

Registration and first steps in the portal

There are two ways to register in the SPS portal:

- Registration after invitation for existing suppliers of STRABAG
 - Your general company data are stored in the system.
 - You have already received an invitation e-mail or start the registration process in conversation with your STRABAG contact person.
- Self-Registration for new suppliers
 - We do not have your company data yet.
 - You can register directly in the SPS portal.

Registration after invitation

Login with data from invitation e-mail

You have received an invitation e-mail for our supplier portal SPS – STRABAG Portal for Suppliers. You can use the link contained in it to request an initial password.

Please click on the "Login page" link in the e-mail.

Subject

STRABAG SPS - Welcome to the supplier portal

Message

Mrs. Mia Musterfrau,

Welcome to our supplier portal SPS - STRABAG Portal for Suppliers.

We ask you, as the contact person for your company, to check the data you have provided and, if necessary, to complete or update it.

To do this, please request a new password on the login page. You can access the registration page via the link below.
[Login page](#)

For the next steps you will find detailed information and help on SPS on our supplier homepage:

For Germany:
supplier.strabag.com/de

For Austria:
supplier.strabag.com/at

We look forward to a partnership through our joint supplier portal.

Kind regards
STRABAG SE / Your TEAM SPS - STRABAG Portal for Suppliers

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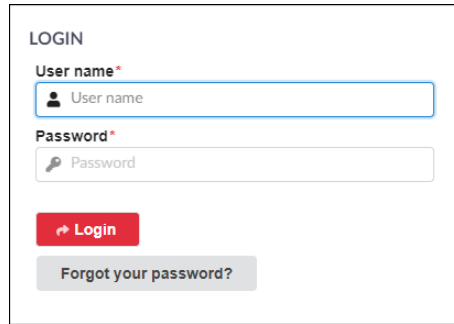
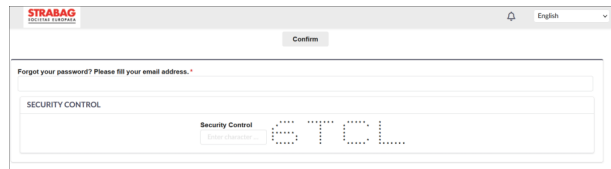
Clicking on it opens the following window:

- Enter your e-mail address under "Forgot your password? Please fill in your e-mail address."
- Fill in the security control field with the number/digit combination shown.
- Following this, please click on the "Confirm" button.
- An e-mail will be sent to the address provided and you can then continue as described in the section "Authentication".

If necessary → Request password

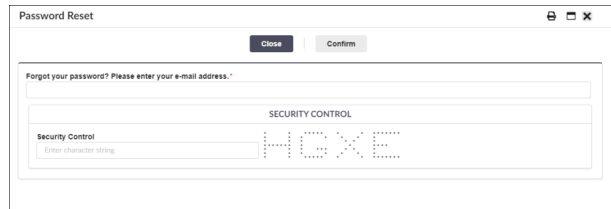
You may no longer have the invitation e-mail at hand. In this case, please request a new password via the page sps.strabag.com.

To do this, click on the "Forgot your password?" button.



The following window Reset opens:

- Under "Forgot your password? Please enter your e-mail address" enter the e-mail address of the account via which you received our e-mail.
- Fill in the security control field with the number/digit combination shown.
- Following this, please click on the "Confirm" button.



An e-mail will be sent to the address provided and you can then continue as described in the Section "Authentication".

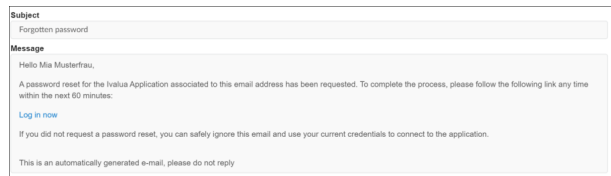
Authentication

In the next step, please authenticate yourself on the portal. You have received an e-mail with the subject "Forgotten password" from the portal which is only valid for 60 minutes.

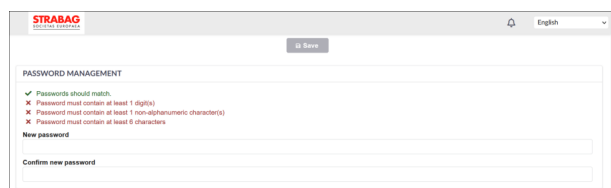
Note: If you have not received the e-mail, check your SPAM folder or entry of the e-mail address. It must be identical to the e-mail address via which you received the invitation e-mail from the portal.

- Please click on the "Log in now" link in the e-mail.

You will then be redirected to a page where you can enter a new password.

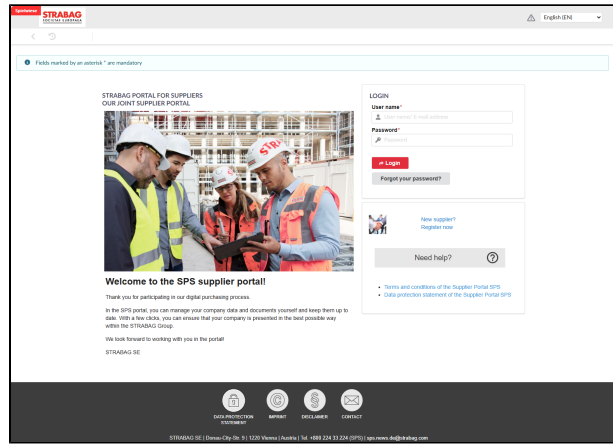


- Assign your personal password here for future logins.
- When doing so, please follow the security rules displayed. Otherwise your password cannot be accepted for security reasons.
- Confirm your password again under "Confirm new password" and click "Save".

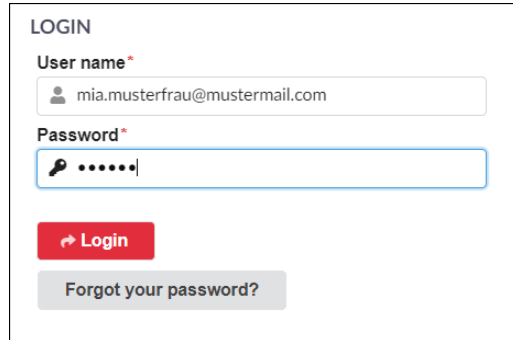


The system will redirect you back to the SPS login page.

- Enter your e-mail address and the password you have just chosen and click on the "Login" button.



- Used here as an example: E-mail address: mia.musterfrau@mustermail.com Password: chosen personally

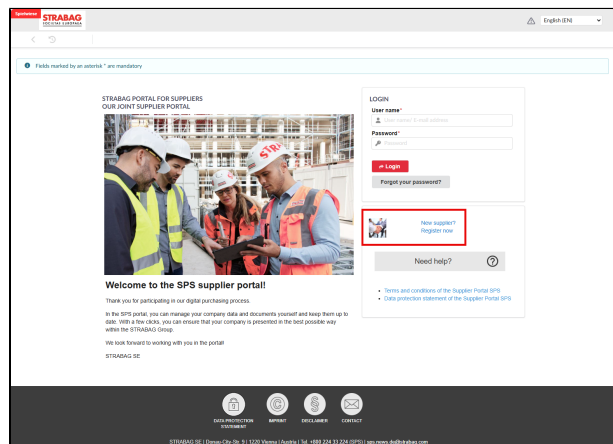


- The "General terms of use" must be confirmed and the "Data Protection Statement" acknowledged to allow storage and further internal processing.
- Please confirm by clicking on each one.

Self-Registration for new suppliers

Registration via link on the login page

At sps.strabag.com you can register yourself on the SPS portal by clicking on the button outlined in red.



Entering the company information

After clicking on the button "New supplier? Register now", a new page will open where you can enter the company information. Fields marked with an asterisk are mandatory and therefore must be filled in. Registration cannot be completed unless all mandatory fields are filled in.

COMPANY INFORMATION	
Company name according to commercial register entry*	Bau AG
Company addition	Company addition
Tax ID *	DE145987632

Entering the address information

The address is entered using Google search. To do this, start with your company address in the "Address" field. Google will display suggestions for the address as you start entering it.

ADDRESS

Address * Submit

Street

Zip Code City en

Country

When the correct address has been entered, it can be confirmed with the "Submit" button. The remaining address fields will then be filled in automatically.

