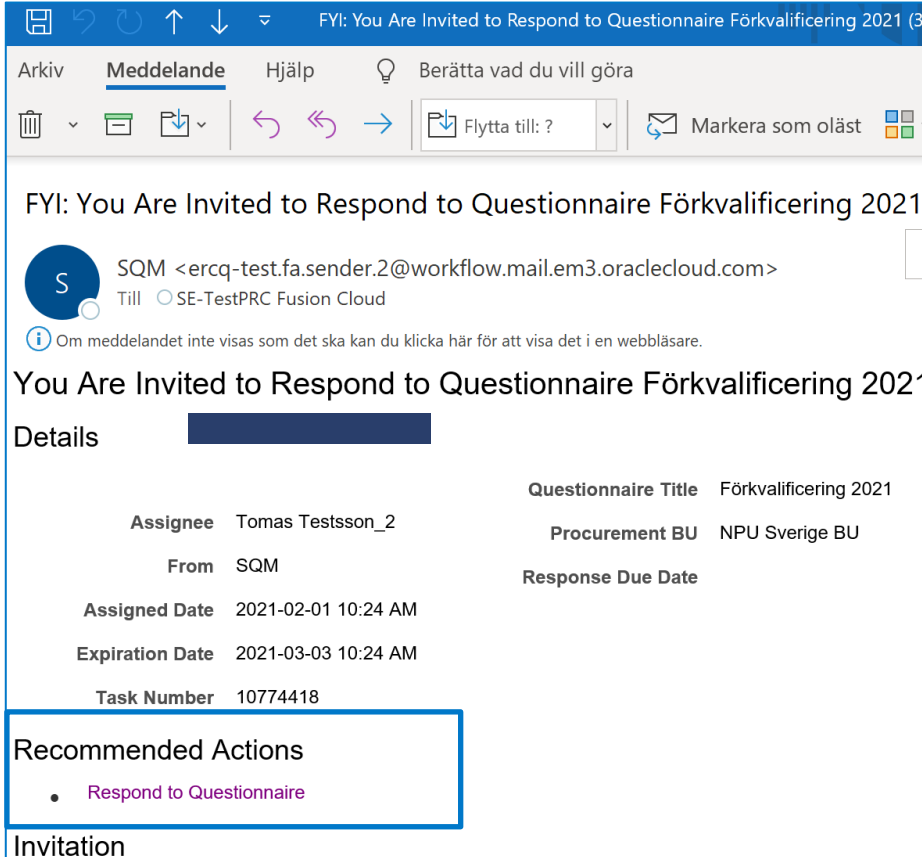


Perform my pre-qualification  
Pre-qualification in return  
Yearly update pre-qualification  
Contact person Update

Skanska Procurement, Sweden

Skanska Affärsstöd, mail: [affarsstod@skanska.se](mailto:affarsstod@skanska.se); tel. +46 10-448 01 00

# Log in to Supplier Portal



As a contact person for your company, you will get an invite to the Pre-qualification Questionnaire via e-mail.

Click on the link **"Respond to Questionnaire"** och log in with your credentials.

Your User-ID is your e-mail adress.

If you have forgotten your password, please visit our homepage and choose **"Log in to the Supplier Portal"** where you can reset your password.

# Perform your pre-qualification

The screenshot shows the Skanska Supplier Portal dashboard. On the left, a navigation menu is visible with the 'Qualifications' section highlighted by a blue box. The main area contains a 'News to Supplier' section, a 'Requiring Attention' widget showing a donut chart with the number '2' and a legend for 'Questionnaires', and two 'Recent Activity' and 'Transaction Reports' widgets, both displaying 'No data available' with a lightning bolt icon.

Click on Ring or Qualifications/Manage Questionnaire

The screenshot shows the search results page for questionnaires. The search filters include 'Questionnaire Title', 'Questionnaire', 'Supplier Site', 'Status' (set to 'Not started:Draft:Resubmis'), 'Response Due Date', and 'Supplier Contact'. The search results table is displayed below, with a blue box highlighting the first row containing the ID '38845' and the title 'Pre-Q 2021'. Another blue box highlights the columns for 'Supplier Site', 'Status', and 'Response Due Date'.



Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View F
38845	Pre-Q 2021		Not started		

Click on the Questionnaire you are to fill in (see Pre-Q 2021)

# Questions to be answered (page 1 of 3)

<p>Respond to Questionnaire: Pre-Q 2021</p> <p>▲ Questionnaire</p> <table border="0"> <tr> <td>Title</td> <td>Pre-Q 2021</td> <td>Supplier</td> <td></td> </tr> <tr> <td>Procurement BU</td> <td>NPU Sverige BU</td> <td>Supplier Site</td> <td></td> </tr> <tr> <td>Requested By</td> <td>SQM</td> <td>Responder</td> <td></td> </tr> </table> <p>Questions</p> <p><b>BASIC_AREA_2021_EN</b></p> <p>* 1. Does your company have a liability insurance with limit of liability of at least SEK10.000.000/ €1.000.000 per event?          ⚠ If Yes, please attach Liability Insurance Letter/ Certificate.          Attachments Material</p> <p><input type="radio"/> a. Yes</p> <p><input type="radio"/> b. No</p> <p>* 2. Have you obtained, read and accept <a href="#">Skanska Sweden's Environmental and Climate Policy?</a> (Version 3, Published 2019-12-)</p> <p><input type="radio"/> a. Yes</p> <p><input type="radio"/> b. No</p>	Title	Pre-Q 2021	Supplier		Procurement BU	NPU Sverige BU	Supplier Site		Requested By	SQM	Responder		<p>Question 1: Answer <b>YES</b> and attach your liability insurance.</p> <p>Fill in Expiration date of insurance</p> <p>Question 2: Read and accept Skanska Sweden's Environmental and Climate Policy.</p>
Title	Pre-Q 2021	Supplier											
Procurement BU	NPU Sverige BU	Supplier Site											
Requested By	SQM	Responder											

# Questions to be answered (page 2 of 3)

<p>* 3. Have you obtained, read and accept to work according to <a href="#">Skanska Sweden's environmental requirements?</a> (Version 2018-07-01)   The question refer to page 1-5 in the document. The remaining document is managed in each agreement</p> <p><input type="radio"/> a. Yes</p> <p><input type="radio"/> b. No</p> <p>* 4. Have you obtained, read and accept <a href="#">Skanska Sweden's Health and Safety Policy?</a> (Version 2, Published 2019-12-12)</p> <p><input type="radio"/> a. Yes</p> <p><input type="radio"/> b. No</p> <p>* 5. Does your company have a documented policy regarding health and safety?          If yes, please attach the company's policy regarding health and safety.          Link to <a href="#">AFS 2001:1</a>.</p> <p> Legal requirements according to section 5 in AFS 2001: 1 Systematic Work Environment Management</p> <p><input type="radio"/> a. If 1-10 employees, please attach the action plan or your company's policy regarding health and safety.</p> <p><input type="radio"/> b. If more than 10 employees, please attach the company's policy regarding health and safety.</p> <p><input type="radio"/> c. My company has employees but no policy regarding health and safety</p> <p><input type="radio"/> d. My company has no employees</p> <p>* 6. Have you obtained, read and accept to work according to Skanska Sweden's "<a href="#">General conduct and safety rules</a>"? (Version 2018-07-01)</p>	<p>Question 3. Read and accept to work according to Skanska Sweden's environmental requirements.</p> <p>Question 4: Read and accept Skanska Sweden's Health and Safety Policy.</p> <p>Question 5: Tick in the answer valid for your company. Attach the action plan or your company's policy regarding health and safety, if required.</p>
--	--

# Questions to be answered (page 3 of 3)

\* 6. Have you obtained, read and accept to work according to Skanska (Published 2020-07-01)


a. Yes

b. No

\* 7. Have you obtained, read and accept [Skanska Sweden's Quality Policy](#)

a. Yes

b. No

\* 8. Have you obtained, read and accept to work according to [Skanska](#)  
 Please do our E-Learning in Supplier Code of Conduct.

a. Yes

b. No

Question 6. Read and accept to work according to Skanska Sweden's General conduct and safety rules.

Question 7. Read and accept Skanska Sweden's Quality Policy

Question 8: Read and accept to work according to Skanska Supplier Code of Conduct

# Pre-qualification – Submit

Respond to Questionnaire: Pre-Q 2021 [Save](#) [Save and Close](#) [Submit](#) [Cancel](#)

Time Zone Central European Time

Questionnaire

Title	Pre-Q 2021	Supplier	[REDACTED]	Status	Draft
Procurement BU	NPU Sverige BU	Supplier Site		Due Date	
Requested By	SQM	Responder	[REDACTED]	Attachments	None

Questions

BASIC\_AREA\_2021\_EN

Progress  Section 1. BASIC\_AREA\_2021\_EN

\* 1. Does your company have a liability insurance with limit of liability of at least SEK10.000.000/ €1.000.000 per event?  
💡 If Yes, please attach Liability Insurance Letter/ Certificate.  
Attachments Material

a. Yes

You have now completed the Pre-qualification

Click **Submit**

# Result of pre-qualification

Supplier Portal

Search Orders Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Shipments**

- View Receipts

**Invoices and Payments**

- View Invoices
- View Payments

**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**

- Manage Profile

**News to Supplier**

Welcome to Skanskas Supplier Portal.

Here you can manage orders from Skanska Procurement System change or add user accounts using "Manage profile".

On [Skanska's website](#), we have manuals available, showing you f questions, please contact Skanska Business Support.

You can reach us at [affarsstod@skanska.se](mailto:affarsstod@skanska.se) or by phone at +46 1

**Requiring Attention**

1

■ Questionnaires

You can see the result of your pre-qualification, after Skanska Business Support review.

You find the result under **Qualifications/View Qualification**

If you have questions regarding your Outcome, contact Business Support

Assessment Name	Assessment Outcome	Supplier Site
BASIC_MODEL_2021_SE	GREEN	

Columns Hidden 3

Qualifications

View Format Freeze Detach Wrap Status Active



# Pre-qualification in return (page 1 of 2)

VB: Response to Questionnaire Förkvalificering 2021 (38808) Requires Resubmission

**SF** SE-TestPRC Fusion Cloud  
Till: Lakey, Anne

Du svarade på det här meddelandet 2021-02-10 18:06.

**Till:** SE-TestPRC Fusion Cloud <[testPrc.fusion.cloud@skanska.se](mailto:testPrc.fusion.cloud@skanska.se)>

**Ämne:** FYI: Response to Questionnaire Förkvalificering 2021 (38808) Requires Resubmission

Access this task in the [Workspace Application](#)

**Response to Questionnaire Förkvalificering 2021 (38808) Requires Resubmission**

Details

Assignee	Tomas Testsson_3	Questionnaire Title	Förkvalificering 2021	Supplier
From	SQM	Procurement BU	NPU Sverige BU	Supplier Site
Assigned Date	2021-01-20 10:55 AM	Response Due Date		Supplier Contact
Expiration Date	2021-02-19 10:55 AM	Status	Resubmission required	Responder
Task Number	10771338	Return Reason	Test	

**Recommended Actions**

- Respond to Questionnaire

If your pre-qualification has been returned, an e-mail will be sent.

Click on the link **Respond to Questionnaire** to access the Supplier Portal.

# Pre-qualification in return (page 2 of 2)

Supplier Portal

Search  Orders  Order Number

- Tasks
  - Orders
    - Manage Orders
    - Manage Schedules
    - Acknowledge Schedules in Spreadsheet
  - Shipments
    - View Receipts
  - Invoices and Payments
    - View Invoices
    - View Payments
  - Qualifications**
    - Manage Questionnaires
    - View Qualifications
  - Company Profile
    - Manage Profile

Supplier News

Requiring Attention

Recent Activity Last 30 Days

No data available

Click on **Ring** or **Manage Questionnaires**

Read the Return reason and do the relevant changes

Click **Submit**

You can see the result of your pre-qualification, after Skanska Business Support review

Respond to Questionnaire: Pre-Q 2021

Save Save and Close Submit

Time Zone Central Europe

Questionnaire

Title Pre-Q 2021

Procurement BU NPU Sverige BU

Requested By SQM

Supplier [Redacted]

Supplier Site [Redacted]

Responder [Redacted]

Status Resubmission required

Due Date [Redacted]

Return Reason Hej Thord,  
Din bifogade försäkring på fråga 1 har löpt ut, vänligen bifoga er nya försäkring.

Attachments None

Questions

BASIC\_AREA\_2021\_EN

Progress [Progress bar]

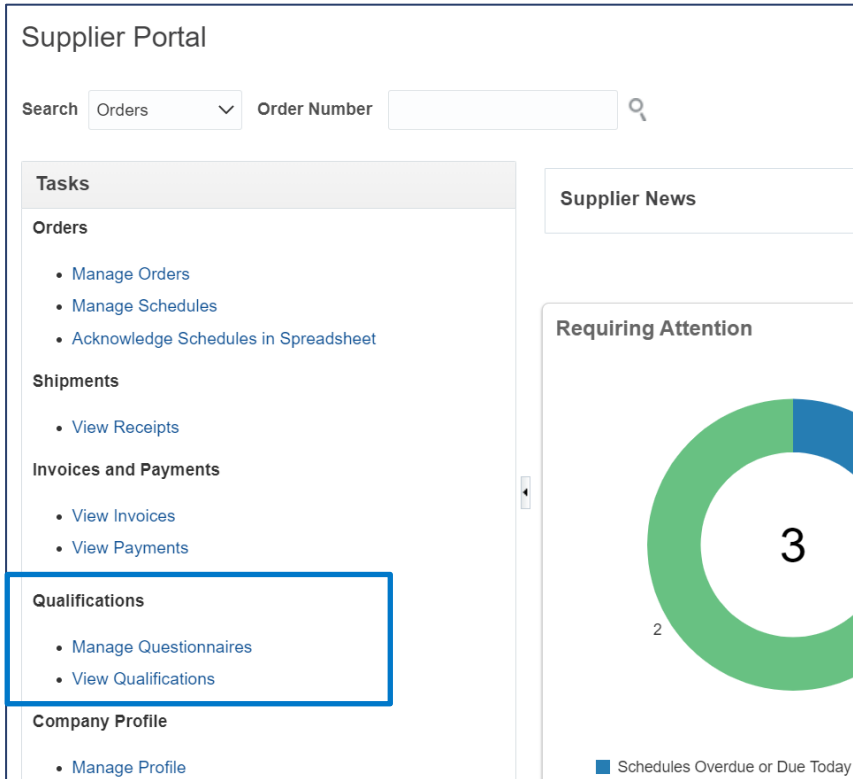
Section 1. BASIC\_AREA\_2021\_EN (Completed)

\* 1. Does your company have a liability insurance with limit of liability of at least SEK10,000,000/ €1,000,000 per event?  
If Yes, please attach Liability Insurance Letter/ Certificate.

Attachments Material

a. Yes

# Yearly update – pre-qualification



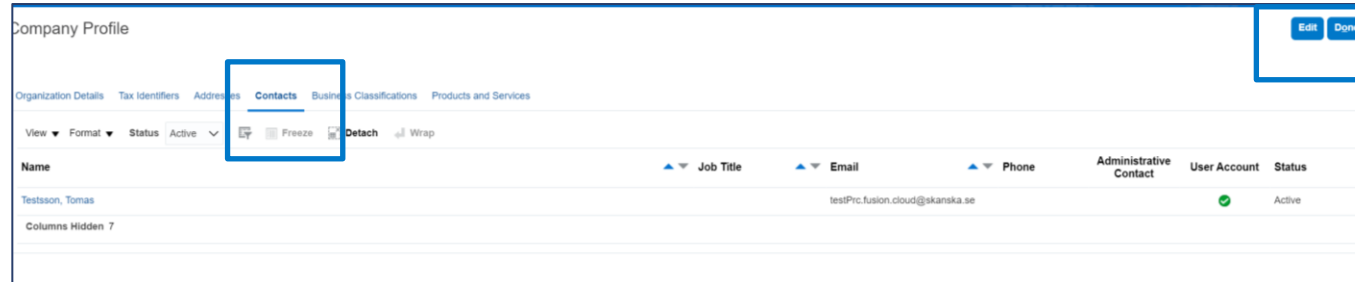
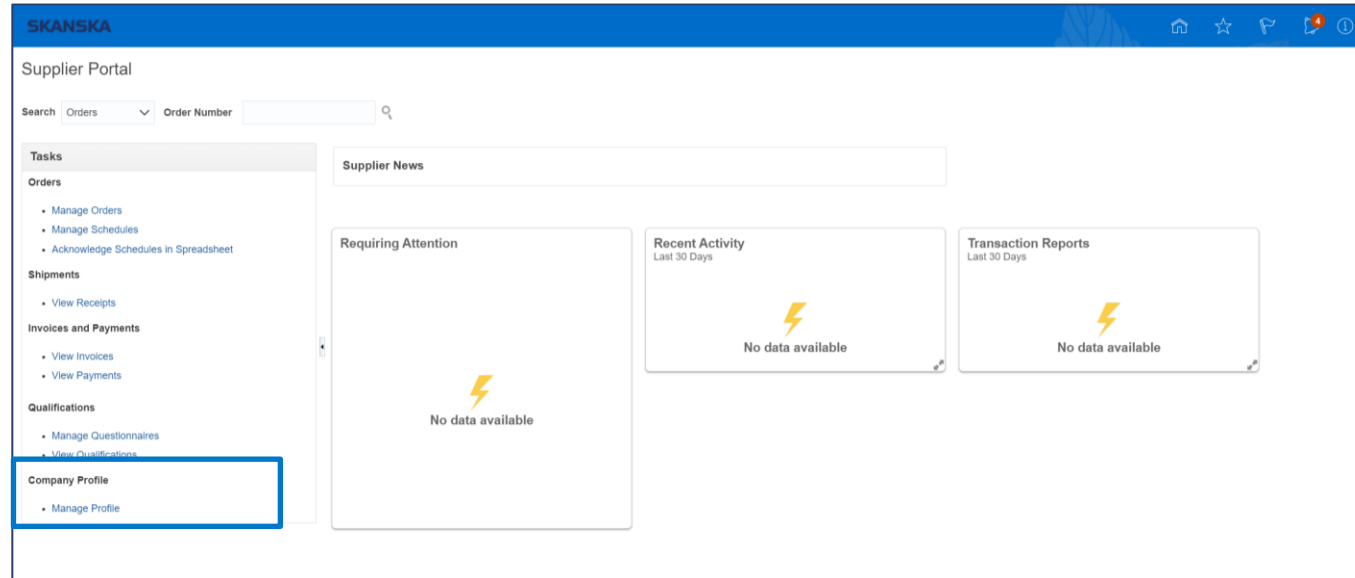
Click on the link "**Respond to questionnaire**" in the e-mail.

Click on the **Ring** or **Manage Questionnaire**.

1. Attach your new liability insurance and add the correct expiration date
2. Read and accept the questions asked in the questionnaire
3. Click **Submit**

You can see the result of your pre-qualification after it has been reviewed by Skanska Business Support. You can see your result under **Qualifications/View Qualifications**.

# Update contact person (page 1 of 4)



## Company Profile / Manage Profile

you find information regarding your company

## Choose tab **Contacts**

You can;

- Create new contacts
- Edit current contactperson
- Inactivate current contactperson

by clicking **Edit**

# Contact person (page 2 of 4)

SKANSKA

Edit Profile Change Request: 9001

Change Description

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Testare, Test		testPrc.fusion.cloud@skanska.se		✓	✓	Active

Columns Hidden 7

Delete Change Request Review Changes Save Save and Close Cancel

You can add a new contact person by clicking on +

You can edit and/or inactivate current contact person by marking the line you want to edit, and click on "the pen"

When you are done, click **Save**, **Review Changes** and **Submit**

# New contact person (page 3 of 4)

**Create Contact** X

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

**Contact Addresses**

Actions View Format   Freeze  Detach  Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

**User Account**

Request user account

**Roles** Data Access

Actions View Format   Freeze  Detach  Wrap

Role	Description
PRC Supplier User Fundamentals	Ability to view and acknowledge Purchase Orders. Ability to update company profile. Ability to view invoices and payments.

Create Another OK Cancel

## Fill in;

- First name
- Last name
- Phone and/or mobilnumber
- E-mail adress
- Administrative contact

Click **Request user accout**

Click **OK**

You will now come back to tab Contacts.

Click **Save, Review Changes and Submit**

# Update contact person (4 of 4)

**Edit Contact: Tomas Testsson**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

**Contact Addresses**

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

**User Account**

Account Status

User Name

Roles

OK Cancel

**Please note:** You cannot change e-mailadress!  
If you need to change emailadress, inactivate user with incorrect emailadress. Create a new contact with correct e-mailadress (see previous slide).

**You can do changes on;**

- Current contact person (not e-mailadress)
- Add new contact information
- Inactivacte a contact person

Click **OK**

You will now come back to tab Contacts.

Click **Save, Review Changes and Submit**