



User Guide

FSCA Onboarding and Change

CitiPower Pty Ltd and Powercor Australia Ltd
Field Services Contractor Administration
contractorenquiries@powercor.com.au

March 2020

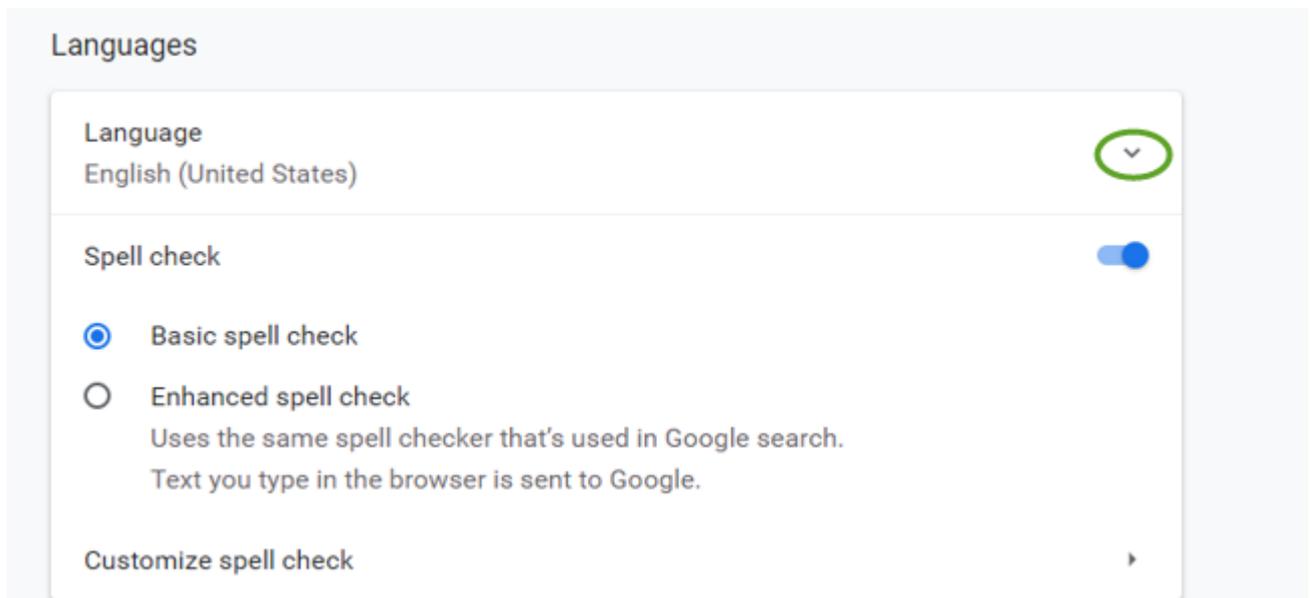
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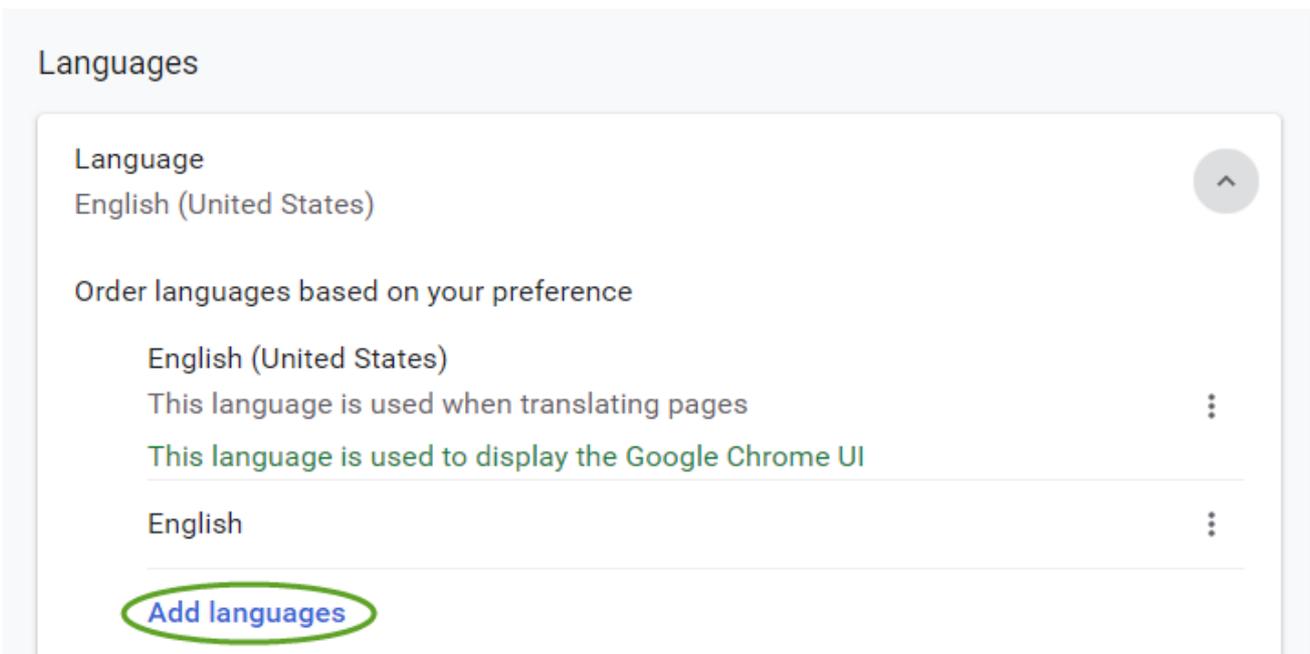
System Settings

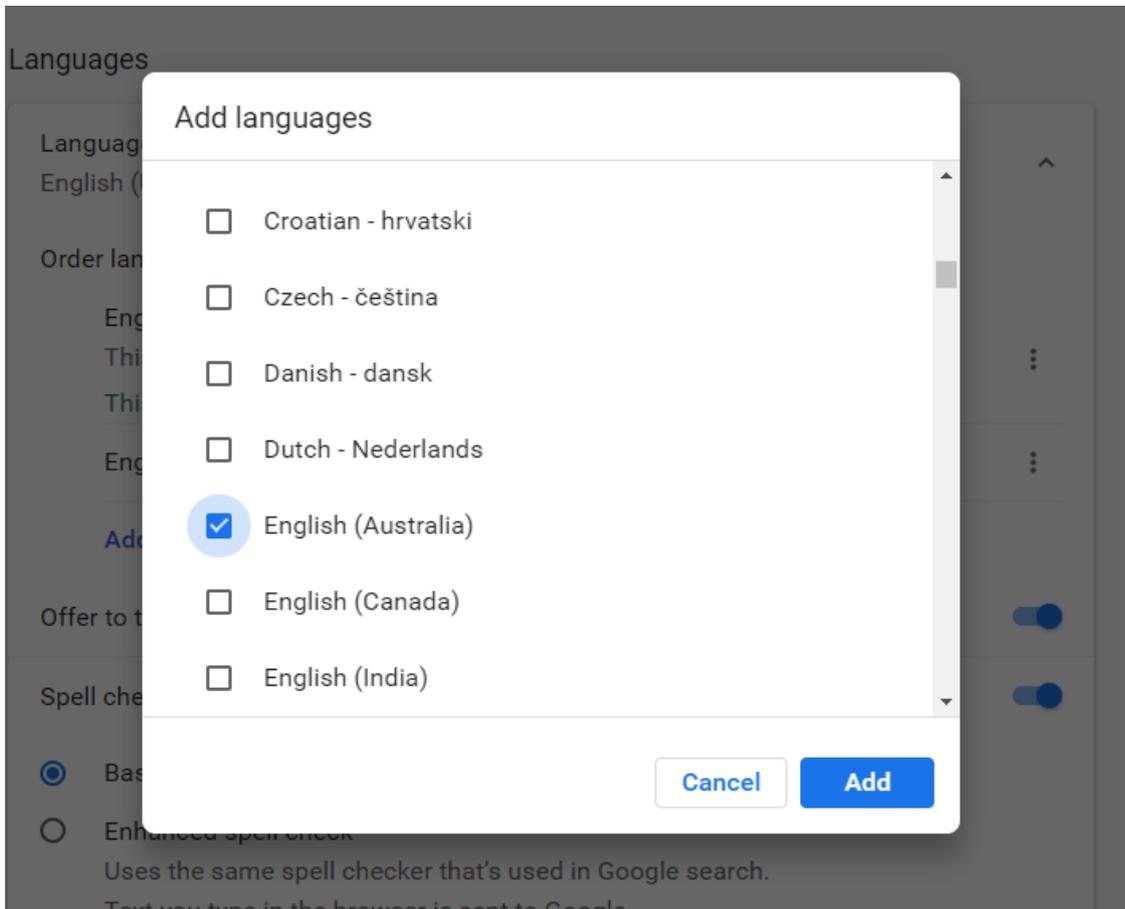
For the Fiori App to display date in the correct format, you will need to ensure your settings has English (Australia) as the default language.

