



Purchasing Portal
How to register
FULLSTEP PORTAL 3.0.

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1 Introduction

To be an approved supplier for the purchasing company, suppliers should ask for registration through the purchasing portal.

This service is entirely free for supplier companies.

The steps to follow to request registration as a supplier company for the purchasing company through the website are explained in this document.

1.1 Passwords

Confidentiality in transmitting information is guaranteed by the identification requirement using passwords.

During the registration request process, access keys for the private purchasing area will be selected. These keys will be valid from the time when the purchasing company accepts the company's registration request. This acceptance of the registration will be confirmed to the new supplier company by e-mail.

The keys are personal and must be entered every time the supplier wants to access the private area.



2 Requesting registration as an approved supplier to the purchasing company

To go ahead and request approval you must follow these steps:

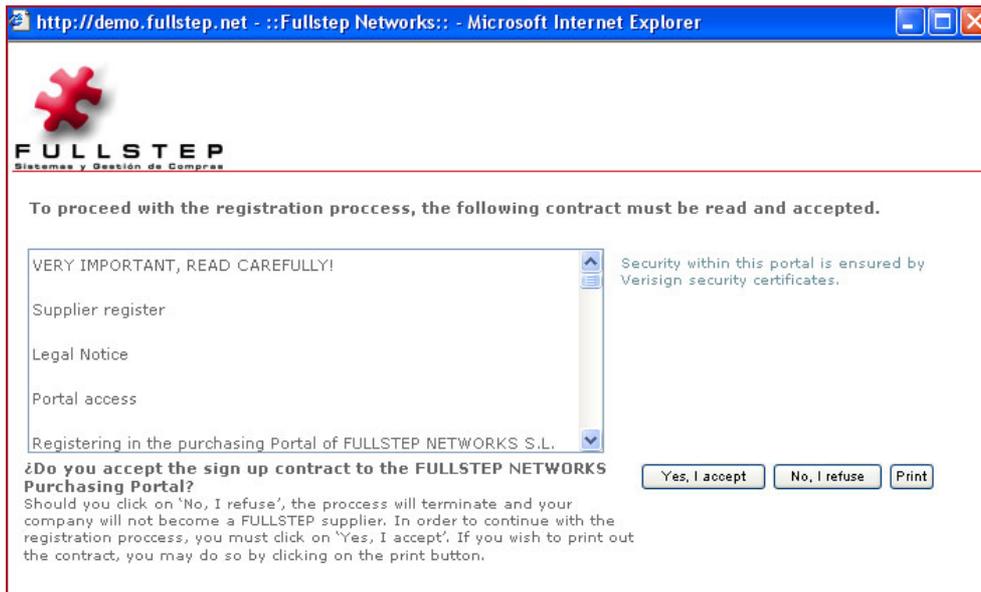
- A. Accept the sign-up contract
- B. Fill in the registration form:
 1. Company's general details
 2. Company's activities
 3. User's details
 4. Confirm registration

During the registration request there are help icons  that can be enabled at any time by clicking on them .

The fields indicated with (*) are mandatory.

2.1 Sign-up contract

In order to proceed with registration a sign-up contract must be accepted. This contract contains the terms of use of the purchasing portal.



To continue with registration, click on "Yes, I accept".

2.2 General company details

In this step, general details about the company are requested:

- Company Code:** Company identification code. This is the first of the three keys required to access the private supplier area once registration has been requested. It allows both numeric and alphanumeric characters (max. 12). The code can be freely

chosen, although it is recommended to choose a code related to the company, e.g. acronyms, abbreviations, financial identification number etc. Special characters and blank spaces must not be used.

- **Company Name:** Official name of the company.
- **Address:** Company location
- **Postcode**
- **Town/City:** Company location
- **Country**
- **Province**
- **Currency:** Currency in which bids will be made
- **Identity number:** Financial Identification Number. (Write it without spaces or hyphens between the letter and the number)
- **Turnover:** Company's annual turnover in thousands of euros.
- **Important customers:** If the purchasing company is already a customer of yours indicate this, as well as other customers you want to refer to.
- **Certifications:** Specify whether the company has an AENOR certificate or any ISO standards or whether it is in the process of applying for a standard.
- **Website address:** Indicate the company's web page.
- **Remarks:** Describe the company's main activity following this pattern:

To continue with the registration process, press **next**.

2.3 Company activities

In this step, the supplier should indicate which activities correspond to its company. Therefore the purchasing company will be able to know which products/service may provide each supplier.

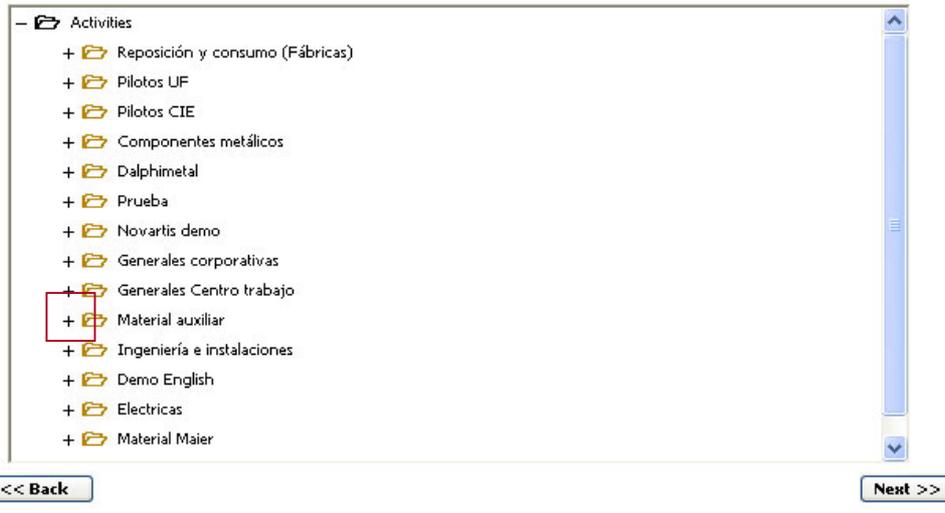
Supplier registration: Company activities (Step 2 of 4)

You must now specify your company activities.

