koninklijke Kuijpers

Project-ID

Comprehensive Manual

Subcontractors Projectbox

PROJECTBOX®

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koninklijke Kuijpers

Project-ID

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1. Registering with Projectbox

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

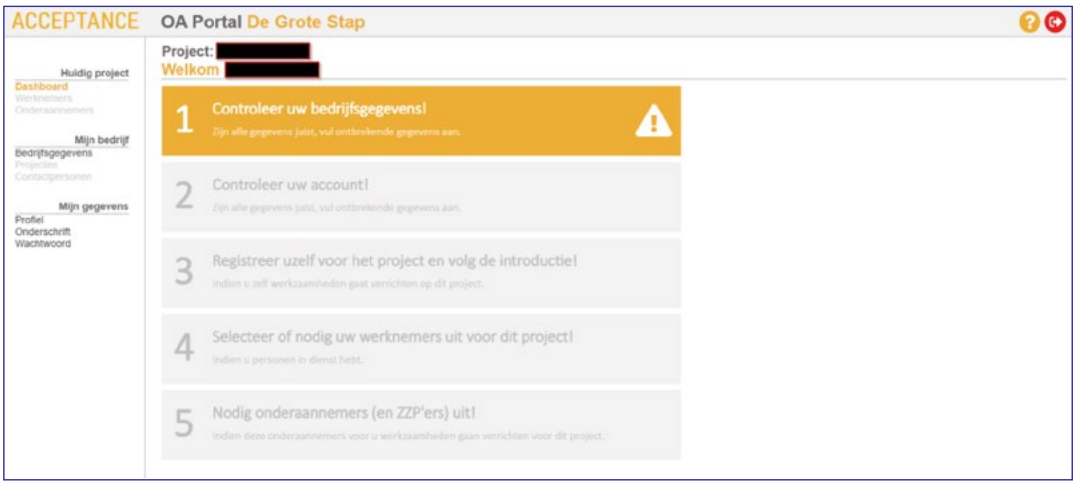
This e-mail will contain a link to Projectbox. The code (starting with oa-) in the link is your unique business code. You can always use this link to log in to your business portal. You will receive an e-mail with an invitation and this link for every project you are invited to.

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 on".
- Click the project in the list you want to register for.
- Under "Contactpersoon/Onderaannemer / Contact person/Subcontractor" log in with your user name (gebruikers-naam) and password (wachtwoord).

2. Dashboard OA

- First you go to the Projectbox dashboard. Follow the steps below to add your employees and invite subcontractors.

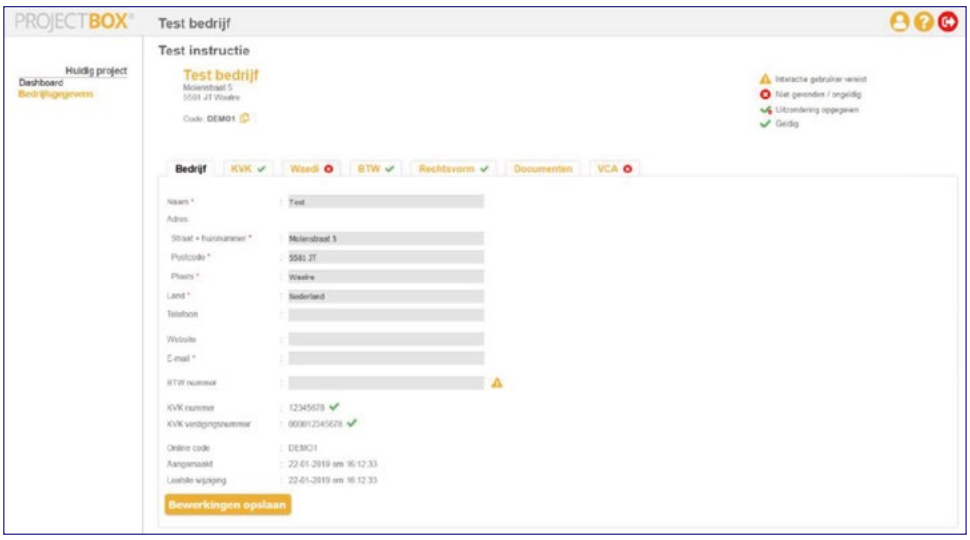


Uitleg symbolen:

- Dashboard
- Profile
- Help
- Log out

Step 1: Check your business details (bedrijfsgegevens).

