



Your People. Our Passion

Portal Registration
and Prequalification

Vault Contractor
Portal

[DISCLAIMER]

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Portal Register and PQ Introduction

To be Prequalified in Vault Contractor there are two general steps involved:

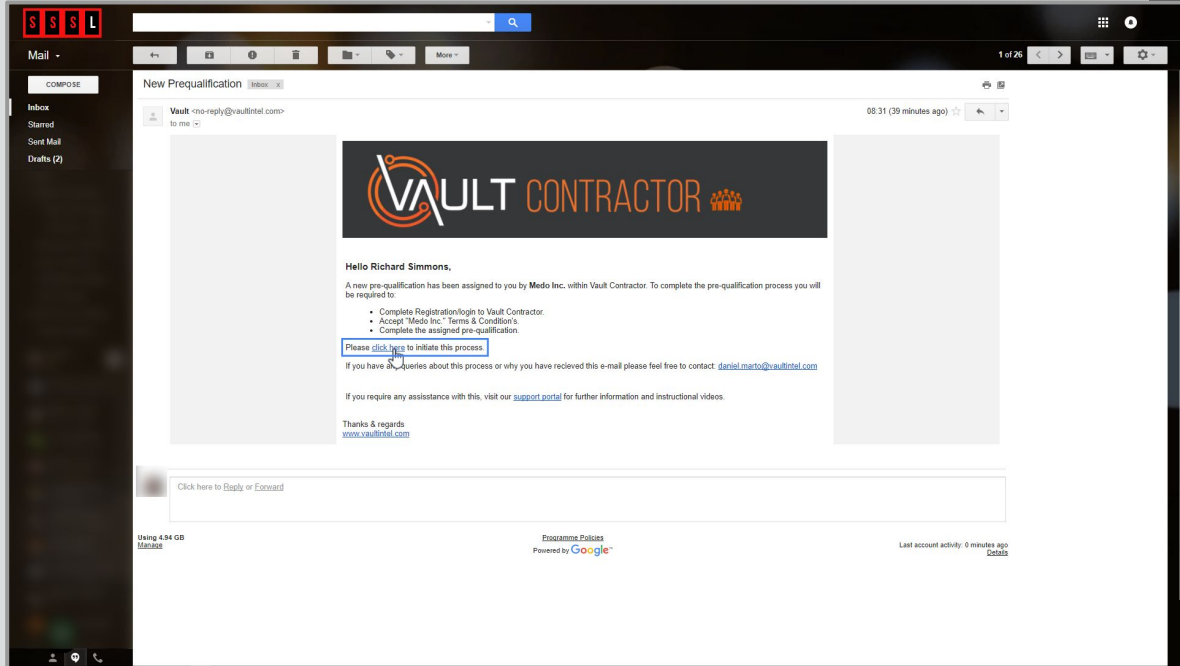
- Portal Registration
- Completing the Prequalification

Portal Registration

Complete Prequalification



Self Management Contractor Email



The Registration process for Vault Contractor Portal starts with the prequalification request email.

follow the link provided and complete your portal registration



Self Management Portal Registration

Simply check User name.....which should your email address.

Create a password following the required criteria

and confirm or update the information for all the user detail fields displayed

The Vault Terms and conditions must also be agreed to before you can proceed with the registration process.

Click 'Submit' to complete.

Note: that Portal registration is only required when logging into portal for the first time.

A screenshot of the "VAULT CONTRACTOR" registration page. The page has a dark header with the "VAULT CONTRACTOR" logo and a group of people icon. Below the header, the text "Complete your registration" is displayed. The form contains several input fields: "Username" (with the value "daniel.martin@vaultintef.com"), "Enter Password (At least 8 characters long and contain at least one number)" (with a masked password "*****" and a "Password Strength" indicator), "Confirm Password" (with a masked password "*****"), "Name" (with the value "Richard Simmons"), and "Contact Number" (with the value "02749760625"). Below these fields is a "Terms and Conditions" section with a scrollable text area containing legal disclaimers. At the bottom of the form, there is a "Full Terms and conditions" link and a checkbox labeled "I accept the terms and conditions", which is checked. A "Submit" button is located at the bottom right of the form.

