



May 2025

# BHP GCMS Supplier Guide

## (Global Contract Management System)



## Contents

|                                                   |          |
|---------------------------------------------------|----------|
| <b>FREQUENTLY ASKED QUESTIONS .....</b>           | <b>2</b> |
| <b>ABOUT GCMS .....</b>                           | <b>3</b> |
| <b>1 GCMS VENDOR REGISTRATION.....</b>            | <b>3</b> |
| 1.1 Accessing the BHP Supplier Portal (GCMS)..... | 3        |
| 1.2 Two-Factor Authentication .....               | 3        |
| <b>2 VENDOR REGISTRATION.....</b>                 | <b>4</b> |
| 2.1 Complete Vendor Profile.....                  | 4        |
| 2.2 Update Supplier Profile information.....      | 6        |

## Applicable only for Tender Registration

|                                                  |           |
|--------------------------------------------------|-----------|
| <b>3 REQUEST FOR INFORMATION .....</b>           | <b>8</b>  |
| 3.1 Respond to an RFQ/ RFI .....                 | 8         |
| 3.2 Updating a response .....                    | 11        |
| <b>4 RESPONSE TO CONTRACT .....</b>              | <b>12</b> |
| 4.1 Contract in Negotiation Responses.....       | 12        |
| <b>5 MESSAGES IN GCMS .....</b>                  | <b>13</b> |
| 5.1 Send a message .....                         | 13        |
| 5.2 Receive a message.....                       | 14        |
| <b>6 ADD ADDITIONAL USERS TO GCMS.....</b>       | <b>15</b> |
| <b>7 ADJUSTING LANGUAGE, TIME AND DATE .....</b> | <b>17</b> |
| <b>8 REQUEST SUPPORT/HELP.....</b>               | <b>18</b> |
| <b>9 APPENDIX 1: ACCEPTABLE DOCUMENTS.....</b>   | <b>19</b> |
| 9.1 Company incorporation .....                  | 19        |
| 9.2 Sole Trader .....                            | 20        |
| 9.3 Bank Document .....                          | 21        |

## FREQUENTLY ASKED QUESTIONS

Refer to the BHP GCMS Frequently Asked Questions [here](#) for general information about GCMS.

## ABOUT GCMS

**BHP's Global Contract Management System GCMS** is used for global tenders and managing commercial contracts. It allows users to easily engage in RFX activities, contract negotiations, and stores agreed contracts and related documents centrally.

Suppliers invited to tenders or with contracts must complete a Vendor Profile in GCMS. This document provides details on using GCMS and resolving issues.

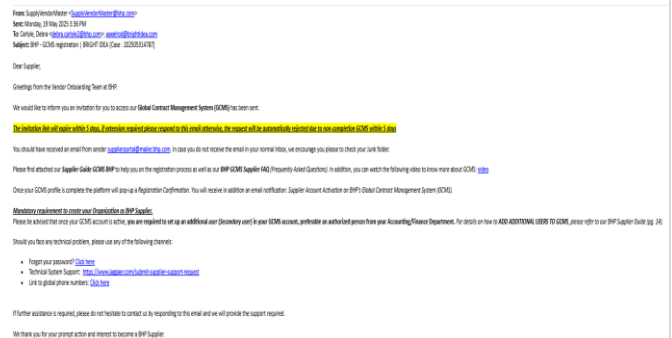
GCMS consists of 4 main sections:

- **Profile information:** Suppliers submit mandatory and optional information for BHP registration.
- **Sourcing events:** Vendors respond to RFX, RFI or contracts after profile completion.
- **Contract Management:** Store the details for awarded contracts
- **Supplier performance:** Vendors provide performance information related to a purchase or contract.

## 1. GCMS VENDOR REGISTRATION

### 1.1 Accessing the BHP Supplier Portal (GCMS)

- You will receive an email from the BHP Supplier Portal (GCMS).
- Click the link in the email to go to the login page. Enter your credentials provided in the email.
- Log in credentials is only **active for 5 days**. If you don't see the email in your inbox, please check your junk folder.

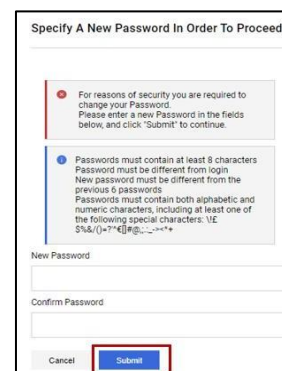


### 1.2 Two-Factor Authentication

- Once you have activated your credentials, you will receive an email with a validation code. Enter the code and **Submit**.



- Create Password:
  - *At least 8 characters*
  - *Include numbers and letters*
  - *Use at least 1 special character*
- Submit your new password and receive a confirmation email. Save your password for future use.
- Click "Forget your password?" if needed.
- 2-Factor authentication may be requested again



## 2. VENDOR REGISTRATION

### 2.1 Complete Vendor Profile

BHP will review your vendor account once you all mandatory questions in the GCMS profile

- 1 Complete vendor profile **within 2 business days.**
- 2 Mandatory questions are marked with an asterisk (\*) and must be answered.
- 3 Recommended that you download the GCMS template for reference
- 4 Make sure you have the following documents and information before commencing:

#### Company incorporation & registration.

- A legal document certifying company formation (see [Appendix 1](#) for examples)
- If a Sole Trader, provide identity documents (Driver's license or passport copy or national ID)

#### General company information

- Country of operation must match incorporation document for GCMS registration.
- Evidence of company letterhead
- Post code of physical location
- Phone numbers and email addresses
- Company Name/Tax Number Update: Raise a case via this link [Supplier Queries](#) (select 'Business or Organisation Changes' and refer to 'Help Text' for required documents)

#### Bank account Certification

- Bank certificate/ letter/statement dated within the last 12 months, or a voided cheque or deposit slip. (see [Appendix 1](#) for examples)

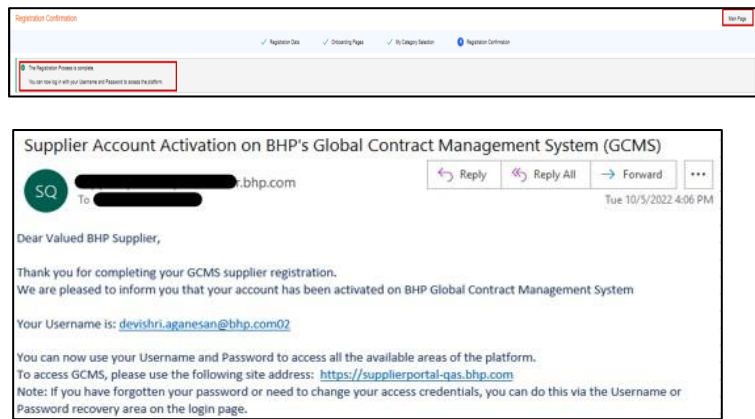
#### Other Information

- Ethics & Compliance Information
- Subcontracting and Suppliers
- Inclusion and Diversity, if applicable Indigenous / Aboriginal Organisation - Ownership Percentage
- Codes of conduct/policies/commitments

- 5 Complete all sections: -

- Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

6 When the registration is complete you will receive a confirmation message and an email notifying the completion of your GCMS profile.

