



ProjectConnect
fast access to project opportunities

How to register your company for a Supplier Directory

➤ Turn on your computer. To begin using the internet, click on either

○ The Internet Explorer icon



○ Or the Mozilla Firefox icon



➤ The internet browser should open to a default homepage.

➤ To access the ProjectConnect website type www.projectconnect.com.au into the address bar at the top of the browser.

➤ The screen below should appear

The screenshot shows the ProjectConnect website homepage. The header features the ProjectConnect logo and navigation links: OPPORTUNITIES, SUPPLIER DIRECTORIES, YOUR COMPANY PROFILE, ADVERTISE, and CONTACT. A banner on the right highlights the 'INDUSTRY CAPABILITY NETWORK' with a network of 24 offices. The main content area is titled 'Link Buyers and Suppliers at the Click of a Button' and includes a brief description of the service. Below this, there are sections for 'Current Opportunities' (listing various projects like Prominent Hill Copper Gold Project), 'Industry Directories' (listing various industry directories), and 'Latest News' (listing recent articles). A sidebar on the right contains advertisements for 'Cochrane Services', 'Web Design', and 'The Authority On Australian Industry Capability Network'. The footer includes a 'Newsletter' subscription form and a 'Top Stories / Articles' section.





➡ Click on “Supplier Directories” in the menu bar as shown below



➡ You will be then taken to a page which displays the different supplier directories. These enable suppliers to register their details and buyers to search for supplier industry specific capabilities.





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- You can register for a certain directory by clicking on the “Register” link. Also note that there is an information button which directs you to a page which gives an overview of each directory. In this example we will be registering for the Australian Metal Fabrication Directory.

PROSPECT
Showcases Western Australia's dynamic resources sector

Supplier Directories
The Supplier Directories will enable Suppliers to register their details and Buyers to search for supplier industry specific capabilities. The Steel Fabrication Capability Directory has been listed and other industry specific directories are under development.

Please select the directory of interest below:

Click to search directory	List your company	Directory Description
Australian Metal Fabrication Directory	Register	Australian Metals Fabrication Directory is to provide project owners and their engineers access to the latest information on Australian companies fabricating metal products for use on major projects.
Pilbara Business Capability Register*	Register	The prime purpose of cPilbara is to provide project owners, engineers, tenders and suppliers, based outside of the Pilbara, information on capable regional companies that can provide competitive goods and services.
Kimberley Business Capability Register*	Register	The prime purpose of KimberleyBiz is to provide project owners, engineers, tenders and suppliers, based outside of the Kimberley, information on capable regional companies that can provide competitive goods and services.
WA - ICT Industry Capability Directory	Register	The Western Australian ICT Industry Capability Directory is the 'one stop shop' for potential buyers to find all their ICT and digital creative needs.
Australian SKA Industry Capability Directory	Register	Australia is competing with southern Africa to attract the \$2.45 billion international, Square Kilometre Array (SKA) radio astronomy project to the Mid West region of Western Australia. If successful, this project will deliver the world's largest radio telescope and supercomputers to Australia.

Click here to register

Information button

Industry Capability Network



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- After clicking “Register” you will be brought to the overview page of the directory. Click on “List Your Company Directory” or the “Register” button to continue with registration.



- The next page you are taken to is a preview page. This enables you to see what supplier industry specific capabilities you can register your company for i.e. the services/products your company can supply. In order to continue you will need to click the “Register Interest” link in the top right hand corner.





