

Registration and first steps in the portal

There are two ways to register in the SPS portal:

- Registration after invitation for existing suppliers of STRABAG
 - Your general company data are stored in the system.
 - You have already received an invitation e-mail or start the registration process in conversation with your STRABAG contact person.
- Self-Registration for new suppliers
 - We do not have your company data yet.
 - You can register directly in the SPS portal.

Registration after invitation

Login with data from invitation e-mail

You have received an invitation e-mail for our supplier portal SPS – STRABAG Portal for Suppliers. You can use the link contained in it to request an initial password.

Please click on the "*Login page*" link in the e-mail.

Subject

STRABAG SPS - Welcome to the supplier portal

Message

Mrs. Mia Musterfrau,

Welcome to our supplier portal SPS - STRABAG Portal for Suppliers.

We ask you, as the contact person for your company, to check the data you have provided and, if necessary, to complete or update it.

To do this, please request a new password on the login page. You can access the registration page via the link below.
[Login page](#)

For the next steps you will find detailed information and help on SPS on our supplier homepage:

For Germany:
supplier.strabag.com/de

For Austria:
supplier.strabag.com/at

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

Kind 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

Clicking on it opens the following window:

- Enter your e-mail address under "*Forgot your password? Please fill your e-mail address.**"
- Fill in the security control field with the number/digit combination shown.
- Following this, please click on the "*Confirm*" button
- An e-mail will be sent to the address provided and you can then continue as described in the Section "*Authentication*".

If necessary Request password

You may no longer have the invitation e-mail at hand.

- In this case, please request a new password via the [page sps.strabag.com](https://sps.strabag.com).
- To do this, click on the "*Forgot your password?*" link.

The following window opens:

- Under "*Forgot your password? Please enter your e-mail address**" enter the e-mail address of the account via which you received our e-mail.
- Fill in the security control field with the number/digit combination shown.
- Following this, please click on the *Confirm* button.
- An e-mail will be sent to the address provided and you can then continue as described in the Section *Authentication*.

Authentication

In the next step, please authenticate yourself on the portal.

You have received an e-mail with the subject *Forgotten password* from the portal which is only valid for 60 minutes.

Note: If you have not received the e-mail, check your SPAM folder or entry of the e-mail address. It must be identical to the e-mail address via which you received the invitation e-mail from the portal.

Please click on the *Log in now* link in the e-mail.

You will then be redirected to a page where you can enter a new password.

- Assign your personal password here for future logins.
- When doing so, please follow the security rules displayed. Otherwise your password cannot be accepted for security reasons.
- Confirm your password again under *Confirm new password* and click **Save**.

The system will redirect you back to the SPS login page.

- Enter your e-mail address and the password you have just chosen under *Login* and click on the **Login** button.
- Used here as an example: E-mail address: mia.musterfrau@mustermail.com Password: **chosen personally**

LOGIN

User name*

Password*

[Login](#)

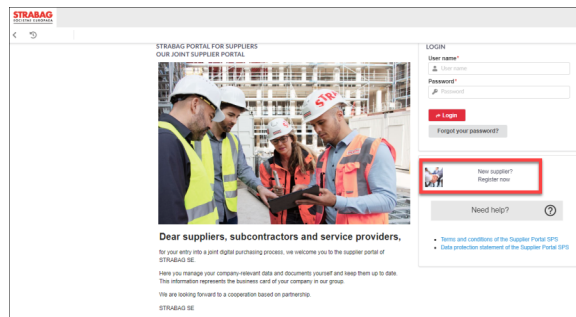
[Forgot your password?](#)

- The *General Terms and Conditions of Use* must be confirmed and the *privacy policy acknowledged* to allow storage and further internal processing.
- Please confirm by clicking on each one.

Self-Registration

Registration via link on the login page

At sps.strabag.com you can register yourself on the SPS portal by clicking on the button outlined in red.



Entering the company information

After clicking on the button, a new page will open where you can enter the company information. Fields marked with an asterisk ★ are mandatory and therefore must be filled in. Registration cannot be completed unless all mandatory fields are filled in.

