

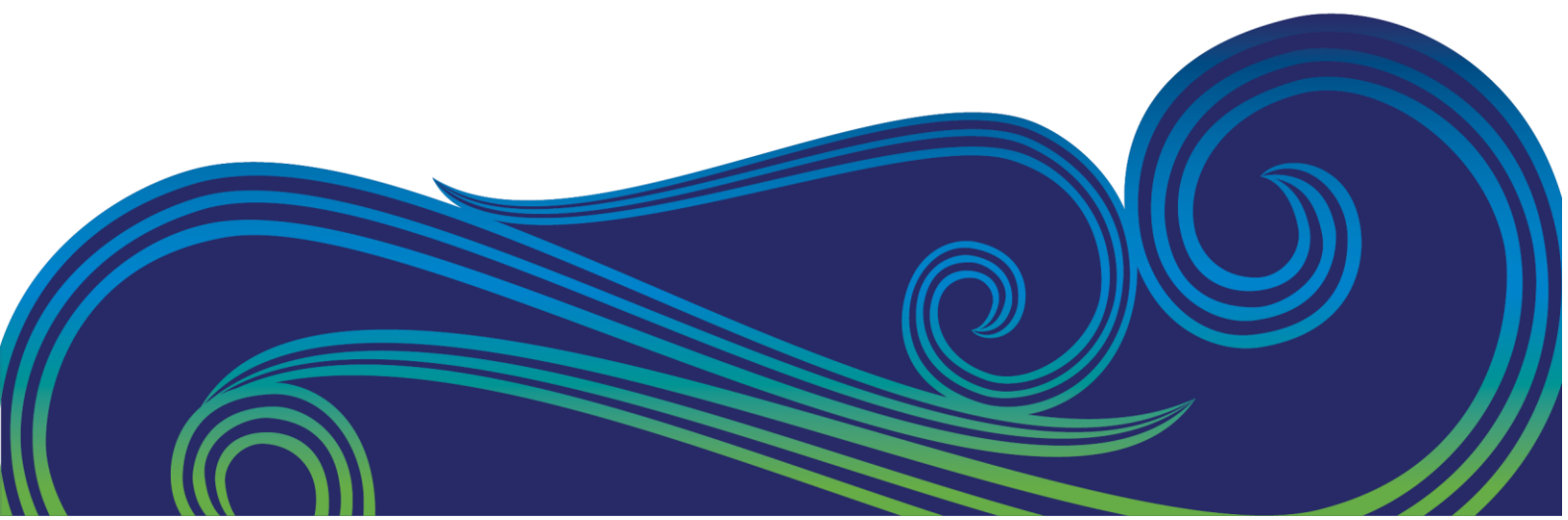


**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

Navigating the Supplier Portal

User Guide for Registered Suppliers

24/11/2025



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Glossary

Weka Term	Description
Contract	A legally binding agreement between the Ministry and a supplier, specifying the terms and conditions for the provision of goods or services.
Closed Tender	A competitive procurement process limited to a pre-selected group of known suppliers from a government or internal panel.
Negotiation	In the system, it refers to the RFX/sourcing process.
Open Tender	An advertisement inviting all suppliers to participate in the tender process. All open tenders will be advertised on GETS (Government Electronic Tenders Service) where suppliers will be directed to submit their responses in the system.
Purchase Order (PO)	A formal document issued by the buyer to the supplier, confirming the buyer's intention to purchase specific goods or services.
Tender Opportunity	Also known as a 'contract opportunity, is an opportunity for suppliers to submit their bids or proposals in response to a specific request or invitation from a buyer. It allows suppliers to compete for a contract or project.
Supplier Portal	The module or platform that suppliers use to manage their procure-to-pay interactions with the Ministry, including accessing tender opportunities, submitting responses, managing contracts, as well as viewing purchase orders, receipts, invoices, and payments.
Weka	The name of the Oracle system used by the Ministry for procurement and supplier management processes.

About this guide

Overview

Welcome to the Ministry of Social Development's (the Ministry) user guide for navigating the Supplier Portal. This guide will help you effectively use the Supplier Portal to access various features and perform important tasks.

The Ministry's Supplier Portal offers the following functionalities:

- Viewing contracts and agreements that you may have.
- Updating catalogue lists, maintaining item pricing, and descriptions.
- Accessing and reviewing purchase orders issued to you.
- Checking the status of invoices you have submitted for payment.
- Viewing and accessing tenders that the Ministry has in the market.

If you encounter any difficulties or have any questions, please do not hesitate to contact NAC_Suppliers@msd.govt.nz. The support team will be happy to assist you.

Icons used in this guide

The user guide may use the following icons:



Further information

References to additional sources of information for further details.



Tip

Provides a helpful piece of information or suggestion.



Important point

Highlights important information or areas that require caution.



Section Completed

Indicates section is complete

1. Do you have a RealMe login

Before you begin:




Please ensure you have your RealMe username and password ready.

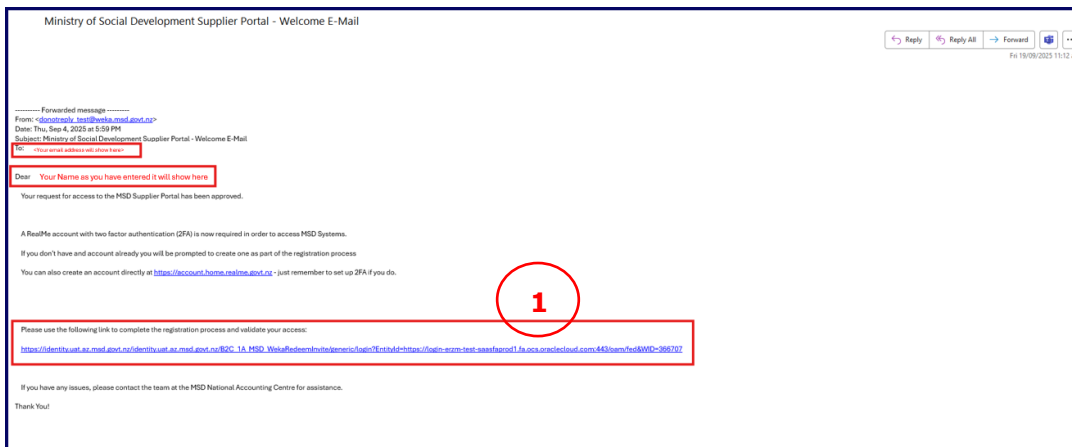
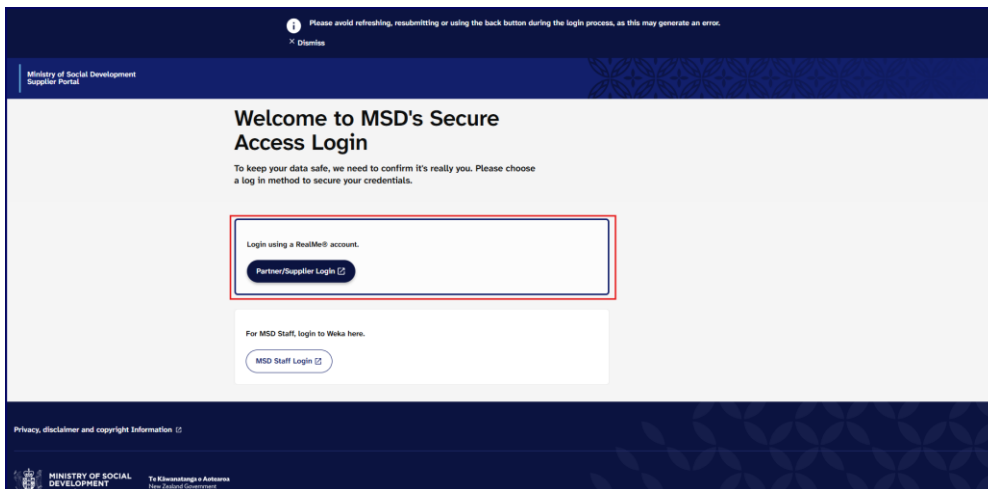
This must be the RealMe account linked to the email address used for your company registration.

