



## RevenueSA Online Enter and Modify Vendor details

The images and instructions in this tutorial are based on the user using a PC and the full screen mode display on their monitor

Where you are using a phone, tablet or a a PC with a smaller display on your monitor the look of the menus will change

The menu in the top right corner will show these two icons   when in PC mode with full screen display on monitor

Whereas on a phone, tablet or non-full screen mode display you will see this menu  icon in the top right corner

You need to click on the menu  icon to expand the menu and see the two menu items you would see in PC mode full screen



## RevenueSA Online Enter and Modify Vendor details

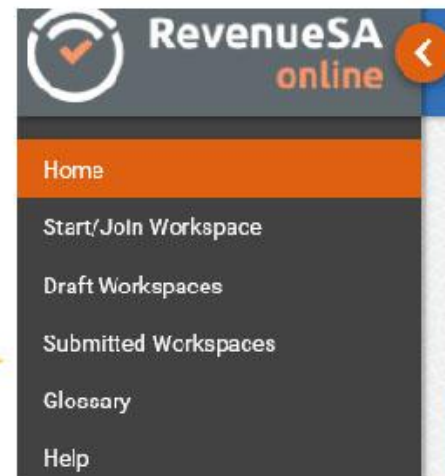
Another example is with the menu on the left of the screen

The menu on the left of the screen will be displayed when in PC mode with full screen display on monitor

Whereas on a phone, tablet or non-full screen mode display you will need to click on the arrow > at the top of the screen to open the menu to the left of the screen



Click on arrow > to open the menu to the left of the screen





## RevenueSA Online Enter and Modify Vendor details

This tutorial will cover:

- ♦ Entering vendor details
- ♦ Changing vendor name where name on Title is incorrect due to a change of name
- ♦ Changing vendor name where name on Title is incorrect due to a pending dealing (overlapping dealing)
- ♦ Advise that an application to note change/correction of name has been lodged
- ♦ Modifying vendor details
- ♦ Removing vendor details

Enter vendor details  
Commonwealth Reporting

## Enter and Modify Vendor Details

### RevenueSA Online Enter Vendor details

Create New Workspace

Cancel

Save

Submit

Workspace Details

Workspace Id:


W100000036

Draft

Vendor Workspace

Vendor(s)

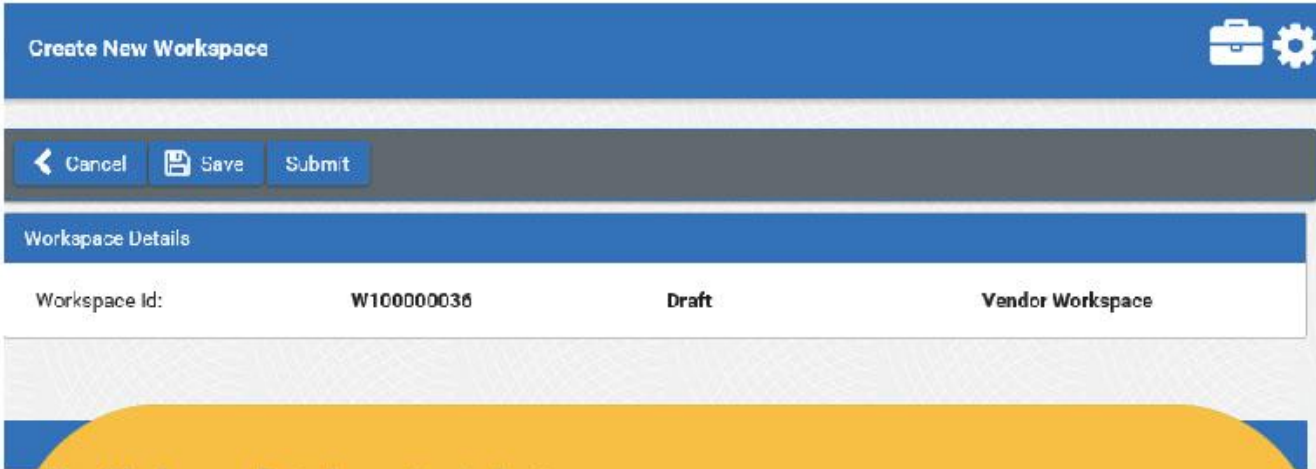
Name	Tenancy Indicator	Title Reference	
BARNEY RUBBLE	AS JOINT TENANTS	CT 5511/567	<div>+&gt;-</div>
BETTY RUBBLE	AS JOINT TENANTS	CT 5511/567	<div>&gt;-</div>

