

NCC Supplier Portal User Guide



NCC Supplier Portal

The Supplier Portal is an aid that facilitates cooperation between NCC and suppliers during the tendering process, contract signing and call-offs.

This guide shows the workflow for NCC requests for quotes (RFQs) and features including settings and managing contact persons:

- 1. Invitation to participate in an RFQ
- Log in to NCC Supplier Portal - Home Page
- 2. Download RFQ
- 3. Download documents
- 4. Submit tender

Miscellaneous:

- Documents about your company may also be visible for NCC's purchasers
- All the supplier contact persons who log in can see all RFQs, agreements, call-offs and letters from NCC

1. NCC Supplier Portal – Invitation by email

Förfrågan - Skåpinredning o snickerier - [REDACTED]



Klicka här om du vill ladda ned bilder. Automatisk nedladdning av vissa bilder i det här meddelande



RFQ is available as an attachment

Svara Svara alla Vidarebefordra ...

mån 2022-11-28 10:30

NCC Purchase Portal

Project: [REDACTED]

Hi,

The above is available during the tender period, contact the undersigned about possible extension.

We offer you to submit a tender for cabinetry for project [REDACTED]

All attachments to the tender request can be downloaded at NCC's Supplier Portal.

The Supplier Portal is a support to facilitate cooperation between NCC and our suppliers during procurement, contract signing and call off.

In the portal, it is possible to:

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

The above is available during the tender period, contact the undersigned about possible extension.

Click on the link to login: [Supplier Portal](#)

For questions or problems with logging in, contact Service Desk tel. 0775-542 542.

User guide and more information is available on <https://www.ncc.se/leverantorsportal>

Best regards/

Link to Supplier Portal.
This contains requests for quotes (RFQs) and all attached documents to download

