



# Quick Submit Verification



Supplier Portal  
Enhancement Guide v1



# Quick Submit Verification Overview

A new way of processing your Workers in the Supplier Portal. This will increase the effectiveness of the portal by removing some current restrictions.

The Quick Submit Verification Supplier Portal enhancement, aims to streamline the competency submission process for suppliers and workers alike. By accepting competency submissions one-by-one, Avetta is empowering users to enhance compliance turnaround time and provide more detailed feedback.

Previous functionality had supplier administrators using the Supplier Portal for one large submission, often resulting in a lengthy process – especially for those who were waiting on evidence from an external provider.

With Quick Submit Verification, documents can be submitted independently. The review process can be completed, cards (if applicable) printed, and workers can get on-site faster.

ADD NEW EMPLOYEE +

Worker Name	Status
Balding, Harry	Subscribed
Bishop, Alex	Subscribed
Bishop, Alysse	Subscribed
Blackmore, Joe	Expired
Branson, Thomas	Subscribed
	Expired
	No Subscription

MANDATORY 6/6

Competency	Status
Driver.Govt Licence/Authority.AUS Drivers Licence	Pending
Electrical.Trained.Training and PPE	
Safety.Induction.GlobalCo Orientation Training	Pending
Electrical.Course.Arc Flash Awareness Expires: 30 June 2023	Expiring Soon
Electrical.Govt Licence/Authority.Electrical Contractor	Valid
Electrical.Trained.Lockout/Tagout	Valid

The competency has been submitted for verification or training not yet complete



# **Viewing Workers in the Supplier Portal**



# Viewing a Worker

- In the supplier portal, viewing a worker is the same
- Under Manage Employees you can view the list of your workers
- Now you can see extended statuses for every worker:
  - No Subscription
  - Subscribed
  - Expiring Subscription
  - Expired
- A valid Subscription is required to apply for Roles and to view a Workers Data

The screenshot displays the 'Manage Employees' page in the GlobalCo supplier portal. The page header includes the GlobalCo logo, 'Access Gateway', and 'Pegasus Management Pty. Limited [Training Data]'. The breadcrumb trail is 'Dashboard / Employees / Manage Employees'. The main content area is titled 'Employees' and prompts the user to 'Select an employee to view'. A search bar is present. Below the search bar is a blue button labeled 'ADD NEW EMPLOYEE' with a plus sign. A list of employees is shown, each with a profile picture, name, and a status badge:

Name	Status
Bishop, Alex	Subscribed
Bishop, Alysse	Expiring Subscription
Blackmore, Joe	Expired
Branson, Thomas	Subscribed
Brennan, Dara	Expired
Brown, Karlee	No Subscription

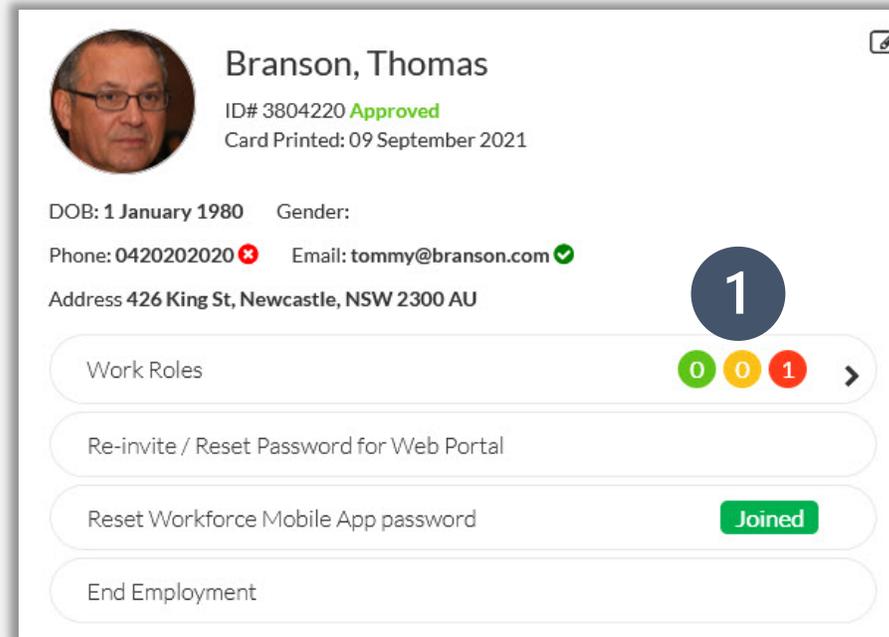
At the bottom of the page, there is a copyright notice: '© 2023 Avetta, LLC or its affiliates. All rights reserved. Support 1300 441 433 - Contact Us - Privacy Policy - E'.



