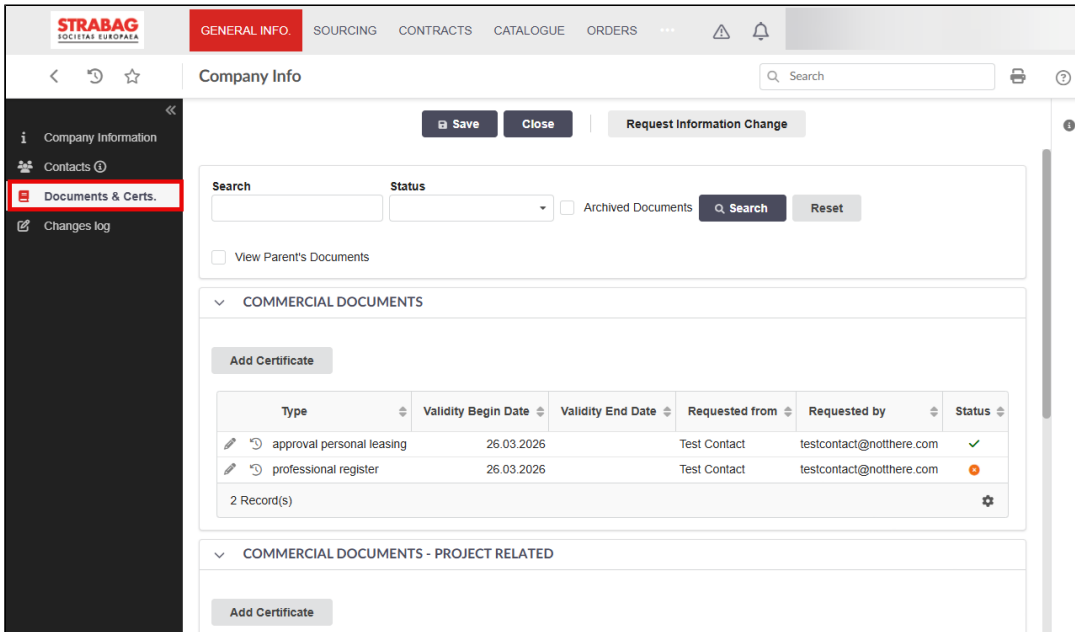


Certificate management

In the SPS Supplier Portal, you can find an overview of the document management in the navigation item "Documents & Certs":



Here you will see various document statuses:

Type	Validity Begin Date	Validity End Date	Requested from	Requested by	Status
approval personal leasing	26.03.2026		Test Contact	testcontact@notthere.com	✓
professional register	26.03.2026		Test Contact	testcontact@notthere.com	⊕
2 Record(s)					⚙️

Document status	Meaning
Draft/ Approval in progress	The document has not yet been submitted or still needs to be reviewed by STRABAG.
Approved	The document has been approved by STRABAG and is valid.
Pending Expiration	The document has been approved by STRABAG and remains valid. Please note the upcoming "expiration date."
Invalid	The document has passed its "expiration date" and is therefore invalid.

Upload documents

For each document, upload exactly one file with one document in the field "Document". Alternatively, you can simply click on your document file and drag it by mouse into the field "Document" (drag and drop). The file will be uploaded automatically.

If you have inadvertently uploaded an incorrect document and no button appears with which you can remove the document again, upload another file. The new file will replace the old one.

Mandatory fields must be entered for each document. These are marked with a red asterisk.

Note: An end date of validity is not necessary for business registration and professional register excerpts.

Please click on the button "Save" (1) afterwards. By doing so, the green button "Submit" becomes visible. If you are sure that all data are correct, please click on the "Submit" button (2). The data and documents are now sent to STRABAG for validation.

Document approval

Your documents will be checked by the contact persons at STRABAG. If the company data matches the data on the documents (company name, legal form and postal address) and the mandatory fields entered match the details on the document (such as document name, document type and validity period), your documents will be approved by our auditors.

You can archive documents that have been approved by STRABAG:

The screenshot shows the 'Edit document : Commercial documents' interface. On the left is a dark sidebar with 'Document' and 'Workflow' options. The main area has a top bar with 'Save', 'Close', and 'Archive' buttons. The 'Archive' button is highlighted with a red box. Below the buttons are two columns: 'DESCRIPTION' and 'FOLLOW UP'. The 'DESCRIPTION' column contains fields for 'Type' (professional register), 'Status' (Approved), 'Supplement to the certificate type', 'Validity Begin Date' (01.04.2025), 'Document' (professional register.pdf), 'Validity End Date', and 'Document Owner' (MUSTERMANN Martina). The 'FOLLOW UP' column contains fields for 'Notification Date', 'Archive Date', and 'Request Date'.

You can also recover documents that have been archived by mistake by clicking on the "Recovery" button.

The screenshot shows the 'Edit document : Commercial documents' interface. On the left is a dark sidebar with 'Document' and 'Workflow' options. The main area has a top bar with 'Save', 'Close', and 'Recovery' buttons. The 'Recovery' button is highlighted. Below the buttons are two columns: 'DESCRIPTION' and 'FOLLOW UP'. The 'DESCRIPTION' column contains fields for 'Type' (professional register), 'Status' (Approved), 'Supplement to the certificate type', 'Validity Begin Date' (01.04.2025), 'Document' (professional register.pdf), 'Validity End Date', and 'Document Owner' (MUSTERMANN Martina). The 'FOLLOW UP' column contains fields for 'Notification Date', 'Archive Date' (21.04.2026), and 'Request Date'.

Details regarding document categories

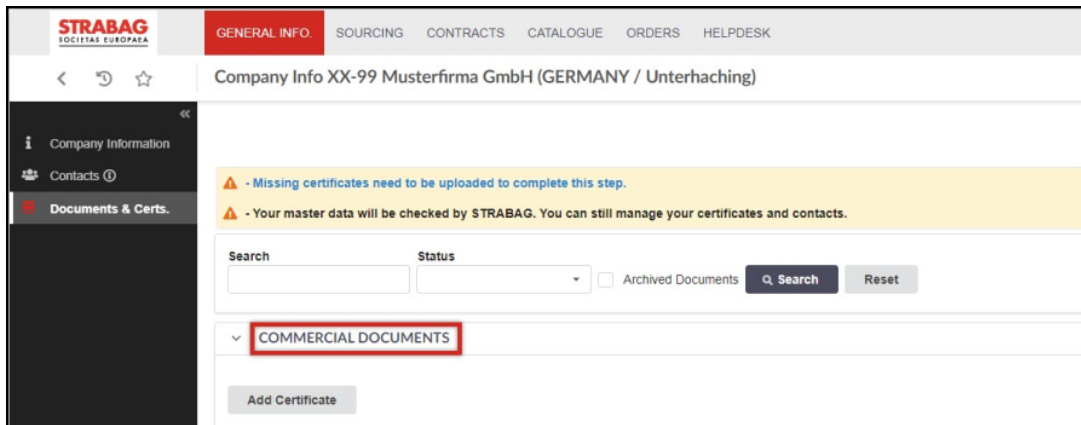
Documents are managed in different categories:

- Commercial Documents (not related to a project)
- Commercial Documents - project related
- Technical certificates
- Building Owner certificates

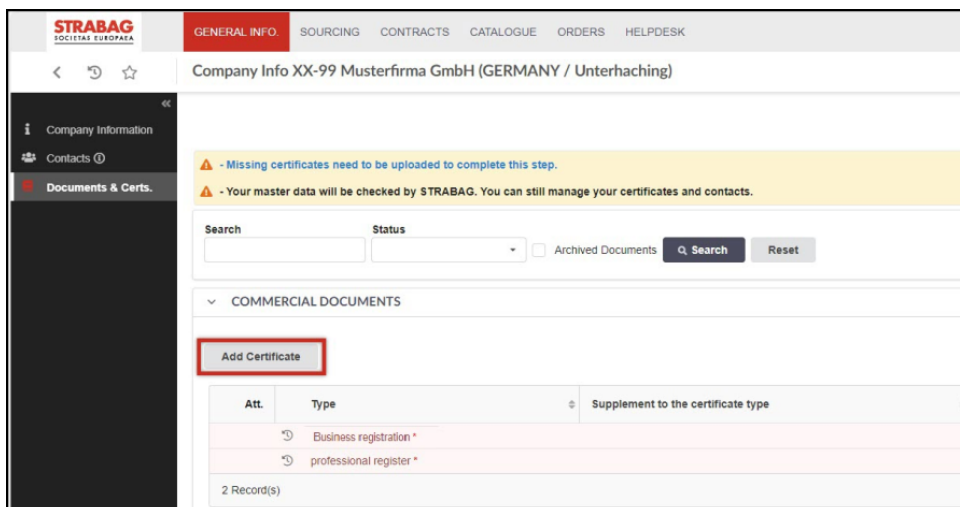
Not project related documents

For your qualification in SPS, it is necessary to provide certain commercial documents that are not related to a project. The required documents depend on the legal form of the company as registered. Especially the extract from the "professional register" is not always necessary.

In the system you can see which documents are required. After you have entered your company information and commodities, you will be navigated to the page of the mandatory commercial documents.

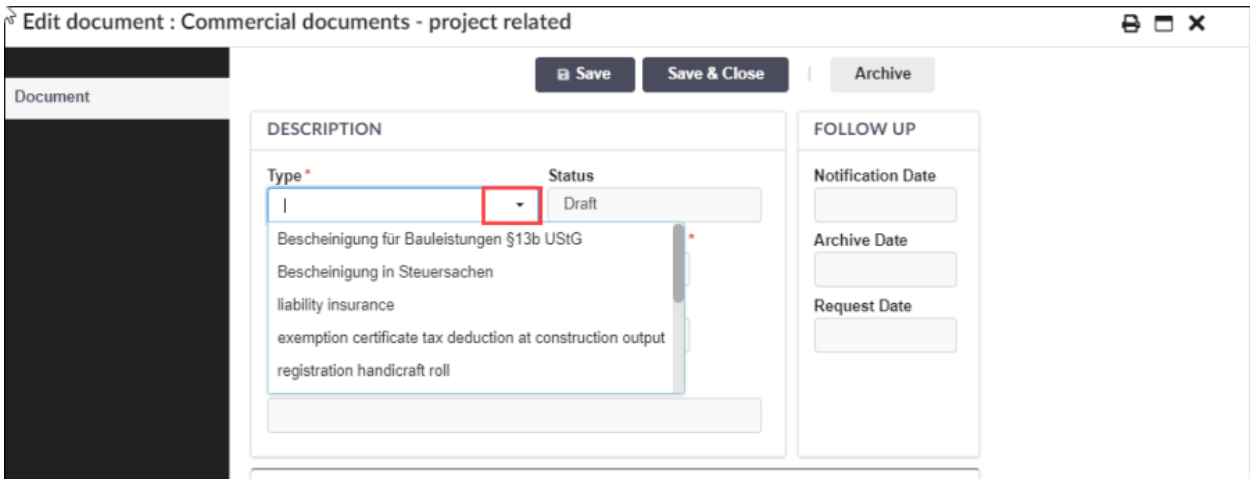


By clicking on the "Add certificate" button a window opens where you can select the document type.

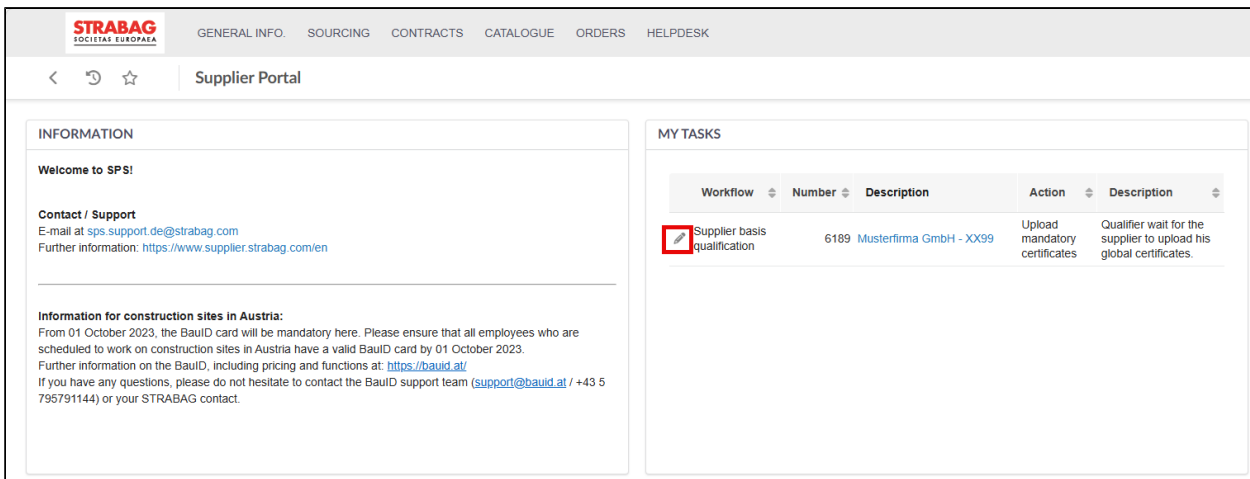


Project related documents

- Project related documents are only requested by STRABAG on a project-specific basis. However, you can also voluntarily post the documents at any time to prove your special qualification (such as a clearance to work for e. g. Deutsche Bahn or an Advanced Welding Certificate). This way, we can give you priority, if there is a corresponding demand. These documents are required only when you carry out a project with us.
- If a project related document is required, you will receive an e-mail with a link. When you click on it, you will be redirected to the site where you can upload the required document.
- First select the appropriate document category:
 - Commercial Documents - project related
 - Technical certificates
 - Building Owner certificates
- Then, you can open the drop-down in the field "Type" and select the appropriate type.



- Uploading documents and entering data is done as described above.
- For some of these documents, an end date of validity is required. It is either specified by the system or it can be taken from your document.
- If you see the task "Upload" in the tile "My Tasks", directly after logging in to the SPS Supplier Portal, you can proceed as follows: Click on the pencil icon. The "Edit Document" window opens and you can upload documents and enter your data as described above.



Prequalification

If your company has a prequalification document, enter the number in your main data in the navigation item "Company Information".

The screenshot shows the 'Company Information' form for 'Musterfirma GmbH - XX99 (GERMANY / Baden-Württemberg / Stuttgart)'. The form includes various fields for company details. The 'PQ-Number' field is highlighted with a red box and contains the value '000.478569'. Other fields include SUP-Code (SUP006189), Name (Musterfirma GmbH - XX99), Legal Form (Limited Liability Company (LLC)), VAT ID (DE288464577), National Tax ID, Juridic Court (Stuttgart), Company Registration Number (DE) (HRB 3333), Website (www.musterfirma-gmbh.de), Phone Number (+49 711 78830), and Central Email Address (info@musterfirma.de).

Then, please add the PQ document to the "Commercial documents - project related".

The screenshot shows the 'Edit document : Commercial documents - project related' form. The 'Type' dropdown menu is open, and the 'PQ - Nummer' option is selected and highlighted with a red box. Other options in the dropdown include 'Umweltversicherung', 'Betriebshaftpflicht', 'Genehmigung Arbeitnehmerüberlassung', 'PQ-Zertifikat AVPQ IHK', and 'Erklärung Bietergemeinschaft'. The 'Status' is set to 'Draft'. The 'FOLLOW UP' section includes fields for 'Notification Date', 'Archive Date', and 'Request Date'. The 'COMMENTS' section has a text area for adding comments.

After this PQ number has been checked, the requirement for the documents deposited with the prequalification is no longer applicable. Please note that in exceptional cases, depending on the project, the documents must still be submitted.