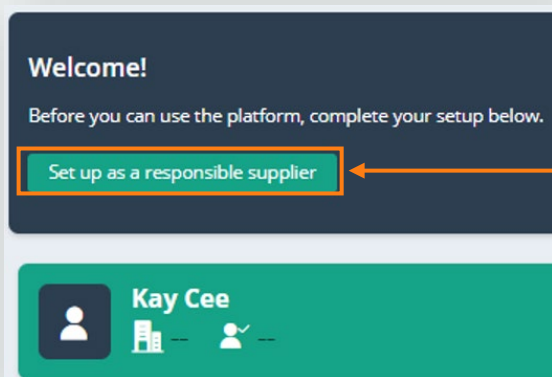


### NEW RESPONSIBLE SUPPLIER

Registration as a Responsible Supplier is necessary to meet the requirements of the EESS and ACMA. The person in the Responsible Supplier organisation who does this will be the Authorised Officer. This person will be responsible for complying with all legislative requirements. They must reside in Australia (if registering as responsible supplier in Australia) or New Zealand (if registering as responsible supplier in New Zealand). The Authorised Officer will have sufficient seniority to ensure the supplying requirements are met and completes the declaration

Once you have completed creating your individual account (see [Setting up yourself on the EESS Platform in the Learning guides](#)) and selected how you intend to use the platform, when you log in again you will see a 'Welcome' message top left of your screen. Below this will be a button to set up your business

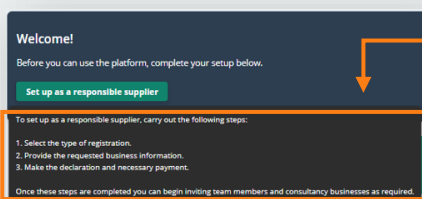
The Authorised Officer should set up their business in the EESS Platform and then invite team members to join the platform



This button will reflect the intent to use the platform as previously selected

If you are registering with EESS and on the EESS platform for the first time, the following steps will apply:

1. Enter the requested business information
2. Type of registration - EESS / EESS&ACMA / ACMA
3. Business address
4. Review
5. Declaration
6. Payment



Hovering over the button will remind you of the key next steps to set up your business

### To start setting up your business

- Click on the button

## STEP 1: Enter the business information

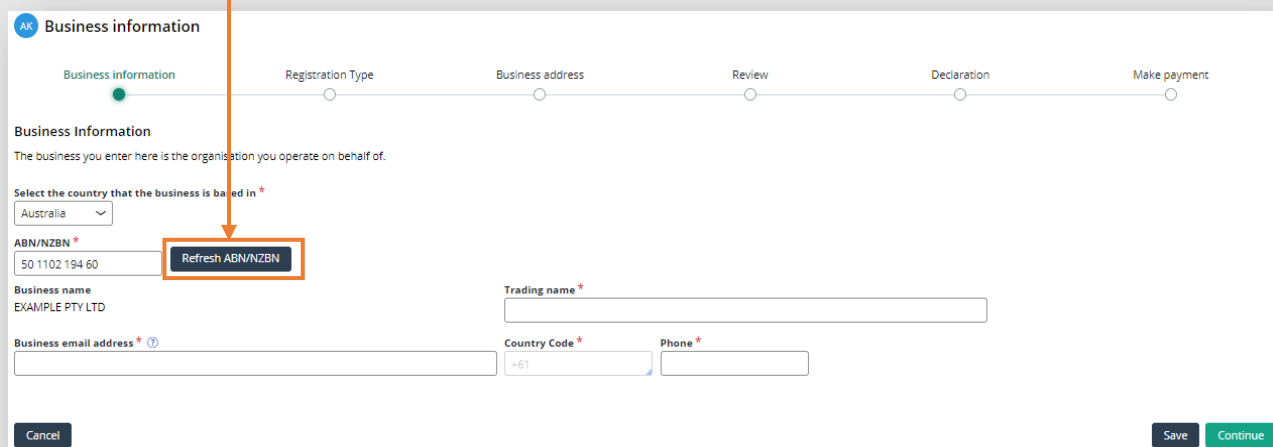
- Select the Country using the dropdown
- Once you enter the correct ABN/NZBN\* click on the **Refresh** button.
- The Business & Trading name fields will auto populate according to the details associated with the ABN/NZBN
- **Note:** if New Zealand is selected, your IRDN is required
- For country code type a + then select the correct code from the list
- Enter your business phone number
- Enter a business email address\*\*
- Click the **Continue** button to go to the next screen

\*ABN/NZBN: The Australian or New Zealand Business Number associated with the Responsible Supplier.

