

Paid Participation and ASPIRE Supplier Registration Guide

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Thank you for accepting an invitation to contribute to the work of WA Primary Health Alliance (WAPHA). This engagement falls within the scope of our <u>Paid Participation Policy</u>, and we are pleased to offer you payment in recognition of your work with us.

In order to receive payment, you will need to register as a supplier through our enterprise resource planning system ASPIRE and also send us an invoice.

Step One: Register as a Supplier

When registering in ASPIRE, you can choose to register as an 'Individual' or as a 'Business' (e.g., Sole Trader or Sole Trader without an ABN). You will need the following information to complete your registration:

- Your full legal name and/or legal entity name
- Tax organisation type: Individual, Sole Trader, Sole Trader without ABN or corporate
- Completed <u>Statement by Supplier Form</u> to upload
- Bank Account details: BSB, Account, Account Name
- Address and contact details
- Tax invoice (if you are an individual or sole trader)

The information you provide will be used to maintain contact with you throughout your engagement with WAPHA. 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 <u>Privacy</u>.

The supplier registration process consists of four sections you will need to complete (Company Details, Contacts, Addresses and Bank Accounts). Follow the steps below to register in ASPIRE:

1. Login

- 1. Click Supplier Registration Link
- 2. Enter your email address.
- 3. Click Send Access Code (an access code will be sent to the email entered).



- 4. Copy and paste the access code.
- 5. Click Continue.

Us	e the code we've sent to email lesley.jones@yopmail.com.
Th	e code expires in 15 minutes.
А -	ccess Code Access Code
0	Enter a value.
Ge	t a new code

 Note: If you receive a Pop-Up message 	"Registration request with the same email already exisits" section to reset supplier details	go to ' <u>Updating Existing Supplier Details'</u>
	Registration request with the same email × already exists Contact us for the status of registration request Number	

2. Company Details

- 1. Company Name Enter your full legal name or your Legal Entity Name
- 2. Country Select Australia.
- 3. Tax Organisation Type
 - Select 'Individual' if you are not registered for GST
 - Select 'Sole Trader without ABN' if you're registered as a sole trader and not registered for GST
 - Select '**Sole Trader**' if you're registered for GST and have an ABN
- 4. ABN (Australian Business Number) Enter your ABN if you are GST registered
 - Enter 11 numerical characters (no spaces).
- 5. Supplier Type Select 'Operational Supplier'.

Company	Website	Country 🗸
Required		Required 5
ABN	Tax Organization Type 🗸 🗸	Supplier Type 🗸 🗸
	Requ	ired Required
Note to Approver		

- 6. ACN (Australian Company Number) Enter only if you are registering as a business.
- 7. GST Registered Select Yes or No.
- 8. RCTI (Recipient Created Tax Invoice) Select Yes or No after reading the below information:

If you or your business are registered for GST, you are eligible to enter into a Recipient Created Tax Invoice (RCTI) Agreement with WAPHA.

An RCTI agreement will expedite the payment of invoices as it will allow WAPHA to issue a tax invoice on behalf of a supplier.

To enter into a RCTI agreement, review the written agreement below and select **yes** during the registration process. If you select no, you will need to submit a tax invoice for WAPHA to pay you or your business.

WRITTEN AGREEMENT

The recipient (WAPHA) and the supplier (you/your business) 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.

9. Indigenous Owned – Select Yes or No.

10. Attachments

- Statement by a Supplier Form Complete and select or drag and drop the <u>ATO</u> <u>Statement by Supplier Form.</u>
- **Invoice** Create an invoice and select or drag and drop, refer to <u>Create a Tax</u> <u>Invoice section</u>.
- 11. Click Continue.