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

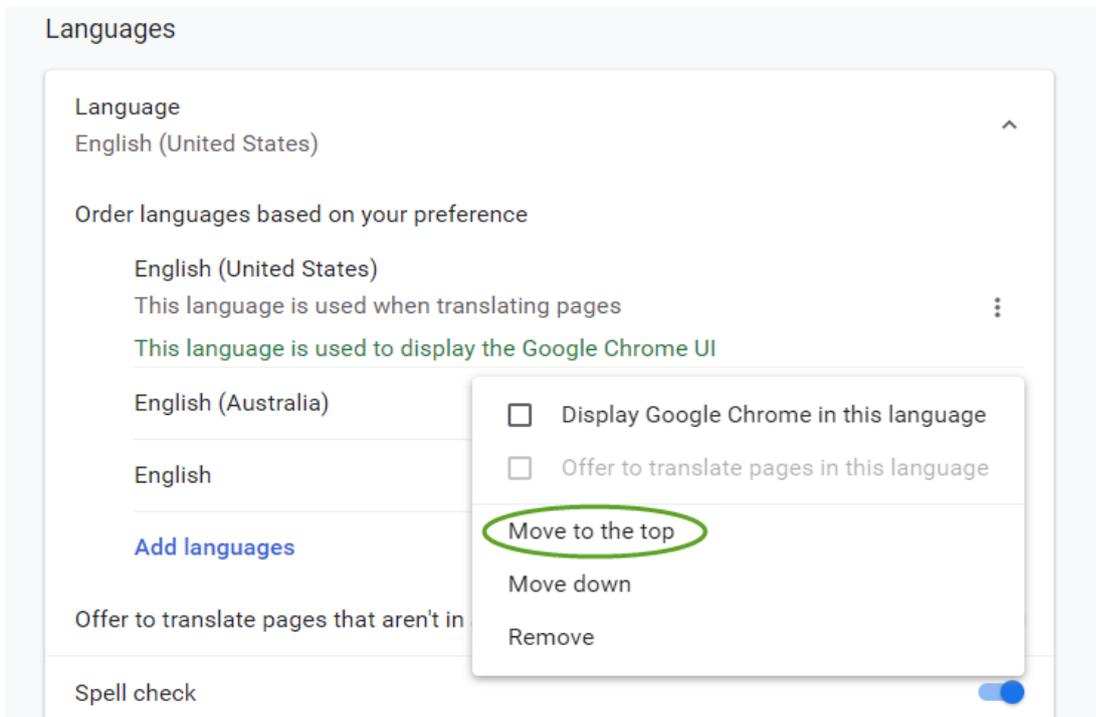


2. Add "English (Australia)", if not present in the list. Click Add languages.

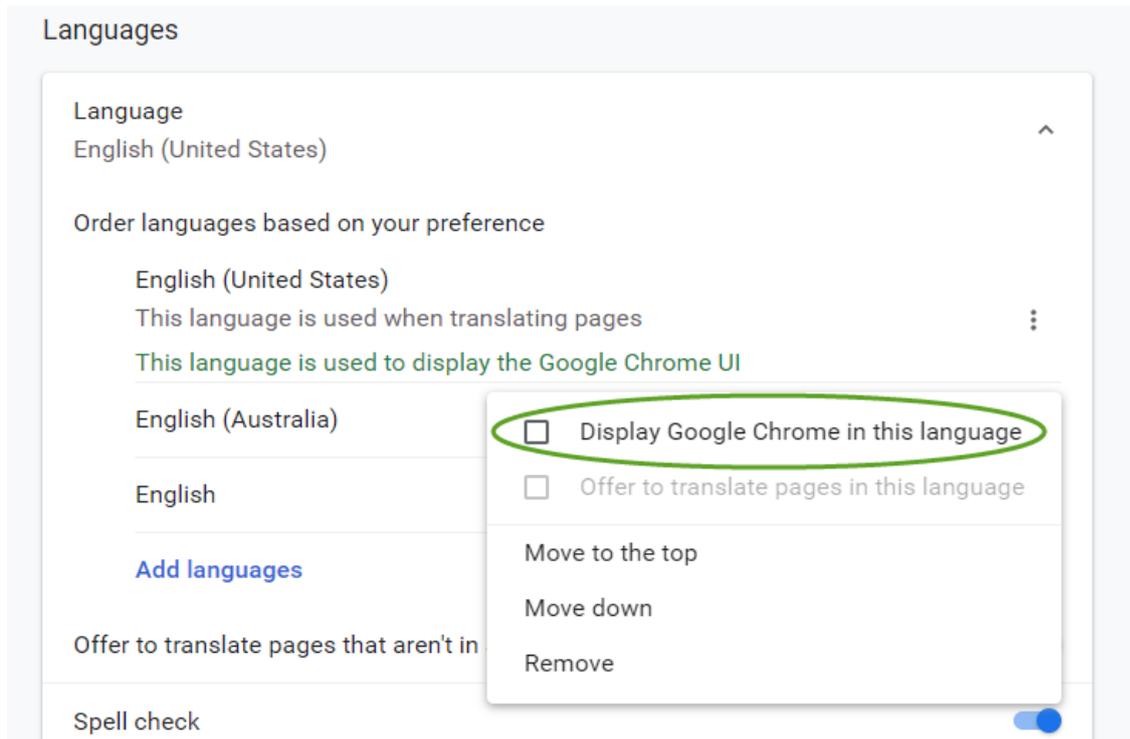




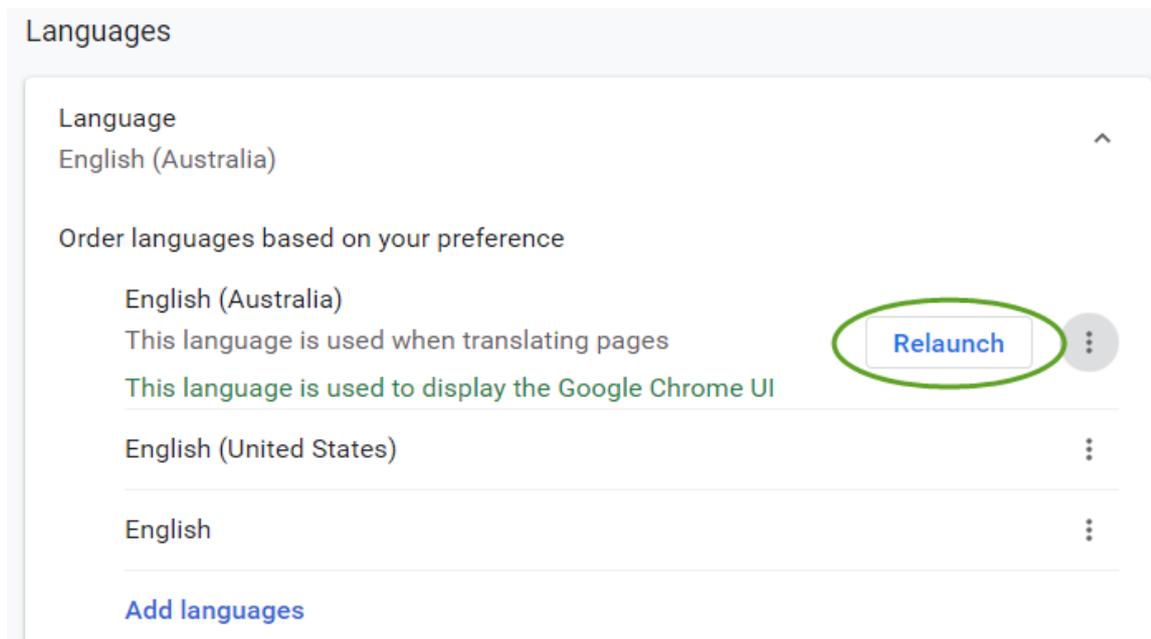
3. In the option on the right-hand side, select 'Move to the top' of the list.



4. Select 'Display Google Chrome in this language'



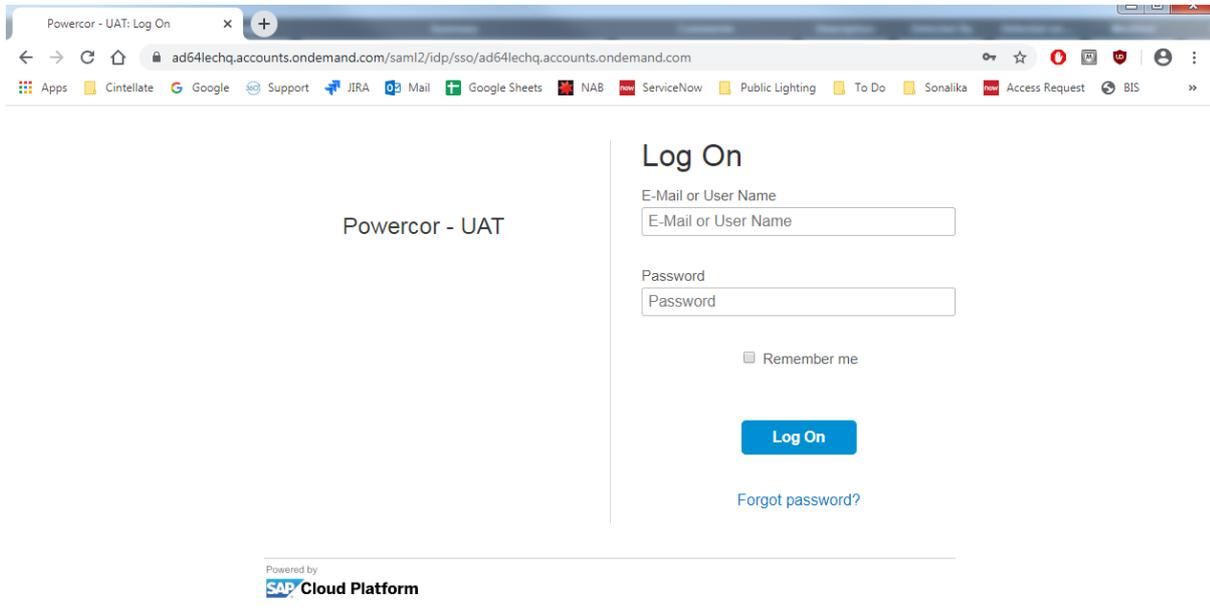
5. Relaunch Google Chrome to show the language and date formats in English (Australia).



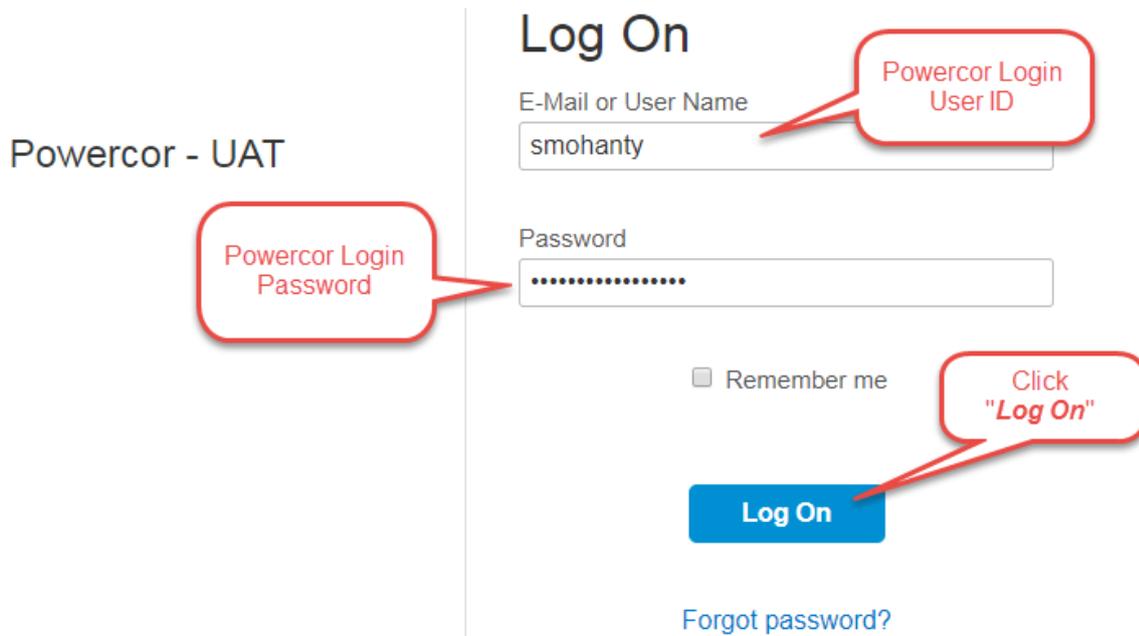
Logging into the System

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 contractorenquiries@powercor.com.au

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



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

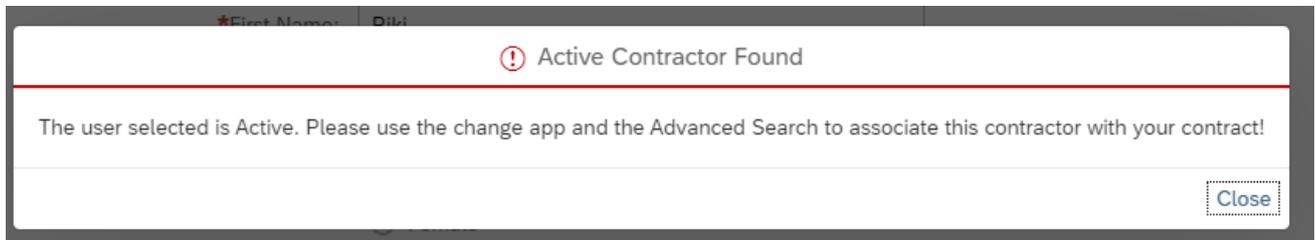


3. Once successfully logged on, you'll see the below Home screen:



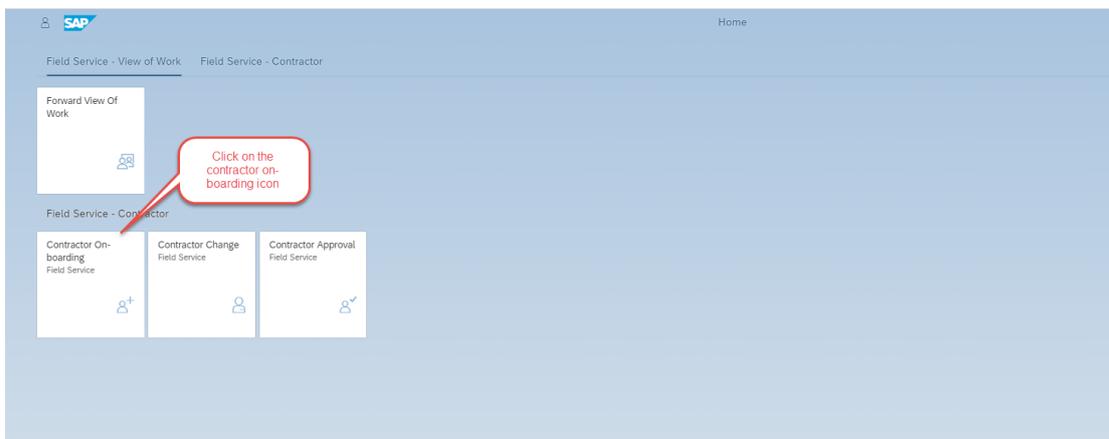
Contractor Onboarding

The Contractor on-boarding tile is used for all new applications 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.



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

1 New Contractor Setup 2 Authorities and Key Requests 3 Vehicle Signage

1. New Contractor Setup

Contract Details

Contract Company: ELECTRIX PIL TIAS OMEKOM AUSTRALIA

Please select relevant contract(s)

<input type="checkbox"/> Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
<input type="checkbox"/> 7021021	Authorised Access Central Order Number	David Palmer		<input type="text"/>
<input type="checkbox"/> 7024129	Asset Inspection Services	Karl Harrison		<input type="text"/>
<input type="checkbox"/> 7024631	Electical Construction & Maintenance Ser	David Palmer		<input type="text"/>
<input type="checkbox"/> 7016907	Bulk Change and Faults Public Lighting	David Palmer		<input type="text"/>

Personal Details

*First Name:

*Last Name:

*Preferred Name:

*Gender: Male
 Female

*Date of Birth:

*Position:

Contact Details

*Contractor Contact Number:

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 contractorenquiries@powercor.com.au to have the subcontractor added.

1. New Contractor Setup

Contract Details

Contract Company: ELECTRIX PIL TIAS OMEKOM AUSTRALIA

Please select relevant contract(s)

<input type="checkbox"/> Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
<input type="checkbox"/> 7021021	Authorised Access Central Order Number	David Palmer		<input type="text"/>
<input type="checkbox"/> 7024129	Asset Inspection Services	Karl Harrison		<input type="text"/>
<input type="checkbox"/> 7024631	Electical Construction & Maintenance Ser	David Palmer		<input type="text"/>
<input type="checkbox"/> 7016907	Bulk Change and Faults Public Lighting	David Palmer		<input type="text"/>

- 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 contractorenquiries@powercor.com.au to have the position added.

Personal Details

*First Name:

*Last Name:

*Preferred Name:

*Gender: Male
 Female

*Date of Birth:

*Position:

*ESI Worker Number:

Contact Details

*Contractor Contact Number:

- 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

Press "Browse..." to upload file

Photo ID

Press "Browse..." to upload file

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

New Contractor

1 New Contractor Setup 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

*Geographic Restrictions: Powerc...

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

New Contractor

1 New Contractor Setup 2 Authorities and Key Requests 3 Vehicle Signage

3. Vehicle Signage

Vehicle Signage

*Does Contractor Require Vehicle Signage: Yes No

*Type of Vehicle Signage: Temporary (Magnetic)

Vehicle Details

*Vehicle Registration: YSX

*Make/Model: Hilux

*Body Type: Truck

*Colour: Black

Review

- 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 New Contractor >

Review

Personal Details

First Name: Joe
 Last Name: Blogg
 Preferred Name: JB
 Date of Birth: 3/23/68
 Gender: Male
 Position: Asset Inspector
 ESI Worker Number: 990123132
 Contractor Contact Number: 0412 098 225
 Contract Company: ELECTRIX PL TARS OMEXOM AUSTRALIA

Selected Contracts

Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
7016907	Asset Inspection Services	David Palmer		

Authorities and Keys

Authority: VESI - Enter Enclosures
 Date of Training: 1/16/20
 Functional Restrictions: Civil Worksite Ldr/Prop Mtce & Asset Ins
 Geographic Restrictions: Powercor
 Keys Requested:

General Keys

Key(s) Requested: Power Industry (PI) Key - Old

Depot Access

Swipe Card Access Required During: 6am-6pm (M-F)
 Reason Access Type is Required:
 Depots: Colac - OTHER

Vehicle Signage

Does Contractor Require Vehicle Signage: Yes
 Type of Vehicle Signage: Temporary (Magnetic)
 Vehicle Registration: V3X
 Make/Model: Hbus
 Body Type: Truck

Edit Submit

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

Geographic Restrictions: Powercor
Keys Requested:

General Keys

Key(s) Requested: Po

Depot Access

Swipe Card Access Required During: 6am-6pm (M-F)
Reason Access Type is Required:

Confirmation

Are you sure you want to create this contractor request?

