



Rural City of
Wangaratta

Supplier Portal

Updated from January 2024



Contents

Overview.....	3
System Support	4
Logging on	5
Navigating the portal	6
My Accounts	9
Updating Payment Details.....	10
Updating Contact Details	11
My Transactions	12
Purchase Orders	12
Contractor Work	13
Actioning a Work Order.....	14
Tips and tricks.....	16
Filtering	16
Purchase Order General Conditions	17



Overview

What is the Supplier Portal?

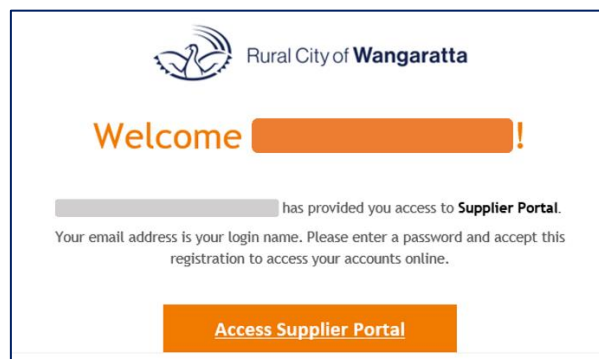
The Supplier Portal is an online portal which provides all approved Rural City of Wangaratta (RCoW) suppliers the functionality to maintain their details, monitor their transactions and action and complete any contractor Work Orders.

What can I do with this portal?

- Update contact information
- Request a change in payment details
- View any outstanding items or recent payments such as:
 - Obtain remittances
 - Obtain purchase order numbers to include on your invoices
 - Within the purchase order, see your Council contact for any queries relating to that order
- Transparency of financial transactions and purchase orders
- View, action and complete any contractor Work Orders (where applicable)

How do I set up my access to the portal?

Simply select the invitation link and enter a password. This will allow access to the portal using your email and new password.





cia
powered by technologyone

Complete registration
Please enter a password to complete registration.

Enter a new password

Password

Confirm Password

I'm not a robot

reCAPTCHA
Privacy - Terms

OK Cancel

After initial set up, follow the [Logging on](#) procedure.

Where can I find the Procurement Policy & Purchase Conditions?

A copy of Council's Procurement Policy and Conditions for Goods and Services providers can be found on the Rural City of Wangaratta website - [Working with Council Rural City of Wangaratta](#).

System Support

Who can I contact if I need assistance?

Purchase order related

Any questions specific to your invoices or order, please make contact with the Council staff member you have been liaising with or the contact name on the purchase order.

General portal questions

If you require system support in relation to registering for the portal, dealing with financial details or payments, please contact the Accounts Payable team on 03 5722 0888 or email accounts@wangaratta.vic.gov.au.



Logging on

Purpose

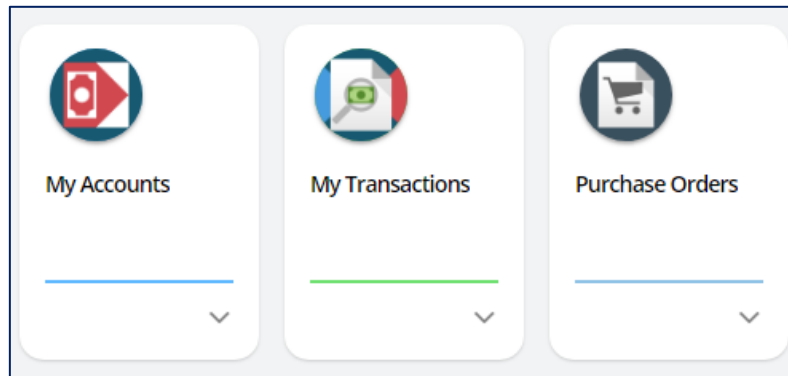
This procedure demonstrates how to log onto the Supplier Portal.

