

Overview

Welcome to Ampol Procurement Portal! Please go through the following guide for

A. Registration
1. Welcome Email
2. Registration Data
   a. Main Organisation Data
   b. Onboarding Pages
   c. My Category Selection
3. Username & Password Reset

B. Navigation to the portal,
1. Main Dashboard
2. Project or RFQs
3. Organisation Data
4. User Management
5. Supplier Qualification Questionnaire

If you have further queries, please contact sourcingsupport@ampol.com.au or your Ampol contact.

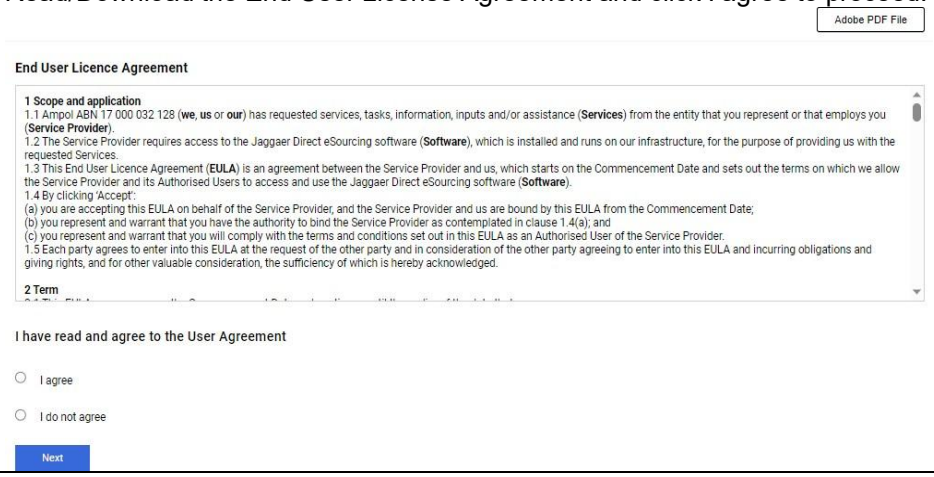
Instructions

A. Supplier's Registration

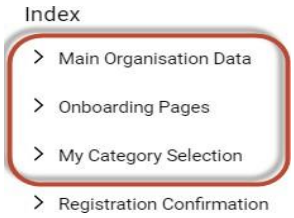
1 You should receive a Welcome Email from ampolprocurementportal@ampol.com.au with the **URL link, Username and Password.** Click on the URL link to confirm your password.



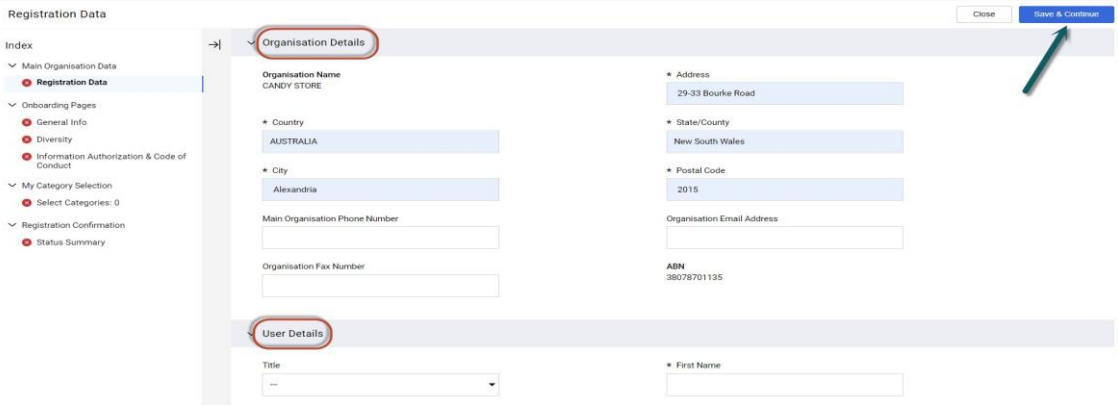
Read/Download the End User License Agreement and click I agree to proceed.



