



TECNICAS REUNIDAS

e-Supplier Registration Guide



TECNICAS REUNIDAS



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

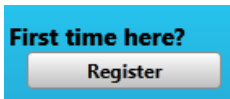
INDEX

1. FIRST STEP – LOGIN REQUEST.....	3
2. SECOND STEP: COMPANY PROFILE	6
3. THIRD STEP: QUALIFICATION STAGE	9
4. MODIFY OR ADD DATA ONCE APPROVED	12
5. REQUEST FOR INFORMATION.....	14

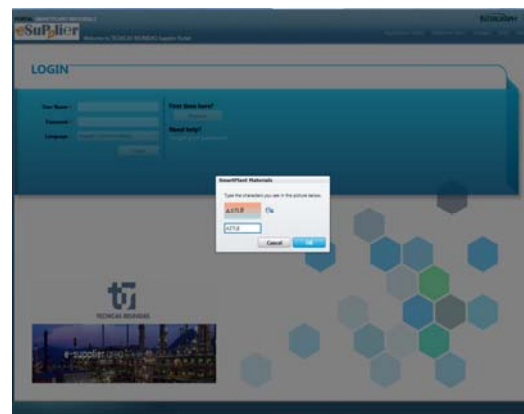
1. FIRST STEP – LOGIN REQUEST

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:

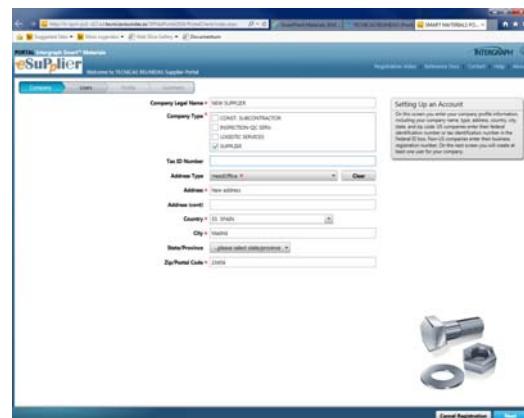


Start registration process by filling some basic information about your company: company name, company type, tax id, address type, country, city, province, zip or postal code. Questions with a red

asterisk are mandatory **Company Type*** **City***

You can clear your information if you want to start

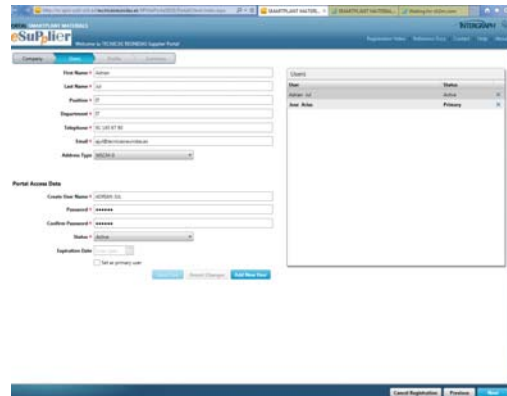
over again clicking 






Press next button:

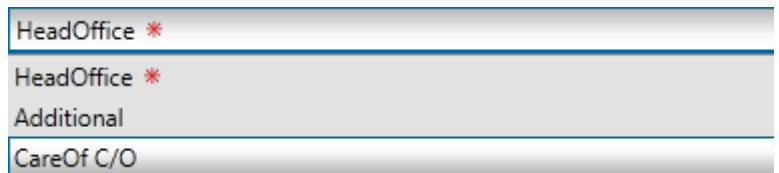
You are now in the users tab



There must be at least one user for each company. Start registering your employees with their own user accounts. You have to establish a main user, and you can register as many users as you like, having the possibility to establish an expiration date for that access

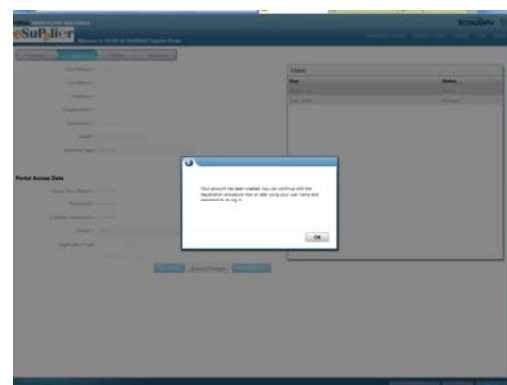
Expiration Date 

You can assign users to different addresses you entered in the company tab



First Name *
Last Name *
Position *
Department *
Telephone *
Email *
Address Type

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 you can continue with registration process





jue 25/08/2016 10:37

TR-eSupplier@tecnicasreunidas.es

User ID for supplier login

To Jose Arias Smith

Your user ID for supplier login for company NEW SUPPLIER is JASMS, Password: JASMS

Dear Jose Arias,

Your login request for the company : NEW SUPPLIER and user name : JASMS has been accepted.

Please return to the system to complete the information requested in profile tab and continue with the registration process. If you have any questions, please send an email to esupplier@tecnicasreunidas.es Thank you very much

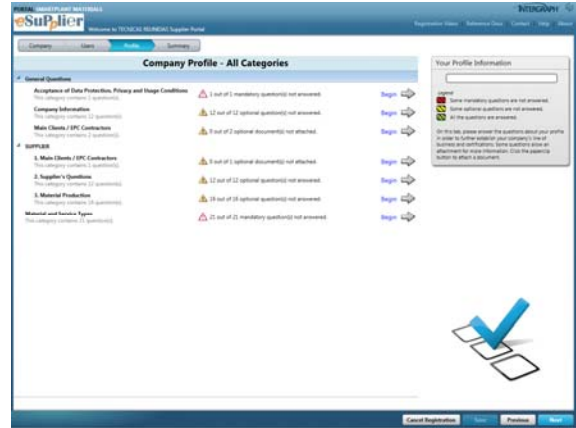
This e-mail has been generated automatically. Please do not reply.

2. SECOND STEP: COMPANY PROFILE

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

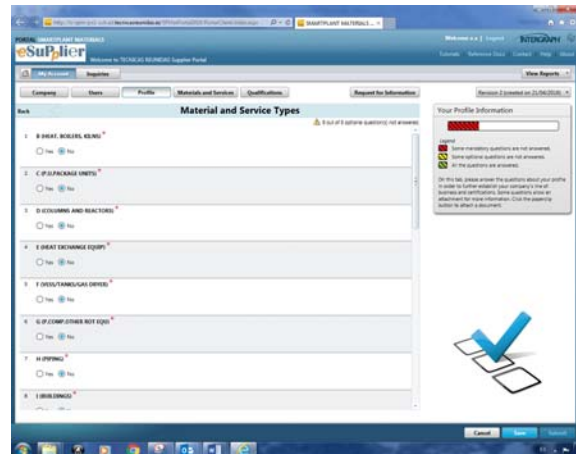


Answer all mandatory questions and upload the attachments of the requested information save and press next.



This will take you to Material and Service types

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



D (COLUMNS AND REACTORS) *

Yes No

3.1 **Columns**

Yes No

3.2 **Trays, Packings and Internals for "D" & "F" Accounts**

Yes No

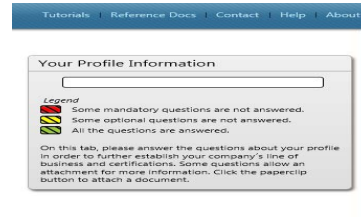
3.3 **Reactors and Coke Drums**

Yes No

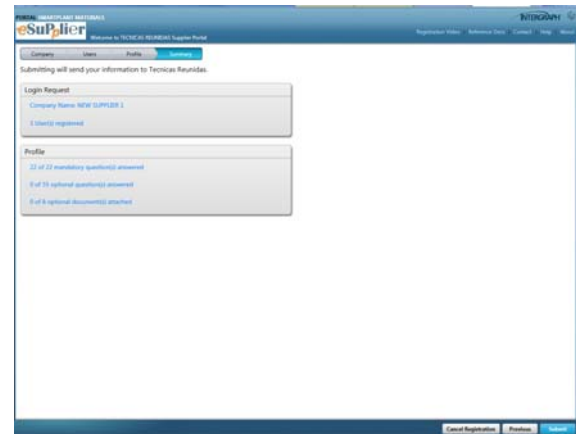
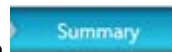
3.4 **Scrubbers (Including design)**

Yes No

As you can see there is an info box on the right side of the screen with information of your registration process and questions answered.



You are now in Summary tab



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

Login Request

Company Name: NEW SUPPLIER 1

1 User(s) registered

Profile

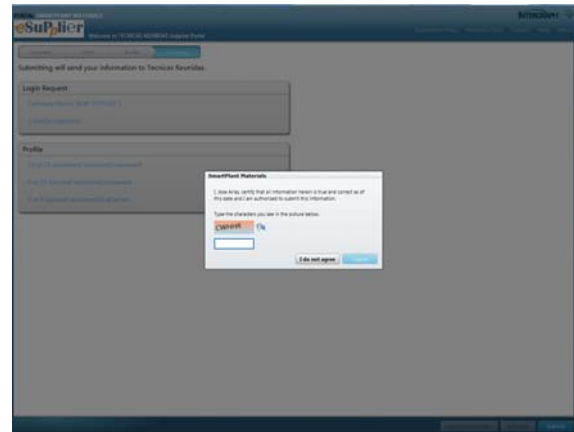
22 of 22 mandatory question(s) answered

0 of 55 optional question(s) answered

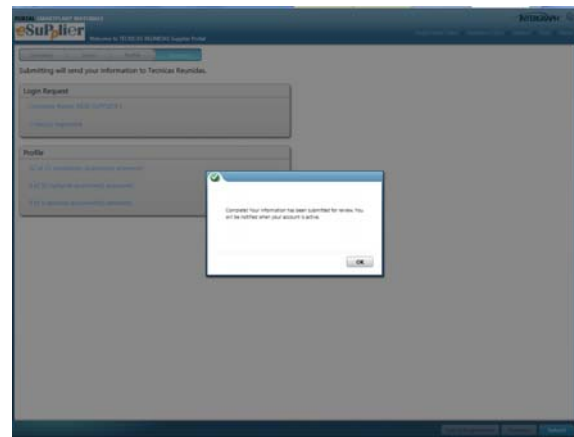
0 of 8 optional document(s) attached

Once you have completed all the mandatory questions and mandatory attachments you can

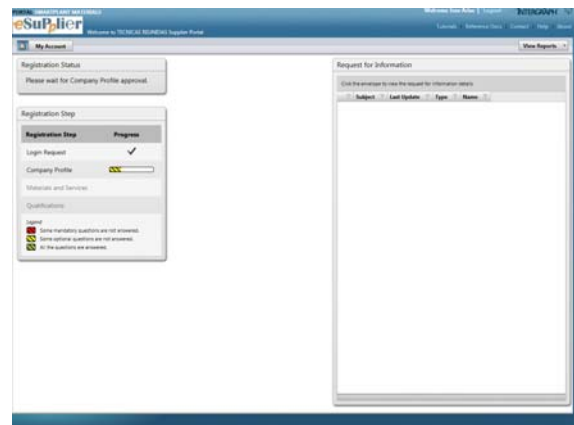
submit your profile



Your information has been sent to Tecnicas Reunidas for review



Your company profile has already been submitted and you have to 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



jue 25/08/2016 10:43

TR-eSupplier@tecnicasreunidas.es

TR Group database - step 1 of 2

To Jose Arias Smith

Dear Jose Arias,

Your company registration (step 1 of 2) has been successfully submitted and reviewed. Please return to the system to complete the information requested in "Material and Services" & "Qualifications" tabs in order to complete the registration process.