- Go through all the tabs, from the left to the right. A tab with a ⚠ means that details are missing. A ✖ means that there are no details at all.



Bedrijf/Business: Once the business has been registered, a number of fields will be completed automatically, based on details in the KVK (Chamber of Commerce - company registration office) database. Fields marked with a * are mandatory.
Please note: You must enter a valid e-mail address in the e-mail field.

KVK: This list shows the information about your company obtained from the KVK database.

Waadi: The information from the KVK is used to check automatically if the Wet Allocatie Arbeidskrachten door Intermediairs (WAADI - licensing of labour providers) requirements are fulfilled.
If the check leads to an error message that is not a problem. You can continue to the next tab.

BTW/VAT: If you entered a BTW/VAT number in the Bedrijf/Business tab, then it is checked if the number is valid, and which name it is registered under.

The correct format of the BTW number is: **NL000000000B00**

Rechtsvorm/Legal form: Select the correct legal form from the list.
The options are:

Vennootschap onder Firma (VOF)	Partnership
Commanditaire Vennootschap (CV)	Partnership with sleeping partners
Maatschap (MTS)	Professional services partnership
Besloten Vennootschapb (BV)	Private limited company
Naamloze Vennootschap (NV)	Public limited company
Publiekrechtelijke Rechtspersoon (PR)	Public sector body

If you are a ZZP-er (self-employed), then select "Eenmanszaak/Sole trader". Next you can specify if you have any employees.

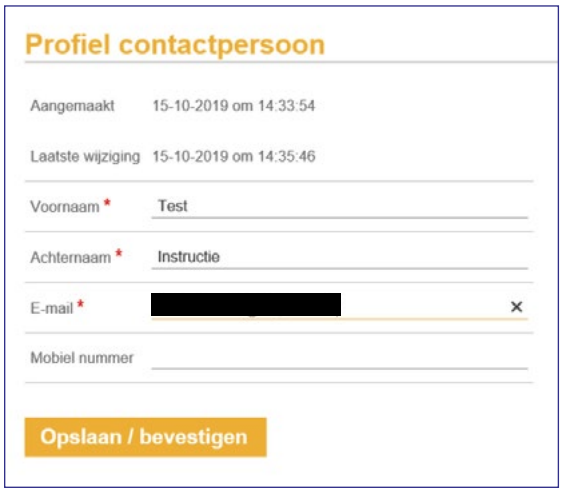
Documenten/Documents: Here you can add documents if they are requested. For example a Health, Safety and Environment (VGM) plan. If you are self-employed you will be asked to upload a model contract under "documenten".

VCA: If your business is VCA-certified you can check that here. This is looked up using the business name and town. Click "VCA certificering controleren/Check VCA certification". Your business is then looked up in the Centraal Certificaten Register.
If you are self-employed then you only have a personal VCA certificate, and this step will always display ✖.
If the VCA certificate cannot be found that is not a problem. You will be able to go further in the portal.

Once all tick marks are green you will automatically be taken to Step 2.
If one or more tick marks show an error message, then select Step 2 on the left, in "Dashboard".

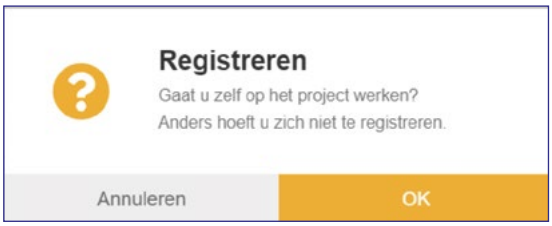
Step 2: Check your personal account (persoonlijk account):

- **Check your first name (voornaam), last name (achternaam), e-mail and optionally add your 06 mobile phone number, and then click "Opslaan/bevestigen / Save/confirm".**



