WMS – Manage Contractor Requests – Vendor User Guide

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Overview

Use this guide to fulfil and monitor contractor requests in Workforce Mobilisation Solution (WMS).

Contractor Requests are used to notify vendors of upcoming jobs for which contractors are required. A contractor request contains details about the job, and the number and type of contractors required. It may specify the number of contractors required by position and/or specify contractors by name.

Contractor requests are raised by Newcrest and released to vendors to fulfil by mapping eligible contractors from the Contractor Pool to the request.

Once a contractor has been assigned to a job, the request is submitted to Newcrest for review and provisional acceptance (on the proviso that the contractor meets all mandatory requirements for the position and site). If accepted, the contractor will be automatically sent a link to Newcrest's Learning Management System in order to complete any mandatory inductions for their role.

NOTES

- You do not need to fulfil all positions in a request before submitting it to Newcrest for review: you can partially fulfil a request and submit it, then continue to find and assign contractors for the remaining positions.

- It is your responsibility as the vendor, to monitor a contractor's onboarding progress, ensure that all mandatory documentation has been attached to the contractor profile, and follow up any discrepancies.

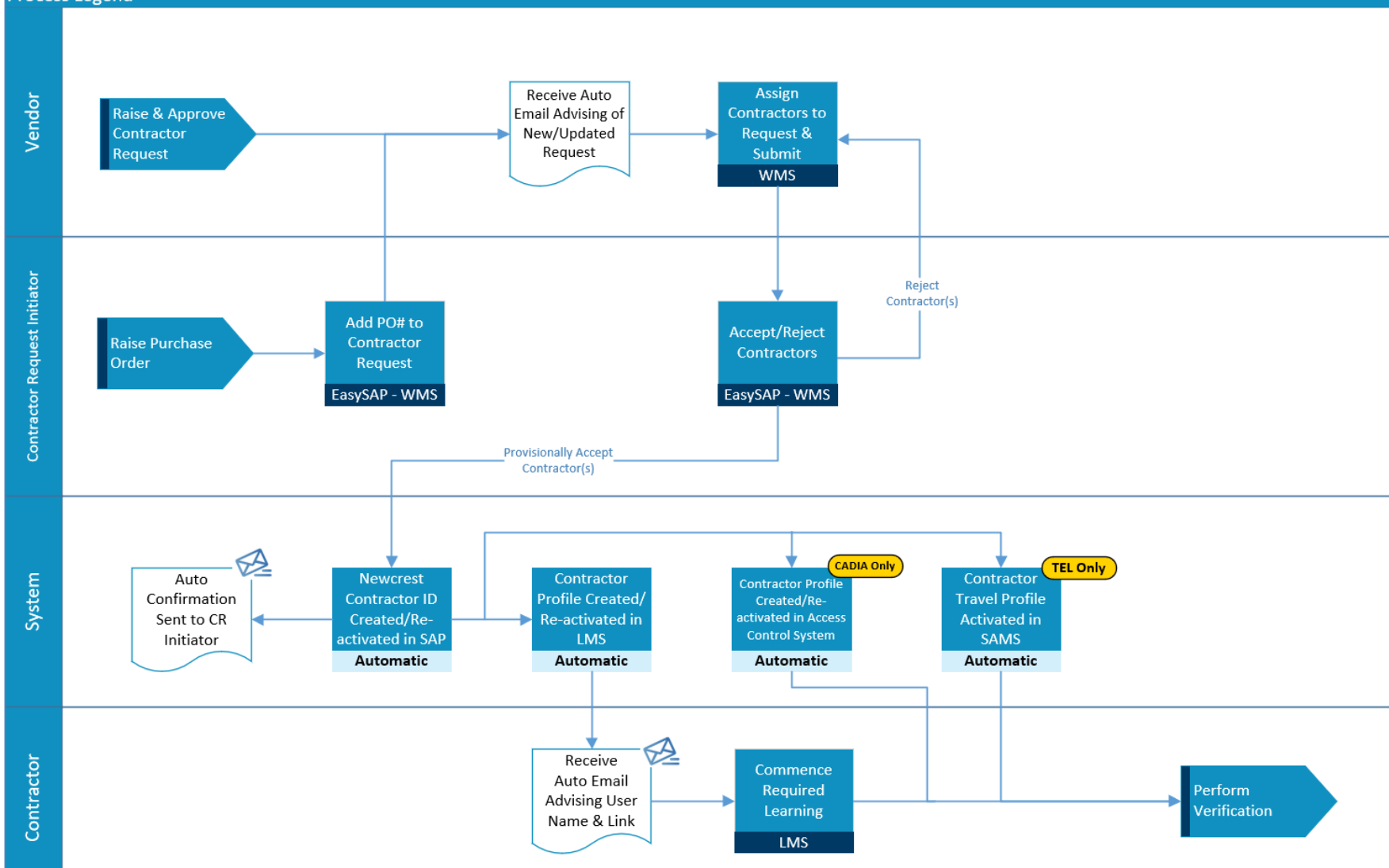- Click ![help icon] on any screen to access WMS user guides via Newcrest's website.

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Fulfil Contractor Request

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Process Legend

Vendor

- Raise & Approve Contractor Request
- Receive Auto Email Advising of New/Updated Request
- Assign Contractors to Request & Submit — **WMS**

Contractor Request Initiator

- Raise Purchase Order
- Add PO# to Contractor Request — **EasySAP - WMS**
- Accept/Reject Contractors — **EasySAP - WMS**

Reject Contractor(s)

Provisionally Accept Contractor(s)

System

- Auto Confirmation Sent to CR Initiator
- Newcrest Contractor ID Created/Re-activated in SAP — **Automatic**
- Contractor Profile Created/Re-activated in LMS — **Automatic**
- Contractor Profile Created/Re-activated in Access Control System — **CADIA Only** — **Automatic**
- Contractor Travel Profile Activated in SAMS — **TEL Only** — **Automatic**

Contractor

- Receive Auto Email Advising User Name & Link
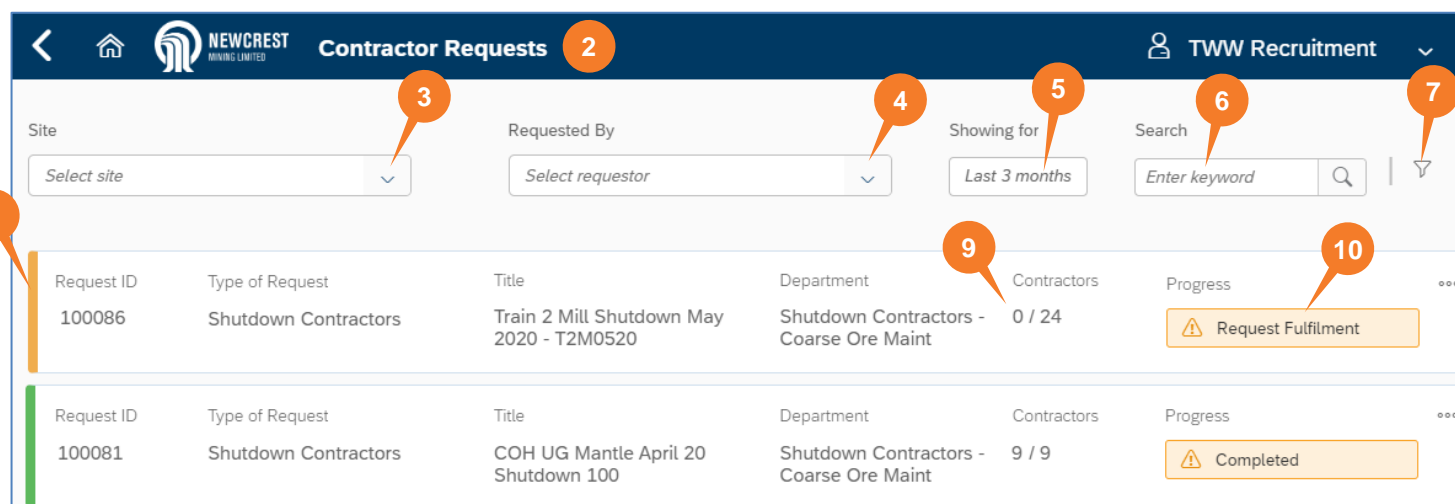- Commence Required Learning — **LMS**
- Perform Verification

