

User Manual for Contractor Portal: vendor's responsible person

Last updated: 30.6.2026



Receive an email about a work order integrated into the portal

- Work orders and contracts are integrated into the Contractor Portal from orders sent to vendors.
- The supplier's contact person associated with the order is added to the Contractor Portal as the vendor contact for the contract, and they will receive an email notification about the incoming work order.
- New users will also receive instructions by email on how to create their user account.

TAE Urakoitsijaportaali - sinut on lisätty yhteyshenkilöksi työtilaukseen

Teidät on lisätty yhteyshenkilöksi työtilaukseen (sopimukseen):

Nimi: 2210-100216 - Vesi-Pauli Oy

Työtilausno:

Ostotilausno: 2210-100216

Palvelun kautta ilmoitat työntekijät jotka tulevat työn suorittamaan.

[Avaa Urakoitsijaportaali](#)

Tämä on automaattisesti lähetty viesti, ethän vastaa tähän viestiin.

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

NOTE: If you are the contact person only for the order and someone else is responsible for resourcing, see Appendix 3 for instructions on how to add additional contacts to the work order.



Login to Contractor Portal and change language

1. Open the Contractor Portal using the link provided in the email:
<https://tampereenenergia.aventra.fi/urakoitsijaportaali/>
2. Change language if needed

The screenshot displays the Contractor Portal interface. The top navigation bar includes the Tampere Energia logo, the text "TEST Urakoitsijaportaali", and a user profile section labeled "Testi Contractor" with a language icon. The left sidebar contains navigation options: "Manage" (with a dropdown arrow), "Your Employees", "Jobs", and "Create" (with a dropdown arrow). The main content area is titled "Jobs" and shows a "Site/Plant" dropdown set to "Työt - Tampereen Energia Oy". Below this, there are tabs for "Vendors", "Contracts", and "Identities". A message icon indicates that the list shows the user's company and all companies with contracts. A search bar for vendors is present, and a vendor entry "Vesi-Pauli Oy (0650229-8)" is listed. On the right, a user profile card for "Testi Contractor" displays contact information and a language selection dropdown. The dropdown menu is open, showing options: "Default", "Suomi", "Svenska", and "English". The "English" option is highlighted with a red box. A red arrow points from the "English" option in the dropdown to the "English" option in the language selection dropdown on the user profile card.

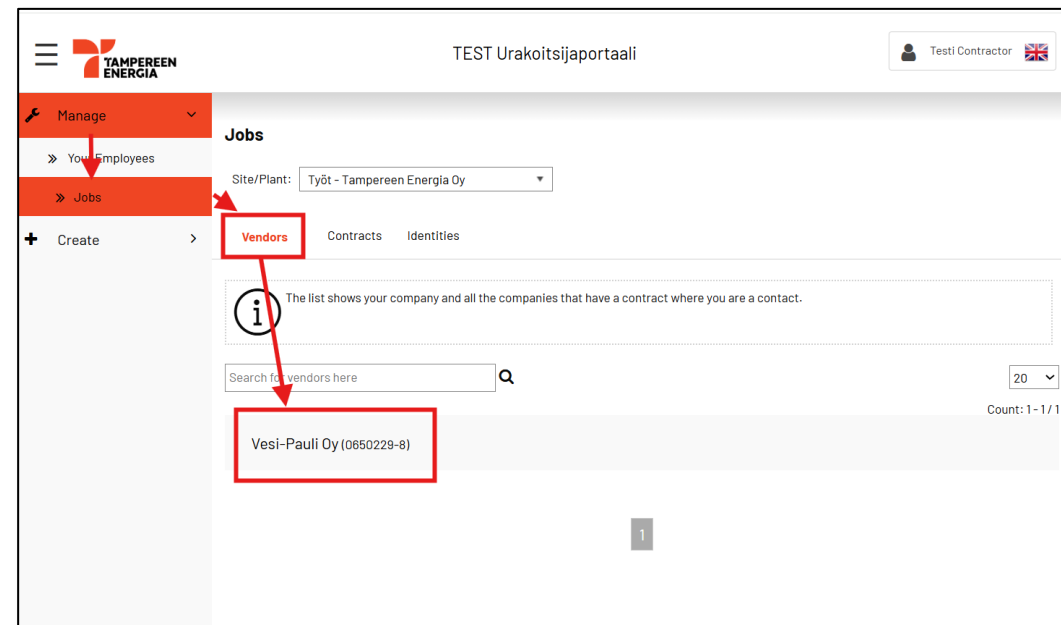


Add employees to the work (1/2)

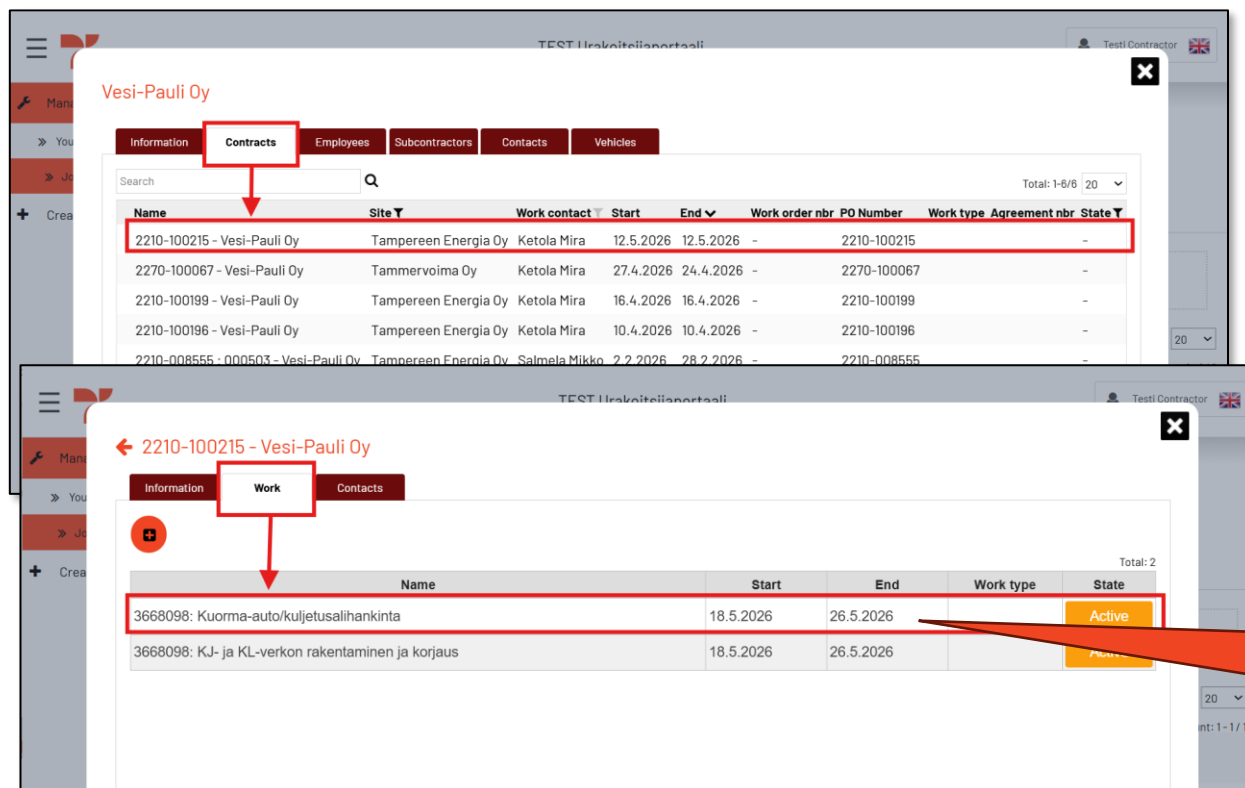
NOTE: This function selects from employees of your company who are already in the system. See also at the end of this guide:

- Appendix 1: Adding a vendor employee

1. Manage → Jobs → Vendors → You will see your company listed on the screen.
2. Open your company details by clicking on the company name.



1. Go to the "Contracts" tab.
2. Open the contract.
3. Then go to the "Work" tab.
4. Open the work.



Check the planned start and end dates of the work. When applying for access rights, consider both the work schedule and the employees' other assignments.



Add employees to the work (2/2)

1. Select tab "Employees"
2. Click "Import company's employees".

NOTE: This function selects from employees of your company who are already in the system. See also at the end of this guide:

- Appendix 1: Adding a vendor employee

3668098: Kuorma-auto/kuljetusaliyhankinta

Main contract 2210-100215 - Vesi-Pauli Oy

Information Schedule **Employees** Costs Work Time Stamps

Work contact persons

No contact persons found for this company.

Employees

Name	Date of Birth	Phone	Tax Number	Country	Role	Employer	!
Worker, TestB	-	358407760011	400012340002	FI	Testi	Vesi-Pauli Oy	

Total: 1

Check

Select All Select None

	Name	Date of Birth	Phone	Tax Number	Assignment	!
☒	Takko, Tobias	-	+358500974304	100013607809	Vesi-Pauli Oy, Testi	
☒	Worker, TestB	-	358407760011	400012340002	Vesi-Pauli Oy, Testi	
☒	Worker, TestC	-	55512345678	400012340003	Vesi-Pauli Oy, test	1
☐	Worker, Worker TestC	-	0407734213	400012340014	Vesi-Pauli Oy, hommia	1
☐	Worker, Worker TestD	-	0407734213	400012340015	Vesi-Pauli Oy, thr	
☐	WorkerH, Worker TestH	-	04074373135	400012340016	Vesi-Pauli Oy, gfh	

Import

1. Select the employees who will perform the work from the list → Import

The number in the exclamation mark column indicates how many required items are missing for the employee. Click the number to view the requirements in more detail.



Add subcontractor's employees to the work (1/3)

NOTE: this function selects from subcontractors and their employees that already exist in the system. See also at the end of this guide:

- Appendix 2: adding a subcontractor and a subcontractor employee

1. Select the "Employees" tab.
2. Click the "Subcontractor chain" button.
3. Select the subcontractor and click "Add".

The screenshot shows the 'Vedenkäsittelyn huolto' (Water Treatment Maintenance) interface. The 'Employees' tab is selected, and the 'Subcontractor chain' button is highlighted with a red arrow. The 'Subcontractor chain' dialog is open, showing a table with subcontractors and their employees. The 'Add subcontractor' button is highlighted with a red box.

Main contractor	Info ⓘ	Add subcontractor ⓘ
Vesi-Pauli Oy (0650229-8)	Check	Aventra Oy Add
Subcontractor		
Aventra Oy (1894068-2)	Check	Select Add



Add subcontractor's employees to the work (1/3)

NOTE: this function selects from subcontractors and their employees that already exist in the system. See also at the end of this guide:

- Appendix 2: adding a subcontractor and a subcontractor employee

This multi-step assignment process is required only the first time when assigning a subcontractor's employee to work within the organization. After that, assignments can be done more easily using multi-selection, as described on the next page.

The screenshots illustrate the 'Attach Employee' process in four steps:

- Step 1/4 - Employee:** Shows a form with a tax number input field (400012340002) and a table of employee data.
- Step 2/4 - Qualifications:** Shows a form with a 'Worker, TestB' input field and a 'Next' button.
- Step 3/4 - Employer:** Shows a form with fields for Employer (Aventra Oy), Employment Type (Employee), Assignment (Hard work), and Collective Agreement.
- Step 4/4 - Working period:** Shows a form with fields for Start date (11.6.2026), End date (30.6.2026), and Effort (h) (112).

Name	Phone	Tax Number	Country Code
Worker, TestB	358407760011	400012340002	FI

1. Select "Attach employee to work"
2. Step 1/4 - Employee: Add tax number → Select employee → Next
3. Step 2/4 - Qualifications: → Next (Qualifications are integrated from Apprix, and subcontractor qualifications are not visible until the employee has been assigned to work)
4. Step 3/4 - Employer: fill in details → Next
5. Step 4/4 - Working period: add start and end date → Finish



Add subcontractor's employees to the work (3/3)

Once the subcontracting chain has been added, and the subcontractor's employee has already been assigned to work within the same customer organization, the "Import subcontractor's employees" option can also be used.

Work content persons

Name	Date of Birth	Phone	Tax Number	Country	Role	Employer	Total: 1
Torkkola, Taneli	-	0407760011	400012340011			Aventra Oy, paperinsilpunta	

Import

Employees can also be conveniently imported from a selected previous work by selecting "Import employees from previous work".

1. Select "Import subcontractor employees".
2. Select the subcontractor.
3. Select the subcontractor employee(s).
4. Click "Import".

