

User Manual

December 2023

v1.0







1. Table of Contents

2. Buy	/er Functionalities	3
2.1.	Registration	3
2.2.	Dashboard and menu options navigation	4
2.3.	Manage your Buyer Company Profile	5
2.4.	Request management – Post a new Request	7
2.5.	Request management – Managing existing requests	9
2.6.	Responses by suppliers	
2.7.	Supplier Search	
3. Sup	oplier Functionalities	13
3.1.	Registration	
3.2.	Dashboard and menu options navigation	14
3.3.	Manage your Supplier Company Profile	15
3.4.	Requests Management	
3.5.	Request Search	
4. Mo	re information	20
4.1.	Contact details	



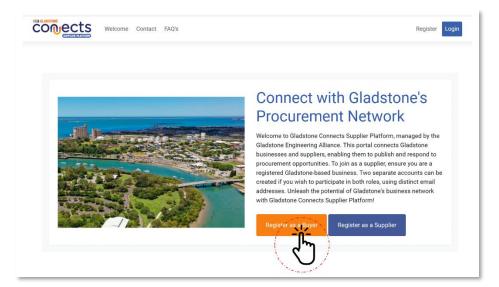


2. Buyer Functionalities

2.1. Registration

New organisations looking to register in the platform as a **buyer** will need to follow a series of steps to become active in the system, as follows:

i. Click on "Register as a Buyer" button in the Home Page:



ii. Follow the instructions in the screen and fill in every mandatory field identified with an asterisk (*).

Note that the person registering on behalf of an organisation will be responsible for completing and maintaining the organisation profile in the system.

Also, this person will be able to create multiple subaccounts for the same business which will be able to work in purchase requests and the interaction with potential suppliers.

Submit the form and wait for an email to validate your account.

Email*:	
Password*:	
(9 characters with at least 1 uppercase letter, 1 number, and	d 1 symbol)
Confirm Password*:	
Position/Job Role*:	
Business Phone*:	
Mobile:	
Business Name*:	
ABN/ACN Number*:	
Organization Types By Size*: (Click here for	Small Bushess
classifications for organization types).	
Head Office Address*:	
Gladstone Branch Address:	
Select the Applicable Checkboxes:	Women Owned Company Indigenous Owned Company Non-profit
	97862
Human Validation Code*:	





 Check your email and find an email from us with the subject "Buyer Email Address Validation – Action Required".

Click in the link provided to activate your account.

This will trigger a request for the Gladstone Engineering Alliance to review your request. Allow for a day or two for your request to be processed.

If you would like to follow up on the status of your registration request, please contact the GEA team.

iv. Once the GEA has reviewed your application, you will receive another email welcoming you to the platform with instructions of the different functions that you can perform as a buyer in the system.

From this moment onwards, you are fully onboard and can commence utilising the platform.

Getting too much email? Unsubscribe Manage Flag for follow up.	subscriptions
 You forwarded this message on Fri 11/17/2023 07:4 	10
G GCSP To: You	← ← → … Mon 11/13/2023 09:51
Pear John,	•
hank you for registering as a buyer on the Gladstone Ve are excited to have you on board and look forwar rocurement needs.	
o ensure the security and authenticity of all our user indergo a validation process. Please take a moment t licking the link provided below:	
Tilck here to activate your account ystem Administrator Jadstone Connects Supplier Platfor 07 4972 9806 JB cgscpBreasatiand W gcsb.gea.ast 4/69 Goondoon St, Gladstone QLD 4680	5.au
CODECTS SUPPLIER PLATFOR	
\vec{x} \leftrightarrow	
Welcome to the Gladstone Connects Supplier Pla	tform
G GCSP	5 % A

Buyer Email Address Validation - Action Reg

lo:	You	
John,		

Congratulations on joining the Gladstone Connects Supplier Platform! We are thrilled to have you on board as a registered buyer. To ensure your experience is seamless and rewarding, we kindly request you to review the following instructions:

 Complete Your Byoer Profile: Take a moment: Di lli ail the required details, incluring your burkens detection and logo. Completing your buyer profile will enhance your presence on the platform.
 Create RF2/RF2/RF20 Requests: A Birt Infaulting your profile, proceed to create Requests for Quantation (RF2), Requests for Information (RFI), or Expressions of Interest (EO) requests. Select relevant industry categories to match your requests needs. Please note that create a request to create Ayou cannot modify the categories. The system will singles emails to matching upplies, and these more cannot be retained. You can cancel your request anythere and create a removement of the system will singles will be subjected potential.

 Supplier Matching: Our system automatically notifies registered potential suppliers based on matching categories between their capabilities and your suppliers based on matching categories.

2.2. Dashboard and menu options navigation

After logging into the system with the email address you used to register and your password, you will be directed to your Dashboard which will summarise your organisation's activity and from where you will be able to access the main system functions.

Prove Sub Accounts Notifications Prequests Image your requests Post a Request Wy Requests My Requests Manage your requests Image your requests Image your requests Image your requests Post a new request Supplier Supplier Supplier Zu/11/2023 Test new plant somewhere (edited) O New responses (Approved: 1 Rejected: 0) 12 Visits Zu/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits Zu/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits		PLIER PLATFORM	🖆 Hor	ne FAQ Cont	tact	P	Jupiter Energy A	ustralia Pty L	.td (Test Buyer)	9	O LOGOUT
Requests Image your requests Image your requests Post a Requests My Requests Manage your requests Post a new request Voru Latest Requests Manage your requests O New responses (Approved: 1 Rejected: 0) 12 Visits Supplier section 2/11/2023 Test new plant somewhere (edited) O New responses (Approved: 1 Rejected: 0) 12 Visits 2/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits 2/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits		Dashboard Su	b Accounts No	ifications							
Responses Post a Request Responses Post a Request My Requests Manage your requests Post a new request Your Latest Requests O New responses (Approved: 1 Rejected: 0) 12 Visits Supplier Search 24/11/2023 Test new plant somewhere (edited) O New responses (Approved: 0 Rejected: 0) 12 Visits 22/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits 22/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits 22/11/2023 Test duplication O New responses (Approved: 0 Rejected: 0) 1 Visits		-TA	17		0	ГДЛ					
Company Profile Your Latest Requests Supplier server 24/11/2023 Test new plant somewhere (edited) 0 New responses (Approved: 1 Rejected: 0) 12 Visits 22/11/2023 Test duplication 0 New responses (Approved: 0 Rejected: 0) 1 Visits 22/11/2023 Test duplication 0 New responses (Approved: 0 Rejected: 0) 1 Visits		ĽIJ				Ē	Post a Reque				
Supplier Search 22/11/2023 Test new plant somewhere (edited) 0 New responses (Approved: 1 Rejected: 0) 12 Visits 22/11/2023 Test duplication 0 New responses (Approved: 0 Rejected: 0) 1 Visits 22/11/2023 Test duplication 0 New responses (Approved: 0 Rejected: 0) 0 Visits				Manage your reques	sts O	Post a new req	uest	0			
Search 22/11/20/3 Test duplication 0 New responses (Approved: 0 Rejected: 0) 1 Visits 22/11/20/3 Test duplication 0 New responses (Approved: 0 Rejected: 0) 0 Visits		24/11/2023 Te	st new plant somewh	ere (edited)		() New responses	(Approved: 1	Rejected: 0)	12 V	isits
									1000 CO. 100 CO. 100		
Logout See All) Logout				Se						

- i. In the page's top section, you will find the links to the Home page, Frequently Asked Questions and Contact details. In the top right corner, you will also see an icon indicating the number of relevant alerts and notifications, the name of your organisation, your logo, and Logout button to close your session.
- ii. In the left section, you will also have the possibility to access the main system functions such as:a. Management of new and existing requests





- b. Management of responses to existing requests
- c. Management of your company profile
- d. Supplier search engine

2.3. Manage your Buyer Company Profile

Building a comprehensive buyer profile will enhance your presence on the platform, attracting more relevant suppliers and promoting transparency and visibility of the present and vision of the organisation in the Gladstone Region.

Take your time to populate the information required in a way that highlights your business strengths, commitment to local buy and other values, share your project pipeline and encourage local suppliers to connect and respond to your organisation's future purchase requests.

- In the top section of the page, you will be able to select which piece of information you want to modify business profile, password, logo, photo gallery, video presentation and projects pipeline.
- ii. By clicking on Edit Business Profile, you can modify:
 - Your personal and business contact information (first and last name, position/role, business phone, direct dial phone, mobile phone).
 - ▲ <u>IMPORTANT</u>: Please note that the information you provide here will be visible and public by default. You can change this setting by selecting the option to show these contact details down the form.

Show my site url, address and phone on the website:	No	~
	Yes No	

Edit Business Profile	Change Password	Logo Photo Gallery	Video Presentation	on Projects Pipeline
Edit Business P	rofile			
Username:	cipuzakadrian@ho	tmail.com		
First Name*:	John			
Last Name*:	Smith			
Position/Job Role*:	Procurement M	anager		
Business Phone*:	03 2222 3333			
Direct Dial Phone:	03 5555 6666			
Mobile:	04 0000 1111			
Business Email:	procurement@j	upiterenergy.com.au		
Business Name*:		tralia Pty Ltd (Test Buyer) dministrator if you wish to edit	t the Business Name	
Business Description*:	development to co	velopment: Jupiter Energy ontinuously improve our hy wards greater efficiency a	ydrogen extraction proce	
	governments, and	gement: We actively engag I stakeholders to foster un ations benefit the environr	derstanding and collabo	ration,
	Location:			
	position for its op access to skilled I	cone, Queensland, Australia erations. The proximity to local talent make Gladstor energy from the cosmos t	major transportation hu ne an ideal base for our r	bs and
ABN/ACN Number*:		dministrator if you wish to edit	t the ABN/ACN number	
Organization Types By Si (Click here for classificat organization types)		n	~	
Head Office Address*:	4/69 Goondoon St	t		

- Your business data such as name and its description, ABN, organisation size, addresses, website, and social networks URLs, etc. You will also be able to select the checkboxes that describe if the business is Women owned, indigenous owned or non-for-profit.
- You can optionally include those FAQ by suppliers, either as a simple series of Q&A in the form field provided or by uploading a PDF document containing that information.
- To give you flexibility, it is also possible to enter any Other Useful Information you would like to share with others in your company profile.

Suppliers' FAQ:	1) How real is this business? We are serious! We are looking at starting H2 extr	action by 20	28!
	2) Would you support suppliers to raise their capa your needs in the future? Definitely! We can trial new technology via proof of even subsidy R&D activities!		
Suppliers' FAQ:	Choose File No file chosen		Û
Other Useful Information:	Other useful information		
			1.

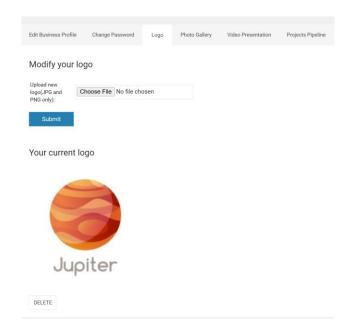
iii. By clicking on Change Password, you can modify your current login details:



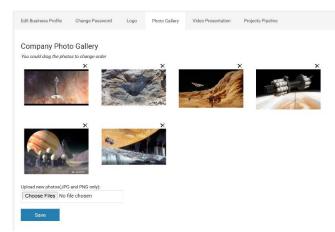


Edit Business Profile	Change Password	Logo	Photo Gallery	Video Presentation	Projects Pipelin
Change your pa	assword				
Current password:					
New password:	(9 characters with at lea	ist 1 uppercase	eletter, 1 number, and 1 :	symbol)	
	ord:				

iv. By clicking on Logo, you can upload and change your company's logo:



v. By clicking on **Photo Gallery**, you can upload photos that depict your organisation and its activities:



vi. By clicking on **Video Presentation**, you can include a link to a YouTube video that describe your organisation and/or projects:





Edit Business Profile	Change Password	Logo	Photo Gallery	Video Presentation	Projects Pipeline
Create your vid	eo presentatior	ı			
Click here to dele	te				
YouTube Video ID / URL:	https://www.youtube	e.com/wate	h?v=R6K4M4Q0		
Save					

By clicking on **Projects Pipeline**, you can add multiply projects in your organisation's pipeline that you would like to provide visibility of, to potential suppliers. Each project has a name, ETA, Description, Capabilities that will require from suppliers and a link to an external website providing more details of each:

Edit Business Profile	Change Password	Logo Pho	to Gallery Video Pres	entation Projects Pi	peline	
					<u>Ω</u>	+ Add Projects to Pipelin
Projects Pipeli	ne					
			Search in:	Name ~		Search
Modify	Name	Expected Starting Da	ate Project Description	Capabilities Required	External Link	
	First exploration		This will be out first attempt to land in			
□ 🖪	flight - Ganymede's base	21/03/2024	Ganymede to explore our future operations' base.	Jet propulsion		
			First trial for H2 extraction from			
			Jupiter, and processing to separate from Helium.			
			UNSPSC Code: 25190000 -			
			Spacecraft or satellite manufacturing			
	First H2 extraction		services This code encompasses services related to the	UNSPSC Code: 25190000 - Spacecraft		
□ 🖪	from Jupiter	13/11/2025	manufacturing of spacecraft or satellites, which would	or satellite manufacturing services		
			include the design.	2		

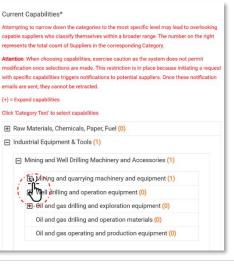
2.4. Request management – Post a new Request.

The system allows the creation and management of three type of purchase requests:

- Requests for Quotation (RFQ)
- Requests for Information (RFI)
- Expressions of Interest (EOI)

By selecting relevant industry categories to match your request's needs, the system will automatically match and notify potential suppliers with matching capabilities to your request.

 Select the Type of request, the Title, and the capabilities that this request requires the suppliers to currently have. Click on the ⊞ icon to expand the categories and access the subcategories that best represent the products or services required. Note that next to each category, you can see in brackets the number of suppliers with that capability.







- ▲ <u>IMPORTANT</u>: When choosing capabilities, exercise caution as the system does not permit modification once the request has been created. This restriction is in place because initiating a request with specific capabilities triggers notifications to potential suppliers. Once these notification emails are sent, they cannot be retracted.
- Select the Service Areas where you require the products or services to be delivered. Note that options are mutually exclusive, therefore make sure that you select all applicable boxes. For example, if you are looking for a supplier that can meet your needs in Gladstone and Rockhampton, select both Gladstone and the Central QLD options.

Describe the request in the Request Summary field to provide a brief overview of the and include as many attachments as you want with additional information that you consider descriptive of the Request.

You can also include a template that you want suppliers to use when responding to your requests, while you can indicate if you are open to receiving responses without the template being used or not. Be able to optionally show the budget available for the job.

- iii. Define the key dates for the new request:
 - Query cut-off date: last day where questions will be accepted from suppliers.
 - Expected completion date: ETA for the finalisation of the supplier responses' evaluation.
 - Closing date: deadline to accept responses for this request.

Optionally, include a link to a parent project that triggers this request (this can be an external link or a link to a request within our platform).

Finally, optionally add as many mandatory questions that you would like the supplier to respond to, in relation with the current request.

For each question, you can include multiple possible answers (one response per line) within the corresponding textbox. The system will make the supplier choose among those when responding to your request. Alternatively, you can leave the Possible Answers blank, which will then prompt the supplier to provide a free text answer when submitting a response to the request.

Click on "Add Another Question" to add more.

Finally, click on Submit to save the request and automatically notify any matching suppliers.

fry oue and to mening responses from providen who offer rankots throughout the inter Galditations Galditatio	Preferred Supplier Service Areas*	
I Gladatone Central QLD Queensland Australia International Request Summary* proverse 2000 characem) Supplier Response Template MS Word. Exced or PCF oxy. Maximum allowed size is 10060) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request I Attachments to your Request I Choose File No file chosen		throughout the
Choose File No file chosen		
Queensland Queensland Queensland International Request Summary* International Supplier Response Template MS Word, Coole or PFF only. Maternum allowed size is 10MD) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Yes Yes Yes Choose File No file chosen Attachments to your Request Choose File No file chosen		
Australia International Request Summary* readrom 3000 datacerri) Supplier Response Template MS Word, Excel or PEF only. Maxemum allowed size is 10ME) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachment to your Request Choose File No file chosen		
International Request Summary* International Request Summary* Suppler Response Template MS Word, Excel or PCP rety. Maximum allowed size is 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachment to your Request Choose File No file chosen	Queensland	
Request Summary* Request Summary* Request Summary* Request Summary* Request Summary* Response Template Supplier Responses Template (MS Word, Excel or PCF only Maximum allowed size is 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Choose File No file chosen	□ Australia	
treatment 2000; Hanesten) Supplier Response Template MS Word, Excel or PSP only, Maximum allowed size in 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Yes Attachments to your Request Choose File No file chosen	International	
Supplier Response Template VIS Work Clock of PFP only. Maximum allowed size is 1008) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Yes Attachments to your Request	Request Summary*	
MS Word, Doed or PCP only. Maximum allowed size is 1008) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Choose File No file chosen Choose File No file chosen	maximum 20,000 characters)	
MS Word, Doed or PCP only. Maximum allowed size is 1008) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Choose File No file chosen Choose File No file chosen		
MS Word, Doed or PCP only. Maximum allowed size is 1008) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Choose File No file chosen Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
MS Word, Excel or POF only. Maximum allowed size is 10065) Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Attachments to your Request Choose File No file chosen		
Choose File No file chosen Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request attachment	Saulta Rassas Tanalas	e.
Are you Open to Receiving Responses that do not use the Template? Yes Attachments to your Request Attachments to your Request Choose File No file chosen Choose File No file chosen		h
Yes Attachments to your Request Attachments to your Request Choose File No file chosen Choose File No file chosen	MS Word, Excel or PDF only. Maximum allowed size is 10MB)	A
Yes Attachments to your Request Name of Choose File No file chosen Choose File No file chosen	MS Word, Excel or PDF only. Maximum allowed size is 10MB)	A
Attachments to your Request Attachments to your Request Choose File No file chosen Choose File	MS Word, Excel or PDF only. Maximum allowed size is 10MB) Choose File No file chosen	
Name of document Choose File No file chosen	MS Word, Excel or PDF only. Maximum allowed size is 10MB) Choose File No file chosen	A Template?
document	MS Word, Excel or PDF only, Maximum allowed size is 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the	Template?
document	MS Werk, Exed or PDF only, Maximum allowed size in 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the Yes	Zemplate?
Add Another Attachment	MS Werd, Exed or PDF only, Maximum allowed size in 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the Yes Attachments to your Request	v
	MS Werk. Exed or PDF only, Maximum allowed size in 10MB) Choose File No file chosen Are you Open to Receiving Responses that do not use the Yes Attachments to your Request Name of Name of	v

dd/mm/yyyy Expected Completion Date for Supplier Identification and Evaluation dd/mm/yyyy E Closing Date* dd/mm/yyyy dd/mm/yyyy E Closing Date* dd/mm/yyyy dd/mm/yyyy E Link to Parent Project E Add Mandatory Questions • • Type your question if the 'Questor' field. • • If you server the Stable Answers' field graph; it will digity as the field to the sugget by expression. • • Uppe your question if the 'Questor' field. • • If you server the Stable Answers' field graph; it will digity as the field to the sugget by expression. • • Ouestion 1 Do you have insurances? • Possible Answers • • Vec No • Add Another Ouestion • • Question 2 • For how many years have you been operating in Gladstone? Possible Answers • • • Add Another Ouestion • • • Ouestion 2 • For how many years have you been operating in Gladstone? • Possible Answers • •	vate*	lier Query Cut-Off
dd/mm/yyyy Image: Closing Date* dd/mo/yyyy Image: Closing Date*		mm/yyyy 🖃
Closing Date* Closing Date* dd/mm/yyyy C Link to Parent Project Add Mandatory Questions · Type your question in the "Question" field. · If you want to provide a deprovement of the supplier to choose from, type the available · Type your question in the "Question" field. · If you want to provide a deprovement of the supplier to choose from, type the available · Type your question in the "Question" field empty, it will display a test field for the supplier to ghoose a set or approvement of the the twee question and the supplier to ghoose the supplier to ghoose a set or approvement of the the supplier to ghoose a set or approvement of the the supplier to ghoose a set or approvement of the the supplier to ghoose a set or approvement of the the supplier to ghoose a set or approvement of the the supplier to ghoose a set or approvement of the supplier to ghoose a set or approvement of the the supplier to ghoose a set or approvement of the the supplier to ghoose a set of the sup	ate for Supplier Identification and Evaluation	cted Completion
dd/mm/yyyy Eink to Parent Project In Add Mandatory Questions • Typey our gradient in the "Question field. • Typey our gradient in the "Question field. • If you with the "Possible Answers" field empty, it will display a test field for the applier to the output of the standard for the applier to the output of the standard of the applier to the output of the standard for the applier to the output of the standard for the applier to the output of the standard for the applier to the output of the standard for the applier to the output of the standard for the applier to the output of the standard for the applier response to the display a test field for the applier response to the display a test field for the applier response to		mm/yyyy 🖻
Link to Parent Project Add Mandatory Questions • Type your question in the 'Question' field. • Type your question is 'Possible Answers' field energy, it will display a teen field for the supplier to type energy. • Types have the there questions will appear as mandatory fields on the supplier response on Question 1 Do you have insurrances? Possible Answers Yes No Add Another Question Question 2 For how many years have you been operating in Gladstone? Possible Answers Less than a year 1 to Sysers		ing Date*
Add Mandatory Questions Type your question in the "Question" field. Type your question in the "Question" field empty, it will display a test field for the supplier to group of the supplier		mm/yyyy 🖃
Type your againston in the "Question field. If you want to provide a dop-down selection for the supplier to choose from, type the available selection in the "Double Answer" field empty, it will display a text field for the supplier to the suplier to the supplie		to Parent Project
Possible Answers Yes No Add Another Question Question 2 For how many years have you been operating in Gladstone? Possible Answers Less than a year 1 to 5 years	Question' field. p-down selection for the supplier to choose from, type the available Answers' field. Type one answer per line to make it appear as a selection nawers' field empty, it will display a text field for the supplier to type the	Type your question in the If you want to provide a selections in the 'Possib drop down. If you leave the 'Possible answer. Please note that these q
Possible Answers Yes No Add Another Ouestion Question 2 For how many years have you been operating in Gladstone? Possible Answers Less than a year 1 to 5 years	nces?	o vou have insur
No Add Another Question Question 2 For how many years have you been operating in Gladstone? Possible Answers Less than a year 1 to 5 years	1060	
Question 2 For how many years have you been operating in Gladstone? Possible Answers Less than a year 1 to 5 years		
Question 2 For how many years have you been operating in Gladstone? Possible Answers Less than a year 1 to 5 years		ld Annathan Overstine
Possible Answers Less than a year 1 to 5 years		
Less than a year 1 to 5 years	s have you been operating in Gladstone?	or how many yea
1 to 5 years		ssible Answers
Add Another Question		d Another Question
Submit		





2.5. Request management – Managing existing requests.

The system allows the buyer to manage previously created requests.

