



SUPAGAS
YES WE CAN!

Registering with Supagas as a Supplier Supplier Onboarding Guidance in Evotix



INTRODUCTION

Thank you for expressing an interest in being a supplier to Supagas.

This guide provides some additional information for the Onboarding process, the documentation you may require and where to go for further assistance.

Our supplier onboarding and contractor management platform (Evotix) is designed to guide you through the onboarding process.

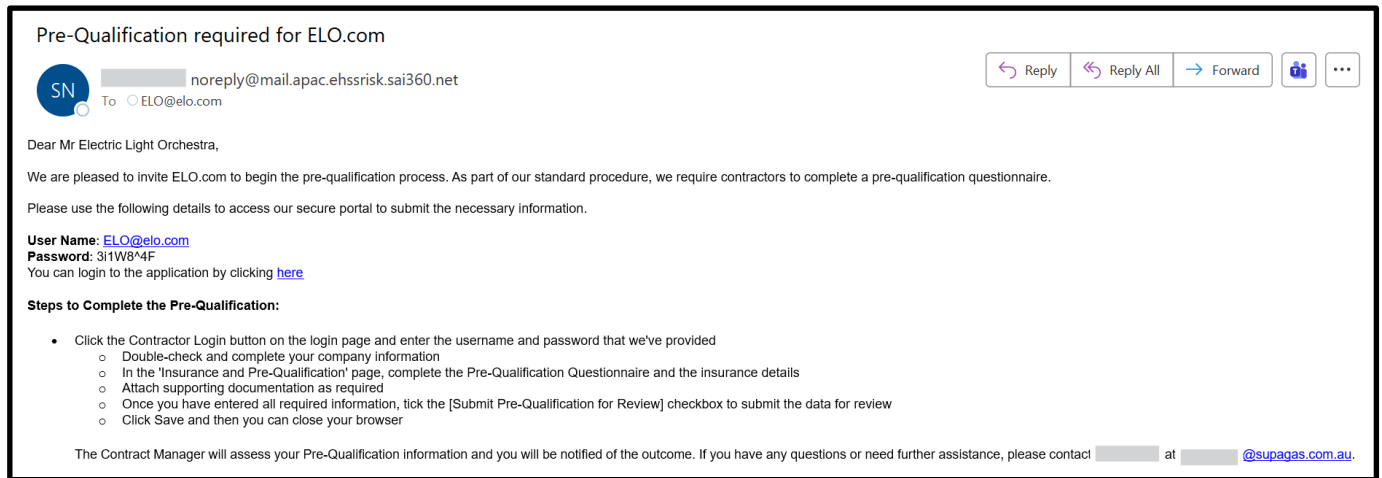
THERE ARE 3 STEPS TO ONBOARDING

1. EVOTIX- Complete the questions within Evotix. To easily complete these questions, have the following documents handy;
 - a) Your ABN, Company Name and Trading As details (including address, contact numbers and email addresses)
 - b) Bank account details
 - c) Public and Products Liability insurance, Professional Indemnity Insurance, WorkCover Insurances (for each state) or Personal injury insurance for Sole Traders.
 - d) If delivering cylinders or gas for Supagas, you will be required to list your direct and contract workers names, upload drivers license information, proof of motor vehicle insurance (including trailer insurance if appropriate), NHVR Registration, demerit point log and if appropriate DG goods license.
2. EFTSure- Once you have completed and submitted, these questions will be reviewed by Supagas. If approved, you will then receive a link from EFTSure to validate the bank account information provided. This ensures that there is an independent check of the bank account information and helps to ensure instances of fraud related to identity or invoice scams are reduced.
3. ONBOARDING- Following this, you will receive an email from Evotix saying your onboarding has been approved, and then a welcome pack email from Supagas. This will detail the information you need for where you send your invoices, and to who to contact if you need assistance. Please note - you should not begin or do any work for Supagas until you receive this welcome pack **and** you have received a purchase order from your Supagas contact. First time visitors to site will be required to review each site's safety briefing on arrival.

