A Learning Guide

Payment Cart

EESS
Electrical Equipment Safety System

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) and certificate applications
- See Learning Guides 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
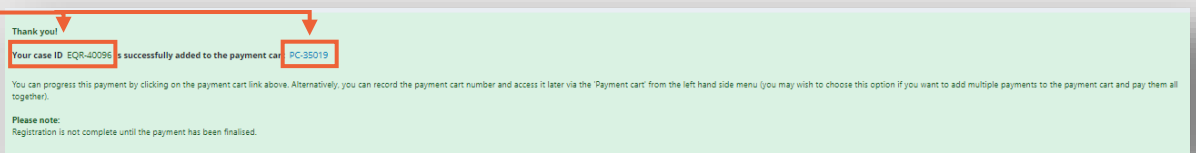
Payment Cart

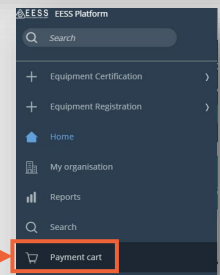Once an Equipment Registration (or Renewal) payment has been added to the Payment Cart
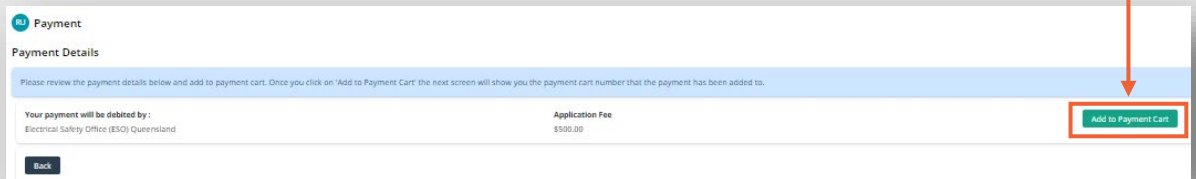
A message appears which displays

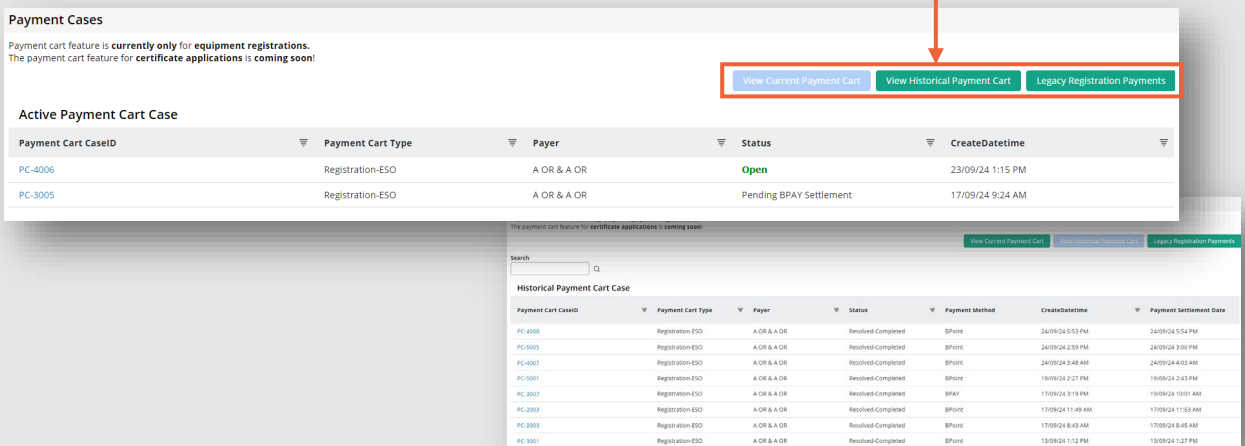- the case ID number

- A payment cart number (PCxxxx)

You can click on the payment cart number to go to the payment details, or you can access the Payment Cart via the Navigation menu. The case ID number will help 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

Need more help?

Contact Certification
Phone: +613 9203 9700 (opt 5)
Email: electricalequipmentsafetyenquiries@energysafe.vic.gov.au

Contact Registration
Phone: 1300 563 492
Email: eessadmin@oir.qld.gov.au

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Making Payments

To make a Payment

- Click on the Payment Cart CaseID

Payment Cases

Payment cart feature is **currently only** for **equipment registrations.**
The payment cart feature for **certificate applications** is **coming soon!**

View Current Payment Cart | View Historical Payment Cart | Legacy Registration Payments

Active Payment Cart Case

Payment Cart CaseID	Payment Cart Type	Payer	Status	CreateDatetime
PC-4006	Registration-ESO	A OR & A OR	Open	23/09/24 1:15 PM
PC-3005	Registration-ESO	A OR & A OR	Pending BPAY Settlement	17/09/24 9:24 AM

