



Yara Pilbara Supplier Process Flow



Quick Reference
Guide



Knowledge grows



Overview

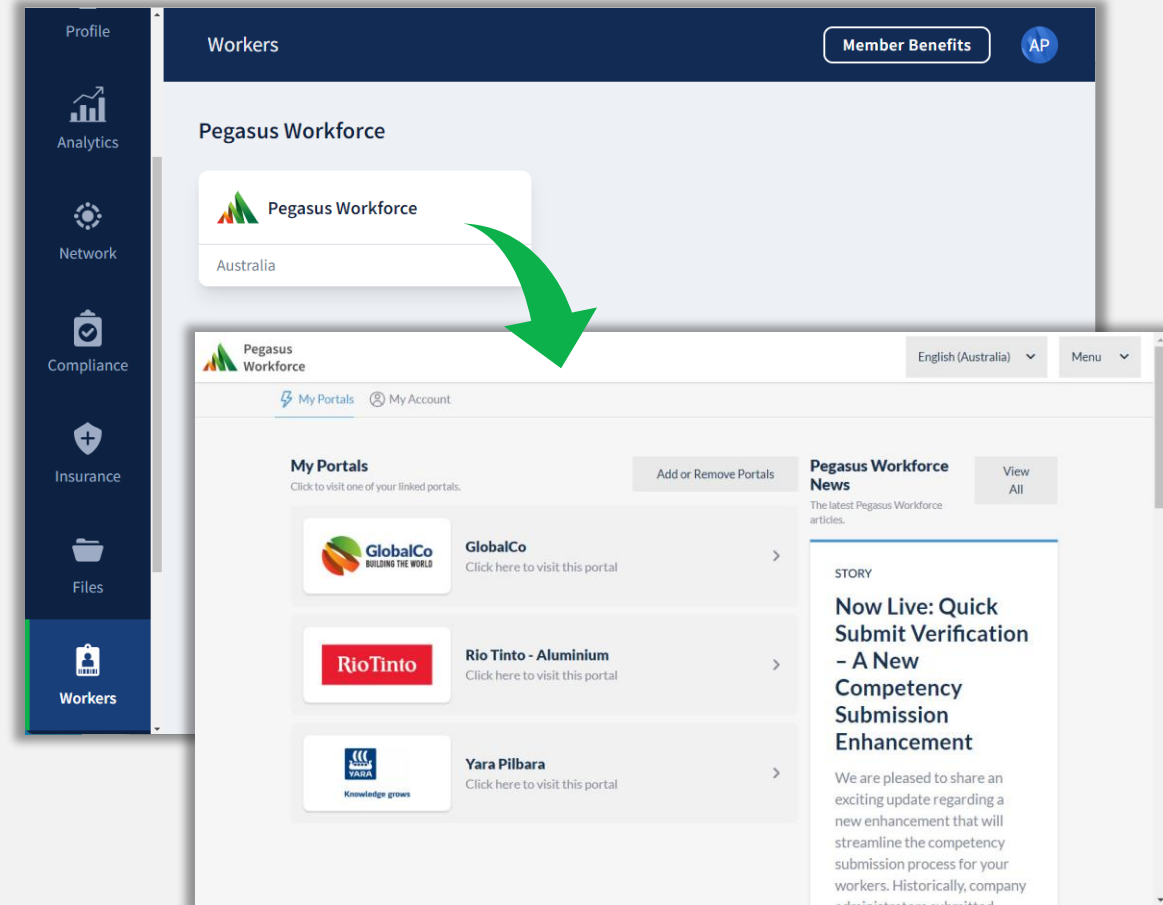
This Quick Reference Guide outlines the steps a supplier will be required to complete to manage their workers in the Workforce Management Supplier Portal.

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.

Use the *Add or Remove Portals* button to find new or remove existing supplier portals.





