Balfour Beatty

Balfour Beatty eProcurement Portal Supplier Guide
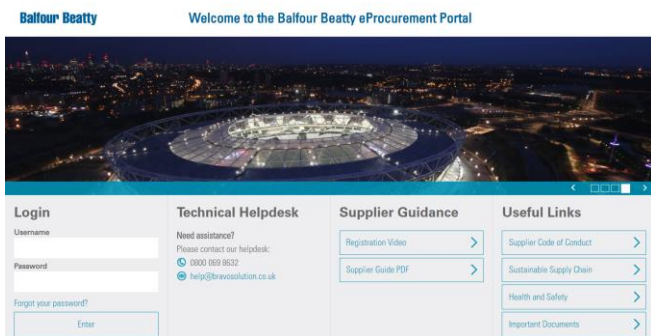
CONTENTS

REGISTERING ON THE PORTAL

Registration is by invitation only. You should have received an invitation via email from a Balfour Beatty contact or a system generated notification. Within the email is the link to the Balfour Beatty eProcurement Portal login page or to the Balfour Beatty Portal registration page.
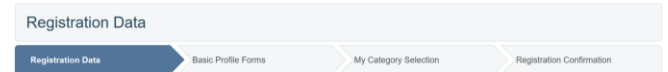
Portal Login Page

Portal User Agreement

This covers basic information about use of the portal. You must agree to this to start the registration process.
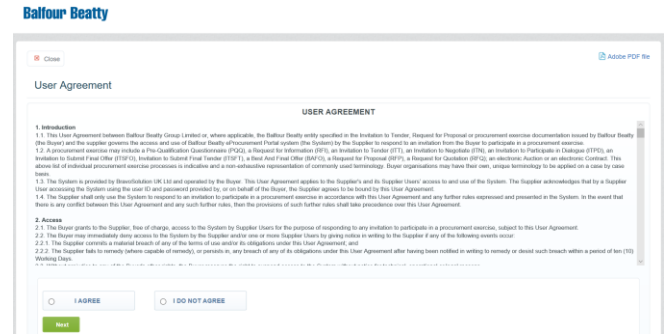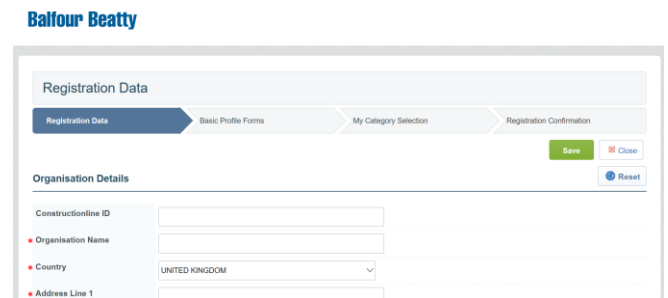

There are 3 main stages of the registration process:

1) Registration Form;
2) Basic Profile Form;
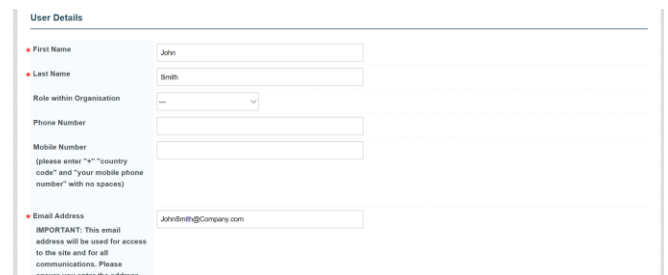3) My Category Selection;

1) Registration Form

This is to capture information about your organisation and the main user account.

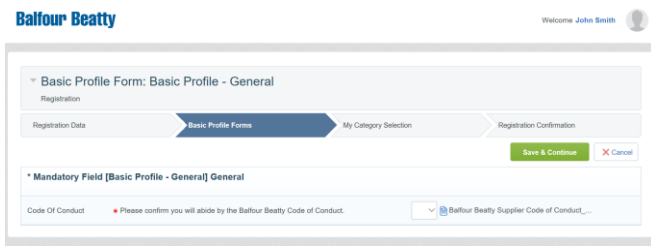Note: At any point during the registration, click the ❓ icon at the top of the screen for help.

You should then complete all mandatory (denoted by *) Organisation and User Details fields.

Once you have completed all information, click 'Save'.

2) Basic Profile Form

The next step is to complete the Basic Profile Form.

One of the key questions part of the Basic Profile is to accept the Balfour Beatty Code of Conduct. A scanned version of the Balfour Beatty Supplier Code of Conduct is attached against this question.

To obtain the Supplier Code of Conduct, click the download button

Balfour Beatty Supplier Code of Conduct_... to have the full document, read it carefully and afterwards select "Yes".

3) Category Selection

The final part of the registration process requires you to select one or more supply categories from the Balfour Beatty category tree before pressing 'Confirm Current Selection'.
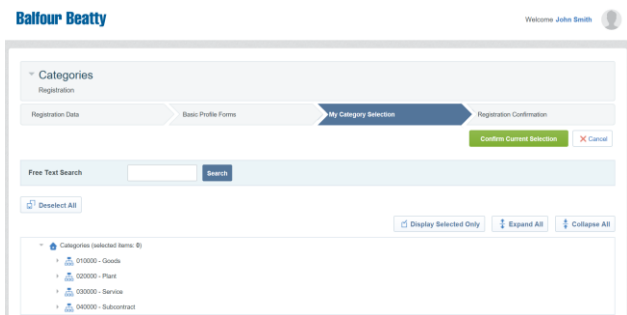
Note: you can use the Free Text Search to help find the correct categories.

