



TECNICAS REUNIDAS

## FREQUENTLY ASKED QUESTIONS



TECNICAS REUNIDAS



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# 1. CHANGE PASSWORD

## How to change my password?

- Log in to Tecnicas Reunidas Supplier Portal  
**LOGIN**



User Name \* JOSE ARIAS SMITH

Password \* .....

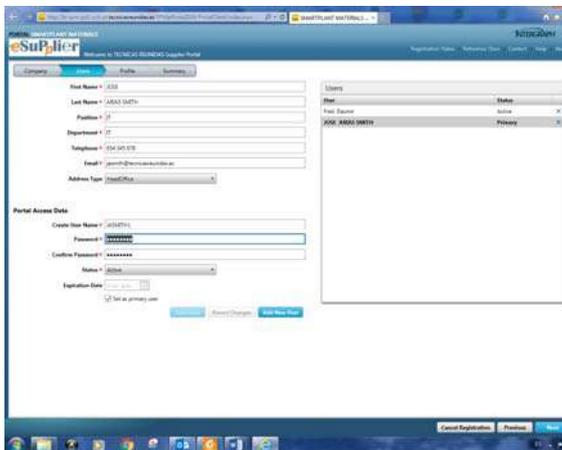
Language English (United States) ▾

Login

- Go to users tab



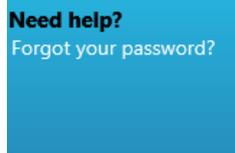
- Please select the user you want to change the password, introduce your new password and then click save.



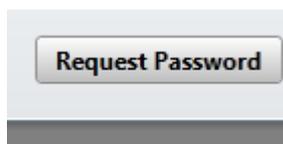
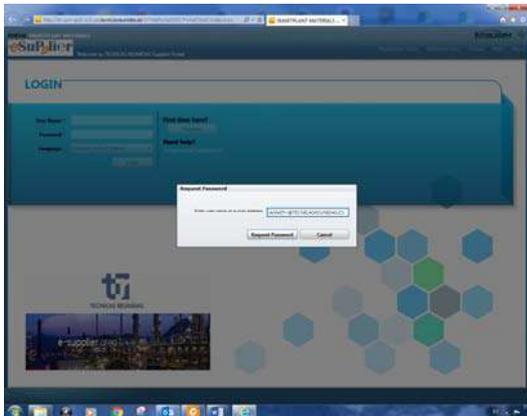
## 2. FORGET PASSWORD

### What to do if you forget your password?

- Press forgot your password in the login screen under need help



- Introduce your email address and press request password.



- You will receive an email with the new password so that you can login again in the Portal

### 3. ADD NEW USERS TO YOUR COMPANY

#### How to add new users for my Company?

- Go to users tab



- Click add new user



- Fill the information requested for your new user and save

First Name \*

Last Name \*

Position \*

Department \*

Telephone \*

Email \*

Address Type

#### Portal Access Data

Create User Name \*

Password \*

Confirm Password \*

Status \*

Expiration Date

Set as primary user

#### 4. TYPE OF QUESTIONS

##### What type of questions do I have to answer to complete my profile?

- There are several different types of questions you will have to answer:

Free Text Questions: You can introduce numeric and alphanumeric characters

1 **Web Page**

Numeric free text Questions: Only numeric characters can be introduced

5 **Number of employees**

Free text Questions (attach file): You can introduce numeric and alphanumeric characters and have the possibility to upload a file

7 **Specify changes in your Company (mergers, change of the Company Name,etc)**

[Attach File](#)

Conditional Questions: Yes/No questions with some conditional questions if

You select Yes

10 **Do you have a Parent Company?**

Yes  No

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10.1 **Name**

---

10.2 **Head Office address**

List of Value questions: Select only one answer from a LOV displayed with the answer/answers to the question

**Do you perform hardness tests?**

- Owned
- Subcontracted
- N/A

Multiple List of Value questions: Select one or more answers from a LOV displayed

1 **Provide the names of your main clients**

- ADNOC
- ABU DHABI OIL COMPANY (ADOC)
- ABU DHABI GAS INDUSTRIES (GASCO)
- ABU DHABI GAS INDUSTRIES (ADGAS)
- ABU DHABI COMPANY (ADCO)
- AENA
- BP
- BURRUP NITRATES PTY LTD

Download attachment questions: Questions where an attachment is included and you download, fill and then upload again to the portal. Excel files cannot be modified outside authorized range so please fill the fields available and submit.

Complete the attached template with your Financial Information (

 [Financial Data.xlsx](#)

[Attach File](#)

#### 5. NOT APPLICABLE QUESTIONS

**Some of the questions are not applicable to my company or I don't want to**

**Provide / upload the information or documentation. What can I do?**

In order to be qualified as a supplier or subcontractor in Tecnicas Reunidas you need to

answer all mandatory question **Company Type\*** (marked with a red asterisk) in order to submit profile and qualifications for approval. In case any no mandatory question does not apply to your company please answer no or N/A in case it is a free text question.

**Web Page**

N/A

## 6. HELP

### How do I get help if I have a question or problem while using the ePortal?

Additionally to these FAQ'S you can find in the Portal a Registration Guide and a Video

[Registration Video](#) | [Reference Docs](#)

Tutorial and if you need further assistance you can send us an email to [esupplier@tecnicasreunidas.es](mailto:esupplier@tecnicasreunidas.es) describing your problem in as much detail as possible.

### ICONS: MEANING

 Clock icon next to a box indicates that you have changed the value in the box, but the approval is pending.

 Information icon indicates that additional information is available for the question, move your pointer over the icon to view.

(\*) A red asterisk means the question is mandatory.



Home Page icon, returns you to home page



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