

# **Strengthening Medicare – General Practice Grants Program:**

**How to register as a supplier – a  
'how to' guide for general  
practices**

**Multiple practices version**

## **Important information about your supplier registration**

### **PLEASE NOTE THIS IS NOT AN APPLICATION FOR A GP GRANT**

To apply for a *Strengthening Medicare – General Practice Grant*, you **must be registered as a supplier** in the WA Primary Health Alliance (WAPHA) ASPIRE portal.

This document details the steps required to register as a supplier with WAPHA. Please read the notes below before you begin registering your practice as a supplier.

**Please follow this manual if you are registering as a supplier for MULTIPLE practices.**

If you are registering for **ONE practice**, please refer to the [Registering as a Supplier for a Single Practice Manual](#) on the [Practice Assist website](#).

### **How to access the ASPIRE supplier registration link**

If you updated your details by responding to the email survey you received from WAPHA on 19 April 2023 (titled ***ACTION REQUIRED by COB FRIDAY 21st APRIL: Notification of GP Grants Program - Requirement to update practice details***), you would have received a second email asking you to register your practice as a supplier.

**You will need that email and link to register your practice as a supplier.**

### **What you need to complete your registration**

Having the following information at hand will help you register your practice as a supplier:

- Register your practice as a supplier email and link
- ABN (Australian Business Number)
- Organisation full legal name
- Tax organisation type: Corporate, Trust, Partnership, etc.
- ACN (Australian Company Number)
- Bank Account details: BSB, Account, Account Name
- Address of practice (multiple if you have many)

### **Recipient Created Tax Invoice (RCTI) Agreement**

An RCTI agreement will expedite the payment of invoices for the Strengthening Medicare - GP Grants Program via WA Primary Health Alliance (WAPHA). This system relies on WAPHA issuing a tax invoice on behalf of a supplier.

However, this can only be done under GST legislation if there is an RCTI agreement between the supplier and the recipient.

The key benefit of entering an RCTI agreement with WAPHA is expediting the payment of your GP Grant.

You, or your enterprise, must be registered for GST to enter the RCTI agreement.

To enter this agreement, review the Written Agreement below and mark the box as part of Step 1 during the registration process.

### **WRITTEN AGREEMENT**

The recipient and the supplier declare that this agreement relates to the above supplies. The recipient can issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases

to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement. The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

### **Saving your registration**

You can save and return to your registration at any time. Just click the 'save for later' button and you will be emailed a link to your partially completed registration.

\*Please note you will need to re-enter your ABN.

### **Notice about the collection, storage, and use of your private information**

The information you provide will be used to maintain contact with you throughout the GP Grants Program. WAPHA uses an encrypted / secure process to capture and store all data captured through ASPIRE.

To find out more about how we use, and store, information please view our [Privacy Policy](#).

### **Need further help?**

Please refer to the FAQ (Frequently Asked Questions) at the end of this document for further details.

If you have any queries about the GP Grants Program, please contact [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au) or the Practice Assist team on **1800 2 ASSIST (1800 2 277 478)**.

If you have a technical query or need help with the registration process, please contact [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au).

# Supplier Registration Process

The supplier registration process includes **four steps / sections**.

Each section requires you to provide valuable information about your practice. The sections include:

1. Company details
2. Company contacts
3. Company addresses
4. Bank accounts

## 1. Company details

Enter the details for the Legal Entity for your General Practice. You must complete all mandatory fields (those marked with an \*) as well as those listed below (and highlighted in yellow in the screen shot):

1. Company name – Enter the Legal name of the entity
2. Tax organisation type
3. Supplier type (please select General Practice)
4. Tax country (please select Australia)
5. ABN (Australian Business Number)
6. ACN (Australian Company Number)
7. GST (Goods and Services Tax) registered (Yes/No)
8. RCTI (Recipient Created Tax Invoice) *\*refer to notes section for more information about RCTIs*
9. Indigenous owned
10. Your contact details (must include those of the authorised practice representative\*\*)

**\*\*An authorised representative is a practice manager, practice principal or practice GP (owner) who can legally sign on behalf of your practice.**

### Important points

- To populate your ABN, first select the tax country (Australia) and then enter your ABN.
- You can provide current insurance expiry dates in the additional information section (optional).