Procedure

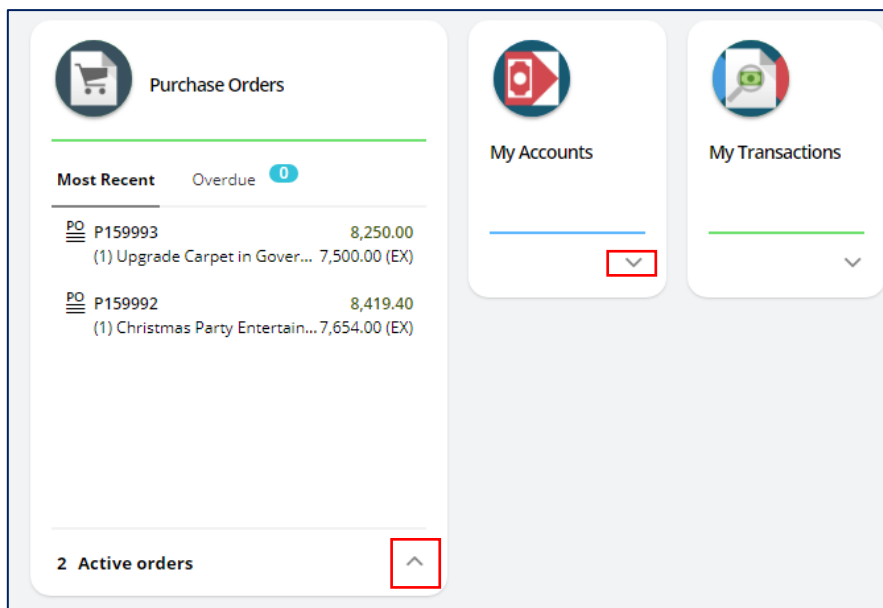
Step	Screen
1. Log onto the portal NOTE: Save URL for future use e.g. Bookmark	
2. Enter your Email Address NOTE: The email associated will be the email that was used to receive the initial portal invitation	
3. Enter your password	
4. Complete the ReCAPTCHA	
5. Select Log on	
6. If you have forgotten your password, please follow the forgotten password steps	



Navigating the portal



The home screen will display three tiles. Selecting the little arrow on each tile will allow the tiles to be expanded and a summary view will appear.

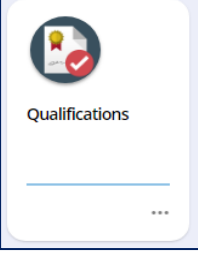


Function	Description
My Accounts	Displays information such as the account balance and future outstanding transactions which will allow detailed transaction information.
My Transactions	Displays all processed transactions such as any invoices or payments.
Purchase Orders	Displays all recent purchase orders.

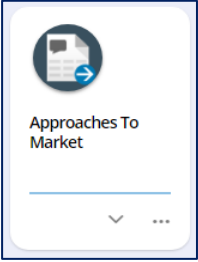


More (5)

At the bottom of the page, there will be a **More (5)** button. Within more, there will be 4 other functions.

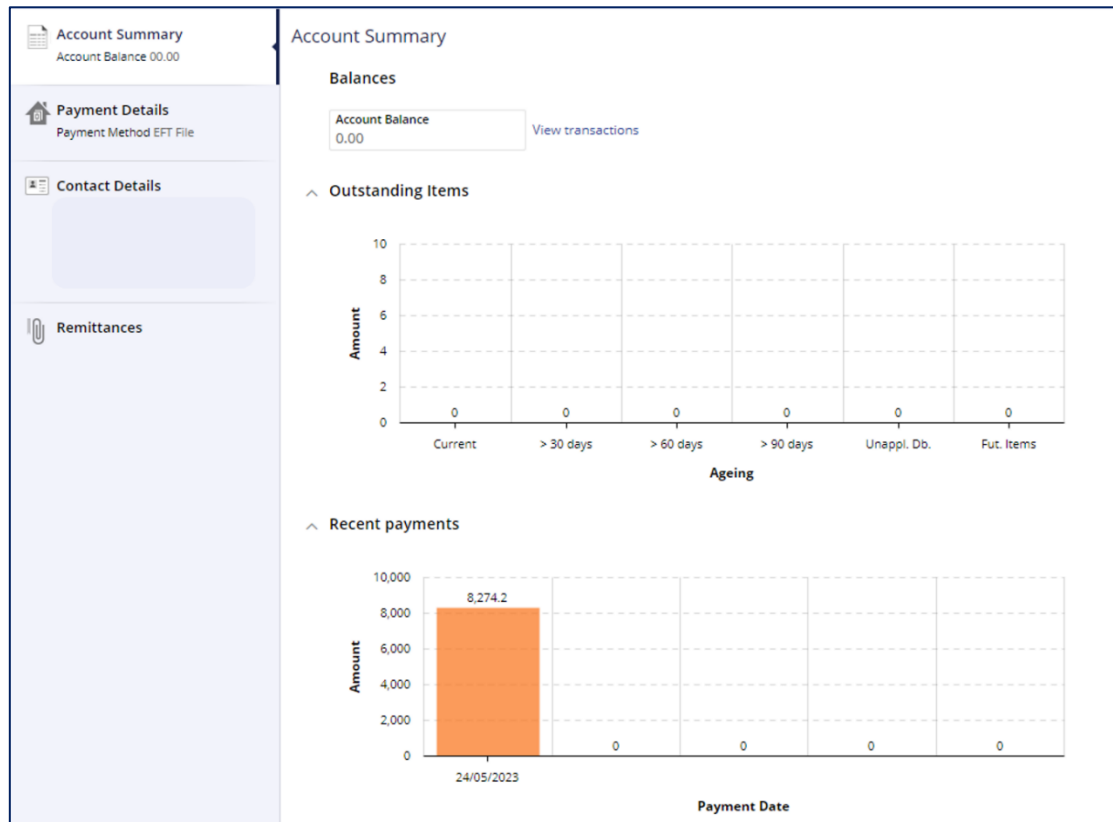
Function		Description
Claims		Displays any retentions against a contract that have been processed for payment.
Contracts		Displays any contracts that have been entered into our system and are assigned to you as the contractor.
Contractor work		Displays any approved work orders.
Qualifications		Displays any qualifications that we have on record for your supplier.



