

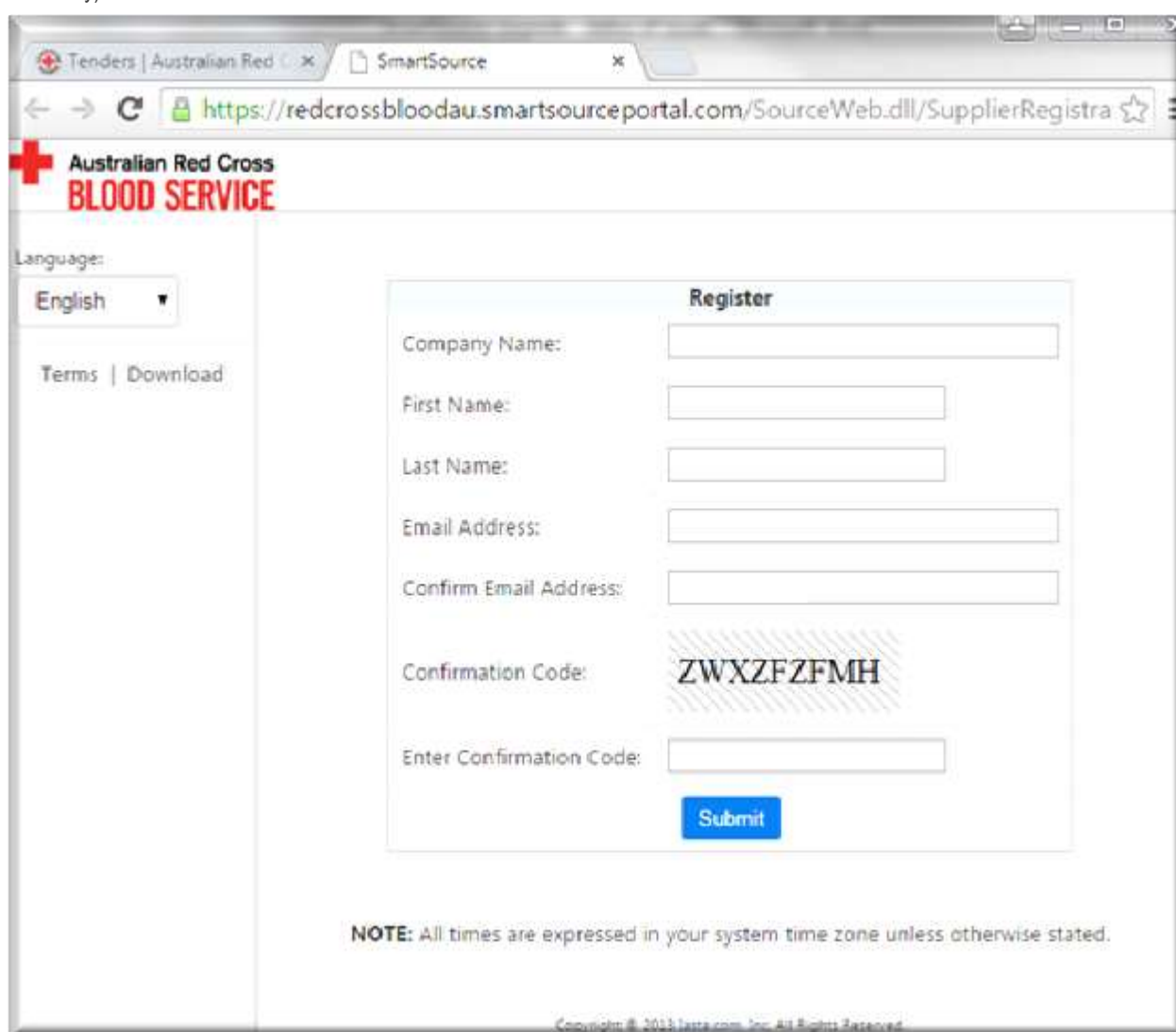
## SUPPLIERS - SMARTSOURCE QUICK REFERENCE GUIDE

### ACCESSING SMARTSOURCE

#### Supplier Self Registration steps

As a supplier there will be a link within the advertisement for Tenders/EOI's etc. will redirect you to the SmartSource Registration page.

