

ASPIRE SUPPLIER REGISTRATION

**How to register as a supplier
(paid participation)**

What you need to complete your registration

Having the following information at hand will help you register as a supplier for paid participation.

Please note that for payment purposes you are considered a 'contractor' to WAPHA for the time you are engaged with us. WAPHA must pay superannuation to all contractors, in addition to the agreed paid participation amount.

Registering as a supplier in ASPIRE, you have the option to register as either an 'Individual' or as a Business e.g., 'Sole Trader' (which means you are an 'individual running a business').

I am registering as an Individual what will I need...	I am registering as a Business what will I need...
<ul style="list-style-type: none">Your Full Legal Name	<ul style="list-style-type: none">Your Legal Entity Name
<ul style="list-style-type: none">Tax organisation type: Individual	<ul style="list-style-type: none">Tax organisation type: Business e.g., Sole Trader, Corporate etc
<ul style="list-style-type: none">ABN (Australian Business Number) <i>or</i>	<ul style="list-style-type: none">ABN (Australian Business Number)
<ul style="list-style-type: none">Tax File Number <i>(Required if you do not have an ABN)</i>	<ul style="list-style-type: none">Bank Account details: BSB, Account, Account Name
<ul style="list-style-type: none">Bank Account details: BSB, Account, Account Name	<ul style="list-style-type: none">Address
<ul style="list-style-type: none">Address	<ul style="list-style-type: none">Contact details
<ul style="list-style-type: none">Contact details	

Recipient Created Tax Invoice (RCTI) Agreement

An RCTI agreement will expedite the payment of invoices with 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 payments.

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

To enter this agreement, review the Written Agreement below and mark the box as part of Step 1 during the registration process. If you do not mark the box, you will need to submit a Tax Invoice for WAPHA to pay you or your enterprise.

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.

Saving your registration

You can save and return to your registration at any time. Just click the 'save for later' button and you will be emailed a link to your partially completed registration.

Note: you will need to re-enter your ABN.

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

The information you provide will be used to maintain contact with you. 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 questions or a technical query or need help with the registration process, please contact practiceassist@wapha.org.au or the Practice Assist team on **1800 2 ASSIST (1800 2 277 478)**.

Supplier Registration Process

Click this link to [REGISTER AS A SUPPLIER](#)

The supplier registration process includes **four steps / sections**.

Each section requires you to provide valuable information about your organisation. The sections include:

1. Company details
2. Company contacts
3. Company addresses.
4. Bank accounts

1. Company details

Enter the details for yourself as a contractor. You must complete all mandatory fields (those marked with an *) as well as those listed below (and highlighted in yellow in the screen shot):

1. **Company name** – Enter your full legal name or your Legal Entity Name
2. **Tax organisation type**- Select 'Individual' unless you are register as another tax organisation type i.e., 'Sole Trader' etc.
3. **Supplier type**- Select 'Operational Supplier'.
4. **Tax country**- Select 'Australia'.
5. **ABN:**
 - Enter your Tax File Number if you are not registered for GST.
 - Enter your Australian Business Number if you are GST registered.
6. **ACN** (Australian Company Number)- Enter only if you are registering as a business.
7. **GST (Goods and Services Tax) registered:**
 - Select 'No' if you are not registered for GST.
 - Select 'Yes' if you are registered for GST.
8. **RCTI** (Recipient Created Tax Invoice) [*refer to registration section above for more information about RCTIs](#)
 - select 'No'

select 'Yes'.

9. Indigenous owned [*refer to FAQs for more information on how this is classed before selecting yes/no](#)

10. Your contact information- Enter your full first and last name, email and confirm email address.

Important points

- Business registration: to populate your ABN, first select the tax country (Australia) and then enter your ABN.
- When registering as an 'Individual' that isn't registered for GST, you must provide your Tax File Number in the ABN field as WAPHA must pay superannuation to all contractors, in addition to the agreed paid participation amount.
- You can provide current insurance expiry dates in the additional information section (optional).

