

# How to Requalify

## Supplier Portal – Quick Reference Sheet



### Overview

This Quick Reference Sheet (QRS) demonstrates how to view and change your Health Safety and Environment (HSE) information or requalify due to the expiration of your existing prequalification status.

### Things You Need to Know

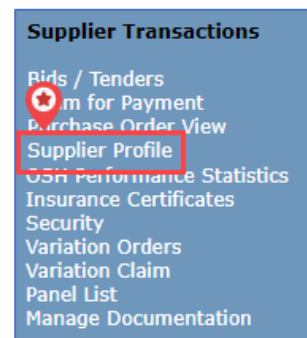
- Adding new supply categories and/or safety essentials may require further documentation.
- You can SAVE your changes at any stage and submit them later.

### Features Covered

- View Health Safety Environment details.
- HSE Requalification

## View Health Safety Environment details

1. Log in to eProcurement.  
<https://www.watercorporation.com.au/eprocurement>
2. Select **Supplier Profile** from the Supplier Transactions menu



The **Supplier Profile** window appears, and four tabs are displayed.

3. Select the **Health Safety Environment** tab.



This page displays your current HSE Tier, Status and Expiry Date along with any previous Safety Essentials selections and attachments.

## HSE Requalification

If your HSE expiry date is approaching, or has expired, a new assessment of your supplier documentation needs to be performed.

If you have never been prequalified before, review the Safety and Environmental Management Systems and Safety Essentials sections, and select those that relate to the type of work you perform.

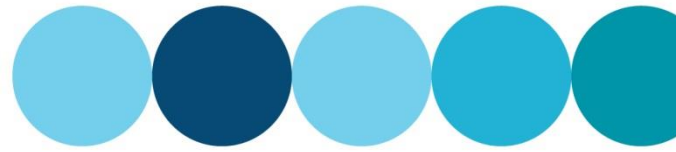
1. Select **Edit**.

The fields you can change are now active.



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- Make any necessary changes to the **Safety and Environmental Management Systems** section by selecting **Yes** or **No** from the drop-down menu options.

Note: You may be required to upload additional documents depending upon your selections.

- Make any necessary changes to the **Safety Essentials** categories by selecting  or deselecting  the box on the relevant line. **Remember to scroll to view ALL safety essentials.**

Note: You can expand a description of each Safety Essential by clicking on the arrow to the left of each category name.

Based on the previous selections you are required to provide all documents listed in the **Document** section.

Note: Download the HSE Questionnaire **Template**, complete the form and save it to your computer to upload as an attachment.

### OR

When applying for a requalification, documents from a previous application may exist and can be replaced with a more current version.

Review the existing documents by clicking the links in the **View File** column.

- Select **Add Attachment**
- Select **attachment name** from the drop-down menu
- Select **Choose File** and browse your computer for your document.

- Select **Attach**

**Safety and Environmental Management Systems**

Is your company's safety management system certified to ISO 45001, AS/NZS 4801 or OHSAS 18001? **No**

Is your company's environmental management system certified to ISO 14001? **No**

Do you engage subcontractors? **Yes**

**Safety Essentials**

Do any of the services you provide involve the following? (tick all applicable categories)

Category	Select
▶ Confined Space	<input checked="" type="checkbox"/>
▶ Electricity	<input type="checkbox"/>
▶ Energy Release	<input type="checkbox"/>
▼ Excavation	<input checked="" type="checkbox"/>
Working in or near an excavation	<input type="checkbox"/>

Scroll

Add Attachment

Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN				Delete
HSE_QUESTIONNAIRE		Template		Delete

Add Attachment

Attachment Name	Expiry Date	Template URL	View File
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN			ABC HSE Management Plan.pdf
HSE_QUESTIONNAIRE			ABC HSE Questionnaire.docx

Add Attachment

Attachment Name	Expiry Date	Template URL	View File
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN			ABC HSE Management Plan.pdf
HSE_QUESTIONNAIRE			ABC HSE Questionnaire.docx

**Supplier Registration**

Select attachment name: HEALTH\_SAFETY\_ENVIRONMENT\_MANAGEMENT\_PLAN

Choose File No file chosen HEALTH\_SAFETY\_ENVIRONMENT\_MANAGEMENT\_PLAN

Attach HSE\_QUESTIONNAIRE

**Supplier Registration**

Select attachment name: HEALTH\_SAFETY\_ENVIRONMENT\_MANAGEMENT\_PLAN

Choose File No file chosen

Attach

**Supplier Registration**

Select attachment name: HEALTH\_SAFETY\_ENVIRONMENT\_MANAGEMENT\_PLAN

Choose File ABC HSE Management Plan.pdf

Attach

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The document is now displayed in the table.

**Repeat these steps until all the required documents are displayed.**

8. If you wish, you can add notes to support your application in the **Supplier Notes** section.

Add Attachment				
Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN		Template	ABC HSE Management Plan.pdf	Delete
HSE_QUESTIONNAIRE		Template	ABC HSE Questionnaire.docx	Delete

9. Select **Submit for Requalification**.

OR

Select **Save** to retain changes for submission later.

OR

Select **Cancel** to leave edit mode without saving changes.

10. If you **Submit for Requalification**, the HSE Status will change to SUBMITTED.

Change Submit Cancel

Supplier Information | Supply Categories | **Health Safety Environment** | Documentation

Edit Save Submit **Submit for Requalification** Cancel

HSE Tier: TIER 3 HSE Status: IN PROCESS HSE Expiry Date: 31.05.2024

Supplier Notes: Add further notes to support your application

Change Submit Cancel

Supplier Information | Supply Categories | **Health Safety Environment** | Documentation

Edit Save Submit **Submit for Requalification** Cancel

HSE Tier: TIER 3 HSE Status: IN PROCESS HSE Expiry Date: 31.05.2024

Supplier Notes: Add further notes to support your application

Change Submit Cancel

Supplier Information | Supply Categories | **Health Safety Environment** | Documentation

Edit Save Submit **Submit for Requalification** Cancel

HSE Tier: TIER 3 HSE Status: **SUBMITTED** HSE Expiry Date: 31.05.2024

Our HSE team will schedule an assessment of your documents and will email you with the outcome or may request further information.

If you have any queries regarding Health Safety Environment, please contact [hse.prequalapp@watercorporation.com.au](mailto:hse.prequalapp@watercorporation.com.au).