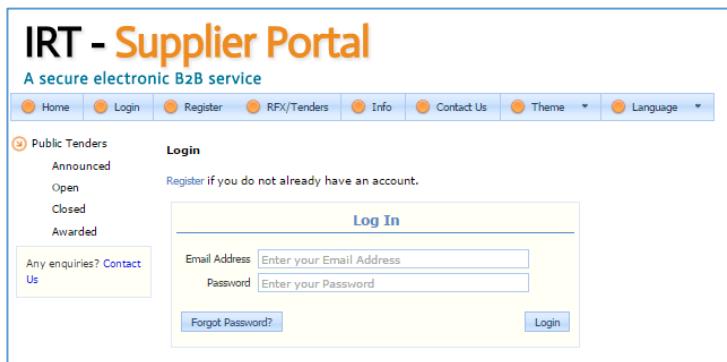




HOW TO COMPLETE THE IRT ANNUAL SUPPLIER DECLARATION

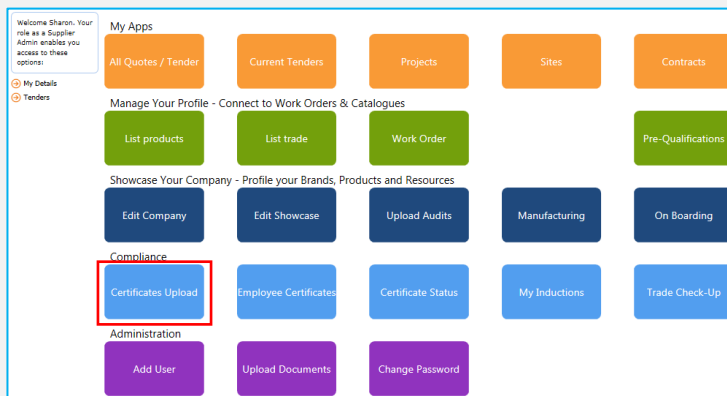
(Note – Increase the zoom to view the screenshots clearly.)

This guide assumes you have already completed the On Boarding Wizard. If not, refer to the guide called “Login, Complete On Boarding & Change Password” for instructions regarding this requirement.



Go to Google Chrome (preferred browser) or Internet Explorer and enter the URL:
<http://irtsupplierportal.irt.org.au/>

Use your e-mail address and password previously provided to login to the Portal. If you can't locate your password, please contact suppliermgmt@irt.org.au and we will provide a new one.



Your Home page now appears.

Select the light blue Certificates Upload tile.

Type	Action / Status	Action / Fix	Your Certificate Name	Our Certificate Name	Expiry Date
Annual Supplier Declaration	Approval is Pending until a Certificate is uploaded	Press to Fix		Click on the hot link provided on the right to proceed to the Annual Declaration. Use the "Press to Fix" button to upload the completed and signed document.	
Bank Statement Header	Approval is Pending until a Certificate is uploaded	Press to Fix		Bank Statement Header	
Insurance-Medical/Medipractice	Approval is Pending until a Certificate is uploaded	Press to Fix	Medical Professional	Medical Malpractice Insurance	
Insurance-Public & Product	Approval is Pending until a Certificate is uploaded	Press to Fix	all Business	Public and Product Liability Insurance	
Workers Compensation	Approval is Pending until a Certificate is uploaded	Press to Fix	all Business	Workers Compensation Insurance	

Your Business Certificates list appears.



SUPPLIER PORTAL

QUICK REFERENCE GUIDE

Certificates for: IRT Group

Business Certificates Individual Certificates

Certificates New Upload

Show Me All Compliance Requirements Customise Grid

Action / Status	Your Certificate Name	Our Certificate Name	Expiry Date	Hot Link
Supplier Status Approval is Pending until a Certificate is uploaded Press to Fix				Click on the Hot Link provided on the right to proceed to the Annual Declaration. Use the 'Press to Fix' button to upload the completed and signed document. http://www.irt.org.au/annual-supplier-declaration
Statement Approval is Pending until a Certificate is uploaded Press to Fix		Bank Statement Header		
Medical Professional Approval is Pending until a Certificate is uploaded Press to Fix	Medical Professional	Medical Malpractice Insurance		
Public Liability Approval is Pending until a Certificate is uploaded Press to Fix	all Business	Public and Product Liability Insurance		
Workers Compensation Approval is Pending until a Certificate is uploaded Press to Fix	all Business	Workers Compensation Insurance		

Scroll to the right to select the Hot Link that takes you to the IRT Annual Supplier Declaration.

This is a URL to an IRT internet page.

http://www.irt.org.au/annual-supplier-declaration/ IRT Supplier Portal IRT | Supplier Compliance D...

View Favorites Tools Help
Registered Sites Web Slice Gallery

Facebook Freecall

IRT Group Supplier Compliance Declaration

As a provider of Aged Care Services, the IRT Group has a duty of care to our Customers that is governed by aged care legislation.

Accordingly, the IRT Group requires our supply chain to declare their compliance with their legal obligations.

Instructions:

- Carefully review and answer each question before printing and signing this Declaration.
- All completed Declarations are to be uploaded to the IRT Supplier Portal.
- Answer below a number of questions which will then tailor a declaration specific to your circumstances.

Declarant's Details:

Full Name * Position *

Email * Telephone *

This web page appears.

Please fill out all the listed fields and press Submit.

Your answers to questions on this page determine the content of the Declaration you will receive via email.

Reply Reply All Forward
Thu 10/08/2017 10:27 AM
Customer Service
IRT Group Supplier Compliance Declaration

To Sharon Gilmour

Message [irt-declaration.pdf \(14 KB\)](#)

Hi Sharon Gilmour,

Thank you for completing the IRT Group Supplier Compliance Declaration questionnaire.

Please complete, sign and date the attached IRT Group Supplier Compliance Declaration complete with any referenced attachment(s) and submit it to the [IRT Supplier Portal](#) by using the 'Press to Fix' button under the Business Certificate heading, 'Annual Supplier Declaration'.

For any questions, please contact IRT Supplier Management on suppliermgmt@irt.org.au or 1800 024 915.

An email will be sent to the Declarant's nominated email address with the Declaration attached.



IRT Group

IRT Group Supplier Compliance Declaration

All completed Declarations are to be submitted to the [IRT Supplier Portal](#).

Declarant's Details

Name: Sharon Gilmour **Position:** Procurement Officer

On behalf of the following business

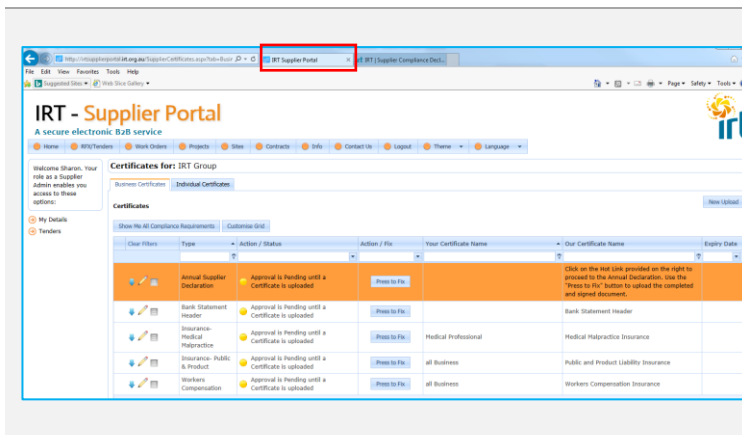
Company name or Business name (referred to as 'my Business'): IRT

Address: 77 Market St Wollongong **ABN:** 52 000 726 531

Make the following declaration in respect of the goods and/or services provided to IRT Group

