

## Table of Contents

- [Maintain Contractor Pool Process Flow](#)
- [Review and Update Contractor Details](#)
- [Create Contractor Profile Manually](#)
- [Set Contractor Profile to Inactive](#)
- [Create Contractor Profiles via Bulk Upload](#)

## Overview

Use this guide to maintain your contractor pool in Workforce Mobilisation Solution (WMS).


Whenever you take on a new contractor to work at Newcrest, you'll need to create a profile, or record for them in WMS. A contractor can only have one record, regardless of how many Newcrest vendors they are registered with. When creating a new record, you will be prompted to check whether one already exists. If it does, you can activate it so that it displays, and is editable, in your vendor pool. All relevant qualifications and site prerequisites (such as Drug and Alcohol screening) must be attached to the contractor's profile for verification by Newcrest.

To facilitate the creation process, you can use OCR (optical character recognition) technology to upload a contractor's legal name and date of birth by scanning their driver licence or passport. This minimises the risk of creating a duplicate record, as the system uses the legal name and date of birth to identify if a record already exists. You then manually enter the remaining information required to complete the profile.

Alternatively, if you have multiple contractor records to export from your own system, you can add new contractors to the pool via a bulk upload tool. This tool can only be used for creating contractors: it cannot be used to make changes to existing profiles or upload documents.

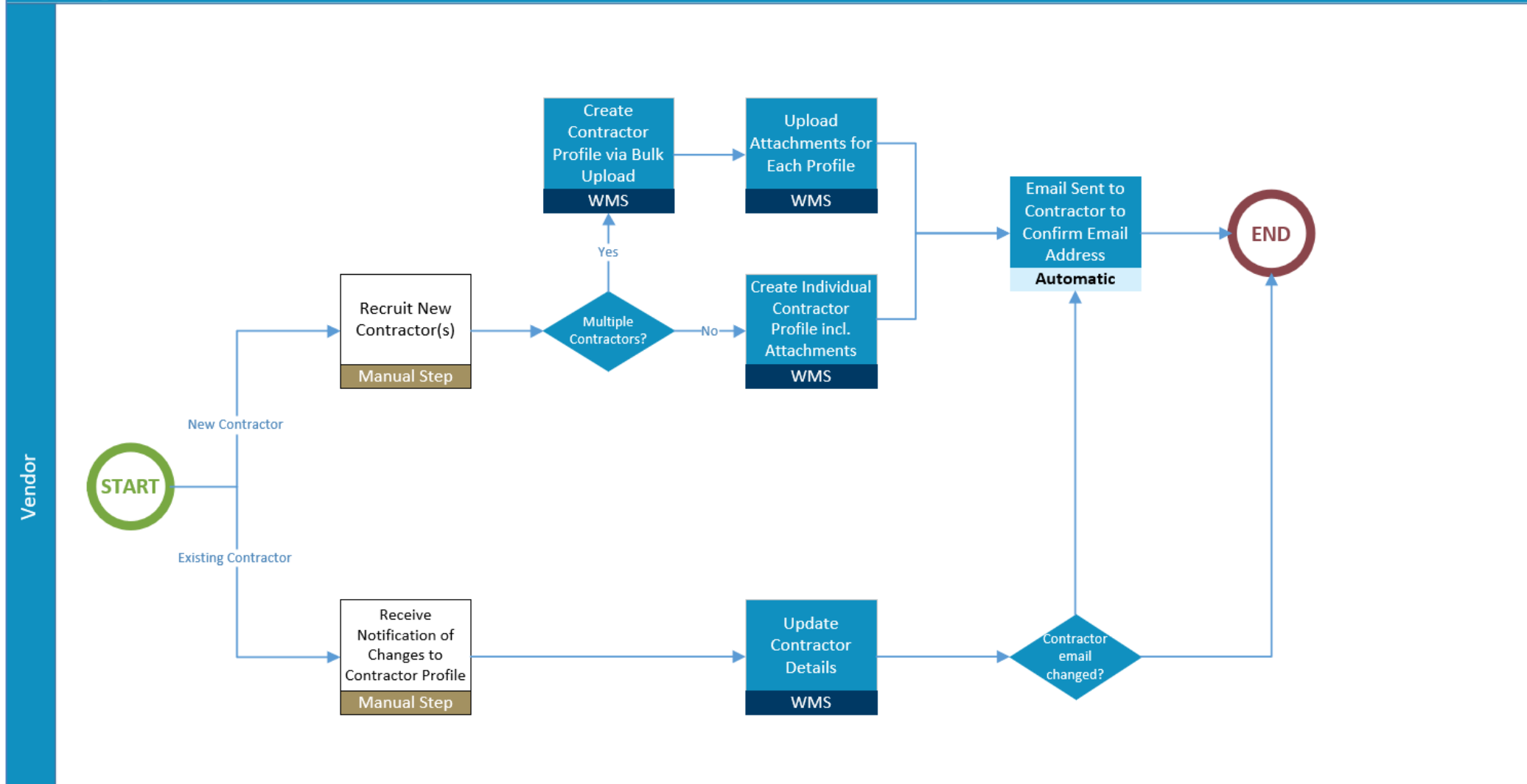
A contractor profile is never deleted: if a contractor stops working for you, set their profile to Inactive.

## NOTES

- It is the responsibility of the vendor to maintain accurate contractor records, including valid contractor licences and certificates.
- If a contractor is represented by more than one vendor, the relevant vendors will all have access to the same record. It is also possible for more than one user to access and update the same record at the same time.
- Click  on any screen to access WMS user guides via Newcrest's website.