COMPLETING REGISTRATION

If you have completed all mandatory information correctly then your account will be activated and you will have access to the portal with used of your password that will have been sent to the email address provided within 'User Details'.
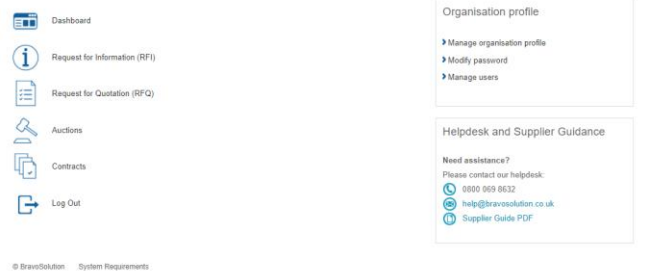
Note: Omitting mandatory information will result in the registration process being unsuccessful. You can log back in to amend your responses using your username and password you received via email at the end of the registration process.

MANAGING YOUR PROFILE

Logging in after registration will take you to an intuitive landing page.
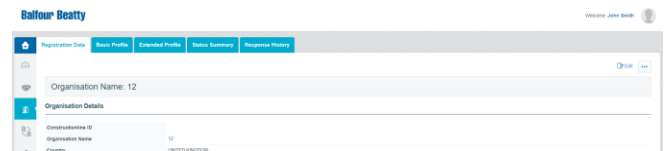

From here you can access your profile, add new users to your account and respond to requests from Balfour Beatty (RFx, Contracts, etc.).

Updating your company details

You can update your company information at any point by clicking on "Manage organisation profile" then "Registration Data" → "Edit".


Note: Some fields are locked, if you need to update these please contact your Balfour Beatty contact.

Updating your Basic Profile details

Balfour Beatty may, from time to time, request that you update or reconfirm your pre-qualification information.

If Balfour Beatty have requested you to update your information, you will receive an email and you will have to click on "Manage organisation profile" then "Basic Profile" and again click on each and every section title.
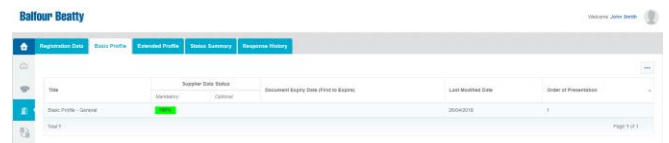

To modify a previous answer to one of the basic profile questions, you will have to click on "Edit", perform the changes and then click "Save and Continue".
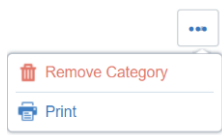
Updating your supply categories

You can maintain the categories that you wish to provide Balfour Beatty at any time. From the navigation bar or dashboard click 'My Organisation' and then the 'My Categories' tab.

To add a category click 'Add Category'.
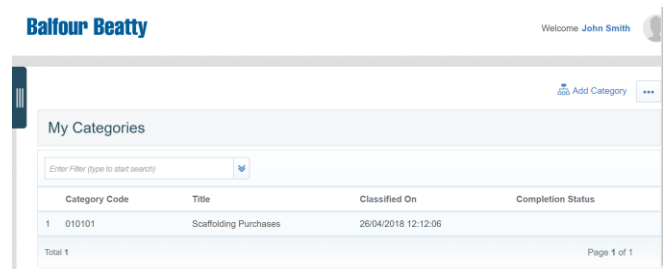
To remove a category, click the category name and then 'Remove Category'.

Adding additional users

You can add colleagues to your account to have visibility of the process or to allow you to delegate to them tasks. To do this, click into →

Navigate to the "Users" tab and click "Create" to enter their details. Once done, please click "Save". This will trigger an email with a password to be sent.
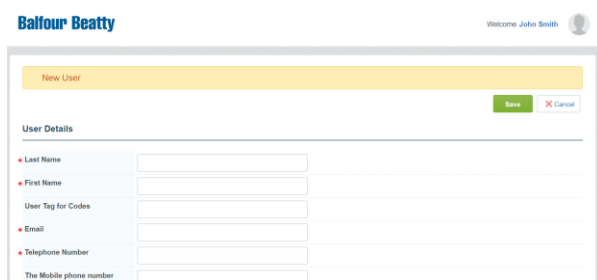
RESPONDING TO AN RFX

When invited to an RFx (Request for Information or Request for Quotation) you will receive an email notification.
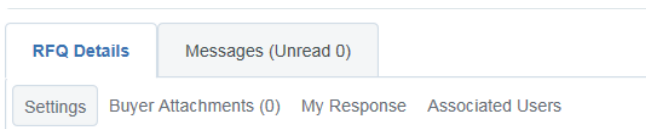
Access the event via the link in the email or from the landing page by clicking on the "Request for Information (RFI)" or "Request for Quotation (RFQ)" links displayed in the screen shot below:
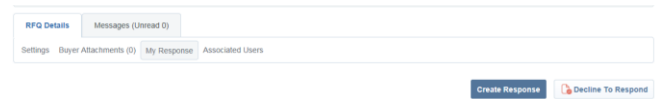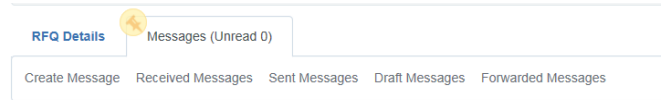

Under the RFx Details, review the **Settings** and the **Attachments** areas prior to responding:

Click "Create Response" to respond to the RFx:

Also, use the "Message" functionality to communicate with the Balfour Beatty persons in charge of that sourcing event.

Remember to click "Submit Response" when ready before the deadline:

NEED TECHNICAL ASSISTANCE?

For any technical support using the portal, contact the helpdesk:

Email: help@bravosolution.co.uk

Phone: 0800 069 8632