

## Supplier's Guide for Updating Profile inside the MOL eBidding system

- Login pages for updating profile by using the username/password you have received in MOL Group Notification  
*(Notification contains only your username because of security reasons. Please generate your password by click on the Forgot password link from the entry page.)*
- Entry pages for suppliers not yet registered inside MOL's eBidding system's database:
  1. [https://molgroup.esourcing.molgroup.info/ql/home\\_custom/index.php](https://molgroup.esourcing.molgroup.info/ql/home_custom/index.php)
  2. [https://mol.esourcing.molgroup.info/ql/home\\_custom/index.php](https://mol.esourcing.molgroup.info/ql/home_custom/index.php)
  3. [https://slovnaft.esourcing.molgroup.info/ql/home\\_custom/index.php](https://slovnaft.esourcing.molgroup.info/ql/home_custom/index.php)
  4. [https://ina.esourcing.molgroup.info/ql/home\\_custom/index.php](https://ina.esourcing.molgroup.info/ql/home_custom/index.php)



In the entry pages there are two possibilities :

- an already registered user can use it to log in to own account – for users receiving the MOL official letter please login using the received Username and - Click on **Forgot my password** button

- an individual **Supplier** can self register to MOL **Suppliers Database**.



• If you type your account's password wrong for three times one after another, the **Security Code** field appears with a randomly generated password which will also must be typed together with password.

**Main Recommendations during your activity inside the system :**

- **Do not opet the system in two tabs / browsers in the same time !**
- **Do not use your browsers Back or Refresh options, because these can result filled data loss.**
- It is recommended, to have another internet connection as a backup, just in case something happens with your current connection. It is recommended to have a mobil internet connection if possible. Filling in the data in the forms should be done as soon as possible then click on *Next* and/or also *Save* buttons. It is suggested to have all necessary data prepared by previously verifying what is needed, logout from the system/close the New supplier registration forms and reopen only when all data are prepared for inserting.
- Please note that the below structure of the Prescreening forms of MOL e bidding system can differ depending on where are you opening the system from (Login with received credentials (1st screen) or New supplier registration (2nd screen)) but the basic mechanism is that all fields from all Prescreening forms are mandatory to be filled in .

**MOL** Name: Eryes Eter Time: 11:20:48 GMT

Company Logout

Company Information Material Classification Certificates Company Documents Regional Presence Company Users

**Company / Company Information**

General Data References Finance Legal Ethics HSE

**General Data**

Name of Company: Test Supplier \*

Tax ID: T748694574 \*

Legal form:

EU Tax Number:

Supplier ID:

Bureau van Dijk ID:

Ultimate parent owner company:

**Registered seat of Company**

Street/P.O.Box: Fieldtrasse \*

Nr.: 2345 \*

Postal Code: 7567 \*

Town: Vienna \*

Country: Austria \*

**General contacts of company**

Phone 1: +43 567756756 \*

Phone 2: +43 \*

Fax: +43 \*

Email: testupplier@test.com \*

Homepage:

**Supplier Activity**

**Application settings**

Company Documents: YES

Company Registration Number:

Global Ultimate Owners Name:

Global Ultimate Owners from Bureau van Dijk ID number:

**My Profile**

Title: None

First Name: Test \*

Last Name: Supplier \*

Password:

Repeat Password:

Default Language: English

Time zone: Europe/Vienna

**Postal Address:**

Use company address

**Contact:**

Use company contact

User Position:

**Application settings**

Number of decimals: 2 \* Company CI

Default starting page: Events

Help Section Type: Tooltip

Replacement:

MOL Newsletter

Is administrator: YES

General Data Material Classification Company Documents Regional Presence References Finance Legal Ethics HSE

**General Data**

Name of Company:

Tax ID:

Legal form:

EU VAT ID:

Supplier ID:

Bureau van Dijk ID:

Ultimate parent owner company:

**Registered seat of Company**

Street/P.O.Box:

Nr.:

Postal Code:

Town:

Country:

**General contacts of company**

Phone 1: +44

Phone 2: +44

Fax: +44

Email:

Homepage:

**Supplier Activity**

**My profile**

Nickname:

Title: None

First Name:

Last Name:

Default Language: English

Time zone: Europe/London

**Postal Address:**

Use company address

**Contact:**

Use company contact

Position:

**Company Registration**

Number:


Global Ultimate Owners Name:

Global Ultimate Owners from Bureau van Dijk ID number:

I hereby certify that all the statements are true and correct to the best of my knowledge. I understand that a false statement may cause removal of my registration from the system and possible exclusion from tenders of MOL Group.

