

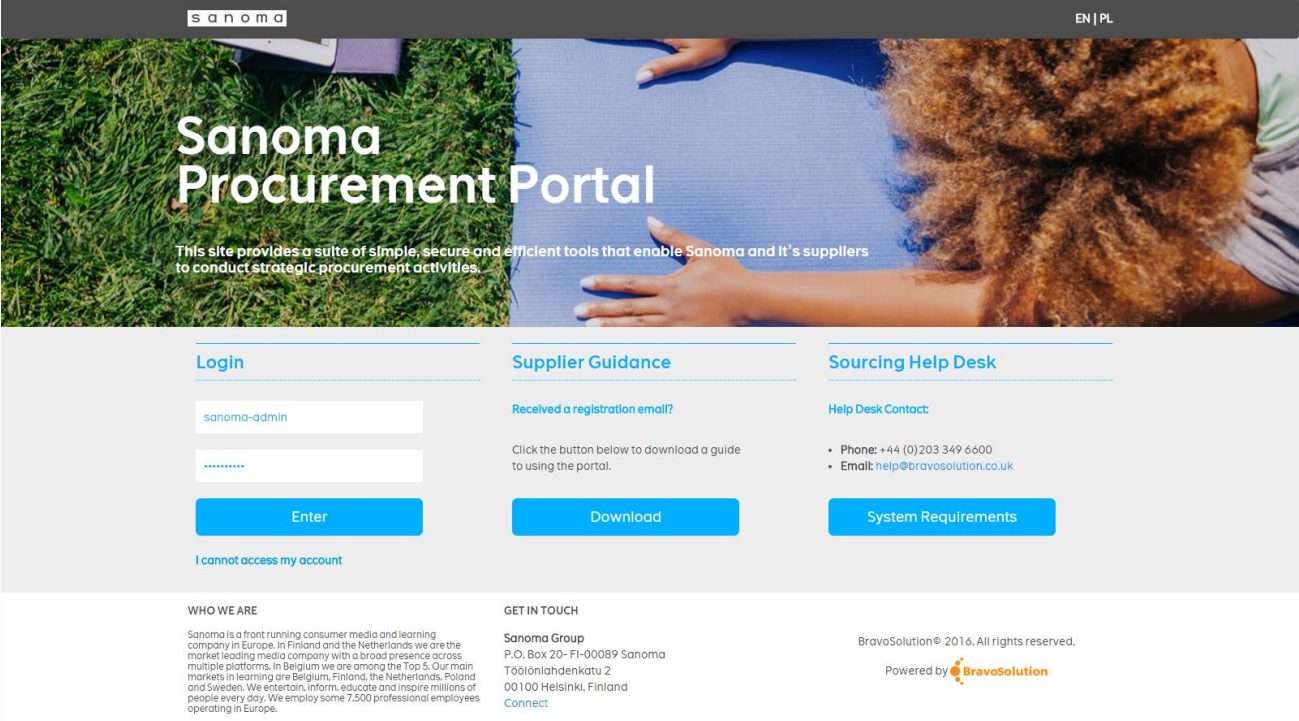


# Sanoma Procurement Portal

Supplier quick-start guide

# What is the Sanoma Procurement Portal?

- The **Sanoma Procurement Portal** is an online tool that Sanoma uses to conduct their strategic sourcing activities with their suppliers; including:
  - Requests for information (RFIs)
  - Request for Proposal (RFPs)
  - Auctions
  - Contract Management
  - Performance management
- The portal is **free** and **easy to use** for suppliers.



The screenshot shows the Sanoma Procurement Portal homepage. At the top, there is a navigation bar with the Sanoma logo on the left and language options 'EN | PL' on the right. Below the navigation bar is a large hero image featuring a person's hands on a blue surface, with the text 'Sanoma Procurement Portal' overlaid. A sub-headline reads: 'This site provides a suite of simple, secure and efficient tools that enable Sanoma and its suppliers to conduct strategic procurement activities.'

The main content area is divided into three columns:

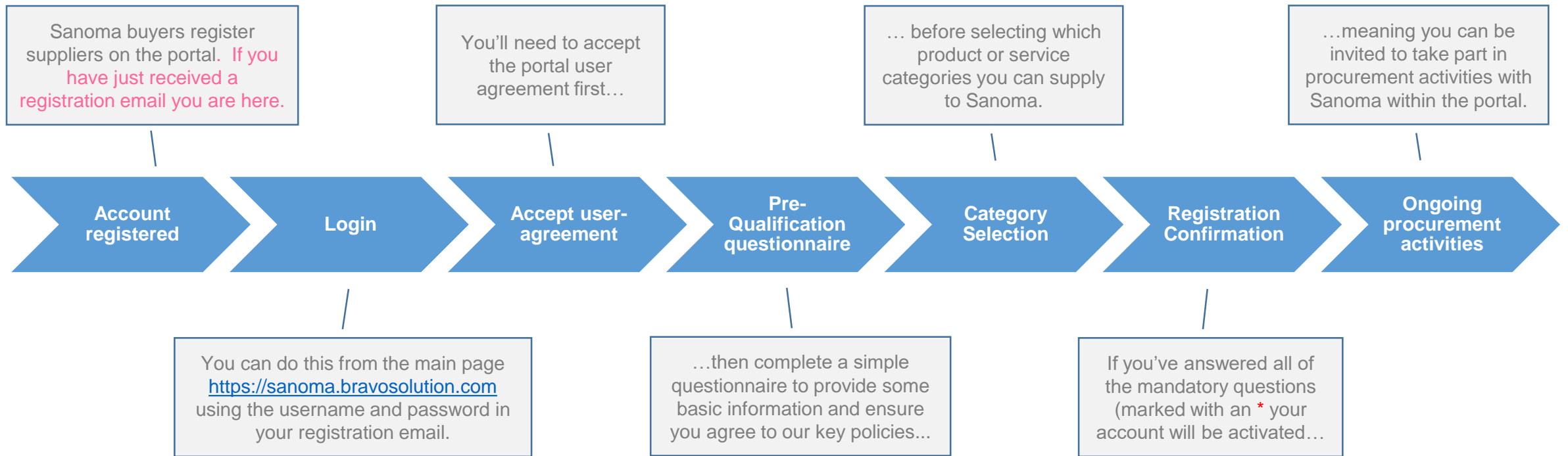
- Login:** Includes a text input field with 'sanoma-admin', a password input field with '\*\*\*\*\*', and a blue 'Enter' button. A link below reads 'I cannot access my account'.
- Supplier Guidance:** Features a blue 'Download' button. Text above the button says 'Received a registration email?' and 'Click the button below to download a guide to using the portal.'
- Sourcing Help Desk:** Includes a blue 'System Requirements' button. Text above the button says 'Help Desk Contact:' followed by contact information: 'Phone: +44 (0)203 349 6600' and 'Email: help@bravosolution.co.uk'.

The footer contains three sections:

- WHO WE ARE:** A paragraph describing Sanoma as a front-running consumer media and learning company in Europe, with a broad presence across multiple platforms.
- GET IN TOUCH:** Contact information for Sanoma Group, including P.O. Box 20, FI-00089 Sanoma, Töölönlahdenkatu 2, 00100 Helsinki, Finland, and a 'Connect' link.
- BravoSolution:** Copyright notice 'BravoSolution© 2016. All rights reserved.' and the text 'Powered by BravoSolution' with the BravoSolution logo.

# Registration Process

- Use of the portal is by invitation only and completing the registration process is quick and easy...



# Login

- To login, you will require a username and password. These will have been provided via email when you were registered by your Sanoma contact.
- The first time you log in, you'll need to accept the user agreement and change your password to something more memorable.
- You can retrieve your username or reset your password using the **I cannot access my account** link on the login page.

Welcome to the Sanoma Procurement portal.

Sanoma Corporation has created an account for your Organisation on <https://sanoma-prep.bravosolution.com>.

What is the Sanoma Procurement portal?  
This portal provides a suite of simple, secure and efficient tools that enable Sanoma Corporation and it's suppliers to strategic procurement activities.

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for t  
2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more S

[I have read and agree to the Sourcing Service User Agreement](#)

I agree  I do not agree

Next

Passwords must contain at least 8 characters  
Password must be different from login!  
The new password must be different from the previous 5 passwords  
Passwords must contain both letters and numbers

New Password  
.....

Confirm Password  
.....

Submit

[I cannot access my account](#)

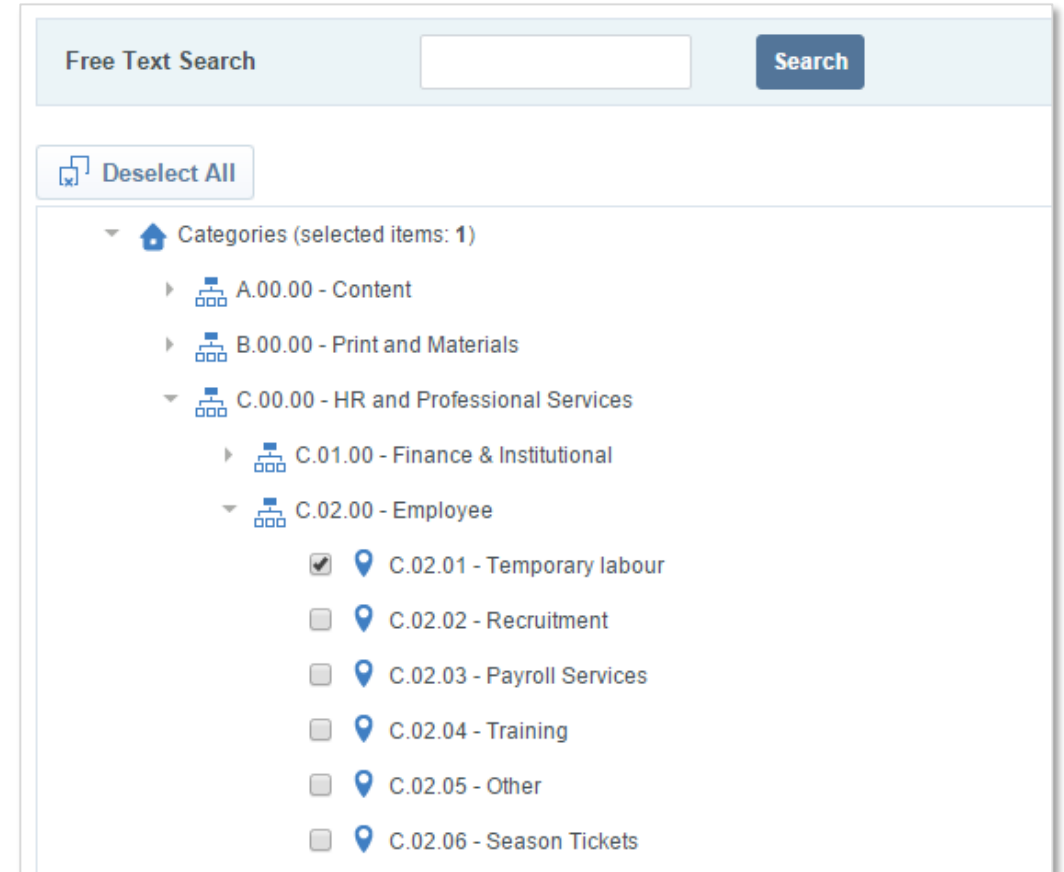
# Pre-Qualification Questionnaire

Financial Information	
Financial Statement	* Please, attach the most recent Financial Statement.
Last year financial revenue with Sanoma	* Please provide the revenue of the last financial year
References	
Sanoma Vendor	* Have you already been a Sanoma vendor?
References with Sanoma	If yes, please indicate your Sanoma reference (name and contact information)
Last year of financial audit	Please state the year of the last financial audit:
Ethical Aspects and Sustainability	
Sanoma Supplier Code of Conduct	* Do you comply with Sanoma "Supplier Code of Conduct"?
Child Labour	* Do you confirm that your employees work voluntarily?
Human rights and discriminations	* Does your Company have a policy to maintain a work environment free from discrimination?

- The pre-qualification questionnaire is a simple set of questions defined by Sanoma to allow us to gather some high level information about your organisation and ensure all potential suppliers comply with our key policies.
- Any questions marked with a red asterisk (\*) are mandatory and must be completed in order for your account to be activated.
- Your answers are stored against your account profile and will pre-populate any future RFI/RFP responses.
- Depending on your answers, there may be follow up questions.

# Category Selection

- The next step is to select which categories you can provide to Sanoma.
- You do this either by expanding the tree levels or performing a search by description...
- ...then select the relevant category(s) by ticking the checkbox.
- You can select as many as you wish but you must select **at least one category** .
- Sanoma Category Managers will use this information when considering which suppliers to invite procurement activities.



# Registration Confirmation

- If you have completed all mandatory questions and selected at least one category, your account will be **activated**.
- If you exit the registration process before completing, you will see this warning.
  - Your account will not be activated and will remain in **Registered** status.
  - You must log back in to complete the registration at a later date.
- **Until you have completed registration and your account has been activated, your organisation cannot be invited to participate in RFIs / RFPs with Sanoma.**

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.  
Log in with your Username and Password to access the platform.

ⓘ The Registration phase of your account is not complete. Please log in to complete the missing data.  
The Activation of your account will be evaluated once all required fields and Category information have been provided



# Responding to an RFI or RFP

- When invited to an RFI (Request for Information) or RFP (Request for Proposal) you will receive an email notification.
- Access the event via the link in the email or from the Dashboard (you may be required to accept an NDA).
- Under **RFX Details**, review the **Settings** and **Buyer Attachments** prior to responding.
- Click **Create Response** to respond to the questionnaire.
- Use the **Message** function to communicate with the Sanoma Category Manager.
- Remember to click **Submit Response** when ready before the deadline.

The screenshot displays the Sanoma RFP interface. At the top, there are tabs for 'RFP Details' and 'Messages (Unread 0)'. Below these are buttons for 'Settings', 'Buyer Attachments (0)', 'My Response', and 'User Rights'. The main content area shows a dropdown menu for 'RFP: RFP\_10 - Technology Professional Services RFP'. Underneath, it lists 'Project: PRJ\_17 - Testing Project ID', 'Closing Date: 30/01/2016 11:00:00 (If you Submit a new Response now, it will be late)', and 'Response Last Submitted On: Not Submitted Yet'. At the bottom, there are tabs for 'RFP Details' and 'Messages (Unread 0)', and a row of buttons: 'Create Message', 'Received Messages', 'Sent Messages', 'Draft Messages', and 'Forwarded Messages'.



**Submit Response**



# Viewing & Approving Contracts

- View your contracts with Sanoma by going to the **My Contracts** area.
- Occasionally you may be asked to approve a contract or pricing within the portal. You will receive an email alert if this is the case.
- 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.

The screenshot illustrates the Sanoma portal interface. On the left, a blue navigation menu is visible with the following items: Menu, Dashboard, Projects (highlighted in blue), My Organisation, File Sharing, and User Management. A red arrow points from the 'Projects' menu item to the 'Contracts' link in the main content area. Another red arrow points from the 'Contracts' link to the 'My Contracts' link in the main content area. The main content area shows a 'My Contracts' portlet with a 'List of Directories' and a 'No Unread M' notification. Below this, there is a 'Contracts in Negotiation' portlet with a table of contracts. The table has columns for 'Contract Code', 'Title', and 'End / Delivery Date'. One contract is listed: 'CON\_125' with the title 'Framework Contract' and the end/delivery date '17/02/2017'. Below the table, there are three tabs: 'Details', 'Contents Management' (highlighted with a yellow pushpin icon), and 'Messages (Unread 0)'. The 'Contents Management' tab is active, showing a 'Master Document (Sent to Supplier)'.

Contract Code	Title	End / Delivery Date
CON_125	Framework Contract	17/02/2017

# Adding Additional Users

- If you are the main account owner for your organisation, you can add additional users to your account so that they may respond to tenders, view contracts or respond to surveys etc.
- Go to **User Management**.
- Click **Create** and enter the user's details then **Save**.
- Click **View User Rights**.
- Click **Edit** to set what the new user can see and do within the portal.
- You can add as many users as you wish.

The screenshot displays the 'User Management' interface. At the top, there is a navigation menu with 'User Management' selected, and a sub-menu with 'Manage Users' and 'Default Users'. A 'Create' button is highlighted with a tooltip that says 'Register the details of a new User'. Below this, the 'User Details' form is shown with the following fields:

* Last Name	User
* First Name	New
User Tag for Codes	
* Email	new.user@companyname.com

Below the form, there is a section for 'User: New User' with a 'Manage Messages' dropdown set to 'No'. At the bottom, the 'RFIs / RFPs' section contains three fields:

* Visibility of RFP Lists	No
* Access RFP Details	Yes, if I'm added to the User Rights list in the Object
* Create Response	No

# How do I get more help?

- If you have any technical queries, please contact the BravoSolution technical helpdesk team:

**Hours:** 10:00 to 20:00 EET / 09:00 to 19:00 CET

**Phone:** +44 203 608 4238

**Email:** [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

- If you have process or procurement related queries, please direct them to the relevant Sanoma contact via the messaging tool within the portal.