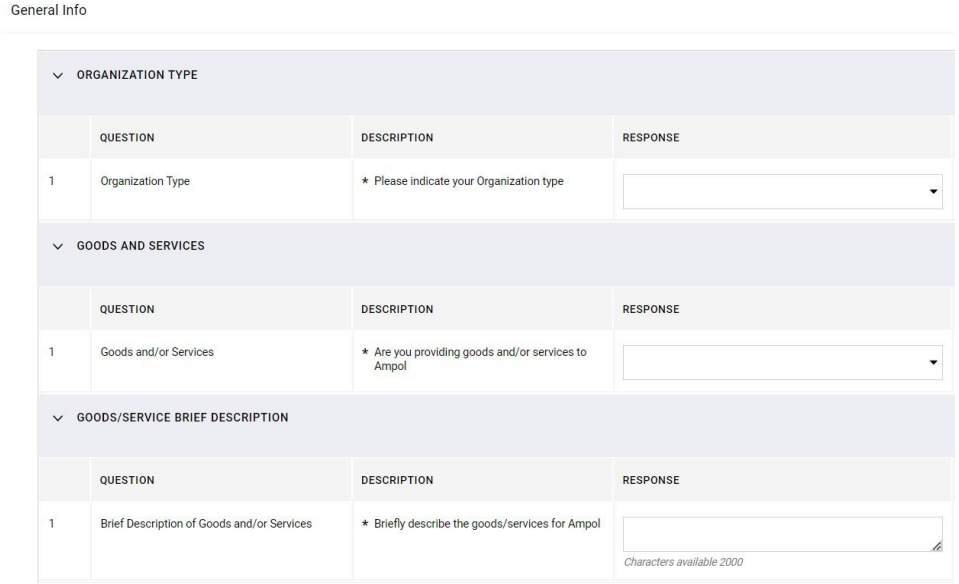
2. Proceed to complete the **Registration Data** which consists of 3 sections.



a. Complete **Main Organisation** Data - **Organisation** Details and **User** Details. Click on **Save & Continue**.



b. Proceed to complete **Onboarding** Pages – **General Info, Diversity** and **Information Authorization & Code of Conduct.** Click on **Confirm** (top right-hand corner) to proceed.





General Info

SMALL BUSINESS

	QUESTION	DESCRIPTION	RESPONSE
1	Small Business	* Are you an Australian Small Business with turnover less than AUD$10mil per annum?	

EMPLOYEES NUMBER

	QUESTION	DESCRIPTION	RESPONSE
1	Employees Number	* How many employees does your organisation have?	

ANNUAL TURNOVER

	QUESTION	DESCRIPTION	RESPONSE
1	Annual Turnover	* Annual Turnover	

Diversity

DIVERSITY

	QUESTION	DESCRIPTION	RESPONSE
1	Diversity - Australian Indigenous	* Are you a registered Australian Indigenous (Aboriginal or Torres Strait Islander) or other diversity certified corporation?	

Information Authorization & Code of Conduct

INFORMATION AUTHORIZATION

	QUESTION	DESCRIPTION	RESPONSE
1	Information Authorization	* By agreeing to this question, you acknowledge that you are authorised to provide the information above and to agree to the Conditions above.	

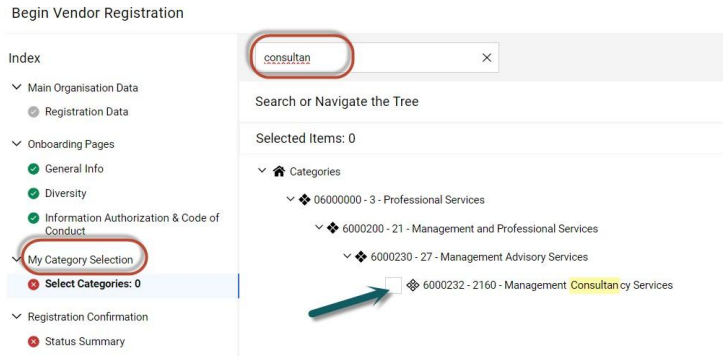
CODE OF CONDUCT

	QUESTION	DESCRIPTION	RESPONSE
1	Code of Conduct	* Please download and review the Supplier Code of Conduct attached to the field. Then, please indicate if you agree to the code of conduct.	Instructional Attachment Available

