HealthShare Victoria

HSV Procurement Portal

Procurement Portal

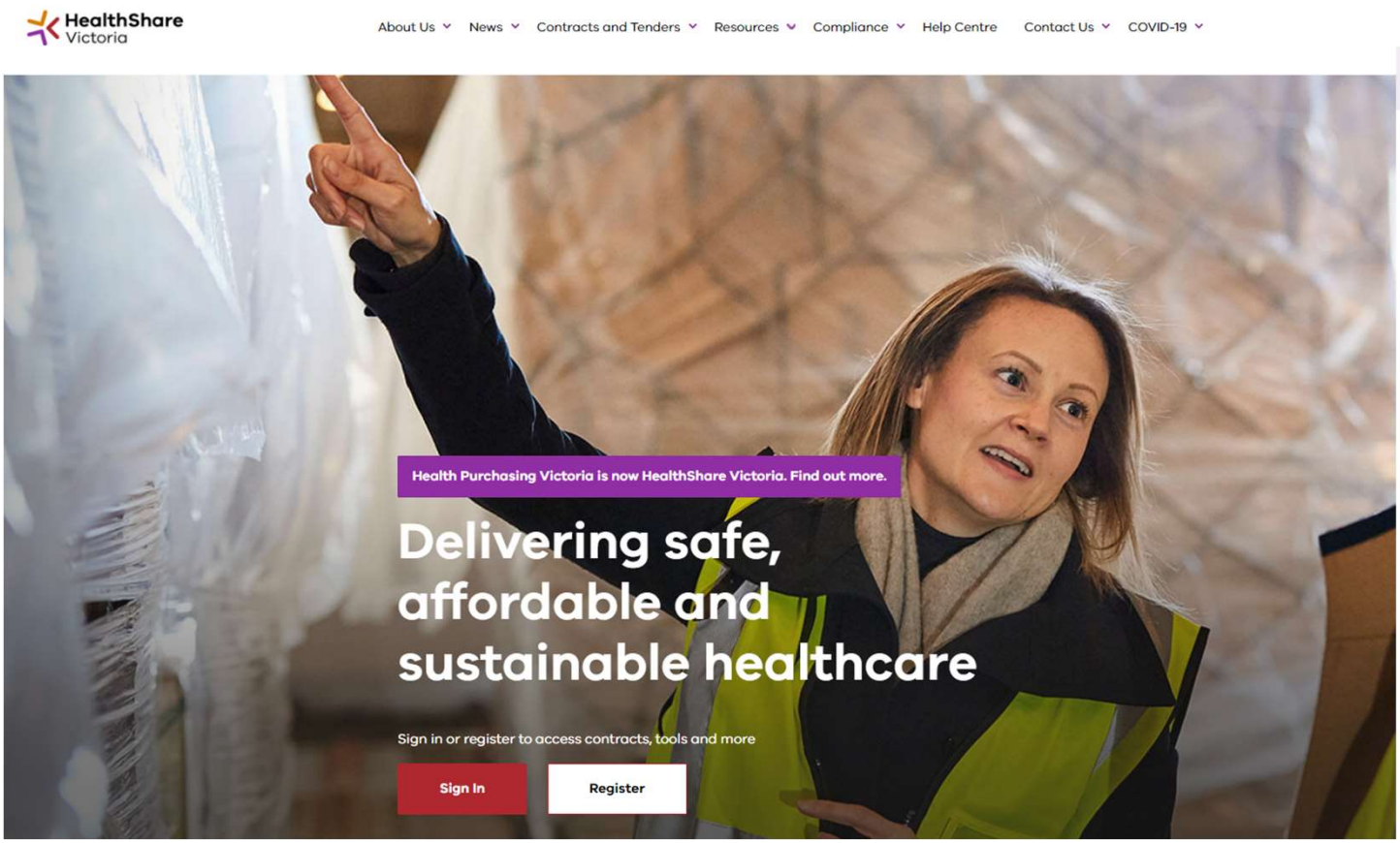
Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

Register/Access at healthsharevic.org.au

Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

Technical Issues? Contact HSV Procurement Portal (Jaggaer) Customer Support
Ph: 02 8074 8627 customersupport@jaggaer.com

New User? Go to healthsharevic.org.au and click *Register*



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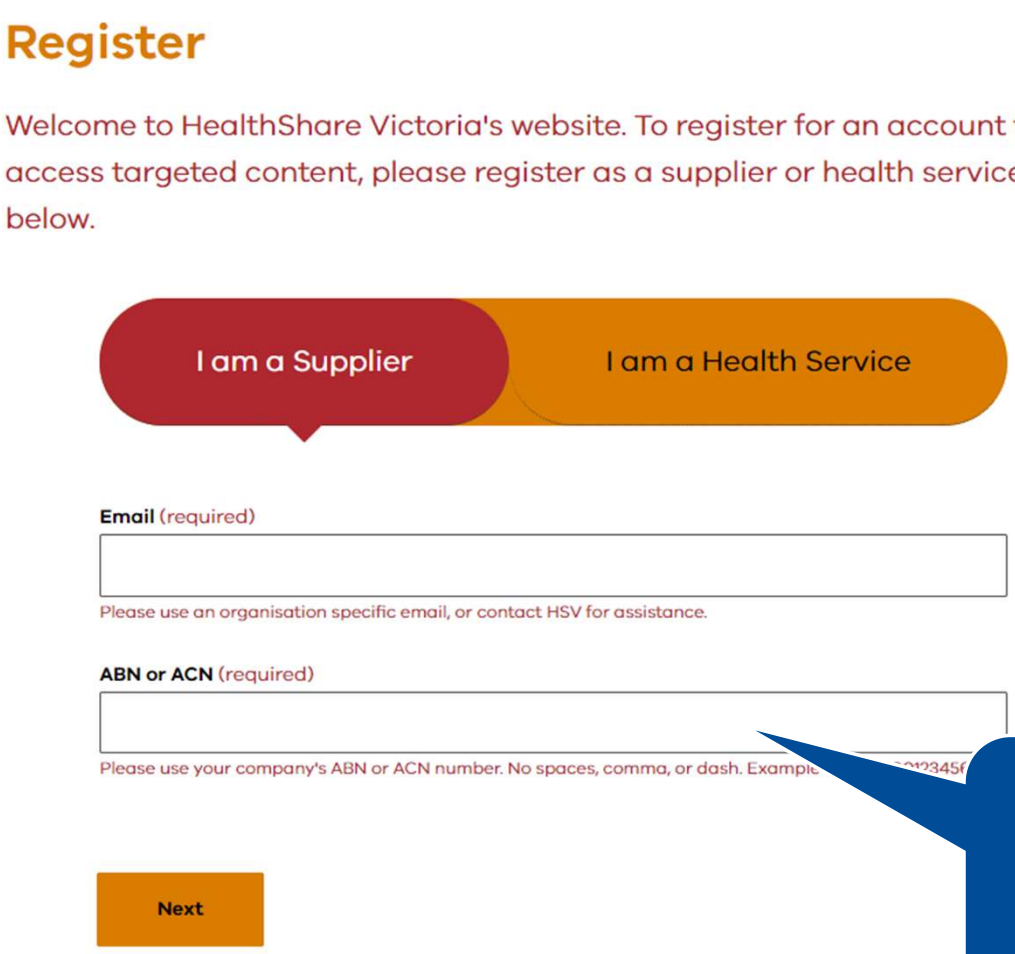

