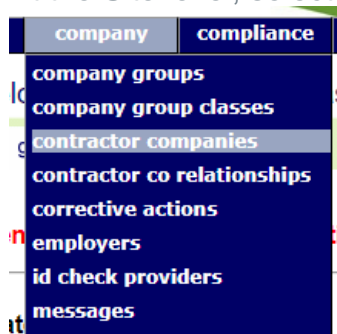


User Guide

Company | Adding a Company to Site

STEP ONE | Adding a Company to Site

At the Site level, select the company tab – Contractor Companies



Click the Add button

Contractor Companies for Pegasus Newcastle

Include Inactive



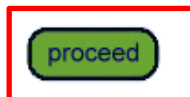
Ready to search

Type in the ABN and click proceed

Add Company to Pegasus Newcastle

Region:
Country:
ABN:

► Enter an ABN and click proceed to lookup all valid trading nan
Use the lookup abr button to search the Australian Business F



If the company exists in Onsite it will appear under Existing Company or if it is new it will appear under New company.
 Select the correct company

EXISTING COMPANY

Name	Id	Qualifier	Address	Town	Phone	Active
Pegasus It	83712		level 2 suite 4, 426 king street	Newcastle	0488718820	✓
Pegasus Management Pty. Limited	138		426 King St	Newcastle	1300441433	✓
Pegasus Management Pty. Limited	64251	TfNSW	tba	tba	tba	✓

NEW COMPANY

Main and Business Names

Name
Pegasus Employment
Pegasus Survey & Engineering
Pegasus Training Options

If you are adding a new company you will need to complete the details for that company site contact details and click Save. A user name and password will be generated for the company admin.

Please enter the company's head office details

Region: *

Country: *

Name: *

ABN:

Contact

First Name: *

Last Name: *

Email: *

Postal Address

Address: *

Town: *

State/Province: *

Post code: *

Delivery Address

Address:

Town:

State/Province:

Post code:

Phone: *

Mobile:

Fax:

Website: