

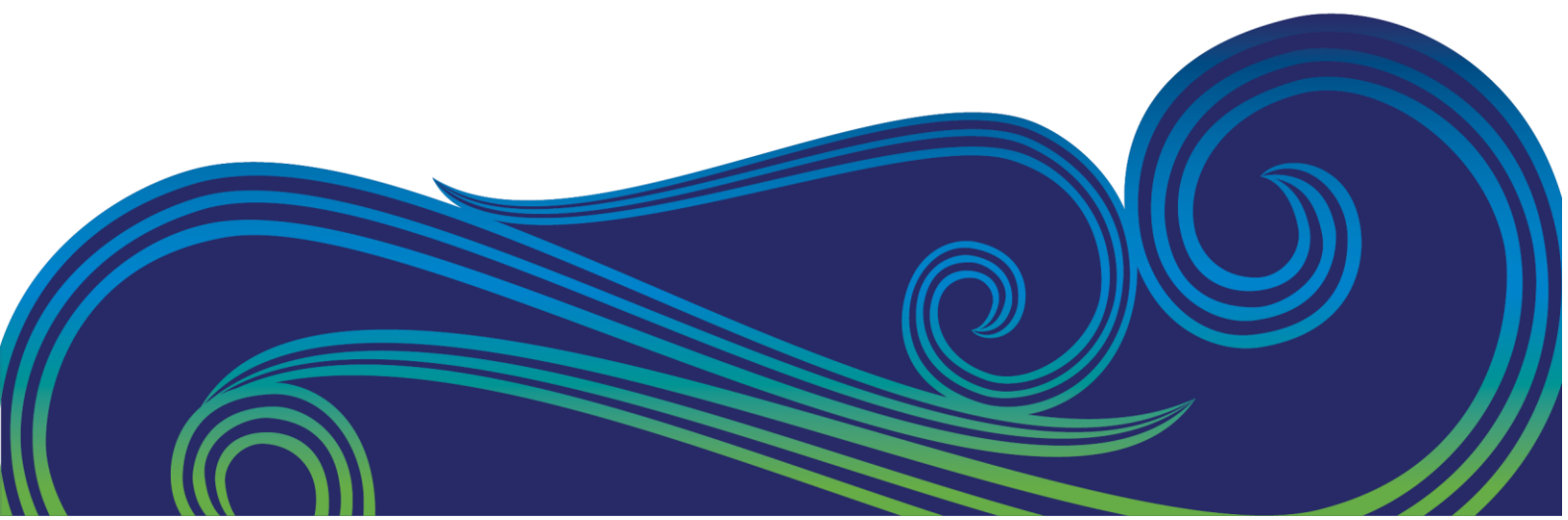


**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

Navigating the Supplier Portal

User Guide for Registered Suppliers

1 May 2024



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Glossary

Weka Term	Description
Contract	A legally binding agreement between the Ministry and a supplier, specifying the terms and conditions for the provision of goods or services.
Closed Tender	A competitive procurement process limited to a pre-selected group of known suppliers from a government or internal panel.
Negotiation	In the system, it refers to the RFX/sourcing process.
Open Tender	An advertisement inviting all suppliers to participate in the tender process. All open tenders will be advertised on GETS (Government Electronic Tenders Service) where suppliers will be directed to submit their responses in the system.
Purchase Order (PO)	A formal document issued by the buyer to the supplier, confirming the buyer's intention to purchase specific goods or services.
Tender Opportunity	Also known as a 'contract opportunity, is an opportunity for suppliers to submit their bids or proposals in response to a specific request or invitation from a buyer. It allows suppliers to compete for a contract or project.
Supplier Portal	The module or platform that suppliers use to manage their procure-to-pay interactions with the Ministry, including accessing tender opportunities, submitting responses, managing contracts, as well as viewing purchase orders, receipts, invoices, and payments.
Weka	The name of the Oracle system used by the Ministry for procurement and supplier management processes.

About this guide

Overview

Welcome to the Ministry of Social Development's (the Ministry) user guide for navigating the Supplier Portal. This guide will help you effectively use the Supplier Portal to access various features and perform important tasks.

The Ministry's Supplier Portal offers the following functionalities:

- Viewing contracts and agreements that you may have.
- Updating catalogue lists, maintaining item pricing, and descriptions.
- Accessing and reviewing purchase orders issued to you.
- Checking the status of invoices you have submitted for payment.
- Viewing and accessing tenders that the Ministry has in the market.

If you encounter any difficulties or have any questions, please do not hesitate to contact NAC_Suppliers@msd.govt.nz. The support team will be happy to assist you.

Icons used in this guide

The user guide may use the following icons:



Further information

References to additional sources of information for further details.



Tip

Provides a helpful piece of information or suggestion.



Important point

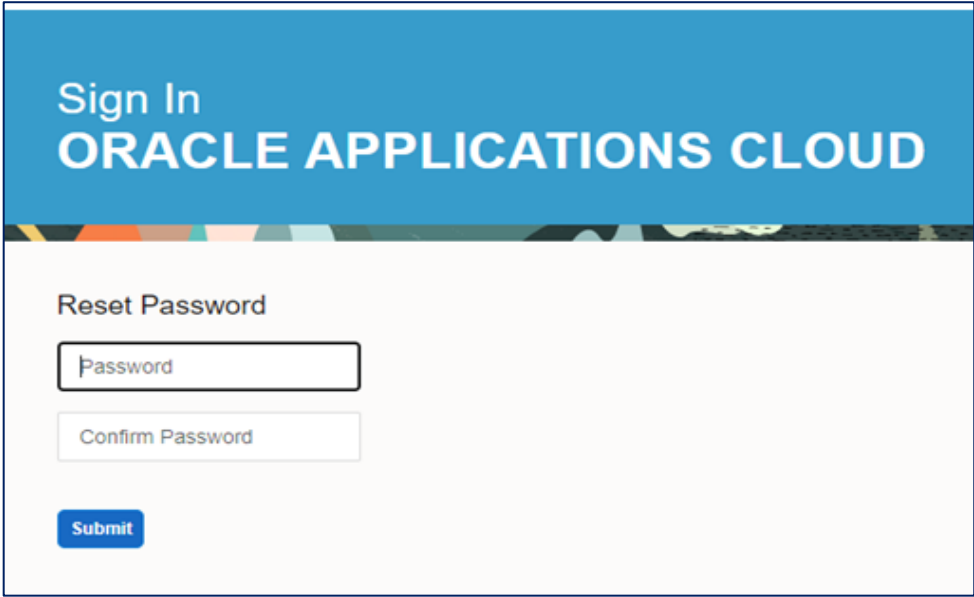
Highlights important information or areas that require caution.




Section Completed

Indicates section is complete

1. How to access the supplier portal after you have registered



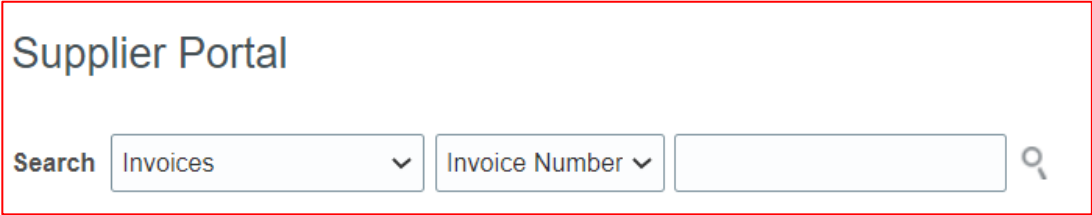
Step	Action
1.	<p>Check Your Email</p> <p>When you are set up via a supplier registration or have requested access to the Ministry's supplier portal, you will receive an email.</p> <p>The email will be sent from "erzm.fa.sender@workflow.mail.ap1.cloud.oracle.com" and have the subject line "Ministry of Social Development Supplier Portal – Welcome E-Mail".</p> <p>The email will contain instructions on how to create your password.</p>
2.	<p>Reset Your Password</p> <p>Click on the first HTTP link provided in the email. This link will direct you to a password reset page. Enter your desired password in the designated field, and then click Submit to proceed.</p>  <p>The screenshot shows the 'Sign In ORACLE APPLICATIONS CLOUD' header. Below it is a 'Reset Password' section with two input fields: 'Password' and 'Confirm Password'. A blue 'Submit' button is at the bottom of the form.</p>
3.	<p>Sign into the supplier portal</p> <p>Once you have successfully reset your password, you will be directed to the sign in homepage.</p> <p>Enter the username provided to you in the original email, along with the password you used in the reset password step. Then, click the Sign In button.</p>

	<div data-bbox="264 228 979 1160"><h1 data-bbox="295 342 949 465">Sign In Oracle Applications Cloud</h1><div data-bbox="370 678 876 1106"><p data-bbox="370 678 443 701">User ID</p><input data-bbox="370 712 876 768" type="text"/><p data-bbox="370 790 466 813">Password</p><input data-bbox="370 824 876 880" type="password"/><p data-bbox="370 902 512 925">Forgot Password</p><p data-bbox="400 969 491 1003">Sign In</p><p data-bbox="370 1048 533 1070">Select Language</p><div data-bbox="370 1077 794 1106"><div data-bbox="370 1077 762 1106">English</div><div data-bbox="767 1077 794 1106">▼</div></div></div></div>
	<p data-bbox="264 1193 1090 1227">You have now successfully accessed the supplier portal.</p>

2. Your tasks menu

The tasks menu gives supplier users the ability to access the tasks that may be required from time to time.

System steps

Step	Action
1.	Log into the application and click the Supplier Portal tile. Refer section 1 for log in steps.
2.	<div>The available actions are under the Tasks menu. </div>
	<div>Alternatively, the Search dropdown box could be used to find the subject you are interested in Select what the area you would like to search then click the search. </div>

3. Roles and descriptions required for users and task

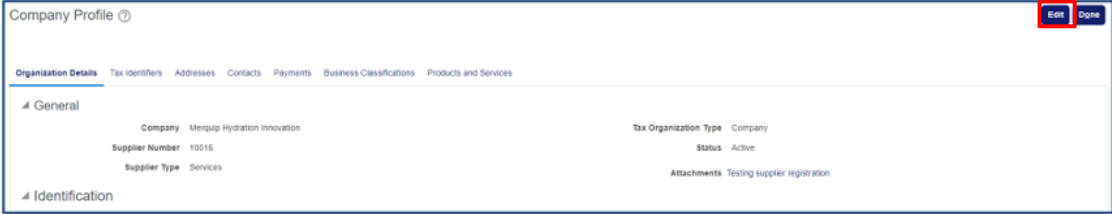

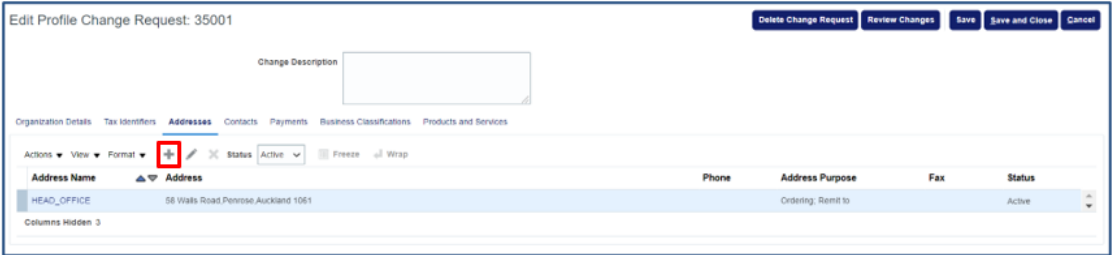
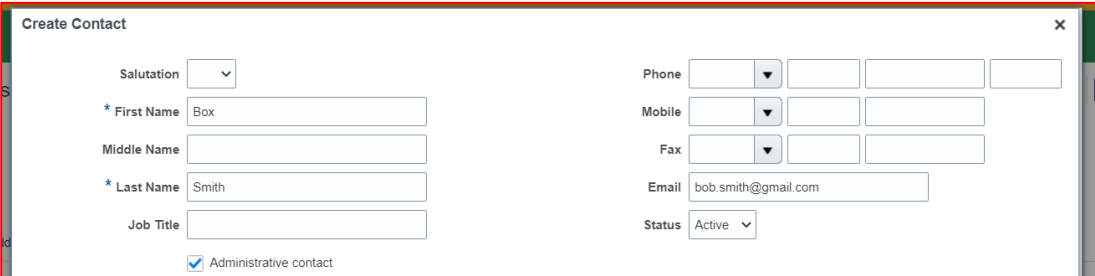
System steps

Follow these steps to update the Contacts tab.



There are five roles available that can be added or removed from each contact. The first four roles shown in the table below are added by default.

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
Supplier Bidder	Sales representative responsible for responding to requests for quote, proposal, information, and auctions .
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalogue line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities . Primary tasks include tracking, acknowledging, or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices and monitors the receipt activities performed by the buying organisation.
MSD Self Service Procurement View Invoice	This role allows contacts to view supplier invoices from the portal

Step	Action
1.	<p>Make sure you have completed Section 11(a) of the guide. Once done, click on Edit located in the top right corner, then click the Contacts tab.</p> <p>Result: A Warning pop-up box will appear. Click Yes.</p> 
	To add a new contact, follow the steps below.
2.	<p>Click the plus [Create] icon.</p> 
3.	<p>In the "Contact Details" section, complete the required fields denoted with an asterisk (*), such as First Name, Last Name, and Email.</p> <p>If this contact is an administrative contact, tick the box. You will also be required to complete the email field.</p> 
4.	<p>In the "Contact Address" section, associate an address with the contact by:</p> <ul style="list-style-type: none"> Clicking the plus [Select and Add] icon. Result: A Select and Add: Addresses pop-up box will appear. Select the Address from the list and click OK.

