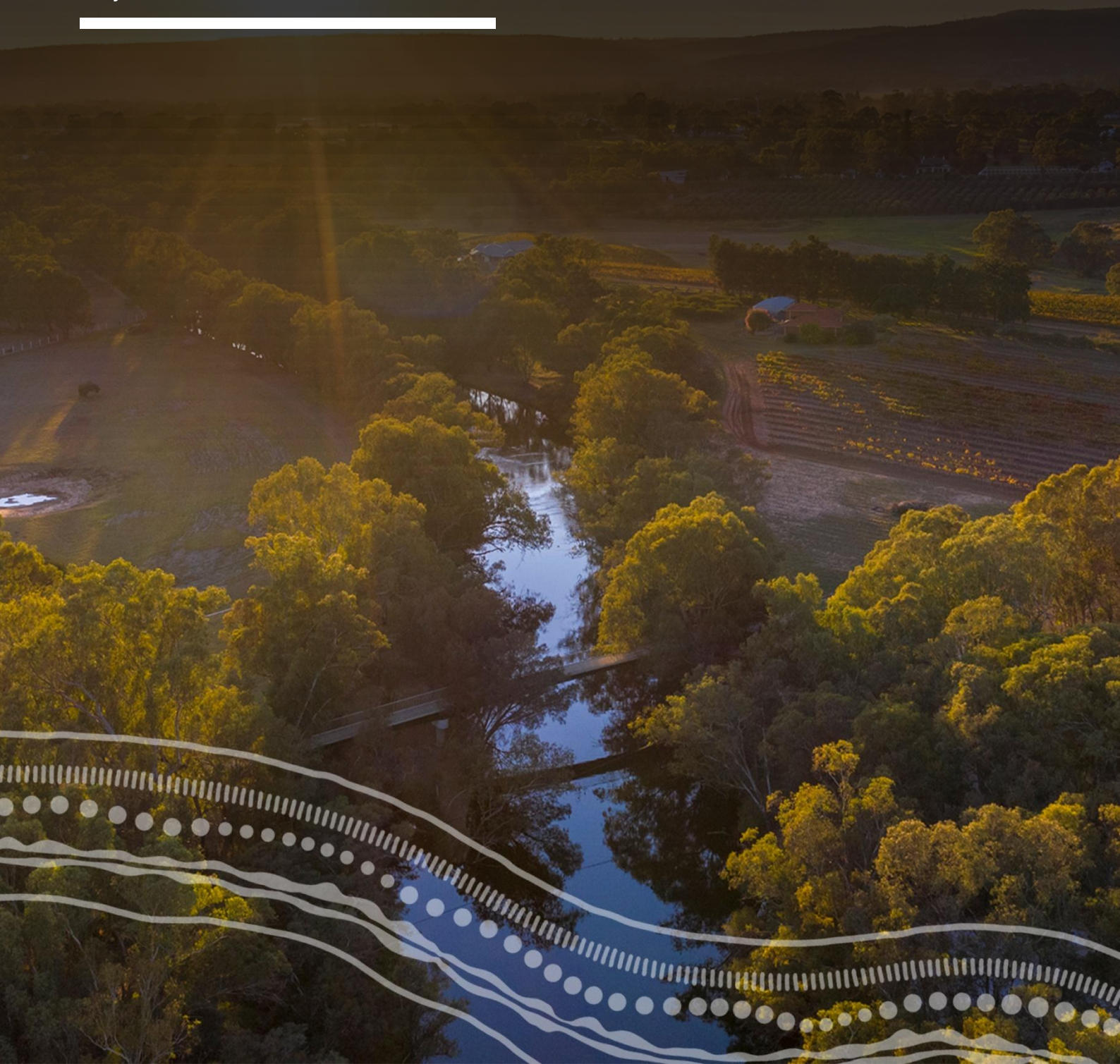




Online Supplier Portal


User Guide

City of Swan



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Welcome

The City of Swan is pleased to introduce the Online Supplier Portal, designed to provide suppliers with a simple and secure way to manage their account information.

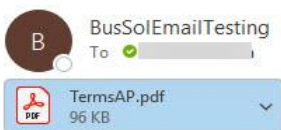
This guide will help you navigate the portal and perform key tasks, including:

- Managing your interactions with the Accounts Payable team
- Reviewing and updating your organisation's details
- Checking the status of payments
- Viewing and downloading remittance advices
- Securely updating your banking information.

1. Register your details


The City of Swan (the City) recently sent you an email to access the Online Supplier Portal. Your email address is your login name. Click the red button "Access Supplier Portal" on the email or copy the link from the email you received and paste it into the browser session.

Note: By accessing the link and registering you accept the terms and conditions attached to the email.



