



innogy

# Documentation innogy supplier portal and how to deal with qualification requests

innogy SE

# Welcome!

The supplier portal offers a central access to different information and applications of innogy Corporate Procurement.

The innogy supplier portal is an internet based application.

You can start the application by opening the browser and inserting the link <https://supplier.innogy.com> to the adressline.

The login details (username and password) were sent to you in two separate e-mails. If you can not remember your username and/or password, please contact the Service Desk by calling 00800/793-37736.

You will find further information at: [www.innogy.com/suppliers](http://www.innogy.com/suppliers).

# innogy supplier portal - Login



**Login for Suppliers**

User

Password

> Change password

Login

Please enter your username and password for login. The login details (username and password) were sent to you in two separate e-mails. Please enter a password of your own choice at first login.

The password must have at least six letters, one number and one special character (e.g. **Supplier.01!**).

# Dealing with qualification requests

0 - General

Help and Documentation 	Userlist 	Suppliers association 	Own data 	Company data 	
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Bidding Engine

Bidding Engine  
Tenders and Offers  


SLC

Qualifications New 	Qualifications in process 	Qualifications in clarification 	Qualifications Send 	Certificates 	Attachments 	LTIF 
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In the portal navigation you can find the menu path ,SLC'. There you can find different tiles. Please click on the tile ,**Qualifications new**'. If you already have edited and saved a questionnaire, you will find the questionnaire at the tile ,in progress'. If the data is incorrect, or you have forgotten to add an attachment, Procurement can return the questionnaire to you for final clarification. You will then find the questionnaire at the tile ,in clarification'.

# Dealing with qualification requests

**List of New Qualifications**

 Refresh

**Name**

Zertifizierung gem. Chemikalienklimaschutzverordnung

Umweltschutz

Previous | **Next** | Print Preview | Close

Qualification: Status request for occupational health...  
Supplier: -

Deadline: 22.02.2017  
Submission Date: -

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**Introduction** Status request for occupational health

**Introduction**

RWE / innogy are committed to ensuring the highest standards of occupational health and safety towards both our employees and our contractors

Every member of RWE's / innogy's workforce shall go home just as healthy as he or she came to work in the morning. We want to cooperate with our partner companies to further increase our joint understanding of occupational health and safety.

With the contractor's statement for occupational health and safety prequalification, RWE / innogy ensures that the contractor has a certified occupational health and safety management system in place and/or meets the requirements of occupational health and safety laws and regulations.

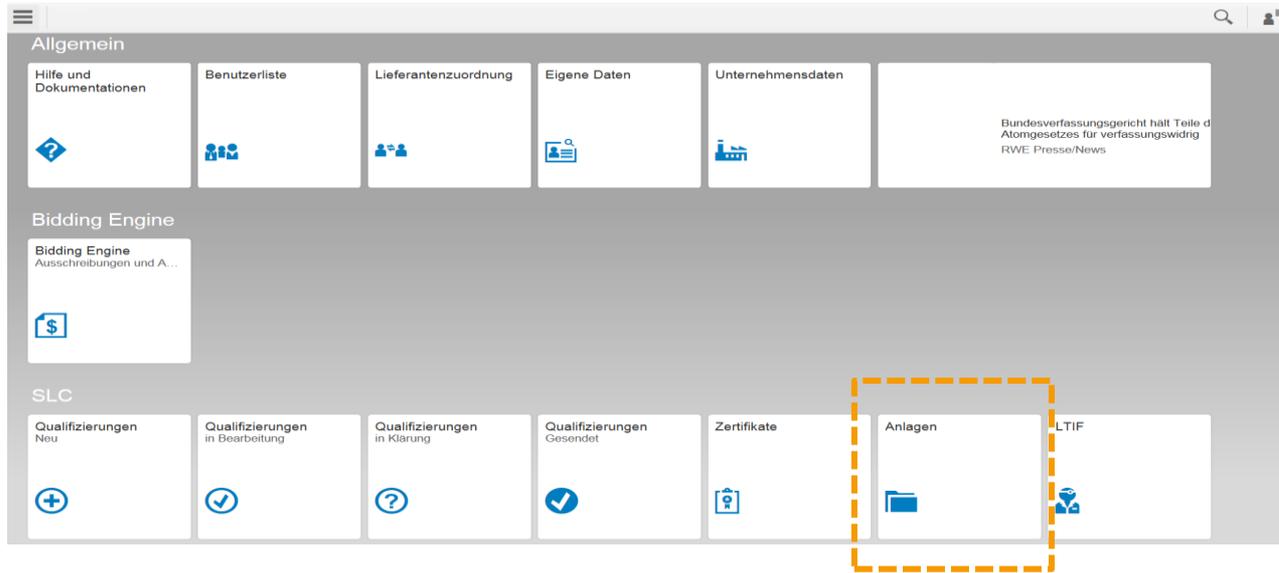
Please complete this contractor's prequalification statement in full. If a question is of no relevance to you, please indicate "not relevant".

\* Fields marked with an asterisk are mandatory

This overview shows you the list of new qualification requests.  
Click on the names to open the questionnaire of the corresponding qualification request.

In the questionnaire you can navigate the individual pages by using the menu (Next). You can print or save the questionnaire as PDF-document (print view). By finishing the final edition, please click on the button ,send' on the last page. By clicking on the button ,Save', the current processing stage is buffered.

# Adding Attachments



In portal navigation you can find the menu path ,SLC'. There you can find different tiles. Please click on the tile ,Attachments'. You have got the option to add attachments.

# Adding Attachments

Anlagen

Liste der Anlagen

Beschreibung:

Dateiname:  Durchsuchen... Anlage hinzufügen

Status	Dateiname
Gelöscht (Noch keine Genehmigung)	Unbenannt.png
 Aktualisiert	<a href="#">KWS Kieler Wach- und Sicherheitsgesellschaft.pdf</a>
 Aktualisiert	<a href="#">Bestätigung der Zertifizierung HSG Zander.pdf</a>
Neu (Noch keine Genehmigung)	Unbenannt.png

1 If you click on the button ,Browse', you can select the desired file.

2 If you click on the button „Add Attachment“, you can finish the task and upload the desired file.

# FAQ – Frequently Asked Questions



## ➤ **What shall I do in case I have forgotten my password?**

Please use the 'Forgotten password' function at the welcome page of the innogy supplier portal. Enter your username (received via e-mail) and your e-mail address and click on the button 'Send'. Subsequently, the new password is sent to you by e-mail. **Important!** The entered e-mail address has to be deposited in the system.

## ➤ **What can I do in case I have forgotten my username?**

- In case you have forgotten your username and you have already deleted the e-mail which includes the username, please contact the Service Desk by calling 00800/793-37736.
- Please indicate that you are a supplier and you need the username for the supplier portal at the address <https://supplier.innogy.com>.

## ➤ **What browsers are supported by the supplier portal?**

Internet Explorer 7 to 11 (version 11 in compatibility mode)

Mozilla Firefox (preferred version - ESR)

Google Chrome (excepted the application "ordering cooperation")

# FAQ – Frequently Asked Questions



- **I am already logged in but at once I get logged off automatically and the entered inputs are not saved. Why?**

As long as you stay at least 30 minutes in the supplier portal without saving your inputs, the system automatically logs off the user for security reasons. We therefore strongly suggest that you save your inputs occasionally in the supplier portal.

# Contact

## Service Desk

In case of technical problems or requests

T 00800 / 793-37736

