



Supplier Portal Registration Guide

Work Instructions

Purpose of this Guide

This guide discusses the steps that a **Supplier** takes to:

- Register on the Supplier Portal for Tendering opportunities and for any potential engagement of payment through Wyndham.
- Update your company contact details.

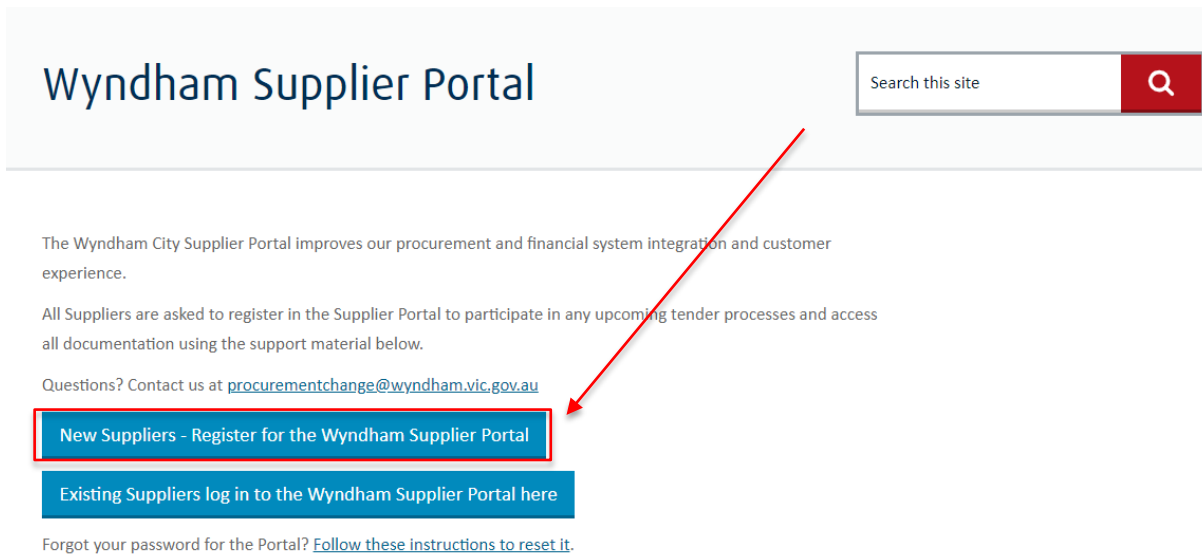
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Work Instruction: Register on the Wyndham Supplier Portal

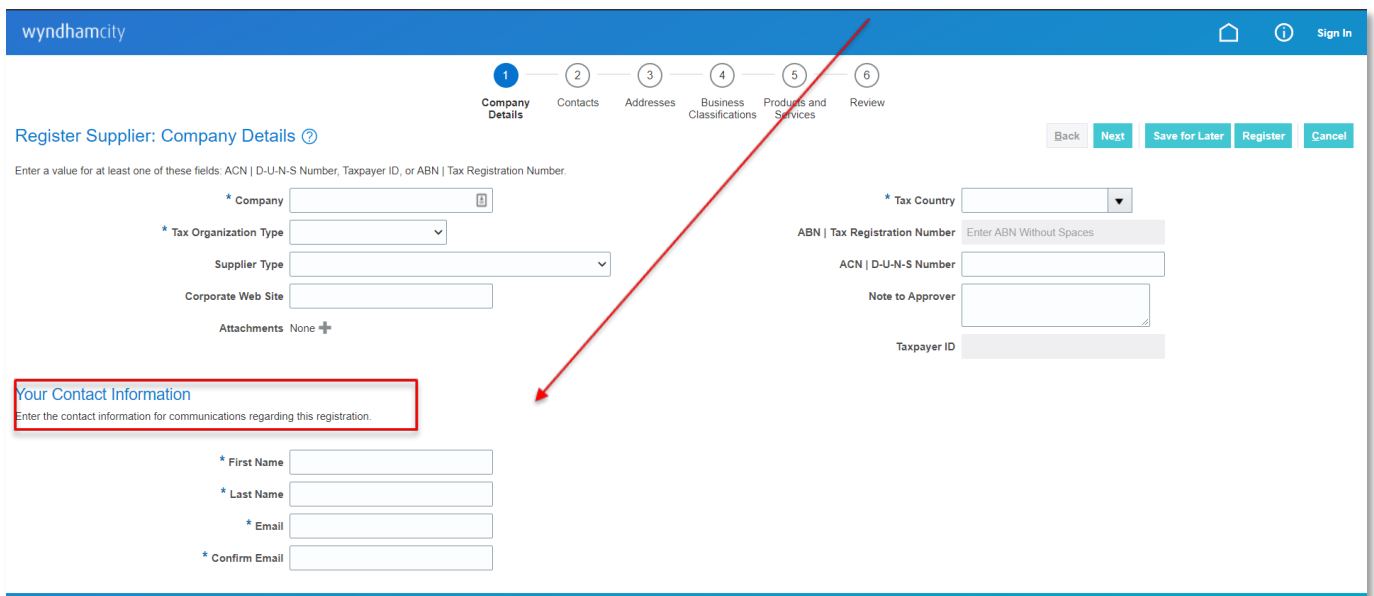
Purpose: Register on the Wyndham Supplier Portal in order to be able to search, view and respond to Wyndham Requests for Quotation and Tender opportunities and to receive payment via our Oracle Procure to Pay solution for services/goods provided to Council once you are onboarded as a Supplier.

