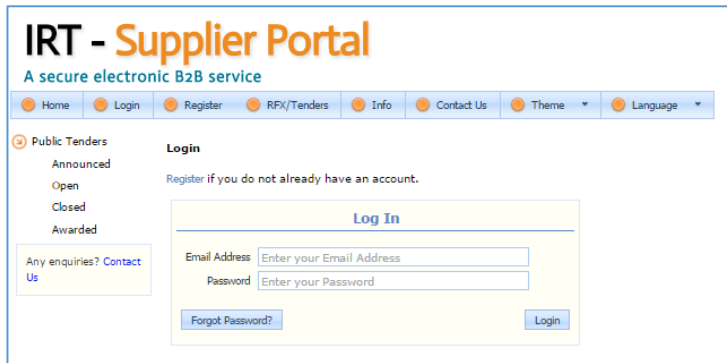


## HOW TO UPLOAD A CERTIFICATE

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



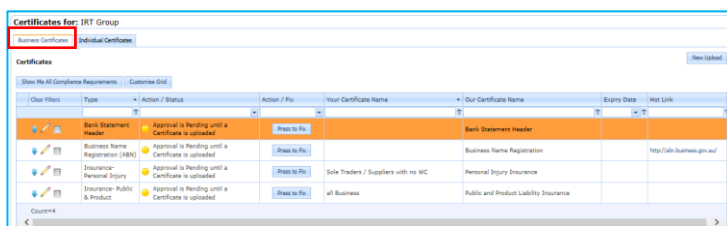
Go to Google Chrome (preferred browser) or Internet Explorer and enter the URL:

<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](mailto:suppliermgmt@irt.org.au) and we will provide a new one.



Select the light blue Certificates Upload tile.



Your Business Certificates will be shown.



# SUPPLIER PORTAL

## QUICK REFERENCE GUIDE

Clear Filters	Type	Action / Status	Action / Fix	Your Certificate Name	Our Certificate Name	Expiry Date	Hot Link
	Bank Statement Header	Approval is Pending until a Certificate is uploaded	Press to Fix		Bank Statement Header		
	Business Name Registration (ABN)	Approval is Pending until a Certificate is uploaded	Press to Fix		Business Name Registration		<a href="http://irt.business.gov.au/">http://irt.business.gov.au/</a>
	Insurance- Personal Injury	Approval is Pending until a Certificate is uploaded	Press to Fix		Sole Traders / Suppliers with no WC	Personal Injury Insurance	
	Insurance- Public & Product	Approval is Pending until a Certificate is uploaded	Press to Fix		all Business	Public and Product Liability Insurance	

If you are loading a certificate that has never been loaded before or has expired, select the Press to Fix button.

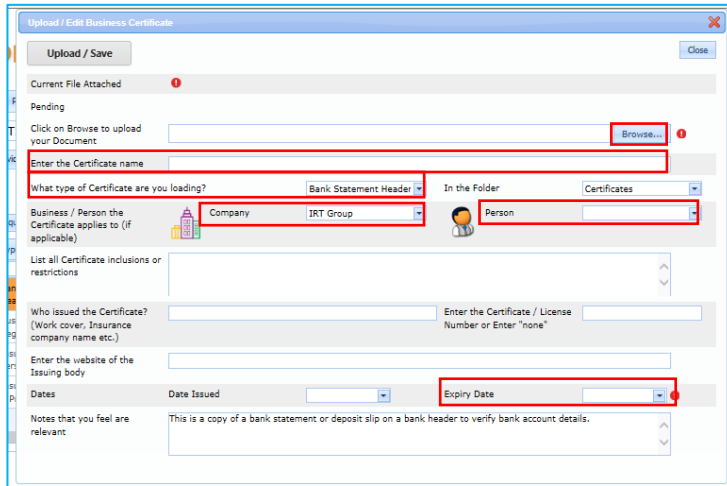
(Note: Refer to the guide called “How to Complete the IRT Annual Supplier Declaration” for instructions regarding this requirement.)

Clear Filters	Type	Action / Status	Action / Fix	Your Certificate Name	Our Certificate Name	Expiry Date	Hot Link
	Bank Statement Header	Approval is Pending until a Certificate is uploaded	Press to Fix		Bank Statement Header		
	Business Name Registration (ABN)	Approval is Pending until a Certificate is uploaded	Press to Fix		Business Name Registration		<a href="http://irt.business.gov.au/">http://irt.business.gov.au/</a>
	Insurance- Personal Injury	Approval is Pending until a Certificate is uploaded	Press to Fix		Sole Traders / Suppliers with no WC	Personal Injury Insurance	
	Insurance- Public & Product	Approval is Pending until a Certificate is uploaded	Press to Fix		all Business	Public and Product Liability Insurance	

If you are loading an updated certificate before the existing one has expired, select the pencil icon on the left.

Clear Filters	Type	Action / Status	Action / Fix	Your Certificate Name	Our Certificate Name	Expiry Date	Hot Link
	Bank Statement Header	Approval is Pending until a Certificate is uploaded	Press to Fix		Bank Statement Header		
	Business Name Registration (ABN)	Approval is Pending until a Certificate is uploaded	Press to Fix		Business Name Registration		<a href="http://irt.business.gov.au/">http://irt.business.gov.au/</a>
	Insurance- Personal Injury	Approval is Pending until a Certificate is uploaded	Press to Fix		Sole Traders / Suppliers with no WC	Personal Injury Insurance	
	Insurance- Public & Product	Approval is Pending until a Certificate is uploaded	Press to Fix		all Business	Public and Product Liability Insurance	

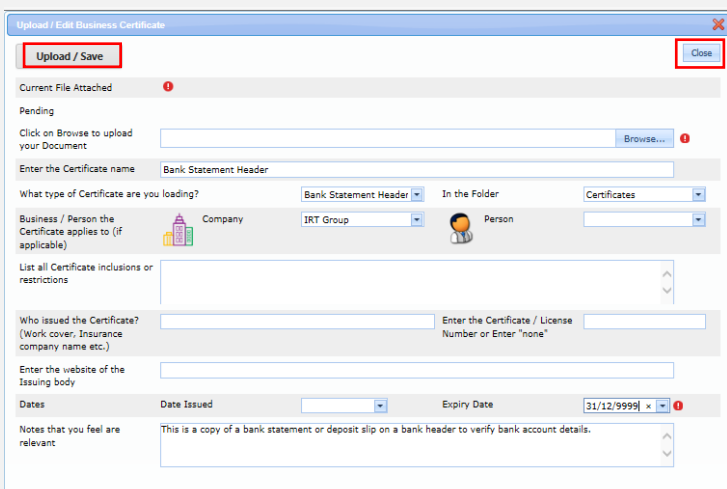
To load a certificate that is not already listed, select the New Upload button at top right.



This screen will appear. Select the Browse button to search and select the certificate file and fill out the following fields as a minimum:

- Certificate Name;
- Type of Certificate;
- Company (pre-populated);
- Person (for individual certificates such as police checks); and
- Expiry Date.

If a file has already been loaded, these fields will be pre-populated, however any updates to the fields should be made, particularly the expiry date.



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 once processed.

Please note: You do not have the ability to delete business or individual certificates once loaded. If this is required, please contact Supplier Management at:

Email: [supplermgmt@irt.org.au](mailto:supplermgmt@irt.org.au)

Phone: 1800 024 915.