

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.

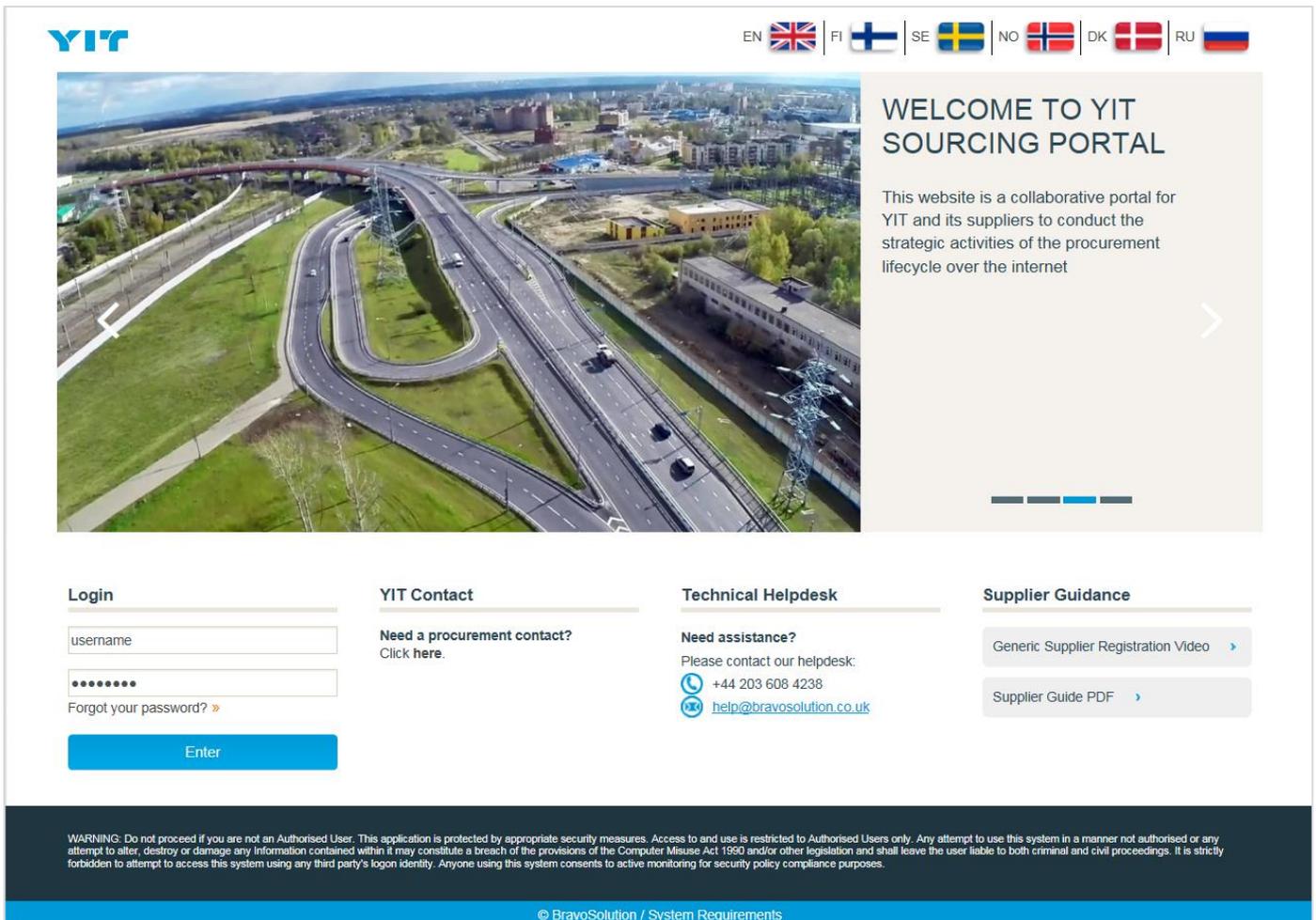


Image 1: Welcome to YIT Sourcing Portal



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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.

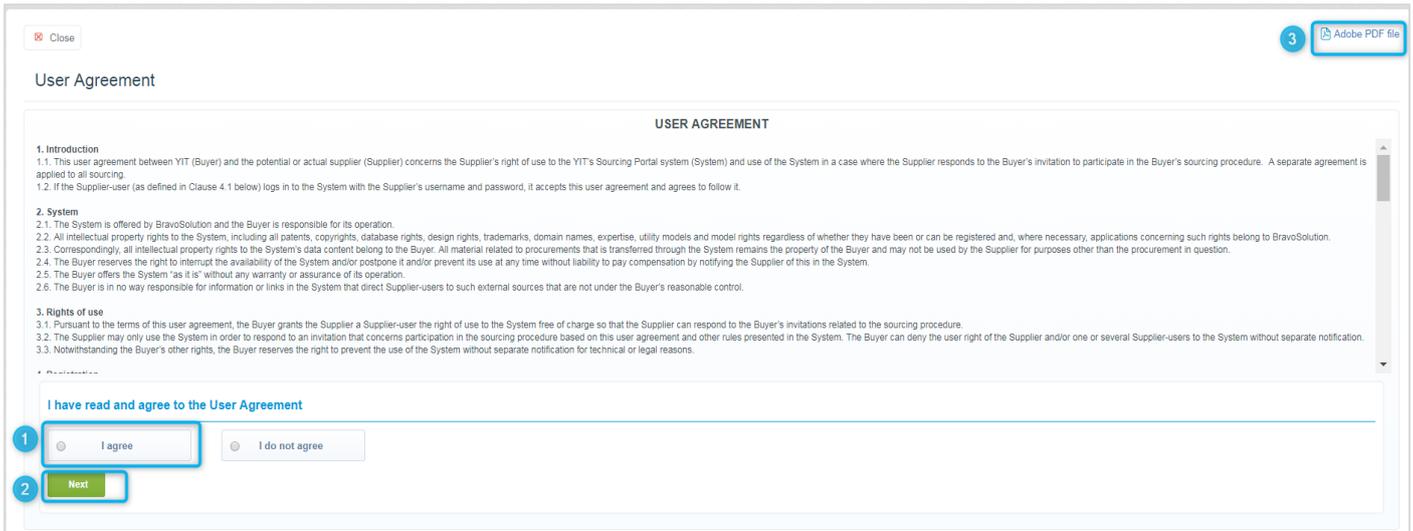


Image 2: Portal User Agreement

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 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
* Organisation Email Address	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 ▼
* Preferred language for use in system interface	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:

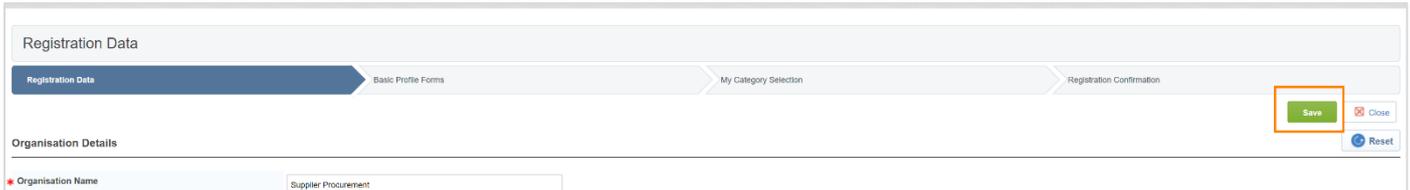


Image 5: Supplier Registration – Save records

2. Basic Profile Forms



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 non-mandatory 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.



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



“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.

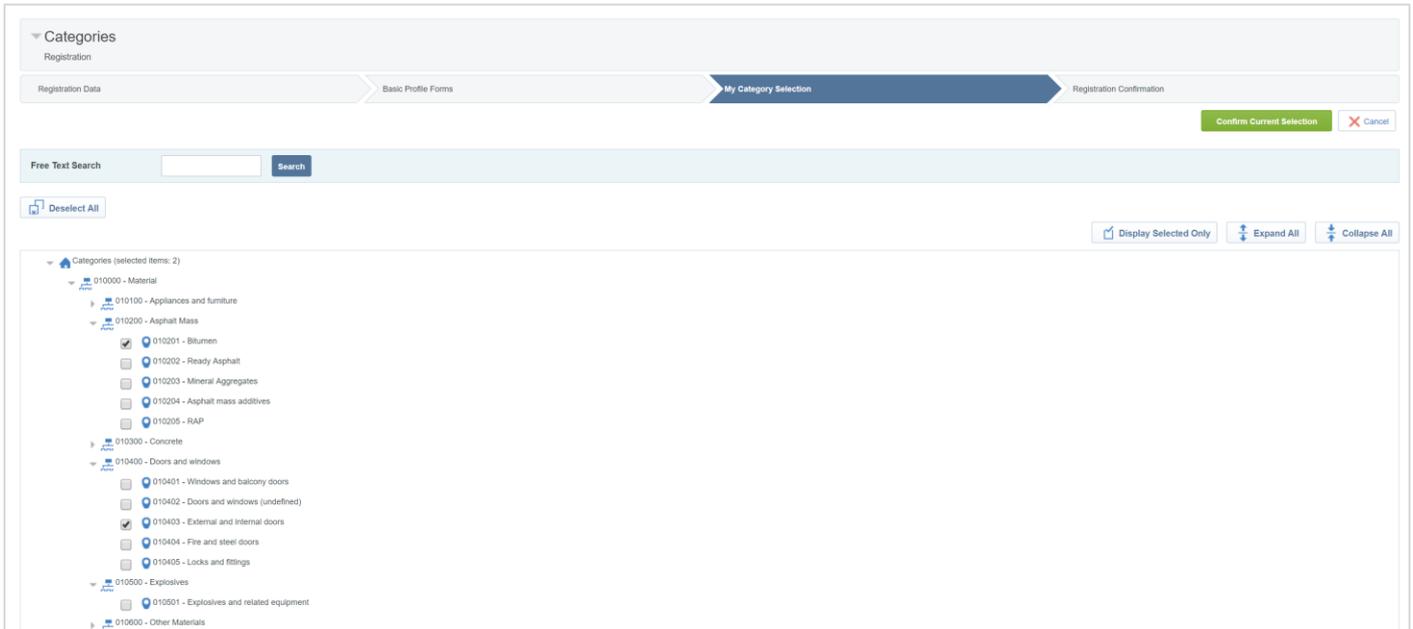
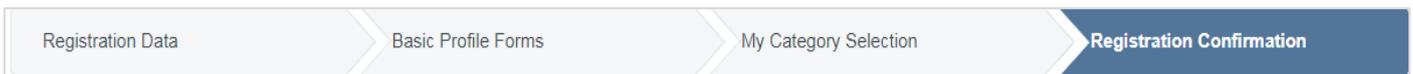


Image 7. Categories selection

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

4. Registration Confirmation



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.

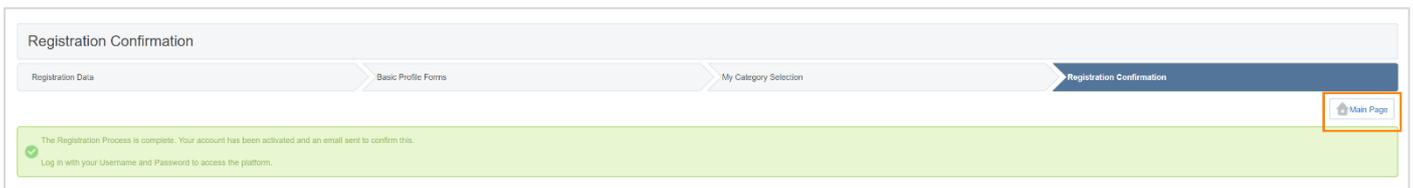


Image 8: Registration Confirmation

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.

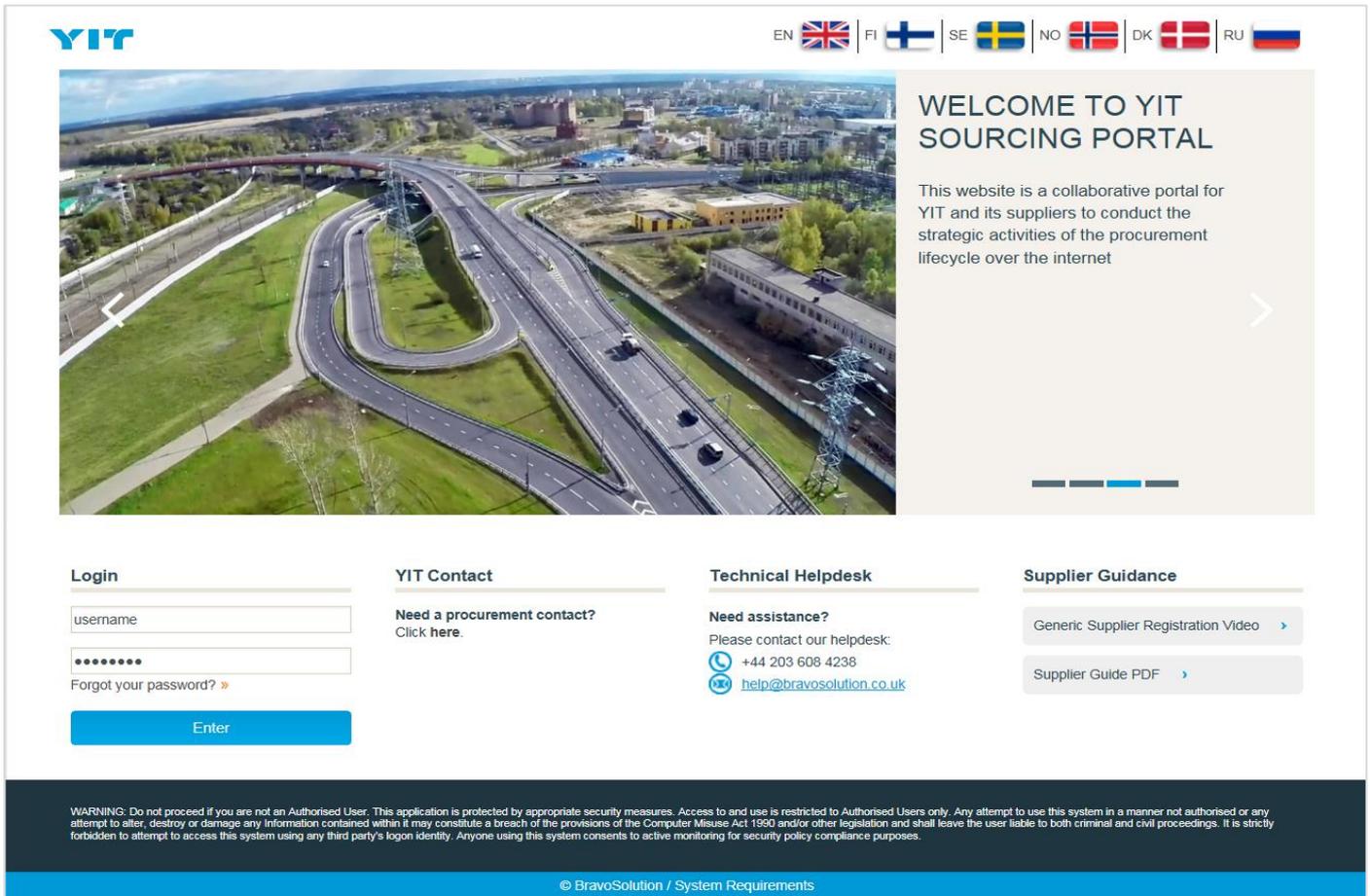


Image 9: YIT Sourcing Portal login page

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):

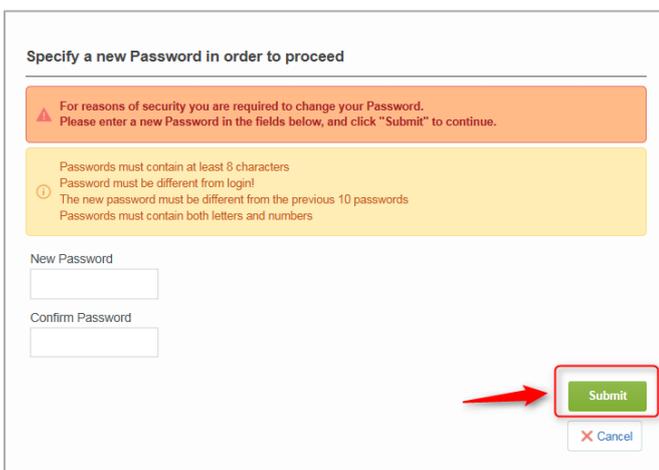


Image 10: Change password

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.