To create your account:

1. Select the "I am a Supplier" option
2. Enter your business specific email address
3. Click "Next"

Complete your registration and you will receive a new account email with a password setup link

Important! Tender under the ABN that would sign the contract!

New distributors should register a separate account.

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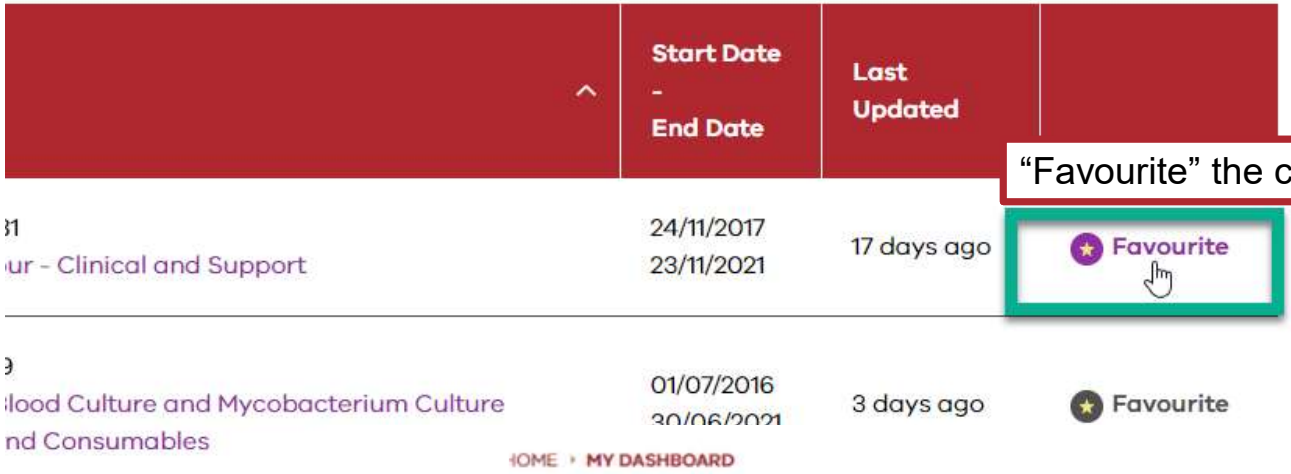
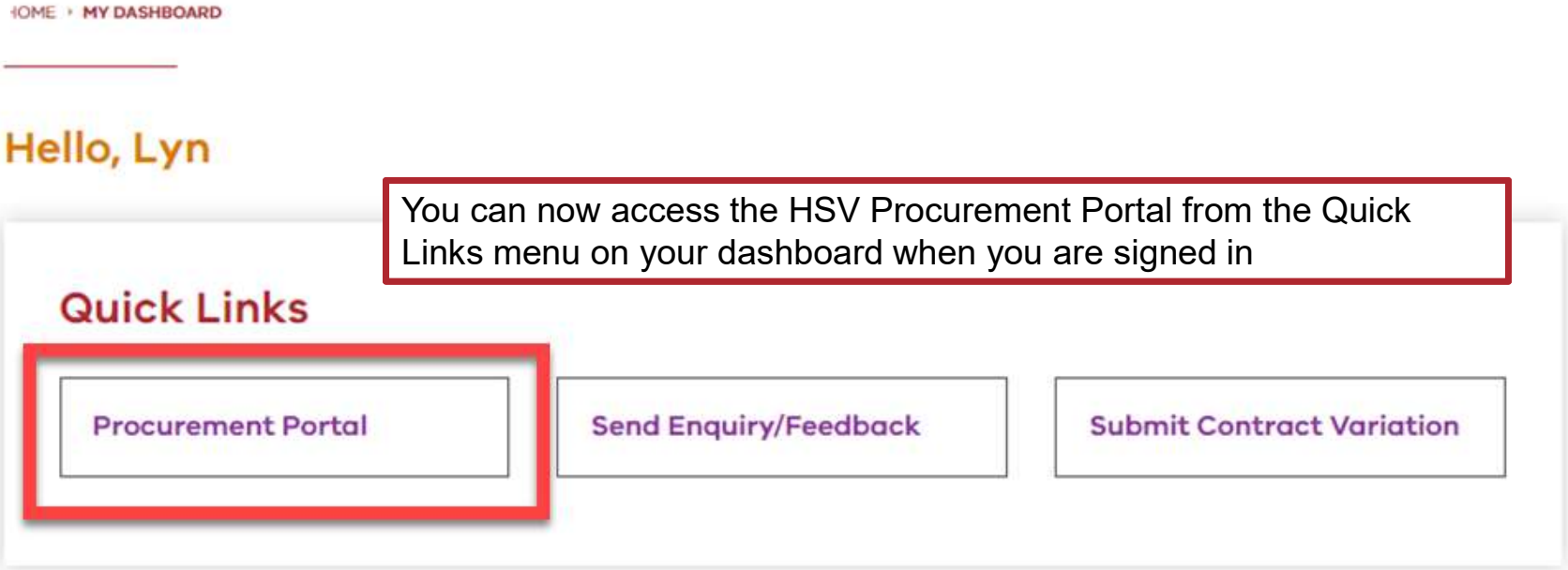


"Favourite" the category you are interested in to get email updates



You can now access the HSV Procurement Portal from the Quick Links menu on your dashboard when you are signed in

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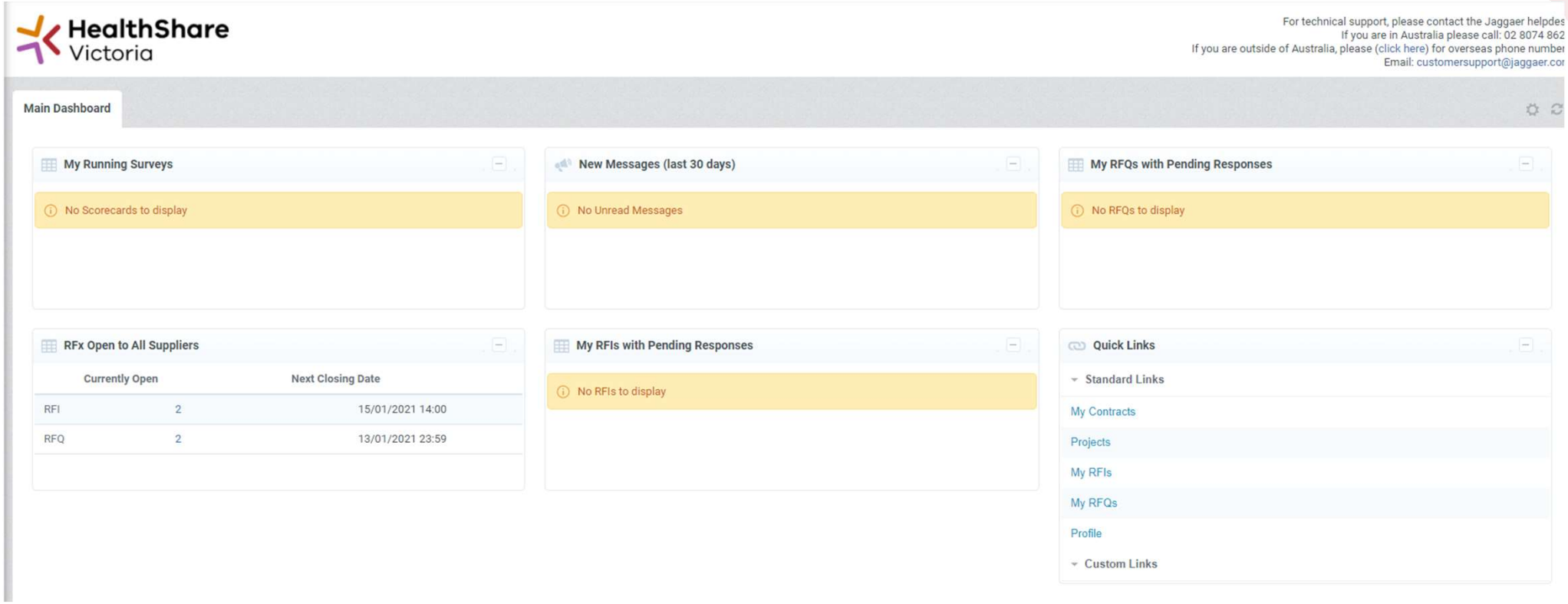
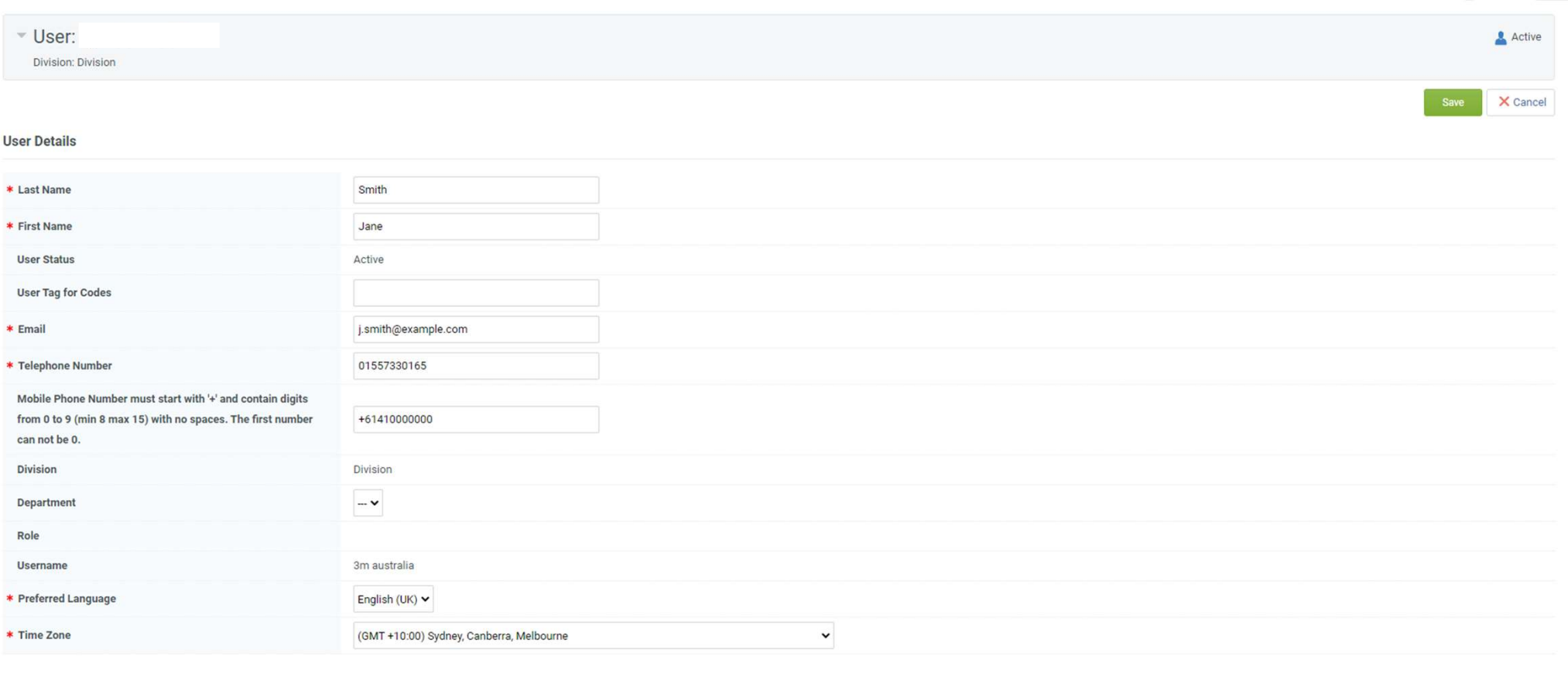
You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile



If you are the Super User you will receive all system alerts.
Add additional contact email addresses to yours using ; as a separator.



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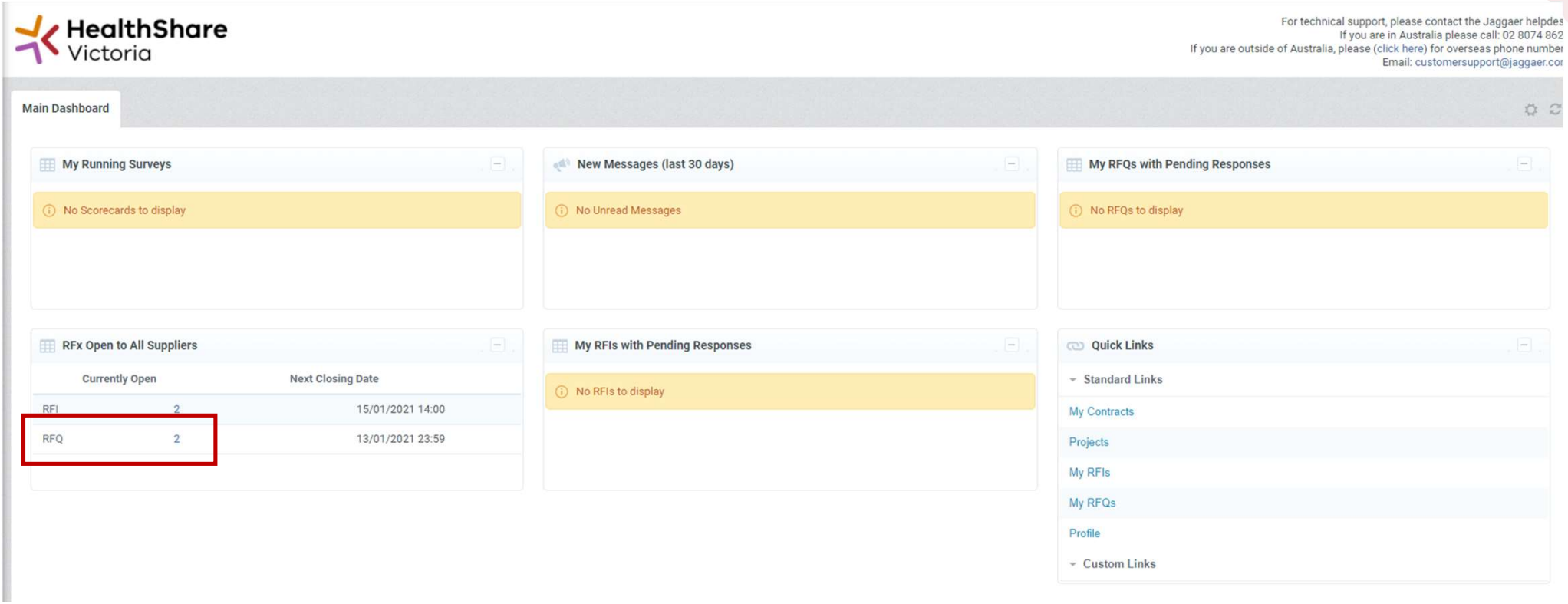
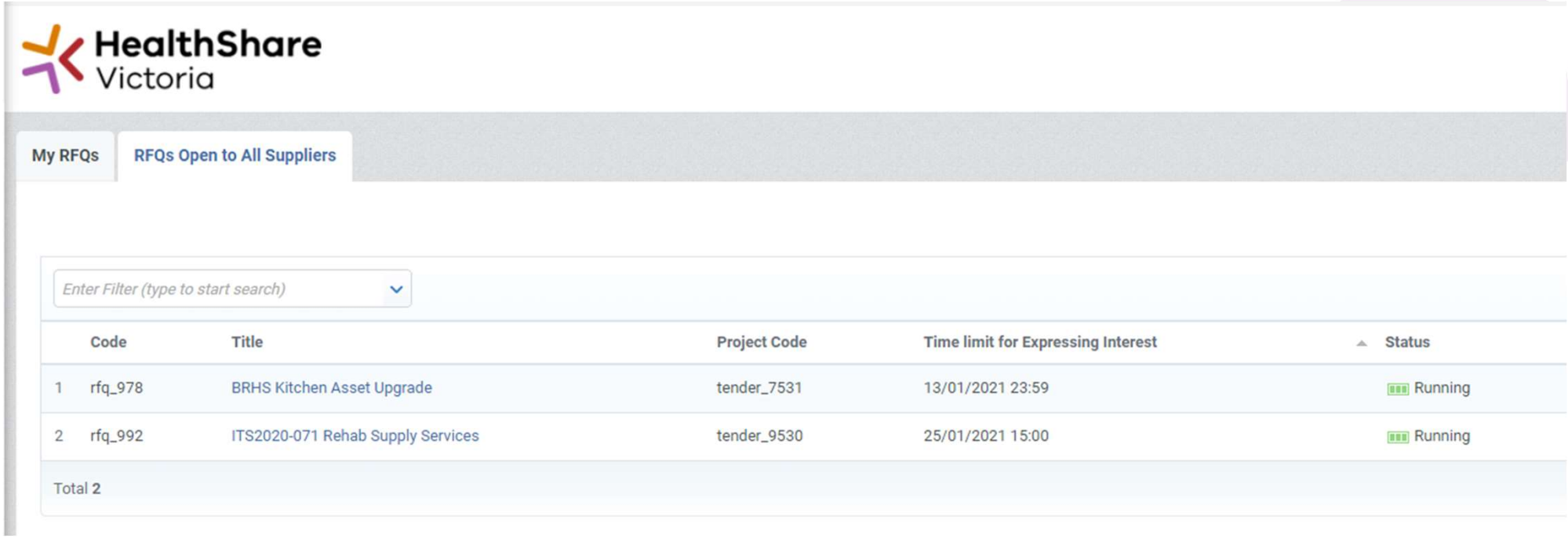
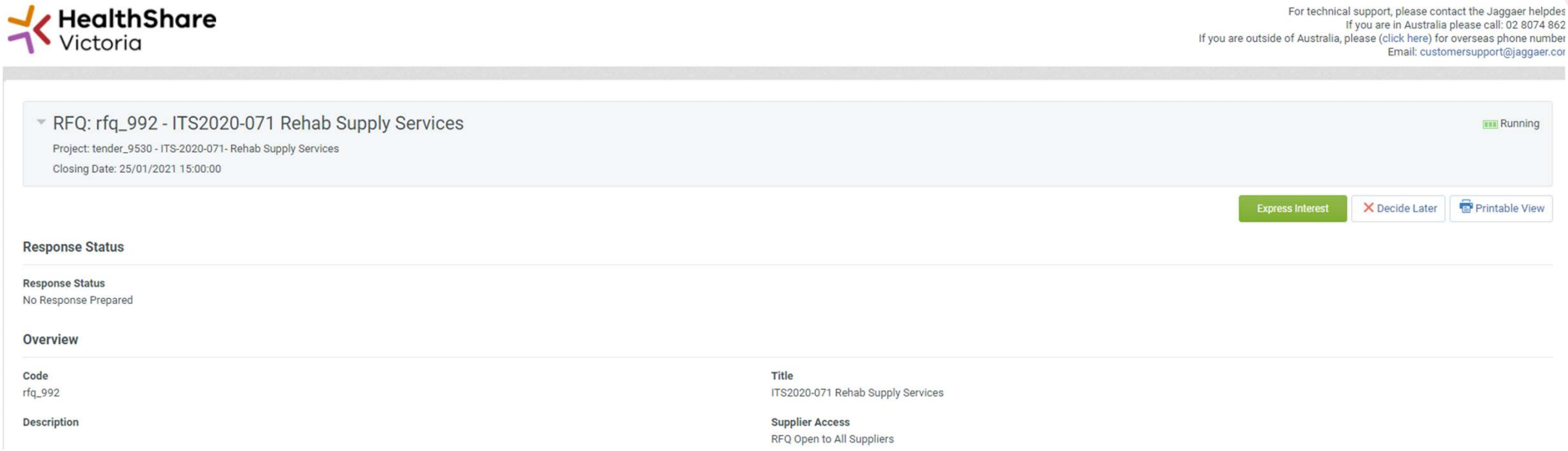
From the Portal click on the ‘RFQ’ line within the ‘RFx Open to All Suppliers’



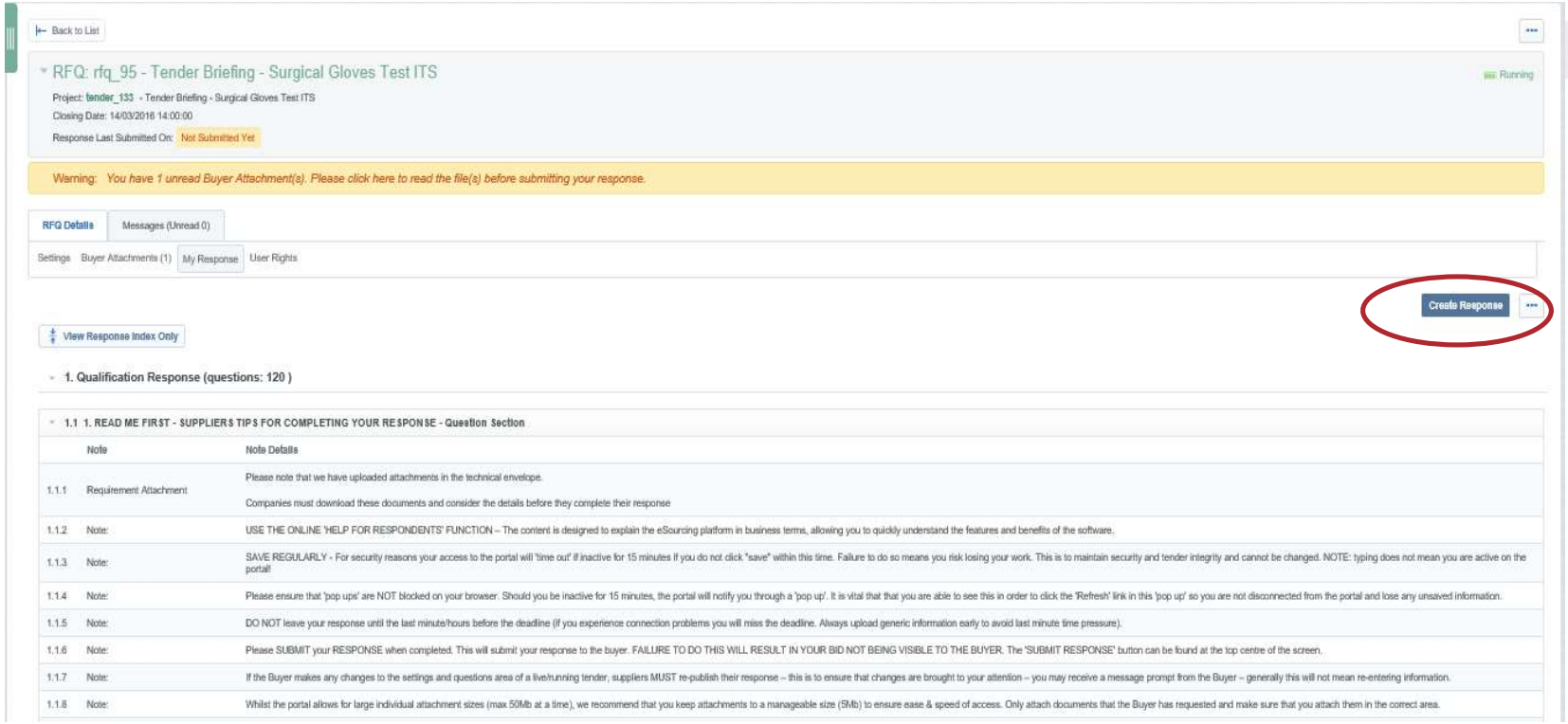
Select the tender you would like to express interest in



Click on ‘Express Interest’. This is the only way to access the event.



To populate the content of your tender response, click on ‘Create Response’



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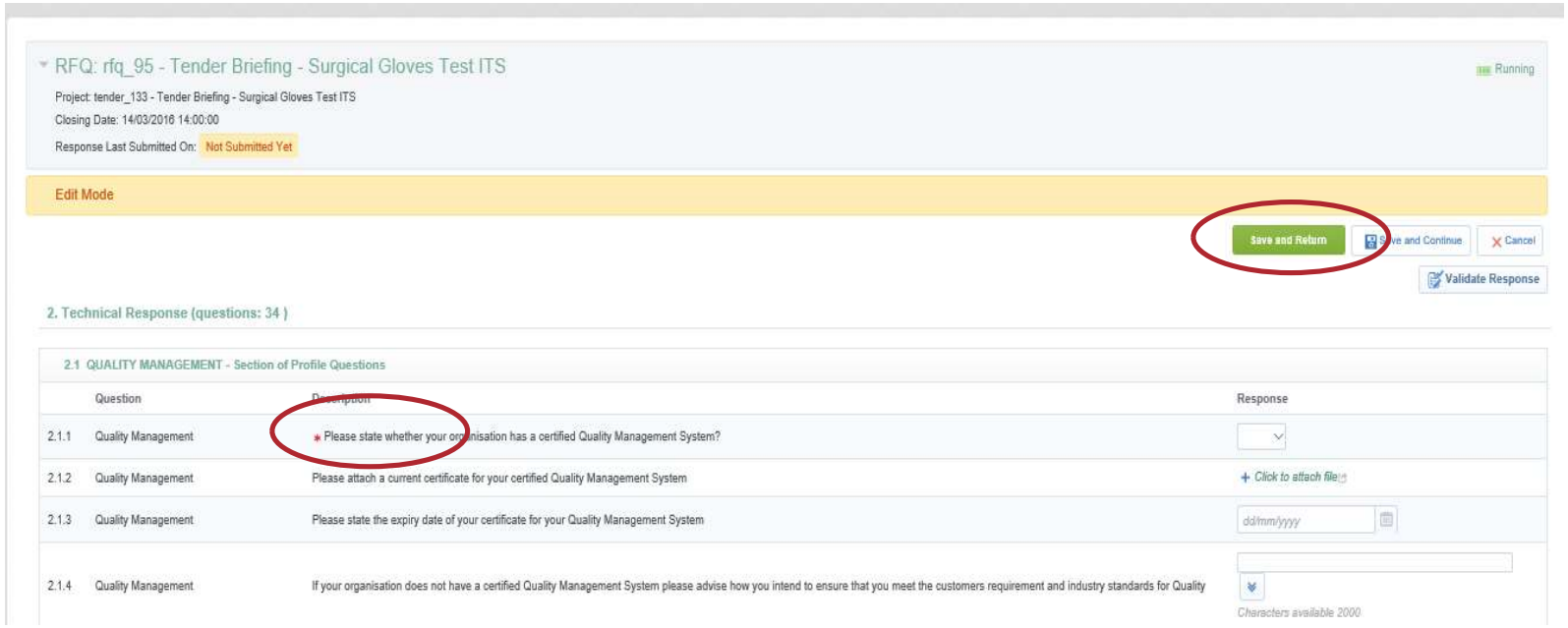
SAVE REGULARLY.
If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.



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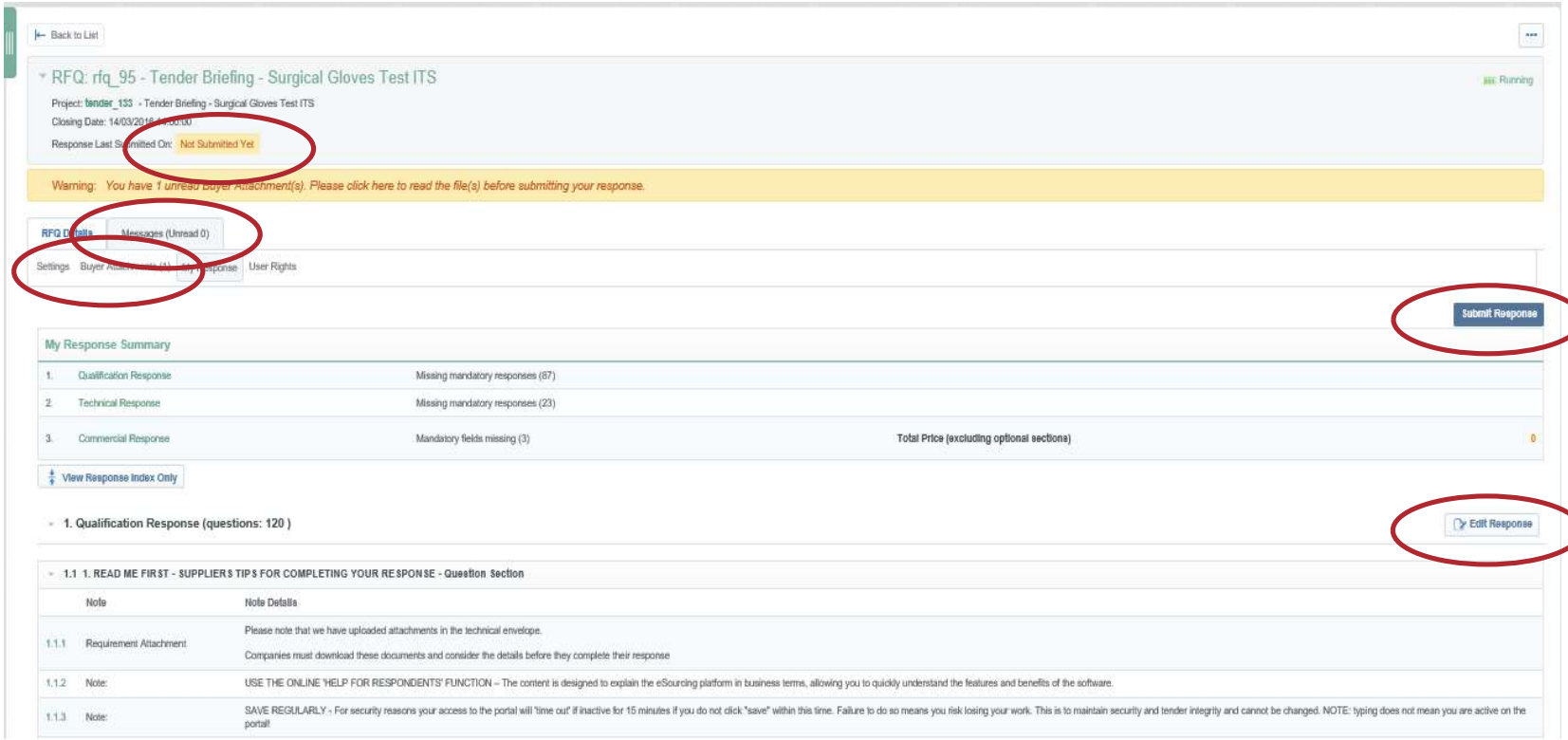

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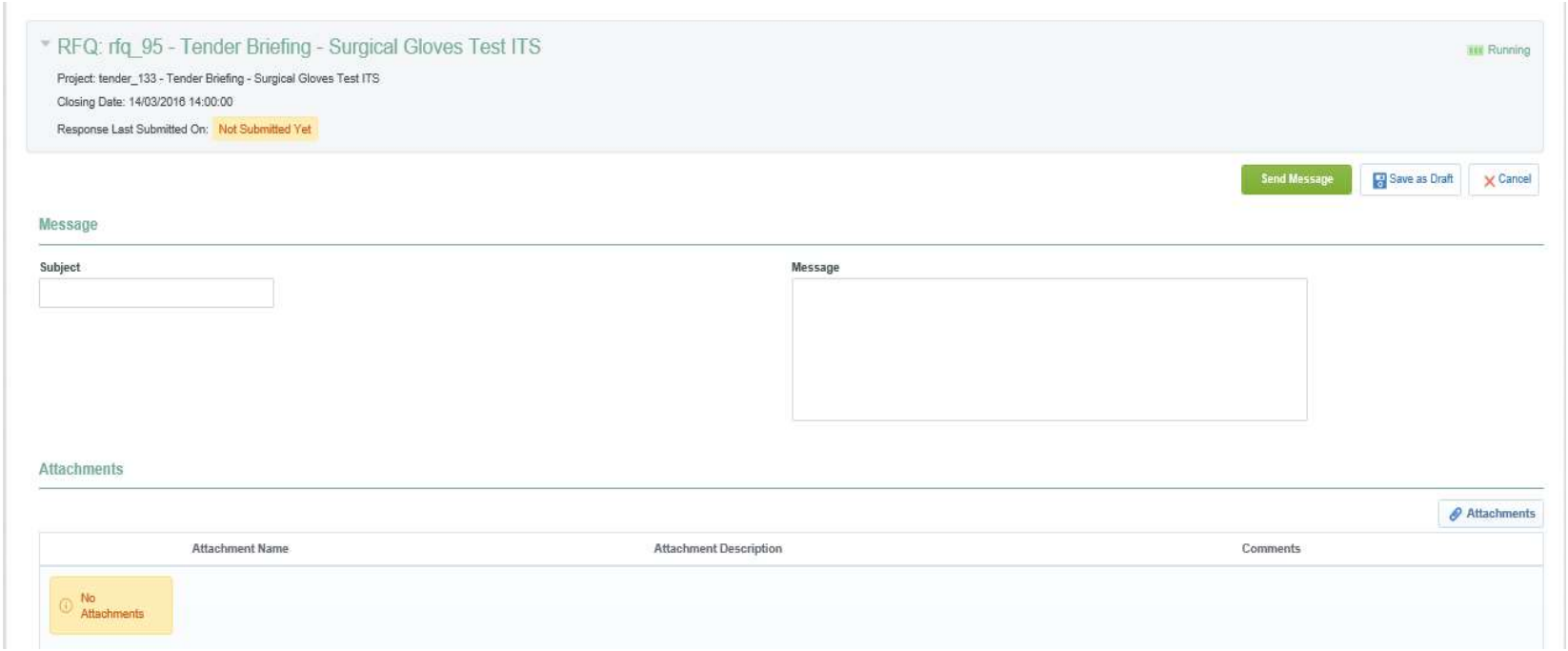
If you need to send a clarification question to HSV use the secure messaging function



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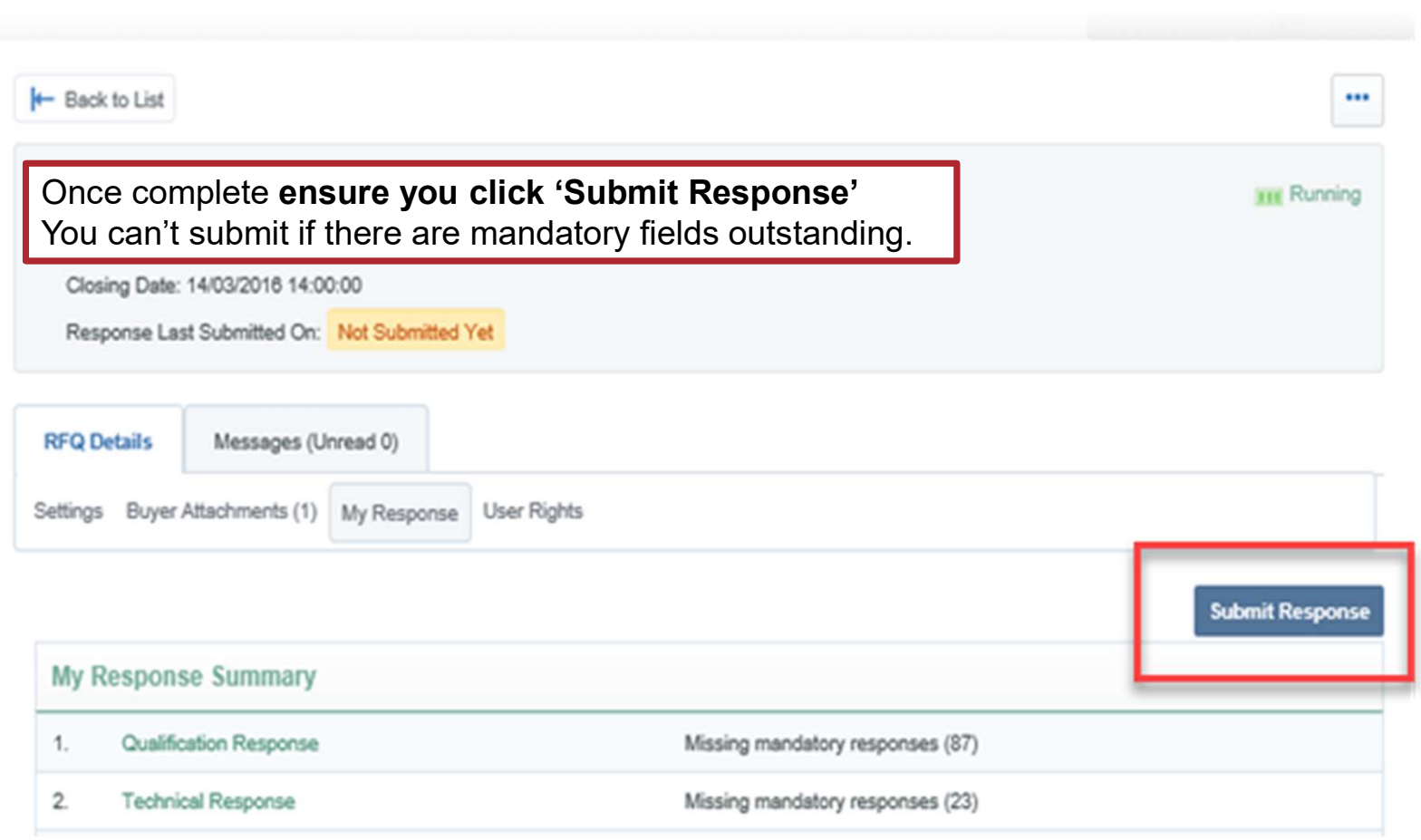
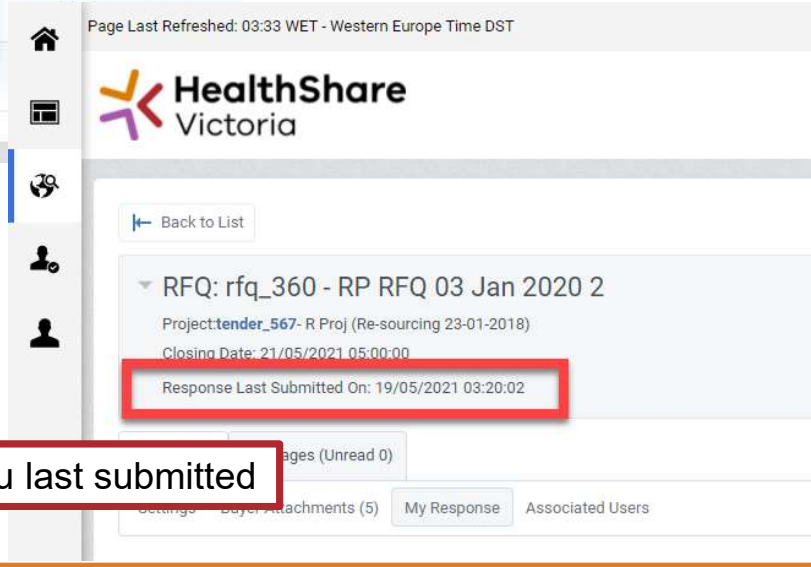


Once complete **ensure you click 'Submit Response'**
You can't submit if there are mandatory fields outstanding.

Note that responses – including pricing – are sealed until tender close.
Your response is locked and inaccessible to the buyer until then.

To confirm that your response has been submitted, check that "My RFQs" shows "Response Submitted to Buyer" for that ITS.



Clicking on that RFQ shows when you last submitted