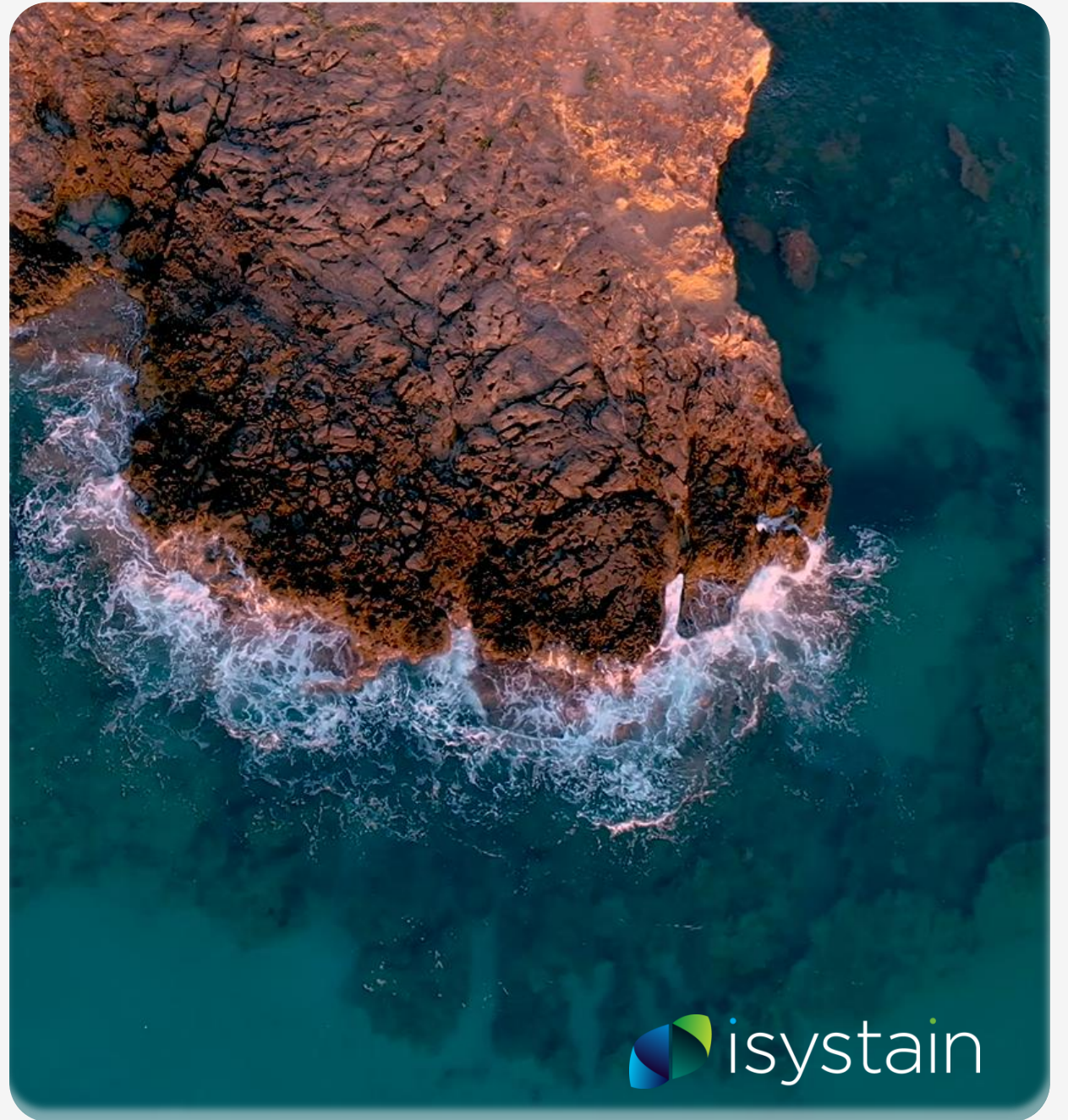


Welcome to iSystain

Quick reference Guide

Supplier Portal





Supplier Portal – Welcome to the Talison Lithium Contractor Portal

All suppliers working with our organisation are required to complete questionnaires and upload documentation to evidence your internal policies and procedures, licences and competencies.

As a supplier it is important that you and your employees actively complete any activities assigned to you and/or complete any requests for evidence of licencing or competencies. Your continued supply of goods and services is dependent on the successful completion of these in a timely manner.