COMMENCING THE PROCESS

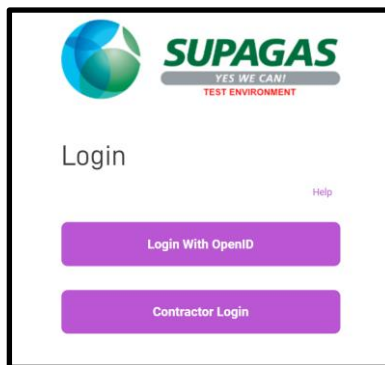
Invitation from Supagas via Evotix

Within this email, it contains your username (email address) and password.



Please keep these details as you will be required to log in at least annually to update your insurance documentation. This information will allow you to access your company's records only.

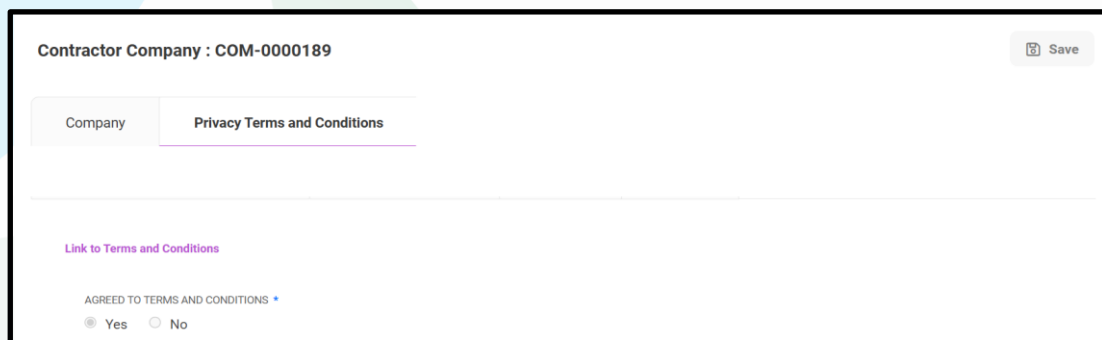
To begin, please click on the link which will take you to the log in page.



Click "Contractor Login", and enter your username and password to access the company record.

On the initial page, you will see some high-level details we received to send you the invite. These are not editable – if there is any information here that is not correct, please let your contract manager know as we can update it as appropriate.

Please click on the second tab, called "Privacy Terms and Conditions" - you will see a link to our Privacy Terms and Conditions. Please review these. Once you have reviewed, please click "yes" and then the save button.



If you have any concerns about the information contained in the terms and conditions, and click “no”, you will be unable to proceed with onboarding with Supagas. Should you wish to discuss the terms and conditions then please send an email to privacyofficer@supagas.com.au

For your peace of mind, EVOTIX platform is ISO 27001 certified (Information Management Security Systems), plus your data has restricted user access on the Supagas side so only those who need to see it can.

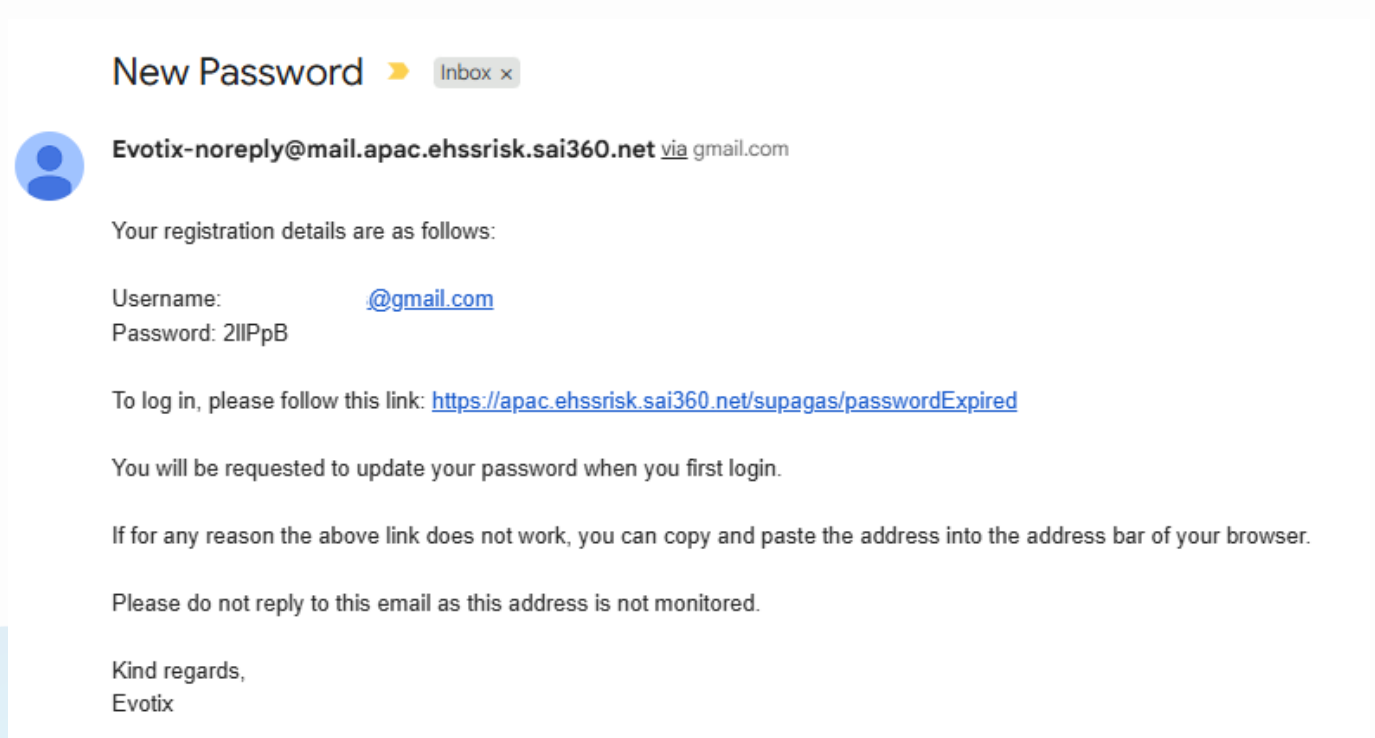
RESETTING YOUR PASSWORD

In the event you have forgotten your password, please use the “Forgot Password” functionality on the log in screen.

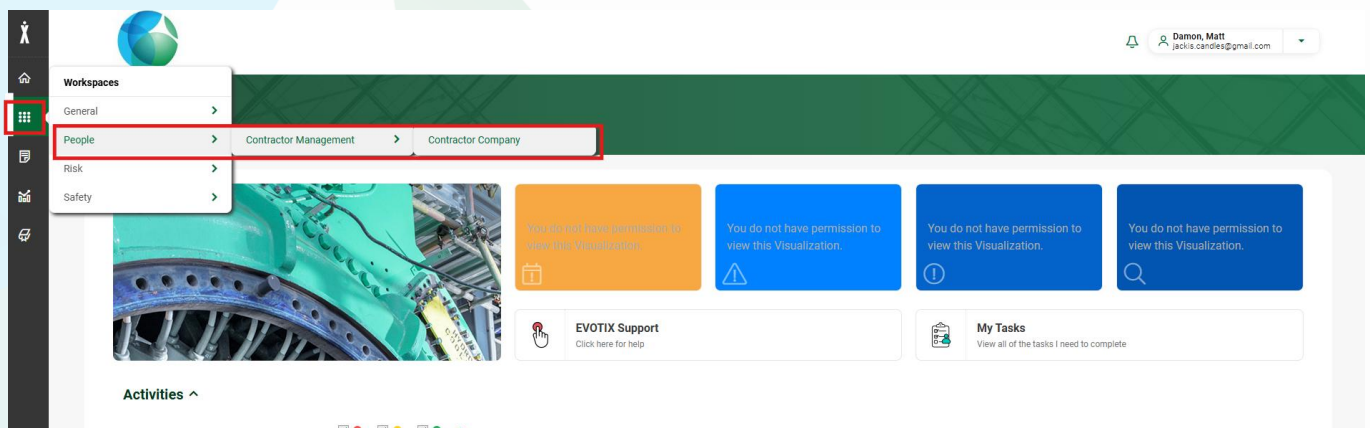
<https://apac.ehssrisk.sai360.net/supagas/#/main>

You will need to enter in your Username, and then complete the CAPTCHA. Please note, the capture requires only letters and numbers (ie exclamation, brackets etc are not included within these CAPTCHA).

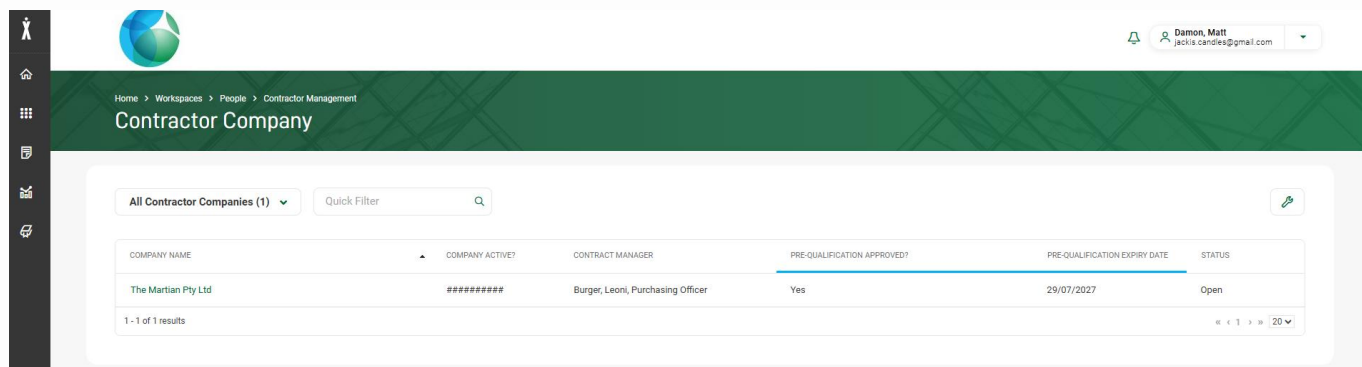
You will then receive an email from EVOTIX, that will provide you with a temporary password. Following the link in the email you will be required to put in the temporary password, then enter a new unique password that is memorable to you.



On logging in, you may be taken to the Evotix landing page. To navigate to your company details, please use the left hand navigation, and click on the 9 dots, People, Contractor management, Company;



Once there, your company should be listed. Simply click on the company name to access the detailed information.



The screenshot shows a web application interface for managing contractor companies. At the top, there is a navigation bar with a logo on the left and a user profile on the right. Below the navigation bar is a breadcrumb trail: Home > Workspaces > People > Contractor Management. The main heading is "Contractor Company". Below this, there is a section for "All Contractor Companies (1)" with a "Quick Filter" search bar. A table lists the contractor companies with columns: COMPANY NAME, COMPANY ACTIVE?, CONTRACT MANAGER, PRE-QUALIFICATION APPROVED?, PRE-QUALIFICATION EXPIRY DATE, and STATUS. The table contains one entry: "The Martian Pty Ltd", "*****", "Burger, Leon, Purchasing Officer", "Yes", "29/07/2027", and "Open". At the bottom of the table, it says "1 - 1 of 1 results" and "20" items per page.

COMPANY NAME	COMPANY ACTIVE?	CONTRACT MANAGER	PRE-QUALIFICATION APPROVED?	PRE-QUALIFICATION EXPIRY DATE	STATUS
The Martian Pty Ltd	*****	Burger, Leon, Purchasing Officer	Yes	29/07/2027	Open

ERROR MESSAGE / DIFFICULTIES LOGGING IN

Should you enter your password incorrectly 3 times, you will receive an error message similar to below:

 **Cannot reset the password. Invalid username or password or the user is disabled**

This means that due to exceeding the number of attempts allowed, your account has been disabled. Please send an email to evotixhelp@supagas.com.au as your account will need to be reactivated and a temporary password set. You will be required to provide a new password on your initial log in for security reasons.

ENTERING YOUR INFORMATION

You will now see several additional tabs that are now available and ready for completion.

Contractor Company : COM-0000188 Save

Company	Privacy Terms and Conditions	Company Details	Commercials
Pre-Qualification	Contractor Workers	Vehicles	Actions

Please click through the following tabs and complete each of the fields as required and ensure that any mandatory fields (marked with a red asterisk) are completed. You will be unable to save or proceed until the mandatory fields are completed.