OK Cancel

Keys Requested:

General Keys

Key(s) Requested: Power In

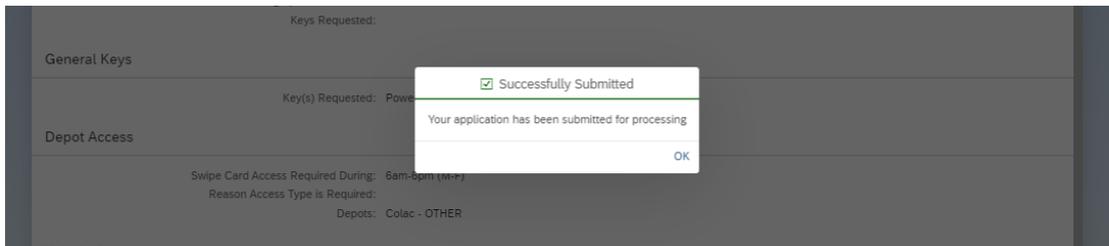
Depot Access

Swipe Card Access Required During: 6am-6pm (M-F)
Reason Access Type is Required:
Depots: Colac - OTHER

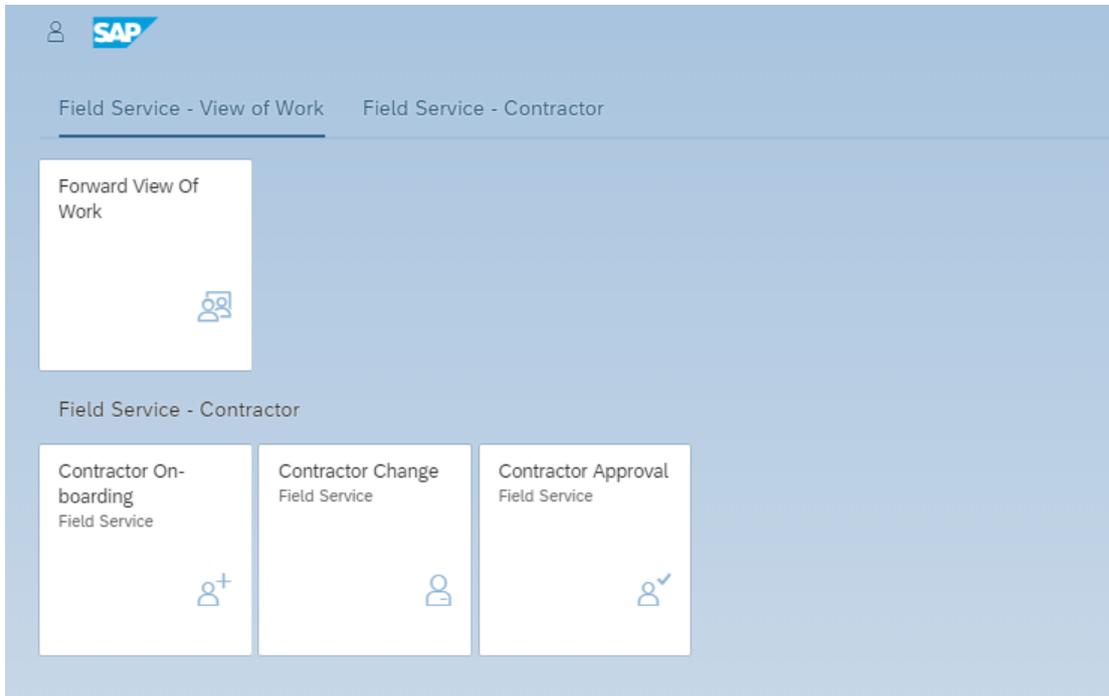
Please wait

Submitting Request

● ● ● ●



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



9. To find instructions on how to view the status of the application, please move forward to [Status of Application](#) section of this User Guide.

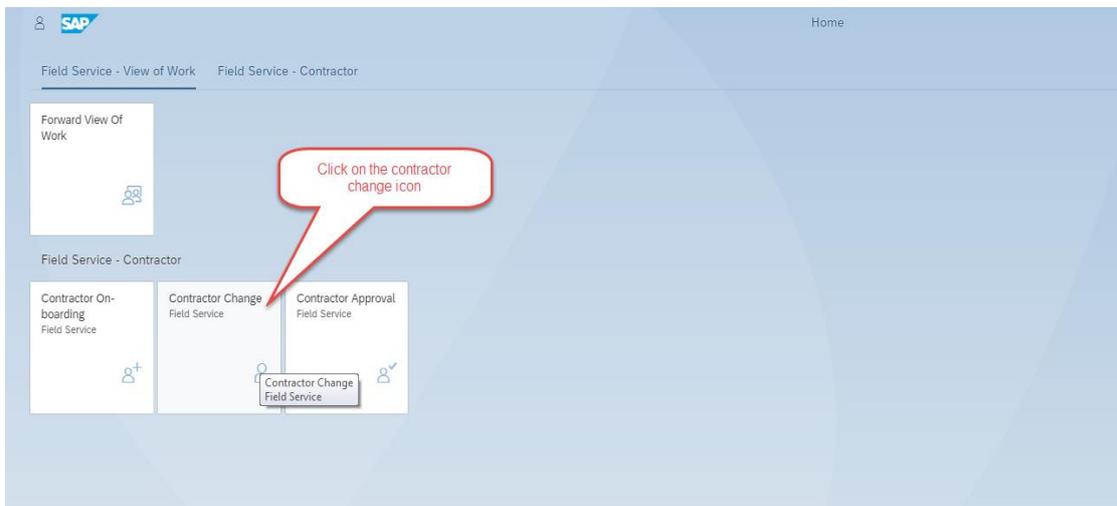
Contractor Change

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 organisation). 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.

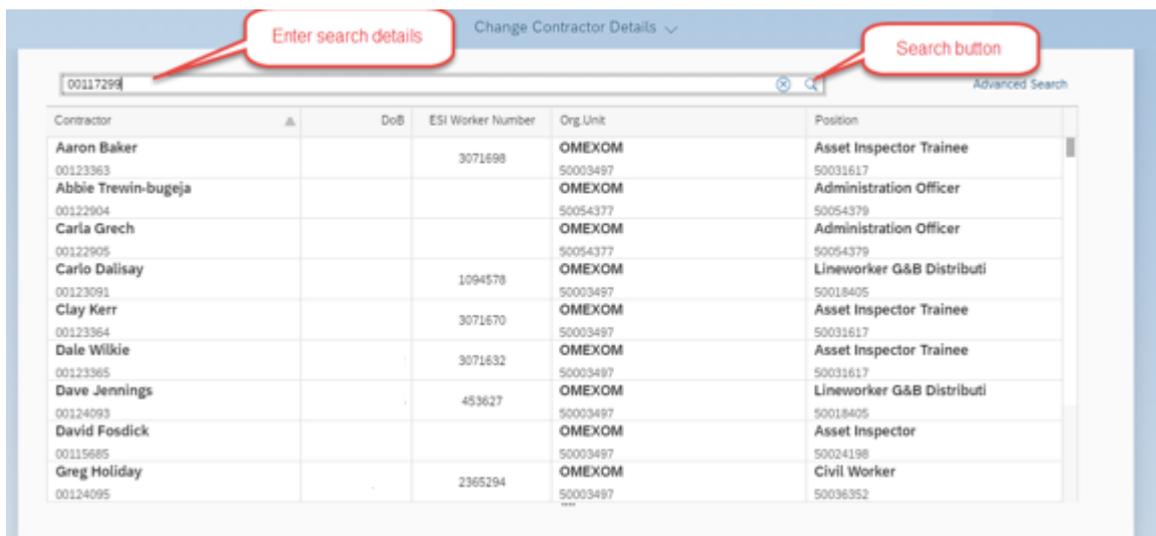


2. The next page will display all active contractors for your company, listed alphabetically.

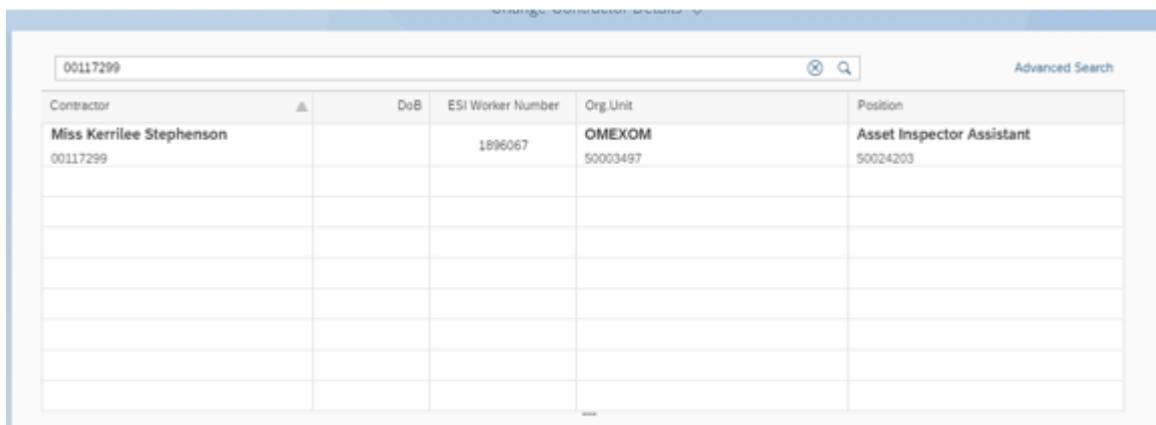
The screenshot shows the Contractor Change page with a search bar at the top: 'Search for Contractors by Name, ID, Personnel Number, Org. Unit, Position or Job description'. There is an 'Advanced Search' link on the right. Below the search bar is a table listing active contractors.

Contractor	DoB	ESI Worker Number	Org. Unit	Position
Aaron Baker 00123363		3071698	OMEXOM 50003497	Asset Inspector Trainee 50031617
Abbie Trewin-bugeja 00122904			OMEXOM 50054377	Administration Officer 50054379
Carla Grech 00122905			OMEXOM 50054377	Administration Officer 50054379
Carlo Dalisay 00123091		1094578	OMEXOM 50003497	Lineworker G&B Distributi 50018405
Clay Kerr 00123364		3071670	OMEXOM 50003497	Asset Inspector Trainee 50031617
Dale Wilkie 00123365		3071632	OMEXOM 50003497	Asset Inspector Trainee 50031617
Dave Jennings 00124093		453627	OMEXOM 50003497	Lineworker G&B Distributi 50018405
David Fosdick 00115685			OMEXOM 50003497	Asset Inspector 50024198
Greg Holiday 00124095		2365294	OMEXOM 50003497	Civil Worker 50036352

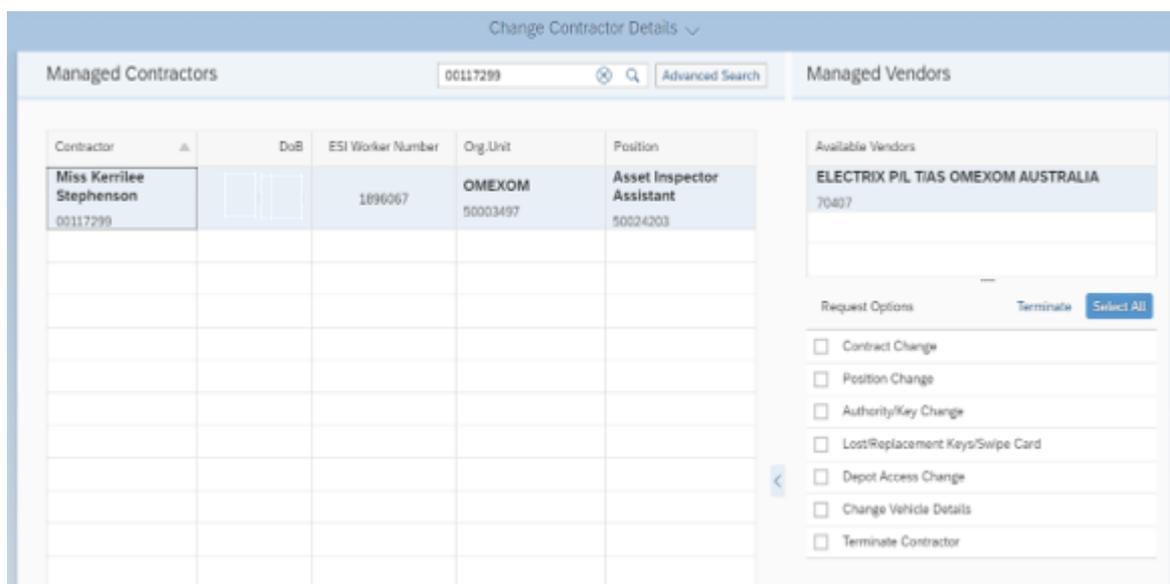
- Search for the person you want to request a change for; using his/her employee id, first name, last name or position in the search box and then click on search button.



- The results will be displayed.



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



- 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**

- Enter Last Name, Gender and Date of Birth to find the contractor.
- 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 Contractors

Contractor	DoB	ESI Worker Number	Org. Unit	Position
Mr Ryan Munro 00105610		1980841	LendLease Infrastructure 50018398	Cable Joiner 50032549

Managed Vendors

Available Vendors
ELECTRIX P/L TIAS OMEXOM AUSTRALIA
 70407

Request Options

- 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.

