# Balfour Beatty VINCI

## BBV eProcurement Portal Supplier Guide

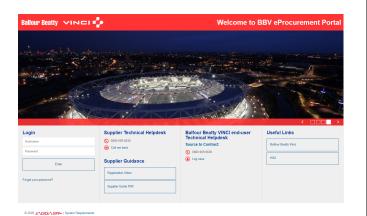
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## **REGISTERING ON THE PORTAL**

Registration is by invitation only. You should have received an invitation via email from a Balfour Beatty Vinci contact or a system generated notification. Within the email is the link to the Balfour Beatty Vinci eProcurement Portal login page or to the Balfour Beatty Vinci Portal registration page.

## Portal Login Page



### **Portal User Agreement**

This covers basic information about use of the portal. You must agree to this to start the registration process.

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	USER AGREEMENT	
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	Suver's other rights, the Buver reserves the right to suspend access to the System without notice for technical, operational or legal reasons.	

There are 3 main stages of the registration process:

Registration Data			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation

- 1) Registration Form;
- 2) Basic Profile Form;
- 3) My Category Selection;

### 1) Registration Form

This is to capture information about your organisation and the main user account.

Balfour Beatty ∨ı∩⊏ı	eProcurement Po	rtal	
Registration Data			
Registration Data	Basic Profile Forms	My Calegory Selection	Registration Confirmation
Organisation Details			Sare & Continue QDownload Constructionline Profile est
Constructionline ID			
* Organisation Name	Vinci Leonardo De		
Country		•	
Address Line 1			

## Note: At any point during the registration, click the <sup>2</sup> icon at the top of the screen for help.

You should then complete all mandatory (denoted by \*) Organisation and User Details fields.

User Details	
First Name	
* Last Name	
Role within Organisation	
Phone Number	
<ul> <li>Email Address</li> <li>Email Address</li> <li>HMPORTANT: This email address will be used for access to the adla and for all communications. Please ensure you enter the address correctly. Please use ',' (semicolon) to separate multiple addresses.</li> </ul>	
Email Address Validation	Send Validation Code Enter Validation Code
Username     (please do not forget your usemame)	
<ul> <li>User Verification Question</li> <li>Please specify a question that will help verify your identify should the need arise (e.g. Your mother's maiden name?)</li> </ul>	
Answer to Your User Verification Question     (The helpdesk may request this information in order to verify     wore identify	

Once you have completed all information, click 'Save'.

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### 2) Basic Profile Form

The next step is to complete the Basic Profile Form.

alfour Beatty 🗸 🖂	🖘 🌵 eProcuremen	t Portal	
* Basic Profile Form: Ba Registration	asic Profile - General		
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Save & Continue X Cancel
* Mandatory Field [Basic Profile	- General] General		
Code of Conduct * Please	a confirm you will abide by the Balfour Beatty Code of t	Conduct	Ballour Beatty Supplier Code of Conduct

One of the key questions part of the Basic Profile is to accept the Code of Conduct. A scanned version of the Supplier Code of Conduct is attached against this question.

To obtain the Supplier Code of Conduct, click the download link to have the full document, read it carefully and afterwards select "Yes".

### 3) Category Selection

The final part of the registration process requires you to select one or more supply categories from the Balfour Beatty Vinci category tree before pressing 'Confirm Current Selection'.

Balfour Beatty VINCI	eProcurement Portal		
<ul> <li>Categories</li> </ul>			
Registration			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Costium X Cancel
Search or Navigate the Tree			
Selected Items: 0			
			Expand All     Collapse All
👻 🏠 Categories			
> 👼 010000 - Goods			
> 👼 020000 - Plant			
> 🚠 030000 - Service			
> 🚑 040000 - Subcontract			

Note: you can use the Free Text Search to help find the correct categories.

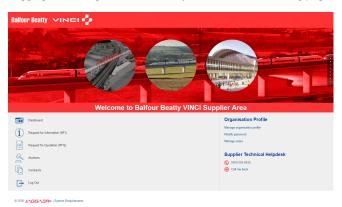
## **COMPLETING REGISTRATION**

If you have completed all mandatory information correctly then your account will be activated and you will have access to the portal with used of your password that will have been sent to the email address provided within 'User Details'.

