

WOOLWORTHS LIMITED

Woolworths

Contractor Management System

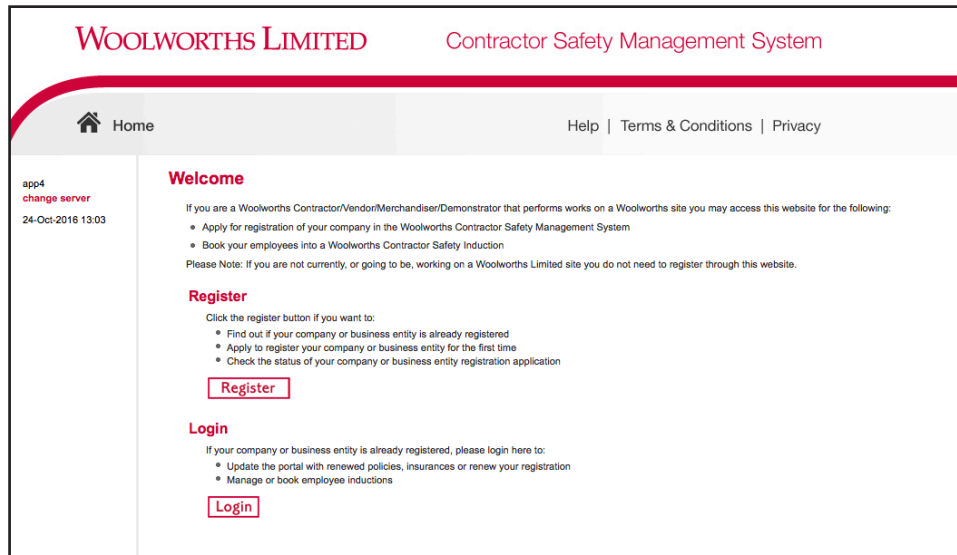
User Guide for Registering Your Company

Table of Contents

Registering your company	3
Completing your company profile.....	6
Purchasing your subscription	9
Uploading company documents	12
Completing the Safety Management System Review	16

Woolworths Contractor Management System

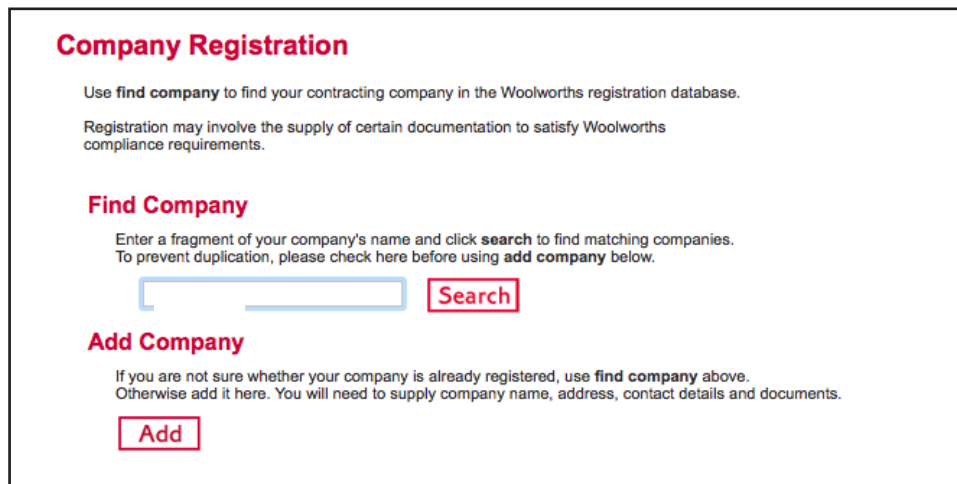
Please follow this step-by-step guide to register your company in the Woolworths Contractor Management System.



Step 1

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

Once on the home page for the Woolworths 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."

Add Company

There are 2 names for this ABN.
Please **click the name** you wish to use for this company.

Main and Business Names

Name

Step 4

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

Step 5

Enter all company information and select "Submit."

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:

Postcode:

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 Pegasus Safety Compliance 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 6

Your company registration application has now been submitted.

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

Add Company

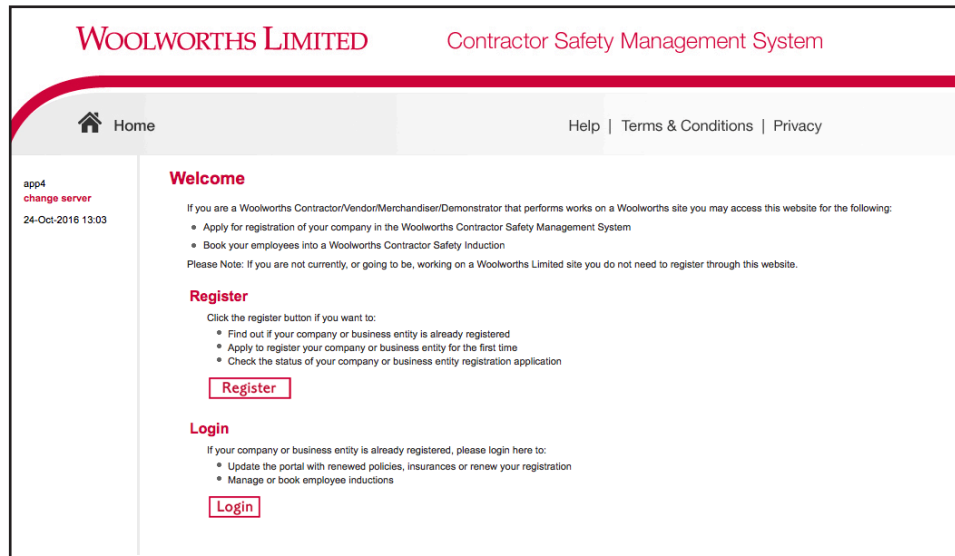
Thank you, **A [Company Name] Pty Ltd** has been approved and you may now log into this portal.

An email has been sent to with your login details.

Press **continue** to log in now.

Continue

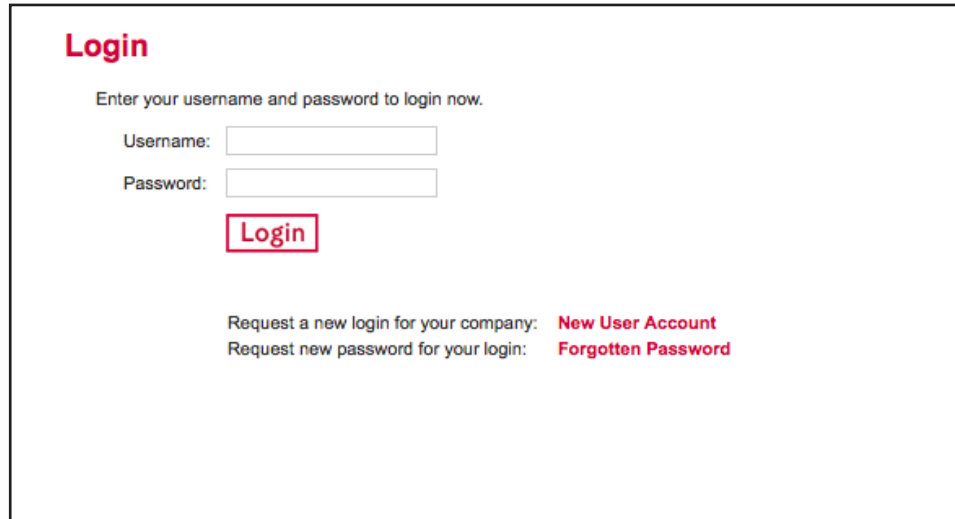
COMPLETING YOUR COMPANY PROFILE



Step 1

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

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



Step 2

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

Pty Ltd

To use this portal your company must satisfy the Woolworths 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

Suspend your subscription if:

- You no longer work for Woolworths 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

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 Woolworths 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 Woolworths 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.

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:	Category 2 (v2)
Duration:	1 Year
Expires:	24 Oct 17
Cost:	

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						Woolworths Company Compliance Subscription from 24 Oct 2016 to 24 Oct 2017.	remove
Total:								including GST	

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:

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

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 Product Liability Insurance (162906)
✗ Please upload your certificate of currency or insurance policy for your company Public Liability Insurance
Please upload a single file


1.2 * Workers Compensation Insurance for New South Wales (162910)
✗ Please upload your Workers Compensation Insurance Policy for NSW:
Please upload a single file

Step 1

You are now required to provide any Insurances and Licenses needed to perform your duties on a Woolworths 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**

Vermeu uoc

The file you upload here *doc*, which means:

- it must *t* 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: * *(must match upload file) Enter start date as "dd mmm yy" or click calendar icon*

