

Donesafe

Supplier Management

External Supplier User Guide

June 2024 v1.1

Health Safety Environment Quality team

Corporate Governance, JJ's Waste & Recycling

Table of Contents

Introduction	3
Supplier Portal	3
New Supplier Registration Overview	4
New Supplier registration	5
Changing Supplier primary email	8
Changing passwords	9
Forgotten passwords	10
Viewing company details	12
Dashboard	12
Viewing your Company record	12
Company details screen	14
Adding your Pre-Qualification form	14
Editing your Pre-Qualification form	15
Updating your information	16
Uploading documentation to the Portal	17
Upload Insurances & Documents	17
Adding Worker documents	19
Communications tab	21
Submitting your request	22
Incomplete / rejected submissions	23
Supplier reminders	23

Introduction

The Donesafe Contractor Management module will manage high risk vendor prequalification and compliance documentation.

Suppliers will manage their own compliance documentation via the system and will be reminded when documentation or certification are due to expire and will be prompted up upload current information when due.

Suppliers are able to access this Supplier User Manual (where required) using their Donesafe Supplier Dashboard or the external Supplier Portal on the JJ's website <u>www.jjswaste.com.au</u>.



Supplier Portal

The Supplier Portal is accessed from the JJ's website home page and will direct suppliers to a web page for support and help documents and videos, and to access the Donesafe Contractor Management login page, where they can log in using their registered email address. For example:



New Supplier Registration Overview

It is a company requirement that all suppliers/contractors and workers be approved before any goods or services are provided for high risk activities or visits on any JJ's Group of Companies sites. A new supplier request is processed ustilising the new Donesafe system, as follows:

- 1. Once a new supplier request has been approved by depot management and identified as high risk and/or coming on site, the new supplier record is created in Donesafe by the relevant JJ's team.
- 2. New suppliers are notified via an automated Welcome email from Donesafe advising them to **register** in the system confirming their email address and setting up a password.
- 3. All suppliers are obliged to complete the **Pre-Qualification** form in the Portal which will determine the risk levels of the goods and services provided by the supplier, and what supporting documents, certifications and licences are required for compliance and approval. Without the necessary compliance documentation, suppliers are unable to provide goods or services to JJ's depots nor enter a JJ's site where contractors/workers are not recorded as compliant.
- 4. New suppliers can then **upload the required documentation** in the Portal under the relevant tabs of information required. Once all records, documents and uploads are complete, suppliers can submit for review and approval. **Note** All required documents, certificates, licences, etc., must be uploaded before an approval request can be submitted.
- 5. Supplier submitted documentation is reviewed, where it is **approved or rejected**. Where uploaded documents are inaccurate or expired, the central team will reject the submission and request further information from the supplier via email. This system-generated email will detail the outstanding informing and provide suppliers with a link to re-submit the outstanding documentation for reviewing and approval. Where submitted information is correct and valid, they are approval to provide services to the JJ's Group of Companies.
- 6. **Reminders** are automatically sent to supplier where documentation, certificates, declarations, etc. are missing or have not been submitted prior to expiry. If suppliers do not upload all necessary documentation within the required timeframe, the supplier is deemed non-compliant, cannot be used by the JJ's Group of Companies.
- 7. Suppliers can view the **status of their own** record via the Supplier Portal. This may indicate what is required, for example a status of *Contractor Completion* (indicates the contractor still needs to complete items), or a status of *Contractor Amendments Required* (indicates the submission has been rejected and some amendments are required by the supplier/contractor).
- 8. As documents, certificates and insurance **near expiry**, suppliers are notified by email of the need to update new information to their Supplier Portal and a timeframe in which to complete this task. Multiple reminders may be sent where information remains outstanding until such time a supplier is deemed non-compliant and unable to provide any services to the JJ's Group of Companies.



This process is explained in more detail in the following sections of this user manual.

New Supplier registration

Once a new supplier request is initially set up in the system by the JJ's central teams, a supplier (contractor) is notified via email to confirm their account. For example:

JJ ^S Waste & Recycling	
May 5, 2024 @ 3.42PM	
Welcome Julie Test (test@gmail.com.au)!	
You can confirm your account email through the link below:	
Confirm my account	
Powered by Donesafe, an HSI Company	-
done safe	

- 1. From this Welcome email, new suppliers should click the **Confirm my Account** link to access the JJ's Supplier Portal directly, to register their new account.
- 2. This will open to a page where new suppliers can enter their registered email address where instructions will be emailed sent to them, including the opportunity to set a new password for their account.

