

2018



BuildPRO User Guide



This User Guide will assist you in logging in to the system and navigating around your Contractor Portal to access areas such as; PO's, uploading photos, invoicing, Licences, Insurance Certificates and so forth.

This guide is divided into two sections: Quick Start Guide & Step-by-Step Guide



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Welcome

This User Guide will assist you in logging in to the system and navigating around your Contractor Portal to access areas such as; PO's, uploading photos, invoicing, Licences, Insurance Certificates and so forth.

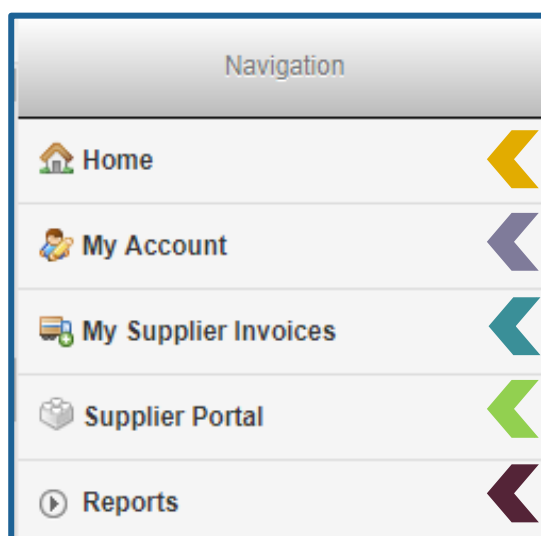
This guide is divided into two sections: Quick Start Guide & Step-by-Step Guide

Quick Start Guide

Logging to BuildPRO

- Via your BuildPRO Contractor portal <https://buildpro.ajgrant.com.au>

Portal Menu Navigation



Home

This is your dashboard shows jobs that need to be accepted, booked in jobs, work in progress, past jobs etc. Here you will find links that open your PO's



My Account

Is divided into 12 sections each section providing both you and AJ Grant staff crucial information about your company



My Supplier Invoices

Where you can search for all your invoices by status, invoice number or address



Supplier Portal

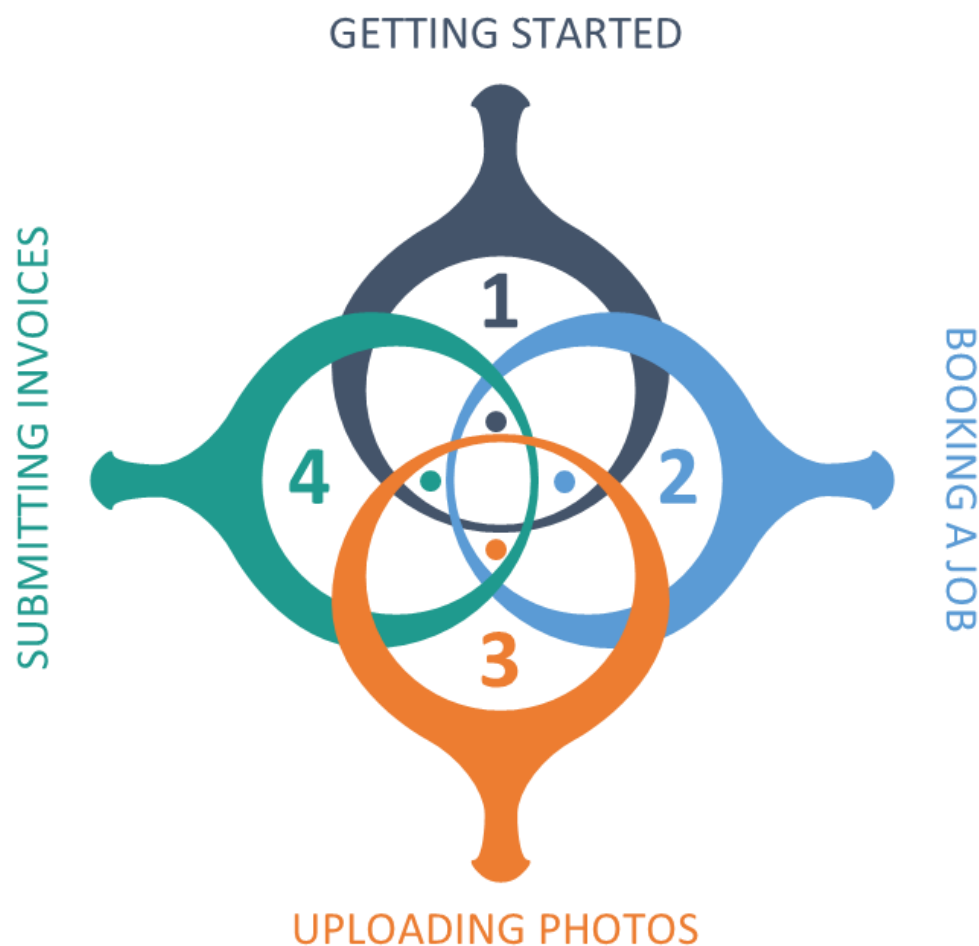
A list of all your jobs with links to their PO's and job status's



Reports

Allow you to run reports to view work you've completed by Trade types or areas you service

Workflow



GETTING STARTED

- PO sent to you via email
- Click on email link to open PO
- Tick 'I have read and accepted AJ Grant's terms and conditions'
- Then either accept within 48 hours or decline PO

BOOKING A JOB

Once the PO has been accepted, booking dates must be entered within 2 days

UPLOADING PHOTOS

This is done in any job where PO/Quote is still open

SUBMITTING INVOICES


- On the PO page, you need to answer two WHS Questions
- Then you're able to submit your Invoice

Web Browsers

Please ensure you are using the latest version of either Google Chrome or Mozilla Firefox. To check which version you're using:



Google Chrome

- ✓ Open your Chrome web browser
- ✓ Top Right of your browser page, click on the  Help - About Google Chrome
- ✓ Depending on your PC/Mac settings, Chrome should automatically update to the latest version
- ✓ The latest version as of Oct 2017 is 62.0.3202.75



Mozilla Firefox

- ✓ Open your Firefox web browser
- ✓ Select Help on the menu bar – About Firefox
- ✓ The latest version as of Oct 2017 is 56.0.2

To install the latest version, click on the links below or you can do a Google search if the links don't work:



Google Chrome

https://www.google.com.au/chrome/browser/desktop/index.html?brand=CHBD&gclid=CjwKCAjw-NXPBRB4EiwAVNRLKogVVE6-ygcPdAsWWuYyHN1EaIfMbJx5BiD39ITpvEPHl-FqIvWlphoCdlcQAvD_BwE



Mozilla Firefox


<https://www.mozilla.org/en-US/firefox/new/?scene=2>

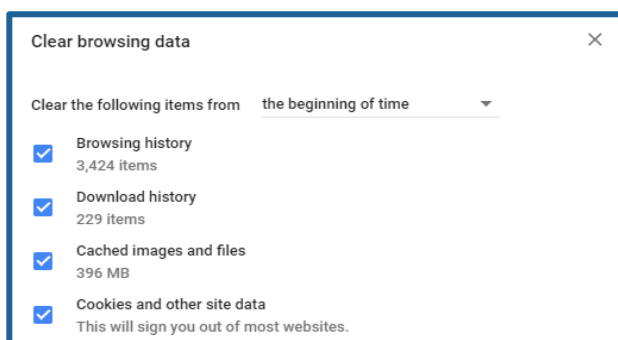
Clear browsing History

If you find, after logging in that you have issues viewing pages etc, before contacting AJ Grant, please clear your cache (browsing history) first and then login again.


To clear your cache:

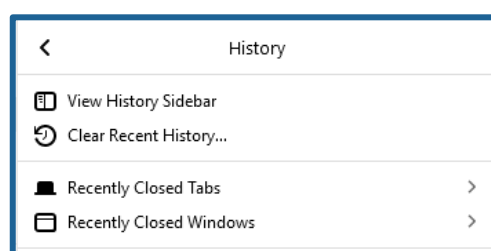
Chrome

- Top right-hand side, click on 
- "Select" History - History
- Left-hand side of screen, click 'Clear Browsing Data'



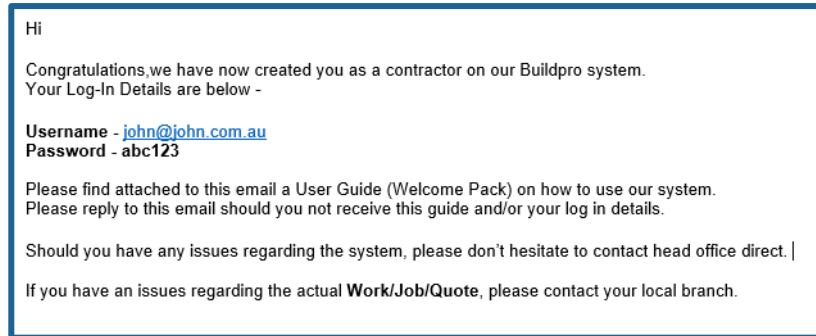
Firefox

- Top right-hand side, click on 
- "Select" History
- "Select" 'Clear Recent History'



Logging into BuildPRO

Using your login details that would have been sent to the email address you provided us when registering with AJ Grant

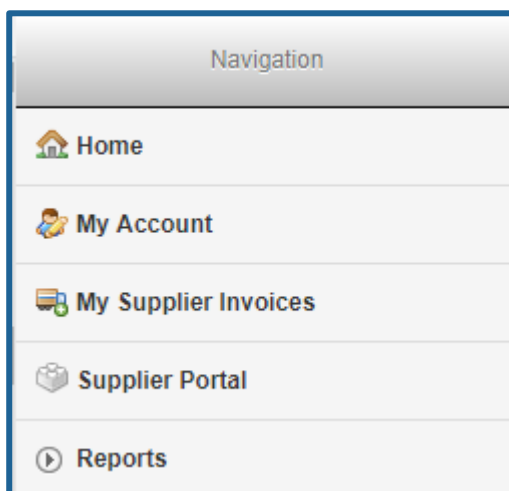


Enter the following URL into your web browser: <https://buildpro.ajgrant.com.au/>

- "Type" your username, under the heading 'Username'
- "Type" your password, under the heading 'Password'
- "Click" the 'Login' button

The screenshot shows the 'Log In' page of the BuildPRO system. It features a blue header with the text 'Log In'. Below the header is a white box containing the login form. The form has two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'dummya'. The 'Password' field contains a series of dots. To the right of the 'Password' field is a 'Log In >' button. Below the 'Password' field is a link that says 'Forgotten Password?'. Three annotations are present: a yellow circle 'A' pointing to the 'Username' field, a purple circle 'B' pointing to the 'Password' field, and a green circle 'C' pointing to the 'Log In >' button.

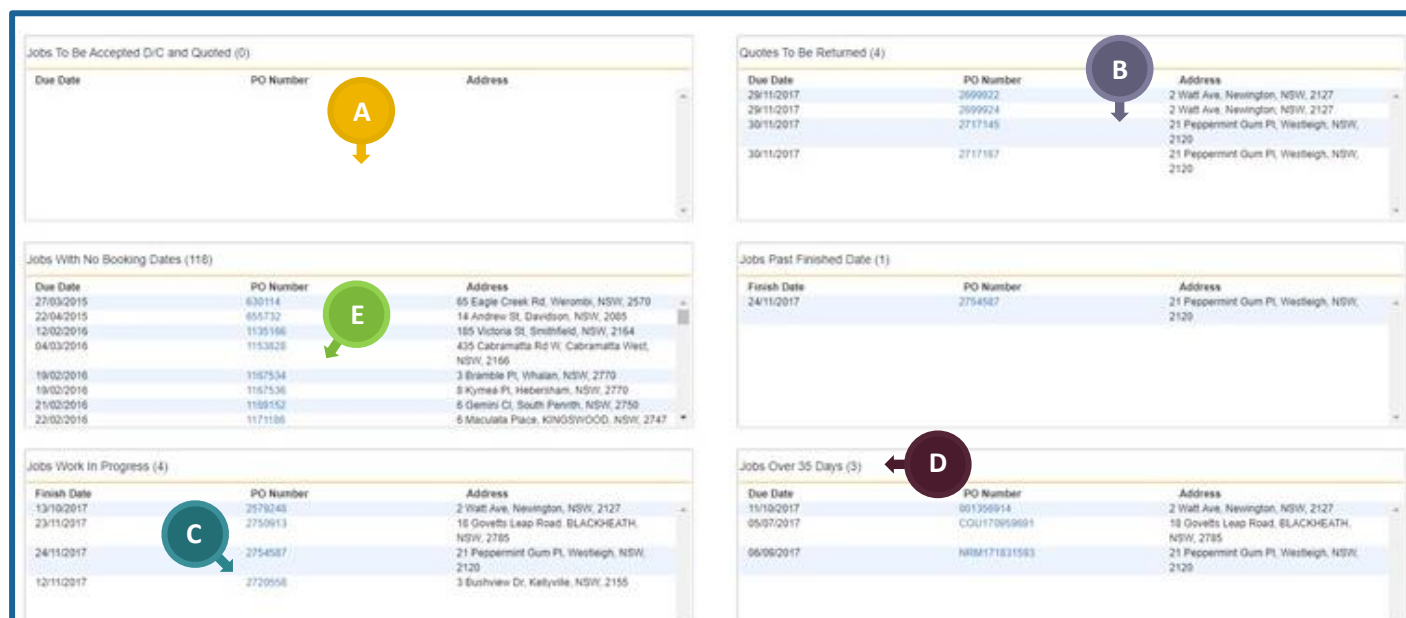
Navigation Pane Overview



Home

This is your dashboard and shows all jobs that are broken up into the following:

- A. Need accepting or quoted for
- B. Are booked in
- C. Work in progress
- D. Past jobs are over 35 days



The dashboard is divided into several sections, each with a title and a table of data. Callouts A through E point to specific elements:

- Callout A:** Points to the 'PO Number' column in the 'Jobs To Be Accepted Or Quoted (0)' table.
- Callout B:** Points to the 'Address' column in the 'Quotes To Be Returned (4)' table.
- Callout C:** Points to the 'PO Number' column in the 'Jobs Work In Progress (4)' table.
- Callout D:** Points to the 'Jobs Over 35 Days (3)' section.
- Callout E:** Points to the 'PO Number' column in the 'Jobs With No Booking Dates (116)' table.