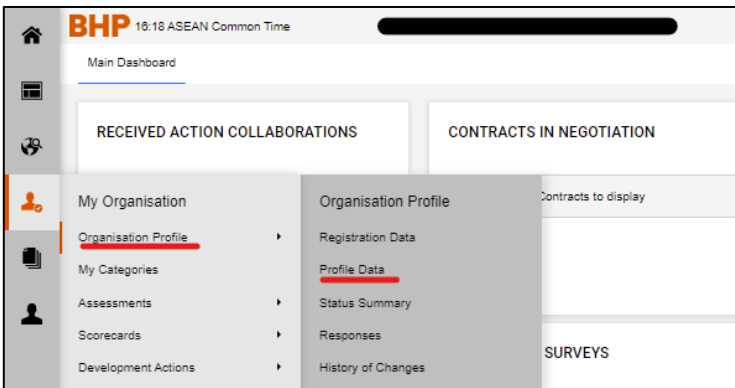


7 Refer to [Section 6](#) to grant additional people in your organisation access to the BHP Supplier Portal (GCMS).

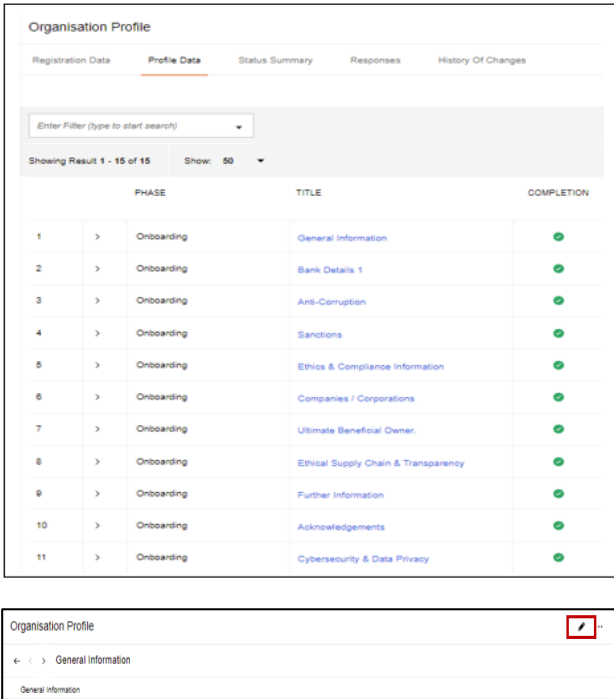
**NOTE: This can only be done once your profile registration is completed**

## 2.2 Update Supplier Profile information

- 1 Login to BHP Supplier Portal (GCMS) using your username and password.
- 2 Navigate to GCMS Dashboard. Then **My Organisation** → **Organisation Profile** → **Profile Data**.



- 3 From the list of forms displayed, click the name of the form for update and click **Edit**.
  - The Green Tick shown against the form name denotes that information is complete. Otherwise, a percentage of completion will be shown



- 4 Complete the form and click **Save** and **Back** icon to navigate to the next form.



- 5 Complete the

Acknowledgement session before finalizing Profile Data.

Acknowledgements

**ACKNOWLEDGEMENTS**

| QUESTION | DESCRIPTION                                | RESPONSE                                                                                                                                                                                                                                                                      | DOBULE BY |
|----------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1        | Our Charter values and Our Code of Conduct | I acknowledge that my organization (where applicable) and I am expected to read, understand and adhere to the BHP's Our Charter values and Our Code of Conduct. ( <a href="https://www.bhp.com/our-approach/our-company/">https://www.bhp.com/our-approach/our-company/</a> ) | Supplier  |
| 2        | Commonwealth's Purchase Order              | I acknowledge and agree not to provide any goods and/or services to BHP until I have received a Purchase Order                                                                                                                                                                | Supplier  |
| 3        | Customer's Credit Records                  | I hereby confirm that the responses given in this questionnaire are correct and accurately reflect my current organization's policies and capabilities. I acknowledge the right of BHP to verify our information by audit.                                                    | Supplier  |
| 4        | Pending Litigation                         | I declare that my organization currently involved in any active or pending litigation that would prevent you from providing goods or services to BHP.                                                                                                                         | Supplier  |
| 5        | Pending Litigation - Details               | If you answered 'Yes' to the above Pending Litigation question, please describe and provide pertinent details.                                                                                                                                                                | Supplier  |
| 6        | Acknowledgment Date                        | Acknowledgment Date                                                                                                                                                                                                                                                           | Supplier  |

all BHP User

6 Click **Show Completion**. Ensure all mandatory information under **Onboarding** is completed.

Organisation Profile

Registration Data **Profile Data** Status Summary Responses History Of Changes

**Show Completion**

Enter Filter (type to start search)

Showing Result 1 - 15 of 15 Show: 50

| PHASE | TITLE      | COMPLETION          | DOCUMENT EXPIRY DATE (FIRST TO EXPIRE) | LAST MODIFIED DATE |
|-------|------------|---------------------|----------------------------------------|--------------------|
| 1     | Onboarding | General Information |                                        | 10/05/2022 15:39   |

Organisation Profile

Registration Data **Profile Data** Status Summary Responses History Of Changes

**Hide Completion**

Enter Filter (type to start search)

Showing Result 1 - 15 of 15 Show: 50

| PHASE | TITLE      | COMPLETION          | SUPPLIER DATA STATUS |          | DOCUMENT EXPIRY DATE (FIRST TO EXPIRE) | LAST MODIFIED DATE |
|-------|------------|---------------------|----------------------|----------|----------------------------------------|--------------------|
|       |            |                     | MANDATORY            | OPTIONAL |                                        |                    |
| 1     | Onboarding | General Information |                      | 42%      |                                        | 10/05/2022 15:39   |
| 2     | Onboarding | Bank Details 1      |                      | 33%      |                                        | 10/05/2022 15:44   |
| 3     | Onboarding | Anti-Corruption     |                      |          |                                        | 10/05/2022 15:46   |

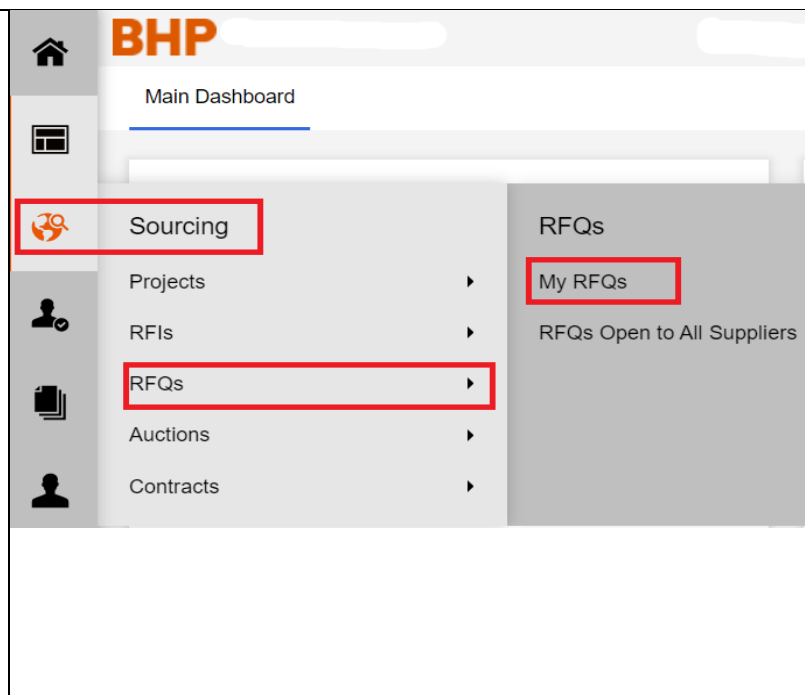
# APPLICABLE ONLY FOR TENDER REGISTRATION

## 3. REQUEST FOR INFORMATION

### 3.1 Respond to an RFQ/ RFI

1 Go to **GCMS Login page** and login using your user name and password. Navigate to the **GCMS main dashboard**.

2 Select **Sourcing** on the dashboard then in the dropdown go to **RFQ's for Tenders/RFQ's** or **RFI's** (Request for Information)



3 Select the RFQ/RFI you would like to respond to from the list provided

RFQs

My RFQs

RFQs Open To All Suppliers

All RFQs

Enter Filter (type to start search)

Showing Result 1 - 17 of 17

Show: 50

| CODE | TITLE    | PROJECT CODE                           | TIME TO CLOSE | CLOSING DATE | STATUS           | RESPONSE STATUS |                      |
|------|----------|----------------------------------------|---------------|--------------|------------------|-----------------|----------------------|
| 1    | rfq_1462 | RFX - MAU - WAU - ENGINEERING SERVICES | project_7315  | 3 days       | 21/05/2022 18:30 | Running         | No Response Prepared |

4 You may be asked to view and Accept Tender Terms and Conditions, before proceeding to view the RFQ/RFI.

← Accept Contract

**TENDER TERMS AND CONDITIONS**

**1 INTERPRETATION**

1.1 In these Tender Conditions (unless the context otherwise requires):

(a) **Company** is the BHP Billiton entity or Business referred to in the Invitation to Tender;

(b) **Company Representative** means the person nominated as such in the Invitation to Tender, or such other person that the Company may subsequently nominate in writing to the Tenderer;

(c) **Company-Supplied Information** means information (whether written, oral, electronic or in any other form) provided or made available by or on behalf of the Company to any Tenderer in relation to the Tender Documents or any of the matters contemplated by those documents;

(d) **Contract** means the contract to be entered into between the Company and the successful Tenderer as a consequence of this Tender process;

(e) **Contract Obligations** means the obligations that the successful Tenderer (if any) is required to carry out under and in respect of the Contract;

(f) **Invitation to Tender** means the document designated as such which has been issued to the Tenderer manually or electronically in conjunction with the other Tender Documents;

(g) **Site** means the premises of the Company where the Tendered goods are to be delivered together with the premises where the Tendered work is to be performed and any other premises identified in the Tender Documentation as forming part of the Site;

(h) **Tender** means the Tender that the Tenderer submits to the Company in response to the Invitation to Tender and which is comprised of the documents specified in the Invitation to Tender;

(i) **Tenderer** is the Company which has been invited to submit a Tender;

(j) **Tender Documents** means these Tender Conditions, the Invitation to Tender and each of the documents named as Tender Documents in the Invitation to Tender;

I have read and agree to the User Agreement

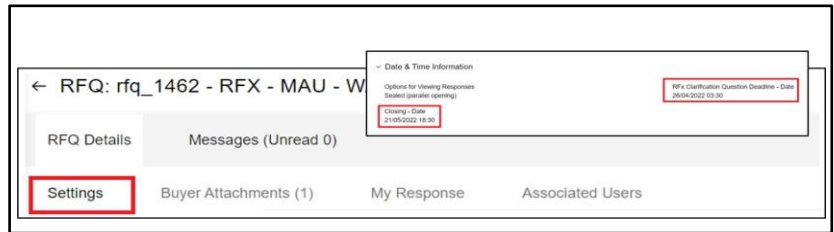
☒ I agree

☐ I do not agree

Next

**5** Select the RFQ/RFI for response:

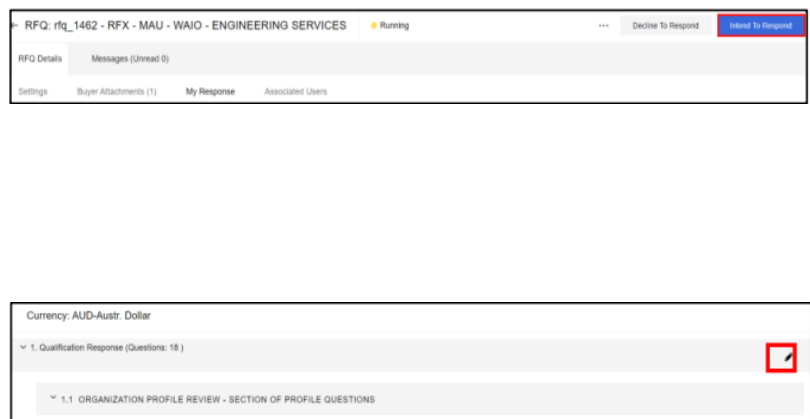
- **Closing date:** Valid responses must be completed and submitted before this time.
- **User Rights:** If another person from your Organisation needs to provide information you must assign them as GCMS Sub-Users (**Refer Section 6**). Under User Rights tab add the Sub-user who will participate in the RFQ/RFI response.



