



# What Does Spend Authorised Mean and What Are the Next Steps

 <p><b>Why should I use this guide?</b></p>	<p>This guide provides information on what a <b>Spend Authorised Supplier</b> is and the steps to take if you are promoted to a Spend Supplier.</p>
 <p><b>Who might use this guide?</b></p>	<p>Suppliers who have been notified via email that they have been promoted to become a Spend Authorised Supplier.</p>

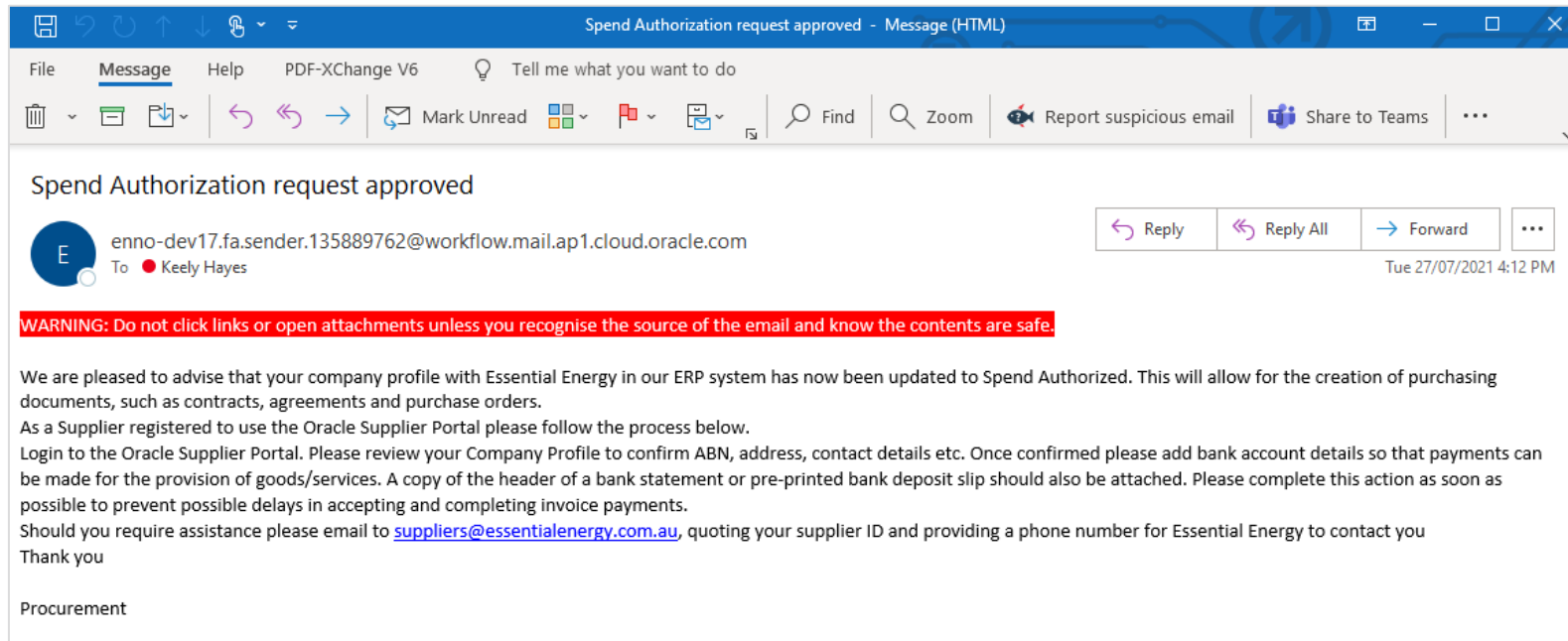
## Key Terms

Key Terms	Definition
<p><b>Prospective Suppliers</b></p>	<ul style="list-style-type: none"> <li>▪ Suppliers can participate in sourcing negotiations and respond to requests for supplier qualifications.</li> <li>▪ No contracts/agreements, ordering and invoicing.</li> </ul>
<p><b>Spend Authorized Suppliers</b></p>	<ul style="list-style-type: none"> <li>▪ Supplier can participate in sourcing negotiations and respond to requests for supplier qualifications.</li> <li>▪ Supplier is available for purchasing transactions (contracts/agreements, ordering and invoicing).                             <ul style="list-style-type: none"> <li>○ When a negotiation is awarded to a prospective supplier, a spend authorization request is automatically created.</li> </ul> </li> </ul>

