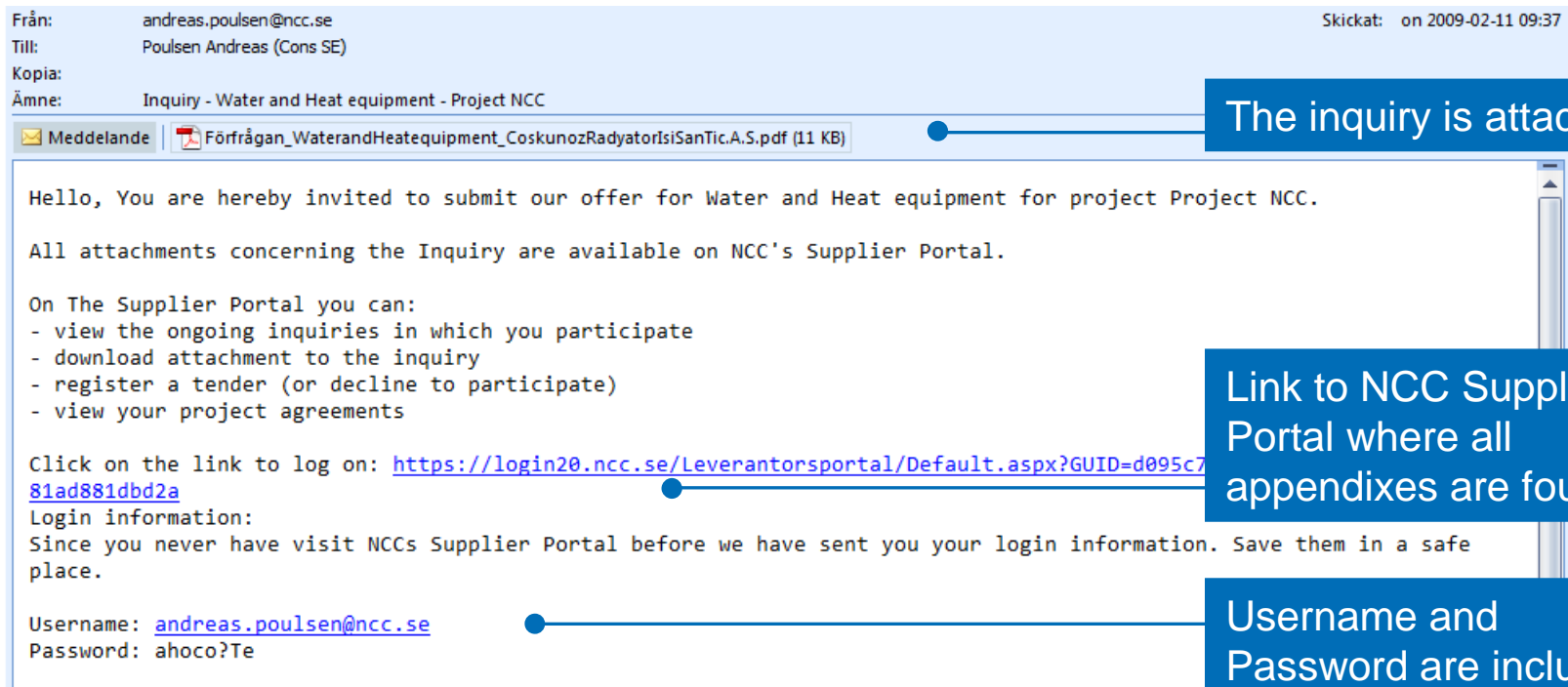




# NCC Supplier Portal

## Users Guide

# 1. NCC sends invitation by e-mail

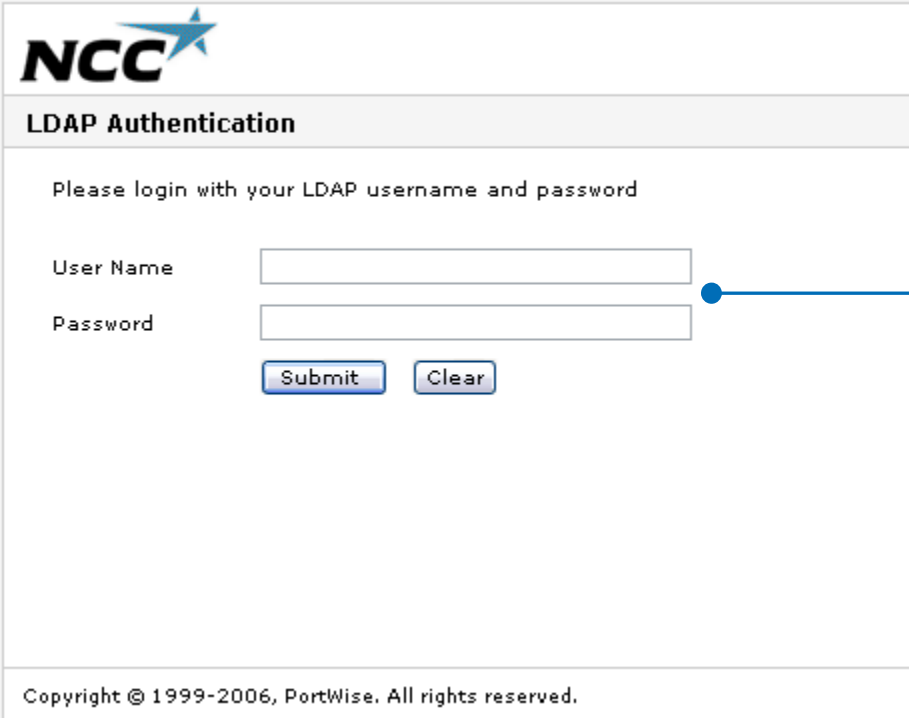


The inquiry is attached.

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



The screenshot shows the NCC LDAP Authentication login page. At the top left is the NCC logo. Below it is the title "LDAP Authentication". The main content area contains the instruction "Please login with your LDAP username and password". There are two input fields: "User Name" and "Password". Below the "Password" field are two buttons: "Submit" and "Clear". At the bottom of the page is the copyright notice: "Copyright © 1999-2006, PortWise. All rights reserved."

The login information are included in the first e-mail.

Type "Username" and "Password".

Click on "Submit".

# 3. Welcome to NCC Supplier Portal

**NCC** NCC SUPPLIER PORTAL

HOME PAGE

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

**KEY CONTACT**

Lennart Johannesson  
Systemförvaltare Inköp  
NCC Construction Sverige AB  
Tel: 08-585 517 56  
[lennart.johannesson@ncc.se](mailto:lennart.johannesson@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
- Messages

# 4. Overview of ongoing inquiries

**NCC** NCC SUPPLIER PORTAL

HOME PAGE

**INQUIRIES**  
Here you find all ongoing inquiries where you are invited to participate.  
Click on an inquiry to access all documents.

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

Click on the date to come to the inquiry.

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

After time for submission of tender are expired the inquiry will disappear from your view. Please contact the contact person for the inquiry if more time are needed for tendering.