IRDN: Inland Revenue Department Number for New Zealand companies.

**Note:** It is mandatory for a responsible supplier to be based in Australia or New Zealand and have an ABN or IRDN

\*\* it is advised the business email address be generic such as: **infoequip@xyzcompany.com** and not an individual's email address as that person may leave the organization at some point



**Business information**

Business information | Registration Type | Business address | Review | Declaration | Make payment

**Business Information**  
The business you enter here is the organisation you operate on behalf of.

Select the country that the business is based in \*  
Australia

ABN/NZBN \*  
50 1102 194 60 **Refresh ABN/NZBN**

Business name  
EXAMPLE PTY LTD

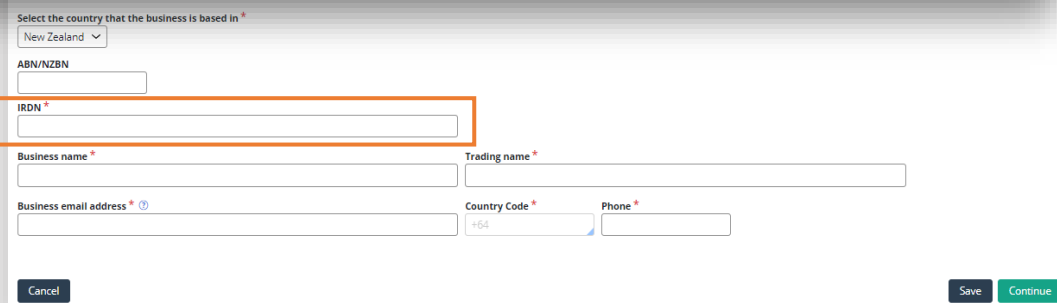
Trading name \*

Business email address \* ⓘ

Country Code \*  
+61

Phone \*

Cancel Save Continue



Select the country that the business is based in \*  
New Zealand

ABN/NZBN

IRDN \*

Business name \*

Trading name \*

Business email address \* ⓘ

Country Code \*  
+64

Phone \*

Cancel Save Continue

## STEP 2: Select registration type

It is important to read all the notes that appear as the information may vary depending on your selection

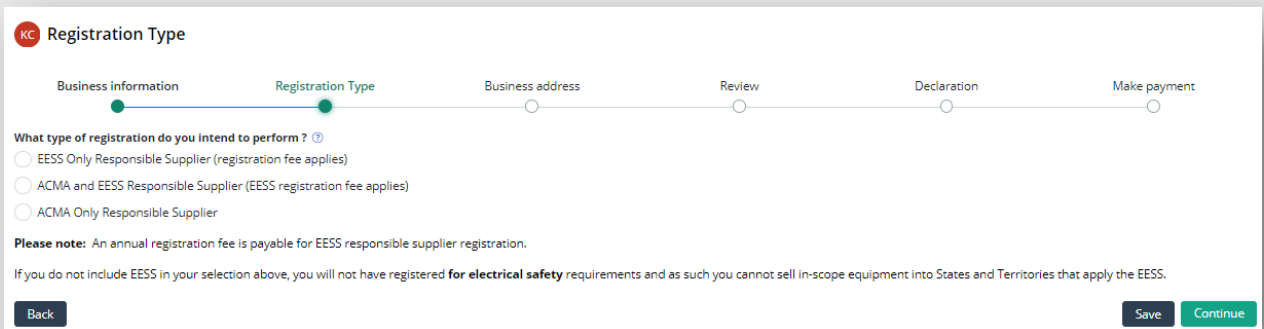
- Click the type of registration you intend to perform in EESS and the EESS platform

For further information on the ACMA or EESS requirements, please review the information on their respective websites:

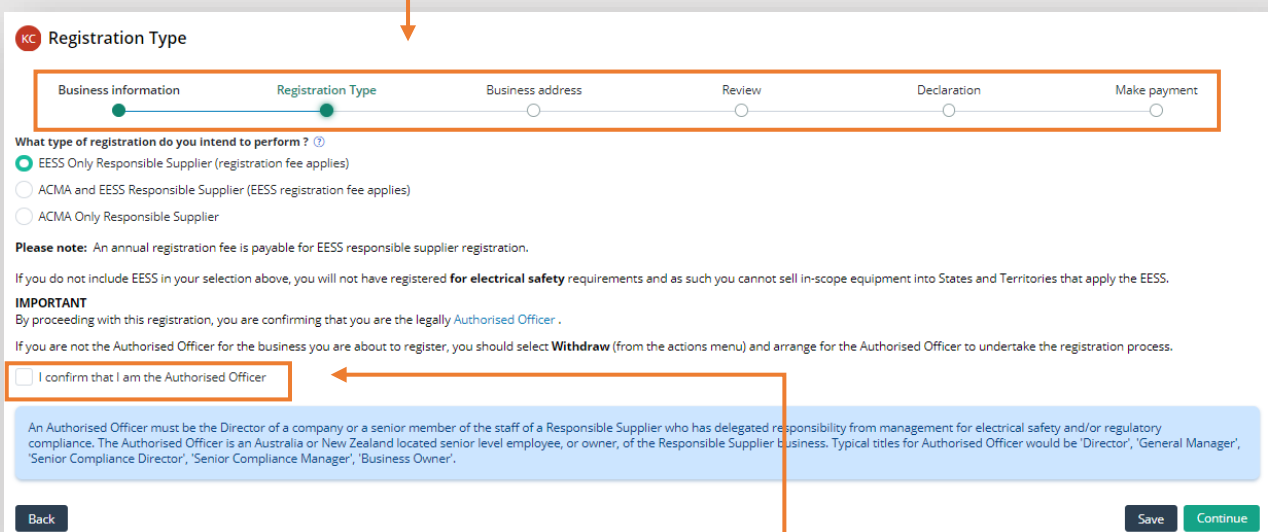
ACMA [www.acma.gov.au](http://www.acma.gov.au)

EESS [www.eess.gov.au](http://www.eess.gov.au)

Note: references to ACMA should be read as including RSM



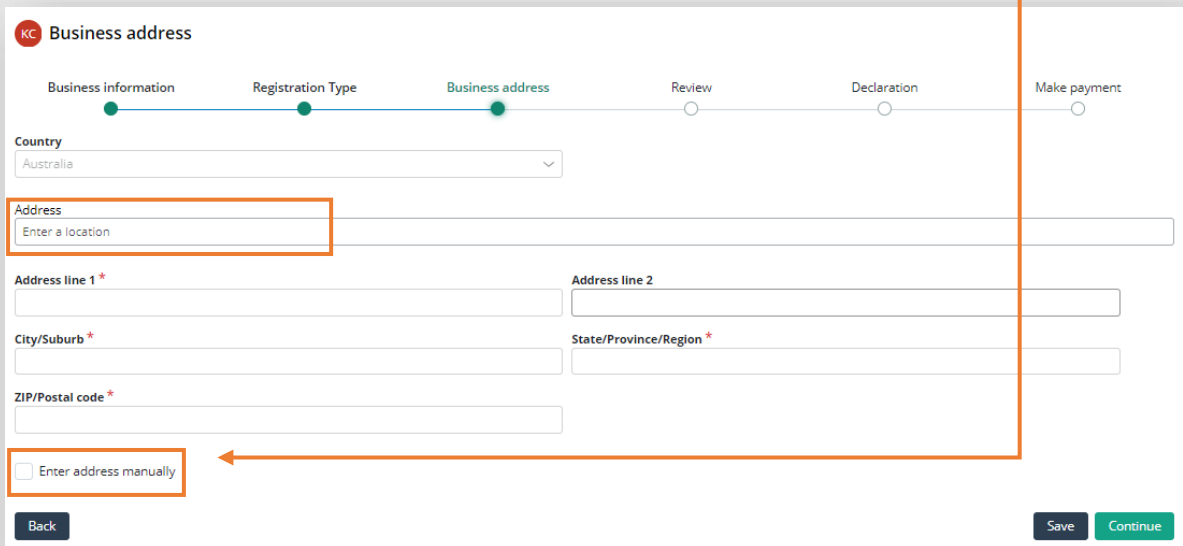
**Note:** the Breadcrumbs at the top of the screen will show you where you are in the process



- Click to confirm you are the Authorised Officer
- When done click the **Continue** button to go to the next screen

## STEP 3: Enter your business address

- Select country
  - Start typing the address to select it from a drop-down
- or
- Click the box to enter the address details manually
  - When done click the **Continue** button to go to the next screen



**KC Business address**

Business information    Registration Type    **Business address**    Review    Declaration    Make payment

Country  
Australia

Address  
Enter a location

Address line 1 \*    Address line 2

City/Suburb \*    State/Province/Region \*

ZIP/Postal code \*

Enter address manually

Back    Save    Continue

## STEP 4: Review

All the details you have captured thus far will be displayed. Please review these carefully. You can click the **Back** button to go back to fix incorrect details

- When done click the **Continue** button to go to the next screen

**KC** ReviewBusiness

Business information
Registration Type
Business address
Review
Declaration
Make payment

**Authorised Officer Details**

<b>Name</b> Kay Cee	<b>Phone number</b> (+61) 0438500671
<b>Email</b> rskc1@yopmail.com	

**Registration Type**

What type of registration do you intend to perform? ⓘ  
 EESS Only Responsible Supplier (registration fee applies)

**Please note:** An annual registration fee is payable for EESS responsible supplier registration.

If you do not include EESS in your selection above, you will not have registered for **electrical safety** requirements and as such you cannot sell in-scope equipment into States and Territories that apply the EESS.

**IMPORTANT**  
 By proceeding with this registration, you are confirming that you are the **legally Authorised Officer**.

If you are not the Authorised Officer for the business you are about to register, you should select **Withdraw** (from the actions menu) and arrange for the Authorised Officer to undertake the registration process.

I confirm that I am the Authorised Officer

An Authorised Officer must be the Director of a company or a senior member of the staff of a Responsible Supplier who has delegated responsibility from management for electrical safety and/or regulatory compliance. The Authorised Officer is an Australia or New Zealand located senior level employee, or owner, of the Responsible Supplier business. Typical titles for Authorised Officer would be 'Director', 'General Manager', 'Senior Compliance Director', 'Senior Compliance Manager', 'Business Owner'.

**Authorised Officer Title**  
CEO

**Business Information**

The business you enter here is the organisation you operate on behalf of.

Select the country that the business is based in  
Australia

**ABN/NZBN**  
11275099861

<b>Business name</b> KIM ANN	<b>Trading name</b> Kim Ann
<b>Business email address</b> KCtrading@gmail.com	<b>Business phone number</b> (+61) 94997069

**Address Details**

<b>Country</b> Australia	<b>Address line 2</b> ---
<b>Address line 1</b> 29 Chifley Circuit	<b>State/Province/Region</b> Victoria
<b>City/Suburb</b> Burnside Heights	
<b>ZIP/Postal code</b> 3023	

