



User Guide

FSCA Onboarding and Change

CitiPower Pty Ltd, Powercor Australia Ltd & UE Pty Ltd
Field Services Contractor Administration
contractorenquiries@powercor.com.au
contractorenquiries@ue.com.au

June 2023

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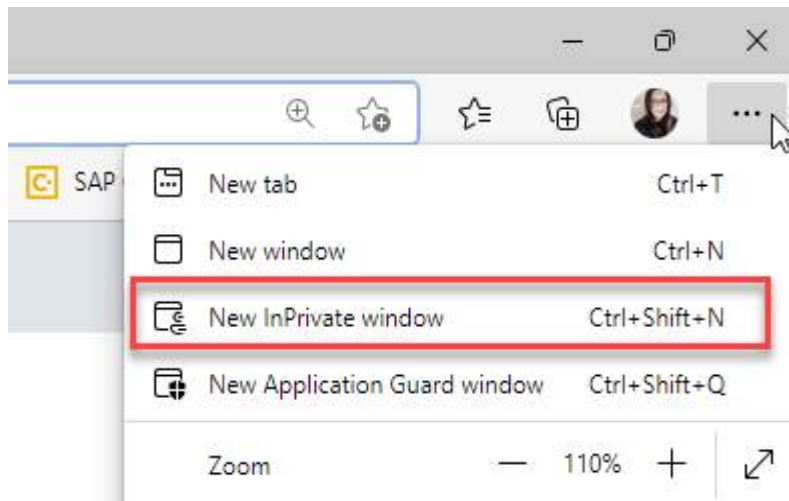
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Logging into the System

Prior to logging in, you will be sent a Powercor User Name and Password. If you are unsure of your User Name or Password, please contact contractorenquiries@powercor.com.au or contractorenquiries@ue.com.au.

1. Launch URL <https://flpnwc-sl0kv9jfoo.dispatcher.ap1.hana.ondemand.com/sites#Shell-home>

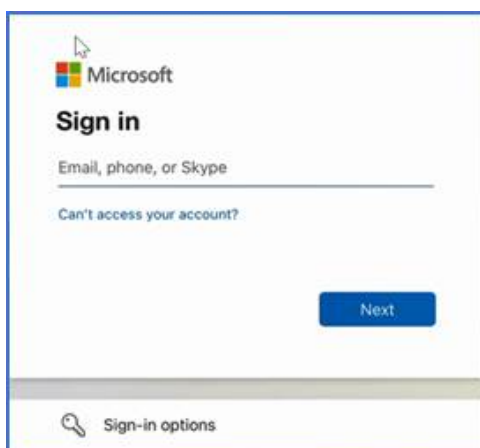
Please note: If you use Office365 as part of your organisation, you will need to open the above link in a 'InPrivate Session'.



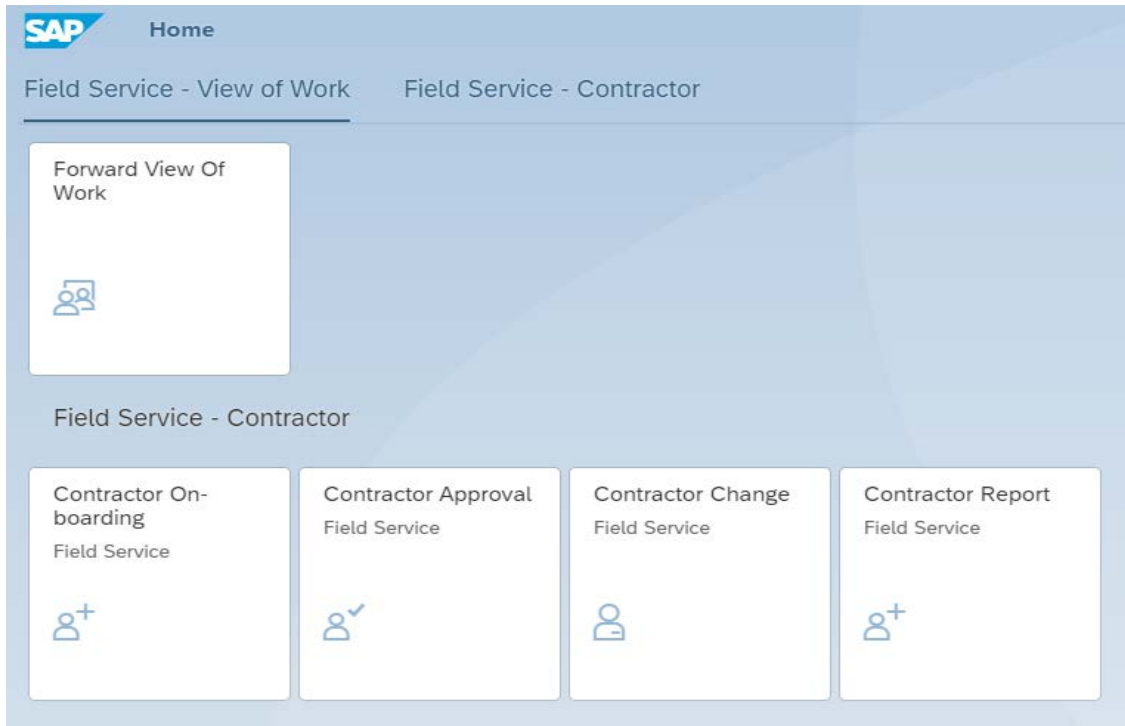
2. You will be taken to the authentication screen below. Please enter your Powercor email address, select next, and use the password reset by our IT team.

Email: xyzcitizen@powercor.com.au

Password: as reset by IT

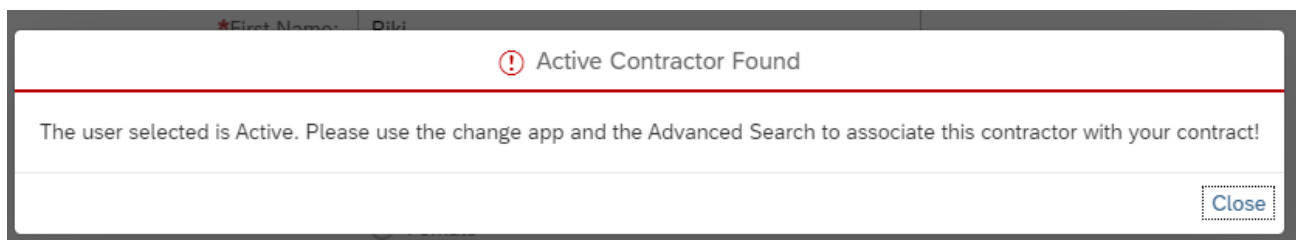


3. Once you get to this stage, the FSCA screen should be showing as per the below – please let us know should this not be the case



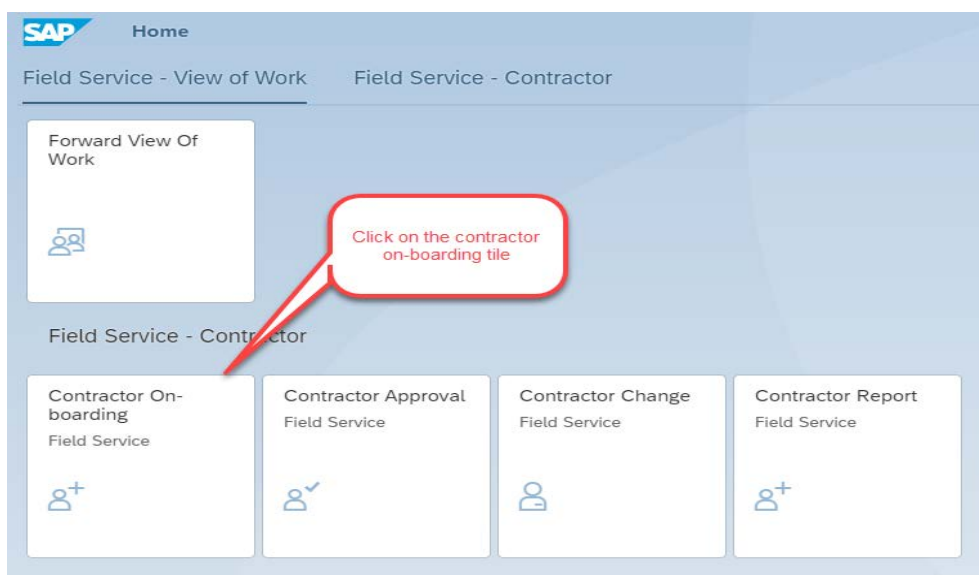
Contractor Onboarding

The Contractor on-boarding tile is used for all new applications for your organisation. If an active record already exists for a worker, the system will prompt you to make the changes in the Contractor Change tile.



Prior to on-boarding, please set workers up in **ESI Worker** ensuring all roles, mandatory competencies, including qualifications, licences, and relevant inductions have been uploaded. Verifiers check every document to ensure it is for the correct person, is valid, the dates entered match the evidence and applicable additional competencies are submitted. Verification may take up to 2 working days.

1. Click on Contractor On-Boarding Icon



2. The contractor on-boarding form is displayed. The form has mandatory (indicated by a red asterisk) and non-mandatory fields. Once all mandatory fields have been filled, you will be able to move to the next section. If there is any missing information, the Information icon at the bottom left of the screen will give you further details.

Create New Contractor ▾

New Contractor

1 New Contractor Setup 2 Authorities and Key Requests 3 Vehicle Signage

1. New Contractor Setup

Contract Details

Contract Company: ELECTRIX P/L TIA5 OMEXOM AUSTRALIA

Please select relevant contract(s)

☐ Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
☐ 7021021	Authorised Access Central Order Number	David Palmer		
☐ 7024129	Asset Inspection Services	Karl Harrison		
☐ 7024631	Electrical Construction & Maintenance Ser	David Palmer		
☐ 7016907	Bulk Change and Faults Public Lighting	David Palmer		

Personal Details

*First Name:

*Last Name:

*Preferred Name:

*Gender: ☒ Male ☐ Female

*Date of Birth: 

*Position:  

Contact Details

*Contractor Contact Number:

3. New Contractor Setup

Your company will be displayed at the top of the screen. All relevant current contracts associated with your organisation will be displayed and are available for selection.

- a. If the new contractor is working for a subcontractor, you can select a subcontractor from the drop-down menu. If a subcontractor is not available on the list, please contact contractorenquiries@powercor.com.au or contractorenquiries@ue.com.au to have the subcontractor added.

1. New Contractor Setup

Contract Details

Contract Company: ELECTRIX P/L TIA5 OMEXOM AUSTRALIA

Please select relevant contract(s)

☐ Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
☐ 7021021	Authorised Access Central Order Number	David Palmer		
☐ 7024129	Asset Inspection Services	Karl Harrison		
☐ 7024631	Electrical Construction & Maintenance Ser	David Palmer		
☐ 7016907	Bulk Change and Faults Public Lighting	David Palmer		

- b. Enter personal details of the contractor.

- i. Date of birth can be selected by opening the calendar and selecting year, month and date or type as DDMMYYYY e.g. 01062000

- ii. Select the position of the contractor. If the position is not available, please contact contractorenquiries@powercor.com.au or contractorenquiries@ue.com.au to have the position added.

Personal Details

*First Name:

*Last Name:

*Preferred Name:

*Gender: ☒ Male
☐ Female

*Date of Birth:

*Position:

*ESI Worker Number:

Contact Details

*Contractor Contact Number:

- c. If applicable, attach supporting evidence e.g. induction certificate for a non-technical role.
Note: training records shall be in **ESI Worker** and are not required to be attached.
Supporting Evidence must be in pdf. format
- d. If applicable, attached a photo.
Note: We can use the photo from ESI Worker system, only upload if you want the photo changed. The photo must be .jpg or .jpeg format.
- e. Once uploaded, proceed to click on “Step 2”

Attach Supporting Evidence

Choose file

Press "Browse..." to upload file

Photo ID

Choose file

Press "Browse..." to upload file

4. Authorities and Key Requests

a. Authorities and Keys

All mandatory authorities for the role will be displayed here. For roles that do not have mandatory authorities, they will not display. You will need to add the date of training displayed on the certificate as well as the applicable Geographical and Functional Restrictions. If any Network Keys are required, they can be selected from the Keys required drop down.

b. General Keys

If general keys are required, they can be selected from the drop down.

c. Depot Access

If access to depots is required, a swipe card will be issued. Please advise if business hours or 24-hour access is necessary. For 24-hour access, a justification is required. If access to depots is not required, select Not Required. In this case, a Photo ID will be issued with no swipe capability.

