3/09/2021

Completing your registration on Calvary Supplier Central

Step 1: Log in to Calvary Supplier Central. Look for a **WELCOME email** from do.not.reply@decisionmax.com.au, which includes your username (your email address) and password. (Note: Please do not use Internet Explorer as your browser when accessing Calvary Supplier Central.)

Step 2: Verify company information and contact details and make any necessary updates.

Step 3: Fill out the products or services you are contracted to supply and/or wish to offer.

Step 4: Add the occupation skills you will offer.

Step 5: Add contact details for key business representatives.

Step 6: Upload your business insurance certificates and immunisation history statements for your employees/subcontractors.

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Home Page

These are the tiles that you will be able to view when you log in.

You may be able to access some of these tiles but you won't have any functionality enabled (blank screen/no content yet). These are marked with a red cross. The main tile to look at in this instance is the **On Boarding** tile which will take you through the steps you need to complete.

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You will be prompted to update your password so please do so upon login. You can also do this later on by:

Clicking on the **My Details** – Left hand side menu.

You can change your Password though **Edit Login** "Change Password" tile

Set your Secret Question.

Click: **Save.**

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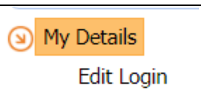
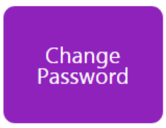
It looks like this:





It looks like this:

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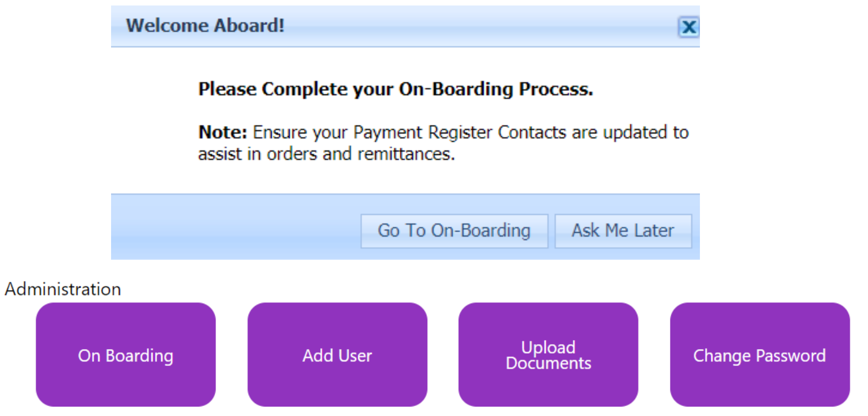
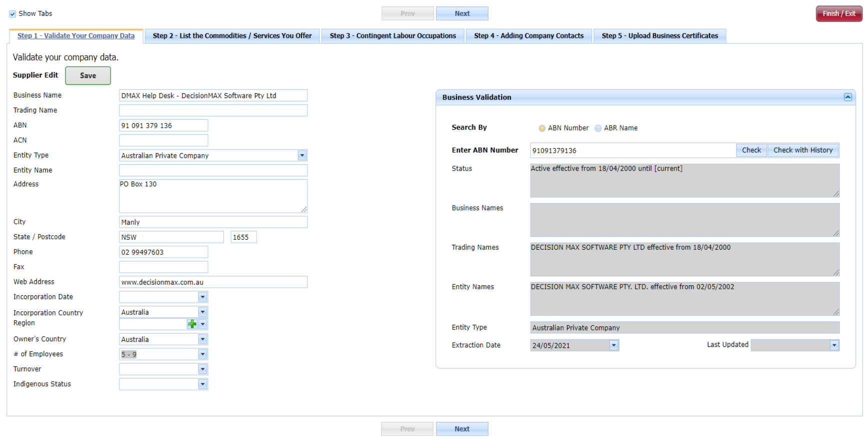
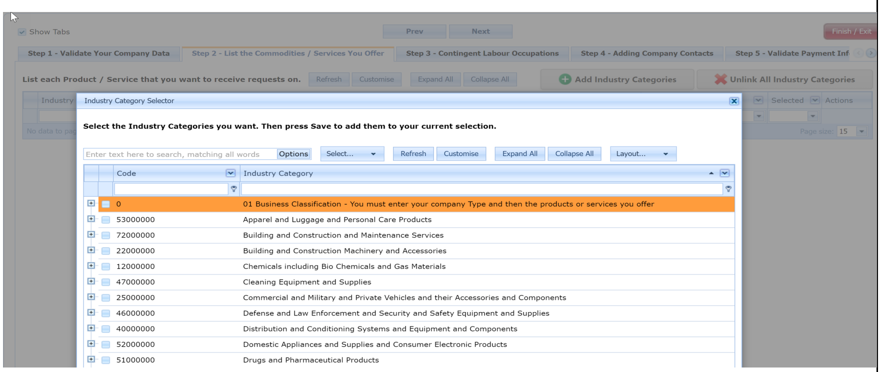
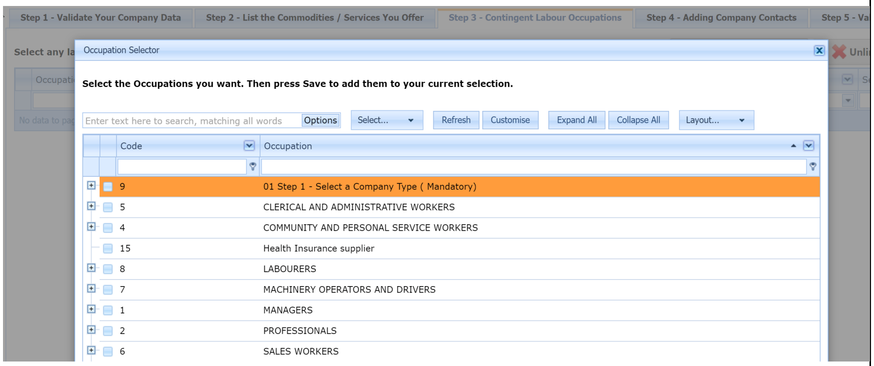
As part of Calvary Supplier Central, you will need to formally on-board. Click on: **Go To On-Boarding** when you log in or on the **On Boarding tile.** This will take you through the steps to check your data. Each tab/step builds a map of your company.	
Validate / update / enter your company details Key fields: Your ABN, Entity Type, Business Name and Trading Name. Check that we have the correct Address and Phone Number. Enter your ABN in the Business Validation box to the right if you need to check your details. Press Check and your information from the ABN website will be displayed. Press **NEXT** to continue.	
Click on the **Add Industry Categories** button In the **Enter text here** cell: Enter the name of the product category you are contracted or proposing to sell e.g. Catering Services, Electronic Medical Thermometers Tick the options. Note the name of some items may be different to what you know - so try different naming conventions Repeat this until all your products and/or services are mapped. Press **Save** to post each set. Delete will remove items. You can add many items matching the commodity list. Press **Next** to continue.	

Click: **Add Occupations**

Key fields: Enter the trades / professions. Tick the options.

Press **NEXT** to continue.



Click: **Add New Contact**

Key fields: Make sure to set each user a **Type of website Login**. You can tick/untick the box for **"Login Access Required"** depending on whether your staff will need access to the site. You may want to tick this if you will ask your staff to upload their own documents and select **Employee** as the type of website login.

1. **Supplier Admin** - has access to view and edit all company information and contacts. You might want to assign this to your Accounts/Finance Representative, and/or your Business Manager only.
2. **Supplier Officer** - does not receive any notifications from the portal.
3. **Site Visitor, Subcontractor** and **Employee** will only see what you link them to. Help Guide available for Employee login type: https://www.calvarycare.org.au/document/view?id=85

Press **Save** on top of the form.

Site Access – Go to the **Occupations tab** for the individual**.**

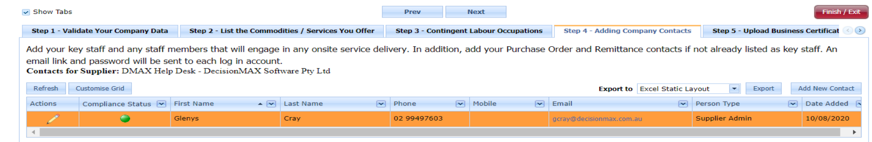
IMPORTANT: You need to indicate whether the person you have added is coming onsite.

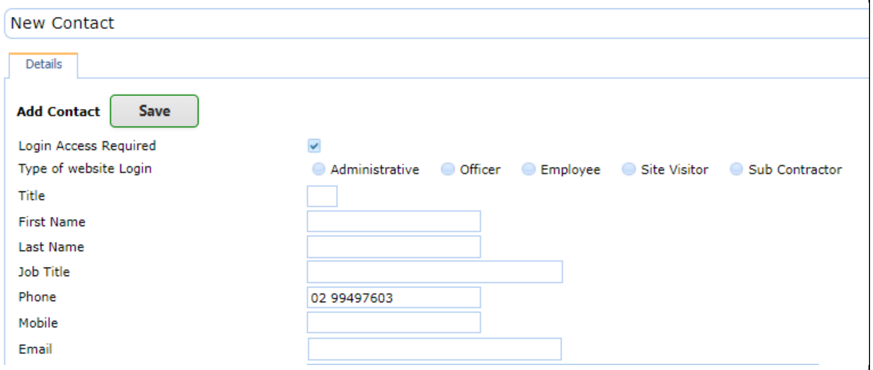
Press 0 to access the site access options to indicate whether they will visit hospitals, aged care facilities, community care service centres and/or client homes, National Office, or delivering goods only.

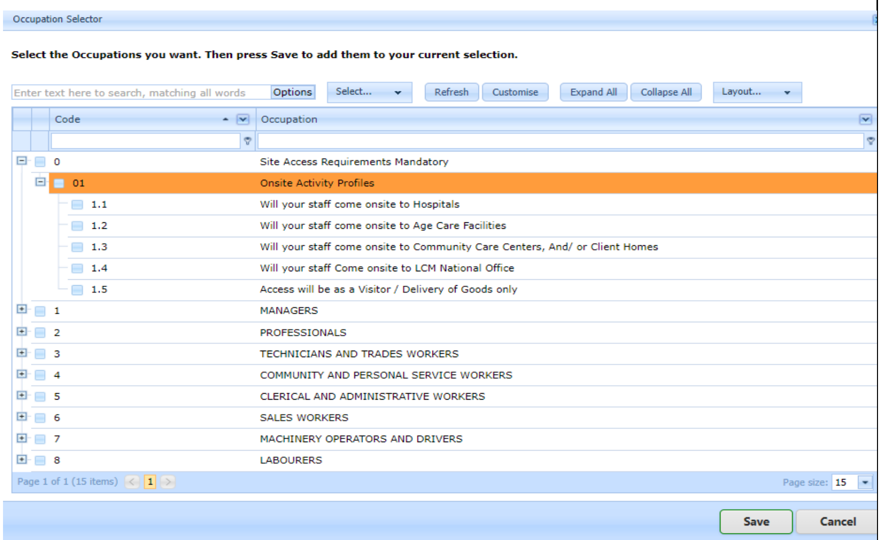
Tick all the site access options that apply and Press **Save**.

Occupation for a person

In the search field enter your occupation (doctor, nurse, podiatrist, plumber, electrician, etc.) The system will automatically allocate the requirements







for that person.

Press **Save**, then **Next** to continue.

Uploading your proof of COVID-19 vaccination - Individual

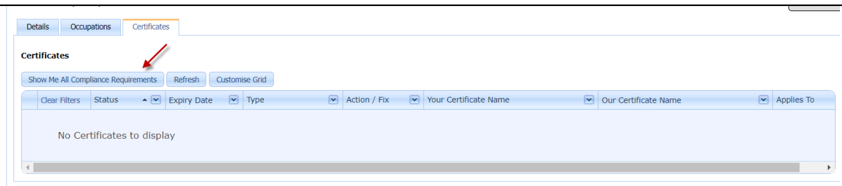
1. Go to the **Certificates** tab..
2. Click on **Show Me All Compliance Requirements**.
3. Click **Press to Fix** on the line for the individual you are uploading the vaccination statement for.
4. **Click Browse** and point to the certificate on your PC.
5. Enter the **Certificate Name**
6. Add an **Expiry Date**. This is the next date that you will get a reminder.