### Email Notification

When promoted to become a **Spend Authorized Supplier**, you will receive an email notification:

Email:



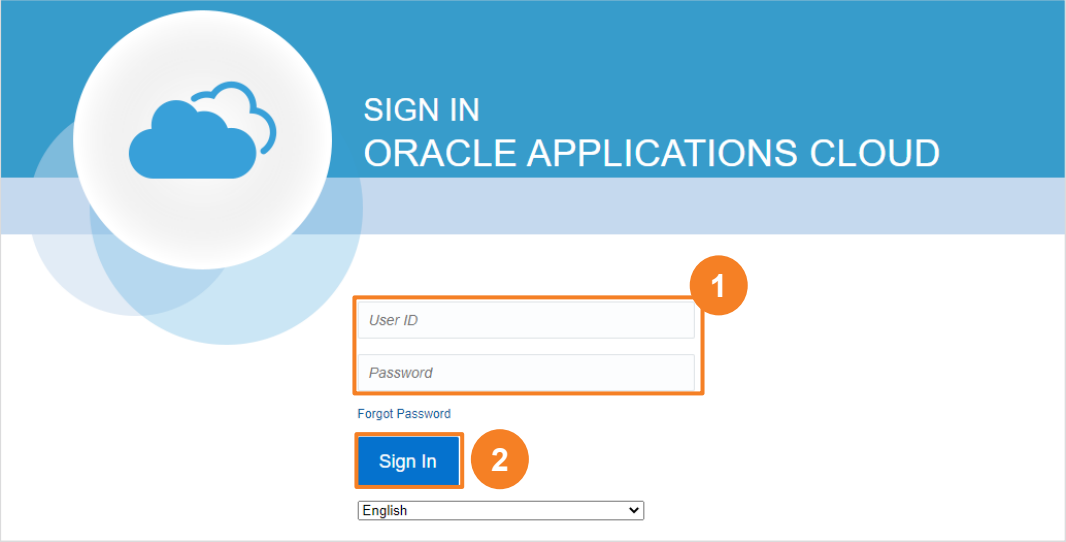
### Action Required by You

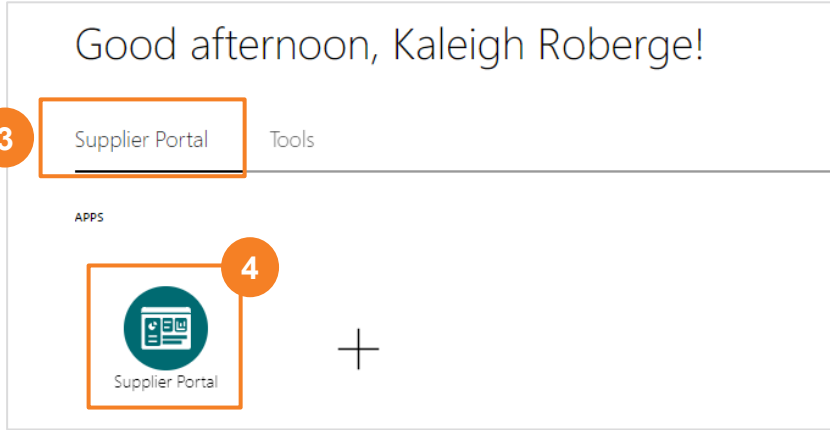
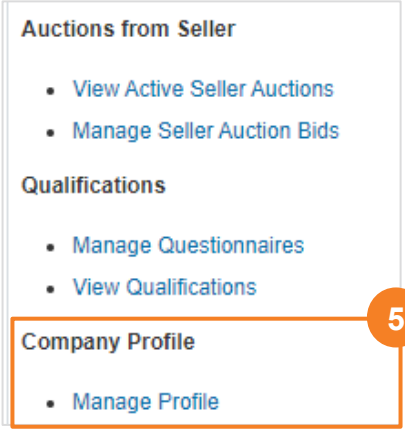
After receiving this email, it is important to login to the system to:

1. Review Company Profile to confirm **ABN, Address and Contact Details**.
2. Enter **Bank Account** details so that payments can be made for the provision of goods/services.

## System Steps

Step	Action
1	Login to Oracle Cloud <a href="https://enno.login.ap1.oraclecloud.com">https://enno.login.ap1.oraclecloud.com</a>
2	Enter your <b>User ID</b> and <b>Password</b> .
2	Click <b>Sign In</b> .

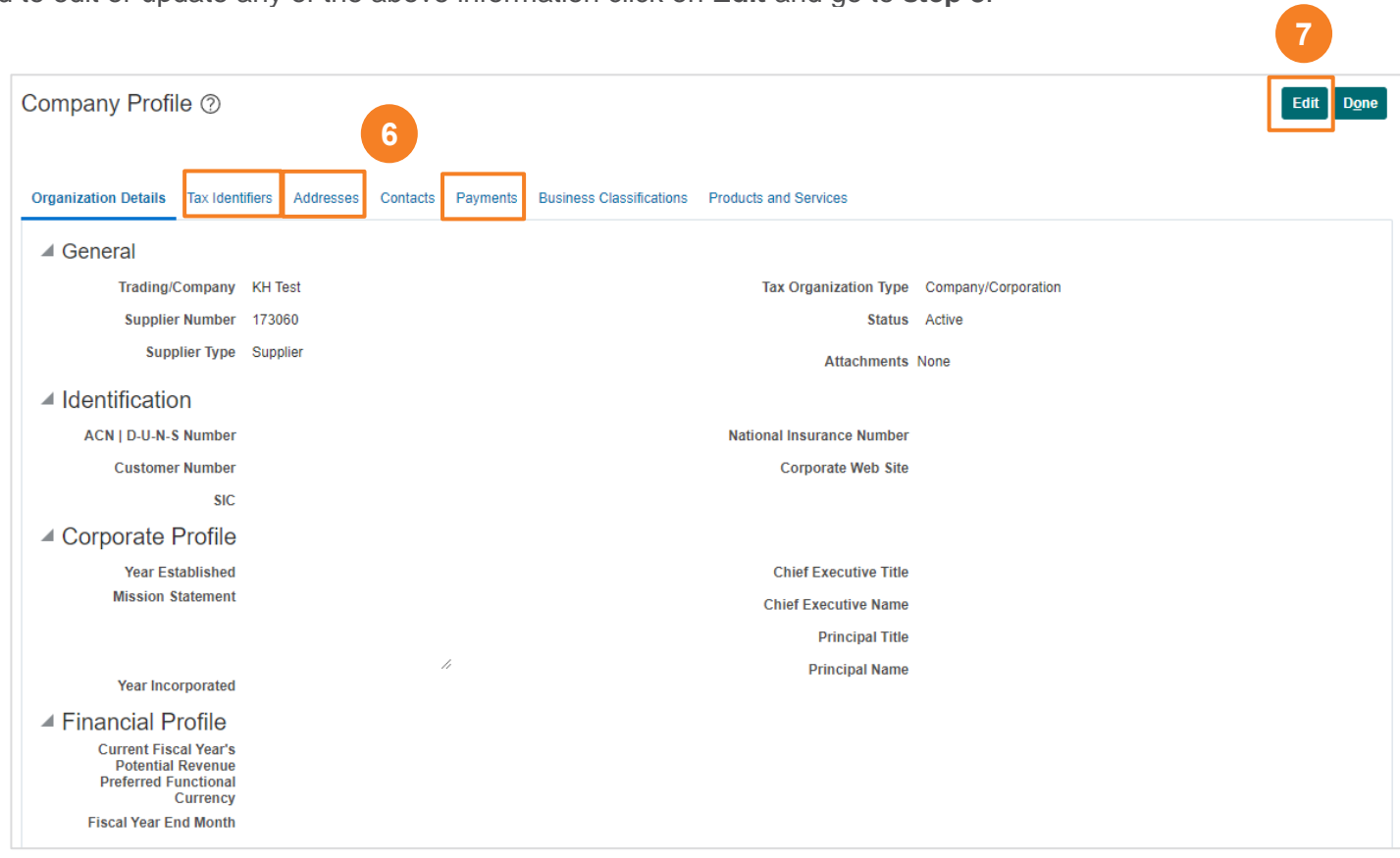


Step	Action
<p>3</p> <p>4</p>	<p>Navigate to the <b>Supplier Portal</b> tab.</p> <p>Click on <b>Supplier Portal</b>.</p> 
<p>5</p>	<p>Scroll all the way down your <b>Tasks</b> and click on <b>Manage Profile</b> under the heading <b>Company Profile</b>.</p> 

Step	Action
------	--------

6	<p>On the following tabs, review your information:</p> <p><b>Tax Identifiers</b> is where you can view your <b>ABN</b>.</p> <p><b>Addresses</b> is where you can view current <b>Addresses</b>.</p> <p><b>Payments</b> is where you can view <b>Payment Methods</b> and <b>Bank Accounts</b>.</p>
---	---

7	<p>If you need to edit or update any of the above information click on <b>Edit</b> and go to <b>step 8</b>.</p>
---	---



Company Profile ?

**6**

**7**

Organization Details | **Tax Identifiers** | **Addresses** | Contacts | **Payments** | Business Classifications | Products and Services


**General**  
 Trading/Company: KH Test | Tax Organization Type: Company/Corporation  
 Supplier Number: 173060 | Status: Active  
 Supplier Type: Supplier | Attachments: None

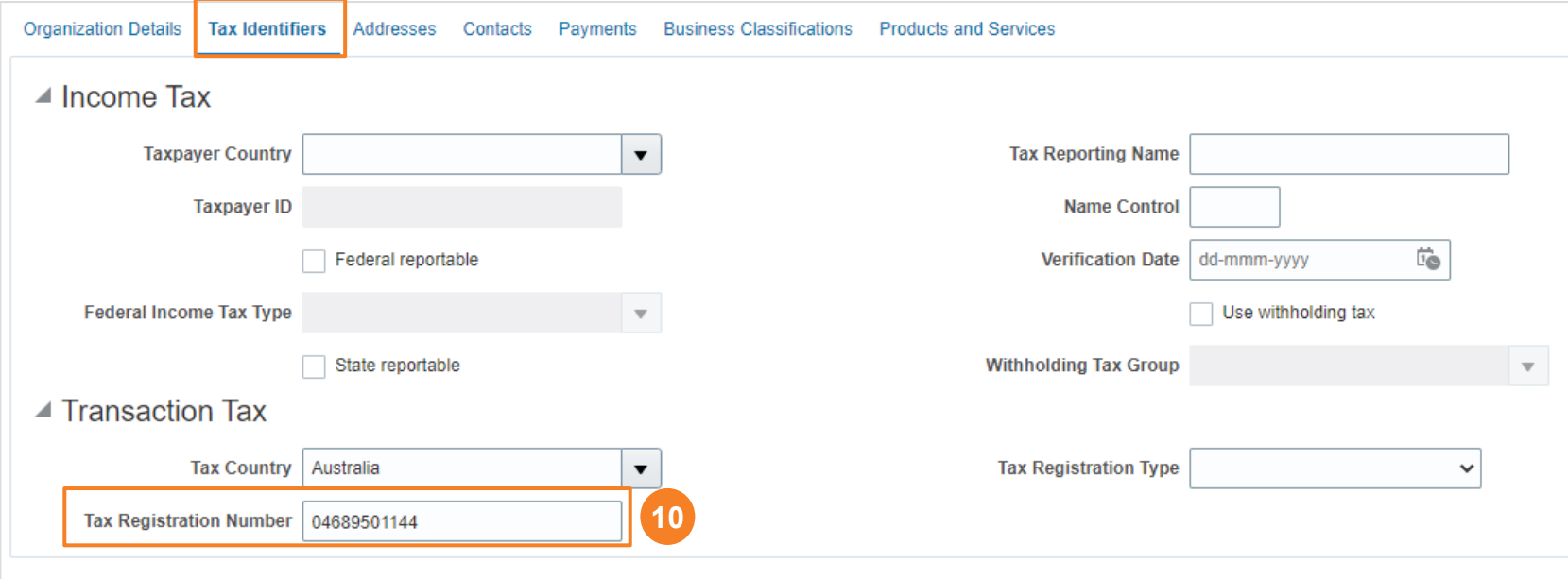
**Identification**  
 ACN | D-U-N-S Number | National Insurance Number  
 Customer Number | Corporate Web Site  
 SIC