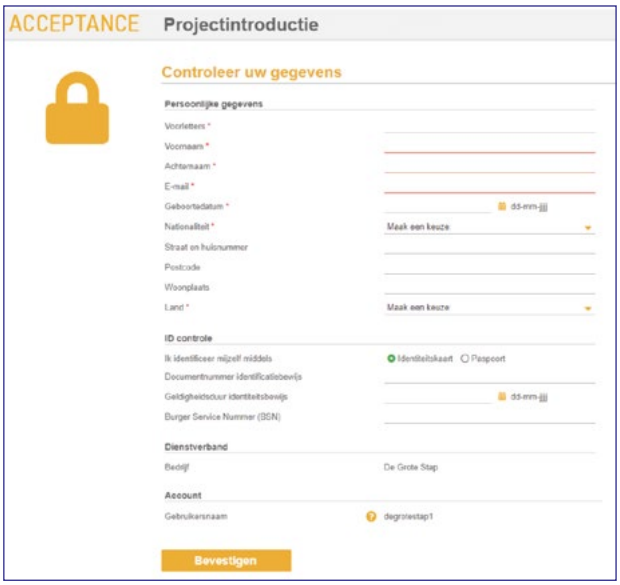
Step 3: Register yourself with the project (if applicable)

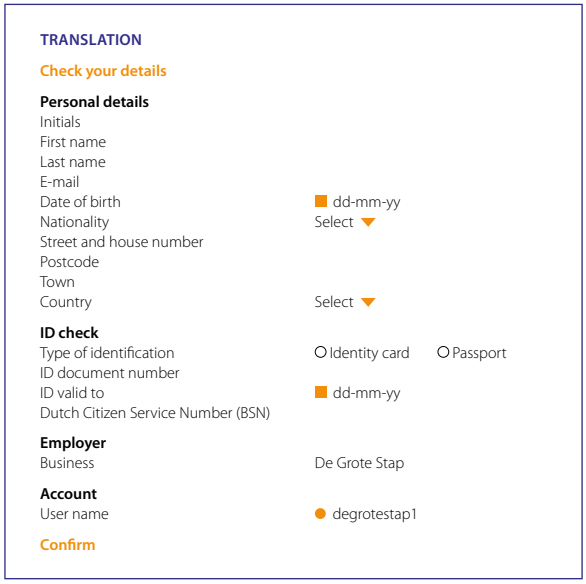
- This step is only needed if you, the contact person, are actually going to work at the project site.



No? Then click "Annuleren/Cancel". You can go straight to Step 4.
Yes? In that case, click "OK" and complete the following steps.

- Enter as much of your information as you can. Fields marked with a * are mandatory.
  If something incorrect or incomplete, the field will turn red and you will not be able to continue.





- Click "Bevestigen/Confirm".
- Check your VCA certificate.
- Then add a photograph. You can do this by upload a file with a photograph (JPG, BMP, PNG) or by taking a photograph with the webcam.

Step 4: Select your employees or add them to the project

Please note: This step is not relevant if you are a sole trader and are self-employed (ZZP-er).

- On the left, click "Werknemers/Employees"

Linking existing employees:

- Have you entered your employees earlier, for another project? In that case you can easily add these employees to the current project by ticking the selection box. ☑

You may have to change the filter criteria in the project to see all your employees.

You can change the filter criteria at the top right, with ▼ :

✓ **Werknemers bij alle projecten/Employees for all projects:** These employees are currently linked to one or more projects in Projectbox.
✓ **Werknemers bij dit project/Employees for this project:** Only displays employees linked to this project.
✓ **Alle werknemers (ook zonder project)/All employees (also without a project):** Displays all employees, including those not linked to a project.

Adding or inviting a new employee:
On the action bar, click:

- **Werknemer aanmaken/Create employee:** To create a new employee and complete the registration form if you have all their details.
  Click + Werknemer aanmaken

  Complete the registration form and click "Toevoegen/Add".
  Repeat this step to add more employees.

