



Purchasing Portal
Supplier's technical requirements
FULLSTEP PORTAL VS. 3.0.

Table of Contents

1 Introduction	3
2 Requirements	3
2.1 Internet connection	3
2.2 E-mail account	3
2.3 Internet Explorer	3
2.3.1 Version of Internet Explorer	3
3 Troubleshooting: Pop-ups blocker	5
3.1 Google toolbar	5
3.2 Compatibility with Windows XP – Service Pack 2	6

1 Introduction

The following document indicates the minimum technological requirements approved suppliers must have to access and use the functions available in the purchasing company's private supplier area properly.

2 Requirements

Suppliers approved by the purchasing company must meet certain technical requirements to ensure their bid(s) are received properly.

2.1 Internet connection

The supplier must have a computer with an **Internet connection** as access to the private area must be by web page, through which bids can be sent during the period determined by the purchasing company, as well as providing other functions.

2.2 E-mail account

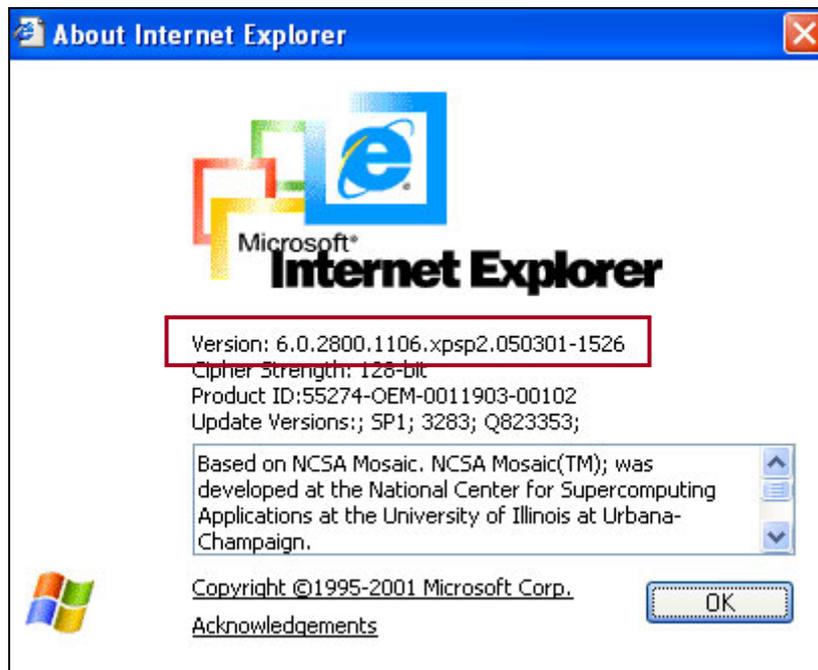
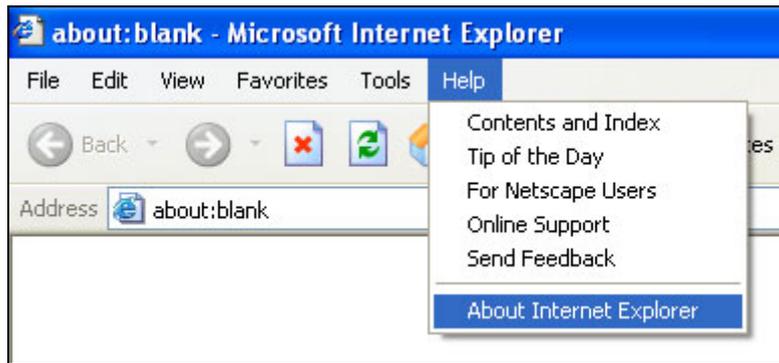
The supplier must have an e-mail account through which it will receive various communications from the purchasing company.

2.3 Internet Explorer

The supplier must have installed on its computer a version of **Internet Explorer 6 or higher**.

2.3.1 Version of Internet Explorer

To check your **version of Internet Explorer** you will have to open the browser, go into the "**Help**" menu and select "**About Internet Explorer**". Once this option has been selected, a window opens in which the version of the browser appears.



If the version of Internet Explorer is too old you will have to download an updated version from the following address:

<http://www.microsoft.com/windows/ie/downloads/ie6/default.asp>

Once you have accessed this page, click on "**Download Center**". You will be redirected to a new page from which you can go ahead with downloading and installing the new version of the browser.

3 Troubleshooting: Pop-ups blocker

3.1 Google toolbar

If you have installed the Google toolbar, probably the popup blocker is enabled. You can easily check it at the toolbar, where the number of blocked elements is shown.

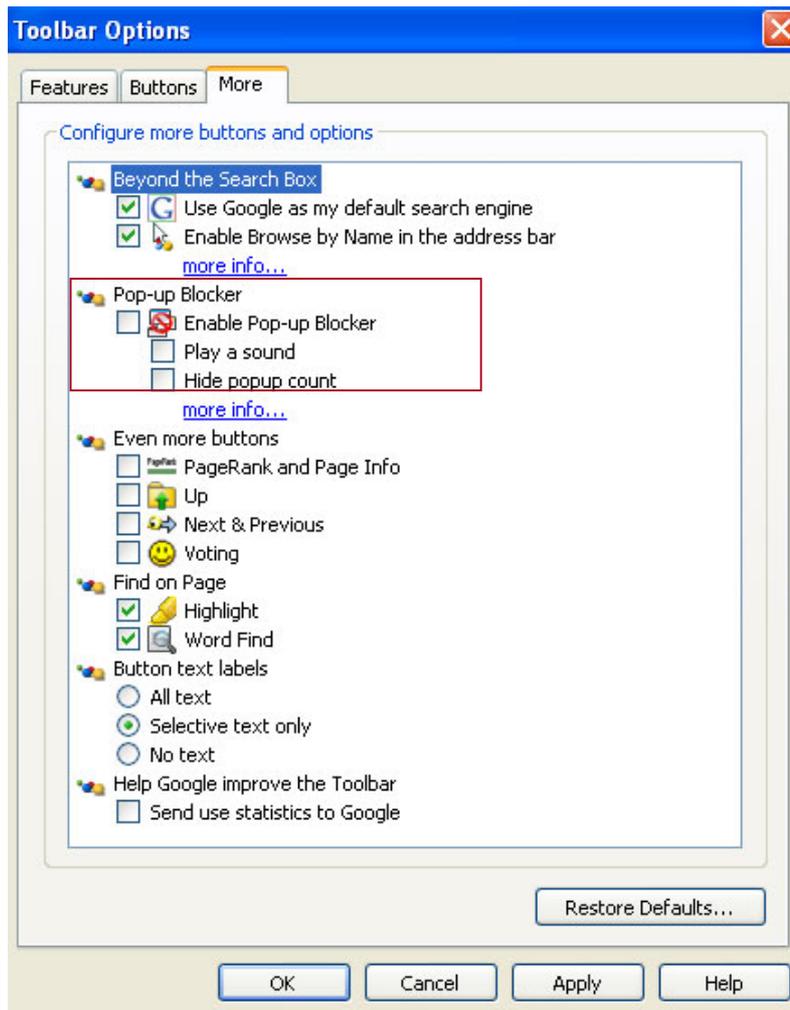


In order to disable the Popup Blocker for the purchasing portal, visit the site and press the Popup Blocker button. The button text will change to read "**Pop-ups okay**" indicating that the Popup Blocker is disabled on the site in question.



Finally, if you'd like to disable the Popup Blocker completely, please follow the instructions below:

1. Click the "Settings" button on your Toolbar and choose "Options."
2. Select the "More" tab.
3. Un-check the box next to "Popup Blocker."
4. Click "Apply" and then "OK."



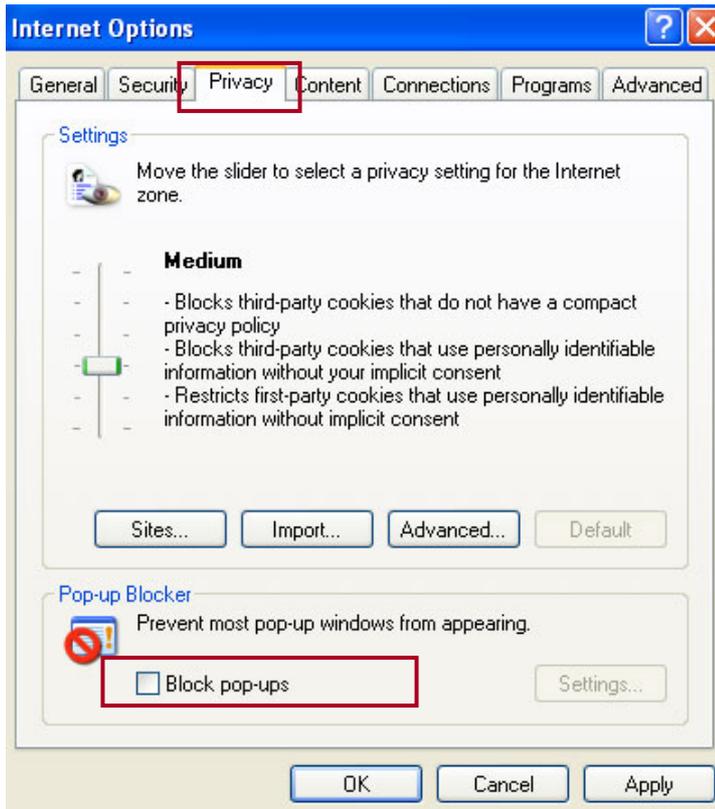
3.2 Compatibility with Windows XP – Service Pack 2