You will be required to complete the information located below and type in a confirmation code (please note that this information is mandatory)



Language: English

Terms | Download

**Register**

Company Name:

First Name:

Last Name:

Email Address:

Confirm Email Address:

Confirmation Code: **ZWXZFZFMH**

Enter Confirmation Code:

**Submit**

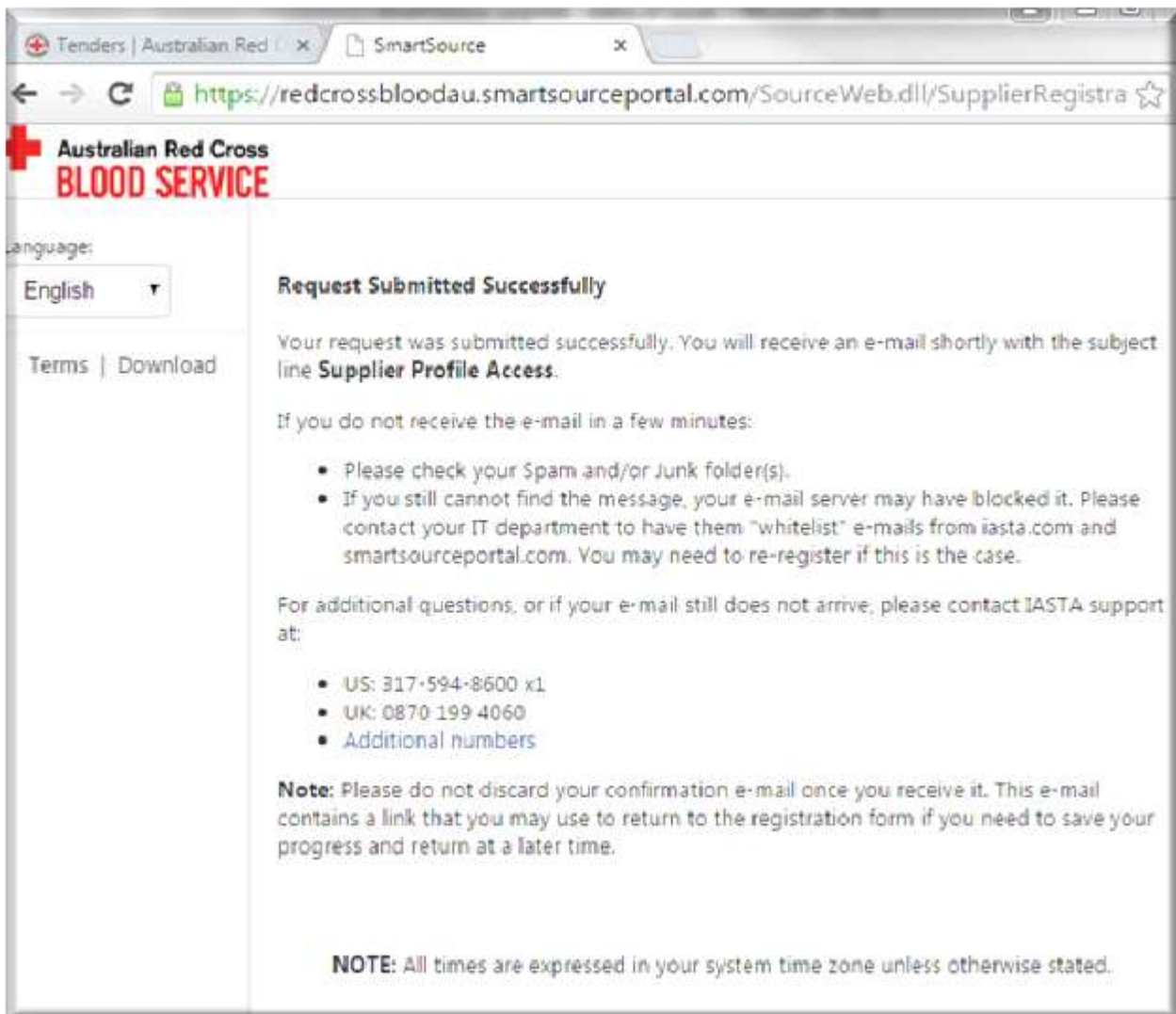
**NOTE:** All times are expressed in your system time zone unless otherwise stated.

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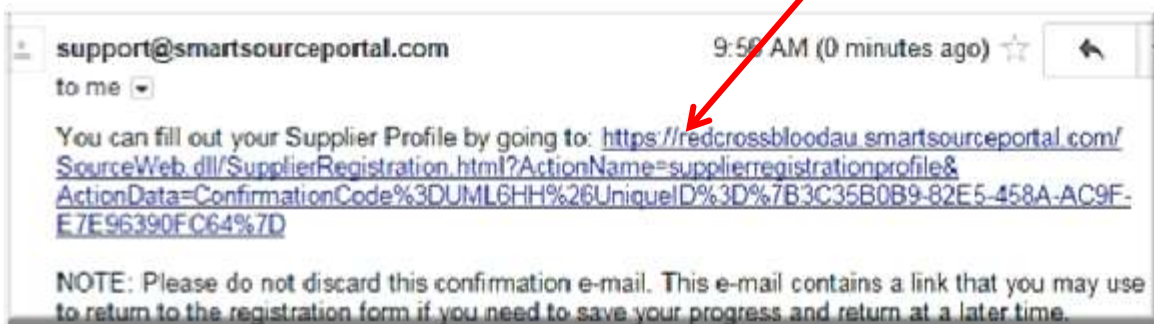
For technical assistance, please contact **SmartSource Support** on <http://www.support.determine.com>  
or call 1800 752 269

Once all information has been completed and the form has been submitted, a confirmation screen will display to confirm that you will receive an email with the subject line “Supplier Profile Access” which will contain the next steps relating to registration.

**Please note: Your registration will need to be validated by the Procurement Team. Please allow a maximum of 24 hours on business days, for an email providing you with your login details.**



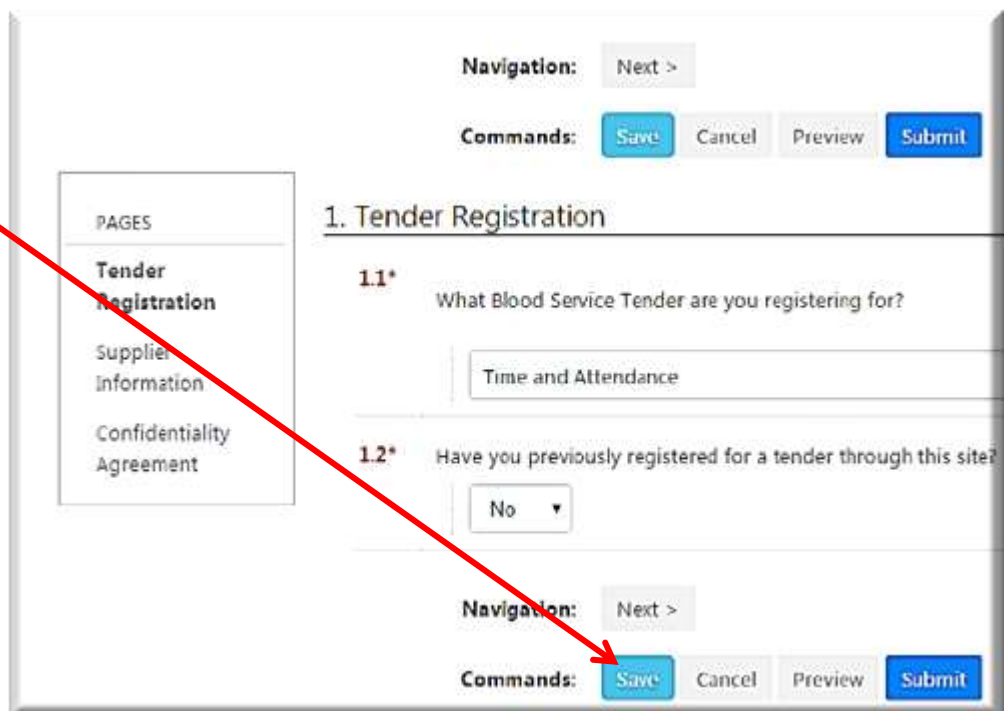
From your nominated email account, click on the live link sent to you by SmartSource



This Link will take you to a Registration Page which you will be required to complete.

