Supplier pre-registration steps

MÁV Group

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.

Supplier registration steps

MÁV Group

Subject: [COMPANY NAME] invited you to join Fluenta

Welcome [name],

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 used once.

Click the button to start and the Fl registration process:

...icking the button does not seer address window, or retype it there:
https://admin.fluenta.eu/users/invit...

Registration

* username	
* email	
* last name	
* first name	
mobile	
phone	
Fax	
department	
position	
time zone	(GMT+01:00) Budapest
* default currency	Hungary, Forint
* password	
* password confirmation	

Register

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 adminstrator apporved your registration.

Supplier registration steps

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

Dear Krisztina Juhász-Frankó,

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 Frankó,

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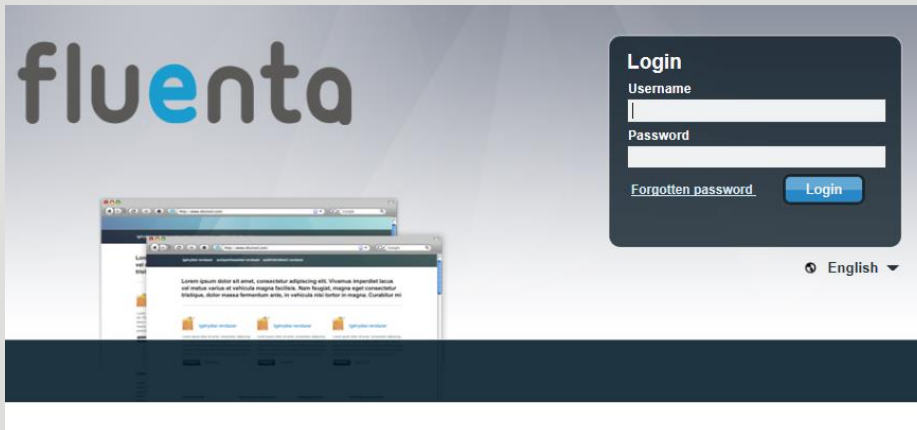
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6. Receiving an automatic system e-mail about confirmation of approval (by Inviter)

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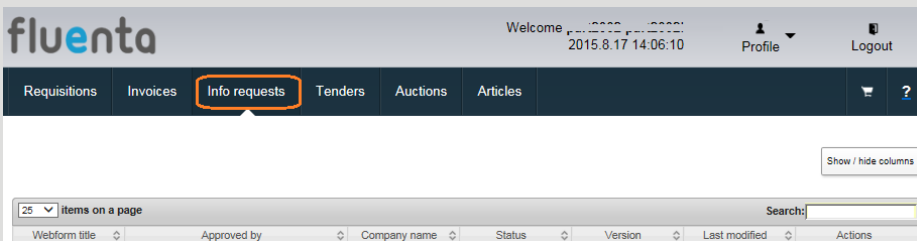
Supplier evaluation steps

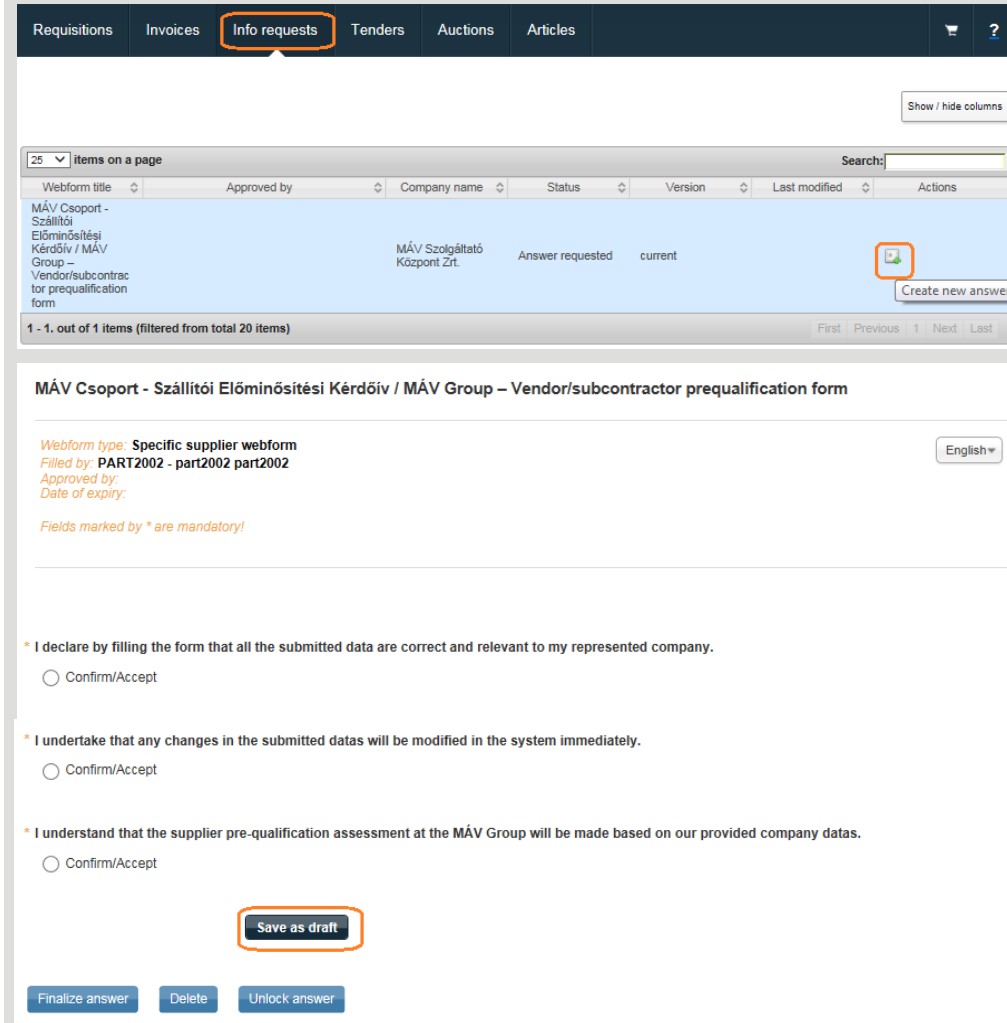1. System website:

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

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.

MÁV Group

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 furher 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 collegaue will be informed about the fulfilled and finalized questionnare provided by the Supplier by receiving an automatic email.

The finalized questinnaire will be evaluated by our collegaue while the incomplete questinnaire will be resent to the supplier.
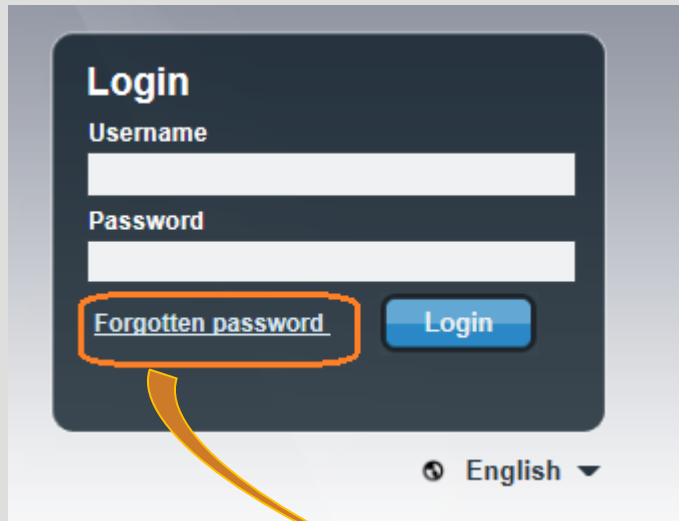
Other functions

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

https://auth.fluenta.eu/login

Login

Username

Password

Forgotten password   **Login**

⊙ English ▾

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

Send password

Email

Send password   **Cancel**

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=MFk4v98BjJvnTeEqoyda

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** part2008.1.

