HPV User Guide — Suppliers

Registering your business

Go to **https://www.hpv.org.au/**

Select the **Register** tab on the top right hand side of the home page.

Select the **Supplier** icon.

I am a Supplier	I am a Health Service

Enter your business email address and click **Next**, the registration form will open.

NB: If someone else has already registered the business, a user registration form will appear and your request will be sent to the super user for approval.

Enter your information.

All fields marked (required) are mandatory and can't be left blank.

Select **Submit** when complete.

You will receive a **Registration Complete** message.

You will be notified by email when your application is successful and advised of your temporary password.

Problems when registering?

Generic email domains

If you only have a generic email (e.g.@hotmail.com,

@bigpond.com) you will need to contact HPV directly to be approved and registered manually.

GLN—Global Location Number

If your business provides services rather than products you may not have a GLN. You will need to contact HPV directly to be registered manually.

You can use the general feedback form if you are not sure who to contact.

Register as a Supplier

Email
Sue.New@blackmores.com

✓ Your email address has been accepted.
Please fill out the rest of the form to complete registration.

First Name (required)
Sue

Surname (required)
New

ABN or ACN (required)   *Enter your ABN and select LOOKUP to validate*
35009713437   Lookup
Click on the Lookup button and ensure the entity name matches the ABR

ABN Entity Name (required)
BLACKMORES LIMITED   Auto filled

Company or Corporation Trading Name
Auto filled

Phone (required)
0285559555

Mobile Phone

Address Line 1 (required)
12 New Street

Address Line 2

Suburb (required)
Sydney

State (required)   **Postcode** (required)
NSW   2000

GLN (required)
9377778017808   Lookup   ☐ I don't have a GLN

GLN Name   *Enter your GLN and select the LOOKUP button to validate*

Reason for requesting access (required)

☐ I've read and accept the terms and conditions

Submit

Site Security

If you fail to login three times in a row your account will be disabled and you will need to contact HPV to reactivate your account.

If you are inactive on the site for more than 20 minutes you need to sign in again.
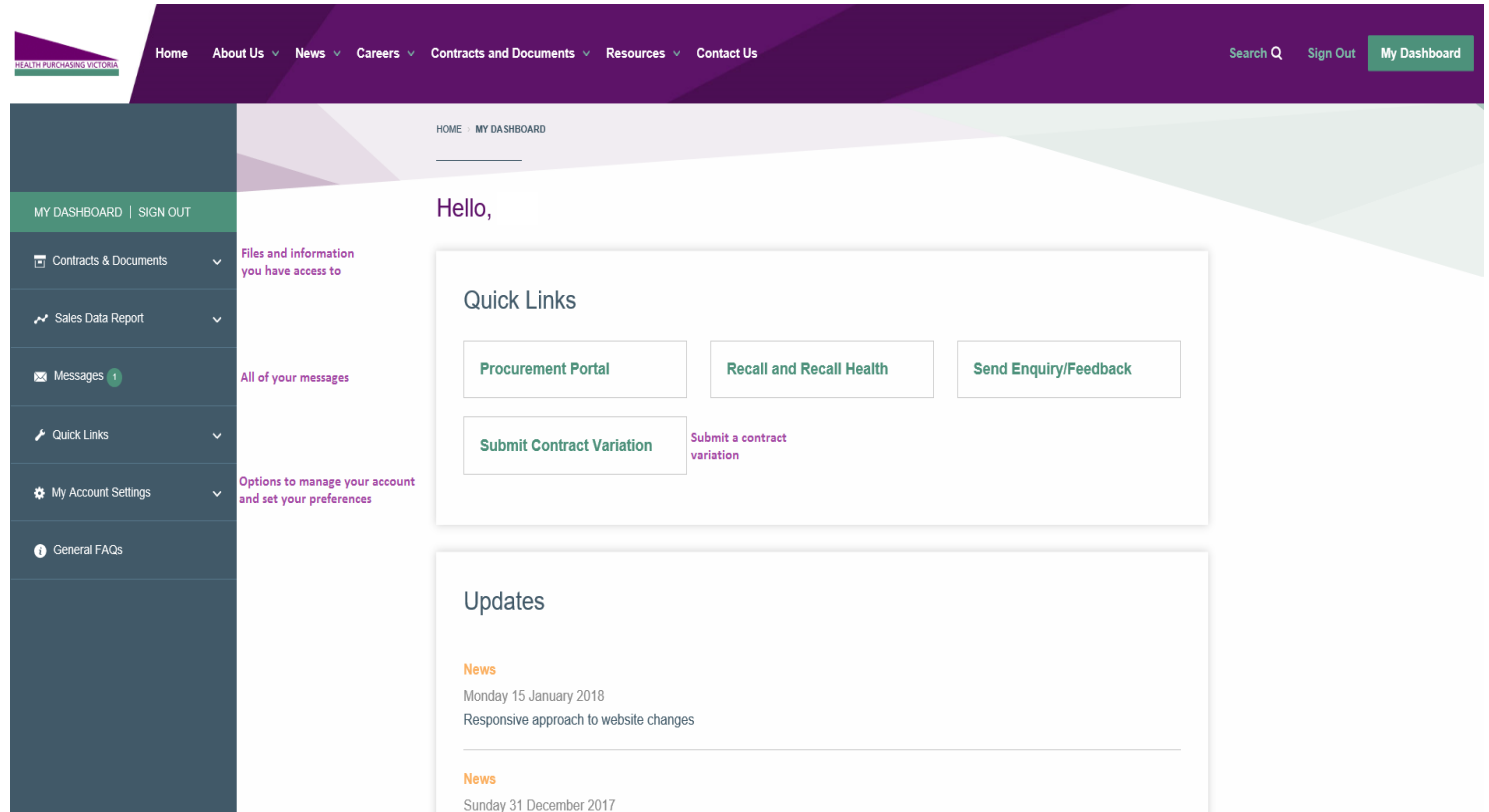
Passwords

