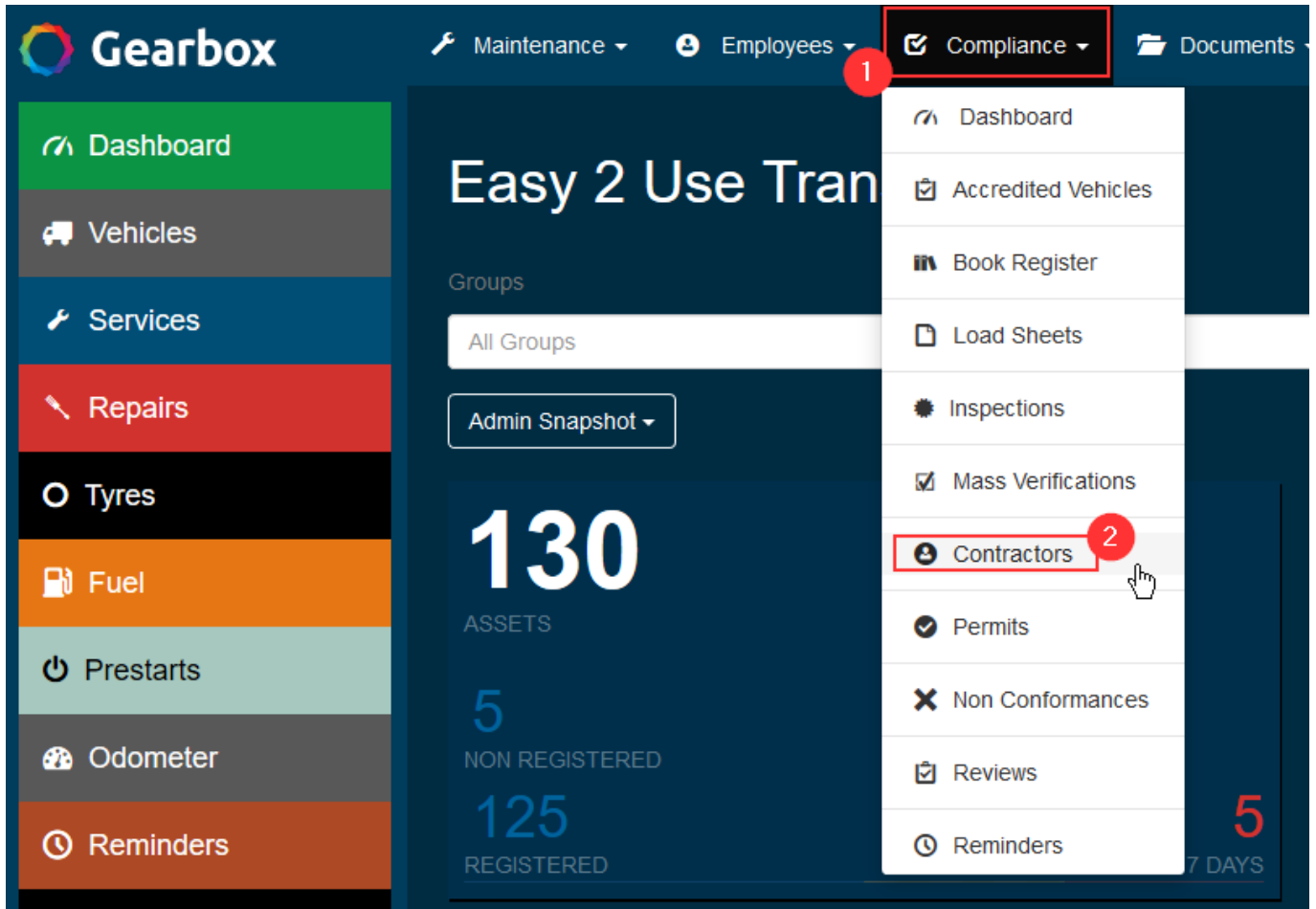
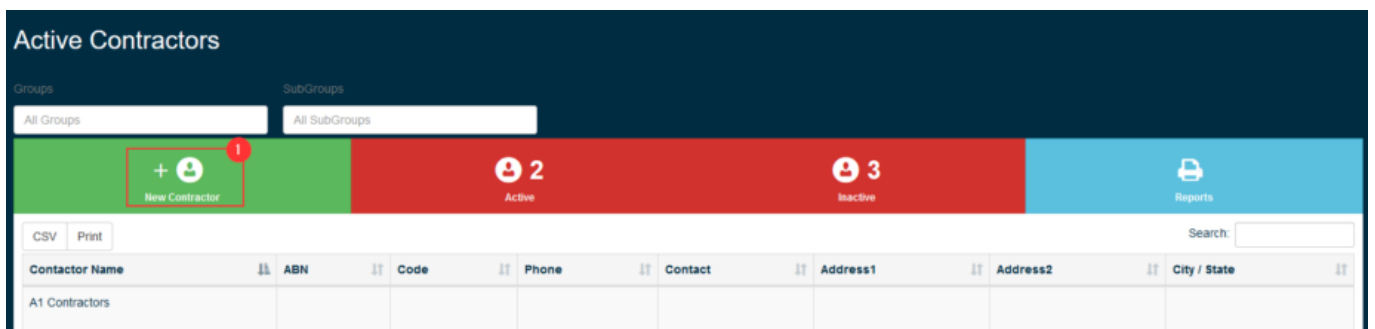


Click the 'Compliance' (1) dropdown and select the 'Contractors' (2) option from the dropdown:



Click the 'New Contractor' (1) button or click an existing entry in the table to edit a Contractor:



Enter the 'Company Name' (1), the remaining fields are optional:

## New Contractor

1

Information Reminders Non Conformances

### Contractor Information

Abn	Address1	Contact	<input type="checkbox"/> Archive Contractor
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Code	Address2	Position	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	City	Groups	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	State		
<input type="text"/>	<input type="text"/>		
Mobile	Postcode		
<input type="text"/>	<input type="text"/>		
Notes	<input type="text"/>		

Cancel Save and continue Save and close

You can view Reminders and Non-Conformances that have been assigned to this Contractor by clicking the 'Reminders' or 'Non Conformances' tab on the above view.