Kier Supplier Management Portal
Supplier Quick Guide
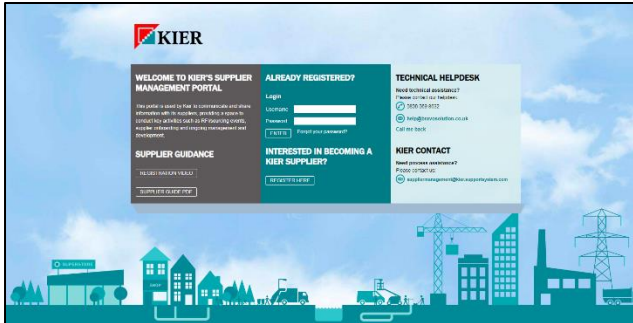
## CONTENTS

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.
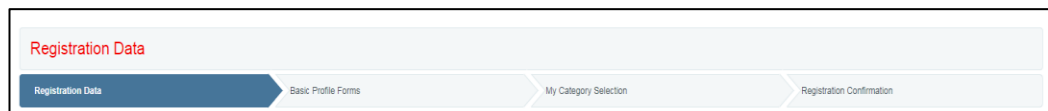
Portal Login Page

Portal User Agreement

This covers basic information about use of the portal. You must agree to this to continue to the registration process.
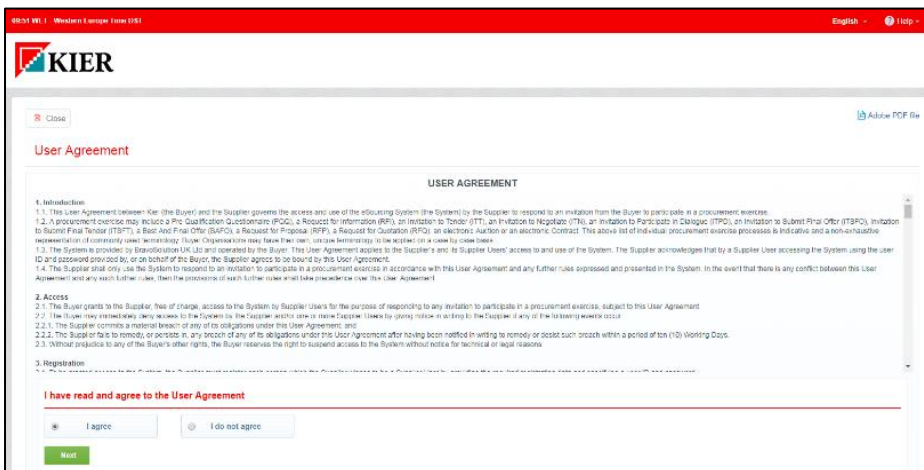
There are 3 main stages of the registration process:

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.

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

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

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'.

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".

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.

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 reponsibility 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
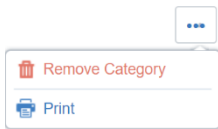
Updating your supply categories

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.
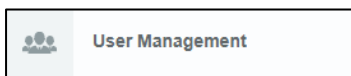
To add a category click 'Add Category'.

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:
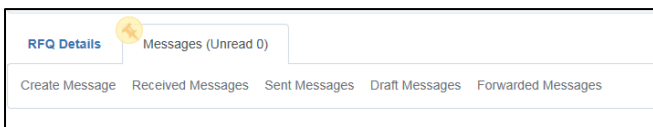

Under the RFx Details, review the **Settings** and the **Attachments** areas prior to responding:
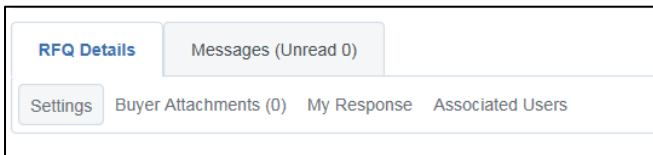
Click "Create Response" to respond to the RFx:

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:
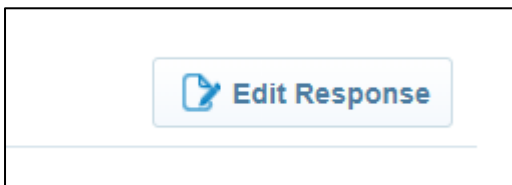
The following buttons are available for you to use:

- '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:
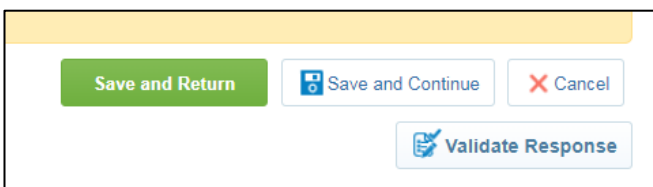
NEED TECHNICAL ASSISTANCE?

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