## Maintain Contractor Pool



### Process Legend

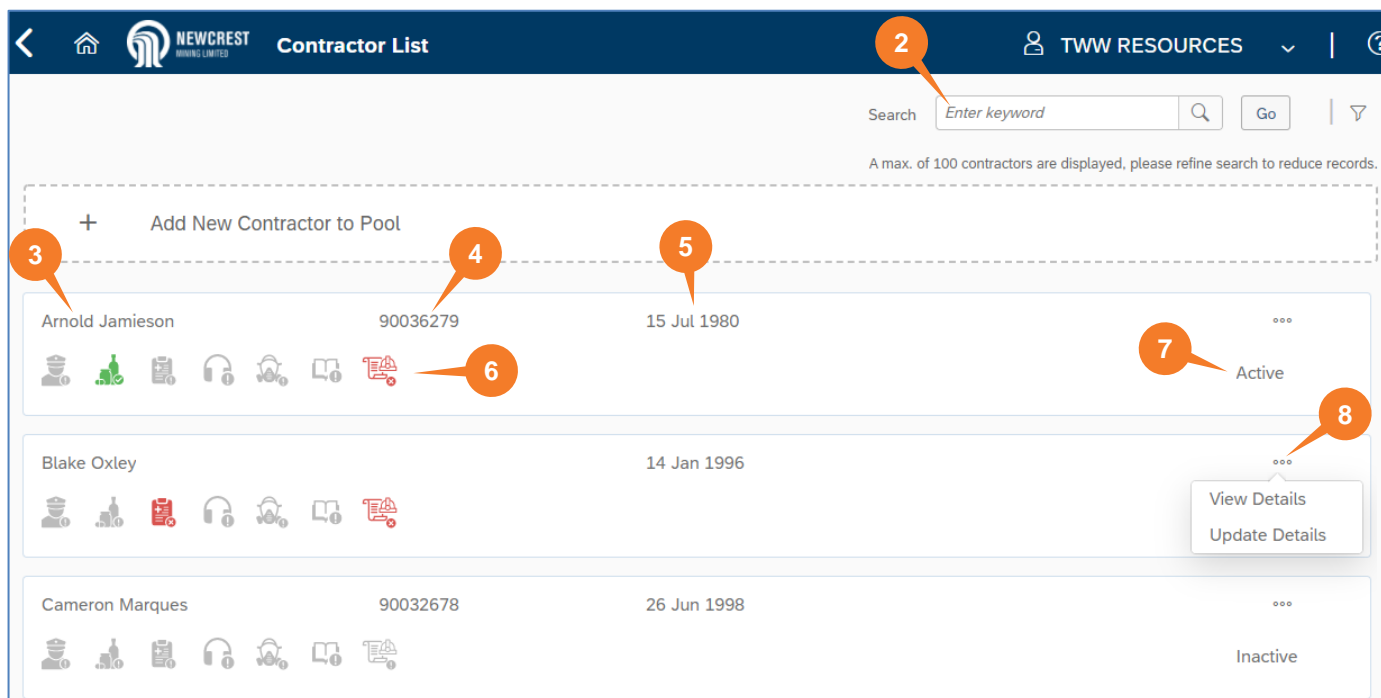


# Review and Update Contractor Details

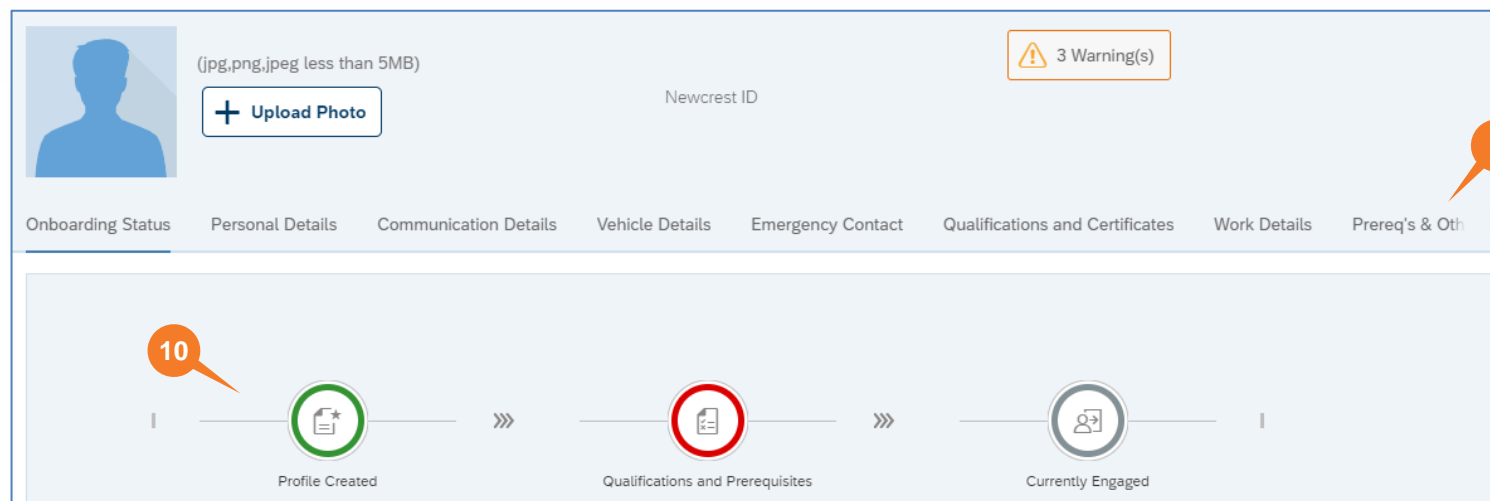


## Review and Update Contractor Details

1. Click **Contractor Pool**.
2. The first one hundred contractors in your pool display. To find a specific contractor, enter at least the first 3 letters of a contractor's name in the search box, then click **Go**. You can also use the filter  to search by.
3. Displays the contractor's legal name.
4. Displays the contractor's Newcrest ID (if assigned).
5. Displays the contractor's date of birth.
6. Displays site requirements and their status (green/amber/red). Hover your cursor over each icon for a description of the requirement.  
For a description of the statuses, refer to the **Manage Contractor Requests Vendor User Guide** on the Workforce Mobilisation Solution Newcrest web page.
7. Indicates whether the contractor is **Active** or **Inactive**: profiles are never deleted – if a contractor stops working for you, set their record to **Inactive**.
8. Click **More** , then select from the dropdown to view or edit a contractor's details.



# Review and Update Contractor Details



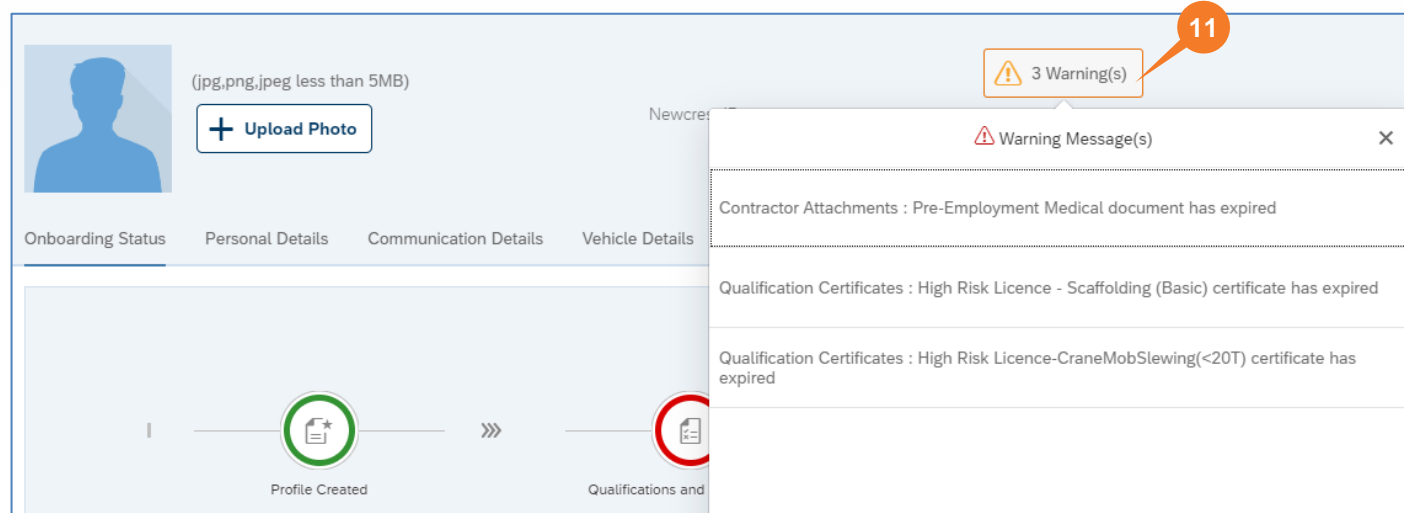
The screenshot shows the 'Contractor Profile' page. At the top, there is a profile picture placeholder with the text '(jpg,png,jpeg less than 5MB)' and an 'Upload Photo' button. To the right of the photo is a 'Newcrest ID' field and a warning icon with the text '3 Warning(s)'. Below these are several tabs: 'Onboarding Status', 'Personal Details', 'Communication Details', 'Vehicle Details', 'Emergency Contact', 'Qualifications and Certificates', 'Work Details', and 'Prereq's & Oth'. The 'Onboarding Status' tab is selected. Below the tabs is a progress bar with three stages: 'Profile Created' (indicated by a green circle with a star and a callout '10'), 'Qualifications and Prerequisites' (indicated by a red circle with a document icon), and 'Currently Engaged' (indicated by a grey circle with a person icon). A callout '9' points to the 'Prereq's & Oth' tab.