Additional Information				
Professional Indemnity Expiry	Public Liability Expiry		Workers Compensation Expiry	
ACN	GST Registered	•	Professional Indemnity Policy Number	
Public Liability Policy Number	Workers Compensation Policy Number		Recipient Created Tax Invoice (RCTI)	·
Indigenous Owned 🗸 🗸	Location	•		
Attach tax, insurance, and other relevant docume	nts			
Drag and Drop Select or drop files here.				
URL	Add	URL		
ATO-Statement-by-a-Supplier-Form.	Last updated on 26/03/2025 🛃 144.86 KB	8		
Updated just now			Cancel Save Contin	ue

3. Contacts

Enter the Required fields:

- 1. First Name
- 2. Last Name
- 3. Email Address
- 4. Job Title
- 5. Phone or Mobile

Contacts								
Contact 1 Enter contact details. Registration communications will be sent to this contact.								
First Name		Last Name			Email			
	Required		Required					
Job Title		Country AU	Mobile +61					
Country AU	Phone +61		Ext					
Country AU	Fax +61							

- Administrative Contact Select Yes if this person should receive registration notifications.
- User Account Needed? Select Yes if the contact needs a user account.
- User Role Leave both ticked
- Click Continue.

Is this an administrative contact? Administrative contact will receive general communications from us.			
Does this contact need a user account? User accounts will provide online access to supplier transactions and self-service tasks.			
What user roles does this contact need? Assign at least 1 user role to specify the responsibilities of the contact.			
Supplier Self Service Administrator Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user account the supplier application.	ts to grant er	nployees	access to
WAPHA_Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and	reverse auct	ions.	
+ Add Another Contact			
Last updated 7 minutes ago	Cancel	Save	Continue

4. Address

- 1. Address Name Enter a 'unique identifier' such as the suburb of your address i.e., Connolly
- 2. What's this Address used for? Tick all three address purposes
 - Receive Purchase Orders
 - Receive Payments
 - Bid on RFQs
- 3. Address Details:
 - Address Line 1 Enter your Residential address

- Suburb
- State
- Postal Code
- 4. Email Enter email address
- 5. Phone Enter phone number
- 6. Associated Contacts Tick the contact linked to this address.
- 7. Click **Continue**

Addresses Enter at least one address.		
Address 1 Address Name CONNOLLY	What's this address used for? Select at least 1 p Receive Purchase Orders Receive	burpose. 2 Payments I Bid on RFQs
Country/Region Australia		•
Address Line 1 1 Faireway Circle	Address Line 2	Address Line 3
Suburb Connolly	State WA	Postal Code 6027
4 Email	Country AU Phone	Ext
Country AU Fax		
Which contacts are associated to this addres	ss?	
lesley.jones@yopmail.com	Practice Manager	
Updated just now		7 Cancel Save Continue

5. Bank account

- 1. **BSB** Type in your BSB and select from the dropdown.
- 2. Account Number Enter with no spaces.
- 3. Account Holder Name Enter the Name as per bank records.
- 4. Click Submit

Bank account 1					団
Country Australia	•				
BSB 066542	Bank 066 - CBA		Bank Branch 542 - Bunbury		•
Account Number 57655468	IBAN		Currency		•
		3			
Account Type 👻	Account Holder Name Lesley Jones		Alternate Account He	older	
Account Suffix	Check Digit				
					4
Last updated 7 minutes ago			Cancel	Save	Submit

- Note: You will be responsible in updating bank accounts if they change via your supplier portal go to <u>'Updating Existing Supplier Details'</u> section to reset supplier details
- Note: you can only enter one bank account
- Note: If you have entered the incorrect account details after clicking 'Submit', refer to the <u>Need Further Help</u> section to contact WAPHA.
 <u>Do not email bank details to WAPHA.</u>
- Note: Only fields populated in the screenshot above need to be entered.
- Note: Please exclude/ignore IBAN and currency fields

6. Registration Confirmation

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

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



Following your approval as a supplier in our system, you will receive important notifications from ASPIRE to your registered email address from the following email address: evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com Once your registration request has been approved, you will receive the below notification:



You will be required to reset your password once your registration has been approved and will then receive the below notification:



• 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.

Once you have reset your password you will be able to login to the ASPIRE Portal at any time.

