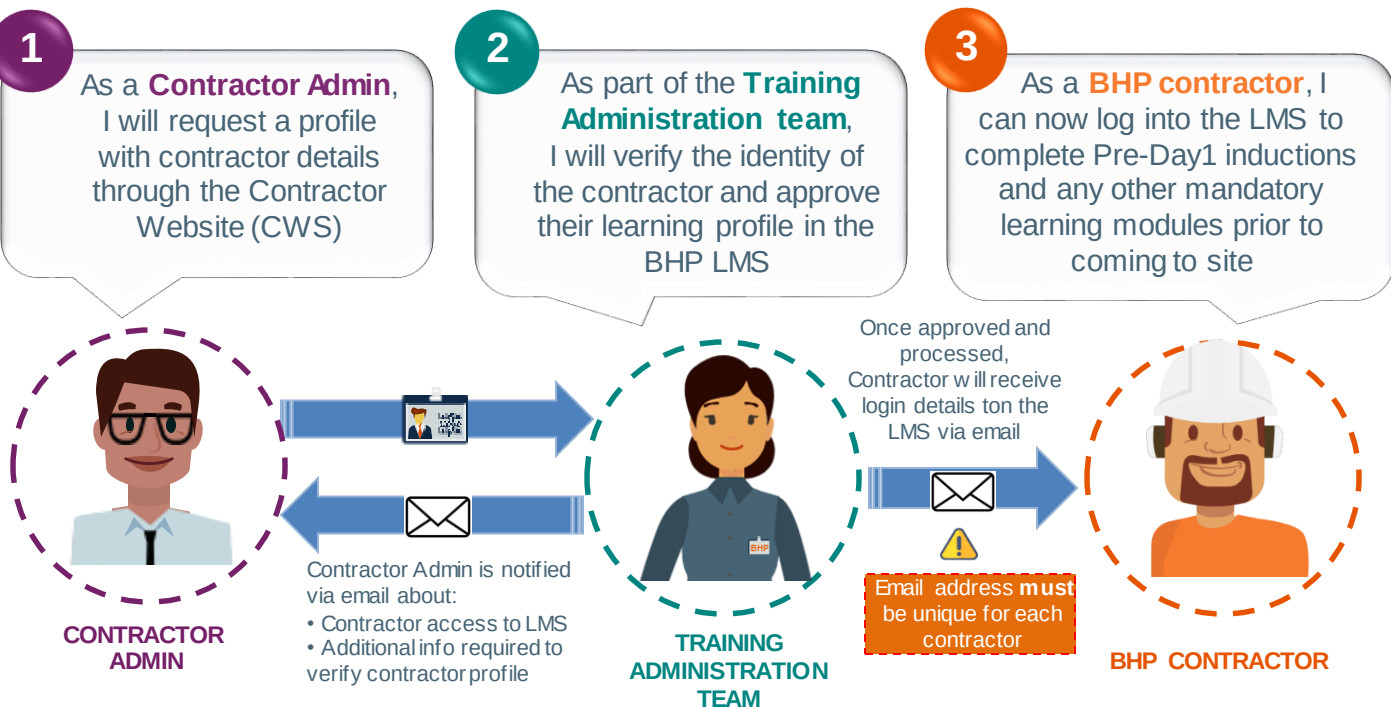


Quick Reference Guide for Contractor Administrators



- 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
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

Verify Page

BHP Contract Owner Details

Field/ Button	Description
8 Register	Complete the cybersecurity test and Register . The 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.



STEP 4



Login Page

Home Information FAQ Contact **1** Register Log In

Email

Password

Forgot Password?

Log In Register

1

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

We have just emailed you a security code. Please enter it here.

Security code

2

Verify

Close

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.**

i NFORMATION



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

3 Next

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 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

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

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) 



Add zero or more roles here...

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

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 

Maintenance Electrical Shift 

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 '

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
3 Next	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
- 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

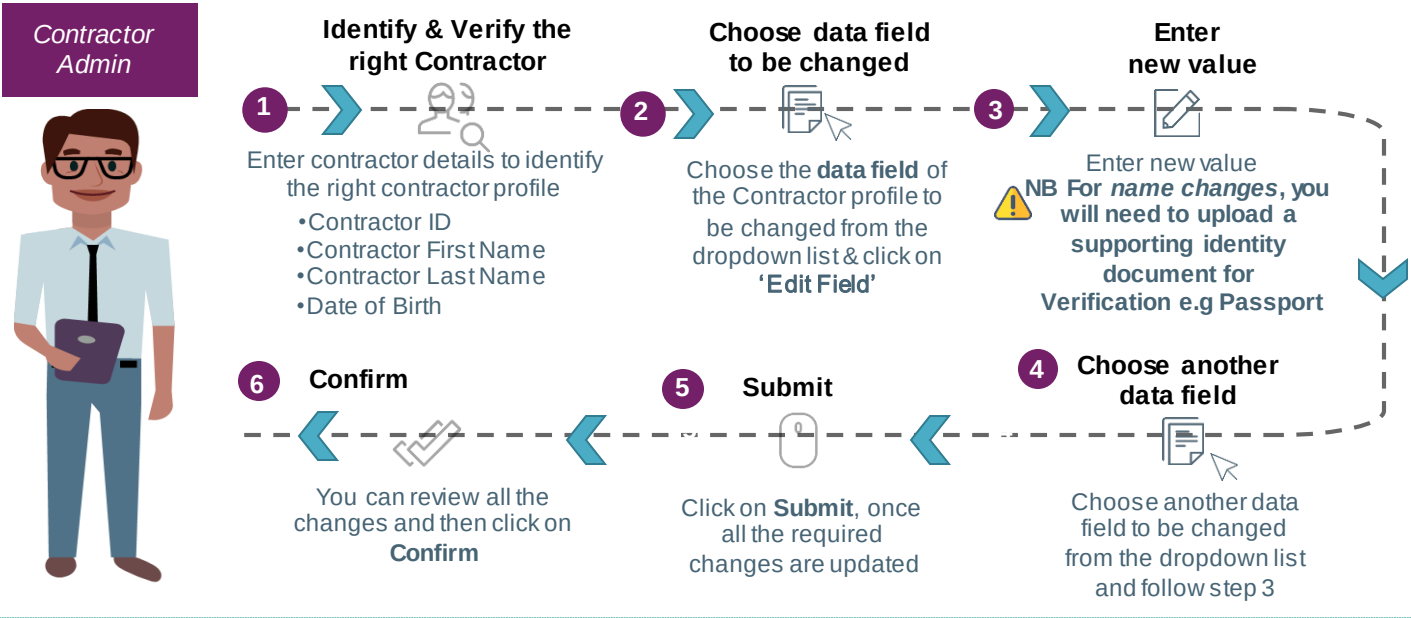
If Contractor has an **existing profile**, follow the steps in '[How to Add New Contractor Profile](#)'. If the profile creation request gets approved, the existing profile will be **reactivated** and the new data entered in the request will **supersede** the data on the existing contractor profile.



Reactivation requests are subject to internal approval.



Submit Edit Requests Overview



STEP 1



Identify and Verify Contractor

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

Search Profiles

Contractor Number

Contractor Name

Requested Date

Created Date

Status

Please select a status

Search
Reset

Search Results

Contractor Number	Contractor Name	Requested Date	Created Date	Created By	Status	Actions
SC0245538	asdad asdad	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
SC0245538	asdad asdad	May 9, 2023	May 9, 2023	Amit Suman amit.suman@bhp.com	Active	Actions Submit Edit Request
SC0245537	Test Crows	May 4, 2023	May 4, 2023	Amit Suman amit.suman@bhp.com	Active	Actions View Duplicate
SC0245536	Test Right	May 4, 2023	May 4, 2023	Amit Suman amit.suman@bhp.com	Active	Actions View Duplicate

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

SC0245538

asdad

asdad

01/01/2000

✓

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

Profile Not Verified

MA0100018

Tes

Person

29/09/2022

✗

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.



STEP 2



Choose Data Field/s to Edit

Profiles

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 Boltermaker
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	01/012000

Field to Update	Value
Roles	- 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

If you do not need to make any additional edits, the **Confirm Edit Request Submission** display window will appear. Click 'Confirm'.

6

Edit
Additional
Fields

Additional fields can also be edited by selecting the options from the dropdown menu e.g **Roles**

7

Add Roles
Delete Roles

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**

8

Verify
Changes

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

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

Business Registration Number
51 555 777 666
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
Shardene
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'



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

Search Results

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
4 Action	'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'**

Reason for Deactivation

☐ Contractor no longer employed at Contracting Company
☐ Contractor no longer required to work at a BHP location
☐ Contractor on extended leave
☐ Other



Confirm Deactivation Request

Reason for Deactivation

Other

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	

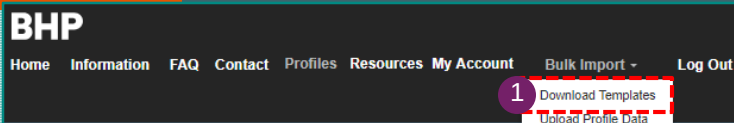


HOW TO CREATE CONTRACTOR PROFILE IN BULK (1/2)

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

STEP 1

Download Bulk Import Template



Download Bulk Import Template

* Please select a template type *

Import Profiles

* Please select a region *

Australia

* Please select a commodity *

Coal

* Please select a primary location *

Blackwater

Download Cancel

Field/ Button Description

- Once you 'Login', click the 'Download Templates' under the 'Bulk Import' menu
- Template Type** Select 'Import Profiles' from dropdown
- Region, Commodity, Primary Location** In order to download the right template, choose valid Region, Commodity and Primary Location
- Download** A 'Bulk Import Template' (spreadsheet) will be downloaded in desktop

STEP 2

Populate Bulk Import Template

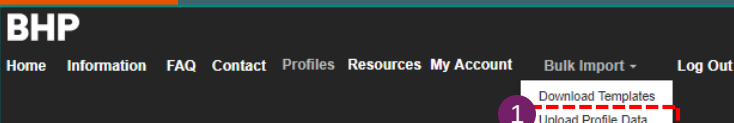
Bulk Profile Import						
1						
2						
3	Template Type	Import				
4	Template Version	2				
5	Region	Australia	AU			
6	Commodity	Coal	CO			
7	Location	Blackwater	QL20			
8						
9	Do not edit the above values					
10						
11						
12	* Department	* First Name	* Last Name	* Date of Birth	* Address Line 1	* Suburb
13	Planning	Octavio	Otani	12/31/1991	9081 Old York St.	Doylstown
14	Planning	Demarcus	Deem	1970-12-31		Seymour
15	Planning	Bell	Bierce	1980-12-31	8294 Church St.	Rahway
16	Planning	Salley	Segraves	1994-12-31	8548 N. Morris Ave	Princeton
17	Planning	Dorinda	Dowdy	1960-12-31	71 Laurel Ave	Tuckerton
18	Planning	Nakesha	Nakashima	1975-12-31	4 Clinton St	
19	Planning	Madeleine	Mcphatter	1985-12-31	578 King St	
20	Planning	Marcus	Murtha	1999-12-31	63 High Rd	Ottumwa
21	Planning	Dawne	Desouza	1966-12-31	72 Pendergast Dr.	Manchester
22	Planning	Jerald	Jakubowski	1977-12-31	95 Van Dyke Court	Madisonville
						Hopkinsville
	ProfileImport - 20180807					

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



Upload Bulk Import Template

* Please select a template type *

Import Profiles

Template type is required

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

Bulk_Import_Profiles.xlsx

Browse

Upload Cancel

Field/ Button Description

- Once you populate the excel with all the mandatory (*) fields, save the file and click 'Upload Profile Data' under the 'Bulk Import' menu
- Template Type** Select 'Import Profiles' from dropdown
- Choose File** 'Browse' and select the populated 'Bulk Import Template' that was saved in your computer
- 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
13	Octavia Otani	Dec 31, 1970	octavia@gmail.com	Passport	Passport.png
14	Demarcus Deem	Dec 31, 1970	demarcus@gmail.com	1 Birth Cer	2 Birth Certificate.png
15	Berry Veldovan	Dec 3, 1970	berry@gmail.com	Drivers Li	Drivers License.png
16	Rafael Gomez	Dec 4, 1970	rafa@gmail.com	Passport	Passport.png

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

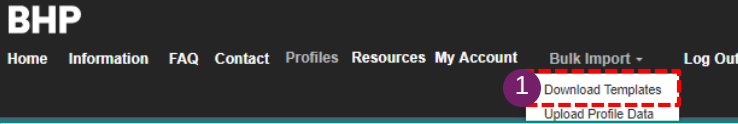
- All fields marked in (*) are required
- 'Department' must match one of the values - Major Projects, HSE, Office Based Workers, Engineering, Maintenance, Planning, Production Coal,) Production Overburden, Supply, Technology Operations & Infrastructure
- 'Gender' must be either Male, Female, or Indeterminate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

* Please select a region *

Australia

Download Cancel

Field/ Button Description

- Once you 'Login', click the 'Download Templates' under the 'Bulk Import' menu
 - Template Type Select 'Amend Profiles' from dropdown
 - Region In order to download the right template, choose valid 'Region'
 - Download A 'Bulk Amend Template' (spreadsheet) will be downloaded in desktop
- At a time you can amend profiles in bulk belonging to same Region only.

STEP 2

Populate Bulk Amend Template

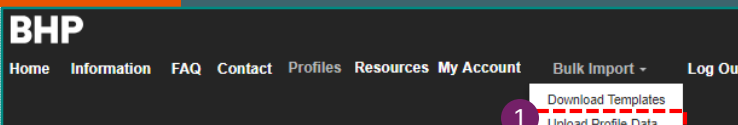
Bulk Amend Profiles						
Template Type	Amend					
Template Version	2					
Region	Australia	AU				
Do not edit the above values						
* Contractor ID	* Existing First Name	* Existing Last Name	* Existing Date of Birth	Address Line 1	Address Line 2	Suburb
SC5000157	Octavio	Otani	1991-12-31	Unit 1	7 High St	
SC5000156	Demarcus	Deem	1970-12-31			
SC5000155	Bell	Bierce	1980-12-31			
SC5000154	Salley	Segraves	1994-12-31			
SC5000153	Dorinda	Dowdy	1960-12-31			Montclair
SC5000152	Nakesha	Nakashima	1975-12-31			
SC5000151	Madeleine	Mcphatter	1985-12-31			
SC5000150	Marcus	Murtha	1999-12-31			
SC5000149	Dawne	Desouza	1966-12-31			
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

Template type is required

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

Bulk_Amend_Profiles_TestData_1.xlsx

Upload Cancel

Field/ Button Description

- Once you populate the excel with all the mandatory (*) fields, save the file and click the 'Upload Profile Data' under the 'Bulk Import' menu
- Template Type Select 'Amend Profiles' from dropdown
- Choose File 'Browse' and select the populated 'Bulk Amend Template' that was saved in your computer
- 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 ☒	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

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

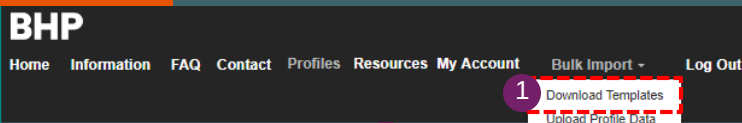
- All fields marked in (*) are required. For non-required fields, only enter values in the fields you want to amend.
- 'Contractor Id', 'First Name', 'Last Name', and 'Date Of Birth' are required fields and must match the current contractor values. Search the existing details using '[Search & View Profile](#)'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

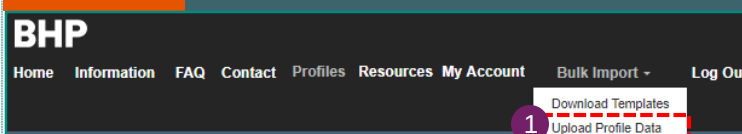
Populate Bulk Deactivate Template

Bulk Deactivate Profiles				
1	Template Type	Deactivate		
2	Template Version	2		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12	* Contractor ID	* First Name	* Last Name	* Date of Birth
13	SC5000157	Octavio	Otani	1991-12-31
14	SC5000156	Demarcus	Deem	1970-12-31
15	SC5000155	Bell	Bierce	1980-12-31
16	SC5000154	Salley	Segraves	1994-12-31
17	SC5000153	Dorinda	Dowdy	1960-12-31
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 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

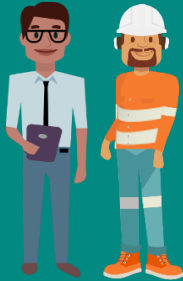
Template type is required

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

Bulk_Deactivate_Profiles_TestData_1.xlsx

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	• Date of Birth: Invalid Date (31/12/1994)
21	SC5000149	Dawne Desouza	Dec 31, 1966	• 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



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**'.