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



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 add new employees here under Manage Employees 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

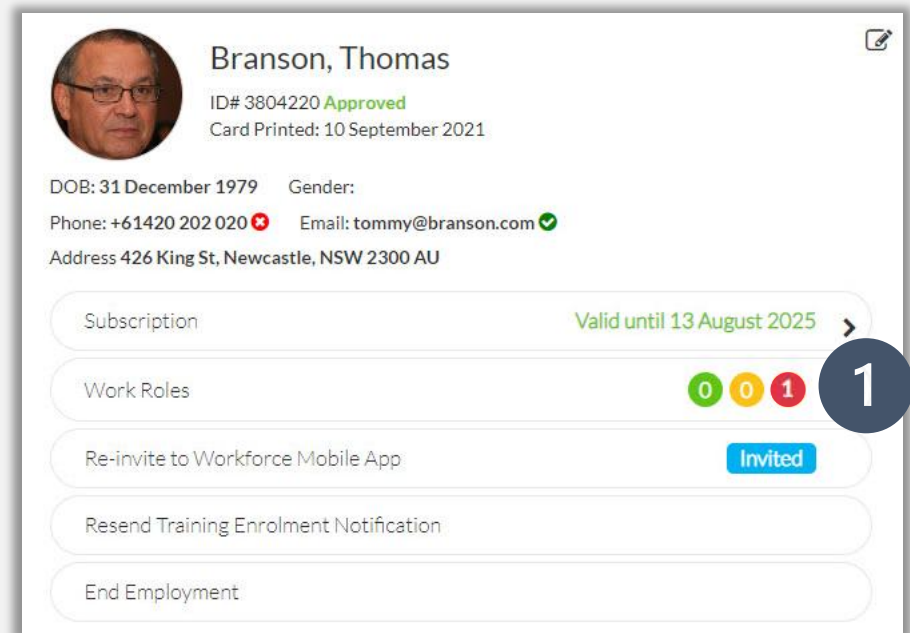
© 2023 Avetta, LLC or its affiliates. All rights reserved. Support 1300 441 433 - Contact Us - Privacy Policy - E



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**.



Worker profile card for Thomas Branson. The card displays personal information, contact details, and role status. A blue circle with the number '1' highlights the 'Work Roles' section, which shows three colored circles (green, yellow, red) representing the status of different 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

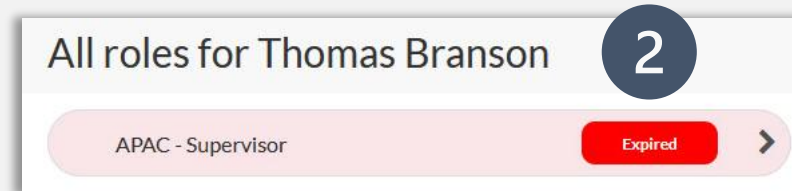
Subscription Valid until 13 August 2025 >

Work Roles 0 0 1 **1**

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

Resend Training Enrolment Notification

End Employment



Section titled 'All roles for Thomas Branson' with a blue circle containing the number '2'. It shows a single role: 'APAC - Supervisor' with an 'Expired' status and a right arrow.

All roles for Thomas Branson **2**

APAC - Supervisor Expired >



List of roles for Thomas Branson. The roles are displayed with their status and expiration date. A red circle with the number '3' highlights the 'Rejected' status of the 'Electrical.Govt Licence/Authority.Electrical Contractor' role. A tooltip message states: 'The competency has been rejected and requires action'.

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/Tagout Rejected >
Expires: 26 October 2023

Electrical.Govt Licence/Authority.Electrical Contractor Rejected **3**
The competency has been rejected and requires action



Adding a New Worker in the Supplier Portal



Adding a Worker

- Start from Manage Employees
- 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 progress to *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

 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 \\$](#)