The screenshot shows the 'aspire' web application interface for 'Register Supplier: Company Details'. The form is divided into three main sections: 'Company Details', 'Additional Information', and 'Your Contact Information'. A progress bar at the top indicates the current step is 'Company Details' (1), with other steps being 'Contacts' (2), 'Addresses' (3), 'Bank Accounts' (4), and 'Review' (5). The 'Company Details' section includes fields for Company Name (1), Tax Organization Type (2), Supplier Type (3), Corporate Web Site, and Attachments. The 'Additional Information' section includes Professional Indemnity Expiry, Public Liability Expiry, Workers Compensation Expiry, ACN (6), GST Registered (7), Professional Indemnity Policy Number, Public Liability Policy Number, Workers Compensation Policy Number, Recipient Created Tax Invoice (RCTI) (8), and Indigenous Owned (9). The 'Your Contact Information' section includes First Name, Last Name, Email, and Confirm Email (10). Buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel' are visible at the top right.

Once complete, click the 'Next' button to move to the Contacts page.

2. Company contacts

The contact details you entered during step 1 will be displayed on this page.

To ensure our Finance team can contact you as an authorised representative, click on the 'Edit' pen icon for your contact created during step 1 to add:

1. **Phone or Mobile number**
2. **Your Job Title**
3. **Role-** Click on 'WAPHA_Supplier Bidder'

The screenshot shows the 'aspire' web application interface for 'Register Supplier: Contacts'. The page displays a table of contacts with columns for Name, Job Title, Email, Administrative Contact, Request User Account, Edit, and Delete. A contact named 'Jones, Lisle' is shown with the 'Edit' icon highlighted in red. The 'Edit' icon is a red pen icon. The 'Delete' icon is a red X icon. The 'Administrative Contact' and 'Request User Account' columns have checkmarks. The 'Edit' and 'Delete' columns have icons. The 'Name' column has a 'Columns Hidden 7' indicator. Buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel' are visible at the top right.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Jones, Lisle	Practice Manager	lislejones@abcmedical...	✓	✓		

Salutation

* First Name

Middle Name

* Last Name

Job Title ²

Administrative contact

Phone

¹ Mobile

Fax

* Email

▲ User Account

Request user account

Roles

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
³ WAPHA_Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

Remove the 'Administrative contact' tick as you will be the only contact on your individual profile in ASPIRE and will receive emails about this registration.

The box for 'Request user account' should remain ticked.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

▲ User Account

Request user account

Roles

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

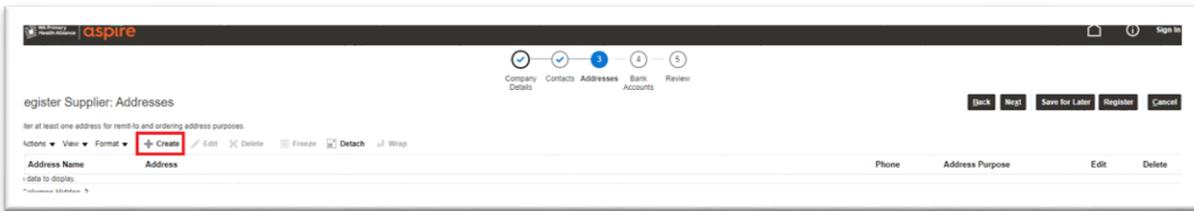
Role	Description
WAPHA_Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

Create Another OK Cancel

Click 'OK' once this step is complete. Then click the 'Next' button.

