

# YIT Sourcing Portal – Supplier Guide

## IN THIS GUIDE, WE WILL INTRODUCE YOU TO THE YIT SOURCING PORTAL, THE PROCESS OF REGISTERING AS A SUPPLIER, AND THE NAVIGATION WITHIN THE PLATFORM.

The purpose of registering on the YIT Sourcing Portal is to identify your organisation as a potential supplier for YIT. It is not a commitment for YIT to award your company any business.

#### **OVERVIEW OF THE YIT SOURCING PORTAL**

The YIT Sourcing portal is a secure web based collaborative tool used by procurement professionals (buyers and suppliers) to conduct strategic procurement activities online. These activities include:

- Request for information (RFIs)
- Request for Quotation (RFQs)
- Auctions
- Contract Management
- Performance Management

The portal is free and easy to use for suppliers.



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Image 1: Welcome to YIT Sourcing Portal



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### **REGISTERING ON THE PORTAL**

There are two ways to register your company into the YIT Sourcing Portal:

a) **YIT Procurement Department will start the registration process for your company**. YIT will add some information against your company profile and you will have to continue the registration process by filling out the remaining fields.

*Note 1:* When YIT starts the registration process on your behalf, you will receive the username and password to the email address which was provided by you for the registration process.

Note 2: Even though YIT Procurement Department has already filled in some of the information relevant to your company, you are responsible for the accuracy of these details. Please review thoroughly the fields that have been populated, correct the information where necessary in the editable fields and highlight to YIT any inaccurate information for further corrections. Send an email to YIT containing all the details that require a change, along with the supporting documents.

b) You can register on the YIT Sourcing Portal through a registration link which will be sent to you by your YIT contact person. In this case, YIT will not have prepopulated any information for your company and this will be entirely your responsibility.

The portal is available in several languages and you can set your preferred language and time zone within your user profile.

## PORTAL USER AGREEMENT

On your first access to the tool you will be presented with the **Portal User Agreement**. Please read this document carefully and accept or reject it.

In order to proceed with the registration process **you must accept the Portal User Agreement** by ticking the "I agree" button and clicking the "Next" button as highlighted in the image 2 below (points 1 and 2).

**Note**: If you wish to download the Portal User Agreement as a PDF file you can do so from the top-right hand corner of the screen (please refer to point 3 in the image 2 below).

Also, please ensure that you will have good internet connection while performing the registration process, because in the event of lost connection, you will have to fill in all the information again.



	Close     Close     Close	le
	User Agreement	
	USER AGREEMENT	
	1. Introduction 1.1. This user agreement between YTT (Buyer) and the potential or actual supplier (Supplier) concerns the Supplier's right of use to the YTT's Sourcing Portal system (System) and use of the System in a case where the Supplier responds to the Buyer's invitation to participate in the Buyer's sourcing procedure. A separate agreement is appleto to all sourcing. 1.2. If the Supplier-user (as defined in Clause 4.1 below) logs in to the System with the Supplier's username and password, it accepts this user agreement and agrees to follow it.	
	<ol> <li>2. System</li> <li>2.1 The System is offered by BravsSolution and the Buyer is responsible for its operation.</li> <li>2.2 All intelestical property rights to the System including all patents, conjunyiths, database rights, resign rights, trademarks, domain names, expertise, utility models and model rights regardless of whether they have been or can be registered and, where necessary, applications concerning such rights belong to BravsSolution.</li> <li>2.3 correspondingly, all intelectual property rights to the System including all patents, conjunyiths, database rights, resign rights, trademarks, domain names, expertise, utility models and model rights regardless of whether they have been or can be registered and, where necessary, applications concerning such rights belong to BravsSolution.</li> <li>2.3 correspondingly, all intelectual property rights to the System randor prospons at and/or provements has a transferred through the System remains the property of the Buyer and may not be used by the Supplier for purposes other than the procurement in question.</li> <li>2.4. The Buyer enserves the right to interrupt the availability of the System randor prospons at and/or provent is use at any, inne without lability to pay compensation by notifying the Supplier of this in the System.</li> <li>2.5. The Buyer is in now any responsible for information or link in the System randor in rody responsible for information or link in the System randor providing the Superior of this in the System.</li> <li>2.6. The Buyer is no way responsible to information or link interest Supplications to an out off the Buyer's reasonable control.</li> </ol>	
	3. Rights of use 3. Puscarts to the terms of this user agreement, the Buyer grants the Supplier a Supplier-user the right of use to the System free of charge so that the Supplier can respond to the Buyer's invitations related to the sourcing procedure. 3. The Supplier and yon't use the System in order to respond to an invitation that concerns participation in the sourcing procedure based on this user agreement and other rules presented in the System. The Buyer can deny the user right of the Supplier and/or one or several Supplier-users to the System without separate notification. 3.3. Notwithstanding the Buyer's other rights, the Buyer reserves the right to prevent the use of the System without separate notification for technical or legal reasons.	
1	I have read and agree to the User Agreement	
2	Next	

Image 2: Portal User Agreement

## SUPPLIER REGISTRATION

Once you have agreed the Portal User Agreement, you will be directed to fill in registration relevant information.

The process encompasses four steps and you are able to see the progress of your registration in the progress bar in the top of the page.