Create access requests for employees (1/2)

IMPORTANT: If you need to apply for access requests for yourself, you must first add yourself as an employee according to the instructions in Appendix 1 before submitting access requests.

1. Select the "Employees" tab.
2. Open the employee details by clicking the row.

	Taxnumber	Name	Email	Phone	Assignment	Employment Type	Payer	Site	!
Remove	100013607809	Takko, Tobias	salmemik@gmail.com	+358500974304	Testi	Employee	-	Tampereen Energia Oy	2
Remove	400012340002	Worker, TestB	400012340002@activecms.onmicrosoft.com	358407760011	Testi	Employee	-	Tampereen Energia Oy	1
Remove	400012340003	Worker, TestC	salmemik@gmail.com	55512345678	test	Employee	-	Tammervoima Oy	1
Remove	400012340014	Worker, Worker TestC	toni.sjoblom@aventra.fi	0407734213	hommia	Employee	-	Tampereen Energia Oy	1
Remove	400012340015	Worker, Worker TestD	toni.sjoblom@aventra.fi	0407734213	thr	Employee	-	Tampereen Energia Oy	1
Remove	400012340016	WorkerH, Worker TestH	jussi.lavento@aventra.fi	04074373135	gfh	Employee	-	Tampereen Energia Oy	1

The number in the exclamation mark column indicates how many required inductions or qualifications have expired for the employee. Click the number to view the details.

1. In the employee details, select the "Areas" tab.
2. Click "Create a new request".

On this tab, you can also review the employee's existing access rights and the status of previously submitted access requests.

Tampereen Energia - Lielahden voimalaitos / Lielhti power plant		Count: 1-3/3
Lielhti, siivous	-	Denied 28.4.2026
Lielhti, toimistotilat	-	Denied 23.4.2026
Tampereen Energia - Tammervoiman voimalaitos / Tammervoima power plant		
Tammervoima, Sähkötilat	- Valitse vain, jos sille on todellinen tarve. / Only choose if there is a real need for it.	Denied 28.4.2026



Create access requests for employees (2/2)

1.

TEST Urakoitsijaportaali

Manage

Create

Personal Request

1. Requester information

Username salmemik@gmail.com	Company Valmet Automation Oy	
Lastname Takko	First name Tobias	Known as Tobias
Validity period ---	Email salmemik@gmail.com	Phone number +358500974304
Supervisor -	Supervisor email -	Supervisor phone -
Social sec. nbr -		

If phone number is OK, choose 'Next'. If not, update your phone number by choosing 'Edit'.

Next Edit

2. Choose site, role or object

3. Select request type

4. Select area or object

5. Specify request details

1. Näyttää työntekijän tiedot → Next
2. Select the site → Next
3. (request type is not in use)
4. Select the required access roles for the site (previously requested roles and their status are shown in the same view) → Next
5. Enter additional information → Submit the application
 - Define the requested validity period (typically apply only for the time period during which the employee is assigned to the work)
 - Provide reason for the request

2.

TEST Urakoitsijaportaali

Manage

Create

Personal Request

1. Requester information

2. Choose site, role or object

Select...

Select...

Tampere Energia - Lielahden voimalaitos / Lielahden voimalaitos

Tampere Energia - Tammervoiman voimalaitos / Tammervoiman voimalaitos

Tampere Energia - Pumppaamo ja lämmönsiirrin

Tampere Energia - Kaupinojan kaukojäähdytyslaitos

Tampere Energia - Vesivoimalaitokset / Hydropower

3. Select request type

4. Select area or object

5. Specify request details

4.

TEST Urakoitsijaportaali

Manage

Create

Personal Request

1. Requester information

2. Choose site, role or object

3. Select request type

4. Select area or object

Select filters

Group / location All

Search

Tampere Energia - Tammervoiman voimalaitos / Tammervoima power plant

Count: 1-17

Tammervoima, arkisin	Expired 12.5.2026
Tammervoima, Yöi ja viikonloput	Expired 12.5.2026
Pluut eriytyneet / Other special areas	
Tammervoima, kahvipöydän huolto	
Sivouk ja kunnossilloitus / Cleaning and property maintenance	
Tammervoima, sivouk, arkisin	
Tammervoima, sivouk, viikonloput	
Tammervoima, kunnossilloitus	
Sähkö, automaatio / Electric, automation	
Tammervoima, sähkötilat	

Valitse vain, jos sille on todellinen tarve. / Only choose if there is a real need for it.

