

Change request main data

Change requests are initiated when a data change and / or additions are required in the area of your main data after the basic qualification.
Examples of this could be:

- Adjustment of the product groups
- Change of location / address
- Other field additions in the area of the main data


Open the change request


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 *MY TASKS* section you can see your tasks, including the task of the change request. Click the pencil icon to open and edit the change request.

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SOCIETAS EUROPAEA

GENERAL INFO SOURCING CONTRACTS CATALOGUE ORDERS HELPDESK

Supplier Portal

INFORMATION

Information for construction sites in Austria:

From 01 October 2023, the BaulID card will be mandatory here. Please ensure that all employees who are scheduled to work on construction sites in Austria have a valid BaulID card by 01 October 2023.

Further information on the BaulID, including pricing and functions at: <https://bauid.at/>

If you have any questions, please do not hesitate to contact the BaulID support team (support@bauid.at) or your STRABAG contact.

MY TASKS [See 3 results](#)

Workflow	Number	Description	Action	Description
Strabag supplier CR 3	291598	Musterfirma GmbH - XX99	Update data	
Supplier Documents	116955	Musterfirma GmbH - XX99 - liability insurance - 13-09-2023	Upload	
Supplier Documents	116956	Musterfirma GmbH - XX99 - exemption certificate tax deduction at construction output - 13-09-2023	Upload	

Processing and completion of the change request

The following screen is shown. In the *Reason for Change Request* field (see red box), you can view the reason for the change request and edit or add to the relevant field here in the main data.

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GENERAL INFO SOURCING CONTRACTS CATALOGUE ORDERS HELPDESK

Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)

[Save](#) [Cancel](#) [Submit Main Data](#)

REASON FOR CHANGE REQUEST

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

COMPANY

SUP-Code
SUP291598

Name*
Musterfirma GmbH - XX99

Assumed Name ⓘ

Legal Form*
Limited Liability Company (GmbH) ⓘ

VAT ID ⓘ
DE288464509

National Tax ID ⓘ

Juridic Court*
Stuttgart

Company Registration Number (DE) ⓘ
HRB 3333

Website
www.musterfirma-gmbh.de

ADDRESS

Street ⓘ
Albstadtweg 10

Address Line 2

Postcode*
70567

City*
Stuttgart

Country*
GERMANY ⓘ

Map **Satellite**

Map showing location near Stuttgart, Germany. Landmarks include ZÜBLIN, itur • Musik • Tanz, Bowling & Kneipe, and Lidl.

Note: In this example, a commodity group has to be added. The other fields on this page of the main data can be adapted, if necessary, in the field itself, e. g., by writing in or selecting certain field entries.

To add the commodity, scroll down to the *Supplier Commodities* field and click on "Commodity Selection".

Detailed instructions can be found under: [Commodities - detailed instructions](#)

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< ↻ ☆ Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)

info@musterfirma.de

PQ-Number ①
000.478569

▼ PURCHASING INFORMATION

Area of Operation (Countries)*
GERMANY ✕

Area of Operation (Radius)*
<100km

Supplier Types ①*
Subcontractor ✕

Contract Types ①*
Contract for Work - Full Service ✕

Supplier Commodities *
Commodity Selection

Save Cancel Submit Main Data

Your change has been adopted in the data record (see additional commodity group in the "Supplier Commodities" field).

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GENERAL INFO. SOURCING CONTRACTS CATALOGUE ORDERS HELPDESK

< ↻ ☆ Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)

Save Cancel Submit Main Data

Area of Operation (Radius)*
<100km

Supplier Types ①*
Subcontractor ✕

Contract Types ①*
Contract for Work - Full Service ✕

Supplier Commodities *
Commodity Selection

- Concrete demolition
- Construction water purification
- Element ceilings / filigree ceilings
- Final construction cleaning**
- Gravel
- Gravel coarse
- Prefab ceilings
- Prefab walls
- Reinforced concrete solid precast parts
- Semi-finished reinforced concrete elements

Click the "Save" button to save the changes you have made. You can cancel your changes at any time by clicking the "Cancel" button. Please, make sure to save your changes first, to ensure that your entries do not get lost.

To continue processing the change request, click the "Submit Main Data" button to proceed with the next step.

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GENERAL INFO. SOURCING CONTRACTS CATALOGUE ORDERS HELPDESK

Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)

Save Cancel Submit Main Data

Area of Operation (Radius) *

<100km

Supplier Types ① *

Subcontractor x

Contract Types ① *

Contract for Work - Full Service x

Supplier Commodities *

Commodity Selection

- Concrete demolition
- Construction water purification
- Element ceilings / filigree ceilings
- Final construction cleaning
- Gravel
- Gravel coarse
- Prefab ceilings
- Prefab walls
- Reinforced concrete solid precast parts
- Semi-finished reinforced concrete elements

In this step, the commodity group attributes must now be defined.

You can skip the definition of the commodity groups, if you have not adjusted your commodity groups. Then click directly on the "Submit the Change Request" button, which will directly complete the change request and send it back to STRABAG for review and approval. It may happen, that you find the added commodity group on another page.

Once you have specified all the attributes of the commodity groups, you can complete the change request by clicking on the "Submit the Change Request" button.

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Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)

Save Submit the Change Request

COMMODITY ATTRIBUTES

Main Commodity	Contract Type	Area of Operation (radius)	Main Family ①	Area of Operation (countries)
Semi-finished reinforced concrete elements	Contract for Work - Full Service	<100km	Yes	GERMANY
Reinforced concrete solid precast parts	Contract for Work - Full Service	<100km	Yes	GERMANY
Final construction cleaning		<100km	Yes	
Concrete demolition	Contract for Work - Full Service	<100km	Yes	GERMANY
Element ceilings / filigree ceilings	Contract for Work - Full Service	<100km	Yes	GERMANY
Prefab ceilings	Contract for Work - Full Service	<100km	Yes	GERMANY
Prefab walls	Contract for Work - Full Service	<100km	Yes	GERMANY
Gravel	Contract for Work - Full Service	<100km	Yes	GERMANY
Gravel coarse	Contract for Work - Full Service	<100km	Yes	GERMANY
Construction water purification	Contract for Work - Full Service	<100km	Yes	GERMANY

10 Record(s)

The changes you have made are now available for review at STRABAG. You will automatically be directed by the system to your SPS landing page and will see in the tile *MY TASKS* that the original task is no longer there. After the approval, you will find the changes on the *Company Profile* page.