

Fuji Film / DBL King & Wood Mallesons

SOP for New Tenant Addition

May 2025

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

Revision History

Date	Version	Description	Author
10 th Sep 2024	1.0	Initial Version	AL
8 th May 2025	1.1	Completed version	AL

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

Table of Contents

1.	Introduction	4
2.	Creating a New Barcode	5
3.	Creating a Name Card	6
4.	Adding Client/ Tenant to the Company Address Book	8

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

1. Introduction

This Standard Operating Procedure (SOP) outlines the process for Hub Admin users at King & Wood Mallesons to add a new client company or tenant to the Digital Hub system. It provides a clear, step-by-step guide to creating barcodes and completing the client onboarding process within the Digital Hub platform.

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

2. Creating a New Barcode

To create a new tenant on Digital Hub you need to follow the steps below.

Step 1 : Collect the below details of the tenant/ client company.

1. Name of the Company
2. Address of the company
3. Name of the contact person
4. Contact Number of the company or contact person
5. Email of the company or contact person

Step 2 : Then you need to create a unique barcode. Therefore, please go to the website below and **generate a new barcode** for the new client company/ tenant.

URL of the Barcode generator website : <https://barcode.tec-it.com/en/?data=>

Step 3 : Enter the company code, and click on “refresh” button.

Step 4 : Download the barcode.

The screenshot displays the TEC-IT Barcode Generator website. The top navigation bar includes links for Software, Download, Order, Support, Service, and About Us. The main content area is titled 'ONLINE BARCODE GENERATOR'. On the left, a sidebar lists various barcode types under 'Linear Codes', with 'Code-128' selected. The main area shows the 'Code-128' configuration page, which includes a 'Data' input field, a 'Refresh' button, and a 'Download' button. A red arrow points from a text box to the 'Data' field, and another red arrow points from a text box to the 'Download' button.

Enter the new company code here. And click on “refresh”

Download the barcode from here.

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

3. Creating a Name Card

Next step is to create the Company Name Card. This will be used for scanning to mark the scan runs & delivery statuses.

Step 5 - Please edit the below shown fields.

1. Edit the address.
2. Add the Tower name, Floor and Desk of the tenant & the Company name
3. Once again edit the company name above the bar code.
4. Then add the newly generated barcode.
5. Then add the company code/ barcode naming.
6. Lastly in the second page, edit the address and company name accordingly.


Postal Delivery
1 FARRER PLACE - Governor Phillip Tower

GPT 42.04
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Steps for scanning **Mail Point/ Postal Delivery:**

Select: SCAN
Select Customer: KWM
Select Status: **Postal Delivery**
Select: Enter Con Note No.
Scan Barcode below

Man Investments


GPT 42 MAN

GPT 42 MAN

Select: Blue tick box
Select: Submit

When Transfer Successful:
Select: Done

Edit the address accordingly.

Edit the Tower, Floor, Desk, & the Company Name accordingly.

Edit the company name.

Generate and add a new Barcode.

Edit the barcode naming.

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

Proof of Delivery
1 FARRER PLACE - Governor Phillip Tower
GPT 42 Man Investments

Edit the address and company name accordingly.

Steps for **Delivery**:

Select: **POD**
Select Customer: **KWM**
Ensure **Delivered** is selected/showing
Select: Enter Con Note No.
Scan Digital Hub label
Select: Blue tick box

For **multiple** items:

- Select: Enter Con Note No.
Scan Digital Hub label
- Select: barcode scanned
- Select: Blue tick box
- Repeat for additional items

After **final** label barcode scanned

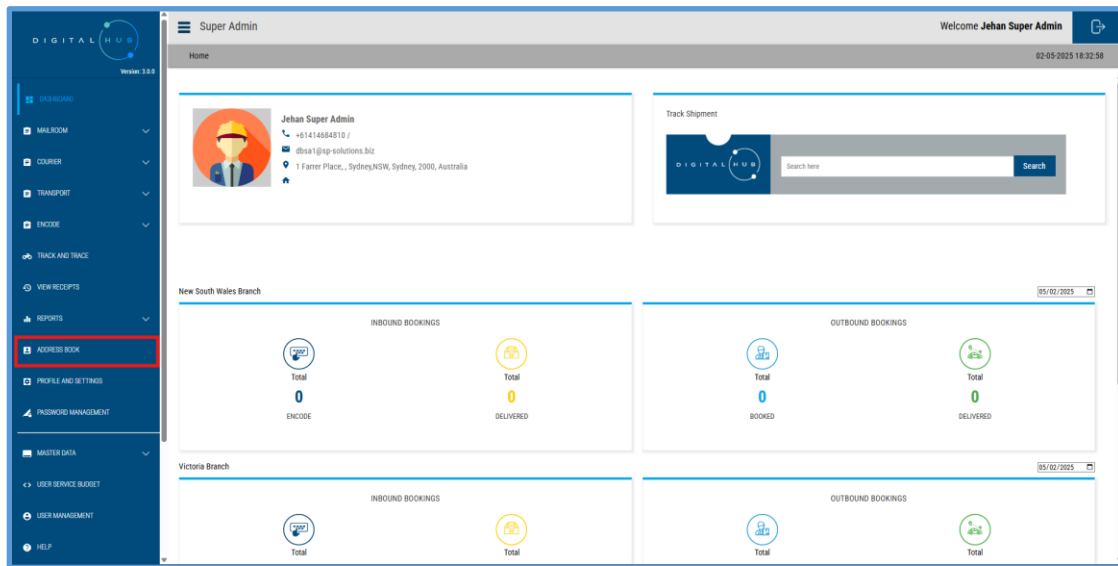
Select: Signature Sign Off
Select: Enter Name
Enter the recipient's first name and last initial
Select: Blue tick box
Select: Next
Sign initials in signature box
Select: Submit

4. Adding Client/ Tenant to the Company Address Book

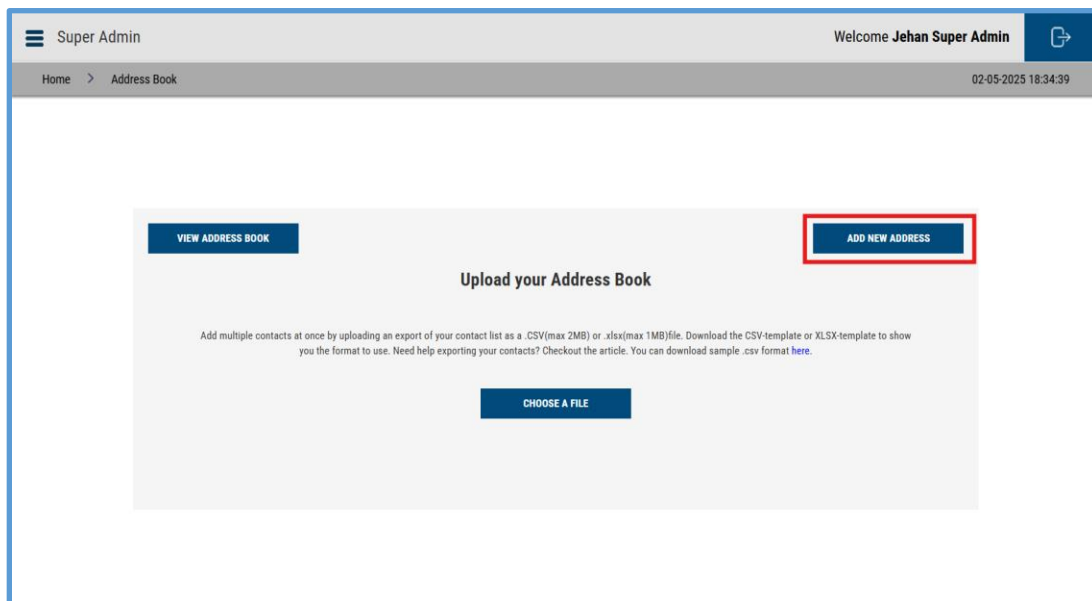
[This part of the process will be done by Digital Hub support team.]

Step 1 - Login to the Super Admin account.

Step 2 – Click on “Address Book” page.



Step 3 – Click on “Add New Address” button



Step 4 – Add the Company name, all the address details, contact number, and the email.

King & Wood Mallesons	Version: 1.1
New Tenant Addition	Date: 02/05/2025
Standard Operating Procedure	

Step 5 – Click on the **“SAVE”** button.

ADD CONTACT

PRIMARY ADDRESS

Full Name *
Full Name Character Limit 70

Branch Name
Branch Name Character Limit 30

Department Name
Department Name Character Limit 30

Company
Company Character Limit 70

Floor Number
Floor Number Character Limit 60

Desk Number
Desk Number Character Limit 60

Address line 1 *
Address line 1 Character Limit 70

Address line 2
Address line 2 Character Limit 70

Postal Code

City

Postal Code
Postal Code Character Limit 10

City
City Character Limit 30

Suburb *
Suburb Character Limit 30

Country *
Country Character Limit 30

State/Province *
State/Province Character Limit 30

Email
Email Character Limit 60

Phone *
Phone Character Limit 20

Add an additional preferred address ☐

CANCEL **SAVE**

This will add the new client/ tenant to the Company Address Book.