



WorleyParsons

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EcoNomics™

Supplier/Contractor Registration Guideline



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SUPPLIER REGISTRATION FORM COMPLETION

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SUPPLIER REGISTRATION FORM COMPLETION

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SUPPLIER REGISTRATION FORM COMPLETION

1. GETTING STARTED

The following guide is designed to provide all the information required to complete the Supplier Registration process for WorleyParsons.

Why do I need to register?

The Global Supplier Portal has been designed to provide buyers all over the world with a single Global Supplier Database. One of the most important stages in the buying process for us and you is the creation of the 'Initial Bid List'. It is at this stage that buyers will use the Global Supplier Portal to obtain a list of as many possible suppliers to source their required commodity. If you are not visible to buyers at this point you will not be invited to the 'Expression of Interest' stage and therefore you miss the greatest opportunity to participate in the bidding process.

The Global Supplier Portal provides our buyers with an on-line search tool with supplier updated information. They can be sure that they have the most relevant data available at the touch of a button – a world away from the hours of endless searching they have experienced previously. As buyers also typically move around our organizations wherever the projects are, the benefits they have enjoyed with the system can move around with them.

What information do I need to provide?

- The product and/or services you provide
- Project/competitor information
- Quality and HSE: certification, licenses and registration
- Principal customers
- Financial revenue information

Tax Registration or Business Registration Number

- Required - A Tax Registration or Business Registration Number is needed to register your company i.e. your legal business tax identification number
- If applicable - DUNS Number: 9-digit Dun & Bradstreet Universal Number



SUPPLIER REGISTRATION FORM COMPLETION

What software do I need?

- To register with WorleyParsons Supplier Portal, Microsoft Silverlight version 5.1 is required.
- The application will prompt you to install the correct component if it is not already installed on your computer

If any difficulties are experienced during the registration process, please contact your WorleyParsons procurement representative or email the Supplier Portal Help Desk for assistance.

isupplierhelpdesk@worleyparsons.com



SUPPLIER REGISTRATION FORM COMPLETION

2. REGISTRATION

- Access the Supplier Portal through the WorleyParsons website
- Create your new user registration by entering First name, Last name and email address under New User Registration
- Click on Continue

WorleyParsons SUPPLIER PORTAL
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Existing or Invited User Login	New User Registration
User (e-mail): <input type="text"/>	First Name: <input type="text"/>
Password: <input type="text"/>	Last Name: <input type="text"/>
Reset Password?	E-mail: <input type="text"/>
Remember me? <input type="checkbox"/>	
<input type="button" value="Continue"/>	<input type="button" value="Continue"/>



- The following will appear.

SUPPLIER PORTAL

Existing or Invited User Login	User Created
User (e-mail): <input type="text"/>	Your account has been successfully created. Please check your e-mail for login details.
Password: <input type="text"/>	
Reset Password?	<input type="button" value="Continue"/>

- The registered email address will be emailed a password



SUPPLIER REGISTRATION FORM COMPLETION

- Log in to the email address to retrieve the password

Your account has been successfully created

Credential are as follows;
Password

Regards,
Procurement Team.

- Enter your email address in the User (e-mail) field and the password provided in the email in the Password field

Existing or Invited User Login

User (e-mail):

Password:

[Reset Password?](#)

Remember me?

- If you have logged out, click on the hyperlink within the email to log back in.

To access the Supplier Portal, please go to [WorleyParsons Supplier Portal](#)

Regards,
Procurement Team.

- Click on Continue
- **NOTE:** You have **30 minutes** to complete your registration, however you can save and return at a later time or date.

2.1 Introduction

- The Supplier Form is separated by tabs, which go across the middle of the screen
- Each tab will require information to be completed
- The system will indicate which fields are mandatory
- The Opening page will default to the Terms/Conditions tab
- The other tabs include: Details, Address, Codes, HSEQ, Products, Services, History, Notes and Contacts

Terms/Conditions	Details	Address	Codes	HSEQ	Products	Services	History	Notes	Contacts
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SUPPLIER REGISTRATION FORM COMPLETION

2.2 Getting Started

2.2.1 Terms and Conditions

- Read each statement. Each Term and Condition needs to be accepted before continuing with the registration.

Terms/Conditions	Details	Address	Codes	HSEQ	Products	Services	History	Notes	Contacts
The following Terms and Conditions must be accepted					Previously accepted Terms and Conditions:				
<input type="checkbox"/> Accept	I have read and accepted the WorleyParsons Supply Chain Code of Conduct								
<input type="checkbox"/> Accept	The supplier must comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.								
<input type="checkbox"/> Accept	The supplier must not use child, forced or involuntary labour in any form.								
<input type="checkbox"/> Accept	The supplier must comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees.								
<input type="checkbox"/> Accept	The supplier must comply with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, waste.								
<input type="checkbox"/> Accept	The supplier must strictly comply with all laws and regulations on bribery, corruption and prohibited business practices.								

