

**SUPPLIER
WEB PORTAL
SUPPLIER'S GUIDE**



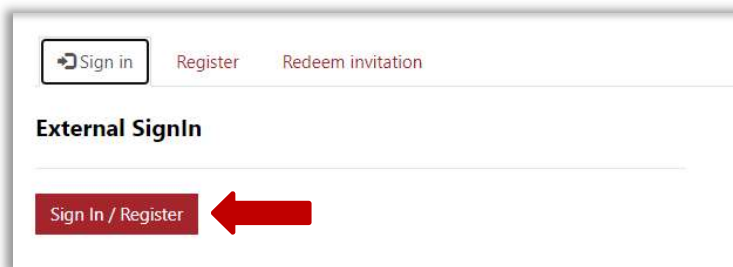
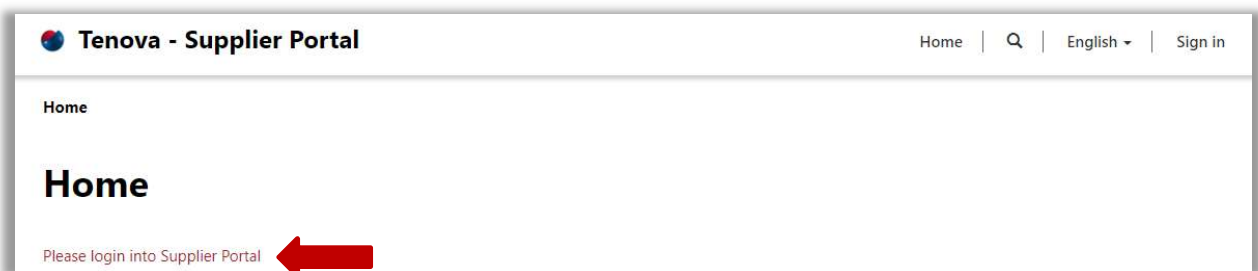
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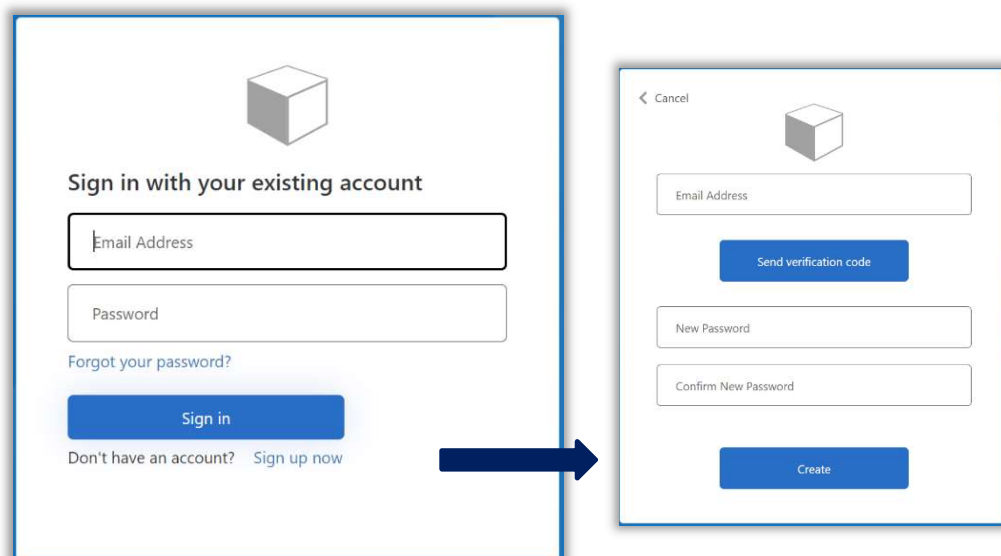
1. GENERAL INTRODUCTION

1.1 HOW TO SIGN IN IN TENOVA SUPPLIER PORTAL

- Click on the URL received from Tenova by email.
- Click on “Please login into Supplier Portal” button.



- Sign in with your existing account. If is the first access, create a new account by clicking on “Singed up now” button.



- Chose a Password and click on button “Create”.

- e. As a new Contact, click on “Profile” to provide some optional information about yourself.

The screenshot shows the 'Tenova - Supplier Portal' interface. At the top, there is a navigation bar with links: Home, Supplier Information, Supplier Evaluation, Purchase Management, a search icon, English, and the user name Michele Bianchi. Below the navigation bar, a breadcrumb trail shows 'Home > Profile'. The main heading is 'Profile'. On the left, there is a profile card for 'Michele Bianchi' with a placeholder image and a 'Profile' link. To the right, there is instructional text: 'Please provide some information about yourself. The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site. The **Email Address** and **Phone** number will not be displayed on the site. Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.' Below this text is a form titled 'Your Information' with six input fields arranged in two columns: First Name (containing 'Michele'), Last Name (containing 'Bianchi'), E-mail, Business Phone, Organization Name, and Title.

- f. When you finish, click on “Update” and go back to the Main Menu.

The screenshot shows a form titled 'How may we contact you? Select all that apply'. It contains four checked checkboxes: Email, Fax, Phone, and Mail. At the bottom left, there is a red 'Update' button. A red arrow points to the 'Update' button from the right.

