

Aspire Supplier Portal

Grants: Application & Payment **User Instruction Manual & FAQs**

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General notes

This document covers the steps and instructions to complete a Grant application within WA Primary Health Alliance (WAPHA) Aspire Supplier Portal (Aspire). Please read the notes below before you begin the application process.

To complete a Grant application, you must have completed the following steps:

- Registered as a Supplier within Aspire (refer: [Register as a Supplier manual](#)).
- Received confirmation of your registration in Aspire including access details.
- Reset your password in Aspire either:
 - via the link you were sent following the supplier registration process
 - via the forgot password link on the [Aspire login page](#)

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

The information you provide will be used to maintain contact with you for Grant Programs. 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](#).

Saving your application

You can save and return to your application at any time prior to submission, until the close date. You will not lose any questions that you have answered. Navigate to Aspire, log in again, click the home icon and then the Supplier Portal tile and click on View Active Negotiations, then open the Grant Application (Negotiation) and click on 'Create Response' as per the steps outlined from the Supplier Portal section.

Submitting your application

Once your application is submitted (via the Submit button) it cannot be modified. Only one application per eligible practice can be submitted.

Need further help?

If you have any queries about the 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.

Step 1 – Online Application and Grant Agreement invitation emails.

Once your online application is ready for submission, you will receive two notification emails from the Aspire system.

The first notification email will be a request to accept the WAPHA terms and conditions. Clicking “Accept Terms” will pop up an email, you can send the email notification back to Aspire or you can skip this step and proceed to Aspire and login.

Email 1 – WAPHA Terms & Condition Acceptance

Terms Acceptance

Ken Health Care Grant Application
Western Australia Primary Health Alliance

From Sally Bone

RFQ [87](#)

Opens 20-Apr-2023 12:12 PM

Closes 20-May-2023 12:12 PM

Accept Terms

Decline Terms

Supplier

KEN HEALTH CARE

Supplier Site

SUBIACO

Supplier Contact

George Ken

Terms and Conditions

1. REQUEST CONDITIONS

Email 2 - Invitation to respond to the Negotiation

The second notification email will be a request to accept the Invitation to the grant. A copy of the grant application will be included in the email, this is for information purposes only

Clicking “Accept Invitation” will pop up an email, you can send the email notification back to Aspire or you can skip this step and proceed to Aspire and login.

NOTE: Accepting the invitation will not take you to Aspire. You will need to click on the link at the bottom of the email “**Create New Response**” or **login via the link in this manual**.

You can also respond by logging in with your email address and password via the [Aspire Portal](#).

We are unable to accept emailed applications via the PDF attachment for Grant applications.

Negotiation Invitation

Negotiation from copied template
Western Australia Primary Health Alliance

From Sally Bone

RFQ **86**

Opens 20-Apr-2023 10:28 AM

Closes 19-Jun-2023 10:28 AM

Accept Invitation

Decline Invitation

Supplier

ACME PTY LTD

Supplier Site

ALKIMOS

Supplier Contact

TERENCE ARISS

Acknowledge By

23-Apr-2023 10:28 AM

[View Negotiation](#) [In-app notification](#)

[Create New Response](#)

[Acknowledge Participation](#)