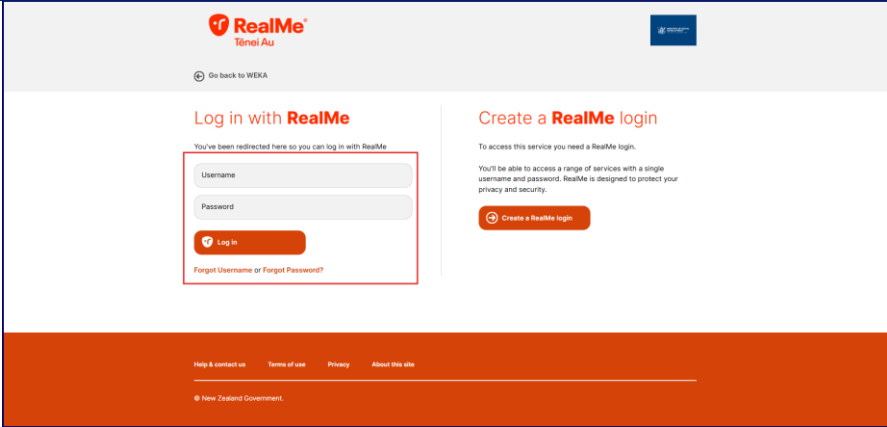
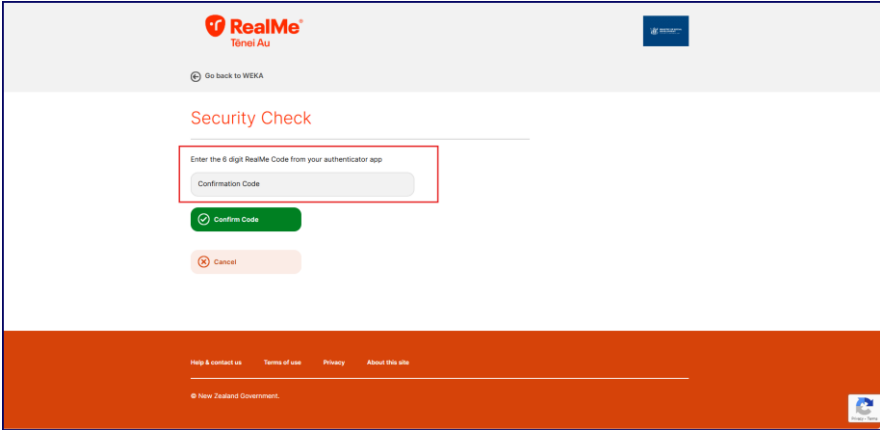

If you don't have a RealMe login, you can create it on the [RealMe website](#).

Please note:

- You only need a **RealMe login**, not a **RealMe verified identity**. The RealMe site shows both options, which can be confusing—just the login is required for portal access.
- In RealMe, **click the “**  **” button** to be directed to set up your RealMe login.

2. How to access the supplier portal after you have registered


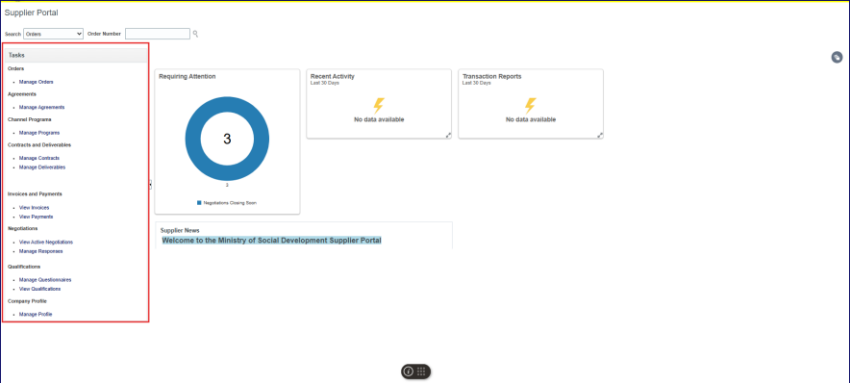

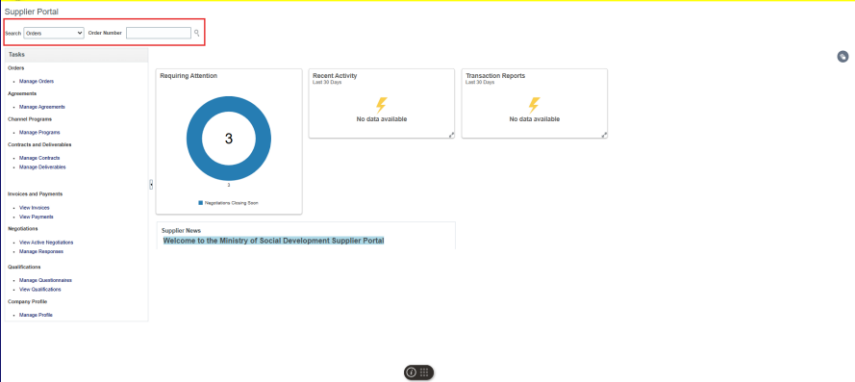
Step	Action
1.	<p>Check Your Email</p> <p>When you are set up via a supplier registration or have requested access to the Ministry's supplier portal, you will receive a Welcome email.</p>  <p>Click on the link (1) provided in the email to complete the supplier portal registration and validation.</p>
2.	<p>You will now have the login page. Click on the Partner/Supplier Login login option.</p> 
3.	<p>You are now redirected to the RealMe login page.</p> <p>Enter your RealMe username and password linked to the email address used for your company registration.</p>

		
4.	<p>You will now receive an MFA security code on your email/mobile.</p> <p>Please note: The MFA code is only available for 30 seconds.</p> 	
	<p>You have now successfully accessed the supplier portal.</p>	

3. Your tasks menu

The tasks menu gives you as a supplier user the ability to access tasks that may be required from time to time.

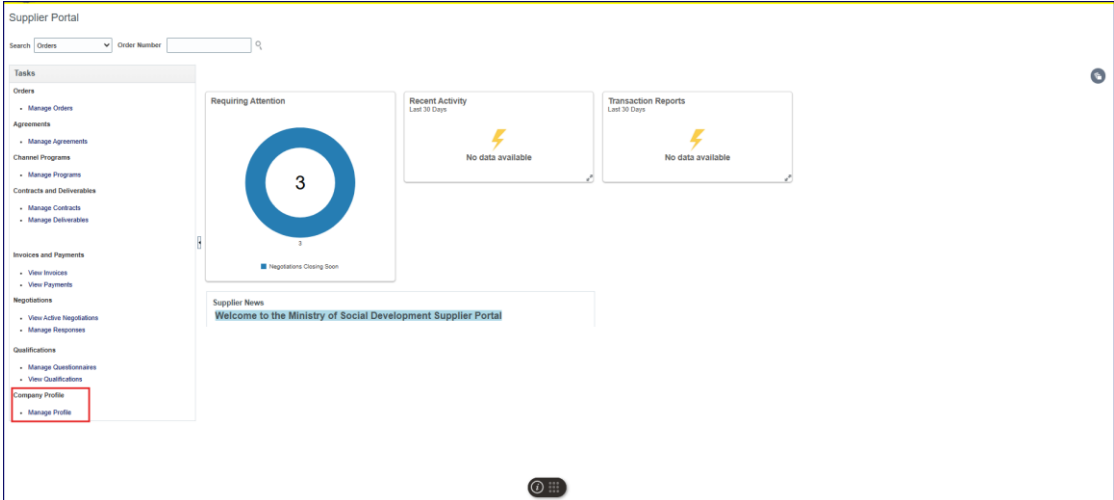

System steps

Step	Action
1.	<p>Click the Supplier Portal tile. Refer section 1 for log in steps.</p> 
2.	<p>The available actions are under the Tasks menu.</p> 
	<p>Alternatively, the Search dropdown box could be used to find the subject you are interested in.</p> <p>Select the area you would like to search then click the search.</p> 


4. How to manage your supplier profile

Overview

In this section, you will learn how to manage your organisation's details by editing information, adding new contacts, addresses, bank accounts, and additional administrators. The supplier self-service administrator and supplier accounts receivable roles are required to complete the steps, you can follow the system steps outlined below.

