NCC Supplier Portal

User Guide

NCC Supplier Portal

The Supplier Portal is an aid that facilitates cooperation between NCC and suppliers during the tendering process, contract signing and call-offs.

This guide shows the workflow for NCC requests for quotes (RFQs) and features including settings and managing contact persons:

- 1. Invitation to participate in an RFQ

- Log in to NCC Supplier Portal - Home Page

- 2. Download RFQ

- 3. Download documents

- 4. Submit tender

Miscellaneous:

- Documents about your company may also be visible for NCC's purchasers

- All the supplier contact persons who log in can see all RFQs, agreements, call-offs and letters from NCC

NCC

1. NCC Supplier Portal – Invitation by email

Förfrågan - Skåpinredning o snickerier -

↩ Svara ↩ Svara alla → Vidarebefordra ⋯

mån 2022-11-28 10:30

ⓘ Klicka här om du vill ladda ned bilder. Automatisk nedladdning av vissa bilder i det här meddel

PDF .pdf ⌄
299 KB

RFQ is available as an attachment

NCC Purchase Portal

Project:

Hi,

The above is available during the tender period, contact the undersigned about possible extension.

We offer you to submit a tender for cabinetry for project
All attachments to the tender request can be downloaded at NCC's Supplier Portal.
The Supplier Portal is a support to facilitate cooperation between NCC and our suppliers during procurement, contract signing and call off.

In the portal, it is possible to:

- see all ongoing inquiries and project agreements with NCC
- Download all attachments connected to Inquiries, Agreements & Orders
- Accept, decline or leave tender on an inquiry
- Check and correct your company's contact information
The above is available during the tender period, contact the undersigned about possible extension.

Click on the link to login: Supplier Portal

For questions or problems with logging in, contact Service Desk tel. 0775-542 542.
User guide and more information is available on https://www.ncc.se/leverantorsportal

Best regards/

NCC

Link to Supplier Portal.

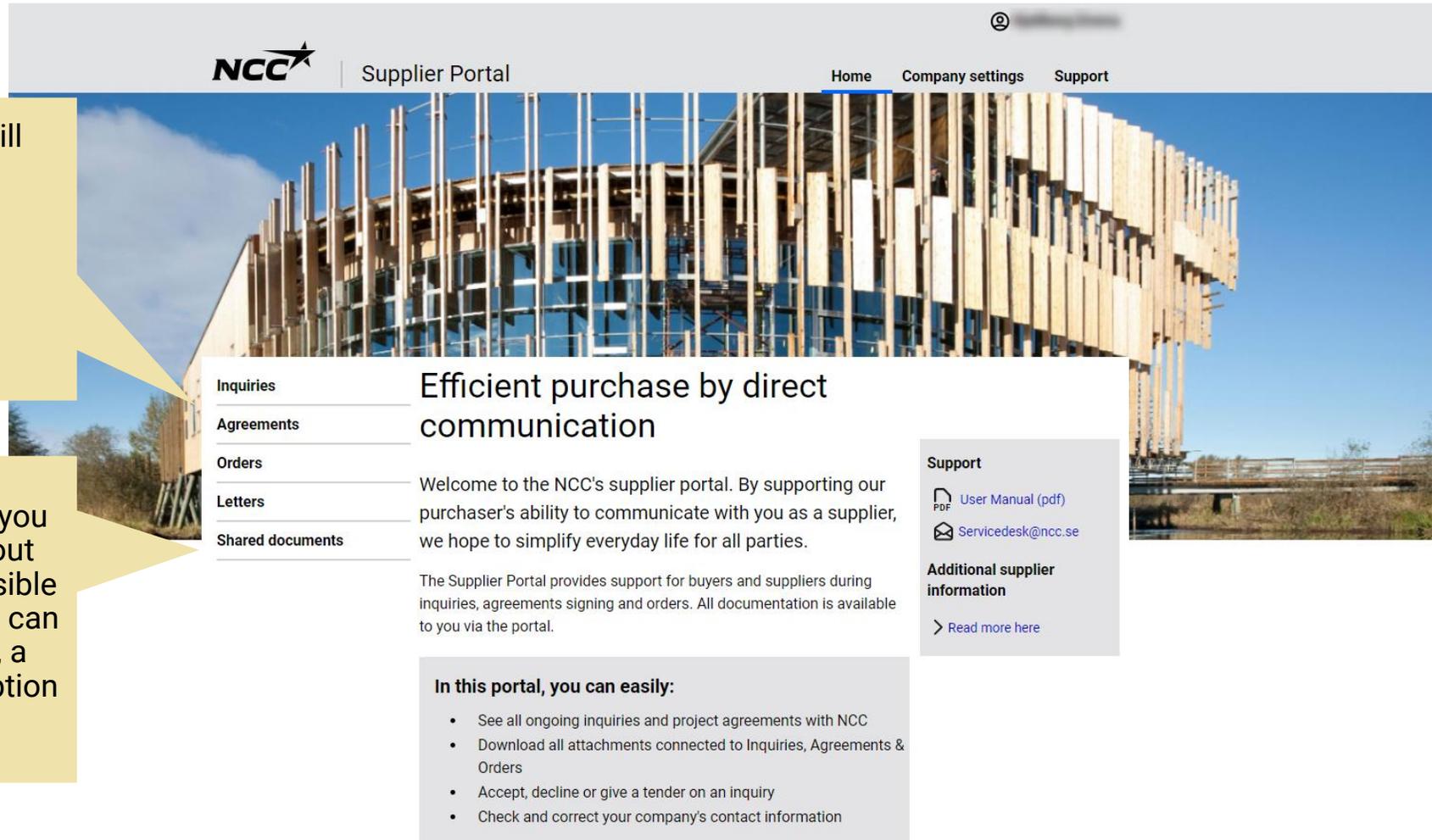**This contains requests for quotes (RFQs) and all attached documents to download**

NCC Supplier Portal – Home Page

Under these headings, you will find

- RFQs
- Agreements
- Call-offs
- Letters

Under "Shared documents" you can upload documents about your company that will be visible for NCC's purchasers. These can include reference projects, a brief product/service description and any certificates.

2. NCC Supplier Portal - Download RFQ

Click on any column header to sort, ascending/descending

After the tender deadline has passed, the RFQ remains on the list for 3 months. The feature for submitting responses is removed after the deadline.

Under "Inquiries" you will find all current ongoing RFQs.

3. NCC Supplier Portal – Download documents

Here, you can:
- Download all documents
- View the inquiry

NCC's contact person for the current RFQ

- Accept or decline to participate
- Submit a tender

NCC Company Open - Public

4. NCC Supplier Portal – Submit tender

Click "Submit tender" when you want to send the tender.

A confirmation will be sent to you by email.

Enter the tender sum.

Upload the tender here if it is a document.

Company settings

Under "Company settings" you can manage your company's contact information and see which business area you are registered for.

If you need help changing business, you can contact one of NCC's purchasers.

Note! It is not recommended to connect a group email as a contact person due to security reasons. The Microsoft account is personal.

Adding new contacts or editing existing ones when necessary is essential for ensuring successful communication with NCC.

"Show inactive" to avoid adding duplicates to the list, this delimit the amount of contact persons and make it easier for NCC's to choose the correct contact person.

Support

Here you can find guides and answers to frequently asked question