# Viewing a Worker

- To review a Workers information, click on their name from the list
- Edit a workers details ( except for DOB) by using the edit tool 

- 1
  - View their current Role status:
    - Green = Complete Roles
    - Amber = Expiring/Working Towards
    - Red = Expired Roles
- 2
  - Clicking the number will open the Role status. You can quickly see the status of the Role
- 3
  - You can then explore and see what might need attention



Branson, Thomas  
ID# 3804220 **Approved**  
Card Printed: 09 September 2021

DOB: 1 January 1980 Gender:  
Phone: 0420202020  Email: tommy@branson.com   
Address 426 King St, Newcastle, NSW 2300 AU

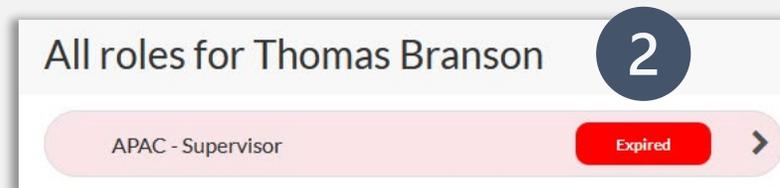
1

Work Roles 0 0 1 >

Re-invite / Reset Password for Web Portal

Reset Workforce Mobile App password **Joined**

End Employment



All roles for Thomas Branson 2

APAC - Supervisor **Expired** >



Driver.Govt Licence/Authority.AUS Drivers **Expiring Soon** >  
Licence Expires: 30 June 2023

Electrical.Course.Arc Flash Awareness **Valid** >  
Expires: 01 August 2023

Electrical.Trained.Lockout/T **Rejected** >  
Expires: 26 October 2023

Electrical.Govt Licence/Authority.Electrical Contractor **Rejected** >

The competency has been rejected and requires action

3



# **Adding a Worker in the Supplier Portal**



# Viewing a Worker

- Click *Add New Employee*
- Upload a Passport style photo in JPG format, adjust to fit frame and click *Done*
- Once complete, move to enter workers personal details
- Ensure that Email address is unique
- Preferably Workers personal email address.
- This is required for notifications of expiring items, login for Learning Management System and Site Broadcast Notifications
- Email is checked to see if unique
- Agree to End User Service Agreement, then *Save & Close*

Person

**Photo Upload \***

Please supply a recent and genuine profile image of the worker.

Note: Image must be a JPEG no more than 5MB in size.

Business Rules

Done ✓

First Name \* First Name

Middle Name Middle Name

Back to Manage Employees SAVE

Personal Details

Create a new employee

Note: Image must be a JPEG no more than 5MB in size.

