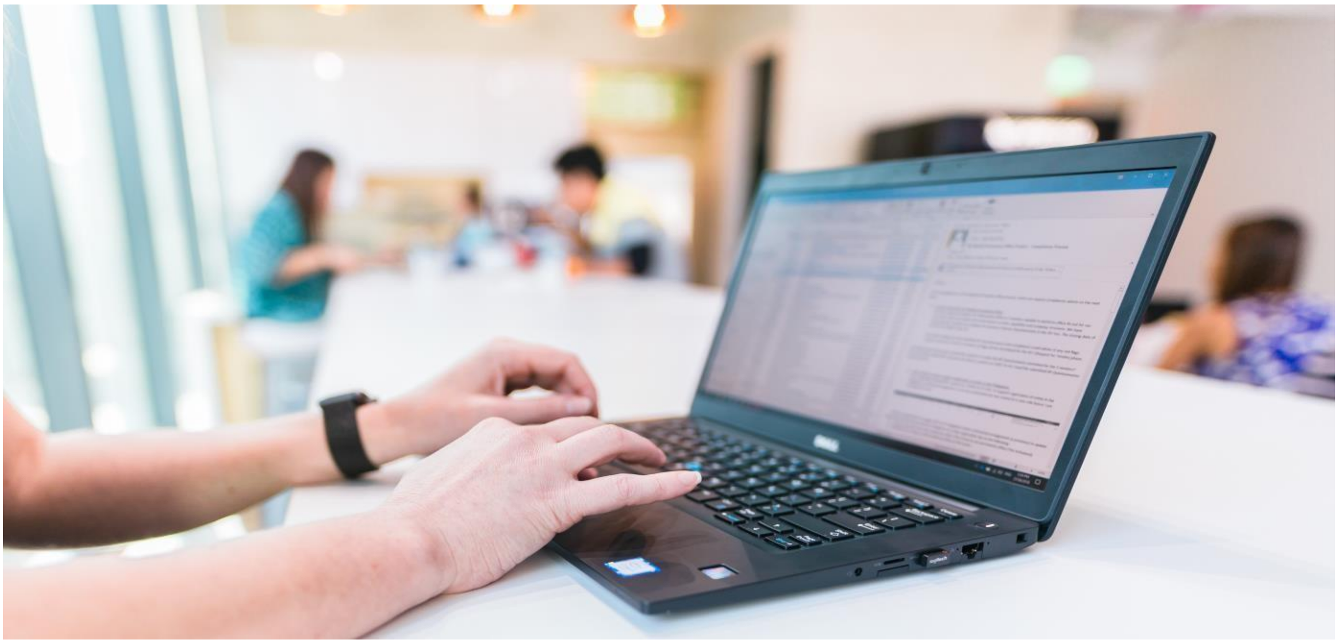
May 2025

BHP GCMS Supplier Guide
(Global Contract Management System)



Contents

FREQUENTLY ASKED QUESTIONS

Refer to the BHP GCMS Frequently Asked Questions here for general information about GCMS.

About GCMS

BHP's Global Contract Management System GCMS is used for global tenders and managing commercial contracts. It allows users to easily engage in RFx activities, contract negotiations, and stores agreed contracts and related documents centrally.

Suppliers invited to tenders or with contracts must complete a Vendor Profile in GCMS. This document provides details on using GCMS and resolving issues.

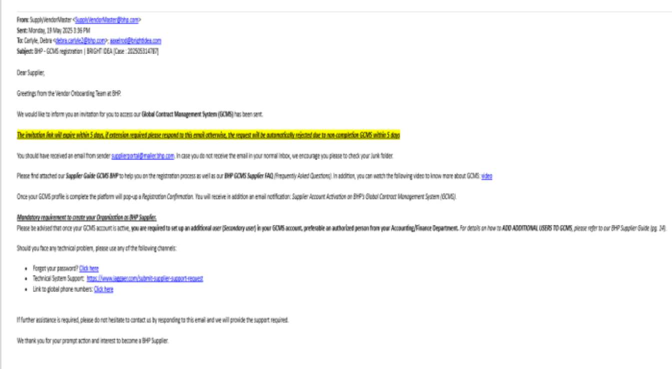
GCMS consists of 4 main sections:

- **Profile information:** Suppliers submit mandatory and optional information for BHP registration.
- **Sourcing events**: Vendors respond to RFX, RFI or contracts after profile completion.
- **Contract Management**: Store the details for awarded contracts
- **Supplier performance**: Vendors provide performance information related to a purchase or contract.

1. GCMS Vendor Registration

1.1 Accessing the BHP Supplier Portal (GCMS)

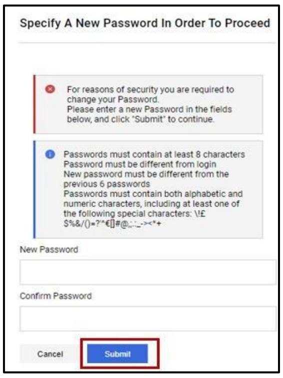
- You will receive an email from the BHP Supplier Portal (GCMS).
- Click the link in the email to go to the login page. Enter your credentials provided in the email.
- Log in credentials is only **active for 5 days.** If you don't see the email in your inbox, please check your junk folder.



1.2 Two-Factor Authentication

- Once you have activated your credentials, you will receive an email with a validation code. Enter the code and ***Submit***.

- Create Password**:**
  - *At least 8 characters*
  - *Include numbers and letters*
  - *Use at least 1 special character*
- Submit your new password and receive a confirmation email. Save your password for future use.
- *Click "Forget your password?" if needed.*
- *2-Factor authentication may be requested again*



2. Vendor Registration

2.1 Complete Vendor Profile

BHP will review your vendor account once you all mandatory questions in the GCMS profile

1 Complete vendor profile **within 2 business days.**

2 Mandatory questions are marked with an asterisk (*) and must be answered.

3 Recommended that you download the GCMS template for reference

4 Make sure you have the following documents and information before commencing:

Company incorporation & registration.

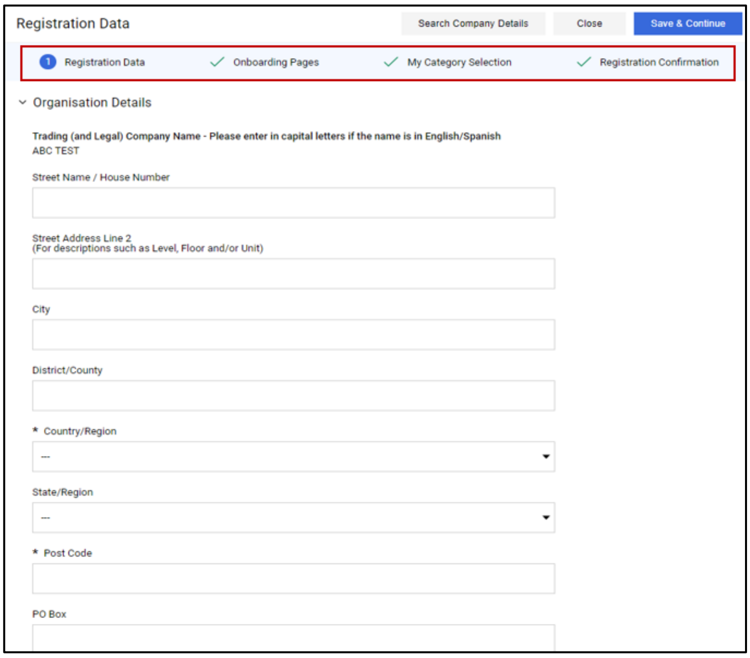
- A legal document certifying company formation (see ***Appendix 1*** for examples)
- If a Sole Trader, provide identity documents (Driver's license or passport copy or national ID)

