

# **ASPIRE Supplier Manual**

**A 'how to' guide for primary care to:**

- Register as new supplier**
- Update existing supplier details**

**Single practice/site version**

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

You **must be registered as a supplier** in the WA Primary Health Alliance (WAPHA) ASPIRE portal for grant and program payments.

This document details the steps required to complete:

- new supplier registrations with WAPHA. Please read the notes below before you begin registering your practice/site as a supplier.
- Updating existing supplier details.

**Please follow this manual if you are registering as a supplier for ONE practice/site only.**

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

If you are registering for **MULTIPLE practices or sites**, please refer to the [registering as a supplier for Multiple Practices manual](#) on the [Practice Assist page](#).

### **What you need to complete a new registration or to update existing details**

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

- ABN (Australian Business Number)
- Organisation full legal name
- Tax organisation type: Corporate, Trust, Partnership, etc.
- ACN (Australian Company Number) (If applicable)
- Bank Account details: BSB, Account, Account Name
- Address of practice/site

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

An RCTI agreement will expedite the payment of invoices for grants and program funding 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 grant or program funding.

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

To enter this agreement, review the Written Agreement below and select yes as part of Step 2 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.

**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 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, please contact the grant or program teams who can assist you. Alternatively, you can email [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au) or call on **1800 2 ASSIST (1800 2 277 478)**.

# Supplier Registration Process

The supplier registration process consists of four sections:

- Company Details
- Contacts
- Addresses
- Bank Accounts

## 1. Login

1. Enter your **practice/site email address**.
2. Click **Send Access Code** (an access code will be sent to the email entered).

3. Copy and paste the **access code**.
4. Click **Continue**.

Note: If you receive a Pop-Up message "Registration request with the same email already exists" please go to ['Updating Existing Supplier Details'](#) section to reset supplier details

## 2. Company details

Provide details about your General Practice or Pharmacy. All required fields must be completed.

1. **Company Name** - Enter the legal entity name.
2. **Country** - Select Australia.
3. **ABN (Australian Business Number)** - Enter 11 numerical characters (no spaces).
4. **Tax Organization Type** - Select the relevant type.
5. **Supplier Type** - Select **General Practice** or **Operational Supplier** (for Pharmacy).

Supplier Registration

### Company Details

<input type="text" value="Company"/> <small>Required</small>	<input type="text" value="Website"/>	<input type="text" value="Country"/> <small>Required</small>
<input type="text" value="Taxpayer ID"/>	<input type="text" value="ABN"/> <small>Required</small>	<input type="text" value="Tax Organization Type"/> <small>Required</small>
<input type="text" value="Supplier Type"/> <small>Required</small>	<input type="text" value="Note to Approver"/>	

6. **ACN (Australian Company Number)** (if applicable).
7. **GST Registered** – Select **Yes** or **No**.
8. **RCTI (Recipient Created Tax Invoice)** – Select **Yes** or **No**, \*refer to [RCTI Agreement](#) for more information about RCTIs
9. **Indigenous Owned** – Select **Yes** or **No**.
10. Click **Continue**.

Additional Information

<input type="text" value="Professional Indemnity Expiry"/> <small>Required</small>	<input type="text" value="Public Liability Expiry"/> <small>Required</small>	<input type="text" value="Workers Compensation Expiry"/> <small>Required</small>
<input type="text" value="ACN"/>	<input type="text" value="GST Registered"/> <small>Required</small>	<input type="text" value="Professional Indemnity Policy Number"/> <small>Required</small>
<input type="text" value="Public Liability Policy Number"/>	<input type="text" value="Workers Compensation Policy Number"/>	<input type="text" value="Recipient Created Tax Invoice (RCTI)"/> <small>Required</small>
<input type="text" value="Indigenous Owned"/> <small>Required</small>	<input type="text" value="Location"/>	

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

No items to display.

- Note: You can provide current insurance expiry dates in the additional information section (optional)
- Note: If you receive a Pop-Up message "Registration request for this company already exists" please go to ['Updating Existing Supplier Details'](#) section to reset supplier details

**Registration request for this company already exists**

Contact us for information on the status of registration request

- Note: If you receive a Pop-Up message "This company is already our supplier" please go to ['Updating Existing Supplier Details'](#) section to reset supplier details

**This company is already our supplier**

Contact us for information on your existing profile.

