

WELCOME TO THE SEYMOUR WHYTE SUPPLIER MANAGEMENT SYSTEM

This portal speeds up the tendering process by providing a reliable and efficient point of contact between Seymour Whyte Constructions (SWC) and our subcontractors/suppliers.

This guide will assist our valued suppliers to:

- create and update accounts and change **Company details**
- upload **Expressions of Interest**
- view Seymour Whyte's current **tenders**
- view electronic documents relating to specific projects
- upload **quotations** for tenders

Getting Started:

To access the **Supplier Management System (SMS)** portal, open your web browser and enter the following address: <https://apps.seymourwhyte.com.au/SupplierManager> - alternatively, you can follow the **Tender Portal** link provided to you in your original email from Seymour Whyte Estimating inviting you to tender.

You will be greeted with the main login page, where the main navigation toolbar is located. This toolbar is where all of the various functions of the SMS are accessed.



Login Process:

To access any of the systems' functions, you will be prompted to login using your **email address** and **password**. If this is your first time logging in, or you have forgotten or lost your password, you can request a password by clicking on the **Need to retrieve your password?** link, and entering your email address. A new password will be sent out immediately

Account Information

Email address:

Password:

Keep me logged in

Log In

[Need to retrieve your password?](#)

If these login credentials do not work, or you are having other difficulties with logging in, you can use the **Send us an email** function shown in the **Contact Us** page, found through the navigation toolbar. Alternatively please contact: 07 3340 4800.

My Details:

It is strongly recommended that initially when you first log into the system, and periodically thereafter that you check and update your company and account details, in particular your contact details, so that you don't miss out on important updates or invitations to tender. This is done by clicking on the **My Details** button on the navigation toolbar at the top of the screen. You will be shown a list of the current details that Seymour Whyte has on file for your organisation.

To edit these details simply click on the **Edit** button for either **My Details** or **My Company Details** and enter the relevant information.

Once you have completed updating the required information, ensure you click the **Save** button before proceeding. Any **required** information that is not entered will be flagged and the user will be prompted to enter this information before they can save their details.

My Details: [\[Edit\]](#)

↓

Edit my details:

Salutation	Mr
First Name	John
Last Name	Smith
Title	Estimating Manager
Email	john.smith@smithsupply.com.au
Phone	0733001111
Fax	0733001112
Mobile	0412 345 678

Save **Cancel**

My RFQ's:

Requests for Quotation are shown under the My RFQ's page which can be accessed by clicking on the button in the navigation toolbar at the top of the screen. Shown in this list are any Requests for Quotation (**RFQ**) that you have been invited to tender for. These RFQ's are shown with their description, the relevant work package, the due date for submission and the current status of your submission. Example below:

My RFQs:

Ref#	Description	Work Package	Quote Required	My Status
AA1001	Thornton Rail Bridge Upgrade Tender	Site Sheds	3/12/2011	No response

By clicking on the **RFQ reference #** (e.g. AA1001 shown above in blue), you will be shown the details of that RFQ and will be able to access the supporting documentation and choose your status. This is where you will indicate whether or not you will be submitting a tender for the works offered.

By selecting the status **"I intend to provide a quotation for this RFQ"**, the screen layout will change and the **My Quotation** section of the page will become active. By selecting this option, the user will be automatically reminded of the tender submission when the due date approaches, until the quote is received.

If you select the option **"I do not wish to provide a quotation for this RFQ"** the system will automatically update your status and will not send reminders when the due date approaches. If you change your mind, and wish to provide a tender prior to the due date expiring, you can change your status using the same process above. This will send an updated response to Seymour Whyte and inform them of your intention to submit a quotation.

My Quotation:

In this section, the details of each quotation are shown. If you have not yet entered this information, it will be blank. Once you are ready to enter your quotation, simply click on the **Edit** button shown under the **My Quotation** heading. Simply enter the required information (including any **notes** or other **supporting documentation**) and then click **Submit**. This will save your quote in the system and automatically update your status to **"Quote Submitted on ..."**

MY QUOTATION

Schedule Pricing	Item #	Description	Quantity	Unit Price	Total Price
	1101.01	Contractor's site facilities (MRS28 Jun 09)	lump sum	<input type="text" value="84500"/>	\$84,500.00
			Total:		\$84,500.00
Supporting documentation <small>(Only files less than 5MB each will be accepted)</small>	No supporting documentation supplied <small>Select a file to upload:</small>				
	<input type="text"/>				<input type="button" value="Browse..."/>
Notes <small>(incl. conditions, excursions etc.)</small>	Includes hire and transport (1x delivery and pickup at conclusion of project) of site sheds for duration of 60 weeks. Includes for connection of power, water and sewerage on site. No access steps or concrete pathways are included in this price. No security system installation included in this price.				
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>		

For any quotes you have submitted, they will be shown in the My RFQ's section of the SMS portal, with their updated status showing the date the quote was submitted.

My RFQs:

Ref#	Description	Work Package	Quote Required	My Status
AA1001	Thornton Rail Bridge Upgrade Tender	Site Sheds	3/12/2011	Quote Submitted (25/10/2011)

Terms and Conditions:

The Seymour Whyte Constructions standard Terms and Conditions can be easily accessed through this portal as well. This can be found by clicking on the Terms and Conditions button in the navigation toolbar at the top of the screen. Shown below:

The following documents contain the terms and conditions for subcontractors and suppliers working on Seymour Whyte projects, which will be further amended to reflect any particular requirements of the separate projects:

1. [AS 4901-1998 Subcontract Conditions as amended](#)
2. [AS 4122-2000 General Conditions of Contract for Engagement of Consultants as amended](#)
3. [Minor Consultancy Agreement](#)
4. [Minor Works Agreement](#)
5. [Services Agreement](#)
6. [Supply Agreement](#)

Note: 'The National Code of Practice for the Construction Industry' (the Code) and the Australian Government 'Implementation Guidelines for the National Code of Practice for the Construction Industry', revised September 2005 and reissued June 2006 (the Guidelines), apply to all SWC projects. By agreeing to undertake any works, you will be taken to have read and to agree to comply with the Code and the Guidelines. These documents are available for viewing on the Australian Workplace website at www.workplace.gov.au/building.