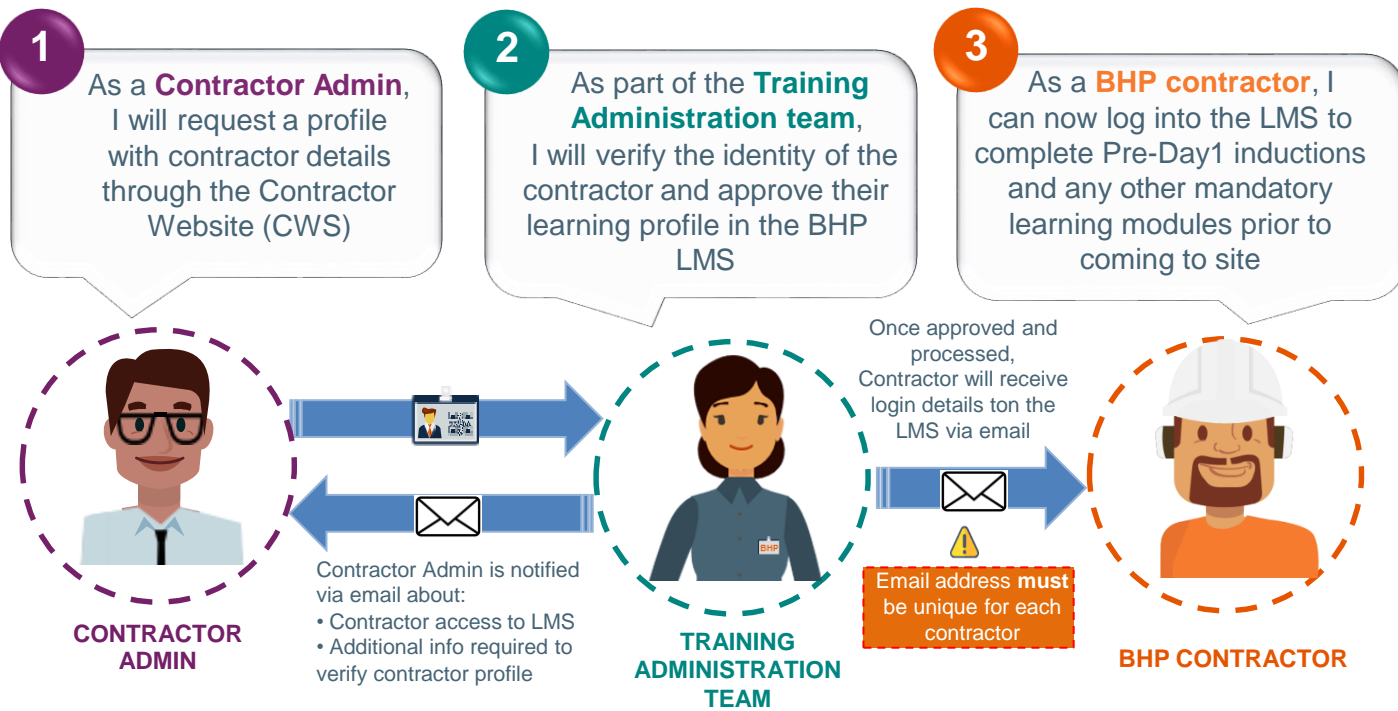




- The Contractor Website will enable contractor administrators to request the creation of contractor's training profiles in the Global Learning Management System (LMS).
- Providing Contractors with LMS access enables us to track our **safety compliance**, and creates a **consistent and seamless learning experience** across BHP.

Process Overview



Contractor Admin Responsibilities

- 📄 **Register as an Admin for the first time** in order to get access to the BHP Contractor Website
- ➕ **Create** profiles for new contractors that need to come to site or offices
- ✎ **Edit** profiles in case of change in Contractor details
- 🔄 **Re-activate** or extend profiles for contractors whose access has expired
- ✖ **De-activate** if, for example, the contract end date has been moved forward, contractor no longer works for that vendor/company or contractor is on extended leave, etc


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[Deactivate](#)

STEP 1

Login Page

Field/ Button	Description
1 Log In	Go to https://contractor.bhp.com and click on 'Login'.