 **RevenueSA** AUSTRALIA

In our example, we have been invited by the person acting on behalf of the purchaser to join an existing workspace and enter the vendor details

Department of  
Treasury  
Australia

## Enter and Modify Vendor Details



**Create New Workspace**

[Cancel](#) [Save](#) [Submit](#)

**Workspace Details**

Workspace Id:	W100000036	Draft	Vendor Workspace
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The **Workspace Details** section indicates:

- the workspace you are completing, in this instance, the **Vendor Workspace**
- the status of the workspace, in this example **Draft**
- the **Workspace ID**, this field is populated after the purchaser has submitted the workspace. In our example, the party acting on behalf of the purchaser(s) started the workspace and has submitted the workspace for the purchaser(s) details, therefore the Workspace ID is shown. If you started the workspace, or the purchaser has not submitted the workspace then this field will be blank

## RevenueSA Online Enter Vendor details

Vendor(s)			
Name	Tenancy Indicator	Title Reference	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #0056b3; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">+</div> </div>
BARNEY RUDDLE	AS JOINT TENANTS	CT 5511/557	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #0056b3; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">&gt;</div> <div style="border: 1px solid #0056b3; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">-</div> </div>
BETTY RUBBLE	AS JOINT TENANTS	CT 5511/557	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #0056b3; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">&gt;</div> <div style="border: 1px solid #0056b3; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">-</div> </div>



In the **Vendor(s)** section, the **Name**, **Tenancy Indicator** and **Title Reference** fields are automatically populated with details recorded for the vendor(s) on the Title

To enter details for the vendor, click on the **arrow** at the end of the row for that vendor



## Enter and Modify Vendor Details

### RevenueSA Online Enter Vendor details

**Vendor**

[Back to Workspace](#) [Delete](#)

**Vendor**

Entity Type \*: Individual

Given Names \*: BARNEY

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here \*

Application to Note Change/Correction of Name has been lodged \*














The **Vendor** screen is displayed, if the information shown in the **Vendor** section is correct, go to the **Vendor Details** section

We will look at what to do if the information shown in the **Vendor** section is incorrect later in this video

## Enter and Modify Vendor Details

### RevenueSA Online Enter Vendor details

#### Vendor Details

Date of Birth:	<input type="text"/>					
Nationality or Citizenship:	<input type="text"/>					
Country of Tax Residence:	<input type="text"/>					
Passport Number:	<input type="text"/>		Visa Number: <input type="text"/>			
Visa Subclass:	<input type="text"/>		Visa Expiry Date:	<input type="text"/>		
FIRB App Number:	<input type="text"/>					
Overseas Entity Identifier:	<input type="text"/>		Other Entity Identifier:	<input type="text"/>		

The the data entry fields in the **Vendor Details** section will vary depending on the **Entity Type**

Enter relevant details in the **Vendor Details** section

Mandatory fields are indicated with an asterisk (\*)

## Enter and Modify Vendor Details

### RevenueSA Online Enter Vendor details

Address for Future Notices

Address Type\*: Street Address

Unit/Building Type:

Unit/Building Number:

Street No: 200

Street No  
to:

Street Name: King William

Type: STREET

Suburb: Adelaide

State/Territory: SA

Postcode: 5000

Country: AUSTRALIA

In the Address for Future Notices section, enter the postal address that the vendor would like future correspondence from RevenueSA sent to

**RevenueSA Online** Enter Vendor details

Contact Details


Country Code: AUSTRALIA +61

Area Code: 08

Phone Number: 8888 8888






Email: revenuesa@sagov.au

In the **Contact Details** section, enter the contact details the vendor will be available on post settlement

Click on the **Back to Workspace**  button (you may need to scroll to the top of the screen to see this button)

## Enter and Modify Vendor Details

**RevenueSA Online** Enter Vendor details

Vendor(s)			
Name	Tenancy Indicator	Title Reference	
DARNEY RUDDLE	AS JOINT TENANTS	CT 5511/557	  
BETTY RUBBLE	AS JOINT TENANTS	CT 5511/557	 

Repeat this process, until you have entered details for all of the vendors listed



**RevenueSA Online Enter Vendor details**

**Invited Party**

Company Name \*: \_\_\_\_\_ Contact Name \*: \_\_\_\_\_ Contact Email \*: \_\_\_\_\_