Back Next

5. Specify request details

5.

TEST Urakoitsijaportaali

Manage

Create

Personal Request

1. Requester information

2. Choose site, role or object

3. Select request type

4. Select area or object

5. Specify request details

Requested time period, max. time period 1

2.6.2026 - 30.6.2026

☐ Validity open-ended

Request reason(s)

Describe a work related reason why you need to access the restricted area

Back Submit request

Lähetysten jälkeen hakemus siirtyy alueomistajan hyväksyntään.



Monitor progress

- Planned vs. actual charts are available on the “Information” tab of contracts and work items. These charts are best suited for monitoring hourly-based work.
- The “Costs” and “Working Time Stamps” views allow you to track recorded costs and time entries for the work in detail
 - For the time being, work is not formally accepted in the Contractor Portal, so entering costs there is not mandatory for this purpose.
 - Mobile time tracking entries are required for employee reporting to the tax authorities.

2210-008554 : 000503 - Vesi-Pauli Oy

Information Work Contacts

Name 2210-008554 : 000503 - Vesi-Pauli Oy

Contractor Vesi-Pauli Oy

Description -

Site Työt - Tampereen Energia Oy

Start 3.12.2025

End 20.2.2026

Client company Tampereen Energia Oy (2210)

Work contact Mikko Salmela
ext-mikko.salmela@tampereenergia.fi

Agreement nbr -

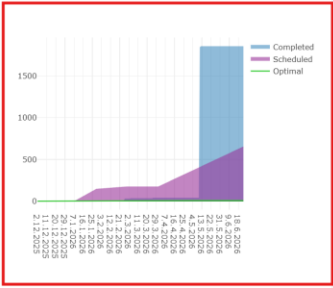
Created 1.12.2025

State Active

Work order nbr -

Purchase order nbr 2210-008554

Updated 24.4.2026 14.53



Total work estimate 23400.00 €
Work completed ① 1859.1 h
Total employees 3

Total cost estimate 23400.00 €
Expenses so far ① 0.00 €

LLT Laudesuodattimien patruunoiden vaihto

Main contract 2210-008554 : 000503 - Vesi-Pauli Oy

Information Schedule Employees Costs Work Time Stamps

Name LLT Laudesuodattimien patruunoiden vaihto

Contractor Vesi-Pauli Oy

Description -

Site Työt - Tampereen Energia Oy

Start 16.12.2025

End 28.2.2026

Client company Tampereen Energia Oy (2210)

Work contact Mikko Salmela
ext-mikko.salmela@tampereenergia.fi

Work site

State Active

Work order nbr 3156370

Purchase order nbr 2210-008554/20

Project

Work estimate 5.00 h

Cost estimate 400.00 €

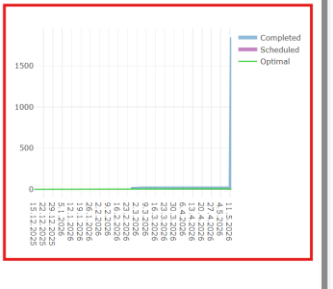
Requires site specific qualifications No

Allow underage workers No

Service entry enabled Yes

Subcontractor chain depth 1-2

Created 1.12.2025



LLT Laudesuodattimien patruunoiden vaihto

Main contract 2210-008554 : 000503 - Vesi-Pauli Oy

Information Schedule Employees Costs Work Time Stamps

Time period: 4.5.2026 - 2.6.2026

Work Time Stamps Wait Times

Name	Start	End	Time Spent	Site
Worker, TestB	11.5.2026 19.21.36	12.5.2026 8.42.19	13 h 21 min	Tampereen Energia Oy
Worker, TestB	12.5.2026 8.46.21	12.5.2026 8.46.46	-	Tampereen Energia Oy

Total: 2



Appendix 1: adding a vendor employee



Adding a vendor employee

1. Manage → Jobs → Identities
2. Select “+”

Add Identity

Please fill in information about the identity. Pressing 'check' will validate the identity and fill in fields automatically if it is found from an external data source. Qualifications for the identity can be added here by filling in the appropriate validity end date(s). Qualifications can also be added and maintained later.

