



Yancoal

Contractor Management System

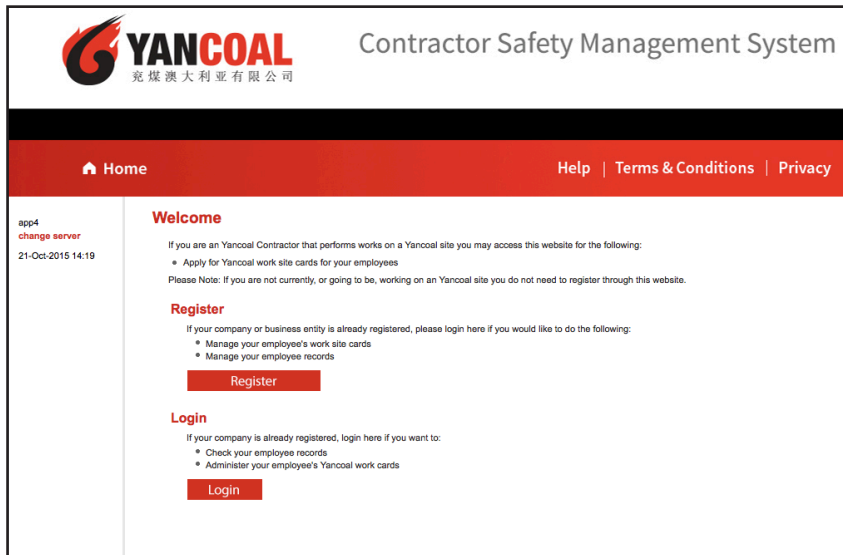
User Guide for Registering Your Company

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Yancoal Contractor Management System

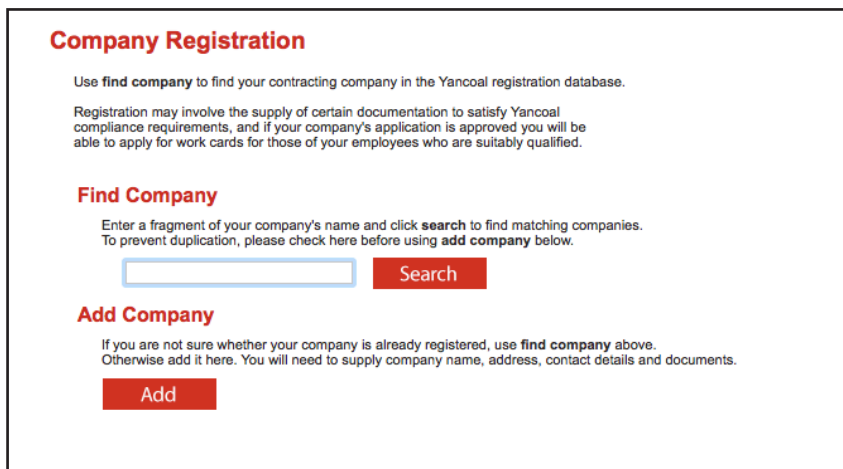
Please follow this step-by-step guide to register your company in the Yancoal Contractor Management System.



Step 1

Please go to <http://www.yancoalcontractors.com.au> and click on “Register Now/Login” in the top menu bar.

Once on the home page for the Yancoal Contractor Management System, click “Register.”



Step 2

Enter your company’s name in the search field, then select “Search.”

If your company is not existing in the portal, please select “Add.”

Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

Country:

ABN:

Lookup ABR

Continue

Step 3

Enter your company's ABN, then select "Continue."

Home

Add Company

There is 1 trading name for this ABN.
Please **click the name** you wish to use for this company.

Trading Name

Step 4

Select your company from the list of returned companies based on the ABN you supplied.

YANCOAL 兗煤澳大利亞有限公司
Contractor Safety Management System

Home | Help | Terms & Conditions | Privacy

app4
change server
21-Oct-2015 14:22

Registration Profile Uploads SMS Review Portal Access

Add Company

To register your company please provide the following (* = mandatory).

1. Company

Name:
 Country:
 ABN:
 Phone: *
 Mobile:
 Fax:
 Website:
Postal Address
 Address: *
 Town: *
 State/Province: *
 Postcode: *
Delivery Address same as postal
 Address:
 Town:
 State/Province:

2. User

First Name: *
 Last Name: *
 Email: *

3. Declaration

My name is: *
 I am an authorised representative of this company.

Submit

- ▶ When you click **submit** this information will be supplied to Yancoal Contractor Management Support who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

Step 5

Enter all company information and select “Submit.”

Add Company

Thank you, _____ has been approved and you may now log into this portal.
 An email has been sent to _____ with your login details.
 Press **continue** to log in now.