When clicking on the main menu option **Requests**, the system will present a list of existing requests which are not yet expired. From this list, the buyer will be able to view the details by clicking on the Request ID or its Title, modify it by clicking on the icon. By clicking on the icon under the "Message" column, the buyer will be able to interact with suppliers via the Q&A messaging service. Finally, the Action column will allow to cancel the request should it become no longer valid.

GLADST CONNE GEA SUPPLIER PI	CTS	۲¢ ا	Home	FAQ C	Contact	Ļ	Jupiter	Energy Australia	<u>Pty Ltd (Test B</u>	luyer).	් logout
Ch Home	My Requests Po:	st a Request	Expired	Requests	3						
Requests	Managa Dagu	+ -								(+) Post	a Request
Eo Responses	Manage Requi	ests		To:		Search in	GCSP	D v		Sea	rch
Company	GCSP ID	Posted by	Modify	Status	<u>Title</u>	<u>Message</u>	Statistics	Published Date	Closing Date	<u>Responses</u>	Action
Profile	GCSP44-RFI	John Smith		Active	<u>Test New Plant</u> <u>Somewhere (Edited)</u>	0	Statistics	24/11/2023	30/11/2023	1	<u>Cancel</u>
Supplier	GCSP39-EOI	John Smith		Active	<u>Trigger Aeronautical</u> <u>Services</u>	0	Statistics	24/11/2023	29/11/2023	<u>0</u>	Cancel
Search	GCSP38-EOI	John Smith	ß	Active	EOI - Jupiter Expedition - Spacecraft Consulting Services	9	Statistics	17/11/2023	30/11/2023	1	<u>Cancel</u>
Logout										D	elete

Note that you can order the results by clicking on any of the following columns: GCSP_ID, Title, Message, Published Date, Closing Date and Responses.

ii. By clicking on the Message icon associated to any request, the system will show on the left the name of the supplier that has submitting a query, and, on the right, the historic sequence of messages being exchanged between the buyer and that supplier. At the bottom, there is a possibility to send a new message to the supplier.

ly Requests	Post a Request	Expired Requests	
🚓 Ga Back			
CSP38-EOI	: EOI - Jupiter expe	edition - spacecraft	consulting services
Suppliers		640	
		-FTSD P	what does BLA BLA BLA mean?
🈥 Ltd	et Science Solutions uppler Has Responded To 1 af	Science	
			Jupiter Forge It means going to Jupiter to get H12 from Unit for Date
		Rocket Bolence Solutions	The Supplier has submitted a response, <u>click here</u> to view.
		Pty Ltd	
		Write mess-	ogo

iii. By clicking on the "Expired Requests" tab at the top menu, the system will present a list of the request whose Close Date has passed. As with active requests, it is possible to access any of it details. By





modifying one expired request, it is possible to extend the close date by entering a future day, allowing the matching suppliers to respond to the request.

My Requests	Post a Request	Expired Requests						
Expired requests								
Closing Date	From:	To:	Search	in: GCSP ID	~		Search	
Modify	GCSP ID Status		essage Statistics	Published Date	Closing Date	Responses	Success Level	
□ 🖬	GCSP36-REI Inactiv	RFI - H2 Plant In Ganymide	Statistics	15/11/2023	20/11/2023	<u>0</u>	N/A 🗹	
□ 🖬	GCSP35-EOI Inactiv	Test Online Whitelist	Distatistics	15/11/2023	16/11/2023	<u>0</u>	N/A C	
							C)	

 iv. Also, by clicking on the icon under the rightmost column "Success Level", the buyer can indicate if the objective of connecting with potential suppliers was successful or not. The main reason for this is to track the success rate of the platform to engaging with relevant suppliers.

ctive	Test Duplicat	ion 💮	Statistics	22/11/2023	24
	Update t	he Success Level for GCS	P36 - RFI	×	24
	Status:	Successful		~	24
		Successful Unsuccessful			20,
ictive	RH - HZ Han		Statistics	15/11/2023	20,

v. By clicking on the "Statistics" option for each request, the system will show the performance of the request in terms of engagement of suppliers, responses submitted and accepted.

My Requests Post a Request Expired Requests	
	I Go Back
Show Statistics:	
All O From: 1 v / 1 v / 2021 v To: 1 v / 1 v / 2021 v Show	
1 2 3 日 33.33% 日	1
	cepted Responses
Expressed interest in responding	
Search In: Business Name ~	Search
Date Business Name	
15/11/2023 Rocket Science Solutions Pty Ltd	
	Delete
The requests was shown 9 times for the selected time period	
Detailed Report	
Date Suppliers	
15/11/2023 Rocket Science Solutions Pty.Ltd	
Image: 15/11/2023 Rocket Science Solutions Pty Ltd	

2.6. Responses by suppliers

By clicking on the **Responses** main menu option, you can access the list of responses to requests received by suppliers. Each response can be in one of the following three states: decision pending, approved or rejected.





GLADS CONN GEA SUPPLIER	ECT	S		🖺 Home	FAQ	Contact	4	Jupiter	Energy Australia Pty Ltd (1	<u>Test Buyer)</u>	O LOGOUT
CC Home		Decision P	ending Responses	Approved	Response	es Reject	ed Responses				
Requests	I	Decisio	on Pending Re	sponse	s						
Eo Responses	F	Please not	e that the Supplier will I	be notified o	of this outc	ome, including	the reason you enter Search in:	Title	v		Search
¢			Responded Date		Title		Supplier Name	Change	e Outcome To	Details	
Company Profile			27/11/2023		RFI - New	Base In 2036	Rocket Science Solutions Pty Ltd	Accept	Reject	≣	
Supplier Search											Delete
) Logout											

Each buyer organisation shall define what "Approved" or "Rejected" means, and the definition can change across organisations. The definition is ambiguous on purpose to give every organisation the flexibility they need to use the platform to review and connect with potential suppliers that have provided a relevant response, or to shortlist suppliers based on their response.

It is important to mention though, that when Accepting or Rejecting a response, a popup box will appear requiring an explanation from the buyer to be sent to the supplier with regards to that decision.

Decision Pendir		Approved Responses	Rejected Responses
Approve t	he Respor	ise	
Response Feedback*:	relevant to o with you in inputs will a package. Once again, continuing o	or taking the time to prepare our request and therefore we the future when we release a los be considered for the pr we appreciate your efforts our collaboration. Energy procurement team.	e will consider engaging an RFT at such effect. Your eparation of the tender

▲ <u>IMPORTANT</u>: if the buyer does not want to inform the supplier at all, then the Accept or Reject functionality shall not be used by the buyer. Alternatively, please ensure the message includes any disclaimer or clarification with regards to what the acceptance or rejection means in agreement with your internal processes.

