

POSTI GROUP SOURCING PORTAL – SUPPLIER GUIDE

This guide has been built by Posti Group (also referred as Posti) to provide you with the needed information with regards to the registration process.

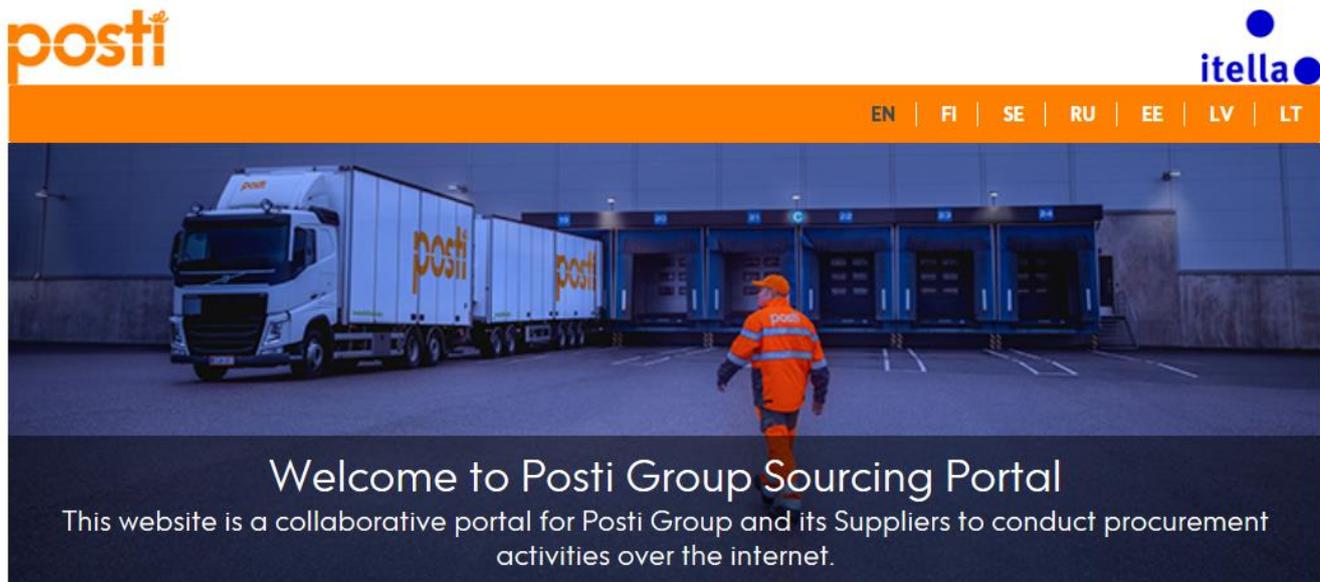
The purpose of registering on the Posti Group Sourcing Portal is to identify your organisation as a potential supplier for Posti. It is not a commitment for Posti to award your company any business.

WHAT IS THE POSTI SOURCING PORTAL?

The Posti Group Sourcing Portal is an online tool that Posti use to conduct their strategic sourcing activities with their suppliers, including:

- Request for information (RFIs)
- Request for Proposal (RFPs)
- Auctions
- Contract Management
- Performance Management

The portal is free and easy to use for suppliers.



Login	Contact Posti/Itella Sourcing	Technical Helpdesk	Supplier Guidance
<p>username</p> <input type="text"/>	<p>Finland</p> <p>✉ postisourcing@posti.com</p> <p>Russia</p> <p>✉ Dir.Zakupki@itella.com</p> <p>Lithuania</p> <p>✉ tenders.lt@itella.com</p> <p>Latvia</p> <p>✉ tenders.lv@itella.com</p> <p>Estonia</p> <p>✉ tenders.ee@itella.com</p>	<p>☎ +44 203 608 4238</p> <p>✉ help@bravosolution.co.uk (English only)</p>	<p>Click the button below to download a guide to using the portal.</p> <p>Download</p>
<p>password</p> <input type="password"/>			
<p>Enter</p> <p>Forgot your password?</p>			

Image 1: Welcome to Posti Group Sourcing Portal

TABLE OF CONTENTS

What is the Posti SOURCING Portal?	1
Table of Contents	2
Registering on the Portal	2
Portal User Agreement	3
Supplier Registration Form	3
Supplier registration basic profile questions	5
Supplier Profile: Organisation Profile.....	9
supplier profile: Dashboard	10
Supplier profile: user management	12
Responding to an RFI or RFQ/RFP	15
Participating in an Auction.....	19
Viewing and Approving Contracts.....	21
Need assistance?.....	22

REGISTERING ON THE PORTAL

There are two ways to register you into Posti Group Sourcing Portal:

- a) Posti Sourcing Department will start the registration process for your company. Posti will add some information against your company profile and you will have to continue the registration process by filling out the remaining fields.

Note 1: *When Posti Sourcing Department starts the registration process on your behalf, you will receive the username and password (in separate emails) to the email address which was provided by you for the registration process.*

Note 2: *Even though Posti Sourcing Department have already filled in some of the information relevant to your company, you are responsible for the accuracy of these details. Please review thoroughly the fields that have been populated, correct the information where necessary in the editable fields and highlight to Posti any inaccurate information for further corrections. Send an email to Posti containing all the details that require a change, along with the supporting documents.*

- b) You can register on the Posti Group Sourcing Portal through the registration link which has been sent to you by your Posti Sourcing contact person. In this case, Posti Sourcing Department will not have prepopulated any information for your company.

The portal is available in several languages and you can set your preferred language and time zone within your user profile.

PORTAL USER AGREEMENT

Once you have selected your preferred portal language, you will be first presented with the **Portal User Agreement**. Please read this document carefully and accept or reject it.

In order to proceed with the registration process **you must accept the Portal User Agreement** by ticking the “Accept” button and clicking the “Confirm” button as highlighted in the image 2 below (points 1 and 2).

Note: If you wish to download the PDF file you can do so from the top-right hand corner of the screen (please refer to point 3 in the image 2 below).

Also, please ensure that you will have good internet connectivity while performing the registration process, because in the event of lost connectivity, you will have to input all the information again.

Image 2: Portal User Agreement

SUPPLIER REGISTRATION FORM

The next page is the Supplier Registration form. This form is divided into two main sections: Supplier details and User details.

The first section, Supplier details, is to collect information about your organisation and you must populate these.

Note 1: All fields with a red asterisk (*) are mandatory.

The fields highlighted with red rectangles in the image 3 below cannot be modified once you have submitted your details. In case you need to make a change, contact your contact person at Posti Sourcing Department.

Note 2: When requesting changes to your details you may be required to provide relevant evidence documents (e.g. headed letter from the bank attesting the bank detail changes).

1 Supplier details

* Supplier Name	Supplier Alfa
* Country	FINLAND
* Address	Road X
* City	Helsinki
* Postal Code	RG1845
* Company Registration Number	123456789
* VAT Number (incl. country code prefix) (if not applicable, please use 0)	0
Website	www.supplieralfa.com
IBAN	FI2112345600000785
Bank Account	123444
Bank Name	Nordea
SWIFT/BIC	NDEAFIHH
Bank/Invoice currency	EUR
Additional Bank Accounts	
SAP Vendor Code (Please leave blank during registration)	

Image 3: Supplier Registration Form – Supplier details

The second section of this registration form is to capture information about your company’s user(s) that will use the portal.

2 User Details

* First Name	Alfa
* Last Name	Beta
* Create username (please do not forget your username) (please do not forget your username)	alfabeta
* Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.	beta@alfa.com
* Phone Number (Please make sure you enter this correctly. The phone number must start with "+", followed by the country code and then by the phone number without the first zero)	+35895626246262
* Preferred language for use in the system interface	English (UK)
* Time Zone	(GMT + 2:00) EET(Eastern Europe Time)
Role within Organisation	Procurement division

Image 4a: Supplier Registration Form – User details

If your company operates following the Finnish time zone, please select from the drop down list “(GMT+2:00)EET(Eastern European Time)

Image 4b: Supplier Registration Form –Time zone selection

When you are confident that all the fields are filled in to the best of your knowledge, click the “Save” button on the top right hand side of the screen as highlighted in the screen shot below:

Image 5: Supplier Registration – Save records

SUPPLIER REGISTRATION BASIC PROFILE QUESTIONS

Next is the “Basic Profile Form: Registration” page containing a list of questions to inform Posti Sourcing Department about your company.

As before, please answer all fields with a red asterisk. Once you have finished please click “Save & Continue” to proceed to the next step of the registration process.

Image 6: Basic Profile Form: Answering to the main questions

Note: All fields marked with a red asterisk (*) are mandatory.

Based on your previous answers to the questions captured in image 6, a number of additional questions will be generated which you will need to answer.

Image 7: Basic Profile Form: Additional Questions

Please answer all the questions marked with a red asterisk (*) and click “Save & Continue” button until the system shows a message confirming that your registration process is complete (see image 8 below). Next click on “Close Window” button (refer to image 8 below).

Image 8: Basic Profile Form: Registration Confirmation

If you have not completed all mandatory fields and answered all questions, your account will not be activated. The system will show you an error message highlighting the mandatory field(s) left blank while you were doing the registration process.

Image 9a: Missing mandatory field/s

If no error message appears when clicking on “Save” button and the following message will be generated:

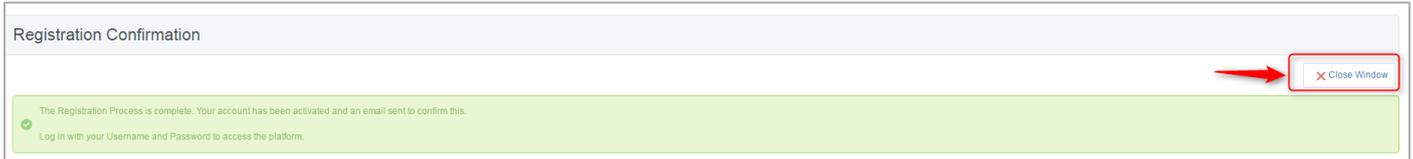


Image 9b: Successful registration confirmation

You will then have to click on “Close Window” and the following screen will be displayed:

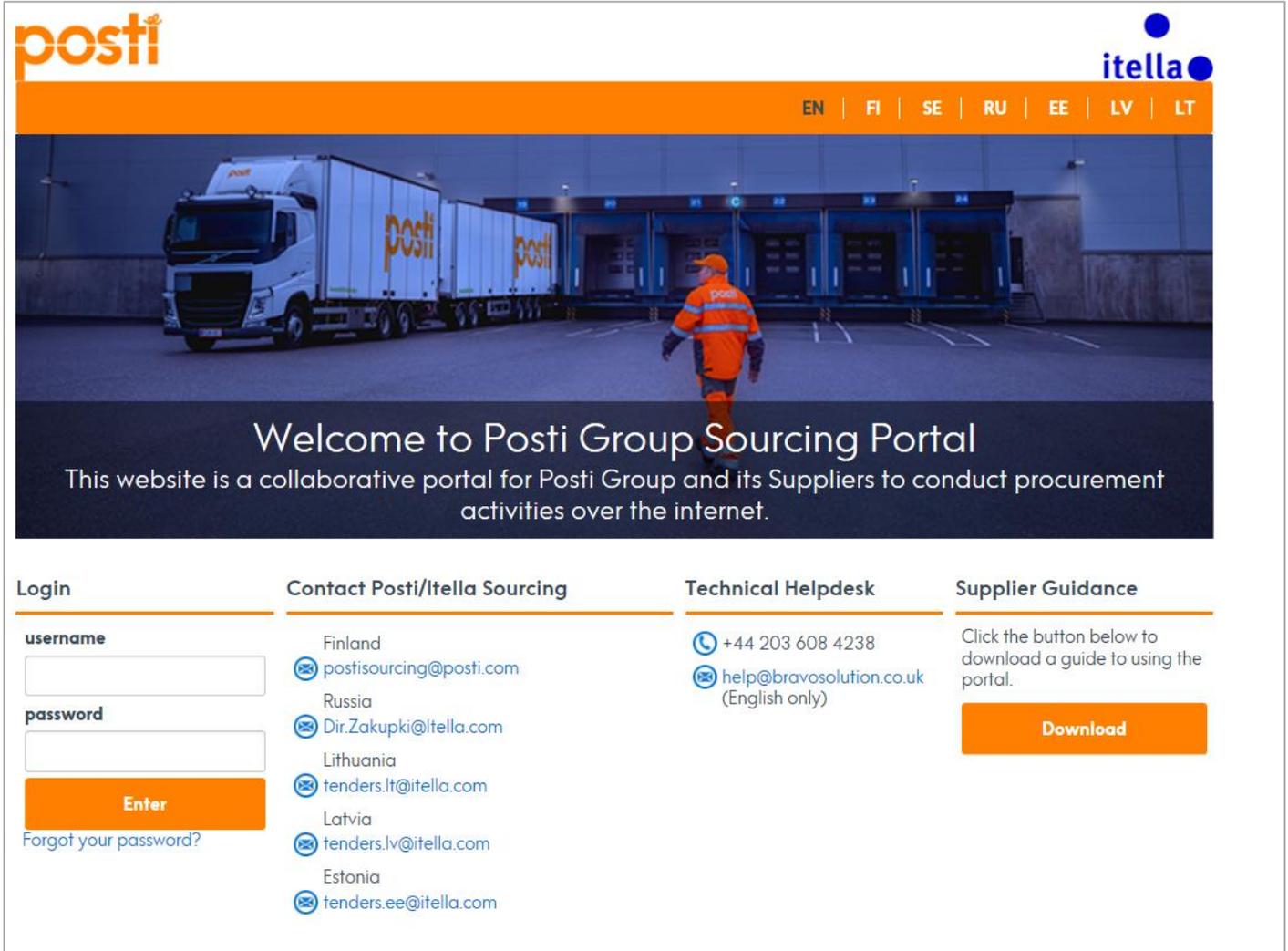


Image 10: Supplier login page: username and password

This screen is the portal login page which you will use from now on to access the portal.

Now check your email (the one you provided when registering your company) and log in with the **Username** you chose and **Password** that has been sent to that same email address separately (the password is automatically generated by the system).

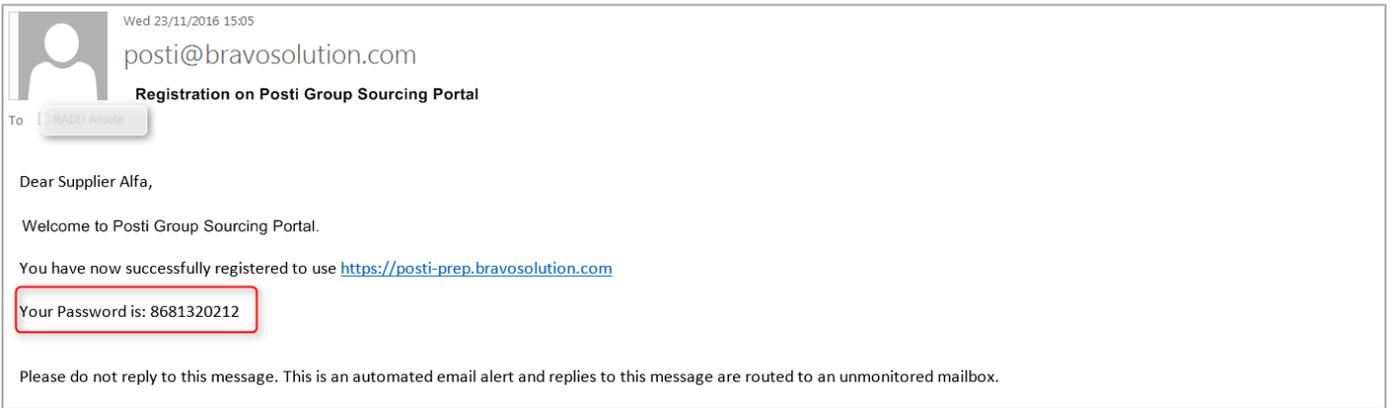


Image 11: Email notification – portal password

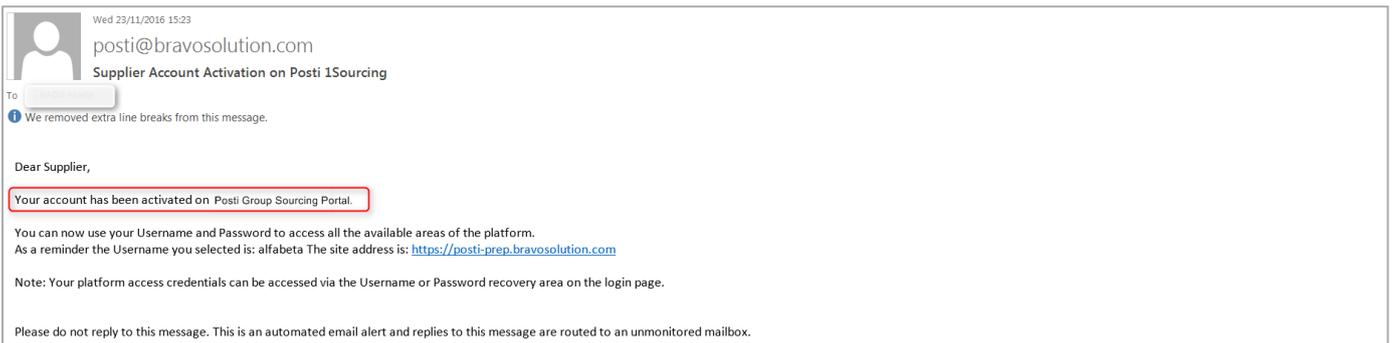


Image 12: Email notification – account activation

At your first login, you will have to accept again the Portal User Agreement and afterwards you will be asked to **change your password for security reasons**. Follow the instructions highlighted on the screen shot below:

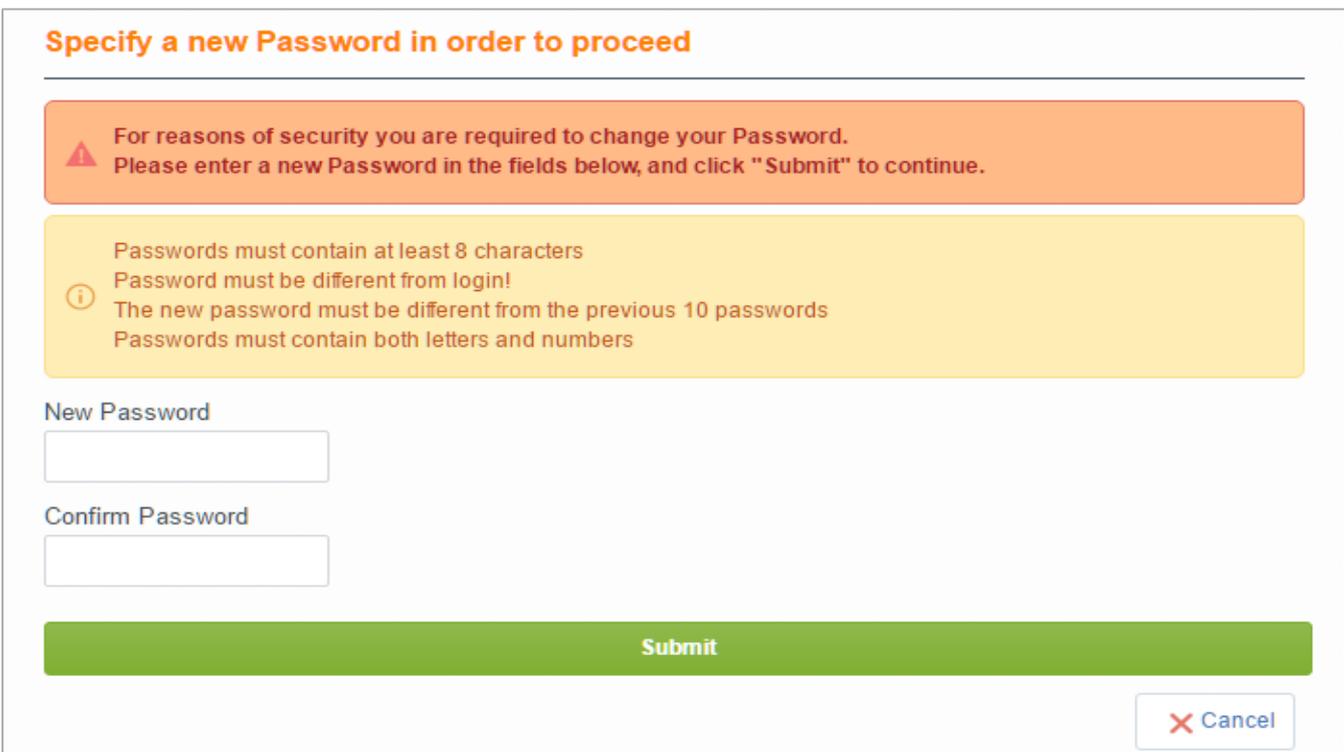


Image 13: Change password

Enter the new password and click 'Submit'. This will then bring you to the "Supplier Navigation" page.

