

Quick reference guide for Ausgrid Connection or Relocation Applicants



How to Accept or Decline an Offer on the Ausgrid Portal

Login to the Ausgrid Portal using your registered email and password.

<https://services.ausgrid.com.au/SignIn>

1. For **Applicants** - Select Applicant Projects. For **Customers** – Select Customer Projects
2. On the relevant record select View Details

Projects

1

Customer Projects

Search

| Project Number | Customer Reference | Customer Company | Project Name | Project Stage | Project Location | Status | Associated Project | Web Form | |
|----------------|--------------------|-------------------|----------------------------|----------------------------------|--|--------|--------------------|----------|---|
| SC-13001 | | MICROSOFT PTY LTD | SC-13001 ZARTH TOWN | Pre-construction | MICHAEL DANN AVENUE, ZARTH TOWN, 2015 | Active | | 11641 | ▼ |
| AV-05150 | | MICROSOFT PTY LTD | AV-05150 Newcastle | ASP1 Connection/Relocation Offer | 5 King St, Newcastle, 2300 | Active | | 26058 | ▼ |
| | | MICROSOFT PTY LTD | 1900097480 KENSINGTON | Application Assessment | BAKER STREET, KENSINGTON, 2033 | Active | | 503325 | ▼ |
| | | MICROSOFT PTY LTD | 700005901 BLACKTOWN | Application Assessment | 265 SECOND AVENUE, BLACKTOWN, 2148 | Active | | 11706 | ▼ |
| | | MICROSOFT PTY LTD | 1900092311 CDB PUSH PULL 1 | Warranty | 11/15 YELLOW BOX AVENUE, CDB PUSH PULL 1, 2250 | Active | | 13378 | ▼ |

View Details

2

3. Navigate to Offers
4. On the Issued Offer, select "View". This will open the Offer record

Summary

Offers

Assessment

Design

Network Construction

Outages

Private Installation

Property

Warranty & Completion

Project Team

Offers

Issued Offers

| Issued Date | Customer Reference | Customer | Customer Representative | Project | Offer Type | Offer Status | |
|-------------|--------------------|-------------------|-------------------------|--------------------|-------------------------------|--------------|---|
| 06/05/2020 | | MICROSOFT PTY LTD | BILL GATES | AV-05150 Newcastle | Design Related Services Offer | Issued | ▼ |

Accepted Offers

| Issued Date | Customer Reference | Customer | Customer Representative | Project | Offer Type | Offer Status | |
|-------------|--------------------|----------|-------------------------|---------|------------|--------------|--|
|-------------|--------------------|----------|-------------------------|---------|------------|--------------|--|

View

3

4

5. Review the offer, including the fees (if applicable) and offer document (if applicable).

The screenshot shows a web interface for reviewing an offer. It includes a form with various fields, a table of service fees, a summary of charges, and a section for offer-related notes. Three callouts are present: callout 5 points to the 'Service Fees' table and the 'Offer Related Notes' section; callout 6 points to the 'Account Manager' and 'Purchase Order Number' fields; callout 7 points to the 'Decline' button.

Offer Details:

| | | | |
|----------------------------|-------------------------------|---------------------|------------------|
| Offer Type * | Design Related Services Offer | Offer ID * | QUO-01122-F4M5S0 |
| Account Name * | Ichibanya Electrical Pty Ltd | Revision ID * | 0 |
| Ausgrid Sales Order Number | — | Offer Issued Date | 27/06/2019 |
| Account Manager | John Doe | Offer Expiry Date | 30/08/2019 |
| Purchase Order Number | AD7736 | Offer Accepted Date | — |
| Offer Status | Issued | | |

Service Fees

| Product Name | Amount |
|--|------------|
| Design Information - Simple | \$598.99 |
| Administration of Contestable Works - General - Design | \$236.71 |
| Design Certification - General - Level 1 | \$1,177.44 |

Summary of Charges:

| | |
|---------------------------------|------------|
| Sub-total of charges before GST | \$2,013.14 |
| Total GST Payable 10% | \$201.31 |
| Total charges including GST | \$2,214.45 |

Offer Related Notes:

8 minutes ago Design Services Offer
Andrew Vandenberg [Design Services Offer.pdf \(273.16 KB\)](#)

Buttons: Accept, Decline, Save

6. Prior to **Accepting**, Enter the Account Manager (contact for invoicing) and your Purchase Order. If you do not have a Purchase order, enter N/A.
Select Accept – you will receive an email confirmation shortly.

7. Prior to **Declining** you must enter a reason for declining.
Select Decline.