JJ 'S Waste & Recycling	
Email	
test@example.com	
Resend confirmation instr	ructions
Sign in	Forgot password?

3. The confirmation instruction email will look similar to this. Use the Change my password blue link to reset your password, as follows:

JJ'S Waste & Recycling	
May 20, 2024 @ 3:33PM	
Hello Julie	
Someone has requested a link to change	your password. You can do this through the link below.
Change my password	
If you didn't request this, please ignore th	is email.
Your password won't change until you ac	cess the link above and create a new one.

4. Enter and confirm your new password to access the Supplier Portal:

	te & rcling
Change your password	
New password	
Confirm your new password	
Change my password	
Sign in	Need to confirm your account?

Once the password is set-up, click **Sign in** to login in to the Portal. Alternatively, head to the **Supplier Portal** on the JJ's website <u>www.jjswaste.com.au</u> as follows:

J.J. Rict	ards & Sons Pty Lt	I has rebranded to "JJ'	s Waste & Recycling"			Q 🐠 🏥 🥹	
JJ ^{*S} Wa	ste &		REQ	UEST A QUOTE	CONTACT US	PORTAL LOGIN	
*	Services	Industries	About Us	Media	Careers	3 SUPPLIER PORTAL	
CELEBRATING	90 Ye in th	ars of Expe e Waste Ine	erience dustry	S	ervicing Aus	stralia Wide	
YEARS	With more waste indu: people, ai	than 90 years of expo stry, JJ's Waste emplo nd is wholly Australian operated.	erience in the bys over 2,000 n owned and		NORTH	HERN OUEENSLAND	8
	RLD I			8	VESTEAN	OUTH TRALIA NEW SOUTH WALES VICTORIA	
					REQUEST A QUOTE	E 💡	

At the login page, click Sign in with email gold button. Note: Suppliers are to use the yellow
 Sign in with email login option. The green sign in with organisational account is for internal JJ's users only.

IJ	'S Waste & Recycling
Sign in to y	/our account
Sign in with the	ganibalili na accord
Sign in	with email
Forgot password?	Need to confirm your account?



Note: View this online video on registering your Donesafe account and password set-up. <u>https://vimeo.com/825723632/7d1fb2dc0b?share=copy</u>

Changing Supplier primary email

Once logged in, suppliers can update their primary email address (which is used to login to Supplier Portal) as follows:

1. From your record in the Supplier Portal, click the profile icon top right of the Donesafe Header bar, click the initials icon.



2. Select **Profile** from the drop down list provided.



- 3. From the Profile window, click the **Details** tab.
- 4. Update/change the email address, as necessary. (Note this is the email used to login in to your Supplier Portal).

	DETAILS	RELATED RECORD	S COURSE ENROLLMENT	TS PREFERENCES AND SECURIT
D I	Name*			
6	Title	Donesafe		srr
	Email [®] 2			
	donesafe1@jjs	swaste.com.au		
	Mobile		Payroll Identifier	
	Mobile phone		Payroll ID	
	Timezone			
	Home Location	n or Account's timezone	(Default)	
	Employment Typ	be	Employment start date	
	Select	*	Employment start date	

5. Click **Save** to save the changes. Whilst suppliers continue to use the system at this point, the next time they login, they will be required to use the new email address.

Changing passwords

Once logged in, suppliers can update their password to access the Contractor Management Portal as follows:

1. For your record in the Supplier Portal, click the profile icon top right of the Donesafe Header bar, click the initials icon.



2. Select **Profile** from the drop down list provided.



3. From the Profile window, click the Preferences and Security tab.

Donesafe JJs				×
	DETAILS	RELATED RECORDS	COURSE ENROLLMENTS	PREFERENCES AND SECURITY
ГD	Password			
	Change Pass	word		
	Signature	,		
	+			

- 4. Click the **Change Password** field.
- 5. Enter the **new** password, **confirm** the new password and enter the **existing** password.

