

Skanska UK supplier portal QRG: how to access the portal.docx  
Version: 2

## Skanska UK supplier portal – quick reference guide: How to access the portal

Our dedicated supplier portal helps our supply chain partners interact and collaborate with our procurement teams.

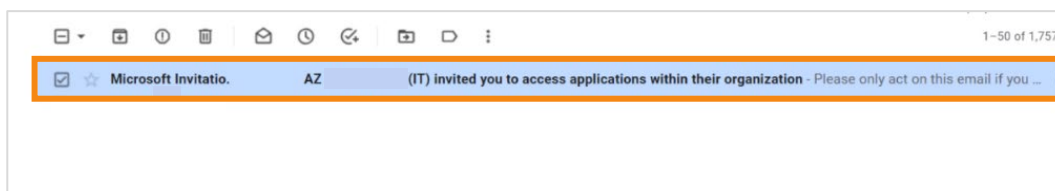
The Oracle-based portal provides a secure, web-based platform where you can:

- View and update your supplier profile information.
- Receive and participate in negotiations.
- Access the latest information on any negotiations you're invited to participate in – enabling you to review the status of a submission, respond to enquiries and manage your documentation.

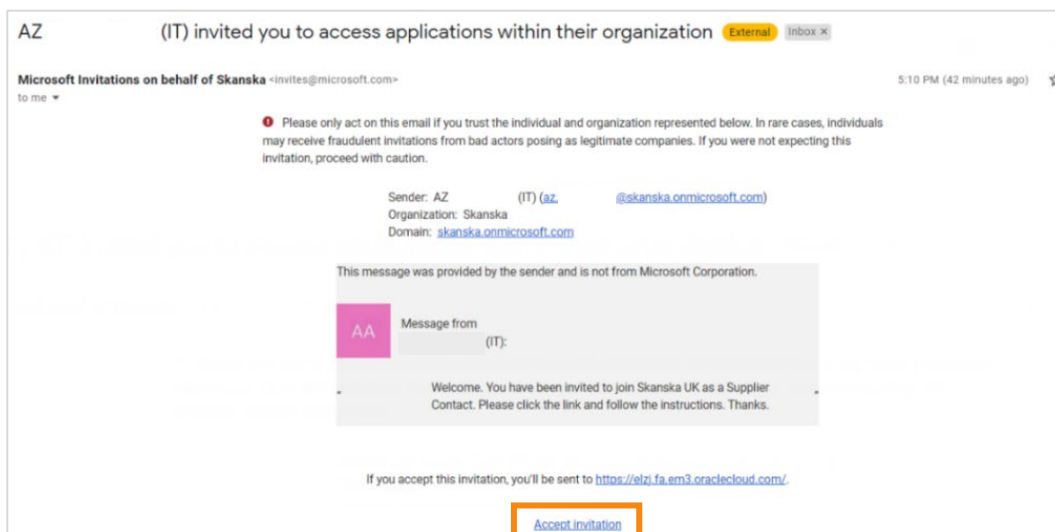
**Note:** as part of the sign in process, you will be required to set up multi-factor authentication (MFA). This provides an additional layer of security when accessing cloud-based applications by requiring a second step to verify your identity. Find out more about MFA [here](#).

Follow the steps below to sign in to our supplier portal.

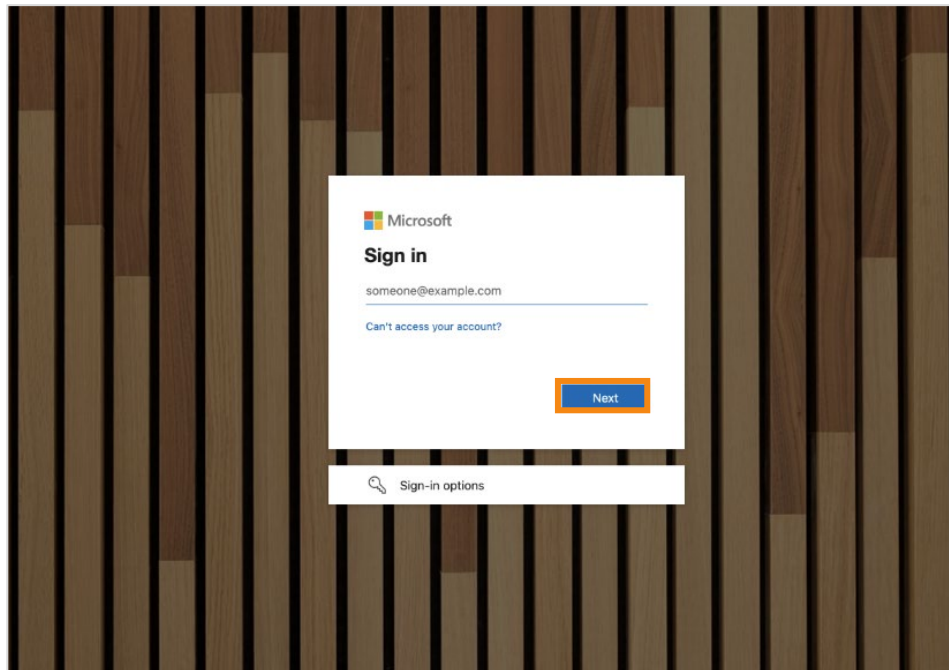
1. Open the system generated email from '**Microsoft Invitations on behalf of Skanska**' inviting you to access applications.



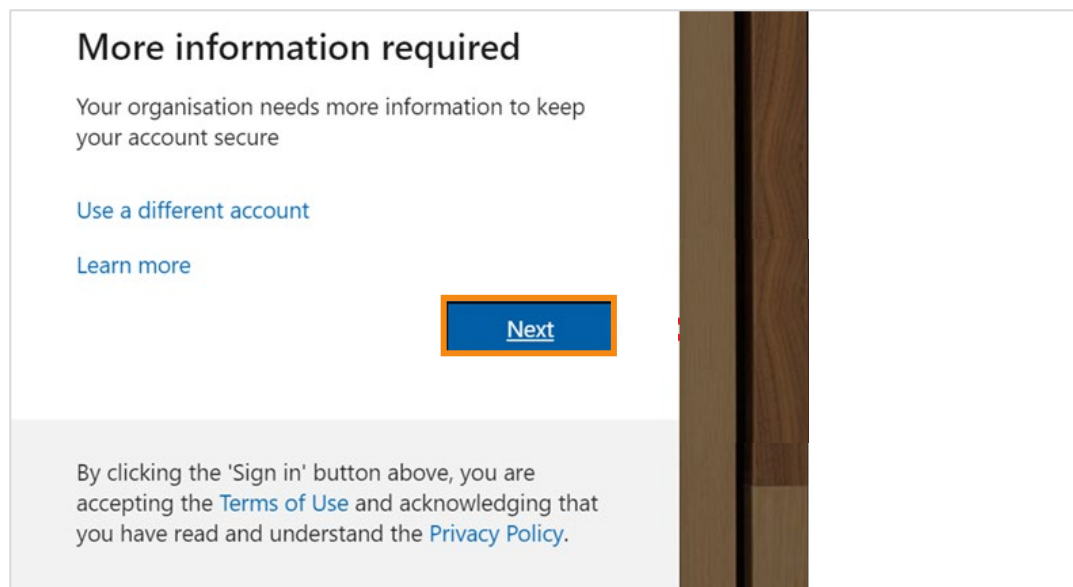
2. Select '**Accept invitation**' towards the bottom of the email message.



3. When you reach the Microsoft sign in screen, enter your email address and select '**Next**'.



4. When prompted for more information, select '**Next**'.



5. When you reach the additional security verification screen, under **'Step 1: How should we contact you?'**, you have the option to choose your preferred MFA method.

We recommend that you select the **'Mobile App'** and select **'Receive notifications for verification'**. **Note:** this will require you to install the Microsoft Authenticator app\* (see page 6 for more details).

Once you've made your selection, click **'Set up'**.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

**Set up** Please configure the mobile app.

Next


6. At this stage you will be prompted to configure the Microsoft Authenticator mobile app. Follow **steps 1 to 3** as shown below (step 1: Install the Microsoft authenticator app, step 2: In the app, add an account and choose "Work or school account", step 3: Scan the image on the screen).

Once complete, select **'Next'**.

Configure mobile app

Complete the following steps to configure your mobile app.

- 1 Install the Microsoft authenticator app for Windows Phone, Android or iOS.
- 2 In the app, add an account and choose "Work or school account".
- 3 Scan the image below.

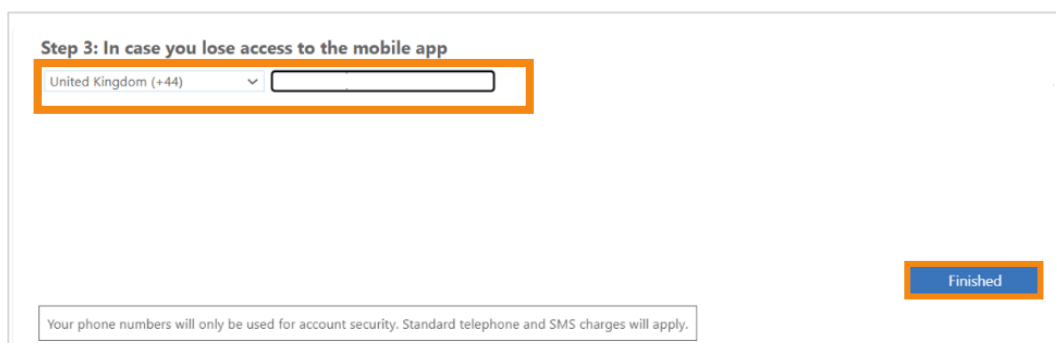


If you are unable to scan the image, enter the following information in your app.  
Code: 976 117 813  
URL: <https://mobileappcommunicator.auth.microsoft.com/activate/440439869/WEU>

If the app displays a six-digit code, choose "Next".

**Next** Cancel

- When prompted, select a country region and add an alternative number, in case you lose access to the mobile app. Once you've done this, select **'Finished'**.



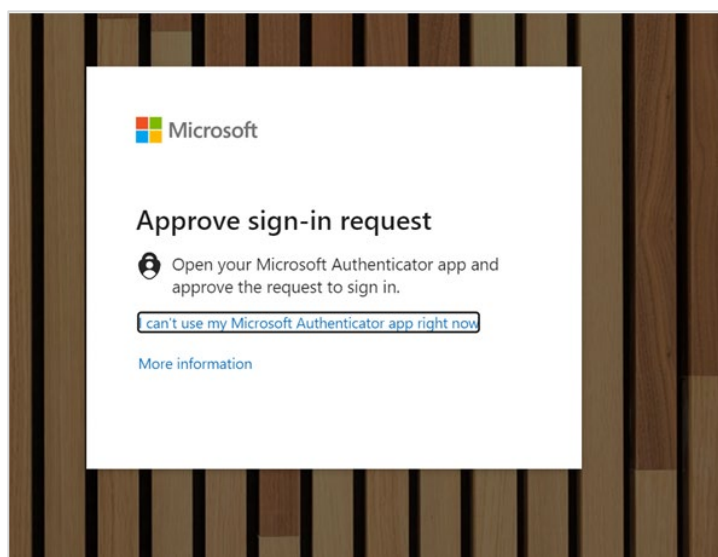
Step 3: In case you lose access to the mobile app

United Kingdom (+44)

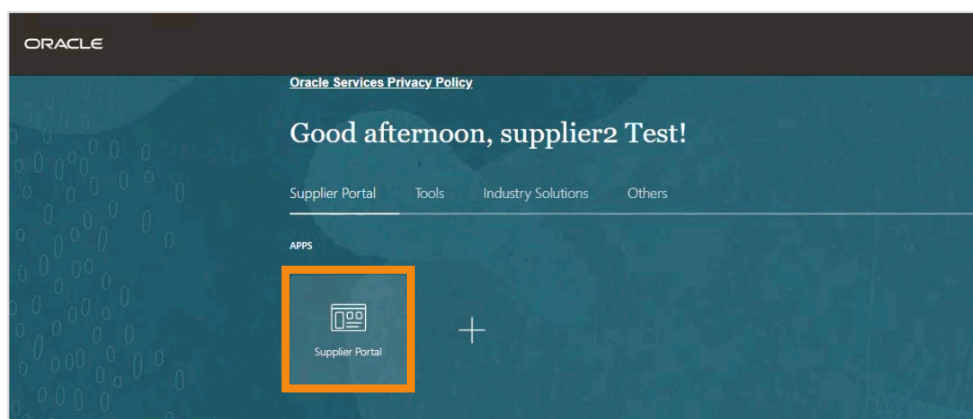
Finished

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

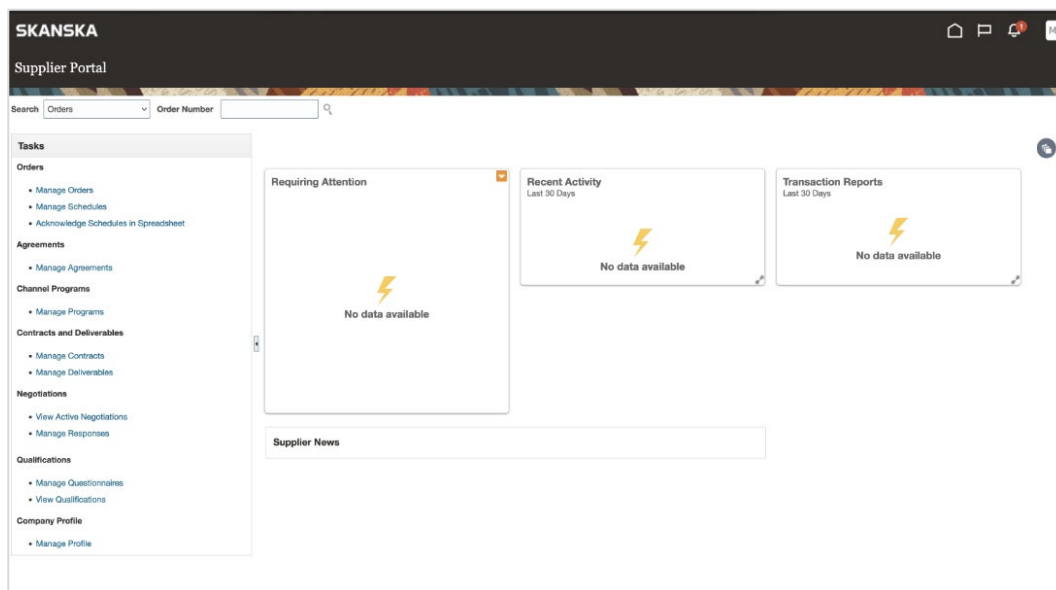
- When you reach the **'Approve sign-in request'** screen, if you selected the mobile app as your method for MFA, you will receive a notification on your mobile device to **'Approve sign-in'**. Select **'Approve'** to continue.




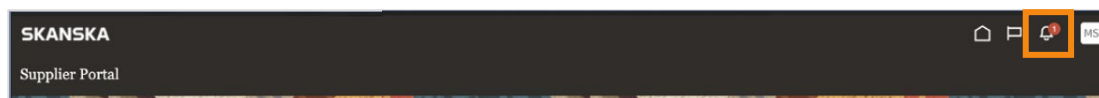
- Once you have approved the sign in, you should be granted access to the Oracle homepage. From here, select the **'Supplier Portal'** icon.



10. This will take you to your dashboard within the supplier portal.



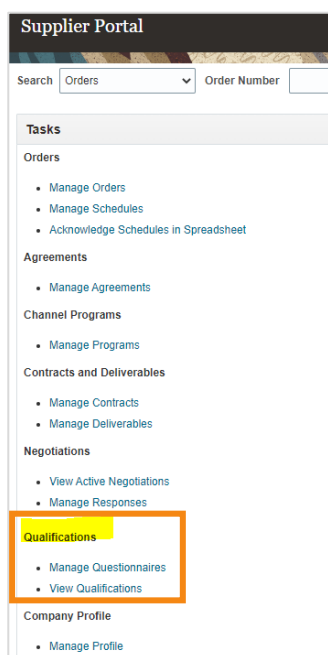
11. Click on the notification bell icon  in the top right corner of the screen to respond to a pre-qualification questionnaire or to access an invitation to participate in a tendering process.



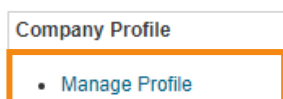
12. To view active negotiations or manage a response, use the options under '**Negotiations**' on the '**Tasks**' menu.



13. To view and respond to a pre-qualification questionnaire, use the options under '**Qualifications**'.



14. To update your supplier profile, select '**Manage Profile**'.  
**Note:** any changes made to the profile are subject to approval by Skanska and will only be updated in your profile once approved.



#### **\*Microsoft Authenticator app**

To find out more about the Microsoft Authenticator app, including information on getting started, please visit:

<https://www.microsoft.com/en-gb/security/mobile-authenticator-app>.

You can also access step-by-step instructions on how to use the Microsoft Authenticator app [here](#).