
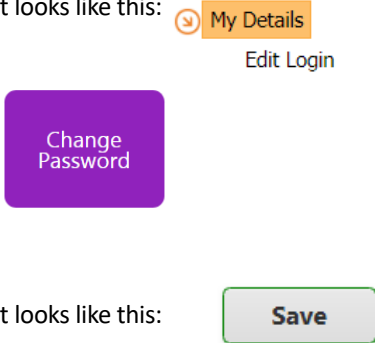


3/09/2021

## 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](mailto: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.

<p><b>Home Page</b></p> <p>These are the tiles that you will be able to view when you log in.</p> <p>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 <b>On Boarding</b> tile which will take you through the steps you need to complete.</p>	
<p>You will be prompted to update your password so please do so upon login. You can also do this later on by:</p> <p>Clicking on the <b>My Details</b> – Left hand side menu.</p> <p>You can change your Password though <b>Edit Login</b> “Change Password” tile</p> <p>Set your Secret Question.</p> <p>Click: <b>Save</b>.</p>	<p>It looks like this:</p>  <p>It looks like this:</p>

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.

Welcome Aboard!

Please Complete your On-Boarding Process.

**Note:** Ensure your Payment Register Contacts are updated to assist in orders and remittances.

Go To On-Boarding

Ask Me Later

Administration

On Boarding

Add User

Upload Documents

Change Password

### 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

#### New Contact

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.

The screenshot shows the 'Certificates' tab in a software interface. At the top, there's a 'Certificates' section with buttons for 'Show Me All Compliance Requirements', 'Refresh', and 'Customise Grid'. Below this is a table with columns for 'Clear Filters', 'Status', 'Expiry Date', 'Type', 'Action / Fix', 'Your Certificate Name', 'Our Certificate Name', and 'Applies To'. The table currently shows 'No Certificates to display'. Below the table, there's a 'Details' tab and an 'Occupations' tab. The 'Certificates' tab is active, showing a table with one entry: 'Covid Vaccination Reco...' with a 'Press to Fix' button. Below this, there's a 'Upload / Edit Individual Certificate' form. The form has a 'Current File Attached' section showing 'Pending' and a 'Click on "Browse" to upload your Document' button. Below this is a red box labeled 'Enter the Certificate name'. The 'In the Folder' section shows 'Certificates' and 'What type of Certificate are you uploading?' with options for 'Company' (CALVARY COMMUNITY C) and 'Person' (K Test). The 'List all Certificate inclusions or restrictions' field is empty. The 'Enter the Certificate / License Number or Enter "none"' field is empty. The 'Who issued the Certificate? (Work cover, Insurance company name etc.)' field is empty. The 'Enter the website of the Issuing body' field is empty. The 'Dates' section has a 'Date Issued' dropdown and an 'Expiry Date' dropdown with a red box around it. The 'Notes that you feel are relevant' field is empty. At the bottom right, there are 'Upload / Save' and 'Close' buttons.

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.

The screenshot shows a 'Contact Role' dropdown menu. The dropdown is open, showing a list of roles: 'Accounts / Finance (if different to Sales / Purchase Orders)', 'ACT Account Representative', 'Business Manager', 'Contract Representative (if different to Account Representative)', 'National Account Representative', 'NSW Account Representative', and 'NT Account Representative'. There is a 'Save' button next to the dropdown.

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.**

Show Tabs Prev Finish Finish / Exit

Step 2 - List the Commodities / Services You Offer Step 3 - Contingent Labour Occupations Step 4 - Adding Company Contacts Step 5 - Upload Business Certificates

For existing Certificates listed below, use the "Press to Fix" button; ensure you set the expiry date (where applicable). For Certificates not listed below, use the "Upload" button on the right.

**Certificates**

Show Me All Compliance Requirements Refresh Customise Grid New Certificate

Clear Filters	Status	Expiry Date	Type	Action / Fix	Your Certificate Name	Our Certificate Name
	Pending		Public &/or Products Li...	Press to Fix		Public &/or Products Liability
	Pending		Workers Compensation	Press to Fix		Workers Compensation
	Pending		Professional Indemnity	Press to Fix		Professional Indemnity RJS
	Pending		Police Check/Stat Dec.	Press to Fix		Police Check/Stat Dec
	Pending		Licence : Business	Press to Fix		Licence - Electrical
	Pending		Standard	Press to Fix		ISO 9001:2015

▼ [CompanyFolderID] Equals '4' And [CertificateUserType] Equals 'Business' Clear

*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](mailto: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

Show Me All Compliance Requirements Refresh Customise Grid

Clear Filters	Status	Expiry Date	Type	Action / Fix	Your Certificate Name	Our Certificate Name
	Pending		Insurance - Public &/or Products Liability	Press to Fix		Public &/or Products Liability
	Pending		Workers Compensation/Personal Injury, Wag...	Press to Fix		Workers Compensation/Wage Injury Cover
	Pending		Insurance - Professional Indemnity/Malpractice	Press to Fix		Professional Indemnity/Malpractice
	Pending		Insurance - Motor Vehicle	Press to Fix		Motor Vehicle/Fleet Insurance
	Pending		Certificate	Press to Fix		COVID-19 vaccination Business acknowledgement

▼ [CompanyFolderID] Equals '4' And [CertificateUserType] Equals 'Business'

### *Who should I contact with questions or concerns?*

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**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](mailto: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](mailto:nationalprocurement@calvarycare.org.au)