Register Supplier: Company Details

Company Details | Contacts | Addresses | Bank Accounts | Review

Back | **Next** | Save for Later | Register | Cancel

\* Company Name 1

\* Tax Organization Type 2

\* Supplier Type General Practice 3

Corporate Web Site

Attachments None

Tax Country Australia 4

ABN 5

Additional Information

Professional Indemnity Expiry mm/dd/yyyy

Public Liability Expiry mm/dd/yyyy

Workers Compensation Expiry mm/dd/yyyy

ACN 6

GST Registered Yes 7

Recipient Created Tax Invoice (RCTI) Yes 8

Indigenous Owned 9

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name 10

\* Last Name

\* Email

\* Confirm Email

Once complete, click the 'Next' button to move to the Contacts page.

## 2. Company contacts

The contact details you entered during step 1 (for your practice's authorised person) will be displayed on this page.

To ensure our Finance team can contact the authorised representative, click on the edit pen icon for the contact created during step 1 to add:

1. A phone or mobile number
2. Job Title

Register Supplier: Contacts ©

Company Details Contacts Addresses Bank Accounts Review

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Jones, Lesley	Practice Manager	lesley.jones@abcmmedical...	✓	✓		✕

Columns Hidden: 7

Click Ok when the contact details have been updated.

### Edit Contact: Lesley Jones

Salutation

\* First Name

Middle Name

\* Last Name

2 Job Title

Administrative contact

1 Phone

Mobile

Fax

\* Email

### User Account

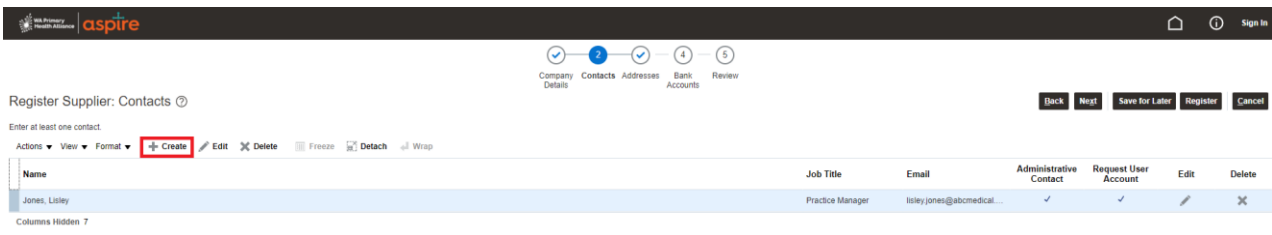
Request user account

### Roles

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
WAPHA_Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

If you wish to add a second authorised contact for your practice, simply click on the '+ create' icon and enter their details.



If you would like any new contact/s to be notified about their registration status, tick the 'administrative contact' check box.

If new contact/s require a 'user account' (to manage your organisation's profile and / or submit responses to WAPHA requests), please tick the 'request user account' checkbox.

Click 'OK' once this step is complete.

**Create Contact**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* Email

**User Account**

Request user account

**Roles**

Role	Description
WAPHA_Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

Create Another OK Cancel

Once complete, click the 'Next' button.

Register Supplier: Contacts

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Harvey, Steve	Assistance PM	steve.harvey@abcmedic...	✓	✓	✎	✕
Jones, Lisley	Practice Manager	lisley.jones@abcmedic...	✓	✓	✎	✕

Columns Hidden 7

### Important points

- Please provide a phone or mobile number for each authorised contact in case WAPHA needs to contact them regarding their registration.

### 3. Company address

Please enter the address for your practice in this section. To add your practice address, simply click the '+ create' icon.

In the 'Address Name' field please enter a 'unique identifier' such as your practice suburb i.e., Subiaco or another reference like head office.

Complete all other fields including:

- Address Line 1 - enter practice name
- Address Line 2/3 - enter practice address
- Suburb - enter practice suburb
- State
- Postal Code
- Address Purpose - check all three 'address purpose' boxes (this field sets you up for the permissions you require,) including:
  - Ordering
  - Remit to
  - RFQ or Bidding
- Phone – enter practice phone number
- Email – enter practice email



Once you have entered your practice address, you now need to link your authorised representative to your address. You do this by clicking the 'Actions' drop-down menu and choosing 'select and add.'

Click on the relevant contact/s from the list and then select 'apply' followed by the 'OK' button.

**Select and Add: Contacts** ✕

Search

Name  Job Title

View ▼ Format ▼

Name	Job Title	Email	Phone
Harvey, Steve	Assistance PM	steve.harvey@a...	
Jones, Lisle	Practice Manager	lisle.jones@ab...	

