

# User Guide FSCA Onboarding and Change

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# **System Settings**

For the Fiori App to display date in the correct format, you will need to ensure your settings has English (Australia) as the default language.

1. Open the following URL in Chrome <u>chrome://settings/languages</u>

Languages	
Language English (United States)	$\bigcirc$
Spell check	-
Basic spell check	
O Enhanced spell check Uses the same spell checker that's used in Google search. Text you type in the browser is sent to Google.	
Customize spell check	•

2. Add "English (Australia)", if not present in the list. Click Add languages.

Languages	
Language English (United States)	^
Order languages based on your preference	
English (United States) This language is used when translating pages	:
This language is used to display the Google Chrome UI	
English	:
Add languages	

Languages		_	
Languag	Add languages		
English (	🗌 Croatian - hrvatski	<b>^</b>	Â
Order lan Enç	Czech - čeština	- 1	
Thi Thi	🔲 Danish - dansk		:
Enç	Dutch - Nederlands		:
Ada	English (Australia)		
Offer to t	<ul> <li>English (India)</li> </ul>		
Spell che			
O Enh. Uses	anced spen encor the same spell checker that's used i <u>n Google sea</u>	irch.	

3. In the option on the right-hand side, select 'Move to the top' of the list.

anguages	
Language English (United States)	^
Order languages based on your prefe	rence
English (United States)	
This language is used when tra	nslating pages
This language is used to display	y the Google Chrome UI
English (Australia)	Display Google Chrome in this language
English	Offer to translate pages in this language
Add languages	Move to the top
Offer to translate pages that aren't in	Remove
Spell check	

4. Select 'Display Google Chrome in this language'

Language English (United States)	^
Order languages based on your prefe	rence
English (United States)	
This language is used when tra	nslating pages
This language is used to display	y the Google Chrome UI
English (Australia)	Display Google Chrome in this language
English	Offer to translate pages in this language
Add languages	Move to the top
	Move down
Offer to translate pages that aren't in	

5. Relaunch Google Chrome to show the language and date formats in English (Australia).

Languages	
Language English (Australia)	^
Order languages based on your preference	
English (Australia) This language is used when translating pages This language is used to display the Google Chrome UI	Relaunch
English (United States)	:
English	:
Add languages	

# Logging into the System

Prior to logging in, you will be sent a Powercor User Name and Password. If you are unsure of your User Name or Password, please contact <u>contractorenguiries@powercor.com.au</u>

1. Launch URL <u>https://flpnwc-sl0kv9jfoo.dispatcher.ap1.hana.ondemand.com/sites#Shell-home</u> in Google Chrome browser.

Powercor - UAT: Log On × +	Lands Bargin Lanaris Barara. Ballet
$\leftrightarrow$ $\rightarrow$ C $\triangle$ ad64lechq.accounts.ondemand.com/saml2/idp/sso/ad64lechq.accounts.	.ondemand.com 🗢 🚖 🚺 🗵 🤨 🛛 😂 🗄
🛗 Apps 📙 Cintellate 💪 Google 🥺 Support 👎 JIRA 📴 Mail 音 Google Sheets 🌉 NA	.B 🚾 ServiceNow 📃 Public Lighting 📃 To Do 📃 Sonalika 🚾 Access Request 🔇 BIS 🛛 »
	Log On
	E-Mail or Liser Name
Dowerson LIAT	E-Mail or User Name
Powercor - DAT	
	Password
	Password
	Remember me
	Log On
	Forgot password?
Powered by	

2. Enter your User Name and Password and click the Log On button.



3. Once successfully logged on, you'll see the below Home screen:



# **Contractor Onboarding**

The Contractor on-boarding tile is used for all <u>new applications</u> for your organisation. If an active record already exists for a worker, the system will prompt you to make the changes in the Contractor Change tile.

*Eirst Name: Diki	
<ol> <li>Active Contractor Found</li> </ol>	
The user selected is Active. Please use the change app and the Advanced Search to associate this contractor with your con	itract!
	Close

Prior to on-boarding, please set workers up in **ESI Worker** ensuring all roles, mandatory competencies, including qualifications, licences, and relevant inductions have been uploaded. Verifiers check every document to ensure it is for the correct person, is valid, the dates entered match the evidence and applicable additional competencies are submitted. Verification may take up to 2 working days.

1. Click on Contractor On-Boarding Icon



2. The contractor on-boarding form is displayed. The form has mandatory (indicated by a red asterisk) and non-mandatory fields. Once all mandatory fields have been filled, you will be able to move to the next section. If there is any missing information, the Information icon at the bottom left of the screen will give you further details.

Create New Contractor 🗸							
New Contractor							
New Co Setup	ontractor		2 Authorities a	and Key Requests			
1. Ne	w Contractor	Setup					
Con	ntract Details						
		Contract Company:	ELECTRIX P/L T	IAS OMEXOM AUSTRALIA			
		warne warne and a second					
Plea	ise select relevan	t contract(s)					
	Contract Number	Description		Responsible Officer	Expiry Date	Subcontractor	
•	7021021	Authorised Access Central Order	Number	David Palmer			~
. ;	7024129	Asset Inspection Services		Karl Harrison			~
. ,	7024631	Electical Construction & Maintne	nace Ser	David Palmer			~
. ,	7016907	Bulk Change and Faults Public U	ighting	David Palmer			×
Per	sonal Details						
		Einst Nama:					
		*Last Name:					
		*Preferred Name:					
		*Gender:	Male				
			<ul> <li>Female</li> </ul>				
		*Date of Birth:	Enter date of b	ŵth			
		*Position:			ි	0	
Con	itact Details						

#### 3. New Contractor Setup

Your company will be displayed at the top of the screen. All relevant current contracts associated with your organisation will be displayed and are available for selection.

a. If the new contractor is working for a subcontractor, you can select a subcontractor from the drop-down menu. If a subcontractor is not available on the list, please contact <u>contractorenquiries@powercor.com.au</u> to have the subcontractor added.

Contract Details						
		Contract Company: ELECTRIX	PIL TIAS OMEXION AUSTRALIA			
Please selec	t relevant contract(s	)				
Contract	iumber Descriptio	20	Responsible Officer	Expiry Date	Subcontractor	
Contract 1	iumber Descriptio Authorise	an d Access Central Order Number	Responsible Officer David Palmer	Expiry Date	Subcontractor	~
Contract 1 7021021 7024129	Number Description Authorise Asset Ins	an d Access Central Order Number pection Services	Responsible Officer David Palmer Karl Harrison	Expiry Date	Subcontractor	v v
Contract 1 7021021 7024129 7024631	Number Description Authorise Asset Insu Electical	an d Access Central Order Number pection Services Construction & Maintrenace Ser	Responsible Officer David Palmer Karl Harrison David Palmer	Expiry Date	Subcontractor	v v

- b. Enter personal details of the contractor.
  - i. Date of birth can be selected by opening the calendar and selecting year, month and date or type as DDMMYYYY e.g. 01062000
  - ii. Select the position of the contractor. If the position is not available, please contact <u>contractorenquiries@powercor.com.au</u> to have the position added.

Personal Details		
*First Name:	Joe	
*Last Name:	Blogg	
*Preferred Name:	JB	
*Gender:	<ul> <li>Male</li> </ul>	
	○ Female	
*Date of Birth:	22/03/1968	
*Position:	Asset Inspector	
*ESI Worker Number:	980123132	
Contact Details		
*Contractor Contact Number:	0412 098 225	

- c. If applicable, attach supporting evidence e.g. a completed Log Book, Resume, induction record for a non-technical role.
   Note: training records shall be in ESI Worker and are not required to be attached.
   Supporting Evidence must be in pdf. format
- d. If applicable, attached a photo.
   Note: We can use the photo from ESI Worker system, only upload if you want the photo changed. The photo must be .jpg or .jpeg format.
- e. Once uploaded, proceed to click on "Step 2"

Attach Supporting Evidence			
	Choose file		Browse
		Press "Browse" to upload file	
Photo ID			
	Chaoce Re		Boour a
	Croose life	Press "Browse" to upload file	browse
tep 2			

#### 4. Authorities and Key Requests

a. Authorities and Keys

All mandatory authorities for the role will be displayed here. For roles that do not have mandatory authorities, they will not display. You will need to add the date of training displayed on the certificate as well as the applicable Geographical and Functional Restrictions. If any Network Keys are required, they can be selected from the Keys required drop down.