- 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

To Do

View Payment
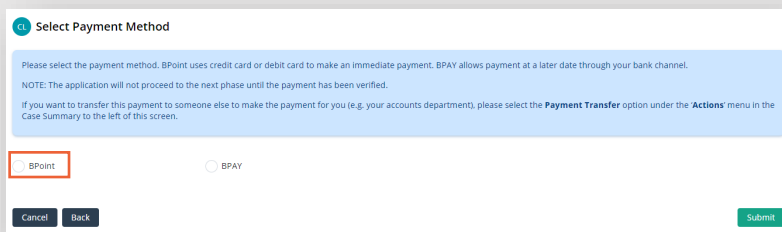View Payment (Manage)   Go

Item details | Payment Details

Application Case ID	Application type	Equipment type	Subtype	Created by	Date added on	Equipment registration length	Fee
EQR-4007	Equipment Registration	Projector	---	Cam Li	23/09/2024 01:15 PM	1	$90.00
					Total	$90.00	

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

View Payment

Payment

On this screen you can review the items and when you checkout you go to the complete payment screen.

If you don't want all the payments to proceed at this time, you can remove individual payments, or remove all. Any applications that are removed will revert to the add to cart screen, where you can manage what action you want to take with that application case (add to payment cart later or change/withdraw the application).

Application Case ID	Application type	Equipment type	Subtype	Created by	Date added on	Fee	Equipment registration length	Remove all
EQR-4007	Equipment Registration	Projector		Cam Li	23/09/2024 01:15 PM	$90.00	1	Remove

Cancel   Checkout

Item details | Payment Details

Application Case ID	Application type	Equipment type	Subtype	Created by	Date added on	Equipment registration length	Fee
EQR-4007	Equipment Registration	Projector	---	Cam Li	23/09/2024 01:15 PM	1	$90.00
					Total	$90.00	

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Making payment via BPoint

- Click on the BPoint option to select the payment method

CL Select Payment Method

Please select the payment method. BPoint uses credit card or debit card to make an immediate payment. BPAY allows payment at a later date through your bank channel.

NOTE: The application will not proceed to the next phase until the payment has been verified.
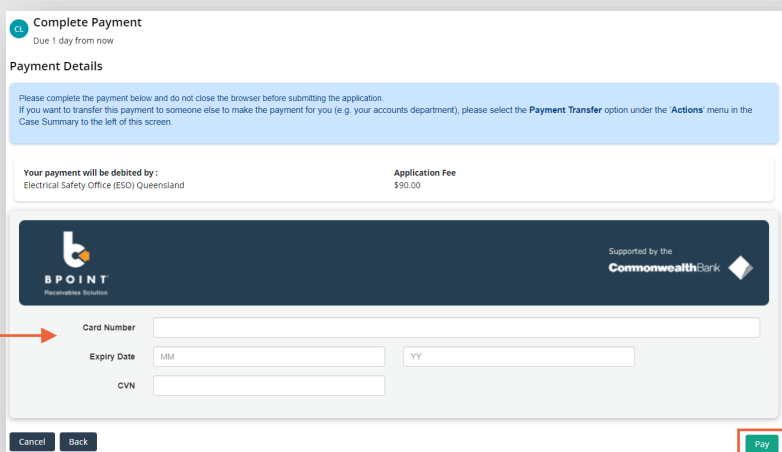
If you want to transfer this payment to someone else to make the payment for you (e.g. your accounts department), please select the **Payment Transfer** option under the '**Actions**' menu in the Case Summary to the left of this screen.
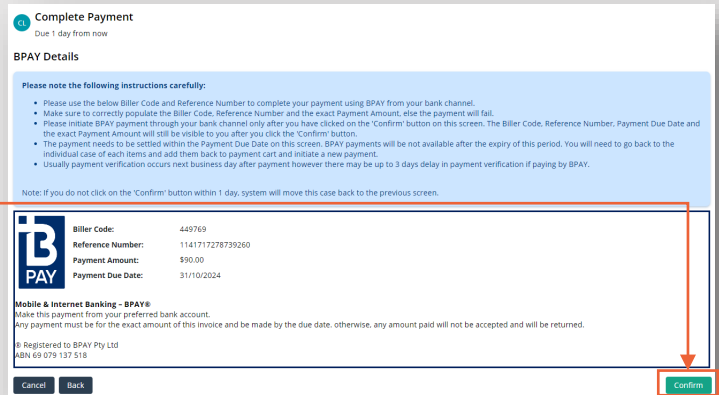
○ BPoint   ○ BPAY

Cancel   Back   Submit

- Enter your Credit or Debit card details
- Click on the **Pay** button.

