



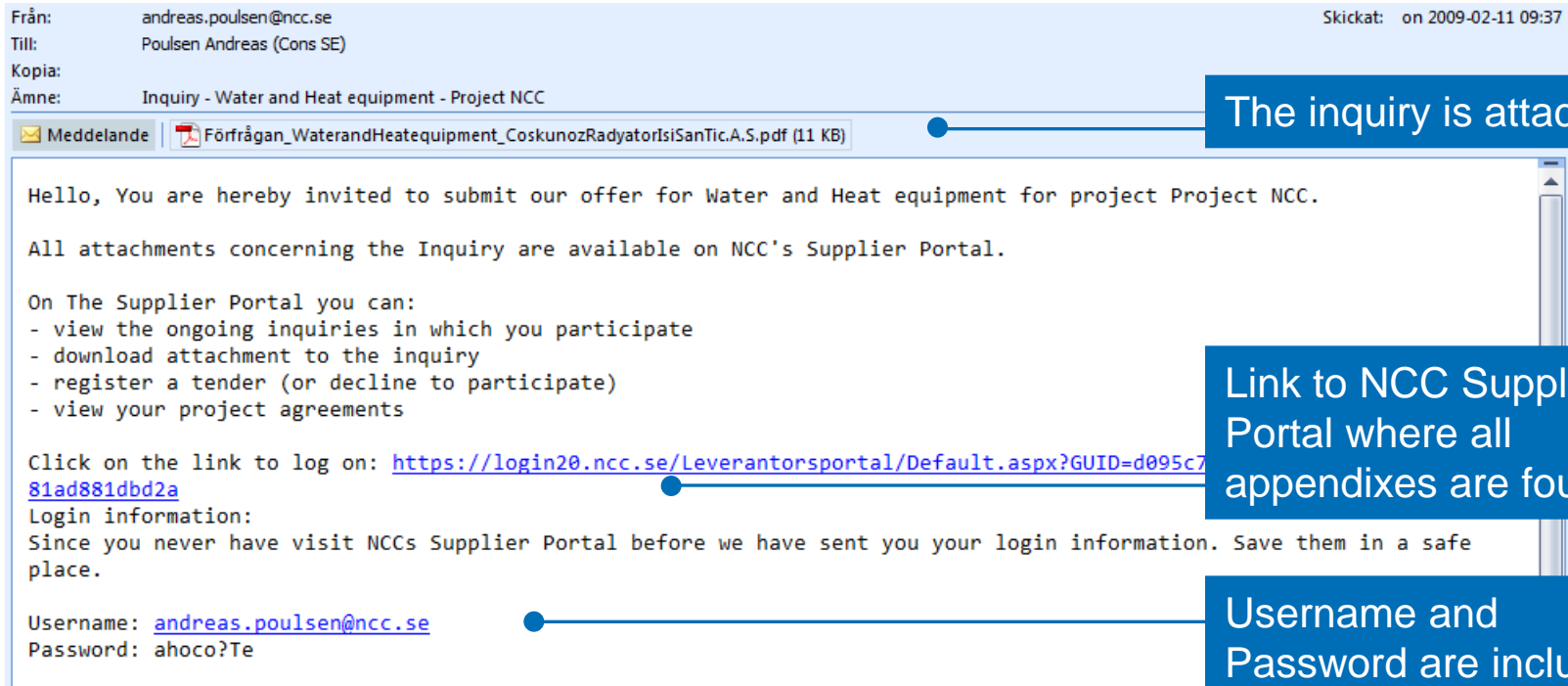
NCC Supplier Portal

Users Guide

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1. NCC sends invitation by e-mail

