BHP

BHP GCMS
Supplier Guide
(Global Contract Management System)
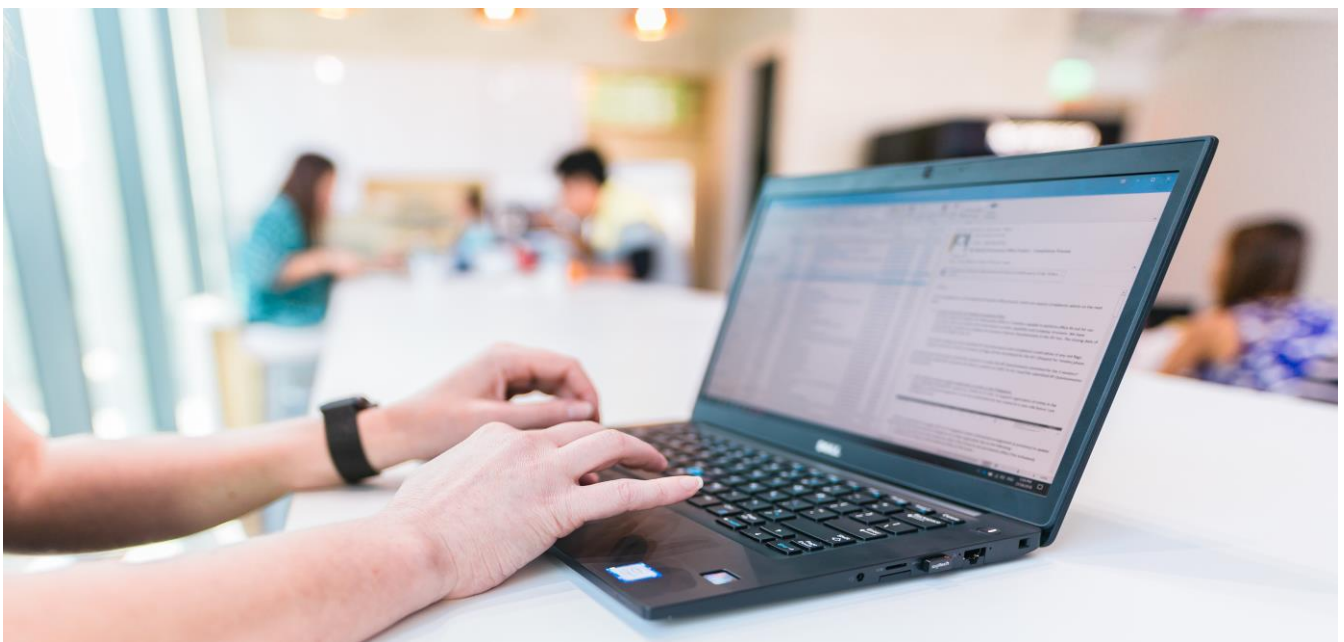
Contents

FREQUENTLY ASKED QUESTIONS

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

ABOUT GCMS

BHP's Global Contractor Management System GCMS is used to conduct tenders for goods and services globally and manage all commercial contracts. The system enables users to engage and respond easily to RFx activities, to contract negotiations and as a repository for the agreed contract and related documents such as records of meetings in a central location.
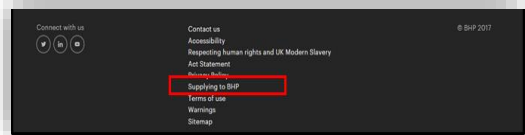
Any Supplier invited to participate in a tender or that has a Contract with BHP, will need to have a Vendor Profile completed in GCMS. This document provide you with details on how to work within the GCMS system as well as resolve issues you may come across.

GCMS consists of 4 main sections:

- **Profile information** submitted by suppliers in support of registration with BHP as a vendor

    - Both mandatory and optional information is requested. Mandatory information must be completed 100% before the application can be reviewed. *Please complete within 2 business days of request.*

    - Supports the review to confirm the vendor is a suitable entity to transact with BHP assets.

    - Supports the award of a BHP Vendor Number that allows purchasing of goods or services by BHP assets. *May take up to 27 days after profile completion.*

- **Sourcing events**: Once vendors have completed a profile they may be asked to respond to a sourcing event: RFX, RFI or contracts.

- **Contract Management**: Store the details for awarded contracts

- **Supplier performance**: Vendors may be asked to provide performance information related to a purchase or contract.

1 GCMS VENDOR REGISTRATION

1.1 Accessing the BHP Supplier Portal (GCMS)

● **Open the BHP.COM website.** Scroll to the bottom of the BHP.COM homepage and click **Supplying to BHP**.	
● Select th**e Global Contract Management System** tile. Click **Log In**. ➔ *Post June 2021 -*Select the link **Supplier** from the header of the website	
● The BHP Supplier Portal (GCMS) log in page will display. Enter your log in details.	

1.2 Invitation for BHP Supplier Portal (GCMS)

• You will receive an email invitation from the BHP Supplier Portal (GCMS) system. • Your log in credentials – Username and Password- are shown on this email. • Click the link to be taken to the **BHP Supplier Portal (GCMS)** log in page. Enter your log in details. Save this page as a favourite for future reference. • BHP asks that you complete and submit your GCMS profile within **2 business days** of receiving the email.	Dear Valued BHP Supplier, Please use the credentials below to access your account and complete registration. URL : https://supplierportal-qas.bhp.com Username: roger.sugranesnat@bhp.com12 Password : 2572773322 Allow at least 30 minutes to complete your registration and ensure you have the following: • Company information including contact and banking details • Signed letterhead in PDF format including organisation name, business address, telephone number and tax number • Proof of bank account in the form of a bank statement, deposit slip or a voided cheque dated within the last 12 months • Supporting documents for diversity categories, if applicable For help guides and to learn more about GCMS, visit https://www.bhp.com/info/supplying-to-bhp Personal Information In completing the BHP Registration Profile activation process, you may be asked to provide personal information. BHP will only process such personal informa... relating to you or your employees in order to inform and support our corporate sustainability, diversity and inclusion initiatives. This information will be colle... confirm that you have the requisite consent of the individual data to do so. For more information on how BHP will collect, use and manage personal informat... *This is an automated message. Please do not reply as this mailbox is not monitored.*

1.3 Two-Factor Authentication

• First time users, please follow these steps to register for Two-Factor (2FA) Authentication	**2nd Factor Authentication (2FA)** For security reasons, we require verification of your account before you can log into BHP's Global Contract Management System (GCMS). Please check your email for the validation code and enter it below. For technical support, email customersupport@bravosolution.com Validation Code
• You will receive a new email with the Validation Code. Enter the code and select **Submit**	Dear User, Your validation code is 164038 Enter the code at the link below to access your GCMS account: https://supplierportal-qas.bhp.com **2nd Factor Authentication (2FA)** For security reasons, we require verification of your account before you can log into BHP's Global Contract Management System (GCMS). Please check your email for the validation code and enter it below. For technical support, email customersupport@bravosolution.com Validation Code
• You are now prompted to create a new password. a. *Must be at least 8 characters long* b. *Must contain numbers and letters* c. *Must use at least 1 special character* • Once you have created your password click **Submit.** • *Please make sure you have recorded your password so you can use it later.* • *If you are having trouble with your password, please click "Forget your password? Click here" link on the main screen.* • *Note that the 2-Factor authentication process may be requested for future login.*	**Specify a new Password in order to proceed** ⚠ For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue. ⓘ Passwords must contain at least 8 characters Password must be different from login! The new password must be different from the previous 6 passwords Warning! Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: \!€$%&/()=?^€[]#@,.:-_->-<*+ New Password Confirm Password **Submit** ✗ Cancel

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2 VENDOR REGISTRATION

2.1 Vendor Details

Your application for vendor account with BHP will only be reviewed once the GCMS profile is 100% of mandatory questions are complete.

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

2. It is recommended that you download the GCMS template for reference

3. Make sure you have the following documents and information available before commencing:

a.	**Evidence of company incorporation & registration.**

- A legal document certifying the formation of a company or corporation Refer ***Appendix 1*** for examples of an acceptable document.

- If a Sole Trader, you must provide copies of identity documents (Driver's license or passport copy or national ID)

b. General company information

- Country of operation must reflect the same country as the incorporation document and will be used to the entity to be registered in GCMS

- Evidence of company letterhead

- Post code of physical location

- Contact phone numbers and email addresses

- If the Company Name or Tax Number maintained in Organsation Details requires an update, Kindly raise a case via the link below as it is not accessible by Supplier.

  https://case.bhpbilliton.com/en-US/BHPB-Vendor-VendorMaster/
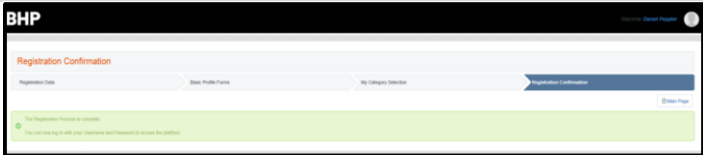
c. Certification of bank account

- Bank certificate/ letter must be issued by the bank itself, bank statement, copy of voided cheque or deposit slip must dated within the last 12 months to support banking details.

- Refer ***Appendix 1*** for examples of an acceptable document.

d. Other Information

Organisation Name: ABC TEST LIMITED

Organisation Details

Trading (and Legal) Company Name - Please enter in capital letters if the name is in English/Spanish	ABC TEST LIMITED
Street Name / House Number	
Street Address Line 2 (For descriptions such as Level, Floor and/or Unit)	
City	
District/County	
* Country/Region	AUSTRALIA
State/Region	Queensland
* Post Code	
PO Box	
* Organisation Phone Number	
Supplier Company Registration Number / Tax number	██████
DUNS Number	
Web site	www.abcproducts.com

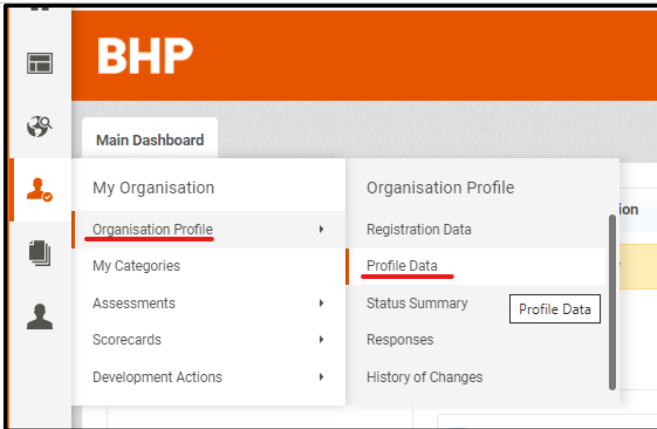|		
	• Ethics & Compliance Information • Subcontracting and Suppliers • Inclusion and Diversity, if applicable Indigenous / Aboriginal Organisation - Ownership Percentage • Codes of conduct/policies/commitments etc.	
4	When the registration is complete you will receive the following confirmation message	
5	Refer to Section 5 to grant additional people in your organisation access to the BHP Supplier Portal (GCMS).	

2.2 Update Supplier Profile information

BHP may request you to update information that has been provided during the creation of your GCMS profile and at regular intervals after it is approved.

1	Login to BHP Supplier Portal (GCMS) using your user name and password. 2 Navigate to GCMS Dashboard. Then **My Organisation → Organisation Profile → Profile Data.**	
3	You need to **complete the GCMS profile within 2 business days** of receiving the email and registering your company.	

4	From the list of forms displayed, click the name of the form which needs to be updated click **Edit**.	
	• The Green Tick shown against the form name denotes that information is complete. Otherwise a percentage complete will be shown	
	• **All mandatory information must be complete before final review.**	
	• Different set of questions/sections will be given based on the selected country, organization type, number of bank accounts, etc.	