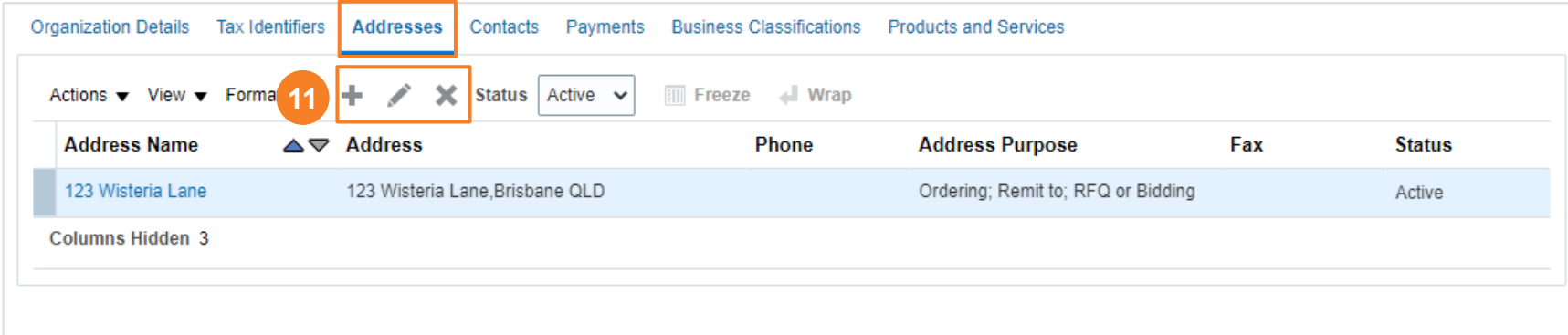
**Corporate Profile**  
 Year Established | Chief Executive Title  
 Mission Statement | Chief Executive Name  
 Principal Title  
 Year Incorporated | Principal Name

**Financial Profile**  
 Current Fiscal Year's Potential Revenue  
 Preferred Functional Currency  
 Fiscal Year End Month