2. HOW TO BECOME A TENOVA SUPPLIER

2.1 HOW TO FILL THE 'GENERAL' INFORMATION OF A QUALIFICATION QUESTIONNAIRE

- a. Click on button “General Data” from Section “Supplier Evaluations”, in Menu Home.

Home > Supplier Evaluation

Supplier Evaluation

Evaluation Questionnaires

Date	Status	Details	Status Message
18/06/2021	Active	General Data	

- b. Insert all required General Data about your Company.

Home > Supplier Evaluation > Questionnaire - Gate 1

General

Company Name *

Company Name line 2

Company Name line 3

Email references

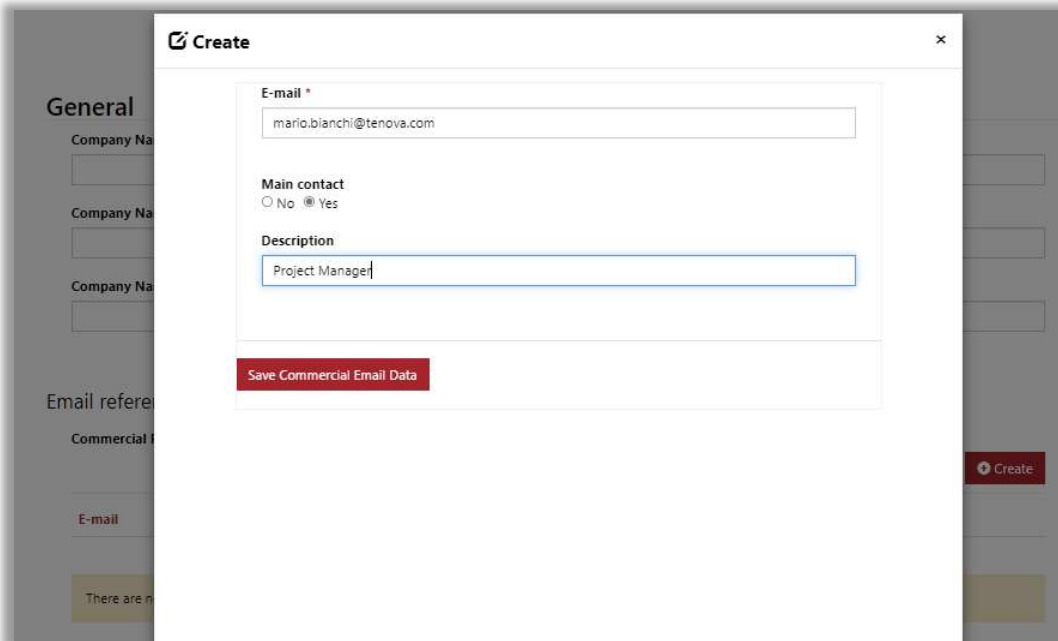
Commercial Reference Emails

E-mail	Main contact ↑	Description
There are no records to display.		

Account Reference Emails

E-mail	Main contact ↑	Description
There are no records to display.		

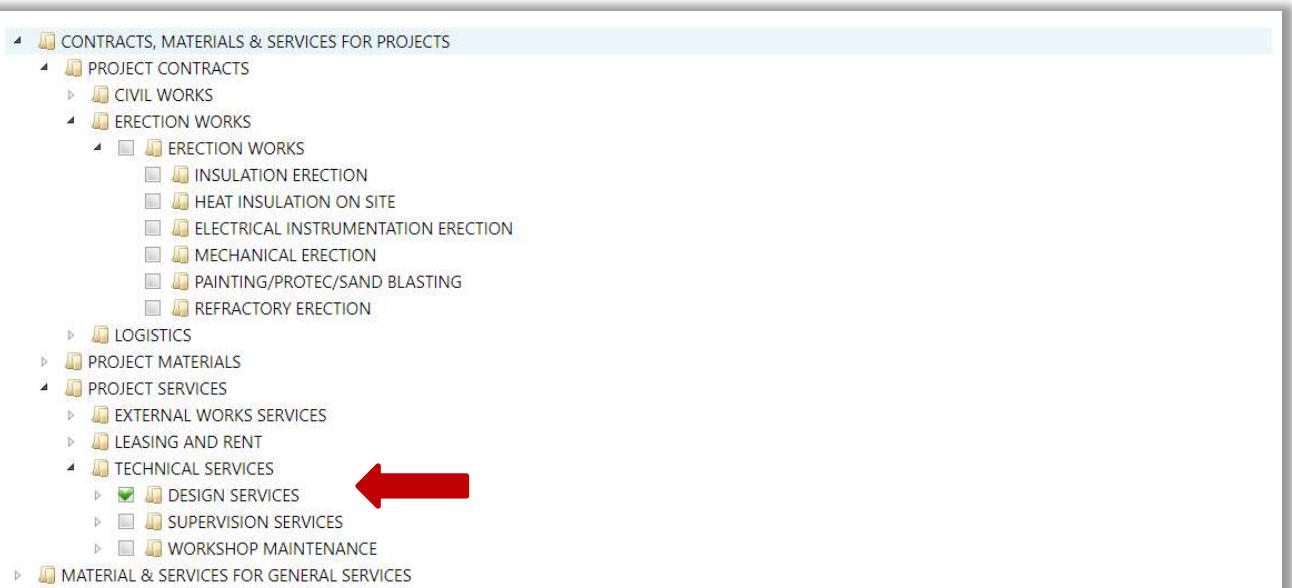
- c. Use Button “Create” to create a new contact, and then click on “Save Commercial Email Data”.



