Preem Procurement Portal – Supplier Guide

Portal Registration

You can register to Preem Procurement Portal from https://preem.bravosolution.com through the registration link. The webpage also has Preem contact details, helpdesk contact details (English only) and a link to frequently asked questions (FAQ). Furthermore, you can decide to set the webpage language to English or Swedish.
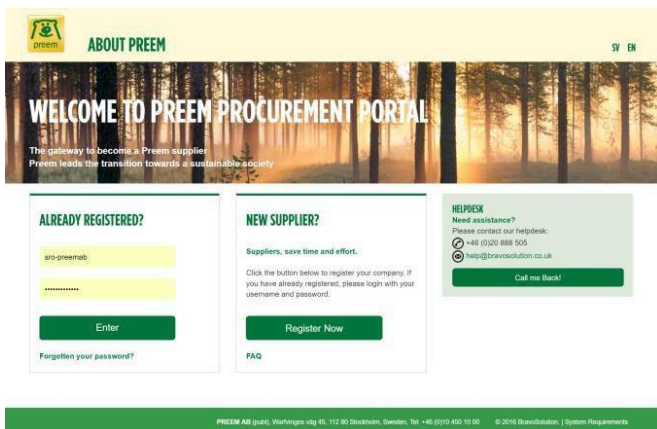
Click the 'Register Now' button to begin.

You will first be presented with Portal user agreement. If you wish to change the language of the agreement, you can change it from the top-right hand corner.

Note: In order to proceed, you must accept the portal user rights

There are three main stages for registration on the Preem Procurement Portal:

1) Registration Data
2) Onboarding Pages – Profile data
3) My Category Selection

1. Registration Data

This is to capture information about your organisation and yourself. All fields with a Asterix (*) are mandatory

Once you have successfully populated both Organisation and User details, save your information. At this stage the system will send you, your user ID and a temporary password to the email address provided by you in your user

details.

Note: You need to complete the full registration before you can access the full portal view. If your registration process is paused, upon login the system will take you to the right form to assist you in completing the mandatory registration information.

2. Onboarding Pages – Profile Data

Non-Swedish Company
In this question you are asked to answer if your company is based in Sweden or not. If it is not, you will receive a follow up question to upload your signed bank account details.

Company Structure
In this question you are asked to provide your company structure from the list of available options

Code of Conduct
In this question you are asked to download Preem Code of Conduct and accept it.

If you don´t accept the Code of Conduct, you are asked to provide your reasoning and your suggested Code of Conduct for Preem to review.

Note: In case you didn't accept the Code of Conduct, Preem will assess your suitability for procurement events conducted in the portal

Storing and/or handling information on behalf of Preem.

Lastly, you will be asked if you will be storing and/or handling Preem Data.

If you answer yes, you will be asked to do download Preem´s security agreement and either accept or reject it. If you reject, you will be asked to provide your reasoning.

3. Category Selection

The final part of the registration process requires you to select one or more supply categories. Note, that you should only select categories that you will be **providing** to Preem.

You can use the Free Text Search to help find the correct categories. After your selection click confirm. You cannot complete your registration without selecting any.

Depending on which category you select additional questions may apply before you can finish the registration.

Completing registration

After completing your registration, your account will be activated, and you will receive a confirmation from the system. At this stage your account-ID has been created. You will find it under "my organisation" --> Registration data. You can use this ID to confirm to your buyer that you have completed the registration.

If you have not completed all mandatory information, you will see a summary on which questions you have missed.

The information provided will be reviewed by Preem as part of the Pre-Qualification Assessment.

Note: Omitting mandatory information or declining to accept the user agreement will result in the registration process being unsuccessful.