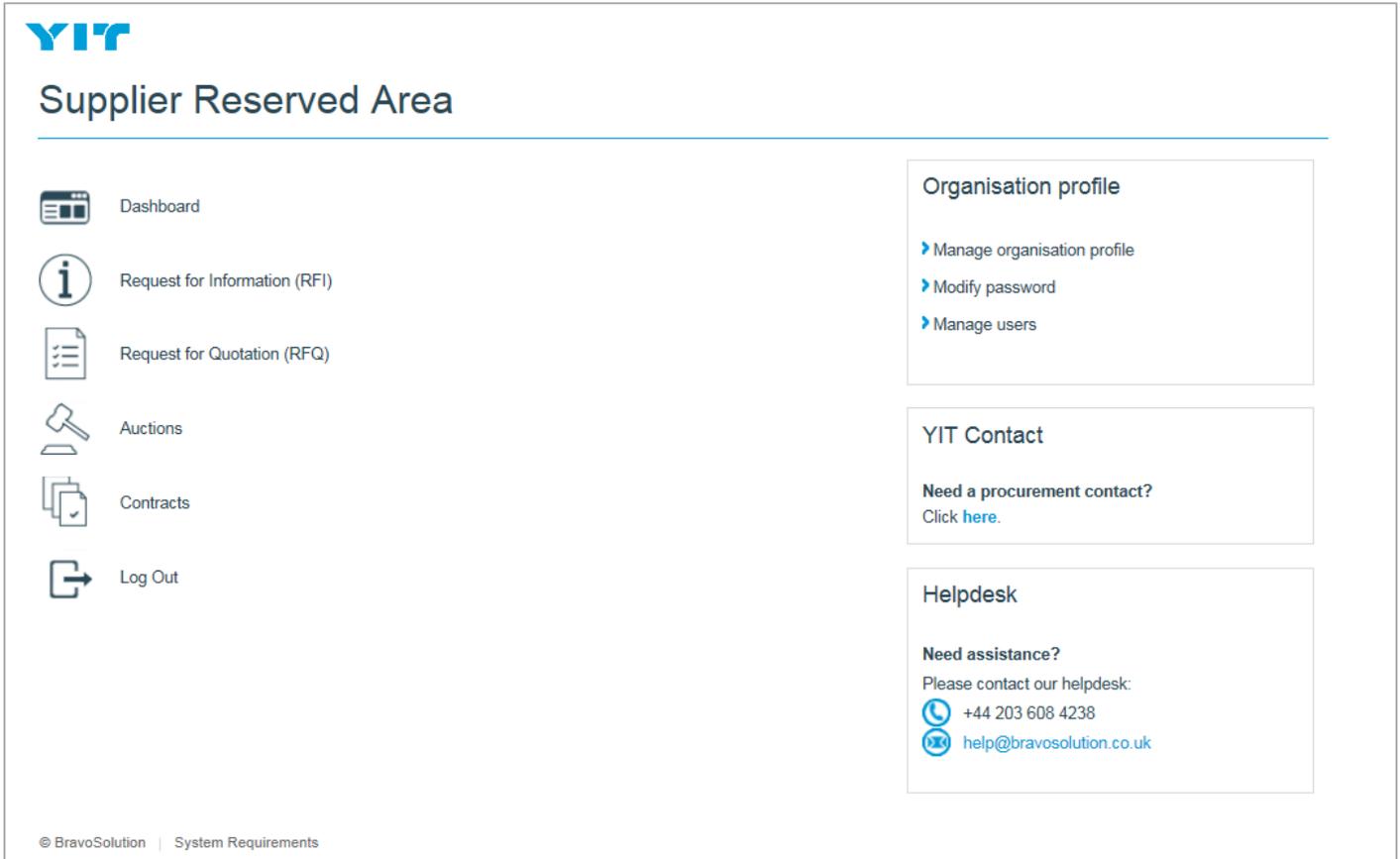


Image 11: Supplier Reserved Area

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.

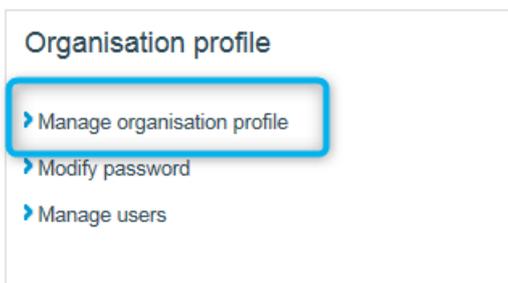


Image 12. Manage organisation profile

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

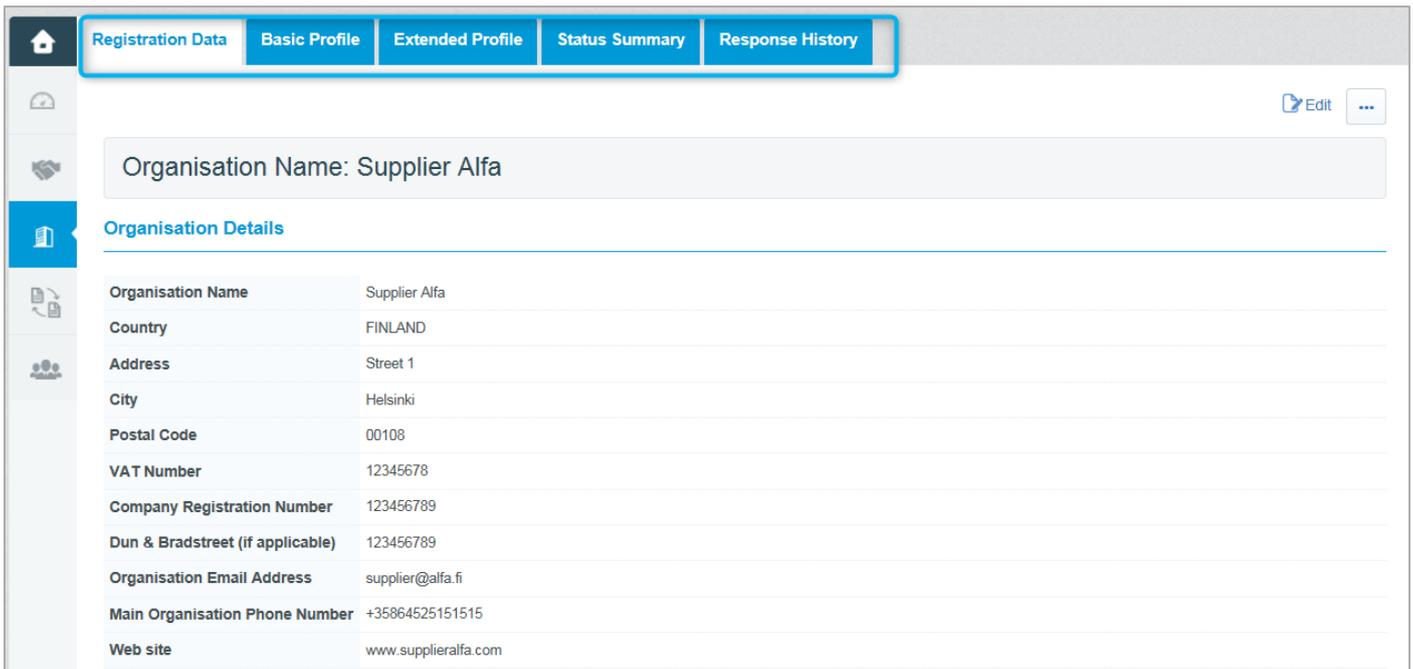


Image 13: Supplier profile page – supplier details management

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).

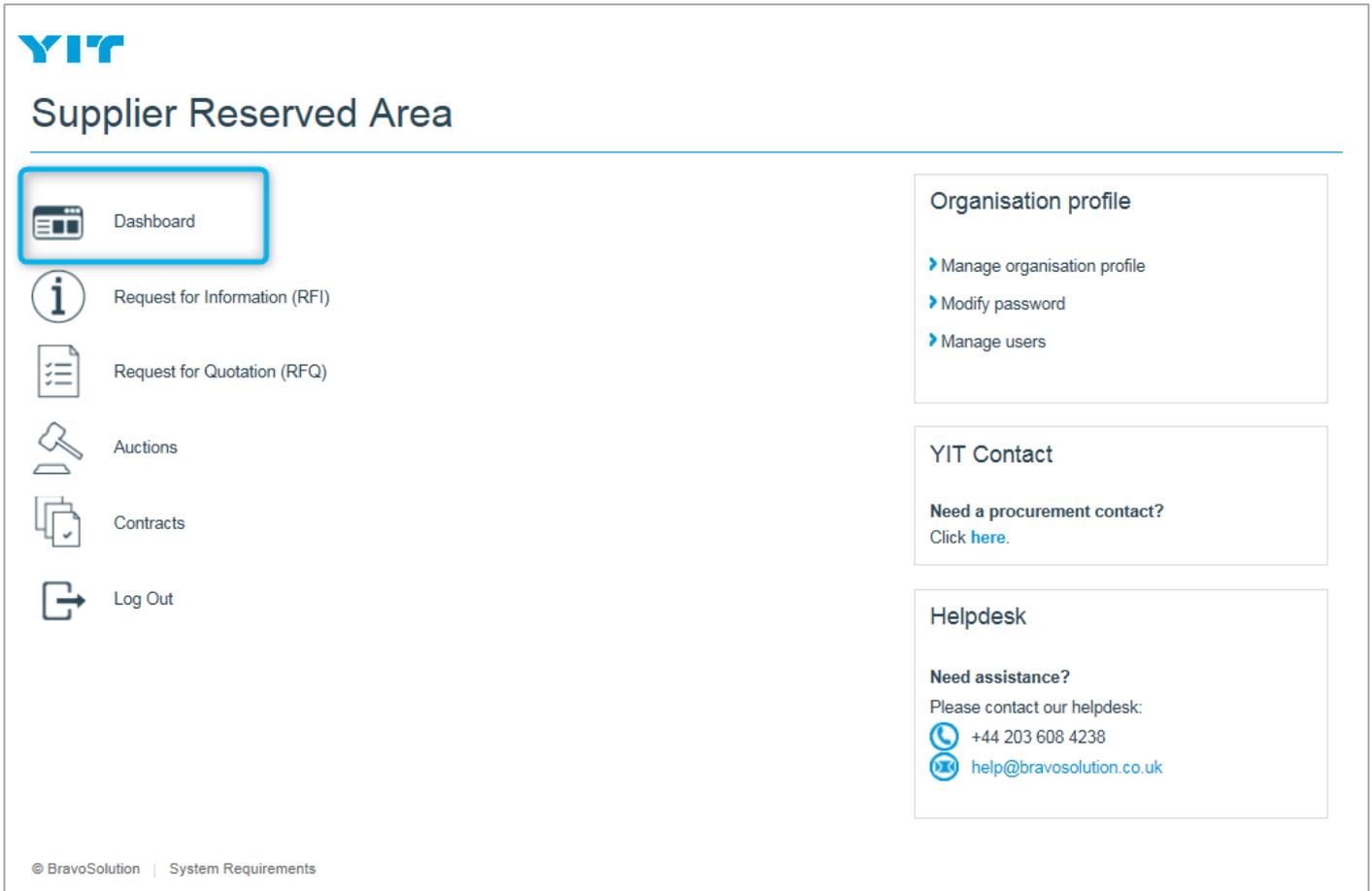


Image 14. Supplier Reserved Area – Dashboard link

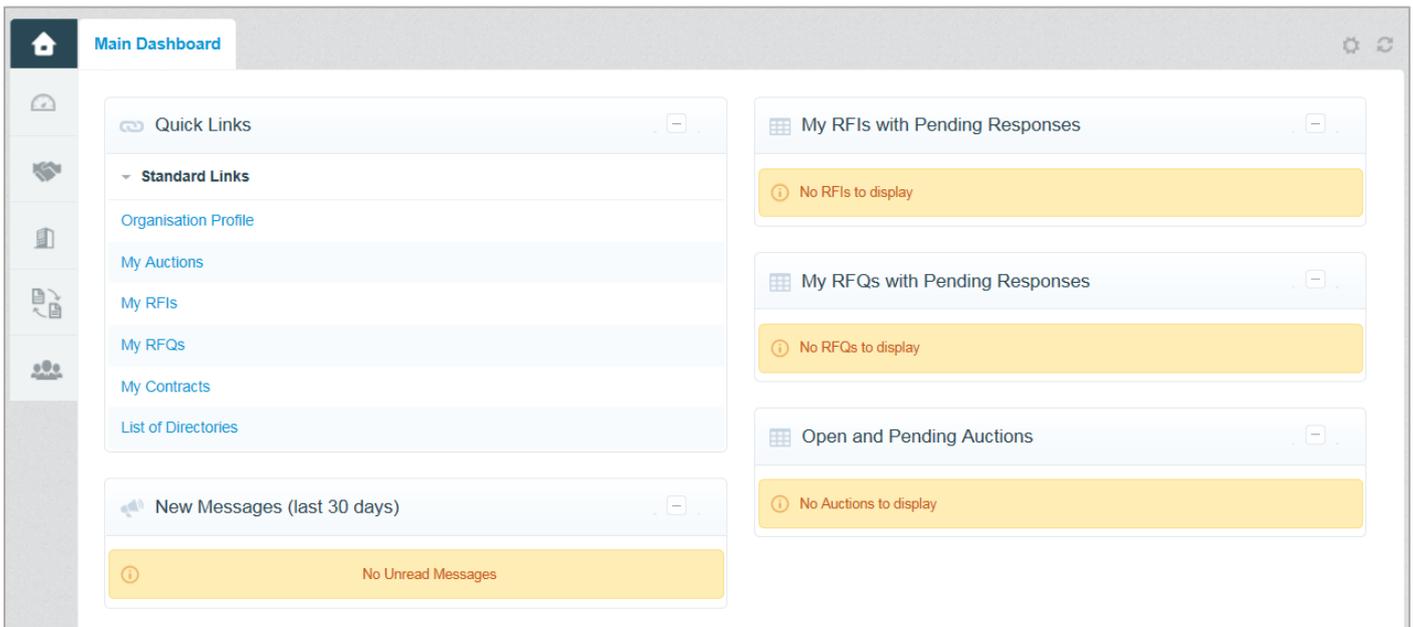


Image 15. Dashboard

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).