Certain problems with pop-ups and files downloading may arise by using Windows XP – Service Pack 2. Please follow the following instructions to solve these problems:

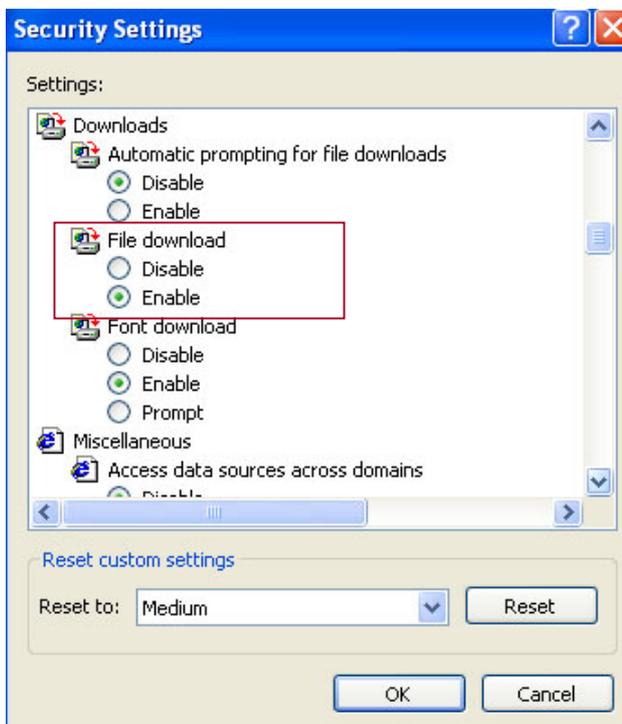
- 1- From Internet Explorer, go to **Tools → Internet Options → Privacy**.

The “Block pop-ups” option must remain un-checked.

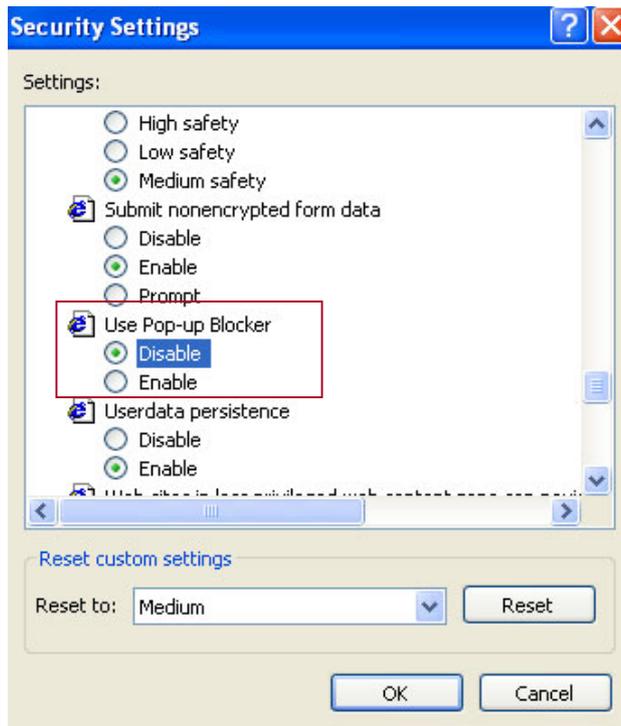
This will not affect the security set-up for each site (Internet, intranet, trust sites)



- 2- Select the “**Security**” tab and press the “**custom level**” button.
The “**File download**” option must be enabled.



Verify that the “Use pop-up blocker” option is disabled.



3.- Select the “Advance options” tab:

The “Do not save encrypted pages to disk” option must be disabled.

