



Yancoal

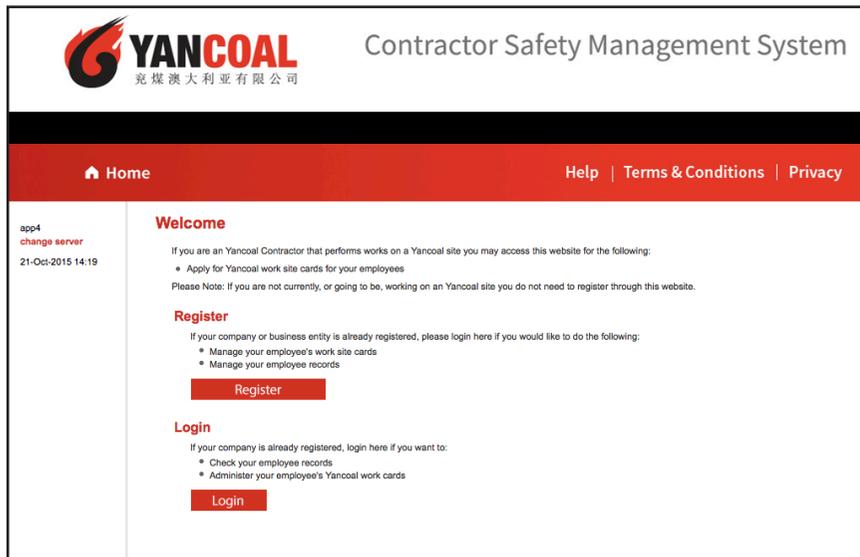
Contractor Management System

User Guide for Registering Your Employees and Booking Inductions

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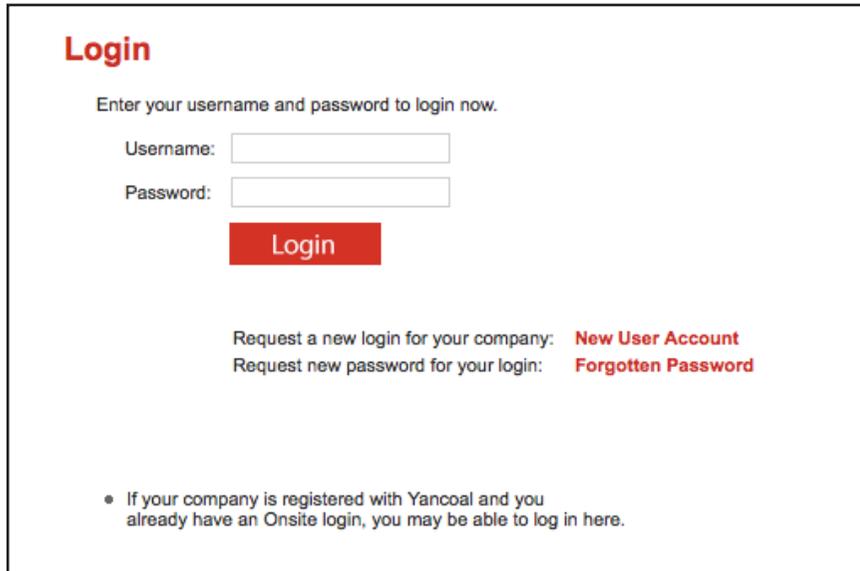
REGISTERING AN EMPLOYEE AND BOOKING INDUCTIONS



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.”



Step 2

Login to the Yancoal Contractor Management System by entering your username and password before selecting “Login.”.

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

Manage Employee Data

Register employees, maintain roles and order cards.

View Employees

View details of your employees and their data.

Company Relationships

Your company relationships on sites in this portal.

Step 3

On the home page, select "Manage Employee Data."

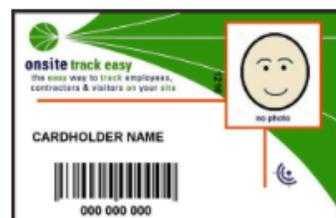
Employee Compliance



Shopping Cart
Total Cost: *empty*

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Yancoal Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> • Subscription (included in Initial Registration) • Role selection • Photo upload • File uploads • Mandatory Onsite Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry



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EMPLOYEES LIST

Search

*Enter a name fragment (blank for all) and click **search** to list your employees*

Step 4

To add an employee, enter a fragment of the employee's name, then select "Search." If the system returns with no matches, select "Add Employee."