Step two: Create and send WAPHA an invoice

After each engagement with us (for example after every reference group meeting) you will also need to send us an invoice.

Your invoice must:

- be addressed to WA Primary Health Alliance
- be marked for attention to the name of the WAPHA staff member you are working with

and include the following information:

- invoice number and date
- Purchase order number you will be given this by the WAPHA staff member you are working with
- contact details of person requesting payment name, address, phone and email
- nominated bank account details for payment Bank name, branch, BSB, account number and account name
- The name, date and total time of the engagement activity
- total number of hours requesting payment

If you have them, it should also include:

- your business name
- your ABN
- your GST registration details

Your invoice should look similar to the sample invoice on the next page.

TAX INVOICE

Invoice # 4650 DATE: 1 May 2025

To: WAPHA: Recipient Name WA Primary Health Appliance 2/1 Hood Street Subiaco 6008 Phone: 08 6272 4900

FROM: [Your Name] [Your Street Address] [Suburb] [Postcode] Phone: [Phone]

P.O. NUMBER

Hours	DESCRIPTION	Payment Rate	TOTAL
2	Example: 2 hours participation in Chronic Conditions Reference Group on Monday 3 April 2025	\$37.50 Per hour	\$75
		GST	\$

TOTAL DUE \$

Payment to

Bank Name	EXAMPLE: PEOPLE BANK
Branch	High Street
BSB	078576
Account Number	8972524

Need Further Help?

General Practice or Pharmacy

If you have any queries or need additional information or support, please contact the grant or program teams. Alternatively, you can email <u>practiceassist@wapha.org.au</u> or call 1800 2 ASSIST (1800 2 277 478).

All Other Individuals

If you have any queries or need additional information or support, please contact the WAPHA lead you are working with or the Stakeholder Engagement team via stakeholder.engagement@wapha.org.au

Frequently Asked Questions

Q. How do I login into the ASPIRE Portal?

When your account is created you will receive a link to reset your password, this is where you would update your supplier details.

Once you have reset your password you can then login.

- aspiro login pago As
- Click on the following link to the aspire login page <u>Aspire</u>
 Enter your email address and the password you just created
- 3. Click on Sign In

The aspire homepage boxed in blue below will open and you are logged in.

	🧾 aspiire	û P 🦑 🕚
0° 1	Good morning, Jack UAT2!	
Oracle Applications Cloud	Lated Supplier Portal Tools Others	
Company Single Sign-On	Jugar Paral	
or	Things to finish	
ji ckuat2@yopmail.com	Angretiston R R R	
Forget Password	2 Uniter Netward for Vegetation (BC) 39 OURH water Solid Guardinate Solid Countrol (A) COMMA age Solid Countrol (A) COMMA age Solid COMMA age Solid Countrol (A) Common Solid Countrol (A) Countrol (A)	
Sign In	O Auk Broke Auk Broke Broke	
English	Perifie	

Q. How do I reset my ASPIRE Password?

- 1. Click on the following link to the aspire login page Aspire
- 2. Click on Forgot Password
- 3. Enter your email address
- 4. Select Forgot Password
- 5. Click on Submit

Sign In Oracle Applications Cloud	Sign In ORACLE APPLICATIONS CLOUD Forgot Password (actual@yopmat.com) Forgot versume (b) Forgot versume (c) royst password 5 table (c) contents (c)
Control of	Sign In ORACLE APPLICATIONS CLOUD

The notification boxed in blue will appear. Clicking on **Sign In** will take you back to the aspire login page.

You will receive an email like the below boxed in blue. It is likely to look very different in appearance depending on what email system you use however the wording and information should be identical.

6. Click on the link below <Please follow the link below to reset your password>



The Reset Password page will open.