Jobs To Be Accepted Or Quoted (0)		
Due Date	PO Number	Address

Quotes To Be Returned (4)		
Due Date	PO Number	Address
29/11/2017	2699022	2 Watt Ave, Newington, NSW, 2127
29/11/2017	2699024	2 Watt Ave, Newington, NSW, 2127
30/11/2017	2717145	21 Peppermint Gum Pl, Westleigh, NSW, 2120
30/11/2017	2717167	21 Peppermint Gum Pl, Westleigh, NSW, 2120

Jobs With No Booking Dates (116)		
Due Date	PO Number	Address
27/03/2015	630114	65 Eagle Creek Rd, Vilemont, NSW, 2570
22/04/2015	655732	14 Andrew St, Davidson, NSW, 2055
12/02/2016	1135196	185 Victoria St, Smithfield, NSW, 2164
04/03/2016	1153528	435 Cabramatta Rd W, Cabramatta West, NSW, 2166
19/02/2016	1167534	3 Bramble Pl, Whalan, NSW, 2770
19/02/2016	1167536	8 Kymea Pl, Haberham, NSW, 2770
21/02/2016	1169152	6 Gemini Ct, South Penrith, NSW, 2750
22/02/2016	1171186	6 Maculata Place, KINGSTWOOD, NSW, 2747

Jobs Past Finished Date (1)		
Finish Date	PO Number	Address
24/11/2017	2754587	21 Peppermint Gum Pl, Westleigh, NSW, 2120

Jobs Work In Progress (4)		
Finish Date	PO Number	Address
13/10/2017	2576243	2 Watt Ave, Newington, NSW, 2127
23/11/2017	2750913	18 Govetts Leap Road, BLACKHEATH, NSW, 2785
24/11/2017	2754587	21 Peppermint Gum Pl, Westleigh, NSW, 2120
12/11/2017	2720558	3 Bushview Dr, Kellyville, NSW, 2155

Jobs Over 35 Days (3)		
Due Date	PO Number	Address
11/10/2017	051356914	2 Watt Ave, Newington, NSW, 2127
05/07/2017	COU170959891	18 Govetts Leap Road, BLACKHEATH, NSW, 2785
06/06/2017	NR06171831583	21 Peppermint Gum Pl, Westleigh, NSW, 2120

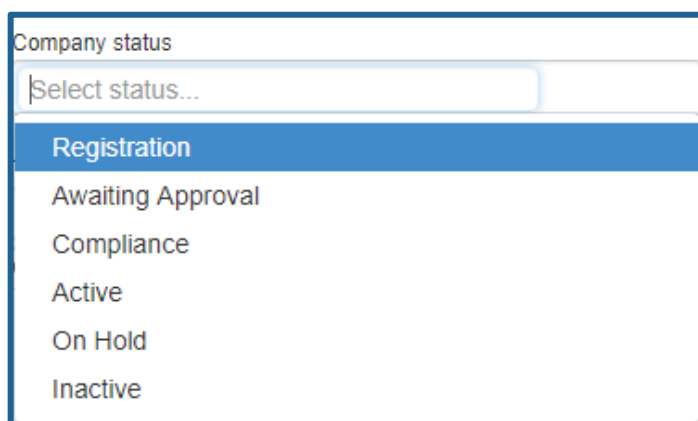
- E. Your dashboard also shows your PO Number, which is a link that takes you to your PO screen

My Account

Your contractor card has received a major overhaul and is now divided into 12 sections. Each section providing both you and AJ Grant staff crucial information about your company.

Company Status

We have introduced more status' so that you can easily identify the current status of your company as you progress through your on-boarding program, as well as any post-registration changes to your status.



The screenshot shows a dropdown menu titled 'Company status'. The menu is open, displaying a search bar with the text 'Select status...' and a list of status options: 'Registration' (highlighted in blue), 'Awaiting Approval', 'Compliance', 'Active', 'On Hold', and 'Inactive'.

1

Registration

You have been provided with your own unique username & password to access the on-line Registration form and in the process of supplying the information required

2

Awaiting Approval

The procurement team are reviewing your supplier card to determine if their branch requires the nominated trade services in the areas selected by you

3

Compliance

AJ Grants safety specialist is reviewing your details for compliance, including your employees and sub-contractors. This includes but is not limited to:

- Insurance documentation
- Trade licenses
- Safety process & documentation
- AJG Induction and any other client-specific training

4

Active

You are deemed compliant and available to receive work from AJ Grant. This is the **only** status you can receive Purchase Orders

5

On Hold

You can be placed on hold by AJ Grant for many reasons – i.e. non-conformance, insurance and/or license has expired etc

6

Inactive

If the status of your supplier card is showing as in-active this can be a result of non-compliance or AJ Grant no longer wants to utilise your

Primary Contractor Business Information

This section shows your current business details, including name, type of business, ABN and relevant contacts

Primary Contractor Business Information

Business name:

KLS Build Pty Ltd

Phone:

Mobile:

mob 04057376

Email:

ABN:

Admin Email:

Trading Type

Select trading type

GST Registered

☐

Formatted address:

Engadine NSW 2233, Australia

Address:

PO BOX 573

City

ENGADINE

State

NSW

Postcode

2233

Bank Account Details

This section shows the current bank details registered on AJ Grant's system. It is important that these details remain current and accurate as our accounts team use these details to process your payments.

To update your bank details, please follow the steps below:

- "Type" the name of your banking institution
- "Type" the name of the account
- "Type" your BSB number, usually a 6-digit number located on your bank statement
- "Type" your account number, usually located on your bank statement
- "Click" Save

Bank Account details

Bank:

Account name:

BSB:

Account number:

Save

Licences and Certifications

This section provides an overview your current insurances and/or certifications, including the date these expire and a PDF copy.

