

# BHP Global Contract Management Systems (GCMS) Supplier Guide

## Work Instructions

### Intent and Description

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

### Audience

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Supplier(s).

### Document Control

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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](#).

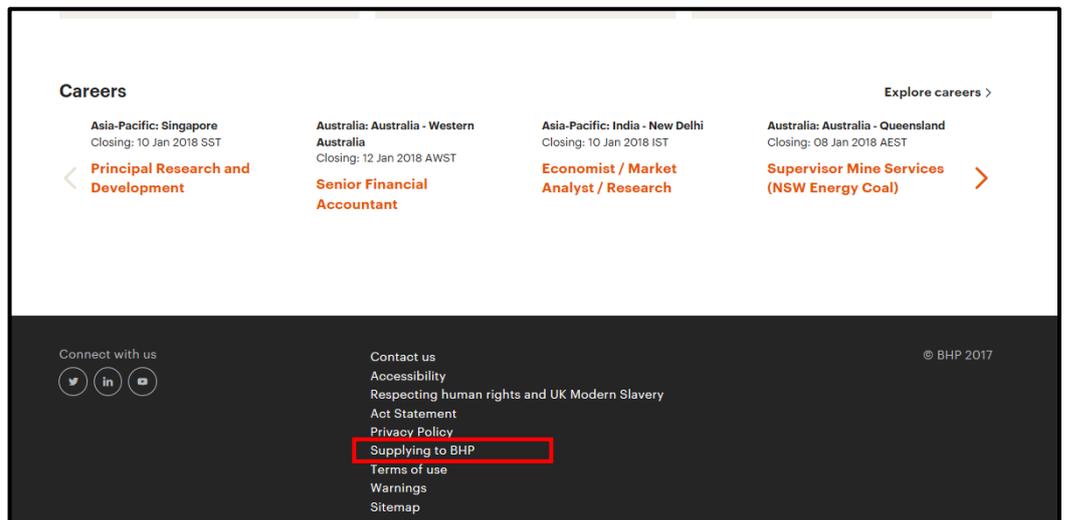
## 2. Logging onto the BHP Supplier Portal (GCMS)

**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.**

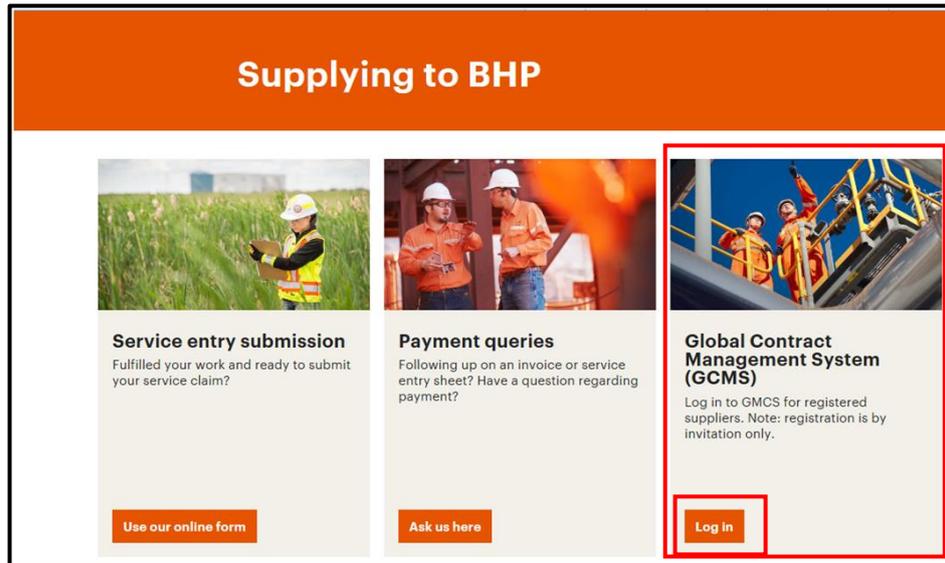
1. Navigate to [www.bhp.com](http://www.bhp.com)



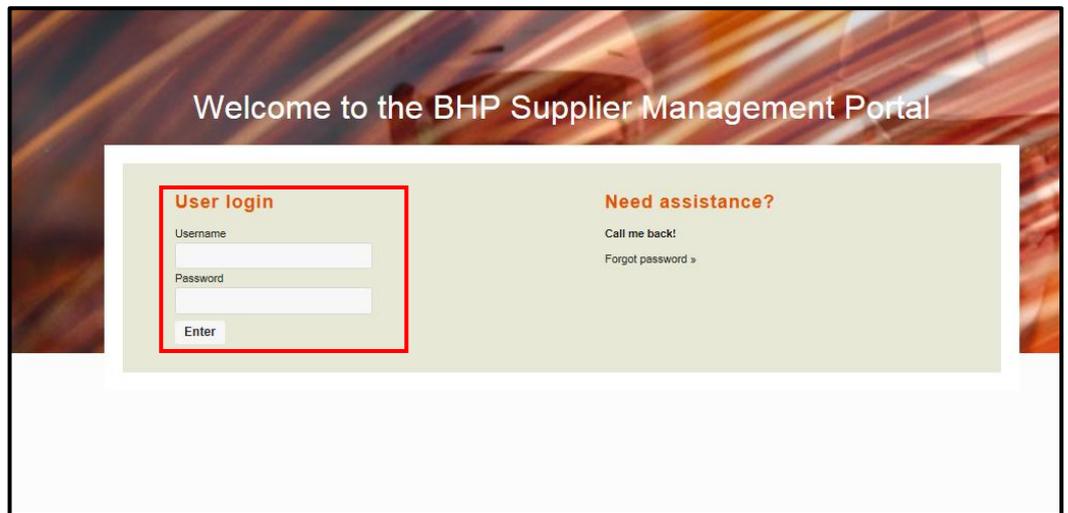
2. Scroll to the bottom of the bhp.com homepage and click **Supplying to BHP**.



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

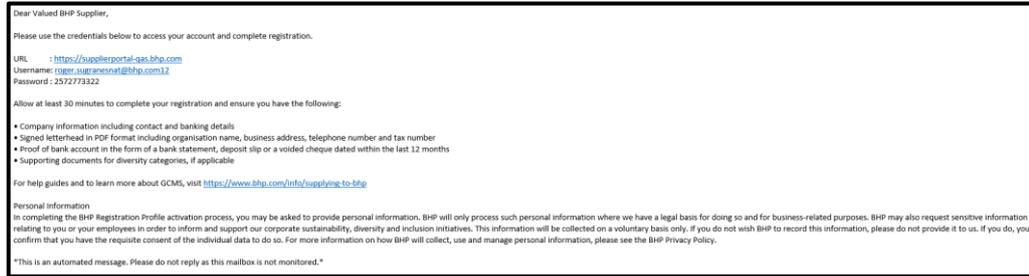


4. The BHP Supplier Portal (GCMS) log in page will then display.
5. Enter your log in details.
6. Save the log in page as a favourite for future reference



### 3. Registering in the BHP Supplier Portal (GCMS)

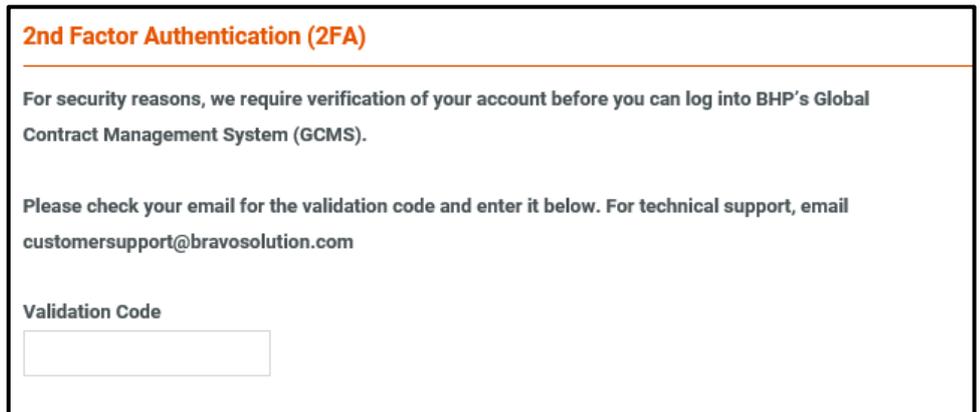
1. Open the email invitation sent from our BHP Supplier Portal (GCMS) system.
2. Note your log in credentials at the bottom of the email and click the link to be taken to the **BHP Supplier Portal (GCMS)** log in page.



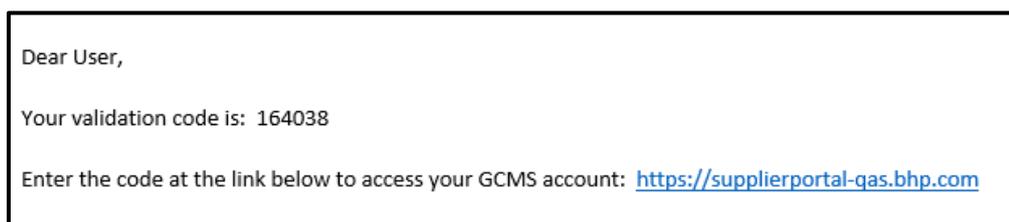
3. Enter your log in details.
4. Save the log in page as a favourite for future



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



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



7. Enter the code and select Submit

### 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](mailto:customersupport@bravosolution.com)

Validation Code

8. Confirm your new password.

### Specify a new Password in order to proceed

**For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.**

Passwords must contain at least 8 characters  
Password must be different from login!

