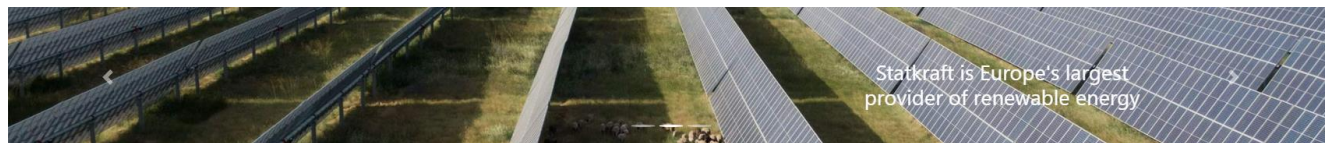


Statkraft Procurement Platform

Supplier's Step-by-step Guide

Content

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Statkraft is Europe's largest provider of renewable energy

Actions



Profile

Update your company's profile and manage users that have access to the platform. Only accessible by your company's super user.



Assessment

Respond to basic qualification performed by Statkraft



RFI

Respond to Requests for Information from Statkraft. This can be market surveys or project specific qualifications



RFP

Respond to Request for Proposals from Statkraft.



Dashboard

In the dashboard you can navigate to all the functionality available for you on the platform. You will also have an overview of all running processes.

Support



User Guides

Download our user guides in your preferred language here.

English >
German >
Norwegian >
Portuguese >
Spanish >
Swedish >



Tech Support

For immediate support, use the phone directory. For other issues, submit a ticket.

Phone directory all areas >
Link to ticket system >



Contact Us

Need support from Statkraft? Send us an email.

Renew the Way the World is Powered

Statkraft is a leading company in hydropower internationally and Europe's largest generator of renewable energy. The Group produces hydropower, wind power, solar power, gas-fired power and supplies district heating. Statkraft is a global company in energy market operations. Statkraft has 5,000 employees in 20 countries.

SOCIAL MEDIA FOLLOW US



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.

Statkraft is Europe's largest provider of renewable energy >

 Statkraft

Welcome to Statkraft procurement Platform

Are you a supplier? Register your organization, get access to your own profile and become part of Statkraft's database.

Statkraft use Procurement Platform for all tendering processes, supplier management, contract management and e-Procurement.


Supplier Access

Supplier Access

New supplier? [Register here](#)


If you have been awarded a contract or received a purchase order from Statkraft before, you might already have a profile in our database. Please do not register again, but rather use the contact Statkraft link to receive your user details.

Support




User Guides

Download our user guides in your preferred language here.




Tech Support

For immediate support, use the phone directory. For other issues, submit a ticket.



Contact Us

Need support from Statkraft?



Open Tenders

Here you find our open tenders and opportunities.

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

User Agreement

Adobe PDF FileClose

Portal User Agreement

1. Introduction

1.1. This User Agreement between Statkraft (the Buyer) and the Supplier governs the access and use of the Statkraft Procurement Platform (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. The System is provided by BravoSolution UK Ltd, a JAGGAER company and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.3. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System and by the Buyer during the procurement exercise. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

2.1. The Buyer grants to the Supplier access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:

2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

☒ I agree
 ☐ I do not agree

Next

a. Completing the registration form with D&B data

Click on “Lookup & Download D&B Direct+ Data”.

Registration Data

...CloseLookup & Download D&B Direct+ DataSave

Index

Main Organisation Data

Registration Data

Onboarding Pages

My Category Selection

Registration Confirmation

→|

Organisation Details

* Organisation Name

State/Country

--

* Country

UNITED KINGDOM

* City

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

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start RegistrationDisplay/Hide Filter

LOOKUP FILTER

☐ DUNS Number

☐ Reg. Numbers

☐ Town

☒ Country

NORWAY

☐ Phone Number

☒ Company Name

Sy

☐ Address

☐ Postal Code

☐ County

Select a province (Start typing the name)

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	340000000	Syslab	920000000	Lillehammer	TROLLHOLMEN	1414		NORWAY

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

“Download”. Click “OK” on the popup.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration Display/Hide Filter

LOOKUP FILTER

☐ DUNS Number

☐ Reg. Numbers

☐ Town

☒ Country
NORWAY

☐ Phone Number

* ☒ Company Name
Syn

☐ Address

☐ Postal Code

☐ County
Select a province (Start typing the name)

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	34801140	Syn	92011130	Lings	TRILLAND	1414		NORWAY

Click on “Update Registration Form”.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration Display/Hide Filter

LOOKUP FILTER

☐ DUNS Number

☐ Reg. Numbers

☐ Town

☒ Country
NORWAY

☐ Phone Number

* ☒ Company Name
Syn

☐ Address

☐ Postal Code

☐ County
Select a province (Start typing the name)

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)
34801140

D-U-N-S number
34801140

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 *)

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

*** Organisation Name** Full legal name

State/Country

*** Address**

*** Company Registration Number**

EU VAT Number

Main Organisation Phone Number

Organisation Legal Structure

*** Country**
UNITED KINGDOM

*** City**

*** Postal Code**

DUNS number (if none leave blank)

Country Dialling Code

Organisation Email Address

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.*

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

*** Last Name**

*** Preferred Language**

*** Email Address Validation Code** Request Validation Code

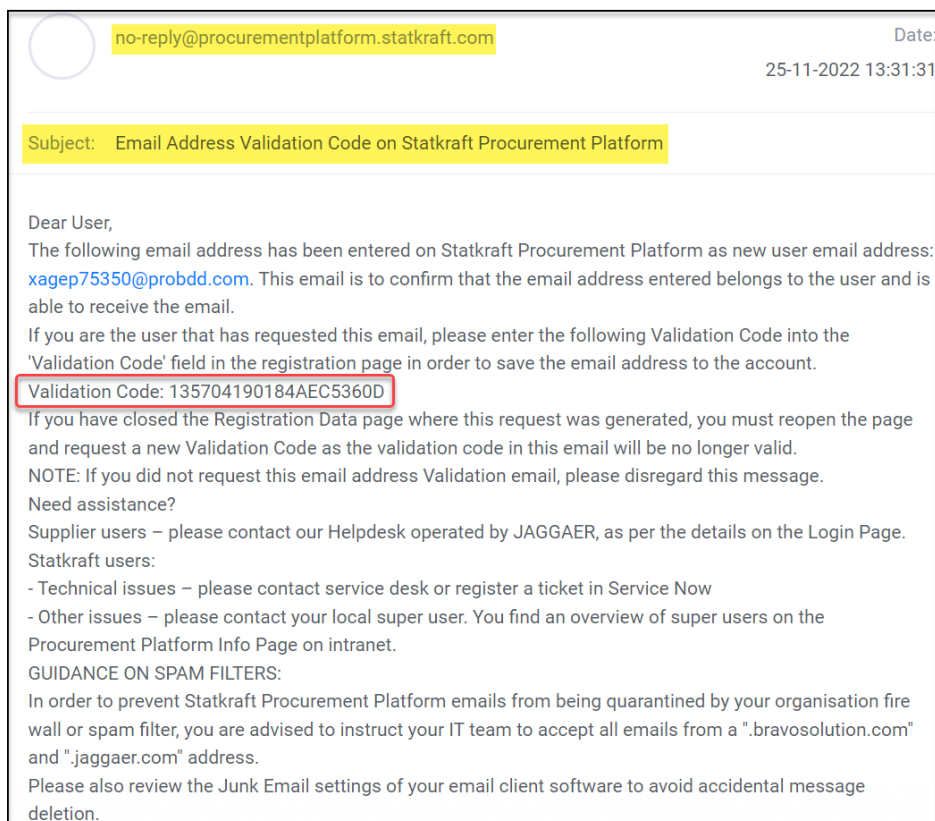
*** First Name**

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

*** Time Zone**
BST/GMT - Greenwich Mean Time (Europe/Lon)

Enter validation code

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).

Registration Data

...

Close

Lookup & Download D&B Direct+ Data

Save

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*.

Begin Vendor Registration

Confirm

Index

Main Organisation Data
Registration Data

Onboarding Pages
Additional Company Information

My Category Selection
Select Categories: 0

Registration Confirmation
Status Summary

Additional Company Information

ACHILLES

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Achilles	* Is your company registered in an Achilles database?	<input type="text"/>	Supplier

TAX JURISDICTION

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Tax Jurisdiction	* Is your company located in any of the following countries	<input type="text"/>	Supplier

Show hidden icons

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

Statkraft

PREPRODUCTION ENVIRONMENT

Begin Vendor Registration

Confirm

Index

Main Organisation Data
Registration Data

Onboarding Pages
Additional Company Information

My Category Selection
Select Categories: 0

Registration Confirmation
Status Summary

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All

Expand All

Selected Items: 0

Categories

10000000 - Civils
20000000 - Hydro
21000000 - Wind
22000000 - Solar Equipment
23000000 - Thermal
24000000 - Electrical infrastructure
30000000 - Professional Services
40000000 - IT
50000000 - Indirects
60000000 - Energy Storage
70000000 - Hydrogen

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

Statkraft
PREPRODUCTION ENVIRONMENT

Begin Vendor Registration

Index

Main Organisation Data
Registration Data

Onboarding Pages
Additional Company Information

My Category Selection
Select Categories: 2
Category Forms

Registration Confirmation
Status Summary

40001000 - 40001003 and 40003000 - 40003003

Category linked

40001000 - 40001003 AND 40003000 - 40003003

	LABEL	DESCRIPTION	RESPONSE	EDITABLE BY
1	Data Storage Location	* Where do you produce (process and store data) your IT services relevant for Statkraft?	<input type="checkbox"/> EU/EEA <input type="checkbox"/> USA <input type="checkbox"/> Other	Supplier

The registration is now completed. Click on “Close”.

Statkraft
PREPRODUCTION ENVIRONMENT

Registration Confirmation

Index

Main Organisation Data
Registration Data

Onboarding Pages
Additional Company Information

My Category Selection
Select Categories: 2
Category Forms

Registration Confirmation
Status Summary

The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.

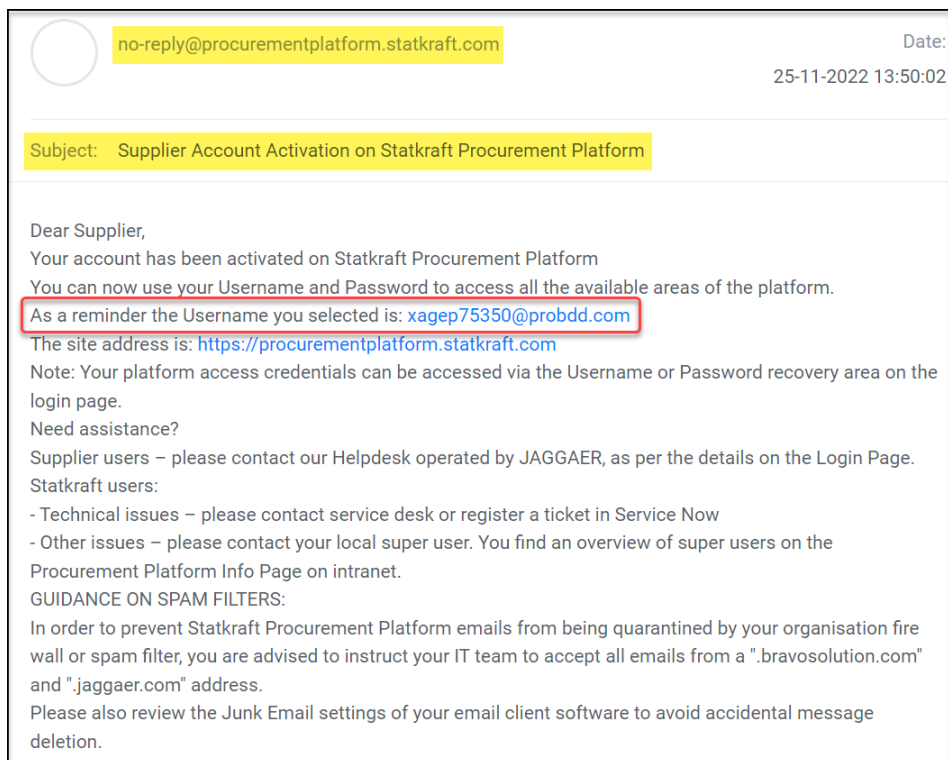
Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	Missing Responses: Optional 7
Additional Company Information	All data complete
Select Categories	Categories selected 2
Category Forms	All data complete

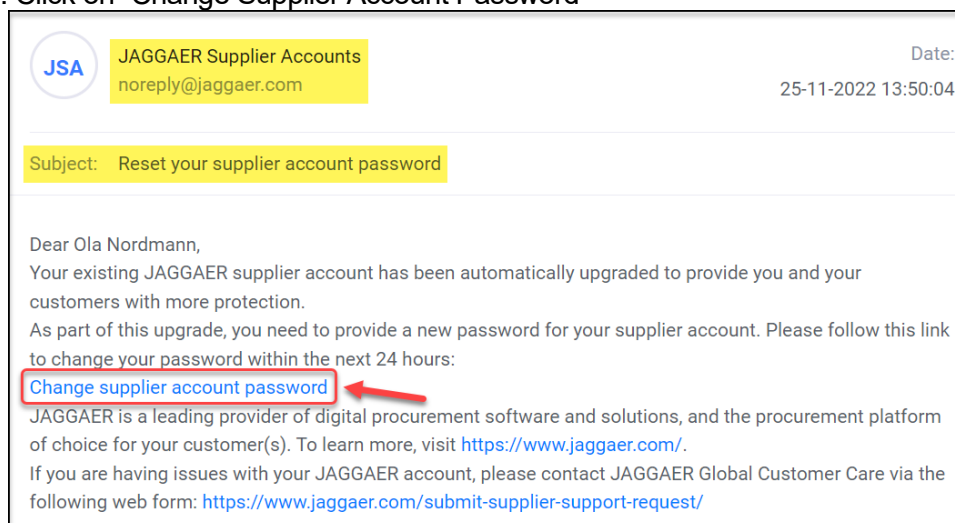
Withing a few minutes you will receive the following emails:

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”.