- **Settings tab:** View the RFQ/RFI details.
- **Buyer Attachments:** View the RFQ/RFI attachments provided by BHP.

**6** **My Response:**

- Choose to accept or decline to respond to the RFQ/RFI, by clicking **Intend To Respond or Decline to Respond**. You will then be taken into the RFQ/RFI.
- If submitting clarifications to a previously submitted RFQ/RFI response go to Edit response



## Option 1: Download & Edit

- a. Click **Online Questionnaire In Excel** then click **Download Online Questionnaire in Excel** to export a copy of the response items required.

- o The downloaded Excel document will contain multiple sections (Qualification, Technical and Commercial).

**DO NOT** add or remove any worksheets, cells, rows or columns from the excel response spreadsheet, or edit any formulae within the spreadsheet as this may cause the import of the spreadsheet to fail.

- b. Check the Colour Legend before completing the form and make sure all **Mandatory items** (Rows in Yellow) have been completed in the downloaded excel. Save the file on your computer.

- c. Once you are satisfied that the response is complete select **Browse** and **Select File** on your computer that contains the completed responses. That file will be loaded back into GCMS with your responses

- d. Then select **Import Items**. If the file is in the correct format the system will display a success message. Click **OK**.

COLOUR LEGEND

|                           |
|---------------------------|
| Response Optional         |
| Response Mandatory        |
| Ignored During Import     |
| Questionnaire Information |

| Question | Description    | Response Type | Response Guide                                                                                 | Response |
|----------|----------------|---------------|------------------------------------------------------------------------------------------------|----------|
| 1.1.1    | Profile Review | Yes/No Value  | Select the applicable response from the drop down menu on the bottom right of the response box | Yes      |

**Mandatory**

- If the import is unsuccessful. Go to **Download Online Questionnaire in Excel**, download a new copy of the Excel spreadsheet. Update the information DO NOT modify the template before saving under a new file name. Retry **Import Items** using the new filename.

RFQ: rfc\_1462 - RFX - MAU - WAO - ENGINEERING SERVICES

Upload

This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses.

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX.

IF THE BUYER HAS GIVEN YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED). ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET.

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE.

File:

**RESPONSE IMPORT REPORT**

Warning! There was an error while importing your Response. Please check and try again!

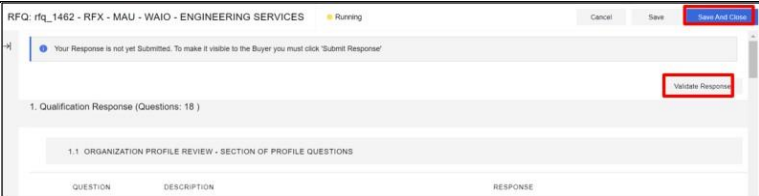
- e. Click **Save Changes** to save the information uploaded from the Excel file. Your responses to the RFI have been updated in GCMS.

RFQ: rfc\_1462 - RFX - MAU - WAO - ENGINEERING SERVICES

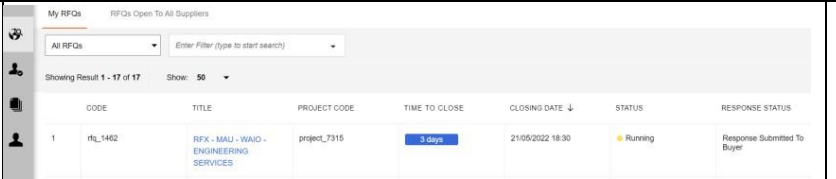
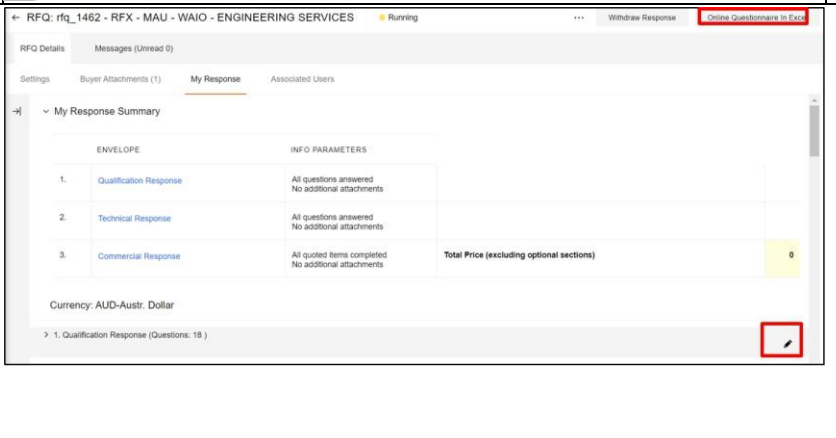
Save Changes

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

## Option 2: Edit Online

|                                                                                                                                                             |                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <p>a. To edit the response online, click <b>Edit Icon</b>.</p> <p>b. Edit the responses and then click <b>Save</b> to save your responses.</p>              |  |
| <p>c. Use <b>Validate Responses</b> to identify if you have not completed any mandatory responses.</p> <p>d. Click <b>Save and Close</b> when complete.</p> |  |
| <p>e. When the response is complete and ready to be submitted to BHP, click <b>Submit Response</b>.</p>                                                     |  |

## 3.2 Updating a response

|                                                                                                                                                                                                                                                                                                                                       |                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>After submission of a response AND before closing date the RFQ/RFI is still available to be edited</li> </ul>                                                                                                                                                                                  |    |
| <ul style="list-style-type: none"> <li>Navigate to the RFQ/RFI section and locate the RFQ/RFI you wish to amend.</li> <li>Select the section of the response you wish to edit by clicking <b>'Edit Icon'</b> or choose to <b>'Online Questionnaire in Excel'</b>. Any change will overwrite previous response information.</li> </ul> |    |
| <ul style="list-style-type: none"> <li>Once you have edited the sections as required click <b>'Keep Changes'</b>.</li> </ul>                                                                                                                                                                                                          |   |
| <ul style="list-style-type: none"> <li>Click <b>'Submit Changes'</b>.</li> </ul>                                                                                                                                                                                                                                                      |  |

## 4. RESPONSE TO CONTRACT

### 4.1 Contract in Negotiation Responses

1 When BHP submits the Contract Document to the Supplier for in-principle agreement prior to execution the supplier will receive an email notification.