Rows Selected 1 Columns Hidden 1

**Create Address**

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* Suburb

\* State

\* Postal Code

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼

Name	Job Title	Email	Administrative Contact	User Account
Jones, Lisle	Practice Manager	lisle.jones@ab...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

If you have multiple practices to register, you can create (register) more addresses at this point.

To do so, simply click the '+' icon to create a new address for each practice.

1 2 3 4 5  
Company Details Contacts Addresses Bank Accounts Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions ▼ View ▼ Format ▼

Address Name	Address
CONNOLLY	CONNOLLY Medical Centre, 1. Fairway Circle, Connolly WA 6027

Columns Hidden 3

Repeat the steps you completed above to create the first address.

Once you have added all practices click 'OK.'

**Create Address**

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* Suburb

\* State

\* Postal Code

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Phone

Fax

Email

**Address Contacts**  
Select the contacts that are associated with this address.

Actions  View  Format    Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
Harvey, Steve	Assistant PM	steve.harvey@a...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another **OK** Cancel

Click the 'Next' button to continue to the bank accounts section.

**aspire**

Company Details Contacts **Addresses** Bank Accounts Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Back **Next** Save for Later Register Cancel

Actions  View  Format   Create  Edit  Delete  Freeze  Detach  Wrap

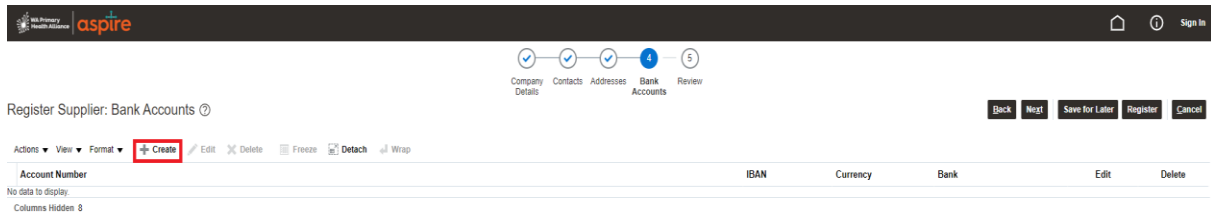
Address Name	Address	Phone	Address Purpose	Edit	Delete
CONNOLLY	CONNOLLY Medical Practice, 1 Fairway Circle Connolly WA 6027		Ordering; Remit to; RFQ or Bidding	<input type="text"/>	<input type="text"/>

Columns Hidden 3

## 4. Bank account

You can now create a bank account for your practice. Please note that you can only enter one bank account per practice.

Click the '+' icon to add your practice bank account.



Input all the following details and then click the 'OK' button:

- Country – Australia
- Bank – first three digits of your practice BSB
- Branch – second three digits of your practice BSB
- Account number
- Account name – practice name

**Create Bank Account**

Enter account number or IBAN unless account number is marked as required.

\* Country  IBAN

Bank  Currency

Branch

\* Account Number

**Additional Information**

Account Name  Agency Location Code

Alternate Account Name  Account Type

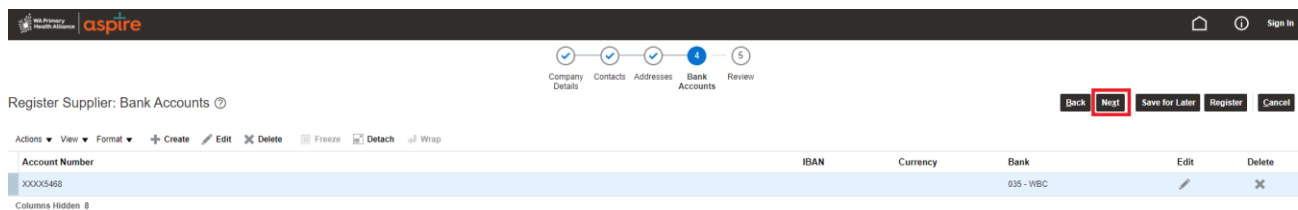
Account Suffix  Description

Check Digits

**Comments**

Note to Approver

Click the 'Next' button to continue to the review page.



### Important points

- Only fields populated in the screenshot below need to be entered.
- Please exclude/ignore IBAN and currency fields.

## Review and register

You can review and / or update your details at this (or any) point by clicking the 'back' button or by clicking on the relevant icon at the top of the page.

Once you are happy with the details you have provided, click the 'Register' button to submit your application.

