



Yara Pilbara Supplier Process Flow



Quick Reference
Guide



Knowledge grows



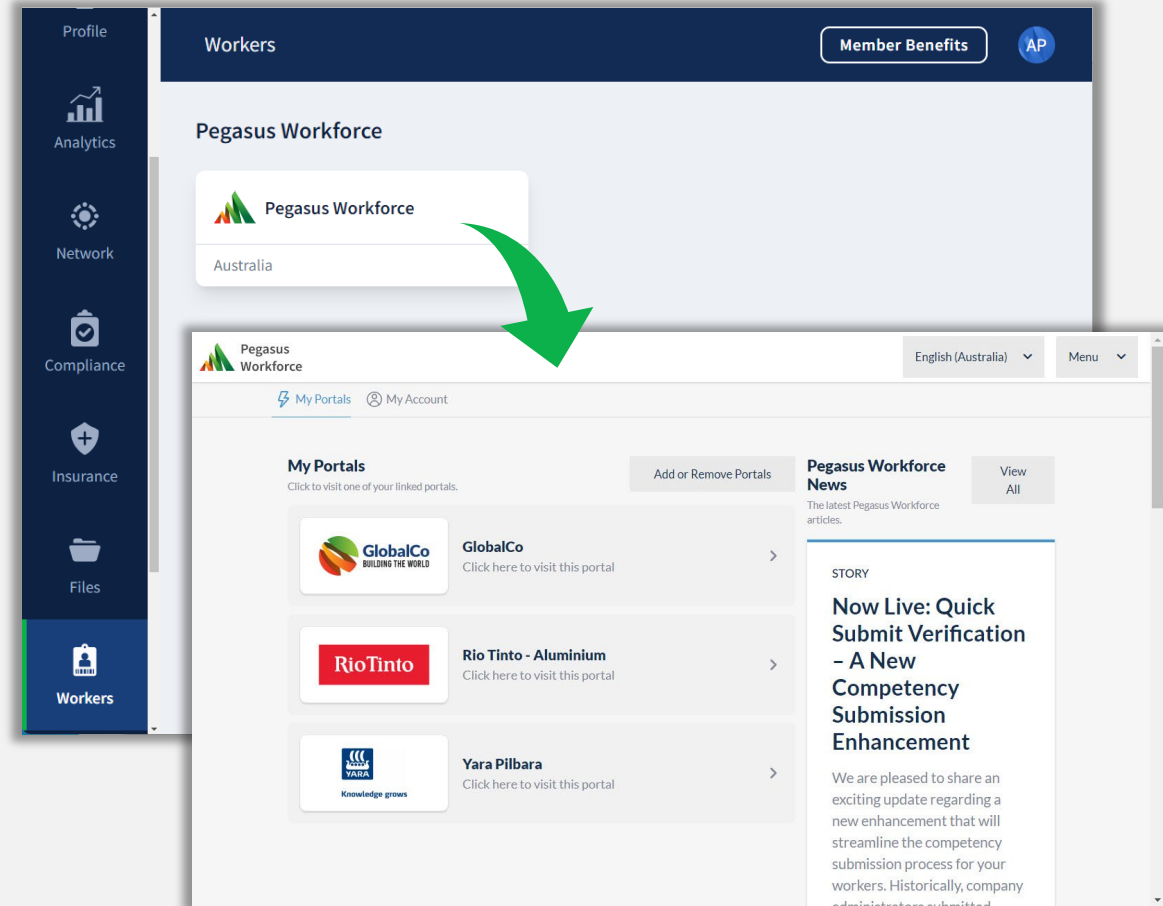
Overview

This Quick Reference Guide outlines the steps a supplier will be required to complete to manage their workers in the Workforce Management Supplier Portal.

Access to the Workforce Management Portal is through Avetta Connect.

Supplier Administrators will launch access to the Workforce Management Portal from the Workers Module inside Avetta Connect.

From there, launching Pegasus Workforce will create a new browser tab and administrators can then view all Supplier Portals they are linked to.





Supplier Portal Worker Process

This workflow outlines the process a Supplier will follow to add a worker and then process them through the supplier portal.

1

Register & Subscribe

Register a new worker in the Supplier portal.

Pay Subscription for worker to proceed

2

Add Sites and Roles

Each worker requires Minimum 1 x Site Role and 1 x Trade/Task Role relevant to work locations and job tasks.

3

Complete Role Requirements

Documentation is needed against those Roles, questions answered & Training enrolments triggered.

4

Complete Training

Worker sent training enrolments. Inductions and Site training form part of site access. Worker is required to complete all.

5

Worker Valid

When all requirements met, worker will be allowed site access. Extra Roles can now be added.

Note: while step 4 is a requirement of all new workers starting with Yara Pilbara. Workers that have completed all required online training courses, will not be re-enrolled into courses when adding a role that includes the same training.



Viewing Existing Workers in the Supplier Portal



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Viewing a Worker

- In the supplier portal, viewing a worker is completed under Manage Employees
- Here you can see the full list of your workers
- You can see extended statuses for every worker:
 - No Subscription
 - Subscribed
 - Expiring Subscription
 - Expired
- A valid Subscription is required to apply for Roles and to view a Workers Competency Data
- Note Do NOT ADD new employees here, add them under Manage Roles for the correct pageflow.

YARA Knowledge grows

Access Gateway Pegasus Management Pty. Limited

Dashboard / Employees / Manage Employees

Employees

Select an employee to view

Search


ADD NEW EMPLOYEE +

	Bishop, Alex	Subscribed
	Bishop, Alysse	Expiring Subscription
	Blackmore, Joe	Expired
	Branson, Thomas	Subscribed
	Brennan, Dara	Expired
	Brown, Karlee	No Subscription

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Viewing a Worker

- To review a Workers information, click on their name from the list
- Administrators can edit a workers details (except for Names & DOB) by using the *edit* tool 

1

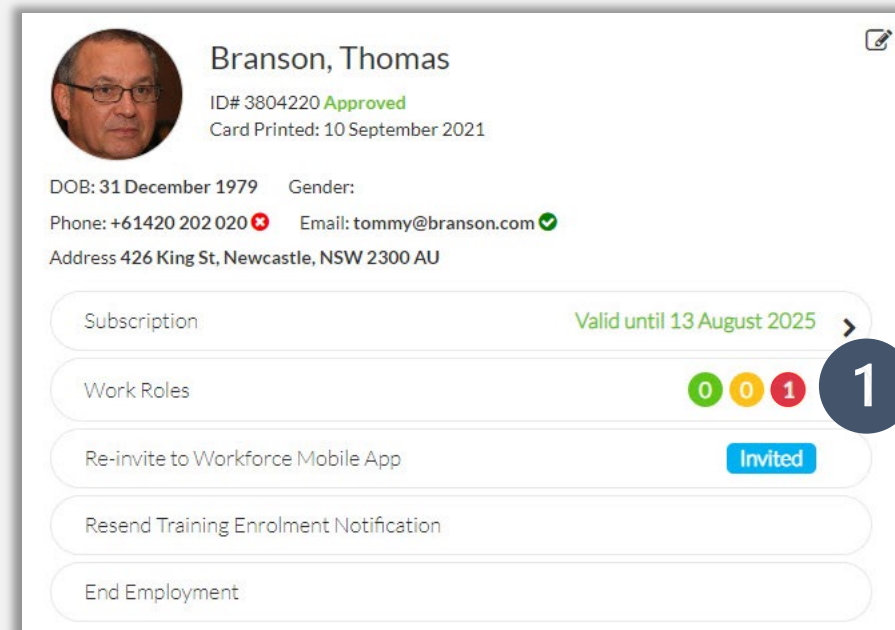
- View their current Role status:
 - Green = Complete Roles
 - Amber = Expiring/Working Towards
 - Red = Expired Roles


2

- Clicking the *number* will open the Role status. You can quickly see the status of the Role



3

- You can then explore and see what might need attention. You **CAN NOT** edit roles from here. This must be completed under **MANAGE ROLES**.



Branson, Thomas 

ID# 3804220 **Approved**
Card Printed: 10 September 2021

DOB: 31 December 1979 Gender:
Phone: +61420 202 020  Email: tommy@branson.com 
Address 426 King St, Newcastle, NSW 2300 AU

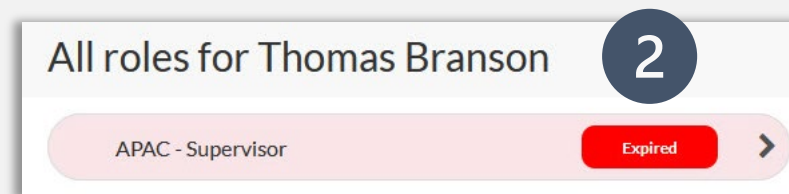
Subscription Valid until 13 August 2025 >

Work Roles **0 0 1** **1**

Re-invite to Workforce Mobile App **Invited**

Resend Training Enrolment Notification

End Employment



All roles for Thomas Branson **2**

APAC - Supervisor **Expired** >



Driver.Govt Licence/Authority.AUS Drivers **Expiring Soon** >
Licence Expires: 30 June 2023

Electrical.Course.Arc Flash Awareness **Valid** >
Expires: 01 August 2023

Electrical.Trained.Lockout/T... **Rejected** >
Expires: 26 October 2023
The competency has been rejected and requires action

Electrical.Govt Licence/Authority.Electrical Contractor **Rejected** > **3**



Adding a New Worker in the Supplier Portal



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Adding a Worker

- Start from Manage Roles
- Click *Add New Employee*
- Upload a Passport style photo in JPG format, adjust to fit frame and click *Done*
- Once complete, move to enter workers personal details & contact number
- Ensure that Email address is unique
- Preferably Workers personal email address.
- This is required for notifications of expiring items, login for Learning Management System and Site Broadcast Notifications
- Email is checked to see if unique
- *Agree to End User Service Agreement*, then *Save & Close*

Person

Photo Upload *

Please supply a recent and genuine profile image of the worker.