### 3. Contacts

#### 3.1 Authorised Practice Representative Contact

Enter details of the authorised representative, who must be a:

- Practice Manager
- Practice Principal
- General Practitioner (owner)
- Pharmacist (Proprietor/Owner)

#### 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 <span style="float: right;">1</span>	Last Name <span style="float: right;">2</span>	Email <span style="float: right;">3</span>
Required	Required	
Job Title <span style="float: right;">4</span>	Country AU	Mobile +61 <span style="float: right;">5</span>
Country AU	Phone +61	Ext
Country AU	Fax +61	

If needed, click **(+ Add Another Contact)** to add more representatives or click **Continue**.

**Is this an administrative contact?**  
Administrative contact will receive general communications from us.  Yes  No

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.  Yes  No

**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 accounts to grant employees access to the supplier application.
- WAPHA\_Supplier Bidder**  
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

**+ Add Another Contact**

Last updated 7 minutes ago Cancel Save **Continue**

### 3.2 Add Another Authorised Practice Representative Contact

Enter the same details as above.

- **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** – Select the required role.

**Is this an administrative contact?**  
Administrative contact will receive general communications from us.  Yes  No

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.  Yes  No

**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 accounts to grant employees access to the supplier application.
- WAPHA\_Supplier Bidder**  
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

**+ Add Another Contact**

Last updated 7 minutes ago Cancel Save **Continue**

- **Click Continue.**

**Important:** Ensure each authorised contact has a phone or mobile number in case WAPHA needs to contact them.

## 4. Address

1. **Address Name** – Enter a unique identifier (e.g., suburb name or "Head Office").
2. **What's this Address used for?** Tick all three address purposes *Tick all three address purposes to set your registration for all types of future funding opportunities (non-competitive vs competitive)*
  - Receive Purchase Orders
  - Receive Payments
  - Bid on RFQs
3. **Address Details:**
  - Address Line 1 - Enter organisation name
  - Address Line 2- Enter organisation address
  - Suburb
  - State
  - Postal Code
4. Email - Enter organisation email address
5. Phone - Enter organisation phone number
6. **Associated Contacts** – You must tick the authorised representative linked to this address.
7. Click **Continue**

Address 1 🗑️

CONNOLLY

What's this address used for? Select at least 1 purpose.

 Receive Purchase Orders    Receive Payments    Bid on RFQs

Country/Region  
Australia

CONNOLLY Medical Practice

1 Fairway Circle

Connolly

State  
WA

6027

Country  
AU

Country  
AU

Which contacts are associated to this address?

Lesley Jones  
lesley.jones@yopmail.com   Practice Manager

Last updated 3 minutes ago

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 as per bank records.
4. Click **Submit**

Bank account 1 🗑️

Country  
Australia

BSB  
066542 1

Bank  
066 - CBA

Bank Branch  
542 - Bunbury

Account Number  
57655468 2

IBAN

Currency

Account Type

Account Holder Name  
Connolly Medical Group 3

Alternate Account Holder

Account Suffix

Check Digit

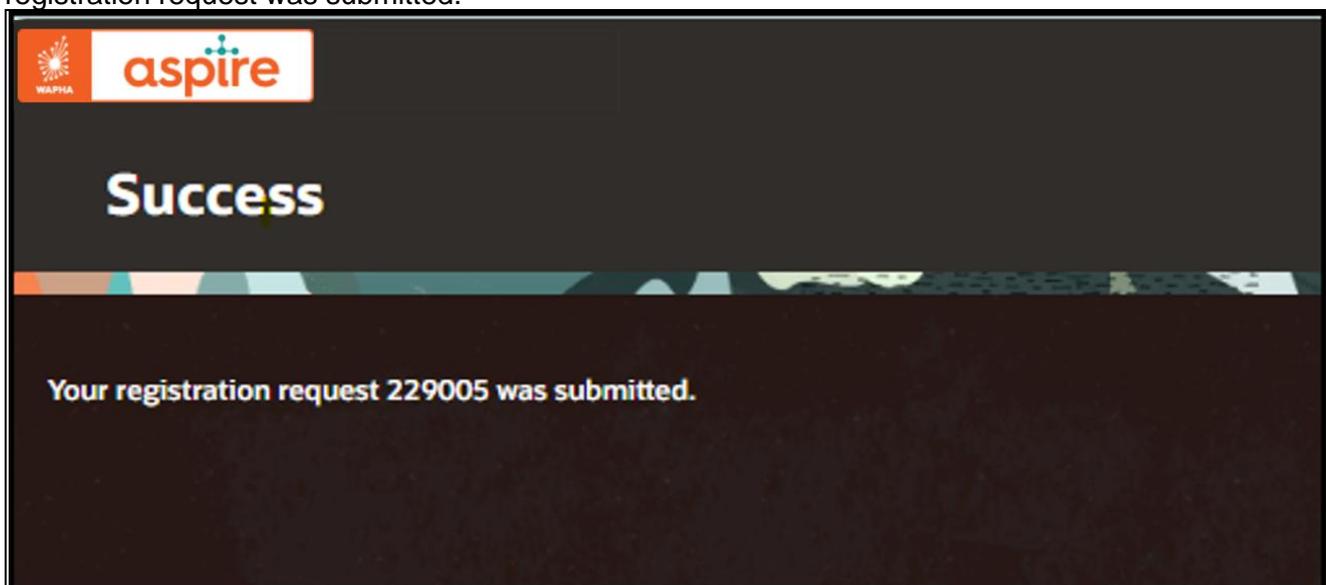
Last updated 9 minutes ago

Cancel Save **Submit** 4

- 📄 Note: You will be responsible in updating bank accounts if they change via your supplier portal, go to ["Updating Existing Supplier Details"](#) section to reset supplier details
- 📄 Note: you can only enter one bank account per organisation.
- 📄 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.



## 7. 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.

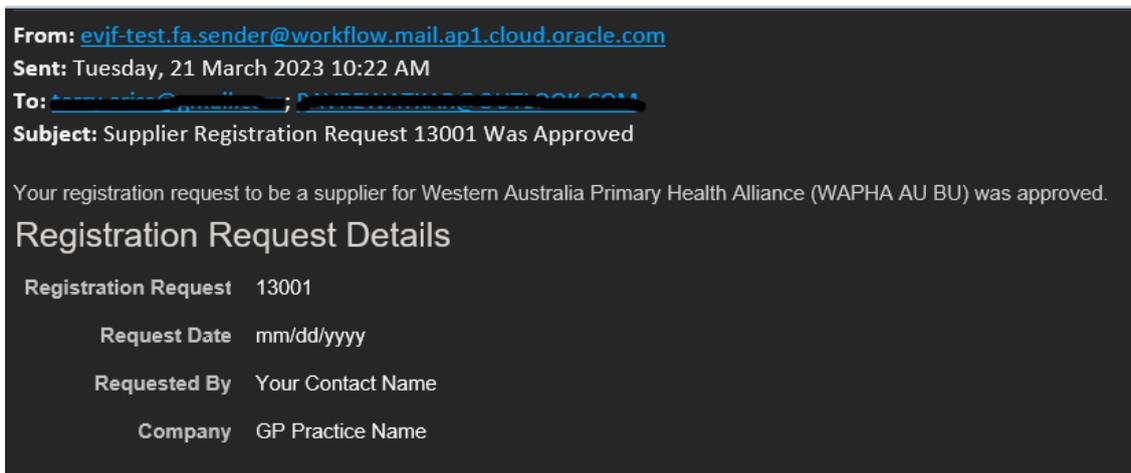
Following your approval as a supplier in our system, you will receive important notifications from ASPIRE to your registered mailbox from the following email address:  
[evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com).

 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 (see below screenshot). No action is required - this is just a notification.