General company information

- Country of operation must match incorporation document for GCMS registration.
- Evidence of company letterhead
- Post code of physical location
- Phone numbers and email addresses
- Company Name/Tax Number Update: Raise a case via this link **Supplier Queries** (select 'Business or Organisation Changes' and refer to 'Help Text' for required documents)

Bank account Certification

- Bank certificate/ letter/statement dated within the last 12 months, or a voided cheque or deposit slip. (see ***Appendix 1*** for examples)



Other Information

- Ethics & Compliance Information
- Subcontracting and Suppliers
- Inclusion and Diversity, if applicable Indigenous / Aboriginal Organisation - Ownership Percentage
- Codes of conduct/policies/commitments

5 Complete all sections: -

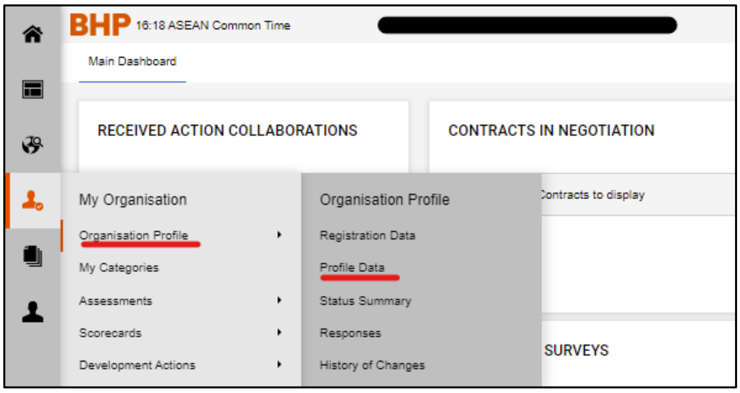
- Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

6 When the registration is complete you will receive a confirmation message and an email notifying the completion of your GCMS profile.	  Supplier Account Activation on BHP's Global Contract Management System (GCMS) SQ [redacted].bhp.com Reply Reply All Forward To [redacted] Tue 10/5/2022 4:06 PM Dear Valued BHP Supplier, Thank you for completing your GCMS supplier registration. We are pleased to inform you that your account has been activated on BHP Global Contract Management System Your Username is: devishri.aganesan@bhp.com02 You can now use your Username and Password to access all the available areas of the platform. To access GCMS, please use the following site address: https://supplierportal-qas.bhp.com Note: If you have forgotten your password or need to change your access credentials, you can do this via the Username or Password recovery area on the login page.
7 Refer to Section 6 to grant additional people in your organisation access to the BHP Supplier Portal (GCMS). ***NOTE: This can only be done once your profile registration is completed***	

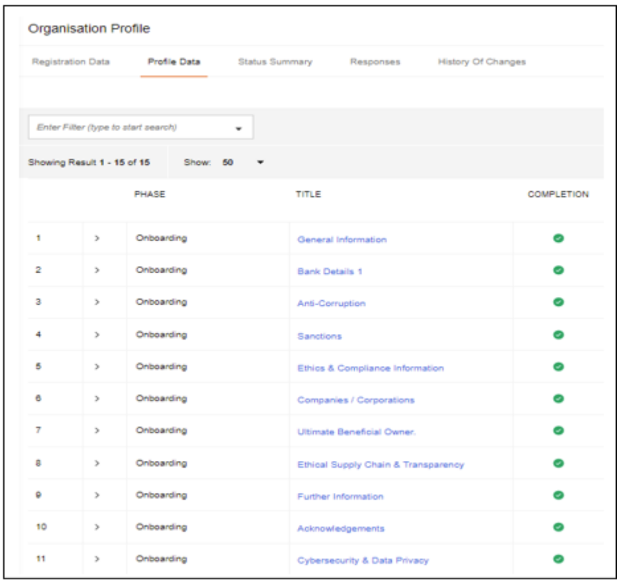
2.2 Update Supplier Profile information

1. Login to BHP Supplier Portal (GCMS) using your username and password.

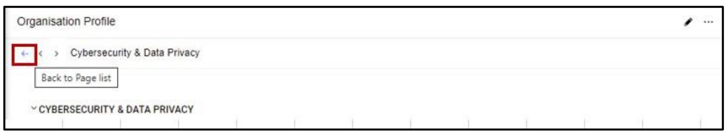
2. Navigate to GCMS Dashboard. Then **My Organisation → Organisation Profile → Profile Data.**



3. From the list of forms displayed, click the name of the form for update and click **Edit**.
   - The Green Tick shown against the form name denotes that information is complete. Otherwise, a percentage of completion will be shown

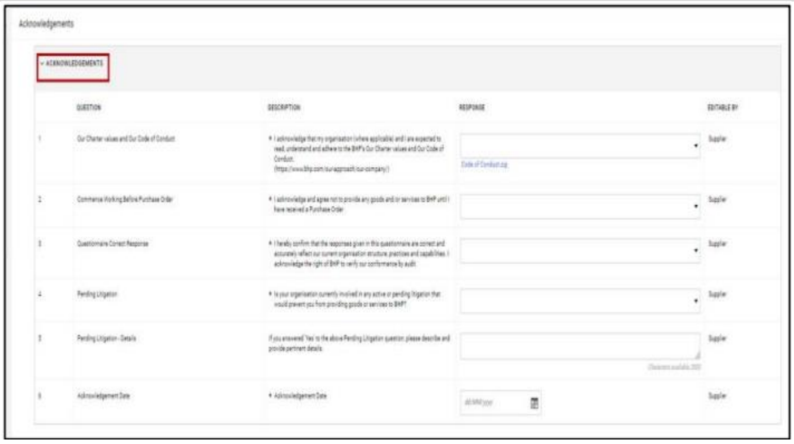


4. Complete the form and click **Save** and **Back** icon to navigate to the next form.

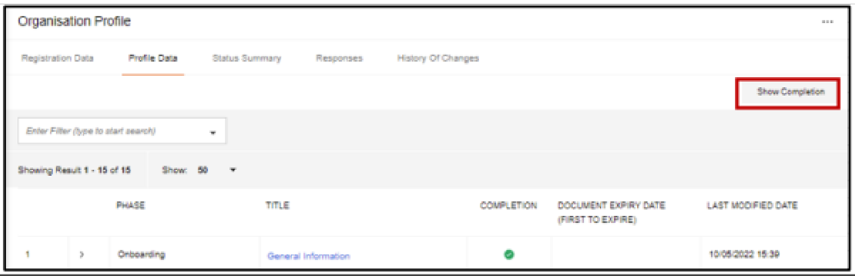


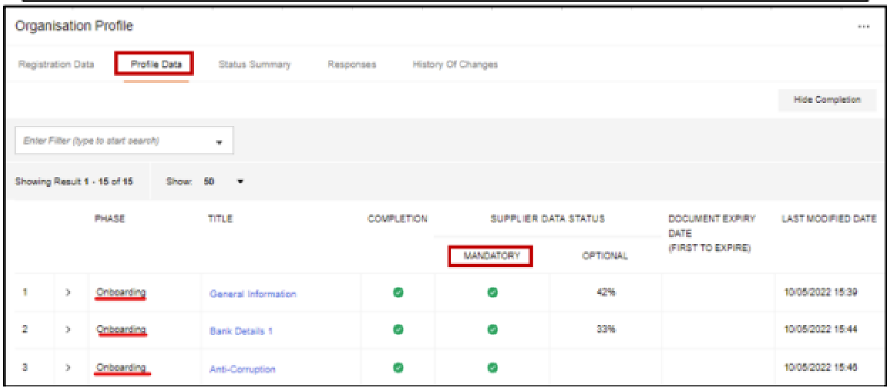
5. Complete the

Acknowledgement session before finalizing Profile Data.



