# **SVEVI**

# Introduction to Svevia Supplier Portal

Svevia Supplier Portal is used for communication with our suppliers.

In our supplier portal, you can see ongoing procurements, retrieving attachments to requests, submit tenders, receive and confirm orders and answer questionnaires.

More information: Questions and comments about Svevia Supplier portal can be asked sent to: <a href="mailto:inkop@svevia.se">inkop@svevia.se</a>.





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#### 1. Create an account in the supplier portal

#### **Create an account:**

Fill in the required information marked with \*.

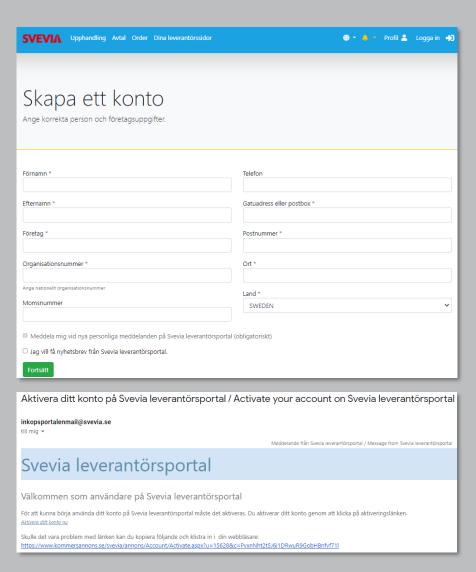
The account that is created is email based.

(Should orders be received, create an account for the email address intended for order reception).

#### **Activate your account:**

To start using your account, it needs to be activated. An activation code is sent to the email address you provided at the time of registration. It may be a few minutes before it arrives. Once you have activated your account, you can log in to Svevia Supplier Portal.

Link to supplier portal (kommersannons.se)





#### 2. Overview your supplier pages

When you sign into your account, you'll be added to the Your supplier pages.

#### **Edit your profile**

Click the person icon in the right corner to manage passwords, account details, updates settings, and payment information.

#### Your supplier pages, here you will find:

Procurement monitoring

Your ongoing procurements and call-offs

The message box

Document signing

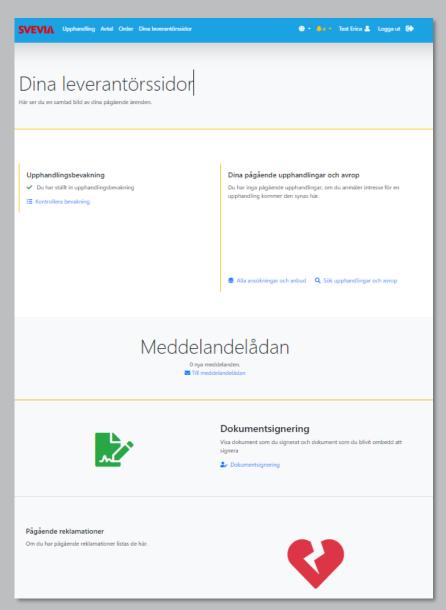
Ongoing complaints

Order

Your agreements

Questionnaire

**GDPR** management



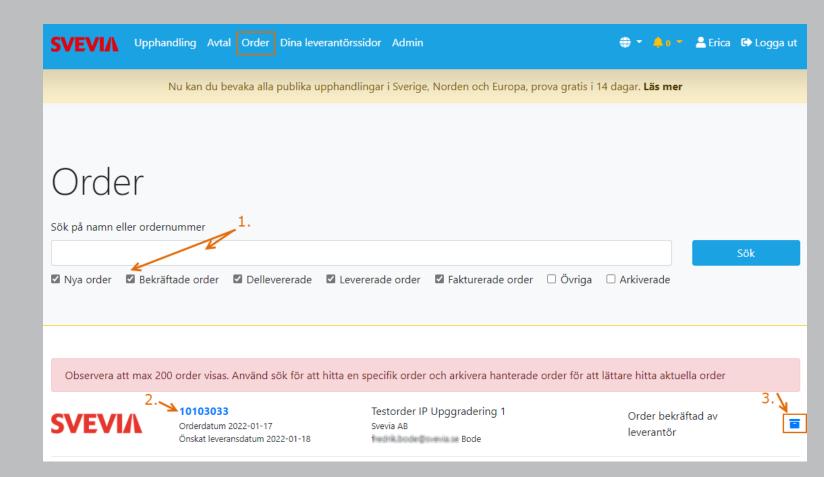


#### 3. Manage orders

#### Message notification:

Click Order in the menu list to go to the order overview. Here are all your orders.

- 1. Search or filter by order.
- 2. Open your order by clicking on it.
- 3. Click the trashcan to archive the order. It disappears from the list.





#### **Order details**

Once you click on your order, the order details will come up. Here you can do the following:

- **Order overview:** As the picture shows.
- Confirm orders: Here you can confirm the order or see order confirmations that has been sent.
- **Delivery:** Here you can notify that the order has been delivered and see sent delivery notices.
- Admin features: Here you can see order history, ecommerce message and order configuration.
- Print the order.
- See the specification in pdf.
- **Reject order:** Click here if you cannot confirm the order.
- See the order and Svevia's general terms of purchase in pdf.



SVEVIA Upphandling Avtal Order Dina leverantörssidor Admin



#### Orderdetaljer

10103033 - Testorder IP Upggradering 1

I er användarprofil har ni angivit att ert organisationsnummer är 556768-9848 men i kundens register är istället numret 000000-0000 registrerat Observera att när du fakturerar här i portalen kommer 00000-0000 att anges för att kunden ska kunna läsa in fakturan i sitt system. Om det nummer kunden har registrerat är fel, kontakta kunden så de kan uppdatera era uppgifter.?

1 Orderöversikt 2 Bekräfta order → 3 Leverera → 4 Adminfunktioner → 5 → 6 →

#### Bekräftad order

Du har bekräftat ordern. För att avisera leverans klicka på Leverera i menyn. Där kan du vid behov dela upp leveransen i flera delleveranser.

Om leverans enligt beställning nedan inte kan genomföras ska du avvisa beställning. / .

DOKUMENT O.	Rexiditationer
Order_10103033.pdf Svevias allmänna inköpsvillkor, varor.pdf	Det finns inga reklamationer på den här ordern
Status	Order bekräftad av leverantör
Inköpsordernummer	10103033
Leverantörens ordernr	123
Orderns benämning	Testorder IP Upggradering 1
Orderdatum	2022-01-17
Levererat datum	
Leveransadress	Svevia AB Svetsanvägen 8 17104 Solna SWEDEN
Leveransmottagare	Fredrik Bode +4684041000 fredrik bode@svevia.se
Godsmärkning	Japp
Kund	Svevia 556768-9848
Kundens kontaktperson	fredrik.bode@svevia.se Bode fredrik.bode@svevia.se
E-faktura	Svevia AB Orgnr: 556768-9848 GLN: 7365567689840 SWEDEN
Fakturamärkning	96000
Leverantör	Mickes utbildningsföretag AB (Svevia) 000000-0000
Leveransvillkor	LOK Levererat Olossat Köparen
Leveransinformation	Ring Erica
Primoordemummer	









105,00 SEK

105,00 SEK

0.00 SEK

#### 4. Signature request

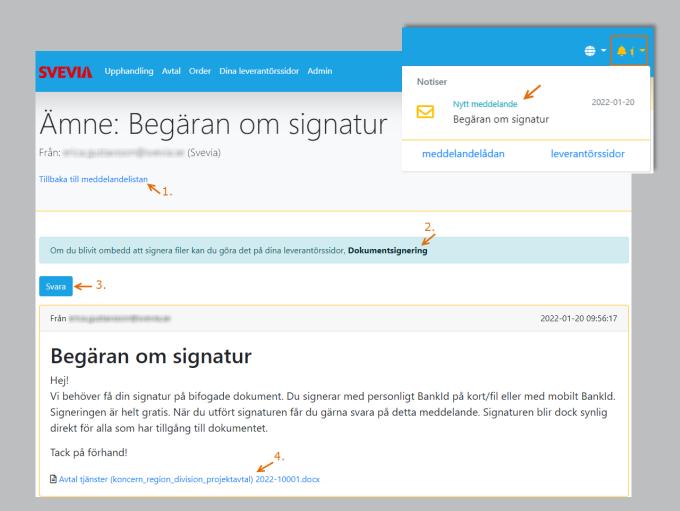
#### Message notification:

The bell in the right corner of your profile indicates with a number when you've received any messages. Click on the new message to read.

#### Signature request: (Begäran om signatur)

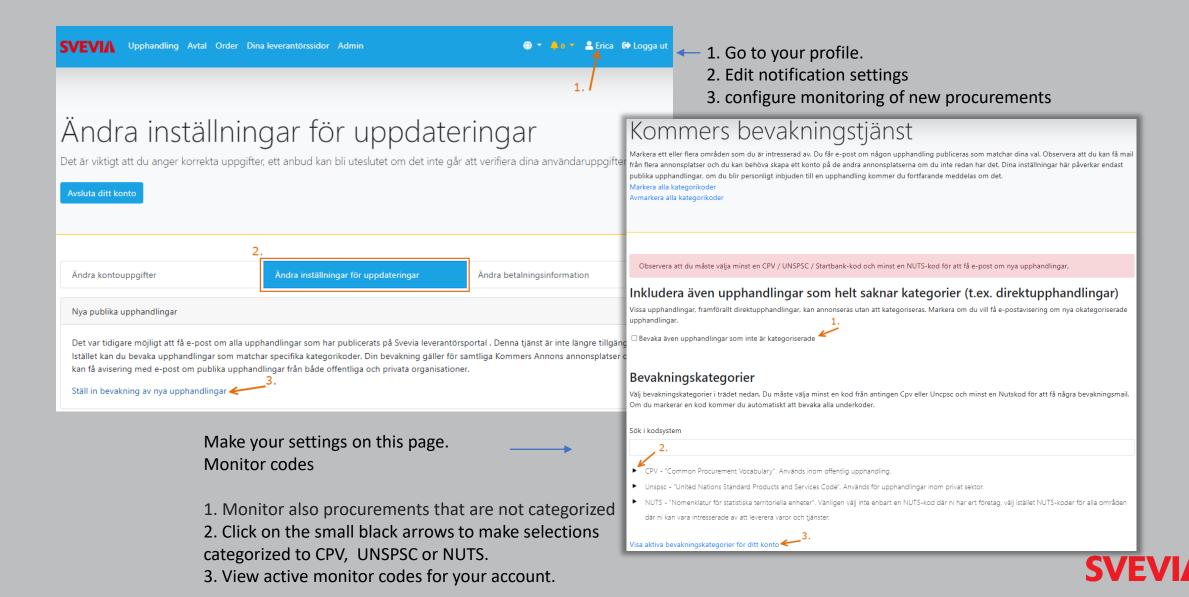
The message indicates that a signature request has arrived.

- **1. Back to the message list:** Click here to see all your messages.
- 2. Document signing: Click here to proceed to signing the document. Follow the instructions to start signing via bank ID.
- **3. Answer:** Send a reply to the sender. A box for writing an email message pops up. The message is sent back to the sender.
- 4. Link to the document that you shall sign.





#### 5. Set up monitoring of new procurements



## **SVEVI**

Specialister på väg