

HƯỚNG DẪN CHO NHÀ MÁY ĐĂNG KÝ KHÓA HỌC TRÊN SUPPLIER PORTAL, BETTER WORK VIETNAM

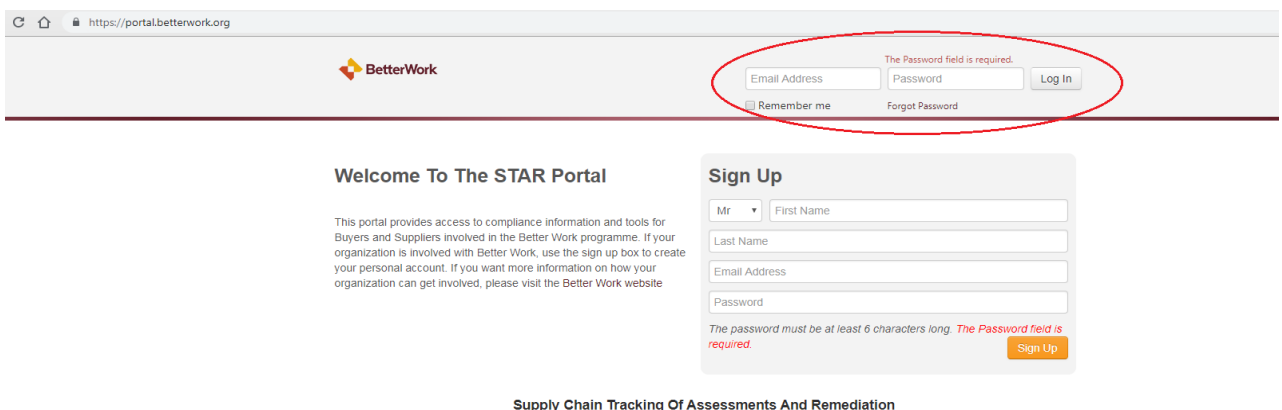
Giới thiệu

- ✓ Nhà máy có thể đăng ký các khoá học với Better Work Vietnam (BWV) trên **Supplier Portal**, sử dụng thông tin tài khoản và mật khẩu hiện tại của nhà máy.
- ✓ Nhà máy có thể tạo tài khoản và mật khẩu để đăng ký trên Supplier Portal bằng cách nhấn vào **Sign Up**.
- ✓ Khi đã hoàn tất đăng ký khoá học, nhà máy không tự thay đổi được thông tin đã đăng ký trước đó trên hệ thống.
- ✓ Nếu muốn thay đổi khoá học, số lượng học viên và thông tin của học viên, vui lòng gửi email cho chúng tôi theo địa chỉ vn.training@betterwork.org.
- ✓ Các nhà máy ở phía Bắc khi đăng ký khoá học, vui lòng chọn khoá học có ghi chú **North**.
- ✓ Các nhà máy ở phía Nam khi đăng ký khoá học, vui lòng chọn khoá học có ghi chú **South**.
- ✓ Nhà máy có thể đăng ký khoá học theo tháng, theo quý hoặc theo năm.
- ✓ Nhà máy có thể tải thông tin Lịch Đào tạo, Nội dung khoá học, Chương trình Đào tạo tại <https://betterwork.org/where-we-work/vietnam/bwv-our-services/bwv-training/>

Hướng dẫn đăng ký khoá học trên Supplier Portal

Bước 1

- ✓ Đăng nhập Supplier Portal <https://portal.betterwork.org/> sử dụng tài khoản và mật khẩu của nhà máy.



The screenshot shows the Supplier Portal interface. At the top, there's a navigation bar with the BetterWork logo. Below it, the main content area is divided into two sections. The left section, titled "Welcome To The STAR Portal", contains a brief description of the portal's purpose. The right section, titled "Sign Up", contains a form for creating a new account. The form fields include "Mr" (a dropdown menu), "First Name", "Last Name", "Email Address", and "Password". A red circle highlights the "Email Address" and "Password" fields, along with the "Remember me" checkbox and the "Log In" button. A red error message "The Password field is required." is visible above the "Password" field. Below the "Sign Up" form, there's a red error message "The password must be at least 6 characters long. The Password field is required." and a "Sign Up" button. At the bottom of the page, there's a footer with the text "Supply Chain Tracking Of Assessments And Remediation".