Note: Omitting mandatory information will result in the registration process being unsuccessful. You can log back in to amend your responses using your username and password you received via email at the end of the registration process.

## MANAGING YOUR PROFILE

Logging in after registration will take you to an intuitive landing page.



From here you can access your profile, add new users to your account and respond to requests from Balfour Beatty Vinci (RFx, Contracts, etc.).

#### Updating your company details

You can update your company information at any point by clicking on "Manage organisation profile" then "Registration Data"  $\rightarrow$  "Edit".

<b>∂</b> Re	registration Data	History of Changes	Basic Profile	Extended Profile	Status Summary	Response History	
2							
							Cyeat -
81	Organisatio	on Name: Vinci I	Leonardo De	e			
0 < 9	Organisation De	tails					
à	ConstructionTine	ID .	Ð				
	Organisation Nar	ne	Ð	Vinci Leonardo De			
2:	Country		Ð				
	Address Line 1		Ð				
	City		Ð				

Note: Some fields are locked, if you need to update these please contact your Balfour Beatty Vinci contact.

#### Updating your Basic Profile details

Balfour Beatty Vinci may, from time to time, request that you update or reconfirm your pre-qualification information.

If Balfour Beatty Vinci have requested you to update your information, you will receive an email and you will have to click on "Manage organisation profile" then "Basic Profile" and again click on each and every section title.

Balfo	our Beatty		• eProc	uremen	t Porta	d		
۵	Registration Data	History of Changes	Basic Profile	Extended Prof	le Status	Summary Response History		
Ω								·
\$	Title			Supplier Data		Document Expiry Date (First to Expire)	Last Modified Date	Order
n ·	Mandatory         Optional           Basic Profile - General         3101/2220 05/14						31/01/2020 09:14	1
9	C1 - Areas of Operation 31/01/2520 09:14						2	
	Supplier Diversity/	Ownership Status	•	00%			31/01/2020 09:15	3
<u>191</u>	Total 3							Page 1 of 1

To modify a previous answer to one of the basic profile questions, you will have to click on "Edit", perform the changes and then click "Save and Continue".

#### Updating your supply categories

You can maintain the categories that you wish to provide Balfour Beatty Vinci at any time. From the navigation bar or dashboard click 'My Organisation' and then the 'My Categories' tab.

To add a category click 'Add Category'.

Balfour Beatty 🗸 אושבו 🎝	eProcurement Portal		
			💩 Add Category 🚥
My Categories			
Enter Filter (type to start search)			
Category Code	Title	Classified On	Completion Status
1 010101	Scaffolding Purchases	31/01/2020 09:16:14	
Total 1			Page 1 of 1

To remove a category, click the category name and then 'Remove Category'.

	•••
Remove Category	
🖶 Print	

#### Adding additional users

You can add colleagues to your account to have visibility of the process or to allow you to delegate to them tasks. To do this, click

ent

	<u></u>	User Managem
into $\rightarrow$		

Navigate to the "Users" tab and click "Create" to enter their details. Once done, please click "Save". This will trigger an email with a password to be sent.

New User		
	Save	× Cancel
Jser Details		
Last Name		
First Name		
User Tag for Codes		
Email		
Telephone Number		

## **RESPONDING TO AN RFX**

When invited to an RFx (Request for Information or Request for Quotation) you will receive an email notification.

Access the event via the link in the email or from the landing page by clicking on the "Request for Information (RFI)" or "Request for Quotation (RFQ)" links displayed in the screen shot below:



Under the RFx Details, review the **Settings** and the **Attachments** areas prior to responding:

RFQ Det	ails	Messages (Ur	nread 0)		
Settings	Buyer	Attachments (0)	My Respons	se Associated Users	

Click "Create Response" to respond to the RFx:

Also, use the "Message" functionality to communicate with the Balfour Beatty Vinci persons in charge of that sourcing event.

RFQ Details	Messages (Unread	0)			
Create Message	Received Messages	Sent Messages	Draft Messages	Forwarded Messages	

Remember to click "Submit Response" when ready before the deadline:



## NEED TECHNICAL ASSISTANCE?

For any technical support using the portal, contact the helpdesk:

#### Email: help@bravosolution.co.uk

Phone: 0800 069 8632