# Welcome to Magnet JQS



Welcome

This is a quick guide on how to complete your registration in Magnet JQS and create an attractive profile. Follow the steps below and see our Help Center for additional information/guidance. To complete your registration you must pay the annual service fee and fill inn all mandatory information.

#### Pay the service fee

Step 1 Go to Administration > Company and click PAY FOR SERVICE. Note: VAT will be added for Norwegian companies.

Open payment page

Step 2 Credit Card: Invoice:

Payment method Enter details in the payment portal. Starting July 1st, 2025, invoice payments via Magnet JQS (Nets Easy) will be

temporarily unavailable. You can still request an invoice by contacting our

Support team.

#### **Fill inn mandatory Information**

Step 1 Click Page Completeness in homepage to see which actions are mandatory to complete.

Page Completeness The Page Completeness score updates daily and will be 100 % the day after all mandatory

actions are completed (see steps below).

Add company description in General Info (Max 1000 Characters). Step 2

Company Description

Step 3 Add locations in Locations and select headquarters.

Headquarters

Step 4 Add personnel in Personnel, and designate a Main Contact and HSEQ contact.

Main Contact Person

Note: To edit Main Contact you must first CLEAR Main Contact and redesignate the person

after updating relevant contact information.

Step 5 Add at least one Product and/or Service Cagetory.

**Product & Services** 

Option 1: Go to Products & Services and add categories and provide descriptions.

Option 2: Go to Categories Library and add categories in draft status and provide

descriptions in Products & Services.

Complete all elements in the Management System Questionnaire. Step 6

Capability Assessment

Important: Involve relevant personnel, such as HSEQ or discipline representatives.

Completed When all mandatory actions above are completed, including payment of service fee, full access

> to Magnet JQS will be granted and Page Completeness score will be updated to 100 %. Full access includes access to other company profiles, supplier search and other relevant features.

### Information available about all companies

Company Profile: General Info, Personnel, Locations, Product & Services.

Management System Questionnaire: All answers and company self-assessment scoring.

Financial Key Figures: Last five years' data.

Credit Rating: Global and local credit scores. Recommended Credit Limit.

Ownership Structure: Information about ownership and shareholders.

Due Diligence Information: PEP, sanctions, adverse media, etc.

Country Risk Indexes: Various risk indexes.

## **How to Search for Suppliers**

Supplier Search: Use search bar and Filters to find suppliers.

Categories Library: Search for suppliers within a specific product & service category.

# Page completeness ① • 100% III Company Name AS × Page Completeness Completeness score is calculated on daily basis 100% About Company 100% Company Description Headquarters I ogo (optional) Main Contact Person Newsfeed (optional) Personnel Products & Services 100% Category(ies) Certificate(s) (optional) Reference(s) (optional) Attachment(s) (optional) Capability Assessment 100% Operating Management System Element 1: Commitment and accountability Element 2: HSE Policies, standards and objectives Element 3: Organisation, resources and capability Element 4: Stakeholders and customers Element 5: Risk management Element 6: Asset design and integrity Element 7: Plans and procedures Element 8: Execution of activities Element 9: Monitoring, reporting and learning Element 10: Assurance, review and improvement

Section A. OMS - additional information