Supplier Portal – Quick Reference Sheet



Overview

This Quick Reference Sheet (QRS) demonstrates how to change and update your Health Safety and Environment (HSE) information, add categories you wish to be requalified for, or requalify due to expiration of existing prequalification status.

Things You Need To Know

- You will need to have the relevant documents complete before you start your requalification.
- Adding new service categories may require further documentation.

Features Covered

- Access company details
- Complete application to requalify
- Attach documents
- Submit requested further information documents

Access company details

The **Supplier Profile** transaction shows your current HSE Pregualification Information.

1. Click Supplier Profile.



Complete application to requalify

In this scenario the supplier HSE expiry date is approaching therefore a new application needs to be submitted.

To requalify:

2. Click the **Review/Submit Re-qualification** button.

		Supplier No:	57329	
		Supplet No.		
	DO D -11 414-1-1	ABN:	77004444402	
eet Address	PO Box Address			
VIRGINIA STREET		Phone:	08 9420 3726	
DRLEY		Fax:	08 9420 2727	
A		Email:	sales@DMB.com	
62				
stralia				
tralian Bank Dataile				
tralian bank Details				
	Annual Marine Annual Annual		70	
B NO: 033026	ACCOUNT NO: 13/76559 ACCOUNT	HOUSE, DHD ENGINEERING FIT		
B NO: 033026	Account No: 3776654 Account	Hodel. DHB ENGINEERING PIT		
B NO: 033026	Account No: 3778554 Account	HOUSE. DHS ENGINEERING FIT		
E Details	Account No: 3776554 Account	Hoder. One endincertand Pitt		
E Details	Account No: 3776554 Account			
E Details	HSE Tier: 01 Sc			
E Details E Status: QUALIFIED E Grade: A	HSE Tier: 01 Sc HSE Expiry Date: 25.03.2018	ore: 0.000 Review / Submit Re-quali	lication	
E Details E Status: QUALIFIED EE Grade: A	HSE Tier: 01 Sc HSE Expiry Date: 25:03:2018	ore: 0.000	ication]	
E Details E Status: QUALIFIED E Grade: A Users Capability Do	HSE Tier: 01 St HSE Expiry Date: 25.03.2018 courrent User Management	nooel Drip Enterteeting PT 0.000	ication	
E Details E Status: QUALIFIED E Grade: A Users Capability Do Name	HSE Ter: 01 Scool State Scool	one: 0.000 Review / Submit Re-quali	User ID	
E Details E Status: QUALIFIED E Grade: A Users Capability Do Name Aex Binadd	HSE Tier 01 S/0654 ACCOUNT NO S/0554 ACCOUNT NO S/0544 ACCOUNT NO	Phote 0,540 Phote 0,500	User ID ARXIV001	
E Details E Details E Status: QUALIFIED E Grade: A Users Capability Do Name Alex Bineado Matt Bend	HSE Ter: 05 50 HSE Ter: 05 50 HSE Explip Date: 25.0.2018 50 Doument User Management 1 Email Ade: 50:400 (SOM com) HattliceAdDDM com HattliceAdDDM com 1	009 000 000 0000 0000 0000 0000 0000 0	User ID ABINAGO1 MENOROSI	
E Details E Details E Status: QUALIFIED E Grade: A Users Capability Do Name Aex Breadd Matt Bond Holmer Ray	HSE Tier: 01 Account view of the second view of the	Dress 0.000 Review / Submit Re-quality Phone C6 9420 7910 C6 9420 7920 C6 9420 7920 C6 9420 7920	User ID ABINICCI MACHOCOL HARVICOL	
E Details E Details E Status: QUALIFIED HE Grade: A Name Aes: Br-add Matt Bond Holmer Ray	HSE Ter: 61 S0 HSE Ter: 61 S0 HSE Explinit Date: 25.0.3038 Doument User Management Email Alea: Den 60 g0 DM.com Matt. Den 60 g0 DM.com		Liseton User ID ABINIOO1 MBCHOO01 HRAVO01	
E Details E Details E Status: QUALTIED E Grade: A Users Capability Do Name Alex Bradd Hatt Bond Holmer Ray	HSE Tier: 01 Account No. 277654 Account No. 277654 Account No. 277654 Account User Management Email Alex.5red@305M.com Matt.6red@305M.com Matt.6red@305M.com	Core 0.000 Review / Submit Requait Phone OS 5420 7501 OS 5420 7504 OS 5420 7507	User ID ABINKODI HBAYOOL HBAYOOL	



Supplier Portal – Quick Reference Sheet

The **HSE Re-qualification** form appears in display mode and you can scroll down to view existing categories and information.