Starting with the “company details” tab please confirm company details including address, phone number/s and ABN details.

Contractor Company : COM-0000188 Save

Company	Privacy Terms and Conditions	Company Details	Commercials
Pre-Qualification	Contractor Workers	Vehicles	Actions

On the “Commercials” tab, you will be required to provide your bank account details, email addresses for receipt of purchase orders and remittances, contact details for your Accounts Receivable team and GST registration.

Contractor Company : COM-0000188 Save

Company	Privacy Terms and Conditions	Company Details	Commercials
Pre-Qualification	Contractor Workers	Vehicles	Actions

On the “Pre-Qualification” tab you will need to complete the fields that appear. These fields are variable and appear depending on the type of supplier you are registering for. You may need to complete;

1. QMS Checklist – a series of questions on your company’s use of any quality management software, control systems and processes. Please complete every field as it appears. Click on the drop-down arrows to see all fields at once.

Company Privacy Terms and Conditions Company Details Commercials **Pre-Qualification** Contractor Workers Vehicles

Actions

PRE QUALIFICATION QUESTIONNAIRE

Contractor Prequalification Questions

1 Introduction

1 Please detail the name and position of the person completing this pre-qualification:

2 Please advise the name/s and contact details for person/s responsible for Workplace Health, Safety, Environment and Quality in your organisation

2 Policies & Procedures

3 Services

- Complete the Public Liability Insurance amount (note Supagas require a minimum of \$20 Million AUD for Public and Products Liability) and the expiry date. You will also be required to upload a copy of your insurance documents as identified in the screen shot below. Click "Add New", and a new Window will open.

PUBLIC LIABILITY COVER AMOUNT \$ 20,000,000

PUBLIC LIABILITY EXPIRY DATE 05/05/2026

PROFESSIONAL INDEMNITY COVER AMOUNT \$ 10,000,000

PROFESSIONAL INDEMNITY EXPIRY DATE 05/05/2026

PUBLIC LIABILITY INSURANCES

DATE LOADED	ATTACHED FILE	FILE TYPE	DOCUMENT EXPIRY DATE	APPROVED/REJECTED?	STATE	FILE UPLOADED BY	FILE DESCRIPTI...
05/12/2025	Invoice was misplaced....	pdf	05/05/2026	<Undefined>	New South Wales	Neil, Sam	NSW PL Insurance

1 - 1 of 1 results

+ Add New - Delete

- When uploading your insurance documents, Public Liability and Professional Indemnity are nationally recognised policies, so please select "Australia" as show in the screen shot below.

Contractor Company (COM-0000196) > Public Liability Insurances

Australia

Australia\Australian Capital Territory

Australia\New South Wales

Australia\Northern Territory

Australia\Queensland

Australia\South Australia

Australia\Tasmania

Australia\Victoria

Australia\Western Australia

Other

More choices

Australia

4. If requested, complete the Professional Indemnity Insurance and expiry date. Note Supagas require a minimum of \$10 million AUD policy coverage. You will be required to upload a copy of your insurance documents.
5. Complete the Modern Slavery Questionnaire
6. Review the Supplier Code of Conduct by clicking on the link. Once you have reviewed the document, please complete the acknowledgement with your name and today's date.

Once all fields here have been completed, you can click "Send for Approval" button and then click "save". This will submit your application for review by Supagas.

TRANSPORT SUBCONTRACTORS (CYLINDER AND BULK DELIVERIES) AND DRIVERS

If you are registering with us to be a driver, subcontractor or service provider (to make deliveries of cylinders, tanks or gas to customers or between Supagas locations), at this point you will be requested to add additional information by the transport contract manager.

Given the nature of the products we sell and move around the country, and our requirements under the Chain of Responsibility legislation, you will be asked to provide additional details under the tabs "Pre-Qualification – Transport" "Contractor Workers" and "Vehicles".