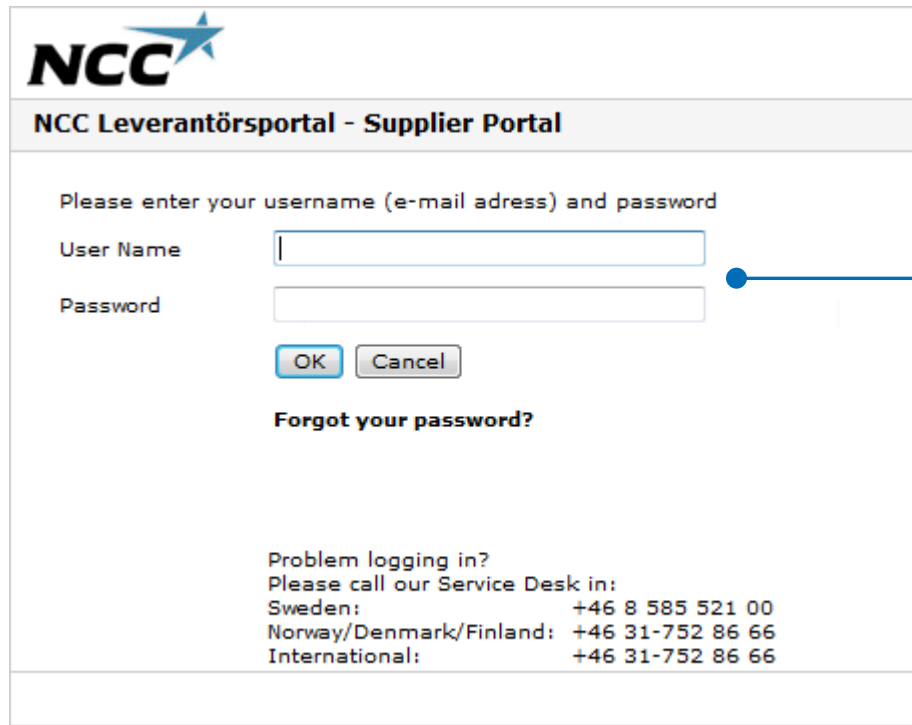


The inquiry is attached.

Link to NCC Supplier Portal where all appendixes are found.

Username and Password are included in the first e-mail.

2. Login to NCC Supplier Portal



NCC

NCC Leverantörportal - Supplier Portal

Please enter your username (e-mail address) and password

User Name

Password

Forgot your password?

Problem logging in?
Please call our Service Desk in:
Sweden: +46 8 585 521 00
Norway/Denmark/Finland: +46 31-752 86 66
International: +46 31-752 86 66

The login information is included in the invitation e-mail.

Type "Username" and "Password".

Click "OK".

3. Welcome to NCC Supplier Portal



NCC SUPPLIER PORTAL

[HOME PAGE](#) [PREFERENCES](#)

[Inquiry](#)
[Agreement](#)
[Order](#)
[Letter](#)

EFFICIENT PURCHASE BY DIRECT COMMUNICATION

Welcome to the NCC's supplier portal. By supporting our purchaser's ability to communicate with you as a supplier, we hope to simplify everyday life for all parties.

The Supplier Portal provides support for buyers and suppliers during inquiries, agreements signing and orders. All documentation is available to you via the portal.

In this portal, you can easily:

- See all the ongoing inquiries in which you participate
- See all project agreements you have with the NCC
- download all attachments to the Inquiries, Contracts & Orders
- accept or decline to participate in an inquiry
- Give a tender on an inquiry



CONTACT INFORMATION

Systemförvaltningen
leverantorsportal@ncc.se

RELATED INFO

[Purchasing Policies \(pdf\)](#)
[User Manual \(pdf\)](#)

By navigating you can find all the different parts of the Supplier Portal:

- Inquiry
- Agreements
- Orders
- Letter

4. Overview of ongoing inquiries

The screenshot shows the NCC Supplier Portal interface. At the top left is the NCC logo. To its right is the text 'NCC SUPPLIER PORTAL'. Below this is a navigation bar with 'HOME PAGE' highlighted. On the left side, there is a vertical menu with links for 'Inquiry', 'Agreement', 'Order', and 'Letter'. The main content area is titled 'INQUIRIES' and contains the text: 'Here you find all ongoing inquiries where you are invited to participate. Click on an inquiry to access all documents.' Below this is a table with the following data:

Date	Status	Your answer	Final reply date
<u>11/02/2009</u>	Contains none viewed documents	Not responded	25/02/2009 14 days left
Water and Heat equipment - Project NCC			

Two callout boxes are present: one pointing to the date '11/02/2009' and another pointing to the '14 days left' text.

Click on the date to see the inquiry.

Last date for submitting a tender and number of days left are displayed.

When final reply date has passed the inquiry will disappear from your view. Please get in touch with the contact person for the inquiry if more time is needed for tendering.

4.1 Ongoing Inquiry



NCC SUPPLIER PORTAL

HOME PAGE

Inquiry

Agreement

Order

Letter

WATER AND HEAT EQUIPMENT - PROJECT NCC

Here are all the relevant documents for the inquiry. You can also submit your offer directly to the purchaser if you have documents on file.

[View the inquiry](#)

[Download all the documents \(zip\)](#)

[Register tender](#)

[Accept](#)

[Decline](#)

ATTACHED DOCUMENTS

13 DAYS

Date	Type	Name	Comment	Status
Blueprints				
11/02/2009		A40.1-100BL.pdf		New
11/02/2009		A01.1-001BL.pdf		New
11/02/2009		A40.1-101BL.pdf		New
Generic				
01/02/2009		General Purchase Conditions (GPC) 2.0.pdf		New
01/02/2009		Environmental requirements - Declaration of product content.doc		New
01/02/2009		Environmental requirements - Declaration of product content.doc		New

CONTACT

Andreas Poulsen
+4640317033
andreas.poulsen@ncc.se

RELATED INFO

[User Manual \(pdf\)](#)

NCC's contact person for the inquiry.

