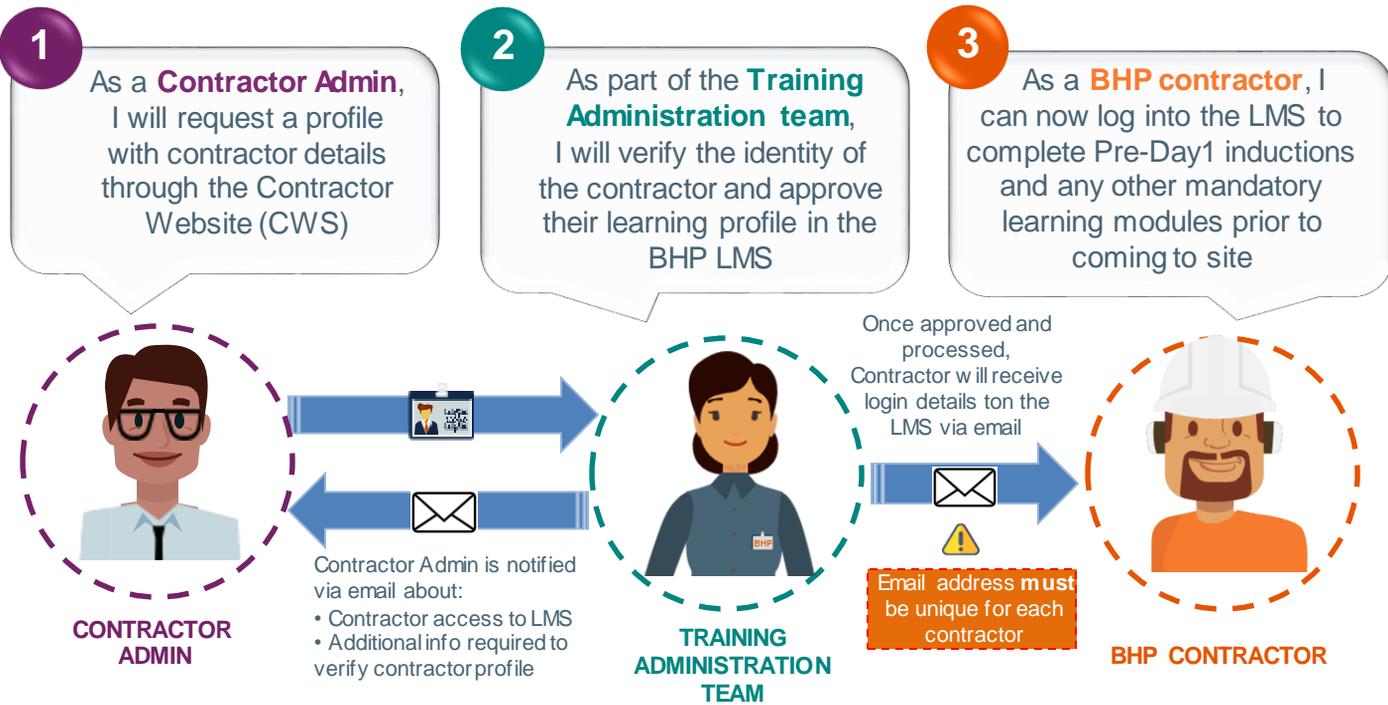




Quick Reference Guide for Contractor Administrators

- 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 Administrator Responsibilities

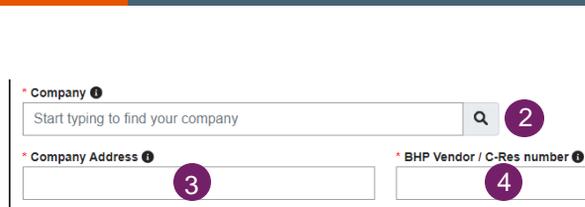
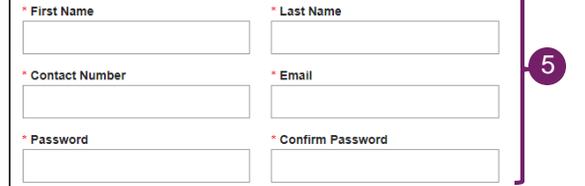
- 📝 **Register as an Admin for the first time** in order to get access to the BHP Contractor Website
- ➕ **Create** profiles for new contractors that need to come to site or offices
- ✏️ **Edit** profiles in case of change in Contractor details
- 🔄 **Re-activate** or extend profiles for contractors whose 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