From: [Redacted]
Sent: None
To: ellie@eelectrical.com
Subject: Portal Invite

From: [Redacted]
Sent: None
To: ellie@eelectrical.com
Subject: Portal Invite



2 Midland Square, Midland
PO Box 196, Midland DC WA 6936
Enquiries (08) 9267 9267
www.swan.wa.gov.au

Welcome Ellie Electric

City of Swan has provided you access to **Supplier Portal**.

Your email address is your login name. Please enter a password and accept this registration to access your accounts online.

[Access Supplier Portal](#)

Or copy and paste the following address into your browser

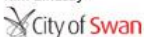
This link will expire 5 days after this email was sent

[https://swan-dev.t1cloud.com/T1Default/CIAnywhere/Web/SWAN-DEV/VerifyInvitedUser/\\$SUPPLIER?reset=3&G=491377db-5d23-412c-8aa3-de567fad7cd7&u=RWxsaWVAZWV'sZWN0cmJYWwY29t&u=Y](https://swan-dev.t1cloud.com/T1Default/CIAnywhere/Web/SWAN-DEV/VerifyInvitedUser/$SUPPLIER?reset=3&G=491377db-5d23-412c-8aa3-de567fad7cd7&u=RWxsaWVAZWV'sZWN0cmJYWwY29t&u=Y)

By accessing the link and registering you accept the terms and conditions attached to this email.

*Any previously sent invitations have now expired.
If you received this email by mistake, please ignore it.*

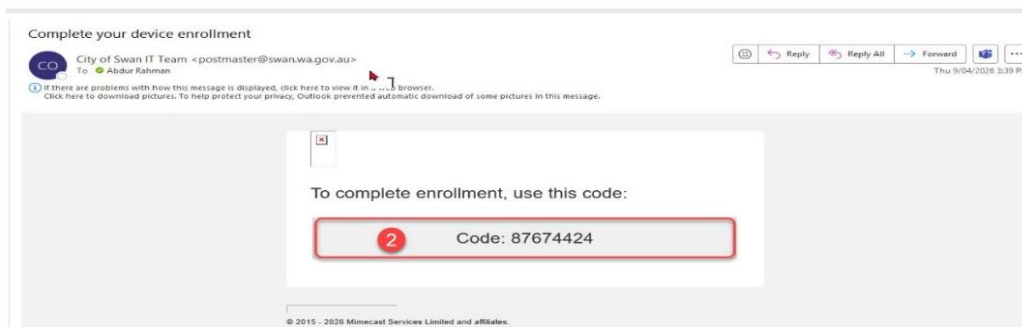
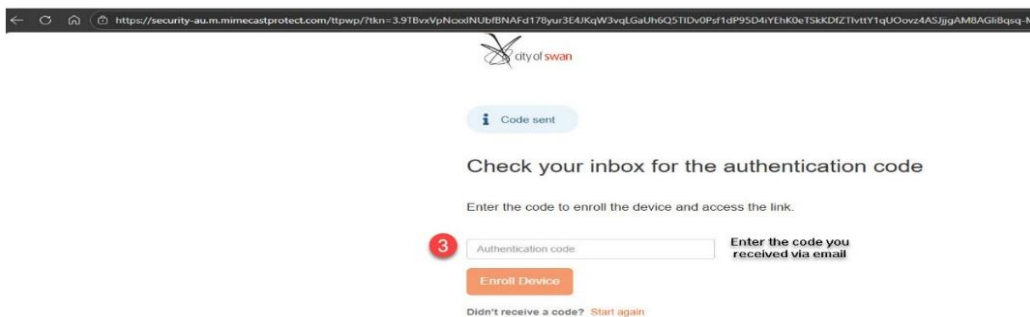
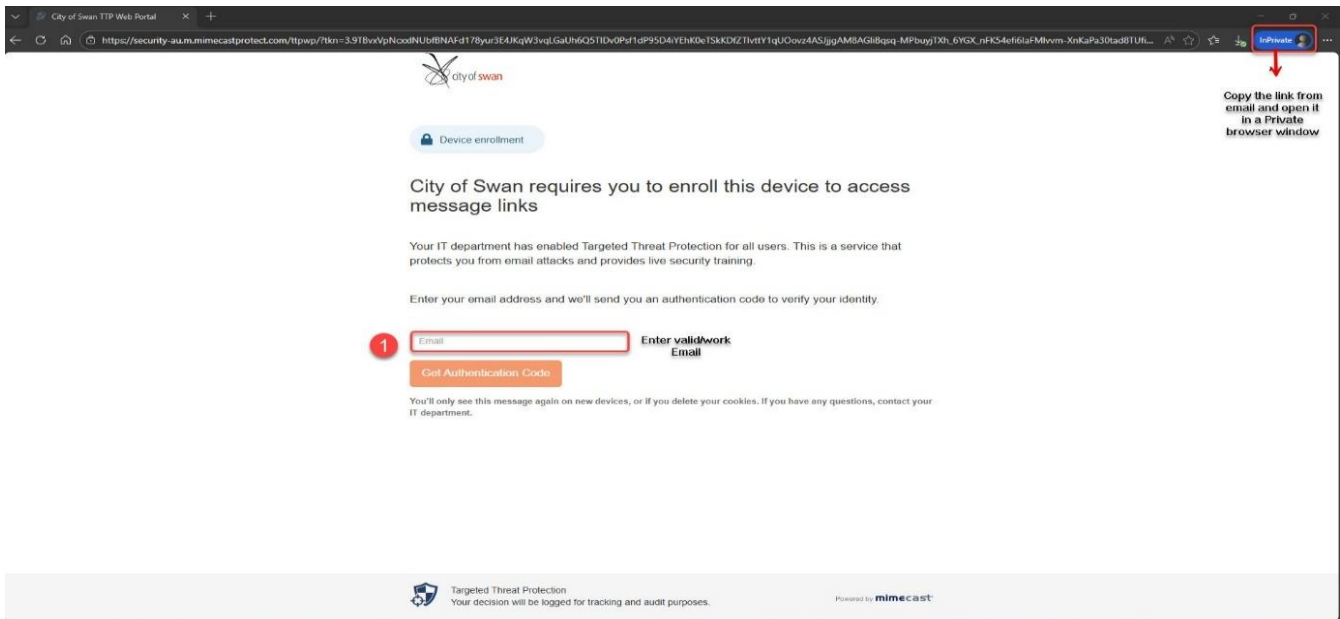
For additional help, please contact City of Swan directly.