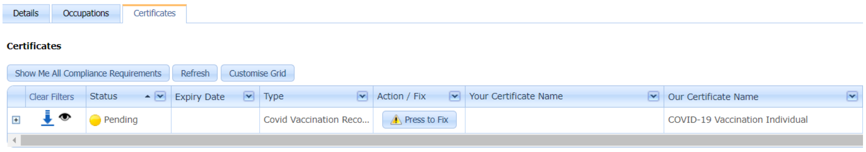
*If you have only received the first dose, please set the expiry date as 12 WEEKS from your first vaccination date. If you have received both doses of COVID-19 Vaccination, please set the expiry date as 12 MONTHS from your second vaccination date.

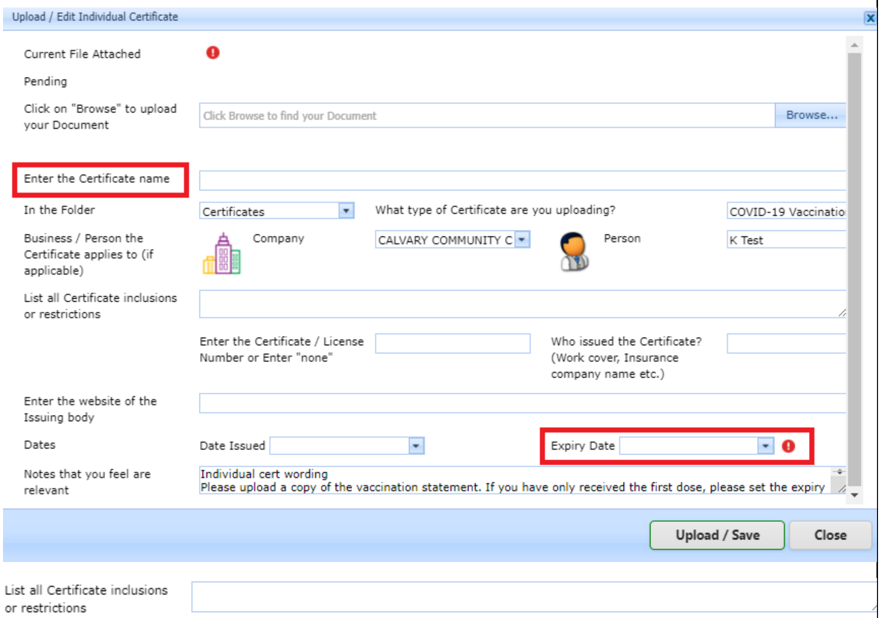
7. **Press Upload / Save**.

Note: If you or your staff member's COVID-19 vaccination appointment is still in the future, please add any relevant notes in the **List all Certificate inclusions or restrictions** field, then set the **Expiry Date** as the date of their appointment. This is so that you will receive a reminder to upload their vaccination statement.

Press **Next** to continue.







For key contacts, select the Person and **Press: Change Role:**

1. Select a Role for the person
2. Our system will now map this as a key contact for Accounts, Account Representative, WHS, etc.
3. **Press: Save.**

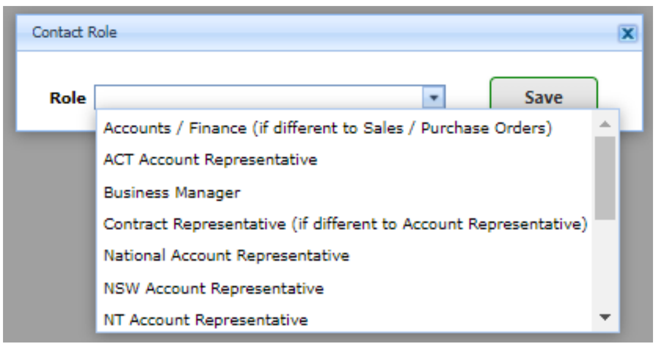
Please provide these 3 main contacts:

Accounts / Finance (If different to Sales / Purchase Orders)

Sales / Purchase Orders

Contract Representative and/or **Account Representative**

Note: If you have different sales representatives for each state, please add each one.



Click: **Upload Business Certificates**

Click**: Press to Fix** to add the certificates.

On the document upload form:

Step 1 At the top of the form Browse to your certificate

Step 2 Add a Name to describe the certificate

Step 3 Add Policy Number & Issuer of the certificate

Step 4 Add an expiry date **(mandatory)**

Step 5 Press **Upload/Save** button. (bottom right of screen)

Press **Close** – repeat for any other requests. Select **Finish / Exit.**

Completing your COVID-19 Business Acknowledgment

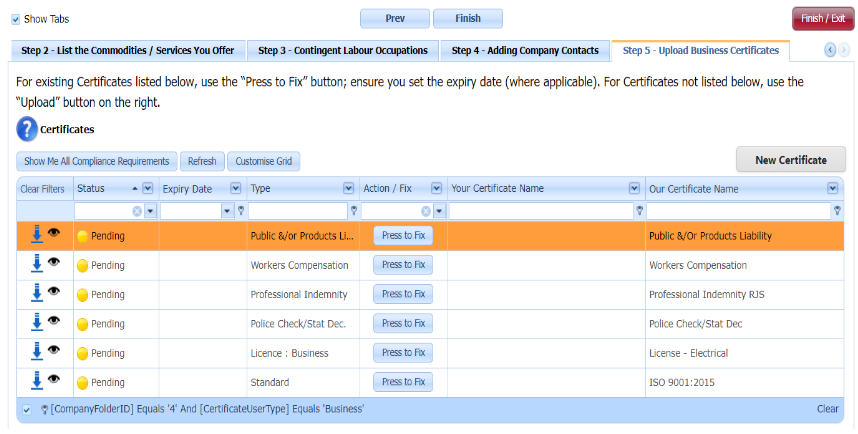
You are required to acknowledge that you have been made aware of our requirement that all supplier staff who are accessing Calvary sites are vaccinated against COVID-19.

1. Click on **Press to Fix** for this entry.
2. The document upload form will appear.
3. Go to the **expiry date** field and enter the date you acknowledge this requirement (e.g. today's date).
4. Once you hit **Upload/Save**, the requirement will still appear as Pending but please ignore this. As long as there is a date entered in the expiry date entered then we can "approve" this on our end and mark it as completed.

Note: You do not need to upload an actual document for this.

If you think a Certificate does not apply to you, follow these steps:

1. Click on **Press to Fix** for the certificate.
2. Type "NOT REQUIRED" in the Certificate Name field.
3. Add a brief reason why this does not apply to your business in the **List all Certificate inclusions or restrictions** field.
4. **Press Upload/Save.**



You will receive a confirmation email for your certificate uploads. No further action will be required until you receive a reminder to update your document shortly before its expiry date.

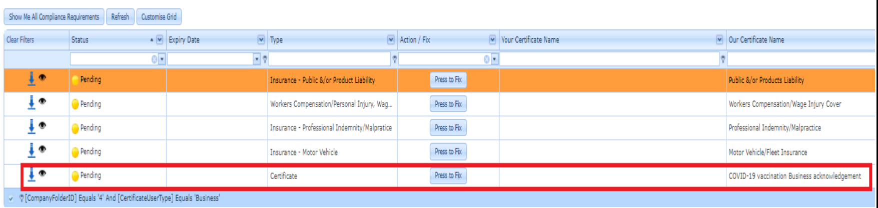
You will receive an email from do.not.reply@decisionmax.com.au asking you to complete the COVID-19 Business acknowledgement and it will look like this:

Hello X Manager,

A New Certificate is requested.

Information about your Certificate

Name	COVID-19 vaccination Business Acknowledgement
Type	Certificate
Expiry Date	
Approval Status	Approval is Pending until a Certificate is uploaded
Comments	



Who should I contact with questions or concerns?

For technical support on how to use the site please contact:
DecisionMAX Software Pty Ltd - Phone: (02) 9949 7603 or email: inquiry@decisionmax.com.au
Subject Line: Calvary Supplier Central: Lost login (etc.)

For other queries or concerns, please send an email to the National Procurement team and we will contact you:
nationalprocurement@calvarycare.org.au