The screenshot shows the 'Create New Contractor' form at Step 2: Authorities and Key Requests. The progress bar at the top indicates three steps: 1. New Contractor Setup, 2. Authorities and Key Requests (current), and 3. Vehicle Signage. The form is titled '2. Authorities and Key Requests' and 'Authorities and Keys'. It contains several fields: 'Authority' (VESI - Enter Enclosures), '*Date of Training' (16/01/2020), '*Functional Restrictions' (Civil Worksite Ldr/Prop Mtce & Asset Ins), '*Geographic Restrictions' (Power...), and 'Keys Requested'. Below these is a 'General Keys' section with a 'Key Request(s)' dropdown (Power Industry (PI) Key - ...). The 'Depot Access' section includes '*Swipe Card Access Required During' (6am-6pm (M-F), 24x7 Access, Not Required) and '*Depots' (Colac - OTH...). A 'Select All Depots' button is also present. A 'Step 3' button is at the bottom left.

5. Vehicle Signage

a. Vehicle Signage

Please indicate if vehicle signage is required for the contractor. Temporary (Magnetic) signage will be issued if this option is selected.

b. Vehicle Details

If vehicle signage is requested, vehicle details will be mandatory. Please enter vehicle registration, make/model, body type and colour.

The screenshot shows the 'Create New Contractor' form at Step 3: Vehicle Signage. The progress bar at the top indicates three steps: 1. New Contractor Setup, 2. Authorities and Key Requests, and 3. Vehicle Signage (current). The form is titled '3. Vehicle Signage' and 'Vehicle Signage'. It contains two sections: 'Vehicle Signage' and 'Vehicle Details'. The 'Vehicle Signage' section has '*Does Contractor Require Vehicle Signage' (Yes, No) and '*Type of Vehicle Signage' (Temporary (Magnetic)). The 'Vehicle Details' section has four fields: '*Vehicle Registration' (YSX), '*Make/Model' (Hilux), '*Body Type' (Truck), and '*Colour' (Black). A 'Review' button is at the bottom left.

- Click on Review and get a summary of all the data previously entered in a read-only format. From here you can click 'Edit' to return to the request to make changes.

Create New Contractor

Review

Personal Details

First Name: Joe
 Last Name: Blogg
 Preferred Name: JB
 Date of Birth: 3/23/68
 Gender: Male
 Position: Asset Inspector
 ESI Worker Number: 990123132
 Contractor Contact Number: 0412 098 225
 Contract Company: ELECTRIX P/L TARS OMEXOM AUSTRALIA

Selected Contracts

Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
7016907	Asset Inspection Services	David Palmer		

Authorities and Keys

Authority: VES1 - Enter Enclosures
 Date of Training: 1/16/20
 Functional Restrictions: Civil Worksite Ldr/Prop Mtrc & Asset Ins
 Geographic Restrictions: Powercor
 Keys Requested:

General Keys

Key(s) Requested: Power Industry (PI) Key - Old

Depot Access

Swipe Card Access Required During: 6am-6pm (M-F)
 Reason Access Type is Required:
 Depots: Colac - OTHER

Vehicle Signage

Does Contractor Require Vehicle Signage: Yes
 Type of Vehicle Signage: Temporary (Magnetic)
 Vehicle Registration: Y5X
 Make/Model: Hilux
 Body Type: Truck

Edit Submit

- Make sure all information has been added in correctly. Once you have reviewed, click on Submit.

Geographic Restrictions: Powercor
 Keys Requested:

General Keys

Key(s) Requested: Power Industry (PI) Key - Old

Depot Access

Swipe Card Access Required During: 6am-6pm (M-F)
 Reason Access Type is Required:
 Depots: Colac - OTHER

Vehicle Signage

Does Contractor Require Vehicle Signage: Yes
 Type of Vehicle Signage: Temporary (Magnetic)
 Vehicle Registration: Y5X
 Make/Model: Hilux
 Body Type: Truck

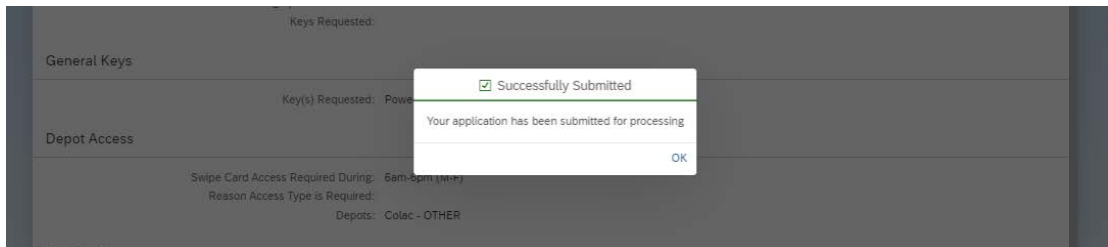
Confirmation

Are you sure you want to create this contractor request?

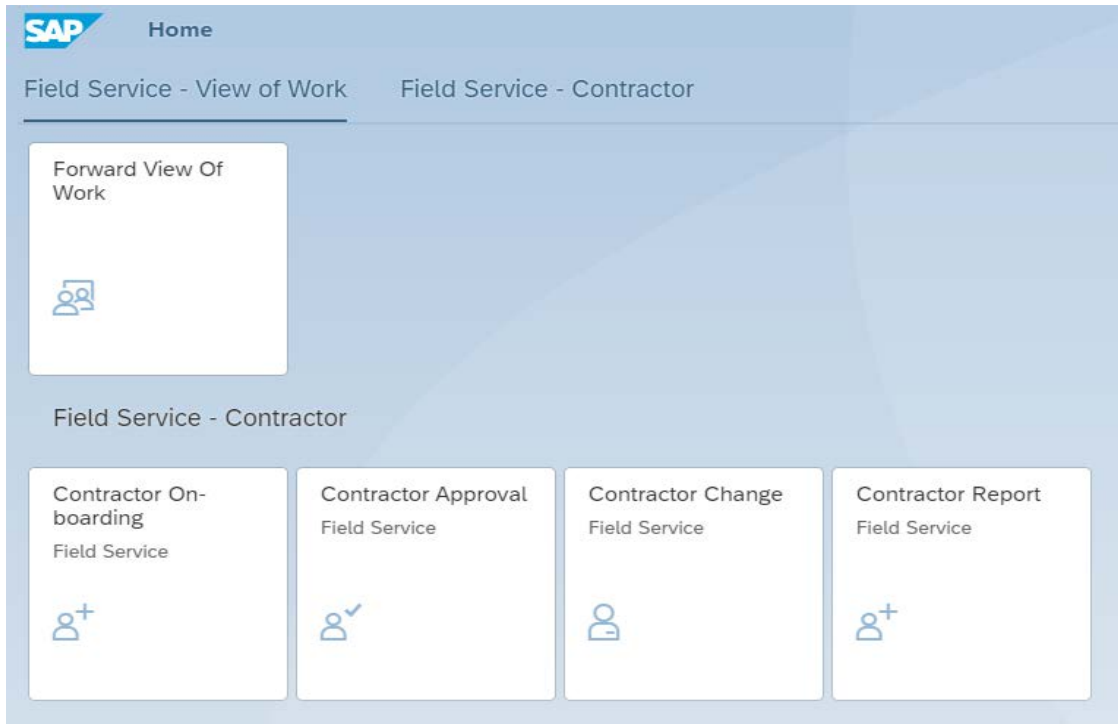
OK Cancel

Please wait

Submitting Request



8. Once the request is submitted, Click OK and you will be re-directed to the Home screen.



9. To find instructions on how to view the status of the application, please move forward to [Status of Application](#) section of this User Guide.

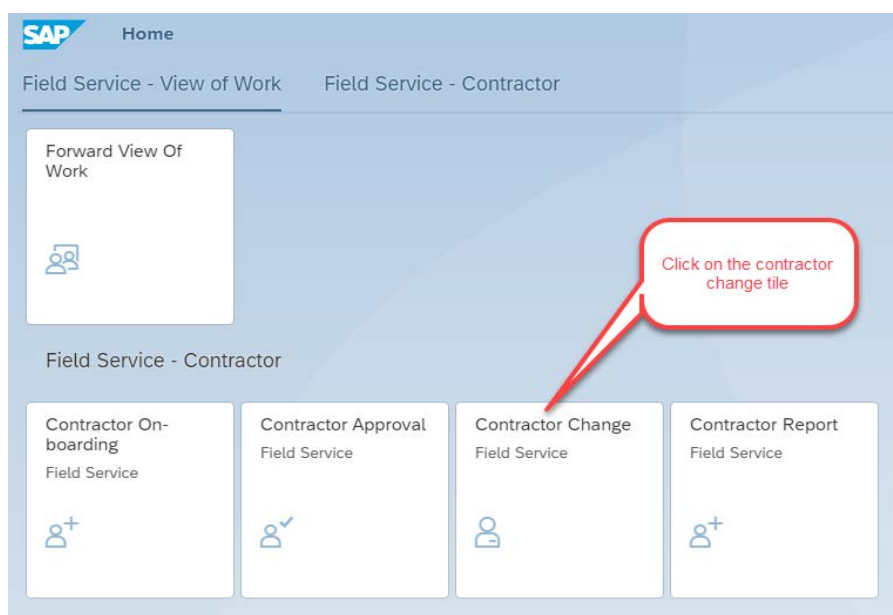
Contractor Change

The Contractor Change tile is used to make any changes to existing contractors. The Change tile can only be used for active contractors (those currently working for your organisation). If a contractor cannot be found in the Change tile, please use the 'Advanced Search' function. If still no results are found, the contractor will need to be onboarded via the Contractor Onboarding tile.

The below instructions are step-by-step, displaying each individual functionality. For a contractor, any combination of the below is possible within one change request.

Selecting a contractor

1. From the Home screen, click on the Contractor Change icon.



2. The next page will display all active contractors for your company, listed alphabetically.

The screenshot shows the Contractor list page. At the top, there's a search bar with the text 'Search for Contractors by Name, ID, Personnel Number, Org. Unit, Position or Job description'. To the right of the search bar is an 'Advanced Search' link. Below the search bar is a table with the following columns: Contractor, DoB, ESI Worker Number, Org. Unit, and Position. The table lists 15 contractors, with their names, IDs, and positions. The contractors are listed alphabetically by name.

Contractor	DoB	ESI Worker Number	Org. Unit	Position
Aaron Baker		3071608	OMEXOM	Asset Inspector Trainee
00123383			50003497	50031617
Abbie Trewin-bugeja			OMEXOM	Administration Officer
00122904			50054377	50054379
Carla Grech			OMEXOM	Administration Officer
00122905			50054377	50054379
Carlo Dalisay		1094578	OMEXOM	Lineworker G&B Distributi
00123091			50003497	50018405
Clay Kerr		3071670	OMEXOM	Asset Inspector Trainee
00123364			50003497	50031617
Dale Wilkie		3071632	OMEXOM	Asset Inspector Trainee
00123365			50003497	50031617
Dave Jennings		453627	OMEXOM	Lineworker G&B Distributi
00124093			50003497	50018405
David Fosdick			OMEXOM	Asset Inspector
00115685			50003497	50024198
Greg Holiday		2365294	OMEXOM	Civil Worker
00124095			50003497	50036352

- Search for the person you want to request a change for; using his/her employee id, first name, last name or position in the search box and then click on search button.

Contractor	DoB	ESI Worker Number	Org Unit	Position
Aaron Baker 00123363		3071698	OMEXOM 50003497	Asset Inspector Trainee 50031617
Abbie Trewin-bugeja 00122904			OMEXOM 50054377	Administration Officer 50054379
Carla Grech 00122905			OMEXOM 50054377	Administration Officer 50054379
Carlo Dalisay 00123091		1094578	OMEXOM 50003497	Lineworker G&B Distributi 50018405
Clay Kerr 00123364		3071670	OMEXOM 50003497	Asset Inspector Trainee 50031617
Dale Wilkie 00123365		3071632	OMEXOM 50003497	Asset Inspector Trainee 50031617
Dave Jennings 00124093		453627	OMEXOM 50003497	Lineworker G&B Distributi 50018405
David Fosdick 00115685			OMEXOM 50003497	Asset Inspector 50024198
Greg Holiday 00124095		2365294	OMEXOM 50003497	Civil Worker 50036352

- The results will be displayed.

Contractor	DoB	ESI Worker Number	Org Unit	Position
Miss Kerrilee Stephenson 00117299		1896067	OMEXOM 50003497	Asset Inspector Assistant 50024203

- Select the contractor to display all the change options available on the right-hand side.