Business Rules

Upload  Crop 

DOB \* 02 February 1949 

Phone \* 0420202020

Email \* MichelleMasters@trial.net.au

Locale No preference

Find Address

Search for the address or supply it manually below

Find Address Address

Back to Manage Employees SAVE & CLOSE

Email \* webinartraining@pegasus.net.au

This email already exists, please use another

Agree to End User Service Agreement

Back to Manage Employees SAVE & CLOSE

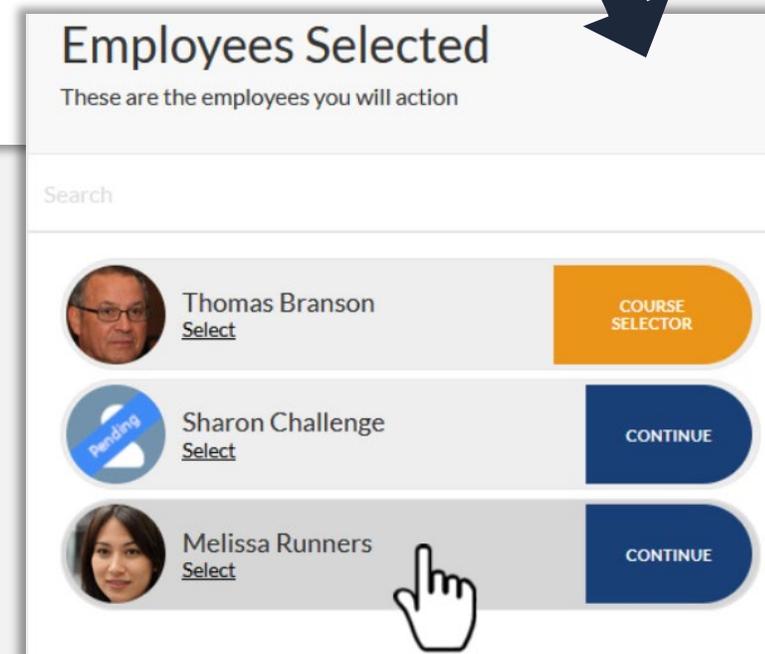
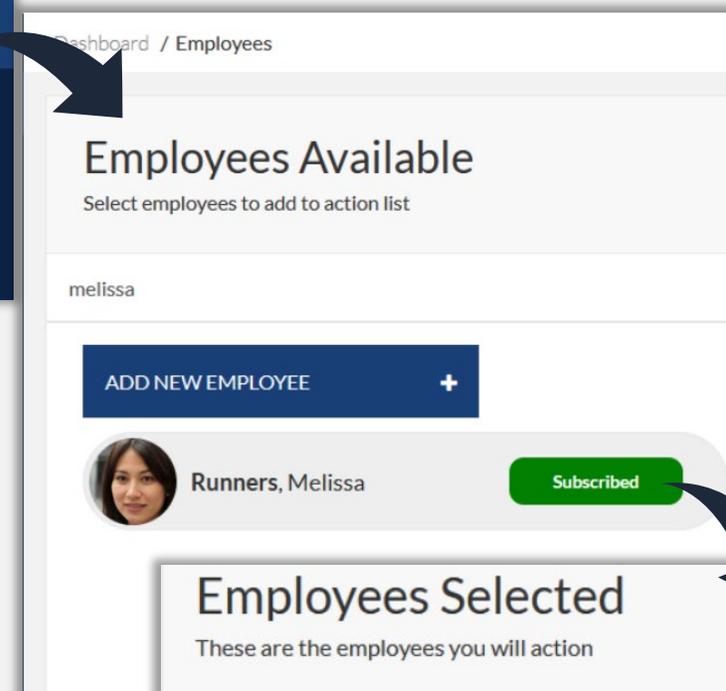
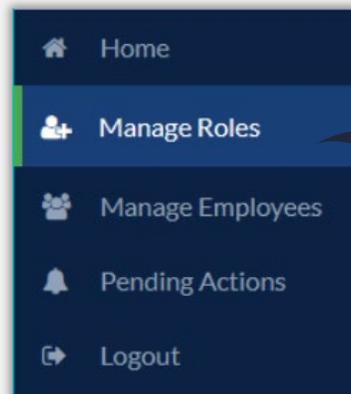