Back
Save
Continue

## STEP 5: Declaration

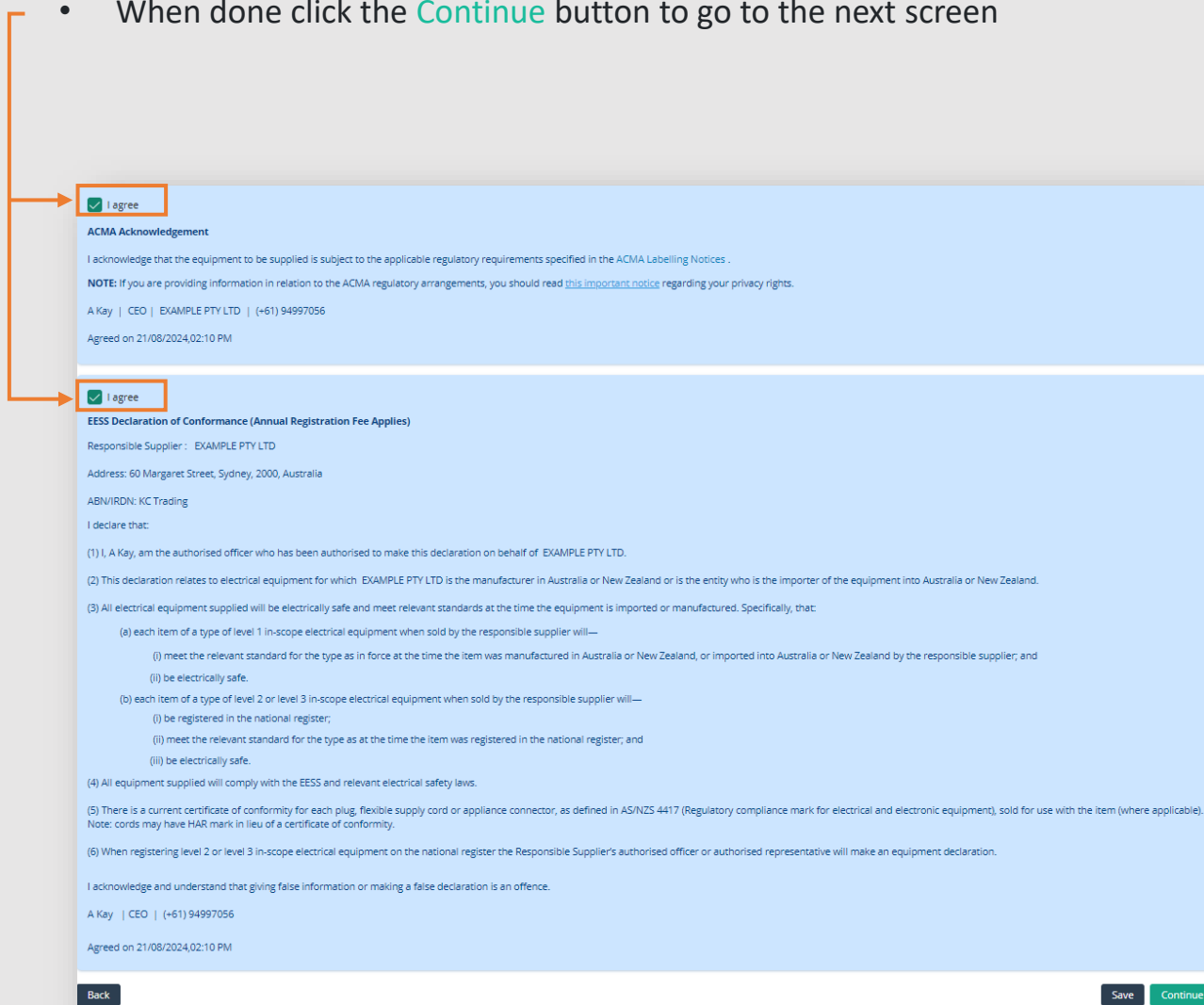
You will be asked to make a declaration confirming the equipment supplied is electrically safe and meets all relevant electrical safety standards.

A Responsible Suppliers Declaration is a declaration of compliance with either the EESS and/or the ACMA schemes, made when registering on the platform.

Please read the Declaration carefully

**Note:** the Declaration screen will differ depending on the Registration Type you selected in Step 2. The example below is for EESS and ACMA registration type

- Click on the 'I agree' boxes to make the declaration
- When done click the **Continue** button to go to the next screen



I agree

**ACMA Acknowledgement**

I acknowledge that the equipment to be supplied is subject to the applicable regulatory requirements specified in the ACMA Labelling Notices .

**NOTE:** If you are providing information in relation to the ACMA regulatory arrangements, you should read [this important notice](#) regarding your privacy rights.

