Statkraft Procurement Platform

Supplier's Step-by-step Guide

Revision date: 31.01.2023

Content

View of the platform after log in

1. How to self-register

> **Before self-registering, always check with Statkraft Procurement personnel if your company is already registered in the Platform.** If you have self-registered and lost your password, don`t self-register again – contact an Statkraft employee.

Navigate to https://procurementplatform.statkraft.com/web/login.html in your browser (recommended browsers: Google Chrome, Mozilla Firefox or Microsoft Edge).

Click on the "Register here" button – Highlighted in red on the picture below. The system will guide you through the next steps.

Click on "I Agree" with the Portal User Agreement and click "Next".

a. Completing the registration form with D&B data

Click on "Lookup & Download D&B Direct+ Data".

Search for your company by using the available filters. Company Name and Country as a minimum. Click on "Look Up" to search.

Select your company by clicking on the row (the row will be highlighted in blue). Then click on

"Download". Click "OK" on the popup.

Skip Lookup And Start Registration   Display/Hide Filter

LOOKUP FILTER

☐ DUNS Number

* ☑ Company Name

Sy██

☐ Reg. Numbers

☐ Address

☐ Town

☐ Postal Code

☑ Country

☐ County

NORWAY

Select a province (Start typing the name)

☐ Phone Number

Please recover your Company information by inserting at least the Company Name and the Country, then clicking "Look up". Once the Company has been selected from the list, click "Download" and "Update registration form" to proceed with the registration onboarding process.

Look Up   Download

RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34██████	Sy██	92██████	Li██████	TR██████	14██		NORWAY

Click on "Update Registration Form".

Skip Lookup And Start Registration   Display/Hide Filter

LOOKUP FILTER

☐ DUNS Number

* ☑ Company Name

Sy██

☐ Reg. Numbers

☐ Address

☐ Town

☐ Postal Code

☑ Country

☐ County

NORWAY

Select a province (Start typing the name)

☐ Phone Number

Please recover your Company information by inserting at least the Company Name and the Country, then clicking "Look up". Once the Company has been selected from the list, click "Download" and "Update registration form" to proceed with the registration onboarding process.

Look Up   Update Registration Form

SUPPLIER DOSSIER INFORMATION

DUNS number (if none leave blank)
34██████

D-U-N-S number
34██████

The information available in D&B will be filled in the Registration Form. Complete the missing information.

b. Completing the registration form without D&B data

Complete the form with your company details. (Mandatory fields are marked with a star *)

Statkraft

Registration Data

... | Close | Lookup & Download D&B Direct+ Data | **Save**

Index

∨ Main Organisation Data

  ❌ **Registration Data**

Onboarding Pages

My Category Selection

Registration Confirmation

∨ Organisation Details   Full legal name

* Organisation Name

* Country

    UNITED KINGDOM

State/County

    ---

* City

* Address

* Postal Code

* Company Registration Number

DUNS number (if none leave blank)

ℹ

EU VAT Number

Country Dialling Code

Main Organisation Phone Number

Organisation Email Address

Organisation Legal Structure

Web site

Scroll down on the Registration Data form, include your email address and click on "Send Validation Code". Click "OK" on the popup. An email with the temporary code will be sent to the email indicated by you.

∨ User Details

* Primary Email Address *IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.*

* Email Address Validation Code   Request Validation Code

    Enter validation code

* Username *(please do not forget your username)*

* First Name

* Last Name

* Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

* Preferred Language

    ---

* Time Zone

    BST/GMT - Greenwich Mean Time (Europe/Lon
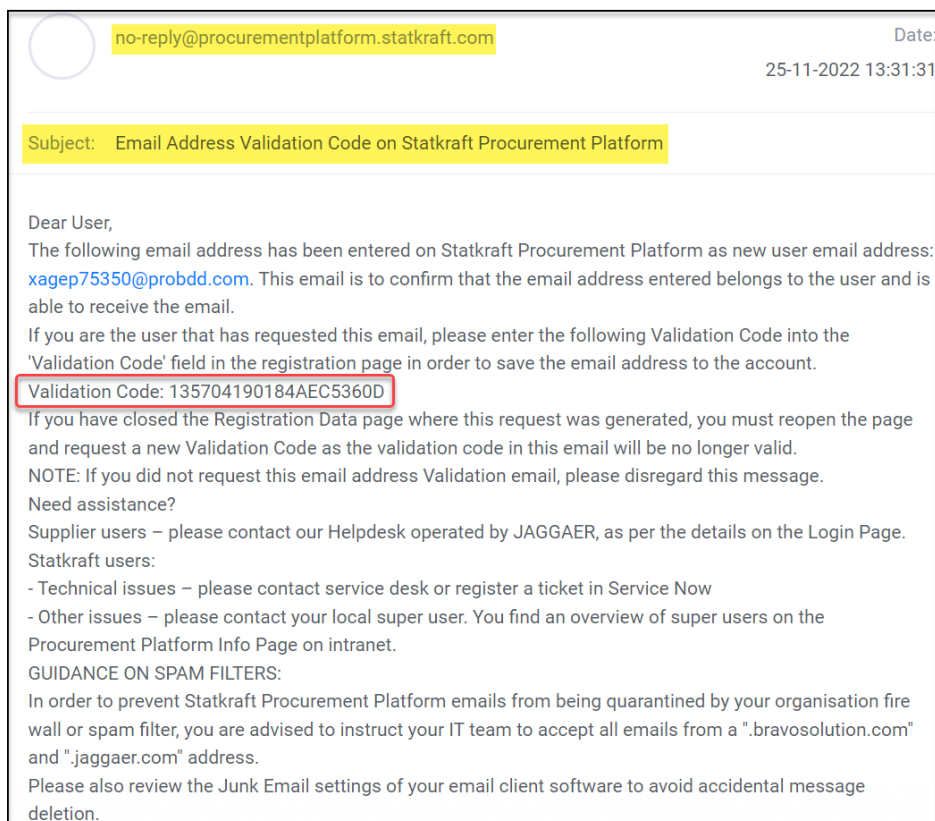
Validation Email:

Copy the Validation Code to the field "Email Address Validation" and complete the other mandatory fields. Preferably use your email as username. Click on "Save" (top right button).

If there's a duplicate check on the Company Registration Number, you will get an error message if the informed number already exists in the Platform. If this is the case, contact Statkraft.

Now you can answer the Additional Company Information questions. Click on *Confirm.*

Choose which categories your company can provide services or materials for. You can choose as many as you need. Click "Confirm".

Some categories might have further questions. After answering them click on "Save and Continue".

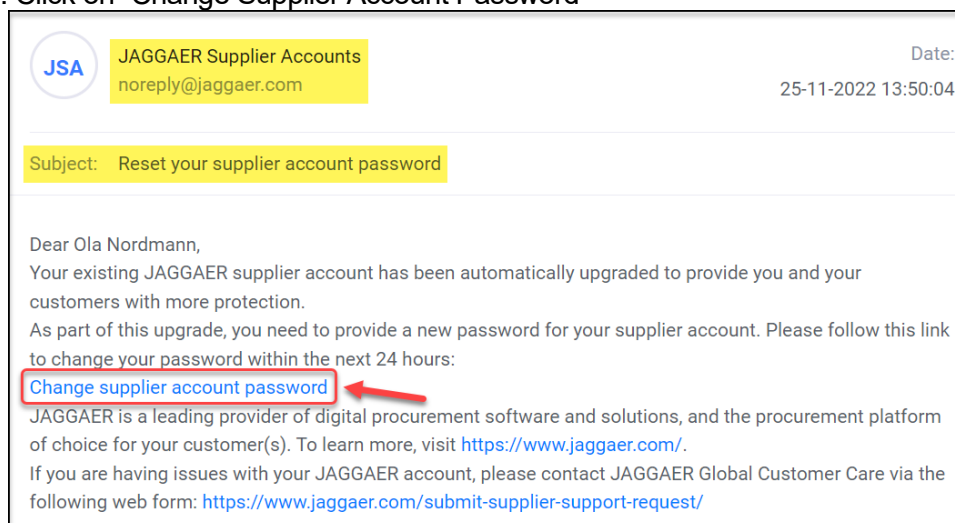The registration is now completed. Click on "Close".

Withing a few minutes you will receive the following emails:

> **If** you did **not receive** the emails within 30min, please contact Statkraft. Your profile is created, and we will investigate if the automatic emails were blocked**.**

Activation Confirmation and Username:
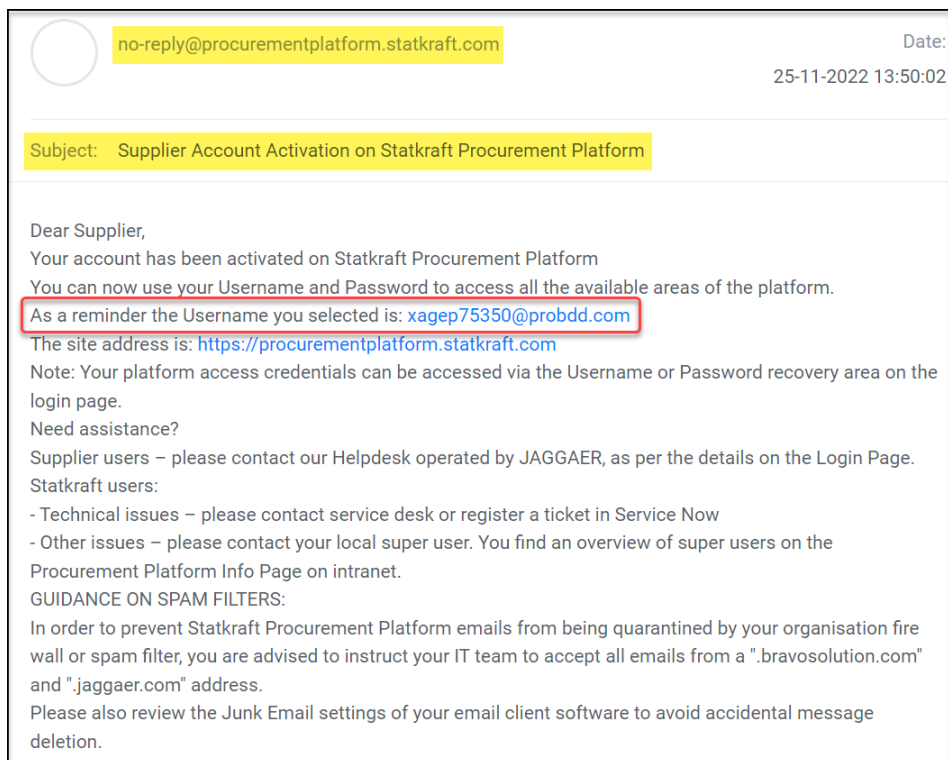
Password: Click on "Change Supplier Account Password"

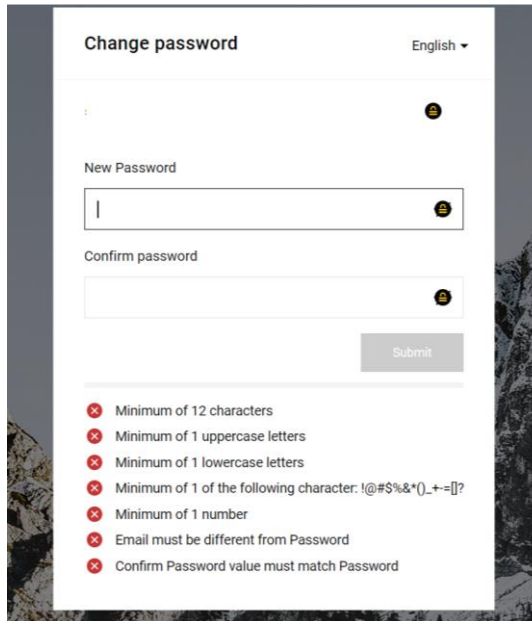A new window will appear. Click on "Click Here to Proceed".

