Supplier portal
Portal Registration Guide

Contents

1   Introduction

This document describes the steps that you as a supplier need to follow in order to request registration in the Cruz Roja Española Supplier portal.

1. Click on the "Sign in" link
2. Enter user data and accept the documents
3. Follow the registration process
4. Confirm the form with your company details
5. Receive authorization mail
6. Set up a password

2   Supported Browsers

The following browsers are compatible with the portal, please use one of these to access the Supplier Portal.

- **Google Chrome**
- **Mozilla Firefox**
- **Edge Chromium**

3 How to request registration in the Supplier Portal

3.1 Step 1 > "Sign in" link

To start the request for registration in the portal, first you have to click on the "Sign in" link on the portal's homepage (**https://suppliers.abeienergy.com/**)
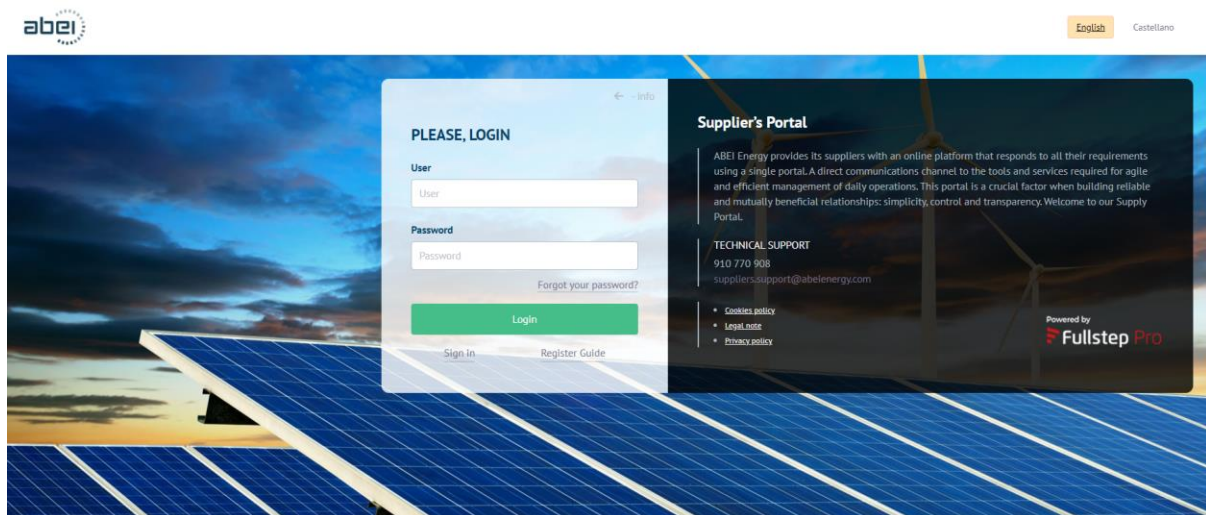
3.2 Step 2 > Request registration in the portal

In this step, the basic data of the person performing the registration are requested, and it is necessary to download and accept the following documents:

- Cookies policy.
- Privacy Policy.
- Legal Notice.

Each acceptance document includes a link to view/download the document that is required to be read and accepted.

The fields marked with * are **mandatory**.

Once the required documents have been accepted and the contact details filled in, press the "Send" button.

