

# User Manual for Contractor Portal: vendor's employee

Last updated: 3.6.2026



## Receive an email about a work order assigned to you

- Work orders and contracts are integrated into the Contractor Portal from orders sent to vendors.
- The supplier's contact person associated with the order assigns employees to the ordered work.
- Employees receive an email notification and can view the work they have been assigned to in the Contractor Portal's mobile interface (Mobiilileimaus).

### TAE Urakoitsijaportaali - sinut on kiinnitetty työlle

Hyvä Worker TestC,

sinut on lisätty Tampereen Energian urakoitsijaportalissa työlle.

Tarkista työn tiedot, tarvittavat perehdytykset, ja tee tuntikirjaus urakoitsijaportalissa.

Jos sinulla ei ole vielä käyttöoikeuksia järjestelmään, niin ne tulevat toisessa sähköpostissa.

[Avaa Urakoitsijaportaali](#)

Tämä on automaattisesti lähetty viesti, etään vastaa tähän viestiin.

Please note, this is an automatically generated email. Please do not reply to this email.



# Receive an email about your approved access rights and any missing inductions and qualifications required to activate them

- The responsible person for the work or the vendor contact can apply for access rights for employees.
- Area owners approve or reject access right applications.
- The employee and the person who submitted the application will receive an email notification of the approved or rejected application.
- Some access areas may have incomplete or expired induction or qualification requirements. The employee will be notified of these by email.
- The email will also include a link to Apprix, where inductions can be completed and qualifications can be submitted.
- Even approved access rights only become valid once all required inductions and qualifications have been completed.

## TAE Urakoitsijaportaali - kulkualuehakemus on hyväksytty

Anottu kulkualue on hyväksytty.

Henkilö: Worker TestC

Alue: LLT45, sähkötilat

[Avaa Urakoitsijaportaali](#)

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## Tampereen Energia - puuttuvat perehdytykset ja pätevydet

Hyvä TestC Worker,

Kulkuoikeuksia varten tarvitset alla luetellut perehdytykset tai pätevydet.  
Suorita perehdytykset ja lisää pätevyksien voimassaolo.

### Perehdytykset

### Pätevydet

- Sähkötyöturvallisuus SFS 6002

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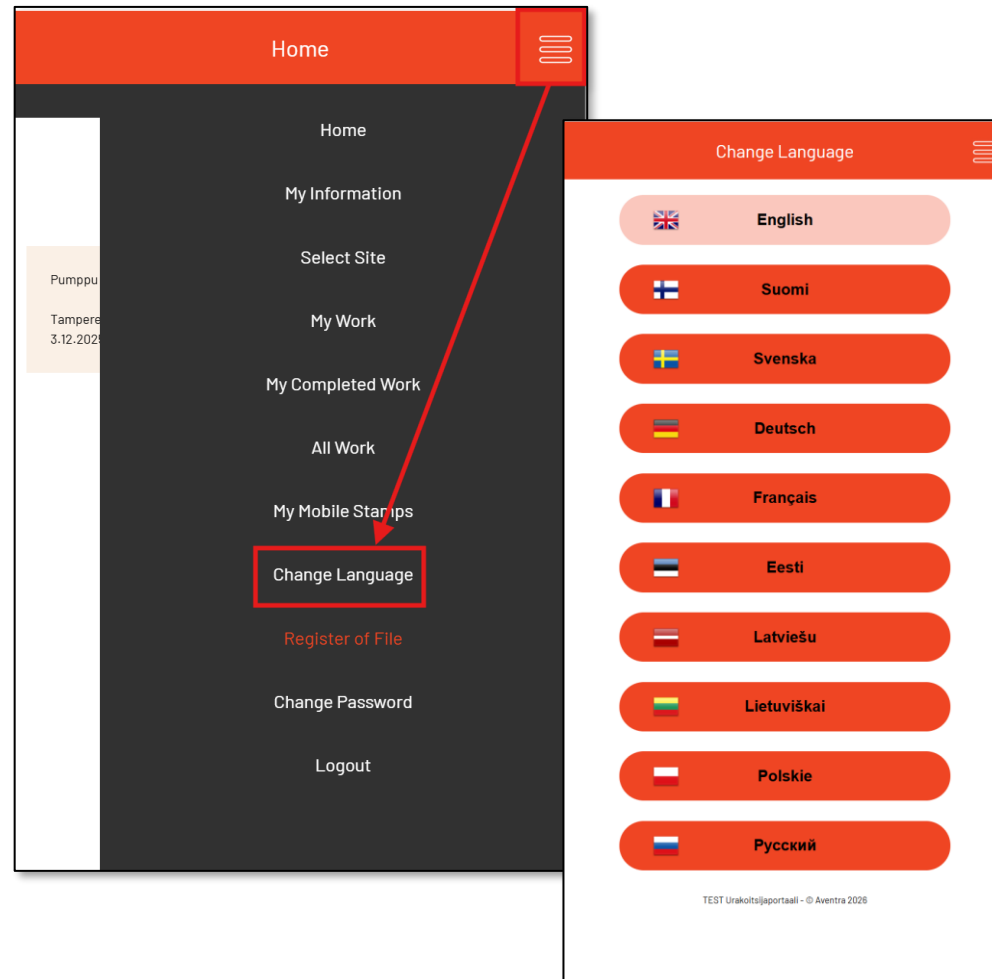
## Suorita vaaditut perehdytykset ja ilmoita kysytyt pätevyytesi Apprixissa, Vastaanota kulkutunniste ja suorita tilattu työ