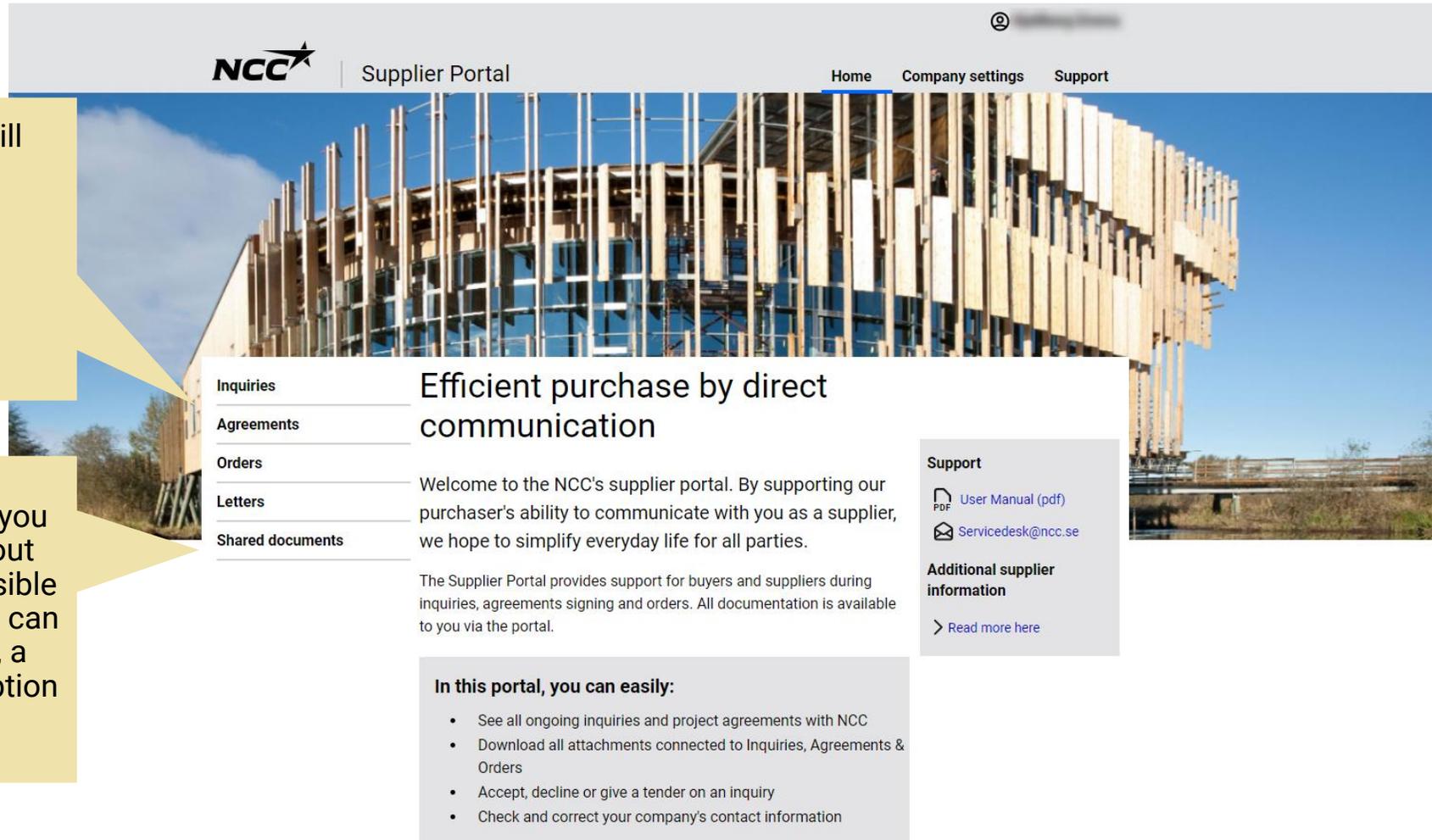


NCC Supplier Portal – Home Page

Under these headings, you will find

- RFQs
- Agreements
- Call-offs
- Letters

Under “Shared documents” you can upload documents about your company that will be visible for NCC’s purchasers. These can include reference projects, a brief product/service description and any certificates.



The screenshot shows the NCC Supplier Portal Home Page. At the top, there is a navigation bar with the NCC logo, the text 'Supplier Portal', and three menu items: 'Home', 'Company settings', and 'Support'. Below the navigation bar is a large banner image of a modern building under construction with a wooden facade. On the left side of the page, there is a vertical menu with the following items: 'Inquiries', 'Agreements', 'Orders', 'Letters', and 'Shared documents'. The main content area features a heading 'Efficient purchase by direct communication' followed by a welcome message: '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.' Below this is a paragraph: 'The Supplier Portal provides support for buyers and suppliers during inquiries, agreements signing and orders. All documentation is available to you via the portal.' To the right of the main content, there is a 'Support' section with a PDF icon and the text 'User Manual (pdf)', an envelope icon and the text 'ServiceDesk@ncc.se', and a section titled 'Additional supplier information' with a link '> Read more here'. At the bottom of the main content area, there is a box titled 'In this portal, you can easily:' containing a list of four bullet points: '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', and 'Check and correct your company's contact information'.

2. NCC Supplier Portal - Download RFQ

NCC | Supplier Portal

Home / Inquiries

Inquiries

Here you find all ongoing inquiries where you are invited to participate. Click on an inquiry to access all documents.

Date	Status	Project	Purchase Task	Your response	Final reply date
12/8/2022	Contains unseen documents			Not responded	12/21/2022 (13 Days left)
12/8/2022	New inquiry			Not responded	12/29/2022 (21 Days left)
11/29/2022	All documents downloaded			Not responded	12/31/2022 (23 Days left)
Enquiries that have passed the last date for tender response (max. 3 months old)					
8/26/2022	Contains unseen documents			Has replied	12/1/2022 Tender period elapsed

Under "Inquiries" you will find all current ongoing RFQs.

Click on any column header to sort, ascending/descending

After the tender deadline has passed, the RFQ remains on the list for 3 months. The feature for submitting responses is removed after the deadline.