Note: Image must be a JPEG no more than 5MB in size.

Business Rules

Done ✓

First Name * First Name

Middle Name Middle Name



Back to Manage Employees SAVE


Personal Details

Create a new employee

Note: Image must be a JPEG no more than 5MB in size.

Business Rules

Upload  Crop 

DOB * 02 February 1949 

Phone * 0420202020

Email * MichelleMasters@trial.net.au

Locale No preference

Find Address

Search for the address or supply it manually below

Find Address Address

Back to Manage Employees SAVE & CLOSE

Email * webinartraining@pegasus.net.au

This email already exists, please use another

Agree to End User Service Agreement

Back to Manage Employees SAVE & CLOSE

If email exists, contact yarapilbara@pegasus.net.au or Call 1300 175 307 and our team can start associating this worker to your company.



Adding a Worker

- After pressing Save & Close, you will be asked to pay for a Worker Subscription. You can opt to not pay now for this worker and add others. You can then pay in bulk later.
- Pay for worker subscription to then manage Roles for that worker.
- An email invoice will be sent to you.
- *Note: Only workers you wish to attend sites require a subscription. Where possible, only add those workers necessary for site access, if they do not currently exist.*

Contractor

To the extent that the materials I've submitted to Avetta contain any personal data (including sensitive personal data), I acknowledge and confirm that I have provided all necessary notices and obtained all necessary consents from the respective data subjects. I have also satisfied other requirements under applicable data protection laws, including the requirements to:

- transfer the personal data to Avetta, and
- permit Avetta to process personal data in various jurisdictions (including certain third-party processors) to provide the subscriber services.

For more information, please see Section 15 of the End User Service Agreement.

[Back to List Employees](#) [SAVE & CLOSE](#)

Added to cart

The employee does not have a valid card subscription


[PAY NOW](#)

The Card will be processed based on a valid photo. The issuing of a card does not mean the worker can attend site. The worker must also meet Site Requirements for Roles and Access Control

Employees Selected

These are the employees you will action

Search

 Melissa Runners
[Select](#) [ADDED TO CART](#)

[CHECKOUT](#)

Shopping Cart

Item No.	Item	Quantity	Price/unit	Total
CAR007	Card Purchase	1	\$85.00 AUD	\$85.00 AUD
CAR007	Registration, Subscription, Card for Melissa Runners.	1	\$85.00 AUD	✖ Remove
Subtotal:			\$85.00 AUD	
GST (10%):			\$8.50 AUD	
Total:			\$93.50 AUD	

[Credit Card ⓘ](#) [PayPal](#) [Checkout \\$](#)



