

About this QRG

The Contractor Booking System (CBS) is accessed via the Endeavour Energy Enterprise Customer Portal



This quick reference guide (QRG) covers viewing and actioning service requests in CBS.

VENDOR ACTION



Services Requests including any attachments are emailed to registered users



Services Requests are also displayed on the Contractor Booking System landing page



Click on the **Service Request Number** to open the activity



Quick Reference Guide – Contractor Booking System (CBS)

to 19 Quantity	Location no	Asset ID	Asset type	Address of asset	Work Order Number		
to 10	Location no	Asset ID	Asset type	Address of asset	Work Order Number		
when to assist the Planner with the Traffic Management	Site Address List						
	Approved By Phon Records						
	Approved By Adam Imola						
	Requested By						
	Any other details?						
	Is an ROL required Vendor to Advise	7					
	Do vehicle outrigg No	ers impede traffic?				X	TCR-89001 02 08 2024 0800 pdf Service Request PDF + 9m apo
	Is a site meeting re No	quired?					Endeavour Energy Contine Requir Correspondence + 1 1 + 0
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Use the **Upload Documents** function if required





Upload Documents		×
The recommended files to u	pload are Microsoft Office files, P maximum file size is 25MB.	DF, images and videos and the
	Drag and drop files here or Select file(s)	
Name *	File	Category
Vendor Registration	Vendor Registration.JPG	Vendor Documents
Cancel		Attach

You can also '**Drag and drop files here**' to upload documents in to the window.

Click the **Attach** button to attach the file/files to the Service Request.

Files can be deleted by clicking 🗐 (trash can icon)



Documents uploaded by the Planner can be seen to the right of the Service Request.



Responsible Depot		DIGIL OUGH OIL				
Bowenreis		Approved By				
Worksite Co-ordinator Name						
		Approved By Pho	one			
Worksite Contact Phone						
		Site Address List	1			
Work Description		Location no	Asset ID	Asset type	Address of	Work Order Numbe
Excavation / Backfill					03361	
Hose Length						
<10 metres		1	26388	Substation	100	1234
Notes						
_						
ND (Device on the second seco						
ND4 Replacement						
Truck Details						
Truck Details	Quantity					
No items						
			1	2		
Upload Documents						
			_			
No attachments						

There are three options to respond to the Service Request:

Accept

The Service Request is accepted: the Endeavour Energy Planner receives a confirmation email that the Service Request is accepted.

Decline

Please provide a reason.



Clarify

Submit query for more information.

Service Request Clarification Reason	\times
Please enter clarification required *	
Value cannot be blank Remaining 600 characters	
Cancel	