➡ Also on the preview page, some items may have an information button - - following the title. Hovering your pointer over this will give you more information about this item, as below

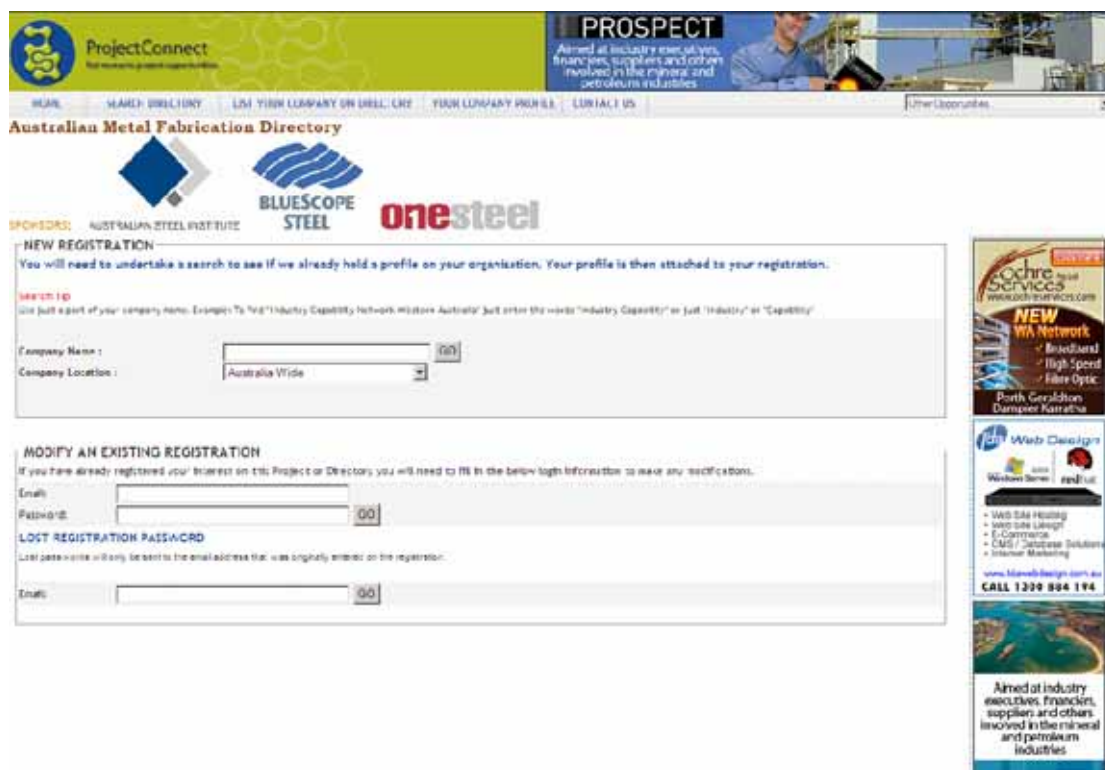
Engineering Design - Cut Sourced	<input type="checkbox"/>
Site Installation / Erection	<input type="checkbox"/>
Steel Tracing eg. Bar code system, RFID, etc.	<input type="checkbox"/>
Designated Painting Facility	<input type="checkbox"/>
Designated Powder Coating Facility	<input type="checkbox"/>
Designated Sand Blasting Facility	<input type="checkbox"/>
Designated Galvanising Facility	<input type="checkbox"/>
Size of Galvanising Baths (L x W x D)	<input type="checkbox"/>
Hardfacing	<input type="checkbox"/>
Robotic Hard Facing	<input type="checkbox"/>
Heat Treatment - Hardening & Tempering	<input type="checkbox"/>
Heat Treatment - Stress Relieving	<input type="checkbox"/>
Heat Treatment - Annealing	<input type="checkbox"/>
Heat Treatment - Carburising	<input type="checkbox"/>
Heat Treatment Capacity of Furnace - Length in mm	<input type="checkbox"/>

➡ **NOTE: Before you can register interest in any supplier directory you will need to find and attach your company profile. The following page enables you to do so**

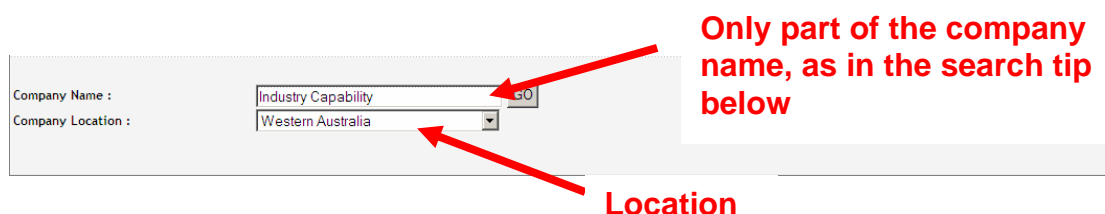




- You will be taken to the page below; at this point we need to ensure your company has a profile.



- Enter your company name in the textbox, you should also choose your company location to refine the search. Then click “Go”. For example we will use the profile of Industry Capability Network Western Australia. To search for it we will just enter “Industry Capability” into the “Company:” textbox. And use “WA” as the company location.

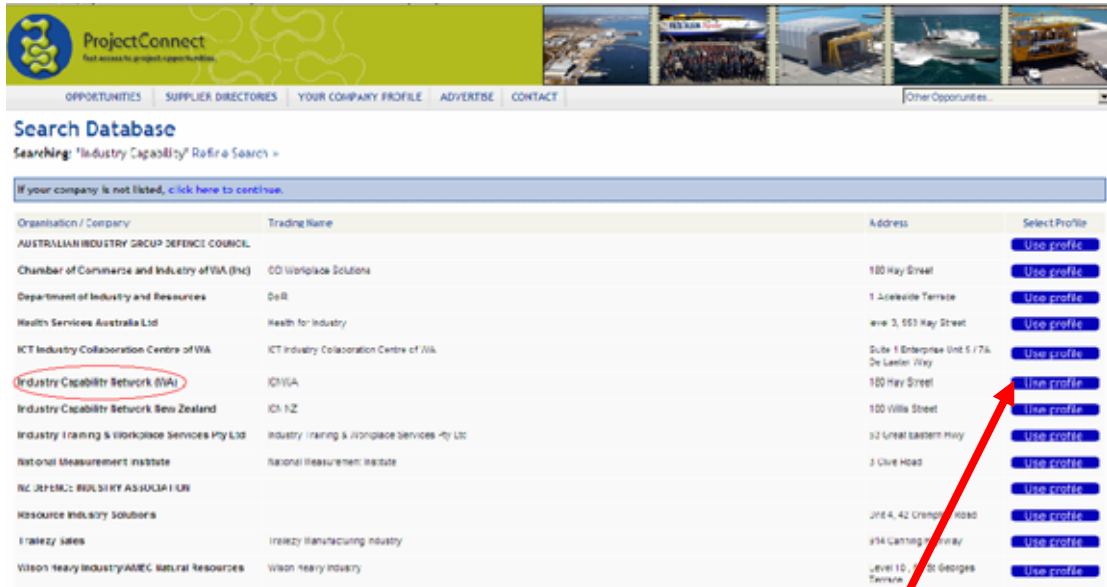


- **Search Tip** – Use just part of your company name. E.g. To find “Industry Capability Network Western Australia” just enter the words “Industry Capability” or just “Industry” or “Capability”.
- **NOTE:** If you do not have a profile you are advised create one – please refer to **“How to create a profile in ProjectConnect”**.





- After clicking the “Go” button, you are shown a screen with multiple search results. This is due to other companies having either “Industry” or “Capability” in their company names.



Alternatively [Click here to use your profile](#)

[\[Terms and Conditions Of Use \]](#)

- The company is circled in red above. To attach it, click on the “use profile” button.
- **NOTE:** If your company is not listed, you may need to go back and re-enter your company name in the “Search Company Profiles” page again using a different combination of your company name. Alternatively, use the link “If your company is not listed, click here to continue” – this will give you the option of either continuing your registration without using a full company profile or creating a full company profile first, then completing your registration.
- If you found your company profile and clicked the “use profile” button, you will be brought back to the project opportunities list. You must then fill out the information fields which can be found above the list. You will need to supply a contact name, position, email address and a password, as below. Please make note of this password.

Contact : -

Position : -

Email : -

Password: - To make changes at a later date, please enter a password.

Please note your password





➡ Next, chose which products/services that your company is able to supply.

