

## Registering as a new P2i service supplier

Welcome to P2i - Procure to Invest! Detailed guidance on how to [register as a new service supplier](#) can be found on the [Funded Organisation P2i Online Help Centre](#). You can also view the [Supplier Registration](#) tutorial video. In addition to this, a [Getting Started](#) section has been created to assist you work through the key steps to set up your organisation to use P2i to manage your services with the Queensland Government.

### Key Information

- **P2i compatible internet browsers:** [Chrome](#); [Chromium Edge](#); or [Safari](#) (ask your organisations IT team for assistance if you don't).
- The first person to register the Funded Organisation in P2i will be the default System Administrator for the organisation (this can be [transferred to another P2i user](#) later). The P2i Supplier Administrator is responsible for managing the P2i system for the organisation and will create all staff logins and manage their access to P2i.
- See the [P2i User Roles: overview](#) for all P2i roles and responsibilities.

### Access to self-paced training

For P2i training we are encouraging our funded organisations to complete training, which is available via the [P2i Online Help Centre](#) **online training resources including:**

- **Training Session Recordings:**
  - P2i Supplier Admin Refresher: Organisation onboarding
  - P2i Supplier Administrator Training
  - P2i Supplier Budget and Finance Officer Training
  - P2i Supplier Organisation Director Training
  - P2i Supplier Service Outlet Data Entry Training
  - P2i Supplier Service Outlet Manager Training
  - P2i 'Train the Trainer'
- **Tutorial Videos** on all topics related to supplier registration, contract set up and submitting acquittals.
  - [Supplier Registration](#)
  - [Setting up a Contract - Supplier Administration](#)
  - [Performance Based Acquittals and Milestone Reporting](#)
  - [Unspent Funds and Financial Acquittals Reporting](#)
  - [Endorsing and Approving Acquittals](#)

### Other self-help available

In addition to the [Tutorial Videos](#) and [Training Session Recordings](#) the following resources include detailed step by step instructions on all key P2i processes:

- Searchable online help - [Supplier Portal](#)
- Searchable online help - [Contract Management Portal](#)
- Searchable online help - [Periodic Reporting \(Performance Reporting/Unspent Funds/Milestones\)](#)
- Searchable online help - [Financial Acquittals](#)
- Searchable [Frequently Asked Questions](#)



### If you need help with Procure to Invest, you can...

1. Talk to your organisations Supplier Administrator or Trainer in the first instance
2. Search the [P2i Online Help Centre](#) for user guides, tutorials, videos and FAQs
3. Contact your department Contract Manager or Contract Officer for assistance
4. For technical support relating to system issues or faults, send an email to [P2iOrgTechSupport@csyw.qld.gov.au](mailto:P2iOrgTechSupport@csyw.qld.gov.au) or call 1300 119 566.