6 Click **Show Completion**. Ensure all mandatory information under **Onboarding** is completed.





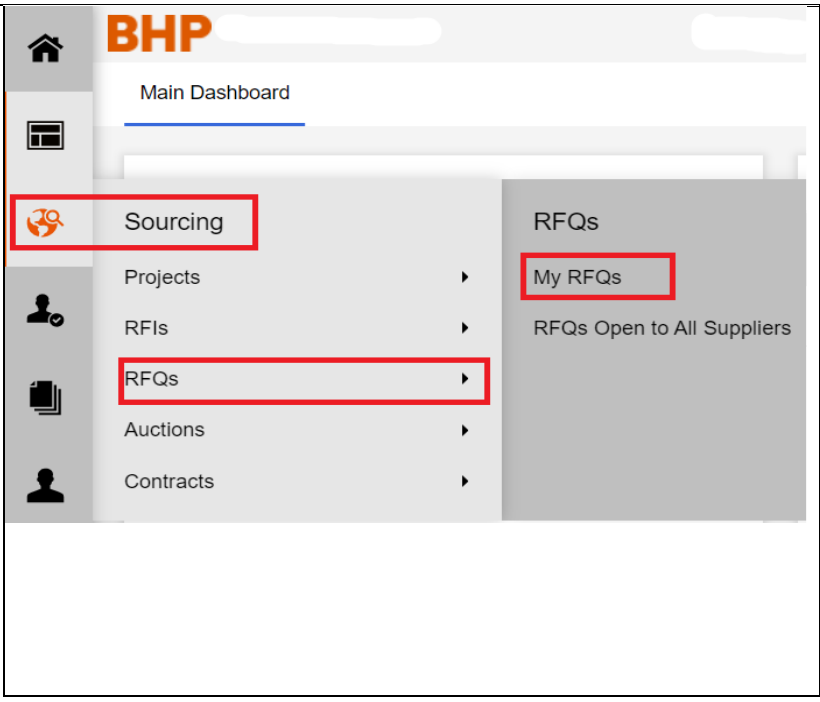
APPLICABLE ONLY FOR TENDER REGISTRATION

3. Request for Information

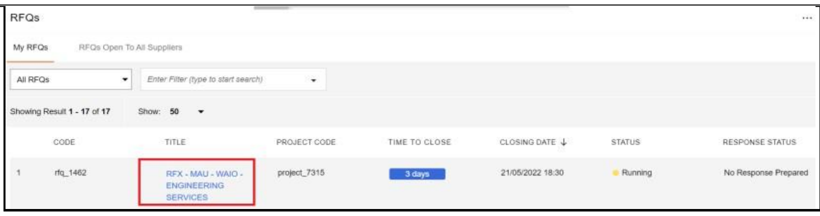
3.1 Respond to an RFQ/ RFI

1 Go to **GCMS Login page** and login using your user name and password. Navigate to the **GCMS main dashboard.**

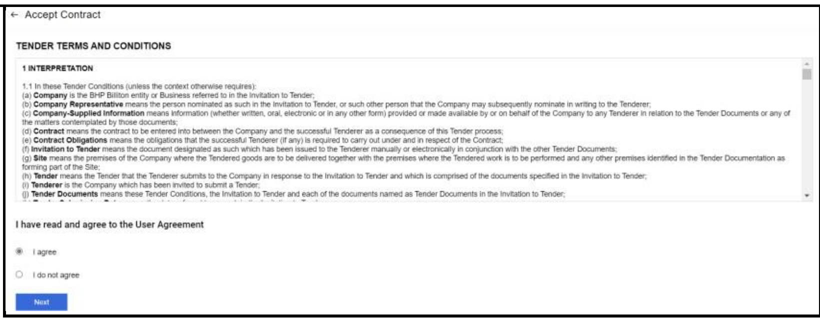
2 Select **Sourcing** on the dashboard then in the dropdown go to **RFQ's for Tenders/RFQ's** or RFI's (Request for Information)

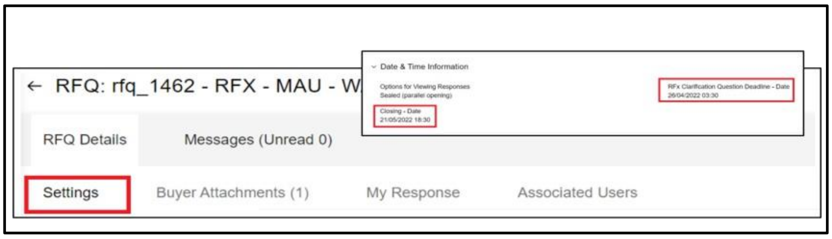


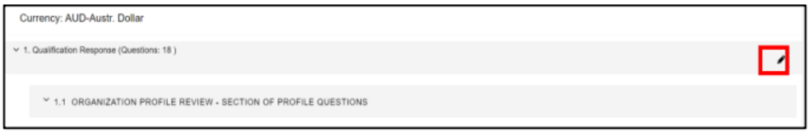
3 Select the RFQ/RFI you would like to respond to from the list provided



4 You may be asked to view and Accept Tender Terms and Conditions, before proceeding to view the RFQ/RFI.



5 Select the RFX/RFI for response: • **Closing date**: Valid responses must be completed and submitted before this time. • **User Rights:** If another person from your Organisation needs to provide information you must assign them as GCMS Sub-Users (**Refer Section 6**). Under User Rights tab add the Sub-user who will participate in the RFQ/RFI response.	

• **Settings tab**: View the RFQ/RFI details. • **Buyer Attachments:** View the RFQ/RFI attachments provided by BHP.	
6 **My Response:** • Choose to accept or decline to respond to the RFQ/RFI, by clicking **Intend To Respond or Decline to Respond.** You will then be taken into the RFQ/RFI. • If submitting clarifications to a previously submitted RFQ/RFI response go to Edit response	 

Option 1: Download & Edit

a. Click **Online Questionnaire In Excel** then click **Download Online Questionnaire in Excel** to export a copy of the response items required.