# **Adding a Role to a Worker in the Supplier Portal**



# Manage Roles

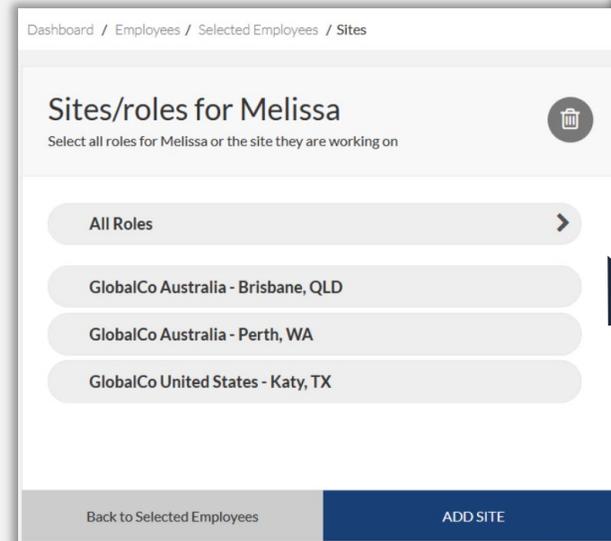
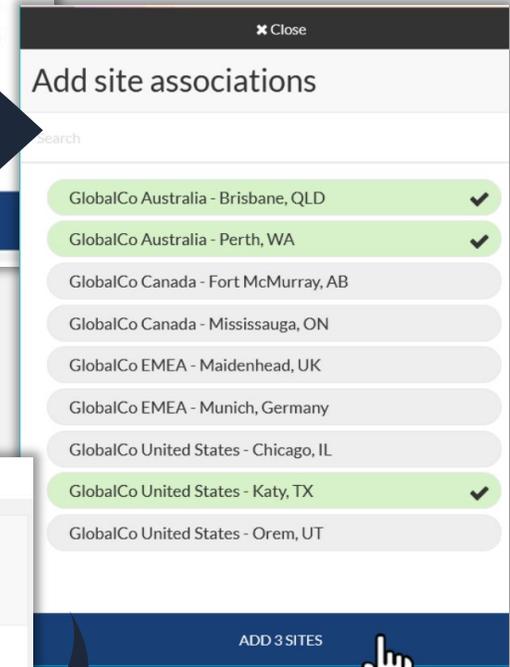
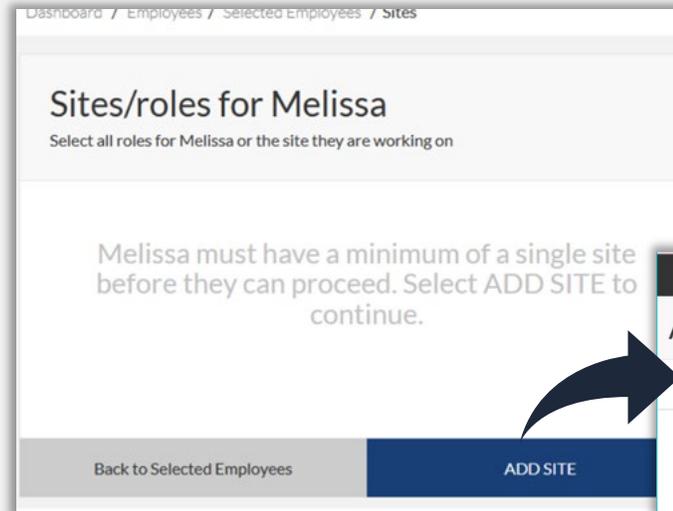
- Click on *Manage Roles*
- *Search/Click* on the relevant Worker
- Ensure they have a valid Subscription
- Click on Worker to Select
- They will appear in right-hand menu. Click on Continue to progress





# Adding Sites

- Click on Add Site
- Select Site(s) from the list available. Only select Sites your worker will attend
- Multiple Sites can be selected at once
- Worker Will now be associated to those sites
- Can use the recycle button to remove a site if accessed by mistake, or wish to remove association





# Adding Roles

- Click on *Add New Role*
- Can add multiple Roles at once
- *Note that the roles is NOT APPLIED at this time to the worker*
- Once added, depending upon any existing competencies, the Role Status will show. In this example there are none, so Role is not compliant
- *Click on desired role to start uploading evidence/book training/answer questions*

