# A Learning Guide

## Payment Cart



### Introduction

Responsible Suppliers are required to make payment for the following:

- Responsible Supplier registration or renewal
   Note: no payment is required for ACMA Only Responsible Suppliers
- Equipment registration or renewal

There are two payment options available in the EESS Platform:

- BPoint which requires credit card details, or
- BPAY the EESS Platform provides the Biller Code and payment details which are essential to process the payment with the Responsible Supplier's bank

**Note**: this BPAY option only available for Australian based Certificate Applicants and Responsible Suppliers. This is due the requirements of the banks who operate BPAY

For equipment registration or renewal:

- the payment is added to the Payment Cart. This feature enables the user to continue registering or renewing equipment and manage the processing of payments via the Payment Cart
- the user can make the payment themselves or transfer this task to someone else within the Responsible Supplier organisation who has a user account in the EESS Platform and who is authorised to make payments (e.g. credit card holder)

#### Note:

- A Responsible Supplier registering for the first time is not yet in the system. The Payment Cart is not available at this point however, you can still use BPoint or BPAY to make payment (noting the registration isn't complete until payment is made so no other actions, such as equipment registrations or inviting other users from your business, can occur until this payment is finalised)
- A Responsible Supplier registration renewal payment made can be added to the Payment Cart by the Authorised Officer
- The payment cart feature is available for equipment registrations (new and renewed). The payment cart feature for certificate applications is coming soon
- See <u>Learning Guides</u> for:
  - Setting up your business on the EESS Platform NEW RESPONSIBLE SUPPLIER explains the steps for making this payment
  - Equipment Registration steps prior to adding the payment to the Payment Cart



#### **Payment Cart**

Once an Equipment Registration (or Renewal) payment has been added to the Payment Cart

Payment		
nent Details		
ise review the payment details below and add to payment cart. Once you click on	'Add to Payment Cart' the next screen will show you the payment cart number that the payment has been added to.	•
ur payment will be debited by :	Application Fee	Add to Payment Cart
ctrical Safety Office (ESO) Queensland	\$500.00	

A message appears which displays

- the case ID number
- A payment cart number (PCxxxx)

Thank yout       Processfully added to the payment or FC35019         Your case ID EQR-4006       is successfully added to the payment cart find above. Alternatively, you can record the payment cart number and access it later via the "Payment cart from the left hand side menu ijou may wish to choose this option together."         Please note:       Registration is not complete until the payment has been finalised.	fyou want to add multiple payments to the payment cart and pay them all
You can click on the payment cart number to go to the payment details, or you can access the Payment Cart	Q       Search         +       Equipment Certification         +       Equipment Registration         +       Equipment Registration         +       Equipment Registration

to track the payment in the Payment Cart

The Payment Cart has three buttons:

- Current Payment Cart for active payment cases
- Historical Payment Cart payment cases completed
- Legacy Registration Payments a record of payments you had completed in the legacy registration database

Payment Cases								
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## **Making Payments**

#### To make a Payment

• Click on the Payment Cart CaseID

Payment Cases					
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- The screen shows the equipment item and the fee due
- You can view the details of the registration by clicking on equipment registration number
- To begin making the payment, click on the Go button

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 You can view the equipment registration details before clicking on the Checkout button

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Need more help?

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 ${\it Email: electrical equipments a fety enquiries @energysafe.vic.gov.au}$ 



## Making payment via BPoint

<ul> <li>Click on the BPoint option to select the payment method</li> </ul>	Select Payment Method  Please select the payment method. BPoint uses credit card or debit card to make an immediate payment. IN NOTE: The application will not proceed to the next phase until the payment has been verified. If you want to transfer this payment to someone else to make the payment for you (e.g. your accounts dep Case Summary to the left of this screen.  Broint Bro	BPAY allows payment at a later date through your bank channel. Martmenty please select the <b>Payment Transfer</b> option under the <b>Actions</b> ' menu in the
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Enter your Credit or Debit card details	Your payment will be debited by: Application Electrical Safety Office (ESD) Queensland \$50.00	ifee
Click on the Pay button.     Please wait for the	Card Number Expiry Date	supported by the CommonwealthEark
next screen – do <b>NOT</b> press the Pay button again	CVN Cancel Back	
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<ul> <li>Click on Submit when you — receive the Payment</li> </ul>	Payment successful please click on 'Submit' button belo	ow. Amount
Successful message Note: All EESS fees do not include GST	20241001000049 AmountSurcharge \$0.00 Merchant Reference PC-6006	\$90.00 Transaction Number 1043833870 Currency AUD
		Submit

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## Making payment via BPoint

When the case is complete the receipt will be emailed to you along with declarations

You can also access it in the following ways:

- 1. A PDF will be available under Files & documents
- 2. The completed case details can be viewed via My Organisation under Documents
- 3. Notifications will link you to the case and Files & Documents



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## Making payment via BPAY

 Click on the BPAY option to select the payment method

The Biller Code and payment details will appear. These details are essential to process the payment with your Bank

- Click the Confirm button
- Log off the EESS Platform and process the payment with your Bank

**Note**: You will have 29 days to complete the payment

If you forget the Biller Code, Reference Number, and Payment details this is where you can locate them:

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Please select the payment in NOTE: The application will in the second se

If you want to transfer this payment to Case Summary to the left of this screen

BPoint

O BPAY

- Go to the Active Payment Cart Case screen
- Click on the relevant Payment Cart CaseID
- Click on the Payment Details tab

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## **Payment Transfer**

You can transfer a payment case to someone else within your Responsible Supplier organisation registered in the EESS Platform and who is authorised to make payments (e.g. credit card holder)

• Click on the relevant Payment Cart CaseID

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