

Quick reference guide (QRG)

External supplier registration (via Supplier Portal registration link)

This QRG is designed to show you how to complete the external supplier registration process in the Monash Health Supplier Portal, including how to enter your business details, provide required documentation, and submit your registration for review.

What resources are available to you:

- How to register as a new supplier (via supplier registration link) QRG (**this document**)
- Supplier Portal navigation QRG
- How to amend company profile details QRG

- How to access tenders via the Supplier Portal QRG
- Access the Supplier Portal for existing suppliers QRG
- View purchase orders QRG

Table of Contents

Quick reference guide (QRG)	1
External supplier registration (via Supplier Portal registration link)	1
Overview.....	3
Before accessing the Supplier Portal.....	4
Supplier Portal Registration Process Overview	5
Step 1: Register using the supplier registration link.	6
Step 2: Supplier registration authentication (for first time suppliers)	6
Step 3: Complete supplier registration	8
Registration section - Organisation Type:	8
Confirmation of supplier registration	12

INTRODUCTION

Overview

Welcome to the Monash Health Supplier Portal!

The Monash Health Supplier Portal, powered by Oracle Fusion, is a secure, web-based platform that enables suppliers to interact directly with Monash Health's procurement system in real time.

You have been invited to register as a new supplier with Monash Health.

As part of our commitment to building strong, transparent, and efficient partnerships, we have implemented a streamlined supplier registration process to ensure seamless onboarding, efficient transactions, and compliance with Monash Health's procurement and regulatory requirements.

By completing the supplier registration process, you will gain access to the following key features of the Oracle Fusion Supplier Portal:

- **supplier self-service:** manage your company information, including contact details, email addresses and bank accounts
- **bid management:** view and respond to requests for quotations or proposals (RFx events) and participate in tenders/sourcing events
- **purchase order management:** view purchase orders, receipts, and invoice details
- **contracts** – view PDF copies of your Monash Health contracts.

This step-by-step user guide provides detailed instructions on how to register as a Monash Health Supplier.

Before accessing the Supplier Portal

- You must nominate a suitable person to act as your company's **Supplier Portal Administrator**. The individual who completes the registration will be the default administrator.
 - This person must have the appropriate authority to manage your company's registration, profile information, and participation in sourcing activities (such as RFX events, and contract negotiations).
 - Additional contacts can be added later. These contacts will have access to relevant information such as purchase orders (POs). Any contact listed as an admin will be able to update **sensitive information** such as banking or contact details on behalf of your company.
- **Note:** There are three user roles available. The initial contact completing the registration will receive all three roles. The Administrator can assign the appropriate role(s) for each additional contact.
 - **Supplier self service administrator** - Manages the supplier company profile and user accounts.
 - **Supplier customer service representative** - Manages purchase orders, shipments, and order communications.
 - **Supplier bidder** - Responds to requests for quotation (RFQs), proposals, and reverse auctions.

Your organisation must hold a valid **Australian Business Number (ABN)** to become an approved Monash Health supplier.

- Note: Monash Health only creates one supplier record per ABN. If your ABN is already registered all details – tenders, POs etc. will be communicated with that profile.

Supplier Portal Registration Process Overview

There are 3 main steps to the process:



Note: when using the Supplier Portal, do not click 'Back' or use your browser's back arrow. This will not return you to the previous Oracle Fusion page, but will exit the portal.

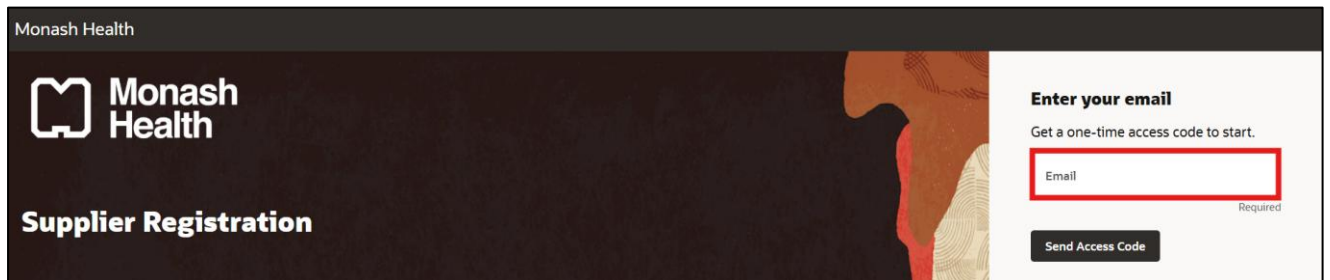
Step 1: Register using the supplier registration link.