Close

## Add New Roles

Search

- APAC - Electrician ✓
- APAC - HVAC Technician
- APAC - Heavy Truck Driver
- APAC - In-Store Entertainer ✓
- APAC - Pest Control
- APAC - Project Manager (Construction)
- APAC - Welder
- Crown Safety Awareness
- LK Test
- US - Electrician

ADD 2 ROLES

## All roles for Melissa Runners

Mandatory training has not been completed, mandatory competencies not supplied, have expired or have been returned for action

Search

- APAC - In-Store Entertainer Not Compliant
- APAC - Electrician Compliant

ADD NEW ROLE

## Competencies for Melissa Runners

Role APAC - In-Store Entertainer

Expand All | Collapse All

**MANDATORY** 0/2

- Driver.Govt Licence/Authority.AUS Drivers Licence Unfilled
- Government.Immunisation.Covid 19 Vaccination / Exemption Unfilled

ADD NEW ROLE



# Adding Requirements

- Click on first competency item
- Multiple options could appear:
  - File Uploads
  - Online/Classroom Training Enrolment
  - Questions
  - Acknowledgement Steps
  - Optional Competencies
- For file uploads, they stay in the portal for this worker in the Document Library. Library files can be re-used when applying for Roles to save re-uploading
- Business Rules link available for all items to check you are uploading relevant items
- When ready, press *Save & Submit* to send this item to the Verification Team

Competency  
Driver.Govt Licence/Authority.AUS Drivers Licence

Business Rules

Select evidence for: Driver.Govt Licence/Authority.AUS Drivers Licence

Select or Upload Document

Cancel

Document Library  
Select or upload the document required  
Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Edit Select None

MEDICAL HISTORY  
Medical Certificate  
ACMI  
PLANT OPERATOR  
VOC Register  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_

Select or Upload Document

Select 1 document

Extra information required:

Issue Date	01 June 2023
Expiry Date	30 June 2023
Comments	

Cancel Save & Submit



# Adding Requirements

- Work through each Role Requirement and supply evidence, answer question or book into training
- Each time you press Save & Submit, this that evidence is sent to the verification team to process. As items are reviewed and verified, you will see that status change in the Supplier Portal for that competency/item
- Statuses are:
  - Unfilled
  - Pending
  - Expiring Soon
  - Valid
  - Rejected
- Hover over any item to see context specific information

## Competencies for Melissa Runners

Role APAC - Electrician

[Expand All](#) | [Collapse All](#)

**MANDATORY**

4/6

-  Electrical.Trained.Training and PPE Unfilled >
-  Safety.Induction.GlobalCo Orientation Training Pending >
-  Driver.Govt Licence/Authority.AUS Drivers Licence Expiring Soon >  
Expires: 30 June 2023
-  Electrical.Course.Arc Flash Awareness Valid >  
Expires: 01 August 2023

[Back to Roles](#)

-  Electrical.Trained.Lockout/T The competency has been rejected and requires action >  
Expires: 26 October 2023
-  Electrical.Govt Licence/Authority.Electrical Contractor Rejected >



# Reviewing Requirements

- As the Pending Data team reviews your submissions, you can see the change in the portal.
- Should you have any items rejected, you can easily see this in the portal
- Supplier Administrators will be sent emails should anything be rejected. You can also review at anytime in the Supplier Portal under the section *Pending Data > Returned Competencies*
- You can then use the *continue* button to return to that Role and update anything that needs attention

- Home
- Manage Roles
- Manage Employees
- Pending Actions**
- Logout

**Competencies for Melissa Runners**  
Role APAC - Electrician

Driver.Govt Licence/Authority.AUS Drivers Licence Expires: 30 June 2023 **Expiring Soon**

