

# **Paid Participation and ASPIRE Supplier Registration Guide**

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

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

## Step One: Register as a Supplier

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

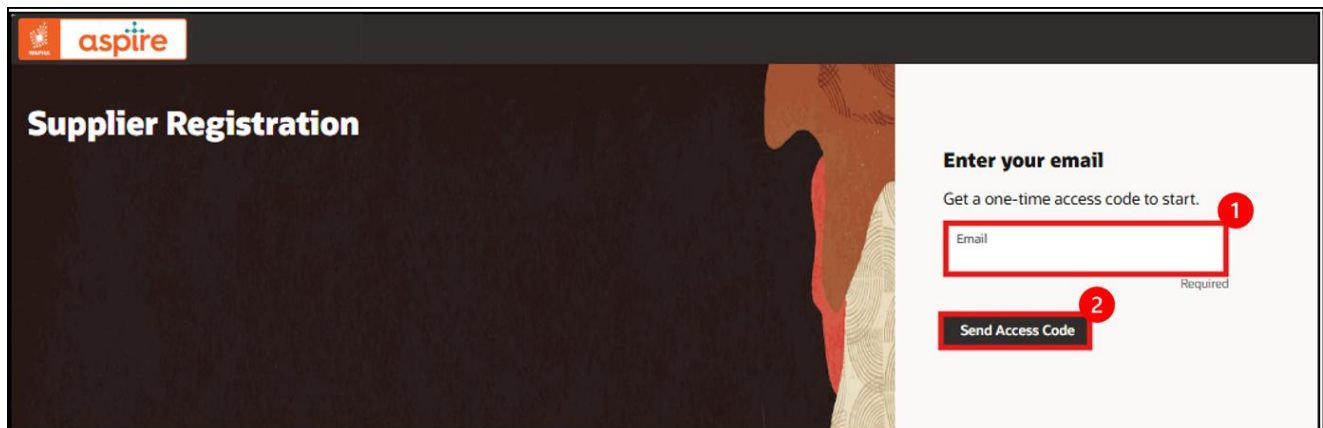
- Your full legal name and/or legal entity name
- Tax organisation type: Individual, Sole Trader, Sole Trader without ABN or corporate
- Completed [Statement by Supplier Form](#) to upload
- Bank Account details: BSB, Account, Account Name
- Address and contact details
- Tax invoice (if you are an individual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

The information you provide will be used to maintain contact with you throughout your engagement with WAPHA. WAPHA uses an encrypted / secure process to capture and store all data captured through ASPIRE. To find out more about how we use, and store, information please view our [Privacy Policy](#).

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

### 1. Login

1. Go to the **Supplier Registration Portal**  
**Link:** <https://fa-evjf-saasfaprod1.f.a.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=NVmhf%2F%2FujuaV1j5j%2FDI89mxxdJzTT%2FZTWwP8WRVlrS7tlbC1kmpJ2XuF2clWko1J>
2. Enter your **email address**.
3. Click **Send Access Code** (an access code will be sent to the email entered).



The screenshot shows the ASPIRE Supplier Registration portal. On the left, there is a dark banner with the 'aspire' logo and the text 'Supplier Registration'. On the right, there is a white box titled 'Enter your email' with the instruction 'Get a one-time access code to start.' Below this is an email input field with a red border and a red '1' in a circle next to it. Below the input field is a red 'Send Access Code' button with a red '2' in a circle next to it. The word 'Required' is written below the input field.

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

**Enter your code**

Use the code we've sent to email [lesley.jones@yopmail.com](mailto:lesley.jones@yopmail.com).

The code expires in 15 minutes.

Access Code  
 Access Code

Enter a value.