5	Complete the form and click **Save** and ⊢ **Back to Page List** to navigate to the next form.	

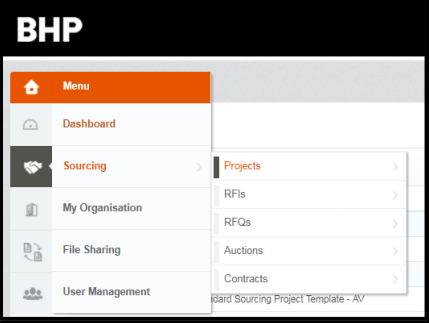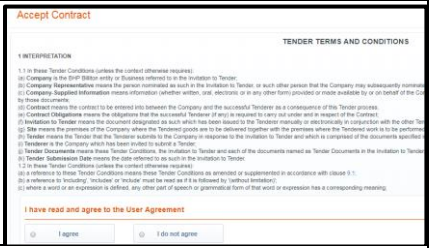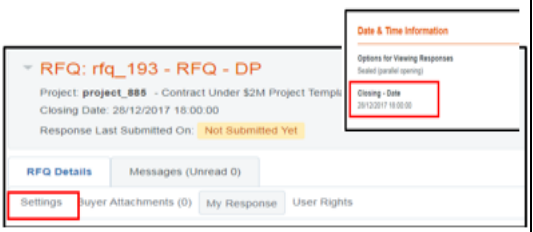| 6	Before finalising your Profile Data make certain you have completed the Acknowledgement section. All items with an asterisk* are mandatory to complete.	
7	When you have updated all relevant information, click **Back to Page List**.	
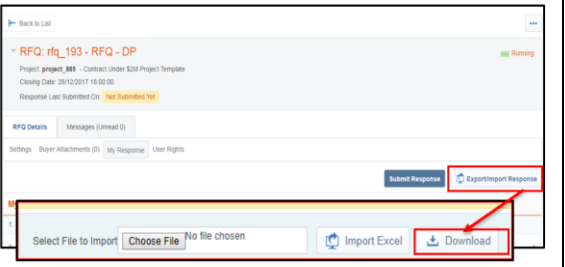
3 REQUEST FOR INFORMATION

3.1 Respond to a RFQ/ RFI

1	Go to **GCMS Login page** and login using your user name and password. Navigate to the **GCMS Dashboard**	
2	Select **Sourcing** on the dashboard and then 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 s5**). 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 **Create Response 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 **Export/Import Response** then click **Download** to export a copy of the response items required.

   o 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 **Choose File** and select the file on your computer that contains the completed responses. That file will be loaded back into GCMS with your responses

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

- If the import is unsuccessful. Go to **Export Response**, 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 Excel** using the new filename.
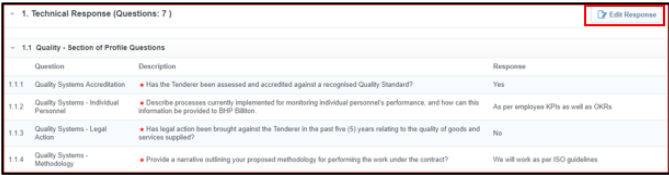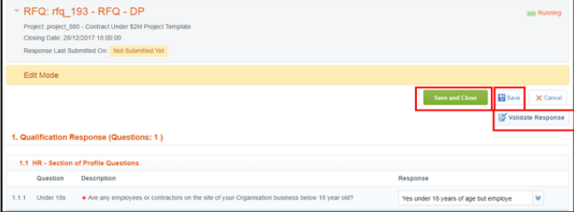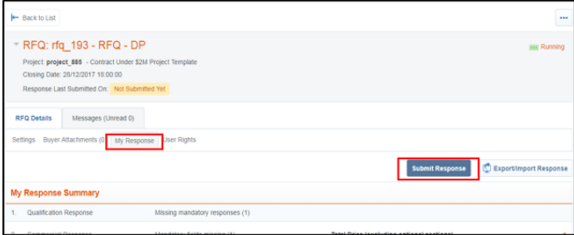
e. Click **Save Changes** to save the information uploaded from the Excel file. Your responses to the RFI have been updated in GCMS.

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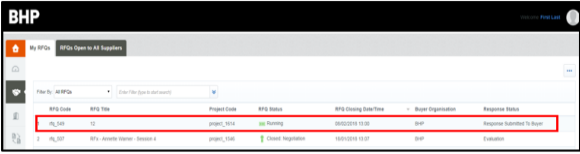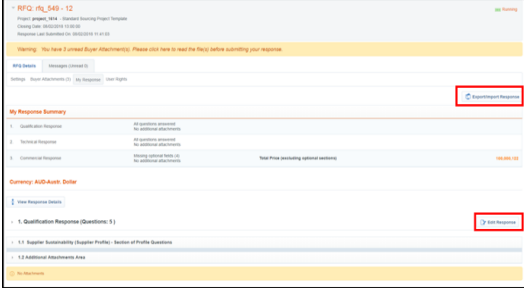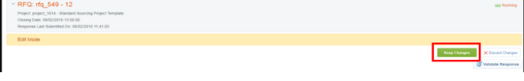
Option 2: Edit Online

a.	To edit the response online, click **Edit Response.**	
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 Response**' or choose to '**Export/Import your response**'. Any change will overwrite previous response information.	
•	Once you have edited the sections as required click '**Keep 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 > Master Document**.	
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.**	
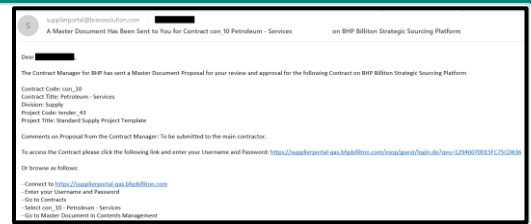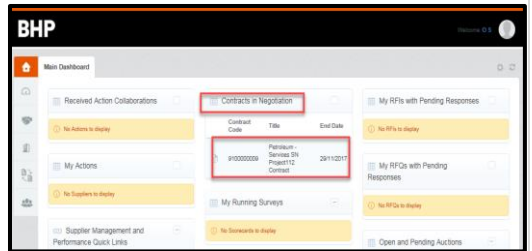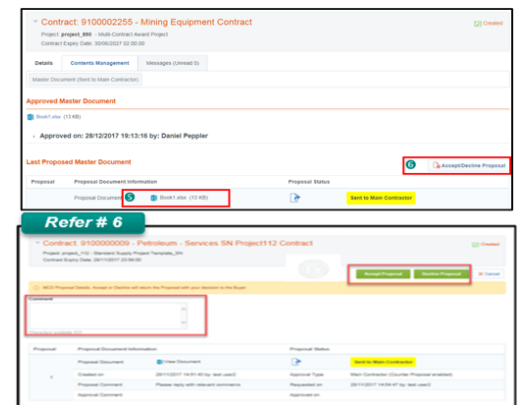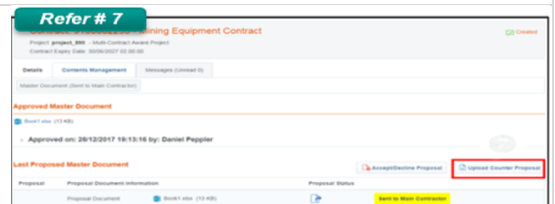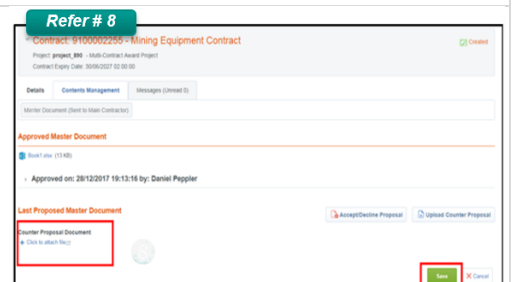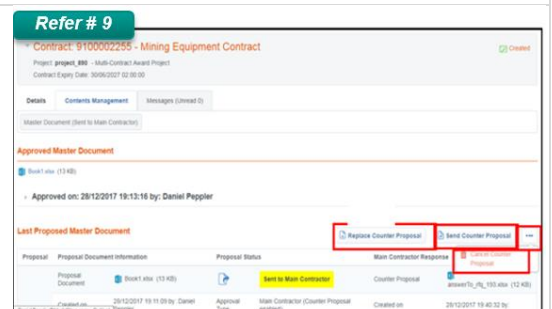
5 ADD ADDITIONAL USERS TO GCMS

1	Log into the BHP Supplier Portal (GCMS) using your user name and password.Navigate to the path **My Organisation → Organisation Profile → Basic Profile.**	
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.	
	Click **View User Rights**, the user rights determine what the sub-user can do in the system on behalf of your Organisation	
	Check out the table below for an explanation of the different user permissions available.	
4	After the user rights are completed, click **Save**.	
6	The Sub-User will receive an email notification with their log in details	
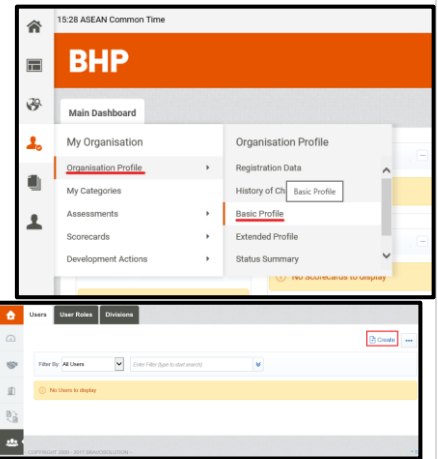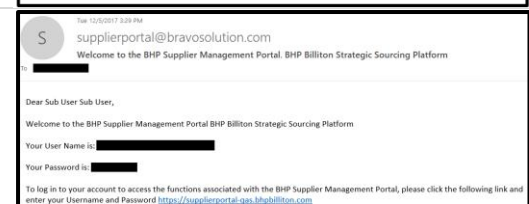
7   The table below explains the user's rights

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

Section	Description
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

6 MESSAGES IN GCMS

6.1 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 and select the specific RFQ/RFI , click the **Messages** Tab
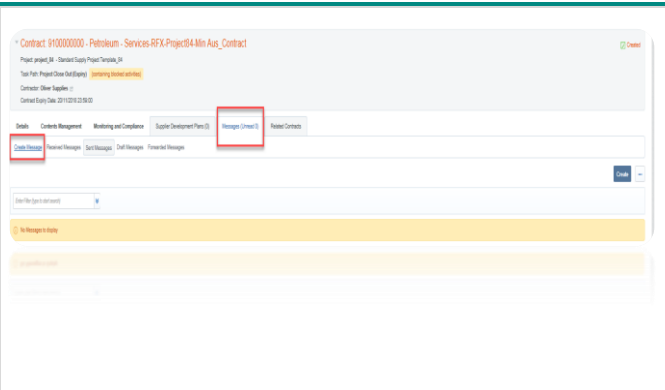
2. Click **Create Message**. Complete the message details by filling in the **Subject** and **Message** fields.

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

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

5. Click **Upload New File.** Select the file to upload by clicking on **Select Files to upload**→ click **Confirm** → Click **Save All.** Note: Multiple attachments can be added.

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**.

6.2   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** or **Forward.**

7 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.
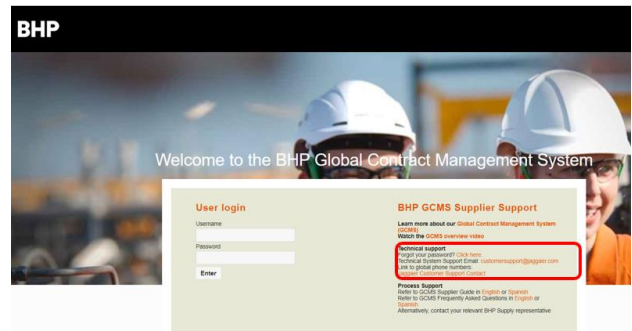
Reference documents for GCMS

- Found in **File Sharing** -> **Directories** folder.

- **Supplier Frequently Asked Questions** located in the File Sharing area of the system and also here
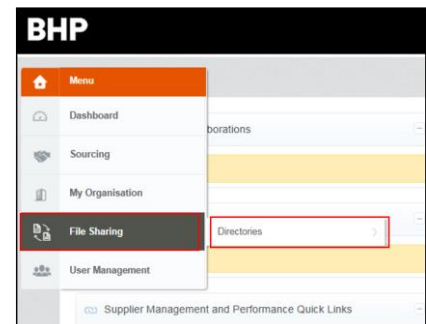
If you require additional support please contact your BHP Supply Representative.

8 APPENDIX 1: ACCEPTABLE DOCUMENTS

8.1 Company incorporation

BHP requires companies to provide evidence of their incorporation. This document must match the address provided, that is an Australian company must show evidence of Australian incorporation.

Below are examples of acceptable documents:

Australia	Canada	Singapore

Chile	China	Colombia

Ecuador	India	Malaysia

Mexico	United Kingdom	USA

8.2 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

8.3 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	Copy of Bank Deposit Slip

Copy of original letter issued by your bank	Copy of an original bank statement

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