Step 2 – Online Application Process

Log In

Log into the Aspire supplier portal to submit your application electronically

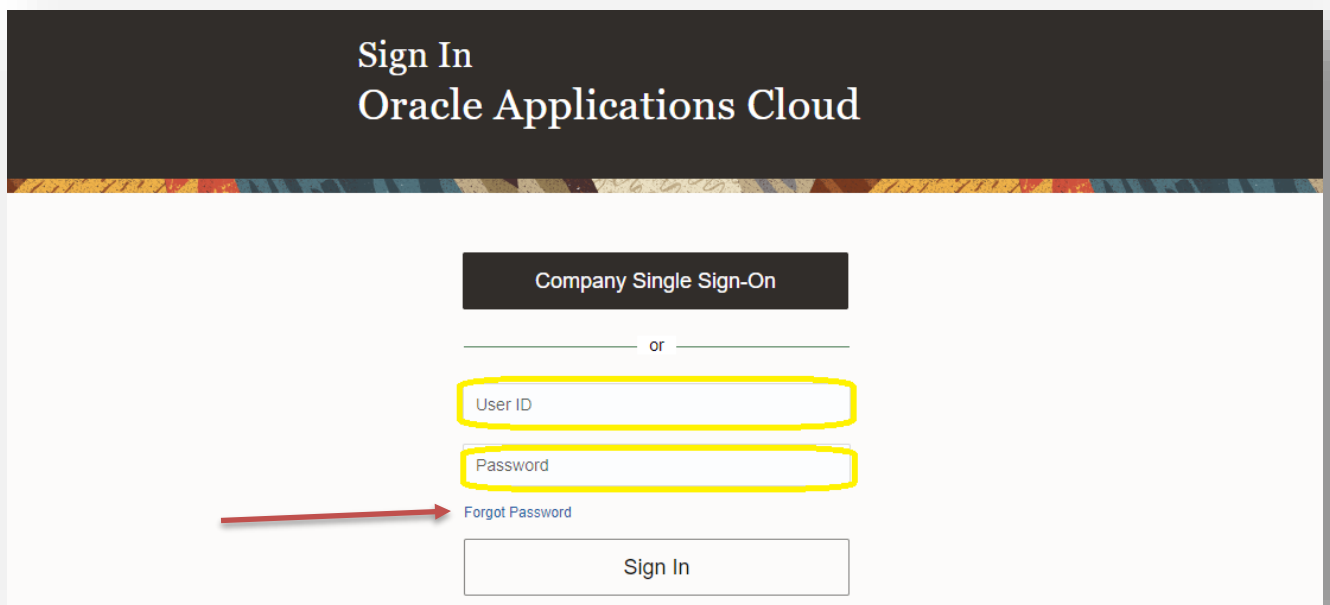
Using the Aspire link (below)

Log into Aspire:

- **Username:** the email address you provided during registration or the username we have provided to you
- **Password:** the password via the reset or forgot password link
- Click “**Sign In**”

Note: If you are managing multiple practices across different ABNs, please use the usernames allocated or confirmed email addresses for each account.

<https://fa-evjf-saasfaprod1.fa.ocs.oraclecloud.com/>



If your access does not work, please reset your password.

Click on ‘Forgot Password’ to recover your account access.

Note: Do not click on the “Company Single Sign-On button

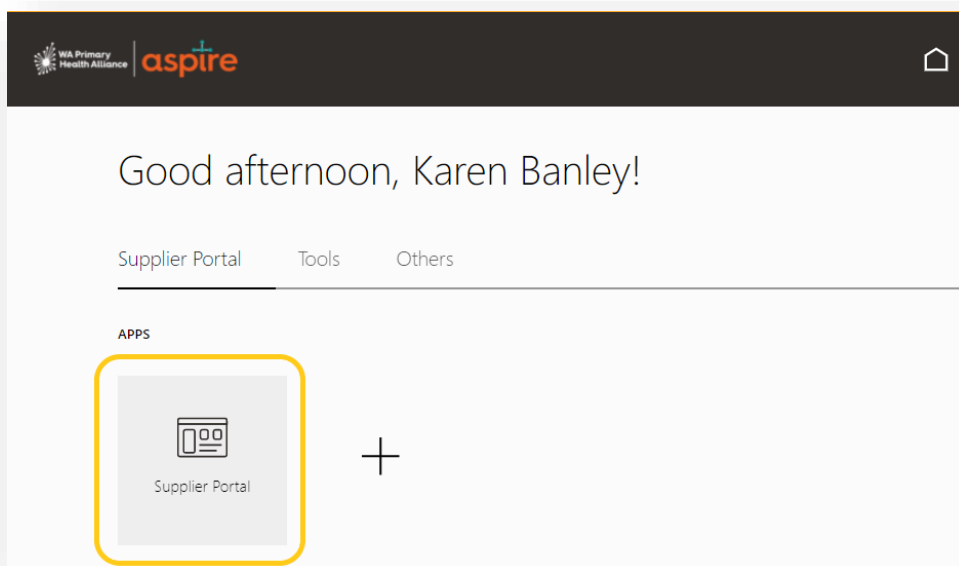
Supplier Portal

Once you are logged into ASPIRE you will see a 'Supplier Portal' tile.

If you do not see the Supplier Portal tile, click on the home icon on the top right (black area).