SAP

Navigate Contractor Request List

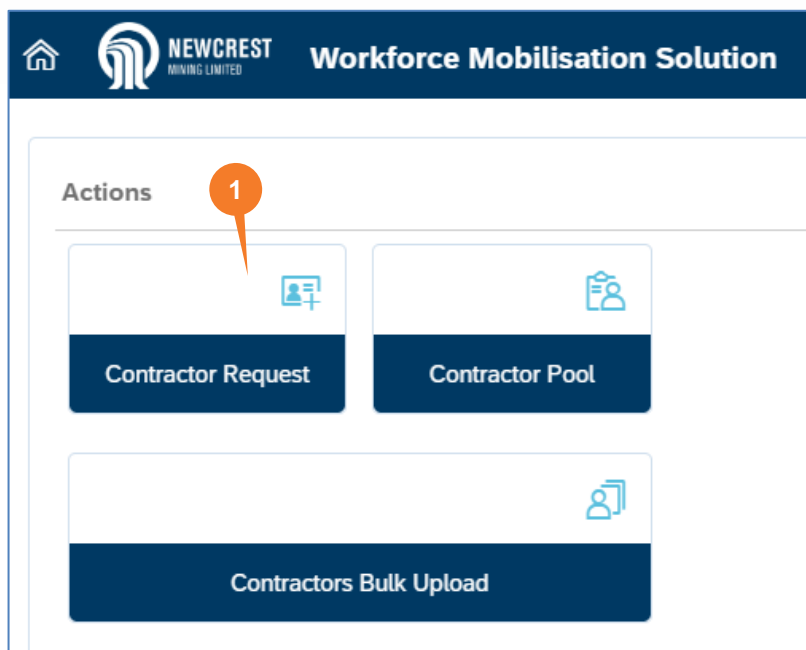Navigate Contractor Request List

1. Access WMS and click **Contractor Request**.

2. The **Contractor Requests** screen displays with a list of requests for the last 3 months (newest first).

3. To display contractor requests for a specific Newcrest site, click the **Site** dropdown and select the site required. Note: this is only relevant for vendors who provide contractors to multiple Newcrest sites.

4. To display requests raised by a specific Newcrest employee, click the **Requested By** dropdown and select the Requestor's name.

5. Change the **Showing for** filter if required.

6. Use the search box to find a request: as you start typing a name or number, the list will display requests in order of relevance.

7. Use the filter ▽, e.g. to display requests by status or department.

8. Displays the overall status of the contractor request:
   - Amber: In progress
   - Green: Completed or Closed

9. Displays the number of contractors assigned to a request, against the total number required.

10. Displays a description of the status of the request. Refer to Contractor Request Status Definitions (Overall) for more information.
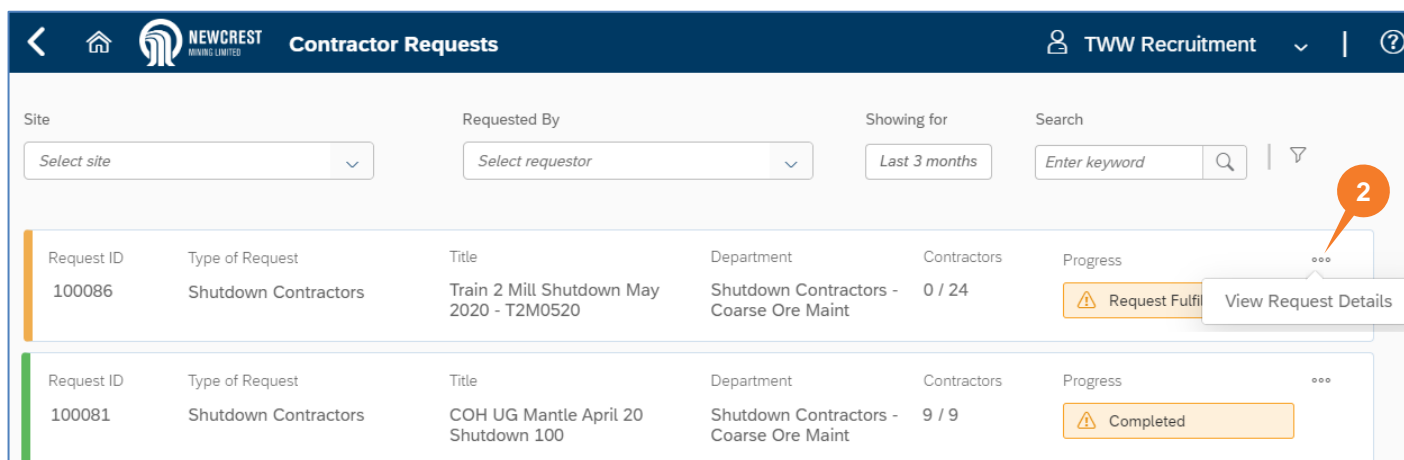
Assign Contractors to Request

Assign Contractors to Request

Each time Newcrest raises a contractor request, you will be automatically notified by email. This is the trigger for you to log into WMS and open the actual request.

1. Access WMS and click **Contractor Request**.

2. Click **More** °°° next to the relevant request and select **View Request Details** from the dropdown.

Assign Contractors to Request

Shutdown Contractors — Train 2 Mill Shutdown May 2020 - T2M0520

Request ID 100086

Start Date: 17 May 2020 End Date: 28 May 2020
Requested By: Kyle Smith Email: NOEMAIL@NEWCREST.COM.AU Mobile No
Additional Email to Notify Site Host: Claire Stephens Site Host Mobile No

Tabs: Request Details | Progress Status | Approvers | Vendor Details | Individual Contractors | Attachments | Notes

Work Description from Schedule: Train 2 Mill Shutdown May 2020
Scope of Work and Justification: 17 weekly Mill Shutdown as per current operating strategy
Work Duration: 17 May 2020 - 28 May 2020
Department: Shutdown Contractors - Coarse Ore Maint (10003608)
Cost Code: 2310422014 (OT Maint Primary Mill T2)
Is the Cost of Work in Budget? Yes