- d. Select which type of Organization your Company is.



- e. In case, you are a OEM/Manufacturer, Retailer/Distributor, Engineering, Contractor or Service or Logistic Provider, select the Product/Service you are willing to provide from Tenova Material Group Tree.



- f. Upload required Documents, mandatory documents are shown with *.

Required Documents

Required Documents Brochure/Depliant *

Qualification - Required Documents Brochure/Depliant - ****Studio Tecnico Dott. Ing. C. NA (2021-06-10T11:23)




- g. Click on “Save Questionnaire data” on the bottom of the page, if you want to save partial data and resume filling at a later time.
- h. Click “Supplier declares Questionnaire is complete” if you want to submit the Questionnaire to Tenova.

Attention: after submission you cannot modify the Questionnaire anymore.
If after the offers submit you need to change, add or remove any offer or data, please write to Tenova using the email : scrm@tenova.com.

Products/Services

Please describe the Products/Services you are willing to provide:

Product Provided Description

[Save Questionnaire Data](#) 

2.2 HOW TO FILL IN THE SECTION ORGANIZATIONAL AND PRODUCT & SERVICE OF THE QUESTIONNAIRE

- a. In Section “Supplier Evaluation” click on the button “Organizational and Product and service Data”

Home > Supplier Evaluation

Supplier Evaluation

Evaluation Questionnaires

Date	Status	Details	Status Message
18/06/2021	Active	General Data Organizational and Product & Services Data	

- b. Insert Required Data about your Company

c. Upload Required Documents

Required Documents

Required Documents Brochure/Depliant *

Qualification - Required Documents Brochure/Depliant - ****Studio Tecnico Dott. Ing. C. NA (2021-06-10T11:23)



- d. Click on “Save Questionnaire data” if you want to save partial data and resume filling at a later time.
- e. Click “Supplier declares Questionnaire is complete” if you want to submit the Questionnaire to Tenova.

Completeness Confirmation

☒ Supplier declares questionnaire's sections are complete

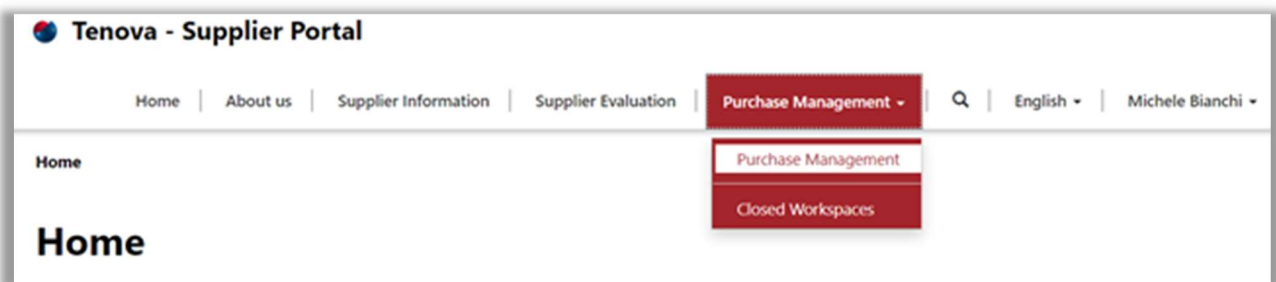


Attention: After the submission you cannot modify the Questionnaire anymore. If after the offers submit you need to change, add or remove any offer or data, please write to Tenova using the email : scrm@tenova.com.

3. PURCHASE MANAGEMENT – BID WORKSPACE

3.1 HOW TO ACCESS THE BID WORKSPACE

- a. Click on the URL received with Tenova by email or click on “Purchase Management” tab



- b. In Section “Supplier’s Bid Workspaces” click on the “Link” button



- c. In “Bid Workspace” page (see below) are listed:

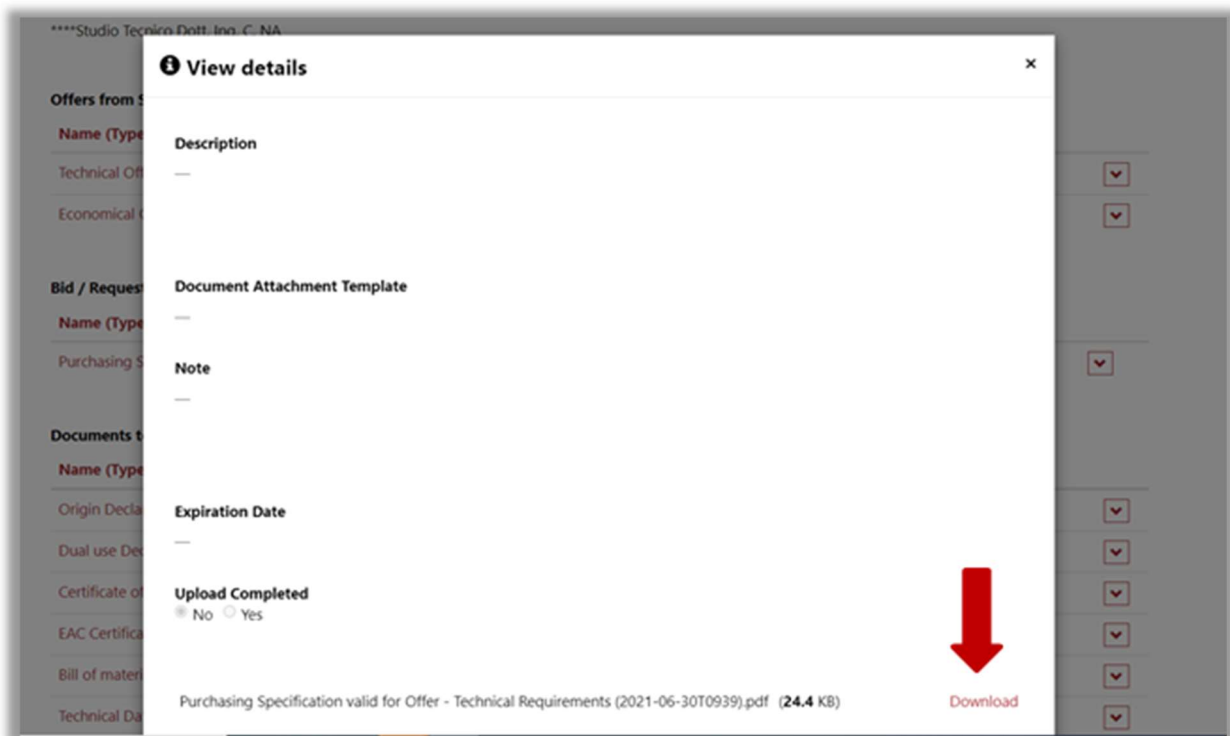
- Offers from Supplier (to upload);
- Bid / Request for Quotation Annexes (to download and analyze);
- Documents to be provided in case of Order;
- Tasks to be performed in case of Order.

3.2 HOW TO DOWNLOAD BID / REQUEST FOR QUOTATION ANNEXES

- a. Click on the “View details” button that appears by clicking on the down arrow, on the single listed document.

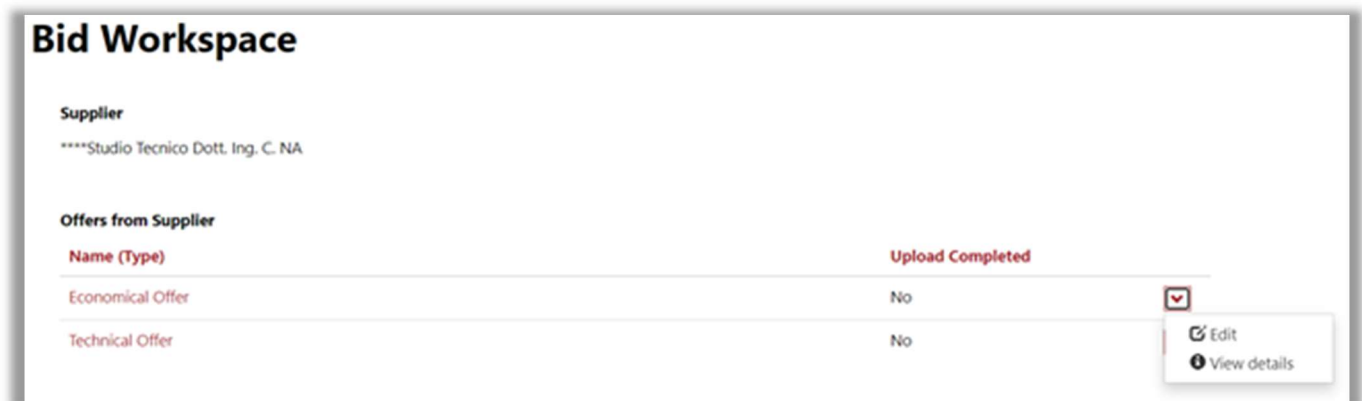


- b. Download the file.



3.3 HOW TO UPLOAD OFFERS

- a. Click on the "Edit" button that appears by clicking on the down arrow, on the single listed document.



- b. Upload the offer file.

Supplier Portal

Edit

Document Attachment Template

Note

Expiration Date

Upload Completed

☒ No ☐ Yes

Drop files here or click to upload.

Save Document Data

- c. Once that all offer files have been uploaded, set the “Upload Completed” button as “YES”.

Attention: Leave the “Upload Completed” button as “NO” if you want to save partial upload and add more files later.

Attention: Tenova will not be able to see the offer as long as the “Upload Completed” button is set as “NO”.

Supplier Portal

Edit

Document Attachment Template

Note

Expiration Date

Upload Completed

☐ No ☒ Yes

Drop files here or click to upload.

Supplier's Technical Offer.pdf (24.4 KB) Download Remove file

Save Document Data

- d. Click on “Save Document Data” button.
- e. Click on “Save Bid Workspace data” at the bottom of the main Bid Workspace page if you want to save partial data and resume filling later on.