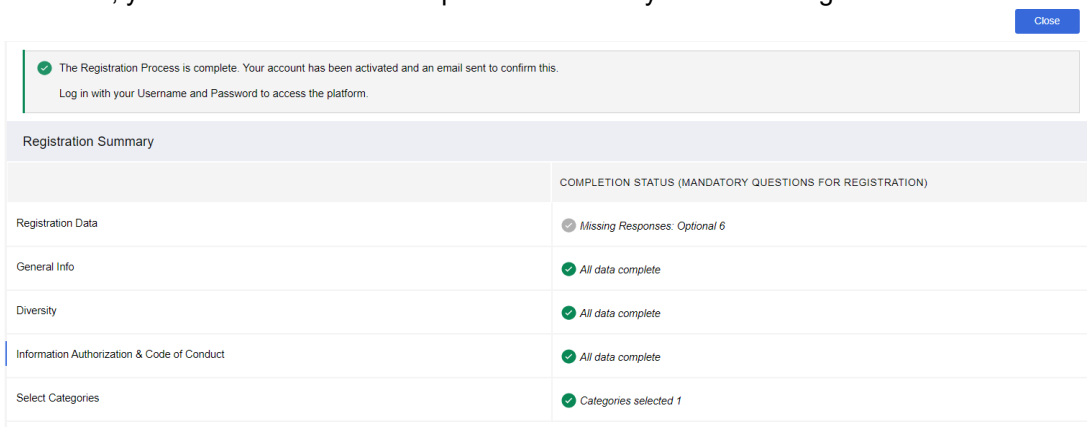
c. Last section is **My Category Selection**.

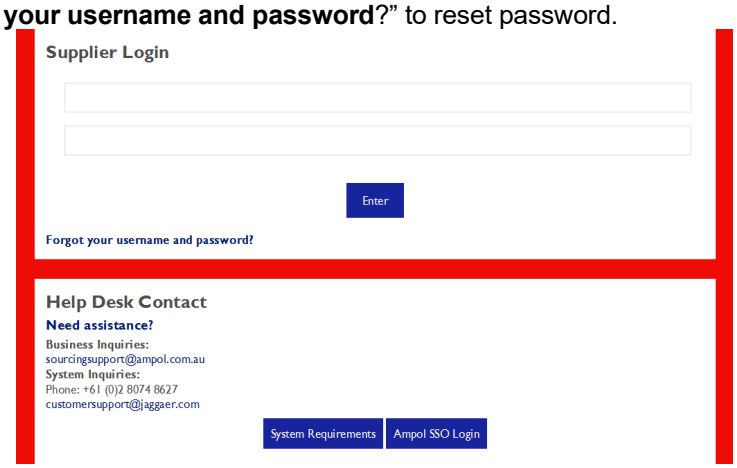
Choose the closest category of goods and services that you are providing.

You can type on the search field and ensure that you ticked on the box for selection. Click **Confirm** (top right-hand corner).