9. The **Contractor Profile** opens with the different sections displayed at the top of the page. Click to go directly to a section, or scroll down the page to the required section.

10. Displays the onboarding status of the contractor:

- Grey: not yet started.
- Green: profile created; qualifications and prerequisites valid and verified; contractor accepted on job.
- Amber: qualifications and prerequisites only – uploaded but not verified.
- Red: qualifications and prerequisites only – issue, e.g. expired/rejected.

# Review and Update Contractor Details



The screenshot shows the 'Review and Update Contractor Details' interface. At the top, there is a profile picture placeholder with the text '(jpg, png, jpeg less than 5MB)' and an 'Upload Photo' button. Below this are tabs for 'Onboarding Status', 'Personal Details', 'Communication Details', and 'Vehicle Details'. A progress bar at the bottom shows 'Profile Created' (completed) and 'Qualifications and' (in progress). A warning message box is open, titled 'Warning Message(s)', listing three expired items: 'Contractor Attachments : Pre-Employment Medical document has expired', 'Qualification Certificates : High Risk Licence - Scaffolding (Basic) certificate has expired', and 'Qualification Certificates : High Risk Licence-CraneMobSlewing(<20T) certificate has expired'. A red circle with the number '11' points to the warning message box.

11. Indicates if any of the contractor's qualifications or site prerequisites have expired. Click to view details:

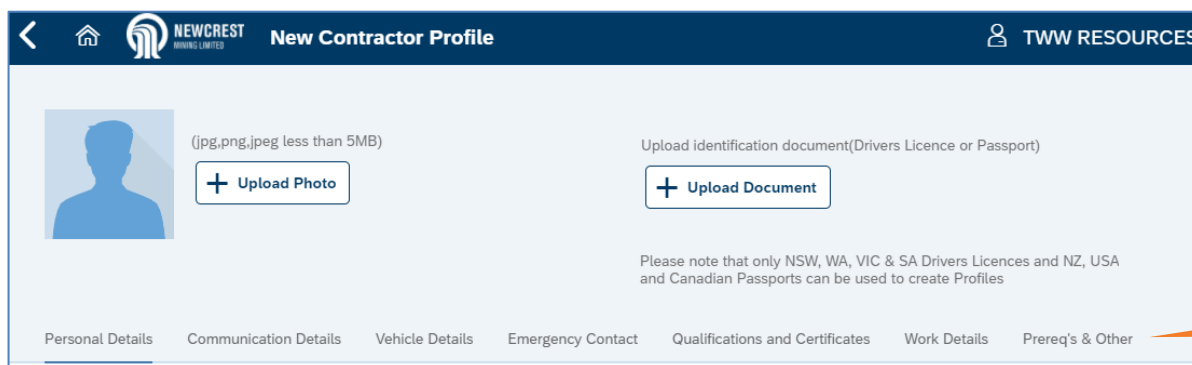
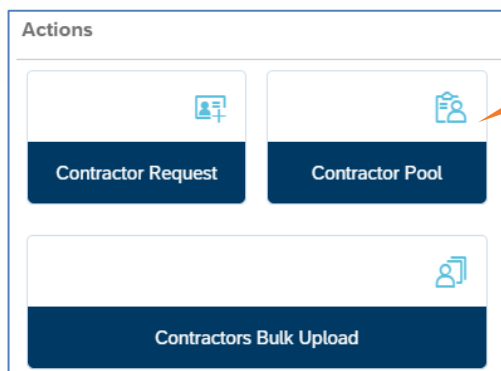
- To upload qualifications, go to [step 19](#) in Create Contractor Profile manually.
- To upload site prerequisites, go to [step 31](#) in Create Contractor Profile manually.

12. For information on making other updates to the profile, refer to [Create Contractor Profile Manually, step 14](#) onwards.

## NOTES

- You cannot edit the **First Name**, **Last Name** or **Date of Birth** fields. If you need to make a change here, contact Newcrest Vendor Support via the Workforce Mobilisation Solution Newcrest webpage.
- Attached documents can only be deleted by the vendor who attached them, and only up until they have been verified by Newcrest.
- If viewing/editing an existing contractor profile that was created by another vendor, you will be able to see a list of the uploaded site prerequisite documents and their verification status, however you will not be able to open and view the actual document.

# Create Contractor Profile Manually



## Create Contractor Profile Manually

1. Click **Contractor Pool**.
2. Click **Add New Contractor to Pool**.
3. The **New Contractor Profile** screen opens with the different sections displayed at the top of the page.

## NOTES

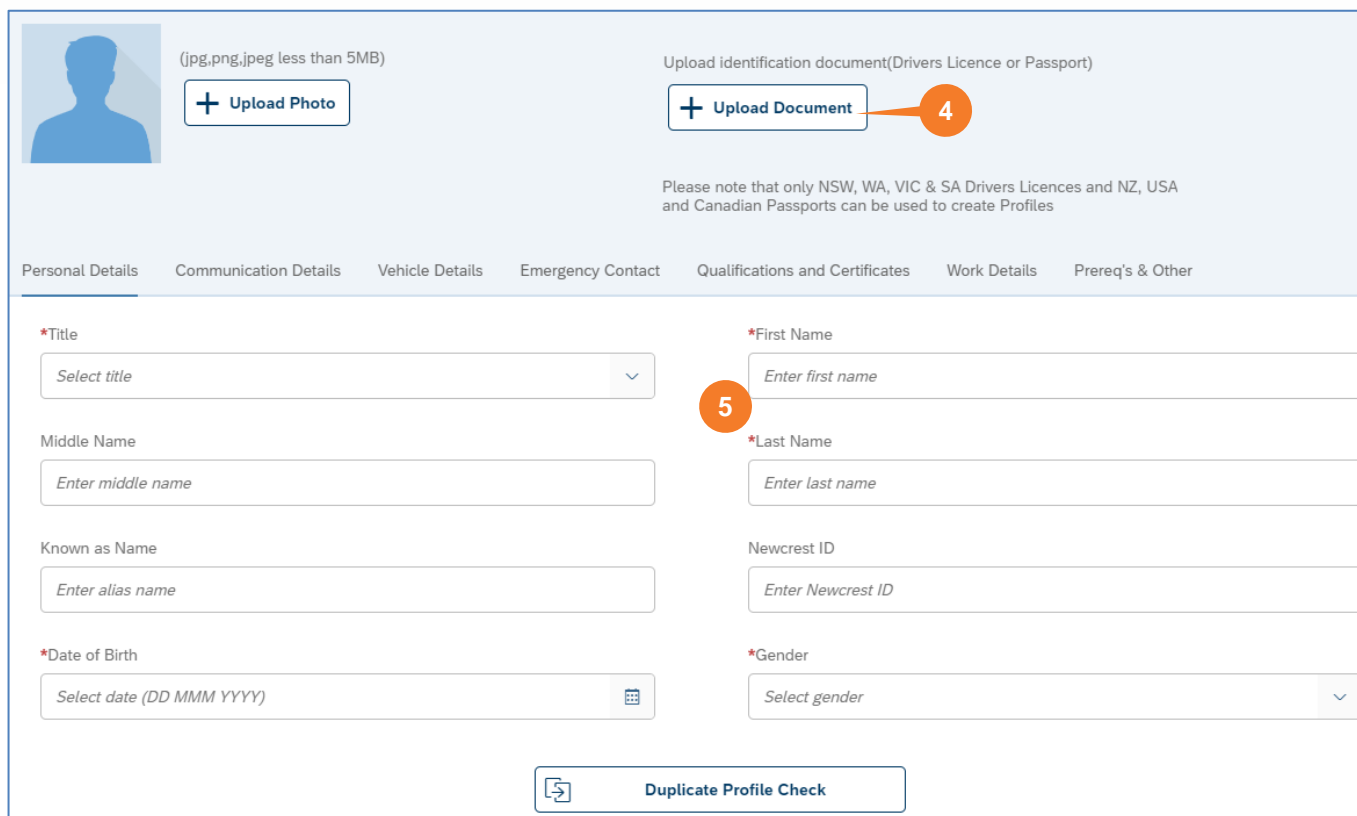
- Complete the profile by typing directly into a field or selecting from the dropdown where available.
- When entering names or titles, use sentence case not upper case, e.g. John Smith; 20 High Street; Forklift Operator Licence.
- Fields marked with \* are mandatory.