**The new password must be different from the previous 6 passwords**

**Warning!** Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: !@#\$%^&\*()=?'^\*[]#@,;:~\_<->+&

New Password

Confirm Password

9. 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 non-governmental 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.

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

### Personal Information

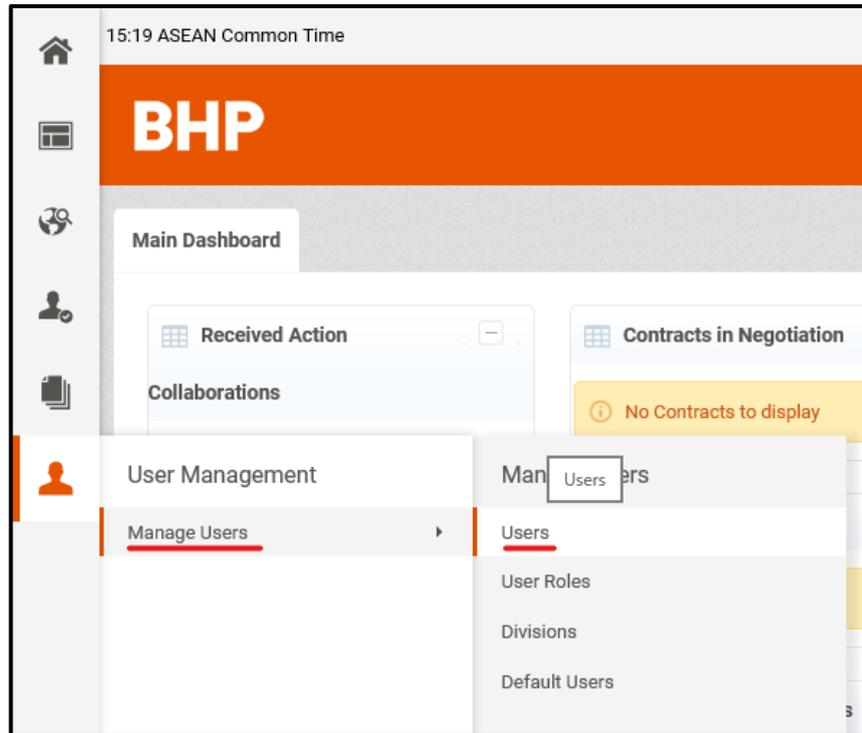
*Please note that in completing the BHP Registration Profile activation process, you may be asked to provide personal information. BHP will only collect and process such personal information where we have a legal basis for doing so and for business-related purposes, including negotiating, concluding 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.*

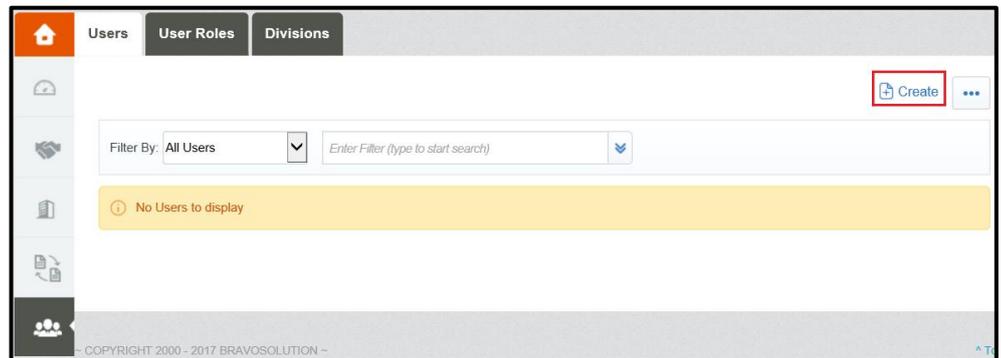
*For more information on how BHP will collect, use and manage personal information, please see the [BHP Privacy Policy](#).*

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

1. Navigate to **User Management** → **Manage Users** → **Users**.



2. Click **Create**.



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

The screenshot shows the 'New User' form with the following fields and values:

- Last Name:** Sub User
- First Name:** Sub User
- User Tag for Codes:** (empty)
- Email:** h.elhassan@bravosolution.com
- Regional Role:** Sydney
- Mobile phone number:** (empty, with a note: '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
- Department:** (empty)

A red box highlights the 'Save' button in the top right corner. Red arrows point to the input fields for Last Name, First Name, Email, Regional Role, and the Division Name dropdown.

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.

The screenshot shows the confirmation page for the new user. It includes a 'Back to List' button and a 'View User Rights' button (highlighted with a red box). A message states: 'Sub User Sub User has been registered as a new User. The login details have been sent via email to the following email address: h.elhassan@bravosolution.com. The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.'

The screenshot shows the 'User Rights' page for the user 'Sub User Sub User'. It includes a 'Back to List' button, an 'Edit' button (highlighted with a red box), and a 'Request Password Reset' button. The user's details are shown as 'User: Sub User Sub User' and 'Division: Division'. There are tabs for 'Details', 'User Details', and 'User Rights'. The 'Auctions' section contains the following table:

Auctions	
Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

An 'Edit Auction Rights' button is located in the top right of the table area.

<b>Auctions</b>	
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
<b>RFx</b>	
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
<b>User Management</b>	
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)
<b>Supplier Management</b>	
Access Supplier Management	Allows the sub-user to access the supplier management area
<b>File Sharing</b>	
Access To Directories	Allows the sub-user to access the file sharing directories
<b>Contract Management</b>	
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
<b>Supplier Performance</b>	
Access Scorecard Results	Allows the sub-user to access the scorecard results
<b>Development Actions</b>	
Create Action	Allows the sub-user to create a development action
View Actions	Allows the sub-user to view development actions
Access Action Details	Allows the sub-user to access the development action details

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.

**Auctions**

- \* Visibility of Auction Lists: No
- \* Access Auction Details: No
- \* Access to Auction Monitor: No
- \* Participate: No
- \* Contact Visible to Buyer: No
- \* Manage Messages: No

**RFx**

- \* Visibility of RFx Lists: No
- \* Access RFx Details: No

8. The Sub-User will receive an email notification with their log in details.

Tue 12/5/2017 3:29 PM  
 S supplierportal@bravosolution.com  
 Welcome to the BHP Supplier Management Portal. BHP Billiton Strategic Sourcing Platform

To: [Redacted]

Dear Sub User Sub User,

Welcome to the BHP Supplier Management Portal BHP Billiton Strategic Sourcing Platform

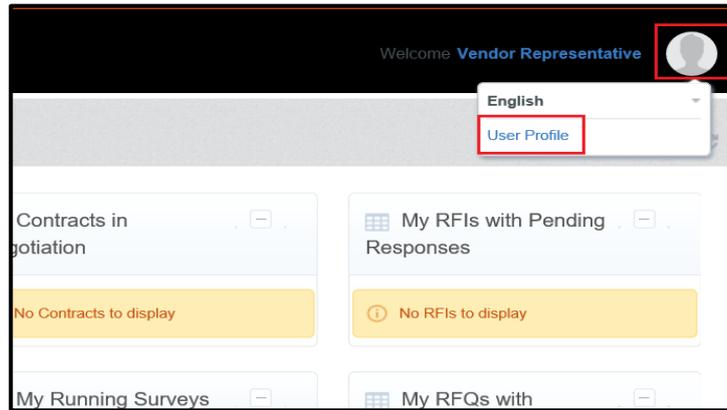
Your User Name is: [Redacted]

Your Password is: [Redacted]

To log in to your account to access the functions associated with the BHP Supplier Management Portal, please click the following link and enter your Username and Password <https://supplierportal-gas.bhpbilliton.com>

## 5. Adjusting your Language, Time and Date User settings

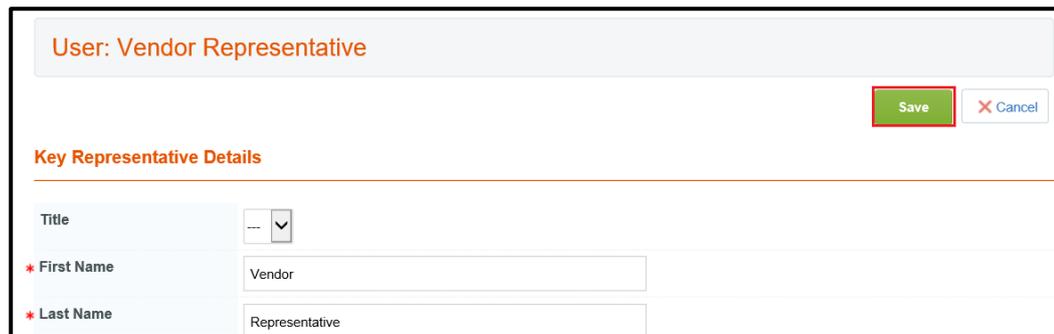
1. Log into the BHP Supplier Portal (GCMS) by entering your log in details.
2. Navigate to the top right-hand side, click the **Face icon** → **User Profile**.