- Click on Accept beside each Term and Condition. The statement will move to the Previously accepted Terms and Conditions section.

Terms/Conditions	Details	Address	Codes	HSEQ	Products	Services	History	Notes	Contacts
The following Terms and Conditions must be accepted					Previously accepted Terms and Conditions:				
<input type="checkbox"/> Accept	I have read and accepted the WorleyParsons Supply Chain Code of Conduct								
<input type="checkbox"/> Reject	The supplier must comply with all relevant local and national laws and regulations with regard to employment practices, benefits, health and safety and anti-discrimination.								
<input type="checkbox"/> Reject	The supplier must not use child, forced or involuntary labour in any form.								
<input type="checkbox"/> Reject	The supplier must comply with all relevant local and national laws and regulations with regard to occupational health and safety and the provision of health related benefits to employees.								
<input type="checkbox"/> Reject	The supplier must comply with all relevant local and national laws and regulations with regard to land and water management, waste and recycling, the handling and disposal of toxic substances, discharges and emissions, noise, transportation of products, waste.								
<input type="checkbox"/> Reject	The supplier must strictly comply with all laws and regulations on bribery, corruption and prohibited business practices.								



SUPPLIER REGISTRATION FORM COMPLETION

2.2.2 Supplier Detail

- Complete as per the table below.

Company ID: 13291 Website: Test
 Trading Name: Company Phone Number:
 Legal Name:

Field Entries

Trading Name Enter your Trading Name in full.

Legal Name This may be different from Trading Name. Enter your legal name in full for use in legal documents.

Website Complete with relevant website if applicable

Company Phone number Click at the end of the field for the drop-down option
 Type in Country Code, Area Code and Local Number as prompted

Trading Name:
 Legal Name:
 Website: Test
 Company Phone Number:



SUPPLIER REGISTRATION FORM COMPLETION

2.3 Details Tab

- Click on Details tab and complete as per the table below:

Field Entries

Company Type Select Public, Private or Other from the drop-down list

Date Established Type the date the company was established in the format DD-MMM-YYYY (e.g.: 26-Dec-1994)

or

Click on the calendar icon in the field and select the date from the calendar provided

Parent Company If applicable type the name of the Parent Company

Please select other countries where you are located Check the box next to each Country of Operation if there is more than one. Continue to select using the scroll bar at the side of the countries box to locate all countries.

Note: At least **one** of the following tax numbers must be entered
Tax registration number or Business Registration Number.

Tax Registration Number – identification number for your company/business	<u>Country / Region</u>	<u>Format</u>	<u>Example</u>
	Australia: ABN (Australian Business Number)	11 digits: 2 3 3 3, separated by spaces	12 123 123 123
	Canada: BN (Business Number)	9 digits: no spaces	123456789
	China:	15 digits: no spaces	123456789012345



SUPPLIER REGISTRATION FORM COMPLETION

Malaysia: MyCoID	Max of 7 digits and a check digit, separated by a dash	123456-A
Middle East: Legally registered business number	Varies between countries	Varies between countries
UK: VAT number	9 digits: 3 4 2, separated by spaces	123 1234 12
USA: TIN Taxpayer Identification number	9 digits: 2-7, separated by a dash	12-1234567

DUNS Number Data Universal Numbering System - a globally recognized standard for identifying businesses.

The DUNS Number is a distinctive nine-digit identification sequence which provides unique identifiers of single business entities, while linking corporate family structures together.

DUNS numbers are assigned and maintained by Dun & Bradstreet

DUNS Rating If applicable type in the DUNS Rating.

Business Registration Number

Australia: Australian Company Numbers (ACNs) are nine digit numbers issued by the Australian Securities and Investments Commission (ASIC) to Australian incorporated companies once the company registration is completed.

Canada: Business Number (BN) same as for Tax Registration number

USA: Central Contractor Registration (CCR) (now also known as the SAM Registration)

UK: Every UK company which is formed is given a distinct company number. The number is assigned to each company by Companies House upon it being accepted and incorporated. A company number consists of eight digits. The first of these digits is usually a zero and because of this, in most cases only the last seven numbers are usually required to be noted.



SUPPLIER REGISTRATION FORM COMPLETION

2.4 Address Tab

- Click on the Address tab and complete as per the table below:

Field Entries

Company/Site Click on the required address type

Street Address Complete full street address including street Numbers

City/Town/Locality Mandatory

State/County/Province If applicable

Postal /Zip Code Mandatory

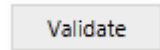
Country

Start typing the Country name and then select from the list

Or click on the drop-down at the end of the field and select Country from the list

Validate

The address must be validated. Select the validate button



Select *Use Entered* to keep the address entered

Select *Use Selected* to change the address to one in the list



SUPPLIER REGISTRATION FORM COMPLETION

2.5 Codes Tab

- Click on the Codes tab and complete as per the table below:

Field Entries

Standards	Click on the tick box for any applicable Standards. Use the Other: field for Standards not listed
Codes	Click on the tick box for any applicable Codes. Use the Other: field for Codes not listed
Business Classifications	Click on the tick box for any applicable Business Classifications. Use the Other: field for Business Classifications not listed

Hover over one of the codes to see a description

Please tick if applicable

Standards: AS
 ASTM
 DO
 GO
 TUV

Other:

ASTM International, formerly known as the American Society for Testing and Materials (ASTM) is a globally recognized leader in the development and delivery of international voluntary consensus standards to improve product quality, enhance safety, facilitate market access and trade, and build consumer confidence.



SUPPLIER REGISTRATION FORM COMPLETION

2.6 HSEQ Tab

- Click on the HSEQ tab and complete as per the table below:

Terms/Conditions	Details	Address	Codes	HSEQ	Products	Services	History	Notes	Contacts
------------------	---------	---------	-------	------	----------	----------	---------	-------	----------

HSEQ Performance

SYSTEM	EXISTS	CERTIFICATION	DETAIL IF OTHER
▶ Health & Safety System	<input type="checkbox"/>	▼	
Environmental System	<input type="checkbox"/>	▼	
Quality System	<input type="checkbox"/>	▼	
Other	<input type="checkbox"/>	▼	

Field Entries

Health & Safety System	If a Health and Safety System exists, click on the tick box for Exists Under Certification. Click on the drop-down list to select appropriate option. If Other, type in the Detail if Other field.
------------------------	--

Environmental System	If an Environmental System exists, click on the tick box for Exists Under Certification. Click on the drop-down list to select appropriate option. If Other, type in the Detail if Other field.
----------------------	---

Quality System	If a Quality System exists, click on the tick box for Exists Under Certification. Click on the drop-down list to select appropriate option. If Other, type in the Detail if Other field.
----------------	--

Other	Type in any other certification that is applicable and not listed
-------	---



SUPPLIER REGISTRATION FORM COMPLETION

2.7 Products Tab

- Click on the Products tab and complete as per the table below:

Field Entries

Supplier Type

Click on the tick box for any applicable Supplier Type. Use the Other: field for Types not listed.

Tick Products you supply

Click on the tick box for the product group that is applicable to your business

For Example:

- Click on Building and Architectural. The screen will expand with all options selected.
- Click on Buildings and Architecture again and all are deselected so that only the applicable ones may be selected in the groups.

NOTE:

At least one *Supplier Type* must be selected

At least one product or service must be selected



SUPPLIER REGISTRATION FORM COMPLETION

2.8 Services Tab

- Click on the Services tab and complete as per the table below:

Field Entries

Supplier Type Click on the tick box for any applicable Supplier Type. Use the Other: field for Types not listed.

Tick any services you provide: Click on the tick box for the service group that is applicable to your business

For Example:

- Click on Completions. The screen will expand with all options selected.
- Click on Completions again and all are deselected so that only the applicable ones may be selected in the groups.

NOTE: At least one *Supplier Type* must be selected

At least one product or service must be selected



SUPPLIER REGISTRATION FORM COMPLETION

2.9 History Tab

- Click on the History tab and complete as per the table below:

TERMS/CONDITIONS	DETAILS	ADDRESS	CODES	HSEQ	PRODUCTS	SERVICES	HISTORY	NOTES	CONTACTS
Financial Performance									
Principal Customers									
WorleyParsons Projects									
Financial Performance									
INDICATOR	YEAR	CURRENCY	VALUE						
Average Project Size	2012		0						
Average Project Size	2013		0						
Annual Revenue	2013		0						
Reported Profit	2013		0						

- The history tab has 3 sections, separated by tabs: Financial Performance, Principal Customers and WorleyParsons Projects.
- These fields are not mandatory. Zero values can be used for numerical fields whilst N/A can be used in the alpha fields. Use +/- to add extra lines.

The screenshot shows the 'History' tab selected in the top navigation. Below it are three expandable sections: 'Financial Performance', 'Principal Customers', and 'WorleyParsons Projects'. Each section has a '+' icon to expand and a '-' icon to collapse. The 'Financial Performance' section is expanded, showing a table with columns for Indicator, Year, Currency, and Value. The 'Principal Customers' section is collapsed, showing only the header 'NAME' and '% OF COMPANY REVENUE'. The 'WorleyParsons Projects' section is also collapsed, showing only the header 'PROJECT NAME', 'PROJECT NUMBER (IF KNOWN)', 'PROJECT LOCATION', and 'YEAR'.

