



Sustainability Reporting Tool  
SUPPLY CHAIN USER GUIDE



## What is it?

- Laing O'Rourke has developed an online portal to streamline our interactions with our supply chain partners. The intent is that this is a 'one-stop-shop' for everything you need to work with us.
- The Sustainability Reporting Tool is designed to enhance and streamline the collection of sustainability performance data. This includes emissions (fuel and electricity), water, timber, concrete, steel, waste, and workforce sustainability data.
- Once engaged on a Laing O'Rourke project you will be provided with set up/ login details. This user guide provides simple instructions for how to get started.



# How to set up an account

- You will have an email from Laing O'Rourke in your inbox, click the link and follow the prompts to set up your password
- You will then have an account that will enable you to access Laing O'Rourke's Sustainability Reporting Tool and Supply Chain Portal



## Invitation Request

Your account has been set up to access systems at Laing O'Rourke. Before you are able to login, you must complete the following steps:

1. Set your password
2. Agree to our terms and conditions
3. Download Auth0 Guardian application on your phone and follow the steps to configure the Multi Factor Authentication

[Click here to start the process](#)

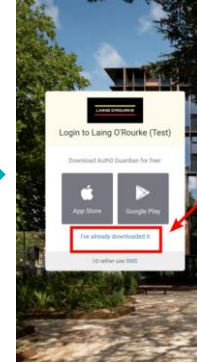
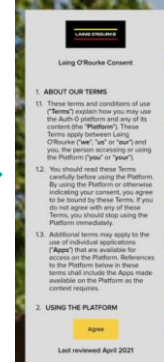
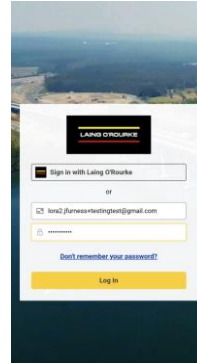
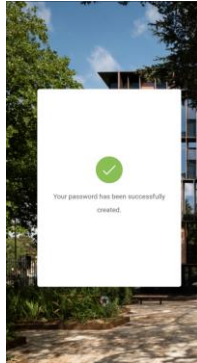
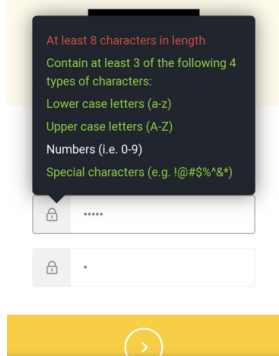
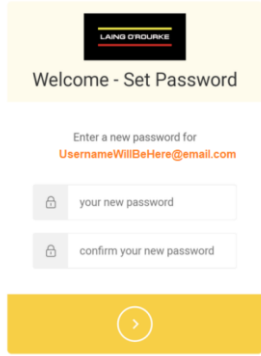
Thank you,  
**Laing O'Rourke**

If you believe you have received this in error please email us at [itservicedesk@laingorourke.com.au](mailto:itservicedesk@laingorourke.com.au) or phone us at +61 7 3308 7788.

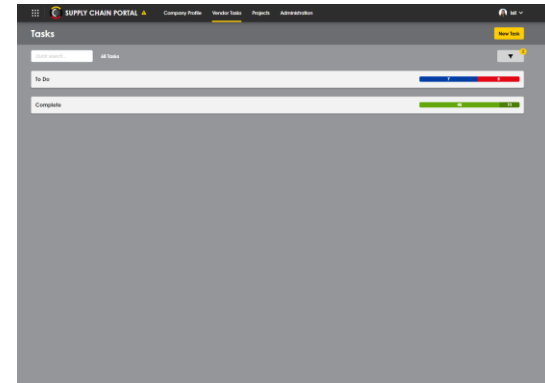
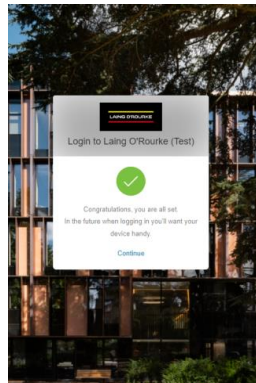
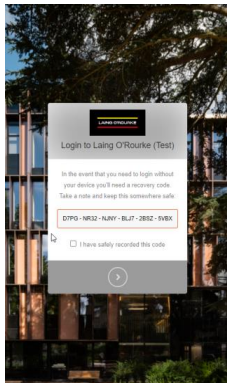


# How to set up your account

[Click here to start the process](#)



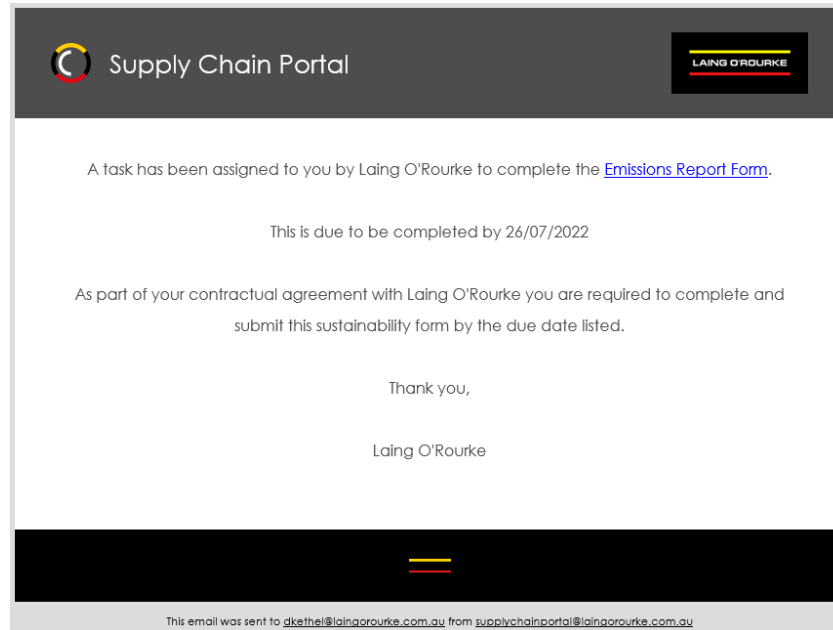
If you have downloaded the app click here