A Kay | CEO | EXAMPLE PTY LTD | (+61) 94997056

Agreed on 21/08/2024,02:10 PM

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I agree

**EESS Declaration of Conformance (Annual Registration Fee Applies)**

Responsible Supplier: EXAMPLE PTY LTD

Address: 60 Margaret Street, Sydney, 2000, Australia

ABN/IRDN: KC Trading

I declare that:

- (1) I, A Kay, am the authorised officer who has been authorised to make this declaration on behalf of EXAMPLE PTY LTD.
- (2) This declaration relates to electrical equipment for which EXAMPLE PTY LTD is the manufacturer in Australia or New Zealand or is the entity who is the importer of the equipment into Australia or New Zealand.
- (3) All electrical equipment supplied will be electrically safe and meet relevant standards at the time the equipment is imported or manufactured. Specifically, that:
  - (a) each item of a type of level 1 in-scope electrical equipment when sold by the responsible supplier will—
    - (i) meet the relevant standard for the type as in force at the time the item was manufactured in Australia or New Zealand, or imported into Australia or New Zealand by the responsible supplier; and
    - (ii) be electrically safe.
  - (b) each item of a type of level 2 or level 3 in-scope electrical equipment when sold by the responsible supplier will—
    - (i) be registered in the national register;
    - (ii) meet the relevant standard for the type as at the time the item was registered in the national register; and
    - (iii) be electrically safe.
- (4) All equipment supplied will comply with the EESS and relevant electrical safety laws.
- (5) There is a current certificate of conformity for each plug, flexible supply cord or appliance connector, as defined in AS/NZS 4417 (Regulatory compliance mark for electrical and electronic equipment), sold for use with the item (where applicable). Note: cords may have HAR mark in lieu of a certificate of conformity.
- (6) When registering level 2 or level 3 in-scope electrical equipment on the national register the Responsible Supplier's authorised officer or authorised representative will make an equipment declaration.

I acknowledge and understand that giving false information or making a false declaration is an offence.

A Kay | CEO | (+61) 94997056

Agreed on 21/08/2024,02:10 PM

**Back** **Save** **Continue**

## STEP 6: Make payment

Registration types EESS & ACMA and EESS only will incur an Application fee (renewable annually)

**NOTE:** no payment is required for ACMA Only certificate applicants. If you are declaring for ACMA only and see this payment page, do not proceed. Go back and unselect EESS declaration

The first screen shows the amount owed

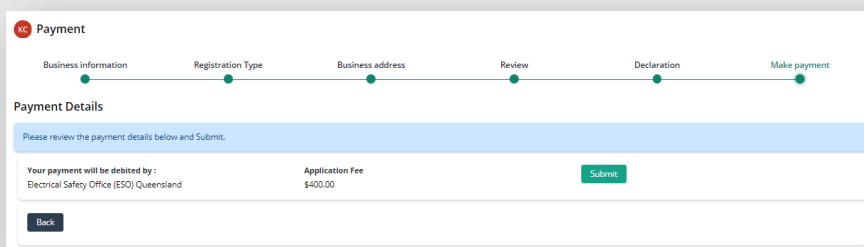
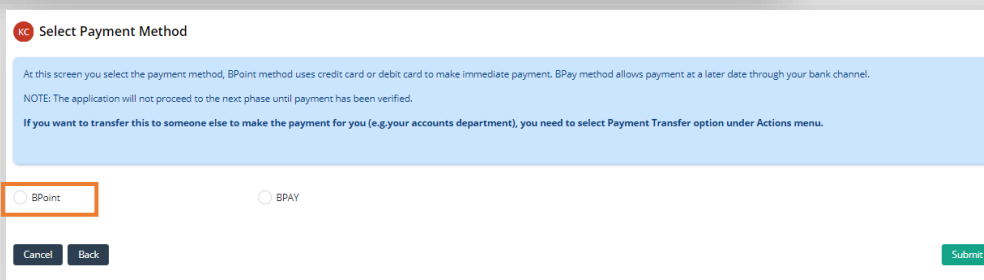
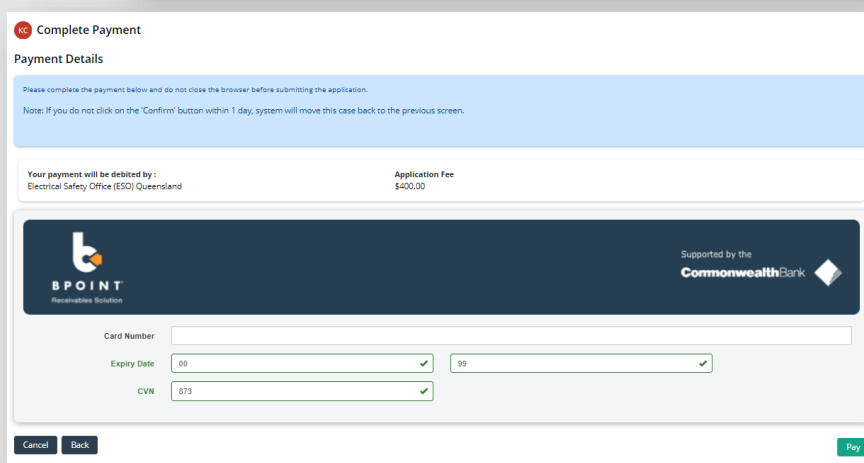
- Click on the **Submit** button to go to the Select Payment Method screen
- Select the payment method \*