- **Open uitnodiging versturen/Send an open invitation:** This sends an invitation e-mail to your employee so they can complete the registration form. Enter a valid e-mail address and click "Verstuur uitnodiging/Send invitation".
  Repeat this step to invite more employees.

Click Open uitnodiging sturen

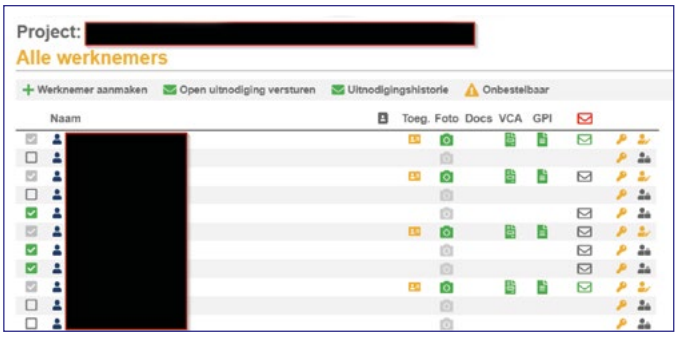
Enter a valid e-mail address and click "Versturen/Send".

- **Uitnodigingshistorie/Invitation history:** Here you can check who you have sent invitations to.
- **Onbestelbaar/Undeliverable:** If you sent an invitation to an incorrect e-mail address then it will be listed under "Onbestelbaar/Undeliverable". Please check and correct the e-mail address.

Note: If you use "Werknemer aanmaken/Create employee" to enter the details of your employees then you will be asked to add a photograph. The photograph is a mandatory element of Kuijpers Project-ID. Without a photograph, no access pass can be printed, and the employee will not be able to go onto the construction site.

Note: Each project is linked to safety instructions (induction) which every employee has to complete. The safety instructions are included in a safety instruction video which they must watch, and a test which they must complete successfully. If they do not pass the test, they will not be allowed on to the construction site.

Your employees will only be visible in the list of employees once their registration is fully completed.



The list of employees includes the following columns:

- ☐ Not selected for this project
- ☑ Selected for this project.
- ☑ Selected for this project, with linked details.
- ✓ Selected and verified for this project.

Naam/Name: First name and last name, entered during registration

Shows the contact person.

Toegangspas/Access pass:

Access pass linked, but not yet activated.

Access pass linked and activated (only relevant for projects with access control).

ID: This column will appear if the Keesing ID document scanner is connected. You can see if somebody's ID was scanned, and if it was valid or not. If you place the cursor on the icon you will see the document number, document status and the date until it is valid.

- A valid passport or ID card was found.
- A valid passport or ID card was found, but it has expired and is no longer valid.

Foto/Photograph: Shows if a photograph has been linked to the profile.

- No photograph added.
- Photograph added, waiting for approval.
- Photograph added and approved.
- Photograph added, approved and access pass printed. This automatically locks the photograph.

Docs: This column appears if Document management is active. It is checked if somebody has to upload certain documents, for example because they have a nationality from outside the EEA. If you place the cursor on the icon you will see which document is needed, or which documents have been uploaded:
If there is no icon, the person does not need additional documents.

- Documents have been uploaded.
- Additional documents are required.
- The document has expired or has not yet been verified.

Toets/Test (optional): Shows if somebody has done the project introduction. If you place the cursor on the icon you will see the status:

- The green icon means that this person has viewed everything and has passed the test.
- The red icon means that they have not yet started or not passed the test.

VCA: If the initials, name and date of birth have been entered correct it will be checked if a VCA certificate is found for this person. If you place the cursor on the icon you will see a pop-up with information about the certificate.

- A certificate was found and it is valid.
- A certificate was found and it has almost expired.
- A certificate was found and it is no longer valid.

Email: here you can see if your employee has been invited.

- No invitation sent.
- Invitation sent.

Here you can reset the password of the employee. The employee will receive an e-mail with a password link to change the password.

You can change the employee's details.

You are not authorised to change the employee's details. If an employee completes the registration form themselves, they will be asked if they want to authorise the contact person to view their details.

Anyone who wants to work on a Kuijpers site needs valid ID and a VCA certificate.