Contractor	DoB	ESI Worker Number	Org. Unit	Position
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203

Advanced Search

Available Vendors

ELECTRIX P/L TIAS OMEXOM AUSTRALIA
70407

Request Options

Contract Change

Position Change

Authority Change

Lost/Replacement Keys/Swipe Card

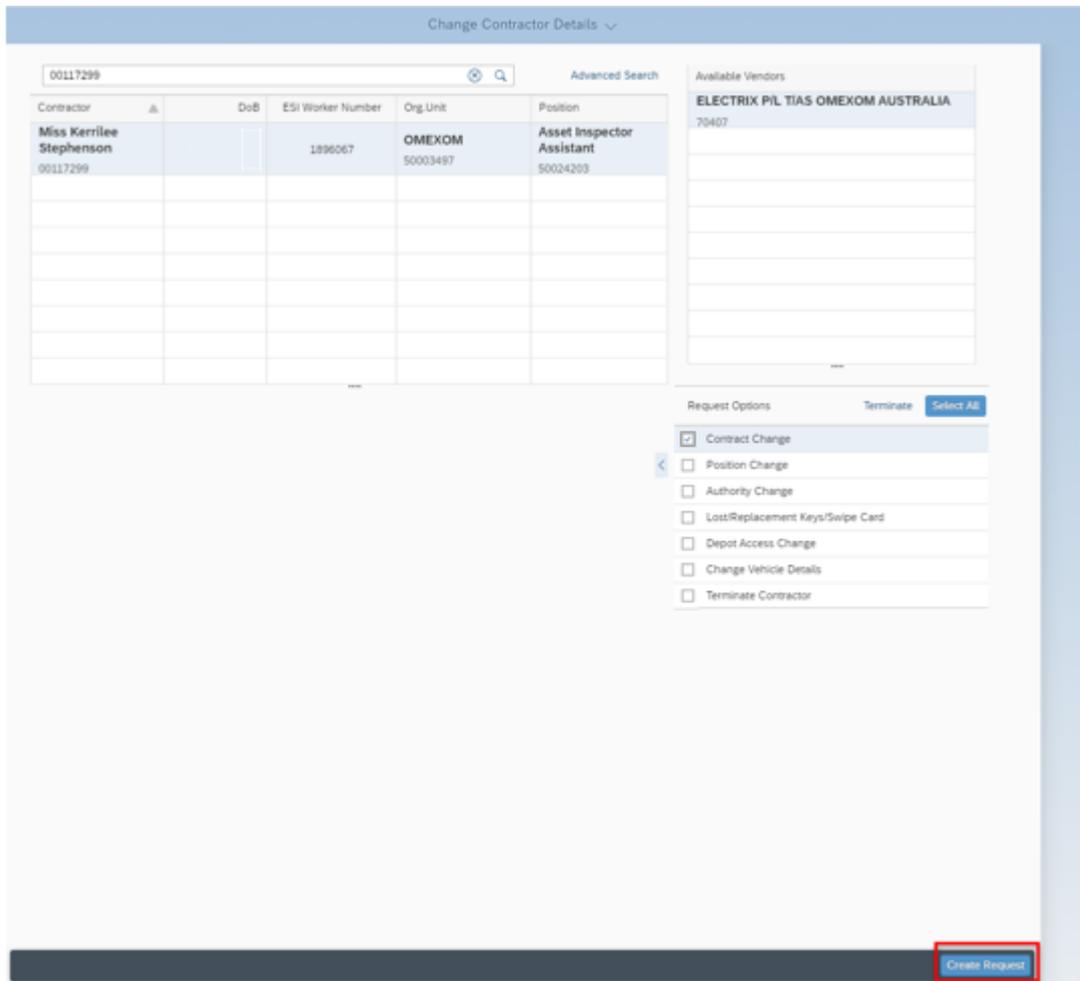
Depot Access Change

Change Vehicle Details

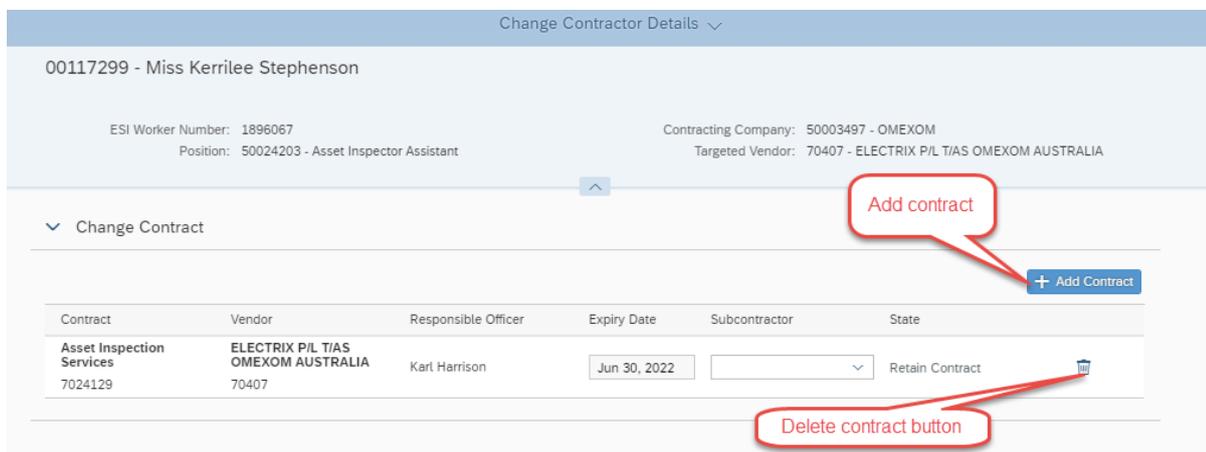
Terminate Contractor

Terminate Select All

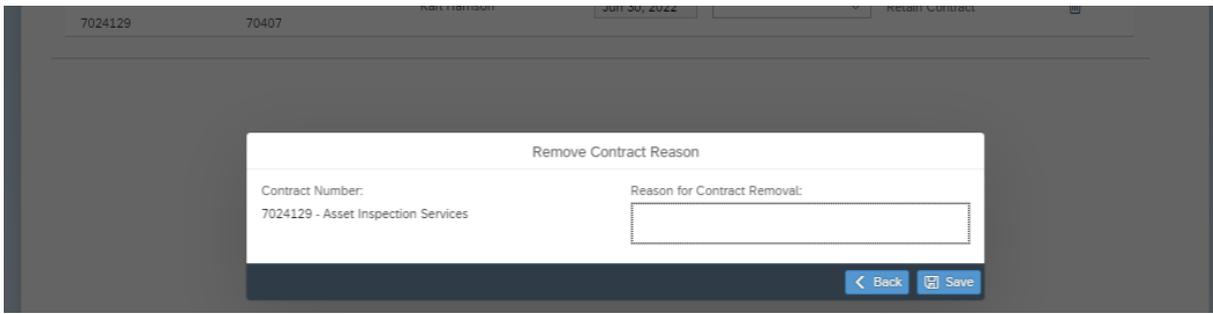
2. Click on the Create Request button at the bottom right corner of the screen.



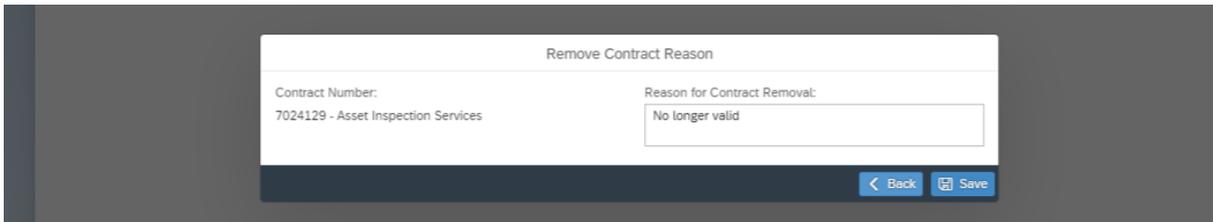
3. The current contract is displayed with the ability to add another contract, delete an existing contract and update subcontractors.



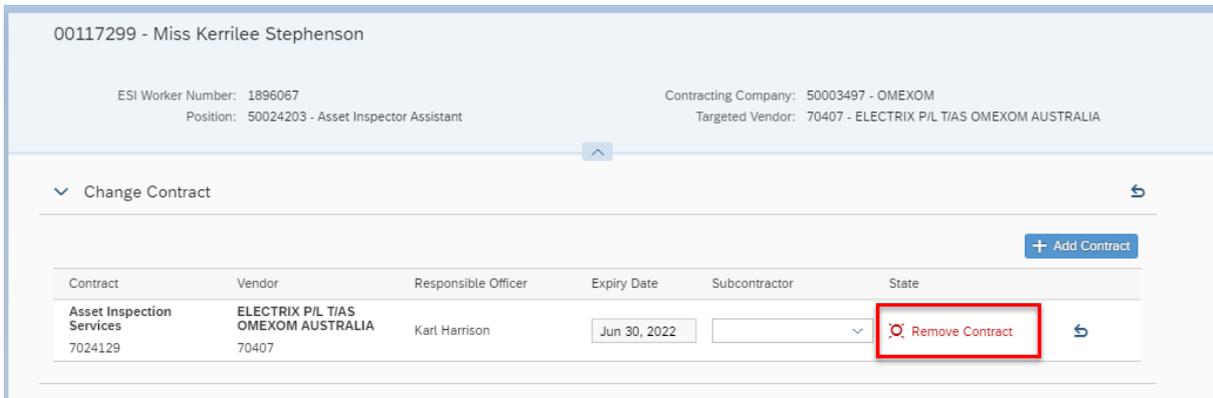
4. To delete the current contract, click the rubbish bin icon. A popup will display requesting reason for the contract removal.



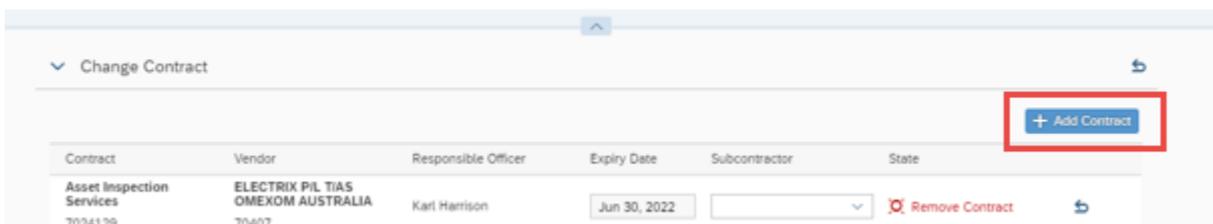
5. Enter a valid reason and save.

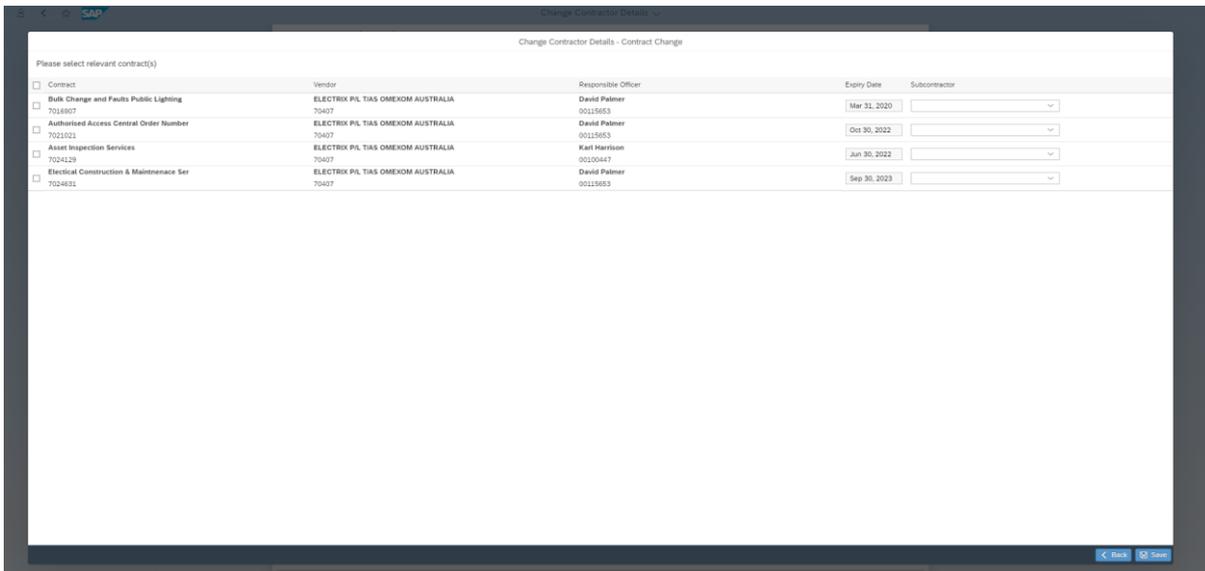


6. The state of the contract will now display as "Remove Contract".

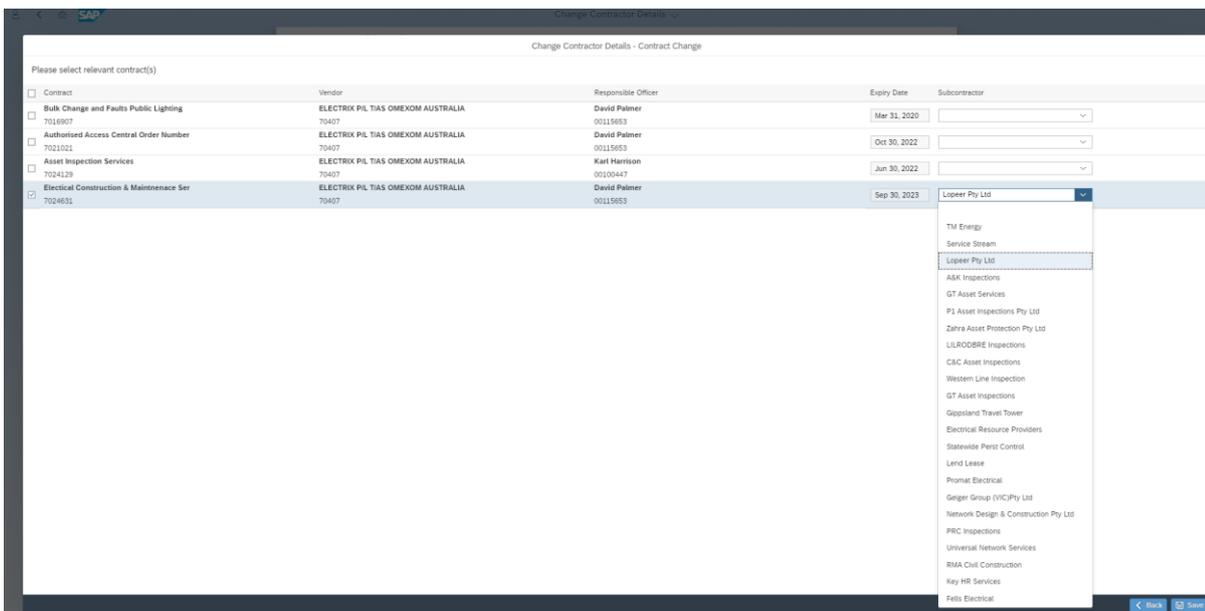


7. To add a contract, click on the '+ Add contract' button. All available contracts will be displayed.

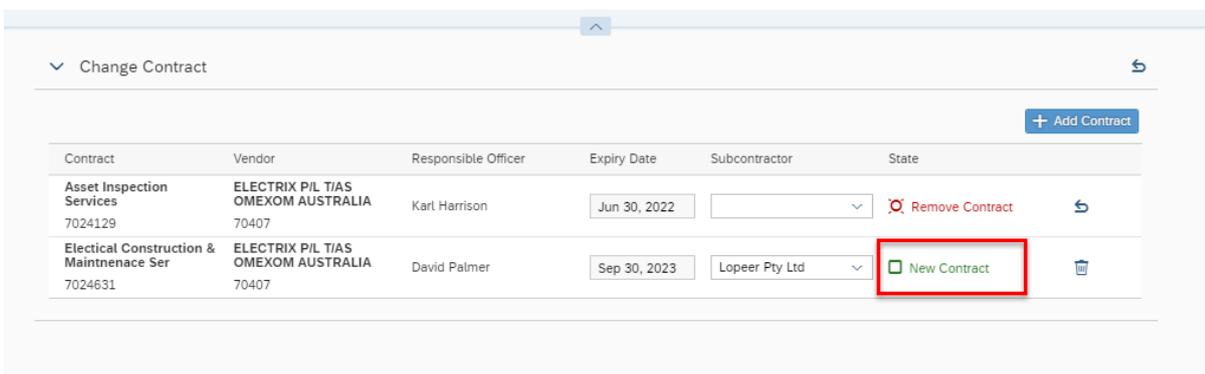




8. Choose the required contract and select a relevant subcontractor (if required). If a subcontractor is not available on the list, please contact contractorenquiries@powercor.com.au to have the subcontractor added.
9. Once complete, click Save.