1. Navigate to the Wyndham Supplier Portal
<https://www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal>
2. Click the 'New Suppliers – Register for the Wyndham Supplier Portal' button.



Complete all mandatory registration details (marked with an *), then click Next.

Note: The email address entered here will be your username when you login in the future.



If you don't have an ACN, ABN or are experiencing difficulties registering from overseas please contact procurementchange@wyndham.vic.gov.au for assistance.

Note: Please select the appropriate 'Tax Organization Type' relating to the Company when registering. I.e. 'GST Applicable' if applicable for GST, 'NON GST Applicable' if no GST applicable, 'Foreign Individual' if Company based and working overseas.

Details

Register Supplier: Company Details [?](#)

Enter a value for at least one of these fields: ACN | D-U-N-S Number, Taxpayer ID, or ABN | Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments

- GST Applicable
- NON GST Applicable
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

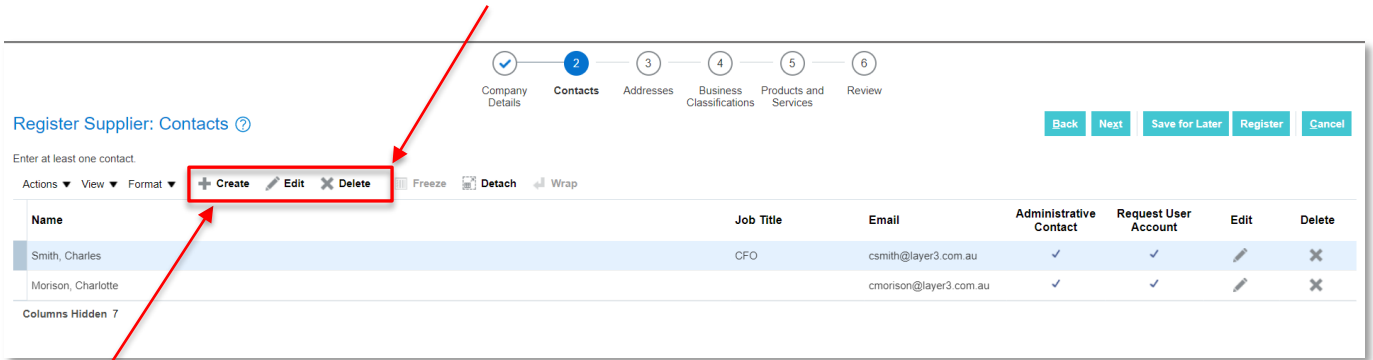
* Confirm Email

Note: Each Country will have its own validation for the tax registration (ABN in Australia) based off the Country you are registering the Supplier with. I.e. New Zealand tax registration consists of 13 digits numeric characters only.

