

Supplier pre-registration steps



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Supplier Registration Form

The supplier registration provides a secure access to supplier evaluation and vendor rating system of the MÁV Group. Successfully evaluated suppliers will gain opportunity to receive invitation to the relevant eSourcing/eProcurement tenders runned by the MÁV Group.

Please complete the following questionnaire with the actual data of your company.

After validating the data you provided us in the registration form, you will be informed about the access to the MÁV supplier pre-qualification form and you will be briefed about the further steps necessary to our supplier evaluation via email. Please note that the fields marked with asterisk (*) are mandatory.

[Please find our tutorial on this link \(PDF\)](#)

Name of the company *

Please indicate your registered official full legal business name.

VAT no. *

Please indicate your VAT identification number.

Primary Contact email address *

Please indicate only 1 email address

Primary contact first name *

Primary contact last name *

I'm not a robot



SUBMIT

1. Website: <http://www.mavcsoport.hu/en/mav-group/vendorrating>
2. The supplier prequalification form has to be filled in with the relevant data. The mandatory fields are marked with an „*” sign.
3. By pressing the „Submit” button your company is going to receive an automatic confirmation email about the successful registration. After the end of your submitted data control process an instruction letter will be sent to you, including the link of the supplier evaluation system and the further steps.



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Supplier registration steps

Subject: [COMPANY NAME] invited you to join Fluenta

Welcome [Gizella Szűcs-Franó,

We're excited to tell you that Admin SSC (Electool Group) from Sales Support Company of Electool Group has invited you to join Fluenta, a secure, web-based electronic procurement platform to make it easier for you to work together.

How do you register as a Supplier on Fluenta?

Getting started as a Supplier is absolutely free and really easy, it only takes a few minutes. Your business partner at Sales Support Company of Electool Group has already initiated the process by sending you this invitation email with a link that contains your registration token.

Please note that your registration token is used once.

Click the button to start and the Fluenta registration process:

Clicking the button does not seem to work? Please check your browser address window, or retype it there: <https://admin.fluenta.eu/users/invite>

Registration

* username	<input type="text"/>
* email	<input type="text" value="gizella.szucs@electool.com"/>
* last name	<input type="text" value="Szűcs"/>
* first name	<input type="text" value="Gizella"/>
mobile	<input type="text"/>
phone	<input type="text"/>
Fax	<input type="text"/>
department	<input type="text"/>
position	<input type="text"/>
time zone	<input type="text" value="(GMT+01:00) Budapest"/>
* default currency	<input type="text" value="Hungary, Forint"/>
* password	<input type="password"/>
* password confirmation	<input type="password"/>

1. Receiving „Registration” e-mail (From: support@fluenta.eu)
2. Registration based on the instructions and the direct link (<https://admin.fluenta.eu>)
3. Fill user data and define password
4. Save the „Registration form” by button „Register”
5. Confirmation about the registration

fluenta

You will be able to log in fluenta after an administrator approved it. We send you an email after an administrator approved your registration.

Supplier registration steps



Subject: Welcome to Fluenta! Your Fluenta account has been activated

Dear Krisztina Juhász-Fränkó,

Your Fluenta user account associated with this email address has been activated. You're now ready to log in and start working with Sales Support Company of Electool Group on Fluenta.

You can view and change your own personal settings under [my profile](#) at any time.

Click the button to access your Fluenta account now:

Subject: Request to complete a Supplier Questionnaire from Sales Support Company of Electool Group

Dear Krisztina Juhász-Fränkó,

Sales Support Company of Electool Group has specifically requested that you complete a Supplier Questionnaire in Fluenta entitled: *Questionnaire for Prequalification * on behalf of your company, *part2008*.

What is a Supplier Questionnaire?

A Supplier Questionnaire is an online form where businesses using **Fluenta Compliance** collect information about other businesses (typically potential or current suppliers) with whom they interact, including what capabilities and characteristics they have. Fluenta makes sharing this information and documents quick, easy and safe for both of you. The information as submitted may be used for future transactions between you and your business partner and will be treated as confidential.

Responding to a Supplier Questionnaire in Fluenta

If this is your first time responding to an information request in Fluenta, or just need to be

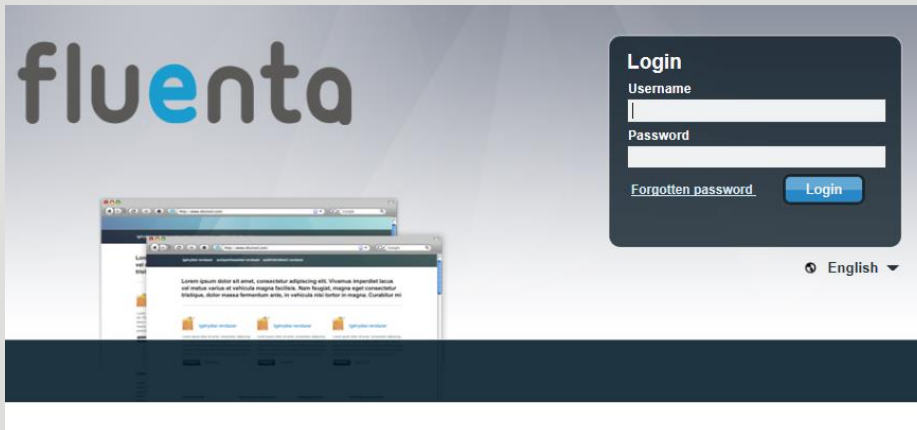
6. Receiving an automatic system e-mail about confirmation of approval (by Inviter)

7. Receiving an automatic system e-mail with subject of „Request to complete the Supplier Questionnaire of *[Inviter Company name]*”