Clicking on this link opens the [Supplier Registration](#) page.


To access additional information and supplier-related materials, visit the [Monash Health website](#) (click the link) and type “**Suppliers**” in the search bar. Select the **Procurement and Supply Chain** search result.

Step 2: Supplier registration authentication (for first time suppliers)

1. Enter the **Email Address** for your nominated supplier portal administrator.



Monash Health

 **Monash Health**

Supplier Registration

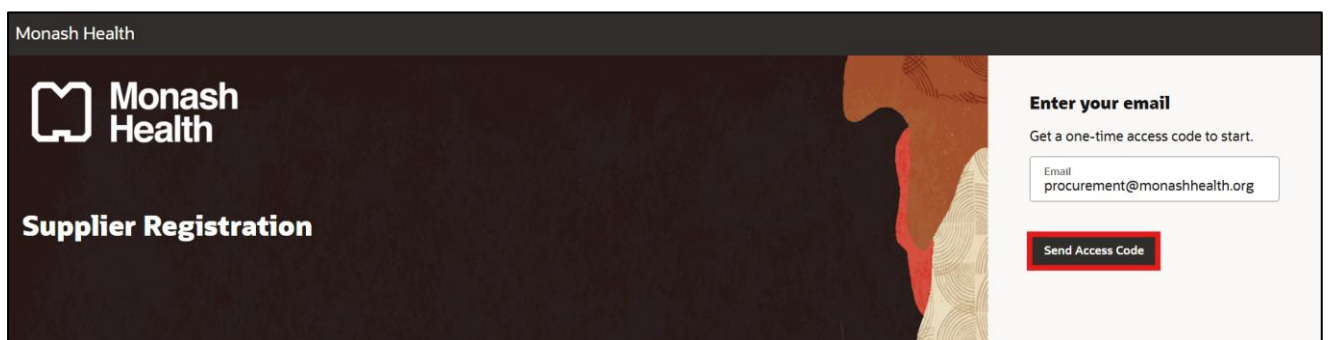
Enter your email
Get a one-time access code to start.

Email


Required

Send Access Code

2. Click **Send Access Code** to receive a one-time code and begin the registration process.



Monash Health

 **Monash Health**

Supplier Registration

Enter your email
Get a one-time access code to start.

