

**DAVID
JONES**

David Jones

Contractor Management System

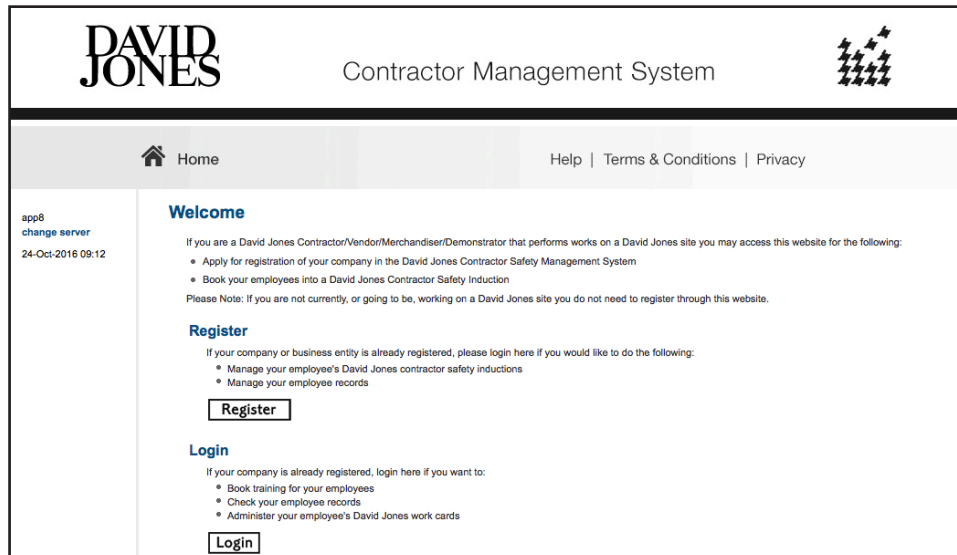
User Guide for Registering Your Company

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David Jones Contractor Management System

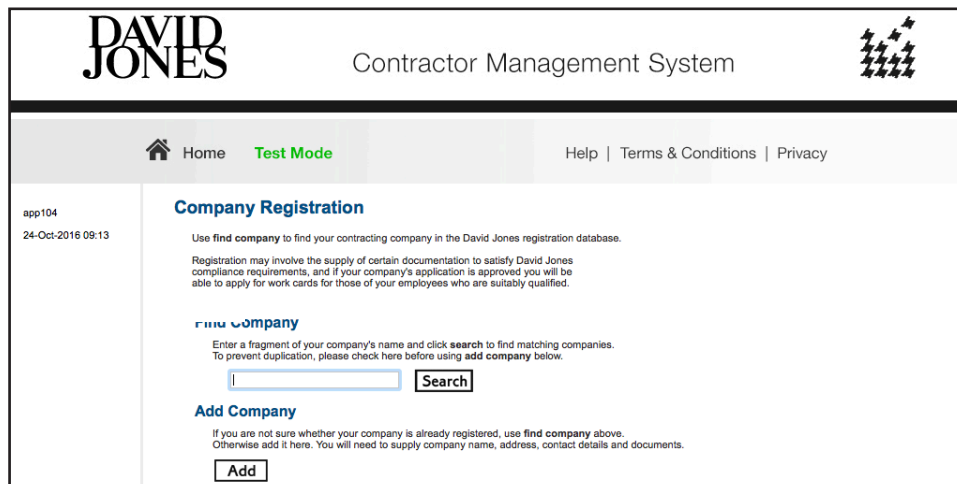
Please follow this step-by-step guide to register your company in the David Jones Contractor Management System.



Step 1

Please go to <http://www.contractor.davidjones.com.au> and click on "Register Now/Login" in the top menu bar.

Once on the home page for the David Jones Contractor Management System, click "Register."



Step 2

Enter your company's name in the search field, then select "Search."

If your company is not existing in the portal, please select "Add."

DAVID JONES Contractor Management System

Home Test Mode Help | Terms & Conditions | Privacy

app104
24-Oct-2016 09:13

Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

Registration

Profile

Portal Access

Country: Australia

ABN:

Lookup ABR

Continue

Step 3

Enter your company's ABN, then select "Continue."

Add Company

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

Main and Business Names

Name
Flying Pegasus
Vcb Promotions Limited

Step 4

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

Step 5

Enter all company information and select "Submit."

Add Company

To register your company please provide the following (* = mandatory).

1. Company

Name:

Country:

ABN:

Phone: *

Mobile:

Fax:

Website:

Postal Address

Address: *

Town: *

State/Province: *

Postcode: *

Delivery Address same as postal

Address:

Town:

State/Province:

Postcode:

2. User

First Name: *

Last Name: *

Email: *

3. Declaration

My name is: *

* I am an authorised representative of this company.

Submit

- ▶ When you click **submit** this information will be supplied to Pegasus Safety Compliance who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

Step 6

Your company registration application has now been submitted.

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

Add Company

Thank you, _____ has been approved and you may now log into this portal.