▼ **COMPANY INFORMATION**

Company name according to commercial register entry*

Company addition ⓘ

Legal Form*

Tax ID Number* ⓘ

Entering the address information

The address is entered using Google search.

To do this, start with your company address in the *Address* field. Google will display suggestions for the address as you start entering it. When the correct address has been entered, it can be confirmed with the *Submit* button. The remaining address fields will then be filled in automatically.

▼ ADDRESS

Address * ⓘ

Street

Zip Code **City**

Country

Entering the contact information

Please enter the details of the contact you would like to register on the portal in the contact information block.

▼ CONTACT INFORMATION

First Name * **Last Name ***

Email *

Password * **Confirm password ***

- ✓ Passwords should match.
- ✓ Password must contain at least 1 digit(s)
- ✓ Password must contain at least 1 non-alphanumeric character(s)
- ✓ Password must contain at least 6 characters

Entering the security control

Please enter the characters of the security control as displayed above the input field.

▼ SECURITY CONTROL



Acknowledging the data protection statement

Once you have filled in all the remaining mandatory fields, you must confirm that you have read and understood the data protection statement. To do this, please place a checkmark in the corresponding field. Please confirm that your information has been entered correctly by clicking on the button "Register".

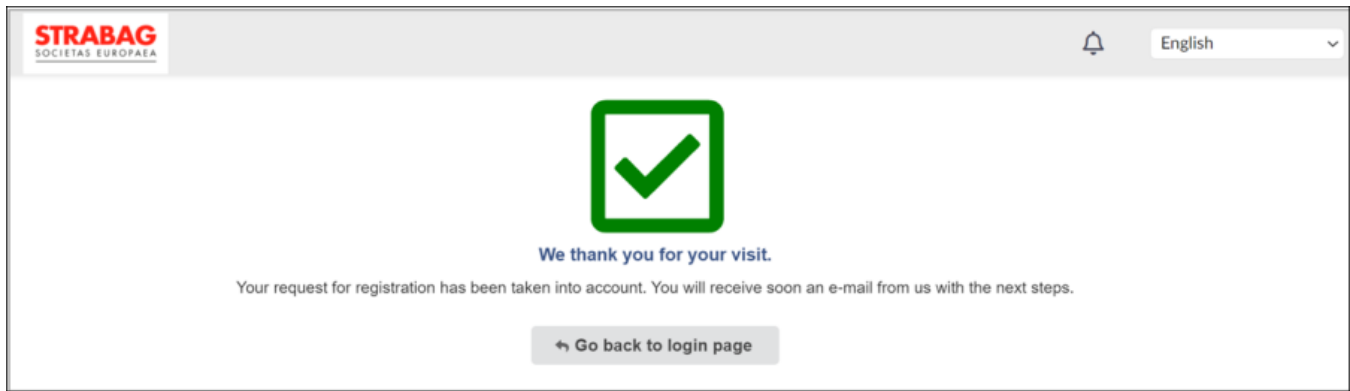
▼ PRIVACY POLICY

[Data Protection Statement of the Supplier Portal SPS](#)