If you started the workspace and chose to enter the Vendor details, the **Invited Party** section would be shown. To complete this section enter the **Company Name**, **Contact Name** and **Contact Email** for the purchaser representative that you would like to invite to the workspace to complete the purchaser details. An email will be sent to this person inviting them to join this workspace after you have submitted the **Vendor Workspace**

The **Invited Parties** section is not shown where you:

- joined an existing workspace that was started by the purchaser representative (as in our example)
- started the workspace and chose to enter both purchaser and vendor details

## Enter and Modify Vendor Details

The screenshot shows a web interface titled 'Workspace' with a blue header bar containing a briefcase icon and a gear icon. Below the header is a dark grey bar with three buttons: 'Cancel' (with a left arrow), 'Save' (with a floppy disk icon), and 'Submit'. The main content area is titled 'Workspace Details' and contains a table with the following information:

Workspace Id:	W100000036	Draft	Vendor Workspace
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A large yellow callout box with rounded corners is overlaid on the interface, containing the following text:



You now have two options to **Save** or **Submit** the workspace

- **Save** the workspace - if you have not entered all the mandatory data or if you think some of the data entered may change
- **Submit** the workspace - if all mandatory data has been entered and you do not think the data entered will change

Scroll to the top of the screen and select either the **Save** or **Submit** button

## Enter and Modify Vendor Details

**Workspace**




 Cancel  Save

**Workspace Details**

Workspace Id:	W100000036	Submitted	Vendor Workspace
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In our example, we chose to submit the workspace

If you started the workspace and invited the person acting on behalf of the purchaser to join the workspace an email will now be sent to them

**SOUTH AUSTRALIA****RevenueSA**  
DEPARTMENT OF TREASURY AND FINANCE**Government of South Australia**

Changing vendor name where  
name on Title is incorrect

## RevenueSA Online Change Vendor name where Title is incorrect

As previously mentioned, the **Vendor** section is automatically populated based on the name(s) recorded on the title

There are three scenarios that may cause the vendor name(s) to be incorrect, these are:

- the vendor changing their name
- a pending dealing (overlapping dealing)
- an Application to Note Change/Correction of Name has been lodged



For the first two of these scenarios you can record the new vendor name(s) in the Commonwealth Reporting Portal. For the last scenario you can record in the Commonwealth Reporting Portal that an Application to Note Change/Correction of Name has been lodged with the Lands Titles Office



Changing vendor name where  
name on Title is incorrect  
due to a change of name


## Enter and Modify Vendor Details


### RevenueSA Online Change Vendor name due to a change of name

**Vendor**

[Back to Workspace](#) [Delete](#)

**Vendor**

Entity Type <sup>\*</sup>: Individual 

Given Names <sup>\*</sup>: BARNEY 

Family Name <sup>\*</sup>: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here <sup>\*</sup>: ☐

Application to Note Change/Correction of Name has been lodged <sup>\*</sup>: ☐

To change vendor details due to the vendor changing their name, click in the check-box **If the above is incorrect please click here** so that a tick appears

## RevenueSA Online Change Vendor name due to a change of name

Vendor

Entity Type \*: Individual

Given Names \*: BETTY

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands T

If the above is incorrect please click here \*: ☒

Select a reason \*: ☒ Change of Name: The above is the correct proprietor, but the name(s) require amending ☐ Pending Dealing (for overlapping dealings): The above is no longer the current proprietor

Entity Type \*: Individual

Given Names \*:

Family Name \*:

Application to Note Change/Correction of Name has been lodged \*: ☐

Ensure the reason Change of Name: The above is the correct proprietor, but the Name(s) require amending check-box is chosen, if not, clicking in it to select it

## Enter and Modify Vendor Details

Vendor

Entity Type \*: Individual

Given Names \*: BETTY

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here \*: ☒

Select a reason \*: 

☒ Change of Name: The above is the correct proprietor, but the name(s) require amending

☐ Pending Dealing (for overlapping dealings): The above is no longer the current proprietor

Entity Type \*: Individual

Given Names \*:

Family Name \*:

Application to Note Change/Correction of Name has been lodged \*: ☐

Data entry fields are displayed

Click on the drop-down arrow next to the **Entity Type** and select the entity type from the pick-list

The data entry fields will vary depending on the type of entity chosen

Enter the correct name for the vendor in the appropriate fields and complete any other data entry fields displayed for the entity type