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

In Projectbox you invite your subcontractors and self-employed workers separately. They then have to complete their business details, add and invite their employees, and complete the steps described above.

As a subcontractor you can invite or add your own employees in Projectbox. You can also invite subcontractors/ self-employed workers to register in Projectbox. They are then responsible for checking the business details and registering employees.

- Click Step 5 of the dashboard, or on "Onderaannemers/Subcontractors" in the menu on the list.

Linking existing subcontractors/self-employed workers:

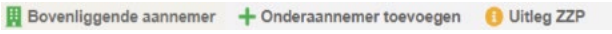
- Did you invite the subcontractor or self-employed worker earlier, for another project? In that case you can easily add them to the current project by ticking the selection box.

When you tick a subcontractor/self-employed worker you will be asked to link a contact person. If the contact person is already known in the system, then click to link them. If no contact person is known, then you will be asked to enter an e-mail address.

If there is no linked contact person, the subcontractor or self-employed worker will not receive an invitation, and nothing will happen. Make sure you check this!

Linking a new subcontractor/self-employed worker:

On the action bar, click:



- Bovenliggende aannemer/Main contractor: Shows the details of the contractor who invited you.

- Uitleg ZZP/ZZP explanation: Explains how you can add a self-employed worker. See also the steps below.

- Onderaannemer toevoegen/Add subcontractor: This sends an invitation e-mail to your subcontractor/ self-employed worker so they can complete the registration form. Follow these steps to add a subcontractor.

  - Click + Onderaannemer toevoegen
  - Search by KVK number or business name.

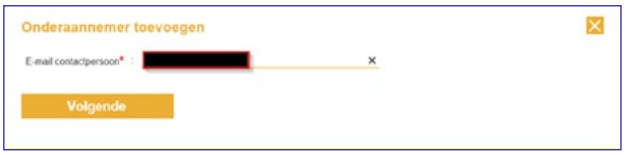
It is best to search by KVK number. Make sure you select the correct business branch (location) number

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

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

  - If the contact person is not known, then enter a valid e-mail address.

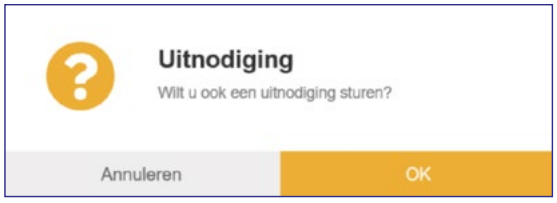
If you want to manage the information for a ZZP-er (self-employed worker) then you can enter your own e-mail address here. In that way when you are in your own portal you can easily switch over to the business portal of that ZZP-er. See Contact person



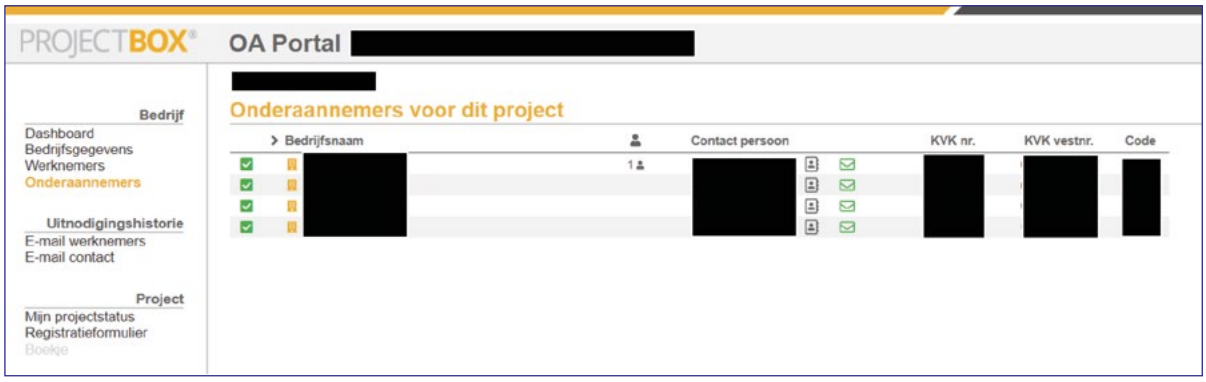
- In the next screen, enter the first name and last name of the contact person.