- 7. Enter your new password
- 8. Click Submit



 Note: If the link has expired, you will land at the above page. You can recover your access to ASPIRE by using the 'Forgot Password' Functionality

Updating Existing Supplier Details

Q. How do I check and/or update my bank account details?

- 1. Log in to the Aspire Portal
- 2. Click on Supplier Portal tile

aspire		☐ ₽ ♀
	Good afternoon, Dawn Palmerston	
	Supplier Portal Tools Others	
	APPS	
	Supplier Portal	

3. Under Company Profile, click Manage Profile

Supplier Portal	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days
Manage Schedules Aoknowledge Schedules in Spreadsheet			
Agreements		7	7
Manage Agreements		No data available	No data available
Channel Programs	76		
	10		
Manage Programs			
Shipments			
Manage Shipments	75		
Create ASN			
Create ASBN	Schedules Overdue or Due Today Negotiations Closing Soon		
View Repaints			
View Returns			
Contracts and Deliverables	Supplier News		
Manage Contracts			
Manage Deliverables			
Consigned Inventory			
Review Consumption Advices			
Review Consigned Inventory			
 Review Consigned Inventory Transactions 			
Invoices and Payments			
Create Invoice			
Create Invoice Without PO			
View Invoices			
View Payments			
Negotiations			
View Active Negotiations			
Manage Responses			
Qualifications			
Manage Questionnaires			
View Qualifications			
Company Profile			
Manage Profile			

4. Click Edit button

🧕 aspire					Þ 🗘	DP
Company Profile ⊘					Edit Do	ne 🔺
Last Change Request 371008 Request Status Processed	Requested By Palmerston, Dawn Request Date 28-Mar-2025		Change Description			11
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Payment Methods Bank Accounts	Services					
View v Format v III Freeze						
Primary 🛆 🛡 Number		IBAN	Currency	From Assignment Date	Assignment Inactive On	
XX3458				28-Mar-2025		
Columns Hidden 7						

5. Click Payments tab and click on Bank Accounts

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services				
Payment Methods Bank Accounts				
View V Format V 🔄 Freeze 📆 Detach 📣 Wrap				
Primary 🛆 💎 Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
No data to display.				
Columns Hidden 7				

6. Click Yes on Warning pop up

A Warning	×		
POZ-2130390Making edits will create a change request for the profile. Do you want	to continue?		
	Yes No		
7. Click pencil icon to edit bank account details			
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services			
Payment Methods Bank Accounts			
Actions View V Format V + 📝 🗶 💿 🔟 Freeze 📣 Wrap			
Primary Account Number	IBAN	Currency	Bank Name
Columns Hidden 8			013 - ANZ
Enter updated details			
Account number			
Bank Name			
Bank Branch			
Account Name			
Click OK			
Edit Bank Account XX3456			
Enter account number or IBAN unless account number is marked as required.			
* Country Australia 🔻	From Date 28-Mar-2025		
* Account Number XX3458	Inactive On dd-mmm-yyyy	έø	
Bank Name 013 - ANZ	IBAN		
Bank Branch 006 - Melbourne (388 Collins)	Currency 🗸		
Allow international payments			
Additional Information			
Asseut Name	Chook Dinite		
Account Name			
Alternate Account Name	Account Type		
Account Suffix	Description		
			O <u>K</u> <u>Cancel</u>

9. Click Review Changes

Edit Profile Change Request: 371009	Delete Change Request	Review Changes	Save Save and Close Cancel
Change Description			
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services			
Payment Methods Bank Accounts			
Actions 🔻 View 🔻 Format 👻 📫 🥒 💥 🔕 💿 Freeze 📣 Wrap			
Primary Account Number	IBAN	Currency	Bank Name
X00000008538			032 - WBC
Columns Hidden 8			

10. Click Submit

Review Chang	es						Edit Submit	Cancel *
			Change Description					
				1.				
Bank Accounts								
View v Format v		Freeze 🚽 Wrap						
Prima	у	Account Number			IBAN	Currency	Bank Name	Details
• •		XXXXXXXX6536					032 - WBC	
Columns Hidden 8								