### 1. Registration data

Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation

Registration data is divided into two main sections: Organisation Details and User Details.

The first section's purpose is to collect information about your company (please refer to image 3 below).



Organisation Details				
* Organisation Name	Supplier Alfa			
* Country	FINLAND			
* Address	Street 1			
* City	Helsinki			
* Postal Code	00108			
* VAT Number	12345678			
Company Registration Number	123456789			
Dun & Bradstreet (if applicable)	123456789			
<ul> <li>Organisation Email Address</li> </ul>	supplier@alfa.fi			
Main Organisation Phone Number	+35864525151515			
Web site	www.supplieralfa.com			

Image 3: Supplier Registration Form – Supplier's Organisation Details

The second section of this registration form is to capture information about your company's key user that will use the portal (image 4).

User Details	
* First Name	Supplier
* Last Name	Alfa
Username (recommended to use your email address) (please do not forget your username)	supplier@alfa.com
Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	a.radu@bravosolution.com
Phone Number	+3589562626246262
Department	▼
Role within Organisation	Project manager 🔹
<ul> <li>Preferred language for use in system interface</li> </ul>	English (UK)
* Time Zone	(GMT + 2:00) EET(Eastern Europe Time), Helsinki, Athens, Sofia, Bucharest

Image 4: Supplier Registration Form – User Details

*Note 1:* All fields with a red asterisk (\*) are mandatory.

**Note 2.** Kindly remember to select your preferred language and time zone from the dropdown lists provided under the user details.



When you are confident that all the fields are filled in to the best of your knowledge, click the "Save" button on the top right hand side of the screen as highlighted in the image below:

Registration Data			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
Organisation Details			( Reset
* Organisation Name	Suppler Procurement		

Image 5: Supplier Registration – Save records

#### 2. Basic Profile Forms

Registration Data Basic Profile Forms	My Category Selection	Registration Confirmation
---------------------------------------	-----------------------	---------------------------

The next registration process step is the *Basic Profile Forms,* which contains a set of questions to inform YIT Procurement Department about your company.

Please ensure you answer all the questions marked with a red asterisk, those being mandatory. Answering the nonmandatory questions will give to YIT additional information helping them to make informed decisions. Once you answered the questions on the screen, please click "Save & Continue" to proceed to the next questions on the basic profile forms.

	✓ Basic Profile Form: Basic profile - General Registration							
	Registration Data		Basic Profile Forms	My Category Selection		Registration Confirmation		
							Save & Continue	× Cancel
	General							
	Code of Conduct	* Please confirm that y	ou have acknowledged YIT's Code of Conduct.			Code of Conduct.pdf		
:	Supplier Requirements	* Please read the attac	hed Supplier Requirements and confirm that you accept them.			▼ Supplier Requirements.pdf		

Image 6: Basic Profile Forms: Answering basic profile questions

*Note 1:* All fields marked with a red asterisk (\*) are mandatory.

Note 2: Notice the progress bar on top of the screen is highlighting where you are with the registration process

**Note 3**: When requesting changes to your details you may be required to provide relevant evidence documents (e.g. headed letter from the bank attesting the bank detail changes or copy of your renewed certifications).

#### 3. My Category Selection

Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
-------------------	---------------------	-----------------------	---------------------------

"My Category Selection" is the third step of the registration process and this will be displayed to you once you have answered the questions part of the Basic Profile Forms.

YIT category tree will be presented on the screen and you can drill in to the different branches to select all the relevant categories to your organisation.



Categories Registration			
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			Confirm Current Selection X Cancel
Free Text Search Search			
Deselect All			M Display Selected Only
- Categories (selected items: 2)			
010000 - Material			
D10100 - Appliances and furniture			
010200 - Asphait Mass			
🕑 010201 - Bitumen			
010202 - Ready Asphalt			
010203 - Mineral Aggregates			
010204 - Asphalt mass additives			
0 010205 - RAP			
010300 - Concrete			
- Doors and windows			
010401 - Windows and balcony doors			
O 010402 - Doors and Windows (underined)			
O 10403 - Externa and memal doors			
O 10405 - Locks and fittings			
<ul> <li>010500 - Explosives</li> </ul>			
<ul> <li>O 10501 - Explosives and related equipment</li> </ul>			
010600 - Other Materials			

Image 7. Categories selection

Note 1: if you are unsure about the selections to be made, please get in touch with your YIT contact person

#### 4. Registration Confirmation

Registration Data     Basic Profile Forms     My Category Selection     Registration Confirmation	
---------------------------------------------------------------------------------------------------	--

This is the final step of the registration process and if you completed all the previous steps, the system will notify you about the successful registration of your company into the portal.

By clicking "Main Page" button on the top right, you will be directed to the login page where you are able to login into the portal by using the login details received via email as a result of successfully completing the registration.

Registration Confirmation				
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation	
			<b>a</b>	Main Page
The Registration Process is complete. Your account has been activated and an email sent Log in with your Username and Password to access the platform.	to confirm this.			

Image 8: Registration Confirmation

The print screen below (image 9) is the portal login page which you will use from now on to access the portal. The YIT login page is available in multiple languages and you can select the preferred one.