Self Management Company Details

Contractor Portal | Dashboard | Action Items

Assessments

Prequalification	Company	Status	Date
Low Risk	Medo Inc.	Required	04/08/2017

Filters | Show 10 entries | Previous | Next

Expiration Items

Question Answers (0) | **Inductions (0)**

Prequalification

Company Information

Company Name:

Country:

Trading Name:

Incorporated Date:

Business Number:

Business Nature:

Company Number:

Physical Address:

Postal Address:

City:

Postal Code:

Save | Cancel

Before Actioning any awaiting Prequalification Questionnaires, it is important to Confirm or Update all your Company details to ensure these are correct.

Portal Register and PQ Prequalification

Completing a waiting prequalification can be actioning from either the 'Portal Dashboard' or the 'Assessments Register'

Both of these can be found in the menu and the process is the same from either.

The screenshot displays the VULT Contractor Portal Dashboard. The left sidebar contains a menu with options: Dashboard, Companies, Assessments, Workers, Insurance, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The main content area is divided into two sections: 'Assessments' and 'Expiration Items'.

Assessments Section:

- Includes a 'Filters' dropdown and a 'Show 10 entries' control.
- Contains a table with the following data:

Prequalifications	Company	Status	Date
Low Risk	Medo Inc.	Request	04/08/2017

Navigation buttons 'Previous' and 'Next' are located at the bottom right of the table.

Expiration Items Section:

- Includes tabs for 'Question Answers (0)', 'Inductions (0)', and 'Licences (0)'.
- Contains a table with the following data:

Prequalification	Company	Question	Status	Date
No Records Found				

Navigation buttons 'Previous' and 'Next' are located at the bottom right of the table.

Self Management

Prequalification Cont.

The screenshot displays the VAOULT Contractor Portal interface. The top navigation bar is orange with the VAOULT logo. The left sidebar contains a menu with options: Dashboard, Companies, Assessments, Workers, Insurance, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The main content area is titled 'Dashboard' and features a 'Prequalification' table under the 'Assessments' tab. The table has columns for Prequalification, Company, Status, and Date. A row is highlighted for 'Medo Inc.' with a status of 'Required' and a date of '04/08/2017'. Below the table, there are 'Previous' and 'Next' buttons. The bottom section of the screenshot shows the 'Prequalification' details page for 'Medo Inc.', which includes a 'Details' tab and a 'Terms and Conditions' section. The 'Terms and Conditions' section contains a text area with a blue border and a 'Link' button.

Prequalification	Company	Status	Date
Low Risk	Medo Inc.	Required	04/08/2017

The dashboard is your default view whenever you login and it organises most of your relevant information and tasks at a glance.

So we'll action the Prequalification from here.

From the 'Action Items' table you will see all prequalifications you have waiting to be completed.

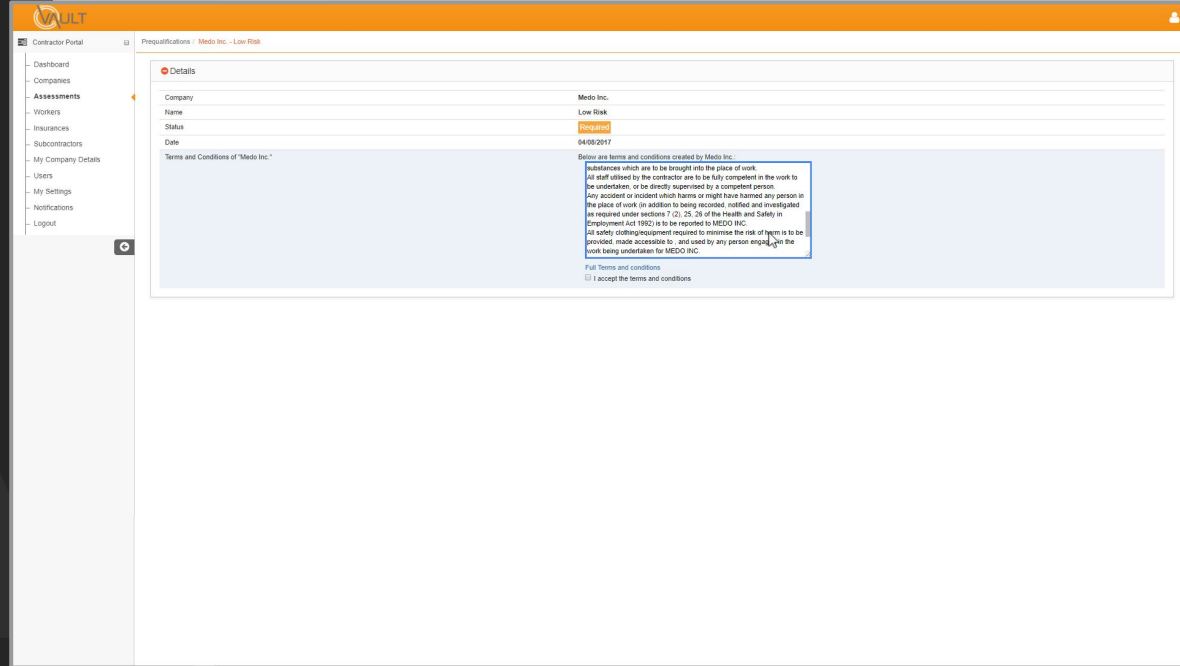
Click on either the 'Link' or the 'Status' of the required prequalification.



Portal Register and PQ Prequalification Cont.

Before you can actually start the prequalification you must first agree to the 'Terms and Conditions' set by the Company who has sent you the questionnaire.

Note that if you wish to view the terms and conditions in full screen **click** the 'Full Terms and conditions' link and they will display in a new tab.



The screenshot displays the Vauld Contractor Portal interface. The top navigation bar is orange with the Vauld logo on the left and a user profile icon on the right. Below the navigation bar, the breadcrumb trail reads "Prequalifications / Medo Inc. - Low Risk".

The main content area is divided into two sections. The first section, titled "Details", contains the following information:

Field	Value
Company	Medo Inc.
Name	Low Risk
Status	Completed
Date	04/08/2017

The second section, titled "Terms and Conditions of 'Medo Inc.'", contains the following text:

Below are terms and conditions created by Medo Inc.

Substances which are to be brought into the place of work. All staff utilised by the contractor are to be fully competent in the work to be undertaken, or be directly supervised by a competent person. Any accident or incident which harms or might have harmed any person in the place of work (in addition to being recorded, notified and investigated as required under sections 7 (2), 25, 26 of the Health and Safety in Employment Act 1992) is to be reported to MEDO INC. All safety clothing/equipment required to minimise the risk of harm is to be provided, made accessible to, and used by any person engaged on the work being undertaken for MEDO INC.

Full Terms and conditions
☐ I accept the terms and conditions

Self Management

Prequalification Cont.

The image displays two screenshots of the Vauld Contractor Portal interface, illustrating the prequalification process for Medo Inc. (Low Risk).

Top Screenshot: Shows the 'Details' and 'Prequalification Questions' sections.

- Details:** Company: Medo Inc., Name: Low Risk, Status: **Approved**, Date: 04/08/2017. Below are terms and conditions created by Medo Inc. (Full Terms and conditions).
- Prequalification Questions:** Section A includes Hazard Controls, Risk/Hazard Register, and Minimising Risk. Section B includes Event Investigations, Event Reporting, and Event/Accident Register. Section C includes Professional Indemnity Insurance and Workers Compensation Insurance.

Bottom Screenshot: Shows the 'Edit' function for the 'Hazard Controls' question. The 'Edit' button is highlighted, and the 'Chevron' icon is visible next to the question title.

Once agreed - the Qualification Questions will become visible for you to complete.

You can answer questions:

- Either individually via the 'Edit' function - use the 'Chevron' to access this function



Portal Register and PQ Prequalification Cont.

OR

- Via the 'Start Answering' button which allows you to work through the questionnaire in sequence.

This is especially helpful if you don't have all the required information when you first start answering the questionnaire, you can always skip a question leaving it unanswered and then come back later to finish when you have the information at hand.

The image displays two screenshots of the VULT Contractor Portal Prequalification interface. The top screenshot shows the 'Details' section for 'Medo Inc.' with fields for Company, Name, Status (Low Risk), Date (04/08/2017), and Terms and Conditions. It includes 'Start Answering' and 'Submit Answers' buttons. The bottom screenshot shows the 'Prequalification Questions' section, specifically 'Section A: Hazard Controls', with a 'Start Answering' button and a question about hazard controls.

Top Screenshot: Details

Field	Value
Company	Medo Inc.
Name	Low Risk
Status	Low Risk
Date	04/08/2017
Terms and Conditions of 'Medo Inc.'	Below are terms and conditions created by Medo Inc. Full Terms and conditions

Bottom Screenshot: Prequalification Questions

Section A

- Hazard Controls
- Risk/Hazard Register
- Minimising Risk
- Section B
- Event Investigations
- Event Reporting
- Event/Accident Register
- Section C
- Professional Indemnity Insurance
- Workers Compensation Insurance

Section A - Hazard Controls

1 of 8 Questions

Start Answering **Submit Answers**

Does your organisation have a process to identify, report and control hazards in the workplace?

