



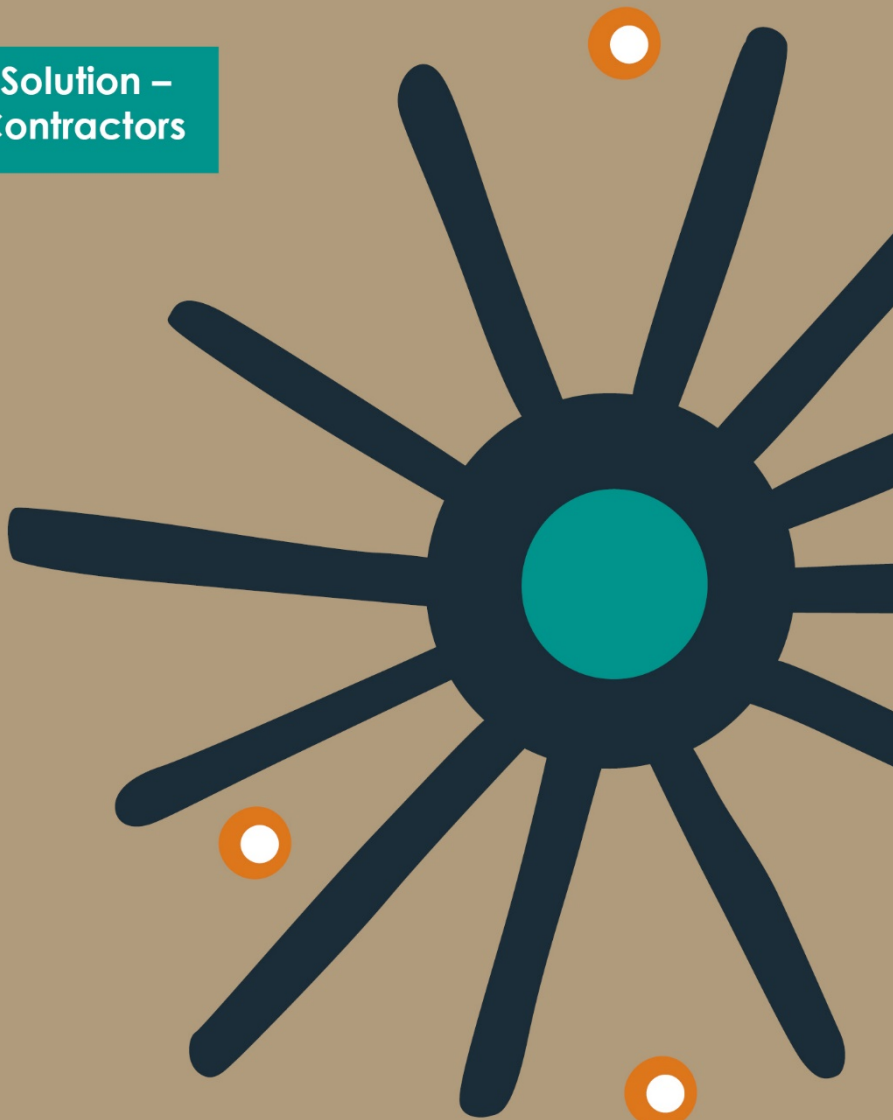
Australian Government

Indigenous Procurement Policy

Indigenous participation in high value Government contracts (\$7.5million or more)

Guide 4

How to use the IPP Reporting Solution – Welcome pack for Industry Contractors



**National Indigenous
Australians Agency**

Employment and
Economic Development

INDIGENOUS PROCUREMENT POLICY

Indigenous participation in high value Government contracts (\$7.5million or more)

Guide 4

How to use the IPP Reporting Solution - Welcome pack for Industry Contractors

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OVERVIEW

Purpose

The purpose of this pack is to help get you get started with the Indigenous Procurement Policy Reporting Solution (IPPRS) Contractor Portal.

This document will address:

- System requirements
- How to get started
- How to login
- Where to get support
- Useful links

If you are unsure about what the IPPRS is, please read [APPENDIX A Project Flyer](#) for an overview.

Background

The IPPRS was created to provide Commonwealth agencies and Industry contractors with the ability to more efficiently and accurately manage and report their obligations, as mandated by the [Indigenous Procurement Policy \(IPP\)](#).