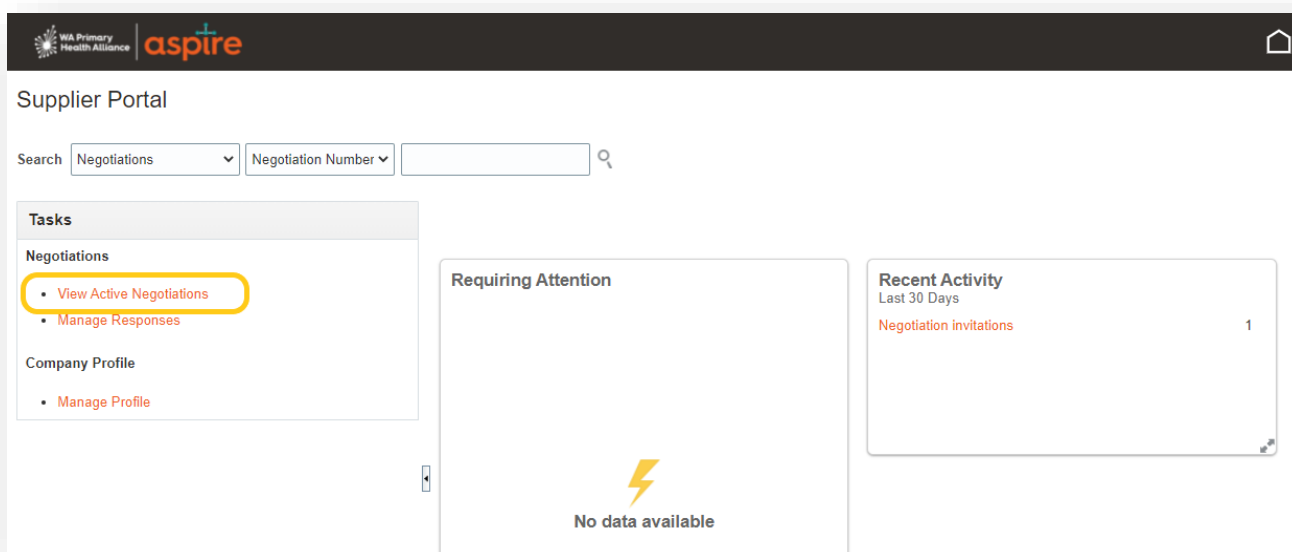


Then click on the Supplier Portal tile to enter the Supplier Portal module (circled in yellow below).



Once in the Supplier Portal you will see a 'Tasks' box which will list all active negotiations that you can apply for a grant.

Select 'View Active Negotiations' to view your grant application(s).



Active Negotiations (Application)

Open the Grant Application (Negotiation) by clicking on the number under the Negotiation column (see red circle in image).

Note: There may be more than one Grant Application (Negotiation) listed if you have multiple practices, process each individual Grant Application one at a time through to submission, returning to this point as you move through each application.

Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Time Zone Hong Kong Time

** At least one is required

** Negotiation

** Title

** Negotiation Close By dd-mm-yyyy

** Invitation Received Yes

Response Submitted No

Negotiation Open Since dd-mm-yyyy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
110	Grant Application - Karen Health	RFQ	53 Days 22 Hours	30-Jun-2023 3:4...	0		0		

Columns Hidden 4

Accept Terms

Note, you may be presented with WAPHA Standard Terms and Conditions for each application, if you did not respond to the accept terms email from Step 1.

Please review and then click the 'Accept Terms' button on the top right (red circle)

If you do not see the 'Accept Terms' button, proceed to the next step 'Create Response' on the next page.

Note: If you select 'Decline Terms', you will not be able to progress your Grant application.

Accept Terms and Conditions (RFQ 110)

Accept the following terms and conditions before responding to this negotiation.

Title Grant Application - Karen Health Close Date 30-Jun-2023 7:42 AM

1. REQUEST CONDITIONS

These Conditions of Request contain important provisions regarding the nature of this Request and the consequences of the Respondent accessing the Request documents and making a Submission.

2. NATURE OF REQUEST

Terms This Request is not an offer. It is a formal request for Respondents to make a Submission for the supply of goods or services in response to the WA Primary Health Alliance Limited (WAPHA)'s Request. Nothing in this Request is to be construed as creating any binding obligations (whether legal or equitable) on WAPHA either as a process contract for this Request or as an Agreement for the supply of goods or services between WAPHA and any Respondent.

Until such time as an Agreement has been executed, WAPHA shall not be bound by any obligations in relation to a Request.

3. INTERPRETATION

Attachments None

Adding a comment is optional.
Click Submit to Accept WAPHA Standard Terms and Conditions.

Accept Terms and Conditions (RFQ 110)

Accept the following terms and conditions before responding to this negotiation.

Title Grant Application - Karen Health Close Date 30-Jun-2023 7:42 AM

1. REQUEST CONDITIONS

These Conditions of Request contain important provisions regarding the nature of this Request and the consequences of the Respondent accessing the Request documents and making a Submission.

2. NATURE OF REQUEST

Terms This Request is not an offer. It is a formal request for the WA Primary Health Alliance Limited (WAPHA)'s Review (whether legal or equitable) on WAPHA either as a provider or services.