<p>Approaches to Market</p>		<p>Displays any Procurement invitation to you, which require a quote.</p>
------------------------------------	---	---



My Accounts



Within My Accounts, you will have visibility over the following functions:

Account Summary: This will display any outstanding items or recent payments

Payment Details: This will display your payment details which you can request to change if required

Contact Details: This will display your contact details which can be updated if required

Remittances: This will display all remittance notices

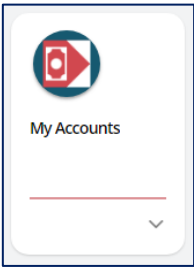
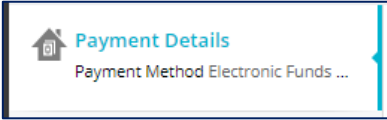
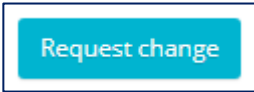




Updating Payment Details

Purpose

This procedure demonstrates how to update your payment details.

Procedure

Step	Screen
1. Select My Accounts	
Select the Payment Details tab	
Select Request change	
Complete the Request New Bank Details form	
Select Submit	

Your request will be reviewed by our Accounts Payable team who will process the change.

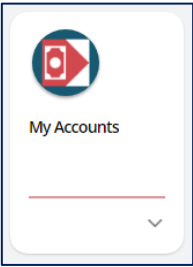


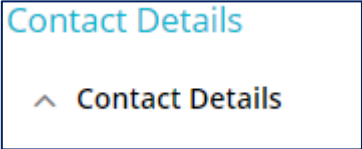
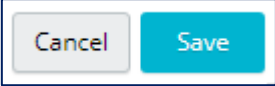


Updating Contact Details

Purpose

This procedure demonstrates how to update your contact details.

Procedure

Step	Screen
1. Select My Accounts	
2. Select the Contact Details tab	
3. Select Edit	
4. Complete the required changes	
5. Select Save	



My Transactions

The screenshot displays the 'My Transactions' interface. On the left, a list of transactions is shown, each with a document icon, a reference number, a date, and a 'COMPLETED' status. The transactions are:

- 0143193 24-May-2023 (EFT)
- INV65JJ 24-May-2023 (AP Invoices)
- INV735 24-May-2023 (AP Invoices)
- INV123 24-May-2023 (AP Invoices - Standard x 1)

Each transaction has a 'Due Date' and a 'COMPLETED' status. To the right, a detailed view of an invoice is shown, including the document file number (351079), the invoice number (INV65JJ), the date (24-May-2023), the supplier (12044), and the due date (07-Jun-2023). The invoice is marked as 'AP INVOICES PAID'. The detailed view also shows the invoice amount, applied amount, and outstanding amount, along with the exclusive GST amount.

Within My Transactions, all processed transactions such as any invoices or payments will be visible.