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

Select and Add: Addresses

Search

Address

Search Reset

View Format Wrap

Address Name	Address	Address Purpose
263448	LEVEL 12,125 QUEEN STREET,AUCKLAN...	Ordering; Remit to

Rows Selected 1

Apply OK Cancel

5. In the **"User Account"** section, on the **"Roles"** tab, tick the **"Request user account"** box if you want this contact to have access to the Supplier Portal.

User Account

☒ Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...

- To **add** specific roles, click the plus **Select and Add** icon. Select the role you wish to add, click **Apply**, and then **OK**.

User Account

☒ Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...

Select and Add: Roles

Search

Role Description

Search Reset

View Format Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary...
Supplier Bidder	Sales representative from a potential supplier responsible for respo...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment ac...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. P...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary t...

Rows Selected 1

Apply OK Cancel

To **delete** a specific role, click the role, and then click the cross **Delete** icon.

User Account

☒ Request user account

Roles Data Access

Actions View Format  Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...

6. You can set a supplier contact to have access to either the whole supplier or just specific sites.

To give a contact access to particular site(s), click the **"Data Access"** tab. Tick the box **"Selected supplier sites"** under the **Restricted Access** field, and click the plus (Add) icon to select the Supplier Site(s) you want to give the contact access to. Once you have made the necessary updates, click **OK**.



User Account

Account Status Active

User Name Michael.McClintock

Roles **Data Access**

Restrict Access To ☐ Supplier ☒ Selected supplier sites

Actions View Format   Freeze Detach Wrap

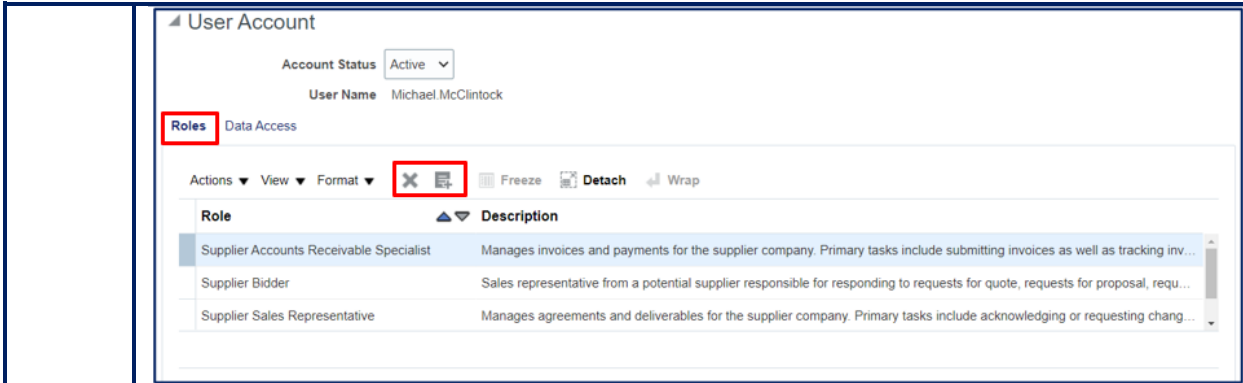
* Supplier	* Supplier Site	Procurement BU	Site Address
ACCENTURE N...	263448	MSD Departmental	LEVEL 12,125 QUEEN STREET,AUCKLAND CENTRAL,AUCKLAND .

Columns Hidden 1

OK Cancel

7. Click **OK** once you have finished adding a new contact.

8. To edit an existing contact, highlight the contact you want to edit, then click the pencil **Edit** icon.

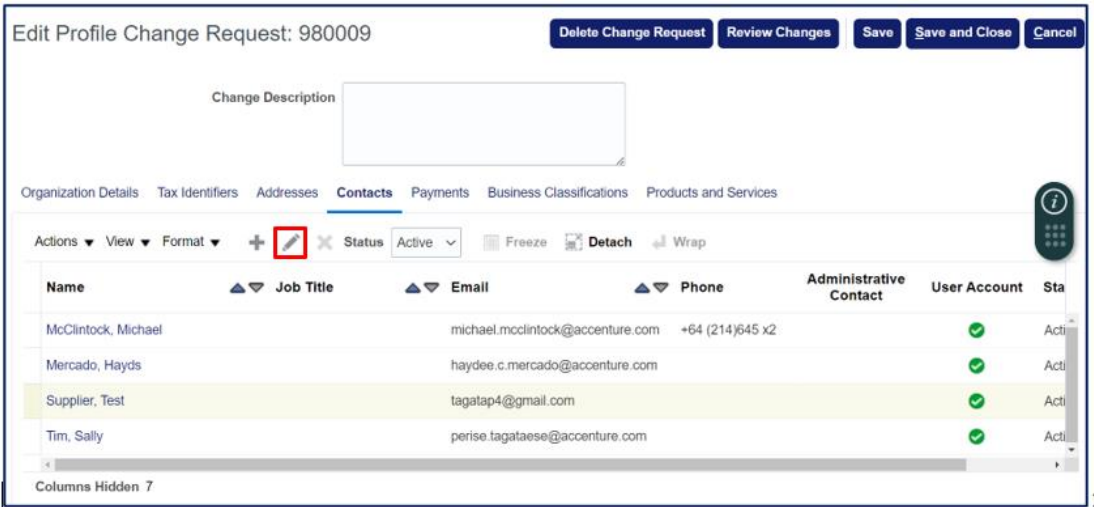


12. In the “**User Account**” section on the “**Data Access**” tab, you can change the access the contact has to particular sites.

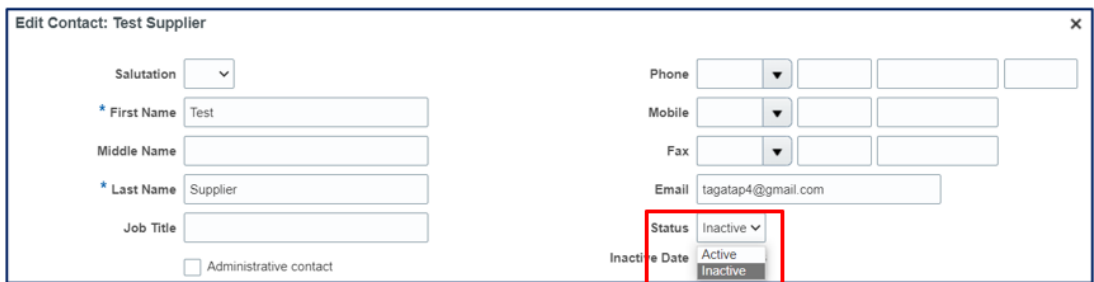
To give access to specific sites, follow the same process as described in step 6.

13. Once you have made the necessary updates, click **OK**.

14. To inactivate a contact, highlight the contact you want to inactivate, then click the pencil **Edit** icon.



15. In the “**Contact details**” section, click “**Inactive**” from the **status** dropdown box.




16.	<p>The contact will be moved to the "Inactive Contacts" section by selecting "Inactive" from the status dropdown box on the Contacts tab.</p> 
<input checked="" type="checkbox"/>	This completes the section.