Passwords must be at least 6 characters long and include at least 1 capital letter, 1 lower case letter, 1 number and 1 special character.

E.g: **New123?**

All users will be prompted to reset their passwords after 90 days. The same password can't be reused.

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Your personalised menu options when you sign in.

To sign in, select the Sign In icon in the top right hand corner and enter your email address and password. Once signed in, you will be re-directed to your personal dashboard.
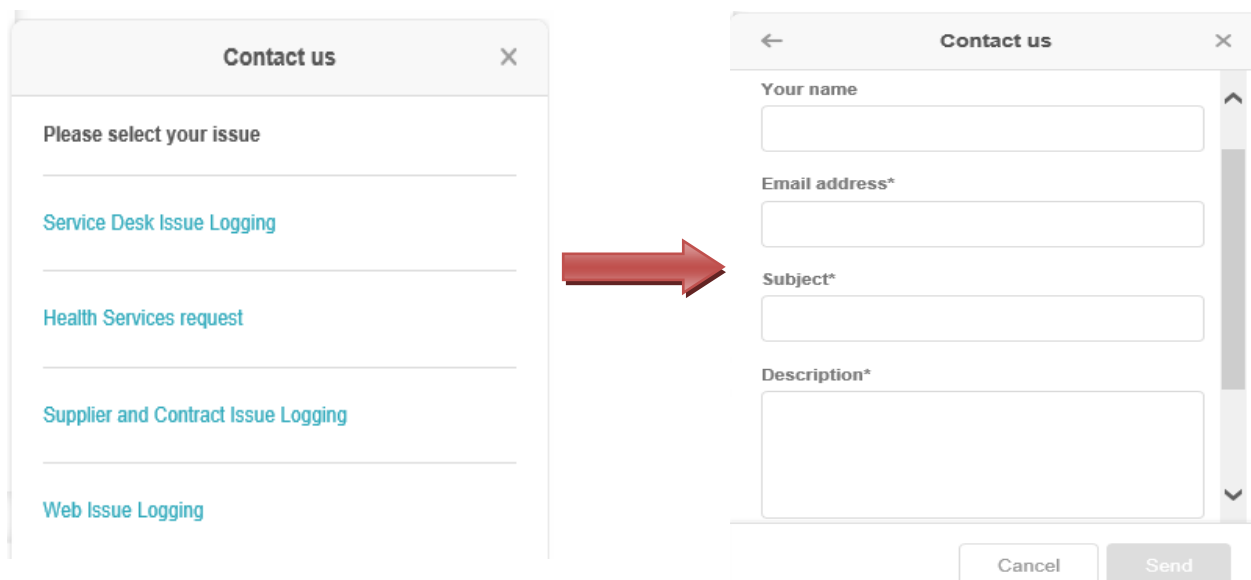

Updates

The updates area displays news, announcements and updates to favorited contracts and documents within the past month.