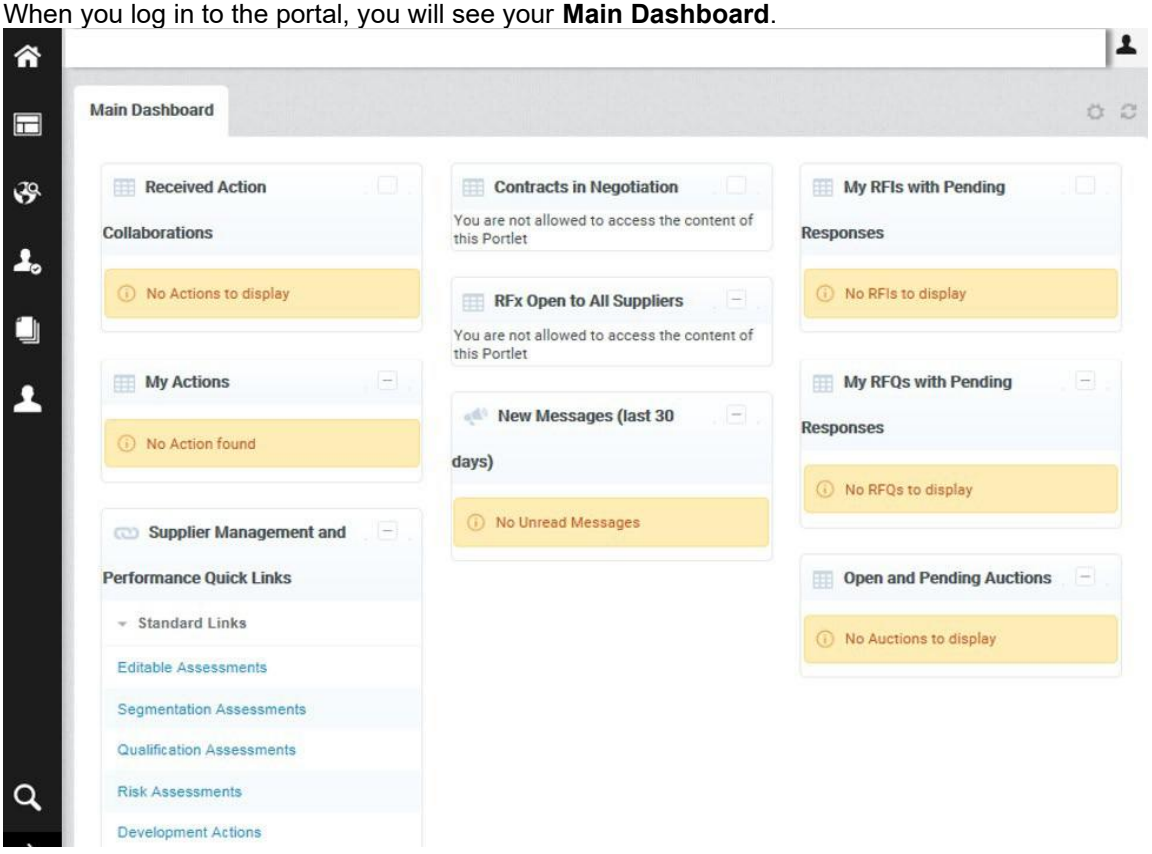


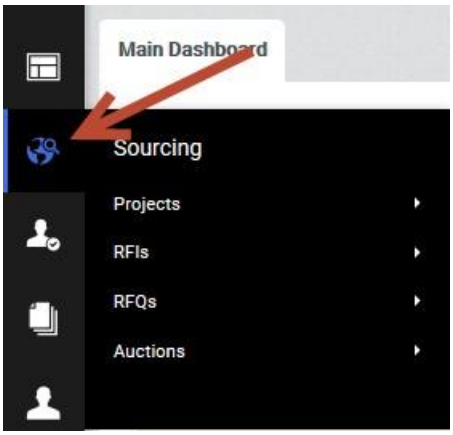
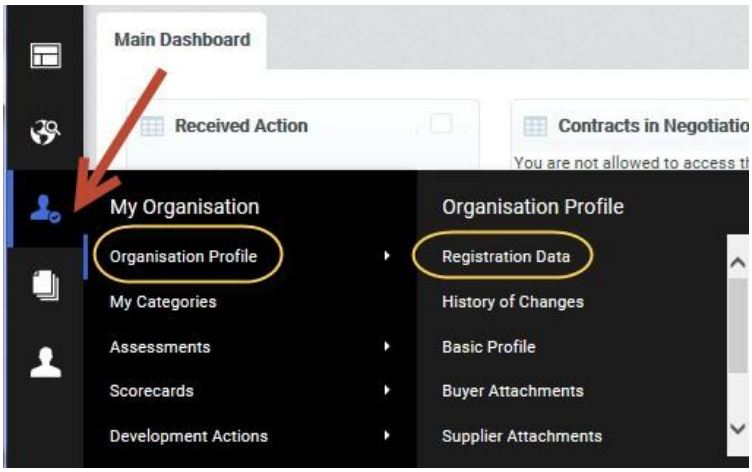
It will navigate you to the **Registration Summary** and you can click **Close**. Now that your account has been activated, your business contact can proceed to invite you for sourcing activities.