4. How to view receipts

This gives supplier users the ability to view purchase orders that have been receipted by the Ministry. Purchase orders may be fully receipted or partially receipted based on its scheduled payments. The supplier customer service representative role is required to complete the steps.

System steps

Step	Action
1.	Search for your receipt under the task menu or search facility.
2.	To view a specific receipt, click on the Receipt number hyperlink.
3.	<p>The Receipt page opens, you have the option to click on View Transaction History located in the top-right corner. This will allow you to see any previous updates made to the purchase order associated with the receipt.</p> 
4.	If you're done viewing the receipt and want to return to the previous page, click on Done .
<input checked="" type="checkbox"/>	This completes the section.

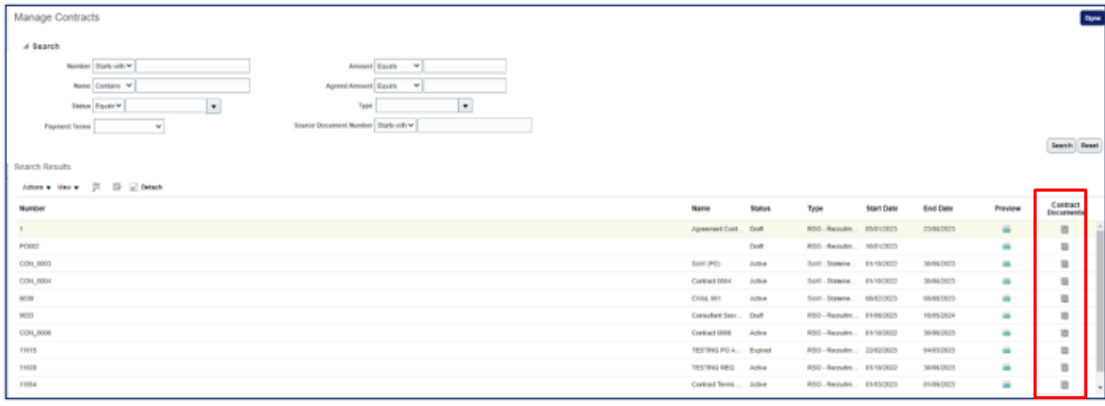
5. How to manage contracts

Overview

The Manage Contracts page allows suppliers with active contracts with the Ministry to access their contracts. The supplier customer service representative role is required to complete the steps.

See [Section 8.1.4](#) for a full list of supplier roles and their description.

System steps

Step	Action
1.	Search for your contract under the sub menu item Contracts and Deliverables in the task menu or search facility.
2.	<p>To view and download contract, click on the document icon in the contract documents column.</p> 
<input checked="" type="checkbox"/>	This completes the section.

6. How to view invoices

Overview

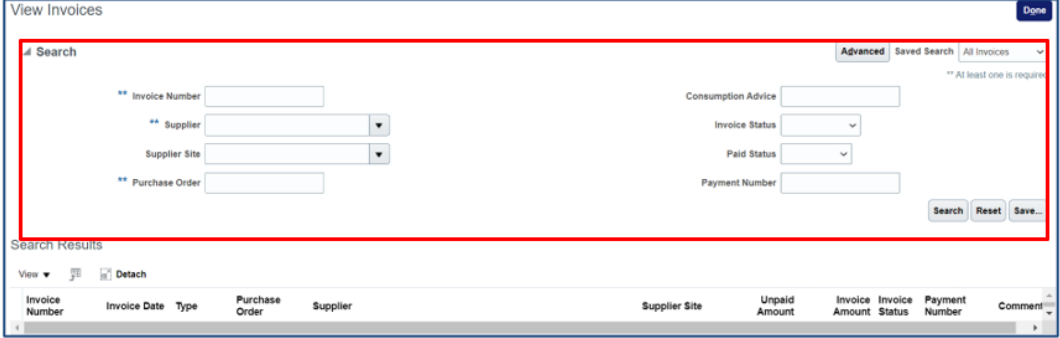
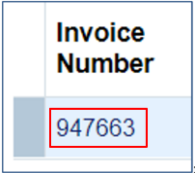
To view invoices associated with purchase orders in the supplier portal, follow the steps below. The required roles to complete the steps are:

- Supplier Accounts Receivable
- MSD Self Service Procurement View Invoice

See [Section 8.1.4](#) for a full list of supplier roles and their description.

System steps

Step	Action
------	--------

1.	Search for your invoice under task menu or search facility.
2.	<p>In the Search section, complete at least one of the asterisk-marked fields such as Invoice Number, Supplier, or Purchase Order. Then click on the Search button.</p> <p>Result: A list of invoices associated with a PO that match your search criteria will appear under the Search Results section.</p> 
3.	<p>To view a specific invoice, click on the Invoice number. This will open and display the details of the selected invoice in the invoice landing page.</p> 
4.	<p>If you want to view the invoice that was sent to the Ministry, navigate to the Attachments section and click on the hyperlink associated with the invoice. From there, click on the "Invoice Image" to view the invoice document.</p>

Invoice: 947663

Done

Business UnitMSD Departmental
Legal Entity NameMSD Departmental
Supplier or PartyMerquip Hydration Innovation
Supplier SiteHEAD, OFFICE
Address58 Walls Road, Penrose, Auckland 1061
Invoice Date29/01/2021

Invoice Amount339.25 NZD
Unpaid Amount0.00 NZD
Payment CurrencyNZD
Tax Control Amount

Invoice TypeStandard
Description
Funds StatusReserved
AttachmentInvoice Image

Lines
Payments

Items

View ▾

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Date
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Loc
1	295.00	Supply and install Bill filter	05/08/2021	Reserved			MSDP000	1	1						7770 Camar

Summary Tax Lines

Shipping and Handling

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Am	Line	Type	Amount
1	NZ Goods and Serv...	NZ GST	NZ Goods and...	STANDARD	GST-15	15				No shipping and handling	

Totals

Tax charges summary

NZ GST 15%	44.25	Items	295.00
Inclusive Tax	0.00	Freight	0.00
Self-Assessed Tax	0.00	Miscellaneous	0.00
		Tax	44.25
		Subtotal	339.25
		Less Inclusive Prepayments	0.00
		Remaining Amount	0.00
		Invoice Amount	339.25
		Less Withheld Tax	0.00
		Less Exclusive Prepayments	0.00
		Less Retenage	0.00
		Total Due	339.25



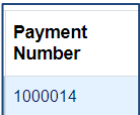
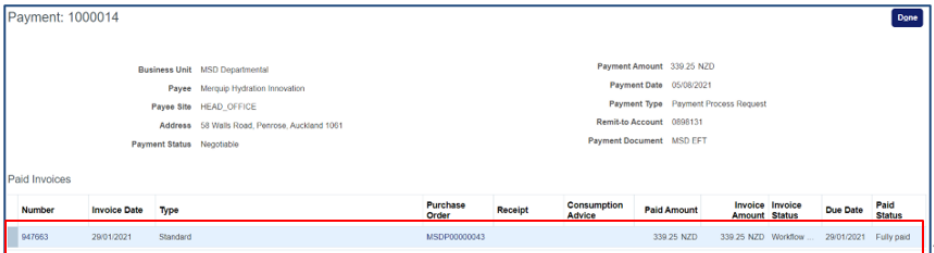
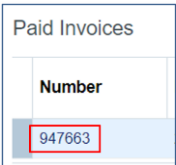
This completes the section.