Image 9: YIT Sourcing Portal login page

## FIRST LOGIN

Check your email (the one you provided with when performing the registration) and log in with the **Username** and **Password** that have been sent.

At your first login, you will have to accept again the Portal User Agreement and afterwards you will be asked to **change your password for security reasons.** Follow the instructions highlighted on the screen shot below (image 10):

![](_page_7_Picture_7.jpeg)

Image 10: Change password

![](_page_8_Picture_1.jpeg)

Enter the new password and click 'Submit'. This will then bring you to the "Supplier Reserved Area" page, which is basically your main navigation page.

үг					
Supplier Reserved Area					
Dashboard	Organisation profile				
Request for Information (RFI)	<ul><li>Manage organisation profile</li><li>Modify password</li></ul>				
Request for Quotation (RFQ)	Manage users				
Auctions	YIT Contact				
Contracts	Need a procurement contact? Click here.				
Log Out	Helpdesk				
	Need assistance? Please contact our helpdesk: +44 203 608 4238 help@bravosolution.co.uk				
© BravoSolution System Requirements					

Image 11: Supplier Reserved Area

On this page, you have a number of different options to select from, including managing your Request for Information (RFI), Request of Quotation(RFQ) and Auction activities, Organisation Profile, Dashboard and User Management options.

## SUPPLIER PROFILE: ORGANISATION PROFILE

To update your company profile settings, click on the "Manage organisation profile" link.

Organisation profile
Manage organisation profile
Modify password
Manage users

Image 12. Manage organisation profile

This will bring you to a page where you can update your Registration Data, Basic Profile, Status Summary and see the Response History.

![](_page_9_Picture_1.jpeg)

ĉ	Registration Data	Basic Profile	Extended Profile	Status Summary	Response History
<b>S</b> *	Organisatio	on Name: S	upplier Alfa		
	Organisation De	tails			
2	Organisation Name	e S	upplier Alfa		
	Country	F	INLAND		
	Address	S	treet 1		
	City	н	lelsinki		
	Postal Code	0	0108		
	VAT Number	1:	2345678		
	Company Registra	tion Number 12	23456789		
	Dun & Bradstreet (	if applicable) 1	23456789		
	Organisation Emai	Address si	upplier@alfa.fi		
	Main Organisation	Phone Number +	35864525151515		
	Web site	w	ww.supplieralfa.com		

Image 13: Supplier profile page – supplier details management

**Note:** not all the fields can be modified! If you require an update to any of the read only fields, you should get in touch with your contact person from YIT Procurement Department.

Once on the page, you can move to other tabs such as, 'Basic Profile', 'Extended Profile', 'Status Summary' and 'Response History' (highlighted on the image 13 above).

## SUPPLIER PROFILE: DASHBOARD

The "Dashboard" gives you the possibility to see at a glance relevant activities and information for your company. To access the "Dashboard" page from the supplier reserved area, click into the "Dashboard" hyperlink (images 14 and 15 below).

![](_page_10_Picture_1.jpeg)

YIT					
Supplier Reserved Area					
Dashboard	Organisation profile				
(1) Request for Information (RFI)	Modify password				
Request for Quotation (RFQ)	Manage users				
Auctions	YIT Contact				
Contracts	Need a procurement contact? Click here.				
Log Out	Helpdesk				
	Need assistance? Please contact our helpdesk: +44 203 608 4238 help@bravosolution.co.uk				
© BravoSolution System Requirements					

Image 14. Supplier Reserved Area – Dashboard link

â	Main Dashboard	0.0
	😋 Quick Links	My RFIs with Pending Responses
<b>\$</b>	✓ Standard Links	No RFIs to display
	Organisation Profile	
	My Auctions	My RFQs with Pending Responses
	My RFIs	
	My RFQs	No RFQs to display
	My Contracts	
	List of Directories	Open and Pending Auctions
	< New Messages (last 30 days)	() No Auctions to display
	(i) No Unread Messages	

Image 15. Dashboard

**Note:** once you are in the portal you can return to the "Dashboard" page anytime by selecting 'speedometer' tab on the navigation menu on the left hand side of the screen (image 16).

![](_page_11_Picture_1.jpeg)

ĉ	Menu		0 0
	Dashboard	Main Dashboard	My RFIs with Pending Responses
-	Sourcing		(i) No RFIs to display
1	My Organisation		
	File Sharing		My RFQs with Pending Responses     .      □     .
	User Management		No RFQs to display
	List of Directories		Open and Pending Auctions
	📣 New Messages (last	30 days) . –	No Auctions to display
	(	No Unread Messages	

Image 16. How to return to the "Dashboard" page

The Dashboard has different portlets which highlight the activities requiring your immediate attention (see image 17).

ĉ	Main Dashboard					0.0
	💿 Quick Links		My RFIs with Pendin	g Responses		. 🗆 .
<b>1</b>	- Standard Links	1	No RFIs to display			
	Organisation Profile					
	My Auctions	m	Mv RFQs with Pendi	na Responses		. –
	My RFIs					B
	My RFQs	_	RFQ Title	Organisation	RFQ Closing Date/Time	Response Status
	My Contracts		RFQ_Bridge	VIT	01/02/2018	No Response
	List of Directories		2018		00:00	Prepared
	Now Massages (last 20 days)		Open and Pending A	untions		_
			Open and Fending P	AUCTIONS		
	RFQ (1)	1	No Auctions to display			
	Unread Messages in: Organisation Name					
	RFQ_Bridge Construction Project 2018 YIT					

Image 17: Dashboard view portlets

You can customise the Dashboard layout by using the "Configuration" icon in the top-right hand corner. You are able to select how you would like the content to be displayed on the screen (see image 18).

![](_page_12_Picture_1.jpeg)

â	Main Dashboard					0.0
	💿 Quick Links		My RFIs with Pending Resp	onses		
<b>*</b>	- Standard Links		No REIs to display			
ı ۱	Organisation Profile			×		
	My Auctions	Define Tab Title	Set Columns	3030		
	My RFIs	Title	25%/50%/25%	1303		
	My RFQs	Main Dashboard	33%/33%/33%	ion	RFQ Closing Date/Time	Response Status
	My Contracts		25%/75%		01/02/2018	No Response
	List of Directories		50%/50%		00:00	Prepared
	📣 New Messages (last 30 d					
	RFQ (1)		(i) No Auctions to display			
	Unread Messages in:	Organisation Name				

Image 18. Dashboard view configuration

The icons on the left-hand side of page can be used to access major areas of the system. Clicking onto these icons and areas will expand the menu for further navigation options across the system (as shown in the image 19 below).

<b>d</b>	Menu						
	Dashboard						
<b>\$</b>	Sourcing >	Projects		*			
ศ	My Organisation	RFIs		Status	RFQ Closing	<ul> <li>Buyer</li> <li>Organisation</li> </ul>	Response Status
-		RFQs	>	My RFQs			
G	File Sharing	Auctions		to mining	01/02/2010 00.00	YIT	No Response Prepared
	User Management	Contracts		losed: To Be Evaluated	17/08/2017 15:00	YIT	Response To Be Submitted To Buyer
_	lotal Z	]					20 V Page 1 of 1

Image 19. Menu for navigation

You can also update your personal details if needed- from the top-right hand corner of the "Dashboard" view select "User Profile" (image 20).

W	elcome Supplier Alfa	
	English	-
-	User Profile	
-		

Image 20. Update personal details

In the new screen, click on "Edit" to update your user details or click on "Modify Password" to change the password (image 21):

![](_page_13_Picture_1.jpeg)

User: Supplier Alfa	Modify Password
First Name	Supplier
Last Name	Alfa
Username (recommended to use your email address)	supplier@alfa.com
Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	a.radu@bravosolution.com
Phone Number (Please make sure you enter this correctly. The phone number must	+3589562626246262

Image 21. Edit user details or change password

## SUPPLIER PROFILE: USER MANAGEMENT

This functionality allows you to add additional users to your company account, if required. There are two ways to create additional users:

Option 1: From the "Supplier Reserved Area" page, click into the "Manage users" hyperlink (see image 22).

![](_page_14_Picture_1.jpeg)

YIT					
Supplier Reserved Area					
Dashboard	Organisation profile				
Request for Information (RFI)	Modify password				
Request for Quotation (RFQ)	Manage users				
Auctions	YIT Contact				
Contracts	Need a procurement contact? Click here.				
Log Out	Helpdesk				
	Need assistance? Please contact our helpdesk: +44 203 608 4238 kelp@bravosolution.co.uk				
BravoSolution   System Requirements					

Image 22. Manage users link

Option 2: From the "Dashboard" navigation menu on the left hand side of the screen, follow the path "User Management -> Manage Users -> Users" (see image 23).

â	Menu	ons	
	Dashboard		
1	Sourcing	Enter Filter (type to start search)	*
₫	My Organisation		
	File Sharing		
-	User Management	Manage Users	Users
		Default Users	User Roles
			Divisions

Image 23. User Management – Navigation menu

![](_page_15_Picture_0.jpeg)

To create additional users to your organisation, click "Create" button from the top right (image 24), enter user details and click 'Save' (image 25). This will trigger an email with a password which will be sent to the new user that you created.

ô	User Roles Divisions
<b>\$</b>	Filter By:     All Users <ul> <li>Enter Filter (type to start search)</li> <li> </li></ul> <ul> <li>Filter By:</li> <li>Enter Filter (type to start search)</li> <li>Image: Start Start</li></ul>
	No Users to display
<u></u>	

Image 24. Create additional users

New Here	
New User	
	Save X Cancel
User Details	
* Last Name	Joe
* First Name	Doe
User Tag for Codes	
* Email	a.radu@bravosolution.com
* Telephone Number	+358 50 341 6215
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	
* Division Name	Division 🗸
Department	🛩
Role Name	🛩
Choose your Username and check it is not already in use	additionalsupplier
* Preferred Language	English (UK)
<b>∗</b> Time Zone	(GMT + 2:00) EET(Eastern Europe Time), Helsinki, Athens, Sofia, Bucharest

Image 25. Save records for the new user

The system will prompt a message informing you that your colleague has been registered as a new user and that the login details have been sent via email to the email address you provided at the creation stage (image 26).