Progress Status: Draft → Request Submitted → Workflow Status → Request Released → Request Fulfillment → Com...
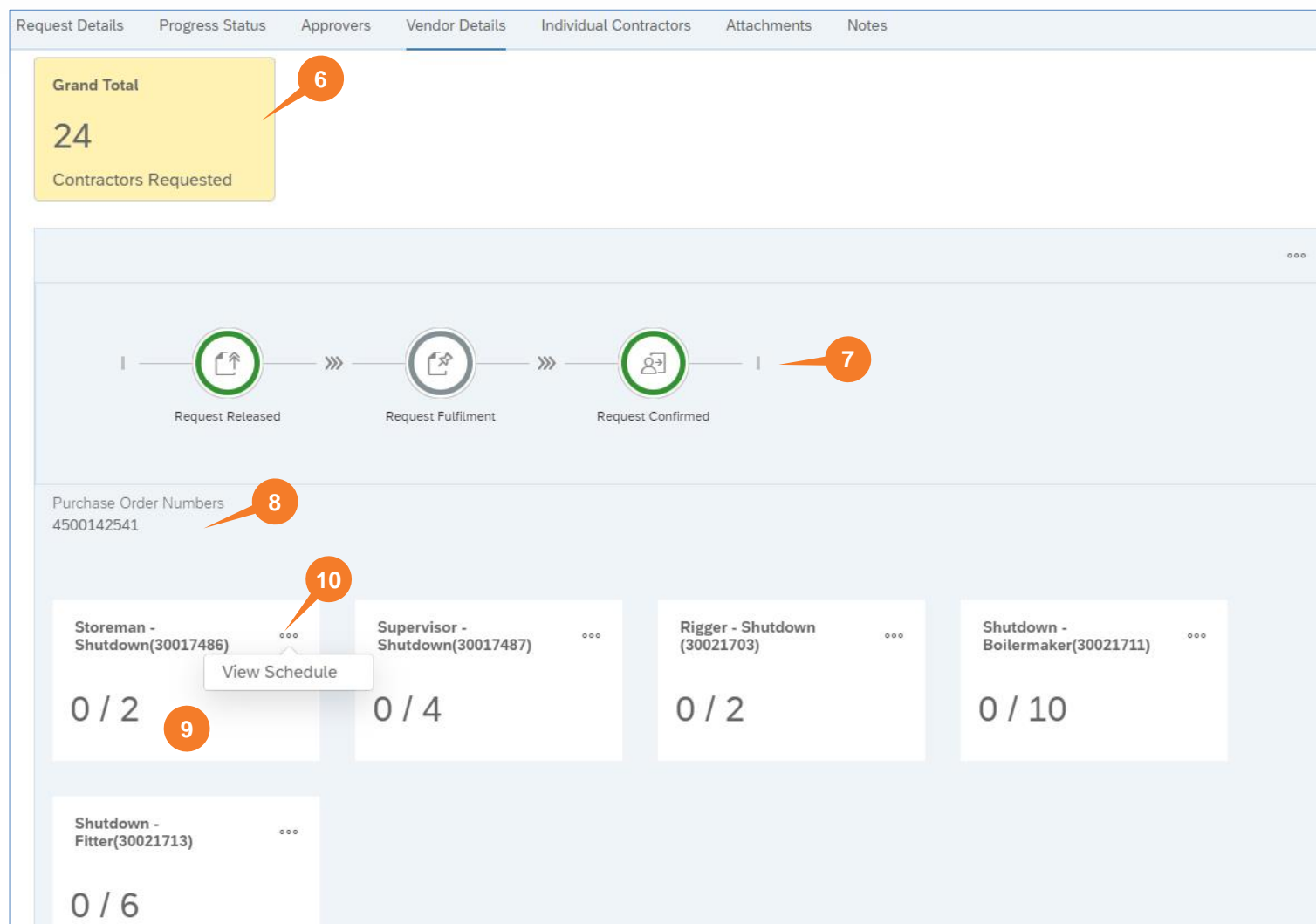
3. The contractor request opens with the different sections displayed at the top of the page. Click to go directly to a section or scroll down the page to the required section.

4. Review the **Request Details**. Fields in this section may vary depending on the type of contractor and the site:
- **Work Duration:** This date range represents the complete period of the request. It may be broken down into individual schedules against roles in the **Vendor Details** and **Individual Contractor** sections.

5. Displays the status of the entire request (i.e. for all vendors to whom the request has been sent). Refer to Contractor Request Status Definitions (Overall) for more information on statuses.

TIP
- Check the Attachments and Notes sections for additional information about the request.

Vendor Details section

There are 2 sections in the request where contractor details are specified. A request may have information in both sections, or in only one:

- **Vendor Details:** displays the number of contractors required by position.
- **Individual Contractors:** displays the contractor(s) required by name.

6. Displays the total number of contractors required (including any contractors requested in the **Individual Contractors** section).

   - If there is no other information displayed in this section, go to the **Individual Contractors** section (step 26).

7. Displays the status of the request relevant to you as the vendor. Refer to Contractor Request Status Definitions (Vendor).

8. Displays the purchase order number if it has already been raised.

9. Displays the position required, and the number of contractors required for the position: **0** indicates that none of these positions have been filled yet.

10. To assign contractors, click **More** ○○○ next to the relevant position and select **View Schedule** from the dropdown.

Assign Contractors to Request

Request ID	Type of Request	Title	Department
100186	Shutdown Contractors	17 weekly Mill Shutdown as per current operating strategy	Shutdown Contractors - Coarse Ore Maint

Date range	Contractors	Progress	
17 May 2020 - 28 May 2020	0 / 24	⚠ Request Fulfilment	

ℹ️ You can schedule the contractors according to onboarding date

Position Name	Requested Contractor
Storeman - Shutdown (30017486)	2

12

17 May 2020 - 24 May 2020   ○○○

Day Shift

Reserve Contractor

Working at Heights-Work safely at height   1

11

Requested Contractors	2

Onboarding Schedule

This screen may display more than one schedule for the selected position.

11. Displays information about the schedule including:

- The work period required for the position

- Whether it is a day shift or night shift

- Additional special qualifications required for the role and the number of contractors required to hold the qualification. For example, one out of the two contractors is required to have Working at Heights.

12. Click **More** ○○○ next to the relevant schedule and select **Reserve Contractor** from the dropdown.

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Request ID	Type of Request	Department	Position (Qualification)
100082	Shutdown Contractors	Shutdown Contractors - Coarse Ore Maint	Storeman - Shutdown (30017486)
Date range	Requested Contractors	Shift	Vendor
17 May 2020 - 24 May 2020	1 / 1	Day	

Tasks

● Working at Heights-Work safely at height (1)

Assigned / Accepted Contractors (0) & SavedContractors (0)

Search by

No contractors assigned

« Add

» Remove

Available Contractor Pool (27)

Skill | Other

Search by

Contractor Name	Newcrest ID	
Aaron Moore	90046942	2
Dean Smith	90046949	2
Gavin Clarke	90046941	2
Jack Smith	1	

13. Displays available contractors for the role:

- Defaults to contractors who have the correct skills for the job in their contractor profile. Click **Other** if you want to include all available contractors.

- The list is ranked with contractors who have <u>all</u> the required qualifications for the position at the top of the list, and contractors with the minimum required qualifications further down the list.

- Only contractors available for the dates specified will be displayed.

14. Click Qualification to display a dropdown list of the qualifications required for the position. If no qualifications are required, the dropdown will display **No data**.