Yes (Y) No (N)

If yes, provide details

Any/Or attach photos

Drop files to upload (or click)

Self Management

Prequalification Cont.

The screenshot shows the Vauld Contractor Portal interface. The top navigation bar is orange with the Vauld logo on the left and a user profile icon on the right. Below the navigation bar, the breadcrumb trail reads "Prequalification / Low Risk / Answers". The main content area is titled "1 of 8 Questions" and contains a "Back to Questions List" button on the left and a "Next Question" button on the right. The question is titled "Section A : Hazard Controls" and asks "Does your organisation have a process to identify, report and control hazards in the workplace?". Below the question, there are two radio buttons for "Yes" and "No". A text input field is provided for the answer. Below the text input field, there is a section titled "And/or attach process" with a large blue box for file uploads. The box contains the text "Drop files to upload (or click)".

There are several different types of question.

Including:

- Yes/No answers
- Lines of text
- And the requirement to Attach a file.

Questions can also be made up of combinations of more than one of these answer types.

Portal Register and PQ Prequalification Cont.

Obviously answering all these questions with as much appropriate and accurate information as possible goes without saying.

And once you have completed answering the questionnaire you will be prompted to 'Review the Answers'.

The screenshot shows the VULT Contractor Portal interface for a Prequalification (PQ) form. The header is orange with the VULT logo and a user profile icon. A sidebar on the left lists navigation options: Dashboard, Companies, Assessments (highlighted), Workers, Insurances, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The main content area is titled 'Prequalification : Low Risk : Answers' and shows '6 of 6 Questions'. A 'Back to Questions List' button is on the left, and 'Previous Question' and 'Review Answers' buttons are on the right. The current section is 'Section C : Workers Compensation Insurance'. It contains three questions: 1. 'Do you have workers compensation insurance?' with radio buttons for 'Yes' (selected) and 'No'. 2. 'If yes, provide policy number' with a text input field containing 'WCO 5598745687'. 3. 'State amount' with a text input field containing '10,000,000'. Below these is a 'State expiry date' field with '05/03/2020'. The final question is 'Attach certificate', which shows a file upload area with a '0.2 MB' file named 'Worker Comp Ins...' and a 'Remove file' button.

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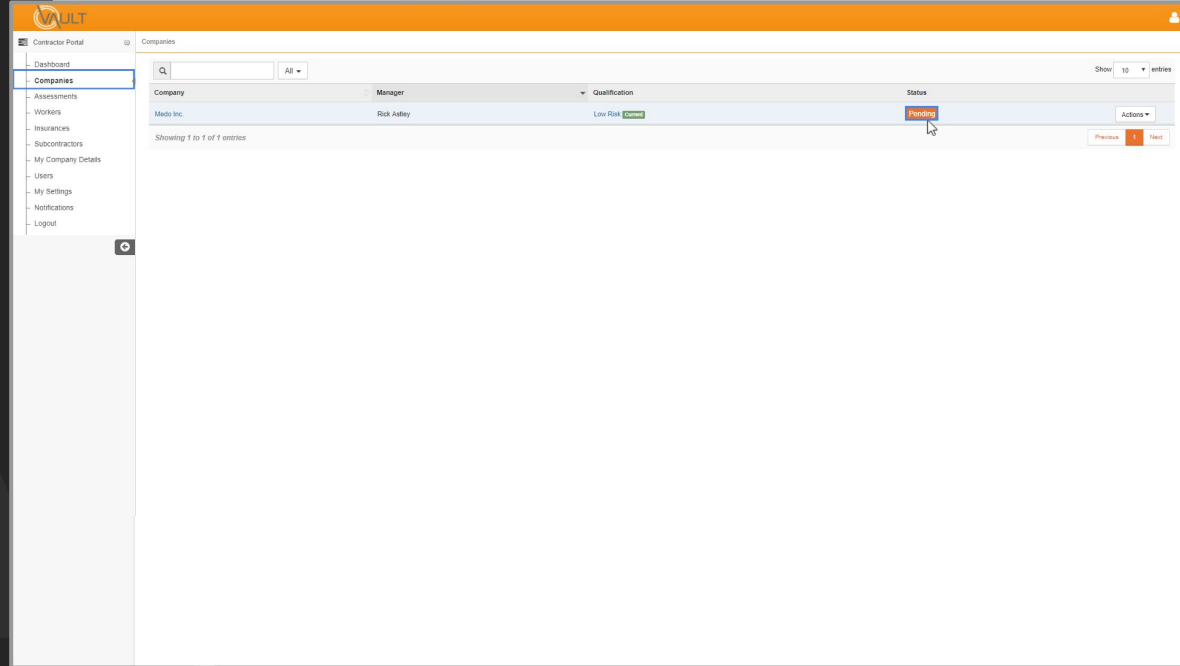
Prequalification Cont.

The screenshot displays the Vauld Contractor Portal interface. The top navigation bar is orange with the Vauld logo on the left and a user profile icon on the right. The sidebar on the left contains a list of navigation items: Dashboard, Companies, Assessments, Workers, Insurances, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The main content area is titled 'Prequalifications / Medo Inc. - Low Risk'. It features a 'Details' section with fields for Company (Medo Inc.), Name (Low Risk), Status (Pre-qualified), Date (04/08/2017), and Terms and Conditions of Medo Inc. Below this is a 'Prequalification Questions' section with three sub-sections: Section A (Hazard Controls, Risk/Hazard Register, Minimising Risk), Section B (Event Investigations, Event Reporting, Event/Accident Register), and Section C (Professional Indemnity Insurance, Workers Compensation Insurance). A 'Confirm' dialog box is overlaid on the bottom half of the page, asking 'Are you sure you want to submit answers?' with 'Confirm' and 'Close' buttons.

Once all answers have been reviewed 'Submit' them to the originating Company.

Portal Register and PQ Prequalification Cont.

Once you've submitted your answers
The Prequalification will now display
in your dashboard or in your
companies register in a 'Pending'
Status ready for the originating
company to assess the answers and
make a decision on acceptance



The screenshot displays the 'Contractor Portal' interface. On the left is a sidebar menu with options: Dashboard, Companies (highlighted), Assessments, Workers, Insurance, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The main content area is titled 'Companies' and features a search bar, a filter dropdown set to 'All', and a table of company entries. The table has columns for Company, Manager, Qualification, Status, and Actions. One entry is visible: 'Medo Inc.' with Manager 'Rick Asley' and Qualification 'Low Risk' (marked 'Green'). The Status column for this entry shows 'Pending' in a red box, which is being pointed to by a mouse cursor. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table are buttons for 'Previous', 'Next', and '1'. A 'Show 10 entries' dropdown is in the top right corner.

Company	Manager	Qualification	Status	Actions
Medo Inc.	Rick Asley	Low Risk Green	Pending	

Self Management Prequalification Cont.

The image displays two screenshots of the Vauld Contractor Portal interface. The top screenshot shows the 'Companies' management page. A table lists companies with columns for Company, Manager, Qualification, and Status. The entry for 'Medo Inc.' is highlighted, showing a 'Low Risk' qualification and a 'Pending' status. A red box highlights the 'Pending' status, and a mouse cursor points to it. The bottom screenshot shows the 'Prequalification' details for 'Medo Inc.' with a 'Low Risk' status. A red box highlights the 'Feedback' section, which contains a list of prequalification questions and answers, including 'Section A' (Hazard Controls, Risk Hazard Register, Minimising Risk) and 'Section B' (Event Investigations, Event Reporting, Event/Accident Register). The 'Feedback' section is highlighted with a red box, and a mouse cursor points to the 'Feedback' section header.

During the assessment process the originating company may request more information. If they do you'll receive an email advising of this and your prequalification will go back to a required status.

either follow the link from the email as before or login to contractor portal and within the required prequalification you see what has been requested in the feedback section.

Portal Register and PQ Prequalification Cont.

