

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

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## 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.

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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.

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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."

Toolbar Options 🛛 🛛 🗙
Features Buttons More
Configure more buttons and options
Beyond the Search Box
G Use Google as my default search engine
🗹 😼 Enable Browse by Name in the address bar
more info
Va Pop-up Biocker
Play a sound
Hide popup count
more info
we Even more buttons
Next & Previous
🗌 🙂 Voting
Va Find on Page
Vigitation
w Button text labels
O All text
<ul> <li>Selective text only</li> </ul>
No text     Help Google improve the Toolber
Send use statistics to Google
Restore Defaults
OK Cancel Apply Help

### 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)

General	Security	Privacy	Content	Connections	Programs	Advanced
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Pop-u	ip Blocker Preven	it most pop	-up windo	ows from appea	ring.	
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2- Select the "Security" tab and press the "custom level" button.

The "File download" option must be enabled.

Security S	ettings			? 🛛
Settings:				
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AL	itomatic promptii	ng for file dov	vnloads	
0	Disable			
0	Enable			_
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Reset to:	Medium		~	Reset
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			OK	Cancel

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

Security Settings	? 🛛
Settings:	
<ul> <li>High safety</li> <li>Low safety</li> <li>Medium safety</li> <li>Submit nonencrypted fo</li> <li>Disable</li> <li>Enable</li> <li>Prompt</li> <li>Use Pop-up Blocker</li> <li>Disable</li> <li>Enable</li> <li>Enable</li> <li>Userdata persistence</li> <li>Disable</li> <li>Enable</li> <li>Enable</li> <li>Mitta attention</li> </ul>	rm data
Reset to: Medium	Reset
	OK Cancel

#### 3.- Select the "Advance options" tab:

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

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General	Security	Privacy	Content	Connection	ns Programs	Advanced	
Settings	:						
	Security Allow active content from CDs to run on My Computer Allow active content to run in files on My Computer Allow software to run or install even if the signature is invalid Check for publisher's certificate revocation Check for server certificate revocation (requires restart) Check for signatures on downloaded programs Do not save encrypted pages to disk Empty Temporary Internet Files folder when browser is closed Enable Integrated Windows Authentication (requires restart) Enable Profile Assistant Use SSL 2.0 Use SSL 3.0 Use TLS 1.0						
	Warn if o	hanging l	between se	ecure and no	ot secure mode		
					Restore	Defaults	
			ОК		Cancel	Apply	