3. To edit the representative details, click Edit.



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



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



6. Update the details and click Save.

User: Vendor Representative

**User Preferences**

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\* Number Format  ▼

\* Date Format  ▼

\* Time Format  ▼

\* First Day of the Week  ▼

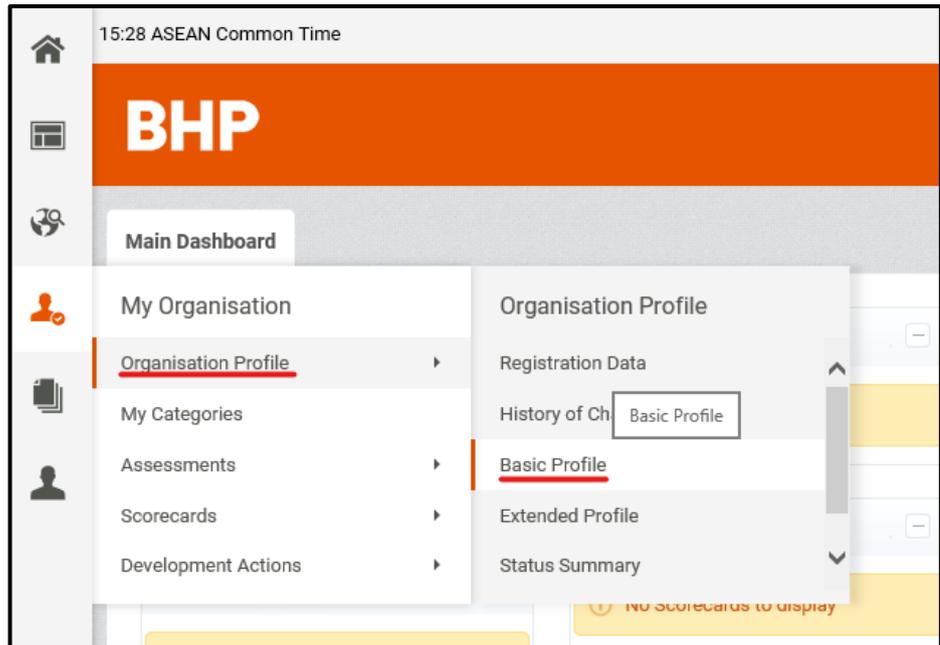
\* Week End Days  ▼

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

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.
2. Navigate to the path **My Organisation** → **Organisation Profile** → **Basic Profile**.



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.)

Title	Supplier Data Status	
	Mandatory	Optional
(H) General Information	✓	20%
W8 Information	✓	
Bank Details 1	✓	0%
Intermediary Bank 1	✓	0%
Bank Details 2	✓	0%
Intermediary Bank 2	✓	0%
Anti-Corruption	✓	0%
(H) Sanction Form	✓	33%

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

**Basic Profile Details: General Information**

< >

[Edit](#)

**General Information**

Entity Name  Enter Entity Name (If Different From Trading Name)

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

**Basic Profile Details: Bank Details 1**

[Save and Continue](#) [Cancel](#)

**Bank Details**

Bank Name  \* Enter Your Bank Name    
Characters available 1991

Bank Branch  \* Enter Your Bank Branch    
Characters available 1989

[← Back to List](#)

**Basic Profile Details: Acknowledgements**

< >

**Acknowledgements**

Our Charter values and Our Code of Conduct	* I acknowledge that my organisation (where applicable) and I are expected to read, understand and adhere to the BHP's
Commence Working Before Purchase Order	* I acknowledge and agree not to provide any goods and/or services to BHP until I have received a Purchase Order
Zero Tolerance Requirement	* Does your organisation comply with the BHP Zero Tolerance Compliance Requirements. Checking 'Yes' indicates you c
Zero Tolerance Attachment	If you answered 'No' to the Zero Tolerance requirement, please attach your policy or provide an explanation
Zero Tolerance Explanation	If you answered "No" to the Zero Tolerance Requirement and have not attached your policy, please provide an explanation
Questionnaire Correct Response	* I hereby confirm that the responses given in this questionnaire are correct and accurately reflect our current organisation conformance by audit
Pending Litigation	* Is your organisation currently involved in any active or pending litigation that would prevent you from providing goods or
Pending Litigation - Details	If you answered 'Yes' to the above Pending Litigation question, please describe and provide pertinent details.

- 6. Ensure all mandatory information is completed.

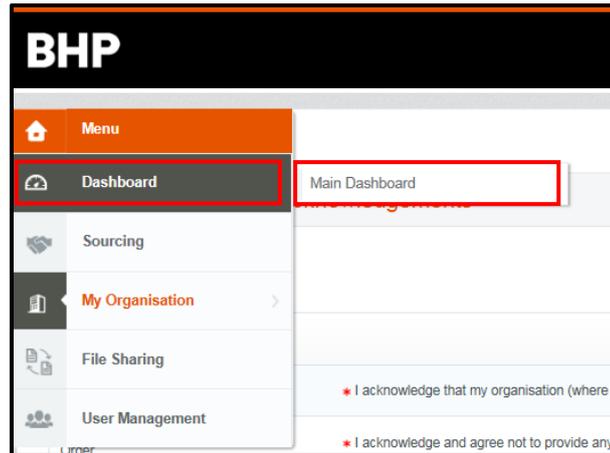
Registration Data		History of Changes		Basic Profile		Extended Profile	
Title	Supplier Data Status			Mandatory	Optional	Completion %	
	Required	Optional	Not Required				
(H) General Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20%	
W8 Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bank Details 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%	
Intermediary Bank 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%	
Bank Details 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%	
Intermediary Bank 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%	
Anti-Corruption	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%	
(H) Sanction Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	33%	

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

1. Log into the BHP Supplier Portal (GCMS) using your user name and password



2. Navigate to the BHP Supplier Portal (GCMS) **Dashboard** (the main page).

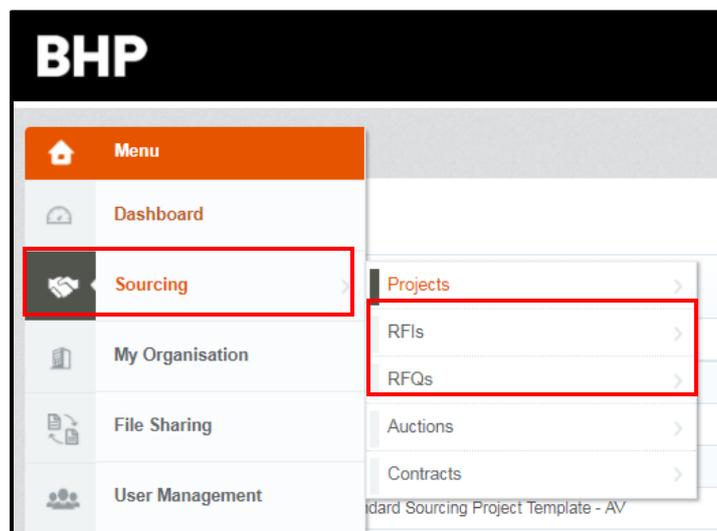


3. For Tenders/RFQ's - Navigate to the My RFQ's with pending responses section.

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

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	Respon To Be Submitt To Buye

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



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

	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 and accept **Tender Terms and Conditions**, before proceeding to view the RFQ/RFI.

**Accept Contract**

**TENDER TERMS AND CONDITIONS**

1 INTERPRETATION

1.1 In these Tender Conditions (unless the context otherwise requires):

(a) **Company** is the BHP Billiton entity or Business referred to in the Invitation to Tender;

(b) **Company Representative** means the person nominated as such in the Invitation to Tender, or such other person that the Company may subsequently nominate;

(c) **Company-Supplied Information** means information (whether written, oral, electronic or in any other form) provided or made available by or on behalf of the Company by those documents;

(d) **Contract** means the contract to be entered into between the Company and the successful Tenderer as a consequence of this Tender process;

(e) **Contract Obligations** means the obligations that the successful Tenderer (if any) is required to carry out under and in respect of the Contract;

(f) **Invitation to Tender** means the document designated as such which has been issued to the Tenderer manually or electronically in conjunction with the other Tender Documents;

(g) **Site** means the premises of the Company where the Tendered goods are to be delivered together with the premises where the Tendered work is to be performed;

(h) **Tender** means the Tender that the Tenderer submits to the Company in response to the Invitation to Tender and which is comprised of the documents specified in the Invitation to Tender;

(i) **Tenderer** is the Company which has been invited to submit a Tender;

(j) **Tender Documents** means these Tender Conditions, the Invitation to Tender and each of the documents named as Tender Documents in the Invitation to Tender;

(k) **Tender Submission Date** means the date referred to as such in the Invitation to Tender.

