

# APA

Australia's energy  
infrastructure partner

## Guide: WSS Source to Contract Tasks

March 2025



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## INTRODUCTION

APA introduced a new cloud-based sourcing platform called Workday Strategic Sourcing (WSS) on November 1<sup>st</sup> 2023. This document is intended to guide suppliers on how to respond to APA sourcing events and/ or contract renewals via the WSS platform.

## WSS SUPPLIER SET UP

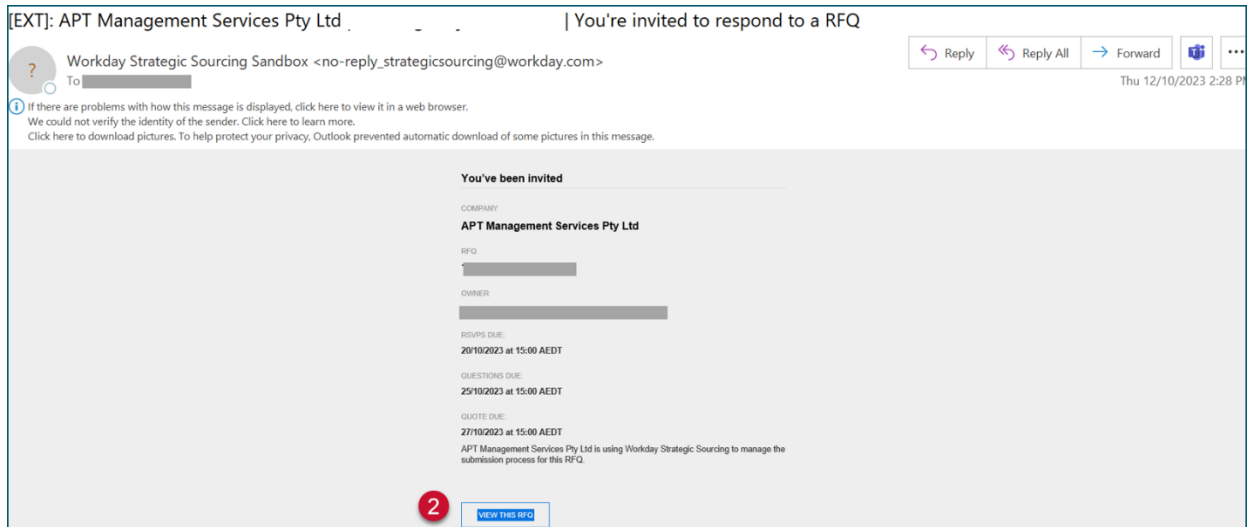
Access to the WSS Supplier Portal is by email invitation only. When you're invited to participate in an APA Sourcing Event for the first time, you'll receive an email with a link to register using Workday Central Login. You'll then be able to sign into WSS and view the Sourcing Event (RFX).



**Note:** You may need to ask your IT team to whitelist Workday.com domain.

## REGISTER TO ACCESS THE WSS SUPPLIER PORTAL

Step	Action
1.	Open the email from <b>APT Management Services Pty Ltd</b> .
2.	Select <b>Sign up / View this RFX</b> to navigate to the registration page.



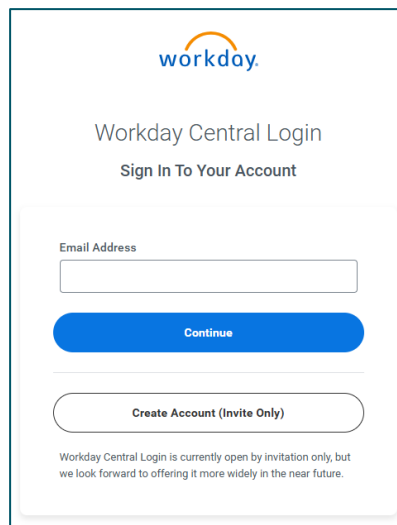
3.	You will be asked to verify your email. Click <b>Send a Verification Code</b> . You will receive an email with a 6-digit code to input into the page, then press <b>Verify Email</b> .
4.	Continue to Set Up Your Account, enter your name and create a <b>password</b> . Press <b>Create Account</b> .
5.	Next set up an Authenticator App with Workday Central Login, you can do this by scanning the QR code into your chosen authenticator app or manually entering the account and secret key provided on the screen.
6.	The authenticator app will provide you with a 6-digit code, enter the code and press <b>Connect Authenticator App</b> .

7. You can then optionally enter a mobile number.
- 
8. Next, you must accept the **Terms of Service** by selecting the check box. Then add a **Job Title, Phone Number** and select your **Time zone**. Click **Save and Finish**.  
**TIP:** Bookmark or favourite the [Workday Central Login page](#).

## WORKDAY CENTRAL LOGIN

Once you have registered in the Workday Central Login, you can login to view the Sourcing Event to which you've been invited to respond. If you are having login issues, please refer to 'Additional Login Information' on page 34 of this guide.

Step	Action
1.	Access the <a href="#">Workday Central Login page</a> .
2.	Enter <b>your email address</b> in the <b>Email</b> field. Then press Continue
3.	Enter your <b>password</b> in the <b>Password</b> field
4.	You will be prompted to verify your identify with a 6-digit code available from your chosen authenticator app



5. View the Sourcing Event you're invited to in the **RESPONSES > REQUESTS** section of your home page.  
**TIP:** In the **Title** field, select the hyperlink to open the event and respond.

RESPONSES						
REQUESTS			1 RESPONDED	1 ARCHIVED		
ISSUING COMPANY ▲	TYPE ▲	TITLE ▲	SUPPLIER COMPANY ▲	DUE ▲	STATUS ▲	
APT Management Services Pty Ltd	RFP	<b>5</b> <a href="#">Weipa Pipeline Construction</a>	PTV LTD AUSTRALIA	28/10/2023 at 15:00	Published Submitted: 28/10/2023 at 14:10	
<p>« &lt; &gt; »</p>						ITEMS PER PAGE 10 ▼



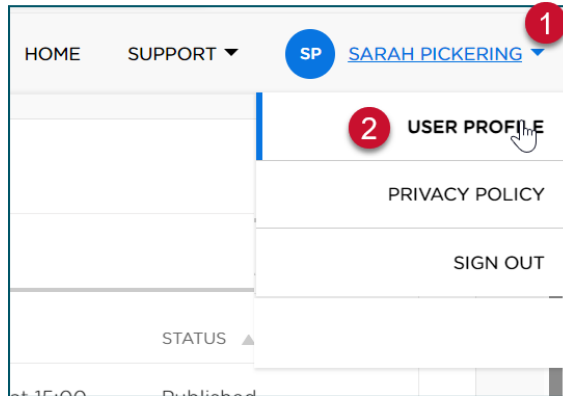
**Note:** The [Respond to a Sourcing Event](#) section of this guide contains step-by-step instructions on how to respond to an APA Sourcing Event.

## UPDATE YOUR WSS USER PROFILE

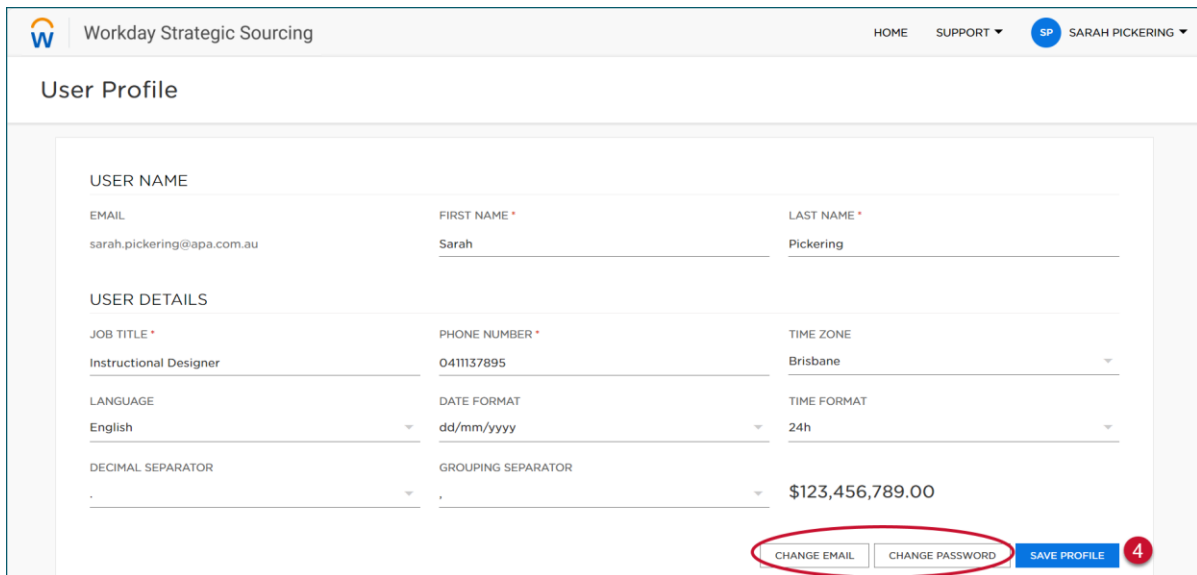
The User Profile option lets you manage your personal and contact details as well as system preferences such as time zone, preferred time format etc.

Step	Action
------	--------

1. Select the drop-down arrow next to **your name** in the top right.
2. Select **USER PROFILE** from the list.



3. Complete or update all relevant details.  
**TIP:** You can change your email address and password via buttons at the bottom of the page.



4. Click **SAVE PROFILE** to update the changes.

## RESPOND TO A SOURCING EVENT

This guide provides detail on how to submit a response to an APA Sourcing Event. You must be invited by APA via an email to be able to respond to a Sourcing Event.



**Note:** You must be registered via Workday Central Login before you can respond.

### ACCEPT BID TERMS AND CONDITIONS (IF REQUIRED)

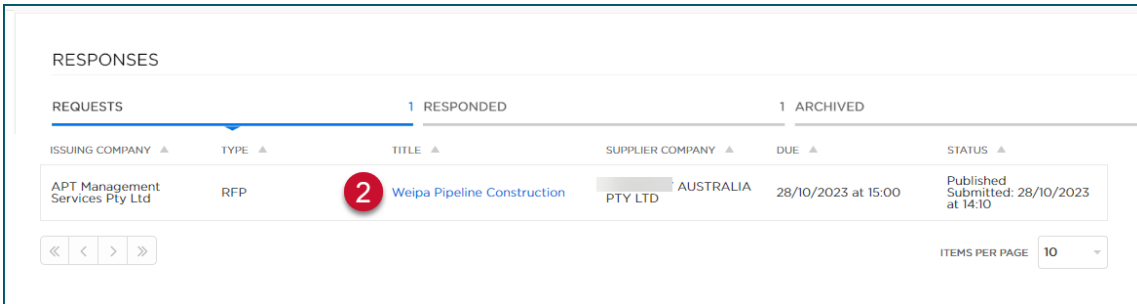
If APA have made it mandatory, you must first accept APAs **bid** Terms and Conditions (T&Cs) before you can review the Sourcing Event.



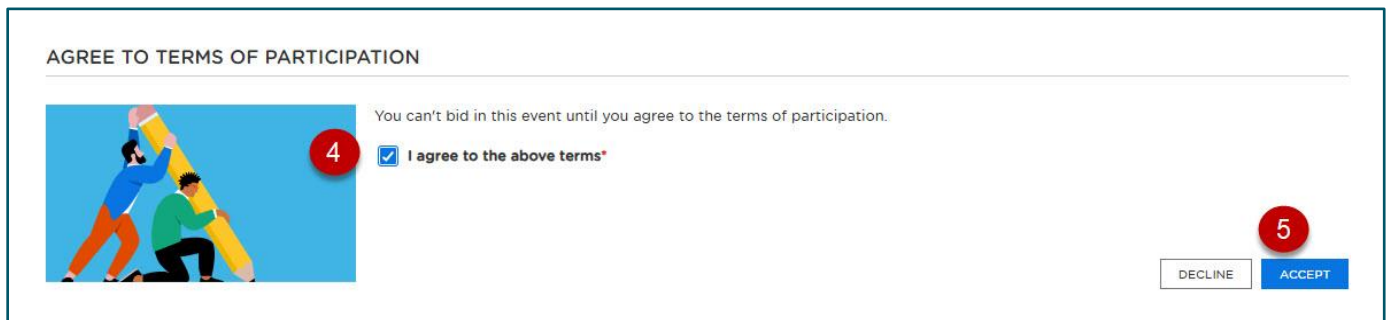
**Note:** These are not the **contract** T&Cs.

Step	Action
------	--------

1. Login to WSS via the Workday Central Login.
2. Select the **hyperlink of the Sourcing Event** in the **RESPONSES > REQUESTS** section.



3. Review the bid **Terms and Conditions**.
4. Scroll to the bottom of the page and select the **I agree to the above Terms** checkbox.
5. Click **ACCEPT**.



## INTENT TO SUBMIT AND DEADLINES

After you've accepted APAs bid T&Cs you can review the Sourcing Event and decide whether you are going to submit a bid or not. There are 3 deadlines associated with a Sourcing Event which the APA sourcing manager determines:

- **Supplier RSVP Deadline:** The date by which you must register your intent to either submit a bid or not.



**Note:** To ensure you submit information to APA on time, set your time zone in your User Profile.

- **Supplier Question Deadline:** The last date you can submit a question via the Message Center to the sourcing manager regarding the Sourcing Event. You can continue to view the questions and answers that you or your team submitted before the deadline.
- **Submission Deadline:** The date by which you must submit your bid if you have registered your intent to bid.

Step	Action
------	--------

1. Ensure you've accepted APAs bid T&Cs.
2. Review the text in the **QUOTE DETAILS** section. **Note:** the naming conventions/information will differ depending on the event type e.g., quote, proposal, information tender etc..

The screenshot shows a web form titled "EDIT BID: Weipa Pipeline Construction". At the top right, it says "Changes save automatically" and has "PREVIEW" and "SUBMIT QUOTE" buttons. A yellow banner at the top says "You are drafting your form. You can select Walk Me Through It for more information on the different sections. Fill out the questions in the form below then submit your response to APT Management Services Pty Ltd." The main section is "QUOTE DETAILS" with a red circle and the number "2" next to it. Below this, there are three columns: "ISSUING COMPANY" (APT Management Services Pty Ltd), "SUPPLIER COMPANY" (empty field), and "PRIMARY CONTACT" (empty field). The "DESCRIPTION" section contains text about APA Group, including its size, portfolio, and purpose. There is also a section for "TERMS OF PARTICIPATION" with a dropdown arrow. At the bottom, it says "You have agreed to the terms of participation set by APT Management Services Pty Ltd. Signed by Taya Kenny on 11/03/2025" and "STANDARD T&C" with a link to "apa-sourcing-event-conditions.pdf".

3. You can expand the **Terms of Participation** section to review the **bid T&Cs**.
4. Use the MESSAGE CENTER to ask APA questions, or respond to questions from APA before the Supplier Question Deadline



3

4

5. The **EVENT TIMELINE** section displays the deadline dates for the **Sourcing Event**.
6. You can invite other members of your team to contribute to the bid proposal via the **TEAM MEMBERS** section.  
**TIP:** If your colleague registered in WSS via the Workday Central Login previously, they could sign in and access the Sourcing Event immediately. Otherwise, they'll receive an email invitation with a link to create an account.

6

5

7. Click **OPEN** to review the questions if there is a **RESPONSE SHEET** in the **QUOTE FORM > Response Sheet** section.
8. Click **OPEN** to review the questions if there is a **WORKSHEET** in the **QUOTE FORM > Worksheet** section.
9. Drag/drop documents or browse files within the **ADDITIONAL DOCUMENTS**.

**TIP:** Additional documentation may be required refer to the [EVENT FORM – ATTACHMENTS](#) section of this guide for more information.

10. **EXPORT OR IMPORT YOUR QUOTE** to take your bid offline. For additional information see the [EVENT FORM – OFFLINE PROCESS](#).

**QUOTE FORM** [Walk me through it](#)

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**RESPONSE SHEET**

You must answer the listed questionnaire(s) before submitting your response.

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	ACTIONS
Company Information		✓ Never	0% (0/5)	--	<b>7</b> OPEN
Quoting Terms for Professional Services		✓ Never	0% (0/8)	--	OPEN
Project Description		✓ Never	0% (0/10)	--	OPEN
Quote		✓ Never	0% (0/2)	--	OPEN

---

**WORKSHEETS** ⓘ

SECTION	TOTAL	LAST UPDATED	ACTIONS
Proposed Cost per Resource and Project Phase / Stream / Milestone	-	11/03/2025 at 12:17 AEST	<b>8</b> OPEN
Role Names	-	11/03/2025 at 12:17 AEST	OPEN
Total Cost per Phase / Stream / Milestone	-	11/03/2025 at 12:17 AEST	OPEN
Reimbursable Expenses	-	11/03/2025 at 12:17 AEST	OPEN
<b>Final Total</b>	<b>\$0.00</b>		

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**ADDITIONAL DOCUMENTS** ⓘ **9**

Attach documents to submit with your response. File size limited to 5GB.

DRAG/DROP DOCUMENTS or [BROWSE FILES](#)

**10** **EXPORT OR IMPORT YOUR QUOTE** ⓘ

EXPORT    IMPORT

11. After your review of the Sourcing Event, select either:

- **I DO NOT INTEND TO SUBMIT**
- **I INTEND TO SUBMIT**

**TIP:** The RSVP deadline by which you must register your intent to bid displays within the **EVENT TIMELINE** section.

**INTEND TO SUBMIT: Weipa Pipeline Construction** Changes save automatically I DO NOT INTEND TO SUBMIT I INTEND TO SUBMIT

To inform APT Management Services Pty Ltd that you plan to participate in Weipa Pipeline Construction, select I Intend to Submit

**QUOTE DETAILS** [Walk me through it](#)

ISSUING COMPANY	SUPPLIER COMPANY	PRIMARY CONTACT
APT Management Services Pty Ltd		

DESCRIPTION

### About APA

APA Group (APA) is a leading Australian energy infrastructure business developing, owning and operating energy infrastructure. APA owns and/or operates around \$22 billion of energy infrastructure assets across Australia and operates these with a skilled workforce of around 1,900 people.

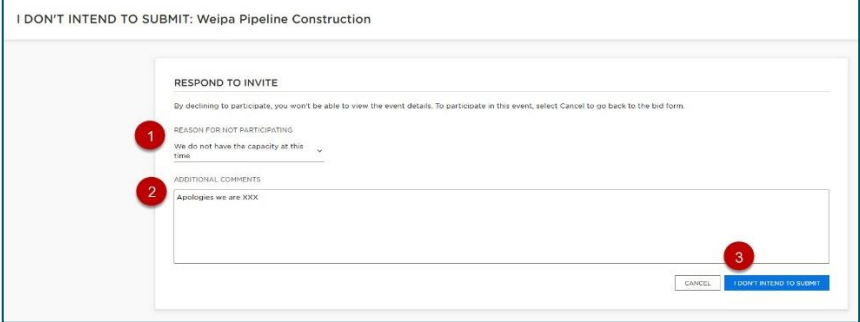
APA has a diverse portfolio of over 15,000 kilometres of gas transmission pipelines that spans every state and territory on mainland Australia and delivers about half the nation's natural gas. APA also has ownership interests in, and/or operates, gas distribution networks with more than 1.4 million gas consumer connections and covering approximately 29,500 kilometres of gas mains and pipelines.

In addition to its gas infrastructure interests, APA owns or has interests in other energy infrastructure assets including electricity transmission lines, and renewable and gas fired power generation assets. APA is currently one of Australia's largest renewable energy generation owners with both wind and solar generation assets across the country.

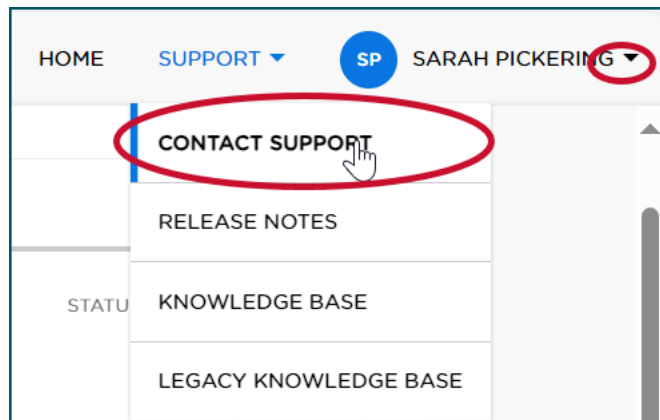
Our purpose is to strengthen communities through responsible energy.

APA is listed on the Australian Securities Exchange (ASX) and is included in the S&P ASX 50 Index.  
For further information on APA Group as a company and business, please visit our website, [www.apa.com.au](http://www.apa.com.au)

**12. If you selected:**

I...	Then...
DO NOT INTEND TO SUBMIT	<ol style="list-style-type: none"> <li>1. Select an option from the <b>REASON FOR NOT PARTICIPATING:</b> drop-down list.</li> <li>2. Provide <b>Additional comments</b> as required.</li> <li>3. Select <b>I DON'T INTEND TO SUBMIT</b>.</li> </ol> 
INTEND TO SUBMIT	Refer to the <u>Quote Form</u> section of this document to respond to the Sourcing Event.

**TIP:** If you change your mind about participating in a bid event, you can select **I Intend to Bid** at the bottom of the Sourcing Event if the invitation RSVP deadline hasn't expired. If the deadline has passed, you can submit a ticket by selecting **SUPPORT > CONTACT SUPPORT**, and the support team can help you change your response to the invitation.



## EVENT FORM - QUESTIONNAIRES

The Sourcing Event you're responding to may include questionnaires that you're required to complete.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	Ensure you've <u>accepted the bid T&amp;Cs</u> as well as registered your <u>intent to submit</u> .
4.	Navigate to the <b>QUOTE FORM &gt; Response Sheet</b> section. <b>Note:</b> the naming conventions of this FORM will differ depending on the event type e.g., quote, proposal, information tender etc..
5.	Click <b>OPEN</b> to access the questionnaire.

QUOTE FORM [Walk me through it](#)

▼ RESPONSE SHEET

You must answer the listed questionnaire(s) before submitting your response.

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	ACTIONS
Company Information	✓*	Never	0% (0/5)	--	<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span> <span style="border: 1px solid black; padding: 2px 5px;">OPEN</span>

6. The questionnaires:
  - a. has a count of the questions and required questions that have been answered.
  - b. can have multiple sections of questions for you to complete. **TIP:** Use **NEXT** and **PREVIOUS** to navigate between sections. When **NEXT** is greyed out you have reached the end.
  - c. mandatory (required) questions are marked with an **asterisk**. **TIP:** If you don't complete required questions, you can't submit the questionnaire.

Questionnaire | Weipa Pipeline Construction

0% (0/5) NEXT

1. SAMPLE QUESTIONS FOR EVENT

2. Please provide details how you will help APA achieve net zero:

1.2.1 Does your company have a Whistle blower policy or procedure &/or confidential phone line for staff to raise any concerns? \*

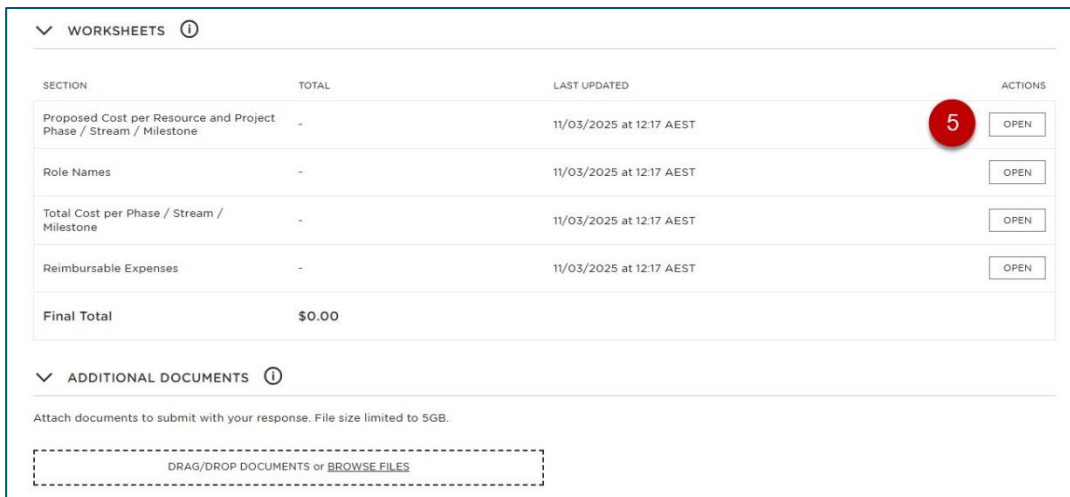
1.2.2 Does your company have an ethical sourcing policy?

- Click **RETURN TO BID** when you've completed the questionnaire.  
**TIP:** The WSS portal automatically saves your responses to the questions there is no save button.

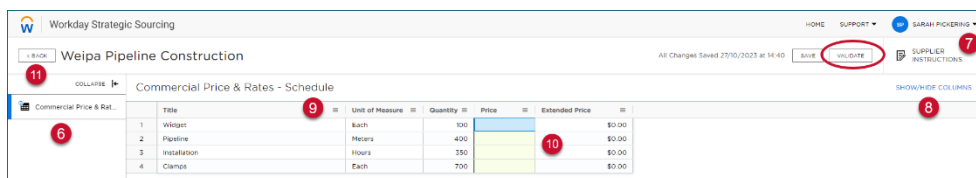
## EVENT FORM - WORKSHEETS

The Sourcing Event you're responding to may include worksheets that you're required to complete.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	Ensure you've <u>accepted the bid T&amp;Cs</u> as well as registered your <u>intent to submit</u> .
4.	Navigate to <b>QUOTE FORM &gt; WORKSHEETS</b> section.
5.	Click <b>OPEN</b> under ACTIONS for any of the Worksheet Sections.



- View and access all the worksheets in the panel on the left.
- Click **Supplier Instructions** to view worksheet instructions and notes from the sourcing manager.



- Display or hide columns using **Show/Hide Columns** and clicking **Update View**.
- Apply filters to view the items you want to bid on by clicking the 3 horizontal lines in the column header, selecting the conditions and values, and clicking Apply Filter. Calculated totals change as you apply filters.
- Enter **bids** on the **highlighted rows** of the worksheets.

**TIP:** To identify what you need to do to submit your bid, you can select **VALIDATE** to highlight the cells you must complete. A side panel also displays showing the line items and columns that need information. When you complete all highlighted cells, *Worksheet Valid* displays when you select Validate.

- Click **BACK** when you've completed the worksheet(s). **TIP:** The WSS portal automatically saves your responses.

## EVENT FORM - ATTACHMENTS

The Sourcing Event you're responding to may require you to add certain documentation before you can submit the bid. You can also opt to upload any attachments of your own.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	Navigate to <b>QUOTE FORM &gt; REQUESTED DOCUMENTS</b> section.
4.	Select <b>UPLOAD NEW FILE</b> and select the <b>required document</b> when the sourcing manager has requested you provide a particular document.
5.	Navigate to <b>QUOTE FORM &gt; ADDITIONAL DOCUMENTS</b> section.
6.	<ul style="list-style-type: none"> <li>Drag and drop <b>files</b> from your PC to the box, or</li> <li>Click <b>BROWSE FILES</b> locate and attach any supporting documentation to your proposal.</li> </ul> <p><b>TIPS:</b></p> <ul style="list-style-type: none"> <li>You can attach as many files as necessary; each file can be up to 5GB.</li> <li>Wait for the upload to complete before navigating away from the page.</li> </ul>

The screenshot shows two sections of the WSS portal. The first section, 'REQUESTED DOCUMENTS', is marked with a red circle '3'. It contains a table with columns: DOCUMENT, DESCRIPTION, REQUIRED, FILE NAME, and ACTIONS. A red circle '4' is placed over the 'ACTIONS' column, specifically over the 'UPLOAD NEW FILE' button. The second section, 'ADDITIONAL DOCUMENTS', is marked with a red circle '5'. Below it is a dashed box for file uploads, with a red circle '6' placed over the text 'DRAG/DROP DOCUMENTS or BROWSE FILES'.

- Navigate to **ADDITIONAL COMMENTS**.
- Type in any relevant text in the **DESCRIPTION** field.

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ADDITIONAL COMMENTS 8

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DESCRIPTION

Thanks for the opportunity to submit! 9

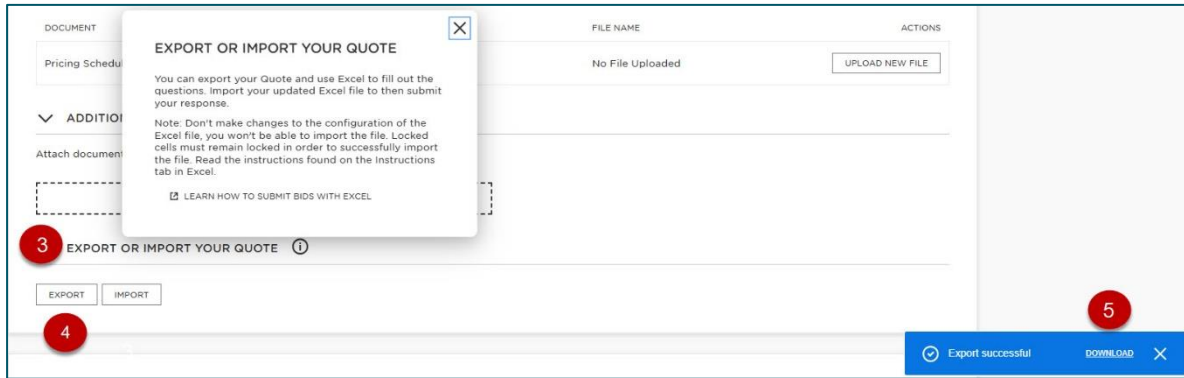
- 
9. Refer to the [Submit a Bid Proposal](#) section of this document to submit your bid
-