2 Click the link in the email to navigate to the Contract Document.

3 The Supplier can also locate the Contract Document through the main dashboard under **Contracts in Negotiation**.

4 The supplier will navigate to **Contents Management > MCD (Sent to Main Contractor)**

5 Download the **Contract Document** proposal by clicking on the document link.

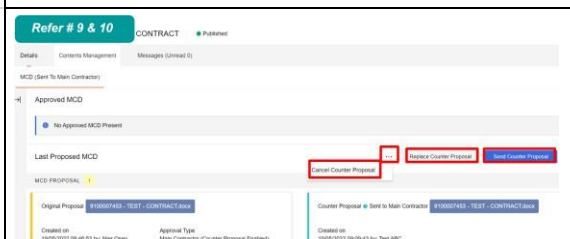
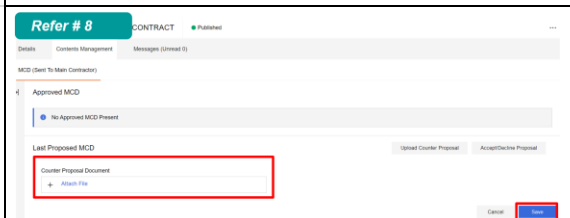
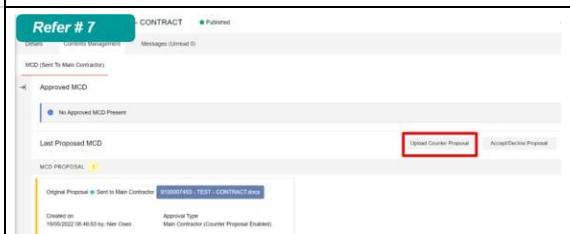
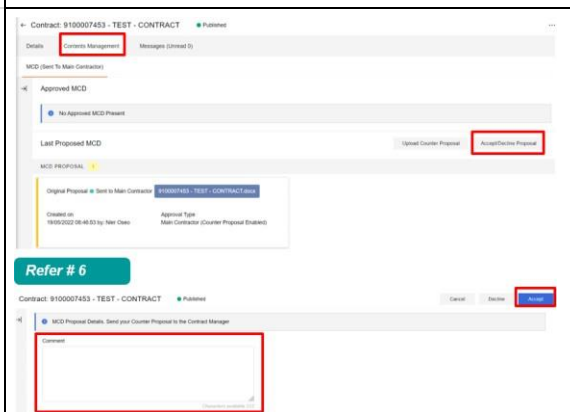
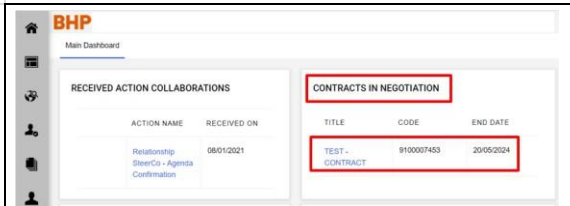
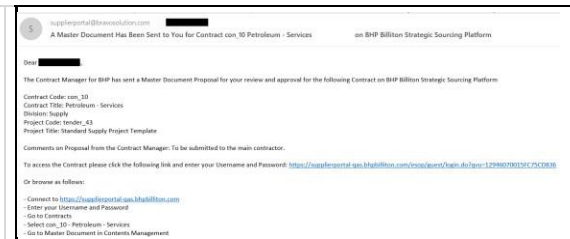
6 The supplier can either accept or decline a proposal by clicking **Accept/Decline Proposal**. You may also add comments before selecting **Approve/Decline Proposal**.

7 If the Supplier has the option they can submit a counter proposal. Click **Upload Counter Proposal**. The supplier then selects a file from their computer and can upload this as the counter proposal.

8 Click Upload Counter Proposal and click **Save**

9 To replace the Counter Proposal click **Replace Counter Proposal**, to cancel the Counter Proposal click the **ellipsis** and click **Cancel Counter Proposal**.

10 To send the Counter Proposal click **Send Counter Proposal**. You can also add comments and Click **Ok**.



## 5. MESSAGES IN GCMS

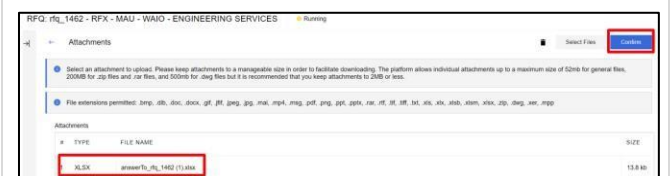
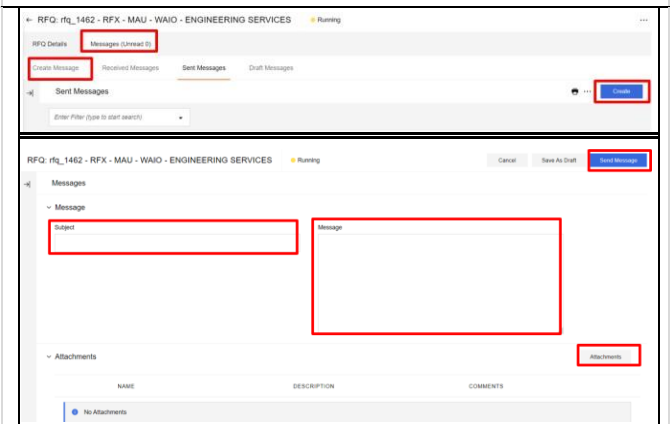
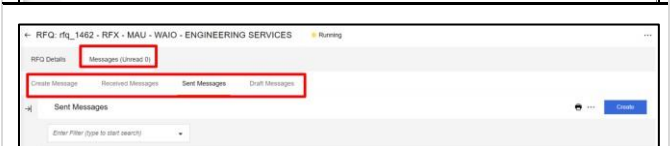
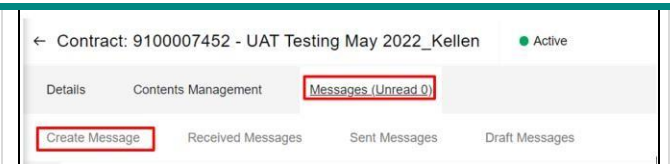
### 5.1 Send a message

