

Change request main data



Change requests can be initiated either by STRABAG or by yourself if, after the basis qualification, a change to your main data is required. Typical triggers for a change request include, for example, an adjustment of commodity groups or a change of address.

Processing a change request initiated by STRABAG

After the change request has been created by a STRABAG employee, you as the supplier will receive an e-mail for further processing of the change request. Click on the link contained in the e-mail.

For further processing, please login to SPS.

[EXTERNAL] STRABAG SPS - change request

 STRABAG Portal for Suppliers <no-reply-strabag@mail-sps.strabag.com>
An  martin.mustermann@test.com

Dear Mr. Martin Mustermann,

one or more changes were made.

Reason for the request: Please add the commodity "Final construction cleaning".

Please check them here /page.aspx/en/sup/supplier_manage/291598

You can find more information about SPS on our supplier homepage:
supplier.strabag.com

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

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

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

On your landing page in the tile "MY TASKS" you can see the change request. Click on the pencil symbol to open and edit the change request.

Workflow	Number	Description	Action	Description	Forwarded on
<input checked="" type="checkbox"/>	763	Musterfirma GmbH - XX99	Update data		15.04.2026

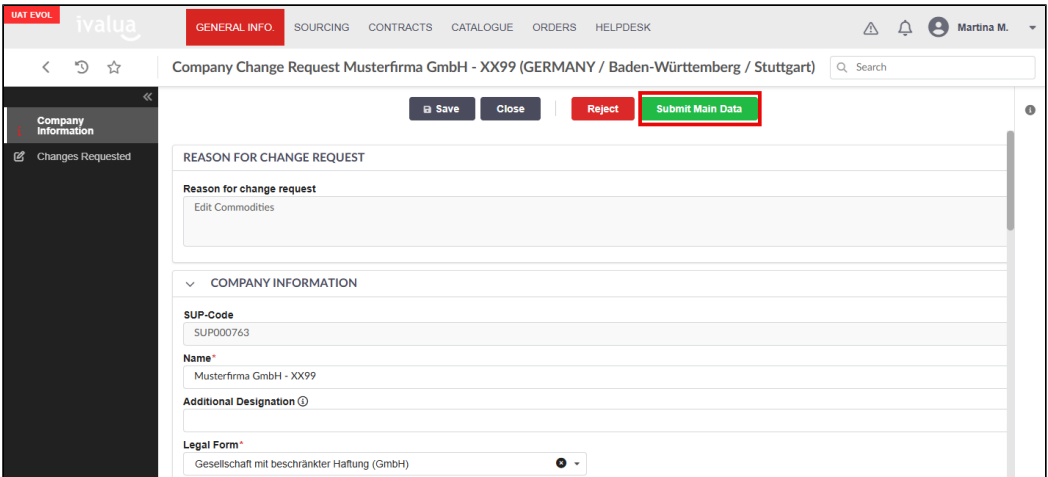
In the "Reason for Change Request" field, you can view the reason for the change request.

Now you make the desired changes to your data. You can cancel the processing of the change request at any time.

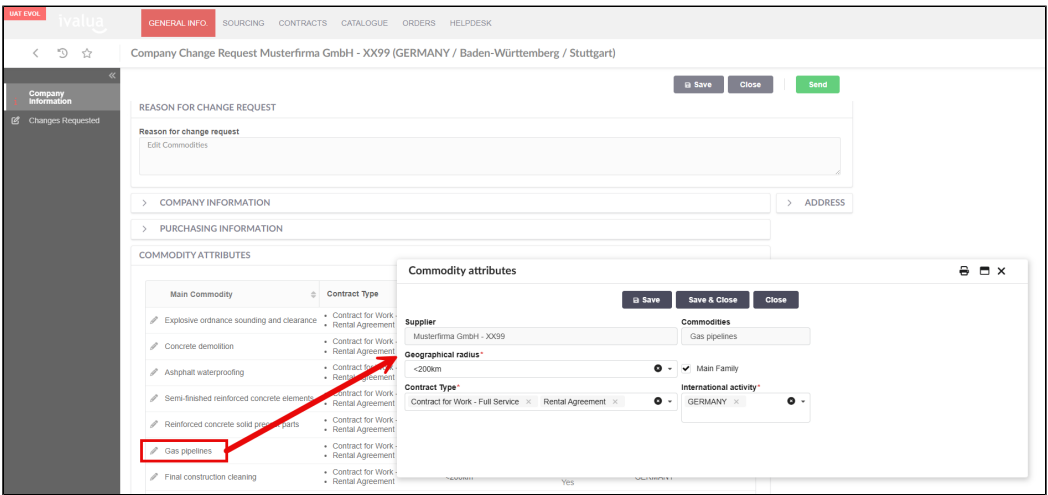
However, be sure to save your changes by clicking the "Save" button.