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!
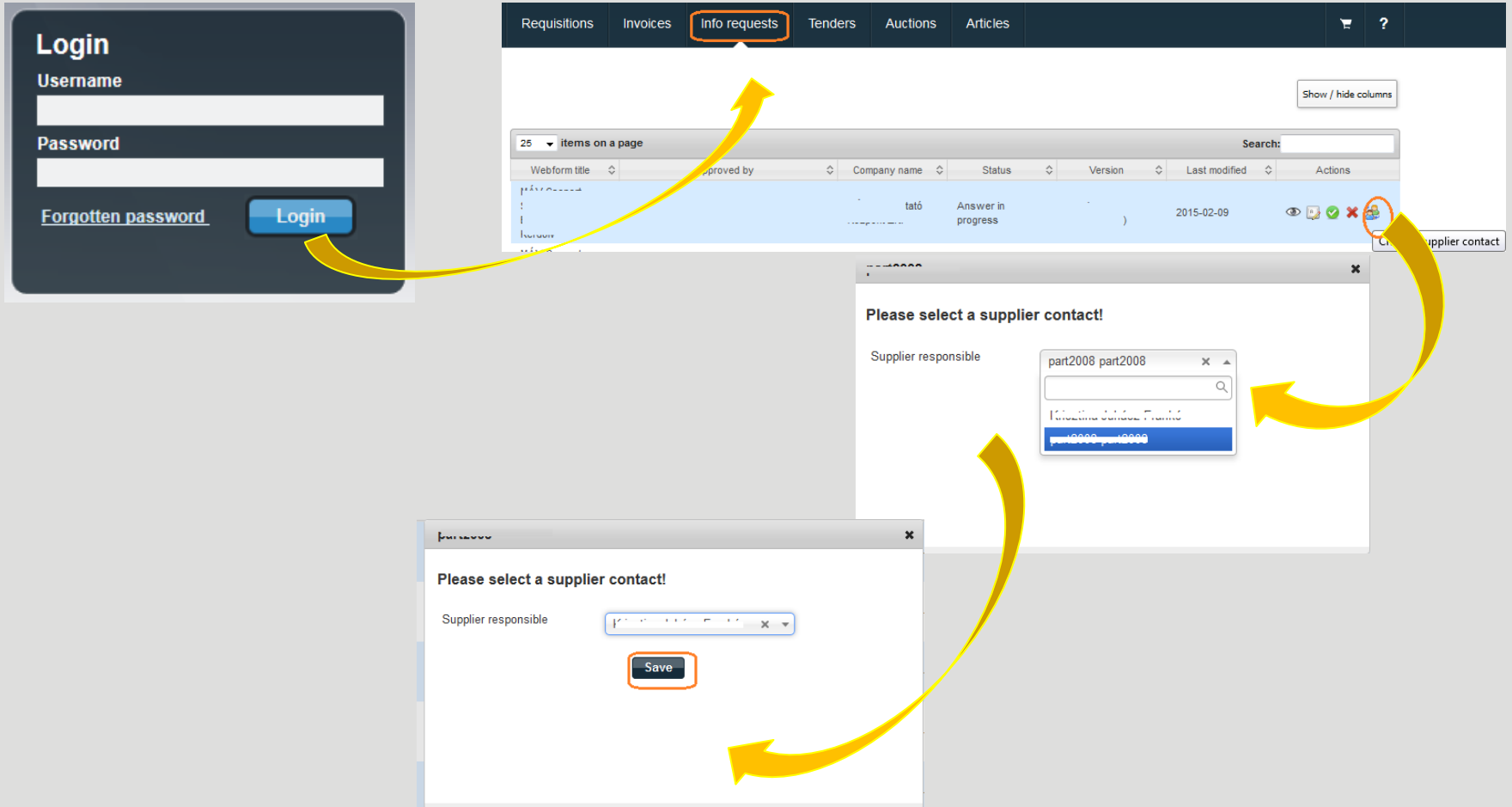
New password

New password again

Login

https://auth.fluenta.eu/login

Login
Username

Password

Forgotten password   Login

Delegation of contact person rights

https://auth.fluenta.eu/login

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.