

Working with Health Purchasing Victoria

About HPV

Health Purchasing Victoria (HPV) is a state-wide health procurement organisation that partners with Victoria's health sector to procure quality products and services in line with our mission to advance safe, affordable and sustainable healthcare.

HPV negotiates and manages common-use contracts on behalf of Victorian public hospitals and health services. We leverage hospitals' collective buying power to deliver better value across the sector. Health services themselves purchase the products and services they need from the suppliers who are party to HPV contracts.

We also work with health services to identify efficiencies in the health supply chain so they can concentrate more of their resources directly on patient care.

As an independent statutory authority, we establish policies to guide and foster fair and ethical procurement practices and financial accountability, and we help health services understand and meet these requirements.

To find out more [watch our video](#) or visit [About Us](#) on the [HPV website](#).

Engaging with HPV

HPV encourages all prospective suppliers to register an account on the [HPV website](#) and procurement portal to assist in staying up-to-date on the latest sourcing events.

- To subscribe to the *HPV Update* newsletter via the [homepage](#) link, simply add your email address to the **subscribe** field.
- To keep up-to-date with upcoming opportunities sign up to the Tenders VIC website: <https://www.tenders.vic.gov.au/tenders>

Registering on the HPV website

1. Go to the [HPV website](#) and click **Register** in the top right corner.
2. Select **Supplier** from the registration box, and enter your company-specific email address.



Note: Your email address must have a company-specific domain (e.g. not @gmail.com or @outlook.com). If you do not have a company-specific domain, please email us at: suppliers@hvp.zendesk.com with your ABN and evidence of the products you supply.

3. Fill in the required information on the **Register as a Supplier** form.
4. Click **Submit**, and you should receive a submission notification.
5. Once HPV has activated your account, you will receive an email link to set a password to access your account:
 - **Note:** HPV has strict password requirements, including a minimum number of characters, capital and lower case letters and a symbol.

6. You will be able to access the **My Dashboard** area of your HPV account, where you can search and view contract-related information via the Contracts and Documents folder.
7. From the **Quick Links** section of your **My Dashboard**, you will also have access to HPV's **procurement portal**.
8. You can also **Favourite** contracts in the Contracts and Documents folder to receive alerts about upcoming opportunities.

The HPV procurement portal

A link to HPV's procurement portal appears on your website dashboard via the HPV website. This portal shows open tenders (or requests for information) and you can access more detail by clicking on the number of each request.

Because this is a different platform, the first person who registers on the HPV website also becomes the Super User for this site. If you would like others within your organisation to be able to respond to tenders, you will need to assign them RFX read/respond rights. Please see the [Procurement Portal Suppliers Guide](#) available on the HPV website for more information.

To access:

1. Log into your HPV account via the HPV website.
2. The procurement portal is accessible via the Quick Links box on your dashboard.
 - **Note:** This is only accessible via single-sign-on to your HPV account; the procurement portal cannot be directly accessed. The procurement portal will open in a new window once you've clicked on the tab.
3. You can edit your profile information via the dashboard screen.
4. If you are the Super User, you will receive all notifications, and be able to manage other users' accounts and add email addresses.
5. You can update company information under the **My Organisation** tab.
6. You can access the **My Categories** tab to add categories of interest to receive notifications when updates occur.
7. To view open tenders listed under the RFI (request for information) and RFQ (request for quote) sections, go to **RFX Open to all Suppliers** box on the dashboard.

This platform uses Bravo software – if you are having technical difficulties contact the Bravo Solutions help desk by phone (02) 8072 0644 or email: help_au@bravosolution.com. Alternatively you can contact HPV using the details below.

More information

HPV Supplier Assistance (tender and contract queries)

Visit: <https://www.hpv.org.au/tenders-and-contracts/information-for-prospective-suppliers>

Email: suppliers@hpv.zendesk.com

Ph: (03) 9947 3700