Field Entries

Financial Performance Select the current Year from the drop-down, Select Currency from the drop-down and type in the Value

Principal Customers Enter Principal Customer Name
Enter % of Company Revenue – this should be a number between 0-100 and should not exceed 100%

WorleyParsons Projects This field gives Suppliers/Contractors the opportunity to display any previous business acquired with WorleyParsons.
Project Name, Project Number (if known), Project Location, Year



SUPPLIER REGISTRATION FORM COMPLETION

2.10 Notes Tab

- Click on the Notes tab
- This is a free text field that can be used if additional information is required

2.11 Contacts Tab

- Click on the Contacts tab and complete as per the table below:

Several Contacts can be added in this section. Click on the + beside Contacts for more fields to appear to add another contact. *Note:* You can be assigned to several profiles if your company is registered in several countries. E.g. if you are the Sales Manager for all

Field Entries

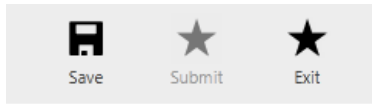
Name	Enter your full name
E-mail (User ID)	Enter your email address
Position	Enter position of the contact
Telephone	Type in Country Code, Area Code and Local Number
Fax Number	As per instructions for phone number (fax is not an compulsory field)



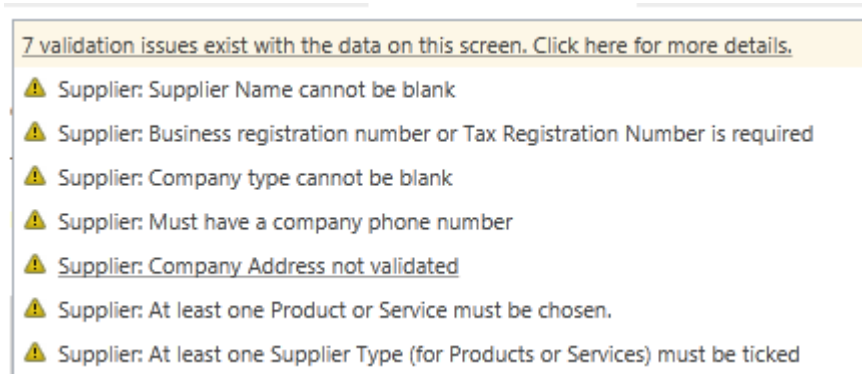
SUPPLIER REGISTRATION FORM COMPLETION

2.12 Register

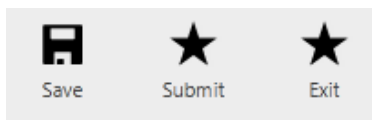
- Once all details are entered, click on Save



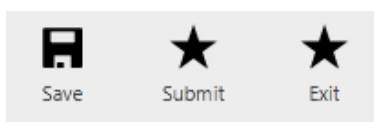
- The system will then validate and highlight any errors/incomplete fields etc. e.g.



- Once the validation is complete, the Submit button will be available in order for you to complete the registration.



- Confirmation is then provided via email.
- Your email address will be your User ID for the system. It may be best to use a general/common office email account to ensure that all relevant users in the future have access to the system and can communicate with WorleyParsons.
- Exit from Supplier Portal

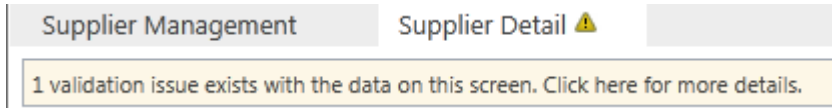




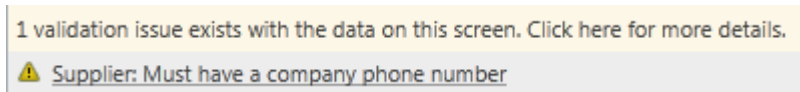
SUPPLIER REGISTRATION FORM COMPLETION

3. TROUBLESHOOTING

- When trying to save, you may receive validation issues similar to this:



- Click in the box to see the reason for the validation. Return to that field and complete.



- If you do not know the information required, save and exit and return at a later date to complete.

4. SUPPORT

- Option 1 - Select the Help and Support buttons to send an email from the system



To submit a support request, please provide detailed information in the message below and click Send.

Message:

- Option 2- Contact the Supplier Portal Help Desk directly isupplierhelpdesk@worleyparsons.com

5. NEXT STEPS

A WorleyParsons Administrator will contact you when required if more information is needed.