



TIPS TO GET THE BEST RESULTS FROM YOUR ORGANISATION'S PROFILE

Supplier profiles sit at the heart of the ProjectConnect system.

Your profile is used when:

- You register interest on project supply opportunities.
- You list your organisation on industry directories.
- Project buyers and other organisations that subscribe to Business Search Packages 1 or 2 utilise the system's search engines to find suppliers.

To maximise the chance of buyers connecting with your organisation we have identified a number of areas on your profile where it may be beneficial for you to amend your existing data.

FOR ACCOUNT CONTROLLERS

Only the ProjectConnect Account Controller can edit an organisation's profile.



To update your profile enter www.projectconnect.com.au into your web browser.

Click on "Account Login" and enter your user name and password

Click on "Edit Company Profile" in the "Company Account" menu to open the Profile Update form.

For assistance, refer to the HELP menu guideline "How to Login to Your Company Account"



Organisation Information

1. Consider a generic email address for your company email.

Unless you are the owner/operator of a business consider using a generic email address as your company email, that will remain current, rather than an individual's that contains their name (e.g david.kobelke@cciwa.com). Unlike business phone numbers, personalised email addresses are quickly made redundant if an individual leaves your organisation.

The most common generic addresses start with info@; sales@; admin@; mail@; solutions@; corporate@; reception@; contact@ and enquire@.

Set up your email system to automatically forward generic business emails to appropriate staff that will quickly respond to incoming communications.

2. If you have one, enter your website address

Of the thousands of supplier profiles stored on ProjectConnect 74% have websites. ProjectConnect is, therefore, structured to encourage buyers to visit a supplier's website to obtain additional information on their products, services and corporate history.

3 Postal Address

If you have a different postal address to your street location, use it on your profile.



Organisation Contacts

4 List your organisation's key contact personnel and titles.

List your key contact personnel and their titles on the profile. This can provide buyers with some insight on the depth and experience within your organisation. Buyers can also identify and contact the most appropriate person in your organisation to obtain the assistance they require.

To add or edit your profile's contacts, click on the **ACCOUNT USERS** link which is on the profile. (See below pictures).

NATURE OF BUSINESS

Primary Business Activity in Australia or New Zealand:

Primary Industry Sector:

Does your organisation develop or manufacture products, services or solutions, or perform research in Australia or New Zealand?

Are you a business which can demonstrate it has genuine representation of Indigenous community interests either as Indigenous ownership and/or Indigenous employees?

ORGANISATION CONTACTS 4 CLICK

Currently you have added 5 organisation contacts. Please use the **ACCOUNT USERS** menu item to add, edit or delete your company's contacts.

Name	Position	Phone	Mobile	Email
Mr Linus O'Brien	Director	93657629		linusobrien.icn@cciwa.com
Mr Brian Sweeney	Consultant			briansweeney.icn@cciwa.com
Mr Chris Pretorius	Consultant			chrispretorius.icn@cciwa.com
Ms Danielle D'Souza	Industry Services Coordinator	08 93657623		danielledsouza.icn@cciwa.com
Mrs Paula du Plessis	Consultant			pauladuplessis.icn@cciwa.com

EMPLOYEE DETAILS

Current Number of Employees. (Average for the last 12 months)

Employment Type	Australia / NZ	International
Total Permanent Personnel :	<input type="text" value="6"/>	<input type="text" value="0"/>
Total Contract Personnel :	<input type="text" value="0"/>	<input type="text" value="0"/>

Annual Turnover:

Quality Control Systems:

(Please include expiry date for each Quality certificate)

This link will open the below Account Users management system where you can add, manage and delete your profile's contacts.

To add a new contact, click on the "Add a New Contact" icon.

Add a new contact Click to add a new contact

Organisation Contacts

Name (First/Last)	Position	Email Address	Mobile	Last Login	Email Login Details	Registration Access	Show Contact on Profile	Access Details	Delete Contact
Mr David Kobelke	Manager	icn@cciwa.com	0419946300	6/7/2009		✓	0x	Edit Access	Delete
Mrs Paula duPlessis	Consultant	pauladuplessis.icn@cciwa.com		9/6/2009		✓	0x	Edit Access	Delete
Mr Brian Sweeney	Consultant	briansweeney.icn@cciwa.com		5/12/2008		✗	0x	Edit Access	Delete
Mr Chris Pretorius	Consultant	chrispretorius.icn@cciwa.com		9/8/2009		✗	✗	Edit Access	Delete
Ms Danielle D'Souza	Industry Services Coordinator	danielledsouza.icn@cciwa.com		Never		✗	0x	Edit Access	Delete
Mr Linus O'Brien	Director	linusobrien.icn@cciwa.com		21/1/2009		✗	0x	Edit Access	Delete



The below "Add User" entry form will appear.

Fill in all the forms contacts details. The form is already preset to:

- **Yes** - Display the new contact on the company profile.
- **No** - Do not provide them account access

If you leave these settings, the new contact will be displayed on your company profile. However, they will not have access to your account's search engines, news or registrations. *(Please refer to the helpdesk guideline "MANAGE ACCOUNT USERS" on how to provide account access to other users in your organisation.)*

Once all the required information has been entered press the [Add Contact](#) button. You will be taken back to the account users management page. The new settings and details for the new contact will be displayed.

To **DELETE** an exiting contact press the Delete icon and click the OK button on the pop up window that will appear.



Company Account My Research Searching Registrations Directories News Help Logout

Account Users

Dear Profile Controller,

You have the ability to provide personnel in your organisation with limited access to this management account. These personnel have the same level of access as you, EXCEPT, they cannot edit your organisation's profile or assign account access. Only you have access to these two functions.

You can only assign account access to personnel that are listed on your organisation's profile. To assign account access, click on the Edit Access button, set the Registration Access to YES and Press Update. A green tick ✓ will be placed next to personnel that have been assigned account access. To send these users their login details just click on the Email Login icon.

Add a new contact

You are about to delete this contact permanently off your organisations profile. Do you wish to proceed?

OK Cancel

Name (First/Last)	Position	Email	Phone	Mobile	Registration Date	Access	Show Contact on Profile	Access Details	Delete Contact
Mr David Kobeka	Manager	ion@ccwva.com	0419948300	07/2009		✓	ON	Edit Access	Delete
Mrs Paula duPlessis	Consultant	pauldulplessis.ion@ccwva.com		8/8/2005		✓	ON	Edit Access	Delete
Mr Brian Sweeney	Consultant	briansweeney.ion@ccwva.com		5/12/2008		✗	ON	Edit Access	Delete
Mr Chris Pretorius	Consultant	chrispretorius.ion@ccwva.com		9/8/2009		✗	ON	Edit Access	Delete
Mrs Danielle D'Souza	Industry Services Coordinator	danielledsouza.ion@ccwva.com		over		✗	ON	Edit Access	Delete
Mr Linus O'Brien	Director	linusobrien.ion@ccwva.com		21/11/2009		✗	ON	Edit Access	Delete
Mr Neil David		ion@ccwva.com		over		✗	ON	Edit Access	Delete

Scope of Activities / Services Provided

5 Give buyers a good first impression.

Just by pointing at your organisations name, buyers immediately see the information you have entered on your profile's *Scope of Activities / Services Provided*. In this way, buyers can quickly run down a list of suppliers reading just a short description of what each one has to offer.

YOUR PROFILE

EMPLOYEE DETAILS

Current Number of Employees. (Average for the last 12 months)

Employment Type	Australia / NZ	International
Total Permanent Personnel :	30	0
Total Contract Personnel :	3	0

Annual Turnover: 2 - 10 Million

Quality Control Systems: AS/NZS ISO2001:2000

5 Scope of Activities / Service provided: (requires a short description that best describes your business in Australia or New Zealand; approx 50 words).

Press Construction Group is a versatile and multi-disciplined fabrication and installation engineering construction contractor. Principally we offer fabrication and installation services in all materials ranging from general carbon steel to very specialist high-nickel alloys.

290 Characters remaining

Critical Information ←

WHAT BUYERS SEE



Displaying Results: 0 - 4 of 4 Companies found. Results found in: 2 second(s)

Company Name	Trading Name	Location	State	Profile	Select
Duffbourne Pty Ltd	Gladstone Pressure Welders	Gladstone	Queensland		<input type="checkbox"/>
G&Y Press and Die	G&Y Press and Die	JANDAKOT	Western Australia		<input type="checkbox"/>
L & A Pressure Welding Pty Ltd		Revesby	New South Wales		<input type="checkbox"/>
Press Construction Group Pty Ltd	Press Construction Group Pty Ltd	KWINANA	Western Australia		<input type="checkbox"/>

Select All Functions

CLICK on icon to open full company profile
 - Project coordination, management and supervision - Tested welding procedures to AS4041, AS1210, AS3992, B31:3, ASMI-DX and AS1554 SP - Multiple welding techniques GTAW, GMAW, MMAW & FCAW - Pipe and structural drafting - Boilermaking - Fitting - Machining - Pipe fabrication, welding, site installation and commissioning

CLICK on icon to open full company profile
 Press Construction Group is a versatile and multi-disciplined fabrication and installation engineering construction contractor. Principally we offer fabrication and installation services in all materials ranging from general carbon steel to very specialist high-nickel alloys.

This first impression of what your organisation does is vital if you want buyers to take the next step and open your complete company profile.

Your profile's Scope of Activities / Services Provided information is your lead-in sales pitch. It needs to be succinct, relevant, interesting, engaging. If you were a customer - what would you think of the description you see? Would it make you want to know more?

Products and Services

6 Ensure your profile contains a high quality list of products that contain your keyword descriptors.

There is a section on your profile where you are asked to provide a list of your products and services. See below.

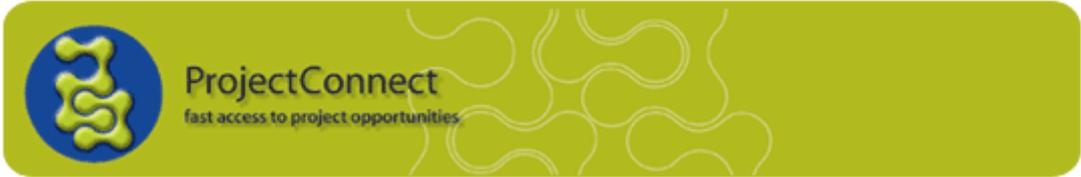
PRODUCTS AND SERVICES 6

Currently you have added 4 products/services

Remove

<input type="checkbox"/> Australian Industry Participation	<input type="checkbox"/> We manufacture this item in Australia	<input type="checkbox"/> We export this item from Australia
<input type="checkbox"/> Australian supplier identification	<input type="checkbox"/> We manufacture this item in Australia	<input type="checkbox"/> We export this item from Australia
<input type="checkbox"/> Supply Chains	<input type="checkbox"/> We manufacture this item in Australia	<input type="checkbox"/> We export this item from Australia
<input type="checkbox"/> Procurement	<input type="checkbox"/> We manufacture this item in Australia	<input type="checkbox"/> We export this item from Australia

All projects that use ProjectConnect and organisations that subscribe to Business Search Package 2 are able to search ProjectConnect's complete supplier database that contains thousands of supplier profiles.



One of the search engines they use allows them to find products and services that have been entered on supplier profiles.

In the below example a buyer is searching for suppliers that have listed a product on their profile that contains both the words "API" and "PUMP".

The image shows a screenshot of an 'Advanced Search' form. The form has several input fields for company details: Company Name, Trading Name, Street Address, City/Town, Location, Post Code (with 'From' and 'To' sub-fields), Annual Turnover, Scope of Activities & Services, Total Perm. Personnel (with a 'less than' dropdown), International Export, and a note about multiple countries separated by commas. The 'Products' field is highlighted with a red box and contains the text 'api {AND} pump'. Below this field are 'AND' and 'OR' buttons. At the bottom of the form, there are radio buttons for 'AND' (selected) and 'OR', a 'help?' link, and a 'Search Company Profiles >' button.



When this example was undertaken the system found 13 suppliers.

