

# Certificate management

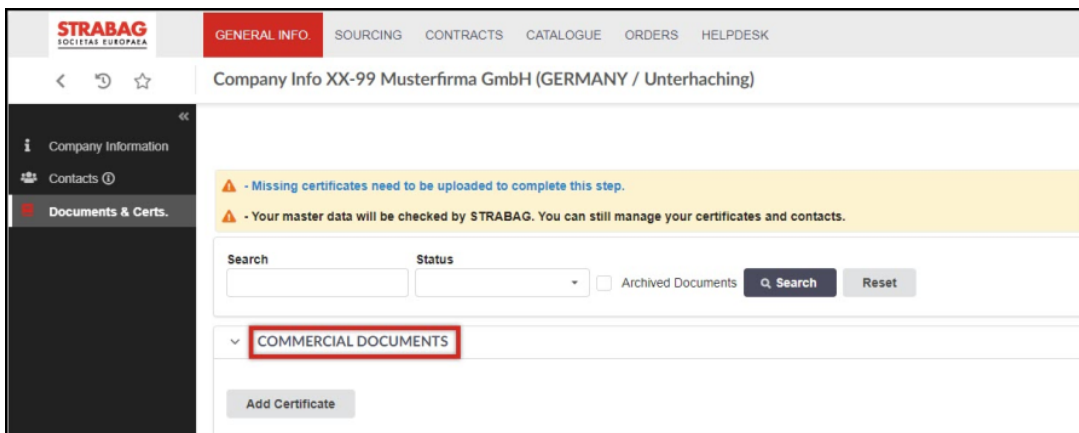
In the SPS Supplier Portal, certificates are managed in different categories:

- *Commercial Documents* (not related to a project)
- *Commercial Documents - project related*
- *Technical Certificates*
- *Building Owner Certificates*
- *HSE Certificates*

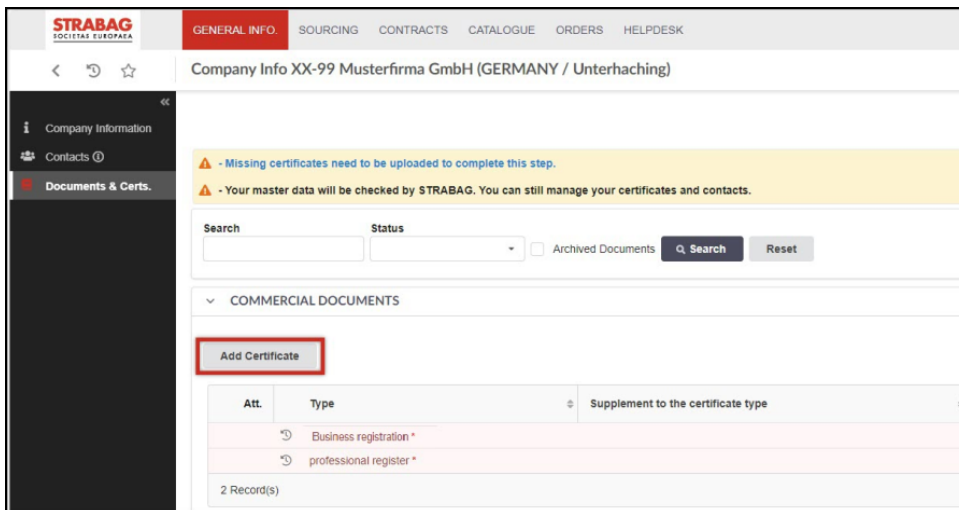
## Commercial Documents - not project related

For your qualification in the SPS Supplier Portal, it is necessary to provide some Commercial Documents not related to a project. The certificates required depend on the legal form of the company as registered. Especially, the extract from the commercial register is not always necessary. Directly in the system you can see whether and which certificates you need.

- After you have entered your company Information and commodity groups you will be navigated to the page of the mandatory commercial documents.



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



## Upload certificates

For each certificate, upload exactly one file with one certificate via "Commercial Documents".

- Click in the field "Document". Select the corresponding file of your certificate from your device. The file is then uploaded automatically.

- Alternatively, you can simply click on the corresponding file and drag it with the mouse into the field "Document" (drag and drop). The file will be uploaded automatically.

Note: 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.

## Enter mandatory fields

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

- "Validity Begin Date": Please enter the date from which the certificate becomes valid. This can be the date of issue or a specific date as defined in the document.
- An end date of validity is not necessary for business registration and trade register excerpts.
- All data must correspond to the values of the respective document.
- Please click on the *Save* button afterwards. By doing so, the green button "*Submit*" becomes visible. If you are sure that all data are correct, please click on the green button.
- The data and documents are now sent to STRABAG for checking.