Set your own password according to the requirements and click on "Submit"

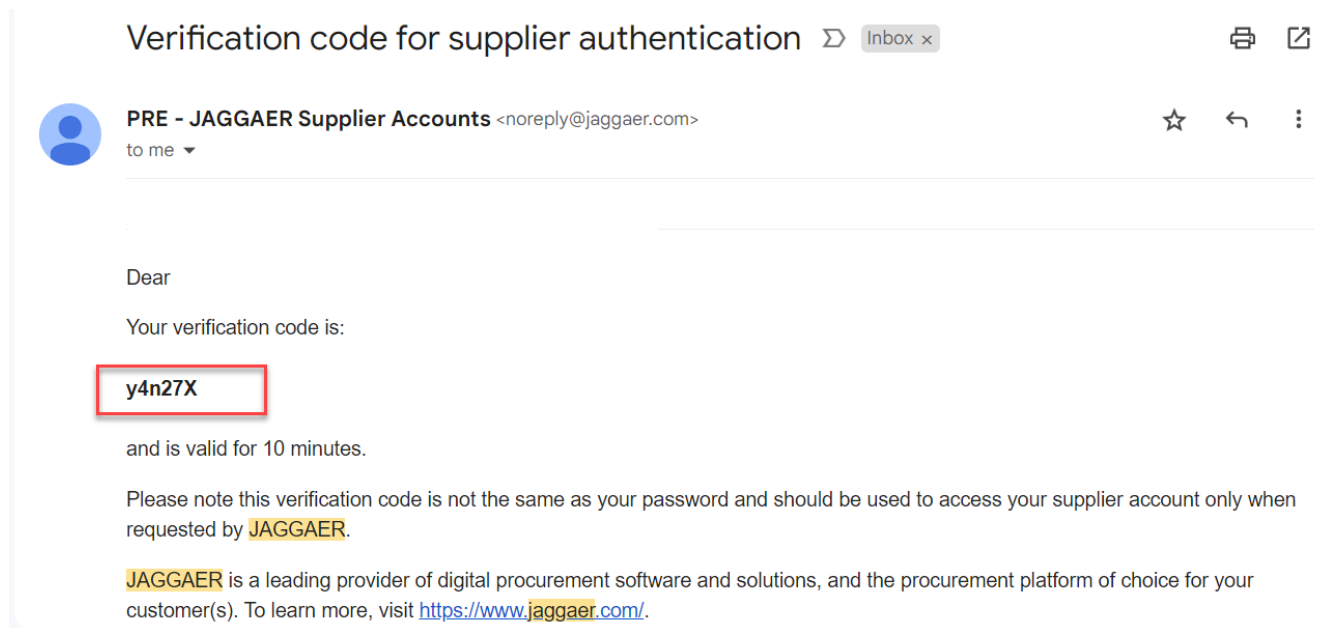# 2. How to Log-in

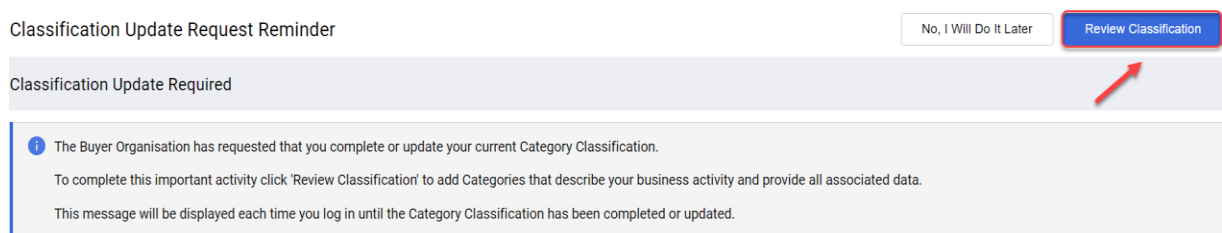Go to: https://procurementplatform.statkraft.com/web/login.html

Click on "Supplier Access", Enter your username (email), password and click "Next".
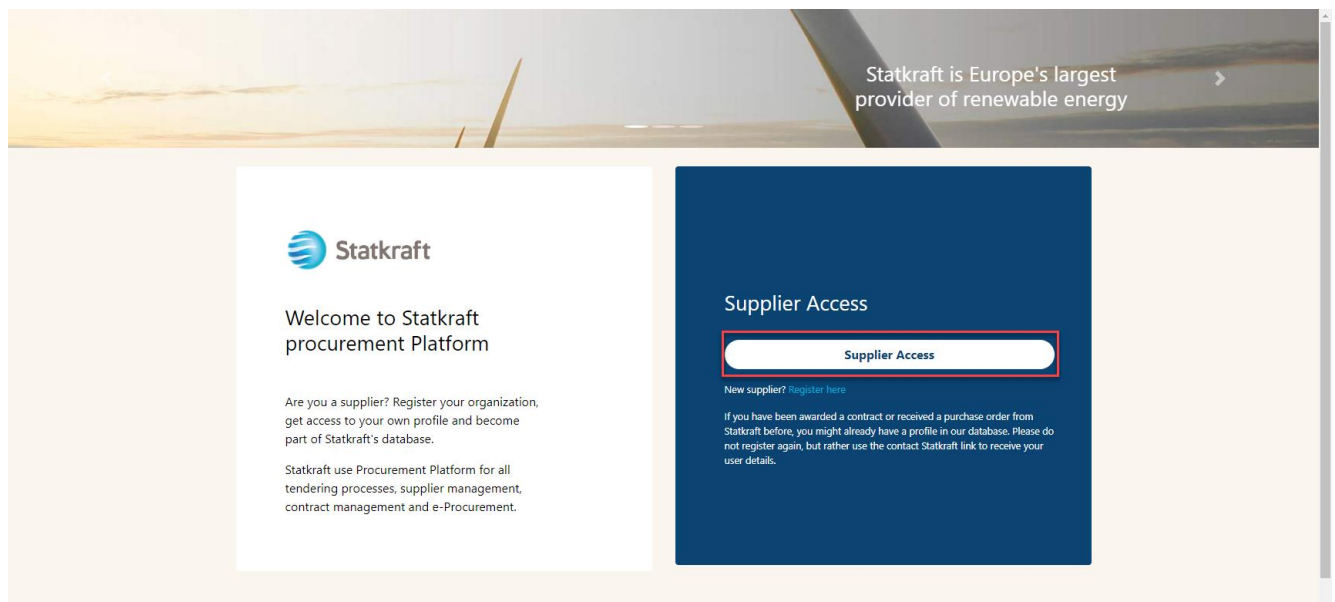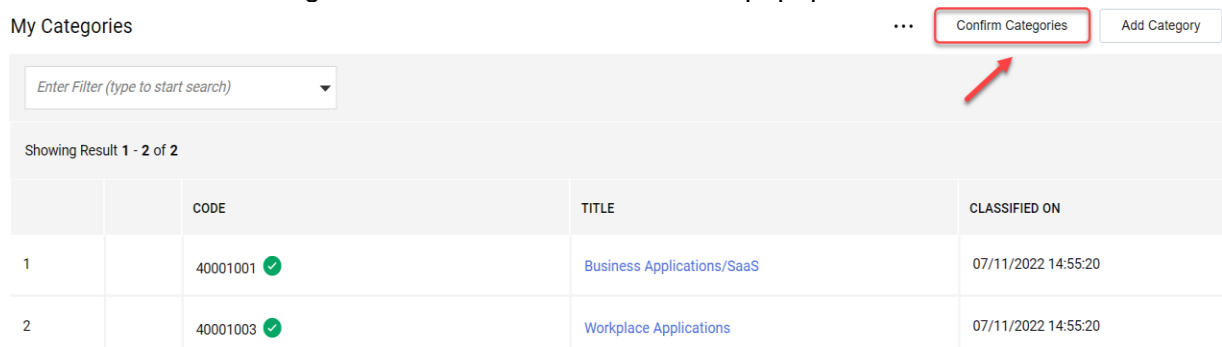

An OTCode is requested as part of the implementation of the second factor authentication. An email like this should arrive in your inbox. Copy the code and paste it the field below.

![Statkraft logo]

The next step is performed only once and it's more relevant to suppliers registered by Buyer. Click on "Review Classification".

Click on "Confirm Categories" and click "Confirm" on the popup.

My Categories

		CODE	TITLE	CLASSIFIED ON
1		40001001 ✅	Business Applications/SaaS	07/11/2022 14:55:20
2		40001003 ✅	Workplace Applications	07/11/2022 14:55:20

Showing Result **1** - **2** of **2**

Now you are inside the platform. Use the left side menu to navigate. Please see other sections of this guide for additional support.

2.1 Completing Bank Data

Statkraft has integrations in place that will export your data to our ERP system. This is not a mandatory step upon registration. Bank data is only required from suppliers that are awarded an RFP. This step can only be completed by the superuser on the supplier's account.

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Click on **Profile**.

Click on **Profile Data**.

Click on **Bank Information**.

Click on the pencil to edit. Answer the first question to see the respective bank data fields.

After adding the relevant bank data, click on **Save**.

To ensure successful data export to our ERP system, it is essential to complete all required fields in the bank information form.

3. How to answer a Basic Qualification Assessment

Click on "Dashboard".

You will see the Assessment under "My Editable Assessments" on the dashboard page.

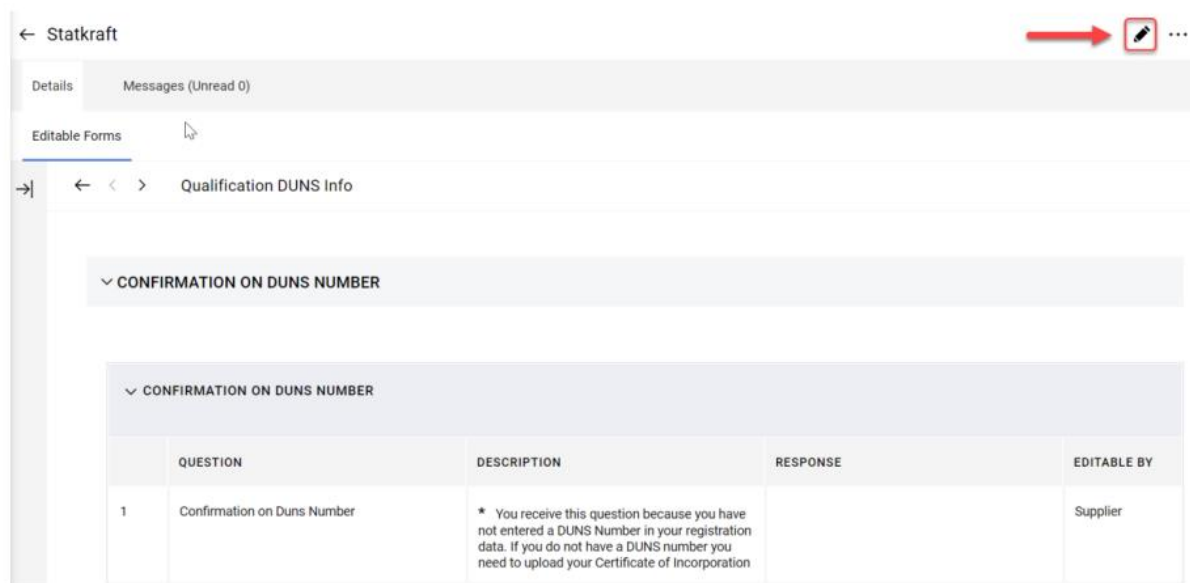Click on the name of the Assessment.

MY EDITABLE ASSESSMENTS

BUYER ORGANISATION	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
Statkraft	13.10.2022	0%	

Click on "Qualification DUNS info".

Showing Result **1 - 2** of **2**

		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	>	Page	Qualification DUNS info	✖		13.10.2022 14:59	13.10.2022 14:56	Yes
2	>	Page	Supplier Code of Conduct	✖		13.10.2022 15:00	13.10.2022 14:56	Yes

If your company has a DUNS number on the profile, you may not receive the first form presented in the screenshot above (Qualification DUNS Info). In that case, go directly to the second form.

In order to fill out the form click on the "Edit" icon in the top-right corner.

If you need to add a DUNS number to your profile, use the left side bar to access your profile. Click on the Pencil icon and add your DUNS number in the relevant field. You can access your profile through the home page as well.

If your company has a DUNS number, click on "Yes, I have a Duns Number, I have added it in my Profile". If not, choose "No, I do not have a DUNS Number".

Click on "Save & Next".

On the "Supplier Code of Conduct" choose yes.
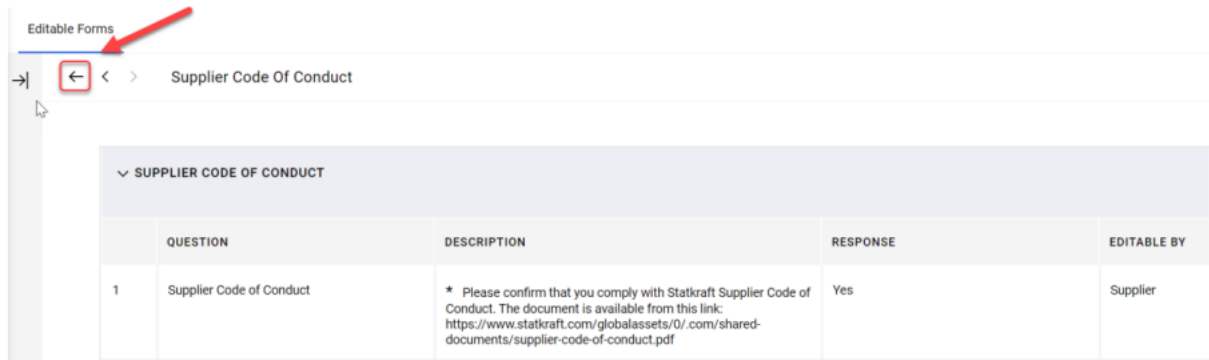
Click on "Save & Exit".

Click on the "Back to Previous Page" arrow.
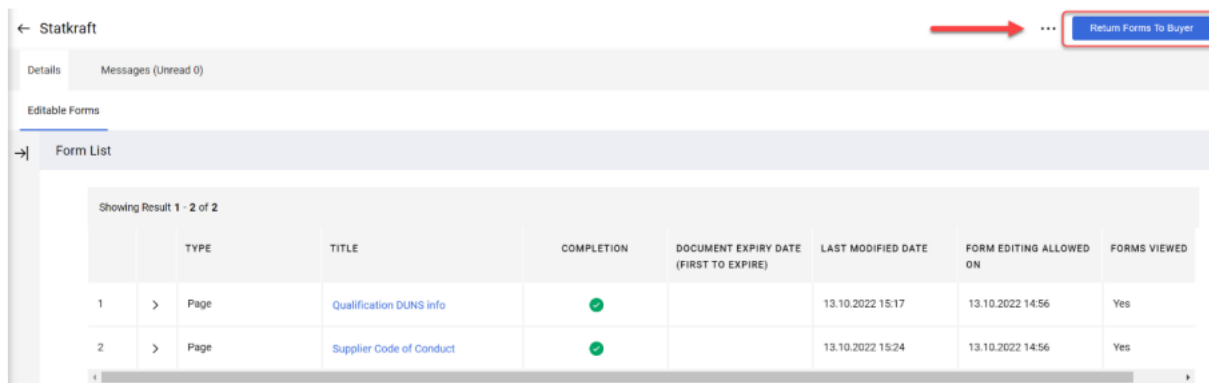
Finally click on "Return Forms to Buyer" and click OK on the popup.

4. How to respond to the RFI as a supplier

Navigate to https://procurementplatform.statkraft.com/web/login.html in your browser (recommended browsers: Google Chrome, Mozilla Firefox or Microsoft Edge).

Click on "Supper Access" and login with your supplier account credentials.
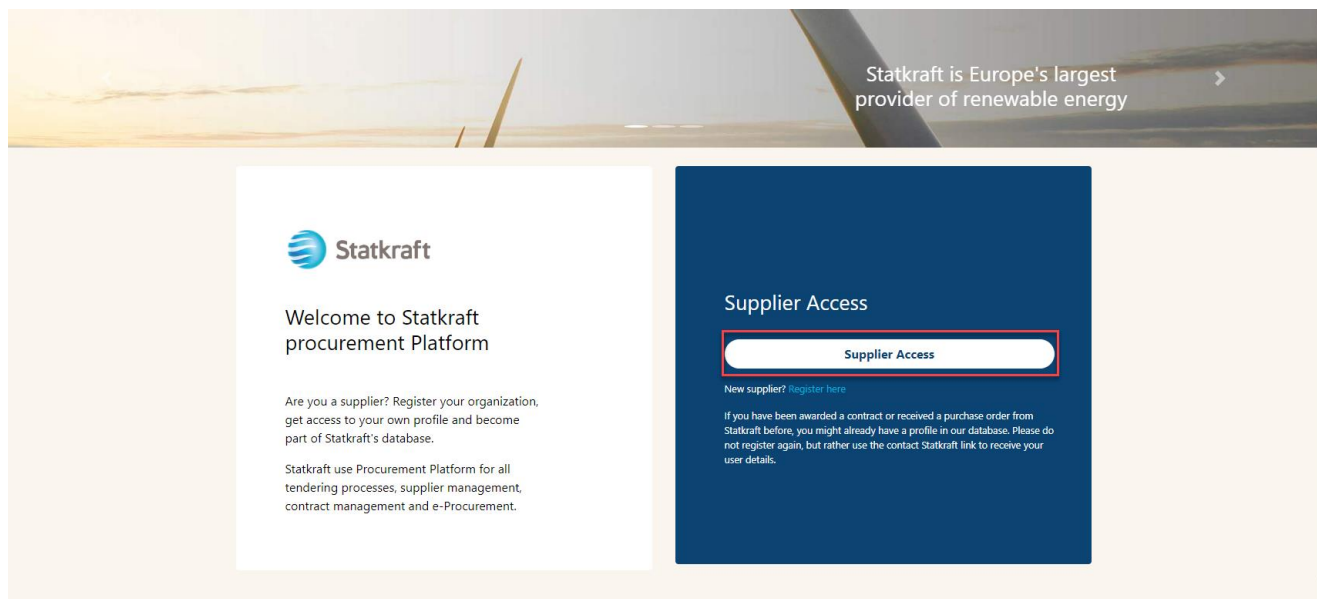
Click on the RFI icon. Alternatively, you can click on the Dashboard and see the running RFIs.

Click on your RFI Title.

Check the attachments sent by Statkraft by clicking on the yellow warning at the top of your screen.

> ⚠ **Warning:** You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response. ✕
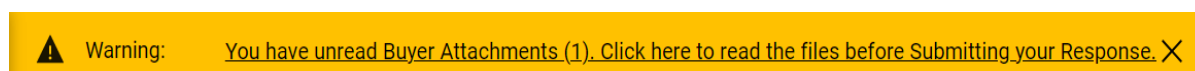
You can see the attachments individually or click on the "Mass Download" button.

← RFI : rfi_364 - RFI project 471   ● Running   ...

| RFI Details | Messages (Unread 0) |

| Settings | Buyer Attachments (1) | My Response | Associated Users |

Folders and Files List   root >   ...   Mass Download

Enter Filter (type to start search)

Showing Result **1 - 1** of **1**   Show: **20**

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	Attachment example.pdf		07/11/2022 16:34:23	⚙

To go back to the questions sent by Statkraft, click on "My Response".

Click on "Intend to Respond".

← RFI : rfi_364 - RFI project 471   ● Running   ...   Decline To Respond   **Intend To Respond** ②

| RFI Details | Messages (Unread 0) |

| Settings | Buyer Attachments (1) | My Response ① | Associated Users |

∨ 1. QUALIFICATION RESPONSE (QUESTIONS: 1)

∨ 1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Application letter	* By providing a response to this RFI 1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company. 2. We understand and accept that receipt of the attached application places no obligations upon the requester to include our company on the list of prequalified companies. 3. We acknowledge that the information provided in this RFI is confidential and has not, and will not, be disclosed to other persons or parties other than for the purpose of completion of the application. If information is disclosed to other persons, such other persons or parties shall agree to maintain the confidentiality.	

Intend to Respond: Enables a Supplier to view and complete the Buyer's Questionnaires, and to submit their Response for evaluation by the Buyer.
Decline to Respond: Notifies the Buyer that the Supplier does not intend to respond.

Click on the "Pencil Icon" to start answering the questions.