Purchase Orders

The screenshot displays the 'Purchase Orders' interface. On the left, a list of records is shown, each with a document icon and a 'COMPLETE' status. The records are:

- Standard x 1
- Standard x 2

On the right, a detailed view of a purchase order is shown, including the order number, vendor, issued date, required date, and currency. The purchase order is marked as 'COMPLETE'. The detailed view also shows a table with columns for Description, Ordered Qty, Ordered Amount, Received Qty, Received Amount, Invoiced Qty, and Invoiced Amount. The table contains two rows of data:

Description	Ordered Qty	Ordered Amount	Received Qty	Received Amount	Invoiced Qty	Invoiced Amount
Standard x 1	-	-	-	-	-	-
Standard x 2	-	-	-	-	-	-
Total						

Within Purchase Orders, you will have visibility over any Purchase Orders associated to you.

Please note, you may need to clear your filters to see the required information for My Transactions and Purchase Orders. Refer to the [Filtering](#) section of this user guide.



Contractor Work

The screenshot shows a web interface for a Work Order. At the top, there are buttons for 'Complete work' and 'More'. Below this is a navigation bar with 'Approved' and a back arrow. The main content is divided into a sidebar and a main panel. The sidebar contains: 'Work Order' (Medium - Within 2 weeks or as sch... TRP-Transport Inspections Required By 01-Jun-2023 00:00:00), 'Map' (Work order mapped, Project not mapped, 5 assets), 'Asset Inspections' (0 of 5 inspections complete), 'Asset Defects' (0 defects created), 'Attachments' (0 attachments, 0 related attachments), and 'Process History'. The main panel is titled 'Work Order' and has an 'Edit' button. It contains sections for 'Details' (Description, Details, Priority, Work Type, Location, Assigned User, Crew Name), 'Planning and Completion' (Actual Start, Actual Finish), and 'Comments'.

Within the Work Order screen, you will have visibility over the following functions:

Work Order: This will display all the Work Order Details and capability to add any comments.

Map: Note this is more relevant to the Rural City of Wangaratta rather than the contractor.

Asset Inspections: Note this is more relevant to the Rural City of Wangaratta rather than the contractor.

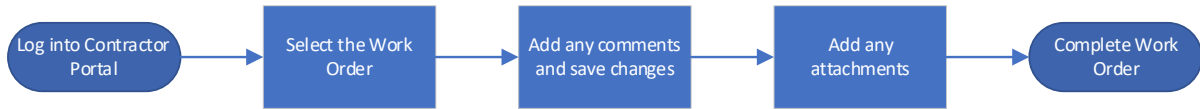
Asset Defects: Note this is more relevant to the Rural City of Wangaratta rather than the contractor.

Attachments: This will display any attachments and capability to add any photos or extra attachments.

Process History: This will display a visual workflow of the Work Order.



Actioning a Work Order



A workflow on how to action a Work Order

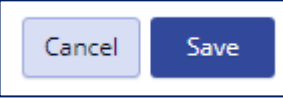
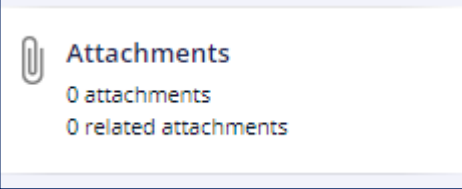

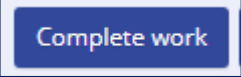
Purpose

This procedure demonstrates how to action a Work Order.

Procedure

Step	Screen
1. Select the Work Order within the list	
2. Select View on the right-hand side	
3. View the details within the Work Order which will display the description and the location of the required work.	
4. If any comments are required, select the Edit button in the top right-hand corner	



5. Select Save	
6. Optional – Select the attachments tab on the left-hand side	
7. Either click and drag an attachment or select the Add button	
8. Once the Work is complete, select the Complete work button in the top left-hand corner	



Tips and tricks

Filtering

Some functions will display a filter icon in the top-left corner.



Within the menu, you can select different filters to further see the details you require. Simply tick or untick the different headings to see information relevant to you.

Filters	Clear all
<input type="checkbox"/> Starred	★
^ ORDER STATUS	Clear
<input checked="" type="checkbox"/> In Progress	2
<input type="checkbox"/> Complete	0
<input type="checkbox"/> Cancelled	0

Pictured above is an example of the filter menu within **Purchase Orders** which you can view what status a purchase order is at.



Purchase Order General Conditions

1. INTRODUCTORY ISSUES

The following terms will, if not inconsistent with the context, have the meanings indicated:

“the Authorised Officer” means:

- the person named as such in the Purchase Order, or
- any other person nominated by the Council from time to time in writing.

“**this Contract**” means the Contract evidenced by these Conditions or Purchase, the Purchase Order and any other documents to which reference is made in the Purchase Order.

“**the Council**” means Wangaratta Rural City Council;

“**the Creditor**” means the party to which the Purchase Order is addressed;

“**Goods**” means any goods to which the Purchase Order applies;

“**the Purchase Order**” means the document on the reverse side of this page; and

“**Services**” means any services to which the Purchase Order applies.

In this Contract, unless inconsistent with the context, a reference to a person includes a reference to a firm, corporation or other corporate body and vice versa.

This Contract constitutes the whole understanding between the parties and embodies all terms and conditions under which Goods or Services are to be supplied by the Creditor.

The law of the State of Victoria governs this Contract and any legal proceedings under this Contract.

If the Creditor consists of two or more parties, this Contract binds each of them severally and jointly.

It is acknowledged and agreed that this Contract does not fetter or restrict the powers or discretions of the Council in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Creditor.

2. GOODS OR SERVICES

The Creditor must supply the Goods and Services specified in the Purchase Order by any date stated in the Purchase Order (or otherwise within a reasonable time) in accordance with this Contract.

The Authorised Officer may, on behalf of the Council, immediately terminate this Contract where any of the Goods or Services specified in the Purchase Order have not been supplied in accordance with the requirements of clause 2.1.

If this Contract is terminated under clause 2.2:

2.1.1 the Authorised Officer may either:



- (a) accept any Goods; or
- (b) direct the removal of any Goods already supplied by the Creditor.

2.1.2 the Creditor must comply with a direction given by the Authorised Officer under clause 2.3.1(b) within any time specified by the Authorised Officer; and

2.1.3 the Council is:

- (a) not required to pay for any Services already supplied; and
- (b) only required to pay for any goods already supplied which have been accepted by the Authorised Officer under clause 2.3.1(a).

Any goods must be delivered by the Creditor to the place stated in the Purchase Order (unless otherwise stated in the Purchase Order) and unloaded in accordance with any directions given by the Authorised Officer. Any Services must be provided at any place stated in the Purchase Order.

It is a condition of the Council purchase of any Goods that:

- 2.1.4 the Goods are new, unless otherwise specified in the Purchase Order;
- 2.1.5 the Goods will be fit for the purpose for which items of the same kind are commonly supplied;
- 2.1.6 the Goods are of merchantable quality; and
- 2.1.7 the Goods carry any applicable manufacturers' warranties (which will be passed to the Council on supply of the Goods).

Title to any Goods free of encumbrances and all other adverse interests will pass to the Council upon the Goods coming into the possession of the Council or its employees or agents.

The Authorised Officer may reject any Goods or Services which do not comply in all respects with this Contract. The Council is not required to make payment for any rejected Goods or Services.

The Creditor must obey and must ensure that its employees, sub-contractors and agents obey any Acts, regulations and local laws in any way applicable to the performance of this Contract, including, without limitation, any occupational health and safety legislation.

3. PAYMENTS

If the Creditor complies with its obligations under this Contract, the Council must make the payment or payments specified in the Purchase Order within 30 days of its receipt of a Tax Invoice for any Goods or Services. The Creditor must not forward a Tax Invoice to the Council until all the Goods or Services have been delivered or provided (unless otherwise directed by the Authorised Officer).

4. SUB-CONTRACTING AND ASSIGNMENT

The Creditor must not, except with the written consent of the Authorised Officer, sub-contract or assign the whole or any portion of its rights and obligations under this Contract, and no sub-contractors or assignees will have any rights under this Contract against the Council or be entitled to receive any repayments under this Contract from the Council.



5. INSURANCE AND INDEMNITY

The Contractor must have and maintain a Public Liability Policy of Insurance, with a cover of not less than \$20 million.

The Contractor and any sub-contractor of the Contractor must, in respect of all their employees, comply with the provisions of the Workplace Injury

Rehabilitation and Compensation Act 2013 or any other workers' compensation legislation in operation from time to time.

The Creditor must indemnify the Council, and its Councillors and members of staff, from and against all actions, claims, losses, damages, penalties or demands consequent upon, occasioned by or arising from its performance or purported performance of its obligations under this Contract, including, without limitation, any acts or omissions of the Creditor's agents and employees.

6. OTHER BINDING AGREEMENT, DEED OR CONTRACT

Where any other binding agreement, deed or contract is in place, the terms and conditions of that binding agreement, deed or contract will take precedence over these terms appearing in this Purchase Order.



Rural City of
Wangaratta

End of Document

Rural City of Wangaratta – Supplier Portal –20