11. Click Ok



12. Click Done

Company Profile ②			C	ancel Change Reques	Edit Don	e 🌲
There is a profile change request pending approval. You may edit to make additional changes. Last Change Request 371000 Request Status Pending Approval	Requested By Palmerston, Dawn Request Date 28-Mar-2025		Change Descriptio	'n		11
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and 3 Payment Methods Bank Accounts View v Format v III Freeze III Preze	Services					
Primary 🛆 🗢 Number		IBAN	Currency	From Assignment Date	Assignment Inactive On	
Columns Hidden 7				28-Mar-2025		

You change request will be reviewed and verified by a WAPHA administrator. A notification will be sent on the portal once approved.

tifications	Show A
FYI	
	12 minutes ago
Supplier Profile Change Request 371008 Was Approved by Western Australia Prima	ry Health Alliance
	Dismiss

Q. How do I update my details/ business details (Addresses, Contacts etc.)?

- Log in to the <u>Aspire Portal</u>
 Click on Supplier Portal tile

aspire		0 P \$ 🖻
	Good afternoon, Dawn Palmerston	
	Supplier Portal Tools Others	
	APPS	

3.	Under Com	pany Profile	, click Man	age Profile
----	-----------	--------------	-------------	-------------

Supplier Portal			Transaction Reports Last 30 Days
Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Channel Programs Manage Programs Shipments Manage Shipments Create ASN Upload ASN or ASBN View Receipts View Receipts View Receipts	76 76 Schedules Overdus or Dus Today Negotiations Closing Scon	No data available	No data available
Contracts and Deliverables Manage Contracts Manage Deliverables	Supplier News		
Consigned Inventory Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Transactions Invoices and Payments			
Create Invoice Create Invoice Without PO View Invoices View Payments			
Negotiations View Active Negotiations Manage Responses			
Qualifications Manage Questionnaires View Qualifications			
Company Profile Manage Profile			

4. Click Edit button

🔮 aspire					P 🗘 🖻
Company Profile ⑦					Edit D <u>o</u> ne A
Last Change Request 371008 Request Status Processed	Requested By Palmerston, D Request Date 28-Mar-2025	awn	Change Descri	ption	11
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Payment Methods Bank Accounts	Services				
View ▼ Format ▼ III Freeze III Detach dl Wrap					
Primary 🛆 🔻 Number		IBA	N Currency	From Assignment Date	Assignment Inactive On
XX3466				28-Mar-2025	
Columns Hidden 7					

5. Click on TABS to go into different profile areas to update e.g. Addresses, contacts etc

Edit Profile Change Reque	st: 371010			Delete Change Request Re	view Changes	Save Save and Close	Cancel 4
	Change Description	a					
Organization Details Tax Identifiers	Addresses Contacts Payments Bu	usiness Classifications Products and Services					
✓ General							
* Supplier Name	Palmerston Association Inc]	Tax Organization Type	Corporation 🗸]		
Supplier Number	10150		Status	Active			
Supplier Type	Commissioned Provider 🗸		Attachments	Liability CertificateOfCurrenc (3 m	nore) 🕂		
Identification							
D-U-N-S Number]	National Insurance Number				
Customer Number]	Corporate Web Site				
SIC]					
Corporate Profile							
Year Established]	Chief Executive Title				
Mission Statement		-	Chief Executive Name				
			Principal Title				
		1	Principal Name				
Year Incorporated							
Fiscal Year End Month	~	7					
Revenue							
Preferred Functional Currency	•						

Add another Address/ Site

1. Click Address tab and click + icon

Edit Profile Change Rec	juest: 371010	Delete Ch	ange Request Review Changes	Save Save and	Close <u>C</u> ancel _
	Change Description				
Organization Details Tax Identifiers	Addresses Contacts Payments Business Classifications Products and Services				
Actions ▼ View ▼ Format ▼	🕂 🗡 💥 Status Active 💙 🏢 Freeze 🚽 Wrap				
Address Name 🛆 🕏	Address	Phone	Address Purpose	Fax	Status
ALBANY	63 Serpentine Road,Albany WA 6330		Ordering; Remit to; RFQ or Bidding		Active
Mailing	PO BOX 704, Sublaco WA 6904		Ordering; Remit to; RFQ or Bidding		Active
Main	Suite 1, Level 1, 400 Roberts Road, Subiaco WA 6008	+61 63896000	Remit to		Active
Columns Hidden 3					