Basic Information

Taxnumber
100013607809 **Check**

First name * Lastname *
Date of Birth * Social sec. nbr
Phone Number Email *
Citizenship
FI (Finland)
Home country
FI (Finland)

Employer

Employer
Vesi-Pauli Oy
Employment Type
Employee
Assignment
Collective Agreement

Qualifications & Inductions

Apprix testas
Urakoitsijaportaalimuut
a [sisältää courseid:n]

Enslapu EA1 Enslapu EA2 Hätöenslapu Lielahiti

Lielahiti Testi Messukylä Rauhaniemi Ristinarkku Security Clearance

Sähkötyöturvallisuus SFS
6002 Tieturva 1 Tieturva 2 Tulityökortti Turvallisuusperehdytys

Turvallisuuselvytys Työturvallisuuskortti

Add

TEST Urakoitsijaportaali

Hallinta
Omia työntekijäitä
Urakat

Tehdas/yksikkö: Työt - Tampereen Energia Oy

Urakoitsijat Sopimukset **Identiteetit**

Syötä Veronumero

Add

1. Enter the employee's taxnumber and click "Check".
2. Enter required basic information and employer details
3. Click "Add" at the bottom of the page.

Induction and qualification data are integrated from Apprix, and a separate view is available in the employee details for managing them. Therefore, this information does not need to be updated when adding an employee to the Contractor Portal.



Complete the information for a foreign employee

1. If you have selected a country other than Finland as the employee's nationality and home country, you must also complete the required details for a foreign employee.

If the employee has a permanent address in Finland, the home country is Finland, and fewer details are required on the form.

Add Identity

Please fill in information about the identity. Pressing 'check' will validate the identity and fill in fields automatically if it is found from an external data source. Qualifications for the identity can be added here by filling in the appropriate validity end date(s). Qualifications can also be added and maintained later.

Basic information

Taxnumber: 100013607809 [Check] [i]

First name: [] Lastname: []

Date of Birth: [] Social sec. nbr: []

Phone Number: [] Email: []

Citizenship: EE (Estonia) [v]

Home country: EE (Estonia) [v]

Foreign identity information

Local Address: []

Local Post Code: [] Local City: []

Home Address: []

Home Post Code: [] Home City: []

Country Code: EE (Estonia) [v]

Passport/Id-card: [] Residence permit: []

Employer

Employer: Vesi-Pauli Oy [v]

Employment Type: Employee [v]

Assignment: []

Collective Agreement: []

Worker, TestC

Information Work Employers Timesheets Areas **Attachements**

Add

Type: A1 certificate [v]

General

A1 certificate

Passport/Id-card

Residence permit

Valitse tiedosto Ei valittua tiedostoa

Save

Type	Created
General	12.5.2026
General	12.5.2026
A1 certificate	12.5.2026

1. After adding a foreign employee, navigate to the employee details.
2. Select the "Attachments" tab.
3. Add the foreign employee's documents as attachments.

- 
- **Appendix 2: adding a subcontractor and a subcontractor employee**



Add subcontractor

Vesi-Pauli Oy

Information Contracts Employees Subcontractors Contacts Vehicles

+

Name	Number	Info	Address	
Aventra Oy	1894068-2	-	Kutomolie 16	Remove

Total: 1

1. Manage → Jobs → Vendors' → Click your company
2. Select the "Subcontractors" tab and click "+"
3. Select the Company Number Type → Enter the Company Number and click "Check" → the Contractor Portal will automatically retrieve the company's basic information to the form
4. Enter the required contact details → Add

← Add Subcontractor

Please fill in information about the company. Use local business ID if available, otherwise select correct company number type. Filling the company number and pressing 'check' will check the business ID and fill in fields automatically if found from external data source.

If the company is not domestic and the company's home country is not in the list, please select 'XX (other)' from the country list and type in the country name.

Basic Information

Company Number Type
Local Business ID

Company Number
2203862-4

Check

Contact Information

Lastname *
Firstname *

Contact phone *
Email *

Additional Information

Registration Date
3.7.2008

Company Form
Osakeyhtiö

Website
www.arme.fi

Healthcare Provider
Collective Agreement

Add

After validation, you can view the company data verification results by clicking the displayed icon.

