

Standard Procedure: APP – Supplier's Guide



SP-APP-SG

Overview

Welcome to Ampol Procurement Portal! Please go through the following guide for registration, navigation to the portal & password reset. If you have further queries, please contact sourcingsupport@ampol.com.au or your business contact.

Instructions

A. Supplier's Registration

1. You should receive an email from noreply@jaggaer.com with the **URL link**, **username** and **password**. Click on the URL link.

Registration on  Procurement Portal

 noreply@jaggaer.com
To ext_spend_policy

 We removed extra line breaks from this message.

Dear

The Buyer Organisation Ampol Australia has registered you to use <https://procurement.ampol.com.au>

Your Username is: Your Password is:

2. In the portal, you can proceed to enter your **username** and **password** and click **Enter**.

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 below screenshot.

Supplier Login

Enter

[Forgot your username and password?](#)

Help Desk Contact

Need assistance?

Business Inquiries:
sourcingsupport@ampol.com.au

System Inquiries:
Phone: +61 (0)2 8074 8627
customersupport@jaggaer.com

[System Requirements](#)

[Ampol SSO Login](#)

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3. Please read the **End User Licence Agreement** and click **I agree** followed by **Next**.

Adobe PDF file

End User Licence Agreement

1 Scope and application

1.1 Ampol ABN 17 000 032 128 (we, us or our) has requested services, tasks, information, inputs and/or assistance (**Services**) from the entity that you represent or that employs you (**Service Provider**).

1.2 The Service Provider requires access to the Jaggaer Direct eSourcing software (**Software**), which is installed and runs on our infrastructure, for the purpose of providing us with the requested Services.

1.3 This End User Licence Agreement (**EULA**) is an agreement between the Service Provider and us, which starts on the Commencement Date and sets out the terms on which we allow the Service Provider and its Authorised Users to access and use the Jaggaer Direct eSourcing software (**Software**).

1.4 By clicking 'Accept':

(a) you are accepting this EULA on behalf of the Service Provider, and the Service Provider and us are bound by this EULA from the Commencement Date;

(b) you represent and warrant that you have the authority to bind the Service Provider as contemplated in clause 1.4(a); and

(c) you represent and warrant that you will comply with the terms and conditions set out in this EULA as an Authorised User of the Service Provider.

1.5 Each party agrees to enter into this EULA at the request of the other party and in consideration of the other party agreeing to enter into this EULA and incurring obligations and giving rights, and for other valuable consideration, the sufficiency of which is hereby acknowledged.

2 Term

2.1 This EULA commences on the Commencement Date and continues until the earlier of the date that:

I have read and agree to the User Agreement

I agree I do not agree

Next

4. System prompts you to change to a **New Password**. Enter your desired **Password** and click **Submit**. You will not receive this prompt if you have earlier changed your password.

Specify a new Password in order to proceed

For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 6 passwords
Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \\\IE\$%&/()=?^*€[]#@!;:~><*+

New Password

Confirm Password

Submit

Cancel

5. You are now in the **Registration Data** page. There are **4 sections** to be completed. Click on **Save & Continue** after every section has been completed.

Registration Data

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Save & Continue

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Below are the questions you need to complete in **Registration Data**.

Organisation Details

Organisation Name	CLEANAWAY PTY LTD
* Address	<input type="text"/>
* Country	AUSTRALIA <input type="button" value="v"/>
* State/County	--- <input type="button" value="v"/>
* City	<input type="text"/>
* Postal Code	<input type="text"/>
Main Organisation Phone Number	<input type="text"/>
Organisation Email Address	<input type="text"/>
Organisation Fax Number	<input type="text"/>
ABN	<input type="text"/>

User Details

Title	--- <input type="button" value="v"/>
* First Name	<input type="text" value="Test"/>
* Last Name	<input type="text" value="Test"/>
* Email <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i>	<input type="text" value="eeffend@ampol.com.sg"/>
* Telephone	<input type="text"/>
Mobile <i>(please enter "+" "country code" and "your mobile phone number" with no spaces)</i>	<input type="text"/>
Fax Number	<input type="text"/>
Role within Organisation	--- <input type="button" value="v"/>
* Username <i>Please insert email address</i>	<input type="text" value="supplier19"/>
* Preferred Language	English (UK) <input type="button" value="v"/>
* Time Zone	(GMT +10:00) Brisbane <input type="button" value="v"/>
Use High Contrast Stylesheet <i>(for visually impaired users)</i>	No <input type="button" value="v"/>



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6. Basic Profile Forms:

Registration Data **Basic Profile Forms** My Category Selection Registration Confirmation

Organization Type

Label	Description	Response
Organization Type	* Please indicate your Organization type	<input type="text"/>

Goods and Services

Label	Description	Response
Goods and/or Services	* Are you providing goods and/or services to Ampol	<input type="text"/>

Goods/Service Brief Description

Label	Description	Response
Brief Description of Goods and/or Services	* Briefly describe the goods/services for Ampol	<input type="text"/> <small>Characters available 2000</small>

Small Business

Label	Description	Response
Small Business	* Are you an Australian Small Business with turnover less than AUD\$10mil per annum?	<input type="text"/>

Employees Number

Label	Description	Response
Employees Number	* How many employees does your organisation have?	<input type="text"/>

Annual Turnover

Registration Data **Basic Profile Forms** My Category Selection Registration Confirmation

Diversity

Label	Description	Response
Diversity - Australian Indigenous	* Are you a registered Australian Indigenous (Aboriginal or Torres Strait Islander) or other diversity certified corporation?	<input type="text"/>

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Registration Data **Basic Profile Forms** My Category Selection Registration Confirmation

[Save & Continue](#) [Cancel](#)

Supply Nation

Label	Description	Response
Supply Nation Certification	* Please provide relevant certification (eg. Supply Nation certified or NSWICC Assured)	+ Click to attach file <input type="text"/>

Registration Data **Basic Profile Forms** My Category Selection Registration Confirmation

[Save & Continue](#) [Cancel](#)

Information Authorization

Label	Description	Response
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.	<input type="text"/>

Code of Conduct

Label	Description	Response
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.	<input type="text"/> Ampol_Supplier Code of Conduct_Sep 20_HR...

7. **My Category Selection:** Choose the **main category**, click on the **expand arrow**, **tick on the box** to select the category and click **Confirm**.

Registration Data Basic Profile Forms **My Category Selection** Registration Confirmation

[Confirm](#) [Cancel](#)

Search or Navigate the Tree

Enter filter (type to start search)

Selected Items: 1 [Remove All](#)

[Expand All](#) [Collapse All](#)

- Categories
 - 01000000 - 17 - Marketing
 - 02000000 - 18 - Merchandising
 - 2000100 - 3 - Goods Not for Resale
 - 2000110 - 8 - Goods Not for Resale
 - 2000111 - 70 - Goods Not for Resale

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8. Once you have completed the registration, it will navigate you to the **Registration Confirmation** page. Now that your account has been activated, your business contact can proceed to invite you for sourcing activities.

The screenshot shows the 'Registration Confirmation' page. At the top, there is a progress bar with four steps: 'Registration Data', 'Basic Profile Forms', 'My Category Selection', and 'Registration Confirmation' (which is highlighted in blue). A 'Main Page' button is located to the right of the progress bar. Below the progress bar, a green message box contains the text: 'The Registration Process is complete. Your account has been activated and an email sent to confirm this. Log in with your Username and Password to access the platform.' Below this message is a 'Registration Summary' table.

Completion Status (Mandatory Questions for Registration)	
Registration Data	
General Info	
Diversity	
Information Authorization & Code of Conduct	
My Category Selection	Categories selected 2

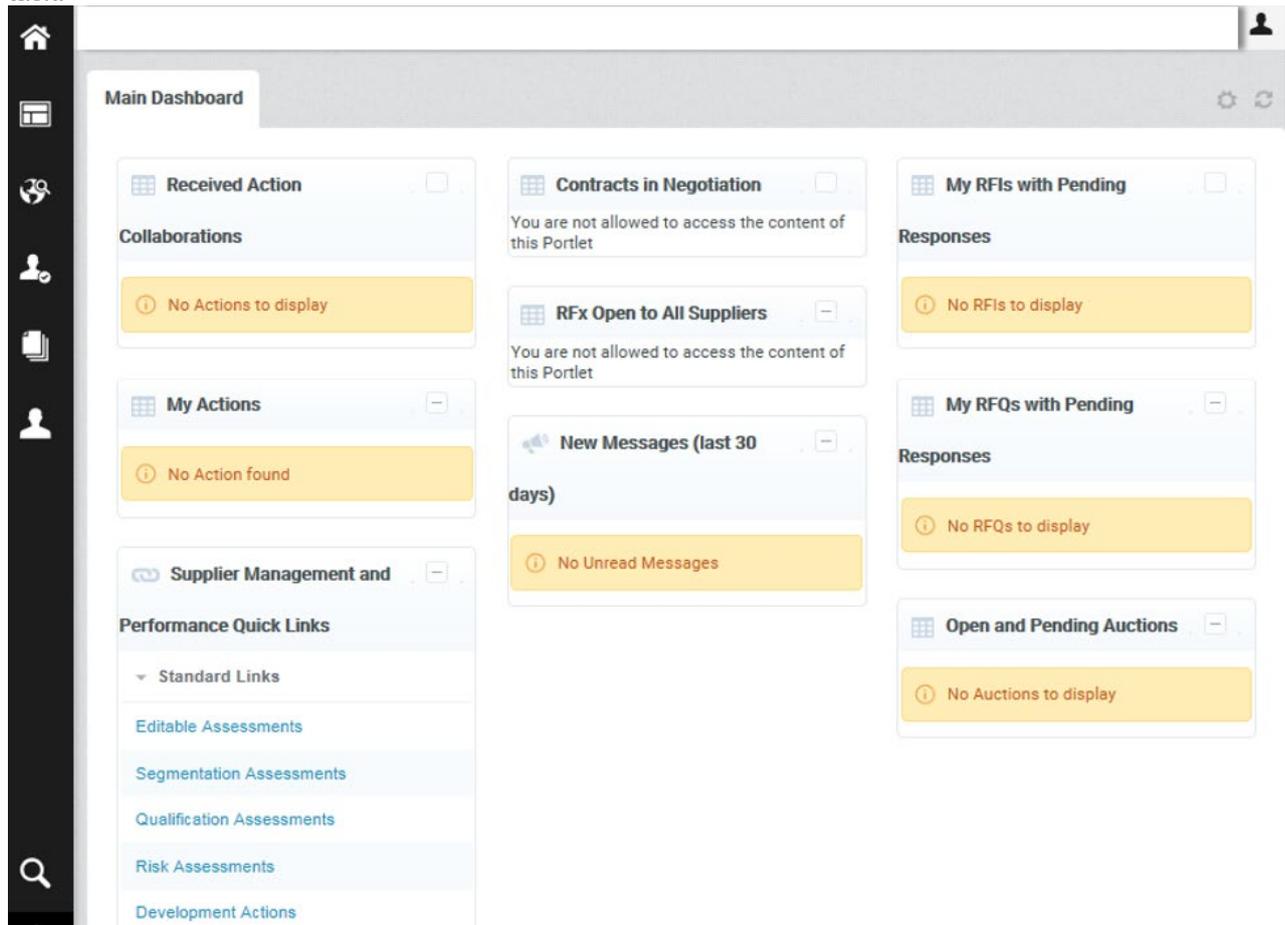
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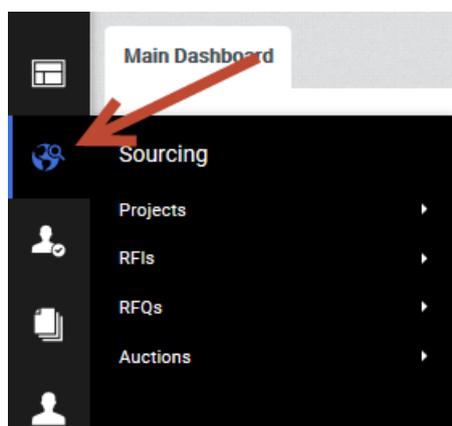
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B. Navigating Ampol Procurement Portal

1. When you log in to the portal, you will see your **Main Dashboard**. If you have been invited to a sourcing activity, the task shows up here based on the activity that you are involved in. You can click on the link to perform the task.



2. You can also click on the **Sourcing** button to access your **Projects**, **RFIs**, **RFQs** or **Auctions**.

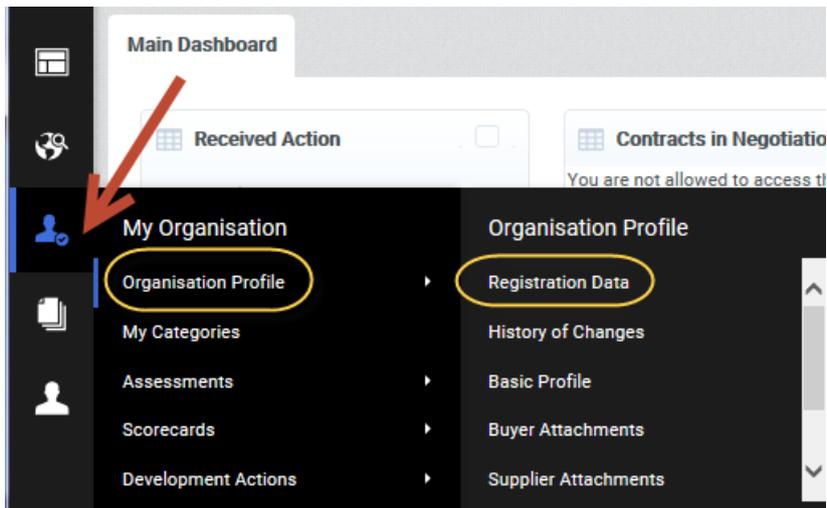


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3. In the **My Organisation** Menu, you can access **your Registration Data** if you need to make amendments.



Click on the **Edit** button and you are able to amend all fields **except** ABN. If you need to amend the ABN, please contact sourcingsupport@ampol.com.au with the relevant documents.

Registration Data History of Changes Basic Profile Buyer Attachments Supplier Attachments Status Summary

Response

[Edit](#) [...](#)

Organisation Name: MEHDI FOUNDATION PTY LTD

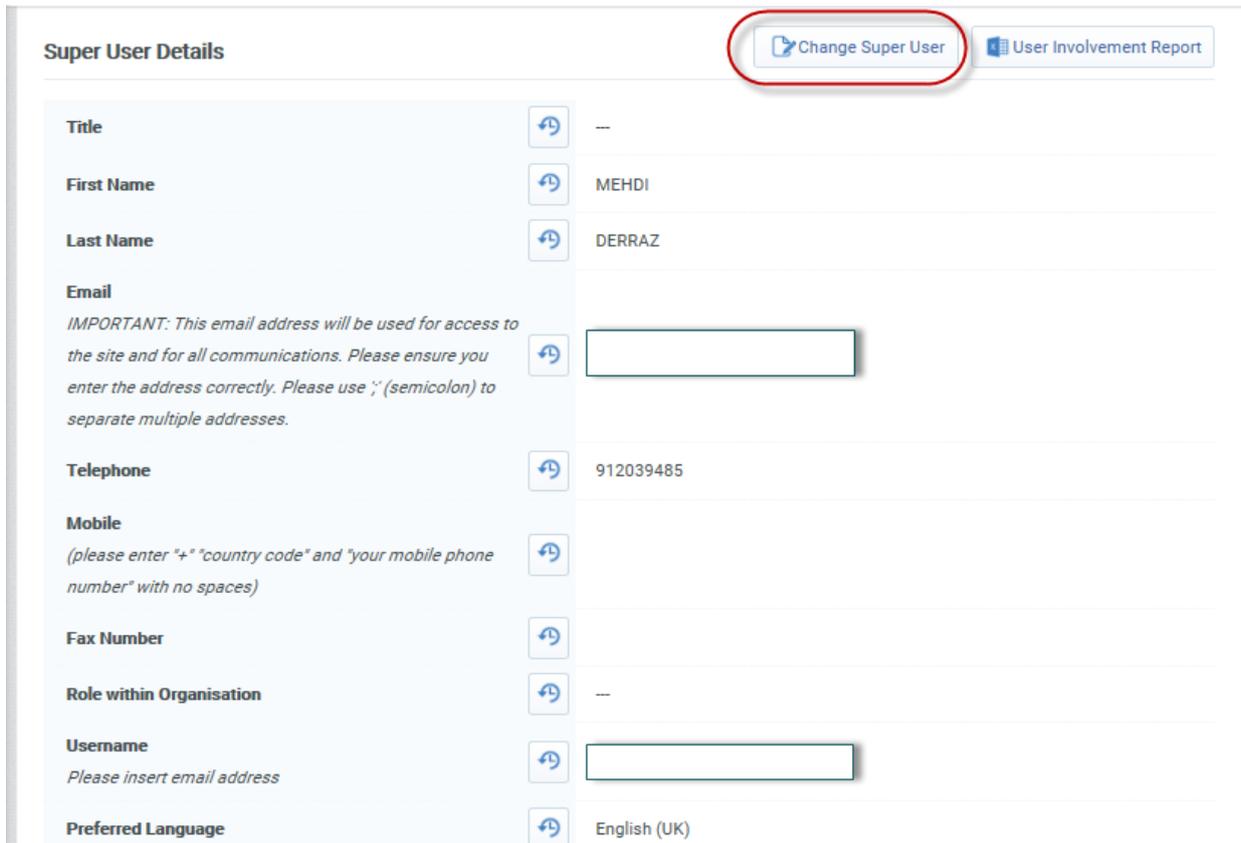
Organisation Details

Organisation Name	↻ MEHDI FOUNDATION PTY LTD
Address	↻ 2 Market Street
Country	↻ AUSTRALIA
State/County	↻ New South Wales
City	↻ Sydney
Postal Code	↻ 2000
Main Organisation Phone Number	↻
Organisation Email Address	↻
Organisation Fax Number	↻
ABN	↻

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4. On the same screen when you scroll down below is **the Super User Details**. You are automatically the super user of your organisation where you can **make changes**, **add other users** and even **change the super user**.



Super User Details Change Super User User Involvement Report

Title --

First Name MEHDI

Last Name DERRAZ

Email
IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.

Telephone 912039485

Mobile
(please enter "+" "country code" and "your mobile phone number" with no spaces)*

Fax Number

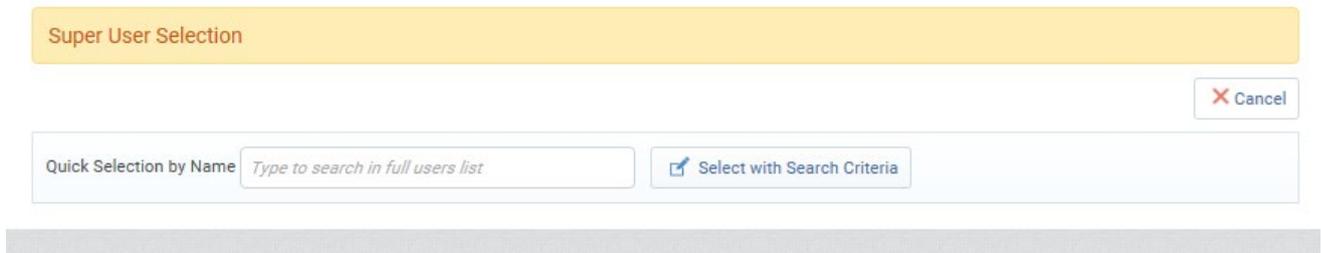
Role within Organisation --

Username
Please insert email address

Preferred Language English (UK)

If you need to **change** the **Super User** of your organisation, click on **Change Super User** and it will navigate you to the next screen.

Type in the name and it will populate **IF** you have added the users. This will be covered on the next point.



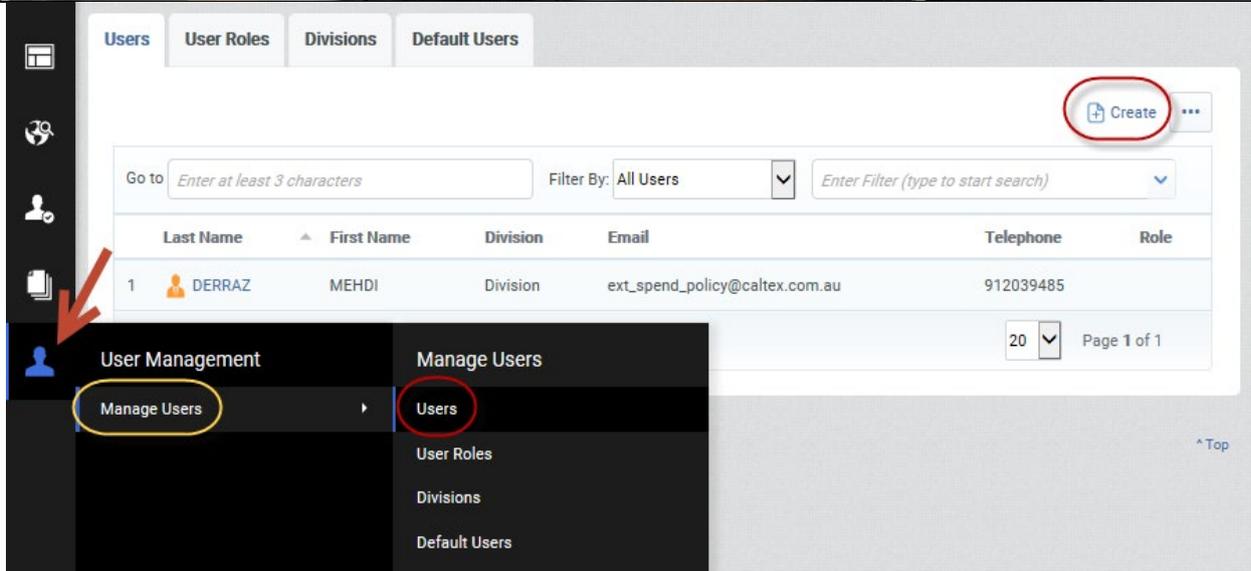
Super User Selection Cancel

Quick Selection by Name Select with Search Criteria

5. Moving on to **User Management → Manage Users → Users**. You can **add** other users in your organisation at this page. Click on **Create** on top of your right hand corner.

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Users | User Roles | Divisions | Default Users

Go to Filter By: All Users

Last Name	First Name	Division	Email	Telephone	Role
1	DERRAZ	MEHDI	Division	ext_spend_policy@caltex.com.au	912039485

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User Management | Manage Users

Manage Users | Users | User Roles | Divisions | Default Users

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

New User

User Details

* Last Name

* First Name

User Tag for Codes

* Email

* Telephone Number

Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Division

Department

Role

* Username

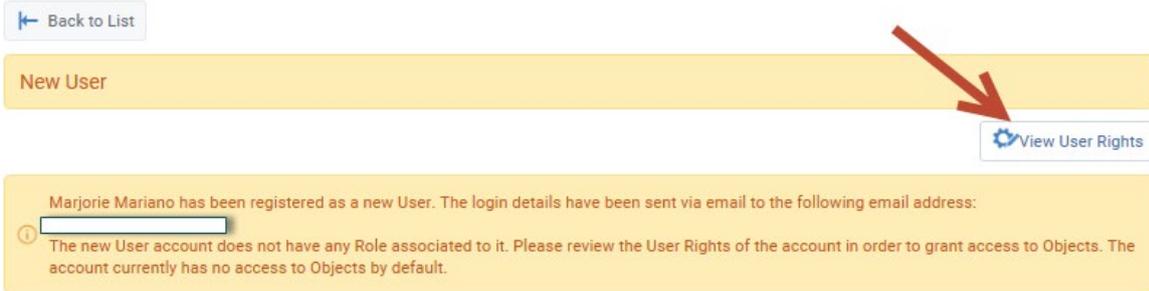
* Preferred Language

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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.



← Back to List

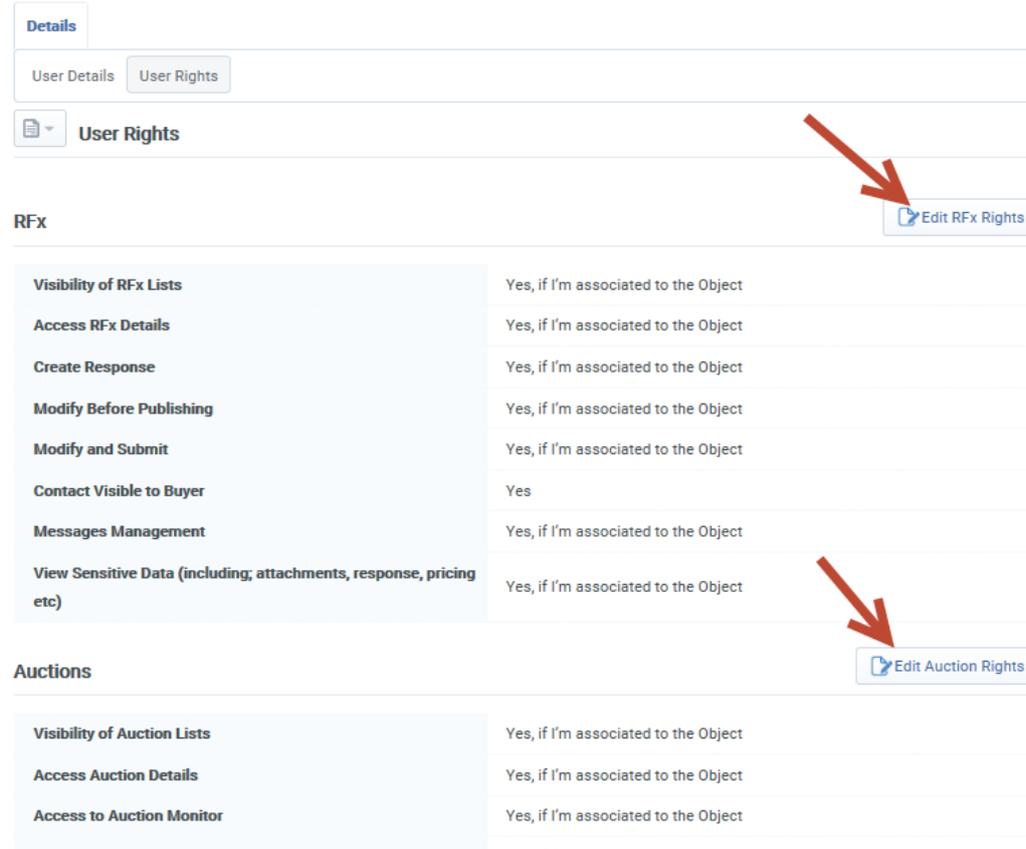
New User

⚙️ View User Rights

Marjorie Mariano has been registered as a new User. The login details have been sent via email to the following email address:

ⓘ The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

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



Details

User Details User Rights

📄 User Rights

RFX

Visibility of RFX Lists	Yes, if I'm associated to the Object
Access RFX Details	Yes, if I'm associated to the Object
Create Response	Yes, if I'm associated to the Object
Modify Before Publishing	Yes, if I'm associated to the Object
Modify and Submit	Yes, if I'm associated to the Object
Contact Visible to Buyer	Yes
Messages Management	Yes, if I'm associated to the Object
View Sensitive Data (including, attachments, response, pricing etc)	Yes, if I'm associated to the Object

Auctions

Visibility of Auction Lists	Yes, if I'm associated to the Object
Access Auction Details	Yes, if I'm associated to the Object
Access to Auction Monitor	Yes, if I'm associated to the Object

🔗 Edit RFX Rights

🔗 Edit Auction Rights