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Answer every question accordingly. Mandatory questions have a "*" on the beginning of the question.


If you need to answer an attachment question – please not that only one file or one zip file is allowed per question. The zip file should not exceed 200MB in size – if this is necessary in your answer, please contact Statkraft through the messaging tab.

Adding an Attachment:

	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Legal entity	Submit a copy of the latest version of the Certificate of Incorporation.	+ Attach File
1.2.2	Tax and debt settlements	★ We confirm that we are solvent and not involved in debt settlement proceedings or are under administration.	No ▾

1.2 SUPPLIER - QUESTION SECTION

You can use the Drag and Drop functionality also. After selecting the file, click on "Confirm".

← Attachments   Select File   Confirm
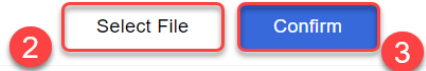
ℹ️ Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

ℹ️ File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	TYPE	FILE NAME	SIZE
		Use the button to Upload or DRAG and DROP into this area	

The file is now attached to the question.

Click on "Save and Return" and "OK" on the popup.
You will return to the main RFx page – The answer is not submitted yet.

RFI : rfi_366 - Prequalification Purchase X   ● Running   Save And Continue   Cancel   Save And Return

ℹ️ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

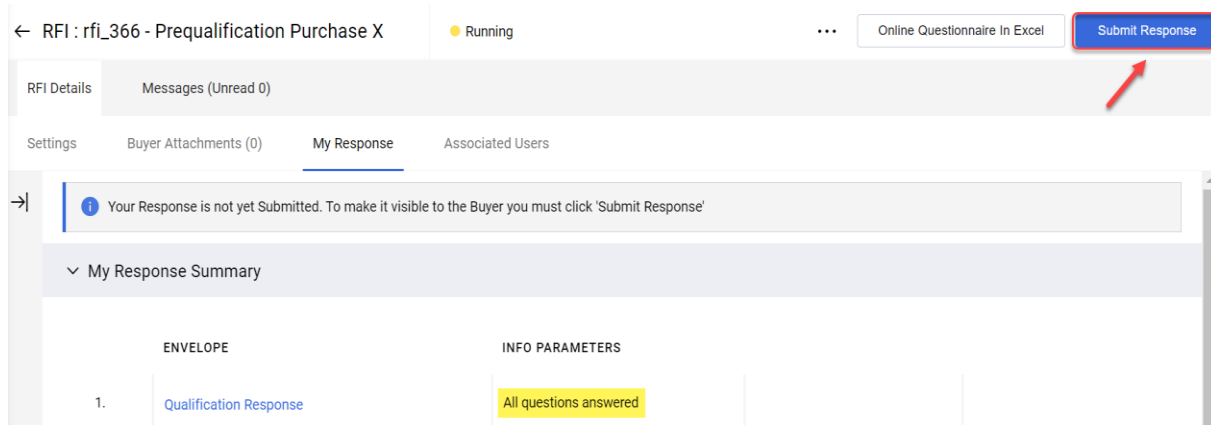Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Application letter	★ By providing a response to this RFI 1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company.	Yes ▾

If you have completed all questions (see summary highlighted in yellow below), you can click on "Submit Response". Click "OK" on the popup.

All done – your answer was submitted. You will get the following warning that your answer was sent to Statkraft:

You can

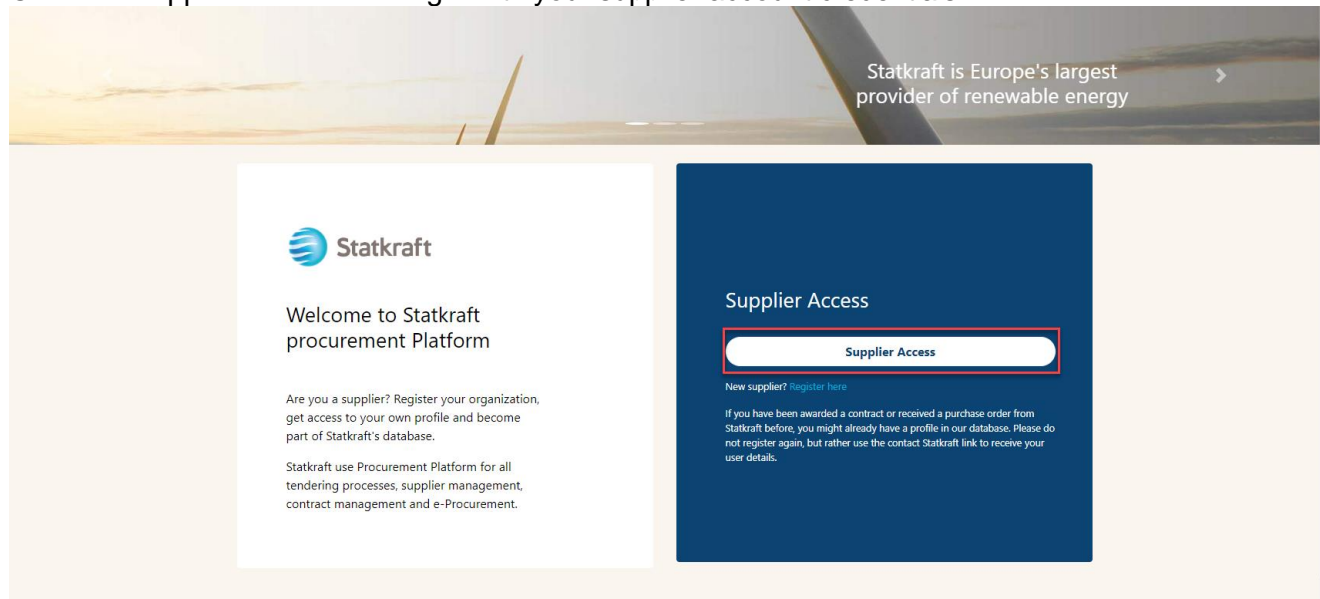> ℹ You have successfully submitted your response to the Buyer.

see an overview of the RFIs and RFPs answered on the respective RFx pages.

5. How to respond to the RFP as a supplier.

Navigate to   https://procurementplatform.statkraft.com/web/login.html   in your browser (recommended browsers: Google Chrome, Mozilla Firefox or Microsoft Edge).

Click on "Supper Access" and login with your supplier account credentials.

Click on the RFP icon. Alternatively, you can click on the Dashboard and see the running RFPs.

Click on your RFP Title.

Click "I agree" then "Next" on the Accept Contract screen.

Important to Notice: The **Tender Rules** will give guidelines and minimum requirements to participate in the tender. Tender Rules may be disabled in the RFP at Buyers' discretion.
If you click on **"I do not agree"** your company will be **disqualified** and taken out of the RFP.

If there are general attachments to the tender, you will see a warning on the top of the screen. You can click on it or click on "Buyer Attachments". This will take you to the attachment section. Please keep in mind that questions can contain attachments as well.

Click on "Mass Download".

Select all files. All attachments on this section will be downloaded on a zip file.

Click "OK" on the popup.

After downloading all documents, click on "Cancel" to go back.

Click on "My Response" to access the RFP questionnaire.

Note: On the tab Settings (highlighted in yellow) you can see additional details about this RFx.

Click on "Intend to Respond" to confirm your participation on the process.

Select your Response Currency and click "Save".

Click on the "Pencil Icon" (Edit Response).

Notice the first section of the response page is the My Response Summary. This section keeps track of the supplier's response progress in each envelope based on the mandatory questions answered. In this section you can also click on an Envelope name to open it in Edit mode ready to complete.

Answer the questions accordingly. On this example we will answer an Attachment question. Click on "Attach File".

On the new window you can either Drag and Drop your file or click on "Select File" and search for it on your PC. Once you have selected the file click on "Confirm".

The file is now uploaded as an answer to the question. Once you have answered all the questions on this Technical Envelope you can click on "Save and Return" (here you are returning to the summary page).

Click "OK" on the popup.

statkraft-prep.app.jaggaer.com says

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

Notice on the Response Summary that all questions are answered on the Technical Envelope. Now you need to answer the Commercial Envelope.

Scroll down and click on the "Pencil Icon" (Edit Response) on the Commercial Envelope.

Answer the questions accordingly. To see the total price (highlighted in yellow) updated click on Validate Response after answering all questions (this is an optional step). Finally click on "Save and Return".

Click "OK" on the popup.

Now that all questions were answered you can click on "Submit Response". Click "OK" on the popup.

Expected result: your answer was successfully submitted. You can edit your answer if while the RFP is running.

![Statkraft logo]

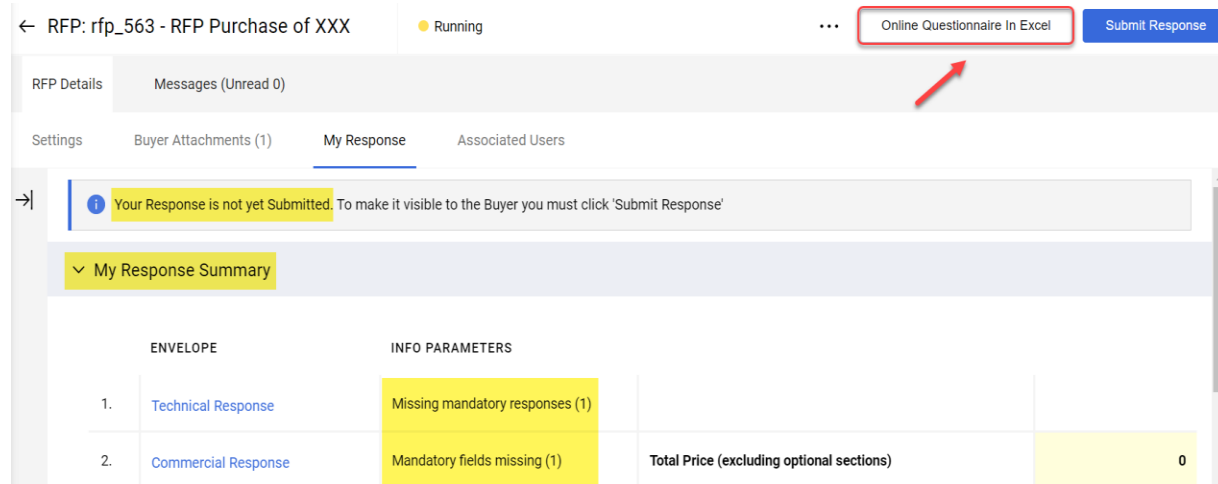## 5.1 How to answer a RFx using Excel (export and import)

Important – You need to reach step where you click on **"Intend to respond"** (Page 17) on the screenshots above before starting to answer the questions on the envelope. That`s why the steps below start on the step **after**. This procedure does not work for Attachment Questions. See screenshots above to see how to upload files as answers.

Click on "Online Questionnaire in Excel".

Click on "Download Online Questionnaire in Excel".

A spreadsheet will be downloaded. The spreadsheet will show you which fields are editable. As said before, attachment questions cannot be answered through the spreadsheet.

Save the spreadsheet on your PC and click on "Browse". After selecting the spreadsheet with the answers click on "Import Items".

Your answer was uploaded – but your response is not submitted yet. If all questions are answered, click on "Submit Response".

Click "OK" on the popup.

Expected result: your answer was successfully submitted. You can edit your answer if while the RFP is running.

6. How to send messages

The messaging function should be used to capture all communication between Buyers and Suppliers throughout the RFI/RFP. This will include clarification questions raised and responses provided.

In the central navigation bar click on "Messages" then "Create Message".

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![Statkraft logo]

Give the message a Subject and write your Message, then click on "Send Message". Notice that attachments can also be added in the same way as you would with an email.

On the same tab you will be able to see "Received Messages". Clarifications done during the RFP process will be available here.

7. General account settings and navigation

After Login the page below will present shortcuts to the most used functionalities.

Click on "Dashboard".
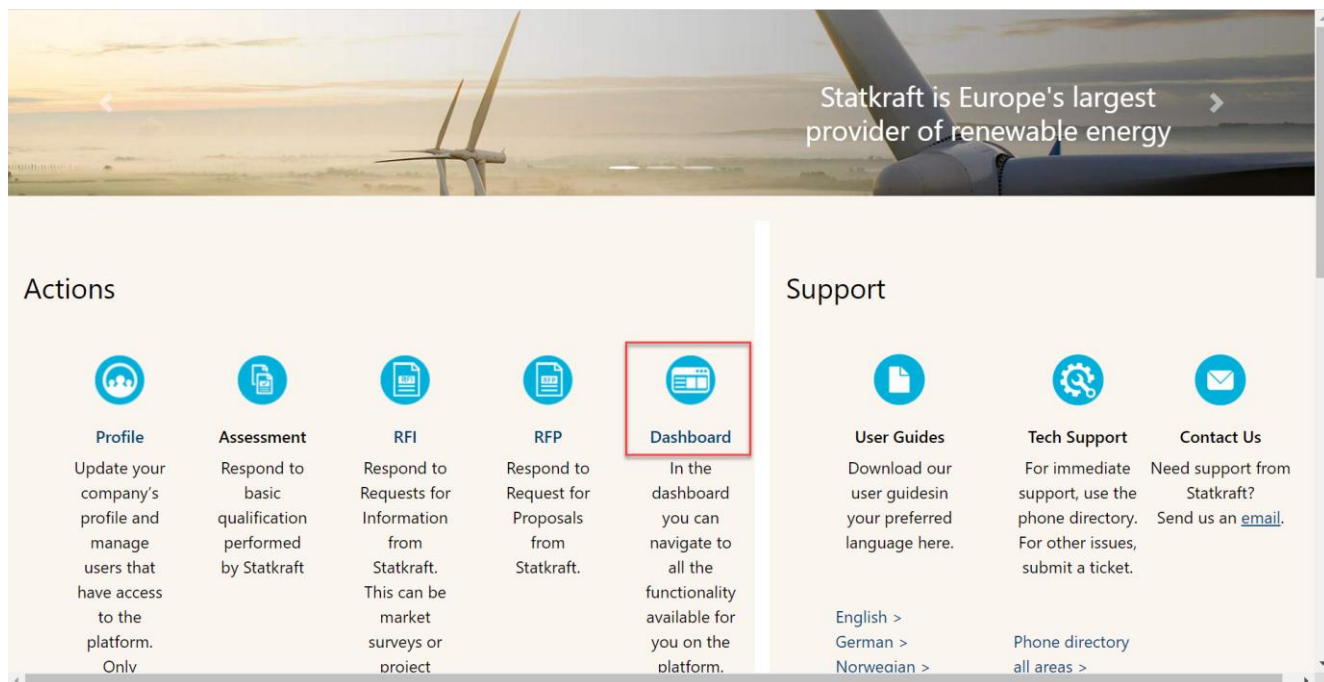
On the Dashboard all ongoing processes will be shown. On the left side menu, you will have access to:
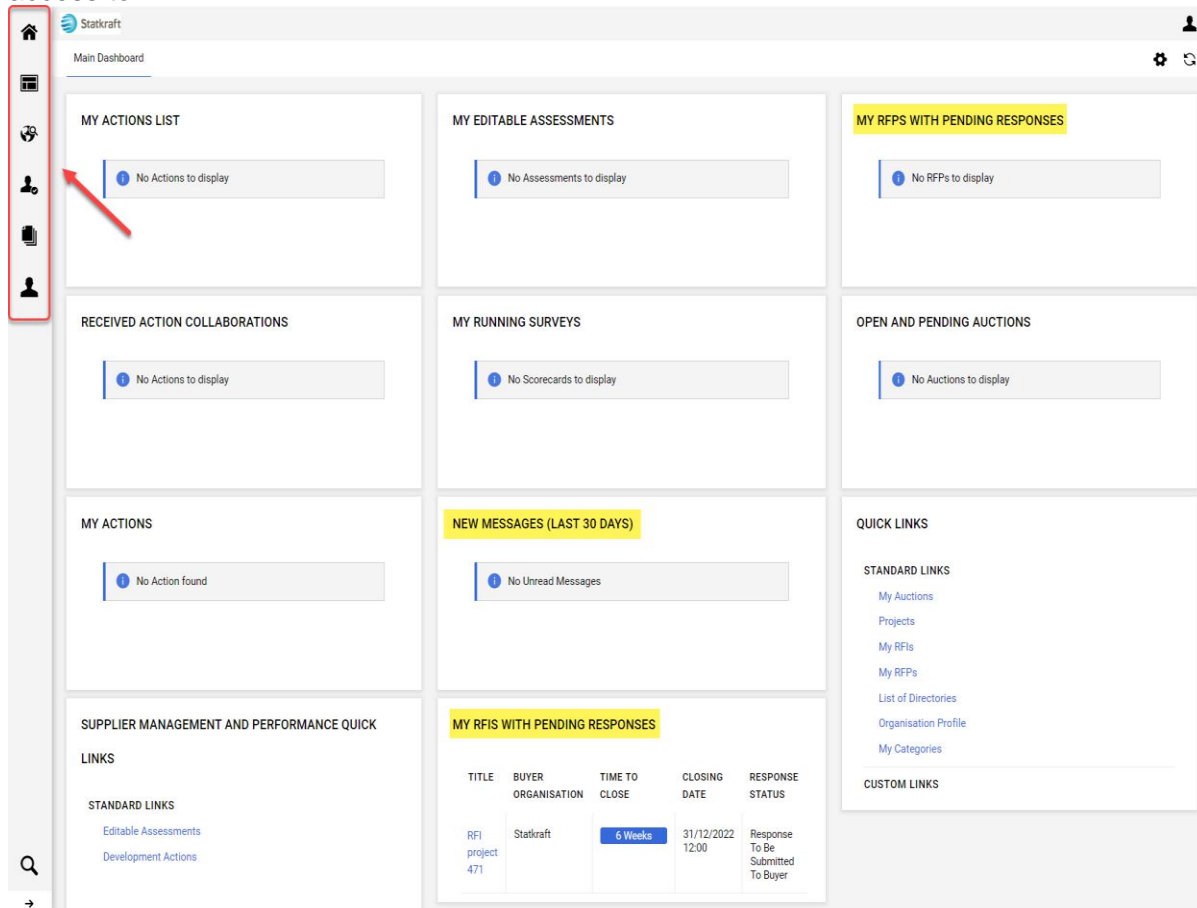
- **Sourcing** – See all ongoing/closed RFI and RFP processes,

- **Contracts** – See all the contracts awarded to your organization,
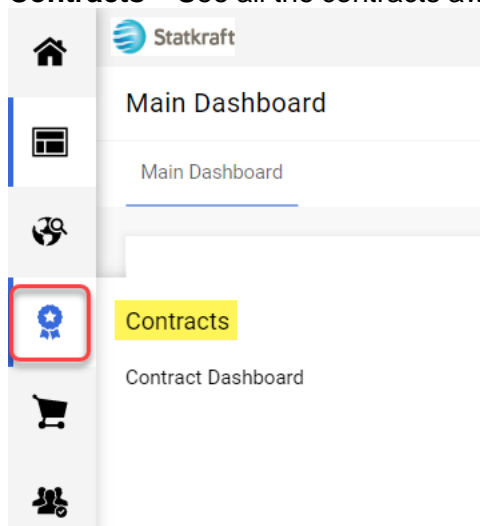
- **Organization Settings** – Manage your organization's profile data.
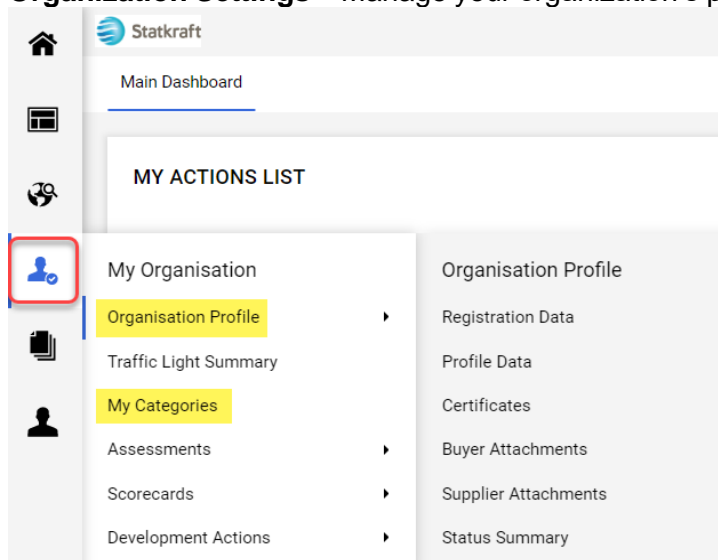
- **User Management** – Add new users and manage users' access from your

organization. The superuser is the main responsible for the supplier's profile. They will be advised of all events in the system and there are assessments that only a superuser can answer.
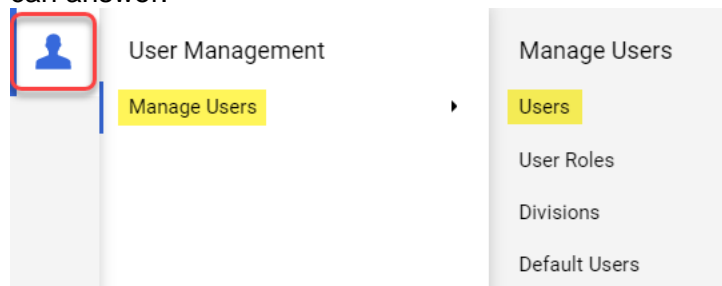
8. How to create new users

On the landing page click on "Profile".
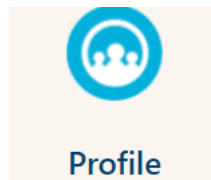
On the left side panel click on "User Management" and then "Users".
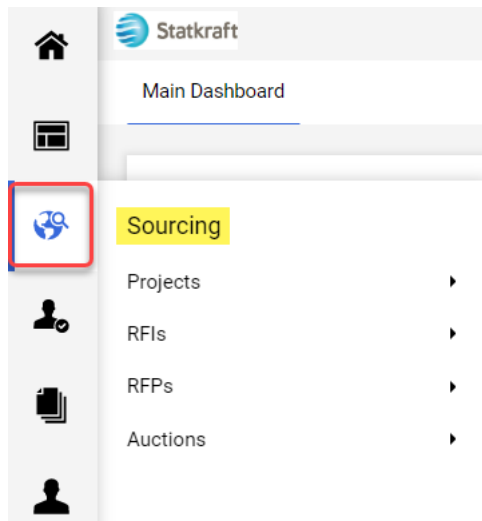

Click on "Create".

Fill in the mandatory fields and click on "Save".

New User

Cancel   Save

∨ User Details

* Last Name

Ola

* First Name

Nordmann

User Tag for Codes

* Email

sqm70885@cdfaq.com

* Telephone Number

+471234578

* Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

+471234578

* Division

Division ▾
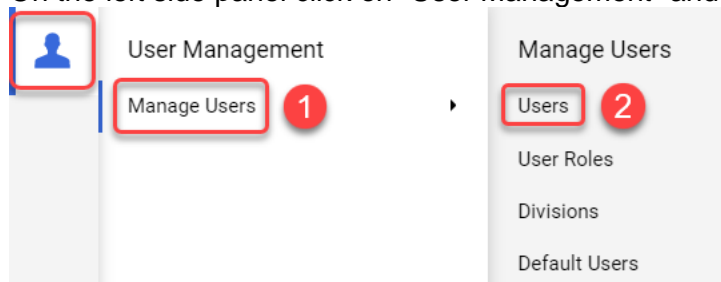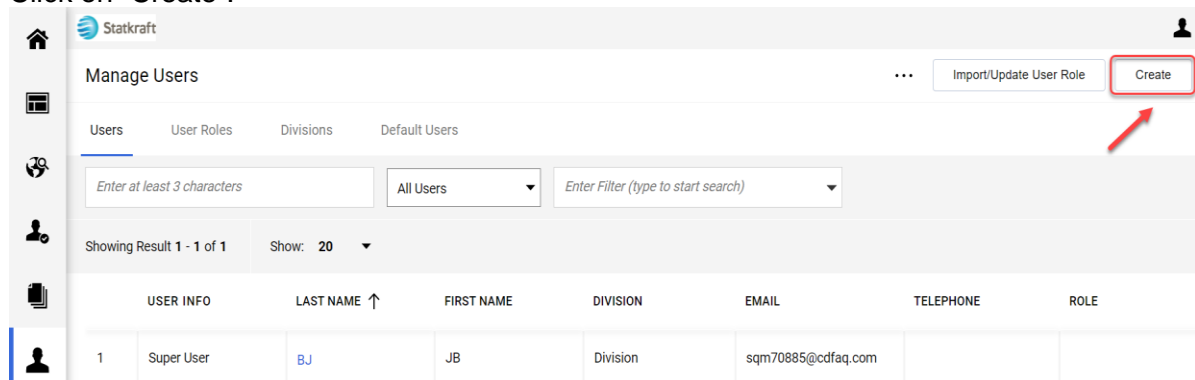
Department

--- ▾

Role

--- ▾

* Username

sqm70885@cdfaq.com

* Preferred Language

English (UK) ▾

* Time Zone

(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome ▾
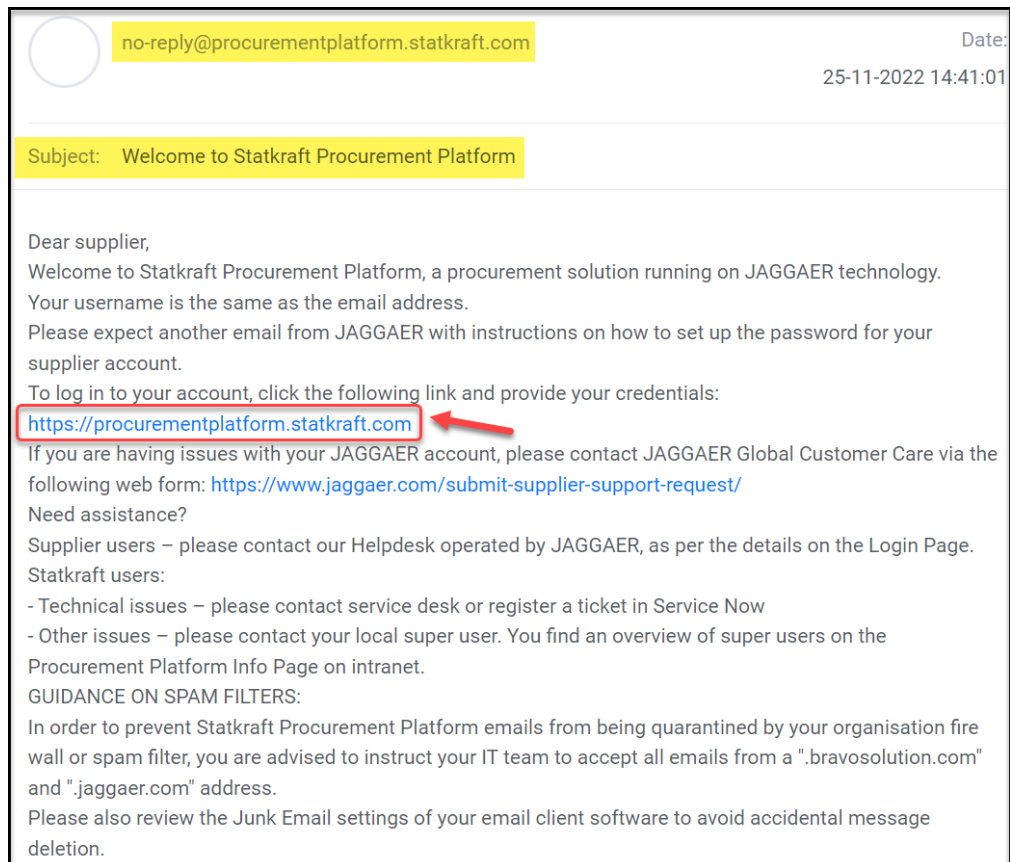
User External Code

The new user has been created.

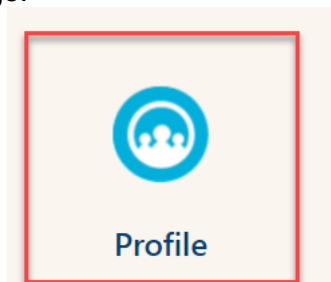← New User   View User Rights

ℹ Nordmann Ola has been registered as a new User. The login details have been sent via email to the following email address: dmz16792@xcoxc.com
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

The new user will receive the email below, which will allow them to set a personal password. The email might take some minutes.

Date:
25-11-2022 14:41:01

Subject: Welcome to Statkraft Procurement Platform

Dear supplier,
Welcome to Statkraft Procurement Platform, a procurement solution running on JAGGAER technology.
Your username is the same as the email address.
Please expect another email from JAGGAER with instructions on how to set up the password for your supplier account.
To log in to your account, click the following link and provide your credentials:
https://procurementplatform.statkraft.com
If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: https://www.jaggaer.com/submit-supplier-support-request/
Need assistance?
Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details on the Login Page.
Statkraft users:
- Technical issues – please contact service desk or register a ticket in Service Now
- Other issues – please contact your local super user. You find an overview of super users on the Procurement Platform Info Page on intranet.
GUIDANCE ON SPAM FILTERS:
In order to prevent Statkraft Procurement Platform emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from a ".bravosolution.com" and ".jaggaer.com" address.
Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

9. How to change super user

Click on Profile on the landing page.

Scroll down and click on *Change Main User*

Seach on the bar, the name of the user you wish to change and click on it.

Make sure the user details are correct and click *Save.*

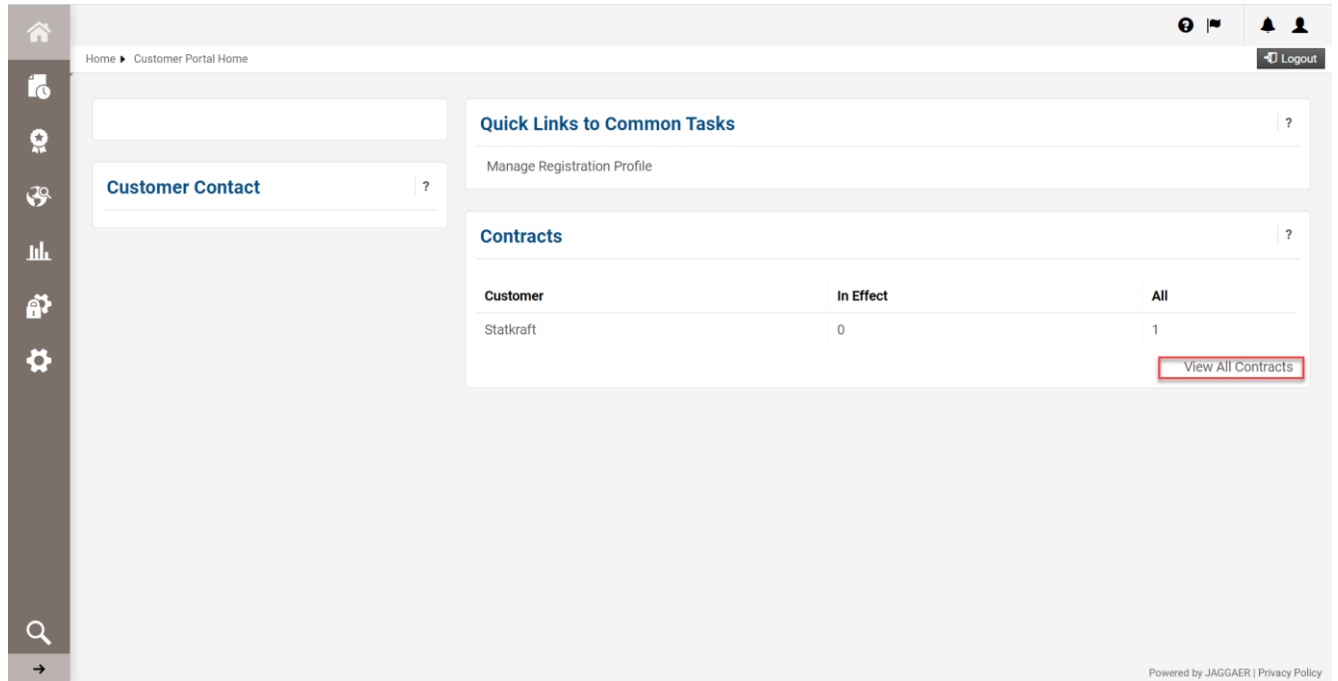## 10.   How to answer an external review round

An invitation to be part of the contract external review round will be sent to your email. Click on *Supplier Login.*

Enter the platform with your credentials (email and password) just like in the step above linked here.

