

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 in all mandatory information.

Pay the service fee

- Step 1 & 2** Go to Administration > Subscription. Enter invoice details.
Open subscription page and enter invoice details Choose one of the Payment options. **Note:** VAT will be added for Norwegian companies.
- Step 3** Credit Card: Invoice:
Payment option Choose 'Card' under payment options and or Choose between Automatic annual invoicing (receive automatically reoccurring invoice), and manually triggered invoicing (request invoice each year).
Norwegian companies will normally receive invoice via EHF, other via e-mail.

Fill in 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).
- Step 2** Add company description in General Info (Max 1000 Characters).
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 Category.
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.
- Step 6** Complete all elements in the Management System Questionnaire.
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.