An email has been sent to with your login details.

Press **continue** to log in now.

Continue

COMPLETING YOUR COMPANY PROFILE

The screenshot shows the home page of the David Jones Contractor Management System. At the top left is the 'DAVID JONES' logo. To its right is the text 'Contractor Management System' and a graphic of four upward-pointing arrows. Below the header is a navigation bar with a home icon and the text 'Home', and links for 'Help | Terms & Conditions | Privacy'. The main content area is titled 'Welcome' and contains the following text: 'If you are a David Jones Contractor/Vendor/Merchandiser/Demonstrator that performs works on a David Jones site you may access this website for the following:' followed by a bulleted list: 'Apply for registration of your company in the David Jones Contractor Safety Management System' and 'Book your employees into a David Jones Contractor Safety Induction'. Below this is a 'Please Note' section. The 'Register' section follows, with the text 'If your company or business entity is already registered, please login here if you would like to do the following:' and a bulleted list: 'Manage your employee's David Jones contractor safety inductions' and 'Manage your employee records'. A 'Register' button is located below the list. The 'Login' section follows, with the text 'If your company is already registered, login here if you want to:' and a bulleted list: 'Book training for your employees', 'Check your employee records', and 'Administer your employee's David Jones work cards'. A 'Login' button is located below the list. On the left side of the page, there is a small sidebar with the text 'app8 change server' and '24-Oct-2016 09:12'.

Step 1

Please go to <http://www.contractor.davidjones.com.au> and click on "Register Now/Login" in the top menu bar.

Once on the home page for the David Jones Contractor Management System, click "Login."

The screenshot shows the login page of the David Jones Contractor Management System. The page is titled 'Login' in large blue font. Below the title is the instruction 'Enter your username and password to login now.' There are two input fields: 'Username:' and 'Password:'. Below the input fields is a 'Login' button. At the bottom of the page, there are two links: 'Request a new login for your company: [New User Account](#)' and 'Request new password for your login: [Forgotten Password](#)'.

Step 2

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

To use this portal your company must satisfy the David Jones Compliance Requirements.

To meet this standard please complete the following steps:

- Complete a Company Profile questionnaire.
- Purchase the relevant Compliance Subscription.
- Upload specified Insurances and Licences.
- Possibly undertake a Safety Management System review.

Click this button to apply for a subscription and commence the Company Profile questionnaire. Once the process has been started you can save it and come back to continue it at any time.

Apply

Suspend your subscription if:

- You no longer work for David Jones and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

Step 3

Complete the Company Profile questions by answering a series of Yes/No and multiple choice questions. The system will categorise your company based on your responses.

When answering the question about the type of work your company performs on a David Jones site, please specify the work your direct employees perform only. If you engage sub-contractors to perform work on your behalf and this work requires a license, you should not put these types of work on your profile. It is your responsibility as a head contractor to ensure your sub-contractors have the correct licenses to perform the work.

If you are a subcontractor, you will still need to register your company and induct your employees. When completing your registration please select “No” to invoicing David Jones direct.


When answering the question on which state/s you are registered for Workers Compensation Insurance, you will only need to specify the states that you have a Workers Compensation insurance policy for, as you will be prompted to provide a policy for each state you select.

PURCHASING YOUR SUBSCRIPTION

Done

You have successfully completed the Company Profile and can proceed to the next step.

- You may now purchase your Subscription for the following compliance category.
- This will allow you to upload Insurances and Licences and to maintain the currency of your compliance records.




Compliance Subscription	
Type:	Category 2 4801
Duration:	1 Year
Expires:	23 Oct 17
Cost:	

Click the **add to cart** button to purchase this subscription.

Add to Cart

Back




Shopping Cart
Total Cost: <i>empty</i>

Step 1

Once you have completed the Company Profile questionnaire you will be redirected to purchase your subscription. The cost of your subscription will depend on the category you are assigned.

Select "Add to Cart."

 **Review Shopping Cart**

Company:	
User:	
Total:	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Company Compliance Subscription						David Jones Company Compliance Subscription from 23 Oct 2016 to 23 Oct 2017.	remove
Total:								including GST of	

Back **Proceed to Checkout**

Step 2

Review the subscription details. then select "Proceed to Checkout."

Checkout Shopping Cart

Company:
 User:
 Total:

PURCHASE

Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

Card Number: **CURRENTLY OPERATING IN TEST MODE**
 Card Type: **These auto populated credit card values should produce a successful payment**
 Card Expiry:
 Card CVV:
 Cardholder Name:

Step 3

Enter your payment details and select “Continue.”

Checkout Shopping Cart

Company:
 User:

Purchase Successful

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
		CREDIT_CARD	<input type="button" value="Download"/>

Step 4

Select “Continue” to proceed to the Uploads section.