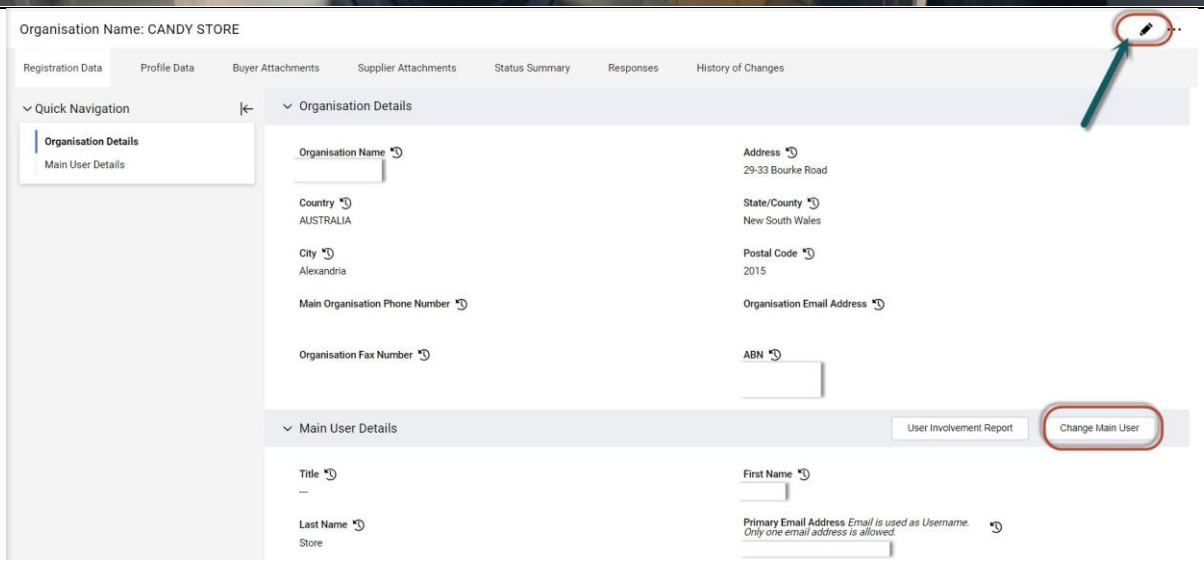


3.	In the portal, you can proceed to enter your **username** and **password** and click **Enter**. Or click on "**Forgot your username and password**?" to reset password.  **Note:** *If you need assistance for business or system related, you can send an email to the respective email addresses as indicated in the portal under Help Desk Contact - as per above screenshot.*

B. Navigating Ampol Procurement Portal

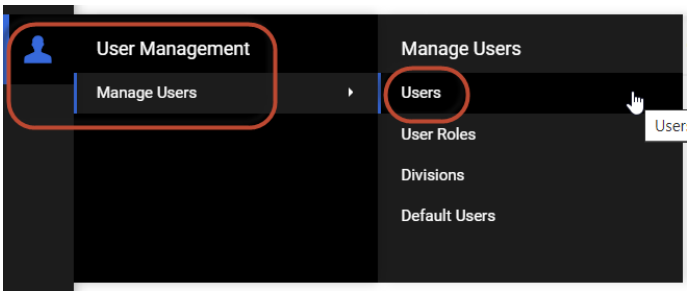
1.	When you log in to the portal, you will see your **Main Dashboard**. 