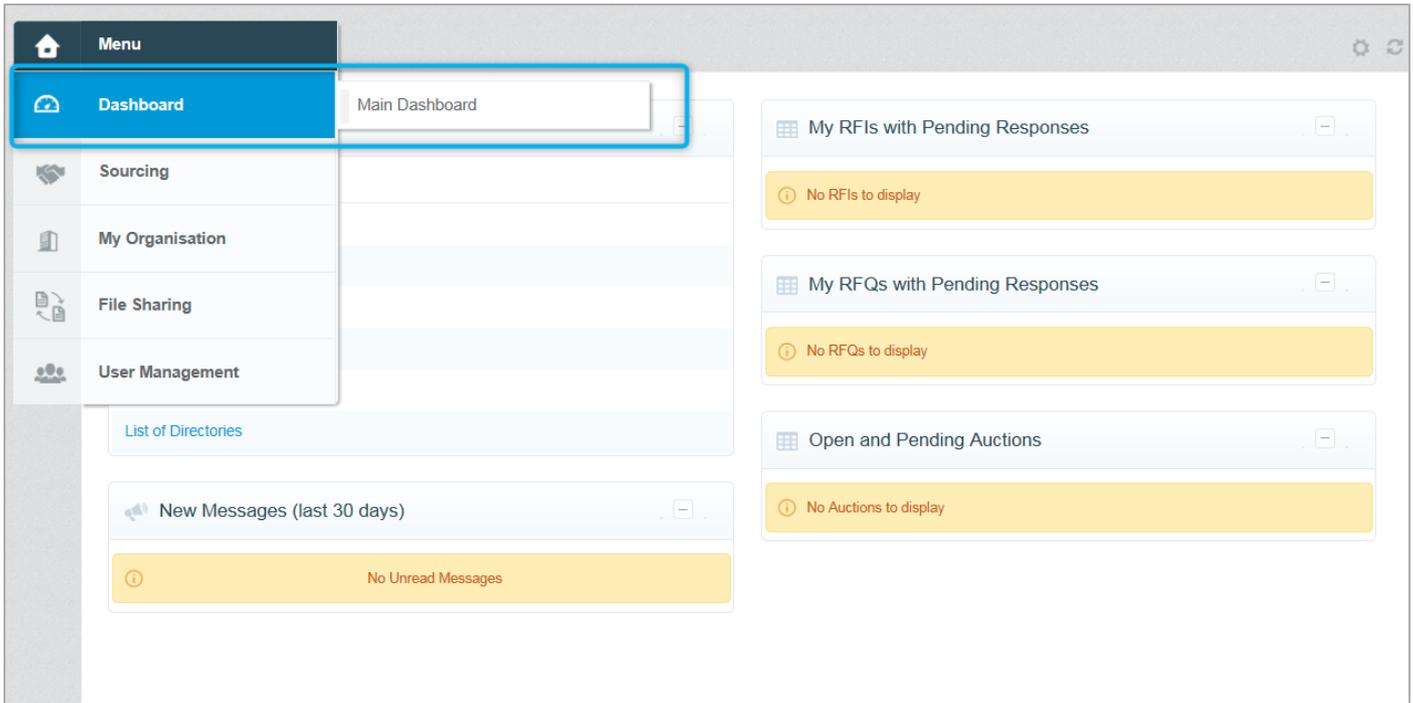


Image 16. How to return to the “Dashboard” page

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

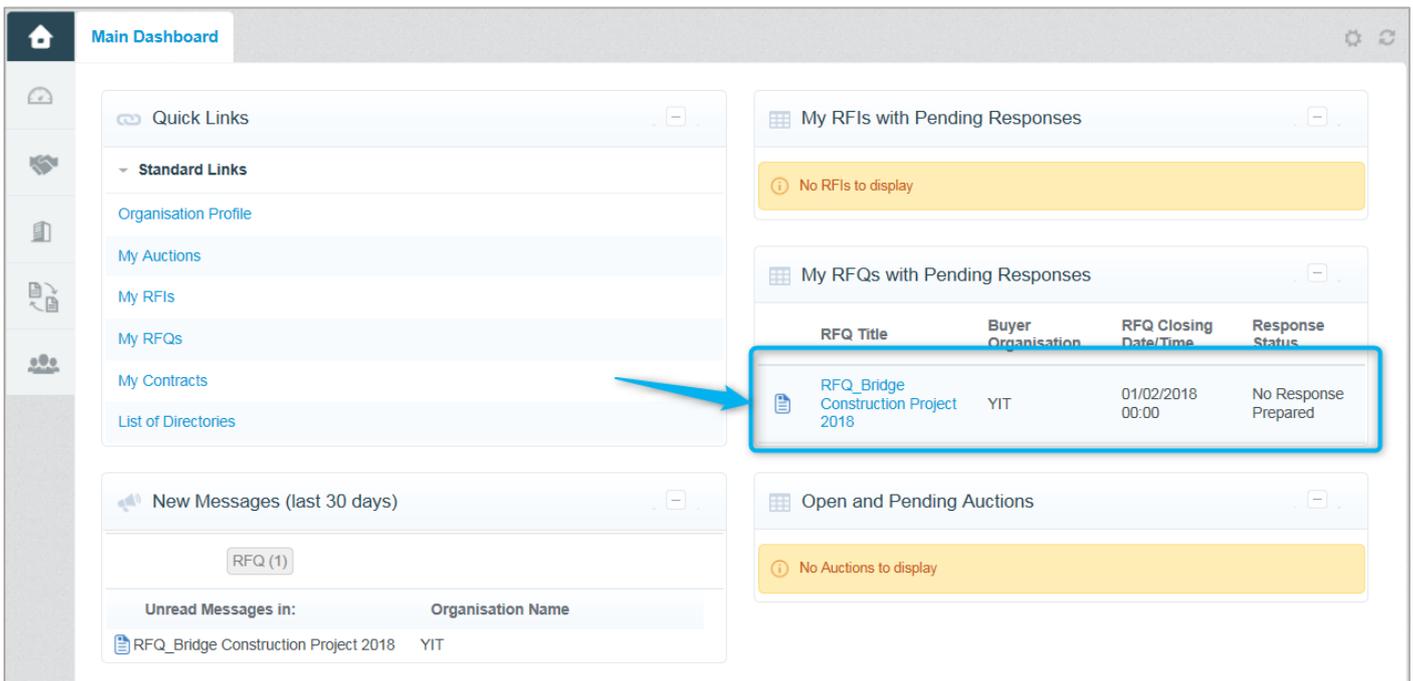


Image 17: Dashboard view portlets

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).

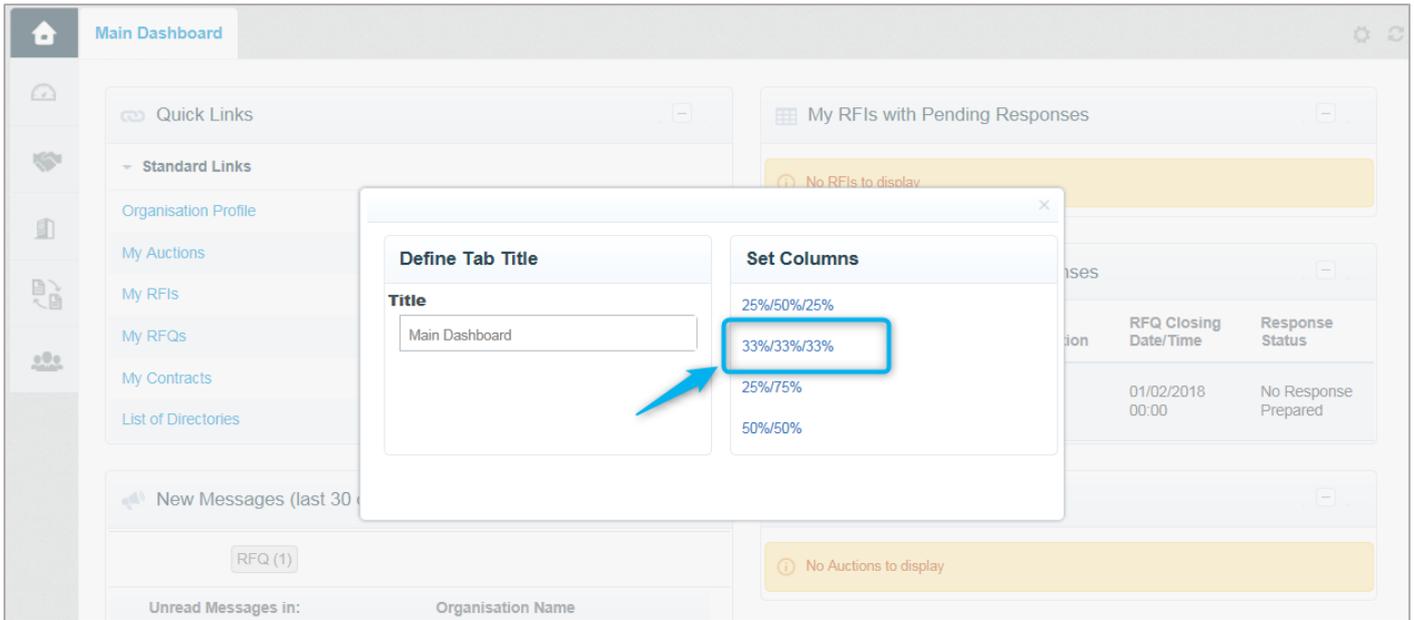


Image 18. Dashboard view configuration

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).

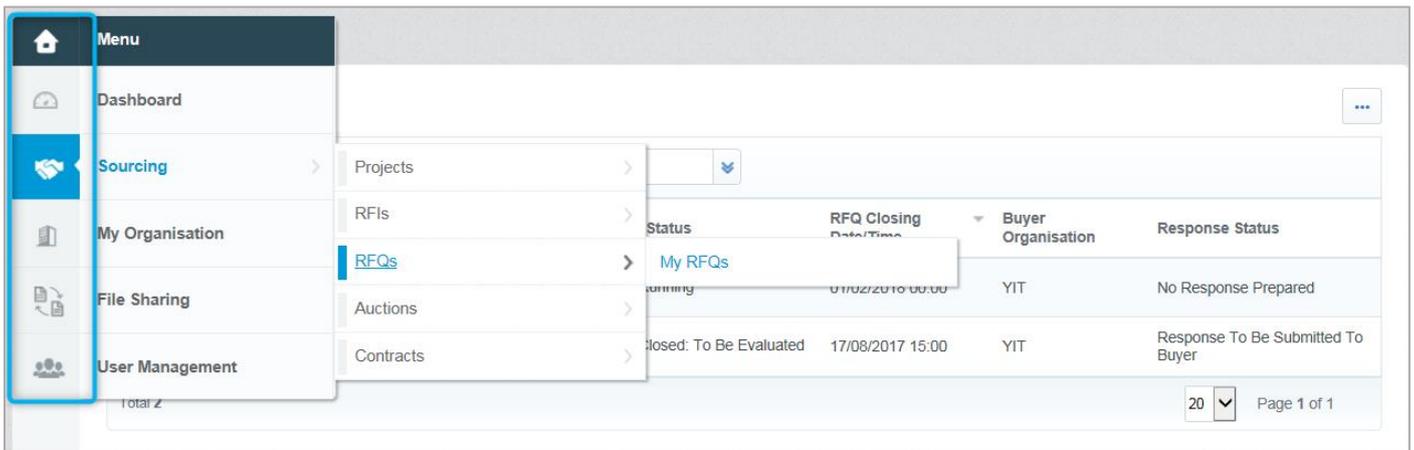


Image 19. Menu for navigation

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

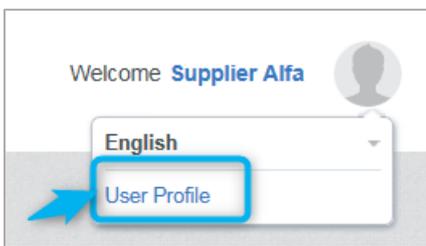


Image 20. Update personal details

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

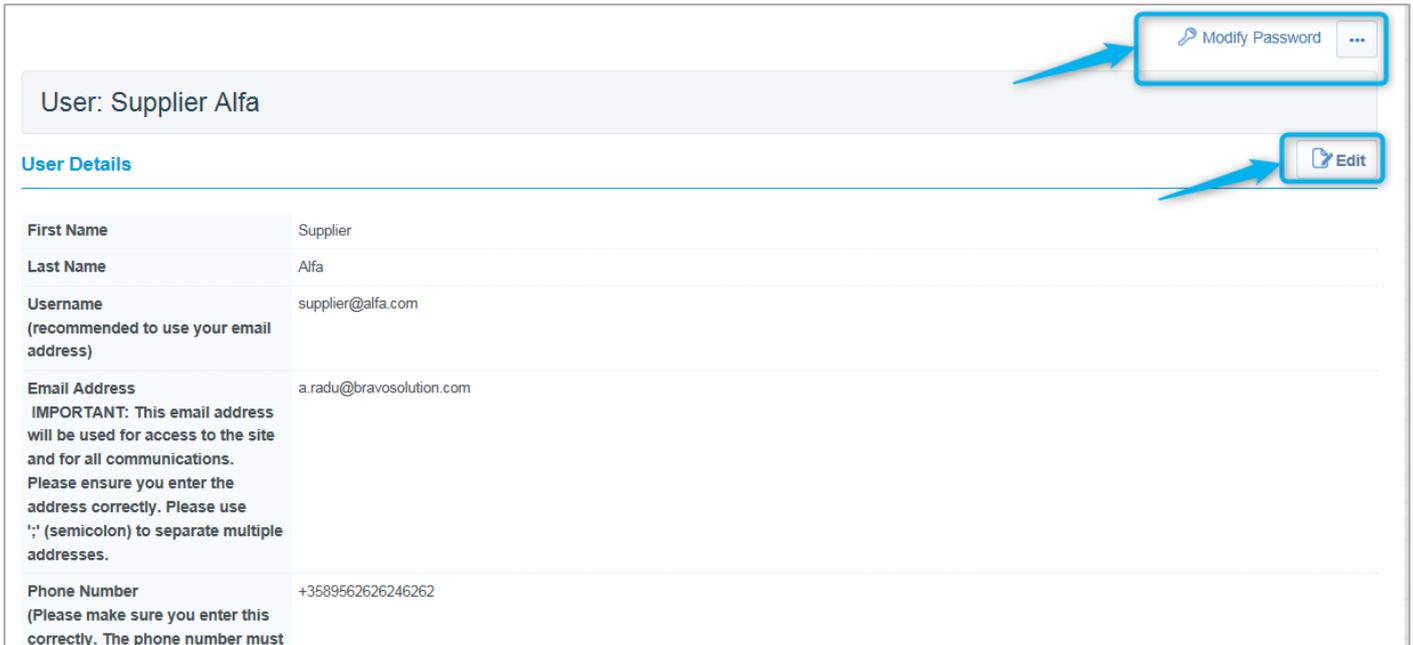


Image 21. Edit user details or change password

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).