7. How to view payments

Overview

As a supplier, you can easily view your invoices that have been paid by the Ministry. This includes payments made through purchase orders or by directly clicking on individual invoices. The supplier customer service representative role is required to complete the steps.

System steps

Step	Action
a)	Under the Tasks menu, scroll to Invoices and Payments and click on View Payments .
b)	<p>To view a specific payment, click on the Payment Number. This will open a landing page displaying the details of the selected payment.</p> 
c)	<p>On the Payment Number view, you can easily access key information such as the invoice number, invoice date, invoice type, purchase order, receipt, paid amount, invoice amount, invoice status, due date, and paid status.</p> 
d)	<p>Additionally, within the Payment Number view, you can click on the Invoice Number hyperlink to gain more detailed payment information for a specific invoice.</p> 

Invoice: 947663

Business Unit

MSD Departmental

Legal Entity Name

MSD Departmental

Supplier or Party

Merquip Hydration Innovation

Supplier Site

HEAD_OFFICE

Address

58 Walls Road, Penrose, Auckland 1061

Invoice Date

29/01/2021

Invoice Amount

339.25 NZD

Unpaid Amount

0.00 NZD

Payment Currency

NZD

Tax Control Amount

Invoice Type

Standard

Description

Funds Status

Reserved

Attachment

Invoice Image

Lines

Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
1000014	MSD EFT	Negotiable	No	05/08/2021	339.25 NZD	58 Walls Road, Penrose, Auckland 1061	0898131
					339.25 NZD		

Installments

Number	Due Date	Amount (NZD)		Payment Method
		Gross	Unpaid	
1	29/01/2021	339.25	0.00	MSD Electronic
		339.25	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (NZD)		Description
		Tax	Item	
No applied prepayments.				

To navigate back to the Payments landing page, simply click **Done**.

e)

In the Payment Number view, if you wish to review the **Purchase Order** associated with the payment, click on the Purchase Order hyperlink.

Payment: 1000014

Business Unit

MSD Departmental

Payee

Merquip Hydration Innovation

Payee Site

HEAD_OFFICE

Address

58 Walls Road, Penrose, Auckland 1061

Payment Status

Negotiable

Payment Amount

339.25 NZD

Payment Date

05/08/2021

Payment Type

Payment Process Request

Remit-to Account

0898131

Payment Document

MSD EFT

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
947663	29/01/2021	Standard	MSDP00000043			339.25 NZD	339.25 NZD	Workflow	29/01/2021	Fully paid

This completes the section.

8. How to view active negotiations

Overview

This section illustrates how to view active open and closed negotiations, also known as ‘tender opportunities’, with the Ministry. The supplier bidder and supplier sales representative roles are required to complete the steps.

a) How to view an active Closed tender

System steps

Step	Action
1.	Under Tasks , scroll to Negotiations and click on View Active Negotiations .

Select the specific negotiation you want to access by clicking on the negotiation number hyperlink.

Make sure the field "Invitation Received" is showing "**Yes**" for the selected negotiation.

The screenshot shows the 'Active Negotiations' interface. At the top, there are search filters: 'Negotiation', 'Title', and 'Negotiation Close By'. To the right, there are dropdowns for 'Invitation Received' (set to 'Yes'), 'Response Submitted' (set to 'No'), and 'Negotiation Open Since'. Below these are 'Search', 'Reset', and 'Save...' buttons. The 'Search Results' section contains a table with columns: Negotiation, Title, Supplier, Time Remaining, and Negotiation Type. The first row is highlighted and contains the negotiation number 'MSDN00000748', title 'Test for Supplier Guide', supplier 'Fliss - Test', time remaining '23 Hours 54 Min...', and negotiation type 'RFx'.



This completes the section.

b) How to view an active Open tender

System steps

Step	Action
1.	<p>Under Tasks, scroll to Negotiations and click on View Active Negotiations.</p>
2.	<p>On the Active Negotiations landing page, select "No" in the Invitation Received dropdown box, and then click on the Search button.</p> <p>The Search Results section will display a list of active open tenders.</p>

3. Review each open tender by clicking on the respective Negotiation hyperlink.

The screenshot shows the 'Active Negotiations' form and the 'Search Results' table. In the form, the 'Invitation Received' dropdown is set to 'No', and the 'Search' button is highlighted. The 'Search Results' table lists two negotiations, with the first one, 'MSDN00000744', highlighted in blue and its ID circled in red.

Active Negotiations Form:

- Search: [Search]
- Time Zone: New Zealand Standard Time
- Buttons: Manage Watchlist, Saved Search, Open Invitations
- ** Negotiation: []
- ** Title: []
- ** Negotiation Close By: dsmm/yyyy
- ** Invitation Received: No
- Response Submitted: No
- Negotiation Open Since: dsmm/yyyy
- Buttons: Search, Reset, Save...

Search Results Table:

Negotiation	Title	Supplier	Time Remaining
MSDN00000744	AN -Open test	Fliss - Test	13 Days 15 Hours
MSDN00000299,1	Over \$100k RFx Closed T4	Fliss - Test	46 Days 5 Hours

3.	Review each open tender by clicking on the respective Negotiation hyperlink.
----	--



Step	Action
1.	Under Tasks , scroll to Negotiations and click on Manage Responses .

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Negotiations
 - View Active Negotiations
 - Manage Responses**
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

16

Recent Activity

Last 30 Days

Negotiation Invitations	9
Agreements changed or canceled	1
Agreements opened	2
Orders opened	1

Transaction Reports

Last 30 Days

PO Purchase Amount 35K NZD

Supplier News

MINISTRY OF SOCIAL DEVELOPMENT
TE MANATO WHAKAHIAO ORA

Welcome to the Ministry of Social Development Supplier Portal

[Please use this link for any training guides](#)

2. Complete the relevant search fields to narrow down your search for specific tenders you have responded to.
- Once you have entered the relevant search criteria, click on the **Search** button.

Manage Responses

Done

Time Zone New Zealand Standard Time

Advanced Manage Watchlist Saved Search Active or Draft Responses

** At least one is required

** Negotiation Title

** Negotiation

** Response

** Response Status Active or draft

Line Description

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 23 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8

3. Select the response line item to be updated, then click the **Revise** button.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 23 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	



To revise a **draft** response, make sure that the **Response Status** is not locked.

To unlock a response, select the response then click **Actions** then **Unlock Draft**.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Accept Terms Revise Unlock Draft Delete Draft

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8

☒

This completes the section.

b) How to review responses

System steps

Step	Action																																				
1.	Under Tasks , scroll to Negotiations and click on Manage Responses .																																				
2.	<p>Complete the relevant search fields to narrow down your search for specific tenders you have responded to.</p> <p>Once you have entered the relevant search criteria, click on the Search button.</p> <p>The system will display a list of negotiations based on your search criteria.</p> <div><div><div>Manage Responses</div><div><div><div>Search</div><div><div>Advanced</div><div>Manage Watchlist</div><div>Saved Search</div><div>Active or Draft Responses</div></div><div><div>** Negotiation Title</div><div>** Negotiation</div><div>** Response</div><div>** Response Status</div><div>Line Description</div></div><div><div>Active or draft</div><div></div></div><div><div>Search</div><div>Reset</div><div>Save...</div></div></div></div><div><div>Search Results</div><div>Revising a draft response automatically locks it.</div><div><div>Actions</div><div>View</div><div>Format</div><div>Freeze</div><div>Detach</div><div>Wrap</div><div>Accept Terms</div><div>Revise</div></div><table><tr><th>Response</th><th>Response Status</th><th>Supplier</th><th>Negotiation</th><th>Negotiation Title</th><th>Negotiation Type</th><th>Time Remaining</th><th>Unread Messages</th><th>Monitor</th></tr><tr><td>26194</td><td>Draft</td><td>Filss - Test</td><td>MSDN00000747-2</td><td>Test for Supplier User Guide</td><td>RFx</td><td>365 Days 22 Ho...</td><td>0</td><td></td></tr><tr><td>26193</td><td>Active</td><td>Filss - Test</td><td>MSDN00000747-2</td><td>Test for Supplier User Guide</td><td>RFx</td><td>365 Days 22 Ho...</td><td>0</td><td></td></tr><tr><td>24154</td><td>Active</td><td>Filss - Test</td><td>MSDN00000747</td><td>Test for Supplier User Guide</td><td>RFx</td><td>Not applicable</td><td>0</td><td></td></tr></table><div>Columns Hidden 8</div></div></div></div>	Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor	26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0		26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0		24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	
Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor																													
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24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0																														
4.	Review the Response and Response Status by clicking on the Response number hyperlink.																																				

Search Results

Revising a draft response automatically locks it.

Actions

View

Format

Freeze

Detach

Wrap

Accept Terms

Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8

This completes the section.

10.How to manage questionnaires

Overview

Supplier questionnaires can be viewed before and after the response date. The supplier sales representative role is required to complete the steps., you can follow the system steps outlined below.

a) How to view questionnaires

System steps


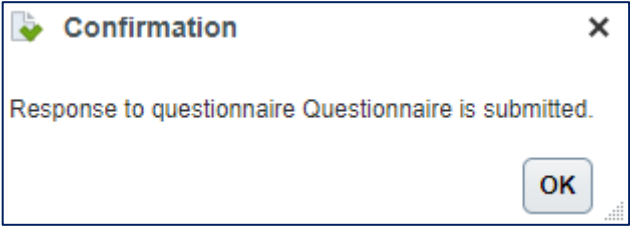
Step	Action
1.	<div>Under Tasks, scroll to Qualifications and click on Manage Questionnaires.</div> <div>The Manage Questionnaires landing page will appear.</div>
2.	<div>Complete the relevant search fields to narrow down your search for specific tenders you have responded to.</div> <div>Once you have entered the relevant search criteria, click on the Search button.</div> <div>The system will display a list of questionnaires under Search Results based on your search criteria.</div>

	This completes the section.

b) How to respond to a questionnaire

System steps

Step	Action
	When you are invited by the Ministry to submit a response to a questionnaire, the supplier contact selected by the Ministry will receive a FYI notification.
1.	<p>View the Questionnaire Invitation by clicking on the notification</p>
2.	To respond to the questionnaire, under Tasks , scroll to Qualifications and click on Manage Questionnaires .
3.	<p>In the Manage Questionnaires page, click on the questionnaire title hyperlink or select the line and click 'Respond'</p>
4.	Respond to the Questionnaire Questions by ticking the correct answer and/or attaching required documents.

	<p>See an example of a questionnaire.</p> <div>  <div> <p>Questions</p> <p>Minority Owned Business</p> <p>* 1. What type of minority owned business</p> <p><input checked="" type="checkbox"/> a. Maori</p> <p><input type="checkbox"/> b. Pasifika</p> </div> </div> <p>Questions will vary depending on what the Ministry is requiring from its suppliers.</p>
5.	Once all sections are answered, you can 'Submit' your answers, or you can 'Save and Close' if you would like to come back and review later.
6.	Click OK on the Confirmation pop-up after submitting <div>  </div>
<div> <input checked="" type="checkbox"/> </div>	This completes the section.

11.How to manage your supplier profile

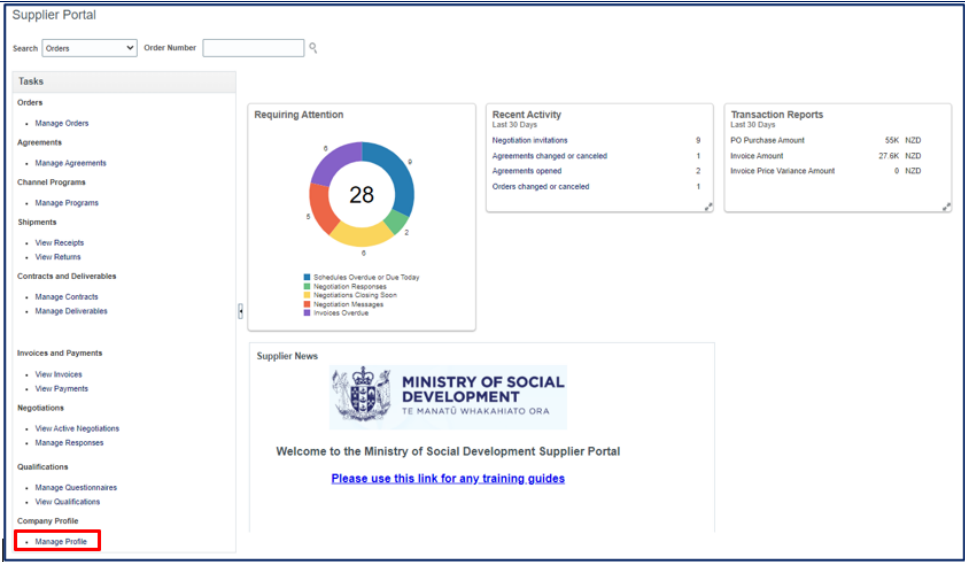
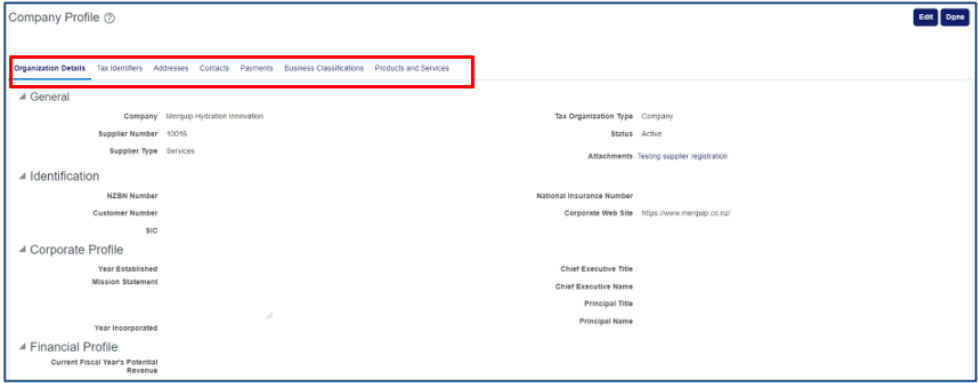
Overview

