholly International business- 100% operation outside Australia	Business whose organisation is wholly outside of Australia
Multinational Head office offshore	Business with a head office outside of Australia
Aboriginal and Torres Strait Islander owned / registered organisation	Aboriginal and / or Torres Strait Islander owned business as registered with either NSW Indigenous Chamber of Commerce, Supply Nation and/or is a member of the First Australians Chamber of Commerce and Industry
Significant Aboriginal and Torres Strait Islander employer ≥50% FTE	Business whose workforce includes ≥50% Aboriginal/Torres Strait Islander personnel
Disability business ≥50% disability personnel	Business whose workforce includes ≥50% personnel with disability
Products fully manufactured in Australia	Business whose entire supply chain and manufacture are within Australia
Australian Made substantially transformed in Australia	Business whose product/s undergo their last substantial transformation within Australia
Green business with minimal enviro/waste impact	Business which provides evidence substantiating that it operates with minimal environmental impact and producing minimal waste
Government Dept/Agency/SOC	A government department, agency or State-Owned Corporation
Business with disaster preparedness / financial sustainability plan	Business which provides substantiating evidence supporting their disaster preparedness and economic sustainability
Accredited/Contracted Service provider	Accredited Service Provider (this is needed to save licencing)
Business with programs to uplift community / environment / culture	Business with active ongoing targeted Corporate Social Responsibility (CSR) programs supporting marginalised or disadvantaged people, environment, culture, or socio-economic strengthening of community.

Appendix B: Supplier Roles

Role	Definition
Supplier Bidder	This role grants access to requests for quote, proposal, information and reverse auctions.
Supplier Accounts Receivable Specialist	This role grants access to manage invoices and payment status for the supplier organization.
Supplier Sales Representative	This role grants access to manage agreements and deliverables for the supplier organization.
Supplier Self Service Clerk	This role grants access to update the profile information for the supplier company. Requests updates to supplier contact information and user accounts to grant employees access to the buying organization's application.
Supplier Self Service Administrator	This role grants access to manage profile information for the supplier organization. Administers user accounts to grant employees access to the buying organization's application. Provisions supplier roles and defines supplier data access.