Best Regards,
Kim Lindsay


1.1 Device enrolment

The link provided in your email will direct you to the device enrolment page.

1. Enter your email address and click on Get Authentication Code, a authentication code will be sent to verify your identity
2. Check your email inbox for the authentication code
3. Enter the code to enrol the device and access the link.

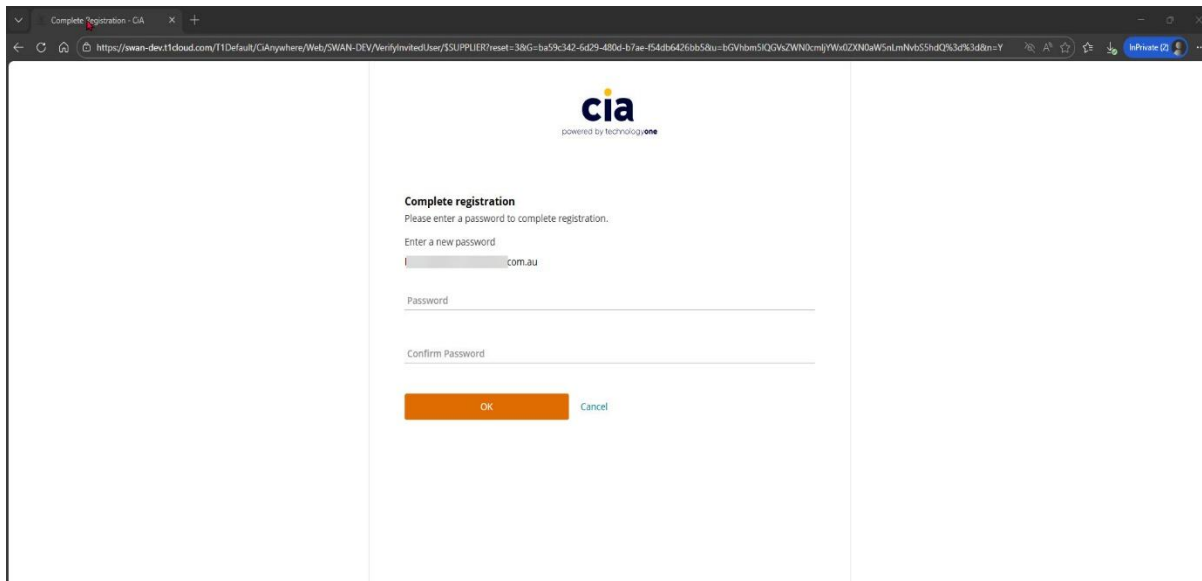


If you did not receive your email, or you're having trouble locating it, please check your junk/spam email folder or do not hesitate to reach out to the Finance team at creditors.Account@swan.wa.gov.au

1.2 Create a password

Your password must be:

- At least 10 characters long
- Have at least one uppercase character
- Have at least one lowercase character
- Have at least one number
- Click Ok.



Complete registration - CIA

https://swan-dev-11cloud.com/11Default/CIAanywhere/Web/SWAN-DEV/VerifyInvitedUser/SSUPPLIER?reset=38G-ba59c342-6d29-480d-b7ae-f54db6426bb58u=EGVhbm5IQ6VzZW0cmlyYw0ZON0aW5nLnMv655hdQ%3d%3d8n=Y

cia
powered by technologyone

Complete registration
Please enter a password to complete registration.