**Continue**

[Get a new code](#)

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

Registration request with the same email already exists

Contact us for the status of registration request

Number

## 2. Company Details

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

<div style="border: 1px solid #ccc; padding: 5px;">Company</div> <div style="text-align: right; font-size: small;">Required</div>	<div style="border: 1px solid #ccc; padding: 5px;">Website</div>	<div style="border: 1px solid #ccc; padding: 5px;">Country</div> <div style="text-align: right; font-size: small;">Required</div>
<div style="border: 1px solid #ccc; padding: 5px;">ABN</div> <div style="text-align: right; font-size: small;">Required</div>	<div style="border: 1px solid #ccc; padding: 5px;">Tax Organization Type</div> <div style="text-align: right; font-size: small;">Required</div>	<div style="border: 1px solid #ccc; padding: 5px;">Supplier Type</div> <div style="text-align: right; font-size: small;">Required</div>
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Note to Approver</div>		

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

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

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

To enter into a RCTI agreement, review the written agreement below and select **yes** during

the registration process. **If you select no, you will need to submit a tax invoice for WAPHA to pay you or your business.**

### WRITTEN AGREEMENT

The recipient (WAPHA) and the supplier (you/your business) declare that this agreement relates to the above supplies. The recipient can issue tax invoices in respect of these supplies. The supplier will not issue tax invoices in respect of these supplies. The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered. The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered. Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of the terms of this written agreement. Both parties to this supply agree that they are parties to an RCTI agreement. The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

9. **Indigenous Owned** – Select **Yes** or **No**.

10. **Attachments**

- **Statement by a Supplier Form** – Complete and select or drag and drop the [ATO Statement by Supplier Form](#).
- **Invoice** – Create an invoice and select or drag and drop, refer to [Create a Tax Invoice section](#).

11. Click **Continue**.

The screenshot shows a web form titled "Additional Information". It contains several input fields and sections, with red boxes and numbers highlighting specific areas:

- 6**: Points to the "Professional Indemnity Expiry" field.
- 7**: Points to the "Public Liability Expiry" field.
- 8**: Points to the "Recipient Created Tax Invoice (RCTI)" dropdown menu.
- 9**: Points to the "Indigenous Owned" dropdown menu.
- 10**: Points to the "Attach tax, insurance, and other relevant documents" section, which includes a "Drag and Drop" area and a list of attached files.

The form also includes fields for "ACN", "GST Registered", "Public Liability Policy Number", "Workers Compensation Policy Number", "Professional Indemnity Policy Number", and "Location". At the bottom, there are "Cancel", "Save", and "Continue" buttons. The "Continue" button is highlighted with a red box.

### 3. Contacts

Enter the Required fields:

1. First Name
2. Last Name

3. Email Address
4. Job Title
5. Phone or Mobile

**Contacts**

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name  Last Name  Email

Job Title  Country  Mobile

Country  Phone  Ext

Country  Fax

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

**Is this an administrative contact?**  
Administrative contact will receive general communications from us. ☒ 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**

#### 4. Address

1. **Address Name** - Enter a 'unique identifier' such as the suburb of your address i.e., Connolly
2. **What's this Address used for?** Tick all three address purposes
  - Receive Purchase Orders
  - Receive Payments
  - Bid on RFQs
3. **Address Details:**
  - Address Line 1 - Enter your Residential address
  - Suburb
  - State
  - Postal Code
4. Email - Enter email address
5. Phone - Enter phone number
6. **Associated Contacts** - Tick the contact linked to this address.
7. Click **Continue**

## Addresses

Enter at least one address.

Address 1

Address Name  
CONNOLLY

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

☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region  
Australia

Address Line 1  
1 Fairway Circle

Address Line 2

Address Line 3

Suburb  
Connolly

State  
WA

Postal Code  
6027

Email

Country  
AU

Phone

Ext

Country  
AU

Fax

Which contacts are associated to this address?

☒ Lesley Jones  
lesley.jones@yopmail.com Practice Manager

Updated just now

Cancel Save **Continue**

## 5. Bank account

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

**Bank account 1** 🗑️

Country Australia		
BSB 066542	Bank 066 - CBA	Bank Branch 542 - Bunbury
Account Number 57655468	IBAN	Currency
Account Type	Account Holder Name Lesley Jones	Alternate Account Holder
Account Suffix	Check Digit	

Last updated 7 minutes ago

Cancel   Save   **Submit**

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

## 6. Registration Confirmation

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

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

- Note: Please check your spam folder in case you do not receive these emails

Following your approval as a supplier in our system, you will receive important notifications from ASPIRE to your registered email address from the following email address:

[evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf.fa.sender@workflow.mail.ap1.cloud.oracle.com)

Once your registration request has been approved, you will receive the below notification:



**From:** [evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com)  
**Sent:** Tuesday, 21 March 2023 10:22 AM  
**To:** [evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.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

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

### Oracle Fusion Applications-Welcome E-Mail

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

**To:** [evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com)

**Dear:** [evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com](mailto:evjf-test.fa.sender@workflow.mail.ap1.cloud.oracle.com)

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](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.*

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

## Step two: Create and send WAPHA an invoice

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

Your invoice must:

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

and include the following information:

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

**If you have them**, it should also include:

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

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

## Example invoice to help you create your own

### TAX INVOICE

Invoice # 4650

DATE: 1 May 2025

**To:**

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

**FROM:**

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

**P.O. NUMBER**

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

**Payment to**

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

## Need Further Help?

**General Practice or Pharmacy**

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

**All Other Individuals**

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

## Frequently Asked Questions

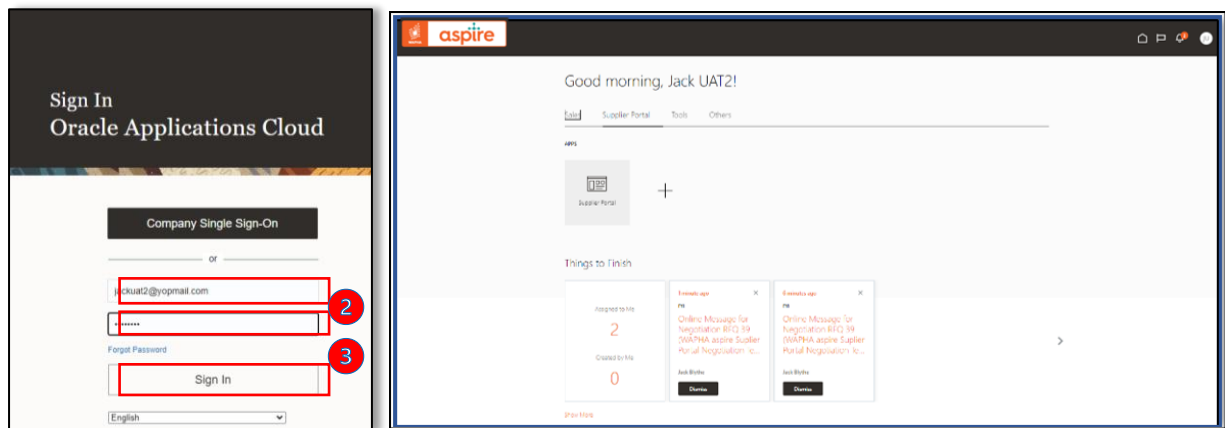
### Q. How do I login into the ASPIRE Portal?

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

Once you have reset your password you can then login.