3. Click Edit.

The form becomes active.

4. In the additional information section, tick the relevant checkbox if you have attained the listed certification(s).

Note: This will update the Required documents section (below) where you will be requested to attach a copy of the certificate(s).

In the Services you provide section:

5. Select the services you perform or materials you supply.

Note: You can make multiple selections and these will determine the HSE requalification requirements.

6. Scroll down to the required documents section.

Based on the previous selections you are required to provide all documents listed in this section.

Note: There are a number of templates available and you may need to use the scroll bar to view all the listed documents.

When applying for a requalification, documents from a previous application may exist and can be replaced with a more current version.

Attach required documents

Replace existing document

- 7. Select the next to the document to be replaced.
- 8. Click **Replace Attachment**.



Edit Back

If you have pre-qualified before, your information will be displayed below. You can edit this information and submit a re-qualification request that may lead to a change to your HSE tier, grade, status and expiration date. The documentation you will need to provide will be determined on the selections you made in the "Services you provide" section. Some categories such website.

Additional information

Answers to the following questions will help us determine your eligibility for certain work categories. Is your company's safety management system certified to ISO 45001, AS/NZS 4801 or OHSAS 18001? If tick for "Yes' Is your company's environmental management system certified to ISO 14001? If the tick for "Yes'

Services you provide

Select the services you perform or materials you supply. You can make multiple selections and these will determine the HS&E prequalification requirements.

Access chamber construction Acimal control (notor)

Access chamber construction
 Abastors removal
 Consets and commercial (eg: ktoten, office, ablutons)
 Consets outling
 Consets
 Conset

Welding

getecy start
 Weiking and/or construction
 Weiking and/or construction
 Outmain je industrial (e.g. just and equipment)
 Outfined space entry
 Controlled waste
 Outford space entry
 Controlled waste
 Outford space entry
 Controlled waste
 Outford space entry
 Controlled waste
 Controlled waste
 Outford space entry
 Outford space entry

Animal control (including mustering)
 Cathodo protection installation
 Cearing
 Consultant (rife blass)
 Consultant (rife blass)
 Consultant (rife blass)
 Drilling vertical
 Explosives
 Frobreaks
 Getochonical works
 Viting operations
 Materials without installation
 Parts control (og: SCADA)
 Roofing
 Security look and door installation
 Services other
 Trades licensed
 Tranchiess technology and tunnelling

	_		
Required documents			
Based on your previous selections you	are required to provide the documents listed below		
File Name		Template URL	
AS14001_AUDIT			
AS14001_CERTIFICATE			
AS4801_AUDIT			
AS4801_CERTIFICATE			
COMPANY_LICENCE			
COMPANY_PROFILE		Template	
HEALTH_SAFETY_ENVIRONMENT_MANAGEM	ENT_PLAN	Template	
HSE_QUESTIONNAIRE		Template	-
	7		
Upload required documents			
Please upload required set of docume	ents by clicking the 'Add Attachment' button.		
Add Attachment Replace Attachment			
File Name	Description	Date	-
COMPANY PROFILE	C:\Users\Desktop\Temporary Documents\PO 4	04.09.2017	

Add Attachment Replace Atta	chment	
File Name	Description	Date
COMPANY PROFILE	C:\Users\HERBSTD0\Desktop\Temporary Documents\PO 4	04.09.2017



Supplier Portal – Quick Reference Sheet

The Supplier Profile window appears.

- 9. Click T in the File Name.
- 10. Select the document from the dropdown list.

Note: Each time a document is selected the dropdown list reduces and displays only the remaining documents to be uploaded.

The **File name** displays the document to be uploaded.