EXAMPLE OF SEARCH RESULTS

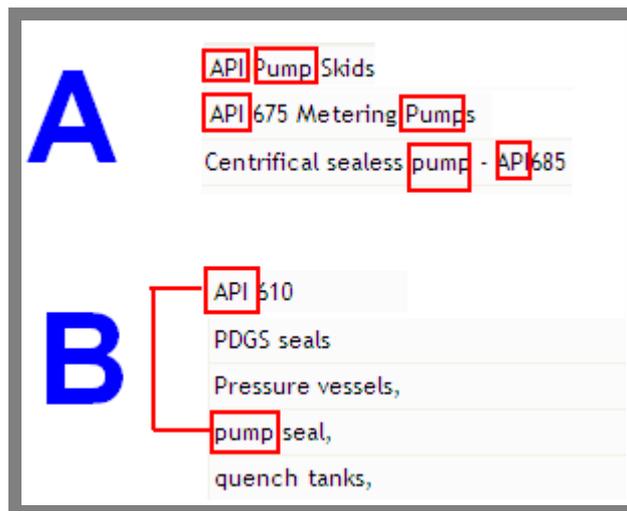
Displaying Results: 0 - 13 of 13 Companies found.				
			Sort By : Modified Date (Newest - Oldest)	Results per page 50
Company Name	State	Mod Date	Print	Select
Australian Fluid Handling	VIC	16/7/2009		<input type="checkbox"/>
Petree Pty Ltd	NSW	15/7/2009		<input type="checkbox"/>
Dynapumps	WA	30/6/2009		<input type="checkbox"/>
EagleBurgmann Australia Pty. Ltd.	WA			<input type="checkbox"/>
National Oilwell Varco	WA			<input type="checkbox"/>
Ruhrpump Australia Pty Ltd	VIC			<input type="checkbox"/>

CLICK on icon to open full company profile
 We design and build pumping equipment to suit all industry sectors and specialise in Oil & Gas, mining and wastewater applications. Fire pump packages to AS2941 and NFPA20. Pump skids to API674,675,610 and 676 as standard. We have our own vacuum division and manufacture our own range of turbine pumps under the FLO-MAX banner.

The system found these suppliers because they had entered products on their profiles that contained both the word AIP and Pump.

As shown in the below picture,

- A. It did not matter what order the two words "AIP" or "Pump" were in or if they were separated by other text.
- B. It also did not matter if one word was contained in one listed product and the other word in another product.



If you want buyers to find your organisation, ensure your profile contains a high quality list of products that contain your keyword descriptors.



Past Major Contracts & Installations (Reference Work)

7 Understand the importance of providing information on your past contracts.

PAST MAJOR CONTRACTS & INSTALLATIONS (REFERENCE WORK) NEW 7

Please provide information on past contracts. Your reference contracts should relate to the goods and services project buyers have listed on ProjectConnect and your company has expressed an interest in supplying, either as a full package or second tier supplier

All fields must be completed for each entry

Currently you have added 2 referral contracts

Remove contract

Project name: Project Sector:

Project location: Year of supply: Contract value:

Product supplied: Buyers name (Company):

Remove contract

Project name: Project Sector:

Project location: Year of supply: Contract value:

Product supplied: Buyers name (Company):

All projects that use ProjectConnect and organisations that subscribe to Business Search Package 2 are able to search for suppliers that have entered reference contracts on their profiles.

This is a very useful search engine that allows potential buyers to quickly identify suppliers that have a track record of supplying within an industry sector like gold, coal, power or LNG, or have supplied to a project that may be similar to the one they are tendering or working on.

In the below example a buyer is using the search engine to find companies that have supplied directly or indirectly to the Boddington Gold Project. 74 Boddington Gold supplier reference contracts were identified. If the Pluto LNG project was entered 126 would have been identified, etc.

Enter your keywords to find suppliers

Supplier Location:

Project Sector:

Supply Location:

Products:

Project Name: ← 74

Contract Value:

Buyers name (Company):

For multiple products type your product then press the criteria button



In the below example the buyer has searched for companies that have supplied projects 'logistics' or 'freight' services. 40 supplier reference contracts were identified.

SEARCH ENGINE

Enter your keywords to find suppliers

Supplier Location: --> Project Sector: answer...

Company Name: Project Name:

Supply Location: answer... Contract Value: answer...

