

# 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

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

Inquiry – Caterercontract – Test – Näringslivets Hus

roland.lofstrand@ncc.se

Sent: to 2017-01-26 09:35

To: Fredrik Pajala

Message Inquiry\_Caterercontract\_caterermanufacturer.pdf (21KB)

RFQ is available as an attachment

NCC Purchasing Portal



Project: 5058064 – Test – Näringslivets Hus

Hi,

We offer you to submit a quotation for the project Test - Näringslivets Hus. All annexes to the tender request can be downloaded at NCC's supplier portal.

The Supplier Portal is a support to facilitate co-operation between NCC and our suppliers in procurement, contract writing and call termination.

In the portal you are able to:

- Accept or decline to participate in a procurement – download document
- See ongoing procurements where you participate – see all project agreements you have with NCC
- Make an offer on inquiry

All the above are available during the tender period, please contact the undersigned for any renewal

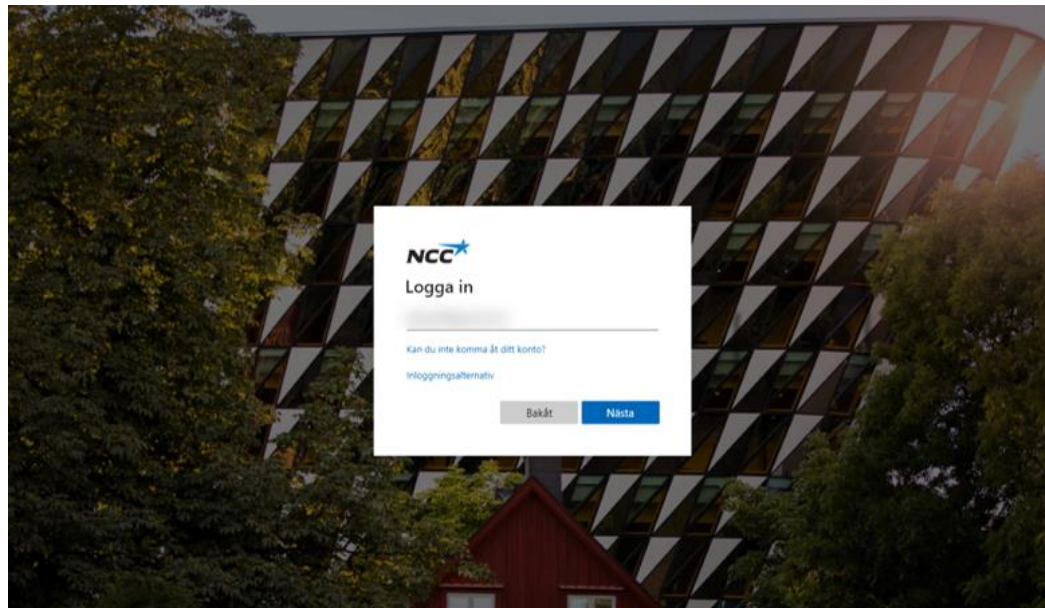
Click on the link to log in: [Supplier Portal](#)

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

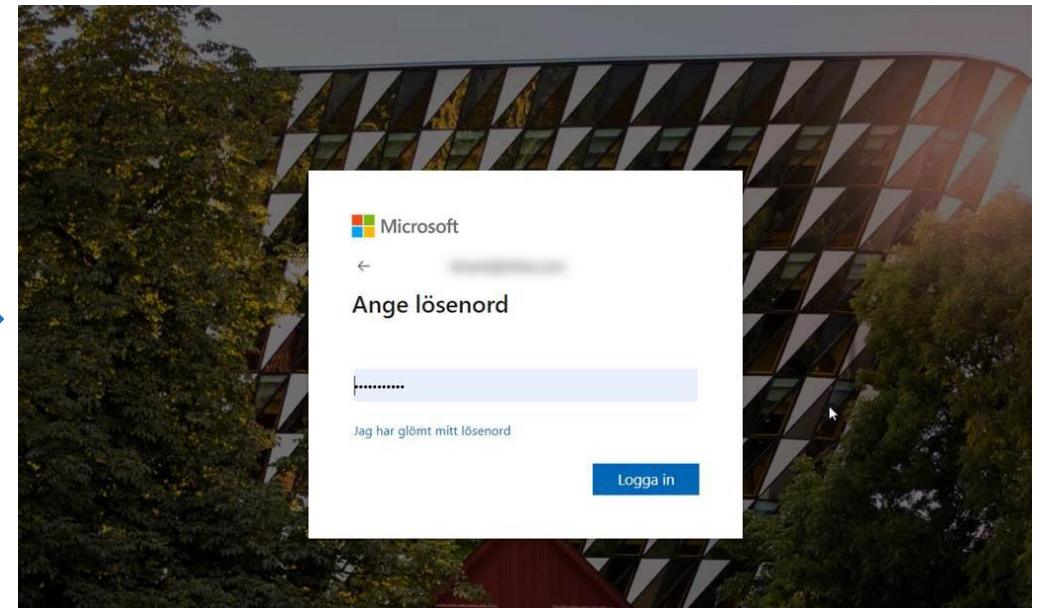
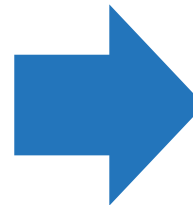
Roland Löfstrand

# Easily sign in via Microsoft

If you have a Microsoft account associated with your email address, simply sign in immediately (after a two-way Authentication against NCC with the help of phone or SMS). If your registered email is not connected to a Microsoft account we refer you to "Guide – Log in without a Microsoft account"



Sign in with the email address connected to your Microsoft account



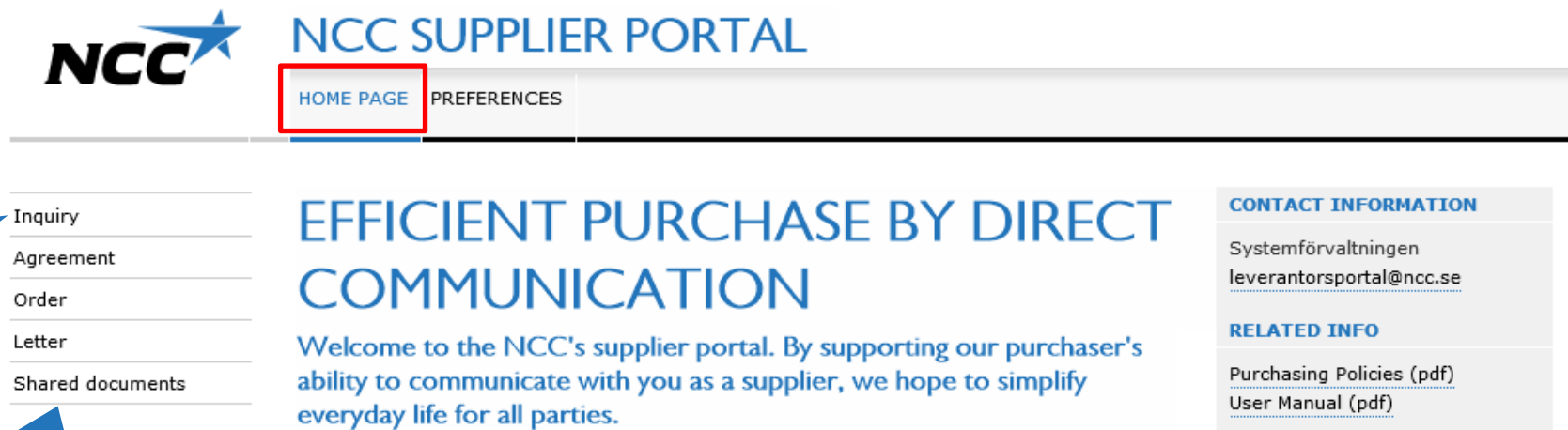
Enter the password you've associated with your Microsoft account

# NCC Supplier Portal – Home Page

Logged on: emma.kjellberg@ncc.se

Under these headings, you will find

- RFQs
- Agreements
- Call-offs
- Letters



The screenshot shows the NCC Supplier Portal Home Page. At the top left is the NCC logo. To its right is the text 'NCC SUPPLIER PORTAL'. Below this is a navigation bar with 'HOME PAGE' (highlighted with a red box) and 'PREFERENCES'. On the left side, there is a vertical menu with the following items: Inquiry, Agreement, Order, Letter, and Shared documents. The main content area features the heading 'EFFICIENT PURCHASE BY DIRECT COMMUNICATION' and 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.' This is followed by 'In this portal, you can easily:' and a list of five bullet points. On the right side, there is a 'CONTACT INFORMATION' section with the email 'leverantorsportal@ncc.se' and a 'RELATED INFO' section with links to 'Purchasing Policies (pdf)' and 'User Manual (pdf)'. At the bottom right, there is a photograph of a person in a high-visibility vest standing in front of a large, curved, metallic structure under a blue sky with clouds.

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 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 the ongoing inquiries in which you participate
- See all project agreements you have with the NCC
- Download all attachments to the Inquiries, Contracts & Orders
- Accept or decline to participate in an inquiry
- Give a tender on an inquiry



## 2. NCC Supplier Portal – Download RFQ

**NCC** 

**NCC SUPPLIER PORTAL**

HOME PAGE PREFERENCES

**INQUIRIES**

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

Date	Status	Your answer	Final reply date
<u>8/22/2017</u>	New inquiry	Not responded	9/1/2017
Trafikomläggningsentreprenader - 00402753001 Tenstaledningen, etapp 2			
<i>Sent to: NCC Sverige AB, mikael.k.svensson@ncc.se</i>			
<u>8/22/2017</u>	New inquiry	Not responded	9/11/2017
Markanläggningsentreprenad - 00187841001 Allégården			
<i>Sent to: NCC Sverige AB, johan.kaldner@ncc.se</i>			
<u>8/25/2017</u>	New inquiry	Not responded	9/11/2017
Markanläggningsentreprenad - 00187841001 Allégården			
<i>Sent to: NCC Sverige AB, johan.kaldner@ncc.se</i>			
<b>Enquiries that have passed the last date for tender response (max. 3 months old)</b>			
<u>6/19/2017</u>	Contains none viewed documents	Accepted	8/25/2017
Schaktfri rörläggningentreprenad - 00406990001 Kungsängsverket och Kungsängens gård			
<i>Sent to: NCC Sverige AB, kent.a.pettersson@ncc.se</i>			
<u>8/17/2017</u>	New inquiry	Declined	8/23/2017
Borrningsentreprenad - X10011523 Förbildning Ljusdal 220KV			
<i>Sent to: NCC Sverige AB, gorgen.jonsson@ncc.se</i>			
<u>6/14/2017</u>	Contains none viewed documents	Downloaded documents	8/18/2017

Under “Requests for quotes” you will find all current ongoing RFQs. To open the one you want to work with, click the date.

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

**NCC** NCC SUPPLIER PORTAL

HOME PAGE PREFERENCES

**MARKANLÄGGNINGSENTREPRENAD - ALLÉGÅRDEN**

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.

**CONTACT**  
Börje Nilsson  
+4649169683  
[borje.x.nilsson@ncc.se](mailto:borje.x.nilsson@ncc.se)

**RELATED INFO**  
[User Manual \(pdf\)](#)

**ATTACHED DOCUMENTS** 14 DAYS LEFT

Documents	Rev. den.	Rev. date	Comment
<i>General</i>			
<a href="#">ABT-U 07.pdf</a>			
<a href="#">ID06.pdf</a>			
<a href="#">QIII_LFU_enligt_System_2008.pdf</a>			
<a href="#">UE 2015.docx</a>			16e okt
<a href="#">090921_Racke_07.pdf</a>			
<a href="#">090928_Bilaga_till_Racke_07.doc</a>			
<a href="#">NCCs arbetsmiljökrav på underentreprenörer (2015-12-16).pdf</a>			
<a href="#">NCCs miljöregler för leverantörer i Norden (2016-01-21).pdf</a>			
<a href="#">Krav på fordon och anläggningsmaskiner (2016-03-01).docx</a>			
<a href="#">A40.1-112.pdf</a>	D	2016-11-16	A-PM 6
<a href="#">A40.1-120.pdf</a>	B	2016-11-16	A-PM 6

Here, you can:

- Download all documents
- Accept or decline to participate
- Submit a tender

NCC's contact person for the current RFQ

If a purchase document was updated during the tender period, you can view earlier versions here

# 4. NCC Supplier Portal – Submit tender

**NCC** **NCC SUPPLIER PORTAL**

HOME PAGE PREFERENCES

**TRAFIKOMLÄGGNINGSENTREPRENADER - TENSTALEDNINGEN, ETAPP 2**

You can submit your tender directly to the purchaser. Please follow the format below. Please click on "Register tender" to submit your answer.

**Response costs** **Cost (Currency: SEK)**

Grundanbud	0
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**Total cost: 0**

**Answer other areas** **Comment**

If you have your tender on the file you can upload the files here.

Bläddra... Upload

Submit the tender  
Save  
« Back

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.



# Miscellaneous NCC Supplier Portal – Settings

Under “Settings” you can manage your company’s contact information and see which business area you are registered for. If you need help changing this, you can contact one of NCC’s purchasers.

**NCC** NCC SUPPLIER PORTAL

HOME PAGE **PREFERENCES**

**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.

COMPANY: NCC SVERIGE AB All branches Add new contacts +

Contact Information	Role/Workplace/Responsibility	Geographical responsibility
<b>Åke Forsberg</b> ake.forsberg@ncc.se Last changed: 4/29/2016 Barbro Fångsjö	Other Solna (HO)	Bräcke
<b>Anders Karlsson</b> anders.k.karlsson@ncc.se 021-10 55 00 Last changed: 2/19/2014 Roland Löfstrand	Calculator Solna (HO) Kalkyl	
<b>Anders Lundin</b> anders.lundin@ncc.se 070-6994187 Last changed: 3/4/2009 be		
<b>Anders Önerheim</b> anders.onnerheim@ncc.se Last changed: 1/29/2010 j		
<b>Andreas Bergman</b> andreas.bergman@ncc.se Last changed: 9/18/2015 E		
<b>Andreas Nilsson</b> andreas.nilsson@ncc.se 040-31 71 97 Last changed: 2/12/2016 F		
<b>Anitta Dahl</b> anitta.dahl@ncc.se		

Modal form fields:  
Name: Anders Karlsson  
E-mail: anders.k.karlsson@ncc.se  
Phone:   
Cell Phone: 021-10 55 00  
Role: Calculator  
Responsibilities: Kalkyl  
Filial: Solna (HO)  
Geographical responsibility:   
Buttons: Save, Cancel

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

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

If a limited selection appears here, it will make it easier for NCC’s purchasers to choose the correct contact person.