- 11. In the **Description** field **type** the document name.
- 12. Click **Browse**.
- 13. Locate and select the document.
- 14. Click Open.

15. Click Add.

The original document has been updated.

Add a new document

16. Click Add Attachment.





Supplier Portal – Quick Reference Sheet

- 17. Click T in the File Name.
- 18. Select the document from the dropdown list.

Note: Each time a document is selected the dropdown list reduces and displays only the remaining documents to be uploaded.

The File name displays the document to be uploaded.

- 19. In the Description field type the document name.
- 20. Click Browse.
- 21. Locate and select the document.
- 22. Click Open.

23. Click Add.

The new document has now been added.

24. Repeat the process until all documents have been uploaded.

Note: Remember to utilise the dropdown feature to assist with tracking which documents still require uploading.

* File Name: HSE_QUESTIONNAIF

				_		_	_			
	Supplier Prot	file						×		
	Add or Repla	ce file								
	File:			Browse						
	* File Name:	AS14001_AU	DIT		V					
	Description:	AS4801_AUDIT AS4801_CERT	FICATE							
		COMPANY_LIC	ENCE							
		HEALTH_SAFE	TY_ENVIRONN NNAIRE	IENT_MANA	GEMENT_PLAN	_		_		
		COMPANY_PR	OFILE			Add	Cancel			
							_			
	Supplier Pro	file						×		
	Add or Repla	ce file								
	File:			Browse	3					
	* File Name:	AS4801_AUE	IT		T					
	Description:	AS4801 AUD								
						Add	Cancel	:		
	Organize 🔻	New folder				800	•	•		
	🔶 Favorites	^	Docume	ents 🖉	Arrange by: Folder					
	📃 Desktop		Includes: 2	locations						
	Cibraries	E	AS4801	AUDIT.docx						
	Documer	nts cuments	AS4801	Certificate.do	ocx					
	J Public	Documents	AS14001	AUDIT.docx	10CX					
	Music Pictures					_				
	Videos							-		
	Annie Kis Computer	-	•			÷.		Ŧ		
		File name: A	S4801 AUDIT.do	ocx	✓ All Files (*	.*)		-		
		File name: A	S4801 AUDIT.do	эсх	All Files (* Open	.*)	Cancel			
	Supplier Pro	file	S4801 AUDIT.do	ocx	 ✓ All Files (* Open 	.*)	Cancel			
	Supplier Pro	file	S4801 AUDIT.dc	ocx	All Files (* Open	.*)	Cancel			
	Supplier Pro Add or Repla	file	S4801 AUDIT.dc)CX	All Files (* Open	.)	Cancel	×		
	Supplier Pro Add or Repla File:	file ce file E:\Document:	54801 AUDIT.dc	Browse	All Files (* Open	*)	Cancel	×		
	Supplier Pro Add or Repla File: * File Name: Description:	file ce file E:\Document AS4801_AUD	54801 AUDIT.dc	Browse	All Files (* Open	*)	Cancel			
	Supplier Pro Add or Repla File: * File Name: Description:	file ce file E:\Document: AS4801_AUD	s4801 AUDIT.do s\AS4801 /	Browse	All Files (* Open	*)	Cancel			
	Supplier Pro Add or Repla File: * File Name: Description:	file ce file E:\Document: AS4801_AUD	S4801 AUDIT.do	Browse	All Files (* Open	*)	Cancel			
	Supplier Pro Add or Repla File: * File Name: Description:	file ce file E:\Document: [AS4801_AUD] [AS4801_AUD]	54801 AUDIT.dc	Browse	AllFiles (* Open	*)	Cancel			
	Supplier Pro Add or Repla File: * File Name: Description:	File name A	S4801 AUDIT.dc	Browse	AllFiles (* Open	*)	Cancel			
l require	Supplier Pro Add or Repla File: * File Name: Description:	file ce file E:Document [AS4801_AUD [AS4801_AUD]	s¥801 AUDIT.dc	Browse	All Files (' Open	*)	Cancel			
I require	Supplier Pro Add or Repla File: * File Name: Description: d documents	file ce file E:Document AS4801_AUC AS4801_AUC	54801 AUDIT.dc	Browse	All Files (* Open	Add	Cancel			
I require upload ree Attachment	Supplier Pro Add or Repla File: * File Name: Description: d documents puired set of docum Replace Attachment	File name 2 file ce file E:\Document AS4801_AUC AS4801_AUC AS4801_AUC AS4801_AUC	54801 AUDIT.dc	Browse achment' b	AllFiles (* Open	Add	Cancel			