Entering the contact information

Please enter the details of the contact you would like to register on the portal in the contact information block.

CONTACT INFORMATION

First Name * Last Name *

Email *

Password * Confirm password *

Passwords should match.
 Password must contain at least 1 digit(s)
 Password must contain at least 1 non-alphanumeric character(s)
 Password must contain at least 6 characters

Entering the security control

Please enter the characters of the security control as displayed above the input field.

SECURITY CONTROL

Acknowledging the data protection statement

Once you have filled in all the remaining mandatory fields, you must confirm that you have read and understood the data protection statement. To do this, please place a checkmark in the corresponding field.

PRIVACY POLICY

[Data Protection Statement of the Supplier Portal SPS](#)

I hereby validate the legal mentions*

* Mandatory field

Please confirm that your information has been entered correctly by clicking on the button "Register".

After you have clicked on "Register", the following message will appear and you can return to the login page.

STRABAG SOCIETAS EUROPAEA

English

We thank you for your visit.
Your request for registration has been taken into account. You will receive soon an e-mail from us with the next steps.

[Go back to login page](#)

You will then receive an e-mail as follows:

Subject: STRABAG SPS - Your registration request in the supplier portal

Message:

Dear Sir/Madam Moritz Mustermann,

Thank you for your registration request.

Your company data will now be checked.

During this time, access to the portal is not possible. Afterwards we will contact you.

For more information about SPS, please visit our supplier information website:
For Germany: supplier.strabag.com/de

For Austria: supplier.strabag.com/at

We are looking forward to a cooperative partnership via our joint supplier portal.

Yours sincerely

STRABAG SE / Your TEAM SPS - STRABAG Portal for Suppliers

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This is an automatically generated e-mail, please do not reply
This is an automatically generated e-mail, please do not reply

You will have to wait until STRABAG checks and approves your information. You cannot log in to the portal until this step has been completed.

As soon as the information for the portal has been checked and approved, you will receive another e-mail with the subject line "STRABAG SPS – Your registration in the supplier portal was successful".

If STRABAG has not approved your information, you will receive an e-mail with the subject line "STRABAG SPS – Your registration in the supplier portal was not successful".

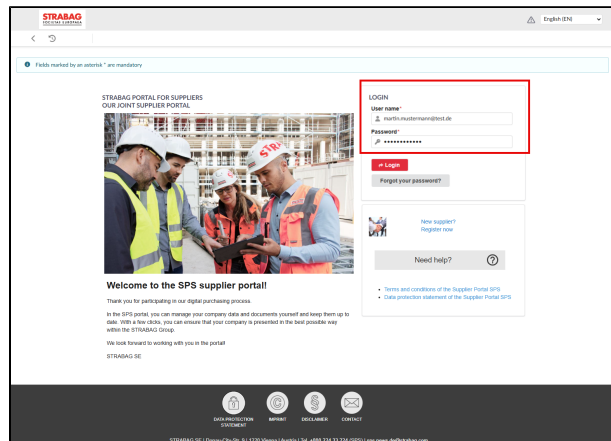
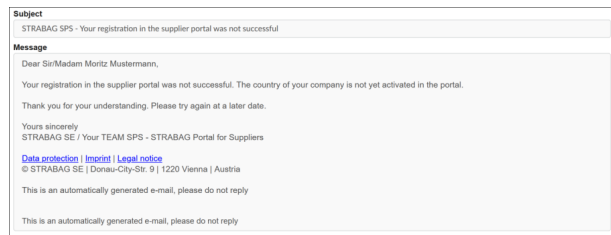
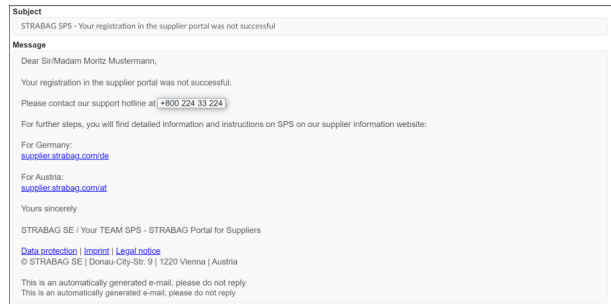
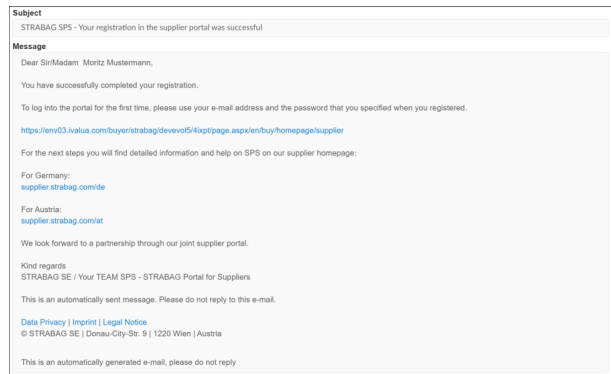
Please contact our SPS support hotline for clarification. Please refer to the telephone number in the e-mail.

