

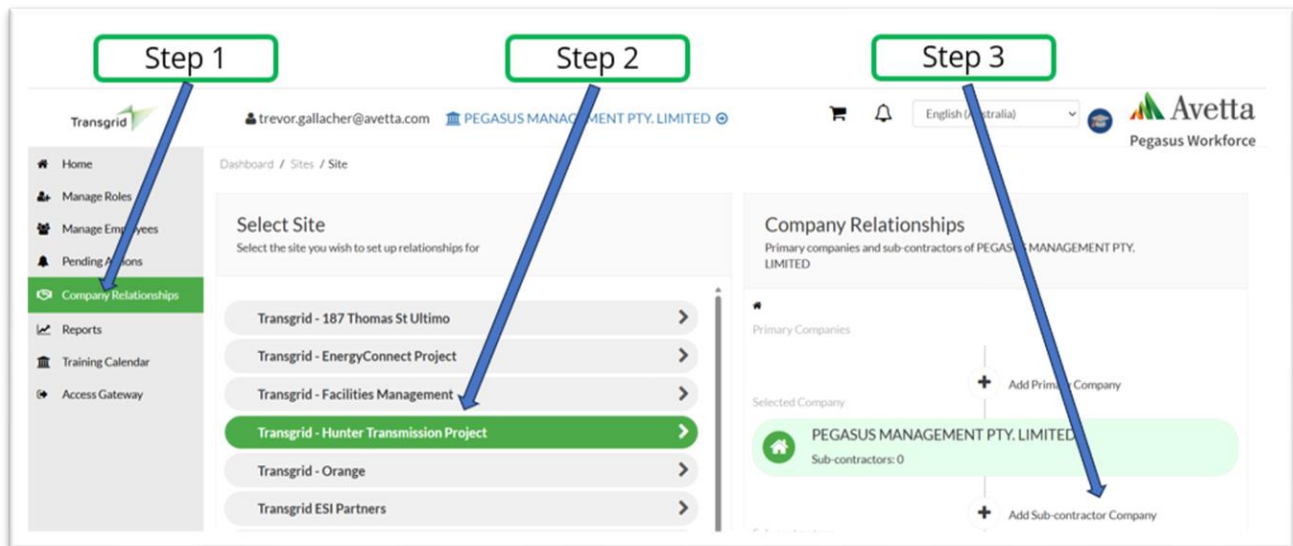
Pegasus Workforce – New Company Invite via Company Relationships for Transgrid

This guide explains how a Principal Contractor working for **Transgrid** can invite a **subcontractor** into Pegasus Workforce using **Company Relationships**, without the new company registering first in Avetta Connect.

Linking sub-contractors enables scheduling of a Subcontractor Worker Role Matrix report to monitor subcontractor compliance.

Begin by logging in to Pegasus Workforce Supplier Portal

1. Select **Company Relationships**
2. Select the **Transgrid site** where you work with the subcontractor.
3. Select **Add Sub-contractor Company**



4. Search Australia by country of operation and search by ABN
This search will identify company names that are associated with this ABN from the Australian Business Register
5. If your subcontracting company is **In System**, select **Add Sub-contractor Company**
The connection will now been created
6. If your subcontracting company is **Not in System**, select **Invite**, then type in additional details required, including contact person full name, email address and phone number and click **Create Company**

Pegasus creates the company record and emails the contact a link so they can complete setup and review the relationship. After the invite is sent, the new company will appear in your **Company Relationships** view once they have completed their basic setup.

Add Sub-contractor Company

Please select the company's country of operation:

Australia

ABN (Australian Business Number):

Don't know your ABN? [Find it here](#)

Please enter the ABN of your business (without spaces) and click 'Search'

19 622 755 774

Search

Registered Entity Name: Transgrid

ABN: 19622755774

TransGrid

Contact: Transgrid Training

Status: **In System**

Electricity Transmission Ministerial Holding Corporation

Status: **Not in System**

Step 4

Step 5

OR

Step 6

Add Sub-contractor Company

Invite

Company Relationships

Primary companies and sub-contractors of PEGASUS MANAGEMENT PTY.LIMITED

Primary Companies

Selected Company

PEGASUS MANAGEMENT PTY.LIMITED

Sub-contractors: 1

sub-contractors

TransGrid

Sub-contractors: 0

Step 5 continued

Company Information

TransGrid

ABN: 19 622 755 774

Contact

Contact name: Transgrid Training (training@transgrid.com.au)

Select arrow to left and Type message here

Characters count: of 300

Send Message

In your message include instructions of roles required for planned work activities for the sub-contractor.

Note: A relationship can be deactivated by selecting 

Request reports to monitor sub-contractor compliance

Send a request to wsat@transgrid.com.au to schedule the Subcontractor Worker Role Matrix report on a cadence that suits your requirements.

Instruction for the invited Subcontracting company

1. **Open the invitation email**
 - Look for an email from Pegasus/Avetta about a **company relationship** linked to work for **Transgrid**.
 - Click the link in the email.
2. **Create login and confirm details**
 - Follow the prompts to:
 - Create a login / set a password.
 - Confirm basic company information and contact details.
3. **Access the Supplier Portal**
 - Log in to the **Pegasus Workforce Supplier Portal**.
 - If prompted, choose your company.
4. **Review the relationship**
 - Go to **Company Relationships**.
 - Check the relationship to the inviting company (e.g. marked as a **sub-contractor**) and the **Transgrid site** it applies to.
5. **Register your workers**
 - Locate your project on the WSAT website
https://pages.avetta.com/transgridcontractors_find_my_project.html
 - You need only complete **Stage 2: Register your Workers** stage for the project you are working on.

Supplier Support Contacts

If suppliers need help during setup or after receiving the invitation, they can use the contacts below:

Email - energy@avetta.com

Phone - 1300 208 498

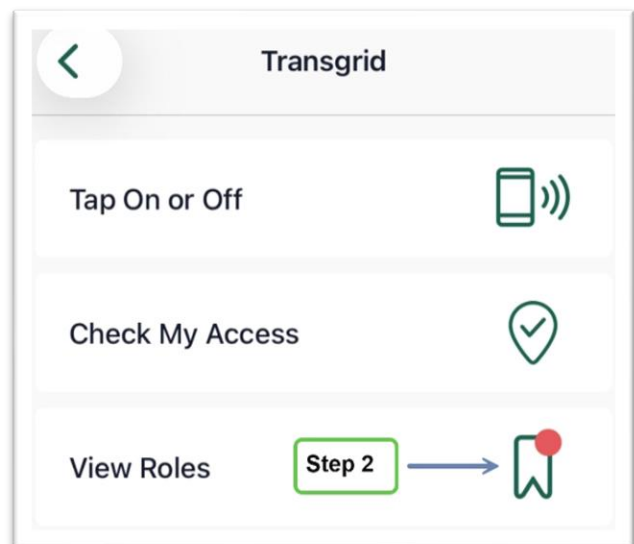
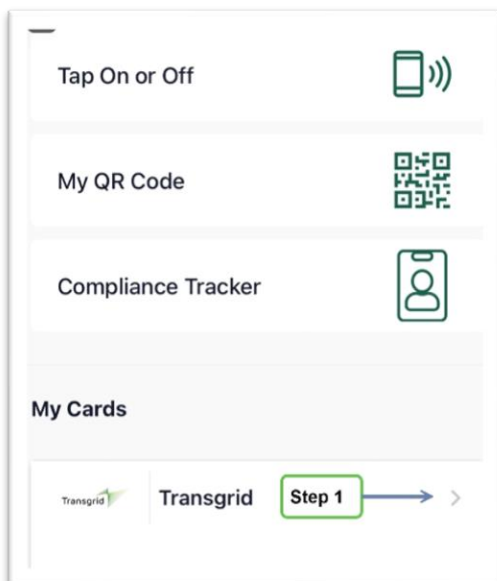
Viewing a workers PSSR or Environmental Authorisation Roles in Avetta Workforce Application

Begin by having the worker open the Pegasus Workforce Application on their device.

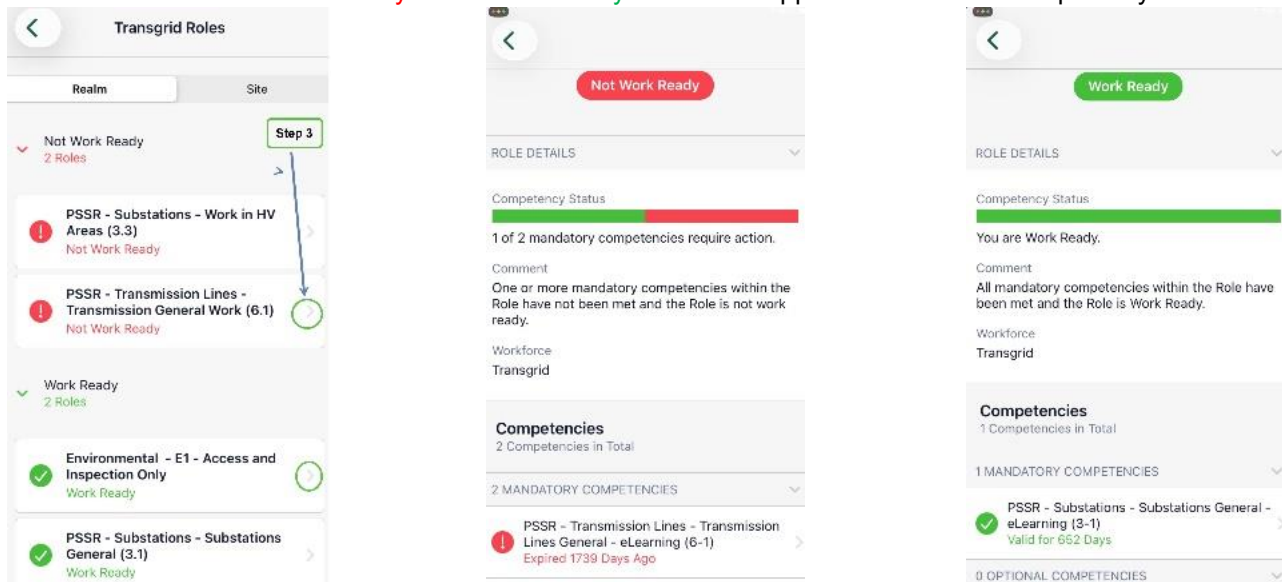
If they do not have the Application on their device, they should ask their Avetta Administrator for support or contact Avetta Support - 1300 208 498. More information on the Avetta Workforce App can found [here](#).



1. Select **Transgrid**
2. Select **View Roles**



3. You can view 'Not Work Ready' and 'Work Ready' roles. The app will show which competency is Not Work Ready



4. What to do if a PSSR role is Not Work Ready.

- If a training competency is missing – **Worker cannot undertake work activity.** The worker needs to contact their Avetta Administrator and complete the required training.
- If only a document is missing, for example, Whitecard, CPR or LV Release and Rescue
 - Option 1 – The worker has evidence of current competence on site - the site manager verifies the document, and the worker can load the evidence against their role using the Avetta Workforce App. Once Site Manager has verified that this is complete – **Worker can proceed to work on site.**
 - Option 2 – The worker does not have evidence of current competence – **Worker cannot undertake work activity.** The worker needs to contact their Avetta Administrator and rectify missing evidence.