I require upload rea Attachment MPANY PRI	Supplier Pro Add or Repla File: * File Name: Description: d documents uired set of docum Replace Attachment	File name 2	94801 AUDIT.dc	Browse	All Files (* Open	Add	Cancel		A	
d require upload reru Xttachment I Name WEANY PRIMA	Supplier Pro Add or Repla File: * File Name: Description: d documents uired set of docum Replace Attachment	File name 2	54801 AUDIT.dc	Browse achment' b Description COMPANY R	All Files (* Open	Add Date 08.1	Cancel Cancel			
I require upload ree Attachment Name WEANY PRESS AUDIT	Supplier Pro Add or Repla File: * File Name: Description: d documents puired set of docum Replace Attachment	File name 2	sVAS4801 / [Browse achment' b Description COMPANY F AS4801 AUE	All Files (* Open	Add	Cancel Cancel Cancel 2 2017 2 2017			
I require upload rer Xatachmant I Name MFANY PR 1401 AUDIT	Supplier Pro Add or Repla File: * File Name: Description: d documents puired set of docum	File name /	54801 AUDIT.dc	Browse	All Files (* Open	Add Data	Cancel			
I require upload require Name MEANY PR MEANY PR MEANY PR	Supplier Pro Add or Repla File: * File Name: Description: d documents utired set of docum Replace Attachment	File name 2	s4801 AUDIT de	achment' b Company transfer	All Files (* Open	Add Data	Cancel			
I require upload recuire HEANY PR BEANY	Supplier Pro Add or Repla File: * File Name: Description: d documents ulired set of docum Replace Attachment XEILS	File name 2	s4801 AUDIT.dc	Browse	All Files (* Open	Add	Cancel			
I require Attachment Name MEANY PROVIDE AUDIT	Supplier Pro Add or Repla File: * File Name: Description: d documents utired set of docum Replace Attachment DEULS	File name 2	sAS4801 AUDIT de	Browse	All Files (* Open	Add 06.1	Cancel Ca			
d require upload ret Attachment Name 4801 AUDIT	Supplier Pro Add or Repla File: * File Name: Description: d documents utired set of docum Replace Attachment DEULE	File name 2	sVAS4801 / [iVAS4801 / [iIT iT g the 'Add Att to provide the	Browse	All Files (* Open	Add 08.1	Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel			
I require upload ret Attachment Name MEANY PRAY PRAY PRAY PRAY PRAY PRAY PRAY PRAY	Supplier Pro Add or Repla File: * File Name: Description: d documents pulred set of docum Replace Attachment Perus	File name 2	sAS4801 AUDIT de	Browse	All Files (* Open utton. PROFILE its listed below. Template URL	Add	Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel			
I require Attachment Name MEANY PRAY Edd docum n your pre- e AJUDT	Supplier Pro Add or Repla File: * File Name: Description: d documents ulired set of docum Replace Attachment VPLLE	rile name 2	sVAS4801 / [sVAS4801 / [iT g the 'Add Att to provide the	Browse	All Files (* Open	Add	Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel			
d require Attachment Name Stori AUDIT attachment Name Attachment Stori AUDIT attachment Stori AUDIT attachment Stori AUDIT CERTIFICA AUDIT CERTIFICA	Supplier Pro Add or Repla File: * File Name: Description: d documents quired set of docum Replace Attachment VPILE	rile name 2	sAS4801 / [Browse	All Files (* Open	Add	Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel			
d require upload recar Attachment Name Seloi AUDIT a sour pre e a AUDIT CERTIFICA AUDIT CERTIFICA UNIT	Supplier Pro Add or Repla File: * File Name: Description: d documents ulired set of docum Replace Attachment XEILS Net Set Set Set Set Set Set Set Set Set S	rile name 2	sASS4801 / [Browse Browse achment' b Desorption ComPany ta	All Files (* Open	Add	Cancel Cancel Cancel Cancel Cancel Cancel Cancel			
I require upload reret Attachment Name Attachment Name Attachment Attachment Attachment Aubit CERTIFICA CERTIFICA Aubit CERTIFICA SAFETY_I V_PROFILE SETTONNAI	Supplier Pro Add or Repla File: File: File: File: File: Replace Attachment Virous selections y TE E E E E E E E E E E E E E E E E E	File name /	sVAS4801 / [Browse Browse achment' b Desorption CouPary I Addit Aut	All Files (* Open	Add	Cancel Cancel Cancel Cancel Cancel Cancel			
d require Attachment Name 4601 AUDIT 4601 AUDIT 4601 AUDIT 4801 AU	Supplier Pro Add or Repla File: File: File: File: Replace Attachment Papiace Attachment P	File name: A	sVAS4801 / [iTT TT g the 'Add Att to provide the	Browse	All Files (* Open Open utton. PROFILE ort ts listed below. Template URL	Add	Cancel			
d required Attachment Attachment Name edd docurr n your proc edd docurr sector Sector	Supplier Pro	File name 2	sVAS4801 / [aVAS4801 / [IT g the 'Add Att to provide the	Browse	All Files (* Open Open utton. Int Int ts listed below. Template URL Tamplate Tamplate Tamplate	Add Datt	Cancel			
d required Attachment Attachment Reactor Part Attachment Reactor Part Autor Certrifict Autor Certrifict Certri	Supplier Pro Add or Repla File: File: File: File: Comparison Compa	File name 2	sVAS4801 / [iT g the 'Add Atta to provide the	Browse	All Files (* Open Open All Files (* Open open translate Iamolate Iamolate Iamolate	Add Datte	Cancel			
d require Attachment Attachment Name Attachment Name Autor Certificat SAFETY_E ESTIONNAIT Required Attachment Name	Supplier Pro Add or Repla File: File Name: Description: d documents unred set of docum Replace Attachment vious selections yu re E Vious selections yu re E d documents unred set of docum Replace Attachment Replace Attachment	File name 2	sVAS4801 / [iT g the 'Add Atta to provide the	Browse	All Files (* Open Open All Files (* Open Open Itime Intro Intro Intro Intro Intro	Add Datte	Cancel			
d require Attachment Attachment Name Attachment Name Autor Certricat Certricat Certricat Certricat Sector Paorle Esstonnai required Resource Internet Resource Resour	Supplier Pro Add or Repla File: * File Name: Description: d documents utired set of docum Replace Attachment vious selections yu re E Surrey attachment wired set of docum Replace Attachment E Utired set of documents	File name 2	sAS4801 AUDIT de	Browse	All Files (* Open Open All Files (* Open Open State of the open Stateof the open Stateof the open Stateof the ope	Add Datt	Cancel Ca			
d require Attachment Attachment Name edd docur n your pro- e e Aubit centricAt sercry_p sercr	Supplier Pro	File name 2	sAS4801 AUDIT.dc	Browse	All Files (* Open Open All Files (* Open Open State of the open Stateof the open Stateof the open Stateof the ope	Add 08.1	Cancel Ca	■		
d require Attachment Attachment a Name Additional an your pro- additional additionadditional additi	Supplier Pro Add or Repla File: File	File name 2	sVAS4801 / [iT iT g the 'Add Atta to provide the b provide the c asked Atta C C MPANY F AS4801 AUD AS4801 AUD AS480	Browse	All Files (" Open Open Open Itis tell Intro Int	Add Datt	Cancel Ca			
d require upload ret Attachment Attachment 4001 AUDIT ed docurr an your pro- se AUDIT CERTIFICAT CE	Supplier Pro Add or Repla File: File: File: File: File: Particle Name: Description: d documents pured set of docum Replace Attachment vious selections yr re e tit d documents File: Elecate	File name / /	sVAS4801 / [iT iT g the 'Add Atta to provide the company F As400 Atta As400 Atta As400 Atta As400 Atta	Browse	All Files (" Open Open open utton. Is listed below. Template URL Iamaiata	Add Datte	Cancel Ca			





