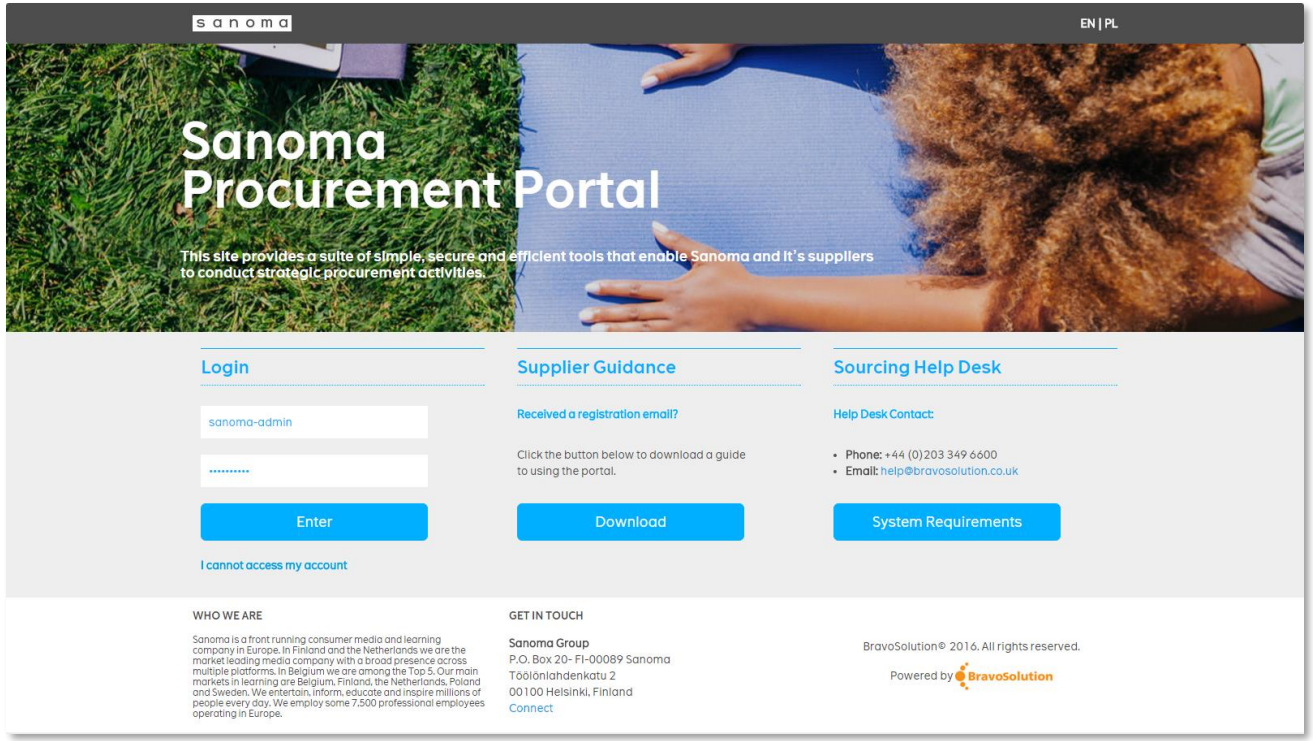
Sanoma Procurement Portal

Supplier quick-start guide

Powered by BravoSolution

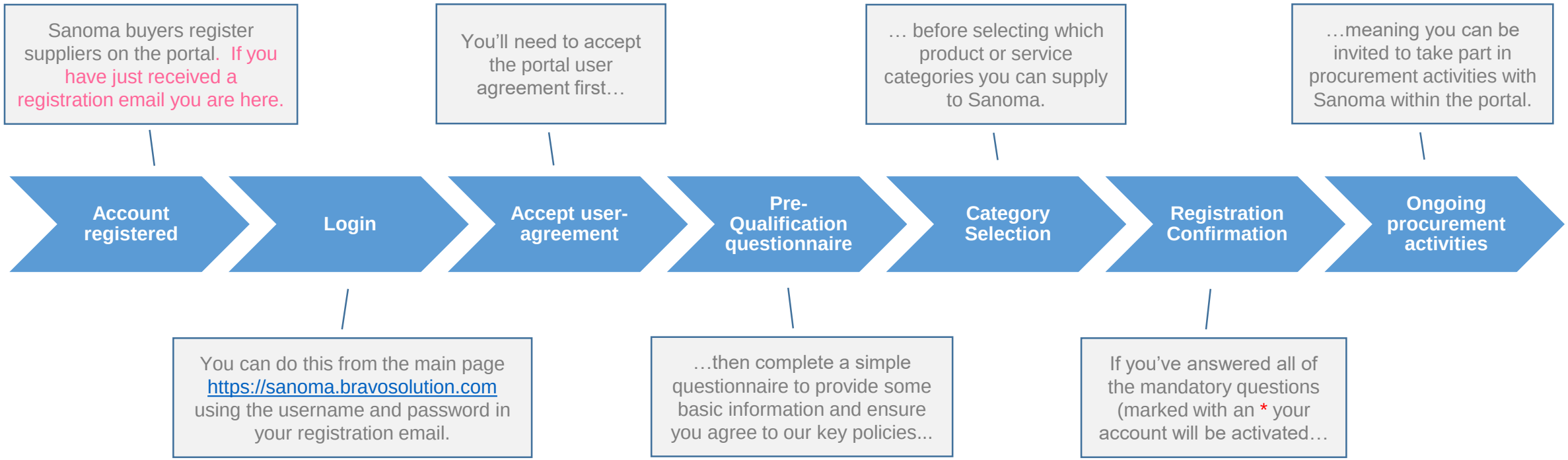
What is the Sanoma Procurement Portal?

- The **Sanoma Procurement Portal** is a online tool that Sanoma use 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.



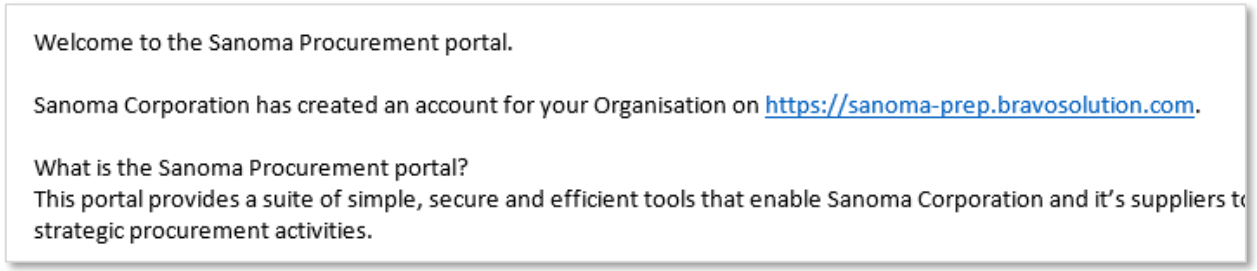
Registration Process

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

