

The HOCHTIEF Polska Supplier Portal

Frequently Asked Questions (FAQ)

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1. What is the HOCHTIEF Polska Supplier Portal?

The HOCHTIEF Polska Supplier Portal is for you as a business partner (supplier, subcontractor, architect / engineer, service provider) an important interface to the HOCHTIEF. We use the Supplier Portal to optimize our business processes with you. All your information and data are managed centrally in the Supplier Portal (the Subcontractors and Suppliers Database of HOCHTIEF Polska S.A.) and are available to all employees of the HOCHTIEF Polska S.A. Procurement Department for the search for potential bidders.

In the HOCHTIEF Polska Supplier Portal you can:

- Provide general information about your company
- Specify your products and services
- Expand your service offerings to additional regions
- Describe you references and projects done

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2. Why should I use the HOCHTIEF Polska Supplier Portal?

Does your company offers products or services, which we did not know, or are you active in the regions in which we have not worked? The supplier portal is your direct communication channel to the professional buyers of HOCHTIEF and allows you to establish the cooperation with us.

Potential business partners who would like to introduce their products and services to HOCHTIEF for the first time must fill the registration form by choosing "[Register](#)" on the Supplier Portal. This is the preferred way to come in contact with us.

Business partners who have done registration and received the acceptance note, can use „[Login](#)” to the Supplier Portal.

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3. Is the HOCHTIEF Polska Supplier Portal available in other languages?

Nowadays the HOCHTIEF Polska Supplier Portal is available only in Polish. As soon as the English version (or others) to be available you will be informed on our website.

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4. What system or other requirements should be in place in order to register in the HOCHTIEF Polska Supplier Portal ?

There are no special technical or other requirements. You only need to have a PC with an Internet access.

However, there are minimum requirements that your system must meet:

- Internet Explorer 8.x or higher
- Google Chrome in the latest version
- Mozilla Firefox in the latest version
- Apple Safari in the latest version

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5. What does it cost to use the HOCHTIEF Polska Supplier Portal ?

There is no cost for the registration and use of HOCHTIEF Polska Supplier Portal.

You may only have your own normal costs for the use of Internet access.

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6. How does the HOCHTIEF Polska Supplier Portal work ?

Your registration in the HOCHTIEF Polska Supplier Portal (Database of the supplier and subcontractor of HOCHTIEF Polska S.A.) is the preferred way to get in contact with us. After clicking the link "[Register](#)" you will be transferred to the registration form. Please

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complete this with your answers, at least all mandatory fields. These include the full name of the company, address, contact information as well as description of the products and services. Registration requires the approval of “Code of Conduct for Business Partners” and “Terms of cooperation”. Both documents are available on the website and on the register sheet.

Companies whose registration to be accepted by HOCHTIEF will receive login access to the HOCHTIEF Supplier Portal in the next step. Using the access to the HOCHTIEF Supplier Portal you can update your details and attach supporting documents, such as copies of registration files, certificates, references, product brochures, etc.

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7. How can I get an access to the HOCHTIEF Polska Supplier Portal ?

You can access the HOCHTIEF Polska Supplier Portal all over the time in the Internet: www.hochtief.pl/strefa-dostawcy or alternatively on the HOCHTIEF Polska homepage www.hochtief.pl > ”Company” > ”Procurement”

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8. What kind of data and information will be provided in the Registration form ?

Registration questionnaire requires basic information about your company. These are:

- Company name
- NIP number (or PESEL in case of individuals)
- Address
- Contact data (e-mail and / or phone number)
- Type (supplier / subcontractor), multiply selection is possible
- Trade (in the supply products or subcontractor services), multiply selection is possible

Registration requires the approval of “Code of Conduct for Business Partners” and “Terms of cooperation”.

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Business Partners whose registration to be accepted by HOCHTIEF may be invited to complete an additional qualifying questionnaire.

This contains additional questions regarding:

- Year of the foundation of the company
- Revenues for the last three years
- Employment
- Operation area
- Additional contact data

Fulfilling the qualifying questionnaire is associated with the qualification process and entering your company on the list of qualified business partners of HOCHTIEF Polska S.A.

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9. How do I know that my registration was successfully accepted by HOCHTIEF Polska S.A. ?

If you are a subcontractor, your registration to be approved automatically, as you will be notified via e-mail (provided that you have specified it in the registration form) and you will be invited to complete an additional qualifying questionnaire.

If you are a supplier, your registration to be verified by HOCHTIEF's employee in terms of interest in the supply of offered products.

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10. Can I change the data entered during registration ?

Data entered during registration process can be changed or updated by you after acceptance by HOCHTIEF. In order to do it you can login to your account on the HOCHTIEF Supplier Portal using received login.

The only information which can't be changed is NIP number (or PESEL in case of individuals). Changing these numbers require to register again, and the already placed data in such case to be removed and archived.

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11. Is my data safe ?

Yes, all data is stored on specially adapted servers, with appropriate safeguards.

Currently we use up-to-date technological solutions multistage securities to protect all data against not authorized access.

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12. Do I have to update my data ?

To ensure that your data contained in the HOCHTIEF Supplier Portal (Database of Suppliers and Subcontractors) are valid, the system automatically after the expiry of one year starting from date of registration (or the last update of data) will ask for update or confirm their validity. You will receive via e-mail a reminder concerning this necessity.

However, if despite of it during the next one year you will not update your data either confirm the validity, the system will automatically remove it from the HOCHTIEF Supplier Portal and archived it. If you have received your personal login to the HOCHTIEF Supplier Portal it will be canceled in such situation and your access to be blocked.

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13. What should I do if I still have questions after reading these FAQ ?

If you have not responded to your questions and concerns and you still need assistance, please contact:

e-mail: logistyka@hochtief.pl

Phone: +48 726 701 007

Available from Monday to Friday 8:00 – 16:00

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