

STRABAG Portal for Suppliers – Change of 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



1 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.

SPS – STRABAG Portal for Suppliers - Change of main data

The screenshot shows the STRABAG Supplier Portal interface. The top navigation bar includes 'GENERAL INFO.', 'SOURCING', 'CONTRACTS', 'CATALOGUE', 'ORDERS', and 'HELPDESK'. The main content is divided into two sections: 'INFORMATION' and 'MY TASKS'.

INFORMATION: Information for construction sites in Austria: From 01 October 2023, the BauID card will be mandatory here. Please ensure that all employees who are scheduled to work on construction sites in Austria have a valid BauID card by 01 October 2023. Further information on the BauID, including pricing and functions at: <https://bauid.at/>. If you have any questions, please do not hesitate to contact the BauID support team (support@bauid.at / +43 5 795791144) 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	

2 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.

The screenshot shows the 'Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)' page. The 'REASON FOR CHANGE REQUEST' section is highlighted with a red box. The text inside the box reads: 'Reason for change request' and '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

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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The screenshot shows the 'Company Change Request' form for Musterfirma GmbH. The form is titled 'Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)'. It includes a navigation bar with 'GENERAL INFO.', 'SOURCING', 'CONTRACTS', 'CATALOGUE', 'ORDERS', and 'HELPDESK'. The form fields are:

- info@musterfirma.de
- PQ-Number: 000.478569
- PURCHASING INFORMATION
 - Area of Operation (Countries)*: GERMANY
 - Area of Operation (Radius)*: <100km
 - Supplier Types*: Subcontractor
 - Contract Types*: Contract for Work - Full Service
 - Supplier Commodities*: Commodity Selection (highlighted with a red box)

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

The screenshot shows the 'Company Change Request' form for Musterfirma GmbH. The form is titled 'Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)'. It includes a navigation bar with 'GENERAL INFO.', 'SOURCING', 'CONTRACTS', 'CATALOGUE', 'ORDERS', and 'HELPDESK'. The form fields are:

- Area of Operation (Radius)*: <100km
- Supplier Types*: Subcontractor
- Contract Types*: Contract for Work - Full Service
- Supplier Commodities*: Commodity Selection (highlighted with a red box)

Below the 'Commodity Selection' button, a list of commodity groups is displayed:

- Concrete demolition
- Construction water purification
- Element ceilings / filigree ceilings
- Final construction cleaning (highlighted with a red box)
- 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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The screenshot shows the STRABAG SPS Portal interface. At the top, there is a navigation bar with the STRABAG logo and menu items: GENERAL INFO., SOURCING, CONTRACTS, CATALOGUE, ORDERS, and HELPDESK. Below this is a breadcrumb trail: Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart). The main content area is divided into a left sidebar and a main form area. The sidebar contains 'Company Information', 'Changes Requested', and 'Sustainability'. The main form area has a 'Save' button, a 'Cancel' button, and a 'Submit Main Data' button (highlighted with a red box). The form fields are: 'Area of Operation (Radius)*' with a dropdown menu showing '<100km'; 'Supplier Types' with a dropdown menu showing 'Subcontractor'; 'Contract Types' with a dropdown menu showing 'Contract for Work - Full Service'; and 'Supplier Commodities' with a 'Commodity Selection' button and a list of commodity groups: Concrete demolition, Construction water purification, Element ceilings / filigree ceilings, Final construction cleaning, Gravel, Gravel coarse, Prefab ceilings, Prefab walls, Reinforced concrete solid precast parts, and 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.

SPS – STRABAG Portal for Suppliers - Change of main data

The screenshot shows the STRABAG SPS portal interface. At the top, there is a navigation bar with the STRABAG logo and menu items: GENERAL INFO, SOURCING, CONTRACTS, CATALOGUE, ORDERS, and HELPDESK. Below this, the page title is 'Company Change Request Musterfirma GmbH - XX99 (GERMANY / Stuttgart)'. A search bar is visible on the right. On the left, there is a sidebar with 'Company Information' and 'Changes Requested' (highlighted). The main content area shows a table titled 'COMMODITY ATTRIBUTES' with the following data:

Main Commodity	Contract Type	Area of Operation (radius)	Main Family	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

At the bottom of the table, it says '10 Record(s)'. Above the table, there are two buttons: 'Save' and 'Submit the Change Request' (highlighted with a red box).

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.