1.	<p>Navigate to the Manage Profile option in the Task menu.</p> 
2.	<p>The company profile landing page opens. Here you can view all your details entered at the time of supplier portal registration. Navigate around by selecting the tabs available: Organization Details; Tax Identifiers; Addresses; Contacts; Payments; Business Classifications and Products and Services.</p> 

a) How to edit your company details

3. Click the  button at the top of the screen to initiate changes to any of the company profile tabs.



Company Profile 

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

General

Company
Supplier Number
Supplier Type

Tax Organization Type: Company
Status: Active
Attachments: None

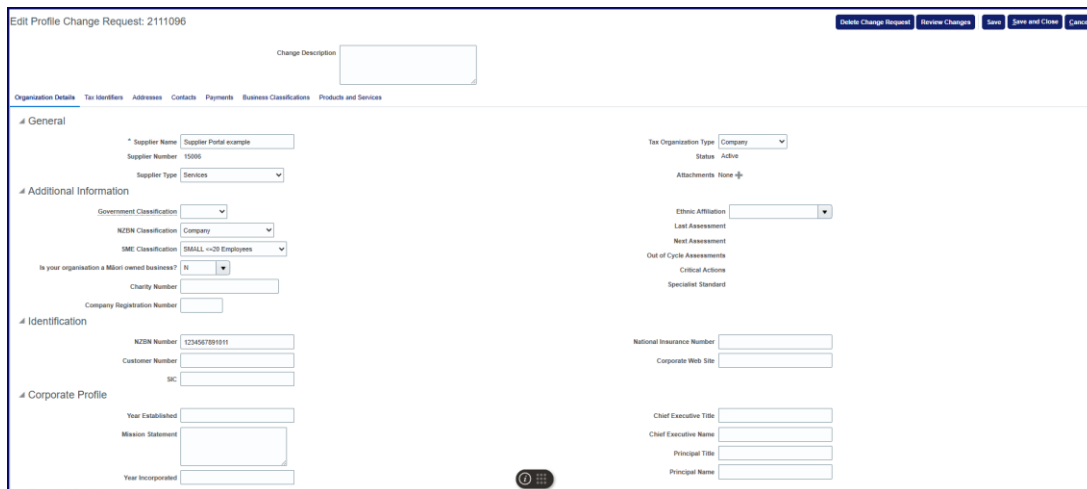
Identification

NZIN Number
Customer Number

National Insurance Number
Corporate Web Site

Your company details will be here

4. Fields can now be edited to make updates as needed



Edit Profile Change Request: 2111096

[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: Supplier Portal example
Supplier Number: 15096
Supplier Type: Services

Tax Organization Type: Company
Status: Active
Attachments: None

Additional Information

Government Classification:
NZIN Classification: Company
SME Classification: SMALL <20 Employees
Is your organisation a Māori owned business?: N
Charity Number:
Company Registration Number:

Identification

NZIN Number: 1234567891011
Customer Number:
NIC:

Corporate Profile

Year Established:
Mission Statement:
Year Incorporated:

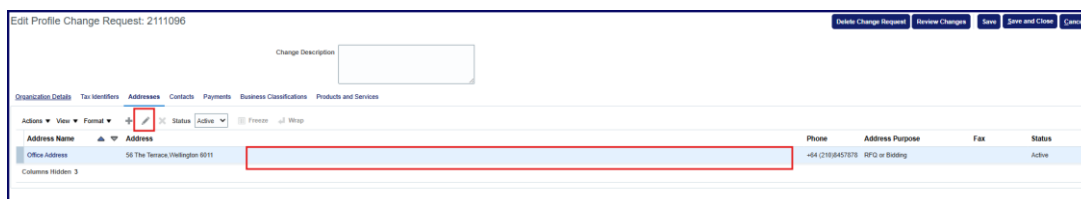
Ethnic Affiliation:
Last Assessment:
Next Assessment:
Out of Cycle Assessments:
Critical Actions:
Specialist Standard:

National Insurance Number:
Corporate Web Site:

Chief Executive Title:
Chief Executive Name:
Principal Title:
Principal Name:

b) How to edit your company address

5. Select the company address by clicking on the blank space after your company address. You will notice the line is blue.



Edit Profile Change Request: 2111096

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Change Description

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

Address Name:
Address:
Phone:
Address Purpose:
Fax:
Status:

6. Select the pencil icon to edit the address.

Note: Only the address lines and contact details should be updated. All other fields must remain unchanged.

7. Select the [**Create '+'**] icon to add additional addresses.

c) How to view/add/remove contacts

8. Select the **Contacts** tab at the top to view, add and remove contacts added to your supplier portal.

9. Click the [**Create '+'**] icon.

10. In the "**Create Contact**" section, complete the required fields denoted with an asterisk (*), such as **First Name**, **Last Name**, and **Email**.

Ensure the **administrative contact** tick box is selected. You will also be required to complete the email field.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Phone

Mobile

Fax

Email

Status

☒ Administrative contact

11. In the "**Contact Addresses**" section, associate an address with the contact by:

- Clicking the plus '+' [**Select and Add**] icon.
Result: A **Select and Add: Addresses** pop-up box will appear.
- Select the **Address** from the list and click **OK**.

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

Select and Add: Addresses

Search

Address

Search Reset

View Format Wrap

Address Name	Address	Address Purpose
263448	LEVEL 12, 125 QUEEN STREET, AUCKLAN...	Ordering, Remit to

Rows Selected 1

Apply OK Cancel

12. In the "**User Account**" section, on the "**Roles**" tab, tick the "**Request user account**" box if you want this contact to have access to the Supplier Portal.

User Account

☒ Request user account

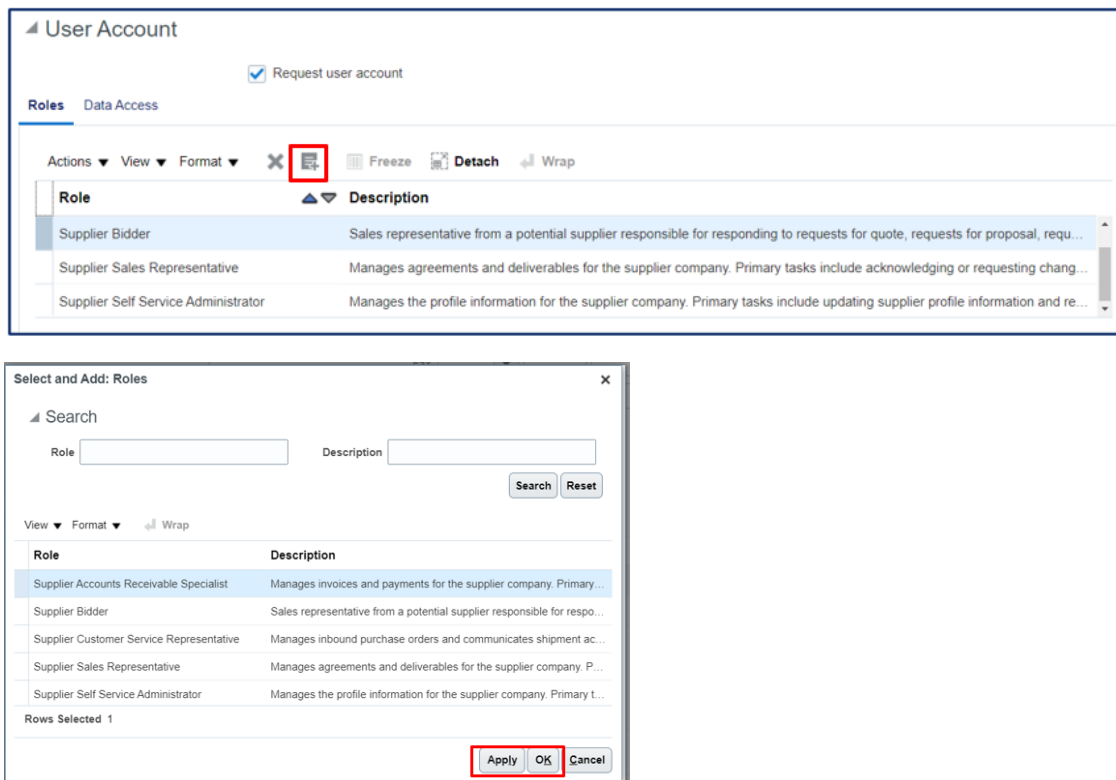
Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...