STEP 2

Register Page

Field/ Button	Description
2 Company	Type 'Company Name' and select from the auto populated dropdown list. If your company name does not appear on the list, contact Training Administration team
3 Company Address	Enter the same address provided during BHP vendor registration process
4 BHP Vendor Or C-Res Number	'BHP vendor' number is shared with the contractor company during BHP vendor approval process. 'C-Res number' is applicable only if the company is engaged through the Australian Coal Local Buying Program
Check your last Purchase Order (PO) to find your Vendor Number	
5 Company Representative Details	Enter 'Company Representative Details'. i.e. Contractor Admin details ⚠ Email address must be unique. Generic Email Ids will be rejected
6 BHP Contract Owner Details	Enter 'BHP Contract owner details'. This BHP employee is a responsible person or contact for the contractor. The system will only accept a bhp email to proceed to the next step.
7 Next	User redirected to 'Verify Details' for review

STEP 3

BHP Contract Owner Details

Verify Details

Verify Page

Field/ Button	Description
8 Register	Registration request is sent to BHP Training Administration team for processing

INFORMATION



On approval, you will receive an email with instructions on logging in.

Or

Training Administration team may ask additional information for verification.



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STEP 4

Login Page

Field/ Button	Description
1 Log in	Go to https://contractor.bhp.com . Enter your registered email and the temporary password.

STEP 5

Multi-Factor Authentication

Field/ Button	Description
2 Security Code	Once your registration has been approved, you will be required to satisfy the multi-factor authentication requirement when logging into the Contractor Website. After you enter your e-mail address and password, a screen will prompt you to enter a security code.

3 Email	A security code will be emailed to your registered email address. Copy this code.
------------	---

4 Verify	Enter the security code in the box and hit Verify . After successful verification, you will be granted full access to your contractor admin account. You have 6 minutes to enter the security code. Otherwise, you will need to log-in again to request a new code.
	If you entered an invalid security code, close the dialogue box and log-in again. A new security code will be sent to your email. 5 failed attempts will result to your account being locked.



Multi-Factor Authentication

Question

Will I be prompted again?

Answer

Yes. You will need to re-authenticate each time you log in to the Contractor Website.



INFORMATION



Data privacy is vital to our business. Multi-factor authentication (MFA) is our way of preventing unauthorized account access and safeguarding contractors' personal data. Providing a username and password coupled with a code sent to your email increases protection of your account.

If your registered email address is invalid, you will not be able to log in. Please reach out to our BHP Training Administration team for assistance using [web forms](#) to update your email address.



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BHP Contractor Website can be found at <https://contractor.bhp.com>

Once you 'Login', you will be redirected to 'Profiles' page and then click on 'Add New Contractor Profile'

STEP 1

Location

1 Location 2 Personal Info 3 Roles 4 Upload 5 Review 6 Finish

Location Details

*Please select a region ①

Australia

*Please select a commodity ①

BMA

*Please select a primary location ①

Blackwater

Please select any additional locations (maximum of 10) ①

Brisbane Broadmeadow Caval Ridge
 Central QLD office Daunia Goonyella
 Hay Point Major Shutdowns Norwich Park
 Peak Downs Saraji

*Please select a department ①

Engineering

Save ② Next ③

Field/ Button

Description

① Location Details

Select Region, Commodity, Primary Location, Additional Locations (select multiple locations if contractor requires) & Department from dropdown list



Mandatory trainings will be assigned to the Contractor based on primary and additional locations selected

② Save

At any time during the profile creation, click 'Save' to record & you can then return to the profile creation later

③ Next

'Next' will take you to 'Step 2'

STEP 2

Personal Info

1 Location 2 Personal Info 3 Roles 4 Upload 5 Review 6 Finish

Personal Details ①

*First Name ① First Last *Last Name ① Last *Date of Birth ① 01/02/1993

*Address Line 1 101 Sample Street Address Line 2

*Suburb Somewhere *State QLD *Postcode 4444

*Email first.last@sample.com *Confirm Email first.last@sample.com

*Phone Number Please provide a minimum of 2 phone numbers

Work Phone 9999999 Home Phone Mobile Phone

*Gender Female USI ①

*Start Date ① 13/03/2023 Company Name TALEN

Emergency Contact ②

*First Name Emergency *Last Name Person *Phone 87654321

BHP Supervisor / Contract Owner ③

*First Name Super *Last Name Visor *Job Title Supervisor

*BHP Email Address supervisor@bhp.com

Back Save Next ④

Field/ Button

Description

① Personal Details

Complete Personal details for Contractor. Choosing right 'Position Title' is important as the trainings are allocated basis the 'Position Title' For more info, refer to Appendix – 'Position Title'



Email addresses must be unique and active. Generic Email addresses will be rejected by the Training Administration team. Please provide active contact details as login details are sent to Contractor's Email.

② Emergency Contact

Details entered may be used by BHP team to contact during emergency situation

③ BHP Contract Owner

This BHP employee is a responsible person or contact for the contractor. The system will only accept a bhp email to proceed to the next step.