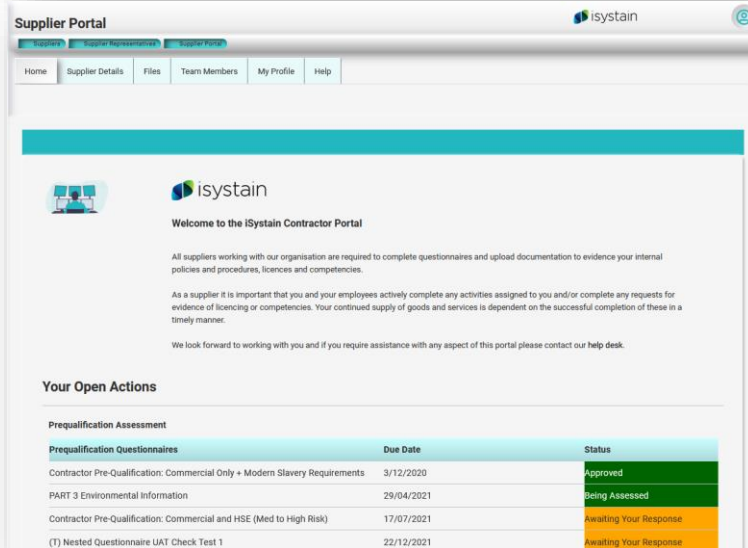
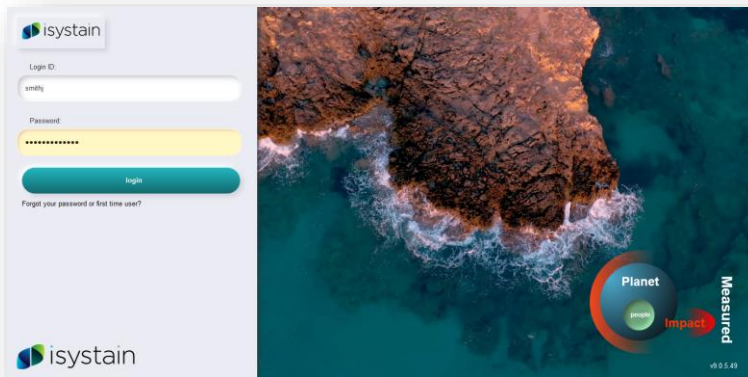
When Talison needs to collect data or documentation either for a specific job, or generic information from your company, a new task will be created and assigned to your profile by your Supplier Manager.

An email will be sent to your nominated Supplier Representative and the task will be added to your Supplier Menu.

We look forward to working with you and if you require assistance with any aspect of this portal please contact our help desk



Supplier Portal – Access iSystain



Access iSystain

1. Open your internet browser, make sure you are connected to the internet.
2. Enter **[yourcompany.isystain.com]** and you should be taken to the iSystain login page.
3. Enter your login details and click **login**
Note: if you haven't received your login details please contact your company representative.
4. The system will open the Supplier Portal

The Supplier Portal can be navigated using the following tabs:

Home: displays a welcome message and general information, also displays any outstanding actions waiting to be completed.

Supplier Details: here you can edit your company information including ABN, address, etc. Also displays your primary contact within the company you're supplying.

Files: lists all documents uploaded in the system classified by the type of upload (prequalification documents, supplier onboarding documents, etc.)

Team Members (if onboarding is activated): here you can maintain the details of all onboarded supplier employees, including their site access status and competencies.

My Profile: used to edit your profile information including email address, job title, business phone and mobile.

Help: varies for each company, but will usually provide a list of contacts to help with any issues you may have with supplier portal.

Supplier Portal – Home tab – Open Actions section

Prequalification Questionnaires

Prequalification Questionnaires	Due Date	Status
Contractor Pre-Qualification: Commercial Only + Modern Slavery Requirements	3/12/2020	Approved

Site Access Request Questionnaires

Filter options:
 In Progress Completed All

Site Access Request Questionnaires	Employee	Due Date	Status
Site Access Request Template	Adam Capes	24/04/2021	Waiting to be submitted

Other Questionnaires

Filter options:
 All Incomplete

Prequalification Questionnaire

Assessment for: demo
Issued to: Archer Daniels Midland
Due by: 15/05/2019

Please answer all questions below

Page 1 Page 2 Page 3

1 1.1 Organisational Structure - Please list Owners (Advise percentage if applicable)
Your answer:
Organisational structure attached
Supporting documentation Click here to attach

2 1.2 Organisational Structure - Please list Directors
Your answer:
Unable to supply - See comments
Your answer:
This information is displaying on our website

Supporting documentation Click here to attach

From the Supplier Portal, Supplier Representatives can access any assessments that require action including new and overdue assessments, or assessments that have been assigned additional actions through feedback.

Click on the task title to access the questionnaire

Prequalification Questionnaires

This section lists any prequalification assessments for you to complete. The due date as well as the current status of each assessment is shown.

Site Access Requests

This section lists any site access request for your team. The due date as well as the current status of each assessment is shown.