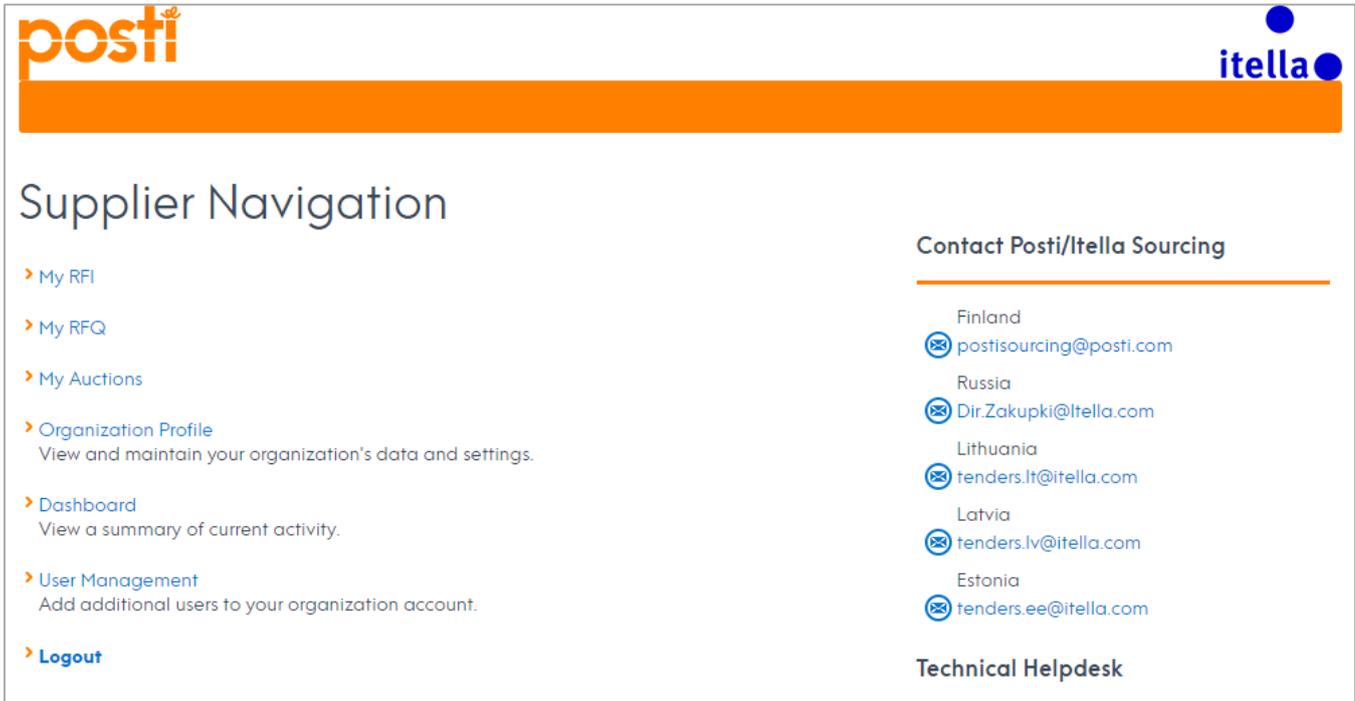


Image 14: Supplier navigation page

On this page you have a number of different options to select from, including managing your RFX and Auction activities, Organisation Profile, Dashboard and User Management options.

SUPPLIER PROFILE: ORGANISATION PROFILE

To update your company profile settings, click on the 'Organisation Profile' link. This will bring you to a page where you can update your Registration Data, Basic Profile, Status Summary and Response History.

Supplier details	
Supplier Name	Supplier Alfa
* Country	FINLAND
* Address	Road X
* City	Helsinki
* Postal Code	RG1845
Company Registration Number	123456789
VAT Number (incl. country code prefix) (if not applicable, please use 0)	0
Website	www.supplieralfa.com
IBAN	FI2112345600000785
Bank Account	123444
Bank Name	Nordea
SWIFT/BIC	NDEAFIHH
Bank/Invoice currency	EUR
Additional Bank Accounts	
SAP Vendor Code (Please leave blank during registration)	

Image 15: Supplier profile page – supplier details management

Note: not all the fields can be modified! If you require an update to any of the read only fields, you will have to get in touch with your contact person from Posti Sourcing Department. For example, on image 15 above, you can see that the fields highlighted in red is locked/read only and no further changes are allowed.

Once on the page, you can move to other tabs such as, ‘Basic Profile’, ‘Status Summary’ and ‘Response History’. (Image 16 below.)

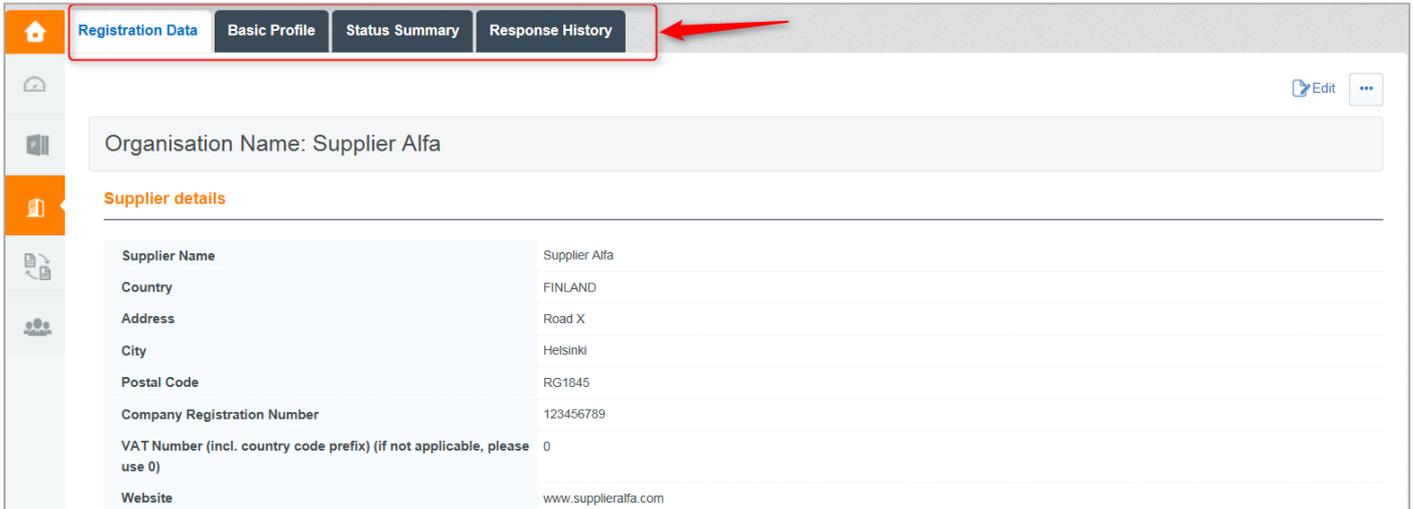


Image 16: Supplier profile page – all tabs

SUPPLIER PROFILE: DASHBOARD

The Dashboard gives you the possibility to see at a glance relevant activities and information for your company. To access the “Dashboard” page from the supplier navigation page, click into the “Dashboard” hyperlink (image 17 below).

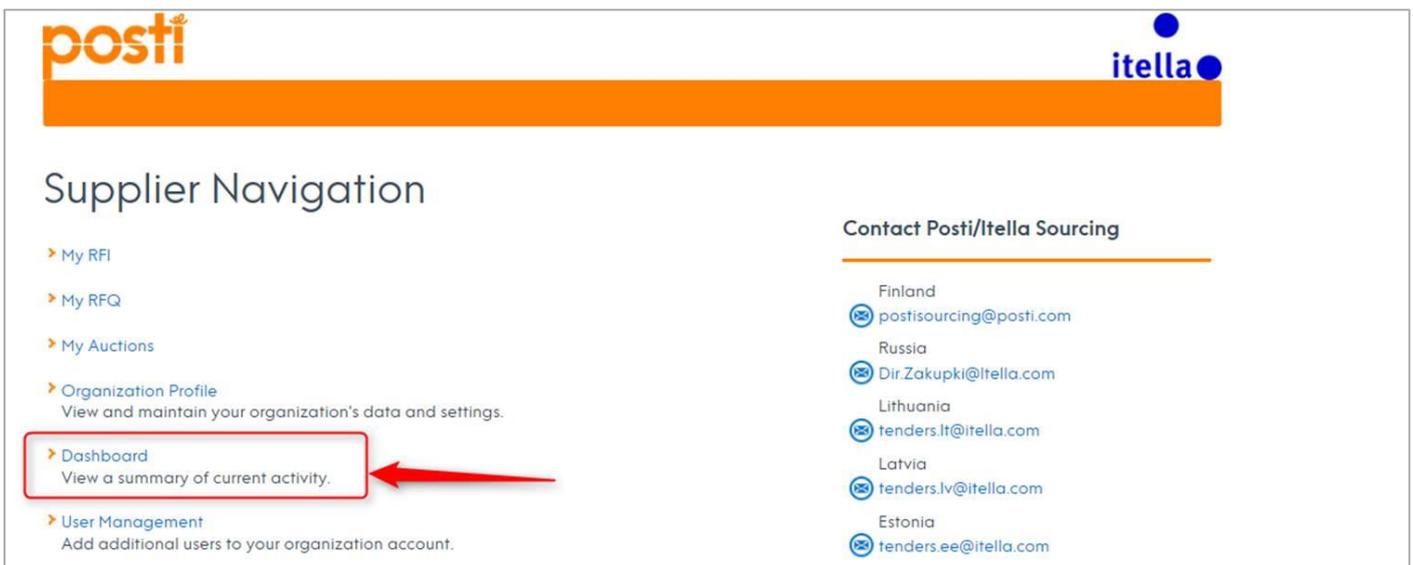


Image 17: Dashboard – supplier profile

Note: once you are in the portal you can return to the “Dashboard” page anytime by selecting ‘speedometer’ tab on the navigation menu on the left hand side of the screen (image 18).

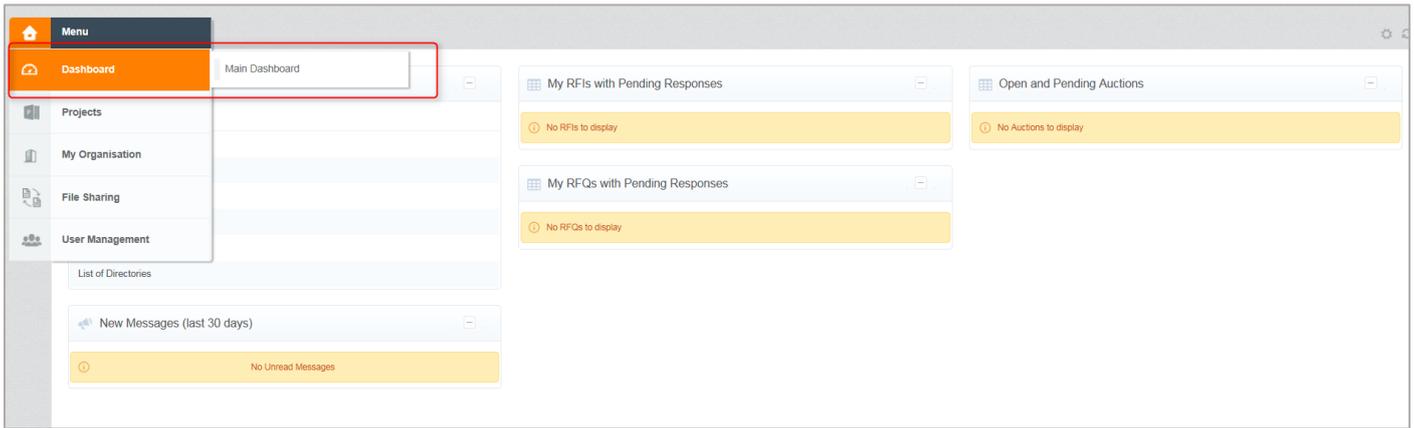


Image 18: Dashboard - supplier profile page

The Dashboard highlights the activities that require your immediate attention, for example image 19 below.

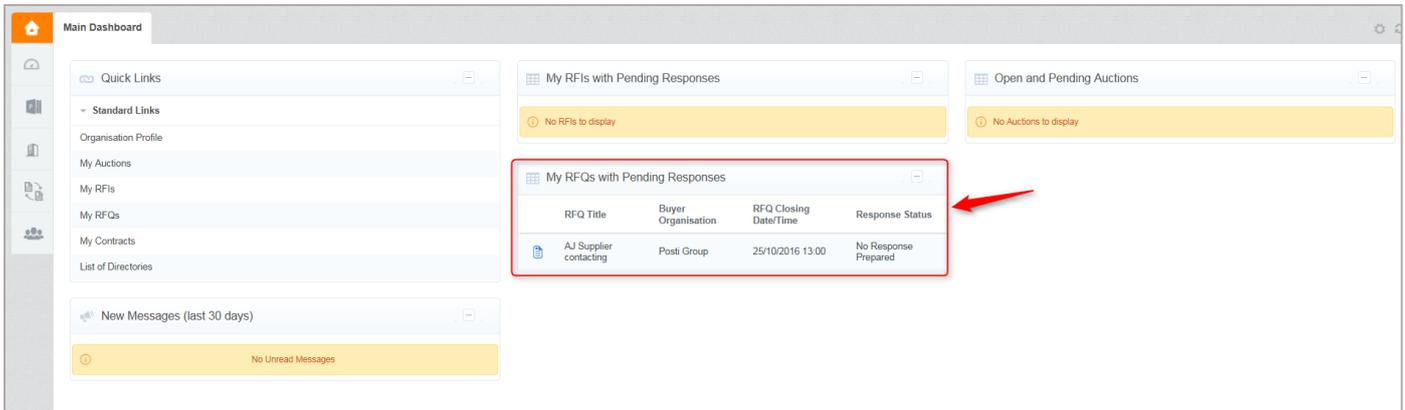


Image 19: Dashboard view

You can customise the Dashboard layout by using the “Configuration” icon in the top-right hand corner. You are able to select how you would like the content to be displayed on the screen (see image 20).

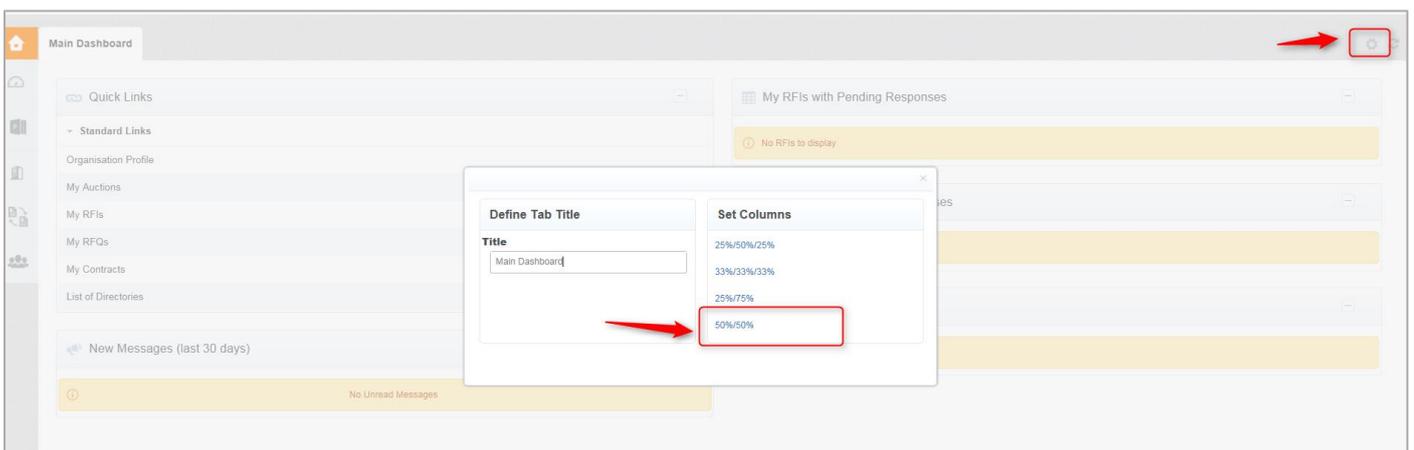


Image 20: Dashboard view configuration

The icons on the left-hand side of page can be used to access major areas of the system. Clicking onto these icons and areas will expand the menu for further navigation options across the system (as shown in the image 21 below).

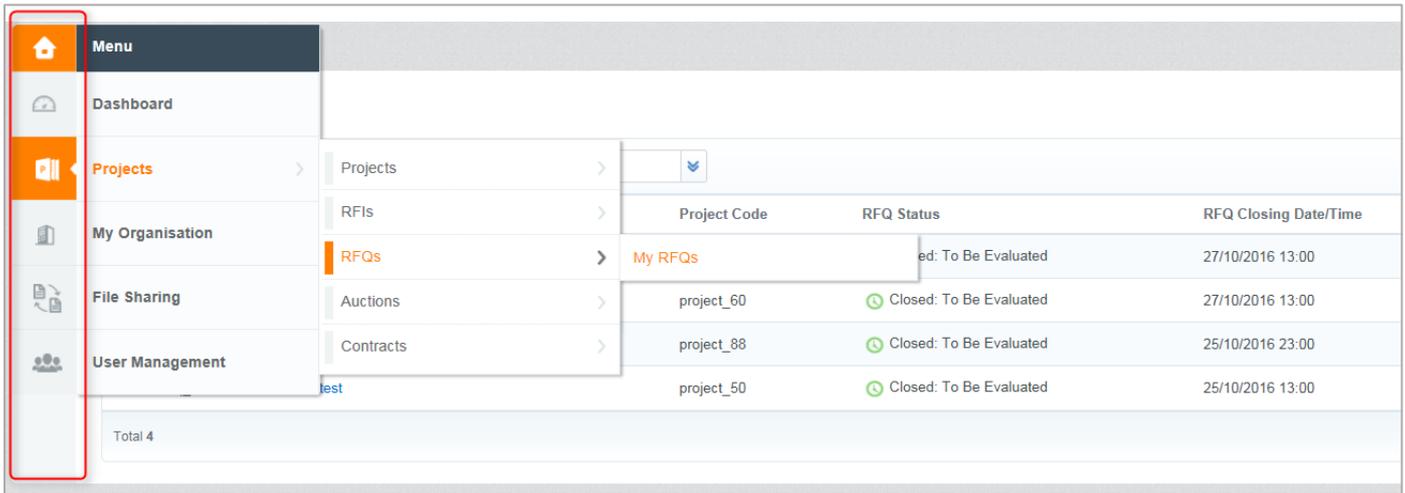


Image 21: Menu for navigation

You can also update your personal details if needed on the Dashboard screen. From the top-right hand corner of the “Dashboard” view select ‘User Profile’ (image 22).

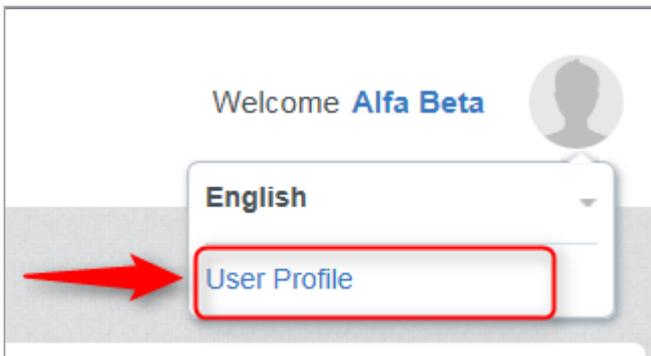


Image 22: Update personal details

In the new screen, click on “Edit” to update your user details or to change the password (screen shot 23):

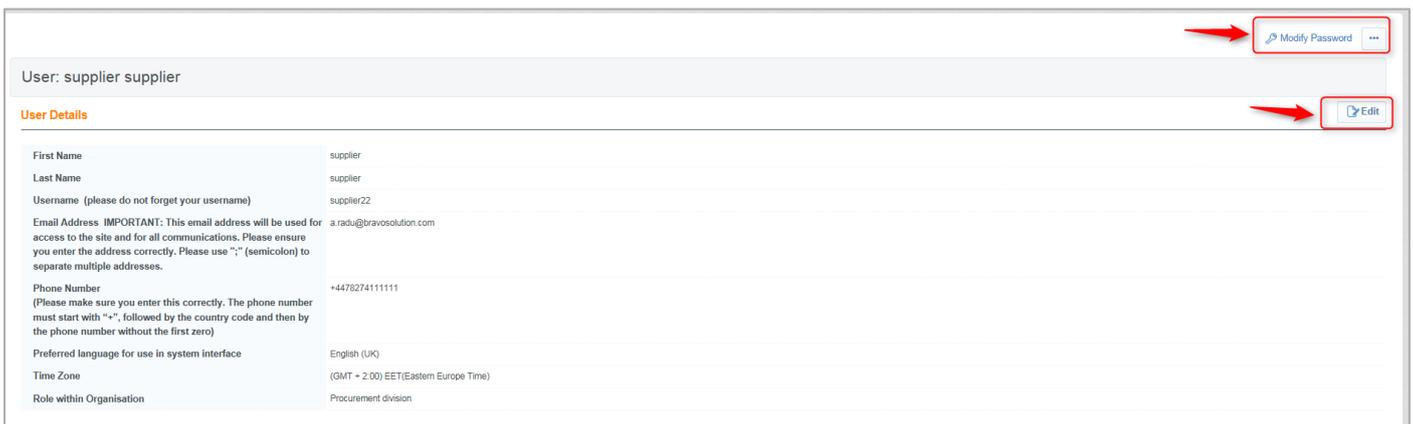


Image 23: Edit user details or change password

SUPPLIER PROFILE: USER MANAGEMENT

This functionality allows you to add additional users to your company account if required. There are two ways to create additional users:

Option 1: From the “Supplier Navigation” page, click into the “User Management” hyperlink (image 24 below).