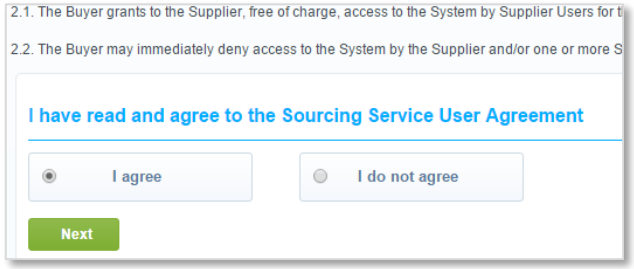


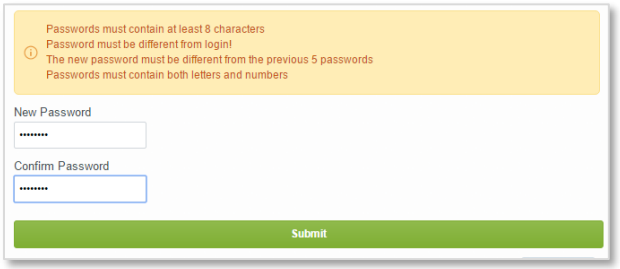
Login

- To login, you will require a username and password. These will have been provided via email when you were registered by your Sanoma contact.

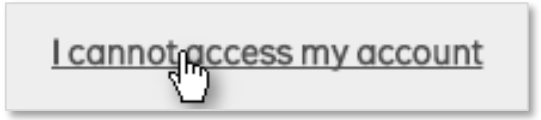


- The first time you log in, you'll need to accept the user agreement and change your password to something more memorable.