The system will send an email with the subject "Email confirmation in the Supplier Portal" to the email address provided.
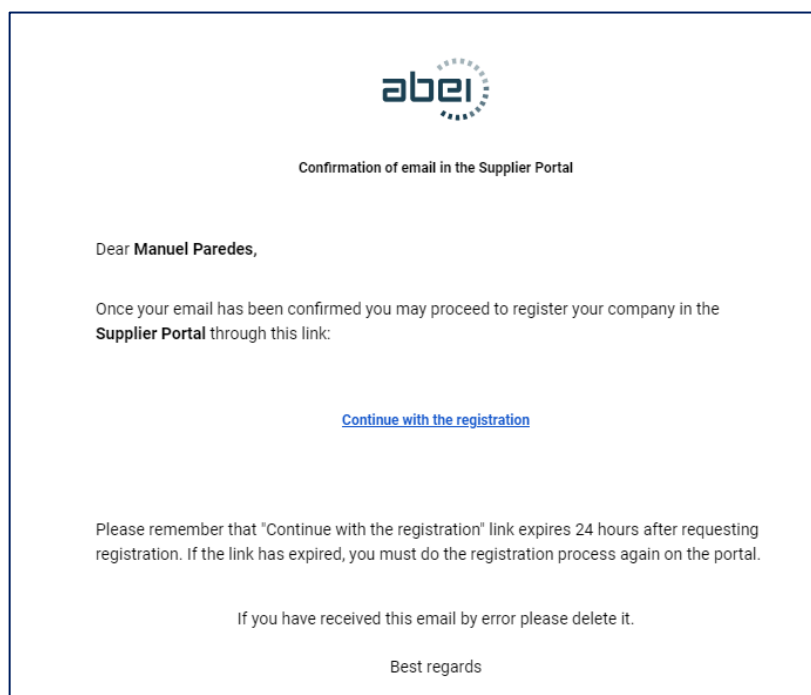
Click on the "Continue with registration" button to begin step 3 of this guide.

The link in the confirmation email expires 24 hours after the account is created.

If it expires, you will have to click on the "Sign in" link again to start a new registration request.

3.3   Step 3 > Company data

You need to identify as a supplier to Abei To do this you must fill in the data of your company in the 2 existing tabs:

"General Company Data" and "Purchase Categories".

Note. In order to access all your company data, please use the vertical scroll bar.

It is of utmost importance that the people and contact details are always updated, as this facilitates communication at all times

Once you have filled in all the necessary information (in the 2 tabs), press the "Save" button (bottom right) and then the "Next" button (top right).

A message will appear on the screen indicating that the registration request has been successfully sent.
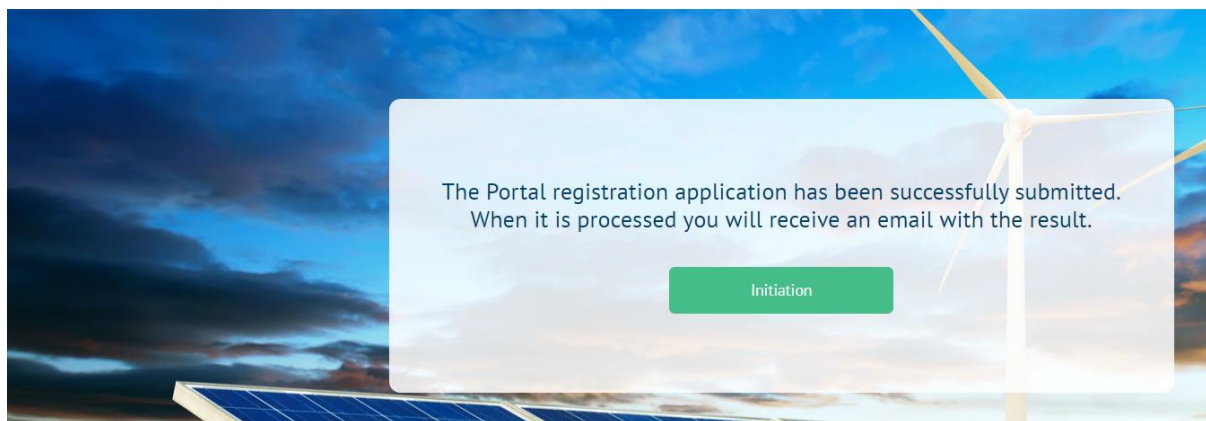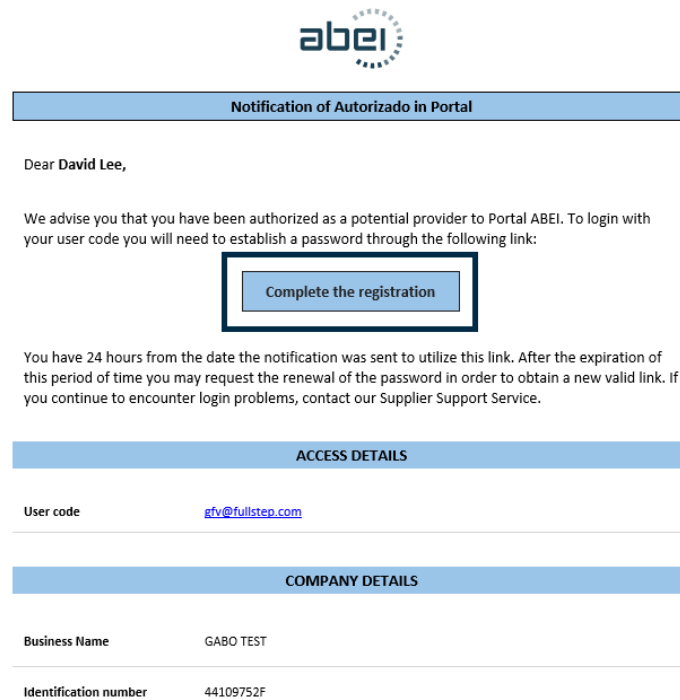
Your request for registration in the portal must be reviewed and authorized, therefore, you will have to wait for a second mail with the subject "**Notification of authorization in Portal**" confirming your access to the portal.