Other Questionnaires

This section lists any deployed general assessments. This might include insurance update requests or other types of special-purpose assessments.



Supplier Portal – Supplier Details

Home Supplier Details Files Team Members My Profile Help



Supplier Details

Trading Name: *

Registered Business name: *

Supplier No:

ABN:

Primary Address:

Labor License No:

Internal Manager: *

The **Supplier Details** page allows you to edit some of the details entered for your company.

1. Start by editing the fields that need to be updated.
2. Click **update**. The changes will be saved.
3. A notification will be sent to the internal manager advising them that the page has been edited.

Note: If you need to edit some of the fields that are uneditable (such as the internal manager, or supplier number) you will need to contact your nominated internal manager.

Supplier Portal – Files Tab

The screenshot shows the 'Files' tab in the Supplier Portal. At the top, there are navigation tabs: Home, Supplier Details, Files, Team Members, My Profile, and Help. Below this is a teal header bar. The main content area is titled 'Files' and includes an 'Upload Files' section with a red box highlighting a paperclip icon. Below this is a table with columns: Received Date, Expire Date, and Status. The table contains one row with the value '0019932' and a date of '24/03/2021'. Below the table is a section for 'Company Prequalification Documents' with radio buttons for 'All', 'Approved', 'Expired', 'Pending', and 'Rejected'. Below this is another table with columns: Received Date, Expire Date, and Status. The table contains four rows of documents.

	Received Date	Expire Date	Status
0019932	24/03/2021	N/A	

	Received Date	Expire Date	Status
Modern Slavery Code of Conduct .docx	19/11/2020	N/A	Rejected
Workforce composition 2020	19/11/2020	24/04/2021	Expired
Areas of operation	19/11/2020	15/03/2021	Expired
Insurance 2020	19/11/2020	7/04/2021	Expired

The screenshot shows the 'Document Uploader' window. It has a title bar with icons for upload, link, and refresh. Below the title bar, there is a section for 'Working on Heights Procedure.pdf' with a 'Remove' button. Below this, there is a 'Document Description' field with the text 'Working on Heights Pr' and a 'Select' button. At the bottom, there is a 'Drop Files Here' area and 'Cancel' and 'Save' buttons.

The **Files** tab displays a summary of all your uploaded files.

- Once a document has been uploaded and saved, information such as when the file was uploaded, the expiry date (if applicable) and the document status will be available.
- Uploaded documents can also be replaced with newer versions.
- Documents cannot be deleted from this page.
- The system will automatically assign the document to the relevant section based on the method used to upload a file.
- Document can also be uploaded manually from the **upload files** section.

Upload a new file

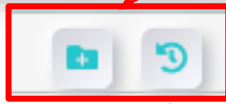
1. Click on the **upload documents** (paperclip) icon in top left
Note: you can also upload an image or add a link using the other icons.
2. The document uploader window will pop up.
3. Browse your computer for the document you wish to attach.
4. Enter the document title in the document properties window and click **update** to upload and save the document.
5. Once the document is uploaded, a notification will be sent to your Supplier Manager who will review the document and the change the status as appropriate.



Supplier Menu – Files Tab: Upload a new version of an existing document

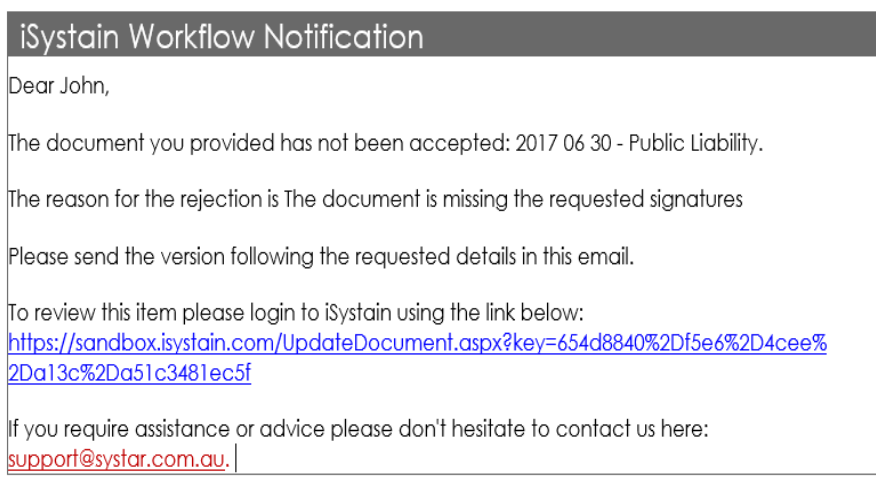
My Documents

	Received Date	Expire Date	Status	
0019932	24/03/2021	N/A		
Areas of operation	19/11/2020	15/03/2021	Expired	
assembly point.jpg	23/03/2021	N/A		
building ramps.jiff	23/03/2021	N/A		
Insurance 2020	19/11/2020	7/04/2021	Expired	
Modern Slavery Code of Conduct .docx	19/11/2020	N/A	Rejected	



Upload a new version of the existing document

Review the history of changes for the document



Upload a new version of an existing document

Once a file has been uploaded you are able to:

1. Upload a new version of the file without deleting the previous one; and
2. View the document's update history by clicking on the clock icon displayed next to the attached document.


