

BHP Global Contract Management Systems (GCMS) Supplier Guide Work Instructions

Intent and Description

This Work Instruction details Supplier(s) action in BHP's Global Contract Management System

Audience

Supplier(s).

Document Control

VERSION	REVISION DATE (DD/MM/YYYY)	DESCRIPTION
1.0	8/12/2017	Supplier Guide
1.1	15/08/2018	Addition of 2 Factor Authentication and eAuction
2.0	23/07/2020	Registering in BHP Supplier Portal, Entering Supplier Information and Update Supplier Profile Information

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1. Frequently Asked Questions

Refer to the BHP GCMS Frequently Asked Questions here.

2. Logging onto the BHP Supplier Portal (GCMS)

Please Note: A phased approach is being undertaken to register suppliers in the BHP Supplier Portal (GCMS). Therefore, your Organisation may not receive an email invitation to register yet. If this is the case, an email invitation will be send in the near future. Your patience is appreciated.





of the bhp.com

BHP

3. Select the Global Contract Management System tile. Click Log In.

Supplying to BHP



- 4. The BHP Supplier Portal (GCMS) log in page will then display.
- 5. Enter your log in details.
- 6. Save the log in page as a favourite for future reference





d for business-related purposes. BHP may also request sensitive information BHP to record this information, please do not provide it to us. If you do, yo

3. Registering in the BHP Supplier Portal (GCMS)

ear Valued RHP Supplie

- Open the email invitation sent from our BHP Supplier Portal (GCMS) system.
- Note your log in credentials at the bottom of the email and click the link to be taken to the BHP Supplier Portal (GCMS) log in page.

Username: roger.sugranesnat@bhp.com12
Password : 2572773322
Allow at least 30 minutes to complete your registration and ensure you have the following:
Company information including contact and banking details
 Signed letterhead in PDF format including organisation name, business address, telephone number and tax number
 Proof of bank account in the form of a bank statement, deposit slip or a voided cheque dated within the last 12 months
 Supporting documents for diversity categories, if applicable
For help guides and to learn more about GCMS, visit https://www.bhp.com/info/supplying-to-bhp
Personal information In completing the BHP Registration Profile activation process, you may be asked to provide personal information. BHP will only process such personal information where we have a legal basis for doing intaliating to you reve employees in order to inform and support our corporate sustainability, divently and inclusion initiatives. This information will be collected on a valuatary basis only. If you do no confirm that you have the requisite consent of the individual data to do so. For more information no how BHP will collect, use and manage personal information, please see the BHP Privacy Policy.
This is an automated message. Please do not reply as this mailbox is not monitored.

- **3.** Enter your log in details.
- 4. Save the log in page as a favourite for future

Welcome to the BHP	Global Contract Management System
User login Username Password Enter	BHP GCMS Supplier Support

 For first time login, please follow the steps to register for 2-Factor (2FA) Authentication

2nd Factor Authentication (2FA)

For security reasons, we require verification of your account before you can log into BHP's Global Contract Management System (GCMS).

Please check your email for the validation code and enter it below. For technical support, email customersupport@bravosolution.com

Validation Code

6. You will receive a new email with the Validation Code

Dear User,

Your validation code is: 164038

Enter the code at the link below to access your GCMS account: https://supplierportal-qas.bhp.com



✓ Submit

7. Enter the code and select Submit

2nd Factor Authentication (2FA)

For security reasons, we requ Contract Management Syste	ire verification of your account before you can log into BHP's Global m (GCMS).
Please check your email for t customersupport@bravosolu	he validation code and enter it below. For technical support, email ttion.com
Validation Code	

8. Confirm your new password.

Please	enter a new f	rity you are required Password in the field	to change your Passw ds below, and click "Sul	ord. bmit" to continue.	
Passw Passw (i) The ne Warnii the fol	ords must cont ord must be dif w password m ng! Your passw lowing special o	ain at least 8 charact ferent from login! ust be different from t ord must contain bott :haracters: \!£\$%&/():	ers the previous 6 passwords n alphabetic and numeric =?″€[]#@,::><*+	; characters, and must con	tain at least one of
New Passw Confirm Pa	vord				



- Complete all fields as required. All mandatory (*) questions must be answered, to ensure the GCMS profile is 100% completed and the Vendor Master team notified to review the profile.
- **10.** To ensure a smooth Registration Profile activation process, please ensure that you have the following documents and information ready:
 - Evidence of incorporation & registration documentation (legal document relating to the formation of a company or corporation. It is a license to form a corporation issued by state government or, in some jurisdictions, by nongovernmental entity/corporation.) Please download template in GCMS for reference.
 - General company information (company details, contacts, banking details).
 - Bank Supporting (Bank certificate/ letter must be issued by the bank itself, bank statement, copy of voided cheque or deposit slip. The bank certificate / letter / statement must dated within the last twelve months to support banking details). Please download template in GCMS for reference.
 - Supporting documents for Further Information.
 - Details of the organisation's Inclusion and Diversity programs, if applicable.
 - Country in the Organisation Details must reflect the same country in the Country of Incorporation in the basic profile to reflect as the entity that should be register in GCMS.