Review Supplier Registration: ABC Medicals Groups

Company Details

Company Name: ABC Medicals Groups  
Tax Organization Type: Trust  
Supplier Type: General Practice  
Corporate Web Site

Additional Information

Professional Indemnity Expiry  
Public Liability Expiry  
Workers Compensation Expiry  
ACN

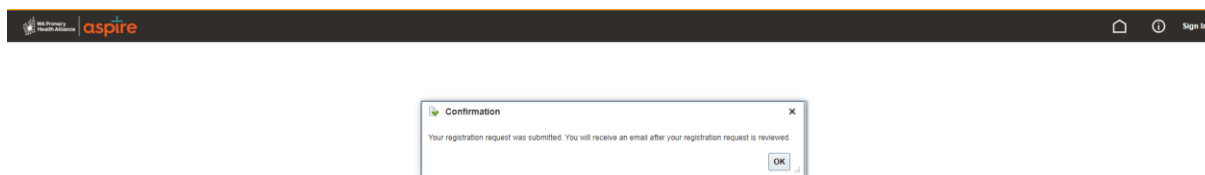
Tax Country: Australia  
ABN: 123123413

GST Registered: Yes  
Recipient Created Tax Invoice (RCTI): Yes  
Indigenous Owned

Attachments

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
No data to display						

After clicking the 'Register' button a confirmation message will be displayed stating that your registration request was submitted.



## Post registration notifications

Once you submit your application in ASPIRE it will be reviewed and verified by an administrator. If any critical fields or information is missing, you may be contacted.

Following your approval as a supplier in our system, you will receive important notifications from ASPIRE to your registered mailbox from the following email address:

[evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com).


**Note – please check your spam folder in case you do not receive these emails.**

Below are examples of the email notifications you should expect to receive.

### **Notification of supplier registration approval**

This email will be sent to you/an authorised representative confirming a registration request has been approved. No action is required - this is just a notification.

Supplier Registration Request ~~15001~~ Was Approved Inbox x

 evjf.f.a.sender@workflow.mail.ap1.cloud.oracle.com  
to me ▾

 An Image

**WA Primary Health Alliance (WAPHA)**

Your Supplier Registration Request was Approved

Request Number 15001  
Request Date 18 April 2023  
Requested By ~~Rewatkon, Pawan~~  
Company ~~Test Supplier CP Grant Dry Run~~


 An Image User account information will be sent in a separate email.

**Thank you.**

To find out more about how we use, and store, information please view our Privacy Policy.

If you have any queries, email us via [gpgnants@wapha.org.au](mailto:gpgnants@wapha.org.au) or call us on **1800 2 ASSIST** (1800 2 277 478) for more details.

If you did not request this information, please contact WAPHA's IT support team, Netlink at [support@netlink.com.au](mailto:support@netlink.com.au).

 WAPHA Aspire <evjf.f.a.sender@workflow.mail.ap1.cloud.oracle.com>  
to me ▾

Tue, Apr 18, 1:37 PM (1 day ago) ☆ ↶

**Supplier Contact User Account for Western Australia Primary Health Alliance was Created**

Details

Assignee	<del>Rewatkon, Pawan</del>	Supplier	<del>Test Supplier CP Grant Dry Run</del>
Assigned Date	18-Apr-2023 1:37 PM	Supplier Number	11071
Expiration Date	18-May-2023 1:37 PM		
Task Number	282777		

Recommended Actions

You were granted access to the supplier application for Western Australia Primary Health Alliance. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
WAPHA_Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposals, requests

**Notification of Save for Later**

This email will be sent to an authorized person (Contact Email) who was registering on the portal and updated email details on first page of registration. While registering, when you click save for later, you will receive this notification. You can always go back to where you have paused by clicking on the recommended Action link.

evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com  
to me ▾

An Image

### WA Primary Health Alliance (WAPHA)

Your supplier registration request was saved.

Request Number 14001  
Request Date 18 April 2023  
Requested By ~~Pavan Reddy~~  
Company ~~Test Supplier CP Grant - Dry Run~~

#### Recommended Action

[Complete your supplier registration request.](#)

#### Thank you.

To find out more about how we use, and store, information please view our Privacy Policy.

If you have any queries, email us via [gprants@wapha.org.au](mailto:gprants@wapha.org.au) or call us on **1800 2 ASSIST** (1800 2 277 478) for more details.

If you did not request this information, please contact WAPHA's IT support team, Netlink at [support@netlink.com.au](mailto:support@netlink.com.au).