* Tax Country

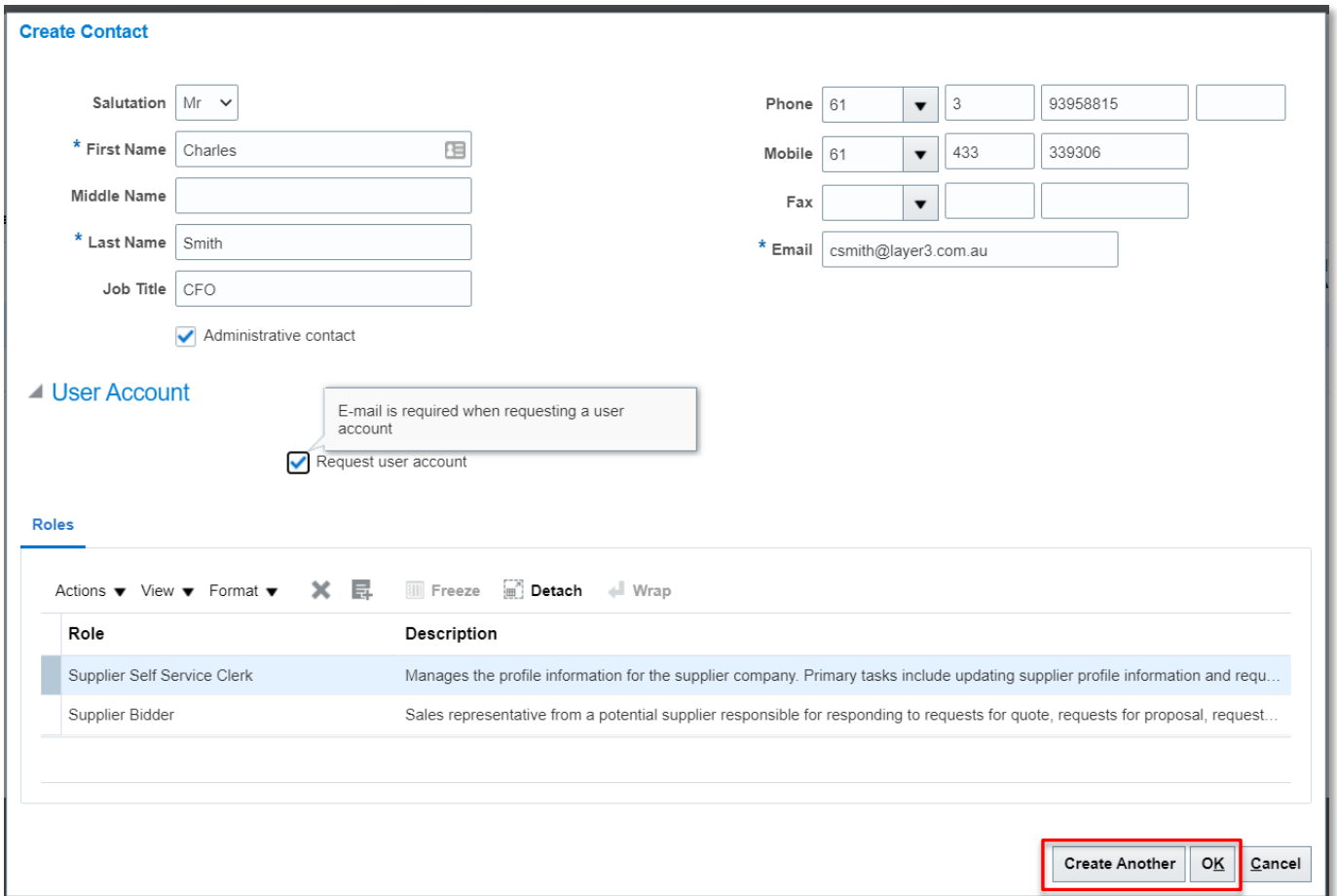
* ABN | Tax Registration Number

- Verify your contact details on the **Register Supplier: Contacts** page.
- Click Edit, Create or Delete to add, remove or change Contact Details.



- To Create a new Contact, click on Create, complete the mandatory fields (marked with an *), then click 'Create Another' or 'OK' to return to the Contact page.

Note: Please always select 'Administrative Contact' and select 'Request User Account' in order to have access to login to request minor contact information changes on your supplier account.



Note: Please do not remove the Roles automatically selected on the Contact.

- Select OK to progress to the **Register Supplier: Addresses** page.

7. Click on the '+ Create' button to add a new Address.

Register Supplier: Addresses

Please ensure Address Name field is the same as the City Name i.e. Address Name: WERRIBEE

Enter at least one address.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
WERRIBEE	45 Princes Highway, WERRIBEE VIC 3030	+61 (433)787678			

Columns Hidden 3

8. On the **Register Supplier: Addresses** page: Complete the mandatory fields (marked with an *) by adding an Address Name using the Suburb of the relevant site, completing the Address lines, City, State, Postal Cost and Phone numbers.

Create Address

* Address Name: WERRIBEE

* Country: Australia

* Address Line 1: 45 Princes Highway

Address Line 2:

Address Line 3:

* City: WERRIBEE

State: VIC

Postal Code: 3030

Phone: 61 433 787678

Fax: 61

Email:

Additional Information

* Address Type: Business Address

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another OK Cancel

- Now select the Address Type from the drop-down list.
- Click on Create Another the repeat the steps above to add additional addresses.
- Once all the addresses have been created, Click Ok to proceed to **Register Supplier: Business Classifications**.

12. On the Register **Supplier: Business Classifications** page, select 'Actions' and 'Add Row'.

The screenshot shows the 'Register Supplier: Business Classifications' page. At the top, there is a progress bar with six steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications (highlighted), 5. Products and Services, and 6. Review. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main heading is 'Register Supplier: Business Classifications'. Below this, there is a prompt: 'Enter at least one business classification or select none applicable.' and a checkbox labeled 'None of the classifications are applicable'. Below the checkbox, there is a table with columns: Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, and Notes. A red box highlights the 'Actions' dropdown menu, which is open and shows 'Add Row' and 'Delete' options.

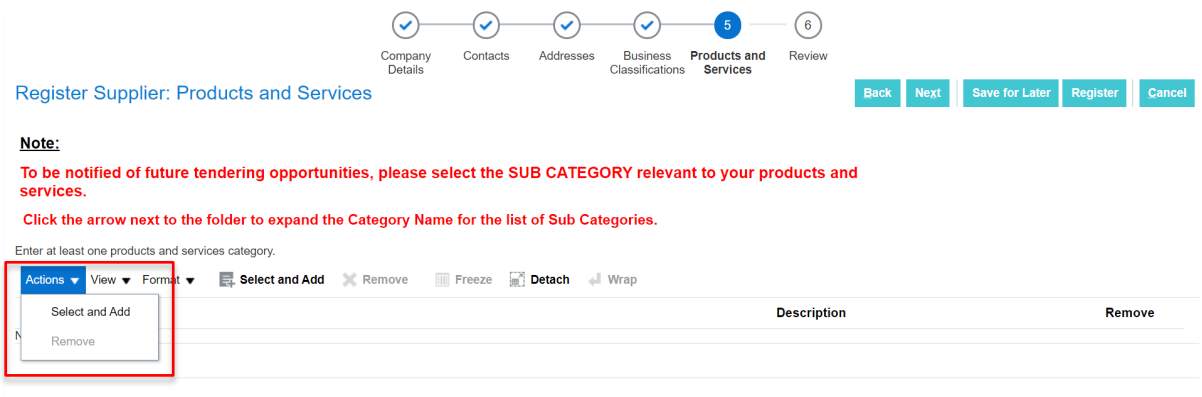
13. Select a Classification from the drop-down box and attach any applicable documents to the classification. Repeat this step until all business classifications have been added, then click on Next to proceed to Register Supplier: Products and Services.

The screenshot shows the 'Register Supplier: Business Classifications' page. The progress bar is the same as in the previous screenshot. The 'None of the classifications are applicable' checkbox is now unchecked. The table has one row with a blue background. The 'Classification' column has a dropdown menu with 'Kinaway' selected. The other columns are empty or have default values: 'Subclassification' is empty, 'Certifying Agency' has a dropdown arrow, 'Other Certifying Agency' is empty, 'Certificate' is empty, 'Start Date' is 'mm/dd/yy', 'Expiration Date' is 'mm/dd/yy', 'Attachments' is 'None +', and 'Notes' has a document icon.

14. If you do not wish to add business classifications, select the check box option 'None of the classifications are applicable' at the top of the page and click 'Next'.