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Changing vendor name where name  
on Title is incorrect due to a  
pending dealing (overlapping dealing)



## Enter and Modify Vendor Details


### RevenueSA Online Change Vendor name due to a pending dealing

**Vendor**

[Back to Workspace](#) [Delete](#)

**Vendor**

Entity Type ^: Individual v

Given Names \*: BARNEY 

Family Name ^: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here ^: ☐

Application to Note Change/Correction of Name has been lodged \*: ☐

To change the vendor name due to a pending dealing (overlapping transaction), click in the check-box **If the above is incorrect please click here** so that a tick appears

## RevenueSA Online Change Vendor name due to a pending dealing

Vendor

Entity Type \*: Individual

Given Names \*: BETTY

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands T

If the above is incorrect please ☒ click here \*

Select a reason \*: ☐ Change of Name: The above is the correct proprietor, but the name(s) require amending

☒ Pending Dealing (for overlapping dealings): The above is no longer the current proprietor

Entity Type \*: Individual


Given Names \*:


Family Name \*:

Click in the Pending Dealing (for overlapping dealing): The above is no longer the current proprietor check-box to select it

## RevenueSA Online Change Vendor name due to a pending dealing

Vendor

Entity Type \*: Individual 


Given Names \*: BETTY 

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands

If the above is incorrect please ☒ click here \*

Select a reason \*: ☐ Change of Name: The above is the correct proprietor, but the name(s) require amending ☒ Pending Dealing (for overlapping dealings): The above is no longer the current proprietor

Entity Type \*: Individual 

Given Names \*:

Family Name \*:

Data entry fields are displayed

Click on the drop-down arrow next to the **Entity Type** and select the entity type from the pick-list



The data entry fields will vary depending on the type of entity chosen

Enter the correct name for the vendor in the appropriate fields and complete any other data entry fields displayed for the entity type

Advise that an  
application to note change/  
correction of name  
has been lodged

## RevenueSA Online Application to Note Change/Correction of Name

Vendor



[Back to Workspace](#) [Delete](#)

Vendor

Entity Type ^: Individual

Given Names \*: BARNEY

Family Name ^: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here ^: ☐

Application to Note Change/Correction of Name has been lodged \*: ☐

To advise that the vendor's name is incorrect and that an Application to Note Change/Correction of Name, has been lodged at the Lands Titles Office, click in the check-box **Application to Note Change/Correction of Name has been lodged** so that a tick appears

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## RevenueSA Online Application to Note Change/Correction of Name

Vendor

Entity Type \*: Individual

Given Names \*: BARNBY

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here \*: ☐

Application to Note Change/Correction of Name has been lodged \*: ☒

This will alert RevenueSA that the vendor's name is incorrect that the Title is in the process of being updated as the relevant paper-work has been submitted to the Lands Titles Office

Modify vendor details

## Enter and Modify Vendor Details

**RevenueSA Online Modify Vendor details**

**RevenueSA online** Welcome to the Commonwealth Reporting Portal homepage

Home  
Start/Join Workspace  
Draft Workspaces  
Submitted Workspaces  
Glossary  
Help



Please select the relevant menu item to proceed:

- Start/Join Workspace - create a new workspace or join an existing one
- Draft Workspaces - show draft workspaces
- Submitted Workspaces - show submitted workspaces


Government of South Australia



To amend vendor details an existing workspace, select Draft Workspaces from the menu on the left

## RevenueSA Online Modify Vendor details


RTA (REVSA TEST ACCOUNT)  

### Draft Workspaces

Workspace Id	Start Date	Title	Party	
W100000036	03-Jul-2017	CT 5511/567	BARNEY RUBBLE	

  Department of Australia

All draft workspaces for the entity are listed

Click on the forward arrow  next to the workspace that you wish to modify

## Enter and Modify Vendor Details

### RevenueSA Online Modify Vendor details

Vendor(s)			
Name	Tenancy Indicator	Title Reference	
BARNEY RUBBIE	AS JOINT TENANTS	CT 5511/567	
BETTY RUBBIE	AS JOINT TENANTS	CT 5511/567	 
			 

In the **Vendor(s)** section, the **Name**, **Tenancy Indicator** and **Title Reference** fields are automatically populated with details recorded for the vendor(s) Title

To modify details for the vendor, click on the arrow  at the end of the row for that vendor

## RevenueSA Online Modify Vendor details

Vendor

Entity Type \*: Individual

Given Names \*: BARNFY

Family Name \*: RUBBLE

Please note that the above name(s) are those currently recorded on title with the Lands Titles Office.