2.	You can also click on the left Panel to navigate and access the different activities in our Procurement Portal. i.e. click on "**Sourcing"** button to access your **Projects** or **RFQs**. 
3.	In the **My Organisation** Menu, you can access **your Registration Data** if you need to make amendments.  **Organisation Details** - Click on the **Edit** button and you can amend all fields **except** ABN. If you need to amend the ABN, please contact sourcingsupport@ampol.com.au with the relevant documents.

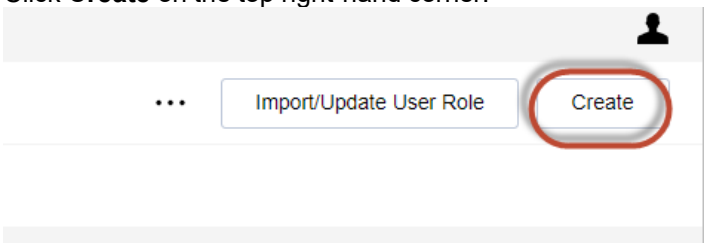


You can change main user here once if you have added additional users.

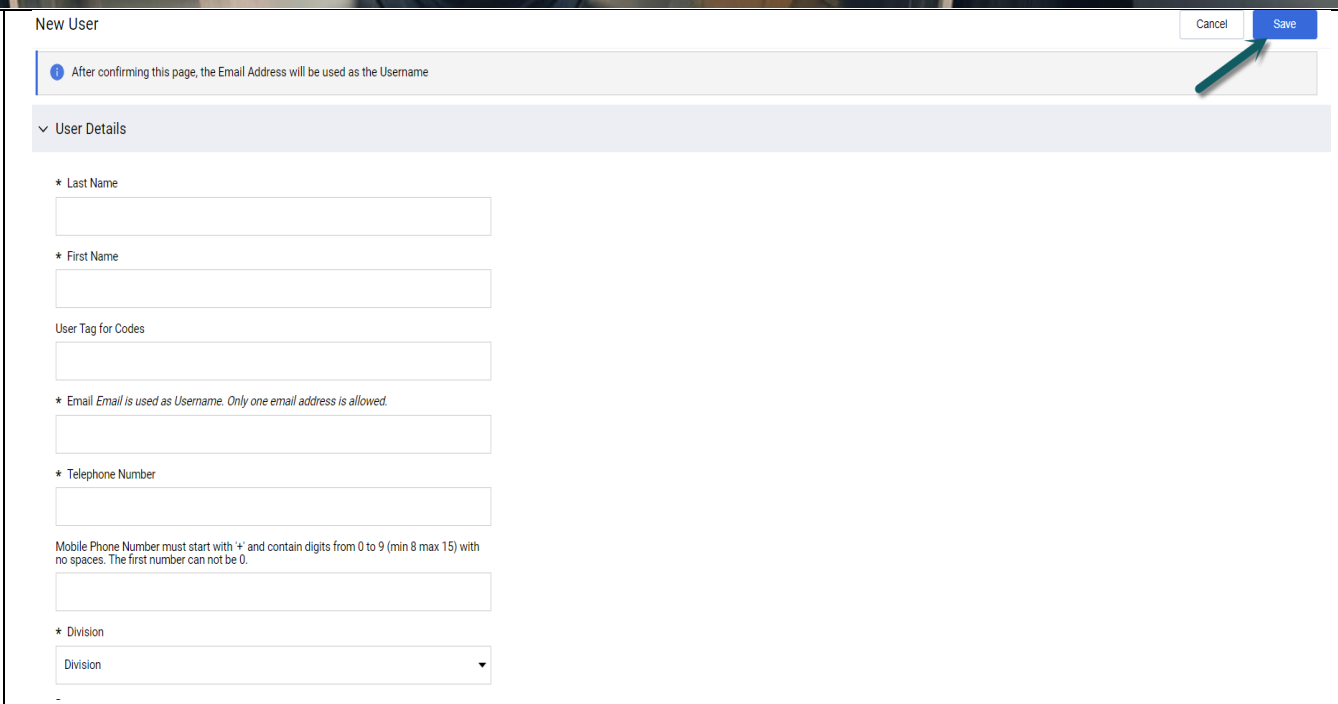
4. Moving on to **User Management ➔ Manage Users ➔ Users**.
You can **add** other users in your organisation on this page.



Click **Create** on the top right-hand corner.

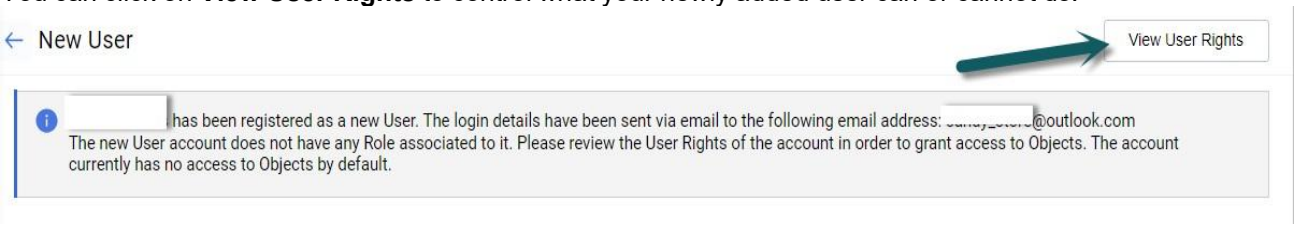


Enter all the **mandatory details** below and click **Save**.

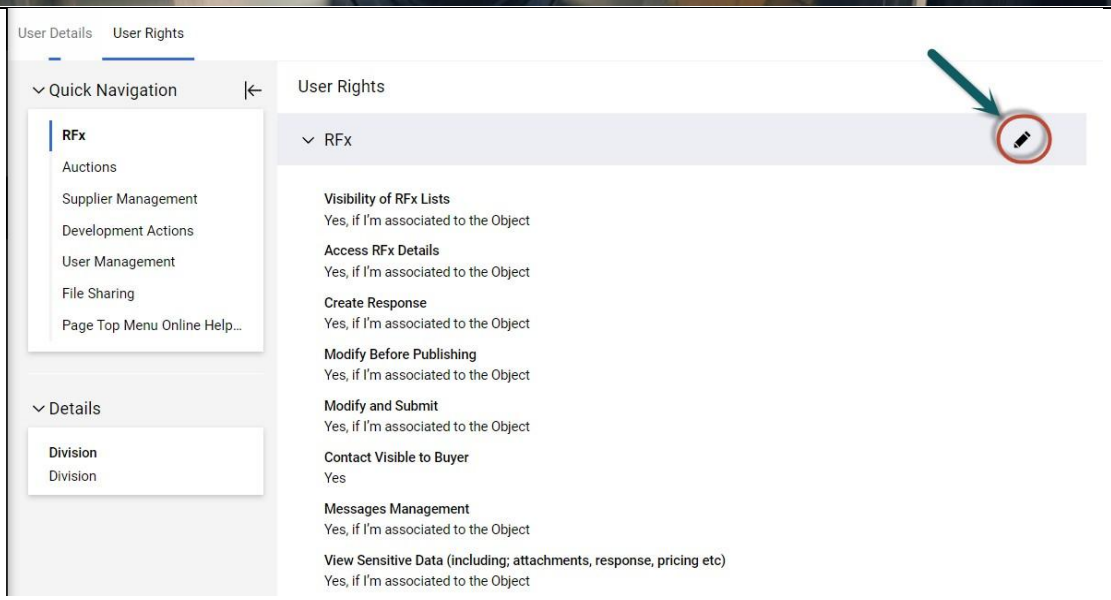


System notifies you that you have registered a new user and an email has been sent to the user with the login details.

You can click on **View User Rights** to control what your newly added user can or cannot do.