3. Company address

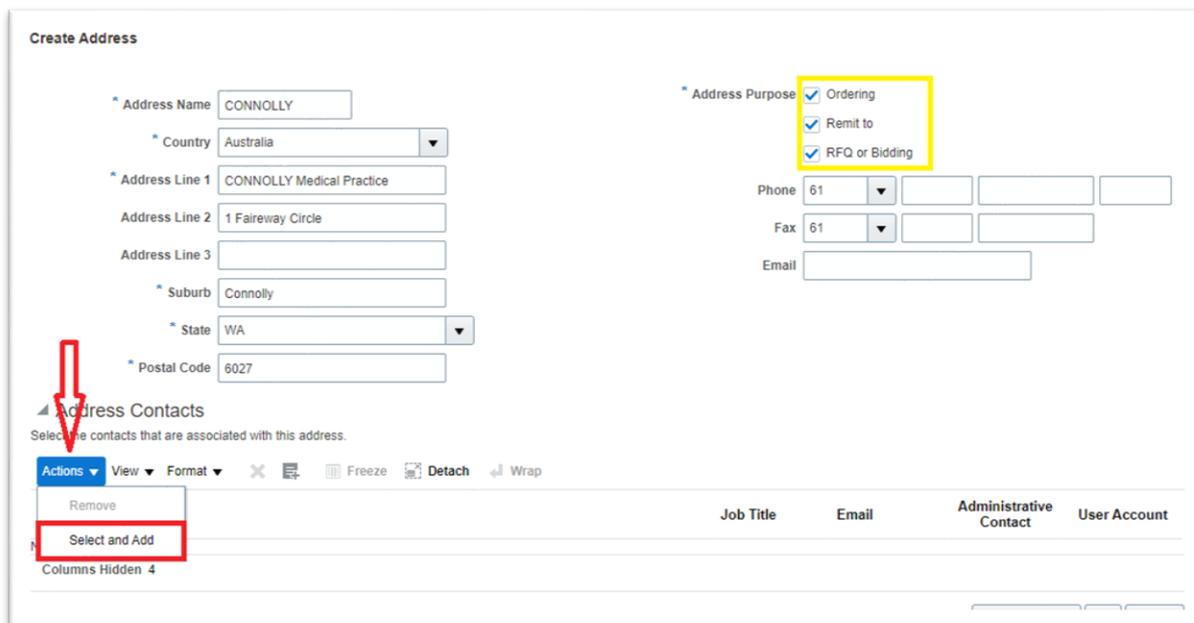
Please enter your Supplier Address (i.e. ABN address) in this section. To add this address, simply click the '+ create' icon.



Complete all other fields including:

- Address Name- Enter a 'unique identifier' such as the suburb of your address i.e., Connolly.
- Address Line 1 (optionally 2 & 3) see *below example*.
- Suburb
- State
- Postal Code
- Address Purpose - check all **three** 'address purpose' boxes (this field sets you up for the permissions you require,) including:
 - ✓ Ordering
 - ✓ Remit to
 - ✓ RFQ or Bidding
- Phone
- Email

Once you have entered your address, you now need to link yourself to your address. You do this by clicking the 'Actions' drop-down menu and choosing 'select and add.'



Click on the relevant contact/s from the list and then select 'apply' followed by the 'OK' button.

Select and Add: Contacts ✕

Search

Name Job Title

View Format Wrap

Name	Job Title	Email	Phone
Harvey, Steve	Assistance PM	steve.harvey@a...	
Jones, Lisley	Practice Manager	lisley.jones@ab...	

Rows Selected 1 Columns Hidden 1

Click 'Ok' again on the Create Address page once your name has been linked.

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* Suburb

* State

* Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
Jones, Lisley	Practice Manager	lisley.jones@ab...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Click the 'Next' button to continue to the bank accounts section.

aspire

Company Details Contacts **Addresses** Bank Accounts Review

Register Supplier: Addresses

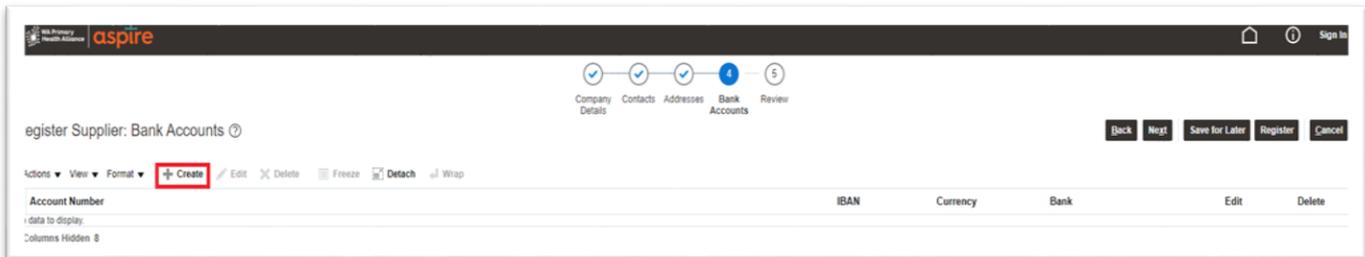
Enter at least one address for remit-to and ordering address purposes.