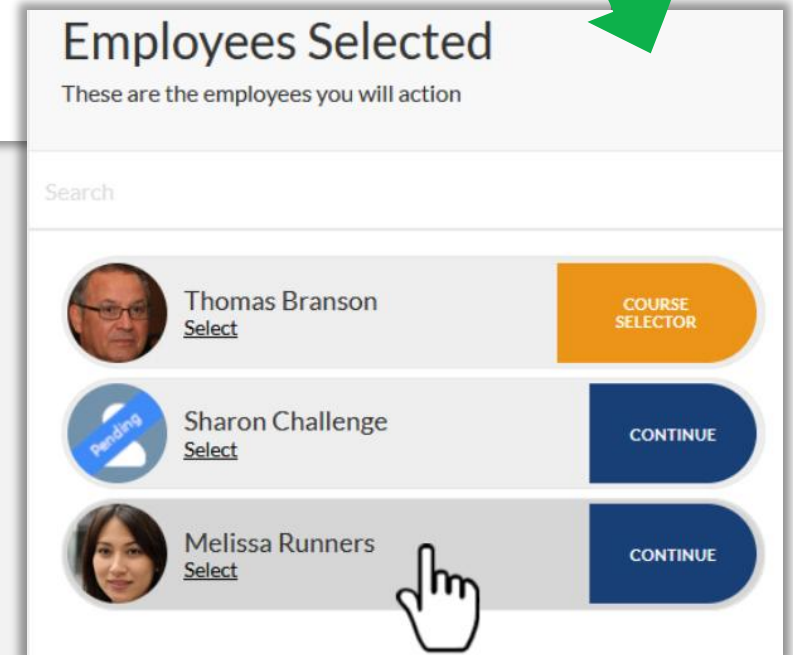
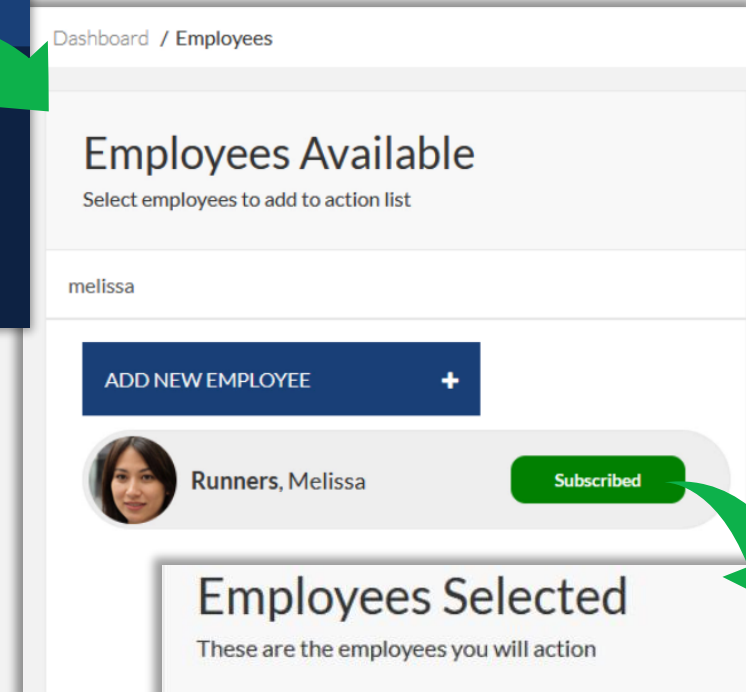
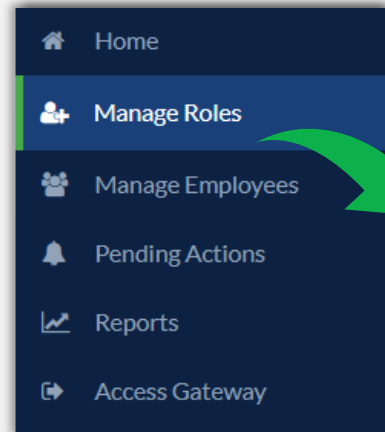


Adding a Role to a Worker



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.*

Dashboard / Employees / Selected Employees / Sites

Sites/roles for Melissa

Select all roles for Melissa or the site they are working on

Melissa must have a minimum of a single site before they can proceed. Select ADD SITE to continue.

Back to Selected Employees ADD SITE

Close

Add site associations

Search

- Yara Australia (Employee Only)
- Yara Pilbara Fertilisers Pty Ltd +1 Roles ✓
- Yara Pilbara Nitrates Pty Ltd +1 Roles ✓
- Yara Pilbara Perth Office
- Yara Pilbara Turnaround

ADD 2 SITES

Sites/roles for Melissa

Select all roles for Melissa or the site they are working on

All Roles >

- Yara Pilbara Fertilisers Pty Ltd
- Yara Pilbara Nitrates Pty Ltd

Back to Selected Employees ADD SITE



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 are 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

Exp

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



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.