Bước 2

- ✓ Chọn “Advisory & Training”

https://portal.betterwork.org/DashBoard/Index

BetterWork nguyendungtien@gmail.com

Home Assessments **Advisory & Training** Products My Organization Help

Quick Facts

- You have 1 buyers subscribing to your latest assessment cycle
- You have completed 2 improvement activities in the current cycle
- You still have 1 improvement activities pending

Notifications

Latest Documents

Download	Title	File Name	Date
	Progress report 1	Progress report 1.zip	23/09/2015
	Progress report 2	Progress report 2.zip	23/09/2015
	Assessment Report	Cycle - 1	10/06/2014

1 - 3 of 3 items

Bước 3

- ✓ Chọn khoá học nhà máy muốn đăng ký bằng cách nhấn “Register”.
- ✓ Nhà máy ở khu vực phía Bắc vui lòng chọn khoá học có ghi chú **North**.
- ✓ Nhà máy ở khu vực phía Nam, vui lòng chọn khoá học có ghi chú **South**.

				and barriers in communication and develop a systematic approaches to workplace cooperation.						
8505	25/01/2019	ToT Supervisory Skills for Supervisors (North)	Training	Management and Supervisory Training	No	\$63.00	2	Le Bich Ngoc	Register	
				This course is designed to: • Offer important information and guidance on the current legal context for OSH, and its implications for						

EventID	Schedule Date	Course	Course Type	Description	Free	Unit Price	#Day(s)	Trainers	Location	
8316	25/07/2019	Quality Management (South)	Training	This course aims to provide participants all key important of quality management at the garment factories, starting from the basic of total quality management to specific quality control approaches that can be effectively applied for garment factories. In addition to defining the role and importance of quality in the factor (including key quality objectives and the roles and responsibilities of management and workers in the process), participants will be coached on how best to establish quality-oriented policies and systems-based approaches to quality, including those pertaining to inspection and audit, product care and quality management, stock control and quality manuals.	No	\$70.00	2	Thuy Nguyen	N/A	Register

Bước 4

- ✓ Ở mục **“Participant by Credit”**, vui lòng điền số lượng học viên tham gia khoá học. Hệ thống sẽ trừ vào gói 15 ngày đào tạo.
- ✓ Nhà máy chỉ điền vào mục **“Participant by Purchase”** nếu nhà máy đã sử dụng hết 15 ngày đào tạo và vẫn muốn tiếp tục đăng ký khoá học. Khi đó BWV sẽ gửi nhà máy hoá đơn để thanh toán cho khoá học.

Nhà máy vui lòng ghi đầy đủ họ tên học viên, vị trí, địa chỉ email và số điện thoại để BWV in chứng chỉ cho học viên và gửi thông báo khoá học.

Training

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Your factory is elig

Training your teams is
Courses are tailored fo
depending on the top
Once a new cycle beg
Committee (PICC/PC/
depth challenges and
Register for courses re
Training offers a key
training days offered

Recommended T
List of training course
View Recommended

Available Course
EventID Schedule

Available Course

Register

EventID 8505
Schedule 25/01/2019
Day(s) 2
Course ToT Supervisory Skills for Supervisors (North)
Course Type Training
Description Management and Supervisory Training
Free No
Unit Price \$63
Seat Availability 25 (25)
Remaining Credits 0
#Participants by Credits 3
#Participants by Purchase
#Female Participants
Contact Email
Name of Participants
Submit Cancel
Purchase Additional Training

- ✓ Nhấn **Submit** để hoàn tất đăng ký khoá học.
- ✓ Nhà máy sẽ nhận được email xác nhận đăng ký thành công từ hệ thống.

