# 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 & 2 Go to Administration > Subscription. Enter invoice details.

Open subscription page Choose one of the Payment options. Note: VAT will be added for Norwegian companies.

and enter invoice details

Step 3 Credit Card:

Payment option Choose 'Card' under payment options and

proceed with payment.

<u>Invoice</u>:

Choose between Automatic annual invoicing (receive automaticaly reoccuring invoice), and manually triggered invoicing (request invoice each year).

Norwegian companies will normally receive invoice via EHF, other via e-mail

#### 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).

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 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.

Step 6 Complete all elements in the Management System Questionnaire.

Capability Assessment

 $\textit{Important:} \ \ \text{Involve relevant personnel, such as HSEQ or discipline representatives.}$ 

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.

 $\textbf{Categories Library:} \ \textbf{Search for suppliers within a specific product \& service category.}$ 

	Page completeness ①
	• 100% II.
С	ompany Name AS 💢 🗶
Pa	ige Completeness
A	Completeness score is calculated on daily basis
AII	100%
Ab	out Company 100%
~	Company Description
~	Headquarters
~	Locations
~	Logo (optional)
~	Main Contact Person
~	Newsfeed (optional)
~	Personnel
Pro	oducts & Services 100%
~	Category(ies)
	Certificate(s) (optional)
~	Reference(s) (optional)
~	Attachment(s) (optional)
Са	pability 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

Section A. OMS - additional information