Adding a Role to a Worker

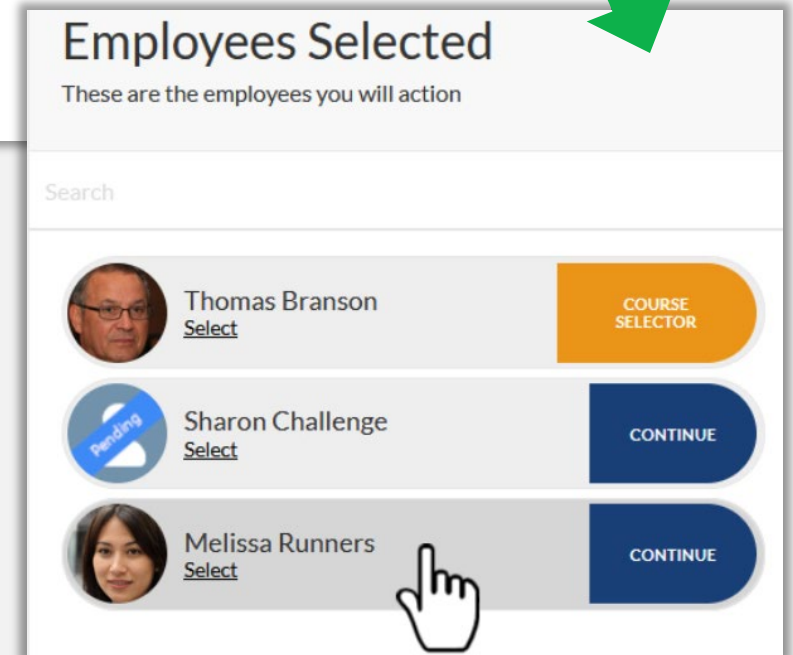
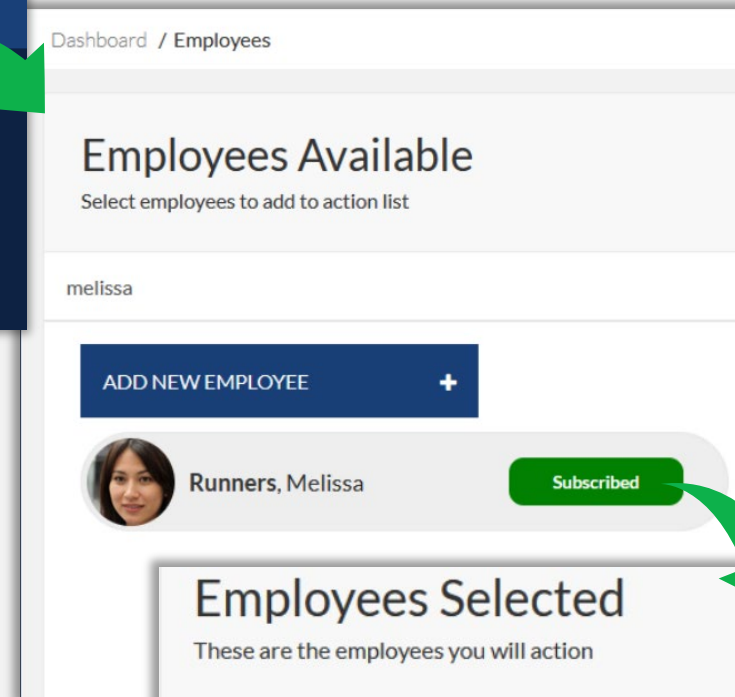
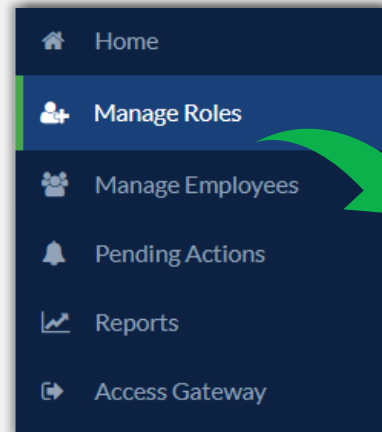


Knowledge grows



Manage Roles

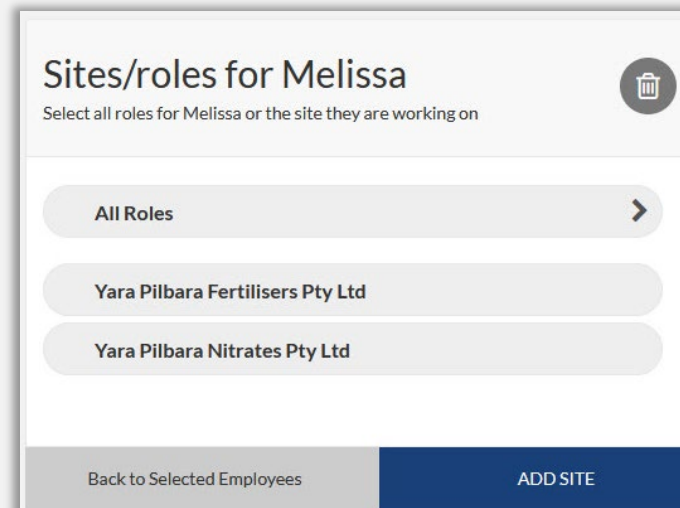
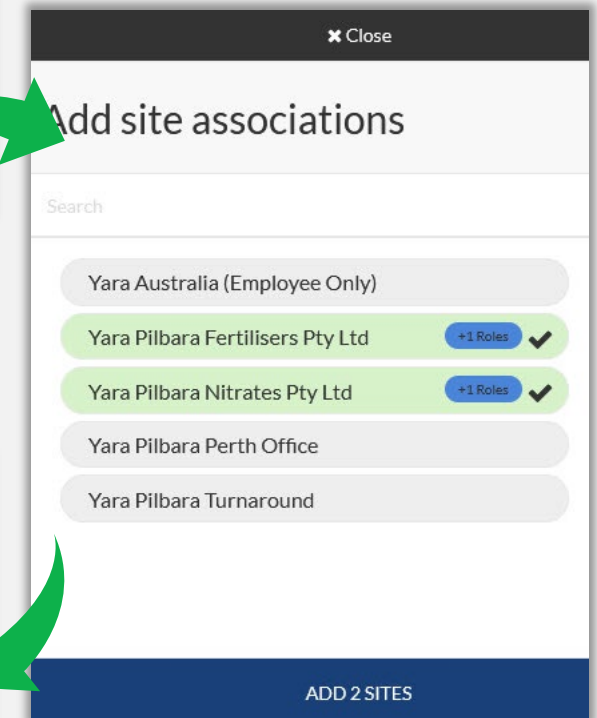
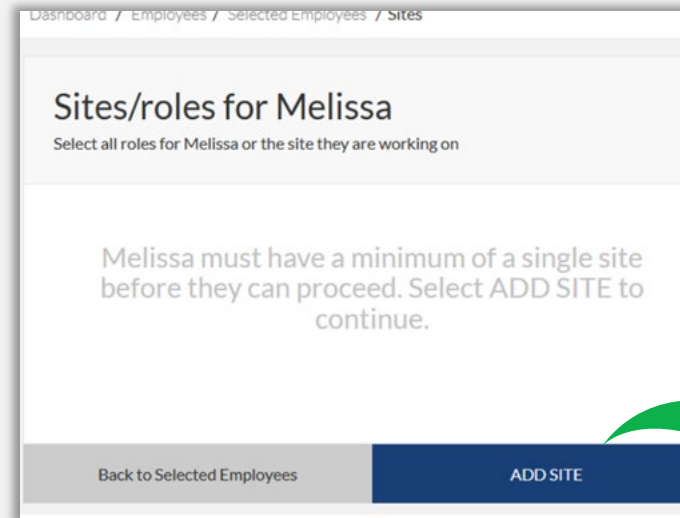
- Click on *Manage Roles*
- *Search/Click* on the relevant Worker
- Ensure they have a valid Subscription. If not subscribed, you will be taken to shopping cart to purchase one.
- Click on *Worker* to Select
- They will appear in right-hand menu. Click on *Continue* to progress