15. Use the search box to search for a specific contractor, if required, or the filter.

16. Displays the SAP ID for contractors who have previously worked for Newcrest.

17. Displays the number of qualifications attached to the contractor's profile that match the qualifications required for the job.

18. Click on a contractor to view their profile if required.

Assign Contractors to Request

Tasks

- Working at Heights-Work safely at height

Assigned / Accepted Contractors (0) & SavedContractors (0)

Search by

《 Add ← **20**

》 Remove

No contractors assigned

Available Contractor Pool (27)

Skill | Other

Search by

19

	Contractor Name	Newcrest ID	
☑	Aaron Moore	90046942	2 >
☐	Dean Smith	90046949	2 >
☐	Gavin Clarke	90046941	2 >
☐	Jack Smith		1 >

19. Select a contractor by ticking the checkbox.

20. Click 《 Add to assign the selected contractor(s) to the position.

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Tasks ⌄

● Working at Heights-Work safely at height

Assigned / Accepted Contractors (0) & SavedContractors (1)   Available Contractor Pool (26)

| Search by | 🔍 | ▽ |

Skill | Other

| Search by | 🔍 | ▽ |

| ☐ | Contractor Name | Newcrest ID |
| ☐ | Aaron Moore | 90046942 | 2 | ✎ | › |

21

《 Add

》 Remove

☐	Contractor Name	Newcrest ID
☐	Dean Smith	90046949	2	›
☐	Gavin Clarke	90046941	2	›
☐	Jack Smith		1	›
☐	Jason Robinson	90046943	1	›

22

✗ Cancel | ✓ Save Draft | 💾 Submit to Requestor

21. Displays the assigned contractor(s). To remove a contractor, select the checkbox next to the contractor and click 》 **Remove**.

22. Once you have assigned at least one contractor, perform one of the following:

   • Click ✓ **Save Draft** to save the assignment(s) without submitting to Newcrest.

   • Click 💾 **Submit to Requestor** to submit the assigned contractor(s) to Newcrest for review and approval.

23. A message displays indicating that the request has been updated. Click OK .

☐ Confirmation

Data updated successfully

23

OK

Assign Contractors to Request

24. The **Onboarding Schedule** screen is redisplayed. If there are more schedules on this page, repeat steps 12 – 23. Otherwise click **Back** [<] to return to the main screen of the request. Repeat steps 10 – 23 to assign contractors to other schedules as required.

25. Perform one of the following:

    ● If Newcrest has requested specific contractor(s) in the **Individual Contractors** section, go to step 26.

    ● To view all assigned contractors, go to step 32.

    ● To add a note to Newcrest, go to step 37.

    ● Otherwise, end of process.

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Request Details | Progress Status | Approvers | Vendor Details | Individual Contractors | Attachments | Notes

Individual Contractors

1 Total Contractors

27

Aaron Byright
90046939

○○○

Assign Contractor For Request

Not Available

26

View Contractors

Purchase Order Number

Start Date - End Date
25 May 2020 - 27 May 2020

Position
Maintenance Trainer - Shutdown - 30017467

Requested

28

Filtered by: No Filter Applied | All Contractor | **Individual** | Search | Enter keyword | 🔍 | ▽

29

Aaron Byright   90046939   25 May 2020 - 27 May 2020   Maintenance Trainer - Shutdown (30017467)   ○○○

View Profile

Print Profile

Individual Contractors section

26. Displays job details of the requested contractor(s).

27. To confirm the contractor's availability, click **More** ○○○ next to the contractor and select **View Contractors**.

28. The **Contract List for Request** screen displays. Click **Individual**.

29. Click **More** ○○○ next to the contractor and select and select **View Profile**. When the contractor's profile opens, go to the **Work Details** section and click 🕐 under Work History to display any existing requests they have already been assigned to. Click **Back** ◀ until you have returned to the **Individual Contractors** section of the request.

30. Click **More** ∘∘∘ next to the contractor and select **Assign Contractor for Request** or **Not Available**:

31. A message displays indicating that the request has been updated. Click OK . Perform one of the following:

- To view all assigned contractors, go to step 32.

- To add a note to Newcrest, go to step 37.

- Otherwise, end of process.

Assign Contractors to Request

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| Request Details | Progress Status | Approvers | Vendor Details | Individual Contractors | Attachments | Notes |

Grand Total

24

Contractors Requested

24 Contractors

○○○

View All Contractors

Request Released » Request Fulfilment » Request Confirmed

Individual Contractors

1 Total Contractors

Aaron Byright
90046939   ○○○

Not Available

View Contractor

Start Date - End Date   Purchase Order Number
25 May 2020 - 29 May 2020   4500142541

Position
Maintenance Trainer - Shutdown - 30017467

Assigned

32. To view all contractors assigned to the request, go to the **Vendor Details** section or the **Individual Contractors** section (if the request is for individuals only).

33. Click **More** ○○○ next to the vendor (contractors requested by position) or individual contractor and select **View All Contractors** or **View Contractor** from the dropdown.

Assign Contractors to Request

34. Displays all contractors assigned by position and schedule. If the request is for a specific contractor, click **Individual**.

35. Displays the status of site requirements for the contractor. Hover your cursor over a requirement for a brief description. Refer to Site Requirements Status Definitions for more information.

36. Click **Back** < to return to the main screen of the request (not shown here).

37. If you need to enter a note to Newcrest, click to go to the **Notes** section.

38. Type your note in the *Post something here* box.

39. Click **Submit** .

   ● All comments are time and date stamped.

   ● Each time a note is entered by Newcrest or by the vendor, the other party will be automatically notified via email.

NOTES

● If you submitted any assigned contractors to Newcrest, an email is automatically sent to the Contractor Request Initiator for them to review and provisionally accept or reject the proposed contractor(s).