## Using OCR to Create Profile

If using OCR to create the profile, please note the following:

- Scan the contractor's driver licence or passport.
- The file type must be PNG (~24 Bit Depth) or JPG/JPEG (~96 DPI).
- Reduce the surrounding white space as much as possible.
- If there is an issue with image quality, the message "Image Quality too low, try retaking" will display.
- If OCR does not work, key the data in manually.

# Create Contractor Profile Manually



(jpg,png,jpeg less than 5MB)

Upload identification document(Drivers Licence or Passport)

+ Upload Photo

+ Upload Document 4

Please note that only NSW, WA, VIC & SA Drivers Licences and NZ, USA and Canadian Passports can be used to create Profiles

Personal Details Communication Details Vehicle Details Emergency Contact Qualifications and Certificates Work Details Prereq's & Other

\*Title  
Select title

\*First Name  
Enter first name 5

Middle Name  
Enter middle name

\*Last Name  
Enter last name

Known as Name  
Enter alias name

Newcrest ID  
Enter Newcrest ID

\*Date of Birth  
Select date (DD MMM YYYY)


\*Gender  
Select gender

Duplicate Profile Check

## Personal Details section

When creating a new profile, you must first confirm that the contractor record is not already set up under another vendor. The system will check for duplicates using the **exact** combination of First Name, Last Name, Date of Birth and Newcrest ID (if known).


To populate the legal name and date of birth fields, either upload a scanned driver licence or passport (step 4) or complete the fields manually (step 5).

4. Click , find and select the scanned driver licence/passport. The Name and Date of Birth fields are automatically populated. Go to step 6.
5. Complete the following fields:
  - **First Name / Last Name:** Enter the contractor's legal name.
  - **Date of Birth:** Type the date in the field or select it from the dropdown. If typing directly in the field, use the format DD MMM YYYY and make sure the month commences with a capital letter, e.g. 17 Dec 1989.
6. If the contractor has worked for Newcrest previously with another vendor, enter their Newcrest ID, if known (this is the same as their LMS ID).

## WARNING

The duplicate functionality works only on legal name. If you do not enter the correct legal name (and you don't know the Newcrest ID), the system will not pick up a duplicate record.

# Create Contractor Profile Manually

Personal Details	Communication Details	Vehicle Details	Emergency Contact	Qualifications and Certificates	Work Details	Prereq's & Other
<p>*Title</p> <div>Select title</div>				<p>*Legal First Name</p> <div>Abdulla</div>		
<p>Middle Name</p> <div>Enter middle name</div>				<p>*Last Name</p> <div>Testman</div>		
<p>Known as Name</p> <div>Enter alias name</div>				<p>Newcrest ID</p> <div>90046924</div>		
<p>*Date of Birth</p> <div>01 Mar 1988</div>				<p>*Gender</p> <div>Select gender</div>		
<div> <b>Duplicate Profile Check</b></div>						

## Duplicate Check

7. Click 

- If there is an existing record with the same First Name, Last Name, DOB (and Newcrest ID if entered), the **Duplicate Contractor Profile** window displays. Go to [step 8](#).
- If there is no existing record, the **message “No duplicate data”** displays. Go to [step 14](#).
- If the following message displays: **“The combination of data entered is incorrect”**, it is likely that a duplicate record exists, however the legal name or date of birth has been incorrectly entered. Check the fields, and if you cannot find the error, contact Newcrest Vendor Support via the Workforce Mobilisation Solution Newcrest webpage.



# Create Contractor Profile Manually


Duplicate Contractor Profiles

Legal First Name Abdulla	Last Name Testman	Date of Birth 1 Mar 1988
Known as Name	Gender Male	Email abhdullat@gmail.com
Mobile No 61 418765445	Street and House No 12 Ashley Place	City Kensington
Region Victoria	Country Australia	Postcode 3031

9

Activate

8. In order to activate an existing contractor profile for your vendor pool, you must know the contractor's Newcrest ID:

- If you entered the Newcrest ID, go to step 9.
- If you know the ID but did not enter it in the **Personal Details** section, click  to return to the **New Contractor Profile** screen. Enter the Newcrest ID, then click

 **DuplicateProfileCheck**

again.

- If you do not know the Newcrest ID, a message will display advising you to contact Newcrest Vendor Support via the Workforce Mobilisation Solution Newcrest webpage.

 **Activate**

9. Click

## NOTES

If the contractor is already active within your pool, the **View Details** button displays in place of the **Activate** button.

# Create Contractor Profile Manually

**10** ☒ I confirm and agree to the following on behalf of **Abdulla Testman**

- **TWW Recruitment** has obtained the privacy consent of using the wording agreed with Newcrest **Abdulla Testman** using the wording agreed with Newcrest
- **TWW Recruitment** will only handle **Abdulla Testman** personal information obtained from WMS in accordance with that consent or as otherwise agreed by Newcrest.
- **TWW Recruitment** will comply with the Privacy Act 1988 (Cth) in handling any personal information obtained from or contributed to WMS to the same extent as an Australian organisation materially subject to the Act.
- **TWW Recruitment** will provide all information and assistance reasonably requested by Newcrest in connection with privacy compliance.


**11**

**Confirmation**

---

Contractor Activation Successful.


**12**

 **Mr Abdulla Testman**  
Shutdown - Supervisor  
61 418765445 **13**  
abhdullat@gmail.com

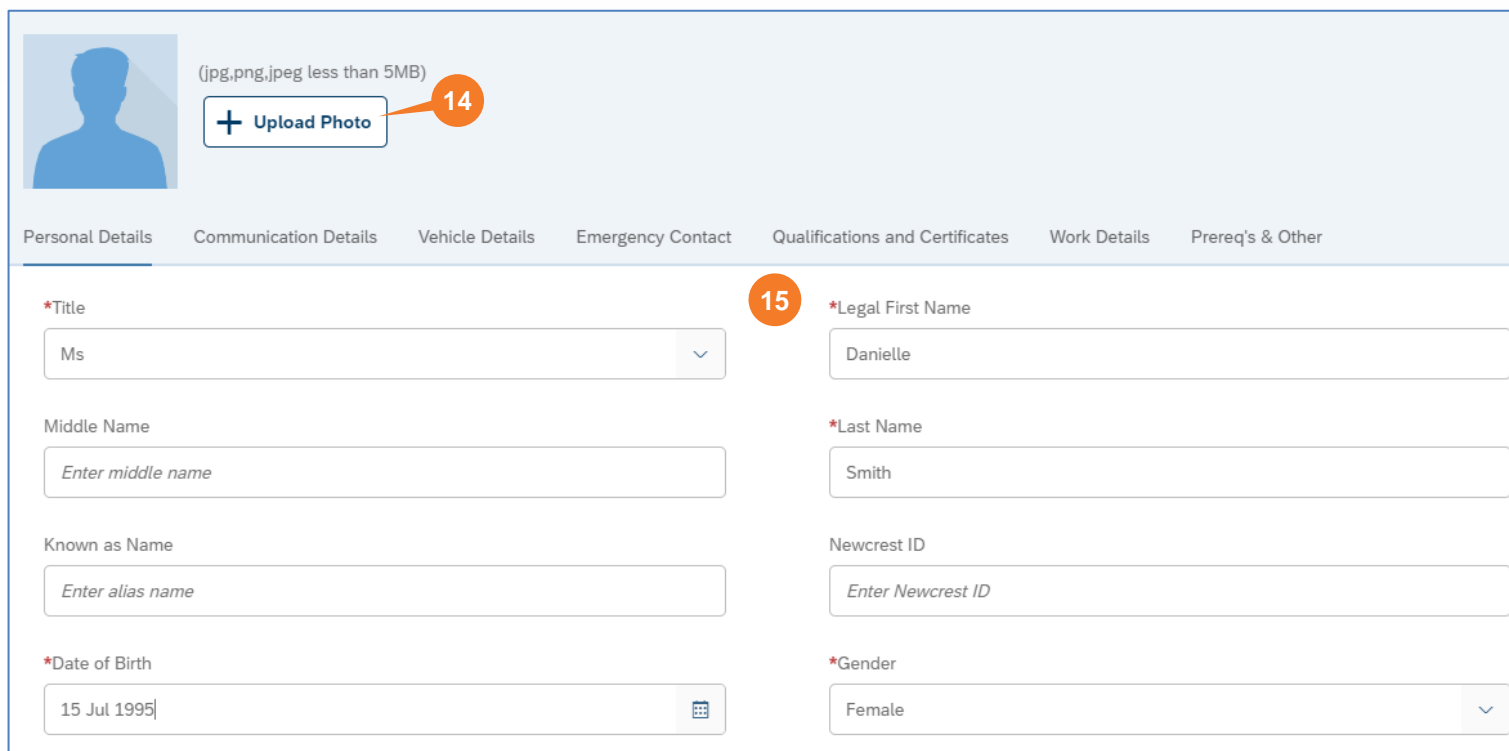
- 10.** Select the **Privacy Consent** checkbox. The **Agree** button will not be activated until you have checked this box.



- 11.** Click **Agree**.
- 12.** A message displays indicating the contractor is now active in your pool. Click **OK**. The contractor profile opens.
- 13.** Confirm that the contractor's **mobile number** and **email address** are still valid.

To make any updates, click  **Edit** at the bottom of the screen, then continue to step 14.

# Create Contractor Profile Manually



(jpg,png,jpeg less than 5MB)

**+ Upload Photo** 14

Personal Details   Communication Details   Vehicle Details   Emergency Contact   Qualifications and Certificates   Work Details   Prereq's & Other

**\*Title** 15  
Ms

Middle Name  
Enter middle name

Known as Name  
Enter alias name

**\*Date of Birth**  
15 Jul 1995

**\*Legal First Name**  
Danielle

**\*Last Name**  
Smith

Newcrest ID  
Enter Newcrest ID

**\*Gender**  
Female

## Personal Details section

14. Click **+ Upload Photo** to upload the contractor's photo. The file format must be JPG, PNG or JPEG with a maximum size of 5MB.
15. Complete the rest of the section as required:
  - For new contractors: the **Newcrest ID** automatically defaults after the contractor has been proposed for a job and accepted by Newcrest.

**Communication Details** 16

\*Email

Enter the email id

\*Street and House No.

Enter the street and house number

\*Country

Select country

\*Region

Select region

\*Country Code

Select country code

\*City

Enter city

\*Postcode

Enter postcode

\*Mobile No.

Enter mobile number

**Vehicle Details** 17

Registration

Vehicle Colour

Make and Model

+ Add Vehicle

No vehicle details to be displayed

## Communications Details section

16. Enter the contractor's email and address details:

- **Email:** all email addresses must include @, e.g. [DSmith@gmail.com](mailto:DSmith@gmail.com).
- **Country / Region:** Once the country is selected, the available regions will display in the dropdown.
- **Mobile No.:** Omit the leading zero when entering the number.

## Vehicle Details section

17. Complete this section if required to do so by the Newcrest site.

# Create Contractor Profile Manually

**Emergency Contact** 18

*Name <input type="text" value="Enter full name"/>	*Relationship <input type="text" value="Enter relationship"/>	
Email <input type="text" value="Enter the email id"/>	*Country Code <input type="text" value="Select country code"/> <input type="button" value="v"/>	*Mobile No <input type="text" value="Enter mobile number"/>
*Street and House No <input type="text" value="Enter the street and house number"/>	*City <input type="text" value="Enter city"/>	
*Country <input type="text" value="Select country"/> <input type="button" value="v"/>	*Postcode <input type="text" value="Enter postcode"/>	
*Region <input type="text" value="Select region"/> <input type="button" value="v"/>		

## Emergency Contact section

18. Enter the details of the emergency contact for the contractor:
- **Email:** If entering an email address, make sure you include @, e.g. [MRose@gmail.com](mailto:MRose@gmail.com).
  - **Country / Region:** Once the country is selected, the available regions will display in the dropdown.
  - **Mobile No.:** Omit the leading zero when entering the number.

## Qualifications and Certificates section

Use this section to attach a contractor's qualifications/licences/certificates to their profile. You can upload the same document with the same file name against different Qualification types if required.

**Qualifications and Certificates**



Qualification <input type="text" value="Select qualification"/> <input type="button" value="v"/>	Degree / Certificate (jpg,png,jpeg,pdf less than 5MB) <input type="text" value="Browse for supporting document"/> <input type="button" value="Browse"/>	<input type="button" value="+ Add Qualification"/>
Date of Completion <input type="text" value="Select date (DD MMM YYYY)"/> <input type="button" value="Calendar"/>	Validity / Expiration Date <input type="text" value="Select date (DD MMM YYYY)"/> <input type="button" value="Calendar"/>	<input type="checkbox"/> No Expiry

Qualification	Certificate Name	Date of Completion	Validity / Expiration Date	View
No Qualifications found				

19. Select the type of qualification to be attached from the dropdown list. If you cannot find the type required, attach the document in the **Prereq's and Other** section (step 28).
20. Upload the qualification. The file format must be JPG, PNG, JPEG or PDF with a maximum size of 5MB.
21. Enter or select the date on which the qualification was completed.
22. Enter or select the qualification expiry date, if relevant. If there is no expiry date, select the **No Expiry** checkbox and the date will default to 31 Dec 9999.

23. Click

# Create Contractor Profile Manually

Qualification	Certificate Name	Date of Completion	Validity / Expiration Date	View
Certificate III in Mill Relining	Cert III Mill Relining	5 Mar 2019	31 Dec 9999	 

Preferred Job Role

Select preferred job role

Preferred Job Role

Select preferred job role 26

**With Skill**

Shutdown - Reliner (Cadia)

Shutdown - Reliner (Telfer)

**No Skill**

Shutdown - Specialist (Cadia)

Shutdown - Supervisor (Cadia)

Administrator - Shutdown (Telfer)

Chef - Shutdown (Telfer)


Cleaners / Utilities - Shutdown (Telfer)

Nurse - Shutdown (Telfer)

Security - Shutdown (Telfer)

Storeman - Shutdown (Telfer)

24. Attached documents are displayed in a list at the bottom of the section:

- Documents can be deleted by clicking  up until the document has been verified. The verification status displays next to the document once you have saved the record.
- There is no restriction on the number of qualifications you can add to a profile.