Enquiries/Feedback

The **Send Enquiry/Feedback** quick link allows you to log an enquiry directly with the Help Desk at HPV. After selecting from the available issue types, you will be directed to a web form where you can provide more details.
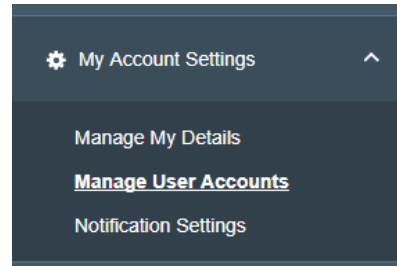
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Customising your account settings

Once you sign in you can see the **My Dashboard** option in the top menu bar.

You can edit your preferences and manage all of the organisation users.

Notification Settings

You can set frequency of notification and type of notices you receive.

Frequency options are None, Monthly, Weekly, Daily and Instant.

You can also chose which HPV news you would like to receive.

Lost/Forgotten passwords

Go to the sign in screen and select the **Forgot your password** link. This link will let users set a new password for their account.

Home page and menus

To go back to the home page click on the HPV logo in the top left corner.

The buttons in the global navigation menu (below) will take you to the general areas of the site, the items that have an arrow next to them will have dropdown menus that will provide you with more options.

The search function for the site is also part of the global navigation menu, search may be filtered to the defined categories to narrow down the search results.
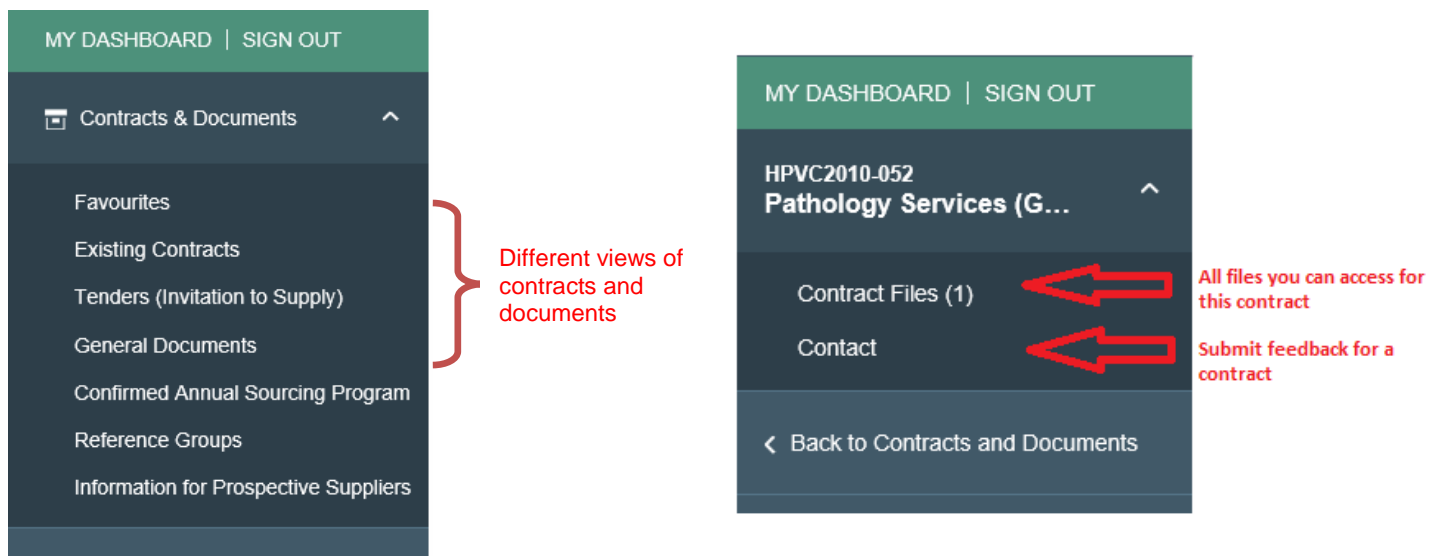
Contracts & Documents

The Contracts & Documents area displays all of the public information plus any secure files you have access to.

In this area you can also "favorite" items and be notified when there are important updates.

You can also filter your view to look only at one type of document by selecting one of the options listed in the left side menu.

For each contact or tender you will see the side menu below.

In the Files area you will see all the public documents as well as any secure documents associated with your account.

Different views of contracts and documents

All files you can access for this contract

Submit feedback for a contract

My Details

As a Superuser your details are linked to the company profile. You can edit them in the **Manage My Details** area.