Until such time as an Agreement has been executed, WA

3. INTERPRETATION

Attachments None

Accept Terms

Comment

Submit Cancel

Create Response (completing your Grant Application)

1. Optionally, preview the Grant Application pages by clicking on the links to each individual page within the application (yellow circle).
2. To commence your Grant Application click the 'Create Response' button (red circle).
3. The Application is then a four step process.

RFQ: 110

Currency = Australian Dollar

Title Grant Application - Karen Health

Status Active

Time Remaining 53 Days 21 Hours

Open Date 6-May-2023 3:44 PM

Close Date 30-Jun-2023 3:42 PM

Time Zone Hong Kong Time

1

Table of Contents

Cover Page

Overview

Requirements

Lines

2

Messages Create Response Actions Done

Strengthening Medicare

General Practice Grants Program

1. Overview

The first step to complete in the process is the Overview page. There are no mandatory steps at this stage. You can enter a 'Reference Number' for your own records and/or a 'Note to Buyer'. These are both optional.

WA Primary Health Alliance | aspire

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 16001): Overview ⓘ

Messages Actions Back Next Save Submit Cancel

Last Saved 7-May-2023 5:56 PM
Time Zone Hong Kong Time

Title Grant Application - Karen Health
Close Date 30-Jun-2023 3:42 PM
Time Remaining 53 Days 21 Hours

General

Supplier Karen Health
Supplier Site PERTH
Negotiation Currency AUD
Response Currency AUD
Price Precision 2 Decimals Maximum
Response Valid Until dd-mmm-yyyy h:mm a

Reference Number
Note to Buyer
Attachments None +

To navigate to the next step click the 'Next' button (top right).

WA Primary Health Alliance | aspire

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 16001): Overview ⓘ

Messages Actions Back Next Save Submit Cancel

Last Saved 7-May-2023 5:56 PM
Time Zone Hong Kong Time

Title Grant Application - Karen Health
Close Date 30-Jun-2023 3:42 PM
Time Remaining 53 Days 21 Hours

General

Supplier Karen Health
Supplier Site PERTH
Negotiation Currency AUD
Response Currency AUD
Price Precision 2 Decimals Maximum
Response Valid Until dd-mmm-yyyy h:mm a

Reference Number
Note to Buyer
Attachments None +

2. Requirements

The second step in the application process is Requirements. This section may have one or more individual sub sections (refer to drop down menu on right hand side).

Each sub section includes a set of instructions and questions which MUST be completed (circled in yellow).

Navigate to each sub section by clicking the drop-down icon or the arrow icons on the right-hand side (circled in red).

After completing all sub sections (for example the image below, shows four sub sections), Click on the Next button at the top.

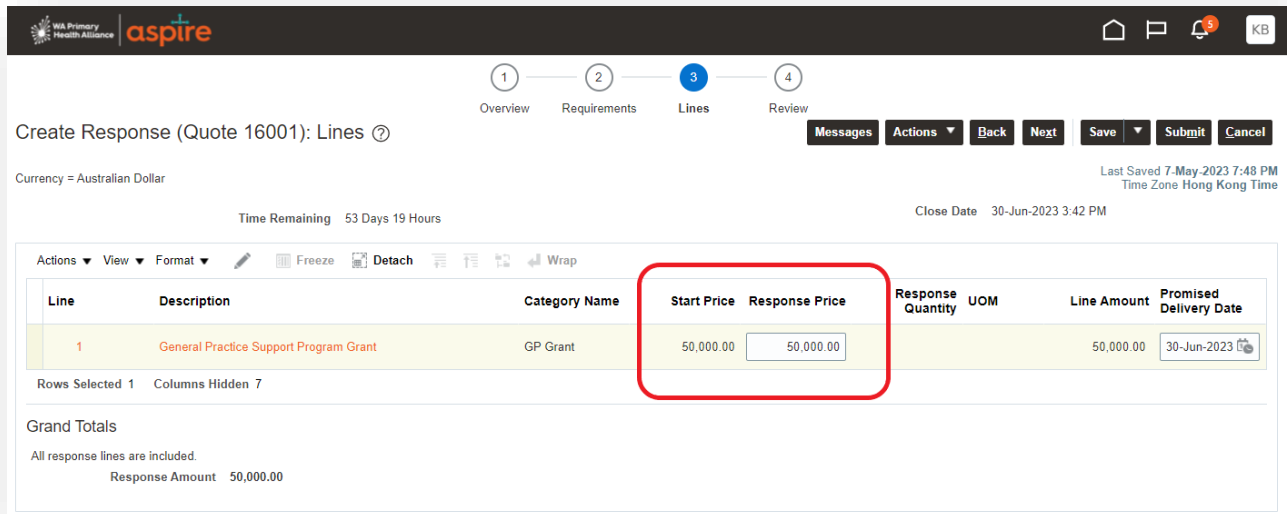
The screenshot displays the 'Create Response (Quote 16001): Requirements' page in the Aspire system. The top navigation bar includes the WA Primary Health Alliance logo, the 'aspire' brand name, and a progress indicator with four steps: 1. Overview, 2. Requirements (active), 3. Lines, and 4. Review. Below the progress bar, the page title is 'Create Response (Quote 16001): Requirements'. On the right, there are buttons for 'Messages', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. A timestamp indicates 'Last Saved 7-May-2023 6:03 PM' and 'Time Zone Hong Kong Time'. A 'Close Date' of '30-Jun-2023 3:42 PM' is also shown. The main content area is titled 'Section 1. GP Eligibility' and contains a large yellow-bordered box with instructions and questions. A red circle labeled '1' highlights this box. To the right of the main content, a dropdown menu is open, showing a list of sections: 'Section 1. GP Eligibility', 'Section 1. GP Eligibility', 'Section 2. Grant Options', 'Section 3. Grant Conclusio...', and 'Section 4. Declaration'. A red circle labeled '2' highlights this dropdown menu. At the bottom right, there is a small dropdown menu showing 'Section 1. GP Eligibility'.