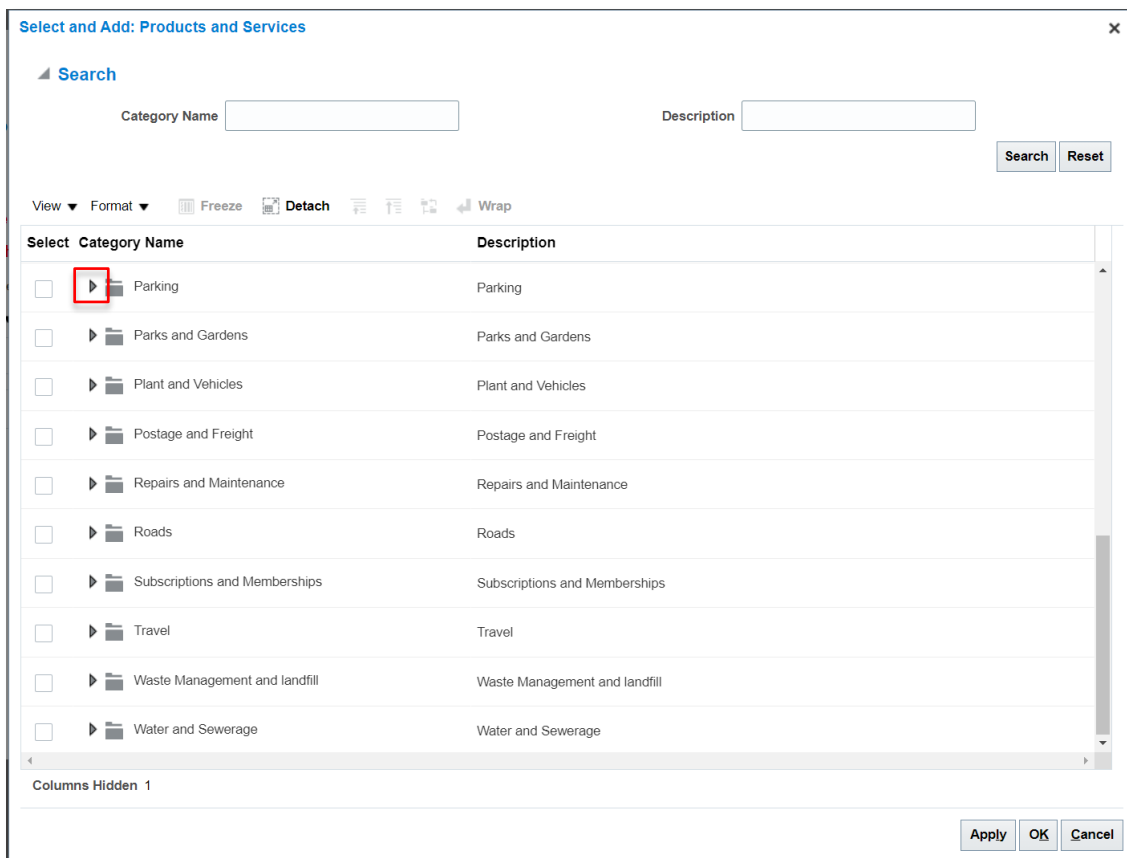
The screenshot shows the 'Register Supplier: Business Classifications' page. The progress bar is the same. The 'None of the classifications are applicable' checkbox is now checked. A red arrow points to this checkbox. The 'Actions' dropdown menu is open, showing 'Add Row' and 'Delete' options. The table is empty.

15. On the **Register Supplier: Products and Services** page, click 'Select and Add' to find relevant Categories that relate to your Organisation.



16. Select the **expand** arrow under 'Category Name' to ensure **all** relevant **SUB CATEGORIES** are selected, then select 'OK' then 'Next'.

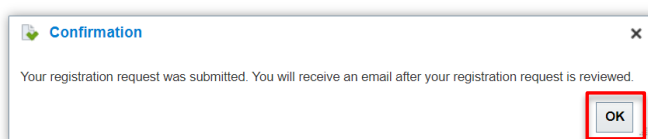
Note: This is a critical part of the registration process to ensure Suppliers can participate in any upcoming tender activities. You need to make sure you select the subcategories under the Category Name in order for these Products and Services to be added against your companies category of works as this is required for a Negotiation Process RFT/RFQ.