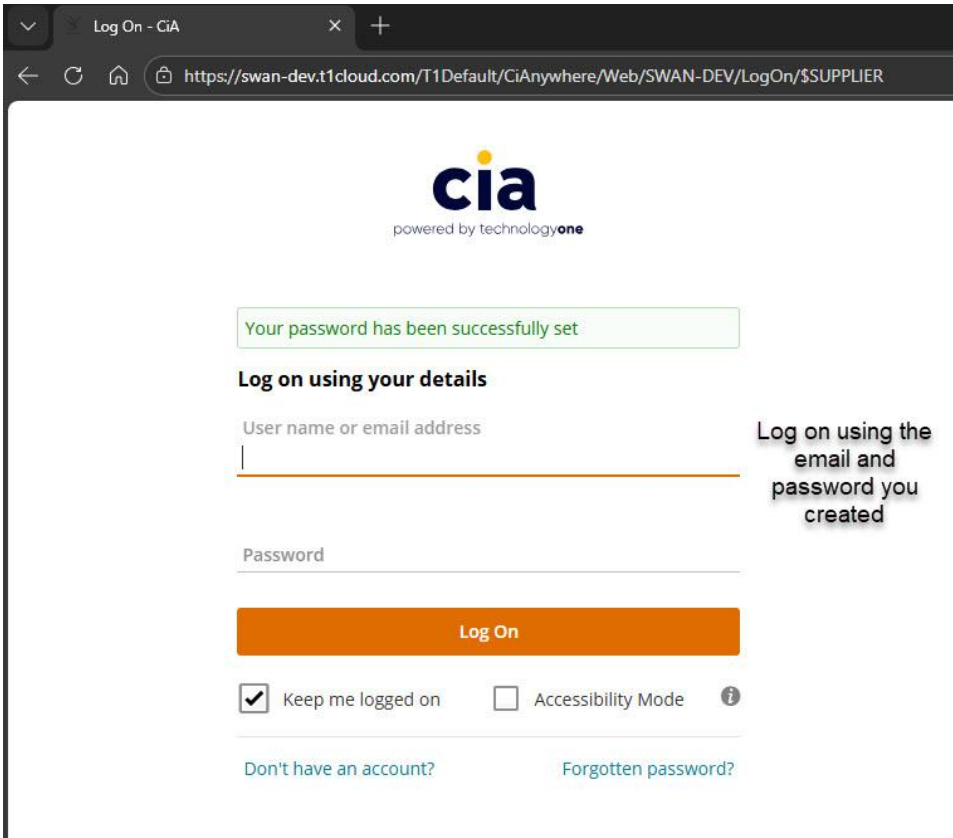
Enter a new password
 .com.au

Password

Confirm Password

You will see confirmation that your password has been successfully set. Log on using your email and the new password you created.

Now you are good to go!



Log On - CIA

https://swan-dev.t1cloud.com/T1Default/CiAnywhere/Web/SWAN-DEV/LogOn/\$SUPPLIER

cia
powered by technologyone

Your password has been successfully set

Log on using your details

User name or email address

Password

Log On

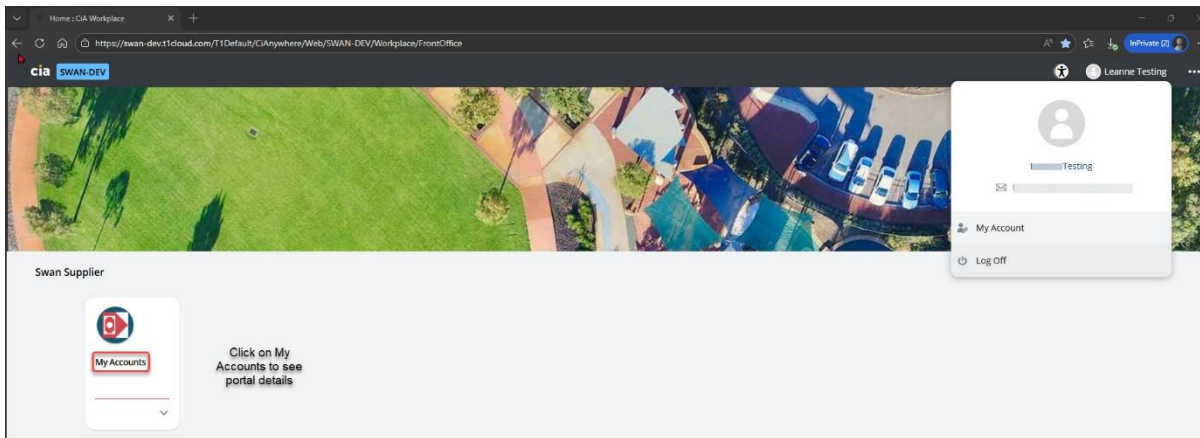
Keep me logged on Accessibility Mode ⓘ

[Don't have an account?](#) [Forgotten password?](#)

Log on using the email and password you created

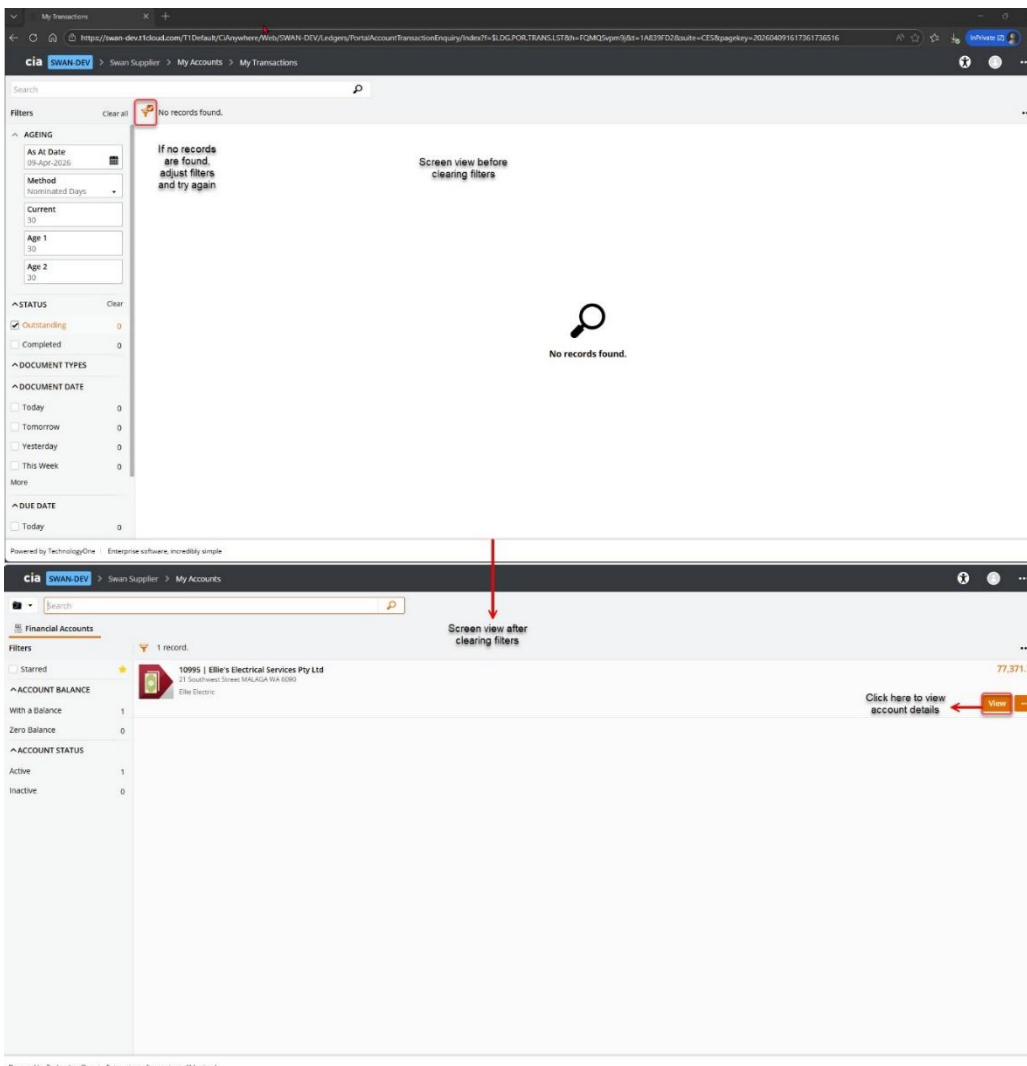
2. Supplier portal overview

Click on **My Accounts** to see portal details.



If you see the message **No records found**, clear all the filters by clicking on the filter button.

After clicking **My Account**, you will be directed to the **Financial Accounts** page. From here, by clicking on **View**, you can view Account summary, transactions, update and view your payment details, update and view your contact details and remittances.