If your company headquarters are located in a country which has not yet been activated for SPS, then you will also receive a notification from the portal.

If your registration on the portal is successful, and you have received the e-mail with the subject line "STRABAG SPS – Your registration in the supplier portal was successful", you can log in to the portal. To do this, use the link in the e-mail and your login details consisting of the e-mail address you provided during the registration process and the password you chose.

First login into the portal

You can log in to the portal with your e-mail address and the password you assigned. After entering the login details, click on the "Login" button.

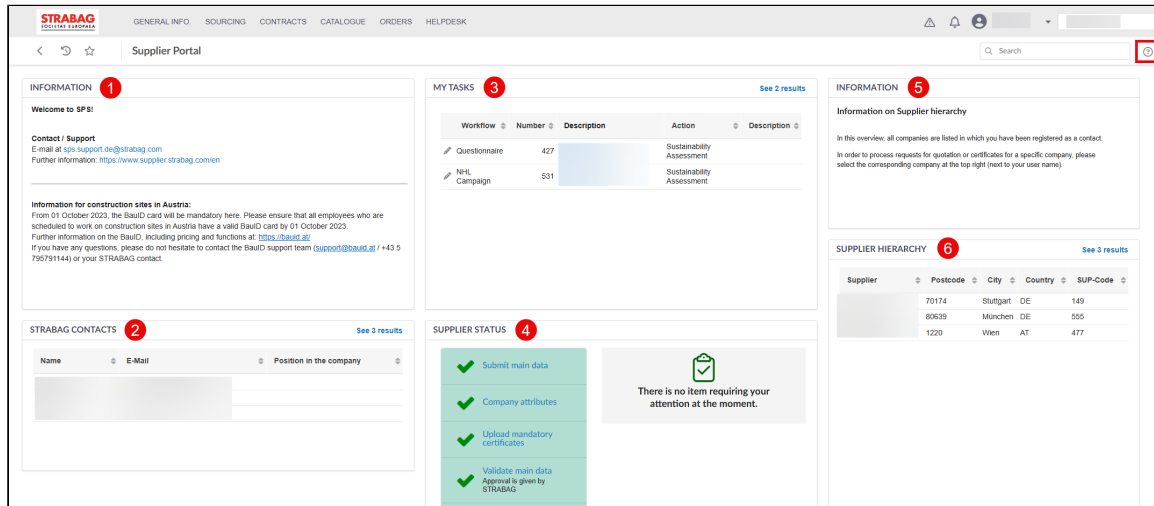


Click on the "General Terms and Conditions of Use" to acknowledge them. Please also confirm again here that you have read and understood the data protection statement. This is necessary to allow storage and internal processing of your information.

Landing Page

When you log in to the portal, you will be directed to the landing page in the SPS supplier portal.