3. NCC Supplier Portal – Download documents

The screenshot shows the NCC Supplier Portal interface. At the top, there is a header with the NCC logo and 'Supplier Portal' text. Navigation links for 'Home', 'Company settings', and 'Support' are visible. A breadcrumb trail reads 'Home / Inquiries / Inquiry'. A sidebar menu on the left lists 'Inquiries', 'Agreements', 'Orders', 'Letters', and 'Shared documents'. The main content area features a large image of a modern building. Below the image, the title 'Innerdörrar, trä - Pilothall Bioraffenaderi' is displayed. A text block states: 'Here are all the relevant documents for the inquiry. You can also submit your offer directly to the purchaser if you have documents on file.' Below this, there are three document links: 'View the inquiry (288.8 kB)', 'See table of content in purchase document', and 'Download all the attached documents (zip) (1.05 MB)'. To the right, a 'Project info' section includes a link to 'Read more about the project', a 'Contact' section with a redacted email address, and a 'RELATED INFO' section with a link to 'User Manual (pdf)'. At the bottom of the main content area, there is a timer showing '13 Days left' and three buttons: 'Accept' (green), 'Decline' (red), and 'Register tender' (dark blue). Below this is a table titled 'Attached documents' with columns for 'Documents', 'Rev. den.', 'Rev. date', and 'Comment'. The table lists three documents: 'ABM 07 .pdf', 'NCCs miljöregler för leverantörer i EU och EES (2021-08-26).pdf', and 'Uppförandekod för leverantörer 2020-11-18.pdf'.

Here, you can:

- Download all documents
- View the inquiry

- Accept or decline to participate
- Submit a tender

NCC's contact person for the current RFQ

4. NCC Supplier Portal – Submit tender

The screenshot shows the NCC Supplier Portal interface. At the top, the NCC logo and 'Supplier Portal' are visible, along with navigation links for Home, Company settings, and Support. The breadcrumb trail reads 'Home / Inquiries / Inquiry / Register tender'. A left-hand menu contains 'Inquiries', 'Agreements', 'Orders', 'Letters', and 'Shared documents'. The main content area is titled 'Innerdörrar, trä - Pilothall Bioraffenaderi' and includes instructions: 'You can submit your tender directly to the purchaser. Please follow the format below. Please click on "Register tender" to submit your answer.' Below this is a table with columns for 'Response costs', 'Quantity', 'Unit', and 'Price (Currency: SEK)'. The table contains one row for 'Base tender' with a quantity of 1.00 and a price of 0. A 'Total cost: 0' is displayed below the table. At the bottom, there is a text prompt 'If you have your tender on the file you can upload the files here.' followed by a file upload field with 'Choose File' and 'Upload' buttons. Three callout boxes provide instructions: one points to the 'Submit the tender', 'Save', and 'Back' buttons; another points to the price input field; and a third points to the file upload area.

Click "Submit tender" when you want to send the tender. A confirmation will be sent to you by email.

Enter the tender sum.

Upload the tender here if it is a document.



Company settings

Under "Company settings" you can manage your company's contact information and see which business area you are registered for.

If you need help changing business, you can contact one of NCC's purchasers.

Note! It is not recommended to connect a group email as a contact person due to security reasons. The Microsoft account is personal.

NCC Supplier Portal

Home Company settings Support

Preferences / Contact

Contact Business

Contact

Here you can change the contact details shown for NCC's buyers. By maintaining your contact information, you can avoid the requests sent to the wrong people at your company.

Add new contacts

When adding a new contact person

- Group e-mail address can only be used by one Microsoft-account
- an email with login information to the Supplier portal and information on how we process personal data will be sent to the new contact person
- make sure to keep the information updated and delete the contact when it's no longer needed

Name Role Geographical responsibility

E-mail Responsibilities

Phone Filial

Cell Phone

Cancel Save

Company Branch Show inactive

NCC Sverige AB All branches

Contact Information	Role/Workplace/Responsibility	Geographical responsibility
	Other Solna (HO)	

Adding new contacts or editing existing ones when necessary is essential for ensuring successful communication with NCC.

"Show inactive" to avoid adding duplicates to the list, this delimit the amount of contact persons and make it easier for NCC's to choose the correct contact person.

Support

NCC Supplier Portal Home Company settings Support

Inquiries

Agreements

Orders

Letters

Shared documents

Support

On this page you will find contact information for our support, links to guides and answers to the most common questions

Manual and contact

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

ServiceDesk@ncc.se

Additional supplier information

[> Read more here](#)

FAQ

I want to share an inquiry to a colleague at my company. What is the best way? ^

The best way is to ask that person to log in to Suppliers portal and in the folder Inquiries find the project. All persons are listed in "settings" and if a person is missing you can easily add her/him. Thereafter an invitation is sent to that person so the Microsoft account can be connected.

I can't download all documents to the zip-file. An error message appears. How can I solve it? v

I can't find the Inquiry and the documents anymore. They have disappeared. v

I want to send a tender to NCC. What is the easiest and most secure method? v

Here you can find guides and answers to frequently asked question