For example, to add commodities, scroll down the page to the "Purchasing Information" section and click the "Commodity Selection" button. Detailed instructions can be found in our manual "Commodities".

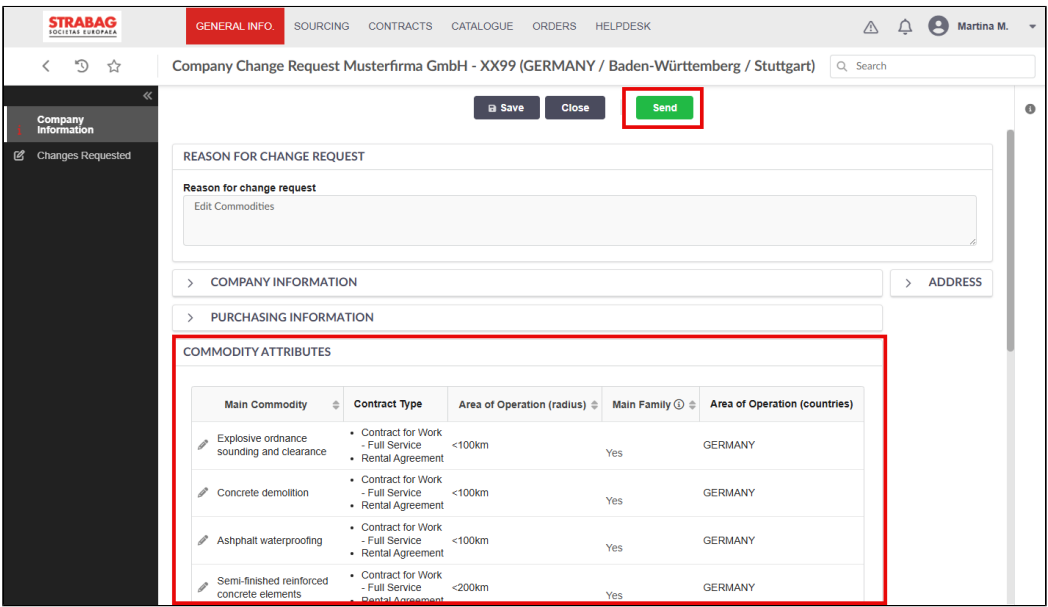
If necessary, you can make additional changes to your main data. When you are finished with editing the main data, click on the "Submit Main Data" button.



In the next step, please review the commodity attributes as requested in this example. If necessary, specify the attributes of the commodities you just added.

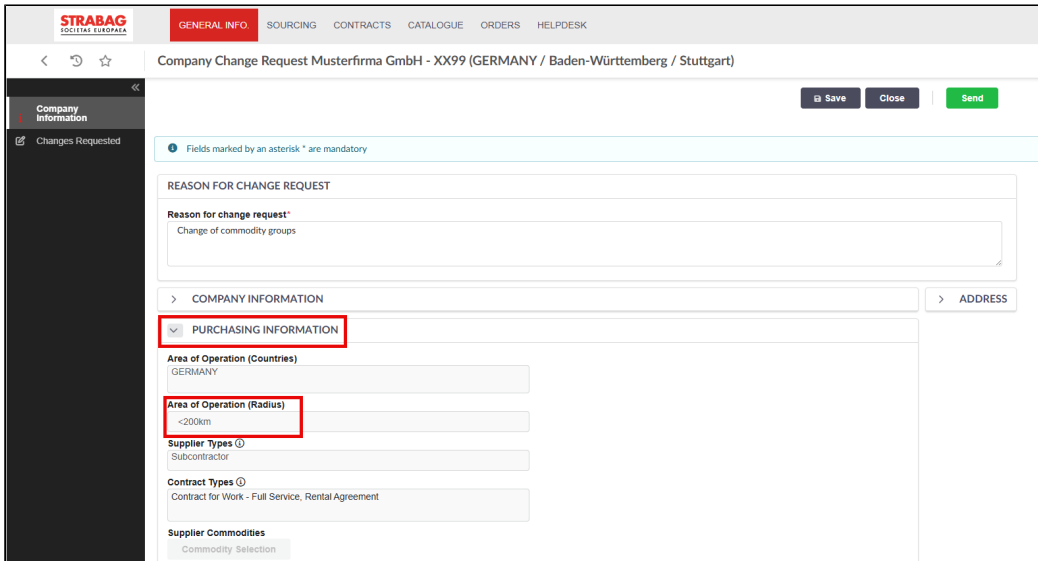


By clicking the "Send" button, you will forward the change request to STRABAG for review and approval. This completes the change request on your end, and you will be redirected back to your landing page. Once STRABAG has approved the changes, you will receive a notification via e-mail.