- If your inductions and qualifications are not valid, report any missing qualifications and complete the required inductions in Apprix:
  - Finnish: <https://builder.apprix.fi/b/e/qa42YTFD/index.html?mid=wLQ9um3P>
  - English: <https://builder.apprix.fi/b/e/qa42YTFD/index.html?mid=XWPI359t>
- If there are errors in the qualification data or their validity periods, the vendor contact person can update the information in the Contractor Portal.
- You can collect your access badge from the key office in Naistenlahti immediately after the application has been approved. However, access rights will only become active once all induction and qualification requirements are valid.



# Login to Contractor Portal's mobile interface (Mobiilileimaus) and change language

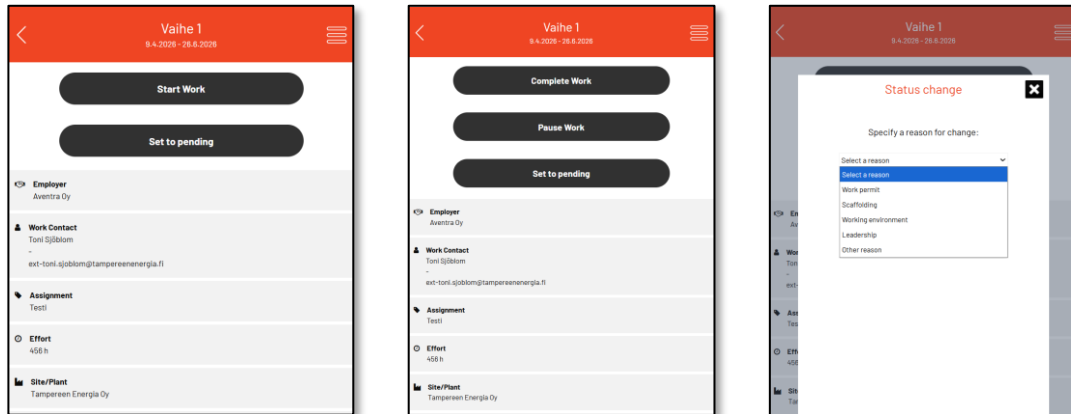
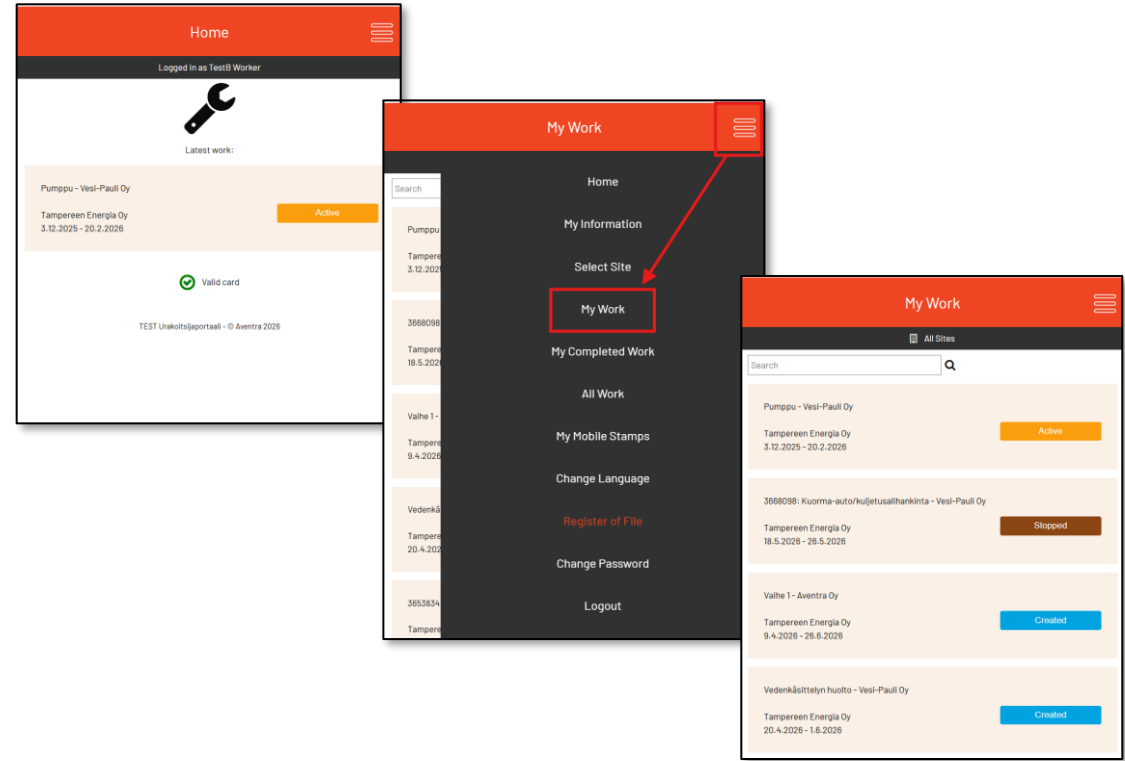
1. Open the Mobiilileimaus using the link provided in the email or directly with this link:  
<https://tampereenenergia.aventra.fi/mobiilileimaus/>
  - New users will first receive their username and login instructions by email.
2. Change language if needed