<input type="checkbox"/>	▶ Parking	Parking
<input checked="" type="checkbox"/>	▶ Car park infrastructure - contractors	555640-Engage sub contractors/contractors for installation and maintenance of car park infrastructure inc
<input checked="" type="checkbox"/>	▶ Car park infrastructure - material	551020-Purchase material for car park infrastructure including construction, surfacing and boom gates
<input type="checkbox"/>	▶ Parking enforcement materials	551020-The purchase of materials and equipment for the purposes of parking enforcement
<input type="checkbox"/>	▶ Parking enforcement services	555640-The provision of parking enforcement services

17. Finally, On the **Review Supplier Registration** page, review all information entered, select 'Back' to update or adjust any information if needed then click 'Register'.

18. Once the registration confirmation appears, click 'OK'. You will first receive an email confirming your registration. You will then receive a second email which includes a link to set up your password for the Portal.



Note: The Supplier can elect to **Save for Later** at any time through the registration process (after the first page is complete). An email link will be sent to finish at a later date. (If this email is deleted or lost it cannot be recovered and the supplier will have to start the registration process again.)

Note: Please note that the password link will expire after 48 hours and the password is case sensitive. If you do not receive a confirmation email and link, please contact procurementchange@wyndham.vic.gov.au as soon as possible for further assistance.

Note: If you forget your password please click the 'forgot password' option and a link will be sent to the User Account email used to create the supplier registration. [Wyndham Supplier Portal - Password Reset.pdf](#)

Work Instruction: Update your contact details on the Wyndham Supplier Portal

Purpose: To manage your company details and update/remove contacts details such as a contact number, email and contacts.

Note: Updates to Company Name, ABN Number and Bank Information and Address still require a New Supplier Form to be filled in. Please contact your Wyndham City Council contact/point of call to request an update of the Supplier details and they will liaise with you to start the process.

1. Navigate to the Wyndham Supplier Portal
<https://www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal>
2. Click the 'Existing Suppliers log in to the 'Wyndham Supplier Portal here' button.

The screenshot shows the Wyndham Supplier Portal homepage. At the top left, the title 'Wyndham Supplier Portal' is displayed. To the right is a search bar with the text 'Search this site' and a magnifying glass icon. Below the title, there is a paragraph: 'The Wyndham City Supplier Portal improves our procurement and financial system integration and customer experience.' This is followed by another paragraph: 'All Suppliers are asked to register in the Supplier Portal to participate in any upcoming tender processes and access all documentation using the support material below.' Below this is a link: 'Questions? Contact us at procurementchange@wyndham.vic.gov.au'. There are two blue buttons: 'New Suppliers - Register for the Wyndham Supplier Portal' and 'Existing Suppliers log in to the Wyndham Supplier Portal here'. The second button is highlighted with a red box, and a red arrow points from the search bar area down to it. At the bottom, there is a link: 'Forgot your password for the Portal? [Follow these instructions to reset it.](#)'

3. This will bring you to your company Supplier Portal, select 'Manage Profile'

NOTE: Only contacts with a User Account will be able to log in to the portal as they are the Administrative Contact on the Supplier account.

wyndhamcity

Supplier Portal

Search

Tasks

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- Manage Profile**

Supplier News

By viewing the Negotiation you will be deemed to have expressed an interest in the negotiation and therefore will receive email notifications relating to the Negotiation.

Supplier Profile Changes:
You can update your profile information such as contact information via the portal. Any changes to 'Business Classifications' and 'Products & Services' please kindly contact the below email referring 'Supplier Profile Change' to procurementchange@wyndham.vic.gov.au. To update 'Bank Account details', 'Company Name', 'Company Address' and 'ABN/ACN' you will need to contact the WCC staff member you deal with they will guide you through the process, they will then contact Procurement for us to action the changes. Please note, it will take 4-7 working days for your request to be actioned, you will be notified once this changes have been updated within the supplier portal.

Negotiation Guide;
Please see the attached link with the current 'Supplier Portal Tendering and Negotiation Guide' [Supplier Portal Tendering and Negotiation Guide v4.0.pdf \(wyndham.vic.gov.au\)](#)

4. Your company details will now be available to view. Click into either **Addresses** or **Contacts** to update or add contact information such as a new contact, remove a contact or update/remove an email or contact number.