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

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"/>
Total:		<input type="text" value="0"/>

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

Conditions: *Conditions specified in the policy*

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

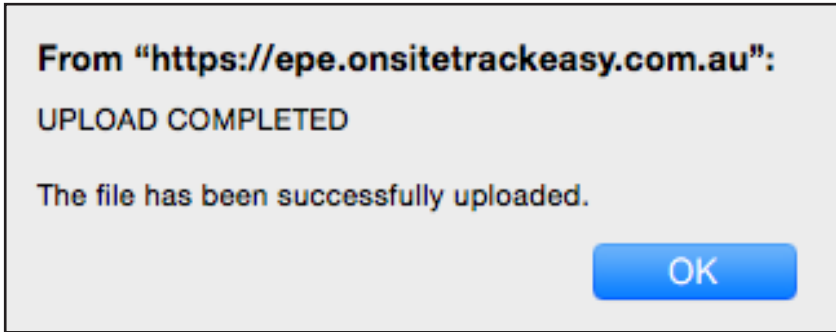
Status:

► Browse for the file and enter field values. Then you will be able to do the upload.

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 Product Liability Insurance (162906)
 ✓ Please upload your certificate of currency or insurance policy for your company Public Liability insurance

Name	Issue	Expiry	Comment	Open	Edit	Remove
Contractor Permit Form	16 Jan 2016	16 Jan 2018			Edit	Remove

1.2 * Workers Compensation Insurance for New South Wales (162910)
 ✓ Please upload your Workers Compensation Insurance Policy for NSW:

Name	Issue	Expiry	Comment	Open	Edit	Remove
Individual Contractor Report	04 Jan 2016	10 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."

COMPLETING THE SAFETY MANAGEMENT SYSTEM REVIEW

SMS Review
* Denotes Mandatory Field

1.1 * You are now required to complete the SMS review. You are required to provide information relevant to your Safety Management System (SMS). Depending on the risk category assigned to your company as part of the profiling, you may be required to provide documented evidence of your SMS. Please ensure you have your SMS documentation available while completing this section. These documents may include, but are not limited to:

- SMS Policy
- Environmental Policy
- SMS Procedures
- High Risk Activity Procedures, e.g. Hot works, Working at Heights,
- Examples of relevant evidence e.g. Inductions, Organisation Charts, Safety Observations.

If you are unable to complete the SMS Review in one session your work will be saved upon exit. The next time you login, you will be able to continue on from where you finished your last session. You can only submit the SMS review once ALL documentation has been provided.

Are you ready to start the SMS Review? (163133)

Yes

1.2 * Does your business currently engage sub-contractors to complete work on Woolworths sites? (163131)

	Yes	No
	<input type="radio"/>	<input type="radio"/>

1.3 * Are you a business entity that is owned and operated by one individual, who is also the only individual that will carry out work on a Woolworths Site?

	Yes	No
	<input type="radio"/>	<input type="radio"/>

* Please Notes: A "Business Entity" in this case refers to a Sole Trader, Trustee or Company business structure with a sole owner/operator/employee. (163130)

1.4 * If you are a business entity that is owned and operated by one individual to carry out work on a Woolworths site and DO NOT engage sub-contractors, several questions beyond this point will not be applicable to you. Each question that is not applicable will have the following note after each question indicating you should answer NO to that particular question.

"Please Select NO, if you are a business entity that is owned and operated by one individual to carry out work on a Woolworths site and DO NOT engage sub-contractors"

If the above does not apply to your business entity, you are required to complete ALL questions. If you are unsure or require clarification, please contact Pegasus Safety on 1300 291 561.

Are you ready to start the Safety Management System (SMS) Review? (163132)

Yes

Next

Depending on the answers you provided in the Company Profile section, you may be required to complete a Safety Management System review. This section will be different for each company, as it will prompt you for information based on the answers you provided to certain questions in the Company Profile.

You may be asked to upload evidence and examples of your Safety Management System, so please have these available when you complete this review.

Step 1

To begin the Safety Management System Review, please read the information, agree to beginning the SMS Review and select "Next."

Done

You have successfully completed the **SMS Review**.

- You may now submit your SMS Review for assessment.

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

Submit

Back

Step 2

Once you have completed the SMS Review, select “Submit.”

Pegasus will review the answers and documented evidence you have provided and will provide you with feedback and any Corrective Actions that you need to address.



For questions or assistance please call 1300 291 561
or email safetycompliance@pegasus.net.au