# Use mobile time tracking to mark the work as active, stopped, pending, or completed, and edit entries if needed. (1/2)

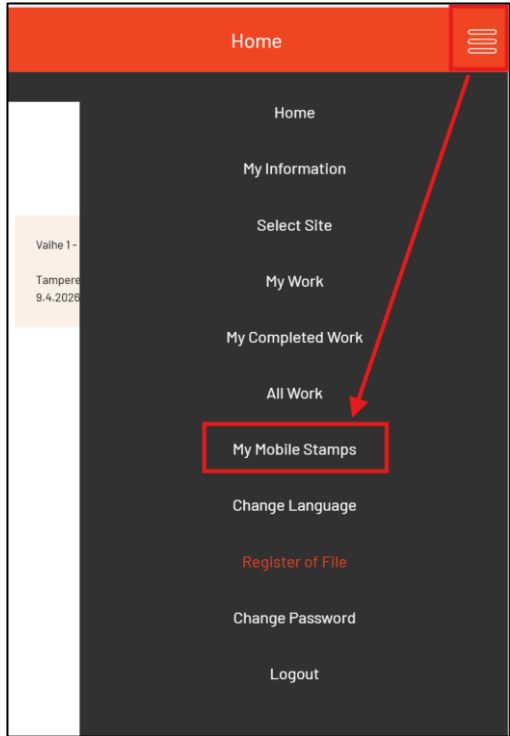
- Active work are shown on the Home page.
- You can access the work directly from the Home page or by selecting “My Work” from the menu.



- Start the work by clicking “Start work”.
- You can also set the work to pending.
- Once started, the work can be completed, paused, or set to pending.
- When set to pending, select reason for that

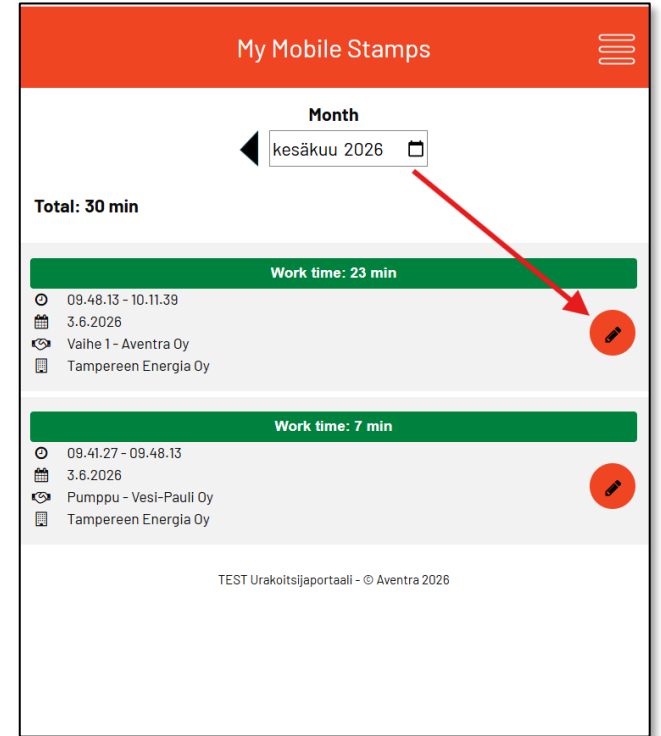


# Use mobile time tracking to mark the work as active, stopped, pending, or completed, and edit entries if needed. (2/2)



- If you want to review or edit your time entries, select "My Mobile Stamps" from the menu.