1. I am duly authorised to provide this declaration on behalf of my Business and do so on information and belief following reasonable enquiries with employees and agents of my Business.
2. I acknowledge that IRT Group procures goods and/or services from my Business in reliance on the statements made in this declaration.
3. My Business has reviewed and accepted IRT Group's terms and conditions as at the date of this declaration available at www.irt.org.au/supplier-information, unless such terms and conditions have been superseded by a signed contract with IRT Group.
4. My Business, as at the date of this declaration complies in all respects with IRT Group's terms and conditions, or where relevant with my Business' signed contract with IRT Group.
5. My Business holds current insurance policies as required by IRT Group's terms and conditions, or where relevant with my Business' signed contract with IRT Group.
6. My Business meets the requirements of the Aged Care Act in relation to all Staff Members. For this purpose, Staff Members means my Business' employees and contractors over the age of 16 who will provide services to IRT Group.
7. All of my Business' Staff Members have a National Police Certificate that is dated no more than 3 years before the date of this declaration.
8. I understand that at any given point of time, all National Police Certificates for my Business' Staff Members must be less than 3 years old.

Print out the attached Declaration. Please read the content and if you agree, sign, scan and save it to your computer.



Select the IRT Supplier Portal tab at the top of your browser to take you back to your Business Certificates list.



SUPPLIER PORTAL

QUICK REFERENCE GUIDE

Certificates for: IRT Group

Business Certificate Individual Certificates

Certificates New Upload

Show Me All Compliance Requirements Customize Grid

Clear Filters	Type	Action / Status	Action / Fix	Your Certificate Name	Our Certificate Name	Expiry Date
	Annual Supplier Declaration	Approval is Pending until a Certificate is uploaded	Press to Fix		Click on the Hot Link provided on the right to proceed to the Annual Declaration. Use the "Press to Fix" button to upload the completed and signed document.	
	Bank Statement Header	Approval is Pending until a Certificate is uploaded	Press to Fix		Bank Statement Header	
	Insurance- Medical Malpractice	Approval is Pending until a Certificate is uploaded	Press to Fix	Medical Professional	Medical Malpractice Insurance	
	Insurance- Public & Product	Approval is Pending until a Certificate is uploaded	Press to Fix	all Business	Public and Product Liability Insurance	
	Workers Compensation	Approval is Pending until a Certificate is uploaded	Press to Fix	all Business	Workers Compensation Insurance	

Select the Press to Fix button for the Annual Supplier Declaration certificate.

Upload / Edit Business Certificate

Upload / Save Close

Current File Attached !

Pending

Click on Browse to upload your Document Browse... !

Enter the Certificate name _____

What type of Certificate are you loading? Annual Supplier Declara In the Folder Certificates

Business / Person the Certificate applies to (if applicable) Company IRT Group Person

List all Certificate inclusions or restrictions

Who issued the Certificate? (Work cover, Insurance company name etc.) Enter the Certificate / License Number or Enter "none"

Enter the website of the Issuing body <http://www.irt.org.au/annual-supplier-declaration>

Dates Date Issued Expiry Date 10/08/2018 !

Notes that you feel are relevant

This screen will appear. Select the Browse button to search and select the Declaration file that you saved to your computer and fill out the following fields:

- Certificate Name; and
- Expiry Date (declarations are valid for 1 year from date of declaration).

Upload / Edit Business Certificate

Upload / Save Close

Current File Attached !

Pending

Click on Browse to upload your Document [irt-declaration.pdf](#) × Browse... !

Enter the Certificate name [IRT Annual Supplier Declaration](#)

What type of Certificate are you loading? Annual Supplier Declara In the Folder Certificates

Business / Person the Certificate applies to (if applicable) Company IRT Group Person

List all Certificate inclusions or restrictions

Who issued the Certificate? (Work cover, Insurance company name etc.) Enter the Certificate / License Number or Enter "none"

Enter the website of the Issuing body <http://www.irt.org.au/annual-supplier-declaration>

Dates Date Issued Expiry Date [10/08/2018](#) × !

Notes that you feel are relevant

Select the Upload / Save button once all relevant certificate details have been entered and then Close.

The certificate will come through to Supplier Management (Procurement) to review and approve / disapprove. Your contacts with Supplier Admin access will be notified of the certificate status.