




Welcome to the Essential Energy Supplier Registration Guide

 Why should I use this guide?	<p>This guide provides you with instructions on how to register as a Supplier to Essential Energy with access to the Supplier Portal. Please complete all fields before clicking Register to submit your registration.</p>
 Who might use this guide?	<ul style="list-style-type: none"> Suppliers who want to become a registered Supplier to Essential Energy
 Where can I go for additional system support?	<p>After you submit your registration, Essential Energy will review your submission and communicate with you via email notification to the email you have provided.</p> <p>If you require further support or are unable to complete any fields, please contact the Procurement team by email to suppliers@essentialenergy.com.au.</p> <p>Ensure you include your name, company name and phone number so we can contact you directly</p>

Definitions

There are 2 different types of Suppliers:

Prospective – Initial Registration status

- Allows participation as Bidder in Negotiations (RFQ)

Spend Authorised

- Allows participation as Bidder in Negotiations (RFQ)
- Award and acceptance of Agreements (Contracts)
- Acceptance of purchase orders created by Essential Energy
- Ability to create and submit invoices through the Supplier Portal
- Visibility of remittances confirming payment for goods/services

Additional information has been included throughout this guide to assist suppliers completing registrations.

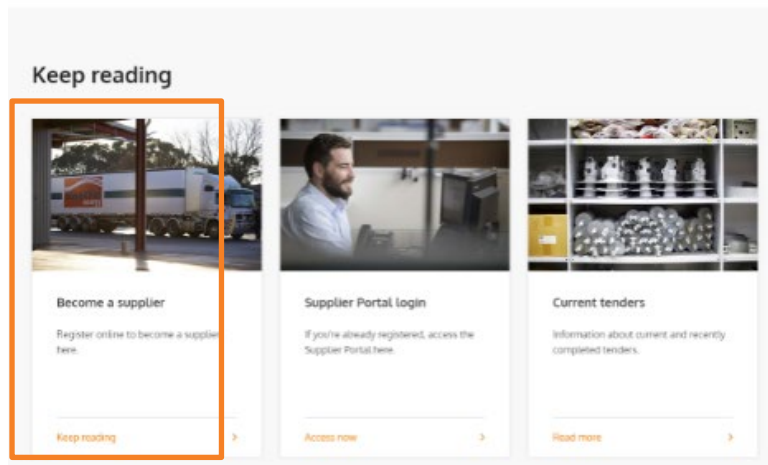
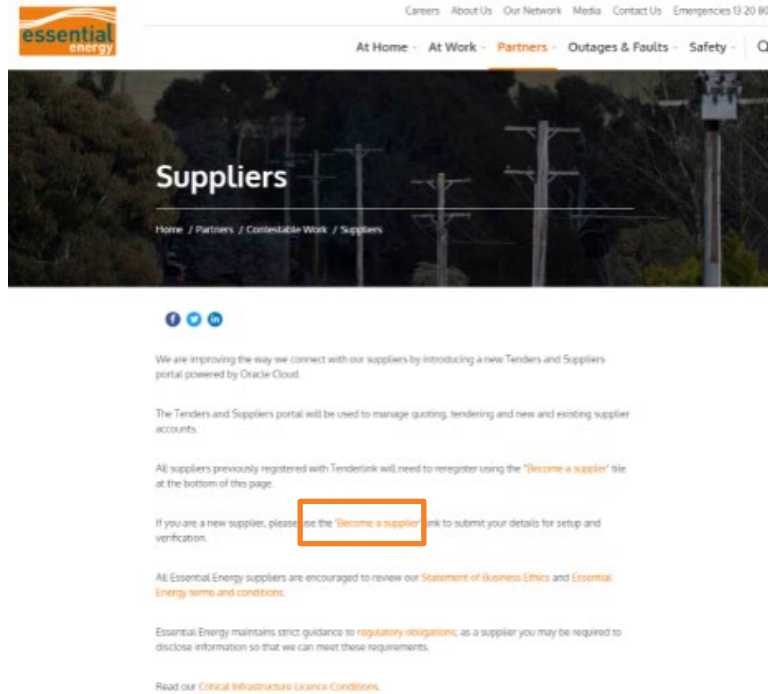
Note : where a field is marked with * it must be completed.