Please wait for the next screen – do NOT press the Pay button again

CL Complete Payment
Due 1 day from now

Payment Details

Please complete the payment below and do not close the browser before submitting the application.

If you want to transfer this payment to someone else to make the payment for you (e.g. your accounts department), please select the **Payment Transfer** option under the '**Actions**' menu in the Case Summary to the left of this screen.

Your payment will be debited by :	Application Fee
Electrical Safety Office (ESO) Queensland	$90.00

BPOINT Receivables Solution   Supported by the **CommonwealthBank**
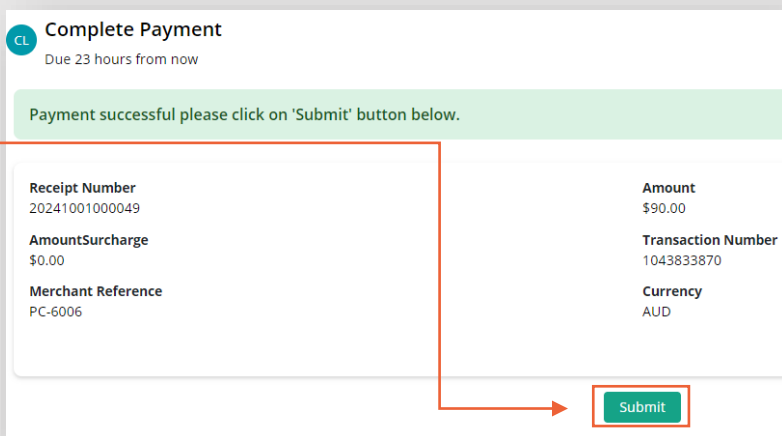
Card Number	
Expiry Date	MM YY
CVN	

Cancel   Back   Pay

- Click on **Submit** when you receive the Payment Successful message

  Note: All EESS fees do not include GST

CL Complete Payment
Due 23 hours from now

Payment successful please click on 'Submit' button below.

Receipt Number	**Amount**
20241001000049	$90.00
AmountSurcharge	**Transaction Number**
$0.00	1043833870
Merchant Reference	**Currency**
PC-6006	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:

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

Active Payment Cart Case

Payment Cart CaseID	Payment Cart Type	Payer	Status	CreateDatetime
PC-4006	Registration-ESO	A OR & A OR	Pending BPAY Settlement	23/09/24 1:15 PM

Item details	**Payment Details**

Pay By
31/10/2024

Fees
$90.00

Biller Code
449769

Transaction Number
--

Reference Number
1141717278739260

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Phone: 1300 563 492
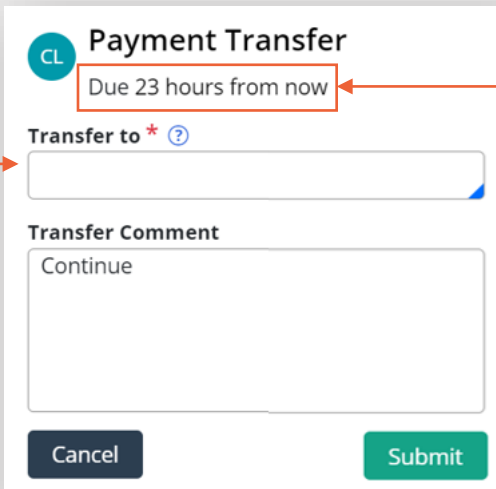Email: eessadmin@oir.qld.gov.au

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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

Active Payment Cart Case

Payment Cart CaseID	Payment Cart Type	Payer	Status	CreateDatetime
PC-4006	Registration-ESO	A OR & A OR	Pending BPAY Settlement	23/09/24 1:15 PM

Actions ▾
- Refresh
- Complete Payment
- Payment Transfer
- Tags
- Notifications
- History
- Bookmark to recents
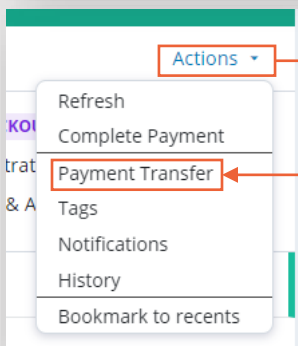
- Select the Payment Transfer option under the Actions menu in the Case Summary on the left of the payment screen

- Begin typing the name of the person and select the correct person from the drop-down

- Type a comment or instructions

  Note the amount of time the transferee will have to make the payment. If they do not process the payment in this time, the case will revert to your work queue

- Click on the **Submit** button when done

Payment Transfer
CL
Due 23 hours from now

Transfer to * �ⓘ

Transfer Comment
Continue

Cancel   Submit

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