![](_page_16_Picture_1.jpeg)

New User	
	View User Rights
Doe Joe has been registered as new user, Login details have been sent via email to: a.radu@bravosolution.com NO USER RIGHTS ARE ASSOCIATED TO THIS ACCOUNT THEREFORE ANY NEW USERS WILL NOT SEE ANY OF THE TENDERS YOU ARE RESPO access, please review the user rights of the account in order to grant access to objects.	NDING TO. To provide them with the correct

Image 26. New user creation confirmation

At this stage, the new user has been created, but no rights have been associated to this account, therefore you will have to determine the user rights you would like to assign to this colleague. To perform this activity first click on "View User Rights" (refer to image 26 above) and a new screen with all the user right options will be displayed. On this screen, please click on "Edit" buttons available for each section and select from the dropdown list the relevant option (as highlighted on the screen below – image 27).

Here Back to List		C Edit
User: Doe Joe     Division: Division		
Details		
User Details User Rights		
Auctions		C Edit Auction Rights
Visibility of Auction Lists	No	
Access Auction Details	No	
Access to Auction Monitor	No	
Participate	No	
Contact Visible to Buyer	No	
Manage Messages	No	
RFx		Credit RFx Rights
Visibility of RFx Lists	No	
Access RFx Details	No	
Create Response	No	
Modify Before Publishing	No	
Modify and Submit	No	

Image 27: User Rights selection

![](_page_17_Picture_1.jpeg)

## RESPONDING TO AN RFI OR RFQ

When invited to an RFI (Request for Information) or RFQ (Request for Quotation) you will receive an email notification containing a summary of the event and a quick link taking you to the portal (as exemplified below):

To supplieralfa
Cc
Send
Subject Invitation to RFQ - Request for Quotation Code rfq_223 on YIT Sourcing
pear supplier,
YIT invites you to participate in the following RFQ - Request for Quotation on Lemminkainen Sourcing
Type: REQ - Request for Quiptation
Code in 23
The PC Bridge Construction Project 2019
Owner, super Oser
Project Code: Project_96
Project Title: Project_96
IMPORTANT:
In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:
Date: 1 Feb, 2018
Time: 00:00 (EET - Eastern European Time)
It is important that you comply with the above deadline as late submissions may not be accepted and you will sick evolution from this PEO - Request for Questation
it is important that you comply with the above dedunine as late submissions may not be accepted and you with the exclusion norm this in Q - nequest for Quotation.
To view the defaults of the RFO - Request for Quotation please click the following link and enter your Username and Password:
https://yit.bravosolution.com/esop/guest/login.do?qvu=7660266001614C54C73B
Or browse as follows:
- Connect to https://vit.bravosolution.com
- Enter your Username and Password
- Go to REO - Request for Quotations
- Click for 2014 to just the details of the REO - Request for Outstion

### Image 28: RFx event notification

Alternatively, to access the event/s, you should connect to the YIT portal by using your username and password and on the Supplier Reserved Area page click on "Request for Information (RFI)" or "Request for Quotation (RFQ)".

![](_page_18_Picture_1.jpeg)

YIT			
Supplier Reserved Area			
Dashboard	Organisation profile		
Request for Information (BEI)	Manage organisation profile		
	Manage users		
Request for Quotation (RFQ)			
Auctions	YIT Contact		
Contracts	Need a procurement contact? Click here.		
Log Out	Helpdesk		
	Need assistance?		
	Please contact our helpdesk:		
	help@bravosolution.co.uk		
	_		
BravoSolution System Requirements			

Image 29. Access RFI's and RFQ's from Supplier Reserved Area

If you are already into the portal, in the dashboard area you will also be able to identify the events you were invited to answer to.

6	Main Dashboard	0 0
	💿 Quick Links . 🖃	My RFIs with Pending Responses
<b>\$</b>	- Standard Links	i No RFIs to display
ſ	Organisation Profile	
-	My Auctions	My REOs with Pending Responses
	My RFIs	
	My RFQs	RFQ Title Buyer RFQ Closing Response Organisation Date/Time Status
	My Contracts	RFQ_Bridge 01/02/2018 No Response
	List of Directories	2018 2018 2018 2018 2018 2018 2018 2018
	📣 New Messages (last 30 days)	Open and Pending Auctions
	RFQ (1)	No Auctions to display
	Unread Messages in: Organisation Name	
	RFQ_Bridge Construction Project 2018 YIT	

Image 30: Access RFI's and RFQ's from the Dashboard

Once you have accessed the event, read all the information provided to you.

![](_page_19_Picture_0.jpeg)

In some cases, you may be asked to accept a Terms and Conditions document/a specific document before having access to the RFP/RFI details (as highlighted in the print screen below).

	Confirm × Cancel				
① Please download and read the Terms and Conditions Document and agree to it in order to have	access to negotiation details.				
You must first download the Terms and Conditions Document by clicking on the document	You must first download the Terms and Conditions Document by clicking on the document name				
Supplier Agreement					
Terms and Conditions Document					
Confirm that you have downloaded and read the Terms and Conditions I	Document				
I Agree with All Terms and Conditions	I don't Agree				

Image 31: Accept Terms and Conditions

After you have read all the information you can start building your response. To perform this activity, you will have to click on "Create response" button (point 2 in the print screen below) under "My Response" tab (point 1). (see image 32)

Note: the status of your response is displayed on this screen too (see point 3).

Here Back to List	
RFQ: rfq_223 - RFQ_Bridge Construction Project 2018	IIII Running
Project: Project_96 - Project_96	
Closing Date: 01/02/2018 00:00:00	
Response Last Submitted Yet	
RFQ Details Messages (Unread 1)	
Settings Buyer Attachmenter My Response User Rights	
2 Create	Response

Image 32. Create Response

There are two possibilities to edit your responses:

1. **Offline** – you will export response form from the tool and you will fill in all the needed details in an excel template. After completing the form responses on excel, you will have to import the excel back to the tool

![](_page_20_Picture_1.jpeg)

RFQ: ffq_223 - RFQ_Bidge Construction Project 2018   Project: Project_96   Cosing Date: 01/02/2018 00:00:00   Response Last Submitted On: Not Submitted Yet     RFQ Details   Messages (Unread 1)   Settings   Buyer Attachments (0)   My Response   User Rights     My Response Summary   1.   Qualification Response   Missing optional responses (2)   No additional attachments   2.   Technical Response   Missing mandatory responses (3)   3.   Commercial Response   Mandatory fields missing (1)   Total Price (excluding optional sections)	Here Back to List			•••
RFQ Details Messages (Unread 1)   Settings Buyer Attachments (0)   My Response User Rights     My Response Submit Response   My Response Submit Response     My Re	RFQ: rfq_223 - RFQ Project: Project_96 - Project_96 Closing Date: 01/02/2018 00:00:00 Response Last Submitted On: No	_Bridge Construction Project 2018	nu Ru	inning
Submit Response       Export/Import Response         My Response Summary       Image: Constraint of the sponse Summary       Image: Constraint of the sponseSummary       Image: Constraint of th	RFQ Details         Messages (Unreal           Settings         Buyer Attachments (0)         Messages (Unreal	ad 1) y Response User Rights		
Improve Summary       Missing optional responses (2) No additional attachments       Improve Summary	Mu Dognosoo Summoni		Submit Response	ponse
1. Qualification Response       Missing optional responses (2) No additional attachments       Missing mandatory responses (3)         2. Technical Response       Missing mandatory responses (3)       Total Price (excluding optional sections)       0         3. Commercial Response       Mandatory fields missing (1)       Total Price (excluding optional sections)       0         Total Cost Total (excluding optional sections)       0	My Response Summary			
2. Technical Response       Missing mandatory responses (3)         3. Commercial Response       Mandatory fields missing (1)         Total Price (excluding optional sections)         Commercial Response	1. Qualification Response	Missing optional responses (2) No additional attachments		
3. Commercial Response       Mandatory fields missing (1)       Total Price (excluding optional sections)       0         Total Cost Total (excluding optional sections)       0	2. Technical Response	Missing mandatory responses (3)		
Total Cost Total (excluding optional sections) 0	3. Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	0
			Total Cost Total (excluding optional sections)	0

Image 33. Export/Import Responses-button

In the next screen, click on "Download" button to be able to save on your computer the excel spreadsheet containing the questions you will have to answer for this RFP/RFI. Into this spreadsheet enter your responses, by following the instructions mentioned into this excel document, and then import your completed answers back into the portal (refer to images 34 and 35).

RFQ: rfq_223 - RFQ_Bridge Construction Project 2018	Running
Project: Project_96 - Project_96	
Closing Date: 01/02/2018 00:00:00	
Response Last Submitted On: Not Submitted Yet	
Edit Mode	
Here Back to Response	
	Help To Create & Import Your Response
This screen allows you to download an Excel spreadsheet containing the RFQ questionnaire. You may use the spreadsheet to compile your RFQ response. C should return to this screen and import the spreadsheet in order to populate the online questionnaire.	Ince you have completed the spreadsheet you
Select File to Import Browse 💇 Import Excel 🛃 Download	]←

Image 34. Downloading the Response Spreadsheet

![](_page_21_Picture_1.jpeg)

					-
NOTE:	PLEASE DO NOT	ADD OR REMOVE ANY WORKSHEETS, CI	ELLS, ROWS OR CO	DLUMNS FROM THE EXCE	L RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WIT
RFQ Re	esponse Questionn	aire for: rfq_/3			
COLO	JR LEGEND		_		
		Response Optional			
	F	Response Mandatory			_
	lç	gnored During Import			
	Que	estionnaire Information			•
Curren	cv:EUR				
1	Qualification E	nvelone			
	Quanication E				
1.1	Supplier Requi	rements			
	Question	Description	Response Type	Response Guide	Response
1.1.1	Supplier	Please read the attached Supplier	Option List	Select one of the	Yes
	Requirements	Requirements and confirm that you		Options listed in the	
		accept them.		drop down menu on the	
				bottom right of the	
				response box	
1.2	Supplier Comp	liance			
	Question	Description	Response Type	Response Guide	Response
.2.1	CSR Policy	Does your company have a Corporate	Yes/No Value	Select the applicable	
		Social Responsibility Policy?		response from the drop	
				down menu on the	
				bottom right of the	
				response box	
1.2.2	CSR Policy	If you answered "Yes" to the previous	Attachment	The applicable	
	attachment	question, please attach your CSR policy		attachment must be	
		document.		uploaded online	

Image 35. Filling in the response spreadsheet

2. Online - in this case, you will edit the responses directly into the portal

Online responses can be filled in straight into the portal. You can access to answer your responses by clicking "Edit response" button. Please note that RFQ could be built with different sections like Qualification, Technical and Commercial and you are expected to answer all the mandatory questions behind these sections.

View Re	sponse Index Only		
- 1. Qu	alification Response (Q	uestions: 3)	Edit Response
	oplier Requirements - Section	of Profile Questions	
	Question	Description	Response
1.1.1	Supplier Requirements	★ Please read the attached Supplier Requirements and confirm that you accept them.	Yes
- 1.2 Su	oplier Compliance - Question	Section	
	Question	Description	Response
1.2.1	CSR Policy	Does your company have a Corporate Social Responsibility Policy?	
1.2.2	CSR Policy attachment	If you answered "Yes" to the previous question, please attach your CSR policy document.	(no file attached)
- 1.3 Add	litional Attachments Area		

Image 36. Edit Responses into the portal

NOTE ! In both cases – online or offline - remember to click "Submit Response" when your answers are ready, this should be done before the deadline.

![](_page_22_Picture_1.jpeg)

Here Back to List	
RFQ: rfq_223 - RFQ_Bridge Construction Project 2018 Project: Project_96 - Project_96 Closing Date: 01/02/2018 00:00	IIII Running
Response Last Submitted On:     Not Submitted Yet       RFQ Details     Messages (Unread 1)	
Settings Buyer Attachments (0) My Response User Rights	Response
My Response Summary	

Image 37. Submit response

#### **Questions concerning the RFI/RFQ?**

Use the "Messages" function to communicate with YIT Procurement Personnel. This is a secure communication method.

RFQ Details	Messages (Unread 1)	
Create Message	Received Messages Sent Messages Draft Messages Forwarded Messages	
	Create	

Image 38: Create message

## PARTICIPATING IN AN AUCTION

When invited to an auction you will receive an email notification. To access the event, you will have two possibilities:

- 1. Click on the link on the email (similarly to the one received for RFI/RFQ invitation)
- Connect to the YIT sourcing portal by using your username and password and click on the "Auctions" link (image 39)

![](_page_23_Picture_1.jpeg)

YIT					
Supplier Reserved Area					
Dashboard Request for Information (RFI) Request for Quotation (RFQ)	Organisation profile  Manage organisation profile Modify password Manage users				
Auctions Contracts	YIT Contact Need a procurement contact? Click here.				
Log Out	Helpdesk Need assistance? Please contact our helpdesk: +44 203 608 4238 +44 203 608 4238 help@bravosolution.co.uk				
BravoSolution   System Requirements					

Image 39. Accessing Auctions from Supplier Reserved Area

To participate in the auction, click on the "Auction Monitor" screen.

Here Back to List		Auction Monitor 🗈 🚥
Auction: Auction_4 - New Joinees Kits Project: Project_96 - Project_96		Running
Auction Details Messages (Unread 0)		
Settings Buyer Attachments (0) User Rights		
Overview		
Auction Code Auction_4	Auction Title New Joinees Kits	
Auction Description The new joinees kit should contain: laptop, phones	Test Auction No	
Auction Format English	Auction Direction Reverse Auction	
Buyer Organisation Lemminkainen	Buyer Super User	
Categories		
020402 - Desktops, Laptops, Tablets, Phones and mobile devices		

Image 40. Auction Monitor

In the next screen please select the client version you would like to use.

![](_page_24_Picture_1.jpeg)

0	Java (TM) version (requires Java Plug-in version 1.8 or later)
۲	HTML version
	Remember selection

Image 41. Client version

Auction Monitor screen will be displayed and you will have to bid by entering a price in the "Submit Bid" area (see image below). Throughout the life of the event you will see a summary of the main auction elements and your current ranking, those things will be helping you to decide your bidding strategy.

ode	Subject		Status	Base Price	Currency	Time Remaining
uction_4	New Joinees Kits		Not Running	800	EUR	00:00:00
eserve Price	Minimum Bid Decrement		Your Rank	Best Bid	Bid Required to Lead	
Not reached	20 Single		0			
Supplier	Bid Date/Time	Bid Time	Bid		Submit	

Image 42. Submitting a bid in the Auction Monitor screen

Please find below the explanations for the fields appearing on the auction monitor screen:

- ✓ **Auction Code**: unique reference code (system generated)
- ✓ Subject: title of the auction and it allows you to identify the scope of this bid (the item/s or service/s for which you are invited to bid)
- ✓ Status: this is the status of the auction; "running" status is the one allowing you to bid
- ✓ Base price: indicates the maximum (minimum in Forward Auction) price above which you are prevented from placing bids. (in the print screen above you notice that the base price is 800 EUR, meaning that you will have to bid below this amount)
- ✓ Currency: main currency of the auction, the currency you need to use while bidding
- Time Remaining: the time until the moment the auction will end.
   !!!!Please monitor this carefully throughout the duration of the event, because the time can be extended if there will be activity/bids being submitted during the last minutes of the event.
   The time extension depends on the buyer's strategy to run the auction and you will receive clear instructions from YIT whenever you will be invited to an event.
- ✓ Minimum Bid Decrement: defines the minimum level that suppliers may reduce their bids by
- ✓ Your rank: displays the current rank in the auction
- Supplier: if this setting is enabled by the buyer, it will allow you to see, real time, what the other suppliers are doing; the suppliers' identity will be protected either by system-generated random letters or simply by not displaying their names

![](_page_25_Picture_1.jpeg)

## CONTRACT MANAGEMENT

If you will be awarded, you may be asked to approve a contract or pricing within the portal, or to sign it electronically. You will receive an email alert if this is the case.