Managing User Accounts

Sign in and go to **My Account> Manage User Accounts.**
You will see all users for your organisation in the list. You can approve and disable accounts here.

As a Superuser you can:

- approve new user access
- update details if job titles, phone numbers change etc.
- disable accounts if staff leave the business or change functions

HOME › MY DASHBOARD › MY ACCOUNT SETTINGS › MANAGE USERS

Manage Users

Please click on the user name listed below to update their access.

Name	Email	Master	Last Login	Status
Sue New	Sue.New@blackmores.com.au	Yes	16 Jan 2018	Active
Test One	Test.one@blackmores.com.au	No		Pending

HOME › MY DASHBOARD › MY ACCOUNT SETTINGS › MANAGE USERS › Test one

Test One

Email (required)
Test.one@blackmores.com.au

Phone (required)
xx xxxx xxxx

First Name (required)
Test

Mobile Phone

Use this option if you need to delegate your access if going on leave etc.

Surname (required)
One

Master Account
No

(Master = Super)

Position (required)
Product Manager

Is Sales Data Contact
No

Department (required)
Supply

Account Status
Active

- ☑ HPV Procurement Portal
- ☑ HPV Sales Data Report Template
- ☐ IV Access Devices & Admin Consumables
- ☑ Monitoring Products
- ☑ Operating Room and Wound Drainage Consumables
- ☐ Sterilisation Consumables
- ☐ Supplier Performance – HPV Scorecards
- ☑ Supplier Resources
- ☑ Surgical Dressings, Tapes & Bandages
- ☐ Surgical Dressings, Tapes and Bandages
- ☐ Wound Care

Check or uncheck here the agreements this user should be given access to.

Save

When a user requests an account the message appears in your Messages folder and they are listed in your account as *Pending* and have limited access to contracts & documents.

You will need to advise the user directly if you have rejected them.
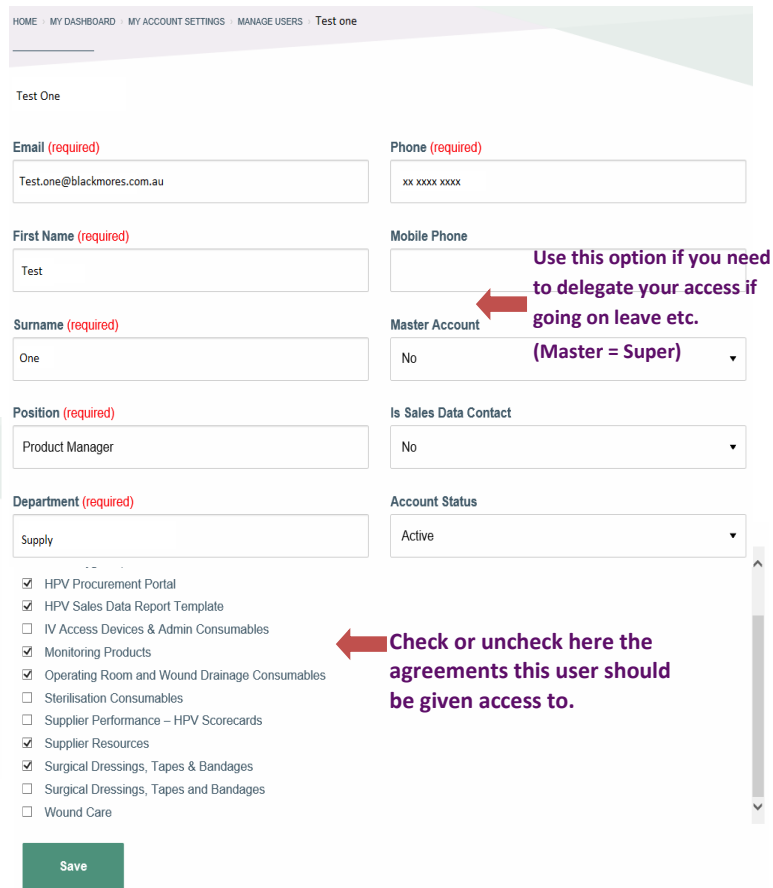
Contract variations

You can submit a contract variation request by completing one of the forms available. The contract variation area is accessible from the **Quick Links** area on your dashboard.

Different types of variation requests

Deletion	⌄
Code Change	⌄
Extension	⌄
Addition	⌄
Substitution	⌄
Adding/removing a distributor	⌄

Once submitted you will receive a confirmation message.

An email is generated and it will be actioned by a member of the Sourcing Team. They will contact you as necessary.