④ Next

'Next' will take you to 'Step 3'

[Home](#)[Bulk Create](#)[Edit](#)[Deactivate](#)

BHP Contractor Website can be found at <https://contractor.bhp.com>

Please note that the completion of the Roles section is **OPTIONAL** and should only be completed if advised by your BHP Representative or Contract Owner. If not required, proceed to **Step 4 'Upload'**

STEP 3



Roles

1 Location 2 Personal Info 3 Roles 4 Upload 5 Review 6 Finish

Roles (Optional)

Please note that the completion of this section is **OPTIONAL**. It is not mandatory to complete this information. Only fill in this section if you have been advised to complete this section by your BHP representative/Contract Owner.

Please skip this step if not advised.

Please note that adding a Role to a person's profile may result in learning being assigned to the person in the LMS and will impact their compliance.

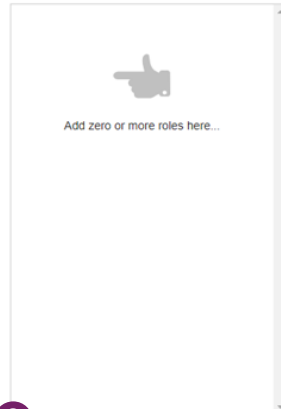
You can use the search field to filter the roles. To select a role (and move to the right hand column), use the + button. If you need to remove one selected, you can use the rubbish bin or the remove all button. There is a drag and drop functionality also available

[Filter](#)

Filtered Roles (228)

Administration Officer	+
Apprentice Boilermaker	+
Apprentice Electrical	+
Apprentice Mechanical Fitter	+
Apprentice Plumber	+
Autonomy Zone Controller Drilling	+
Autonomy Zone Operator Drilling	+
Autonomy Zone Operator Production	+
Belt Splicer Level 1	+
Belt Splicer Level 2	+
Belt Splicer Level 3	+
Blast Controller	+

Assigned Roles (0)

[Back](#)[Save](#)[Next](#)

Add a Role

Field/ Button

Description

1
Add new Role

If you want to add a new 'role' to a user select the role you want by clicking on the + symbol next to the name of the role

2
Save

Click 'Save'

Delete a Role

Field/ Button

Description

1
Delete Role

If you want to delete a 'role' from a user select the role you want by clicking on the trash icon next to the name of the role

2
Save

Click 'Save'

Roles

Use the search below to filter the list of roles on the left hand side. Use the add and remove buttons or drag and drop roles from either side as required

[Filter](#)

Filtered Roles (227)

Apprentice Boilermaker	SJC00240	+
Apprentice Electrical	SJC00241	+
Apprentice Mechanical Fitter	SJC00242	+
Apprentice Plumber	SJC00243	+
Autonomy Zone Controller Drilling	SJC00292	+
Autonomy Zone Operator Drilling	SJC00290	+
Autonomy Zone Operator Production	SJC00291	+
Belt Splicer Level 1	SJC00191	+
Belt Splicer Level 2	SJC00192	+
Belt Splicer Level 3	SJC00193	+
Blast Controller	SJC00021	+

Selected Roles(2)

Administration Officer	1
Maintenance Electrical Shift	

[Add All >>](#)[<< Remove All](#)[Cancel](#)[Save](#)

Note: This new Roles page will be visible to all Contractor Admins when onboarding new users.

It is **only** to be completed if advised by a BHP Business Administrators as being a requirement for onboarding a contractor.


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BHP Contractor Website can be found at <https://contractor.bhp.com>

STEP 4



Upload

Field/ Button

Description

1

ID Type

Select **ID type** from dropdown list. List shows different ID types as per the 'Region' selected in '**Step1**'

2

Browse

'**Browse**' to select the document from your desktop



File must be either an image or PDF & size should not exceed 3MB

3

Next

'**Next**' will take you to '**Step 4**'

STEP 5



Review

Field/ Button

Description

Review information entered in Contractor profile

1

Back

'**Back**' can take you to a specific step if you want to make changes

2

Submit

'**Submit**' will complete the profile creation

STEP 6



Finish

Field/ Button

Description

- Finish displays successful submission of request
- Once processed you will receive an email on profile creation / rejection with remarks
- On profile creation, Contractors will also receive an automated email with login details

! It takes one day for the profile verification by the training support team. On creation, mandatory trainings will be auto assigned to the Contractor in Learning Management System (LMS)

! [Click here](#) to know about learnings which Contractor completes outside LMS

Create another request Clicking this will start a new contractor profile request with similar location details

In case of no receipt of Email in Inbox or Junk contact [Training Administration team](#)

How To Reactivate A Contractor Profile

If Contractor has an existing profile, follow the steps in '[How to Add New Contractor Profile](#)'. If the profile creation request gets approved, the existing profile will be reactivated and the new data entered in the request will supersede the data on the existing contractor profile.