SYSTEM REQUIREMENTS

IPPRS is a Microsoft Dynamics 365 web application and is accessible via a web browser. Users can access IPP Contractor Portal (IPPCP) with the most recent versions of these popular browsers:

- Microsoft Edge (recommended: Chromium-based Edge)
- Chrome
- Firefox
- Safari
- Internet Explorer (not recommended)

GETTING STARTED

What you need to get started

To get started, you will an invitation email from the Indigenous Procurement Policy Reporting Solution (IPPRS).

The invitation email is automatically generated and sent to you when a Commonwealth Agency Contract Manager enters your contact details against a contract with a Minimum Mandatory Reporting requirement.

Note that the invitation you receive is valid for 7 calendar days from receipt, before it expires. If you miss the expiry date, please notify the IPPRS help desk (IPPRS@pmc.gov.au) and request a new invitation.

A sample of the invitation email is shown below.

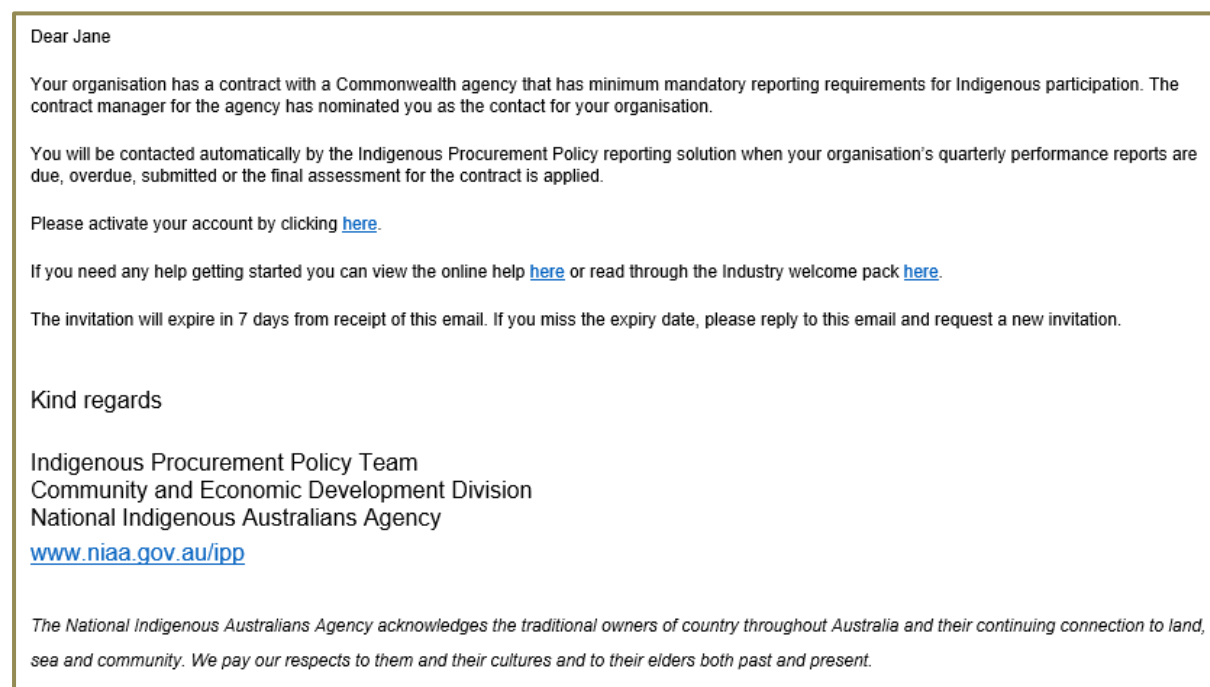
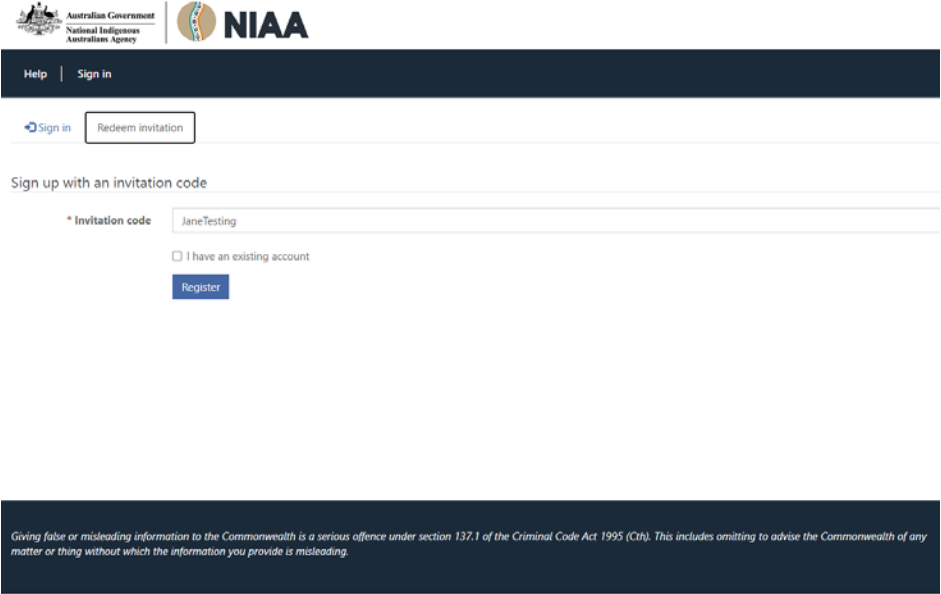