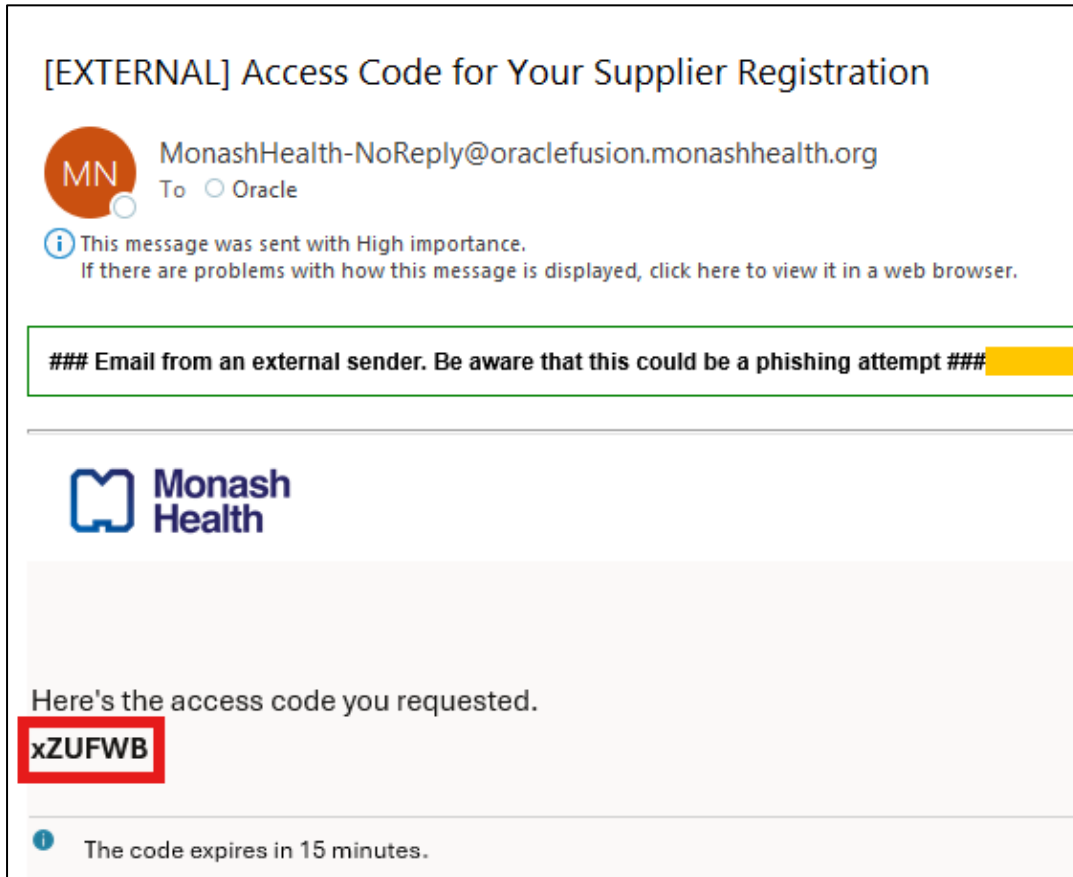
Email

Send Access Code

Note: the access code expires after 15 minutes. If it expires, simply re-enter your nominated email address to generate a new code.

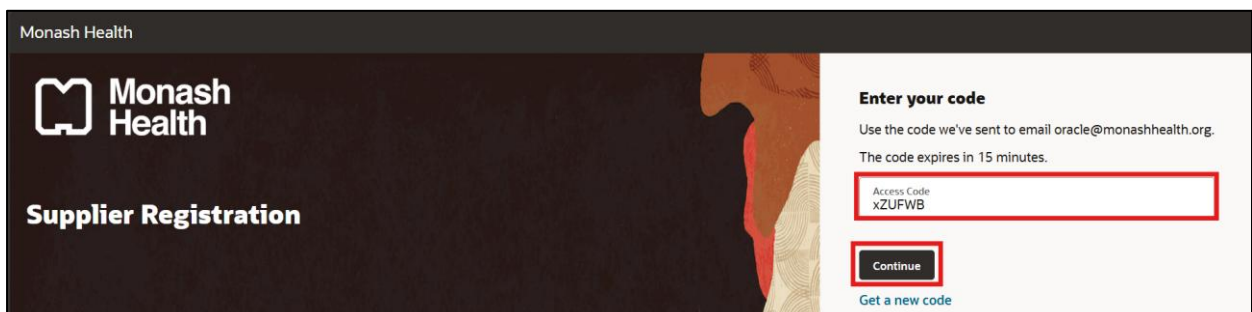


- Your **Access Code** for supplier registration will be sent to your nominated email address. This code will be a combination of letters and numbers. **Copy** this code.



Note: access codes are case-sensitive. For best accuracy, **copy and paste** the code exactly as provided.

- Enter the **access code** and select **Continue**.