Address Name	Address	Phone	Address Purpose	Edit	Delete
CONNOLLY	CONNOLLY Medical Practice 1 Fairway Circle Connolly WA 6027		Ordering, Remit to, RFQ or Bidding	<input type="button" value="✎"/>	<input type="button" value="✕"/>

4. Bank account

You can now create a bank account for your paid participation payments.

Click the '+' icon to add your bank account.



Input all the following details and then click the 'OK' button:

- Country – Australia
- Bank – first three digits of your BSB
- Branch – second three digits of your BSB
- Account number
- Account name

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

Bank Currency

Branch

* Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

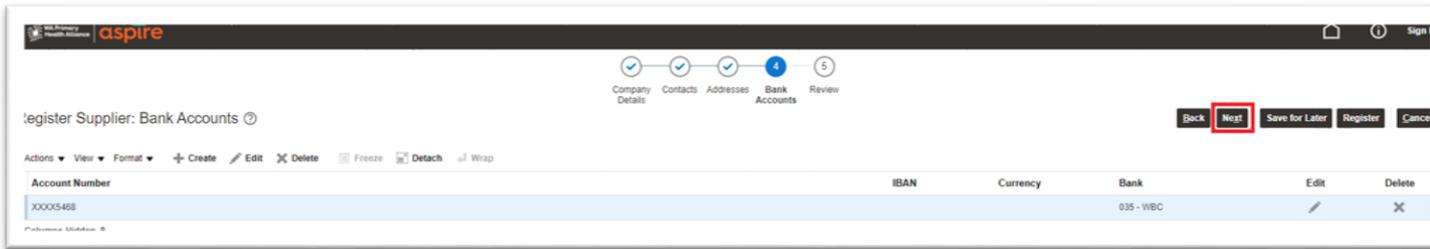
Comments

Note to Approver

Important points

- Only fields populated in the screenshot above need to be entered in the bank account.
- Please exclude/ignore IBAN and currency fields.
- If you have entered the incorrect account details after clicking 'Ok', please continue your registration and then contact Practice Assist ([see 'Need further help'](#)). **Please do not email bank details to WAPHA.**

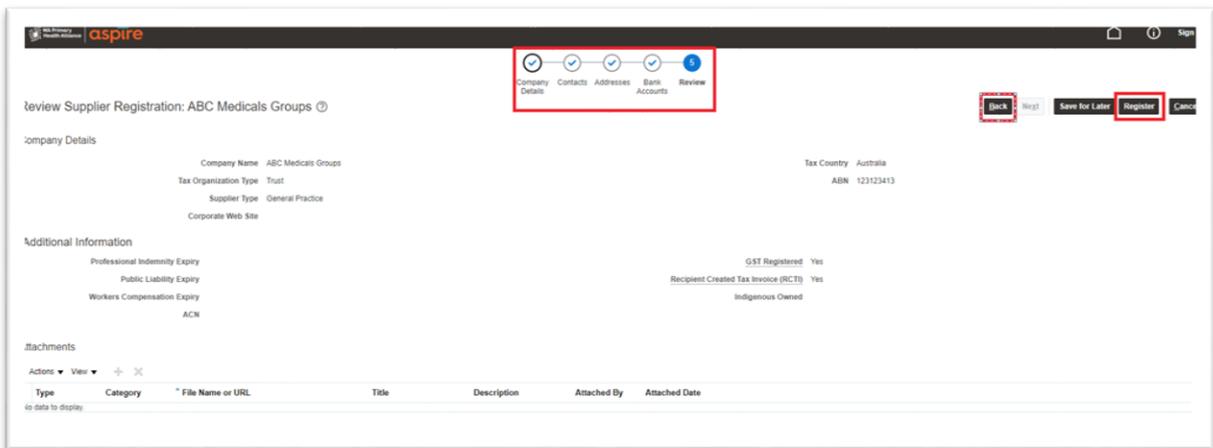
Click the 'Next' button to continue to the review page.