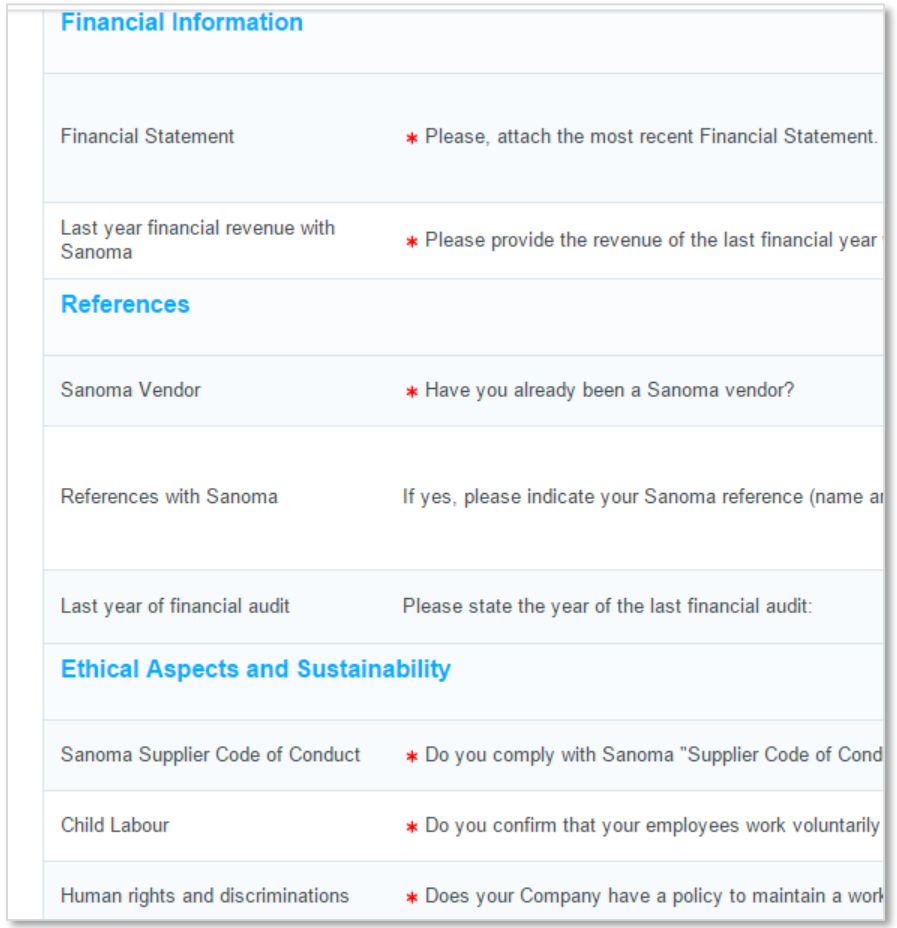




- You can retrieve your username or reset your password using the **I cannot access my account** link on the login page.



Pre-Qualification Questionnaire

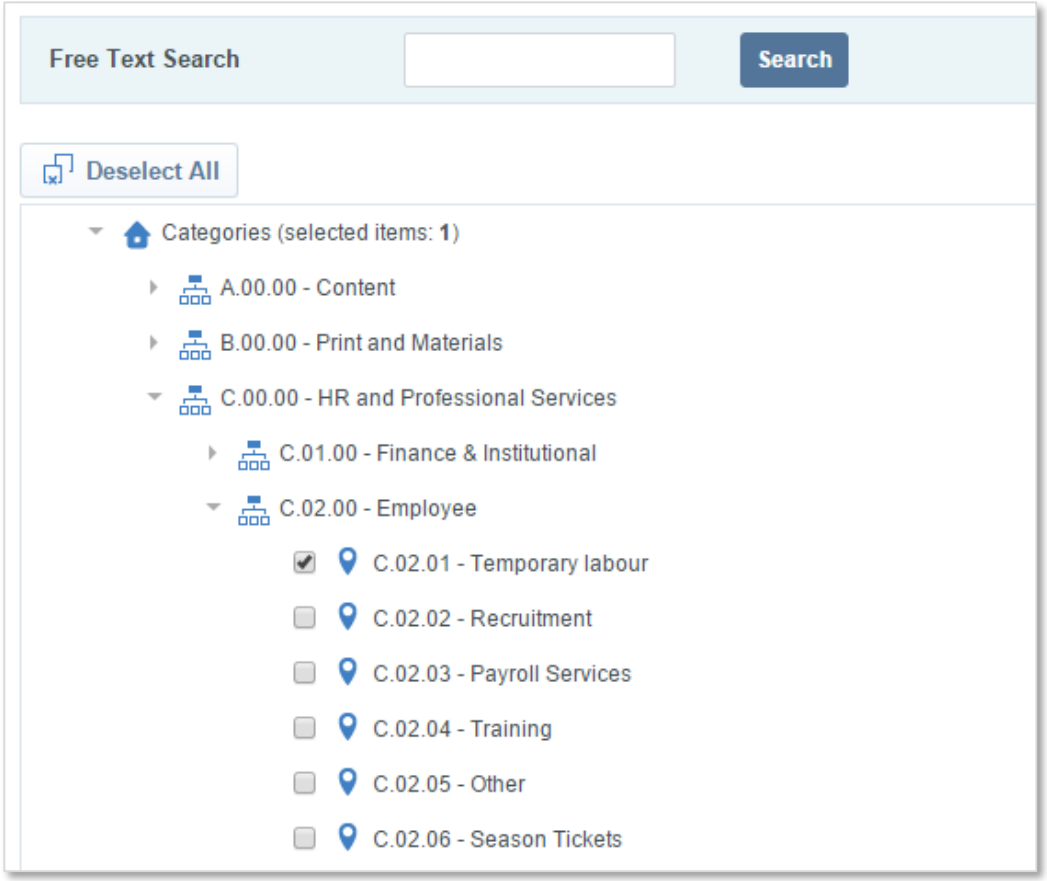


Financial Information	
Financial Statement	* Please, attach the most recent Financial Statement.
Last year financial revenue with Sanoma	* Please provide the revenue of the last financial year
References	
Sanoma Vendor	* Have you already been a Sanoma vendor?
References with Sanoma	If yes, please indicate your Sanoma reference (name a
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 Cond
Child Labour	* Do you confirm that your employees work voluntarily
Human rights and discriminations	* Does your Company have a policy to maintain a wor

- 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 asterix (*) 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.

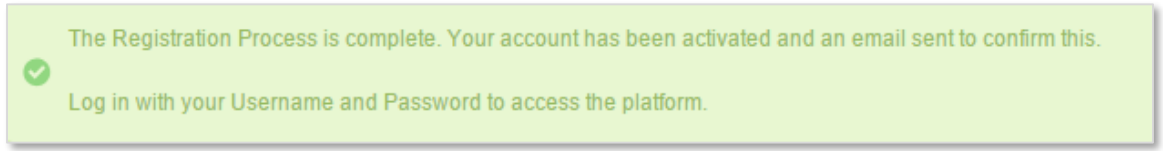
Category Selection

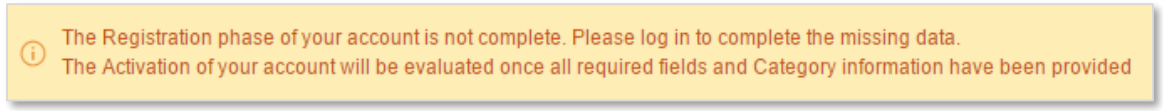
- The next step is to select which categories you can provide to Sanoma.
- You do this either by expanding the tree levels or performing a search by description…
- …then select the relevant category(s) by ticking the checkbox.
- You can select as many as you wish but you must select **at least one category**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