After log-in, you will be directed to this page below. Click in the highlighted bottom: *View All Contracts.*
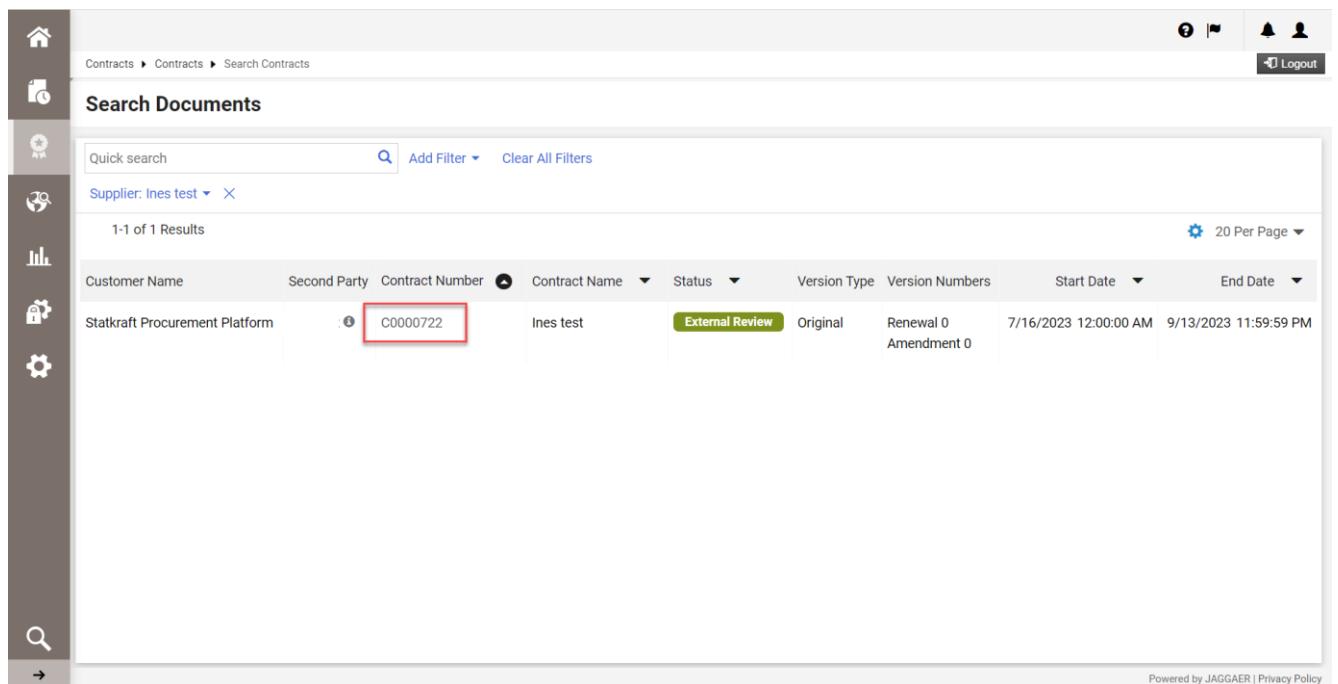
Click on the contract number to open the external review round.
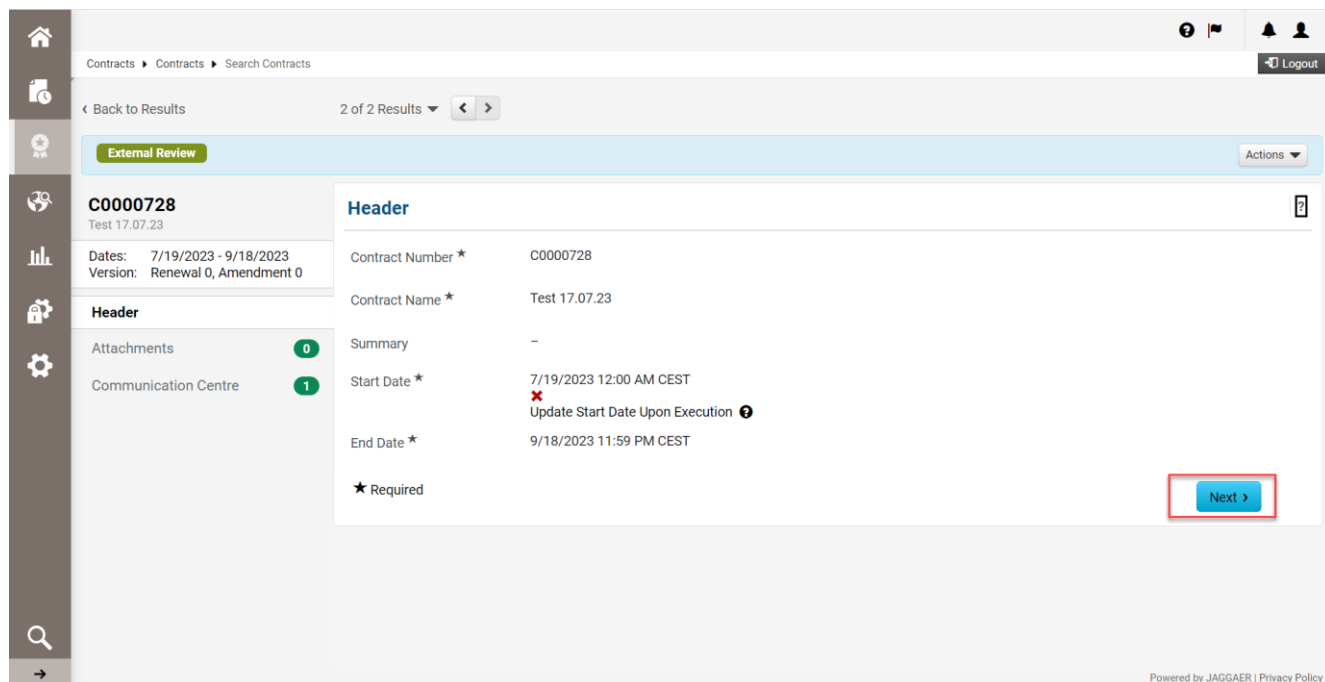
In the header you can find the basic details of the contract. Click *Next.*
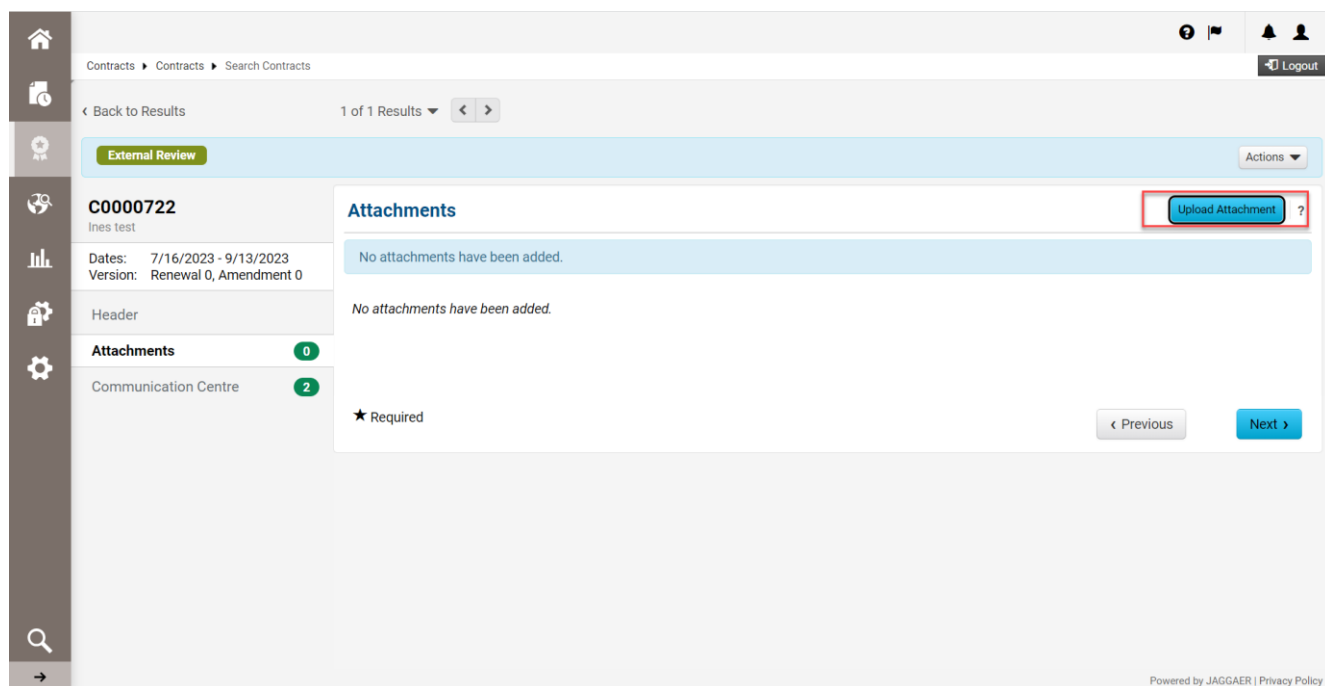
Here you will upload all the relevant attachments from your review. Click in *Upload Attachment.*
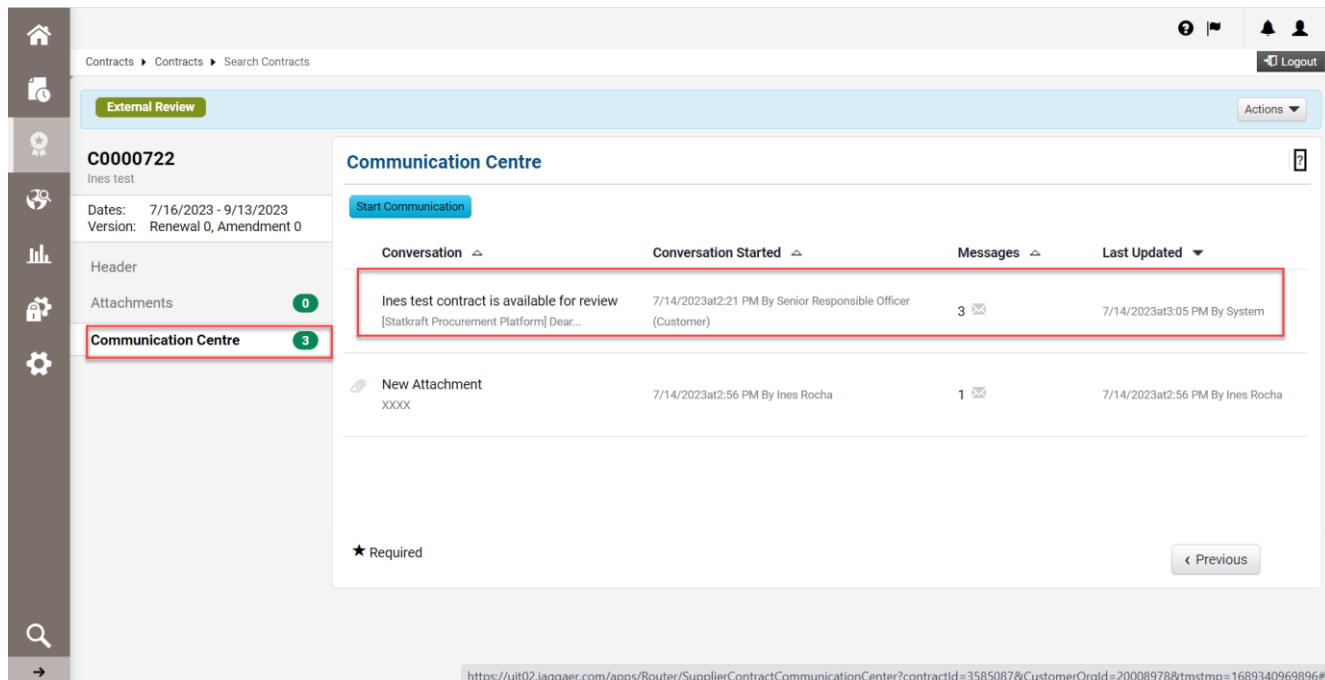

