



# What are Qualifications and How to View Them


 <b>Why should I use this guide?</b>	This guide provides the steps to view qualifications.
 <b>Who might use this guide?</b>	Suppliers wanting to view their qualifications.

## What is a Qualification?

**Qualifications** comprise of supplier information and can include supplier capabilities, certifications, and performance history. Essential Energy uses assessments (questionnaires) to capture the information from a supplier.

## What is an Assessment?

**Assessments** are an evaluation that Essential Energy uses to determine if a supplier can meet their organisational standards and obligations once under contract.

Step	Action
1	After you login, navigate to the <b>Supplier Portal</b> tab.
2	Click on the <b>Supplier Portal</b> app. <div data-bbox="757 1040 1541 1340" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  </div>

Step	Action																																			
3	<p>In the <b>Task</b> list, scroll down the page and select <b>View Qualifications</b>.</p> <div data-bbox="958 359 1352 549" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Manage Questionnaires</a></li> <li style="border: 2px solid orange; padding: 2px;">• <a href="#">View Qualifications</a> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px; font-weight: bold;">3</span></li> </ul> </div>																																			
4	<p>You will be navigated to the Qualifications page where you can view your <b>Qualifications, Assessments</b> and <b>Outcomes</b>.  <b>Note:</b> You can filter by <b>Status</b> of the document: <b>Active, Future Dated, Expired</b>.            After you have completed your review, click on <b>Done</b>.</p> <div data-bbox="595 815 1697 1378" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Qualifications ?</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">Done</span> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px; font-weight: bold; margin-left: 10px;">4</span> </div> <p style="font-size: 0.8em; margin-top: 5px;">The following list of qualifications and assessments reflects our understanding of your organization's qualifications, capabilities, or performance based on currently available information. Contact us if you have questions about these statuses or want to provide additional details or corrections.</p> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <p><b>Assessments</b></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>View ▾ Format ▾</span> <span>Freeze</span> <span>Detach</span> <span>Wrap</span> <span style="border: 1px solid orange; padding: 2px;">Status   Active ▾</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Assessment Name</th> <th>Assessment Outcome</th> <th>Supplier Site</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Note to Supplier</th> </tr> </thead> <tbody> <tr> <td>Supplier Assessment</td> <td>Excellent</td> <td></td> <td>Active</td> <td>09-Feb-2021</td> <td></td> <td style="text-align: right;">//</td> </tr> </tbody> </table> <p style="font-size: 0.7em; margin-top: 5px;">Columns Hidden 3</p> </div> <div style="border: 2px solid orange; padding: 5px;"> <p><b>Qualifications</b></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>View ▾ Format ▾</span> <span>Freeze</span> <span>Detach</span> <span>Wrap</span> <span style="border: 1px solid orange; padding: 2px;">Status   Active ▾</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Qualification Name</th> <th>Qualification Outcome</th> <th>Supplier Site</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Note to Supplier</th> </tr> </thead> <tbody> <tr> <td>Cost</td> <td>Accepted</td> <td></td> <td>Active</td> <td>09-Feb-2021</td> <td></td> <td style="text-align: right;">//</td> </tr> <tr> <td>Partnership &amp; Innovation</td> <td>Accepted</td> <td></td> <td>Active</td> <td>09-Feb-2021</td> <td></td> <td style="text-align: right;">//</td> </tr> </tbody> </table> </div> </div>	Assessment Name	Assessment Outcome	Supplier Site	Status	Start Date	End Date	Note to Supplier	Supplier Assessment	Excellent		Active	09-Feb-2021		//	Qualification Name	Qualification Outcome	Supplier Site	Status	Start Date	End Date	Note to Supplier	Cost	Accepted		Active	09-Feb-2021		//	Partnership & Innovation	Accepted		Active	09-Feb-2021		//
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