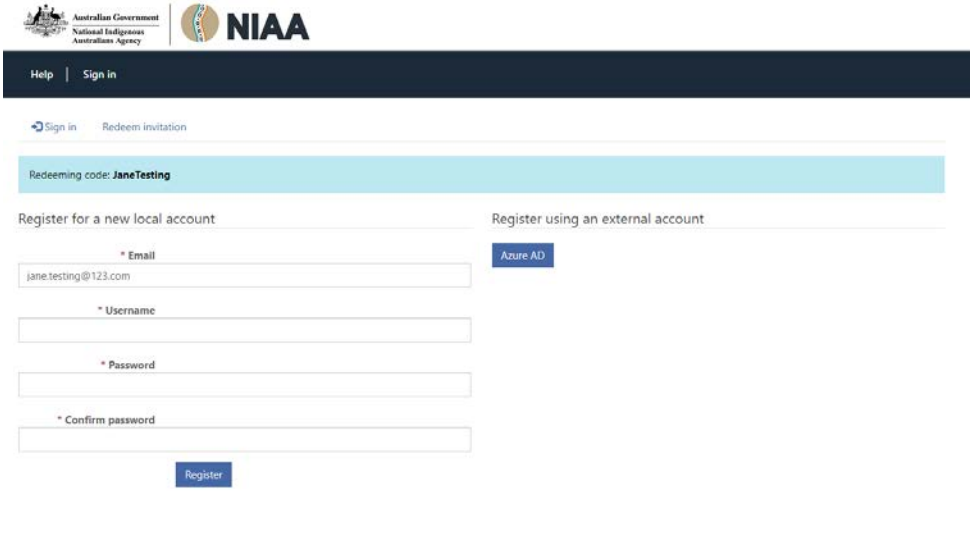
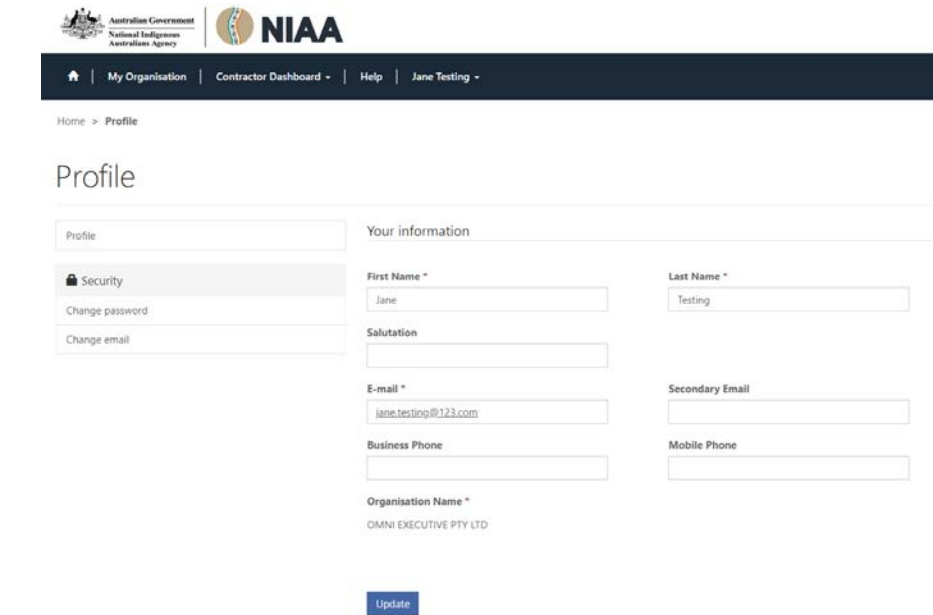


