

# Supplier's Step-by-step Guide

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Ac	tions					Support		
						0	(3)	
	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.	User Guides Download our user guidesin 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 Statkra Send us an <u>email</u> .
		Renew	the Way the W	/orld is Powere	ed	SOCIAL MEDIA	FOLLOW US	
		generator o solar power,	leading company in hyc renewable energy. The gas-fired power and sup energy market operatior	Group produces hydrop oplies district heating. St	oower, wind power, tatkraft is a global	f ¥∕in	0	

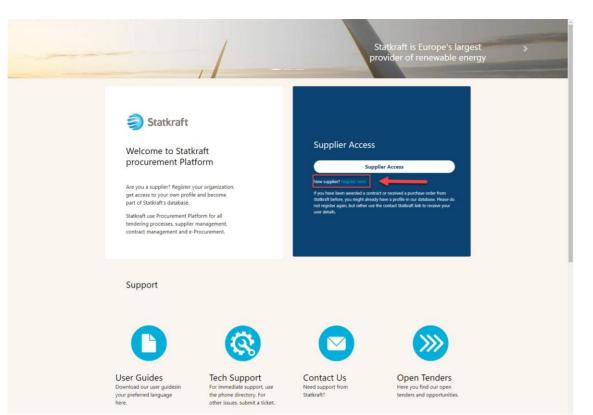
## 1. How to self-register

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 <u>https://procurementplatform.statkraft.com/web/login.html</u> 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".

Adobe PDF File	Close
Irm (the System) by the Supplier to respond to be Supplier's and its Supplier Users' access to behalf of the Buyer, the Supplier agrees to be ser Agreement and any further rules expresse ement and any such further rules, then the pro	and use of bound by d and
e in a procurement exercise, subject to this Us to the Supplier if any of the following events c	
e e	e Supplier's and its Supplier Users' access to behalf of the Buyer, the Supplier agrees to be ter Agreement and any further rules expresse ment and any such further rules, then the pro e in a procurement exercise, subject to this Us

## a. Completing the registration form with D&B data

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

Registration Data		[	Close Lookup & Download D&B Direct+ Data Save
Index	$\rightarrow$ Organisation Details		
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>	* Organisation Name	* Country UNITED KINGDOM	•
Onboarding Pages My Category Selection Registration Confirmation	State/County	* City	

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

Inte	egration with Dur	n and Bradstreet fo	r: New Supplier					
						Skip Lookup And Start Re	egistration Display	y/Hide Filter
LOO	KUP FILTER							
	UNS Number eg. Numbers			Company Name Sy Address	the Comp Once the "Downloa	any Name and the C Company has been	information by inse ountry, then clicking selected from the lis tration form" to proc	"Look up". t, click
	own			Postal Code	registratio	in onboarding proce	55.	
Ē	Country DRWAY		— I Ē	County Select a province (Start typing the name)				
	hone Number						<. ·	
							Look Up	Download
RET	URNED LIST OF M	IATCHING SUPPLIER	S					
	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34	Sy	92	Linnga ti	TROLLINES	14		NORWAY

Select your company by clicking on the row (the row will be highlighted in blue). Then click on 5



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

Integration with Dun and Bradstreet for: New Supplier									
					Sk	ip Lookup And Start Re	gistration Display	//Hide Filter	
LOOKUP FILTER									
DUNS Number Reg. Numbers			Sy     Please recover your Company information the Company Name and the Country, then Once the Company has been selected from Once the Company has been selected from			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			
Town Country						SS.			
NORWAY		— Ē	Select a province (Start typing the name)						
Phone Number									
Look Up Download									
RETURNED LIST OF	MATCHING SUPPLIEF	S							
DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS		TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY	
1 34	Symilal	92	Lianga la	т	RILLAGIN	14		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	* 🕜 Company Name		
	Sym	Please recover your Company information	
C Reg. Numbers	Address	the Company Name and the Country, then Once the Company has been selected from "Download" and "Update registration form"	n the list, click
C Town	Postal Code	registration onboarding process.	
Country	County		
NORWAY	Select a province (Start typing the name)		
Phone Number			
		Look Up	ate Registration Form
SUPPLIER DOSSIER INFORMATION			
DUNS number (if none leave blank)	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 \*)



Registration Data					Close	Lookup & Download D&B Direct+ Data	Save
Index	$\rightarrow$	✓ Organisation Details	 Full legal name				
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>		* Organisation Name		* Country			
Onboarding Pages				UNITED KINGDOM	•		
My Category Selection		State/County		* City			
Registration Confirmation							
		* Address		* Postal Code			
		* Company Registration Number		DUNS number (if none leave blank)			
		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 amail address will be used for access to the site and for all and the set of the site and for all correctly. Please use ;" (semicolon) to separate multiple addresses.	* Enail Address Validation Code
* Username (please do not forget your username)	* First Name
* Last Name	<ul> <li>Mobile (please enter '+" 'country code' and 'your mobile phone number' with no spaces)</li> </ul>
* Preferred Language	* Time Zone
<b>v</b>	BST/GMT - Greenwich Mean Time (Europe/Lon 🔹

Validation Email:



no-reply@procurementplatform.statkraft.com	Date:
	25-11-2022 13:31:31
Subject: Email Address Validation Code on Statkraft Procurement Platform	
Dear User,	
The following email address has been entered on Statkraft Procurement Platform as ne	ew user email address:
xagep75350@probdd.com. This email is to confirm that the email address entered belo	ongs to the user and is
able to receive the email.	
If you are the user that has requested this email, please enter the following Validation C	
Validation Code' field in the registration page in order to save the email address to the	account.
Validation Code: 135704190184AEC5360D	
If you have closed the Registration Data page where this request was generated, you m	
and request a new Validation Code as the validation code in this email will be no longer	
NOTE: If you did not request this email address Validation email, please disregard this r	nessage.
Need assistance?	an that have in Dama
Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details Statkraft users:	on the Login Page.
- 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 use	ers on the
Procurement Platform Info Page on intranet.	als off the
GUIDANCE ON SPAM FILTERS:	
In order to prevent Statkraft Procurement Platform emails from being quarantined by yo	our organisation fire
wall or spam filter, you are advised to instruct your IT team to accept all emails from a "	
and ".jaggaer.com" address.	
Please also review the Junk Email settings of your email client software to avoid accide	ental message
deletion.	

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 error message if the informed number contact Statkraft.				

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



Begin Vendor Registration						Confirm
Index	→  Ad	ditional	Company Information			
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> <li>Onboarding Pages</li> </ul>		~	ACHILLES			
Additional Company Information			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
<ul> <li>My Category Selection</li> <li>Select Categories: 0</li> </ul>		1	Achilles	* Is your company registered in an Achilles database?	-	Supplier
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>		~	TAX JURISDICTION			
			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
		1	Tax Jurisdiction	* Is your company located in any of the following countries	-	Supplier
					Show hidden irons	

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

Statkraft	PREPRODUCTION ENVIRONMENT	1						
Begin Vendor Registration		Confirm						
Index	Enter filter (type to start search)							
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>	Search or Navigate the Tree	Collapse All Expand All						
➤ Onboarding Pages	Selected Items: 0							
Additional Company Information								
✓ My Category Selection	<ul> <li>✓ A Categories</li> <li>&gt; ♦ 1000000 - Civils</li> <li>&gt; ♦ 2000000 - Hydro</li> </ul>							
8 Select Categories: 0								
✓ Registration Confirmation	> <b>*</b> 21000000 - Wind							
😵 Status Summary	> 💠 22000000 - Solar Equipment							
	> 💠 23000000 - Thermal							
	> 🛠 24000000 - Electrical infrastructure							
	> 🗞 30000000 - Professional Services							
	> 🛠 4000000 - IT							
	> 🗞 5000000 - Indirects							
	> 💠 60000000 - Energy Storage							
	> 🗞 7000000 - Hydrogen							

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



Statkraft	PRE	PREPRODUCTION ENVIRONMENT							
Begin Vendor Registration						Confirm			
Index	$\rightarrow$	✓ 40001000 - 40001003 and 40003000 - 40003003							
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>		> Categ	jory linked						
✓ Onboarding Pages		✓ 40	✓ 40001000 - 40001003 AND 40003000 - 40003003						
Additional Company Information			LABEL	DESCRIPTION	RESPONSE	EDITABLE			
✓ My Category Selection						BY			
Select Categories: 2		1	Data Storage Location	* Where do you produce (process and	EU/EEA	Supplier			
8 Category Forms			Data otorage Essention	store data) your IT services relevant for Statkraft?	USA	ouppror			
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>				Stativiai	Other				

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

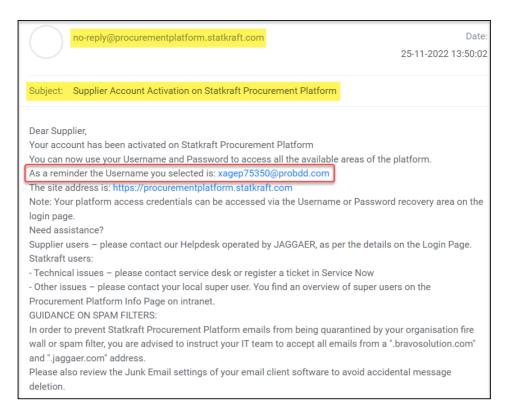
Statkraft	PREPRODUCTION ENVIRONMENT	T				
Registration Confirmation		Close				
Index ✓ Main Organisation Data Ø Registration Data	The Registration Process is complete. Your account has been activated Log in with your Username and Password to access the platform.	and an email sent to confirm this.				
<ul> <li>V Onboarding Pages</li> </ul>	Registration Summary					
Additional Company Information		COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)				
<ul> <li>My Category Selection</li> <li>Select Categories: 2</li> </ul>	Registration Data	Missing Responses: Optional 7				
Category Forms	Additional Company Information	All data complete				
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>	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"

JSA	JAGGAER Supplier Accounts noreply@jaggaer.com	Date: 25-11-2022 13:50:04
Subject:	Reset your supplier account p	assword
Your exis custome As part o to change Change s JAGGAEI of choice If you are	rs with more protection. If this upgrade, you need to prove e your password within the next supplier account password R is a leading provider of digital e for your customer(s). To learn having issues with your JAGGA	t has been automatically upgraded to provide you and your ride a new password for your supplier account. Please follow this link 24 hours: procurement software and solutions, and the procurement platform more, visit https://www.jaggaer.com/. AER account, please contact JAGGAER Global Customer Care via the r.com/submit-supplier-support-request/

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"

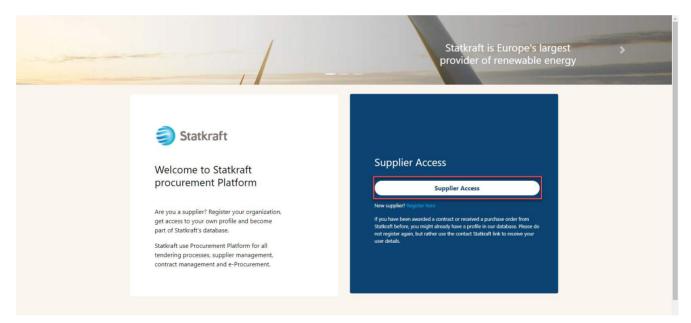


<ul> <li>New Password</li> <li>I</li> <li>Confirm password</li> <li>Confirm password</li> <li>Submit</li> <li>Submit</li> <li>Minimum of 12 characters</li> <li>Minimum of 1 uppercase letters</li> <li>Minimum of 1 uppercase letters</li> </ul>	password Englis	sh -
Confirm password Confirm password Submit Submit Minimum of 12 characters Minimum of 1 uppercase letters	9	
Confirm password  Submit  Minimum of 12 characters  Minimum of 1 uppercase letters	vord	
Submit     Submit     Minimum of 12 characters     Minimum of 1 uppercase letters		•
<ul> <li>Minimum of 12 characters</li> <li>Minimum of 1 uppercase letters</li> </ul>	assword	
<ul> <li>Minimum of 12 characters</li> <li>Minimum of 1 uppercase letters</li> </ul>		9
8 Minimum of 1 uppercase letters	Submit	
and a second	num of 12 characters	
A Minimum of 1 Januarages Latters	um of 1 uppercase letters	
Minimum of 1 lowercase letters	num of 1 lowercase letters	
Minimum of 1 of the following character: !@#\$%&*()_+-=	um of 1 of the following character: !@#\$%&*()_+-	·=[]?
8 Minimum of 1 number	um of 1 number	
8 Email must be different from Password	must be different from Password	
8 Confirm Password value must match Password	m 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.



Verification code for supplier authentication $\Sigma$ [hbox $\times$ ]		₽	Ø
PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> to me ▼</noreply@jaggaer.com>	☆	¢	:
Dear			
Your verification code is:			
y4n27X			
and is valid for 10 minutes.			
Please note this verification code is not the same as your password and should be used to access your supplier a requested by JAGGAER.	account (	only wh	en
JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of c customer(s). To learn more, visit <u>https://www.jaggaer.com/</u> .	hoice for	your	

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

Classification Update Request Reminder No, I Will Do It Later	Review Classification
Classification Update Required	1
The Buyer Organisation has requested that you complete or update your current Category Classification.	
To complete this important activity click 'Review Classification' to add Categories that describe your business activity and provide all associated data.	
This message will be displayed each time you log in until the Category Classification has been completed or updated.	

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

My Catego	ries		Confirm Categories     Add Category
Enter Filter	(type to start search)		/
Showing Res	ult 1 - 2 of 2		
	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

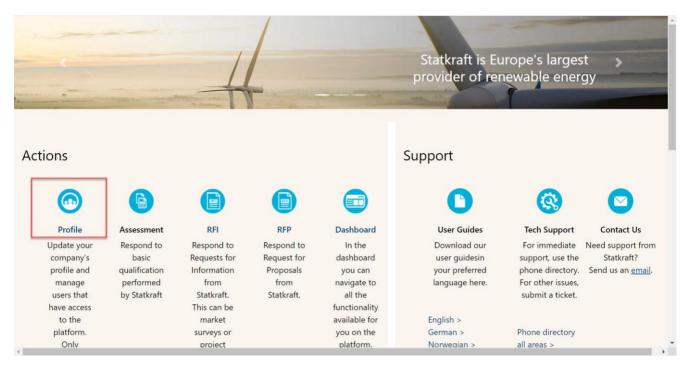
Now you are inside the platform. Use the left side menu to navigate. Please see other sections of this guide for additional support.

## 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.



## Click on Profile Data.

Â	Statkraft			1
	Organisation Name: Test - To be	Deleted		¢
	Registration Data Profile Data	Certificates Buyer Attachments Supplier Attac	chments Status Summary Responses History Of Changes	
\$	✓ Quick Navigation	k-		Manage Address And Contact
õ	Organisation Details Super User Details	✓ Organisation Details		
): 1. 1. 1.		Organisation Name D Test - To be Devided State/County D  Address D Steet 4 Company Registration Number D 111111 EU VAT Number D	Country ") NORWAY City ") Osio Postal Code ") 99999 DUNS number (if none kave blank) ") OUNS number (if none kave blank) ") Outry Dialling Code ")	
Cli	ck on <b>Bank In</b>	ormation.		

Cli	ck on <b>Ba</b>	ank li	ntorm	ation										
â	Statkraft													Ŧ
=	Organisation Prof	ïle												
	Registration Data	Profile Data	Certificates	Buyer Attach	ments Supp	plier Attachments	Status Summary	Responses	History	Of Changes				
\$													Show Completio	1
ö	Enter Filter (type to sta	rt search)	•											
Ì	Showing Result 1 - 2 of 2	2 Show: 2	20 👻											
1.					PHASE		TITLE			COMPLETION	DOCUMENT EXPIR (FIRST TO EXPIRE)		AST MODIFIED DATE	
۹	1		>		Onboarding		Additional Company I	nformation		0		2	20/10/2022 14:19	
1	2		>		Additional		Bank Information					1	25/11/2022 09:47	

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

Stativart										
"	Organ	isation Pre	ofile			±				
Π			Information							
39										
	Bank detalls.									
õ	~	BANK DET	AILS MAIN FORM							
E										
1.		V BANKI	DETAILS							
			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY				
Ŧ		1	Bank Data Type	Please select the type of bank details your company is using.		Supplier				
legi Stat	kraft					Ŧ				
Orgar	nisation	Profile				Cancel Save				
Bank I	Informatio	on								
Bani	k details.									
~	BANK D	ETAILS MA	IN FORM							
	∨ BAN	IK DETAILS								
		QUEST	10N	DESCRIPTION	RESPONSE	EDITABLE BY				
	1	Bank D	lata Type	Please select the type of bank details your company is using.	<b>•</b>	Supplier				
					IBAN Bank Key & Account number Branil Only					

#### After adding the relevant bank data, click on Save. 1 0 Organisation Profile Cancel 5 Bank Information Bank details V BANK DETAILS MAIN FORM V BANK DETAILS QUESTION EDITABLE BY DESCRIPTION • Supplier Bank Data Type IBAN ✓ ₽BANK DETAILS - IBAN V IBAN QUESTION EDITABLE BY IBAN ert vour IBAN nu 2491827 Ourrency of the bank ac Bank details ve rtificate is a tify that you ments - Bank details (472 KB) 👕 🕻

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".

Dashboard











Projects

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

Click on the name of the Assessment.

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

## MY EDITABLE ASSESSMENTS

Click on "Qualification DUNS info".

Show	ing Res	ult 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	0		13.10.2022 14:59	13.10.2022 14:56	Yes
2	>	Page	Supplier Code of Conduct	0		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				$\rightarrow$
Details Mess	ages (Unread 0)			
Editable Forms	C>			
ə ← < >	Qualification DUNS Info			
~ CONF	FIRMATION ON DUNS NUMBER			
~ 0	ONFIRMATION ON DUNS NUMBER			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	<ul> <li>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</li> </ul>		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".

QUESTI	ON	DESCRIPTION	RESPONSE	EDITABLE BY
1 Confirm	ation on Duns Number	<ul> <li>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</li> </ul>	Yes, I have a Duns Number. I have added it in my fe	Supplier Profile

Click on "Save & Next".

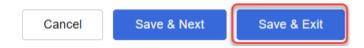


On the "Supplier Code of Conduct" choose yes.

∨ su	PPLIER CODE OF CONDUCT			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct	<ul> <li>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</li> </ul>	Yes No	Supplier



#### Click on "Save & Exit".



### Click on the "Back to Previous Page" arrow.

Editable For	ms				
→ ←	< >	Supplier Code Of Conduct			
3					
	√ SUI	PPLIER 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.

Details Messages (Unread 0) Editable Forms		
→ Form List		
Showing Desilt 1 - 2 of 2		
Servering research a server		
TYPE TITLE COMPLETION DOCUMENT EXPIRY DATE LAST MODIFIED DATE FORM (FIRST TO EXPIRE) ON	DITING ALLOWED	FORMS VIEWED
1 > Page Qualification DUNS info 2 13.10.2022 15:17 13.10.2	022 14:56	Yes
2 > Page Supplier Code of Conduct 2 13.10.2022 15:24 13.10.2	022 14:56	Yes

## 4. How to respond to the RFI as a supplier

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

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



 	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         Supplier Access         We supplier? Register here         Type have been awarded a contract or received a purchase order from starker here some your profile in our database. Please do not register again, but rather use the contact Statkraft link to receive your user details.	

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 R	esult 1 - 1 of 1	Show: 20 🔻					
	CODE	TITLE	PROJECT CODE	CLOSING DATE $\downarrow$	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfi_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 Det	ails M	lessages (Unread 0)				
Setting	s Buye	er Attachments (1)	ly Response Associated Use	rs		
$\rightarrow$	Folders an	d Files List				Mass Download
	Enter Filter	(type to start search)	•			
	Showing Res	ult 1 - 1 of 1 Show: 3	20 🔻			
		FOLDER/FILE NAME 个		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_3	64 - RFI proj	ect 471	Running					Decline To Respond	Intend	I To Respond
RFI Deta	ils	Messages (U	Inread 0)								2
Settings		Buyer Attachme	ents (1)	ly Response	Associated Users						
$\rightarrow$				1							
~	' 1. QU	ALIFICATION RE	SPONSE (QUESTI	ONS: 1 )							
	× 1.	.1 INFORMATIC	ON FROM THE AI	PPLICANT - QU	JESTION SECTION						
		QUESTION	DESCRIPTION								RESPONSE
	1.1.1	Application letter	2. We understan of prequalified co 3. We acknowled	at the information d and accept tha ompanies. dge that the infor e purpose of con	on contained in the attache It receipt of the attached a mation provided in this RF npletion of the application.	pplication places no ol	bligations upon the as not, and will not,	reques be discl	apacity of our company, ter to include our company o osed to other persons or pa h other persons or parties s	rties	

**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 - Prequalifi	cation Purchase X	Running		Online Questionnaire In Excel	Submit Response
RFI Details	Messages (Unre	ead 0)				
Settings	Buyer Attachment	s (0) My Response	Associated Users			
→  <b>①</b>	/our Response is not	<mark>yet Submitted.</mark> To make it visible	e to the Buyer you must click 'Submit Respo	onse'		
∽ My	Response Summ	nary				
	ENVELOPE		INFO PARAMETERS			
1.	Qualification	n Response	Missing mandatory responses	(2)		
Ƴ 1. Q	UALIFICATION RESP	ONSE (QUESTIONS: 3 )				
~ 1	I.1 INFORMATION	FROM THE APPLICANT - QUI	ESTION SECTION			•
	QUESTION	DESCRIPTION				RESPONSE
1.1.1	Application letter	<ol> <li>We understand and accept list of prequalified companies</li> <li>We acknowledge that the in</li> </ol>	ation contained in the attached response is that receipt of the attached application plac formation provided in this RFI is confidentia completion of the application. If information	es no obligations upon the re al and has not, and will not, be	equester to include our company on the e disclosed to other persons or parties	

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

RFI : rfi_36	6 - Prequalificat	tion Purchase X	Running		Save And Continue	Cancel	Save And Return
→ 0	Your Response is not	yet Submitted. To make it visi	ble to the Buyer you must click 'Submit Respons	e'		3	<u>^</u>
						Val	idate Response
1. QUAI	LIFICATION RESPON	NSE (QUESTIONS: 3)					
1	.1 INFORMATION F	ROM THE APPLICANT - Q	JESTION SECTION				
	QUESTION	DESCRIPTION					RESPONSE
1.1.1	Application letter	<ol> <li>We understand and ac prequalified companies.</li> <li>We acknowledge that</li> </ol>	formation contained in the attached response is a cept that receipt of the attached application plac the information provided in this RFI is confidentia ompletion of the application. If information is dis	es no obligations upon the reques I and has not, and will not, be disc	ster to include our company	arties other	Yes 🗸
1	.2 SUPPLIER - QUE	STION 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 - QUE	ISTION SECTION	
	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 🔻

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

~	Attachm	ents		2 Select File	Confirm						
	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 exter	isions not permitted: .bin, .exe	e, .dll, .pif, .bat, .cmd, .com, .htm, .html,	.msi, .js, .json, .reg							
Attack	hments										
#	ТҮРЕ	FILE NAME		SIZE							
		Use the button	to Upload or DRAG and DROP inte	o 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.

RF	: rfi_36	5 - Prequalifica	tion Purchase X	Running	Save And Conti	nue	Cancel	Save And Return
$\rightarrow$	Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'							
								Validate Response
	1. QUAL	IFICATION RESPO	NSE (QUESTIONS: 3 )					
	1	1 INFORMATION	FROM THE APPLICANT - Q	UESTION SECTION				
		QUESTION	DESCRIPTION			RESPO	NSE	
	1.1.1	Application letter	<ul> <li>By providing a response to 1. We confirm that the info company.</li> </ul>	o this RFI ormation contained in the attached response is a true reflection of the skills ar	nd capacity of our	Yes		•

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



← RFI : rfi_366 - Prequalification Purchase X		Running	•••	Online Questionnaire In Excel	Submit Response		
RFI	Details	Messages (Unread 0)					1
Set	tings	Buyer Attachments (0)	My Response	Associated Users			
→	<b>1</b>	/our Response is not yet Subm	itted. To make it visibl	le to the Buyer you must click 'Submit Respo	nse'		Í
	∽ My	Response Summary					
		ENVELOPE		INFO PARAMETERS			
	1.	Qualification Respons	se	All questions answered			

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

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

	Statkraft is Europe's largest provider of renewable energy
E 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 Mer supplier? Register here If you have been awarded a contract or received a purchase order from stratisticat bodrox, you unight already have a profile in our database. Please do not negister again, but rather use the contact statisraft link to receive yoor user details.

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





#### RFPs

My RFPs								
All RFPs		▼ Enter Filter (t	ype to start search)	•				
Showing F	Result 1 - 1 of 1	Show: 20 🔻						
	CODE	TITLE	1	PROJECT CODE	CLOSING DATE $\downarrow$	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfp_563	RFP Pu	rchase of XXX	project_477	11/11/2022 17:00	e 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	t 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 r of the Tender.	response due date
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 Tender 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.	rs.
5. Cancellation	
• lagree	
O 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.

A	Warning:	You hav	ve unread Bu	<u>yer Attachm</u>	<u>nents (1). Click he</u>	<u>e to read the files bef</u>	ore Submitting you	ir Response. 🗙
	k on "Mass FP: rfp_563 - RFF			Running				
RFP D	etails Messag	ges (Unread 0)						
Settin	gs Buyer Atta	achments (1)	My Response	Associated	Users			
$\rightarrow$	Folders and File	es List roo	ot >					Mass Download
	Enter Filter (type t	to start search)	•					
	Showing Result 1 -	1 of 1 Sho	ow: 20 🔻					
	FOLD	DER/FILE NAME 个			DESCRIPTION		LAST MODIFICATION DATE	

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

Instruction to tenderer.docx

•••

₽

11/11/2022 14:03:27



RFP: rfp_563 - RFP Purchase of XXX			Running		2
$\rightarrow$	Mass Download Li	ist	Cancel Download Selected Files		
	Showing Result 1 - 1 of	f 1			
		1	FOLDER/FILE NAME	SIZE	
	1	$\checkmark$	Dbject _ rfp_563 - RFP Purchase of XXX/ Instruction to tenderer.docx	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 • Renning

RFP	: rfp_563 - RFP Purc	chase of XXX	Running		
$\rightarrow$	Mass Download Lis	st			Cancel Download Selected Files
	Showing Result 1 - 1 of	1			1
		<b>~</b>	FOLDER/FILE NAME	SIZE	
	1		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.

← RF	← RFP: rfp_563 - RFP Purchase of XXX ● Running ···								
RFP D	etails	Messages (Unread 0)							
Settin	gs B	yer Attachments (1) My Response Associate	d Users						
$\rightarrow$	Folders	and Files List root >			Mass Download				
	Enter Fil	<pre>er (type to start search)  </pre>							
	Showing F	esult 1 - 1 of 1 Show: 20 🔻							
		FOLDER/FILE NAME 1	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.



← R	FP: rfp_	563 - RFP Pu	irchase of XXX	Running		Decline To Respond	Intend To Respond
RFP	Details	Messages (l	Unread 0)				1
Settir	ngs	Buyer Attachme	ents (1) My Respons	e Associated Users			
→							A
	Curre	ency: Norwegia	n Kroner				
	✓ 1. TE	CHNICAL RESPO	NSE (QUESTIONS: 1 )				
	~ 1	.1 TECHNICAL	SOLUTIONS AND DEVIAT	IONS - QUESTION SECTION			
		NOTE	NOTE DETAILS				
	1.1.1	Note	Tenderer shall present info	ormation/documentation that is relevant for the tec	hnical evaluation of the delivery.		
		QUESTION	DESCRIPTION				RESPONSE
	1.1.2	Technical Data		er information as per Appendix X «Technical Data s t must be uploaded as a response to this question.		ipped and uploaded as a	(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".

<ul> <li>Selecting a new Currency will not automatically convert your Bid. Ensure that you check your response according to the new selected Currency.</li> </ul>
Select a Response Currency
Norwegian Kroner
Euro (Norwegian Kroner/Euro = 0.097)
US dollar (Norwegian Kroner/US dollar = 0.1)
Cancel

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



← RFP: rfp	o_563 - RFP Purchase of XXX	Running		Online Questionnaire In Exc	Submit Response	
RFP Details	Messages (Unread 0)					
Settings	Buyer Attachments (1) My Res	ponse 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 se	ections)	0	
Curr	rency: Norwegian Kroner				Change Currency	
✓ 1.1	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. TECH	1. TECHNICAL RESPONSE (QUESTIONS: 1)							
1.	1 TECHNICAL S	DLUTIONS 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	* Technical data and other information as per Appendix X «Technical Data sheets". 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					

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".

		Use the button	to Upload or DRAG and DRO	P into this area	
#	ТҮРЕ	FILE NAME		SIZE	
Attac	hments				
	i File exte	nsions not permitted: .bin, .exe	, .dll, .pif, .bat, .cmd, .com, .htm, .	.html, .msi, .js, .json, .reg	
	The plat		e keep attachments to a manage ents up to a maximum size of 50		
<i>←</i>	- Attachn	nents		Select File	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).

RF	P: rfp_56	53 - RFP Purc	nase of XXX • Runnin	g		Save And Continue	Cancel	Save And	Return
→	Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'								
								Validate Res	ponse
1. TECHNICAL RESPONSE (QUESTIONS: 1)									
	1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION								
		NOTE	NOTE DETAILS						
	1.1.1	Note	Tenderer shall present information/o	locumentation that is relevant for the	technical evaluation of the delivery.				
		QUESTION	DESCRIPTION			RESPON	SE		
	1.1.2	Technical Data		ion as per Appendix X «Technical Dat be uploaded as a response to this que	ta sheets". estion. If multiple documents, they must b	Attacies and example a second	hment ple.pdf	(7 KB)	<b>டி </b>

## 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.

∽ My R	esponse 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. 01	UNIMERCIAL RESPONS			
~ 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.	(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_56	3 - RFP Purchase of XXX	Running		Save And Continue	Cancel Save	And Return
	: NORWEGIAN KRONER MERCIAL RESPONSE (ITEMS: 2, QU	ESTIONS: 2)		TOTAL PRICE (EXCLUDING OPTION	Refresh Validate Res KAL SECTIONS)	4 • sponse
	1 DEVIATIONS AND RESERVATION					
	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 Tender Documents. Any and all deviations or reservations shall be state to the relevant clause of the Invitation to Tender Documents. The applicable attachment must be uploaded as a response to this ques uploaded as a zip-file.	+ Attach File	)		
2.	2 COMPENSATION - PRICE SECTION	DN				
	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
2.2.1	Total Tender Price	* Total Tender Price (ex-VAT)	Each	1 1000		0
					2 Section Sub Total	0
						- 1
				Total Price (excluding optiona	al sections)	0

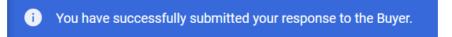
## Click "OK" on the popup.



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		Running		Online Questionnaire In Excel	Submit Response			
RFP Details	Messages (Unread 0)				1			
Settings Bu	yer Attachments (1) My Respons	e Associated Users						
→ Your 1	Vour Response is not yet Submitted. To make it visible to the Buyer you must click: 'Submit Response'							
✓ My Res	ponse 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.





## 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		XXX • Running		Online Questionnaire In Excel	Submit Response	
RFP Details	Messages (Unread 0)			1		
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'					
√ Му	Response Summary					
	ENVELOPE	INFO PARAMETERS				
1.	Technical Response	Missing mandatory responses (1)				
2.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional se	ctions)	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		
	0	This area allows you to download the entire onlin with your responses *** IMPORTANT ***	ne questionnaire in Excel. Once you have s	aved the file and responded to the questions, y	ou should return to this screen and import the same sprea	adsheet which will populate the online questions		
		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	O THE SPREADSHEET					
		IN THE EVENT THAT THE BUYER HAS NOT PERN		IS, THIS AREA CANNOT BE USED AS A SUBST	IUIE			
		-	<u> </u>					
	Fil	Browse Select File	Download Online Questionnaire in Excel					
			Import Items					

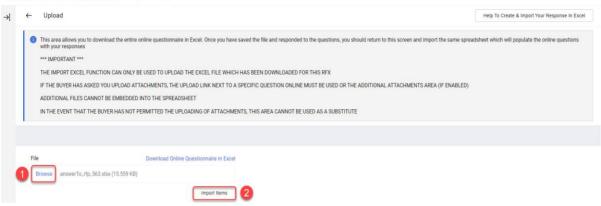
A spreadsheet will be downloaded. The spreadsheet will show you which fields are editable. As said before, attachment questions cannot be answered through the spreadsheet.

					. RESPONSE SPREADSHEET	
			LS, ROWS OR COL	CHING FROM THE ENGLI		, OKEDIT MITTORMODIL T
RFP Re	sponse Questionna	uire for: rfp_563				
COLOU	R LEGEND					
	R	lesponse Optional				
	Re	sponse Mandatory	1			
		tored During Import	1			
		stionnaire Information				
L			1			
Curren	cy:Norwegian Kro					
curren	cy.Norwegian Kro	lief				
	Technical Envel					
	rechnical Envel	ope				
1.1	Technical soluti	ions and deviations				
1.1	Note	Note Details				
1.1.1	Note		and all and the sector	and for the technical such	when of the delivery	
1.1.1		Tenderer shall present information/docum				
	Question	Description	Response Type	Response Guide	Response	
1.1.2	Technical Data	Technical data and other information as	Attachment	The applicable		
		per Appendix X «Technical Data sheets".		attachment must be		
				uploaded online		
		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			Attachment example.pdf	
	_	IZIDDed and Ubioaded as a ZiD-file			pattachinent example.por	
2	Commercial Env					
2 2.1	Deviations and	Reservations				
	Deviations and Question	Reservations Description	Response Type	Response Guide	Response	
2	Deviations and Question Commercial	Reservations Description Tenderer shall clearly indicate, and	Response Type Attachment	The applicable	Response	
	Deviations and Question Commercial deviations and	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all	Description Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the		The applicable	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Inivitation to Tender Documents. Any and		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from	Reservations Description 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 shall be		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Reservations Description 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		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the invitation to Tender Documents. Any and al deviations or reservations shall be stated in the Tender Each deviation must have a reference to the relevant		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Besize tables to the service of the		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the invitation to Tender Documents. Any and al deviations or reservations shall be stated in the Tender Each deviation must have a reference to the relevant		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the invation to Tender Occuments. Any and al deviations or reservations shall be stated in the Tender Each deviation state of the Invitation to Tender Documents.		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservations workation 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		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Reservations Description Tenderer shall clearly indicate, and require, any deviation or reservation from the requirements or instruction in the requirements or instruction in the requirements or instructions that all deviators or revenitions shall be stated in the Tender Each deviation must have a reference to be relevant clocuments. The applicable allactment must be uponded as a reprine to this question.		The applicable attachment must be	Response	
	Deviations and Question Commercial deviations and reservations (all Appendices except from Appendix A, E	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservations workation 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		The applicable attachment must be	Response Attachment example pdf	
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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

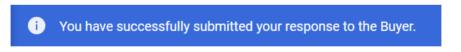


Your answer was uploaded – but your response is not submitted yet. If all questions are answered, click on "Submit Response".

← RFP: rfp_563	- RFP Purchase of XXX	Running	[	Online Questionnaire In Excel Submit Respons	se						
RFP Details	Messages (Unread 0)		/								
Settings Buy	Settings Buyer Attachments (1) My Response Associated Users										
→ Sour R	Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'										
✓ My Resp	onse Summary										
	ENVELOPE	INFO PARAMETERS			l						
1.	Technical Response	All questions answered			L						
2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)	1,000	L						

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".

← RFP: rfp_563	- RFP Purchase of XXX	Running				 Withdraw Response	Online Questionnaire In Excel
RFP Details	Messages (Unread 0)						
Create Message	2 Received Messages Sent M	lessages	Draft Messages	Forwarded Mess	ages		
→ VMy Resp	onse Summary						A
	ENVELOPE		INFO PARAMETERS				
1.	Technical Response		All questions answere	ed			
2.	Commercial Response		All quoted items com	pleted	Total Price (excluding optional sections)		1,000
							31



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.

RFF	e: rfp_563 - RFP Purchase of XXX	Running			Cancel Save As Draft Send Message
→	Messages				/
	✓ Message				
	Subject		Message		
				<i>i</i>	
	✓ Attachments				Attachments
	NAME		DESCRIPTION	COMMENTS	
	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 Detai	ls 🚺	Messages.(Unread.0)				
Create Me	essage	Received Messages 2 Sent Messages	Draft Messages Forwarded Mess	sages		
<b>→</b>   ~	My Resp	onse 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".



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Actions					Support			ľ
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Profile	Assessment	RFI	RFP	Dashboard	User Guides	Tech Support	Contact Us	
Update your	Respond to	Respond to	Respond to	In the	Download our	For immediate	Need support from	1
company's	basic	Requests for	Request for	dashboard	user guidesin	support, use the	Statkraft?	
profile and	qualification	Information	Proposals	you can	your preferred	phone directory.	Send us an <u>email</u> .	
manage	performed	from	from	navigate to	language here.	For other issues,		
users that	by Statkraft	Statkraft.	Statkraft.	all the		submit a ticket.		
have access		This can be		functionality				
to the		market		available for	English >			
platform.		surveys or		you on the	German >	Phone directory		
Only		proiect		platform.	Norwegian >	all areas >		

On the Dashboard all ongoing processes will be shown. On the left side menu, you will have <u>acc</u>ess to:

Statkraft		
Main Dashboard		
MY ACTIONS LIST	MY EDITABLE ASSESSMENTS	MY RFPS WITH PENDING RESPONSES
No Actions to display	No Assessments to display	No RFPs to display
RECEIVED ACTION COLLABORATIONS	MY RUNNING SURVEYS	OPEN AND PENDING AUCTIONS
No Actions to display	No Scorecards to display	No Auctions to display
MY ACTIONS	NEW MESSAGES (LAST 30 DAYS)	QUICK LINKS
No Action found	No Unread Messages	STANDARD LINKS My Auctions
		Projects My RFIs
		My RFPs List of Directories
SUPPLIER MANAGEMENT AND PERFORMANCE QUICK	MY RFIS WITH PENDING RESPONSES	
SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS Standard Links	MY RFIS WITH PENDING RESPONSES TITLE BUYER TIME TO CLOSING RESPONSE ORGANISATION CLOSE DATE STATUS	List of Directories Organisation Profile

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

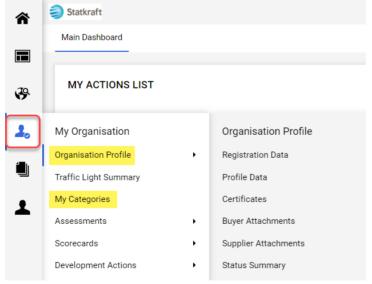


â	Statkraft	
	Main Dashboard	
- 30	Sourcing	
-	Projects	•
40	RFIs	•
١	RFPs	•
1	Auctions	•
1		

• Contracts - See all the contracts awarded to your organization,

â	Statkraft
	Main Dashboard
	Main Dashboard
39	
	Contracts
1	Contract Dashboard
4	
15	

• **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.

1	User Management	Manage Users		
	Manage Users	•	Users	
			User Roles	
			Divisions	
			Default Users	

## 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".

1	User Management		Manage Users
	Manage Users 1	,	Users 2
			User Roles
			Divisions
			Default Users

Click on "Create".

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â	Statki	Statkraft									
	Manag	e Users					Import/Update User	Role Create			
	Users	User Roles	Divisions Defau	lt Users				1			
\$	Enter a	t least 3 characters	All	Users 🔻	Enter Filter (type to start s	search) 🔻					
1.	Showing	Result 1 - 1 of 1	Show: 20 🔻								
٩		USER INFO	LAST NAME 个	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE			
1	1	Super User	BJ	JB	Division	sqm70885@cdfaq.com					

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		
<ul> <li>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.</li> </ul>		
+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 address: dmz16792@xcoxc.com	the following email
	The new User account does not have any Role associated to it. Please review the User Rights or order to grant access to Objects. The account currently has no access to Objects by default.	f the account in

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



no-reply@procurementplatfo	orm.statkraft.com Date: 25-11-2022 14:41:01
Subject: Welcome to Statkraft Procu	rement Platform
Your username is the same as the ema Please expect another email from JAG supplier account. To log in to your account, click the follo https://procurementplatform.statkraft. If you are having issues with your JAGG following web form: https://www.jagga Need assistance? Supplier users – please contact our He Statkraft users: - Technical issues – please contact ser - Other issues – please contact your lo Procurement Platform Info Page on int GUIDANCE ON SPAM FILTERS: In order to prevent Statkraft Procureme wall or spam filter, you are advised to in and ".jaggaer.com" address.	GAER with instructions on how to set up the password for your owing link and provide your credentials: com GAER account, please contact JAGGAER Global Customer Care via the aer.com/submit-supplier-support-request/ elpdesk operated by JAGGAER, as per the details on the Login Page. rvice desk or register a ticket in Service Now cal super user. You find an overview of super users on the

# 9. How to change super user

Click on Profile on the landing page.



Scroll down and click on Change Main User

â	Statkraft	PREPRODUCTION ENVIRONMENT	T	•
	Organisation Name: Ines test		¢	
	$\sim$ Quick Navigation $\left \leftarrow\right.$	EU VAT Number * J	Country Dialling Code 5	
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È		Organisation Legal Structure 🕤	Web site 🕥	
1.		✓ 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) 🖔	
		First Name ற Ines	Last Name *) Rocha	
q		Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +4766633333333	Preferred Language の English (UK)	
→		Time Tana KA	Paired with Global ID	•

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

Statkraft PREPRODUCTION ENVIRONMENT			1
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.

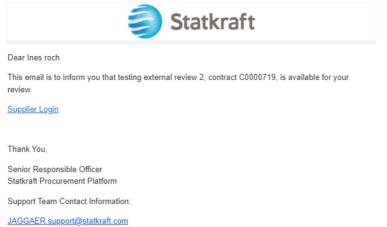
Statkraft

Statkraft		PREPRODUCTION ENVIRONMENT	
User: Ines Test			Cancel
∼ Quick Navigation	ŀ←	✓ 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 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/Bn      *
		English (UK)	CEST/CET - Central European Time (Europe/Bit



## 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.

		-
	Login Engli	sh <del>-</del>
	E-Mail	
	Password	
-		
	Forgot Password? Next	
	Click here to create your Jaggaer Global Identity	
	Your account will be made more secure with 2-step verification. <u>Why? Read more</u>	<u>e.</u>
Start a		

After log-in, you will be directed to this page below. Click in the highlighted bottom: *View All Contracts.* 



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<u>o</u>		Quick Links to Com	nmon Tasks	?
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Click on the contract number to open the external review round.

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<b>Q</b>	Quick search		Q Add Filter -	Clear	r All Filters								
<b>3</b> 9	Supplier: Ines test $\star$ ×												
	1-1 of 1 Results										•	20 Per	Page 🔻
յու	Customer Name	Second Party	Contract Number	0	Contract Name	•	Status 🔻	Version Type	Version Numbers	Start Date 🔻		End D	ate 🔻
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In the header you can find the basic details of the contract. Click Next.



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

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Select the files and click Done.



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ø	Attachments	Select files Drop files to attach, or browse. Max. File Size: 10.0 MB		
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You can change the subject and add comments in the body. Verify the attachments and click *Send.* 

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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.



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<b>3</b>	Dates: 7/16/2023 - 9/13/2023 Version: Renewal 0, Amendment 0	Start Communication			
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<b>.</b>	Attachments 0	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
\$	Communication Centre 3	New Attachment XXXXX	7/14/2023at2:56 PM By Ines Rocha	1 🖾	7/14/2023at2:56 PM By Ines Rocha
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$\rightarrow$		https://uit02.jaggaer.com/ap	ps/Router/SupplierContractCommunicationCenter?contr	ractId=3585087&Custome	rOrgld=20008978&tmstmp=1689340969896

## Click on Add to Conversation.

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



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