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



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 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

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▾ Change Contract

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		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**

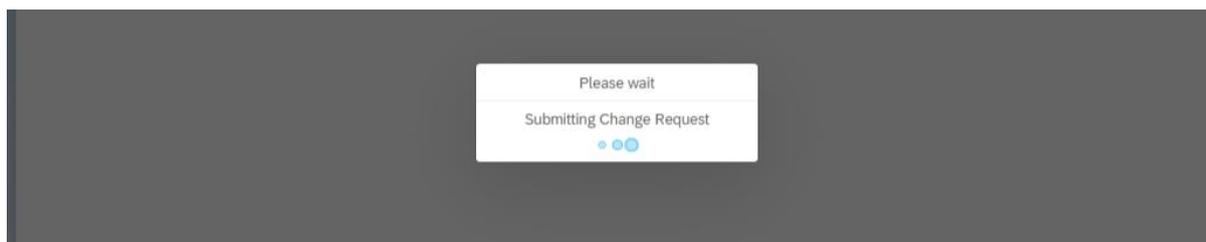
11. Once reviewed, click "Submit". A confirmation pop-up is displayed.

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		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

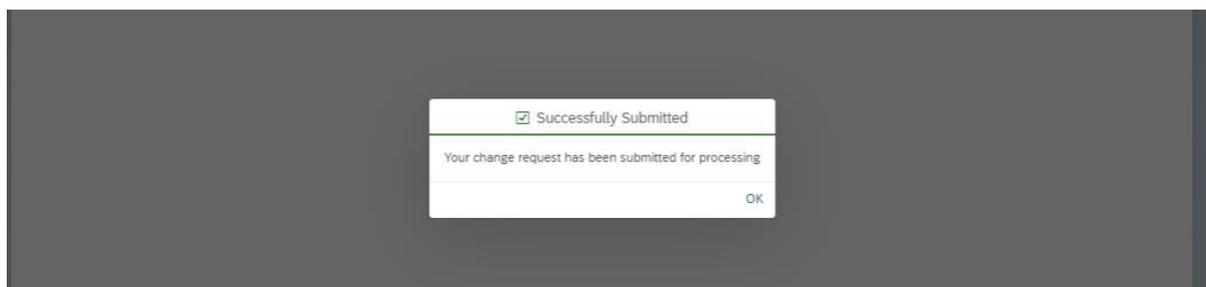
Confirmation

Are you sure you want to create this change request?

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



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

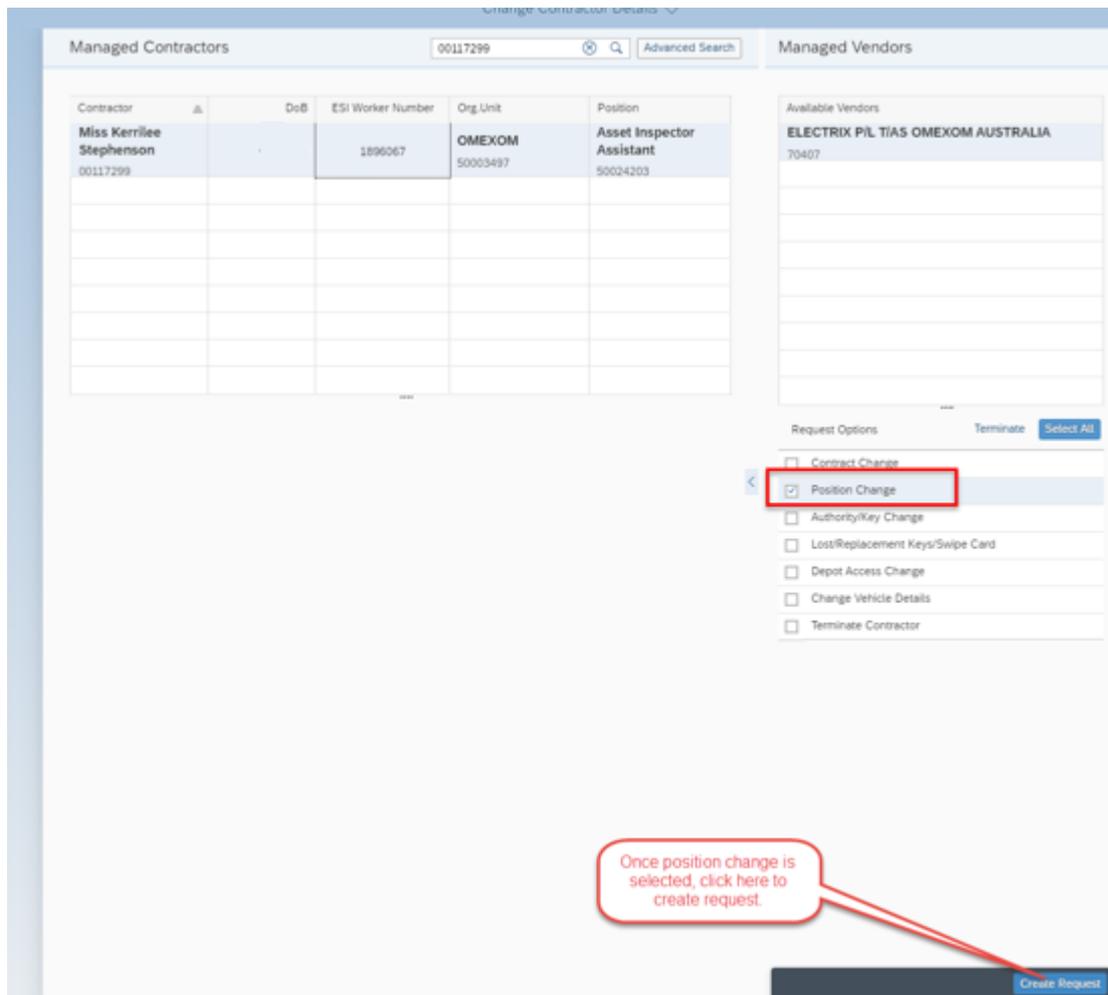


14. Click OK to go back to the Home Screen.

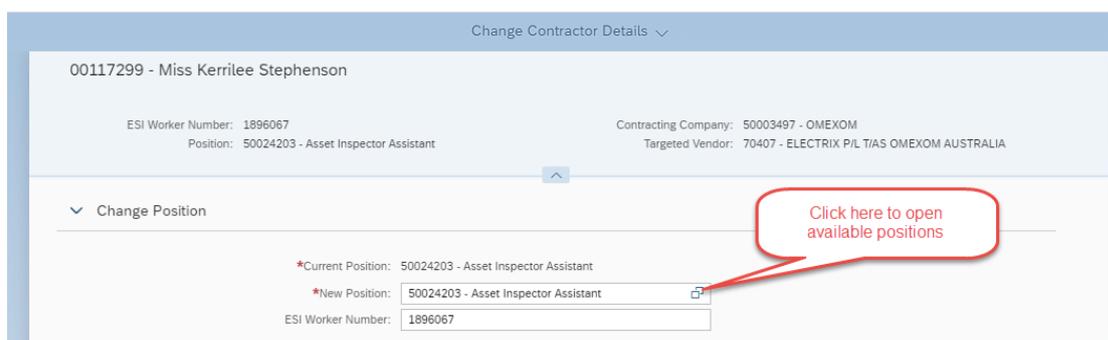
Position Change

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.

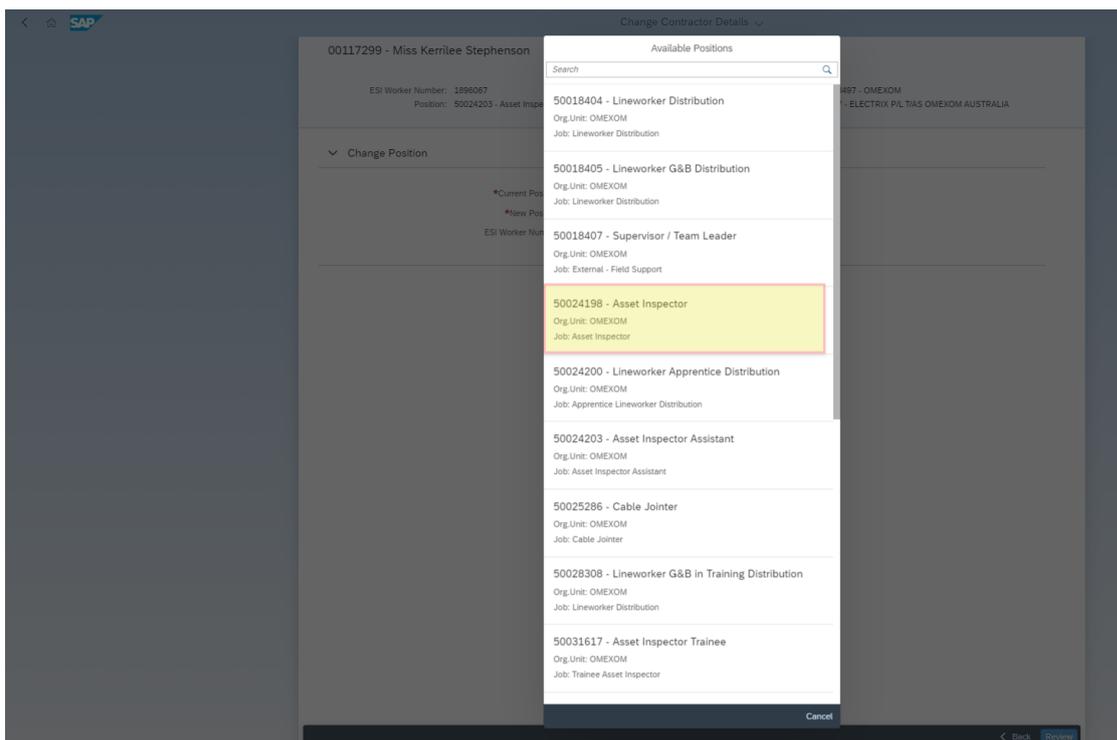


2. Position change screen is displayed with the current position and ability to choose new positions.



3. Select the new position for the contractor. If the position is not available, please contact contractorenquiries@powercor.com.au 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).



- 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

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

*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 50003367

*Date of Training: Enter training date...
 *Functional Restriction: Electrical Qualified
 *Geographic Restriction:
 Requested Key(s):
 General Keys
 Requested Key(s):

- 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

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067
Position: 50024203 - Asset Inspector Assistant

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

Change Position

- *Current Position: 50024203 - Asset Inspector Assistant
- *New Position: 50024198 - Asset Inspector
- *Effective from Date: 22/01/2020
- ESI Worker Number: 1896067

Authorities and Key Requests

New Authority - VESI - Enter Enclosures 50003367

- *Date of Training: 13/11/2019
- *Functional Restriction: Electrical Qualified
- *Geographic Restriction: CitiPower
- Requested Key(s):

General Keys

- Requested Key(s): PAL Key 1 - General Property

Amend Request Submit

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

Confirmation

Are you sure you want to create this change request?

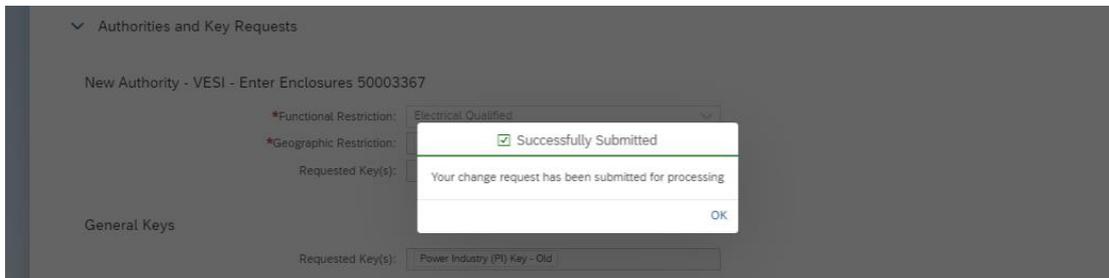
OK Cancel

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

Please wait

Submitting Change Request

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



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.

The screenshot shows the 'Change Contractor Details' interface. On the left, the 'Managed Contractors' table lists contractor information:

Contractor	DoB	ESI Worker Number	Org. Unit	Position
Carlo Dalisay 00123091	I	1094578	OMEXOM 50003497	Lineworker G&B Distributi 5001B405

On the right, the 'Managed Vendors' section shows 'Available Vendors' with 'ELECTRIX P/L T/AS OMEXOM AUSTRALIA' (70407) selected. Below this, the 'Request Options' panel is visible, with the 'Authority/Key Change' checkbox checked.