Supplier Portal – Quick Reference Sheet



Submit HSE requalification

The final step is to add any comments if required and submit the application.

- 25. Add any **notes or comments** in support of your application.
- 26. Click Submit for Requalification.

A **Success** message appears.

In the Supplier profile, only the HSE Status will change to **SUBMITTED**.

Once the application has been assessed, the other details will be updated.

	ADD ANY FURTHER COMMENTS TO SUPPORT THE APPLICATION
Supplier Note:	
as Consultant	- office based do not require pre-qualification. For more information please visit the supplier portal page on our

Z Data successfully submitted for Re-Qualification

MB ENGINEERING PTY LTD		Supplier No:	57329	
		ABN:	770044444402	
reet Address	PO Box Address			
7 VIRGINIA STREET		Phone:	08 9420 3726	
ORLEY		Fax:	08 9420 2727	
A		Email:	sales@DMB.com	
)62				
istralia				
stralian Bank Details				
D Max				
B NO: 033026	Account No: 3776554 Account	Holder: DMB ENGINEERING PTY	LTD	
033026	Account No: 3776654 Account	Holder: DMB ENGINEERING PTY	LTD	
033026	Account No: 3776654 Account	Holder: DMB ENGINEERING PTY	LTD]
SE Details	Account No: 3776654 Account	Holder: DMB ENGINEERING PTY	LTD]
SE Details	Account No: 3776654 Account	Holder: DMB ENGINEERING PTY	LTD]
E Details	Account No: 3776654 Account HSE Tier: 01 So	Holder: DHB ENGINEERING PTY		1
E Details EE Status: SUBMITTED SE Grade: A	Account No: 3776554 Account HSE Tier: 01 So HSE Expiry Date: 25.03.2018	Holder: DMB ENGINEERING PTY ore: 0.000 Review / Submit Re-qual	fication	I
E Details SE Status: SUBMITTED SE Grade: A	Account No: 3776654 Account HSE Ter: 01 So HSE Explry Date: 25 03 2018	Holder: DMB ENGINEERING PTY ore: 0.000 Review / Submit Re-quai	fication]
E Details SE Status: SUBMITTED SE Grade: A Users Capability	Account No: 3776634 Account HSE Ter: 01 So HSE Expiry Date: 25 03 2018 Document User Management	Holder: DMB ENGINEERING PTY ore: 0.000 Review / Submit Re-qual	fication	
HE Details SE Status SUBMITTED SE Grade: A Users Capability Name	Account No: 3776534 Account HSE Ter: 01 So HSE Expiry Date: 25:03.2018 Document / User Management Email	Holder: DMB ENGINEERING PTY ore: 0.000 Review / Submit Re-qual Phone	fication User ID	
E Details E Details E Status SUBMITTED E Grade: A Users Capability Name Mex Binedd	Account No: 3775634 Account HSE Ter: 01 So HSE Expiny Date: 32.503.2038 Document User Management Email Arc: brack3DBM.com	Holder: DMB ENGINEERING PTY ore: 0.000 Review / Submit Re-qual Phone c8 4420 7510	fication User ID ABINNO01	
IE Details SE Status: SUBMITTED SE Grade: A Users Capability Name Arx Binedd Matt Bond	Account No: 3776534 Account HSE Ter: 01 So HSE Expiry Date: 25.03.2018 Document User Management Email Acc. Dred030DH.com Hott. Bred03DH.com	Hoder: DHB ENGDIEERING PTY ore: 0.000 Review / Submit Re-qual Phone 68 9420 7510 08 9420 7510	fication User ID ABINIOCI MICHIOCO	
E Details E Details E Status E St	Account No: 3776534 Account HSE Ter: 01 So HSE Expiry Date: 35.03.2015 Document User Management Email Acc. Br-edSB ObH com Matt. Bord SDM com Helt. Bord SDM com	Holder: DHB ENGINEERING PTY ore: 0.000 Review / Submit Re-quality Phone 06 9420 7510 06 9420 7520 06 9420 7520 06 9420 7520 06 9420 7520	fraition User ID ABINHOOI HEARHOOI HEARHOOI	
SE Details SE Status: SUBMITTED SE Grade: A Users Capability Name Alex Binedd Matt Bond Hother Ray	Account No: 3775634 Account HSE Ter: 01 So HSE Expiry Date: 35 03 2018 Document User Management Email Acte: DrasdS DBM.com Hat.Bond & DBM.com	Holder: DHB BYGDYEERDIG PTY ore: 0 0000 Review / Submit Re-quait Phone 05 9420 7910 05 9420 7910 05 9420 7910	floation User ID ABINKO01 HB/ND001 HB/ND001	
HE Details SE Status SE Status SE Status SE Grade Ass Bindd Hatt Bond Hotter Ray Long Data Data	Account No: 3776534 Account HSE Ter: 01 So HSE Expiry Date: 25.03.2013 Document User Management Email Are: fbredd DBM.com Hat: bbredd DBM.com Hat: bbredd DBM.com	MoBer: DMB ENGINEERING PTY ore: 0.000 Review / Submit Re-qualities Phone 06 9420 7501 06 9420 7504 06 9420 7507	Toation Keation User ID AQUIVIOSI HBANCOSI HBANCOSI HBANCOSI	
RE Details IE Details IE Status, EUEMITTED SE Grade: A Users (Capability Name Are: Simod Hatt Bond Holmer Ray Deteils Contact Person	Account No: 3775534 Account HSE Ter: 01 So HSE Expiry Date: 32.503.2038 Document User Management Email Met: Benail SOEM.com Matt. Bond 900M.com Homer.Ray 900M.com	Holder: DHB ENGDIEERING PTY ove: 0.000 Review / Submit Re-qual Phone 08 9420 7901 08 9420 7904 08 9420 7904 08 9420 7907	freation User ID ABINNOG1 HB/NDOG1 R&/VOG1	