Next

I hereby certify that all the statements are true and correct to the best of my knowledge. I understand that a false statement may cause removal of my registration from the system and possible exclusion from tenders

1. In order to keep your profile up to date, first you need to navigate to **Company / Company information** menu, where you need to change or update all the mandatory fields marked with a red star and click on the **Save** button, in order for the information entered by the user, to be saved in the system.
2. In **General Data** tab, the user has to fill in or modify the cells which contain the data. No mandatory field can be left empty and it will be marked by an exclamation if the user does so. 
3. Here the user can give general information about the company, which is asked by the Buying Company, the address of the company, homepage (webpage), user information (who will represent the company), different postal address if the main office can be found elsewhere and application settings on how different data will be displayed in the system.
  - (see print screen above – page 3)
  - In **Company – Material Classification** tab, users can add what kind of products or services they can provide the Purchasing company. The steps are:
    1. In the **Search field** you enter a custom material and click on the **Search** button.
    2. If the material is found, you can click on the displayed material name and add it the mandatory field with the help of the **arrows** in the middle of the screen.
    3. \* You can search manually by reviewing the categories which were given by the Purchasing company.
    4. Click on the **Save** button, in order for the filled information to be saved by the system.
  - (see print screen below – page 5)

Search

Name	Nr.
<input type="checkbox"/> HPC	
<input type="checkbox"/> CONSTRUCTION AND MAINTENANCE EQUIPMENT AND	11
<input checked="" type="checkbox"/> COMPRESSORS, PUMPS & ACCESSORIES AND SPA	1101
... Turbo compressors	110101
... Reciprocating compressors	110102
... Centrifugal compressors	110103
... Screw compressors	110104
... Diaphragm compressors	110105
... Air compressors	110106
... Spare Parts - Compressors	110110
... Centrifugal pumps	110111
... Circulating pumps	110112
... Diaphragm pumps	110113
... Dosing pump	110114

Prohibited activities shall not be listed. Provided the listed activity requires special license or any other prerequisite the relevant document shall be uploaded to the Documents tab.  
Please choose the material from your left window, click the >> icon to add it in your right window, or if you select a material from your right window you can remove it with same << icon.

- \*\*\* Additional tabs may appear according, which material was chosen when profile was updated or at New supplier registration process. \*\*\*
- Tabs which may appear are: Scaffolding Services, Static Equipment Maintenance, Heat Exchanger Cleaning, Surface Treatment, Furnace Cleaning, Tank Cleaning, Column Cleaning, Corrosion Protection. Valve Maintenance, etc.

In **Company – Company Documents** tab, users are asked to upload into their profile the Documents asked by MOL Group.

Desktop **Company** ITB-eAuction Logout

Company Information Material Classification **Company Documents** Regional Presence Company Users

**Company / Company Documents**

Nr.	Document name	Type	Document Types	Priority	Comment	Valid Until	Last change	By
1	(Missing)	File	Certificate of bank account	<b>Mandatory</b>				
2	(Missing)	File	Financial Statements from the last financial year	<b>Mandatory</b>				
3		File	Technological	Optional				
4		File	Online bidding terms and conditions	Optional				
5		File	Attachment 1 + specimen signature(s)	Optional				
6		File	General documents	Optional				
7		File	Signed and scanned version of the GTC	Optional				

Browse File [ ] [ ] [ ] [ ]

Upload Document Preview of attachment Delete attachments

Please download the [Online Bidding Terms and Conditions](#) document and upload the scanned version with the same document type.