2. Add address details

- Address Line 1 Enter organisation name
- Address Line 2- Enter organisation address
- Suburb
- State
- Postal Code
- Email Enter organisation email address
- Phone Enter organisation phone number

Address purpose 'Tick all three address purposes to set your registration for all types of future funding opportunities (non-competitive vs competitive)'

- Receive Purchase Orders
- o Receive Payments
- Bid on RFQs
- click **Ok**

Create Address		×
* Address Name * Country Aus	tralia 🔻	* Address Ordering Purpose Remit to
* Address Line 1		
Address Line 2		Phone 61 V
Address Line 3		Fax 61
* Suburb		Email dawn.palmeston@yopmail.com
* State	•	Inactive Date dd-mmm-yyyy
* Postal Code		
Language	~	
		Create Another OK Cancel
3. Click Review	v Changes	
Edit Profile Change Request: 37	1009	Delete Change Request Review Changes Save Save and Close Cancel
	Change Description	
Organization Details Tax Identifiers Addresses	Contacts Payments Business Classifications Products and Services	
Payment Methods Bank Accounts		
Actions View View Format V	🗙 💿 🔟 Freeze 🚽 Wrap	104N 0
Account Number X00000008536		ISAN Currency Bank Name 032 - WBC
Columns Hidden 8		

4. Click Submit

Review (Changes						Edit	Submit Cancel
			Change Description					
				h				
▲ Bank A	ccounts							
View v Fo	ormat 🔻 🔠	Freeze 🚽 Wrap						
	Primary	Account Number			IBAN	Currency	Bank Name	Details
•	9	XXXXXXXXX8538					032 - WBC	첼
Columns Hi	idden 8							

5. Click Ok

Confirmation	×
Your profile change request 371009 was submitted for a	approval.

6. Click Done

Company Profile				Ca	ncel Change Reques	t Edit D	one 🔺
 There is a profile change request pending approval. You may edit to make additional changes. Last Change Request 371000 Request Status Pending Approval 	Requested By Request Date	Palmerston, Dawn 28-Mar-2025		Change Descriptio	n		11
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and S Payment Methods Bank Accounts Bank Accounts Image: Classification of the second secon	Services						
Primary 🛆 🗢 Number			IBAN	Currency	From Assignment Date	Assignment Inactive On	t
Columns Hidden 7					28-Mar-2025		

You change request will be reviewed and verified by a WAPHA administrator. A notification will be sent on the portal once approved.

Add another Contact

1. Click **Contact tab** and click + icon

Edit Profile Change Request: 371010	Delete Change Request	Review Changes	Save <u>Save and C</u>	Close <u>C</u> ancel $\stackrel{\triangle}{=}$
Change Description				
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services				
Actions 🔻 View 🔻 Format 👻 🕂 X Status Active 💙 💷 Freeze 🔐 Detach 🚽 Wrap				
Name 🔊 🖉 Job Title 🛆 🗢 Email	▲マ Phone	Administrative Contact	User Account	Status

- 2. Enter contact details
 - First Name
 - Last Name
 - Job Title
 - Phone or Mobile Number
 - Email Address
 - Administrative Contact Tick if you would like any new contact/s to be notified about their registration status

Create Contact			:	×
Salutation	~	Phone		1
* First Name		Mobile		
Middle Name		Fax		
* Last Name		Email	dawn.palmeston@yopmail.com 🔑	
Job Title		Status	Active 🗸	
	Administrative contact			

