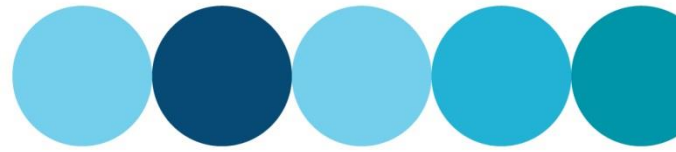


# Supplier Profile

## Supplier Portal – Quick Reference Sheet



### Overview

This Quick Reference Sheet (QRS) demonstrates how to access, view or change your company details; delete current users that have left your company; create new users and upload documents that are used regularly during the bidding process.

### Things You Need To Know

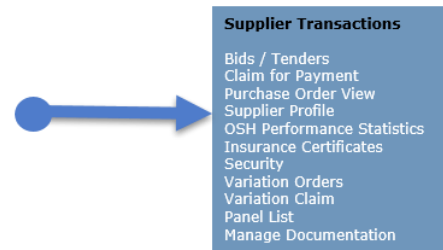
- It is important to note that all communication is sent via email, this includes purchase orders, bid invitations, requests for OSH and Insurance details.
- Updates to users are not instantaneous and require technical intervention. A new user may take up to 48 hours to be created due to security protocols.

### Features Covered

- View company details
- Delete an existing user
- Create a new user
- Add capability documents

### View company details

1. Click menu item **Supplier Profile**.



The **Supplier Profile** transaction appears and displays:

- Company details
  - Bank details
  - HSE details
  - User details
2. Click **Review/Submit Re-qualification** button to review current HSE details or submit a re-qualification.
  3. To change bank account and remittance advice information:
    - Click the email icon located in the Australian Bank Details section.
    - Add the new account and remittance advice details to the email and click send.

**Note:** Updating of bank account details will take a couple of days to complete due to security protocols.

Supplier Company Details			
Supplier Name	DMB ENGINEERING AND FABRICATION		Supplier No: 5329
Registered Entity Name	DMB ENGINEERING PTY LTD		ABN: 77004444402
Street Address	PO Box Address	Phone: 08 94202925	
37 VIRGINIA STREET	999	Fax: 08 94202922	
MORLEY		Email: Admin@dm.com.au	
WA	6147		
6662			
Australia			
Australian Bank Details			
BSB No: 033026	Account No: 3776554	Account Holder: DMB ENGINEERING PTY LTD	
Remittance Advice: 08 94202925			
Bank account changes can be made by contacting the Supplier Administrator via email			
HSE Details			
HSE Status: SUBMITTED	HSE Tier: 04	Score: 0.000	
HSE Grade: A	HSE Expiry Date: 22.11.2024	Review / Submit Re-qualification	
Users			
Capability Document User Management			
Name	Email	P.	U.
Diana Herbst	diana.herbst@dm.com.au	0..	D..
Craig Gomez	craig.gomez@dm.com.au	0..	C..
Natasha Barnes	natasha.barnes@dm.com.au	0..	N..
Delete Contact Person			
Change Data Submit Cancel			

# Supplier Profile

## Supplier Portal – Quick Reference Sheet



- To make changes to the profile click **Change Data**.

The screen changes to **Edit mode**.


**Note:** Shaded fields are not editable.

- Make the relevant changes to the required fields.
- Click either:
  - Cancel** if changes are not required, or
  - Submit** to save the changes.

**Note:** These changes update immediately.

## Delete an existing user

The **Users** tab contains the contact details and log on IDs of your registered users. When a staff member leaves your company, you must remove their access from your profile.

- Click the **Users** tab.
- Click  next to the person to be removed.
- Once highlighted, click **Delete Contact Person**.

A message appears advising that the request was sent to the help desk.

The Supplier Profile window displays advising the changes will not appear in the users tab for up to 48 hours.

- Click **OK**.

## Create a new user

Creating a new user is performed through the **User Management** tab.

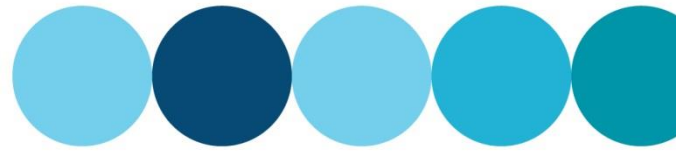
- Click the **User Management** tab.
- Complete all the details.
- Click **Create User**.

A message appears advising the **Business Partner** was created.

**Note:** New user creation will take a couple of days to complete due to security protocols.

# Supplier Profile

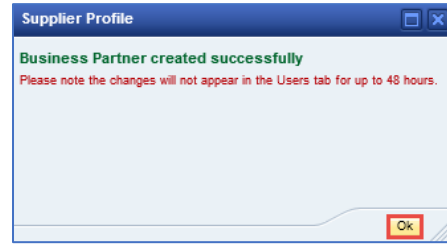
## Supplier Portal – Quick Reference Sheet



The Supplier Profile window displays advising the changes will not appear in the users tab for up to 48 hours.

4. Click **OK**.

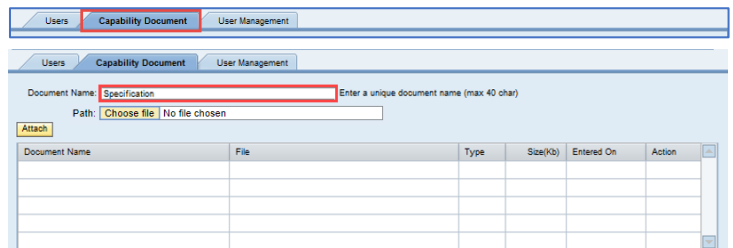
The new user will receive their **user ID** and **password** via email.



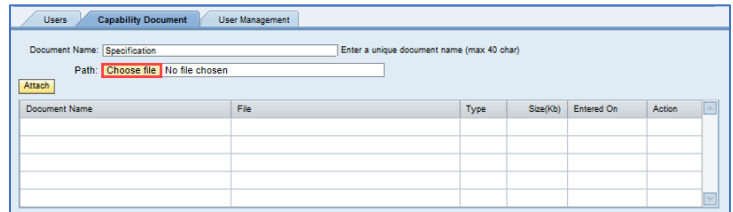
## Add capability documents

This functionality allows you to upload documents that are used regularly during the bidding process and copy relevant documents into your bid during bid preparation.

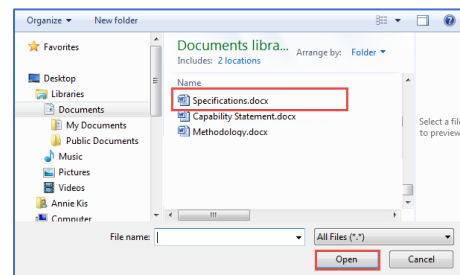
1. Click **Capability Document** tab.
2. Enter the **Document Name**.



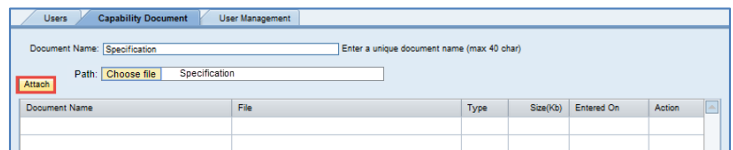
3. Click **Choose file**.



4. Locate and select the document.
5. Click **Open**.



6. Click **Attach**.



The newly attached document appears in the table and you can repeat this process for further document additions.