Adding Sites

- Click on *Add Site*
- *Select Site(s)* from the list available. Only select Sites your worker will attend. Contract workers shall use the Yara Pilbara Fertilisers and Yara Pilbara Nitrates sites only.
- Multiple Sites can be selected at once
- Worker will now be associated to those sites
- Can use the recycle button to remove a site if accessed by mistake, or wish to remove association
- *Note: Some sites will automatically apply a Mandatory Role to the worker(+1Roles)*
- *Note: Do not delete added site roles, as these are a requirement for working at those sites.*



Adding Roles

- Minimum requirements for all workers:
1 x Site Role
1 x Primary Working Role matching job at site.
- It is critical that this primary Working role is added as it contains Permit to Work related training. Worker will not be able to complete work on site without this Role.
- Click *All Roles* to now add additional Roles
- Can add multiple Roles at once
- *Note that roles are NOT APPLIED at this time, they still in a pending state until submitted (see page 20)*
- *Depending upon the Site Selected a mandatory role might already be added to your Role list to manage*
- Once Roles are selected and added, depending upon any existing competencies, the Role Status will show. In this example there are multiple issues, so every Role is not compliant
- *Click on desired role to start uploading evidence/book training/answer questions.*

Close

Add New Roles

Search

- Administrator / Consultant - Office Based Only ✓
- Ammonia Pipeline Corridor Access
- Boiler Maker/Welders
- Bus Driver
- CSE Watchers
- Carpenter
- Cleaner
- Concreter
- Consultant - Office Based ONLY
- Controlled Waste Truck Driver
- Crane Operators - Non - Slewing Mobile Crane
- Crane Operators - Slewing Mobile Crane <100...

ADD 2 ROLES

Competencies for Melissa Runners

Role Crane Operators - Non - Slewing Mobile Crane

MANDATORY

- External.Licence.EXT077 HR Drivers Licence Unfilled
- External.Qualified.EXT034 Non Slewing Mobile Crane Unfilled
- External.Qualified.EXT037 - Rigging Advanced Unfilled
- Yara.eLearning.ELE009 Yara Dragger PAC7000 Gas Detector Unfilled
- Yara.eLearning.ELE010 Yara Dragger x-AM5000 Gas Detector Unfilled

All roles for Melissa Runners

Mandatory training has not been completed, mandatory competencies not supplied, have expired or have been returned for action

- Crane Operators - Non - Slewing Mobile Crane Not Compliant
- Base Role Contractor Working At YPF Site Not Compliant
- Administrator / Consultant - Office Based Only Awaiting Submission



Adding Competencies against Roles



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Adding Competencies

- Click on the *first competency* item.
- Multiple options could appear:
 - File Uploads
 - Online/Classroom Training Enrolment
 - Questions
- For file uploads, they stay in the portal for this worker in the Document Library. Library files can be re-used when applying Roles to save re-uploading. PDF files are uploaded so you can view each individual item in that PDF. Select the valid page(s) required for this competency.
- Use the Business Rules link for all competencies to check you are uploading relevant items. Incorrect files will be rejected and will cause delays.
- When ready, press *Save & Submit* to send this file upload to the Verification Team.