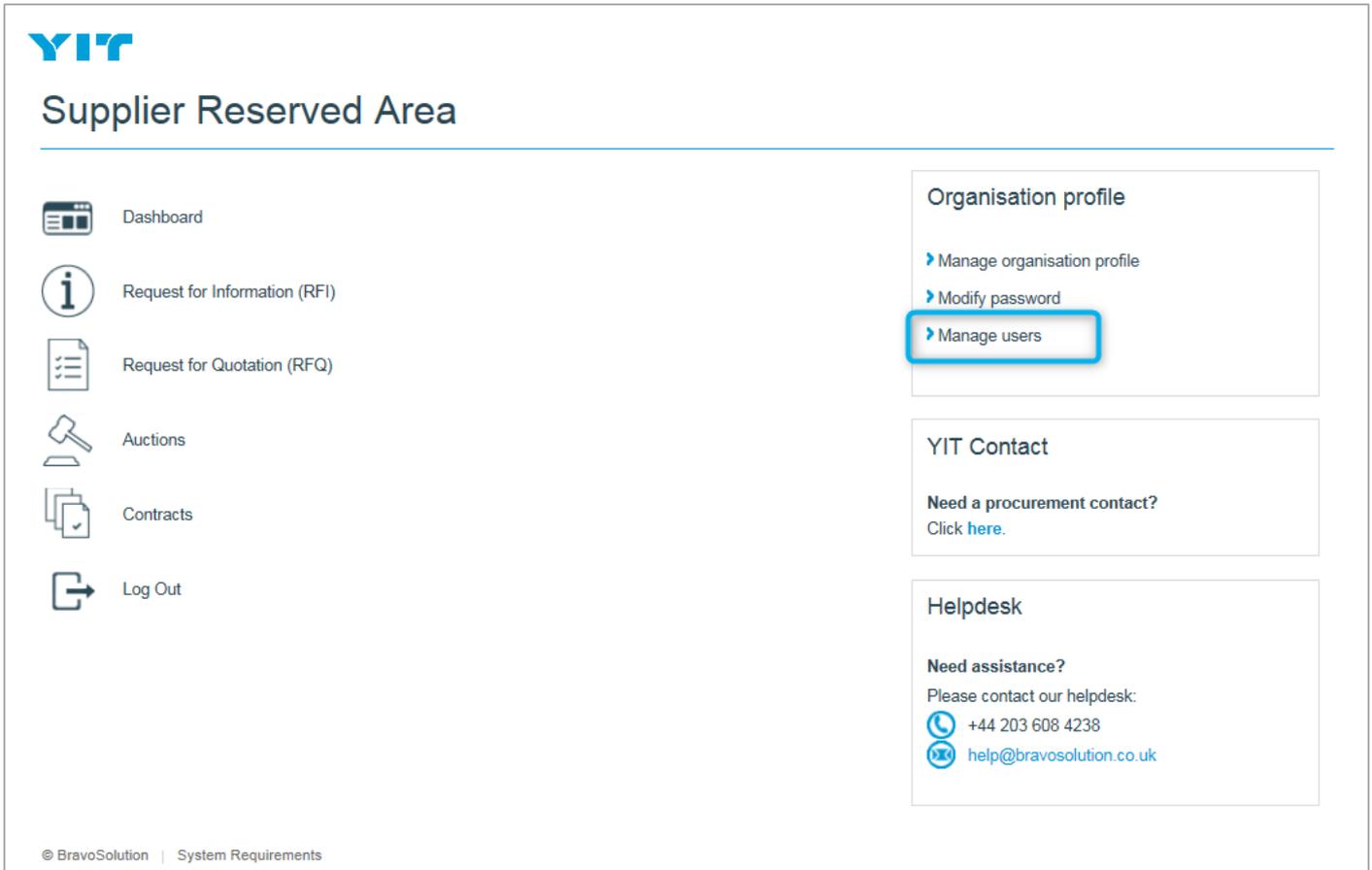


Image 22. Manage users link

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).

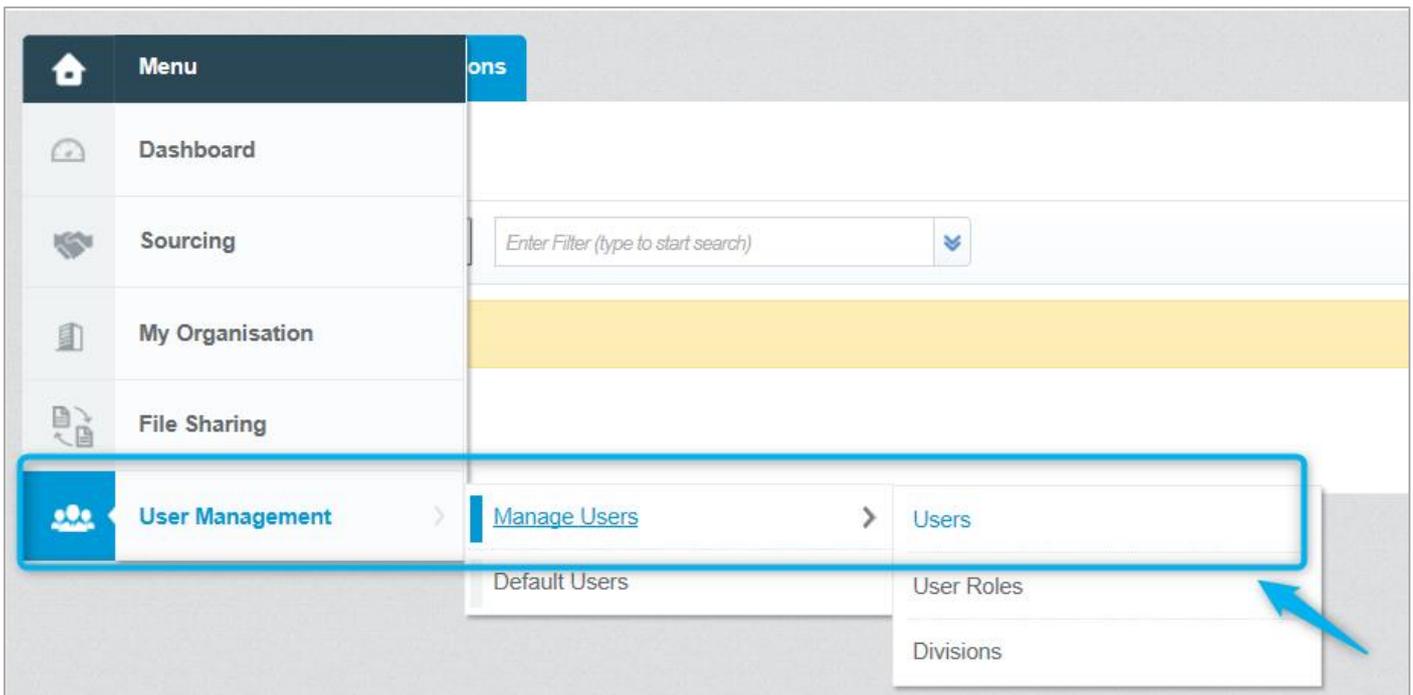


Image 23. User Management – Navigation menu

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.

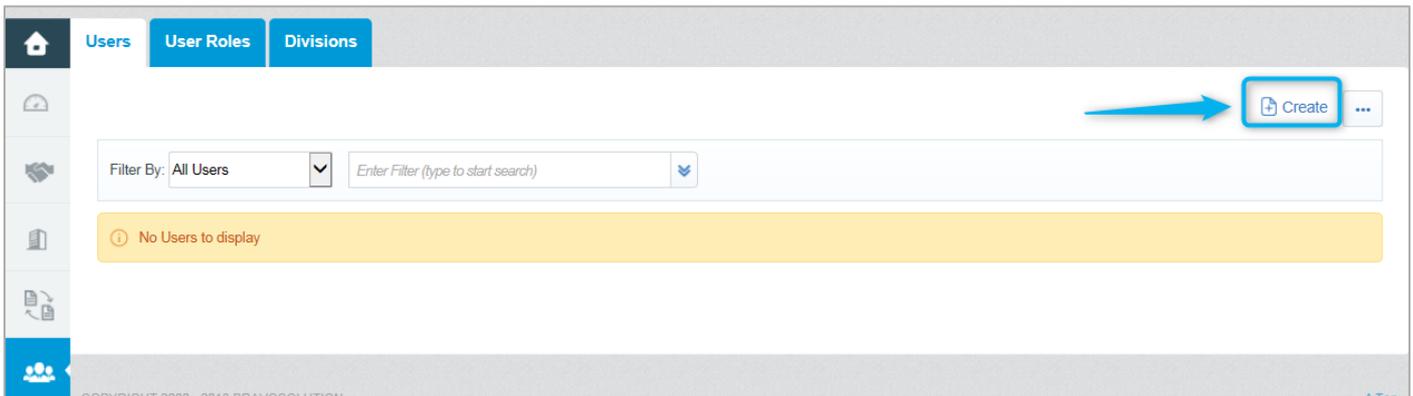


Image 24. Create additional users

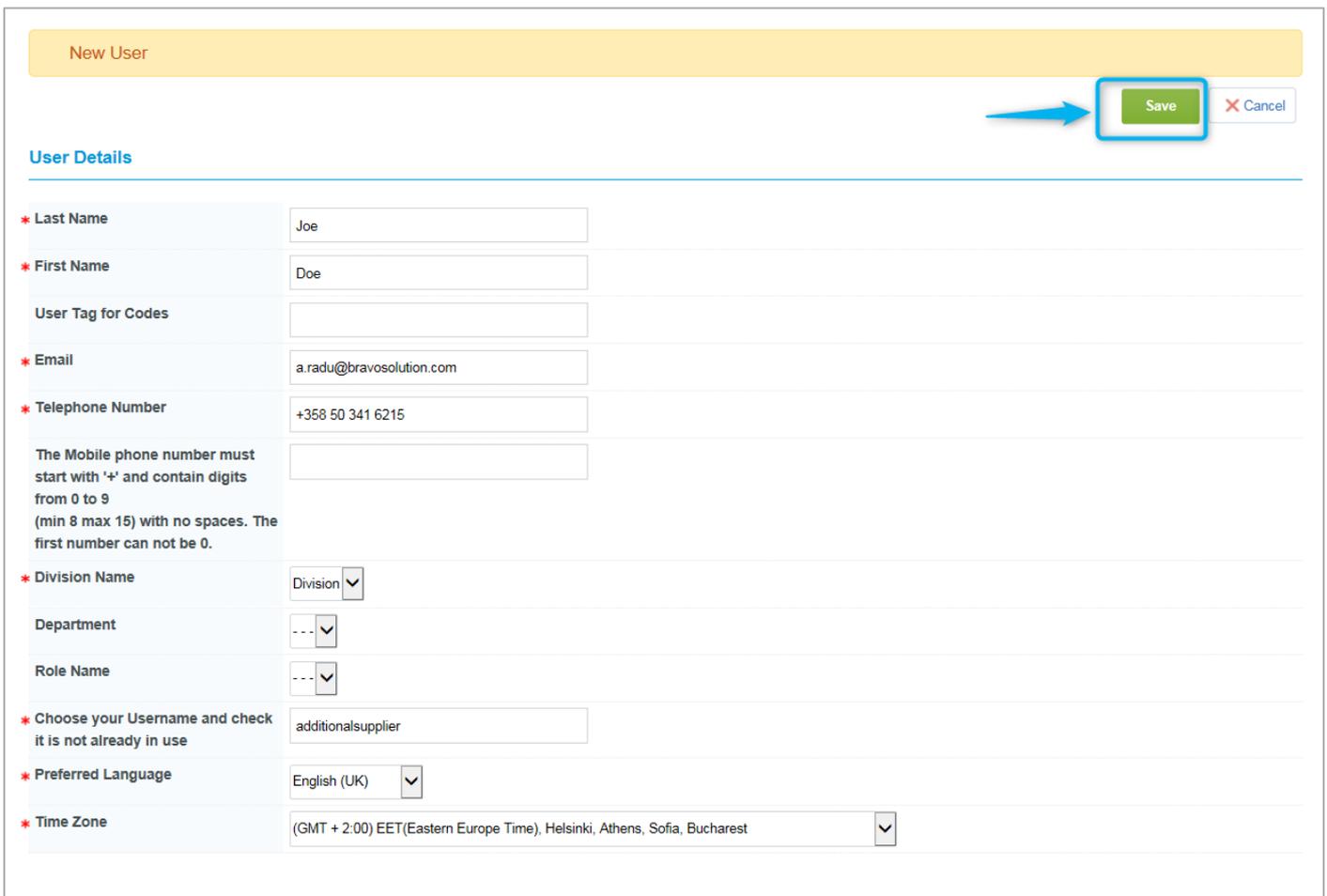


Image 25. Save records for the new user

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).

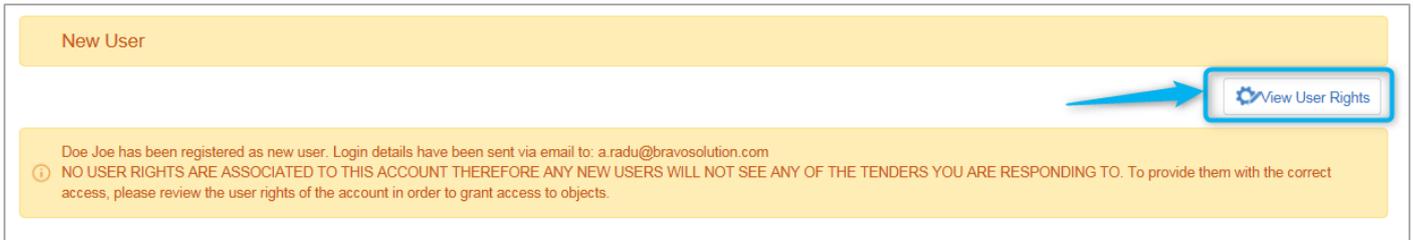


Image 26. New user creation confirmation

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).