## Next Step

You will get emails from Laing O'Rourke's Supply Chain Portal for each Sustainability form you need to complete. Each email will have a link to the form and will look like this:





## Next Step

- Click on the link in the email, this will take you to the form you need to complete. Once all details are entered then click submit. This will send the completed form to your Laing O'Rourke Sustainability Lead for review.
- The Sustainability Lead will review the data and if there are any questions, they will contact you directly.
- Wait for your next email for the following reporting period.



# Form Details

Reporting Period

Form Type

**Materials Usage** - 27/07/2022  
Greater Connect Alliance

Material Category  
Select Material Category...

Material Description ⓘ

Material Quantity Unit  
<unit/>

Recycled Content ⓘ %

Manufacture Location  
Select Manufacture Location...

Transport Mode Distance  
Select Transport Mode... KMs

Environmental Certification  
Select Environmental Certification...

Supporting Documents ⓘ

**Upload Files**  
Drag & drop or click here to upload files

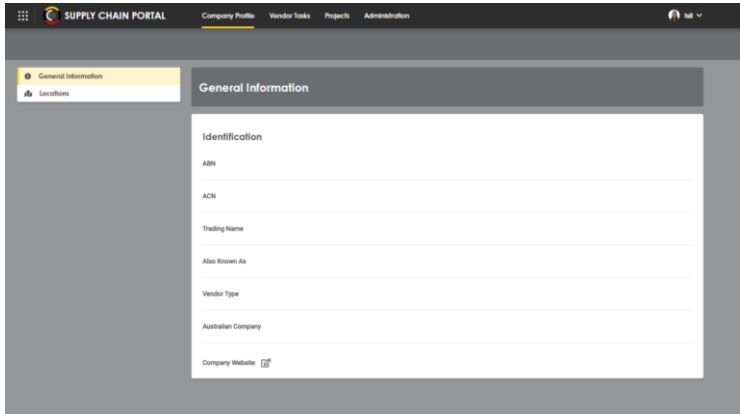
Project you are entering information for (if you work on more than one Laing O'Rourke Project)

Hover over this icon for further details on what is required

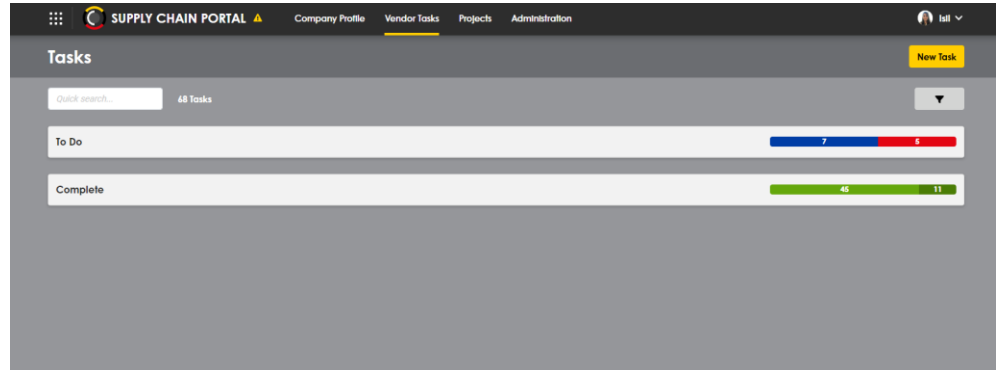
Pay attention to the unit when entering these details



# What more can I do in the Supply Chain Portal?



↑ View General Information and Location details



↑ A view of tasks you are required to complete and their due dates





# What more can I do in the Supply Chain Portal?

Parent Project	Sub-Project(s)	Parent Project Number	Market Sector	PO Number	PO Status
MRWA Armadale Road to North Lake Road Bridge	Auto Associated Project FWBQWBHQ Thomas Road Over Rail Bridge	AU00010	Roads and Bridges	SJ11/00019	Active
Fremantle Bridges Alliance - Swan River Crossings	-	AU10095	Roads and Bridges	SL03/00015	Active

↑ A list of current PO's and Project Details

First Name	Last Name	Contact Number	Email	Position	Location(s)	Role
tester	test	+61398654123	using@frestmail.com	Head of orders	TOOWONG MAROOCHYDORE	Site Administrator
tester	test	+61401556531	LORAtest@gmail.com	Head of orders	PERTH MAROOCHYDORE	Site Administrator

↑ You also have the ability to 'self serve' and add and remove users to manage your profile and tasks



# THE POWER OF EXPERIENCE

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