13.

To **add** specific roles, click the plus '+' **Select and Add** icon. Select the role you wish to add, click **Apply**, and then **OK**.



User Account

☒ Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...

Select and Add: Roles

Search

Role Description

Search Reset

View Format Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary...
Supplier Bidder	Sales representative from a potential supplier responsible for respo...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment ac...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. P...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary t...

Rows Selected 1

Apply OK Cancel

14.

To **delete** a specific role, click the role, and then click the cross 'X' **Delete** icon.



User Account

☒ Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...

15. You can set a supplier contact to have access to either the whole supplier or just specific sites.

To give a contact access to a particular site(s), click the **"Data Access"** tab. Tick the box **"Selected supplier sites"** under the **Restricted Access** field, and click the plus (Add) icon to select the Supplier Site(s) you want to give the contact access to. Once you have made the necessary updates, click **OK**.

User Account

Account Status: Active

User Name: Michael McClintock

Roles: **Data Access**

Restrict Access To: ☐ Supplier ☒ Selected supplier sites

Actions: View Format **+** Freeze Detach Wrap

* Supplier	* Supplier Site	Procurement BU	Site Address
ACCENTURE N...	263448	MSD Departmental	LEVEL 12,125 QUEEN STREET,AUCKLAND CENTRAL,AUCKLAND

Columns Hidden: 1

OK Cancel

16. Click **OK** once you have finished adding a new contact.

17. To edit an existing contact, highlight the contact you want to edit, then click the pencil **Edit** icon.

Edit Profile Change Request: 980009

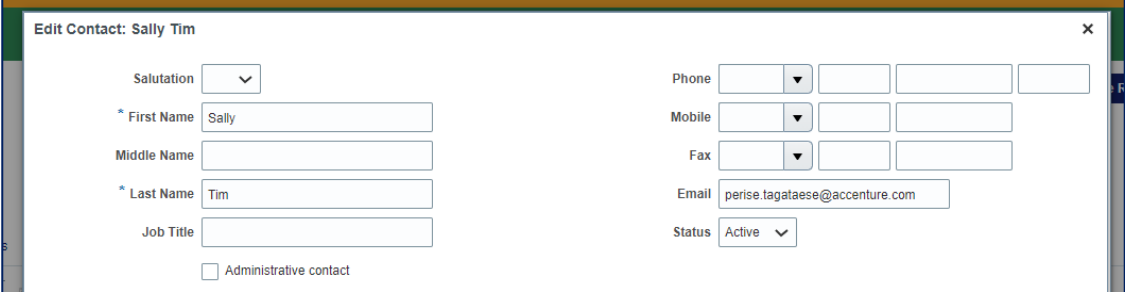
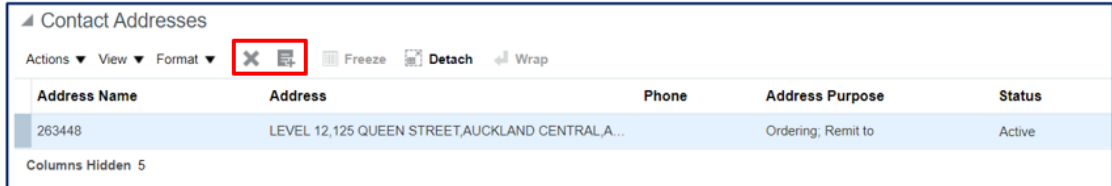

Change Description

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

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

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
McClintock, Michael		michael.mcclintock@accenture.com	+64 (214)645 x2		✓	Active
Mercado, Hayds		haydee.c.mercado@accenture.com			✓	Active
Supplier, Test		tagatap4@gmail.com			✓	Active
Tim, Sally		perise.tagataese@accenture.com			✓	Active

Columns Hidden: 7

18.	<p>In the "Contact" section, update the required fields denoted with an asterisk, such as First Name, Last Name, and Email.</p> <p>If this contact is an administrative contact, tick the box. An email is required for all administrative contacts.</p> 
19.	<p>In the "Contact Address" section, you can update the address associated with the contact by either adding or deleting an address.</p> 
20.	<p>In the "User Account" section on the "Roles" tab, you can update the roles associated with the contact by either adding or deleting a role.</p> 
21.	<p>In the "User Account" section on the "Data Access" tab, you can change the access the contact has to sites.</p> <p>To give access to specific sites, follow the same process as described in step 6.</p>
22.	<p>Once you have made the necessary updates, click OK.</p>

23. To make a contact inactive, highlight the contact you want to make inactive, then click the pencil **Edit** icon.

Edit Profile Change Request: 980009

Change Description

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

Actions View Format + [Edit] Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
McClintock, Michael		michael.mcclintock@accenture.com	+64 (214)645 x2		✓	Active
Mercado, Haydee		haydee.c.mercado@accenture.com			✓	Active
Supplier, Test		tagatap4@gmail.com			✓	Active
Tim, Sally		perise.tagataese@accenture.com			✓	Active

Columns Hidden 7

24. In the **"Contact details"** section, click **"Inactive"** from the **status** dropdown box.

Edit Contact: Test Supplier

Salutation

* First Name Test

Middle Name

* Last Name Supplier

Job Title

Administrative contact

Phone

Mobile

Fax

Email tagatap4@gmail.com

Status Inactive

Inactive Date Active Inactive

25. The contact will be moved to the **"Inactive Contacts"** section by selecting **"Inactive"** from the status dropdown box on the Contacts tab.

Edit Profile Change Request: 980009

Change Description

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

Actions View Format + [Edit] Status Inactive Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Supplier, Test		tagatap4@gmail.com			✓	Inactive

Columns Hidden 7

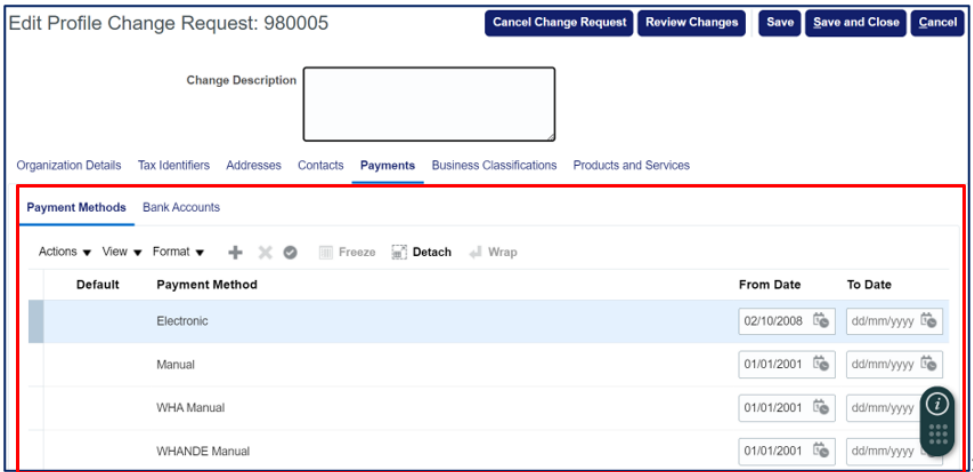



This completes the section.

d) How to update the payments tab

This tab is relevant for suppliers who currently have an active contract with the Ministry. If your bank account details on our system have changed or need to be updated, please use this section to provide the correct information.