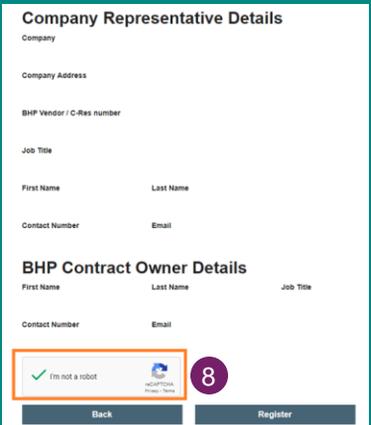
STEP 1
Login Page

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

STEP 2
Register Page

| Field/ Button | Description |
|--|---|
|  | <p>2 Company</p> <p>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</p> |
|  | <p>3 Company Address</p> <p>Enter the same address provided during BHP vendor registration process</p> |
|  | <p>4 BHP Vendor Or C-Res Number</p> <p>'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</p> <p>5 Company Representative Details</p> <p>Enter 'Company Representative Details'. i.e. Contractor Admin details</p> <p>! Email address must be unique. Generic Email Ids will be rejected</p> |
|  | <p>6 BHP Contract Owner Details</p> <p>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.</p> |
|  | <p>7 Next</p> <p>User redirected to 'Verify Details' for review</p> |

STEP 3
Verify Page

| Field/ Button | Description |
|---|--|
|  | <p>8 Register</p> <p>Complete the cybersecurity test and Register. The Registration request is sent to BHP Training Administration team for processing</p> |



INFORMATION

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

Or

Training Administration team may ask additional information for verification.





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

Two-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.**

Two-factor authentication

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.



Multi-Factor Authentication



Question

Will I be prompted each time I log-in?

Answer

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



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 training/s 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 *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 99999999 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 super.visor@bhp.com

Back Save 4 Next

| Field/ Button | Description |
|---|---|
| 1 Personal Details | Complete Personal details for the Contractor. Choosing the right 'Position Title' is important as Training/s 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 maybe used by BHP team to contact during an 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' |



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.

Enter a value to filter the list of roles below...

Filtered Roles (228) 1

| | | |
|-----------------------------------|---|---|
| Administration Officer | + | 1 |
| 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 | + | |

<< Remove All

Assigned Roles (0) 1

Add zero or more roles here...

Back Save 2 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

3
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

4
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

Enter a value to filter the list of roles below...

Filtered Roles (227) 1

| | | |
|-----------------------------------|----------|---|
| 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 | + |

Add All >>
<< Remove All

Selected Roles(2) 1

| | | |
|------------------------------|---|---|
| Administration Officer | + | 3 |
| Maintenance Electrical Shift | + | |

Cancel Save 4

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.



BHP Contractor Website can be found at



<https://contractor.bhp.com>

STEP 4



Upload

| 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 5 ' |

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 |
|---|-------------|
| <ul style="list-style-type: none"> 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.



Submit Edit Requests Overview

Contractor Admin



1 Identify & Verify the right Contractor

Enter contractor details to identify the right contractor profile

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

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
NB For name changes, you will need to upload a supporting identity document for Verification e.g Passport

6 Confirm

You can review all the changes and then click on **Confirm**

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

STEP 1



Identify and Verify Contractor

+ Add New Contractor Profile Submit Edit Request + Submit Deactivation Request

Search Profiles

Contractor Number Contractor Name **1**

Requested Date Created Date Status

Search Results

| Contractor Number | Contractor Name | Requested Date | Created Date | Created By | Status | Actions 2 |
|-------------------|--------------------|----------------|--------------|---------------------------------------|--------|------------------|
| SC0245538 | asdasd asdasd | May 9, 2023 | May 9, 2023 | Amit Suman amit.suman@bhp.com | Active | Actions |
| SC0245537 | Test Crows | May 4, 2023 | May 4, 2023 | Amit Suman amit.suman@bhp.com | Active | Actions |
| SC0245536 | Test Right | May 4, 2023 | May 4, 2023 | Amit Suman amit.suman@bhp.com | Active | Actions |
| MA0245535 | ELIASAS RANCUCHEOY | May 3, 2023 | May 3, 2023 | Chandana Swamy chandana.swamy@bhp.com | Active | Actions |

Search Results

| Contractor Number | Contractor Name | Requested Date | Created Date | Created By | Status | Actions 3 |
|-------------------|-----------------|----------------|--------------|-------------------------------|--------|--|
| SC0245538 | asdasd asdasd | May 9, 2023 | May 9, 2023 | Amit Suman amit.suman@bhp.com | Active | <ul style="list-style-type: none"> Actions Actions View Duplicate Submit Edit Request Deactivate Actions |
| SC0245537 | Test Crows | May 4, 2023 | May 4, 2023 | Amit Suman amit.suman@bhp.com | Active | |
| SC0245536 | Test Right | May 4, 2023 | May 4, 2023 | Amit Suman amit.suman@bhp.com | Active | |

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

* Contractor ID * Existing Contractor First Name * Existing Contractor Last Name * Date of Birth **4**

Field/ Button

Description

1
Contractor Name

From Profile page, enter name and contractor number (starting with SC) of the contractor;
Click 'Search'

2
Actions Menu

Once contractor name appears in display list below;
Click on dropdown menu on righthand side called "Actions"

3
Submit Edit Request

Select 'Submit Edit Request' from dropdown menu

4
User Profile Verified

When the **Submit Edit Request** screen loads and after entering all of the information a green tick will appear indicating the profile has been verified by the system.

5
User Profile Not Verified

If the system is **unable to verify** the profile a red cross will appear indicating that the profile **cannot be verified** and no further action can be taken. Please check all data entered again.

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

* Contractor ID * Existing Contractor First Name * Existing Contractor Last Name * Date of Birth **5**



STEP 2



Choose Data Field/s to Edit

Submit Edit Request

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

* Contractor ID: SC0245538
 * Existing Contractor First Name: asdasd
 * Existing Contractor Last Name: asdasd
 * Date of Birth: 01/01/2000

*Please select a field to edit

Please select

- Personal Details
- Location Details**
- First Name
- Last Name
- Address
- Address Line 2
- Suburb
- State
- Postcode

Edit Field

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

* Contractor ID: SC0245538
 * Existing Contractor First Name: asdasd
 * Existing Contractor Last Name: asdasd
 * Date of Birth: 01/01/2000

Original location details for this contractor have been pre-selected where possible

*Please select a primary location

Blackwater

Please select any additional locations

Adelaide Brisbane Broadmeadow
 Caval Ridge Daunia Goonyella
 Hay Point Melbourne Peak Downs
 Perth Saraji

*Please select a department

COM Warehousing Inventory & Logistics

Don't forget to select the right Department!

*Please select a field to edit

Roles

Edit Field

Filtered Roles (225)

- Administration Officer
- Apprentice Bollemaker
- Apprentice Electrical

Assigned Roles (3)

- Blast Controller
- Blast Guard
- Operator Blast Crew

Filtered Roles (225)

- Belt Splicer Level 2
- Belt Splicer Level 3
- Blast Guard**
- Brake Analyser & Evaluator Heavy Vehicle

Assigned Roles (3)

- Blast Controller
- Blast Sweeper**
- Operator Blast Crew

Confirm Edit Request Submission

| Contractor ID | First Name | Last Name | Date of Birth |
|---------------|------------|-----------|---------------|
| SC0245538 | Asad | Asad | 01/01/2000 |

| Field to Update | Value |
|----------------------|--|
| Roles | <ul style="list-style-type: none"> Blast Controller Blast Guard Blast Sweeper Operator Blast Crew |
| Primary Location | Blackwater |
| Additional Locations | Caval Ridge + Hay Point + Daunia |
| Department | COM Warehousing Inventory & Logistics |

Confirm Cancel

Field/ Button

Description

- 1 Data Field** From the dropdown list select which **data field** to be changed e.g 'Location Details'
- 2 Edit Field** Click 'Edit Field'
- 3 Change Primary Location** Select a new **Primary Location** from the available list. Note: The locations that will appear will be limited to the region and commodity for contractors current profile (e.g. Australia / BMA)
- 4 Add Additional Locations** Choose any **Additional Locations** that the contractor needs to be assigned Multiple locations will appear with a + separating them in the confirmation screen.
- 5 Add Department** Select **New Department** selection from the available list
- 6 Edit Additional Fields** If you do not need to make any additional edits, the **Confirm Edit Request Submission** display window will appear. Click 'Confirm'.
- 7 Add Roles Delete Roles** Additional fields can also be edited by selecting the options from the dropdown menu e.g **Roles**
- 8 Verify Changes** When selecting a role to be edited in the **Roles** list; The role to be 'Added' will show as highlighted in **RED** and 'Deletions' will be in **GREEN**
- 9 Confirm Edits** Verify all the changes you have made in the **Confirm Edit Request Submission** display window. If you need to make more changes you can do so here.
- 9 Confirm Edits** Click **Confirm** your submit the **Edit Request Submission/s**