3. Lines

In the third part of the application, the Lines page, you must enter one or more Response Prices. You must enter a Response Price for every line that appears, for example:

- The first image below has only one Line and one Response Price.
- The second image has four Lines and four Response Prices to enter.

Ensure the price entered in the 'Response Price' field is the same as the amount displayed in the 'Start Price' field.



WA Primary Health Alliance | aspire

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 16001): Lines ?

Messages Actions Back Next Save Submit Cancel

Currency = Australian Dollar Last Saved 7-May-2023 7:48 PM Time Zone Hong Kong Time

Time Remaining 53 Days 19 Hours Close Date 30-Jun-2023 3:42 PM

Actions View Format Freeze Detach Wrap

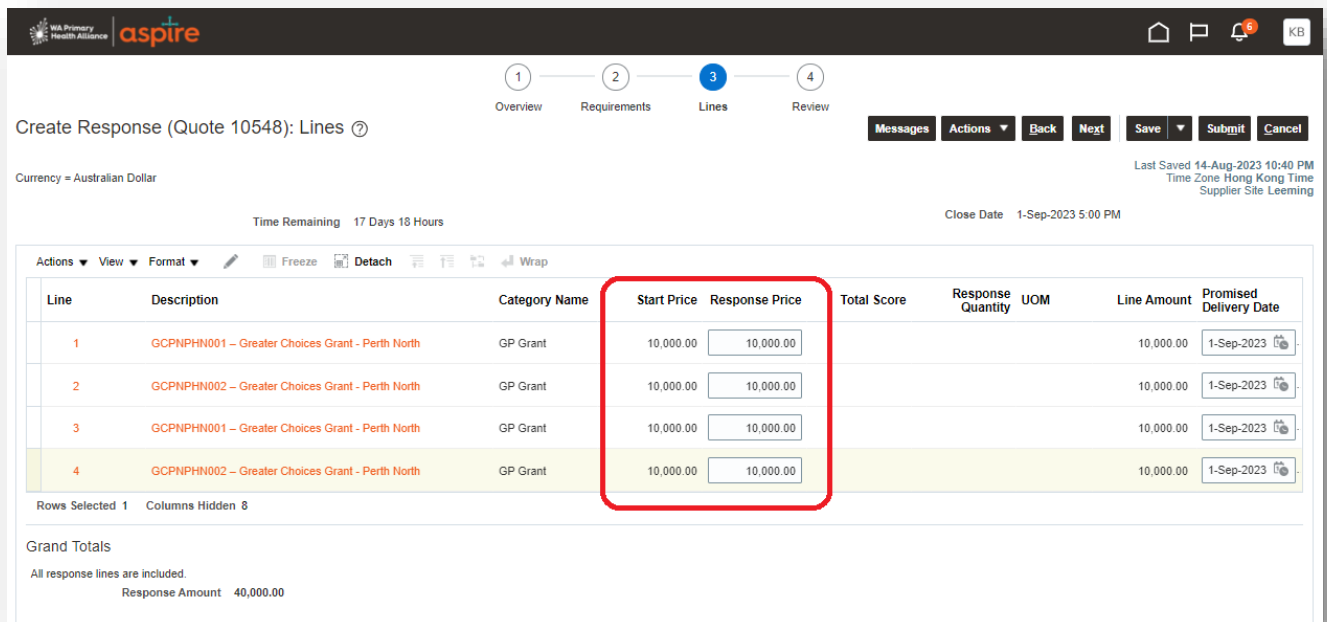
Line	Description	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	General Practice Support Program Grant	GP Grant	50,000.00	50,000.00			50,000.00	30-Jun-2023