40 → Products: logistics (OR) freight

Buyers name (Company):

For multiple products type your product then press the criteria button

EXAMPLE OF SEARCH RESULTS

Suppliers Past Contracts (Reference Work)

Displaying Results: 0 - 40 of 40 Companies found. Sort By: Company Name (A-Z) Results per page: 50

Company Name	Supplier Location	Product Supplied	Project Name	Project Location	Project Sector	Year of supply	Contract Value	Buyers Name	Print	Select
Deugro Projects Australia Pty Ltd	WA	Freight Forwarding & Logistics Services	Project Westwind - Meridian Energy	New Zealand	3. Power - Wind	2008	5.510 million to \$50 million	David Green / Meridian Energy		<input type="checkbox"/>
Good's Wilson Pty Ltd	WA	International Logistics	CSR Plant	QLD	1. Building - Commercial / Industrial	2008	1.550 million	Deugro is a project freight forwarder specialising in international project and industrial related transportation/logistics, long-term contract and over-stand/heavy-lift transportation. Originally of German descent, we have three local Australian offices (Perth, Melbourne, Brisbane) along with over 45 fully owned and operated offices around the world. Proven history and current involvement with most global EPCs on mining, oil and gas, LNG, chemical and power projects around the world.		<input type="checkbox"/>
Toll Holdings (trading as Toll Energy Logistics)	WA	Transport and Logistics Services	Pluto LNG plant	WA	4. LNG	2009	4.52 million			<input type="checkbox"/>
Asea Pacific Group Pty Ltd	QLD	Food Service, Life support, Logistics, Construction	US Military	Kuwait	1. Defence (Major Equipment)	2008	6.350 million to \$100 million			<input type="checkbox"/>
KJM Contractors Pty Ltd	SA	Transport and Logistics	Prominent hill mine	Australia	Copper	2010	4.32 million			<input type="checkbox"/>
SDV Australia Pty Ltd	WA	Project logistics, forwardin and management	Kupe Gas Devel	New Zealand	4. Gas, Condensate, Oil Production	2009	5.510 million to \$50 million			<input type="checkbox"/>
Indirect Tax Consulting Pty Ltd	WA	EPBS and tariff/ logistics advice	Vanadium processing plant	WA	Vanadium	2008	7. Over \$100 million	Australian Vanadium producer		<input type="checkbox"/>
Staneac Pty Ltd	WA	Bullermakers / Coded welders / Supervisors / Mobile engineering trucks / Project logistics	Camp 123 Construction - CP Mining	WA	Iron Ore	2009	3.550,000 to \$2 million	VDM Group Ltd		<input type="checkbox"/>
Ontraq Haulage	WA	Transport Logistics	SRM - Sleeper Project	WA	2. Rail	2008	2.5100,000 to \$500,000	SRM		<input type="checkbox"/>
Mannar Oil and Gas International	WA	Specialised Personnel,Procurement and Logistics	SPT Project	Singapore	4. Gas Pipeline	2006	3.5500,000 to \$2 million	Exxon Mobil/Foster Wheeler		<input type="checkbox"/>
The Underwater Centre Fremantle	WA	Marine vessels, logistics services, helicopter	Impex Marell Is Environmental Survey	WA	1. Ships & Boats	2007	5.510 million to \$50 million	Impex WA		<input type="checkbox"/>
Northline	WA	Domestic transport and logistics	1.4 billion LNG plant	NT	4. LNG	2005	4.52 million to \$10 million	Mark Larson		<input type="checkbox"/>
Trans Global Projects Pty Ltd	WA	Project Forwarding and Logistics	Pluto LNG	WA	4. LNG	2007	6.550 million to \$100 million	Foster Wheeler		<input type="checkbox"/>

The above are just very basic examples of the ability of this unique and powerful search engines to quickly bring buyers up to speed on those-who in a specific supply chain.

If you don't have any reference contracts listed on your company profile you will not found by this ProjectConnect search engine.



Account Controller Information

8 Check your contact details are correct.

Check that your Account Controller details at the bottom of the profile are correct.

Use your own email address so we can communicate with you.

ACCOUNT CONTROLLER INFORMATION

First and Last Name **8**

Employment Position **8**

Profile Email (Username): **8**
This email address will be used to resend your password for your company profile if required.

Password: **9**

9. Don't lose your data

If you are making significant changes to your profile press the **Update Profile** button occasionally to save your work.