



# Avetta

**BGIS** ➤

Quick Start Guide | Avetta Connect  
Register as a Supplier

## Register your Company

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

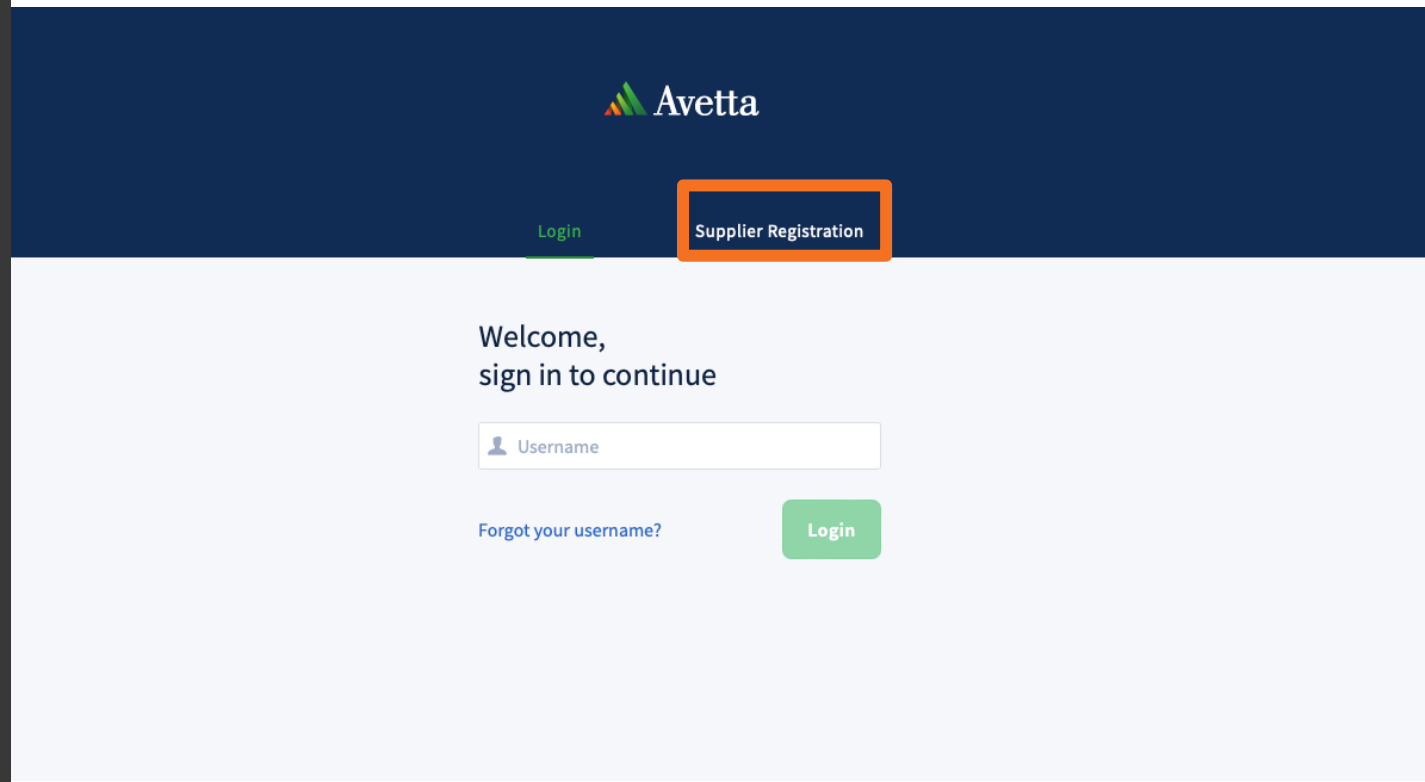
Or go to  
<http://app.avetta.com/>

Click **Supplier Registration**  
in the top right

## 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.

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.



The screenshot shows the Avetta website interface. At the top, the Avetta logo is centered. Below the logo, there are two links: "Login" and "Supplier Registration". The "Supplier Registration" link is highlighted with an orange rectangular box. Below the navigation bar, the main content area has a light blue background. It starts with the text "Welcome, sign in to continue". Below this text is a white input field with a user icon and the placeholder text "Username". Underneath the input field, there is a link "Forgot your username?" and a green "Login" button.



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

Next

Already know the client you want to add?

bgis suppliers

Build your network with 2 matching connections

BGIS Corporate & Offsite Services Suppliers  
Australia

Add

BGIS Goods Suppliers  
Australia

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.

## 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.

Network

Evaluation

Support

Service Evaluation

Next

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

Food Services

Vending Machines

Non-Hazardous Waste Collection (I.e. Garbage Collection)

☐ 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

Fiber optic 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

The screenshot displays the '1 Year Plan' summary and the 'Edit Payment Information' section. The plan summary shows a total price of \$0.00 AUD. The payment section is titled 'Edit Payment Information' and includes a 'Choose a payment method' section with a 'Credit card' option selected. Below this is the 'Credit Card Details' section, which includes fields for Card Type, Card Number, Expiration Date, CVV, and Cardholder Name. A 'Submit' button is at the bottom right.

Product	Price
Tax	\$ 0.00 AUD
<b>Total:</b>	<b>\$ 0.00 AUD</b>

**1 Year Plan**

Upgrade to **Avetta Vetify**

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:

Card Number:

Expiration Date:  /

CVV:

Cardholder Name:

**Submit**

! = Required Field

## 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.