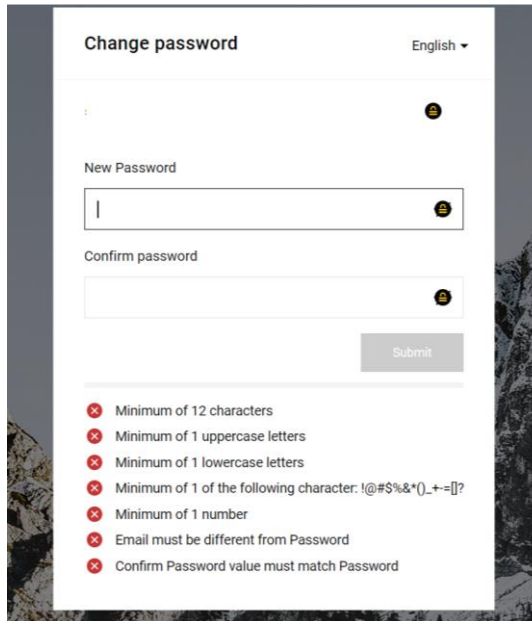
Perform the following action(s)

English ▼

Perform the following action(s): **Update Password**

» [Click here to proceed](#)

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



Change password English ▾

New Password

Confirm password

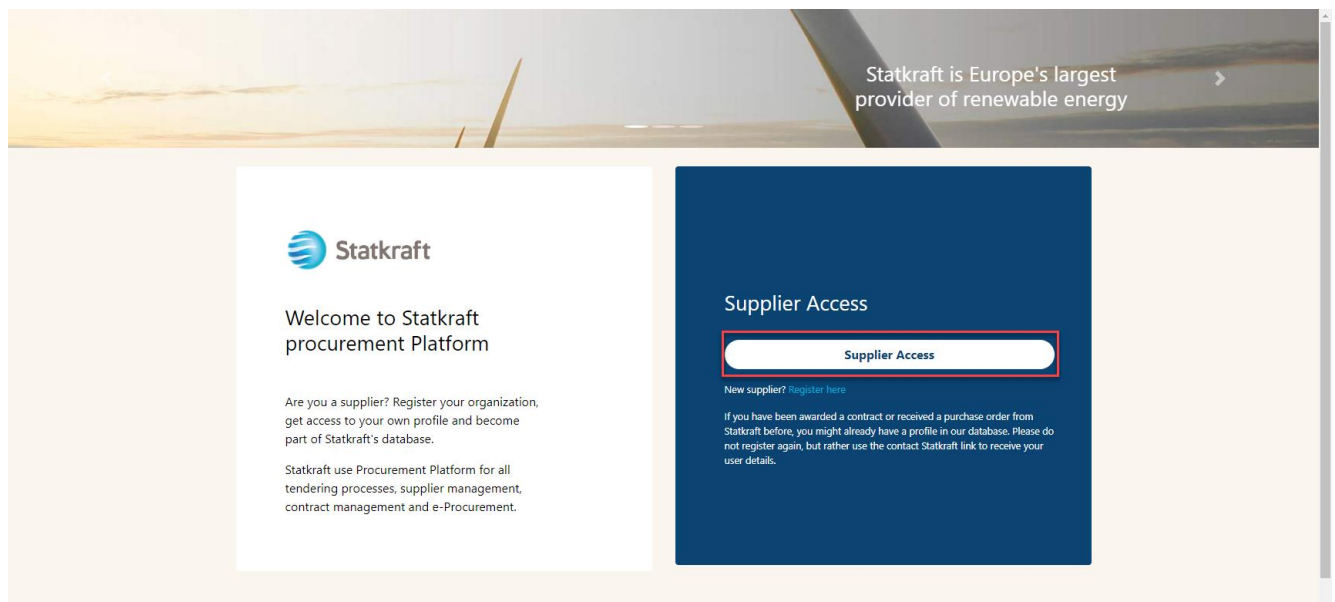
Submit

- ✗ Minimum of 12 characters
- ✗ Minimum of 1 uppercase letters
- ✗ Minimum of 1 lowercase letters
- ✗ Minimum of 1 of the following character: !@#\$%&*()_+~[]?
- ✗ Minimum of 1 number
- ✗ Email must be different from Password
- ✗ Confirm Password value must match Password

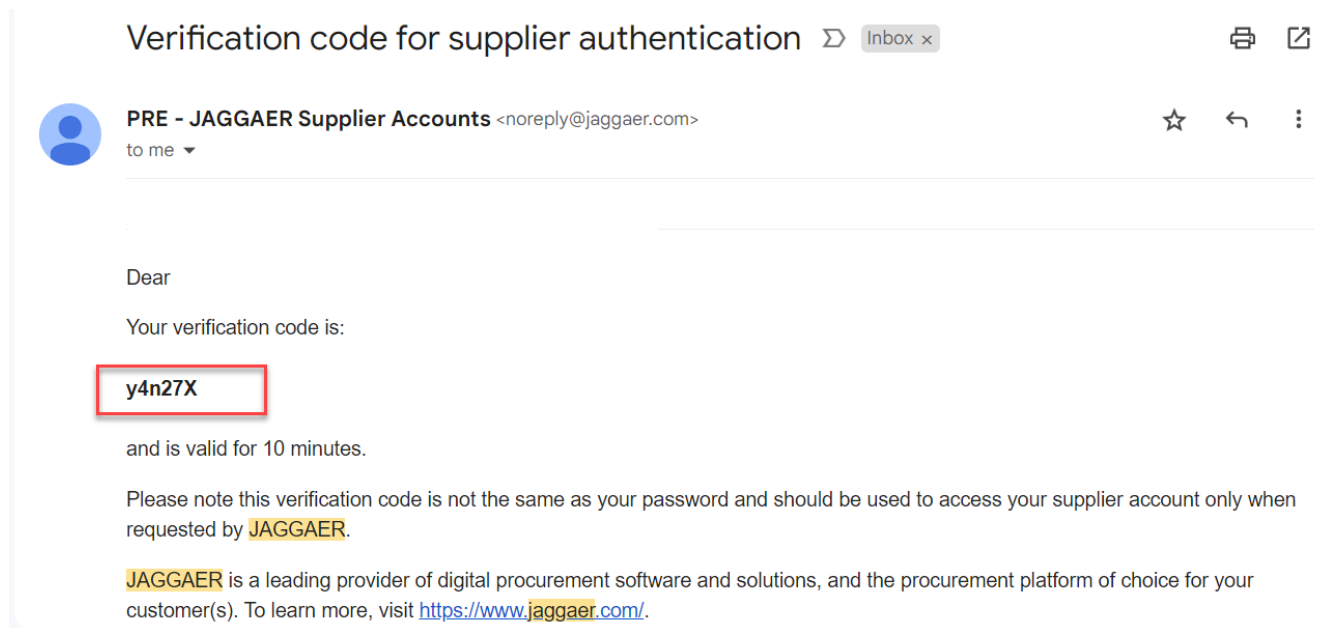
2. How to Log-in

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

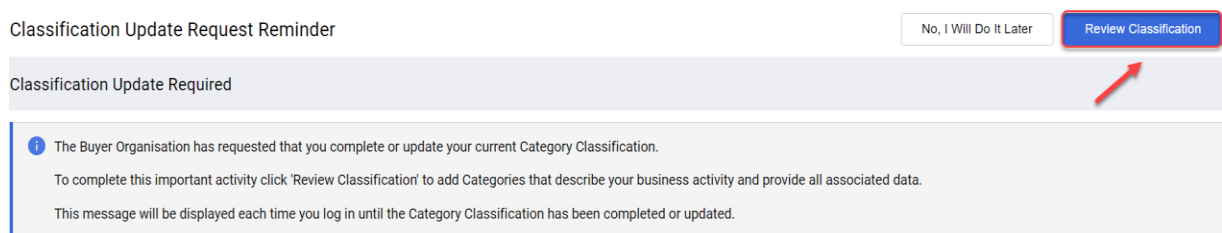
Click on “Supplier Access”, Enter your username (email), password and click “Next”.



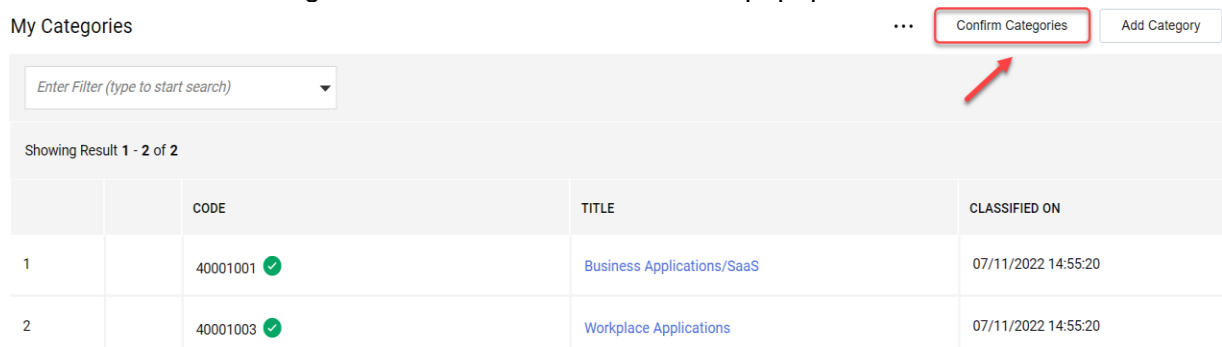
An OTCode is requested as part of the implementation of the second factor authentication. An email like this should arrive in your inbox. Copy the code and paste it the field below.



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.




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.


Click on **Profile**.




Actions




Profile
Update your company's profile and manage users that have access to the platform. Only




Assessment
Respond to basic qualification performed by Statkraft



RFI
Respond to Requests for Information from Statkraft. This can be market surveys or project




RFP
Respond to Request for Proposals from Statkraft.




Dashboard
In the dashboard you can navigate to all the functionality available for you on the platform.


Support



User Guides
Download our user guides in your preferred language here.
[English >](#)
[German >](#)
[Norwegian >](#)

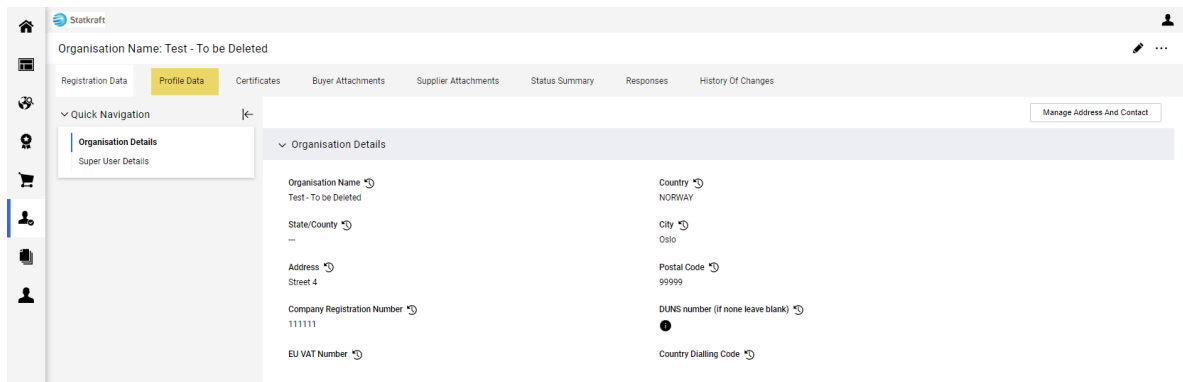


Tech Support
For immediate support, use the phone directory. For other issues, submit a ticket.
[Phone directory all areas >](#)



Contact Us
Need support from Statkraft? Send us an [email](#).

Click on **Profile Data**.



Organisation Name: Test - To be Deleted

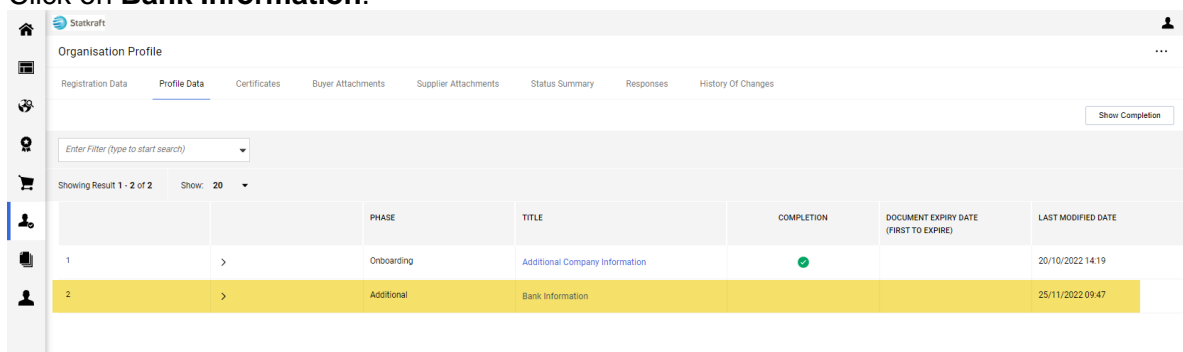
Registration Data **Profile Data** Certificates Buyer Attachments Supplier Attachments Status Summary Responses History Of Changes

Quick Navigation: Organisation Details, Super User Details

Organisation Details

Organisation Name *	Country *
Test - To be Deleted	NORWAY
State/Country *	City *
—	Oslo
Address *	Postal Code *
Street 4	99999
Company Registration Number *	DUNS number (if none leave blank) *
111111	1
EU VAT Number *	Country Dialling Code *

Click on **Bank Information**.




