

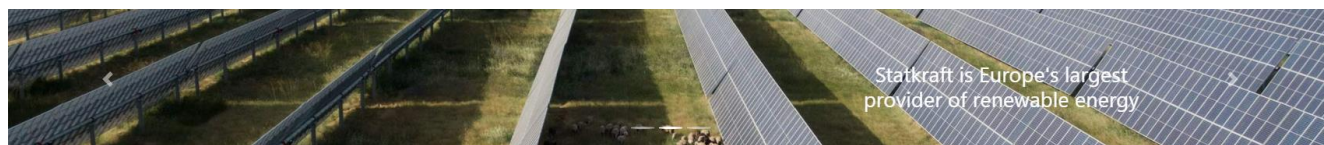


# Piattaforma degli appalti di Statkraft

Guida passo passo per i fornitori

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## Actions



### Profile

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



### Assessment

Respond to basic qualification performed by Statkraft



### RFI

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



### RFP

Respond to Request for Proposals from Statkraft.



### Dashboard

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

## Support



### User Guides

Download our user guides in your preferred language here.

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



### Tech Support

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

Phone directory all areas >  
Link to ticket system >



### Contact Us

Need support from Statkraft? Send us an email.

## Renew the Way the World is Powered

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

## SOCIAL MEDIA FOLLOW US



Vista della piattaforma dopo l'accesso

## 1. Come registrarsi autonomamente

**Prima di registrarsi, verificare sempre con il personale addetto agli appalti di Statkraft se la propria azienda è già registrata nella piattaforma. Se ci si è registrati autonomamente e la password è stata smarrita, non registrarsi di nuovo, contattare un**

Andare su <https://procurementplatform.statkraft.com/web/login.html> tramite il proprio browser (browser consigliati: Google Chrome, Mozilla Firefox o Microsoft Edge).

Fare clic sul pulsante "Register here" – Evidenziato in rosso nell'immagine qui sotto. Il sistema guiderà l'utente nei passaggi successivi.

Statkraft is Europe's largest  
provider of renewable energy >



### Welcome to Statkraft procurement Platform

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

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

### Supplier Access

Supplier Access

New supplier? [register here](#)

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

### Support



#### User Guides

Download our user guides in  
your preferred language  
here.



#### Tech Support

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



#### Contact Us

Need support from  
Statkraft?



#### Open Tenders

Here you find our open  
tenders and opportunities.

Fare clic su "I Agree" per accettare il Contratto d'uso del portale e fare clic su "Next".

Adobe PDF File Close

**User Agreement**

**Portal User Agreement**

1. Introduction

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

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

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

2. Access

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

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

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

I agree

I do not agree

Next

## a. Compilazione del modulo di registrazione con i dati D&B

Fare clic su "Lookup & Download D&B Direct+ Data".

Registration Data Close Lookup & Download D&B Direct+ Data Save

Index

- ▼ Main Organisation Data
  - Registration Data
  - Onboarding Pages
  - My Category Selection
  - Registration Confirmation

→| Organisation Details

\* Organisation Name

State/County

\* Country

\* City

Cercare la propria azienda utilizzando i filtri disponibili. Inserire almeno il nome dell'azienda e il paese. Fare clic su "Look Up" per eseguire la ricerca.

Integration with Dun and Bradstreet for: New Supplier Skip Lookup And Start Registration Display/Hide Filter

**LOOKUP FILTER**

DUNS Number

Reg. Numbers

Town

Country

Phone Number

Company Name

Address

Postal Code

County

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

Look Up Download

**RETURNED LIST OF MATCHING SUPPLIERS**

|   | DUNS NUMBER | COMPANY NAME | REG. NUMBERS | ADDRESS | TOWN        | POSTAL CODE | PHONE NUMBER | COUNTRY |
|---|-------------|--------------|--------------|---------|-------------|-------------|--------------|---------|
| 1 | 3400000000  | Syngelab     | 9200000000   | Lierne  | TROLLHOLLEN | 1400        |              | NORWAY  |

Selezionare la propria azienda facendo clic sulla riga (la riga sarà evidenziata in blu). Quindi fare clic su "Download". Fare clic su "OK" nella finestra popup.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration    Display/Hide Filter

**LOOKUP FILTER**

DUNS Number

Reg. Numbers

Town

Country

Phone Number

\*  Company Name

Address

Postal Code

County

NORWAY

Select a province (Start typing the name)

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

Look Up    **Download**

**RETURNED LIST OF MATCHING SUPPLIERS**

|   | DUNS NUMBER | COMPANY NAME | REG. NUMBERS | ADDRESS  | TOWN      | POSTAL CODE | PHONE NUMBER | COUNTRY |
|---|-------------|--------------|--------------|----------|-----------|-------------|--------------|---------|
| 1 | 34001040    | Syn...       | 92001000     | Lings... | TRILLÅNEN | 1414        |              | NORWAY  |

Fare clic su "Update Registration Form".

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration    Display/Hide Filter

**LOOKUP FILTER**

DUNS Number

Reg. Numbers

Town

Country

Phone Number

\*  Company Name

Address

Postal Code

County

NORWAY

Select a province (Start typing the name)

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

Look Up    **Update Registration Form**

**SUPPLIER DOSSIER INFORMATION**

DUNS number (if none leave blank)    D-U-N-S number

34001040    34001040

Le informazioni disponibili in D&B saranno compilate nel modulo di registrazione. Completare le informazioni mancanti.

## b. Compilazione del modulo di registrazione senza i dati

## D&B


Compilare il modulo con i dati della propria azienda. (I campi obbligatori sono contrassegnati da un asterisco \*)

Registration Data ... Close Lookup & Download D&B Direct+ Data Save

Index

- ▼ Main Organisation Data
  - Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

→| Organisation Details

**\* Organisation Name** Full legal name 

State/Country: ---

\* Address

\* Company Registration Number

EU VAT Number

Main Organisation Phone Number

Organisation Legal Structure: ---

\* Country: UNITED KINGDOM

\* City

\* Postal Code

DUNS number (if none leave blank)

Country Dialling Code

Organisation Email Address

Web site

Scorrere verso il basso il modulo Dati di registrazione, includere il proprio indirizzo e-mail e fare clic su "Send Validation Code". Fare clic su "OK" nella finestra popup. All'indirizzo indicato dall'utente verrà inviata un'e-mail con il codice temporaneo.


▼ User Details

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

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

\* Last Name

\* Preferred Language: ---

\* Email Address Validation Code Request Validation Code 

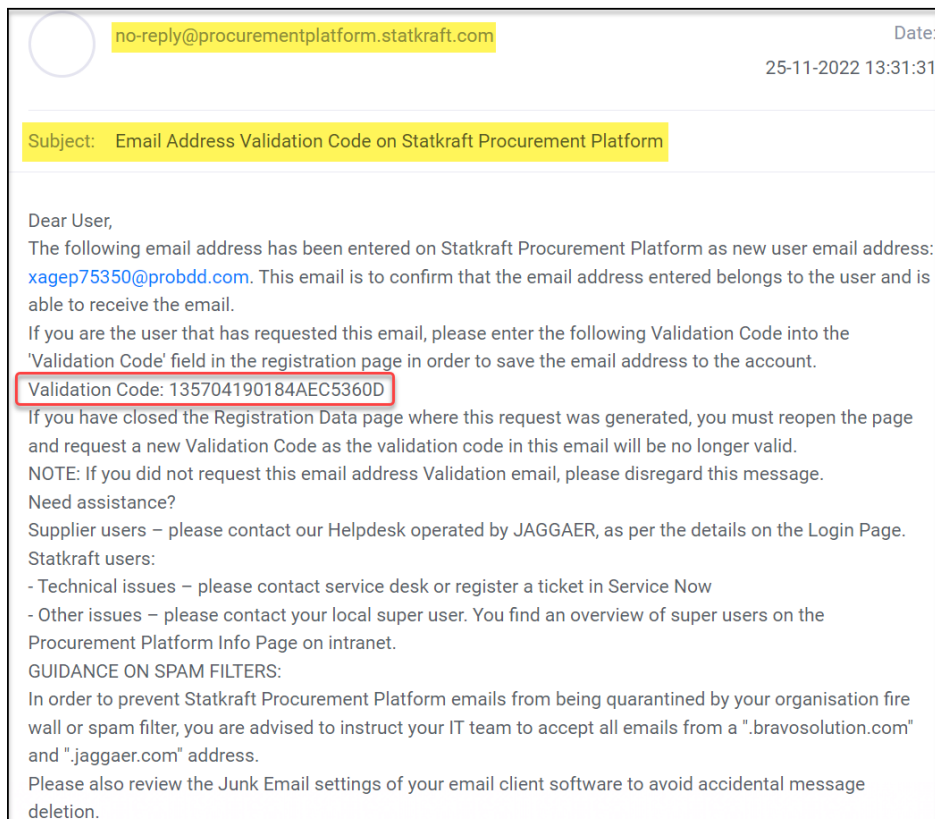
Enter validation code

\* First Name

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

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

E-mail di convalida:



copiare il codice di convalida nel campo "Email Address Validation" e compilare gli altri campi obbligatori. Come nome utente usare preferibilmente la propria e-mail. Fare clic su "Save" (pulsante in alto a destra).

Registration Data

...

Close

Lookup & Download D&B Direct+ Data

Save

**Qualora il numero di registrazione dell'azienda esistesse già, verrà visualizzato un messaggio di errore che indica che il numero è già presente nella piattaforma. In tal caso, contattare Statkraft.**

A questo punto è possibile rispondere alle domande relative alle Informazioni aggiuntive sull'azienda. Fare clic su *Confirm*.



Begin Vendor Registration [Confirm](#)

Index → Additional Company Information

- Main Organisation Data
  - Registration Data
- Onboarding Pages
  - Additional Company Information**
- My Category Selection
  - Select Categories: 0
- Registration Confirmation
  - Status Summary

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

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

[Show hidden icons](#)

Scegliere per quali categorie l'azienda può fornire servizi o materiali. È possibile sceglierne quante se ne desiderano. Fare clic su "Confirm".

Statkraft PREPRODUCTION ENVIRONMENT [Profile Icon]

Begin Vendor Registration [Confirm](#)

Index

- Main Organisation Data
  - Registration Data
- Onboarding Pages
  - Additional Company Information**
- My Category Selection
  - Select Categories: 0**
- Registration Confirmation
  - Status Summary

Enter filter (type to start search)

Search or Navigate the Tree [Collapse All](#) [Expand All](#)

Selected Items: 0

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

Alcune categorie potrebbero prevedere ulteriori domande. Dopo aver risposto, fare clic su "Save and Continue".

Statkraft **PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration Confirm

Index

- ▼ Main Organisation Data
  - Registration Data
- ▼ Onboarding Pages
  - Additional Company Information
- ▼ My Category Selection
  - Select Categories: 2
  - **Category Forms**
- ▼ Registration Confirmation
  - Status Summary

→| ▼ 40001000 - 40001003 and 40003000 - 40003003

> Category linked

▼ 40001000 - 40001003 AND 40003000 - 40003003

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

La registrazione è ora completata. Fare clic su "Close".

Statkraft **PREPRODUCTION ENVIRONMENT**

Registration Confirmation Close

Index

- ▼ Main Organisation Data
  - Registration Data
- ▼ Onboarding Pages
  - Additional Company Information
- ▼ My Category Selection
  - Select Categories: 2
  - Category Forms
- ▼ Registration Confirmation
  - **Status Summary**

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

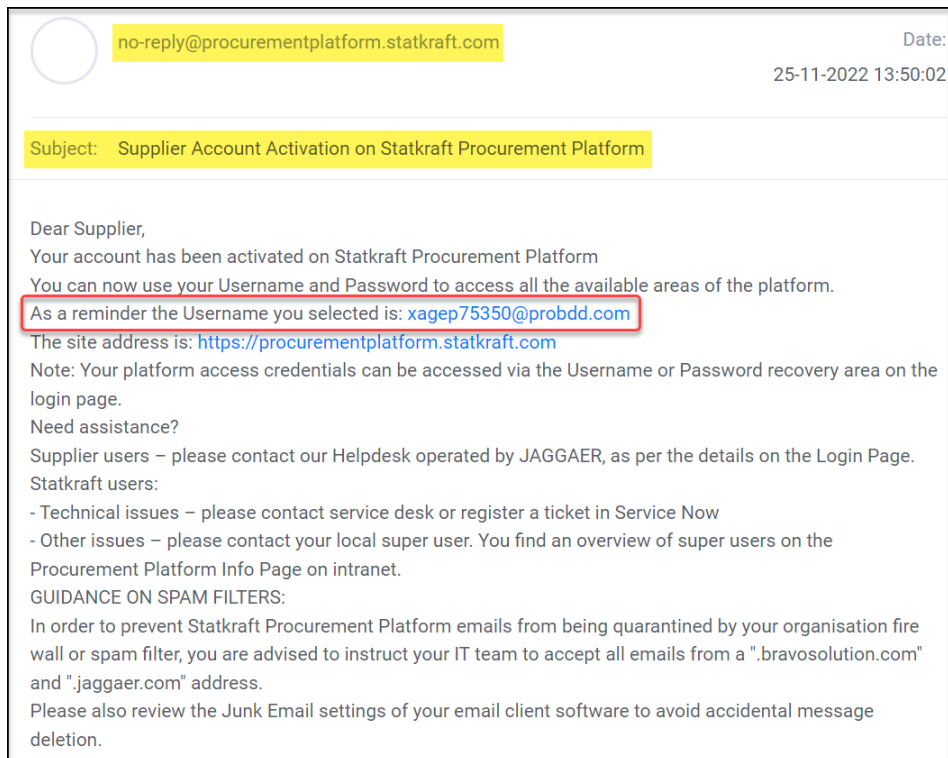
**Registration Summary**

|  | COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION) |
|--|--|
| <a href="#">Registration Data</a>              | ● Missing Responses: Optional 7                          |
| <a href="#">Additional Company Information</a> | ● All data complete                                      |
| <a href="#">Select Categories</a>              | ● Categories selected 2                                  |
| <a href="#">Category Forms</a>                 | ● All data complete                                      |

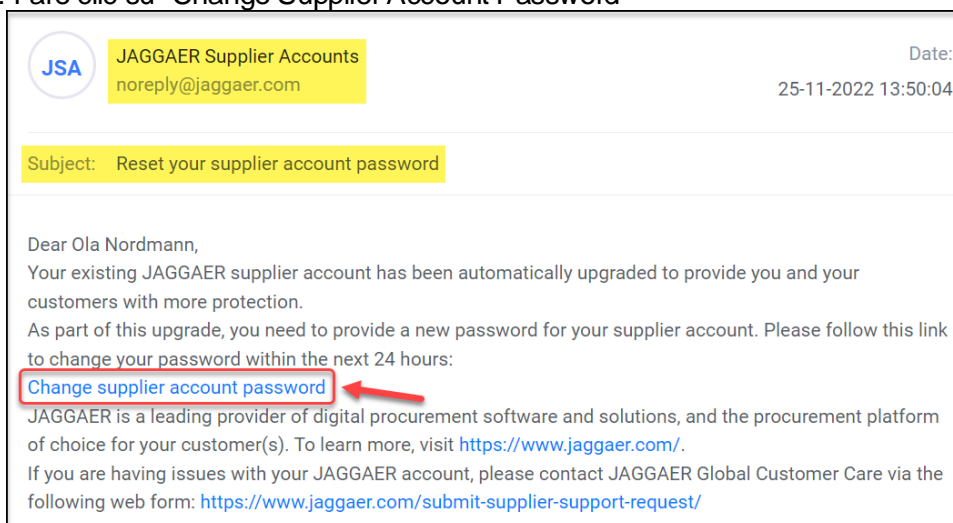
Entro pochi minuti verranno ricevute le seguenti e-mail:

**Se non si ricevono** le e-mail entro 30 minuti, contattare Statkraft. Il profilo è stato creato, verificheremo se le e-mail automatiche sono state bloccate.

Conferma dell'attivazione e nome utente:



Password: Fare clic su "Change Supplier Account Password"



Viene visualizzata una nuova finestra. Fare clic su "Click Here to Proceed".

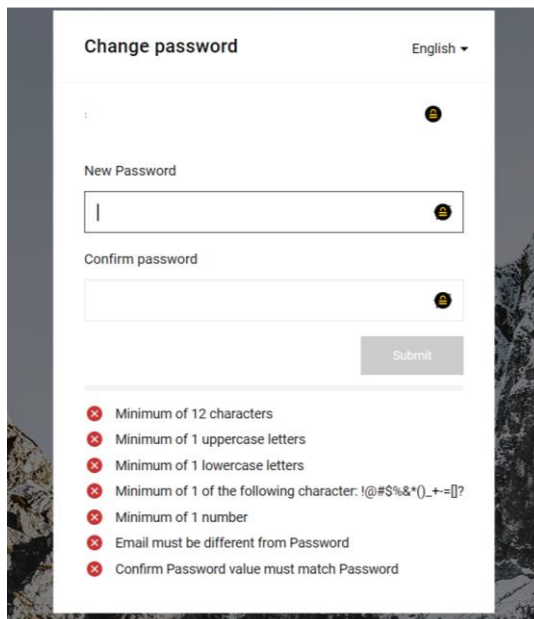
Perform the following action(s)

English ▼

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

» [Click here to proceed](#)

Impostare la password in base ai requisiti e fare clic su "Submit"



Change password English ▾

1

New Password

Confirm password

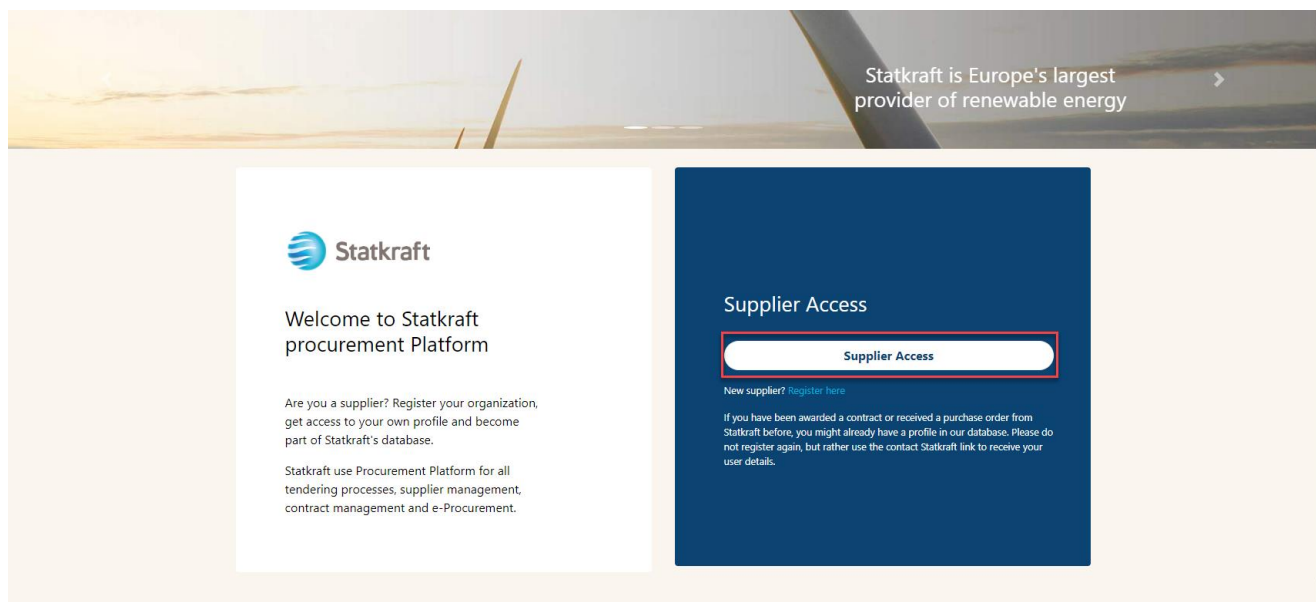
Submit

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

## 2. Come effettuare il login

Andare su: <https://procurementplatform.statkraft.com/web/login.html>

Fare clic su "Supplier Access", inserire il nome utente (e-mail), la password e fare clic su "Next".



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.

Statkraft is Europe's largest provider of renewable energy

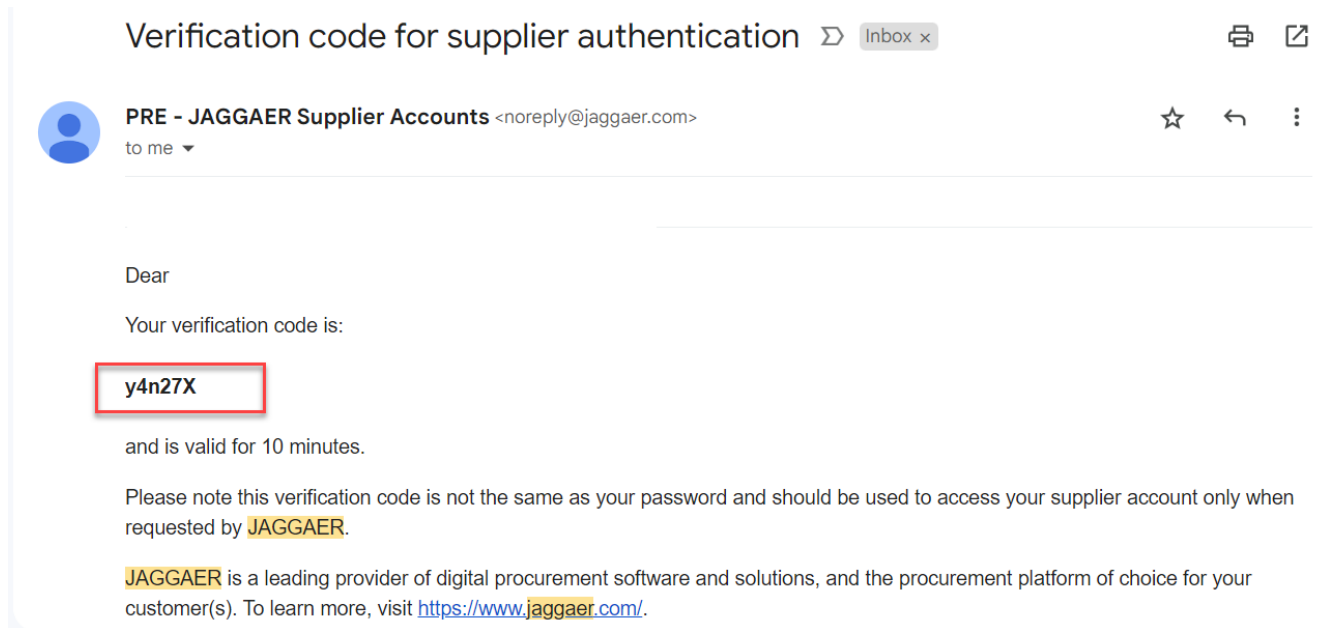
Supplier Access

Supplier Access

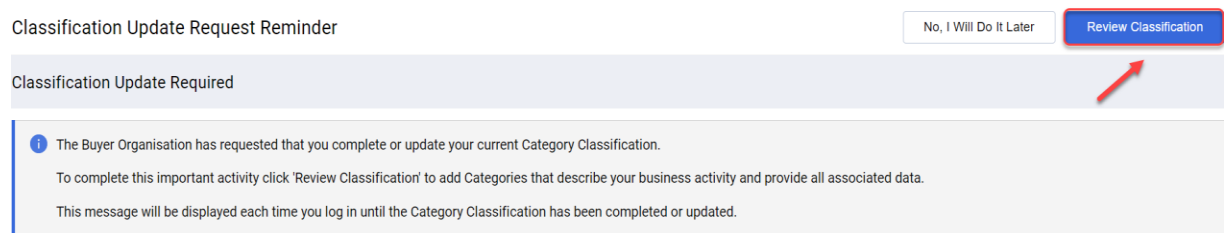
New supplier? [Register here](#)

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

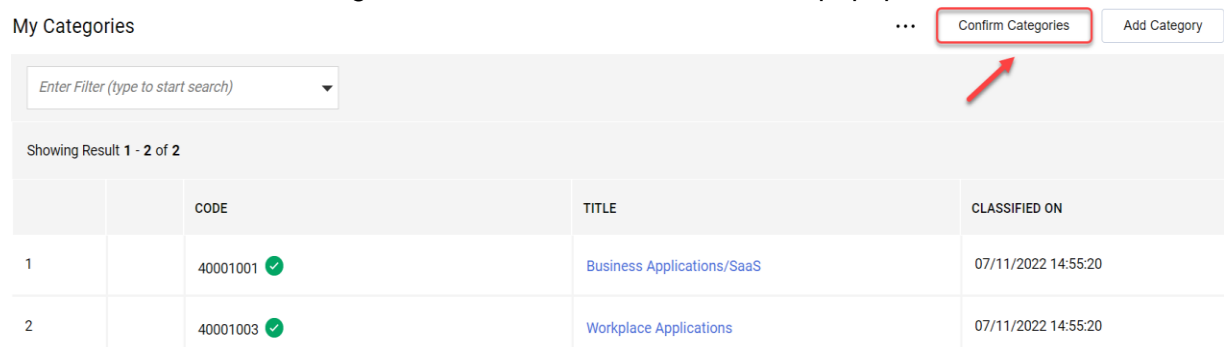
Per eseguire l'autenticazione di secondo fattore, viene richiesto un OTCode. Nella casella di posta elettronica dovrebbe arrivare un'e-mail come questa. Copiare il codice e incollarlo nel campo sottostante.



Il passaggio successivo viene eseguito una sola volta ed è più rilevante per i fornitori registrati dal Buyer. Fare clic su "Review Classification".



Fare clic su "Confirm Categories" e su "Confirm" nella finestra popup.



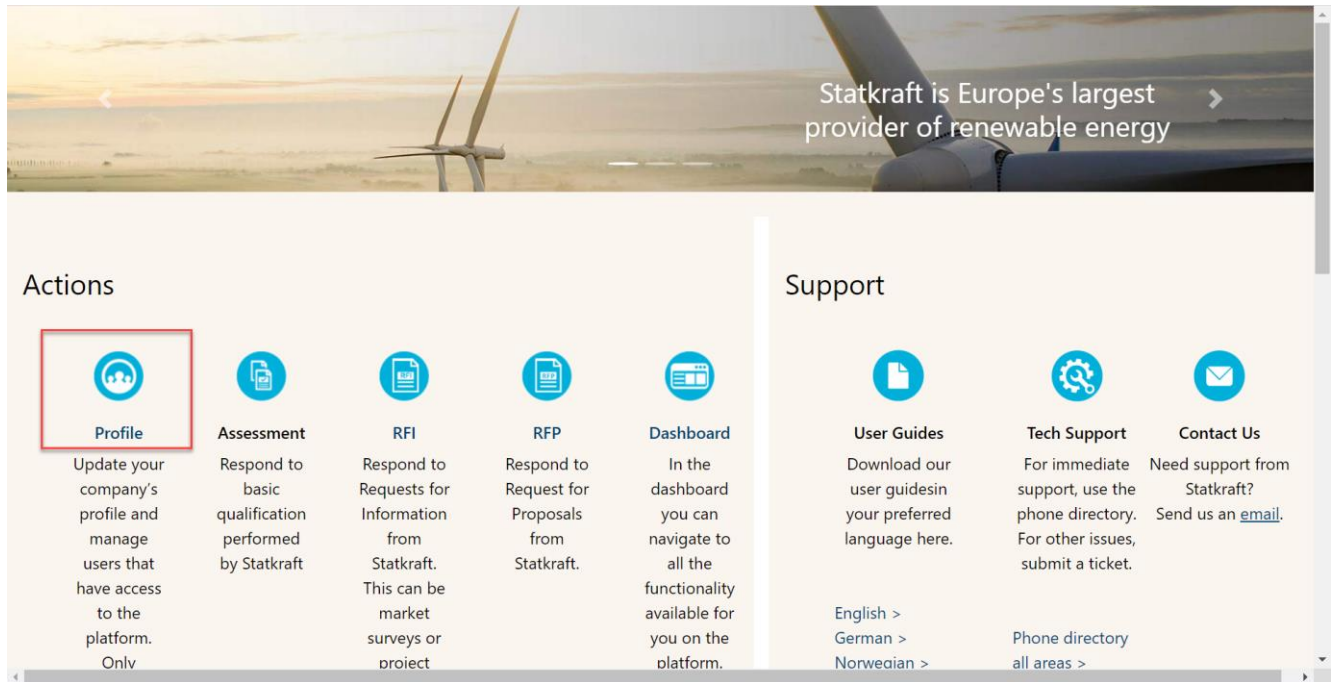
L'accesso alla piattaforma è stato eseguito. Usare il menu a sinistra per navigare. Per ulteriore supporto, consultare le altre sezioni di questa guida.

## 2.1 Completamento dei dati bancari

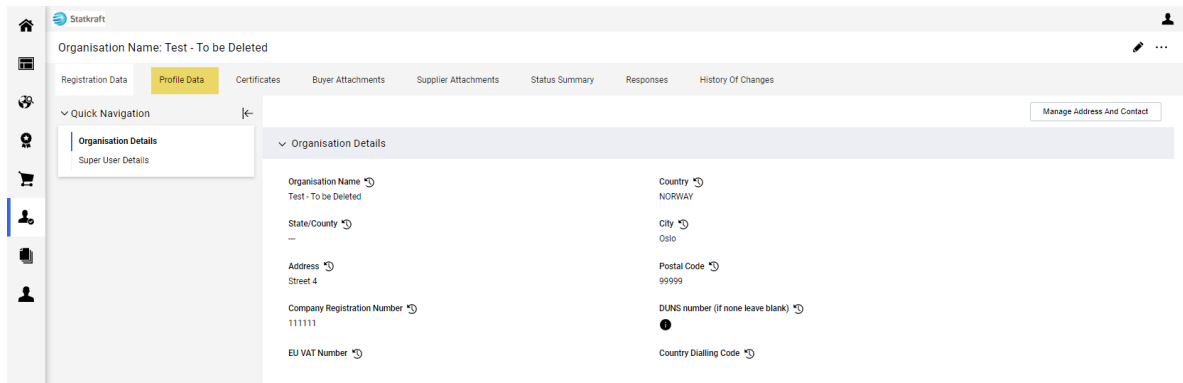
Statkraft dispone di integrazioni per esportare i propri dati nel nostro sistema ERP. Non si tratta di un passaggio obbligatorio al momento della registrazione. I dati bancari sono richiesti solo ai fornitori che hanno ricevuto una RFP. Questo passaggio può essere completato solo

dall'utente con privilegi avanzati sull'account del fornitore.

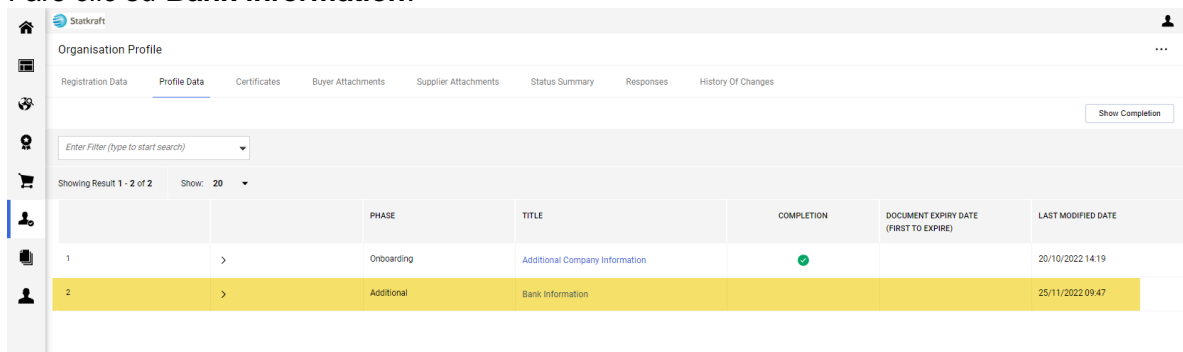
Fare clic su **Profile**.



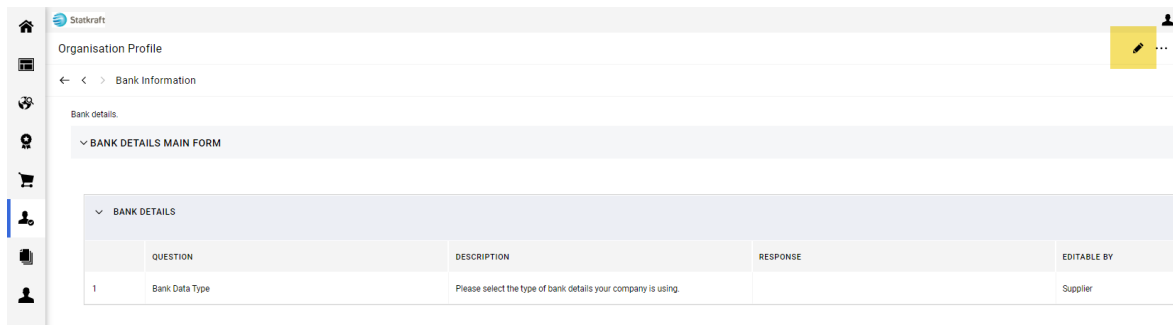
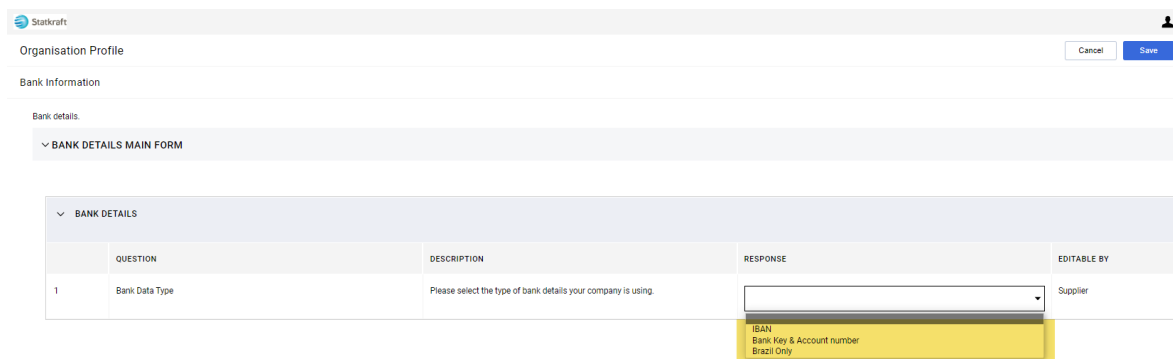
Fare clic su **Profile Data**.



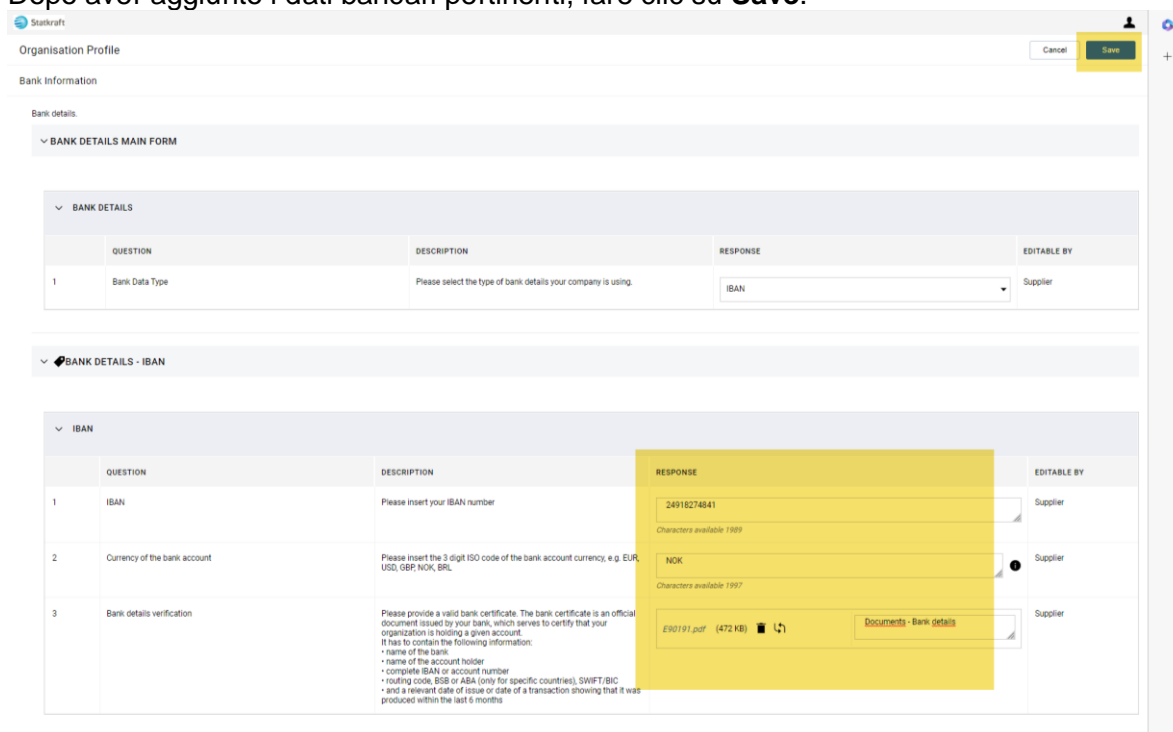
Fare clic su **Bank information**.



Fare clic sulla matita per modificare. Rispondere alla prima domanda per visualizzare i campi dei dati bancari.

Dopo aver aggiunto i dati bancari pertinenti, fare clic su **Save**.

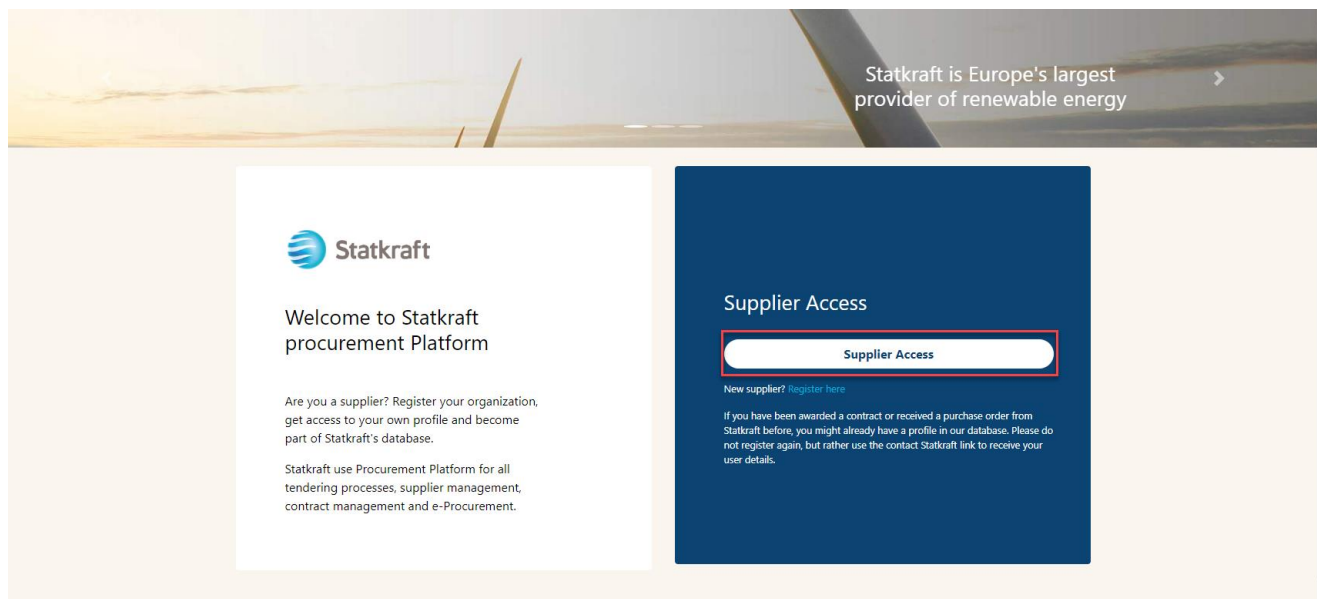


Per garantire il successo dell'esportazione dei dati nel nostro sistema ERP, è essenziale compilare tutti i campi obbligatori nel modulo delle informazioni bancarie.

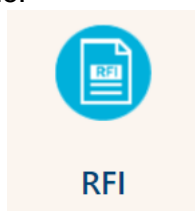
### 3. Come rispondere alla RFI in qualità di fornitore

Andare su <https://procurementplatform.statkraft.com/web/login.html> tramite il proprio browser (browser consigliati: Google Chrome, Mozilla Firefox o Microsoft Edge).

Fare clic su "Supplier Access" e accedere con le credenziali del proprio account fornitore.



Fare clic sull'icona RFI. In alternativa, è possibile fare clic su Dashboard e visualizzare le richieste di informazioni in esecuzione.



Fare clic sul titolo della RFI.

RFIs ...

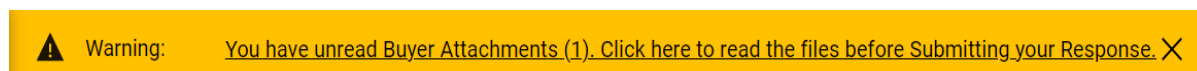
My RFIs

All RFIs

Showing Result 1 - 1 of 1 Show: 20

|   | CODE    | TITLE                           | PROJECT CODE | CLOSING DATE ↓   | STATUS  | RESPONSE STATUS      | BUYER ORGANISATION |
|---|---------|---------------------------------|--------------|------------------|---------|----------------------|--------------------|
| 1 | rfl_364 | <a href="#">RFI project 471</a> | project_471  | 31/12/2022 12:00 | Running | No Response Prepared | Statkraft          |

Controllare gli allegati inviati da Statkraft facendo clic sull'avviso giallo nella parte superiore dello schermo.



È possibile visualizzare gli allegati singolarmente o fare clic sul pulsante "Mass Download".



← RFI : rfi\_364 - RFI project 471 ● Running

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→| Folders and Files List root > ... **Mass Download**

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

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

Per tornare alle domande inviate da Statkraft, fare clic su "My Response".

Fare clic su "Intend to Respond".

← RFI : rfi\_364 - RFI project 471 ● Running ... Decline To Respond **Intend To Respond**

RFI Details Messages (Unread 0) 2

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

→| 1

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

|       | QUESTION           | DESCRIPTION  | RESPONSE |
|-------|--------------------|--|----------|
| 1.1.1 | Application letter | * By providing a response to this RFI<br>1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company.<br>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.<br>3. We acknowledge that the information provided in this RFI is confidential and has not, and will not, be disclosed to other persons or parties other than for the purpose of completion of the application. If information is disclosed to other persons, such other persons or parties shall agree to maintain the confidentiality. |          |

**Intendo rispondere:** consente a un Fornitore di visualizzare e completare i questionari del Buyer e di inviare la propria risposta per la valutazione da parte del Buyer.

**Non intendo rispondere:** comunica al Buyer che il Fornitore non intende rispondere.

Fare clic sull'icona della matita per iniziare a rispondere alle domande.

← RFI : rfi\_366 - Prequalification Purchase X      ● Running      ...      Online Questionnaire In Excel      Submit Response

RFI Details      Messages (Unread 0)

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

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

My Response Summary

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

1. QUALIFICATION RESPONSE (QUESTIONS: 3) ✎ 1

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

Rispondere opportunamente a ciascuna domanda. Le domande obbligatorie hanno un "\*" all'inizio.

RFI : rfi\_366 - Prequalification Purchase X      ● Running      Save And Continue      Cancel      **Save And Return**

→ | ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response' 3

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

1.2 SUPPLIER - QUESTION SECTION

| QUESTION           | DESCRIPTION  | RESPONSE               |
|--------------------|--|------------------------|
| 1.2.1 Legal entity | Submit a copy of the latest version of the Certificate of Incorporation. | <p>2 + Attach File</p> |

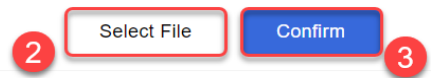
Se si deve rispondere a una domanda con allegato, si ricorda che è consentito allegare un solo file o un solo file zip per domanda. La dimensione del file zip non deve superare i 200 MB; se è necessario aggiungere un allegato di dimensioni superiori, contattare Statkraft tramite la scheda di messaggistica.

Aggiunta di un allegato:

| 1.2 SUPPLIER - QUESTION SECTION |                          |   |
|---------------------------------|--------------------------|---|
| QUESTION                        | DESCRIPTION              | RESPONSE  |
| 1.2.1                           | Legal entity             | Submit a copy of the latest version of the Certificate of Incorporation. <span style="float: right;">1</span>   |
| 1.2.2                           | Tax and debt settlements | * We confirm that we are solvent and not involved in debt settlement proceedings or are under administration. <span style="float: right;">No ▾</span> |

È possibile utilizzare anche la funzione Drag and Drop. Dopo aver selezionato il file, fare clic su "Confirm".

← Attachments



- i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.
- i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

#### Attachments

| #   | TYPE | FILE NAME | SIZE |
|---|------|-----------|------|
| <i>Use the button to Upload or DRAG and DROP into this area</i> |      |           |      |

Il file è ora allegato alla domanda.

Fare clic su "Save and Return" e su "OK" nella finestra popup. Si tornerà alla pagina principale della richiesta - La risposta non è ancora stata inviata.

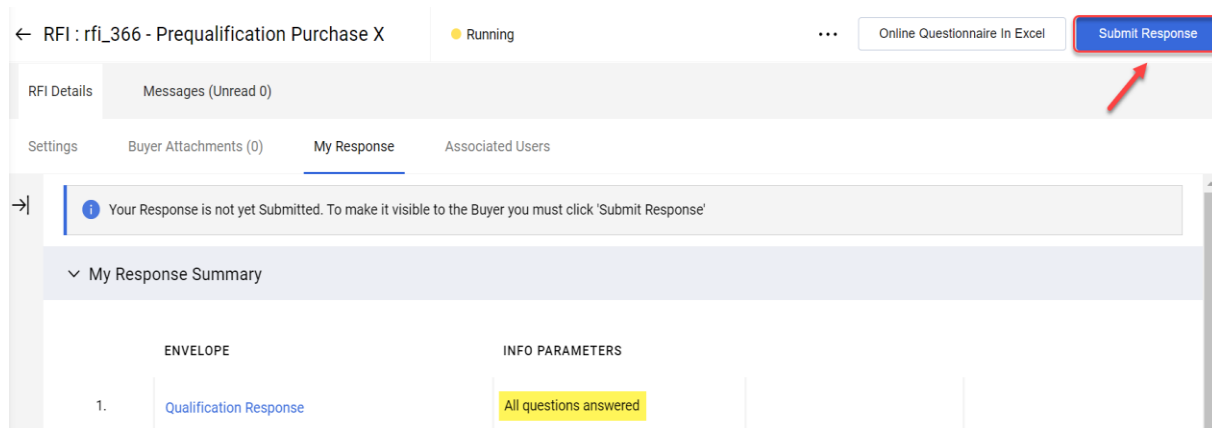
RFI : rfi\_366 - Prequalification Purchase X ● Running Save And Continue Cancel **Save And Return**

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

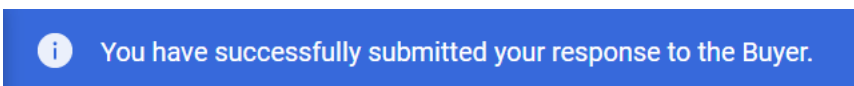
1. QUALIFICATION RESPONSE (QUESTIONS: 3)

| 1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION |                    |   |
|---|--------------------|---|
| QUESTION  | DESCRIPTION        | RESPONSE  |
| 1.1.1   | Application letter | * By providing a response to this RFI<br>1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company. <span style="float: right;">Yes ▾</span> |

Se sono state compilate tutte le domande (vedere il riepilogo evidenziato in giallo qui sotto), è possibile fare clic su "Submit Response". Fare clic su "OK" nella finestra popup.



Fatto, la risposta è stata inviata. Verrà visualizzato il seguente avviso: la risposta è stata inviata a Statkraft:

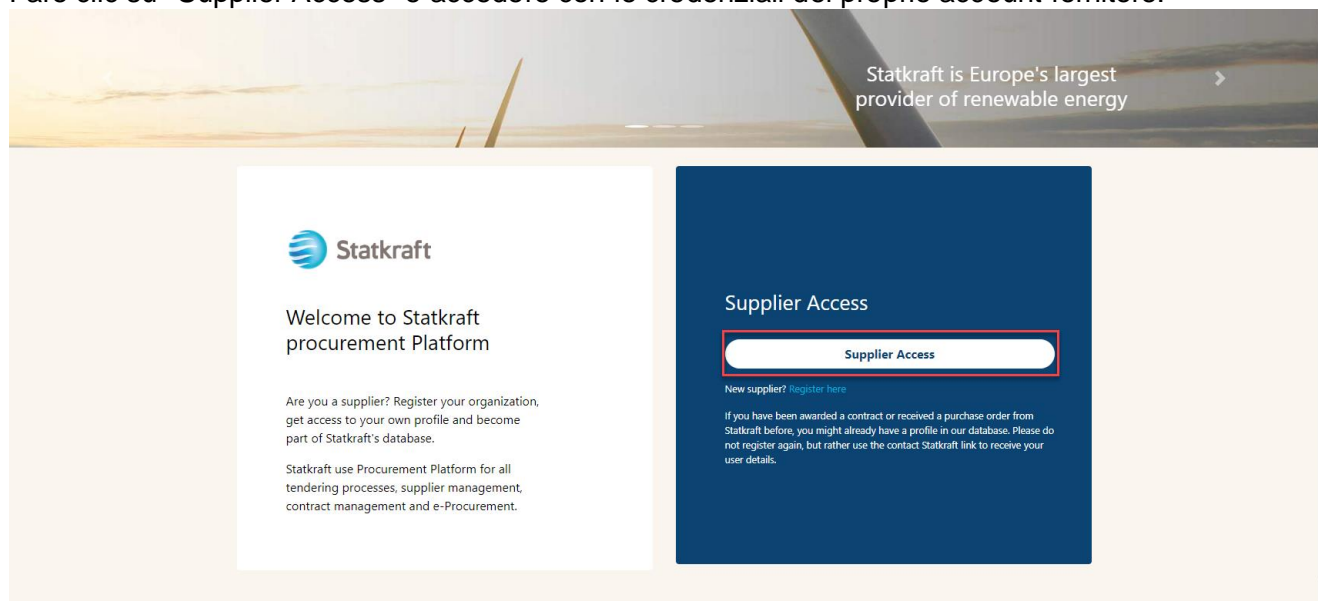


È possibile visualizzare una panoramica delle RFI e delle RFP a cui è stata data risposta nelle rispettive pagine delle richieste.

#### 4. Come rispondere alla RFP in qualità di fornitore.

Andare su <https://procurementplatform.statkraft.com/web/login.html> tramite il proprio browser (browser consigliati: Google Chrome, Mozilla Firefox o Microsoft Edge).

Fare clic su "Supplier Access" e accedere con le credenziali del proprio account fornitore.



Fare clic sull'icona RFP. In alternativa, è possibile fare clic sul dashboard e visualizzare le RFP in esecuzione.



Fare clic sul titolo della RFP.

RFPs

My RFPs

| All RFPs                  | Enter Filter (type to start search) |                     |                |                  |                 |                      |           |
|---------------------------|-------------------------------------|---------------------|----------------|------------------|-----------------|----------------------|-----------|
| Showing Result 1 - 1 of 1 | Show: 20                            |                     |                |                  |                 |                      |           |
| CODE                      | TITLE                               | PROJECT CODE        | CLOSING DATE ↓ | STATUS           | RESPONSE STATUS | BUYER ORGANISATION   |           |
| 1                         | rfp_563                             | RFP Purchase of XXX | project_477    | 11/11/2022 17:00 | Running         | No Response Prepared | Statkraft |

Fai clic su "I agree", quindi su "Next" nella schermata Accept Contract.