Registration Confirmation

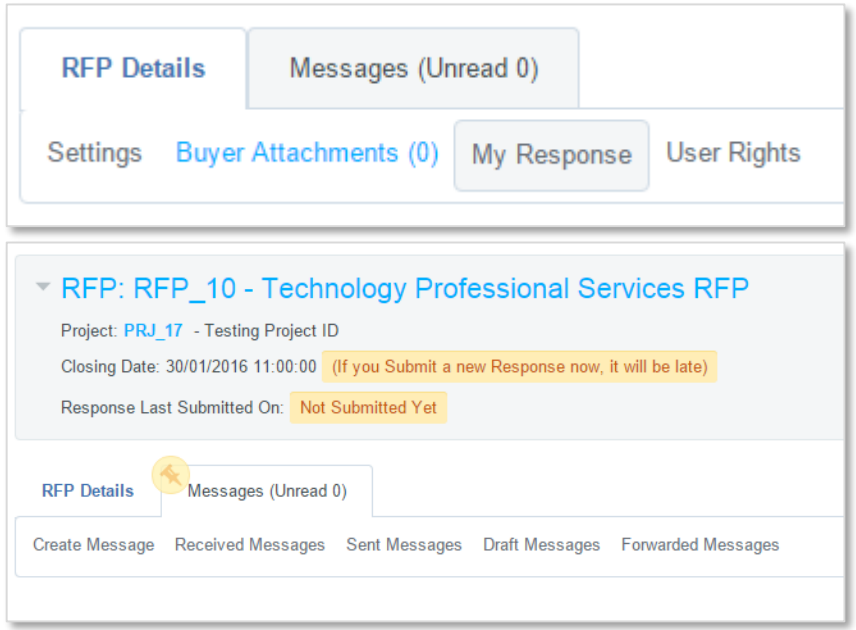
- If you have completed all mandatory questions and selected at least one category, your account will be **activated**.
- If you exit the registration process before completing, you will see this warning.
  - Your account will not be activated and will remain in **Registered** status.
  - You must log 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.**





