

Plataforma de adquisiciones de Statkraft

Guía paso a paso del proveedor

Fecha de revisión: 31.01.2023



Contenido

1. Cómo auto-registrarse	3
a. Completar el formulario de registro con los datos de D&B	5
b. Completar el formulario de registro sin datos de D&B	6
2. Cómo iniciar sesión	12
2.1 Cumplimentación de los datos bancarios	13
3. Cómo responder a una Evaluación de Cualificación Básica	15
5. Cómo responder a la RFP como proveedor	23
5.1 Cómo responder a una RFx usando Excel (exportar e importar)	30
6. Cómo enviar mensajes	32
7. Configuración general de la cuenta y navegación	33
8. Cómo crear nuevos usuarios	35
9. Cómo cambiar de superusuario	38
10.Cómo responder a una ronda de evaluación externa	40



					Statktaft is provider of	Europe's largest renewable energy	
Actions					Support		
6					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 Statkraft? Send us an <u>emäi</u> l.
	Renew	the Way the W	/orld is Power	ed	SOCIAL MEDIA	FOLLOW US	
	Statkraft is a generator o solar power, company in countries.	a leading company in hyc f renewable energy. The gas-fired power and su energy market operation	dropower internationall Group produces hydroj oplies district heating. S ns. Statkraft has 5,000 e	y and Europe's largest power, wind power, tatkraft is a global mployees in 20	f ¥∕in	0 0	
de la plataforma d	lesnués de ir	niciar sesión					

1. Cómo auto registrarse

Antes de autorregistrarse, consulte siempre con el personal de Statkraft Procurement si su empresa ya está registrada en la Plataforma. Si te has autoregistrado y has perdido tu contraseña, no vuelvas a registrarte: ponte en contacto con un empleado de Statkraft.

Navegar Para

<u>https://procurementplatform.statkraft.com/web/login.html</u> en usted navegador (navegadores recomendados: Google Chrome, Mozilla Firefox o Microsoft Edge).

Haga clic en el botón "Regístrese aquí" – Resaltado en rojo en la imagen de abajo. El sistema te guiará a través de los siguientes pasos.







Haga clic en "Acepto" con el Acuerdo de usuario del portal y haga clic en "Siguiente".

User Agreement	Adobe PDF File	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 invitation 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 the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Bi 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 a 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. 	 by the Supplier to respond to a d its Supplier Users' access to a uyer, the Supplier agrees to be b and any further rules expressed such further rules, then the prov 	and use of pound by I and risions 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 procurem 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 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement, and 	ient exercise, subject to this Use if any of the following events or	er ccur:
I agree		
O I do not agree		
Next		

a. Completar el formulario de registro con los datos de D&B

Haz clic en "Buscar y descargar datos de D&B Direct+".

Registration Data					··· Close	Lookup & Download D&B Direct+ Data	Save
Index	→ V Organisation	Details					
 Main Organisation Data Registration Data 	* Organisation	Name		* Country			
Onboarding Pages				UNITED KINGDOM	•		
My Category Selection	State/County			* City			
Registration Confirmation			•				

Busca tu empresa utilizando los filtros disponibles. Nombre de la empresa y país como mínimo. Haga clic en "Buscar" para buscar.

Inte	egration with Dur	n and Bradstreet fo	r: New Supplier						
						S	kip Lookup And Start Re	gistration Displa	y/Hide Filter
LOC	KUP FILTER								
	UNS Number			Company Name Sy Address		Please reco the Compar Once the Co	ver your Company ny Name and the C ompany has been s	information by inse ountry, then clicking selected from the lis	rting at least J "Look up". t. click
	own			Postal Code		"Download" registration	and "Update regis onboarding proce	tration form" to prod ss.	ceed with the
	Country			County Select a province (Start typing the name)	~				
□ P	hone Number							<hr/>	
								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	Linniga N		TROLLINES	14		NORWAY



Seleccione su empresa haciendo clic en la fila (la fila se resaltará en azul). A continuación, haga clic en "Descargar". Haga clic en "Aceptar" en la ventana emergente.

Inte	gration with Dur	and Bradstreet fo	r: New Supplier						
						Sk	ip Lookup And Start Re	gistration Display	/Hide Filter
L00	KUP FILTER								
	JNS Number		*	Company Name					
Re	g. Numbers			Symin Maddress		Please reco the Compan Once the Co	ver your Company y Name and the Company has been s	information by inser ountry, then clicking elected from the list	rting at least "Look up". t, click
	wn			Postal Code		"Download" registration	and "Update regis onboarding proces	tration form" to proc ss.	eed with the
	ountry			County					
NO	RWAY		~	Select a province (Start typing the name)	~				
🗆 Pł	none Number								
								Look Up	Download
RET	URNED LIST OF M	ATCHING SUPPLIER	s						
	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS		TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34	Symila	923	Lienge w		TRULINGS	14		NORWAY

Haga clic en "Actualizar formulario de registro".

Integration with Dun and Bradstreet for: New Supplier

				Skip Lookup And Start Registration	Display/Hide Filter
LOOKUP FILTER					
	*	Company Name			
		Sym	Please r	ecover your Company information	by inserting at least
Reg. Numbers		Address	Once the	e Company has been selected fror	n the list, click
			"Downlo registrat	ad" and "Update registration form ion onboarding process.	" to proceed with the
Town		Postal Code			
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			

La información disponible en D&B se rellenará en el Formulario de Inscripción. Complete la información que falta.

b. Completar el formulario de registro sin datos de D&B



Completa el formulario con los datos de tu empresa. (Los campos obligatorios están marcados con un asterisco *)

Registration Data						··· Clos	se l	Lookup & Download D&B Direct+ Data	Save
Index V Main Organisation Data	→	Vorganisation Details		Full legal name	* Country				
😣 Registration Data			_		UNITED KINGDOM				
Onboarding Pages									
My Category Selection		State/County			* City				
Registration Confirmation									
		* Address			* Postal Code				
		* Company Registration Number			DUNS number (if none leave blank)				
					0				
		EU VAT Number			Country Dialling Code				
		Main Organisation Phone Number			Organisation Email Address				
		Organisation Legal Structure			Web site				

Desplácese hacia abajo en el formulario de datos de registro, incluya su dirección de correo electrónico y haga clic en "Enviar código de validación". Haga clic en "Aceptar" en la ventana emergente. Se enviará un correo electrónico con el código temporal al correo electrónico indicado por usted.

Primary Email Address WAPRTANT This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolor) to separate multiple addresses.	* Email Address Validation Request Validation Code
	Enter validation coo
* Username (please do not forget your username)	* First Name
* Last Name	* Mobile (please enter '+' 'country code' and 'your mobile phone number' with no spaces)
* Preferred Language	* Time Zone
	BST/GMT - Greenwich Mean Time (Europe/Lon

Correo electrónico de validación:



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 n	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 (Code into the
Validation Code' field in the registration page in order to save the email address to the	account.
Validation Code: 135/04190184AEC5360D	
If you have closed the Registration Data page where this request was generated, you m	lust reopen the page
And request a new validation code as the validation code in this email will be no longer	
Need assistance?	messaye.
Supplier users – please contact our Helpdesk operated by IAGGAER as per the details	on the Login Page
Statkraft users:	on the Login rage.
- 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.	
GUIDANCE ON SPAM FILTERS:	
In order to prevent Statkraft Procurement Platform emails from being quarantined by y	our organisation fire
wall or spam filter, you are advised to instruct your IT team to accept all emails from a	".bravosolution.com"
and ".jaggaer.com" address.	
Please also review the Junk Email settings of your email client software to avoid accide	ental message
deletion.	

Copie el código de validación en el campo "Validación de dirección de correo electrónico" y complete los demás campos obligatorios. Preferiblemente, use su correo electrónico como nombre de usuario. Haga clic en "Guardar" (botón superior derecho).

Si hay una verificación duplicada en el núr mensaje de error si el número informado ya póngase en contacto con Statkraft	ero de registro de la empresa, recibirá ur xiste en la Plataforma. <u>Si este es el caso,</u>	ı

Ahora puede responder a las preguntas sobre información adicional de la empresa. Haga clic en *Confirmar.*



Begin Vendor Registration						Confirm				
Index Main Organisation Data Registration Data V Onboarding Pages	→ A	dditional Com	npany Information							
Additional Company Information My Category Selection		QUE	ESTION	DESCRIPTION	RESPONSE	EDITABLE BY				
 Select Categories: 0 Registration Confirmation 		1 Ach	hilles	* Is your company registered in an Achilles database?	-	Supplier				
Status Summary						V TAX	JURISDICTION			
		QUE	ESTION	DESCRIPTION	RESPONSE	EDITABLE BY				
		1 Tax	x Jurisdiction	 Is your company located in any of the following countries 	-	Supplier				
					Show hidden icons					

Elija las categorías para las que su empresa puede proporcionar servicios o materiales. Puedes elegir tantos como necesites. Haga clic en "Confirmar".

Statkraft	PREPRODUCTION ENVIRONMENT	1					
Begin Vendor Registration		Confirm					
Index	Enter filter (type to start search)						
 Main Organisation Data Registration Data 	Search or Navigate the Tree	Collapse All Expand All					
✓ Onboarding Pages	Selected Items: 0						
Additional Company Information							
✓ My Category Selection	 ✓ ♠ Categories > ♠ 1000000 - Civils > ♠ 20000000 - Lividro 						
8 Select Categories: 0							
✓ Registration Confirmation	> \$ 21000000 - Wind						
😣 Status Summary	> 💠 22000000 - Solar Equipment						
	> 💠 23000000 - Thermal						
	> 🗞 24000000 - Electrical infrastructure						
	> 💠 30000000 - Professional Services						
	> 🛠 40000000 - IT						
	> 💠 50000000 - Indirects						
	> 💠 60000000 - Energy Storage						
	> 💠 7000000 - Hydrogen						

Algunas categorías pueden tener más preguntas. Después de responderlas, haga clic en "Guardar y continuar".



Statkraft	PRE	REPRODUCTION ENVIRONMENT							
Begin Vendor Registration						Confirm			
Index	\rightarrow	∼ 4000 [°]	1000 - 40001003 and 40003000 - 4	0003003					
 Main Organisation Data Registration Data 		> Category linked							
✓ Onboarding Pages		~ 40	001000 - 40001003 AND 40003000 - 400	03003					
 Additional Company Information My Category Selection 	I					LABEL	DESCRIPTION	RESPONSE	EDITABLE BY
 Select Categories: 2 Category Forms 		1	Data Storage Location	* Where do you produce (process and store data) your IT services relevant for Statkraft2	EU/EEA USA	Supplier			
 Registration Confirmation Status Summary 						Other			

El registro ya está completo. Haga clic en "Cerrar".

land Statkraft	PREPRODUCTION ENVIRONMENT	Ĩ			
Registration Confirmation		Close			
Index V Main Organisation Data	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.				
 ✓ Provide the second se	Registration Summary				
Additional Company Information		COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)			
 My Category Selection Select Categories: 2 	Registration Data	Missing Responses: Optional 7			
Category Forms	Additional Company Information	Ali data complete			
Registration Confirmation Status Summary	Select Categories	Categories selected 2			
	Category Forms	Ali data complete			

En pocos minutos recibirás los siguientes correos electrónicos:

Si no recibiste los correos electrónicos en un plazo de 30 minutos, ponte en contacto con Statkraft. Se crea su perfil e investigaremos si los correos electrónicos

Confirmación de activación y nombre de usuario:





Contraseña: Haga clic en "Cambiar contraseña de cuenta de proveedor"

JSA	JAGGAER Supplier Accounts noreply@jaggaer.com	Date: 25-11-2022 13:50:04
Subject:	Reset your supplier account p	assword
Dear Ola Your exis custome As part o to change Change s JAGGAEI of choice If you are following	Nordmann, ting JAGGAER supplier accoun 's with more protection. f this upgrade, you need to prov e your password within the next supplier account password R is a leading provider of digital for your customer(s). To learn having issues with your JAGG, web form: https://www.jaggae	: has been automatically upgraded to provide you and your ide 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/

Aparecerá una nueva ventana. Haga clic en "Haga clic aquí para continuar".

Perform the following action(s)

English -

Perform the following action(s): Update Password

» Click here to proceed

Establezca su propia contraseña de acuerdo con los requisitos y haga clic en "Enviar"



Ch	ange password English
	•
Nev	v Password
I	9
Cor	firm password
	0
	Submit
8	Minimum of 12 characters
×	Minimum of 1 uppercase letters
×	Minimum of 1 lowercase letters
8	Minimum of 1 of the following character: !@#\$%&*()_+-=[]?
×	Minimum of 1 number
8	Email must be different from Password
8	Confirm Password value must match Password

2. Cómo iniciar sesión

Ir a: https://procurementplatform.statkraft.com/web/login.html

Haga clic en "Acceso a proveedores", ingrese su nombre de usuario (correo electrónico), contraseña y haga clic en "Siguiente".

 	Statkraft is Europe's largest provider of renewable energy
Statkraft Welcome to Statkraft procurement Platform Are you a supplier? Register your organization, get access to your own profile and become part of Statkraft's database. Statkraft use Procurement Platform for all tendering processes, supplier management, contract management and e-Procurement.	Supplier Access Supplier Access New supplier? Register here Myou have been awarded a contract or received a purchase order from subtraft before, you might already have a profile in our database. Hence do not register again, but rather use the contact stational link to receive your user details.

Se solicita un OTCode como parte de la implementación de la autenticación de segundo factor. Un correo electrónico como este debería llegar a tu bandeja de entrada. Copie el código y péguelo en el campo a continuación.



Verification code for supplier authentication \mathcal{D} Index x		¢	Ø
PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> to me •</noreply@jaggaer.com>	☆	۴٦	* * *
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	ien
JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of cl customer(s). To learn more, visit <u>https://www.jaggaer.com/</u> .	hoice for	· your	

El siguiente paso se realiza solo una vez y es más relevante para los proveedores registrados por el Comprador. Haga clic en "Revisar clasificación".

No, I Will Do It Later	Review Classification
	1
L	
	No, I Will Do It Later

Haga clic en "Confirmar categorías" y haga clic en "Confirmar" en la ventana emergente.

My Catego	pries	Confirm Categories Add Category	
Enter Filter	r (type to start search)		/
Showing Res	sult 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

Ahora estás dentro de la plataforma. Utilice el menú lateral izquierdo para navegar. Consulte otras secciones de esta guía para obtener asistencia adicional.

2.1 Completar los datos bancarios

Statkraft cuenta con integraciones que exportarán sus datos a nuestro sistema ERP. Este no es un paso obligatorio al registrarse. Los datos bancarios solo se requieren de los proveedores a los que se les concede una RFP. Este paso solo puede ser completado por el



superusuario en la cuenta del proveedor.

Haga clic en Perfil.



Haga clic en Datos de perfil.

â	Staturalt								Ŧ	
	Organisation Name:	Test - To be	Deleted							ب
	Registration Data P	rofile Data	Certifica	ates Buyer Attachments	Supplier Attachments	Status Summary	Responses	History Of Changes		
3 9	✓ Quick Navigation		⊬							Manage Address And Contact
ö	Organisation Details			✓ Organisation Details						
) 1. 1. 1.	Super User Detains			Organization Name D Test - To be Deleted State/County D Address D Street 4 Company Registration Number 111111 EU VAT Number D	C n		Countr NORW City 1 Osto Postal 99999 DUNS (Osto	Y J YY Code J umber (If none leave blank) J Y Dialling Code J		

Â ation Profile Orc Profile Data 39 ö Enter Filter (type to start search 1 a Result 1 - 2 of 2 тітіе LAST MODIFIED DATE 1. ۹ Ø 20/10/2022 14:19 Ŧ Additiona 25/11/2022 09:47 2 Bank

Haga clic en Información bancaria.

Haga clic en el lápiz para editar. Responda a la primera pregunta para ver los respectivos campos de datos bancarios.

🧐 Statkraft

â	Statkr	raft				±						
	Organi	sation Pr	ofile			e						
	▲ ← < > Bank Information											
39	Bank details.											
Q	V RANK DETAILS MAIN FORM											
E												
1.		✓ BANK	DETAILS									
۱			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY						
•		1	Bank Data Type	Please select the type of bank details your company is using.		Supplier						
🏐 Sta	tkraft					1						
Orga	nisation F	Profile				Cancel Save						
Bank	Informatic	'n										
_												
Bar	w details.											
`	✓ BANK DE	TAILS MA	IN FORM									
	✓ BAN	K DETAILS										
		QUEST	TION	DESCRIPTION	RESPONSE	EDITABLE BY						
	1	Bank D	Data Type	Please select the type of bank details your company is using.		Supplier						
					IBAN Bank Key & Account number Brazil / Join							

Después de agregar los datos bancarios relevantes, haga clic en Guardar.

ganisation Profile	
	Cancel Sav
nformation	
defails.	
BANK DETAILS MAIN FORM	
V BANK DETAILS	
QUESTION DESCRIPTION RESPONSE	EDITABLE BY
1 Bank Data Type Please select the type of bank details your company is using. IBAN	▼ Supplier
ØBANK DETAILS - IBAN	
ØBANK DETAILS - IBAN ∽ IBAN	
ØBANK DETAILS - IBAN V IBAN OUESTION DESCRIPTION RESPONSE	EDITABLE BY
• IBAN UESTION ESCRIPTION RESPONSE RESPOnse 1 IBAN Pesse insert your IBAN number 20018274841	EDITABLE BY Supplier
	EDITABLE BY
• IBAN version version version version version versin	EDITABLE BY Supplier Supplier
• IBAN outEstion outEstion DEScriipTion RESPONSE 1 1 1	EDITABLE BY Supplier Supplier
♥ IBAN ► IBAN > IBAN OUESTION 0 UESTION DESCRIPTION 1 IBAN 2 Currency of the bank account 2 Currency of the bank account 9 Bank of the is verification 9 Bank of the is verification 9 Bank of the is verification	CDITABLE BY Suppler Documents - Bark details

Para garantizar el éxito de la exportación de datos a nuestro sistema ERP, es esencial completar todos los campos obligatorios en el formulario de información bancaria.

3. Cómo responder a una Evaluación de Cualificación Básica

Haga clic en "Panel de control".



ions					Support		
0	6	6	6		0	0	0
Poble Lipdate your company's profile and manage users that have access that have access to the platform. Only accessible by your acompany's super user.	Assessment Respond to basic qualification performed by Stationt	RFI Respond to Requests for information from Statixet, this can be maxim surveys or project specific qualifications	RFP Respond to Request for Proposals from Statistic	Dashboard in the dashboard you can neighte to all the Annctionality available for you on the plattoms. You will also have an overview of all running processes.	User Guides Download our user guidein your preferred language here. Singlish > German > Norwegien > Portugues > Spaceh > Sundish >	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 Statista Send us an <u>zenali</u> .
	Renew	the Way the W	orld is Power	ed	SOCIAL MEDIA	OLLOW US	
	Statkraft is a generator o solar power, company in countries.	a leading company in hyd I renewable energy. The r gas-filed power and sup energy market operation	fropower internationally Group produces hydrog splies district heating. 9 w. Statkraft has 5.000 er	y and Europe's largest power, wind power, tarkraft is a global mployees in 20	f ¥ in	0 •	

Verá la evaluación en "Mis evaluaciones editables" en la página del panel de control.

Haga clic en el nombre de la evaluación.

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	Showing Result 1 - 2 of 2								
		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED	
1	>	Page	Qualification DUNS info	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			
~ ci	ONFIRMATION 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 		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".

√ 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 	Yes, 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".



On the "Supplier Code of Conduct" choose yes.

∨ 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 No	Supplier



Click on "Save & Exit".



Click on the "Back to Previous Page" arrow.

Editable Form	ms				
→ ←	< >	Supplier Code Of Conduct			
G.					
	∽ 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.

← Statkra	aft						_	··· [R	etum Forms To Buyer
Details	Details Messages (Unread 0)								
Editable Fo	rms								
→ Forn	n List								
	Showin	g Result 1	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	0		13.10.2022 15:17	13.10.2022 14:56	Yes
	2	>	Page	Supplier Code of Conduct	0		13.10.2022 15:24	13.10.2022 14:56	Yes

4. Cómo responder a la RFI como proveedor

Vaya a<u>https://procurementplatform.statkraft.com/web/login.html</u>en usted navegador (navegadores recomendados: Google Chrome, Mozilla Firefox o Microsoft Edge).

Haga clic en "Acceso a la cena" e inicie sesión con las credenciales de su cuenta de proveedor.



	_/	Statkraft is Europe's larg provider of renewable ene	est > ergy
Stat Welcome to procureme Are you a supplie get access to you part of Statkrafts Statkraft use Proc tendering process contract managed	kraft to Statkraft ent Platform r Register your organization, r own profile and become database. urrement Platform for all ses, supplier management, ment and e-Procurement.	Supplier Access Supplier Access New supplier? Register New Supplier Access Acce	

Haga clic en el icono RFI. Alternativamente, puede hacer clic en el panel de control y ver las RFI en ejecución.



Haga clic en el título de su RFI.

RFIs							
My RFIs							
All RFIs	-	Enter Filter (type to start search) -				
Showing	Result 1 - 1 of 1	Show: 20 🔻					
	CODE	TITLE	PROJECT CODE	CLOSING DATE \downarrow	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfi_364	RFI project 471	project_471	31/12/2022 12:00	Running	No Response Prepared	Statkraft

Verifique los archivos adjuntos enviados por Statkraft haciendo clic en la advertencia amarilla en la parte superior de su pantalla.

Warning: You have unread Buyer Attachments (1). Click here to read the files before Submi	<u>tting your Response.</u> 🗙
---	-------------------------------

Puede ver los archivos adjuntos individualmente o hacer clic en el botón "Descarga masiva".



← RFI	: rfi_364 -	RFI project 471	 Running 				
RFI Deta	ails M	essages (Unread 0)					
Settings	Buye	er Attachments (1) M	ly Response Associate	ed Users			
\rightarrow	Folders an	d Files List root >				Mass Dow	vnload
	Enter Filter	(type to start search)	•				
	Showing Res	ult 1 - 1 of 1 Show: 2	20 🔻				
		FOLDER/FILE NAME 个		DESCRIPTION	LAST MODIFICATION DATE		
	1	Attachment example.	pdf		07/11/2022 16:34:23		4

Para volver a las preguntas enviadas por Statkraft, haga clic en "Mi respuesta".

Haga	Haga clic en "Intención de responder".										
← RF	l : rfi_3	364 - RFI pro	ject 471	Running				•• [Decline To Respond	Inten	d To Respond
RFI De	etails	Messages (I	Unread 0)								2
Setting	gs	Buyer Attachm	nents (1)	My Response	Associated Users						
\rightarrow				0							
	Ƴ 1. QI	JALIFICATION RE	ESPONSE (QUES	TIONS: 1)							
	× 1	.1 INFORMATI	ON FROM THE	APPLICANT - QU	JESTION SECTION						
		QUESTION	DESCRIPTION	I							RESPONSE
	1.1.1	Application letter	* By providing 1. We confirm 2. We understa of prequalified 3. We acknowl other than for agree to maint	g a response to thi that the informatic and and accept tha t companies. ledge that the infor the purpose of cor tain the confidentia	s RFI on contained in the attached t receipt of the attached aj mation provided in this RF npletion of the application. lity.	d response is a true re pplication places no ob I is confidential and ha If information is disclo	flection of the skills a oligations upon the re as not, and will not, be osed to other person	and cap equeste e disclo is, such	pacity of our company. er to include our company sed to other persons or p other persons or parties	y on the list parties : shall	

Intención de responder: Permite a un Proveedor ver y completar los Cuestionarios del Comprador, y enviar su Respuesta para que el Comprador la evalúe. **Negarse a responder**: Notifica al Comprador que el Proveedor no tiene la intención de

Haga clic en el "Icono del lápiz" para comenzar a responder las preguntas.



\leftarrow 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			
→ 0	Your Response is not	<mark>yet Submitted.</mark> To make it visible	e to the Buyer you must click 'Submit Respons	se'		
∼ My	Response Summ	ary				
	ENVELOPE		INFO PARAMETERS			
1.	Qualification	n Response	Missing mandatory responses (2	2 <mark>)</mark>		
✓ 1. Q	UALIFICATION RESP	ONSE (QUESTIONS: 3)				
~	1.1 INFORMATION	FROM THE APPLICANT - QUI	ESTION SECTION			•
	QUESTION	DESCRIPTION				RESPONSE
1.1.1	Application letter	* By providing a response to 1. We confirm that the informa 2. We understand and accept list of prequalified companies 3. We acknowledge that the in other than for the purpose of agree to maintain the confider	this RFI ation contained in the attached response is a t the treceipt of the attached application places formation provided in this RFI is confidential a completion of the application. If information is titality.	rue reflection of the skills an no obligations upon the req ind has not, and will not, be c disclosed to other persons,	d capacity of our company. uester to include our company on the lisclosed to other persons or parties such other persons or parties shall	

Responda a todas las preguntas en consecuencia. Las preguntas obligatorias tienen un "*" al principio de la pregunta.

RFI :	rfi_360	6 - Prequalificat	ion Purchase X	 Running 		Save And Continue	Cancel	Save And Return
→	1 Y	/our Response is not	yet Submitted. To make it visil	ble to the Buyer you must click 'Submit Response'			3	Â
							Va	idate Response
	1. QUAL	IFICATION RESPON	NSE (QUESTIONS: 3)					
	1.	.1 INFORMATION F	ROM THE APPLICANT - QU	ESTION SECTION				
		QUESTION	DESCRIPTION					RESPONSE
	1.1.1	Application letter	By providing a response t We confirm that the inf We understand and ac prequalified companies. We acknowledge that t than for the purpose of c maintain the confidential	o this RFI ormation contained in the attached response is a true reflection of xept that receipt of the attached application places no obligations of he information provided in this RFI is confidential and has not, and mpletion of the application. If information is disclosed to other pe ty.	f the skills and ca upon the request d will not, be discle ersons, such othe	pacity of our company. er to include our company osed to other persons or p r persons or parties shall a	on the list of outlies other agree 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 Incorporation.			2	+ Attach File

Si necesita responder a una pregunta adjunta, tenga en cuenta que solo se permite un archivo o un archivo zip por pregunta. El archivo zip no debe exceder los 200 MB de tamaño: si esto es necesario en su respuesta, comuníquese con Statkraft a través de la pestaña de mensajería.

Adición de un archivo adjunto:



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 🔻

También puede utilizar la función de arrastrar y soltar. Después de seleccionar el archivo, haga clic en "Confirmar".

\leftarrow	Attachm	ents		2	Select File	Confirm
	Select an The platfo attachme	attachment to upload. Plea orm allows individual attach nts to 2MB or less.	ase keep attachments to a mana hments up to a maximum size of	igeable size ir f 50 MB but it	n order to facilitat is recommended	e downloading. that you keep
•	File exten	sions not permitted: .bin, .e	exe, .dll, .pif, .bat, .cmd, .com, .hti	m, .html, .msi	, .js, .json, .reg	
Attach	ments					
#	ТҮРЕ	FILE NAME			SIZE	
		Use the butt	on to Upload or DRAG and Di	ROP into thi	s area	

El archivo se adjunta ahora a la pregunta.

Haga clic en "Guardar y volver" y "Aceptar" en la ventana emergente. Volverá a la página principal de RFx: la respuesta aún no se ha enviado.

RF	: rfi_366	5 - Prequalifica	tion Purchase X	Running		Save And Continu	Je	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	ONSE (QUESTIONS: 3)						
	1.	1 INFORMATION	FROM THE APPLICANT - Q	JESTION SECTION					
		QUESTION	DESCRIPTION			F	{ESP0	NSE	
	1.1.1	Application letter	* By providing a response to 1. We confirm that the info company.	o this RFI ormation contained in the attached respor	nse is a true reflection of the skills and cap	eacity of our	Yes		•

Si ha completado todas las preguntas (vea el resumen resaltado en amarillo a continuación), puede hacer clic en "Enviar respuesta". Haga clic en "Aceptar" en la ventana emergente.



← RFI : rfi_366 - Prequalification Purchase X		Running	ining		Online Questionnaire In Excel	Submit Response		
RFI De	tails N	Messages (Unread 0)						1
Setting	gs Buy	er Attachments (0)	My Response	Associated Users				
→ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'S				e to the Buyer you must click 'Submit I	Response'			Ĺ
	∽ My Resp	oonse Summary						
		ENVELOPE		INFO PARAMETERS				
	1.	Qualification Respons	se	All questions answered				

Listo, su respuesta fue enviada. Recibirá la siguiente advertencia de que su respuesta fue enviada a Statkraft:

 Image: Puede ver
 Image: You have successfully submitted your response to the Buyer.
 una

descripción general de las RFI y RFP respondidas en las respectivas páginas de RFx.

5. Cómo responder a la RFP como proveedor.

Navegar Para

https://procurementplatform.statkraft.com/web/login.html en usted navegador (navegadores recomendados: Google Chrome, Mozilla Firefox o Microsoft Edge).

Haga clic en "Acceso a la cena" e inicie sesión con las credenciales de su cuenta de proveedor.

/	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 Mer supplier? Register here Myou have been awarded a contract or received a purchase order from statistrath before, you might already have a profile in our database. Piesse do not register again, but rather use the contact Statistrath link to receive your user details.

Haga clic en el icono de RFP. Alternativamente, puede hacer clic en el Panel de control y ver las RFP en ejecución.





Haga clic en el título de su RFP.

RFPs							
My RF	Ps						
All RF	Ps	Enter Filter (type to star	t search) 👻				
Showin	g 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	Running	No Response Prepared	Statkraft

Haga clic en "Acepto" y luego en "Siguiente" en la pantalla Aceptar contrato.

← 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 cont	ent 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 of the Tender.	e 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 Ter 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.	ders.
5. Cancellation	•
lagree	
O I do not agree	
Next	

Importante a tener en cuenta: Las Bases de Licitación darán pautas y requisitos mínimos para participar en la licitación. Las Reglas de Licitación pueden ser desactivadas en la RFP a discreción de los Compradores.

Si hay archivos adjuntos generales a la licitación, verá una advertencia en la parte superior de la pantalla. Puede hacer clic en él o hacer clic en "Archivos adjuntos del comprador". Esto te llevará a la sección de archivos adjuntos. Tenga en cuenta que las preguntas también pueden contener archivos adjuntos.

Haga clic en "Descarga masiva".

\leftarrow RFP:	← RFP: rfp_563 - RFP Purchase of XXX		Running				•••
RFP Details Messages (Unread 0)							
Settings Buyer Attachments (1) My Respons			e Associated	Users			
→ F	olders a	nd Files List root >			(Mass Downloa	ad
	Enter Filte	r (type to start search) 🔹					
s	Showing Re	sult 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		¢

Seleccione todos los archivos. Todos los archivos adjuntos de esta sección se descargarán en 24



un archivo zip.

RFP:	rfp_563 - RFP Purc	chase of XXX	Running		2	
\rightarrow	Mass Download Li	st			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		
	Total Files Selected: 1					

Haga clic en "Aceptar" en la ventana emergente.

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.



Después de descargar todos los documentos, haga clic en "Cancelar" para volver.

RFP:	rfp_563 - RFP Purc	chase of XXX	Running			
→	Mass Download List				Cancel	Download Selected Files
	Showing Result 1 - 1 of	1			1	
		\checkmark	FOLDER/FILE NAME	SIZE		
	1	\checkmark	Dbject _ rfp_563 - RFP Purchase of XXX/ Instruction to tenderer.docx	226 KB		
	Total Files Calentaria 1					

Haga clic en "Mi respuesta" para acceder al cuestionario de la RFP.

Nota: En la pestaña Configuración (resaltada en amarillo) puede ver detalles adicionales sobre este RFx.

\leftarrow RFP:	← RFP: rfp_563 - RFP Purchase of XXX ● Running ・・						
RFP Detai	ils I	lessages (Unread 0)					
Settings	Buy	r Attachments (1) My Response Asse	ociated Users				
→ Folders and Files List root > ··· Mass Download							
	Enter Filter	(type to start search) 👻					
s	howing Res	ult 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	¢		

Haga clic en "Intención de responder" para confirmar su participación en el proceso.



← RF	P: rfp_	563 - RFP Pu	rchase of XXX	Running			Decline To Respond	Intend To Respond	
RFP D	etails	Messages (L	Jnread 0)					1	
Settin	igs	Buyer Attachme	ents (1) My Respons	e Associated Users					
\rightarrow								*	
	Currency: Norwegian Kroner								
	∨ 1. те	CHNICAL RESPO	NSE (QUESTIONS: 1)						
			· · · · · ·						
	~ 1	.1 TECHNICAL	SOLUTIONS AND DEVIAT	ONS - QUESTION SECTION					
		NOTE	NOTE DETAILS						
	1.1.1	Note	Tenderer shall present info	ormation/documentation that is r	elevant for the technical evaluation of the de	livery.			
		QUESTION	DESCRIPTION					RESPONSE	
	1.1.2	Technical Data	* Technical data and oth The applicable attachmen zip-file.	er information as per Appendix X t must be uploaded as a respons	«Technical Data sheets". e to this question. If multiple documents, the	y must be zi	pped and uploaded as a	(no file attached)	

Si la RFP permite varias monedas como respuesta (en el sistema), puede elegir qué moneda utilizará. Si su respuesta contiene varias monedas, póngase en contacto con Statkraft para acordar la mejor manera de entregar su propuesta.

Seleccione su moneda de respuesta y haga clic en "Guardar". ^{Currency: Norwegian Kroner} ×

i s yı tł	Selecting a new Currency will not automatically convert your Bid. Ensure that you check your response according to the new selected Currency.
Selec	rt a Dechanse Currency
Selec	a response ourrency
	Norwegian Kroner
0	Euro (Norwegian Kroner/Euro = 0.097)
$\overline{\bigcirc}$	US dollar (Norwegian Kroner/US dollar = 0.1)
	Cancel

Haga clic en el "icono del lápiz" (editar respuesta).



← RFP: rfp	_563 - RFP Purchase of XXX	Running		Online Questionnaire in Ex	cel Submit Response			
RFP Details	Messages (Unread 0)							
Settings	Buyer Attachments (1) My Res	Associated Users						
→ 🚯	Your Response is not yet Submitted. To ma	ike it visible to the Buyer you must click '	Submit Response'					
✓ My	✓ 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. TECHNICAL RESPONSE (QUESTIONS: 1)								
~	✓ 1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION							

Observe que la primera sección de la página de respuesta es el Resumen de mi respuesta. Esta sección realiza un seguimiento del progreso de la respuesta del proveedor en cada sobre en función de las preguntas obligatorias respondidas. En esta sección también puede hacer clic en el nombre de un sobre para abrirlo en modo de edición listo para completar.

Responda las preguntas en consecuencia. En este ejemplo, responderemos a una pregunta de archivo adjunto. Haga clic en "Adjuntar archivo".

1. TECH	TECHNICAL RESPONSE (QUESTIONS: 1)							
1.	1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION							
	NOTE	NOTE DETAILS						
1.1.1	Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.						
	QUESTION	DESCRIPTION	RESPONSE					
1.1.2	Technical Data	 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					

En la nueva ventana, puede arrastrar y soltar su archivo o hacer clic en "Seleccionar archivo" y buscarlo en su PC. Una vez que haya seleccionado el archivo, haga clic en "Confirmar".

~	Attachr	nents		Select File	Confirm 2
	i) Select a The plat attachm	n attachment to upload. Pleas form allows individual attachr ients to 2MB or less.	se keep attachments to a manaq ments up to a maximum size of	geable size in order to facilit 50 MB but it is recommend	ate downloading. ed that you keep
	i) File exte	ensions not permitted: .bin, .ex	e, .dll, .pif, .bat, .cmd, .com, .htm	n, .html, .msi, .js, .json, .reg	
Attach	nments				
#	TYPE	FILE NAME		SIZE	
		Use the butto	n to Upload or DRAG and DR	ROP into this area	



El archivo ahora se carga como respuesta a la pregunta. Una vez que haya respondido a todas las preguntas de este sobre técnico, puede hacer clic en "Guardar y devolver" (aquí está volviendo a la página de resumen).

RF	P: rfp_56	53 - RFP Purc	hase of XXX	Running		Save And Continue	Cancel	Save And	i Return
→	1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'							1	
								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 i	nformation/documentation that is relevant for the technical ev	aluation of the delivery.				
		QUESTION	DESCRIPTION			RESPON	SE		
	1.1.2	Technical Data	 Technical data and o The applicable attack and uploaded as a zi 	ther information as per Appendix X «Technical Data sheets". Iment must be uploaded as a response to this question. If mul p-file.	tiple documents, they must l	Attac exam	hment ple.pdf	(7 KB)	டி 👔

Haga clic en "Aceptar" en la ventana emergente.

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.



Aviso en el Resumen de Respuesta que todas las preguntas se responden en el Sobre Técnico. Ahora tienes que responder al Sobre Comercial.

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

Desplácese hacia abajo y haga clic en el "Icono de lápiz" (Editar respuesta) en el sobre comercial.



Responda las preguntas en consecuencia. Para ver actualizado el precio total (resaltado en amarillo), haga clic en Validar respuesta después de responder todas las preguntas (este es un paso opcional). Por último, haz clic en "Guardar y devolver".

RFP: rfp_5	63 - RFP Purchase of XXX	 Running 		Save And C	continue Cancel Sav	e And Return			
CURRENC	Y: NORWEGIAN KRONER			TOTAL PRICE (EXCLUDING	Refresh Validate Re optional sections)	4 isponse 0			
2. CON	2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 2)								
:	2.1 DEVIATIONS AND RESERVATION								
	QUESTION DESCRIPTION				RESPONSE				
2.1.1	2.1.1 Commercial deviations and reservations (all Appendices except from Appendix A, E and F) Tendere shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the invitation to reservations shall be stated in the Tender. Each deviation must have a reference except from Appendix A, E and F) 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	0				
:	2.2 COMPENSATION - PRICE SECTI	ION							
	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 Tota	1 0			
				Total Price (excludin	g optional sections)	0			

Haga clic en "Aceptar" en la ventana emergente.

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:

Statkraft

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



Ahora que todas las preguntas fueron respondidas, puede hacer clic en "Enviar respuesta". Haga clic en "Aceptar" en la ventana emergente.



← RFF	P: rfp_563	- RFP Purchase of XXX	Running				Online Questionnaire In Excel	Submit Response
RFP De	tails	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'								A
	✓ 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

Resultado esperado: su respuesta se ha enviado correctamente. Puede editar su respuesta mientras se ejecuta la RFP.



5.1 Cómo responder a una solicitud de información usando Excel (exportar e importar)

Importante: debe llegar al paso en el que hace clic en "Intención de responder" (página 17) en las capturas de pantalla anteriores antes de comenzar a responder las preguntas en el sobre. Es por eso que los pasos a continuación comienzan en el paso siguiente. Este procedimiento no funciona para las preguntas de anexos. Vea las capturas de pantalla anteriores para ver cómo cargar archivos como

Haga clic en "Cuestionario en línea en Excel".

← RFP: rfp	_563 - RFP Purchase of	XXX Running		Online Questionnaire In Excel	Submit Response			
RFP Details	Messages (Unread 0)			/				
Settings	Buyer Attachments (1)	My Response Associated Users						
→	Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'							
∨ Му	Response Summary							
	ENVELOPE	INFO PARAMETERS						
1.	Technical Response	Missing mandatory responses (1)			- 1			
2.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional se	ctions)	0			

Haga clic en "Descargar cuestionario en línea en Excel".

RFF	: 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 with your responses *** IMPORTANT *** THE IMPORT EXCEL FUNCTION CAN ONLY I IF THE BUYER HAS ASKED YOU UPLOAD AT ADDITIONAL FILES CANNOT BE EMBEDDED IN THE EVENT THAT THE BUYER HAS NOT I	online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same sprev BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX TACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED) INTO THE SPREADSHEET PREMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE	dsheet which will populate the online questions
	Fil	e	Download Online Questionnaire in Excel	
		Browse Select File	Import Items	



Se descargará una hoja de cálculo. La hoja de cálculo te mostrará qué campos son editables. Como se dijo anteriormente, las preguntas de archivo adjunto no se pueden responder a través de la hoja

	THE REPORT OF A PARTY	ADD OR REMOVE ANY WORKSHEETS, CE	LLS, ROWS OR COL	UMNS FROM THE EXCEL	L RESPONSE SPREADSHEE	ET, OR EDIT ANY FO	ORMULAE WITH
NO1	E. PLEASE DO NOT A						
RFF	Response Questionn	aire for: rfp_563					
COL	OUR LEGEND		-				
	F	Response Optional	-				
	R	esponse Mandatory					
	lg	nored During Import					
	Que	stionnaire Information					
~ ~ ~	securiteruscian Kr						
	rency.Norwegian Ki	Sher					
1	Technical Enve	lope					
	-						
1.1	Technical solut	tions and deviations					
	Note	Note Details					
1.1.	1 Note	Tenderer shall present information/docum	nentation that is relev	ant for the technical evalu	uation of the delivery.		
	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			
1		The applicable attachment must be					
		uploaded as a response to this question.					
- 1		If multiple documents, they must be					
		zipped and uploaded as a zip-file			Attachment example pdf		
2	Commercial En	velope					
2	Commercial En	velope					
2	Commercial En	velope Reservations			1-		
2.1	Commercial En Deviations and Question	velope Reservations Description	Response Type	Response Guide	Response		
2 2.1 2.1.	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.	Commercial En Deviations and Question Commercial deviations and	Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation from	Response Type Attachment	Response Guide The applicable attachment must be	Response		
2 2.1 2.1.	Commercial En Deviations and Question 1 Commercial deviations and reservations (all	velope Reservations Description Tenderer shall clearly indicate, and replane, any deviation or reservation from the requirements or instruction in the reservation consider Construction in the	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1	Commercial En Deviations and Question 1 Commercial deviations and reservations (all Appendices	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	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1	Commercial En Deviations and Question 1 Commercial deviations and reservations (all Appendices except from	velope Reservations Description Tenderer shall clearly indicate, and regiania, any deviation or reservation from the requirements or instruction in the invitation to Tender Documents. Any and all deviations or reservations shall be	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2.1	Commercial En Deviations and Question 1 Commercial deviations and reservations (all Appendices except from Appendix A, E	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 on reservations shall be stated in the Tender Each deviation	Response Type Attachment	Response Guide The appicable attachment must be uploaded online	Response		
2.1	Commercial En Deviations and Question Commercial deviations (all Appendices except from Appendik A, E and F)	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 id 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 2.1 2.1.	Commercial En Deviations and Question 1 Commercial deviations and reservations (and Appendices except from Appendix A, E and F)	vetope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or reservation invitation to Tender Documents. Any and ail deviations or reservations shall be stated in the Tender Each deviation mush have a reference to the relevant Cause of the invitation to Tender	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2.1 2.1.	Commercial En Deviations and Question 1 Commercial deviations (ail Appendices except from Appendix A, E and F)	Velope Reservations Description Tendrer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the invatation to Tender Documents. Any and al deviations or reservations shall be stated in the Tender Each deviation must have a reference to the relevant cause of the Invitation to Tender Documents.	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1 2.1.	Commercial En Deviations and Question 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 reservations from the requirements or instruction in the all deviations or reservations shall be stated in the Tendere Exit deviation must have a reference to the relevant clause of the instruction to Tender Documents.	Response Type Atlachment	Response Guide The applicable attachment must be uplicaded online	Response		
2 2.1 2.1.	Commercial En Deviations and Question 1 Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	velope Reservations Description Description pages and example on the reservation of the requirements or instruction in the invation to Terester Councents. Any and all deviations or reservations shall be stated in the Terester Councents. Any and all deviations or reservations shall be clause of the invation to Tender Occurrents. The applicatione all achievement that be the application and the terms of the applications the applications of the molecular the applications and the applications of the molecular the applications and the applications of the molecular the applications and the applications of the molecular the applications of the appl	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2 2.1 2.1.	Commercial En Deviations and Question 1 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 the requirements or instruction in the intrafacion to Tender Documents. Any and stated in the Tendere Exch deviation must have a reference to the relevant clause of the intrafaction to Tender Documents. The applicable all accenter must be updiaded as a response to this question.	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response		
2.1.	Commercial En Deviations and Guestion 1 Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	velope Reservations Description Techner that Centry Indicate and Techner that Centry Indicate and Techner that Centry Indicate and Techner that the Committee and the must have a reference to the relevant occurrents. The applicable attachment must be uploaded as a response to this question imaging documents, they must be	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response Attachment example pdf		
2.1.	Commercial En Deviations and Question 1 Commercial deviations and Appendices except from Appendix A E and F)	velope Reservations Reservat	Response Type Attachment	Response Guide The applicable attachment mus be uploaded online	Response Attachment example pdf		
2.1.	Commercial En Deviations and Question Commercial deviations and reservations (ail Appendices except from Appendix A, E and F)	velope Reservations Description Evaluation or teservation from tracherer shall clearly include, and replan, may develote or teservations have related in the Tender Exch develotion must have a reference to the relevant clause of the invaluation to Tender Documents. The applicable attachment must be uposaded as a response to the question it multiple documents, they must be remained as a response to the question of the must be applicable attachment must be uposaded as a response to the question it multiple documents, they must be the must be applicable attachment must be the special base statichment must be the speci	Response Type Attachment	Response Guide The applicable attachment must be upbaded online	Response Attachment example pdf		
2 2.1 2.1.	Commercial En Deviations and Coestion C	Velope Reservations Description Description description and learly indicate and description and reductive for instruction in the invariation to Terearce Documents. Any auto- al deviations or reservations shall be all deviations or reservations shall be classic of the invlation to Tender Documents. The applicable antibuthment must be upshaded as a response to the selection of documents, they must be Description	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response	Unit Price	Price
2 2.1 2.1. 2.2 2.2	Commercial En Deviations and Question Commercial deviations and reservations (ail Appendices except from Appendix A, E and F) Compensation Code	velope Reservations Description Reservations Description Respin any deviation or reservations horn respinant, any deviation or reservations reservatio	Response Type Attachment	Response Guide The applicable attachment must be uplicable online	Response	Unit Price	Price 100
2 2.1 2.1. 2.2.	Commercial En Deviations and Question Commercial deviations (ail deviations (ail Appendices except from Appendix A, E and F) Compensation Code Todal Tender Price	Velope Reservations Description Concern that is kently indicate and Concern that is kently indicate and Concern that is kently indicate and Concern that is a servation of the invalues	Response Type Attachment	Response Guide The applicable attachment must be uploaded online	Response	Unit Price 1 1000	Price 100
2 2.1 2.1. 2.2. 2.2. 5 pert	Commercial En Deviations and Guestion Commercial deviations and reservations and reservations deviations and except from Appendix A, E and F) Compensation Code Total Tends Tends Tends Code Tends Tends Code Ten	Velope Reservations Description Description Description Description Description Description the requirements or instruction in the implantion to Treater Description The applicable attractment must be upplicable attractment must be upplicable attractment must be upplicable attractment must be Description Total Tender Price (ex-VAT)	Response Type Attachment	Response Guide The applicable attachment must be uploaded online Unit of Measurement Each	Response Attachment example pdf Quantity	Unit Price	Price 100 100
2 2.1 2.1. 2.2 2.2 3.2 5.2	Commercial En Deviations and Question Convertial Commercial deviations and reservations (ail Appendices except from Appendix A, E and F) Code Code Total Total Total Total Total	velope Reservations Description Receivations Description Receiver that Centry Indicate, and Receiver that Centry Indicate Receiver	Response Type Attachment	Response Guide The applicable attachment must be uploaded online Unit of Measurement Each	Response Attachment example pdf	Unit Price	Price 0 100
2 2.1 2.1. 2.2 5ect	Commercial En Deviations and Question Commercial deviations and reservations (ail Appendics Appendix A, E and F) Compensation Code Code Total Tender Prote Fotal	Velope Reservations Description Descripti	Response Type Attachment	Presponse Guide The appreable upboaded online upboaded online	Response Attachment example pdf Quantity	Unit Price	Price 0 100 100 100
2 2.1 2.1. 2.2. 3.2 5.2 5.2 5.2	Commercial En Deviations and Cuestion Commercial Commercial deviations of eli Appendices except from Appendix A. E and F) Compensation Code T Total Tender Price End Sub Total	Velope Reservations Description Tenderer shall clearly indicate, and explain, any deviation or teservation from resultation to Tendere Charles and all deviations or reservations shall be stated in the Tendere Lick deviation must have a reference to the relevant clause of the invation to Tendere Documents. The application to Tendere Documents. Description Total Tender Price (ex-VAT)	Response Type Attachment	Response Guide The applicable attachment must be uploaded online Unit of Measurement Each	Response Attachment example patt	Unif Price 1 1000	Price 0 100
2 2.1 2.1. 2.2 2.2 5ect	Commercial En Deviations and Deviations and Constant of the servations (all Appendices and reservations (all Appendices except from Appendix A, E and F) Compensation Costs Total Tender Price	Velope Reservations Description Concern phall viewly indicate and Concernents Concernents Concernents Concernents Description Concernents Concernents Description Concernents	Response Type Attachment	Response Guide The applicable attachment must be uppaded online	Response Attachment example pdf Quantity	Lint Prece	Price 0 100 100 100

Guarde la hoja de cálculo en su PC y haga clic en "Examinar". Después de seleccionar la hoja de cálculo con las respuestas, haga clic en "Importar elementos".

RFP: rfp_563 - RFP Purchase of XXX • Running



Su respuesta se ha cargado, pero su respuesta aún no se ha enviado. Si se responden todas las preguntas, haga clic en "Enviar respuesta".

← RF	← RFP: rfp_563 - RFP Purchase of XXX ● Running						Online Questionnaire In Excel	Submit Response
RFP C	etails	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'							A
	∽ My Resp	oonse Summary						
	ENVELOPE		INFO	PARAMETERS				
	1.	Technical Response	All qu	uestions answered				
	2.	Commercial Response	All qu	uoted items completed	Total Price (excluding optional sections)			1,000

Haga clic en "Aceptar" en la ventana emergente.

Resultado esperado: su respuesta se ha enviado correctamente. Puede editar su respuesta mientras se ejecuta la RFP.



i You have successfully submitted your response to the Buyer.

6. Cómo enviar mensajes

La función de mensajería debe utilizarse para capturar toda la comunicación entre compradores y proveedores a lo largo de la RFI/RFP. Esto incluirá aclaraciones, las preguntas planteadas y las respuestas proporcionadas.

En la barra de navegación central, haga clic en "Mensajes" y luego en "Crear mensaje".

←	← RFP: rfp_563 - RFP Purchase of XXX ● Running							Withdraw Response	Online Questionnaire In Excel
R	P Details	Messages (Unread 0)							
C	eate Message	2 Received Messages	ent Messages	Draft Messages	Forwarded Mess	ages			
→	-> V My Response Summary						A		
		ENVELOPE		INFO PARAMETERS					
	1.	Technical Response		All questions answered	d				
	2.	Commercial Response		All quoted items comp	leted	Total Price (excluding optional sections)			1,000

Asigne un asunto al mensaje y escriba su mensaje, luego haga clic en "Enviar mensaje". Tenga en cuenta que los archivos adjuntos también se pueden agregar de la misma manera que lo haría con un correo electrónico.

RFF	: rfp_563 -	RFP Purchase of XXX	Running			Cancel	Save As Draft	Send Message
→	Message	'S						1
	∨ Messaç	je						
	Subject			Message	le de la constante de la consta			
	✓ Attachr	nents					Ľ	Attachments
		NAME		DESCRIPTION	COMMENTS			
	0	No Attachments						
	✓ Recipie	nts						
		RECIPIENT						
	1	Statkraft						

En la misma pestaña podrás ver "Mensajes recibidos". Las aclaraciones realizadas durante el proceso de solicitud de propuestas estarán disponibles aquí.

←	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 N	lessages	Draft Messages Forwarded I	lessages			
→	→					A		
		ENVELOPE		INFO PARAMETERS				
	1.	Technical Response		All questions answered				
	2.	Commercial Response		All quoted items completed	Total Price (excluding optional sections)			1,000



7. Configuración general de la cuenta y navegación

Después de iniciar sesión, la siguiente página presentará accesos directos a las funcionalidades más utilizadas.



En el panel de control se mostrarán todos los procesos en curso. En el menú lateral izquierdo, tendrás acceso a:



• Abastecimiento: vea todos los procesos de RFI y RFP en curso/cerrados,



• Contratos : vea todos los contratos adjudicados a su organización,



Â	Statkraft
	Main Dashboard
	Main Dashboard
39	
0	Contracts
-	Contract Dashboard
<u>- 1</u> 2	

• Configuración de la organización: administre los datos de perfil de su organización.



 Administración de usuarios: agregue nuevos usuarios y administre el acceso de los usuarios desde su organización. El superusuario es el principal responsable del perfil del proveedor. Se les informará de todos los eventos en el sistema y hay evaluaciones que solo un superusuario puede responder.



8. Cómo crear nuevos usuarios

En la página de destino, haga clic en "Perfil".



En el panel lateral izquierdo, haga clic en "Gestión de usuarios" y luego en "Usuarios".

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

Haga clic en "Crear".

Statkraft

â	Statk	raft						Ţ
	Manag	ge Users					•• Import/Update User	Role Create
	Users	User Roles	Divisions Default U	Isers				/
\$	Enter a	t least 3 characters	All Us	ers 🔻 En	ter Filter (type to start searc	h) 🗸		
1.	Showing	Result 1 - 1 of 1 S	how: 20 🔻					
		USER INFO	LAST NAME 个	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	1	Super User	BJ	JB	Division	sqm70885@cdfaq.com		

Rellena los campos obligatorios y haz clic en "Guardar".



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

Se ha creado el nuevo usuario.

←	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 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.	the following email f the account in

El nuevo usuario recibirá el siguiente correo electrónico, que le permitirá establecer una contraseña personal. El correo electrónico puede tardar unos minutos.



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

9. Cómo cambiar de superusuario

Haga clic en Perfil en la página de destino.



Desplácese hacia abajo y haga clic en Cambiar usuario principal

*	Statkraft	PREPRODUCTION ENVIRONMENT				1
	Organisation Name: Ines test					
	\sim Quick Navigation	EU VAT Number 🕥		Country Dialling Code 灯		
₿ 0	Organisation Details Main User Details	Main Organisation Phone Number * 🕤		Organisation Email Address 🖑		
E		Organisation Legal Structure 🕥 		Web site 'D		
1.		✓ Main User Details		User Involvement Report	Change Main User	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 ('s (semicolon) to separate multiple addresses. souainesrocha99@amail.com	D	Username (please do not forget your us inesrochaaa	eername) Ŋ	
		First Name 'D Ines		Last Name 🔊 Rocha		
٩		Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +4766633333333	D	Preferred Language 🕥 English (UK)		
→		Time Zona KA		Paired with Global ID		

Statkraft

Busque en la barra el nombre del usuario que desea cambiar y haga clic en él.

Statkraft	PREPRODUCTION EN	IVIRONMENT	1
Main User Selection			
Quick Selection by Name Type to search in full	users list	Select with Search Criteria	

Asegúrese de que los datos del usuario sean correctos y haga clic en Guardar.

Statkraft		PREPRODUCTION ENVIRONMENT			1
User: Ines Test				Cane	Save
✓ Quick Navigation	← ``	✓ User Details			
User Details		Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ',' (semicolon) to separate multiple addresses. inesrocha814@gmail.com	* Email Addre Code	Request Validation Code	
		* Username (please do not forget your username)	* First Name		
		inestest	Ines		
		* Last Name Test	* Mobile (ple phone num	ase enter "+" "country code" and "your mobile ber" with no spaces)	
		* Preferred Language	* Time Zone		
		English (UK) 👻	CEST/CET -	Central European Time (Europe/Brt 🔹	



10. Cómo responder a una ronda de evaluación externa

Se le enviará a su correo electrónico una invitación para formar parte de la ronda de revisión externa del contrato. Haga clic en *Inicio de sesión del proveedor.*



Ingrese a la plataforma con sus credenciales (correo electrónico y contraseña) al igual que en el paso anterior vinculado <u>aquí</u>.

Login	Englis	sh v
g	- ngin	
E-Mail		
)
Password		
	•)
Forgot Pas	sword? Next	
	Click here to create your Jaggaer Global Identity	
A Your a	account will be made more secure with 2-step verification. Why? Read mor	re.

Después de iniciar sesión, se le dirigirá a esta página a continuación. Haga clic en la parte inferior resaltada: *Ver todos los contratos.*



^				€ ►	4 1
	Home Customer Portal Home				Logout
		Quick Links to Common Tasks			?
S		Manage Registration Profile			
39	Customer Contact ?				
ul.		Contracts			?
		Customer	In Effect	All	
8		Statkraft	0	1	
\$				View All Cor	tracts
0					
→				Powered by JAGGAER	Privacy Policy

Haga clic en el número de contrato para abrir la ronda de revisión externa.

合										0	4	1
	Contracts ► Contracts ► Search Con	tracts									-	C Logout
Ĩ.	Search Documents											
8	Quick search		Q Add Filter -	Clear All Filters								
%	Supplier: Ines test \star											
.1	1-1 of 1 Results									٥	20 Per Pa	age 🔻
шь	Customer Name	Second Party	Contract Number	Contract Name	•	Status 🔻	Version Type	Version Numbers	Start Date 🔻		End Date	e 🔻
.	Statkraft Procurement Platform	:0	C0000722	Ines test		External Review	Original	Renewal 0	7/16/2023 12:00:00 AM	9/13/20	23 11:59	:59 PM
4								Amendment U				
Q												
→									Po	wered by JA	GGAER Pr	ivacy Policy

En el encabezado puede encontrar los detalles básicos del contrato. Haga clic en Siguiente.



â				0 💌	4 1
	Contracts Contracts Search Contracts				Degout
Ĩo	< Back to Results	2 of 2 Results 🔻 💙			
Q	External Review				Actions 🔻
3 9	C0000728 Test 17.07.23	Header			?
հր	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 1	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	
٩					
→				Powered by JAGGA	AER Privacy Policy

Aquí cargará todos los archivos adjuntos relevantes de su revisión. Haga clic en Cargar archivo adjunto.

*			⊖ ► 1
	Contracts Contracts Search Contracts		-D Logout
Ío	Back to Results	1 of 1 Results 🔻 < 🕨	
8	External Review		Actions
3	C0000722 Ines test	Attachments	Upload Attachment ?
ш	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		
Ť	Communication Centre 2	★ Required	<pre></pre>
٩			
→			Powered by JAGGAER Privacy Policy

Seleccione los archivos y haga clic en Listo.



Image: Send Communication × Image: Send Communication × Image: Subject * New Attachment	Actions -
External Review Subject * New Attachment	Actions 👻
28 00000728	
Test 17,07.23 Body * Format * (inherited font) * (inherited size) * B I U **	ment ?
Jh Dates: 7/19/2023 - 9/1 Add Attachments × Add Attachments ×	
Header File *	
Attachments Select files Drop files to attach, or browse.	
*Required Close emaining: 50000	Next >
Add Attachments	
Recipients (Optional)	
* Required Close	
Q	

Puede cambiar el asunto y agregar comentarios en el cuerpo. Verifique los archivos adjuntos y haga clic en *Enviar.*

â				0 - 1
	Contracts + Contracts + Ser			AD Logout
ío	< Back to Results	Send Commur	ication *	
Q.	External Review	Subject *	New Attachment	Actions 👻
3	C0000722 Ines test	Body *	Format V (inherited font) V (inherited size) V B I U we	Upload Attachment ?
հե	Dates: 7/16/2023 - 9/ Version: Renewal 0, Am			
67	Header			
	Attachments			
H	Communication Centre			
			Previo	us Next >
			Characters remaining: 50000	
		Add Attachments		
		Picture6.png	The Remove	
		 Recipients (Optional) 	•	
		* Required	Send Close	
Q,				
+			Pi	owered by JAGGAER Privacy Policy

En el centro de comunicaciones, responda el correo electrónico original que recibió de Statkraft. Esto generará una alerta para los gestores de contratos. Haga clic en el título.



â					0 M 🔺 1
	Contracts Contracts Search Contracts				- D Logout
6	External Review				Actions
2	C0000722	Communication Centre			?
₿	Dates: 7/16/2023 - 9/13/2023 Version: Renewal 0, Amendment 0	Start Communication			
հր	Header	Conversation	Conversation Started	Messages	Last Updated 💌
a ta	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 xxxx	7/14/2023at2:56 PM By Inea Rocha	1 🖾	7/14/2023at2:56 PM By Ines Rocha
		★ Required			< Previous
٩					

Haga clic en Agregar a la conversación.

		0 M 4 1
Contracts Contracts Search Contracts		⊀D Logout
External Review		Actions 🔻
C0000722	c Back to Communication Centre	
Dates: 7/16/2023 - 9/13/2023 Version: Renewal 0, Amendment 0	Communication Centre	?
Header	Add to Conversation Subject: Ines test contract is available for review	
Attachments 0	Subscribers Ines Rocha; Ines Rocha	
Communication Centre 3		
	★ Required	< Previous
it02.jaggaer.com/apps/Router/SupplierContra	ctCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=1689341052293	Powered by JAGGAER Privacy Police

Simplemente escriba un mensaje de alerta simple en el cuerpo de la comunicación y haga clic en *Crear.*



^				9 ⊨ ▲ 1
_	Contracts > Contracts > Sea	h Contracts		⊀D Logout
6	External Review	Cand Communication	×	Actions 🔻
	C0000728	Send Communication		
.70	Test 17.07.23	Subject * Test 17.07.23 contract	t is available for review	2
9 .	Dates: 7/19/2023 - 9/ Version: Renewal 0, Am	Body *		
հր	Header	Format (in	nherited font) Y (inherited size) Y B I U *	
	Attachments		$= = \begin{bmatrix} \mathbf{X}_2 & \mathbf{X}^2 & \mathbf{A} & \mathbf{V} & \mathbf{O} \end{bmatrix} \mathbf{V} \mathbf{O}$	
	Communication Contro			
- 2 -	communication centre			
			Characters remaining: 49986	
		Add Attachments		A
		* Required	Create	
		Dear Ines Roch	ha	
<u> </u>		★ Required		< Previous
\rightarrow				Powered by JAGGAER Privacy Policy

Fin.