As a result, the supplier that submitted such response will be notified via email and in the platform. Please note the reason you indicate in the platform when you accept it will be included in an automatic email sent to the supplier as follows:

Congratulations! Your Response is being considered by TEST BUYER > Indexx	8	ø
GCSP <no-reply@gcsp.gea.asn.au> 09:45 (0 minutes ago) ☆ to me ▼</no-reply@gcsp.gea.asn.au>	4	:
Dear Adrian,		
We are delighted to notify you that your response to the request titled "TEST RFI" is being considered by TEST B Congratulations!	UYER.	
Below is the Response Feedback provided by the buyer: Thank you for submitting you response to our Expressic	n of	
Interest. We are happy to confirm that we have positively identified you as a potential future supplier for this reque	est.	
We will opportunely come back to you in the next quarter and will be invited to particiapate in our RFT. Kind regar	ds, the	
"Company Name" procurement team.		
Thank you for being an active participant in Gladstone Connects Supplier Platform.		
System Administrator		
Gladstone Connects Supplier Platform		
T 07 4972 9060 E gcsp@gea.asn.au W gcsp.gea.asn.au		
A 4/69 Goondoon St, Gladstone QLD 4680		
GEA GLADSTONE		
conjects		
SUPPLIER PLATFORM		

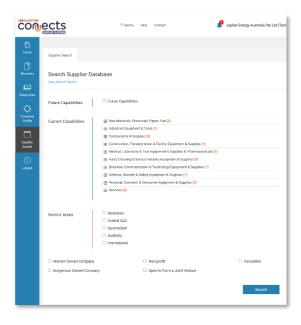




Alternatively, if you reject the response, the reason you indicate in the platform will be shown as follows:

Response Rejected by Buyer 🕨 🔤			æ	Ľ
GCSP <no-reply@gcsp.gea.asn.au> to me ▼</no-reply@gcsp.gea.asn.au>	09:36 (0 minutes ago)	☆	¢	:
Dear Adrian,				
We regret to inform you that your response to the request titled TEST RFI has been	n rejected by the buyer.			
Below is the Response Feedback provided by the buyer: Thank you for submitting				
note that in this occasion we have not progressed forward with it, as the project ha	is suffered from a delay a	and the	refore v	ve
will cancel this request. Thank you for your understanding. The Procurement Team	a - Company Name			
We value your active participation and encourage you to explore future opportuniti Platform.	es through Gladstone Co	onnect	Supplie	٢
Best regards,				
The Gladstone Engineering Alliance Team				
System Administrator				
Gladstone Connects Supplier Platform				
T 07 4972 9060 E gcsp@gea.asn.au W gcsp.gea.asn.au				
A 4/69 Goondoon St. Gladstone QLD 4680				
GEA GLADSTONE				
conjects				
SUPPLIER PLATFORM				

2.7. Supplier Search



You can search among the local supplier's directory by filtering their capabilities, either Current or Future, their Service Areas and company classification. You can also filter by those that you have categorised as favourite.

earch Supplier Database						
		Se	arch in:	Business Name 🗸		Search
Business.Name	Phone	View			Favourite	
Elvis Presley Group Of Companies	0419880528	۲			•	
Jazz Mater Blaster	0419880528	۲				
Harbour Haven Accommodations Pty Ltd	03 3333 2222	۲				
Rocket Science Solutions Pty Ltd	03 1111 2222	•			•	
Greenscape Gladstone	000777444	•				

The system will bring a list of suppliers from the database which you can further review by clicking on their name. This will take you to their company profile.

Supplier Search	
Rocket Science Solutions Pty Ltd	Mark as a Favourite
Company Overview:	
Rocket Science Solutions is a cutting-edge aerospace company headquartered in Gladstone, Queensland, Australia. We specialize in providing a comprehensive mange of products and services tailored for interplanetary exploration, with a primary focus on supporting missions to Jupiter and beyond. Our team of expert is idedicated to pushing the boundaries of space technology to make interplanetary travel a reality.	ROCKET SCIENCE
Mission Statement:	
At Rocket Science Solutions, our mission is to advance the frontiers of space exploration by supplying innovative products and services that enable safe, efficient, and sustainable missions to destail blocks like Jupiter. We are committed to contriburing to the scientific understanding of our universe while fostering technological advancements in the aerospace industry.	
Key Services:	
 Spacecraft Design and Manufacturing: Rocket Science Solutions specializes in the design and manufacturing of advanced spacecraft tailored for interplanetary missions, ensuring reliability and efficiency in the harsh conditions of outer space. 	
 Propulsion Systems: Our state-of-the-art propulsion systems are engineered for maximum efficiency, providing the necessary thrust for spacecraft to navigate the vast distances between Earth and Jupiter. 	
 Communication Solutions: Rocket Science Solutions offers cutting-edge communication systems that enable seamless data transmission between Earth and spacecraft, ensuring real- time monitoring and control of interplanetary missions. 	
 Mission Planning and Consultation: Our team of aerospace experts provides comprehensive mission planning services. offering insights and consultation to optimize the success of journeys 	

▲ <u>IMPORTANT:</u> note that when accessing their company profile, the buyers will be able to know that your organisation has view their profile, how many times and when that happened.

Privately, you can mark the supplier as "favourite" to easily find it later in subsequent searches.



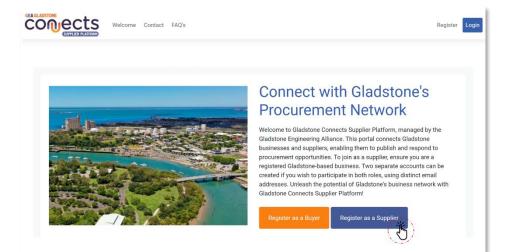


3. Supplier Functionalities

3.1. Registration

New organisations looking to register in the platform as a supplier will need to follow a series of steps to become active in the system, as follows:

v. Click on "Register as a Supplier" button in the Home Page:



vi. Follow the instructions in the screen and fill in every mandatory field identified with an asterisk (*).

Note that the person registering on behalf of an organisation will be responsible for completing and maintaining the organisation profile in the system.

Also, this person will be able to create multiple subaccounts for the same business which will be able to work in responses to requests from buyers.

Submit the form and wait for an email to validate your account.

Lat Name: Image: I	First Name*:			
Barton: Image: Barton: Parkened: Image: Barton: Personed: Image: Barton: Persone: Image: Barton: Person: Image: Barton: Person: Image: Barton: Person: Image: Barton: Person:				
Persond: Image: Person of the Mark Segment of the Normal S				
Reserve the last algorization (notice) all lights) Confine Reserve the light all lights) Restrict Reserve the light all light	Email*:			
Confor Massandt Image: Image				
Protoculula linder:		symbol)		
	Confirm Password*:			
Note: Image:	Position/Job Role*:			
Absciss Name:: Image: Section 1000000000000000000000000000000000000	Business Phone*:			
Ability Ability Marketers Image: Compare Section 1000000000000000000000000000000000000	Mobile:			
Net of Office Address: Impact Notice Stands Address: Select the Applicable Checkbooks: Impact Notice Company Impact Notice Company Select the Applicable Checkbooks: Impact Notice Company Impact Notice Company Vold Address Address: Impact Notice Company Impact Notice Company Vold Address Address: Impact Notice Company Impact Notice Company Vold Address Address: Impact Notice Company Impact Notice Company Vold Address Ad	Business Name*:			
Okidance iranch Address Impainted Company	ABN/ACN Number*:			
Select the Applicable Checkboose: Immenta Junes Grappay Immenta Junes Grappay Select the Applicable Checkboose: Immenta Junes Grappay Immenta Junes Grappay Select the Applicable Checkboose: Immenta Junes Grappay Immenta Junes Grappay Of Val Ackloandeling The Hamping Immenta Junes Grappay Immenta Junes Grappay Of Val Ackloandeling The Hamping Immenta Junes Grappay Immenta Junes Grappay Of Val Ackloandeling The Hamping Francescope Immenta Junes Jun	Head Office Address:			
Image: Note Status Image: Note Status Validation Puppee Ony Image: Note Status Obtain Program Brightstatus Cont Image: Note Status Obtain Program Brightstatus Cont Image: Note Status Obtain Program Brightstatus Cont Image: Note Status Obtain Program Brightstatus Image: Note Status Obtain Program Brightstatus Image: Note Status Program Brightstatus Cont Gotterster Image: Note Status Obtain Program Brightstatus Image: Note Status Status Image: Note Status St	Gladstone Branch Address:			
Conversion Purpose Only United Yore Purpose Only United Synthesis Purpose Information Informatio Information Informatio	Select the Applicable Checkboxes:	Women Owned Company	Indigenous Owned Comp	
Ote You A choose length the isotypic link Face solution Or Wu A choose length The isotypic link Face solution Initial of the isotypic link Face solution Pace indication Locally OwnerPrint Face solution Pace indication Local Vance indication Local Vance indication Face solution Pace indication Local Vance indication Local Vance indication Face solution Pace indication Local Vance indication Local Vance indication Face solution Pace indication Local Vance indication Face solution Pace indication Local Vance inditation Local Vance inditatio		Non-profit	Open to Form a Joint Ver	ture
Objective Parallelse Registration Contracts Same Registration Contracts Development Parallelse Registration Contracts Para Same Development Parallelse Registration Contracts Para Same Parallelse Registration Contracts Para Same Parallelse Registration Contracts Parallelse Registration Contracts Parallelse Registration Contracts Parallelse Registrati				
Nuk Achoolekeije The Beiographical Definition of Vacalitabio Studiestanding and Research Cacality Understanding And	For Validation Purpose Only			
Definition of Vacail' by understanding the list of the list offer the list off the list offer the list off the list offer the list off the list offer the list of list offer the list of list offer the list of list offer the list of list offer the list of	Upload Your Business Registration Certificate:	Choose file No file chosen		
Prese Indicate Your Total Workforce ** Prese Indicate Your Total Workforce ** Prese Indicate The Vookforce Total Reades in the Local Area**. Deal Your Readers ** Deal Your Readers ** Seating ** Seati	Definition Of "Local" By Understanding The Limits Of The Gladstone Local Government Area (LGA)? Click Here For Gladstone LGA	Please Select		~
Plass Indicate The Workfore That Resides The Local Keet. Image: Second Second Second Second Workfore That Resides Second Workfore That Resides Second Workfore That Resides Second Workfore Second Second Second Plass Plasmas Plasmas Plasmas Network That Conducted Local Control Second Second Net Al Audit Plant That Plant Plant Plant Second Plant Plant Plant Plant Plant Plant Second Plant Plant Plant Plant Plant Second Plant Plant Plant Plant Plant Plant Plant Plant Second Plant Plant Plant Plant Plant Plant Plant Second Plant Plant Plant Plant Plant Plant Plant Plant Plant Second Plant Plant Plant Plant Plant Plant Plant Plant Plant Plant Second Plant Plant Second Plant Plant Second Plant Pl	Is Your Organization Locally Owned?4:	Yes		~
The Local Keen: Image: Comparison of Compa	Please Indicate Your Total Workforce*:			
Add Clauber That Lea Primary Protocol of source of sourc				
Supplied Webs The Local Acet *: number His A Kynk Conducted Local' Control Forthering Internet Property Internet	Does Your Business Provide Goods, Services	Fex		~
To The Exterprets' Primary Business Purpose Point An Autility Private Business Purpose Point An Autility Private Business Purpose Point To You Local To You Point P				
A Multikery Function Nach Als HB/H Wate Ia You Local Yearthy Content Repaining=Y. Optionality Research You de ny Additional Comments That Care in solitate The Consolitation Of Your Department In Nach Care Departs You Memoria De Recore Local Departs You Memoria Departs You Memoria Depart		Recently		~
Watt is Your Local Yearly Contract Egending**: Optionally, Ricare Provide Any Additional Commons that Can Facilitate The Instructional Comparison As a Local Arrivation of the Records and Arrivation of the Records and Arrivation of the Records and Arrivation of the Records are arrivation of the Records and Arrivation of the Records and Arrivation of the Records and Arrivation of Uses				
Optionally Reser Provide Any Additional Common Markanian Contention of the Resonant Local II Statistication Of Your generation As a Local II Statistication Of Your generation and the Resonant Local II Journey : I = 1 = 9 Human Validation Codet: I = 1 = 9 I = 1 = 9				
Human Validation Code* In 11 heady are connect to the storage and processing of data submitted to Gladitone Connect's Suppler Platform. For details, kindly refer to our built Management Pulky and Terms of Use.)	Optionally, Please Provide Any Additional Comments That Can Facilitate The Classification Of Your Organization As Local, Of Express Your Intentions To Become Local If You Are Not. We Can Support You On That			
Human Validation Code* In 11 heady are connect to the storage and processing of data submitted to Gladitone Connect's Suppler Platform. For details, kindly refer to our built Management Platey and Terms of Use.)				
kindly refer to our Data Management Policy and Terms of Use.)	Human Validation Code*:	9 1 3 1 9		
			Gladstone Connects Supplier	Platform. For details,
*) Mandatory fields	*) Mandatory fields			
Submit				Submit





Z

vii. Check your email and find an email from us with the subject "Supplier Email Address Validation – Action Required".

Click in the link provided to activate your account.

This will trigger a request for the Gladstone Engineering Alliance to review your request. Allow for a day or two for your request to be processed.

If you would like to follow up on the status of your registration request, please contact the GEA team.

viii. Once the GEA has reviewed your application, you will receive another email welcoming you to the platform with instructions of the different functions that you can perform as a buyer in the system.

From this moment onwards, you are fully onboard and can commence utilising the platform.

	rocess. Please take a moment to validate your account by clicking the link provided below:	
	Welcome to Gladstone Connects Supplier Platform! > 100000 🖶 🖸	
)	GCSP - no reply@gcsp.gex.een.eu- Mon, 4 Dec, 13-45 (20 hours ago) 合 ら : 15 mo +	
	Dear Adrian,	
	Congratulations on becoming a part of the Gladstone Connects Supplier Platform! We are cellighted to have you as a registered supplier, and we look forward to supporting your business growth.	
	To ensure a seamless experience, we know request you to complete your supplier profile by providing all the sequence	

Supplier Email Address Validation - Action Required

GCSP

					.
	GCSP -no reply@gtsp.gee.een.au-	Mon, 4 Dec, 13:43 (20 hours ago)	슈	4	-
	Dear Adrian,				
	Congratulations on becoming a part of the Gladatone Connects Sup registered supplier, and we look forward to supporting your business		o have	you as a	•
	To ensure a seamless experience, we knotly request you to complet details. This includes uphating your logo, capability statement, pow documents. Enhancing your profile will enable you to respond effort information (HF), and Request for Quotelan (HFQ) requests. Pless supplier profile section: will be accessible through the GCBP website to supplier profiles.	tuct and services information, and ivoly to Expression of Interest (Ef- se keep in mind that documents up	I any of DI), Roc bloaded	her rele wosts fo to the	want x
	The responses and documents you submit for specific EORRENREC buyers. Once the buyers have downloaded them to their devices, G control over the documents.				•
	Here's how the notification process works:				- 1
	 As a new member, you can access all pre-existing matchin dishboard and respons to them from these. Prom how orwards, when a buyer submits a new EOHRFL category and capabilities the request is in will be notified v 	RFQ request, all suppliers match			· .
	Remember, you have the privilege to ask questions to the buyers at your responses, enhancing your engagement with potential buyers.	out each EOHRFURFQ request b	efore si	uterrittin	9
_	Subtles can include their interest in expanding their capabilities in	to persoance in the future juncer.	the TFL	ture	

3.2. Dashboard and menu options navigation

After logging into the system with the email address you used to register and your password, you will be directed to your Dashboard which will summarise your organisation's activity and from where you will be able to access the main system functions.