! Reactivation requests are subject to internal approval.



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[Bulk Edit](#)

[Deactivate](#)

BHP Contractor Website can be found at <https://contractor.bhp.com>

Once you 'Login', you will be redirected to 'Profiles' page and then click on 'Submit Edit Request'

Please enter the details of the contractor profile you would like updated

* Contractor ID: 12345678

* Existing Contractor First Name: Joe

* Existing Contractor Last Name: Smith

* Date of Birth: 01/02/1999

* First Name: Jose

Changes to First Name or Last Name require verification of identity

* Please select an ID type: Passport

* Choose file (3MB maximum size, Image files or Pdfs only): Passport.pdf

* Please select a field to edit: Please select

Buttons: Cancel, Submit

Confirm Edit Request Submission

Contractor ID	First Name	Last Name	Date of Birth
12345678	Joe	Smith	Feb 1, 1999
Field to update	Value		
First Name	Jose		

Buttons: Confirm, Cancel

! Edit requests are subject to internal approval

Please enter the details of the contractor profile you would like updated

* Contractor ID: 12345678

* Existing Contractor First Name: Joe

* Existing Contractor Last Name: Smith

* Date of Birth: 01/02/1999

* Email: joe.smith@newemail.com

* Please select a field to edit: Please select

Buttons: Cancel, Submit

Confirm Edit Request Submission

Contractor ID	First Name	Last Name	Date of Birth
12345678	Joe	Smith	Feb 1, 1999
Field to update	Value		
Email	joe.smith@newemail.com		

Buttons: Confirm, Cancel

! Edit requests are subject to internal approval



Contractor Admin

1 Identify the right Contractor

Enter contractor details to identify the right contractor profile

- Contractor ID
- Contractor First Name
- Contractor Last Name
- Date of Birth

Search the above details using **'Search & View Profile'**

2 Choose data field to be changed

Choose the data field of the Contractor profile to be changed from the dropdown list & click on 'Edit Field'

3 Enter new value

Enter new value

! For name changes, you will need to upload a supporting identity document for verification

6 Confirm

You can review all the changes and then click on Confirm

! Edit requests are subject to internal approval

5 Submit

Click on Submit, once all the required changes are updated

4 Choose another data field

Choose another data field to be changed from the dropdown list and follow step 3



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BHP Contractor Website can be found at <https://contractor.bhp.com>

Once you 'Login', click on 'My Account' to manage Account details by:

- [View & Edit Profile](#)
- [Change Password](#)
- [Forgot & Reset Password](#)

View & Edit Profile – My Accounts Page

Company Name **1**
 Test Company
 Company Address
 123 Main St, Sydney, NSW

Business Registration Number
 51 888 777 666
 BHP Vendor / C-Res number
 11111111

Company Representative Details

Job Title
 Contractor Manager **2**

First Name
 Noelle
 Last Name
 Mosley

Contact Number
 0414141414
 Email
 test@test.com

Change Password **3**

Contract Owner Details **4**

Job Title
 BHP Employee

First Name
 Sharlene
 Last Name
 Hoffman

Contact Number
 0499999999
 Email
 test2@test.com

Submit **5** Cancel

Field/Button	Description
1 Company Details	Contract company information is displayed
2 Company Representative Details	You can edit all own details
3 Change Password	User redirected to 'Change Password'
4 Contract Owner Details	You can edit 'Contract Owner Details'
5 Submit	'Submit' to successfully record changes

Change Password – My Accounts Page

Current Password **1**

New Password **2**

Confirm Password **2**

Submit **3** Cancel

Field/Button	Description
1 Current Password	Enter 'Current Password'
2 New & Confirm Password	Enter new password
3 Submit	'Submit' to successfully change password

Forgot Password – Login Page

Email


Password

Forgot Password? **1**

Log In Register

Email **2**

Submit **3** Cancel

Field/Button/Link	Description
1 Forgot Password 	This redirects to 'Forgot Password' page After 5 unsuccessful Login attempts the account will be locked for 30 minutes until next attempt
2 Email	Enter registered Email
3 Submit	You will receive a mail with 'Reset password' link with token no. in the registered Email ID. You are auto redirected to 'Reset Password' page