- With the **Browse** button the user can search **Company Documents** on his Computer.
- It is mandatory to select a **Document Type**
- The users are able to fill in a short **Explanation** to their uploaded **Documents** in the **Comment** field.
- At the **Valid until** function a **Calendar** will appear and the user can add the **Expiration date of a document** if it is relevant. When **30 days** before a documents expiry date is reached, the system sends a notification email for the user to renew the document.
- \*\*\* If the user receives a reminder about the Expiring document and he/she does not upload the new valid document, than he/she will receive a negative qualification from the systems side.
- The **Upload Document** button must be clicked in order to save the uploaded **Document**.
- With the **Preview of Attachment** button the user can **Preview** the uploaded documents in a downloaded version on his/hers Computer.
- Please download the [Online Bidding Terms and Conditions](#) document and upload the scanned version with the same document type. – link to the document on the bottom of the page.

In Company – Regional Presence tab, users are asked to select their presence in the World

General Data	Material Classification	Company Documents	Regional Presence	References	Finance	Legal	Ethics	HSE
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Regional presence	Code	Selected
▶ Africa		<input type="checkbox"/>
▶ Asia		<input type="checkbox"/>
▶ Europe		<input type="checkbox"/>
▶ Latin America and the Caribbean		<input type="checkbox"/>
▶ Northern America		<input type="checkbox"/>
▶ Oceania		<input type="checkbox"/>

\* Only such areas/regions shall be highlighted where Bidder can directly provide its services, thus it is sufficient to conclude the contract with the Bidder to acquire the goods or services.

- This can be done by checking the **check-box** in the desired area which can be found in the Select column area..
- Click on the **Save** button, in order for the filled in information to be saved by the system.
- (see print screen below – page 8)

In **Company** – **Regional Presence** tab, users are asked to select their presence in the World

General Data	Material Classification	Company Documents	Regional Presence	References	Finance	Legal	Ethics	HSE
Regional presence			Code	Selected				
▶ Africa								
▶ Asia								
▲ Europe								
▲ Eastern Europe								
Belarus			BY	<input type="checkbox"/>				
Bulgaria			BG	<input type="checkbox"/>				
Czech Republic			CZ	<input type="checkbox"/>				
Hungary			HU	<input checked="" type="checkbox"/>				
Poland			PL	<input type="checkbox"/>				
Republic of Moldova			MD	<input type="checkbox"/>				
Romania			RO	<input type="checkbox"/>				
Russian Federation			RU	<input type="checkbox"/>				
Slovakia			SK	<input type="checkbox"/>				
Ukraine			UA	<input type="checkbox"/>				

\* Only such areas/regions shall be highlighted where Bidder can directly provide its services, thus it is sufficient to conclude the contract with the Bidder to acquire the goods or services.

← Back    Next →

- In case of **New Supplier Registration** please click on the **Next** button.
- If the user select for example: Hungary, than additional tabs may appear requiring country specific information.



Information is requested in the **References** tab regarding your business partnership with MOL Group and other partners.

General Data	References	Finance	Legal	Ethics	HSE	Scaffolding Services	Scaffolding Services Hun
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**Key Partner Information**

Please detail your current partnership with MOL Group:

Do you have a valid supplier contract with MOL Group?  \*

Yearly turnover with MOL Group companies (EUR):  EUR

How much of your full turnover does this amount take?  %

Please name your main customers and suppliers (information are kept strictly confidential):

	Customer	Turnover (EUR)		Supplier	Turnover (EUR)
1	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>

- The user has to fill in or modify the cells which contains the data. No mandatory field can be left empty and it will be marked by an exclamation if the user does so.
- For already registered Suppliers, first you need to navigate to **Company / Company information** menu, where you need to find the **References** tab.

In **Company information – Finance** tab, users are asked to provide some financial information

- In case of **New Supplier Registration** please click on the **Next** button.
- The user has to fill in or modify the cells which contain the data. No mandatory field can be left empty and it will be marked by an exclamation if the user does so.
- The user has to provide financial information about the registered company. (Please do not provide the consolidated financial data!)
- The user has to upload Financial Statements from the last financial year. (It is possible to add any further Finance related document.)
- For already registered Suppliers, first you need to navigate to **Company / Company information** menu, where you need to will find the **Financial** tab.
- In case of **New Supplier Registration** please click on the **Next** button.