Contractor	DoB	ESI Worker Number	Org Unit	Position
Adam Edmonds 00126128	25/07/1995	2125387	Service Stream Maintenanc 50018398	Lineworker Apprentice (Di 50076039
Adam Robertson 00124439	17/04/1993	1866098	Service Stream Maintenanc 50018398	Civil Worker 50055273
Adam Ross 00125836	18/07/1992	3489895	Service Stream Maintenanc 50018398	Civil Worker 50055273
Alan Miller 00126375	17/02/1977	3815588	Service Stream Maintenanc 50018398	Civil Worker 50055273
Ashley Davison 00126406	10/11/1988	3846533	Service Stream Maintenanc 50018398	Civil Worker 50055273
Barry States 00127559	17/05/1983	66447788	Service Stream Maintenanc 50054362	Lineworker G&B Distributi 50036302
Brendon Wandin 00126048	15/12/1992	3500486	Service Stream Maintenanc 50018398	Plant Operator 50024162

Managed Vendors

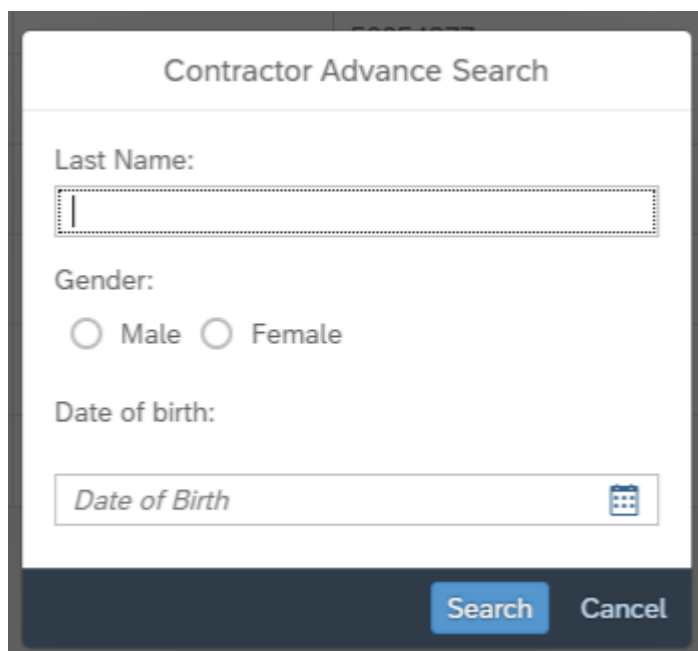
Available Vendors

Service Stream Maintenance Pty Ltd
78517

Request Options

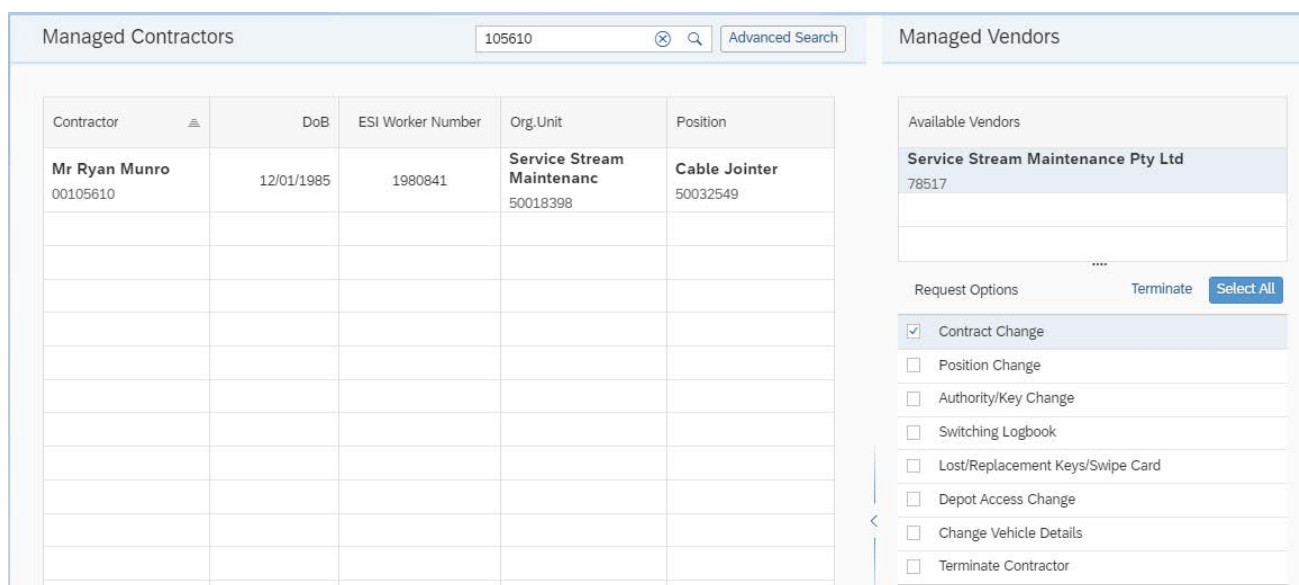
☐ Contract Change
☐ Position Change
☐ Authority/Key Change
☐ Switching Logbook
☐ Lost/Replacement Keys/Swipe Card
☐ Depot Access Change
☐ Change Vehicle Details
☐ Terminate Contractor

6. If an active contractor is transferring to your company from another company, you will need to use the 'Advanced Search' function to find contractors outside your organisation. Click on 'Advanced Search' button to open the search fields.



The image shows a 'Contractor Advance Search' form. It has a title bar 'Contractor Advance Search'. Below the title bar, there are three input fields: 'Last Name:' with a text box, 'Gender:' with two radio buttons labeled 'Male' and 'Female', and 'Date of birth:' with a text box containing the placeholder 'Date of Birth' and a calendar icon. At the bottom right of the form are two buttons: 'Search' and 'Cancel'.

7. Enter Last Name, Gender and Date of Birth to find the contractor.
8. Once selected, Contract change will be the default change request. Any other changes will need to be selected as per the next sections of this User Guide.



The image shows a screenshot of a software interface with two main panels. The left panel is titled 'Managed Contractors' and has a search bar with the value '105610' and an 'Advanced Search' button. Below the search bar is a table with the following data:

Contractor	DoB	ESI Worker Number	Org.Unit	Position
Mr Ryan Munro 00105610	12/01/1985	1980841	Service Stream Maintenanc 50018398	Cable Jointer 50032549

The right panel is titled 'Managed Vendors' and has a search bar. Below the search bar is a table with the following data:

Available Vendors
Service Stream Maintenance Pty Ltd 78517

Below the table, there are 'Request Options' and a 'Terminate' button. The 'Request Options' are:

- ☒ Contract Change
- ☐ Position Change
- ☐ Authority/Key Change
- ☐ Switching Logbook
- ☐ Lost/Replacement Keys/Swipe Card
- ☐ Depot Access Change
- ☐ Change Vehicle Details
- ☐ Terminate Contractor

Contract Change

The Contract Change functionality is used to add contracts and subcontractors, remove contracts or subcontractors or to transfer between two subcontractors.

1. When the contractor is selected, click on the Contract Change checkbox and click Create Request.

Contractor	DoB	ESI Worker Number	Org.Unit	Position
Dsd Dds 00127537	20/09/1980	122555	Service Stream Maintenance 50018398	Lineworker Distribution 50018415

Available Vendors

Service Stream Maintenance Pty Ltd

78517

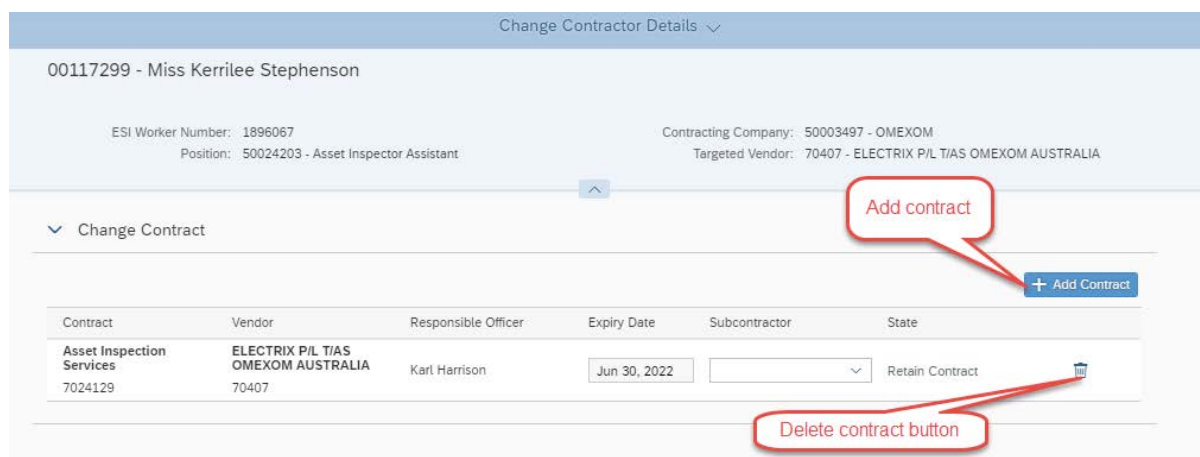
Request Options Terminate [Select All](#)

- ☒ Contract Change
- ☐ Position Change
- ☐ Authority/Key Change
- ☐ Switching Logbook
- ☐ Lost/Replacement Keys/Swipe Card
- ☐ Depot Access Change
- ☐ Change Vehicle Details
- ☐ Terminate Contractor

2. Click on the Create Request button at the bottom right corner of the screen.

[illegible]

3. The current contract is displayed with the ability to add another contract, delete an existing contract and update subcontractors.



Change Contractor Details

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067
Position: 50024203 - Asset Inspector Assistant

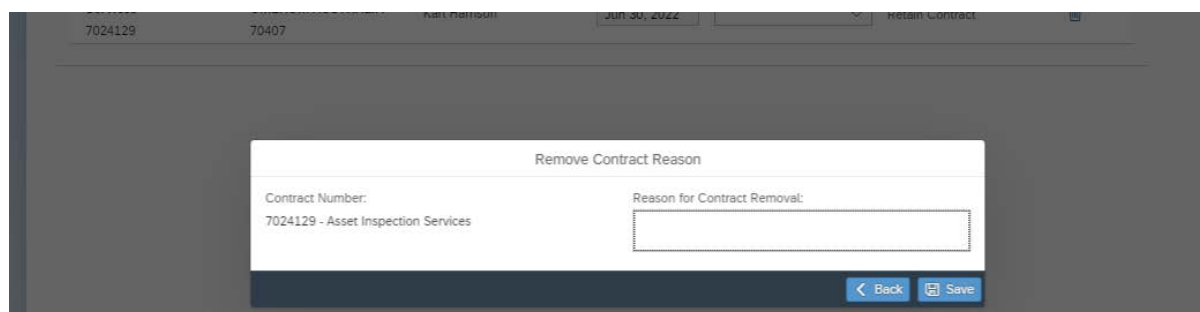
Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

Change Contract

+ Add Contract

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		Retain Contract

4. To delete the current contract, click the rubbish bin icon. A popup will display requesting reason for the contract removal.



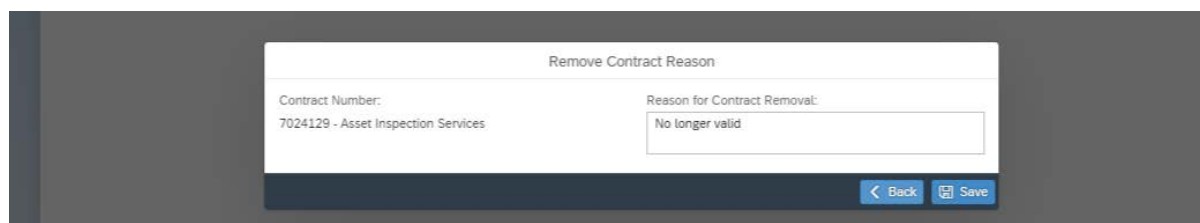
Remove Contract Reason

Contract Number:
7024129 - Asset Inspection Services

Reason for Contract Removal:

< Back Save

5. Enter a valid reason and save.



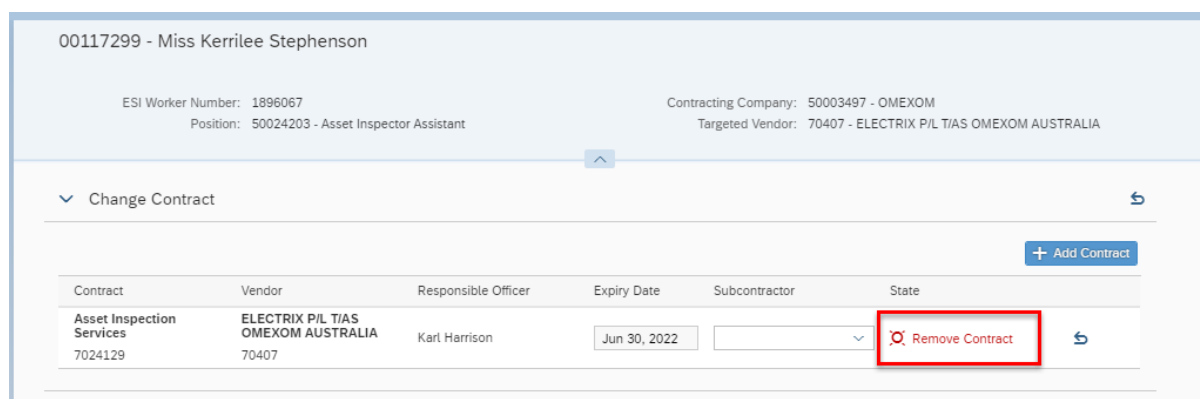
Remove Contract Reason

Contract Number:
7024129 - Asset Inspection Services

Reason for Contract Removal:
No longer valid

< Back Save

6. The state of the contract will now display as "Remove Contract".



Change Contractor Details

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067
Position: 50024203 - Asset Inspector Assistant

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

Change Contract

+ Add Contract

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		Remove Contract

- To add a contract, click on the '+ Add Contract' button. All available contracts will be displayed.

Change Contract

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State
Asset Inspection Services 7024129	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		Remove Contract

+ Add Contract

Change Contractor Details - Contract Change

Please select relevant contract(s)

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor
Bulk Change and Faults Public Lighting 7010907	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	David Palmer 00115653	Mar 31, 2020	
Authorised Access Control Order Number 7021021	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	David Palmer 00115653	Oct 30, 2022	
Asset Inspection Services 7024129	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	Karl Harrison 00110447	Jun 30, 2022	
Electrical Construction & Maintenance Ser 7024631	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	David Palmer 00115653	Sep 30, 2023	

- Choose the required contract and select a relevant subcontractor (if required). If a subcontractor is not available on the list, please contact contractorenquiries@powercor.com.au or contractorenquiries@ue.com.au to have the subcontractor added.
- Once complete, click Save.

Change Contractor Details - Contract Change

Please select relevant contract(s)

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor
Bulk Change and Faults Public Lighting 7010907	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	David Palmer 00115653	Mar 31, 2020	
Authorised Access Control Order Number 7021021	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	David Palmer 00115653	Oct 30, 2022	
Asset Inspection Services 7024129	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	Karl Harrison 00110447	Jun 30, 2022	
Electrical Construction & Maintenance Ser 7024631	ELECTRIX P/L TIAS OMEKOM AUSTRALIA 70407	David Palmer 00115653	Sep 30, 2023	Lipner Pty Ltd

Subcontractor dropdown menu:

- TM Energy
- Service Stream
- Lipner Pty Ltd
- Add Inspections
- GT Asset Services
- P2 Asset Inspections Pty Ltd
- Zebra Asset Protection Pty Ltd
- LURROBRE Inspections
- CSC Asset Inspections
- Western Line Inspection
- GT Asset Inspections
- Gippsland Travel Tower
- Electrical Resource Providers
- Statewide Pest Control
- Lend Lease
- Promat Electrical
- Gegner Group (VIC) Pty Ltd
- Network Design & Construction Pty Ltd
- RSC Inspections
- Universal Network Services
- RMA Civil Construction
- Key HR Services
- Felo Electrical

10. The state of the contract will now display as “New Contract”.

Change Contract						+ Add Contract	
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State		
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022			Remove Contract	
Electical Construction & Maintnenace Ser 7024631	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Lopeer Pty Ltd		New Contract	

11. Click the Review button on the bottom right hand corner of your screen to review the changes made. From here you can click ‘Amend Request’ to return to the request to make changes.

Change Contractor Details

00117299 - Miss Kerrilee Stephenson

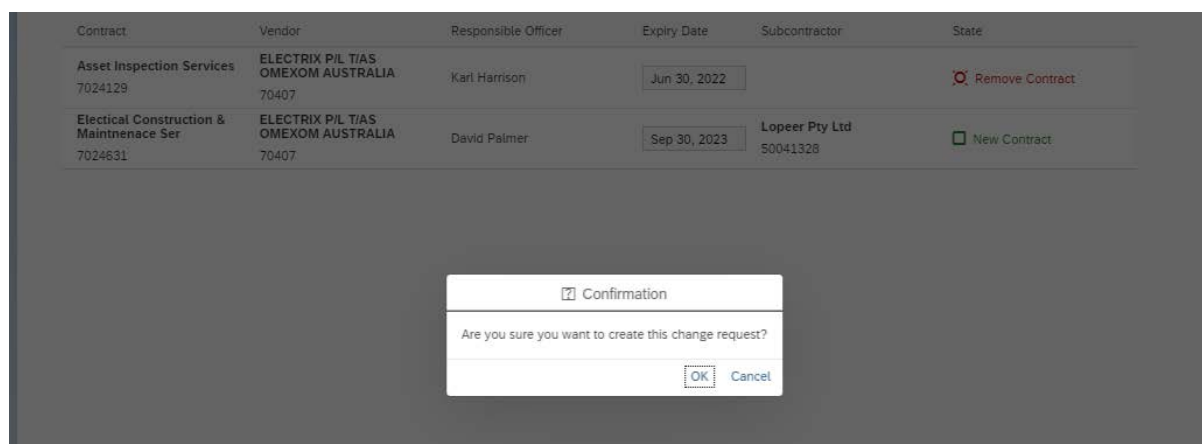
ESI Worker Number: 1896067
Position: 50024203 - Asset Inspector Assistant

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

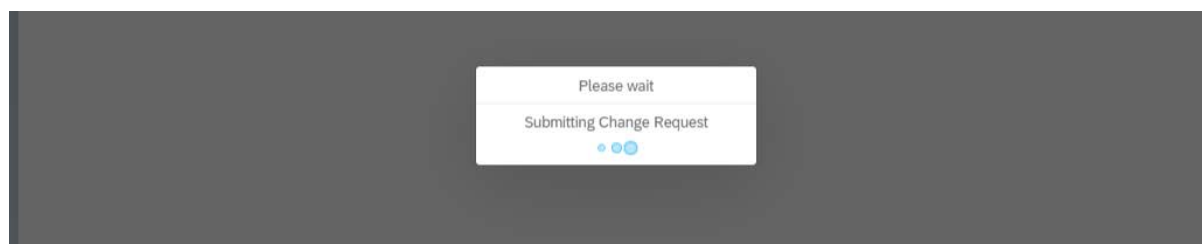
Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	State
Asset Inspection Services 7024129	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	Karl Harrison	Jun 30, 2022		Remove Contract
Electical Construction & Maintnenace Ser 7024631	ELECTRIX P/L T/AS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Lopeer Pty Ltd 50041328	New Contract

Amend Request Submit

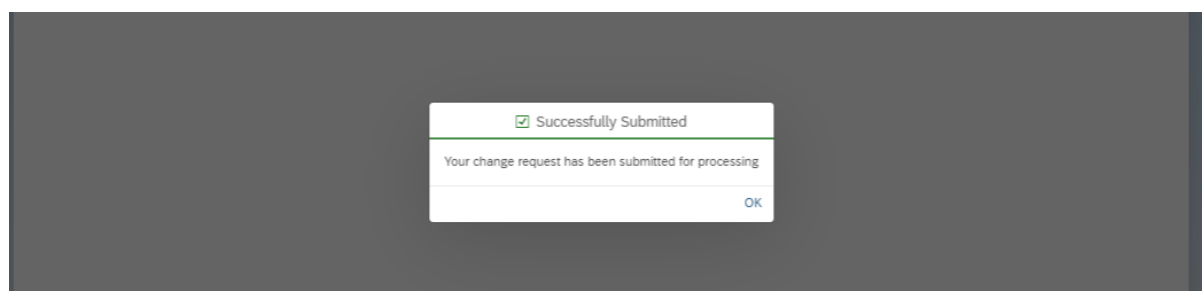
12. Once reviewed, click “Submit”. A confirmation pop-up is displayed.



13. Click on OK and wait while the system submits the changes for approval.



14. Once complete, the Successfully submitted pop-up is displayed.



15. Click OK to go back to the Home Screen.

Position Change

The Position Change functionality is used to transfer a current contractor from one position to another. Prior to submitting a Position change request, ensure the new ESI worker role has been approved.

1. When the contractor is selected, click on the Position Change checkbox and click Create Request.

[illegible]

2. Position change screen is displayed with the current position and ability to choose new positions.

Change Contractor Details

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067

Contracting Company: 50003497 - OMEXOM

Position: 50024203 - Asset Inspector Assistant

Targeted Vendor: 70407 - ELECTRIX P/L T/A/S OMEXOM AUSTRALIA

Change Position

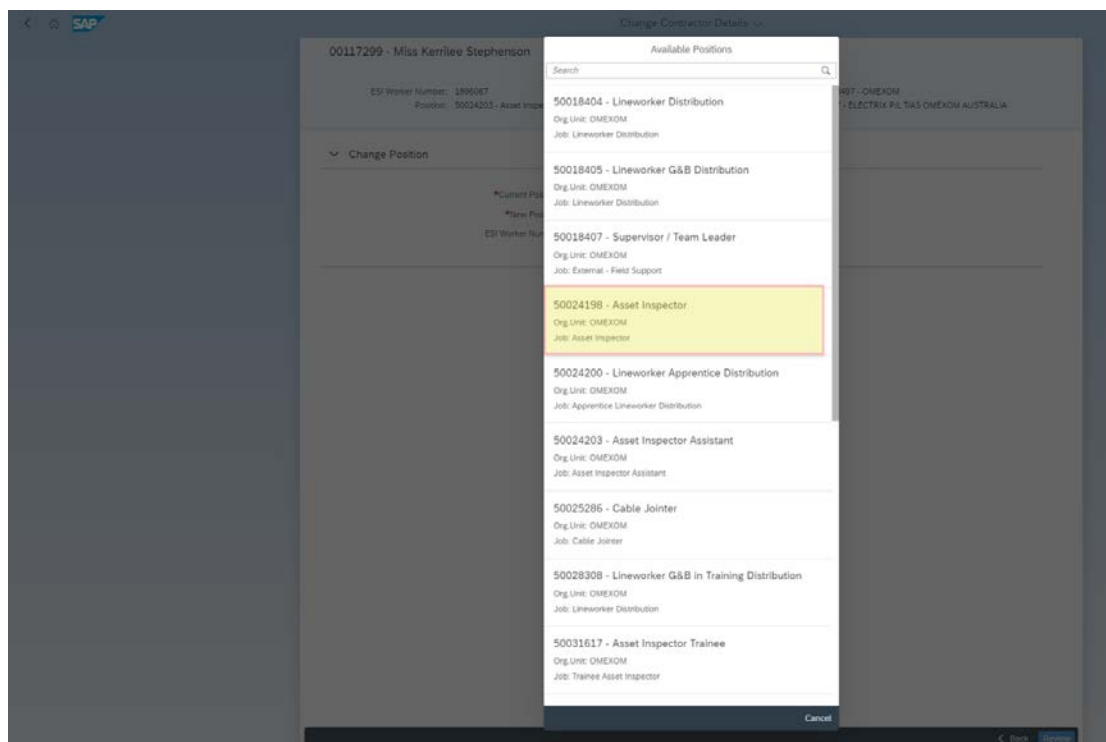
*Current Position: 50024203 - Asset Inspector Assistant

*New Position:

ESI Worker Number:

- Select the new position for the contractor. If the position is not available, please contact contractorenquiries@powercor.com.au or contractorenquiries@ue.com.au to have the position added.

Once selected, enter the 'Effective date from'. If ESI worker field is not populated, enter the ESI worker number (max. 12 numbers).



- For all technical positions, mandatory authority training details are required to be entered. Please enter the date of training, Functional and Geographical restrictions. If any Authority keys or General keys are required, select these from the drop-down.

00105610 - Mr Ryan Munro

ESI Worker Number: 1980841
Position: 50032549 - Cable Joiner

Contracting Company: 50018398 - Service Stream Maintenance
Targeted Vendor: 78517 - Service Stream Maintenance Pty Ltd

Change Position

*Current Position: 50032549 - Cable Joiner
*New Position: 50018416 - Lineworker G&B Distribution
*Effective from date: Enter effective date...
ESI Worker Number: 1980841

Authorities and Key Requests

Assigned Authority - VESI - Receive Acc Permits (UETTDRRF09) 50003453 (Mandatory)

*Date of Training: 17/12/2020
*Functional Restriction: Recipient in Charge / Recipient
*Geographic Restriction: United Energy
Requested Key(s):

New Authority - VESI - RSO-Restricted Switching Overhead 50003446 (Optional)

*Date of Training: Enter training date...
*Functional Restriction: Dist O/H & Gr type S/S, spur & SWER line
*Geographic Restriction:
Requested Key(s):

General Keys

Requested Key(s):

5. Once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

00105610 - Mr Ryan Munro

ESI Worker Number: 1980841
Position: 50032549 - Cable Joiner

Contracting Company: 50018398 - Service Stream Maintenan
Targeted Vendor: 78517 - Service Stream Maintenance Pty Ltd

Change Position

*Current Position: 50032549 - Cable Joiner

*New Position: 50018416 - Lineworker G&B Distribution

*Effective from date: 23 May 2023

ESI Worker Number: 1980841

Authorities and Key Requests

+ Optional Authority

Assigned Authority - VESI - Receive Acc Permits (UETDORRF09) 50003453 (Mandatory)

*Date of Training: 17/12/2020

*Functional Restriction: Recipient in Charge / Recipient

*Geographic Restriction: United Energy

Requested Key(s):

New Authority - VESI - RSO-Restricted Switching Overhead 50003446 (Optional)

*Date of Training: 16/05/2023

*Functional Restriction: Dist O/H & Gr type S/S, spur & SWER line

*Geographic Restriction: United Energy

Requested Key(s):

General Keys

Requested Key(s): UE Power Industry (PI) Key Mk1 - Old

< Back Review

6. Once reviewed, click "Submit". A confirmation pop-up is displayed

New Authority - VESI - Enter Enclosures 50003367

*Functional Restriction: Electrical Qualified

*Geographic Restriction: Confirmation

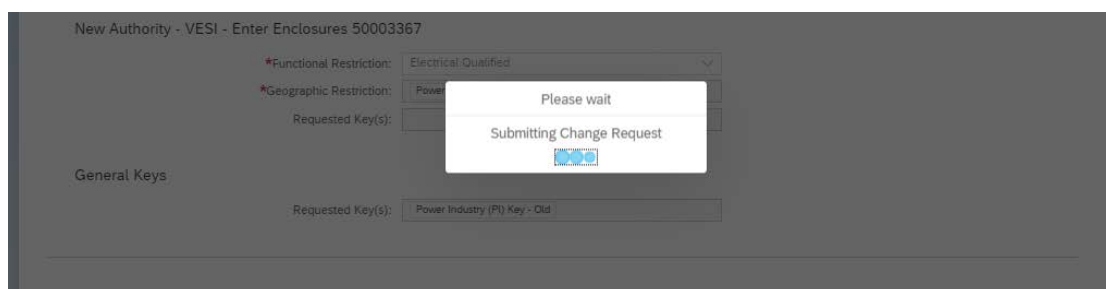
Requested Key(s): Are you sure you want to create this change request?

OK Cancel

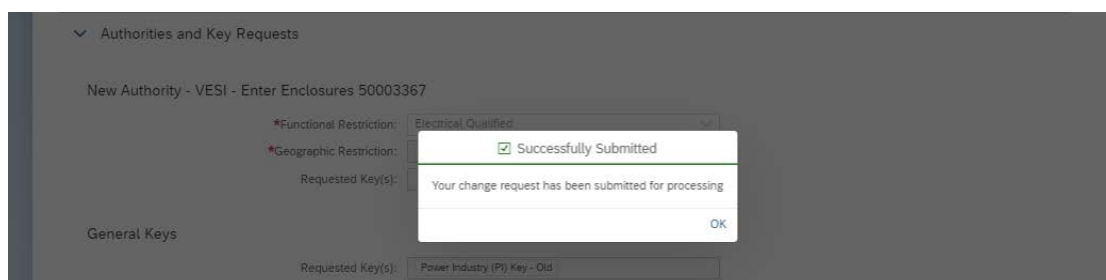
General Keys

Requested Key(s): Power Industry (PI) Key - Old

- Click on OK and wait while the system submits the changes for approval.



- Once complete, the successfully submitted pop-up is displayed.



- Click OK to go back to the Home Screen.

Authority/Key Change

The Authority/Key Change functionality is used to change existing authorities held by a contractor, or to request a new authority or general keys.

1. When the contractor is selected, click on the Authority Change checkbox and click Create Request.

The screenshot shows the 'Managed Contractors' and 'Managed Vendors' interface. The 'Managed Contractors' table lists contractors with columns for Contractor, DoB, ESI Worker Number, Org.Unit, and Position. The first row shows 'Dsd Dds' with ID 00127537, DoB 20/09/1980, ESI Worker Number 122555, Org.Unit 'Service Stream Maintenanc', and Position 'Lineworker Distribution'. The 'Managed Vendors' section shows 'Available Vendors' with 'Service Stream Maintenance Pty Ltd' (78517). Below this, the 'Request Options' section has checkboxes for 'Contract Change', 'Position Change', 'Authority/Key Change' (which is checked), 'Switching Logbook', 'Lost/Replacement Keys/Swipe Card', 'Depot Access Change', 'Change Vehicle Details', and 'Terminate Contractor'.

2. Authority and Key Requests screen is displayed with the current assigned authority and any keys already issued.

The screenshot shows the 'Authority and Key Requests' screen for contractor '00127537 - Dsd Dds'. It displays the contractor's details: ESI Worker Number: 122555, Position: 50018415 - Lineworker Distribution, Contracting Company: 50018398 - Service Stream Maintenanc, and Targeted Vendor: 78517 - Service Stream Maintenance Pty Ltd. The 'Authorities and Key Requests' section shows two entries: 'Assigned Authority - VESI - Receive Acc Permits (UETDORR09) 50003453' (Mandatory) and 'New Authority - VESI-DSO-Distribution Switching Overhead 50003445' (Optional). The 'Assigned Authority' entry has fields for Date of Training (12/01/2022), Functional Restriction (Recipient in Charge / Recipient), and Geographic Restriction (United Energy). The 'New Authority' entry has fields for Date of Training (Enter training date...), Functional Restriction (Dist O/H field app & sub-trans earthing), and Geographic Restriction. Below these, the 'General Keys' section shows a 'Requested Key(s)' dropdown menu with options: PAL Key 1 - General Property, CP Keys - Consumer Key, Power Industry (PI) Key - Old, PAL Key 10 - Telecommunications Security, Power Industry (PI) Key - New, UE Power Industry (PI) Key Mk1 - Old, and UE Power Industry (PI) Key Mk2 - New. At the bottom, there are 'Back' and 'Review' buttons.

3. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

00127537 - Dsd Dds

ESI Worker Number: 122555
Position: 50018415 - Lineworker Distribution

Contracting Company: 50018398 - Service Stream Maintenan
Targeted Vendor: 78517 - Service Stream Maintenance Pty Ltd

Authorities and Key Requests

+ Optional Authority

Assigned Authority - VESI - Receive Acc Permits (UETTDRRF09) 50003453 (Mandatory)

*Date of Training: 12/01/2022

*Functional Restriction: Recipient in Charge / Recipient

*Geographic Restriction: United Energy

Requested Key(s):

New Authority - VESI-DSO-Distribution Switching Overhead 50003445 (Optional)

*Date of Training: 01/05/2023

*Functional Restriction: Dist O/H field app & sub-trans earthing

*Geographic Restriction: United Energy

Requested Key(s):

General Keys

Requested Key(s): UE Power Industry (PI) Key Mk1 - Old

- ☐ PAL Key 1 - General Property
- ☐ CP Keys - Consumer Key
- ☐ Power Industry (PI) Key - Old
- ☐ PAL Key 10 - Telecommunications Security
- ☐ Power Industry (PI) Key - New
- ☒ UE Power Industry (PI) Key Mk1 - Old
- ☐ UE Power Industry (PI) Key Mk2 - New

Click here to review

< Back Review

4. Once reviewed, click "Submit". A confirmation pop-up is displayed

General Keys

Requested Key(s): Power Industry (PI) Key - Old

Confirmation

Are you sure you want to create this change request?

OK Cancel

5. Click on OK and wait while the system submits the changes for approval.

General Keys

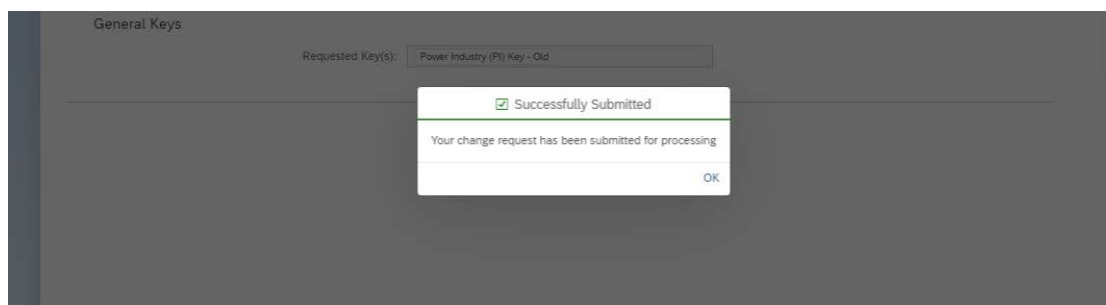
Requested Key(s): Power Industry (PI) Key - Old

Please wait

Submitting Change Request

Progress bar

6. Once complete, the successfully submitted pop-up is displayed.



7. Click OK to go back to the Home Screen.

Switching Logbook

The Switching Logbook functionality is used to request a logbook to be issued to worker.

1. When the contractor is selected, click on the Switching Logbook checkbox and click Create Request.

[illegible]

2. Make your selection, you can then review and make amendments if required. Once reviewed click “submit”. A confirmation pop-up is displayed, click on OK and wait whilst the system submits the request.

00106558 - Mr Kieren Ambrose

ESI Worker Number: 1732368

Contracting Company: 50018398 - Service Stream Maintenance

Position: 50018416 - Lineworker G&B Distribution

Targeted Vendor: 78517 - Service Stream Maintenance Pty Ltd

Switching Logbook

*Logbook:

VESI - ZSS - Zone Substation Switching

*Functional Restriction:

Isolate & Earth all Sub-Trans & Dist App

*Geographic Restriction:

Powercor (inducted Zone Subs only)

Lost/Replacement Keys/Swipe Card

The Lost/Replacement Keys/Swipe Card functionality is used to request new keys or swipe cards should they be lost, stolen or defective.

This section is only for keys/swipe cards that have already been issued. For new keys, including Zone Substation Access, raise an Authority/Key Change Request. For a new swipe card, raise a Depot Access Change request.

- When the contractor is selected, click on the Lost/Replacement Keys/Swipe Card checkbox and click Create Request.

[illegible]

4. The current General Keys, Swipe Cards and Authority Keys held by the contractor are displayed.

00105610 - Mr Ryan Munro

ESI Worker Number: 1980841
Position: 50032549 - Cable Joiner

Contracting Company: 50018398 - Service Stream Maintenance
Targeted Vendor: 78517 - Service Stream Maintenance Pty Ltd

▼ Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys	Swipe Cards	Authority Keys
No Keys/Cards Issued	Swipe Card 15448	CP Keys - 001 & Swipe card (Z/Subs) 457
		CP Keys - LP (Dist Sub) 1046

Attach Supporting Evidence

Choose file [Browse...](#)

5. For changing “General Keys”, click on current key

Change Contractor Details ▼

00104595 - Mr Maurice Reid

ESI Worker Number: 1895930
Position: 50024198 - Asset Inspector

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

▼ Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys	Swipe Cards	Authority Keys
PAL Key 1 - General Property 16	Swipe Card 16948	PAL Key 4/Swipe Entry to Enclosure ZSub 4/566

Attach Supporting Evidence

Choose file [Browse...](#)

6. Choose the appropriate reason, either lost or defective. Download the relevant declaration and complete. Click Save.

For lost keys, a Statutory Declaration must be attached. For defective or broken keys, the Broken Key Form must be attached, and the original keys returned to CitiPower and Powercor or United Energy. Attach the relevant declaration with the form.

▼ Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys

PAL Key 1 - General Property
16

Swipe Cards

Swi 16

Authority Keys

PAL Key 4/Swipe Entry to Enclosure ZSub
4/566

Attach Supporting Evidence

Choose file

Browse...

Replacement Reason

Key/Swipe Card:
PAL Key 1 - General Property

☒ Lost ☐ Defective

Lost Declaration

Comments:
Keys lost in the office

< Back Save

Download the "Lost Declaration". Complete and attach with the application

Change Contractor Details ▼

00104595 - Mr Maurice Reid

ESI Worker Number: 1895930
Position: 50024198 - Asset Inspector

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

▼ Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys

PAL Key 1 - General Property
16
Lost - Keys lost in the office

Swipe Cards

Swipe Card
16948

Authority Keys

PAL Key 4/Swipe Entry to Enclosure ZSub
4/566

Attach Supporting Evidence

12014419.PDF

Browse...

7. For changing "Swipe Cards", click on current swipe card.

Change Contractor Details ▼

00104595 - Mr Maurice Reid

ESI Worker Number: 1895930
Position: 50024198 - Asset Inspector

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

▼ Lost/Replacement Keys or Swipe Card

Please select the lost/defect keys and enter the required information.

General Keys

PAL Key 1 - General Property
16

Swipe Cards

Swipe Card
16948

Authority Keys

PAL Key 4/Swipe Entry to Enclosure ZSub
4/566

Attach Supporting Evidence

Choose file

Browse...

Click Here

8. Choose the appropriate reason, either lost or defective and save. For a lost swipe card, a Statutory Declaration must be attached. For defective or broken swipe card, they need to be returned to the CRO.

