



Project-ID

# **Short manual**

## Subcontractors

## Projectbox

PROJECT**BOX**®

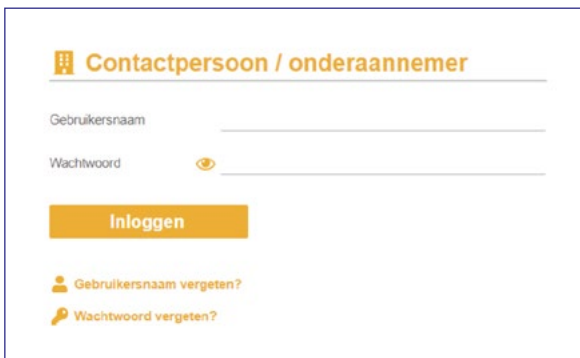
## 1. Registering with Projectbox:

Every time you are invited to join a new project Projectbox you will receive an e-mail with an invitation.

This e-mail will contain a link to Projectbox. The **code (starting with oa-)** in the link is **your unique business code**. You can always use this link to log in to your business portal. You will receive an e-mail with an invitation and this link for every project you are invited to.

The first time, you will also receive an e-mail with a password link to set your password.

- Click the password link and then set your password.
- Then enter your unique business code (starting with oa-) and click "Aanmelden/Log in".
- Click the project in the list you want to register for.
- Under "Contactpersoon/Onderaannemer / Contact person/Subcontractor" log in with your user name (gebruikersnaam) and password (wachtwoord).



The screenshot shows a login form titled "Contactpersoon / onderaannemer". It includes two input fields: "Gebruikersnaam" (Username) and "Wachtwoord" (Password) with an eye icon for toggling visibility. Below the fields is an orange "Inloggen" (Login) button. At the bottom, there are two links: "Gebruikersnaam vergeten?" (Forgot username?) and "Wachtwoord vergeten?" (Forgot password?).

## 2. The five-step dashboard:

Follow the dashboard steps.

### Step 1: Check your business details.

Go through all the tabs, from the left to the right.

- ✓ Action required
- ✗ Complete
- Not found or incorrect



The screenshot shows a row of seven tabs: "Bedrijf" (with a warning triangle), "KVK" (with a green checkmark), "Waadi" (with a warning triangle), "BTW" (with a warning triangle), "Rechtsvorm" (with a warning triangle), "VCA" (with a red X), and "Documenten".

<b>Bedrijf/Business:</b>	Enter a valid e-mail address at "E-mail bedrijf/Business e-mail"
<b>KVK:</b>	The data is automatically collected from the KVK (Chamber of Commerce - company registration office). You can continue to the next tab.
<b>Waadi:</b>	Click "Waadi check uitvoeren/Do Waadi check" (Waadi is the system for the registration of labour providers)
<b>BTW/VAT:</b>	Enter a valid BTW/VAT number (without spaces or periods) and click "BTW nummer controleren/Check BTW number".
<b>Rechtsvorm/Legal form:</b>	Select the legal form of your business from the list and click "Opslaan/Save".
<b>VCA:</b>	Click "VCA Certificering controleren/Check VCA certification".
<b>Documenten/Documents:</b>	If you are a second-line subcontractor you may be asked to upload a model contract.

Then, at the left, click "Dashboard" to continue to Step 2.

## Step 2: Check your account:

Check if all details are correct, and add a mobile phone (06) number if relevant. Then click "Opslaan/Bevestigen / Save/Confirm".

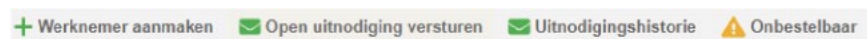
## Step 3: Register yourself with the project:

This step is only necessary if you, the contact person, are actually going to work on the project site. If not, then you can go straight to Step 4.

## Step 4: Select your employees or invite them to the project:

*Link new employee:*

**Action bar:**



Click **+ Werknemer aanmaken** (Enter employee) to add a new employee. Complete the registration form and go through all the tabs.

Click **Open uitnodiging versturen** (Send open invitation) to invite an employee to complete their registration form themselves.

Repeat these steps to add or invite more employees.

The employees will only be listed in the portal if their registration is fully completed.

**Please note: If you enter the details of your employees you will be asked, in Step 2, to add a passport photograph. The photograph is a mandatory element of Kuipers Project-ID. Without a photograph, no access pass can be printed, and the employee will not be able to go onto the construction site.**

#### Linking existing employees:


Once your employees have been entered, you can easily link them to future projects. Find the employee(s) you want to link to the project. You can also untick them if you make a mistake.

Selectie:

- ☐ Not selected for this project.
- ☒ Selected for this project.
- ☒ Selected for this project with linked details (test and/or access pass)
- ☒ Selected and verified (by the gatekeeper or construction manager) for this project.

### Step 5: Invite subcontractors and self-employed workers (ZZP-ers)

Action bar:

 Bovenliggende aannemer  Onderaannemer toevoegen  Uitleg ZZP

Click:  Onderaannemer toevoegen Add subcontractor


Search by KVK number or business name.

**Onderaannemer toevoegen via de Kamer van Koophandel**
✕

Zoeken

- Zoek op een deel van de naam of een combinatie met bijvoorbeeld de plaatsnaam.
- U kunt ook zoeken op het KVK nummer of het KVK vestigingsnummer (voorkomt fouten).

It is best to search by KVK number. Make sure you select the correct business branch (location) number

- Click  to link the business to the project. (Make sure you link the correct vestigingsnummer/business branch number.)

**Onderaannemer toevoegen via de Kamer van Koophandel**
✕

Zoeken

U ziet hier de eerste 10 resultaten, staat het bedrijf er niet bij voeg dan een plaatsnaam toe of zoek op KVK-nummer/vestigingsnummer.

Bedrijf	Adres	Plaats	KVK	Vestigingsnr.	Invoeren
16072246					

Buitenlands bedrijf invoeren

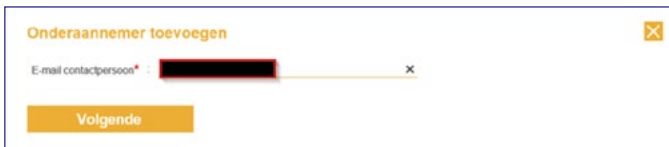
- If the contact person is already known in the system, then click  to link and invite them.

**Contactpersonen van**
✕

 Geen contactpersoon gekoppeld aan dit project, selecteer een contactpersoon.

	A1 Apeldoorn - Azelo	
	Groot Variabel Onderhoud, Zuid Nederland, Perceel Midden	
	Heijmans Infra Regio Zuid	
	A12 Poortwachter Bennekom	
	Heijmans E&I en Infra ZuidWest	
	Heijmans Infra Regio Midden Oost	
	A12VEG B&O (Veenendaal - Ede - Grijsdord)	
	Groot Onderhoud A79	
	3Angle (BenO A27-A1)	
	Vattenfall, Windpark A16 Klaverspoor	
	Support Organisatie	

- If the contact person is not known, then enter a valid e-mail address.  
If you want to manage the information for a ZZP-er (self-employed worker) then you can enter your own e-mail address here. In that way when you are in your own portal you can easily switch over to the business portal of that ZZP-er. You can find this under Mijn gegevens/My information > [To do this, open the comprehensive manual and go to page 15. contact person \(me\).](#)



- In the next screen, enter the first name and last name of the contact person.



Click "Toevoegen/Add" if right now you only want to link the contact person, but send the e-mail later. If you click "Toevoegen & uitnodigen/Add & invite" then the e-mail with the information below will immediately be sent to the contact person.

- Next click "OK". The invitation is sent.