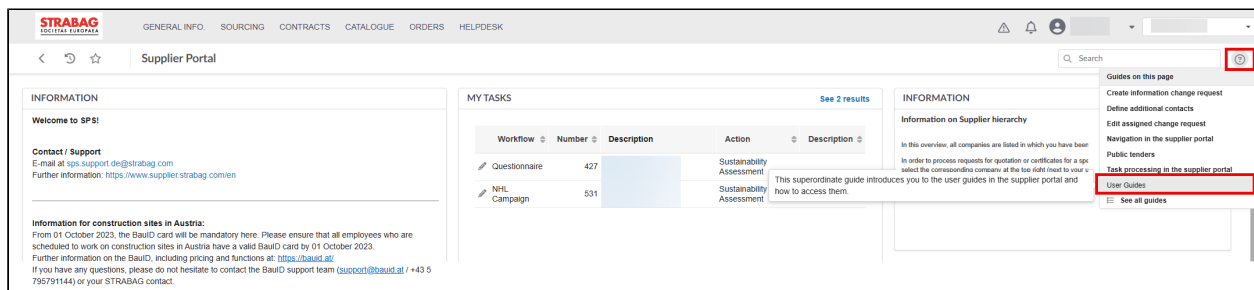
1. "INFORMATION". Here you will find an informational text from the Purchasing Department.
2. "STRABAG CONTACTS" are shown if available.
3. Under "MY TASKS" you will see all upcoming tasks that you have to work on.
4. The "SUPPLIER STATUS" shows which process step of the registration you are currently in.
5. "Under "INFORMATION," you will find an overview of the company structure.
6. "SUPPLIER HIERARCHY" shows, if applicable, your associated company structure with additional locations.
7. In the menu bar, in addition to "GENERAL INFORMATION", you will find other modules such as "SOURCING", "CONTRACTS", "CATALOGUE", "ORDERS", and "HELPDESK". On the "HELPDESK" page, you will find useful information and instructions, which you are also welcome to download.



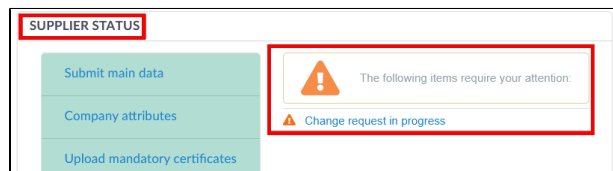
SPS User Guide

Furthermore, a "SPS User Guide" is available in SPS. The click-by-click-instructions show in a compact and easy way how to use key functions in the portal.

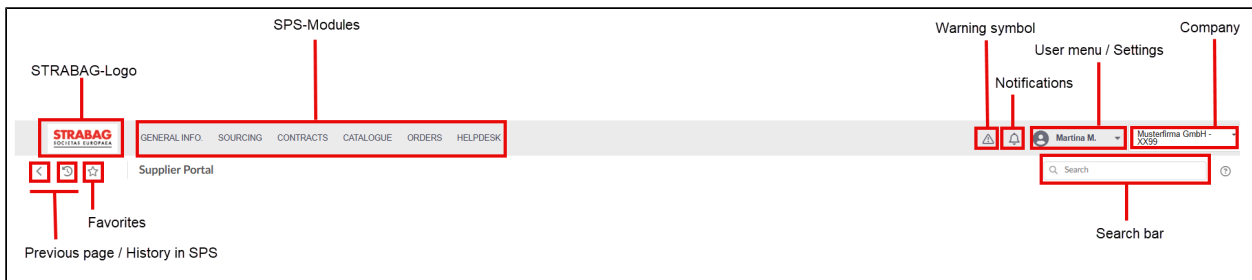
To open the guide, click on the ?-symbol on the right side of the screen.




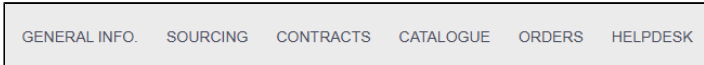
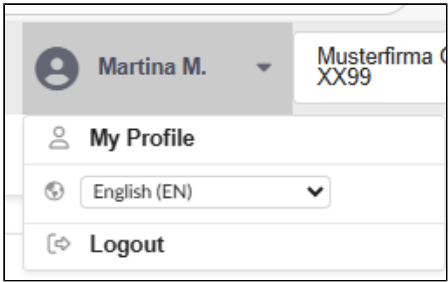



In the process overview, current information is displayed in the form of alerts, if required, e. g. if STRABAG asks you to make a change to your main data:




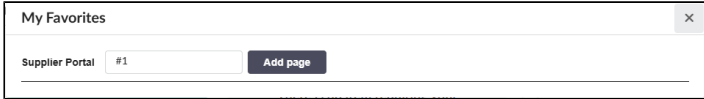


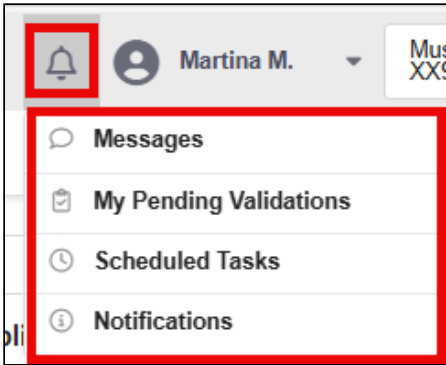




Menu bar in the SPS portal



The following is a detailed description of the menu bar in the SPS Supplier Portal:

Navigation element	Navigation description
<p>STRABAG Logo</p> 	<p>Clicking the STRABAG logo takes you back to your home page.</p>
<p>SPS-Modules</p> 	<p>The menu bar lists all SPS modules assigned to you as a supplier.</p>
<p>Settings</p> 	<p>You can customize your settings via "Settings." The following options are available to you.</p>
	<p>Via "My profile," you can:</p> <ul style="list-style-type: none"> • configure general settings and notification settings. • view and edit/update your personal data in SPS <p>ATTENTION: A registered e-mail address cannot be changed, otherwise your access authorization will expire.</p> <p>If a new e-mail address is required, you must create a new contact and assign a new account to it. For more information, see the next chapter, "Add Additional Contacts."</p>
	<p>Click this dropdown menu to configure the language settings.</p>
	<p>Click "Logout" to log out of SPS.</p>

<p>Previous page</p> 	<p>To return to the previous page, click the symbol below the “STRABAG” Logo with the left-pointing arrow.</p>
<p>History in SPS</p> 	<p>Clicking the circular symbol takes you to the history, which lists all the pages you have recently visited. You can access them by clicking on them.</p>
<p>Favorites</p> 	<p>You can save frequently visited or important pages as “Favorites.” First, open the page you want to save as a favorite. There, click on the star symbol. This opens the following view:</p> 
	<p>You can now save the selected page under a specific name. Clicking the “Add Page” button adds the page to your favorites in SPS.</p> <p>Favorites can be accessed at any time via the yellow star symbol. Once pages have been saved as favorites, the star symbol changes from white to yellow. To edit or delete a favorite, click the yellow star symbol again. You can edit the favorite using the pencil symbol.</p> <p>You can delete the favorite using the trash can symbol.</p>
<p>Search bar</p> 	<p>In the search bar, you can perform targeted searches within SPS by entering search terms.</p>
<p>Warning symbol</p> 	<p>The warning symbol displays system notifications, such as whether a change request is in progress.</p>
<p>Task symbol</p> 	<p>The task symbol informs you about tasks and notifications.</p> <p>Clicking on it opens a dropdown menu with the following options.</p>
	<p>Via “Messages,” you can access the message center.</p>
	<p>Via “My pending validations,” you can view an overview of your pending validations.</p>

<p>Scheduled Tasks</p>	<p>Via "Scheduled Tasks," you can view an overview of your scheduled tasks.</p>
<p>Notifications</p>	<p>Via "Notifications," you can access the notification center. Here, you can use various filter options to filter notifications and display search results as precisely as possible.</p>

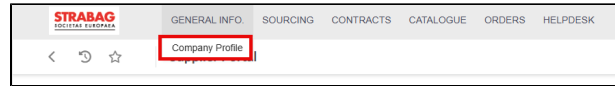
To edit your tasks, please open them by clicking the pencil symbol in the tile "MY TASKS" on the landing page.

If there are more than three results, you can expand the task overview by clicking the "See ... result(s)" field.