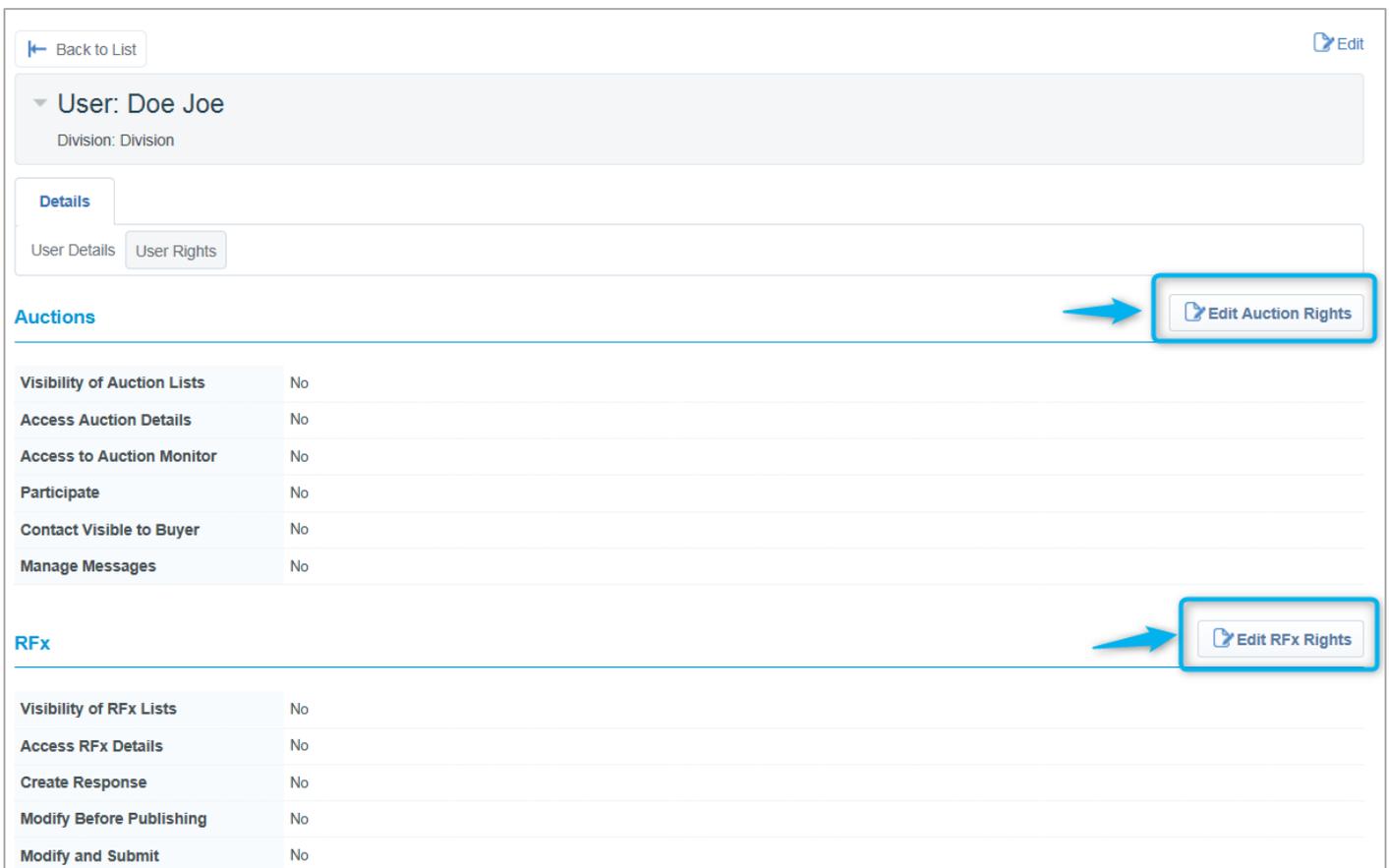


Image 27: User Rights selection

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):

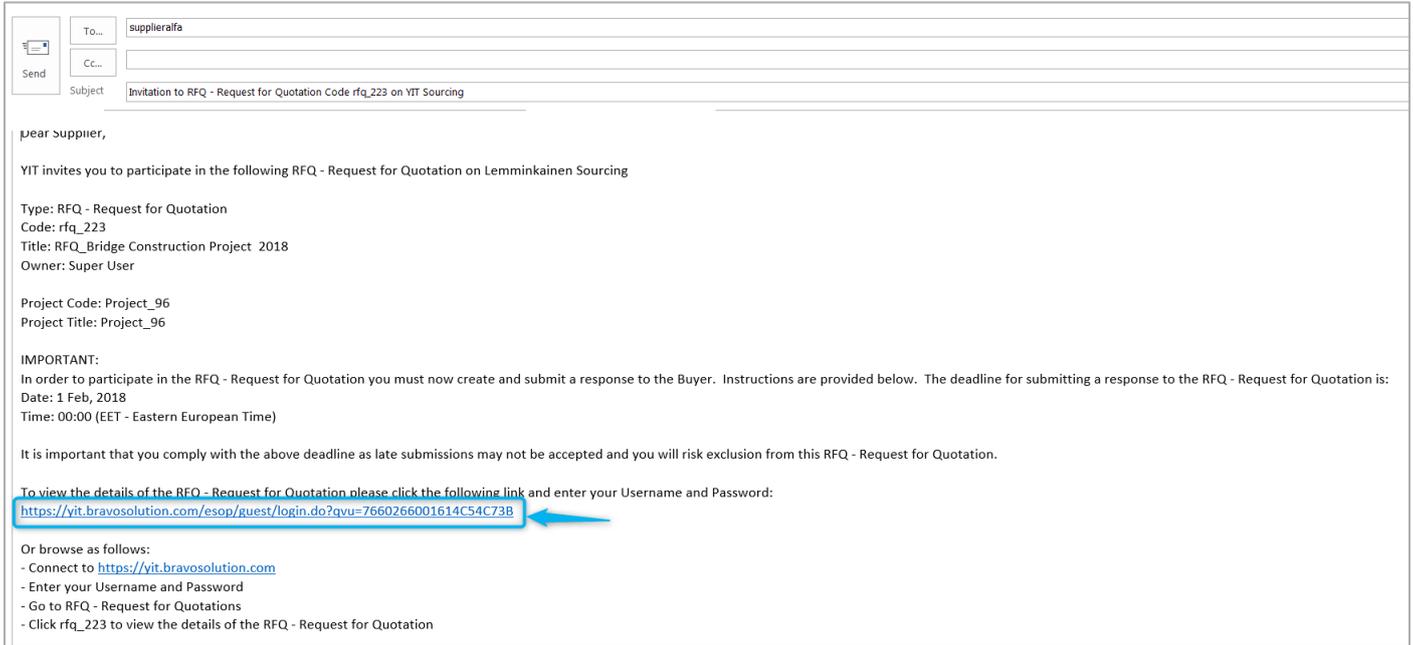


Image 28: RFx event notification

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)”.

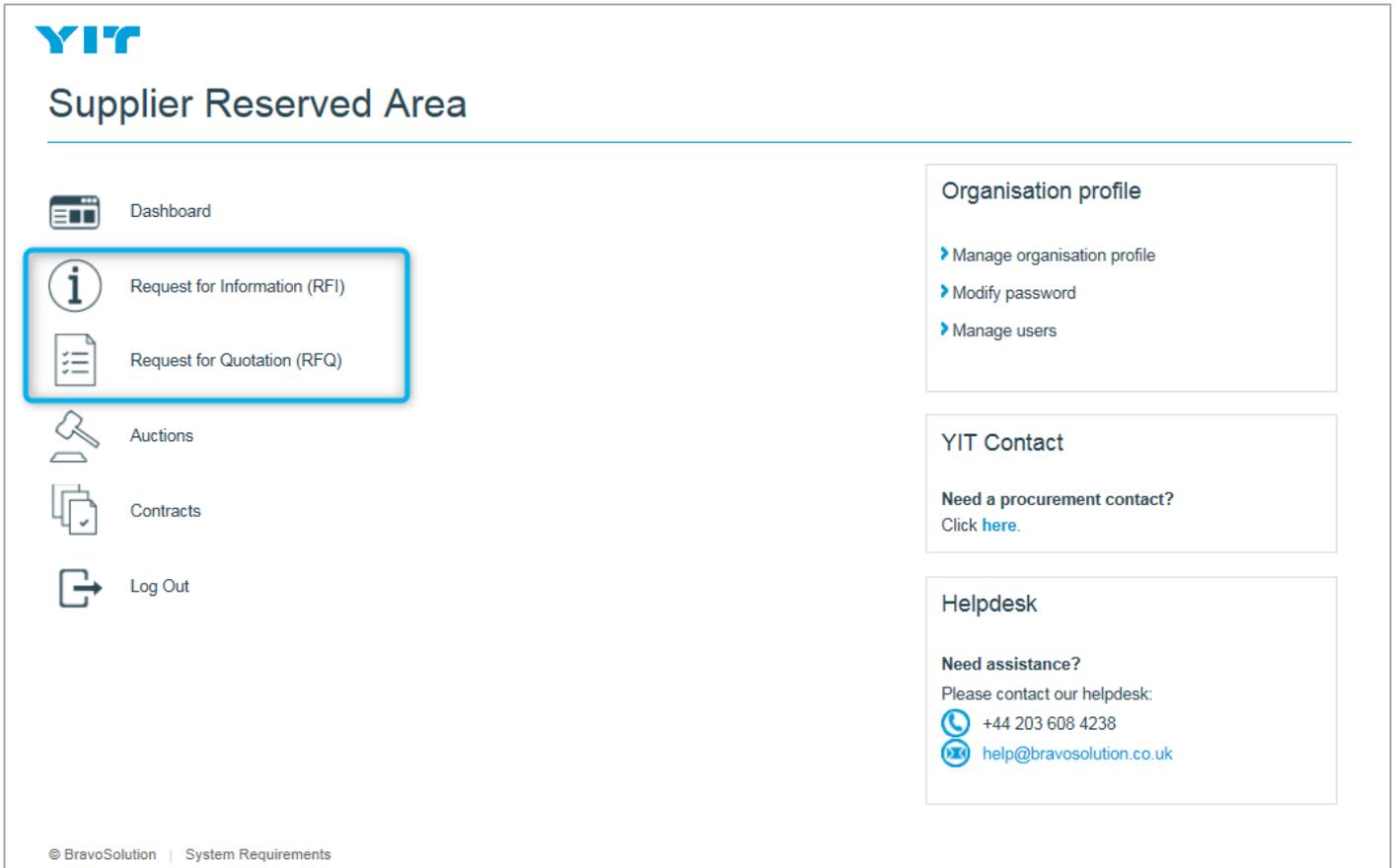


Image 29. Access RFI's and RFQ's from Supplier Reserved Area

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.

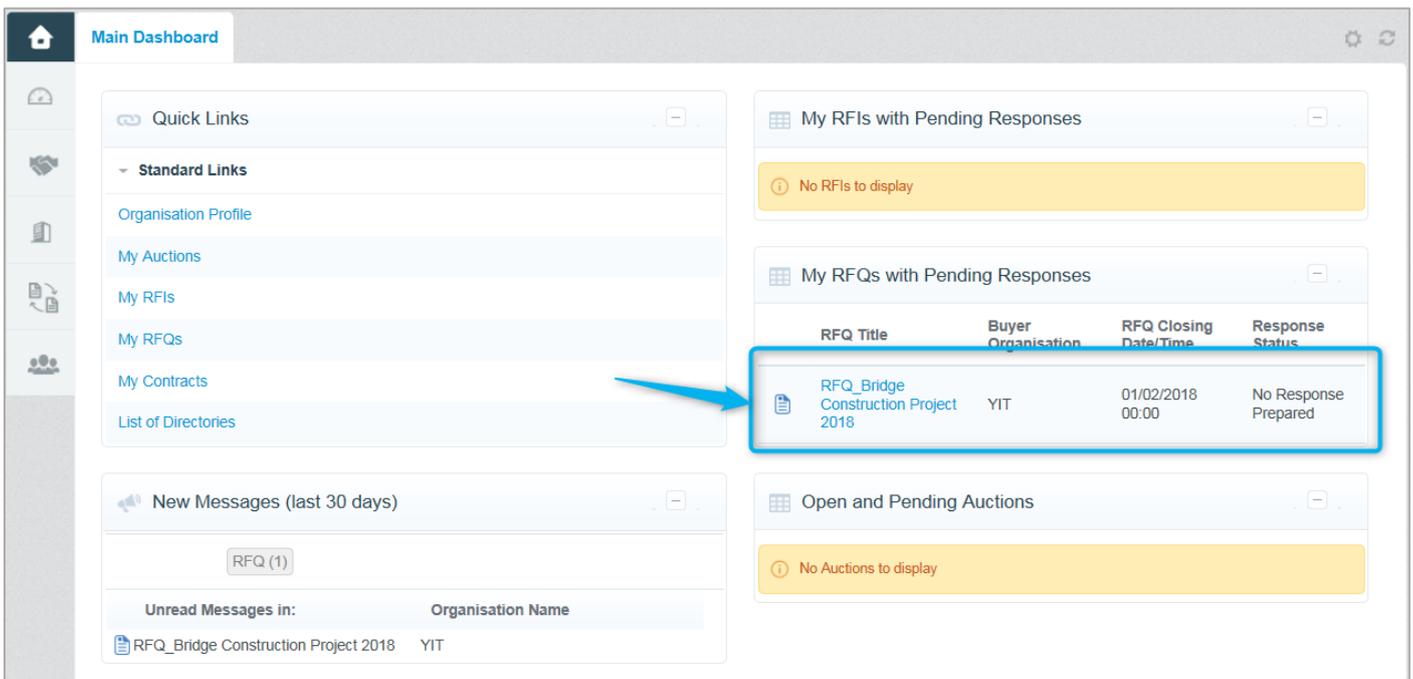


Image 30: Access RFI's and RFQ's from the Dashboard

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

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).

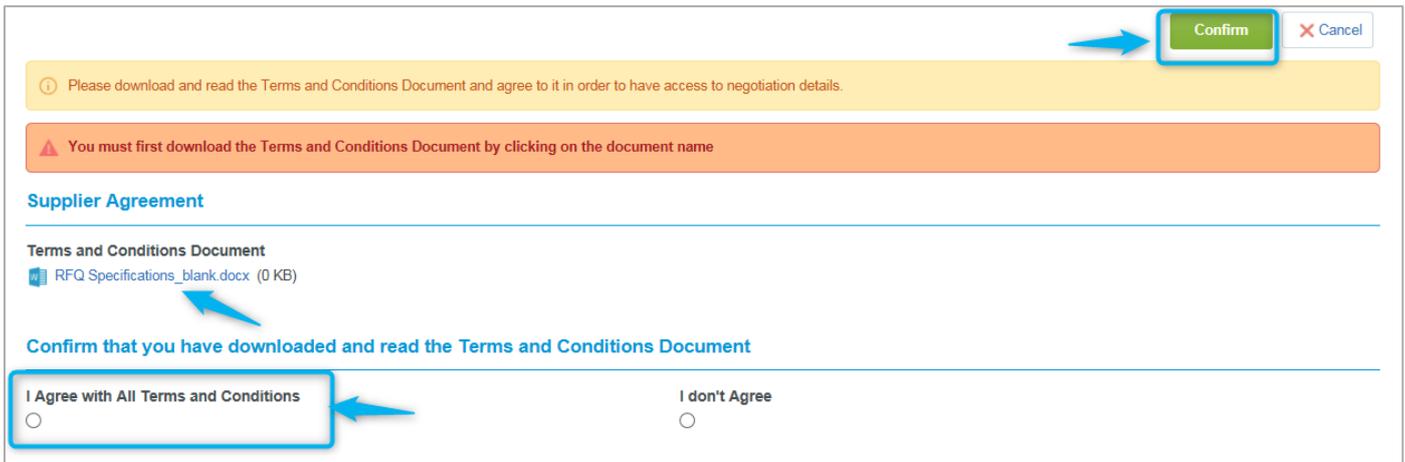


Image 31: Accept Terms and Conditions

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).