To show a list of all registered employees, leave the search field blank, then select "Search."

Employee Compliance



Shopping Cart
Total Cost: **empty**

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Yancoal Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> • Subscription (included in Initial Registration) • Role selection • Photo upload • File uploads • Mandatory Onsite Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry



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EMPLOYEES LIST

[Search](#) *Enter a name fragment (blank for all) and click **search** to list your employees*

Found 52 matches

[Submit](#) *Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection*

[Add Employee](#) *Register **Employee** not yet in your employees list*

Step 5

To add a new employee, select "Add Employee."



Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory)
 On submit a Role Management registration will be commenced for this person

1. Fields

Current Data

Added By: _____

First Name: * _____

Middle Name: _____

Last Name: * _____

Date of Birth: * 19 "dd mmm yy" or icon

Drivers Lic. Number: _____

Drivers Lic. State: _____

Drivers Lic. Class: _____

Drivers Lic. Expiry: 19 "dd mmm yy" or icon

Gender:

Address: _____

Town: _____

State/Province: _____

Post Code: _____

Phone: * _____

Email: * _____

Next of Kin First Name: * _____

Next of Kin Last Name: * _____

Next of Kin Phone: * _____

Next of Kin Email: _____

Next of Kin Relationship: *

Contractor: Add the Contractor role to this new employee

Historical Data

Phone: _____

Email: _____

Address: _____

Town: _____

State/Province: _____

Post Code: _____

Declaration: * I agree with Terms & Conditions and Privacy menus

2. Identification

Please enter the required fields.
Then you can proceed if required.

3. Files

Please enter the required fields
and complete identification steps.
Then you can upload the files.

4. Submit

Please enter all the required data.
Then you will be able to submit it.

On submit a **Onsite Track Easy**
card will be purchased for this person.

The minimum Next of Kin fields are First Name, Last Name, Phone and Relationship

Step 6

Enter your employee's information and select "Save."
Please ensure you enter all mandatory data marked with *.



Shopping Cart
 Total Cost: *empty*

Employee Status: **Started**

2. Identification

No additional identification data is required.
 This person will be added as a new person in Onsite .

3. Files

No file uploads are required.

4. Submit

Click submit to send the data for processing.

Submit

On submit a **Onsite Track Easy** card will be purchased for this person.

Step 7

Select "Submit."



Shopping Cart
 Total Cost: *empty*

Employee Compliance

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	YES			✘				\$71.50	INCOMPLETE	

✔ = Entered
 ✘ = Mandatory Not Entered
 ✘ = Optional Not Entered

Action: Click **'Process'** to continue an entry, and when complete, submit it or add it to the shopping cart.
 Each person requires **General entries**, then **File uploads**.

Click link to view role data requirements:
Role Data Lookup

Step 8

Select "Process."

GENERAL*

Registration, Subscription, Roles, Card

Select Roles Mandatory; Requires valid selection

Roles: (none)

Previous Roles: (none)

Communicate To: *Name of person*

Communicate By: Email

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

Card Shipment

Communicate To: *copy from* Card Order

Communicate By: Email

Email:

Mobile: in

Attention To: *copy from* Person Company

Address:

Town:

State/Province:

Postcode:

Country:

You must save these entries before you can proceed with the next step

Step 9

Select "Select Roles."

Yancoal Portal Work Roles

Group:

Tick all required roles and click apply

<input type="checkbox"/>	Contractor - Ashton Non-mining
<input type="checkbox"/>	Contractor - Ashton Surface ONLY
<input type="checkbox"/>	Contractor - Ashton Underground
<input type="checkbox"/>	Contractor - Austar Surface ONLY
<input checked="" type="checkbox"/>	Contractor - Austar Underground
<input type="checkbox"/>	Contractor - Cameby Downs
<input type="checkbox"/>	Contractor - Donaldson Surface ONLY
<input type="checkbox"/>	Contractor - Donaldson Underground
<input type="checkbox"/>	Contractor - Moolarben
<input type="checkbox"/>	Contractor - Premier
<input type="checkbox"/>	Contractor - Stratford/Duralie
<input type="checkbox"/>	Contractor - Yarrabee
<input type="checkbox"/>	Test

Selected Roles

Contractor - Austar Underground

Step 10

Tick all of the required roles, then select "Apply."
To exit this screen, please click the exit cross for this window.

Please note, if you select an underground role at any site, this automatically includes the requirements for a surface worker at the same site. i.e you do not have to select Contractor – Austar Surface ONLY and Contractor Austar Underground for the same employee.

Contractor – Austar Underground will automatically include the requirements for Contractor – Austar Surface ONLY.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

Registration, Subscription, Roles, Card

Select Roles Mandatory; Requires valid selection

Roles: Ashton CHPP - Operator

Previous Roles: (none)

Communicate To: *Name of person*

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

Card Shipment

Communicate To: *copy from* Card Order

Communicate By:

Email:

Mobile: in

Attention To: *copy from* Person Company

Address:

Town:

State/Province:

Postcode:

Country:

Step 11

Enter the details required, agree to the declaration and select "Save."

FILES hide files

File1: * Coal Board Order 41 Medical
Medical.-Order 41 Site Access Medical Assessment (private)
Mandatory for Roles: Ashton CHPP - Operator

Please upload a single file

File2: * Drivers Licence
(GRP) Generic.Licence.Drivers Licence
Mandatory for Roles: Ashton CHPP - Operator

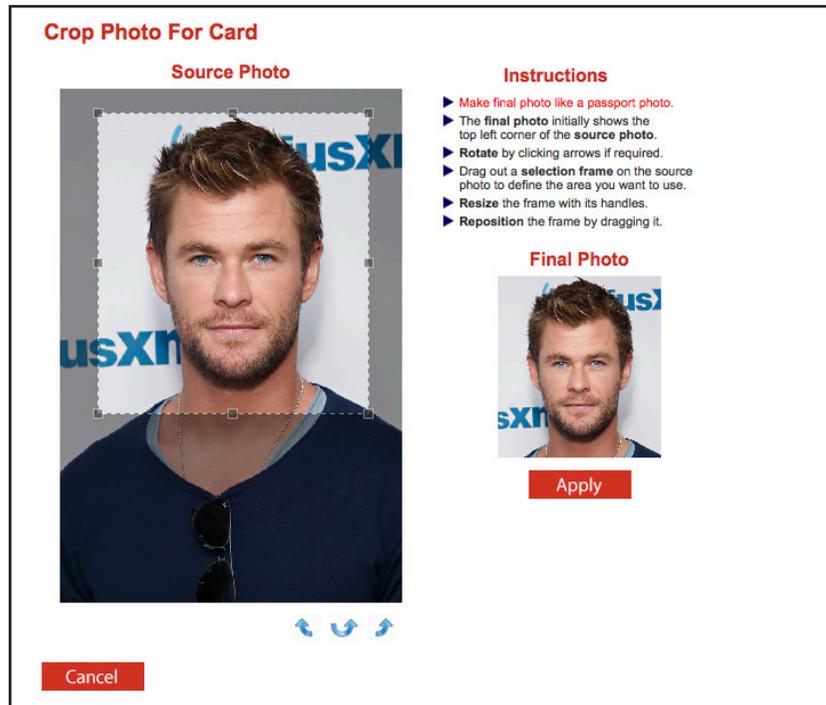
Please upload a single file

File3: * Eastern Region Underground Contractor Approval Form
Site.-Eastern U/G Region Contractor Approval Form
Mandatory for Roles: Ashton CHPP - Operator

Downloadable Document: YanCoal Eastern Region - Contractor Approval Form *click icon to download*
Please upload a single file

Step 12

Upload your employee's photo and all of the mandatory documents by selecting "Upload" for each document.



Step 15

Follow the instructions to the right of the source photo to crop the photo. Select "Apply" once you have completed the cropping process.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

TRAINING hide training

Bookings

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal HQ	Eastern U/G Mine Contractor Surface	OUTSTANDING	Approved	\$290.00	\$29.00	1			Book

Required By Roles Legend

1 Ashton CHPP - Operator

Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

Step 16

Once you have finished uploading all the required documents, scroll to the bottom of the page view required training.

Note: If your employee already has a current induction, the requirement will appear as "Complete" and no booking will be required. Any training that must still be completed will have a status of "Outstanding."

Select "Book" for the training that you wish to book into.

Book Training Shopping Cart
Total Cost: empty

AVAILABLE COURSES Sort by: Site

Click **course** name to view extra details or make a new booking.
All bookings must be paid for with a Credit Card or a Purchase Order Number.

