

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. Select Applicant Projects
2. On the relevant record select View Details

Projects

1 Applicant Projects ▾

Customer Reference	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project
12345		1900087670 KENSINGTON	39	ANZAC PARADE	KENSINGTON	2033	Private Installation	Active	▾
	ABC Company	1900092287 THREEVILLE		THIRD AVENUE	THREEVILLE	2148	Design Offer	Active	▾
	Ichibanya Electrical Pty Ltd	SC-13394 SOMERSBY	3	KANGOO ROAD	SOMERSBY	2250	Private Installation	Active	▾

View Details 2

3. Navigate to Offers
4. On the Issued Offer, select “Edit and Accept” or “Edit and Decline” (note you can review and cancel out of either option at any time). This will open the Offer record

- 3 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
27/06/2019		ABC Company		1900092287 THREEVILLE	Design Related Services Offer	Issued ▾

Accepted Offers						
Issued Date	Customer Reference	Customer	Customer Representative	Project	Offer Type	Offer Status

4 Edit and Save
Edit and Accept
Edit and Decline

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

The screenshot shows a form for reviewing an offer. It includes fields for Offer Type, Offer ID, Account Name, Revision ID, Ausgrid Sales Order Number, Offer Issued Date, Account Manager, Offer Expiry Date, Purchase Order Number, Offer Accepted Date, and Offer Status. A table lists Service Fees with columns for Product Name and Amount. Below the table is a summary of charges including GST. At the bottom, there is a section for Offer Related Notes with a link to a document. Annotations with orange circles and numbers 5 and 6 highlight specific areas: 5 points to the Service Fees table and the Offer Related Notes section, and 6 points to the Account Manager and Purchase Order Number fields, and the Accept Offer button.

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 5 Fees are listed here if applicable

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

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

18 minutes ago Design Offer
Andrew Vandenberg 5 Contract offer doc + attachments if applicable
■ Design Offer.docx (57.38 KB)

6 Accept Offer

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.