Organisation Profile

Registration Data **Profile Data** Certificates Buyer Attachments Supplier Attachments Status Summary Responses History Of Changes

Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 20

		PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	>	Onboarding	Additional Company Information			20/10/2022 14:19
2	>	Additional	Bank Information			25/11/2022 09:47

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

Statkraft

Organisation Profile

Bank Information

Bank details.

▼ BANK DETAILS MAIN FORM

▼ BANK DETAILS

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank Data Type	Please select the type of bank details your company is using.		Supplier

Statkraft

Organisation Profile

Bank Information

Bank details.

▼ BANK DETAILS MAIN FORM

▼ BANK DETAILS

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank Data Type	Please select the type of bank details your company is using.	<div> <div></div> <div>IBAN Bank Key & Account number Brazil Only</div> </div>	Supplier

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

Statkraft

Organisation Profile

Bank Information

Bank details.

▼ BANK DETAILS MAIN FORM

▼ BANK DETAILS

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank Data Type	Please select the type of bank details your company is using.	IBAN	Supplier

▼ BANK DETAILS - IBAN

▼ IBAN

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	IBAN	Please insert your IBAN number	<div> <div>24918274841</div> <div>Characters available 1989</div> </div>	Supplier
2	Currency of the bank account	Please insert the 3 digit ISO code of the bank account currency, e.g. EUR, USD, GBP, NOK, BRL.	<div> <div>NOK</div> <div>Characters available 1987</div> </div>	Supplier
3	Bank details verification	Please provide a valid bank certificate. The bank certificate is an official document issued by your bank, which serves to certify that your organization is holding a given account. It has to contain the following information: <ul style="list-style-type: none"> • name of the bank • name of the account holder • complete IBAN or account number • routing code, BSB or ABA (only for specific countries), SWIFT/BIC • and a relevant date of issue or date of a transaction showing that it was produced within the last 6 months 	<div> <div>E90191.pdf (472 KB)</div> <div>Documents - Bank details</div> </div>	Supplier

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

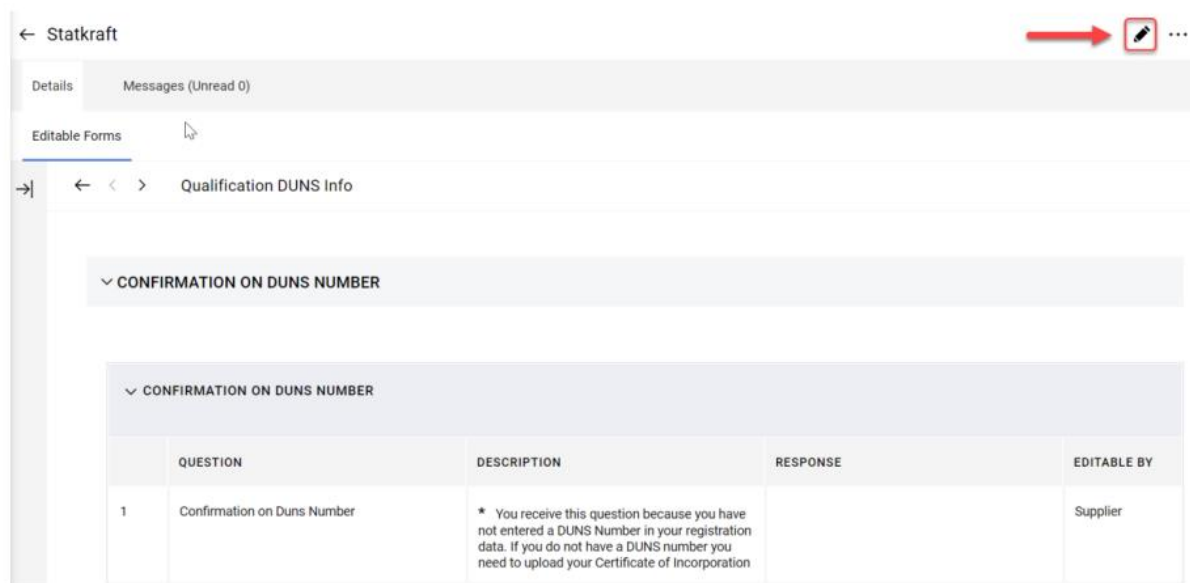
BUYER ORGANISATION	REQUEST RECEIVED ON	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
Statkraft	13.10.2022	0%	

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.



← Statkraft

Details Messages (Unread 0)

Editable Forms

→ | ← < > Qualification DUNS Info

▼ CONFIRMATION ON DUNS NUMBER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	* You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you need to upload your Certificate of Incorporation		Supplier

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”.

▼ CONFIRMATION ON DUNS NUMBER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	* You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you need to upload your Certificate of Incorporation	<div> <input type="text"/> </div> <div> Yes, I have a Duns Number. I have added it in my Profile No, I do not have a Duns Number </div>	Supplier

Click on “Save & Next”.

Cancel

Save & Next

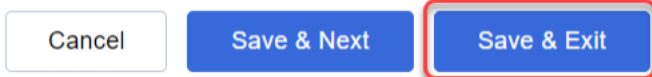
Save & Exit

On the “Supplier Code of Conduct” choose yes.

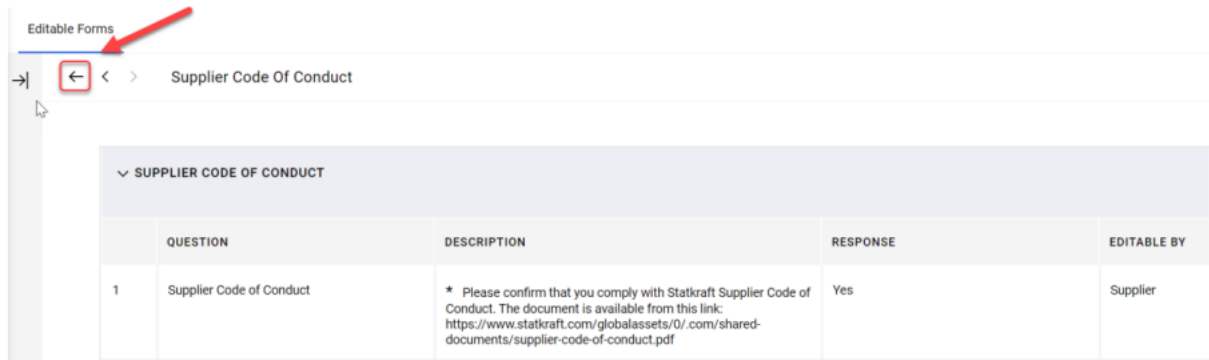
▼ SUPPLIER CODE OF CONDUCT

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct	* Please confirm that you comply with Statkraft Supplier Code of Conduct. The document is available from this link: https://www.statkraft.com/globalassets/0/.com/shared-documents/supplier-code-of-conduct.pdf	<div> <input type="text"/> </div> <div> Yes No </div>	Supplier

Click on “Save & Exit”.



Click on the “Back to Previous Page” arrow.



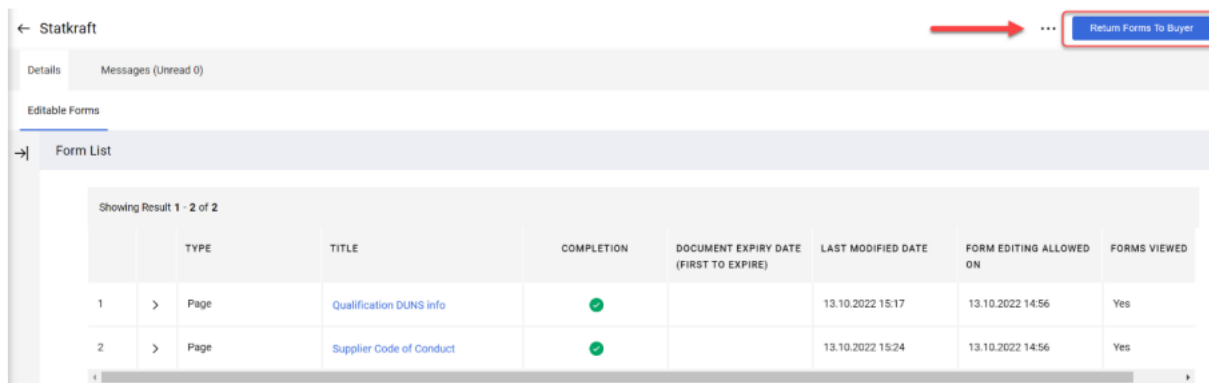
Editable Forms

← < > Supplier Code Of Conduct

▼ SUPPLIER CODE OF CONDUCT

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct	* Please confirm that you comply with Statkraft Supplier Code of Conduct. The document is available from this link: https://www.statkraft.com/globalassets/0/_com/shared-documents/supplier-code-of-conduct.pdf	Yes	Supplier

Finally click on “Return Forms to Buyer” and click OK on the popup.



← Statkraft

Details Messages (Unread 0)

Editable Forms

→ Form List

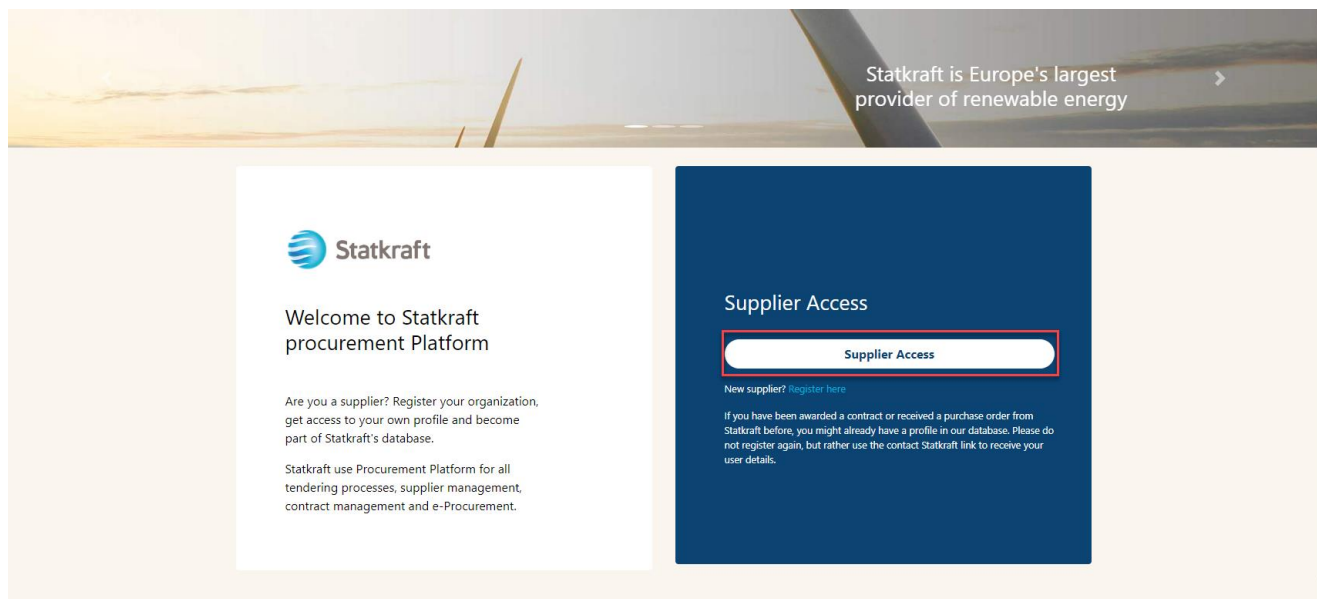
Showing Result 1 - 2 of 2

	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 15:17	13.10.2022 14:56	Yes
2	> Page	Supplier Code of Conduct	✓		13.10.2022 15:24	13.10.2022 14:56	Yes

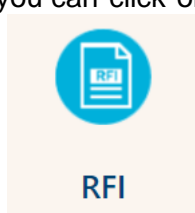
4. How to respond to the RFI as a supplier

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.

RFIs

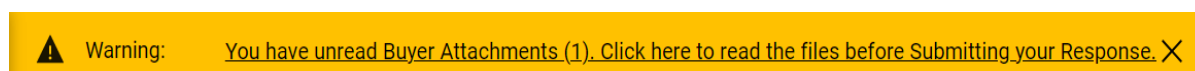
My RFIs

All RFIs Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

	CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfl_364	RFI project 471	project_471	31/12/2022 12:00	Running	No Response Prepared	Statkraft

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



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

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→|

1

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

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.

← RFI : rfi_366 - Prequalification Purchase X ● Running ... Online Questionnaire In Excel Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

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

▼ My Response Summary

ENVELOPE	INFO PARAMETERS
1. Qualification Response	Missing mandatory responses (2)

▼ 1. QUALIFICATION RESPONSE (QUESTIONS: 3) 1

▼ 1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

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

RFI : rfi_366 - Prequalification Purchase X ● Running Save And Continue Cancel 3 Save And Return

→ | 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	<p>* By providing a response to this RFI</p> <p>1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company.</p> <p>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.</p> <p>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.</p>	1 Yes ▼

1.2 SUPPLIER - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Legal entity	Submit a copy of the latest version of the Certificate of Incorporation.	2 + Attach File

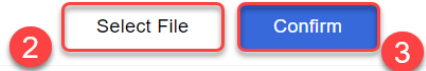
If you need to answer an attachment question – please not that only one file or one zip file is allowed per question. The zip file should not exceed 200MB in size – if this is necessary in your answer, please contact Statkraft through the messaging tab.