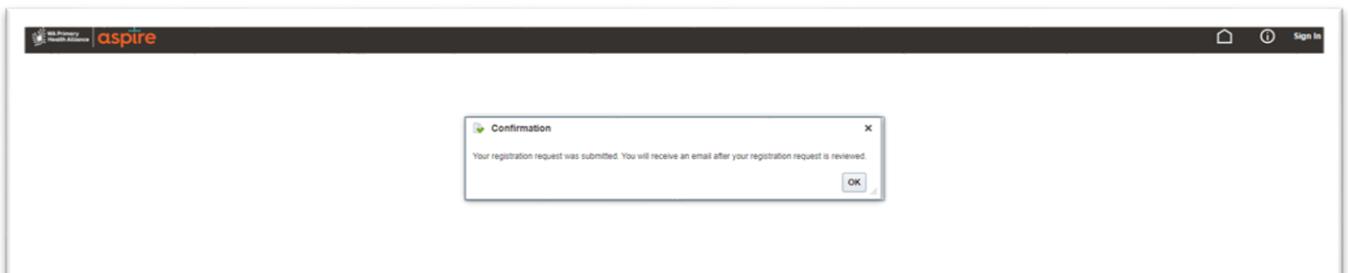
Review and register

You can review and / or update your details at this (or any) point by clicking the 'back' button or by clicking on the relevant icon at the top of the page.

Once you are happy with the details you have provided, click the 'Register' button to submit your registration.



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



Post registration notifications

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 mailbox from the following email address:

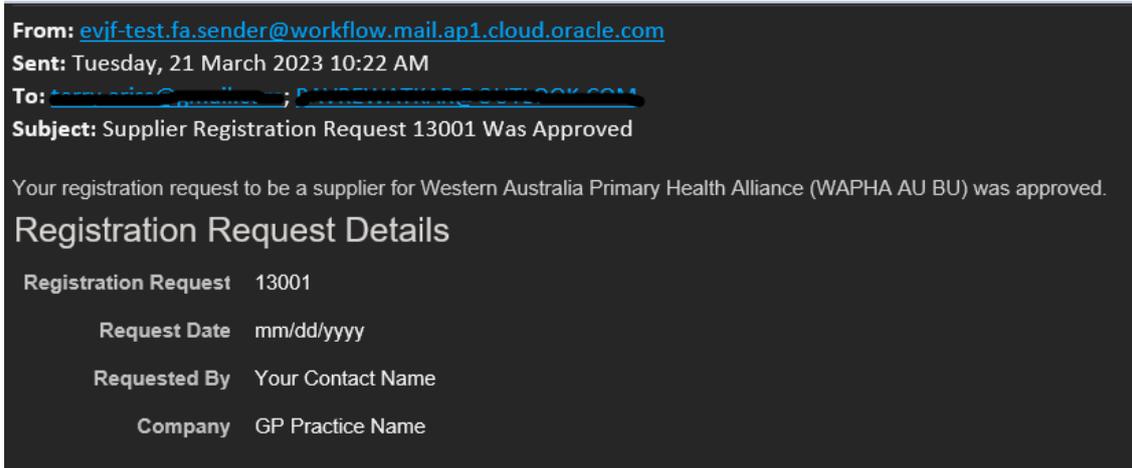
evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com.

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. No action is required - this is just a notification.



