# Logon and Help

## Supplier Portal – Quick Reference Sheet

## Overview

This Quick Reference Sheet (QRS) demonstrates how to logon to the supplier portal from the Water Corporation website, navigate through the transactions and locate help information and training materials.
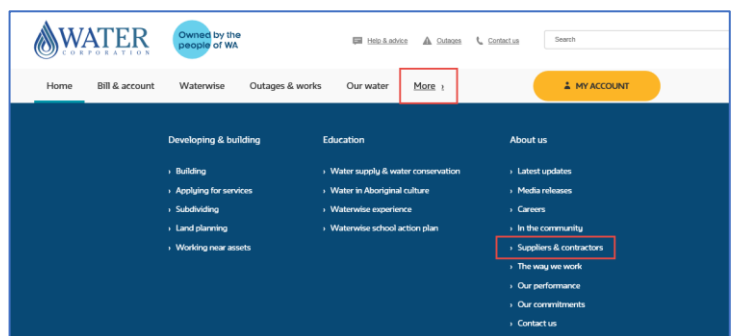
### Things You Need To Know

- Suppliers are required to be registered and have a logon ID and password to access the supplier portal.
- Suppliers can contact technical support if assistance is required with logon details.
- Supplier Portal Help provides information and training materials to assist with transactions.

### Features Covered
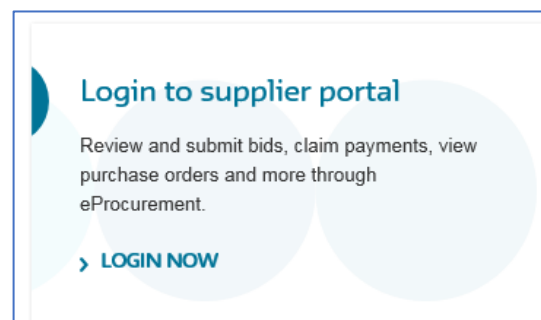
- Log on to the supplier portal
- Navigation and help

## Log on to the supplier portal

1. From you internet browser, access the Water Corporation website www.watercorporation.com.au
2. Click on menu header **More**.
3. Click on **Suppliers & contractors** from the navigation menu.



A number of tiles related to suppliers are displayed.

4. Click the Login to supplier portal tile.



The **Logon to eProcurement** screen displays.

5. Enter a valid **UserID** and **Password**.
6. Click **Sign in**.

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## Navigation and help

### Left side panel

1. Password maintenance and log off functionality.
2. A list of transactions for suppliers to perform tasks such as:

   - Bid submissions
   - Change company details
   - Submit claims for payment
   - OSH performance stats
   - Variation claims
   - Technical support contacts

   To get help on a specific transaction, click on the transaction name that help is required for.

### Supplier help

3. In the top right corner of the screen, click the Supplier Portal Help.

   The **Help screen** for the selected transaction appears.

4. Each transaction provides detailed information and links to quick reference sheets.