The image shows a multi-step process for adding competencies. At the top, a panel titled "Competencies for Melissa Runners" lists several items, including "External.Licence.EXT077 HR Drivers Licence" and "External.Qualified.EXT034 Non Slewing Mobile Crane". A green arrow points from the first item to a "Document Library" window. This window shows a grid of document thumbnails, including a "Medical Report" and an "ACMI PLANT OPERATOR VOC Register". A red box highlights a "Driver's Licence" document. Below the document library, a form titled "Extra information required:" contains fields for "Group" (Driver.Govt Licence/Authority.HC Class), "Issue Date" (29 March 2023), and "Expiry Date" (30 November 2023). A "Comments" field is also present. At the bottom, a "Save & Submit" button is highlighted with a green arrow, and a "Select 1 document" button is visible in the bottom right corner.








Adding Competencies

- Work through each Role Competency and supply evidence, answer question or book into training. You can enrol worker into Training or upload evidence if they have completed the course previously.
- Each time you press *Save & Submit*, This evidence is sent to the verification team to process. It will then have a status of *Pending*. As items are reviewed and verified, you will see that status change in the Supplier Portal for that competency/item.
- Other Statuses are:
 - Unfilled
 - Pending
 - Expiring Soon
 - Valid
 - Rejected
- *Hover over any item to see context specific information*

Competencies for Melissa Runners

Role Crane Operators - Non - Slewing Mobile Crane

 Yara.eLearning.ELE013 Yara Permit Worker	Unfilled	>
 Yara.eLearning.ELE02 Conservation	The competency is expiring within 30 days	
 External.Licence.EXT077 HR Drivers Licence Expires: 30 November 2023	Expiring Soon	>
 External.Qualified.EXT034 Non Slewing Mobile Crane	Pending	>
 External.Qualified.EXT037 - Rigging Advanced Expires: 28 February 2024	Valid	>

Competency


External.Qualified.EXT034 Non Slewing Mobile Crane

Locked for verification

Business Rules

Select evidence for: External.Qualified.EXT034 Non Slewing Mobile Crane

[Download document \(93.8 kb\)](#)



Competency

Yara.eLearning.ELE001 Yara Induction

Business Rules

EITHER SELECT AN APPROPRIATE TRAINING COURSE TO FULFIL COMPETENCY REQUIREMENT
OR
UPLOAD SUPPORTING DOCUMENTATION IF ALREADY COMPLETED

[Select Training](#) [Upload Documentation](#)



Reviewing Competencies

- As Avetta reviews your submissions, you can see the change in the portal.
- Should you have any items rejected, you can easily see this in the portal
- Supplier Administrators will be sent emails should anything be rejected. You can also review at anytime in the Supplier Portal under the section *Pending Data > Returned Competencies*
- You can then use the *continue* button to return to that Role and update anything that needs attention

- Home
- Manage Roles
- Manage Employees
- Pending Actions**
- Logout

Competencies for Melissa Runners
Role APAC - Electrician

Driver.Govt Licence/Authority.AUS Drivers Licence Expires: 30 June 2023 **Expiring Soon**

Electrical.Course.Arc Flash Awareness Expires: 01 August 2023 **Valid**

Electrical.Trained.Lockout/Tagout Expires: 26 October 2023 **Valid**

Electrical.Govt Licence/Authority.Electrical Contractor **Rejected**

Competency (Rejected)
Electrical.Govt Licence/Authority.Electrical Contractor

Wrong Name on Certificate submitted. Please submit the correct one.

Business Rules

Select evidence for: **Electrical.Govt Licence/Authority.Electrical Contractor**

Renew/Replace document | Download document (79.1 kb)

Remove existing documents

Damien Challen - Jun 20, 2023

Returned Competencies

Employee Name: Melissa Runners **Comment Date:** 20 June 2023 **REJECTED**

Competency: Electrical.Govt Licence/Authority.Electrical Contractor **CONTINUE**

Comments: Wrong Name on Certificate submitted. Please submit the correct one.

Pending Actions
Please review and complete any outstanding items

- Returned Applications
- Returned Competencies**
- Continuing Applications
- Returned Employees
- Book Training

Message Help Acrobat

A Competency for Melissa Runners has been Returned for Action by GlobalCo Worker Management

Onsite Track Easy <do_not_reply@onsitetrackeasy.com.au>
To: Damien Challen

Pegasus Workforce

A Competency has been Returned for GlobalCo - *Global. Please see reason below and action accordingly.

Person : Melissa Runners
Competency : Electrical.Govt Licence/Authority.Electrical Contractor
Reason : Wrong Name on Certificate submitted. Please submit the correct one.
Rejected by : Damien Challen
Rejected on : 20 Jun 23 at 15:30

Action Now Please go to Pending Actions then Returned Competencies and upload documents then submit for verification.

For further assistance please contact:
Email : info@pegasus.net.au
Phone : 1300441433

The GlobalCo Worker Management is powered by Pegasus Workforce an Avetta Company
Portal Website : <https://GlobalCo-epa-ap-on-net>



Reviewing Competencies

- Where Training is required to be completed, some courses have the option to *Upload Documentation* to support completing this, alternatively, *Select Training* to enrol worker into the online/classroom course
- For online courses, the worker will be sent to their listed email address, a login and details of any training enrolments.
- Read carefully the instructions shown. Only once the Role is *Successfully Submitted*, will training course emails be sent. Not before.
- If uploading supporting documentation, review the business rules to ensure file upload are in the valid format and will be accepted, to minimise delays.

Competency

Yara.eLearning.ELE010 Yara Dragger x-AM5000 Gas Detector

Business Rules

EITHER SELECT AN APPROPRIATE TRAINING COURSE TO FULFIL COMPETENCY REQUIREMENT
OR
UPLOAD SUPPORTING DOCUMENTATION IF ALREADY COMPLETED

Select Training Upload Documentation

About Training: ELE010

Online Courses

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

If the worker does not hold a valid record for this competency, they will be automatically enrolled into the required courses.

If the worker holds a valid record for this competency, you will be able to enrol within the renewal period.

Cancel Save & Next



Reviewing Competencies - Blockers

- Some Roles have optional Competencies. If applicable, uploading evidence at this stage will help site track these additional competencies that a worker might have.
- If all mandatory items are completed, but the Course Selector or Submit button does not appear, then there might be a Role still not complete. Review your list of Roles by selecting *Back to Roles*.
- Roles will now show their status.
- If any other Role is not complete. Select it and enter in the Role requirements.
- Roles will state *Awaiting Submission* once all competencies are filled, enrolled or answered.
- Alternatively, you can *Delete* the Role and add it later if you are missing supporting documentation. To do this, click on the role to delete, then press the Trash Icon and confirm.

OPTIONAL 0/2

External.Course.EXT095 Construction White Card	Unfilled	>
Yara.Site Authorisation.INT035 - Contractor Safety Checklist	Unfilled	>

MANDATORY 8/8

Save & Submit

Back to Roles

All roles for Melissa Runners

Base Role Contractor Working At YPF Site	Not Compliant	>
Crane Operators - Non - Slewing Mobile Crane	Awaiting Submission	>
	Awaiting Submission	>

Are you sure?
This action is permanent and cannot be undone, are you sure you wish to remove this role?

REMOVE

[I do not want to remove this role](#)



Submitting Roles

- Once the *Save & Course Selector*, or *Submit* button appears, this informs you that these Role(s) applications are ready to be sent to Avetta Data Verification team.
- You will see a new screen which outlines which courses a worker has been enrolled into.
- Press Submit to complete this process.
- A final confirmation screen appears. Please review its notes.
- Once *continue* is pressed, the company administrator will receive an email once the Role(s) are approved.

Competency
Yara.eLearning.ELE001 Yara Induction

Business Rules

EITHER SELECT AN APPROPRIATE TRAINING COURSE TO FULFIL COMPETENCY REQUIREMENT
OR
UPLOAD SUPPORTING DOCUMENTATION IF ALREADY COMPLETED

Select Training Upload Documentation

Online Courses

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

If the worker does not hold a valid record for this competency, they will be automatically enrolled into the required courses.

If the worker holds a valid record for this competency, you will be able to enrol within the renewal period.

Back to Roles Save & Course Selector

Course Selector

Please go through the list and confirm the dates for the classroom courses

- Yara Induction
- Yara Dragger PAC7000 Gas Detector
- Yara Dragger X-AM5000 Gas Detector
- Yara Muster Marshal (Part 1)
- Yara Permit Worker
- Yara Hearing Conservation

Back to Employee Roles SUBMIT

How to Book Courses

For Online Training:

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

For Classroom Training:

Classroom training must be completed to meet the requirements for this role.

After you submit or checkout and pay, you will be presented with a Book Training button.

Is this Role Application Complete?

Please ensure you have selected all Roles that are required.

If you continue you acknowledge that this Role Application will be locked for processing. You will not be able to add or remove Role(s) until the Application is reviewed and processed.

Back Continue



Role Status Types



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Submitted Roles

- The Roles you applied for this worker now have statuses.
- You can return to Manage Roles > Select the Worker to see the status of all Roles.

- 1 Here we can see the Base Role Working at YPF is not compliant.
- 2 Further investigation shows that a training course has not been completed.
 - Once completed, then this will mark the role as Compliant.