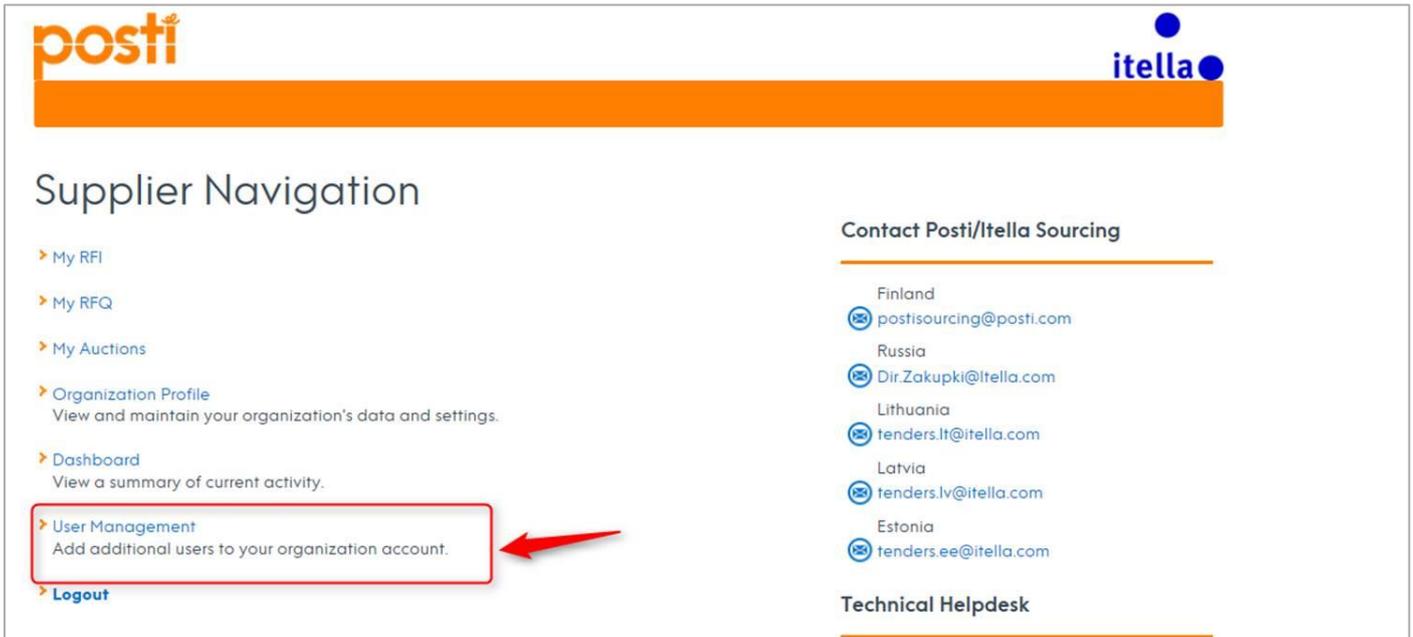


Image 24: User Management – Supplier navigation

Option 2: From the Dashboard navigation menu on the left hand side of the screen, follow the path “User Management -> Manage Users -> Users” (image 25 below).

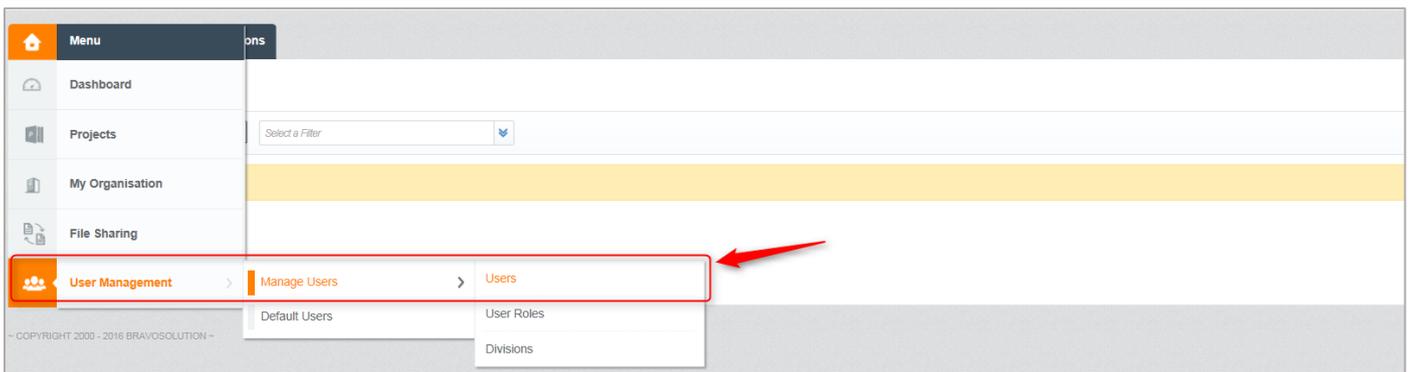


Image 25: User Management – Navigation menu



Image 26: Create additional users

Click ‘Create’ (image 26 above), enter their details and click ‘Save’ (image 27). This will trigger an email with a password which will be sent to the new user that you created.

Image 27: New user creation

The system will prompt a message informing you that your colleague has been registered as a new user and that the login details have been sent via email to the email address you provided at the creation stage. (Image 28)

Image 28: New user creation confirmation

At this stage, the new user has been created, but no rights have been associated to this account, therefore you will have to determine the user rights you would like to assign to this colleague. To perform this activity first click on “View User Rights” (refer to image 28 above) and a new screen with all the user right options will be displayed. On this screen, please click on “Edit” buttons available for each section and select from the dropdown list the relevant option (as highlighted on the screen below – image 29).

Section	Permission	Value
Auctions	Visibility of Auction Lists	Yes
	Access Auction Details	No
	Access to Auction Monitor	Yes, if I'm added to the User Rights list in the Object
	Participate	No
	Contact Visible to Buyer	No
	Manage Messages	No
RFx	Visibility of RFx Lists	No
	Access RFx Details	No
	Create Response	No
	Modify Before Publishing	No
	Modify and Submit	No
	Contact Visible to Buyer	No
	Messages Management	No
	View Sensitive Data (including: attachments, response, pricing)	No

Image 29: User Rights selection

RESPONDING TO AN RFI OR RFQ/RFP

When invited to an RFI (Request for Information) or RFP (Request for Proposal) or RFQ (Request for Quotation) you will receive an email notification (an example in the image below). To access the event you will have two possibilities:

1. Click on the link on the email
2. Connect to the Posti Group portal by using your username and password and on the Supplier Navigation page click on “My RFI” or “My RFQ”.

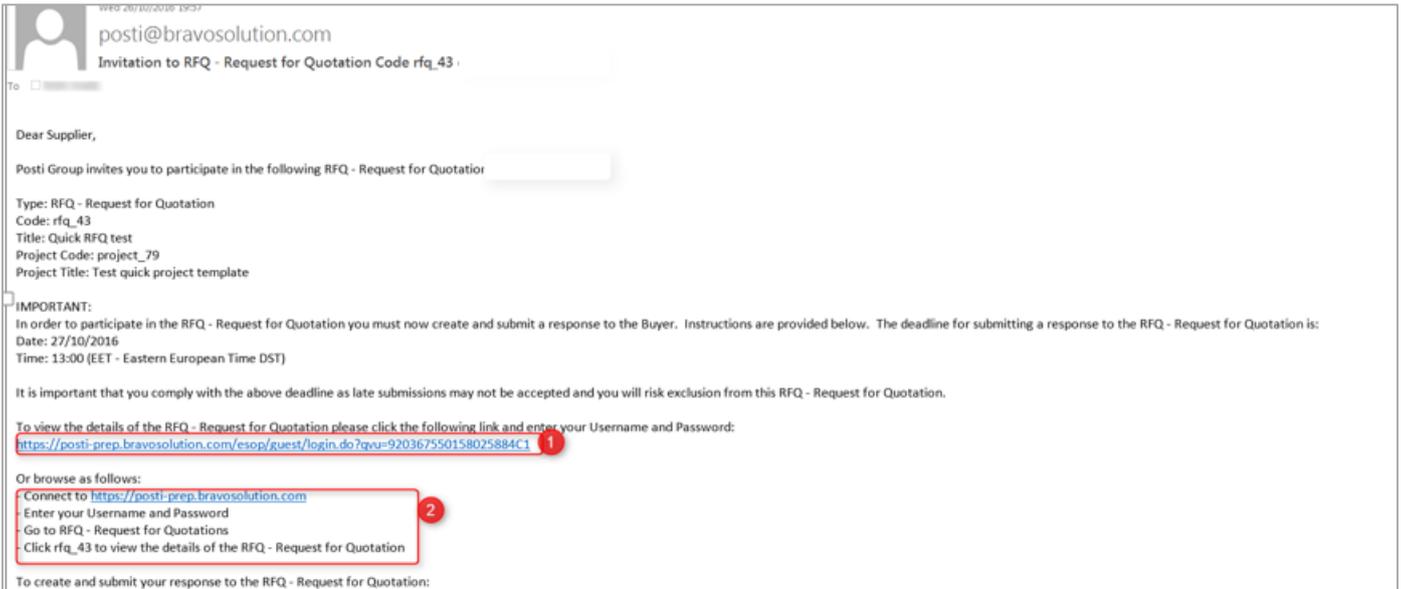


Image 30: Email invitation

In the dashboard area of the portal you will identify the events you were invited to answer to.

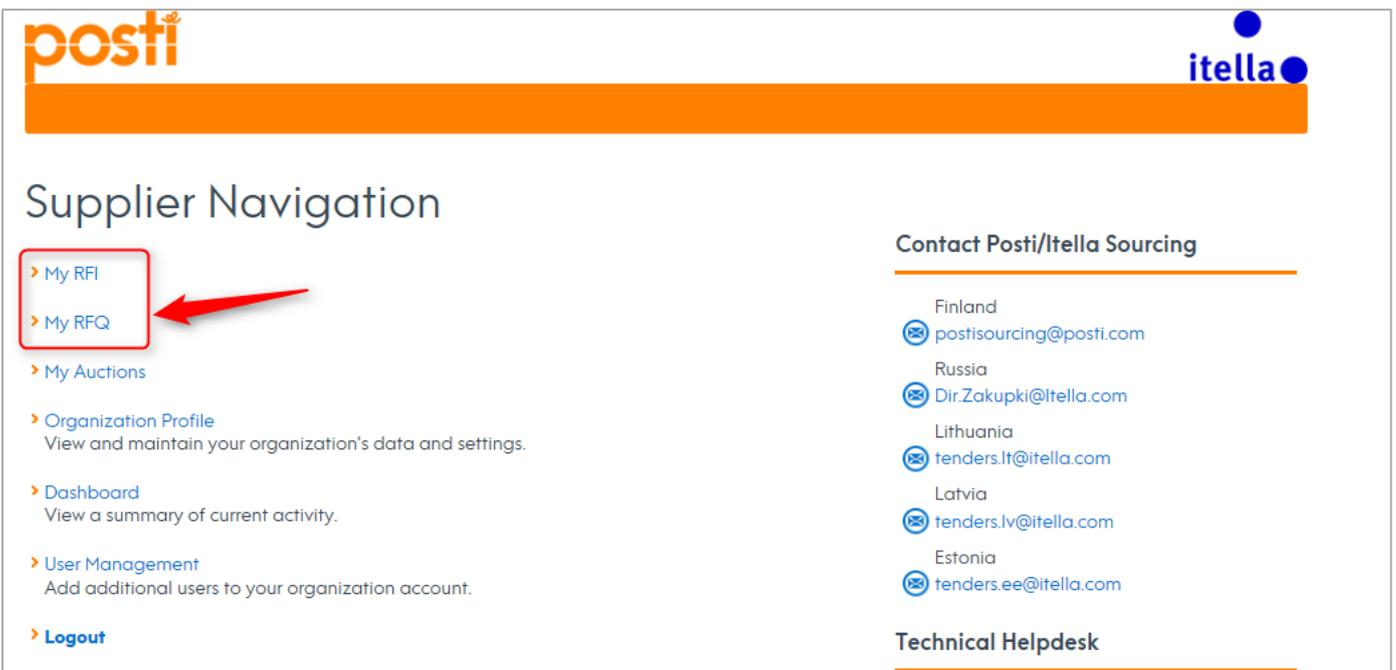


Image 31: My RFI/RFQ

In some cases, you may be asked to accept the Terms and Conditions document before having access to the RFP/RFI details (as highlighted in the print screen below).