Rows Selected 1 Columns Hidden 7

Grand Totals

All response lines are included.

Response Amount 50,000.00



WA Primary Health Alliance | aspire

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 10548): Lines ?

Messages Actions Back Next Save Submit Cancel

Currency = Australian Dollar Last Saved 14-Aug-2023 10:40 PM Time Zone Hong Kong Time Supplier Site Leeming

Time Remaining 17 Days 18 Hours Close Date 1-Sep-2023 5:00 PM

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	GCPNPHN001 – Greater Choices Grant - Perth North	GP Grant	10,000.00	10,000.00				10,000.00	1-Sep-2023
2	GCPNPHN002 – Greater Choices Grant - Perth North	GP Grant	10,000.00	10,000.00				10,000.00	1-Sep-2023
3	GCPNPHN001 – Greater Choices Grant - Perth North	GP Grant	10,000.00	10,000.00				10,000.00	1-Sep-2023
4	GCPNPHN002 – Greater Choices Grant - Perth North	GP Grant	10,000.00	10,000.00				10,000.00	1-Sep-2023

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 40,000.00

Once you have confirmed the Response Price has been entered correctly, navigate to the next step clicking the 'Next' button

WA Primary Health Alliance **aspire**

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 16001): Lines ?

Currency = Australian Dollar

Time Remaining 53 Days 19 Hours

Close Date 30-Jun-2023 3:42 PM

Messages Actions Back **Next** Save Submit Cancel

Last Saved 7-May-2023 7:48 PM
Time Zone Hong Kong Time

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	General Practice Support Program Grant	GP Grant	50,000.00	50,000.00			50,000.00	30-Jun-2023

Rows Selected 1 Columns Hidden 7

Grand Totals

All response lines are included.

Response Amount 50,000.00

4. Review

In the fourth step, the Review page, you can check your Grant Application (Response) details by clicking each/any of the previous sections on the progress bar.

Review Response: Quote 16001 ?

Currency = Australian Dollar

Title Grant Application - Karen Health

Close Date 30-Jun-2023 3:42 PM

Time Remaining 53 Days 19 Hours

Last Saved 7-May-2023 7:53 PM
Time Zone Hong Kong Time

Overview Requirements Lines

View Format Freeze Detach Wrap

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	General Practice Support Program Grant	GP Grant	50,000.00			50,000.00	30-Jun-2023	

Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 50,000.00

For example, clicking on Requirements in the progress bar will return to the Requirements pages, and then you can use the right-side navigation to move to the sections within this area.

Create Response (Quote 16001): Requirements ?

Time Remaining 53 Days 21 Hours

Close Date 30-Jun-2023 3:42 PM

Last Saved 7-May-2023 6:03 PM
Time Zone Hong Kong Time

Overview Requirements Lines Review

Section 1. GP Eligibility

* 1. "To be eligible to receive a Strengthening Medicare - General Practice Grant, you must be a general practice or health service as per the RACGP standards definition of a general practice for the purposes of accreditation. The definition outlines which general practices and health services are eligible to be accredited against the Standards.

Please refer to the RACGP fact sheet to assist in determining where a health service meets the definition of a general practice."

Please confirm you have read and understood this instruction.

☐ a. I confirm I understand the eligibility criteria

Section 1. GP Eligibility
Section 2. Grant Options
Section 3. Grant Conclusio...
Section 4. Declaration

5. Grant Submission

To confirm and complete your Grant Application (Response), click the 'Submit' button.

The screenshot shows the 'Review Response: Quote 16001' screen in the Aspire system. The top navigation bar includes the WA Primary Health Alliance logo and the 'aspire' brand name. Below the navigation bar, there are four steps: Overview, Requirements, Lines, and Review (the current step, highlighted with a blue circle). The 'Submit' button is highlighted with a red circle. The screen also displays the currency as Australian Dollar, the title 'Grant Application - Karen Health', the close date '30-Jun-2023 3:42 PM', and the time remaining '53 Days 19 Hours'. The 'Lines' tab is selected, showing a table with one line item: 'General Practice Support Program Grant' with a response price of 50,000.00. The 'Grand Totals' section shows a response amount of 50,000.00.