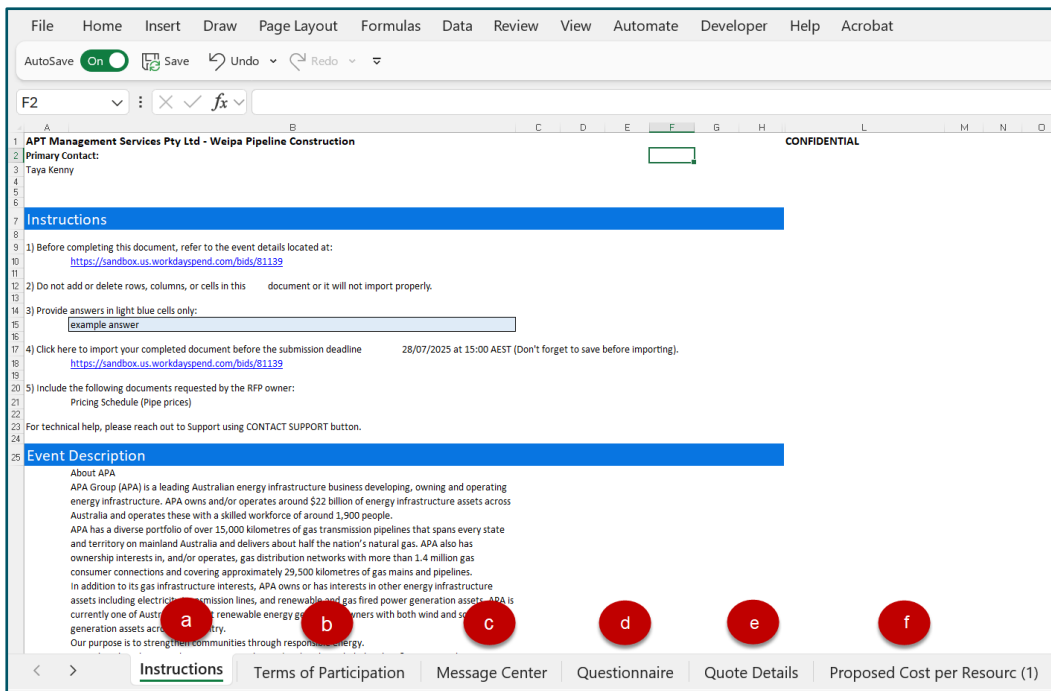
## EVENT FORM – OFFLINE PROCESS

The WSS Supplier Portal gives you the option of exporting the Sourcing Event and creating your response using Excel.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	Navigate to <b>EXPORT OR IMPORT YOUR QUOTE</b> section. <b>Note:</b> the naming conventions of this action will differ depending on the event type e.g., quote, proposal, information tender etc.. <b>TIP:</b> Click the “i” info button to view additional instructions in the pop-up and click into the link at the bottom of the pop-up for further Workday instructions on how to submit bids with excel.
4.	Click <b>EXPORT</b> .
5.	Click <b>DOWNLOAD</b> in the pop-up to download the Sourcing Event to Excel.



6. Open the downloaded file, it is organised into multiple tabs, such as:
  - a. Instructions on how to fill out the spreadsheet.
  - b. Terms of Participation
  - c. Message Centre
  - d. Questionnaires
  - e. Quote details
  - f. Worksheets



7. Read the **Instructions** tab on the spreadsheet.  
**TIP:** If you don't receive questionnaires or worksheets to complete, the sourcing team might ask you to submit specific documentation to complete your bid proposal.
8. You can enter **information** into any cells highlighted in **blue**.  
**TIP:** To ensure your information imports correctly all other cells are locked, you can only edit the blue cells to provide details.
9. When complete, save your **Excel spreadsheet** before you upload it back into the WSS portal.  
**TIP:** When naming the file, don't include special characters in the name. Special characters can cause errors when uploading.
10. Navigate to **EXPORT OR IMPORT YOUR QUOTE** section.
11. Click **IMPORT**.
12. To upload your **Excel spreadsheet**, you can:
  - Drag and drop the file from your PC to the pop-up box, or
  - Click **CHOOSE FILE** to locate it on your PC.
13. Click **IMPORT QUOTE** again to complete the import operation when the file finishes loading.  
**Result:** A **Quote Import Successful** message displays, and you can view your bid using **View My Response**.

BEGIN QUOTE IMPORT

Importing a Quote from an Excel file will overwrite all edits you've made on this Quote. If upload is processing for more than 2 minutes please contact Support using contact support button.

FILE NAME

No items available.

DRAG AND DROP FILE or [CHOOSE FILE](#)

CLOSE IMPORT QUOTE

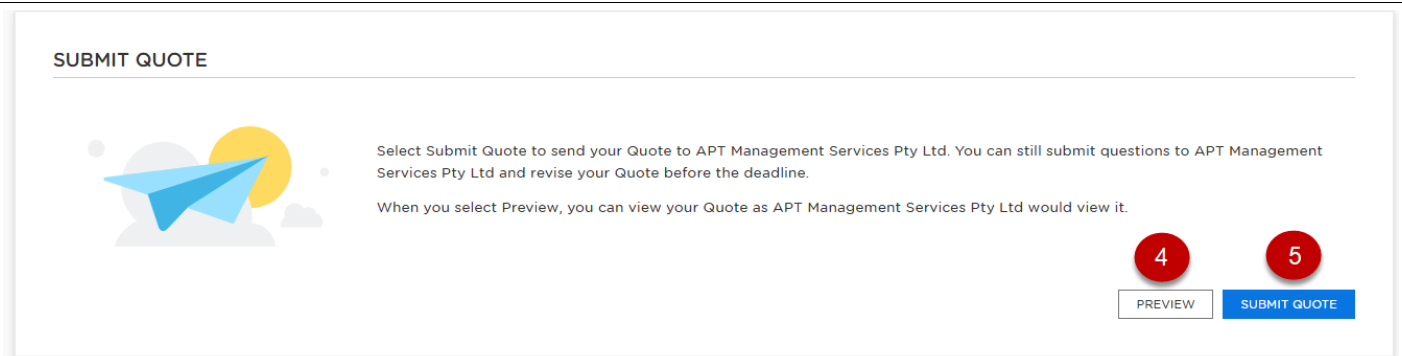
**TIP:** If you want to change your bid proposal, we recommend that you export the Excel file each time you update to ensure you are working from the most up to date copy of your bid proposal. If the sourcing team makes any updates to the structure of the bid event, you must export the bid again, because you won't be able to import it back into the WSS portal if the format doesn't match.

14. Navigate to **ADDITIONAL COMMENTS**.
15. Type in any relevant text in the **DESCRIPTION** field.
16. Refer to the [Submit a Bid Proposal](#) section of this document to submit your bid

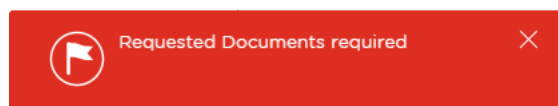
## SUBMIT A BID PROPOSAL

When you have completed responding to the Sourcing Event you must submit it before the Submission Deadline date.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	Ensure you have completed the following: <ul style="list-style-type: none"><li>• your responses to any <u>questionnaires</u> and/or <u>worksheets</u></li><li>• uploading any <u>documentation</u></li></ul>
4.	Click <b>PREVIEW</b> to view your proposal in a read-only view that APA will see. Close this window when you are finished reviewing.
5.	Click <b>SUBMIT QUOTE</b> at the bottom of the screen to finalise your bid submission. <b>Note:</b> the naming conventions of this action will differ depending on the event type e.g., quote, proposal, information tender etc.. <b>Result:</b> The APA sourcing manager receives an email to notify them that you've submitted your bid. You can submit incomplete bids, however, it's up to the APA sourcing manager to determine whether to accept an incomplete proposal.



**TIP:** If you have not completed all of the mandatory items, a warning message will display.



6.	Click <b>GO TO DASHBOARD</b> .
7.	In the <b>RESPONDED</b> tab of the homepage, you can view the status of your submission on the bid event, including the date and time of the submission.

RESPONSES

REQUESTS 0 RESPONDED **7** 1 ARCHIVED 70

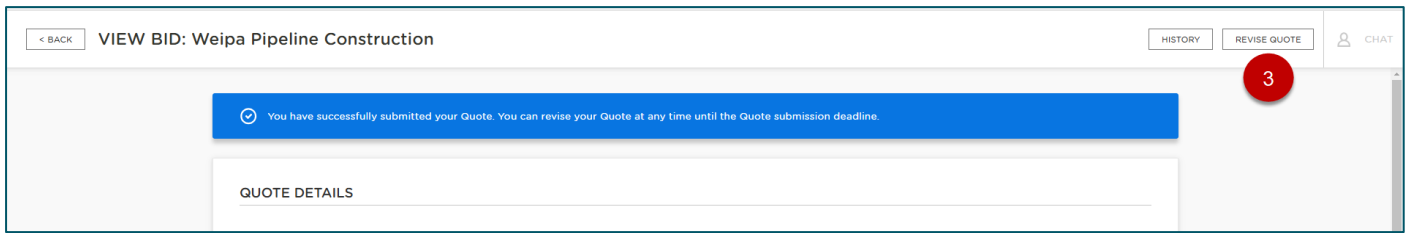
ISSUING COMPANY ▲	TYPE ▲	TITLE ▲	SUPPLIER COMPANY ▲	DUE ▲	STATUS ▲
APT Management Services Pty Ltd	RFP	Weipa Pipeline Construction	PTY LTD AUSTRALIA	28/10/2023 at 15:00	Published Submitted: 28/10/2023 at 14:10

« < > » ITEMS PER PAGE 10 ▼

## REVISE A BID PROPOSAL

You can revise your bid via the WSS Supplier Portal if it is before the submission deadline. Depending on the bid proposal, the APA sourcing manager can also request, by email or chat, further clarification on your bid submission.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> in the <b>RESPONDED</b> section.
3.	Click <b>REVISE QUOTE</b> .



4.	Make your changes.
5.	Click <b>RESUBMIT QUOTE</b> . <b>Note:</b> the naming conventions of this action will differ depending on the event type e.g., quote, proposal, information tender etc.. <b>TIP:</b> If you want to revise the bid quote but it's after the submission deadline, contact the APA sourcing manager directly via the <a href="#">chat function</a> or email.

## SOURCING EVENT COMMUNICATION

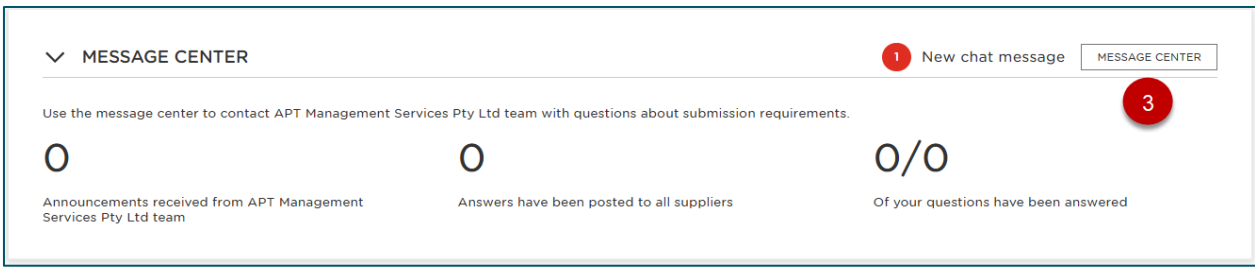
In WSS there are two ways you can message (and respond to messages) with APA on a Sourcing Event.

1. Message Center, and
2. Supplier Chat

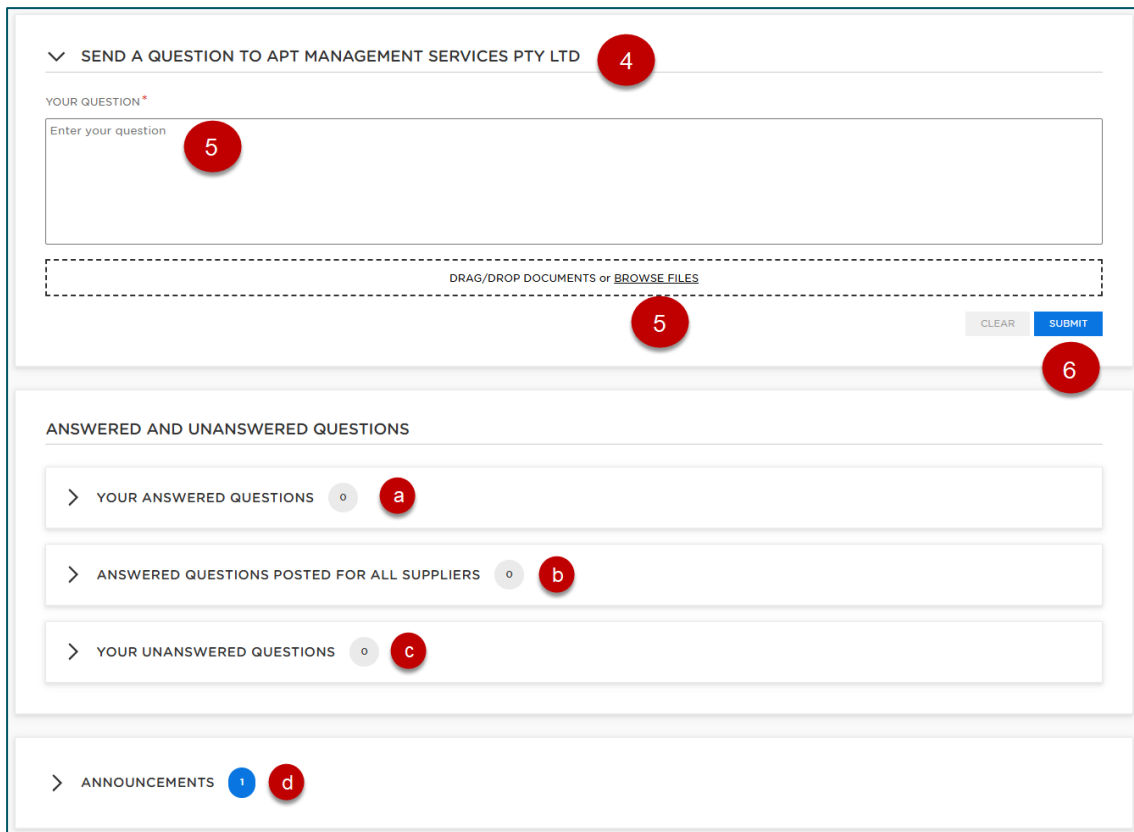
### MESSAGE CENTER

The Message Center provides the ability to communicate with APA. Please be aware that the availability of the Message Center is linked to the **Supplier Question Deadline**. This the last date you can submit a question via the Message Center to the sourcing manager regarding the Sourcing Event. You can continue to view the questions and answers that you or your team submitted before the deadline.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	Click <b>MESSAGE CENTER</b> .



4. To send a message, expand the **Send a Question** section.
5. Type the question or add a file.
6. Click **SUBMIT**.

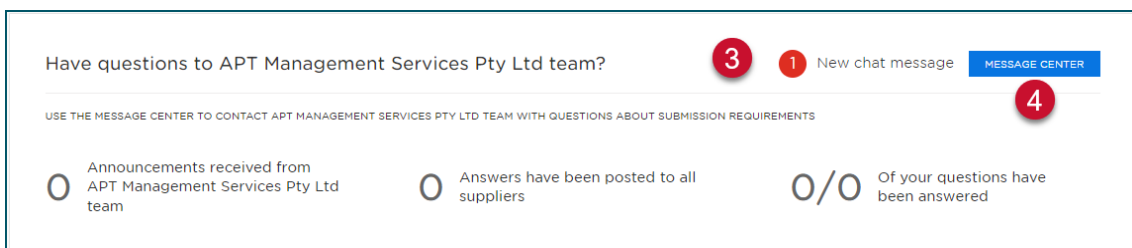


7. You can:
  - a. View your Answered questions - questions you've asked and the answers that you've received from the sourcing team. **Note:** When the sourcing team replies to your questions, you will receive an email notification.
  - b. View questions to all suppliers.
  - c. View your Unanswered questions.
  - d. View Announcements to all suppliers.

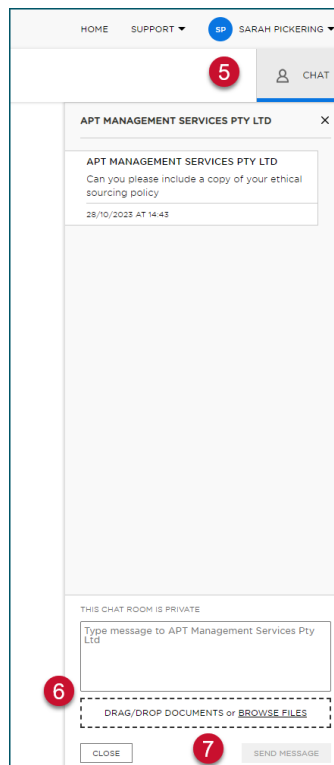
## MESSAGE CENTER - CHAT

The Chat provides the ability to communicate with APA. To be able to utilise the chat function, APA must initiate the communication option.

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	Select the <b>hyperlink of the Sourcing Event</b> .
3.	An indicator will display when you have a new message. <b>TIP:</b> You will also receive an email alerting you to the message
4.	Click <b>MESSAGE CENTER</b> .



5.	Click <b>CHAT</b> in the top right of the screen.
6.	Respond to the message by typing text or uploading files,
7.	Click <b>SEND MESSAGE</b> .



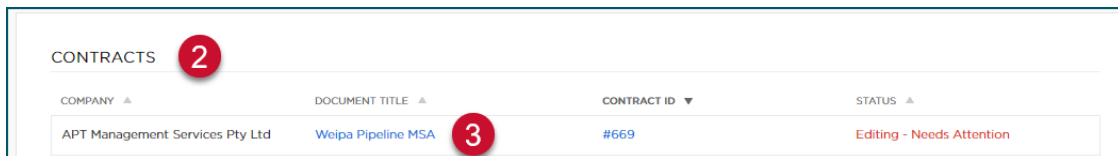


## CONTRACT REVIEW

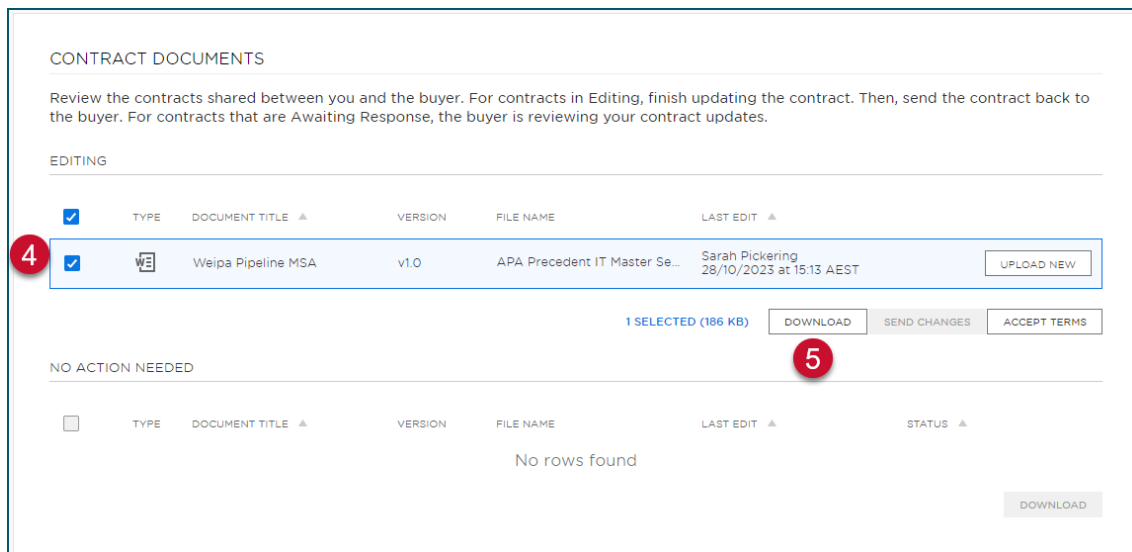
Once you have been awarded a bid, APA will commence contract negotiations via the WSS Supplier Portal.