Competencies for Melissa Runners
Role Crane Operators - Non - Slewing Mobile Crane

Expand All | Collapse All

MANDATORY 0/8

- External.Licence.EXT077 HR Drivers Licence [Unfilled]
- External.Qualified.EXT034 Non Slewing Mobile Crane [Unfilled]
- External.Qualified.EXT027 Rigging Advanced
- Yara.eLearning.ELE000 Dragger PAC7000 G
- Yara.eLearning.ELE000 Dragger x-AM5000 G

Document Library
Select or upload the document required
Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Edit Select None

Competen
External.Licence.EXT0

Business Rules

Select evidence for:

Extra information required:

Group *	Driver.Govt Licence/Authority.HC Class
Issue Date	29 March 2023
Expiry Date *	30 November 2023
Comments	

Cancel Save & Submit

Select 1 document



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

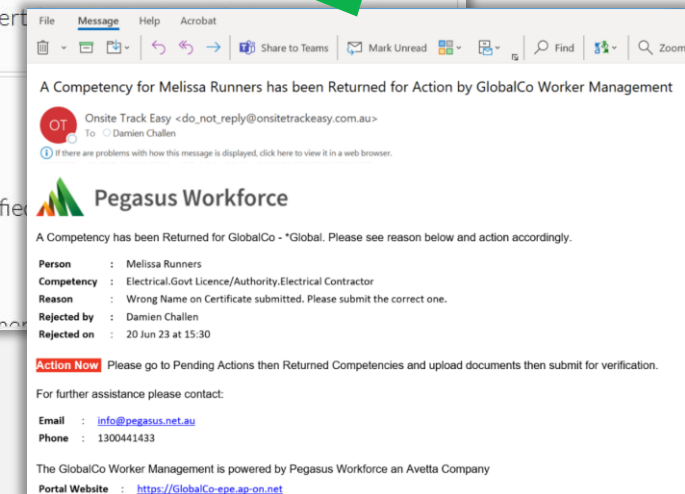
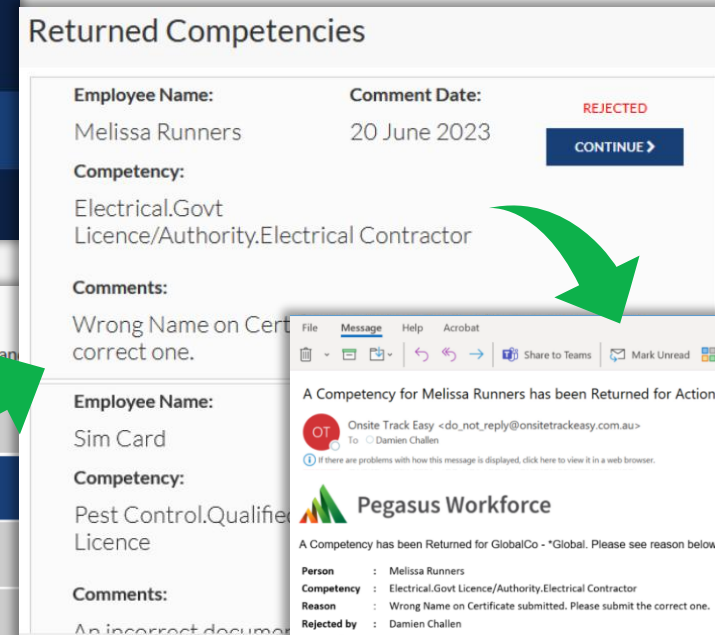
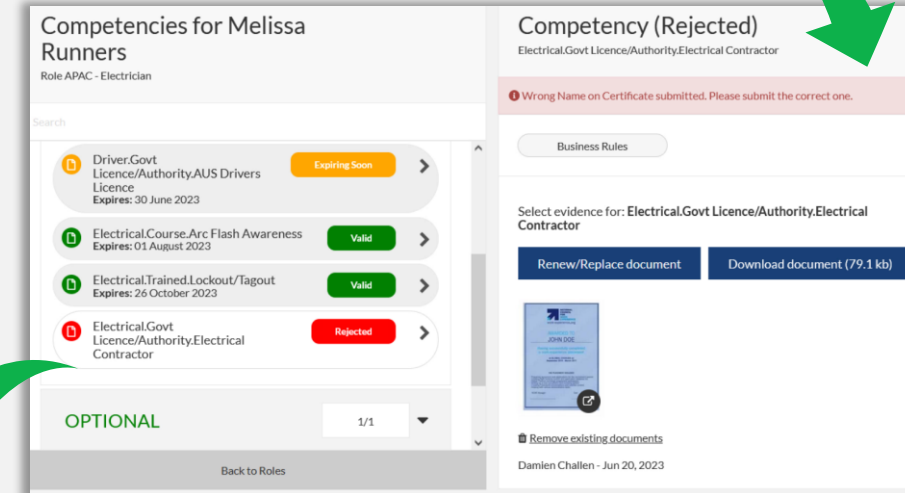
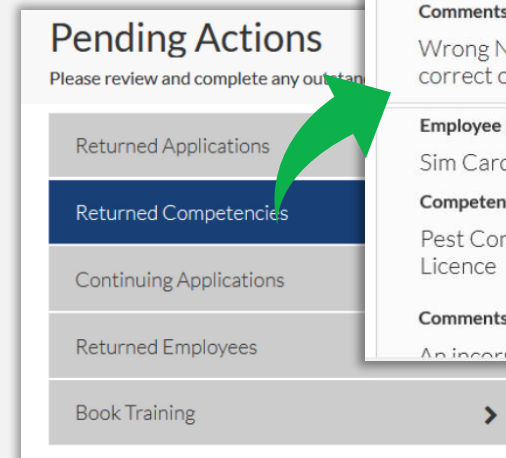
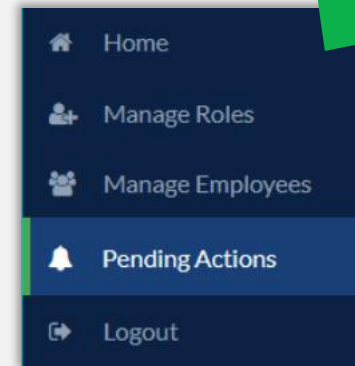
EITHER SELECT AN APPROPRIATE TRAINING COURSE TO FULFIL COMPETENCY REQUIREMENT
OR
UPLOAD SUPPORTING DOCUMENTATION IF ALREADY COMPLETED