Download all the documents.

Click Accept or Decline to inform the inquirer if you will leave a tender or not.

The status shows if you have downloaded the document or if it's new (added), replaced or updated.

In case of changes in the documentation you will receive a notification by e-mail.

5. Submit a tender to NCC



NCC SUPPLIER PORTAL

HOME PAGE

Inquiry

Agreement

Order

WATER AND HEAT EQUIPMENT - PROJECT NCC

Save

You can submit your tender directly to the purchaser. Please follow the format below.

« Back

Register your costs.

Response costs

Cost

Material

Hours

Total cost:

Register your answers to the additional questions.

Answer other areas

Comment

Have you worked with NCC before?

You can also upload documents as attachments to your tender.

If you have your tender on the file you can upload the files here.

Browse...

Upload

6. Preferences

Under "Preferences", you can:

- Edit and add contacts
- Enter type of business
- Enter geographic area
- Change your password

The screenshot displays the NCC Supplier Portal interface. At the top left is the NCC logo. The main header reads "NCC SUPPLIER PORTAL". Below this is a navigation bar with "HOME PAGE" and "PREFERENCES" (the latter is active, indicated by a blue dot). On the left side, there is a vertical menu with links for "Inquiry", "Agreement", "Order", and "Letter". The main content area features the heading "EFFICIENT PURCHASE BY DIRECT COMMUNICATION" and a welcome message: "Welcome to the NCC's supplier portal. By supporting our purchaser's ability to communicate with you as a supplier, we hope to simplify everyday life for all parties." Below this, a paragraph states: "The Supplier Portal provides support for buyers and suppliers during inquiries, agreements signing and orders. All documentation is available to you via the portal." A section titled "In this portal, you can easily:" is followed by a list of five bullet points: "See all the ongoing inquiries in which you participate", "See all project agreements you have with the NCC", "download all attachments to the Inquiries, Contracts & Orders", "accept or decline to participate in an inquiry", and "Give a tender on an inquiry". To the right of the main content, there is a sidebar with the text "Systemförvaltningen leverantorsportal@ncc.se" and a "RELATED INFO" section containing links for "Purchasing Policies (pdf)" and "User Manual (pdf)". An image of a worker in a high-visibility vest standing on a curved metal structure is also visible in the lower right part of the screenshot.

6.1 Contacts

NCC NCC SUPPLIER PORTAL

HOME PAGE PREFERENCES

Contact
Business
Change Password

CONTACT

Here you can change the contact details shown for NCC's buyers. By maintaining your contact information, you can avoid the requests sent to the wrong people at your company.

COMPANY: HERCULES GRUNDLÄGGNING AKTIEBOLAG

[Add new contacts +](#)

Name	Phone	Cell Phone	Fax	Changed by
Andreas test NCC Salesman andreas_poulsen@msn.com				andreas.lindsjo@ncc.se 3/22/2011
Nils Henrysson CEO nils.henrysson@hercules.se				inger.nilsson@ncc.se 10/23/2009

Click "Add New Contacts".

The contacts who want to receive requests must enter their e-mail address to receive invitations to NCC Supplier Portal.

Click on the icons to edit or delete a contact.

6.2 Business

NCC **NCC SUPPLIER PORTAL**

HOME PAGE | PREFERENCES

Contact
Business
Change Password

BUSINESS

Here you can edit information about your company's supply and where you can deliver your services / materials geographically. The data used by the NCC's buyers to find the appropriate selection of suppliers for a project. Resource Accounts is NCC's internal classification of services and materials. Select the accounts that best describes your business.

COMPANY: HERCULES GRUNDLÄGGNING AKTIEBOLAG

RESOURCE GROUPS [Add Resource group +](#)

Resource code	Name	Last changed	Changed by	
43211	Piling contracts	3/22/2006	Import	

GEOGRAPHICAL DELIVERY AREAS [Add new areas of activity +](#)

Name	Last changed	Changed by	
Skåne län	3/22/2006	Import	

Enter the resource code (type of activity) and the geographic area of your business.

The information is used by NCC to find companies in procurement.

6.3 Password

NCC **NCC SUPPLIER PORTAL**

HOME PAGE PREFERENCES

Contact
Business
Change Password

CHANGE PASSWORD

Here you can change your password to the Supplier Portal. Your password must be at least 8 characters long and contain at least one number.

Current password

New Password

Verify password

Save

Enter the current password and a new as desired. To avoid errors, the new password must be entered two times. Click "Save".

If you have problems, please call Service Desk +46 8 585 521 00

Information & support

- **Forgotten your login information?**

Go to www.ncc.se/supplierportal and click on the link "Forgot your password?" to receive a new.

- **For more information and questions?**

Please send an e-mail to supplierportal@ncc.se.