Hospitality
Healing
Stewardship
Respect

28/07/2021

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.

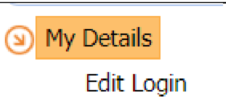
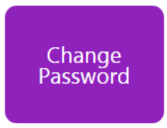
Step 2: Verify company information and contact details and make any necessary updates.

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.

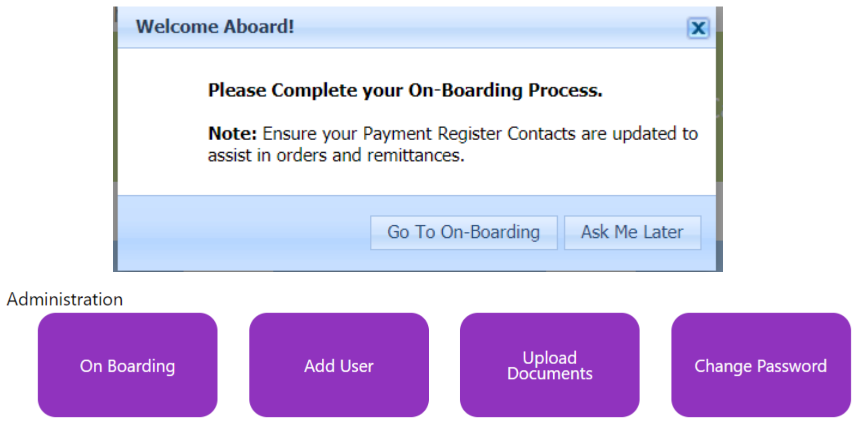
Home Page These are the tiles that you will be able to view when you log in. You may be able to access some of these tiles but you won't have any functionality enabled (blank screen/no content yet). These are marked with a red cross. The main tile to look at in this instance is the **On Boarding** tile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

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.

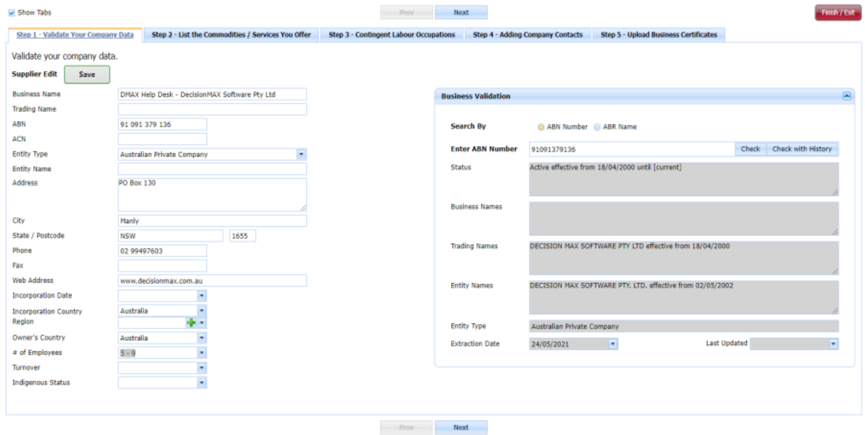


Validate / update / enter your company details

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.

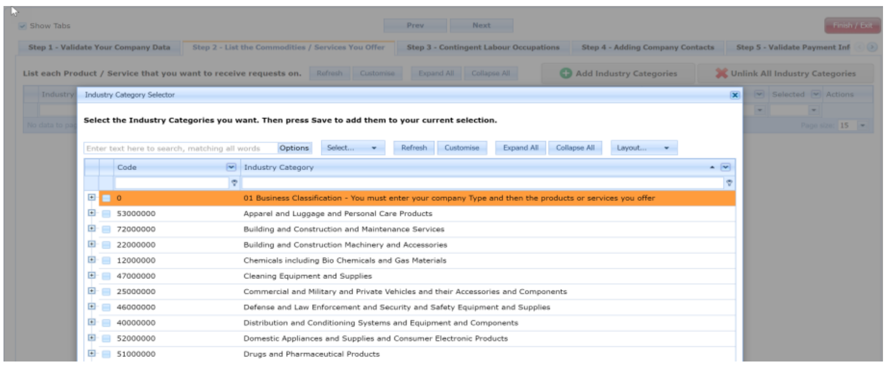
Note the name of some items may be different to what you know - so try different naming conventions

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.

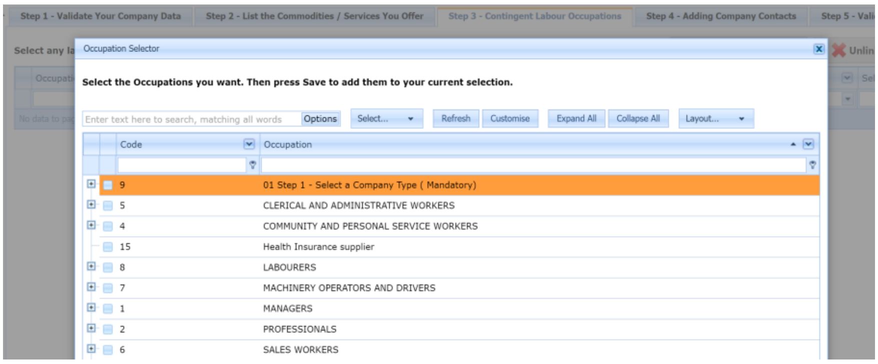
Press **Next** to continue.



Click: **Add Occupations**

Key fields: Enter the trades / professions. Tick the options.
Repeat for each product group.

Press **NEXT** to continue.



Click: **Add New Contact**

Key fields: Make sure to set each user a role type:

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.

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

Site Access – Go to the Occupations tab.

You need to indicate whether your staff is coming onsite or delivering goods only.

Press 0 to access the site access options.