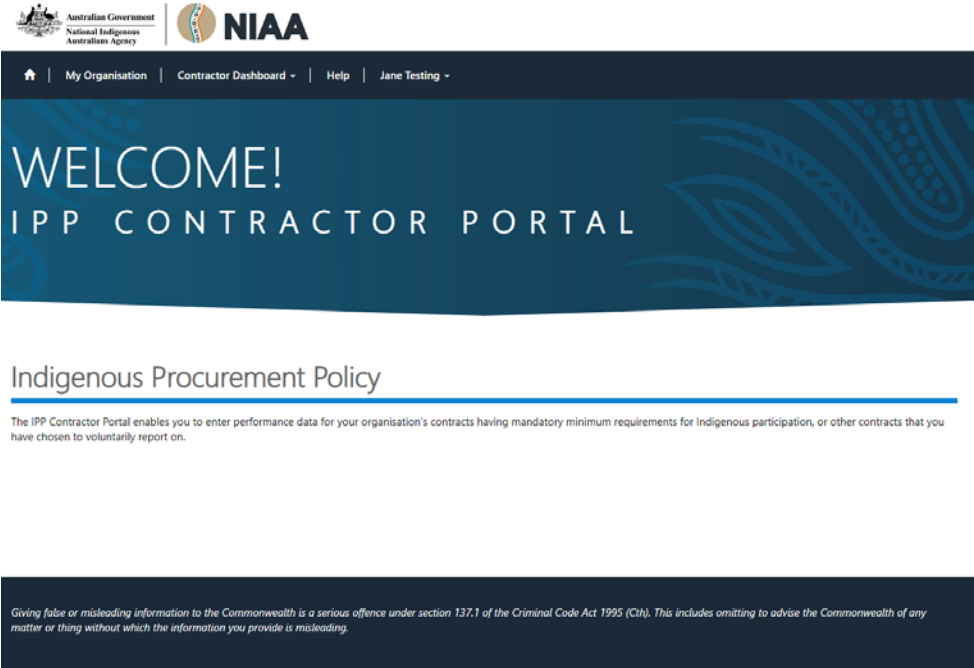
Figure 1: Invitation email example

LOGGING IN FOR THE FIRST TIME

Login to the IPP Contractor Portal is detailed below:

Step No.	Action
1	<p>Click the URL shown in the Invitation email. The Microsoft Sign In window is displayed:</p>  <p style="text-align: center;">Figure 2: Sign Up with an Invitation Code Screen</p> <p>Notice that your invitation code has been automatically entered by the system.</p> <p>Please take note of the statement at the bottom of the screen:</p> <p><i>Giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the Criminal Code Act 1995 (Cth). This includes omitting to advise the Commonwealth of any matter or thing without which the information you provide is misleading.</i></p>
2	<p>Click  and the screen - Register for a local account is displayed prompting you to set up your Username and Password:</p>

Step No.	Action
	 <p style="text-align: center;">Figure 3: Register for a new local account screen</p>
3	Into the Username field, enter your email address.
4	Into the Password field, enter a password. Passwords must contain 8 characters and contain a mix of alpha, numeric, lowercase, uppercase and special characters.
5	<p>Click Register and the screen - Profile is displayed prompting you to set up a Profile:</p>  <p style="text-align: center;">Figure 4: Username and Password setup screen</p>
6	The mandatory fields, indicated by a red asterisk, are auto populated by the system. Amend them if they are incorrect and add a business phone number (optionally you can enter your mobile phone number).
7	Click Update To have the Welcome IPP Contractor Portal screen displayed as below.