Classroom Courses

Here are all open classes scheduled for December 2016 (change month to see other schedules)
Student numbers are limited. The **Avail** column shows how many places are left in each session.

Site	Course	Course #	Date	Time	Duration	Capacity	Att'ees	Avail	Cost	GST	Files	Infos	Venue
Yancoal Moolarben NEW	Book	47730	Tue 13 Dec 2016	7:15 am	3 Hours	30	3	27	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room
Yancoal Moolarben NEW	Book	47734	Tue 20 Dec 2016	7:15 am	3 Hours	30	0	30	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room
Yancoal Moolarben NEW	Book	47735	Tue 27 Dec 2016	7:15 am	3 Hours	30	0	30	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room

* Indicates course cost is paid for by the site.

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Step 17

You will be presented with a list of available training sessions for this training type. Select "Book" for the session you wish to book into.

Registration, Subscription, Roles, Card



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

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	YES			✓	Ashton CHPP - Operator	3 of 5 ✗	0 of 0 ✓	\$71.50	INCOMPLETE	

✓ = Entered ✗ = Mandatory Not Entered ✗ = Optional Not Entered
 Click link to view role data requirements:
[Role Data Lookup](#)

PROCESSING:
(Registration, Subscription, Roles, Card)

Back
Add To Cart
Terminate

Step 18

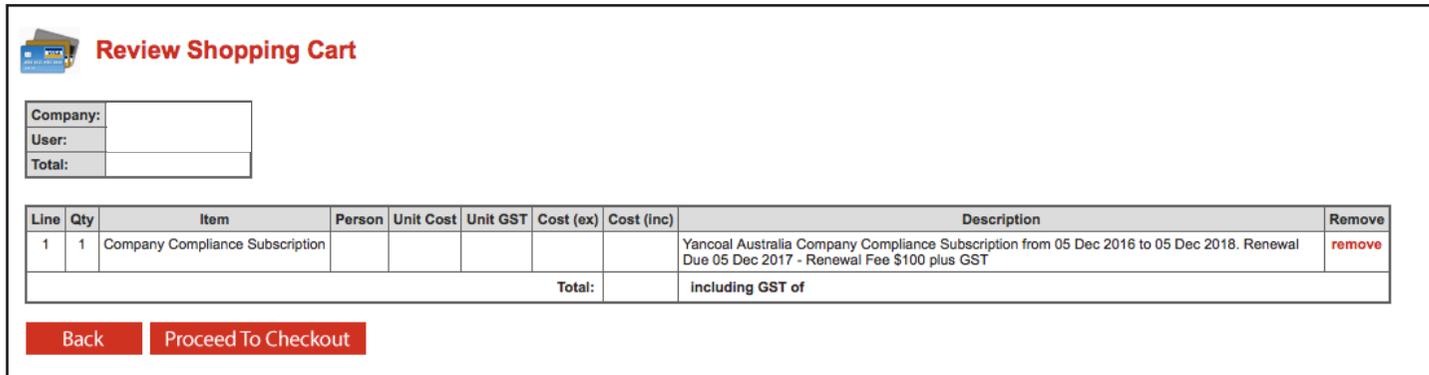
To complete the registration and booking process, select “Add to Cart” at the top of the page.



Shopping Cart		
Name	Quantity	Cost
Moolarben Underground Area Familiarisation	1	\$0.00
Employee Compliance	1	\$71.50
Moolarben General Induction V2	1	\$27.50
<u>Review</u>	Total Cost: \$99.00	

Step 19

In the shopping cart window, select “Review” to continue to process your purchases.



Review Shopping Cart

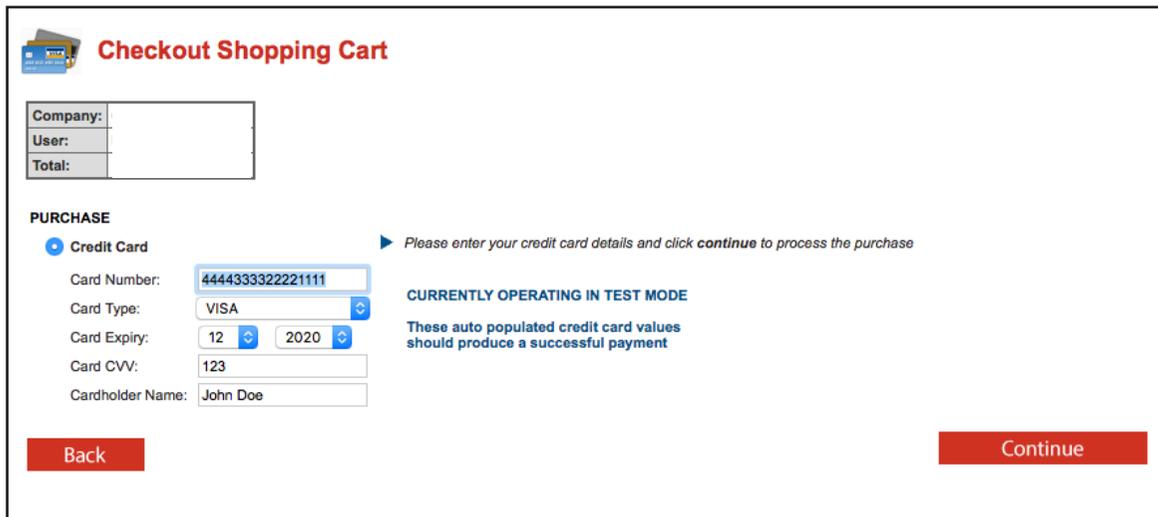
Company:
 User:
 Total:

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 20

Review the shopping cart items, 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:

Card Type:

Card Expiry:

Card CVV:

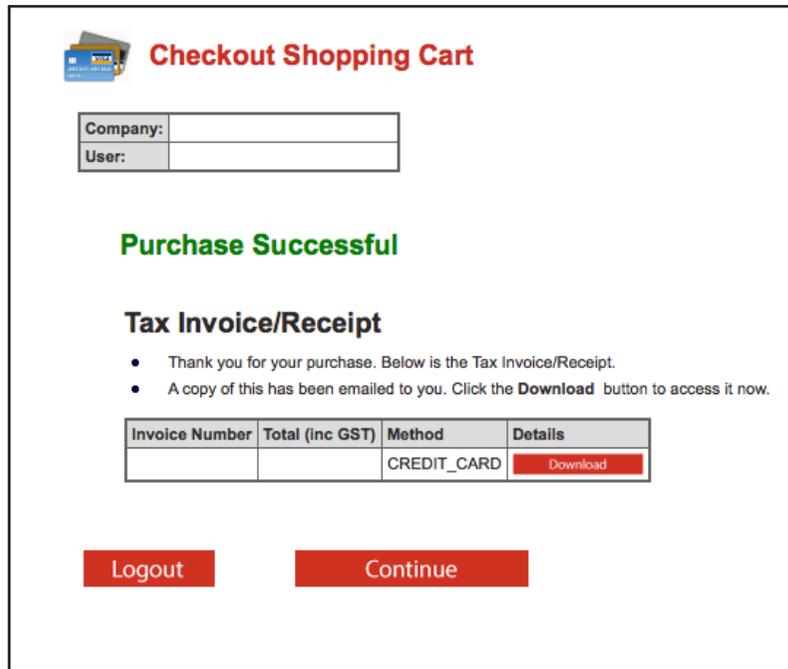
Cardholder Name:

CURRENTLY OPERATING IN TEST MODE
 These auto populated credit card values should produce a successful payment

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

Step 21

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 22

Select “Continue” to be redirected to the home page of the system, or “Logout” to logout of the system.

BOOKING AN INDUCTION FOR AN EXISTING EMPLOYEE

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

Manage Employee Data

Register employees, maintain roles and order cards.

View Employees

View details of your employees and their data.

Company Relationships

Your company relationships on sites in this portal.

Step 1

On the home page, select "Manage Employee Data."

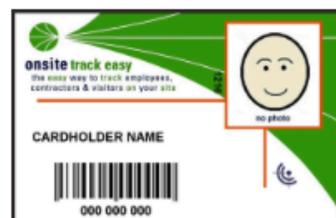
Employee Compliance



Shopping Cart
Total Cost: *empty*

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Yancoal Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> • Subscription (included in Initial Registration) • Role selection • Photo upload • File uploads • Mandatory Onsite Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry



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EMPLOYEES LIST

Search

*Enter a name fragment (blank for all) and click **search** to list your employees*

Step 2

Enter a fragment of the employee's name, then select "Search."

Please note, employees that are waiting on a card to be supplied at a site induction will not be displayed in this list. If a site induction booking is required prior to the supply of the card, please contact Pegasus on 1300 663 816 to arrange to be booked in.

Step 3

Tick the employee that you wish to book into the induction. Next select "Submit."

Employee Compliance

Shopping Cart
Total Cost: empty

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Yancoal Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> Subscription (included in Initial Registration) Role selection Photo upload File uploads Mandatory Onsite Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry



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EMPLOYEES LIST

Search
Enter a name fragment (blank for all) and click search to list your employees

Found 53 matches

Submit
Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection
Add Employee
Register **Employee** not yet in your employees list

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input type="checkbox"/>	<input type="checkbox"/>					22 Apr 2016	
<input type="checkbox"/>	<input type="checkbox"/>					14 Dec 2012 02 Aug 2012 02 Apr 2012 15 Aug 2011	
<input type="checkbox"/>	<input type="checkbox"/>					16 Aug 2010 15 Dec 2008	

Step 4

Select "Process" to book this employee into an induction.

Employee Compliance

Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	no			✘				\$71.50	INCOMPLETE	

✔ = Entered
 ✘ = Mandatory Not Entered
 ✘ = Optional Not Entered

Action: Click **'Process'** to continue an entry, and when complete, submit it or add it to the shopping cart. Each person requires **General** entries, then **File uploads**.

Click link to view role data requirements:
Role Data Lookup

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BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

Registration, Subscription, Roles

Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	no			✘				\$71.50	INCOMPLETE	

✓ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered

Click link to view role data requirements:
[Role Data Lookup](#)

PROCESSING: PETER BRAYLEY
(Registration, Subscription, Roles)

[Back](#) [Terminate](#)

GENERAL*

Registration, Subscription, Roles

[Select Roles](#) **Mandatory; Requires valid selection**

Roles: (none)

Previous Roles: (none)

Communicate To: *Name of person*

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

You must save these entries before you can proceed with the next step

[Save](#)

Step 5

Tick the employee that you wish to book into the induction. Next select "Submit."

Yancoal Portal Work Roles

Group:

Tick all required roles and click apply

- Contractor - Ashton Non-mining
- Contractor - Ashton Surface ONLY
- Contractor - Ashton Underground
- Contractor - Austar Surface ONLY
- Contractor - Austar Underground
- Contractor - Cameby Downs
- Contractor - Donaldson Surface ONLY
- Contractor - Donaldson Underground
- Contractor - Moolarben
- Contractor - Premier
- Contractor - Stratford/Duralie
- Contractor - Yarrabee
- Test

Selected Roles
Contractor - Austar Underground

[Apply](#)

Step 6

Tick all of the required roles, then select "Apply."
To exit this screen, please click the exit cross for this window.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

FILES hide files

File1: * **Coal Board Order 41 Medical**
 Medical.-Order 41 Site Access Medical Assessment (private)
Mandatory for Roles: Ashton CHPP - Operator

Please upload a single file
Upload

File2: * **Drivers Licence**
 (GRP) Generic.Licence.Drivers Licence
Mandatory for Roles: Ashton CHPP - Operator

Please upload a single file
Upload

File3: * **Eastern Region Underground Contractor Approval Form**
 Site.-Eastern U/G Region Contractor Approval Form
Mandatory for Roles: Ashton CHPP - Operator

Downloadable Document: YanCoal Eastern Region - Contractor Approval Form click icon to download
Please upload a single file
Upload

Step 7

Upload your employee's photo and all of the mandatory documents by selecting "Upload" for each document.

Upload File for Terrence Turner

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 person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

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

Description: **Coal Board Order 41 Medical (private)**
Maximum Size: 2 Mb
Privacy Note: This file will be marked as **private** and access will be restricted.
Requirement: [Click here](#) for a list of Yancoal Business Rules

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

Name: * Friendly name for this file after upload

Issue Date: blank if none (must match upload file) Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: blank if none (must match upload file) Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

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Step 8

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.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

TRAINING hide training

Bookings

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Moolarben NEW	Moolarben General Induction V2	OUTSTANDING	Approved	\$25.00	\$2.50	1			Book
Yancoal Moolarben NEW	Moolarben Underground Area Familiarisation	OUTSTANDING	Approved	\$0.00	\$0.00	1			Book

Required By Roles Legend

1 Moolarben -Underground- Working at Heights

Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

Step 9

Once you have finished uploading all the required documents, scroll to the bottom of the page to view the required training.