Please note that all items marked in Red as\* are mandatory and require answering.

Applicants are required to answer all of the registration questions and should click save at the bottom of each page prior to clicking on next to continue with the questions.



Navigation: Next >

Commands: Save Cancel Preview Submit

**1. Tender Registration**

1.1\* What Blood Service Tender are you registering for?

Time and Attendance

1.2\* Have you previously registered for a tender through this site?

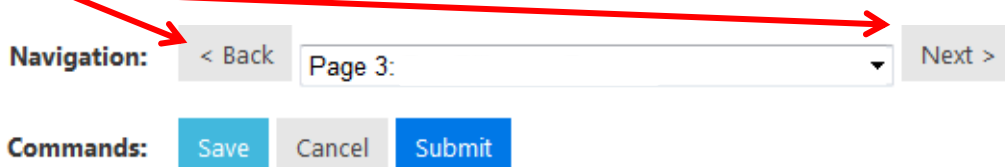
No ▾

Navigation: Next >

Commands: Save Cancel Preview Submit

## Navigation

Use the "Back" or "Next" Icons to move through to complete your Registration



Navigation: < Back Page 3: Next >

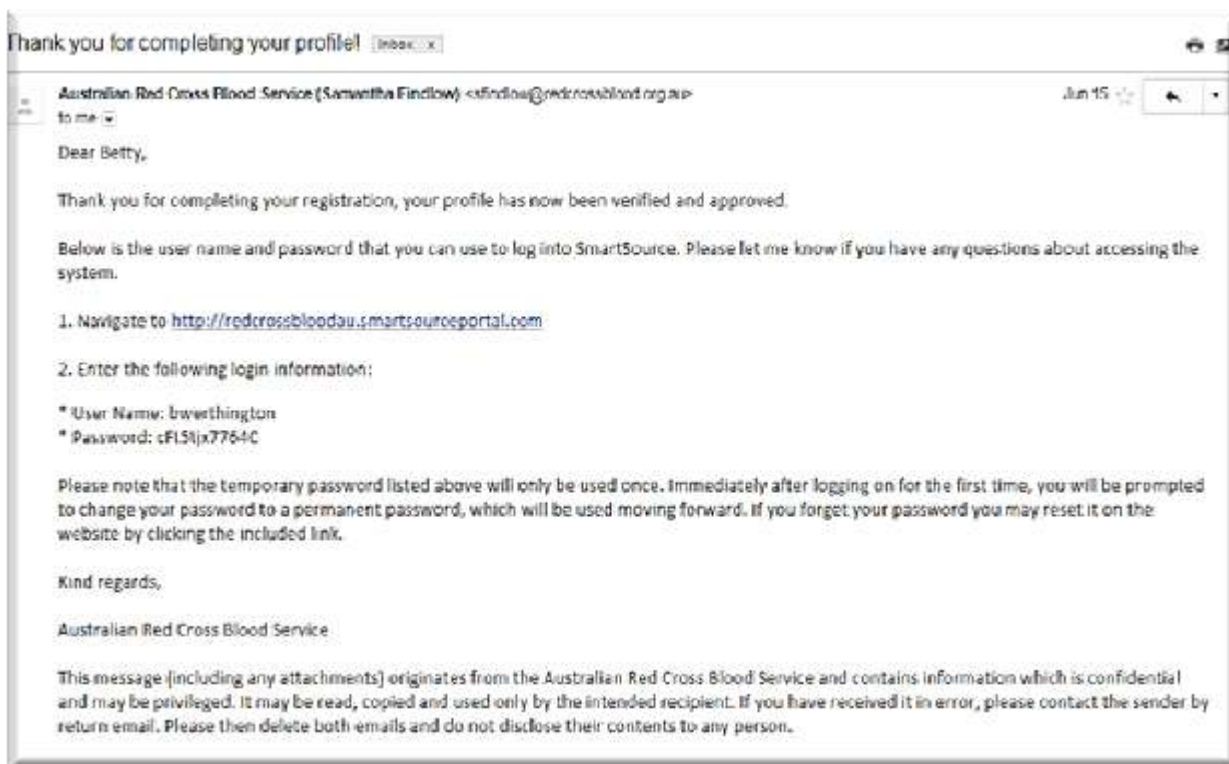
Commands: Save Cancel Submit

**Please Note:** If you submit your profile without fully completing the mandatory questions, you will receive an email prompting you to complete your profile before you will be provided access to the Tender.

Once you have fully completed your profile, you will be issued with an email detailing your Username and Password (please note that it is a temporary password which will require you to change to a Password of your choice when first accessing the system).

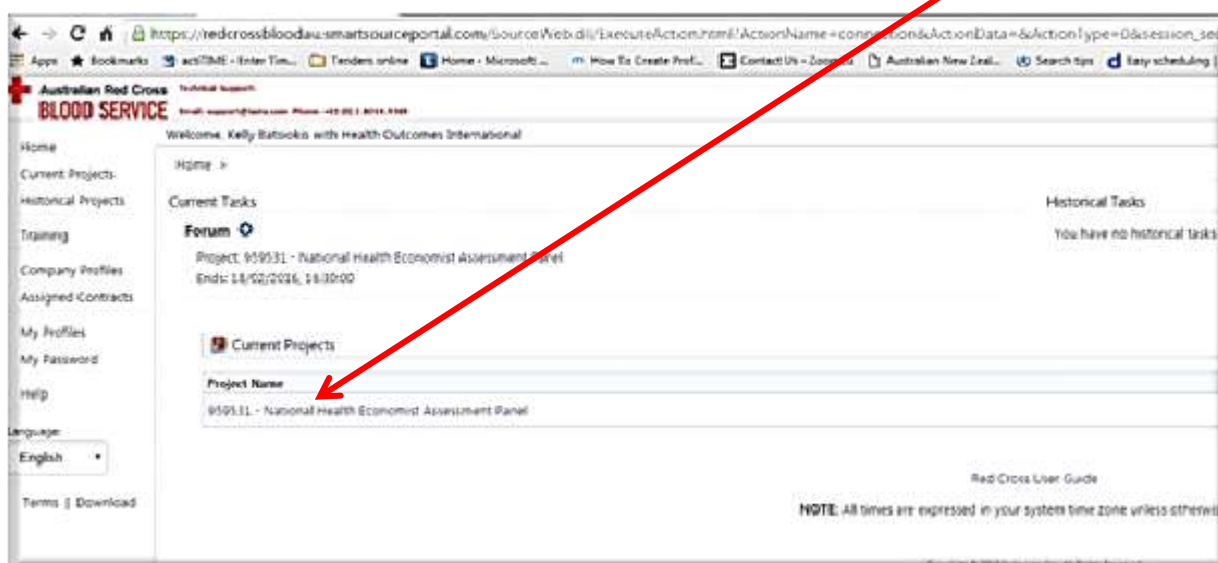
## Login to SmartSource

Remember to file this email in a **secure place**, as it contains your personal user information along with the SmartSource portal link.

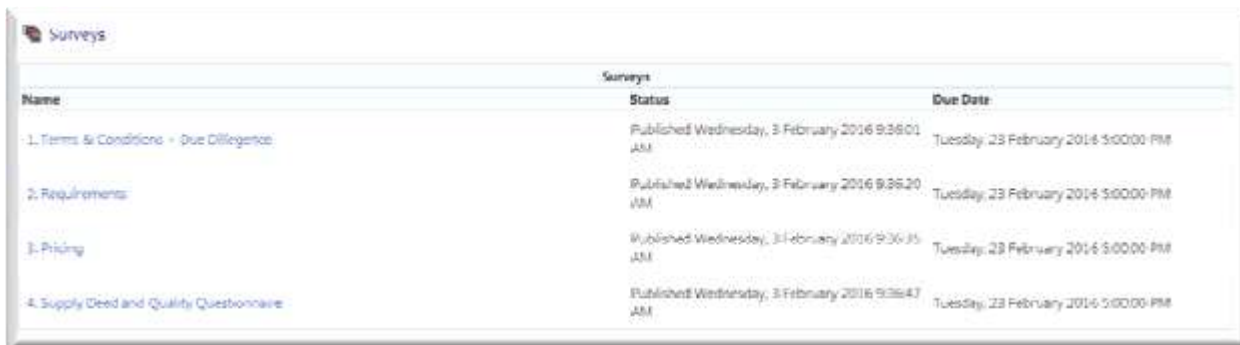


Use these login details via the link to access SmartSource and begin completing the advertised Tender/RFI/EOI etc.

Once you've logged in, an example of the screen will appear as per below. Double click on the Project to access the Surveys

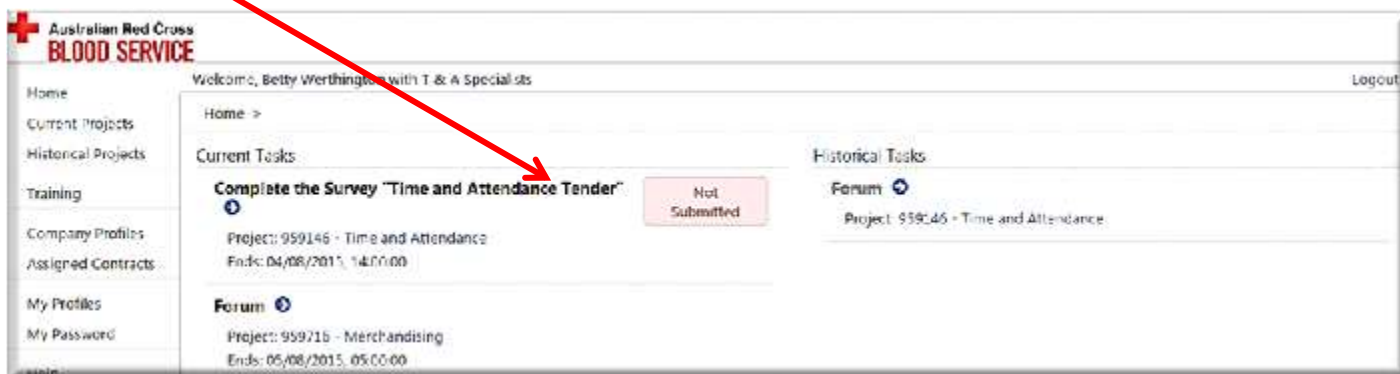


Scroll down to the area titled “Surveys” and click on each individual survey to complete.



Name	Status	Due Date
1. Terms & Conditions - Due Diligence	Published Wednesday, 3 February 2016 9:36:01 AM	Tuesday, 23 February 2016 5:00:00 PM
2. Requirements	Published Wednesday, 3 February 2016 9:36:20 AM	Tuesday, 23 February 2016 5:00:00 PM
3. Pricing	Published Wednesday, 3 February 2016 9:36:35 AM	Tuesday, 23 February 2016 5:00:00 PM
4. Supply Deed and Quality Questionnaire	Published Wednesday, 3 February 2016 9:36:47 AM	Tuesday, 23 February 2016 5:00:00 PM

When re-accessing the system, click on Complete the Survey – to start your responses and regularly visit the Forum to ask and view any questions and answers that are posted.



Welcome, Betty Werthington with T & A Specialists

Home >

Current Tasks:

- Complete the Survey "Time and Attendance Tender"** Not Submitted
- Project: 959146 - Time and Attendance
- Ends: 04/08/2015, 14:00:00

Historical Tasks:

- Forum
- Project: 959146 - Time and Attendance

It is possible to begin answering questions within SmartSource and save (to ensure your work to date is not lost) and go back to the site at a later date and click “edit response” to continue.



Welcome, Betty Werthington with T & A Specialists

Home > Current Projects > 959146 - Time and Attendance > Project Package > Survey-Time and Attendance Tender

**Survey-Time and Attendance Tender**  
Survey Deadline: 04/08/2015, 14:00:00

[Edit Response](#)

You may also respond offline by exporting the survey to Excel, completing it in Excel and uploading it here. Afterwards upload all other attachments here.

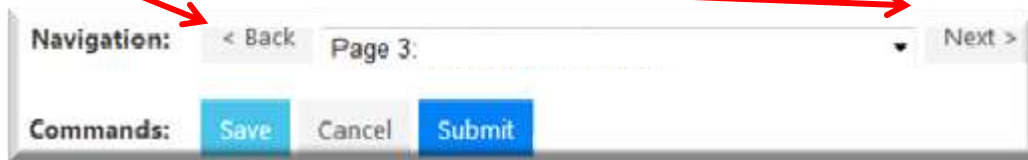
1. Tender General Terms and Conditions

1.1\* **Terms and Conditions of Tender**

Tenders are invited to submit proposals to the Australian Red Cross Blood Service (Blood Service) for the provision of the required service, based on the General Terms and Conditions outlined.

## Navigation

Use the “Back or “Next” Icons to move through to complete your Registration

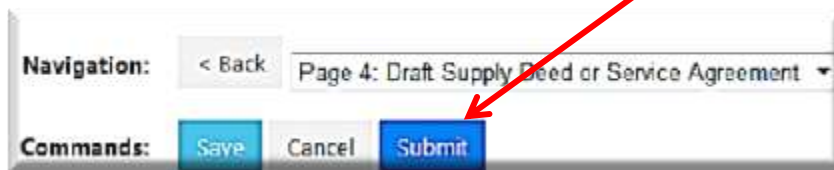


## Save before exiting

Always save your response so that you can pick up where you left when you next log in to SmartSource.

## Submitting

Once you have completed answering all mandatory questions click the “Submit” icon and then click “OK” in the text box. (you will not have the option of clicking “next” – as you have completed all of your questions.)



## Unable to Submit

If SmartSource will not allow you to submit your responses, it means that you have missed a mandatory question or attachment. Please save and review all questions to ensure your answers and attachments are complete, then re-submit a final time.

## Maximum File Size for each Question

Please note that SmartSource will not allow file sizes over **20mb** to be uploaded or attached per question.

## Project Forum

The Forum is available on your home page within SmartSource. To view questions and responses you can click on the Forum to open and view. All questions must be submitted via the Forum and responses will be posted for your information.

### Current Tasks

#### Forum

Project: [959211 - Supply of Test Widgets](#)  
Ends: Friday, 11 December 2015 5:00:00 PM

#### Complete the Survey "2. Requirements"

Opened

Project: [959211 - Supply of Test Widgets](#)  
Ends: Tuesday, 15 December 2015 5:00:00 PM

To post a question within the forum click "Submit a question to the forum, type your question and click "Submit".

 [Submit a question to the forum](#)

[Red Cross User Guide](#)

## Incomplete Registration – Request for further information

If you have received a request to complete your registration, you have not answered a mandatory question or not checked your acknowledgement to Terms and Conditions.

Follow the instructions provided in your email to log into SmartSource.


Select "Company Profiles" from the menu

Then Select the green tick "Supplier Registration Profile"



### Company Profiles

Profiles contain information requested by the sponsor company. Re  
Companies can update and resubmit profile information at any time

Name
 <a href="#">Supplier Registration Profile</a>

This will bring up your Supplier Registration Profile that you began completing at the Registration stage. Select “Edit this Company Profile”, complete your registration (noting that there are two pages of the registrationNa

[Edit this Company Profile](#)

Once you have completed all required fields, select “Submit” and your profile will be ‘resubmitted’ for review.

### 2. Confidentiality Agreement

**2.1** Please access the Confidentiality Terms and Conditions via the below link.  
[Confidentiality Terms and Conditions](#)  
 I have accessed the Confidentiality Terms and Conditions

**2.2\*** I have read the Confidentiality Terms and Conditions.

**2.3\*** We agree to comply with and be bound by the Confidentiality Terms and Conditions.

**2.4\*** I am legally empowered to agree to the Confidentiality Terms and Conditions and to bind our Organisation to it.

Navigation:

Commands:

