

1 Access the AGL Macquarie Supply Portal via <http://aglm.b2btradix.com/register.aspx>

2 Click 

3 Type your Company Name

Register

Step 1 : Company Profile & Personal Details Step 2 : Products / Services Step 3 : Onsite Labour

[Login](#) if you already have an account. **Next**

Company

Company Name:
 Trading Name:
 Country: **Next**

This Company is registered
 To join please enter your personal details
 Then Press Register - An email request will be sent to the company administrator

Personal

Title:
 First Name:
 Last Name:
 Job Title:
 Phone:
 Mobile:
 Address Line 1:
 Address Line 2:
 Locality:
 State: Postcode:
 Country/Region: **Next**

Login

Email:

Reminder

Please remember to ensure the following:

- Take the time to ensure accuracy
- The steps below CANNOT be ignored, missed or skipped, ignoring these steps leads to re-work of steps (more time required by you) – missing a field causes the portal not to process your registration.

Note: If you wish to check if your company may already be registered, type only the 1st part of your company name and press your enter key.

Company Pre-Registered

The portal will send your details to the person (company administrator) who is already registered for your company in the portal to confirm you.

4 Complete the form if your Company is not pre-registered

Company

Company Name:
 Trading Name:
 Country: **Next**

This Company is registered
 To join please enter your personal details
 Then Press Register - An email request will be sent to the company administrator

Personal

Title:
 First Name: ❗ Please enter your First Name
 Last Name: ❗ Please enter your Last Name
 Job Title:
 Phone: ❗ Please enter your Phone Number
 Mobile:
 Address Line 1: ❗ Please enter your Address
 Address Line 2:
 Locality: ❗ Please enter your Locality
 State: ❗ Please enter your State Postcode: ❗ Please enter your Postcode
 Country/Region: **Next**

Login

Email: ❗ You must provide an Email Address to login

Some fields are **MANDATORY** and will show as **Red** when you press <Next>

5 Select your Industry Categories to connect to Tenders

Register

Step 1 : Company Profile & Personal Details | Step 2 : Products / Services | Step 3 : Onsite Labour

Step 2: Select your Industry Categories to connect to Tenders.

Industry Categories

Please choose at least one industry category that relates to your company.

ONE Word Search Field Code - Equals Industry Category/ runs a 'contains' search. 'Code' search can run an exact match or a 'starts with' search.

Code	Code - Equals	Industry Category
<input type="checkbox"/> 53000000	Code - Starts With	Apparel and Luggage and Personal Care Products
<input type="checkbox"/> 72000000		Building and Construction and Maintenance Services

Select your Industry Category Code.

Utilise the ONE Word search option.

Note: this will/may open many fields – un-tick those not applicable

6 Fields branch down from the parent code

<input type="checkbox"/> 72000000	Building and Construction and Maintenance Services
<input type="checkbox"/> 72100000	Building construction and support and maintenance and repair services
<input type="checkbox"/> 72130000	General building construction
<input type="checkbox"/> 72131600	Commercial or industrial construction
<input type="checkbox"/> 72131601	Power plant construction
<input type="checkbox"/> 72131700	Infrastructure construction
<input type="checkbox"/> 72131500	Residential construction

7 Do you supply onsite labour? – Select your occupation type

Register

Step 1 : Company Profile & Personal Details | Step 2 : Products / Services | Step 3 : Onsite Labour

Step 3 : Do you supply Onsite Labour - select your Occupation type.

Occupations

You must select at least one occupation that applies to this person.

Code - Equals Occupations'

Code	Occupations
<input type="checkbox"/> 5	CLERICAL AND ADMINISTRATIVE WORKERS
<input type="checkbox"/> 4	COMMUNITY AND PERSONAL SERVICE WORKERS
<input type="checkbox"/> 8	LABOURERS
<input type="checkbox"/> 81	Cleaners and Laundry Workers
<input type="checkbox"/> 82	Construction and Mining Labourers
<input type="checkbox"/> 83	Factory Process Workers
<input type="checkbox"/> 84	Farm, Forestry and Garden Workers
<input type="checkbox"/> 85	Food Preparation Assistants
<input type="checkbox"/> 89	Other Labourers
<input type="checkbox"/> 7	MACHINERY OPERATORS AND DRIVERS
<input type="checkbox"/> 1	MANAGERS
<input type="checkbox"/> 2	PROFESSIONALS
<input type="checkbox"/> 6	SALES WORKERS
<input type="checkbox"/> 3	TECHNICIANS AND TRADES WORKERS
<input type="checkbox"/> 32	Automotive and Engineering Trades Workers
<input type="checkbox"/> 33	Construction Trades Workers
<input type="checkbox"/> 34	Electrotechnology and Telecommunications Trades Workers
<input type="checkbox"/> 31	Engineering, ICT and Science Technicians
<input type="checkbox"/> 35	Food Trades Workers
<input type="checkbox"/> 39	Other Technicians and Trades Workers
<input type="checkbox"/> 36	Skilled Animal and Horticultural Workers

Select an Occupation type that best suits your Industry

Utilise the ONE word search option or scroll and branch down from the Parent Codes to others within that selection.

8 Click

If the portal does not complete the registration saving process. Move back through the other TABS to check for ERRORS.

9 Upon Successful Processing of the Form

Register
Successful Registration - please check your email for your password.

A WELCOME email will be sent to your email address with a generic password.