

What are Qualifications and How to View Them

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

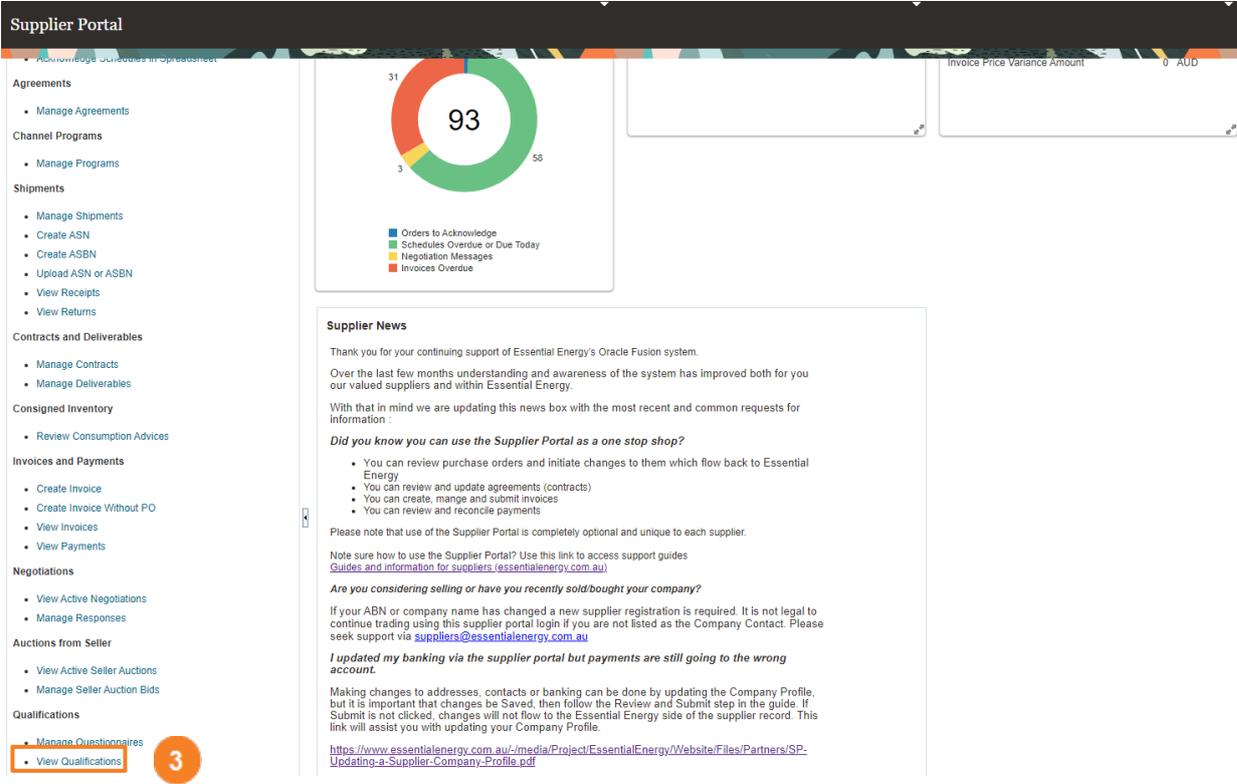
Overview

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
<p>1 2</p>	<p>Login to the system Navigate to the Supplier Portal tab. Click on the Supplier Portal app.</p> 
<p>3</p>	<p>From your Task bar, click on View Qualifications.</p> 

Step	Action
4	<p>You will be navigated to the Qualifications page where you can view your Qualifications, Assessments and Outcomes.</p> <p>Note: You can filter by Status of the document: Active, Future Dated, Expired. After you have completed your review, click on Done.</p>