Registration Data	
Registration Data	Basic Profile Forms
Organisation Details	
Trading (and Legal) Company Name - Please enter in capital letters if the name is in English/Spanish	Peppler's Pipes
Street Name / House Number	
Street Address Line 2 (For descriptions such as Level, Floor and/or Unit)	
City	
District/County	
Country	SINGAPORE
State/Region	🗸
Post Code	
PO Box	
Organisation Phone Number	
Supplier Company Registration Number / Tax number	
DUNS Number	
Web site	
SAP Vendor ID	





- **11.** When the registration is complete you will receive the following confirmation message.
- Refer to Section 3, below to grant additional people in your organisation access to the BHP Supplier Portal (GCMS).



Personal Information

Please note that in completing the BHP Registration Profile activation process, you may be asked to provide personal information. BHP will only collect and process such personal information where we have a legal basis for doing so and for business-related purposes, including negotiating, concluding and performing contracts, conducting clearance procedures, managing accounts and records, communicating with you and third party contacts, supporting corporate social responsibility activities and complying with our legal and regulatory obligations.

BHP may also request certain sensitive information relating to your or your employees' racial or ethnic origin, health, sexual orientation or similar information in order to inform and support our corporate sustainability, diversity and inclusion initiatives. Please note that this information will be collected on a voluntary basis only. If you do not wish BHP to record this information, please do not provide it to us. If you do provide it, you confirm that you have the appropriate consent of the individual data subject to whom the data relates to do so.

For more information on how BHP will collect, use and manage personal information, please see the <u>BHP</u> <u>Privacy</u> <u>Policy</u>.



4. Grant access to additional people in your Organisation (Sub-Users)



2. Click Create.

1. Navigate to User

Users \rightarrow Users.

a	Users User Roles Divisions	
		Create •••
5	Filter By. All Users Enter Filter (type to start search)	
	O No Users to display	
	~ COPYRIGHT 2000 - 2017 BRAVOSOLUTION ~	^ To



3. Complete the Sub-user details and click **Save**.

New User			
			Save X Cancel
User Details			
★ Last Name	Sub User	.	
∗ First Name	Sub User	< 	
User Tag for Codes			
∗ Email	h.elhassan@bravosolution.com		
∗ Regional Role	Sydney		
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.			
* Division Name	Division V		
Department			

- 4. The Sub-User has now been created.
- 5. Click View User Rights, the user rights determine what the sub-user can do in the system on behalf of your Organisation.
- 6. To modify the user rights, click Edit. The table below explains the user's rights.

Here Back to List	
New User	
	View User Rights
Sub User Sub User has been registered as a new User. The login details have been sent via email to the following email address The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant ac currently has no access to Objects by default.	: h.elhassan@bravosolution.com cess to Objects. The account

Here Back to List		Edit	Request Password Reset
User: Sub Use Division: Division	r Sub User		
Details			
User Details User Rights			
Auctions			C Edit Auction Rights
Visibility of Auction Lists	No		
Access Auction Details	No		
Access to Auction Monitor	No		
Participate	No		
Contact Visible to Buyer	No		
Manage Messages	No		



Auctions			
Visibility of Auction Lists	Allows the sub-user to see the List of Auctions		
Access Auction Details	Allows the sub-user to see the Auctions details		
Access to Auction Monitor	Allows the sub-user to access the Auction monitor		
Participate	Allows the sub-user to enter values into the live Auction		
Contact Visible to Buyer	Allows the buyer to see and contact the sub-user		
Manage Messages	Allows the sub-user to manage the Auction messaging area		
RFx			
Visibility of RFx Lists	Allows the sub-user to see the List of RFx		
Access RFx Details	Allows the sub-user to see the RFx details		
Create Response	Allows the sub-user to create a response to an RFx		
Modify Before Publishing	Allows the sub-user to modify the RFx inputs before publishing		
Modify and Submit	Allows the sub-user to modify and Submit the RFx response		
Contact Visible to Buyer	Allows the buyer to see and contact the sub-user		
Messages Management	Allows the sub-user to manage the RFx messaging area		
View Sensitive Data (including; attachments, response, pricing etc.)	Allows the sub-user to access the RFx sensitive data		
User Management			
Manage Users and Roles	Allows the sub-user to manage sub sub-users and roles		
Manage Users, Roles, Users Lists and Divisions	Allows the sub-user to manage sub sub-users and roles (In the sub- user Lists and Divisions level)		
Supplier Management			
Access Supplier Management	Allows the sub-user to access the supplier management area		
File Sharing			
Access To Directories	Allows the sub-user to access the file sharing directories		
Contract Management			
Access Contract Details	Allows the sub-user to access the contract details		
Manage Messages	Allows the sub-user to manage the contract messaging area		
Contact Visible to Buyer	Allows the buyer to see and contact the sub-user		
Supplier Performance			
Access Scorecard Results	Allows the sub-user to access the scorecard results		
Development Actions			
Create Action	Allows the sub-user to create a development action		
View Actions	Allows the sub-user to view development actions		
Assass Astism Dataila			



Contact Selectable as Action Owner	Allows the sub-user to be the selectable contact as action owner
Manage Messages	Allows the sub-user to manage the development action messaging area

- 7. After the user rights are completed, click Save.
- X Cancel Auctions Visibility of Auction ~ No Lists ~ Access Auction Details No ~ * Access to Auction No Monitor ~ Participate No Contact Visible to No 🗸 Buyer ~ Manage Messages No RFx Visibility of RFx Lists ~ No \checkmark Access RFx Details No
- 8. The Sub-User will receive an email notification with their log in details.

S To	Tue 12/5/2017 3:29 PM supplierportal@bravosolution.com Welcome to the BHP Supplier Management Portal. BHP Billiton Strategic Sourcing Platform
Dear Sub Us Welcome to	er Sub User, the BHP Supplier Management Portal BHP Billiton Strategic Sourcing Platform
Your User N	ame is:
Your Passwo	ord is:
To log in to y enter your L	your account to access the functions associated with the BHP Supplier Management Portal, please click the following link and Jsername and Password <u>https://supplierportal-gas.bhpbilliton.com</u>



5. Adjusting your Language, Time and Date User settings

- 1. Log into the BHP Supplier Portal (GCMS) by entering your log in details.
- 2. Navigate to the top righthand side, click the Face icon \rightarrow User Profile.
- **3.** To edit the representative details, click Edit.

4. Edit the preferred language, time zone and click Save.

		User Profile	
Contracts in otiation	. 🗆 .	My RFIs with Pending . Responses	
lo Contracts to display		(i) No RFIs to display	
My Running Surv	eys –	My RFQs with	
User: Vendor	Representativ	e	
Key Representative	e Details		Edit
Title			
nue			
First Name	Vendor		
First Name Last Name	Vendor Representative		

English

 Preferred language for use in system interface 	English (UK)	
* Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne	~
 Username (this should be the user's email address) 	bhp.test	

User: Vend	or Representative			
Kau Banna antat	us Defeile		Save	× Cancel
Title	🗸			
∗ First Name	Vendor			
∗ Last Name	Representative			

5. To edit the User Preferences from the User Preferences section, click Edit.

User Preferences	
Number Format	123,458,789
Date Format	31/01/2017 (dd/MM/yyyy)
Time Format	13:45 (HH:mm)
First Day of the Week	Mon
Week End Days	Saturday/Sunday



6. Update the details and click Save.

User: Vendor F	User: Vendor Representative				
		Save X Cancel			
User Preferences					
* Number Format	123,456.789 🗸				
★ Date Format	31/01/2017 (dd/MM/yyyy)				
∗ Time Format	13:45 (HH:mm)				
★ First Day of the Week	Mon				
∗ Week End Days	Saturday/Sunday 🗸				

7. Logout and log back in to observe the changes.

 ← Back	
	Logout
▲ To apply the User Preference changes, please logout and login using your Username and Password.	



6. Update Supplier Profile information

- 1. Log into the BHP Supplier Portal (GCMS) using your user name and password.
- Navigate to the path My Organisation → Organisation Profile → Basic Profile.

15:28 ASEAN Common Time 合 BHP \square 39 Main Dashboard 1 My Organisation Organisation Profile Organisation Profile Þ Registration Data My Categories History of Ch Basic Profile Basic Profile Assessments Þ 1 Scorecards Extended Profile **Development Actions** Status Summary 1 INO SCOLECALOS TO DISPLAY

3. From the list of forms displayed, click the form which needs to be updated click Edit. (Different set of questions/sections will be given. based on the selected country, organization type, number of bank accounts, etc.)





Basic Profile D	Details: General Information	
< >		Ed
General Information	tion	
Entity Name	Enter Entity Name (If Different From Trading Name)	

4. Complete the form and click **Save and Continue** to navigate to the next form.

 When you have updated all relevant information, click Back to List.

Basic Profile	Details: Bai	nk Details 1			
				Save and Continue	X Cancel
Bank Details					
			Bank Bank		¢
Bank Name	✤ Enter Your Bar	nk Name	*		
			Characters available 19	991	
Deels Dropek	• Enter Veur Der	sk Dran ek	Bank Branch		\Diamond
Bank Branch	* Enter Your Bar	ik Branch	Characters available 1	989	
Here Back to List					
Basic Profile	Details: Ackn	owledgements			
Dasie i Tollie	Details. Ackin	owiedgements			
< >					
Acknowledgem	ients				
Our Charter values and Conduct	d Our Code of	* I acknowledge that my organisation (where ap	oplicable) and I are expected t	to read, understand and adher	e to the BHP's
Commence Working B Order	lefore Purchase	* I acknowledge and agree not to provide any g	oods and/or services to BHP	until I have received a Purcha	se Order
Zero Tolerance Requir	rement	* Does your organisation comply with the BHP	Zero Tolerance Compliance F	Requirements. Checking 'Yes'	indicates you c
Zero Tolerance Attach	ment	If you answered 'No' to the Zero Tolerance requi	rement, please attach your po	olicy or provide an explanation	
Zero Tolerance Explan	nation	If you answered "No" to the Zero Tolerance Req	uirement and have not attach	ed your policy, please provide	an explanation
Questionnaire Correct	Response	★ I hereby confirm that the responses given in the conformance by audit	nis questionnaire are correct a	and accurately reflect our curre	ent organisatior
Pending Litigation		* Is your organisation currently involved in any a	active or pending litigation tha	at would prevent you from prov	iding goods or
Pending Litigation - De	etails	If you answered 'Yes' to the above Pending Litig	ation question, please descrit	pe and provide pertinent detail	S.

BHP

6. Ensure all mandatory information is completed.

Registration Data	History of Changes	Basic Profile	Extende
wial -		Supplier Dat	ta Status
The		Mandatory	Optional
没 (H) General In	formation	<u> </u>	20%
没 W8 Informatio	on	<u></u>	
没 Bank Details 1		<u> </u>	0%
没 Intermediary E	3ank 1	0	0%
没 Bank Details 2	2	0	0%
没 Intermediary E	3ank 2	0	0%
Anti-Corruption		0	0%
没 (H) Sanction F	Form	0	33%



7. Responding to a Request for Tender/Quote/Information

 Log into the BHP Supplier Portal (GCMS) using your user name and password Welcome to the BHP Billiton Supplier Management Portal
User login
Userame
Password
Enter

- 2. Navigate to the BHP Supplier Portal (GCMS) **Dashboard** (the main page).
- 3. For Tenders/RFQ's Navigate to the My RFQ's with pending responses section.

For RFI's - Navigate to the My RFI's with pending responses section.

Alternatively you can navigate to the RFQ/RFI section through the main menu.



I My RFQs with Pending Responses				
	RFQ Title	Buyer Organisation	RFQ Closing Date/Time	Respon Status
	Goods and Service Petroleum - TTT_271117	BHP	28/11/2017 20:00	Respons To Be Submitte To Buye

BHP							
÷	Menu						
	Dashboard						
\$	Sourcing >	Projects	>				
at the	My Organisation	RFIs	>				
<u></u>	ing organisation	RFQs	\rightarrow				
	File Sharing	Auctions	>				
	Llear Managamont	Contracts	>				
	User management	Idard Sourcing Project Template - AV					



4. Select the RFQ/RFI you would like to respond to.

	would like to respond to.		My RFQ	s with Pending	g Responses		
			RFQ Title	Buyer Organisation	RFQ Closing Date/Time	Response Status	
			RFQ - DP	BHP	28/12/2017 18:00	No Response Prepared	
5.	You may be asked to view	Accept	Contract				
	and accept Tender Terms and Conditions, before proceeding to view the RFQ/RFI.	1 INTERPRE 1.1 In these (a) Compan (b) Compan (c) Compan by those doc (d) Contract (e) Contract	TATION Tender Conditions y is the BHP Billito y Representative y-Supplied Inform uments; means the contrat Obligations mean	(unless the context otherwise requi n entity or Business referred to in the means the person nominated as su ation means information (whether it to be entered into between the C is the obligations that the successf	res); te Invitation to Tender; tch in the Invitation to Tender, or such written, oral, electronic or in any other ompany and the successful Tenderer 1 Tenderer (if any) is required to carry	TENDER TERMS AND CONDITION other person that the Company may subsequently form) provided or made available by or on behalf or as a consequence of this Tender process; out under and in respect of the Contract;	S nominate f the Con
		(f) Invitation (g) Site mea (h) Tender n (i) Tender D (k) Tender S 1.2 In these (a) a referen (b) a referen (c) where a v	to Tender means ns the premises of teans the Tender th is the Company will occuments means is ubmission Date in Tender Conditions ce to these Tender ce to 'including', 'in word or an express read and agree	the document designated as such the Company where the Tendered at the Tenderer submits to the Cor kich has been invited to submit a Te hase Tender Conditions, the invitat neans the date referred to as such (unless the context otherwise requi Conditions means these Tender Co- Ludes' or include' must be read as on is defined, any other part of spe the to the User Agreement	which has been issued to the Tenderer goods are to be delivered together will ngary in response to the Invitation to onder; ion to Tender and each of the docume in the Invitation to Tender. res): onditions as amended or supplemente if it is followed by '(without limitation)' tech or grammatical form of that word t	r manually or electronically in conjunction with the th the premises where the Tendered work is to be p Finder and which is comprised of the documents sy ents named as Tender Documents in the Invitation t of a accordance with clause 9.1; or expression has a corresponding meaning;	dher Ten srformed secfied i 5 Tender
		0	l agree	I do not a	agree		
6.	Navigate to the Settings tab to view the RFX/RFI details.	▼ RI Pro Clo Res	=Q:rfq ject: projec sing Date: 2	_193 - RFQ tt_885 - Contract Un 28/12/2017 18:00:00 tt Submitted On: Not	- DP der \$2M Project Templ	late	
		RFQ	Details	Messages (Unrea	d 0)		
7.	Specifically take note of the REQ/REL closing date and	Setting	s Buyer A	ttachments (0) My	Response User Rig	hts	
	time.	Date &	Time Inform	nation			
		Options Sealed (p	for Viewing R arallel opening)	esponses		RFx Clarification Que	stion Deadline - Date
		Closing - 28/12/201	- Date 7 18:00:00				
8.	Navigate to the Buyer Attachments tab to view the RFX/RFI attachments.	▼ RI Pro Clo Res	=Q: rfq ject: projec sing Date: 2 sponse Las	193 - RFQ et_885 - Contract Un 28/12/2017 18:00:00 : Submitted On: Not	- DP der \$2M Project Templ	late	
		RFQ	Details	Messages (Unrea	d 0)		

Settings

Buyer Attachments (0)

My Response User Rights



- If you would like another user from your Organisation to participate in the RFQ/RFI response you are able to assign them rights. Navigate to the User Rights tab.
- 10. Click Add if you would like another user from your Organisation to participate in the RFQ/RFI response.

Refer to Section 3 - Provide access to the BHP Supplier Portal (GCMS), to additional people in your Organisation to Sub-Users.

11. Navigate to the **My Response** tab to submit a response to the RFQ/RFI.

Note: to submit RFQ/RFI response clarifications see section 7.

- Choose to accept or decline to respond to the RFQ/RFI, by clicking Create Response or Decline to Respond.
- 13. You will then be taken into the RFQ/RFI.
- There are two ways to enter responses, via excel import or directly into the online RFQ/RFI.

To enter responses via excel import follow steps 15 - 23. (Recommended).

Alternatively, to enter responses directly into the online RFQ/RFI proceed to step 24.

To submit the response, refer to step 27.

▼ RFQ: rfq_193 - RFQ - DP
Project: project_885 - Contract Under \$2M Project Template
Closing Date: 28/12/2017 18:00:00
Response Last Submitted On: Not Submitted Yet
RFQ Details Messages (Unread 0)
Settings Buyer Attachments (0) My Response User Rights

✓ RFQ: rfq_193 - RFQ - DP		m Running
Project: project_885 - Contract Under \$2M Project Template		
Response Last Submitted Un: Not Submitted Yet		
RFQ Details Messages (Unread 0)		
Settings Buyer Attachments (0) My Response User Rights		
		+ Add
Last Name Email	Division Name	Role Name



RFQ: rfq_193 - RFQ - DP Project_project_885 - Contract Under \$2M Project Template Closing Date: 28/12/2017 18:00:00 Response Last Submitted On: Not Submitted Yet		m Running
RFQ Details Messages (Unread 0)		
Settings Buyer Attachments (0) My Response User Rights		
	Create Response	Decline To Respond





15. Click Export/Import Response.

- 16. Click Download.
- 17. The downloaded excel may contain multiple sections (Qualification, Technical, Commercial). The template may have as little as 1 section or as many as 3

Note: please do not add or remove any worksheets, cells, rows or columns from the excel response spreadsheet, or edit any formulae within the spreadsheet as this may cause the import of the spreadsheet to fail.

- 18. Note the color Legend before completing the form.
- 19. Complete all the details in the downloaded excel and **save** the file locally.
- 20. To upload the completed file back into the system, log in to the system and navigate to the RFQ. Click **Choose File** and select the locally saved file.
- 21. Click Import Excel.

I← Back to List		•••
 RFQ: rfq_193 - RFQ - DP Project project_885 - Contract Under \$2M Project Template Closing Date: 28/12/2017 18:00.00 Response Last Submitted On: Not Submitted Yet 		📷 Running
RFQ Details Messages (Unread 0) Settings Buyer Attachments (0) My Response User Rights		
	Submit Response	🖞 Export/Import Response
My Response Summary		
1. Qualification Response Missing mandatory responses (1)		

		Choose The				Dominoud
Curre	ncy:USD-US D	ollər				
1	Technical En	relope				
1.1	Quality					
	Question	Description	Response Type	Response Guide	Response	
1.1.1	Quality Systems Accreditation	Has the Tenderer been assessed and accredited against a recognised Quality Standard?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes	
1.1.2	Quality Systems - Individual Personnel	Describe processes currently implemented for monitoring individual personnel's performance, and how can this information be provided to BHP Billiton	Text	Enter plain text	As per employee KPIs as well as OKRs	
1.1.3	Quality Systems - Legal Action	Has legal action been brought against the Tenderer in the past five (5) years relating to the quality of goods and services supplied?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	No	
1.1.4	Quality Systems - Methodology	Provide a narrative outlining your proposed methodology for performing the work under the	Text	Enter plain text	We will work as per ISO guidelines	
115	Quality Suctome	Provide on overview of your quality	Option List	Salact one of the		

2	2 Commercial Envelope									
2.1	Price List						Single Option List	Text	Text	Т
	ltem Code	Description	Unit of Measurement	Quantity	Unit Price	Price	Item Category	ltem / Vendor Text	Vendor Part Number	Ac Ve Ne
2.1.1	10543374	Valve	"3-Cubic inch	10		0	Goods	Ball Valve	A567231	
2.1.2	10316580	Solenoid Valve	"3-Cubic inch	20		0	Goods	Solenoid Valve	S666781	
2.1.3	10525935	Check Valve	"3-Cubic inch	25		0	Goods	Check Valve	CV951771	
Conti	on Sub Total					0				_

COLOUR LEGEND	
	Response Optional
	Response Mandatory
	Ignored During Import
0	Questionnaire Information
•	





22. If the file is in the correct format the system will display a success message as shown below. Click **OK**.

If the import is unsuccessful re-complete steps 15 to 21, ensuring not to modify the template.