1. To send a message or a clarification to a BHP Supply Representative you need to go to Dashboard -> Sourcing then select RFQ, RFI or Contract,

- Navigate to the contract and select the contract and click the **Messages** Tab.
- Navigate to the RFQ/RFI or Contract and select the specific RFQ/RFI or Contract, click the **Messages** Tab

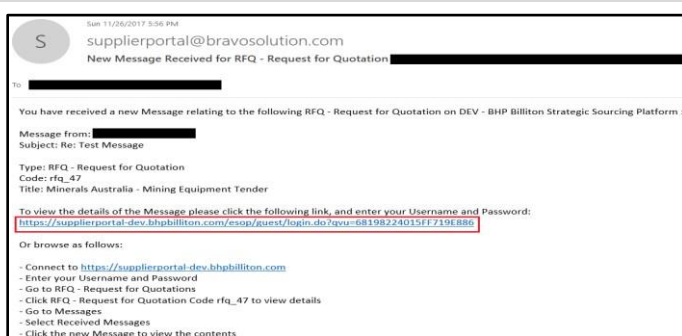
2. Click Create Message. Complete the message details by filling in the Subject and Message fields.
3. To send attachments with the message, click Attachments.

5. Click **Upload New File**. Select the file to upload by clicking on **Select Files to upload**→ click **Confirm** → Click **Save All**.  
Note: Multiple attachments can be added.
6. Save the message as a draft by clicking **Save as Draft**. When the message is ready to be sent click **Send Message**.
7. The status of the message can be checked in the **Messages** tab.

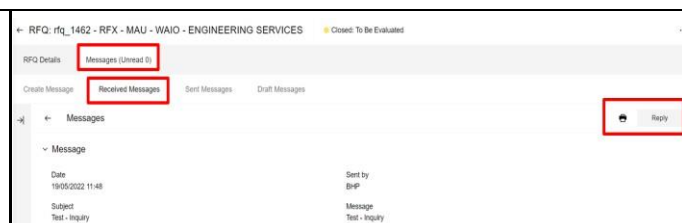


## 5.2 Receive a message

1. You will receive messages from the BHP Supply Representative in an email notification. Click the link in the email to navigate to the message area and view the message.



2. You can also navigate to **Dashboard -> Sourcing** and then select RFQ, RFI or Contract, navigate to the specific document and click the **Messages** Tab.



3. Click the **Received Messages** tab to view the message.

4. The message can be responded to or forwarded by clicking **Reply**.

## 6. ADD ADDITIONAL USERS TO GCMS

1 Log into the BHP Supplier Portal (GCMS) using your user name and password. Navigate to the path **User Management** → **Manage Users** → **Users**.

2 Click **Create**

3 Complete the Sub-user details and click **Save**. The Sub-User has now been created. Note that you can limit the view for each Sub-user of GCMS.

4 Click View User Rights, the user rights determine what the sub-user can do in the system on behalf of your Organisation

- Please refer to the table below for an explanation of the different user permissions available.

5 After the user rights are completed, click **Save**.

The screenshot shows the BHP Supplier Portal Main Dashboard. The 'User Management' menu is expanded, showing 'Manage Users' and 'Users'. The 'Users' link is highlighted. Below, the 'Manage Users' table shows a list of users, with a 'Create' button in the top right corner.

The screenshot shows the 'New User' form. The form contains fields for User Details, including Last Name, First Name, Email, Regional Role, Division, Department, Role, Username, and Preferred Language. Red arrows point to the 'Save' button and the 'Create' button.

The screenshot shows the 'New User' form with a confirmation message. The message states: "Sub User Sub User has been registered as a new User. The login details have been sent via email to the following email address: [redacted]@bhp.com. The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default." A "View User Rights" button is visible in the top right corner.

The screenshot shows the 'User: Sub User Sub User' form. The form shows the 'User Rights' section, which includes a list of permissions (RFX, Auctions, Contract Management, Supplier Management, Development Actions, File Sharing, Page Top Menu Online Help Access) and a 'Save' button.

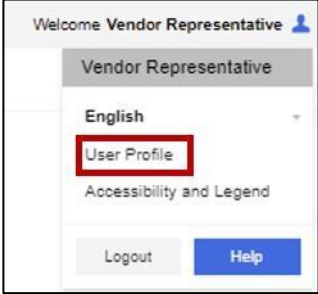
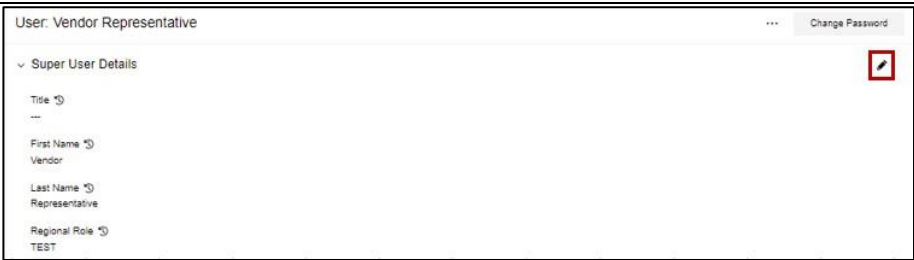
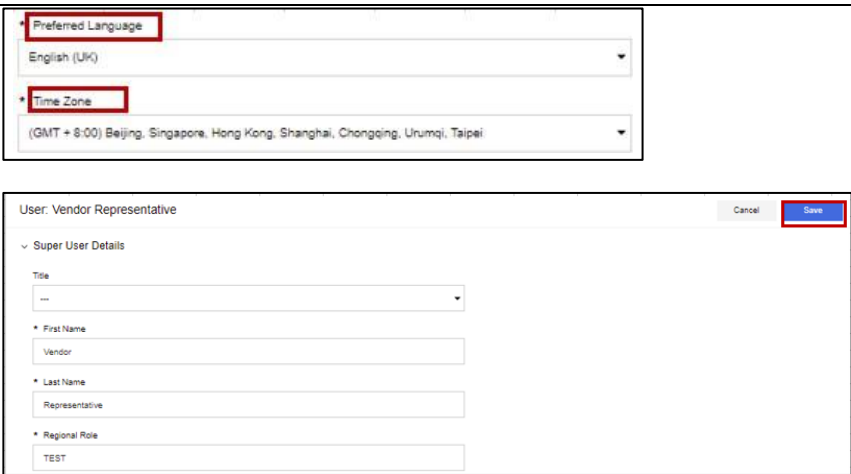
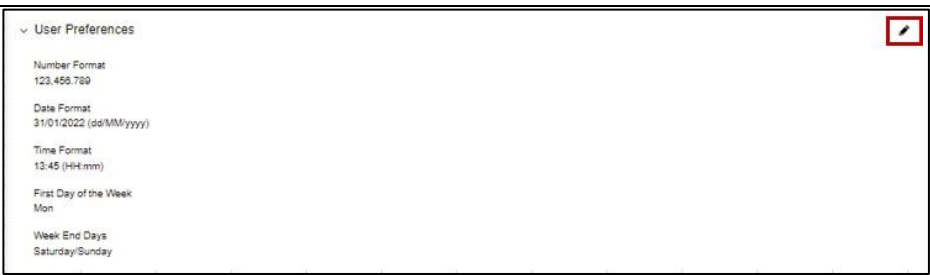
6 The Sub-User will receive an email notification with their log in details