Password	•	Password
t Password	Confirm password	Password
t Password	Confirm password	Password

6. Click **Save** to save the changes. The new password will need to be used when you next login.

Forgotten passwords

If supplier forget their login password, this can be re-set as follows:

1. Click Forgot password? option on the Portal login page.



2. This will open to a page where suppliers can enter their registered email address and instructions will be emailed sent to them, including the opportunity to set a new password for their account.

JJ 'S Waste & Recycling	
Email	
test@example.com	
Resend confirmation instruction	ons
Sign in	Forgot password?

3. The confirmation instruction email will look similar to this. Use the Change my password blue link to reset your password, as follows:



4. Click the Change my password link in the email message.

5. Enter and confirm your new password.

JJ 'S Wast Recy	e & Cling
Change your password	
New password	
Confirm your new password	
Change my password	
Sign in	Need to confirm your account?

- 6. Click Change my password to save the new password.
- 7. Return to the sign in page to login using the new password.

Viewing company details

Dashboard

Once you log in via the Supplier Portal, you are directed to your Contractor dashboard, for example:

JJ Santa	Dashboard	Search	٩	Add New 🕫 👻
Contractor Welcome Dashboard			DOCUMENT STATUS	Document Status Document Expiry
			Workers Compensation Insurance - JJ'S	Outstanding
Actions			Workers Compensation Insurance - JJ'S	Outstanding
	GOICK REFERENCE GOIDE - HELP		Personal Injury & Accident insurance - JJ'S	Outstanding
Contractor		Risk Management Procedu	Risk Management Procedure - JJ'S	Outstanding
Management (variation)			Training/Induction Procedure - JJ'S	Outstanding
			ISO14001 Certificate - JJ'S	Outstanding -

- 1. Click the **Quick Reference Guide Help** link to open a copy of this guide.
- 2. View the **Document Status** column to view all the outstanding documents/items for your company.

Viewing your Company record

To view your company information:

1. Click the **Contractor Management** option from the left side menu. Select **Contractor Company Register**.



2. From the Register screen, click the blue Uniq ID link to view your company information.

JJ	Contract	tor Company F	Register	Search					Q		🕈 Add	New	- at	Î
Contractor	All Accessi	ble Contractor Co	mpany Register	≁ C	reated Anytime 👻 Sea	irch Title			Q + Add		E) 👻 Exp	port >	
Welcome Dashboard	Uniq ID	Company Name	Trading Name	ABN	Primary Contact Name =	PC Phone No	PC Email	Co Phone No	Approval Status	RE Location	Ŧ	Type of \	Work =	I
✓ Actions	CON8904	ALDI STORES (A LIMITED PARTNERSHIP)	Aldi	901 965 650 19	Julie Ellenger	0412345678	j.ellenge r@bigpo nd.com	132534	Contractor Completion	Cleveland - Office	Head			

 $\overline{\mathcal{N}}$

Note: When accessing a record from an email you have received, simply click the link in the email to navigate directly to the relevant company record.

3. Your company record is displayed.

JJ Received	< Back	Search	Q 🛛 Add New 💽 🗸
Contractor Welcome Dashboard	ALDI STORES (A LIMITED PARTNERSHIP) -	$\langle \rangle$	Stage: Contractor Completion Please complete the insurances & Documents tab and add your Workers via the Workers tab. Once completed your submission will automatically be sent to our Complance Team for review. You will be notified via email when you are approved in the system.
Actions	90196565019	SUPPLIER PRE-QUALIFICATION	INSURANCES & DOCUMENTS WORKERS COMMUNICATIONS
	R COMPANY REGISTER	Pre-Qualification	
Contractor Management (variation)	☆ Follow	DONG LE: Pre-Qualification	Ø 09/05/2024 at 1328 (GMT +10 00) 🕜 👔
	DETAILS		
	JJ COMPANY RESPONSIBLE GROUP LI's Supplier Management		
	ss s supplier management		

4. The current **Approval Status/Stage** is shown at the top of the company record.

Supplier statuses are shown below:

Menu item	Description
Contractor Completion	Indicates there are also workers documents to be completed if they are to come on site. Suppliers cannot submit their documentation for approval until this is all completed.
Compliance Approval Pending	Supplier has provided all relevant documentation, certificates, insurances etc. and is awaiting final verification/approval from the Shared Services team using the Compliance Verification tab.
Contractor Amendments Required	Displays if the approving team require more information from the supplier before it can be approved.
Inactive	Supplier documentation might not have been provided; the supplier is deemed as non-compliant or may be black listed. The supplier will not be used at this point.
Expired	Supplier documentation has expired and not been replaced. Supplier will not be used at this point.
On Hold	The supplier is automatically put on hold where they have not provided any documentation after 4 weeks of commencing the process of pre-qualification. Reminders are automatically sent to Suppliers to remind them of expired documents.
Approved	Supplier has provided all required documentation and is deemed compliant to provide their goods and services.

Company details screen

The Company Details screen is described as follows:

- 1. A **summary** of your Company, with the unique Contractor number, is shown on the left panel.
- 2. The **Supplier Pre-Qualification** tab is displayed by default. Click each tab to view the information provided, documents, uploads, worker details and certificates, etc.
- 3. Your supplier/company current **status** is shown at the top of the records with a brief description below.
- 4. Click any of the tabs below to view more company information, and any documents you have completed or uploaded, for example Insurance or Workers. **Note** that you have not indicated you are to go on any site in your **Pre-Qualification** form, the **Workers** tab is not required and therefore is not visible.



Adding your Pre-Qualification form

New suppliers will need to add and complete their Pre-Qualification form before they are able to upload any supporting documents or certificates. The Pre-qualification allows new suppliers to complete their company information, service types, locations etc. and based on their services they are to provide and if they are to visit any sites, upload documents, insurances and certificates, etc.

1. Under the **Supplier Pre-Qualification** tab, click **Add** to add a new Pre-Qualification form.

ABC Company CONTRACTOR COMPANY CONBET? 0 REGISTER	$\overline{\langle}$	Stage: Contractor Completion Passe contracts the Numerics & Conumerics Law and data gue Vision will be Weikers state. One complexite gue catherwave will advortabulity be unit for a Complexitor Stam for review Weu will be notified via email when you are approved in the sphere.						
	SUPPLIER PRE-QUALIFICATION	INSURANCES & DOCUMENTS	WORKERS	COMMUNICATIONS	COMPLETED CONTRACTOR DOCUMENTS	FILE NOTES	DEACTIVATE	
DETAILS	Pre-Qualification							Add
YOUR COMPANY								
DETAILS								
AEN 18653662509								
COMPANY NAME ABC Company								
TRADING NAME Julie Test Company								
ADDRESS 3 Grant Street, Cleveland								

- 2. Complete the questionnaire fully and correctly, Questions are grouped into a variety of subjects:
 - a. Company Details
 - b. H&S Questions
 - c. Environmental Questions
 - d. Quality Questions
 - e. Company Sites Worked On
 - f. Type of Work Performed
- 3. Once complete, click **Complete** or click **Save as Draft** to save this to return to it later.

Editing your Pre-Qualification form

1. To add, update or add more details to the Pre-Qualification form, click the pencil icon under the **Supplier Pre-Qualification** tab.

$\langle \langle \rangle$	Stage: Compliance Approval Pending Company Compliance to Verify the contractor has uploaded valid insurances and documents and complete the 'Compliance Verification' tab Image: Compliance Verification' tab						
SUPPLIER PRE-QUALIFICATION	INSURANCES & DOCUMENTS	WORKERS	COMMUNICATIONS	COMPLIANCE VERIFICATION	COMPLETED CONTRACTOR DOCUMENTS		
Pre-Qualification							
Donesafe Admin: Pre-Qualification 0 07/03/2024 at 10.32 (GMT +10.50)							

- 2. The **Pre-Qualification** screen displays allowing you view and update more information, as required.
- 3. Enter information as required, noting that all mandatory fields are shown with an asterisk *
- 4. Once all information is entered, click Complete at the end of the screen The **Complete** label is displayed on the **Pre-Qualification** screen with a summary of the form displayed on the screen too, as follows:

SUPPLIER PRE-QUALIFICATION	INSURANCES & DOCUMENTS	WORKERS	COMMUNICATIONS
FILE NOTES DEACTIVATE			
Pre-Qualification			
Donesafe Admin: Pre-Qualifi	cation		
Complete			
Pre-gualification			
Company Details			
Company Name			
SEN YAN			
ABN			
92865585068			
Trading Name:			
92865585068			
Address			
99			
Company Phone Number			
9000000			

Updating your information

When you update any information in the Contractor Management system, you are likely to be promoted to refresh your window to ensure the status of the record is updated accordingly.

