

# Wyndham Supplier Portal: Help Document

Important changes have taken place to Wyndham's Supplier Portal. Register via the new Portal using the below instructions to participate in upcoming Wyndham tenders, quotes or bids.

The Wyndham Supplier Portal is an online collaboration tool to securely manage your relationship with Wyndham City Council. The Portal will enable you to:

- Update your company contact details and request changes to bank account, company name and ABN details
- Access your current purchase orders, invoices and payments
- Create invoices utilising details provided on Wyndham purchase orders for fulfilled orders

## Supplier Registration: How to register for upcoming tenders, quotes or bids

Steps	Description
1	Visit: <a href="http://www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal">www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal</a> and select 'Access the Wyndham Supplier Portal'.
2	Complete all mandatory registration details including: <ul style="list-style-type: none"> <li>• Company Details: enter Company, Tax Organisation Type etc.</li> <li>• Contact Information – Enter the contact's name and Email Address. This email address will be the login username for future access.</li> </ul>
3	Enter your <b>ACN</b> (D-U-N-S Number), <b>ABN</b> (Tax Registration Number) if relevant, and Tax Country. If you don't have an ACN or ABN, contact <a href="mailto:Procurementchange@wyndham.vic.gov.au">Procurementchange@wyndham.vic.gov.au</a> for assistance.
4	Verify your contact details on the 'Register Supplier: Contacts' page then click 'Next.'
5	On the Register Supplier: Addresses page, click 'Create' to add the address of your company and the address type, then go to Address Contacts and assign a contact to the entered.
6	Verify all Address details and click 'OK' then click 'Next.'
7	On the Register Supplier: Business Classifications page, select 'Actions' and 'Add Row' and select the applicable Classification drop down box and attach applicable documents to the classification. If none are required, select the check box option 'None of the classifications are applicable' at the top of the page and click 'Next'.
8	On the Register Supplier: Products and Services page, click 'Select and Add' to find relevant Categories that relate to your Organisation. Select the expand arrow under 'Category Name' to ensure all relevant categories are selected, then select 'OK' then 'Next'. This is a critical part of the registration process to ensure Suppliers can participate in any upcoming tender activities.
9	On the Review Supplier Registration page, review all information entered, select 'Back' to update any information if needed then click 'Register'.
10	Once the registration confirmation appears, click 'OK'.
11	Suppliers will receive an email confirming their registration which includes a link to set up their password for the Portal.

Contact [ProcurementChange@wyndham.vic.gov.au](mailto:ProcurementChange@wyndham.vic.gov.au) at any time for further support.


## Supplier Administration:

Multiple emails from the same Supplier account can have access to the Supplier Portal. The first email which registers on the portal will manage access for additional users.

1. Administration access:
  - a. Create and update contact information and banking details
  - b. Add users with functional access
  - c. Create invoices
  - d. View invoices, Purchase orders and Payments
  - e. Delegate admin access to other supplier contacts when needed

The Supplier administrator can make changes to the registration details or raise change requests when required.

## Supplier Portal: Update Supplier details

Steps	Description
1	Visit: <a href="http://www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal">www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal</a> , select 'Access the Wyndham Supplier Portal' and login with your registered details.
2	Navigate to the 'Supplier Portal Tab' and click on 'Supplier Portal'.
3	On the left side of the Supplier Portal page under 'Tasks,' > 'Company Profile' click on 'Manage Profile'.
4	To change your Supplier details, click on 'Edit' on the top right of the page, then click on pencil icon (  ) to edit information and add additional user access.
5	Click 'OK.'
6	Enter the 'Change Description' and edit any additional fields that need to be updated.
7	On the top right click 'Review Changes'.
8	Click on 'Submit'.
9	Click 'OK'.
10	'Save and Close' and 'Done' to exit.
11	Any required changes to ABN, Company Name or Bank Information must be entered via the 'New Supplier Form'. Please contact <a href="mailto:procurementchange@wyndham.vic.gov.au">procurementchange@wyndham.vic.gov.au</a> for further information

## Respond to a Negotiation such as a Quotation, Bid or Tender

Steps	Description
1	Review the negotiation invitation and click 'Accept Invitation'.
2	Click on 'View Active Negotiations' on the supplier portal.
3	Select the Negotiation and click on 'Create Response'.
4	A pop-up window prompts to copy from an existing response.
5	Supplier can either respond by clicking on 'Respond by Spread Sheet' or on the Portal.
6	Enter the following details in the Overview Page: <ul style="list-style-type: none"><li>• Reference Number</li><li>• Note Buyer</li><li>• Attachments, if any and click 'Next'</li></ul>

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<b>7</b>	On the Requirement page, enter the 'Requirement' details and switch between the sections.
<b>8</b>	Click 'Next' once done.
<b>9</b>	On the line page enter the 'Response Price' and 'Response Quantity', click 'Next'.
<b>10</b>	On the Review Page click 'Action' > click Validate click 'OK' to confirm.
<b>11</b>	Click 'Submit'.

## Review Response

Steps	Description
<b>1</b>	Click on 'Manage Responses' link from task list.
<b>2</b>	Search for the response you want to review.
<b>3</b>	Select the Response and click 'Revise.'
<b>4</b>	Edit the response Overview, Requirement and Lines.
<b>5</b>	Review the response and 'Submit'

## Search options explained

A range of search methods can be used when searching for information in the system.

Search Method	Description
<b>Wildcard %</b>	The % symbol is used as a wildcard in free text fields to search for specific data. The Wild Card can be used before the search term, after the search term or on both side of the search term.
<b>List of Values</b>	When entering information into a list of value field. If the value is known, you can commence typing and then choose from the list. If the value is not known, click the drop-down arrow to scroll and select.

*Note: Fields marked with \* are mandatory*