## **Notification to reset your ASPIRE password**

The below notification requires you to reset your ASPIRE password. Click on the link in the email to reset your password.

WAPHA Aspire - Welcome E-Mail > Inbox x

evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com  
to me ▾

Dear ~~Pavan Reddy~~,

Congratulations! Your WAPHA Aspire account has been successfully created.

Please follow the link below to reset your password.

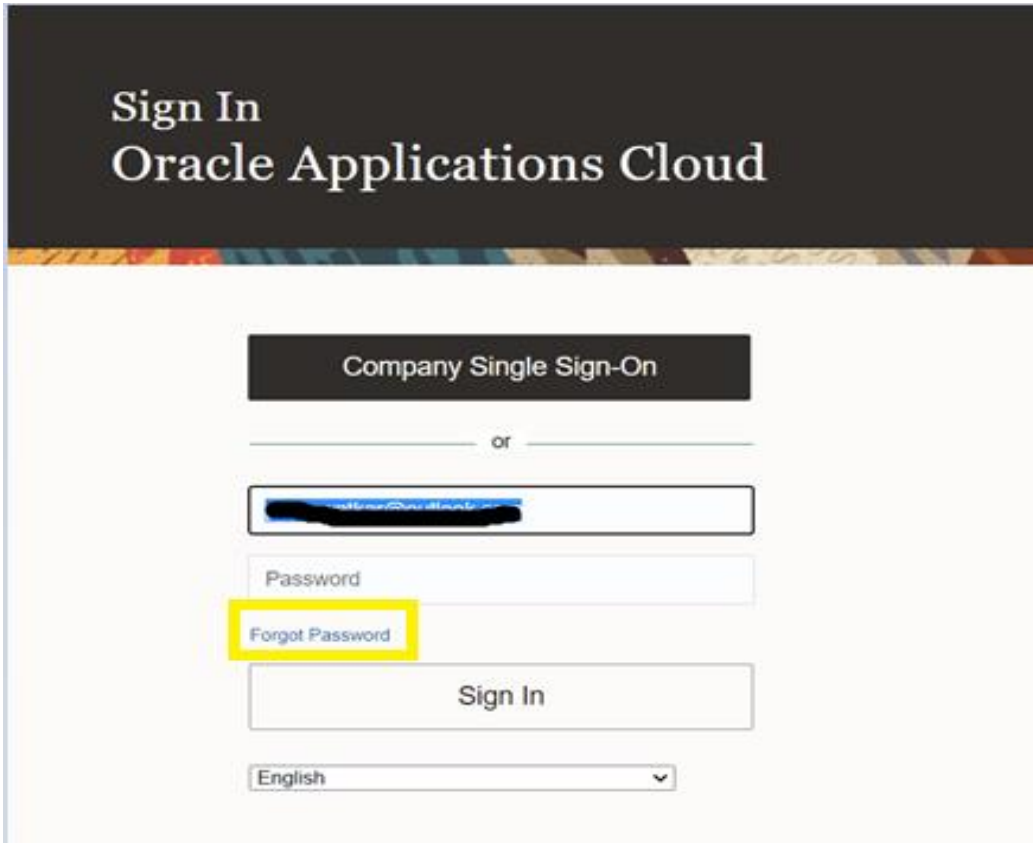
<https://fa-evjf-saasfaprod1.fa.ocs.oraclecloud.com/443/hcmUI/faces/ResetPassword?ase.gid=42db07e7c2d147c387b06f8a3f64819c>

For any issues, please contact WAPHA's IT support team, Netlink at [support@netlink.com.au](mailto:support@netlink.com.au).