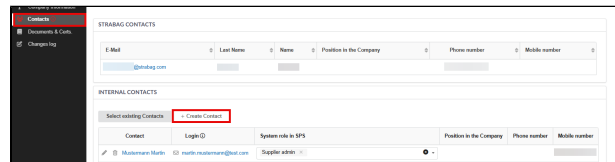


Specify additional contacts

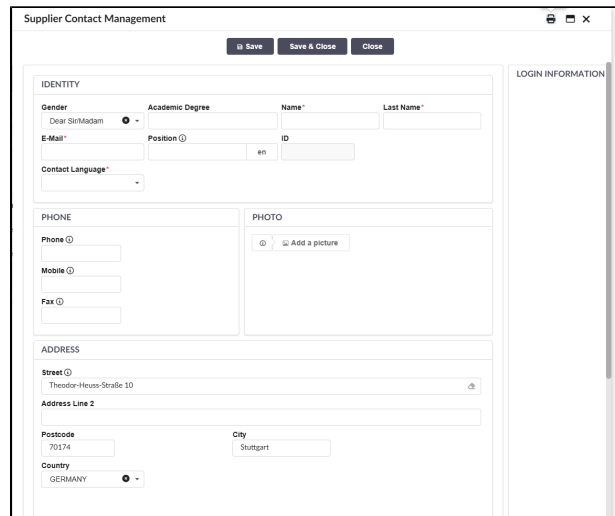
Under the menu item "GENERAL INFORMATION" you will find the "Company Profile" page. Here you can create new contacts.



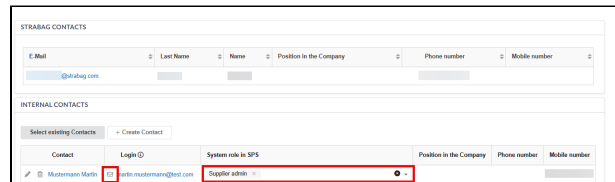
- Click on the navigation item "Contacts" in the navigation bar on the left and on the "+ Create contact" button.



- Fill in all mandatory fields (marked with a red asterisk with your new contact's details).
- Then finish your entries by clicking on the "Save & Close" button.



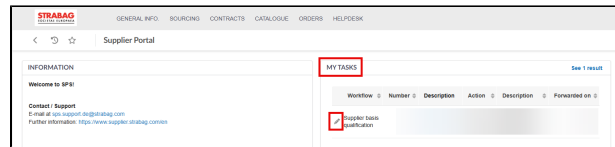
- When you have created the new contact, select the system role "Supplier admin". This ensures that e-mails and tasks from the system are sent to the new contact.
- Then click on the letter symbol behind the contact's name. As a result, the contact is invited and receives a link to generate their login credentials at the e-mail address provided.
- Then, the contact's registration can be carried out as described above.
- The access data in the e-mail to the new contact is valid for 60 minutes. When the time has expired, new access data can be requested on the login page via "Forgot your password?"



Submit main data

After you log in, your open tasks are displayed in the tile "MY TASKS".

Please click on the pencil symbol in front of the task to edit the task directly.



Your task: "Submit main data"

- General company data is already stored in the system. Please check the data carefully, as it can only be adjusted in this process step. Where necessary, correct or supplement the data. Make sure that the data is correct. On this basis, we will consider you for tenders or will issue invoices, for example.
- We recommend to save your entered data with the "Save" button before changing pages. Green buttons are then to be pressed each time after saving entered data. The "Validate main data" button takes you to the next page and sends your entry to your STRABAG contact for checking. Subsequent changes are only possible after STRABAG has checked the data.
- It is possible that commodities have already been entered to illustrate your range of services. Please check the information under "Supplier Commodities" carefully. Among other things, the selection of commodities controls the relevance for tenders. Where necessary, correct/complete the commodities by clicking on the three dots (...). Further information on the commodities can be found in the detailed guide "Commodities".
- Click on the "Submit for Activation" button to confirm the data to STRABAG. Please pay attention to the message on the portal that commodities/main data are frozen and can no longer be edited until checked by STRABAG. Your data will now be forwarded for STRABAG's internal review.
- After your main data has been released by STRABAG, you can view your main data at any time. If necessary, you can still correct your main data after it has been released by STRABAG. The procedure is described in our "Change request main data" instructions.

Your task: "Upload mandatory certificates"

- Next, depending on your legal form, update the Commercial documents. You can upload them to the system in the navigation item "Documents & Certs". If you do not upload any certificates, you may receive multiple certificate requests from different STRABAG contacts. You can prevent this by uploading the required certificates. A guide to uploading certificates can be found in our instructions for "Managing Certificates".
- Your data will now be forwarded for internal STRABAG verification. You will promptly receive an e-mail confirming your successful registration.
- The process steps on your SPS landing page are shown in green.