Reset Password

Email **1**

Token **2**

Password **3**

Confirm Password **3**

Submit **4** Cancel

Field/Button/Link	Description
1 Email	Enter registered Email ID
2 Token	Enter token details received in the Email
3 Password & Confirm Password	Enter new password
4 Submit	'Submit' to successfully 'Reset Password'



[Home](#) [Create](#) [Edit](#) [Bulk Deactivate](#)

BHP Contractor Website can be found at <https://contractor.bhp.com>

Search Profiles

Once you **'Login'**, you will be redirected to **'Profiles'** page where you can see **'Search Profiles'** section

Field/ Button	Description
1 Search Filters	Select from any of the below filters to search a specific Contractor - Contractor Number, Contractor Name, Requested Date, Created Date, Status
2 Search	Reloads the page with search result
3 Results	List of contractors displayed in a tabular format
4 Action	<ul style="list-style-type: none"> 'View' opens the contractor info in read-only format 'Duplicate' redirects user to 'Add New Contractor Profile' page with selected contractor data 'Edit' redirects to 'Submit Edit Request' Page 'Delete'

Submit Deactivation Request

Once you **'Login'**, you will be redirected to **'Profiles'** page and then click on **'Submit Deactivation Request'**

Field/ Button	Description
1 Contractor profile details	Enter the contractor profile details - Contractor ID, First Name Last Name & Date of Birth
2 Deactivation Reason	Select the appropriate reason for deactivation
3 Submit	'Submit' redirects the Admin to 'Confirm Deactivation' page
4 Confirm	The deactivation request will be sent to the Training Administration team for approval
Deactivation requests are subject to internal approval	

Confirm Deactivation Request


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BHP Contractor Website can be found at <https://contractor.bhp.com>

STEP 4

Fix Import Errors

Import Errors Detected

Please correct the errors and re-upload the file

Row #	Name	Date of Birth	Error List
13	Octavio Otani	null	• Date of Birth: Invalid Date (12/31/1991)
14	Demarcus Deem	Dec 31, 1970	• Address Line 1: Required field empty
18	Nakesha Nakashima	Dec 31, 1975	• Suburb: Required field empty
20	Marcus Murtha	Dec 31, 1999	• Post Code: Required field empty

⚠ The above personal details is dummy information used for explaining the system flow

Field/
Button

Description

If there is any error in the Upload File, you will see this 'Import Errors Detected' window

The error list shows details - **Row No.**, **Name**, **Date of Birth**, **Error List** (error description)

Fix the errors as per the error description, save the template and then re-upload the 'Bulk Import Template'

STEP 5

Upload ID and Submit

1/4 profiles imported

Row #	Name	Date of Birth	Email	ID Type	Attachment	Action
13	Octavia Otani	Dec 31, 1970	octavia@gmail.com	Passport	Passport.png	Submitted
14	Demarcus Deem	Dec 31, 1970	demarcus@gmail.com	1 Birth Cer	2 Birth Certificate.png	3 it
15	Berry Veldovan	Dec 3, 1970	berry@gmail.com	Drivers Li	Drivers License.png	Submit
16	Rafael Gomez	Dec 4, 1970	rafa@gmail.com	Passport	Passport.png	Submit

Close

⚠ The above personal details is dummy information used for explaining the system flow

Field/
Button

Description

If there are no errors, you will be redirected to 'Upload ID & Submit' page to upload the valid ID for each contractor

1 ID Type Select 'ID type' from dropdown

2 Attachment Click on highlighted button to 'Browse' & select the valid ID attachment

⚠ File must be either an image or PDF & size should not exceed 3MB

3 Submit Click 'Submit' to submit individual profile creation request and the status is changed to 'Submitted'

⚠ Profile creation requests are subject to internal approval



Bulk Import Template Instructions

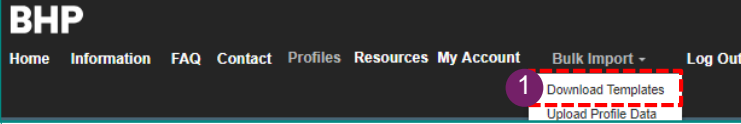
- All fields marked in (*) are required
- 'Department' must match one of the values - Major Projects, HSE, Office Based Workers, Engineering, Maintenance, Planning, Production Coal,) Production Overburden, Supply, Technology Operations & Infrastructure
- 'Gender' must be either Male, Female, or Indeterminate
- All dates must be entered in YYYY-MM-DD format (e.g. 2018-12-31)
- Any one contact number type is required (Home / Work / Mobile Phone). More than one can be entered if available
- A new template file must be downloaded for each location.** This means if a contractor needs to be given two site access then the profile data has to be populated in two different template files
- It is recommended to **download the template each time you wish to upload new profiles** as we may do improvements and templates may have changed from the previous one


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BHP Contractor Website can be found at <https://contractor.bhp.com>

STEP 1

Download Bulk Amend Template



Download Bulk Import Template

* Please select a template type

Amend Profiles 2

* Please select a region

Australia 3

Download 4

Cancel

Field/
Button

Description

1 Once you 'Login', click the 'Download Templates' under the 'Bulk Import' menu

2 **Template Type** Select 'Amend Profiles' from dropdown

3 **Region** In order to download the right template, choose valid 'Region'

! At a time you can amend profiles in bulk belonging to same Region only.