The screenshot shows a web interface for a Bid Workspace. At the top, there is a text area labeled 'Additional Note'. Below it is a checkbox labeled 'Submit offers'. Underneath is a section titled 'Communication' with a sub-section 'Timeline'. The 'Timeline' section contains a message: 'There are no activities to display.' To the right of the 'Timeline' section is a red button labeled 'Add comment'. At the bottom left, there is a red button labeled 'Save Bid Workspace Data', which is pointed to by a large red arrow.

- f. Once that all offers upload is completed and every “Upload Completed” is set on “YES”, flag the “Submit offers” button in the main Bid workspace page.

Attention: By flagging this you will not be able to edit contents anymore.

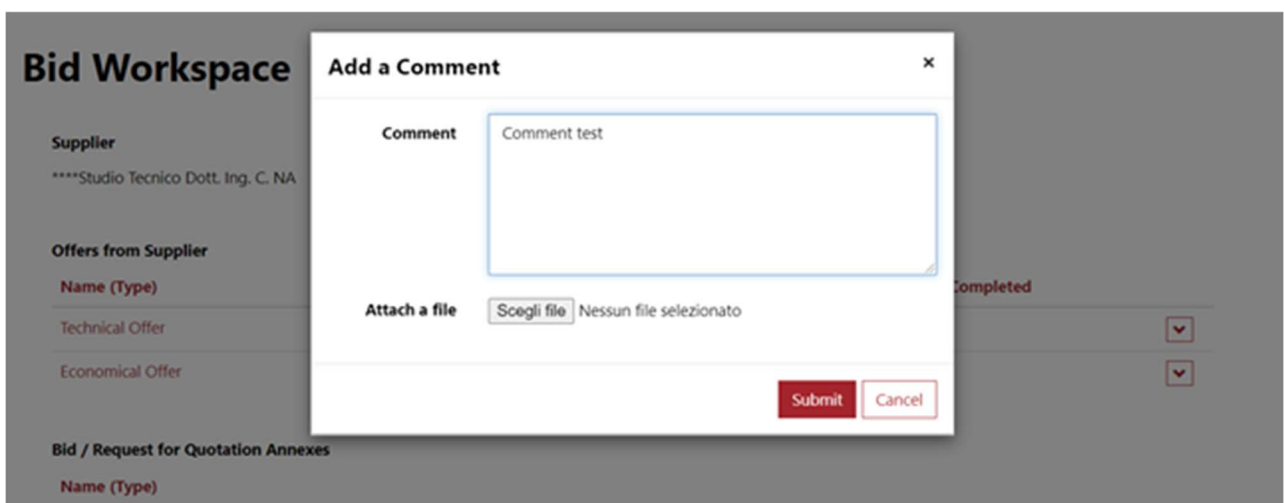
This screenshot shows the same Bid Workspace interface as the previous one, but with the 'Submit offers' checkbox checked. A large red arrow points to the checked checkbox. The 'Save Bid Workspace Data' button is still present at the bottom left.

3.4 HOW TO RE-ENABLE A BID WORKSPACE

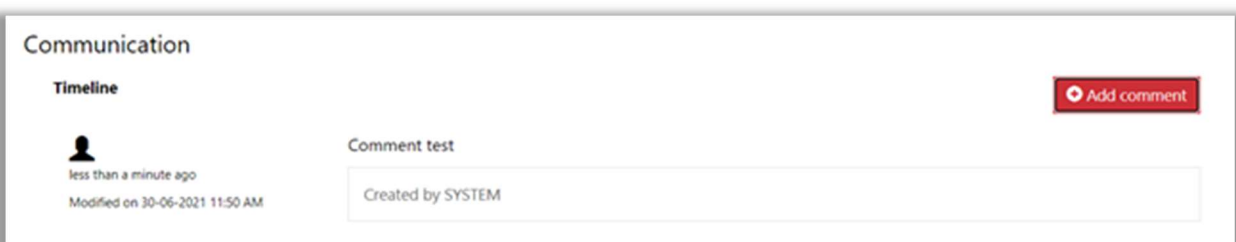
- a. If after the offers submit you need to change, add or remove any offer or data, please write to Tenova using the Communication area, as per next guide chapter.

3.5 HOW TO COMMUNICATE WITH TENOVA VIA SUPPLIER PORTAL

- b. Use “Add comment” button to add a new communication. It is also possible to attach files.

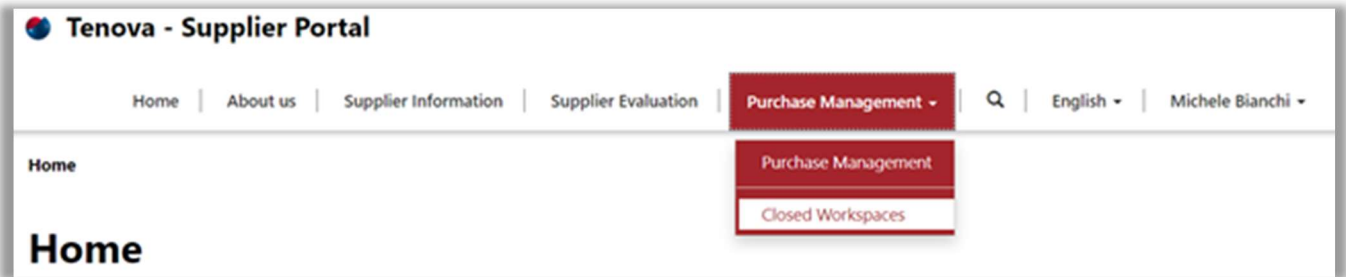


- c. The chronology of all communications to and from Tenova appears in “Communication” section.



3.6 HOW TO ACCESS ALL CLOSED BID WORKSPACES

- a. Click on “Purchase Management/Closed Workspaces” tab



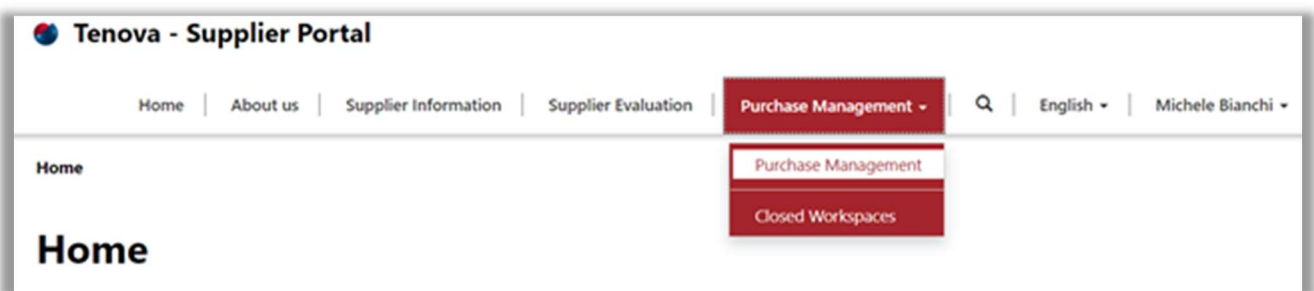
- g. In Section “Supplier’s Inactive Bid Workspaces” are listed all Bid Workspaces whose status has been selected as “Inactive” by Tenova.



4. PO MANAGEMENT – ORDER WORKSPACE

4.1 HOW TO ACCESS THE ORDER WORKSPACE

- a. Click on the URL received with Tenova by email or click on “Purchase Management” tab.



- b. In Section “Supplier's Order Workspaces” click on the “Link” button.




Supplier's Order Workspaces			
Date	Status	Name	Link
16/06/2021	Active	PO Workspace - 4530044439	Link



- c. In “Purchase Order Workspace” page (see below) are listed:

- All the P.O. Revisions
- PO Annexes (to download and analyze)
- Documents to be provided
- Tasks
- Communication

4.2 HOW TO INSERT THE PURCHASE ORDER CONFIRMATION FOR PO REVISION

- a. Click on the “Work on Revision” button that appears by clicking on the down arrow, on the single PO Revision.

Name	Revision Number ↓	Revision Release Date	Revision Acceptance
PO Revision - 4530044439-003	003	10-06-2021	No 
PO Revision - 4530044439-002	002	10-06-2021	No 
PO Revision - 4530044439-001	001	10-06-2021	No 

 Work on Revision
 View details

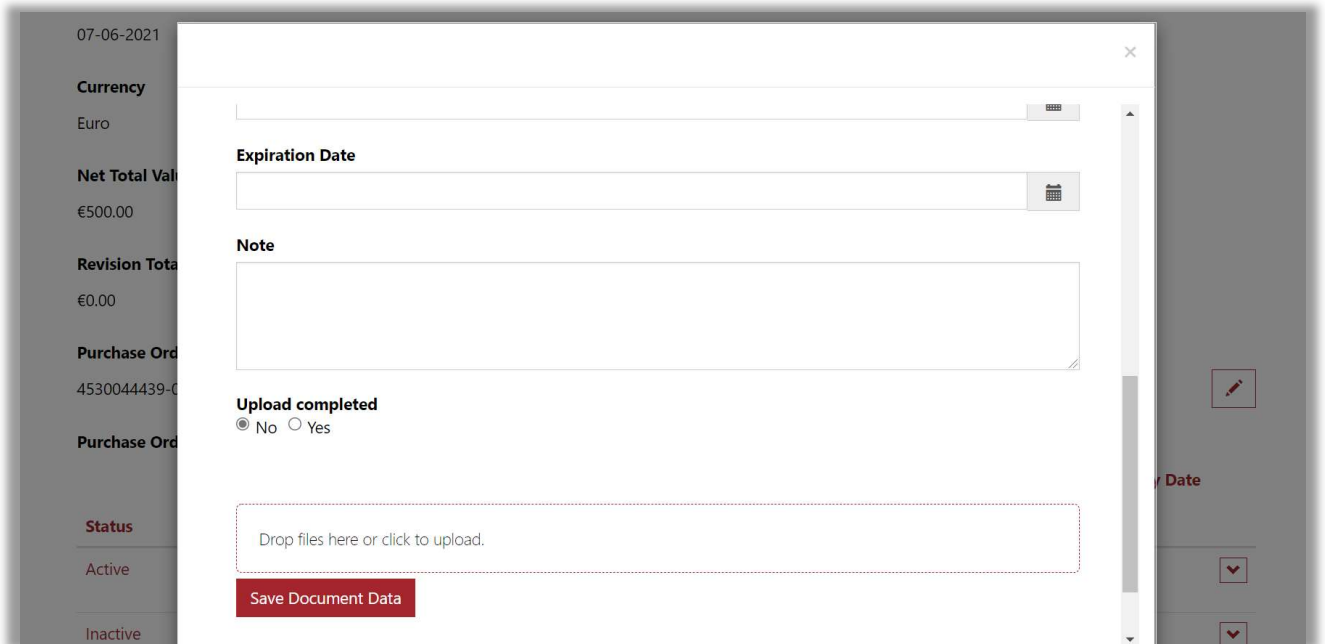
b. Scroll down to “Purchase Order to accept” and click on the pencil symbol