UPLOADING COMPANY DOCUMENTS

UPLOADING COMPANY DOCUMENTS

Insurances * Denotes Mandatory Field

1.1 * Sole Trader - Personal Accident, Injury and Sickness Insurance Policy (160657)

*  Insurance.Workers Compensation.Personal Accident, Injury & Sickness
Please upload your Personal Accident, Injury and Sickness Insurance Policy


Please upload a single file

Step 1

You are now required to provide any Insurances and Licenses needed to perform your duties on a David Jones site.

If you have existing Insurances/Licenses, the system will recognise these and you will not be required to upload them again.

For any new Insurances/Licenses that we have not previously collected, you must upload them by clicking "Upload."

 **Verified doc**

The file you upload here is classified as a **Verified doc**, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the company** shown above
- it must contain **start and end dates** which need to be entered in the fields below

If any requirement is not met, the upload and Company Compliance Subscription will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description:
Requirement:

File to Upload: * no file selected *Browse to select file for upload*

Name: * *Friendly name for this file after upload*

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

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

Insurance Details

Insurer: *Insurer's name*

Policy Number:

Item: *Description of this insurance*

Amount:	Amount	
<input type="text"/>	<input type="text"/>	<i>Up to 3 separate insured amounts in this insurance policy can be named and detailed here. The total amount will be automatically calculated.</i>
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Total:		<input type="text" value="0"/>

Conditions: *Conditions specified in the policy*

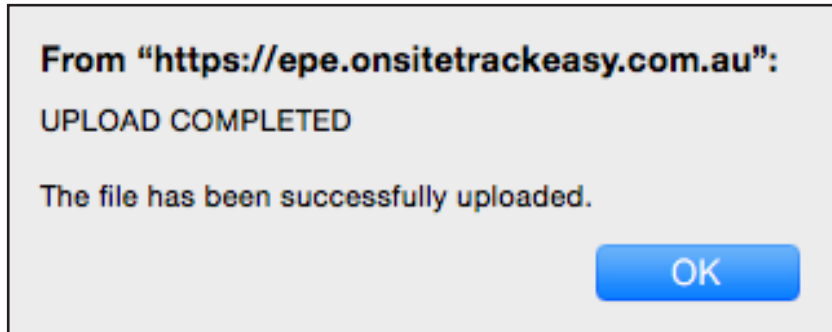
Comment: *Any comment you for the person who will process this upload*

Status:

Step 2

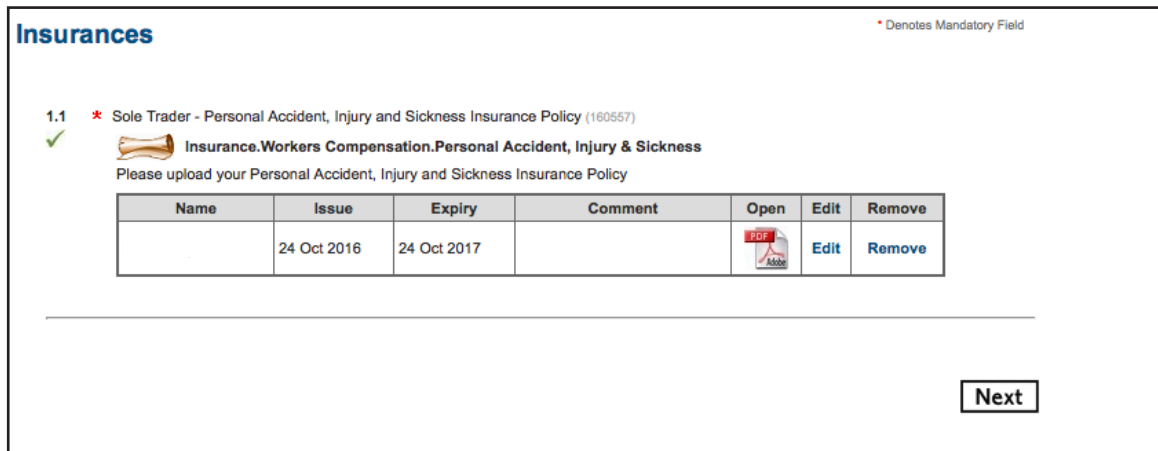
Select "Choose File" to upload the document you are prompted for. Enter the start date, expiry date and all details, then select "Upload."

Please Note: All information must match the details in the document you are uploading.



Step 3

Click "OK" when the upload completion message displays.



Step 4

Once you have uploaded all of the requested files, select "Next."

Done

You have successfully completed the **Uploads** and can proceed to the next step.

- You may now submit your Uploads for validation.
- Once submitted you will be able to continue with the SMS Review.

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

Submit

Back

Step 5

To submit your uploads select "Submit."

COMPLETING THE SAFETY MANAGEMENT SYSTEM REVIEW

Safety Management System Review * Denotes Mandatory Field

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

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

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

Are you ready to start the SMS Review? (160568)

Yes

Next

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

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

Step 1

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

Done

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

- You may now submit your SMS Review for assessment.

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

Back

Step 2

Once you have completed the SMS Review, select "Submit."

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



For questions or assistance please call 1300 651 989
or email djssafetycompliance@pegasus.net.au