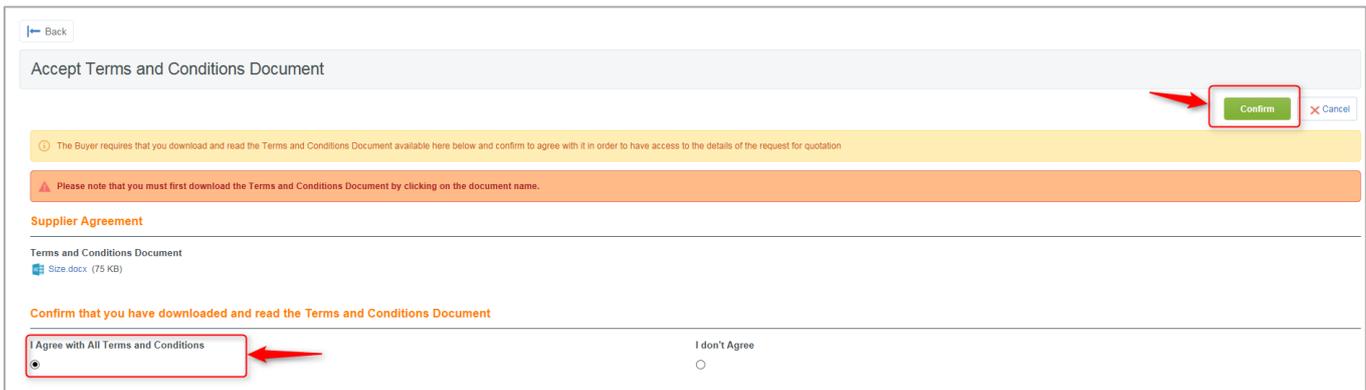


Image 32: Accept Terms and Conditions

Once you have accepted the Terms and Conditions document, you will see all the components of the RFP/RFI. After reading them thoroughly and after downloading all the attachments (if any), you will have to start building your responses. To perform this activity you will have to click on “Create response” button. (Please refer to image 33)

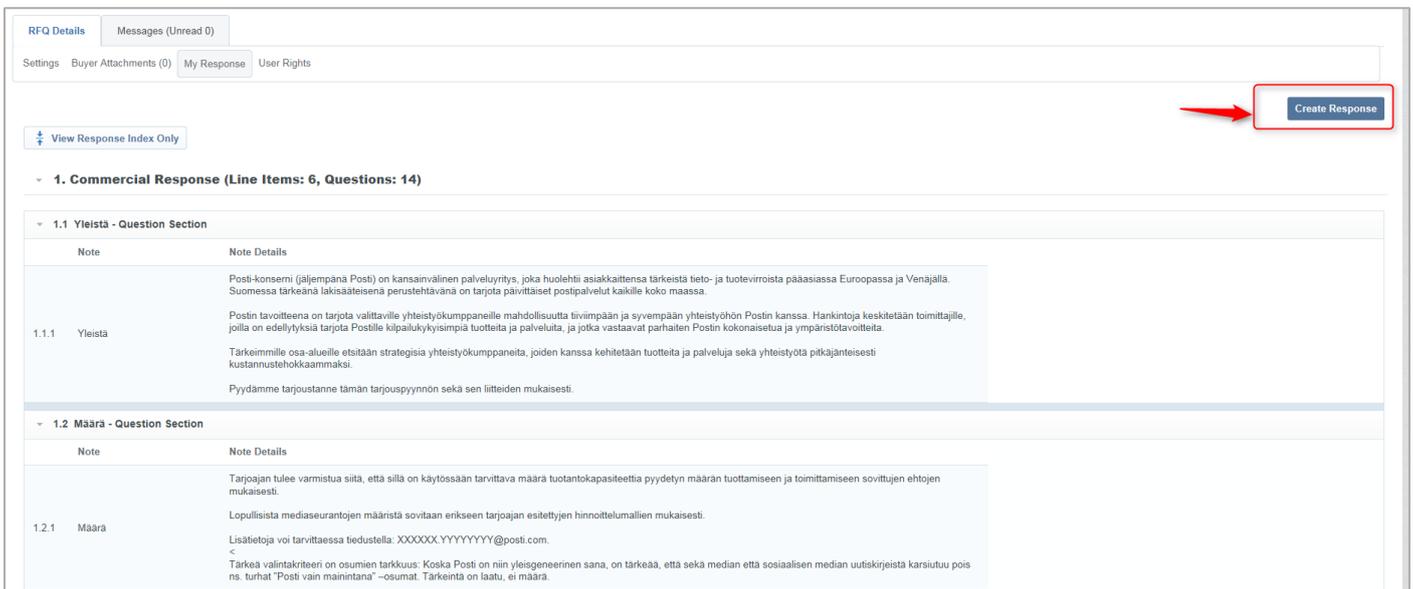


Image 33: Create Responses

There are two possibilities to edit your responses:

1. Offline – you will download from the tool the responses configuration, you will fill in all the needed details in the excel template and when you are confident about your responses the next step will be to upload them into the portal and submit them to Posti
2. Online – in this case, you will edit the responses directly into the portal and once done you will have the possibility to submit them to Posti

In case of method 1, you have to click on the “...” button and to select “Export/Import Responses” (see image 34)

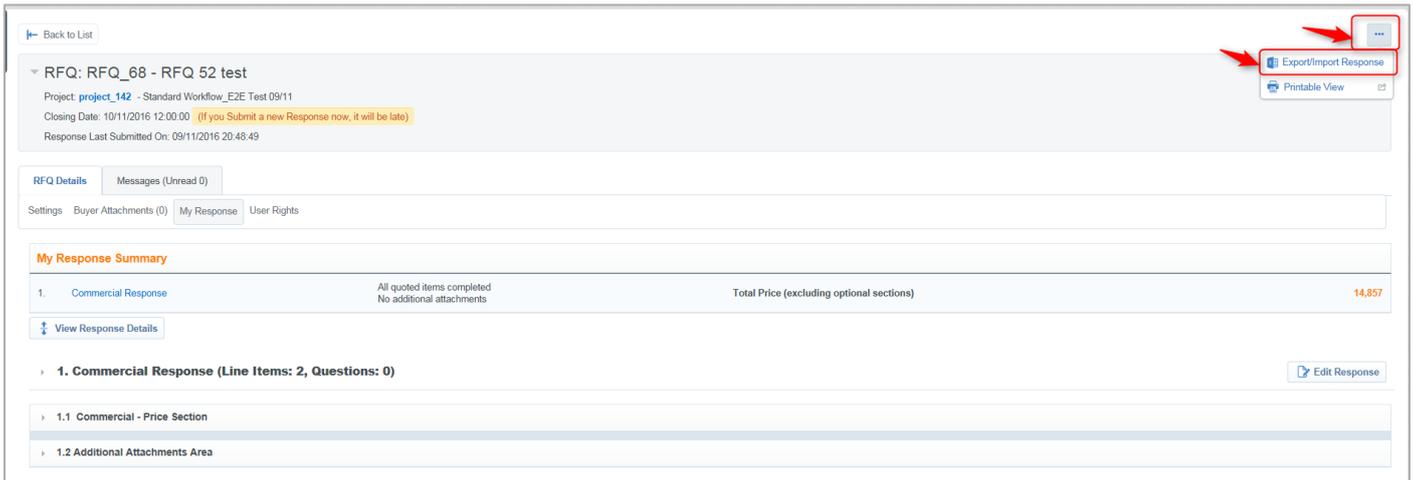


Image 34 – Export/Import Responses screen

In the next screen, click on “Download” button to be able to save on your computer the excel spreadsheet containing the questions you will have to answer for this RFP/RFI. Into this spreadsheet enter your responses, by following the instructions mentioned into this excel document, and then import your completed answers back into the portal (refer to images 35 and 36).