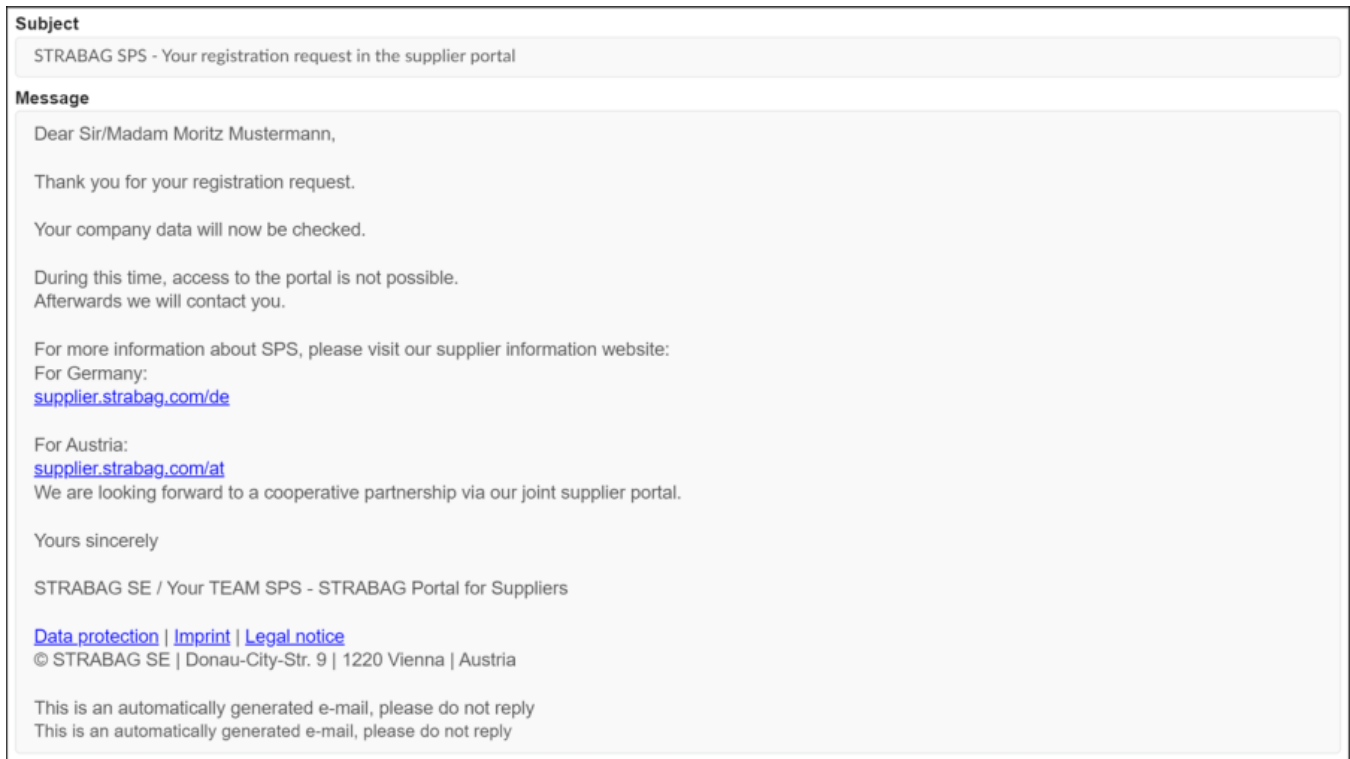
I hereby validate the legal mentions *

* Mandatory field

After you have clicked on "Register", the following message will appear and you can return to the login page.



You will then receive an e-mail as follows:



You will have to wait until STRABAG checks and approves your information. You cannot log in to the portal until this step has been completed.

As soon as the information for the portal has been checked and approved, you will receive another e-mail with the subject line "STRABAG SPS – Your registration in the supplier portal was successful".

Subject
STRABAG SPS - Your registration in the supplier portal was successful

Message

Dear Sir/Madam Moritz Mustermann,

You have successfully completed your registration.

To log into the portal for the first time, please use your e-mail address and the password that you specified when you registered.

<https://env03.ivalua.com/buyer/strabag/devevol5/4ixpt/page.aspx/en/buy/homepage/supplier>

For the next steps you will find detailed information and help on SPS on our supplier homepage:

For Germany:
supplier.strabag.com/de

For Austria:
supplier.strabag.com/at

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If STRABAG has not approved your information, you will receive an e-mail with the subject line "STRABAG SPS – Your registration in the supplier portal was not successful".

Please contact our SPS support hotline for clarification. Please refer to the telephone number in the e-mail.

Subject
STRABAG SPS - Your registration in the supplier portal was not successful

Message

Dear Sir/Madam Moritz Mustermann,

Your registration in the supplier portal was not successful.

Please contact our support hotline at **+800 224 33 224**.

For further steps, you will find detailed information and instructions on SPS on our supplier information website:

For Germany:
supplier.strabag.com/de

For Austria:
supplier.strabag.com/at

Yours sincerely

STRABAG SE / Your TEAM SPS - STRABAG Portal for Suppliers

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If your company headquarters are located in a country which has not yet been activated for SPS, then you will also receive a notification from the portal.

Subject
STRABAG SPS - Your registration in the supplier portal was not successful

Message

Dear Sir/Madam Moritz Mustermann,

Your registration in the supplier portal was not successful. The country of your company is not yet activated in the portal.

Thank you for your understanding. Please try again at a later date.

Yours sincerely
STRABAG SE / Your TEAM SPS - STRABAG Portal for Suppliers

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If your registration on the portal is successful, and you have received the e-mail with the subject line "STRABAG SPS – Your registration in the supplier portal was successful", you can log in to the portal. To do this, use the link in the e-mail and your login details consisting of the e-mail address you provided during the registration process and the password you chose.

Logging into the portal for the first time

You can log in to the portal with your e-mail address and the password you assigned. After entering the login details, click on the "Login" button.

STRABAG
SOCIETAS EUROPAEA

STRABAG PORTAL FOR SUPPLIERS
OUR JOINT SUPPLIER PORTAL

Dear suppliers, subcontractors and service providers,
for your entry into a joint digital purchasing process, we welcome you to the supplier portal of STRABAG SE.
Here you manage your company-relevant data and documents yourself and keep them up to date. This information represents the business card of your company in our group.
We are looking forward to a cooperation based on partnership.
STRABAG SE

LOGIN
User name*
moritz.mustermann@bauag.de
Password*

Login
Forgot your password?

New supplier?
Register now

Need help?

• [Terms and conditions of the Supplier Portal SPS](#)
• [Data protection statement of the Supplier Portal SPS](#)

DATA PROTECTION STATEMENT | IMPRINT | DISCLAIMER | CONTACT

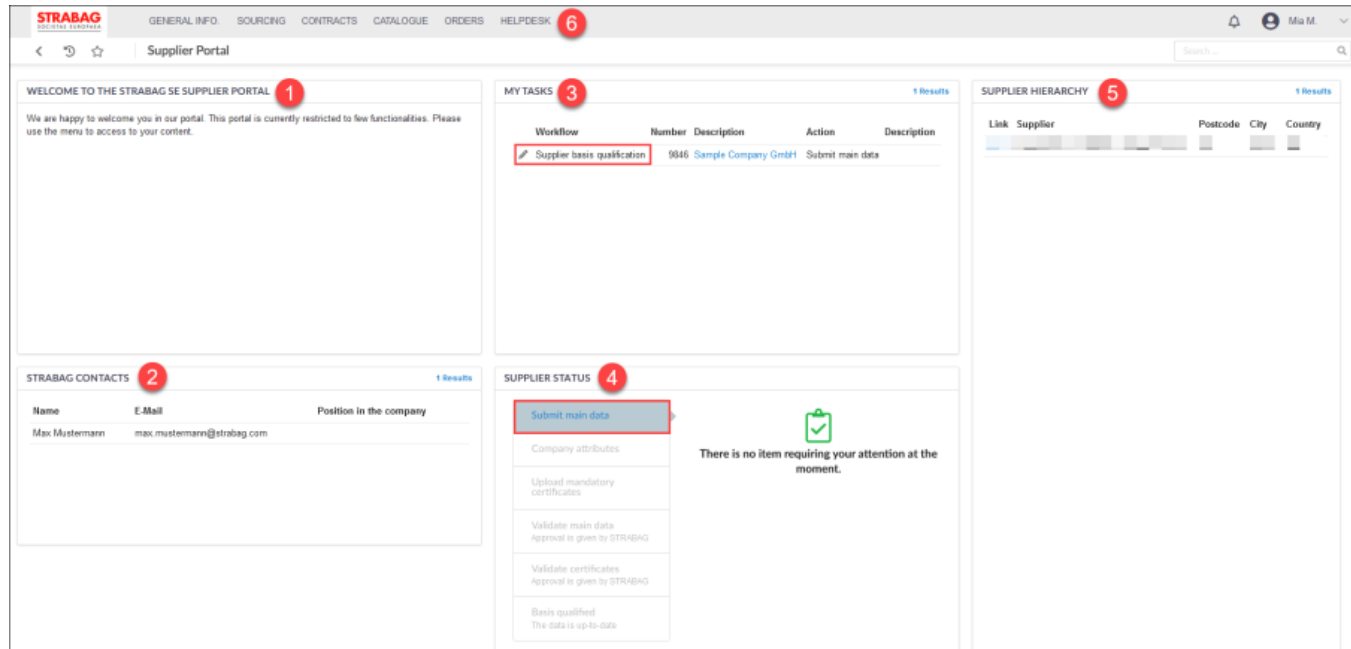
STRABAG SE | Donau-City-Str. 9 | 1220 Vienna | Austria | Tel. +800 224 33 224 (SPS) | sps.news.de@strabag.com