To update any of your licence and/or certification details, please follow the steps below:

- "Type" your policy number and/or certification number
- "Type" the company and/or governing body who issued the policy or certification
- "Type" the expiry date of either the insurance policy or certification
- "Click" select to upload a current copy of your insurance and/or certification documents
- "Click" save
- "Click" on the download button, will give you the current PDF copy of the uploaded document

The screenshot shows a web form titled 'Licences and Certifications'. It contains several rows for different types of insurance and certifications. Each row has input fields for the policy/certification number, the issuer's name, and the expiry date. A 'Save' button is at the top right. A 'Download' button is at the bottom right, with a 'Select' button below it. Annotations A-F are placed on the form: A points to the first policy number field, B points to the first issuer field, C points to the first expiry date field, D points to the 'Select' button, E points to the 'Save' button, and F points to the 'Download' button.

License #	Issuer	Expires
<input type="text"/>	<input type="text"/>	<input type="text" value="01/01/2400"/>
Workers Comp Policy # <input type="text"/>	<input type="text"/>	<input type="text" value="10/09/2017"/>
Public Liability Policy # <input type="text"/>	<input type="text"/>	<input type="text" value="31/01/2018"/>
Sub-contractor Statement <input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
Income Prot. Policy # <input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
SWMS <input type="text"/>	<input type="text"/>	
Risk Statement <input type="text"/>	<input type="text"/>	

Trades

You will now be required to select the areas you cover for each trade service you nominate for both Business as Usual (BAU) and Make safe (MS) work as we understand that the regions covered by your Electrician maybe different to the regions covered by your Carpenter. Similarly, the regions you cover for BAU may differ to the regions you cover for MS work.

You will have visibility to the trade services and regions our procurement team has approved for you and this is determined on your compliance to complete the services and/or the need for a specific trade service in that region.



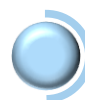
Pending

The zones nominated are being reviewed by procurement and either approved or rejected.



With Compliance

Our safety consultant is reviewing your details for compliance.



Compliant

You are now deemed compliant.



Non-Compliant

You have **not** met the requirements for compliance and deemed non-compliant.



Approved

The zones approved for you to complete work.



Rejected

The zones you are not permitted to work.

Trades (4)

Legend: Pending With compliance Compliant Non compliant Approved Rejected

Type: BRICKLAYER

Hourly rate:

BAU zones:

CANTERBURY BANKSTOWN	EASTERN SUBURBS	HAWKESBURY
Inner West	INNER WEST	NORTH WEST SYDNEY
OUTER WEST - PENRITH	Parramatta	PARRAMATTA
SOUTH WEST SYDNEY	SOUTHERN SYDNEY	ST GEORGE
SUTHERLAND SHIRE	SYDNEY CITY	

To add a new trade zone, please follow the below steps

- "Click" the Add Button
- "Select" the Trade Type
- "Select" the State and Zone
- "Select" the areas you cover for BAU and MS
- "Click" save

Trades (1)

Legend: Pending With compliance Compliant Non compliant Approved Rejected

Type: CARPENTER Change zone(s): SA Eyre Peninsula

Hourly rate:

BAU zones:

Port Lincoln	Streaky Bay	Tumby Bay
Whyalla	Wudinna	

Make safe zones:

Elliston	Franklin Harbour	Kimba
Lower Eyre Peninsula		

Zone BAU MS

Whyalla	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wudinna	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Streaky Bay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tumby Bay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Port Lincoln	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kimba	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elliston	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Franklin Harbour	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lower Eyre Peninsula	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cleve	<input type="checkbox"/>	<input type="checkbox"/>

Employee Details

You can now register your employees directly onto your supplier card.

You will also have the option to make an employee inactive if they no longer work for your company, remembering they must be compliant if circumstances change and they return to work with your company.

If you would like to register a new employee, please follow the below steps:

- A. "Click" the Add Button
- B. Enter in the employees First name, Last Name and all Contract details. The email entered must be unique to that specific employee and not a company generic email address.
- C. Add the trade service they are qualified to complete
- D. Select their role in the company
- E. Provide the relevant license details
- F. "Click" select to upload a copy of their license and certification details
- G. "Click" the Active button
- H. "Click" save

Please note: if you want to make an employee in active you click on their name and follow steps G and H

The screenshot shows the 'Employee Details (2)' form. Callout A points to the '+ Add' button. Callout B points to the 'First name' and 'Last name' input fields. Callout C points to the 'Trades' dropdown menu. Callout D points to the 'Role' dropdown menu, which is open showing options: 'Owner', 'Employee - Trade', and 'Employee - Admin'. Callout E points to the 'Licenses and certifications' section, which includes checkboxes for 'AJ Grant Induction', 'Blue Card #', 'IAG Induction', 'White Card #', 'ACT Asbestos', and 'Compliance Induction'. Callout F points to the 'Select' buttons for each license. Callout G points to the 'Active' checkbox. Callout H points to the 'Save' button.

Trade Referrals

This section lists the people you nominated as a trade reference for your company during the registration process.

Industry Relationships

This section lists any existing industry-specific relationships you may have with an insurance company, loss adjuster, broker and/or other insurance builder

Criminal Declaration

The section shows your response to your declaration as to whether you have any former or pending criminal charges and/or convictions

Criminal Declaration

Misleading or false information may result in termination of your services with AJ Grant

Do you have any convictions, finding of guilt, pending criminal charges and/or under any type of investigation for any other matters ?

Holidays

You can now enter the dates of any forthcoming holidays to keep AJ Grant updated on the dates you are not available to work.

To enter the date for any forthcoming holidays, please follow steps below:

- A. "Type" the first date you are not available to work
- B. "Type" the return date you are available to accept any new allocation of work
- C. "Click" the Add Button
- D. "Click" the Save Button

The screenshot shows a form titled "Holidays". At the top left is a "+ Add" button (labeled A) and at the top right is a "Save" button (labeled D). Below the title, there are two date input fields: "Start" (labeled B) and "End" (labeled C), both with the placeholder "dd/mm/yyyy".

Terms Conditions and Privacy Agreement

This section shows the date you acknowledged that you have read and understood the AJ Grant Group Terms & Conditions and Privacy Policy.

The screenshot shows a section titled "Terms conditions and privacy agreement". Below the title, there is a label "Agreed on" followed by a date and time stamp: "29/07/2016 00:00".

Sub-contractors

You can now register your sub-contractors directly onto your supplier card at which time they will undergo the same on-boarding program as you to ensure they are compliant.

