

Purpose

This work instruction provides a step-by-step guide for suppliers when submitting qualification and insurance documents through the Supplier Portal. It explains how to:

- Upload new qualification and insurance documents
- Renew existing qualification or insurance documents

Process – Upload New Document

- Navigate to the 'Qualifications' tile
- Select '+Add New Qualification'

Enter Qualification Details

- Select the Qualification or Insurance type from the drop down box
Important: if you cannot locate the Qualification or Insurance type you need, please contact contractsadmin@mandurah.wa.gov.au
- 'Description' and 'More Information' will auto-populate
- Enter the 'Reference Number' of the qualification or insurance document
- For insurance documents only, please enter the 'Qualification Amount' (insured value). This field may be left blank for qualification documents.
- Enter the Qualification Start Date and End Date, click Save.

Add Attachments

- Upload the Qualification or Insurance document, ensuring the file is appropriately named to include the qualification type and expiry date, click Save.

Verification

The document will be sent to a City of Mandurah Officer for verification. If you experience any issues, please contact your Contract Administrator or email contractsadmin@mandurah.wa.gov.au

Process – Renew Existing Document

- Navigate to the 'Qualifications' tile
- Choose the Qualification or Insurance you wish to renew, and select 'Renew Qualification'
Important: if you are not seeing a 'Renew Qualification' button please contact your Contract Administrator or email contractsadmin@mandurah.wa.gov.au

Enter Qualification Details

- Update the renewed Qualification Start Date and End Date
- Update any other Qualification details if necessary, click Save.

Add Attachments

- Upload the renewed Qualification or Insurance document, ensuring the file is appropriately named to include the qualification type and expiry date, click Save.

Verification

The document will be sent to a City of Mandurah Officer for verification. If you experience any issues, please contact your Contract Administrator or email contractsadmin@mandurah.wa.gov.au