1.2 In these Tender Conditions (unless the context otherwise requires):

(a) a reference to these Tender Conditions means these Tender Conditions as amended or supplemented in accordance with clause 9.1;

(b) a reference to 'including', 'includes' or 'include' must be read as if it is followed by '(without limitation)';

(c) where a word or an expression is defined, any other part of speech or grammatical form of that word or expression has a corresponding meaning;

**I have read and agree to the User Agreement**

I agree  I do not agree

6. Navigate to the **Settings** tab to view the RFX/RFI details.

**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

7. Specifically take note of the RFQ/RFI closing date and time.

**Date & Time Information**

Options for Viewing Responses RFX Clarification Question Deadline - Date

Sealed (parallel opening)

**Closing - Date**  
28/12/2017 18:00:00

8. Navigate to the **Buyer Attachments** tab to view the RFX/RFI attachments.

**RFQ: rfq\_193 - RFQ - DP**

Project: **project\_885** - Contract Under \$2M Project Template

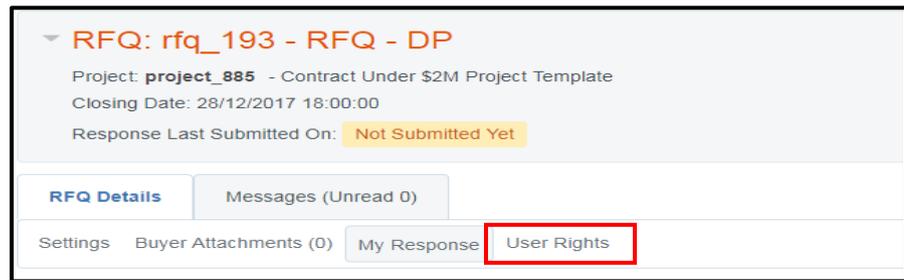
Closing Date: 28/12/2017 18:00:00

Response Last Submitted On: **Not Submitted Yet**

**RFQ Details** Messages (Unread 0)

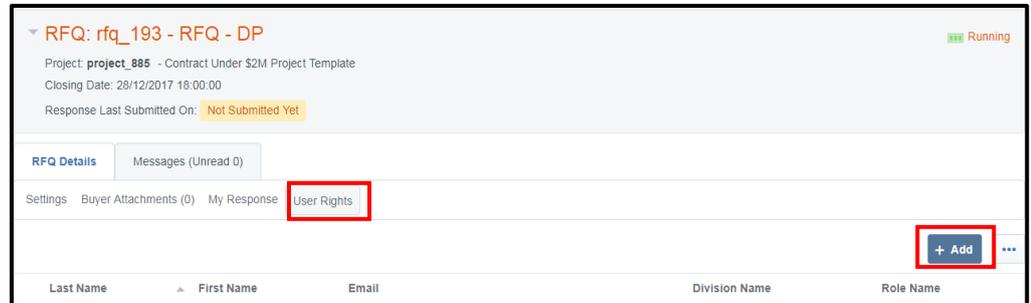
Settings **Buyer Attachments (0)** My Response User Rights

9. 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.



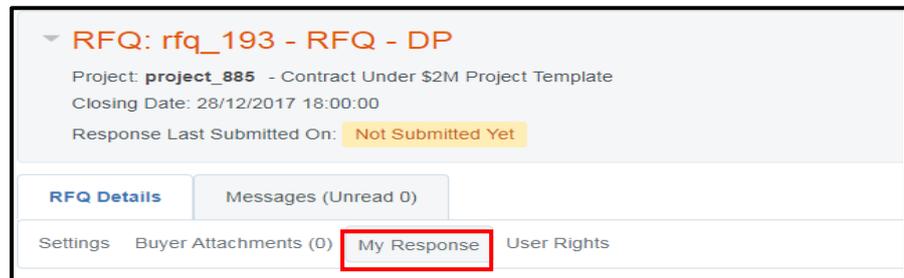
10. Click Add if you would like another user from your Organisation to participate in the RFQ/RFI response.

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



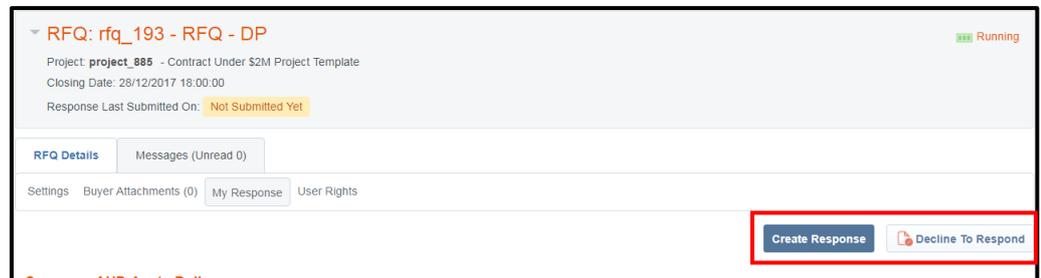
11. Navigate to the **My Response** tab to submit a response to the RFQ/RFI.

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



12. 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.



14. 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.**

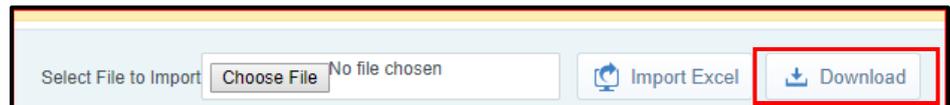
To **submit the response**, refer to **step 27.**



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

Currency:USD-US Dollar

**1 Technical Envelope**

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
1.1.5	Quality Systems - Provide a breakdown of your quality		Option List	Select one of the	

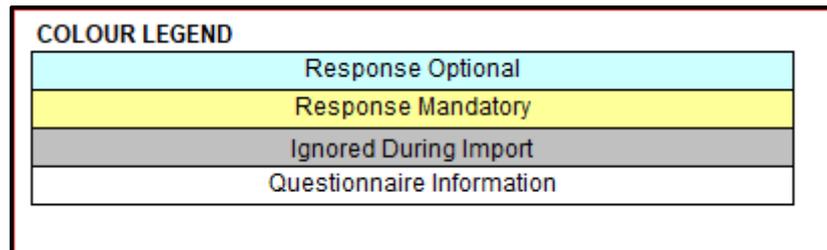
**Note:** please do not add or remove any worksheets, cells, rows or columns from the excel response spreadsheet, or edit any formulae within the spreadsheet as this may cause the import of the spreadsheet to fail.

**2 Commercial Envelope**

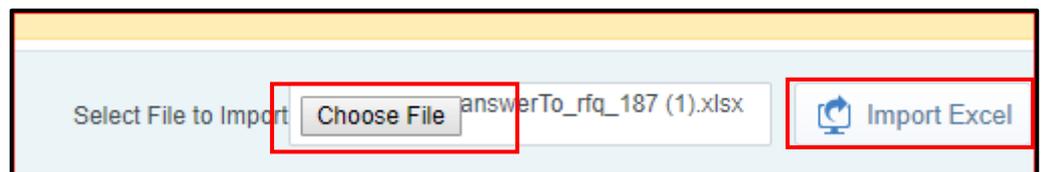
**2.1 Price List**

Item Code	Description	Unit of Measurement	Quantity	Unit Price	Price	Item Category	Single Option List		Ac Va Nu
							Item / Vendor Text	Vendor Part Number	
2.1.1	10543074 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	CV351771	
Section Sub Total									0

18. Note the color Legend before completing the form.



19. Complete all the details in the downloaded excel and **save the file locally**.

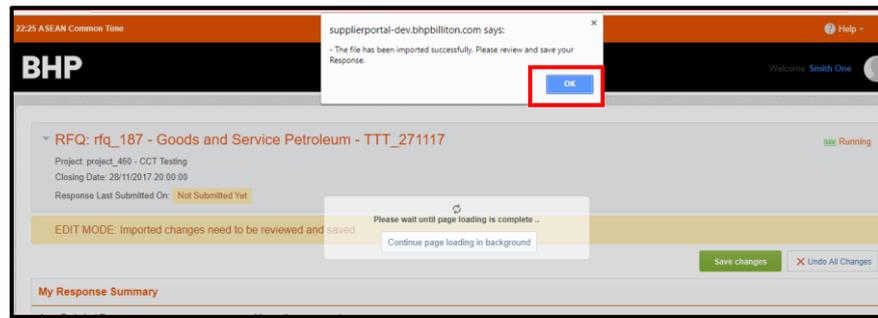


20. To upload the completed file back into the system, log in to the system and navigate to the RFQ. Click **Choose File** and select the locally saved file.

21. Click **Import Excel**.

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

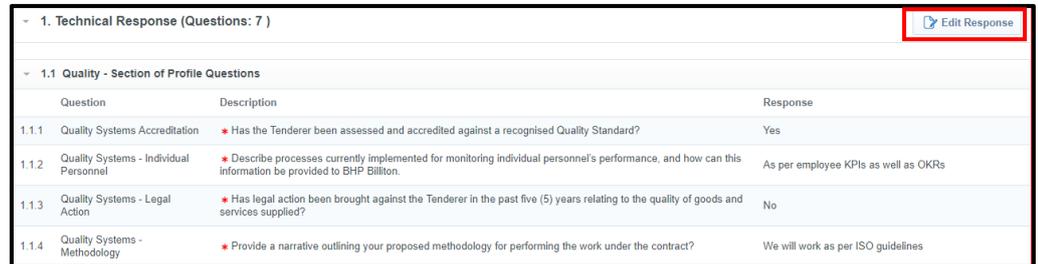
If the import is unsuccessful re-complete steps 15 to 21, ensuring not to modify the template.