A **Troubleshooting** section is included on page 16

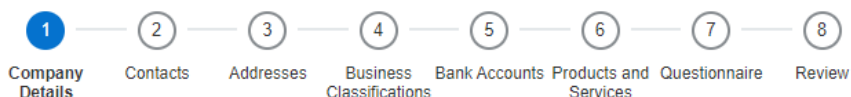
If issues persist, please send an email to suppliers@essentialenergy.com.au for assistance

How to Register as a Supplier

To register as a Supplier, please visit essentialenergy.com.au/suppliers and click on **Become a Supplier**, OR scroll to the bottom of the page and click the box highlighted below



Clicking the link opens the **Register Supplier: Company Details** page. The registration page opens and shows **Train Stops 1 of 8**. You must complete each **Train Stop**

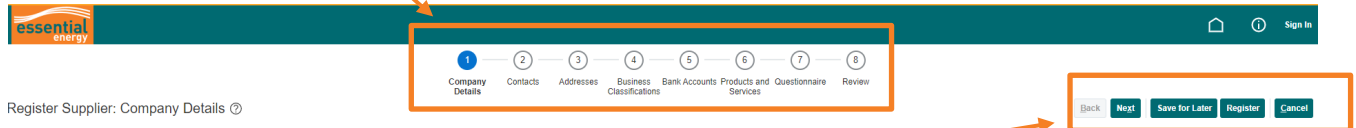


Tips to help with Registration

There are **7 Train stops** which need to be completed.

Train stop 8 is for **Review** and **Register**. You must click Register to submit your registration.

Each **Train Stop** needs to be completed. Click on **Next** OR the number for the next **Train Stop** to navigate to the next page.



Navigation buttons

Next: You can use this button to move to the next Train Stop.

Back: Use this button to navigate to the previous Train Stop.

Save for Later: Use to save a partial registration for later completion. You will receive an email with a link to allow you to access the information already entered. Note – you do not need to start again but will need to reload the company ABN

Register: Select register to submit your registration to Essential Energy at **Train stop 8**.

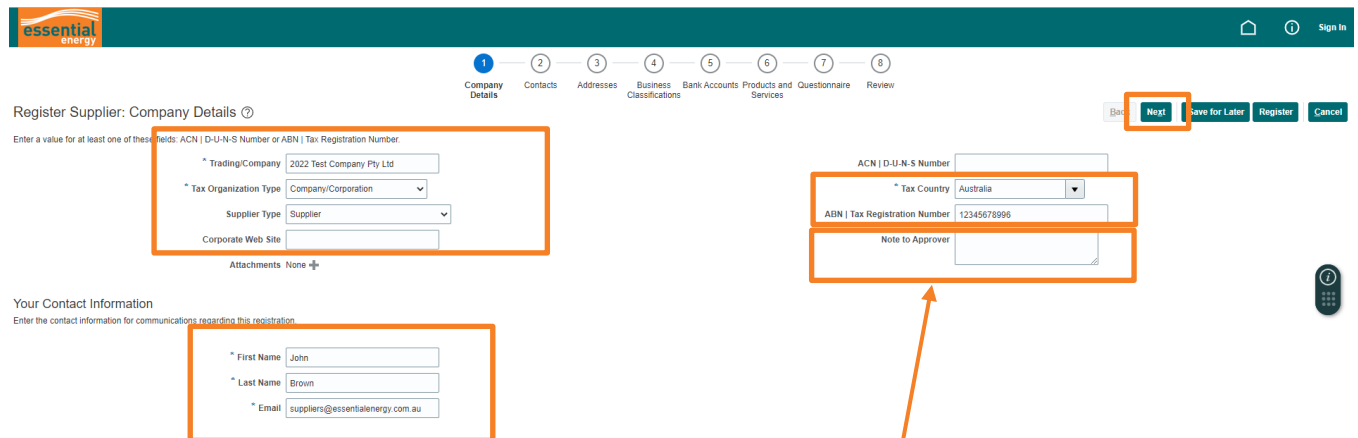
Train Stop 1 = Register Supplier: Company Details

All fields marked with an asterisk * must 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 (optional).
3. Insert a value for an **ACN|D-U-N-S Number** (9 numbers) or **ABN|Tax Registration Number** (11 numbers).

*Note: Essential Energy's preference is an **ABN**. If you select this **option**, you will need to first select the **Tax Country**. There should also be no spaces in the ABN when entered.*

4. Enter your **Contact Information**. This Contact becomes the Administrative contact by default on the supplier registration



5. Click **Next**, OR click on **Train stop 2**

Note : if the ABN identifies you as a sole trader, please complete the **Note to Approver** box, identifying the employee who has asked you to register

If an **Error** message appears on this page refer to **Troubleshooting** on page **16** of this guide

Train stop 2 = Register Supplier: Contact

Use this **Train stop** to edit default Contact (entered in **Train stop 1**) or add additional Company contact details.