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	General Practice Support Program Grant	GP Grant	50,000.00			50,000.00	30-Jun-2023	

Grand Totals
All response lines are included.
Response Amount 50,000.00

A notice will appear, advising that you can only submit one application per practice. Click the 'Yes' button to acknowledge this message and continue.

The screenshot shows a 'Warning' dialog box with the text: 'You can submit only 1 response for this negotiation. Do you want to continue? (PON-2085228)'. The 'Yes' button is highlighted with a yellow circle.

Your response is now complete. You will receive the confirmation message below confirming your Grant Application (response) has been submitted. (See next page if you receive an error message)

The screenshot shows a 'Confirmation' dialog box with the text: 'The response 12001 to negotiation 79 was submitted.' The 'OK' button is highlighted with a blue circle.

Submission Error Message

The questions in the requirements section are mandatory, if you have missed one or more questions you will receive the following error when submitting your Grant Application.

The error message will advise which section to amend, return to the section indicated and ensure all mandatory questions have been selected.

When you have amended the questions, click on Submit (top right), the confirmation message on the previous page will appear.

The screenshot shows the 'Review' stage of a grant application. A yellow box highlights an error message that appears when submitting. The error message states: 'You must enter a response value for all required requirements in section 3: Grant Conclusion and Future Reporting. (PON-2085206)'. Below the error message, the 'Lines' tab is active, displaying a table with one line item: 'General Practice Support Program Grant' with a response price of 50,000.00. The 'Grand Totals' section shows a response amount of 50,000.00.

Review Response: Quote 16001

Currency = Australian Dollar

Last Saved 7-May-2023 7:56 PM
Time Zone Hong Kong Time

is 19 Hours

Overview Requirements Lines

View Format Freeze Detach Wrap

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	General Practice Support Program Grant	GP Grant	50,000.00			50,000.00	30-Jun-2023	

Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 50,000.00

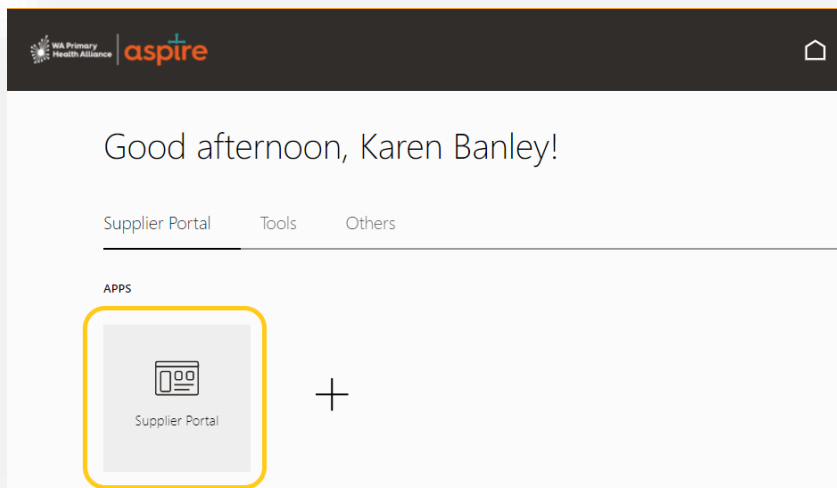
Note: mandatory questions have a star next to the question.

Download Grant Application to PDF

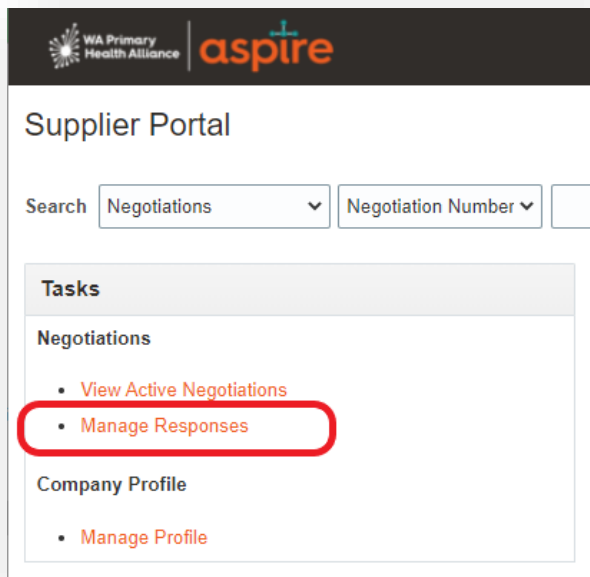
After successful submission of your Grant Application, you can download a copy of your submission for your records if required.