If you would like to register a new sub-contractor, please follow the below steps:

1. "Click" the Add Button
2. "Type" in the sub-contractors First name, Last Name and all Contract details. The email entered must be unique to that specific sub-contractor and not a company generic email address.
3. "Add" the trade service they are qualified to complete
4. "Select" their role in the company
5. "Upload" the relevant license details
6. "Click" select to upload a copy of their license and certification details
7. "Click" the Active button
8. "Click" save

My Supplier Invoices

This is where you can find and search for all your invoices by status, invoice number or address

- A. Status
- B. Invoice Number
- C. Address

Status	Invoice No.	Supplier	Address	Invoice received date from	Make Safe Only		
New A	B	dummy trade	C	12/06/2017	<input type="checkbox"/>		
<input type="button" value="Search"/>							
1 Total Pages: [0] Rows: [20] Pages: [10] Total Records: 0							
Invoice #	Type	PO #	Status	Address	Work Order #	Supervisor	Total

Supplier Portal

Here you will see a list of all your jobs with links to their PO's and job status's

Status

Supervisor

Claims Assistant

Client

Search

Actions

All Status's

All Supervisors

All Claims Assistant

All Clients

Map

Search

Cancelled Jobs

Booked From: 02/11/2016

Booked To: 02/11/2017

Booked Only

12345678910

[>>] [≥]

Total Pages: 15

Rows: 20

Pages: 0

Due Date	Claim Number	PO Number	Name	Address	Supervisor	Claims Assistant	D/C	Status
09/02/2016	AWOHH1600033	1124606	DR DR HODGSON, DR JL HODGSON	355 Cut Hill Rd, Cobbitty, NSW, 2570	KS	DS		PO Cancelled
08/02/2016	AWOHH1600033	1124407	DR DR HODGSON, DR JL HODGSON	355 Cut Hill Rd, Cobbitty, NSW, 2570	KS	DS		PO Cancelled
01/02/2016	APAHH1600202	1118504	MR James D PROVEST	83 Paul St, Mount Druitt, NSW, 2770	BJC	TS		Quote unsuccessful
27/01/2016	NRM161105444	1110563	MR IAN MCLACHLAN	8 Crowley Cres, Melrose Park, NSW, 2114	KS	DS		Quote unsuccessful
29/01/2016	CPCPCP378884	1109658	Shafquat Hussain & Ayesha Hussain	41 WOLSELEY ST, ROOTY HILL, NSW, 2766	JG	DP		Quote submitted
03/02/2016	AWOHH1600033	1105407	DR DR HODGSON, DR JL HODGSON	355 Cut Hill Rd, Cobbitty, NSW, 2570	KS	DS		PO Cancelled
25/01/2016	APAHH1512760	1076592	MS Coral JOCIC	120 Stuarts Rd, Katoomba, NSW, 2780	JG	DP		Quote unsuccessful
23/12/2015	APAHH1512760	1054676	MS Coral JOCIC	120 Stuarts Rd, Katoomba, NSW, 2780	JG	DP		Quote unsuccessful
30/10/2015	001245653	974314	ISLA J DEAYTON	25 Janamba Ave, Kellyville, NSW, 2155	LS	DP		Quote unsuccessful
16/09/2015	AHJHH1515600	906029	MRS CP MARKIEWICZ, MR SJ MARKIEWICZ	32 Consett St, Concord West, NSW, 2138	RM	DS		Quote unsuccessful
08/08/2015	APAHH1510764	846215	MS CA DAVIES	19 McLaren Cres, Blackheath, NSW, 2785	BJC	TS		Quote unsuccessful
12/08/2015	001226728	841786	NAOMI R CHURTON	194 Georges River Rd, Kentlyn, NSW, 2560	CD	DP		PO Cancelled
24/05/2015	AHJHH1504507	701642	MR JJ REGO, MS MV REGO	23 Wearne Ave, Pennant Hills, NSW, 2120	MC	DP		Quote unsuccessful
24/04/2015	AHJHH1415169	655732	MR RS LYNCH, MRS MM LYNCH	14 Andrew St, Davidson, NSW, 2085	MC	S		Invoiced

Reports

Here you can run reports on your workload to see a summary of work you've completed for Trade Types or the area you service, by clicking on Supplier Workload and entering search criteria – Generate Report.

Purchase Orders (Do and Charge)

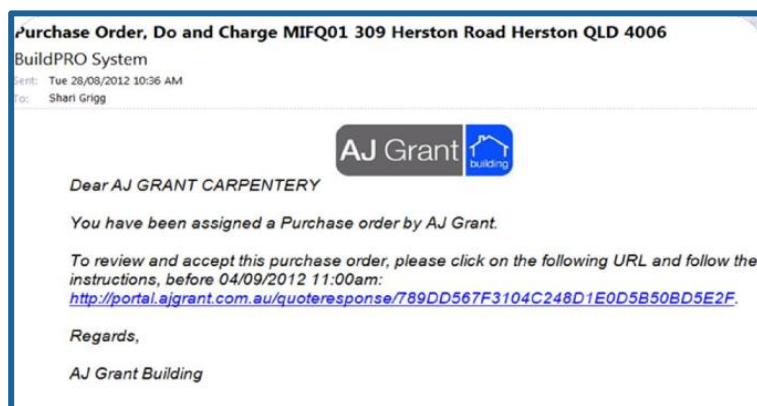
Receiving a Purchase Order

When a PO has been sent to you by AJ Grant, you will receive notification via email to the email you provided us upon registration. To view the PO details:

- “Click” on the link provided in the email, or
- Log into your portal, go to the Home screen (dashboard and it will appear under the ‘Jobs to be accepted D/C and Quoted’ section. Click on the PO number link to see full details

Accepting a Purchase Order

Once you’ve received a PO notification via email (similar to below), you can either click on the link within the email to open it up or search for the PO in BuildPRO under Supplier Portal menu. You will then have 48 hours in which to accept the job.



The details within your PO will contain the following:

- Tasks to be completed
- Job Details
- Photos Taken by Supervisor
- Scope of Works (works required to be done)

Progress

- Quote
- ☒ Purchase Order
- ☒ Accept
- ☒ Book in
- ☒ Invoice
- Photos
- house front
- front yard

Job Details

Quote Number: 630114

Work order no: AWOHH1500919

Response Due: 27/03/2015 13:00:00

Estimator: Kevin Furness 0498 331 888

Claims Assistant: Margaret Hughes 02 9542 2233

Contact Details

Site Client: MR MA REARDON, MRS N REARDON

Phone: 0457833393

Work: 0246531546

Address: 65 Eagle Creek Rd Werombi NSW 2570

Please attend site and complete works as per scope. Thanks Kevin Furness

Work Required

Scope Item	Area	Area Size	Trade	Work Required
1	External Front	80.50 (w) x 0.00 (l) x 0.00 (h)	FENCING	Dig out base of 1x starpicket, straighten and fill with rapid set concrete. Replace Tension wire back to position.

Before you can Accept Job / Decline Job, you are required to first accept AJ Grant's Terms and Conditions

A. Checking the 'I have read and accepted AJ Grant's terms and conditions'

Purchase Order

This is a do and charge purchase order. To proceed, either accept or decline the job using the buttons below. If you do not respond by 07/11/2017 9:00am, the job will automatically be declined for you.