Click on the "General Terms and Conditions of Use" to acknowledge them. Please also confirm again here that you have read and understood the data protection statement. This is necessary to allow storage and internal processing of your information.

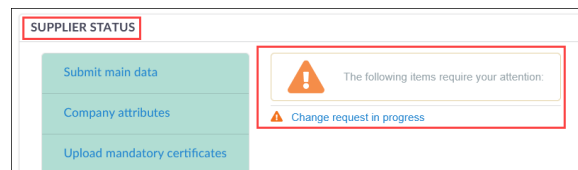
Landing Page

When you log in to the portal, you will be directed to the landing page in the SPS supplier portal.

1. *WELCOME TO THE STRABAG SE SUPPLIER PORTAL*
2. *STRABAG CONTACTS* are shown if they exist.
3. Under *MY TASKS* you will see all upcoming tasks that you have to work on.
4. The *SUPPLIER STATUS* shows which process step of the registration you are currently in.
5. *SUPPLIER HIERARCHY* shows, if applicable, your associated company structure with additional locations.
6. In the menu bar, next to the *GENERAL INFORMATION*, you will find other modules like *SOURCING*, *CONTRACTS* and the *HELPDESK* page. On the *HELPDESK* page you will find useful information and instructions, which you are welcome to download. Further modules such as *CATALOGUE*, *ORDERS*, *INVOICES*, some of which are currently still under development, will be listed here in future.




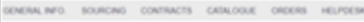









In the process overview, current information is displayed in the form of alerts, if required, e. g. if STRABAG asks you to make a change to your master data:



Central navigation elements in the SPS portal:

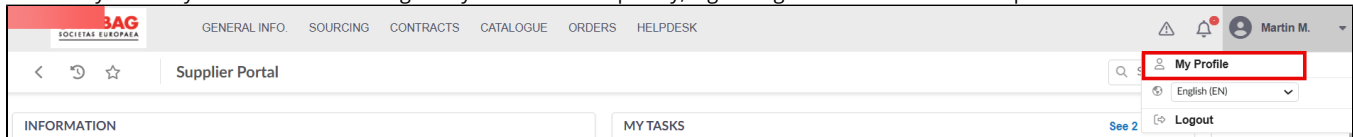


The following is a detailed description of the central navigation elements in the SPS Supplier Portal:

Navigation elements	Navigation description
 STRABAG-Logo	Click on the STRABAG Logo to return to your home page.
 SPS-Modules	In the menu bar all SPS modules are pinned, which are assigned to you as supplier.
 Notifications	If notifications are pending, a yellow or red dot will be visible on the bell.
User menu 	In the user menu you can find your personalized data under <i>My Profile</i> . You can jump to your tasks and scheduled tasks and select the system language. By clicking the <i>Logout</i> button, you will exit the portal.
 Previous Page	To go to the previous page, click on the symbol below the STRABAG logo with the arrow pointing to the left. 
 History in SPS	Clicking on the <i>circle arrow icon</i>  will take you to the history in SPS. All the pages you have recently visited are listed here. By clicking you can directly access recently viewed pages.
 Favorites	You can save frequently visited or important pages as favorites. First, open the page you want to save as a favorite. There you click on the star icon. 
<input type="text" value="Search..."/>  Universal Search	In the search field you can search individually for terms in the portal.

My Profile

Under "My Profile" you can still make changes to your data subsequently, e.g. change the name or set a new password.

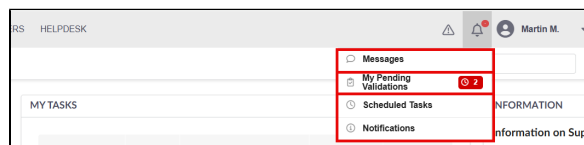


Please note a specified e-mail address must not be changed as otherwise the access authorisation will expire.

If a new e-mail is necessary, you must create a new contact and assign a new account to it. To do this, follow more detailed information in the next section "Specify additional contacts".

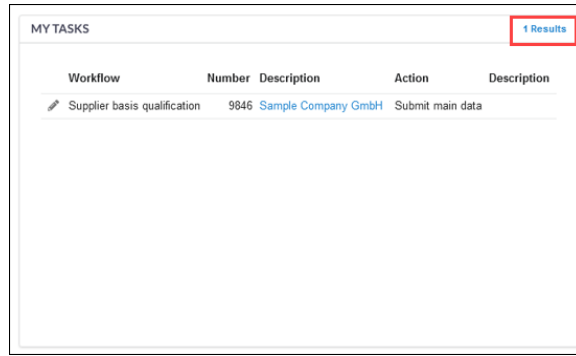
On the landing page, you open your tasks either

1. with the pencil symbol or
2. with a click on the bell symbol

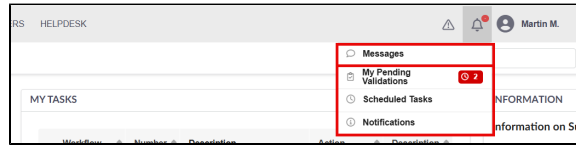


To work on your tasks, please open them by clicking on the pencil.

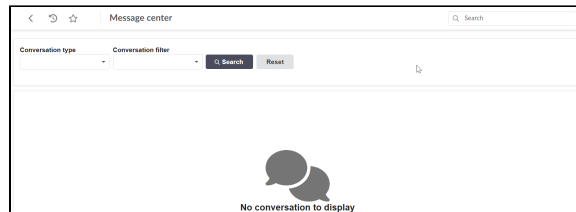
If you have more than three results, you can enlarge the task overview by clicking on the 1 result(s) field.



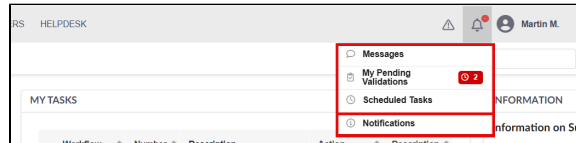
You can also display your messages in an overview by clicking "Messages":



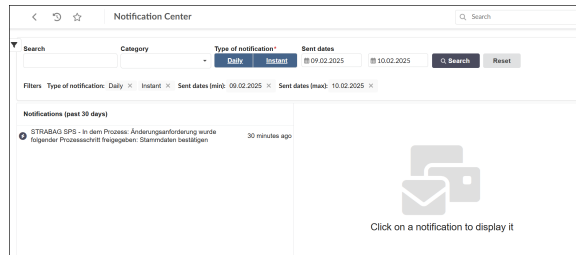
You can access your message center here:



If notifications are available, you can open them by clicking on 'Notifications':



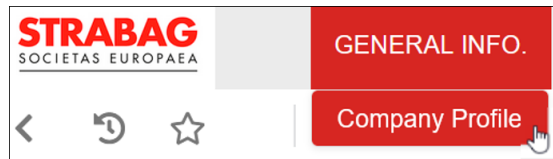
You are directed to your personal 'notification center'.



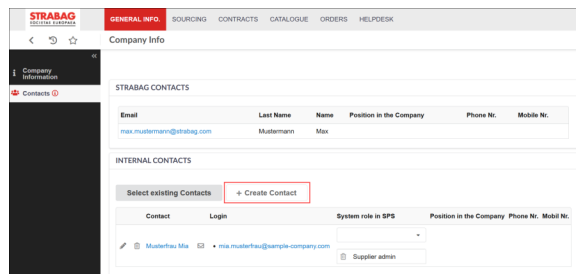
Here you can use various filter options to filter by notifications in order to display the search results as precisely as possible.