● The Contractor Request Initiator is also automatically advised if any specific contractors they requested, are not available.
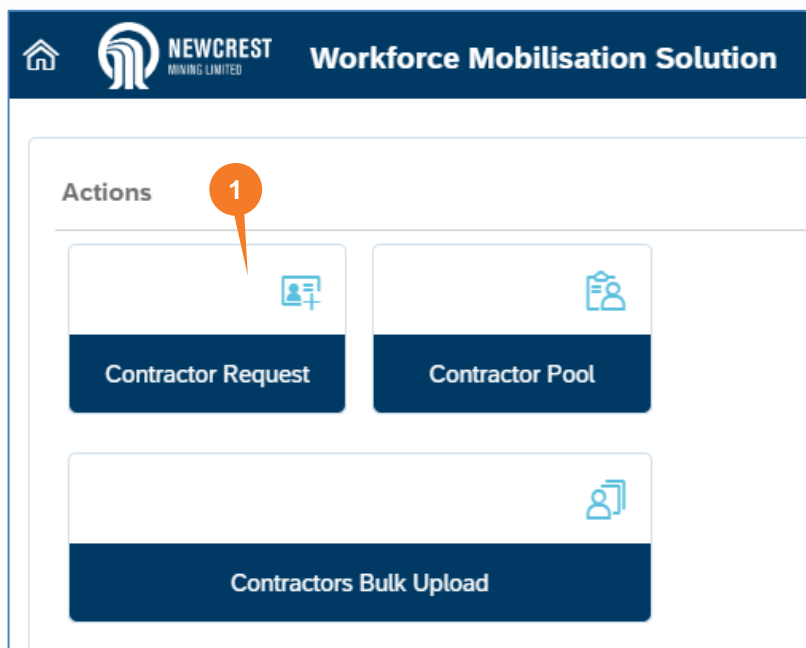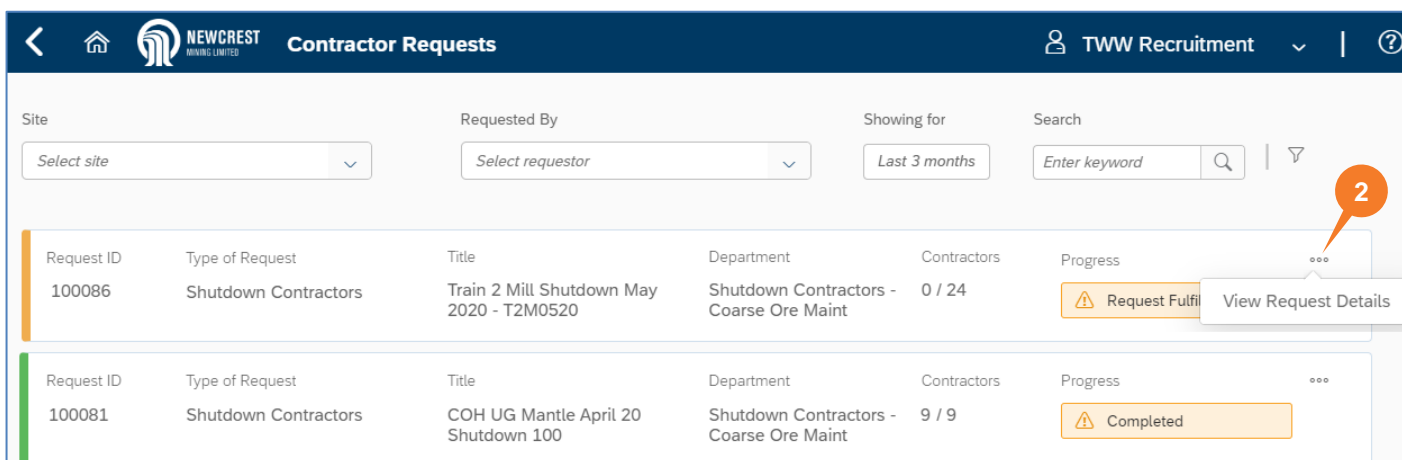
View Accepted/Rejected Contractors

Each time Newcrest accepts or rejects a contractor assigned to a request, you will be automatically notified by email.

If a contractor is accepted for a position, they will be sent a link to Newcrest's Learning Management System to complete any mandatory inductions for their role.
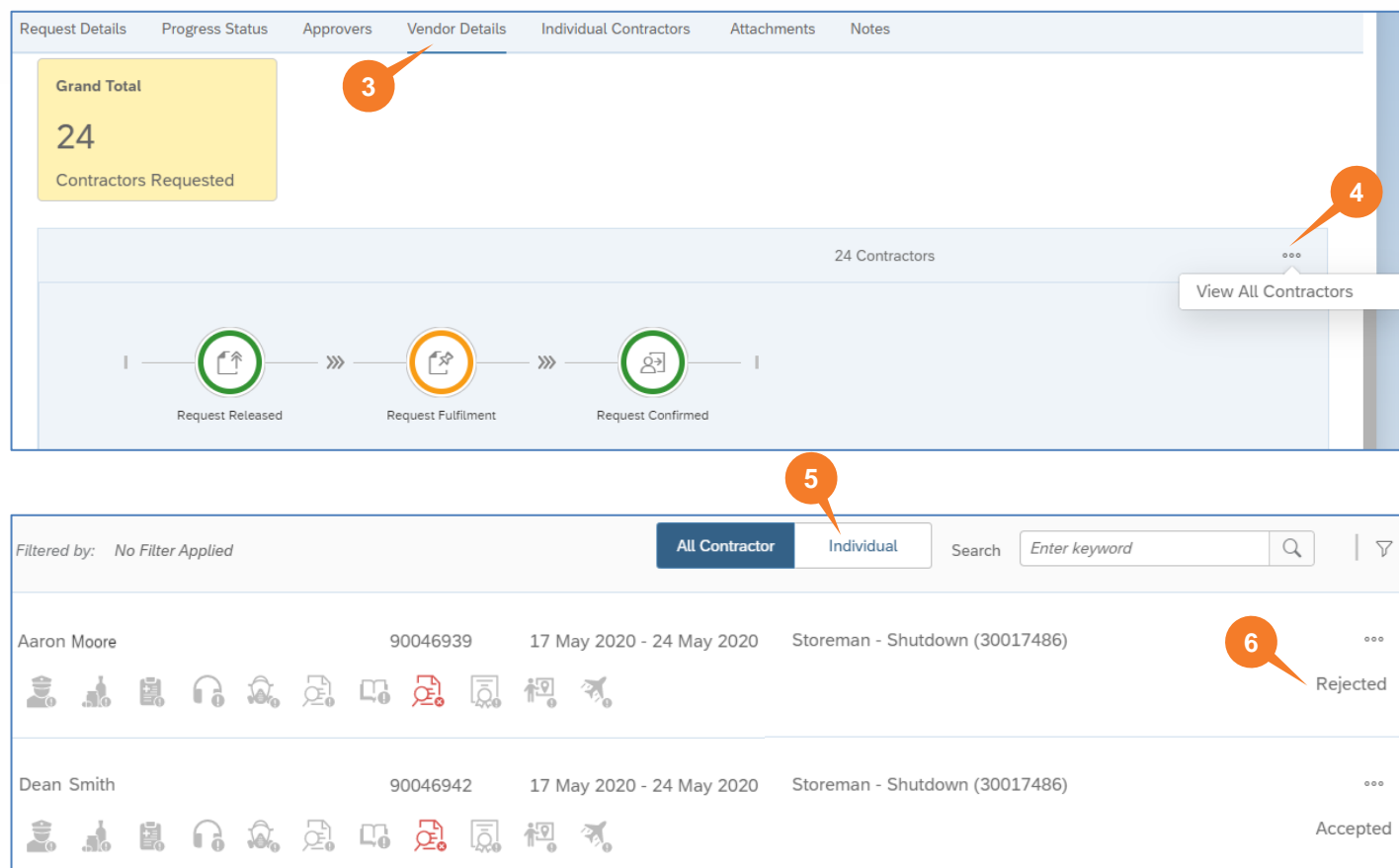
If a contractor is rejected, you need to remove them from the request and assign a different contractor. The reason for rejection will be communicated via the Notes section of the request or via phone/email.

1. Access WMS and click **Contractor Request**.

2. Click **More** ∘∘∘ next to the relevant request and select **View Request Details** from the dropdown.

View Accepted/Rejected Contractors

3. Click to go to the **Vendor Details** section.

4. Perform one of the following:

   - To view all contractors assigned to the request, and their status, click **More** ⚬⚬⚬ at the top of the section and select **View All Contractors** from the dropdown. Go to step 5.

   - To view accepted/rejected contractors for a schedule (which also allows you to substitute rejected contractors), go to step 8.

   - If the request is for an individual contractor only, go to step 13.

