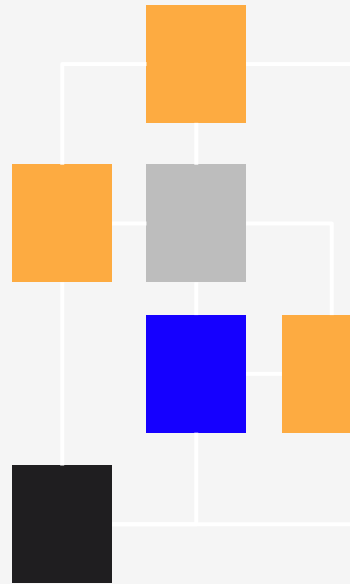


Supplier Onboarding

The Ultimate Guide for Administrators

PROCORE



Overview

This guide is for Administrators and supporting roles who will be responsible for onboarding subcontractors to your project after the site has been initially set up. This involves sending out an onboarding email to suppliers, collecting their safety documents, and approving them before workers come to site.

Step 2 - Supplier Onboarding: The second of three steps in getting 1Breadcrumb to work on your project.

Step 1

Account Setup

1BC Administrators will prepare the site in Procore, add the appropriate inductions and forms in 1BC, and give users Site Host permissions.

Step 2

Supplier Onboarding

Contract Administrators will start onboarding Suppliers who can upload their Safety Documents (SWMS, SDS, Insurances, etc) for review.

Step 3

Site Operations

Workers will start to come to site where your Site Managers can manage attendance, compliance, and other safety processes from site.



What is 1Breadcrumb?

[Click Here to Watch Our
Explainer Video](#)

1Breadcrumb is an Australian owned Safety Management Platform. Designed to help you streamline worksite operations and keep the crew moving with one app to manage worksite safety documentation.



Inductions



SWMS



Permits



Attendance



Pre-Starts &
Toolbox Talks



SDS



Alerts (SMS)



Plant
Inductions



Access
Control



Evacuations



Insurances



Tickets &
Licences

Our Procore Integration

Our integration with Procore is designed to reduce double handling of your Directory, keep Procore as the source of truth for all Documents, making it easier for you to manage worker hours in your Site Diary.



Directory

- Projects
- Companies
- Users

[Learn More](#)



Documents

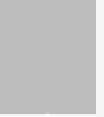
- Inductions
- Safety Documents
- Site Briefings
- Permit Forms
- Asset Registration Forms

[Learn More](#)

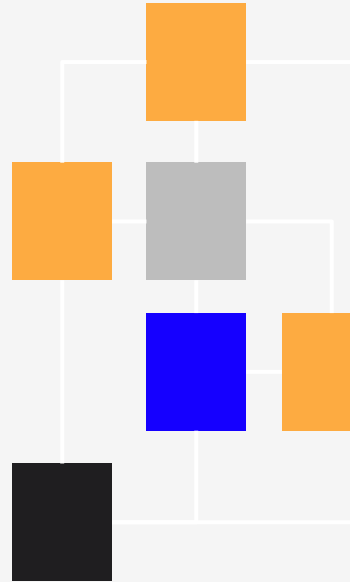
Site Diary (Hours)

- Timecards (Employees)
- Manhour Log (Subcontractors)
- Visitor Log (Visitors)

[Learn More](#)



Getting Started



Profile Setup

Before setting up your 1Breadcrumb site, there are a couple of things you need to do to ensure you have access to the system.

1. Download the 1Breadcrumb App from the iOS or Android Store
2. Create your Profile using your mobile number
3. Check that you have access to the Host Panel and Web Portal
4. Setup your Notification settings

Click Below for Useful Guides 

[Download the 1Breadcrumb App](#)

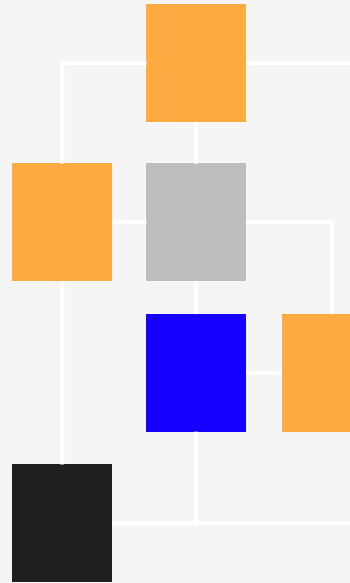
[Update your Profile Information](#)

