

Contract LookUp System

Member User Manual

Version 4 / 15 June 2017



**Procurement
Australia**

ACT NSW NT QLD SA TAS VIC WA

The System – Standard Access

Logging in

- Log on to the system: <https://cls.procurementaustralia.com.au>
- Your username will be your email address
- Generic password is **Password1!**
- Once you have logged on please change your password.



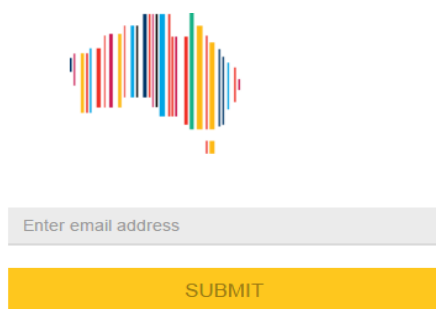
Procurement Australia

Welcome to Procurement Australia's Contracts LookUp System.

With over 40 contracts active at any one time (comprised of 120 Categories) the Contracts LookUp System is designed for Members to access all relevant contract information including Supplier contact details, pricing schedules and contract information at any time from within a secure web based browser environment. If you are having difficulties please email lookup@procurementaustralia.com.au

Thank you for your interest.

- If you have forgotten your password, select the **Forgotten Password** tab.
- This will take you to the following:



Enter email address

SUBMIT


- Enter your email address and press **Submit**. This will forward an email to your mailbox as follows:

Forgotten Password

A password reset was requested on Procurement Australia's Contracts LookUp System for your account. Please click the link below to be taken to the reset password page.

[RESET MY PASSWORD](#)

- Once you select **Reset My Password** you will have the opportunity to create a new password.



New password

Confirm password

SUBMIT

Dashboard View



- The Dashboard includes the following menu:**
 - Dashboard: Contracts Menu
 - Annual Expenditure Form
 - Member documents
 - Contacts
 - Change Password
 - Update My Details
- Categories:** Lists all the current contracts. Click on the contract name or the down arrow on the right hand side to access the categories for each contract.

Contracts Menu

Cleaning Consumables and Services	⌵
Courier Services	⌵
Debt Collection Services	⌵
Electrical Products & Services	⌵
Electricity Supply to Public Lighting	⌵
Fleet Consumables	⌵
Fleet Services	⌵
Goods & Associated Products	⌵

- Below is an example of the details for the Cleaning Consumables contract.

PARTICIPATING CONTRACTS		ALL OTHER CONTRACTS					
Cleaning Consumables and Services (1)							
Courier Services (1)							
Category Details	Status	Category Number	Start	End	Progress (Years)	Documents	
Courier Services	Active	1410-0619-1	01/01/2012	31/12/2016	ONE TWO THREE +1 +1	2 SHOW	VIEW

The display shows the category name and number, start and end date of the contract. The highlighted cell is the stage the contract is currently at. It also displays the possible additional options as +1.

Documents tab shows the number of attached pricing schedules.

View tab enables the user to access the next level of information for each category, as follows:

Courier Services


Category Details

Contract Name	Courier Services
Category Number	1410-0619-1
Status	Active
Region(s)	NSW SA TAS VIC
Start Date	01/01/2012
Initial Term	3 Years
Finish Date	31/12/2016
Options	1 Year + 1 Year
Options Taken	2
Description	1410-0619 Delivering Courier Services.