Note: You are not able to delete existing documents. Contact your Supplier Manager to request a document deletion.

Rejected Documents

If your document has been rejected you will receive an email explaining the reason for the rejection. There will be a link in the email to upload a newer version according to the rejection feedback.



Home | Supplier Details | Files | Team Members | **My Profile** | Help



Your Contact Details

Surname:

First name:

Representative ID:

Email Address:

Job title:

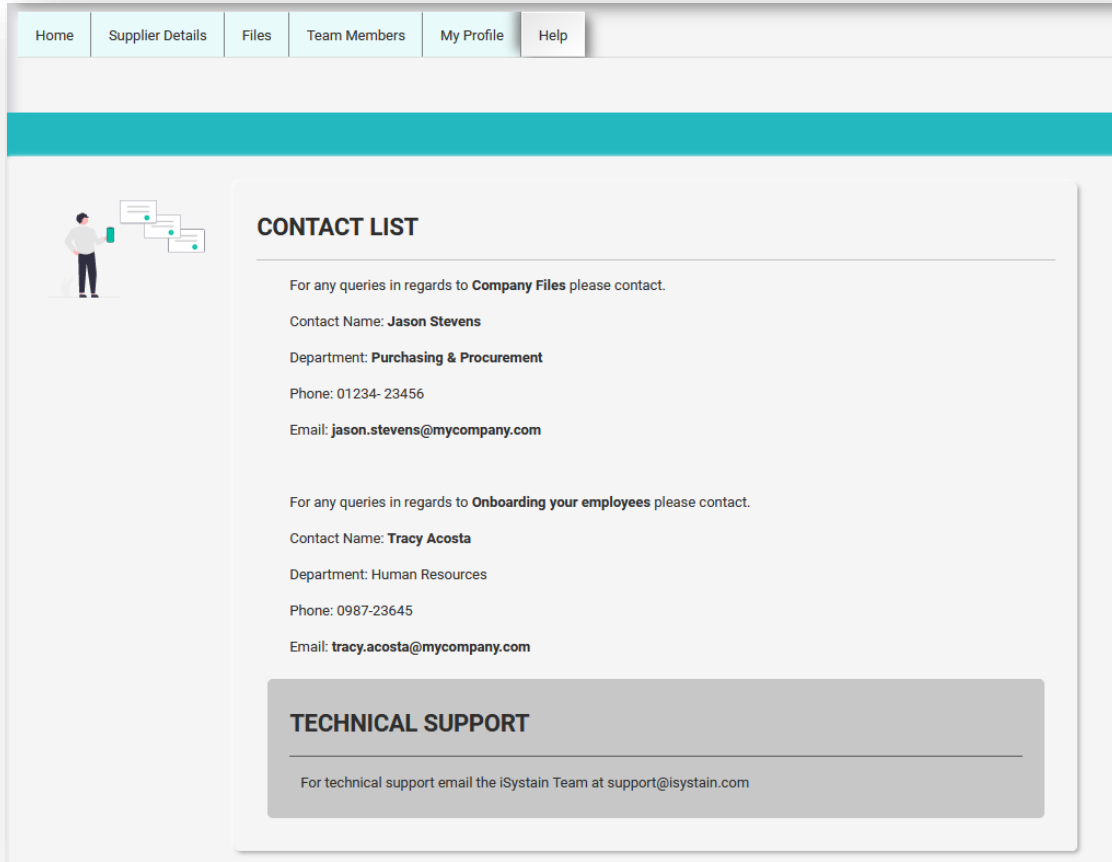
Business Phone:

Mobile:

The **My Profile** page allows you to edit some of your personal contact details. This page is unique to each Supplier Representative.

1. Start by editing the fields that need to be updated.
2. Click **Update**. The changes will be saved.

Note: If you need to edit some of the fields that are not uneditable (such as your name or ID) you will need to contact your nominated Internal Manager.



The **Help** page will vary for each company.

Usually, this page will list all relevant contact details, with a link to their emails.

In some cases, Quick Reference Guides for navigating the portal (such as this one) may be available from this page.

Thanks! End of Presentation

For further information please contact your iSystain Representative
or visit **isystain.com**

