



Welcome

○ Company Name:

🌐 Country

👤 CIF

Set company➔



# Suppliers Registration System

- GoSupply User guide



A light blue rectangular graphic element positioned behind the word "Index".

# Index








1. Suppliers Registration System – Overview
2. Step by Step Registration
3. Information, Validation & Release
4. Contact & Support

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# Overview

## Sistema de Gestão de Fornecedores - **General Overview**

| Invitation  | Registration   | Info Gathering  | Information filling   | Information Submit   | Validation & Release   | Monitoring   |
|---|--|---|---|--|--|--|
|  <p><b>(SGF sends an invitation)</b></p> <ul style="list-style-type: none"> <li>Supplier receives an automatic email invitation to join SGF</li> </ul> |  <p><b>(Supplier registers in the SGF)</b></p> <ul style="list-style-type: none"> <li>Email received by a Suppliers contains a Link to SGF platform registration page</li> <li>Basic information of the Company will be required as part of Registration</li> </ul> |  <p><b>(SGF gathers some information of Supplier)</b></p> <ul style="list-style-type: none"> <li>SGF gathers some information (mainly General and Financial Information)</li> <li>Once this process is finished, an automatic email is sent to Supplier to log-in SGF Platform</li> </ul> |  <p><b>(Supplier Access to information request)</b></p> <ul style="list-style-type: none"> <li>Supplier access SGF Platform</li> <li>Supplier reviews and corrects (if needed) information gathered</li> <li>Supplier fills remaining information (documentation ) gaps</li> </ul> |  <p><b>(Supplier submit information)</b></p> <ul style="list-style-type: none"> <li>Provided 100% of required information is filled, Supplier is enabled to Submit information</li> <li>Information Gap-tracking is showed continuously during information filling</li> </ul> |  <p><b>(Validation and corrections processes between SGF and Supplier)</b></p> <ul style="list-style-type: none"> <li>Information validation is made by SGF</li> <li>Provided some misleading info is found, an automatic email is sent to Supplier</li> <li>Supplier will review misleading info, highlighted in the SGF Platform</li> </ul> |  <p><b>(Continuous information updating and expirations monitoring)</b></p> <ul style="list-style-type: none"> <li>Supplier will log-in SGF Platform to keep information updated</li> <li>SGF will track potential information / documentation expiration and will sent an automatic email</li> </ul> |

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# Register

## Step by Step Registration – Invitation and registration

To register in the SGF Platform, the supplier must create an account (User and password) and fill in the information required

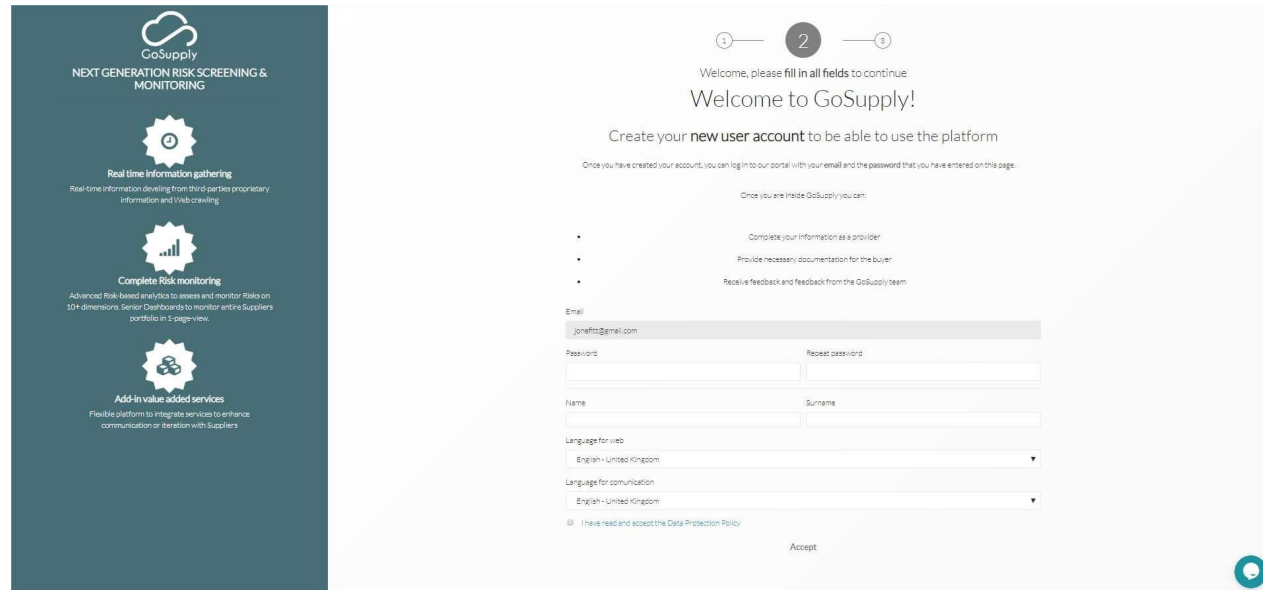
The User registration can be through:

- **Invitation:** The user will receive an email with the invitation sent by the Buyer. This email contains a link to the platform. This link just can be used one time, after the first time the link that the user must use it's <https://portal.mygosupply.com> with the user and password created.

**The Questionnaire** collects the questions / information's necessities to feed the platform. The information/documentation it's connected to the country of origin of the provider

# Register

## Step by Step Registration – Create your company from the buyer's website



**GoSupply**  
NEXT GENERATION RISK SCREENING & MONITORING

- Real time information gathering**  
Real-time information deriving from third parties proprietary information and web-crawling
- Complete Risk monitoring**  
Advanced Risk-based analytics to assess and monitor Risks on 10+ dimensions. Senior Dashboards to monitor entire Suppliers portfolio in 1-page-view.
- Add-in value added services**  
Flexible platform to integrate services to enhance communication or interaction with Suppliers

1 — 2 — 3  
Welcome, please **fill in all fields** to continue.  
**Welcome to GoSupply!**  
Create your **new user account** to be able to use the platform

Once you have created your account, you can log in to our portal with your email and the password that you have entered on this page.

Once you are inside GoSupply you can:

- Complete your information as a provider
- Provide necessary documentation for the buyer
- Receive feedback and feedback from the GoSupply team

Email:

Password:   
Repeat password:

Name:   
Surname:

Language for web:

Language for communication:

I have read and accept the Data Protection Policy

Accept

**Customer invitation with link to access**  
Verify your account and confirm your password



# Register

## Step by Step Registration – Select the company for which you will fill in the questionnaire

After registering your user, the next step is to **Access the Dashboard**

The screenshot shows the GoSupply dashboard interface. On the left is a dark sidebar with the GoSupply logo and a 'Dashboard' link. The main content area is titled 'DASHBOARD' and features a header with logos for 'Grupo EDP', 'Grupo Enagás', and 'Fresenius'. Below this is a 'MY COMPANIES' section with a list of companies, including 'GOSUPPLY ADVANCED APPLICATIONS, S.L.'. A progress bar shows the status of a questionnaire: 'Filling' (checked), 'Validation' (checked), and 'Published' (checked). A 'View/Edit' button is located next to the progress bar. A 'DOCUMENTS STATUS' section indicates 'DOCUMENTS IN THE PLATFORM HAS NO ALERTS' with a green checkmark. A footer contains contact information and a 'Privacy Policy' link.

Information associated to your subscription:

- Level of the subscription
- ID GoSupply
- CIF/ NIF/ CNPJ/ VAT

Your user could have more than one subscription – here you can see all the companies that you have subscription

Subscription Status:  
In this area you can see the status of the questionnaire, if it is being filled out, edited, pending of validation by GoSupply or if it is already published to the client

Access to the questionnaire

Inform whether or not there are documents to update (in the example in the image there are no documents to update).

# Register

## Step by Step Registration – Steps to Fill in the Datapackage

The screenshot shows a web application interface for registration. The main content area is titled "BASIC ENAGÁS" and displays a progress bar for "Completed Data: 88%". Below the progress bar is a "Submit" button. To the left of the progress bar is a list of questionnaire sections: General Information, Financial Information, Management Systems, Social Corporate Responsibility, Innovation and Entrepreneurship, Compliance, Supply Area, and Contractual Obligations. To the right of the progress bar is a "Pending questions" section with a dropdown menu showing "General Information" and "Management Systems". Below the progress bar is a "GENERAL DATA" form with fields for Company name, Tradename, Previous Name, Address Line 1, Address Line 2, Address Line 3, Town or City, Postcode or Zipcode, and County/State/Province. At the bottom of the form is a "Save questions" button. At the bottom right of the page is a "GoSupply Contacts" section with a "CHAT" button. At the top right of the page is a "Logout" button. At the top left of the page is a "Settings and Fullscreen" button. At the bottom left of the page is a "9" button. At the bottom center of the page is a footer with contact information: "© 2019 GoSupply", "mygosupply@gosupplyservices.com", and phone numbers: "(+34) 911802195", "(+351) 308808140", "(+55) 1132302282".

Annotations on the screenshot include:

- Settings and Fullscreen
- Sections of the questionnaire
- Status and progress of the questionnaire
- Option to send the questionnaire when it's 100%
- Logout
- Mandatory questions that need to be completed
- Option to save the questions without sending the questionnaire
- GoSupply Contacts
- CHAT

**All Required Fields need to be completed before Submit information**

# Register

## Step by Step Registration – Registration information

The screenshot shows the 'ADVANCED EDP' registration interface. On the left is a navigation menu with categories like General Information, Financial Information, Quality, Environmental, Health & Safety, Corporate Social Responsibility, Compliance, GDPR, Contractual Obligations, and Cybersecurity. The main area displays a progress bar for 'Completed Data: 63%' and a 'Submit' button. Below this is a table of insurance records with columns for name, type of insurance, start date, and actions. A table titled 'STAFF ORGANIZATION CHART' is also present, with a file upload section and a 'Required' label. On the right, a 'Pending questions' section lists various categories with dropdown arrows. A 'Save questions' button is at the bottom.

Annotations include:


- A box pointing to the 'Required' label in the STAFF ORGANIZATION CHART section: "Some fields are mandatory, they appear as 'Required'"
- A box pointing to the dropdown arrows in the Pending questions section: "Some request information it's grouped"

All mandatory fields must be completed before sending the questionnaire

# Register

## Step by Step Registration – Registration information


Please attach a copy of the insurance policy indicated above or in the absence of a statement issued by the insurer

 No file chosen  
Choose a file or drag it here (Only PDF)  
Maximum attachment size 4Mb

Validated documents

- 20180115 Contrato Hiscox firmado\_resumen.pdf

Please attach a copy of the receipt corresponding to the insurance policy indicated above or, failing that, a statement of payment issued by the insurer

 No file chosen  
Choose a file or drag it here (Only PDF)  
Maximum attachment size 4Mb

Validated documents

- Recibo.pdf

Documentation Upload

- Some information required additionally hard-copy support
- Hard copies are requested as some information must be validated
- Please ensure you upload all of hard-copies and certifications required
- Documentation to be upload must be PFD - format. If you have any questions on format, please contact Support Team

**Please ensure you upload all required information**

# Register

## Step by Step Registration – Information Submit

The screenshot displays a registration form with the following elements:

- Progress List:** A list of sections with checkmarks indicating completion status:
  - General Information (checked)
  - Financial Information (checked)
  - Management Systems (checked)
  - Social Corporate Responsibility (checked)
  - Innovation and Entrepreneurship (checked)
  - Compliance (checked)
  - Supply Area (checked)
  - Contractual Obligations (checked)
- Mandatory Data:** A teal box with the text: "Mandatory data completed. Press the Submit button to finish." and a plus icon.
- Submit Button:** A green button labeled "Submit".
- Pending Questions:** A white box with the text: "Pending questions" and "0 Required questions not completed".
- Form Fields:** A section titled "GENERAL DATA" with input fields for:
  - Company name: GOSUPPLY ADVANCED APPLICATIONS, S.L.
  - Tradenname: GOSUPPLY
  - Previous Name
  - Address Line 1

Annotations and callouts:

- "100% complete action" points to the progress list.
- "Sections partially completed" points to the progress list.
- "Questionnaire ready to be sent" points to the "Submit" button.
- A note at the bottom states: "Note: Please make sure you add all the information requested".

**All mandatory fields must be completed before sending the questionnaire**

# Register

## Step by Step Registration – Information Submit

100% complete action

Sections partially completed

Note: Please make sure you add all the information requested

Questionnaire ready to be sent

Pending questions  
0 Required questions not completed

Mandatory data completed. Press the Submit button to finish.

Submit

GENERAL DATA

Company name  
GOSUPPLY ADVANCED APPLICATIONS, S.L.

Tradenname  
GOSUPPLY

Previous Name

Address Line 1

- ✓ General Information
- ✓ Financial Information
- ✓ Management Systems
- ✓ Social Corporate Responsibility
- ✓ Innovation and Entrepreneurship
- ✓ Compliance
- ✓ Supply Area
- ✓ Contractual Obligations

**All mandatory fields must be completed before sending the questionnaire**

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# Validation

## Information, Validation & Release

Once the Supplier sends the filled questionnaire, Information will be validated, in order to confirm the information and mitigate some possible misinterpreted information/documentation


In the process of validation, the following may occur to the information sent by the Supplier:

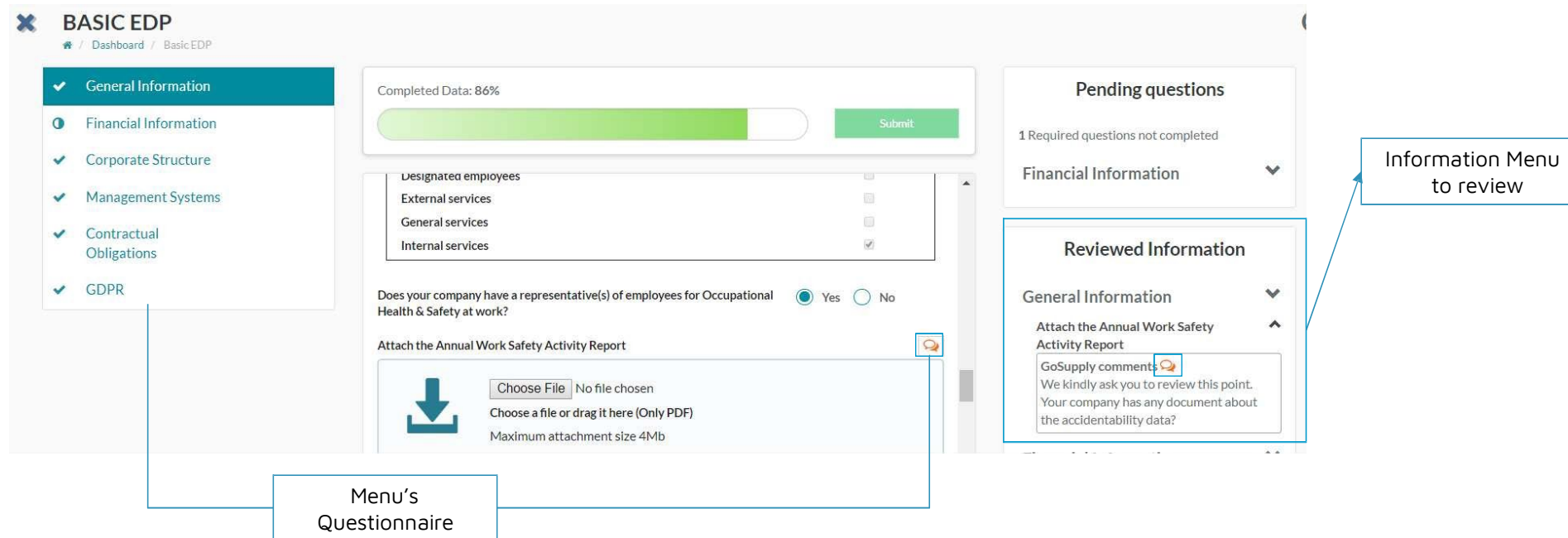
- The information/documentation fulfils the established validation rules and will be released in the platform. An Email will be sent to the Supplier informing him about the published status
- The information/documentation does not fulfil the established validation rules and/or can be improved. An Email will be sent to the Supplier informing the Supplier the needed steps to review the marked information



# Validation

## Information, Validation & Release

In the reviewing process you must login with the user account and review the required information. Information to be reviewed is marked with the  symbol. A short observation concerning the information provided clarify could also be included



The screenshot displays the 'BASIC EDP' dashboard. On the left is a navigation menu with categories: General Information (checked), Financial Information (selected), Corporate Structure (checked), Management Systems (checked), Contractual Obligations (checked), and GDPR (checked). The main content area shows a progress bar for 'Completed Data: 86%' and a 'Submit' button. Below this is a list of services: Designated employees, External services, General services, and Internal services (checked). A question asks 'Does your company have a representative(s) of employees for Occupational Health & Safety at work?' with 'Yes' selected. There is a file upload section for 'Attach the Annual Work Safety Activity Report' with a 'Choose File' button and a magnifying glass icon. On the right, a 'Pending questions' section shows '1 Required questions not completed' under 'Financial Information'. Below that, a 'Reviewed Information' section is highlighted with a blue box and an arrow pointing to a callout box labeled 'Information Menu to review'. This section shows 'General Information' expanded to reveal a 'GoSupply comment' with a magnifying glass icon and the text: 'We kindly ask you to review this point. Your company has any document about the accidentability data?'.

**In the reviewing process only the marked to be reviewed information is enabled to be changed**

# Validation

## Information, Validation & Release

Once Information has been reviewed and (if tentatively changed), Submit button will be enabled

The revised questions will be analyzed all over again. If provided information meets requirements, the Supplier information will be published in the platform.

**Do not forget Supplier needs to login and update/change information continuously**

A light blue rectangular graphic element positioned behind the "Index" title.

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# Contact & Support

We are at your disposal to answer your questions and listen to your suggestions.

## Communication channels with Sistema de Gestão de Fornecedores

### Call



+351 308 808 140



+34 91 186 21 95



+55 1132 302 282

Monday to Friday | 9am to 6pm

Land network Cost dependent on your national operator



### Live Chat

Chat with us in **Real Time** in our **Chat available in the SGF Platform**. We will support you in English, Portuguese and Spanish.



Online

Por favor, preencha o formulário abaixo para começar a conversar com o próximo agente disponível.

Your Company Name

Vat Number

Your Name

Iniciar Conversa

Powered by **tawk.to**



### Email

Send us an email using the address: [mygosupply@gosupplyservices.com](mailto:mygosupply@gosupplyservices.com) We will support you in English, Portuguese and Spanish



### User Guide

This User Guide is available on the SGF Platform. Download or check any information you could need

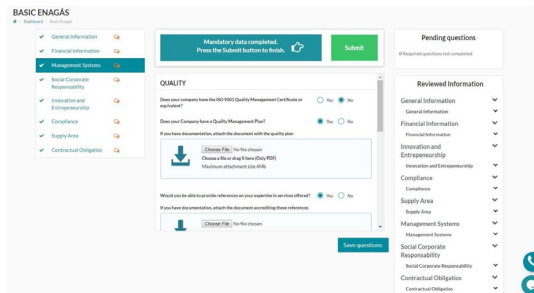
# Contact & Support

We would like to encourage you to use our Chat as it is more effective way to support you

## Live Chat

### 1. Click in the Icon to open the Chat

You will find the icon at the bottom right corner



Monday to Friday | 9am to 6pm (your Local Time)

### 2. Complete the Data

Online

Por favor, preencha o formulário abaixo para começar a conversar com o próximo agente disponível.

Your Company Name

Vat Number

Your Name

Iniciar Conversa

Enter your Basic Information to start Chat

### 3. Chat with

Jorge

Nome da Empresa : GoSupply  
NIF : X00000001  
Nome da Pessoa de Contacto : Tom

Hi Tom, how can we help you?

Escreva aqui a sua mensagem

Start your Chat

**Outside published hours (Monday to Friday | 9am to 6pm), you will be also enabled to use the chat; Information you provide will be sent to Support Care and will be answered within 24h**