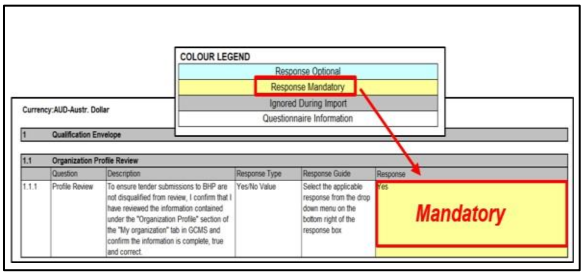
- The downloaded Excel document will contain multiple sections (Qualification, Technical and Commercial).

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.

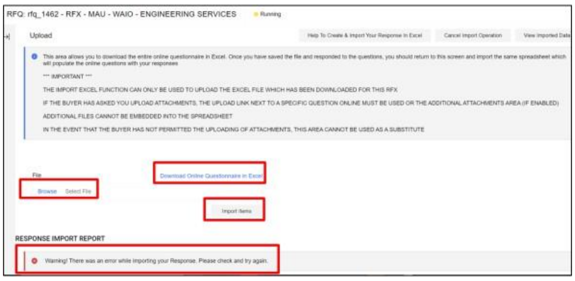
b. Check the Colour Legend before completing the form and make sure all **Mandatory items** (Rows in Yellow) have been completed in the downloaded excel. Save the file on your computer.

c. Once you are satisfied that the response is complete select **Browse** and **Select File** on your computer that contains the completed responses. That file will be loaded back into GCMS with your responses

d. Then select **Import Items**. If the file is in the correct format the system will display a success message. Click **OK.**

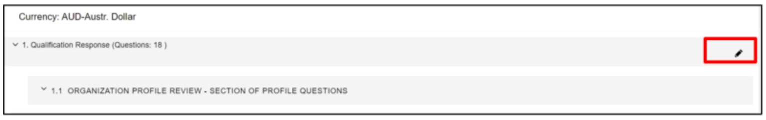


- If the import is unsuccessful. Go to **Download Online Questionnaire in Excel**, download a new copy of the Excel spreadsheet. Update the information DO NOT modify the template before saving under a new file name. Retry **Import Items** using the new filename.

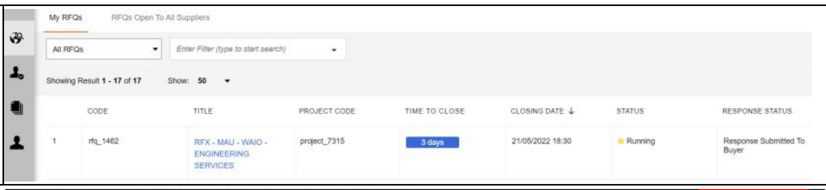
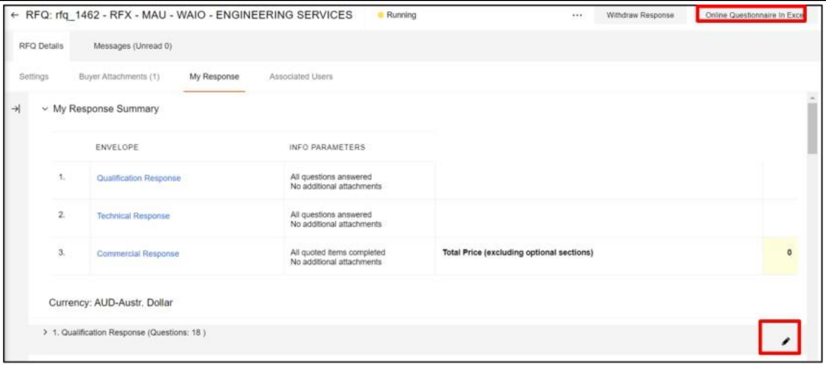


e. Click **Save Changes** to save the information uploaded from the Excel file. Your responses to the RFI have been updated in GCMS.

Option 2: Edit Online

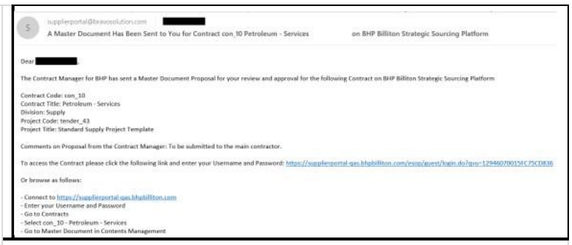
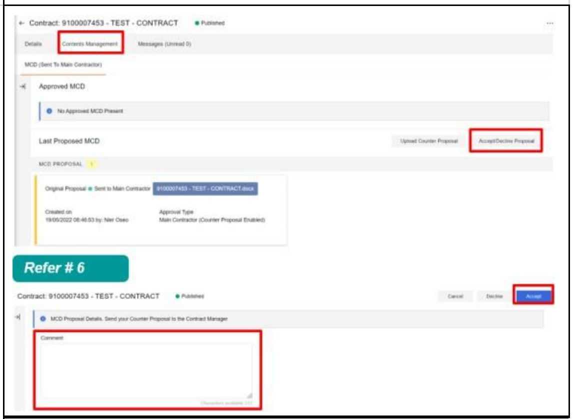
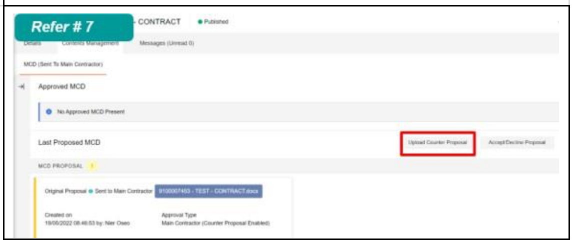
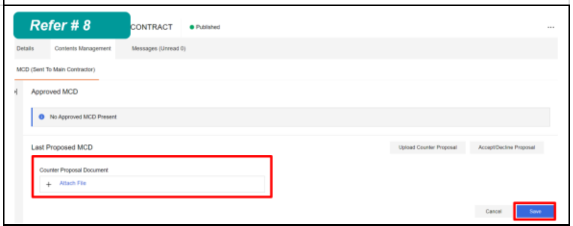
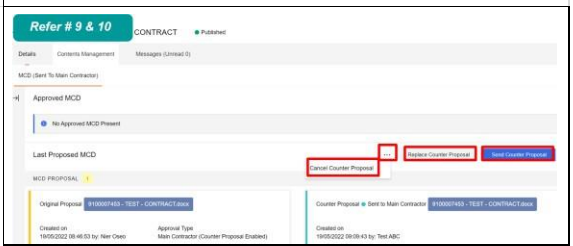
a. To edit the response online, click **Edit Icon.** b. Edit the responses and then click **Save** to save your responses.	
c. Use **Validate Responses** to identify if you have not completed any mandatory responses. d. Click **Save and Close** when complete.	
e. When the response is complete and ready to be submitted to BHP, click **Submit Response.**	

3.2 Updating a response

• After submission of a response AND before closing date the RFQ/RFI is still available to be edited	
• Navigate to the RFQ/RFI section and locate the RFQ/RFI you wish to amend. • Select the section of the response you wish to edit by clicking '**Edit Icon** or choose to '**Online Questionnaire in Excel**'. Any change will overwrite previous response information.	
• Once you have edited the sections as required click '**Keep Changes**'.	
• Click '**Submit Changes**'.	