Adding an Attachment:

1.2 SUPPLIER - QUESTION SECTION			
	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Legal entity	Submit a copy of the latest version of the Certificate of Incorporation.	<div>1</div> <div>+</div> <div>Attach File</div>
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 ▾

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

← Attachments



i 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.

i 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**

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

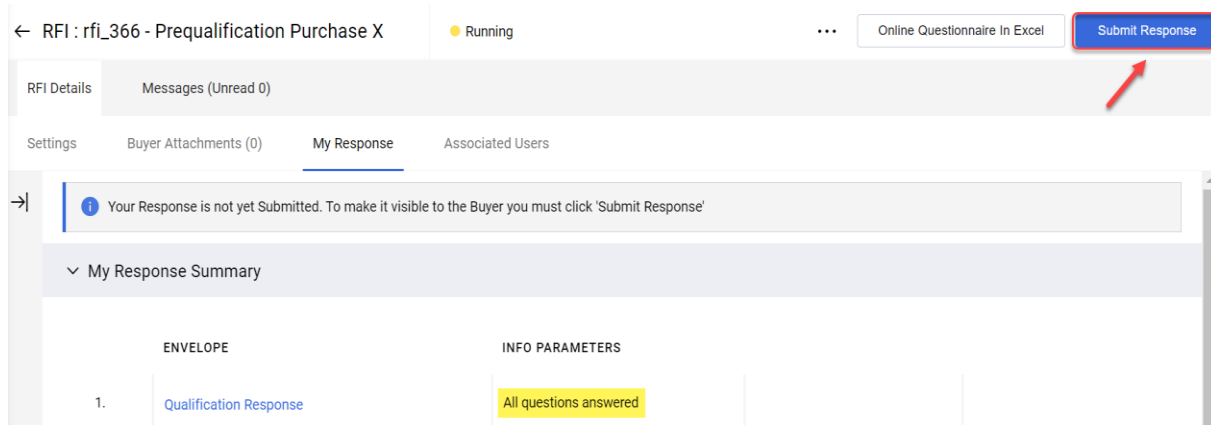
Validate Response

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

 You have successfully submitted your response to the Buyer.

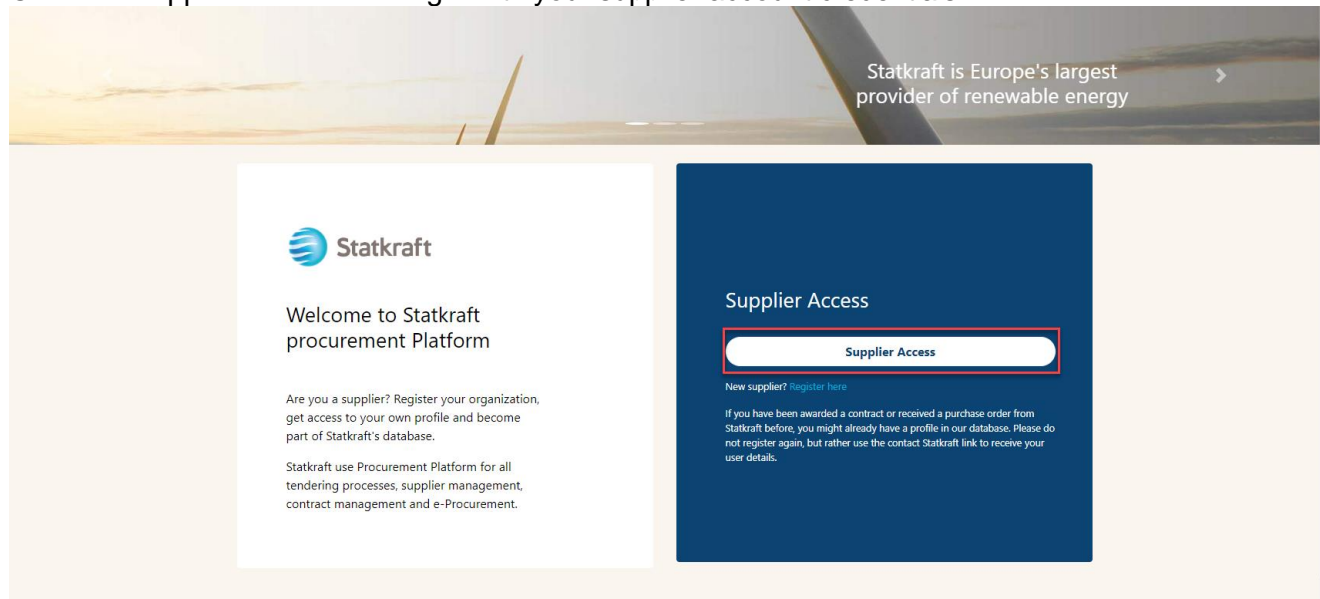
see an

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 “Supplier 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.

RFPs

My RFPs

All RFPs

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

Show: 20

CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION	
1	rfp_563	RFP Purchase of XXX	project_477	11/11/2022 17:00	● Running	No Response Prepared	Statkraft

Click “I agree” then “Next” on the Accept Contract screen.

← Accept Contract

Adobe PDF File

TENDER RULES

1. Opening of Tenders
Public opening of the Tenders will not take place. In addition, Statkraft will not make public or disclose to any of the Tenderers any information relating to the Tenderers' identity or the content of the Tenders.
2. Rejection of Tenders
Statkraft reserves the right to reject Tenders that do not comply with these Instructions to Tenderers. Written notification of rejection and reasons why will be given in the event of rejection.
3. Validity of the Tender
Tenderer shall abide by the Tender, with prices, until a contract has been signed or the defined minimum validity on the Statkraft Procurement Platform. Minimum validity is counted from the response due date of the Tender.
4. Right of negotiation
Statkraft reserves the right to negotiate in more detail with one or more Tenderers as regards the Contract for all or parts of the eventual contract, as well as the right to reject any or all Tenders. Statkraft reserves the right to limit the negotiations to only those Tenderers that Statkraft considers to have a real chance of being awarded the contract.
5. Cancellation

☒ I agree

☐ I do not agree

Next

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.

Warning: You have unread Buyer Attachments (1). [Click here to read the files before Submitting your Response.](#) X

Click on “Mass Download”.

← RFP: rfp_563 - RFP Purchase of XXX

Running


RFP Details	Messages (Unread 0)
Settings	Buyer Attachments (1)
My Response	Associated Users
Folders and Files List	root >
Enter Filter (type to start search)	
Showing Result 1 - 1 of 1	Show: 20
FOLDER/FILE NAME ↑	DESCRIPTION
1	Instruction to tenderer.docx
	11/11/2022 14:03:27
	Mass Download

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

RFP: rfp_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel Download Selected Files

Showing Result 1 - 1 of 1

	1 <input checked="" type="checkbox"/>	FOLDER/FILE NAME	SIZE
1	<input checked="" type="checkbox"/>	 Object _ rfp_563 - RFP Purchase of XXX/ <i>Instruction to tenderer.docx</i>	226 KB

Total Files Selected: 1

Click “OK” on the popup.

statkraft-prep.app.jaggaer.com says

Are you sure you want to start the Mass Download?

If you close the browser or logout, the Download will be stopped.




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

RFP: rfp_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel Download Selected Files

Showing Result 1 - 1 of 1

	<input checked="" type="checkbox"/>	FOLDER/FILE NAME	SIZE
1	<input checked="" type="checkbox"/>	 Object _ rfp_563 - RFP Purchase of XXX/ <i>Instruction to tenderer.docx</i>	226 KB

Total Files Selected: 1

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.

← RFP: rfp_563 - RFP Purchase of XXX ● Running ...



RFP 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	 Instruction to tenderer.docx		11/11/2022 14:03:27	

Click on “Intend to Respond” to confirm your participation on the process.

← RFP: rfp_563 - RFP Purchase of XXX Running Decline To Respond **Intend To Respond**

RFP Details Messages (Unread 0)

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

→|

Currency: Norwegian Kroner

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

	NOTE	NOTE DETAILS
1.1.1	Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.

	QUESTION	DESCRIPTION	RESPONSE
1.1.2	Technical Data	<p>* Technical data and other information as per Appendix X «Technical Data sheets».</p> <p>The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.</p>	(no file attached)

If the RFP allows multiple currencies as response (in the system) you can choose which currency you will use. If your response contains multiple currencies, contact Statkraft to agree on the best way of delivering your proposal.

Select your Response Currency and click “Save”.

Currency: Norwegian Kroner



i Selecting a new Currency will not automatically convert your Bid. Ensure that you check your response according to the new selected Currency.

Select a Response Currency

- ☒ Norwegian Kroner
- ☐ Euro (Norwegian Kroner/Euro = 0.097)
- ☐ US dollar (Norwegian Kroner/US dollar = 0.1)

Cancel

Save

Click on the “Pencil Icon” (Edit Response).

← RFP: rfp_563 - RFP Purchase of XXX Running Online Questionnaire In Excel Submit Response

RFP Details Messages (Unread 0)

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

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


My Response Summary

ENVELOPE	INFO PARAMETERS		
1. Technical Response	Missing mandatory responses (1)		
2. Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	0

Currency: Norwegian Kroner Change Currency

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION



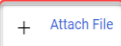
Notice the first section of the response page is the My Response Summary. This section keeps track of the supplier's response progress in each envelope based on the mandatory questions answered. In this section you can also click on an Envelope name to open it in Edit mode ready to complete.

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

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

NOTE	NOTE DETAILS
1.1.1 Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.

QUESTION	DESCRIPTION	RESPONSE
1.1.2 Technical Data	<p>* Technical data and other information as per Appendix X «Technical Data sheets”.</p> <p>The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.</p>	<p></p>

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”.

← Attachments 1 Select File Confirm 2

ⓘ 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.

ⓘ 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 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).

RFP: rfp_563 - RFP Purchase of XXX ● Running

Save And Continue Cancel **Save And Return**



→| 1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

	NOTE	NOTE DETAILS
1.1.1	Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.

	QUESTION	DESCRIPTION	RESPONSE
1.1.2	Technical Data	<p>★ Technical data and other information as per Appendix X «Technical Data sheets».</p> <p>The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.</p>	<p>Attachment example.pdf (7 KB)  </p>

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.

OK Cancel


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

▼ My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	All questions answered		
2.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	0

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

▼ 2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 2)



▼ 2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	<p>Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents.</p> <p>The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.</p>	(no file attached)

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”.

RFP: rfp_563 - RFP Purchase of XXX Running Save And Continue Cancel Save And Return

Refresh Validate Response

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

CURRENCY: NORWEGIAN KRONER

2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 2)

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F) Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents. The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	+ Attach File

2.2 COMPENSATION - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
2.2.1	Total Tender Price	* Total Tender Price (ex-VAT)	Each	1000	0
Section Sub Total					0
Total Price (excluding optional sections)					0

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.

OK Cancel

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

← RFP: rfp_563 - RFP Purchase of XXX Running Online Questionnaire In Excel Submit Response

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

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

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Technical Response	All questions answered
2. Commercial Response	All quoted items completed
Total Price (excluding optional sections)	
1,000	

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

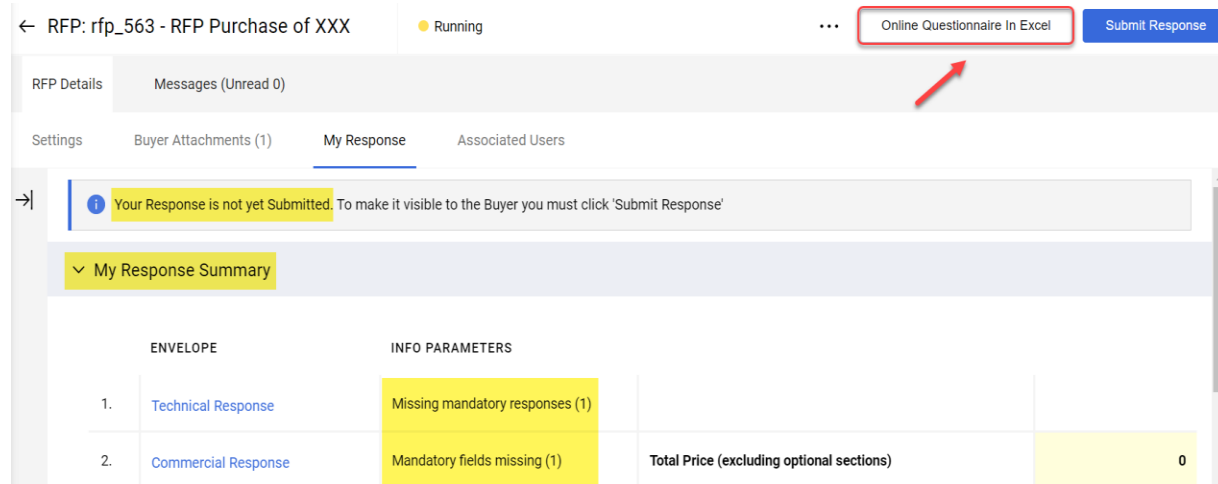


You have successfully submitted your response to the Buyer.

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”.



RFP: rfp_563 - RFP Purchase of XXX ● Running ... **Online Questionnaire In Excel** **Submit Response**

RFP Details Messages (Unread 0)

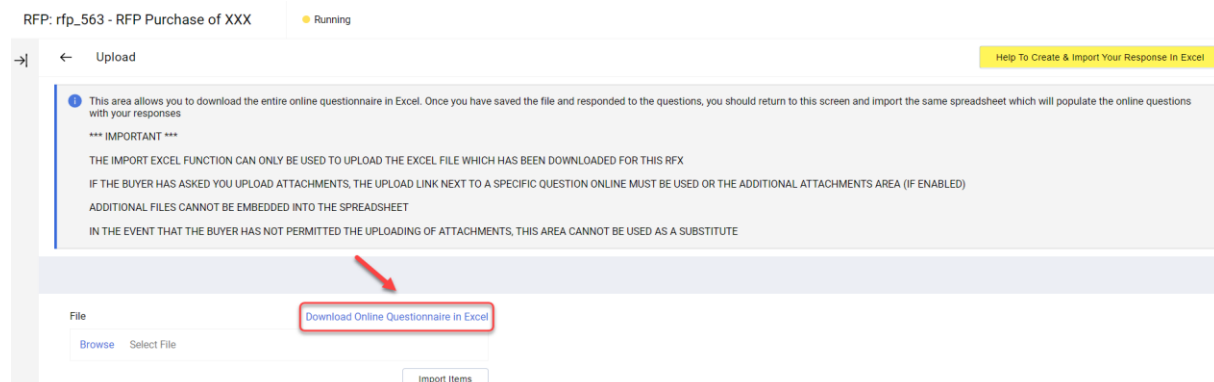
Settings Buyer Attachments (1) **My Response** Associated Users

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

My Response Summary

ENVELOPE		INFO PARAMETERS		
1.	Technical Response	Missing mandatory responses (1)		
2.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	0

Click on “Download Online Questionnaire in Excel”.