Company Profile ⓘ Edit Done

Last Change Request 173002 Requested By Morison, Charlotte
Request Status Canceled Request Date 20/10/2020 Change Description

Organization Details Tax Identifier **Addresses Contacts** Payments Business Classifications Products and Services

General

Company	Glove Supplies	Tax Organization Type	GST Applicable
Supplier Number	15012	Status	Active
Supplier Type	Supplier	Attachments	None

Identification

ACN D.U.N.-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

Corporate Profile

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
	Principal Title
Year Incorporated	Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue
Preferred Functional Currency
Fiscal Year End Month

5. Once you have clicked into a field to update you will need to select 'Edit'.

The screenshot shows the 'Company Profile' page with a table of contacts. The 'Edit' button in the top right corner is highlighted with a red box, and a red arrow points to it from the text above. The table below shows contact details for 'Morison, Charlotte'.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Morison, Charlotte		cmorison@layer3.com.au		✓	✓	Active

6. Once you have clicked a warning message will appear to show this will create a supplier profile change request, click YES.

A warning dialog box is shown with the text: 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The 'Yes' button is highlighted with a red box.

7. Here you can either update, remove or add a contact as per previous steps when registering to the Wyndham Supplier Portal.

Note: Please be aware you cannot update the email on the contact that is linked to the User Account, you will need to contact procurementchange@wyndham.vic.gov.au

The screenshot shows the 'Edit Profile Change Request: 487003' page. The 'Create' button in the 'Actions' dropdown menu is highlighted with a red box. The page includes a 'Change Description' text area and a table of contacts.

Actions	View	Format	Status	Freeze	Detach	Wrap	Job Title	Email	Phone	Administrative Contact	User Account	Status
Create			Active					cmorison@layer3.com.au		✓	✓	Active

8. Add/update the relevant information and select **OK** when completed.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

User Account

Create user account

Roles

Actions View Format X [Grid] Freeze [Icon] Detach [Icon] Wrap

Role	Description
Supplier Self Service Clerk	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

Create Another **OK** Cancel

9. You will then need to provide a 'Change Description' to reflect the need for the change/update. Once you have added this description in please click '**Review**' Changes.

Edit Profile Change Request: 487003

Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description

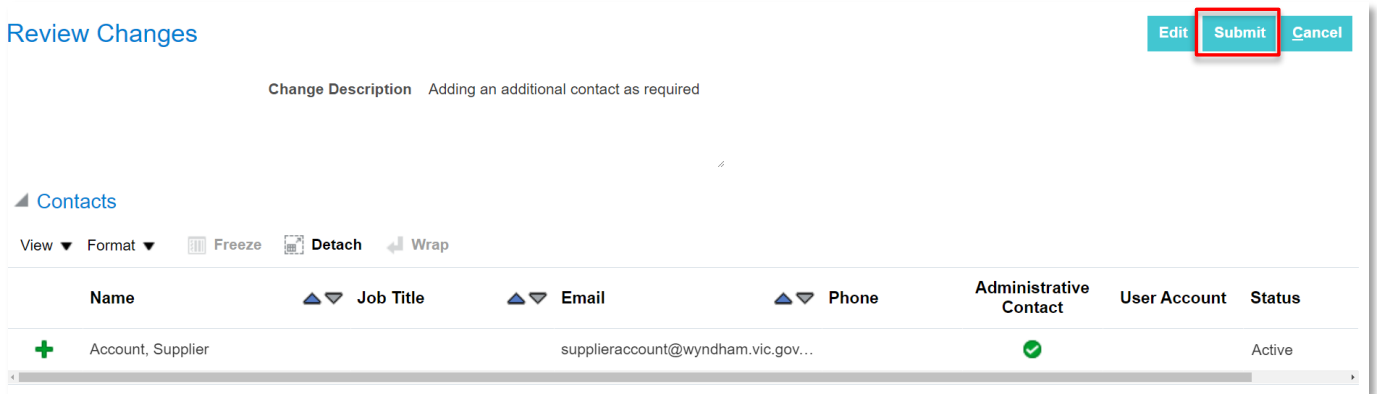
Contacts

Actions View Format + [Pencil] X Status Active [Dropdown] [Grid] Freeze [Icon] Detach [Icon] Wrap