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

Occupation for a person

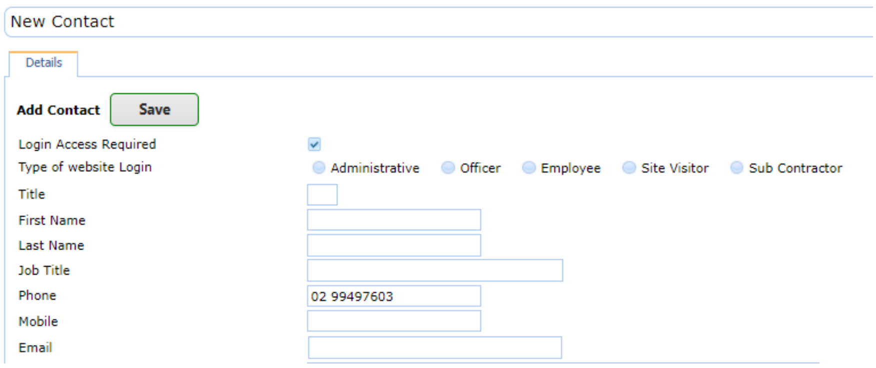
In the search field enter your occupation (doctor, nurse, podiatrist, plumber, electrician, etc.) The system will automatically allocate the requirements for that person.

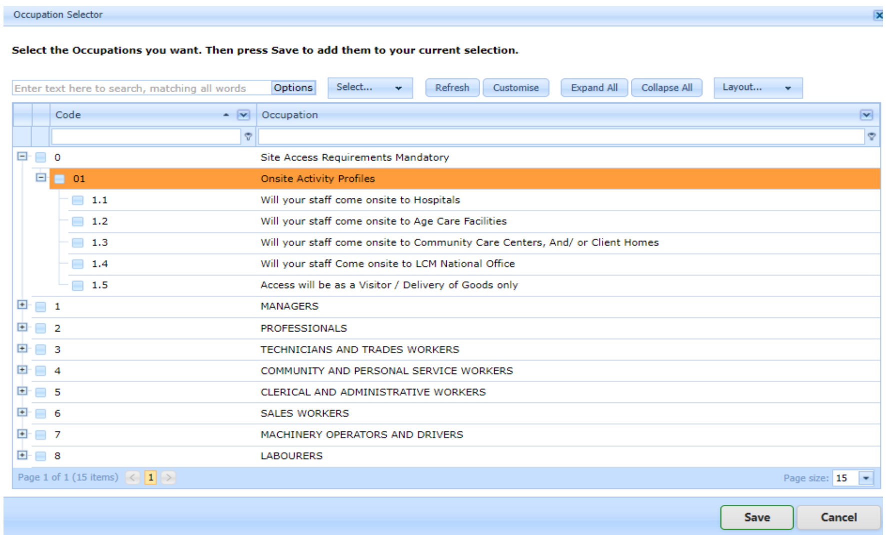
Press **Save**.

Press **Next** to continue.

Uploading your Medicare Immunisation History Statement to show proof of COVID-19 vaccination

1. Go to the Certificates tab for the individual.
2. Click on: Upload person certificate. A list of requirements will be listed.





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3. **Click Browse** and point to the Certificate on your PC.
4. Enter a name describing the file.
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**.
7. The file will be uploaded.
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For key contacts, select the Person and **Press: Change Role:**

1. Click on the Change Role.
2. Select a Role for the person
3. Our system will now map this as a key contact for Accounts, Account Representative, WHS, etc.
4. **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.
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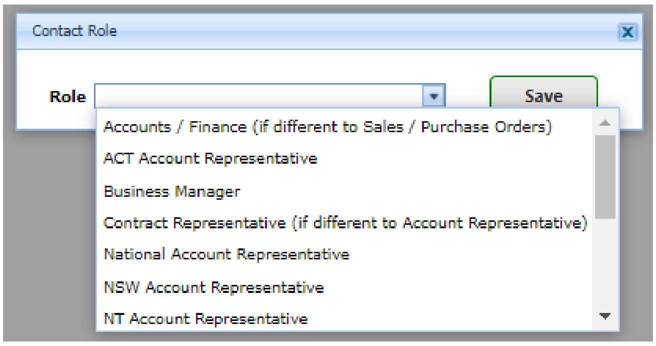

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Click: **Upload Business Certificates**

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

On Data 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.**
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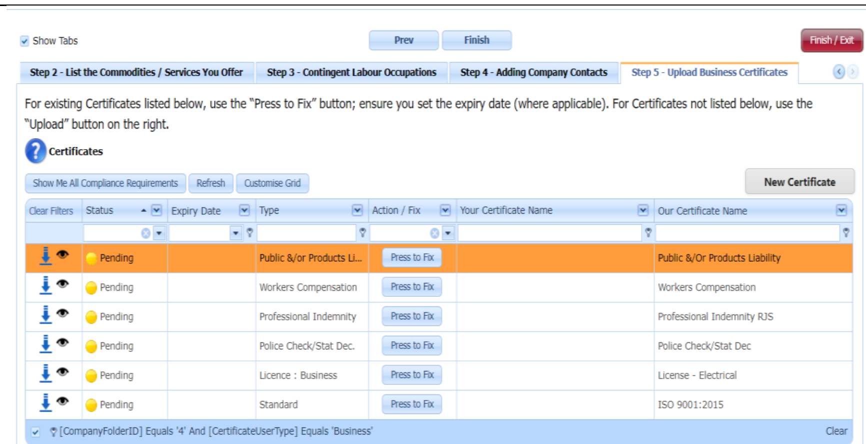

You will receive a confirmation email for your certificate uploads. No further action will be required until you receive a reminder to update your document shortly before its expiry date.
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Who should I contact with questions or concerns?

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