				8	Home FAQ Conta	at			O LOGOUT
Ю́ноте	Dashboard	Notifications Sub Accourt	15						
Profile Profile	[F]	Respor	1 ses		2 Requests	\bigcirc	1 Successful Responses	Unsuccessful R	O
Request Search	Your request re		•	Total number of matching reque	4	Total number of su	occessful responses	Total number of unsuccessful responses	•
) Logout	Total number of	Undecided Respon	ses ©	Sup Supplier statistics	plier Profile View				
	* The matching re	equests count updates daily at 6	AM, 12 PM	and 6 PM					
	Your Reques	st Responses History							
	05/12/23 9:	34 Requ	est: TEST R	FI		Status: Approved		Buyer Reply: Thank you for submitting yo response to our Expression of Interest. W happy to confirm that we have positively i you as a potential future supplier for this We will opportunely come back to you in	/e are identified request.
					Se	e All			

- iii. In the page's top section, you will find the links to the Home page, Frequently Asked Questions and Contact details. In the top right corner, you will also see an icon indicating the number of relevant alerts and notifications, the name of your organisation, your logo, and Logout button to close your session.
- iv. In the left section, you will also have the possibility to access the main system functions such as:
 - a. Management of your company profile
 - b. Management of requests





c. Requests search engine

3.3. Manage your Supplier Company Profile

Building a comprehensive supplier profile will enhance your presence on the platform, attracting more relevant buyers and promoting transparency and visibility of the present and vision of the organisation in the Gladstone Region.

Take your time to populate the information required in a way that highlights your business strengths, your local presence and other values and encourage buyers to connect and interact in relation to purchase requests they publish.

- In the top section of the page, you will be able to select which piece of information you want to view or modify business profile, password, your current capabilities, review statistics, Logo, photo gallery and future capabilities.
- ii. By clicking on **Edit Business Profile**, you can modify:
 - Your personal and business contact information (first and last name, position/role, business phone, direct dial phone, mobile phone).
 - ▲ <u>IMPORTANT</u>: Please note that the information you provide here will be visible and public by default.
 - Your business data such as name and its description, ABN, organisation size, addresses, website, and social networks URLs, etc. You will also be able to select the checkboxes that describe if the business is Women owned, indigenous owned or non-for-profit.

Edit Business Profile		
Usemarre*		
First Name*:	Name	
Last Name":		
Position Job Role*	Suername	
Position/Job Hole". Business Phone".	Business Development Manager	
	09 08 08 09 0 78 08	
Mobile	04 3333 4444	
Business Name*:	TEST SUPPLIER Contact the System Administrator if you wish to esit the Busineso Name	
Business Email:	business@test.com	
Bosiness Description*.	TEST BUPPLIER 2nd line 3rd line	
ABN/ACN Number":	23 456 789 012	
Number of Years in Service:	Contact the Dystem Administrator if you wish to edit the ABNIAON numb	
Number of Years in Service:	Please felect V	
lead Office Address.	43 Ficticious Rd, Gindstone GLD 4680	
Gladstone Branch Address:	43 Ficticious Rd.	
	Gladstene CLD 4680	
Fax:	000 FAX	
Website:	https://gea.asn.au	
Do you Possess Necessary Insurances, Including Workers Compensation and Public Liability Insurance?	Yes	
Upload Your Capability Statement:	Choose fire No file chosen	Telete
Your Online Portfolio Link:	https://gea.asn.au/gladstone-connects-supplier-platfo	
Uplead Portfolio File:	Choose file No file chosen	Telese
Upload Business Brochure:	Choose tie No file chosen	E Delete
Summary of Products and Services Offered:		Telete
	TEST Suppler Summary of Products and Services offered	
Reference Projects:	Reference project 1 reference project 2	
Certificationa.	Certification abc d	
Public Contact Details:	Emergecy number 24/7: 000	You may use this field to include any public contact details such as accounts payable, sales, emergency numbers, and/or persons who are in charge of specific departments
Facebook Page LIFL:	www.facebook.com	
Linkedin Page URL:	waw.linkedin.com	
Twitter Page URL	waw.twitter.com	
YouTube Page URL:	www.voutube.com	
Instagram Page URL:	www.instagram.com	
Select the Applicable Checkboxes:	Women Owned Company	
	Indigenous Owned Company	
	Non-profit	
Notifications Email Address:	Open to Form a Joint Venture	
NotDealions Email Address:	adriancipuzak@gmail.com	
	r otifications, as well as interactions between buyers and suppliers. You'l Include revenal recipients if necessary	g man calification, enducing main and acte accurate crastic retrain. This includes proceedence of acte and the fields by declaration of an include and addresses in the field, excended by common, allowing you to 2019 certains in the gate most performants. The ensel actives provided trees in which for colliderates propose particles.

- Please make sure you upload the multiple PDF documents that describe what you do such as your company profile, brochure, and portfolio file if you have. You don't need to provide all this information but the best you describe your business the higher changes to be contacted by prospect clients in your area of expertise.
- iii. By clicking on **Change Password**, you can modify your current login details:





Edit Profile Change Password Current Capabilities Statistics Logo Photo Gallery Future Capabilities Change Password (9 characters with at least 1 uppercase letter; 1 numbe; and 1 symbol) Current password: Confirm the new password:							
(9 characters with at least 1 uppercase letter: 1 number, and 1 symbol) Current password: Confirm the new password:	Edit Profile	Change Password	Current Capabilities	Statistics	Logo	Photo Gallery	Future Capabilities
Current password:	Change y	our password					
New password:	(9 characters with	n at least 1 uppercase letter, 1	number, and 1 symbol)				
Confirm the new password:	Current passw	ord:					
	New password	ł:					
Save	Confirm the ne	ew password:					
	Save						

iv. By clicking on Current Capabilities, you can define your business' current capabilities and areas of expertise. You will need to select as many as possible and as precise as possible, to make sure that you receive the most relevant notifications from buyers creating purchase requests that match these capabilities you selected. Also, ensure you don't omit any key capability you have to avoid missing out on relevant opportunities to be published by buyers. Your selection of multiple capabilities will also make you appear in the searches done by potential buyers when they browse the suppliers' directory. To be able to select the relevant capabilities, click on the ⊞ icon to expand the categories and access the subcategory that best represents the products or services you offer. Do this multiple times to select multiple subcategories to best describe your business' current capabilities.

Edi	it Profile	Change Password	Current Capabilities	Statistics	Logo	Photo Gallery	Future Capabilities
(+ k (Ca Blu	con] - Click to tegory Text] - e highlighted	Click to Select categories are the sections y	ou have selected.	your selection.			
	tegories / E	nglish rials, Chemicals, Paper, F					
		Equipment & Tools	uei				
Ľ		000 - Mining and Well Dr ccessories	illing Machinery				
		000000 - Farming and Fis Idlife Machinery and Acc					
		1000 - Industrial Manufac ssing Machinery and Acc					
		1000 - Material Handling a torage Machinery and the ies					
		000 - Power Generation a nery and Accessories	and Distribution				
		000 - Tools and General	Machinery				
ŧ	Componer	nts & Supplies					
Ð	Constructi Supplies	ion, Transportation & Fac	ility Equipment &				

v. By clicking on Statistics, you can find out (for any period) how many requests from buyers have matched your capabilities, how many of your responses to buyer requests have been successful or unsuccessful and how many responses are still undecided, waiting for a buyer's decision.
 Additionally, you can see how many times your profile has been displayed, to which buyers, and when.





Edit Profile	Change Password	Current Capabilities	Statistics	Logo	Photo Gallery	Future Capabilities
Show Sta	atistics					
● All ○ From	m: 1 ~ / 1	~ / 2021	∽ To: 1	~ /	1 ~ / 2	022 ~
Show						
			_	-		
4		2		3	Success	1
Total number of	f matching requests	Requests	Total numb	per of successfi		sful Responses
						-
\square		0		3		0
	Unsuc	cessful Responses			Undeci	ded Responses
Total number of	f unsuccessful responses	6	Total numb	er of undecide	d responses	٥
Your profile wa	s displayed 4 times for th	ne selected time period				
Detailed	Report					
Company		Date				
TEST BUYER	2	05/12/2023				
TEST BUYER	2	04/12/2023				

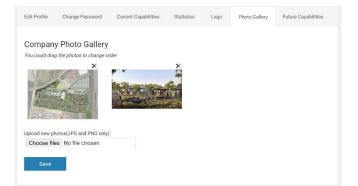
vi. By clicking on **Logo**, you can upload and change your company's logo:

Edit Profile	Change Password	Current Capabilities	Statistics	Logo	Photo Gallery	Future Capabilities
Modify y	our logo					
Updated	l Successfully					
Upload new lo	ogo(JPG and PNG only):	Choose file No file ch	osen			
Save						
Your cur	rent logo					
T	EST					
DELETE						

vii. By clicking on **Photo Gallery**, you can upload photos that depict your organisation and its activities:







viii. By clicking on Future Capabilities, please select the categories and subcategories that best reflect the capabilities your business is interested in expanding into in the future. This will enable buyers to identify the areas of interest for local businesses and potentially initiate discussions on how they can support your business in acquiring those capabilities.

Edit F	Profile	Change Password	Current Capabilities	Statistics	Logo	Photo Gallery	Future Capabilities
This	will enable		tegories that best reflect th eas of interest for local bu lities.				
(+ Ico (Cate) Blue I	m) - Click to e gory Text] - Cl hi ghlighted ca	lick to Select ategories are the sections yo	ou have selected. ottom of the page after making	your selection.			
⊞ F		als, Chemicals, Paper, Fu	Jel				
		quipment & Tools s & Supplies					
Ë		0000 - Structures and B Inction and Manufacturin S					
		00 - Manufacturing Con s	nponents and				
	€ √ 3200 Supplie	0000 - Electronic Comp s	onents and				
		00 - Electrical Systems nents and Accessories a					
	Constructio Supplies	n, Transportation & Faci	lity Equipment &				
• ا	Medical, La	boratory & Test Equipme	ent & Supplies &				

3.4. Requests Management

By clicking on the left menu option "**Requests**", you will be able to access the list of New, Responded and Expired Requests from buyers. You can also search within a particular time frame and access any of the requests listed in the screen by clicking on its ID, Title of "view" icon.

You can also access the buyer's company profile by clicking on its Business Name.

		FAQ Contact	TEST SUPPLIER 💩 🛛 LOGOUT
n Home	New Requests Responded Requests Expire	ed Requests	
(D) Profile	New Requests		View Interest Expressed
() Requests	Published Date From: To:	Search in:	Request v Search
() Request	Request ID Title Business Name GCSP2-E0I TEST REQUEST 1 TEST BUYER	Messages Published Date	Closing Date
Search			

Finally, you can access the messaging thread of Q&A between you and the buyer via the "messages" icon, which indicates the number of unread messages per request.

i. By clicking on the any of the requests in the list, you will list access the details associated with it, from where you will be able to:





	Responded Requests	Expired Requests	
Request Deta	ails		
GCSP4-EOI: T	EST REQUEST #3		
Business Name		: TEST BUYER	
GCSP Reference	#	: GCSP4-EOI	
Request Type		: EOI: Expression of Interest	
Opens		: 05/12/2023	TEST
Closes		: 06/12/2023	
Supplier Query C	ut-off Date	: 05/12/2023	
Expected Supplie	er Evaluation End Date	: 06/12/2023	
Request Summa	ry	: Test request 3	
Selected Capabi	lities	: 85000000 - Healthcare Services	
Supplier Respon	se Template	1-	
Supplier is open that do not use t	to receive responses - he template	:Yes	
Attachments		:-	
Notify	the Buyer of Your Intenti	n to Respond Download This Request and All Attachments Ask a Question	n Create a Response

- Notify the Buyer of your intention to respond: click in this button if you want the buyer to be automatically notified that you intend to respond to this request. Providing feedback and improving the communication between the parties will help to stablish better relationships.
- **Download the request and all attachments**: if you want to work offline on your response until it is ready, you can download all the information provided by the buyer in a single zip file to your local computer.
- Ask a Question: write to the buyer via the platform to ask any queries that might help you responding. Please note there is a deadline to ask questions for every request. You will be then able to go backwards and forwards with the buyer through the platform via this channel.
- **Create a Response:** use this function to be able to upload your response documents and submit a final response to the buyer prior to the request submission deadline.
 - ▲ <u>IMPORTANT</u>: Note that once a response to a buyer's request has been submitted, it cannot be modified as the buyer would have received a notification.

3.5. Request Search

By clicking on the left menu option "**Request Search**" it is possible to search among all open buyer request, with the possibility to filter by request type (EOI, RFI, RFQ), capabilities required, organisation type and service areas.

This function will let you be aware of the current needs by buyers at any point in time. Note that you would be able to work on those requests if you meet the matching criteria based upon your company profile settings. For those requests where you don't meet these criteria, you will be able to only read the requests but not interact with them.





Buyer Request Sea	arch	
Request Type	Al	~
Current Capabilities	Raw Materials, Chemicals, Paper, Fuel	
	E Industrial Equipment & Tools	
	E 20000000 - Mining and Well Drilling Machinery and Accessories	
	⊒ 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories	
	B 24000000 - Material Handling and Conditioning and Storage Machinery and Iheir Accessories and Supplies	
	26000000 - Power Generation and Distribution Machinery and Accessories	
	27000000 - Tools and General Machinery	
	Components & Supplies	
	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	
	□ Food, Cleaning & Service Industry Equipment & Supplies	
	⊞ Business, Communication & Technology Equipment & Supplies	
	Defense, Security & Safety Equipment & Supplies	
	Personal, Domestic & Consumer Equipment & Supplies	
	🕀 Services	
Organization Types	IA	2
	Gladstone	
Service Areas	Central QLD	
	Queensiand	

▲ <u>IMPORTANT</u>: This function can prove valuable in identifying opportunities you may be missing out on. This could result from a mismatch between the capabilities you've outlined in your business profile and those sought by potential buyers. Consider acquiring new capabilities that will provide you with access to additional opportunities actively sought by buyers in the region, or review your profile to ensure all your capabilities are properly represented in your profile.

4. More information

4.1. Contact details