# 5. Ongoing Inquiry

The screenshot shows the NCC Supplier Portal interface. At the top left is the NCC logo. The main header reads "NCC SUPPLIER PORTAL" with a "HOME PAGE" link below it. On the left, there is a navigation menu with "Inquiry", "Agreement", "Order", and "Letter". The main content area is titled "WATER AND HEAT EQUIPMENT - PROJECT NCC" and contains the text: "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." Below this text are several action buttons: "View the inquiry", "Download all the documents (zip)", "Register tender", "Accept", and "Decline". To the right, there is a "CONTACT" section with the name "Andreas Poulsen", phone number "+4640317033", and email "andreas.poulsen@ncc.se". Below that is a "RELATED INFO" section with a link to "User Manual (pdf)". At the bottom, there is a table of "ATTACHED DOCUMENTS" with columns for "Date", "Type", "Name", "Comment", and "Status". The table lists three blueprint documents and three generic documents, all with a status of "New".

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

NCC's contact person for the inquiry.

Download all the documents.

Click yes or now 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 a new (added), replaced or updated.

In case of changes in the documentation you will automatically be alerted by e-mail.

# 6. Submit a Tender to NCC

**NCC** **NCC SUPPLIER PORTAL**

HOME PAGE

Inquiry  
Agreement  
Order

**WATER AND HEAT EQUIPMENT - PROJECT NCC**

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

Response costs		Cost
Material		<input type="text"/>
Hours		<input type="text"/>

**Total cost:**

Answer other areas	Comment
Have you worked with NCC before?	<input type="text"/>

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

Register you prices.

Register your answer on the additional questions.

You can also upload documents as attachments to your tender.

# Information & support

- **Forgotten your login information?**  
Go to [www.ncc.se/supplierportal](http://www.ncc.se/supplierportal) and click on the link "Forgot your password?" to get a new.
- **For more information and questions?**  
Please contact us by e-mail [supplierportal@ncc.se](mailto:supplierportal@ncc.se).