Select the files and click *Done.*
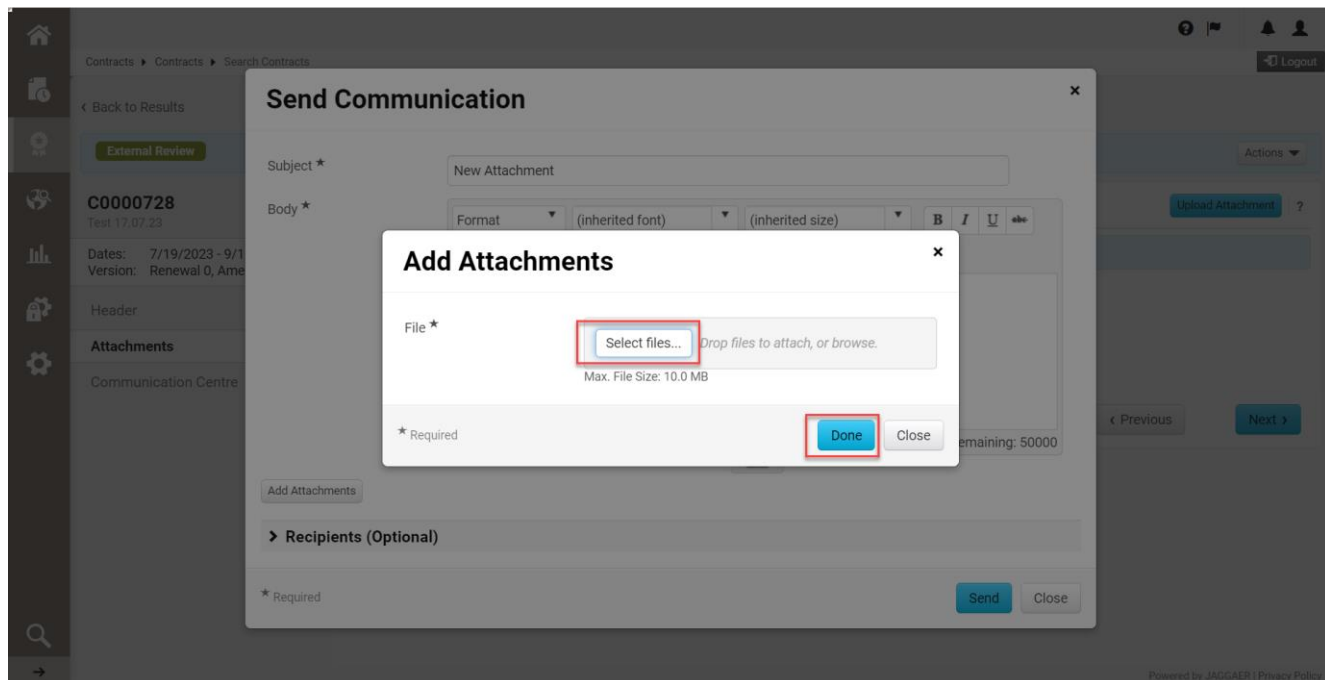
You can change the subject and add comments in the body. Verify the attachments and click *Send.*
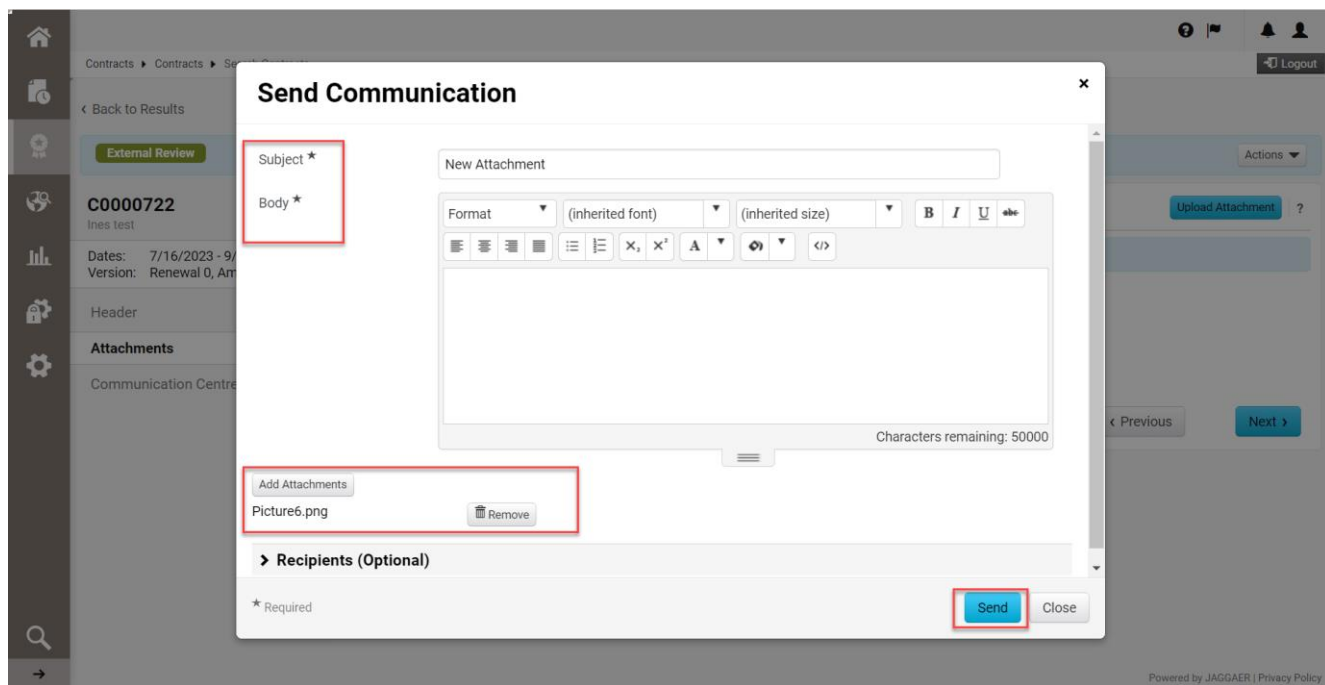
In the communications center, answer the original email you received from the Statkraft. This will generate an alert to the contract managers. Click on the title.

Click on *Add to Conversation.*
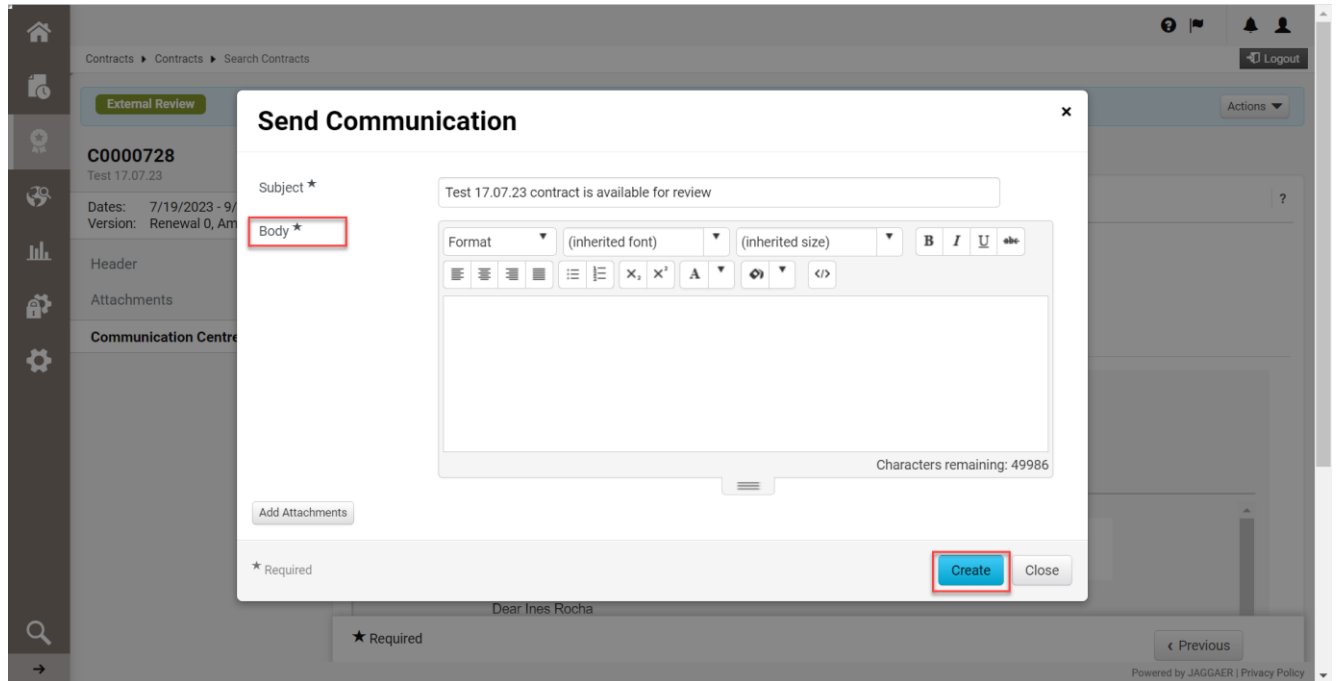
Just write a simple alert message on the communication body and click *Create.*

End.