\*2 payment methods:

- BPoint uses Credit or Debit card to make an immediate payment
- BPAY applies a Biller Code and allows payment later through your bank channel.

**BPoint** requires you to enter your Credit or Debit card details

- Click on the Pay button

## Setting up your business is complete

### BPoint Payment complete

- Once you receive the Payment Successful message you can click on **SUBMIT APPLICATION** to complete your Responsible Supplier Registration
- You will receive the following messages:
  - Confirmation that you have been set up as a Responsible Supplier
  - A message to say that you are registered as a Responsible Supplier stating the registration type. The message will ask you to log off and log on again
  - An email confirming your registration which will have the declaration and tax invoice attached

**Note: All EESS fees do not include GST and once payment is processed, a receipt will be issued**


**KC Complete Payment**

Payment successful please click on 'Submit' button below.

<p><b>Receipt Number</b> 45891867863</p> <p><b>AmountSurcharge</b> \$0.00</p> <p><b>Merchant Reference</b> RS-28008</p>	<p><b>Amount</b> \$400.00</p> <p><b>Transaction Number</b> 1041877863</p> <p><b>Currency</b> AUD</p>
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[SUBMIT APPLICATION](#)

**Thank you! You have been set up as a Responsible Supplier.**



You are now registered as a EESS Only Responsible Supplier (registration fee applies).  
The system will log you off. Please re-login to see the summary of your registration and business details.

### NEXT STEPS:

- When you log on again you can begin inviting team members, External Consultants and Third-Party Certifiers as relevant
- It is at this point, as Authorised Officer that you can assign the platform role of Business Admin to one of your team members who can then manage the system. See the [Learning guides](#):
  - Understanding Role and Permissions
  - Managing Users in the EESS Platform



## STEP 6: Make payment

### BPAY

If you selected BPAY, the Biller Code and payment details will appear. These details are essential to process the payment with your Bank

BEFORE YOU CLICK ON THE **CONFIRM** BUTTON

- ! Read the instructions that appear on the platform screen in the blue box
- ! WRITE down the Biller Code, Reference Number, Payment Amount and Payment Due Date

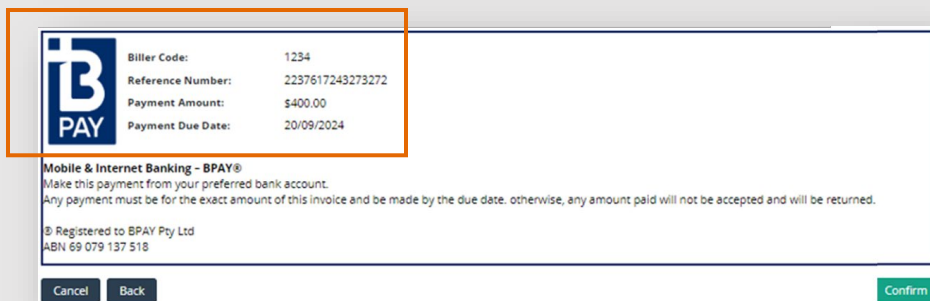
Note: You will have 29 days to complete the payment. YOU ARE NOT A REGISTERED RESPONSIBLE SUPPLIER UNTIL THIS IS DONE