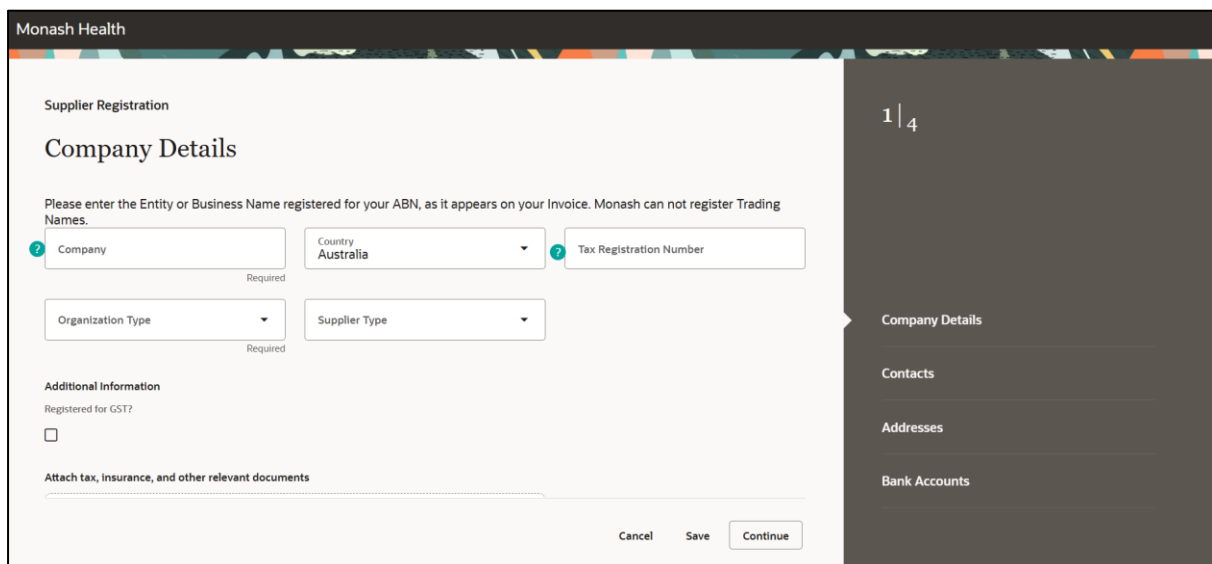
Note: if you are inactive on the supplier registration screen, you will be automatically logged out. To continue, request a new access code by following step 1-4.

Step 3: Complete supplier registration

Once you have verified your access in the Monash Health Fusion Supplier Portal, you will be directed to the supplier registration page.

Note: Please ensure you complete all **four sections** in full: **Company Details, Contacts, Addresses, and Bank Accounts.**

1. Fill in **Company Details** as per the free text, drop down and selection fields.
 - a. Please ensure the Company name matches the Entity/Business Name registered for the ABN, as it appears on your Invoice.
 - b. Please enter your ABN in the format ## ### ### ###



The screenshot shows the 'Supplier Registration' page with the 'Company Details' section active. The form includes the following fields and instructions:

- Company Name:** A text input field with a red question mark icon and the label 'Company' below it. A 'Required' label is positioned below the field.
- Country:** A dropdown menu with 'Australia' selected and a red question mark icon to its right.
- Tax Registration Number:** A text input field with a red question mark icon to its left.
- Organization Type:** A dropdown menu with a 'Required' label below it.
- Supplier Type:** A dropdown menu.
- Additional Information:** A section titled 'Registered for GST?' with an unchecked checkbox.
- Attachments:** A section titled 'Attach tax, insurance, and other relevant documents' with a dotted line for file upload.
- Navigation:** 'Cancel', 'Save', and 'Continue' buttons at the bottom.
- Progress Indicator:** A sidebar on the right shows '1 | 4' and a list of sections: 'Company Details' (highlighted), 'Contacts', 'Addresses', and 'Bank Accounts'.

Registration section - Organisation Type:

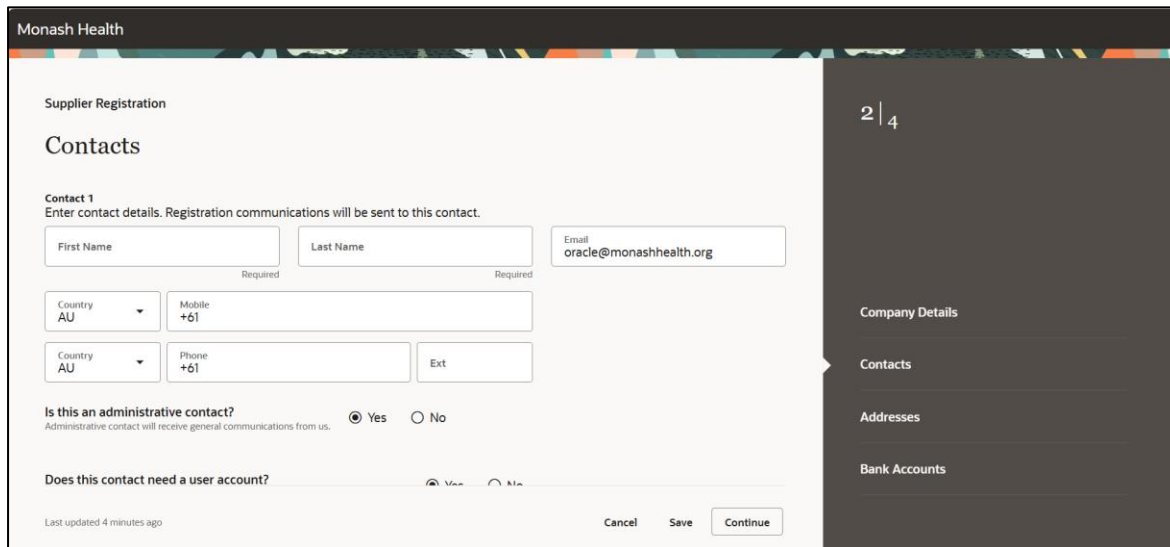
Select one of the following for the Organisation Type drop down:

Organisation Type	Definition/description
Corporation	A company legally registered in Australia (e.g., Pty Ltd, Ltd) with its own legal identity, separate from its owners or shareholders.
Foreign Corporation	A company formed or registered outside Australia that supplies goods or services to an Australian organisation. May need ASIC registration to operate in Australia.
Foreign Government Agency.	A government department, authority, or organisation from a country other than Australia (e.g., overseas health departments or public institutions).
Foreign Individual	A single person operating from outside Australia who provides goods or services to an Australian organisation.
Foreign Partnership	A business partnership formed under non-Australian law, where two or more foreign individuals or entities supply goods or services.
Government Agency	An Australian government entity, including Commonwealth, Victorian, or local government departments, statutory authorities, and public health services.
Individual	A single Australian person (sole trader) providing goods or services under their own ABN, not incorporated as a company.
Partnership	Two or more individuals or entities operating a business together in Australia, sharing income, responsibilities, and liabilities, under a single ABN.

Note: click **Continue** to progress with supplier registration.

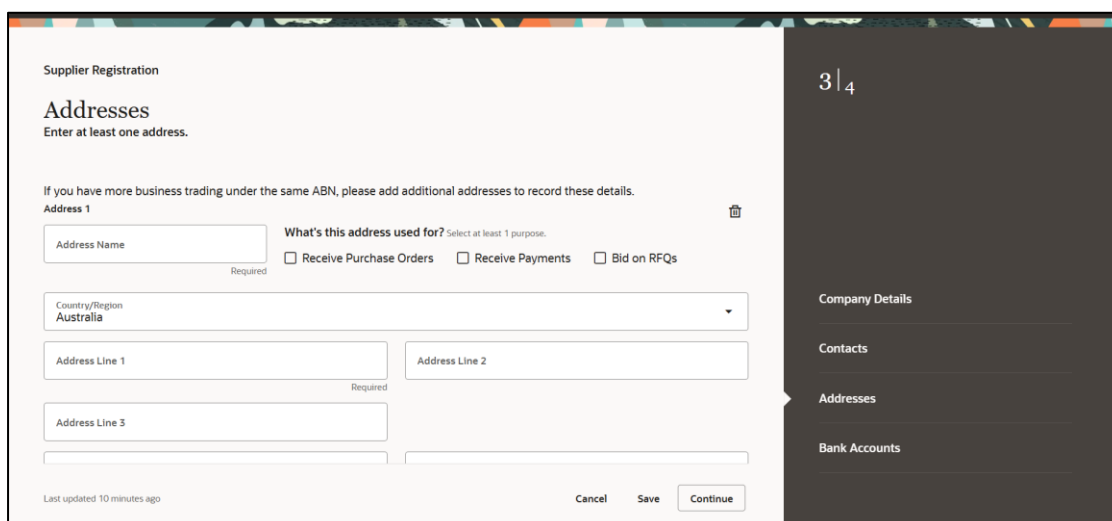


2. Enter the **contact details** for the person nominated as your company's supplier portal administrator.



Note: the first contact you enter will automatically be set as the **administrative contact**. If you need to change this, add a second contact and select/unselect the appropriate name as the administrative contact.