Supplier Name	Region	State	Contact Name	Telephone	Email	Rebate
Amalgamated Distribution and Taxi Trucks (Jet Couriers (Kensingt	VIC	VIC	Geoff Kelm	03 9372 1437	geoff.kelm@amaldist.com.au	Default 2%
Australian Postal Corporation	VIC	VIC	Graham Hughes	03 8360 2059	graham.hughes@auspost.com.au	Default 2%
Australian Postal Corporation	VIC	VIC	Judith Hughes	03 9206 412	judy.hughes@auspost.com.au	Default 2%
Amalgamated Distribution and Taxi Trucks (Jet Couriers (Kensingt	SA	SA	Damien Sior	NULL	damien.sior@jetcouriers.com.au	Default 2%
Amalgamated Distribution and Taxi Trucks (Jet Couriers (Kensingt	NSW	NSW	Dave Hoskings	NULL	dave.hosking@jetcouriers.com.au	Default 2%
Australian Postal Corporation	SA	SA	Damien Squire	08 8400 3321	damien.squire@auspost.com.au	Default 2%
Australian Postal Corporation	SA	SA	John Byrne-Quinn	02 8512 4428	john.byrne-quinn@auspost.com.au	Default 2%

- You can download the pricing schedules by selecting the **down arrow** next to each document name as follows:

Documents

 1410-0619-1 AMALGAMATED DISTRIBUTION & TAXI TRU...
 1410-0619-1 AUSTRALIA POSTAL CORPORATION.PDF

- You can request access to details on contracts you are no participating by selecting the **REQUEST ACCESS** button. This will generate an email to Procurement Australia

PARTICIPATING CONTRACTS		ALL OTHER CONTRACTS				
Cleaning Consumables and Services (1)						
Category Details	Status	Category Number	Start	End	Progress (Years)	
Cleaning Services	Active	1508-0831-2	01/09/2012	31/09/2016	ONE TWO THREE +1 +1	+ REQUEST ACCESS

- Annual Expenditure Form:**

Annual Expenditure Form

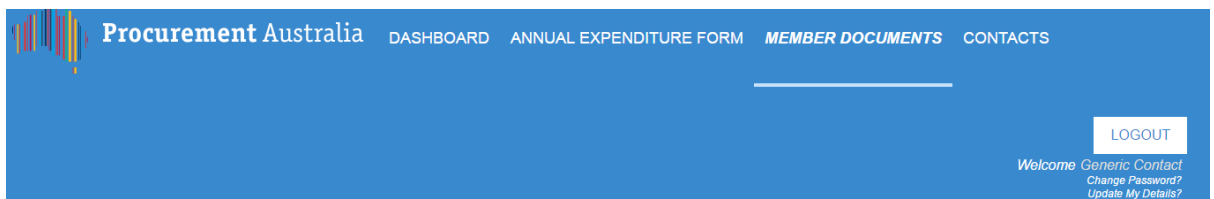
Member's annual expenditure (ex GST) at the end of each financial year, per supplier.

OUTSTANDING		PREVIOUS		
Contract Name	Category Details	Supplier	Expenditure (Ex GST)	Period
Cleaning Consumables and Services	Cleaning Consumables	Apex Cleaning and Polishing Supplier P/L	\$ <input type="text"/> Or <input type="checkbox"/> No Spend	01/07/2015 to 30/06/2016
Cleaning Consumables and Services	Cleaning Consumables	Dominant (Australia) P/L	\$ <input type="text"/> Or <input type="checkbox"/> No Spend	01/07/2012 to 30/06/2013
Cleaning Consumables and Services	Cleaning Consumables	Dominant (Australia) P/L	\$ <input type="text"/> Or <input type="checkbox"/> No Spend	01/07/2013 to 30/06/2014

Expenditure per Financial Year

Year	Expenditure (Ex GST)
2010	\$0
2011	\$0
2012	\$0
2013	\$0
2014	\$0
2015	~\$75,000

- The Annual Expenditure Form can be used by you to record expenditure against each contract. The information you record is confidential and for your internal use only.
- When expenditure has been entered, please scroll to the bottom of the page and select **SAVE**. Please note, once the data has been saved it cannot be edited.
- Once the data has been saved, the updated contract will appear in the **PREVIOUS** tab.
- Member documents:** Lists all the documents that are loaded by Procurement Australia. Documents in this tab may include information on upcoming member briefings or seminars. Please note, the pricing schedules are included within each category profile and not in this tab.
- Select **DOWNLOAD** to access the documents.