INSTRUCTIONS FOR FACTORIES TO REGISTER TRAINING AT SUPPLIER PORTAL, BETTER WORK VIETNAM

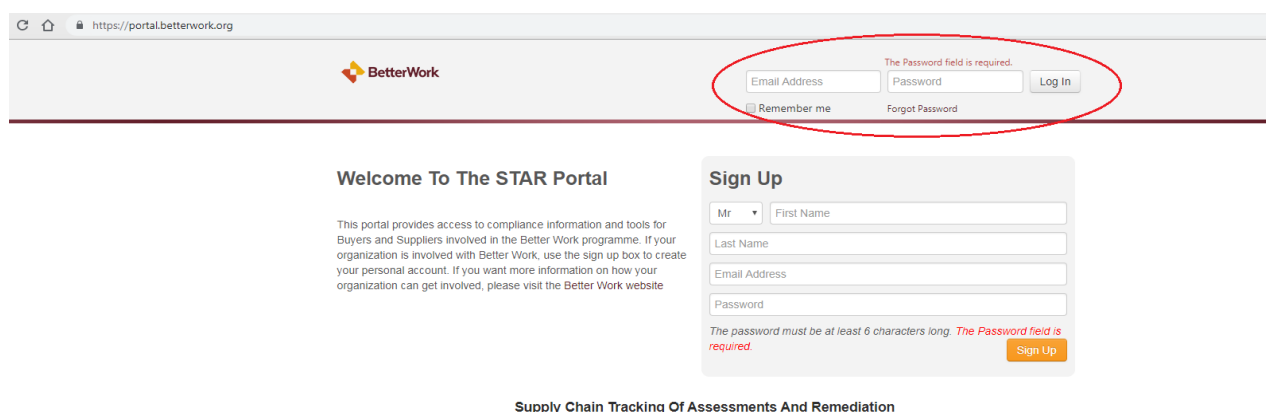
Introduction

- ✓ Factories are encouraged to register training with Better Work Vietnam (BWV) via the **Supplier Portal**, using their current ID and password.
- ✓ Factories can also create the ID and the password, using **Sign Up**.
- ✓ Once factories have registered for the course, no change can be made in the system. If you want to change the courses, the training dates or the information of participants, please send emails to vn.training@betterwork.org.
- ✓ Factories that are located in the **North** will register the courses that are scheduled for the **North**.
- ✓ Factories that are located in the **South** will register the courses that are scheduled for the **South**.
- ✓ Factories can register training online monthly or quarterly or annually.
- ✓ For the information of BWV Training Calendars, the Course Outlines, Training Program Booklet, please download the materials at <https://betterwork.org/where-we-work/vietnam/bwv-our-services/bwv-training/>

Instructions for the training registration online

Step 1

- ✓ Log in Supplier Portal <https://portal.betterwork.org/> using assigned supplier user name and password.



https://portal.betterwork.org

BetterWork

Email Address Password Log In

☐ Remember me Forgot Password

Welcome To The STAR Portal

This portal provides access to compliance information and tools for Buyers and Suppliers involved in the Better Work programme. If your organization is involved with Better Work, use the sign up box to create your personal account. If you want more information on how your organization can get involved, please visit the Better Work website

Sign Up

Mr First Name

Last Name

Email Address

Password

The password must be at least 6 characters long. The Password field is required.

Sign Up

Supply Chain Tracking Of Assessments And Remediation

Step 2

- ✓ Select “Advisory & Training”

https://portal.betterwork.org/DashBoard/Index

BetterWork nguyendungtien@gmail.com

Home Assessments **Advisory & Training** Products My Organization Help

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1 - 3 of 3 items

Step 3

- ✓ Select the training course you wish to register by clicking “Register”.
- ✓ For the **North** factories, please select the training courses named **North**.
- ✓ For the **South** factories, please select the training courses named **South**.

8505	25/01/2019	ToT Supervisory Skills for Supervisors (North)	Training	and barriers in communication and develop a systematic approaches to workplace cooperation.	Management and Supervisory Training	No	\$63.00	2	Le Bich Ngoc	Register
				This course is designed to: • Offer important information and guidance on the current legal context for OSH. and its implications for						

EventID	Schedule Date	Course	Course Type	Description	Free	Unit Price	#Day(s)	Trainers	Location	
8316	25/07/2019	Quality Management (South)	Training	This course aims to provide participants all key important of quality management at the garment factories, starting from the basic of total quality management to specific quality control approaches that can be effectively applied for garment factories. In addition to defining the role and importance of quality in the factor (including key quality objectives and the roles and responsibilities of management and workers in the process), participants will be coached on how best to establish quality-oriented policies and systems-based approaches to quality, including those pertaining to inspection and audit, product care and quality management, stock control and quality manuals.	No	\$70.00	2	Thuy Nguyen	N/A	Register

Step 4

- ✓ Select **"Participant by Credit"** and fill in the number of participants. The system will deduct the training day of 15 training day package.
- ✓ Please fill in the full names of participants, positions, their email address and contact numbers for our communication on the training and certificate printing.

The screenshot displays a 'Register' modal window over a 'Training' page. The modal contains the following fields and values:

- EventID: 8505
- Schedule: 25/01/2019
- Day(s): 2
- Course: ToT Supervisory Skills for Supervisors (North)
- Course Type: Training
- Description: Management and Supervisory Training
- Free: No
- Unit Price: \$63
- Seat Availability: 25 (25)
- Remaining Credits: 0
- #Participants by Credits: 3 (highlighted with a red circle)
- #Participants by Purchase: (empty)
- #Female Participants: (empty)
- Contact Email: (empty)
- Name of Participants: (empty text area)
- Buttons: Submit (highlighted with a red circle) and Cancel

The background page shows a 'Training' header, a '0 credits left for t' status, and a table of 'Available Courses' with columns for EventID and Schedule.

- ✓ Press **Submit** to complete the registration.
- ✓ You will receive a confirmation email that informs the course registration and information of participants taking the course.