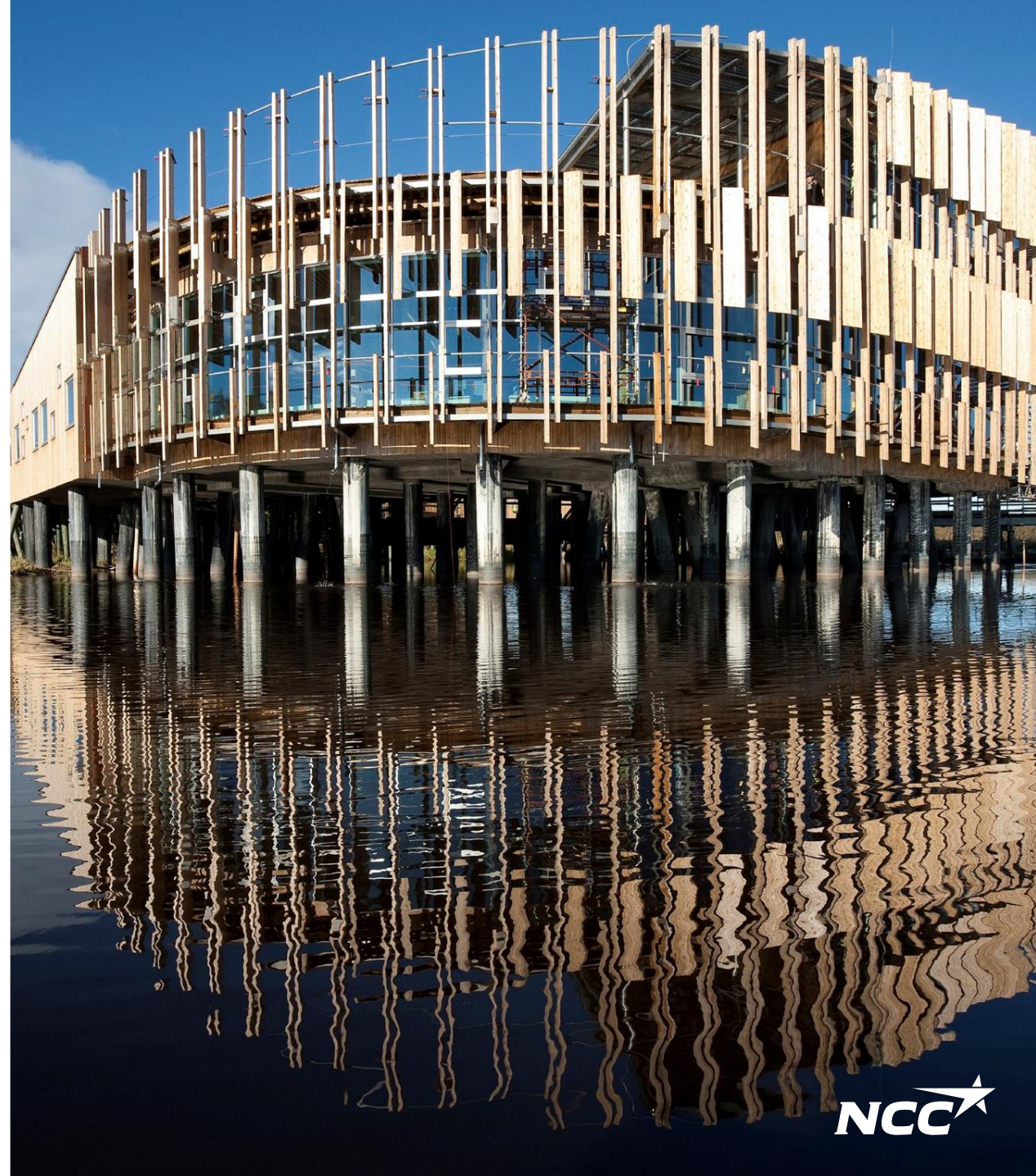


# Login guide to NCC Supplier Portal

- Login with existing Microsoft SSO account (page 3)
- First-Time Login with Microsoft SSO (page 6)
- Login with alternative login method: Personal Password login (page 12)



# Two login options

## Primary login solution – Microsoft Single Sign-On

Primary login solution for NCC Supplier Portal is Microsoft Single sign-on (SSO), please continue to the next slide to get a step by step guide on how to set it up.

## Alternative login solution – Personal password login

If you have problems with Microsoft SSO or you prefer another login solution, please continue to page 12 for guidance on how to set up a Personal password login.

# Single sign-on Login with existing Microsoft SSO

# How do I access NCC's Supplier Portal?

Förfrågan - Skåpinredning o snickerier - [redacted]



← Svara   ← Svara alla   → Vidarebefordra   ⋮

mån 2022-11-28 10:30

ⓘ Klicka här om du vill ladda ned bilder. Automatisk nedladdning av vissa bilder i det här meddelandet stoppades för att skydda din integritet.



## NCC Inköpsportal

Projekt: [redacted]

Hej,

Vi erbjuder Er att lämna anbud på Skåpinredning o snickerier till projekt [redacted]. Alla bilagor till anbudsfrågan finns att ladda ner på NCC:s Leverantörsportal. Leverantörsportalen är ett stöd för att underlätta samarbetet mellan NCC och våra leverantörer vid upphandling, avtalstecknande och avrop.

I portalen finns möjlighet att:  
- tacka ja eller nej till att delta i en upphandling- hämta dokument  
- se pågående upphandlingar där ni deltar- se alla projektavtal ni har med NCC  
- lämna anbud på en förfrågan  
Ovanstående finns tillgängligt under anbudstiden, kontakta undertecknad om eventuell förlängning.

Klicka på länken för att logga in: [Leverantörsportalen](#)

Vid frågor eller problem med inloggning, kontakta Service Desk tfn 0775-542 542. Användarguide och mer information finns på <https://www.ncc.se/leverantorsportal>

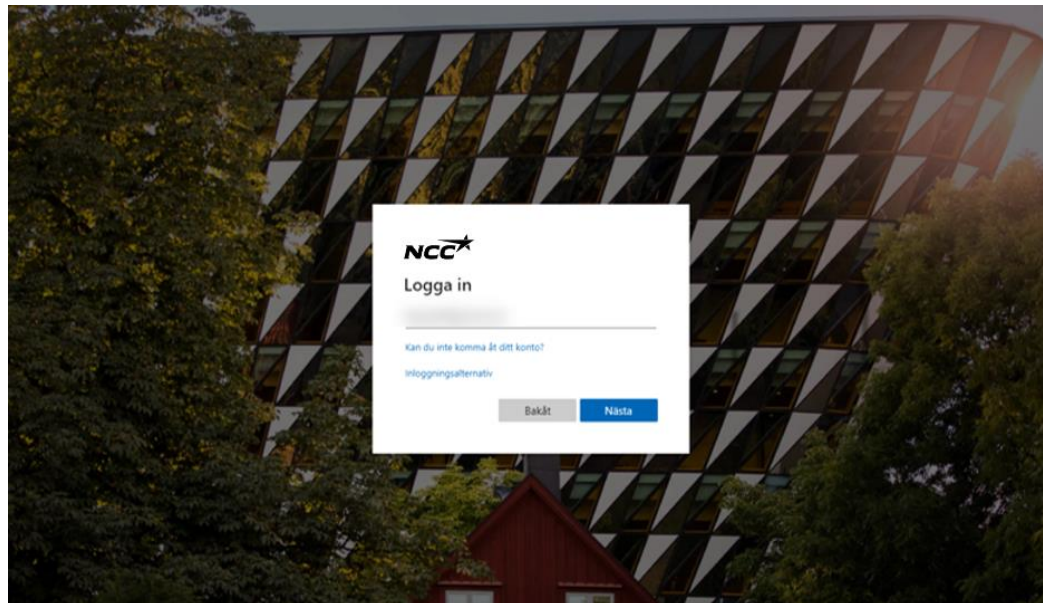
Med vänlig hälsning/



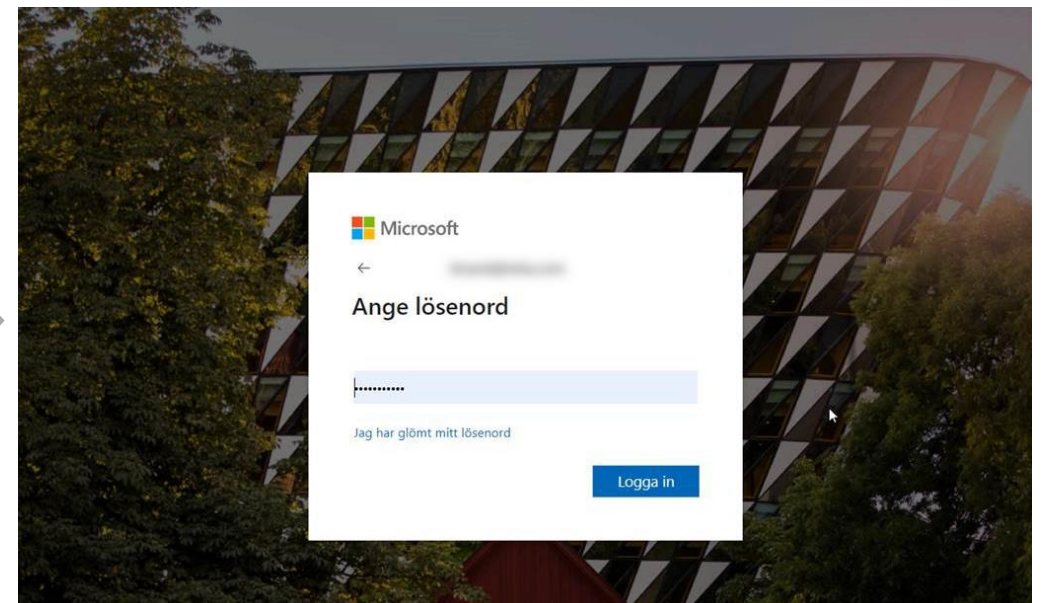
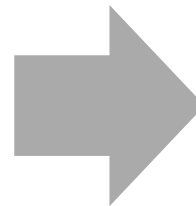
You can always access the Supplier Portal via <https://www.ncc.com/for-suppliers/> or via the links sent in the email inquiry/invitation.

# Sign in via Microsoft

If you have a Microsoft account associated with your email address, sign in immediately (after a two-way Authentication against NCC with the help of phone or SMS).



Sign in with the email address connected to your Microsoft account



Enter the password you've associated with your Microsoft account

# Single sign-on First-time login with Microsoft SSO

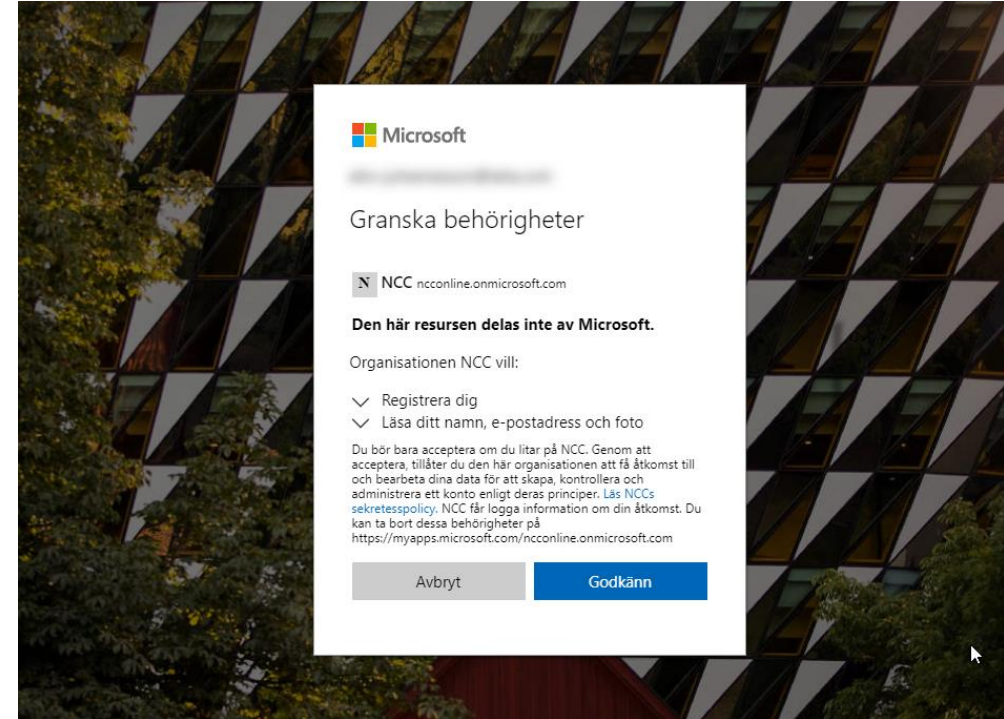
# Invitation email from NCC

To get an invitation to login you must be registered in NCC's Supplier Portal by a colleague that is already registered or by you NCC contact.

Click on the link in the invitation email.

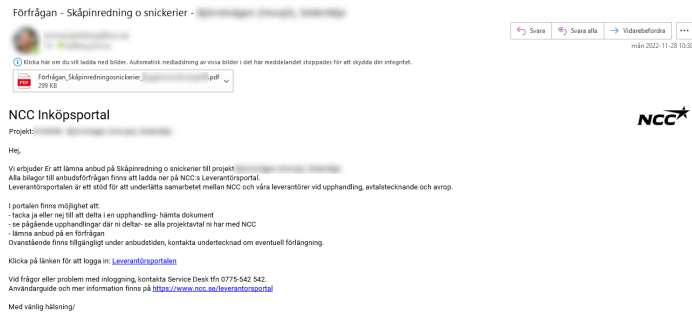
## How do I access Supplier Portal?

You can always access [Supplier Portal](#) via [Ncc.com](#) or via the links sent in the email inquiry/invitation.

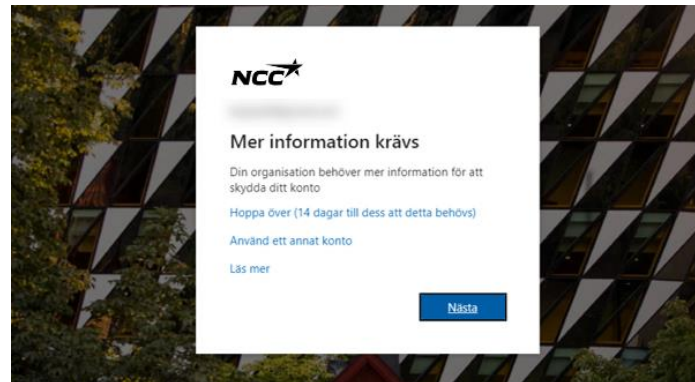


Give NCC permission to your information with "Accept".

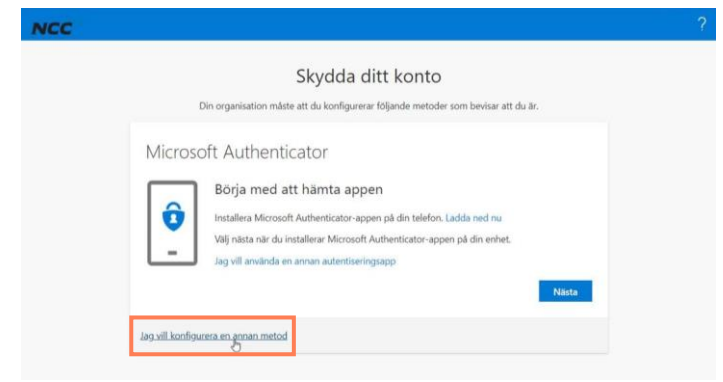
# Configure NCC sign-in method



When entering Supplier portal via email, links or website you will be lead to configure your sign-in method



NCC uses two-way authentication, you need to configure this method when logging in for the first time. To proceed with configuring your account, click "Next"



We recommend that you select "I want to configure another method"



# Verify yourself using two way authentication

Skydda ditt konto

Din organisation måste att du konfigurerar följande metoder som bevisar att du är.

Microsoft Authenticator

Börja med

Installera Mic

Välj nästa när

Jag vill använd

Välj en annan metod

Vilken metod vill du använda?

- Autentiseringsapp
- Autentiseringsapp
- Telefon

Nästa

Jag vill konfigurera en annan metod

Then select "Phone"

Skydda ditt konto

Din organisation måste att du konfigurerar följande metoder som bevisar att du är.

Telefon

Du kan visa vem du är genom att besvara ett samtal på din telefon eller genom att skicka en kod via SMS till din telefon.

Vilket telefonnummer vill du använda?

Sverige (+46) 07058

Sms: a mig en kod

Ring mig

Meddelanden och datahastigheter kan gälla. Om du använder Nästa innebär det att du godkänner Tjänstvillkor och Sekretess- och cookiepolicy.

Nästa

Jag vill konfigurera en annan metod

Enter your country and mobile number.  
You will receive code via sms unless otherwise selected

Skydda ditt konto

Din organisation måste att du konfigurerar följande metoder som bevisar att du är.

Telefon

Vi har precis skickat dig en 6-siffrig kod till +46 0705861760. Ange koden nedan.

848059

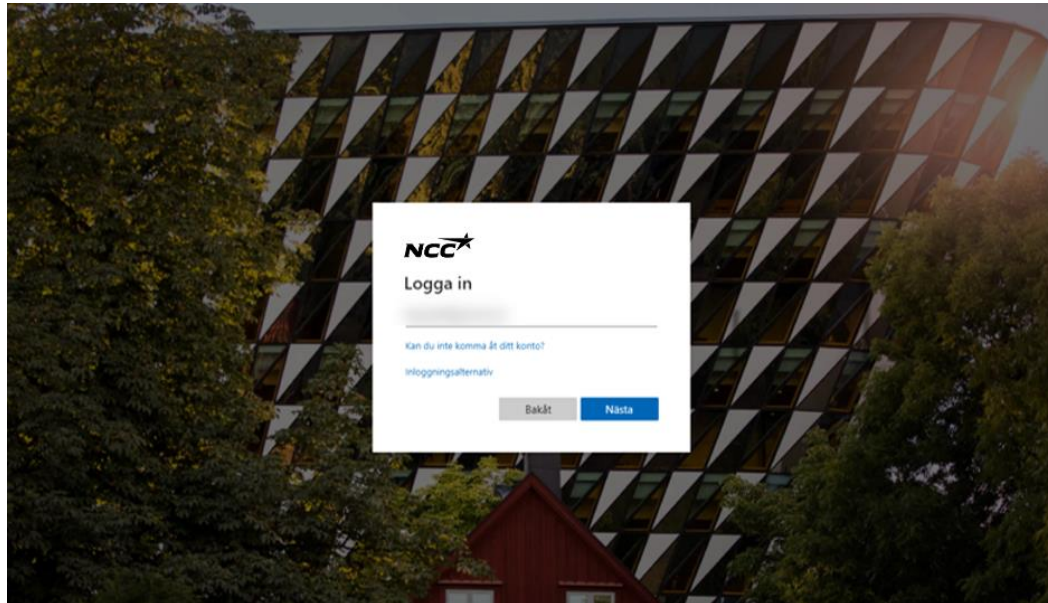
Skicka om koden

Bakåt Nästa

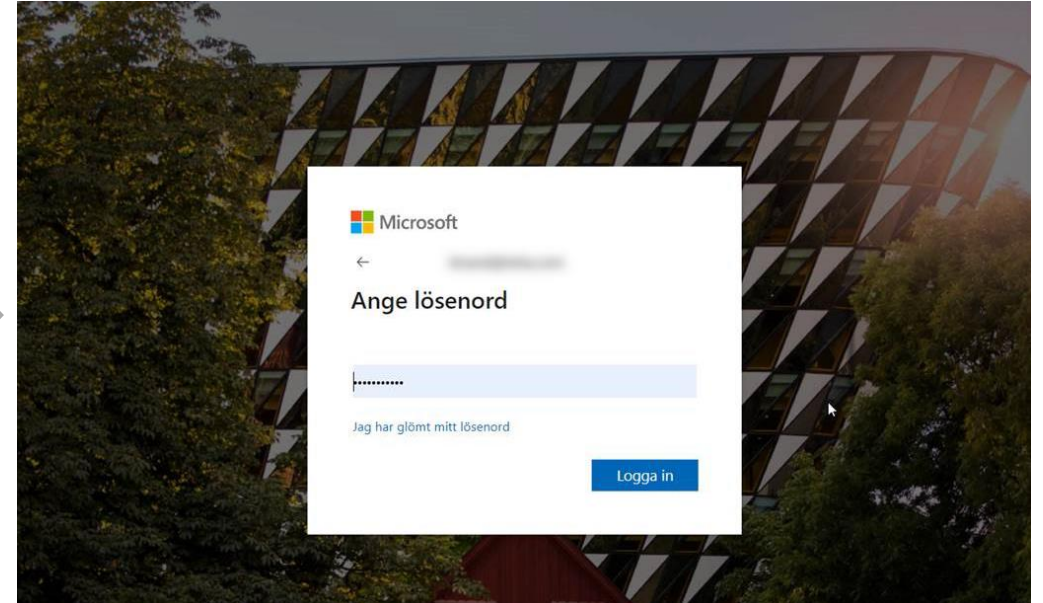
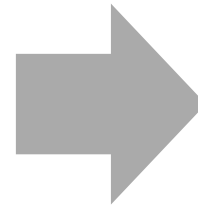
Jag vill konfigurera en annan metod

Enter the 6-digit code you received and click next. If you don't get a code, you can send a new one by clicking "Resend the code"

# Sign in with your Microsoft account



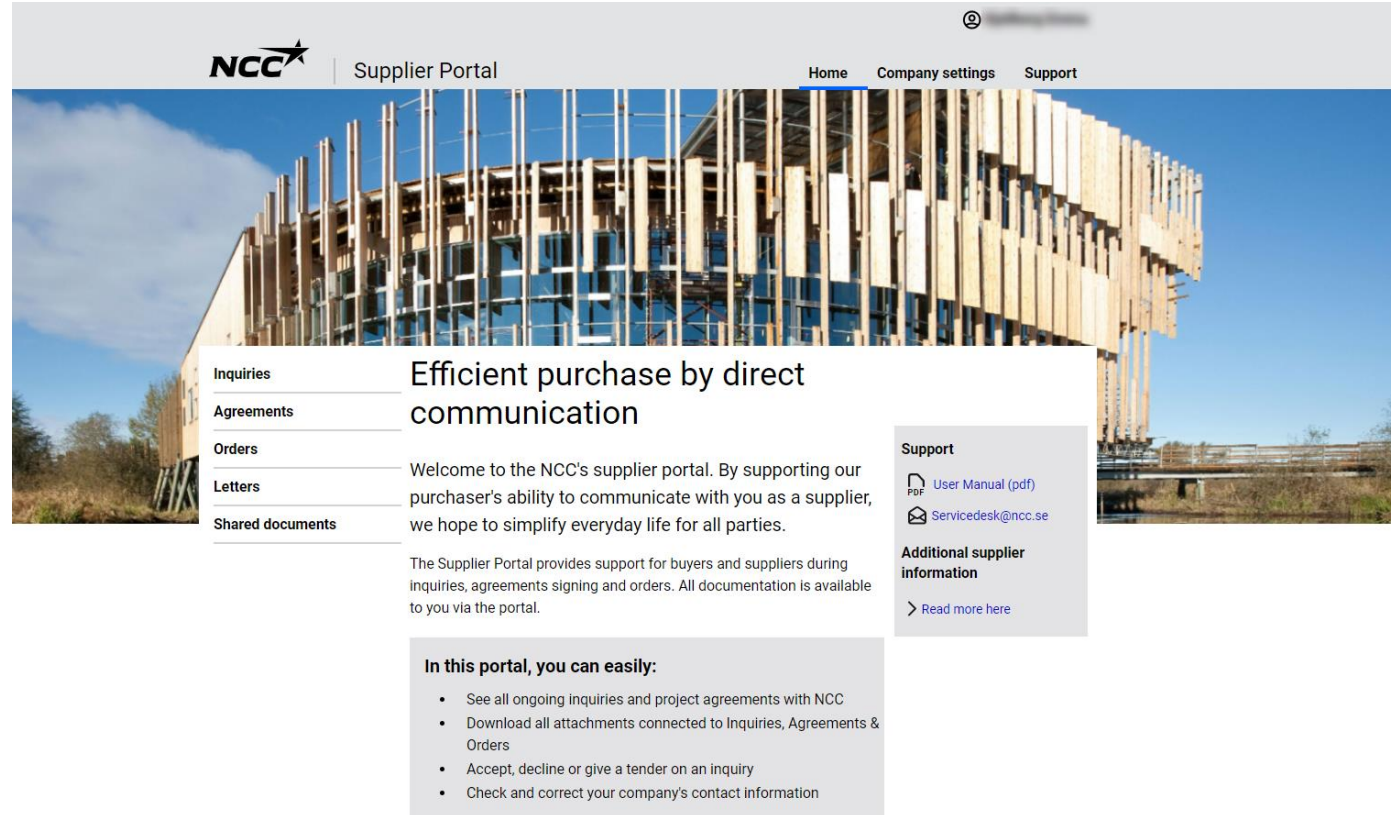
Sign in with the email address you enabled through Microsoft account in previous steps



Enter the password you've associated with your Microsoft account

# All set!

- Now you are inside NCC Supplier Portal
- Next time, easily sign in directly with Single sign on (SSO), instructions in slides 4-5
- You can access the portal as usual via the links in your e-mail or on NCC's website



**NCC** Supplier Portal

Home Company settings Support

## Efficient purchase by direct communication

Welcome to the NCC's supplier portal. By supporting our purchaser's ability to communicate with you as a supplier, we hope to simplify everyday life for all parties.

The Supplier Portal provides support for buyers and suppliers during inquiries, agreements signing and orders. All documentation is available to you via the portal.

**In this portal, you can easily:**

- See all ongoing inquiries and project agreements with NCC
- Download all attachments connected to Inquiries, Agreements & Orders
- Accept, decline or give a tender on an inquiry
- Check and correct your company's contact information

**Support**

[User Manual \(pdf\)](#)

[ServiceDesk@ncc.se](mailto:ServiceDesk@ncc.se)

**Additional supplier information**

[Read more here](#)

# Personal Password login

# Initiate alternative login method – *Personal password login*

You can easily initiate the use of alternative login method yourself by:

- Clicking the link in your invitation email

Or

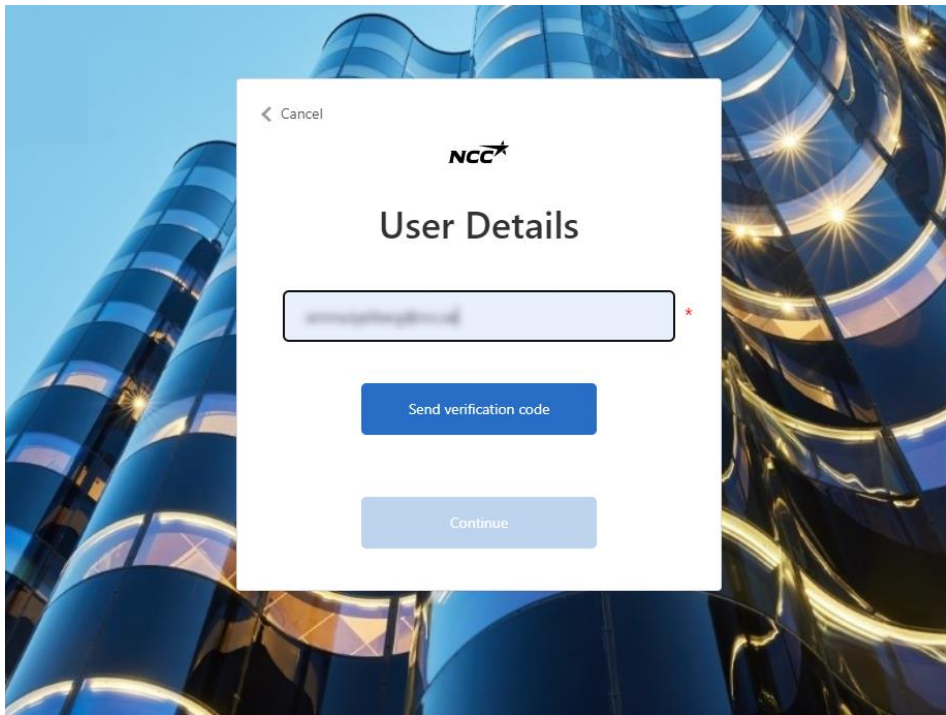
- Click the link for converting your account on our [website](#)

*If you can not initiate the alternative login solution, contact a purchaser at NCC and they can help you enable it.*

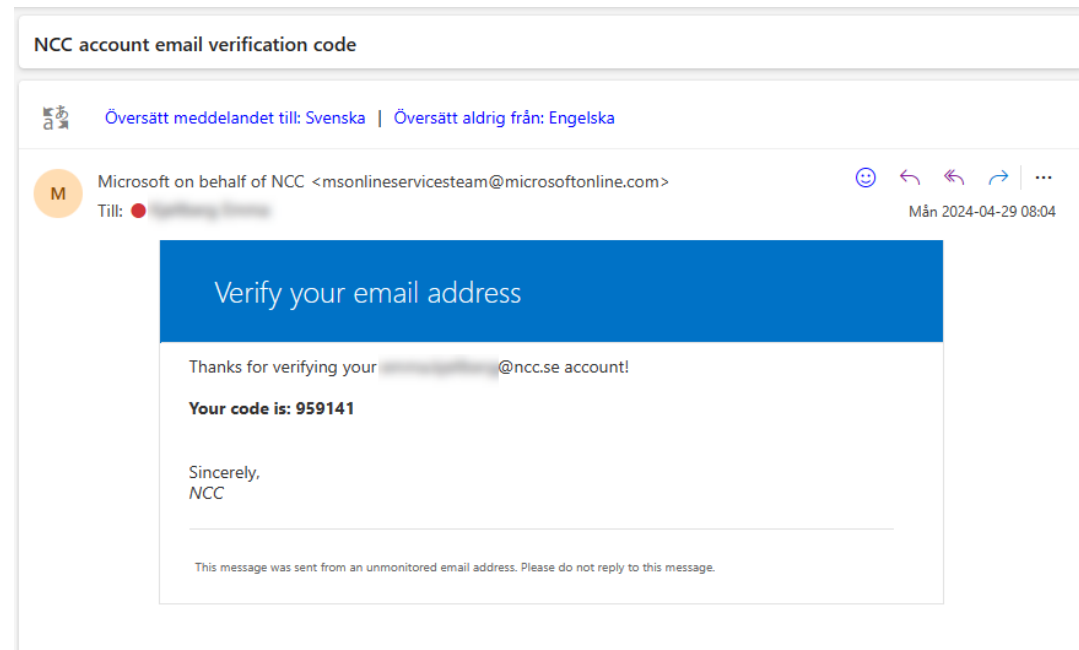
# Login for the first time

If you get invited by a purchaser with this login method you will get an invitation email, click the link **at the bottom of the invitation email**.