In this section, you will learn how to manage your organisation's details by editing information, adding new contacts, addresses, bank accounts, and additional administrators. The supplier self-service administrator and supplier accounts receivable roles are required to complete the steps., you can follow the system steps outlined below.

a) How to view your organisation’s profile

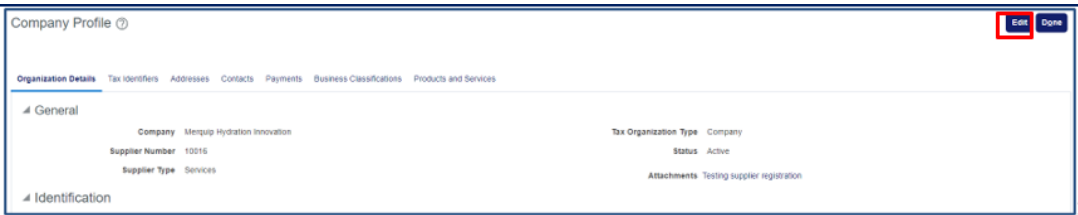
System steps

Follow these steps to view your organisation's profile.

Step	Action
1.	<p>Under Tasks, scroll to Company Profile and click on Manage Profile.</p> 
2.	<p>Here you can view all your details entered for your organisation. Navigate around by selecting on the tabs available: Organization Details; Tax Identifiers; Addresses; Contacts; Payments; Business Classifications and Products and Services.</p> 
3.	<p>Click Done (located on the top-right corner) to return to the Supplier Portal home page.</p>
<input checked="" type="checkbox"/>	<p>This completes the section.</p>

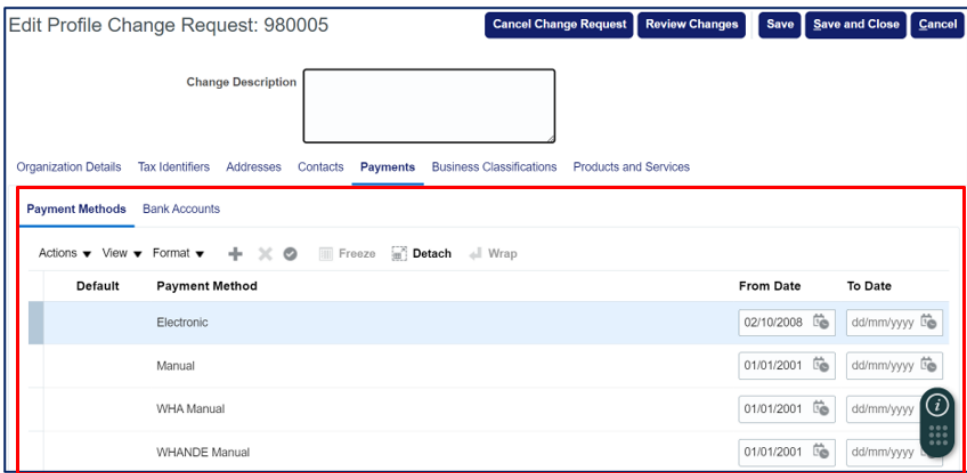
b) How to update your organisation's profile

System steps

Step	Action
1.	<p>Make sure you have completed Section 10 (a) of this guide. Once done, click on Edit located in the top right corner.</p> <p>A Warning pop-up box will appear. Click Yes.</p> 
2.	Review and edit the fields that requires updating by clicking on each section in the supplier profile
<input checked="" type="checkbox"/>	This completes the section.

c) How to update the payments tab

System steps

Step	Action
1.	Click on Edit located in the top right corner, then click the Payments tab.
2.	<p>Review and update Payment Methods if necessary.</p> 
3.	Click the next tab Bank Accounts to review and update bank account details.
4.	Click the Add plus icon if a new bank account needs to be added

Edit Profile Change Request: 980005

Cancel Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

Payment MethodsBank Accounts

ActionsViewFormat+✎✕⌛FreezeWrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	12345678		NZD	03 Westpac

Columns Hidden 8

5.

Enter your bank account details, then click **OK** to save.

6.

To edit bank account details, highlight the bank account you want to edit and click the pencil **Edit** icon.

Edit Profile Change Request: 980005

Cancel Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

Payment MethodsBank Accounts

ActionsViewFormat+✎✕⌛FreezeWrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	12345678		NZD	03 Westpac

Columns Hidden 8

7.

Modify the bank account details and click **OK** to save.

8.

To select a bank account as the primary bank account, click the tick **Primary** icon.

A green tick will appear next to the primary bank account.

Edit Profile Change Request: 980005

Cancel Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

Payment MethodsBank Accounts

ActionsViewFormat+✎✕⌛FreezeWrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	567891234		NZD	01 ANZ Bank New Zealand
<input type="checkbox"/>	12345678		NZD	03 Westpac

Columns Hidden 8

9.

To delete a bank account, highlight the bank account you want to delete then select the cross **Delete** icon.

You cannot delete a primary bank account.

	<div><div>Edit Profile Change Request: 980005<div>Cancel Change RequestReview ChangesSaveSave and CloseCancel</div><div>Change Description<div></div></div><div>Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services</div><div>Payment MethodsBank Accounts<div>ActionsViewFormat+✕⌵FreezeWrap</div><table><tr><th>Primary</th><th>Account Number</th><th>IBAN</th><th>Currency</th><th>Bank Name</th></tr><tr><td></td><td>567891234</td><td></td><td>NZD</td><td>01 ANZ Bank New Zealand</td></tr><tr><td></td><td>12345678</td><td></td><td>NZD</td><td>03 Westpac</td></tr></table><div></div></div></div></div>	Primary	Account Number	IBAN	Currency	Bank Name		567891234		NZD	01 ANZ Bank New Zealand		12345678		NZD	03 Westpac
Primary	Account Number	IBAN	Currency	Bank Name												
	567891234		NZD	01 ANZ Bank New Zealand												
	12345678		NZD	03 Westpac												
<div><div>i</div></div>	<div>If you are adding or amending a bank account, you will need to attach a deposit slip or evidence of your bank account</div>															
10.	<div>To attach a deposit slip, go to the Organizational Details tab.</div> <div><div>Edit Profile Change Request: 980005<div>Cancel Change RequestReview ChangesSaveSave and CloseCancel</div><div>Change Description<div></div></div><div>Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services</div><div>General<div><div>* Supplier NameTest SupplierTax Organization TypeCompany</div><div>Supplier Number1001034305StatusActive</div><div>Supplier TypeGeneral (Goods and/or Services)AttachmentsNone</div></div></div></div></div>															
11.	<div>Click on the plus icon next to Attachments.</div> <div><div>Edit Profile Change Request: 980005<div>Cancel Change RequestReview ChangesSaveSave and CloseCancel</div><div>Change Description<div></div></div><div>Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services</div><div>General<div><div>* Supplier NameTest SupplierTax Organization TypeCompany</div><div>Supplier Number1001034305StatusActive</div><div>Supplier TypeGeneral (Goods and/or Services)AttachmentsNone</div></div></div></div></div>															
12.	<div>Choose the file you want to attach, update the Title and Description fields, and click OK to complete the attachment.</div>															

Attachments

Actions

View

+

×

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Procurement Plan - Dummy Document.docx	Update...	Deposit slip	Deposit slip

Rows Selected 1

OKCancel



This completes the section.

d) How to update the products and services tab

System steps

Step	Action
1.	<p>On the company profile page click on edit located in the top right corner, then click the products and services tab.</p> <div> <div>Company Profile</div> <div> <div>Edit</div> <div>Done</div> </div> <div> <div>Organization Details</div> <div>Tax Identifiers</div> <div>Addresses</div> <div>Contacts</div> <div>Payments</div> <div>Business Classifications</div> <div>Products and Services</div> </div> <div> <div>General</div> <div> <div>Company</div> <div>Mergup Hydration Innovation</div> <div>Tax Organization Type</div> <div>Company</div> <div>Supplier Number</div> <div>10216</div> <div>Status</div> <div>Active</div> <div>Supplier Type</div> <div>Services</div> <div>Attachments</div> <div>Testing supplier registration</div> </div> <div>Identification</div> </div> </div>

	<div><div>Select and Add: Products and Services</div><div><div>Search</div><div>Category NameDescriptionSearchReset</div><div>ViewFormatFreezeDetachWrap</div><div><table><tr><th>Select</th><th>Category Name</th><th>Description</th></tr><tr><td><input type="checkbox"/></td><td>Supplier Categories</td><td></td></tr></table></div><div>Columns Hidden 1</div><div>ApplyOKCancel</div></div></div>	Select	Category Name	Description	<input type="checkbox"/>	Supplier Categories																												
Select	Category Name	Description																																
<input type="checkbox"/>	Supplier Categories																																	
4.	<div>Select the relevant categories that represent the products or services your company offers.</div> <div><div>Select and Add: Products and Services</div><div><div>Search</div><div>Category NameDescriptionSearchReset</div><div>ViewFormatFreezeDetachWrap</div><div><table><tr><th>Select</th><th>Category Name</th><th>Description</th></tr><tr><td><input type="checkbox"/></td><td>Supplier Categories</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Accommodation</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Advertising, Design and Media</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Cleaning</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Construction</td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td>Consultancy</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Electricity, Gas, Water and Waste Services</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Food and catering services</td><td></td></tr><tr><td><input type="checkbox"/></td><td>Healthcare</td><td></td></tr><tr><td><input type="checkbox"/></td><td>ICT Hardware</td><td></td></tr></table></div><div>Columns Hidden 1</div><div>ApplyOKCancel</div></div></div>	Select	Category Name	Description	<input type="checkbox"/>	Supplier Categories		<input type="checkbox"/>	Accommodation		<input type="checkbox"/>	Advertising, Design and Media		<input type="checkbox"/>	Cleaning		<input type="checkbox"/>	Construction		<input checked="" type="checkbox"/>	Consultancy		<input type="checkbox"/>	Electricity, Gas, Water and Waste Services		<input type="checkbox"/>	Food and catering services		<input type="checkbox"/>	Healthcare		<input type="checkbox"/>	ICT Hardware	
Select	Category Name	Description																																
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<input type="checkbox"/>	Healthcare																																	
<input type="checkbox"/>	ICT Hardware																																	
5.	<div>Click OK to confirm your selection.</div>																																	
6.	<div>To delete products and services, highlight the line item, then click the cross delete icon.</div>																																	

	<div><div>Edit Profile Change Request: 980004</div><div><div>Delete Change Request</div><div>Review Changes</div><div>Save</div><div>Save and Close</div><div>Cancel</div></div><div><div>Change Description</div><div></div></div><div><div>Organization Details</div><div>Tax Identifiers</div><div>Addresses</div><div>Contacts</div><div>Payments</div><div>Business Classifications</div><div>Products and Services</div></div><div><div>Actions</div><div>View</div><div>Format</div><div></div><div>Freeze</div><div>Detach</div><div>Wrap</div></div><div><div>Category Name</div><div>Description</div></div><div><div>Supplier Categories</div></div></div>
<div><div>✓</div></div>	This completes the section.

12. How to submit changes for approval

System steps

Step	Action												
1.	<p>When all the changes are complete, provide a brief description of the changes you have made in the Change Description field.</p> <div><div>Edit Profile Change Request: 980005</div><div><div>Delete Change Request</div><div>Review Changes</div><div>Save</div><div>Save and Close</div><div>Cancel</div></div><div><div>Change Description</div><div>Change made to bank account</div></div></div>												
2.	<p>Click on Review Changes to view a list of all the changes you have made, click Submit.</p> <div><div>Review Changes</div><div><div>Edit</div><div>Submit</div><div>Cancel</div></div><div><div>Change Description</div><div>Change made to bank account</div></div><div><div>Bank Accounts</div><div><div>View</div><div>Format</div><div>Freeze</div><div>Wrap</div></div><table><tr><th>Primary</th><th>Account Number</th><th>IBAN</th><th>Currency</th><th>Bank Name</th><th>Details</th></tr><tr><td><div><div>+</div><div>✓</div></div></td><td>12345678</td><td></td><td>NZD</td><td>03 Westpac</td><td><div></div></td></tr></table><div>Columns Hidden 8</div></div></div>	Primary	Account Number	IBAN	Currency	Bank Name	Details	<div><div>+</div><div>✓</div></div>	12345678		NZD	03 Westpac	<div></div>
Primary	Account Number	IBAN	Currency	Bank Name	Details								
<div><div>+</div><div>✓</div></div>	12345678		NZD	03 Westpac	<div></div>								
<div><div>i</div></div>	<p>Note: Changes made to your organization's profile through the Supplier Portal will be submitted for the Ministry of Social Development's approval. Only approved changes will be reflected in the Supplier Portal.</p> <p>For urgent changes, please contact NAC_Suppliers@msd.govt.nz.</p>												



You can **edit** or **cancel** the change request at any time by selecting the appropriate options in the top right-hand corner.

3. Click **Done** to return to the Supplier Portal homepage.



Congratulations! You have successfully submitted your changes for approval.

What's next?

You will receive a notification regarding the status of your changes. You will be notified both within the application and via email for the following scenarios:

- **Approved:** Your changes have been approved and will be reflected in the Supplier Portal.
- **Cancelled:** Your changes have been cancelled and will not be implemented.
- **Information Requested:** MSD requires more information regarding the changes you have made. Please provide the necessary information to proceed.

If you have any further questions or concerns, please reach out to the support team at NAC_Suppliers@msd.govt.nz.