RFP: rfp_563 - RFP Purchase of XXX ● Running

→ **Upload** **Help To Create & Import Your Response In Excel**

This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

*** IMPORTANT ***

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

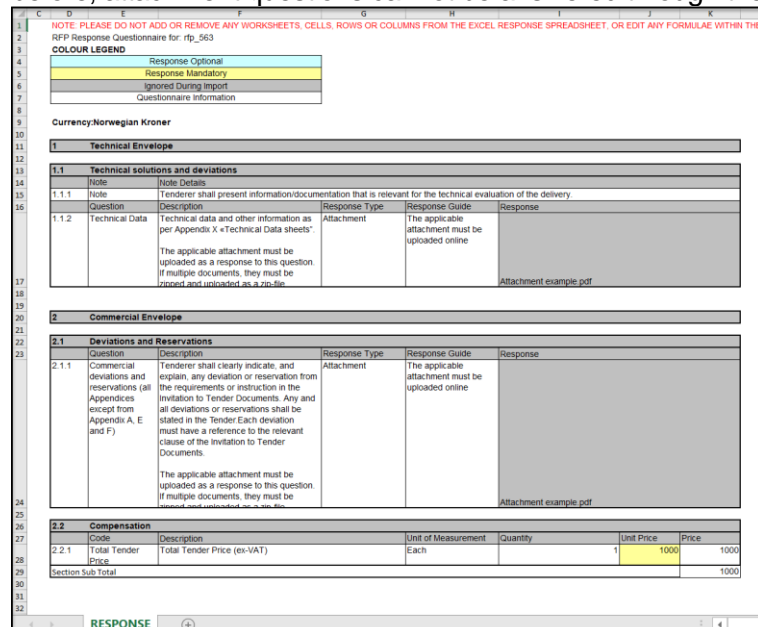
IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File **Download Online Questionnaire in Excel**

Browse Select File

Import Items

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.



NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE RFP Response Questionnaire for: rfp_563

COLOUR LEGEND

Response Optional	Response Mandatory	Ignored During Import	Questionnaire Information

Currency: Norwegian Kroner

1 Technical Envelope

1.1 Technical solutions and deviations

Question	Description	Response Type	Response Guide	Response
1.1.1	Note	Note Details		
1.1.2	Technical Data	Attachment	The applicable attachment must be uploaded online	

2 Commercial Envelope

2.1 Deviations and Reservations

Question	Description	Response Type	Response Guide	Response
2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	Attachment	The applicable attachment must be uploaded online	

2.2 Compensation

Code	Description	Unit of Measurement	Quantity	Unit Price	Price
2.2.1	Total Tender Price	Each	1	1000	1000

Section Sub-Total

1000

RESPONSE

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

RFP: rfp_563 - RFP Purchase of XXX Running

Upload Help To Create & Import Your Response In Excel

This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

*** IMPORTANT ***

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

1 Browse answerTo_rfp_563.xlsx (15,559 KB)

2 Import Items

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

RFP: rfp_563 - RFP Purchase of XXX Running Online Questionnaire In Excel Submit Response

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

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

My Response Summary

ENVELOPE		INFO PARAMETERS	
1.	Technical Response	All questions answered	
2.	Commercial Response	All quoted items completed	
Total Price (excluding optional sections)			1,000

Click “OK” on the popup.

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

i You have successfully submitted your response to the Buyer.

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”.

RFP: rfp_563 - RFP Purchase of XXX Running Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0) 1

Create Message 2 Received Messages Sent Messages Draft Messages Forwarded Messages

→ My Response Summary

ENVELOPE		INFO PARAMETERS	
1.	Technical Response	All questions answered	
2.	Commercial Response	All quoted items completed	
Total Price (excluding optional sections)			1,000

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.

RFP: rfp_563 - RFP Purchase of XXX ● Running Cancel Save As Draft Send Message

→ Messages

▼ Message

Subject

Message

▼ Attachments Attachments

	NAME	DESCRIPTION	COMMENTS
1	No Attachments		

▼ Recipients

	RECIPIENT
1	Statkraft

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

← RFP: rfp_563 - RFP Purchase of XXX ● Running ... Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0) 1

Create Message Received Messages 2 Sent Messages Draft Messages Forwarded Messages

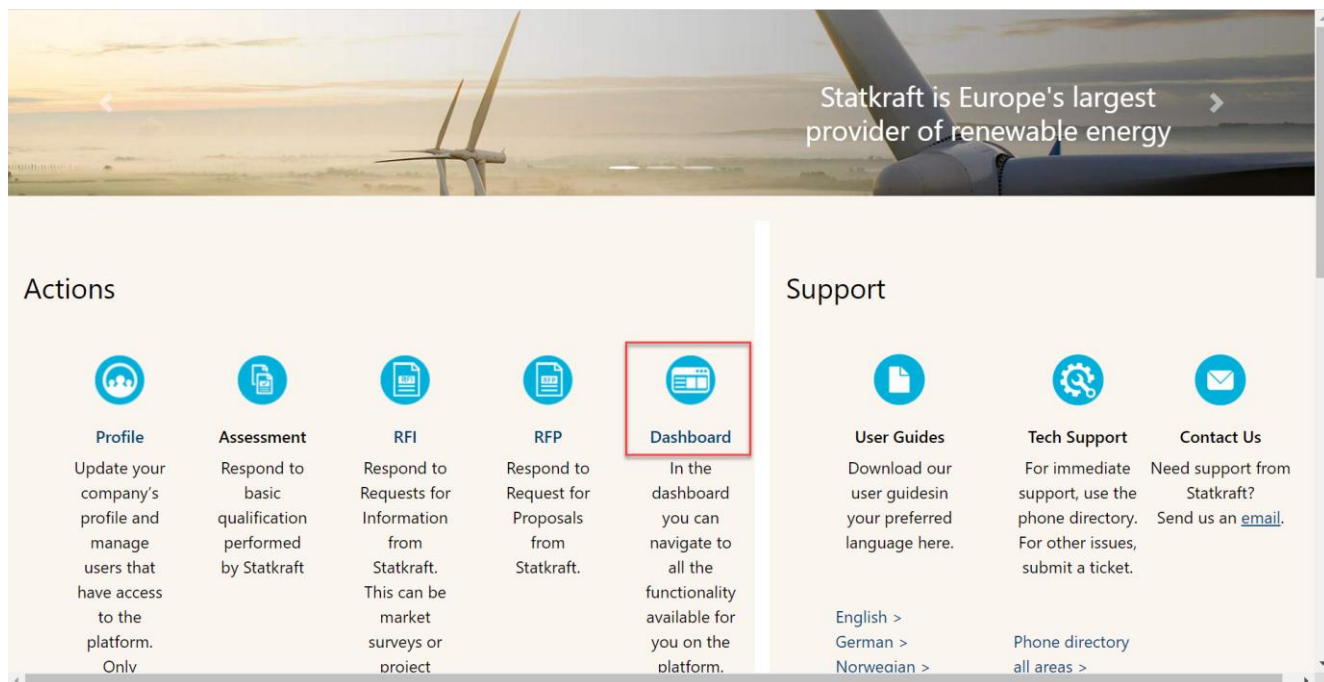
→ My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	All questions answered		
2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)	1,000

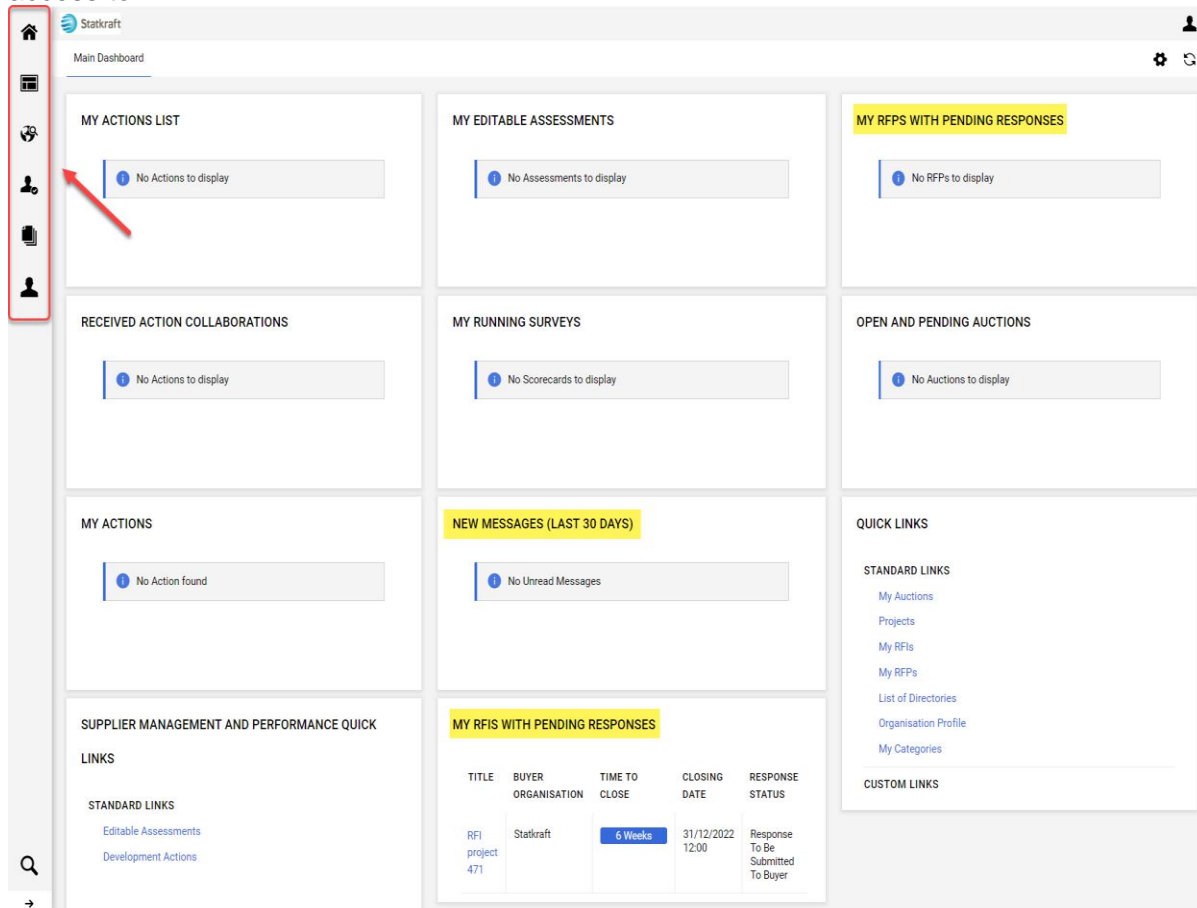
7. General account settings and navigation

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

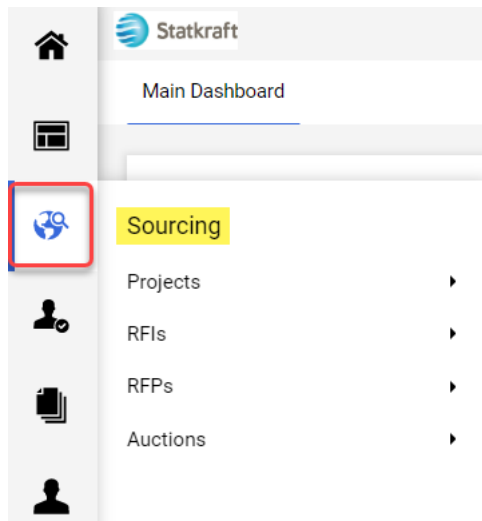
Click on “Dashboard”.



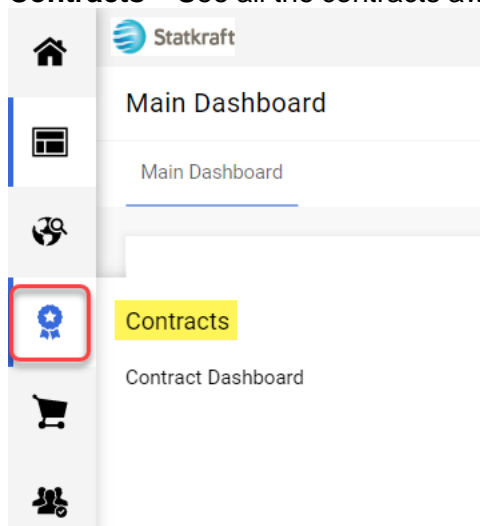
On the Dashboard all ongoing processes will be shown. On the left side menu, you will have access to:



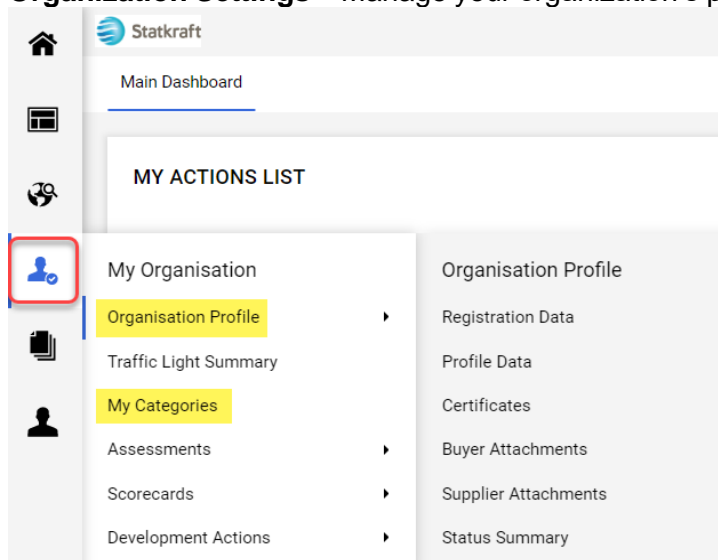
- **Sourcing** – See all ongoing/closed RFI and RFP processes,



- **Contracts** – See all the contracts awarded to your organization,

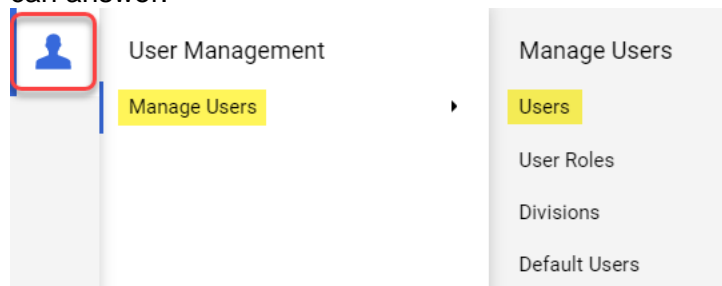


- **Organization Settings** – Manage your organization's profile data.



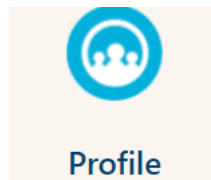
- **User Management** – Add new users and manage users' access from your

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.

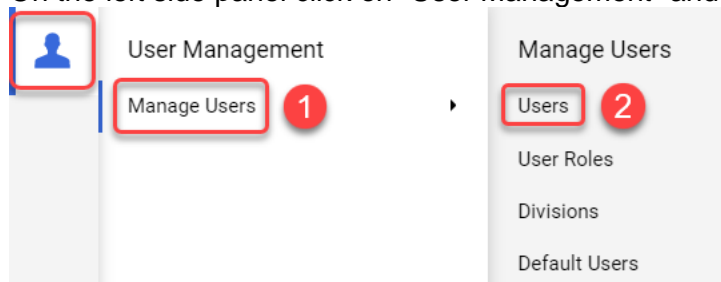


8. How to create new users

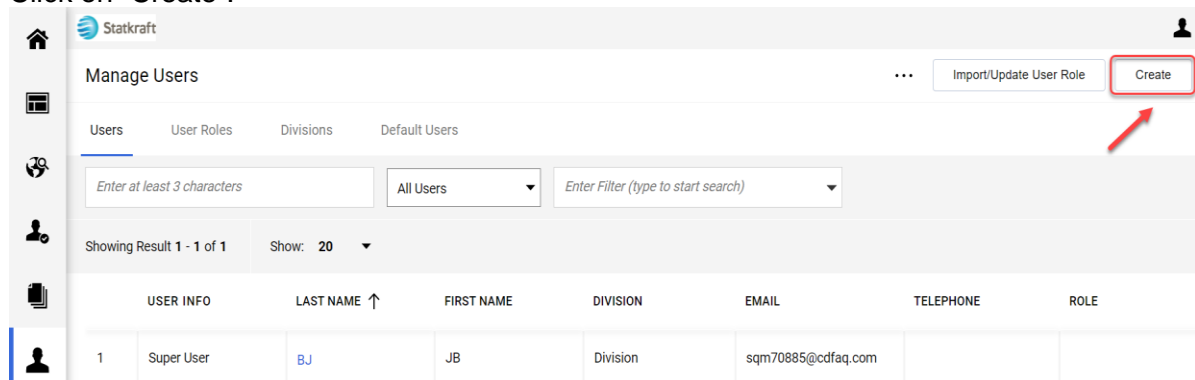
On the landing page click on "Profile".



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

* First Name

User Tag for Codes

* Email

* Telephone Number

* 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.

* Division

Division
▼

Department

▼

Role

▼

* Username

* Preferred Language

English (UK)
▼

* Time Zone

(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome
▼

User External Code

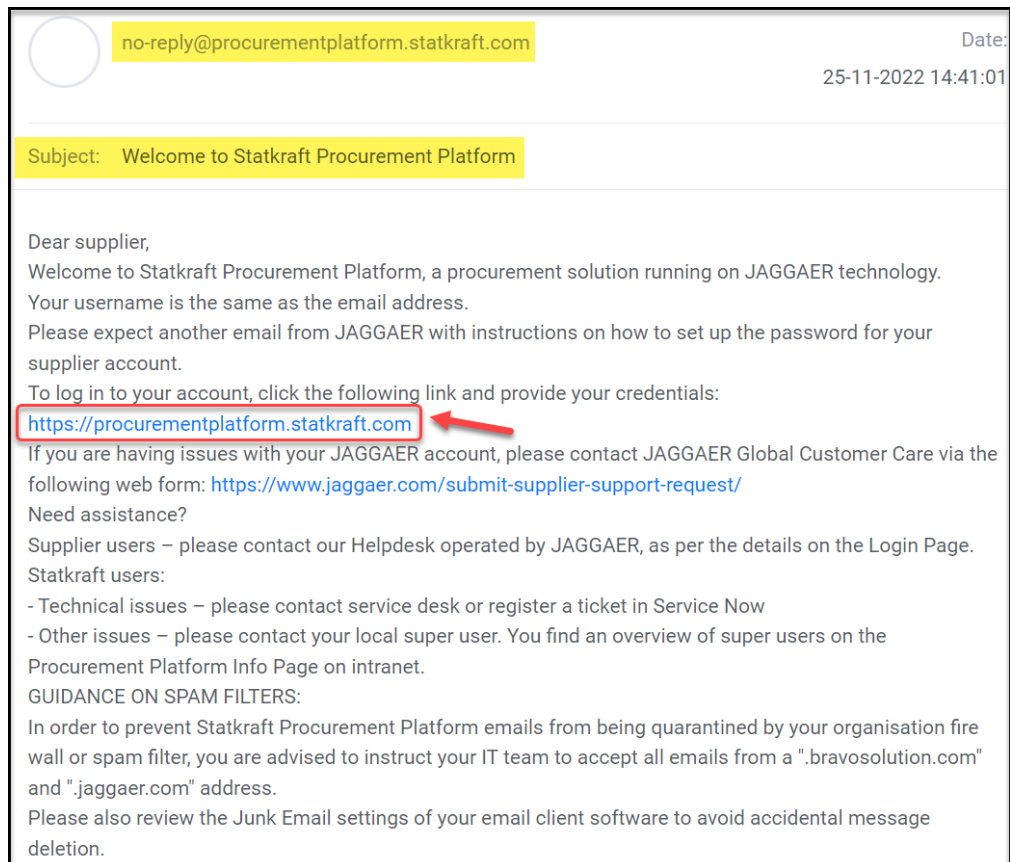
The new user has been created.

← New User

[View User Rights](#)

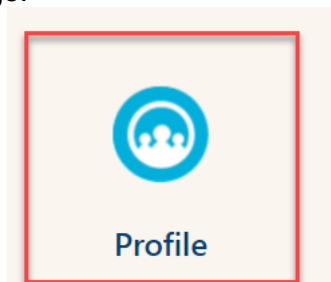
i Nordmann Ola has been registered as a new User. The login details have been sent via email to the following email address: dmz16792@xcoxc.com
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently 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.



9. How to change super user

Click on Profile on the landing page.



Scroll down and click on *Change Main User*

Statkraft **PREPRODUCTION ENVIRONMENT**

Organisation Name: Ines test

Quick Navigation

- Organisation Details
- Main User Details

EU VAT Number

Country Dialling Code

Main Organisation Phone Number

Organisation Email Address

Organisation Legal Structure

Web site

Main User Details

User Involvement Report

Change Main User

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.*

souainesrocha99@gmail.com

Username *(please do not forget your username)*

inesrochaa

First Name

Ines

Last Name

Rocha

Preferred Language

English (UK)

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

+476663333333

Paired with Global ID

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

Statkraft **PREPRODUCTION ENVIRONMENT**

Main User Selection

Cancel

Quick Selection by Name

Type to search in full users list

Select with Search Criteria

Make sure the user details are correct and click Save.

Statkraft **PREPRODUCTION ENVIRONMENT**

User: Ines Test

Cancel

Save

Quick Navigation

- User Details

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.*

inesrocha814@gmail.com

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

inestest

* Last Name

Test

* Preferred Language

English (UK)

* Email Address Validation Code

Request Validation Code

* First Name

Ines

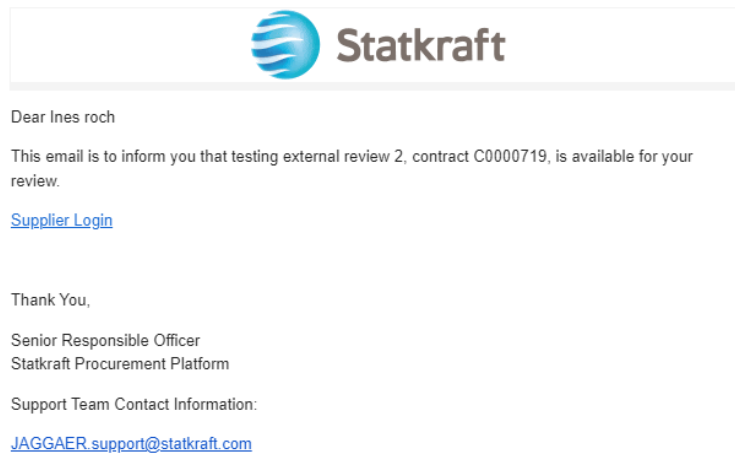
* Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

* Time Zone

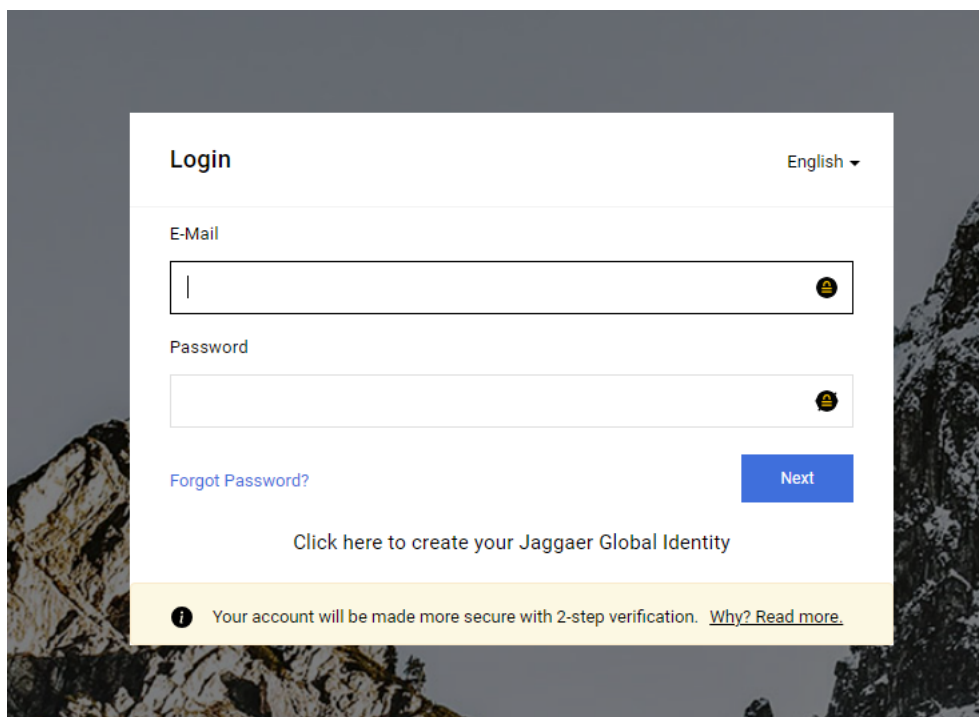
CEST/CET - Central European Time (Europe/Brt)

10. How to answer an external review round

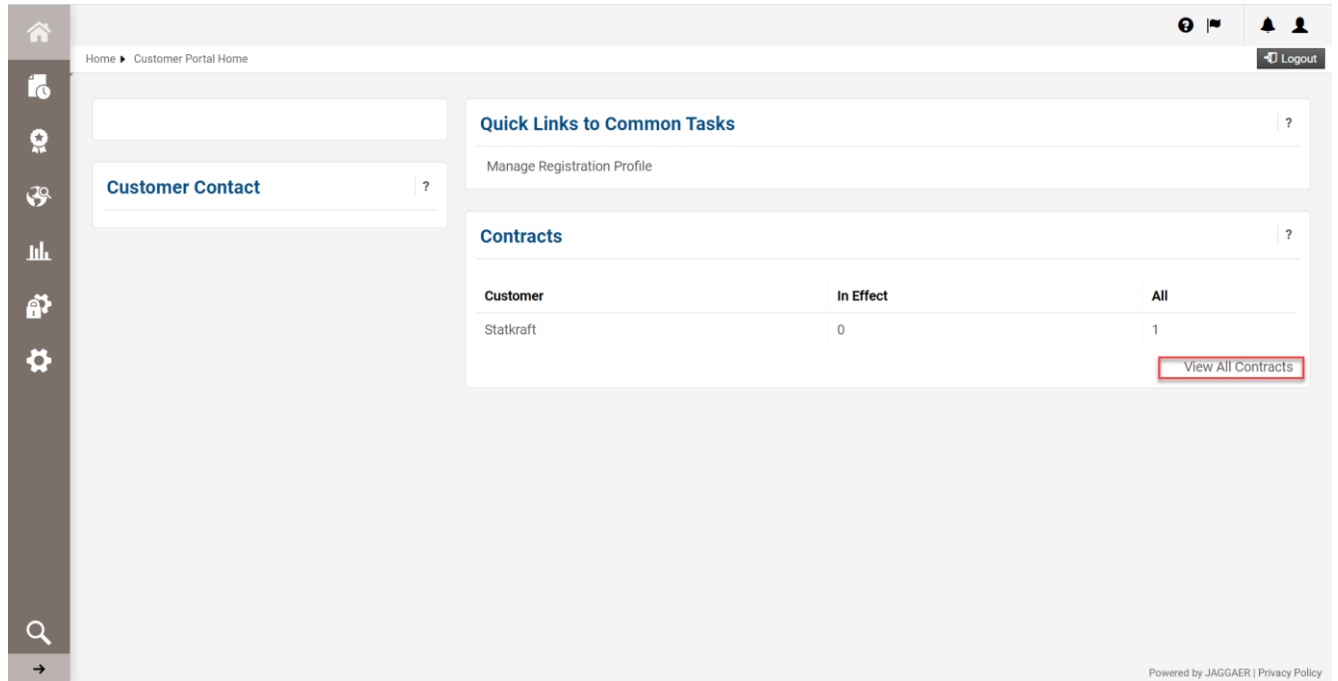
An invitation to be part of the contract external review round will be sent to your email. Click on *Supplier Login*.



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*.



Home ▶ Customer Portal Home

Quick Links to Common Tasks

Manage Registration Profile

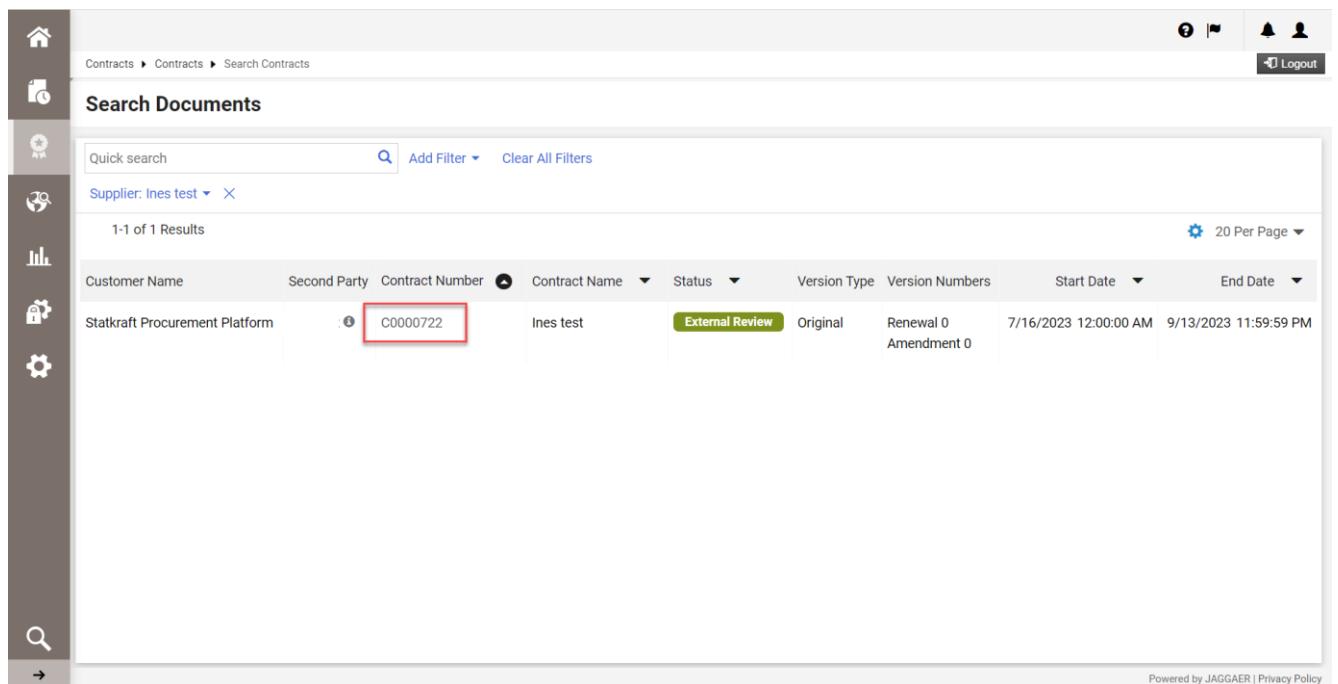
Contracts

Customer	In Effect	All
Statkraft	0	1

View All Contracts

Powered by JAGGAER | Privacy Policy

Click on the contract number to open the external review round.



Contracts ▶ Contracts ▶ Search Contracts

Search Documents

Quick search

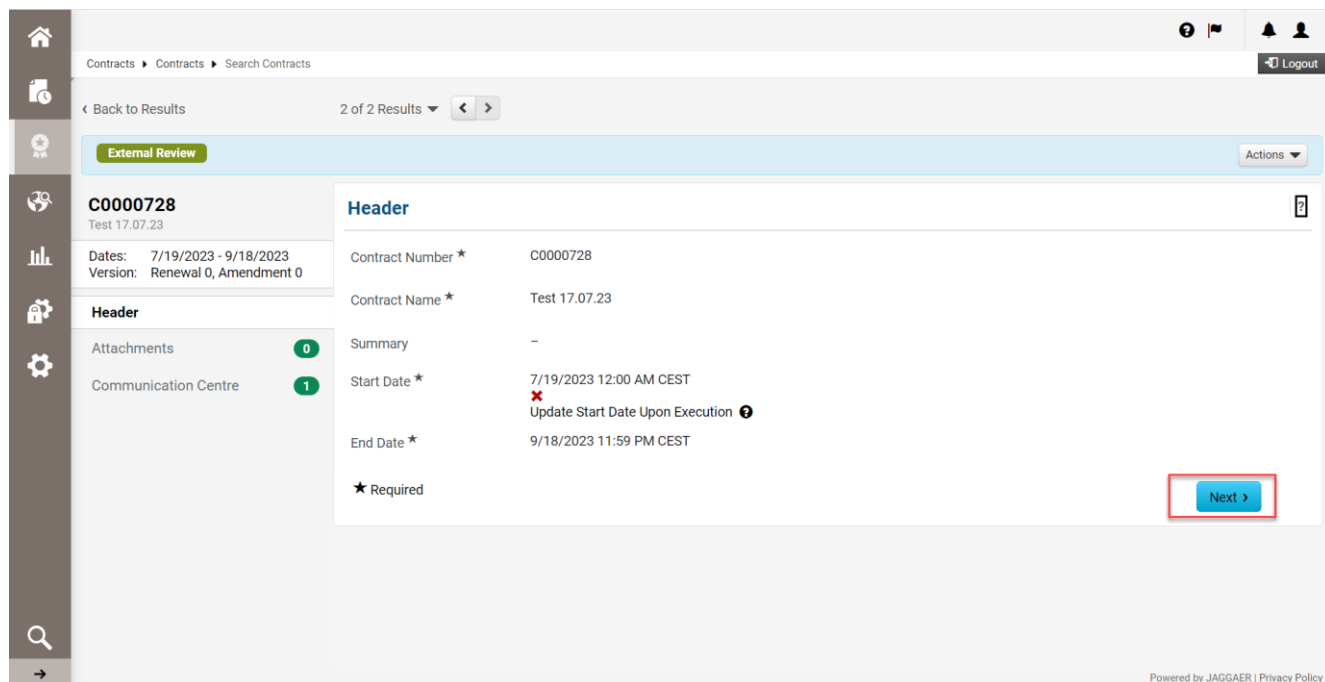
Supplier: Ines test

1-1 of 1 Results

Customer Name	Second Party	Contract Number	Contract Name	Status	Version Type	Version Numbers	Start Date	End Date
Statkraft Procurement Platform		C0000722	Ines test	External Review	Original	Renewal 0 Amendment 0	7/16/2023 12:00:00 AM	9/13/2023 11:59:59 PM

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In the header you can find the basic details of the contract. Click *Next*.



Contracts > Contracts > Search Contracts

2 of 2 Results

External Review

C0000728
Test 17.07.23

Dates: 7/19/2023 - 9/18/2023
Version: Renewal 0, Amendment 0

Header

Attachments 0

Communication Centre 1

Contract Number * C0000728

Contract Name * Test 17.07.23

Summary -

Start Date * 7/19/2023 12:00 AM CEST
Update Start Date Upon Execution

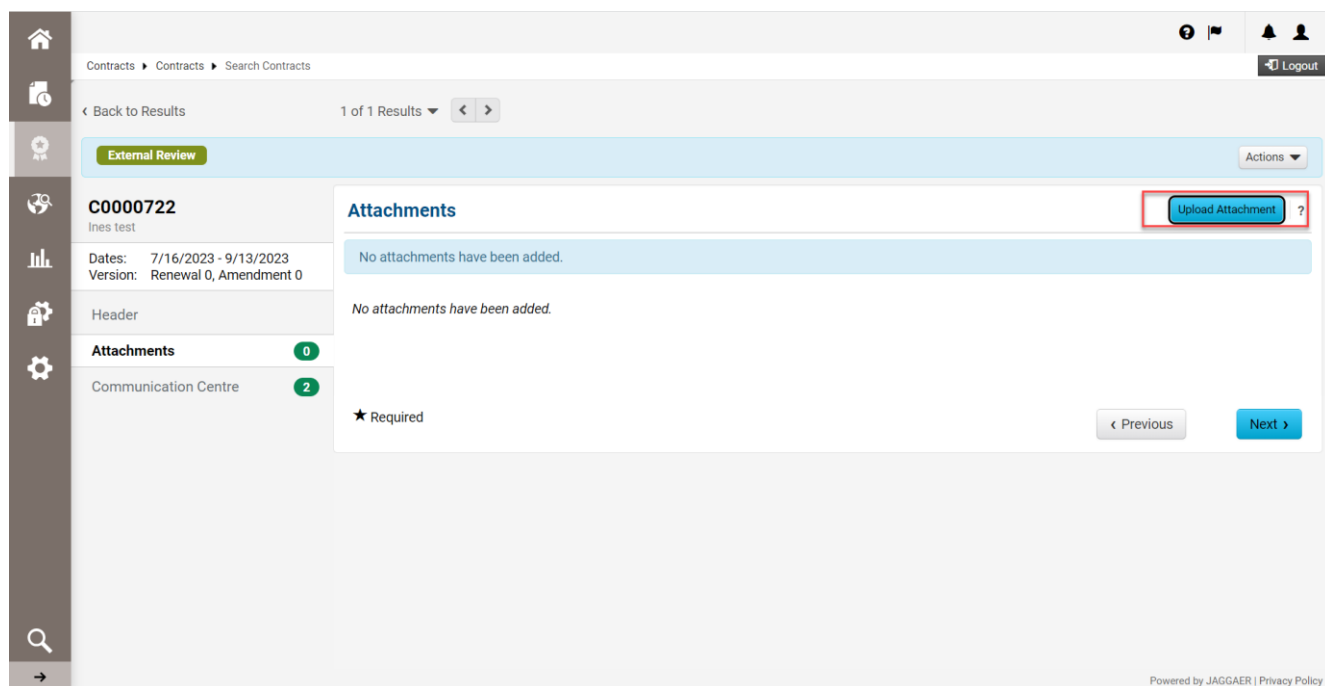
End Date * 9/18/2023 11:59 PM CEST

★ Required

Next >

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Here you will upload all the relevant attachments from your review. Click in *Upload Attachment*.



Contracts > Contracts > Search Contracts

1 of 1 Results

External Review

C0000722
Ines test

Dates: 7/16/2023 - 9/13/2023
Version: Renewal 0, Amendment 0

Header

Attachments 0

Communication Centre 2

Attachments

No attachments have been added.

No attachments have been added.

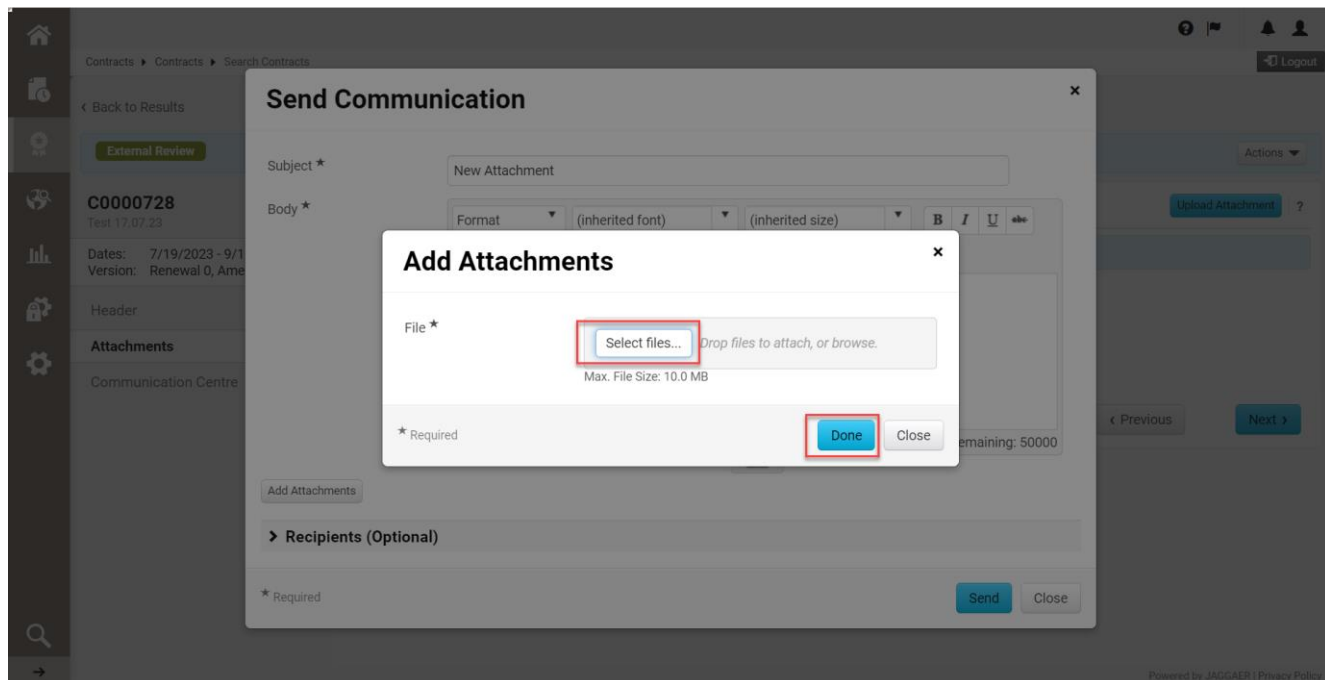
★ Required

Upload Attachment ?

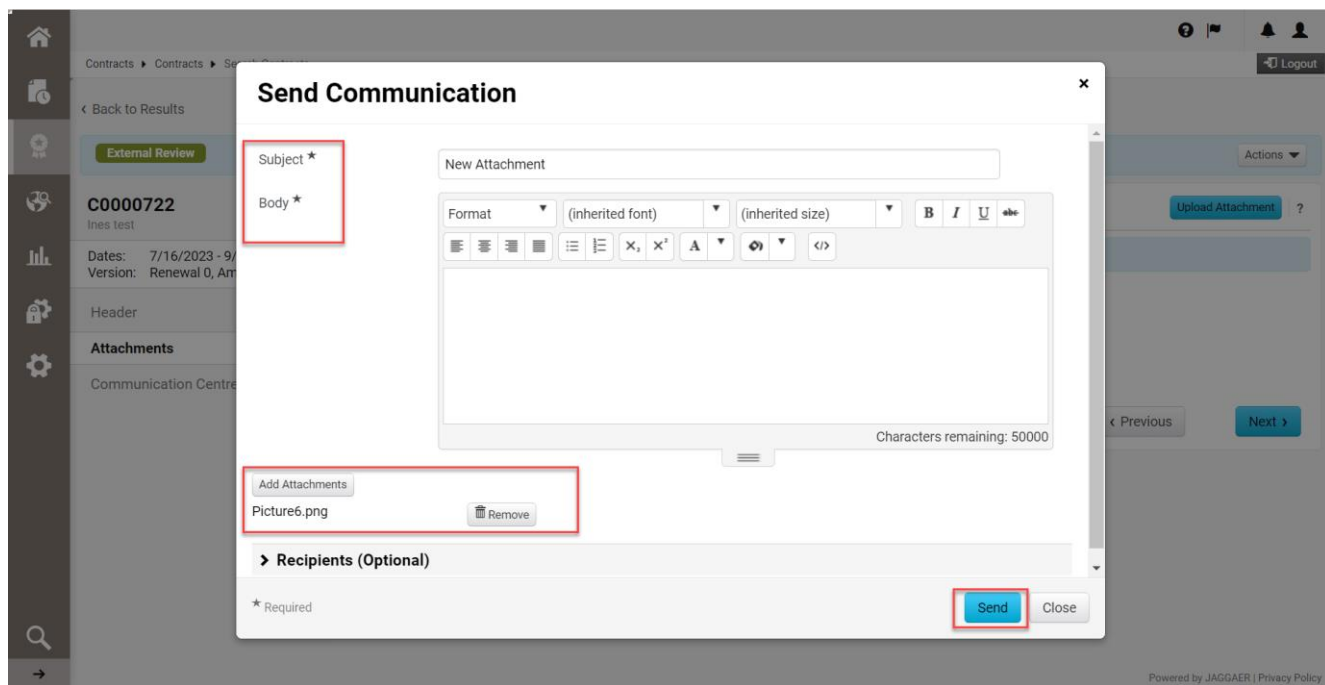
Previous Next

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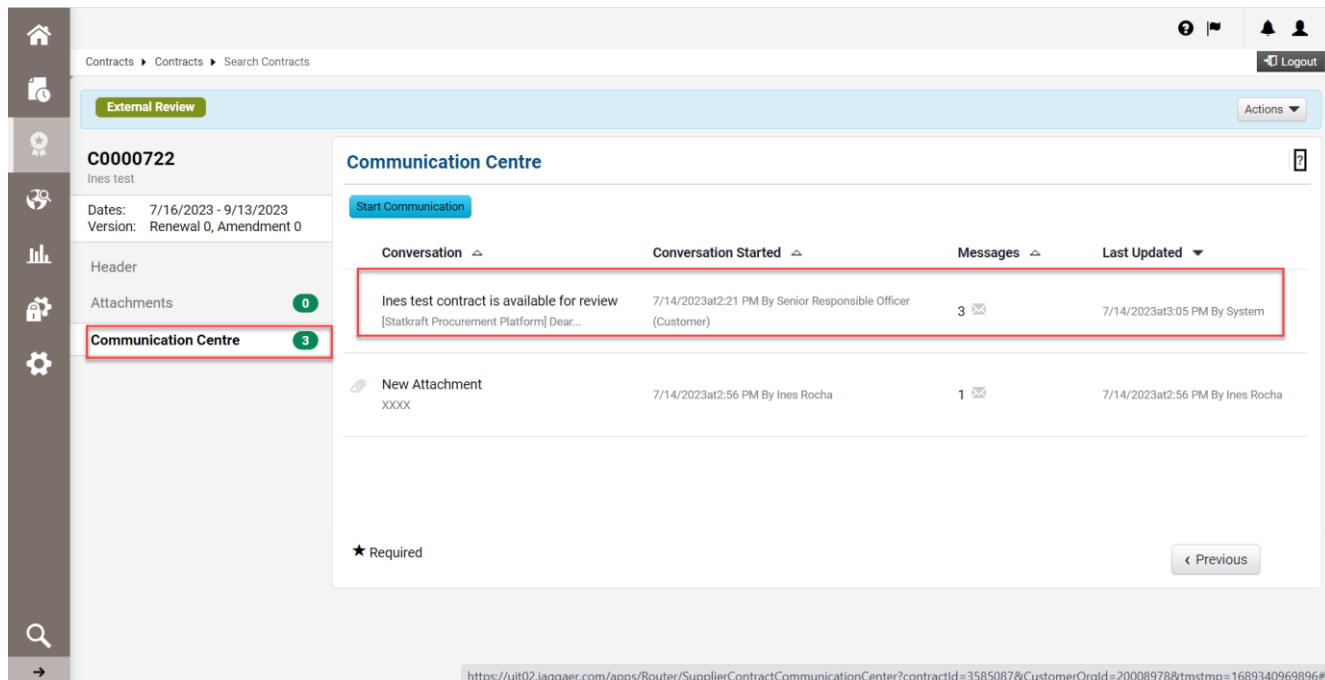
Select the files and click *Done*.



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.



Contracts > Contracts > Search Contracts

External Review

C0000722
Ines test

Dates: 7/16/2023 - 9/13/2023
Version: Renewal 0, Amendment 0

Header

Attachments 0

Communication Centre 3

Start Communication

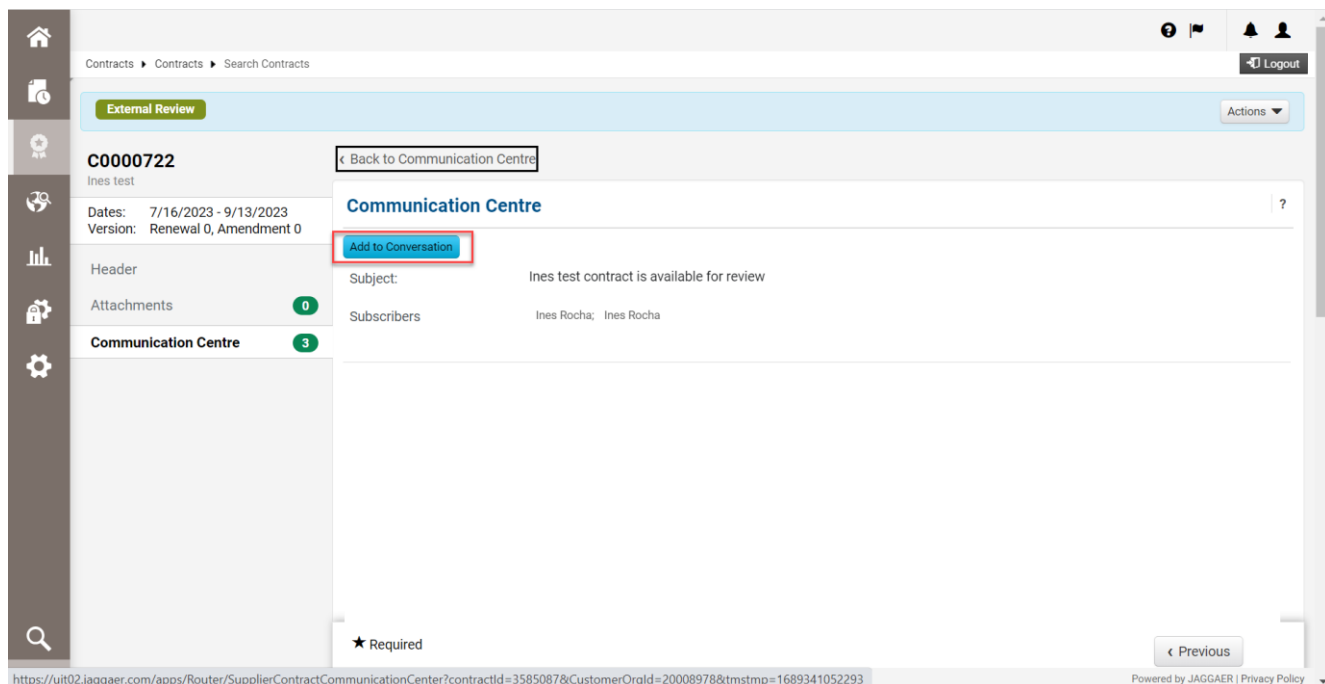
Conversation	Conversation Started	Messages	Last Updated
Ines test contract is available for review [Statkraft Procurement Platform] Dear...	7/14/2023at2:21 PM By Senior Responsible Officer (Customer)	3	7/14/2023at3:05 PM By System
New Attachment XXXX	7/14/2023at2:56 PM By Ines Rocha	1	7/14/2023at2:56 PM By Ines Rocha

★ Required

Previous

https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=1689340969896#

Click on *Add to Conversation*.



Contracts > Contracts > Search Contracts

External Review

C0000722
Ines test

Dates: 7/16/2023 - 9/13/2023
Version: Renewal 0, Amendment 0

Header

Attachments 0

Communication Centre 3

Back to Communication Centre

Add to Conversation

Subject: Ines test contract is available for review

Subscribers: Ines Rocha; Ines Rocha

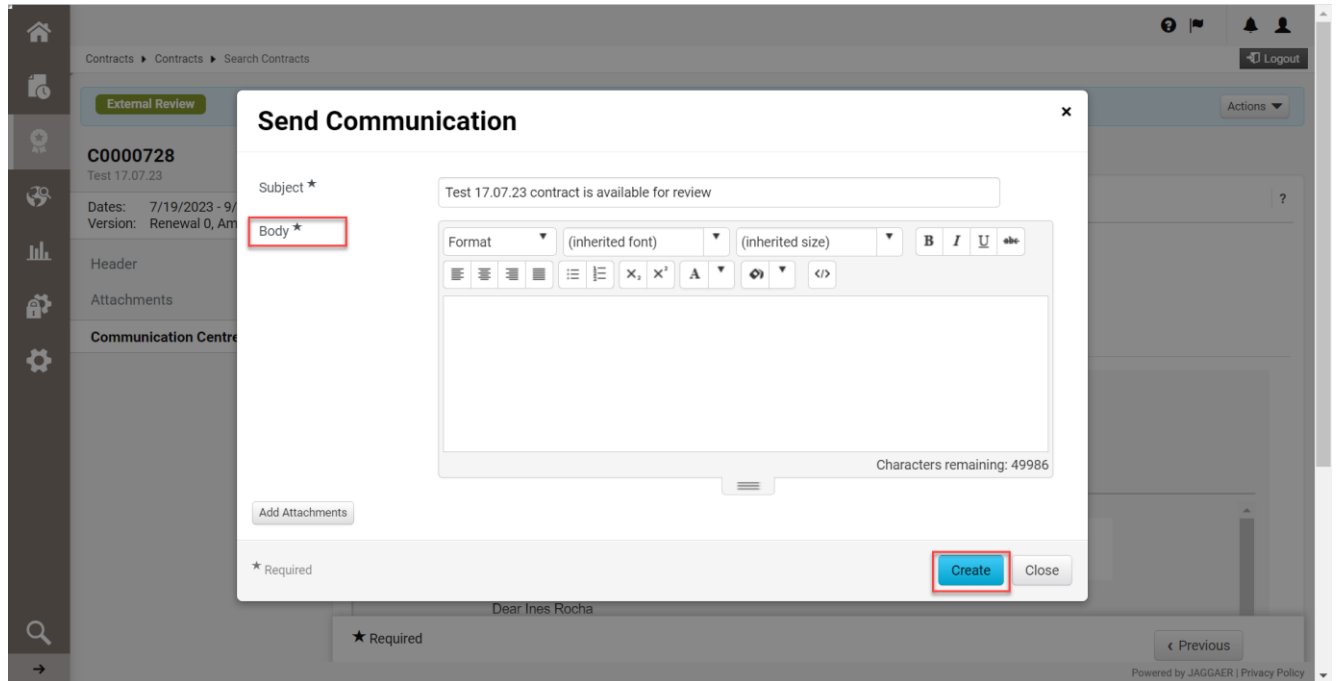
★ Required

Previous

https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=1689341052293

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Just write a simple alert message on the communication body and click *Create*.



Contracts > Contracts > Search Contracts

External Review

C0000728
Test 17.07.23

Dates: 7/19/2023 - 9/19/2023
Version: Renewal 0, Amended

Header

Attachments

Communication Centre

Send Communication

Subject *

Test 17.07.23 contract is available for review

Body *

Format (inherited font) (inherited size) B I U

Characters remaining: 49986

Add Attachments

* Required

Create Close

Dear Ines Rocha

* Required

Previous

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End.