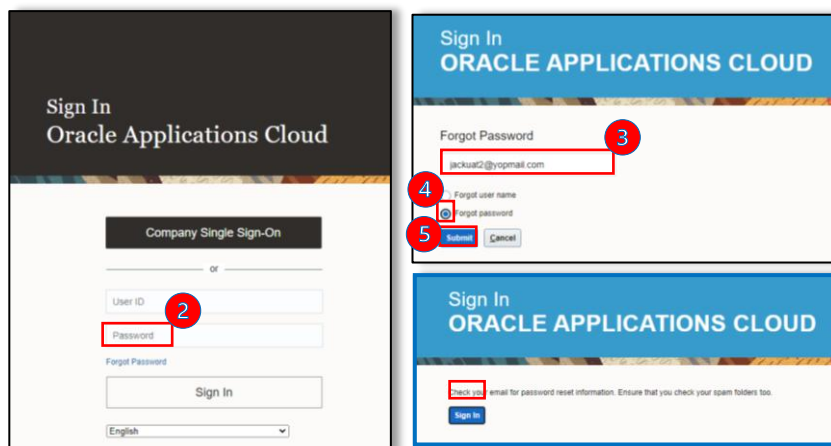
1. Click on the following link to the aspire login page [Aspire](#)
2. Enter your email address and the password you just created
3. Click on **Sign In**

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



### Q. How do I reset my ASPIRE Password?

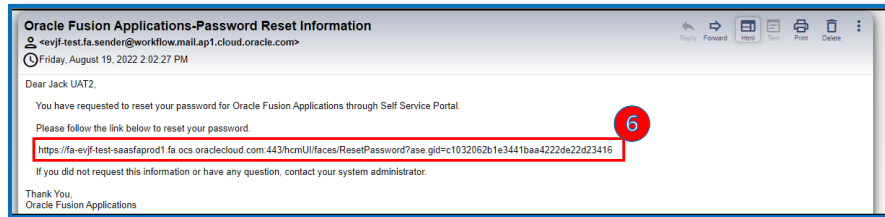
1. Click on the following link to the aspire login page [Aspire](#)
2. Click on **Forgot Password**
3. Enter your email address
4. Select **Forgot Password**
5. Click on **Submit**



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

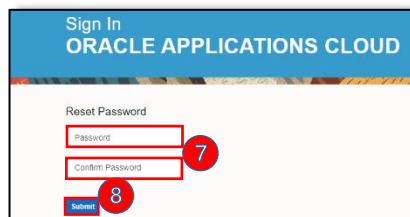
You will receive an email like the below boxed in blue. It is likely to look very different in appearance depending on what email system you use however the wording and information should be identical.

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

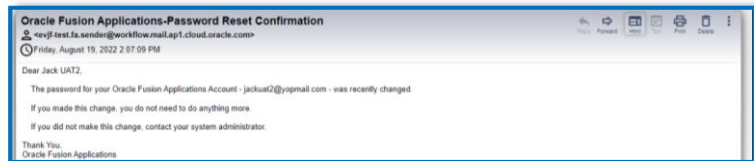


The Reset Password page will open.

