



Kier Supplier Management Portal Supplier Quick Guide

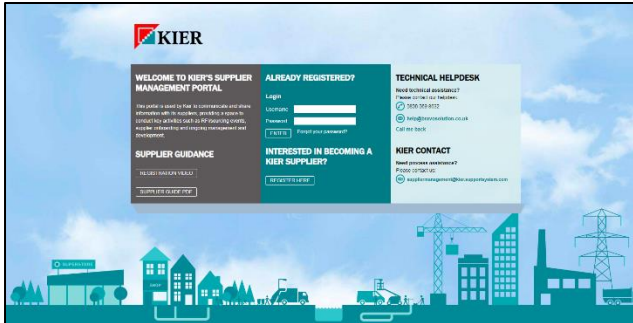
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REGISTERING ON THE PORTAL

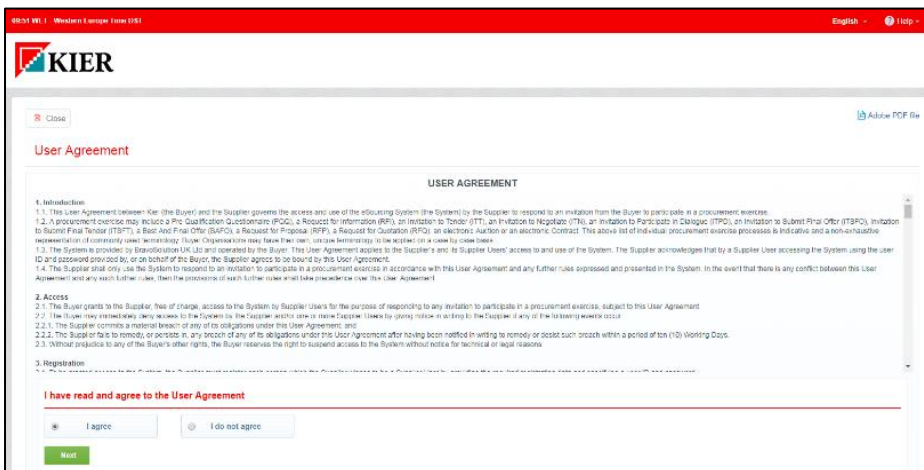
To begin the registration process, click the 'Register here' button on the main page. Please note that this onboarding system is for expression of interest for Group Suppliers only. There is a separate onboarding process for subcontractors, details can be found on the Kier website.

Portal Login Page



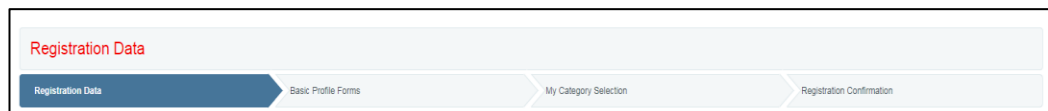
Portal User Agreement

This covers basic information about use of the portal. You must agree to this to continue to the registration process.



There are 3 main stages of the registration process:

- 1) Registration Form;
- 2) Basic Profile Form;
- 3) My Category Selection;



1) Registration Form

This is to capture information about your organisation and the main user account.

The form is titled "Registration Data" and has a progress bar at the top showing "Registration Data" (active), "Basic Profile Forms", "My Category Selection", and "Registration Confirmation". Below the progress bar, there are two main sections: "Organisation Details" and "User Details". The "Organisation Details" section includes fields for "Organisation Name", "Company Registration Number", and "Dun & Bradstreet Number". The "User Details" section includes an "Email Address" field with a note: "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 \"

You should then complete all mandatory (denoted by *) Organisation and User Details fields.

The screenshot shows a 'User Details' registration form with the following fields and instructions:

- Email Address:** A text input field. Below it, an important note states: "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."
- Email Address Validation:** A section containing a 'Send Validation Code' button and an 'Enter Validation Code' input field.
- Username:** A text input field with the instruction "(Please do not forget your username)".
- First Name:** A text input field.
- Last Name:** A text input field.
- Mobile Number:** A text input field with the instruction "(Please enter '+' 'country code' and 'your mobile phone number' with no spaces)".
- Phone Number:** A text input field.
- Preferred language for use in system interface:** A dropdown menu currently set to 'English (UK)'.

Once you have completed all information, click 'Save'.

After completion of this stage you will receive an email confirming your user registration containing a temporary password. If you are unable to fully complete supplier registration you may return at any stage by entering your username and password into the main page. Please note that you will be unable to access the portal until you have fully completed organisation registration

2) Basic Profile Form

The next step is to complete the Basic Profile Form.

You should complete all mandatory (denoted by *****) Basic Information fields.

Once you have completed all information, click 'Save & Continue'.

The following step is to complete the Product Range and Coverage fields.

Once you have completed all information, click 'Save & Continue'.

This will take you to another Basic Profile Form 'Third party accreditation'.

When completed, click 'Save & Continue'.

The next Basic Profile Form you need to complete is entitled 'Social Enterprise'.

Complete all mandatory fields, click 'Save & Continue'.

The final Basic Profile Form you need to complete is the 'Kier Policies'.

Filling all mandatory fields, click 'Save'.

If needed, you can return to previous forms by clicking 'Basic Profile' at the top of the page and selecting the form you wish to revisit

Basic Profile Form: Basic Information

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Save & Continue | X Cancel

Basic Information

SQ-1.1(a) Characters available 1998

SQ-1.1(b) – (i) Characters available 1997

- Basic Information
- Product Range and Coverage
- Third party accreditation
- Third Party Accreditation List
- SSIP
- Supplier Classification

3) Category Selection

The final part of the registration process requires you to select one or more supply categories from the Kier category tree before pressing 'Confirm Current Selection'.

- Categories
 - 10000 - Design, Printing & Marketing Services
 - 15000 - Facilities Management
 - 20000 - Fuel and Power
 - 25000 - Furniture, Fixings & Equipment
 - 30000 - Health & Safety Equipment & PPE
 - 35000 - Human Resources
 - 40000 - M&E Commodity
 - 45000 - Merchants Heavyside
 - 5000 - Aggregates/Concrete/Roadstone
 - 55000 - Merchants Lightside
 - 60000 - Office Equipment & Supplies
 - 65000 - Oil Lubricants & Greases
 - 70000 - Plant & Equipment
 - 75000 - Plumbing & Heating
 - 80000 - Roofing
 - 85000 - Storage
 - 90000 - Steel
 - 95000 - Waste Disposal, Recycling & Containers

Note: If you are unable to locate your category you can use the Free Text Search, or select 'Expand All' to show the full list of Categories

COMPLETING REGISTRATION

If you have completed all mandatory information correctly then your account will be activated, and you will have access to the portal with the password that will have been sent to the email address provided within 'User Details'.

Note: Omitting mandatory information will result in the registration process being unsuccessful. You can log back in to amend your responses using your username and password you received via email at the end of the registration process.

MANAGING YOUR PROFILE

Logging in after registration will take you to a landing page.



From here you can access your profile, add new users to your account and respond to requests from Kier (RFx, Contracts, etc.).

Updating your company details

You can update your company information at any point by clicking on "Manage my profile" then "Registration Data" → "Edit".

Registration Data | History of Changes | Basic Profile | Extended Profile | Alerts Summary | Response History

Organisation Name: jagger

Organisation Details

Organisation Name: jagger

Company Registration Number: [input field]

Site & Business Number: [input field]

Note: If any fields are locked and require updating then please contact your Kier contact.

Updating your Basic Profile details

Kier may, from time to time, request that you update or reconfirm your pre-qualification information.

If Kier have requested you to update your information, you will receive an email and you will have to click on “Manage my profile” then “Basic Profile” and again click on each and every section title.

Title	Mandatory	Supplier Data Status	Document Expiry Date (First to Expire)	Last Modified Date	Order
Basic Information	Yes	9%		23/10/2018 10:06	1
Product Range and Coverage	Yes			23/10/2018 10:09	2
Third party accreditation	Yes			23/10/2018 10:22	3
Supplier Classification	Yes			23/10/2018 10:26	4
Kier Policies	Yes			23/10/2018 10:36	5

To modify a previous answer to one of the basic profile questions, you will have to click on each individual title (Basic Information, Product Range and Coverage, Third party accreditation, Supplier Classification and Kier Policies) and then click on “Edit”, perform the changes and then click “Save and Continue”.

Please note it is the suppliers responsibility to ensure that all details on their profiles are up to date. An incomplete or inaccurate profile may hinder the possibility of being selected for sourcing events

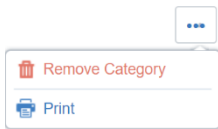
Updating your supply categories

You can maintain the categories that you wish to provide Kier at any time. From the navigation bar/dashboard click ‘My Organisation’ and then the ‘My Categories’ tab.

To add a category click ‘Add Category’.

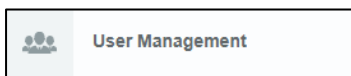
Category Code	Title	Classified On	Assessment Status	Completion Status
1 00101	Bathroom units and fixtures	23/10/2018 10:40:08	Assessment Status not visible	

To remove a category, click the category name and then ‘Remove Category’.



Adding additional users

You can add colleagues to your account to have visibility of the process or to allow you to delegate them tasks. To do this, click into →



Navigate to the “Users” tab and click “Create” to enter their details. Once done, please click “Save”. This will trigger an email with a password to be sent.

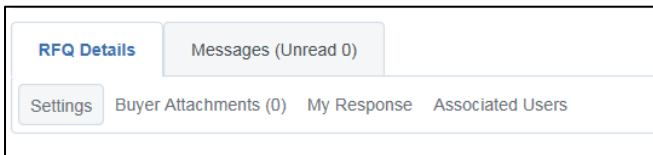
RESPONDING TO AN RFX

When invited to an RFI/RFQ (Request for Information or Request for Quotation) you will receive an email notification.

Access the event via the link in the email or from the landing page by clicking on the “My RFIs” or “My RFPs/RFQs” links displayed in the screen shot below:



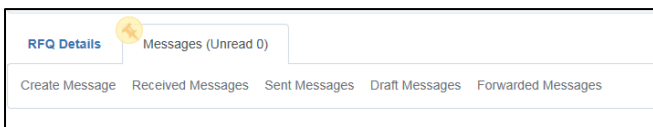
Under the RFX Details, review the **Settings** and the **Attachments** areas prior to responding:



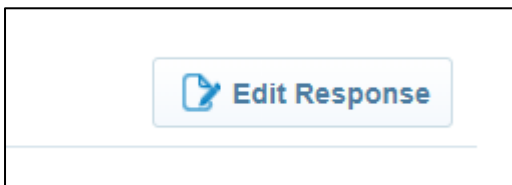
Click “Create Response” to respond to the RFX:



Also, use the “Message” functionality to communicate with the Kier persons in charge of that sourcing event.



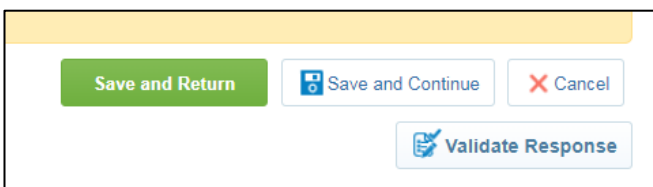
Click on ‘Edit Response’ button on the top right corner besides the section of your choice in order to start submitting your answer:



The following buttons are available for you to use:

- ‘Save and Return’ in order to save your answers and proceed to next section.
- ‘Save and Continue’ in order to save the answers you’ve been populating (equivalent of Ctrl+S on an Excel file).
- ‘Validate Response’: if you click on that button the system will inform you of any mandatory fields that haven’t been populated.

Remember to click “Submit Response” when ready before the deadline:



NEED TECHNICAL ASSISTANCE?

For any technical support using the portal, contact the helpdesk:

Email: help@bravosolution.co.uk

Phone: 0800 069 8632

NEED PROCESS ASSISTANCE?

For any process support issues please email

suppliermanagement@kier.supportsystem.com