
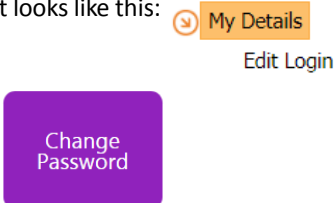



UPDATED 9/08/2021

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.

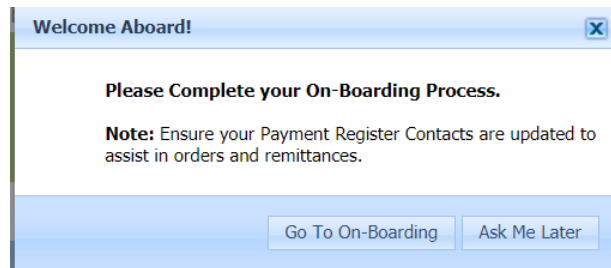
<p style="text-align: center;">Home Page</p> <p>These are the tiles that you will be able to view when you log in.</p> <p>You may be able to access some of these tiles but you won't have any functionality enabled (blank screen/no content yet). These are marked with a red cross. The main tile to look at in this instance is the On Boarding 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 My Details – Left hand side menu.</p> <p>You can change your Password though Edit Login "Change Password" tile</p> <p>Set your Secret Question.</p> <p>Click: Save.</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.



Administration



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.

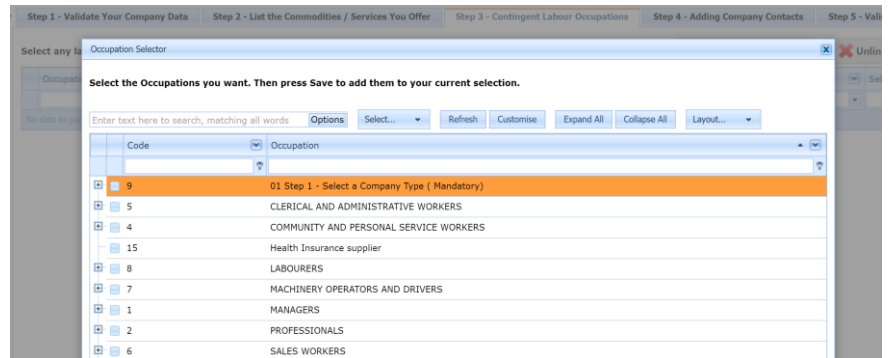
You can add many items matching the commodity list.

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. You can tick/untick the box for "Login Access Required" depending on whether your staff will need access to the site.

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

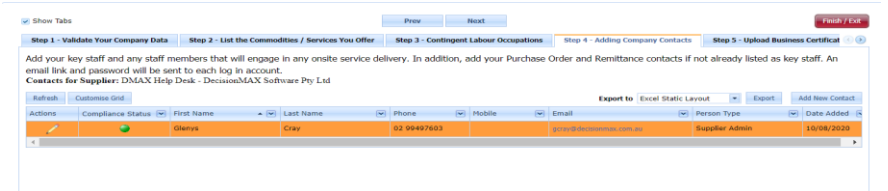
In the search field enter your occupation (doctor, nurse, podiatrist, plumber, electrician, etc.) The system will automatically allocate the requirements for that person.

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.



New Contact

Details

Add Contact

Login Access Required

Type of website Login Administrative Officer Employee Site Visitor Sub Contractor