- 3 The status shows that the Competencies are all submitted, and the Role is yet to be approved by the Avetta pending data team.
 - This is because Roles need to be approved to be given to a worker. Checks are also done to ensure worker has appropriate site and trade roles as these combined, form part of site access.

All roles for Melissa Runners

Search

1 Base Role Contractor Working At YPF Site **Not Compliant**

Crane Operators - Non - Slewing Mobile Crane **Awaiting Approval**

Administrator / Consultant - Office Based Only **Compliant**

Mandatory training has not been completed, mandatory competencies not supplied, have expired or have been returned for action

Competencies for Melissa Runners

Role Base Role Contractor Working at YPF Site

MANDATORY 3/4

Is this worker a direct employee of your company? **Valid**

If No, who is their employing company? **Valid**

Are you of Aboriginal or Torres Strait Islander descent? **Valid**

2 Yara.eLearning.ELE001 Yara Induction **Enrolled**

Training not yet completed

All roles for Melissa Runners

Search

3 Base Role Contractor Working At YPF Site **Awaiting Approval**

Crane Operators - Non - Slewing Mobile Crane **Awaiting Approval**

Administrator / Consultant - Office Based Only **Compliant**

Competencies are submitted for processing or complete and role is awaiting approval.



Submitted Roles - Troubleshooting

- A Role might show as Expiring. This is due to a competency within that Role expiring soon. Click to review which item needs attention.
- A Role might show as rejected if an item inside there is invalid/incorrect. Notes will be visible against the competency, as well as under Pending Actions > Returned Competency, for all administrators to view or action.
- A Role might show as Awaiting Submission. This is due to the submission process not having been triggered. If all other roles have their mandatory items completed, you can click on the Role that states *Awaiting Submission*, click any competency item and then you should see the Course Selector/Submit button appear.

Base Role Contractor Working At YPF Site

Crane Operators - Non - Slewing Mobile Crane
Expires: 22 November 2023

Administrator / Consultant - Office Based Only

The role is expiring soon due to an expiring competency.

Expiring Soon

Compliant

Competency (Rejected)
Yara.eLearning,ELE001 Yara Induction

invalid certificate. please upload the correct certificate that matches the Yara Induction as per the business rules.

Business Rules

EITHER SELECT AN APPROPRIATE REQUIREMENT OR UPLOAD SUPPORTING DOCUMENTS

Select Training

Employee Name: Melissa Runners
Comment Date: 06 November 2023
Competency: Yara.eLearning,ELE001 Yara Induction
Comments: invalid certificate. please upload the correct certificate that matches the Yara Induction as per the business rules.

REJECTED

CONTINUE >

All roles for Melissa Runners

Base Role Contractor Working At YPF Site

Crane Operators - Non - Slewing Mobile Crane

Not Compliant

Awaiting Submission



Worker Next Steps



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Learning Management System

- Workers are required to complete online training inductions prior to their site access.
- 1 • The Worker will be sent a link to setup the Pegasus Workforce Account, which is used to access the Learning Management System. *(if an account already exists, they will not be sent a new link)*
- 2 • Worker is sent a link to access the Learning Management System
- Workers use email link to launch the training course(s) they have been enrolled into. Once those courses are completed, the worker will have those competencies against their profile.
- Worker should review all emails they are sent.

Pegasus Workforce

Join Pegasus Workforce

Hello Simon Supervisor, a Pegasus Workforce account enables you to:

- Manage your worker compliance
- Complete training
- Access the site of your clients who use the Avetta Site Access solution

Activate My Account

Download the Avetta Workforce mobile app

Download on the App Store | GET IT ON Google Play

Need help?

- Visit the [Avetta Help Center](#) if you need assistance.
- Click [here](#) to open the link in the browser

Set Pegasus Workforce Password

Please set a Pegasus Workforce Account password below. Your email address and password will be used to access your Pegasus Workforce Account.

The password must be at least 8 characters long. It must contain at least one upper case letter, one number and one symbol.

Password

••••••••

- ✓ At Least 8 Characters Long
- ✓ One Upper Case Letter
- ✓ One Number

Confirm Password

••••••••

- ✓ Passwords Match

Set Password

YARA

Yara Pilbara Invitation

Hello Melissa Runners,

As part of your compliance to work for Yara Pilbara you must successfully complete the following training –

[Yara Induction](#)

[Click here to read our terms and conditions on course cancellations, notice period required to move a face to face course, and expiry of online course bookings.](#)



Support

- Visit [Yara Pilbara Supplier Support Page](#) for links including:
- View Supplier Self Help guides - [Interactive Courses](#)
- View Supplier [On-Demand Videos](#)
- For other details on the [Supplier Portal Process](#), user guides and videos are available
- Contact Pegasus Support:
- Phone AU 1300 175 307 Monday – Friday 7am – 7pm AEST
- Email: yarapilbara@pegasus.net.au