4 **Download** A 'Bulk Amend Template' (spreadsheet) will be downloaded in desktop

STEP 2

Populate Bulk Amend Template

	A	B	C	D	E	F	G
1	Bulk Amend Profiles						
2	All fields marked * are required.						
3	Template Type	Amend					
4	Template Version	2					
5	Region	Australia	AU				
6							
7							
8							
9							
10							
11	Do not edit the above values						
12	* Contractor ID	* Existing First Name	* Existing Last Name	* Existing Date of Birth	Address Line 1	Address Line 2	Suburb
13	SC5000157	Octavio	Otani	1991-12-31	Unit 1		
14	SC5000156	Demarcus	Deem	1970-12-31		7 High St	
15	SC5000155	Bell	Bierce	1980-12-31			
16	SC5000154	Salley	Segraves	1994-12-31			
17	SC5000153	Dorinda	Dowdy	1960-12-31			Montclair
18	SC5000152	Nakesha	Nakashima	1975-12-31			
19	SC5000151	Madeleine	Mphatter	1985-12-31			
20	SC5000150	Marcus	Murtha	1999-12-31			
21	SC5000149	Dawne	Desouza	1966-12-31			
22	SC5000148	Jerald	Jakubowski	1977-12-31			

Description

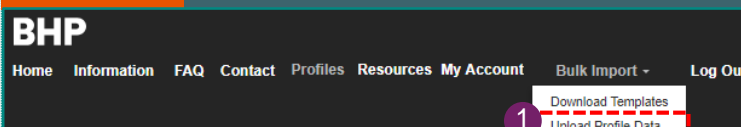
! Read & comply instruction carefully & populate the 'Bulk Amend Template' with the required data and the amendments you want to request from columns 'A' to 'W'

Search the existing profile details using '[Search & View Profile](#)'

You can refer the instructions in columns 'F' & 'G' of the downloaded spreadsheet

STEP 3

Upload Bulk Amend Template



* Please select a template type

Amend Profiles 2

Template type is required

* Choose file (XLSX files only, 50MB max file size)

Bulk_Amend_Profiles_TestData_1.xlsx 3

Browse

Upload 4

Cancel

Field/
Button

Description

1 Once you populate the excel with all the mandatory (*) fields, save the file and click the 'Upload Profile Data' under the 'Bulk Import' menu

2 **Template Type** Select 'Amend Profiles' from dropdown

3 **Choose File** 'Browse' and select the populated 'Bulk Amend Template' that was saved in your computer

4 **Upload** Click 'Upload' to upload the file


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BHP Contractor Website can be found at <https://contractor.bhp.com>

STEP 4

Fix Import Errors

Import Errors Detected

Please correct the errors and re-upload the file

Row #	Name	Date of Birth	Error List
13	Octavio Otani	null	• Date of Birth: Invalid Date (12/31/1991)
14	Demarcus Deem	Dec 31, 1970	• Contractor ID: Required field empty
18	Nakesha Nakashima	Dec 31, 1975	• Contractor ID: Required field empty

⚠ The above personal details is dummy information used for explaining the system flow

Field/ Button

Description

If there is any error in the Upload File, you will see this 'Import Errors Detected' window

The error list shows details - **Row No., Name, Date of Birth, Error List** (error description)

Fix the errors as per the error description, save the template and then re-upload the '**Bulk Amend Template**'

STEP 5

Submit Profile Amendments

Row #	Contractor ID	Name	Date of Birth	Amendments
17	SC5000153	Dorinda Dowdy	Dec 31, 1960	• Suburb - Montclair
18	SC5000152	Nakesha Nakashima	Dec 31, 1975	• Supervisor First Name - Jenny
19	SC5000151	Madeleine Mcphatter	Dec 31, 1985	• Work Phone - 27772272
20	SC5000150	Marcus Murtha	Dec 31, 1999	• State - QLD
21	SC5000149	Dawne Desouza	Dec 31, 1966	• Post Code - 4444 • Start Date - Jan 1. 2019
22	SC5000148	Jerald Jakubowski	Dec 31, 1977	• Email - testuser@talen.com.au

⚠ The above personal details is dummy information used for explaining the system flow

Field/ Button

Description

If there are no errors, you will be redirected to 'Submit Profile Amendments' page

Requested **amendments** are displayed against each profile

Select the profiles by **checking** the box & click '**Submit**'

⚠ **Amendment requests are subject to internal approval**



Bulk Amend Template Instructions

- All fields marked in (*) are required. For non-required fields, only enter values in the fields you want to amend.
- '**Contractor Id**', '**First Name**', '**Last Name**', and '**Date Of Birth**' are required fields and must match the current contractor values. Search the existing details using '[Search & View Profile](#)'
- If amending '**Gender**', the values must be either Male, Female, or Indeterminate
- If amending dates, the format must be entered in YYYY-MM-DD (e.g. 2018-12-31)
- **A new template file must be downloaded for each region.** This means if a contractor details has to be updated who has access to 2 regions then the amendments has to be uploaded in two different template files per region
- **It is recommended to download the template each time you wish to amend profiles** as we may do improvements and templates may have changed from the previous one



[Home](#)

[Create](#)

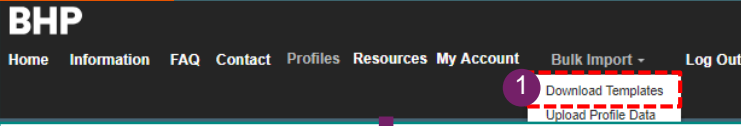
[Edit](#)

[Deactivate](#)

BHP Contractor Website can be found at <https://contractor.bhp.com>

STEP 1

Download Bulk Deactivate Template



Download Bulk Import Template

* Please select a template type

Deactivate Profiles

Download Cancel

Field/ Button	Description
1	Once you 'Login', click the 'Download Templates' under the 'Bulk Import' menu
2	Template Type Select 'Deactivate Profiles' from dropdown
3	Download A 'Bulk Deactivate Template' (spreadsheet) will be downloaded in desktop

STEP 2

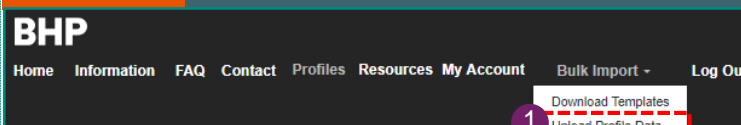
Populate Bulk Deactivate Template

Bulk Deactivate Profiles					Instructions
1					<p>All fields marked * are required</p> <p>Date of Birth - Must contain format YYYY-MM-DD (e.g. 1991-12-31)</p> <p>Reason - Reason must be a number must correspond reasons specified below:</p> <p>4 (Contractor no longer employed by Contracting Company)</p> <p>5 (Contractor no longer registered at a BHP location)</p> <p>6 (Contractor on extended leave)</p> <p>7 (Other)</p>
2					
3	Template Type	Deactivate			
4	Template Version	2			
5					
6					
7					
8					
9					
10	Do not edit the above values				
11					
12	* Contractor ID	* First Name	* Last Name	* Date of Birth	* Reason
13	SCS000157	Octavio	Otani	1991-12-31	4
14	SCS000156	Demarcus	Deem	1970-12-31	5
15	SCS000155	Bell	Bierce	1980-12-31	6
16	SCS000154	Salley	Segraves	1994-12-31	7
17	SCS000153	Dorinda	Dowdy	1960-12-31	4
18	SCS000152	Nakesha	Nakashima	1975-12-31	5
19	SCS000151	Madeleine	Mcphatter	1985-12-31	6
20	SCS000150	Marcus	Murtha	1999-12-31	7
21	SCS000149	Dawne	Desouza	1966-12-31	4
22	SCS000148	Jerald	Jakubowski	1972-12-31	5

Description
<p>Read & comply instruction carefully & populate the 'Bulk Deactivate Profiles Template' with the required data from columns 'A' to 'E'</p> <p>Search the profile details using 'Search & View Profile'</p> <p>You can refer the instructions in columns 'F' to 'I' of the downloaded spreadsheet</p>

STEP 3

Upload Bulk Deactivate Template



* Please select a template type

Deactivate Profiles

Template type is required

* Choose file (XLSX files only, 50MB max file size)

Bulk_Deactivate_Profiles_TestData_1.xlsx

Browse

Upload Cancel

Field/ Button	Description
1	Once you populate the excel with all the mandatory (*) fields, save the file and click the 'Upload Profile Data' under the 'Bulk Import' menu
2	Template Type Select 'Deactivate Profiles' from dropdown
3	Choose File 'Browse' and select the populated 'Bulk Deactivate Template' that was saved in your computer
4	Upload Click 'Upload' to upload the file


