

Welcome to Your BHP Global Contract Management System (GCMS) Onboarding Journey!



Step 1: Complete Vendor Profile in GCMS

BHP uses GCMS for managing global tenders, commercial contracts and vendors profile management.

To facilitate a seamless onboarding process, we have outlined the documents and information you could prepare in advance. Having these ready will ensure a smooth onboarding experience once you receive your invitation to complete your GCMS profile.

Required Documents

Evidence of Incorporation	Document confirming establishment or incorporation and any registrations required to conduct business the selected countries.
Annual Turnover Supporting Document. (Mandatory for Australian vendors)	A statement or letter confirming the company's annual revenue, signed by the Managing Director or qualified accountant. If the document is not provided, payment terms would be defaulted to 60 days.
Company Letterhead	Signed letterhead in PDF format confirming the organisation name, address, telephone number and tax number
Bank supporting	Requirements listed below.
W9 Form (Applicable for US vendors)	Download form: https://www.irs.gov/pub/irs-pdf/fw9.pdf .
Shareholder list	A list of all shareholders including their names, percentage of shares and nationality
Officer list	A list of principal directors and managers including their names, nationality and position

Bank Supporting Document Requirement:

To verify your banking details, please provide a full-page copy of any one of the following original documents:

Voided cheque/ Deposit slip/ Bank-issued letter/ Bank statement.

The document must include:

- Bank name
- Bank account number
- Bank key (as required by the bank's country)
- Account holder name
- Date (not older than 12 months from the profile review date, except for voided cheques and deposit slips)

You may redact any sensitive transaction details. We only need enough information to confirm the document's authenticity and completeness.

Important Information

- The GCMS invitation link is only valid for 5 days. Please be sure to login and complete the profile within the given time.
- If you require additional time, please inform your supplier representative.
- Once your GCMS profile is completed, all future changes to your company information must be made directly in GCMS.
- Should you have any queries please reach out to your supplier representative or raise a case via this link [Supplier Queries](#)

Unlock Your Journey with BHP: Visit [BHP.com](https://www.bhp.com)