Click OK

3. Click Review Changes

Edit Profile Change Request: 371009	Delete Change Request	Review Changes	Save <u>Save and Close</u> <u>Cancel</u>
Change Description			
Payment Methods Bank Accounts			
Actions 🔻 View 🔻 Format 👻 🕂 🥓 🗮 Freeze 📣 Wrap			
Primary Account Number	IBAN	Currency	Bank Name
S XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			032 - WBC
Columns Hidden 8			

4. Click Submit

Review Changes			Edit	ubmit <u>C</u> ancel $\stackrel{\mathbb{A}}{=}$
Change Description				
ĥ				
✓ Bank Accounts				
View 🔻 Format 🔻 🗐 Freeze 🔞 Wrap				
Primary Account Number	IBAN	Currency	Bank Name	Details
 X000000(8538 			032 - WBC	
Columns Hidden 8				
5. Click OK				
Confirmation ×				
Vaux arafile abages request 271000 was submitted for approval				
rour profile change request 37 roos was submitted for approval.				
0 <u>K</u>				

6. Click Done

Company Profile				Car	cel Change Request	Edit Don	e 🔺
 There is a profile change request pending approval. You may edit to make additional changes. Last Change Request 371009 Request Status Pending Approval 	Requested By Request Date	Paimerston, Dawn 28-Mar-2025		Change Description			//
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services Payment Methods Bank Accounts View + Format + Image: Freeze Image: Freeze Image: Freeze							
Primary 🛆 🛡 Number			IBAN	Currency	From Assignment Date	Assignment Inactive On	
Columns Hidden 7					28-Mar-2025		_

You change request will be reviewed and verified by a WAPHA administrator. A notification will be sent on the portal once approved.

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).

Q. Can I create multiple addresses?

A. Yes, multiple addresses are allowed.

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

Q. How can I check what type of tax organisation I belong to (e.g., sole trader, corporation, individual)?

A. You can determine your tax organisation type by following these steps:

- 1. **Check Your Business Registration Documents**: Your registration documents will typically state whether you are registered as a sole trader, corporation, partnership, etc.
- 2. **Review Your Tax Identification Number (TIN)**: Different types of organisations have different TINs. For example, sole traders often use their personal tax file number (TFN), while corporations use an Australian Business Number (ABN) or a DUNS number.
- 3. **Consult the Australian Business Register (ABR)**: You can search the ABR using your ABN to find details about your business structure.
- 4. **Contact the Australian Taxation Office (ATO)**: The ATO can provide information about your tax organisation type based on your tax records.
- 5. Check Your Tax Returns: Your tax returns will indicate your business structure, as different forms are used for different types of organisations.

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 relevant section title at the side of the page.

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 refer to the contact details in the <u>Need Further Help?</u> section.

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

A. Your registration can be saved at any time by clicking the **save** button and closing the window.to continue your registration follow the login steps.

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

A. Once you submit your registration, you will receive an email from <u>evif.fa.sender@workflow.mail.ap1.cloud.oracle.com</u> advising it has been approved along with portal access details. If you haven't received this approval email, please check your spam folder.

Q. How do I access the ASPIRE portal once I have registered?

A. Once your registration has been evaluated and approved you will receive an email from <u>evif.fa.sender@workflow.mail.ap1.cloud.oracle.com</u> with a link to reset your password. Once you have reset your password you will be able to log in to the ASPIRE Portal at any time.

Q. Can I update my business details after my registration has been approved?

A. Yes, once you are registered you will be able to update all your details in the Aspire Portal, refer to Updating Existing Supplier Details section.

*PLEASE DO NOT send bank details to WAPHA via email.

Q: How is 'Indigenous Owned' classed in WAPHA's registration process?

A: To be classified as an Aboriginal owned business, in the case of a Sole Trader the business must be 100% owned by an Aboriginal and/or Torres Strait Islander person(s).

For businesses structured as either a Partnership, Company or Trust an Aboriginal and/or Torres Strait Islander person(s) must own 51% or more of each class of partnership interest, shares or be the majority beneficial owner.