Under the "Pre-Qualification – Transport" you will be required to upload (as appropriate);

- Trailer in Control Insurance
- NHVR Certificate, Audit Summary and Quarterly Compliance Statements

Under the tab "Contractor Workers", complete the Contractor workers, by adding in the names of any drivers who will be driving your vehicles. This means any driver who will be loading/unloading, driving Supagas product between sites or to our customers. For each worker, you will be required to "Add New" then enter their names, select the type of driver/service, then add their drivers license number and upload an image of the drivers license. Each of these workers will be assessed and may be required to undergo a Supagas induction.

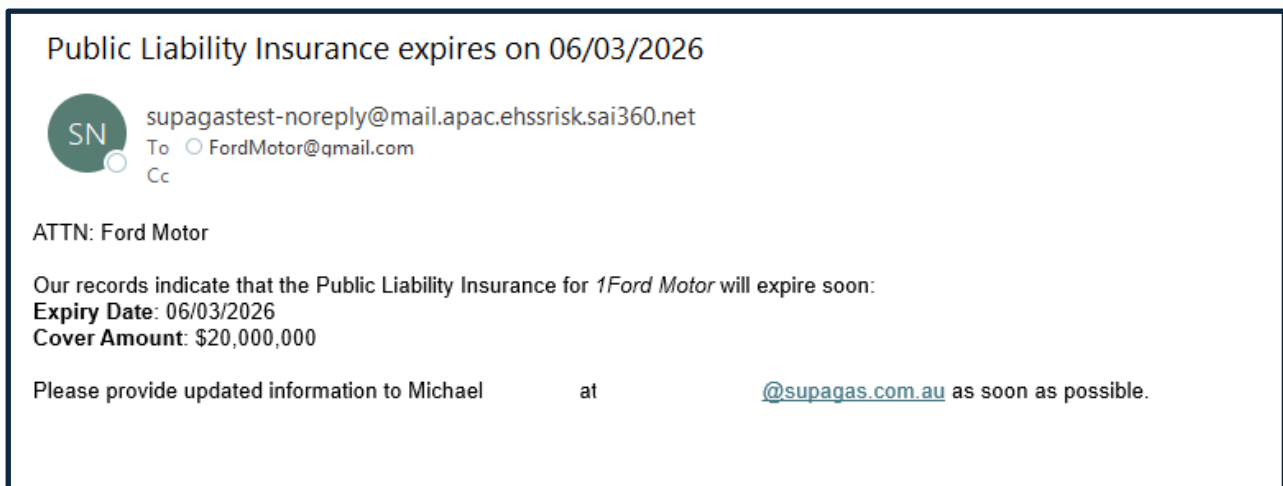
Contractor Work Task selection will be either "Driver" or "Transport".

Under the tab "Vehicles", if you are utilising different vehicles/multiple vehicles, please enter each vehicle and select the type (eg rigid, Ute, Crane truck etc) and provide the current registration information and proof of registration.

REMINDER EMAILS

As a supplier to Supagas you will be required to ensure your documentation is always up to date. The system will send you reminders 14 days before your document expiry date, with further reminders as the expiry date closes. If your documentation expires/lapses, Supagas will be unable to raise new purchase orders or invite you to supply goods or services until those documents are updated.

See below for an example of what the reminder email looks like;



CHANGE OF CONTACT DETAILS

We understand that staff movements happen – people retire, get promoted or move onto other roles. If that happens, we will need to update your account and provide you with a new email address and password to access your company information.

If this occurs, please send an email to EvotixHelp@supagas.com.au providing your company name, ABN and the new point of contact. The Supagas team will update your EVOTIX access and email you with updated details.

CHANGE OF COMPANY ABN

In the event your company is purchased, merged, sold etc, or the type of company changes (eg from sole trader to company) and the trading ABN changes, we will be required to close the old company record and you will be required to go through the onboarding process with the new ABN. This ensures that all insurance documents and requirements are relevant for the new entity and stored correctly, and we have the correct information to arrange for purchase orders and payments to be made.

NEED HELP (LOGIN ISSUES ETC)

If you are in EVOTIX and require assistance you can click on the 'Contact Us' tab from the dashboard.

Or, directly from your email by sending it to EvotixHelp@supagas.com.au and explaining what assistance you require.

Be sure to include your best contact name and number and any additional details you think will be helpful.