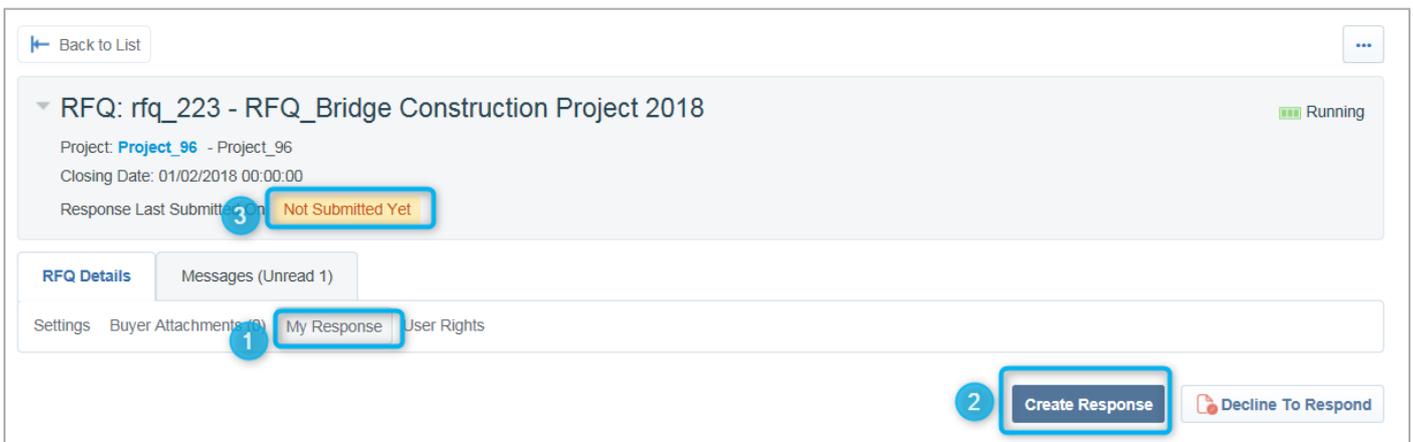


Image 32. Create Response

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

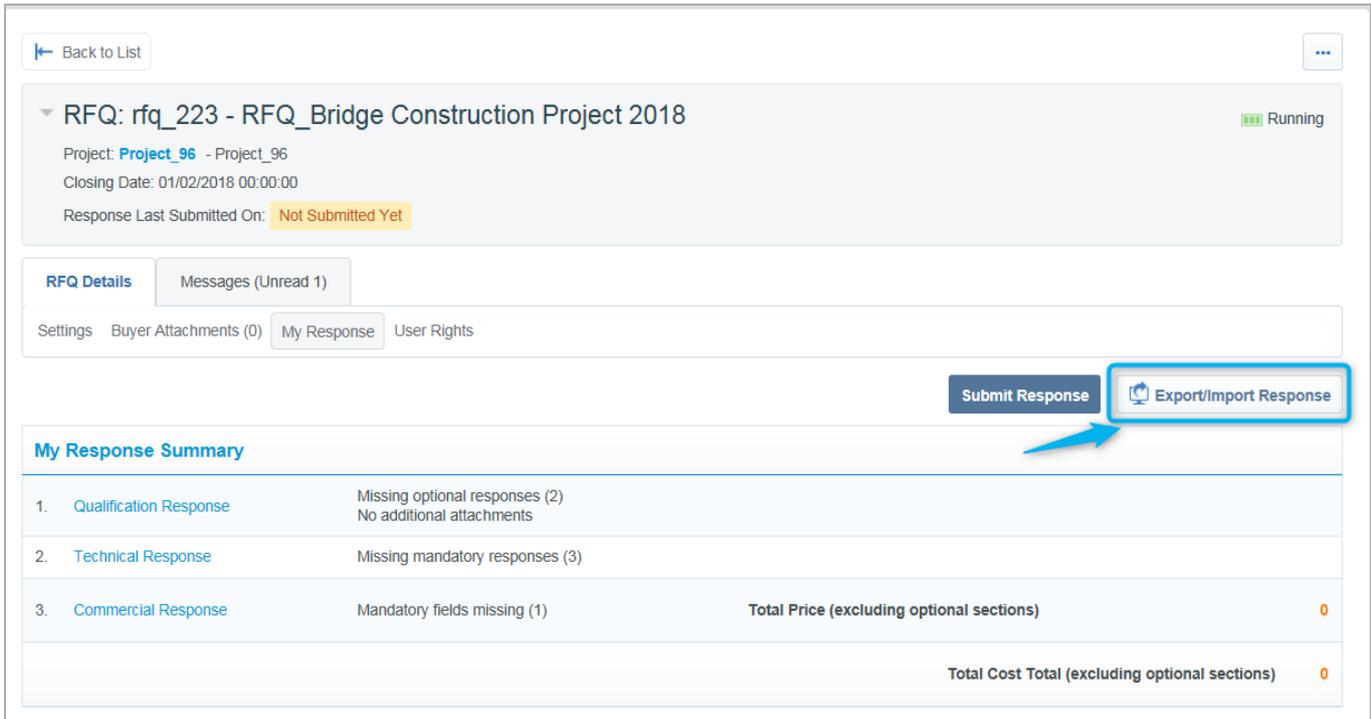


Image 33. Export/Import Responses-button

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).

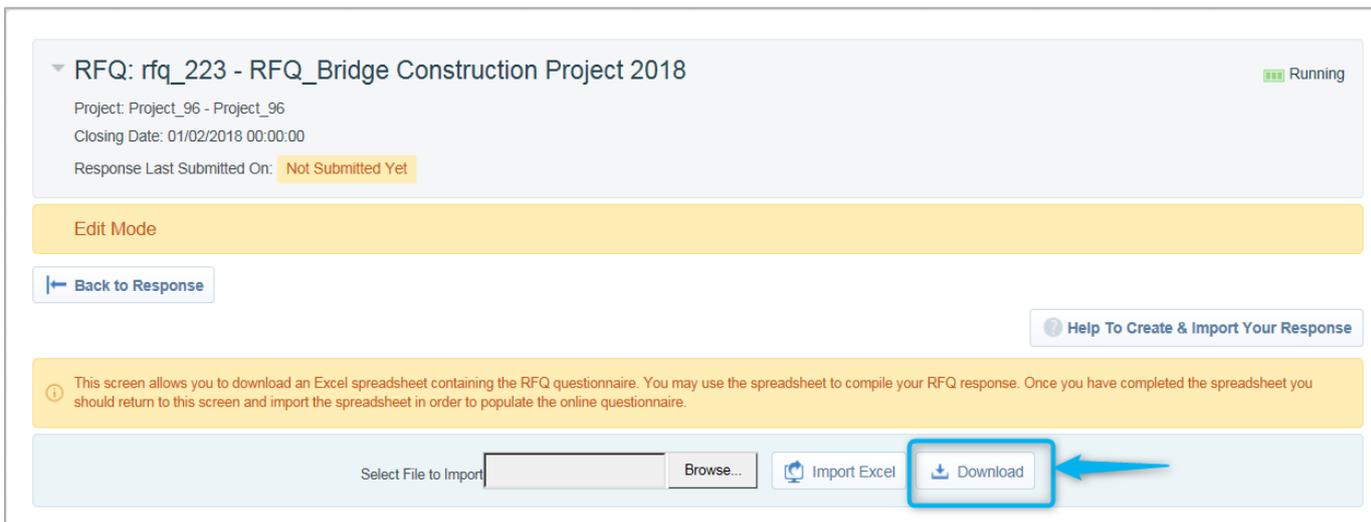


Image 34. Downloading the Response Spreadsheet

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET.

RFQ Response Questionnaire for: rfq_73

COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency:EUR

1 Qualification Envelope				
1.1 Supplier Requirements				
Question	Description	Response Type	Response Guide	Response
1.1.1	Supplier Requirements Please read the attached Supplier Requirements and confirm that you accept them.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	Yes
1.2 Supplier Compliance				
Question	Description	Response Type	Response Guide	Response
1.2.1	CSR Policy Does your company have a Corporate Social Responsibility Policy?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.2.2	CSR Policy attachment If you answered "Yes" to the previous question, please attach your CSR policy document.	Attachment	The applicable attachment must be 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 Response Index Only](#)

1. Qualification Response (Questions: 3) [Edit Response](#)

1.1 Supplier 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 Supplier 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 Additional 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.

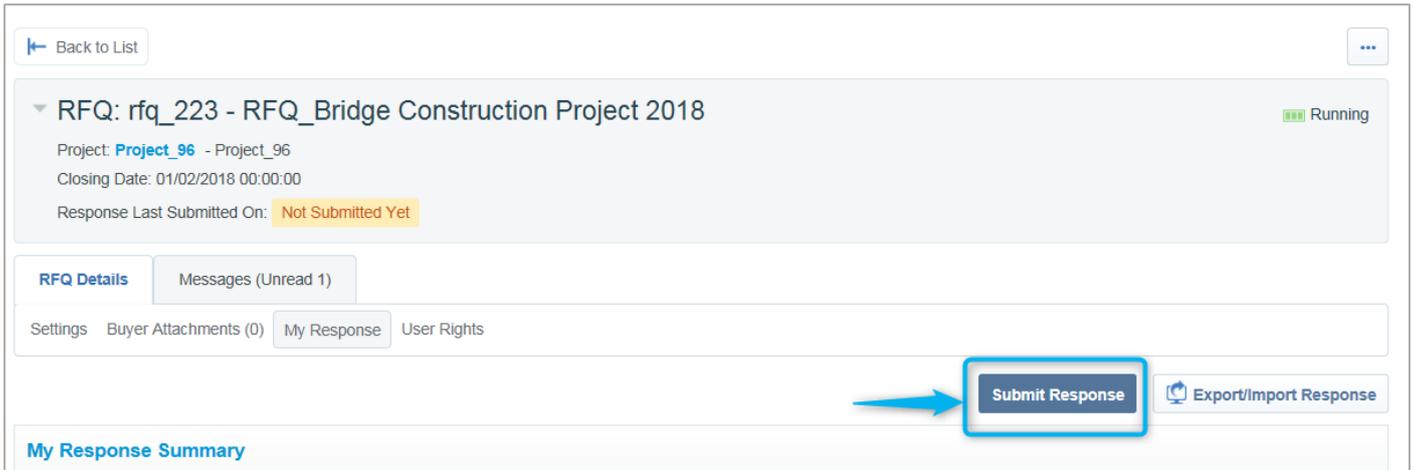


Image 37. Submit response

Questions concerning the RFI/RFQ?

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

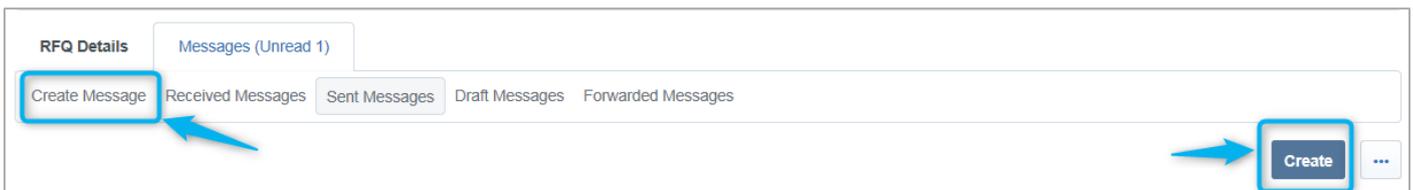


Image 38: Create message

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)
2. Connect to the YIT sourcing portal by using your username and password and click on the “Auctions” link (image 39)