All edit requests are subject to internal approval from Training Administration



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

1. Company Name, Business Registration Number, Test Company, Company Address, 123 Main St, Sydney, NSW

2. Contractor Representative Details, Job Title, Contractor Mananger

3. Change Password

4. Contract Owner Details, Job Title, BHP Employee, First Name, Last Name, Contact Number, Email

5. Submit, 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

1. Current Password

2. New Password

2. Confirm Password

3. Submit, 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

1. Email, Password, Forgot Password?, Log In, Register

2. Email

3. Submit, 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

1. Email

2. Token

3. Password

3. Confirm Password

4. Submit, 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' |



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

The screenshot shows the search interface with the following elements:

- 1**: Search Filters dropdown menu with options: New, Pending, Active, Inactive, Deferred.
- 2**: Search button.
- 3**: Search Results table with columns: Contractor Number, Contractor Name, Requested Date, Created Date, Status, and Actions.
- 4**: Actions dropdown menu for a specific contractor.

| Contractor Number | Contractor Name | Requested Date | Created Date | Status | Actions |
|-------------------|-----------------|----------------|--------------|---------|---------|
| - | - | - | Aug 2, 2018 | New | Actions |
| - | Duane Armstrong | Aug 2, 2018 | Aug 2, 2018 | Pending | Actions |
| - | - | - | Aug 1, 2018 | New | Actions |
| - | - | - | Jul 23, 2018 | New | Actions |

| 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 <ul style="list-style-type: none"> • 'View' opens the contractor info in read-only format |
| 4 Action | <ul style="list-style-type: none"> • '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'**

The screenshot shows the deactivation request form with the following elements:

- 1**: Contractor profile details (Contractor ID, First Name, Last Name, Date of Birth).
- 2**: Reason for Deactivation radio buttons (Contractor no longer employed at Contracting Company, Contractor no longer required to work at a BHP location, Contractor on extended leave, Other).
- 3**: Submit button.

| 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

The screenshot shows the confirmation page with the following elements:

- 4**: Confirm button.

| Contractor ID | First Name | Last Name | Date of Birth |
|---------------|------------|-----------|---------------|
| 12345678 | Joe | Smith | Jan 1, 2018 |

Reason for Deactivation: Other



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

STEP 1
Download Bulk Import Template

| Field/ Button | Description |
|---|---|
| 1 | Once you 'Login', click the 'Download Templates' under the 'Bulk Import' menu |
| 2 | Template Type Select 'Import Profiles' from dropdown |
| 3 | Region, Commodity, Primary Location In order to download the right template, choose valid Region, Commodity and Primary Location |
| ⚠ If a Contractor needs to enter different locations, a different template needs to be downloaded | |
| 4 | Download A 'Bulk Import Template' (spreadsheet) will be downloaded in desktop |

STEP 2
Populate Bulk Import Template

| Field/ Button | Description |
|---|-------------|
| ⚠ Read & comply instruction carefully & populate the 'Bulk Import Template' with profile data from columns 'A' to 'W' | |
| Refer the instructions (highlighted) in columns 'F' & 'G' of the downloaded spreadsheet | |

STEP 3
Upload Bulk Import Template

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



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

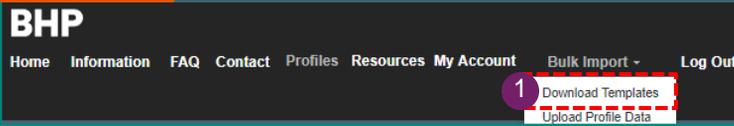
- All fields marked in (*) are required
- 'Department' must match one of the values - Major Projects, HSE, Office Based Workers, Engineering, Maintenance, Planning, Production Coal,) Production Overburden, Supply, Technology Operations & Infrastructure
- 'Gender' must be either Male, Female, or Indeterminate
- 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