Continue

Step 6

Your company registration application has now been submitted.

You will receive an email with login details to the Yancoal Contractor Management System.

COMPLETING YOUR COMPANY PROFILE

COMPLETING YOUR COMPANY PROFILE

The screenshot shows the home page of the Yancoal Contractor Safety Management System. At the top left is the Yancoal logo with the Chinese text '兗煤澳大利亚有限公司'. To the right of the logo is the text 'Contractor Safety Management System'. Below this is a red navigation bar with 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is divided into two columns. The left column contains a sidebar with 'app4', 'change server', and '21-Oct-2015 14:19'. The right column has a 'Welcome' section with a list of actions for contractors, a 'Register' section with a list of actions for already registered companies and a red 'Register' button, and a 'Login' section with a list of actions for already registered companies and a red 'Login' button.

Step 1

Please go to <http://www.yancoalcontractors.com.au> and click on “Register Now/Login” in the top menu bar.

Once on the home page for the Yancoal Contractor Management System, click “Login.”

The screenshot shows the login page of the Yancoal Contractor Safety Management System. At the top left is the word 'Login' in red. Below it is the text 'Enter your username and password to login now.' There are two input fields: 'Username:' and 'Password:'. Below the input fields is a red 'Login' button. At the bottom of the page, there are two links: 'Request a new login for your company: [New User Account](#)' and 'Request new password for your login: [Forgotten Password](#)'. At the very bottom, there is a bullet point: '• If your company is registered with Yancoal and you already have an Onsite login, you may be able to log in here.'

Step 2

Using the details emailed to you during registration, login to the Yancoal Contractor Management System.

To use this portal your company must satisfy the Yancoal Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Click this button to apply for a subscription and commence the Company Profile questionnaire. Once the process has been started you can save it and come back to continue it at any time.

Apply

Step 3

Complete the Company Profile questions by answering a series of Yes/No and multiple choice questions. The system will categorise your company based on your responses.

When answering the question about the type of work your company performs on a Yancoal site, please specify the work your direct employees perform only. If you engage sub-contractors to perform work on your behalf and this work requires a license, you should not put these types of work on your profile. It is your responsibility as a head contractor to ensure your sub-contractors have the correct licenses to perform the work.

If you are a subcontractor, you will still need to register your company and induct your employees. When completing your registration please select "No" to invoicing Yancoal direct.

When answering the question on which state/s you are registered for Workers Compensation Insurance, you will only need to specify the states that you have a Workers Compensation insurance policy for, as you will be prompted to provide a policy for each state you select.

Step 4

Complete the Company Profile questionnaire. Once all questions have been answered, select "Next."

* Denotes Mandatory Field

1.1 * On which Yancoal sites will your company be working? (159310)

- Ashton
- Astar
- Cameby Downs
- Donaldson/Abel
- Moolarben
- Premier
- Stratford/Duralie
- Yarrabee

1.2 * Will your company invoice a Yancoal site directly? (159316) Yes No

1.3 * Will your company be employing sub-contractors? (159314) Yes No

1.4 * How is your organisation characterised? (159307)

- Company/Joint Venture/Alliance
- Sole Trader

1.5 * Will your company be engaged in consulting work? (159315) Yes No

[Next](#)


PURCHASING YOUR SUBSCRIPTION

Done

You have successfully completed the Company Profile and can proceed to the next step.

- You may now purchase your Subscription for the following compliance category.
- This will allow you to upload Insurances and Licences and to maintain the currency of your compliance records.

Compliance Subscription




Type:	Contractor (Exempt)
Expires:	
Cost:	
Note:	A renewal fee of \$100 will be required on an annual basis to maintain your compliance, update your company profile, insurances and licenses.

- The subscription will be issued immediately upon payment but it will only take effect when the additional compliance steps shown on the left have been completed.

Click the **add to cart** button to purchase this subscription. Add To Cart

Back




Shopping Cart
Total Cost: <i>empty</i>

Step 1

Once you have completed the Company Profile questionnaire you will be redirected to purchase your subscription. The cost of your subscription will depend on the category you are assigned.

Select “Add to Cart.”



Review Shopping Cart

Company:	
User:	
Total:	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription						Yancoal Australia Company Compliance Subscription from 05 Dec 2016 to 05 Dec 2018. Renewal Due 05 Dec 2017 - Renewal Fee \$100 plus GST	remove
Total:								including GST of	

Back
Proceed To Checkout

Step 2

Review the subscription details, then select “Proceed to Checkout.”

Checkout Shopping Cart

Company:
 User:
 Total:

PURCHASE

Credit Card ▶ Please enter your credit card details and click *continue* to process the purchase

Card Number: **CURRENTLY OPERATING IN TEST MODE**
 Card Type: These auto populated credit card values should produce a successful payment
 Card Expiry: /
 Card CVV:
 Cardholder Name:

[Back](#) [Continue](#)

Step 3

Enter your payment details and select “Continue.”

Checkout Shopping Cart

Company:
 User:

Purchase Successful

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
		CREDIT_CARD	Download

[Logout](#) [Continue](#)


Step 4

Select “Continue” to proceed to the Uploads section.

UPLOADING COMPANY DOCUMENTS


UPLOADING COMPANY DOCUMENTS

Insurances * Denotes Mandatory Field

1.1 * Public and /or Products Liability (159320)
X  Insurance.Liability.Public & Products
Click [here](#) for a list of Yancoal Business Rules

Please upload a single file

Upload

1.2 * Personal Income Protection/Accident Insurance (159318)
X  Insurance.Income Protection.Personal Income Protection
Click [here](#) for a list of Yancoal Business Rules

Please upload a single file


Upload

Step 1

You are now required to provide any Insurances and Licenses needed to perform your duties on a Yancoal site.

If you have existing Insurances/Licenses, the system will recognise these and you will not be required to upload them again.

For any new Insurances/Licenses that we have not previously collected, you must upload them by clicking "Upload."

 **Upload File**

Verified doc

The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the company** shown above
- it must contain **start and end dates** which need to be entered in the fields below

If any requirement is not met, the upload and Company Compliance Subscription will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description:
Requirement:

File to Upload: * no file selected *Browse to select file for upload*

Name: * *Friendly name for this file after upload*

Start Date: * 19 *Enter start date as "dd mmm yy" or click calendar icon*
(must match upload file)

End Date: * 19 *Enter end date as "dd mmm yy" or click calendar icon*
(must match upload file)

Insurance Details

Insurer: *Insurer's name*

Policy Number:

Item: *Description of this insurance*

Amount:	Name	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.

Total: 0

Conditions: *Conditions specified in the policy*

Comment: *Any comment you for the person who will process this upload*

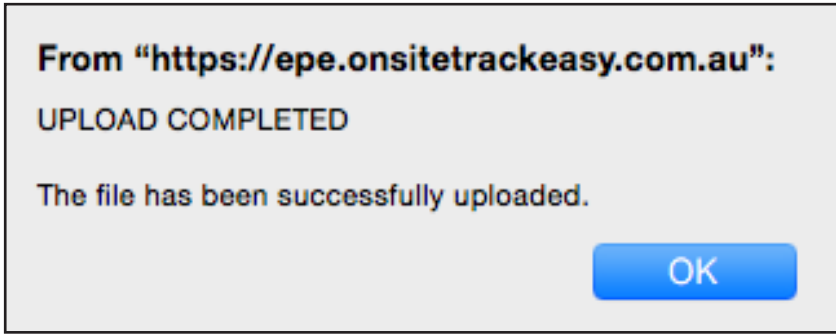
Status:

Back

Step 2

Select "Choose File" to upload the document you are prompted for. Enter the start date, expiry date and all details, then select "Upload."

Please Note: All information must match the details in the document you are uploading.





Step 3

Click "OK" when the upload completion message displays.


Insurances * Denotes Mandatory Field


1.1 * Public and /or Products Liability (159320)

✓  **Insurance.Liability.Public & Products**
 Click [here](#) for a list of Yancoal Business Rules

Name	Issue	Expiry	Comment	Open	Edit	Remove
	01 Jan 2016	01 Jan 2018			Edit	Remove

1.2 * Personal Income Protection/Accident Insurance (159318)

✓  **Insurance.Income Protection.Personal Income Protection**
 Click [here](#) for a list of Yancoal Business Rules

Name	Issue	Expiry	Comment	Open	Edit	Remove
	01 Jan 2016	01 Jan 2018			Edit	Remove

Next

Step 4

Once you have uploaded all of the requested files, select "Next."

Done

You have successfully completed the **Uploads** and can proceed to the next step.

- You may now submit your Uploads for validation.
- Once submitted you will be able to continue with the SMS Review.

Click the button to **submit** your data.

Submit

Back

Step 5

To submit your uploads select "Submit."

To use this portal your company must satisfy the Yancoal Compliance Requirements.


To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Suspend your subscription if:

- You no longer work for Yancoal and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

You have a pending Subscription being processed.



Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	05-Dec-16 09:57		Subscription Contractor (Exempt)
Uploads	SUBMITTED	05-Dec-16 10:10		Waiting for approval.
SMS Review				

Each component's contact will be notified when its status changes.

Step 6

Your company's system home page will change to reflect the current status of your subscription and document status.



For questions or assistance please call 1300 663 816
or email yancoalsafetycompliance@pegasus.net.au