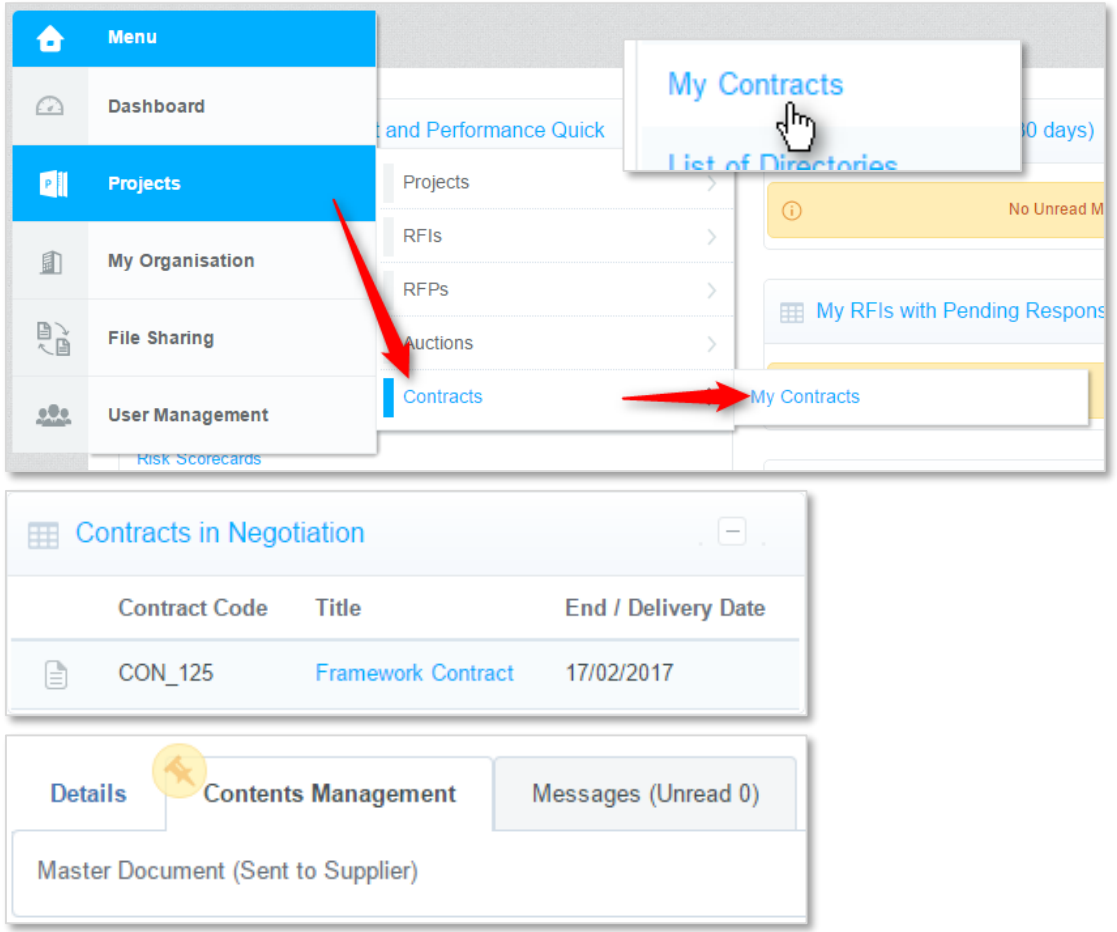
Responding to an RFI or RFP

- 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.



Viewing & Approving Contracts

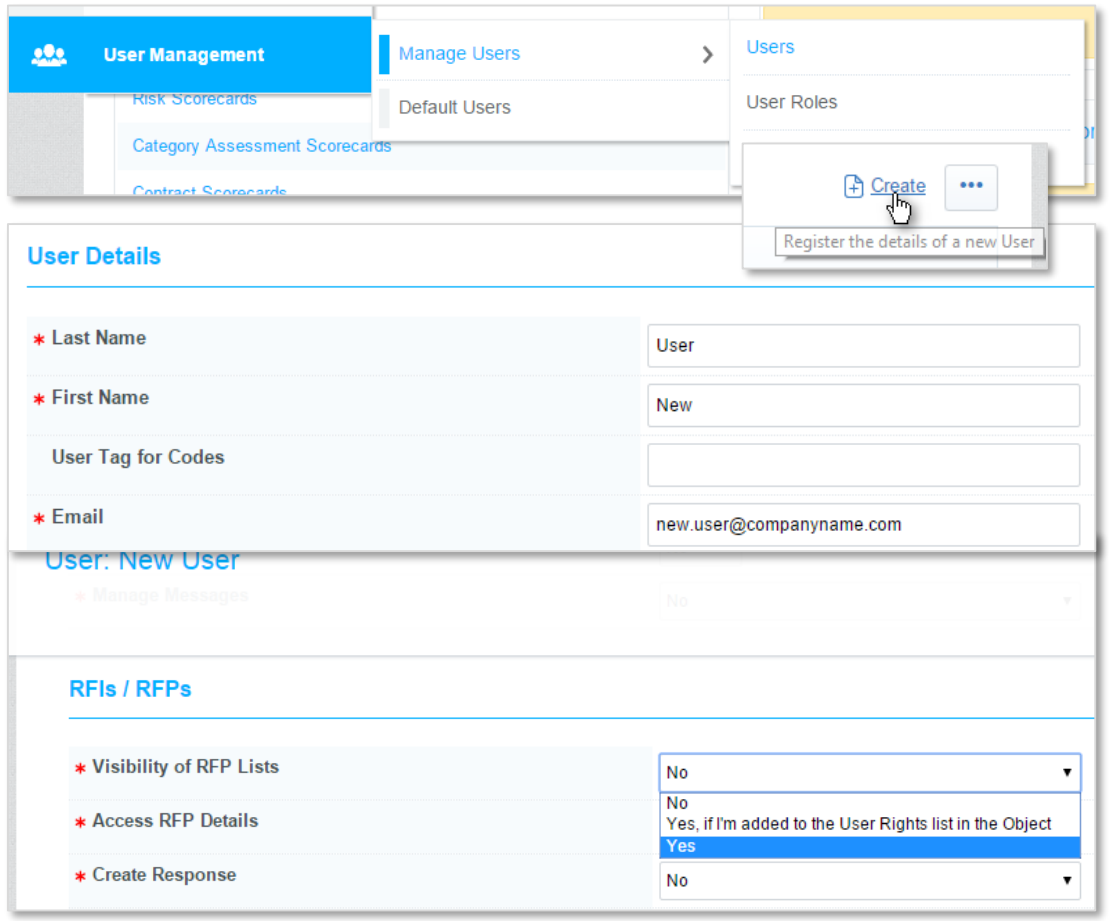
- View your contracts with Sanoma by going to the **My Contracts** area.
- Occasionally you may be asked to approve a contract or pricing within the portal. You will receive an email alert if this is the case.



- 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.

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.



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

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