The table below explains the user's rights

| Section                                                                    | Description                                                                                       |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Auctions</b>                                                            |                                                                                                   |
| <b>Visibility of Auction Lists</b>                                         | Allows the sub-user to see the List of Auctions                                                   |
| <b>Access Auction Details</b>                                              | Allows the sub-user to see the Auctions details                                                   |
| <b>Access to Auction Monitor</b>                                           | Allows the sub-user to access the Auction monitor                                                 |
| <b>Participate</b>                                                         | Allows the sub-user to enter values into the live Auction                                         |
| <b>Contact Visible to Buyer</b>                                            | Allows the buyer to see and contact the sub-user                                                  |
| <b>Manage Messages</b>                                                     | Allows the sub-user to manage the Auction messaging area                                          |
| <b>RFx</b>                                                                 |                                                                                                   |
| <b>Visibility of RFx Lists</b>                                             | Allows the sub-user to see the List of RFx                                                        |
| <b>Access RFx Details</b>                                                  | Allows the sub-user to see the RFx details                                                        |
| <b>Create Response</b>                                                     | Allows the sub-user to create a response to an RFx                                                |
| <b>Modify Before Publishing</b>                                            | Allows the sub-user to modify the RFx inputs before publishing                                    |
| <b>Modify and Submit</b>                                                   | Allows the sub-user to modify and Submit the RFx response                                         |
| <b>Contact Visible to Buyer</b>                                            | Allows the buyer to see and contact the sub-user                                                  |
| <b>Messages Management</b>                                                 | Allows the sub-user to manage the RFx messaging area                                              |
| <b>View Sensitive Data (including attachments, response, pricing etc.)</b> | Allows the sub-user to access the RFx sensitive data                                              |
| <b>User Management</b>                                                     |                                                                                                   |
| <b>Manage Users and Roles</b>                                              | Allows the sub-user to manage sub sub-users and roles                                             |
| <b>Manage Users, Roles, Users Lists and Divisions</b>                      | Allows the sub-user to manage sub sub-users and roles (In the sub-user Lists and Divisions level) |
| <b>Supplier Management</b>                                                 |                                                                                                   |
| <b>Access Supplier Management</b>                                          | Allows the sub-user to access the supplier management area                                        |
| <b>File Sharing</b>                                                        |                                                                                                   |
| <b>Access To Directories</b>                                               | Allows the sub-user to access the file sharing directories                                        |
| <b>Contract Management</b>                                                 |                                                                                                   |
| <b>Access Contract Details</b>                                             | Allows the sub-user to access the contract details                                                |
| <b>Manage Messages</b>                                                     | Allows the sub-user to manage the contract messaging area                                         |
| <b>Contact Visible to Buyer</b>                                            | Allows the buyer to see and contact the sub-user                                                  |
| <b>Supplier Performance</b>                                                |                                                                                                   |
| <b>Access Scorecard Results</b>                                            | Allows the sub-user to access the scorecard results                                               |
| <b>Development Actions</b>                                                 |                                                                                                   |
| <b>Create Action</b>                                                       | Allows the sub-user to create a development action                                                |
| <b>View Actions</b>                                                        | Allows the sub-user to view development actions                                                   |
| <b>Access Action Details</b>                                               | Allows the sub-user to access the development action details                                      |
| <b>Contact Selectable as Action Owner</b>                                  | Allows the sub-user to be the selectable contact as action owner                                  |
| <b>Manage Messages</b>                                                     | Allows the sub-user to manage the development action messaging area                               |

## 7. ADJUSTING LANGUAGE, TIME AND DATE

|                                                                                                                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>1. Log into the BHP Supplier Portal (GCMS) by entering your log in details.</p> <p>2. Navigate to the top right-hand side, click the <b>User icon</b> → <b>User Profile</b>.</p> |     |
| <p>3. To edit the representative details, click <b>Edit</b> icon.</p>                                                                                                               |    |
| <p>4. Edit the preferred language, time zone and click <b>Save</b>.</p>                                                                                                             |   |
| <p>5. To edit the User Preferences from the User Preferences section, click <b>Edit</b> icon.</p>                                                                                   |  |
| <p>6. Update the details and click <b>Save</b>.</p>                                                                                                                                 |  |

7. Logout and log back in to observe the changes.

User: Vendor Representative

← Info

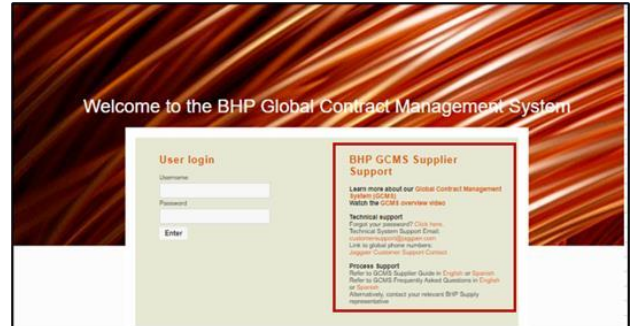
Logout

To apply the User Preference changes, please logout and login using your Username and Password.

## 8. REQUEST SUPPORT/HELP

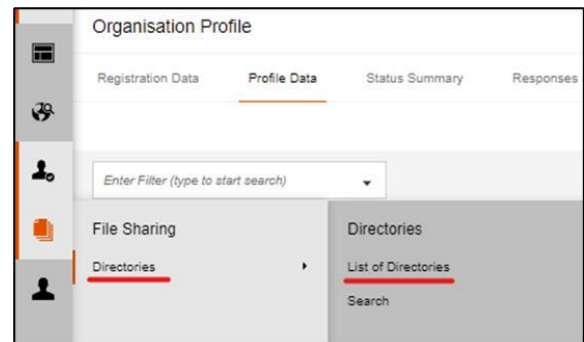
Go to the [GCMS](#) home page

- select **Learn More** if you are new to GCMS and would like to review a [video about GCMS](#)
- select **Technical Support** if you are experiencing difficulties getting GCMS to operate or unable to login
- select **Process Support** if you are not certain about how to complete an application or if your documents are acceptable.



### Reference documents for GCMS

- Found in **File Sharing -> Directories** folder.
- **Supplier Frequently Asked Questions** located in the File Sharing area of the system and also [here](#)



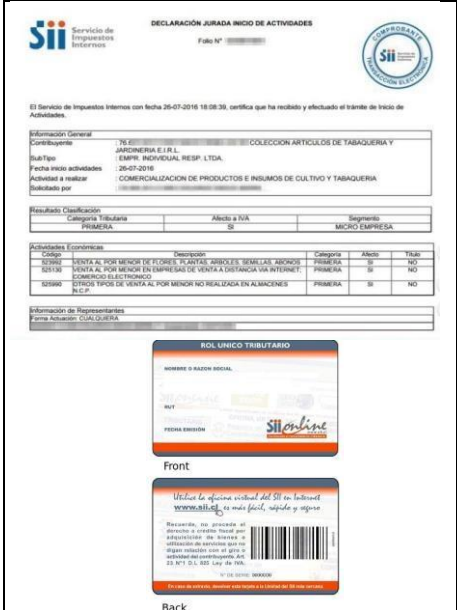
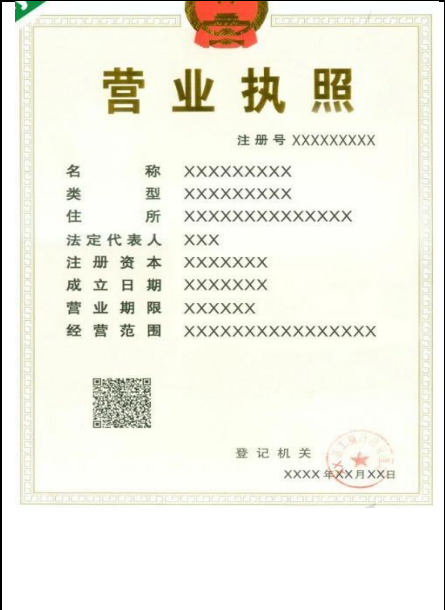
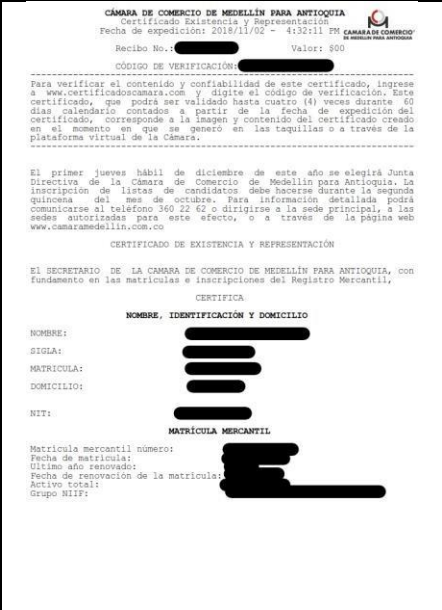
If you require additional support, please contact your BHP Supply Representative.

## 9. APPENDIX 1: ACCEPTABLE DOCUMENTS

### 9.1 Company incorporation

BHP requires companies to provide evidence of their incorporation. This document must match the address provided showing the company is in the country of incorporation.

Below are examples of acceptable documents:

| Australia                                                                           | Canada                                                                               | Singapore                                                                             |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|   |   |   |
| Chile                                                                               | China                                                                                | Colombia                                                                              |
|  |  |  |



### 9.3 Bank Document

BHP requires verification from their bank declaring the vendor's name, bank account and bank branch details, dated not more than a 12 months, except for voided cheques and deposit slips.

Below are examples of acceptable documents:

| Voided Cheque                               | Copy of Bank Deposit Slip          |
|---------------------------------------------|------------------------------------|
|                                             |                                    |
| Copy of original letter issued by your bank | Copy of an original bank statement |
|                                             |                                    |

## Document Control

| Version | Revision date<br>(DD/MM/YYYY) | DESCRIPTION                                                                                                             |
|---------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1.0     | 8/12/2017                     | Supplier Guide                                                                                                          |
| 1.1     | 15/08/2018                    | Addition of 2 Factor Authentication and eAuction                                                                        |
| 2.0     | 23/07/2020                    | Registering in BHP Supplier Portal, Entering Supplier Information and Update Supplier Profile Information               |
| 3.0     | 24/03/2021                    | Updated language and explanation text                                                                                   |
| 4.0     | 7/ 04/2021                    | Amend images and text                                                                                                   |
| 5.0     | 20/04/2021                    | Adjust to table format, amend content, update screenshots for Jaggaer 21.1 Upgrade                                      |
| 6.0     | 29/06/2021                    | Adjust to table format, amend content, update screenshots for Jaggaer 21.1 Upgrade                                      |
| 7.0     | 16/05/2022                    | Adjust table format, amend content, update screenshots for Jaggaer UX Upgrade                                           |
| 8.0     | 13/05/2025                    | Adjust table format, amend content, updated language and explanation text, update screenshots of the new email template |
|         |                               |                                                                                                                         |