The screenshot shows a 'Replacement Reason' modal form. It has a title bar 'Replacement Reason'. Below the title, there are two radio buttons: 'Lost' and 'Defective', with 'Defective' selected. Below the radio buttons is a link 'Defect Declaration'. To the right of this link is a red callout bubble with the text: 'Download the "Defect Declaration". Complete and attach with the application'. Below the link is a text input field with the text 'Snapped in half'. At the bottom of the modal are two buttons: 'Back' and 'Save'.

The screenshot shows the 'Lost/Replacement Keys or Swipe Card' form. At the top, there is a section for 'Change Contractor Details' with the following information: '00104595 - Mr Maurice Reid', 'ESI Worker Number: 1895930', 'Position: 50024198 - Asset Inspector', 'Contracting Company: 50003497 - OMEXOM', and 'Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA'. Below this is a section for 'Lost/Replacement Keys or Swipe Card' with the instruction 'Please select the lost/defect keys and enter the required information.' There are three columns: 'General Keys', 'Swipe Cards', and 'Authority Keys'. Under 'General Keys' is 'PAL Key 1 - General Property' with ID '16'. Under 'Swipe Cards' is 'Swipe Card' with ID '16948' and a status 'Defective - Card damaged'. Under 'Authority Keys' is 'PAL Key 4/Swipe Entry to Enclosure ZSub' with ID '4/566'. Below these columns is a section for 'Attach Supporting Evidence' with a text input field containing '12014419.PDF' and a 'Browse...' button.

9. For changing "Authority Keys", click on current key

This screenshot is identical to the previous one, showing the 'Lost/Replacement Keys or Swipe Card' form. A red callout bubble with the text 'Click Here' points to the 'PAL Key 4/Swipe Entry to Enclosure ZSub' entry in the 'Authority Keys' column.

10. Choose the appropriate reason, either lost or defective. Download the relevant declaration and complete. Click Save.

For lost keys, a Statutory Declaration must be attached. For defective or broken keys, the Broken Key Form must be attached, and the original keys returned to CitiPower and Powercor. Attach the relevant declaration with the form.

The screenshot shows a web form titled "Lost/Replacement Keys or Swipe Card". A modal window titled "Replacement Reason" is open in the center. It contains the following fields: "Key/Swipe Card:" with the value "PAL Key 1 - General Property", radio buttons for "Lost" (selected) and "Defective", a link for "Lost Declaration", and a "Comments:" text area with the text "Keys lost in the office". At the bottom of the modal are "Back" and "Save" buttons. A red callout bubble points to the "Lost Declaration" link with the text: "Download the 'Lost Declaration'. Complete and attach with the application". The background form has sections for "General Keys", "Swipe Cards", and "Authority Keys", each with a list of items. There is also an "Attach Supporting Evidence" section with a "Choose file" button.

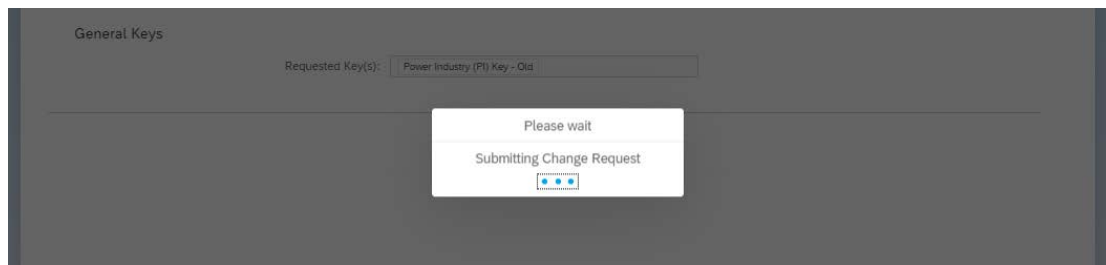
11. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

The screenshot shows a "Change Contractor Details" page. At the top, it displays contractor information: "00104595 - Mr Maurice Reid", "ESI Worker Number: 1895930", "Position: 50024198 - Asset Inspector", "Contracting Company: 50003497 - OMEXOM", and "Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA". Below this is a section titled "Lost/Replacement Keys or Swipe Card" with a summary of the request. It shows three categories: "General Keys" (PAL Key 1 - General Property, 16), "Swipe Cards" (Swipe Card, 16948), and "Authority Keys" (PAL Key 4/Swipe Entry to Enclosure ZSub, 4/566, with a note "Lost - Lost keys"). There is also an "Attach Supporting Evidence" section with a text input field containing "12014419.PDF" and a "Browse..." button.

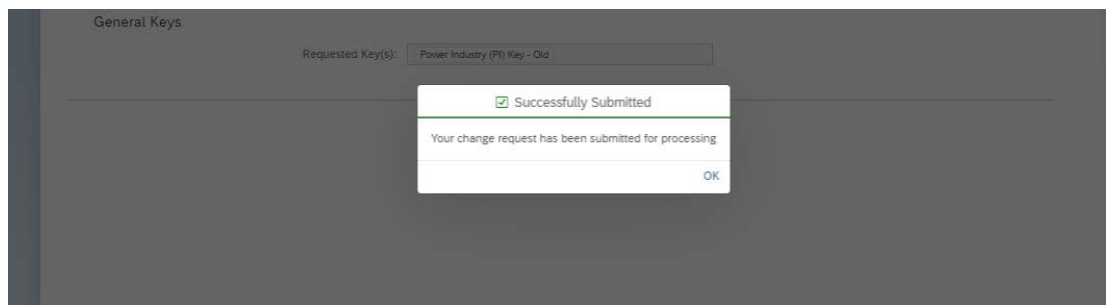
12. Once reviewed, click "Submit". A confirmation pop-up is displayed

The screenshot shows a confirmation pop-up dialog box. It has a title bar "Confirmation" and a message: "Are you sure you want to create this change request?". At the bottom are "OK" and "Cancel" buttons. The background shows a partial view of the "General Keys" section from the previous form.

13. Click on OK and wait while the system submits the changes for approval.



14. Once complete, the successfully submitted pop-up is displayed.



15. Click OK to go back to the Home Screen.

Depot Access Change

The Depot Access Change functionality is used to request swipe card access for a contractor or change the current depot access the contractor has with an existing swipe card.

1. When the contractor is selected, click on the Depot Access Change checkbox and click Create Request.

The screenshot shows the 'Managed Contractors' and 'Managed Vendors' interface. The 'Managed Contractors' table lists contractors with columns for Contractor, DoB, ESI Worker Number, Org. Unit, and Position. The 'Managed Vendors' section shows available vendors and request options.

Contractor	DoB	ESI Worker Number	Org. Unit	Position
Mr Ryan Munro 00105610	12/01/1985	1980841	Service Stream Maintenanc 50018398	Cable Jointer 50032549

Managed Vendors

Available Vendors

Service Stream Maintenance Pty Ltd
78517

Request Options

☐ Contract Change

☐ Position Change

☐ Authority/Key Change

☐ Switching Logbook

☐ Lost/Replacement Keys/Swipe Card

☒ Depot Access Change

☐ Change Vehicle Details

☐ Terminate Contractor

2. The Add Depot Access screen is displayed, showing existing access.

The screenshot shows the 'Add Depot Access' screen. It displays contractor details and allows users to select depots and specify access requirements.

Change Contractor Details

00124099 - Henry Jenkins

ESI Worker Number: 325695
Position: 50025286 - Cable Jointer

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

▼ Add Depot Access

*Swipe Card Access Required During: ☐ 6am-6pm (M-F) ☒ 24x7 Access ☐ Not Required

*Reason Access Type is Required: WEEKEND WORK

*Depots: Rooney St - MAIN BUI... Rooney St - GAT... Select All Depots

3. Select Swipe Card Access Required during as either Business Hours (6am-6pm M-F) or 24x7 access. If 24x7 access is requested, it is mandatory for the Reason Access Type is required field to be populated.

Change Contractor Details ▾

00124099 - Henry Jenkins

ESI Worker Number: 325695 Contracting Company: 50003497 - OMEXOM
Position: 50025286 - Cable Joiner Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

⬅

▾ Add Depot Access ➤

*Swipe Card Access Required During: ☐ 6am-6pm (M-F) ☒ 24x7 Access ☐ Not Required

*Reason Access Type is Required:

*Depots: Select All Depots

☒	Ardeer - MAIN BUILD	001
☒	Ardeer - GATES	002
☐	Ardeer - ITSTORE RM	003
☐	Ardeer - OTHER	004
☐	Ballarat - MAIN BUILD	001
☐	Ballarat - GATES	002
☐	Ballarat - ITSTORE RM	003
☐	Ballarat - OTHER	004
☐	Bendigo - MAIN BUILD	001
☐	Bendigo - GATES	002
☐	Bendigo - ITSTORE RM	003
☐	Bendigo - OTHER	004
☒	Colac - MAIN BUILD	001
☒	Colac - GATES	002
☐	Colac - ITSTORE RM	003
☐	Colac - OTHER	004
☐	Echuca - MAIN BUILD	001
☐	Echuca - GATES	002
☐	Echuca - ITSTORE RM	003
☐	Echuca - OTHER	004
☐	Geelong - MAIN BUILD	001
☐	Geelong - GATES	002
☐	Geelong - ITSTORE RM	003
☐	Geelong - OTHER	004
☐	Horsham - MAIN BUILD	001
☐	Horsham - GATES	002

⏪ Back Review

Change Contractor Details ▾

00124099 - Henry Jenkins

ESI Worker Number: 325695 Contracting Company: 50003497 - OMEXOM
Position: 50025286 - Cable Joiner Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

⬅

▾ Add Depot Access

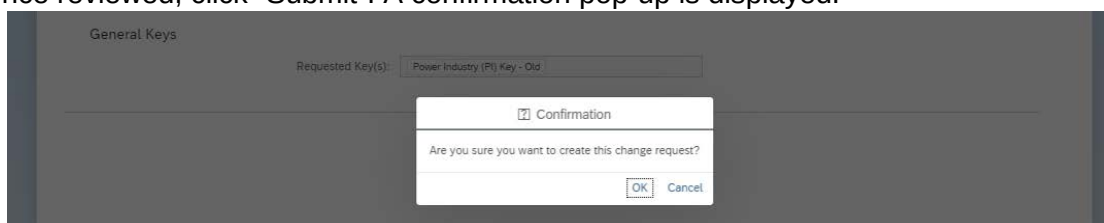
*Swipe Card Access Required During: ☐ 6am-6pm (M-F) ☒ 24x7 Access ☐ Not Required

*Reason Access Type is Required:

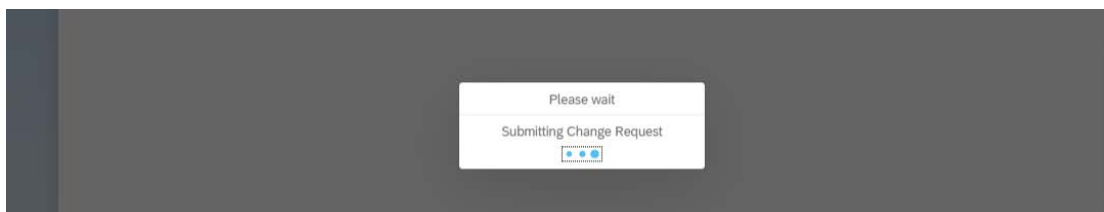
*Depots: 38 More

4. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

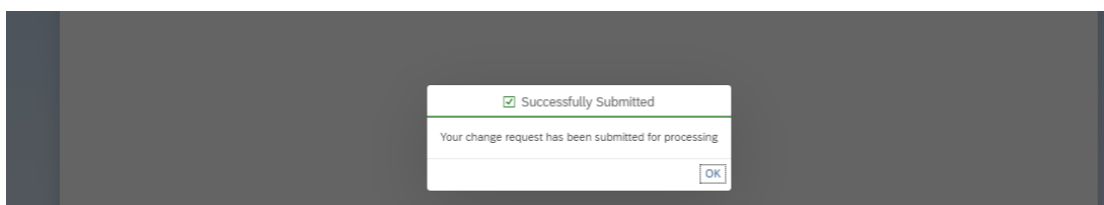
5. Once reviewed, click “Submit”. A confirmation pop-up is displayed.



6. Click on OK and wait while the system submits the changes for approval.



7. Once complete, the successfully submitted pop-up is displayed.



8. Click OK to go back to the Home Screen.

Change Vehicle Details

The Change Vehicle Details functionality is used to request vehicle signage for a current contractor.

