



# Avetta

BGIS

Quick Start Guide | Avetta Connect  
Register as a Supplier

## BGIS - Avetta Connect - Supplier Registration

Avetta connects contractors, suppliers, and vendors like you, with leading clients in a variety of industries. Here at Avetta, we vet and prequalify suppliers to create more opportunities on a level playing field, while delivering the safest, most qualified workers for our clients.

### Register your Company

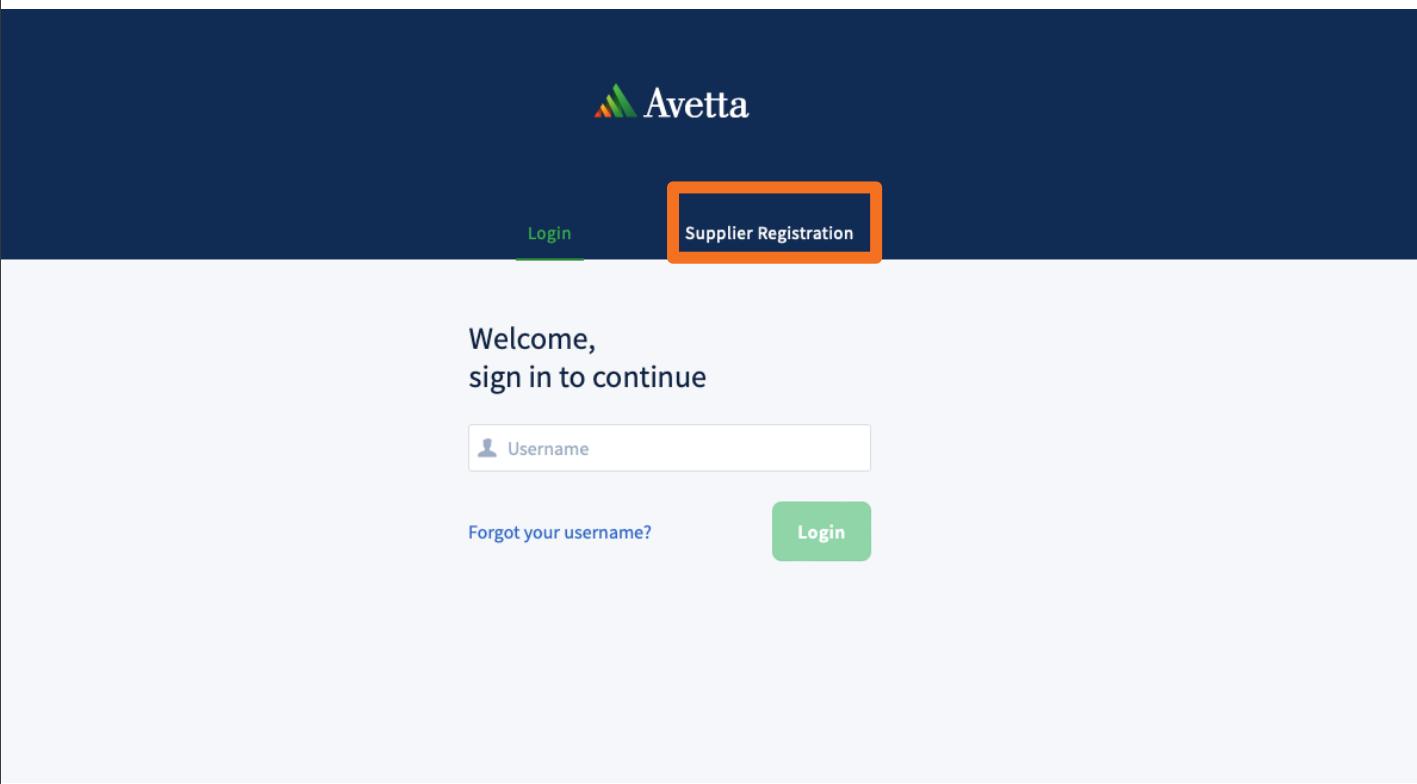
You will have received an email asking you to register to be a vendor for BGIS.

Or go to

<http://app.avetta.com/>

Click **Supplier Registration** in the top right

You will have received an **email** asking you to register – follow the link in the email you will be taken to the registration page. Alternatively use the web address listed and you will be taken to the page below.



Once you clicked to register, complete the registration process, which will ultimately showcase your company to current & future clients.

## Company Information

Complete the **Language, Dialect, Country, Time Zone, Legal Name, Address, City, State, and Post Code** fields

**TIP** Be sure to enter the Legal Name of the company you are registering.

Enter the Username you would like to use for your account, and a personalised password

Click the **checkbox**, in agreement with the terms and conditions

Click **Get Started**



Back

Supplier  
Registration

Welcome,  
create your **Supplier Profile** and join the  
largest supply chain network  
Are you a client looking to register? [Request a demo](#)

Choose your language preference

English

### Contact Information

First Name

Renata

Last Name

Darken

Email

renata.darken@avetta.com

Phone Number

0400000000

### Company Information

Company Name

Avetta Pty Ltd

Address

*Use my current location*

426 King Street, Newcastle West NSW, Australia

Suite number P.O. Box

### Account Information

Username

renata.darken

Password

bidWar-kyphuj-6jodh

Strong Password

### Password Requirements

Your password must contain the following:

- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character
- ✓ Be at least 8 characters long

I have read and agree to the [Terms and conditions](#)

Cancel

Get Started

## Add Client Sites

In this step of registration, you will be asked to enter the name or location of the Client site. There are two ways to search for and connect with Clients:

### Use the Search field:

Click to type the **name or location** of the client in the **Search field**

Hover over the desired site and click **Add**

**Site** on the right

If you followed the link in the **registration email**, this screen will auto populate and you simply need to click the connections you require.

**TIP** For BGIS **Free** Sites you must choose either/or:

BGIS Corporate & Offsite Services suppliers

BGIS Goods Suppliers

**Note:** if you select other sites apart from the two listed below it will trigger a billing amount on the Payment screen

Find connections

Already know the client you want to add?

Build your network with 2 matching connections

BGIS Corporate & Offsite Services Suppliers  
Australia

BGIS Goods Suppliers  
Australia

Add

Add

At Least One Active Connection Is Required

We bill annually. You'll be charged for your first year immediately. Memberships auto-renew, but we'll give you ample warning prior to charging your card next year.

Next

## Service Evaluation

In the *Service Evaluation* section you will answer questions regarding the services your company performs.

**Services Performed** - Select all services your company performs

Click Next

Complete the questions for your selections

Click Next

**TIP** It is common to select more than one service; select all that apply.

The screenshot shows a user interface for a service evaluation. On the left, a vertical sidebar has three tabs: 'Network' (with a gear icon), 'Evaluation' (with a star icon, currently selected), and 'Support' (with a question mark icon). The main content area has a dark blue header with the title 'Service Evaluation' and a 'Next' button. Below the header, the progress is shown as '0% in progress'. The current section is 'Services Performed' (0 / 3). The main content area is titled 'Services Performed' and contains the following instructions: 'Please select all services that your company performs. It is common to select more than one. \*'. There are four expandable sections, each with a checkbox and a title. The first section is 'Onsite Industrial or Construction Services'. The second is 'Onsite Support Services'. The third is 'Offsite Services'. The fourth is 'Material Supplier or Manufacturing Services'. Each section contains a list of service examples. The 'Evaluation' tab is highlighted in the sidebar, and the 'Services Performed' section is highlighted in the main content area.

Service Evaluation

0% in progress

Services Performed 0 / 3

Services Performed

Please select all services that your company performs. It is common to select more than one. \*

**Onsite Industrial or Construction Services**

Services or operations performed at a client/operator site relating to the construction, demolition, maintenance or repair of equipment, buildings, or properties. Examples may include:

- Construction
- Installation
- Maintenance
- Electrical Work
- Infrastructure
- Equipment/Plant Operation
- Demolition
- Explosives
- Operating/Maintaining Machinery
- HVAC Repair/Installation
- Working at Heights
- Tower Climbing/Construction/Maintenance
- Tree Trimming

**Onsite Support Services**

Activities performed at a client/operator site relating to facilities or property maintenance. Examples may include:

- Exterminating & Pest Control
- Locksmith
- Janitorial
- Landscaping/Lawn Care
- Snow Removal
- Emergency Services
- Security
- Vending Machines
- Non-Hazardous Waste Collection (i.e. Garbage Collection)
- Food Services

**Offsite Services**

Services or operations not performed at a client/operator site or location. Examples may include:

- Laboratories
- Clinics
- Warehouses & Storage
- Fabrication Shops
- Maintenance Facilities
- Office & Administrative Buildings
- Server Locations

**Material Supplier or Manufacturing Services**

Manufacturing, processing, supplying, or assembling raw materials or products. Examples may include:

- Chemicals
- Industrial Gases (not delivered via pipeline)
- Electrical Components
- Construction Materials
- Electronics
- Paper Products
- Packaging
- Consumables
- Caterers
- Textiles
- Apparel
- Plastics & Rubber
- Metals
- Wholesale & Retail Trade
- Fiberoptic cables
- Furniture
- Office Supplies
- Equipment Rental or Leasing without Operator

## The Payment Screen

The last step of registration is finalising your Membership Plan. Pricing is determined by the Service Evaluation and Safety Profile that you completed in the previous step. If you selected either BGIS Corporate & Offsite Services suppliers or BGIS Goods Suppliers these sites are **Free**.

Although these sites are at no cost to you as a supplier, a system requirement is to capture payment method. Please enter a payment method, rest assured that no payment will be taken, it is a requirement of the system to have this information so that you can complete registration.

If you are unable to complete this screen – reach out to [BGISAPACRegistrations@avetta.com](mailto:BGISAPACRegistrations@avetta.com) and request that the free account be activated.

**Complete** all required billing information fields

Click **Submit**

You are now registered

**1 Year Plan**

Product	Price
Tax	\$ 0.00 AUD
Total: \$ 0.00 AUD	

**Upgrade to Avetta Verify**

Premium support designed to save you time and money by expediting the review process and ongoing account maintenance. [LEARN MORE](#)

**ADD TO CHECKOUT**

**Edit Payment Information**

Choose a payment method

Credit card

**Credit Card Details**

Card Type:  VISA  MASTERCARD  DISCOVER

Card Number:

Expiration Date:  /

CVV:

Cardholder Name:

\*= Required Field

**Submit**

## Supplier Support

For support with Avetta Connect, please reach to the Avetta Supplier Support team – [apacsupport@avetta.com](mailto:apacsupport@avetta.com) or 1800 502 142



You can use the chat function to get real time help Monday to Friday 8am-8pm for Australia specific questions (e.g., insurance), for more general questions help is available any time.