[Check if you have Host Access](#)

[Manage Host Notification Settings](#)



Supplier Onboarding



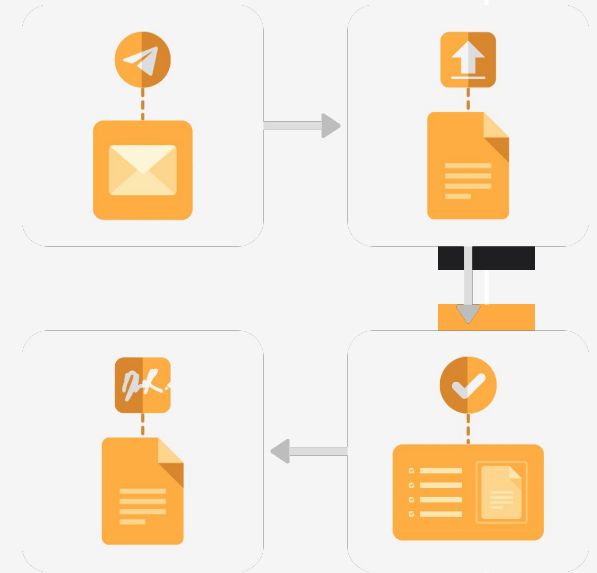
1. Onboarding Methods

Through your Procore integration, all Suppliers will have imported from Procore and been automatically added to your Site. Now it's time to onboard them.

To begin, it's important to first understand the difference between 1Breadcrumb's Quick Onboarding and Full Onboarding tools. "Quick Onboarding" is the recommended way to onboard suppliers to your new project, and involves sending an email invite for them to upload their documents via a web page. "Full Onboarding" is a bit more complex, and involves inviting a supplier to create their own free version of 1Breadcrumb. This is not recommended as they will not receive training like you will.

Useful Guides - Click Below 🖱️


[Explained: Quick & Full Onboarding](#)



2. Request Documents

Now that you've decided which method to use, it's time to onboard your suppliers and collect their safety documentation.

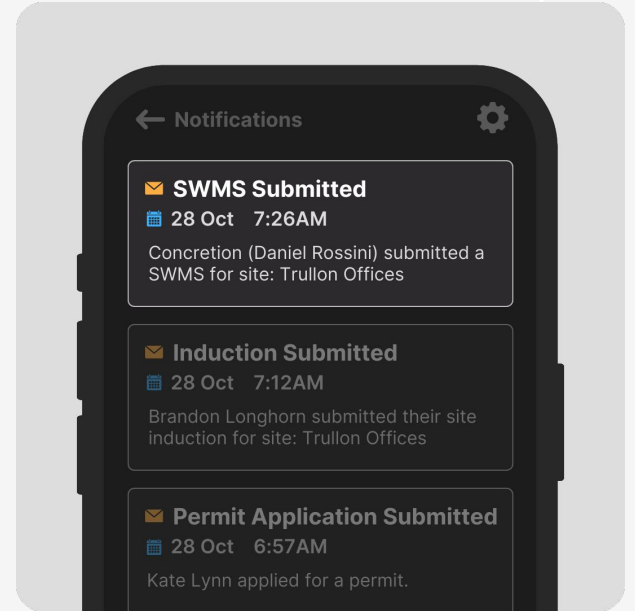
You typically want to onboard customers more than a week out from when they're due to arrive on site, as this gives them enough time to upload their documents into 1Breadcrumb, and gives you enough time to review them to ensure they are compliant. This step is crucial, as workers will not be able to access their safety documents (SWMS, SDS, etc) from site if you have not approved them first.

Useful Guides - Click Below 

[Send a Quick Onboarding Invitation](#)

[Send a Full Onboarding Invitation](#)

[Upload Documents on Behalf of a Supplier](#)



3. Review Documents

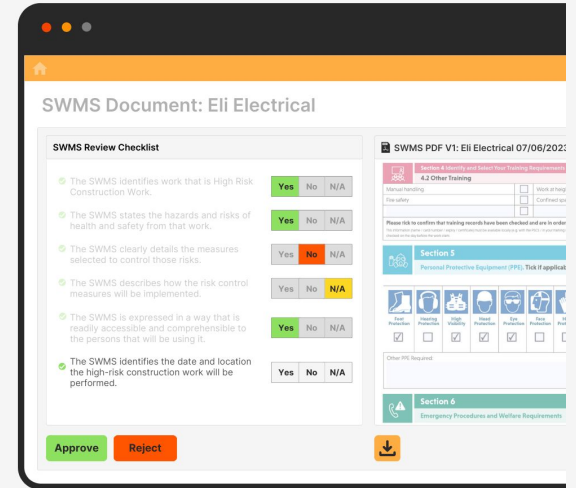
Now that your subcontractors have uploaded their documents, it's time to ensure their compliance before workers get to site.

If you have the correct permissions, you will be able to review all documentation uploaded into 1Breadcrumbs via the Approvals screen. It's best practice to try have 0 pending approvals, as any documents left unreviewed will not be available for workers when they get to site.

Useful Guides - Click Below 

[Review a Supplier Document](#)

[Change Supplier Document Kind](#)



The screenshot shows a web application interface for reviewing a Safety Work Method Statement (SWMS) document. The title is "SWMS Document: Eli Electrical".

SWMS Review Checklist

- The SWMS identifies work that is High Risk Construction Work. **Yes** No N/A
- The SWMS states the hazards and risks of health and safety from that work. **Yes** No N/A
- The SWMS clearly details the measures selected to control those risks. **Yes** **No** N/A
- The SWMS describes how the risk control measures will be implemented. **Yes** No **N/A**
- The SWMS is expressed in a way that is readily accessible and comprehensible to the persons that will be using it. **Yes** No N/A
- The SWMS identifies the date and location the high-risk construction work will be performed. **Yes** No N/A

SWMS PDF V1: Eli Electrical 07/06/2021

Section 4 Identify and Mitigate Your Working Procedures

4.2 Other Training

Manual handling Work at height
Excavation Confined space

Please tick to confirm that training records have been checked and are in order.
[View training records for this document](#)

Section 5


Personal Protective Equipment (PPE). Tick if applied

Task	Hard Hat	High Visibility	Hand Protection	Eye Protection	Ear Protection	Respiratory
Excavation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at height	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other PPE Required: _____

Section 6


Emergency Procedures and Welfare Requirements

Approve **Reject** 

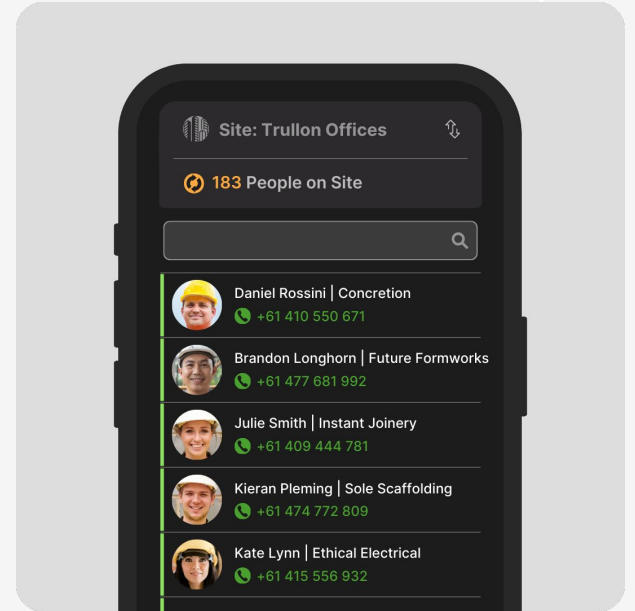
4. Audit Suppliers

Not all suppliers will respond to your onboarding invitation, so it's your job to ensure you are tracking the compliance of each supplier.

The system won't notify the Site Manager if a worker checks into site under a Supplier that hasn't provided their SWMS. That's why it's your responsibility to ensure you are auditing suppliers before they come to site. Luckily, you can get a holistic view of which suppliers are yet to be onboarded, and which suppliers are yet to upload their documents, from the site level supplier directory.

Useful Guides - Click Below 

[View a Supplier's Documents](#)



5. Missing Suppliers

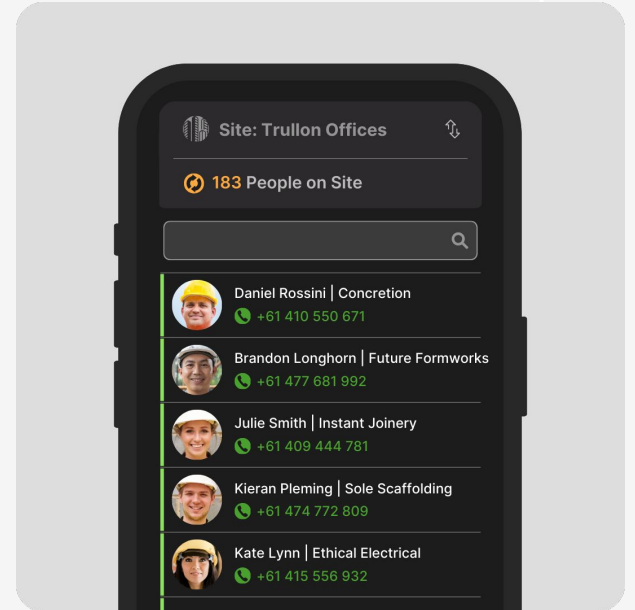
During your audit, it's also important to check whether there is a Supplier missing from your site directory.

If a Supplier is missing from your site directory, they likely haven't been added to the project directory, are missing a required field, or have an ABN or Licence Number being used by another company in Procore. Once you have added all required fields, you can manually trigger the integration, and send the onboarding email.

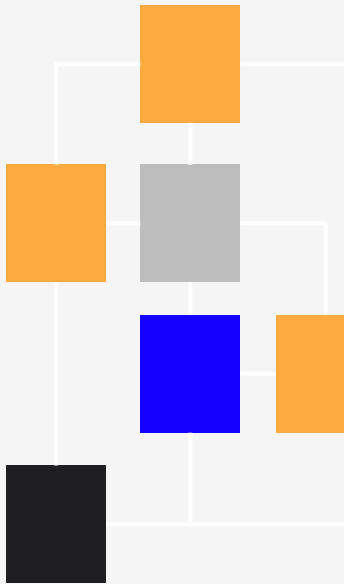
Useful Guides - Click Below 

[Sync Subcontractors to 1Breadcrumb](#)

[How Do I Manually Force the Procore Integration to Sync?](#)



Getting Help



Customer Support

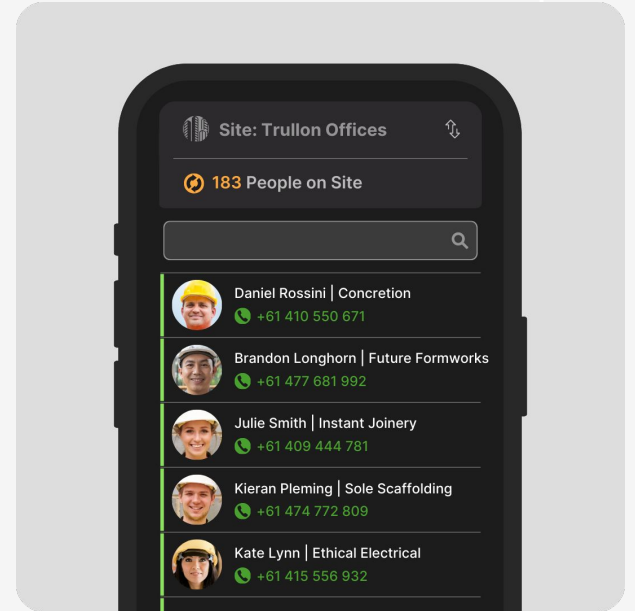
Feeling stuck? If you need any help, there are a number of ways you can get support from 1Breadcrumb's onshore support team.

Our resources include:

- A Knowledge Base
- Support Emails
- Live Chat
- 1300 Number

Useful Links 

[Get Support](#)



Next Steps

The Site Setup and Supplier Onboarding processes are now complete - nice work!

Next up:

- Site Operations: Getting your site team ready for handling safety and compliance on site
- Reporting: Understanding the different ways you can report in 1Breadcrumb