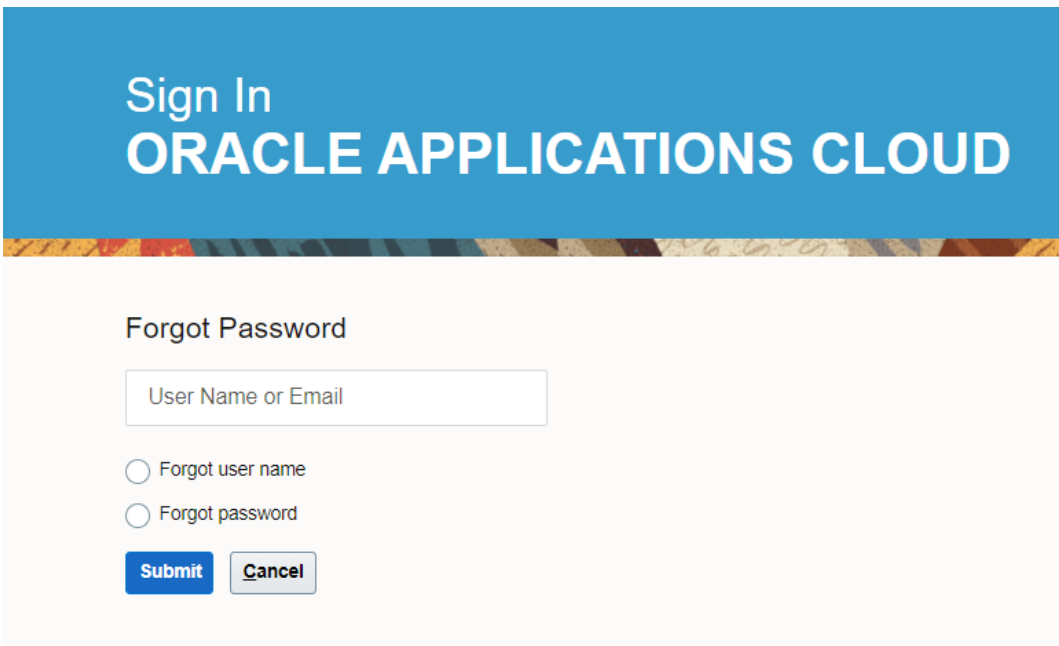
Thank You,  
WAPHA Aspire Administrator

**Note** - if the link has expired, you will land at the below page. You can recover your access to ASPIRE by using the 'Forgot Password' functionality.

Click on sign in. Click on 'Forgot Password.'



Provide your username (registered email address) and click 'Forgot Password.'



You will receive another notification in your inbox to reset your password.

# Sign In ORACLE APPLICATIONS CLOUD



Check your email for password reset information. Ensure that you check your spam folders too.


Sign In

## Password reset confirmation

The below notification will be sent to you after you have reset your password in ASPIRE.

### WAPHA Aspire - Password Reset Request

 evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com  
To  ~~Revan Dewatri~~

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear ~~Revan Dewatri~~,

You have requested to reset your password for WAPHA Aspire through Self Service Portal

Please follow the link below to reset your password.

<https://fa-evjf-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=2d5ce1ce0bd147349238c40b48c9d36f>

If you did not request this information or have any queries, please contact WAPHA's IT support team, Netlink at [support@netlink.com.au](mailto:support@netlink.com.au).

Thank You,  
WAPHA Aspire Administrator



## Frequently Asked Questions (FAQ)

### **Q. Can I register my business multiple times?**

A. You cannot register multiple businesses with the same ABN.

Multiple businesses can be registered, however they must each have a unique ABN. To register multiple businesses under the same ABN, please create multiple addresses (for each business) in the registration process and multiple contacts (if needed).

Please refer to Step 3 above if you need to register multiple practices.

### **Q. Can I create multiple addresses?**

A. Yes, multiple addresses are allowed (refer to Step 3).

### **Q. Can I create multiple bank accounts?**

A. We recommend only one bank account be created. If you have a business requirement to establish multiple bank accounts across different addresses, please contact us at [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au).

### **Q. I have realised I have made a mistake; can I update my details before I submit my registration?**

A. Yes, you can navigate back at any stage in the registration process by clicking the 'back' button or alternatively clicking the relevant icon at the top of the page (refer to instruction manual).

### **Q. Can I update my details after I have submitted my registration?**

A. Once your registration has been submitted you cannot update your submission in ASPIRE. If you do need to make a change, please contact us at [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au).

### **Q. Can I save my partially completed registration and finalise it at a later date?**

A. Your registration can be saved at any time. Click the 'save for later' button and you will be emailed a link to your partially completed registration.

### **Q. How will I know the status of my registration?**

A. Once you submit your registration, you will receive an email from [evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com) advising it has been approved along with portal access details. If you receive this email, please check your spam folder.

### **Q. How do I access the system once I have registered?**

A. Once your registration has been evaluated and enabled you will receive an email from [evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com) with a link to reset your password.

### **Q. Can I update my business details after my registration has been enabled?**

A. When you are registered you will be able to update all your organisation's details except your bank account. To update your bank account please contact us at [GPGrants@wapha.org.au](mailto:GPGrants@wapha.org.au).

**-Ends-**