System steps

Step	Action
1.	Click on Edit located in the top right corner, then click the Payments tab.
2.	Review and update Payment Methods if necessary. 
3.	Click the next tab Bank Accounts to review and update bank account details.
4.	Click the Add plus icon if a new bank account needs to be added 
5.	Enter your bank account details, then click OK to save.

6. To edit bank account details, highlight the bank account you want to edit and click the pencil **Edit** icon.

Edit Profile Change Request: 980005

Cancel 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 + [Edit] X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	12345678		NZD	03 Westpac

Columns Hidden 8

7. Modify the bank account details and click **OK** to save.

8. To select a bank account as the primary bank account, click the tick **Primary** icon.

A green tick will appear next to the primary bank account.

Edit Profile Change Request: 980005

Cancel 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 + [Edit] X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	567891234		NZD	01 ANZ Bank New Zealand
<input type="checkbox"/>	12345678		NZD	03 Westpac

9. To delete a bank account, highlight the bank account you want to delete then select the cross 'X'-Delete icon.

You cannot delete a primary bank account.

Edit Profile Change Request: 980005

Cancel 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 + [Edit] X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	567891234		NZD	01 ANZ Bank New Zealand
<input type="checkbox"/>	12345678		NZD	03 Westpac



If you are adding or amending a bank account, you will need to attach a deposit slip or evidence of your bank account

10.

To attach a deposit slip, go to the **Organization Details** tab.

11.

Click on the **plus '+'** icon next to **Attachments**.

12.

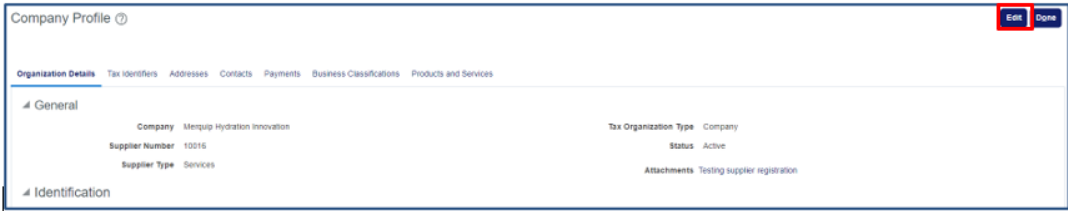
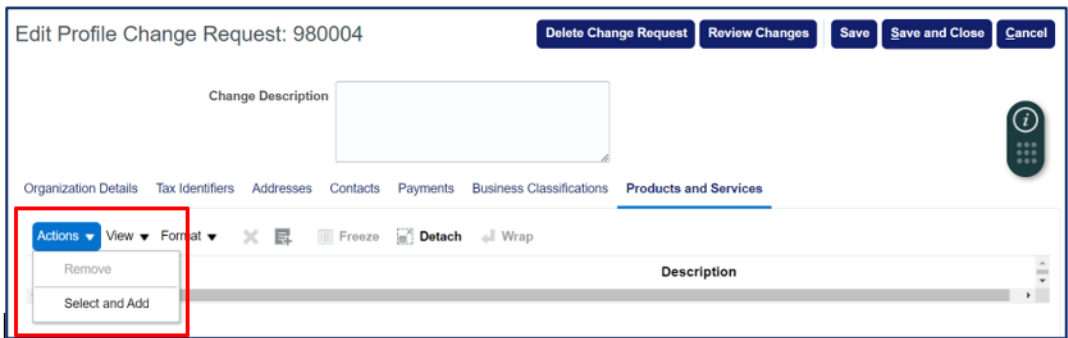
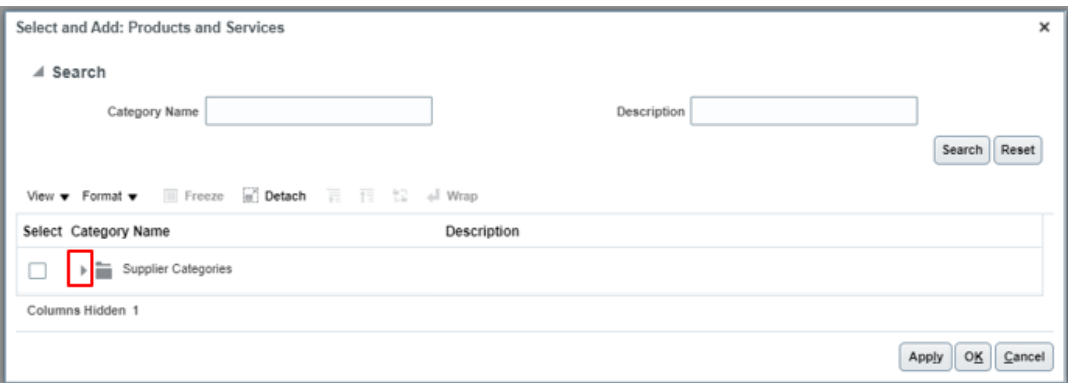
Choose the file you want to attach, update the **Title** and **Description** fields, and click OK to complete the attachment.



This completes the section.

e) How to update the products and services tab

System steps

Step	Action
1.	<p>On the company profile page click on edit located in the top right corner, then click the products and services tab.</p> 
2.	<p>Click on Actions then choose Select and Add.</p> 
3.	<p>Expand the goods and services by clicking the sideways arrow next to Supplier Categories to expand.</p> 

4. Select the relevant categories that represent the products or services your company offers.

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Supplier Categories	
<input type="checkbox"/>	Accommodation	
<input type="checkbox"/>	Advertising, Design and Media	
<input type="checkbox"/>	Cleaning	
<input type="checkbox"/>	Construction	
<input checked="" type="checkbox"/>	Consultancy	
<input type="checkbox"/>	Electricity, Gas, Water and Waste Services	
<input type="checkbox"/>	Food and catering services	
<input type="checkbox"/>	Healthcare	
<input type="checkbox"/>	ICT Hardware	

Columns Hidden 1

Apply OK Cancel

5. Click **OK** to confirm your selection.

6. To **delete** products and services, highlight the line item, then click the cross 'X'-delete icon.

Edit Profile Change Request: 980004

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 ☒ Freeze Detach Wrap

Category Name	Description
Supplier Categories	



This completes the section.

f) How to submit changes for approval

System steps

Please make sure to submit any changes you've made—your updates will not take effect until this step is completed.

Step	Action												
1.	<p>When all changes are complete, provide a brief description of the changes you have made in the Change Description field.</p> <div><div>Edit Profile Change Request: 980005</div><div><div>Delete Change Request</div><div>Review Changes</div><div>Save</div><div>Save and Close</div><div>Cancel</div></div><div><div>Change Description</div><div>Change made to bank account</div></div></div>												
2.	<p>Click on Review Changes to view a list of all the changes you have made, click Submit.</p> <div><div>Review Changes</div><div><div>Edit</div><div>Submit</div><div>Cancel</div></div><div><div>Change Description</div><div>Change made to bank account</div></div><div><div>Bank Accounts</div><div><div>View</div><div>Format</div><div>Freeze</div><div>Wrap</div></div><table><tr><th>Primary</th><th>Account Number</th><th>IBAN</th><th>Currency</th><th>Bank Name</th><th>Details</th></tr><tr><td><div><div>+</div><div>✓</div></div></td><td>12345678</td><td></td><td>NZD</td><td>03 Westpac</td><td><div></div></td></tr></table><div>Columns Hidden 8</div></div></div>	Primary	Account Number	IBAN	Currency	Bank Name	Details	<div><div>+</div><div>✓</div></div>	12345678		NZD	03 Westpac	<div></div>
Primary	Account Number	IBAN	Currency	Bank Name	Details								
<div><div>+</div><div>✓</div></div>	12345678		NZD	03 Westpac	<div></div>								
<div><div>i</div></div>	<p>Note: Changes made to your organization's profile through the Supplier Portal will be submitted for the Ministry of Social Development's approval. Only approved changes will be reflected in the Supplier Portal.</p> <p>For urgent changes, please contact NAC_Suppliers@msd.govt.nz.</p>												
<div><div>i</div></div>	<p>You can edit or cancel the change request at any time by selecting the appropriate options in the top right-hand corner.</p> <div><div>Company Profile ?</div><div><div>Cancel Change Request</div><div>Edit</div><div>Done</div></div><div><div><div>There is a profile change request pending approval. You may edit to make additional changes.</div><div><div>Last Change Request</div><div>980005</div><div>Requested By</div><div>Supplier, Test</div><div>Request Status</div><div>Pending Approval</div><div>Request Date</div><div>24/06/2023</div><div>Change Description</div><div>Change made to bank account</div></div></div></div></div>												
3.	<p>Click Done to return to the Supplier Portal homepage.</p>												



Congratulations! You have successfully submitted your changes for approval.