23. Click **Save Changes** to save the information uploaded from the excel file.

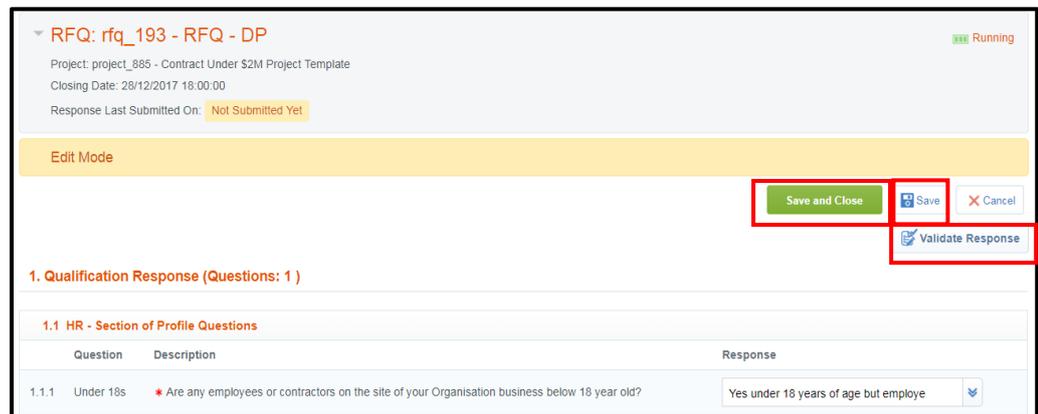


24. To edit the response online, click **Edit Response**.



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.

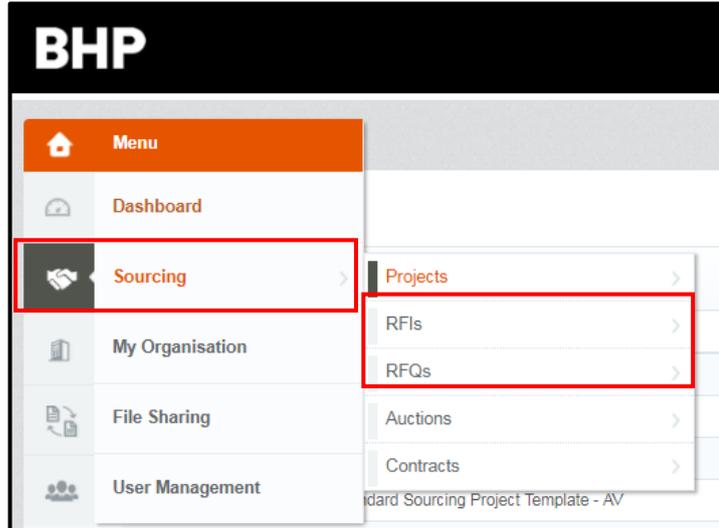


27. When the response is complete and ready to be submitted to BHP, click **Submit Response**.



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

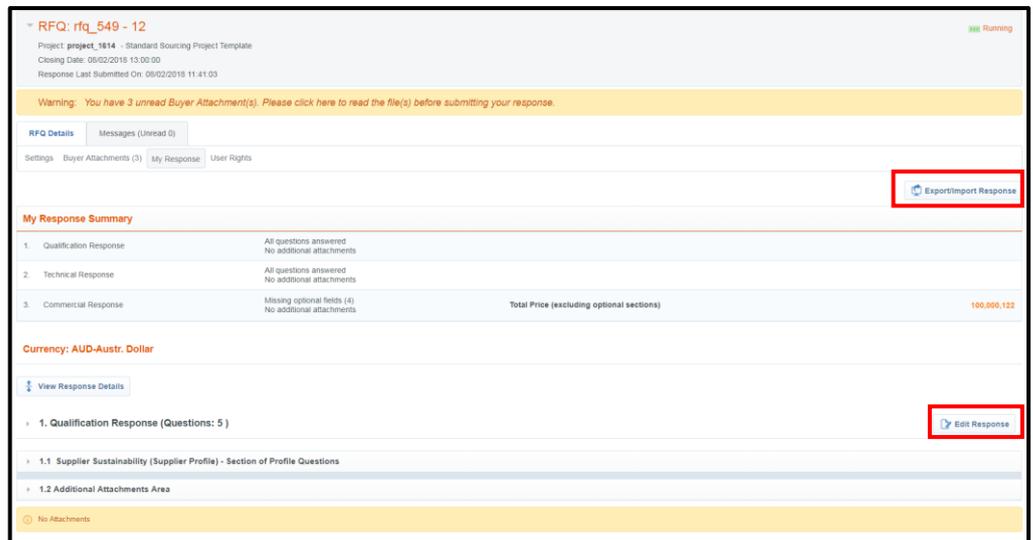
1. Post submission of a response to an RFQ/RFI it is still available to be edited up until the closing date.
2. To edit a submitted response navigate to the **RFQ/RFI section** through the main menu.



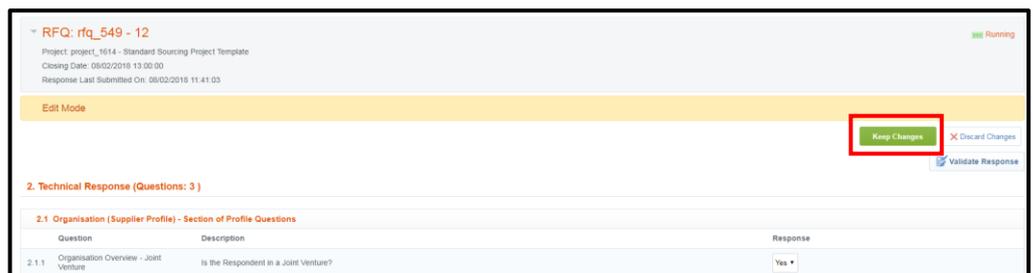
3. Locate the **RFQ/RFI** you wish to amend and select the relevant **RFQ/RFI**

RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organisation	Response Status
rfq_549	12	project_1614	Running	08/02/2018 13:00	BHP	Response Submitted To Buyer
rfq_507	RFI - Annette Warner - Session 4	project_1546	Closed: Negotiation	18/01/2018 13:07	BHP	Evaluation

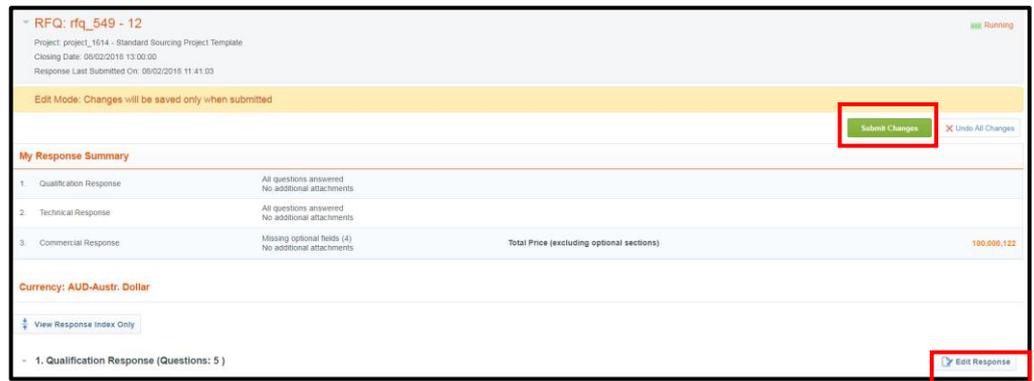
4. Edit the Section you want to amend by clicking '**Edit Response**' or choose to '**Export/Import your response**'. Refer to section 6 on the process to Export/Import your response.



5. Once you have edited the sections as required click '**Keep Changes**'.

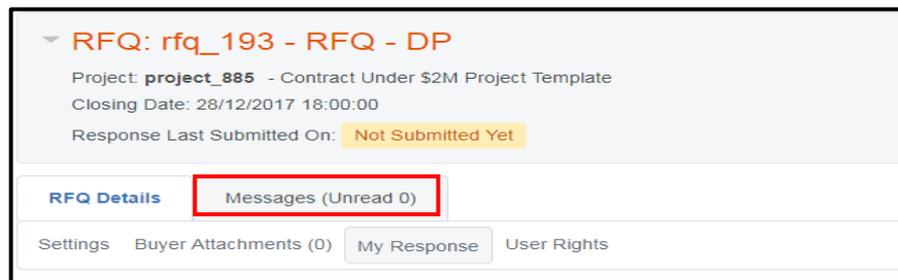


- Once all changes have been made, **select 'Submit Changes'**.

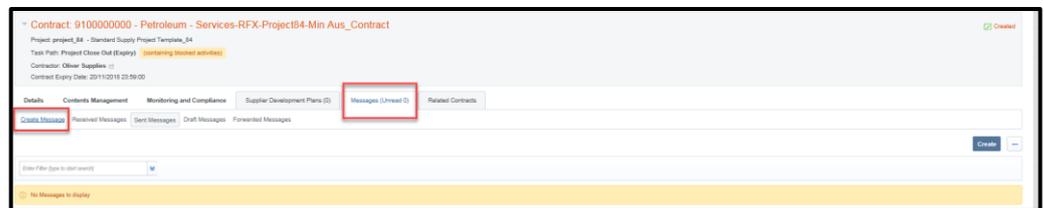


## 9. Sending Message(s) through GCMS

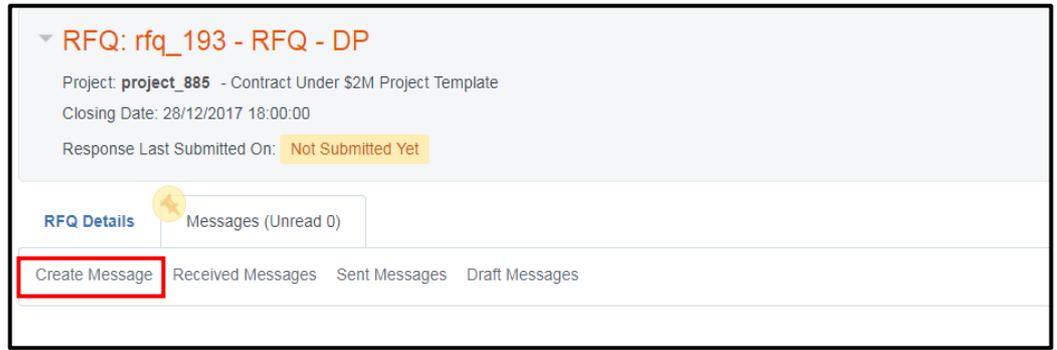
- To send a message/clarification to a BHP Supply Representative relating to an RFQ/RFI, navigate to the RFQ/RFI, click the **Messages** Tab.



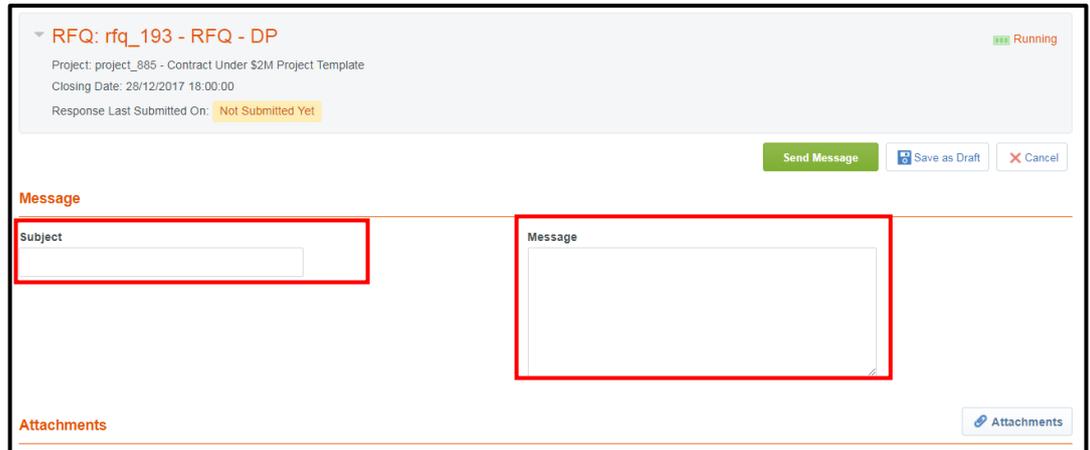
To send a message to a BHP Supply Representative relating to a contract, navigate to the contract, click the **Messages** Tab.



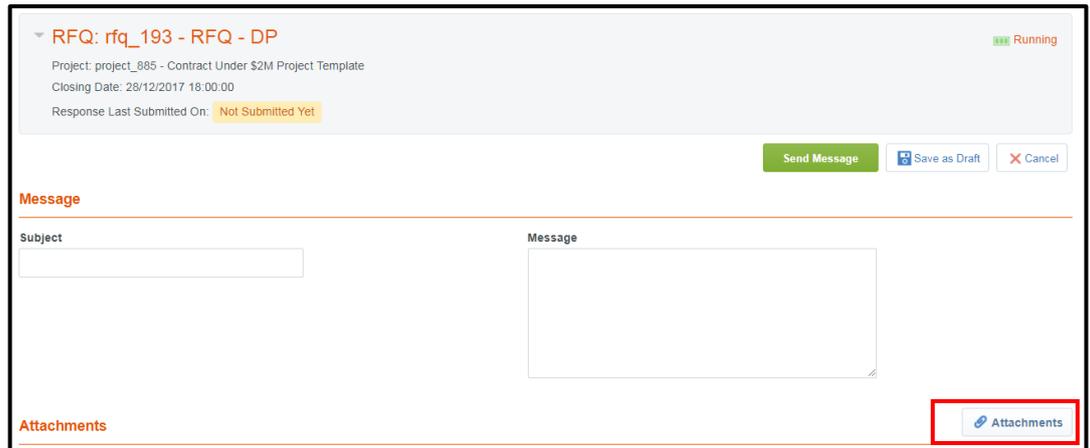
2. Click **Create Message**.



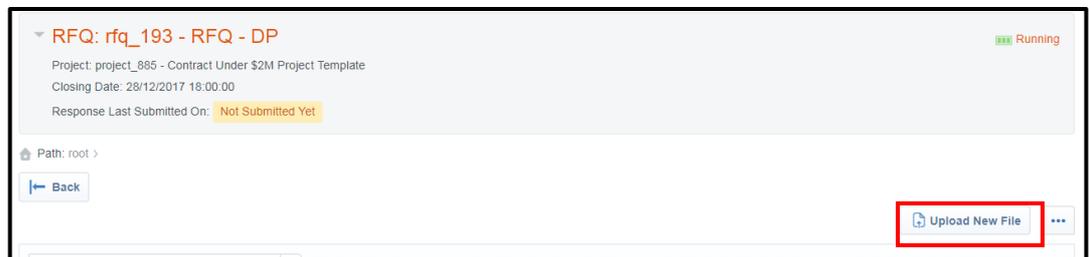
3. Complete the message details by filling in the **Subject** and **Message** fields.



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

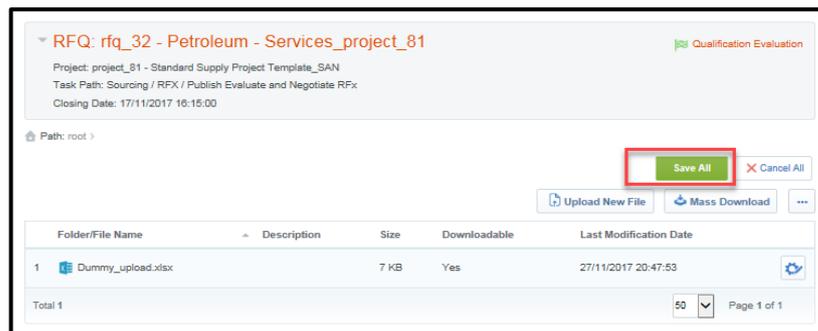
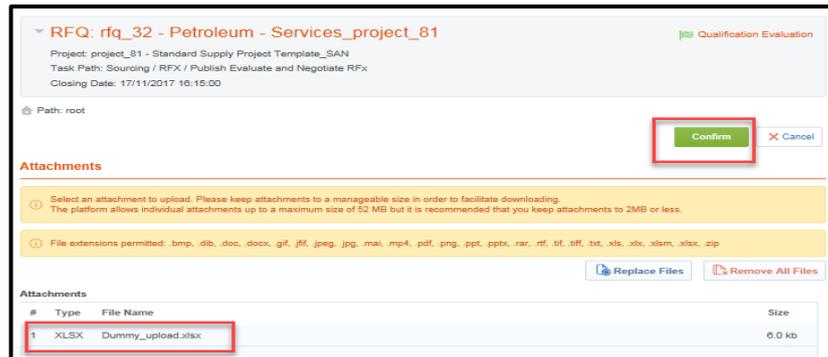
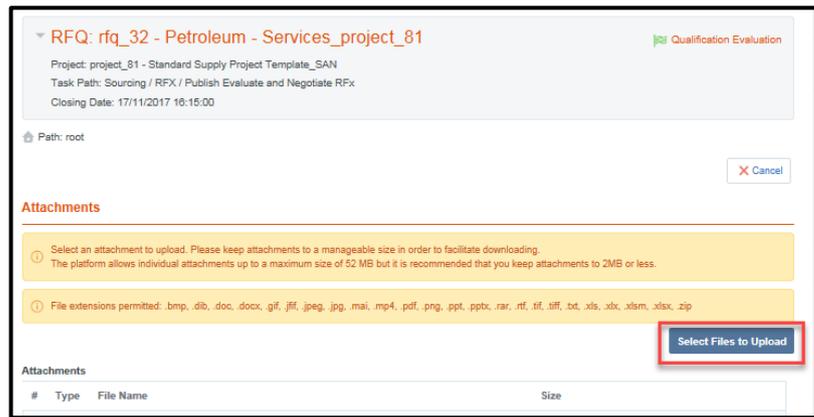