From: evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com
Sent: Tuesday, 21 March 2023 10:22 AM
To: XXXXXXXXXX@OUTLOOK.COM
Subject: Supplier Registration Request 13001 Was Approved

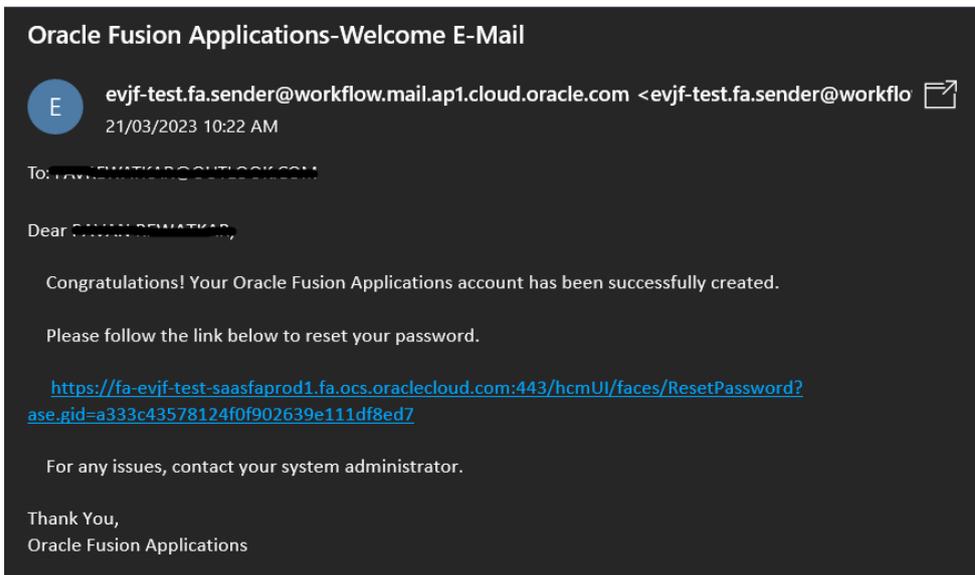
Your registration request to be a supplier for Western Australia Primary Health Alliance (WAPHA AU BU) was approved.

Registration Request Details

Registration Request	13001
Request Date	mm/dd/yyyy
Requested By	Your Contact Name
Company	GP Practice Name

Notification to reset your ASPIRE password.

The below notification requires you to reset your ASPIRE password. Click on the link in the email to reset your password.



Oracle Fusion Applications-Welcome E-Mail

E evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com <evjf-test.fa.sender@workflo> 
21/03/2023 10:22 AM

To: XXXXXXXXXX@OUTLOOK.COM

Dear **XXXXXXXXXXXXXXXXXX**,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-evjf-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afse_gid=a333c43578124f0f902639e111df8ed7

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

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.

Resetting your password via ASPIRE

Open up the ASPIRE portal. Click on 'Forgot Password.'

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

Password

[Forgot Password](#)

Sign In

English

Provide your username (registered email address) and select 'Forgot Password.'
Click 'Submit'

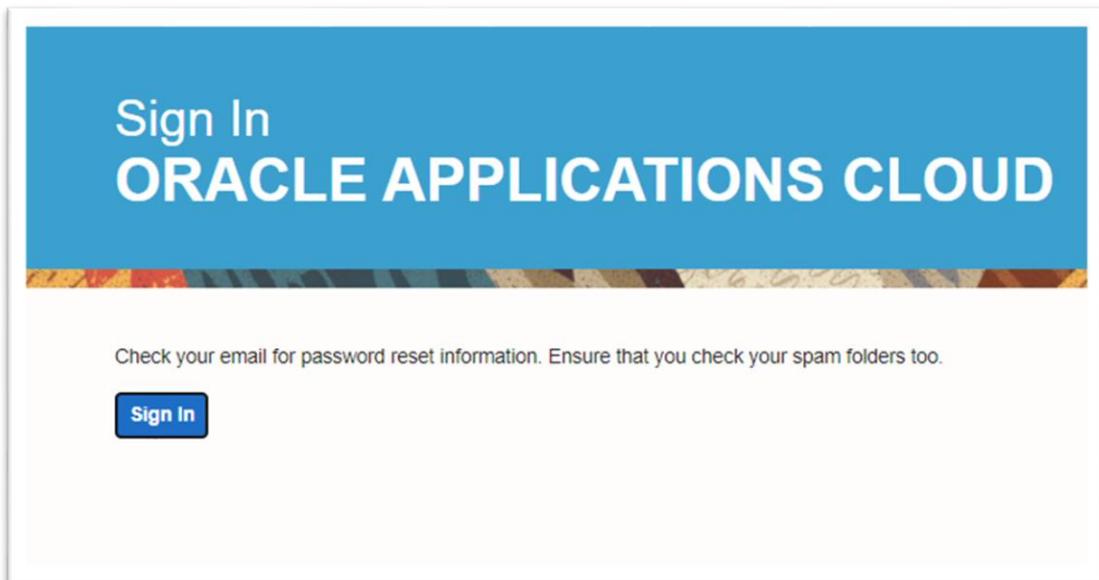
Sign In
ORACLE APPLICATIONS CLOUD

Forgot Password

Forgot user name

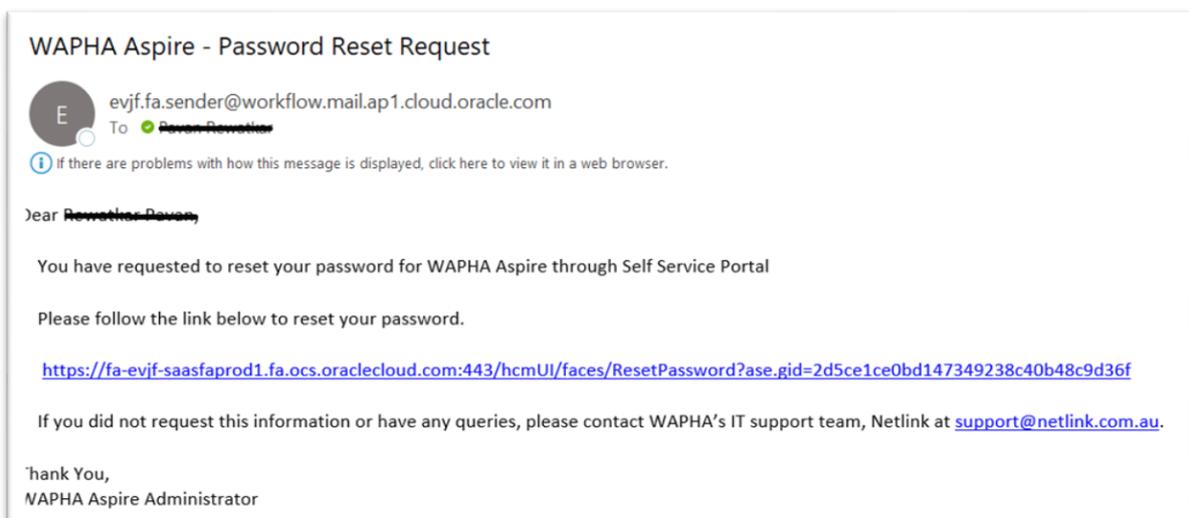
Forgot password

You will receive another notification in your inbox to reset your password.



Password reset confirmation.

The below notification will be sent to you after you have reset your password in ASPIRE.



Frequently Asked Questions (FAQ)

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 at practiceassist@wapha.org.au for further guidance.

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 'back' button or alternatively clicking the relevant icon at the top of the page (refer to instruction manual).

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 us at practiceassist@wapha.org.au for further guidance.

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 for later' button and you will be emailed a link to your partially completed registration.

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 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 system once I have registered?

A. Once your registration has been evaluated and approved you will receive an email from 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 approved?

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 us at practiceassist@wapha.org.au.

*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 Individual/Sole Trader/Business 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.

Q: Once I have created a profile in ASPIRE, can I update my contact details?

A: You will be able to log in to the [ASPIRE portal](#) at any time by entering in your Username & Password. Do not click on 'Company Single Sign-On'. (See below image).

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

User ID

Password

Password

[Forgot Password](#)

Sign In

Then click on 'Supplier Portal', then select 'Manage Profile' and edit your contact details. Although, any changes to your bank details contact practiceassist@wapha.org.au or the Practice Assist team on **1800 2 ASSIST (1800 2 277 478)**.

-End-