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

The screenshot displays the 'Authority and Key Requests' screen for contractor Carlo Dalisay (ID: 00123091). The contractor's details are shown at the top: ESI Worker Number: 1094578, Position: 5001B405 - Lineworker G&B Distributi, Contracting Company: 50003497 - OMEXOM, and Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA.

The main section is titled 'Authorities and Key Requests' and shows the following information:

- Assigned Authority - VESI - Receive Access Permits 50003453
- *Date of Training: 23/01/2020
- *Functional Restriction: Recipient in Charge / Recipient
- *Geographic Restriction: CitiPo... | Powerc... |
- Requested Key(s): CP Keys - 001 & Swipe card (Z/Su... |

Below this, there is a 'General Keys' section with a 'Requested Key(s):' dropdown menu.

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 Contracting Company: 50003497 - OMEXOM
 Position: 50018405 - Lineworker G&B Distributi Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

▾ Authorities and Key Requests ↻

Assigned Authority - VESI - Receive Access Permits 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

Back Review

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

General Keys

Requested Key(s): Power Industry (PI) Key - Old

🔔 Confirmation

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.

General Keys

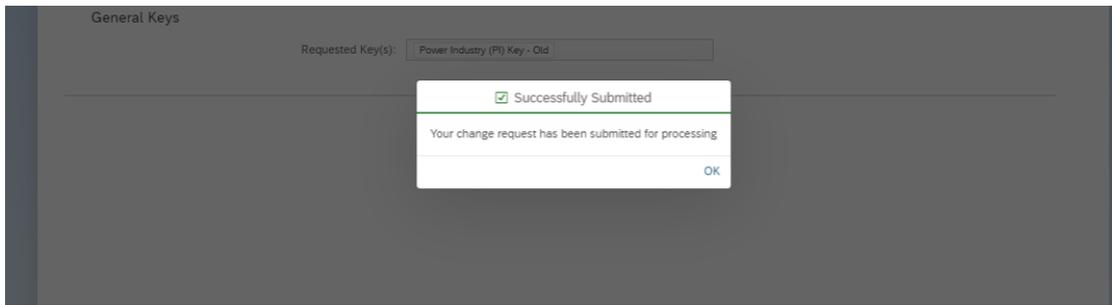
Requested Key(s): Power Industry (PI) Key - Old

Please wait

Submitting Change Request

⋮

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



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.

The screenshot shows the 'Change Contractor Details' interface. At the top, there is a search bar with the value '104595' and an 'Advanced Search' button. Below this, there are two main sections: 'Managed Contractors' and 'Managed Vendors'.

Managed Contractors Table:

Contractor	DoB	ESI Worker Number	Org Unit	Position
Mr Maurice Reid 00104595		1895930	OMEXOM 50003497	Asset Inspector 50024198

Managed Vendors:

Available Vendors
ELECTRIX P/L TIAS OMEXOM AUSTRALIA
70407

Request Options:

- Contract Change
- Position Change
- Authority/Key Change
- Lost/Replacement Keys/Swipe Card
- Depot Access Change
- Change Vehicle Details
- Terminate Contractor

At the bottom right, there is a 'Create Request' button.

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

Change Contractor Details

00104595 - 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

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys
PAL Key 1 - General Property
16

Swipe Cards
Swipe Card
16948

Authority Keys
PAL Key 4/Swipe Entry to Enclosure ZSub
4/566

Attach Supporting Evidence
Choose file Browse...

3. For changing “General Keys”, click on current key

Change Contractor Details

00104595 - 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

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys
PAL Key 1 - General Property
16

Swipe Cards
Swipe Card
16948

Authority Keys
PAL Key 4/Swipe Entry to Enclosure ZSub
4/566

Attach Supporting Evidence
Choose file Browse...

Click Here

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.

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys
PAL Key 1 - General Property
16

Swipe Cards
Swipe Card
16948

Authority Keys
PAL Key 4/Swipe Entry to Enclosure ZSub
4/566

Attach Supporting Evidence
Choose file Browse...

Replacement Reason

Key/Swipe Card:
PAL Key 1 - General Property

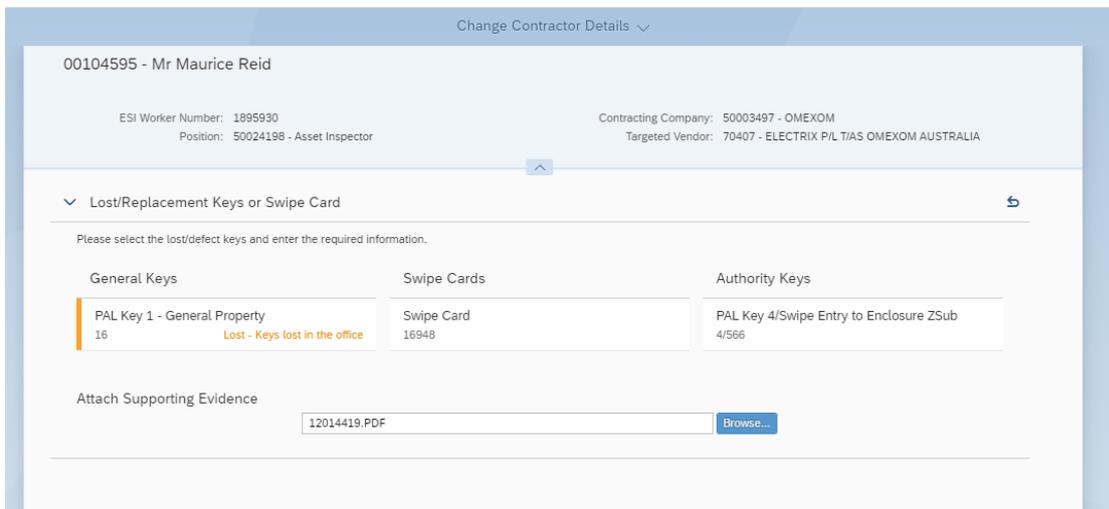
Lost Defective

[Lost Declaration](#)

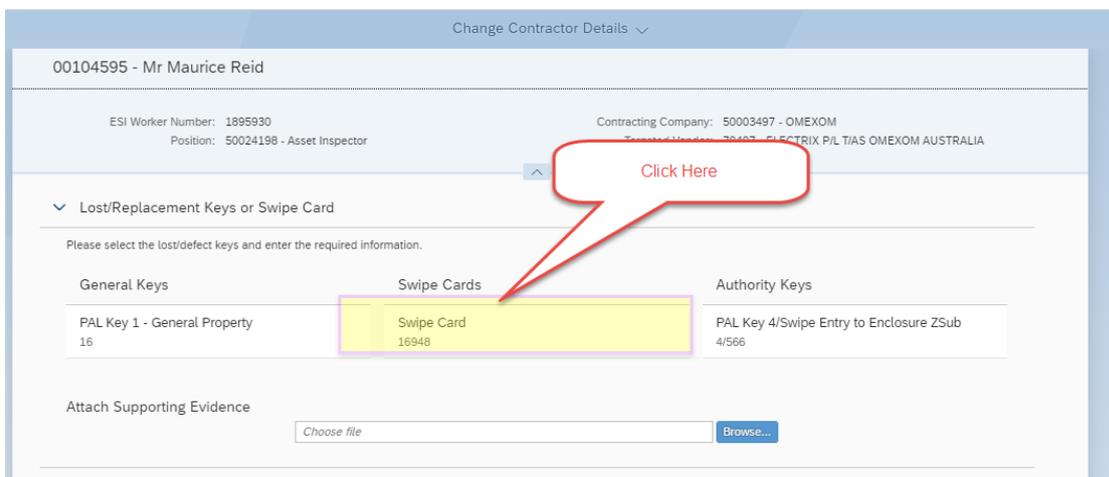
Comments:
Keys lost in the office

Download the "Lost Declaration". Complete and attach with the application

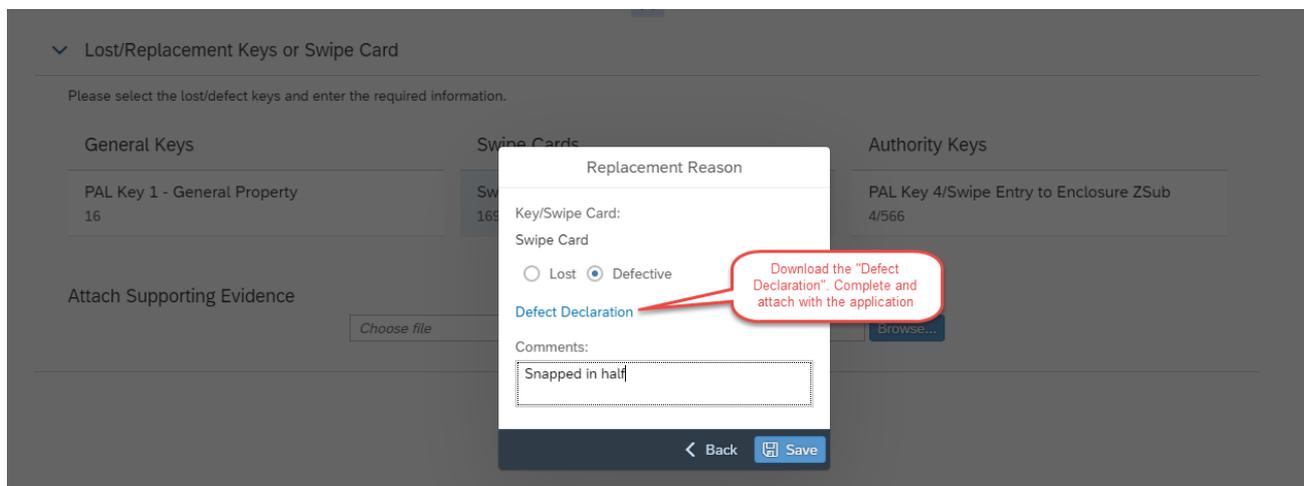
< Back Save



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



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.



Change Contractor Details

00104595 - 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

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

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

12014419.PDF [Browse...](#)

7. For changing “Authority Keys”, click on current key

Change Contractor Details

00104595 - 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

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the 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

Attach Supporting Evidence

Choose 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.

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys	Swipe Cards	Authority Keys
PAL Key 1 - General Property 16	Sw 16	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566

Attach Supporting Evidence

Choose file [Browse...](#)

Replacement Reason

Key/Swipe Card:
PAL Key 1 - General Property

Lost Defective

[Lost Declaration](#)

Comments:
Keys lost in the office

[Back](#) [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 Contractor Details

00104595 - Mr Maurice Reid

ESI Worker Number: 1895930
Position: 50024198 - Asset Inspector

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the 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

12014419.PDF

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

General Keys

Requested Key(s): Power Industry (PI) Key - Old

Confirmation

Are you sure you want to create this change request?

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

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

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.

The screenshot shows the 'Change Contractor Details' interface. On the left, the 'Managed Contractors' table lists contractors. The first row is for Henry Jenkins (Contractor ID: 00124099, DoB: [redacted], ESI Worker Number: 325695, Org. Unit: OMEXOM, Position: Cable Jointer). On the right, the 'Managed Vendors' section shows 'Available Vendors' with 'ELECTRIX P/L TIAS OMEXOM AUSTRALIA' (Vendor ID: 70407). Below this is a 'Request Options' panel with several checkboxes: 'Contract Change', 'Position Change', 'Authority/Key Change', 'Lost/Replacement Keys/Swipe Card', 'Depot Access Change' (which is checked), 'Change Vehicle Details', and 'Terminate Contractor'. There are also 'Terminate' and 'Select All' buttons.

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

The screenshot shows the 'Add Depot Access' screen for Henry Jenkins (Contractor ID: 00124099). It displays his details: ESI Worker Number: 325695, Position: 50025286 - Cable Jointer, Contracting Company: 50003497 - OMEXOM, and Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA. Under the 'Add Depot Access' section, there are three radio buttons for '*Swipe Card Access Required During': '6am-6pm (M-F)', '24x7 Access' (which is selected), and 'Not Required'. Below this is a text field for '*Reason Access Type is Required:' containing 'WEEKEND WORK'. At the bottom, there is a dropdown menu for '*Depots:' with 'Rooney St - MAIN BUI...' and 'Rooney St - GAT...' visible, and a 'Select All Depots' button.

3. 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 Details

00124099 - Henry Jenkins

ESI Worker Number: 325695 Contracting Company: 50003497 - OMEXOM
 Position: 50025286 - Cable Jointer Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

▼ Add Depot Access ↻

*Swipe Card Access Required During: 6am-6pm (M-F) 24x7 Access Not Required

*Reason Access Type is Required:

*Depots: | Select All Depots

<input checked="" type="checkbox"/>	Ardeer - MAIN BUILD	001
<input checked="" type="checkbox"/>	Ardeer - GATES	002
<input type="checkbox"/>	Ardeer - ITSTORE RM	003
<input type="checkbox"/>	Ardeer - OTHER	004
<input type="checkbox"/>	Ballarat - MAIN BUILD	001
<input type="checkbox"/>	Ballarat - GATES	002
<input type="checkbox"/>	Ballarat - ITSTORE RM	003
<input type="checkbox"/>	Ballarat - OTHER	004
<input type="checkbox"/>	Bendigo - MAIN BUILD	001
<input type="checkbox"/>	Bendigo - GATES	002
<input type="checkbox"/>	Bendigo - ITSTORE RM	003
<input type="checkbox"/>	Bendigo - OTHER	004
<input checked="" type="checkbox"/>	Colac - MAIN BUILD	001
<input checked="" type="checkbox"/>	Colac - GATES	002
<input type="checkbox"/>	Colac - ITSTORE RM	003
<input type="checkbox"/>	Colac - OTHER	004
<input type="checkbox"/>	Echuca - MAIN BUILD	001
<input type="checkbox"/>	Echuca - GATES	002
<input type="checkbox"/>	Echuca - ITSTORE RM	003
<input type="checkbox"/>	Echuca - OTHER	004
<input type="checkbox"/>	Geelong - MAIN BUILD	001
<input type="checkbox"/>	Geelong - GATES	002
<input type="checkbox"/>	Geelong - ITSTORE RM	003
<input type="checkbox"/>	Geelong - OTHER	004
<input type="checkbox"/>	Horsham - MAIN BUILD	001
<input type="checkbox"/>	Horsham - GATES	002

[← Back](#) [Review](#)

Change Contractor Details

00124099 - Henry Jenkins

ESI Worker Number: 325695 Contracting Company: 50003497 - OMEXOM
 Position: 50025286 - Cable Jointer Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

▼ Add Depot Access

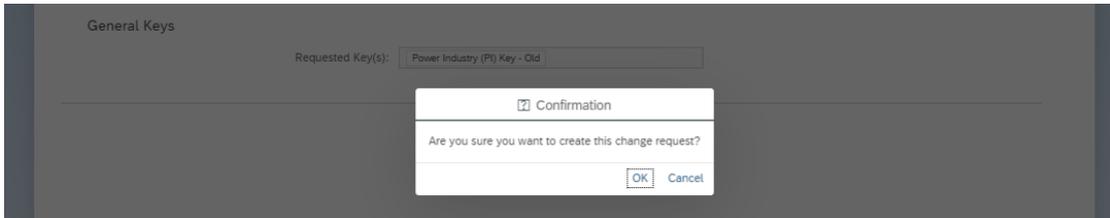
*Swipe Card Access Required During: 6am-6pm (M-F) 24x7 Access Not Required

*Reason Access Type is Required:

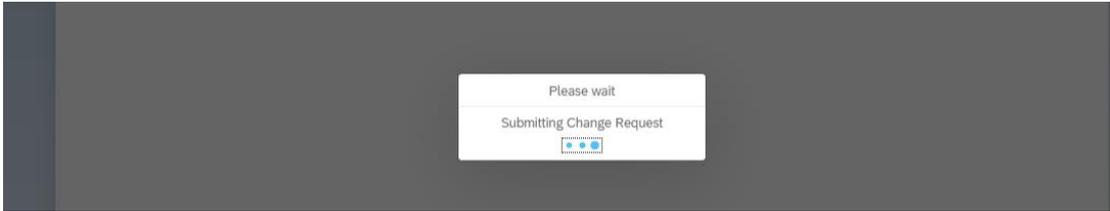
*Depots: | [38 More](#)

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.

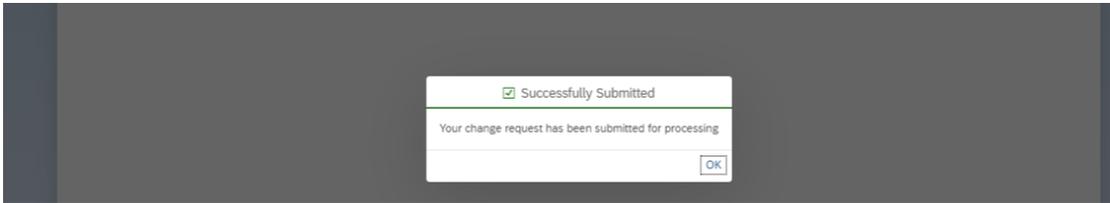
5. Once reviewed, click "Submit". A confirmation pop-up is displayed.



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



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



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.

The screenshot shows a web interface for selecting a contractor. At the top, there is a search bar with the value '00117299' and an 'Advanced Search' button. Below this is a table with the following columns: Contractor, DoB, ESI Worker Number, Org. Unit, and Position. The first row is highlighted and contains the following data: Contractor: Miss Kerrilee Stephenson (ID: 00117299), DoB: (blank), ESI Worker Number: 1896067, Org. Unit: OMEXOM (ID: 50003497), Position: Asset Inspector Assistant (ID: 50024203). To the right of the table is a section titled 'Available Vendors' with a list containing 'ELECTRIX P/L TIAS OMEXOM AUSTRALIA' (ID: 70407). Below the table and vendors list is a 'Request Options' section with a 'Terminate' button and a 'Select All' button. The options are: Contract Change, Position Change, Authority Change, Lost/Replacement Keys/Swipe Card, Depot Access Change, Change Vehicle Details (highlighted with a red box), and Terminate Contractor.

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

The screenshot shows the 'Change Contractor Details' page for Miss Kerrilee Stephenson (ID: 00117299). The page displays her ESI Worker Number (1896067) and Position (50024203 - Asset Inspector Assistant). It also shows her Contracting Company (50003497 - OMEXOM) and Targeted Vendor (70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA). Below this information is a section titled 'Change Vehicle Details' with a dropdown arrow and a refresh icon. Underneath, there is a 'Vehicle Signage' section with a radio button for '*Does Contractor Require Vehicle Signage:' set to 'Yes'. The 'Type of Vehicle Signage:' is 'Temporary (Magnetic)'. Below that is a 'Vehicle Details' section with four input fields: '*Vehicle Registration:' (UXB165), '*Make/Model:' (Camry), '*Body Type:' (Sedan), and '*Colour:' (Black).

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

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067
Position: 50024203 - Asset Inspector Assistant

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

Change Vehicle Details

Vehicle Signage

*Does Contractor Require Vehicle Signage: Yes No

Type of Vehicle Signage: Temporary (Magnetic)

Vehicle Details

*Vehicle Registration:

*Make/Model:

*Body Type:

*Colour:

< Back Review

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 ▾

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 Vehicle Details

Vehicle Signage

*Does Contractor Require Vehicle Signage: Yes No

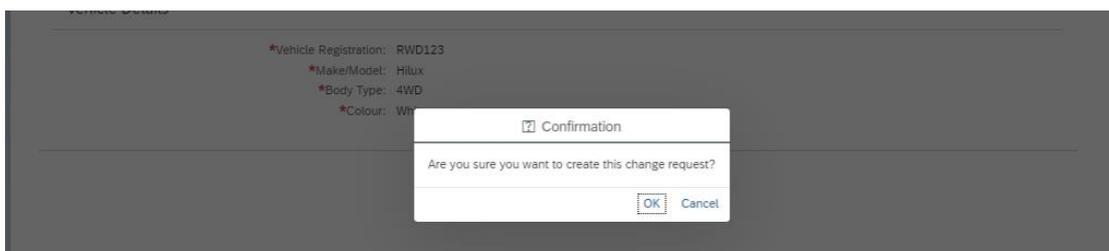
Type of Vehicle Signage: Temporary (Magnetic)

Vehicle Details

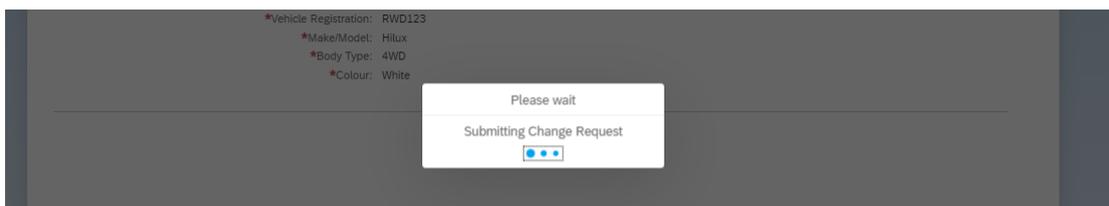
*Vehicle Registration: RWD123
 *Make/Model: Hilux
 *Body Type: 4WD
 *Colour: White

Amend Request **Submit**

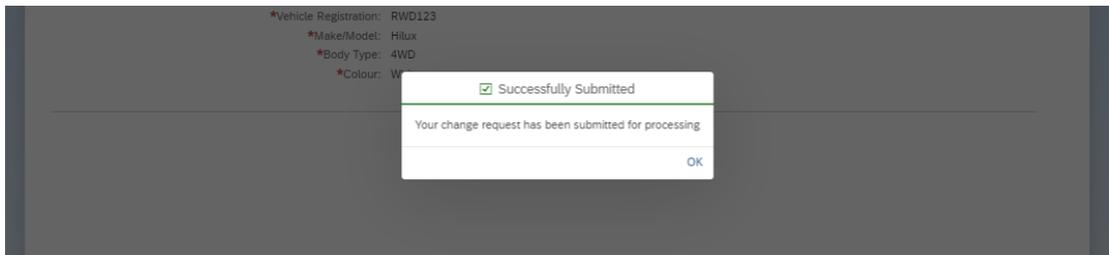
5. Once reviewed, click “Submit”. A confirmation pop-up is displayed.



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



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

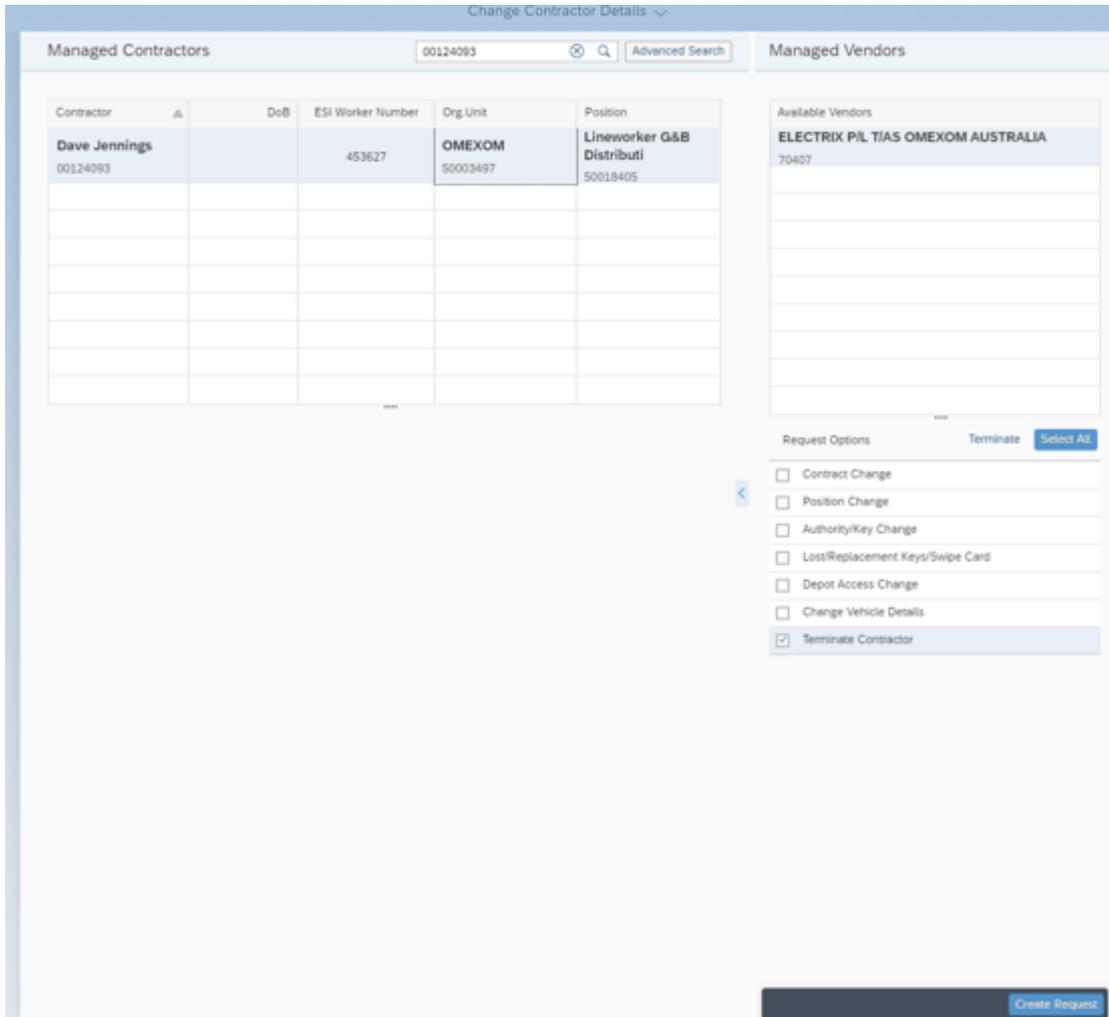


9. Click OK to go back to the Home Screen.

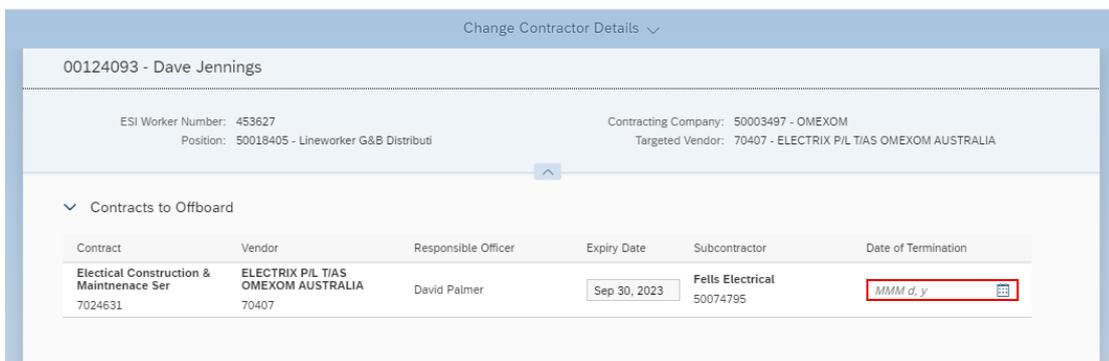
Terminate Contractor

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

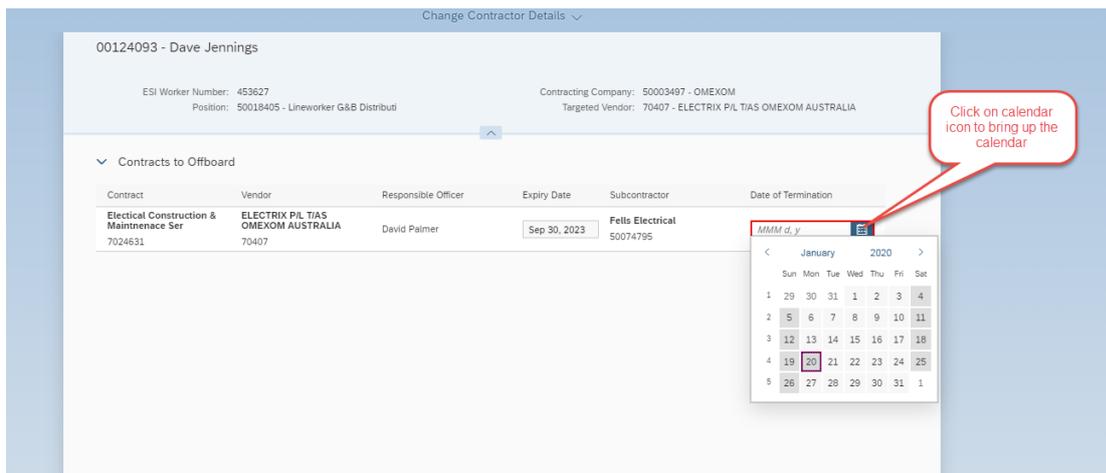
1. When the contractor is selected, click on the Terminate Contractor checkbox and click Create Request.



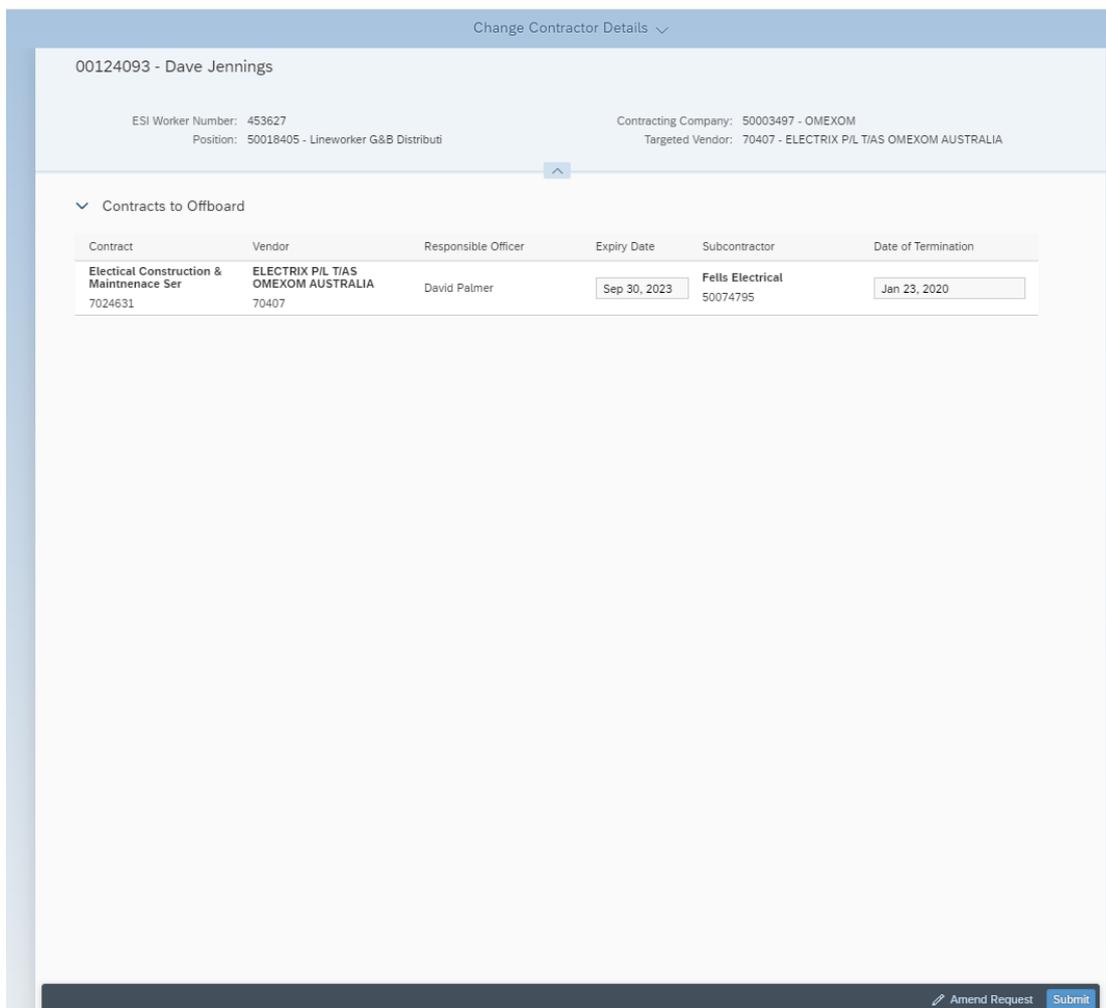
2. The Contracts to Offboard screen is displayed.



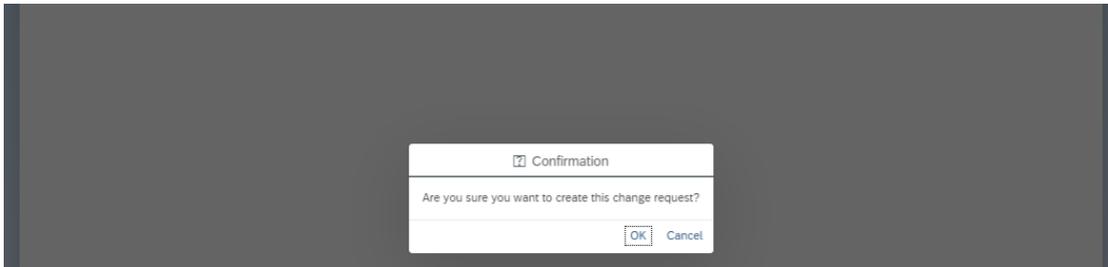
- Bring up the calendar and choose the date of termination for each contract or type the date DDMMYYYY e.g. 01062020



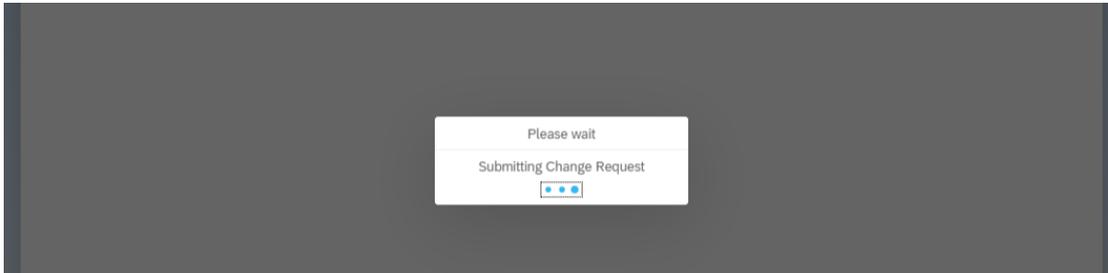
- Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.



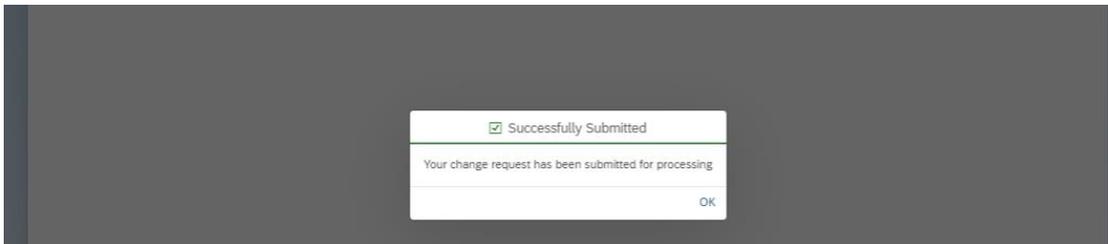
- Once reviewed, click "Submit". A confirmation pop-up is displayed.



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



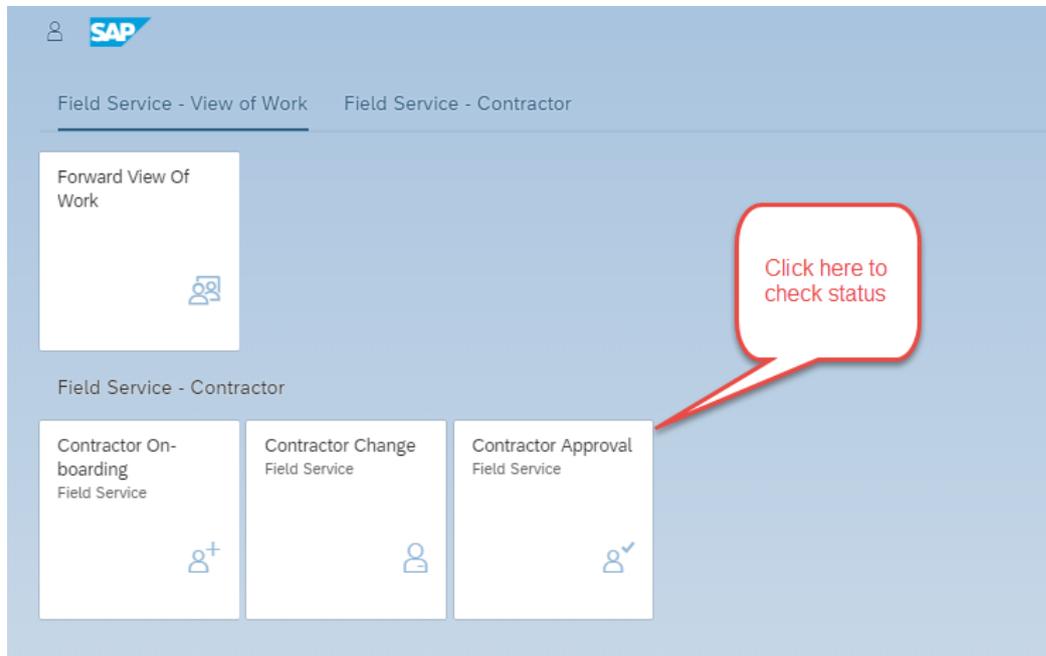
7. Once complete, the successfully submitted pop-up is displayed.



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



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

Contractor Approvals

Contractor Approvals

55 Awaiting Approval 36 Completed

Search By: Personnel ID Search

Type	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/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Offboard	00124093	David Jennings	20/01/2020, 2:01 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00123365	Dale Wilkie	20/01/2020, 1:36 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00106116	Bradley O'bediah	20/01/2020, 1:32 PM	Electrix P/I/ T/as Omexom Australia		Forms Issued
FSCA Change	00124102	Dominic Geelong	20/01/2020, 1:20 PM	Electrix P/I/ T/as Omexom Australia		Forms Issued
FSCA Change	00117299	Kerrilee Stephenson	20/01/2020, 12:55 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00124099	Henry Jenkins	20/01/2020, 12:47 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00124111	Andrew Dillon	20/01/2020, 12:35 PM	Electrix P/I/ T/as Omexom Australia		Forms Issued
FSCA Change	00123091	Carlo Dalisay	20/01/2020, 12:30 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00123365	Dale Wilkie	20/01/2020, 11:44 AM	Electrix P/I/ T/as Omexom Australia		Awaiting Tech. Training Appr
FSCA Change	00117299	Kerrilee Stephenson	20/01/2020, 11:27 AM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00124093	David Jennings	20/01/2020, 10:49 AM	Electrix P/I/ T/as Omexom Australia		Awaiting Tech. Training Appr
FSCA Onboard	00124116	Greg Stand	17/01/2020, 11:10 AM	Electrix P/I/ T/as Omexom Australia		Awaiting Requestor Review
FSCA Change	00122905	Carla Grech	17/01/2020, 10:28 AM	Electrix P/I/ T/as Omexom Australia	✓	Awaiting CRO Approval
FSCA Onboard	00124115	Tom Hardie	17/01/2020, 10:24 AM	Electrix P/I/ T/as Omexom Australia	✓	Awaiting Requestor Review
FSCA Onboard	00124114	Joe Contractor	16/01/2020, 4:08 PM	Electrix P/I/ T/as Omexom Australia	✓	Awaiting Requestor Review
FSCA Change	00106116	Bradley O'bediah	16/01/2020, 2:25 PM	Electrix P/I/ T/as Omexom Australia		Forms Issued
FSCA Change	00106966	Erwin Ramos	16/01/2020, 2:18 PM	Electrix P/I/ T/as Omexom Australia		Forms Issued
FSCA Onboard	00124113	Sameek 4	16/01/2020, 1:55 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00124111	Andrew Dillon	16/01/2020, 1:52 PM	Electrix P/I/ T/as Omexom Australia		Awaiting CRO Approval

More

3. Contractor onboarding status will be displayed.

Contractor Approvals

Contractor Approvals

55 Awaiting Approval 36 Completed

Search By: First Name Joe

Type	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	✓	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
FSCA Onboard	00124087	Joe Contractor	09/01/2020, 1:31 PM	Electrix P/L T/as Omexom Australia		Awaiting Requestor Review

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

Contractor Approvals

Contractor Approvals

78 Awaiting Approval 72 Completed

Search By: Personnel ID Search

Type	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 Netw. Oper. Approva
FSCA Change	00124110	Cary Grant	29/01/2020, 2:23 pm	Electrix P/L T/as Omexom Australia		Awaiting Netw. Oper. Approva

Request is with David Palmer (03) 5563 2519

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

Contractor Approvals

Contractor On-boarding

Progress Status

Current status: Awaiting CRO Approval.

12%

Personal Details

Full Name: 00124118 - Joe Blogg
 ESI Worker Number: 980123132
 Position: 50024198 - Asset Inspector
 Contracting Company: ELECTRIX P/L T/AS OMEXOM AUSTRALIA

Selected Contracts

Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
7016907	Bulk Change and Faults Public Lighting	David Palmer	3/31/20	

Authorities and Keys

Authority: VESI - Enter Enclosures
 Date of Training: 1/16/20
 Functional Restrictions: Civil Worksite Ldr/Prop Mtce & Asset Ins
 Geographic Restrictions: Powercor
 Keys Requested:

General Keys

Keys Requested: Power Industry (PI) Key - Old

Depot Access

Swipe Card Requested During: 6am-6pm (M-F)
 Depots: Colac - OTHER
 Swipe Card No:

Vehicle 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 contractorenquiries@powercor.com.au or your designated Contract Responsible Officer.