



**ProjectConnect**  
fast access to project opportunities

## How to register your business on the Mid West Business Capabilities Register through Project Connect

Go to [www.projectconnect.com.au](http://www.projectconnect.com.au)

**Note: If you are already logged into your account on ProjectConnect, please log off first before trying to register for a directory.**

The screen below will appear. Click on the applicable directory in the "Supplier Directories" menu, or click on the Directories tab to see the directory list page and select the directory you are interest in.

The screenshot shows the ProjectConnect website interface. At the top, there is a navigation bar with the ProjectConnect logo and the tagline "WHEREVER YOU ARE, YOU'RE NEVER ON YOUR OWN." Below the navigation bar, there is a menu with "Supplier Directories" highlighted. A dropdown menu is open, listing various directories: Australian Metal Fabrication Directory, Pilbara Business Capability Register, Kimberley Business Capability Register, Western Australian ICT Industry Capability Directory, Australia - New Zealand SKA Industry Capability Directory, GascoyneConnect Supplier Directory, Aboriginal Business Directory WA, and MidWest Business Capability Register. A red box highlights the "Supplier Directories" menu item and the dropdown list, with a red arrow pointing to the "MidWest Business Capability Register" option. Below the menu, there is a section for "Directories" with a list of directories: Aboriginal Business Directory WA, Australia - New Zealand SKA Industry Capability Directory, Australian Metal Fabrication Directory, GascoyneConnect Supplier Directory, Kimberley Business Capability Register, MidWest Business Capability Register, Pilbara Business Capability Register, and Western Australian ICT Industry Capability Directory. A red arrow points to the "Australian Metal Fabrication Directory" link in this list. The main content area displays the "Australian Metals Fabrication Directory" page, which is supported by MINMETALS AUSTRALIA PTY. LTD. The page features a large image of a metal fabrication process and the text "This directory is proudly supported by MINMETALS AUSTRALIA PTY. LTD." The bottom of the page shows the Windows taskbar with the date 1/04/2014 and time 11:35.

You will be brought to the overview page of the directory. Click on “Register My Business” button to continue with registration.



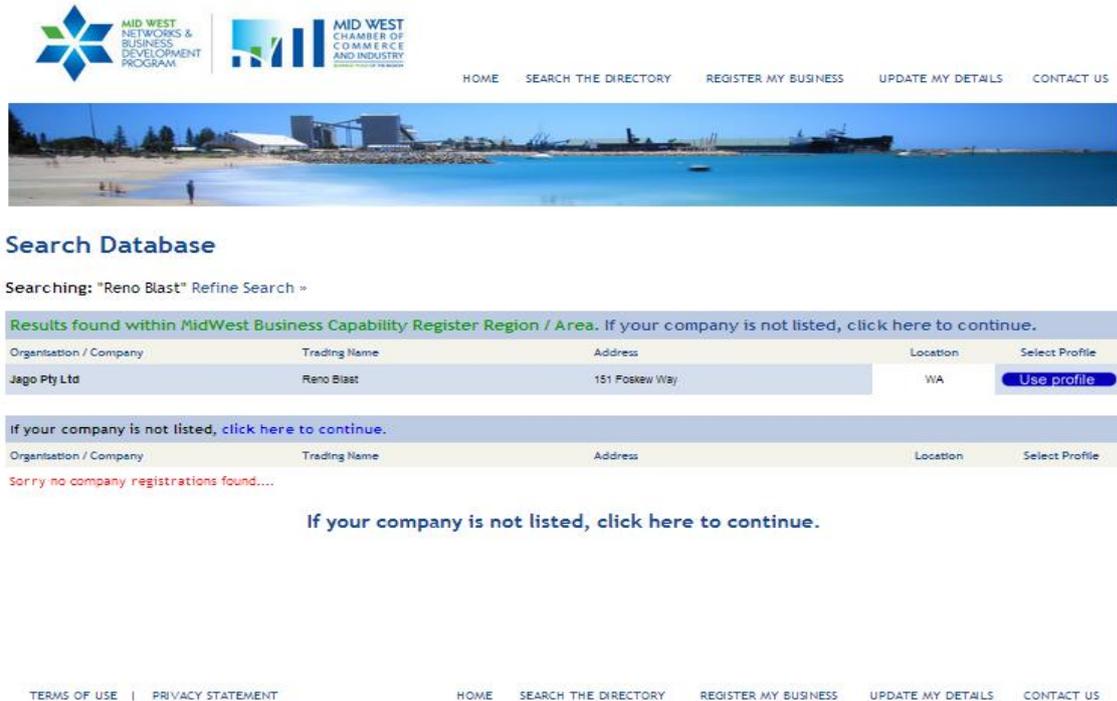
**NOTE:** Before you can register interest in any supplier directory you will need to find and attach your company profile. The following page enables you to do so

You will be taken to the page below; at this point we need to ensure your company has a profile. Enter your company name in the textbox, you should also choose your company location to refine the search. Then click “Go”.

**Search Tip** – Use just part of your company name. E.g. To find “Industry Capability Network Western Australia” just enter the words “Industry Capability” or just “Industry” or “Capability”.

**NOTE:** If you do not have a profile you will need to create one – please refer to “How to create a profile in ProjectConnect” for instructions on how to do this.

After clicking the “Go” button, you are shown a screen with the searchresults.



If you found your company profile and clicked the “Use profile” button, you will be brought back to the project opportunities list. You must then fill out the information fields which can be found above the list. You will need to supply a contact name, position and an email address, as below.

Next, chose which products/services that your company is able to supply.

### REGISTER YOUR INTEREST

Project Name : Australian Metal Fabrication Directory

**ORGANISATION INFORMATION [ edit company profile ]**

Company Name : Project Connect  
 Street Address : 100 Hey Street  
 City / Town : East Perth  
 Post / Zip Code : 6004

Phone : 95677004  
 Email : projectconnect@ccias.com  
 Website : www.projectconnect.com.au

[Change company](#)

Contact :   
 Position :   
 Email :

**Goods & Services required for this project.**

icons provide additional information on packages, tenders or the successful supplier. Hover your mouse over to view information.  
 icons indicate a group of items. Click on the positive sign and a group of items to register against will become available. Click the minus sign to hide the items.

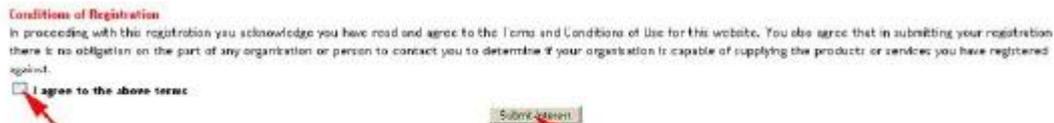
**g** - Required / Mandatory field

REFERENCE	CAPABILITIES	Check boxes to Register
	<b>(1) RECENT CERTIFIED MATERIALS EXPERIENCE</b>	
	Carbon Steel	<input type="checkbox"/>
	Roller Plate	<input type="checkbox"/>
	Stainless Steel	<input type="checkbox"/>
	Plastics	<input type="checkbox"/>
	Cold Plate	<input type="checkbox"/>
	Chrome Moly	<input type="checkbox"/>
	Titanium	<input type="checkbox"/>
	Inconel	<input type="checkbox"/>
	Zirconium	<input type="checkbox"/>
	Aluminium	<input type="checkbox"/>
	<b>(1) QUALITY, STANDARDS AND SAFETY</b>	
	QA Certification	<input type="checkbox"/>

**Fill in these fields** (with arrows pointing to Contact, Position, and Email fields)

**Select the products/service your company can supply** (with arrows pointing to the checkboxes in the table)

Once you have ticked all the necessary boxes, you will then need to tick the box to agree to the terms at the bottom of the page, and then click the "Submit Interest" button.



When you have submitted your interest, you will be taken to a confirmation page. On this page you are given a number of options


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## Registration Confirmation

The information below shows what data will be made available to the public. Press **EDIT** if you wish to make any changes. If the information is correct press **PUBLISH**. Pressing **PUBLISH** completes the registration process and provides access to the below information by the public. Press **CANCEL** if you wish to delete your registration.

**Optional / Additional Listing Information**  
 ProjectConnect offers you additional / option information on your listing. Please tick the additional information you would like to display on your listing.

- Contact Details (Person who completed the registration)
- Major Plant, Equipment and Facilities
- Major Contracts
- Export Information

Below is a preview of what your listing will look like based on your registration and information selected.

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**Listing Preview**

Last Modified: 22/4/2010

**ORGANISATION INFORMATION**

<b>Company Name :</b>	ProjectConnect		
<b>Trading Name :</b>	ProjectConnect		
<b>Phone :</b>	0890657604	<b>Fax :</b>	0890657550
<b>Company Email :</b>	projectconnect@eciaa.com	<b>Website :</b>	www.projectconnect.com.au
<b>Street Address :</b>	180 Hay Street	<b>City / Town :</b>	East Perth
<b>Location :</b>	WA	<b>Post Code :</b>	6004

**Permanent Personnel (Australia) :** 1  
**Quality Control Systems :** N/A

**Overview of Activities & Services provided:**  
 ProjectConnect provides project developers and their engineers with their own unique categorised electronic library of suppliers. ProjectConnect is an innovative and easy to use tool to communicate supply opportunities to industry. ProjectConnect is environmentally friendly as it alleviates the need for suppliers to provide printed marketing material to project buyers. Every week Australian projects, worth billions of dollars, and thousands of suppliers benefit from using ProjectConnect.

**International Export :**  
Capabilities Last Modified: 5/5/2010

CAPABILITIES	ADDITIONAL INFORMATION
Carbon Steel	
Boiler Plate	
Stainless Steel	

PRINT  
PUBLISH  
EDIT  
CANCEL

1

2

3

In Section 1 there are 4 options:

- *Print* – Use this to print off your registration confirmation, this is advised for future reference.
- *Publish* – This activates your registration on the directory. Be sure that all details are correct before publishing.
- *Edit* – This allows you to return and change any details for your registration.
- *Cancel* – This will cancel your registration.

In Section 2 there are 4 options:

- Ticking the Contact Details box will enable your contact details to be seen on your company information within the directory.
- Ticking the Major Plant, Equipment and Facilities box will enable all details regarding these to be seen on your company information within the directory.
- Ticking the Major Contracts box will enable all your major contracts to be seen on your company information within the directory.
  
- Ticking the Export Information box will enable all details of any exports your company has made to be seen on your company information within the directory.

Section 3 is a preview of what your listing will look like on the Supplier Directory, if you are not satisfied, click the Edit button and change what you feel is necessary.

When you are satisfied with the information you supplied, click the Publish button and your company information will be listed on the Supplier Directory.