OneAdvanced - Contract Performance Reporting

Supplier User Guide

Western Power collects contract performance information to support contract management and reporting activities.

Where required, suppliers may be requested to submit contract performance information through the OneAdvanced system. This may include Worker Hours, Fuel Usage, contract KPIs, and other reporting requirements configured within the assessment.

This guide explains how to access, complete and submit assessments in OneAdvanced.

Any other contract reporting requirements should be provided in accordance with the requirements of your contract and any instructions provided by your Western Power contract representative.

1 Receiving, Accessing and Submitting Your Assessment

Step 1 - Receive the Assessment Email

When a reporting period is due, an assessment request email will be sent to your nominated email address from the OneAdvanced system.

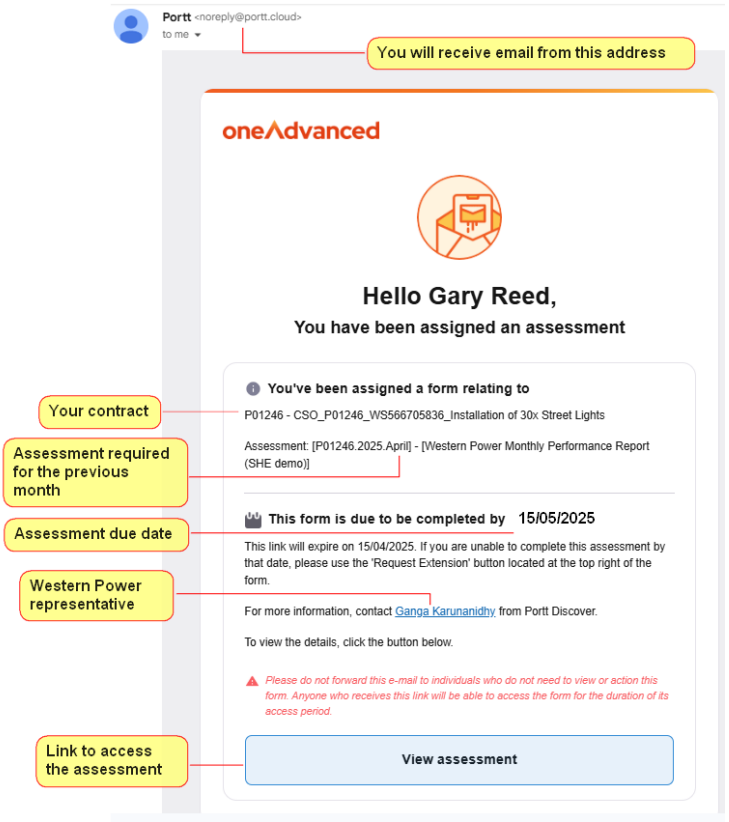
The email will include:

- The contract name.
- The contract reference number.
- A link to access the assessment.

Step 2 - Open the Assessment

Select **View assessment** within the email to open the online assessment.

Step 3 - Complete the Required Fields



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Enter the data requested for the reporting period.

Step 4 - Add Supporting Documents (if applicable)

Some assessments may require supporting documents to be uploaded.

To attach a document:

1. Drag and drop the file into the attachment area; or
2. Select the upload area and browse to the file location.

Step 5 - Submit the Assessment

Once all required information has been entered, select **Complete**.

A confirmation window will appear, allowing you to include any comments for the Western Power contract representative before submission.

Select **Complete** to submit the assessment.

Following submission, the assessment status will display as **Pending Approval** while it is being reviewed.

2 Assessment Outcomes

Assessment Approved

When your assessment has been reviewed and approved, you will receive a confirmation email.

Once approved, the assessment can no longer be updated.

Assessment Returned for Update

If clarification or changes are required, the assessment may be returned for update.

You will receive an email notification advising that updates are required.

Review any comments provided by the Western Power contract representative, update the assessment and resubmit it for review.

3 Requesting an Extension

If additional time is required to complete the assessment, you may request an extension through the assessment form.

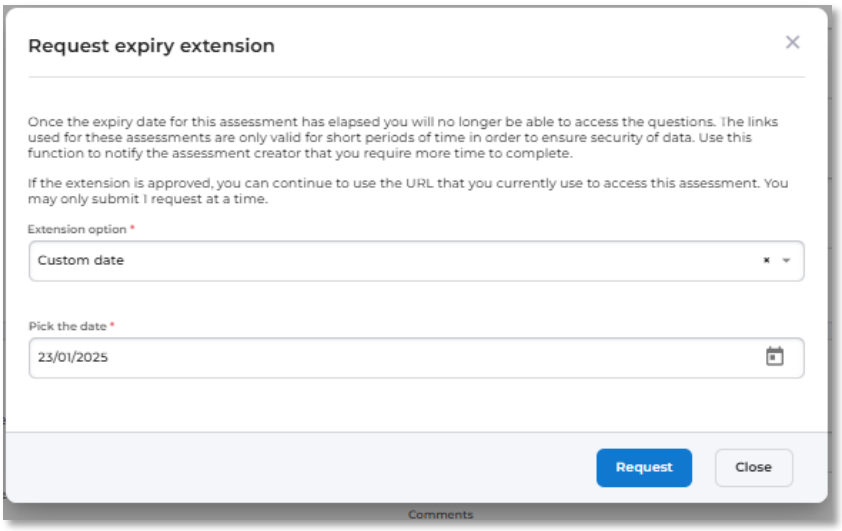
Approval of extension requests is at the discretion of the Western Power contract representative.

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To request an extension:

1. Open the assessment.
2. Select **Request Extension**.
3. Select the requested due date.
4. Submit the request.

The Western Power contract representative will review the request, and you will receive an email confirming whether it has been approved or declined.



4 Handy Information

- Your progress is automatically saved while completing an assessment.
- You may return to the assessment at any time before the due date.
- The assessment due date and access expiry date are displayed at the top of the form.
- Extension requests must be submitted before the assessment expires.
- Comments can be added within the assessment to provide additional information or communicate with your Western Power contract representative.
- Comments added within the assessment do not generate email notifications. If urgent action is required, contact your Western Power contract representative directly.

5 FAQs

Q: What if I miss the due date?

A: Contact your Western Power contract representative as soon as possible. Where available, an extension may be requested before the assessment expires.

Q: Can I save my work and return later?

Yes. Progress is automatically saved while the assessment remains active.

Q: Will I receive confirmation that my assessment has been submitted?

Yes. You will be able to see the assessment status and will receive notifications when the assessment is approved or returned for update.

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8. Support

For system-related assistance, contact: s2c.support@westernpower.com.au

For questions regarding reporting requirements or the information requested within an assessment, contact your Western Power contract representative.

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