3.4   Step 4 > Set up a password

Once the request for registration in the portal has been authorized, you will receive a notification with the subject "Notification of authorization in Portal" confirming the registration in the portal. You will have to click on the "Complete registration" link and set a password for accessing the portal.

Below is an example of the body of the portal registration notification email.

Your user code is indicated in the email, which is the email address indicated in the first step of the registration request:

If you click on the "Complete Registration" link, you will be sent to the page shown below in order to set your password:
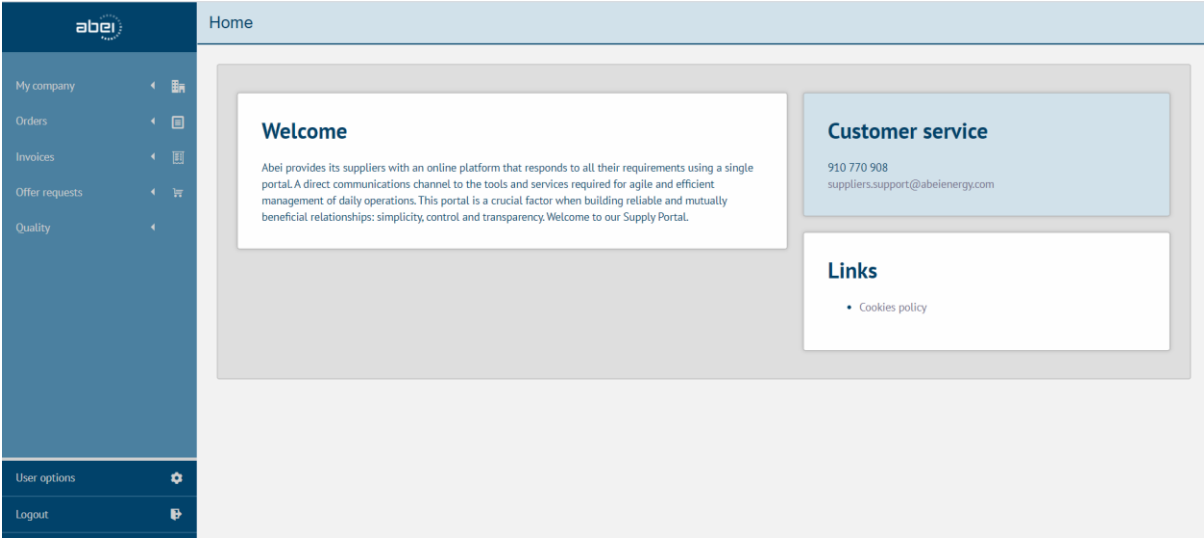
By pressing the "Start" button the system will redirect the supplier to the private part of the portal where they can manage your certificates, non-compliance and company data.
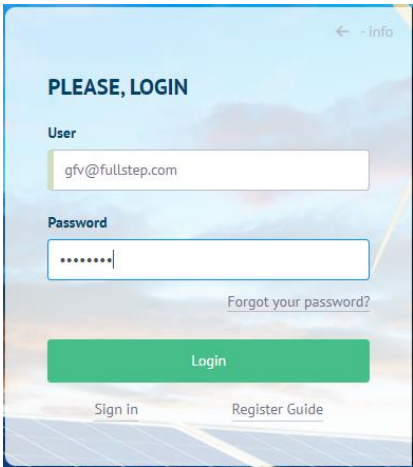

The passwords are personal and must be entered each time the supplier wants to access the private area.
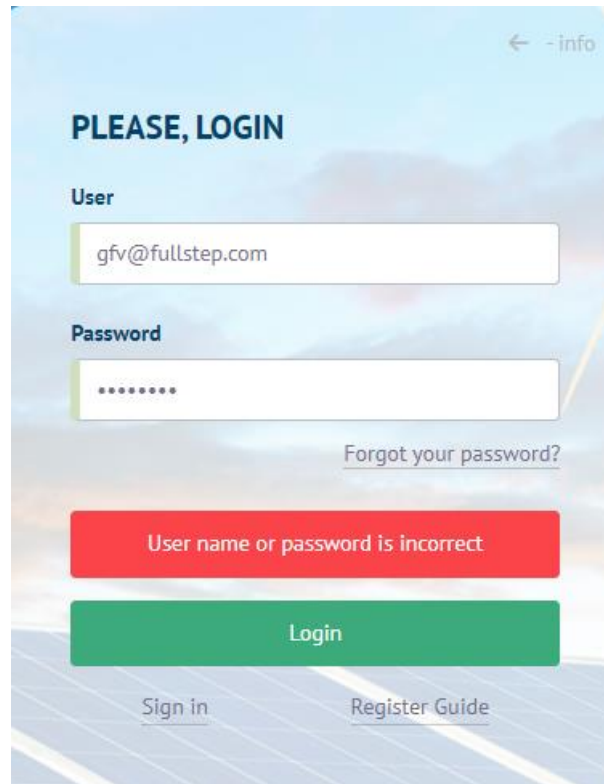
4   Portal access

To access the private part of the portal, please enter your credentials on the home page.

The user code is the email address indicated in the first step of the registration, and the password is the one indicated in the last step.

Click the "Login" button.

If the data entered is correct, the system will display the home page of the private part of the portal.

If the user code does not exist, or the password is not correct, the system displays the following error message.
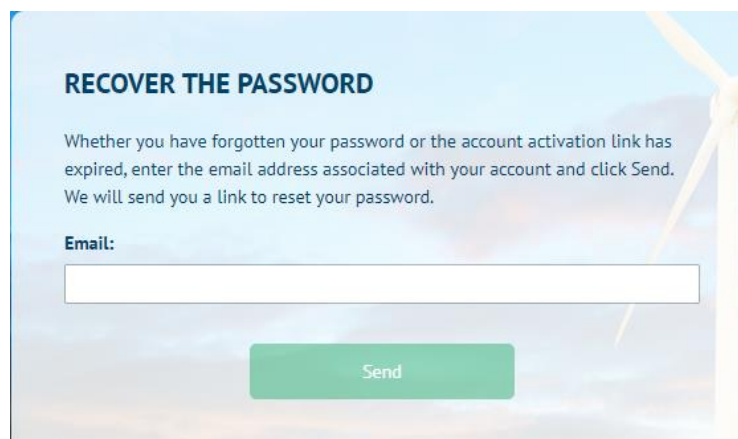

4.1   Remember password > Reset password.

If you do not remember your password, **you can change it** by clicking on the "Forgot your password?" link. Under no circumstances will the old password be notified via email.

You will access the window shown below:

You will have to indicate the email address with which you are registered in the portal and the system will generate an email to reset your password, as shown below.

Password reset notification

The body of the message contains a link to a page in the portal where you can establish a new password. When you click on this link you will access a window where you can enter the new password.

The password must be entered twice and, by clicking on the "start" button, the supplier will be able to access the private area of the portal.

It is important to note that the link to reset the password has an expiration period of 24 hours.