

Statkraft Beschaffungsplattform (Procurement Platform)

Schritt-für-Schritt-Anleitung für Lieferanten



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	a a and	AND -			Statkraft is provider of r	Europe's largest enewable energy	
ons					Support		
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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 Doenkload our user guidesin your preferred language here: English > German > Norvergian > Portuguese > Spanih > Smedish >	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 Statisraf Send us an <u>email</u>
	Renew Statkraft is a generator o solar power company in countries.	the Way the W leading company in hyd f renewable energy. The te gas-fired power and sug energy market operation	forld is Powere fropower internationally Group produces hydrop pilies district heating. S ss. Statkraft has 5,000 er	and Europe's largest ower, wind power, latkraft is a global nployees in 20	social media ⊧ f ¥ in	OLLOW US	

1. Selbstregistrierung

Setzen Sie sich bitte grundsätzlich **vor** der Selbstregistrierung mit den Mitarbeitern von Statkraft Procurement in Verbindung, um zu prüfen, ob Ihr Unternehmen bereits auf der Plattform registriert ist. Wenn Sie sich bereits selbst registriert haben und Ihr Passwort vergessen haben, registrieren Sie sich bitte nicht noch einmal selbst, sondern kontaktieren einen Statkraft-Mitarbeiter.

Öffnen Sie in Ihrem Browser die Webseite <u>https://procurementplatform.statkraft.com/web/login.html (</u>empfohlene Browser: Google Chrome, Mozilla Firefox oder Microsoft Edge).

Klicken Sie auf den Link "Registrieren" – im unten stehenden Bild rot markiert. Sie werden vom System durch die nächsten Schritte geleitet.



	,/		Statkraft is Europe's largest provider of renewable energy	,
Statkraft Welcome to Statk procurement Plat Are you a supplier? Register y get a ccess to your own profil part of Statkar's database. Statkarb use Procurement Pla tendering processes supplier contract management and e-	raft form our organization, and become torm for all management. Procurement.	Supplier Access Su New napplet Program Su War have napplet Program Su Supplet Supplet	S pplier Access the control of particular offer from may have a pool is no or deducer. Prevende on the contact Station if the to receive your	
Support	<u>®</u>		>>>	
User Guides Download our user guidesin 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.	

Stimmen Sie der Portalnutzungsvereinbarung mit Klick auf "Ich stimme zu" zu und klicken Sie dann auf "Weiter".

		Close
Portal User Agreement		
 Introduction Introduction This User Agreement between Statkraft (the Buyer) and the Supplier governs the access and use of the Statkraft Procurement Platform (the System) by the Similation from the Buyer to participate in a procurement exercise. 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 Suppliter 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 this User Agreement. 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 f 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 shall take precedence over this User Agreement. 	Supplier to respond to a oplier Users' access to a Supplier agrees to be b further rules expressed ther rules, then the prov	an an and use of yound by and isions of
 Access 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 exerce Agreement. 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 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and 	cise, subject to this Use	er ccur:
I agree		
C I do not agree		

a. Ausfüllen des Registrierungsformulars mit D&B-Daten

Klicken Sie auf "Suche u. Download D&B-Direct+-Daten".

Registration	Data		··· Close	Lookup & Download D&B Direct+ Data
	1 Registration Data	2 Onboarding Pages	3 My Category Selection	(4) Registration Confirmation
✓ Organisatio	on Details			
* Organisation	n Name		* Country	
				▼

Suchen Sie mithilfe der verfügbaren Filter nach Ihrem Unternehmen. Der Name und das Land des Unternehmens sind Pflichtfelder. Klicken Sie auf "Suchen", um die Suche zu starten.



Inte	gration with Du	n and Bradstreet fo	or: New Supplier							
						S	kip Lookup And Start Re	gistration Displa	ay/Hide Filter	
LOO	KUP FILTER									
DUNS Number Company Name Sy Address			Company Name Sy Address	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						
Town			Postal Code		registration onboarding process.					
0	ountry			County						
NO	RWAY			Select a province (Start typing the name)	~					
D Pł	none Number		_							
								Look Up	Download	
RET	URNED LIST OF N	IATCHING SUPPLIER	S							
	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS		TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY	
1	34	Sy	92	Livinga N		TROLLINES	1411		NORWAY	

Wählen Sie Ihr Unternehmen aus, indem Sie auf die entsprechende Zeile klicken (die Zeile wird blau hervorgehoben). Klicken Sie dann auf "Download". Bestätigen Sie das Pop-up-Fenster mit "OK".

Integration with Dun and Bradstreet for: New Su	pplier							
		SI	kip Lookup And Start Reg	gistration Displa	y/Hide Filter			
LOOKUP FILTER								
DUNS Number	* Company Name	Please reco	ver your Company i	information by inse	erting at least			
Reg. Numbers	☐ Address	the Compar Once the Co "Download" registration	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	Postal Code	registration	regionation onboarding process.					
Country	County Select a province (Start typing the name)							
Phone Number								
				Look Up	Download			
RETURNED LIST OF MATCHING SUPPLIERS								
DUNS NUMBER COMPANY NAME REG. NUM	BERS ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY			
1 34 Symilal 92 11 11	Lings 6	TRILLASES	14]=		NORWAY			

Klicken Sie auf "Registrierungsformular aktualisieren"



Integration with Dun and Bradstreet for: New Supplier

		Skip Lookup And Start Registration Display/Hide Filter
LOOKUP FILTER		
DUNS Number	* 🖉 Company Name	
	Symiller	Please recover your Company information by inserting at least
Reg. Numbers	Address	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	Postal Code	registration onboarding process.
Country	County	
NORWAY	Select a province (Start typing the name)	
Phone Number		
		× 1
		Look Up Update Registration Form
SUPPLIER DOSSIER INFORMATION		
DUNS number (if none leave blank)	D-U-N-S number 34	

Das Registrierungsformular wird mit den in D&B verfügbaren Angaben vorausgefüllt. Fügen Sie die fehlenden Angaben hinzu.

b. Ausfüllen des Registrierungsformulars ohne D&B-Daten

Füllen Sie das Formular mit den Angaben zu Ihrem Unternehmen aus. (Pflichtfelder sind mit einem Stern * markiert)

Registration Data		··· Clos	Lookup & Download D&B Direct+ Data	Save
1 Registration Data	2 Onboarding Pages	(3) My Category Selection	(4) Registration Confirmation	
✓ Organisation Details	Full Legal N	ame		
* Organisation Name		* Country		
Supplier X		NORWAY	•	
State/County		* City		
		Oslo		
* Address		* Postal Code		
Kristian IVs gate 55		0162		
* Company Registration Number		DUNS number (if none	leave blank)	
985467543			0	
EU VAT Number		Country Dialling Code		
Main Organisation Phone Number		Organisation Email Adc	dress	
Organisation Legal Structure		Web site		
	•			

Scrollen Sie im Registrierungsformular herunter, geben Sie Ihre E-Mail-Adresse an und klicken Sie auf "Validierungscode senden". Bestätigen Sie das Pop-up-Fenster mit "OK".



Sie erhalten an die von Ihnen angegebene E-Mail-Adresse eine E-Mail mit einem temporären Code.



✓ 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. sqm70885@cdfaq.com 	* Email Address Validation Send Validation Code Enter Validation Code Here
* Username (please do not forget your username)	* First Name
* Last Name	* Mobile (please enter "+" "country code" and "your mobile
	phone number" with no spaces)
* Preferred Language	* Time Zone

Validierungs-E-Mail:

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 new user email address:
xagep75350@probdd.com. This email is to confirm that the email address entered	d belongs to the user and is
able to receive the email.	
If you are the user that has requested this email, please enter the following Validat	tion Code into the
'Validation Code' field in the registration page in order to save the email address to	o the account.
Validation Code: 135704190184AEC5360D	
If you have closed the Registration Data page where this request was generated, y	ou must reopen the page
and request a new Validation Code as the validation code in this email will be no lo	onger valid.
NOTE: If you did not request this email address Validation email, please disregard	this message.
Need assistance?	
Supplier users - please contact our Helpdesk operated by JAGGAER, as per the de	etails on the Login Page.
Statkraft users:	
- Technical issues - please contact service desk or register a ticket in Service Nov	V
- Other issues – please contact your local super user. You find an overview of supe	er users on the
Procurement Platform Info Page on intranet.	
GUIDANCE ON SPAM FILTERS:	
In order to prevent Statkraft Procurement Platform emails from being quarantined	by your organisation fire
wall or spam filter, you are advised to instruct your IT team to accept all emails fro	m a ".bravosolution.com"
and ".jaggaer.com" address.	
Please also review the Junk Email settings of your email client software to avoid a	accidental message
deletion.	

Kopieren Sie den Validierungscode in das Feld "Validierung der E-Mail-Adresse" und vervollständigen Sie die anderen Pflichtfelder. Verwenden Sie vorzugsweise Ihre E-Mail-Adresse als Benutzernamen. Klicken Sie auf "Speichern" (Schaltfläche rechts oben).

Registration Data

··· Close

Lookup & Download D&B Direct+ Data

Save

Es wird geprüft, ob die Registrierungsnummer des Unternehmens auf der Plattform bereits existiert. Wenn die Nummer bereits existiert, erhalten Sie eine Fehlermeldung. Wenden Sie sich in diesem Fall bitte an Statkraft.



Füllen Sie nun die Fragen zu zusätzlichen Angaben über das Unternehmen aus. Klicken Sie dann auf "Speichern und fortfahren".

Begin Vendor Registration				Cancel	Save & Continue
Registrati	on Data	2 Onboarding Pages	3 My Category Selection	(4) Registration Confirmation	/
✓ Quick Navigation /← Act Additional Company Infor	lditional (V A	Company Information			
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Achilles	* Is your company registered in an Achilles database?		Supplier
	~ T	AX JURISDICTION			
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Tax Jurisdiction	* Is your company located in any of the following countries		Supplier

Wählen Sie die Kategorien der von Ihrem Unternehmen angebotenen Dienstleistungen oder Materialien aus. Sie können so viele Kategorien auswählen wie nötig. Klicken Sie auf "Bestätigen".

Begin Vendor Registration				Cancel	Confirm
Registration Data	Onboarding Pages	3 My Category Selection	4 Registration Confirma	ition	1
Enter filter (type to start search)					
Search or Navigate the Tree				Collapse All	Expand All
 Selected Items: 2 					
 Categories \$ 1000000 - Civils \$ 2000000 - Hydro \$ 2100000 - Wind \$ 2200000 - Solar Equipment \$ 2200000 - Thermal \$ 2000000 - Professional Services \$ 40001000 - IT \$ 40001000 - Software \$ 40001001 - Business Applications/SaaS \$ 40001001 - Middleware, OS & Tools \$ 40001003 - Workplace Applications 					

In manchen Kategorien gibt es zusätzliche Fragen. Nachdem Sie diese beantwortet haben, klicken Sie auf "Speichern und fortfahren".



Begin Vendor Registra	ation					Cancel	Save & Continue
	✓ Registration Da	ta	✓ Onboarding Pages	3 My Category Selection	(4) Registration Confi	rmation	1
 ✓ Quick Navigation 40001000 - 40001003 a 	←	4000100 € Cate	00 - 40001003 And 40003000 - 4	40003003			
		√ 4000	1000 - 40001003 AND 40003000 -	40003003			
		L	ABEL	DESCRIPTION	RESPONSE		EDITABLE BY
		1 D	Data Storage Location	* Where do you produce (process and store data) your IT services relevant for Statkraft?	EU/EEA USA Other		Supplier

Die Registrierung ist nun abgeschlossen. Klicken Sie auf "Fenster schließen".

Registration Confirmation										
	Registration Data	✓ Onboarding Pages	✓ My Category Selection	4 Registration Confirmation						
•	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.									

Innerhalb von ein paar Minuten erhalten Sie die folgenden E-Mails:

Wenn Sie die E-Mails nach 30 Minuten **nicht erhalten** haben, wenden Sie sich bitte an Statkraft. Ihr Profil wurde erstellt, aber wir prüfen, ob möglicherweise der automatische E-Mail-Versand blockiert wurde.

Aktivierungsbestätigung und Benutzername:



no-reply@procurementplatform.statkraft.com	Date: 25-11-2022 13:50:02
Subject: Supplier Account Activation on Statkraft Procurement Platform	
Dear Supplier, Your account has been activated on Statkraft Procurement Platform You can now use your Username and Password to access all the available areas of the p As a reminder the Username you selected is: xagep75350@probdd.com The site address is: https://procurementplatform.statkraft.com Note: Your platform access credentials can be accessed via the Username or Password login page. Need assistance? Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details of Statkraft users: - Technical issues – please contact service desk or register a ticket in Service Now - Other issues – please contact your local super user. You find an overview of super user Procurement Platform Info Page on intranet. GUIDANCE ON SPAM FILTERS: In order to prevent Statkraft Procurement Platform emails from being quarantined by yo 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 deletion.	platform. I recovery area on the on the Login Page. rs on the ur organisation fire bravosolution.com" ntal message



Passwort: Klicken Sie auf "Passwort des Lieferantenkontos ändern".

JSA JAGGAER Supplier Account noreply@jaggaer.com	nts Date: 25-11-2022 13:50:04
Subject: Reset your supplier accou	nt password
Dear Ola Nordmann, Your existing JAGGAER supplier acc customers with more protection. As part of this upgrade, you need to to change your password within the Change supplier account password JAGGAER is a leading provider of dig of choice for your customer(s). To le If you are having issues with your JA following web form: https://www.jag	ount has been automatically upgraded to provide you and your provide a new password for your supplier account. Please follow this link next 24 hours: gital procurement software and solutions, and the procurement platform earn more, visit https://www.jaggaer.com/. GGAER account, please contact JAGGAER Global Customer Care via the ggaer.com/submit-supplier-support-request/

Es öffnet sich ein neues Fenster. Klicken Sie auf "Zum Fortfahren hier klicken".



Confirm Password value must match Password



Gehen Sie auf: https://procurementplatform.statkraft.com/web/login.html

Klicken Sie auf "Lieferantenzugang", geben Sie Ihren Benutzernamen (E-Mail) und das Passwort ein und klicken Sie dann auf "Weiter".

/	Statkraft is Europe's largest > provider of renewable energy
Statkraft	Supplier Access
Welcome to Statkraft	Supplier Access
procurement Platform	Are required for an entropy of a purchase order from
Are you a supplier? Register your organization,	Subscher Supplier access and a purchase order from
get access to your own profile and become	Subscher Supplier access and a subscher a purchase order from
per of Statkraft use Procurement Platform for all	Subscher Supplier access and a subscher a purchase order from
tendering processes, supplier management,	Subscher Supplier access and a subscher access and a subscher access and a subscher
contract management and e-Procurement.	Supplier access and a subscher

Ein Verifizierungs-Code ist Teil der Zwei-Faktor-Authentifizierung. Eine Email mit dem Code sollte Ihnen zugestellt werden, fügen Sie diesen in die Abfrage ein.

Verification code for supplier authentication \mathcal{D} [nbox x]		¢	Ø				
PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> to me ▼</noreply@jaggaer.com>	☆	۴	:				
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 account o requested by JAGGAER.							
JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of o customer(s). To learn more, visit <u>https://www.jaggaer.com/</u> .	hoice fo	r your					

Der nächste Schritt wird nur einmalig ausgeführt und betrifft eher Lieferanten, die vom Einkäufer registriert werden. Klicken Sie auf "Klassifizierung überprüfen".

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 describes activity be displayed each time you log in until the Category Classification has been completed or updated.	ata.	



Klicken Sie auf "Kategorien bestätigen". Daraufhin öffnet sich ein neues Fenster, klicken Sie dort auf "Bestätigen".

My Categories		[Confirm Categories Add Category
Enter Filter (type to sta	rt search) 🗸		1
Showing Result 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

Jetzt befinden Sie sich auf der Plattform. Verwenden Sie das Menü auf der linken Seite zur Navigation. Weitere Hilfestellungen finden Sie in den anderen Abschnitten dieser Anleitung.

1.1 Einfügen der Bankdaten

Es gibt eine Möglichkeit, dass Ihre Bankdaten in unser ERP-System hinterlegt werden. Dieser Schritt ist für eine erste Registrierung nicht verpflichtend. Diese müssen erst hinterlegt werden, wenn Sie als Gewinner einer Ausschreibung ausgezeichnet werden. Die Bankdaten können nur vom Lieferanten eingegeben werden.

Klicken Sie auf Ihr Profil.

ons					Support		
0	6				0	8	0
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 guidein 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 Statts Send us an <u>email</u> .
	Renew	the Way the W	orld is Powere	ed	SOCIAL MEDIA F	OLLOW US	
	Statkraft is a generator o solar power company in countries.	a leading company in hyd f renewable energy. The i gas-fired power and sup energy market operation	ropower internationally Group produces hydrop splies district heating. St is. Statkraft has 5,000 er	r and Europe's largest sower, wind power, tatkraft is a global mployees in 20	f ¥ in	0 •	

Klicken Sie auf Profil Daten.



â	Statkraft									£
_	Organisation Name	e: Test - To be	e Deleted						¢	•
	Registration Data	Profile Data	Certificat	es Buyer Attachments	Supplier Attachments	Status Summary	Responses	History Of Changes		
39	✓ Quick Navigation		⊬						Manage Address And Contact	
õ	Organisation Details	s		✓ Organisation Details						
E	Super User Details			Organisation Name 🕤			Countr	¢ D		
1.				State/County *D			City 13)		
۲				 Address 🕥			Postal	Code 🔊		
1				Street 4			99999			
_				Company Registration Numbe	u D		DUNS	number (if none leave blank) 🕤		
				EU VAT Number 🔊			Countr	y Dialling Code 🍤		

Klicken Sie auf Bank Informationen.

â	Statkraft											1
	Organisation Profile											
	Registration Data Pr	ofile Data	Certificates	Buyer Attach	ments Supplier Attachments	Status Summary	Responses	History Of Cha	anges			
39											Show Con	pletion
õ	Enter Filter (type to start search)											
È	Showing Result 1 - 2 of 2	Show: 2	0 -									
1.					PHASE	TITLE			COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	
	1	1 > Onb		Onboarding	Additional Company Information			0		20/10/2022 14:19		
Ŧ	2		>		Additional	Bank Information					25/11/2022 09:47	

Klicken Sie auf den Stift zur Rechten zum Bearbeiten. Nach der Beantwortung der ersten Frage können Sie alle Felder sehen.

	atkraft				
Orga	anisation	Profile			* •••
- ←	< → Ba	ank Information			
Ba	ank details.				
2	∨ BANK C	DETAILS MAIN FORM			
•	✓ ВА	NK DETAILS			
1		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
2	1	Bank Data Type	Please select the type of bank details your company is using.		Supplier
Statkraft 'ganisatio ank Informa	n Profile ation				Cancel Save
V BANK	DETAILS	MAIN FORM			
~ B	BANK DETA	ILS			
	QL	JESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Ba	ink Data Type	Please select the type of bank details your company is using.		Supplier
				IBAN Bank Key & Account number Brazil Only	

Klicken Sie auf **Speichern**, sobald Sie alles eingetragen haben. Denken Sie bitte auch an das Bankzertifikat zur Validierung.



	isation Profile (Statkraft Pro × +												
C G	https://procurementplatform.statkraft.com/esop/m	ndl/page/moo	dule/detail/std/2783/page/display.si?isOnModification=	true&_ncp=167	9390501963.1085353-1#fh		A® Q	îõ	0	3	£≞ (à 🧐)
raft													1
isation F	Profile										Cancel	S	ive
nformatio	on												
details.													
BANK DE	ETAILS MAIN FORM												
V BAN	NK DETAILS												
	QUESTION		DESCRIPTION		RESPONSE					EDI	TABLE B	,	
1	Bank Data Type		Please select the type of bank details your company is using.		IBAN					• Sup	xplier		
PBANK	K DETAILS - IBAN												
BANK	K DETAILS - IBAN												
♥BANK ✓ IBAN	K DETAILS - IBAN	DESCRI	IPTION	RESPONSE							EDITABLE	BY	
♥BANK ✓ IBAN	K DETAILS - IBAN	DESCRI	IPTION insert your IBAN number	RESPONSE 2491827484	1						EDITABLE	E BY	
BANK V IBAN	K DETAILS - IBAN QUESTION IEAN	DESCRI Please I	IPTION Irsert your (BAN number	RESPONSE 2491827484 Characters avail	1 1 2009						EDITABLE	: 87	
BANK IBAN 1 1 2	K DETAILS - IBAN	DESCRI Please I Viesse US0, GE	IPTION Insert your IBAN number Insert the 3 digit ISD code of the bank account currency, e.g. EUR	RESPONSE 2491827484 Characters avail NOK	1 1 0 000 1309						EDITABLE Supplier Supplier	: 87	
BANK IBAN 1 2	k DETAILS - IBAN vuestion iBAN iBAN currency of the basis account	DESCRI Please I Please USD, GE	IPTION Insert your IBAN number Insert the 3 digit ISD code of the bank account currency, e.g. EUR PP. MCK, BRL	RESPONSE 2491827484 Characters and NOK Characters and	1 1 1997						EDITABLE Supplier Supplier	BY	
BANK IBAN 1 2 3	K DETAILS - IBAN K DETAILS - IBAN U U U U U U U U U U U U U U U U U U	DESCRI Piesse I Viso, GB Piesse company Viso, GB	IPTION Insert your IBAN number EXPLOYE BAN number BR NOR, BR. EXPLOYE BAN, MICH SAME ACCOUNT CURRENCE & BURK BR NOR, BR. EXPLOYE BAN, MICH SAME NOR ACCOUNT ON THE SAME AND AND ACCOUNTS AND	RESPONSE 2491827484 Onencters and NOK Characters and E80191 pdf	1 1 1 1 abie 1989 4 (472 Kil) 🖀 👣	Des	umenta - Ba	* details			EDITABLE Supplier Supplier	(BY	



2. Wie man eine Grundqualifikationsbewertung beantwortet

"Dashboard	d".					
and the second s	100-		2000 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 1004 - 10	Statkraft is provider of	Europe's largest renewable energy	
				Support		
6	6	0		0	0	0
Assessment Respond to basic qualification performed by staticath	R7 Respond to Requests for Information from Statikast, This can be market surveys or project specific qualifications	RFP Respont to Request for Proposals from Stativalt	Dashboard in the dashboard you can neight to all the functionality available for you on the partitions. You will also have an overview of all numring processes.	User Guides Download our user guidein your preferred language here. Singlish > German > Anoregion > Spanish > Sisedish >	Tech Support For Immediate support directory. For other insut, submit a ticket. Phone directory all areas - Link to ticket system -	Contact Us Need support from Statisch? Siend us an <u>email</u>
Renew	the Way the W	forld is Power	ed	SOCIAL MEDIA	OLLOW US	
Station is a generator o solar power company in countries.	a leading company in hyd I renewable energy. The t gas-fired power and sup energy market operation	roposer Internationally Group produces hydrop Iplies district heating. 9 Is, Stationit has \$,000 en	and Europe's largest ower, wind power, atkraft is a global riployees in 20	f ¥ in	0 •	
	*Dashboard Control of the second Control of	•Dashboard". •Dashboard".	•Dashboard". •Oashboard".	<section-header><section-header><complex-block><complex-block></complex-block></complex-block></section-header></section-header>	<section-header><section-header> Costboard". <</section-header></section-header>	<section-header><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></section-header>

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".

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 VIEWER
1	>	Page	Qualification DUNS info	•		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.



Click on "Save & Exit".

Cancel	Save & Next	Save & Exit

Click on the "Back to Previous Page" arrow.

Editable Form	15				
→ ←	< >	Supplier Code Of Conduct			
6					
	√ SL	JPPLIER CODE OF CONDUCT			
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Supplier Code of Conduct	 Please confirm that you comply with Statizraft Supplier Code of Conduct. The document is available from this link: https://www.statizraft.com/globalseset/20/.com/shared- 	Yes	Supplier

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

← Statkraf	ft						-		etum Forms To Buyer
Details	Messa	ges (Unr	ead 0)						
Editable Form	ns								
→ Form	List								
	Showin	g Result	1 - 2 of 2						
			TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED	FORMS VIEWED
	1	>	Page	Qualification DUNS info	۰		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
	8	-							•

↓ CON	FIRMATION 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 	Yea, I have a Duns Number. I have added it in my No. I do not have a Duns Number	Supplier Profile

Click on "Save & Next".

Cancel	Save & Next	Save & Exit

On the "Supplier Code of Conduct" choose yes.

∨ SU	PPLIER CODE OF CONDUCT			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct	 Please confirm that you comply with Statisraft Supplier Code of Conduct. The document is available from this link: https://www.statisraft.com/globalassets/0/.com/shared- documents/supplier-code-of-conduct.pdf 	Yes No	Supplier



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

etails	Mess	ages (Unread 0)			
ditable F	Forms	D			
÷	< >	Qualification DUNS Info			
	~ CONF	IRMATION ON DUNS NUMBER			
	~ co	INFIRMATION 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
			C1		

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".

3. Beantworten einer RFI als Lieferant

Öffnen Sie in Ihrem Browser die Webseite <u>https://procurementplatform.statkraft.com/web/login.html</u> Browser: Google Chrome, Mozilla Firefox oder Microsoft Edge).

(empfohlene

Klicken Sie auf "Lieferantenzugang" und loggen Sie sich mit Ihren Lieferantenzugangsdaten ein.



Klicken Sie auf das RFI-Symbol. Alternativ können Sie auf das Dashboard klicken. Dort werden die laufenden RFIs angezeigt.





Klicken Sie auf den Namen der RFI.

NF15							
My RFI:	3						
All RFI	5	Enter Filter (type to start searc	h) -				
Showing	Result 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	e Running	No Response Prepared	Statkraft

Überprüfen Sie die von Statkraft gesendeten Anhänge, indem Sie auf die gelbe Warnmeldung klicken, die Ihnen oben auf dem Bildschirm angezeigt wird.

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

Sie können die Anhänge einzeln überprüfen oder auf die Schaltfläche "Massendownload" klicken.



← RFI∶rf	fi_364 - RFI project 471 • Running			•••
RFI Details	Messages (Unread 0)			
Settings	Buyer Attachments (1) My Response	Associated Users	N 1	
→ Fo	olders and Files List root >		··· Mass Do	ownload
E	Enter Filter (type to start search) -			
Sh	owing Result 1 - 1 of 1 Show: 20 🔻			
	FOLDER/FILE NAME	DESCRIPTION	LAST MODIFICATION DATE	
1	Attachment example.pdf		07/11/2022 16:34:23	ø

Mit einem Klick auf "Meine Rückmeldung" kehren Sie zu den Fragen zurück, die Statkraft übermittelt hat. Klicken Sie auf "Fragenbeantwortung".

← RF	l : rfi_:	364 - RFI pro	ject 471	🔶 Running				Decline To Respond	Intend To	Respond
RFI De	tails	Messages (Unread 0)						2	
Setting	js	Buyer Attachn	nents (1) M	y Response	Associated Users					
\rightarrow				0						
✓ 1. QUALIFICATION RESPONSE (QUESTIONS: 1)										
✓ 1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION										
		QUESTION	DESCRIPTION						R	ESPONSE
	<mark>1.1.1</mark>	Application letter	 * By providing a response to this RFI 1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company. 2. We understand and accept that receipt of the attached application places no obligations upon the requester to include our company on the list of prequalified companies. 3. We acknowledge that the information provided in this RFI is confidential and has not, and will not, be disclosed to other persons or parties 							
Fragenbeantwortung: Damit kann ein Lieferant den Fragebogen des Einkäufers										
einre	eiger	n, beant [.] en.	worten ur	nd seine	e Ruckmeldun	g zur Auswertung	g du	rch den Einka	auter	
Ablehnung der Beantwortung: Der Einkäufer wird informiert, dass der Lieferant nicht die								die		

Absicht hat, zu antworten.

Klicken Sie auf das "Stiftsymbol", um mit der Beantwortung der Fragen zu beginnen.



← RFI : rfi_3	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			
-) D	our Response is not	<mark>yet Submitted.</mark> To make it visib	le to the Buyer you must click 'Submit Respon	ise'		Î
∼ My	Response Summ	ary				
	ENVELOPE		INFO PARAMETERS			
1.	Qualification	n Response	Missing mandatory responses (2)		
Ƴ 1. QI	UALIFICATION RESP	ONSE (QUESTIONS: 3)				
× 1	.1 INFORMATION	FROM THE APPLICANT - QU	ESTION SECTION			•
	QUESTION	DESCRIPTION				RESPONSE
1.1.1	Application letter	* By providing a response to 1. We confirm that the inform 2. We understand and accept list of prequalified companie 3. We acknowledge that the i other than for the purpose of agree to maintain the confide	o this RFI hation contained in the attached response is a 1 that receipt of the attached application places 6. Information provided in this RFI is confidential completion of the application. If information is intiality.	Irue reflection of the skills a s no obligations upon the re and has not, and will not, be s disclosed to other person	and capacity of our company. equester to include our company on the e disclosed to other persons or parties s, such other persons or parties shall	

Beantworten Sie jede Frage entsprechend. Pflichtfragen sind mit einem "*" davor gekennzeichnet.

rfi_366	5 - Prequalificat	ion Purchase X	Running		Save And Continue	Cancel	Save And Return
1 Ye	our Response is not	yet Submitted. To make it vis	ble to the Buyer you must click 'Su	bmit Response'		3	
						Val	idate Response
1. QUALI	IFICATION RESPOR	ISE (QUESTIONS: 3)					
1.	1 INFORMATION F	ROM THE APPLICANT - Q	JESTION SECTION				
	QUESTION	DESCRIPTION					RESPONSE
1.1.1	Application letter	By providing a response 1. We confirm that the in We understand and ac prequalified companies. 3. We acknowledge that than for the purpose of c maintain the confidential	to this RFI formation contained in the attached cept that receipt of the attached ap the information provided in this RFI ompletion of the application. If info ity.	d response is a true reflection of pplication places no obligations is confidential and has not, and rmation is disclosed to other pe	f the skills and capacity of our company. upon the requester to include our company on t I will not, be disclosed to other persons or partie rsons, such other persons or parties shall agree	to to	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 Incorpo	oration.		2	+ Attach File

Bitte beachten: Bei Fragen mit Anhang ist nur eine Datei oder eine ZIP-Datei pro Frage zulässig. Die Größe der ZIP-Datei sollte nicht mehr als 200 MB betragen. Wenn Sie eine größere Datei benötigen, setzen Sie sich bitte über den Nachrichten-Reiter mit Statkraft in Verbindung.

Anhang hinzufügen:



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.	+ 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 🔻

Sie können auch die Drag-and-drop-Funktion verwenden. Wenn Sie die Datei ausgewählt haben, klicken Sie auf "Bestätigen".

←	Attachn	nents		2 Select File	Confirm
	Select ar The platt attachm	a attachment to upload. Plea orm allows individual attach ents to 2MB or less.	se keep attachments to a manage ments up to a maximum size of 5	eable size in order to facilitat 0 MB but it is recommended	e downloading. that you keep
Attach	File externments	nsions not permitted: .bin, .e	xe, .dll, .pif, .bat, .cmd, .com, .htm,	.html, .msi, .js, .json, .reg	
#	ТҮРЕ	FILE NAME		SIZE	
		Use the butto	on to Upload or DRAG and DRC	OP into this area	

Die Datei ist nun der Frage als Anhang beigefügt.

Klicken Sie auf "Speichern und zurück" und im Pop-up auf "OK". Sie gelangen zurück auf die RFx-Hauptseite. Die Antwort ist noch nicht eingereicht.

RF	: 11_36	6 - Prequalific	ation Purchase X	Running			Save And Conti	inue Can		save And Return
→	•	Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'							/ i	
									Validate	e Response
	1. QUAL	1. QUALIFICATION RESPONSE (QUESTIONS: 3)								
	1	.1 INFORMATION	N FROM THE APPLICANT -	QUESTION SECTION						
		QUESTION	DESCRIPTION					RESPONSE		
	1.1.1	Application letter	 By providing a response We confirm that the in company. 	to this RFI nformation contained in the	e attached response is a true ref	lection of the skills and cap	pacity of our	Yes		•

Wenn Sie alle Fragen vervollständigt haben (siehe im Screenshot gelb unterlegte Zusammenfassung unten), können Sie auf "Rückmeldung abschicken" klicken. Bestätigen Sie das Pop-up-Fenster mit "OK".



← RFI∶rfi	← RFI : rfi_366 - Prequalification Purchase X		Running	•••	Online Questionnaire In Excel	Submit Response
RFI Details	Messages (Unread 0)					1
Settings	Buyer Attachments (0)	My Response	Associated Users			
→ ()	i Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'					
~ M	Response Summary					
	ENVELOPE		INFO PARAMETERS			
1	Qualification Response	se	All questions answered			

Jetzt sind Sie fertig und Ihre Antwort wurde eingereicht. Wenn Ihre Antwort an Statkraft gesendet wurde, erscheint die folgende Warnung:



Die jeweiligen RFx-Seiten enthalten einen Überblick der beantworteten RFIs und RFPs.

2. Beantworten einer RFP als Lieferant

Öffnen Sie in Ihrem Browser die Webseite https://procurementplatform.statkraft.com/web/login.html Browser: Google Chrome, Mozilla Firefox oder Microsoft Edge).

(empfohlene

Klicken Sie auf "Lieferantenzugang" und loggen Sie sich mit Ihren Lieferantenzugangsdaten ein.

	,/		Statkraft is Europe's largest provider of renewable energy	•
Statkraft Welcome to Statk procurement Plat Are you a supplier? Anyoter yet a costs to you ame proto part of Buddix's database Statualt use Procurement Put tendening procurses, supplier costourd management and en	craft form our argentation and factore obvectors histogeneers. Notoeveneers.	Supplier Access Top Top The signed frame and the signed frame and the signed frame and the signed frame and the signed the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame and the signed frame	guine Access and an instant of purchase metric from the constant Solution for the metrics the constant Solution for the metrics your	
Support	0			
User Guides Download our user guitterin your preferred tanguage here.	Tech Support for innectate support, use the phone directory for other issues, submit a tribut	Contact Us Need suggest from Staticult?	Open Tenders Heter position our open tenders and oppontuations	

Klicken Sie auf das RFP-Symbol. Alternativ können Sie auf das Dashboard klicken. Dort werden die laufenden RFPs angezeigt.





← Accept Contract

Klicken Sie auf den Namen der RFP.

RFPs								
My RFP	's							
All RFPs		Enter Filter (type to start sea	arch) 🗸					
Showing	Result 1 - 1 of 1	Show: 20 -						
	CODE	TITLE	PROJECT CODE	CLOSING DATE \downarrow	STATUS	RESPONSE STATUS	BUYER ORGANISATION	
1	rfp_563	RFP Purchase of XXX	project_477	11/11/2022 17:00	e Running	No Response Prepared	Statkraft	

Klicken Sie auf dem Bildschirm zur Vertragsannahme auf "Ich stimme zu" und dann auf "Weiter".

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	Ŧ
lagree	
O I do not agree	
Next	

Wichtiger Hinweis: Die Ausschreibungsregeln sehen Leitlinien und Mindestanforderungen für die Teilnahme an der Ausschreibung vor. Ausschreibungsregeln können nach Ermessen des Einkäufers bei einer RFP nicht angewendet werden. Wenn Sie auf "Ich stimme nicht zu" klicken, wird Ihr Unternehmen disqualifiziert und aus der RFP entfernt.

Wenn die Ausschreibung allgemeine Anhänge hat, wird Ihnen eine Warnung oben auf dem Bildschirm angezeigt. Sie können auf diese Warnung oder auf "Anhänge Einkäufer" klicken. Dadurch gelangen Sie zum Abschnitt mit den Anhängen. Bitte beachten Sie, dass Fragen ebenfalls Anhänge enthalten können.



Klicken Sie auf "Massendownload".

Adobe PDF File



← RFP: rfp_	563 - RFP Purchase of XXX	Running		••			
RFP Details	Messages (Unread 0)						
Settings	Settings Buyer Attachments (1) My Response Associated Users						
→ Folders and Files List root > ···· [
Ente	Enter Filter (type to start search)						
Showi	ng Result 1 - 1 of 1 Show: 20 🔻						
	FOLDER/FILE NAME 个	DESCRIPTION	LAST MODIFICATION DATE				
1	Instruction to tenderer.docx		11/11/2022 14:03:27				

Wählen Sie alle Dateien aus. Alle Anhänge in diesem Abschnitt werden in einer ZIP-Datei heruntergeladen.

RFP: rfp_563 - RFP Purchase of XXX		chase of XXX	Running			2		
→	Mass Download L	ist		Cancel	Download Selected Files			
	Showing Result 1 - 1 o	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							

Klicken Sie im Pop-up auf "OK"

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.

ок	Cancel
----	--------

Nach dem Download aller Dokumente klicken Sie auf "Abbrechen", um zurückzugelangen. RFP: rfp_563 - RFP Purchase of XXX

Mass Download List				Cancel	Download Selected Files
Showing Result 1 - 1 of 1				1	
	~	FOLDER/FILE NAME	SIZE		
1	\checkmark	Dbject _ rfp_563 - RFP Purchase of XXX/ Instruction to tenderer.docx	226 KB		

Klicken Sie auf "Meine Rückmeldung", um zum RFP-Fragebogen zu gelangen.

Hinweis: Im Reiter "Einstellungen" (im Screenshot gelb hinterlegt) können Sie weitere Angaben zu dieser RFx finden.



← RFP: rfp_563 - RFP Purchase of XXX Running								
RFP Details Messages (Unread 0)								
Setting	is Bu	uyer Attachments (1)	ly Response Associated	Users				
→ Folders and Files List root > ····							load	
	Enter Filt	ter (type to start search)	•					
	Showing R	esult 1 - 1 of 1 Show: 2	20 🔻					
		FOLDER/FILE NAME		DESCRIPTION	LAST MODIFICATION DATE			
	1	Instruction to tenderer.	.docx		11/11/2022 14:03:27		¢	

Klicken Sie auf "Fragenbeantwortung", um Ihre Teilnahme am Prozess zu bestätigen.

← RFP: rfp	_563 - RFP Pu	rchase of XXX	Running			Decline To Respond	Intend To Respond
RFP Details	Messages (U	Jnread 0)					1
Settings	Buyer Attachme	My Response	Associated Users				
- →							· · · · · · ·
Curr	ency: Norwegia	n Kroner					
							_
✓ 1. T	ECHNICAL RESPON	NSE (QUESTIONS: 1)					
~	1.1 TECHNICAL	SOLUTIONS AND DEVIATION	IS - QUESTION SECTION				
	NOTE	NOTE DETAILS					
1.1.1	Note	Tenderer shall present inform	ation/documentation that is re	levant for the technical evaluation of the c	lelivery.		
	QUESTION	DESCRIPTION					RESPONSE
1.1.2	Technical Data	* Technical data and other in The applicable attachment m zip-file.	nformation as per Appendix X « ust be uploaded as a response	Technical Data sheets". to this question. If multiple documents, th	ney must be zi	pped and uploaded as a	(no file attached)

Wenn die RFP mehrere Währungen als Antwort (im System) erlaubt, können Sie auswählen, welche Währung Sie verwenden. Wenn Ihre Rückmeldung mehrere Währungen umfasst, setzen Sie sich bitte mit Statkraft in Verbindung, um die beste Vorgehensweise für die Abgabe Ihres Angebots festzulegen.

Wählen Sie die Währung Ihrer Rückmeldung aus und klicken Sie auf "Speichern".

olo	ant a Response Curreney
ele	eet a Response Currency
	Norwegian Kroner
	Euro (Norwegian Kroner/Euro = 0.097)
	US dollar (Norwegian Kroner/US dollar = 0.1)

Klicken Sie auf das "Stiftsymbol" (Rückmeldung bearbeiten).



← RFP: rfp_	563 - RFP Purchase of X	XX • Running		Online Questionnaire In Ex	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 s	sections)	0					
Curre	ency: Norwegian Kroner				Change Currency					
					×					
✓ 1. TE	CHNICAL RESPONSE (QUESTION	NS: 1)								
~ 1	.1 TECHNICAL SOLUTIONS A	ND DEVIATIONS - QUESTION SECTION			-					

Bitte beachten Sie, dass der erste Abschnitt der Rückmeldungsseite die "Übersicht meiner Rückmeldung" ist. Dieser Abschnitt zeigt den Antwortfortschritt des Lieferanten in jedem "Umschlag" auf Grundlage der bereits beantworteten Pflichtfragen an. In diesem Bereich können Sie auch auf einen Umschlagsnamen klicken, um ihn im Bearbeitungsmodus auszufüllen.

Beantworten Sie die Fragen entsprechend. In diesem Beispiel beantworten wir eine Frage mit Anhang. Klicken Sie auf "Datei als Anhang hinzufügen".

1	1 TECHNICAL S	OLUTIONS 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

Im neuen Fenster können Sie entweder Ihre Datei per Drag-and-drop hinzufügen oder mit einem Klick auf "Datei auswählen" die entsprechende Datei auf Ihrem PC suchen. Wenn Sie die Datei ausgewählt haben, klicken Sie auf "Bestätigen".

~	Attachm	nents	1 Select File Confirm	2
	i) Select ar The platf attachme	attachment to upload. Please keep orm allows individual attachments ents to 2MB or less.	p attachments to a manageable size in order to facilitate downloadin up to a maximum size of 50 MB but it is recommended that you keep	ig. p
	i) File exter	nsions not permitted: .bin, .exe, .dll,	pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg	
Attach	nments			
#	TYPE	FILE NAME	SIZE	
		Use the button to U	Ipload or DRAG and DROP into this area	



Die Datei ist nun bei der Frage als eine Antwort hochgeladen. Sobald Sie alle Fragen zu diesem "Technischen Umschlag" beantwortet haben, können Sie auf "Speichern und zurück" klicken (dadurch gelangen Sie zur Übersichtsseite).

RFF	P: rfp_56	53 - RFP Pur	chase of XXX	Running			Save And Co	intinue	Cancel	Save An	d Return
→	Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'										
										Validate Re	sponse
1. TECHNICAL RESPONSE (QUESTIONS: 1)											
	1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION										
		NOTE	NOTE DETAILS								
	1.1.1	Note	Tenderer shall presen	t information/documentation	n that is relevant for the	technical evaluation of the delivery.					
			DESCRIPTION					RESPONSE			
	1.1.2	Technical Data	* Technical data and The applicable atta and uploaded as a	other information as per Ap achment must be uploaded a zip-file.	pendix X «Technical Dat s a response to this que	ta sheets". estion. If multiple documents, they mus	st be zipped	Attachn example	nent e.pdf	(7 KB)	ឋា

Klicken Sie im Pop-up auf "OK".

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.



In der Rückmeldungsübersicht sehen Sie, dass im "Technischen Umschlag" alle Fragen beantwortet sind. Nun müssen Sie noch den "Geschäftlichen Umschlag" beantworten.

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

Scrollen Sie herunter und klicken Sie beim "Geschäftlichen Umschlag" auf das "Stiftsymbol" (Antwort bearbeiten).

× 2. CO	OMMERCIAL RESPONS	E (ITEMS: 2, QUESTIONS: 2)		
× 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)	



Beantworten Sie die Fragen entsprechend. Nachdem Sie alle Fragen beantwortet haben (optional), klicken Sie auf "Antwort überprüfen", um den Gesamtpreis (im Screenshot gelb hinterlegt) anzuzeigen. Klicken Sie zum Schluss auf "Speichern und zurück".

FP: rfp_56	3 - RFP Purchase of XXX	🧶 Running			Save And Continue	Cancel Sa	ve And Return
				TOTAL PRICE (E	Ref	resh Validate R SECTIONS)	4 esponse 0
CURRENCY	NORWEGIAN KRONER						
2. COMN	MERCIAL RESPONSE (ITEMS: 2, QI	UESTIONS: 2)					
2.	1 DEVIATIONS AND RESERVATIO	INS - 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 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 que uploaded as a zip-file.	from the requirements or instruction in the Invitation to d in the Tender. Each deviation must have a reference stion. If multiple documents, they must be zipped and	+ Attach File	0		
2.	2 COMPENSATION - PRICE SECT	ION					
	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUA	NTITY	UNIT PRICE	PRICE
2.2.1	Total Tender Price	* Total Tender Price (ex-VAT)	Each		1 1000		O
						2 Section Sub Tot	al O
				Total Price	e (excluding optional se	ections)	0

Bestätigen Sie das Pop-up-Fenster mit "OK".

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.



Alle Fragen sind beantwortet. Sie können jetzt auf "Antwort abschicken" klicken. Bestätigen Sie das Pop-up-Fenster mit "OK".

← RFP:	rfp_563	- RFP Purchase of XXX	😑 Running			 Online Questionnaire In Excel	Submit Response
RFP Deta	ills	Messages (Unread 0)					1
Settings	Buy	er Attachments (1) My Response	e Associa	ated Users			
→	Your R	<mark>esponse is not yet Submitted.</mark> To make it	visible to the Buy	yer you must click 'Submit Response'			Î
~	My Resp	oonse Summary					
		ENVELOPE		INFO PARAMETERS			
	1.	Technical Response		All questions answered			
	2.	Commercial Response		All quoted items completed	Total Price (excluding optional sections)		1,000

Nun sollte Ihre Antwort erfolgreich übermittelt werden. Sie können Ihre Antwort bearbeiten, solange die RFP läuft.





3.1 Beantworten einer RFx unter Verwendung von Excel (Export und Import)

Wichtig – Sie müssen bis zum Schritt gelangen, an dem Sie auf "Fragenbeantwortung" (Seite 17) klicken (siehe obige Screenshots), bevor Sie die Fragen zu diesem Umschlag beantworten können. Daher startet der unten stehende Schritt erst danach. Dieses Vorgehen funktioniert nicht für Fragen mit Anhang. Zum Upload von Dateien als Antworten siehe obige Screenshots.

Klicken	Sie auf "Online-F	ragebogen in Excel"			
← RFP: rfp	_563 - RFP Purchase of XX	X Running	[Online Questionnaire In Excel	Submit Response
RFP Details	Messages (Unread 0)			1	
Settings	Buyer Attachments (1) My	y Response Associated Users			
)	Your Response is not yet Submitted.	To make it visible to the Buyer you must clic	k '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 section	ons)	0

Klicken Sie auf "Online-Fragebogen in Excel herunterladen".

RFP: rf	363 - RFP Purchase of XXX Running	
→I	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 with your responses *** IMPORTANT ***	same spreadsheet 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 E	NABLED)
	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	
	Download Online Questionnaire in Excel	
	Irowse Select File	
	United News	

Eine Tabellendatei wird heruntergeladen. In der Tabellendatei sehen Sie, welche Felder bearbeitbar sind. Wie bereits beschrieben können Fragen mit Anhang nicht über die Tabellendatei beantwortet werden.

	F	Response Optional					
	R	esponse Mandatory	1				
	lgr	nored During Import					
	Que	stionnaire information					
Curre	nev:Norwenian Kr	ner					
	ney.ner negan rat						
1	Technical Enve	lope					
1.1	Technical solut	ions and deviations					
	Note	Note Details					
1.1.1	Note	Tenderer shall present information/docun	nentation that is relevant	vant for the technical eval	luation of the delivery.		
440	Question	Description	Response Type	Response Guide	Response		
1.1.2	Technical Data	per Appendix X «Technical Data sheets".	Attachment	attachment must be			
		The applicable attachment must be					
1		uploaded as a response to this question.					
1		If multiple documents, they must be			Attachment example pdf		
0	Commercial Fr	veleze					
2	Commercial En	velope					
2	Commercial En	velope Reservations					
2	Commercial En Deviations and Question	Reservations	Response Type	Response Guide	Response		
2 2.1 2.1.1	Commercial En Deviations and Question Commercial	velope Reservations Description Tenderer shall clearly indicate, and	Response Type Attachment	Response Guide The applicable	Response		
2 2.1 2.1.1	Commercial En Deviations and Question Commercial deviations and researchises (cf)	velope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from	Response Type Attachment	Response Guide The applicable attachment must be unleaded splice	Response		
2 2.1 2.1.1	Commercial En Deviations and Question Commercial deviations and reservations (all Appendices	velope Reservations Description Tenderer shall clearly indicate, and repairer any division or reservation from the requirements or instruction in the instration to Trender Decriments. Any and	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1 2.1.1	Commercial En Deviations and Question Commercial deviations and reservations (all Appendices except from	Velope 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 meanvaluons shall be	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1 2.1.1	Commercial En Deviations and Commercial deviations and reservations (all Appendices except from Appendic A, E	velope Reservations Description Tenderer shall clearly indicate, and replain, any deviation or reservation from the requirements or instruction in the invation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender Each deviation	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1 2.1.1	Commercial En Deviations and Commercial deviations and reservations (all Appendix A, E and F) E and F)	Velope Reservations Description Tenderer shall itearly indicate, and Tenderer shall itearly indicate, and the requirements or indiviction in the Invitation to Tender Documents. Any and il deviations or reservations shall be stated in the Tender Each deviation must have a reference to the relevant	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2.1.1	Commercial En Deviations and Guestion Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	Velope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from Invitation to Tender Documents. Any and stated in the Tender Each deviation must have a reference to the relevant clause of the Invitation to Tender	Response Type Attachment	Response Guide The appicable attachment must be uploaded online	Response		
2.1.	Commercial En Deviations and Causstion Commercial deviations and reservations (all Appendices except from Appendic A, E and F)	Velope Reservations Descriptioni resident stands in dealty indicate and resident stands in dealty indicate and invatation to Tender Documents. Any and all devalations or reventions shall be stated in the Tender Each devalation usual have a reference to the relevant clause of the invitation to Tender Documents.	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2.1.1	Commercial En Deviations and Guestion Commercial deviations (all Appendics (all Appendics (all Appendic A, E and F)	Velope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements of instruction in the invaliation to Tender Documents. Any and stated in the Tendere Exh deviation must have a reference to the network clause of the invaliant to Tender Documents.	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2.1.1	Commercial En Question Commercial deviations and reservations (ail Appendics except from Appendic A, E and F)	velope Reservations Description Tenders that Clearly include, and the requirements or instruction in the mutation to Tender Councents. Any audit all deviations or reservations shall be stated in the Tender Cash deviation all deviations or reservations shall be stated in the Tender Cash deviation classic of the Invitation to Tender Documents. The apple able statement must be woldwadd as a resort to Tender Documents.	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1 2.1.1	Commercial En Deviations and Commercial deviations and reservations (all Appendices except from Appendic A, E and F)	Velope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the invaliation to Tender Documents. Any and stated in the Tendere Exh deviation must have a reference to the network clause of the invaliant to Tender Documents. The applicable attachment must be uploaded as a response to the guestion. If multiple documents, they must be	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2	Commercial En Deviations and Cauestion Commercial deviations and reservations (ail Appendices except from Appendic A, E and F)	velope Reservations Description Tenderer shall clearly include, and modulin, any developed or reservations the any developed or reservations shall be any developed or reservations and devators or reservations shall be stated in the Tender Cash devators clause of the involution to Tender Documents. The applicable attachment must be hypitiand as a magnetic b thin question if multiple documents, they must be must be applied on the state.	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2	Commercial En Deviations and Guestion Commercial deviations and reservations (aid Appendices except from Appendic A, E and F)	Velope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements of normaticina in the metalion to Tender Documents. Any and stated in the Tendere Exh deviation must have a reference to the network clause of the Invitation To Tender Documents. The applicate datachinest must be uploaded as a response to the guestion. It insultips documents. New must be the provide data in the tender.	Response Type Attachment	Response Guide The apprable attachment must be uppoaded online	Response Attachment example pdf		
2 2.1 2.1.1	Commercial En Deviations and Guestion Commercial deviations and reservations (all Appendices except from Appendick, E and F) Compensation Code	Velope Reservations Description Tenderer shall clearly include, and modulin, any descend on tracking and and deviations or reservations shall be stated in the Tender Cash deviation and deviations or reservations shall be stated in the Tender Cash deviation clause of the invitation to Tender Documents. The applicable attachment must be hypitiand as a magnetic bit the update the state of the tendent of the tendent the state of the tendent of the tendent of the tendent the state of the tendent of the tendent of the tendent the state of the tendent of the tendent of the tendent of the tendent the state of the tendent of tendent of the tendent of the tendent of the tendent of the tendent of	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response Attachment example pdf	Unit Price	Price
2 2.1.1 2.1.1 2.2.1	Commercial En Deviations and Guestion Commercial deviations and reservations (all Appendices except from Appendick, E and F) Compensation Code Total Tender Price	Velope Reservations Description Tenderer shall clearly indicate, and erpian, any deviation or reservations from multilation to Tendere Charge and all deviations or reservations shall be stated in the Tendere Can deviation multilation to Tenderer Documentila, In angle documentility and the shall be uploaded as a response to the question, in multiple documents they must be uploaded as a response to the question, in multiple documents they must be the applicable attachment must be the applicable attachment must be ploaded to the shall be applied by Description Tender Price (es-VAT)	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response Attachment example pdf Quantity	Unit Price 1 1000	Price 10



Speichern Sie die Tabellendatei auf Ihrem PC und klicken Sie auf "Durchsuchen". Wenn Sie die Tabellendatei mit den Antworten ausgewählt haben, klicken Sie auf "Elemente importieren".

RFP: rfp_563 - RFP Purchase of XXX • Running



Ihre Antwort wurde hochgeladen, aber Ihre Rückmeldung wurde noch nicht abgeschickt. Wenn alle Fragen beantwortet sind, klicken Sie auf "Rückmeldung abschicken".

← RFP:	rfp_563	- RFP Purchase of XXX	😑 Running			 Online Questionnaire In Excel	Submit Response
RFP Deta	ails	Messages (Unread 0)					1
Settings	Buy	er Attachments (1) My Response	e Associ	lated Users			
→	Your R	<mark>esponse is not yet Submitted.</mark> To make it	visible to the Bu	iyer you must click 'Submit Response'			
~	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

Bestätigen Sie das Pop-up-Fenster mit "OK".

Nun sollte Ihre Antwort erfolgreich übermittelt werden. Sie können Ihre Antwort bearbeiten, solange die RFP läuft.



3. Versenden von Nachrichten

Die Nachrichtenfunktion dient dazu, die Kommunikation zwischen Einkäufern und Lieferanten während der gesamten RFI/RFP abzubilden. Dies umfasst zur Klärung aufgeworfene Fragen und die bereitgestellten Antworten.

Klicken Sie in der Navigationsleiste in der Mitte auf "Nachrichten" und dann auf "Nachricht erstellen".



←	RFP: rfp_56	3 - RFP Purchase of XXX	K 😐 Running				 Withdraw Response	Online Questionnaire In Exe	zel
F	FP Details	Messages (Unread 0)							
	reate Message	2 Received Messages	Sent Messages	Draft Messages	Forwarded Mess	ages			
→	∽ My Res	ponse Summary							
		ENVELOPE		INFO PARAMETERS					
	1.	Technical Response		All questions answer	ed				
	2.	Commercial Response		All quoted items com	pleted	Total Price (excluding optional sections)		1,000	



Geben Sie einen Betreff ein und formulieren Sie Ihre Nachricht. Klicken Sie dann auf "Nachricht senden". Sie können Anhänge zu Ihrer Nachricht hinzufügen, wie Sie es aus E-Mails kennen.

RFF	P: rfp_563 - RFP Purchase of XXX	Running			Cancel Save As Draft Send Message
→	Messages				/
	✓ Message				
	Subject		Message	l.	
	✓ Attachments				Attachments
	NAME		DESCRIPTION	COMMENTS	
	No Attachments				
	✓ Recipients				
	RECIPIENT				
	1 Statkraft				

Im selben Reiter sehen Sie "Empfangene Nachrichten". Klarstellungen während des RFP-Prozesses werden hier angezeigt.

←	RFP: rfp_56	3 - RFP Purchase of XXX • Running			Withdraw Response	Online Questionnaire In Excel
R	FP Details	Messages (Unread 0)				
C	reate Message	Received Messages 2 Sent Messages	Draft Messages Forwarded Mess	ages		
→	∽ 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

4. Allgemeine Kontoeinstellungen und Navigation

Nach dem Log-in wird die unten stehende Seite mit Links zu den am häufigsten

verwendeten Funktionen angezeigt. Klicken Sie auf "Dashboard".



					Support		
0	6	6	6		0	0	0
Profile Lipidate 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 Stationt	RFI Respond to Requests for Information from Statistical, This can be market surveys or project specific qualifications	RFP Respond to Request for Proposals from Statistaft	Dashboard In the dashboard you can navigate to all the functionality available for you on the plantame. You will also have an ownides of all numing processes.	User Guides Download our user guidesin your preferred language here. Finglish > Gerenan > Norwegian > Norwegian > Spanish > Spanish > Swadish >	Tech Support For Immediate support directory, for other immer, submit a ticket. Phone directory all arms - Link to ficket system -	Centact Us Need support from Station Send us as <u>penal</u> .
	Renew	the Way the W	orld is Powere	ed	SOCIAL MEDIA	OLLOW US	
	Renew Staticatt is a generator o solar power	the Way the W leading company in hyd renewable energy. The i gas-fined power and sup	forId is Powere ropower internationally group produces hydrop pilet district heating. 9 Seatuch the 5000 er	ed vand Europe's largest overe, wind power, ontwart is a global resolveres is 20	social metua i f ¥ in	outow us	

Im Dashboard werden alle laufenden Prozesse angezeigt. Das Menü auf der linken Seite bietet Ihnen Zugriff zu folgenden Bereichen:

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
MYACTIONS	NEW MESSAGES (LAST 30 DAYS)	QUICK LINKS
No Action found	1 No Unread Messages	STANDARD LINKS
	L	My Auctions Projects
		My RFIs My RFPs
		List of Directories
SUPPLIER MANAGEMENT AND PERFORMANCE OFFICE	MY REIS WITH PENDING RESPONSES	Organisation Profile
SUPPLIER MANAGEMENT AND PERFORMANCE QUICK	MY RFIS WITH PENDING RESPONSES	Organisation Profile My Categories
SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS	MY RFIS WITH PENDING RESPONSES TITLE BUYER TIME TO CLOSING RESPONSE ORGANISATION CLOSE DATE STATUS	Organisation Profile My Categories CUSTOM LINKS



• **Sourcing** – Hier werden alle laufenden/geschlossenen RFI- und RFP-Prozesse angezeigt.

angeze	szeigt.						
â	Statkraft						
	Main Dashboard						
8	Sourcing						
-	Projects	•					
40	RFIs	•					
í	RFPs	•					
	Auctions	•					
1							

• Verträge – Hier werden alle Vertragszuschläge Ihres Unternehmens angezeigt.

â	Statkraft				
	Main Dashboard				
	Main Dashboard				
39					
8	Contracts				
	Contract Dashboard				
Ξ					
11					
-0					

• Organisationseinstellungen – Hier können Sie die Profildaten Ihrer Organisation verwalten.





 Nutzerverwaltung – Hier können neue Nutzer hinzugefügt und die Zugriffsrechte der Nutzer von Ihrer Organisation verwaltet werden. Der "Superuser" ist der Hauptverantwortliche für das Profil des Lieferanten. Dieser erhält Benachrichtigungen über alle Ereignisse im System. Zudem gibt es Bewertungen, die nur ein Superuser beantworten kann.

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

5. Anlegen neuer Nutzer

Klicken Sie auf der Startseite auf "Profil".



Klicken Sie auf der Leiste auf der linken Seite auf "Nutzerverwaltung" und dann auf "Nutzer".



Klicken Sie auf "Erstellen".

Â	State	raft						1
	Mana	ge Users					Import/Update	User Role Create
	Users	User Roles	Divisions Defaul	t Users				1
\$	Enter	at least 3 characters	All U	Jsers 🔻	Enter Filter (type to star	t search) 🔹		
1.	Showing	Result 1 - 1 of 1	Show: 20 •					
		USER INFO		FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
T	1	Super User	BJ	JB	Division	sqm70885@cdfaq.com		

Füllen Sie die Pflichtfelder aus und klicken Sie auf "Speichern".



New User	Cancel	Save
✓ User Details		1
* Last Name		
Ola		
* First Name		
Nordmann		
User Tag for Codes		
* Email		
sqm70885@cdfaq.com		
* Telephone Number		
+471234578		
 Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0. 		
+471234578		
* Division		
Division -		
Department		
Role		
* Username		
sqm70885@cdfaq.com		
* Preferred Language		
English (UK)		
* Time Zone		
(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome		
User External Code		

Der neue Nutzer wurde erstellt.

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

Der neue Nutzer erhält folgende E-Mail, mit der ein neues persönliches Passwort festgelegt werden kann. Der Versand der E-Mail kann einige Minuten dauern.



	no-reply@procurementplatform.statkraft.com	Date: 25-11-2022 14:41:01
Subject: V	Welcome to Statkraft Procurement Platform	
Dear suppli Welcome to Your userna Please expe supplier acd To log in to https://proc If you are ha following w Need assist Supplier use Statkraft us - Technical - Other issu Procuremen GUIDANCE In order to p wall or spar and ".jaggad Please also deletion.	ier, o Statkraft Procurement Platform, a procuren ame is the same as the email address. ect another email from JAGGAER with instru- count. o your account, click the following link and pro- curementplatform.statkraft.com aving issues with your JAGGAER account, pla- veb form: https://www.jaggaer.com/submit-si- tance? sers – please contact our Helpdesk operated sers: issues – please contact service desk or regis- ies – please contact service desk or regis- ers – please contact service desk or regis- sers – please contact service desk or regis- ies – please contact your local super user. You out Platform Info Page on intranet. ON SPAM FILTERS: prevent Statkraft Procurement Platform emai m filter, you are advised to instruct your IT tea- ter.com" address. o review the Junk Email settings of your email	nent solution running on JAGGAER technology. etions on how to set up the password for your wide your credentials: ease contact JAGGAER Global Customer Care via the upplier-support-request/ by JAGGAER, as per the details on the Login Page. ester a ticket in Service Now ou find an overview of super users on the ls from being quarantined by your organisation fire um to accept all emails from a ".bravosolution.com" I client software to avoid accidental message

7. Neue Benutzer erstellen

Auf der Startseite wählen Sie "Profil" aus.



Auf der linken Seite finden Sie "Benutzermanagement" und dann "Benutzer".



Klicken Sie auf "Erstellen".



â	Statk	raft						1
	Manag	ge Users					· · Import/Update Use	r Role Create
	Users	User Roles	Divisions Defau	t Users				/
\$	Enter a	t least 3 characters	All	Users 💌	Enter Filter (type to start sear	ch) 🗸		
1.	Showing	Result 1 - 1 of 1	Show: 20 🔻					
١		USER INFO	LAST NAME 个	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
Ŧ	1	Super User	BJ	JB	Division	sqm70885@cdfaq.com		

Fügen Sie die notwendigen Informationen in die Felder ein und wählen Sie "Speichern".



New User

ew User	Cancel	Save
 User Details 		1
* Last Name		·
Ola		
* First Name		
Nordmann		
User Tag for Codes		
* Email		
sqm70885@cdfaq.com		
* Telephone Number		
+471234578		
 Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0. 		
+471234578		
* Division		
Division -		
Department		
Role		
* Username		
sqm70885@cdfaq.com		
* Preferred Language		
English (UK)		
* Time Zone		
(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome 🔹		
User External Code		

Ein neuer Benutzer wurde hinzugefügt.

← New User

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.

Der neue Benutzer bekommt eine E-Mail (siehe unten), um sein Passwort festzulegen. Es können einige Minuten bis zum Erhalt der E-Mail vergehen.

no-reply@procurementplatform.statkraft.com	Date: 25-11-2022 14:41:01
Subject: Welcome to Statkraft Procurement Platform	
Dear supplier, Welcome to Statkraft Procurement Platform, a procurement solution running on JAGGA Your username is the same as the email address. Please expect another email from JAGGAER with instructions on how to set up the pass supplier account. To log in to your account, click the following link and provide your credentials: https://procurementplatform.statkraft.com If you are having issues with your JAGGAER account, please contact JAGGAER Global C following web form: https://www.jaggaer.com/submit-supplier-support-request/ Need assistance? Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details of Statkraft users: - Technical issues – please contact service desk or register a ticket in Service Now - Other issues – please contact your local super user. You find an overview of super user Procurement Platform Info Page on intranet. GUIDANCE ON SPAM FILTERS: In order to prevent Statkraft Procurement Platform emails from being quarantined by your	ER technology. sword for your customer Care via the on the Login Page. ers on the
and ".jaggaer.com" address.	pravosolution.com
Please also review the Junk Email settings of your email client software to avoid accide deletion.	ntal message

8. Wie erstelle ich einen Super-Benutzer?

Click on Profile on the landing page.





Scrollen Sie runter und wählen Sie "Haupt-Benutzer ändern" aus.

â	Statkraft	PREPRODUCTION ENVIRONMENT	L î
	Organisation Name: Ines test		¢
	\sim Quick Navigation $\left \leftarrow\right.$	EU VAT Number ற	Country Dialling Code 🖏
çe Ç	Organisation Details Main User Details	Main Organisation Phone Number 🔊	Organisation Email Address 🅤
E		Organisation Legal Structure 🕤	Web site 🕤
1.		✓ Main User Details	User Involvement Report Change Main User
ال 1		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) 5
		First Name 🕤 Ines	Last Name 'D Rocha
٩		Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +4766633333333	Preferred Language 为 English (UK)
→		Time Tana KA	Paired with Global ID

Suchen und wählen Sie den neuen Haupt-Benutzer aus.

lead Statkraft	PREPRODUCTION ENVIRONMENT			
Main User Selection			Cancel	
Quick Selection by Name Type to search in full	users list	Select with Search Criteria		

Stellen Sie sicher, dass die Daten des neuen Haupt-Benutzers korrekt sind.

atkraft	PREPRODUCTION ENVIRONMENT	-
er: Ines Test		Cancel
Quick Navigation	i← ∨ 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	* Email Address Validation Code Request Validation Code * First Name Ines Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)
	* Preferred Language English (UK)	★ Time Zone CEST/CET - Central European Time (Europe/Brι ▼

9. Wie beantworten Sie eine externe Feedback-Runde?

Eine Einladung zu einer Bewertungsrunde/Rückmeldungsrunde eines Vertrages wird Ihnen per Mail geschickt. Wählen Sie "Lieferanten Login" aus.



Loggen Sie sich wie üblich in der Plattform ein.



Login	English
E-Mail	
	0
Password	
	0
Forgot Password?	Next
Click here to create your Jago	gaer Global Identity

Nach dem Login werden Sie zu der folgenden Seite weitergeleitet. Wählen Sie den Button "Alle Verträge sehen" aus.

				0 ► ▲ 1
	Home Customer Portal Home			- D Logout
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0		Quick Links to Common Tasks		?
ATA		Manage Registration Profile		
3 9	Customer Contact ?			
հոր		Contracts		?
a 7		Customer	In Effect	All
		Statkraft	0	1
\$				View All Contracts
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→				Powered by JAGGAER Privacy Policy

Klicken Sie auf die Vertragsnummer, um die Bewertungsrunde zu öffnen.



ñ									0	•	1
	Contracts > Contracts > Search Con	tracts									l Logout
6	Search Documents										
Q	Quick search	Q	Add Filter 💌	Clear All Filters							
3 9	Supplier: Ines test 👻 🗙										
	1-1 of 1 Results								٥	20 Per	Page 🔻
Шь	Customer Name	Second Party Con	tract Number	Contract Name	▼ Status ▼	Version Type	Version Numbers	Start Date 💌		End Da	ate 🔻
.	Statkraft Procurement Platform	: 0 C00	00722	Ines test	External Review	Original	Renewal 0	7/16/2023 12:00:00 AM	9/13/20)23 11:5	59:59 PM
.							Amenument				
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Im Kopf finden Sie die Grundinformationen zum Vertrag. Wählen Sie "Nächste" aus.

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Q	External Review				ľ	Actions	s 🔻
%	C0000728 Test 17.07.23	Header					?
յոր	Dates: 7/19/2023 - 9/18/2023 Version: Renewal 0, Amendment 0	Contract Number *	C0000728				
a 7	Header	Contract Name *	Test 17.07.23				
	Attachments 0	Summary	-				
\$	Communication Centre	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 >		
Q							
→				Powered by	JAGGAEF	R Priva	acy Policy

Im Bereich für Anhänge laden Sie alle nötigen Anhänge für Ihre Bewertung hoch. Dazu wählen Sie einfach "Anhang hochladen" aus.



*			9 ⊨ 4
	Contracts Contracts Search Contracts		-•D Logout
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	External Review		Actions 💌
-39€	C0000722 Ines test	Attachments	Upload Attachment ?
шı	Dates: 7/16/2023 - 9/13/2023 Version: Renewal 0, Amendment 0	No attachments have been added.	
a 7	Header	No attachments have been added.	
	Attachments 0		
••	Communication Centre (2)	★ Required	< Previous Next >
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→			Powered by JAGGAER Privacy Polic

Wählen Sie die Dateien aus und auf "Fertig".

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	Contracts + Contracts + Searc	h Contracts	- D Logout
ÍG	Back to Results	Send Communication ×	
9	External Review	Subject * New Attachment	Actions 👻
\$	C0000728 Test 17.07.23	Body * Format * (inherited font) * (inherited size) * B I U *	Upload Attachment ?
հր	Dates: 7/19/2023 - 9/1 Version: Renewal 0, Ame	Add Attachments *	
67	Header	File*	
R	Attachments	Select files Drop files to attach, or browse.	
ж.	Communication Centre	Max. File Size; 10.0 MB	
		* Required Close emaining: 50000	Previous Next >
		Add Attachments	
		> Recipients (Optional)	
		* Required Close	
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→			

Sie können den Themenbereich und Kommentare im Kommunikationsfenster ändern. Wählen Sie "Senden" aus.

Beantworten Sie die originale Mail von Statkraft im Kommunikationsfenster. Dies wird eine Mail an die Einkäufer von Statkraft schicken. Wählen Sie dazu "Titel", dann "Hinzufügen zur Konversation" aus.

Schreiben Sie dort eine simple Nachricht und klicken Sie auf "Erstellen".