You can log back in to amend your responses using your user name and password if you have completed the first stage in the registration process. If you have any question about the registration, please contact us at procurement@preem.se

Managing your profile

Logging in after registration will take you to the dashboard screen.
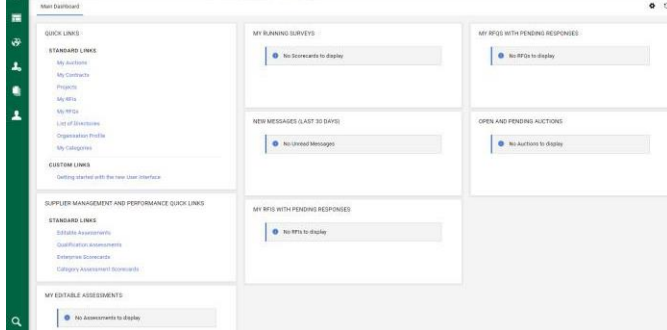
From here you can participate to procurement activities, access your profile, add new users to your account and respond to requests from Preem.

Updating your personal details

You can update your personal details from the top-right hand corner of the Dashboard view by selecting 'User Profile'.
In the view that opens, you can change your password and edit your personal user details. Click on the pen.

Note: Some fields are locked if you need to update these please contact us at procurement@preem.se

Updating your company details

You can update your company information at any point by clicking on 'My Organisation' then 'Organisation Profile' then 'Registration Data' ☐ 'Edit'

Note: Some fields are locked if you need to update these please contact us at procurement@preem.se

Updating your registration – Profile Data

Preem may request that you update or reconfirm your registration – profile data information.
If Preem have requested you update your information, you will receive an email with information which data needs to be updated. In order to update you information go to; My organisation --> Organisation profile --> Profile data
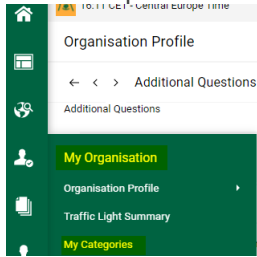

Click on the question that needs to be amended. Then click on the pen in the top right-hand corner. When you are done with the update/upload please revert to procurement@preem.se
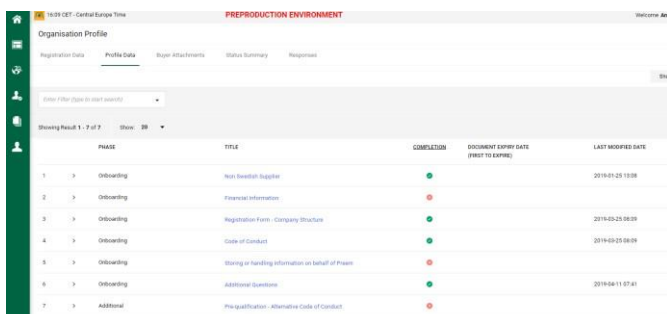
Updating your supply categories

You can update the categories that you wish to provide Preem at any time. Go to 'My Organisation --> My categories.


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

Additional users

You can add colleagues to your account to have visibility of the process if required. To do this, click into 'User management', then 'Manage users' and finally 'Users':

Click 'Create', enter their details and click 'Save'. This will trigger an email to the new user with a password and a link to log on. Straight after the registration you can click on "view user rights" and choose what parts of the portal the user can access. You can change the access whenever you want through user management. what the user should
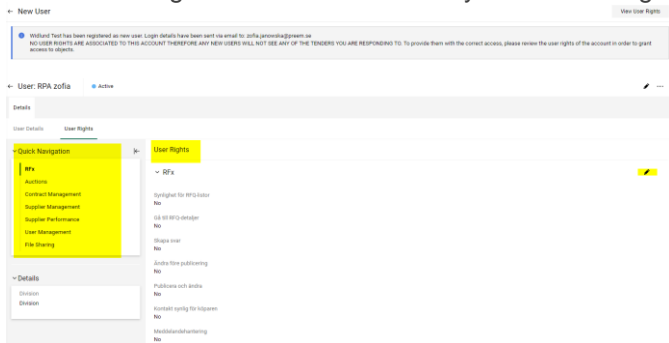
Need assistance?

For any technical support using the Procurement Portal, contact the helpdesk:
Email: help_uk@jaggaer.com
Phone: +46 (0) 20 889 290

Do you have question regarding your registration/profile data or your user profile please contact us at procurement@preem.se