Title

First Name

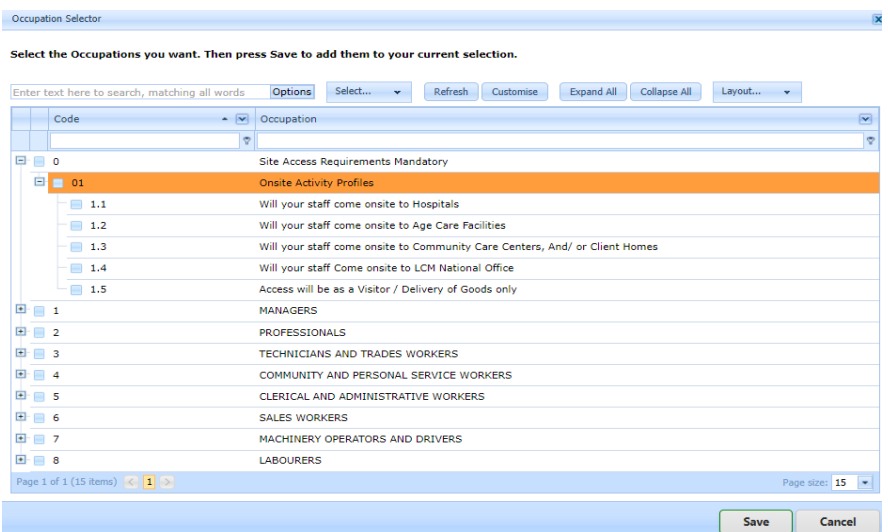
Last Name

Job Title

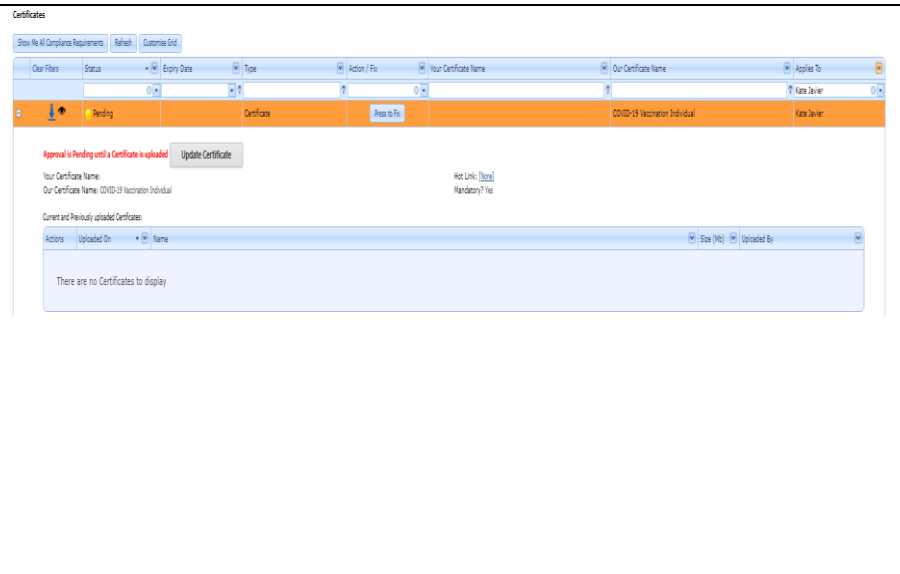
Phone

Mobile

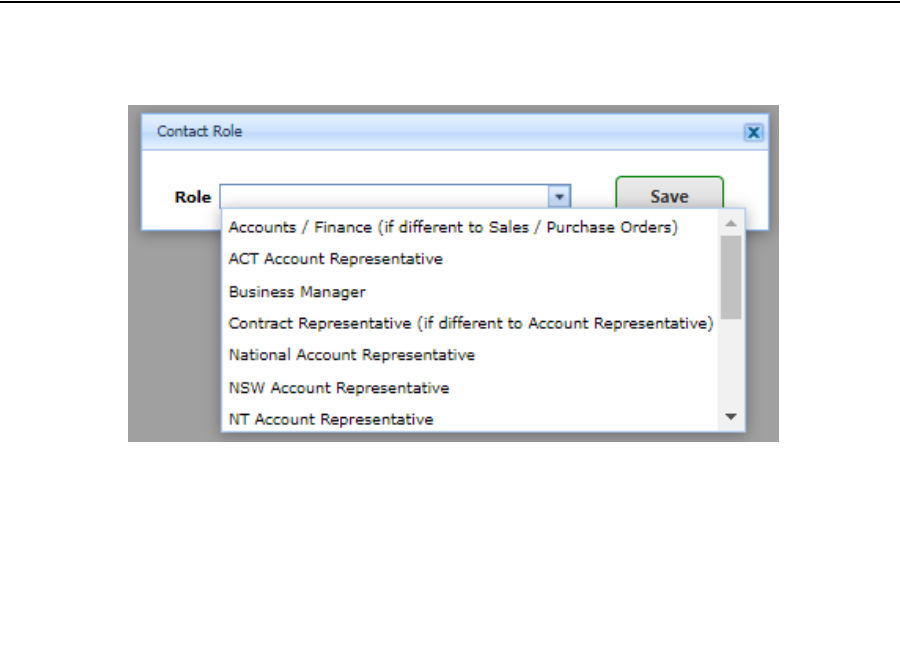
Email



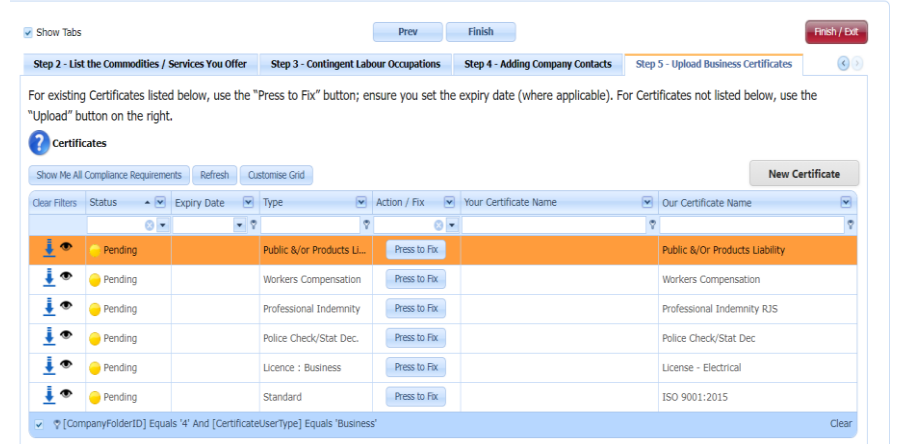
2. Click on: Upload person certificate. A list of requirements will be listed.
 3. **Click Browse** and point to the Certificate on your PC.
 4. Enter a name describing the file.
 5. Add an Expiry Date. This is the next date that you will get a Reminder.
- *If you have only received the first dose, please 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.



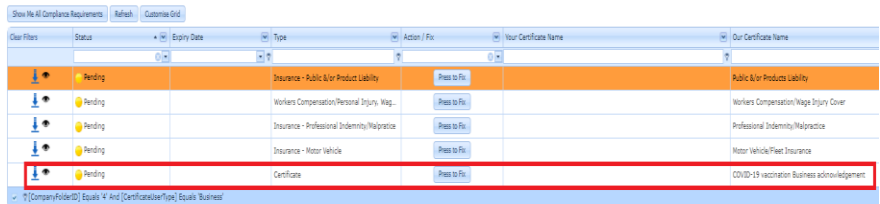
- For key contacts, select the Person and **Press: Change Role:**
1. Click on the Change Role.
 2. Select a Role for the person
 3. Our system will now map this as a key contact for Accounts, Account Representative, WHS, etc.
 4. **Press: SAVE.**
- Please provide these 3 main contacts:
- Accounts / Finance** (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.



- 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**.



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.

<p>Completing your COVID-19 Business Acknowledgment</p> <p>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.</p> <ol style="list-style-type: none"> 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). <p>Note: You do not need to upload an actual document for this.</p>	<p>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:</p> <p>Hello X Manager,</p> <p>A New Certificate is requested.</p> <p style="text-align: center;">Information about your Certificate</p> <p>Name: COVID-19 vaccination Business Acknowledgement</p> <p>Type: Certificate</p> <p>Expiry Date:</p> <p>Approval Status: Approval is Pending until a Certificate is uploaded</p> <p>Comments:</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Clear Files</th> <th>Status</th> <th>Expiry Date</th> <th>Type</th> <th>Action / Fix</th> <th>Your Certificate Name</th> <th>Our Certificate Name</th> </tr> </thead> <tbody> <tr> <td></td> <td>⚠ Pending</td> <td></td> <td>Insurance - Public &/or Product Liability</td> <td>Press to Fix</td> <td></td> <td>Public &/or Product Liability</td> </tr> <tr> <td></td> <td>⚠ Pending</td> <td></td> <td>Workers Compensation/Personal Injury, Wag...</td> <td>Press to Fix</td> <td></td> <td>Workers Compensation/Wage Injury Cover</td> </tr> <tr> <td></td> <td>⚠ Pending</td> <td></td> <td>Insurance - Professional Indemnity/Retpractice</td> <td>Press to Fix</td> <td></td> <td>Professional Indemnity/Retpractice</td> </tr> <tr> <td></td> <td>⚠ Pending</td> <td></td> <td>Insurance - Motor Vehicle</td> <td>Press to Fix</td> <td></td> <td>Motor Vehicle/Fleet Insurance</td> </tr> <tr style="border: 2px solid red;"> <td></td> <td>⚠ Pending</td> <td></td> <td>Certificate</td> <td>Press to Fix</td> <td></td> <td>COVID-19 vaccination Business acknowledgement</td> </tr> </tbody> </table>	Clear Files	Status	Expiry Date	Type	Action / Fix	Your Certificate Name	Our Certificate Name		⚠ Pending		Insurance - Public &/or Product Liability	Press to Fix		Public &/or Product Liability		⚠ Pending		Workers Compensation/Personal Injury, Wag...	Press to Fix		Workers Compensation/Wage Injury Cover		⚠ Pending		Insurance - Professional Indemnity/Retpractice	Press to Fix		Professional Indemnity/Retpractice		⚠ Pending		Insurance - Motor Vehicle	Press to Fix		Motor Vehicle/Fleet Insurance		⚠ Pending		Certificate	Press to Fix		COVID-19 vaccination Business acknowledgement
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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