









Introduction

Welcome to **Westfield Europe Ltd** and their contractors to your personalised Contractor Tracker system built by Solution Technologies Ltd.

In this manual and to get you started we have detailed a step-by-step guide to using Contractor Tracker effectively. We have included system screen shots with numbered instructions throughout this document to help guide you through the system easily.

If you encounter any problems with the system and the manual does not help you find an answer please contact **Westfield Europe Ltd** direct on:

Westfield London: 0203 371 2470 Westfield Stratford City: 020 8221 7353

Getting Started

In order to access your Contractor Tracker system you have to log onto the web address detailed in red below. Please type this address into the top url bar. **Do not access the system via Google** as this is a search engine and will only find the Contractor Tracker marketing website. Thank you and enjoy your Contractor Tracker system experience.

Log onto: www.ctracker.co.uk/westfield

Login Details (for Contractors)

Before you can use your Contractor Tracker system you will have to make a **New Registration**, see **New Registration > Step 1 of 4**. When making this registration you will be asked to use your email address as a user name and create a password. **Please remember these details as they are your only logins.** If you wish you can note them below but please remember this is confidential information.

Username (email address):

Password:



Contractor Tracker User Guide





New Registration Steps 1 - 2/3 (for Contractors)





New Registration Steps 1 – 2/3 (for Contractors)

Making a **New Registration** on the Westfield Contractor Tracker system. All contractors must complete the following steps to make a 'one-off' Registration. Once this procedure has been submitted the details will go to the Westfield centre selected. You must then wait for it to be approved by that centre's admin. If it is approved you will receive an approval email from the Westfield group. Once approved you will be a Westfield multi-centre registered contractor and ONLY then will you be able to make work requests using the **Request Access** function.

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Westfield FIRST			
	2 Martin	111 -	A CONTRACTOR OF THE OWNER OF THE
AC	omplete Compliant	Approach to Contra	actor Managemen
Westfiel	d Europe Ltd considers the health and safe in of the environment, to be of paramount im	ty of our employees, contractors, retailers, a portance.	nd visitors to our shopping Centres, and t
The use manage	of Contractor Tracker forms the basis of Wi g risks associated with works undertaken in	esfield's contractor management and acces an operational Centre.	s arrangements, to assist in minimising ar
All control undertail	actors must register on the Contractor Tract on on site.	ver system and use this system to gain authors	onsation for all works required to be
100 000			
	New Registration	Request Access	
il you ha Weath	ve any queries or require assistance please aid London: Montex - Evider 08:00 - 16:0	contact: ID (auclustics back bolistava)	Westfield Stratford City:
0203	371 2793 or 0203 371 24	42	020 8221 7353
Contra	ctor Registration (Step 1 of 3)		
Westfi	eld Location		
Please	note initial registration to access the Cor ation for different Westfield Centres is not	tractor Tracker system at any Westfield C required. If working at more than one We	entre is only required once; stileid Centre location, please select
Pleas	e select the location you wish to register at	Westfield London #	
	Who are you Appointed by?	Retailer/Tenant 1	
	North Maria	134994(NOA1622 - 355)	
Compe	any Information	les :	
	regeneration contrainty marrie	Please enter your registered company name	re if applicable, otherwise enter your
	Contact Person	Lym Smith	
	Office Telephone	01234567690	
	Mobile Telephone	01234567690	
	Emergency 24hr Contact Telephone	01234567890	
	Company Description	Please describe the company you represe Int tester	nt
		N. X. C. Y.	Del 1
Compe	Building and Street	Galita Galant	
	Address Line 2 (optional)	-	
	Town/City	Edinburgh	
	County (optional)	City of	
	Postcode	Drit2 1JP	4
Westfi	eld Works Information		
Please	enter this information if it is available, if not,	you may skip this section.	
	Westfield Works Manager Name	John Smith	
We	stfield Works Manager Telephone Number	01234567890	
	Services offered	Please list the specific services you will be Westfield	providing to retailers, tenants and/or
	C		
Emails	enter uppt arimary annul arbitrary Married	I use this address to be in	
	Primary Email Address	st@ctracker.co.uk	
Once y	our registration has been authorised you will	be able to provide access to other member	s of your organisation.
Passw	ord		
Please	choose a password. Together with the pr	imary email address you entered above y	ou will use this to log in setting, stem,
Contro	actor Registration (Step 2 of 2)		
Insura	ince Document		
	Public Liability Insurance	All Contractors must have £10,000,000 Please upload as one document.	for Public Liability Insurance cover.
		Choose File INSURANCE DOC TEST.cocx	
	Insurance Expiry Please enter the date that your insurance	01 \$ January \$ 2019 \$	
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Welcome Page

Welcome to the Westfield Contractor Tracker system. Please note this registration is required only once; registration for different Westfield Centres is not required. If working at more than one Westfield Centre location, please select the Centre location where the majority of your work is to be undertaken. Complete the following 2 Steps.

Step 1

1. Westfield Location: please select which centre you wish to register at and which department you are working for. Each question has a drop down menu.

- 2. Company Information: please complete all fields.
- 3. Company address: please complete.
- 4. Westfield Works Information: please complete

5. Emails: 'Primary Email Address': use your company email address.

6. Password: choose a Password.

Continue.

Step 2

7. Insurance Document information: complete Public & Employers Liability Insurance upload, Insurance Expiry Date and Insurance Value.

(Accepted file formats: Word, JPEG, PDF and Excel. Keep upload file size to a minimum!

Step 3 (for Events & Facilities ONLY)

8. Waste Carriers Licence: Only appears if you hold a Waste Carriers Licence. A drop down menu with Yes or No appears asking if you hold a licence. If **Yes** you will have to upload the file and enter an expiry date.

Submit Registration for Review.

Waste Carriers Licence	
Do you hold a Waste Carriers Licence?	Yes a
Waste Carriers Licence	Please upload your Waste Carriers Licence
	Choose File no file selected
Waste Carriers Licence Expiry Please enter the clate that your Waste Carriers Licence expires	
	Submit Registration for Review
A 10.10	
Contractor Registration Complete	
Theory on the second state of the Construction Name	
mank you for registering with Contractor Tracker.	