25. Once you have added all the relevant qualifications, click the **Preferred Job Role** dropdown.

26. Based on the qualifications attached, the preferred job list displays roles that match the qualifications attached (**With Skill**), and roles for which no specific qualifications are required (**No Skill**).  
Select the contractor's preferred role if required.

## NOTES

- A job role will only display under the **With Skill** section if the minimum required qualifications for that specific role have been uploaded. For information on qualifications required for shutdown roles, refer to the **Preferred Job Role Matrix (Shutdowns Only)** on the Workforce Mobilisation Solution Newcrest web page.
- During fulfilment of a position in a Contractor Request, a list of available contractors is displayed. The list is ranked with contractors who have all the required qualifications for the position at the top of the list, and contractors with the minimum required qualifications further down the list.

# Create Contractor Profile Manually

**Work Details**


\*Vendor Name  
TWW

\*Vendor ID  
110834

Contractor Status

**Active** Inactive

**Work Details**

Vendor Name	Vendor Number	From Date	To Date	Contractor Status	Work History
TWW Recruitment	110834	27 Feb 2020	31 Dec 9999	Active	



**Work History**

Request ID	Title	Start Date - End Date
100194	CE UG Shut	24 May 2020 - 30 May 2020

**Work History**

Request ID 100194	Title CE UG Shut	Start Date - End Date 24 May 2020 - 30 May 2020
Contractor Name Aaron Pour	Vendor ID 110834	Vendor Name TWW Recruitment
Position ID 30019300	Position Name Shutdown - Boilermaker	Status Accepted

## Work Details section

- 27. Displays the contractor status, which is automatically set to **Active**.
- 28. If you are viewing or editing an existing contractor profile, click  to view a contractor's work history.
- 29. Displays any requests the contractor has been, or is currently assigned to, including the work duration of the request.
- 30. Click **Expand**  to view the details of a request.

# Create Contractor Profile Manually

**Prereq's & Other**

Document Type  
Select the document type 31

Issued Date  
Select date (DD MMM YYYY) 33

Description  
Enter the description 35

Prereq's & Other (jpg,png,jpeg,pdf less than 5MB) 32

Browse for supporting document 32

+ Add Document 36

Valid Up To ☐ No Expiry 34

Select date (DD MMM YYYY)

Document Type	Document Name	Issued Date	Valid Up To	View	Description
No Attachments found					

## Site Prereq's & Other section

Use this section to attach a contractor's site prerequisites document, e.g. Drug and Alcohol screening, or other documents that are not listed under the Qualifications and Certificates section.

You can upload the same document with the same file name against different Prerequisite types if required.

31. Select the type of document to be attached from the dropdown list.
32. Upload the document. The file format must be JPG, PNG, JPEG or PDF with a maximum size of 5MB.
33. Enter or select the date on which the document was issued.
34. Enter or select the qualification expiry date, if relevant. If there is no expiry date, select the **No Expiry** checkbox and the date will default to 31 Dec 9999.
35. Enter a description of the document, if required.

36. Click **+ Add Document**. Attached documents are displayed in a list at the bottom of the section.

## NOTES

- Only attach a copy of the Driver Licence or Passport if required for the job, e.g. a Heavy Vehicle Licence.
- Attached documents can only be deleted by the vendor who attached them, and only up until they have been verified.
- If viewing/editing an existing contractor profile that was created by another vendor, you will be able to see a list of the uploaded documents and their verification status, however you cannot open the actual document.
- Corporate IT vendors:** you must attach a contractor signed copy of the *Newcrest IT Usage Form*.



# Create Contractor Profile Manually

**37**

☒ I confirm and agree to the following on behalf of **Danielle Smith** :


- **TWW Recruitment** has obtained the privacy consent of **Danielle Smith** using the wording agreed with Newcrest.
- **TWW Recruitment** will only handle **Danielle Smith** personal information obtained from WMS in accordance with that consent or as otherwise agreed by Newcrest.
- **TWW Recruitment** will comply with the Privacy Act 1988 (Cth) in handling any personal information obtained from or contributed to WMS to the same extent as an Australian organisation materially subject to the Act.
- **TWW Recruitment** will provide all information and assistance reasonably requested by Newcrest in connection with privacy compliance.

**38**

**37.** Once you have completed the profile (at a minimum the mandatory fields), select the **Privacy Consent** checkbox. The **Save** button will not be activated until you have checked this box.

**38.** Click . A message displays indicating the profile has been successfully created. Click **OK**.

## NOTES

- If there are missing mandatory fields or other errors, a message will display asking you to check the error messages. Click the **Errors** button  to view the messages. Once you have fixed the errors, you will need to select the **Privacy Consent** checkbox again.
- Once you have saved the record, you will not be able to edit **First Name**, **Last Name**, and **Date of Birth** fields. If you do need to change these fields, contact the Newcrest System Administrator via the Workforce Mobilisation Solution Newcrest webpage.
- For new contractors, or changes made to an existing email, the contractor will be sent an email to confirm that the correct email address has been entered. The contractor will need to click on a link to acknowledge the email. The vendor will be sent a periodic report identifying any contractors who have not confirmed their email.
- At any time you can get a contractor to confirm their email address by accessing the contractor profile in View mode, and clicking  (displayed at the top of the screen).
- If Newcrest rejects a qualification or site prerequisite, you will be notified of the reason via email. You can also view this information in the Comments field next to the rejected document in the contractor's profile.

# Set Contractor Profile to Inactive

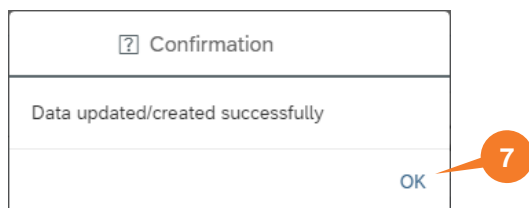
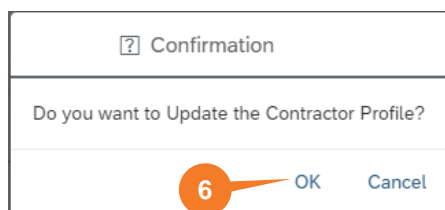
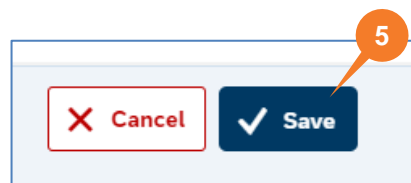
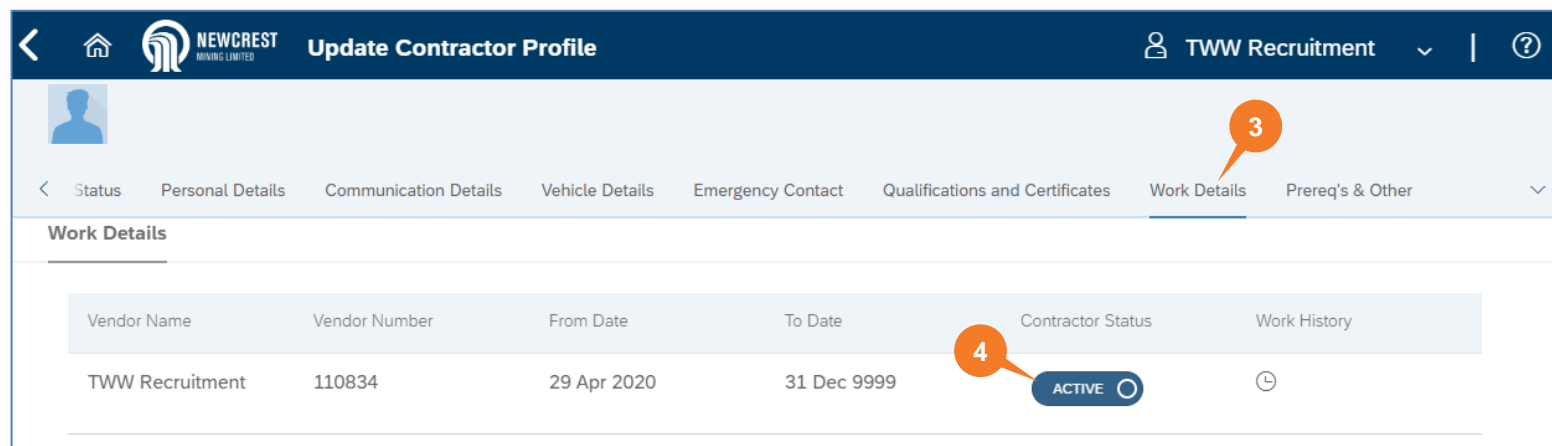