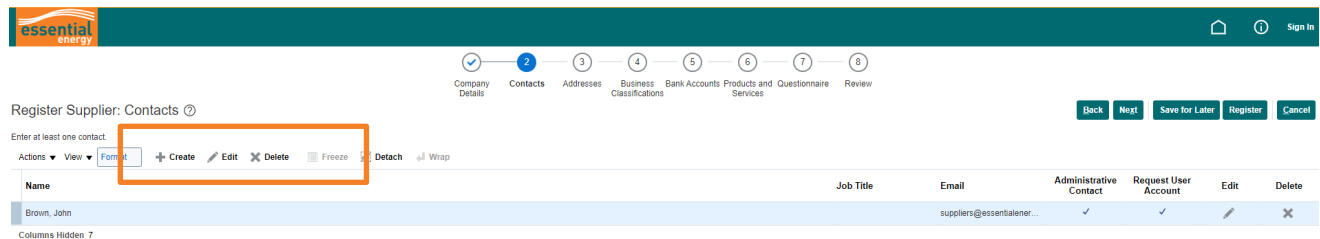
Tips:

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.

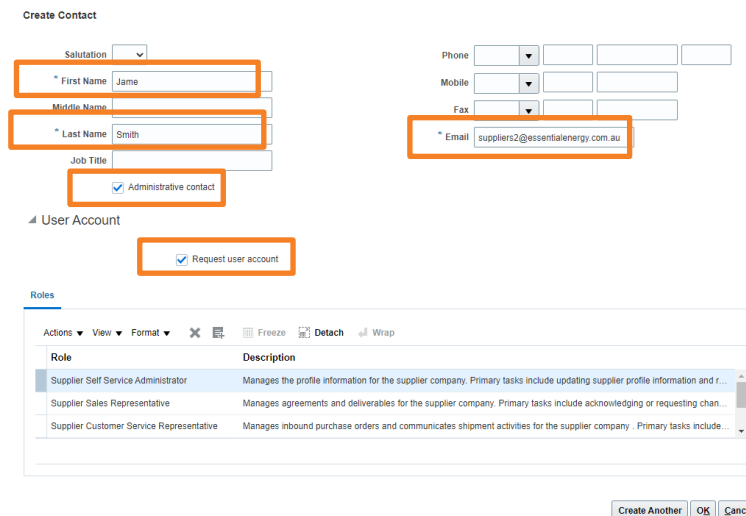
1. To create a new contact, click **Create**.



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 Administrative contact field. Essential Energy recommends at least 2 (two) Administrative Contacts be nominated where possible.

Note: The email must be unique to an individual, you cannot have the same email address against different contacts. For security reasons please avoid the use of team emails wherever possible unless the person monitoring that email is the only contact listed in the supplier record.



Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...

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. A definition of each role is below.

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



When Request User Account is selected, the system will automatically assign all roles to the contact. Allocating and changing roles for a Contact is an optional requirement.

1. To remove a **Role**, highlight the line and click the **X Symbol** to delete.
2. Repeat this process until the only Roles left are the ones you are requesting access to.
3. Click **OK** to exit the screen and return to the **Contacts** homepage

User Account

☒ Request user account

Roles

Actions ▾ View ▾ Format ▾  

Freeze

Detach

Wrap

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

Create Another

OK

Cancel

Use **Create Another** if you want to add other contacts, and follow the prompts to enter required information.

Click **Next** or click on **Train stop 3**.

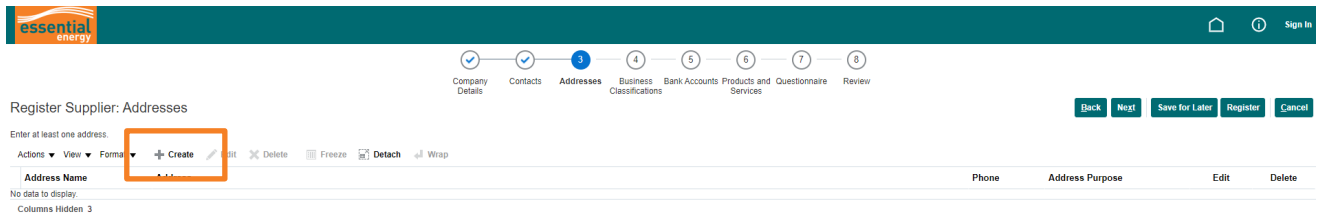
Definitions of roles

Note : If you are the Administrator for the supplier record and need to be able to amend the supplier profile (including banking) you must have Supplier Accounts Receivable Specialist role

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.

Train stop 3 = Register Supplier: Addresses

1. Click **Create**.



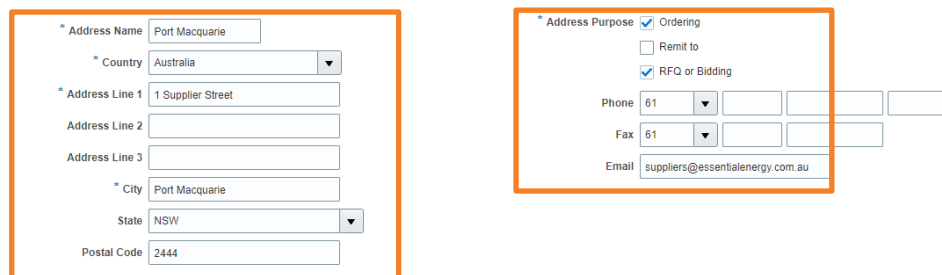
2. Entering an **Address Name** will activate further fields to be completed

*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*

Address Purpose can be selected for all or some options only.

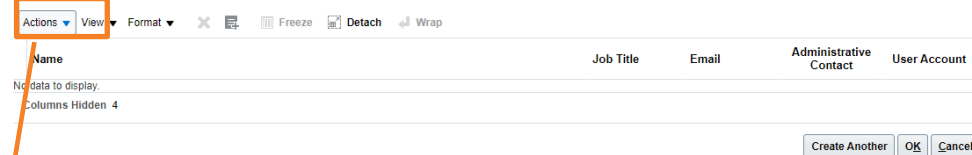
Tip – Ordering should be selected so that purchase orders can be created
Remit to should be selected so that remittance notices can be provided
RFQ or Bidding should be selected so that the company can respond to Negotiations

Create Address



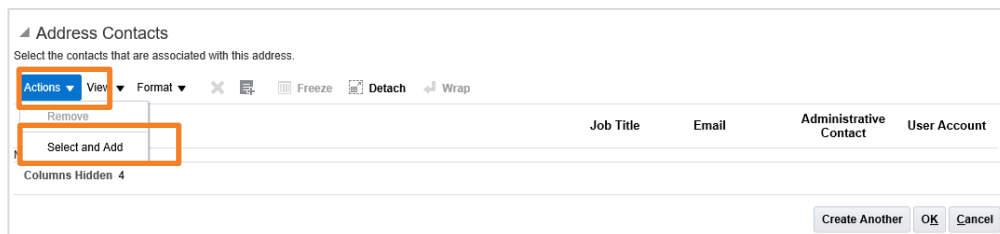
Address Contacts

Select the contacts that are associated with this address.



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

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



- Highlight the row of the required contact name.

Select and Add: Contacts ✕

Search

Name Job Title

View

Name	Job Title	Email	Phone
Brown, John		suppliers@esse...	
Smith, Jame		suppliers2@ess...	

Rows Selected 1 Columns Hidden 1

- Select **Ok**. The **Addresses Train stop** now shows the **Address** and **Purpose**

Register Supplier: Addresses Back Next Save for Later Register Cancel

Enter at least one address.

Actions

Address Name	Address	Phone	Address Purpose	Edit	Delete
Port Macquarie	1 Supplier Street,Port Macquarie NSW 2444		Ordering, RFQ or Bidding	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

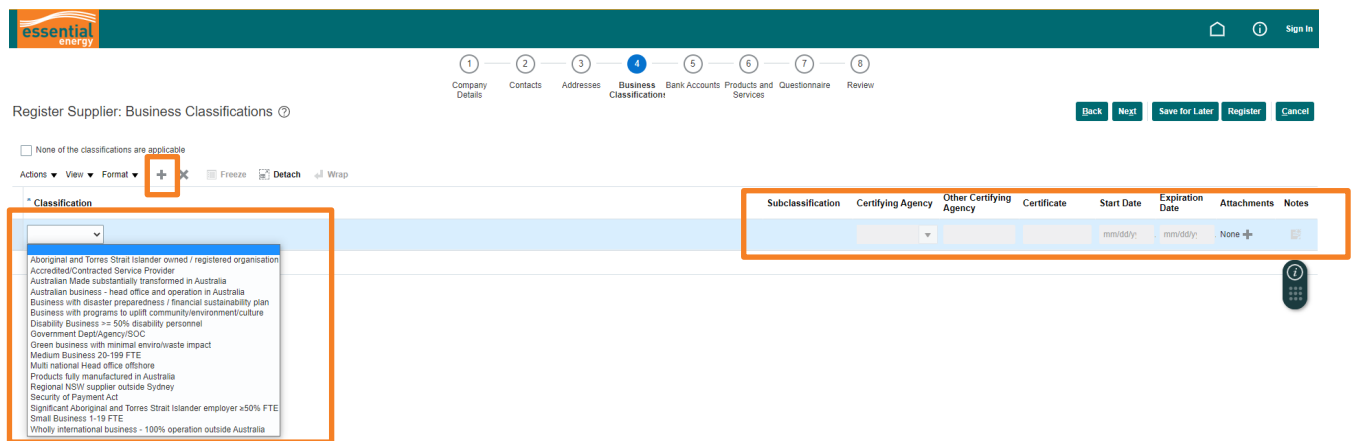
Columns Hidden 3

- Click **Next** or click Train stop 4.

Train Stop 4 = Register Supplier: Business Classifications

Business Classification assists Essential Energy in understanding the makeup of its supplier base, based on the style of the company. Suppliers can select one or many from the drop down list. Definitions of the options are on the next page.