If the above is incorrect please click here \*: ☐

Application to Note Change/Correction of Name has been lodged \*: ☐

If the vendor's name is incorrect, follow the instructions provided earlier in this tutorial to:

- change the vendor name where name on Title is incorrect due to a change of name
- change the vendor name where name on Title is incorrect due to a pending dealing (overlapping dealing)
- advise that an application to note change/correction of name has been lodged



## Enter and Modify Vendor Details

Vendor Details

Date of Birth: 04-Jul-1960

Nationality or Citizenship: AUSTRALIA

Country of Tax Residence: AUSTRALIA

Address for Future Notices

Address Type\*: Street Address

Unit/Building Type:

Street No: 28

Street No To:

Suburb: Adelaide

Country: AUSTRALIA

Contact Details

Country Code: AUSTRALIA +61

Area Code: 08

Phone Number: 8888 8888

Email: revenuesa@sa.gov.au

To modify the details in any of the sections:



- Vendor Details
- Address for Future Notices
- Contact Details




Over-type the data displayed and click on the **Back to Workspace** button (you may need to scroll to the top of the screen to see this button)

Back to Workspace

## Enter and Modify Vendor Details

RTA (REVSA TEST ACCOUNT)



 Cancel  Save  Submit

Workspace Details

Workspace Id:	W100000036	Draft	Vendor Workspace
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You now have two options to **Save** or **Submit** the workspace

- **Save** the workspace - if you have not entered all the mandatory data or if you think some of the data entered may change
- **Submit** the workspace - if you all mandatory data has been entered and you do not think the data entered will change

Scroll to the top of the screen and select either the **Save** or **Submit** button

Note: If you click on the **Cancel** button, your changes will not be saved



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Remove vendor details  
Commonwealth Reporting

## Enter and Modify Vendor Details

RTA (REVSA TEST ACCOUNT)



 Cancel




 Save

Submit

Workspace Details

Workspace Id:	W100000036	Draft	Vendor Workspace
---------------	------------	-------	------------------

Vendor(s)

Name	Tenancy Indicator	Title Reference	
BARNBY RUBBIE	AS JOINT TENANTS	CT 5511/567	
			 

A vendor's details can be removed from the workspace either at the time of your first accessing the workspace or from draft workspace, that is a workspace that has been saved






Once you have accessed the workspace, the steps to remove the vendor's details are the same regardless as to whether the workspace is a new workspace (that you are starting or joining) or a draft workspace


In our example, we have accessed an existing workspace

**Slide40**

## Enter and Modify Vendor Details

### RevenueSA Online Remove Vendor details

Vendor(s)			
Name	Tenancy Indicator	Title Reference	
BARNEY RUBBIE	AS JOINT TENANTS	CT 5511/567	  
BETTY RUBBIE	AS JOINT TENANTS	CT 5511/567	 

Click on the Remove  icon at the end of the row for the relevant vendor





## Enter and Modify Vendor Details




**RevenueSA Online** Remove Vendor details

Vendor(s)			
Name	Tenancy Indicator	Title Reference	
BETTY RUBBIE	AS JOINT TENANTS	CT 5511/567	<div><div>+</div><div>&gt; -</div></div>

The vendor's details have been removed from the transaction

## Enter and Modify Vendor Details

RTA (REVSA TEST ACCOUNT)  

 Cancel  Save  Submit

**Workspace Details**

Workspace Id:	W100000036	Draft	Vendor Workspace
---------------	------------	-------	------------------

You now have two options to **Save** or **Submit** the workspace

- **Save** the workspace - if you have not entered all the mandatory data or if you think some of the data entered may change
- **Submit** the workspace - if you all mandatory data has been entered and you do not think the data entered will change

Scroll to the top of the screen and select either the **Save** or **Submit** button

Note: If you click on the **Cancel** button, your changes will not be saved and the vendor's details will not be removed from the workspace

# Connect with us



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subscription service

## revenuesa.sa.gov.au/comreportal

**email:** revsupport@sa.gov.au  
**phone:** 08 8207 2333

This tutorial is intended as a guide only. We recommend you seek independent advice on state revenue matters.  
This tutorial has been produced by Taxpayer Education & Communication, RevenueSA