Yrityksenumeron tarkistus (YTJ & Vies)

luotettava kumppani[®]
vastuuTM

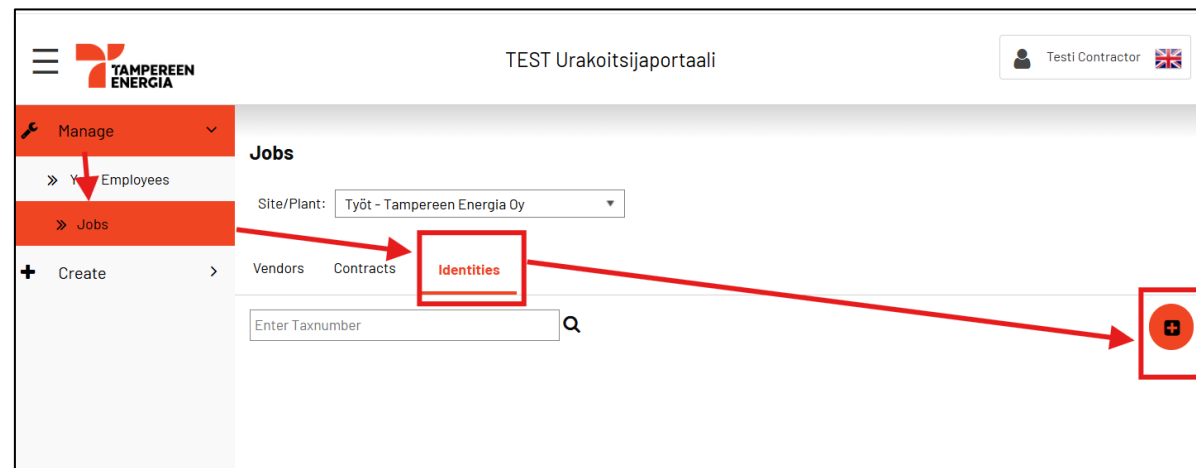
Tietolähteiden perusteella yritys on hoitanut tilaajavastuulain edellyttämät velvoitteet.



Add subcontractor's employee

A subcontractor's employee is added in the same way as your own employee

1. Navigate to Manage → Jobs → Identities
2. Click the "+" button.



Add Identity

Please fill in information about the identity. Pressing 'check' will validate the identity and fill in fields automatically if it is found from an external data source. Qualifications for the identity can be added here by filling in the appropriate validity end date(s). Qualifications can also be added and maintained later.

Basic Information

Taxnumber **Check** First name Lastname

Date of Birth Social sec. nbr

Phone Number Email

Citizenship FI (Finland)

Home country FI (Finland)

Employer

Employer Aventra Oy

Employment Type Employee

Assignment

Collective Agreement

Qualifications & Inductions

Apprix testas Urakoitsijaportaali muutost... a [sisältää courseid:n]

Lielähti Lielähti Testi Messukylä Rauhaniemi

Ristinarkku Security Clearance Sähkötyöturvallisuus SFS 6002 Tieturva 1

Tieturva 2 Tulityökortti Turvallisuusperehdytys Turvallisuusseulutus

Työturvalluskortti

Add

NOTE: Since you are adding a subcontractor's employee, make sure to select the subcontractor company as the employer instead of your own company.

1. Enter the employee's tax number and click "Check".
2. Then enter any missing basic information, employer details, and additional information.
3. Click "Add" at the bottom of the page.