## Project related certificates

Project related certificates are only requested by us on a project-specific basis. However, you can also voluntarily post the certificates at any time to prove your special qualification (such as a clearance to work for DB or a major welding certificate). This way, we can give you priority, if there is a corresponding demand. These certificates are only required when you carry out a project with us.

- If a project-specific certificate is required, you will receive an e-mail with a link. If you click on it, you will be forwarded directly to the site where you can upload the required certificate.
- First select the appropriate certificate category:
  - Commercial Documents - Project Related
  - Technical Certificates
  - Building Owner Certificates
  - HSE Certificates
- Then, you can open the drop-down list of the "Type" field and select the appropriate type.

- Uploading documents and entering data is done as already described above.
- For these certificates, an end date of validity is sometimes needed. It is either specified by the system or it can be taken from your certificate.
- If, you see the Action "Upload" under "My Tasks", directly after logging in to the SPS Supplier Portal, you can proceed as follows:

- Click on the "pencil". The *Edit Document* window opens and uploading of documents and entering of data is done as described above.

## Certificate check

Your certificates will be checked by the contact persons of the STRABAG Group.

- If the company data matches the data on the certificates (company name, legal form and postal address) and, the mandatory fields entered match the details on the certificate (such as certificate name, certificate type and validity period), your certificates will be approved by our auditors.
- Subsequently, your qualification for a cooperation with STRABAG will be confirmed in principle.
- If you have made a mistake or the certificates are close to the validity end date, you will be asked by e-mail to renew the certificates or update the entries. When the validity of a certificate expires, suppliers located in Germany are not reminded by e-mail.
- You can archive your faulty or expired certificate and upload a new document as described above.

The screenshot shows the 'Edit document' page for 'Commercial documents - project related'. The top navigation bar includes 'GENERAL INFO', 'SOURCING', 'CONTRACTS', 'CATALOGUE', 'ORDERS', and 'HELPDESK'. The left sidebar has 'Document' and 'Workflow' tabs. The main content area is divided into 'DESCRIPTION' and 'FOLLOW UP' sections. The 'DESCRIPTION' section contains fields for 'Type' (Betriebshauptpflicht), 'Status' (Draft), 'Ergänzung zum Zertifikatetyp' (en), 'Validity Begin Date' (5/13/2022), 'Document' (with a file upload icon), and 'Validity End Date'. The 'FOLLOW UP' section contains 'Notification Date', 'Archive Date', and 'Request Date'. In the top right corner, there are three buttons: 'Save', 'Save & Close', and 'Archive'. The 'Archive' button is highlighted with a red box.

- You can recover certificates that have been archived by mistake by clicking on the corresponding button.

This screenshot is identical to the one above, but the 'Recovery' button in the top right corner is highlighted with a red box. The 'Document owner' field in the 'DESCRIPTION' section now contains the text 'ZERTIFIKATE Test Rother'.

## Prequalification

If your company has a prequalification certificate, enter the number on the "Company Information" page.

The screenshot shows the 'Company Info' page in the STRABAG portal. The left sidebar contains navigation options: Company Information, Contacts, Documents & Certs., and Changes log. The main content area is titled 'Company Info' and includes a 'Save' button. The 'COMPANY' section contains the following fields:

- Name: Test Zertifikate GmbH
- Assumed Name: (empty)
- Legal Form: Limited Liability Company (GmbH)
- VAT ID: DE137223649
- Tax ID: 123/123/12345
- Juridic Court: Chemnitz
- Commercial Register Number (DE): HRB 93308
- Website: (empty)
- Phone Number: +49(0) 2104 32611
- Central E-mail Address: testzertifikate@web.de
- PQ-Nummer: 101.001584** (highlighted with a red box)

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

The screenshot shows the 'Edit document' page for 'Commercial documents - project related'. The page includes a search bar, a 'Status' dropdown, and buttons for 'Save', 'Save & Close', and 'Archive'. The 'DESCRIPTION' section contains the following text:

- Type: (dropdown menu)
- Status: Draft
- Proof tax liability of the beneficiary at construction output
- Unfallversicherung
- Betriebshaftpflicht
- Genehmigung Arbeitnehmerüberlassung
- PQ - Nummer** (highlighted with a red box)

The 'FOLLOW UP' section includes fields for Notification Date, Archive Date, and Request Date.

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

Please note: The illustrations and texts from the portal correspond to the current state of the system and are updated regularly.