In Company information – Finance tab, users are asked to provide some financial information

- General Data
- Material Classification
- Company Documents
- Regional Presence
- References
- Finance
- Legal
- Ethics
- HSE

**Bank Data**

Accounting Bank Name

Accounting Bank Country

Bank Account Number 1  \*

Bank Account Number 2

Bank Account Number 3

Bank Account Number 4

Bank Account Number 5

IBAN

SWIFT code

**Information from the Financial Statements**

Number of own employees

Currency  ▼ \*

Year of the last financial data  ▼ \*

Equity  \*

Total equity and liabilities  \*

Last year's sales  \*

Previous year's sales  \*

Current assets  \*

Short term liabilities  \*

Date of company registration  ▼ \*

[← Back](#) [→ Next](#)

- In case of New Supplier Registration please click on the Next button.

In **Company information – Legal** tab, users are asked to provide some legal information

Desktop **Company** ITB-eAuction Logout

**Company Information** Material Classification Company Documents Regional Presence Company Users

**Company / Company Information**

General Data References Finance **Legal** Ethics HSE Scaffolding Services Scaffolding Services Hun

		Comment
Is your company under bankruptcy, liquidation or dissolution proceedings?	<input type="text"/> ▼ *	<input type="text"/>
Is your company's tax number suspended?	<input type="text"/> ▼ *	<input type="text"/>
Is you company under law enforcement, receivership, injunction ?	<input type="text"/> ▼ *	<input type="text"/>
Is your company under any sanctions or international operational restrictions or acting in a country/territory that is subject to thereof?	<input type="text"/> ▼ *	<input type="text"/>
Is any owner (private person or legal entity), subsidiary, joint venture, director, officer, employee of your company under any sanctions or international operational restrictions?	<input type="text"/> ▼ *	<input type="text"/>
Is your company or owner, director, officer of your company under any other prohibition or limitation regarding your company's business?	<input type="text"/> ▼ *	<input type="text"/>
Is or was your company involved in any lawsuit against any MOL Group member at present or in the last three years?	<input type="text"/> ▼ *	<input type="text"/>

*If you answer any question with YES, please upload the related documents to the Company Document page! (e.g. resolutions of the competent authorities, etc.)*

- In case of **New Supplier Registration** please click on the **Next** button.
- The user has to fill in or modify the cells which contain the data. No mandatory field can be left empty and it will be marked by an exclamation if the user does so.
- Selecting an Answer from drop-down is mandatory, but Comment section is requested in case of „YES” answer.
- Please do not forget to upload the signed and scanned version of *Online bidding terms and conditions* to **Documents** tab because this is prerequisite to participate in a tendering process.
- For already registered Suppliers, first you need to navigate to **Company / Company information** menu, where you need to will find the **Legal** tab.

In **Company information – Ethics** tab, users are asked to provide some information regarding company's Ethical behaviour

- In case of **New Supplier Registration** please click on the **Next** button.
- The user has to fill in or modify the cells which contain the data. No mandatory field can be left empty and it will be marked by an exclamation if the user does so.
- Selecting an Answer from drop-downs are mandatory.
- If you have a Code of Ethics or Code of Conduct implemented you shall specify its content from the drop-down. If your Code does not cover a topic, Comment field is Optional to explain the gap.
- If you do not have a Code of Ethics or Code of Conduct, but you have any other type of published management commitment/statement of ethical business conduct, select an Answer from the dropdown menu and upload it to the Documents.
- If any of the listed procedures occurred, fill the Comment field with description and upload relevant documents if available.
- For already registered Suppliers, first you need to navigate to **Company / Company information** menu, where you need to will find the **Ethics** tab.

Code of Ethics / Code of Conduct Content Implementation	Comment
Does your company have a Code of Ethics/Code of Conduct (implemented by own or by your parent's company)?	<input type="text"/>
Any other business ethics management commitment?	<input type="text"/>
<b>Proceedings related to ethical business conduct</b>	
Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to anti-trust (e.g. cartel, dominant position matters etc.) or fair competition?	<input type="text"/>
Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to illicit employment practices?	<input type="text"/>
Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to financial integrity, valid reporting? (low impact tax related issues excluded)	<input type="text"/>
Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to financial integrity, valid reporting? (low impact tax related issues excluded)	<input type="text"/>
Currently, or has ever been subject of any investigation, claim or proceeding relating to money laundering or terrorist financing?	<input type="text"/>
Any principal shareholders, subsidiaries, or any of the senior officers/managers, within the last 5 years been investigated, prosecuted or convicted in any jurisdiction for money laundering or terrorist financing offences?	<input type="text"/>
Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to bribery or corruption offences?	<input type="text"/>
Any principal shareholders, subsidiaries, or any of the senior officers/managers, within the last 5 years been investigated, prosecuted or convicted in any jurisdiction for bribery or corruption offences?	<input type="text"/>
Any principal shareholders, subsidiaries, or any of the senior officers/managers, within the last 5 years been investigated, prosecuted or convicted in any jurisdiction for fraud or fraudulent business activities?	<input type="text"/>
Been the company or any principal shareholders, subsidiaries, or any of the senior officers/managers convicted of a criminal offence or any other act of grave misconduct in the course of your business or profession?	<input type="text"/>
Other business enterprise of any principal shareholders or any of the senior officers/managers currently, or has ever been subject of any investigation, claim or proceeding relating to any of the above mentioned misconducts?	<input type="text"/>
Please confirm your acceptance to the <a href="#">MOL Group Code of Ethics</a>	<input type="text"/>

- In **Company information – HSE** tab, users are asked to provide Health, Safety, Environment information in case of relevant activity.
- Same steps are required as when you complete information at **Legal** tab. (see information above – page 12)

General Data	Material Classification	Company Documents	Regional Presence	References	Finance	Legal	Ethics	HSE
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**Comment**

Can it be expected that you will carry out activities in a hazardous technological area?   ▼ \*







Can it be expected that you will carry out any of the following activities: hot work, work at height and/or over/under water, confined space entry, critical lifting, ground disturbance deeper than 1,2 m, maintenance work with particularly increased risk or condition (e.g. simultaneous operations, work on live voltage system, energy isolation, opening of vessel or equipment with hazardous content, high pressure cleaning etc.)?   ▼ \*

Can it be expected that you will be involved in hazardous/dangerous materials/goods transportation?   ▼ \*

Hereby I declare that I understand that my company can be subject to an audit from MOL Group member company in order to verify that my company operates an effective HSE Management System to ensure safe execution of activities and control over subcontractors.

- In case of **New Supplier Registration** please click on the **Save** button.
- In case of already registered users, please click on the **Save** button on every tab, in order for the information which were given by the user to be saved on the corresponding page.
- The user has to fill in or modify the cells which contain the data. No mandatory field can be left empty and it will be marked by an exclamation if the user does so.
- Selecting an Answer from drop-down is mandatory, but Comment section is optional.
- For already registered Suppliers, first you need to navigate to **Company / Company information** menu, where you need to will find the **HSE** tab.



- This is the **Mail** icon  where the User can read unread messages from events, etc. (**Only after he was invited to at least one event**)
- This is the **Contact** icon  where the User can find contact information for support.
- This is the **Refresh** icon  where the User can refresh the page in the system. If the  icon appears this way then there is a problem with the internet connection. The refresh icon **animates** in every **30 seconds**. The page can be refreshed manually so User does not need to wait.
- The language selection is possible on this page and the menu of the system will be shown in the selected language (This language is only active until the user logs out from the system, in order to change the language permanently, this can be done in **Company – Company Information** tab, **General Data** section). 
- The **Back** button can be used to navigate back to an earlier page in the system. 

\*\*\* The amount of requested information on the shown tabs may vary depending on the answers given by the users \*\*\*