## 1. Enter your email address

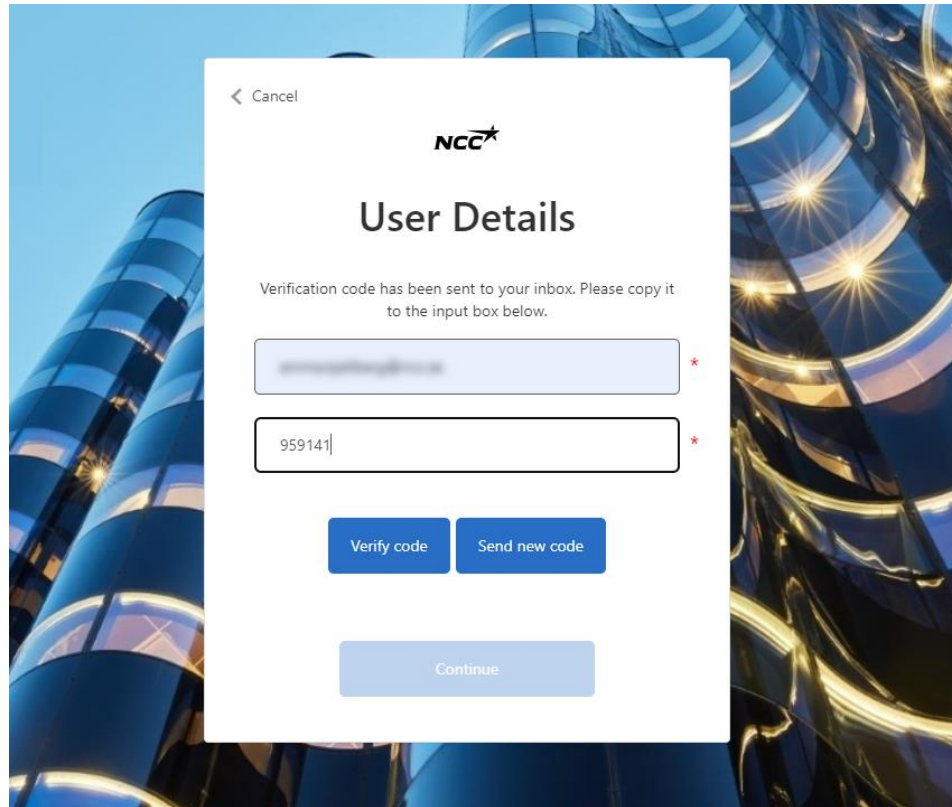


## 2. A verification code is sent to the registered email

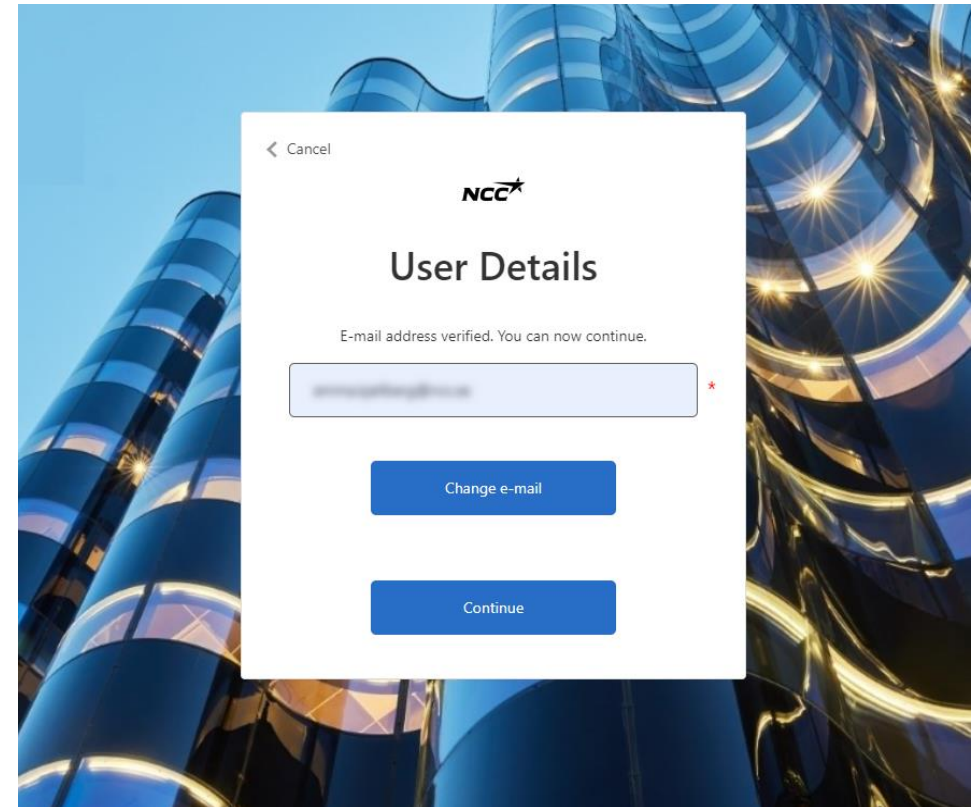


# Login for the first time

3. Enter the code from the email

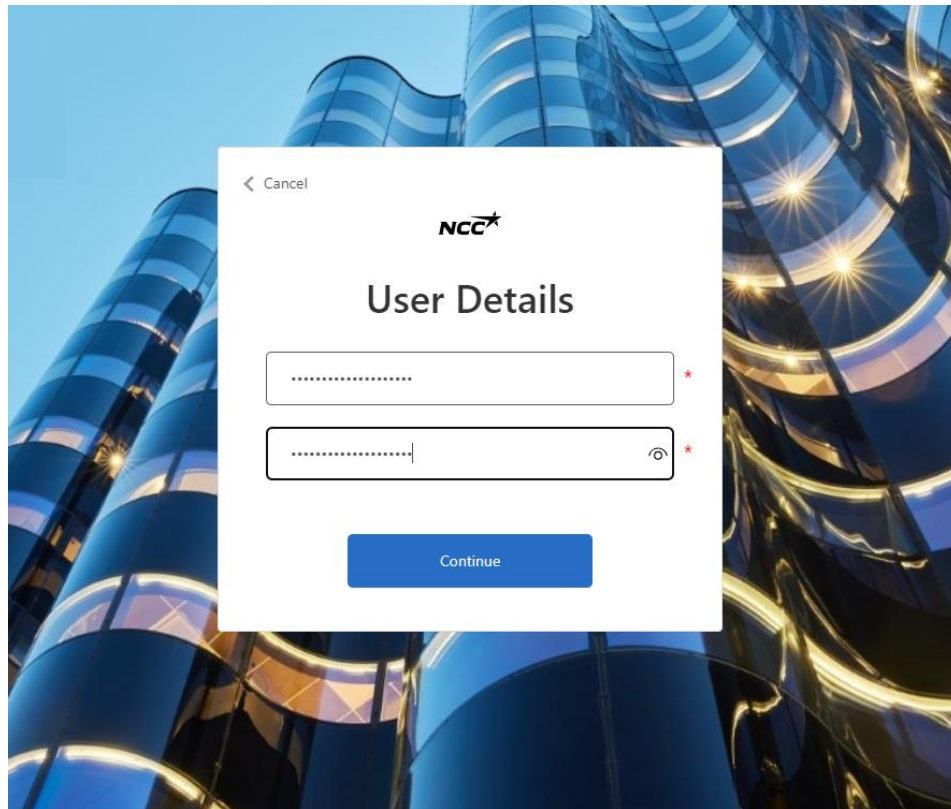


4. Email is now verified and you can click continue

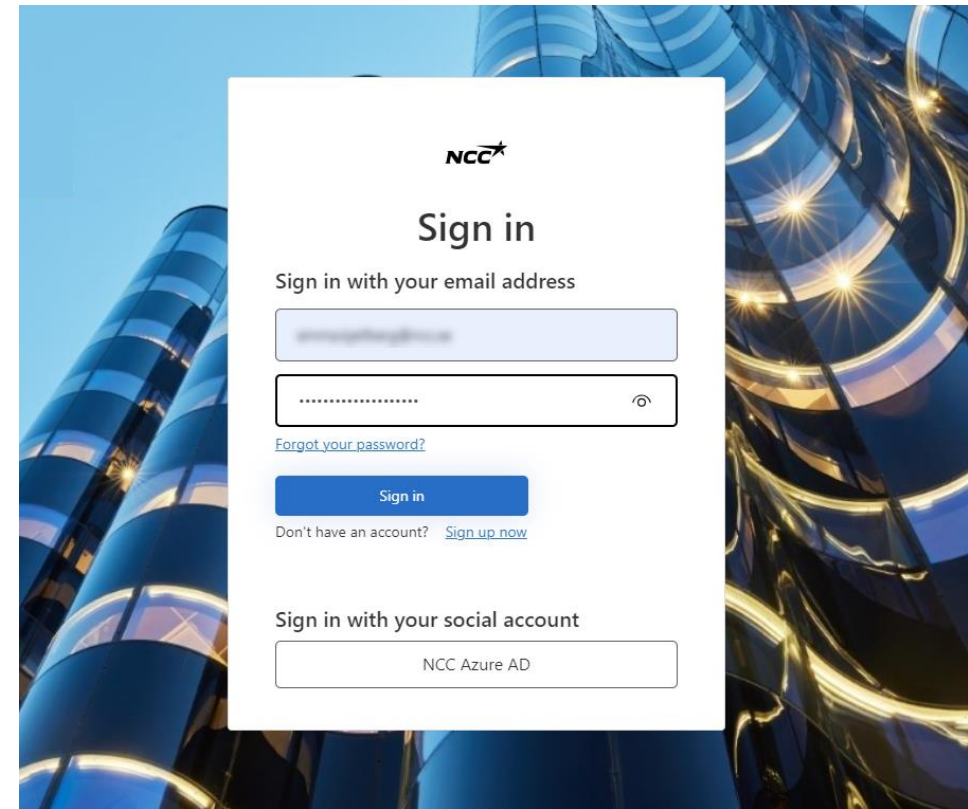


# Login for the first time

5. Create your Supplier Portal password



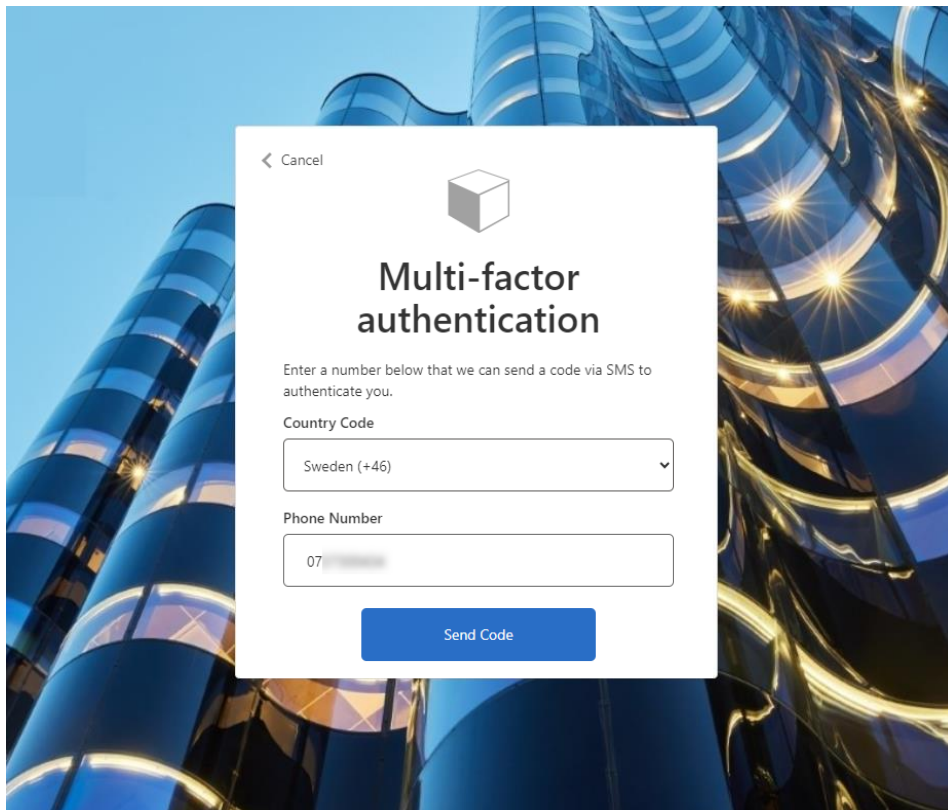
6. Start your login to supplier portal



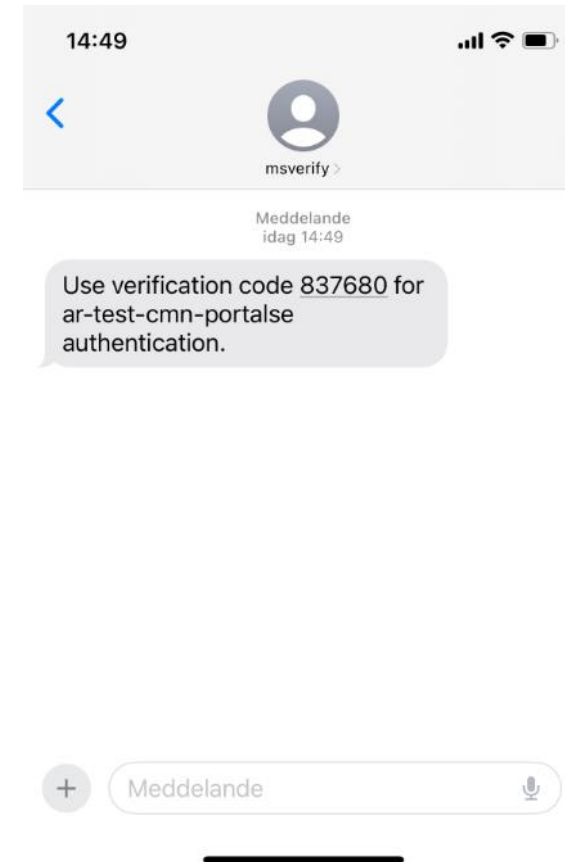


# Login for the first time

7. Enter your phone number for multifactor authentication

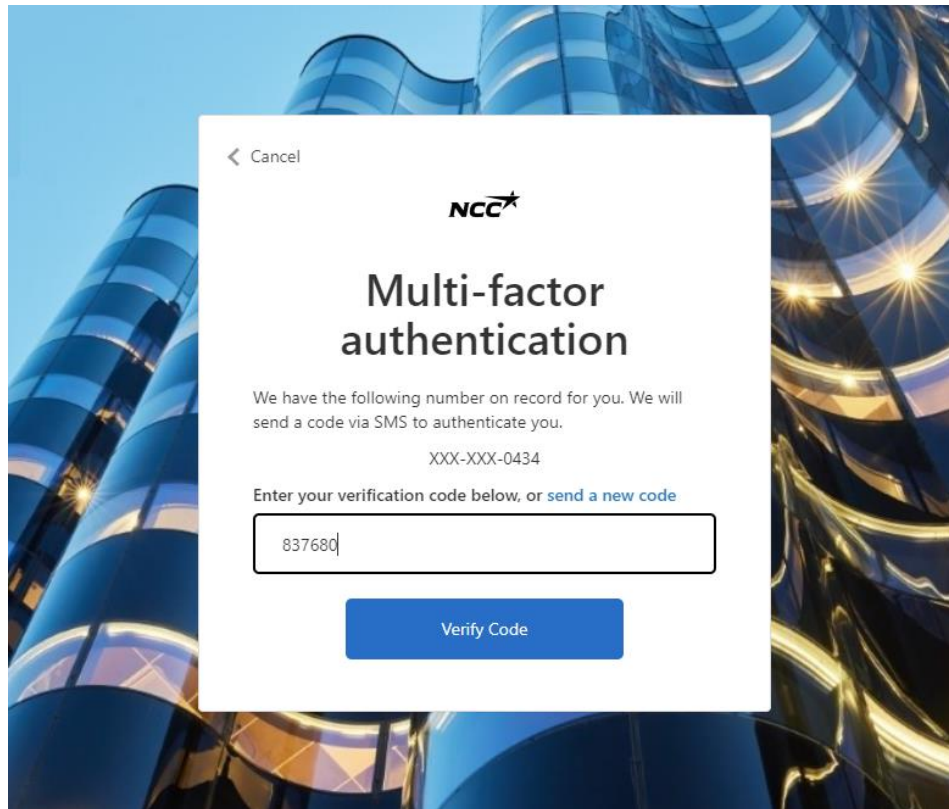