Step	Action
------	--------

1. Login to WSS via the Workday Central Login.
2. Select the **hyperlink of the contract** in the **CONTRACTS** section.
3. Select the contract from the list of **Contracts** on the Home page.  
**TIP:** The **Status** will display **Editing – Needs Attention**.



4. Select the **Contract** checkbox.
5. Click **DOWNLOAD** to download the contract and review and edit the document offline.

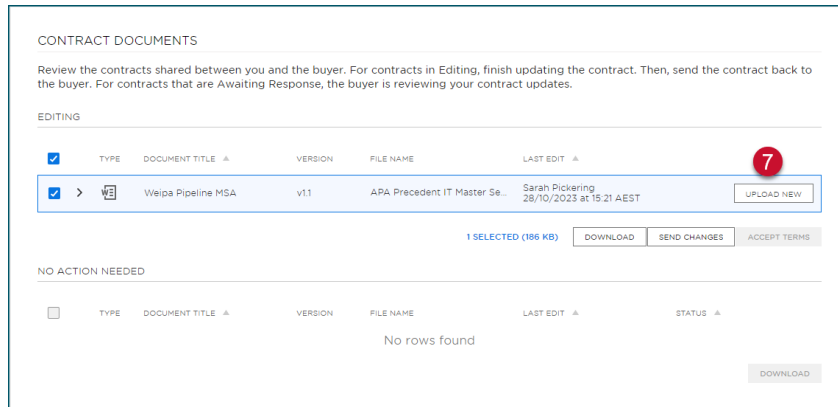


6. Open the **downloaded contract** and make any necessary changes.



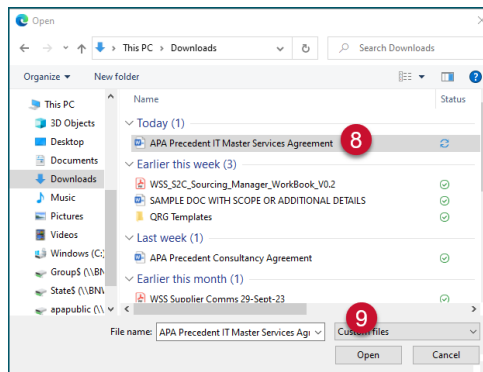
**Note:** When editing the contract document offline, ensure Word Track Changes is on.

7. Click **UPLOAD NEW** once you've completed your changes.

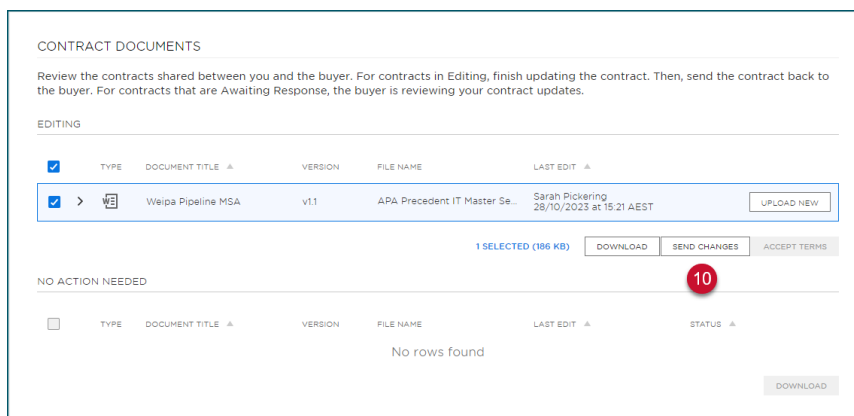


8. Select the **contract**.

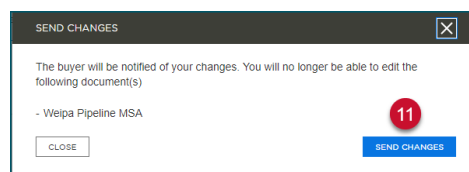
9. Click **Open**.



10. Click **SEND CHANGES**.

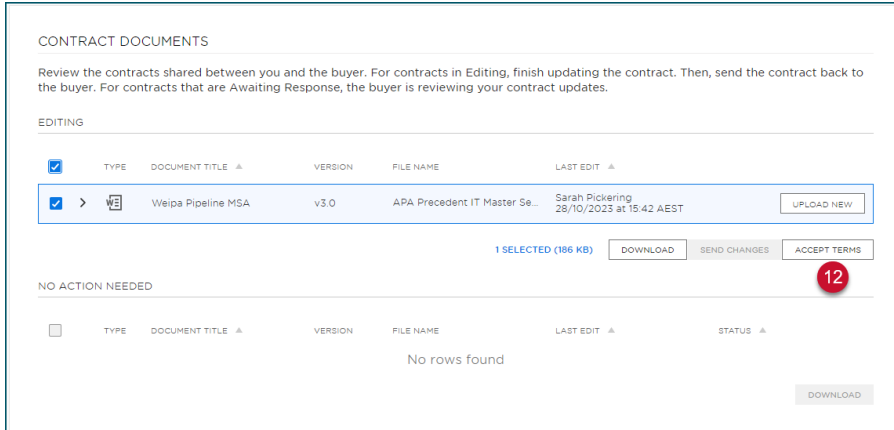


11. Click **SEND CHANGES** in the pop-up for APA to receive the updated contract.

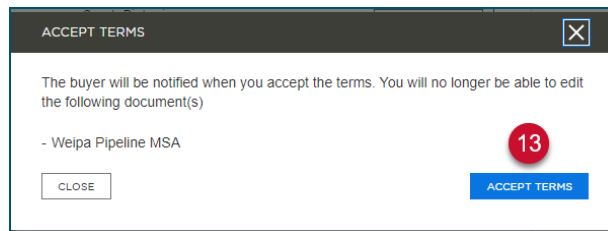


12. Click **ACCEPT TERMS** when you are happy with the contract.

**TIP:** During the negotiation phase, the contract may go back and forth between APA and yourself a few times.



13. Click **ACCEPT TERMS** in the pop-up.



14. APA will send the finalised contract to be executed via DocuSign.

## ONBOARD INTO APA FINANCIAL SYSTEM

For new Suppliers that have been awarded a bid, APA will request an onboarding form to be completed. This form enables APA to gather critical business and banking information.

Step	Action
------	--------

1. Login to WSS via the Workday Central Login.
2. Select the **hyperlink of the onboarding form** in the **Requests** section.

RESPONSES					
REQUESTS	5 RESPONDED		5 ARCHIVED		50
ISSUING COMPANY	TYPE ▲	TITLE ▲	SUPPLIER COMPANY	DUE ▲	STATUS ▲
APT Management Services Pty Ltd	RFQ	<a href="#">12345-PP-M-001 Test 1 Test Project   Copy of RFQ Template</a>	AUSTRALIA PTY LTD	07/08/2023 at 10:30	Published Submitted: 04/08/2023 at 10:19
APT Management Services Pty Ltd	Form	<b>2</b> <a href="#">Supplier Registration Form</a>	AUSTRALIA PTY LTD	07/08/2023 at 10:00	Published Submitted: 04/08/2023 at 12:53

Navigation: << < > >> ITEMS PER PAGE 50

3. Enter the requested information into the form.  
**TIP:** You can add Contacts to this form so that the APA has the correct contact information for you and colleagues at your organisation.
4. Click **Finalize** once complete and you're ready to submit.  
**TIP:** You can click **Save Draft** to save your incomplete form and return to finalise it later.

## SUPPLIER FORMS

This guide provides detail on how to submit a response to an APA Supplier Form. You must be invited by APA via email to be able to respond to a Supplier Form.

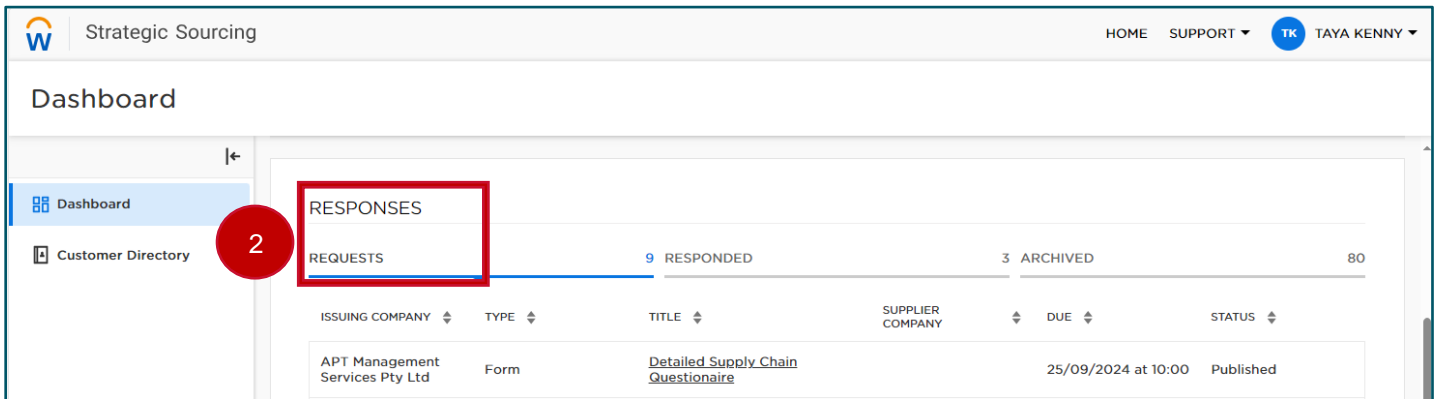
The Supplier Form guide contains the below information:

1. How to Access the Supplier Form – page 28
2. How to Respond to the Supplier Form – page 29
3. How to Submit the Supplier Form – page 33
4. How to Respond to Feedback – page 35

