

Dear Valued Supplier,

We are excited to announce that **Icertis (Release 1B) has been successfully implemented**. Your active contracts which were previously managed through the GCMS system have been migrated and are now available in Icertis.

System Access and Login

You can review and manage your agreements through Icertis now. To access Icertis, please follow the steps below.

If you have already activated your user login:

1. Click [here](#) to access the Icertis login page.
2. Under **Login Authentication**, select **"Suppliers"** from the dropdown and click **Next**.
3. Enter your **registered email** and **password**, then click **Sign In**.
4. Click **Send Verification Code**.
 - A **six-digit code** will be sent to your registered email if it's associated with a contract in our system.
5. Enter the verification code and click **Verify Code**.
 - Didn't get it? Click **Send new code**.
6. Click **Continue** to access the **Icertis Supplier Homepage**.

If you have not activated your login or if you have forgotten your password:

1. Click [here](#) to access the Icertis login page.
2. Under **Login Authentication**, select **"Suppliers"** from the dropdown and click **Next**.
3. Click **Forgot your password?**
4. Enter your **registered email** and click **Send Verification Code**.
 - A **six-digit code** will be sent to your registered email if it's associated with a contract in our system.
5. Enter the verification code and click **Verify Code**.
 - Didn't get it? Click **Send new code**.
6. Set your **new password**, then click **Continue** to access the **Icertis Supplier Homepage**

You will only be able to see your contract information that has been migrated into Icertis from our previous GCMS Contract Management system run through Houston, or where a new contract is created in Icertis. If you also have contracts managed through CLMS managed predominantly by Perth teams, these will be available in Icertis upon migration in July.

Learning and Support Resources

We encourage you to visit the ['Learning and Support Resources'](#) page on the Woodside website for quick reference guides (QRGs), including self-paced interactive training videos with step-by-step instructions on key topics.

Post Go-Live Support

Should you have any questions or issues with the system access or functionality, please contact your Woodside Contracts Adviser as your first point of contact. If they are unable to help, email the Icertis Support team at icertis@woodside.com.

We appreciate your cooperation and look forward to the successful adoption of Icertis.

Thank you for your continued support.

Icertis Project Team