## Set Contractor Profile to Inactive

1. Click **Contractor Pool**.
2. Find the contractor to activate/deactivate, then click **More** ... and select **Update Details** from the dropdown.

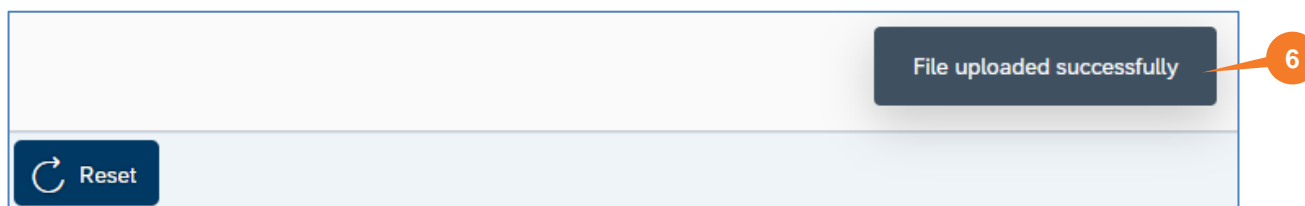
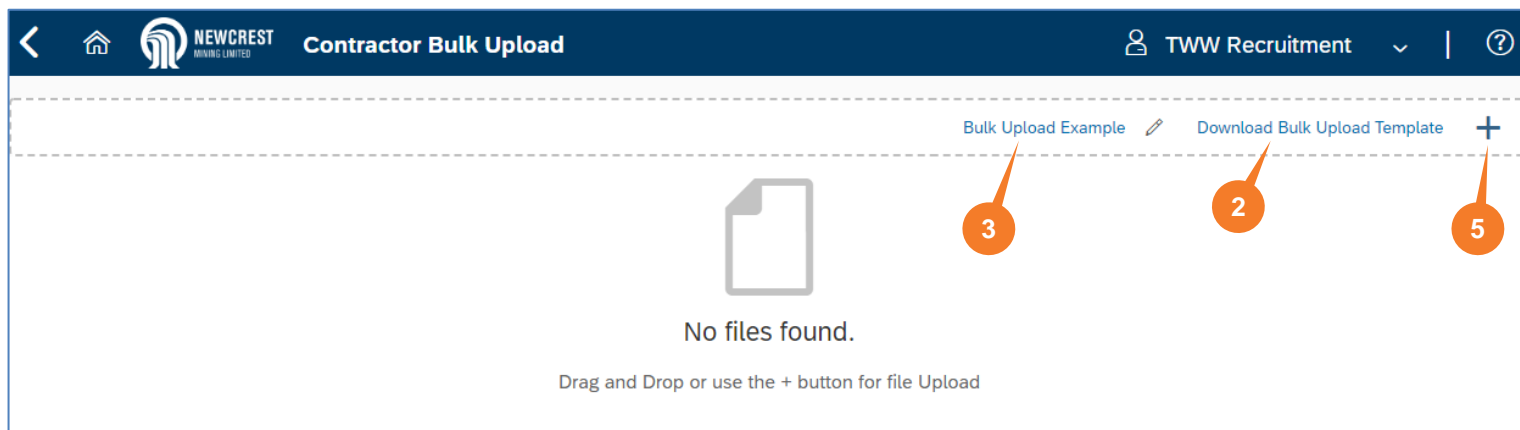
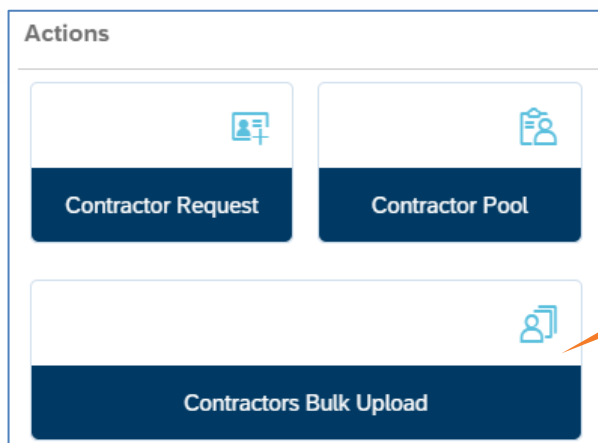


# Set Contractor Profile to Inactive



3. Click **Work Details**.
4. Click **ACTIVE**. The button then changes to **INACTIVE**.
5. Click **Save** at the bottom of the screen.
6. A message displays asking you to confirm the change. Click **OK**.
7. A second message displays indicating the data has been successfully changed. Click **OK**.

# Create Contractor Profiles via Bulk Upload



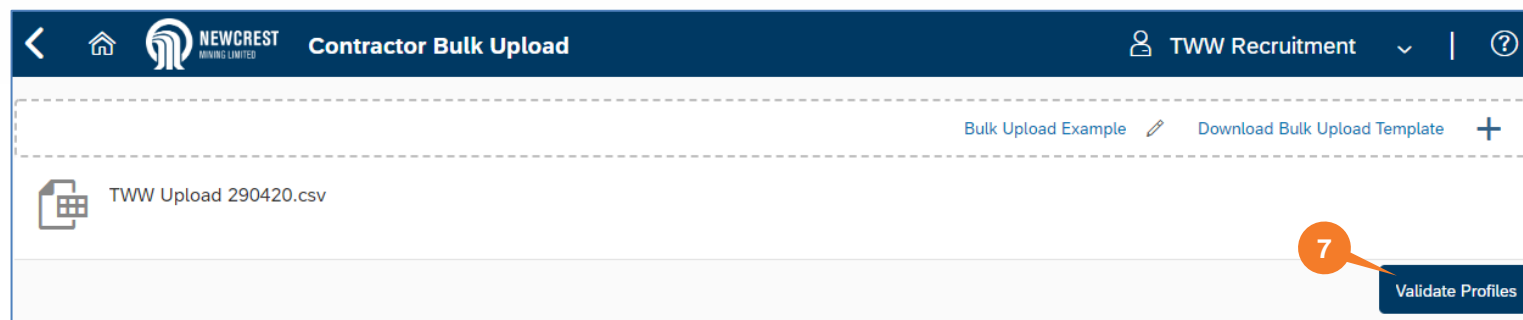
## Create Contractor Profiles via Bulk Upload

1. Click **Contractors Bulk Upload**.
2. Click **Download Bulk Upload Template** and save the file to your hard drive when prompted.
3. Click **Bulk Upload Example** to view an example of a completed template, including key information on field entries.
4. Complete the template with the relevant contractor details:
  - **Date of Birth (CNTR\_DOB):** each time you open the template, you will need to reformat this column as text. Select the entire column by clicking Cell C at the top of the column, right mouse click on the column and select **Format Cells**. In the Number tab under Category, select **Text**.
5. Click **+** and upload the file, or drag and drop the file into WMS.
6. The message **File uploaded successfully** displays at the bottom of the screen.