3. Account summary

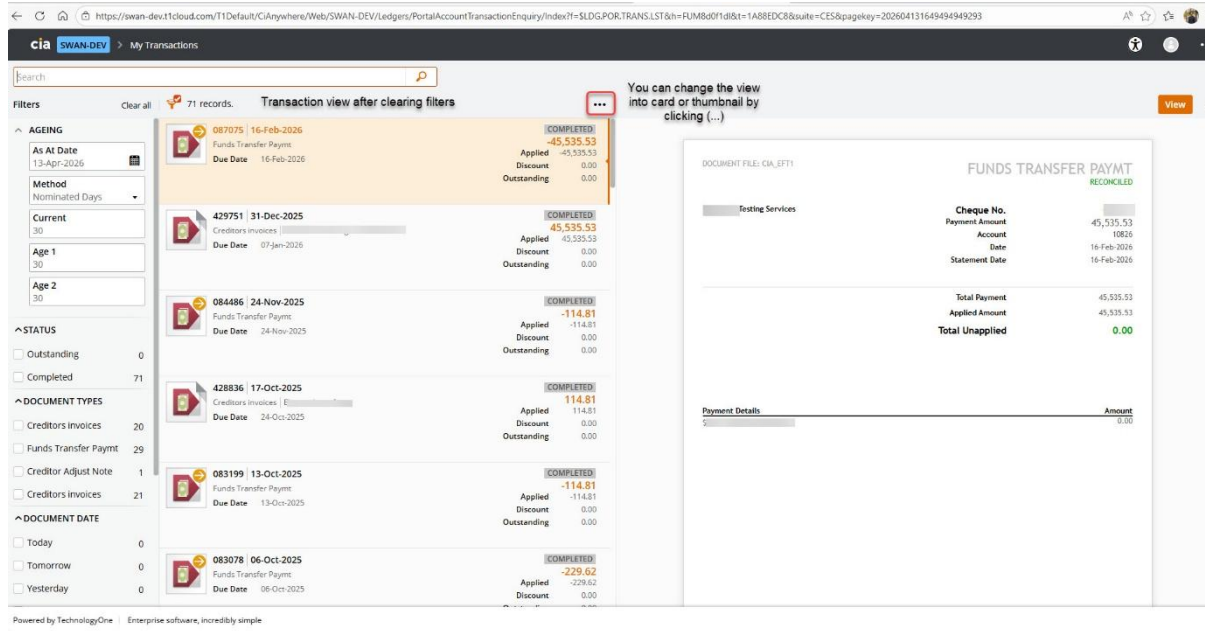
You can view your account balance, outstanding items and recent payments under Account Summary.

Note: The highlighted line on the left side panel indicates which tab you're currently on.

Click on **View transactions** to see the transaction details and payment receipts. If you see the message **No records found**, clear all the filters by clicking on the filter button.

The image shows two screenshots of the Online Supplier Portal. The top screenshot is the 'Account Details' page for 'Testing Services'. The left sidebar has tabs for 'Account Summary', 'Payment Details', 'Contact Details', and 'Remittances'. The 'Account Summary' tab is highlighted. The main content area shows 'Balances' with an 'Account Balance' of 0.00 and a 'View transactions' link. Below this is an 'Outstanding Items' bar chart showing zero amounts across all categories. The 'Recent payments' bar chart shows a payment of 45,535.53 on 16/2/2026 and smaller payments on other dates. The bottom screenshot is the 'My Transactions' page, which displays 'No records found.' and a message: 'If no records are found, adjust filters and try again'. The left sidebar shows various filters for AGEING, STATUS, DOCUMENT TYPES, and DUE DATE.

Transactions screen overview after clearing filters.



Transaction view after clearing filters

You can change the view into card or thumbnail by clicking (...)

Document No.	Date	Status	Applied	Discount	Outstanding
087075	16-Feb-2026	COMPLETED	-45,535.53	0.00	0.00
429751	31-Dec-2025	COMPLETED	45,535.53	0.00	0.00
084486	24-Nov-2025	COMPLETED	-114.81	0.00	0.00
428836	17-Oct-2025	COMPLETED	114.81	0.00	0.00
083199	13-Oct-2025	COMPLETED	-114.81	0.00	0.00
083078	06-Oct-2025	COMPLETED	-229.62	0.00	0.00

DOCUMENT FILE: CIA_EFT1

FUNDS TRANSFER PAYMT
RECONCILED

Field	Value
Cheque No.	
Payment Amount	45,535.53
Account	10826
Date	16-Feb-2026
Statement Date	16-Feb-2026
Total Payment	45,535.53
Applied Amount	45,535.53
Total Unapplied	0.00

