

What are Qualifications and How to View Them

	Why should I use this guide?	This guide provides the steps to view qualifications.
Ŀ	Who might use this guide?	Suppliers wanting to view their qualifications.

Overview

What is a Qualification?

Qualifications comprise of supplier information and can include supplier capabilities, certifications, and performance history. Essential Energy uses assessments (questionnaires) to capture the information from a supplier.

What is an Assessment?

Assessments are an evaluation that Essential Energy uses to determine if a supplier can meet their organisational standards and obligations once under contract.



Step	Action					
1 2	Login to the system Navigate to the Supplier Portal tab. Click on the Supplier Portal app.					
	Good afternoon, ERP XXXXXX					
	Me My Team 1 Supplier Portal Tools Others					
2	Supplier Portal					
3	From your Task bar, click on View Qualifications.					
	Supplier Portal Agreements Channel Programs Shipments Hease Chease In					
	Invalage stig/times Create ASN Create ASN Create ASBN Urders to Acknowledge Schedules Overdue or Due Today Nagolation Message Upload ASN or ASBN Understand Message Invoices Overdue					
	• Vew Rehums Supplier News Contracts and Deliverables Supplier News • Manage Contracts Over the last Key months understanding and avareness of the system has improved both for you or outdout apuplier and which Essential Energy. Consigned Inventory Over the last Key months understanding and avareness of the system has improved both for you or outdout apuplier and which Essential Energy. Invoices and Payments Did you know you can use the Supplier Portal as a one stop shop? • Create Invoice Did you know you can use the Supplier Portal as a one stop shop? • Create Invoice • Over the last Key months understanding and avareness of the system has improved both for you can use the Supplier Portal as a one stop shop? • Vew Invoices • Over anterwand the concelse and militale changes to them which flow back to Essential Energy. • Vew Invoices • Vew Invoices • Vew Invoices • Vew Invoices • Vew Active Negotations • Leage Portal as a one stop port I use the Supplier Portal is completer your contal. • Vew Active Negotations • Jup Added my banking via the supplier portal is completer gotation is required. • Vew Active Negotations • Jup Added my banking via the supplier portal but payments are still going to the wrong seeker Auction Buds • Vew Active Negotations • Jup Added my banking via the supplier portal but payments are still going to the wrong seeker A					



Step	Action									
4	You will be navigated to the Qualifications page where you can view your Qualifications , Assessments and Outcomes . Note: You can filter by Status of the document: Active , Future Dated , Expired . After you have completed your review, click on Done .									
	essential						Ū Þ Ŷ I			
	Qualifications (2) The following list of qualifications and assessments reflects our understanding of your organization's qualifications, capabilities, or performance based on currently available information. Contain provide additional details or corrections.	t us if you have question	s about these statuse	s or want to						
	Assessments Vew + Format + EV III Freeze III Detach III Winp Status Adve +									
	Assessment Name No data to display Columns Alfunda 3	Assessment Outcome	Supplier Site	Status	Start Date	End Date	Note to Supplier			
	Qualifications Vew v Format v EV To Freeze Fri Detach J Wap Status Adve v									
	Qualification Name	Qualification Outcome	Supplier Site	Status	Start Date	End Date	Note to Supplier			
	Modern Slavery Disclosure	Pass		Active	30/03/22					
	Modern Slavery Legislation	Accepted		Active	29/03/21		To comply with the Modern Slavery Act 2018 (Cth), Australian companies and foreign companies			
	Tax Details Questionnaire	Accepted		Active	25/03/21					
	Terms and Conditions	Accepted		Active	25/03/21					
	Country Housen 3									