#### b. General Keys

If general keys are required, they can be selected from the drop down.

c. Depot Access

If access to depots is required, a swipe card will be issued. Please advise if business hours or 24-hour access is necessary. For 24-hour access, a justification is required. If access to depots is not required, select Not Required. In this case, a Photo ID will be issued with no swipe capability.

	Create New Contractor $\checkmark$	
	New Contractor	
1 New Contractor	2 Authorities and Key Requests	- 3 Vehicle Signage
2. Authorities and Key Requests		
Authorities and Keys		
Authority:	VESI - Enter Enclosures	
*Date of Training:	16/01/2020	
*Functional Restrictions:	Civil Worksite Ldr/Prop Mtce & Asset Ins	$\sim$
*Geographic Restrictions:	Powerc (8)	$\sim$
Keys Requested:		~
General Keys		
Key Request(s):	Power Industry (PI) Key 🛞	~
Depot Access		
*Swipe Card Access Required During:	6am-6pm (M-F)      24x7 Access      Not Required	
*Depots:	Colac - OTH 🛞	✓ Select All Depots
Step 3		

- 5. Vehicle Signage
  - a. Vehicle Signage

Please indicate if vehicle signage is required for the contractor. Temporary (Magnetic) signage will be issued if this option is selected.

b. Vehicle Details

If vehicle signage is requested, vehicle details will be mandatory. Please enter vehicle registration, make/model, body type and colour.

	Create New Contractor $\checkmark$	
	New Contractor	
1 New Contractor (	2 Authorities and Key	3 Vehicle Signage
3. Vehicle Signage Vehicle Signage		
*Does Contractor Require Vehicle Signage: *Type of Vehicle Signage:	Yes No     Temporary (Magnetic)	
Vehicle Details		
*Vehicle Registration: *Make/Model: *Body Type: *Colour:	YSX Hilux Truck Black	
Review		

6. Click on Review and get a summary of all the data previously entered in a read-only format. From here you can click 'Edit' to return to the request to make changes.

	Create Nev	v Contractor	
¢	P	leview -	
Personal Details			
Fest Name: Last Name: Date et Birth: Gender: Position: ESI Worker Number: Contector Contact Number: Contect Company	208 Biogg 28 352268 Mole Asset Inspector 98032332 0432.098.225 ELECTRIX PULTAS OWEXOM A	USTRALIA	
Selected Contracts			
Contract Number D	escription	Responsible Officer Expiry Dat	e Subcontractor
7018907 Au	et impection Services	David Pelmer	
Authorities and Keys Authority: Date of Training Functional Restriction: Geographic Restriction: Keys Requested	VESI - Enter Enclosures 1/16/20 Civil Workste Lds/Prop Mice & Powercor	Asset Ins	
General Keys			
Key(t) Requested:	Power Industry (PI) Key - Old		
Swipe Card Access Required During Reason Access Type is Required: Depose: Vehicle Signage	Bam-dipm (M.F) Colac - OTHER		
Does Contractor Require Vehicle Signage: Type of Vehicle Signage: Vehicle Registration MakerModel:	Ves Temporary (Magnetic) VSX Hillus Touck		

7. Make sure all information has been added in correctly. Once you have reviewed, click on Submit.

	Geographic Restrictions: Powe Keys Requested:	ercor	
General Keys			
	Key(s) Requested: Pov	2 Confirmation	
Dapat Assass		Are you sure you want to create this contractor request?	
Depot Access		OK Cancel	
	Swipe Card Access Required During: 6am- Reason Access Type is Required:	opin (M+F)	
		- - / XIII (CA)	
	Keys Requested:		
General Keys			
	Key(s) Requested:	Power Inc Please wait	
Depot Access		Submitting Request	
	Swipe Card Access Required During: Reason Access Type is Required:	Gam-6pm (M-F)	
	Depots:	Colac - OTHER	

	Keys Requested:		
General Keys		_	
	Kev(s) Requested: P	Successfully Submitted	
		Your application has been submitted for processing	
Depot Access		OK OK	
	pe Card Access Required During: 6	іт-6рт (м-+)	
	Reason Access Type is Required:		
	Depots: C	blac - OTHER	

8. Once the request is submitted, Click OK and you will be re-directed to the Home screen.

Field Service	- View (	of Work Field Servic	e - Contractor
Forward View Work	Of		
	<u>8</u>		
Field Service	- Contra	actor	
Contractor On boarding Field Service	-	Contractor Change Field Service	Contractor Approval Field Service
	8+	8	ది

9. To find instructions on how to view the status of the application, please move forward to <u>Status</u> of <u>Application</u> section of this User Guide.

### **Contractor Change**

The Contractor Change tile is used to make any changes to existing contractors. The Change tile can only be used for active contractors (those currently working for your oprganisation). If a contractor cannot be found in the Change tile, please use the 'Advanced Search' function. If still no results are found, the contractor will need to be onboarded via the Contractor Onboarding tile.

The below instructions are step-by-step, displaying each individual functionality. For a contractor, any combination of the below is possible within one change request.

#### Selecting a contractor

1. From the Home screen, click on the Contractor Change icon.

Forward View Of			
ea الم	Click on the cr change i	iontractor icon	
Field Service - Contra	ctor		
Contractor On- boarding Field Service	Contractor Change Field Service Field Service		
8 <sup>+</sup>	Contractor Change Field Service		

2. The next page will display all active contractors for your company, listed alphabetically.

Search for Contractors by Nam	e, ID, Personnel Nu	mber, Org. Uni	t, Position or Job descrip	tion	Q, Advanced Search
Contractor		DoB	ESI Worker Number	Org.Unit	Position
Aaron Baker			9071009	OMEXOM	Asset Inspector Trainee
00123363			2011080	50003497	50031617
Abbie Trewin-bugeja				OMEXOM	Administration Officer
00122904				50054377	50054379
Carla Grech				OMEXOM	Administration Officer
00122905				50054377	50054379
Carlo Dalisay			100/579	OMEXOM	Lineworker G&B Distributi
00123091			1094310	50003497	50018405
Clay Kerr			0001000	OMEXOM	Asset Inspector Trainee
00123364			30/16/0	50003497	50031617
Dale Wilkie			0001000	OMEXOM	Asset Inspector Trainee
00123365			3071632	50003497	50031617
Dave Jennings			45.94.97	OMEXOM	Lineworker G&B Distributi
00124093			453627	50003497	50018405
David Fosdick				OMEXOM	Asset Inspector
00115685				50003497	50024198
Greg Holiday			222520.4	OMEXOM	Civil Worker
00124095			2305294	50003497	50036352

3. Search for the person you want to request a change for; using his/her employee id, first name, last name or position in the search box and then click on search button.

00117299				Advanced Search	
Contractor	DoB	ESI Worker Number	Org.Unit	Position	
Aaron Baker		2021.000	OMEXOM	Asset Inspector Trainee	
00123363		30/1698	50003497	50031617	
Abbie Trewin-bugeja			OMEXOM	Administration Officer	
00122904			50054377	50054379	
Carla Grech			OMEXOM	Administration Officer	
00122905			50054377	50054379	
Carlo Dalisay		100.0770	OMEXOM	Lineworker G&B Distributi	
00123091		7094210	50003497	50018405	
Clay Kerr			OMEXOM	Asset Inspector Trainee	
00123364		30/16/0	50003497	50031617	
Dale Wilkie		20214222	OMEXOM	Asset Inspector Trainee	
00123365		3071632	50003497	50031617	
Dave Jennings		40.04.00	OMEXOM	Lineworker G&B Distributi	
00124093		403027	50003497	50018405	
David Fosdick			OMEXOM	Asset Inspector	
00115685			50003497	50024198	
Greg Holiday			OMEXOM	Civil Worker	
00124095		2365294	50003497	50036352	

4. The results will be displayed.

00117299				⊗ Q.	Advanced Search
Contractor	DoB	ESI Worker Number	Org.Unit	Position	
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspect 50024203	or Assistant

5. Select the contractor to display all the change options available on the right-hand side.

			Change Co	ntractor Details 🗸		
Managed Contractor	'S	٥	0117299	Q Advanced Search		Managed Vendors
Contractor A	DoB	ESI Worker Number	Org.Unit	Position		Available Vendors
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203		ELECTRIX P/L TIAS OMEXOM AUSTRALIA 70407
						Request Options Terminate Select
						Contract Change
						Position Change
						LostReplacement Keys/Swipe Card
					<	Depot Access Change
						Change Vehicle Details
						Terminate Contractor

 If an active contractor is transferring to your company from another company, you will need to use the 'Advanced Search' function to find contractors outside your organisation. Click on 'Advanced Search' button to open the search fields.

Contractor Advance Search	
Last Name:	
Gender: Male Female	
Date of Birth	
Search	Cancel

- 7. Enter Last Name, Gender and Date of Birth to find the contractor.
- 8. Once selected, Contract change will be the default change request. Any other changes will need to be selected as per the next sections of this User Guide.

Managed Contr	act	ors	Q	0105610	Q Advanced Searce	h	Managed Vendors
Contractor		DoB	ESI Worker Number	Org.Unit	Position		Available Vendors
Mr Ryan Munro 00105610			1980841	LendLease Infrastructure 50018398	Cable Jointer 50032549		ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407
						<	
							Request Options Select All
							Contract Change
							Position Change
							Authority/Key Change
							Lost/Replacement Keys/Swipe Card
							Depot Access Change
							Change Vehicle Details

### **Contract Change**

The Contract Change functionality is used to add contracts and subcontractors, remove contracts or subcontractors or to transfer between two subcontractors.

1. When the contractor is selected, click on the Contract Change checkbox and click Create Request.

00117299			8 Q	Advanced Search	Available Vendors	
Contractor	 DoB	ESI Worker Number	Org.Unit	Position	ELECTRIX P/L T/AS OMEX	OM AUSTRALIA
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203	70407	
					Request Options	Terminate Select /
				_	Contract Change	
				<	Position Change	
					<ul> <li>Authority Change</li> </ul>	
					Lost/Replacement Keys/Swipe	Card
					Depot Access Change	
					Change Vehicle Details	
					Terminate Contractor	

2. Click on the Create Request button at the bottom right corner of the screen.

00117299			(S) Q	Advanced Search		Available Vendors	
intractor	 DoB	ESI Worker Number	Org.Unit	Position		ELECTRIX PIL TIAS OME	XOM AUSTRALIA
iss Kerrilee ephenson 117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203		70407	
						Request Options	Terminate Select All
					E	Contract Change	
				4	( C	Position Change	
					C	Authority Change	
					C	LostReplacement Keys/Sw	ipe Card
					C	Depot Access Change	
					C	Change Vehicle Details	
					E	Terminate Contractor	

3. The current contract is displayed with the ability to add another contract, delete an existing contract and update subcontractors.

		Change	e Contractor Detai	ls 🗸		
00117299 - Miss H	Kerrilee Stephenson					
ESI Worker Nu Po	mber: 1896067 sition: 50024203 - Asset Inspec	tor Assistant	Con	tracting Company: Targeted Vendor:	50003497 - OMEXOM 70407 - ELECTRIX P/L T/AS OMEXOM /	AUSTRALIA
<ul> <li>Change Contrac</li> </ul>	ct				Add contract	
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State	+ Add Contract
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		~ Retain Contract	<b>W</b>
				De	lete contract button	

4. To delete the current contract, click the rubbish bin icon. A popup will display requesting reason for the contract removal.

7024129	70407	Kait Hallison J	ull 30, 2022	Retain Contract	
		Remove Co	ntract Reason		
	Contract Number:		Reason for Contract Removal:		
	7024129 - Asset Inspection	Services			
				Back 🖫 Save	

5. Enter a valid reason and save.

6. The state of the contract will now display as "Remove Contract".

ESI Worker Nu	umber: 1896067		Cont	acting Company: 50003	3497 - OMEXOM	
Po	sition: 50024203 - Asset Inspec	tor Assistant		Targeted Vendor: 70407	7 - ELECTRIX P/L T/AS OMEXOM A	AUSTRALIA
			~			
0	-+					
Change Contrac	ct					+ Add Contract
Change Contrac	Ct Vendor	Responsible Officer	Expiry Date	Subcontractor	State	+ Add Contract
Change Contract Contract Asset Inspection Services	Vendor ELECTRIX P/L T/AS OMEXOM AUSTRALIA	Responsible Officer Karl Harrison	Expiry Date	Subcontractor	State	+ Add Contract

7. To add a contract, click on the '+ Add contract' button. All available contracts will be displayed.

			^			
Change Contrac	t					ŧ
						+ Add Contract
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State	
Asset Inspection Services	ELECTRIX P/L T/AS OMEXOM AUSTRALIA	Karl Harrison	Jun 30, 2022		V Remove Contract	e to

< & <b>SAP</b>				
	Change Contra	ictor Details - Contract Change		
Please select relevant contract(s)				
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor
Butk Change and Faults Public Lighting 7016907	ELECTRIX P/L TIAS OMEXOM AUSTRALIA 70407	David Palmer 00115653	Mar 31, 2020	×
Authorised Access Central Order Number	ELECTRIX P/L TIAS OMEXOM AUSTRALIA 20407	David Patmer 00115653	Oct 30, 2022	×
Asset Inspection Services	ELECTRIX P/L TIAS OMEXOM AUSTRALIA	Karl Harrison	Jun 30, 2022	×
Electical Construction & Maintnenace Ser	ELECTRIX P/L TIAS OMEXOM AUSTRALIA	David Palmer	Sep 30, 2023	~ ~
				K Back 💹 Save
_				

- 8. Choose the required contract and select a relevant subcontractor (if required). If a subcontractor is not available on the list, please contact <u>contractorenquiries@powercor.com.au</u> to have the subcontractor added.
- 9. Once complete, click Save.

		Change Contractor Details - Contract Change			
Please select relevant contract(s)					
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	
Bulk Change and Faults Public Lighting	ELECTRIX P/L T/AS OMEXOM AUSTRALIA	David Palmer	Mar 31, 2020	~	
7016907     Authorized Access Central Order Number	70407 ELECTRIX DIL TIAS OMEYOM ALISTRALIA	00115653 David Palmar			
7021021	70407	00115653	Oct 30, 2022	~	
Asset Inspection Services	ELECTRIX P/L T/AS OMEXOM AUSTRALIA	Karl Harrison	lun 30 2022		
7024129	70407	00100447	3311 30, 2022		
Electical Construction & Maintnenace Ser 7024631	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	David Palmer 00115653	Sep 30, 2023	Lopeer Pty Ltd 🗸	
				Th Energy Service Shares Licenser Phy Lite Licenser Phy Lite Constraints PL Asset Impercisions Phy Lite Jahra Asket Predictions Phy Lite Jahra Asket Predictions Phy Lite License Asket Impercisions CEX Asket	
				Fells Electrical	
					K Back 🛃 Save

10. The state of the contract will now display as "New Contract".

						+ Add Contract
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State	
Asset Inspection Services	ELECTRIX P/L T/AS OMEXOM AUSTRALIA	Karl Harrison	Jun 30. 2022		V O Remove Contract	5
7024129	70407					_
Electical Construction & Maintnenace Ser	ELECTRIX P/L T/AS OMEXOM AUSTRALIA	David Palmer	Sep 30, 2023	Lopeer Pty Ltd	V New Contract	m
7024631	70407					

10. Click the Review button on the bottom right hand corner of your screen to review the changes made. From here you can click 'Amend Request' to return to the request to make changes.

		Change Contract	or Details 🗸			
00117299 - Miss Kerril	ee Stephenson					
ESI Worker Number: Position:	1896067 50024203 - Asset Inspector Assi	istant	Contracting Co Targeted	ompany: 50003497 - OMEXOM Vendor: 70407 - ELECTRIX P/L	T/AS OMEXOM AUSTRALIA	
<ul> <li>Change Contract</li> </ul>						
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State	
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		O Remove Contract	
Electical Construction & Maintnenace Ser 7024631	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Lopeer Pty Ltd 50041328	New Contract	
					🖉 Amend Request	Submit

11. Once reviewed, click "Submit". A confirmation pop-up is displayed.

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State	
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		X Remove Contract	
Electical Construction & Maintnenace Ser 7024631	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Lopeer Pty Ltd 50041328	New Contract	
		Confirm	mation			
		Are you sure you want to cre	ate this change requ	est?		
			OK Ca	ancel		

12. Click on OK and wait while the system submits the changes for approval.



13. Once complete, the Successfully submitted pop-up is displayed.

Successfully Submitted	
Your change request has been submitted for processing	
ОК	

14. Click OK to go back to the Home Screen.

#### **Position Change**

The Position Change functionality is used to transfer a current contractor from one position to another. Prior to submitting a Position change request, ensure the new ESI worker role has been approved.

1. When the contractor is selected, click on the Position Change checkbox and click Create Request.

Managed Contr	ractors		00117299	Q Advanced Search	Managed Vendors
Contractor	.≜ Do	8 ESI Worker Number	Org.Unit	Position	Available Vendors
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203	ELECTRIX PIL TIAS OMEXOM AUSTRAL 70407
					-
					Request Options Terminate
				1	Position Change
					Authority/Key Change
					Lost/Replacement Keys/Swipe Card
					<ul> <li>Depot Access Change</li> </ul>
					Change Vehicle Details
					Terminate Contractor
				Once position cha selected, click he create reques	nge is tre to

2. Position change screen is displayed with the current position and ability to choose new positions.

Change Contractor Details 🗸
00117299 - Miss Kerrilee Stephenson
ESI Worker Number: 1896067 Contracting Company: 50003497 - OMEXOM Position: 50024203 - Asset Inspector Assistant Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA
Change Position     Click here to open available positions
*Current Position: 50024203 - Asset Inspector Assistant
New Position: 50024203 - Asset Inspector Assistant

3. Select the new position for the contractor. If the position is not available, please contact <u>contractorenquiries@powercor.com.au</u> to have the position added.

Once selected, enter the 'Effective date from'. If ESI worker field is not populated, enter the ESI worker number (max. 12 numbers).

< 🗟 💁		Change Contractor Details $\checkmark$	
	00117299 - Miss Kerrilee Stephenson	Available Positions	
	COMPANY NUMBER 1002007	Search Q	
	ESI Worker Number: 1896067 Position: 50024203 - Asset Inspe	50018404 - Lineworker Distribution Org. Unit: OMEXOM Job: Lineworker Distribution	1497 - OMEXOM - ELECTRIX P/L TIAS OMEXOM AUSTRALIA
	Change Position     *Current Pos     *New Pos     *New Pos	50018405 - Lineworker G&B Distribution Org. Unit: OMEXOM Job: Lineworker Distribution	
	ESI Worker Nur	50018407 - Supervisor / Team Leader Org.Unit: OMEXOM Job: External - Field Support	
		50024198 - Asset Inspector Org.Unit: OMEXOM Job: Asset Inspector	
		50024200 - Lineworker Apprentice Distribution Org.Unit: OMEXOM Job: Apprentice Lineworker Distribution	
		50024203 - Asset Inspector Assistant Org.Unit: OMEXOM Job: Asset Inspector Assistant	
		50025286 - Cable Jointer Org.Unit: OMEXOM Job: Cable Jointer	
		50028308 - Lineworker G&B in Training Distribution Org.Unit: OMEXOM Job: Lineworker Distribution	
		50031617 - Asset Inspector Trainee Org.Unit: OMEXOM Job: Trainee Asset Inspector	
		Cancel	
			< Back Review

4. For all technical positions, mandatory authority training details are required to be entered. Please enter the date of training, Functional and Geographical restrictions. If any Authority keys or General keys are required, select these from the drop-down.

	Change Contractor Details $\checkmark$	
00117299 - Miss Kerrilee Stephenson		
ESI Worker Number: 1896067	Contracting Company: 50003497 - OMEXOM	
Position, 50024205 - Asset Inspector A	sabalit largered vendor. 70407 - ELECTRIA F7E ITAS OMEADIM AOSTRALIA	
	~	
<ul> <li>Change Position</li> </ul>		5
*Current Position:	50024203 - Asset Inspector Assistant	
*New Position:	50024198 - Asset Inspector	
*Effective from date:	Enter effective date	
ESI Worker Number:	1896067	
Authorities and Key Requests		
New Authority - VESI - Enter Enclosures 50003	167	
*Date of Training:	Enter training date	
*Functional Restriction:	Electrical Qualified $\sim$	
*Geographic Restriction:	×	
Requested Key(s):	×	
General Keys		
Requested Key(s):	~	

5. Once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

	Change Contract	tor Details $\checkmark$		
00117299 - Miss Kerrilee Stephenson				
ESI Worker Number: 1896067 Position: 50024203 - Asset Insp	ector Assistant	Contracting Compar Targeted Vende	ny: 50003497 - OMEXOM or: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA	
✓ Change Position				
*Current Po *New Po *Effective from ESI Worker Nu	ition: 50024203 - Asset Inspector Assista ition: 50024198 - Asset Inspector Date: 22/01/2020 mber: 1896067	nt		
<ul> <li>Authorities and Key Requests</li> </ul>				
New Authority - VESI - Enter Enclosures 5	0003367			
*Date of Tra	ining: 13/11/2019			
*Functional Restr	ction: Electrical Qualified	$\sim$		
*Geographic Restri	ction: CitiPower			
Requested K	ey(s):			
General Keys				
Requested K	ey(s): PAL Key 1 - General Property			
			🖉 Amend Request	Submit

6. Once reviewed, click "Submit". A confirmation pop-up is displayed

New Authority - VESI -	Enter Enclosures 500033	67	
	*Functional Restriction:	Electrical Qualified	$\sim$
	*Geographic Restriction:	Confirmation	
	Requested Key(s):	Are you sure you want to create this change	request?
General Keys		ок	Cancel
	Requested Key(s):	Power Industry (PI) Key - Old	

7. Click on OK and wait while the system submits the changes for approval.

*Functional Restriction:		
*Geographic Restriction:	Power Please wait	
Requested Key(s): Seneral Keys	Submitting Change Reques	st
Requested Key(s):	Power Industry (PI) Key - Old	

8. Once complete, the successfully submitted pop-up is displayed.

<ul> <li>Authorities and Key Requests</li> </ul>	
New Authority - VESI - Enter Enclosures 500033	67
*Functional Restriction:	Electrical Qualified
*Geographic Restriction:	Successfully Submitted
Requested Key(s):	Your change request has been submitted for processing
General Keys	ОК
Requested Key(s):	Power Industry (PI) Key - Old

9. Click OK to go back to the Home Screen.

### Authority/Key Change

The Authority/Key Change functionality is used to change existing authorities held by a contractor, or to request a new authority or general keys.

1. When the contractor is selected, click on the Authority Change checkbox and click Create Request.

			Change Co	ontractor Details 💛	
Managed Contract	ors		00123091	Q Advanced Search	Managed Vendors
Contractor A	DoB	ESI Worker Number	Org.Unit	Position	Available Vendors
Carlo Dalisay 00123091	1	1094578	OMEXOM 50003497	Lineworker G&B Distributi 50018405	ELECTRIX PIL TIAS OMEXOM AUSTRALIA 70407
					Request Options Terminate
					Contract Change
					Position Change
					<ul> <li>Authority/Key Change</li> </ul>
					<ul> <li>Lost/Replacement Keys/Swipe Card</li> </ul>
					C Depot Access Change
					Change Vehicle Details
					Terminate Contractor

2. Authority and Key Requests screen is displayed with the current authority and general keys.

	Change Contra	ctor Details 🗸	
00123091 - Carlo Dalisay			
ESI Worker Number: 1094578 Position: 50018405 - Lineworker G&B D	Distributi	Contracting Company: Targeted Vendor:	50003497 - OMEXOM 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA
<ul> <li>Authorities and Key Requests</li> </ul>			
Assigned Authority - VESI - Receive Access Per *Date of Training:	nits 50003453 23/01/2020		
*Functional Restriction:	Recipient in Charge / Recipient	~	
*Geographic Restriction:	CitiPo 🛞 Powerc 🛞	~	
Requested Key(s):	CP Keys - 001 & Swipe card (Z/Su	8 ~	
General Keys			
General Keys Requested Key(s):		~	

3. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

	Change Contractor	Details 🗸		
00123091 - Carlo Dalisay				
ESI Worker Number: 1094578 Position: 50018405 - Lineworker G&B	Distributi	Contracting Company: Targeted Vendor:	50003497 - OMEXOM 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA	
✓ Authorities and Key Requests				5
Assigned Authority - VESI - Receive Access Pe	ermits 50003453			
*Functional Restriction:	Recipient in Charge / Recipient	~		
*Geographic Restriction:	CitiPo 🛞	~		
Requested Key(s):	CP Keys - LP (Dist Su 🛞	~		
General Keys				
Requested Key(s):	Power Industry (PI) Key 🛞	~		
			Click here to review	
			< Ba	ack Review

4. Once reviewed, click "Submit". A confirmation pop-up is displayed

	[2] Confirmation
	Continnation
	Are you sure you want to create this change request?
	OK Cancel

5. Click on OK and wait while the system submits the changes for approval.

Please wait Submitting Change Request	General Keys Requested Key(s):	Power Industry (PI) Key - Old	1
		Please wait Submitting Change Request	

6. Once complete, the successfully submitted pop-up is displayed.

General Keys			
Requ	uested Key(s):	Power Industry (PI) Key - Old	
		Successfully Submitted	
		Your change request has been submitted for processing	
		ОК	

7. Click OK to go back to the Home Screen.

#### Lost/Replacement Keys/Swipe Card

The Lost/Replacement Keys/Swipe Card functionality is used to request new keys or swipe cards should they be lost, stolen or defective.

This section is only for keys/swipe cards that have already been issued. For new keys, including Zone Substation Access, raise an Authority/Key Change Request. For a new swipe card, raise a Depot Access Change request.

1. When the contractor is selected, click on the Lost/Replacement Keys/Swipe Card checkbox and click Create Request.

Managed Contr	actors		1	04595	Q Advanced Search		Managed Vendors
de com							
Contractor		DoB	ESI Worker Number	Org.Unit	Position		Available Vendors
Mr Maurice Reid 00104595			1895930	OMEXOM 50003497	Asset Inspector 50024198		ELECTRIX PIL TIAS OMEXOM AUSTRALIA 70407
							Request Options Terminate
						<	Position Change
							Authority/Key Change     LostReplacement Keys/Salpe Card
							Depot Access Change
							Change Vehicle Details
							Terminate Contractor

2. The current General Keys, Swipe Cards and Authority Keys held by the contractor are displayed.

0104595 - Mr Maurice Reid		
ESI Worker Number: 1895930 Position: 50024198 - Asset	t Inspector	Contracting Company: 50003497 - OMEXOM Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA
Lost/Replacement Keys or Swipe C Please select the lost/defect keys and enter the	ard required information. Swipe Cards	Authority Keys
General Keys		
General Keys PAL Key 1 - General Property 16	Swipe Card 16948	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566

3. For changing "General Keys", click on current key

20104505 Ma Maurice Daid	Change Contractor	r Details 🗸
JUIU4595 - Mr Maurice Reid		
ESI Worker Number: 1895930 Position: 50024198 - Asset	Inspector	Contracting Company: 50003497 - OMEXOM Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA
<ul> <li>Lost/Replacement Keys or Swipe Ca</li> </ul>	Click Here	
Please select the lost/defect keys and enter the re	equired i on.	
Please select the lost/defect keys and enter the n General Keys	equired	Authority Keys
Please select the lost/defect keys and enter the n General Keys PAL Key 1 - General Property 16	equired if the Swipe Cards Swipe Card 16948	Authority Keys PAL Key 4/Swipe Entry to Enclosure ZSub 4/566
Please select the lost/defect keys and enter the n General Keys PAL Key 1 - General Property 16	equired in Swipe Cards Swipe Card 16948	Authority Keys PAL Key 4/Swipe Entry to Enclosure ZSub 4/566
Please select the lost/defect keys and enter the n General Keys PAL Key 1 - General Property 16 Attach Supporting Evidence	Swipe Cards Swipe Card 16948	Authority Keys PAL Key 4/Swipe Entry to Enclosure ZSub 4/566

4. Choose the appropriate reason, either lost or defective. Download the relevant declaration and complete. Click Save.

For lost keys, a Statutory Declaration must be attached. For defective or broken keys, the Broken Key Form must be attached, and the original keys returned to CitiPower and Powercor. Attach the relevant declaration with the form.

lease select the lost/defect keys and enter the re	quired information.	
General Keys	Swine Cards	Authority Keys
PAL Key 1 - General Property 16 ttach Supporting Evidence <i>Cho</i>	Sv 16 Key/Swipe Card: PAL Key 1 - General Property	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566 iload the "Lost on". Complete and th the application Browse

	Change Contractor Details $\checkmark$		
00104595 - Mr Maurice Reid			
ESI Worker Number: 1895930 Position: 50024198 - Asset Inspector	Contracting Comp Targeted Ver	bany: 50003497 - OMEXOM ndor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA	
✓ Lost/Replacement Keys or Swipe Card			5
Please select the lost/defect keys and enter the required info	rmation.		
General Keys	Swipe Cards	Authority Keys	
PAL Key 1 - General Property 16 Lost - Keys lost in the office	Swipe Card 16948	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566	
Attach Supporting Evidence			
		Browse	

5. For changing "Swipe Cards", click on current swipe card.

Position: 50024198 - Asset	Inspector	Contracting Company: 50003497 - OMEXOM
<ul> <li>Lost/Replacement Keys or Swipe Ca</li> </ul>	ard	Click Here
Please select the lost/defect keys and enter the General Keys	Swipe Cards	Authority Keys

6. Choose the appropriate reason, either lost or defective and save. For a lost swipe card, a Statutory Declaration must be attached. For defective or broken swipe card, they need to be returned to the CRO.

Please select the lost/defect keys and enter the r	equired information.	
General Keys	Swine Cards	Authority Keys
	Replacement Reason	
PAL Key 1 - General Property 16 Attach Supporting Evidence	Sw 16: Key/Swipe Card: Swipe Card O Lost O Defective Defect Declaration	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566 Download the "Defect Declaration". Complete and attach with the application
	Snapped in half	El Sava

		Change	Contractor Details 🗸		
00104595 - Mr Maurice Reid					
ESI Worker Number: 1895930 Position: 50024198	- Asset Inspector		Contracting Compa Targeted Ven	ary: 50003497 - OMEXOM dor: 70407 - ELECTRIX P/LT/AS OMEXOM AUSTRALIA	
<ul> <li>Lost/Replacement Keys or Sw</li> </ul>	ipe Card				€
Please select the lost/defect keys and en	ter the required infor	mation.			
General Keys		Swipe Cards		Authority Keys	
PAL Key 1 - General Property 16		Swipe Card 16948	Defective - Card damaged	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566	
Attach Supporting Evidence					

7. For changing "Authority Keys", click on current key

	Change Contra	actor Details 🗸
00104595 - Mr Maurice Reid		
ESI Worker Number: 1895930 Position: 50024198 - Asset In	spector	Contracting Company: 50003497 - OMEXOM Terrectioner 20403 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA Click Here
<ul> <li>Lost/Replacement Keys or Swipe Car</li> <li>Please select the lost/defect keys and enter the re-</li> </ul>	d	
General Keys	Swipe Cards	Authority Keys
PAL Key 1 - General Property 16	Swipe Card 16948	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566
Attach Supporting Evidence	ose file	Browse

8. Choose the appropriate reason, either lost or defective. Download the relevant declaration and complete. Click Save.

For lost keys, a Statutory Declaration must be attached. For defective or broken keys, the Broken Key Form must be attached, and the original keys returned to CitiPower and Powercor. Attach the relevant declaration with the form.

ease select the lost/defect keys and enter	he required information.	
General Keys	Swine Cards Replacement Reason	Authority Keys
PAL Key 1 - General Property 16 ttach Supporting Evidence	Six 16 Key/Swipe Card: PAL Key 1 - General Property • Lost O Defective Decla Lost Declaration Comments:	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566 ownload the "Lost ration". Complete and h with the application Browse
	Keys toot in the onice	⊟ Save

9. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

	Change Contr	ctor Details 🗸
00104595 - Mr Maurice Reid		
ESI Worker Number: 1895930 Position: 50024198 - As	set Inspector	Contracting Company: 50003497 - OMEXOM Targeted Vendor: 70407 - ELECTRIX P/LT/AS OMEXOM AUSTRALIA
✓ Lost/Replacement Keys or Swipe	Card	5
Please select the lost/defect keys and enter the	he required information.	
General Keys	Swipe Cards	Authority Keys
PAL Key 1 - General Property 16	Swipe Card 16948	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566 Lost - Lost keys
Attach Supporting Evidence	12014410 DDF	Dentes
	12014413.FDF	Druwse

10. Once reviewed, click "Submit". A confirmation pop-up is displayed

General Keys Requested Key(s	): Power Industry (PI) Key - Old	
	2 Confirmation	
	Are you sure you want to create this change request?	
	OK Cancel	

11. Click on OK and wait while the system submits the changes for approval.

General Keys Requested Key(s):	Power Industry (PI) Key - Old	
	Please wait Submitting Change Request	
	La constante da	

12. Once complete, the successfully submitted pop-up is displayed.

General Keys			
	Requested Key(s):	Power Industry (PI) Key - Old	
		☑ Successfully Submitted	
		Your change request has been submitted for processing	
		ОК	

13. Click OK to go back to the Home Screen.

#### **Depot Access Change**

The Depot Access Change functionality is used to request swipe card access for a contractor or change the current depot access the contractor has with an existing swipe card.

1. When the contractor is selected, click on the Depot Access Change checkbox and click Create Request.

				Change C	ontractor Details 🥪	
Managed Cont	tractors			00124099	Q Advanced Search	Managed Vendors
Contractor Henry Jenkins 00124099		DoB	ESI Worker Number 325695	Org.Unit OMEXOM 50003497	Position Cable Jointer 50025286	Available Vendors ELECTRIX PIL TIAS OMEXOM AUSTRALIA 20402
						Request Options Tempinate Select All
					8	Constact Change Position Change Authority/Key Change LossSReptacement Keys/Swipe Card Depot Access Change Change Vehicle Details Terminuse Contractor

2. The Add Depot Access screen is displayed, showing existing access.

	Change Contractor Details 🗸
00124099 - Henry Jenkins	
ESI Worker Number: 325695 Position: 50025286 - Cable Jointer	Contracting Company: 50003497 - OMEXOM Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA
✓ Add Depot Access	
*Swipe Card Access Required During:	○ 6am-6pm (M-F)
*Reason Access Type is Required:	WEEKEND WORK
*Depots:	Rooney St - MAIN BUL 🛞 Rooney St - GAT 🛞 🗸 Select All Depots

 Select Swipe Card Access Required during as either Business Hours (6am-6pm M-F) or 24x7 access. If 24x7 access is requested, it is mandatory for the Reason Access Type is required field to be populated.

	Change Contractor De			
00124099 - Henry Jenkins				
ESI Worker Number: 325695 Position: 50025286 - Cable Jointer	<u>^</u>	Contracting Company: Targeted Vendor:	50003497 - OMEXOM 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA	
✓ Add Depot Access				£
*Swipe Card Access Required During:	) 6am-6pm (M-F)	) Not Required		
*Reason Access Type is Required:	SUnday Work			
*Depots:	Rooney St - MAIN BUI 🛞 Rooney St - GA	r 🛞 🗸 🗸	Select All Depots	
	Ardeer - MAIN BUILD	001		
	Ardeer - GATES	002		
	Ardeer - ITSTORE RM	003		
	Ardeer - OTHER	004		
	Ballarat - MAIN BUILD	001		
	Ballarat - GATES	002		
	Ballarat - ITSTORE RM	003		
	Ballarat - OTHER	004		
	Bendigo - MAIN BUILD	001		
	Bendigo - GATES	002		
	Bendigo - ITSTORE RM	003		
	Bendigo - OTHER	004		
	Colac - MAIN BUILD	001		
	Colac - GATES	002		
	Colac - ITSTORE RM	003		
	Colac - OTHER	004		
	Echuca - MAIN BUILD	001		
	Echuca - GATES	002		
	Echuca - ITSTORE RM	003		
	Echuca - OTHER	004		
	Geelong - MAIN BUILD	001		
	Geelong - GATES	002		
	Geelong - ITSTORE RM	003		
	Geelong - OTHER	004		
	Horsham - MAIN BUILD	001		
	Horsham - GATES	002		Back Review

	Change Contractor Details $\checkmark$
00124099 - Henry Jenkins	
ESI Worker Number: 325695 Position: 50025286 - Cable Jointer	Contracting Company: 50003497 - OMEXOM Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA
✓ Add Depot Access	
*Swipe Card Access Required During:	◯ 6am-6pm (M-F)
*Reason Access Type is Required:	SUnday Work
*Depots:	Rooney St - ITSTORE RM Rooney St - OTHER 38 More

- 4. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.
- 5. Once reviewed, click "Submit". A confirmation pop-up is displayed.

Requested Key(s):     Power Industry (P) Key - Old       Image: Confirmation       Are you sure you want to create this change request?	General Keys			
Confirmation  Are you sure you want to create this change request?		Requested Key(s):	Power Industry (PI) Key - Old	
Are you sure you want to create this change request?			2 Confirmation	
			Are you sure you want to create this change request?	
OK Cancel			OK Cancel	

6. Click on OK and wait while the system submits the changes for approval.

Please wait	Please wait	
Submitting Change Request	Submitting Change Request	

7. Once complete, the successfully submitted pop-up is displayed.

	☑ Successfully Submitted
	Your change request has been submitted for processing
	OK

8. Click OK to go back to the Home Screen.

### **Change Vehicle Details**

The Change Vehicle Details functionality is used to request vehicle signage for a current contractor.

1. When the contractor is selected, click on the Change Vehicle Details checkbox and click Create Request.

00117299			8 Q	Advanced Search	Available Vendors
Contractor	DoB	ESI Worker Number	Org.Unit	Position	ELECTRIX PIL T/AS OMEXOM AUSTRALIA
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203	70407
					Request Options Terminate Scient
					Contract Change
				<	Position Change
					Authority Change
					Lost/Replacement Keys/Swipe Card
					Depot Access Change
					Change Vehicle Details
					Terminate Contractor

2. The Change Vehicle Details page is displayed, with the tick box defaulted to Yes.

3. Update the signage required and vehicle details. All fields in the Vehicle Details section are mandatory.

ESI Worker Number: 1896067	Contracting Company: 50003497 - OMEXOM	
Position: 50024203 - Asset Inspector As	ssistant Targeted Vendor: 70407 - ELECTRIX P/LT/AS OMEXOM AUSTRALIA	
<ul> <li>Change Vehicle Details</li> </ul>		£
Vehicle Signage		
*Does Contractor Require Vehicle Signage:	• Yes 🔿 No	
Type of Vehicle Signage:	Temporary (Magnetic)	
Vehicle Details		
*Vehicle Registration:	RWD123	
*Make/Model:	Hilux	
*Body Type:	4WD	
*Colour:	White	

4. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

	Change (	Contractor De	ails 🗸	
00117299 - Miss Kerrilee Stephenson				
ESI Worker Number: 1896067 Position: 50024203 - Asset Inspector A	ssistant	C	ontracting Company: Targeted Vendor:	50003497 - OMEXOM 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA
✓ Change Vehicle Details				
Vehicle Signage				
*Does Contractor Require Vehicle Signage:	Yes O No			
Type of Vehicle Signage:	Temporary (Magnetic)			
Vehicle Details				
*Vehicle Registration: *Make/Model: *Body Type: *Colour:	RWD123 Hilux 4WD White			
				Amend Request Submit

5. Once reviewed, click "Submit". A confirmation pop-up is displayed.

*Vehicle Registration:	RWD123	
*Make/Model: 1	Hilux	
*Body Type: 4	4WD	
*Colour: N	2 Confirmation	
	Are you sure you want to create this change requ	est?
	OK Ca	ancel

6. Click on OK and wait while the system submits the changes for approval.

★Vahicle Dedictration:	DW/D123
	RVD123
*Make/Model:	Hilux
*Body Type:	4WD
*Colour:	White
	Please wait
	Submitting Change Request

7. Once complete, the successfully submitted pop-up is displayed.

*Vehicle Registration: *Make/Model:	RWD123 Hilux	
*Body Type:	4WD	
*Colour:	₩ <sup>2</sup> Successfully Submitted	
	Your change request has been submitted for processing	
	ОК	

9. Click OK to go back to the Home Screen.

### **Terminate Contractor**

The Terminate Contractor functionality is used to off-board any active contractors that are no longer with your company.

1. When the contractor is selected, click on the Terminate Contractor checkbox and click Create Request.

Managed Contractors 00124093 Advenced Search Managed Vendors				Change Con	tractor Details 🧹		
Contractor       Dot       ESI Worker Number       Org.Unit       Position         Dave Jennings       453627       OMEXOM       Linework GAB       ELECTRIX PIL TIAS OMEXOM AUSTRALIA         0124093       453627       OMEXOM       Linework GAB       20007         0124093       1       1       1       1       20007         0124093       1       1       1       1       1       1         0124093       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1	Managed Contractors		0	0124093	Q Advanced Search	Managed Vendors	
Contractor         Contractor         Origination         Posterior         Posterior         Posterior           Dave Jennings 00124093         453627         OMEXOM 5003497         Linewoorker G&B Distribuil 50018405         ELECTRIX PIL TIAS OMEXOM AUSTRALIA 70407           Carlos Contractor         Image: Contractor Contractor         Image: Contractor Contractor         Image: Contractor Contractor           Carlos Contractor         Image: Contractor Contractor         Image: Contractor Contractor         Image: Contractor Contractor           Carlos Contractor         Image: Contractor Contractor         Image: Contractor Contractor         Image: Contractor Contractor           Contractor         Image: Contractor Contractor         Image: Contractor Contractor         Image: Contractor           Contract Contractor         Image: Contractor         Image: Contractor         Image: Contractor           Contract Contractor         Image: Contractor         Image: Contractor         Image: Contractor	Cartesta	0.8	P.P. Washes Mumber	Over Units	Desiding	Analishia Mandana	
Image: Section of the sec	Dave Jennings 00124093	000	453627	OMEXOM 50003497	Lineworker G&B Distributi	ELECTRIX PIL TIAS OMEXOM AUSTRAL 70407	А
Image: Section of the sec					50010903		
Image: Select of the select of th							
Image: Section of the sec							
Image: Contract Change   Image: Contrac							
Request Options  Reques							
Request Options  Request Options  Request Option  Request Opti							
Contract Change     Contract Change     Position Change     Authority/Key Change     Lost/Replacement Keys/Swipe Cand     Depot Access Change     Change Vehicle Details     Change Vehicle Details     Preminate Contractor						Request Options Terminate	Sede
Position Change     Position Change     Authority/Key Change     Lost/Replacement Keys/Swipe Card     Depot Access Change     Change Vehicle Details     Change Vehicle Details     // Terminate Contractor						Contract Change	
Authority/Key Change LostReplacement Keys/Swipe Card Depot Access Change Change Vehicle Details V Terminate Contractor						Position Change	
LossReplacement Keys/Swipe Cand Depot Access Change Change Verticle Details Verticle Details Verticle Contractor						Authority/Key Change	
Depot Access Change     Change Vehicle Details     Terminate Contractor						Lost/Replacement Keys/Swipe Card	
Change Vehicle Details           Image: Vehicle Details           Image: Vehicle Details           Image: Vehicle Details						<ul> <li>Depot Access Change</li> </ul>	
Terminate Contractor						Change Vehicle Details	
						<ul> <li>Terminate Contractor</li> </ul>	

2. The Contracts to Offboard screen is displayed.

		Change Cor	ntractor Details 🗸		
00124093 - Dave Jen	nings				
ESI Worker Number Position:	: 453627 : 50018405 - Lineworker G&B [	Distributi	Contracting C Targeted	company: 50003497 - OM d Vendor: 70407 - ELECTF	IEXOM RIX P/L T/AS OMEXOM AUSTRALIA
			^		
<ul> <li>Contracts to Offboar</li> <li>Contract</li> </ul>	d Vendor	Responsible Officer	C Expiry Date	Subcontractor	Date of Termination

3. Bring up the calendar and choose the date of termination for each contract or type the date DDMMYYYY e.g. 01062020

ESI Worker Numbe Positior	r: 453627 n: 50018405 - Lineworker G&B I	Distributi	Contracting C Targeter	Company: 50003497 - OMI d Vendor: 70407 - ELECTR	EXOM IXX PALTIAS OMEXOM AUSTRALIA Click on cali
<ul> <li>Contracts to Offboa</li> </ul>	rd	,			calenda
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	Date of Termination
Electical Construction & Maintnenace Ser	ELECTRIX P/L T/AS OMEXOM AUSTRALIA	David Palmer	Sep 30, 2023	Fells Electrical 50074795	MMM d, y
/024031	70407				< January 2020 >
					Sun Mon Tue Wed Thu Fri Sat
					2 5 6 7 8 9 10 11
					3 12 13 14 15 16 17 18
					4 19 20 21 22 23 24 25
					5 26 27 28 29 30 31 1

4. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

Change Contractor Details 🗸						
00124093 - Dave Je	ennings					
ESI Worker Numt Positi	ber: 453627 ion: 50018405 - Lineworker G&B	Distributi	Contracting Company: 50003497 - Targeted Vendor: 70407 - ELE	OMEXOM CTRIX P/L T/AS OMEXOM AUSTRALIA		
✓ Contracts to Offbo	pard					
Contract	Vendor	Responsible Officer	Expiry Date Subcontractor	Date of Termination		
Electical Construction & Maintnenace Ser 7024631	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023 Fells Electrical 50074795	Jan 23, 2020		

5. Once reviewed, click "Submit". A confirmation pop-up is displayed.



6. Click on OK and wait while the system submits the changes for approval.

7. Once complete, the successfully submitted pop-up is displayed.

Successfully Submitted
Your change request has been submitted for processi

8. Click OK to go back to the Home Screen.

### **Status of an application**

1. To check the status of your request, click on "Contractor Approval" Icon

orward View Of Vork			
图			Click here to check status
Field Service - Cont	ractor		
Contractor On- boarding Field Service	Contractor Change Field Service	Contractor Approval Field Service	
<u>ج</u> +	8	<u>م</u> *	

2. Search for the application by searing by last name, first name or SAP ID.

			Con	tractor Approvals			
55 Awaiting A	Approval C	5 Completed					
				Search By: Personnel ID	✓ Search	٩	_
Туре	Personnel ID	Full Name	Date Submitted	Contracting Company	Photo ID Issued	Status	
FSCA Onboard	00124118	Joe Blogg	20/01/2020, 2:41 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Offboard	00124093	David Jennings	20/01/2020, 2:01 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00123365	Dale Wilkie	20/01/2020, 1:36 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00106116	Bradley O'bediah	20/01/2020, 1:32 PM	Electrix P/l T/as Omexom Australia		Forms Issued	
FSCA Change	00124102	Dominic Geelong	20/01/2020, 1:20 PM	Electrix P/l T/as Omexom Australia		Forms Issued	
FSCA Change	00117299	Kerrilee Stephenson	20/01/2020, 12:55 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00124099	Henry Jenkins	20/01/2020, 12:47 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00124111	Andrew Dillon	20/01/2020, 12:35 PM	Electrix P/l T/as Omexom Australia		Forms Issued	
FSCA Change	00123091	Carlo Dalisay	20/01/2020, 12:30 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00123365	Dale Wilkie	20/01/2020, 11:44 AM	Electrix P/l T/as Omexom Australia		Awaiting Tech. Training Appr	
FSCA Change	00117299	Kerrilee Stephenson	20/01/2020, 11:27 AM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00124093	David Jennings	20/01/2020, 10:49 AM	Electrix P/l T/as Omexom Australia		Awaiting Tech. Training Appr	
FSCA Onboard	00124116	Greg Stand	17/01/2020, 11:10 AM	Electrix P/l T/as Omexom Australia		Awaiting Requestor Review	
FSCA Change	00122905	Carla Grech	17/01/2020, 10:28 AM	Electrix P/l T/as Omexom Australia	<ul> <li>✓</li> </ul>	Awaiting CRO Approval	
FSCA Onboard	00124115	Tom Hardie	17/01/2020, 10:24 AM	Electrix P/l T/as Omexom Australia	<ul> <li>✓</li> </ul>	Awaiting Requestor Review	
FSCA Onboard	00124114	Joe Contractor	16/01/2020, 4:08 PM	Electrix P/l T/as Omexom Australia	×	Awaiting Requestor Review	
FSCA Change	00106116	Bradley O'bediah	16/01/2020, 2:25 PM	Electrix P/l T/as Omexom Australia		Forms Issued	
FSCA Change	00106966	Erwin Ramos	16/01/2020, 2:18 PM	Electrix P/l T/as Omexom Australia		Forms Issued	
FSCA Onboard	00124113	Sameek 4	16/01/2020, 1:55 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	
FSCA Change	00124111	Andrew Dillon	16/01/2020, 1:52 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	

3. Contractor onboarding status will be displayed.

Contractor Approvals 🗸									
Contractor Approvals									
55 Awaiting Approval Completed									
				Search By: First Name	Joe	<u>⊗</u> ଦ	] =		
Туре	Personnel ID	Full Name	Date Submitted	Contracting Company	Photo ID Issued	Status			
FSCA Onboard	00124118	Joe Blogg	20/01/2020, 2:41 PM	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	>		
FSCA Onboard	00124114	Joe Contractor	16/01/2020, 4:08 PM	Electrix P/l T/as Omexom Australia	×	Awaiting Requestor Review	>		
FSCA Change	00124108	Joe Contractor	16/01/2020, 1:18 PM	Electrix P/l T/as Omexom Australia	<ul> <li>✓</li> </ul>	Awaiting FSC Admin. Review	>		
FSCA Onboard	00124108	Joe Contractor	15/01/2020, 4:27 PM	Electrix P/l T/as Omexom Australia	~	Awaiting Netw. Oper. Approva	>		
FSCA Change	00124088	Joe Contractor	10/01/2020, 2:34 PM	Electrix P/L T/as Omexom Australia	~	Awaiting Netw. Oper. Approva	>		

4. Hover over the status of the application to see the person and contact details.

				indeter inplication of				
			C	ontractor Approvals				
78 Awaiting A	pproval C	2 ompleted						
				Search By: Personnel ID	✓ Search		Q ≡	
Туре	Personnel ID	Full Name	Date Submitted	Contracting Company	Photo ID Issued	Status		
FSCA Rehire	00114788	Daniel Mallia	30/01/2020, 12:27 am	Electrix P/l T/as Omexom Australia		Awaiting CRO Approval	>	
FSCA Change	00124096	Henry Howard	29/01/2020, 4:53 pm	Electrix P/l T/as Omexom Australia		Awaiting Netv Request is	with David Palmer	(03) 5563 25
FSCA Change	00124110	Cary Grant	29/01/2020, 2:23 pm	Electrix P/l T/as Omexom Australia		Awaiting Netw. Opci. Appr	<del></del>	

5. Click on the form to get additional details about the application.

	Contractor Approvals 🗸							
<	Contractor On-boarding							
Pro	Progress Status							
Cur	root status: Awaiting CBO A	Inproval						
	12%	approvat.						
Pe	rsonal Details							
		Full Name:	00124118 - Joe Blogg					
		ESI Worker Number:	980123132					
		Position:	50024198 - Asset Inspector					
		Contracting Company:	ELECTRIX P/L T/AS OMEXOM AUSTRA	LIA				
	Selected Contracts							
	Contract Number	Decription		Responsible Officer	Expiry Date	Subcontractor		
	7016907	Bulk Change and Faults Pu	blic Lighting	David Palmer	3/31/20			
Ge	nornues and keys neral Keys	Authority: Date of Training: Functional Restrictions: Geographic Restrictions: Keys Requested: Keys Requested:	VESI - Enter Enclosures 1/16/20 Civil Worksite Ldr/Prop Mtce & Asset In Powercor Power Industry (PI) Key - Old	15				
De	pot Access							
		Swipe Card Requested During:	6am-6pm (M-F)					
		Depots:	Colac - OTHER					
		Swipe Card No:						
Vel	nicle Signage							
		Vehicle Access Required:	Yes					
		Type of Vehicle Signage:	Temporary (Magnetic)					
		Registration:	YSX					
		Make/Model:	Hilux					

6. Click back to return to the Awaiting Approval screen.

### **Need Assistance?**

Please contact Field Services Contractor Administration Team at <u>contractorenquiries@powercor.com.au</u> or your designated Contract Responsible Officer.