

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



Employment and Economic Development

INDIGENOUS PROCUREMENT POLICY

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

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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 <u>Indigenous Procurement Policy (IPP)</u>.

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 (<u>IPPRS@pmc.gov.au</u>) and request a new invitation.

A sample of the invitation email is shown below.

Dear Jane

Your organisation has a contract with a Commonwealth agency that has minimum mandatory reporting requirements for Indigenous participation. The contract manager for the agency has nominated you as the contact for your organisation.

You will be contacted automatically by the Indigenous Procurement Policy reporting solution when your organisation's quarterly performance reports are due, overdue, submitted or the final assessment for the contract is applied.

Please activate your account by clicking here.

If you need any help getting started you can view the online help here or read through the Industry welcome pack here.

The invitation will expire in 7 days from receipt of this email. If you miss the expiry date, please reply to this email and request a new invitation.

Kind regards

Indigenous Procurement Policy Team Community and Economic Development Division National Indigenous Australians Agency www.niaa.gov.au/ipp

The National Indigenous Australians Agency acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

Figure 1: Invitation email example

LOGGING IN FOR THE FIRST TIME

Step No	Action			
1	Click the LIDL shown in the Invitation email. The Microsoft Sign In window is			
1	displayed			
	National Leisenses Australian Agency			
	Help Sign in			
	Sign in Redeem invitation			
	Sign up with an invitation code			
	* Invitation code JaneTesting			
	I have an existing account			
	Register			
	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.			
	Figure 2: Sign Up with an Invitation Code Screen			
	Notice that your invitation code has been automatically entered by the system.			
	Please take note of the statement at the bottom of the screen:			
	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.			
2	Click Register and the screen - Register for a local account is displayed			
	prompting you to set up your Username and Password:			

Login to the IPP Contractor Portal is detailed below:

Step No.	Action					
	Autoritation Conversament National Endiqueses					
	Australiana Agercy Help Sign in					
	Sign in Redeem invitation					
	Redeeming code: JaneTesting					
	Register for a new local account		Register using an external	account		
	* Email		Azure AD			
	jane.testing@123.com					
	* Username					
	* Password					
	* Confirm password					
	Register					
	Figure 3	: Register for a	new local accoun	t screen		
3	Into the Username field, er	nter your em	ail 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 char	acters.			
5	Click Register and the sc	reen - Profil	e is displaved	prompting you to set up a		
	Profile:					
	Asstralias Generanest National Infigenous Asstralians Agenera	A				
	📅 📔 My Organisation 📔 Contractor Dashboard	- Help Jane Testing -				
	Home > Profile					
	Profile					
	Profile	Your information				
	Security	First Name *		Last Name "		
	Change password	Jane		Testing		
	Change email	Salutation				
		E-mail *		Secondary Email		
		jane.testing@123.com				
		Business Phone		Mobile Phone		
		Organisation Name *				
		OMNI EXECUTIVE PTY U	D			
		Update				
	Figure	4: Username an	d Password setua	screen		
6	The mandatory fields, indic	ated by a re	d asterisk, are	e 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.					



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.

Dear Contractor

You have been nominated as the contact for the following contract awarded to OMNI EXECUTIVE PTY LTD by Department of Defence -

Contract ID: CN3403556 Agency Ref ID: 460000701 Description: Project Management for Security Requirements Duration: 30/01/2017 - 30/09/2018 Value: \$6.646.464

This contract is subject to Mandatory Minimum Requirements (MMR) for Indigenous participation. You are required to report quarterly on information about Indigenous workforce and/or supply chain outcomes for this contract. This information is to be reported via the IPP Contractor Portal, accessible via the following link -

Contractor Portal

The agency contact(s) for the contract in Department of Defence are

Alex Giovinazzo test user@agency

Reminder emails are generated automatically by the system to alert you when your reporting is due.

If you have any questions about your reporting obligations or the assessment process, please contact your Agency Contract Manager(s).

Kind regards

Indigenous Procurement Policy Team Community and Economic Development Division National Indigenous Australians Agency www.niaa.gov.au/ipp

The National Indigenous Australians Agency acknowledges the traditional owners of country throughout Australia and their continuing connection to land,

sea and community. We pay our respects to them and their cultures and to their elders both past and present.

Figure 6: Sample email to contractor with contract details

Follow these steps to login:

Step	Action					
No.						
I	Click the URL shown in the MMR Reporting Requirements email. Welcome!					
	Nitinal Indigeners					
	n My Organisation Contractor Dashboard + Help Jane Testing +					
	VVELCOME!					
	IPP CONTRACTOR PORTAL					
	Indigenous Procurement Policy					
	The IPP Contractor Portal enables you to enter performance data for your organisation's contracts having mandatory minimum requirements for Indigenous participation, or other contracts that you have chosen to individually report on					
	nere endern or roannany report on.					
	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.					
	Figure 7: Welcome! IPP Contractor Portal screen					
2	Click Sign in to have the Sign in screen displayed:					
	Autoral Infigreon Autoral Series					
	Help Sign in					
	Sign in Redeem invitation					
	Giving false or misledding 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 misledding.					
	Please sign in:					
	* Email					
	* Password					
	Remember me?					
	Sign in Forgot your password?					
	Eiguro 9, Cign In Coroon					
	rigure 6. Sign in Screen					
3	Enter your email address into the Email field.					
4	Enter your password into the Password field and click Sign in					
5	The Home page is displayed:					

Step	Action				
NO.					
	Australian Government Antralian Agenty				
	♠ My Organisation Contractor Dashboard + Help Jane Testing +				
	Home > To Do List				
	To Do List MMR Contracts List IPP Resources News Resources				
	A list of contracts requiring your action.				
	Action Due 🕈 Action Required CN ID Agency Ref. ID Agency Description Start Date End Date Value Agency Contract Mgr				
	There are no records to display.				
	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.				
	Figure 9: Home Page screen				
	You have now successfully logged in to the IPP Contractor Portal.				

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				
↑ My Organisation Contractor Dashboa	ard - Help Jane Testing -			
My Organisation	Click here to have the details of "My Organisation" and "My Organisation Contacts" displayed. Update fields as required.			
Contractor Dashboard -	 Click here to have a drop down list displayed from which you can make a selection. Options are: 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. 			
Help	Click Help to go to the system Help. The Help is opened in a new tab.			
Jane Testing +	update your system profile.			

SUPPORT

The IPP Contractor Portal contains extensive online help including.

In addition, support is available through:

Email: <u>IPPRS@pmc.gov.au</u>

Telephone: 02 6152 3522

8am to 5pm Monday to Friday AEDT

APPENDIX A PROJECT FLYER

Below is the Project Flyer:



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.

Version: 1.2

Last updated: De

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 IPPRSUsers?

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:



December 2017

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Figure 11: IPPRS Flyer