What's next?

You will receive a notification regarding the status of your changes. You will be notified both within the application and via email for the following scenarios:


- **Approved:** Your changes have been approved and will be reflected in the Supplier Portal.
- **Cancelled:** Your changes have been cancelled and will not be implemented.
- **Information Requested:** MSD requires more information regarding the changes you have made. Please provide the necessary information to proceed.

If you have any further questions or concerns, please reach out to the support team at NAC_Suppliers@msd.govt.nz.

5. How to view receipts

This gives you as a supplier user the ability to view purchase orders that have been receipted by the Ministry. Purchase orders may be fully receipted or partially receipted based on its scheduled payments. The supplier customer service representative role is required to complete the steps.

System steps

Step	Action
1.	Search for your receipt under the task menu or search facility.
2.	To view a specific receipt, click on the Receipt number hyperlink.
3.	The Receipt page opens. You have the option to click on View Transaction History located in the top-right corner. This will allow you to see any previous updates made to the purchase order associated with the receipt. 

4.	If you're done viewing the receipt and want to return to the previous page, click on Done .
<input checked="" type="checkbox"/>	This completes the section.

6. How to manage contracts

Overview

The Manage Contracts page allows suppliers with active contracts with the Ministry to access their contracts. Your (supplier) customer service representative role is required to complete the steps.

See [Section 8.1.4](#) for a full list of supplier roles and their description.

System steps

Step	Action
1.	Search for your contract under the sub menu item Contracts and Deliverables in the task menu or search facility.
2.	To view and download a contract, click on the document icon in the contract documents column. <div data-bbox="261 1146 1372 1543" data-label="Image"> <p>The screenshot shows the 'Manage Contracts' interface. At the top, there are search filters for Number, Name, Status, Amount, Agreed Amount, Type, and Source Document Number. Below the filters, a table displays search results. The table has columns: Number, Name, Status, Type, Start Date, End Date, Preview, and Contract Documents. The 'Contract Documents' column contains document icons, and one icon is highlighted with a red box, indicating the action to click on to view or download a contract.</p> </div>
<input checked="" type="checkbox"/>	This completes the section.

7. How to view invoices

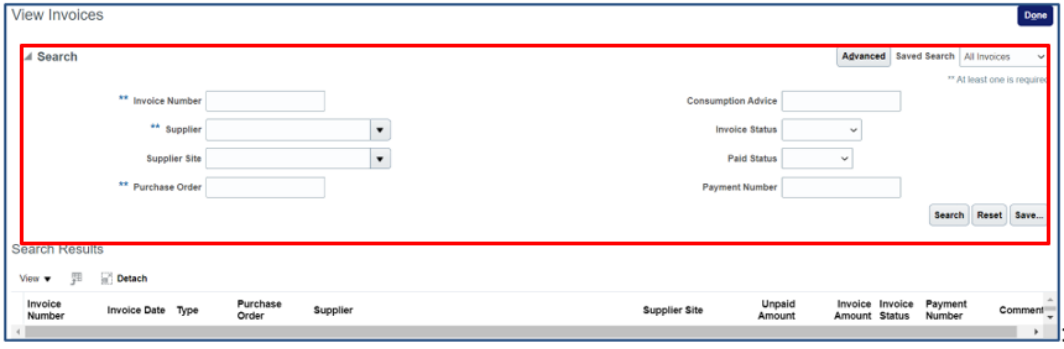
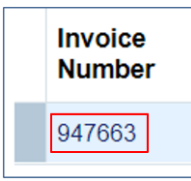
Overview

To view invoices associated with purchase orders in the supplier portal, follow the steps below. The required roles to complete the steps are:

- Supplier Accounts Receivable
- MSD Self Service Procurement View Invoice

See [Section 8.1.4](#) for a full list of supplier roles and their description.

System steps

Step	Action
1.	Scroll to Invoices and Payments and click on View Invoices or Search for your invoice under task menu.
2.	<p>In the Search section, complete at least one of the asterisk-marked fields such as Invoice Number, Supplier, or Purchase Order. Then click on the Search button.</p> <p>Result: A list of invoices associated with a PO that match your search criteria will appear under the Search Results section.</p> 
3.	<p>To view a specific invoice, click on the Invoice number. This will open and display the details of the selected invoice in the invoice landing page.</p> 
4.	<p>If you want to view the invoice that was sent to the Ministry, navigate to the Attachments section and click on the hyperlink associated with the invoice. From there, click on the "Invoice Image" to view the invoice document.</p>

Invoice: 947663

Done

Business UnitMSD Departmental
Legal Entity NameMSD Departmental
Supplier or PartyMerquip Hydration Innovation
Supplier SiteHEAD, OFFICE
Address58 Walls Road, Penrose, Auckland 1061
Invoice Date29/01/2021

Invoice Amount339.25 NZD
Unpaid Amount0.00 NZD
Payment CurrencyNZD
Tax Control Amount

Invoice TypeStandard
Description
Funds Status Reserved

AttachmentInvoice Image

LinesPayments

Items

View ▾ Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Det
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Loc
1	295.00	Supply and install Bili filter...	05/08/2021	Reserved			MSDP000	1	1						7770 Oamaru

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Am	Line	Type	Amount
1	NZ Goods and Serv...	NZ GST	NZ Goods and ...	STANDARD	GST-15	15				No shipping and handling	

Totals

Tax charges summary

NZ GST 15%	44.25	Items	295.00
Inclusive Tax	0.00	Freight	0.00
Self-Assessed Tax	0.00	Miscellaneous	0.00
		Tax	44.25
		Subtotal	339.25
		Less Inclusive Prepayments	0.00
		Remaining Amount	0.00
		Invoice Amount	339.25
		Less Withheld Tax	0.00
		Less Exclusive Prepayments	0.00
		Less Retainage	0.00
		Total Due	339.25



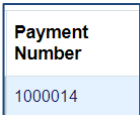
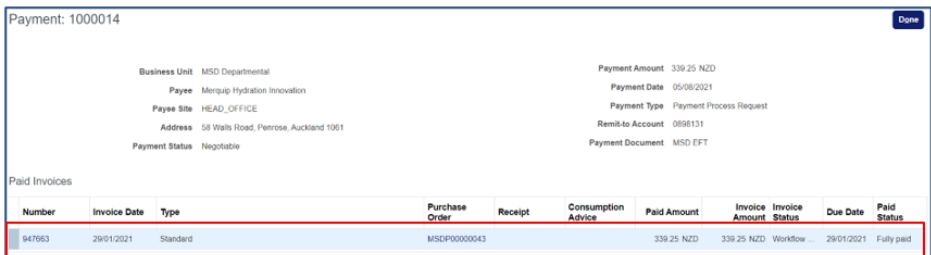
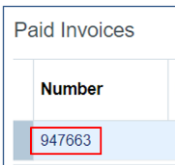
This completes the section.

8. How to view payments

Overview

As a supplier, you can easily view your invoices that have been paid by the Ministry. This includes payments made through purchase orders or by directly clicking on individual invoices. The supplier customer service representative role is required to complete the steps.

