

Online Reporting Platform (ORP)

Complete Engagement Documentation

04 JULY 2025



Treasury
and Finance

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Complete Engagement Documentation

This guide demonstrates how a Candidate completes Engagement Documentation.

You are an active Candidate in the ORP Gateway Reviewer Portal (GRP); have been approved to participate in a Gateway Review; and received notification from the ORP to complete Engagement Documentation.

Audience

- Review Team Leader
- Review Team Member

Pre-requisites

- Initial Attestation complete
- Gateway Unit Analyst issued instruction to complete documents

Email notifications

You may receive email notifications from Shibumi related to this process. To avoid missing communications flag Shibumi as a trusted sender in your email application.

Support

For support email gateway.helpdesk@dtf.vic.gov.au.

Part 1: Navigate to Engagement Documents

Step 1: What to Do

1. Did you access **Summary** screen via link in within ORP?

Yes Proceed to **Part 2. Complete Conflict of Interest.**

No Go to next step.

2. Login to **ORP.**

Home Page displays:



Home Page

Access to the home page is managed by the Gateway Unit. If you do not see a screen like above contact a Gateway Unit Analyst. Note: Information displayed is unique to your Role, and what Projects and Gates you're assigned to.

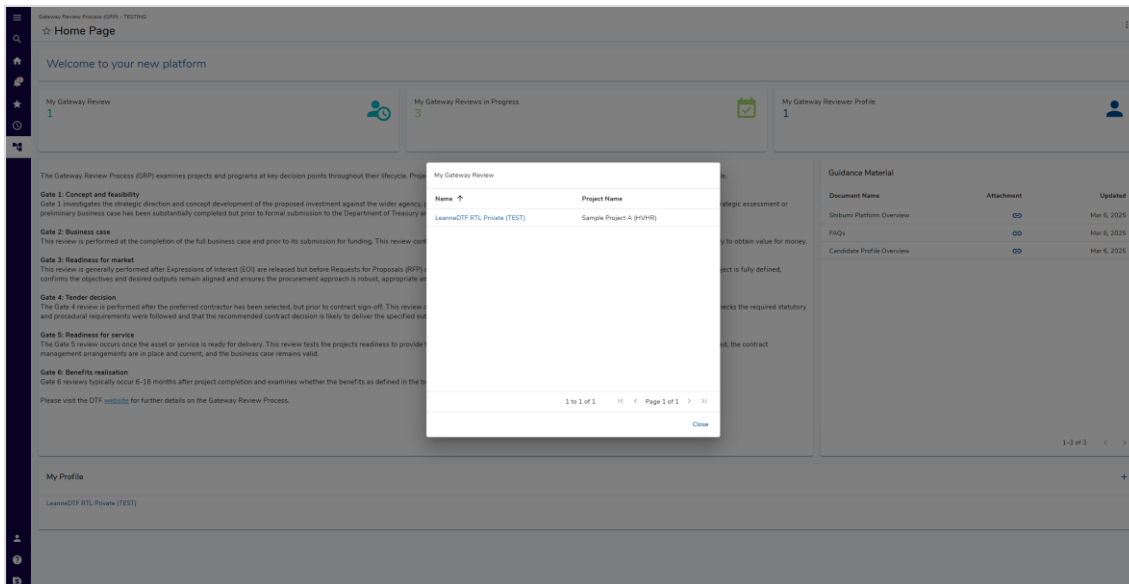


Show/Hide Left Navigation Menu

Click hamburger menu, represented by three horizontal lines, top left of screen to show/hide left navigation menu.