3. Monash Health only requires a single address for each supplier, however where multiple business names trade under the same ABN, use the address section to list each business name that will trade with Monash Health

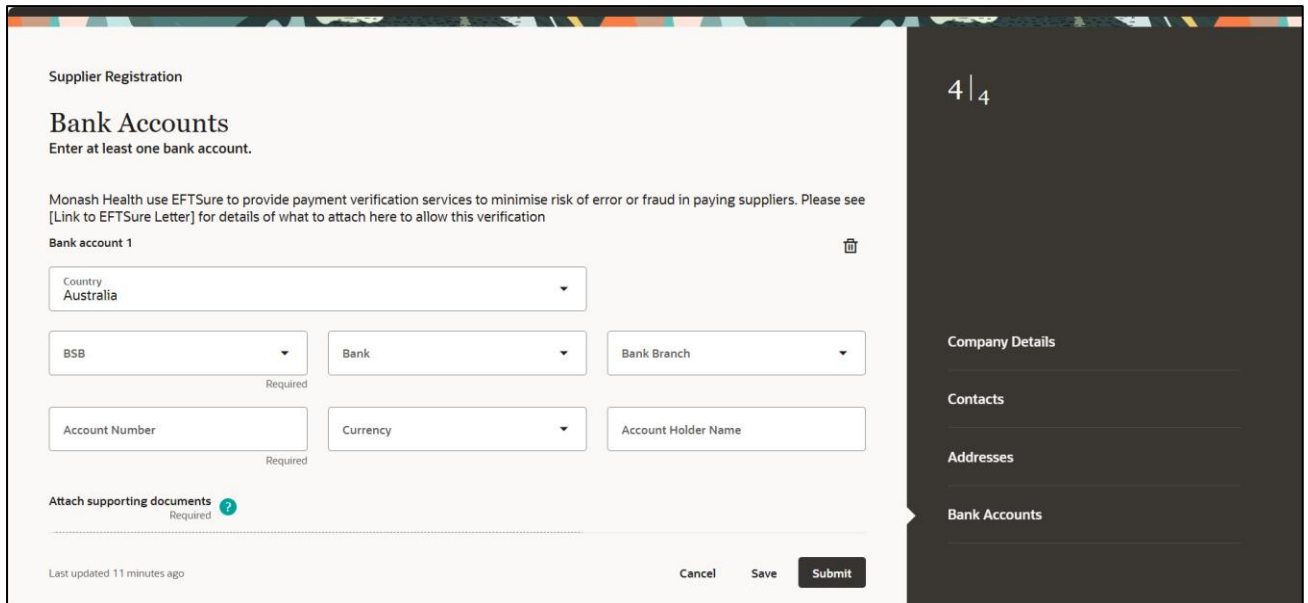


Note: for the 'What's this address used for' section:

- **Receive POs:** address for purchase orders (available after successful tender).
- **Receive Payments:** address for remittance notices (available after successful tender).
- **Bid on RFQs:** address for tenders, RFx, or bid invitations.

If you are unsure, please select all 3 options.

4. Fill in the **Bank Accounts** section as per the free text, drop down and selection fields.




The screenshot shows the 'Bank Accounts' section of a supplier registration form. The page title is 'Supplier Registration' and the section title is 'Bank Accounts'. Below the title, it says 'Enter at least one bank account.' and provides a link to 'EFTSure Letter' for details on payment verification. The form includes a 'Bank account 1' section with a trash icon. Fields include: Country (Australia), BSB (Required), Bank, Bank Branch, Account Number (Required), Currency, and Account Holder Name. There is also a section for 'Attach supporting documents' (Required) with a question mark icon. At the bottom, there are 'Cancel', 'Save', and 'Submit' buttons. A sidebar on the right shows navigation options: Company Details, Contacts, Addresses, and Bank Accounts (which is highlighted). The page number '4 | 4' is visible in the top right corner.