Edit Done

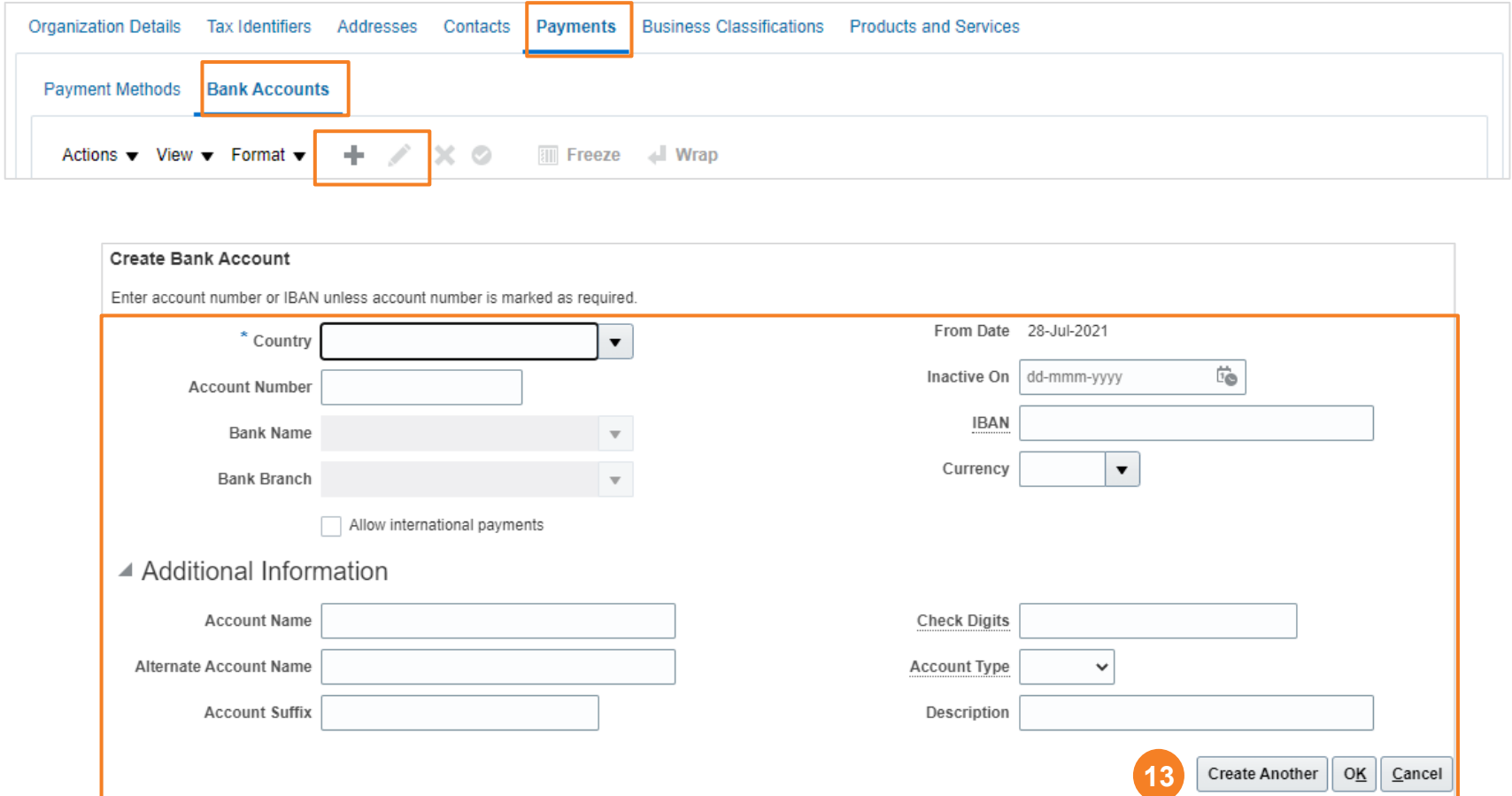
Step	Action
8	<p>Click on <b>Yes</b>.</p> <div data-bbox="616 375 1668 574" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> <b>Warning</b></span> <span>×</span> </div> <p>POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="border: 2px solid orange; border-radius: 50%; padding: 2px 5px;">8</span> <input style="border: 2px solid orange; padding: 2px 10px;" type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>

Step	Action
10	<p>To update your <b>ABN</b> navigate to the <b>Tax Identifiers</b> tab and amend the <b>Tax Registration Number (ABN)</b>. If that is all you needed to update go to <b>step 14</b>.</p> 

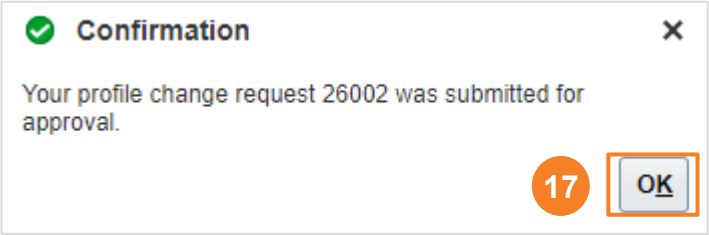
Step	Action
11	<p>To update your <b>Address</b> navigate to the <b>Addresses</b> tab.</p> <ul style="list-style-type: none"> <li>To edit an address click on the <b>Pencil</b> icon.</li> <li>To add an address, click on the <b>+ Symbol</b>.</li> <li>To delete an address, highlight the row and click on the <b>X Symbol</b>.</li> </ul> <p>If that is all you needed to update go to <b>step 14</b>.</p>  <p>The screenshot shows a software interface with several tabs: Organization Details, Tax Identifiers, <b>Addresses</b>, Contacts, Payments, Business Classifications, and Products and Services. The 'Addresses' tab is active. Below the tabs is a toolbar with 'Actions', 'View', 'Form', a circled '11' next to a '+' icon, a pencil icon, an 'X' icon, a 'Status' dropdown menu set to 'Active', a 'Freeze' icon, and a 'Wrap' icon. Below the toolbar is a table with the following columns: Address Name, Address, Phone, Address Purpose, Fax, and Status. The table contains one row: '123 Wisteria Lane', '123 Wisteria Lane, Brisbane QLD', (blank), 'Ordering; Remit to; RFQ or Bidding', (blank), and 'Active'. Below the table, it says 'Columns Hidden 3'.</p>