Log into Aspire

Click on Supplier Portal



Click on Manage Responses



Click on the Response number under the Response column

Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Hong Kong Time

** 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	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
16001	Active	110	Grant Application - Karen Health	RFQ	53 Days 17 Hours	0	

Columns Hidden 6

Click on Actions > View Response PDF
The Grant Application in PDF will be downloaded to your computer

Quote: 16001 (RFQ 110)

Currency = Australian Dollar

Title Grant Application - Karen Health

Response Status Active

Time Remaining 53 Days 17 Hours

Close Date 30-Jun-2023 3:42 PM

Messages Actions

View Response History

View Response PDF

Overview Requirements Lines

General

Supplier Karen Health

Supplier Site PERTH

Supplier Contact Banley, Karen

Response Currency AUD

Price Precision 2 decimals maximum

Response Valid Until

Reference Number

Note to Buyer

Attachments None

Next Steps

Once you have submitted your application, WAPHA will receive a notification that will enable us to review the grant application (response).

The next process will depend on the grant application type (competitive or non-competitive) as follows:

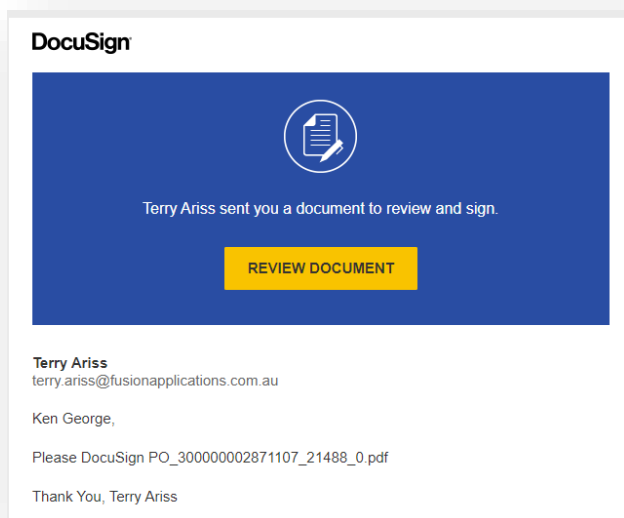
- Competitive Grants – will be reviewed by a panel and awarded to the successful grantee.
- Non-Competitive Grants – will be awarded to the grantee.

Once the grant has been awarded, a Purchase Order for grant amount will be sent via DocuSign.

Purchase Order Contract – DocuSign E-Signature

You will receive the notification below to sign the Grant contract Purchase Order from DocuSign via email. Click on the '**Review Document**' link within the email and follow the steps on screen to sign the grant application Purchase Order (and optionally a Short Form Agreement).

Once this contract is signed and returned, you will receive your Grant payment within 15 business days



RCTI Invoice

(RCTI). If you confirmed a Recipient Created Tax Invoice (RCTI) agreement with WAPHA, WAPHA will create a tax invoice on your behalf and share a copy with you. The invoice will advise you of the payment terms (15 or 30 days)

Remittance Advice

You will receive a remittance advice from WAPHA once your GP Grant payment has been completed. You should receive the GP Grant payment within one to two business days of receiving this advice.

Frequently Asked Questions (FAQ)

Q. Can I save my partially completed application and finalise it later?

A. Yes, your application can be saved at any time. Click the 'save for later' button and log back in at another time to complete your application.

Q. My practice did not enter into an RCTI agreement with WAPHA. Do I have to issue an invoice instead?

A. If you did not enter a RCTI Agreement with WAPHA you will need to ensure you provide a tax compliant invoice that contains all required fields.

Q. How long after receiving confirmation that my application was successful; will my Grant be paid?

A. Grant payments will be made following receipt of all correct documentation, including final invoice detailing approved Grant PO number supplied by WAPHA (if not entering RCTI agreement). Practices who have agreed to an RCTI will receive payment within 15 business days of sending back a signed Grant Purchase Order.

Q. Will GST apply to my Grant funding?

A. If your practice is registered for the [Goods and Services Tax \(GST\)](#), GST will be added to your Grant total.

Q. Where can I get more help/information?

A. If you have any questions about a WAPHA Grants Program, please contact the Grants team on GPgrants@wapha.org.au or Practice Assist on 1800 2 ASSIST (1800 2 277 478).

-End-