Specify additional contacts

Under the *GENERAL INFORMATION* tab you will find the "Company Profile" page. Here you can create new contacts.



- Click on the "Contacts" item in the navigation bar on the left and on the "+ Create contact" button.



- Here you can add new contacts.
- Fill in all mandatory fields (marked with a red asterisk ***) with your new contact's details.

- Then finish your entries by clicking on the **Save & Close** button.

- When you have created the new contact, select the system role *Supplier admin*. This ensures that e-mails and tasks from the system are sent to the new contact.
- Then click on the letter icon behind the contact's name.

INTERNAL CONTACTS

Select existing Contacts + Create Contact

Contact	Login	System role in SPS	Position in the Company	Phone Nr.	Mobil Nr.
Musterfrau Mia	• mia.musterfrau@sample-company.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sample Company Hannah	• hannah.samplecompany@sample-company.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- This invites the contact and sends a link to generate the access data to the e-mail address provided.
- Then, the contact's registration can be carried out as described above.
- The access data in the e-mail to the new contact is valid for 60 minutes. When the time has expired, new access data can be requested on the login page via "Forgot your password?"

Submit main data

After logging in, your open tasks are displayed under "MY TASKS".

Please click on the pencil icon in front of the task to edit the task directly.

Your task: "Submit main data"

- General company data is already stored in the system.
- Please check the data carefully, as it can only be adjusted in this process step. Where necessary, correct or supplement the data. Make sure that the data is correct. On this basis, we will consider you for tenders or issue invoices, for example.
- We recommend to save your entered data with the Save button before changing pages.
- Green buttons are then to be pressed each time after saving entered data.
- The "Validate main data" button takes you to the next page and sends your entry to your STRABAG contact for checking.
- Subsequent changes are only possible after STRABAG has checked the data.
- It is possible that commodities have already been entered to illustrate your range of services.
 - Please check the information under "Supplier Commodities" carefully. Among other things, the selection of commodities controls the relevance for tenders.
 - Where necessary, correct/complete the commodities by clicking on the three dots (...). Further information on the commodities can be found in the detailed guide *Commodities*.

Supplier Commodities *

Commodity Selection


- Click on the "Submit for Activation" button to confirm the data for STRABAG.
- Please pay attention to the message on the portal that commodities/main data are frozen and can no longer be edited until checked by STRABAG.
- Your data will now be forwarded for STRABAG's internal review.

- After your main data has been released by STRABAG, you can view your main data at any time.
- The process steps on your SPS start page are displayed in green step by step.
- If necessary, you can still correct your main data after it has been released by STRABAG. The procedure is described in our "Changing the main data" instructions.
- You will receive an e-mail confirming your successful registration in due time.
- Sustainability assessment for suppliers:
 - As part of the "Sustainability in the supply chain" project, a sustainability assessment for suppliers with an increased sustainability risk will be carried out in the future via a questionnaire in SPS.
 - However, the general sustainability questionnaire and, if applicable, the product-specific CO2 questionnaire will initially only be piloted at selected suppliers in Germany and Austria by a central team.

Your task: "Upload mandatory certificates"

- Next, depending on your legal form, update the Commercial documents. You can upload them to the system in the "Documents & Certs". tab.
- If you do not upload any certificates, you may receive multiple certificate requests from different STRABAG contacts. You can prevent this by uploading the required certificates.
- A guide to uploading certificates can be found in our instructions for "Managing Certificates".
- Your data will now be forwarded for internal STRABAG verification.
- You will promptly receive an e-mail confirming your successful registration.
- The process steps on your SPS start page are shown in green.

SUPPLIER STATUS

Submit main data	 There is no item requiring your attention at the moment.
Company attributes	
Upload mandatory certificates	
Validate main data Approval is given by STRABAG	
Validate certificates Approval is given by STRABAG	
Basis qualified The data is up-to-date	