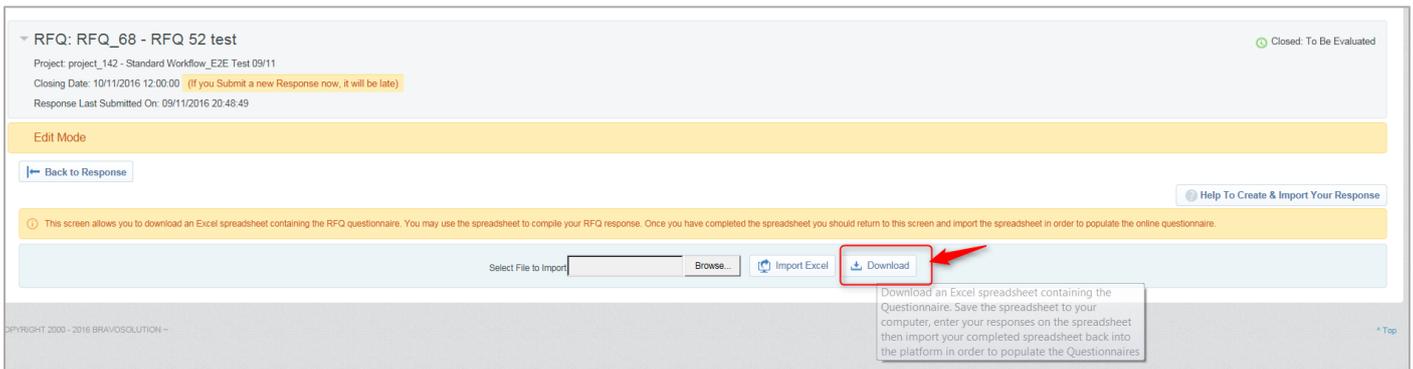


Image 35 – Downloading the Response Spreadsheet

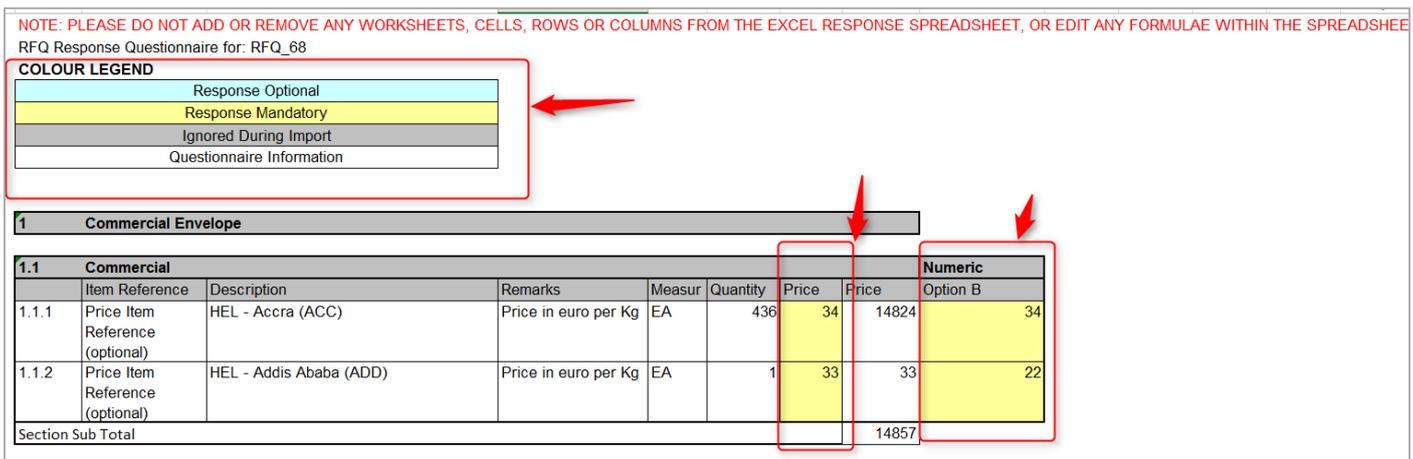


Image 36: Filling in the response spreadsheet

In case of method 2, simply fill in your answers directly into the portal and once done, click “Submit Response” (as highlighted in image 37)

RFQ: RFQ_68 - RFQ 52 test Closed: To Be Evaluated

Project: project_142 - Standard Workflow_E2E Test 09/11
 Closing Date: 10/11/2016 12:00:00 (If you Submit a new Response now, it will be late)
 Response Last Submitted On: 09/11/2016 20:48:49

Edit Mode

Total Price (excluding optional sections) **14,857**

1. Commercial Response (Line Items: 2, Questions: 0)

1.1 Commercial - Price Section

Item Reference	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Option B
1.1.1	Price Item Reference (optional) • HEL - Accra (ACC)	Price in euro per Kg	EA	436	2	14,824	34
1.1.2	Price Item Reference (optional) • HEL - Addis Ababa (ADD)	Price in euro per Kg	EA	1	33	33	22
Section Sub Total						14,857	

1.2 Additional Attachments Area

Image 37 – Answering to the RFP/RFI into the portal

In the “Add/View Attachments” area you could upload relevant documentation supporting your RFI/RFP answers.

Use the Message function to communicate with Posti Category Manager/Sourcing Manager. This is a secure communication method.

RFQ Details **Messages (Unread 0)**

message in regards to this object

Select a Filter

No Messages to display

Image 38: Create message

Remember to click “Submit Response” when your answers are ready, this should be before the deadline.

My Response Summary

1. Commercial Response Mandatory fields missing (27) Total Price (excluding optional sections) 0

1. Commercial Response (Line Items: 6, Questions: 14)

Image 39: Edit and submit response

PARTICIPATING IN AN AUCTION

When invited to an auction you will receive an email notification (an example in the image below). To access the event you will have two possibilities:

1. Click on the link on the email
2. Connect to the Posti Group portal by using your username and password and click on the “My Auctions”

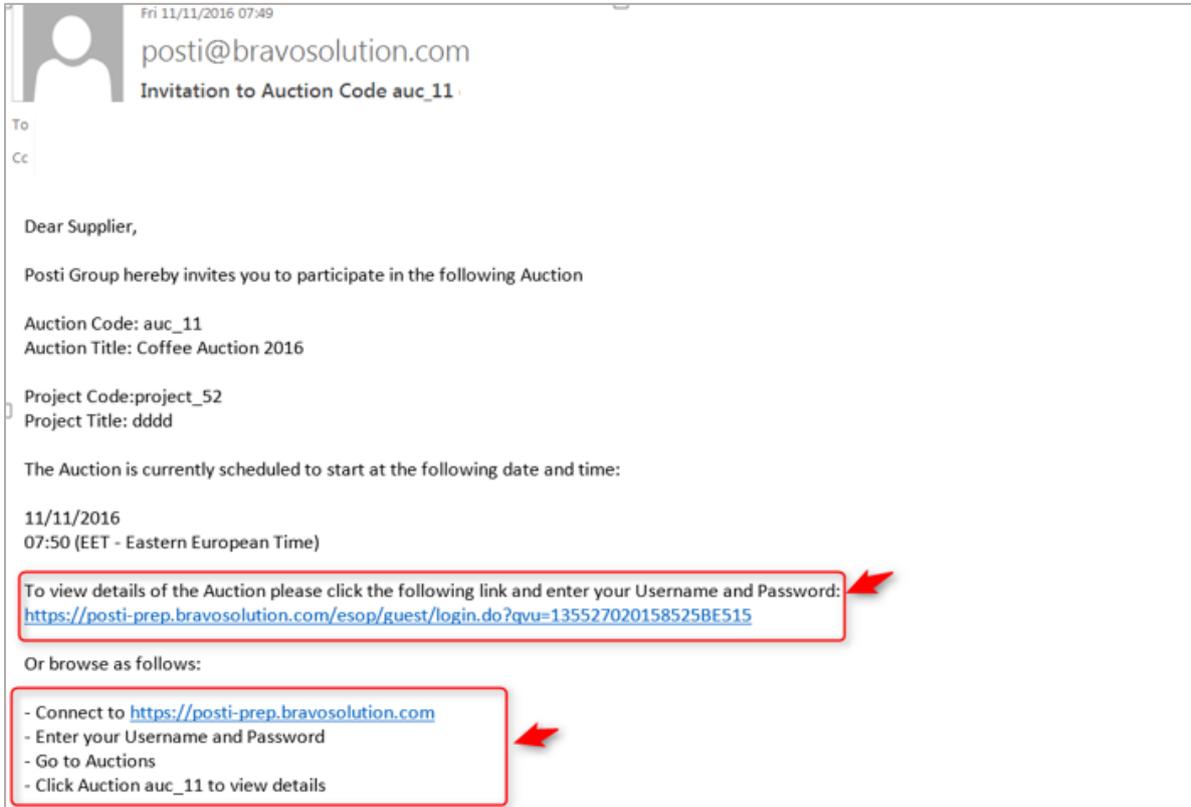


Image 40: Auction invite email

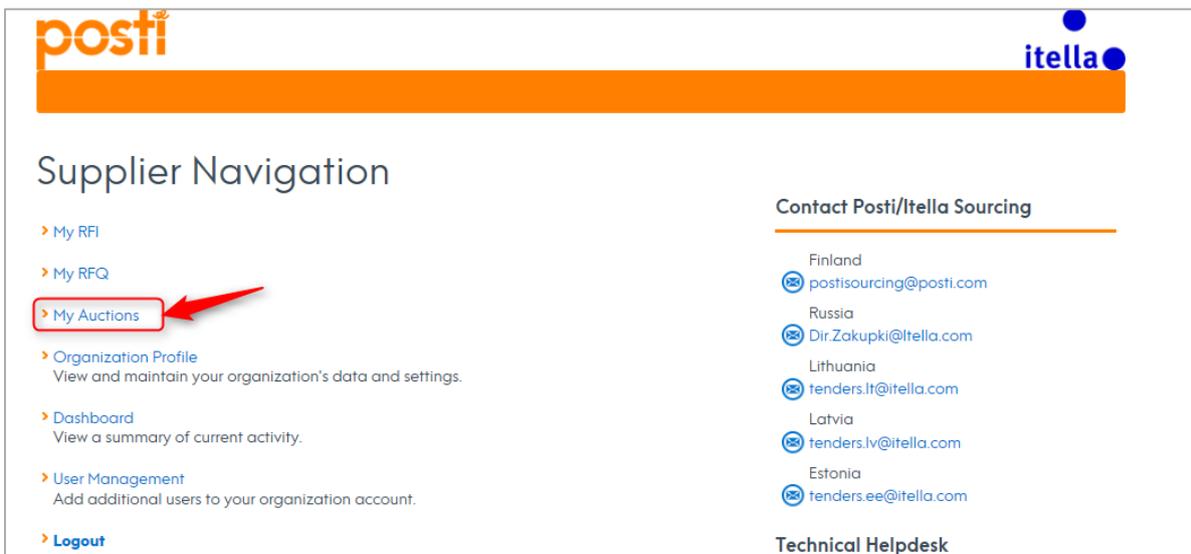


Image 41: My Auctions

To participate in the auction click on the “Auction Monitor” screen.

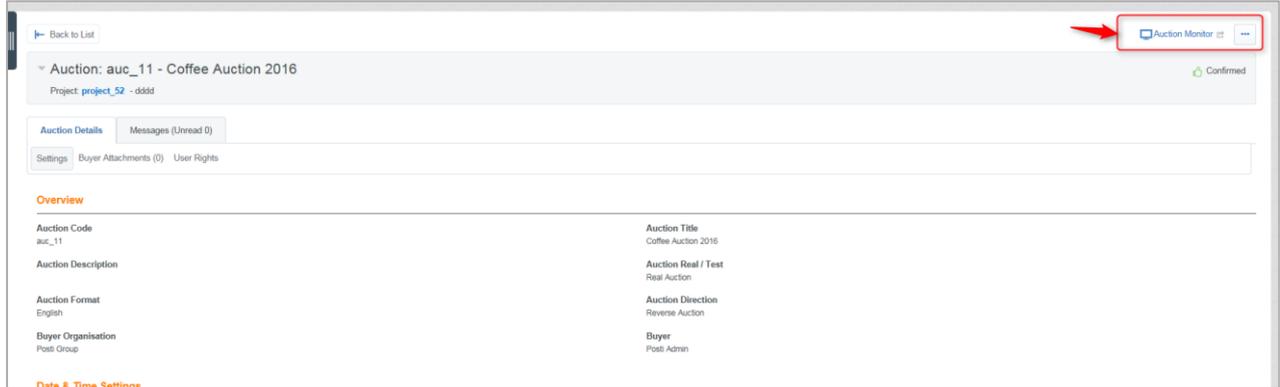


Image 42: Auction Monitor

In the next screen please select the client version you would like to use.

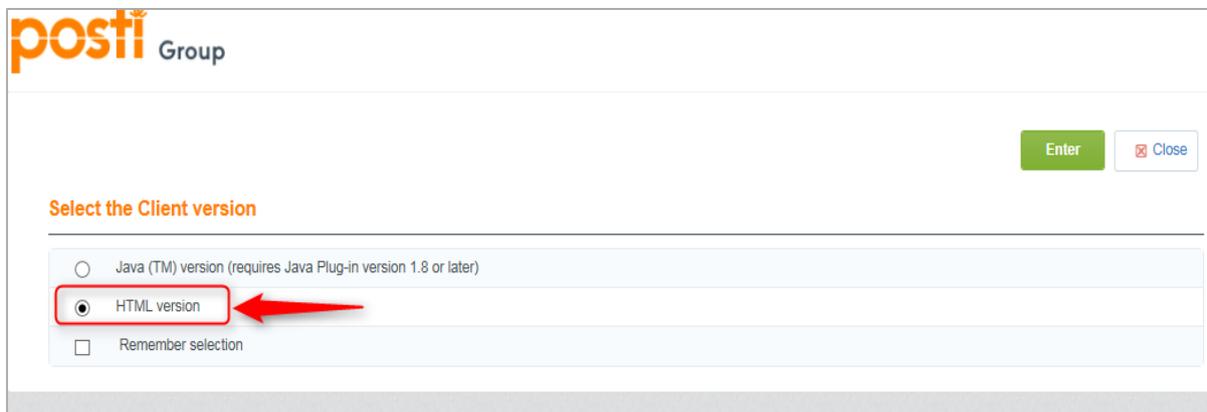


Image 43: Client version

Auction Monitor screen will be displayed and you will have to bid by entering a price in the “Submit Bid” area (see image below). Throughout the life of the event you will see a summary of the main auction elements and your current ranking, those things will be helping you to decide your bidding strategy.

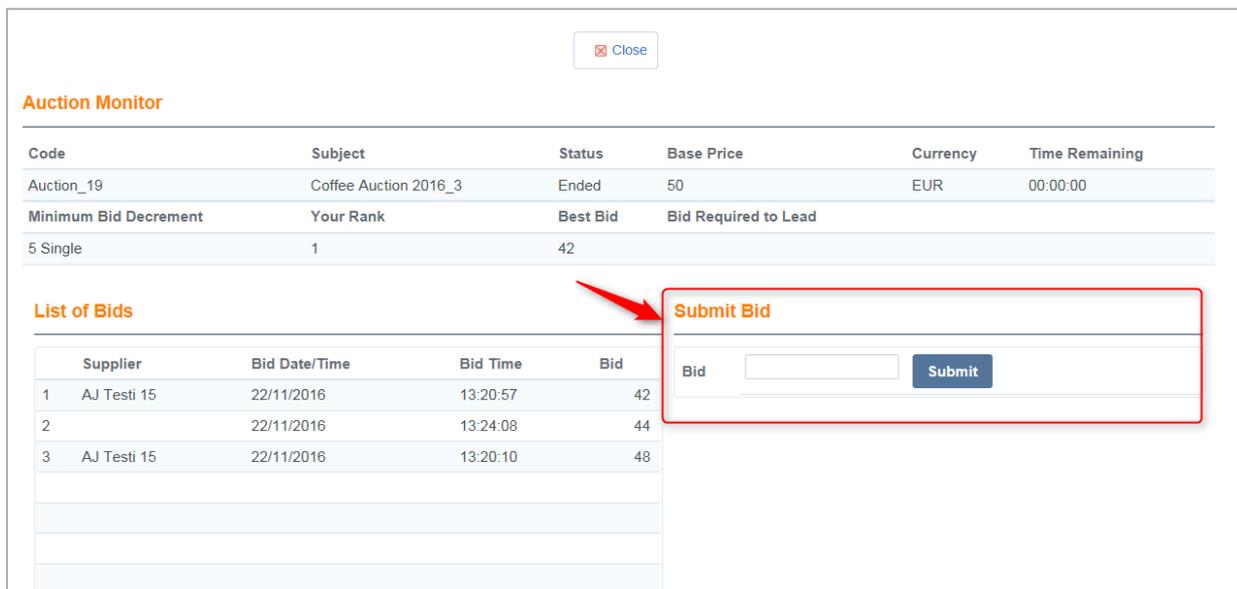


Image 44: Auction Monitor screen

Please find below the explanations for the fields appearing on the auction monitor screen:

- ✓ **Auction Code:** unique reference code (system generated)
- ✓ **Subject:** title of the auction and it allows you to identify the scope of this bid (the item/s or service/s for which you are invited to bid)
- ✓ **Status:** this is the status of the auction; “running” status is the one allowing you to bid
- ✓ **Base price:** indicates the maximum (minimum in Forward Auction) price above which you are prevented from placing bids. (in the print screen above you notice that the base price is 50 euros, meaning that you will have to bid below this amount – 48 EUR, for example)
- ✓ **Currency:** main currency of the auction, the currency you need to use while bidding
- ✓ **Time Remaining:** the time until the moment the auction will end.
 !!!!Please monitor this carefully throughout the duration of the event, because the time can be extended if there will be activity/bids being submitted during the last minutes of the event. The time extension depends on the buyer’s strategy to run the auction and you will receive clear instructions from Posti whenever you will be invited to an event.
- ✓ **Minimum Bid Decrement:** defines the minimum level that suppliers may reduce their bids by (in the print screen above, the supplier AJ Testi 15 started with a bid of 48 EUR and given the fact that the minimum bid decrement is 5, the next possible bid for this supplier is 43 EUR (48 – 5)
- ✓ **Your rank:** displays the current rank in the auction
- ✓ **Supplier:** if this setting is enabled by the buyer, it will allow you to see, real time, what the other suppliers are doing; the suppliers’ identity will be protected either by system-generated random letters or simply by not displaying their names

VIEWING AND APPROVING CONTRACTS

If you will be awarded, you may be asked to approve a contract or pricing within the portal. You will receive an email alert if this is the case.

Also, you could check if there is any required activity with regards to contracts by navigating the menu of the portal. The path is Projects -> Contracts -> My Contracts.

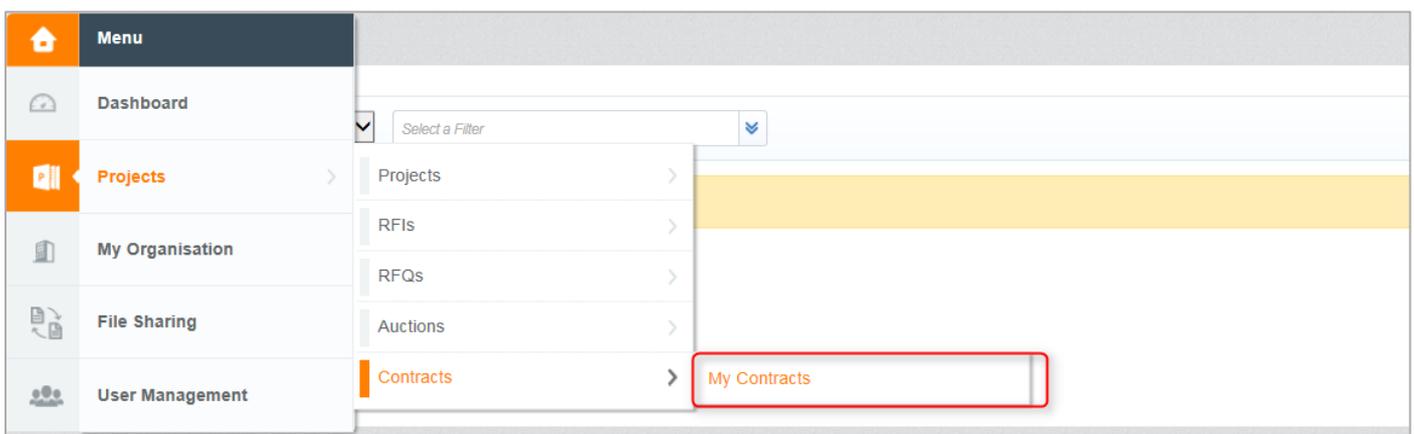


Image 45: My contracts

Any contracts requiring review or approval will display in the Contracts in Negotiation portlet on the dashboard.

Click on the contract name then go to Contents Management to see the content requiring approval.

NEED ASSISTANCE?

For any technical support using the Posti Group Sourcing Portal, please contact BravoSolution helpdesk, in **English only** (image 46).

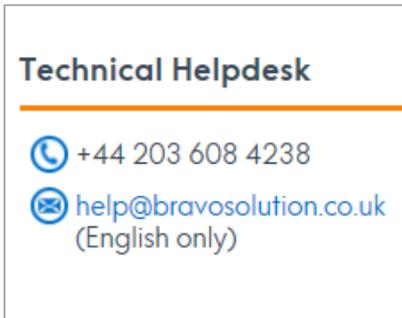


Image 46: Helpdesk information

For any **process specific questions** please contact Sourcing Posti or Itella at the email addresses listed below:

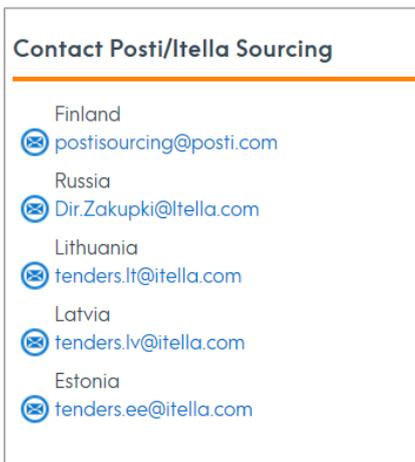


Image 47: Contact Posti/Itella Sourcing

To use the portal at an optimal level, please make sure you are aware about the System Requirements, which could be accessed from the main login page (as highlighted in the images below):

Image 48: BravoSolution System Requirements

posti Group

Settings	Your Settings	Technical Requirements	Not Recommended
Browser	Microsoft Internet Explorer 11.0	Internet Explorer 10 and 11 Google Chrome Mozilla Firefox (ESR) 38+ Safari 8 for MacOS 10.10	Internet Explorer 9
IP Address	80.169.192.69		
Operating System	Windows 7	Microsoft Vista, Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10. Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser	
JavaScript Version	1.3	1.3	
Cookies Support Enabled	ON	ON	
Screen Resolution	1600 x 900	1024 x 768 +	
Colour Depth	24 bit	16 bit +	
Processor	x86	x86 +	
Java Applets Supported	ON	ON	
Java Applets Enabled	ON	ON	
Java Version Java Runtime Environment Sun Version is required for online Auction advanced features	1.8.0_101	1.8 +	1.7

Image 48: BravoSolution System Requirements