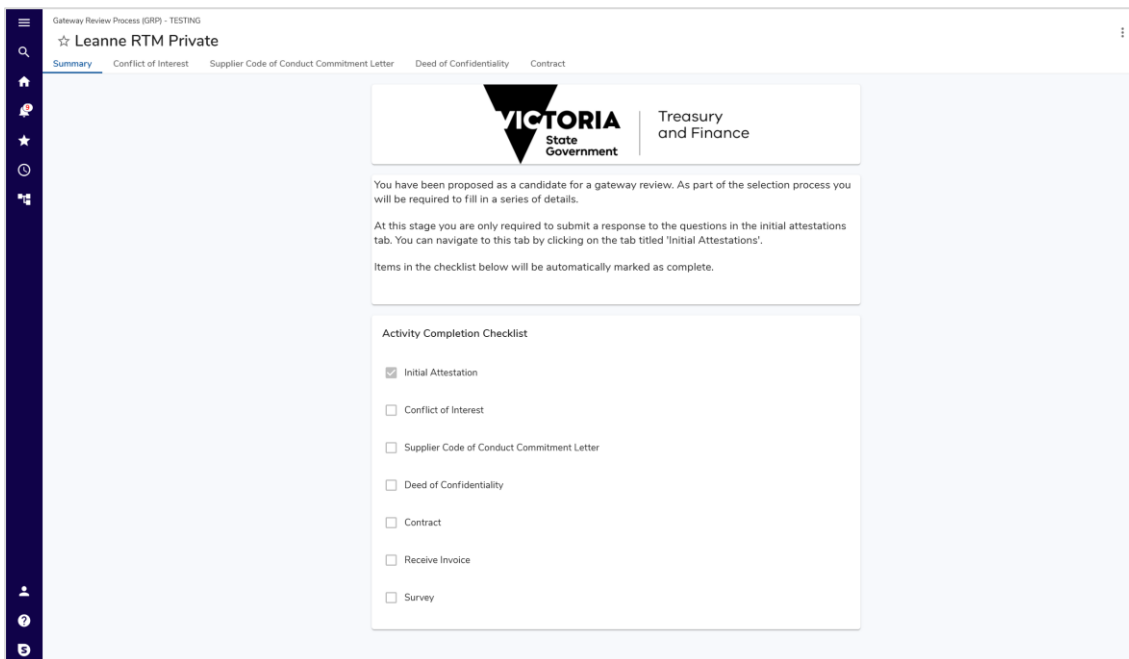
3. Click: **My Gateway Review**

My Gateway Review screen displays:



4. Click: **Name.**

Summary screen displays:



Activity Completion Checklist

- Activities differ based on role.
- Automatically updates as forms completed.

Part 2: Complete Conflict of Interest

Step What to Do

1. In top navigation menu, click: **Conflict of Interest**

Conflict of Interest screen displays:

Gateway Review Process (GRP) - TESTING

☆ Leanne RTM Private

Summary **Conflict of Interest** Supplier Code of Conduct Commitment Letter Deed of Confidentiality Contract

CONFLICT OF INTEREST

Conflict of Interest Declaration
I, Leanne RTM Private, of Address

Declare that to the best of my knowledge, I do not have:

- any interest in the development of Sample Project - HVHR - Gate 1 Review.
- any immediate relatives or close friends with a financial interest in the above mentioned.
- any personal bias or inclination which would in any way affect my decisions in relation to the above.
- any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the above.

(a "conflict"), except as set out below:

"N/A"

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict that may arise during the contract period.

I agree to refrain from any decision where such a conflict arises.

Signed

☐ Conflict of Interest Attestation

...



Adding and Editing data

Hover over a panel or field and click  to edit.

Where button is crossed out, this denotes fields you are not permitted to edit.



Saving data

After clicking edit, buttons to Save or Cancel data selection and entry displays on the top right of a panel being edited.

Cancel Save



Data will be lost if not saved before navigating to new screen or closing ORP.

ORP will prompt "There are unsaved changes." to avoid data loss.

Once data is saved, you may navigate away from any screen or close ORP and return to continue work later.



Asterisk denotes mandatory field.

① Where available for download, attachments are denoted by a link symbol: 

2. Review **Conflict of Interest Declaration**.

3. Complete panel **Signed**.

4. Click: **Save**

① Signature auto populated based on your profile.

5. Are you a VPS Employee?

Yes Proceed to **Part 5: Complete Contract**.

No Proceed to **Part 3: Complete Supplier Code of Conduct Commitment Letter**.

Part 3: Complete Commitment Letter

Step What to Do

1. In top navigation menu, click: **Supplier Code of Conduct Commitment Letter**

Supplier Code of Conduct Commitment Letter screen displays:

LeanneDTF RTL Private (TEST)

Summary Conflict of Interest **Supplier Code of Conduct Commitment Letter** Deed of Confidentiality Contract

RETURNABLE SCHEDULE
Commitment Letter

Note to tenderers: The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: <http://www.vicprocurement.vic.gov.au/home>. Updates and amendments to the Code will also be made available at this website.
Tenderers are to familiarise themselves with the Supplier Code of Conduct and must include in their tender response a Commitment Letter substantially in the form provided here, addressed to the contact officer listed at [insert] of the request for tender.

COMMITMENT TO THE VICTORIAN STATE GOVERNMENT SUPPLIER CODE OF CONDUCT

1. I acknowledge that:

- a. the Victorian State Government (the State) is committed to ethical, sustainable and socially responsible procurement;
- b. the State has a Supplier Code of Conduct (Code) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
 - i. integrity;
 - ii. ethics and conduct;
 - iii. conflicts of interest;
 - iv. gifts, benefits and hospitality;
 - v. corporate governance;
 - vi. labour and human rights;
 - vii. health and safety; and
 - viii. environmental management;
- c. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
- d. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
- e. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.

2. On behalf of my organisation I:

- a. confirm that the State's expectations of suppliers as set out in the Code are understood;
- b. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
 - i. periodically check with reasonable frequency for updates and amendments to the Code; and
 - ii. agree to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

Signed

Print Name
LeanneDTF RTL Private (TEST)



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Once data is saved, you may navigate away from any screen or close ORP and return to continue work later.



Asterisk denotes mandatory field.




Where available for download, attachments are denoted by a link symbol: 

2. Review **Commitment to the Victorian State Government Supplier Code of Conduct**.

3. Complete panel **Signed**.

4. Click: **Save**

 Signature auto populated based on your profile.

Part 4: Complete Deed of Confidentiality

Step What to Do

1. In top navigation menu, click: **Deed of Confidentiality**

Deed of Confidentiality screen displays:

Clause or Rectal	Item & Detail
A	Name of person representing the State for the purpose of executing the Deed: Test Name
3.1	Name of Confidential: Leanne RTL Private
4.1(a)	Confidential's ABN or ACN (if any): 000000000
4.1(b)	Services: Sample Project - HWHB - Gate 1

2. Review Schedule 2 (Clause B) Details
Persons nominated to have access to confidential information:
N/A



Adding and Editing data

Hover over a panel or field and click  to edit.

Where button is crossed out, this denotes fields you are not permitted to edit.



Saving data

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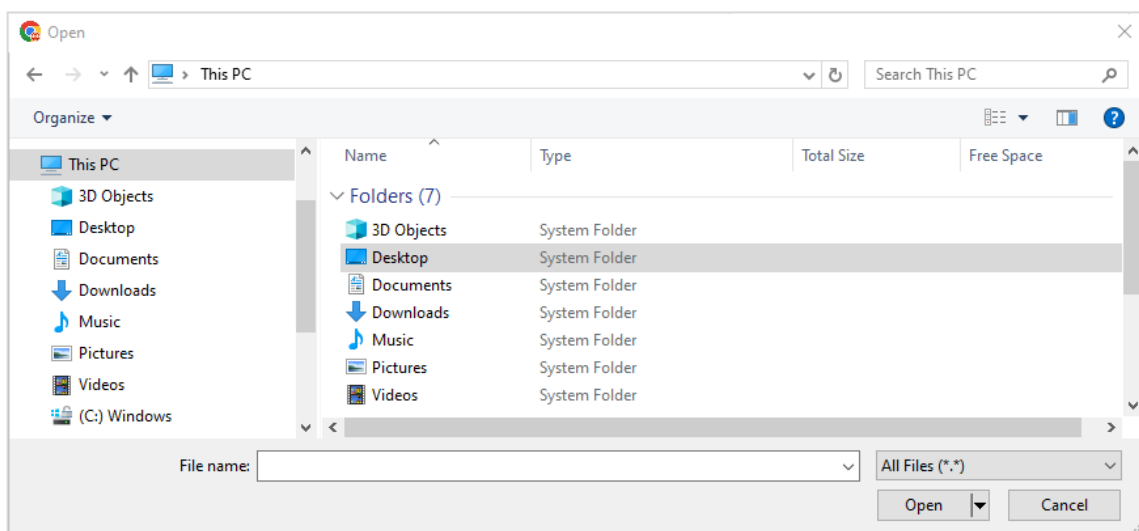
Asterisk denotes mandatory field.