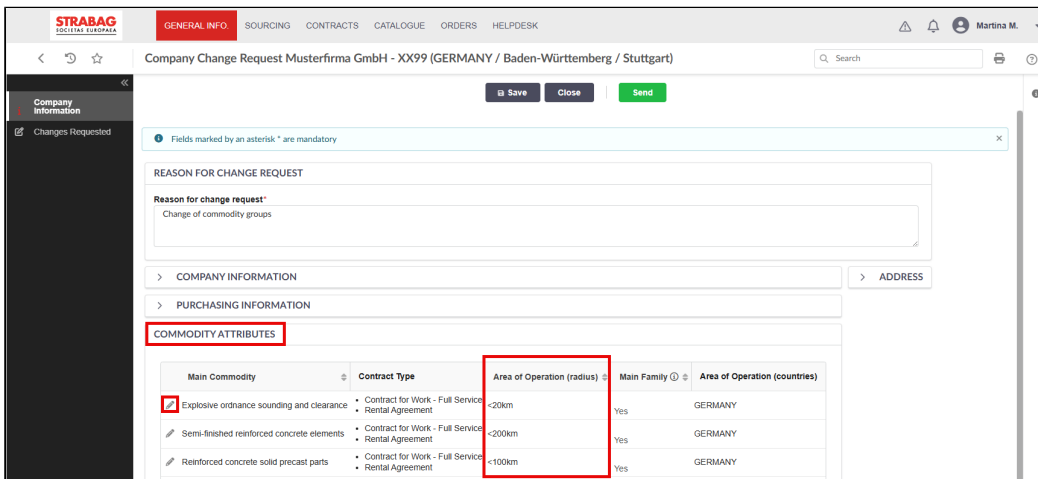


Note regarding the change to the “Area Of Operation (Radius)”

Changing your radius in the field “Area Of Operation (Radius)” in the “Purchasing information” section will not automatically apply to your individual commodities.

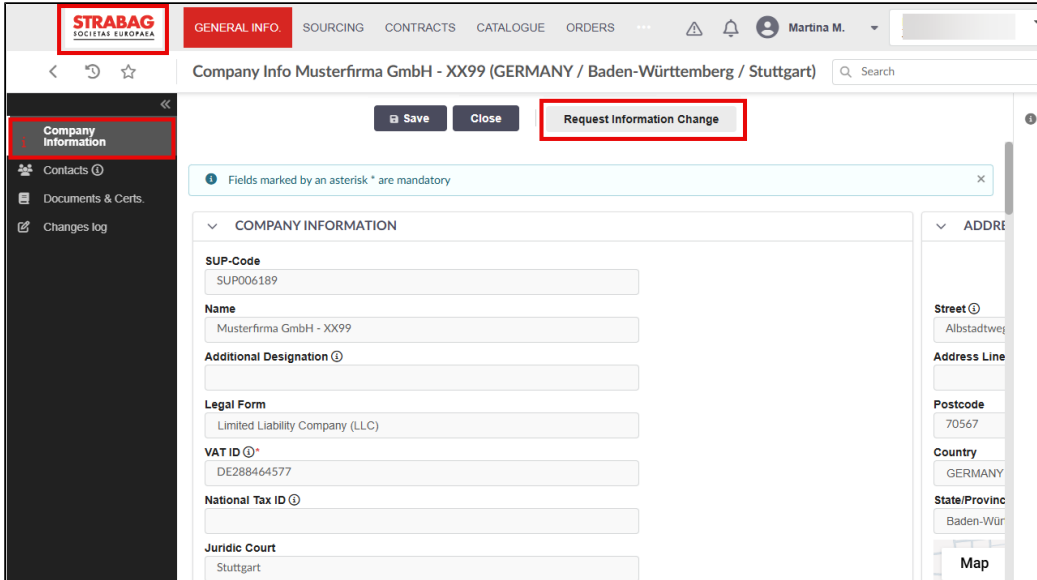


Therefore, if you make any changes, please adjust the area for operation (radius) for each commodity by editing the commodity attributes individually.



Creating a change request

If you would like to initiate a change request yourself, click the “Request Information Change” button in the “Company Information” navigation item.



Enter your reason in the “Reason for Change Request” field and process the change request as described above.