## Login to Supplier Portal

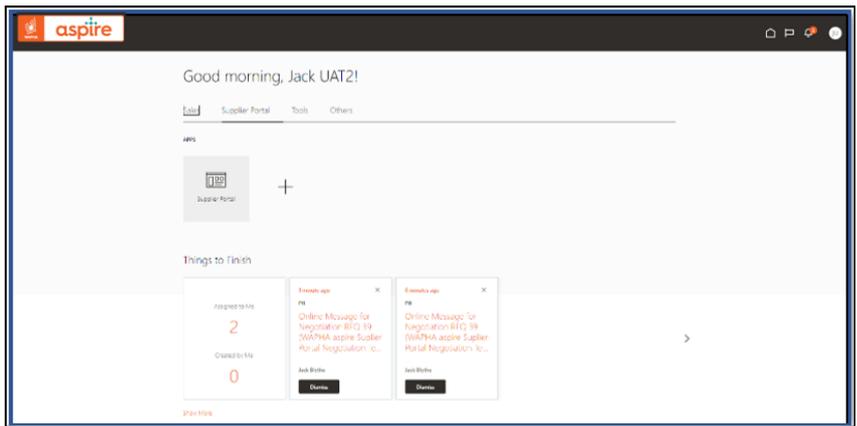
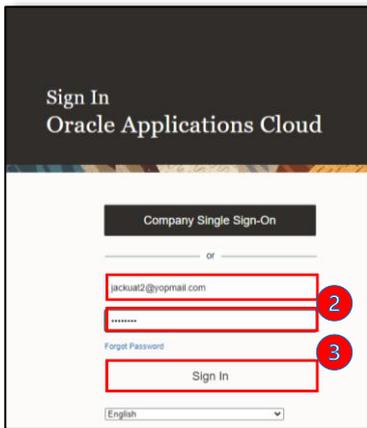
### 1. Login

When your account is created you will receive a link to reset your password.

Once you have reset your password you can then login.

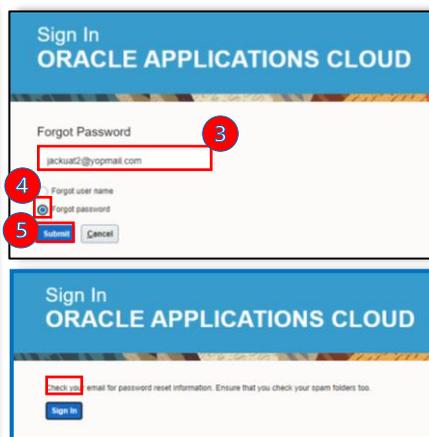
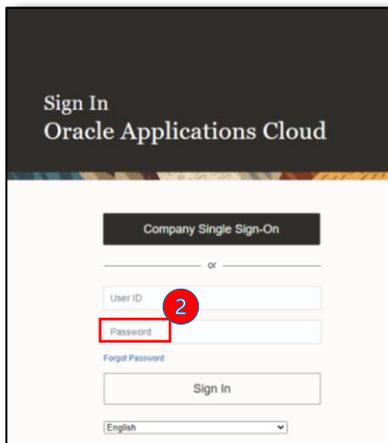
1. Click on the following link to the aspire login page [Aspire](#) <sup>1</sup>
2. Enter your email address and the password you just created
3. Click on **Sign In**

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



## 2. Resetting password

1. Click on the following link to the aspire login page [Aspire](#) <sup>1</sup>
2. Click on **Forgot Password**
3. Enter your email address
4. Select **Forgot Password**
5. Click on **Submit**



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.

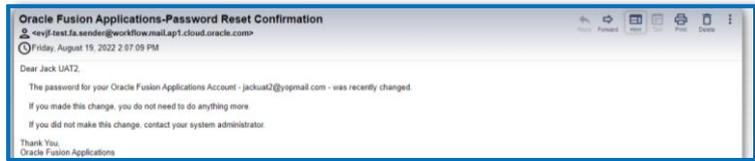
6. Click on the link below <Please follow the link below to reset your password>



The Reset Password page will open.

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

You will receive an email confirming that you have reset your password as boxed in blue below



*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

### 1. Review and Update Bank Account details

1. Log in to the [Aspire Portal](#)
2. Click on Supplier Portal tile



3. Under Company Profile, click **Manage Profile**

**Supplier Portal**

- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Channel Programs**

- Manage Programs

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advises
- 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

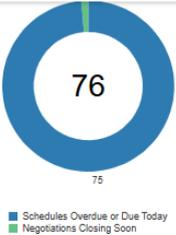
**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**

- **Manage Profile**

**Requiring Attention**



**Recent Activity**  
Last 30 Days

No data available

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**

#### 4. Click **Edit** button

**aspire**

Company Profile [?](#) **Edit** **Done**

Last Change Request 371008 Requested By Palmerston, Dawn Change Description  
Request Status Processed Request Date 28-Mar-2025

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

View Format Freeze Detach Wrap

Primary	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
<input checked="" type="checkbox"/>	XX3456			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 Format 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

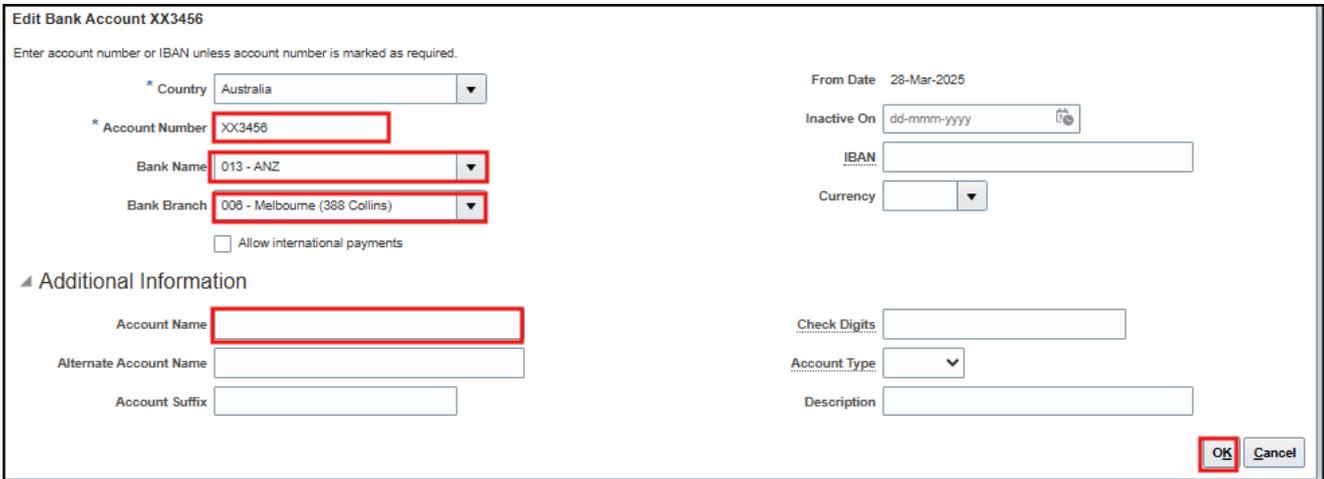


7. Click **pencil** icon to edit bank account details

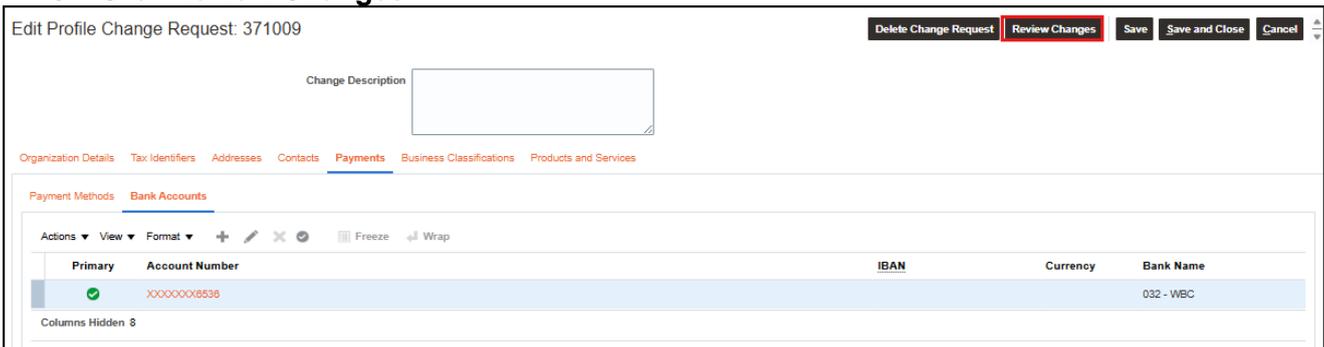


8. Enter updated details
- Account number
  - Bank Name
  - Bank Branch
  - Account Name

Click **OK**



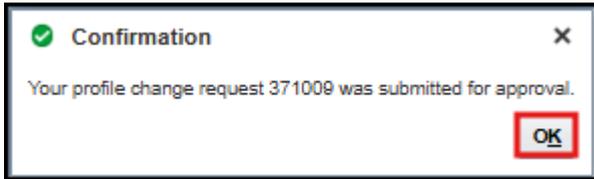
9. Click **Review Changes**



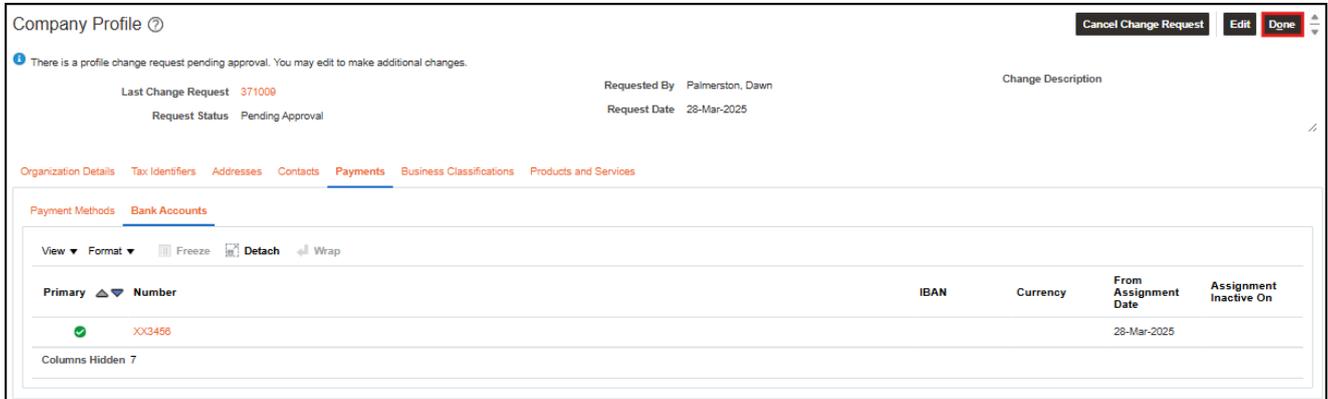
10. Click **Submit**



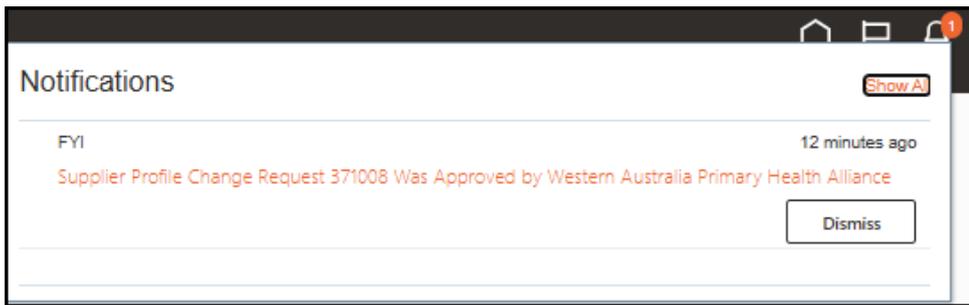
11. Click Ok



## 12. Click Done



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



## 2. Update Company details (Addresses, Contacts)

1. Log in to the [Aspire Portal](#)
2. Click on Supplier Portal tile



### 3. Under Company Profile, click **Manage Profile**

The screenshot shows the Supplier Portal interface. On the left is a navigation menu with categories: Supplier Portal, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Consigned Inventory, Invoices and Payments, Negotiations, Qualifications, and Company Profile. The 'Company Profile' section is highlighted with a red box and contains a link for 'Manage Profile'. The main content area features a 'Requiring Attention' section with a donut chart showing 76 items, with a legend for 'Schedules Overdue or Due Today' (blue) and 'Negotiations Closing Soon' (green). To the right, 'Recent Activity' and 'Transaction Reports' sections both display 'No data available' with a lightning bolt icon.