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

| Bulk Amend Profiles | | | | | | |
|---------------------|------------------------------|-----------------------|----------------------|--------------------------|----------------|----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | Template Type | Amend | | | | |
| 4 | Template Version | 2 | | | | |
| 5 | Region | Australia | AU | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | Do not edit the above values | | | | | |
| 11 | | | | | | |
| 12 | * Contractor ID | * Existing First Name | * Existing Last Name | * Existing Date of Birth | Address Line 1 | Address Line 2 |
| 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 | Mcphatter | 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 |
|-------------|
|-------------|

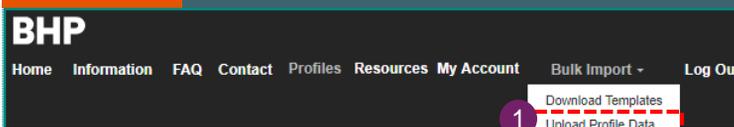
! Read & comply instruction carefully & populate the 'Bulk Amend Template' with the required data and the amendments you want to request from columns 'A' to 'W'

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



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 | <input checked="" type="checkbox"/> | SC5000153 | Dorinda Dowdy | Dec 31, 1960 • Suburb - Montclair |
| 18 | <input checked="" type="checkbox"/> | SC5000152 | Nakesha Nakashima | Dec 31, 1975 • Supervisor First Name - Jenny |
| 19 | <input checked="" type="checkbox"/> | SC5000151 | Madeleine Mcphatter | Dec 31, 1985 • Work Phone - 27772272 |
| 20 | <input checked="" type="checkbox"/> | SC5000150 | Marcus Murtha | Dec 31, 1999 • State - QLD |
| 21 | <input type="checkbox"/> | SC5000149 | Dawne Desouza | Dec 31, 1966 • Post Code - 4444 • Start Date - Jan 1. 2019 |
| 22 | <input type="checkbox"/> | SC5000148 | Jerald Jakubowski | Dec 31, 1977 • Email - testuser@talen.com.au |

Submit

Cancel

 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

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

 **Amendment requests are subject to internal approval**



Bulk Amend Template Instructions

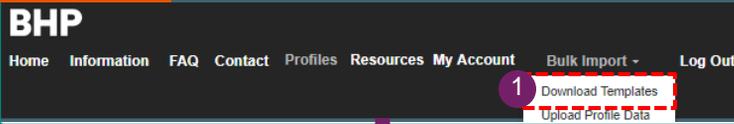
- All fields marked in (*) are required. For non-required fields, only enter values in the fields you want to amend.
- **'Contractor Id', 'First Name', 'Last Name', and 'Date Of Birth'** are required fields and must match the current contractor values. Search the existing details using **'Search & View 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



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

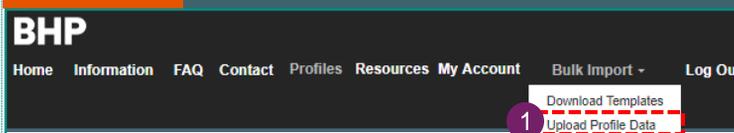
Populate Bulk Deactivate Template

| 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 to 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 | Template Type | Deactivate | | | | |
| 3 | Template Version | 2 | | | | |
| 4 | Do not edit the above values | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | * Contractor ID | * First Name | * Last Name | * Date of Birth | | * Reason |
| 12 | | | | | | |
| 13 | SC5000157 | Octavio | Otani | 1991-12-31 | 4 | |
| 14 | SC5000156 | Demarcus | Deem | 1970-12-31 | 5 | |
| 15 | SC5000155 | Bell | Bierce | 1980-12-31 | 6 | |
| 16 | SC5000154 | Salley | Segraves | 1994-12-31 | 7 | |
| 17 | SC5000153 | Dorinda | Dowdy | 1960-12-31 | 4 | |
| 18 | SC5000152 | Nakesha | Nakashima | 1975-12-31 | 5 | |
| 19 | SC5000151 | Madeleine | Mcphatter | 1985-12-31 | 6 | |
| 20 | SC5000150 | Marcus | Murtha | 1999-12-31 | 7 | |
| 21 | SC5000149 | Dawne | Desouza | 1966-12-31 | 4 | |
| 22 | SC5000148 | Jerald | Jakubowski | 1977-12-31 | 5 | |

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

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 |



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 |

Field/
Button

Description

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

Profiles uploaded for deactivations are displayed

[Submit](#)

[Cancel](#)

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



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

Choose the 'Position Title' from the drop-down menu. 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**'.