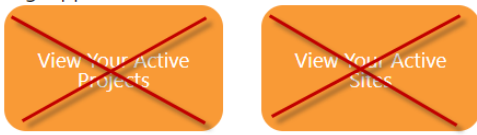




3/09/2021

Completing your information on Calvary Supplier Central Supplier Employee Login Guide

Suppliers may elect for their employees to upload their own documents such as their immunisation history statement into Calvary Supplier Central. This guide takes the supplier's employee through the step-by-step instructions once their employer has created a login for them.

- 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:** Go to the Update Own Details tile. Update your details, select your security question and change your password.
- Step 3:** Add the occupation skills you will offer. Mark if you attend Calvary sites.
- Step 4:** Upload your immunisation history statement.

<p style="text-align: center;">Home Page</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 are Update Own Details & My Certificates.</p>	<div style="text-align: center;"> <p>Trading Opportunities</p>  </div> <div style="text-align: center; margin-top: 20px;"> <p>Admin Function</p>  </div>
<p>You will be prompted to update your password so please do so upon login.</p> <p>You can change your Password though Update Own Details tile</p> <p>Set your Security Question.</p> <p>Change password (8-20 Alpha/numeric – No special characters)</p> <p>Click: Save.</p>	<div style="text-align: center;"> <p>Security Question</p> <input style="width: 100%;" type="text"/> <p>Answer</p> <input style="width: 100%;" type="text"/> <p>Notifications</p> <p>Subscribe to Tender Notifications</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Change Password</p> <p>Password:</p> <input style="width: 100%;" type="password"/> <p>Confirm Password:</p> <input style="width: 100%;" type="password"/> </div> <p style="text-align: center; margin-top: 20px;">It looks like this:</p> <div style="text-align: center;">  </div>

Go to the **Occupations** tab for the individual.

Select: Add Occupation

IMPORTANT: You need to indicate whether you go onsite.

1st: Press 0 to view the site access options to indicate whether you will visit hospitals, aged care facilities, community care service centres and/or client homes, National Office, or delivering goods only.

2nd: Occupation for yourself.

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

Tick all that apply and press **Save**.

The screenshot shows a web application interface for selecting occupations and onsite requirements. The interface is divided into several sections:

- Navigation:** Tabs for 'Details', 'Occupations', and 'Certificates'. The 'Occupations' tab is selected.
- Buttons:** 'Refresh', 'Customise', 'Expand All', 'Collapse All', '+ Add Occupations', and 'Unlink All Occupations'.
- Table:** A table with columns: 'Occupation', 'Level', 'Selected', and 'Actions'. The table is currently empty, showing 'No data to paginate'.
- Occupation Selector:** A section titled 'Occupation Selector' with the instruction: 'Select the Occupations you want. Then press Save to add them to your current selection.' It includes a search bar and buttons for 'Options', 'Select...', 'Refresh', 'Customise', 'Expand All', 'Collapse All', and 'Layout...'. Below this is a list of occupation codes and descriptions:
 - 0 Site Access Requirements MANDATORY
 - 01 Onsite Activity Profiles (Tick all that Apply)
 - 1.1 Will your staff come onsite to Hospitals
 - 1.2 Will your staff come onsite to Aged Care Facilities
 - 1.3 Will your staff come onsite to Community Care Centers, And or Client Homes
 - 1.4 Will your staff Come onsite to LCM National Office
 - 1.5 Delivery of Goods only
 - 1 MANAGERS
 - 2 PROFESSIONALS
 - 3 TECHNICIANS AND TRADES WORKERS
 - 4 COMMUNITY AND PERSONAL SERVICE WORKERS
 - 5 CLERICAL AND ADMINISTRATIVE WORKERS
 - 6 SALES WORKERS
 - 7 MACHINERY OPERATORS AND DRIVERS
 - 8 LABOURERS
- Footer:** 'Page 1 of 1 (15 Items)', 'Page size: 15', and 'Save' and 'Cancel' buttons.

Uploading your proof of COVID-19 vaccination – Individual

Go to the **Certificates** tab.

1. Click on **Show Me All Compliance Requirements**.
2. Click **Press to Fix** on the line for the individual you are uploading the vaccination statement for.
3. **Click Browse** and point to the certificate on your PC.
4. Enter the **Certificate Name** (e.g. COVID-19 digital certificate – J Smith)
5. 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.

6. **Press Upload / Save.**

Certificates

Show Me All Compliance Requirements

Details Occupations Certificates

Certificates

Show Me All Compliance Requirements Refresh Customise Grid

Clear Filters	Status	Expiry Date	Type	Action / Fix	Your Certificate Name	Our Certificate Name
	Pending		Covid Vaccination Reco...	Press to Fix		COVID-19 Vaccination Individual

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

For more information, please go to: <https://www.calvarycare.org.au/about/procurement/>