

User Guide TPMS

Login:

Internet Adresse: <https://sourcing.t-mobile.at/>

You have received your Login Data already a few days ago via e-Mail.

Adresse <https://sourcing.t-mobile.at/sso/jsp/login.jsp> Wechseln

TPMS

T-Mobile Austria Procurement Management and Sourcing System

Login
Name :

Password :

[Forgot your Login Name or Password?](#)

T Life is for sharing.

At your first login in TPMS, you will be asked to change your password, and also to complete the question for resetting the password.

Change Password of user Karin Wurzinger in Organization Testsupplier DUMMY	
Enter Password	
Current Password *	
New Password *	
Retype Password *	
Password Reset Question:	
Be sure the questions/answers you have selected are ones you will remember. You will need to correctly answer your selected Password Reset Question with an exact match to reset your password online. The answer to your question is not case-sensitive.	
Select Question *	Please Select
Enter Answer *	
Save Cancel	

Type your current and new passwords in the appropriate fields and Click on the Save button to change it.

Afterwards you will have to confirm T-Mobile Austria's requirements:

Welcome to T-Mobile Austria Procurement Management and Sourcing System!

Here you can find our requirements which have to be fulfilled by all our suppliers.

Requirements profile for T-Mobile Austria suppliers:

Quality:

- Refinement of products and processes.
- Compliance with quality standards (e.g. ISO 9000 ff.).
- Compliance with official and legal requirements in the country of manufacture.

E-Business

- We attach particular importance to the use of modern electronic procurement tools. We demand electronic data exchange and the use and deployment of our e-Business tools (e-auction, electronic billing, electronic catalog systems, etc.) from our suppliers.

Social responsibility and environmental protection

- Compliance with international norms, directives and standards, especially those of the International Labor Organization, Organization for Economic Co-operation and Development and Global Compact.
- Rejection of all forms of discrimination.
- Exclusion of child and forced labor
- Responsible use of ecological resources
- Observance of the sustainability model with the aim of retaining a dynamic balance between the economic, social and environmental aspects of business along the entire value chain.
- Our suppliers must accept the social charter of our company, Deutsche Telekom (http://download-ntag.t-online.de/englisch/company/9-sustainability/040302_socialcharter.pdf).

With your commitment you agree the fulfilment of our conditions and will be forwarded to the TPMS.
Thank you!

Non Disclosure Agreement

After your confirmation, the following screen appears:

View Bids

All Open/Pending/Paused RFx(s)

RFx Name	RFx Unique Id	Summary	RFx Acceptance	Select	RFx Type	RFx Style	Status	Time Remaining	Open Time CEST	Close Time CEST
NO DATA AVAILABLE										

As we do not use the RFx functionality yet, 'no data available' is displayed

You will find the questionnaire in 'My Profile' – 'Manage my Profile':

Manage my Profile

Status > Approved

View/Edit Profile

Profile

- General Information
- Business data
- Standards, Law, References
- Environment Mgmt, Packaging
- Attachments
- Global
- Categories
- Suggested Category Links
- Users

Global Supplier Profile

Please state the relevant T-Mobile employee you are in touch with: karin wu

Products and Services

The Categories, which describe your products and range of services, poses an essential search criterion for purchasers. Please make your selection in the following 3 Sections.

Categories IS & Service Platforms, IT HW/SW - please select

Select from: IT Software Business Service, IT Software Operations Services, Measurement & Monitoring, IT Computing Service & Desktop Services, IT Consulting & Contractors

Categories Marketing & Indirect Materials - please select

Select from: Consulting, Content, HR Services, HR Services Business, Trainings

Select from: Network Core & Control

Clear Changes Close Wizard Save Next

Enter your data directly in your profile, there are 3 different sections:

- General Information

- Products and Services
- General details of your company
- T-Mobile Identification data
- General identification information

- Business Data

- Bank account details
- General information
- Business data
- Local factors

- Standards, Law and References

- Standards and Certificates
- Company information/references

Please answer all questions as specified.

It is only possible to complete one section after the other,
i.e. as long as the section 'General Information' is not filled in, you cannot start answering the 'Business Data'

Saving your numbers is just possible after finishing a complete section!

Please add your Attachments, e.g. annual report, credit rating, catalogues and brochures:

The screenshot shows the T-Mobile Suppliers portal interface. The top navigation bar includes 'My Profile', 'Bids', 'Messages', and 'Utilities'. The main content area is titled '> Testsupplier DUMMY'. On the left, a sidebar menu lists various profile sections: 'Profile', 'General Information', 'Business data', 'Standards, Law, References', 'Environment Mgmt, Packaging', 'Attachments' (highlighted with a red circle), 'Categories', 'Suggested Category Links', and 'Users'. The main area displays the 'Attachments (0)' section with a table header and a 'NO DATA AVAILABLE' message.

Click 'Add', name it, select the folder, attach it and save it:

The screenshot shows the 'Add Attachment' form. The title bar reads 'Suppliers Add Attachment'. The form header states 'Please enter attachment information.. (Max allowed upload file size 5 MB)'. The form contains a table with columns: 'Name*', 'Folder', 'Location', 'Description', and 'Attach Content*'. There are five rows, each with a text input for 'Name', a dropdown for 'Folder' (all set to 'Background'), a dropdown for 'Location' (all set to 'Local Drives'), a file upload icon, and a 'Durchsuchen...' button. At the bottom, there are 'Save', 'Close', and 'Add More' buttons.

Contact details:

Update the contact details of your user and add additional users if necessary:

.....T..... **My Profile** **Bids**

> **Testsupplier DUMMY**

Status > Approved

View/Edit Profile

- Profile
 - General Information
 - Business data
 - Standards, Law, References
 - Environment Mgmt, Packaging
- Attachments
 - Global
- Categories
 - Suggested Category Links
- Users**

.....T..... **Users**

Create User

Create a User in Organization 'Testsupplier DUMMY'

Role *	Supplier Application Manager
Title	
First Name *	
Last Name *	
Login Name *	
E-mail *	
Work Phone Number *	
Alternate Phone Number	
Fax	
Preferred Language	Default (Default = English)
Preferred Number Format	Default (Default = #,###.##)
Preferred Date Format	Default (Default = MM/dd/yyyy)
Preferred Currency	Please Select
Enable external email notification?	☒ Yes ☐ No
Time Zone *	(GMT + 01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Type of Contact Person *	Contact Person for further enquiry
Approval Status	
Status	☒ Approved ☐ Unapproved

Save **Close**

Further helpful and interesting information you will find here:

The screenshot displays a web application interface. At the top, there is a navigation bar with a logo on the left and several menu items: "My Profile", "Bids", "Messages", and "Utilities". The "Utilities" menu is expanded, showing a list of options: "Tutorials", "Admin", "Import/Export", and "Manage Organization". Below this, there is a section titled "Click a topic below to view tutorials". This section contains a table with five columns: "General Events", "RFI/RFP Events", "RFI/RFP/RFQ Events", "RFQ/RFP Events", and "All". The "General Events" column is highlighted in orange. Below the table, there is a list of tutorial topics, each circled in red: "Basic Captivate Tutorial", "Logging In and Navigation", "General Navigation", "Updating Your Profile", "Viewing and Accepting an RFx", "Attachments - Download and Upload", and "Managing Supplier Users".

General Events	RFI/RFP Events	RFI/RFP/RFQ Events	RFQ/RFP Events	All
Basic Captivate Tutorial				
Logging In and Navigation				
General Navigation				
Updating Your Profile				
Viewing and Accepting an RFx				
Attachments - Download and Upload				
Managing Supplier Users				