Any required training will have a status of "Outstanding."

Select "Book" for the training that you wish to book into.

Book Training

Shopping Cart
 Total Cost: *empty*

AVAILABLE COURSES Sort by: Site

Click **course** name to view extra details or make a new booking.
All bookings must be paid for with a Credit Card or a Purchase Order Number.

Classroom Courses

Here are all open classes scheduled for December 2016 (change month to see other schedules)
Student numbers are limited. The **Avail** column shows how many places are left in each session.

Site	Course	Course #	Date	Time	Duration	Capacity	Att'ees	Avail	Cost	GST	Files	Infos	Venue
Yancoal Moolarben NEW	Book	47730	Tue 13 Dec 2016	7:15 am	3 Hours	30	3	27	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room
Yancoal Moolarben NEW	Book	47734	Tue 20 Dec 2016	7:15 am	3 Hours	30	0	30	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room
Yancoal Moolarben NEW	Book	47735	Tue 27 Dec 2016	7:15 am	3 Hours	30	0	30	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room

* Indicates course cost is paid for by the site.

Back

Step 10

You will be presented with a list of available training sessions for this training type. Select "Book" for the session you wish to book into.

Note: This will add the purchase price of an induction booking to your shopping cart.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

TRAINING hide training

Bookings

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Moolarben NEW	Moolarben Underground Area Familiarisation	PENDING	Approved	\$0.00	\$0.00	1	CURRENT PURCHASE	Pending booking purchase in shopping cart	Remove
Yancoal Moolarben NEW	Moolarben General Induction V2	PENDING	Approved	\$25.00	\$2.50	1	CURRENT PURCHASE	Pending booking purchase in shopping cart	

Required By Roles Legend

1 Moolarben -Underground- Working at Heights

Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

Step 11

Once you have booked the required inductions, select "Save."

Registration, Subscription, Roles

Shopping Cart

Name	Quantity	Cost
Moolarben Underground Area Familiarisation	1	\$0.00
Moolarben General Induction V2	1	\$27.50
Review		Total Cost: \$27.50

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	no			✓	Moolarben -Underground- Working at Heights	6 of 6 ✓	0 of 0 ✓	\$71.50	COMPLETE	READY

✓ = Entered
✗ = Mandatory Not Entered
✗ = Optional Not Entered
Click link to view role data requirements: [Role Data Lookup](#)

PROCESSING: (Registration, Subscription, Roles)

Back
Add To Cart
Terminate

Step 12

To complete the booking process, select "Add to cart" at the top of the page.



Shopping Cart		
Name	Quantity	Cost
Moolarben Underground Area Familiarisation	1	\$0.00
Employee Compliance	1	\$71.50
Moolarben General Induction V2	1	\$27.50
Review	Total Cost: \$99.00	

Step 13

In the shopping cart window, select “Review” to continue to purchase your induction booking. Alternatively, repeat the booking process to book other employees into the induction before paying for all induction bookings in one transaction.



Review Shopping Cart

Company:	
User:	
Total:	\$99.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (Inc)	Description	Remove
1	1	Course Booking		\$25.00	\$2.50	\$25.00	\$27.50	Booking for into Moolarben General Induction V2. To be held at Moolarben Open Cut Training Room on Tue 13 Dec 2016, starting at 7:15 am and lasting for 3 Hours	
2	1	Course Booking		\$0.00	\$0.00	\$0.00	\$0.00	Booking for into Moolarben Underground Area Familiarisation. To be held at Moolarben Open Cut Training Room on Tue 13 Dec 2016, starting at 7:15 am and lasting for 2 Hours	
3	1	Employee Compliance		\$65.00	\$6.50	\$65.00	\$71.50	Registration, Subscription, Roles for	remove
Total:							\$99.00	including GST of \$9.00	

- Some **course bookings** cannot be removed as they are requirements for card orders.
- Remove the relevant **card orders** to enable course booking removal.

Step 14

Review the shopping cart items, 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:

Step 15

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	<input type="button" value="Download"/>

Step 16

Select “Download” to download a copy of your tax invoice. A copy will also be emailed to the email address provided as the company contact.

When the employee’s documents and training booking have been approved, a confirmation email will be sent to the company administrator email to forward to the employee. The confirmation email will contain time, date and location information as well as any additional requirements or prerequisites.



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