



TECNICAS REUNIDAS

e-Supplier Registration Guide



Welcome to Tecnicas Reunidas Supplier Portal, a fast and safe way for companies to register and receive inquiries for projects worldwide and for interactive communication: Submit offers online, receive inquiries, and update your company information.

There are three main steps for a supplier registration

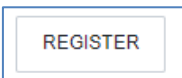
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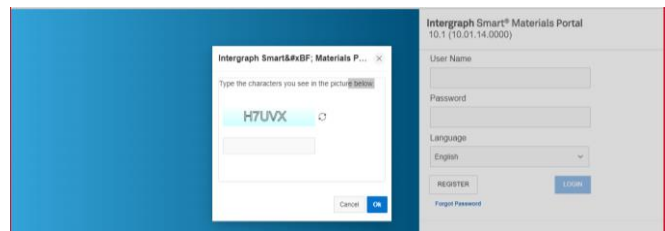
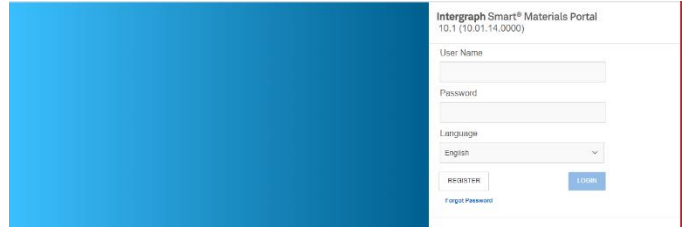
1. FIRST STEP – LOGIN REQUEST

This is the main portal screen where if you have an account already or received an invitation by email you can enter your credentials to enter the portal.

If this is the first time you enter the portal press the register button

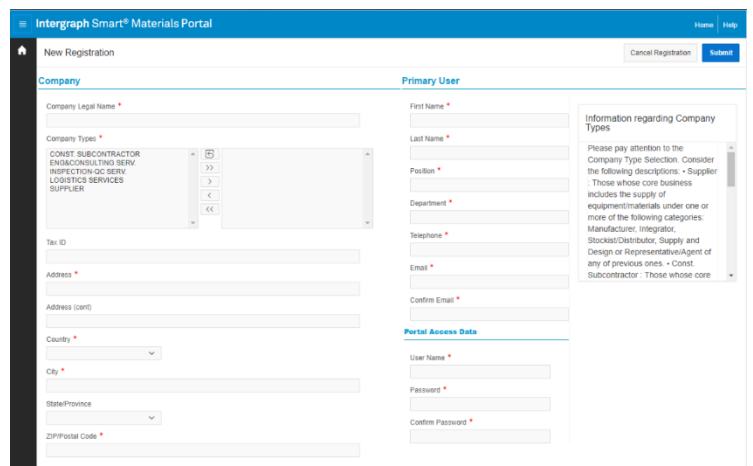


and confirm the captcha image:

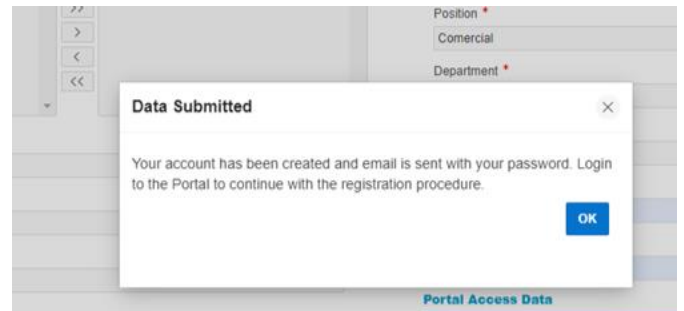


Start registration process by filling some basic information about your company: company name, company type, tax id, address type, country, city, province, zip or postal code. Questions with a red

asterisks are mandatory **Company Type*** **City***

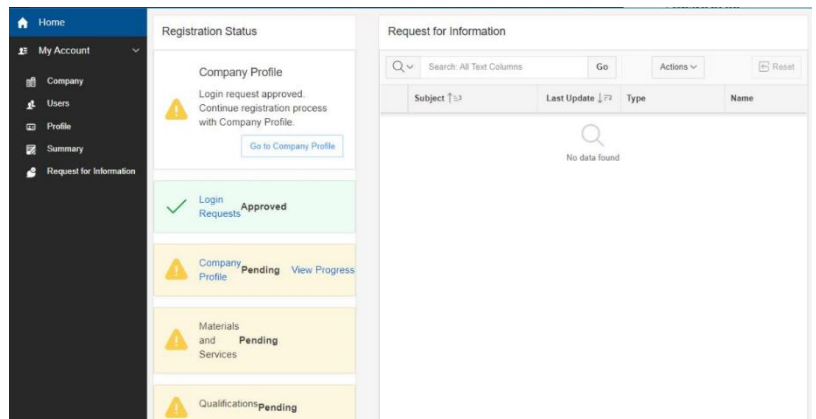


Your account has been created and the system send an email notifying it.