Also, you can verify if there is any required activity with regards to contracts by clicking on "Contracts" link from the "Supplier Reserved Area".

Dashboard	Organisation profile
	Manage organisation profile
Request for Information (RFI)	Modify password
	Manage users
Request for Quotation (RFQ)	
Auctions	YIT Contact
5	Need a second sector of 2
Contracts	Click here.
	Helpdesk
	Need assistance?
	Please contact our helpdesk:
	+44 203 608 4238

Image 43. Contracts link

Any contracts requiring review or approval will display in the Contracts in Negotiation portlet on the dashboard.

Click on the contract name then go to Contents Management to see the content requiring approval. Once the contract was mutually agreed by both parties, if YIT decided to use the eSignature for the contract, you will receive an email alert from DocuSign (DocuSign is the 3rd party provider facilitating the eSignature process).

The signature process takes place exclusively in DocuSign.

To start the signature process, the signer/s should click on "View Documents" link (see image 44 below)

![](_page_26_Picture_1.jpeg)

![](_page_26_Picture_2.jpeg)

Clicking on "View Documents" will take the signer to the content of the contract where he can scroll through to review it. Once the review is completed, the signer will have to click on "Continue" in order to go to signature area.

![](_page_27_Picture_1.jpeg)

![](_page_27_Picture_2.jpeg)

Image 45: Moving to signature area

On the defined signature page, the signer should click on "Sign Here" button to be taken to the next screen where he can confirm the name/initial and choose to adopt one of the pre-set signature styles or alternatively, they can write their own signature by clicking "Draw". When ready, the signer will click on "Adopt and Sign". (see image 46):

Adopt Your Signature	×
Confirm your name, initials and signature.	
* Required	
Full Name*	Initials* 2
Alfa Supplier	AS
Select Style Draw 4 PREVIEW DocuSigned by: Ufa Supplicr F387FCD2360A42D By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of m	3 Change Style
my agent) use them on documents, including legally binding contracts – just the same as a pen-and-paper s	signature or initial.
ADOPT AND SIGN CANCEL	

Image 46: Sign electronically the contract

![](_page_28_Picture_0.jpeg)

The chosen signature will be then positioned against the relevant signature area and the signer will have to click on "Finish" with to successfully complete the process.

Done! Click Finish to send	the completed document.	FINISH	MORE OPTIONS
	ଷ୍ ର୍	± = ③	
	Contract_99_1.docx	4 of 5	
	DocuSign Envelope ID: 72A71839-70F0-4C12-BEC7-B59E7423D01B	DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSION ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docusign.com	
	Name: Aniela Radu  Signature:	Name: Alfa Supplie Required - Signature Applied Signature: Alfa Supplier FaorEcto20004420	

Image 47: Finalise the eSignature process

And then they are presented with the completion screen (image 48)

Click Finish to send	the completed document						FINISH	MORE
		You're Done Signing	9	₩ *	<b>•</b> •	×		
	Contract_99_1.docx	You may download or print using t	he icons above.				4 of 5	
	DocuSign Envelope ID: 72A					ING SERV igton 9810	/ICE 4 • (206) 219-0200	
		CONTINUE						
	Name:		Name:					
	Aniela Radu		Alfa Supplier					
	Signature:		Signature: Alfa	signed by: Supplier =cd2886/42d				

Image 48: eSignature confirmation

![](_page_29_Picture_1.jpeg)

## SYSTEM REQUIREMENTS

To use the portal at an optimal level, please make sure you are aware about the System Requirements, which could be accessed from the main login page or your "Supplier Reserved Area":

Dashboard	Organisation profile
Dashooard	Manage organization profile
Request for Information (RFI)	Modify password
	Manage users
Request for Quotation (RFQ)	
Auctions	YIT Contact
Contracts	Need a procurement contact? Click here.
Log Out	Helpdesk
	Need assistance?
	Please contact our helpdesk:
	+44 203 608 4238

Image 49. System Requirements

### NEED ASSISTANCE?

If you need assistance on how to use the portal or you have technical queries concerning the use of the tool please contact the technical helpdesk – "Helpdesk" (English only).

If you need information about details of RFQ's, RFI's, Auctions or Contracts visible to you please navigate to "YIT Contact" (point 2 from the image below) and select from the list the relevant person/s.

![](_page_30_Picture_1.jpeg)

Dashboard	Organisation profile
Request for Information (RFI)	Manage organisation profile
	Manage users
Request for Quotation (RFQ)	
Auctions	YIT Contact
Contracts	2 Need a procurement contact? Click here.
Log Out	Helpdesk
	Need assistance?
	Please contact our helpdesk:

Image 50. Contact details on Supplier Reserved Area