1. Click on the **+ Symbol**.
2. Select a **Classification**.
3. Enter any relevant corresponding details (optional).



4. Click **Next** or click on **Train stop 5**.

Definitions of Business Classifications

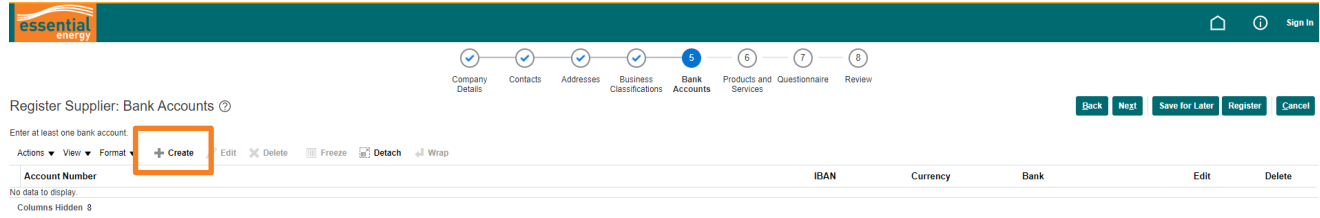
Classification	Definition
Small business 1-19 FTE	Business that employs 1-19 FTE's
Medium business 20-199 FTE	Business that employs 20-199 FTE's
Regional NSW supplier outside Sydney	Business of any size with a registered business address in regional NSW as per LGA listing
Australian business-head office 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.

Train stop 5 = Register Supplier: Bank Accounts

Company banking details are required so that payments can be processed in a timely manner following the provision of goods/services and submission of an invoice.

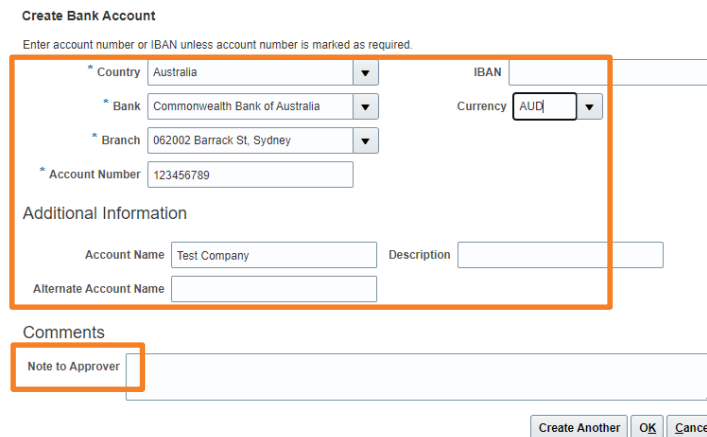
1. Click **Create** to access the banking screen



2. Enter **Country**, then progress to **Bank name**, **Branch** and **Account number**. After entering the Country, **Bank name** and **Branch** become mandatory fields

Note – for **Branch** enter the bank BSB, Oracle provides a list of pre-loaded BSB's to select from.

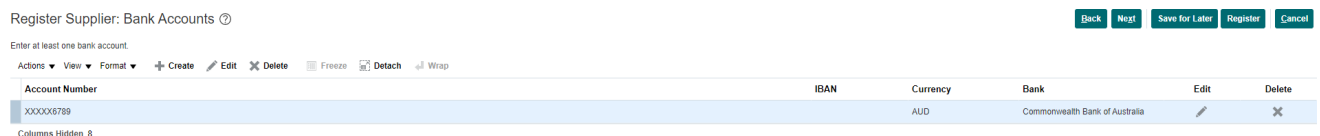
Enter **Account Name**



Note : **IBAN** field is NOT required for companies with an Australian bank account

3. Click **OK** to return to home page for **Train stop 5**

Bank Accounts now appear in registration



If an **Error** message appears on this page refer to **Troubleshooting** on page **16** of this guide

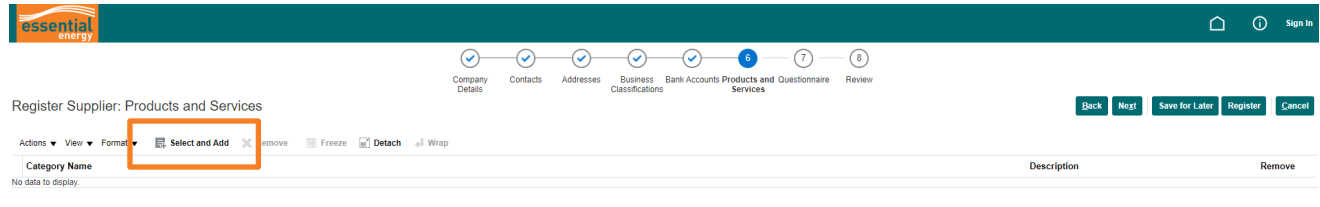
Note : If the Bank and BSB you require do not appear in the drop down options, please **Save** your registration and email suppliers@essentialenergy.com.au for assistance

Train stop 6 = Register Supplier: Products and Services

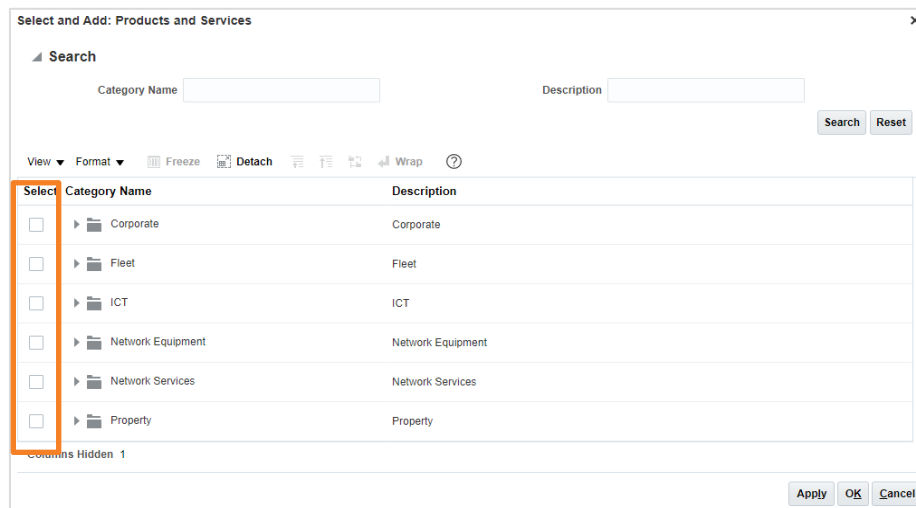
Products and Services allows a supplier to identify for Essential Energy which goods/services they are able to provide. This information is used when a Negotiation is being prepared. You can select a high level, such as Corporate Services, or navigate lower to be more specific such as Labour Services, Training Facilitation etc.

Suppliers are welcome to choose as many Products and Services as they require

1. Click **Select and Add**.

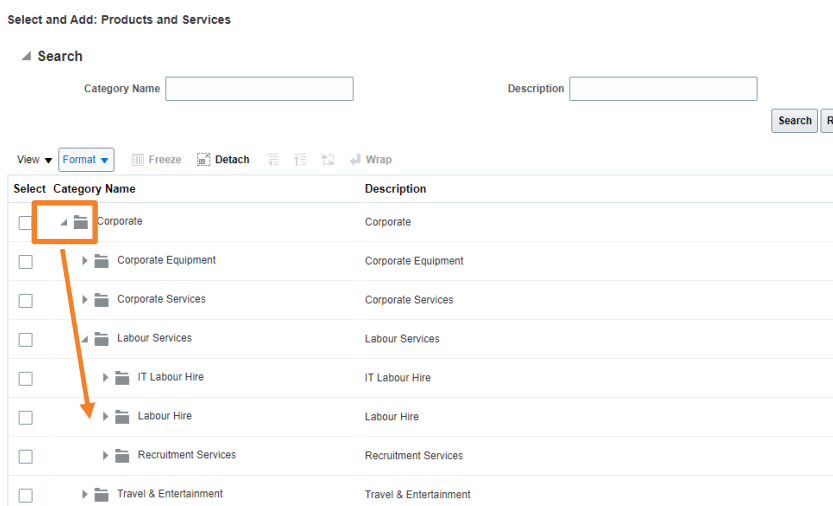


1. Tick the relevant Category name for High level option



Select	Category Name	Description
<input type="checkbox"/>	Corporate	Corporate
<input type="checkbox"/>	Fleet	Fleet
<input type="checkbox"/>	ICT	ICT
<input type="checkbox"/>	Network Equipment	Network Equipment
<input type="checkbox"/>	Network Services	Network Services
<input type="checkbox"/>	Property	Property

2. To view and choose lower level and more specific **Categories**, click the arrow and continue opening new categories



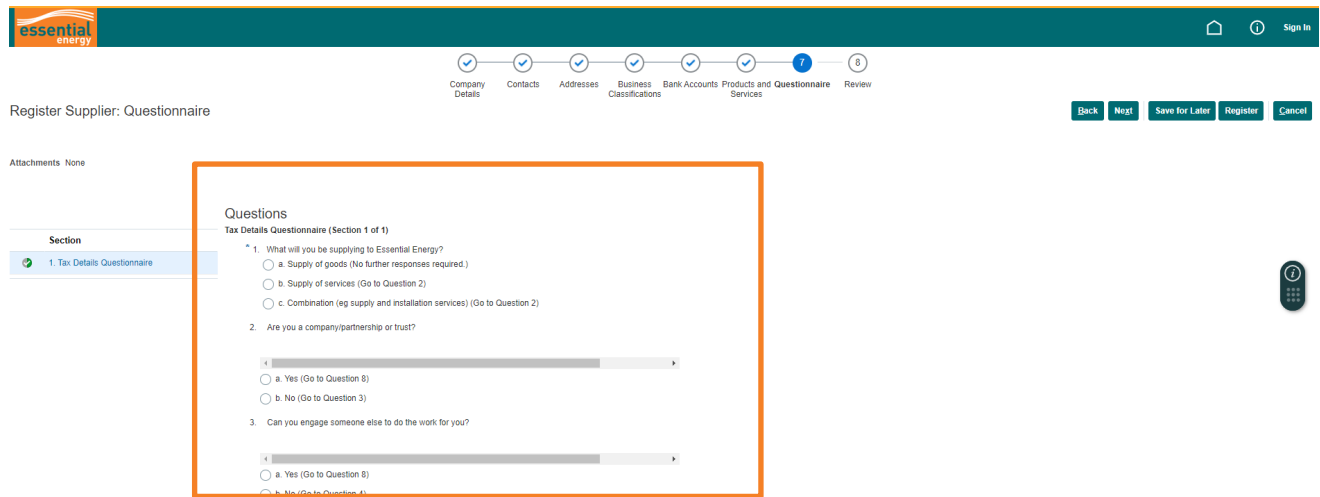
Select	Category Name	Description
<input checked="" type="checkbox"/>	Corporate	Corporate
<input type="checkbox"/>	Corporate Equipment	Corporate Equipment
<input type="checkbox"/>	Corporate Services	Corporate Services
<input type="checkbox"/>	Labour Services	Labour Services
<input type="checkbox"/>	IT Labour Hire	IT Labour Hire
<input type="checkbox"/>	Labour Hire	Labour Hire
<input type="checkbox"/>	Recruitment Services	Recruitment Services
<input type="checkbox"/>	Travel & Entertainment	Travel & Entertainment

3. Select the required specific category and click **OK** to exit
4. Click **Next** or click on Train stop 7

Train stop 7 = Register Supplier: Questionnaire

To register, you will need to complete your **Tax Questionnaire**.

1. Submit a response to **Questions** and follow related prompts



Register Supplier: Questionnaire

Attachments: None

Section

1. Tax Details Questionnaire

Questions

Tax Details Questionnaire (Section 1 of 1)

* 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)

Buttons: Back, Next, Save for Later, Register, Cancel

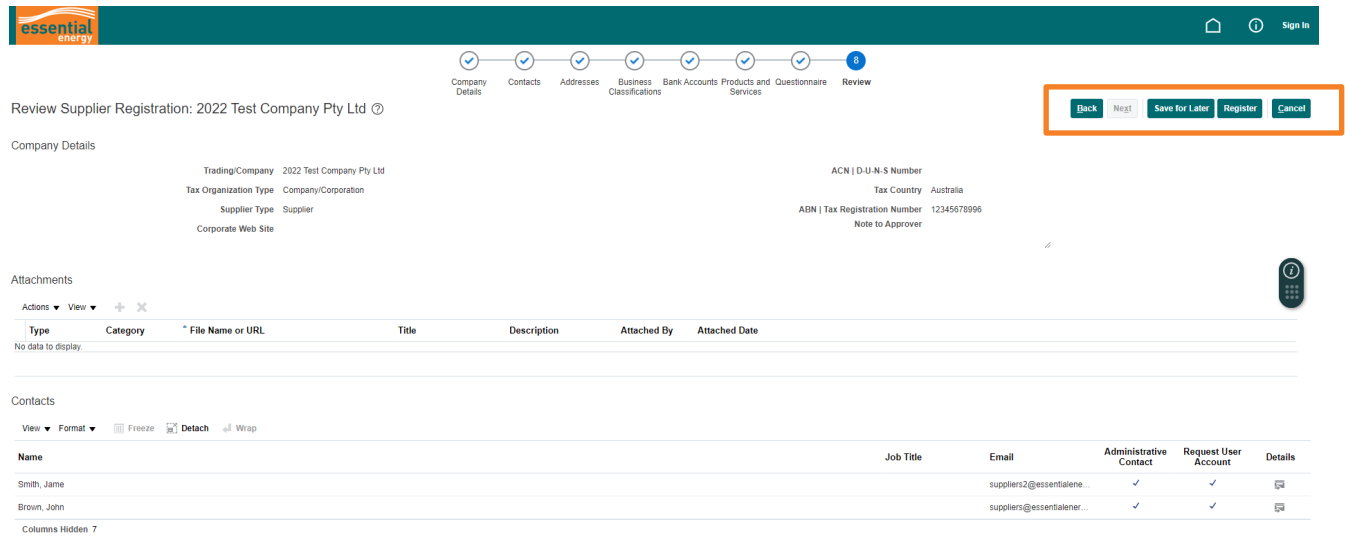
2. Once you have answered all questions, click **Next** or click on **Train stop 8**

Train stop 8 = Register Supplier: Review

Use **Review** to confirm the information you have entered.

*Tip : If you wish to edit any details use the **Back** button to navigate to the **Train stop** required*

1. To submit your complete registration click on **Register**. Once the **Register** button is clicked the registration cannot be reopened



Review Supplier Registration: 2022 Test Company Pty Ltd

Company Details

Trading/Company 2022 Test Company Pty Ltd

Tax Organization Type Company/Corporation

Supplier Type Supplier

Corporate Web Site

ACN | D-U-N-S Number

Tax Country Australia

ABN | Tax Registration Number 12345678996

Note to Approver

Attachments

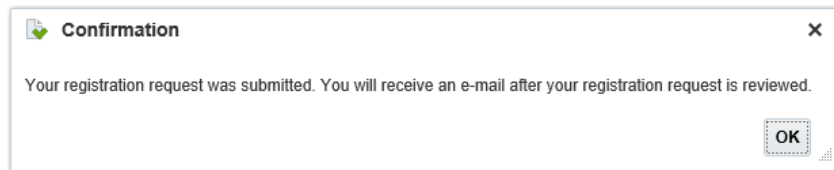
Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Smith, Jane		suppliers2@essentialene...	✓	✓	
Brown, John		suppliers@essentialene...	✓	✓	

Columns Hidden: 7

2. A confirmation message will appear; click **Ok** to close the confirmation message.



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

Next Steps

On acceptance of your registration you will receive a series of email from Essential Energy's Oracle Fusion Application providing access to the Supplier Portal.

These emails will :

- Ask you to create a password, comprising a minimum of 8 characters, including a combination of upper and lower case
- Confirm your User ID
- Provide a link to the Oracle login page

Should Essential Energy have any questions about your submission, emails will be sent to the **FIRST** Administrative Contact listed in the registration.

Need more help? Questions?

Please contact the Procurement team by email to suppliers@essentialenergy.com.au. Be sure to include your name, company name and phone number so we can contact you directly.

Troubleshooting

Error message – ABN incorrect

Meaning - The ABN which has been entered is not valid. Please check the numbers, ensuring there are no spaces and amend.

 Error



The tax registration number doesn't comply with the check digit algorithm. (ZX-885653)

Cause The tax registration number doesn't comply with the check digit algorithm applied to registration numbers for country Australia.

Action Correct the invalid tax registration number.

OK

Error message – duplicate registration existing active record

Meaning - The ABN is associated with an existing active supplier record

 Error



The ABN entered in this registration is already active with Essential Energy. Please contact suppliers@essentialenergy.com.au for information and assistance. (POZ-2130557)

OK

Error message – duplicate registration pending acceptance

Meaning - The ABN in the registration is associated with another registration request which is pending acceptance

 Error

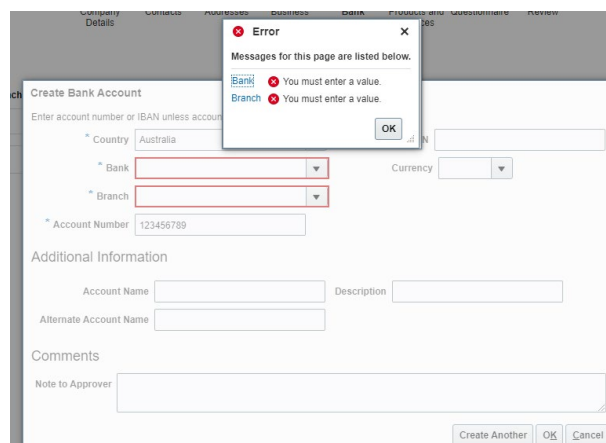


A registration request for this company already exists. Please contact suppliers@essentialenergy.com.au for information and assistance. (POZ-2130539)

OK

Error message – missing bank and branch details

Meaning – Bank and Branch are mandatory fields for Australian bank accounts



The screenshot shows a web form titled 'Create Bank Account'. It has several fields: 'Country' (set to Australia), 'Bank' (dropdown menu), 'Branch' (dropdown menu), 'Account Number' (text field with '123456789'), 'Currency' (dropdown menu), 'Account Name' (text field), 'Alternate Account Name' (text field), 'Description' (text field), and 'Comments' (text area). An error message box is overlaid on the form, stating: 'Messages for this page are listed below. Bank: You must enter a value. Branch: You must enter a value.' The 'Bank' and 'Branch' dropdown menus are highlighted with red borders, indicating they are required fields.

If you are unable to resolve any of these issues please send an email to suppliers@essentialenergy.com.au for assistance and support