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

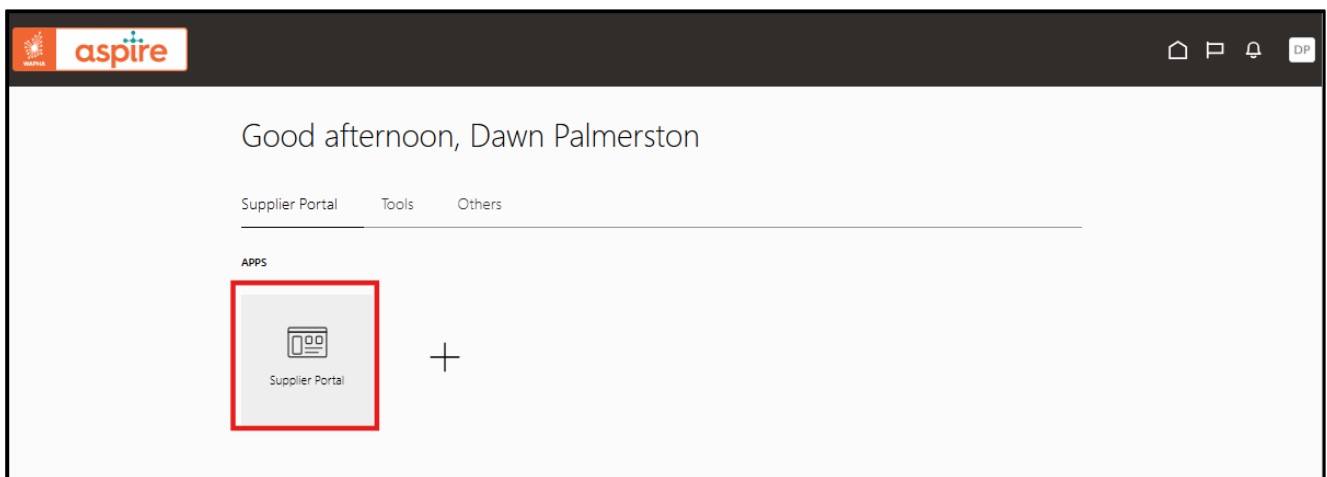


- Note: If the link has expired, you will land at the above page. You can recover your access to ASPIRE by using the 'Forgot Password' Functionality

## Updating Existing Supplier Details

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

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



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

76

75

- Schedules Overdue or Due Today
- Negotiations Closing Soon

### Recent Activity

Last 30 Days

No data available

### Transaction Reports

Last 30 Days

No data available

### Supplier News

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

### 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
	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

**Warning**

×

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes

No

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

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

Payment Methods **Bank Accounts**

Actions View Format + ✎ ✕ ⌂ Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XX3456			013 - ANZ

Columns Hidden 8

## 8. Enter updated details

- Account number
- Bank Name
- Bank Branch
- Account Name

Click **OK**

**Edit Bank Account XX3456**

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

\* Country

\* Account Number

Bank Name

Bank Branch

☐ Allow international payments

From Date 28-Mar-2025

Inactive On

IBAN

Currency

**Additional Information**

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

**OK** Cancel

## 9. Click **Review Changes**

**Edit Profile Change Request: 371009**

Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description

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

Payment Methods **Bank Accounts**

Actions View Format + ✎ ✕ ⌂ Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX8536			032 - WBC

Columns Hidden 8

## 10. Click **Submit**

**Review Changes**

Edit **Submit** Cancel

Change Description

**Bank Accounts**

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
✓	XXXXXXXX8536			032 - WBC	

Columns Hidden 8

## 11. Click **Ok**

**Confirmation**

Your profile change request 371009 was submitted for approval.

**OK**

## 12. 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

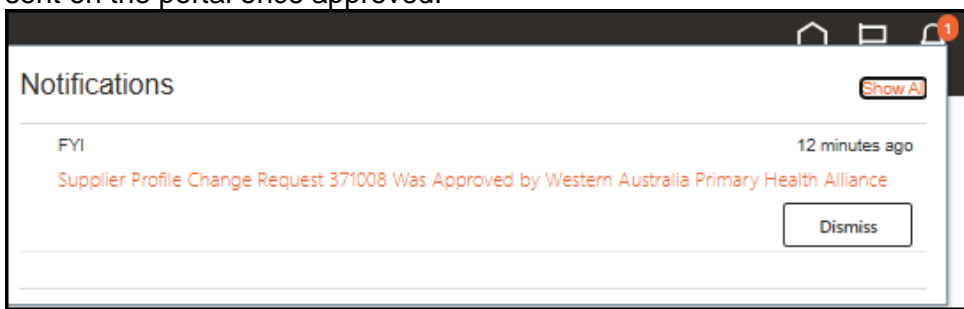
Payment Methods Bank Accounts

View Format Freeze Detach Wrap

Primary	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
✓	X03456			28-Mar-2025	