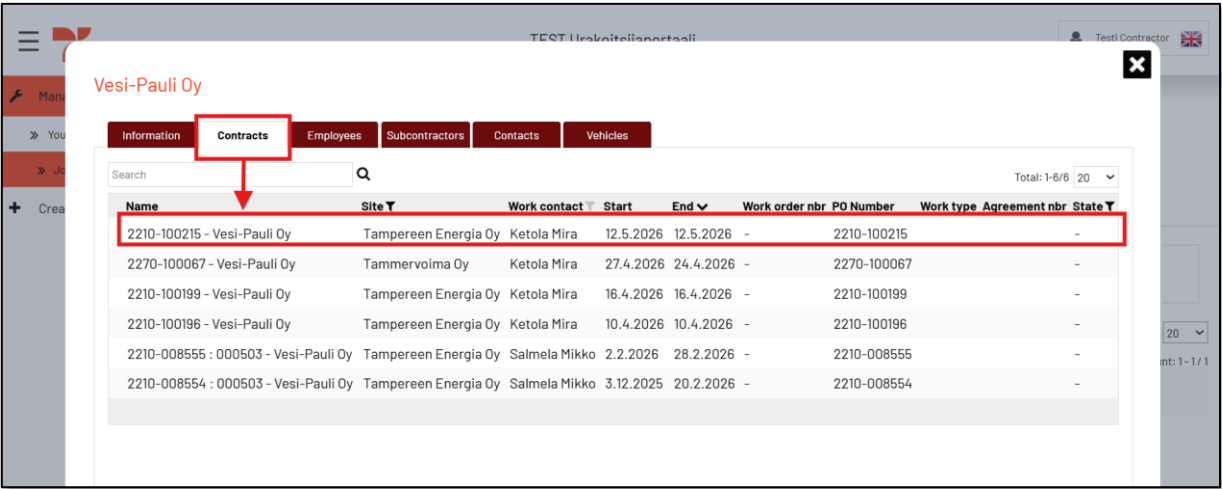
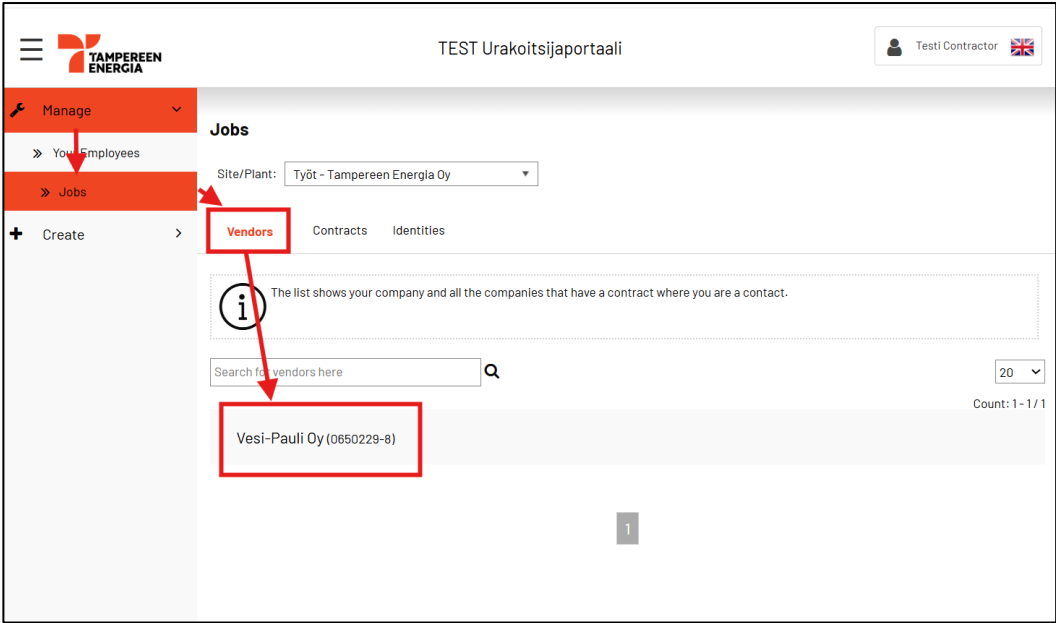


Appendix 3: adding new contact person for work order



Add new contact person for work order (1/2)

1. Open the Contractor Portal using the link provided in the email:
<https://tampereenenergia.aventra.fi/urakoitsijaportaali/>
2. Manage ➔ Jobs ➔ Vendors ➔ You will see your company listed on the screen.
3. Open your company details by clicking on the company name.



1. Go to the "Contracts" tab.
2. Click the contract open.



Add new contact person for work order (2/2)

2210-100199 - Vesi-Pauli Oy

Information Work **Contact**

+

Name	Phone
Testi Contractor	555-12345678
Testi Testinen	+35874653728

Add Contact

First Name

Last Name

Email

Phone

Selected Company

Vesi-Pauli Oy

Contract Specific ⓘ

☐

Add

Allow Add Contact Allow Copy

Yes	Yes
Yes	Yes

Total: 2

20

nt: 1 - 1 / 1

1. Select the "Contacts" tab of the contract.
2. Click the "+" button.
3. Enter the contact person's details.
4. Click "Add".

After the contact person has been added, they will receive an email notification confirming that they have been assigned as a contact for the work order.

If the person is a new user, they will also receive instructions by email on how to log in to the system.