(1) QUALITY, STANDARDS AND SAFETY		
QA Certification		<input checked="" type="checkbox"/>
(2) FABRICATION ACTIVITIES/SPECIALITIES		
Structural Steel - AS 4100		<input type="checkbox"/>
Plate - AS 4100		<input type="checkbox"/>
Mechanical Equipment - AS 3990		<input checked="" type="checkbox"/>
Pressure Vessels - AS 1210		<input checked="" type="checkbox"/>
Pressure Vessels - ASME		<input type="checkbox"/>
Pressure Vessels - API		<input type="checkbox"/>
Pipe Spooling - AS 4041		<input type="checkbox"/>

Tick appropriate boxes

➡ Once you have ticked all the necessary boxes, you will then need to tick the box to agree to the terms at the bottom of the page, and then click the "Submit Interest" button.

Conditions of Registration

In proceeding with this registration you acknowledge you have read and agree to the Terms and Conditions of Use for this website. You also agree that in submitting your registration there is no obligation on the part of any organisation or person to contact you to determine if your organisation is capable of supplying the products or services you have registered against.

Agree to the above terms

Submit Interest

Agree to terms

Submit interest

➡ When you have submitted your interest, you will be taken to a confirmation page. On this page you are given a number of options:

Registration Confirmation

The information below shows what data will be made available to the public. Press EDIT if you wish to make any changes. If the information is correct press PUBLISH. Pressing PUBLISH completes the registration process and provides access to the below information by the public. Press CANCEL if you wish to delete your registration.



Section 1

Optional / Additional Listing Information

ProjectConnect offers you additional / option information on your listing. Please tick the additional information you would like to display on your listing.

- Contact Details (Persons who completed the registration)
- Major Plant, Equipment and Facilities
- Major Contracts
- Export Information

Section 2

Below is a preview of what your listing will look like based on your registration and information selected.

Listing Preview

ORGANISATION INFORMATION

Last Modified: 29/7/2008

Company Name : Industry Capability Network (INC)
 Trading Name : INCWA
 Phone : 081657604 Fax : 081657480
 Company Email : info@incwa.com.au Website : www.incwa.org.au
 Street address : 100 Hwy Street City / Town : EAST PERTH
 Location : WA Post Code : 6005

Section 3

Permanent Personnel (Australia) ?
 Quality Control Systems : In House

Overview of Activities & Services provided:

Industry Capability Network Western Australia (INCWA) provides a local supplier identification service for designers, specifiers and procurement officers who are interested in improving their supply chains by identifying globally competent like Australia provided goods and services. By matching specific procurement requirements against specific supplier Capability INCWA is able to provide clients with qualified information on suppliers that demonstrates the availability and competitiveness of local industry. text

Local Export :

International Export :

Capabilities Last Modified: 1/8/2008

CAPABILITIES	ADDITIONAL INFORMATION
QA Certification	
QAC QTY Cutting	
QAC Beam Profile Cutting	
Maximum Load-out Width less than 3M	



- ➡ In Section 1 there are 4 options:
 - *Print* – Use this to print off your registration confirmation, this is advised for future reference.
 - *Publish* – This activates your registration on the directory. Be sure that all details are correct before publishing.
 - *Edit* – This allows you to return and change any details for your registration.
 - *Cancel* – This will cancel your registration.

- ➡ In Section 2 there are 4 options:
 - Ticking the Contact Details box will enable your contact details to be seen on your company information within the directory.
 - Ticking the Major Plant, Equipment and Facilities box will enable all details regarding these to be seen on your company information within the directory.
 - Ticking the Major Contracts box will enable all your major contracts to be seen on your company information within the directory.
 - Ticking the Export Information box will enable all details of any exports your company has made to be seen on your company information within the directory.

- ➡ Section 3 is a preview of what your listing will look like on the Supplier Directory, if you are not satisfied, click the Edit button and change what you feel is necessary.

- ➡ When you are satisfied with the information you supplied, click the Publish button and your company information will be listed on the Supplier Directory.