- 23. Click **Save Changes** to save the information uploaded from the excel file.
- 24. To edit the response online, click **Edit Response.**

- 25. Edit the responses accordingly, click **Save** to save your responses.
- 26. Click **Save and Close** when complete. The **Validate Responses** option can also be used to identify any mandatory responses that have not yet been completed.
- 27. When the response is complete and ready to be submitted to BHP, click **Submit Response.**

IS ASEAN Common Time	supplierportal-dev.bhpbilliton.com says:	×
3HP	The file has been imported successfully. Please review and save your Response.	Welcome Smith One
 RFQ: rfq_187 - Goods and Service Petro Project project_60 - CCT Testing Covain Date 2011/2017 20100 	leum - TTT_271117	and Running
Response Last Submitted On: Not Submitted Yet	C.	
EDIT MODE: Imported changes need to be reviewed an	d saved Please wait until page loading is complete Continue page loading in background	
My Response Summary		Save changes X Undo All Changes

E	EDIT MODE: Imported changes need to be reviewed and saved							
			Save changes	K Undo All Changes				
My F	Response Summary							
- 1.	Technical Response (Que	stions: 7)		🕑 Edit Respon				
- 1.1	Quality - Section of Profile 0	Questions						
	Question	Description	Response					
1.1.1	Quality Systems Accreditation	★ Has the Tenderer been assessed and accredited against a recognised Quality Standard?	Yes					
1.1.2	Quality Systems - Individual Personnel	★ Describe processes currently implemented for monitoring individual personnel's performance, and how can this information be provided to BHP Billiton.	As per employee KPIs as we	II as OKRs				
1.1.3	Quality Systems - Legal Action	★ Has legal action been brought against the Tenderer in the past five (5) years relating to the quality of goods and services supplied?	No					
	Quality Systems -	· Devide a second constitution of the second section defines for a sform by the conductive sectors (0)	We will we have a second of a second					

✓ RFQ: rfq_193 - RFQ - DP	m Running
Project: project_885 - Contract Under \$2M Project Template	
Response Last Submitted On: Not Submitted Yet	
Edit Mode	
	Save and Close Save X Cancel
	💕 Validate Response
1. Qualification Response (Questions: 1)	
1.1 HR - Section of Profile Questions	
Question Description	Response
1.1.1 Under 18s * Are any employees or contractors on the site of your Organisation business below 18 year old?	Yes under 18 years of age but employe

Here Back to List		•••
RFQ: rfq_193 - RFQ - Project project_885 - Contract Und Closing Date: 28/12/2017 18:00:00 Response Last Submitted On: Not S	DP r \$2M Project Template ubmitted Yet	Running
RFQ Details Messages (Unread I Settings Buyer Attachments (0 My R)) esponse User Rights	
		Submit Response
My Response Summary		
1. Qualification Response	Missing mandatory responses (1)	



8. Amending Request for Tender/ Quote/ Information after submission

- Post submission of a response to an RFQ/RFI it is still available to be edited up until the closing date.
- To edit a submitted response navigate to the RFQ/RFI section through the main menu.
- 3. Locate the **RFQ/RFI** you wish to amend and select the relevant **RFQ/RFI**

- Edit the Section you want to amend by clicking 'Edit Response' or choose to 'Export/Import your response'. Refer to section 6 on the process to Export/Import your response.
- Once you have edited the sections as required click 'Keep Changes'.

Bŀ	IP	
۵	Menu	
Ω	Dashboard	
*	Sourcing >	Projects
	My Organisation	RFIs A RFQs
	File Sharing	Auctions
<u></u>	User Management	Contracts

BH	IP						Welcome First	Last
â	My RFQs RFQs Op	en to All Suppliers						
<u>چ</u>	Filter By: All RFQs	Enter Filter (type to start search)	¥					
đ	RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	+ Buyer Organisation	Response Status	_
11	1 rfq_549	12	project_1614	m Running	08/02/2018 13:00	BHP	Response Submitted To Buyer	
	2 rfq_507	RFx - Annette Warner - Session 4	project_1546	Closed: Negotiation	18/01/2018 13:07	BHP	Evaluation	

 RFQ: rfq_549 - 12 Project project_1614 - Standard Sourcing Project Template Closing Date: 0602/2016 13:00:00 Response Last Submitted On: 0602/2016 11:41:03 			III Running
Warning: You have 3 unread Buyer Attachment(s).	Please click here to read the file(s) befo	pre submitting your response.	
RFQ Details Messages (Unread 0)			
Settings Buyer Attachments (3) My Response User Rights			
			💭 Export/import Response
My Response Summary			
1. Qualification Response	All questions answered No additional attachments		
2. Technical Response	All questions answered No additional attachments		
3. Commercial Response	Missing optional fields (4) No additional attachments	Total Price (excluding optional sections)	100,000,122
Currency: AUD-Austr. Dollar			
View Response Details			
> 1. Qualification Response (Questions: 5)			C Edit Response
> 1.1 Supplier Sustainability (Supplier Profile) - Section	of Profile Questions		
> 1.2 Additional Attachments Area			
() No Attachments			

¥	RFQ: rfq_549 - 12 Project: project_1614 - Standard Sourcing Closing Date: 08/02/2018 13:00:00 Response Last Submitted On: 08/02/2018	Project Template 11.41.03		*** Running
	Edit Mode			
				Keep Changes X Discard Changes
2. 1	echnical Response (Questions:	3)		
2	1 Organisation (Supplier Profile) - S	ection of Profile Questions		
	Question	Description	Response	
2.1	Organisation Overview - Joint Venture	Is the Respondent in a Joint Venture?	Yes •	



Create

 Once all changes have been made, select
 'Submit Changes'.