5. Click **Upload New File**.



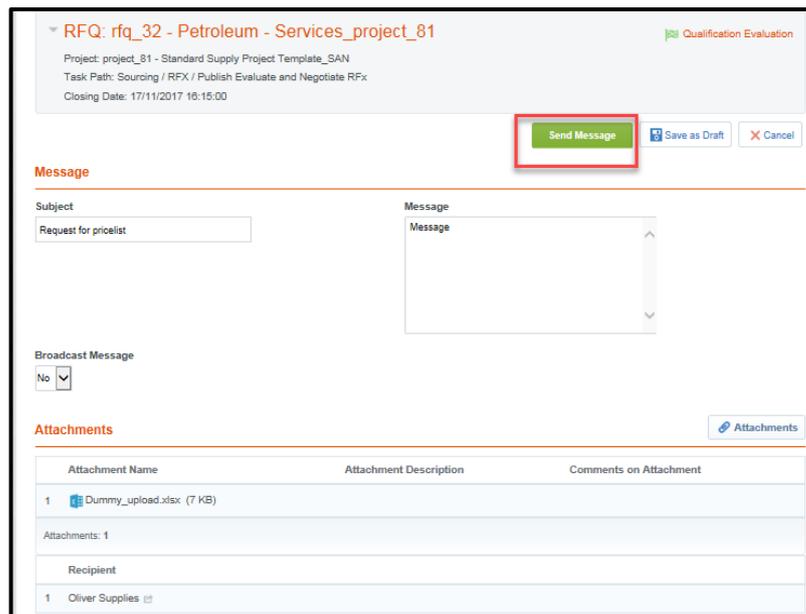
- Select the file to upload by clicking on **Select Files to upload** → click **Confirm** → Click **Save All**.

Note: Multiple attachments can be added.

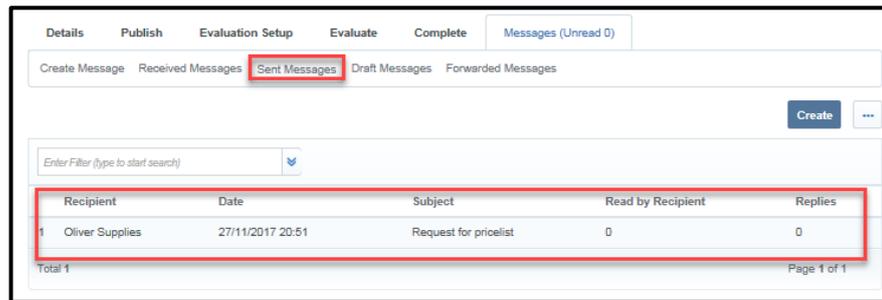


- When the message is ready to be sent click **Send Message**.

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

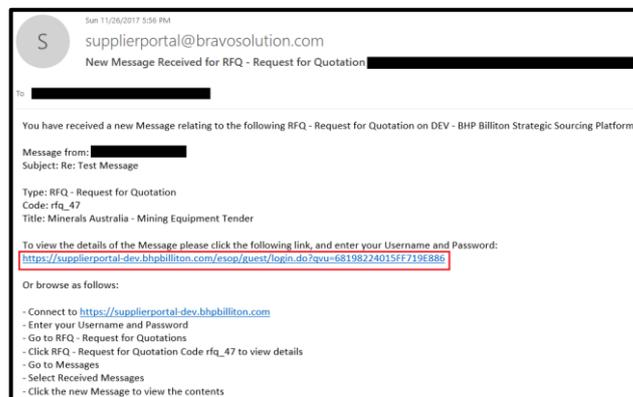


- The status of the message can be checked in the **Messages** tab.

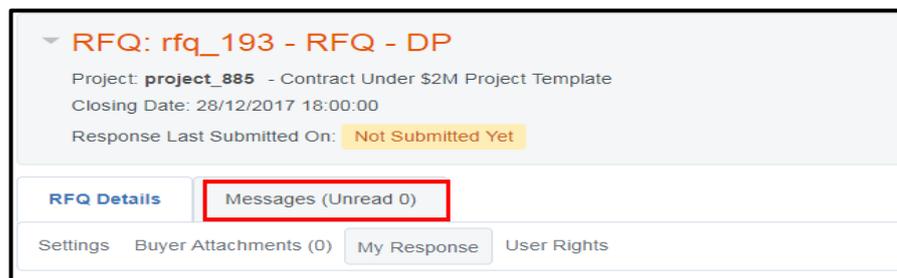


## 10.Receiving Message(s) through GCMS

- 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.



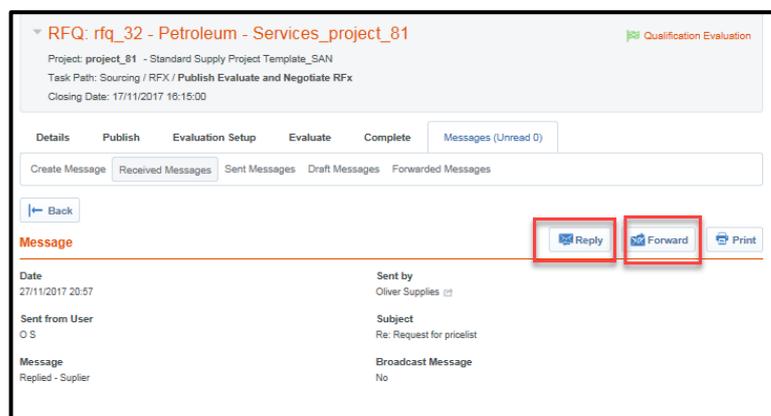
- Alternatively to see messages from the BHP Supply Representative from a RFQ/RFI or contract, navigate to the RFQ/RFI or contract and click the **Messages** Tab.



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

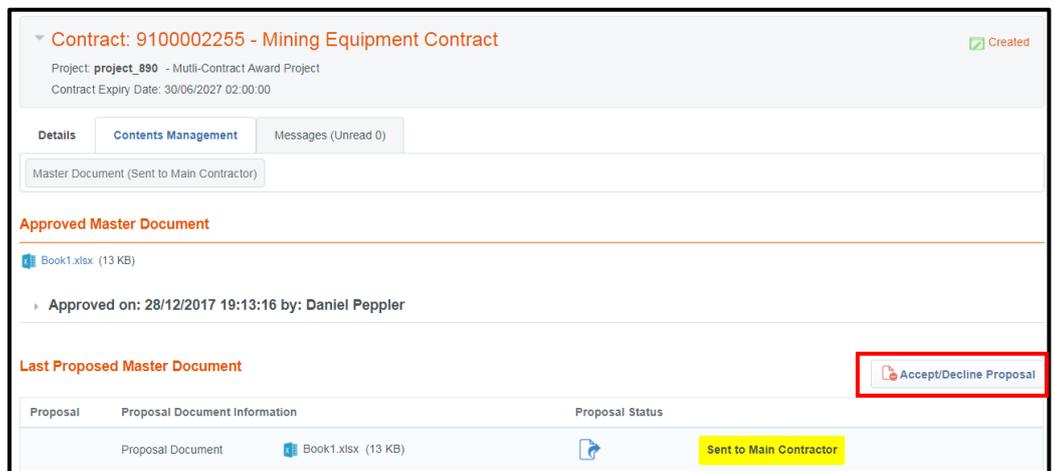
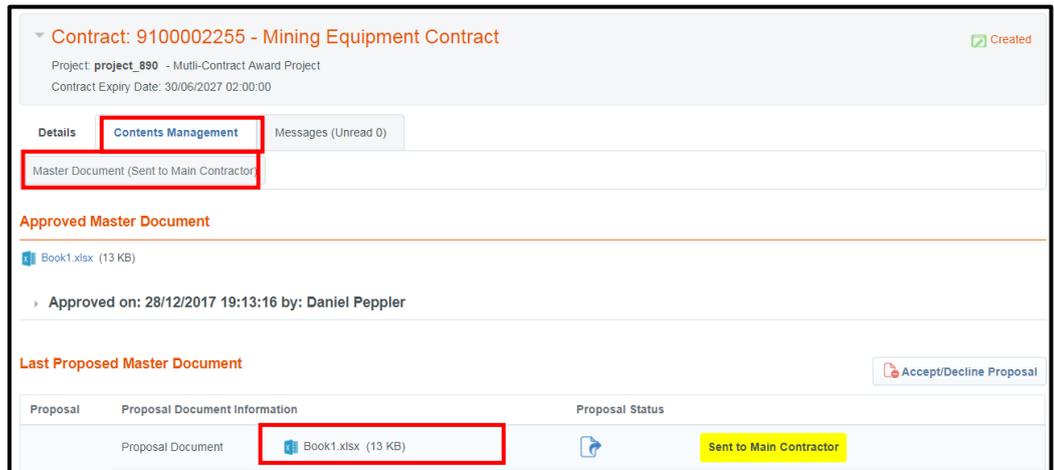
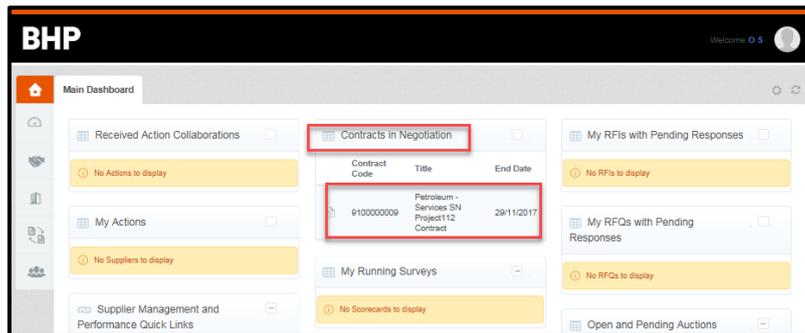
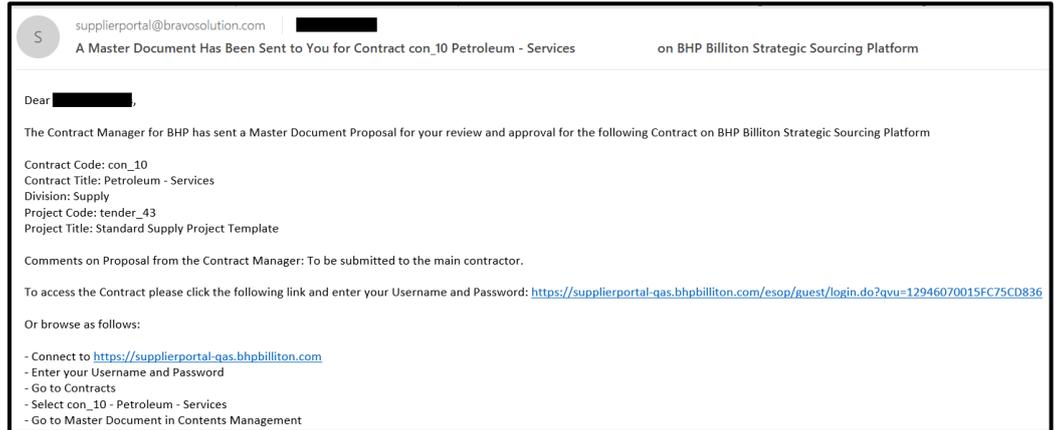
- Click the **Received Messages** tab to view the message.