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.



Your subcontractors and self-employed workers are now visible in the list.



The list includes all subcontractors which your business has every invited for a project.

The columns in the list of subcontractors are:

The different tick marks show if subcontractor is invited for this project or not.

Selectie:

- ☐ Not selected for this project
- ☑ Selected for this project
- ☑ Selected for this project, with linked details

Naam/Name: Name of the subcontractor.
Number of employees registered for this project.

Contact person: Contact person of the subcontractor, if this business has been invited.

Click to see the contact person of the subcontractor. Then click → to invite the subcontractor. They will automatically receive an e-mail with an invitation.

The invitation has been sent
The invitation has not been sent

If the KVK database includes a website then this is shown here. Click this icon to go to the website.

KVK nr/no: Number in the KVK register database.
KVK vestnr/branch number: The branch number according to the KVK register database.
Code: log in code of the subcontractor.

3: Additional options and functions of the OA (subcontractor) portal

Projects:

You can select "Projecten/Projects" on the left.

Huidig project
Dashboard
Werknemers
Onderaannemers

Mijn bedrijf
Bedrijfsgegevens
Projecten
Contactpersonen

Mijn gegevens
Contactpersoon
Profiel
Onderschrift
Wachtwoord

This will list the projects your business is linked to.

Contact persons (your business):

You can use "Contactpersonen/Contact persons" on the left of the portal to manage the contact persons of your business.

Huidig project
Dashboard
Werknemers
Onderaannemers

Mijn bedrijf
Bedrijfsgegevens
Projecten
Contactpersonen

Mijn gegevens
Contactpersoon
Profiel
Onderschrift
Wachtwoord

Click + Contactpersoon toevoegen to appoint a new contact person for your business.
Enter a valid e-mail address, first name and last name, and then click "Toevoegen en uitnodigen/Add and invite".

You can also add projects to existing contact persons, in the list, or remove them .

If a contact person has lost their log in information you can reset it with this button

Contact person (me):

On the left, under "Mijn gegevens/My details" select "Contactpersoon/Contact person".

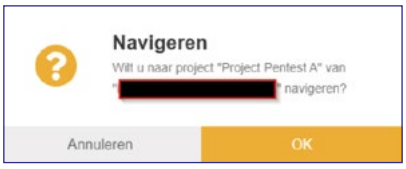
Huidig project
Dashboard
Werknemers
Onderaannemers

Mijn bedrijf
Bedrijfsgegevens
Projecten
Contactpersonen

Mijn gegevens
Contactpersoon
Profiel
Onderschrift
Wachtwoord

Here you can easily switch between the different projects and subcontractors and self-employed workers for which you are the contact person. For a self-employed worker you can easily switch to the OA portal of their business, without having to log in again. To do that, click the → after the business.

You will get a pop-up asking you if you want to switch to the portal for that self-employed worker.



Click "OK" to switch.

Profiel/Profile:

Here you can change your contact person profile.

Huidig project
Dashboard
Werknemers
Onderaannemers

Mijn bedrijf
Bedrijfsgegevens
Projecten
Contactpersonen

Mijn gegevens
Contactpersoon
Profiel
Onderschrift
Wachtwoord

Onderschrift/Signature:

Here you can enter a personal e-mail signature which will be added to every e-mail you send with Projectbox.

Huidig project
Dashboard
Werknemers
Onderaannemers

Mijn bedrijf
Bedrijfsgegevens
Projecten
Contactpersonen

Mijn gegevens
Contactpersoon
Profiel
Onderschrift
Wachtwoord

Wachtwoord/Password:

To change your password.

Huidig project
Dashboard
Werknemers
Onderaannemers

Mijn bedrijf
Bedrijfsgegevens
Projecten
Contactpersonen

Mijn gegevens
Contactpersoon
Profiel
Onderschrift
Wachtwoord