System steps

Step	Action
a)	Under the Tasks menu, scroll to Invoices and Payments and click on View Payments .
b)	<p>To view a specific payment, click on the Payment Number. This will open a landing page displaying the details of the selected payment.</p> 
c)	<p>On the Payment Number view, you can easily access key information such as the invoice number, invoice date, invoice type, purchase order, receipt, paid amount, invoice amount, invoice status, due date, and paid status.</p> 
d)	<p>Additionally, within the Payment Number view, you can click on the Invoice Number hyperlink to gain more detailed payment information for a specific invoice.</p> 

Invoice: 947663

Business Unit MSD Departmental
 Legal Entity Name MSD Departmental
 Supplier or Party Merquip Hydration Innovation
 Supplier Site HEAD_OFFICE
 Address 58 Walls Road, Penrose, Auckland 1061
 Invoice Date 29/01/2021

Invoice Amount 339.25 NZD
 Unpaid Amount 0.00 NZD
 Payment Currency NZD
 Tax Control Amount

Invoice Type Standard
 Description
 Funds Status Reserved
 Attachment Invoice Image

Lines **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
1000014	MSD EFT	Negotiable	No	05/08/2021	339.25 NZD	58 Walls Road, Penrose, Auckland 1061	0898131
					339.25 NZD		

Installments

Number	Due Date	Amount (NZD)		Payment Method
		Gross	Unpaid	
1	29/01/2021	339.25	0.00	MSD Electronic
		339.25	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (NZD)		Description
		Tax	Item	
No applied prepayments.				

To navigate back to the Payments landing page, simply click **Done**.

e)

In the Payment Number view, if you wish to review the **Purchase Order** associated with the payment, click on the Purchase Order hyperlink.

Payment: 1000014

Done

Business Unit MSD Departmental
 Payee Merquip Hydration Innovation
 Payee Site HEAD_OFFICE
 Address 58 Walls Road, Penrose, Auckland 1061
 Payment Status Negotiable

Payment Amount 339.25 NZD
 Payment Date 05/08/2021
 Payment Type Payment Process Request
 Remit-to Account 0898131
 Payment Document MSD EFT

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
947663	29/01/2021	Standard	MSDP00000043			339.25 NZD	339.25 NZD	Workflow	29/01/2021	Fully paid

This completes the section.

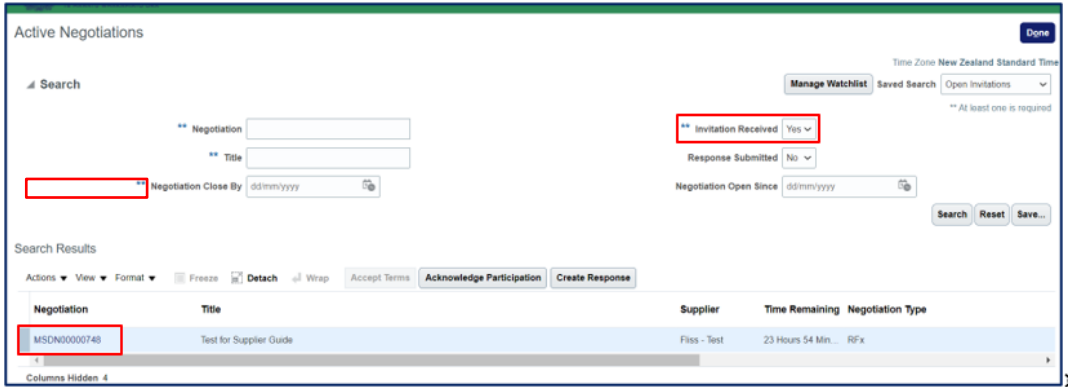

9. How to view active negotiations

Overview

This section illustrates how to view active open and closed negotiations, also known as ‘tender opportunities’, with the Ministry. Supplier bidder and supplier sales representative roles are required to complete the steps.

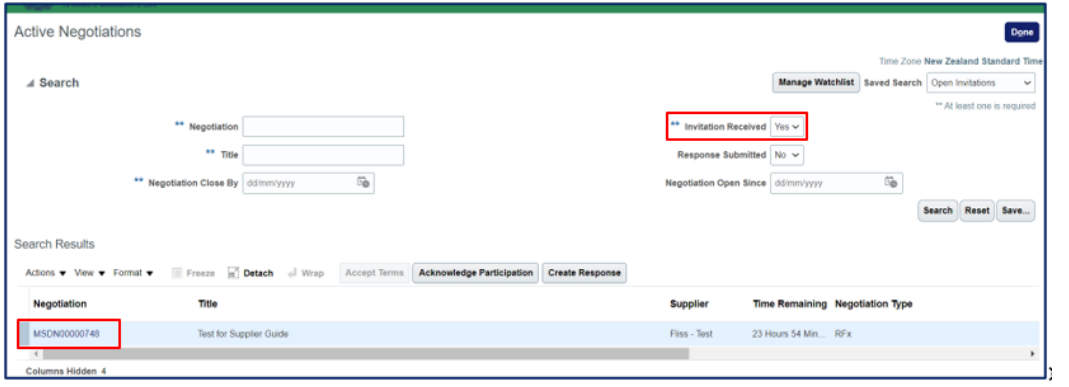
a) How to view an active Closed tender


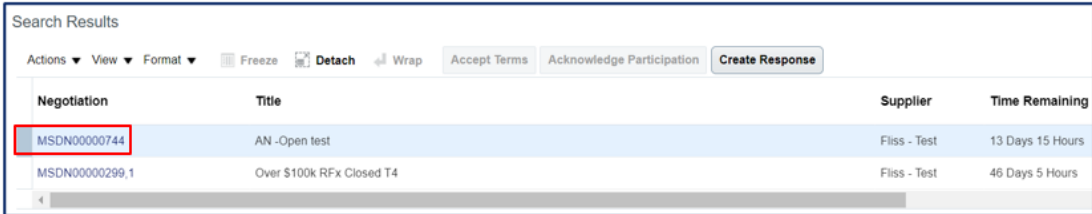

System steps

Step	Action
1.	Under Tasks , scroll to Negotiations and click on View Active Negotiations .
	<p>Select the specific negotiation you want to access by clicking on the negotiation number hyperlink.</p> <p>Make sure the field "Invitation Received" is showing "Yes" for the selected negotiation.</p> 
	This completes the section.

b) How to view an active Open tender

System steps

Step	Action
1.	Under Tasks , scroll to Negotiations and click on View Active Negotiations .
	

2.	<p>On the Active Negotiations landing page, select "No" in the Invitation Received dropdown box, and then click on the Search button.</p> <p>The Search Results section will display a list of active open tenders.</p> 
3.	<p>Review each open tender by clicking on the respective Negotiation hyperlink.</p> 
	<p>This completes the section.</p>


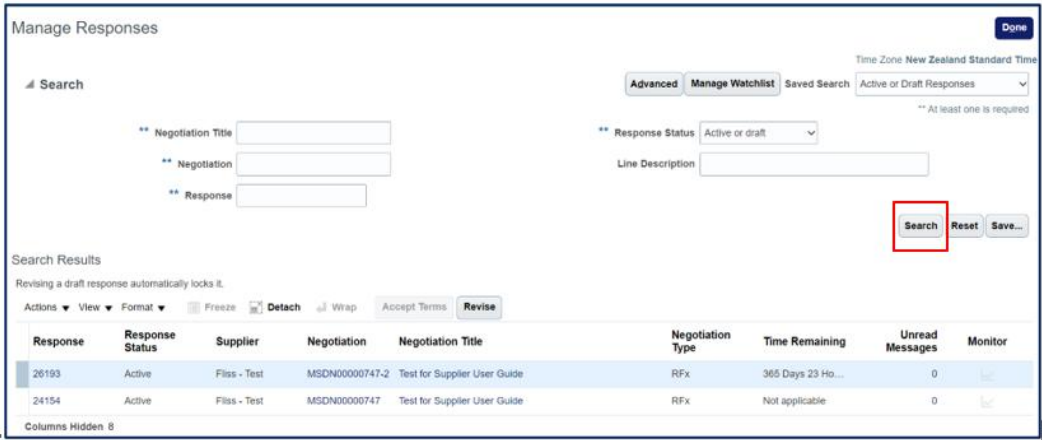
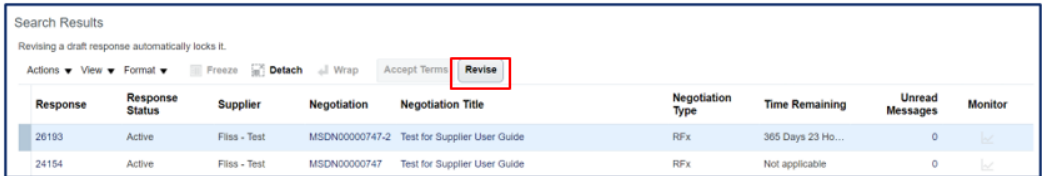
10. How to manage responses