Step No.	Action
	 <p data-bbox="630 837 1114 864">Figure 5: Welcome! IPP Contractor Portal screen</p> <p data-bbox="357 875 1214 943">You have now successfully logged in to the IPP Contractor Portal. Please take note of the statement at the bottom of the screen:</p> <p data-bbox="357 987 1337 1135"><i>Giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the Criminal Code Act 1995 (Cth). This includes omitting to advise the Commonwealth of any matter or thing without which the information you provide is misleading.</i></p>

LOGGING IN

When you have been nominated as a Contractor Contact, you will receive an email, automatically generated by the system, with the details of the contract that is subject to Mandatory Minimum Requirements (MMR) for Indigenous participation, and a link to the IPP Portal.

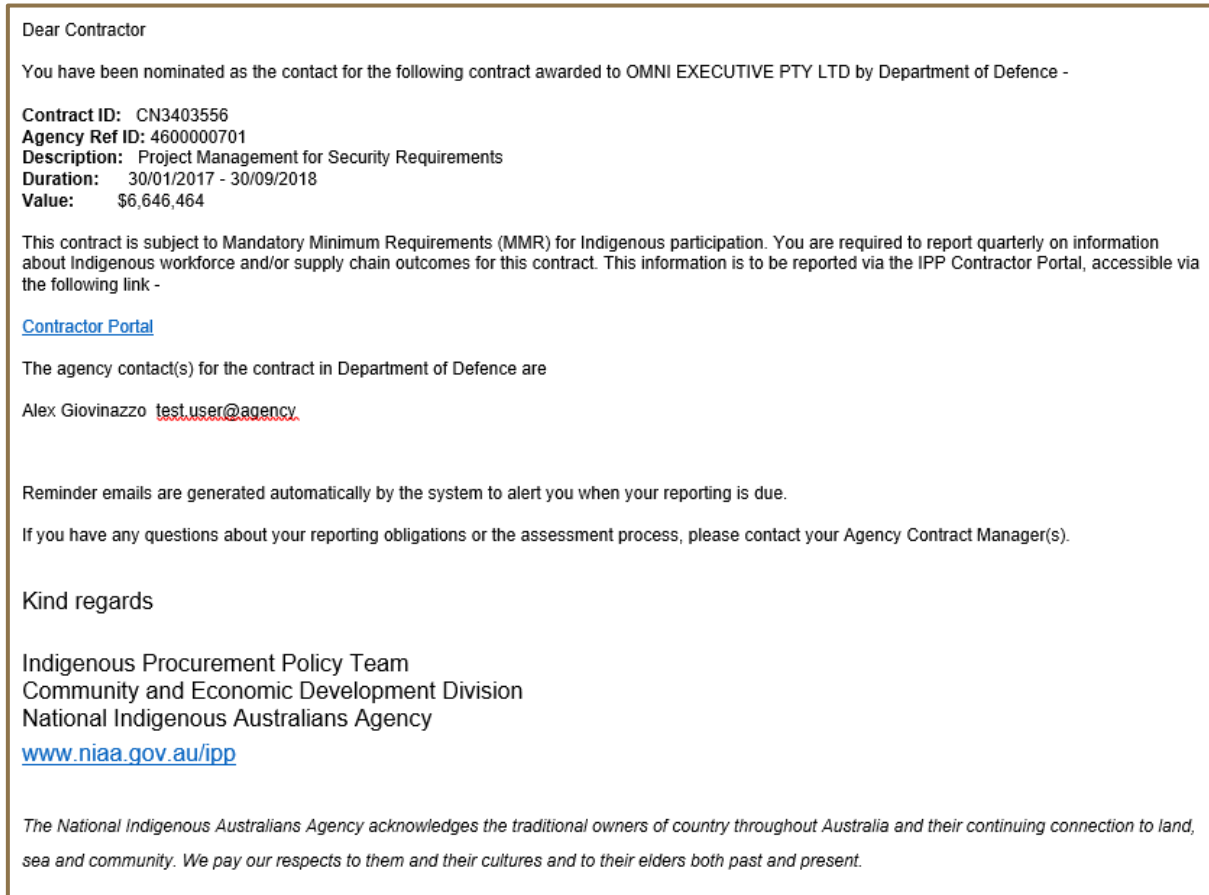
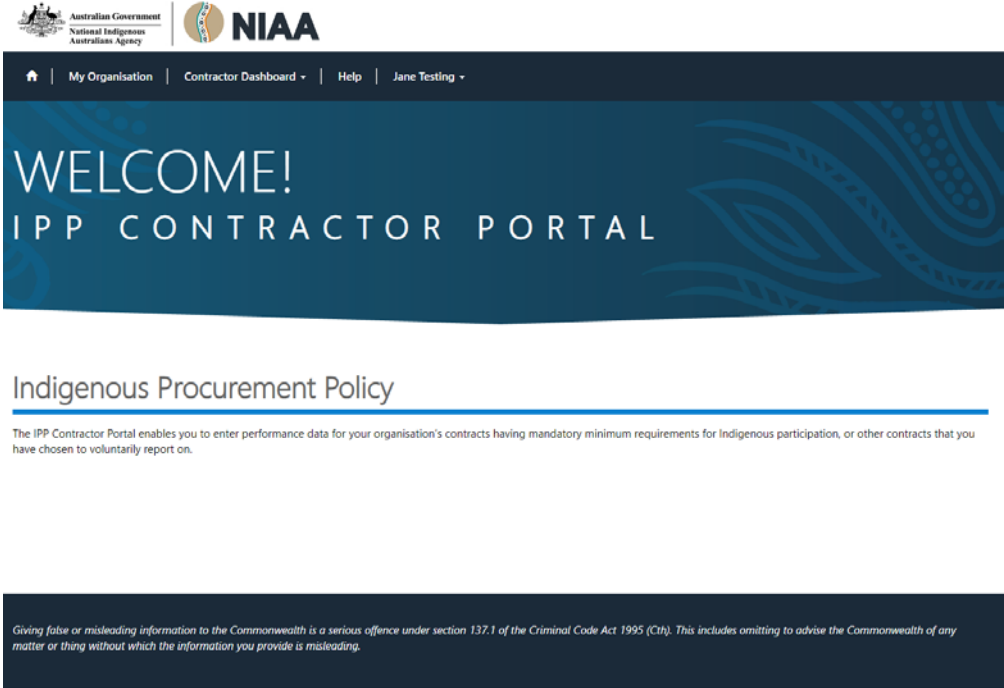