### 4. Click **Edit** button

The screenshot shows the 'Company Profile' page in the 'aspire' system. At the top right, there are navigation icons and an 'Edit' button highlighted with a red box. Below this, there are fields for 'Last Change Request' (371008), 'Request Status' (Processed), 'Requested By' (Palmerston, Dawn), and 'Request Date' (28-Mar-2025). A 'Change Description' field is also present. The main content area has several tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Payments' tab is active, and within it, the 'Bank Accounts' sub-tab is selected. A table of bank accounts is displayed with columns for 'Primary', 'Number', 'IBAN', 'Currency', 'From Assignment Date', and 'Assignment Inactive On'. One bank account is listed with a green checkmark in the 'Primary' column and the number 'XX3456' in the 'Number' column. The 'From Assignment Date' is '28-Mar-2025'. Below the table, it says 'Columns Hidden 7'.

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

Edit Profile Change Request: 371010 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

**Organization Details** Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

**General**

\* Supplier Name  Tax Organization Type   
 Supplier Number  Status   
 Supplier Type  Attachments [Liability CertificateOfCurrenc \(3 more...\)](#) +

**Identification**

D-U-N-S Number   
 Customer Number   
 SIC   
 National Insurance Number   
 Corporate Web Site

**Corporate Profile**

Year Established   
 Mission Statement   
 Year Incorporated   
 Chief Executive Title   
 Chief Executive Name   
 Principal Title   
 Principal Name

**Financial Profile**

Fiscal Year End Month   
 Current Fiscal Year's Potential Revenue   
 Preferred Functional Currency

## Add another Address/ Site

### 1. Click **Address** tab and click + icon

Edit Profile Change Request: 371010 Delete Change Request Review Changes Save Save and Close Cancel

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	83 Serpentine Road, Albany WA 6330		Ordering; Remit to; RFQ or Bidding		Active
Mailing	PO BOX 704, Subiaco WA 6904		Ordering; Remit to; RFQ or Bidding		Active
Main	Suite 1, Level 1, 400 Roberts Road, Subiaco WA 6008	+61 83890000	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
- Receive Payments
- Bid on RFQs
- click **Ok**

**Create Address** ✕

\* Address Name

\* Country Australia ▼

\* Address Line 1

Address Line 2

Address Line 3

\* Suburb

\* State ▼

\* Postal Code

Language ▼

\* Address  Ordering

Purpose  Remit to

RFQ or Bidding

Phone 61 ▼

Fax 61 ▼

Email dawn.palместon@yopmail.com 🔑

Inactive Date dd-mmm-yyyy 📅

Status Active

### 3. 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
<input checked="" type="checkbox"/>	XXXXXXXX8536			032 - WBC

Columns Hidden 8

### 4. Click Submit

Review Changes Edit **Submit** Cancel

Change Description

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
<input checked="" type="checkbox"/>	XXXXXXXX8536			032 - WBC	<span>🔍</span>

Columns Hidden 8

### 5. Click Ok

✔ **Confirmation** ✕

Your profile change request 371009 was submitted for approval.

### 6. Click Done

Company Profile ⓘ

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 371009 Requested By Palmerston, Dawn Change Description  
Request Status Pending Approval Request Date 28-Mar-2025

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Payment Methods **Bank Accounts**

View Format Freeze Detach Wrap

Primary	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
<input checked="" type="checkbox"/>	XX3456			28-Mar-2025	

Columns Hidden 7

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 Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Name	Job Title	Email	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

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email dawn.palmerston@yopmail.com

Status Active

Click **OK**

3. 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 + X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX6536			032 - WBC

Columns Hidden 8

#### 4. Click **Submit**

Review Changes Edit **Submit** Cancel

Change Description

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
✓	XXXXXXXX6536			032 - WBC	

Columns Hidden 8

#### 5. Click **OK**

✓ **Confirmation** X

Your profile change request 371009 was submitted for approval.

**OK**

#### 6. Click **Done**

Company Profile Cancel Change Request Edit **Done**

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 371009 Requested By Palmerston, Dawn Change Description  
Request Status Pending Approval Request Date 28-Mar-2025

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

View Format Freeze Detach Wrap

Primary	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
✓	XX3456				28-Mar-2025

Columns Hidden 7

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

## Frequently Asked Questions (FAQs)

### 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 the grant or program team or [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au) for further queries.

### 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 organizations 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 organization 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 organizations.

### 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 contact the grant/program team or [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au) for further queries.

### 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' button and close 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 [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 haven't received this email, please check your spam folder for it.

### 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 the grant/program team or [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au) for an amendment form.

**-Ends-**