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

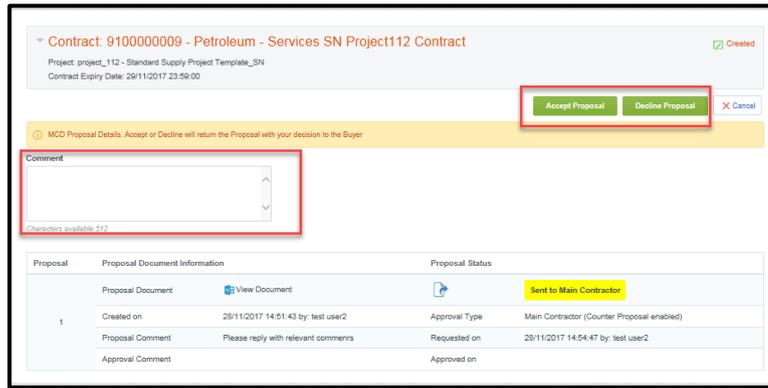


## 11. Respond to a Master Contract Document Proposal

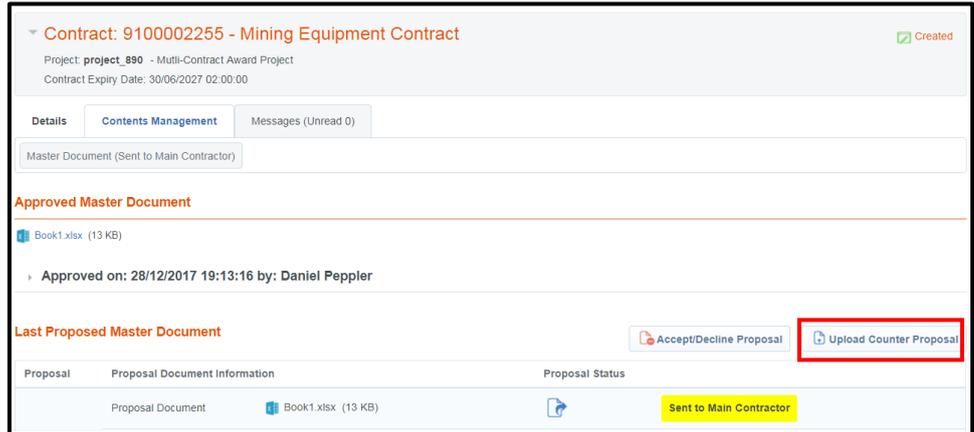
- When BHP submits the Contract Document to the Supplier for in principle agreement prior to execution the supplier will receive an email notification.
- Click the link in the email to navigate to the Contract Document.
- The Supplier can also locate the Contract Document through the main dashboard under **Contracts in Negotiation**.
- The supplier will navigate to **Contents Management > Master Document**.
- 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**.



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

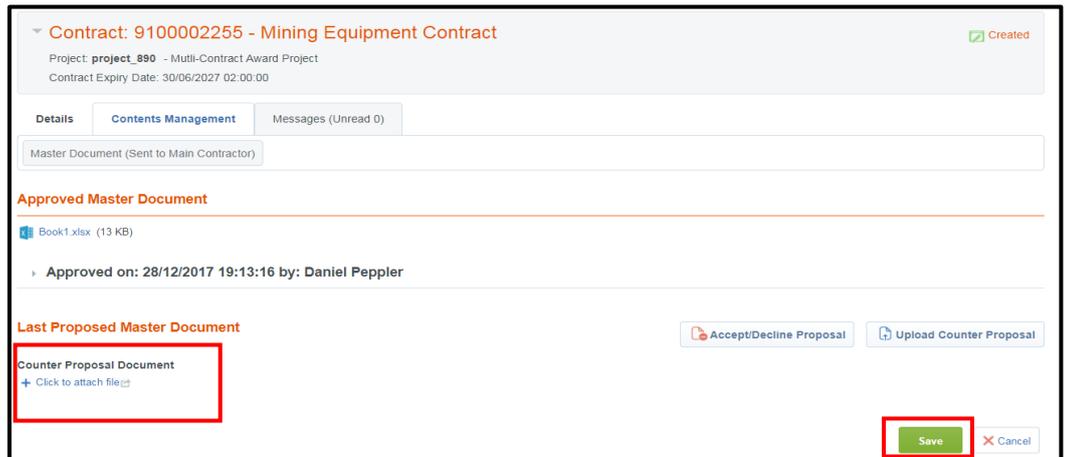


8. If the Supplier has the option and would like to submit a counter proposal click **Upload Counter Proposal**.

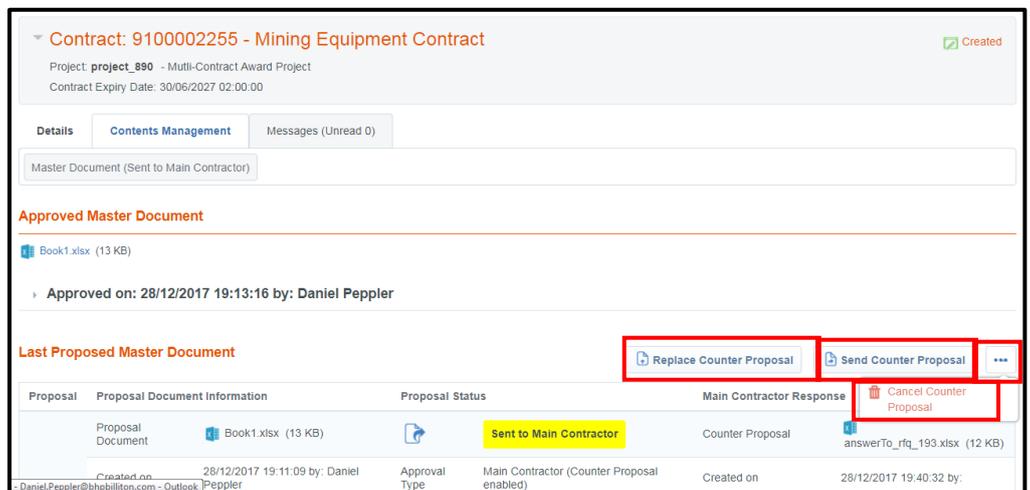


9. The supplier will then upload the counter proposal and click **Upload Counter Proposal**.

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**.

13. Add comments and click **Send Counter Proposal** and Click **Ok**.

The screenshot displays a web interface for a contract titled "Contract: 9100002255 - Mining Equipment Contract". The contract is marked as "Created" with a green checkmark icon. Below the title, it shows "Project: project\_890 - Multi-Contract Award Project" and "Contract Expiry Date: 30/06/2027 02:00:00". A yellow banner contains the text "MCD Proposal Details. Accept or Decline will return the Proposal with your decision to the Buyer". A "Comment" section features a text input area with a character count of "Characters available 512". At the bottom right, there are two buttons: "Send Counter Proposal" (highlighted with a red box) and "Cancel". A navigation bar at the very bottom includes links for "Proposal", "Proposal Document Information", "Proposal Status", and "Main Contractor Response".

## 12. Request Support/Help

1. 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 [here](#)
4. For **technical support** please refer to the BHP Supplier Portal (GCMS) system homepage and refer to 'Need Assistance' section.
5. If you require additional support please contact your BHP Supply Representative.

