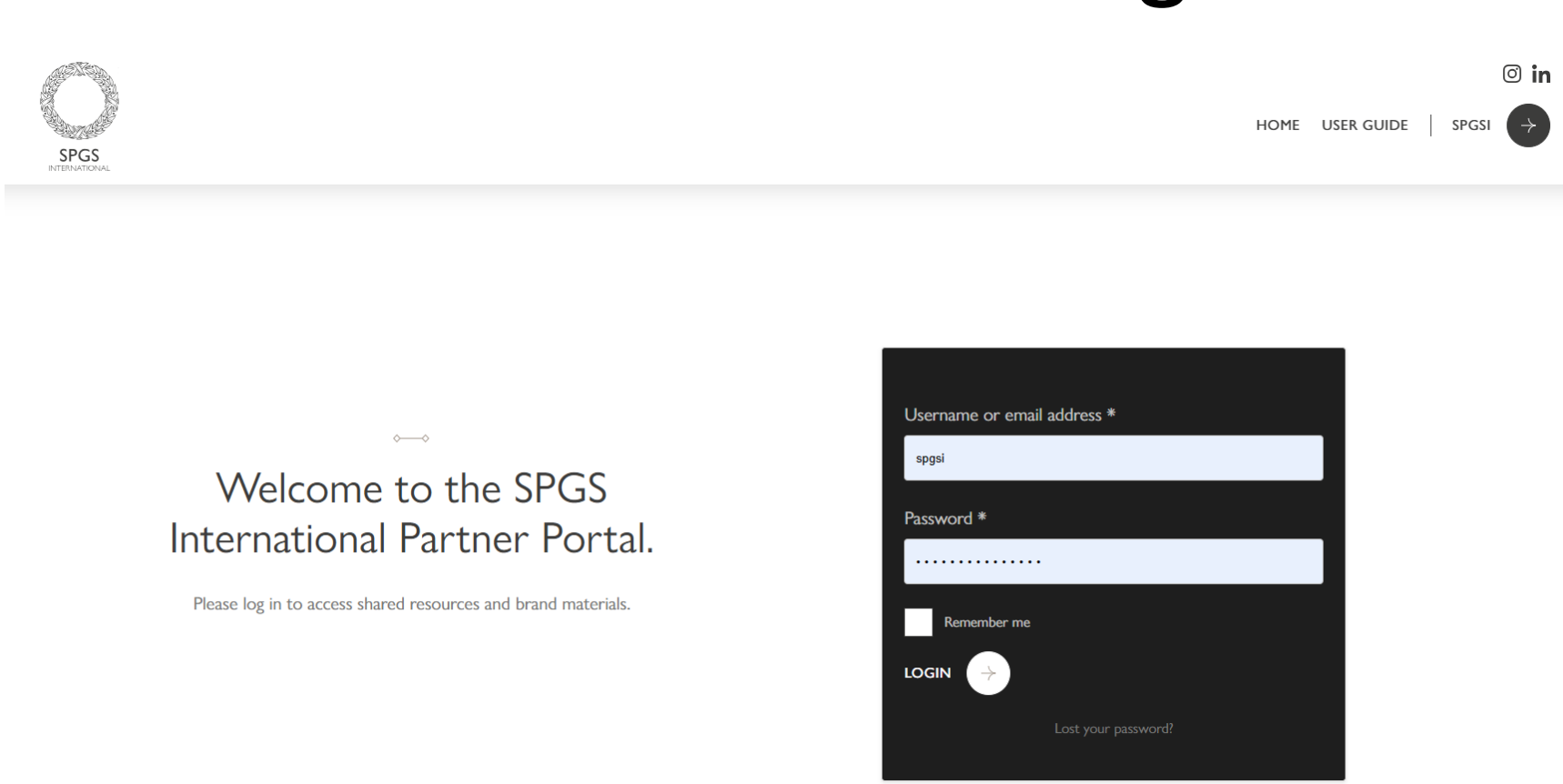
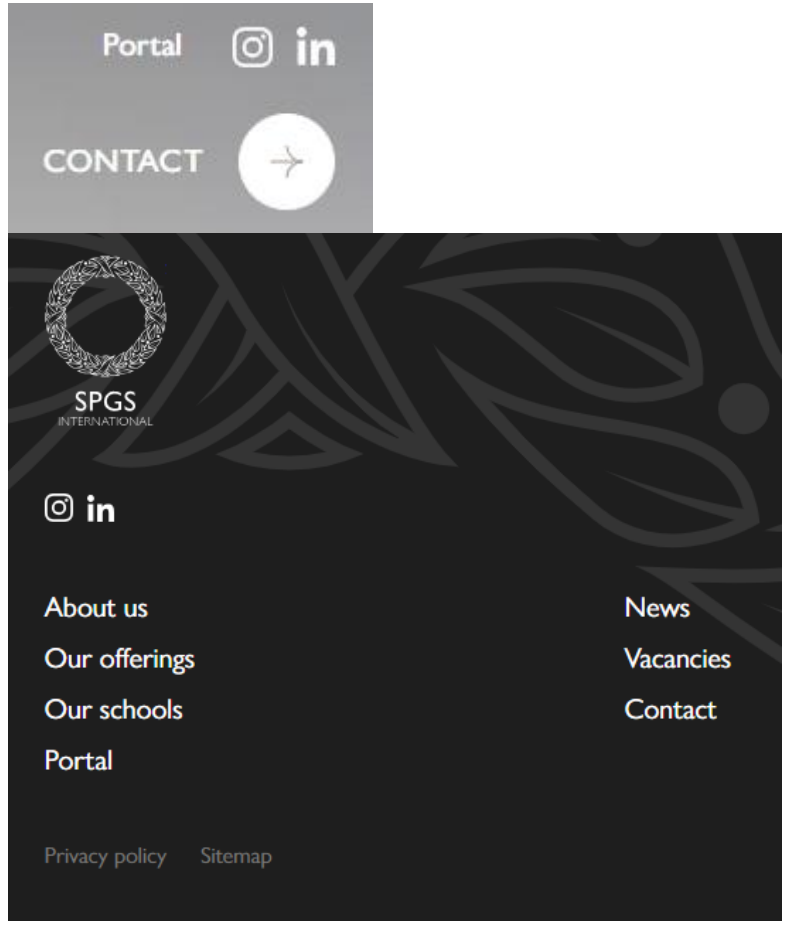
SPGS
INTERNATIONAL

SPGS International Partner Portal User Guide

October 2026

Login





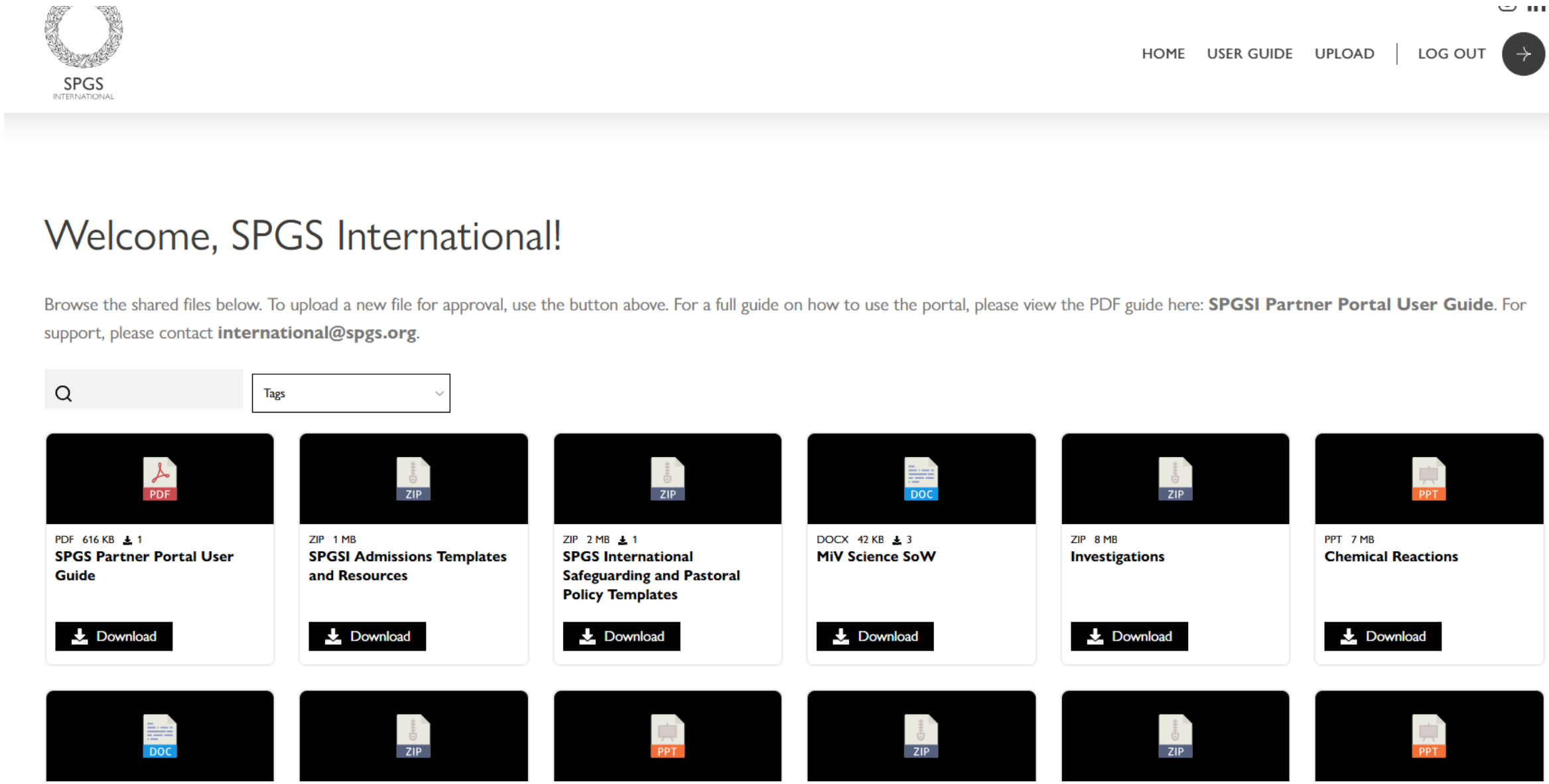
To access the Partner Portal, visit: portal.spgsi.org

Alternatively, click ‘Portal’ in the header or footer of spgsi.org

Document Library

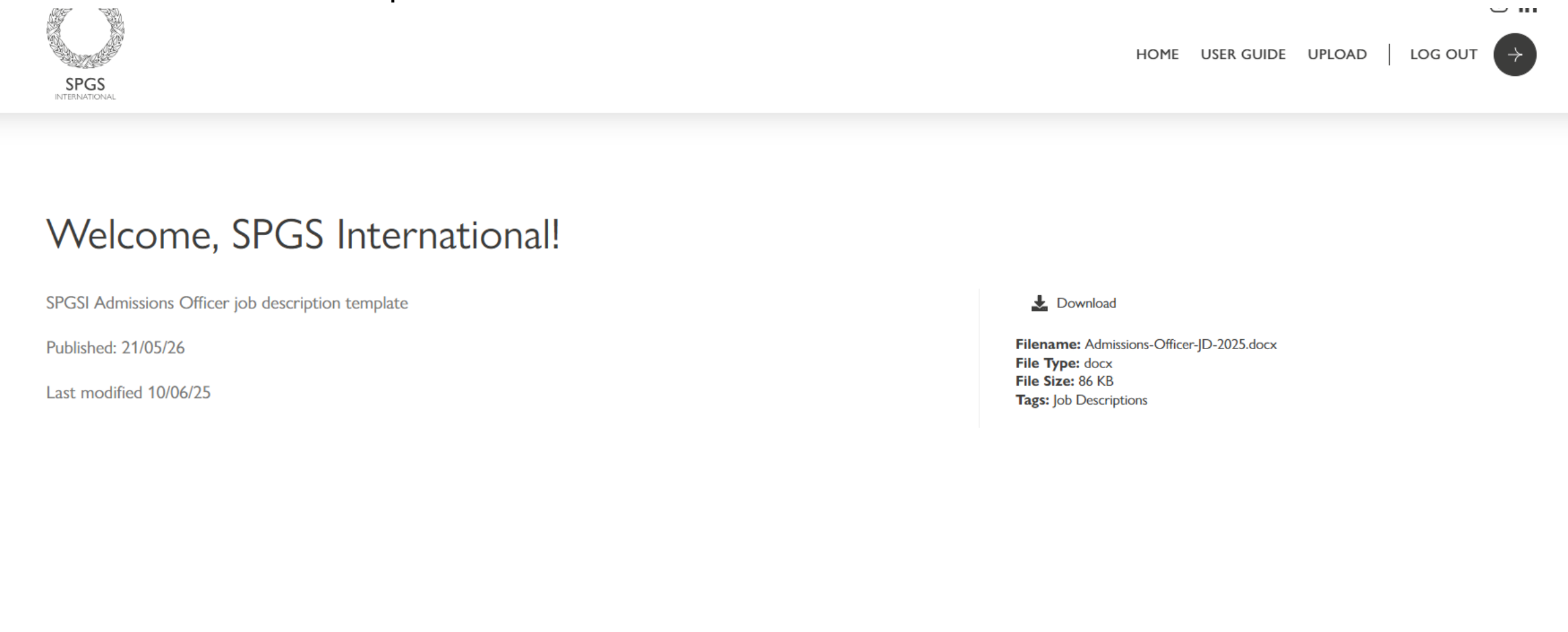
Once logged in, you will be able to view the file library. You can filter the files by selecting the ‘Tag’ dropdown menu to choose a category, for example marketing, procurement, etc. Alternatively, use the search function to search file titles and descriptions.

To return to viewing all files after entering a tag or search term, select the ‘Reset’ button that appears. Click on a file to view more details.



File Page

Clicking on a file in the Document Library will open the individual file information page. Here, you can view the content description and download the file.

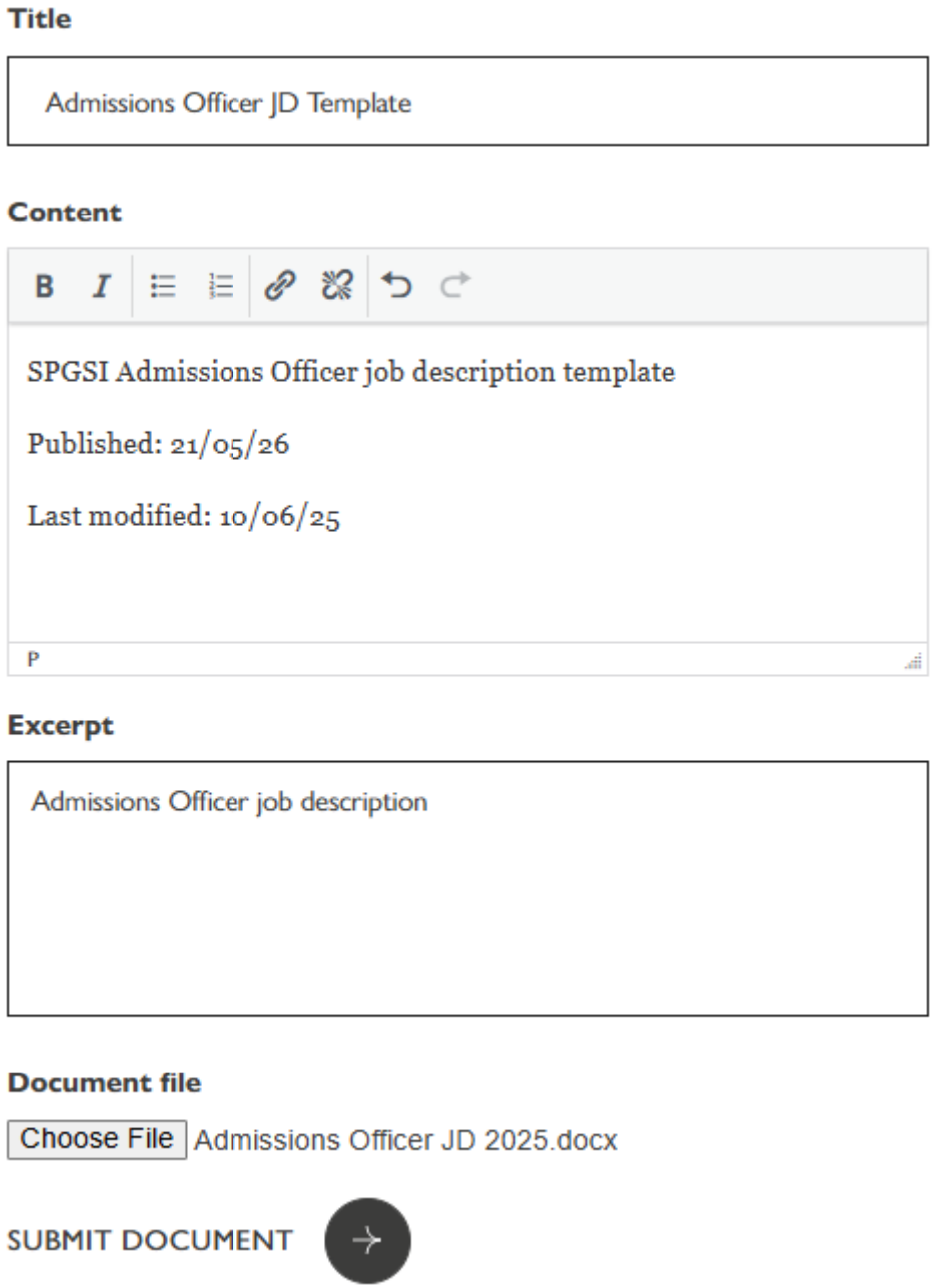


Upload Form

Partners can upload files for approval using this form, available under 'Upload' in the header menu.

Please complete the Content/Excerpt section of the form to make documents easier to find in the Document Library. Including the date the file was published and last modified in the file content will also help with document tracking. Any text added to the Content section will appear in the file's description.

Once you click 'Submit Document', the file will be sent to SPGSI for approval before it is published to the library.



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Thank you

If you have any questions or queries, please contact international@spgs.org

spgsi.org

portal.spgsi.org