The system will ask you to log in again with the new credentials.

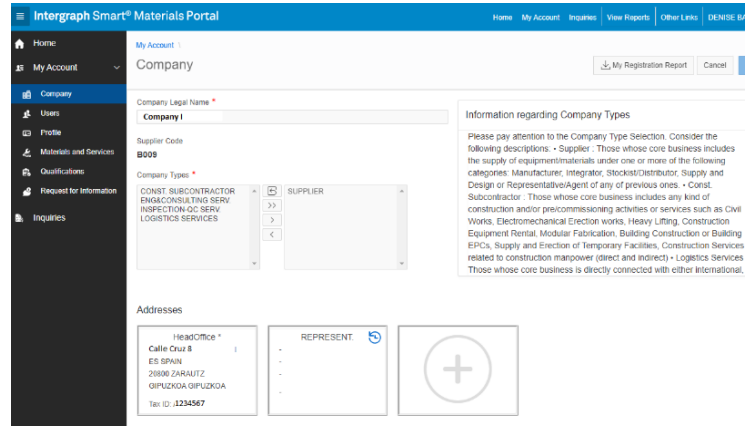
You will be able to continue with the registration in Company Tab.



At this point you will be able to complete the following information:

Company

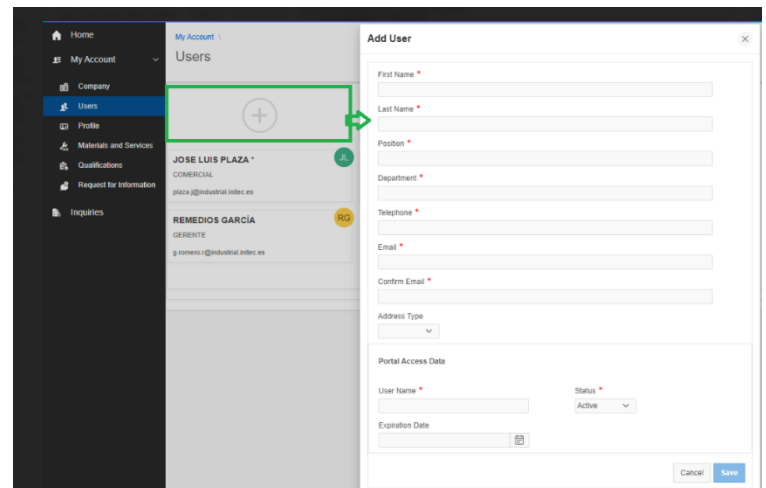
You can add a different Represent address or a different one, using:



Users

There must be at least one user per company. Start registering your employees with their own user accounts.

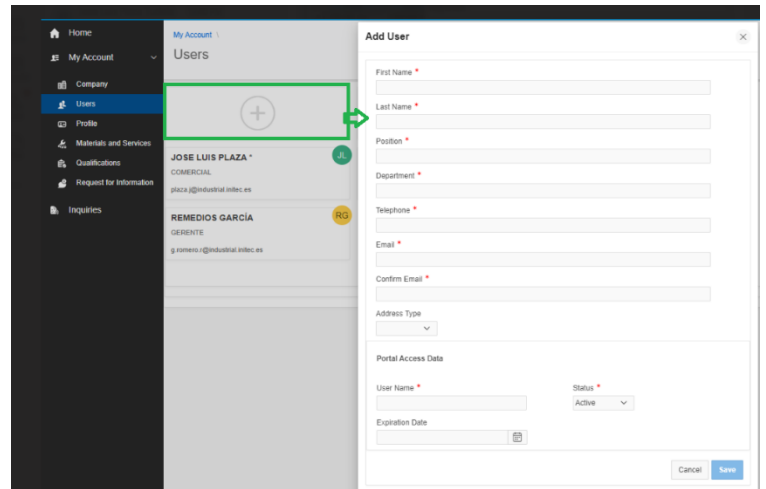
You must set a main user, and this is the only one who can manage the rest of the accesses, and you can register as many users as you want, having the possibility to set an expiration date for each one.



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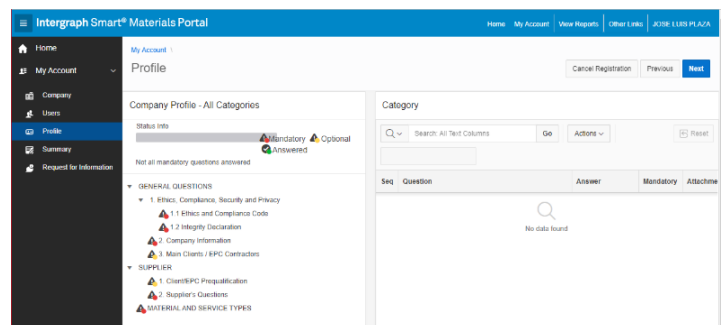
You have now completed your login request and your account has been created.

You will receive an email confirming your login request and another one with your login information and can continue with registration process.

2. SECOND STEP: COMPANY PROFILE

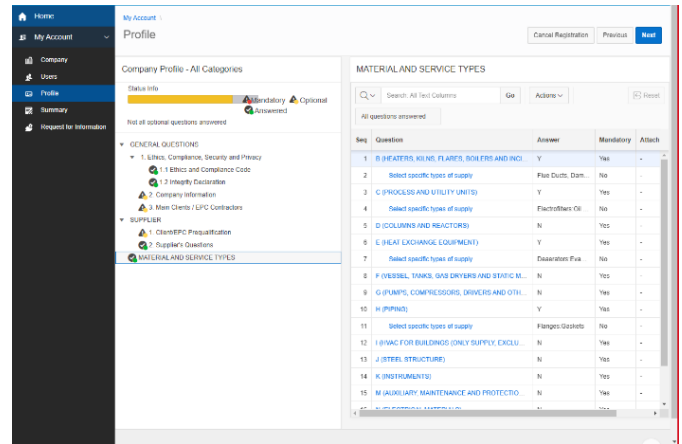
Once you finished the login phase, the portal will take the profile tab

[Go to Company Profile](#)

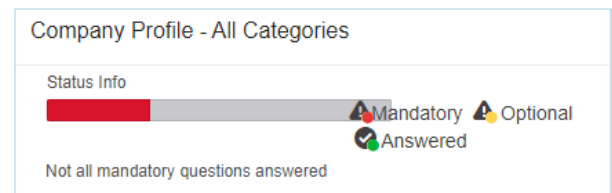


Answer all mandatory questions and upload the attachments of the requested information save and press next.

Please select from the list the materials your company can supply. All questions are mandatory, and some conditional questions appear when you say Yes to specify what materials and Services can supply.

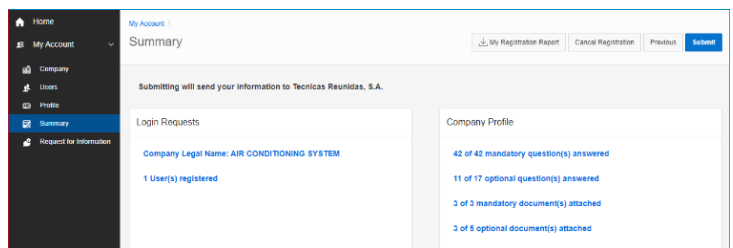



As you can see there is an info box with information of your registration process and questions answered.



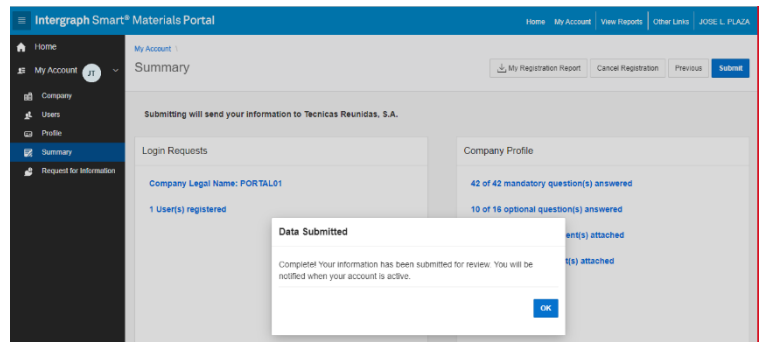
You have a summary of your login request with your company name and the number of users you have registered.

