



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



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

Note: If you are already logged into your account on ProjectConnect, please log off first before trying to register for a directory.

➤ The screen below will appear. Click on the applicable directory in the "Supplier Directories" menu, or click on the Directories tab to see the directory list page and select the directory you are interest in.

The screenshot shows the ProjectConnect website interface. At the top, there is a navigation bar with the ProjectConnect logo and the tagline "fast access to project opportunities". The main navigation menu includes "Project Opportunities", "Supplier Directories", "Register your company", "Account Login", "Advertise", "Help", and "Other Opportunities...". The "Supplier Directories" menu is expanded, showing a list of directories: "Australian Metal Fabrication Directory", "Pillara Business Capability Register", "Kimberley Business Capability Register", "Western Australian ICT Industry Capability Directory", and "Australia - New Zealand SKA Industry Capability Directory". A red box highlights this menu, and a red arrow points to the "Western Australian ICT Industry Capability Directory" option. Below the navigation bar, there is a "Link Buyers" section with a "of a Button" and a "Select the directory here or here" prompt. A red circle highlights the "Directories" tab in the "Current Opportunities" section. Below this, there is a "Directories" section with a list of directories: "Australia - New Zealand SKA Industry Capability Directory", "Australian Metal Fabrication Directory", "Kimberley Business Capability Register", "Pillara Business Capability Register", and "Western Australian ICT Industry Capability Directory". A red circle highlights this list, and a red arrow points to the "Australian Metal Fabrication Directory" option. The "Australian Metal Fabrication Directory" section is also highlighted with a red box and contains the text: "The Australian Metals Fabrication Directory profiles Australia's leading companies fabricating and supplying products to projects made from aluminum, steel or alloys." Below this section are logos for "HWE MAINTENANCE SERVICE", "Weldtronics", and "PRESS CONSTRUCTION GROUP LTD". On the right side of the page, there are advertisements for "Land Surveys" and "Web Design".



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- 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 industry directory 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.

Directory Preview

If you would like to register for any of the items below please click the register interest icon to the right.

icons provide additional information on packages, tenderers or the successful supplier. Hover your mouse over to view information.

icons indicate a group of items. Click on the positive sign and a group of items to register against will become available. Click the minus sign to hide the items.

REFERENCE	CAPABILITIES	Preview page only
	(1) RECENT CERTIFIED MATERIALS EXPERIENCE	
	Carbon Steel	<input type="checkbox"/>
	Boiler Plate	<input type="checkbox"/>
	Stainless Steel	<input type="checkbox"/>
	Duplex	<input type="checkbox"/>
	Clad Plate	<input type="checkbox"/>
	Chrome Moly	<input type="checkbox"/>
	Titanium	<input type="checkbox"/>
	Inconel	<input type="checkbox"/>
	Zirconium	<input type="checkbox"/>
	Aluminium	<input type="checkbox"/>

Click here to register

REGISTER INTEREST

Directory specific capabilities





Note: Also on the preview page, some items may have an information button - - following the title. Hover your pointer over to see more information about this item, as below.

Mig Welding		
GMAW	Information button	
Tig Welding		
WMAW		
SMAW	Tungsten Inert Gas (TIG)	Information pop-up
FCAW		
SAW		

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 COMPANY PROFILES

Company: **Enter company name**

Company location: **Choose 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 the search results.

The screenshot shows the ProjectConnect search results page. At the top, there is a navigation bar with links: HOME, SEARCH DIRECTORY, LIST YOUR COMPANY ON DIRECTORY, YOUR COMPANY PROFILE, CONTACT US, and Other Opportunities... The main heading is "Search Database" with a search term of "projectconnect". Below this is a table with the following data:

Organisation / Company	Trading Name	Address	Location	Select Profile
ProjectConnect	ProjectConnect	100 Ilay Street	WA	Use profile

Annotations on the screenshot include:

- A red arrow pointing to the "Use profile" button with the text "Click here to use your profile".
- A red arrow pointing to the "Use profile" button with the text "Alternatively, click here to create a new profile".



- **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 and an email address, as below.
- Next, chose which products/services that your company is able to supply.

REGISTER YOUR INTEREST

Project Name : Australian Metal Fabrication Directory

ORGANISATION INFORMATION [[edit company profile](#)]

Company Name : Project Connect Phone : 93657604
 Street Address : 180 Hay Street Email : projectconnect@cciaa.com
 City / Town : East Perth Website : www.projectconnect.com.au
 Post / Zip Code : 6004

[Change company](#)

Contact :
 Position :
 Email :

Goods & Services required for this project.

📘 icons provide additional information on packages, tenderers or the successful supplier. Hover your mouse over to view information.
 ➕ icons indicate a group of items. Click on the positive sign and a group of items to register against will become available. Click the minus sign to hide the items.

📌 - Required / Mandatory field

REFERENCE	CAPABILITIES	Check boxes to Register
(1)	RECENT CERTIFIED MATERIALS EXPERIENCE	
	Carbon Steel	<input type="checkbox"/>
	Boiler Plate	<input type="checkbox"/>
	Stainless Steel	<input type="checkbox"/>
	Duplex	<input type="checkbox"/>
	Clad Plate	<input type="checkbox"/>
	Chrome Moly	<input type="checkbox"/>
	Titanium	<input type="checkbox"/>
	Inconel	<input type="checkbox"/>
	Zirconium	<input type="checkbox"/>
	Aluminium	<input type="checkbox"/>
(1)	QUALITY, STANDARDS AND SAFETY	
	QA Certification	<input type="checkbox"/>

Fill in these fields

Select the products/service your company can supply

- 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 organization or person to contact you to determine if your organisation is capable of supplying the products or services you have registered against.

I agree to the above terms

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.

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

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: 22/4/2010

Company Name : ProjectConnect
Trading Name : ProjectConnect
Phone : 0893657604 **Fax :** 0893657550
Company Email : projectconnect@cciwa.com **Website :** www.projectconnect.com.au
Street Address : 180 Hay Street **City / Town :** East Perth
Location: WA **Post Code :** 6004

Permanent Personnel (Australia) : 1

Quality Control Systems : N/A

Overview of Activities & Services provided:

ProjectConnect provides project developers and their engineers with their own unique categorised electronic library of suppliers. ProjectConnect is an innovative and easy to use tool to communicate supply opportunities to industry. ProjectConnect is environmentally friendly as it alleviates the need for suppliers to provide printed marketing material to project buyers. Every week Australian projects, worth billions of dollars, and thousands of suppliers benefit from using ProjectConnect.

International Export :

Capabilities Last Modified: 5/5/2010

CAPABILITIES	ADDITIONAL INFORMATION
Carbon Steel	
Boiler Plate	
Stainless Steel	

3

- 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.