MÁV

Supplier evaluation steps

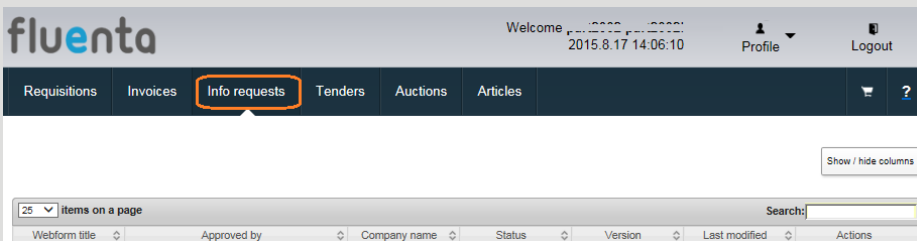


1. System website:

<https://auth.fluenta.eu/login>

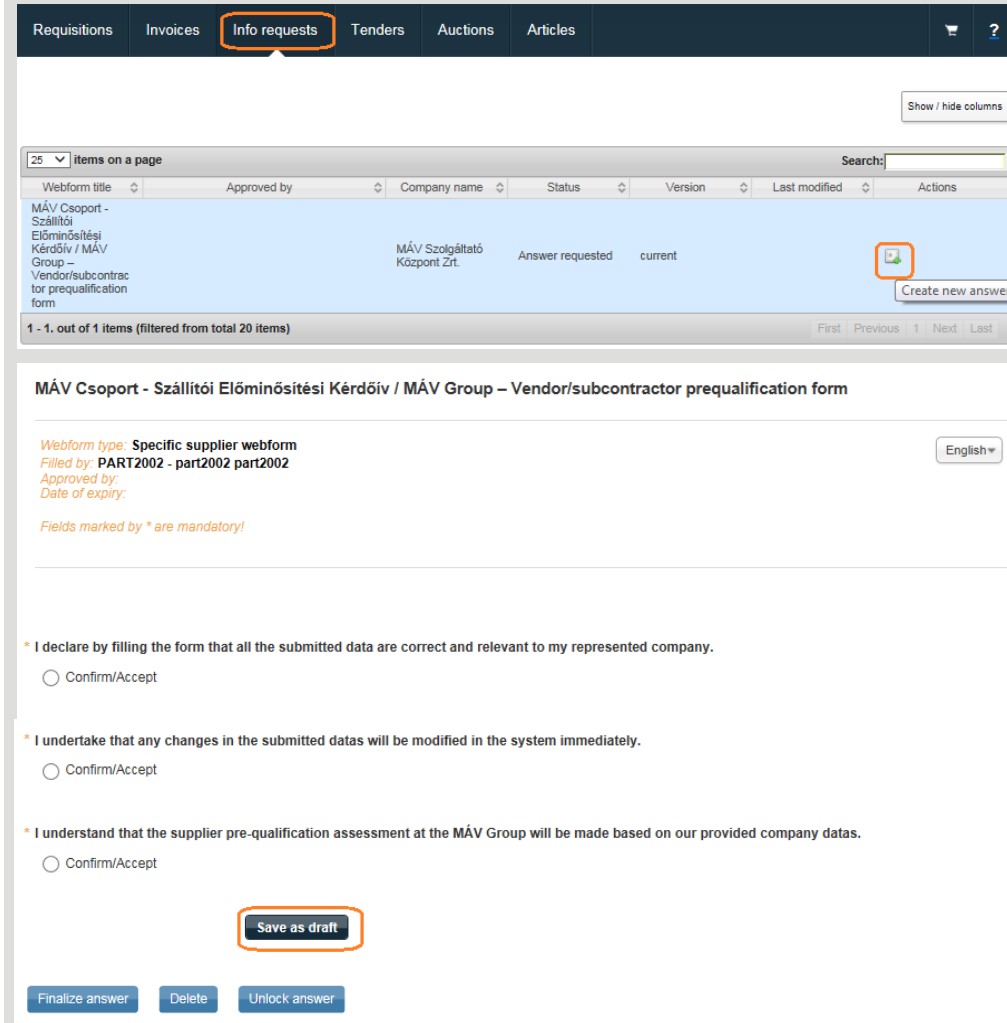
2. Identification and access

In case of forgotten ID/user name or password use the „forgotten password” function and give your email address.



4. Select the „Info request” modul from the header.


Supplier evaluation steps



Requisitions Invoices **Info requests** Tenders Auctions Articles

Show / hide columns

25 Items on a page Search:

Webform title	Approved by	Company name	Status	Version	Last modified	Actions
MÁV Csoport - Szállítói Előminősítési Kérdőív / MÁV Group - Vendor/subcontractor prequalification form		MÁV Szolgáltató Központ Zrt.	Answer requested	current		 Create new answer

1 - 1. out of 1 items (filtered from total 20 items) First Previous 1 Next Last

MÁV Csoport - Szállítói Előminősítési Kérdőív / MÁV Group - Vendor/subcontractor prequalification form

Webform type: Specific supplier webform
Filled by: PART2002 - part2002 part2002
Approved by:
Date of expiry:
Fields marked by * are mandatory!

* I declare by filling the form that all the submitted data are correct and relevant to my represented company.
 Confirm/Accept

* I undertake that any changes in the submitted datas will be modified in the system immediately.
 Confirm/Accept

* I understand that the supplier pre-qualification assessment at the MÁV Group will be made based on our provided company datas.
 Confirm/Accept

Save as draft

Finalize answer Delete Unlock answer

5. On the home page of the „Info request” modul the supplier evaluation form is available, it’s status is „Answer requested”. Filling of the form is available in the „Actions” column by clicking the „Create new answer” icon.

6. The appearing questionnaire (webform) should be filled out with the required data in accordance with the recommended field types.

Required fields are marked with an „*” sign.

7. You can save the recorded data on the questionnaire by clicking the button „Save as draft”. The saved draft version of the questionnaire may be edited further.

Supplier evaluation steps

* Does your company provide web catalog (with OCI connection) for your clients?

Yes
 No

* Are you prepared - in case of entering into a contract - to provide us an electronic image for the unique identification of products?

Yes
 No

Comments

(255 characters left)

8. The questionnaire will be available for further edition or finalization purposes. Depending on the decision of the supplier representative the process continues by using the buttons at the bottom of the questionnaire.










If it is expecting further editing the status will be „Answer in progress”; in case of finalisation the status will be: „Reply submitted”.

9. By clicking the button of „Finalize answer” our colleague will be informed about the fulfilled and finalized questionnaire provided by the Supplier by receiving an automatic email.

The finalized questionnaire will be evaluated by our colleague while the incomplete questionnaire will be resent to the supplier.

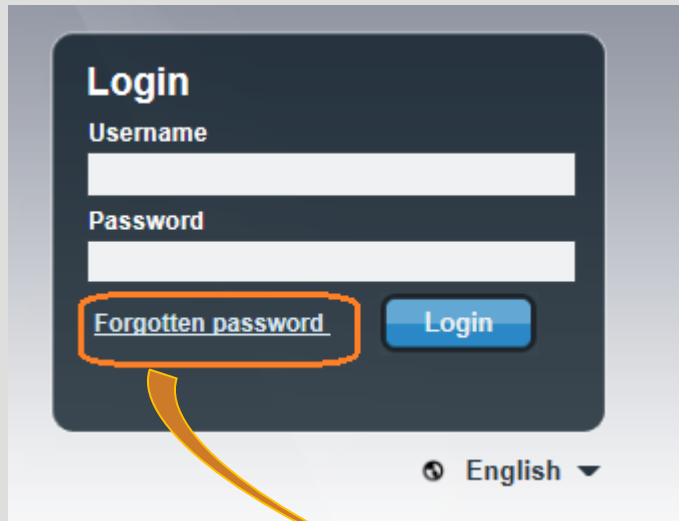
Other functions

Editing options in accordance with the status of the questionnaire:

Status	Actions
Answer requested	 Create new answer
Answer in progress	     Create new answer View answer Edit answer Submit answer Delete answer
Answer audit requested	  Create new answer View answer
Audit in progress	  Create new answer View answer

Steps of the new password-requisition (1)

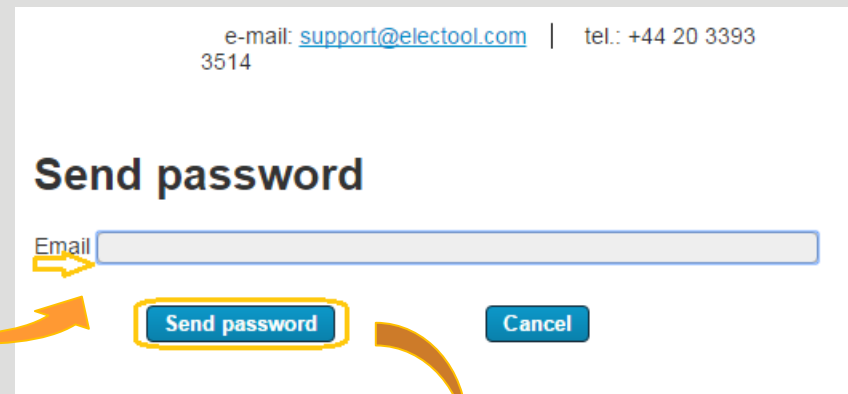
<https://auth.fluenta.eu/login>



Login
Username

Password

[Forgotten password](#)
English ▼



e-mail: support@electool.com | tel.: +44 20 3393 3514
Send password
Email

Your password has been sent to the specified email address.

Steps of the new password requisition (2)

Subject: How to access your Fluenta account

You (or someone else) have requested to **reset your password** for the Fluenta account associated with this email address. (If you did not request to have your password reset you can safely ignore this email.)

If you would like to reset your password, click on the button below to create a new one:

If clicking the button does not seem to work, you can copy and paste this link into your browser's address window, or retype it there:

https://admin.fluenta.eu/users/password/edit.35524?reset_password_token=MFk4v98Bjvn1eEq0ydc

Remember to choose a strong password, one that includes numbers, capital letters, special characters, etc., and is not typically found in a dictionary. After you choose a new password, you will be redirected to a login page where you'll be asked to enter your username and new password to return to Fluenta. In case you have forgotten, **your username is par2000.1**.

Please remember that you are solely responsible for maintaining the confidentiality and security of your account and for all activities that occur on or through your account. Therefore, you should not

Contact Us | tel: +44 20 3393 3514

Please change your password!