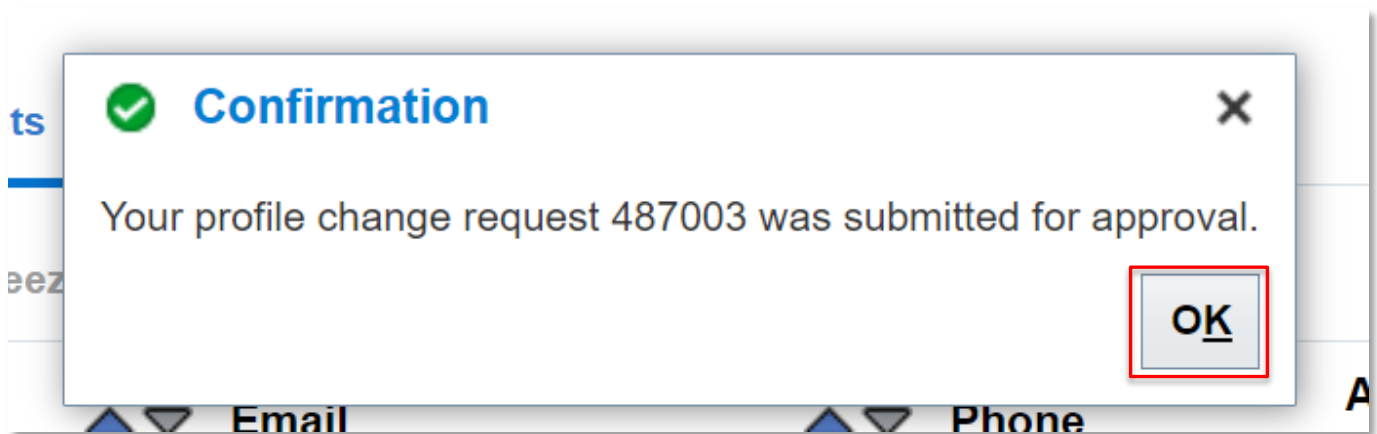
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Account, Supplier		supplieraccount@wyndham.vic.gov...		✓		Active
Morison, Charlotte		cmorison@layer3.com.au		✓	✓	Active

10. Once you have reviewed the updated/changed information you can then click 'Submit' for the changes to be reflected in your Wyndham Supplier Profile.

Note: The change order will not be completed until you have reviewed the changes and clicked submit. If you miss this step the change will sit as an incomplete change order.



11. A confirmation message will appear to show your profile change request has been submitted for approval. Please click OK.



12. You will receive an email notification to confirm the change has been updated within your Wyndham Supplier Portal and the request status will reflect 'Processed' in the Company Profile Screen.

Note: Please allow up to 15 minutes for your changes to be reflected within the Supplier Portal.

From: Wyndham City Council <ekuc.fa.sender@workflow.mail.ap1.cloud.oracle.com>
Sent: Tuesday, October 12, 2021 11:06:36 AM
To: Charlotte Morison <cmorison@layer3.com.au>
Subject: FYI: Supplier Profile Change Request 487003 was Approved by Wyndham City Council Consolidated

Supplier Profile Change Request 487003 was Approved by Wyndham City Council Consolidated

Details

Assignee	Charlotte Morison	Request	487003	Supplier	Glove Supplies
Assigned Date	12/10/2021 11:06 AM	Request Date	12/10/2021	Supplier Number	15012
Expiration Date	11/11/2021 11:06 AM	Requested By	Morison, Charlotte		
Task Number	657616	Change Description	Adding an additional contact as required		

Action Details

Action	Approved
Action Date	12/10/2021 11:05 AM

Company Profile [?](#)

[Edit](#) [Done](#)

Last Change Request	487003	Requested By	Morison, Charlotte	Change Description	Adding an additional contact as required
Request Status	Processed	Request Date	12/10/2021		

Note: Please see the **Supplier Portal Tendering and Negotiation Guide** for information about searching, creating and submitting responses to Requests for Tender or Quotation.

[Supplier Portal Tendering and Negotiation Guide v4.0.pdf \(wyndham.vic.gov.au\)](#)