Where available for download, attachments are denoted by a link symbol: 

2. Review panel **1. Review Schedule 1 Details.**
3. Review panel **2. Review Schedule 2 (Clause 8) Details.**
4. Navigate to panel **3. Generate Deed of Confidentiality**
5. Click: **Generate Deed of Confidentiality**
6. Refresh browser to display generated document.
7. Navigate to panel **4. Download Deed of Confidentiality**
8. Click: **Attachment**
Deed downloads via browser to local device.
9. Review, sign, and scan completed deed.
10. Hover over panel **5. Upload Signed Deed of Confidentiality**, click: **Edit Upload Signed Deed of Confidentiality** button displays:

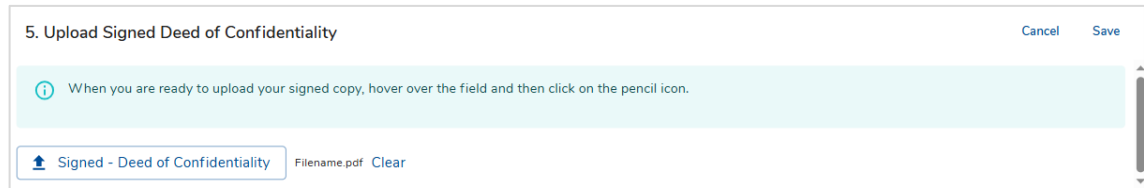
11. Click: **Upload Signed Deed of Confidentiality**
File Browser displays:



12. Navigate to and select signed copy of deed.

13. Click: **Open**

Screen updates to display uploaded file:



14. Correct document uploaded?

Yes Go to next step.

No a) Click: **Clear**
 b) Repeat steps 11 - 13.

15. Click: **Save**

Part 5: Complete Contract

Step What to Do

1. In top navigation menu, click: **Contract**

Contract screen displays:

Contract

1. Review Supplier Details

Supplier Name
Leanne RTM Private

Supplier Address
Address, Suburb/Postcode, State, Australia

Supplier Email
leanned7-RTM@gmail.com

Supplier Mobile
0000000000

Right click and open Reviewer Profile in new tab to update details

Associated Reviewer
Leanne RTM Private

2. Review Schedule 1 - Contract Details

Close Detail

Item & Detail

Item & Detail	Commencement Date	Completion Date
26	Jun 9, 2025	Jun 13, 2025
4	Review Name Leanne RTM Private	
10.1	GL Analyst Name Leanned7F - GL Analyst (TEST)	
11.1	GL Analyst Contact leanned7f@leanned7f@gmail.com	
17.1	State representative name and details Test Name	
	State's Representative Name - Test Name	
	Reviewer Name Leanne RTM Private	

3. Review Schedule 2 - Services and Price Schedule



Adding and Editing data

Hover over a panel or field and click  to edit.

Where button is crossed out, this denotes fields you are not permitted to edit.



Saving data

After clicking edit, buttons to Save or Cancel data selection and entry displays on the top right of a panel being edited.

Cancel Save



Data will be lost if not saved before navigating to new screen or closing ORP.

ORP will prompt "There are unsaved changes." to avoid data loss.

Once data is saved, you may navigate away from any screen or close ORP and return to continue work later.



Asterisk denotes mandatory field.



Where available for download, attachments are denoted by a link symbol: 

2. Review panel **1. Review Supplier Details.**

3. Are Supplier details correct?

Yes Go to next step.