Payment Details

Field	Amount
Payment Details	0.00

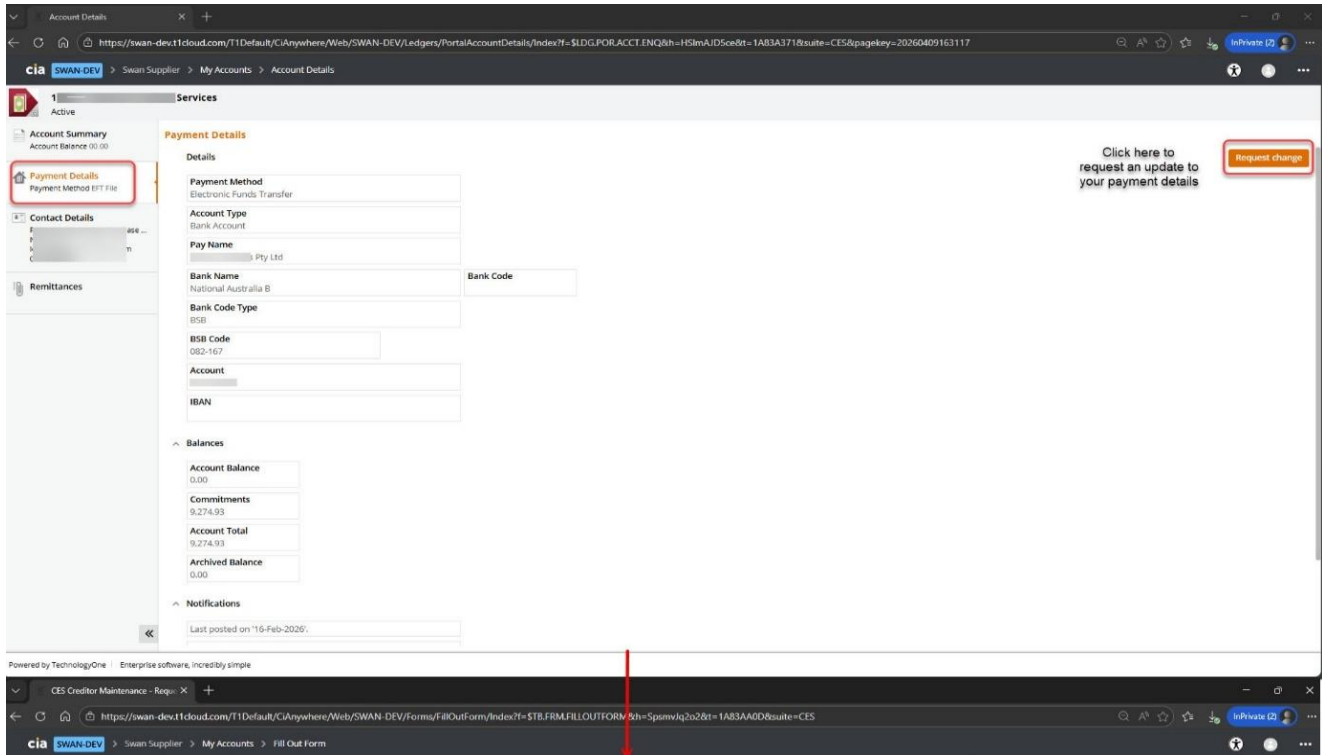
4. Payment details

You can view your Organisation's payment and bank details here.

If you need to request a change to your bank details, click the **Request Change** button. Fields marked with * are mandatory.

You will be required to attach a copy of the top of your bank account statement for the bank account you wish to change to, along with a letter from your owner/director requesting the change.



Once the information has been completed, click **Submit**. Details will be saved on the account after approval.



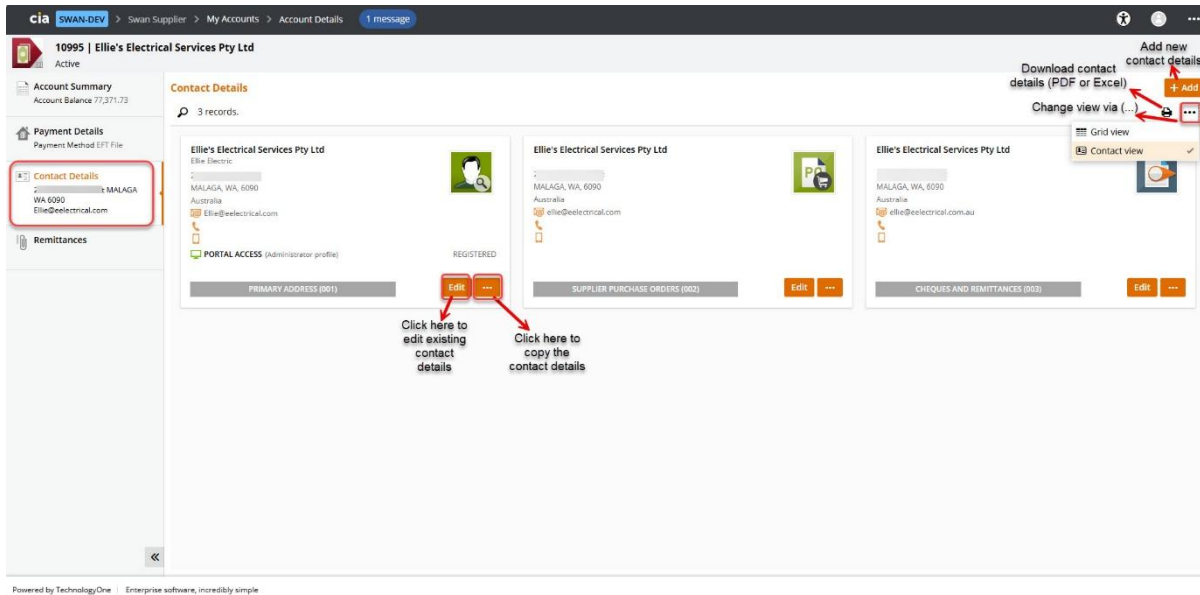
Powered by TechnologyOne | Enterprise software, incredibly simple

5. Contact details

The following functionalities can be performed under the contact details tab.

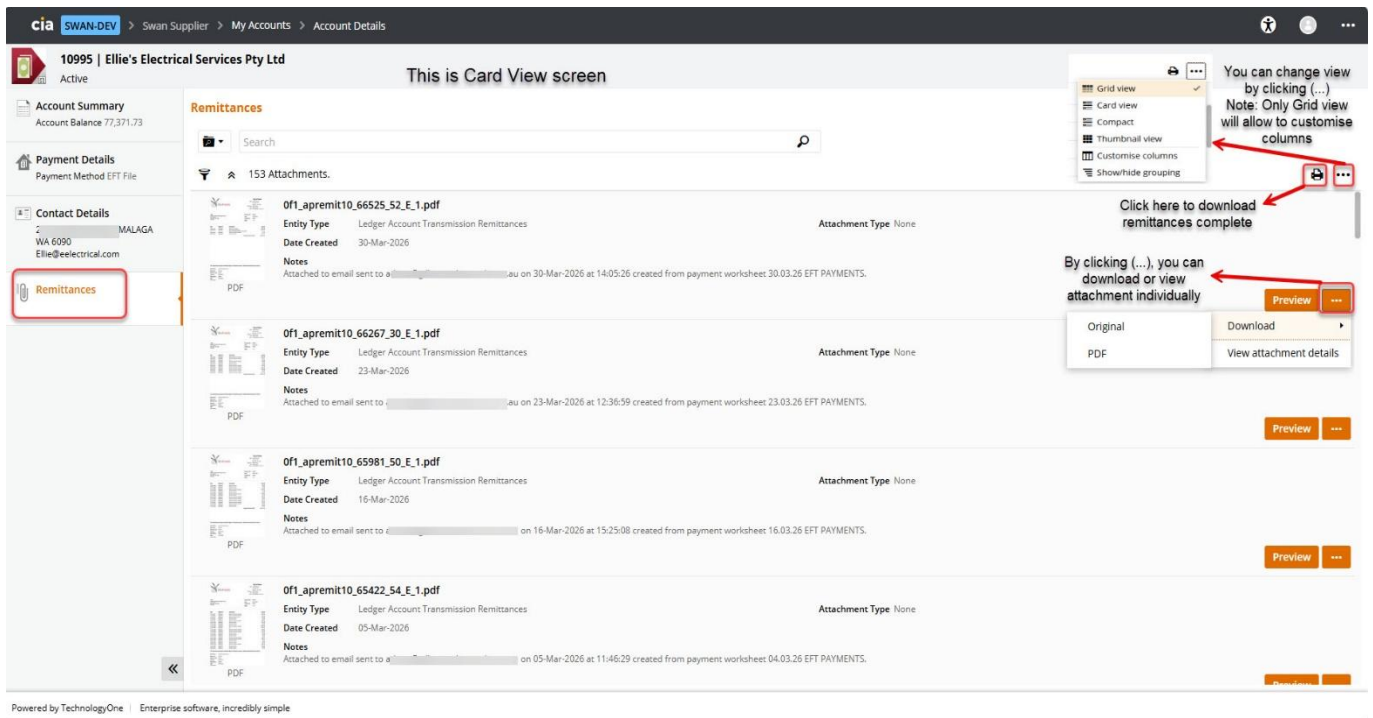
- You can copy contact details by clicking on 
- Existing contact details can be edited by using  button

- New contact details can be added by using **+ Add** button
- Existing contact details can be downloaded into Excel or PDF by using button
- To change the contact details view, select for Contact or Grid view.



6. Remittance

Remittances can be viewed or download under this tab.



7. Link to City of Swan Supplier Portal

[Click here to open City of Swan Supplier Portal](#)

Or

copy the below link and paste it into web browser:

[https://swan.t1cloud.com/T1Default/CiAnywhere/Web/SWAN/LogOn/\\$SUPPLIER](https://swan.t1cloud.com/T1Default/CiAnywhere/Web/SWAN/LogOn/$SUPPLIER)

8. Contact us

If you have any questions or queries in relation to the use of the City of Swan Supplier Portal, please [contact us](#).