Member Documents

Document Name	Type	Date Uploaded	Date Updated	
NSW Summary of Suppliers by Contract and Category - June 2017	PDF	31/05/2017	31/05/2017	DOWNLOAD
SA Summary of Suppliers by Contract and Category - June 2017	PDF	31/05/2017	31/05/2017	DOWNLOAD
TAS Summary of Suppliers by Contract, Category - June 2017	PDF	31/05/2017	31/05/2017	DOWNLOAD
VIC Summary of Suppliers by Contract and Category - June 2017	PDF	31/05/2017	31/05/2017	DOWNLOAD

- Contacts:** Lists all the staff that have access to this system, as well as their system access level.

Contacts

Contact Person	Position	Street Address	Suburb	State	Region	Telephone	Mobile	Email	Access
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- **Change Password:** Select the Change Password option located underneath the LOGOUT button.



Procurement Australia DASHBOARD ANNUAL EXPENDITURE FORM MEMBER DOCUMENTS CONTACTS

LOGOUT

Welcome Generic Contact
Change Password?
Update My Details?

- Once selected, complete the **CHANGE PASSWORD** section shown below.

Change Password

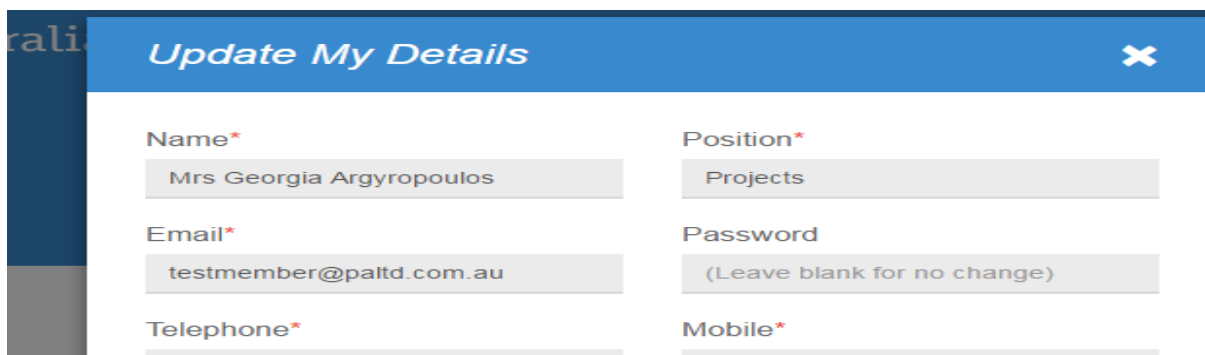
Current Password*

New Password

Confirm Password

 SAVE

- **Update My Details:** You will be able to update your contact details by selecting the UPDATE MY DETAILS option located underneath the LOGOUT button, as shown below.



Update My Details

Name*
Mrs Georgia Argyropoulos

Position*
Projects

Email*
testmember@paltd.com.au

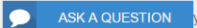
Password
(Leave blank for no change)

Telephone*

Mobile*

Assistance:

- Please email Procurement Australia on lookup@procurementaustralia.com.au or call 03 9810 8600.
- Select the **ASK A QUESTION** button at the bottom of the site, as follows:

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Contact your Relationship Manger**Victoria**

Jill Mottram
0412 313 332
jill.mottram@procurementaustralia.com.au

Cassia Da Silva
0406 215 978
cassia.dasilva@procurementaustralia.com.au

South Australia, Tasmania & Victoria

Neil Banerji
0499 773 733
neil.banerji@procurementaustralia.com.au

New South Wales

Richard Walker
0429 357 655
richard.walker@procurementaustralia.com.au

Patrick Herczik
0475 707 335
patrick.herczik@procurementaustralia.com.au