This record has been changed Refresh Now X

 $\overline{\mathbf{A}}$

Note: Where additional sites are added, you might be required to upload additional documents. In addition, where new workers are added, worker information must be uploaded via the **Workers** tab.

Uploading documentation to the Portal

Suppliers are notified by email, to register and upload the required information, certificates, insurances, declarations etc., for approval prior to providing goods and services. For example:

You	will be required to register your company and upload the following documents:
	Public Liability Insurance **
	Workers Compensation Insurance**
	Personal Injury Insurance (Sole Traders Only)
	Professional Indemnity Insurance (Consultants Only)
	SWMS/ JSEA's
	Other Company Documents/Licences
** 0	enotes mandatory document
Voi	may return to the system at any time to unload or modify these documents

The Pre-Qualification form will populate the other tabs in Supplier records, based on the information provided in the **Pre-Qualification** form. For example, the **Insurances & Documents** tab will populate with the required documents suppliers need to be uploaded to the portal, based on the information provided in the **Pre-Qualification** form.

The **Workers** tab will only display if the **Pre-Qualification** form indicated that suppliers/contractors are to come on site and the names of the workers to attend sites and locations.

Upload Insurances & Documents

1. Access your company record and select the **Insurances & Documents** tab.

Uint	< Back	Search			Q		C Add New	• · Î	
Contractor Welcome Dashboard	ALDI STORES (A LIMITED PARTNERSHIP) - 90196565019	٢	St Please complete the In Once completed, your si You will b	age: Contrac isurances & Document ubmission will automat e notified via email whe	ctor Completion Is tab and add your Workers via the Workers tab Lically be sent to our Compliance Team for revie en you are approved in the system.	×.	>		
Actions	CONTRACTOR CON8904 0 COMPANY REGISTER	SUPPLIER PRE-QUALIFICATION	INSURANCES & DOCUMENTS	WORKERS	COMMUNICATIONS				
	☆ Follow	Please complete all required doc	uments below this section						
Contractor		Insurances & Documents							
Management (variation)	DETAILS of	Document Type 💌		Document Exp	piry	Document Status			
	JJ COMPANY RESPONSIBLE GROUP JJ's Supplier Management	Workers Compensation Insurance - C	NLD			Outstanding			
	YOUR COMPANY DETAILS	Workers Compensation Insurance - N	ISW	Outstanding					
	ABN 90196565019	Training/Induction Procedure				Outstanding			
	COMPANY NAME ALDI STORES (A LIMITED	Risk Management Procedure				Outstanding			
	PARTNERSHIP)	Professional Indemnity Insurance				Outstanding			
	TRADING NAME: Aldi	Modern Slavery Declaration	fern Slavery Declaration				Outstanding		

- 2. Click on the document line to upload.

a. Modern slavery:

Upload Document	
CONTRACTOR DOCUMENTS DETAILS DOC8912	
Explay Date *	
A valid expiry date must be at least 30 days in the future Select Date	
	Save As Draft Complete

b. Insurance certificate:

Upload Document	
CONTRACTOR DOCUMENTS DETAILS DOC8907	
Please upload a copy of the required document here. *	
2 Drop files here or click to upload	
Please enter the level of coverage *	
eg. Full. Half. % etc.	
Policy Number *	
Expiry Date *	
A valid expiry date must be at least 30 days in the future	
Select Date	
	Save As Draft Complete

- 4. Upload the document (drag and drop onto the window or browse to select the file).
- 5. Add **Policy Numbers**, notes etc., as required.
- 6. Select **Expiry Date** using the calendar tool. **Note** this must be **at least 30 days** in the future.





7. Click **Complete** once all documents have been uploaded Complete or click **Save as Draft**

Save As Draft

to save this to return to it later.