Purchase Order to accept
4530044439-003 (2021-06-10T14:11)

A red arrow points to a pencil icon in the top right corner of the header.

c. Upload the Purchase Order signed file



07-06-2021

Currency
Euro

Net Total Val
€500.00

Revision Total
€0.00

Purchase Order
4530044439-003

Purchase Order

Status
Active
Inactive

Expiration Date

Note

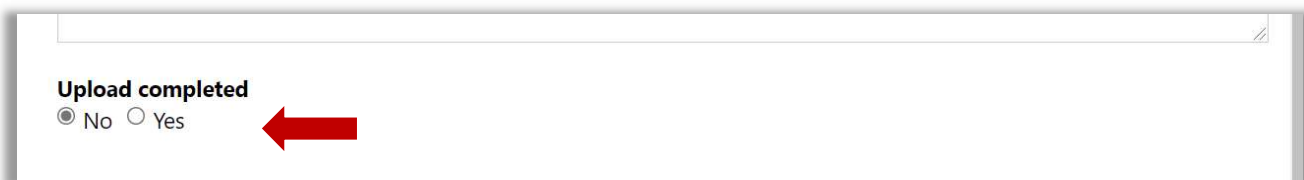
Upload completed
☒ No ☐ Yes

Drop files here or click to upload.

Save Document Data

d. Once that the Document has been uploaded, set the “Upload Completed” button as “YES”.

Attention: Tenova will not be able to see the order confirmation as long as the “Upload Completed” button is set as “NO”.







Upload completed
☒ No ☐ Yes


A red arrow points to the 'Yes' radio button.

4.3 HOW TO PROPOSE A NEW DELIVERY DATE FOR ORDER POSITIONS



a. Click on the “Work on Revision” button that appears by clicking on the down arrow, on the single PO Revision.

Name	Revision Number ↓	Revision Release Date	Revision Acceptance
PO Revision - 4530044439-003	003	10-06-2021	No 
PO Revision - 4530044439-002	002	10-06-2021	No 
PO Revision - 4530044439-001	001	10-06-2021	No 

 Work on Revision

 View details

b. Scroll down to “Purchase Order Details” and click on the “Edit” button that appears by clicking on the down arrow, on the single order position.

Purchase Order Details						
Status	PO Position (Item) ↑	Deleted Item	Material	Material Short Text	Quantity	New Delivery Date proposed by Vendor
Active	00010	No	MTUB-106164-18-	flex.DN50 fil. gas Lg: 1500	1.00	27-07-2011 
Inactive	00020	Yes	ES205194	Chain wheel, Hub bore hole d = 30 x 40	100.00	

 Edit

 View details

c. Select and insert the new proposal data

Revision Total Value

€0.00

Purchase Order

4530044439-0


Purchase Order

Status

Active

Inactive


Note

 Edit

Delivery Date

01-09-2011

New Delivery Date proposed by Supplier

27-07-2011 

Contract Item (only for Call Off)

00000

Material Group

MACHINED PARTS

Save Purchase Order Detail Data

< July 2011 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Attention: The new delivery date is only a proposal that can be approved or not by TENOVA but in any case will not change the contractual delivery date in order.

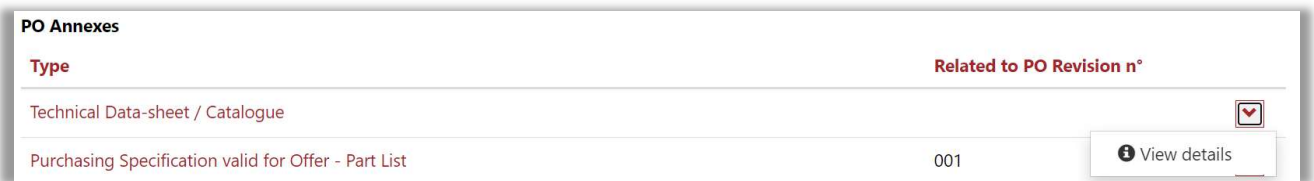
- d. Click on “Save Purchase Order Detail Data” button.