Please review the PWSC and complete site specific SWMS for any high risk work PRIOR to the commencement of these work. If additional high risk hazards are identified, you MUST contact AJ Grant Group PRIOR to the commencement of these work.

• In order to enable payment, photographs of any safety equipment used as well as a copy of your SWMS must be uploaded along with your invoice. Failing to do so may result in your invoice being held or payment being delayed.

AJ Grant Group Pty Ltd
Contractor Terms and Conditions

1. Background

1.1. AJ Grant Group is a national service provider, providing building repairs, make-safe repairs and assessment services to the insurance industry.

1.2. The Contractor wishes to provide services to the AJ Grant Group and by agreeing to provide the Services to the AJ Grant Group will be bound by the terms and conditions as outlined.

1.3. The aim of these terms and conditions is to provide a basis for co-operation between AJ Grant Group and the Contractor, ensuring the high standards of AJ Grant Group and its reputation is upheld at all times and ensuring the Contractor is promptly paid.

2. Interpretation

2.1. 'AJ Grant Group' means AJ Grant Building Pty Ltd and any related entities.

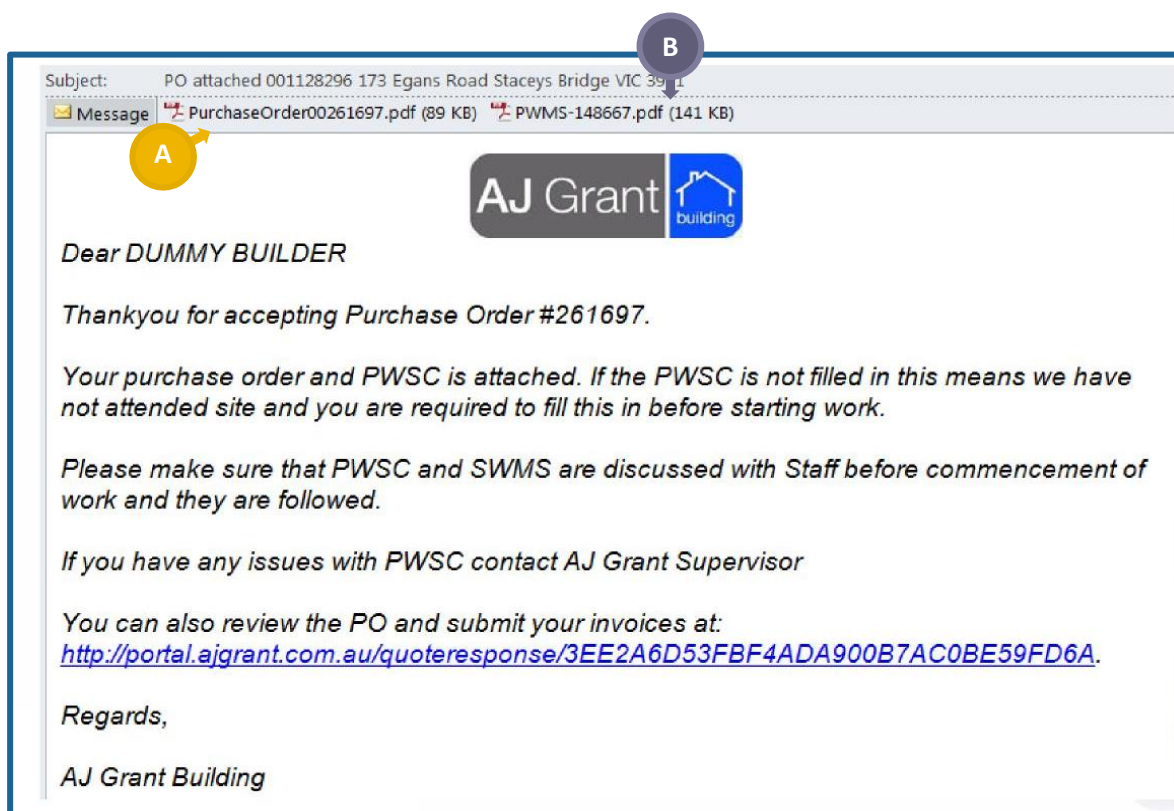
Group deems unacceptable when it comes to Safety, Code of Conduct and Harassment. Any breach will immediately lead to the suspension of work and removal from AJ Grant Group contractor panel and may lead to legal action in relation to loss of business.

☐ I have read and accept AJ Grant Building's terms and conditions

Accept Job Decline Job

Once you accept you will receive an email similar to image on right, containing x2 PDF attachments;

- A. Purchase Order
B. PWSC (Pre-Work Safety Check) – see following page



Booking in a Job

Once you have accepted a PO, you must enter booking dates within 2 days, otherwise the job will automatically be rejected.

- A. You can also view when other contractors have booked in their jobs by clicking on the link
- B. You can also change dates and reschedule at any time throughout the job, by clicking on the Re-Schedule button

The screenshot shows a job booking form. Callout A points to the 'Click Here to view when other trades have booked in' link. Callout B points to the 'Re-Schedule' button. Callout C points to the 'Start Date' and 'Finish Date' fields, which both show '17/11/2017'. Below the dates is a note: 'When you are ready to submit an invoice for this job, please click the button below.'

Important Note: Please ensure these dates are as accurate as possible, as our staff will use these dates to determine completion dates etc.

Searching for PO's

As an alternative to using your Home (Dashboard) screen, you can also search for POs using the filter and text box under the Supplier Portal link

Supplier PO List

Sign out

Status	Supervisor	Claims Assistant	Client	Search	Actions
All Status's	All Supervisors	All Claims Assistant	All Clients		<div>MapSearch</div>
<input type="checkbox"/> Cancelled Jobs		Booked From: 08/11/2016	Booked To: 08/11/2017	<input type="checkbox"/> Booked Only	
12345678910<>>><<<<Total Pages: 15Rows: 20Pages: 0					

Due Date	Claim Number	PO Number	Name	Address	Supervisor	Claims Assistant	D/C	Status
09/02/2016	AWOHH1600033	1124806	DR DR HODGSON, DR JL HODGSON	355 Cut Hill Rd, Cobbitty, NSW, 2570	KS	DS		PO Cancelled
08/02/2016	AWOHH1600033	1124407	DR DR HODGSON, DR JL HODGSON	355 Cut Hill Rd, Cobbitty, NSW, 2570	KS	DS		PO Cancelled

Purchase Order/Quote Status'