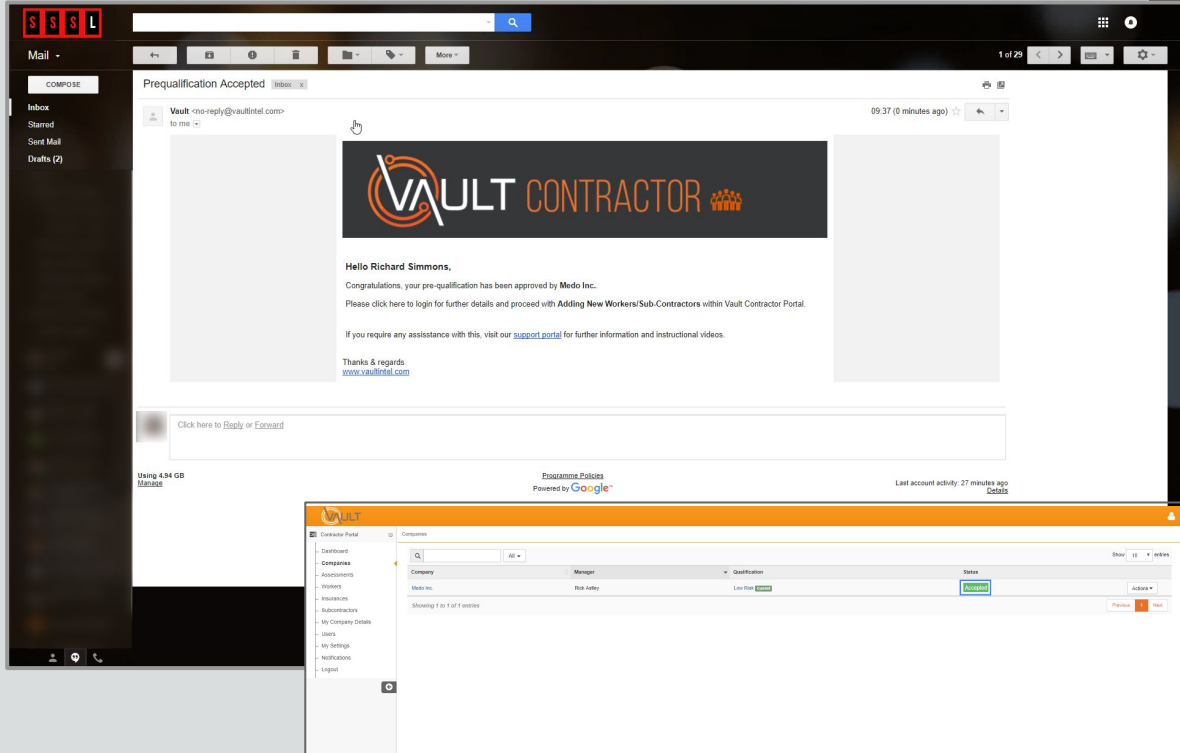
If there is a requirement for further information you can 'Edit' any required answers and then re-submit the prequalification back to the originating company for the assessment to start again

The screenshot shows the Vauld Contractor Portal interface for a Prequalification assessment. The header is orange with the Vauld logo and a user profile icon. A left sidebar lists navigation options: Dashboard, Companies, Assessments (selected), Workers, Insurances, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The main content area is titled 'Prequalification : Low Risk : Answers' and shows '7 of 8 Questions'. A 'Back to Questions List' button is on the left, and 'Previous Question' and 'Next Question' buttons are on the right. The current section is 'Section C : Professional Indemnity Insurance'. It contains the following fields:

- Do you have Professional Indemnity Insurance?
☒ Yes ☐ No
- If yes, provide policy number
PI 123654897
- State amount
5,000,000
- State expiry date
10/07/2019
- Attach certificate
0.2 MB
Professional inde...
Remove file

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Prequalification Cont.



Once the assessment of the answers has been completed and the decision to 'Accept' or 'Reject' has been made you will receive an email advising of this.

The Prequalification will also display in either an 'Accepted', 'Rejected' status in your assessments register.



Portal Register and PQ Prequalification Cont.

When the process has been fully completed you can proceed to managing workers and subcontractors.

How to do this is documented in the next tutorial 'The portal and Self Management'.

The screenshot displays the VULT Contractor Portal dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Companies, Assessments, Workers, Insurance, Subcontractors, My Company Details, Users, My Settings, Notifications, and Logout. The 'Assessments' section is currently active. The main content area is titled 'Action Items' and contains two sub-sections: 'Assessments' and 'Expiration Items'. The 'Assessments' sub-section shows a table with the following data:

Prequalifications	Company	Status	Date
Low Risk	Medo Inc.	Accepted	04/08/2017

Below the table are 'Previous' and 'Next' buttons. The 'Expiration Items' sub-section shows a table with the following data:

Prequalification	Company	Question	Status	Date
No Records Found				

Below this table are also 'Previous' and 'Next' buttons. The top right of the dashboard shows a 'Filters' dropdown and a 'Show 10 entries' indicator.