5. Displays all contractors assigned by position and schedule. If the request is for a specific contractor, click Individual .

6. Displays whether a contractor has been accepted or rejected by Newcrest. Click **Back** ◁ to return to the main body of the request.

7. Perform one of the following:

   - If a contractor has been rejected for a particular position, go to step 8.

   - If an individual contractor has been rejected, go to step 13.

   - If all assigned contractors have been approved, end of process.

TIP

If any contractors have been rejected, check the **Notes** section of the contractor request to see if a reason has been provided by Newcrest.

8. In the **Vendor Details** section, click **More** ⠐⠐⠐ next to the relevant schedule and select **View Schedule** from the dropdown.

9. On the **Onboarding Schedule** page, click **More** ⠐⠐⠐ next to the relevant schedule and select **Reserve Contractor** from the dropdown.

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Assigned / Accepted Contractors (1) | Saved Contractors (0)

Available Contractor Pool (0)

Skill | Other

	tractor Name	Newcrest ID		
	Aaron Moore	90046939	2	>
	Dean Smith	90051622	1	>

Add

Remove

Contractor Name	Newcrest ID
No contractors available	

Individual Contractors

1 Total Contractors

Aaron Byright
90046939

Vendor Name

Start Date - End Date	Purchase Order Number
25 May 2020 - 27 May 2020	4500142541

Position
Maintenance Trainer - Shutdown - 30017467

Rejected

10. Displays whether a contractor has been accepted/rejected/not yet actioned (assigned). Hover your cursor over the icon for a description.

11. To remove a contractor, select the checkbox next to the contractor.

12. Click Remove. Replace the removed contractor by following the steps in Assign Contractors to Request (Onboarding Schedule).

13. If an individual contractor has been rejected, the details remain displayed under the **Individual Contractors** section. Check whether Newcrest has added another individual contractor to the request. If so, follow the steps in Assign Contractors to Request (Individual Contractors section).

Resend LMS Details to Contractor
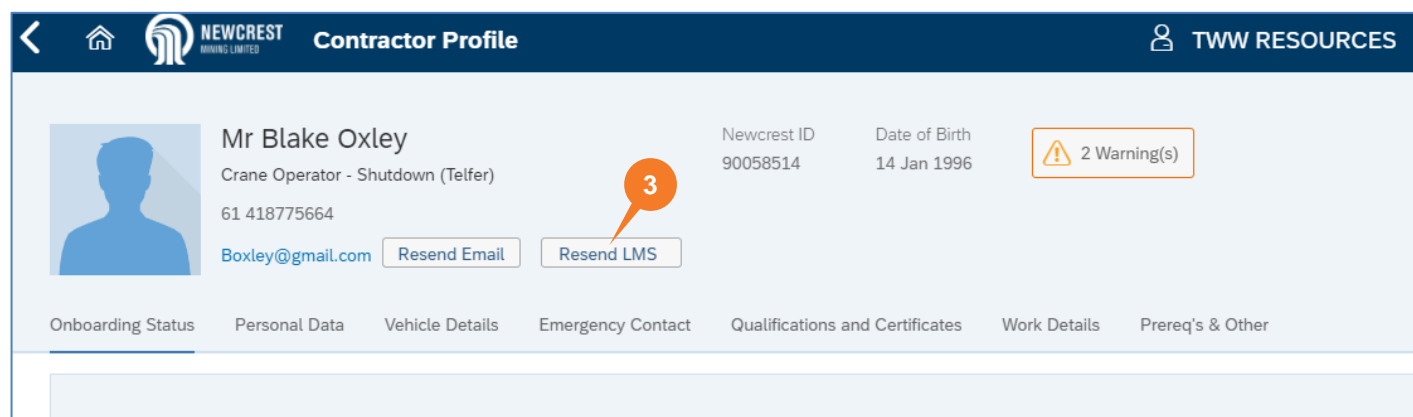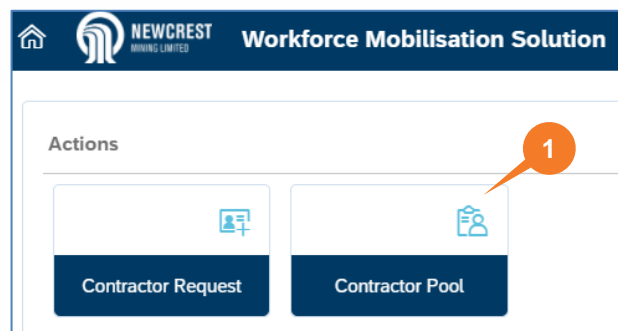
Resend LMS Details to Contractor

When a contractor is accepted for a position, they will be sent a link to Newcrest's Learning Management System to complete any mandatory inductions for their role.

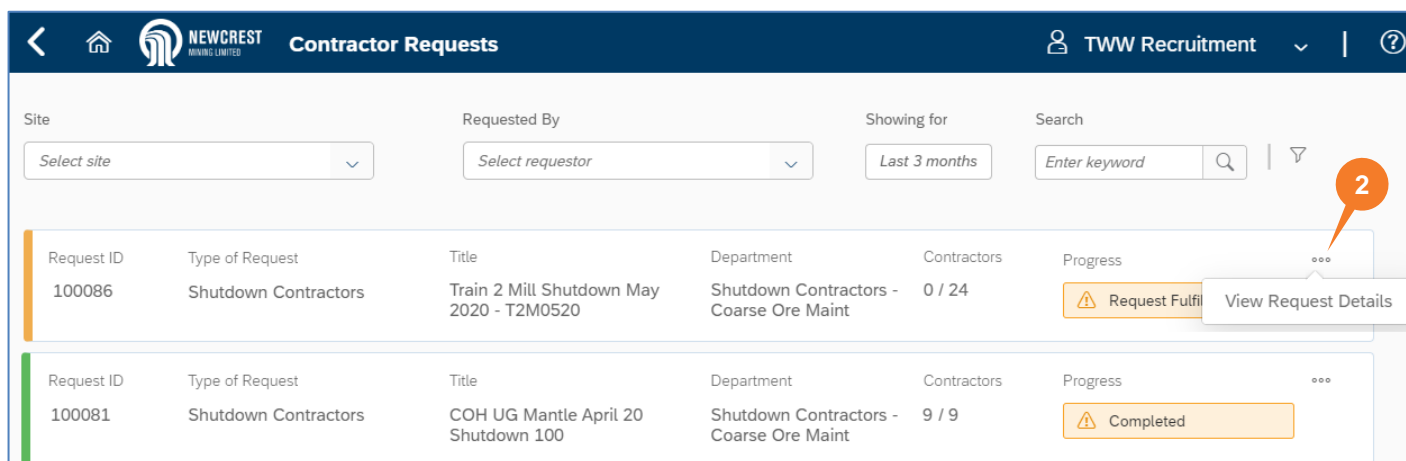If they cannot find the email, you can resend the information to them via the Contractor Pool.