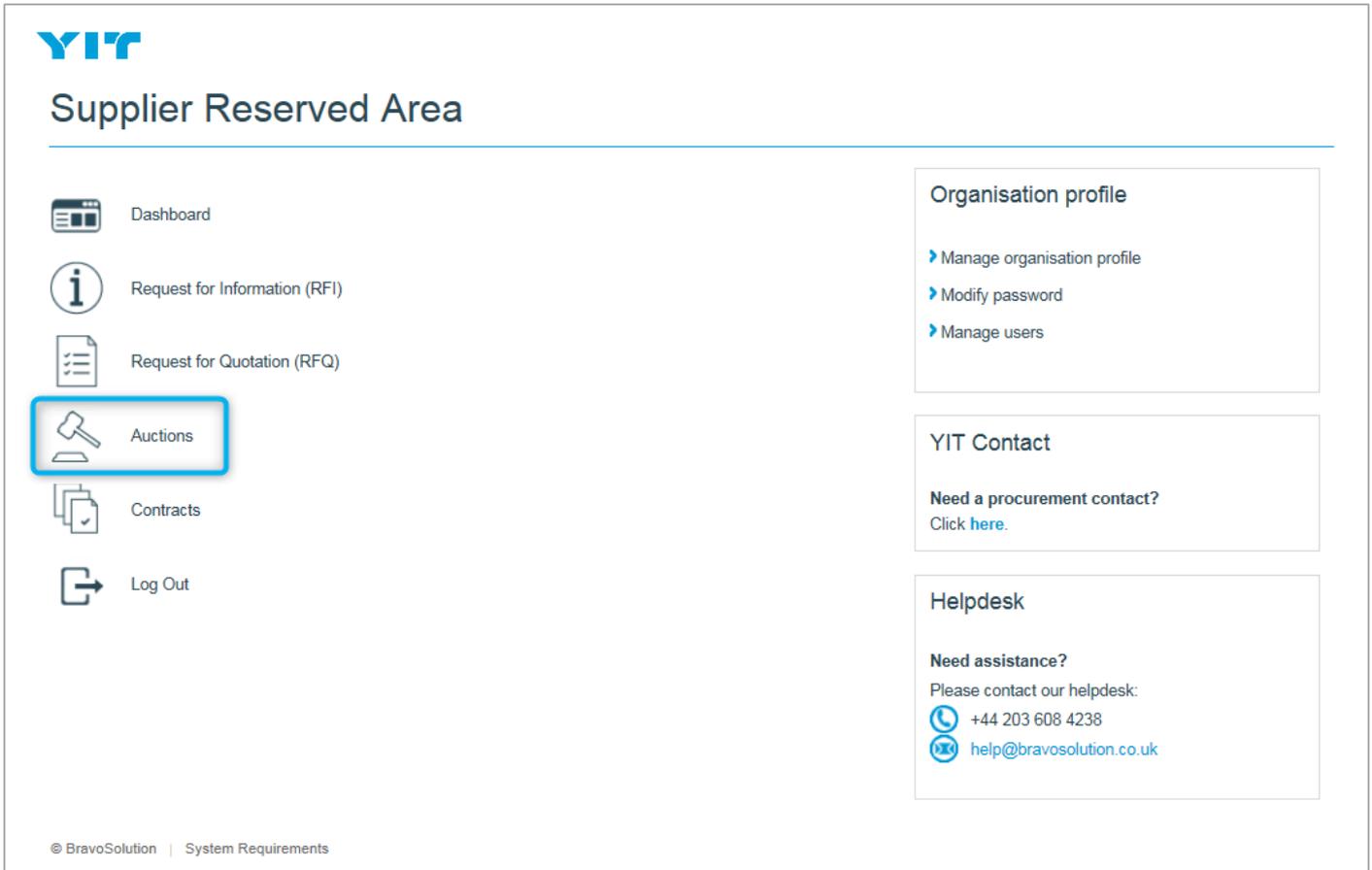


Image 39. Accessing Auctions from Supplier Reserved Area

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

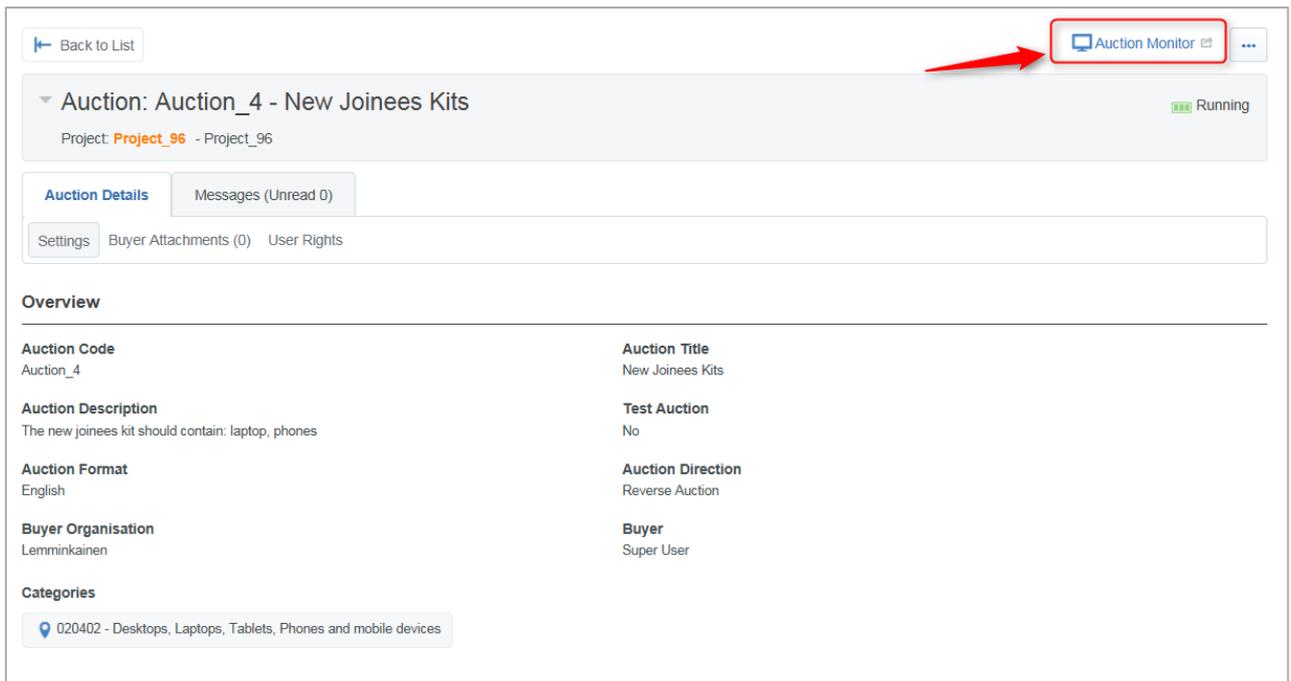


Image 40. Auction Monitor

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



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.

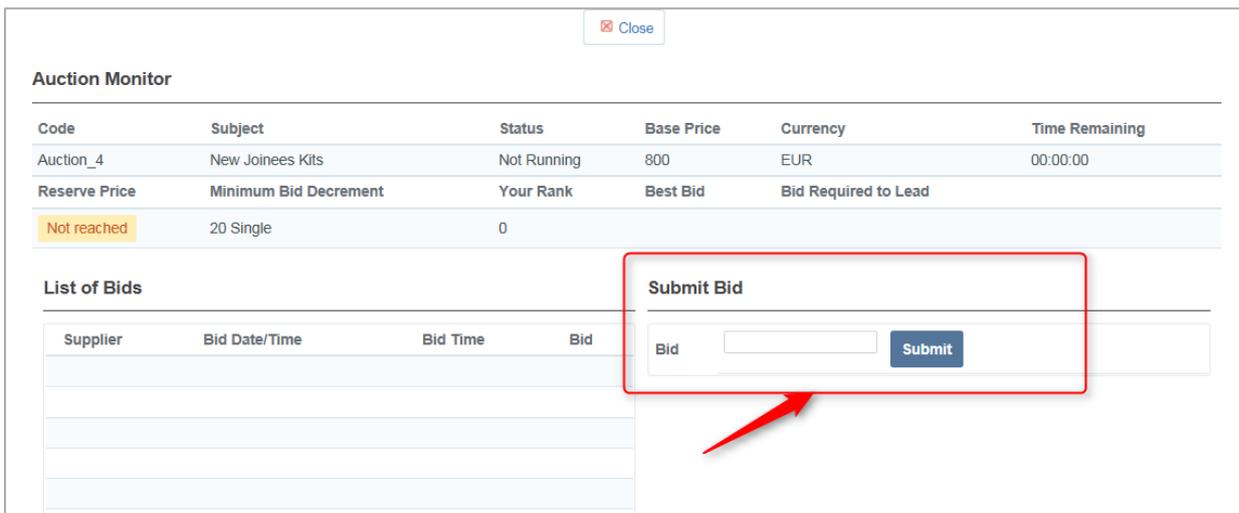


Image 42. Submitting a bid in the Auction Monitor screen

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

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”.

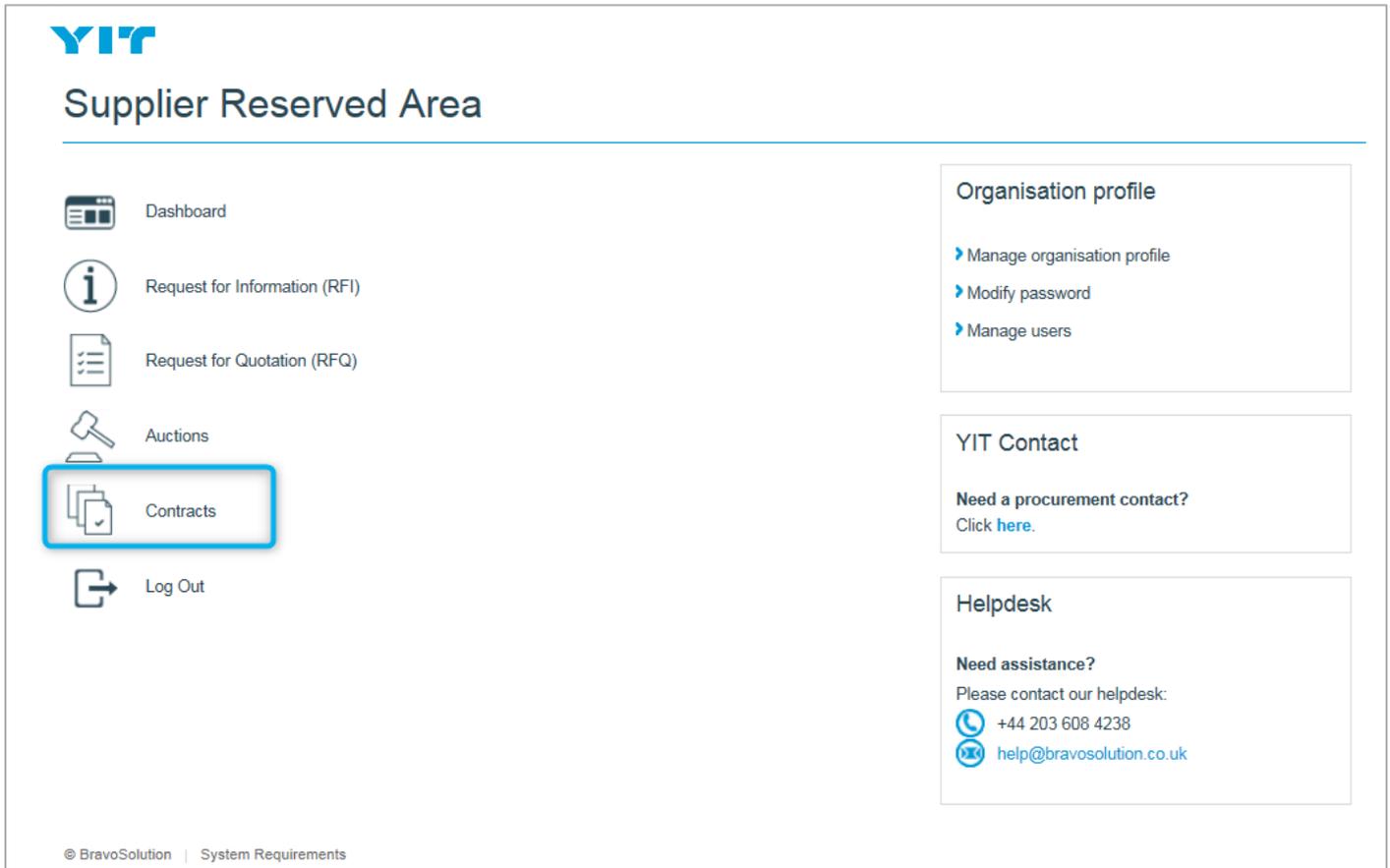


Image 43. Contracts link

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)

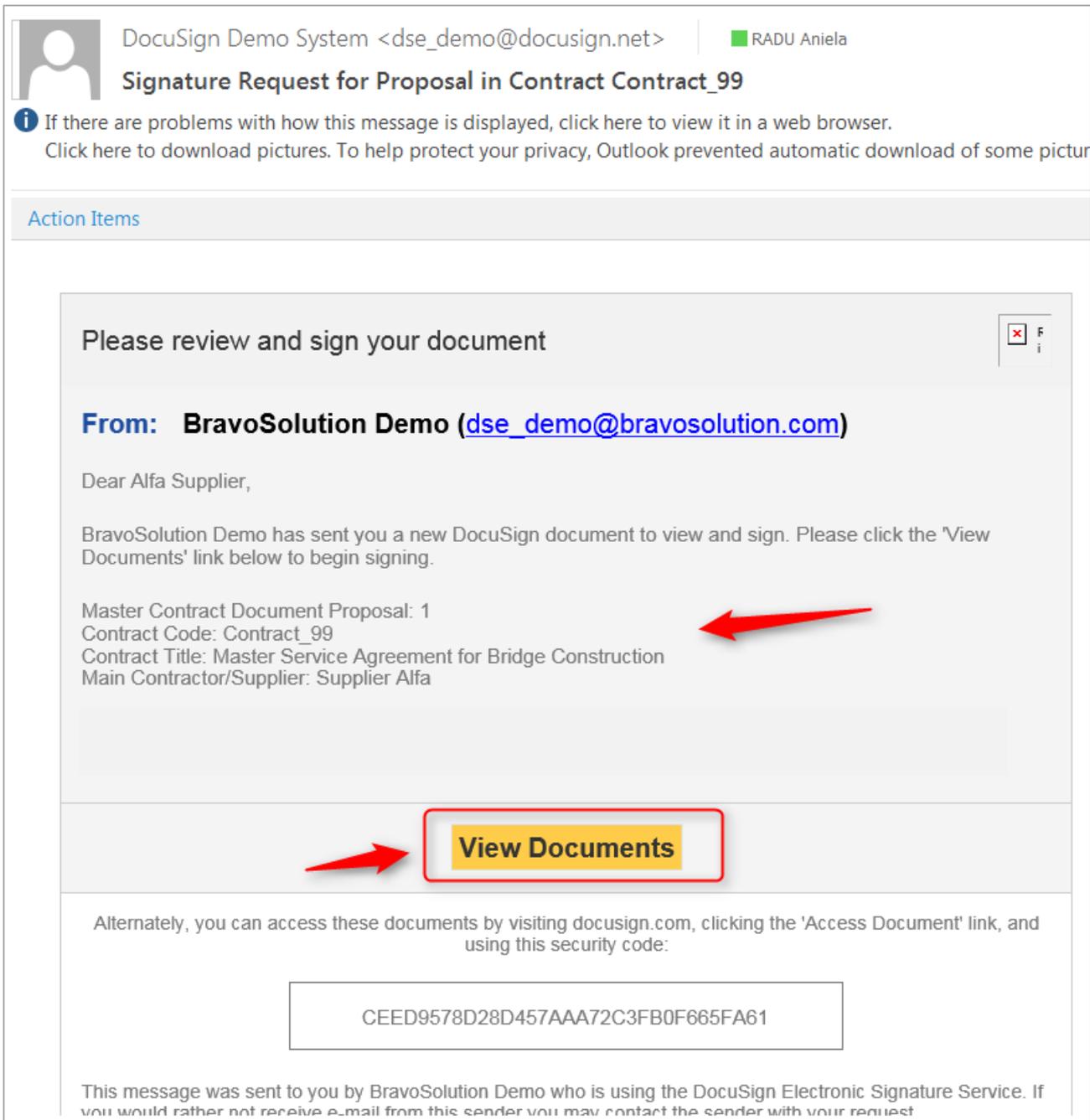


Image 44: DocuSign email notification

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.