4. Response to Contract

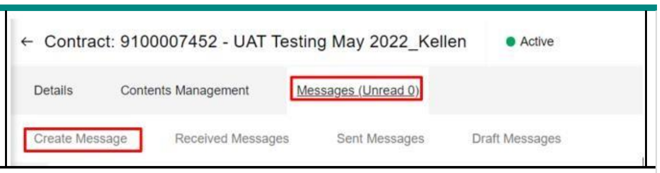
4.1 Contract in Negotiation Responses

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.	
3 The Supplier can also locate the Contract Document through the main dashboard under **Contracts in Negotiation.** 4 The supplier will navigate to **Contents Management > MCD (Sent to Main Contractor)** 5 Download the **Contract Document** proposal by clicking on the document link.	
6 The supplier can either accept or decline a proposal by clicking **Accept/Decline Proposal.** You may also add comments before selecting **Approve/Decline Proposal.**	
7 If the Supplier has the option they can submit a counter proposal. Click **Upload Counter Proposal**. The supplier then selects a file from their computer and can upload this as the counter proposal.	
8 Click Upload Counter Proposal and click **Save**	
9 To replace the Counter Proposal click **Replace Counter Proposal**, to cancel the Counter Proposal click the **ellipsis** and click **Cancel Counter Proposal.** 10 To send the Counter Proposal click **Send Counter Proposal.** You can also add comments and Click **Ok.**	

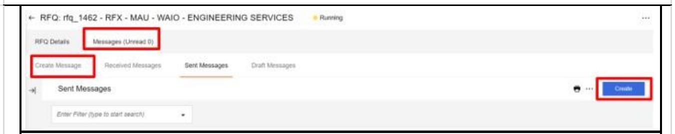
5. MESSAGES IN GCMS

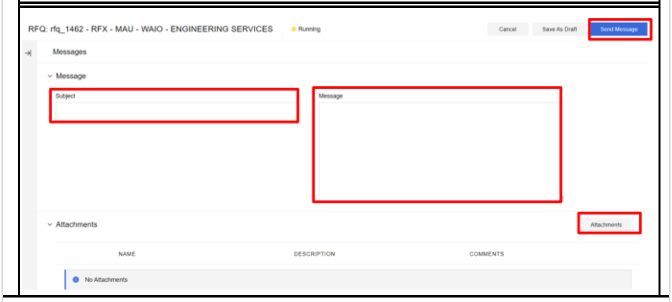
5.1 Send a message

1. To send a message or a clarification to a BHP Supply Representative you need to go to Dashboard -> Sourcing then select RFQ, RFI or Contract,
   - Navigate to the contract and select the contract and click the **Messages** Tab.
   - Navigate to the RFQ/RFI or Contract and select the specific RFQ/RFI or Contract, click the **Messages** Tab



2. Click Create Message. Complete the message details by filling in the Subject and Message fields.
3. To send attachments with the message, click Attachments.

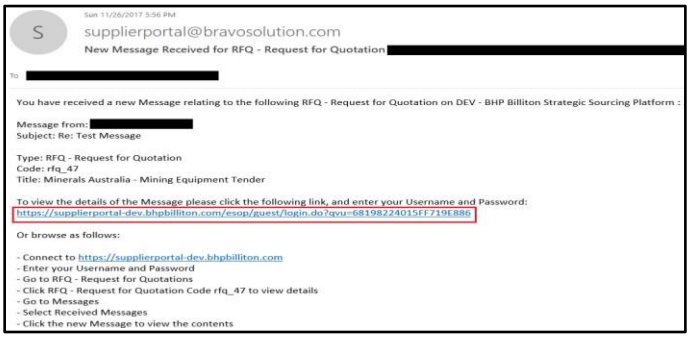




5. Click **Upload New File.** Select the file to upload by clicking on **Select Files to upload**→ click **Confirm** → Click **Save All.** Note: Multiple attachments can be added.
6. Save the message as a draft by clicking **Save as Draft.** When the message is ready to be sent click **Send Message.**
7. The status of the message can be checked in the **Messages tab**.

5.2 Receive a message

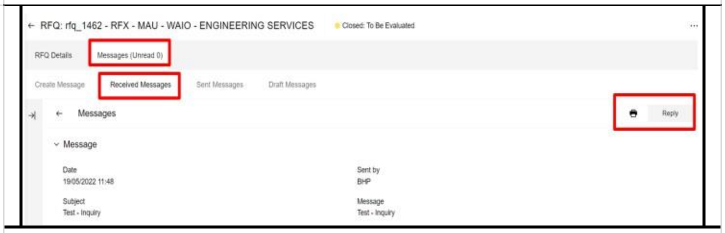
1. You will receive messages from the BHP Supply Representative in an email notification. Click the link in the email to navigate to the message area and view the message.



2. You can also navigate to **Dashboard -> Sourcing** and then select RFQ, RFI or Contract, navigate to the specific document and click the **Messages** Tab.

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

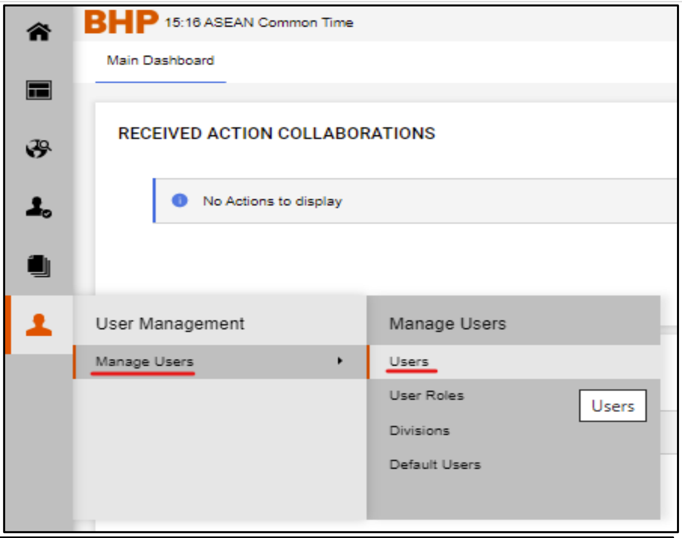
4. The message can be responded to or forwarded by clicking **Reply.**

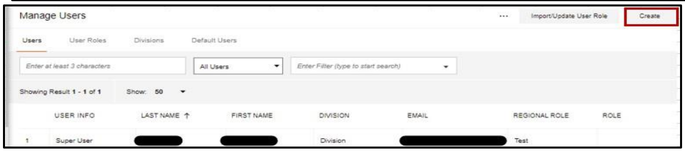


6. ADD ADDITIONAL USERS TO GCMS

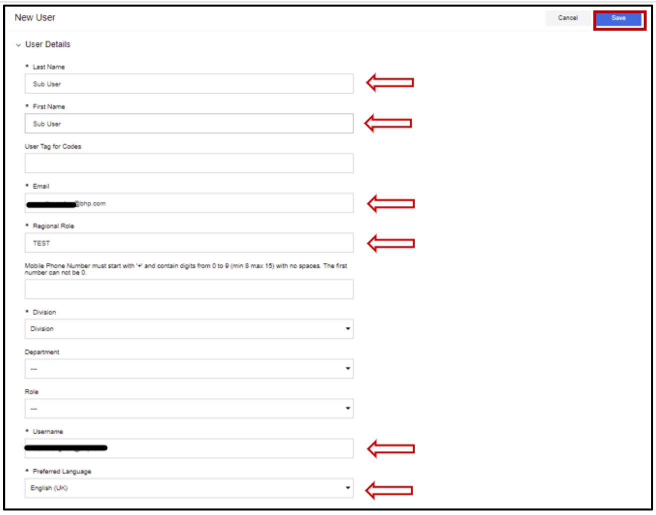
1 Log into the BHP Supplier Portal (GCMS) using your user name and password. Navigate to the path **User Management → Manage Users → Users**.