Use the tree to select the activities.

When you have finished selecting the activities, click on 'Next'.

Activity Selection: (Scroll down the activities list to the 3th level to select your company's activities.)



In order to select the activities, press the (+) button to display the groups inside each level.

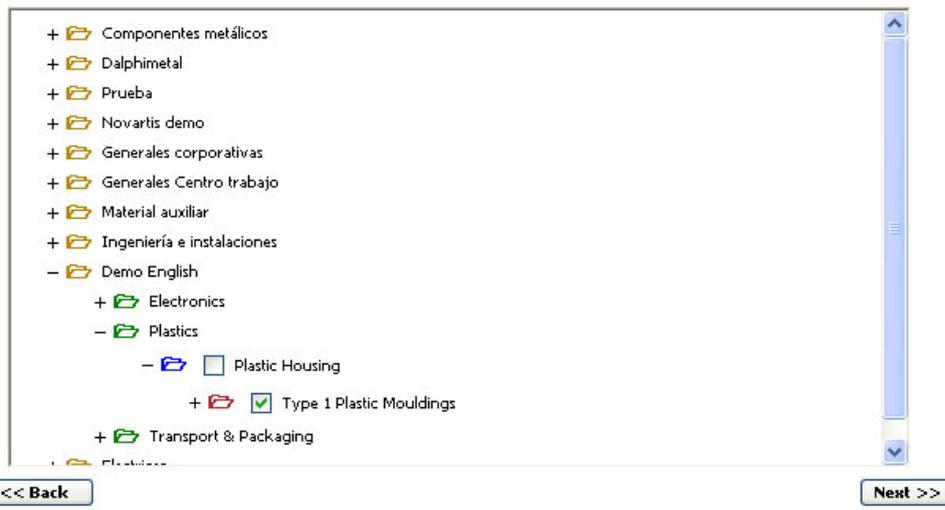
Supplier registration: Company activities (Step 2 of 4)

You must now specify your company activities.

Use the tree to select the activities.

When you have finished selecting the activities, click on 'Next'.

Activity Selection: (Scroll down the activities list to the 3th level to select your company's activities.)



To continue with the registration process, press **next**.

2.4 User details

In this section, the company's contact person details should be indicated.

Supplier registration: Details of the main user (Step 3 of 4)

To gain access to the portal as validated supplier, you will need to fill all data requested and then click in "send". Once you have been authorized and as main user, you will have the possibility to create new users for your company.

*** Fields marked with an asterisk are mandatory. For security reasons, the user and password must be at least six characters long.**

User (*) :	<input type="text"/>
Password (*) :	<input type="text"/>
Confirm password (*) :	<input type="text"/>
Last name (*) :	<input type="text"/>
Name (*) :	<input type="text"/>
Department (*) :	<input type="text"/>
Position (*) :	<input type="text"/>
Telephone (*) :	<input type="text"/>
	<input type="text"/>
Tel.: Mobile:	<input type="text"/>
Fax:	<input type="text"/>
Email (*) :	<input type="text"/>
Language (*) :	English <input type="button" value="v"/>
Desired email format:	<input checked="" type="radio"/> Text <input type="radio"/> HTML

- **User code:** User's personal code (min. six characters). This is the second of the three keys required for accessing the private supplier area once registration is accepted. This code does not have to match the company code registered in "General company details".
- **Password:** User password of at least six characters. This is the third of the three keys required to access the private supplier area once registration is requested.

Special characters and blank spaces must not be used in either the user code or the password.

- **User's personal details:** Surnames, name.
- **Department:** Department of the company to which the user belongs.
- **Job:** Indicate the user's job within the company.
- **Phone numbers:** Indicate at least one contact number.
- **Mobile phone:** Indicate the user's mobile phone number.
- **Fax:** Indicate the fax number.
- **E-mail:** Indicate the e-mail address to which the user has access.
- **Information about bid requests will be sent to this address.** It is therefore vitally important to keep this e-mail address up to date in the database at all times.
- **Language:** Indicate the contact person's language.
- **Receive e-mails in format:** Indicate the type of format in which you want to receive e-mails from the customer.

To continue with the registration process, press **next**.

2.5 Registration confirmation

Once the information required for requesting registration as a the purchasing company supplier has been entered, a screen like the following one will be displayed.

**Supplier registration: Confirm registration
(step 4 of 4)**

Press the 'Send' button to complete your registration.

You have already filled all requested information for your validation as portal supplier

If you wish to check your details, click on the 'Back' button at each stage of the registration process.

To check the details entered, the **Back** button at each registration step should be pressed.

Once all details are correct, the **Send** button should be pressed in order to complete the registration request.



NOTE:

The supplier company is now registered at the purchasing company's portal. However the purchasing company should confirm acceptance before the supplier can access the portal.

Once the supplier receives this confirmation, it will be able to access the portal using its access codes.