



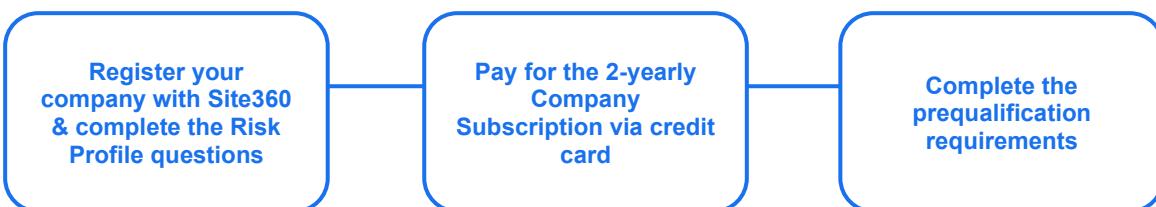
# Quick Reference Guide to Manage the Company Subscription Payment

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## 1. Overview

Companies that **contract directly to Woolworths** are required to obtain a Company Subscription and undergo the relevant health and safety prequalification in Site360.

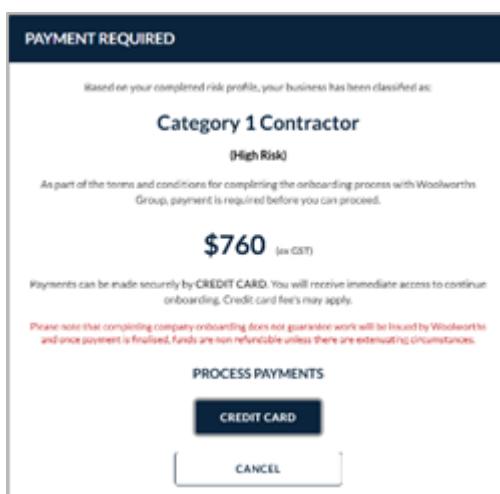
**NOTE:** Company Subscriptions are **valid for two years** and must be **paid for up-front via credit card before health and safety prequalification can proceed**.



## 2. Paying for the Company Subscription

Once the Risk Profile is submitted, you will be prompted to pay for the Company Subscription using credit card payment.

To do so, enter your company credit card details and submit the payment. Once the Company Subscription is paid, your company can proceed with its health and safety prequalification in Site360.



## 3. Viewing your Invoice

Upon payment of the Company Subscription, a copy of the paid invoice will be sent to the user set up as the primary administrator for your company. The paid invoice can also be viewed under the **Invoice tab** in Site360.

Invoice Number	Due Amo...	Paid Amo...	Currency	Status	Description	Invoice Date	Invoice
INV-1796	\$0	\$836	AUD	PAID	Onboarding cost of 7 M...	2025-04-24T00:00:00.0...	<button>VIEW INVOICE</button>

## 4. Technical Support

For support or questions please contact [Site360 Support](#) on **1300 853 990**.