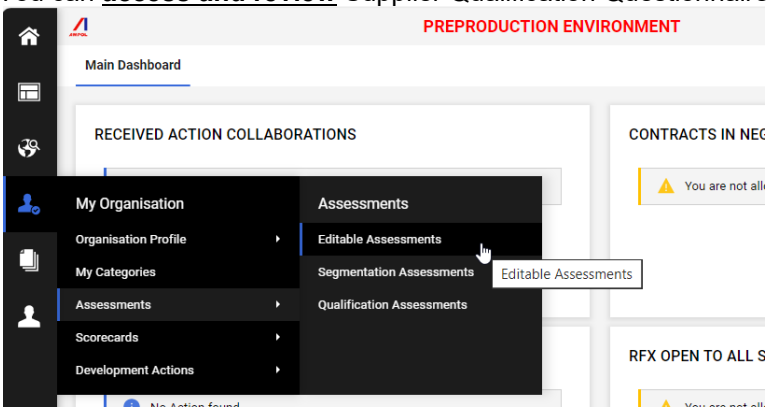
There are a few sections, and you can click on the **Edit** button **to modify**.



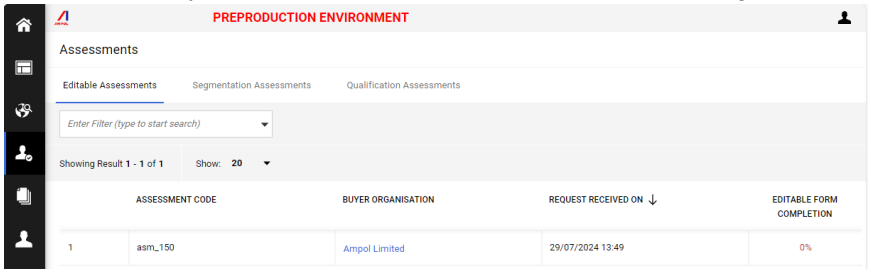
5. An email will be received from noreply-prep@jaggaer.com on activation of **Supplier Qualification Assessment Plan**. You can either use the URL provided in the email or login with your email address and password to Ampol's Procurement Portal.

Once login, move on to **My Organisation → Assessments → Editable Assessments**

You can **access and review** Supplier Qualification Questionnaires being assigned by Ampol Procurement team.

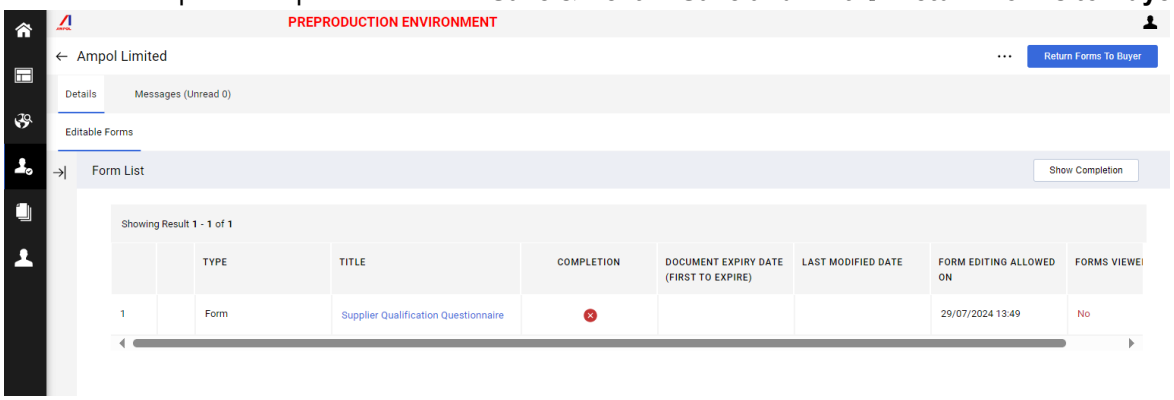


Click on the respective **Assessment Code** *(eg: asm_150)* or **Ampol Limited** to start.



The System will take you to the next interface:

You can click on **Supplier Qualification Questionnaire** → Click on the "Pencil" like icon to switch on edit mode and complete the questionnaire → **Save & Next** or **Save and Exit** → **Return Forms to Buyer** → **Ok**



All responses will be reviewed by Group Procurement Support.

Please reach out to sourcingsupport@ampol.com.au or your Ampol contact if you need assistance.