# 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.



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.

## 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.



**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

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



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.

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.

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.