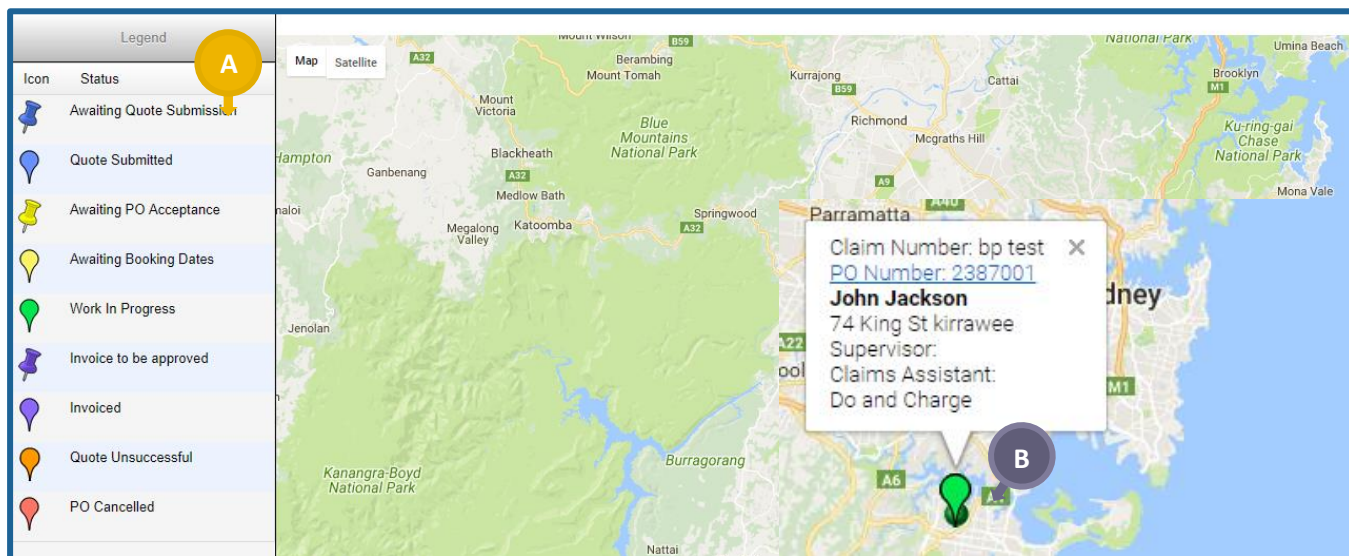
PO statuses for your PO's are organised in and searched by:

The screenshot shows a dropdown menu titled 'Status'. The menu is open, displaying a list of status options: 'All Status's', 'Awaiting Booking Dates', 'Awaiting PO Acceptance', 'Awaiting Quote submission', 'Cancelled', 'Invoice to be approved', 'Invoiced', 'Quote submitted', 'Quote unsuccessful', and 'Work In Progress'.

Mapping

You're able to Map your jobs, by clicking on the **Map** button to the right on the Supplier Portal page

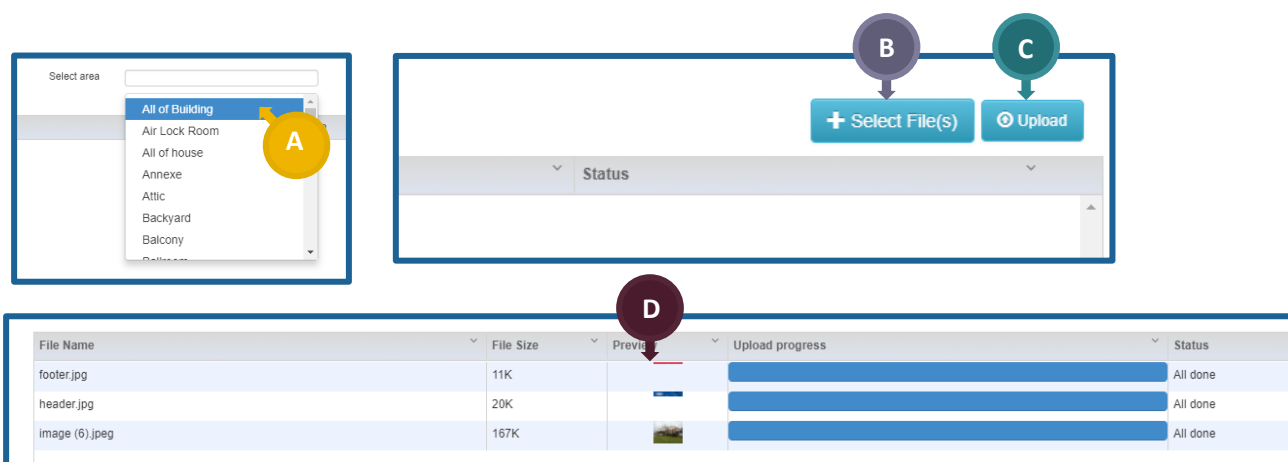
- You'll notice different colours pins, which indicate different status as per the legend on the left
- "Clicking" on the actual pin will bring up the basic job details or you can click on the PO Number link, which will open up the PO



Uploading Photos

Select any job where the PO/Quote is still open, scroll until you see the below

- "Select" the area of the house your job photos relate to
- "Select" Files you wish to upload to the job.
- Once they appear in the list below, status will show pending, "click" Upload
- Here you can see the status of you uploads in the status bar



Answering WHS questions

Once your job has been completed, head back to your PO page

- A. Where you will need to answer two WHS questions before you're able to submit an invoice.
- B. If you select NO to either of the WHS questions, a pop up box will appear as shown before

WHS Requirements

Question	Answer
Were all parts of the Pre-Work Safety check discussed with relevant staff prior to the commencement of work?	<input type="button" value="v"/>
Were all WHS requirements and controls adhered to when completing the job?	<input type="button" value="v"/>

Submit WHS statement

Invoice History

WHS Requirements

Question	Answer
Were all parts of the Pre-Work Safety check discussed with relevant staff prior to the commencement of work?	Yes
Were all WHS requirements and controls adhered to when completing the job?	No

Important Notice

AJ Grant takes the Safety of their Staff and Contractors seriously. We note, that while completing this job, you have stated that you have not complied with the Workplace Health and Safety requirements and preventative measures put in place for this task. Further failure to not comply with these requirements may result in you being removed from the panel of AJ Grant approved contractors. You may be contacted by a member of our staff to discuss.

Invoicing (Do and Charge job)

Uploading Invoices

Below the WHS questions, you see a **Submit Invoice** button. Click this, when you've provided us with all your labour and material breakdown

ELECTRICIAN

Labour Amount: Hrs @ 55.00 /hr - \$

Excluding GST

Apprentice Amount: Hrs @ \$ - \$

Excluding GST

Materials/Contract Amount: \$

Excluding GST

Materials Description:

E.G. 4kg Sand & Cement, Bathtub, 12 bricks

ROOFING

Labour Amount: Hrs @ 50.00 /hr - \$

Excluding GST

Apprentice Amount: Hrs @ \$ - \$

Excluding GST

Materials/Contract Amount: \$

Excluding GST

Materials Description:

E.G. 4kg Sand & Cement, Bathtub, 12 bricks

Your invoice number:

Invoice Total: \$0.00

Including GST

Submit **Preview Invoice** **Submit Invoice**

Important Note: If you have more than one trade type, costs for these need to be separated for each trade type

Submitting Multiple Invoices

If the person sending you the PO has checked 'allow for multiuse invoices', once the PO has been accepted and you've booked in your dates, you will see the following screen.