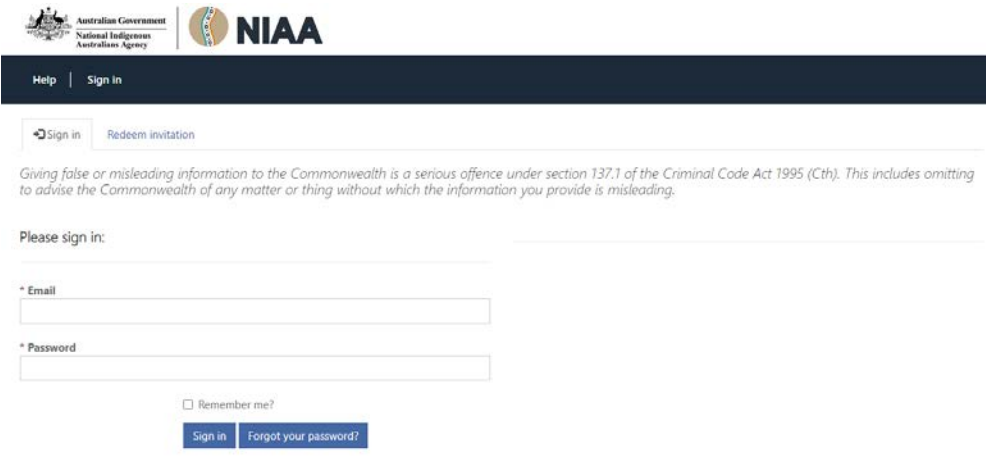

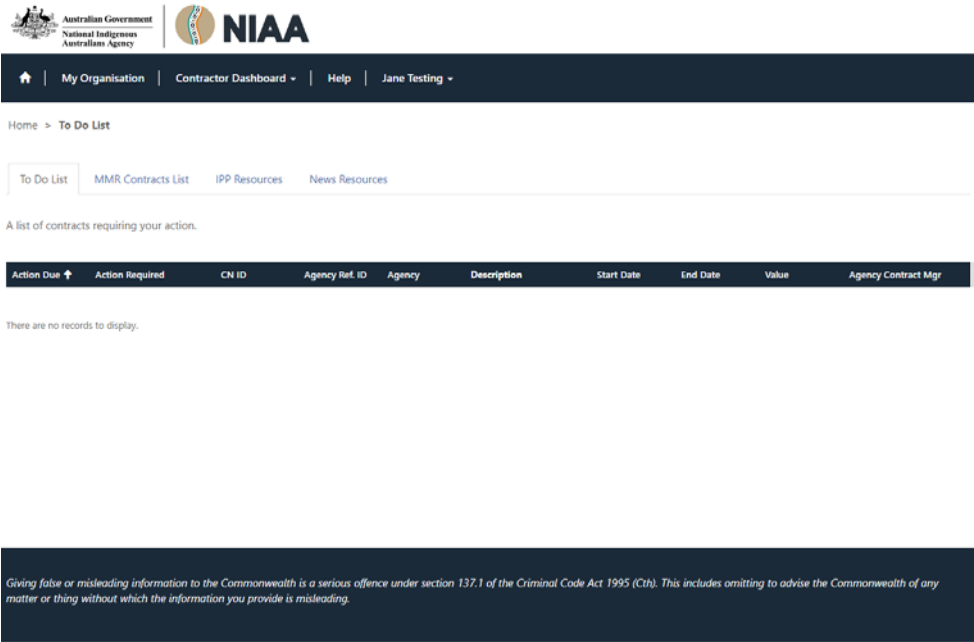


Figure 6: Sample email to contractor with contract details

Follow these steps to login:

Step No.	Action
1	<p>Click the URL shown in the MMR Reporting Requirements email. Welcome! IPP Contractor Portal screen is displayed:</p>  <p style="text-align: center;">Figure 7: Welcome! IPP Contractor Portal screen</p>
2	<p>Click  to have the Sign in screen displayed:</p>  <p style="text-align: center;">Figure 8: Sign In Screen</p>
3	Enter your email address into the Email field.
4	Enter your password into the Password field and click 
5	The Home page is displayed:

Step No.	Action
	 <p data-bbox="710 846 991 875">Figure 9: Home Page screen</p> <p data-bbox="328 913 1182 947">You have now successfully logged in to the IPP Contractor Portal.</p>

BASIC NAVIGATION

On successful login to the IPP Contractor Portal the Home page is displayed:

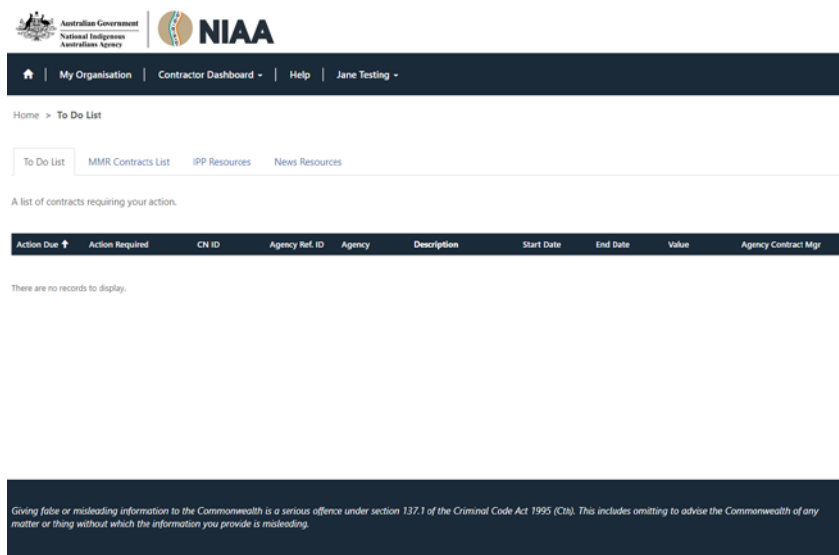
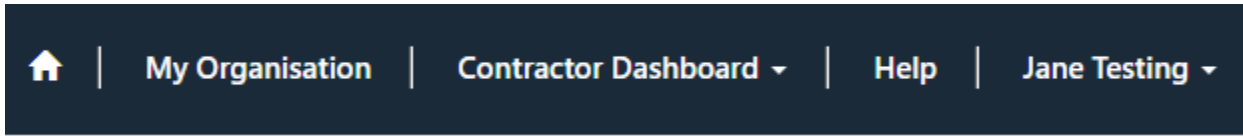

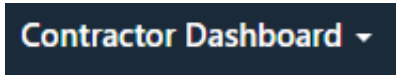

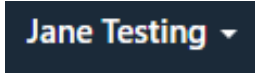


Figure 10: Home page screen

The Home page

The Home page, consists of the following components:

Navigation Bar	
	
	<p>Click here to have the details of “My Organisation” and “My Organisation Contacts” displayed.</p> <p>Update fields as required.</p>
	<p>Click here to have a drop down list displayed from which you can make a selection. Options are:</p> <ul style="list-style-type: none"> • To Do List Displays a list of MMR contracts requiring action. • MMR Contracts List Displays a list of all MMR Contracts; including those that do not require immediate action. • IPP Resources Displays a list of useful links e.g. Help and IPP etc. • News Displays a list of news and notifications.
	<p>Click Help to go to the system Help. The Help is opened in a new tab.</p>
	<p>Click on your Username to view or update your system profile.</p>

SUPPORT

The IPP Contractor Portal contains extensive online help including.

In addition, support is available through:


Email: IPPRS@pmc.gov.au

Telephone: 02 6152 3522

8am to 5pm Monday to Friday AEDT

APPENDIX A PROJECT FLYER

Below is the Project Flyer:



Australian Government
Department of the Prime Minister and Cabinet

INDIGENOUS PROCUREMENT POLICY REPORTING SOLUTION MINIMUM MANDATORY REQUIREMENT (MMR) CONTRACT REPORTING

What is the Indigenous Procurement Policy Reporting Solution?

The Indigenous Procurement Policy Reporting Solution (IPPRS), provides Commonwealth agencies and external organisations, the ability to more efficiently and accurately manage and report their obligations, as mandated by the Indigenous Procurement Policy (IPP).

This system replaces the previous manual reporting processes that were more time and resource consuming.

IPPRS will increase reporting performance accuracy and timeliness under the IPP.

IPPRS is a Whole of Government solution and all portfolios and industry have invested resources in contributing to the design.

Who is going to use IPPRS?

There are several key stakeholders that will use IPPRS:

- Industry – Contract Managers for quarterly reporting to PM&C
- Procurement Officers for tracking against Indigenous participation targets.
- Prime Minister & Cabinet IPP Team for management reporting.

How and when will IPPRS be available?

IPPRS will be delivered in two phases:

- Phase 1 - January 2018
Focusing on monitoring and reporting on IPP compliance against contract based MMR Targets
- Phase 2 – February 2018
Focusing on Government agency tracking against targets and reporting.

What benefits does IPPRS deliver?

The IPPRS will deliver the following benefits:

- Contractors can directly enter their Quarterly Reporting obligations via an online portal.
- Contractor compliance history is available to all agencies for use in future tender evaluations.
- Agencies can easily track and assess contractor performance against their obligations.
- The labour-intensive and time-consuming practice of exchanging spreadsheets will cease.
- PM&C can more accurately and effectively monitor performance against the IPP.

Is there training available for IPPRS Users?

There will be Online help (Learning Path with HTML pages) to help you work with the new system.


Initial instructions on how to log on to the system and perform basic navigation tasks will be provided directly to users prior to go live.

How can I get access to IPPRS?

If you need access to the system to perform your role, you will need to fill out a User Access Request Form. There are two forms, one for Government Employees and one for contractors. The forms will be emailed to you from the project prior to go-live.

How can I find out more?

The IPPRS contains extensive on-line help and FAQs are published on the IPP Website. Procurement officers, please contact your Commonwealth agency contact in the first instance. In addition, support is available through:

CONTACT US	
 email	Project and Policy information: IPPRS@pmc.gov.au Telephone: 02 6152 3522


Version: 1.2 Last updated: December 2017  PMC.GOV.AU

Figure 11: IPPRS Flyer