

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. Also how the navigation and help screens operate within the Supplier Portal.

Things You Need To Know

A Supplier is required to be registered as a Supplier with a logon User ID and password for the Supplier Portal. Please contact the Procurement and Property Branch if assistance is required with logon details.

Please refer to Supplier Portal Help and Quick Reference Sheets on other related topics for more information.

Features Covered

- Logon to the Supplier Portal
- Navigation and Help

Logon to the Supplier Portal

Access to the portal is via the internet.

1. From Internet Browser, access the Water Corporation website www.watercorporation.com.au.

2. Click on **Suppliers** from the navigation menu.

3. Click **Procurement**.

The **Procurement** screen displays and contains links to Tenders, Supplier registration, Terms & conditions and eProcurement.

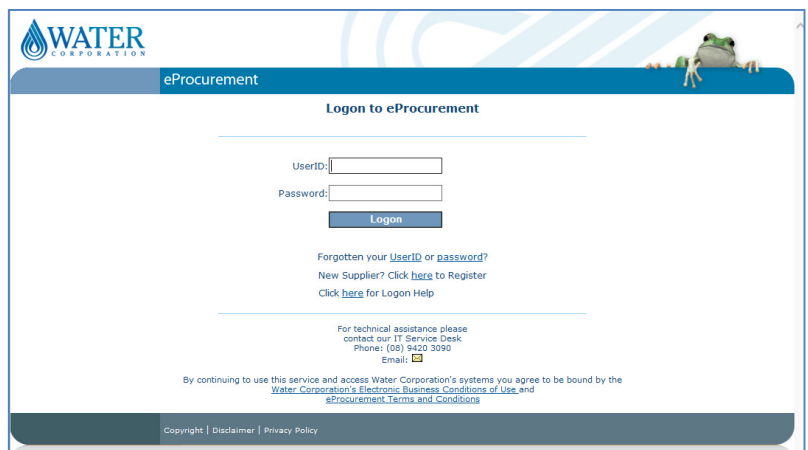
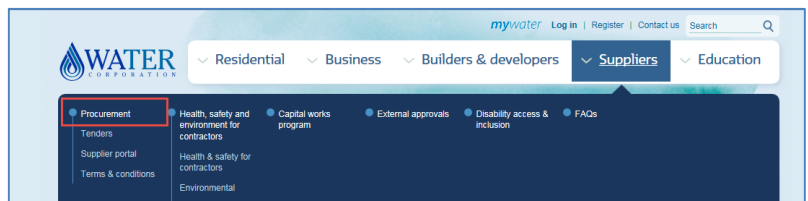
4. Click **eProcurement**.

The **Logon to eProcurement** screen displays.

5. Enter a valid **UserID** and **Password**.

6. Click **Logon**.

Note: access to the Logon page is also available through the Suppliers menu option.




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Navigation and Help


Supplier Transactions

The left side column provides a list of transactions, contact information, logon and password details.

Users are able to open and close this transaction list by clicking on the .

There are a number of ways to obtain assistance or help with use of the Supplier Portal.

Contact email links are available from most screens.

Click  [Procurement and Property Branch](#) and the email will be directed to the most relevant contact person at Water Corporation to assist with your query.

Contact telephone numbers and email details are also provided for technical and support assistance.

Supplier Portal Help

Supplier Portal Help is available from the top right of all screens. Each transaction provides detailed information, links to quick reference sheets and video training where applicable.

Quick Reference Sheets are available from the Supplier Portal Help for most transactions.

Video Training guides are being introduced to all transactions. These will be found from the Supplier Portal help for each transaction.



The screenshot shows the 'Supplier Portal Help' page. The left sidebar contains a navigation menu with the following items: Welcome (ABAHWD1), Home, Change Password, Logoff, Supplier Transactions (Bids / Tenders, Claim for Payment, Purchase Order View, Supplier Profile, OSH Performance Statistics, Insurance Certificates, Security, Variation Orders, Variation Claim, Tell us what you do, Manage Documentation), Help (Supplier Portal Overview), Help Desk (Technical assistance, 093 9420 3090, Email), Procurement Branch (Email), and Design Standards (Email). The main content area features a 'Welcome to the Supplier Portal' message, a list of transaction types, and a 'Help' section with contact information for the Procurement Branch.



The screenshot shows the 'Supplier Profile' page. It features a blue header with the title 'Supplier Profile'. Below the header is a photo of a smiling woman in a business suit. To the right of the photo is text explaining the Supplier Profile transaction, including details about the Users tab and contact information for the Procurement Branch.