Overview

Previous responses to tenders can be viewed before and after the response date. The supplier bidder and supplier sales representative roles are required to complete the steps. You can follow the system steps outlined below.

a) How to revise draft responses before the tender close date

System steps

Step	Action
1.	<p>Under Tasks, scroll to Negotiations and click on Manage Responses.</p> 
2.	<p>Complete the relevant search fields to narrow down your search for specific tenders you have responded to.</p> <p>Once you have entered the relevant search criteria, click on the Search button.</p> 
3.	<p>Select the response line item to be updated, then click the Revise button.</p> 



To revise a **draft** response, make sure that the **Response Status** is not locked.

To unlock a response, select the response then click **Actions** then **Unlock Draft**.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8



This completes the section.

b) How to review responses

System steps

Step	Action
1.	Under Tasks , scroll to Negotiations and click on Manage Responses .
2.	<p>Complete the relevant search fields to narrow down your search for specific tenders you have responded to.</p> <p>Once you have entered the relevant search criteria, click on the Search button.</p> <p>The system will display a list of negotiations based on your search criteria.</p>

Manage Responses Done

Time Zone: New Zealand Standard Time

Search Advanced Manage Watchlist Saved Search Active or Draft Responses

** Negotiation Title

** Response Status Active or draft

** Negotiation

Line Description

** Response

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8

4. Review the Response and Response Status by clicking on the Response number hyperlink.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
26194	Draft	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
26193	Active	Filss - Test	MSDN00000747-2	Test for Supplier User Guide	RFx	365 Days 22 Ho...	0	
24154	Active	Filss - Test	MSDN00000747	Test for Supplier User Guide	RFx	Not applicable	0	

Columns Hidden: 8



This completes the section.

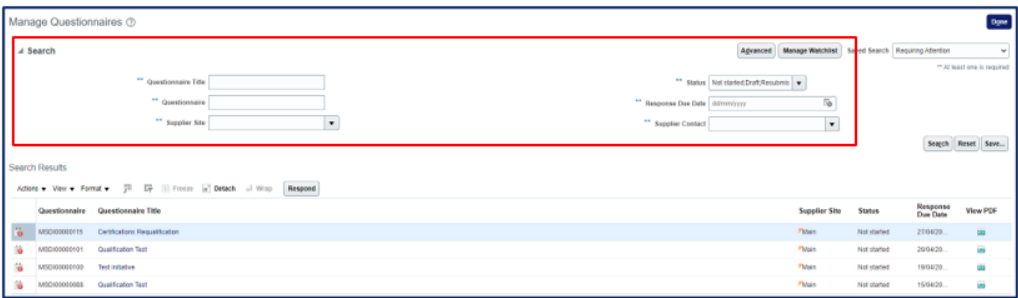

11. How to manage questionnaires

Overview

Supplier questionnaires can be viewed before and after the response date. The supplier sales representative role is required to complete the steps. You can follow the system steps outlined below.


a) How to view questionnaires

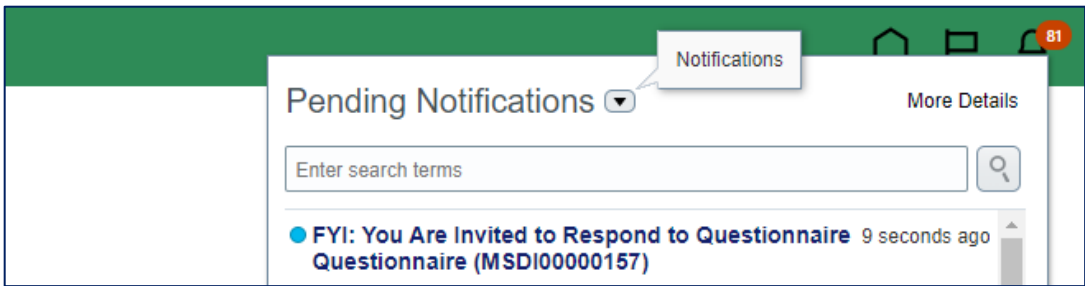
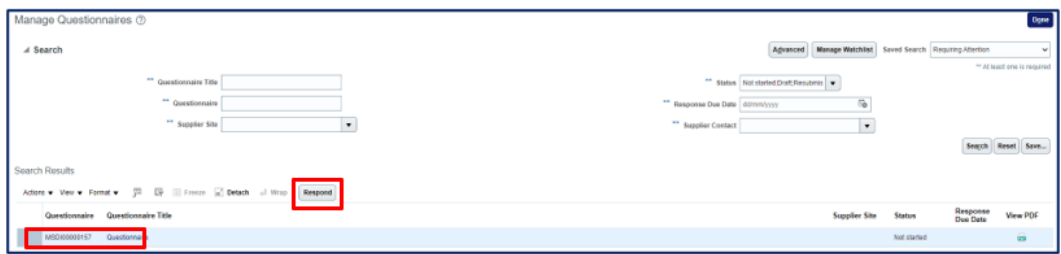

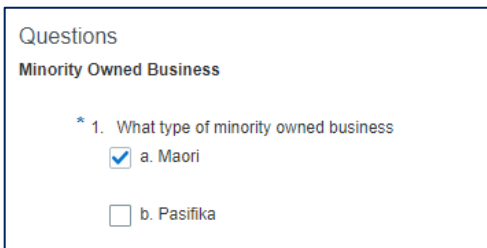
System steps

Step	Action
1.	<p>Under Tasks, scroll to Qualifications and click on Manage Questionnaires.</p> <p>The Manage Questionnaires landing page will appear.</p>
2.	<p>Complete the relevant search fields to narrow down your search for specific tenders you have responded to.</p> <p>Once you have entered the relevant search criteria, click on the Search button.</p> <p>The system will display a list of questionnaires under Search Results based on your search criteria.</p> 
	This completes the section.

b) How to respond to a questionnaire

System steps

Step	Action
	<p>When you are invited by the Ministry to submit a response to a questionnaire, the supplier contact selected by the Ministry will receive a FYI notification.</p>

1.	<p>View the Questionnaire Invitation by clicking on the notification</p> 
2.	<p>To respond to the questionnaire, under Tasks, scroll to Qualifications and click on Manage Questionnaires.</p>
3.	<p>In the Manage Questionnaires page, click on the questionnaire title hyperlink or select the line and click 'Respond'</p> 
4.	<p>Respond to the Questionnaire Questions by ticking the correct answer and/or attaching required documents.</p> <p>See an example of a questionnaire.</p>   <p>Questions will vary depending on what the Ministry is requiring from its suppliers.</p>
5.	<p>Once all sections are answered, you can 'Submit' your answers, or you can 'Save and Close' if you would like to come back and review later.</p>

6.	<div>Click OK on the Confirmation pop-up after submitting</div> <div><div><div><div><div></div><div>Confirmation</div><div></div></div><div></div><div>Response to questionnaire Questionnaire is submitted.</div><div>OK</div></div></div></div>
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