5. Once all sections are **complete**. Click **Submit** to submit the supplier registration.

Attach supporting documents Required

Drag and Drop
Select or drop files here.

URL

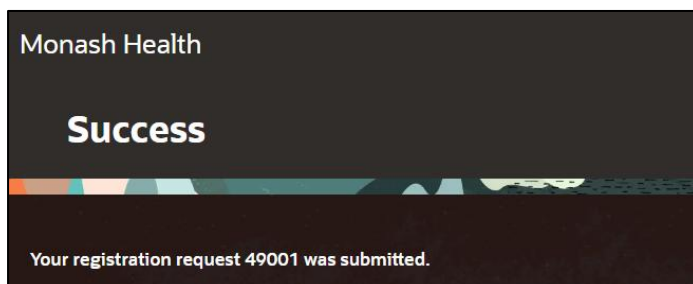
 Mock bank acct doc for supplier registration.docx Last updated on 25/11/2025 12.99 KB

Updated just now


- Company Details
- Contacts
- Addresses
- Bank Accounts

Confirmation of supplier registration


Once all four supplier registration steps are completed, a **Success message** will appear in the portal confirming your submission. You will also receive an email with your registration request number for tracking purposes, alongside an email notification to create a password for your account.




[EXTERNAL] Supplier Registration Request 49001 Was Received

 MonashHealth-NoReply@oraclefusion.monashhealth.org
 To Oracle

[↩ Reply](#) [↩ Reply All](#)

 If there are problems with how this message is displayed, click here to view it in a web browser.


Email from an external sender. Be aware that this could be a phishing attempt



Monash Health

Your supplier registration request was received.

Request Number	49001
Request Date	25 November 2025
Requested By	oracle@monashhealth.org
Company	Oracle Test

 User account information will be sent in a separate email.


Thank you for registering your details. Your organization is now listed as a prospective supplier with Monash Health.



As a prospective supplier, you can submit a bid on any tender. There are multiple ways you can see tenders that are open:

- Select the link in the email for any tender shared with you directly
- Log into the supplier portal ([Supplier Portal](#)) and view all public tenders listed
- Search the Buying For Victoria Website [Welcome to Buying for Victoria](#).


Please note, before we can issue you with purchase orders or receipt and pay invoices, a further approval process will occur. This process will commence either when you are successful in a tender, or a Monash Health requestor needs to directly purchase an item. Part of this approval process will be an independent check of your ABN details and bank accounts which will be conducted by Eftsure.

[EXTERNAL] Monash Health Supplier Portal - Welcome E-Mail

 no-reply-test@oraclefusion.monashhealth.org
 To Oracle

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#)  

Tue 25/11/2025 5:37 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Email from an external sender. Be aware that this could be a phishing attempt

Dear Oracle Test,

Congratulations! Your Supplier Portal account with Monash Health has been successfully created.

Your username is: oracle@monashhealth.org

Please follow the link below to reset your password.

https://iaaotz-test.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=8221faae6b2b44cd88e29083eb27725c&nextURL=https://iaaotz-test.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-portal/home?fscmui_app_context=redwood_supplier_portal

For Supplier Portal access queries please contact procurement@monashhealth.org.

Thank You,
Monash Health

Next steps:

As a prospective supplier, you can submit a bid on any tender. There are multiple ways you can see tenders that are open:

- Select the link in the email for any tender shared with you directly
- Log into the supplier portal [link] and view all public tenders listed
- Search the Buying for Victoria Website [link]

Please note, before we can issue you with purchase orders, or receipt and pay invoices, a further approval process will occur. This process will commence either when you are successful in a tender, or a Monash Health requestor needs to directly purchase an item. Part of this approval process will be an independent check of your ABN details and bank accounts which will be conducted by **Eftsure**.

You have reached the end of this QRG. You should now be able to register as a new supplier in the portal, activate your user account, and review your organisation's profile in Oracle Fusion.