

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

FYI: You Are Invited to Respond to Questionnaire Förkvalificering 2021 (3)

Arkiv Meddelande Hjälp Berätta vad du vill göra

Flytta till: ? Markera som oläst

FYI: You Are Invited to Respond to Questionnaire Förkvalificering 2021

SQM <ercq-test.fa.sender.2@workflow.mail.em3.oraclecloud.com>  
Till SE-TestPRC Fusion Cloud

Om meddelandet inte visas som det ska kan du klicka här för att visa det i en webbläsare.

You Are Invited to Respond to Questionnaire Förkvalificering 2021

Details

Assignee	Tomas Testsson_2	Questionnaire Title	Förkvalificering 2021
From	SQM	Procurement BU	NPU Sverige BU
Assigned Date	2021-02-01 10:24 AM	Response Due Date	
Expiration Date	2021-03-03 10:24 AM		
Task Number	10774418		

Recommended Actions

- Respond to Questionnaire

Invitation

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

**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 and your prequalification. You're also able to change or add user accounts using "Manage profile".

On [Skanska's website](#) we have manuals available, showing you how to navigate the portal. If you have any questions, please contact Skanska Business Support.

You can reach us at [afarstod@skanska.se](mailto:afarstod@skanska.se) or by phone at +46 10-448 01 00.

**Requiring Attention**

2

2

■ Questionnaires

**Recent Activity**  
Last 30 Days

No data available

**Transaction Reports**  
Last 30 Days

No data available

Click on Ring or Qualifications/Manage Questionnaire

**Search**

Advanced Manage Watchlist Saved Search Requiring Attention

\*\* Questionnaire Title

\*\* Questionnaire

\*\* Supplier Site

\*\* Status Not started:Draft;Resubmis

\*\* Response Due Date yyyy-mm-dd

\*\* Supplier Contact

Search Reset

**Search Results**

Actions View Format Freeze Detach Wrap Respond

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 – in total 8 questions

Question 1: Attach your liability insurance letter and fill in expiration date of insurance

Question 2: Read and accept\_Skanska Sweden's Environmental and Climate Policy.

Question 3. Read and accept to work according to Skanska Sweden's environmental requirements.

Question 4: Read and accept Skanska Sweden's Health and Safety Policy.

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.

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	[REDACTED]	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 Skanskas 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

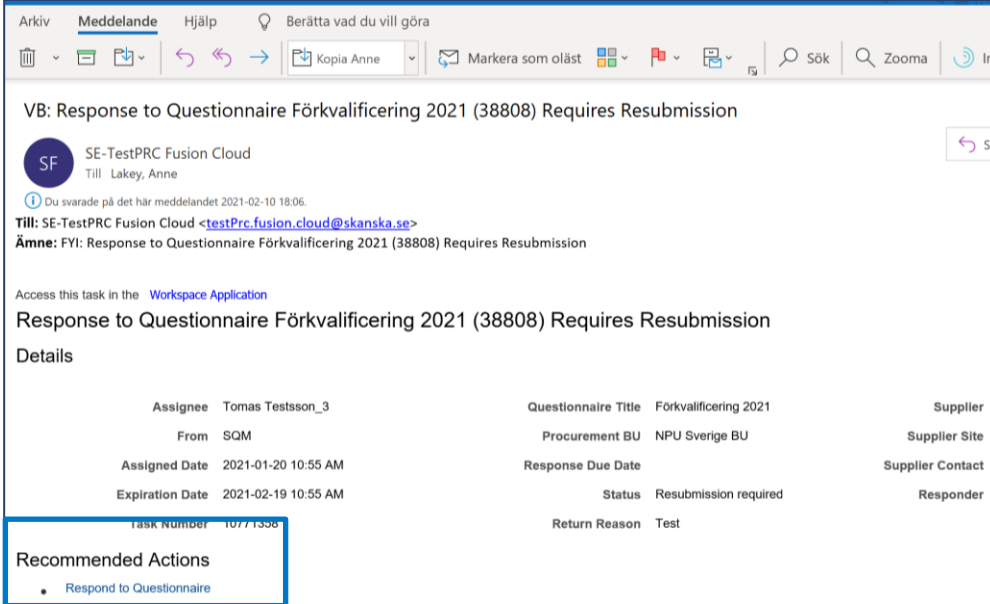
Assessment Name	Assessment Outcome	Supplier Site
BASIC_MODEL_2021_SE	GREEN	

Columns Hidden 3

Qualifications

View Format Freeze Detach Wrap Status Active

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



Arkiv Meddelande Hjälp Berätta vad du vill göra

Kopia Anne Markera som oläst Sök Zooma

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	10771358	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**

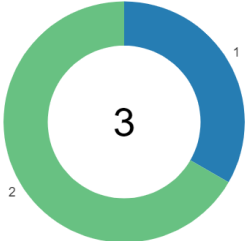
- Manage Questionnaires
- View Qualifications

**Company Profile**

- Manage Profile

**Supplier News**

**Requiring Attention**



■ Schedules Overdue or Due Today ■ Questionnaires

**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

The screenshot shows the Supplier Portal interface. On the left, there is a navigation menu with sections: Tasks, Orders, Shipments, Invoices and Payments, Qualifications, and Company Profile. The 'Qualifications' section is highlighted with a blue box and contains two items: 'Manage Questionnaires' and 'View Qualifications'. The main content area on the right features a 'Requiring Attention' section with a donut chart. The chart has a large green segment labeled '3' and a smaller blue segment labeled '2'. A legend below the chart indicates that the blue segment represents 'Schedules Overdue or Due Today'. At the top of the page, there is a search bar with a dropdown menu set to 'Orders' and a search input field.

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)

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

Transaction Reports  
Last 30 Days

No data available

No data available

No data available

Company Profile

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

View Format Status Active Freeze Detach Wrap

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

Columns Hidden 7

Edit Done

## 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

Contacts

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

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**

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

## 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 

- Active
- Inactive

▲ Contact Addresses

Actions View Format Freeze Detach Wrap

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

Columns Hidden 5

▲ User Account

Account Status

User Name

Roles Data Access

Actions View Format Freeze Detach Wrap

**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).

OK Cancel

## 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**