[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





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



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

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

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

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**

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

Training not yet completed

- 2

Base Role Contractor Working At YPF Site

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

- 3 Crane Operators - Non - Slewing Mobile Crane **Awaiting Approval**
- Administrator / Consultant - Office Based Only **Compliant**



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. Expiry notifications are sent out at 60 days, 30 days and on the day a competency expires to the worker and supplier administrator.
- 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

The role is expiring soon due to an expiring competency.

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

Expiring Soon

Administrator / Consultant - Office Based Only

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 DOCUMENT

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

Not Compliant

Crane Operators - Non - Slewing Mobile Crane

Awaiting Submission



Worker Next Steps



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.
- Information course on the Pegasus Learning Management System for Learners is [available here](#).

The image shows two overlapping screenshots of the Pegasus Workforce account setup process. The background screen is the 'Join Pegasus Workforce' page, which includes a greeting, a list of benefits (Manage worker compliance, Complete training, Access client site), an 'Activate My Account' button, and links to download the Avetta Workforce mobile app from the App Store and Google Play. The foreground screen, labeled with a large '1', is the 'Set Pegasus Workforce Password' page. It instructs the user to set a password that is at least 8 characters long, contains at least one upper case letter, one number, and one symbol. It features input fields for 'Password' and 'Confirm Password', both with eye icons to toggle visibility. Below the fields are three green checkmarks indicating the password requirements are met: 'At Least 8 Characters Long', 'One Upper Case Letter', and 'One Number'. A 'Passwords Match' checkmark is also present. A blue 'Set Password' button is at the bottom.

The image shows an email invitation from Yara Pilbara. At the top is the Yara logo, which consists of a blue square with a white stylized 'Y' and the word 'YARA' in white. Below the logo is a grey header bar with the text 'Yara Pilbara Invitation'. The main body of the email is white and contains the following text: 'Hello Melissa Runners,' followed by 'As part of your compliance to work for Yara Pilbara you must successfully complete the following training –'. Below this is a blue link labeled 'Yara Induction'. At the bottom, in small grey text, it says '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.'

2



Support

- Visit [Yara Pilbara Supplier Support Page](#) for links including:
- View Supplier Self Help guides - [Interactive Courses](#)
- View Supplier [Avetta Connect and Pegasus Workforce Training Hub](#)
- 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