8. An sms with a code is sent

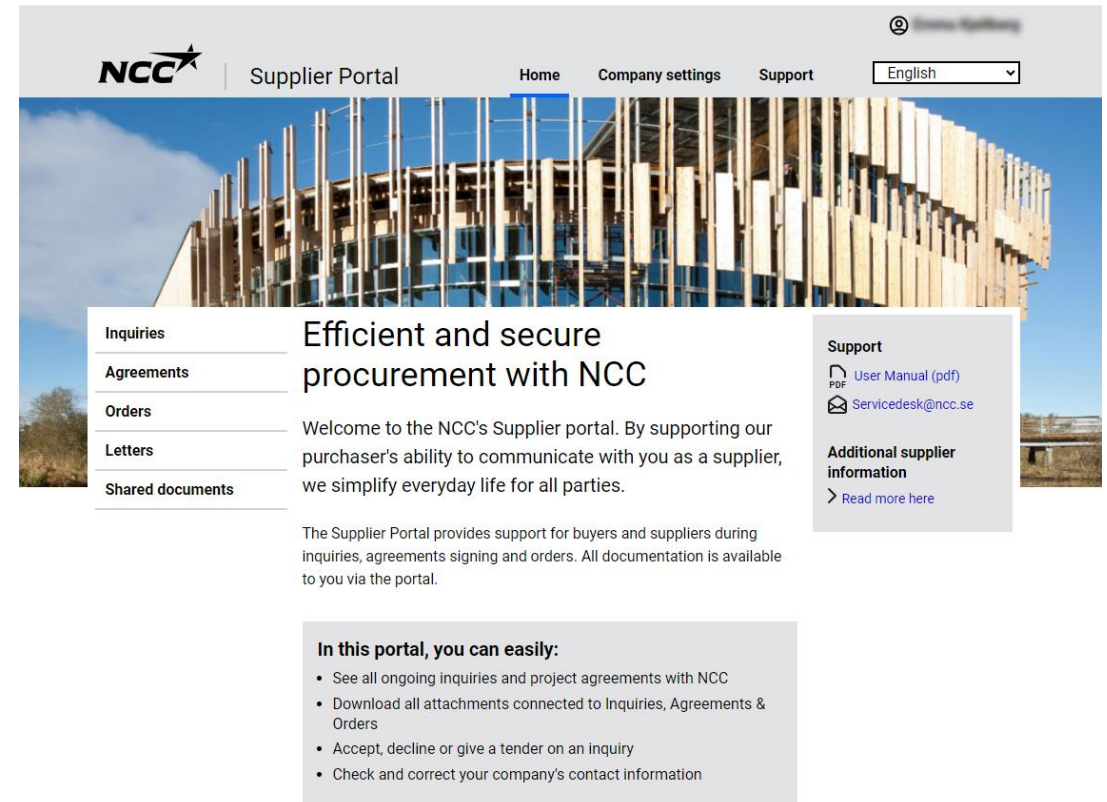


# Login for the first time

9. Enter the code received by sms



10. You are now logged into Supplier Portal



# Login in the future

Your account is set up and in the future you will automatically start at the login page and follow below steps:

