

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:

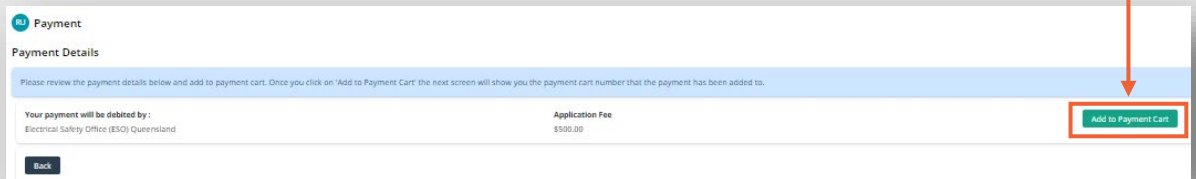
- the payment is added to the Payment Cart. This feature enables the user to continue registering or renewing equipment and manage the processing of payments via the Payment Cart
- the user can make the payment themselves or transfer this task to someone else within the Responsible Supplier organisation 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

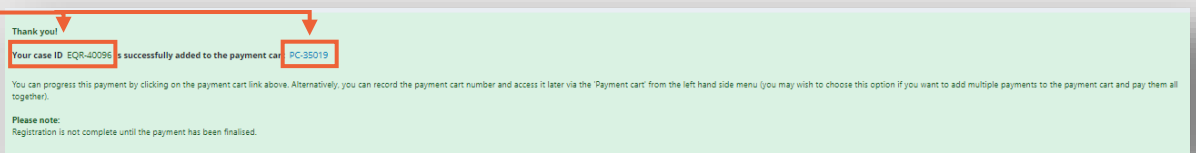
Payment Cart

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

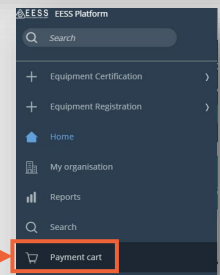


A message appears which displays

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

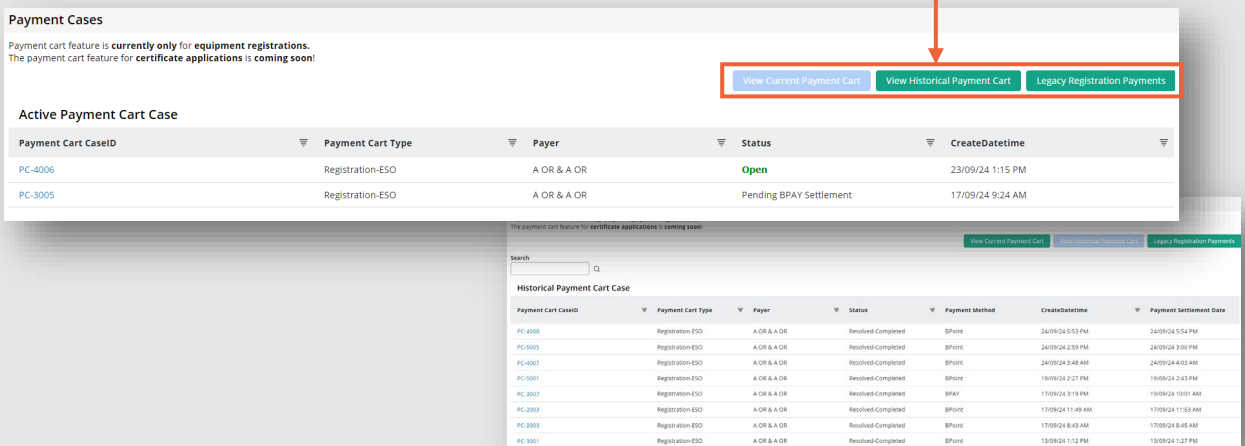


You can click on the payment cart number to go to the payment details, or you can access the Payment Cart via the Navigation menu. The case ID number will help to track the payment in the Payment Cart



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



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 Do
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

- To begin making the payment, click on the **Go** button

- 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

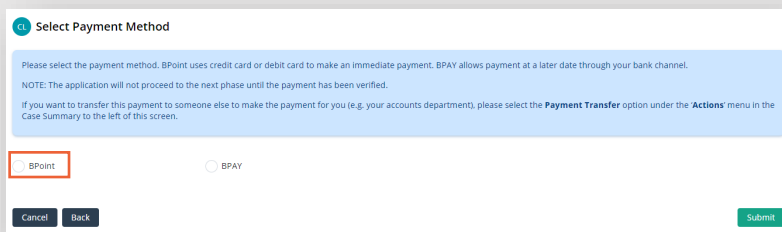
Cancel | Checkout

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

Making payment via BPoint

- Click on the BPoint option to select the payment method



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.

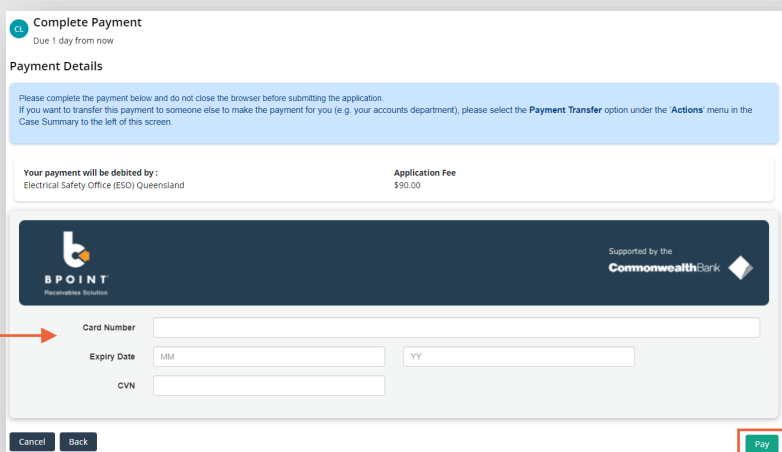
If you want to transfer this payment to someone else to make the payment for you (e.g. your accounts department), please select the **Payment Transfer** option under the **Actions** menu in the Case Summary to the left of this screen.

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



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: Electrical Safety Office (ESO) Queensland Application Fee \$90.00

BPOINT Supported by the **CommonwealthBank**

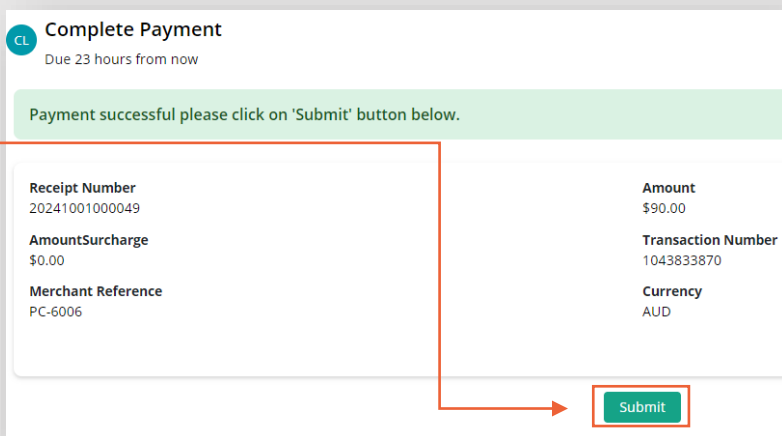
Card Number:

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



Complete Payment
Due 23 hours from now

Payment successful please click on 'Submit' button below.

Receipt Number 20241001000049	Amount \$90.00
Amount Surcharge \$0.00	Transaction Number 1043833870
Merchant Reference PC-6006	Currency AUD

Submit

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

The screenshot illustrates the EESS user interface during a payment completion process. It is divided into three main sections:

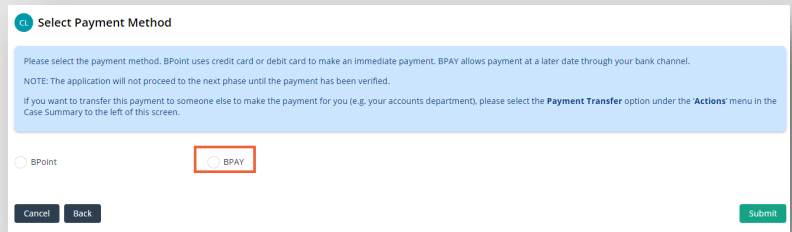
- Top Section (Payment Cart):** Shows a 'Payment Cart' for case PC-4010 with a status of 'RESOLVED-COMPLETED'. A success message states: "Thank you! The case is now completed. You will receive a tax invoice and any declarations accepted (via email or in your 'My organisation' notifications). You can now go to your 'My organisation' homepage to view the registered equipment or conduct any other action you may want to do." A 'Files & documents (2)' sidebar lists 'EESS - Registration Payment Invoice.pdf' and 'Payment Invoice.pdf'.
- Middle Section (Documents):** A 'Documents' tab is selected, displaying a table of documents:

Document name	Case ID	Date / Timestamp	Type
PaymentInvoice.pdf	PC-4010	03/10/2024	Payment Receipt
Declaration.pdf	EQR-6007	01/10/2024	Equipment Registration
- Bottom Section (Case Details):** Shows a 'Success!' message: "The equipment registration E2024200060 has been successfully saved." Below this, 'Supplier details' and 'Authorised Representative' information are displayed. The supplier is 'A OR & A OR' with contact details for Cam Li.

Red arrows and numbered callouts (1, 2, 3) indicate the flow of information from the success message to the document list and then to the detailed case view.

Making payment via BPAY

- Click on the BPAY option to select the payment method



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.

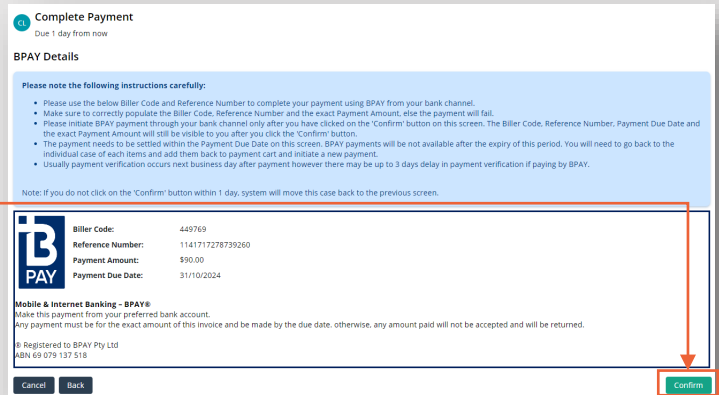
NOTE: The application will not proceed to the next phase until the payment has been verified.

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

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




Complete Payment
Due 1 day from now

BPAY Details

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 item 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.


Biller Code: 449769
Reference Number: 1141717278739260
Payment Amount: \$90.00
Payment Due Date: 31/10/2024

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.

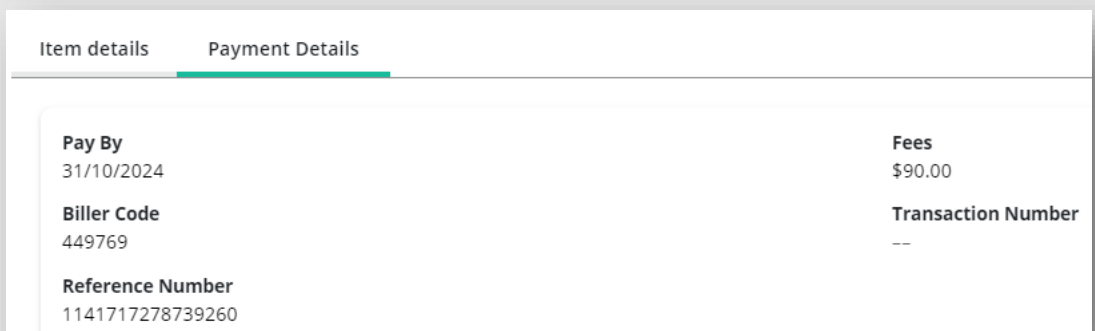
B Registered to BPAY Pty Ltd
 ABN 69 079 137 518

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**

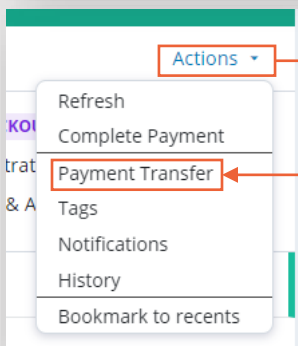
Pay By 31/10/2024	Fees \$90.00
Biller Code 449769	Transaction Number --
Reference Number 1141717278739260	

Payment Transfer

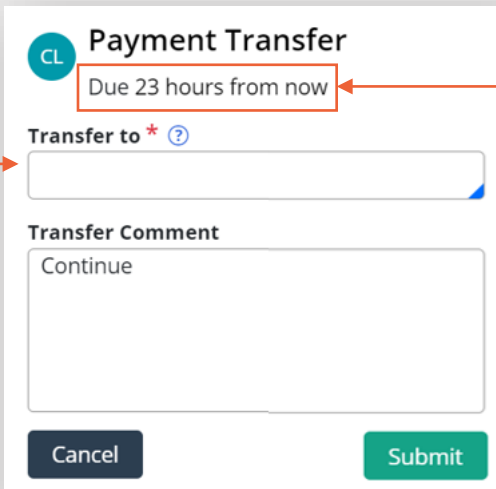
You can transfer a payment case to someone else within your Responsible Supplier organisation registered in the EESS Platform and who is authorised to make payments (e.g. credit card holder)

- Click on the relevant Payment Cart CaseID

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



- 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
Due 23 hours from now

Transfer to * ?

Transfer Comment
Continue

Cancel Submit