WHS Requirements

Question	Answer
Were all parts of the Pre-Work Safety check discussed with relevant staff prior to the commencement of work?	Yes
Were all WHS requirements and controls adhered to when completing the job?	Yes

View submitted Invoices

You can view submitted invoices via two methods:

1. You can either head over to My Supplier Invoices to search for your invoiced jobs
2. Open the job, scroll down to the underlined text and click on the link

Purchase Order

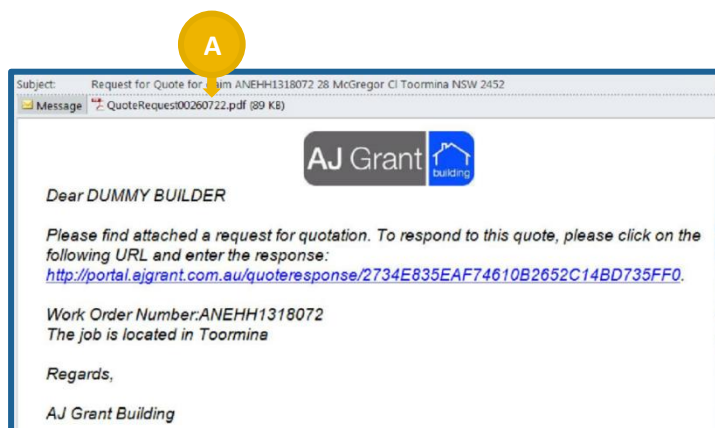
Thankyou, your invoice has been approved. There is nothing more to do for this purchase order!

Please note: In My Supplier Invoices, you can view the job by clicking on the PO for Jobs with Multiple Invoices, by clicking on the button

Quote Requests

Receiving a Quote Request

- A. If a quote has been sent to you, you will be notified via email, similar to below
- B. All quote requests are noted on your Home (Dashboard) screen in the 'Quotes to be returned' section
- C. "Click" on the PO Number link to open the quote.



B

Quotes to be returned (4)		
Due Date	PO Number	Address
29/11/2017	2699922	61 Willarong Rd, Newington, NSW, 2127
29/11/2017	2699924	61 Willarong Rd, Newington, NSW, 2127
23/11/2017	2707216	05 Willarong Rd, Newington, NSW, 2127
30/11/2017	2717167	53 Princes Highway, Westleigh, NSW, 2120

- D. Fill out your quoted amounts next to each scope item for each separate trade type. Ensure hours and materials amounts are separated – Submit Quote

Quote

Please enter the amounts you wish to quote for this job. There are two fields for each trade, one for exactly as requested above, and an adjustment if you feel that the scope above is inaccurate or incomplete. Please include GST for all amounts in your quote.

ASBESTOS HYGIENIST	Rate	Hours	Material/Contract	Total
• Provide report on wall linings to advise if containing asbestos - if asbestos present a variation will be require for removal	Quote \$ 0.00		\$	\$
	Variation \$ 0.00		\$	\$
ASBESTOS REMOVAL	Rate	Hours	Material/Contract	Total
• Complete asbestos removal as per attached scope of works	Quote \$ 0.00		\$	\$
	Variation \$ 0.00		\$	\$
BRICKLAYER	Rate	Hours	Material/Contract	Total
• Remove bath tub brick work to match existing – leave new brick work ready for waterproofing	Quote \$ 0.00		\$	\$
	Variation \$ 0.00		\$	\$

Additional Notes

E.g. After inspection, found that need to change lock and latch as well

Submit Quote

Accepting a Quote Request

Once you've clicked 'Submit Quote' above, you'll see the screen shot. If you win the job, your quote will be accepted and PO sent to you to carry on works as per the normal Do and Charge process.

Quote

Thankyou ✓

Your quoted amount of \$550.00 (which included a variation of \$0.00) for this quote request has been received.

Invoicing (Quoted)

Please refer to the same invoice process above as noted for a Do and Charge job for the following sections:

- Uploading Invoices
- Submitting multiple invoices
- View submitted invoices
- Searching for invoices

Please note: The only difference is, your invoice will look like the below image instead

Invoice Type: ☒ Generate an invoice for me

Your invoice #:

Invoice ☐ Progress Invoice ☒ Final Invoice

CARPENTER	Rate	Quoted	Claimed	To be Invoiced	Invoice (Ex GST)	Invoice Total (Ex GST)
Labour	\$ 0.00	0.00	0	0	<input type="text"/> 0 (hrs)	\$ <input type="text"/> 0.00
Material	\$ 38233.00		\$ 0.00	\$38233	\$ <input type="text"/> 38233.00	\$ <input type="text"/> 38233.00
SUPPLIER	Rate	Quoted	Claimed	To be Invoiced	Invoice (Ex GST)	Invoice Total (Ex GST)
Labour	\$ 0.00	0.00	0	0	<input type="text"/> 0 (hrs)	\$ <input type="text"/> 0.00
Material	\$ 4820.00		\$ 0.00	\$4820	\$ <input type="text"/> 4820.00	\$ <input type="text"/> 4820.00
Total (Ex GST)						\$ <input type="text"/> 43053.00
					GST	\$ <input type="text"/> 4305.30
					Total (inc GST)	\$ <input type="text"/> 47358.30

Submit [Preview Invoice](#) [Submit Invoice](#)

Key Points Summarised

- ✓ PO's must be accepted with 48 hours, contact made with client and booking dates entered
- ✓ Quotes returned by due date requested
- ✓ Invoice job one complete
- ✓ Only invoice for the scope supplied on the PO
- ✓ If there is a variation while on site, do not proceed, call our staff to gain approval first
- ✓ Supply photos, scope and costings to our staff for all variations

AJ Grant Requirements

- ✓ Review AJ Grant's Pre-Work Safe Check (PWSC) to identify if there are any high-risk items on site
- ✓ Upon initial attendance to site, completion of your own Risk Assessment is to be conducted. If you disagree with any of our high-risk items, please contact our Supervisor to discuss the issues.
- ✓ Complete Tool Box talk with your staff as required
- ✓ Complete SWMS as required
- ✓ AJ Grant requires you to keep a copy of our (AJ Grant's) Pre-Work Safety Check, your Risk Assessment and SWMS for each job and produce them if and when required.
- ✓ For you to accept our PO's, we require you to understand and acknowledge our WHS statement and accept our Terms and Conditions.