1. Access WMS and click **Contractor Pool**.

2. Find the contractor required, click **More** ⋯ , next to their name and select **View Details**.

3. Click Resend LMS .
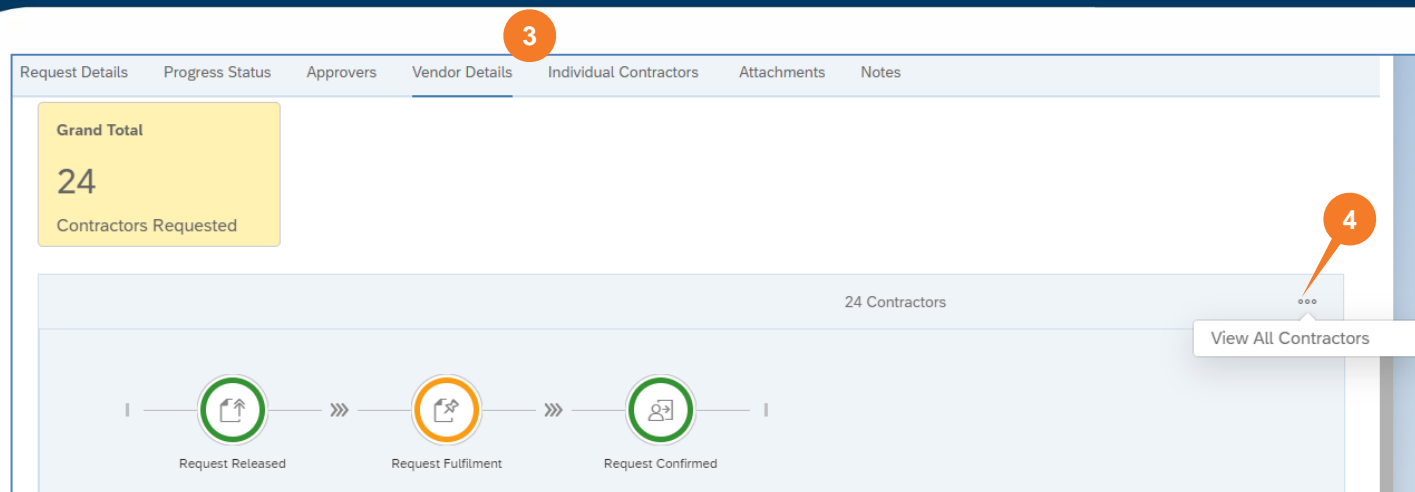
Monitor Contractor Onboarding
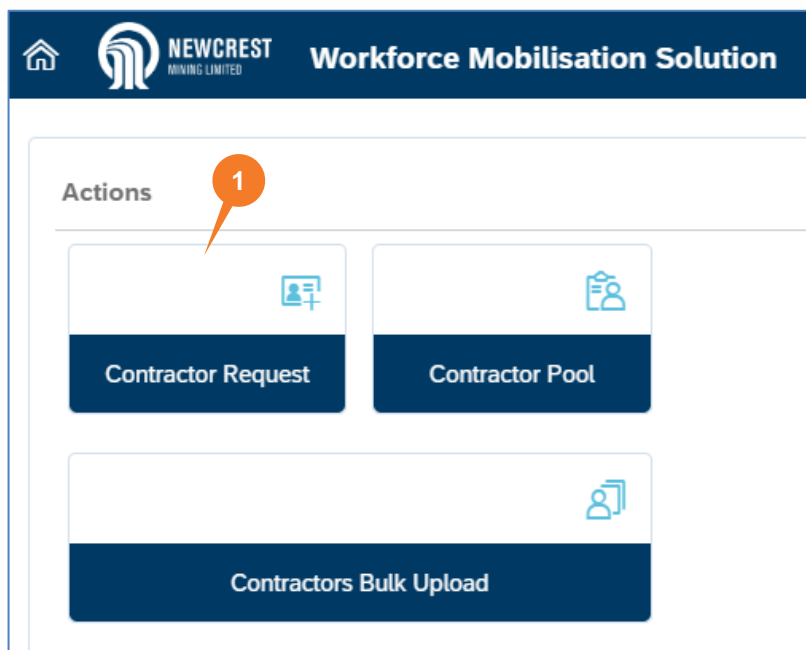
Monitor Contractor Onboarding

1. Access WMS and click **Contractor Request**.

2. Click **More** ⦁⦁⦁ next to the relevant request and select **View Request Details** from the dropdown.

Monitor Contractor Onboarding

3. Perform one of the following:

- If the request is for contractors requested by position, or a mix of positions and individuals requested by name, go to the **Vendor Details** section.

- If the request is for individual contractors requested by name only, go to the **Individual Contractors** section.

4. Click **More** ∘∘∘ next to the vendor (contractors requested by position) or individual contractor and select **View All Contractors** or **View Contractor** from the dropdown.

Monitor Contractor Onboarding

5. Displays all contractors assigned by position and schedule. If the request is for a specific contractor, click **Individual** .

6. Displays the site requirements status (indicated by traffic lights) of each contractor. Hover your cursor over a requirement for a brief description. Use the traffic lights to monitor and follow up a contractor's onboarding progress:

   - Green: Complete
   - Amber: In progress
   - Red: Not started/document expired
   - Grey: N/A to site or the contractor is not assigned to a request, or documents are not uploaded.

   Refer to Site Requirements Status Definitions for more information.

7. You can also monitor at a higher level by viewing the contractor's profile. Click **More** ○○○ next to a contractor and select **View Profile** from the dropdown.

8. The contractor's profile opens. Go to the **Onboarding Status** section to view the contractor's progress:

   - 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.

Site Requirements Status Definitions

Icon/Definition	Cadia	Telfer	Green	Amber	Red	Grey
Police Clearance	✗	✓	"Prerequisite" document has been verified.	"Prerequisite" document is valid (not expired), but not yet verified.	"Prerequisite" document has expired or has been rejected by Document Verifer.	Not uploaded / not applicable.
Drug & Alcohol	✓	✓				
Pre-Employment Medical	✗	✓				
HPD Fit Testing (Hearing Protection Device)	✗	✓				
RPE Fit Testing (Respiratory Protection Equipment)	✗	✓				
Online Induction (LMS SuccessFactors)	✓	✓	All assigned LMS Online Induction items have been completed.	At least one assigned LMS Online Induction item is in progress.	No assigned LMS Online Induction items are in progress or completed.	No LMS online induction items have been assigned.
Job Qualification (displays only in a Contractor's profile)	✓	✓	All the qualifications and certificates uploaded to a contractor's profile have been verified in WMS.	All the qualifications and certificates uploaded to a contractor's profile are valid (not expired), but not all have been verified.	At least one of the qualifications and certificates uploaded to a contractor's profile has expired or has been rejected by Document Verifer.	No qualifications or certificates have been uploaded to a contractor's profile.

Icon/Definition	Cadia	Telfer	Green	Amber	Red	Grey
CR Job Qualification (displays only in a Contractor Request)	✓	✓	All the qualifications and certificates required for the assigned position in the CR have been verified in WMS, or no qualifications are required for the position.	At least one of the qualifications and certificates required for the assigned position in the CR has been verified in WMS.	None of the qualifications and certificates required for the assigned position in the CR have been verified in WMS.	Not used here.
Verification of Competency (displays only in a Contractor Request)	✓	✓	All assigned LMS VoC items have been completed.	At least one assigned LMS VoC item is in progress.	No assigned LMS VoC items are in progress or completed.	No LMS VoC items have been assigned.
Site Familiarisation (displays only in a Contractor Request)	✓	✗	All assigned LMS Site Familiarisation items have been completed.	At least one assigned LMS Site Familiarisation item is in progress.	No assigned LMS Site Familiarisation items are in progress or completed.	No LMS Site Familiarisation items have been assigned.
Travel Ready (displays only in a Contractor Request)	✗	✓	Email has been sent to Travel Desk to book travel/accommodation and advise vendor.	Not used here.	Not used here.	Not used here.