✓ RFQ: rfq_549 - 12 Project: project_1614 - Standard Sourcing Proj Closing Date: 06/02/2018 13:00:00 Response Last Submitted On: 06/02/2018 11:41	sct Template.		see Running
Edit Mode: Changes will be saved only	when submitted		Submit Changes X Undo All Changes
My Response Summary			
1. Qualification Response	All questions answered No additional attachments		
2. Technical Response	All questions answered No additional attachments		
3 Commercial Response	Missing optional fields (4) No additional attachments	Total Price (excluding optional sections)	100,000,122
Currency: AUD-Austr. Dollar			
+ View Response Index Only			
 1. Qualification Response (Question) 	is: 5)		😭 Edit Response

9. Sending Message(s) through GCMS

1. To send a message/ RFQ: rfq_193 - RFQ - DP clarification to a BHP Project: project_885 - Contract Under \$2M Project Template Supply Representative Closing Date: 28/12/2017 18:00:00 relating to an RFQ/RFI, Response Last Submitted On: Not Submitted Yet navigate to the RFQ/RFI, click the **Messages** Tab. **RFQ Details** Messages (Unread 0) Settings Buyer Attachments (0) My Response User Rights To send a message to a **BHP** Supply ontract: 9100000000 - Petroleum - Services-RFX-Project84-Min Aus_Contract jet projet, M - Sandard Supply Project Template, 84 [7] One Representative relating to

a contract, navigate to the contract, click the Messages Tab.



2. Click Create Message.

Closing Date: 28/1 Response Last Su	12/2017 18:00:00	
Response Last Su	Ibmitted On: Not Submitted Yet	
RFQ Details	Messages (Unread 0)	

RFQ: rfq_193 - RFQ - DP

3. Complete the message details by filling in the **Subject** and **Message** fields.

4. To send attachments with the message, click **Attachments.**

 RFQ: rfq_193 - RFQ - DP Project: project_885 - Contract Under \$2M Project Template Closing Date: 28/12/2017 18:00:00 Response Last Submitted On: Not Submitted Yet 		m Running
Message	Send Message	Save as Draft X Cancel
Subject	Message	
Attachments		

Project: project_885 - Contract Under \$2M Project Template Closing Date: 28/12/2017 18:00:00	ŧ	
Response Last Submitted On: Not Submitted Yet		
		Send Message Save as Draft 🗙 Car
Message		
Subject	Message	
		~

5. Click Upload New File.



BHP

 Select the file to upload by clicking on Select Files to upload→ click Confirm → Click Save All.

> <u>Note:</u> Multiple attachments can be added.

RFQ: ffq_32 - Petroleum - Services_project_81
 Project_project_griget_81 - Standard Supply Project Template_SAN
 Task Path: Sourcing / RFX / Publish Evaluate and Negotiate RFx
 Closing Date: 17/11/2017 16:15:00

 Path: root
 X Cancel

 Attachments
 Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading.
 The platform allows individual attachments to a manageable size in order to facilitate downloading.
 The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

 File extensions permitted: bmp, db, doc, docx, gif, jff, jpeg, jpg, mai, mp4, pdf, png, ppt, ptx, rar, rff, tif, tiff, tot, xis, xisr, xisr, zip

 Matchments
 Type File Name





7. When the message is ready to be sent click **Send Message.**

Alternatively, you can save you message as a draft by clicking **Save as Draft.**

▼ RFQ: rfq_32 - Petroleum - S Project: project_81 - Standard Supply Project To Task Patris Sourcing / RFX / Publish Evaluate an Closing Date: 17/11/2017 18:15:00	ervices_project_81 emplate_SAN nd Negotiate RFx	3 Qualification Evaluation
Message	[Send Message Save as Draft Cancel
Subject	Message	
Request for pricelist	Message	^
Broadcast Message No		~
Attachments		
Attachment Name	Attachment Description	Comments on Attachment
1 EBDummy_upload.xlsx (7 KB)		
Attachments: 1		
Recipient		
1 Oliver Supplies 🖻		



8. The status of the message can be checked in the **Messages tab**.

Create Message Recei	ved Messages Sent Messages D	raft Messages Forwarded Messages		
				Create
Enter Filter (type to start sear	ch) 😽			
Recipient	Date	Subject	Read by Recipient	Replies

10.Receiving Message(s) through GCMS

- An email notification will be received if there is a message from BHP. Click the link in the email to navigate to the message area and view the message.
- 2. Alternatively to see messages from the BHP Supply Representative from a RFQ/RFI or contract, navigate to the RFQ/RFI or contract and click the **Messages** Tab.

Alternatively to see message from the BHP Supply Representative from a contract navigate to the **Messages** Tab in the Contract.

3. Click the **Received Messages** tab to view the message.

The message can be responded to or forwarded by clicking **Reply** or **Forward.**



✓ RFQ: rfq_193 - RFQ - DP		
Project: project_885 - Contract Under \$2M Project Template		
Closing Date: 28/12/2017 18:00:00		
Response Last Submitted On: Not Submitted Yet		
RFQ Details Messages (Unread 0)		
Settings Buyer Attachments (0) My Response User Rights		





11.Respond to a Master Contract Document Proposal

- 1. When BHP submits the Contract Document to the Supplier for in principle agreement prior to execution the supplier will receive an email notification.
- 2. Click the link in the email to navigate to the Contract Document.
- The Supplier can also locate the Contract Document through the main dashboard under Contracts in Negotiation.
- The supplier will navigate to Contents Management
 Master Document.
- 5. Download the Contract Document proposal by clicking on the document link.