2 Click **Create**





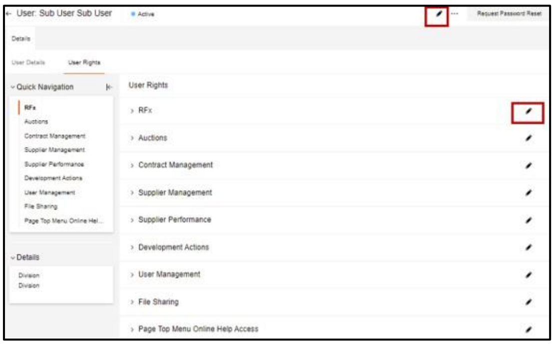
3 Complete the Sub-user details and click **Save**. The Sub-User has now been created. Note that you can limit the view for each Sub-user of GCMS.



4 Click View User Rights, the user rights determine what the sub-user can do in the system on behalf of your Organisation

- Please refer to the table below for an explanation of the different user permissions available.

5 After the user rights are completed, click **Save**.



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

From: supplierportal-qas@mailer.bhp.com <supplierportal-qas@mailer.bhp.com>
Sent: Thursday, 12 May, 2022 3:43 PM
To: [redacted]@bhp.com>
Subject: Welcome to the BHP Supplier Management Portal. BHP Global Contract Management System

Dear Sub User Sub User,

Welcome to the BHP Supplier Management Portal BHP Global Contract Management System

Your User Name is: [redacted]

Your Password is: 1193150465

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-qas.bhp.com

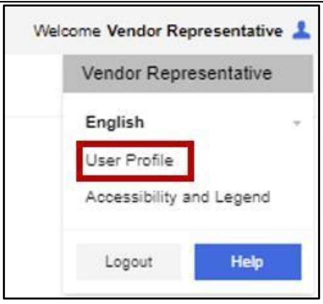
The table below explains the user's rights

Section	Description
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
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

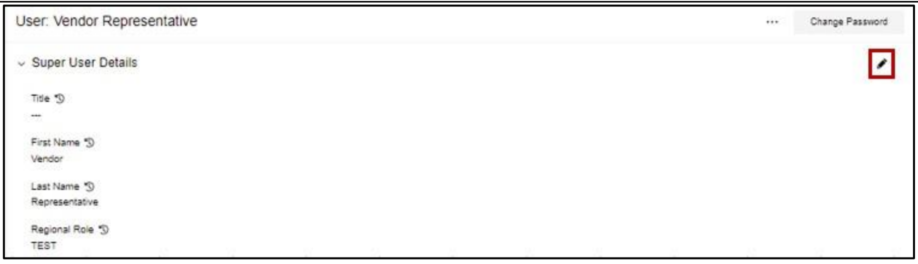
7. Adjusting Language, Time and Date

1. Log into the BHP Supplier Portal (GCMS) by entering your log in details.

2. Navigate to the top right-hand side, click the **User icon** → **User Profile**.

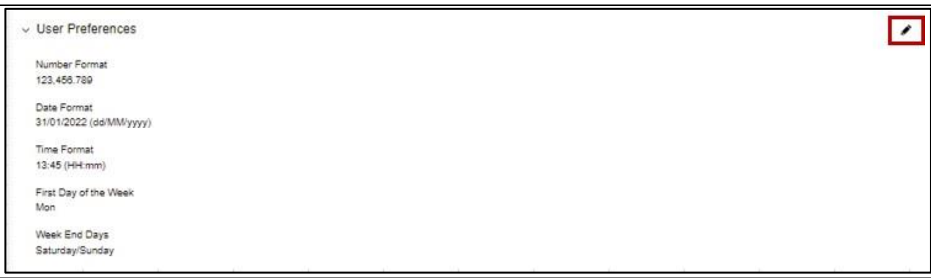


3. To edit the representative details, click **Edit** icon.



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

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

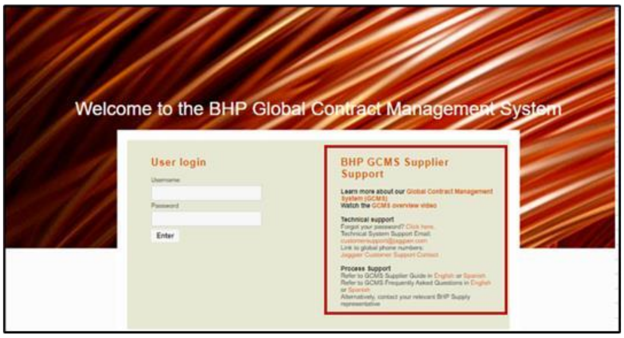


6. Update the details and click **Save**.

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

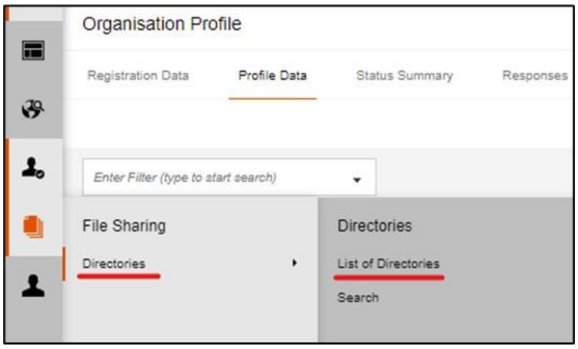
8. Request Support/Help

Go to the GCMS home page



- select **Learn More** if you are new to GCMS and would like to review a video about GCMS
- select **Technical Support** if you are experiencing difficulties getting GCMS to operate or unable to login
- select **Process Support** if you are not certain about how to complete an application or if your documents are acceptable.

Reference documents for GCMS



- Found in **File Sharing** -> **Directories** folder.
- **Supplier Frequently Asked Questions** located in the File Sharing area of the system and also here

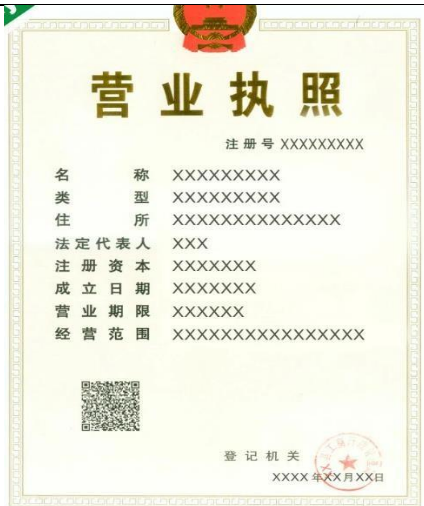
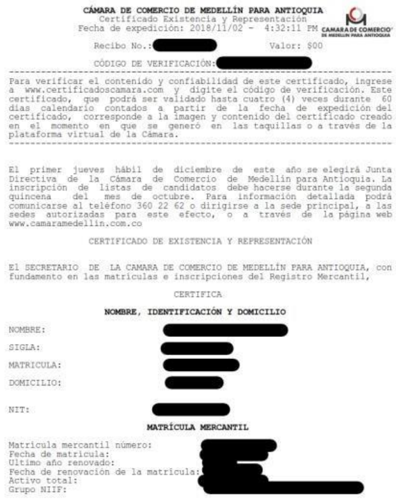
If you require additional support, please contact your BHP Supply Representative.

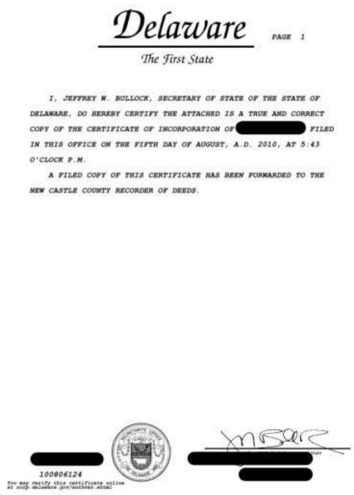
9. APPENDIX 1: ACCEPTABLE DOCUMENTS

9.1 Company incorporation

BHP requires companies to provide evidence of their incorporation. This document must match the address provided showing the company is in the country of incorporation.

Below are examples of acceptable documents:

Australia	Canada	Singapore
 Certificate of Registration of a TEST DATA This is to certify that *** TEST DATABASE ***SAMPLE COMPANY PTY. LTD. Australian Company Number 123 123 123 is a registered company under the Corporations Act 2001 and is taken to be registered in New South Wales The company is limited by shares. The company is a proprietary company The day of commencement of registration is the fourth day of September 2003. Issued by the EDGE TEST SYSTEM on this fourth day of September, 2003. THIS IS NOT A VALID CERTIFICATE SAMPLE TEST DATA	 BRITISH COLUMBIA Number [redacted] CERTIFICATE OF INCORPORATION BUSINESS CORPORATIONS ACT I Hereby Certify that [redacted] was incorporated under the Business Corporations Act on July 8, 2014 at 09:29 AM Pacific Time. Issued under my hand at Victoria, British Columbia On July 8, 2014 CAROL PREST Registrar of Companies Province of British Columbia Canada ELECTRONIC CERTIFICATE	 (This is a sample report only) ACRA ACCOUNTING AND CORPORATE REGULATORY AUTHORITY CERTIFICATE CONFIRMING INCORPORATION OF COMPANY Company Name : LUCKY COMPANY PTE. LTD. (name change effective from 01/10/2016) UEN : 201600008M This is to confirm that the company was incorporated under the Companies Act, on and from 08/08/2016 and that the company is a LIMITED EXEMPT PRIVATE COMPANY. The company was formerly known as: S/N Company Name Effective From 1. UNLUCKY COMPANY PTE. LTD. 08/08/2016 (Note: Only the five (5) most recent former names are listed. Any change in company name effected before 13 Jan 2003 will not be listed)
Chile	**China**	**Colombia**
 SII Servicio de Impuestos Internos DECLARACIÓN JURADA INICIO DE ACTIVIDADES El Servicio de Impuestos Internos con fecha 26-07-2016 18:08:39, certifica que ha recibido y efectuado el trámite de Inicio de Actividades. ROL UNICO TRIBUTARIO Front Back	 营业执照 注册号 XXXXXXXXX 名　　称 XXXXXXXXX 类　　型 XXXXXXXXX 住　　所 XXXXXXXXXXXXXX 法定代表人 XXX 注册资本 XXXXXXX 成立日期 XXXXXXX 营业期限 XXXXXX 经营范围 XXXXXXXXXXXXXXXX 登记机关 XXXX年XX月XX日	 CÁMARA DE COMERCIO DE MEDELLÍN PARA ANTIOQUIA Certificado Existencia y Representación Fecha de expedición: 2018/11/02 - 4:32:11 PM Recibo No.: [redacted] Valor: $00 CÓDIGO DE VERIFICACIÓN: [redacted] CERTIFICADO DE EXISTENCIA Y REPRESENTACIÓN CERTIFICA NOMBRE, IDENTIFICACIÓN Y DOMICILIO NOMBRE: [redacted] SIGLA: MATRICULA: DOMICILIO: NIT: [redacted] MATRÍCULA MERCANTIL Matrícula mercantil número: [redacted] Fecha de matrícula: Último año renovado: Fecha de renovación de la matrícula: Activo total: Grupo NIIF:

Ecuador	India	Malaysia
		
Mexico	**United Kingdom**	**USA**
		

9.2 Sole Trader

If you operate as a **Sole Trader** (no company structure) you will need to provide evidence of your name/address details that have been validated from your government.

Acceptable identity documents are:

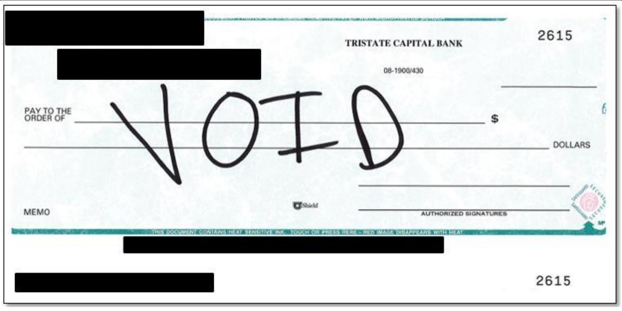
- Current valid driver's license with photo ID – provide copy of front and back; or
- PDF of current valid passport – must show photo and details of validity dates; AND
- Copy of company letterhead; AND
- Government registration document for any business trading name

9.3 Bank Document

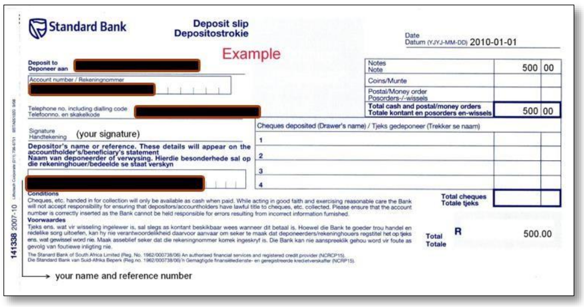
BHP requires verification from their bank declaring the vendor's name, bank account and bank branch details, dated not more than a 12 months, except for voided cheques and deposit slips.

Below are examples of acceptable documents:

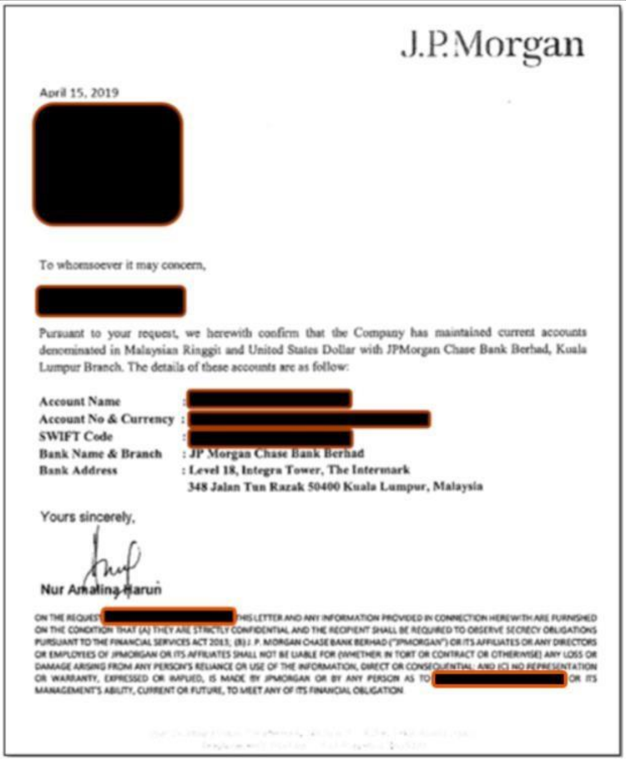
Voided Cheque


[redacted]
TRISTATE CAPITAL BANK
2615
[redacted]
08-1900/430
PAY TO THE ORDER OF
VOID
$
DOLLARS
MEMO
AUTHORIZED SIGNATURES
[redacted]
[redacted]
2615

Copy of Bank Deposit Slip


Standard Bank
Deposit slip
Depositostrokie
Example
Date
Datum (YJYJ-MM-DD) 2010-01-01
Deposit to
Deponeer aan [redacted]
Account number / Rekeningnommer [redacted]
Notes / Note 500 00
Coins/Munte
Postal/Money order / Posorders/-wissels
Total cash and postal/money orders / Totale kontant en posorders en-wissels 500 00
Telephone no. including dialling code / Telefoonno. en skakelkode [redacted]
Cheques deposited (Drawer's name) / Tjeks gedeponeer (Trekker se naam)
Signature / Handtekening (your signature)
Depositor's name or reference. These details will appear on the accountholder's/beneficiary's statement
Naam van deponeerder of verwysing. Hierdie besonderhede sal op die rekeninghouer/bedeelde se staat verskyn
[redacted]
Total cheques / Totale tjeks
Total / Totale R 500.00
your name and reference number

Copy of original letter issued by your bank


J.P.Morgan

April 15, 2019

[redacted]

To whomsoever it may concern,

[redacted]

Pursuant to your request, we herewith confirm that the Company has maintained current accounts denominated in Malaysian Ringgit and United States Dollar with JPMorgan Chase Bank Berhad, Kuala Lumpur Branch. The details of these accounts are as follow:

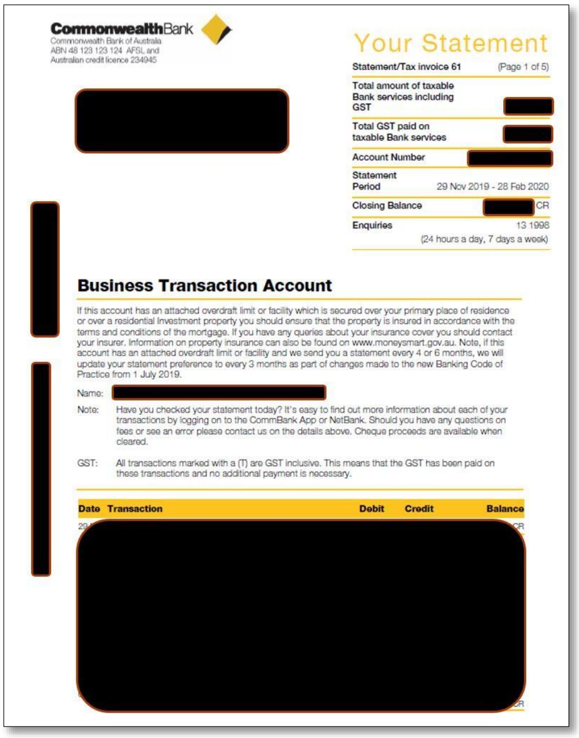
Account Name : [redacted]
Account No & Currency : [redacted]
SWIFT Code : [redacted]
Bank Name & Branch : JP Morgan Chase Bank Berhad
Bank Address : Level 18, Integra Tower, The Intermark
348 Jalan Tun Razak 50400 Kuala Lumpur, Malaysia

Yours sincerely,

Nur Amalina Harun

ON THE REQUEST [redacted] THIS LETTER AND ANY INFORMATION PROVIDED IN CONNECTION HEREWITH ARE FURNISHED ON THE CONDITION THAT (A) THEY ARE STRICTLY CONFIDENTIAL AND THE RECIPIENT SHALL BE REQUIRED TO OBSERVE SECRECY OBLIGATIONS PURSUANT TO THE FINANCIAL SERVICES ACT 2013, (B) J. P. MORGAN CHASE BANK BERHAD ("JPMORGAN") OR ITS AFFILIATES OR ANY DIRECTORS OR EMPLOYEES OF JPMORGAN OR ITS AFFILIATES SHALL NOT BE LIABLE FOR (WHETHER IN TORT OR CONTRACT OR OTHERWISE) ANY LOSS OR DAMAGE ARISING FROM ANY PERSON'S RELIANCE OR USE OF THE INFORMATION, DIRECT OR CONSEQUENTIAL, AND (C) NO REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE BY JPMORGAN OR BY ANY PERSON AS TO [redacted] OR ITS MANAGEMENT'S ABILITY, CURRENT OR FUTURE, TO MEET ANY OF ITS FINANCIAL OBLIGATION.

Copy of an original bank statement


CommonwealthBank
Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL and
Australian credit licence 234945

Your Statement
Statement/Tax invoice 61 (Page 1 of 5)
Total amount of taxable Bank services including GST [redacted]
Total GST paid on taxable Bank services [redacted]
Account Number [redacted]
Statement Period 29 Nov 2019 - 28 Feb 2020
Closing Balance [redacted] CR
Enquiries 13 1998
(24 hours a day, 7 days a week)

[redacted]

Business Transaction Account

If this account has an attached overdraft limit or facility which is secured over your primary place of residence or over a residential Investment property you should ensure that the property is insured in accordance with the terms and conditions of the mortgage. If you have any queries about your insurance cover you should contact your insurer. Information on property insurance can also be found on www.moneysmart.gov.au. Note, if this account has an attached overdraft limit or facility and we send you a statement every 4 or 6 months, we will update your statement preference to every 3 months as part of changes made to the new Banking Code of Practice from 1 July 2019.

Name: [redacted]

Note: Have you checked your statement today? It's easy to find out more information about each of your transactions by logging on to the CommBank App or NetBank. Should you have any questions on fees or see an error please contact us on the details above. Cheque proceeds are available when cleared.

GST: All transactions marked with a (T) are GST inclusive. This means that the GST has been paid on these transactions and no additional payment is necessary.

Date	Transaction	Debit	Credit	Balance
[redacted]				

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*
3.0	*24/03/2021*	*Updated language and explanation text*
4.0	*7/ 04/2021*	*Amend images and text*
5.0	*20/04/2021*	*Adjust to table format, amend content, update screenshots for Jaggaer 21.1 Upgrade*
6.0	*29/06/2021*	*Adjust to table format, amend content, update screenshots for Jaggaer 21.1 Upgrade*
7.0	*16/05/2022*	*Adjust table format, amend content, update screenshots for Jaggaer UX Upgrade*
8.0	*13/05/2025*	*Adjust table format, amend content, updated language and explanation text, update screenshots of the new email template*