Electrical.Course.Arc Flash Awareness Expires: 01 August 2023 **Valid**

Electrical.Trained.Lockout/Tagout Expires: 26 October 2023 **Valid**

Electrical.Govt Licence/Authority.Electrical Contractor **Rejected**

**OPTIONAL** 1/1

Back to Roles

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**Competency (Rejected)**  
Electrical.Govt Licence/Authority.Electrical Contractor

**Wrong Name on Certificate submitted. Please submit the correct one.**

Business Rules

Select evidence for: **Electrical.Govt Licence/Authority.Electrical Contractor**

Renew/Replace document Download document (79.1 kb)

Remove existing documents

Damien Challen - Jun 20, 2023

**Pending Actions**  
Please review and complete any outstanding items

- Returned Applications
- Returned Competencies**
- Continuing Applications
- Returned Employees
- Book Training

**Returned Competencies**

**Employee Name:** Melissa Runners **Comment Date:** 20 June 2023 **REJECTED**

**Competency:** Electrical.Govt Licence/Authority.Electrical Contractor **CONTINUE**

**Comments:** Wrong Name on Certificate submitted. Please submit the correct one.

**Employee Name:** Sim Card

**Competency:** Pest Control.Qualified Licence

**Comments:** An incorrect document

File Message Help Acrobat

A Competency for Melissa Runners has been Returned for Action by GlobalCo Worker Management

Onsite Track Easy <do\_not\_reply@onsitetrackeasy.com.au>  
To: Damien Challen

**Pegasus Workforce**

A Competency has been Returned for GlobalCo - Global. Please see reason below and action accordingly.

**Person:** Melissa Runners  
**Competency:** Electrical.Govt Licence/Authority.Electrical Contractor  
**Reason:** Wrong Name on Certificate submitted. Please submit the correct one.  
**Rejected by:** Damien Challen  
**Rejected on:** 20 Jun 23 at 15:30

**Action Now** Please go to Pending Actions then Returned Competencies and upload documents then submit for verification.

For further assistance please contact:  
**Email:** [info@pegasus.net.au](mailto:info@pegasus.net.au)  
**Phone:** 1300441433

The GlobalCo Worker Management is powered by Pegasus Workforce an Avetta Company  
**Portal Website:** <https://GlobalCo-epa.ap-on.net>



# Submitting Roles

- Once all file uploads are done, depending upon the Role configuration, the option to either Submit or Course Selector will appear
- Review the notes on the page for both configurations
- You will know you are ready to submit when the *“Is this Role Application Complete?”* appears. This will finally submit the Roles you wish to apply for to the Verification Team to approve these Roles.
- Note you might be required to apply for site and/or trade and task roles depending upon the client.
- Once submitted, the company administrator will receive an email once the Roles are approved

Competencies for Melissa Runners  
Role APAC - Electrician

Expand All | Collapse All

**MANDATORY** 5/6

- Electrical.Trained.Training and PPE Pending
- Safety.Induction.GlobalCo Orientation Training Pending
- Driver.Govt Licence/Authority.AUS Drivers Licence Expires: 30 June 2023 Expiring Soon
- Electrical.Course.Arc Flash Awareness Expires: 01 August 2023 Valid

Back to Roles

Competency  
Electrical.Course.Arc Flash Awareness

Business Rules

Extra information required:

Issue Date	01 June 2023
Expiry Date	01 August 2023
Comments	Assigned in Realm: GlobalCo - "G"

Course Selector

Course Selector  
Please go through the list and confirm the dates for the classroom courses

GlobalCo Safety Orientation Induction

Back to Employee Roles SUBMIT

How to Book Courses

**For Online Training:**  
Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

**For Classroom Training:**  
Classroom training must be completed to meet the requirements for this role.  
After you submit or checkout and pay, you will be presented with a Book Training button.  
Click that button to be taken to the Book Training page, where you

**Is this Role Application Complete?**

Please ensure you have selected all Roles that are required.

If you continue you acknowledge that this Role Application will be locked for processing. You will not be able to add or remove Role(s) until the Application is reviewed and processed.