Comments (if any):

Thank you very much.

This e-mail has been generated automatically. Please do not reply.

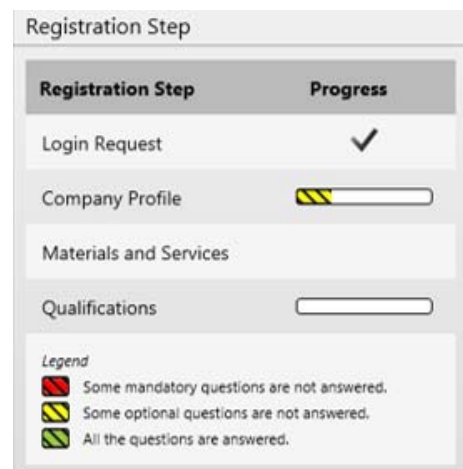
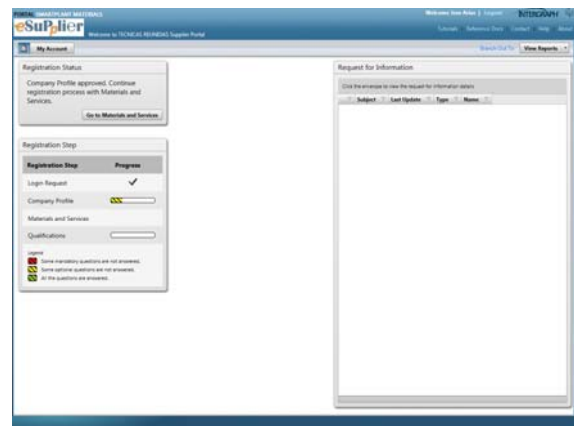
3. THIRD STEP: QUALIFICATION STAGE

Once your company profile has been reviewed and accepted you can continue with your registration process in qualification stage. You will be requested to answer different type of questions depending on the type of company you choose at the beginning.

Press go to material and service and you will reach the material and services tab where you have to choose materials your companies can provide to a more detailed level.

[Go to Materials and Services](#)

A summary of your registration process appears with the new stages of your registration process

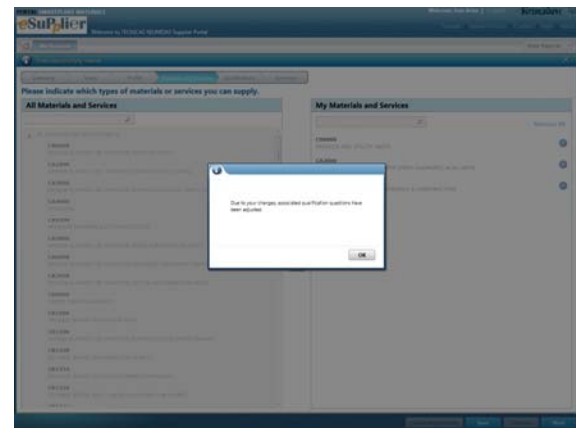
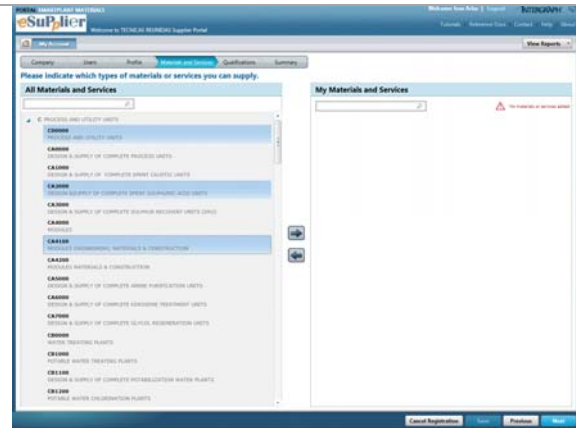


You are now in Material and services tab

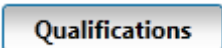


In order to choose your materials you can click and drag from left side to right side (control key to select more than one), use the search field on the left side

of the screen or use the arrows






You can now start answering questions of qualifications stage under qualification tab



You have an info box with the progress of your qualification stage

Your Qualification Information

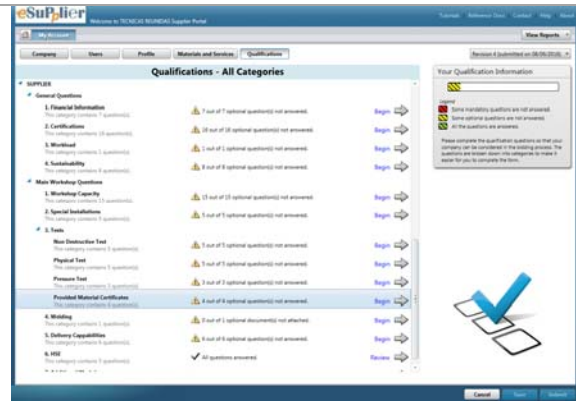
Legend

-  Some mandatory questions are not answered.
-  Some optional questions are not answered.
-  All the questions are answered.

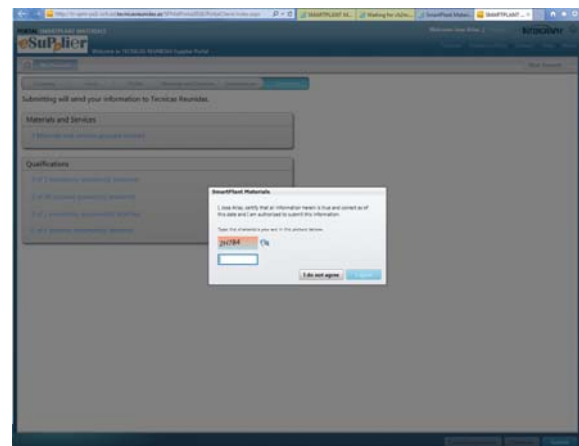
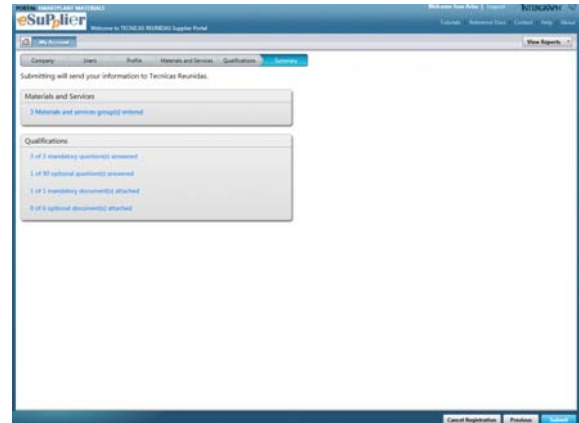
Please complete the qualification questions so that your company can be considered in the bidding process. The questions are broken down into categories to make it easier for you to complete the form.

Once all questions answered press save

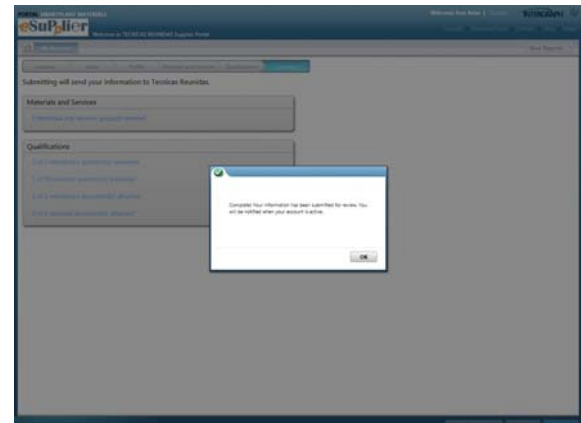




You reach the summary tab where you press **Submit** and introduce what you see in the captcha image and press **I agree**



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



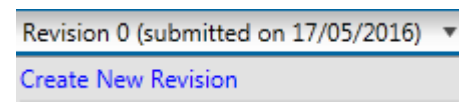
You will see this message in the portal until your qualifications are approved.

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.

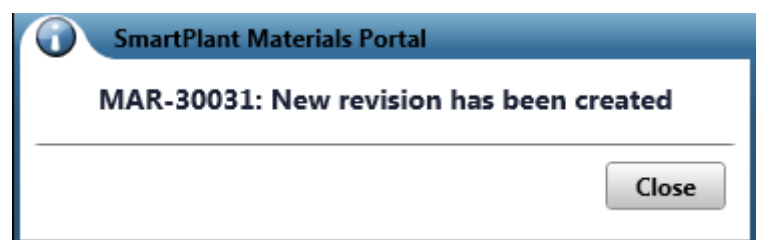


4. MODIFY OR ADD DATA ONCE APPROVED

Once approved, if you want to modify any data or information in the Portal you have to 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 approval.



If you want to add new materials you have to go to

profile tab **Profile** and look for

Material and Service Types

This category contains 29 question(s).

Afterwards you have to go back to Materials and

Service tab **Materials and Services**

Select yes in the new material you want to add and answer the conditional question related

B (HEAT, BOILERS, KILNS) *

Yes No

1.1 Process Fired Heaters

Yes No

1.2 Rotary Kilns

Yes No

The new material or materials selected will appear under All Materials and Services

All Materials and Services

Search input field with magnifying glass icon

- ▷ B HEATERS, BOILERS, KILNS
- ▷ C PROCESS AND UTILITY UNITS

You can now display new materials chosen and select your materials to a more detailed level

▲ **B HEATERS, BOILERS, KILNS**

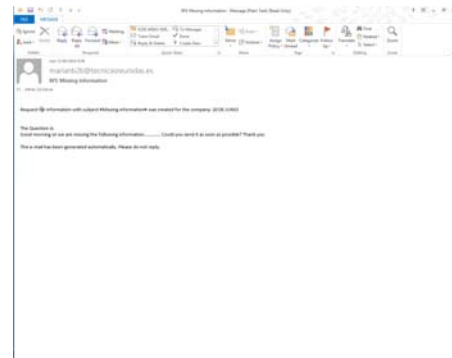
- B00000**
HEATERS, KILNS, FLARES, BOILERS AND INCINERATORS
- BA0000**
FIRED HEATERS AND STEAM SUPERHEATERS
- BA1000**
PETROCHEMICAL PROCESS FIRED HEATERS
- BA1100**
PETROCHEMICAL PROCESS FIRED HEATERS, BOX & CYLINDRICAL TYPE

REQUEST FOR INFORMATION


Tecnicas Reunidas may ask you for additional information through a request for information. You will watch in your screen in the request for information box. Please note that in order to receive Requests for Information all your company data has to be completed and approved. Only Tecnicas Reunidas can start a Request for Information.


You will receive an email informing you about the conversation started by Tecnicas Reunidas


Request for Information

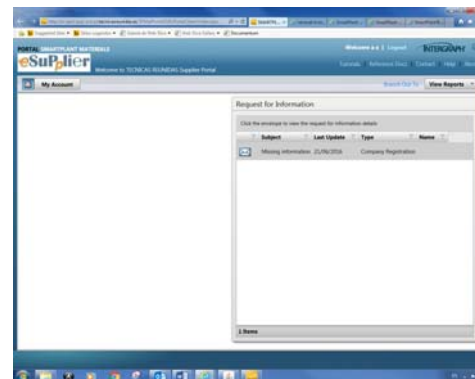


To answer an RFI please click on the envelope that appears in your screen

 Unread RFI: You have a Request for Information pending to be answered.

 Read RFI: You have answered the Request for Information

 Click to select the sender who is answering the Request for Information



Once you answered the question please press send and you will receive a confirmation on the top of the screen that the data has been saved and an email has been sent.