Log off the EESS Platform and process the payment with your Bank

**Please note the following instructions carefully:**

- Please use the below Biller Code and Reference Number to complete your payment using BPAY from your bank channel.
- Make sure to correctly populate the Biller Code, Reference Number and the exact Payment Amount, else the payment will fail.
- Please initiate BPAY payment through your bank channel only after you have clicked on the 'Confirm' button on this screen. The Biller Code, Reference Number, Payment Due Date and the exact Payment Amount will still be visible to you after you click the 'Confirm' button.
- The payment needs to be settled within the Payment Due Date on this screen. BPAY payments will be not available after the expiry of this period. You will need to go back to the individual case of each items and add them back to payment cart and initiate a new payment.
- Usually payment verification occurs next business day after payment however there may be up to 3 days delay in payment verification if paying by BPAY.

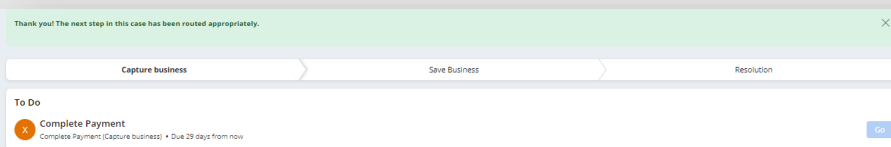
Note: If you do not click on the 'Confirm' button within 1 day, system will move this case back to the previous screen.



	<b>Biller Code:</b> 1234
	<b>Reference Number:</b> 2237617243273272
	<b>Payment Amount:</b> \$400.00
	<b>Payment Due Date:</b> 20/09/2024

**Mobile & Internet Banking - BPAY®**  
 Make this payment from your preferred bank account.  
 Any payment must be for the exact amount of this invoice and be made by the due date. otherwise, any amount paid will not be accepted and will be returned.

® Registered to BPAY Pty Ltd  
 ABN 69 079 137 518



Thank you! The next step in this case has been routed appropriately.

Capture business > Save Business > Resolution

**To Do**

- Complete Payment  
 Complete Payment (Capture business) • Due 29 days from now

# Business Setup is complete

## NEXT STEPS:

- Once the payment has been made, you will receive an email confirming your business set up is complete and that you are a registered Responsible Supplier
- You can now log on to the EESS Platform and begin inviting team members, External Consultants and Third-Party Certifiers as relevant
- As Authorised Officer you can assign the platform role of Business Admin to one of your team members who can then manage the system.
- If you realise that you need to also set up as a Certificate Applicant, when you log back in you can **Extend as a certificate applicant**
- For more information, see the [Learning guides](#) :
  - Understanding Role and Permissions
  - Managing Users in the EESS Platform
  - Extending privileges in the EESS Platform

**CRAIG'S GAS & PLUMBING** [Edit](#)

<b>Business ID</b> BUSINESS-64311	<b>Email address</b> GHI@gmail.com	<b>Address</b> 1 Chifley Drive Preston, Victoria 3072 Australia
<b>Business name</b> The trustee for CRAIG LONG TRUST	<b>Phone number</b> (+61) 94997024	<a href="#">Change Authorised Officer</a>
<b>Trading name</b> CRAIG'S GAS & PLUMBING	<b>Role</b> Responsible Supplier	
<b>ABN/NZBN</b> 54 138 438 997	<b>Registration type</b> EESS Only Responsible Supplier (registration fee applies)	
<b>Supplier number</b> E00465	<a href="#">Extend to include ACMA Registration</a>	
<b>Expiry Date</b> 23/10/2025		

[Invite a team member](#)
[Invite a consultancy business](#)
[Link Affiliate Supplier](#)
[Extend as a certificate applicant](#)
[Invite a third party certifier](#)