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[Deactivate](#)

BHP Contractor Website can be found at <https://contractor.bhp.com>

STEP 4

Fix Import Errors

Import Errors Detected

Please correct the errors and re-upload the file

Row	Contractor ID	Name	Date of Birth	Error List
16	SC5000154	Salley Segraves	null	<ul style="list-style-type: none"> Date of Birth: Invalid Date (31/12/1994)
21	SC5000149	Dawne Desouza	Dec 31, 1966	<ul style="list-style-type: none"> Reason: Invalid Reason (No longer employed)

Close

Field/
Button

Description

If there is any error in the Upload File, you will see this 'Import Errors Detected' window

The error list shows details - **Row No., Contractor ID Name, Date of Birth, Error List** (error description)

Fix the errors as per the error description, save the template and then re-upload the '**Bulk Deactivate Template**'

⚠ The above personal details is dummy information used for explaining the system flow

STEP 5

Submit Deactivation Requests

Row	Contractor ID	Name	Date of Birth	Reason
19	SC5000151	Madeleine Mcphatter	Dec 31, 1985	Contractor on extended leave
20	SC5000150	Marcus Murtha	Dec 31, 1999	Other
21	SC5000149	Dawne Desouza	Dec 31, 1966	Contractor no longer employed at Contracting Company
22	SC5000148	Jerald Jakubowski	Dec 31, 1977	Contractor no longer required to work at a BHP location

Submit

Cancel

Field/
Button

Description

If there are no errors, you will be redirected to 'Submit Deactivation Requests' page

Profiles uploaded for deactivations are displayed

Checkbox

Select the profiles by checking the box and click 'Submit'

⚠ The above personal details is dummy information used for explaining the system flow

⚠ Deactivation requests are subject to internal approval




Bulk Deactivation Template Instructions

- All fields marked in (*) are required.
- 'Contractor Id', 'First Name', 'Last Name', and 'Date Of Birth' are required fields and must match the current Contractor values. Search the existing details using '[Search & View Profile](#)'
- 'Date Of Birth' format must be entered in YYYY-MM-DD (e.g. 2018-12-31)
- 'Reason' is a mandatory field and must be a number. The number must correspond to one of the reasons specified below: -
 - 4 (Contractor no longer employed at Contracting Company)
 - 5 (Contractor no longer required to work at a BHP location)
 - 6 (Contractor on extended leave)
 - 7 (Other)
- It is recommended to **download the template each time you wish to deactivate profiles** as we may do improvements and templates may have changed from the previous one

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When creating a contractor profile, choose the appropriate 'position title' so that the contractor receives the appropriate training to operate safely on a BHP site.

Choose the 'Position Title' from the drop down option. The list includes the role description below:

Cargo	Descripción
Administrator	Operates technology systems that support processes or provide assistance in the field
Analyst	Ofrece servicios de datos y análisis en oficinas (por ej.: Tecnología, Finanzas, Mejora Operativa, etc.)
Business User	Offers data services and analysis in offices (for example: Technology, Finances, Operational Improvement, etc.)
Contractor Administrator	In charge of a contract and meets with representatives of BHP, in general it is the external link in a contractual agreement.
Engineer	Supervises the design, documentation, mapping, etc., of various operations on the site.
ITO (Building Inspector)	Verifies that the works comply with the regulations, norms and approved permits.
Maintenance	Performs maintenance work on equipment and machinery.
Manager	Manager, department head, general manager or executive responsible for a group of contractors in a department or function; In general, they perform strategic tasks.
Operations	Operates equipment and machinery.
Specialist HSE	Supervises systems and processes related to health, safety and the environment.  In Chile, HSE contractors should be certified by SERNAGEOMIN (Servicio Nacional de Geología y Minería)
Superintendent	Responsible for several people in different teams and who coordinates their activities
Supervisor	Professional who is a team leader within a group of contractors in a BHP site
Visitor	Person who needs to visit a BHP site for a defined and usually brief period
Warehouse Operations	Work in the warehouses, provide cleaning or care services (e.g., food preparation, cooking, beverages)
Work Management	Provides planning, programming, budgeting, forecasting and cost control services for upcoming operational activities

For example:

*** Please select a department**

Maintenance - Crushing and Belting

Personal Details

*** Position Title**

Maintenance

When selecting the department of 'Maintenance: Crushing and Belting' the job you must choose and enter is 'Maintenance'.