Strengthening Medicare – General Practice Grants Program:

How to <u>register as a supplier</u> – a 'how to' guide for general practices

Single practice version

Important information about your supplier registration

PLEASE NOTE THIS IS <u>NOT AN APPLICATION</u> 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 <u>ONE practice only</u>.

It should take approximately five minutes to complete the registration for one practice.

If you are registering for **<u>MULTIPLE practices</u>**, please refer to the Registering as a Supplier for Multiple Practices 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

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.

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 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.

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).

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 authorized 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

Click 'Ok' when the contact details have been updated.

If you wish to add a second authorised contact for your practice, simply click on the '+ create' icon and enter their details.
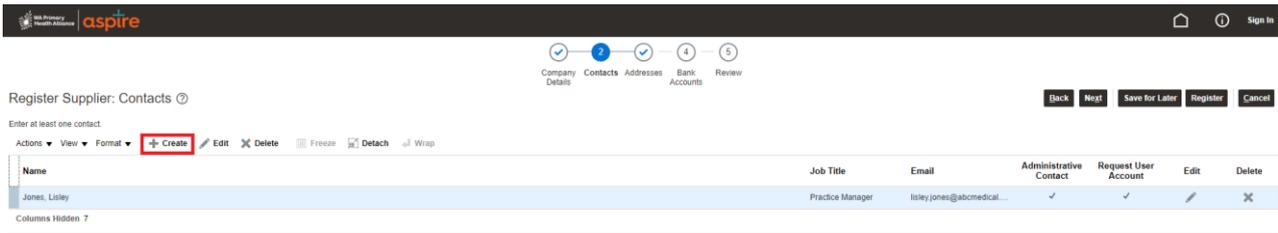
If you would like any new contact/s to be notified about their registration status, tick the 'administrative contact' check box.

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.

Once complete, click the 'Next' button.

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.

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

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.
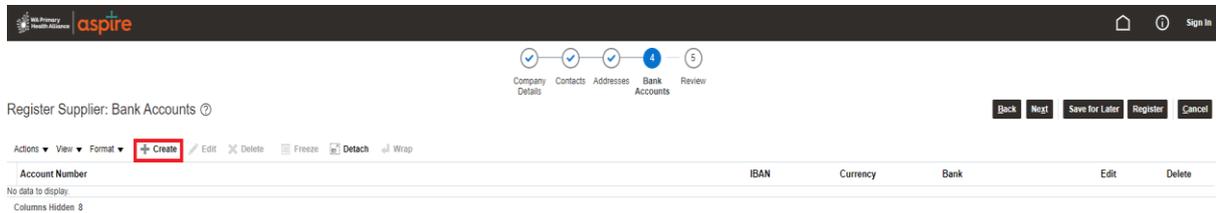
Input all the following details and then click the 'OK' button:
- Country – Australia
- Bank – first three digits of your practice BSB
- Branch – second three digits of your practice BSB
- Account number
- Account name – practice name

Click the 'Next' button to continue to the review page.
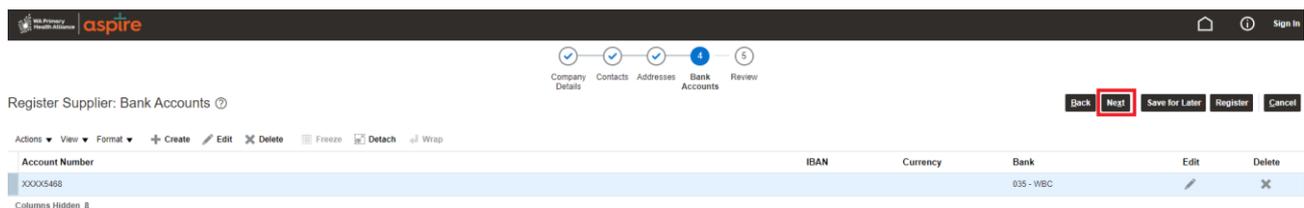
Important points
- Only fields populated in the screenshot below need to be entered.
- Please exclude/ignore IBAN and currency fields.

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.

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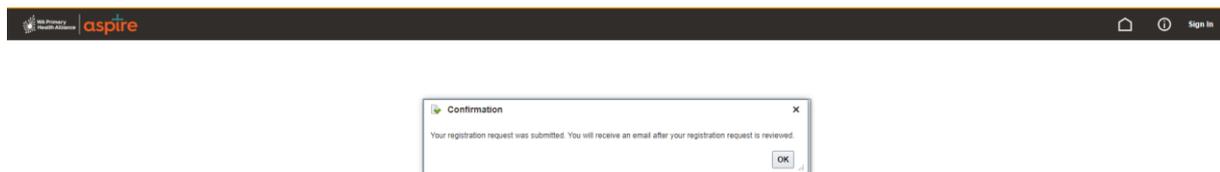
Post registration notifications

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.

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.

From: evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com
Sent: Tuesday, 21 March 2023 10:22 AM
To:
Subject: Supplier Registration Request 13001 Was Approved

Your registration request to be a supplier for Western Australia Primary Health Alliance (WAPHA AU BU) was approved.

Registration Request Details

Registration Request   13001

Request Date   mm/dd/yyyy

Requested By   Your Contact Name

Company   GP Practice Name

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.

Oracle Fusion Applications-Welcome E-Mail

evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com <evjf-test.fa.sender@workflo
21/03/2023 10:22 AM

To:

Dear

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-evjf-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?
ase.gid=a333c43578124f0f902639e111df8ed7

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

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

E   evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com
     To ⊘ ~~Pavan Rewatkar~~

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

Dear ~~Rewatkar Pavan,~~

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.

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 the Register as a Supplier – Multiple Practices manual (found on the Practice Assist website) if you need to register multiple practices.

Q. Can I create multiple addresses?
A. Yes, multiple addresses are allowed (refer to the *Register as a Supplier – Multiple Practices manual*).

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.

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.

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 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 with a link to reset your password.

Q. Can I update by 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.

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