Once all documents have been uploaded to your company record and are current and valid, the **Insurances & Documents** tab displays **Current** against each of the required documents/uploaded. For example:

ALDI STORES (A LIMITED PARTNERSHIP) - 90196565019	Stage: Contractor Completion Please complete the Insurances & Documents tab and add your Workers via the Workers tab. Once completed, your submission will automatically be sent to our Compliance Team for review. You will be notified via email when you are approved in the system.								
CONTRACTOR CON8904 () COMPANY REGISTER	SUPPLIER PRE-QUALIFICATION	INSURANCES & DOCUMENTS	WORKERS	COMMUNICATIONS					
☆ Follow	Please complete all required documents below this section								
	Insurances & Documents								
DETAILS I	Document Type 💌		Document Exp	piry	Document Status				
JJ COMPANY RESPONSIBLE GROUP JJ's Supplier Management	Workers Compensation Insurance - S	31/12/2024	Current						
YOUR COMPANY DETAILS	Workers Compensation Insurance - C	30/09/2025	Current						
AEN 90196565019	Workers Compensation Insurance - N	23/05/2025	Current						
COMPANY NAME ALDI STORES (A LIMITED	Training/Induction Procedure			Current					
PARTNERSHIP)	Risk Management Procedure				Current				

Adding Worker documents

The **Workers** tab is only displayed where a supplier has indicated they will come onto site and need to nominate the names of those workers expected to attend sites and locations.

Suppliers are required to upload the relevant documents for a worker who is providing a service or plans to come on site. Once all worker documents are uploaded, email notification is automatically sent to the JJ's corporate governance team for worker document review and approval.

1. Click the blue worker name to view more details.

Sha	Stage: Worker Comple Piesse click the links below to upload this work Id the worker have any additional qualification that are not listed, please and by clicking t from the list. Once you have completed your submission it will automatically be sent	kers documents. The add button and selecting the relevant license or qualification to REMONDIS Compliance Team to review.
DOCUMENTS COMPLIANCE TEAM	REVIEW	
Documents		⊕ Add
Document Type 💌	Expiry Date	Status
Personal Identification	30/04/2025	Current
First Aid Certificate		Outstanding
Authority to Practice		Outstanding
Showing 1 to 3 of 3 results		Page 1 + of 1

- 2. Click the blue Document name link to view already uploaded documents.
- 3. Where required, click Add to upload a document.

JJ. Rooting	< Back	Search	Q Add New	@ - Î
Dashboard	First Aid Certificate : - Bob smith - SEN YAN WORKER LICENCE LICE866 @	This record requires a docum Please use the "Upload" button the	anding ent to be uploaded.	
Heetings	DETAILS / CONTRACTOR COMPANY SEN YAN	UPLOAD Upload Document	\rightarrow	Add

4. To upload a document, click the blue Click to upload link or drag and drop the file onto the Drop files here area.



- 5. Enter the document expiry date using the calendar tool. **Note** this must be **at least 30 days** in the future.
- 6. Click **Complete** once all documents have been uploaded **Complete** or click **Save as Draft** to save this to return to it later.

Note: Once the uploaded document forms are **Complete**, suppliers are unable to edit or amend them. If there is an error in the uploaded documents, suppliers will be advised when their submission is *Rejected*, where they can upload the correct document, certificate, etc. as required.

Communications tab

Suppliers/Contractors are able to view this tab and may use this to add notes or communications to the reviewer approver, where relevant.



Add

- 1. Click Add to create a new Communications record
- 2. Enter the **Comments**.
- 3. Select who is adding the Comments from the list provided. Default is yourself.
- 4. Add any documents/attachments if required.

Submitting your request

Once all documents have been uploaded to your company record and are current and valid, the **Insurances & Documents** tab displays **Current** as the *Document Status* for each of the required documents/uploaded. For example:

ALDI STORES (A LIMITED PARTNERSHIP) - 90196565019 CONTRACTOR CON8904 •	Stage: Compliance Approval Pending Company Compliance to Verify the contractor has uploaded valid insurances and documents and complete the 'Compliance Verification' tab SUPPLIER PRE-QUALIFICATION INSURANCES & DOCUMENTS WORKERS COMMUNICATIONS		
COMPANY REGISTER ☆ Follow		Document Evolution	Document Status
	Document type	bodument expiry	Document Status
	Workers Compensation Insurance - SA	31/12/2024	Current
DETAILS 🖋	Workers Compensation Insurance - OLD	30/09/2025	Current
JJ's Supplier Management	Workers Compensation Insurance - NSW	23/05/2025	Current
YOUR COMPANY DETAILS	Training/Induction Procedure		Current
ABN 90196565019	Risk Management Procedure		Current
COMPANY NAME ALDI STORES (A LIMITED	Professional Indemnity Insurance	23/07/2025	Current
PARTNERSHIP)	Madage Slavery Declaration	31/01/2026	Current

Once all required documents and certificates, etc. are uploaded, the Contractor stage is updated to **Compliance Approval Pending** and an automated email is sent to the centralised Shared Services team to review and approve the supplier documents uploaded.

The notification email sent to advise the central team is similar to the following:

	- 7 - 1 - 8 - 1 - 9 - 1 - 10 - 1 - 11 - 1 - 12 - 1 - 13 - 1 - 14 - 1 - 15 - 1 - 16 - 1 - 17 - 1 - 18 - 1 - 19 - 1 - 20 - 1 - 21 - 1 - 22 - 1 - 23 - 1 - 24 - 1 - 25 - 1 - 26 - 1 - 27 -			
JJ Waste &				
May 24, 2024 @ 3:11PM				
Contractor ALDI STORES (A LIMITED PARTNERSHIP) - has uploaded all required documents				
This message is related to the ALDI	STORES (A LIMITED PARTNERSHIP) - Contractor Company Register			
	Hi			
Message:	All documents have been uploaded for ALDI STORES (A LIMITED PARTNERSHIP) - Please follow			
	the link above to access the record, and complete the Compliance Verification tab.			
Recipient:	JJ's Supplier Management			
	Powered by Donesafe, an HSI Company			
	0			
Automation Deference: 972	done safe			
Automation Reference, 372				
•				

Once your information has been reviewed and approved, your company status is updated to Approved:



Incomplete / rejected submissions

If a supplier's document submission is rejected, an email is sent to advising them of what needs updating or re-submitting, together with a link to directly access their record to update. For example:

Recipient:	Julie Ellenger
	Documents' tab marked as 'Outstanding'.
	Please access the record using the link above, and re-submit all documents in the 'Insurances &
	Please upload a valid Risk Management Procedure document.
พธรรสมุข.	The following notes were provided:
Message:	
	LIMITED PARTNERSHIP) -
	The following documents require re-submission: Risk Management Procedure - ALDI STORES (A
	rii Julie Elleliyei
	Hi Julia Ellangor
This message is related	to the ALDI STORES (A LIMITED PARTNERSHIP) - Contractor Company Register
Some documents for AL	DI STORES (A LIMITED PARTNERSHIP) - require re-submission
May 26, 2024 @ 3:26PM	
J Waste & Recycling	
TTS	
K · · · 1 · · · 2 · · · 3 · · · 4 ·	1 · 5 · 1 · 6 · 1 · 7 · 1 · 8 · 1 · 9 · 1 · 10 · 1 · 11 · 1 · 12 · 1 · 13 · 1 · 14 · 1 · 15 · 1 · 16 · 1 · 17 · 1 · 18 · 1 · 19 · 1 · 20 · 1 · 21 · 1 · 22 · 1 · 23 · 1 · 24 · 24 · 24 · 24 · 24 · 24 · 24

Suppliers can use the **Company name** link in the email to navigate to the supplier portal to upload the correct documents, as indicated in the email.

Suppliers can also check the **Communications** tab in their company record for any additional information provided to assist them with the correct upload to ensure approval.

Once all outstanding documents have been re-uploaded and show as **Current** in the *Document Status*, the company record is automatically re-sent for approval.

Supplier reminders

Reminders are automatically sent to Supplies where documents are outstanding, invalid or expired.

Note: Where suppliers do not upload the correct documentation in the timeframes provided, they will be marked as inactive, and the JJ's Waste & Recycling group of companies staff and depots are advised not to use that supplier or their services.