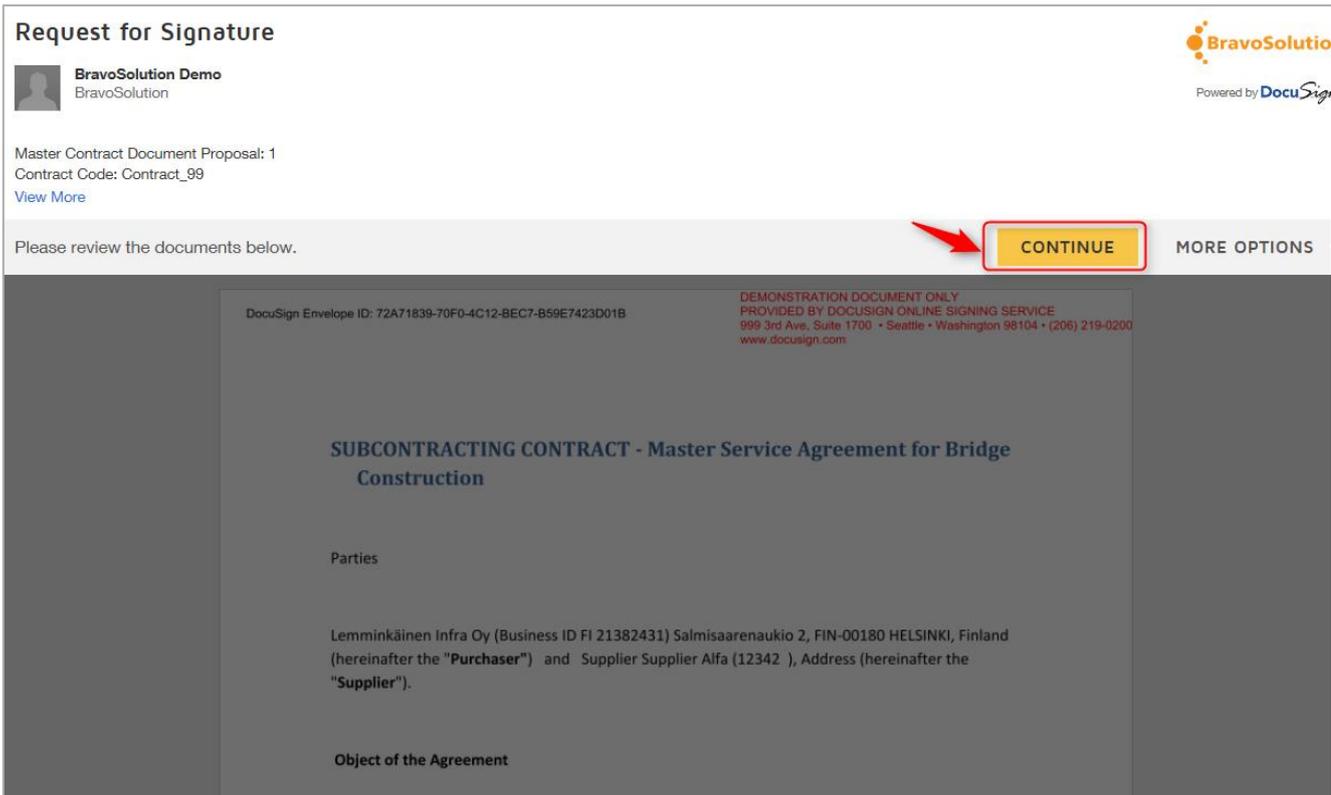


Image 45: Moving to signature area

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):

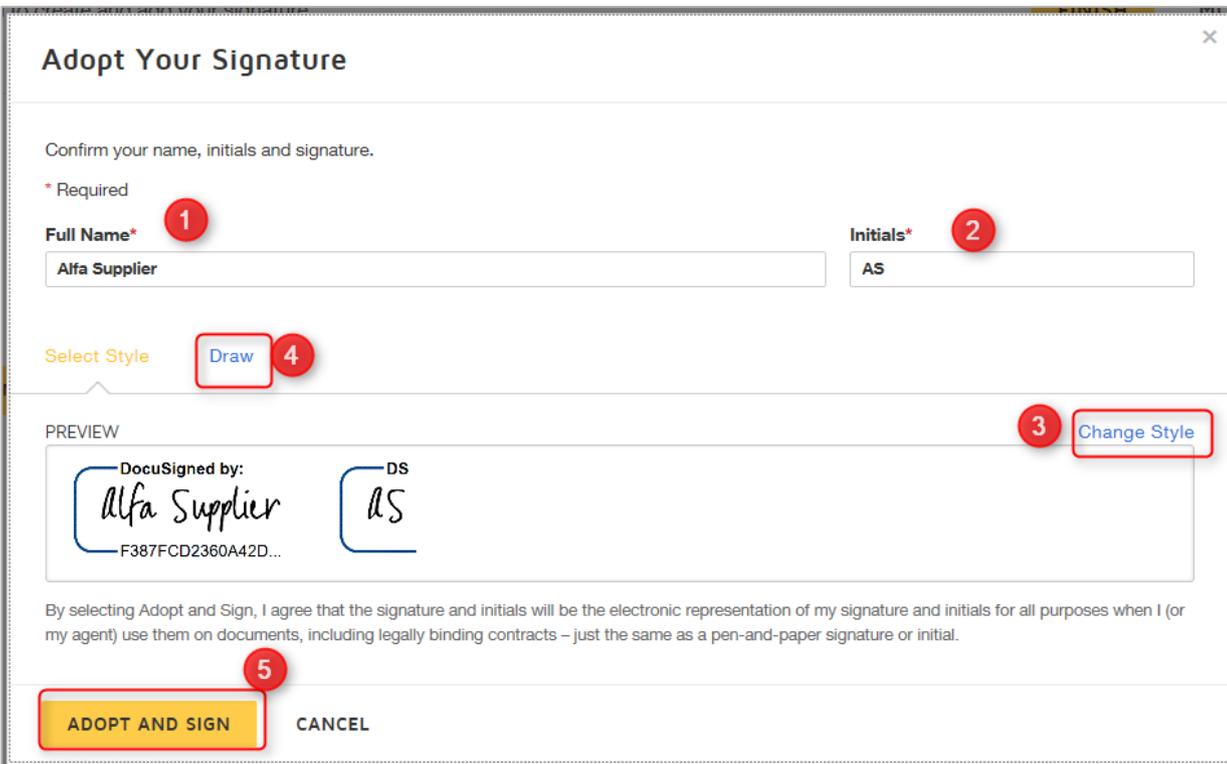


Image 46: Sign electronically the contract

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.

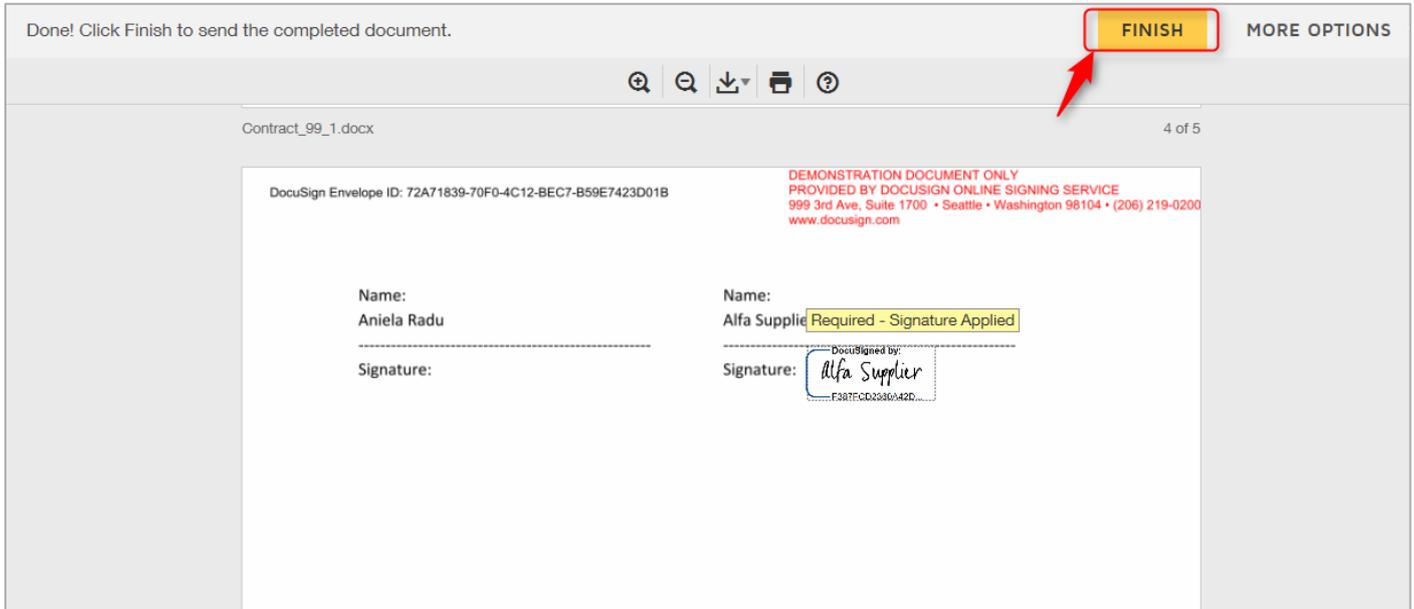


Image 47: Finalise the eSignature process

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

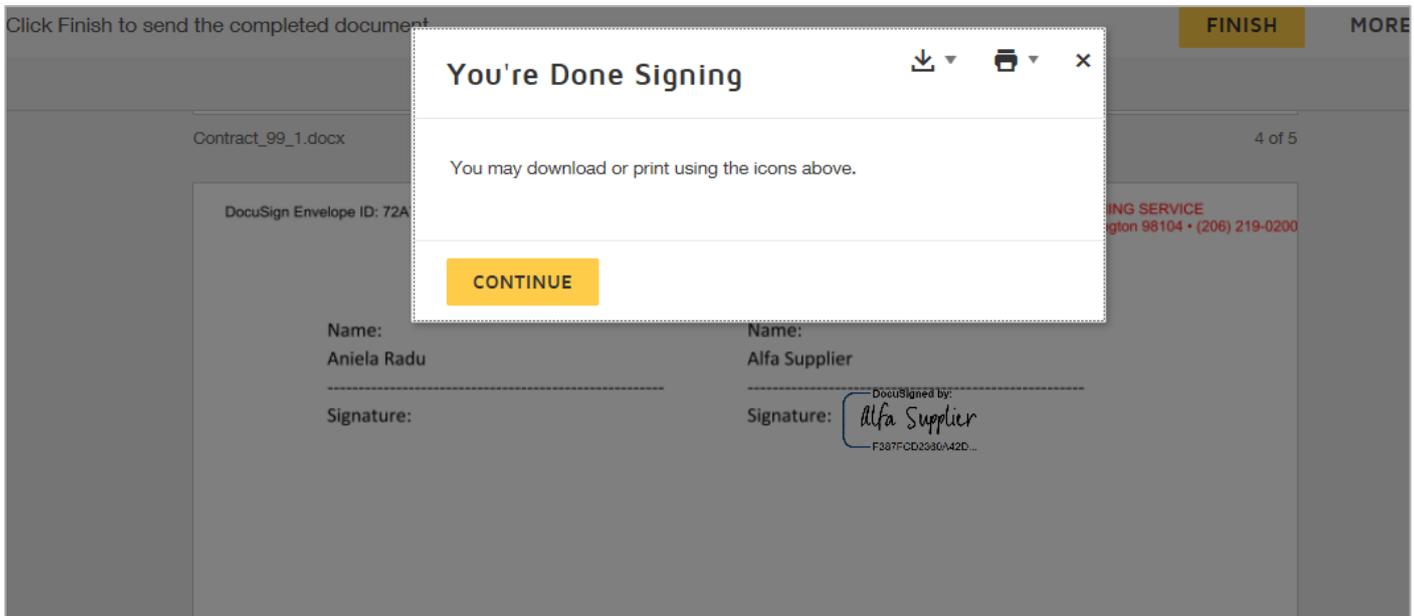


Image 48: eSignature confirmation

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”:

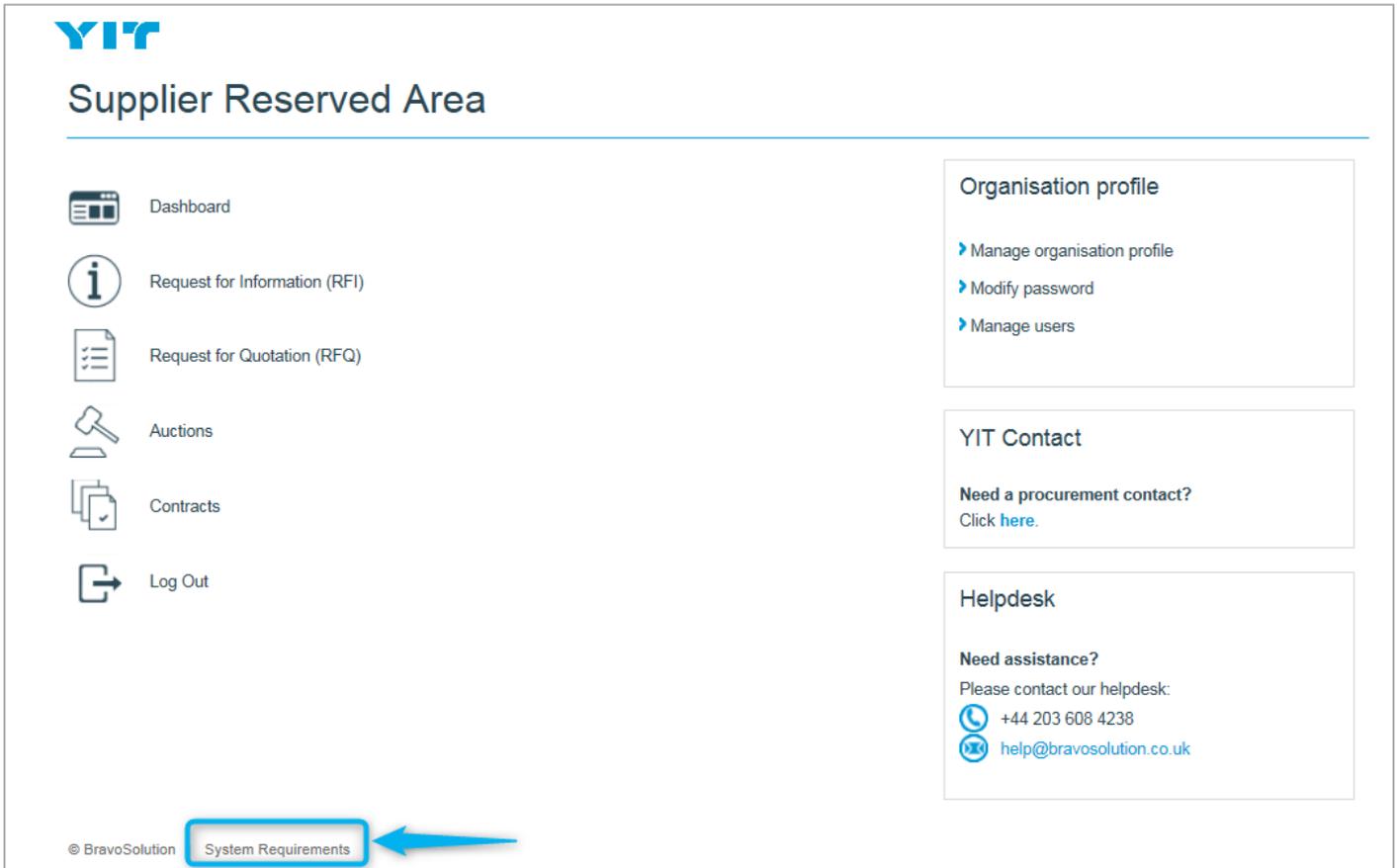


Image 49. System Requirements

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.

YIT

Supplier Reserved Area

- Dashboard
- Request for Information (RFI)
- Request for Quotation (RFQ)
- Auctions
- Contracts
- Log Out

Organisation profile

- ▶ Manage organisation profile
- ▶ Modify password
- ▶ Manage users

YIT Contact

Need a procurement contact?
Click [here](#).

Helpdesk

Need assistance?
Please contact our helpdesk:

- +44 203 608 4238
- help@bravosolution.co.uk

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Image 50. Contact details on Supplier Reserved Area