And a profile summary with the mandatory and optional questions answered and the optional documents attached

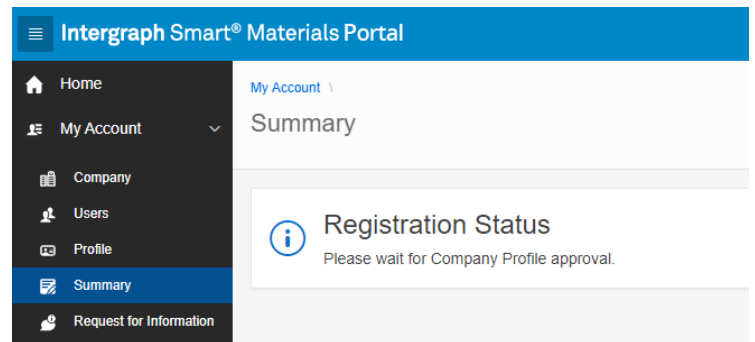


Once you have completed all the mandatory questions and mandatory attachments you can submit your profile 

Your information has been sent to Tecnicas Reunidas for review



Your company profile has already been submitted and you must wait for Tecnicas Reunidas approval to continue registration process.



You will receive an email when your profile has been approved so that you can continue with registration process.

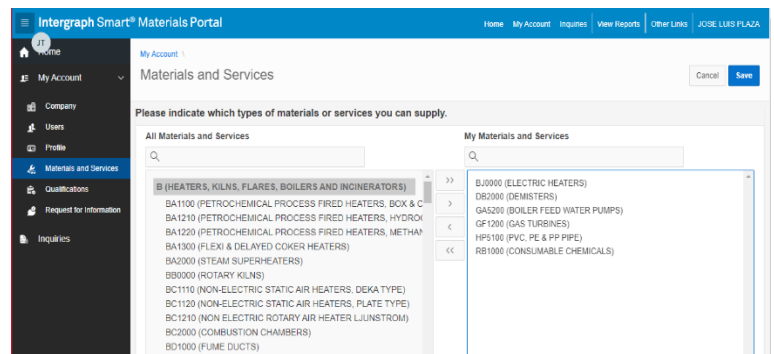
3. THIRD STEP: MATERIALS AND SERVICES & QUALIFICATION STAGE

Once your company profile has been reviewed and you will be requested to answer different type of questions depending on the type of company you choose at the beginning.

Materials and Services

Press “Materials and services” and choose the materials and services your company can provide or offer to a more detailed level.

To choose your materials, you can click and drag from left side to right side (control key to select more than one), use the search field on the left side of the screen “Materials and Services” or use the arrows.

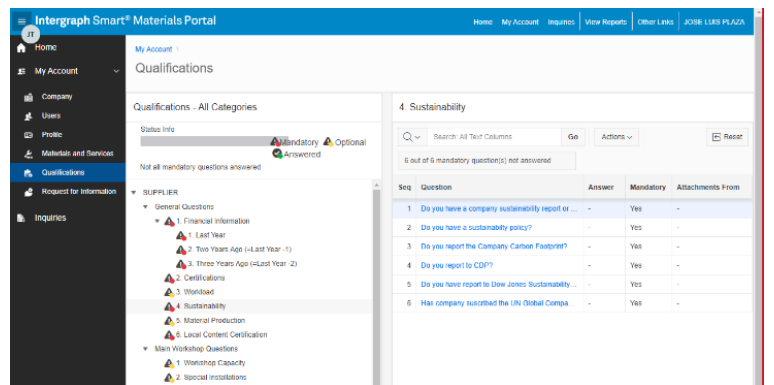


Qualifications

You can now start answering questions of qualifications stage. Once all questions answered and Submit.

Your information has been sent to Tecnicas Reunidas for approval and review.

You will receive an email confirming your company qualification has been approved and you will be registered as a supplier in our database and can start to receive inquiries for our projects worldwide.



4. MODIFY OR ADD DATA ONCE APPROVED

Once approved, if you want to modify any data or information in the Portal you must create a new revision of your profile

Once created you can add or modify any information in the Portal, and you will have to submit again your revised profile for Tecnicas Reunidas.