 The supplier can either accept or decline a proposal by clicking Accept/Decline Proposal.

S supplierportal@bravosolution.com A Master Document Has Been Sent to You for Contract con_10 Petroleum - Services on BHP Billiton Strategic Sourcing	g Platform			
Dear Charles and Charles and 				
The Contract Manager for BHP has sent a Master Document Proposal for your review and approval for the following Contract on BHP Billiton Strategic Sourcing Platform				
Contract Code: con_10 Contract Title: Petroleum - Services				
Division: Supply Project Code: tender_43 Proiect Title: Standard Supply Project Template				
Comments on Proposal from the Contract Manager: To be submitted to the main contractor.				
To access the Contract please click the following link and enter your Username and Password: https://supplierportal-gas.bhpbilliton.com/esop/guest/login.c	.do?qvu=12946070015FC75CD836			
Or browse as follows:				
- Connect to https://supplierportal-gas.bhpbilliton.com - Enter your Username and Password				
- Go to Contracts - Select con_10 - Petroleum - Services - Go to Master Document in Contents Management				
BHP Wetcome of s				
Main Dashboard O 2				
Received Action Collaborations Contracts in Negotiation My RFIs with Pending Responses				
In Actions to display Contract Title End Date No RFIs to display No RFIs to display				
Petroleum Petroleum Services SV Project 12 29/11/2017 My RFQs with Pending My RFQs with Pending				
Contrained Responses Ne Suppliers to deplay				
My Running Surveys				
Supplier Management and Performance Quick Links One Scoreard's to display				
Contract: 9100002255 - Mining Equipment Contract Project project 890 - Multi-Contract Award Project Contract Explan Date: 3006/0027.02.0000	Created			
Details Contents Management Messages (Unread 0)				
Master Document (Sent to Main Contractor				
Approved Master Document				
Book1_xtsx (13 KB)				
Approved on: 28/12/2017 19:13:16 by: Daniel Peppler				
Last Proposed Master Document	Caccept/Decline Proposal			
Proposal Proposal Document Information Proposal Status				
Proposal Document 👔 Book1.xlsx (13 KB) 🕞 Sent to Main Contractor				
Contract: 9100002255 - Mining Equipment Contract	Created			
Project project 990 - Mutil-Contract Award Project Contract Expiry Date: 30/06/2027 02:00:00				
Details Contents Management Messages (Unread 0)				
Master Document (Sent to Main Contractor)				
Approved Master Document				
Book1.stsx (13 KB)				
Approved on: 28/12/2017 19:13:16 by: Daniel Peppler				
Last Proposed Master Document	Contract Accept/Decline Proposal			
Proposal Document Information Proposal Status				
Proposal Document 👔 Book1.xlsx (13 KB) 🕞 Sent to Main Contractor				



7. Add comments accordingly before selecting Approve/Decline Proposal.

- 8. If the Supplier has the option and would like to submit a counter proposal click **Upload Counter Proposal**.
- 9. The supplier will then upload the counter proposal and click **Upload Counter Proposal.**
- 10. Upload the **Counter Proposal** and click **Save.**

- 11. To replace the Counter Proposal click **Replace Counter Proposal**, to cancel the Counter Proposal click the **ellipsis** and click **Cancel Counter Proposal**.
- 12. To send the Counter Proposal click **Send Counter Proposal.**

Project: proj	ict: 9100000009 - F		Services SN Proje	ect112 Contract			Created		
Contract Ex	pic_112 - Standard Suppry 11 piry Date: 29/11/2017 23:59:00	0							
() MCD Propos	sal Details. Accept or Decline will	return the Proposal v	with your decision to the Buyer		Accept Proposal	Decline Proposal	Cancel		
Comment									
		(Ĵ						
Characters available	le 512								
Proposal	Proposal Document Infor	rmation		Proposal Sta	itus				
	Proposal Document	🛃 View Do	cument	•	Sent to Main Contract	tor			
1	Created on Proposal Comment	28/11/2017 Please reply	14:51:43 by: test user2 y with relevant comments	Approval Typ Requested or	e Main Contractor (Counte n 28/11/2017 14:54:47 by:	r Proposal enabled) test user2			
	Approval Comment			Approved on					
 Contra Project: p Contract E 	ract: 91000022 project_890 - Mutil-Co Expiry Date: 30/06/202	255 - Mir ontract Award F 27 02:00:00	ning Equipme Project	nt Contract					Created
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13. Add comments and click Send Counter Proposal and Click Ok.

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12. Request Support/Help

- For support please first refer to this document, which can be located in the File Sharing area of the system.
- 2. Additionally please refer to the Supplier Frequently Asked Questions also located in the File Sharing area of the system
- 3. Refer to the BHP GCMS Frequently Asked Questions <u>here</u>

- 4. For technical support please refer to the BHP Supplier Portal (GCMS) system homepage and refer to 'Need Assistance' section.
- If you require additional support please contact your BHP Supply Representative.

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