- The "My Mobile Staps" view shows the work for the selected month and the time entries.
- You can edit entries using the red pencil icon.





# Return your access badge and key to the key office

- Once your assignment has been completed, please return your access badge and Cliq key to the key office.
- Thank you! 😊

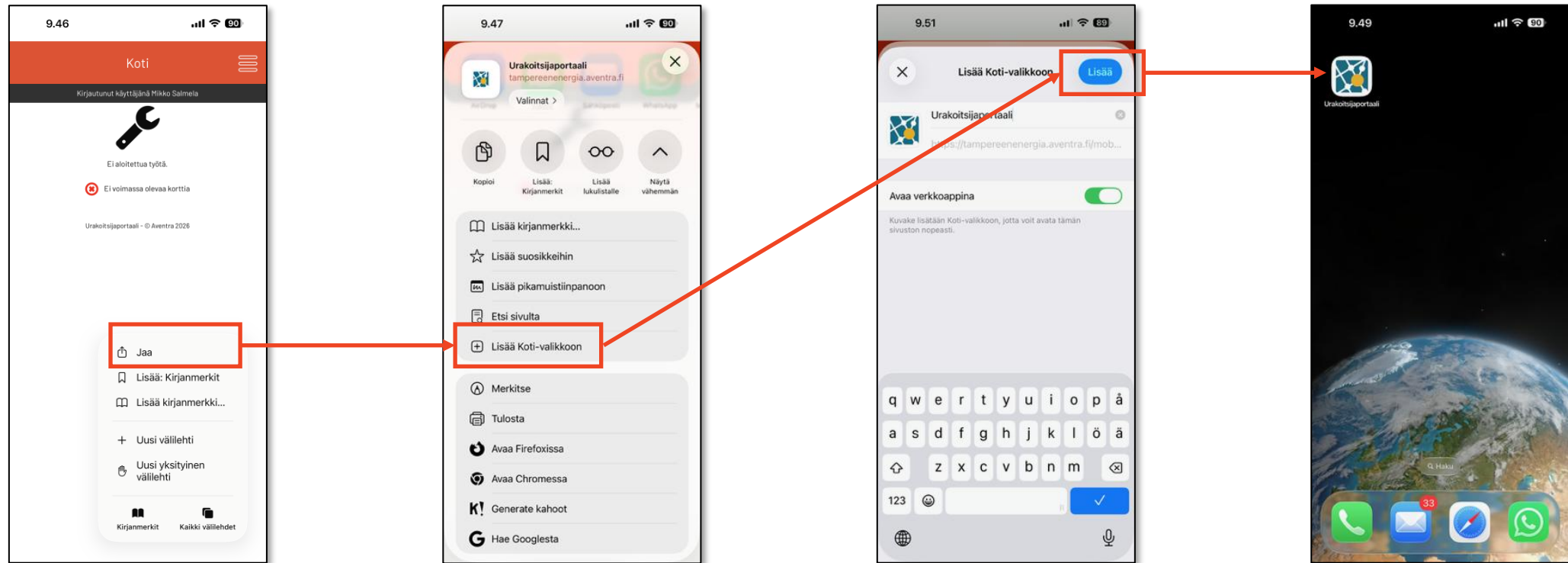


# Appendix 1: adding the contractor portal to the Home Screen



# Adding the contractor portal to the Home Screen (iPhone)

- It is recommended to add the contractor portal to the Home Screen, after which it will function like an application on a mobile device.
- In your browser, select “Share” → “Add to Home Screen” → “Add”.
- After this, you can open the contractor portal from the Home Screen just like any other app





# Adding the contractor portal to the Home Screen (Android)

- It is recommended to add the contractor portal to the Home Screen, after which it will function like an application on a mobile device.
- In your browser, select “three dots” → “Add to Home Screen” → “Install” → “Install” .
- After this, you can open the contractor portal from the Home Screen just like any other app