NOTES

- All icons are displayed for all vendors and all sites: if an icon is not applicable to a site, it will remain grey.
- Additional tasks that have been assigned to a schedule in a contractor request, e.g. Working at Heights or Radiation Certified, will not show up in the traffic lights.

This document is out of date when printed.
Check Newcrest Portal > Systems Help for the latest version.
Last Updated Thursday, 4 March 2021
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Contractor Request Status Definitions (Overall)

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Step	Status		Definition	Status
1.		Draft	The request has been started but not saved.	Amber
			The request has been created and saved, but not submitted.	Green
2.		Request Submitted	The request has been submitted for Newcrest approval, or it has been released to the vendor for planning prior to approval (Shutdown and Temporary contractor requests only).	Green
3.		Approval in Progress	The request has not been fully approved (or rejected).	Amber
			The request has been approved by <u>all</u> approvers.	Green
			The request has been rejected by an approver.	Red
4.		Request Released	The request has been released to vendors. This is an automated step once the request has been submitted (if no approvals are required), or fully approved.	Green
5.		Request Fulfilment	No contractors have been submitted for a contractor request.	Grey
			At least one contractor has been submitted.	Amber
			All positions in the contractor request have been fufilled.	Green
6.		Completed	The request end date has been reached.	Green
7.		Closed	The Contractor Request Initiator has closed the request.	Green

Contractor Request Status Definitions (Vendor)

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Step	Status		Definition	Status
1.		Request Released	The request has been released to vendors. This is an automated step once the request has been submitted (if no approvals are required), or fully approved.	Green
2.		Request Fulfilment	No contractors have been submitted for a contractor request.	Grey
			At least one contractor has been submitted.	Amber
			All positions in the contractor request have been fufilled.	Green
3.		Request Confirmed	A purchase order number has been added to the contractor request.	Green

NOTE: All statuses will show grey until the request moves to that step.

Print Site Access Request Form (Cadia only)
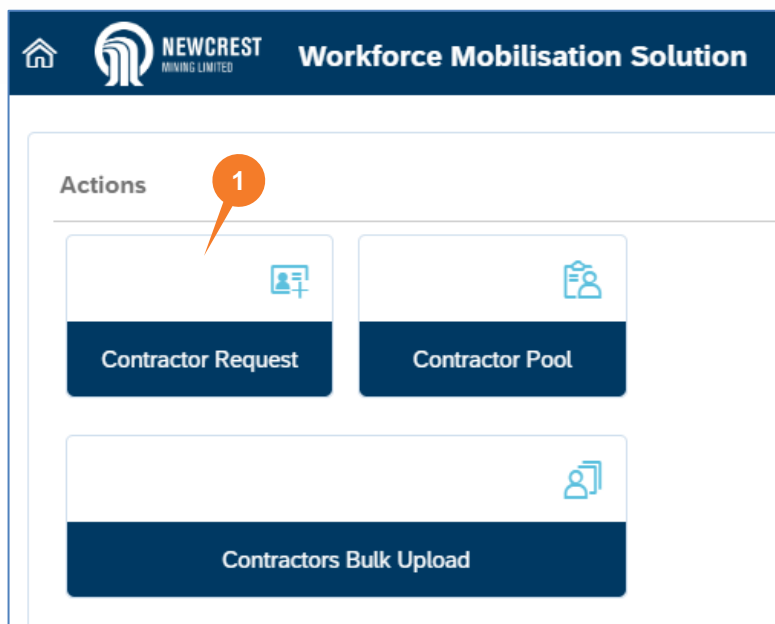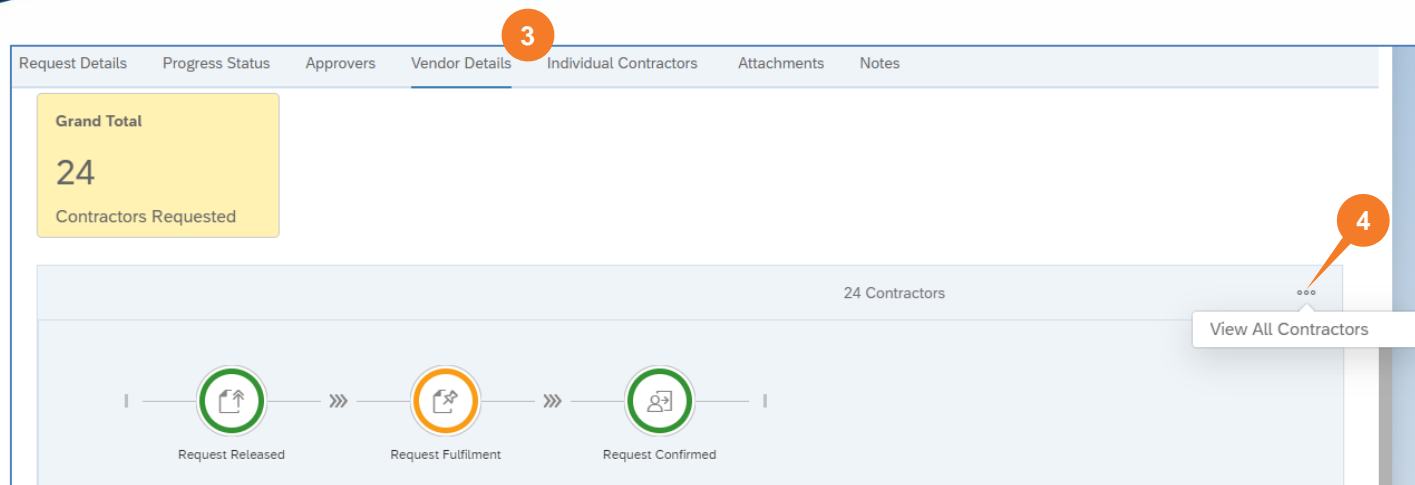
Print Site Access Request Form (SARF)

Before a contractor arrives on site at Cadia, the Site Host requires a copy of the Site Access Request Form signed by the contractor.

1. Access WMS and click **Contractor Request**.

2. Click **More** ○○○ next to the relevant request and select **View Request Details** from the dropdown.

Print Site Access Request Form (Cadia only)

3. Perform one of the following:

   - If the request is for contractors requested by position, or a mix of positions and individuals requested by name, go to the **Vendor Details** section.

   - If the request is for individual contractors requested by name only, go to the **Individual Contractors** section.

4. Click **More** ∘∘∘ next to the vendor (contractors requested by position) or individual contractor and select **View All Contractors** or **View Contractor** from the dropdown.

Print Site Access Request Form (Cadia only)

5. Displays all contractors assigned by position and schedule. If the request is for a specific contractor, click **Individual**.

6. Click **More** ○○○ next to the relevant contractor and select **Print Profile** from the dropdown.

7. The Site Access Request Form opens. Scroll to the bottom of the page and click **Print**.

8. Send the form to the contractor to sign and date where indicated. Once they have signed the form, send a scanned signed copy to the Site Host (indicated at the top of the Contractor Request).