New password

New password again

Login

<https://auth.fluenta.eu/login>

Login

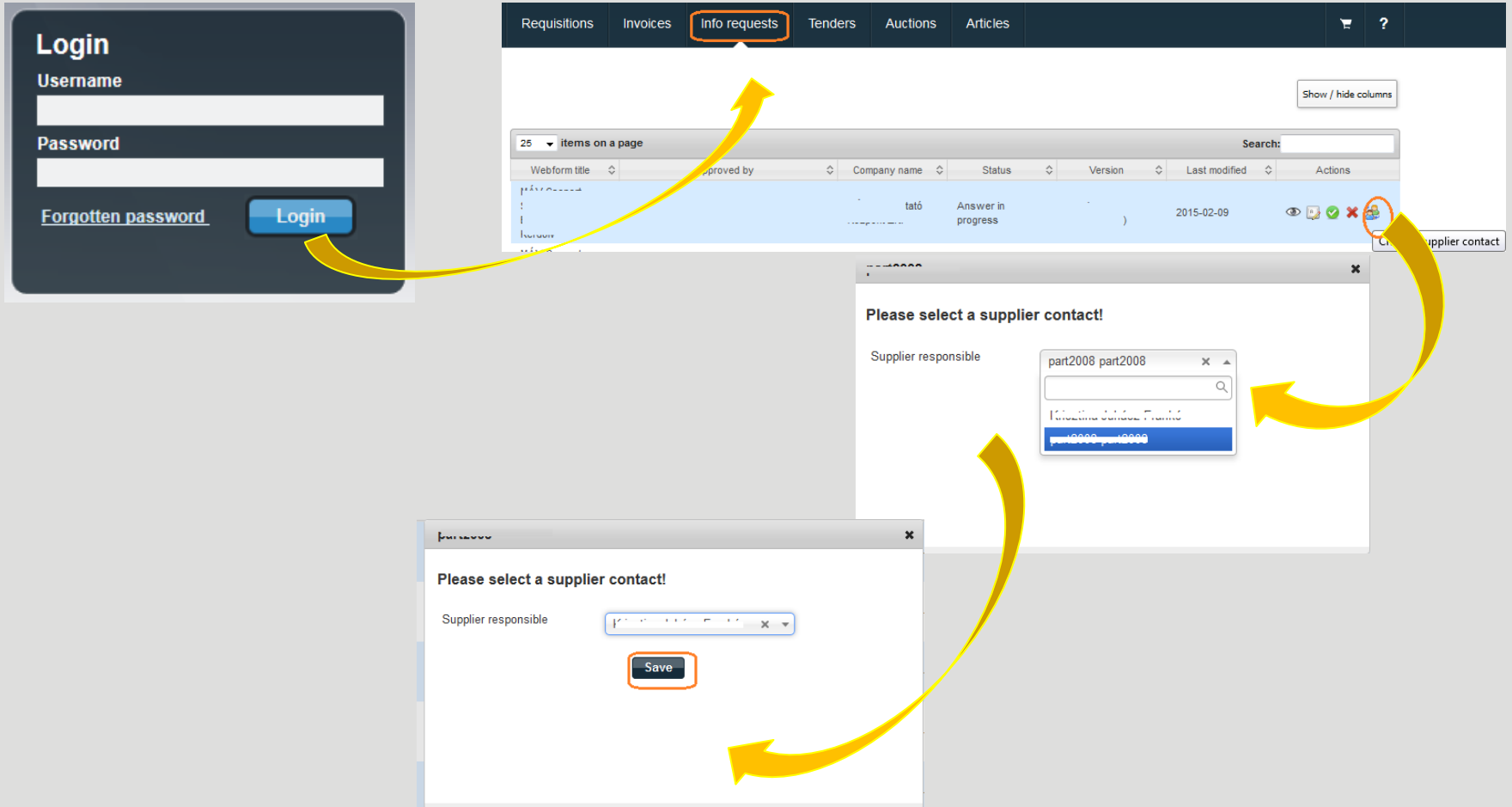
Username

Password

[Forgotten password](#)

Delegation of contact person rights

<https://auth.fluenta.eu/login>



The screenshot illustrates the process of delegating contact person rights in the MAV Group system. It is divided into three main sections:

- Login Section:** Located on the left, it features a dark blue login form with fields for "Username" and "Password", a "Login" button, and a link for "Forgotten password".
- Main Interface:** The top navigation bar includes "Requisitions", "Invoices", "Info requests" (highlighted with a red box), "Tenders", "Auctions", and "Articles". Below this is a table of requisitions with columns for "Webform title", "Approved by", "Company name", "Status", "Version", "Last modified", and "Actions". A row is highlighted in blue, showing a requisition with the status "Answer in progress" and a date of "2015-02-09". A red circle highlights the "Actions" column for this row.
- Modal Windows:** Two modal windows are shown. The top one, titled "Please select a supplier contact!", has a "Supplier responsible" field with a dropdown menu showing "part2008 part2008" and a search box. Below the search box, a list of contacts is visible, with "part2008@part2008" selected. The bottom modal window, also titled "Please select a supplier contact!", shows the "Supplier responsible" field with a dropdown menu and a "Save" button.

Yellow arrows indicate the flow of the process: from the "Login" button to the "Info requests" tab, from the "Actions" column to the "Please select a supplier contact!" modal, and from the "Save" button to the "Please select a supplier contact!" modal.

Thank you for your attention!

Do not hesitate to contact us via email
szallitoiminosites@mav.hu with any
questions or concerns relating to the
registration process.