Submit requested further information documents

Additional information may be requested by HSE prequalification assessors. These documents need to be added to a zip file to enable uploading.

Further Information requested

27. Create a zip file with all the requested documents including the company profile.

Warning: The company profile document must be included in the zip file.

- 28. In the **Upload required documents**, click next to the current company profile.
- 29. Click Replace Attachment.
- The **Supplier Profile** window appears.
- 30. Type the description **Further Information**.
- 31. Click Browse.



Supplier Prof	ile		
Add or Replac	e file		
File: * File Name: Description:	COMPANY_PROFIL	Browse	
			Add Cancel



Supplier Portal – Quick Reference Sheet

- 32. Locate and select the **Zip** file.
- 33. Click Open.



The zip file displays in the **File** field. 34. Click **Add**.

- DVD RV File nar	/ Drive (D:) ne:	.	✓ All Files (* Oper	*) Cancel
Supplier Pro	file			
File: * File Name: Description:	E:\Desktop\HSE.zij COMPANY_PROF FURTHER INFOR	Browse		
				Add Cancel

Note: Selecting the file name will display the contents.

- 35. In **Supplier Note:** at the bottom of the page, list what documents have been included, e.g.:
- Company profile (mandatory).
- JSEA.
- Chemical register.
- Risk register.

36. Click Submit for Re-qualification.

Upload required documents	A Folder name: COMPANY, PROFILE	All Files All Files All Files All Files Contained	All Instant What to Ba Messaging Share WinZip Dyness
Please upload required set of documents by clicking the Add Attachment Replace Attachment File Name Asteol CERTIFICATE HSE QUESTIONNAIRE HEALTH SAFETY ENVIRONMENT MANAGEMENT PLAN COMMENT UPERVE	Files > Recent Zip Files Image: Conserver Recent Larp Image: Conserver Recent Larp Image: Conserver Recent Larp Image: Conserver Recent Larp Desire Image: Conserver Recent Larp Account Image: Conserver Larp Account	COMPANY_PR Commission register sales Company_Periode occ Company_P	Actions Unity All Files Unity All File
COMPANY_PROFILE	FURTHER INFORMATIO	DN	10.01.2018

DOCUMENTS INCLUDED: COMPANY PROFILE; JSEA; CHEMICAL REGISTER AND RISK REGISTER
Supplier Note:

Submit for Re-qualification