Step	Action																																			
12	<p>To update your payment details navigate to the <b>Payments</b> tab.</p> <p>Click on your preferred payment method, amend the dates (if required) and then select the <b>Check-mark</b> icon.</p> <p>If that is all you needed to update go to <b>step 14</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Organization Details Tax Identifiers Addresses Contacts <b>Payments</b> Business Classifications Products and Services</p> <p>Payment Methods Bank Accounts <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px; font-weight: bold;">12</span></p> <p>Actions ▾ View ▾ Format ▾ + × <span style="border: 1px solid orange; padding: 2px;">✔</span> Freeze Detach Wrap</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Default</th> <th style="width: 55%;">Payment Method</th> <th style="width: 15%;">From Date</th> <th style="width: 15%;">To Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>AP/AR Netting</td> <td>01-Jan-1951 </td> <td>dd-mmm-yyy </td> </tr> <tr style="background-color: #ffffcc;"> <td style="border: 1px solid orange;"></td> <td></td> <td>BPay</td> <td>01-Jan-1951 </td> <td>dd-mmm-yyy </td> </tr> <tr> <td></td> <td></td> <td>EFT-OSKO</td> <td>01-Jan-1951 </td> <td>dd-mmm-yyy </td> </tr> <tr> <td></td> <td></td> <td>Electronic</td> <td>02-Oct-2008 </td> <td>dd-mmm-yyy </td> </tr> <tr> <td></td> <td></td> <td>Outsourced Cheque</td> <td>01-Jan-1951 </td> <td>dd-mmm-yyy </td> </tr> <tr> <td></td> <td></td> <td>Wire</td> <td>02-Oct-2008 </td> <td>dd-mmm-yyy </td> </tr> </tbody> </table> </div>		Default	Payment Method	From Date	To Date			AP/AR Netting	01-Jan-1951	dd-mmm-yyy			BPay	01-Jan-1951	dd-mmm-yyy			EFT-OSKO	01-Jan-1951	dd-mmm-yyy			Electronic	02-Oct-2008	dd-mmm-yyy			Outsourced Cheque	01-Jan-1951	dd-mmm-yyy			Wire	02-Oct-2008	dd-mmm-yyy
	Default	Payment Method	From Date	To Date																																
		AP/AR Netting	01-Jan-1951	dd-mmm-yyy																																
		BPay	01-Jan-1951	dd-mmm-yyy																																
		EFT-OSKO	01-Jan-1951	dd-mmm-yyy																																
		Electronic	02-Oct-2008	dd-mmm-yyy																																
		Outsourced Cheque	01-Jan-1951	dd-mmm-yyy																																
		Wire	02-Oct-2008	dd-mmm-yyy																																

Step	Action
	<p>To update your bank account information navigate to the <b>Bank Accounts</b> tab (on the <b>Payments</b> tab).</p> <ul style="list-style-type: none"> <li>To edit an existing bank account click on the <b>Pencil icon</b>.</li> <li>To add a bank account click on the <b>+ Symbol</b> and enter the relevant details in the window that appears and click on <b>Ok</b>.</li> </ul> 

Step	Action
14	Click on <b>Save</b> .
15	Click on <b>Review Changes</b> . <div style="text-align: center; margin-top: 10px;"> </div>
16	Review the changes and click on <b>Submit</b> . <div style="margin-top: 10px;"> </div>

Step	Action
17	<p data-bbox="288 272 454 304">Click on <b>Ok</b>.</p> <div data-bbox="790 325 1496 560"><p>A confirmation dialog box with a green checkmark icon and the title 'Confirmation'. The text inside reads: 'Your profile change request 26002 was submitted for approval.' At the bottom right, there is a circular orange icon with the number '17' and a button labeled 'OK' which is highlighted with an orange border.</p></div> <p data-bbox="288 715 1480 751">At this point, your profile change request will be automatically received by Essential Energy.</p> <p data-bbox="288 783 1339 820">If you require further support, please contact <a href="mailto:suppliers@essentialenergy.com.au">suppliers@essentialenergy.com.au</a>.</p>