### ACCESSING THE SUPPLIER FORM

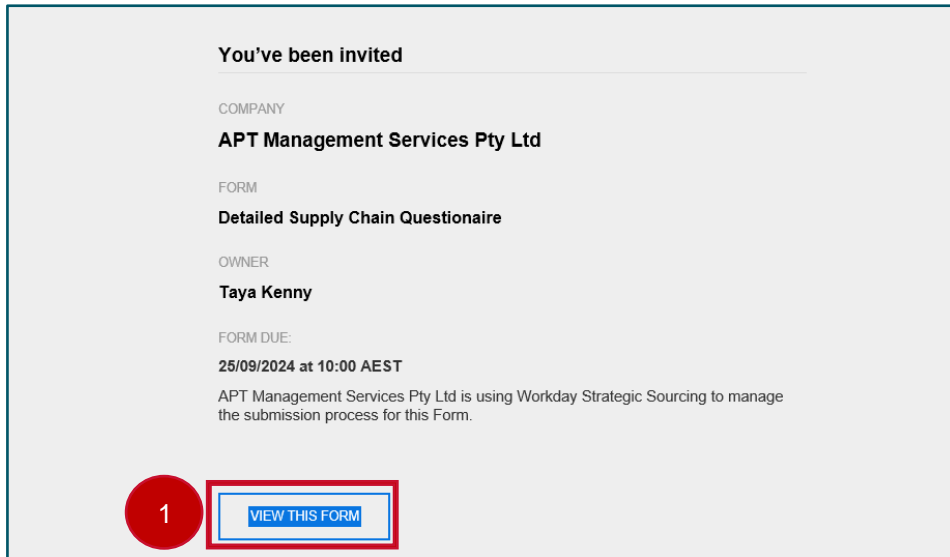
#### Option 1: Locate the Form within WSS

Step	Action
1.	Login to WSS via the Workday Central Login.
2.	View the Supplier Form you have been invited to in the <b>RESPONSES &gt; REQUESTS</b> section of your home page. TIP: In the Title field, select the hyperlink to open the form and respond.



#### Option 2: Access the Form Via Email

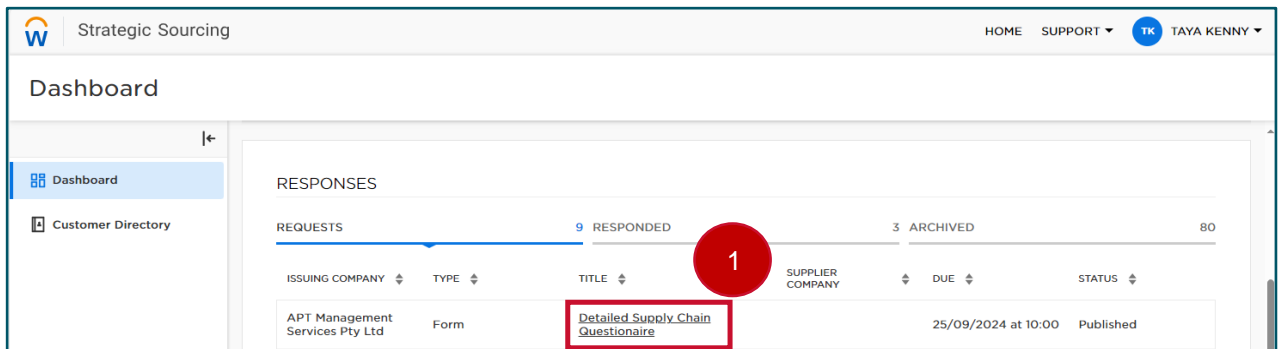
Step	Action
1.	When you have been invited to complete the supplier form, you will receive an email directly from Workday. Click the <b>View This Form</b> link within the email, this will take you directly to the form within WSS.



## RESPONDING TO THE SUPPLIER FORM

Step	Action
------	--------

1. Select the hyperlink of the Supplier Form in the **RESPONSES > REQUESTS** section.



2. Use the **MESSAGE CENTER** to ask APA questions or respond to questions from APA before the Submission Deadline. TIP: for more details about how to utilise the MESSAGE CENTER refer to page 21-23.
3. View the form **SUBMISSION DEADLINE** under the **FORM DETAILS** section.
4. You can invite other members of your team to contribute to the form via the **TEAM MEMBERS** section.

< BACK    **Supply Chain Detailed Risk Assessment Questionnaire**    Changes save automatically    PREVIEW    **SUBMIT FORM**

### FORM DETAILS

All times are displayed in the Brisbane time zone. You can change this in your [User Profile](#).

<b>SUBMISSION DEADLINE</b> 02/04/2025	<b>ISSUING COMPANY</b> APT Management Services Pty Ltd	<b>SUPPLIER COMPANY</b>	<b>PRIMARY CONTACT</b> <a href="#">Taya Kenny</a>
--	---	-------------------------	--

### FORM

QUESTIONNAIRE OPEN QUESTIONNAIRE

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	ACTIONS
Detailed Questionnaire	APA is committed to delivering responsible energy to our customers and the...	Never	0% (0/43)	--	OPEN

### EXPORT OR IMPORT YOUR FORM

EXPORT    IMPORT

### MESSAGE CENTER

No new chat messages MESSAGE CENTER

Use the message center to contact APT Management Services Pty Ltd team with questions about submission requirements.

0 Announcements received from APT Management Services Pty Ltd team	0 Answers have been posted to all suppliers	0/0 Of your questions have been answered
---	--	---

### TEAM MEMBERS

NAME	EMAIL	ACTIONS	
Enter Name	Enter Email	ADD	
NAME	EMAIL	STATUS	ACTIONS
Taya Kenny	taya.kenny@apa.com.au	Invitation Accepted	

Step	Action
------	--------

5. Under the **FORM** section select **OPEN QUESTIONNAIRE** or **OPEN** under the Actions heading to respond to the form.

6. Alternatively, you can export the form to complete it offline by pressing the **EXPORT FORM** button, and once it is filled in, select the **IMPORT FORM** button to reupload the form into the system for submission.

FORM

QUESTIONNAIRE

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	ACTIONS
Detailed Questionnaire	APA is committed to delivering responsible energy to our customers and the...	Never	0% (0/43)	--	<b>OPEN QUESTIONNAIRE</b>  OPEN

EXPORT OR IMPORT YOUR FORM ⓘ

EXPORT IMPORT



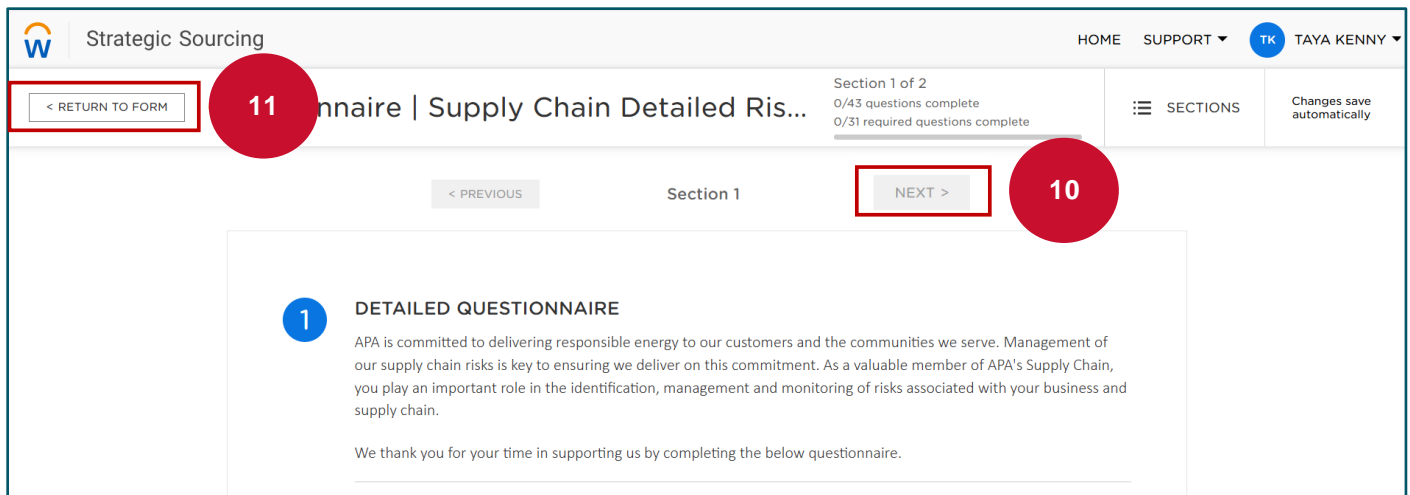
Step	Action
------	--------

- |    |   |
|----|---|
| 7. | The form may encompass a variation of questions, including multiple choice, multi-select options, file requests, short answers, and long answers. <b>Note:</b> When you commence filling out the form, your responses are automatically saved, and you will be able to pick up from where you have left off at any point. |
| 8. | Most questions will have an <b>ADDITIONAL COMMENTS</b> section that allows you to expand on your response.  |
| 9. | Required questions can be identified by an Asterix – if you have not answered all required questions, you will <u>not</u> be able to submit the form.   |

The screenshot shows a web-based questionnaire interface. At the top, there are navigation buttons: '< PREVIOUS', 'Section 1 of 2', and 'NEXT >'. The main heading is '1 DETAILED QUESTIONNAIRE'. Below this is an introductory paragraph about responsible energy and supply chain risks, followed by a thank-you message. The section is titled '1.1 Section A'. A question is displayed: '\*1.1.1 How reliant is your organisation on provision of inputs from your suppliers for the goods/ services provided to APA? Please provide details for your selection.' The question ID '\*1.1.1' is circled in red with the number '9'. Below the question is a 'CHOICE ANSWER' section, circled in red with the number '7', containing four radio button options: 'Highly reliant (Qualified alternative suppliers are not available/ identified)', 'Moderately reliant (Very few qualified alternative suppliers exist but are not contracted)', 'Not reliant (Qualified alternative suppliers are on contract and are actively engaged)', and 'Not applicable (Not applicable, suppliers not required for the goods/ services provided to APA)'. Below the radio buttons is a 'clear selection' link. At the bottom of the choice answer section is an 'ADDITIONAL COMMENTS' section, circled in red with the number '8', which contains a text input field with the placeholder 'Enter Additional Comments...'. The entire form is enclosed in a blue border.

## SUBMITTING THE SUPPLIER FORM

Step	Action
10.	When the <b>NEXT</b> button is greyed out you have reached the end of the questionnaire. Tip: you can easily view how many questions you have answered and if you have answered all required questions at the top of the form.
11.	When you have completed filling in the form, navigate to the <b>RETURN TO FORM</b> button on the upper lefthand side of the screen.



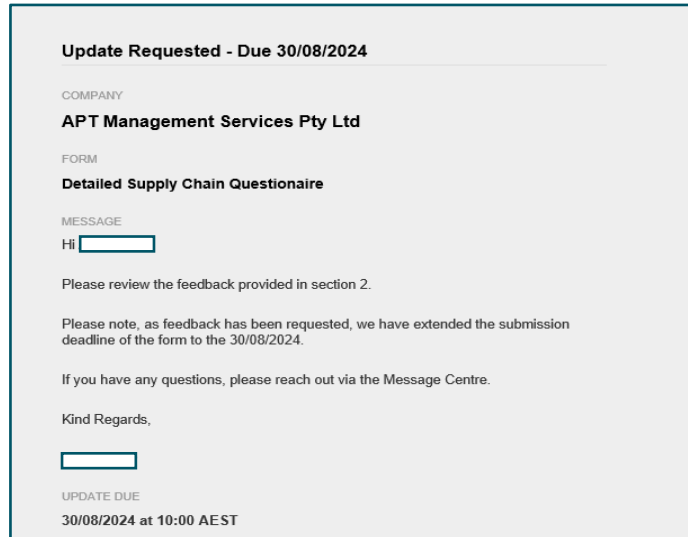
Step	Action
12.	You may preview your finalised form by pressing <b>PREVIEW</b> in the bottom menu. Then selecting <b>VIEW</b> .
13.	To submit the form, press the <b>SUBMIT FORM</b> button in the bottom menu. You will receive an email confirming your submission.

The screenshot shows a web interface for 'Strategic Sourcing' with the title 'Supply Chain Detailed Risk Assessment Questionnaire'. The user is logged in as TAYA KENNY. The page includes a navigation bar with 'HOME' and 'SUPPORT' links. Below the title, there are 'PREVIEW' and 'SUBMIT FORM' buttons. The main content area is titled 'SUBMIT FORM' and contains an illustration of a paper airplane and a sun. The text reads: 'Select Submit Form to send your Form to APT Management Services Pty Ltd. You can still submit questions to APT Management Services Pty Ltd and revise your Form before the deadline. When you select Preview, you can view your Form as APT Management Services Pty Ltd.' Two red circles with numbers 12 and 13 are overlaid on the 'PREVIEW' and 'SUBMIT FORM' buttons respectively. A red box highlights both buttons.

### RESPONDING TO FEEDBACK

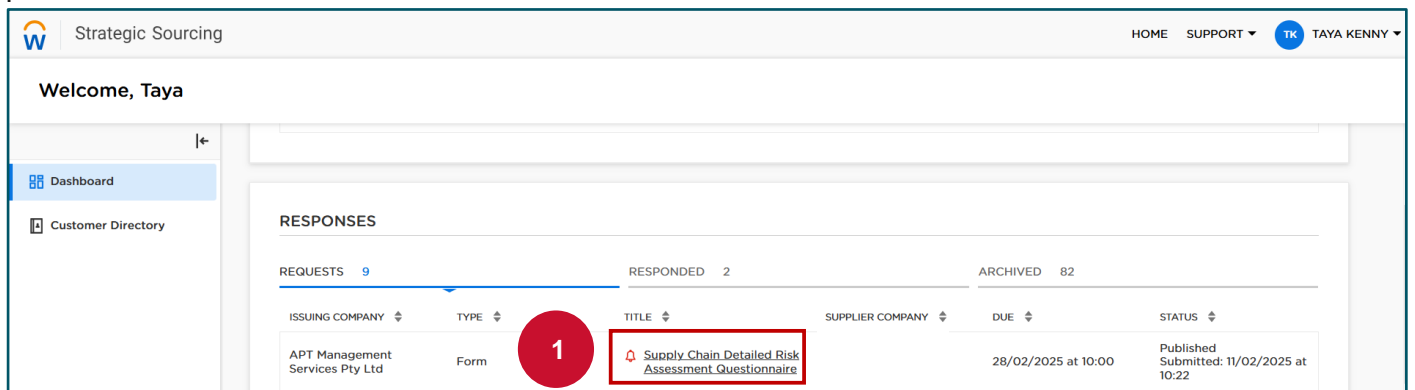
Once APA has received and reviewed your submitted form, you may be required to respond to feedback and in turn update your submission.

In this scenario you will receive an email from Workday with the request from APA Group.



Step	Action
------	--------

1. Follow the link provided within the email or alternatively, login to via the Workday Central Login page (*note*: If you access the form via the supplier portal, you will be directed to the form via the **Bell symbol** to alert you that action is required. Re-access the form by clicking into the hyperlinked title).



2. Refer to the message from APA and the new **Resubmission Due Date** within the **UPDATES REQUESTED** section. Under the Response Sheet subtitle, is a **VIEW** button – this will take you into the questionnaire.
3. Click Revise Form to respond to the feedback provided. **Important**: you will not be able to amend or update your responses within the form unless you have first selected **REVISE FORM**.

Strategic Sourcing HOME SUPPORT TK 3

[< BACK](#) **Supply Chain Detailed Risk Assessment Questionnaire** [HISTORY](#) [REVISE FORM](#)

**APT Management Services Pty Ltd has requested updates. To submit your updated Form click REVISE. APT Management Services Pty Ltd will then be able to see all of your updates.** 2

**UPDATES REQUESTED** 📅 DUE Friday Mar 7th, 2025

RESUBMISSION DUE DATE: 07/03/2025 at 10:00

MESSAGE FROM APT MANAGEMENT SERVICES PTY LTD

Please review the feedback provided in section 2.

Please note, as feedback has been requested, we have extended the submission deadline of the form to the 07/03/2025.

If you have any questions, please reach out via the Message Centre.

Kind regards,

RESPONSE SHEET: 1 Total Note [VIEW](#)

**FORM**

QUESTIONNAIRE

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	ACTIONS
Detailed Questionnaire	APA is committed to delivering responsible...	11/02/2025 at 10:21 AEST	81% (35/43)	1	<a href="#">VIEW</a>

**MESSAGE CENTER** 0 No new chat messages [MESSAGE CENTER](#)

Use the message center to contact APT Management Services Pty Ltd team with questions about submission requirements.

0 Announcements received from APT Management Services Pty Ltd team

0 Answers have been posted to all suppliers

0/0 Of your questions have been answered

**REVISE FORM**

Select **Revise Form** to update the responses sent to APT Management Services Pty Ltd. You can still submit questions to APT Management Services Pty Ltd and revise your Form before the deadline.

When you select **History**, you can view the history of your submissions

[HISTORY](#) [REVISE FORM](#) 3

Step	Action
4.	View the # of feedback provided.
5.	opt to only view responses with feedback by checking the tick box.
6.	View the feedback provided by APA against your response, choose to amend your response or add context within the additional comments section (depending on the feedback provided). <i>Note:</i> if you have any questions or require clarification, reach out via the <b>Message Centre</b> .
7.	Select <b>RETURN TO FORM</b> when you are ready to resubmit the form. Press <b>Submit Form</b> at the bottom of the page.

## ADDITIONAL LOGIN INFORMATION

Trouble shooting login issues.

**Scenario 1:** I already have a Strategic Sourcing account. How do I register for Workday Central Login? - Please follow the below steps.

Step	Action
1.	Navigate to the Workday Strategic Sourcing Sign In page.
2.	Sign in to Strategic Sourcing with your current credentials. <u>Note:</u> ensure to use your own named email address.
3.	Sign out of the supplier portal.
4.	On the Sign In page, click Workday Central Login for Suppliers and sign in with the credentials you used for Strategic Sourcing.
5.	You can no longer sign in to Strategic Sourcing directly and must go through Workday Central Login (WCL).
6.	Follow steps 2 through 9 (in the below table – <b>Scenario 2</b> ) to Sign up for Strategic Sourcing to finish your WCL registration.

See the guide for further information: <https://doc.workday.com/user-guide/en-us/strategic-sourcing/supplier-account-setup/crv1595415245865.html?toc=0.9>

**Scenario 2:** I have a problem with my login Authenticator, how can I reset it? - Please follow the below steps.

Step	Action
1.	On the Workday Strategic Sourcing Sign In page, click Workday Central Login for Suppliers.
2.	On the Workday Central Login page, enter your email address and click Continue.
3.	On the Password page, click Forgot Your Password?
4.	Click Reset Your Password on the Forgot Your Password page.
5.	Click Recover Account on the Let's Verify It's You page.
6.	In the Account Reset pop-up, select the acknowledgement check box and click Reset.
7.	Click Send Code.
8.	Enter the six-digit, one-time passcode sent to your email address.
9.	Set up your authenticator app.
10.	Enter and confirm a new password. Click Reset Your Password.
11.	Sign in on the Workday Central Login page with your new password and authenticator app.

If you are still facing issues, please open a request directly with [scoutsupport@workday.com](mailto:scoutsupport@workday.com) – this is the support channel for suppliers with login issues.

## RECEIVING SYSTEM NOTIFICATIONS

If you are not receiving system notifications, it's possible that the emails are being marked as spam. To ensure these emails reach your inbox and to improve overall email deliverability, please follow the steps below:

Step	Action
1.	<b>Whitelist the domain:</b> <a href="https://amazonses.com">amazonses.com</a>
2.	<b>Allow specific email addresses:</b> ensure emails from <a href="mailto:no-reply_strategicsourcing@workday.com">no-reply_strategicsourcing@workday.com</a> and <a href="mailto:no-reply-wcl@workday.com">no-reply-wcl@workday.com</a> are not blocked (these email addresses are used for automated emails).
3.	<b>Check email body:</b> the email subject only contains the event name and the issuing company's name, without any mention of chat messages. Therefore, it is possible to miss these messages, chat message content will only be visible upon opening the email.