## NOTE

If the following message displays:  
**Uploaded file is not in sample template format**, there is an error with the file format. Check that no changes have been made to the file extension or cell names.

# Create Contractor Profiles via Bulk Upload



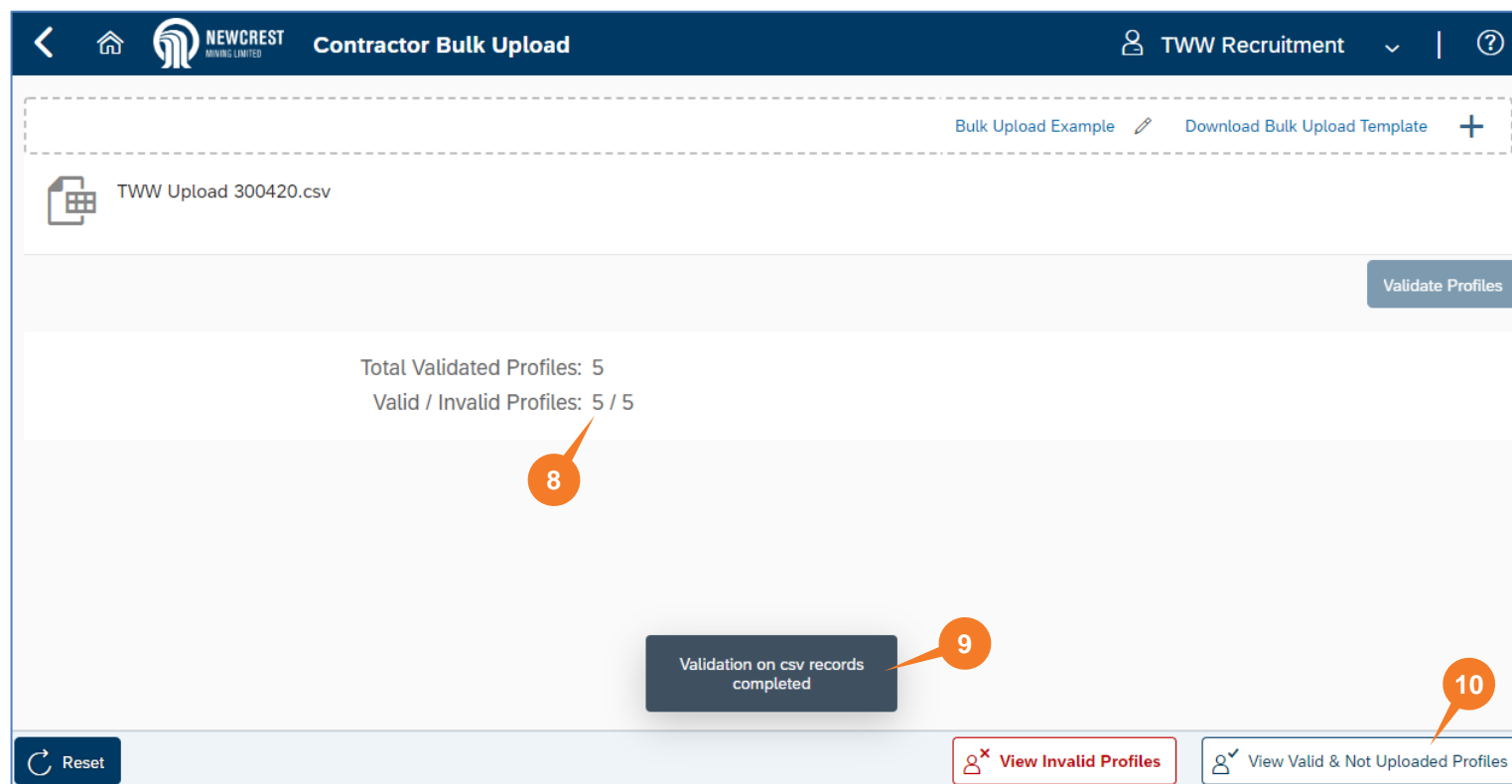
Contractor Bulk Upload

TWW Recruitment

Bulk Upload Example Download Bulk Upload Template +

TWW Upload 290420.csv

7 Validate Profiles



Contractor Bulk Upload

TWW Recruitment

Bulk Upload Example Download Bulk Upload Template +

TWW Upload 300420.csv

Validate Profiles

Total Validated Profiles: 5  
Valid / Invalid Profiles: 5 / 5

8

9 Validation on csv records completed

10 View Valid & Not Uploaded Profiles


Reset View Invalid Profiles View Valid & Not Uploaded Profiles

7. Click **Validate Profiles**.
8. The message **“Validation on csv records completed”** displays.
9. Displays the number of valid records against the total number validated:
  - If any profiles are invalid, click **View Invalid Profiles**. The system will highlight which fields in the file are not valid. Either click **Download** (not shown here) to open the file, correct the errors and re-upload, or click **Reset**, open and update the relevant file, then re-upload.
10. If all profiles are valid, click **View Valid & Not Uploaded Profiles**.

## TIP

For minor updates, open the csv file in Notepad to maintain the DOB formatting as text.

# Create Contractor Profiles via Bulk Upload


**Contractor Bulk Upload**

TWW Recruitment

Valid Profiles

SALUTATION	F_NAME	M_NAME	L_NAME	KNOWN_AS	G_DESC
1	Mark		Dobbin		Male
1	Richard		Perkins		Male
1	Elliot		Salvo		Male
2	Jenny		Lee		Female
2	Mara		Alicante		Female

11

Upload Profiles

12



☒ I confirm and agree to the following on behalf of **All the uploaded Contractor Profiles**

- TWW has obtained the privacy consent of using the wording agreed with Newcrest using the wording agreed with Newcrest
- TWW will only handle personal information obtained from WMS in accordance with that consent or as otherwise agreed by Newcrest.
- TWW will comply with the Privacy Act 1988 (Cth) in handling any personal information obtained from or contributed to WMS to the same extent as an Australian organisation materially subject to the Act.
- TWW will provide all information and assistance reasonably requested by Newcrest in connection with privacy compliance.

13

Cancel

Agree

11. Click .
12. Select the **Privacy Consent** checkbox.
13. Click . A message displays indicating that the profiles have been successfully uploaded. Click **OK**.
14. You now need to add qualifications and certificates:
  - To upload qualifications, go to [step 17](#) in Create Contractor Profile Manually.
  - To upload site prerequisites, go to [step 29](#) in Create Contractor Profile Manually.

## NOTE

If any of the uploaded profiles are duplicates, i.e. the record already exists, a message is displayed indicating that the profile has not been created:

- If you know the contractor's Newcrest ID, you can manually activate the record in your pool. Refer to [Create Contractor Profile Manually](#) (steps 1 – 9).
- If you do not know the contractor's Newcrest ID, contact Newcrest Vendor Support via the Workforce Mobilisation Solution Newcrest webpage.