

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

Skanska Procurement, Sweden

Skanska Affärsstöd, mail: 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 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 Health and safety requirements

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

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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>

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

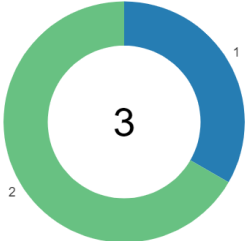
- Manage Questionnaires
- View Qualifications

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

Supplier Portal

Search 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
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Company Profile

- Manage Profile

Supplier News

Requiring Attention

■ Schedules Overdue or Due Today

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

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Invoices and Payments

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Qualifications

- Manage Questionnaires
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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

Contact

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**