Back Continue



# Worker Next Steps



# Next Steps

Depending upon the configuration of that supplier portal, the worker’s access in the system and is there any training involved, then the following might happen

1

Worker might be sent a link to setup the Pegasus Workforce Account

2

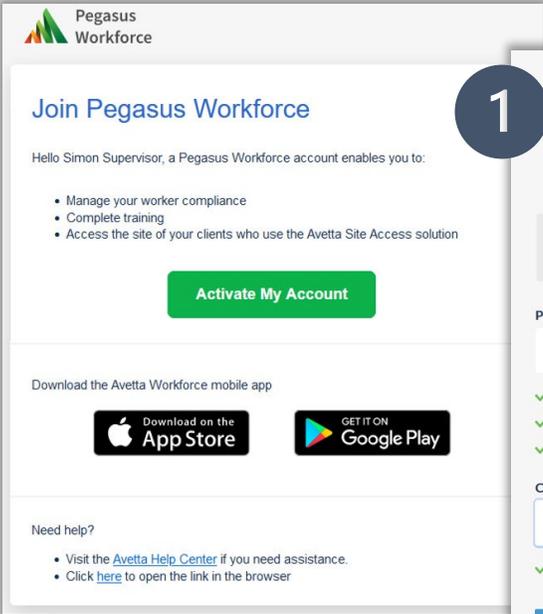
Worker might be sent a link to access the Learning Management System

3

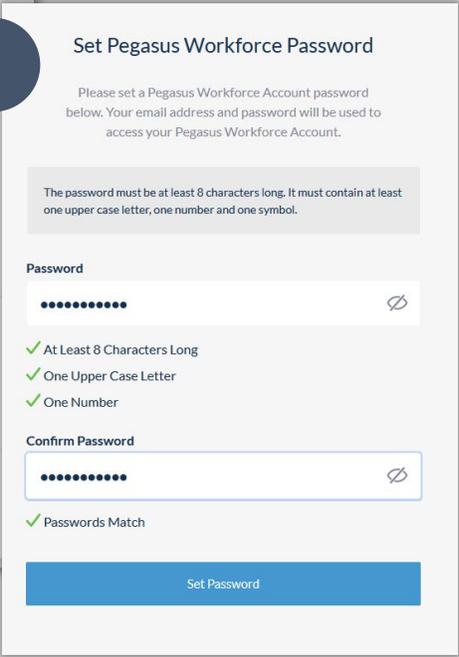
Worker might be invited to the Individual Worker Portal

Worker might be invited to the Workforce by Avetta Mobile App to access.

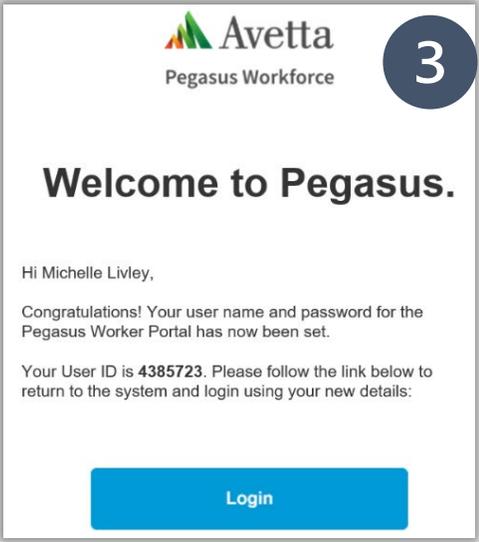
So worker should review all emails they are sent



1



2



3



# Support

- Want more information on other items mentioned today?
- Visit [Supplier Administrator Support Page](#) for links including:
- [Interactive Courses](#)
- [On Demand Videos](#)
- [Supplier Portal Page](#) containing user guides and videos
- Contact Pegasus Support:
- Phone AU 1300 441 433 Monday – Friday 7am – 7pm AEST  
Phone NZ 0800 700 163 Monday - Friday 7am – 7pm NZ
- Email: [support@pegasus.net.au](mailto:support@pegasus.net.au)