No a) Navigate to section **Right click and open Reviewer Profile in new tab to update details.**

b) Right-click **Associated Reviewer.**
Reviewer Profile opens in new tab.

c) Update relevant details.
See user guide: **Manage Gateway Reviewer Profile.**

4. Review panel **2. Review Schedule 1 Contract Details.**



5. Review panel **3. Review Schedule 2 Services and Price Schedule.**

6. Are Contract, Services, and Price details correct?

Yes Go to next step.

No Contact Gateway Unit for assistance before proceeding.

7. Navigate to panel **4. Download/Upload Contract.**

 Your contract has been prepared by the Gateway Unit.
Where available for download, attachments are denoted by a link symbol: 

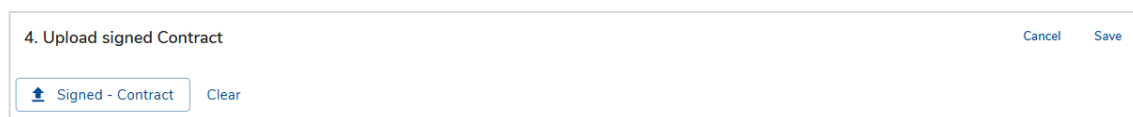
8. Click: **Attachment**

Contract downloads via browser to local device.

9. Review, sign, and scan completed document.

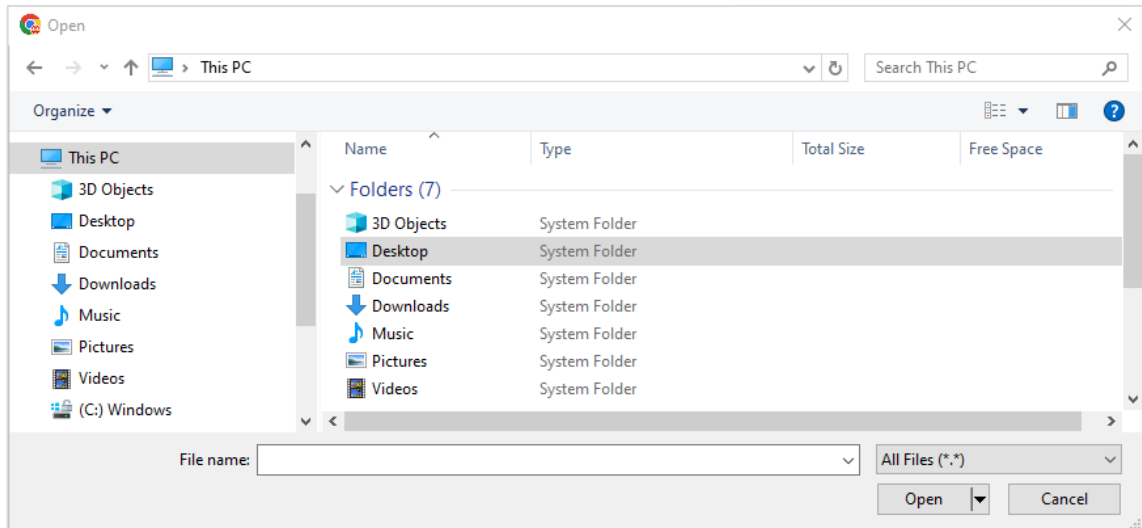
10. In panel **4. Download/Upload Contract.**, click: **Edit.**

Signed - Contract button displays:



-
11. Click: **Signed - Contract**

File Browser displays:



-
12. Navigate to and select scanned signed copy of your **Contract**.

-
13. Click: **Open**

Screen updates to display uploaded file:



-
14. Correct document uploaded?

Yes Go to next step.

No Click: **Clear**

Repeat steps 11 -13.

-
15. Click: **Save**
-

Part 6: Verify completion

Step What to Do

1. In top navigation menu, click: **Summary**

Summary screen displays:



Activity Completion Checklist

- Activities differ based on role.
- Automatically updates as forms completed.

2. Ensure all items except **Invoice** and **Survey** marked complete..

Where required item unchecked, return to that form and complete.



Next steps

Gateway Unit Analyst reviews submission and progresses selection.



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