1. When the contractor is selected, click on the Change Vehicle Details checkbox and click Create Request.

[illegible]

2. The Change Vehicle Details page is displayed, with the tick box defaulted to Yes.

Change Contractor Details

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067

Position: 50024203 - Asset Inspector Assistant

Contracting Company: 50003497 - OMEXOM

Targeted Vendor: 70407 - ELECTRIX P/L T/AS OMEXOM AUSTRALIA

^

Change Vehicle Details

Vehicle Signage

*Does Contractor Require Vehicle Signage: ☒ Yes ☐ No

Type of Vehicle Signage: Temporary (Magnetic)

Vehicle Details

*Vehicle Registration:

UXB165

*Make/Model:

Camry

*Body Type:

Sedan

*Colour:

Black

3. Update the signage required and vehicle details. All fields in the Vehicle Details section are mandatory.

00117299 - Miss Kerrilee Stephenson

ESI Worker Number: 1896067
Position: 50024203 - Asset Inspector Assistant

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

Change Vehicle Details

Vehicle Signage

*Does Contractor Require Vehicle Signage: ☒ Yes ☐ No

Type of Vehicle Signage: Temporary (Magnetic)

Vehicle Details

*Vehicle Registration: RWD123

*Make/Model: Hilux

*Body Type: 4WD

*Colour: White

Back

Review

4. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

The screenshot shows a web form titled "Change Contractor Details" with a dropdown arrow. The form is for "00117299 - Miss Kerrilee Stephenson". It contains two main sections: "Vehicle Signage" and "Vehicle Details".

Vehicle Signage:

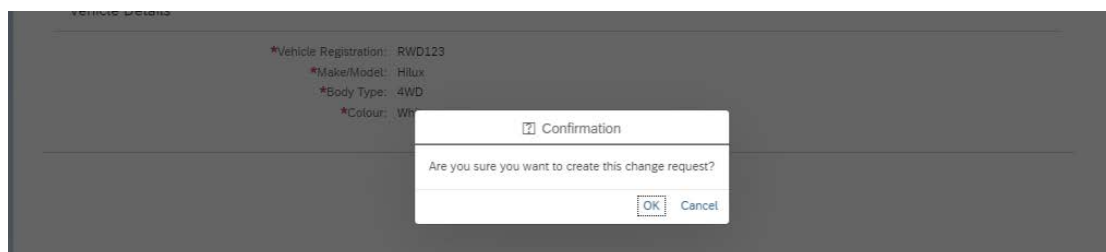
- *Does Contractor Require Vehicle Signage: ☒ Yes ☐ No
- Type of Vehicle Signage: Temporary (Magnetic)

Vehicle Details:

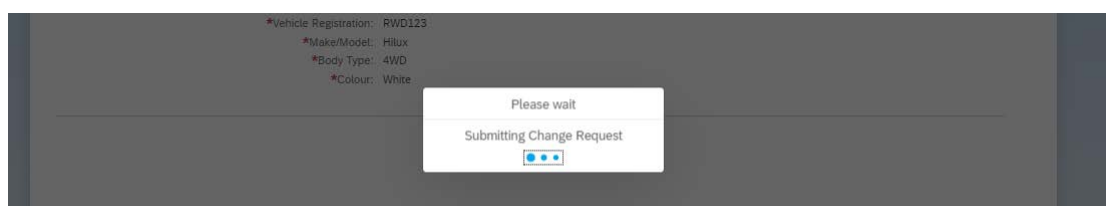
- *Vehicle Registration: RWD123
- *Make/Model: Hilux
- *Body Type: 4WD
- *Colour: White

At the bottom right of the form, there are two buttons: "Amend Request" (with a pencil icon) and "Submit" (in a blue box).

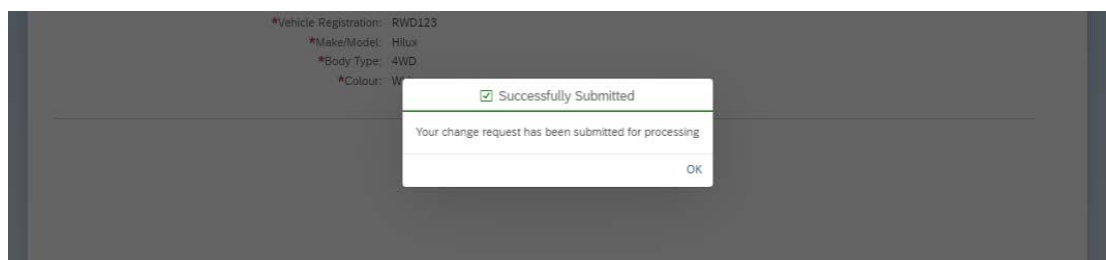
5. Once reviewed, click "Submit". A confirmation pop-up is displayed.



6. Click on OK and wait while the system submits the changes for approval.



7. Once complete, the successfully submitted pop-up is displayed.



8. Click OK to go back to the Home Screen.

Terminate Contractor

The Terminate Contractor functionality is used to off-board any active contractors that are no longer with your company.

1. When the contractor is selected, click on the Terminate Contractor checkbox and click Create Request.

[illegible]

2. The Contracts to Offboard screen is displayed.

Change Contractor Details ▾

00124093 - Dave Jennings

ESI Worker Number: 453627 Contracting Company: 50003497 - OMEXOM
Position: 50018405 - Lineworker G&B Distributi Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

⬆

▼ Contracts to Offboard

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	Date of Termination
Electical Construction & Maintenance Ser 7024631	ELECTRIX P/L TIAS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Fells Electrical 50074795	MMM d, y 

3. Bring up the calendar and choose the date of termination for each contract or type the date DDMMYYYY e.g. 01062020

Change Contractor Details ▾

00124093 - Dave Jennings

ESI Worker Number: 453627 Contracting Company: 50003497 - OMEXOM
Position: 50018405 - Lineworker G&B Distributi Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

⬆

▼ Contracts to Offboard

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	Date of Termination
Electical Construction & Maintenance Ser 7024631	ELECTRIX P/L TIAS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Fells Electrical 50074795	MMM d, y 

Click on calendar icon to bring up the calendar

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	29	30	31	1	2	3
2	5	6	7	8	9	10
3	12	13	14	15	16	17
4	19	20	21	22	23	24
5	26	27	28	29	30	31

4. Make changes as required and once complete, click on Review and check the summary of all changes made. From here you can click 'Amend Request' to return to the request to make changes.

Change Contractor Details

00124093 - Dave Jennings

ESI Worker Number: 453627
Position: 50018405 - Lineworker G&B Distributi

Contracting Company: 50003497 - OMEXOM
Targeted Vendor: 70407 - ELECTRIX P/L TIAS OMEXOM AUSTRALIA

Contracts to Offboard

Contract	Vendor	Responsible Officer	Expiry Date	Subcontractor	Date of Termination
Electical Construction & Maintenance Ser 7024631	ELECTRIX P/L TIAS OMEXOM AUSTRALIA 70407	David Palmer	Sep 30, 2023	Fells Electrical 50074795	Jan 23, 2020

Amend Request Submit

5. Once reviewed, click "Submit". A confirmation pop-up is displayed.

Confirmation

Are you sure you want to create this change request?

OK Cancel

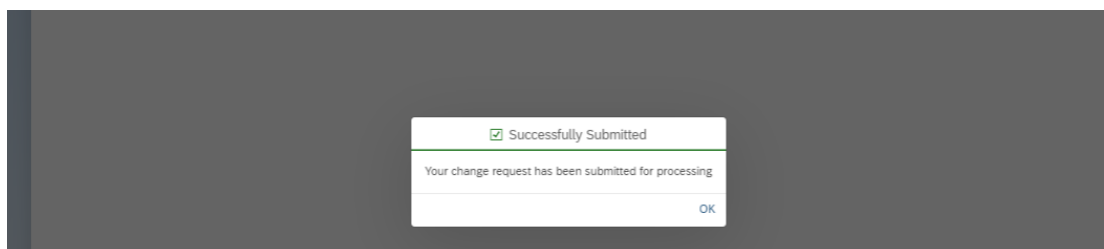
6. Click on OK and wait while the system submits the changes for approval.

Please wait

Submitting Change Request

Progress indicator (three dots)

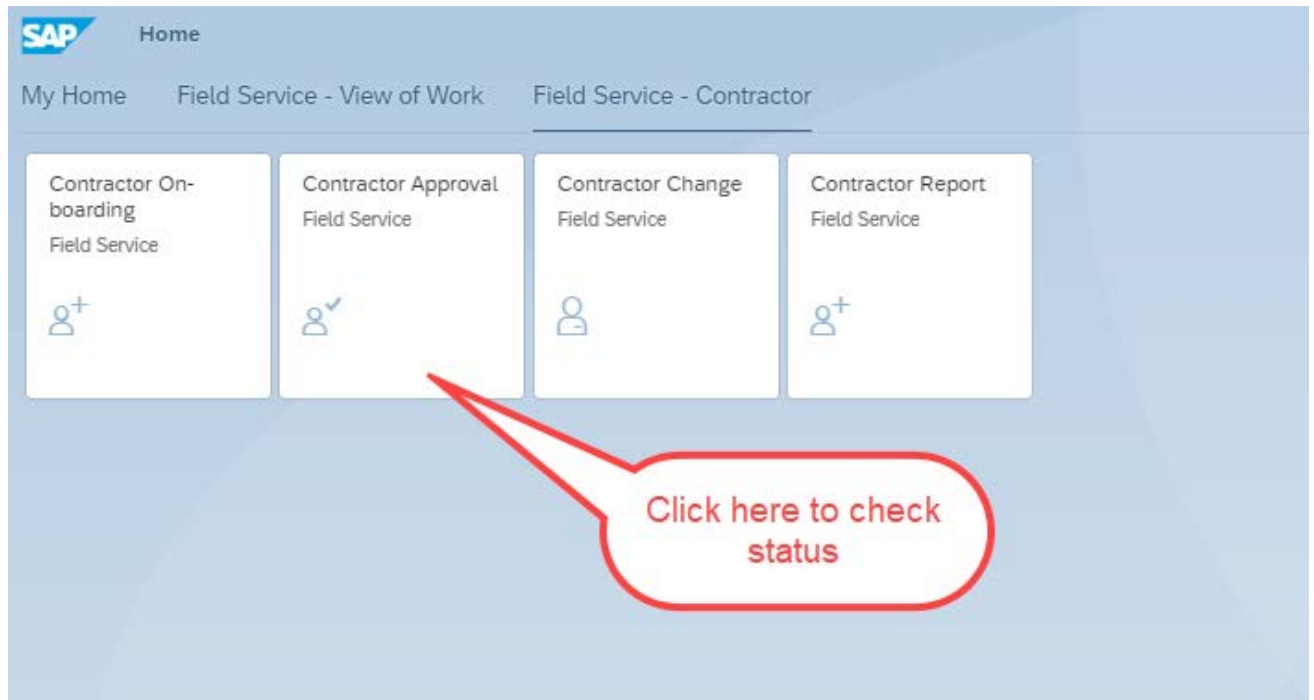
7. Once complete, the successfully submitted pop-up is displayed.



8. Click OK to go back to the Home Screen.

Status of an application

1. To check the status of your request, click on “Contractor Approval” Icon



2. Search for the application by searing by last name, first name or SAP ID.

Contractor Approvals

Contractor Approvals

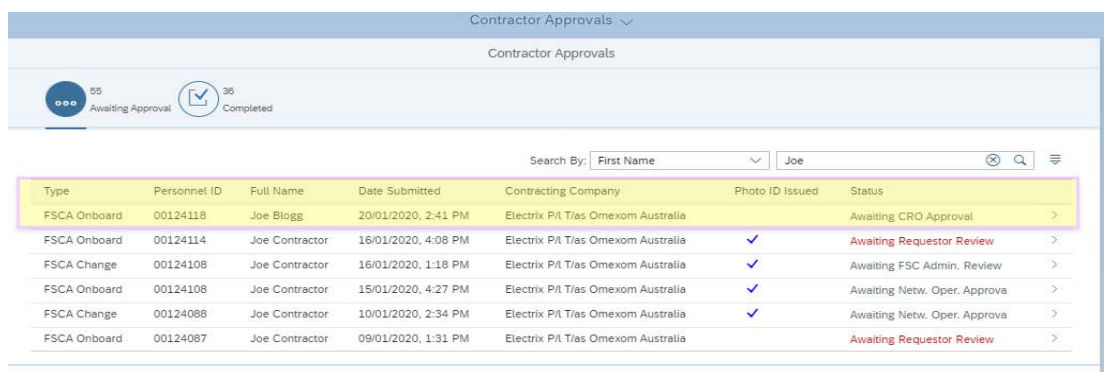
35 Awaiting Approval 35 Completed

Search By: Personnel ID Search

Type	Personnel ID	Full Name	Date Submitted	Contracting Company	Photo ID Issued	Status
FSCA Onboard	00124118	Joe Blogg	20/01/2020, 2:41 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Offboard	00124093	David Jennings	20/01/2020, 2:01 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Change	00123365	Dale Wilkie	20/01/2020, 1:36 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Change	00106116	Bradley O'bediah	20/01/2020, 1:32 PM	Electrix P/I T/as Omexom Australia		Forms Issued >
FSCA Change	00124102	Dominic Geelong	20/01/2020, 1:20 PM	Electrix P/I T/as Omexom Australia		Forms Issued >
FSCA Change	00117299	Kerrilee Stephenson	20/01/2020, 12:55 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Change	00124099	Henry Jenkins	20/01/2020, 12:47 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Change	00124111	Andrew Dillon	20/01/2020, 12:35 PM	Electrix P/I T/as Omexom Australia		Forms Issued >
FSCA Change	00123091	Carlo Dalisay	20/01/2020, 12:30 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Change	00123365	Dale Wilkie	20/01/2020, 11:44 AM	Electrix P/I T/as Omexom Australia		Awaiting Tech. Training Appr >
FSCA Change	00117299	Kerrilee Stephenson	20/01/2020, 11:27 AM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Onboard	00124093	David Jennings	20/01/2020, 10:49 AM	Electrix P/I T/as Omexom Australia		Awaiting Tech. Training Appr >
FSCA Onboard	00124116	Greg Stand	17/01/2020, 11:10 AM	Electrix P/I T/as Omexom Australia		Awaiting Requestor Review >
FSCA Change	00122905	Carla Grech	17/01/2020, 10:28 AM	Electrix P/I T/as Omexom Australia	✓	Awaiting CRO Approval >
FSCA Onboard	00124115	Tom Hardle	17/01/2020, 10:24 AM	Electrix P/I T/as Omexom Australia	✓	Awaiting Requestor Review >
FSCA Onboard	00124114	Joe Contractor	16/01/2020, 4:08 PM	Electrix P/I T/as Omexom Australia	✓	Awaiting Requestor Review >
FSCA Change	00106116	Bradley O'bediah	16/01/2020, 2:25 PM	Electrix P/I T/as Omexom Australia		Forms Issued >
FSCA Change	00106966	Erwin Ramos	16/01/2020, 2:18 PM	Electrix P/I T/as Omexom Australia		Forms Issued >
FSCA Onboard	00124113	Sameek 4	16/01/2020, 1:55 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >
FSCA Change	00124111	Andrew Dillon	16/01/2020, 1:52 PM	Electrix P/I T/as Omexom Australia		Awaiting CRO Approval >

More

3. Contractor onboarding status will be displayed.



The screenshot shows the 'Contractor Approvals' screen. At the top, there are two circular icons: one with '55' and 'Awaiting Approval' and another with '36' and 'Completed'. Below these is a search bar with 'First Name' selected and 'Joe' entered. A table lists applications with columns: Type, Personnet ID, Full Name, Date Submitted, Contracting Company, Photo ID Issued, and Status. The first row is highlighted in yellow.

Type	Personnet ID	Full Name	Date Submitted	Contracting Company	Photo ID Issued	Status
FSCA Onboard	00124118	Joe Blogg	20/01/2020, 2:41 PM	Electrix P/L T/as Omexom Australia		Awaiting CRO Approval
FSCA Onboard	00124114	Joe Contractor	16/01/2020, 4:08 PM	Electrix P/L T/as Omexom Australia	✓	Awaiting Requestor Review
FSCA Change	00124108	Joe Contractor	16/01/2020, 1:18 PM	Electrix P/L T/as Omexom Australia	✓	Awaiting FSC Admin. Review
FSCA Onboard	00124108	Joe Contractor	15/01/2020, 4:27 PM	Electrix P/L T/as Omexom Australia	✓	Awaiting Netw. Oper. Approva
FSCA Change	00124088	Joe Contractor	10/01/2020, 2:34 PM	Electrix P/L T/as Omexom Australia	✓	Awaiting Netw. Oper. Approva
FSCA Onboard	00124087	Joe Contractor	09/01/2020, 1:31 PM	Electrix P/L T/as Omexom Australia		Awaiting Requestor Review

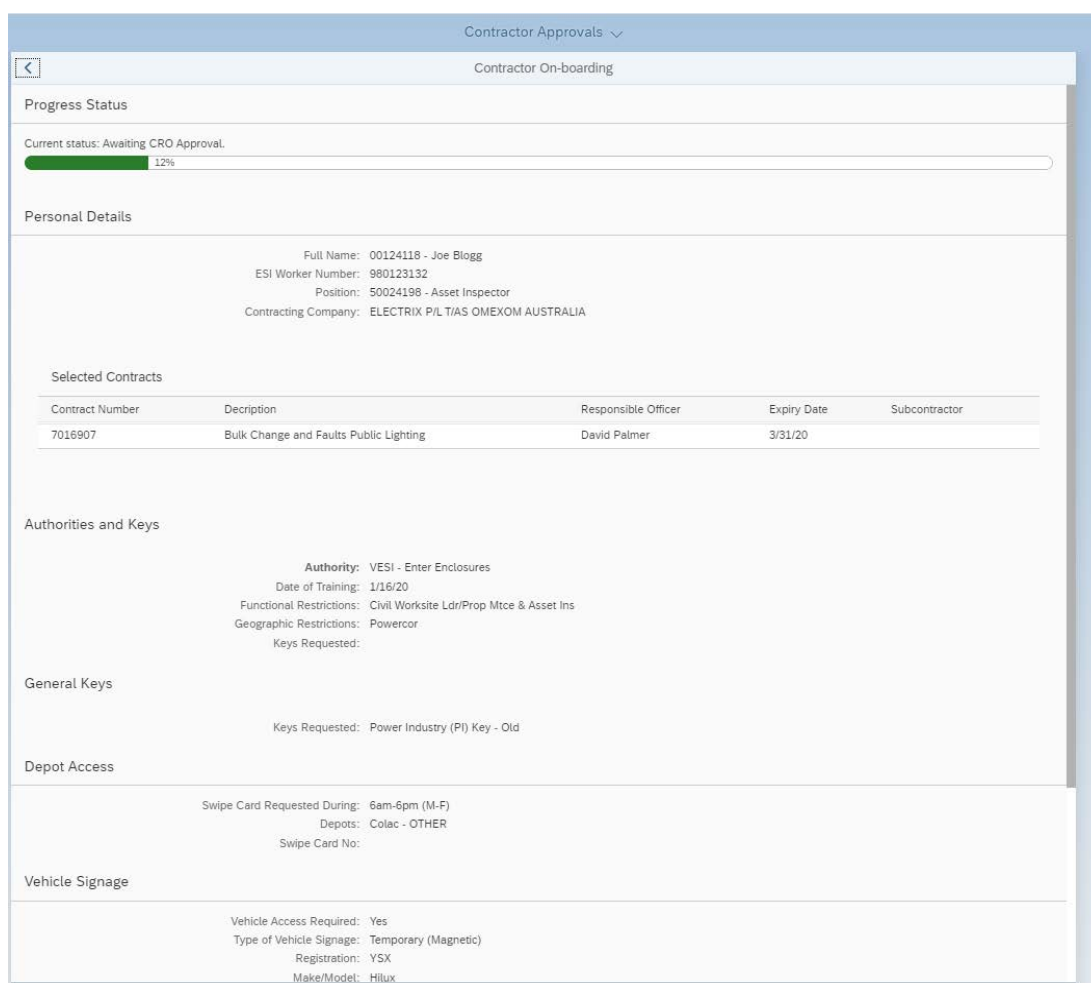
4. Hover over the status of the application to see the person and contact details.



The screenshot shows the 'Contractor Approvals' screen with a search bar set to 'Personnel ID'. A table lists applications. A red box highlights the status 'Awaiting Netw. Oper. Approva' for the third row, which has a tooltip that reads 'Request is with David Palmer (03) 5563 2519'.

Type	Personnel ID	Full Name	Date Submitted	Contracting Company	Photo ID Issued	Status
FSCA Rehire	00114788	Daniel Mallia	30/01/2020, 12:27 am	Electrix P/L T/as Omexom Australia		Awaiting CRO Approval
FSCA Change	00124096	Henry Howard	29/01/2020, 4:53 pm	Electrix P/L T/as Omexom Australia		Awaiting Netw. Oper. Approva
FSCA Change	00124110	Cary Grant	29/01/2020, 2:23 pm	Electrix P/L T/as Omexom Australia		Awaiting Netw. Oper. Approva

5. Click on the form to get additional details about the application.



The screenshot shows the 'Contractor On-boarding' form. It has a 'Progress Status' section with a green progress bar at 12%. Below is 'Personal Details' with fields for Full Name, ESI Worker Number, Position, and Contracting Company. Then 'Selected Contracts' with a table. Then 'Authorities and Keys' with fields for Authority, Date of Training, Functional Restrictions, Geographic Restrictions, and Keys Requested. Then 'General Keys' with a field for Keys Requested. Then 'Depot Access' with fields for Swipe Card Requested During, Depots, and Swipe Card No. Finally 'Vehicle Signage' with fields for Vehicle Access Required, Type of Vehicle Signage, Registration, and Make/Model.

Progress Status

Current status: Awaiting CRO Approval.
12%

Personal Details

Full Name: 00124118 - Joe Blogg
ESI Worker Number: 980123132
Position: 50024198 - Asset Inspector
Contracting Company: ELECTRIX P/L T/AS OMEXOM AUSTRALIA

Selected Contracts

Contract Number	Description	Responsible Officer	Expiry Date	Subcontractor
7016907	Bulk Change and Faults Public Lighting	David Palmer	3/31/20	

Authorities and Keys

Authority: VESI - Enter Enclosures
Date of Training: 1/16/20
Functional Restrictions: Civil Worksite Ldr/Prop Mtce & Asset Ins
Geographic Restrictions: Powercor
Keys Requested:

General Keys

Keys Requested: Power Industry (PI) Key - Old

Depot Access

Swipe Card Requested During: 6am-6pm (M-F)
Depots: Colac - OTHER
Swipe Card No:

Vehicle Signage

Vehicle Access Required: Yes
Type of Vehicle Signage: Temporary (Magnetic)
Registration: YSX
Make/Model: Hilux

6. Click back to return to the Awaiting Approval screen.

SAP Home

My Home Field Service - View of Work Field Service - Contractor

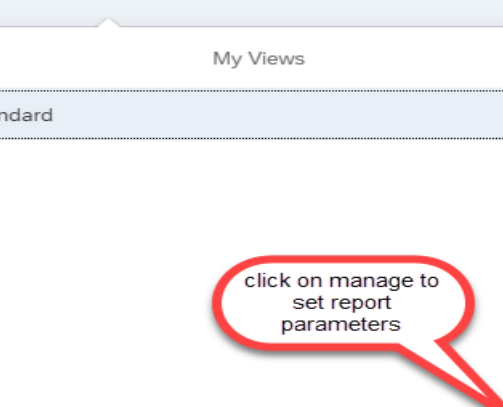
Contractor On-boarding
Field Service

Contractor Approval
Field Service

Contractor Change
Field Service

Contractor Report
Field Service

to generate report of current workers click here



Standard * ▾

My Views

Standard

click on manage to set report parameters

Save As Manage

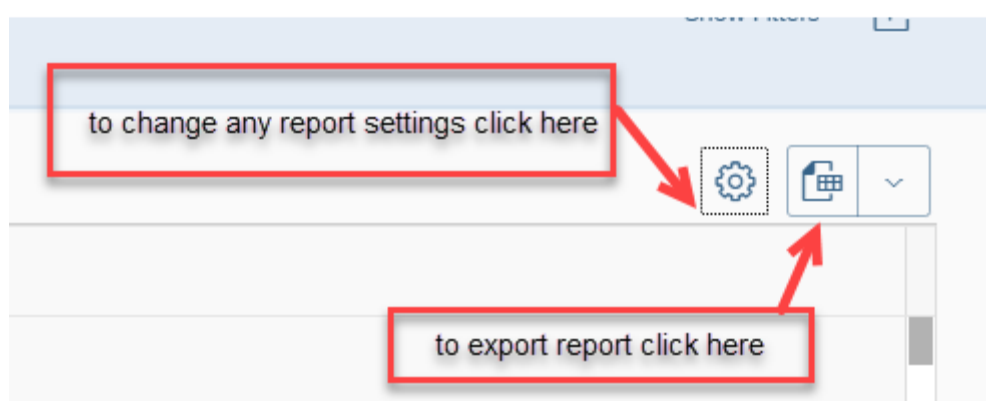
Manage Views

Sharing	Default	Apply Automatically	Created By
Private	☐	☒	SAP

by clicking apply automatically the report will generate automatically for you upon clicking the contractor report tile on the home page

OK

You also have the ability to change report settings and the ability to export the report to excel.



Define Column Properties

Search Show Selected

☒	Select All (9/9)
☒	Personnel No.
☒	First name
☒	Last name
☒	Position
☒	Contracting Company
☒	Subcontractor
☒	Contract Number and Name
☒	Contract Expiry Date
☒	ESI Worker Number

OK Cancel Restore

Need Assistance?

Please contact Field Services Contractor Administration Team at contractorenquiries@powercor.com.au or contractorenquiries@ue.com.au or your designated Contract Responsible Officer.