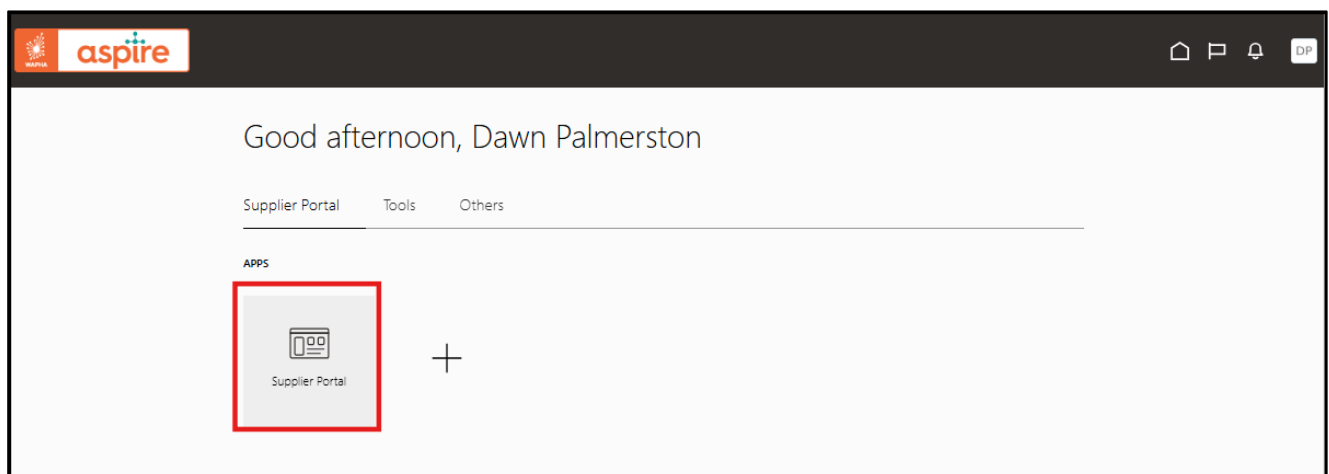
Columns Hidden 7

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



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

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

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- Manage Profile

Requiring Attention

76

75

Schedules Overdue or Due Today

Negotiations Closing Soon

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
✓	XX3456			28-Mar-2025	

Columns Hidden 7

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

Edit Profile Change 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  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 6004		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

Create Another

OK

Cancel

### 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
	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
	XXXXXXXX8536			032 - WBC	

Columns Hidden 8

### 5. Click Ok

Confirmation

Your profile change request 371009 was submitted for approval.

OK

### 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
✓	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

Change Description

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

Payment Methods **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX8536			032 - WBC

Columns Hidden 8

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

Review Changes

Change Description

Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name	Details
✓	XXXXXXXX8536			032 - WBC	

Columns Hidden 8

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

✓ **Confirmation**

Your profile change request 371009 was submitted for approval.

**OK**

#### 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 Request Date 28-Mar-2025 Change Description

Request Status Pending Approval

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

Payment Methods **Bank Accounts**

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.

### Q. Can I register my business multiple times?

A. You cannot register multiple businesses with the same ABN.

Multiple businesses can be registered, however they must each have a unique ABN.

To register multiple businesses under the same ABN, please create multiple addresses (for each business) in the registration process and multiple contacts (if needed).

### Q. Can I create multiple addresses?

A. Yes, multiple addresses are allowed.

### **Q. Can I create multiple bank accounts?**

A. We recommend only one bank account be created. If you have a business requirement to establish multiple bank accounts across different addresses, please contact us

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

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

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

### **Q. I have realised I have made a mistake; can I update my details before I submit my registration?**

A. Yes, you can navigate back at any stage in the registration process by clicking the relevant section title at the side of the page.

### **Q. Can I update my details after I have submitted my registration?**

A. Once your registration has been submitted you cannot update your submission in ASPIRE. If you do need to make a change, please refer to the contact details in the [Need Further Help?](#) section.

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

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

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

A. Once you submit your registration, you will receive an email from [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 approval email, please check your spam folder.

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

A. Once your registration has been evaluated and approved you will receive an email from [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. Once you have reset your password you will be able to log in to the ASPIRE Portal at any time.

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

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

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

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

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

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

**-END-**