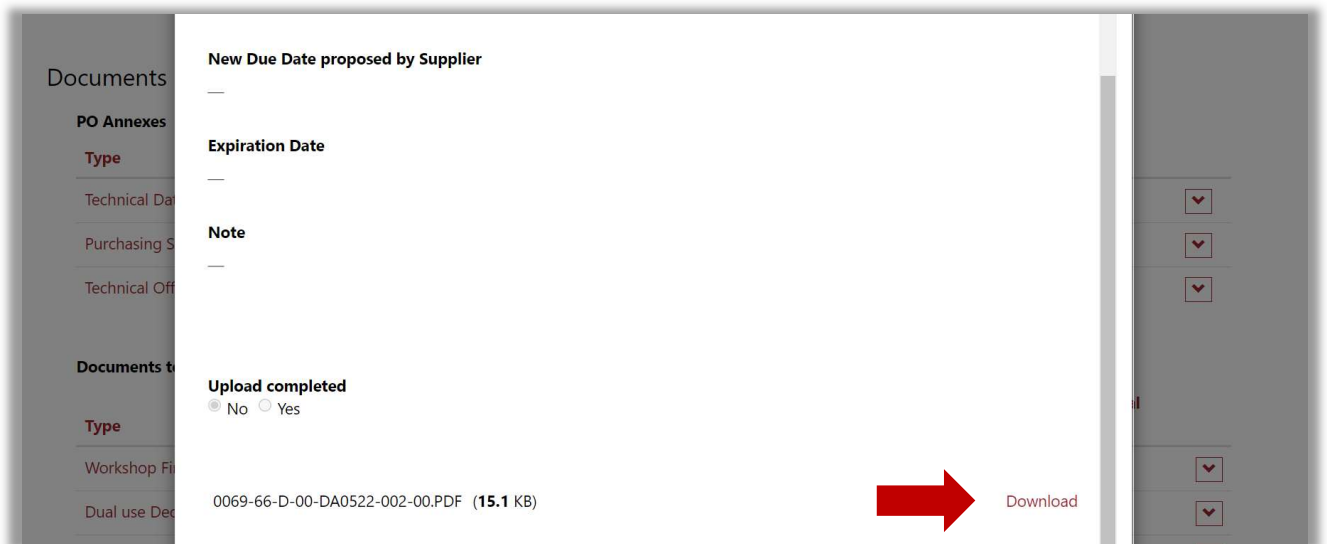
- e. Click on “Save Revision data” at the bottom of the Purchase Order Revision page
- e. Click on “Save Purchase Order data” at the bottom of the main Purchase Order Workspace page if you want to save partial data and resume filling later on.

4. 5 HOW TO DOWNLOAD PO ANNEXES

- a. Click on the “View details” button that appears by clicking on the down arrow, on the single listed document.



- b. Download the file.



4.6 HOW TO UPLOAD DOCUMENTS TO BE PROVIDED

- a. Click on the “Edit” button that appears by clicking on the down arrow, on the single listed document.

Documents to be provided						
Type	Related to PO Revision n°	Upload Completed	Due Date	Approval Status	Approval Notes	Approval Date
Workshop Final Inspection Book	003	Yes				
Dual use Declaration		No				
As-built drawings	001	No				

b. Upload the offer file.

Documents to be provided

Type

Workshop Final Inspection Book

Dual use Declaration

As-built drawings

Related to PO Revision n°

003

001

Upload Completed

Yes

No

Due Date

Approval Status

Approval Notes

Approval Date

Edit

View details

Note

Upload completed

☒ No ☐ Yes

Drop files here or click to upload.

Save Document Data

c. Once that all Documents have been uploaded, set the “Upload Completed” button as “YES”.

Attention: Leave the “Upload Completed” button as “NO” if you want to save partial upload and add more files later.

Attention: Tenova will not be able to see the documents as long as the “Upload Completed” button is set as “NO”.

Upload completed

☒ No ☐ Yes


d. Click on “Save Document Data” button.

e. Click on “Save Purchase Order data” at the bottom of the main Purchase Order Workspace page if you want to save partial data and resume filling later on.

There are no records to display.

Communication

Timeline + Add comment



about 5 hours ago
Modified on 01-07-2021 10:29 AM

Test comment with Thomas

Created by SYSTEM


Save Purchase Order Data

4.7 HOW TO COMMUNICATE WITH TENOVA VIA SUPPLIER PORTAL

- a. Use “Add comment” button to add a new communication. It is also possible to attach files.

Communication

Timeline + Add comment



about 5 hours ago
Modified on 01-07-2021 10:29 AM

Test comment with Thomas

Created by SYSTEM

Tenova - Supplier Portal

Home | English | Michele Bianco

Home > Purchase Management >

Purchase Order View

Name *
PO Workspace - 4530044439

Buyer
CINZIA BRIANO

Add a Comment ×

Comment


Attach a file Choose File No file chosen

Submit Cancel

- b. The chronology of all communications to and from Tenova appears in “Communication” section.

Communication

Timeline


less than a minute ago
Modified on 30-06-2021 11:50 AM

Comment test
Created by SYSTEM

Add comment

4.8 HOW TO ACCESS ALL CLOSED PURCHASE ORDER WORKSPACES

- a. Click on “Purchase Management/Closed Workspaces” tab

Tenova - Supplier Portal

Home | About us | Supplier Information | Supplier Evaluation | Purchase Management

Purchase Management

Closed Workspaces

English | Michele Bianchi

Home

Home

- b. In Section “Supplier’s Inactive Order Workspaces” are listed all Purchase Order Workspaces whose status has been selected as “Inactive” by Tenova.

Supplier's Inactive Order Workspaces

Created On	Status	Name
There are no records to display.		