← Accept Contract

Adobe PDF File

**TENDER RULES**

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

I agree

I do not agree

Next

**Importante da notare:** il regolamento di gara fornirà le linee guida e i requisiti minimi di partecipazione. Il regolamento di gara può essere disabilitato nella RFP a discrezione del Buyer.

Se la gara è corredata da allegati generali, viene visualizzato un avviso nella parte superiore dello schermo. È possibile fare clic su di esso o su "Buyer Attachments". Si accede così alla sezione degli allegati. Tenere presente che anche le domande possono contenere allegati.

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

Fare clic su "Mass Download".

← RFP: rfp\_563 - RFP Purchase of XXX

Running

RFP Details Messages (Unread 0)

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

Folders and Files List root > ... **Mass Download**

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20


|   | FOLDER/FILE NAME ↑           | DESCRIPTION | LAST MODIFICATION DATE |
|---|------------------------------|-------------|------------------------|
| 1 | Instruction to tenderer.docx |             | 11/11/2022 14:03:27    |

Selezionare tutti i file. Tutti gli allegati di questa sezione verranno scaricati in un file zip.

RFP: rfp\_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel **Download Selected Files**

Showing Result 1 - 1 of 1

|   | <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> <input checked="" type="checkbox"/> | FOLDER/FILE NAME  | SIZE   |
|---|---|---|--------|
| 1 | <input checked="" type="checkbox"/>   |  Object_rfp_563 - RFP Purchase of XXX/ <i>Instruction to tenderer.docx</i> | 226 KB |

Total Files Selected: 1

Fare clic su "OK" nella finestra popup.

statkraft-prep.app.jaggaer.com says

Are you sure you want to start the Mass Download?

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




Dopo aver scaricato tutti i documenti, fare clic su "Cancel" per tornare indietro.

RFP: rfp\_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel **Download Selected Files**

Showing Result 1 - 1 of 1

|   | <input checked="" type="checkbox"/> | FOLDER/FILE NAME   | SIZE   |
|---|-------------------------------------|--|--------|
| 1 | <input checked="" type="checkbox"/> |  Object_rfp_563 - RFP Purchase of XXX/ <i>Instruction to tenderer.docx</i> | 226 KB |

Total Files Selected: 1

Fare clic su "My Response" per accedere al questionario della RFP.

Nota: nella scheda Settings (evidenziata in giallo) è possibile visualizzare ulteriori dettagli su questa richiesta.

← RFP: rfp\_563 - RFP Purchase of XXX ● Running ...



RFP Details Messages (Unread 0)

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

→| Folders and Files List root > ... Mass Download

Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1 Show: 20 ▾

|   | FOLDER/FILE NAME ↑  | DESCRIPTION | LAST MODIFICATION DATE |   |
|---|---|-------------|------------------------|---|
| 1 |  <i>Instruction to tenderer.docx</i> |             | 11/11/2022 14:03:27    |  |

Fare clic su "Intend to Respond" per confermare la partecipazione al processo.

← RFP: rfp\_563 - RFP Purchase of XXX    ● Running    ...    Decline To Respond    **Intend To Respond**

RFP Details    Messages (Unread 0)

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

→|

Currency: Norwegian Kroner

▼ 1. TECHNICAL RESPONSE (QUESTIONS: 1)

▼ 1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

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

| QUESTION | DESCRIPTION   | RESPONSE           |
|----------|---|--------------------|
| 1.1.2    | Technical Data    * 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. | (no file attached) |

**Se la RFP consente più valute come risposta (a sistema), è possibile scegliere quale valuta utilizzare. Se la risposta contiene più valute, contattare Statkraft per concordare il modo migliore per emettere l'offerta.**

**Selezionare la valuta di risposta e fare clic su "Save".**

Currency: Norwegian Kroner    ✕

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

Select a Response Currency

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

Cancel    **Save**

**Fare clic sull'icona della matita (Edit Response).**

← RFP: rfp\_563 - RFP Purchase of XXX ● Running ... Online Questionnaire In Excel [Submit Response](#)

RFP Details Messages (Unread 0)

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

→ i 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. <a href="#">Technical Response</a>  | Missing mandatory responses (1) |  |          |
| 2. <a href="#">Commercial Response</a> | Mandatory fields missing (1)    | <b>Total Price (excluding optional sections)</b> | <b>0</b> |

Currency: Norwegian Kroner [Change Currency](#)

1. TECHNICAL RESPONSE (QUESTIONS: 1) ✎

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

Si ricorda che la prima sezione della pagina è il riepilogo delle risposte (My Response Summary). Questa sezione tiene traccia dello stato di avanzamento della risposta del fornitore per ciascuna busta in base alle domande obbligatorie a cui è stata data risposta. In questa sezione è anche possibile fare clic sul nome di una busta per aprirla in modalità di modifica e poterla completare.

Rispondere opportunamente alle domande. In questo esempio risponderemo a una domanda con allegato. Fare clic su "Attach File".

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

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

| QUESTION             | DESCRIPTION  | RESPONSE  |
|----------------------|--|---|
| 1.1.2 Technical Data | * 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. | <span style="border: 1px solid red; padding: 5px;">+ Attach File</span> |

Nella nuova finestra è possibile trascinare e rilasciare il file oppure fare clic su "Select File" e cercarlo sul PC. Una volta selezionato il file, fare clic su "Confirm".



- i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.
- i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

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

Il file viene ora caricato come risposta alla domanda. Una volta fornite le risposte a tutte le domande di questa busta tecnica, è possibile fare clic su "Save and Return" (in questo modo si ritorna alla pagina di riepilogo).

RFP: rfp\_563 - RFP Purchase of XXX ● Running

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

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

|       | NOTE           | NOTE DETAILS  |                               |
|-------|----------------|---|-------------------------------|
| 1.1.1 | Note           | Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.   |                               |
|       | QUESTION       | DESCRIPTION   | RESPONSE                      |
| 1.1.2 | Technical Data | * 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. | Attachment example.pdf (7 KB) |

Fare clic su "OK" nella finestra popup.

statkraft-prep.app.jaggaer.com says

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

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

IMPORTANT:

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




In Response Summary, sono disponibili tutte le domande della busta tecnica cui è stata data risposta. Ora è necessario rispondere alla busta commerciale.

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 |

Scorrere verso il basso e fare clic sull'icona della matita (Edit Response) sulla busta commerciale.

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

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

|       | QUESTION  | DESCRIPTION  | RESPONSE           |
|-------|---|--|--------------------|
| 2.1.1 | Commercial deviations and reservations (all Appendices except from Appendix A, E and F) | Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents.<br><br>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) |

Rispondere opportunamente alle domande. Per visualizzare il prezzo totale aggiornato (evidenziato in giallo), fare clic su Validate Response dopo aver risposto a tutte le domande (questo è un passaggio facoltativo). Infine fare clic su "Save and Return".

RFP: rfp\_563 - RFP Purchase of XXX ● Running

Save And Continue Cancel **Save And Return**

Refresh **Validate Response**

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

CURRENCY: NORWEGIAN KRONER

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

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

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

2.2 COMPENSATION - PRICE SECTION

|       | CODE               | DESCRIPTION                   | UNIT OF MEASUREMENT | QUANTITY | UNIT PRICE                                       | PRICE |
|-------|--------------------|-------------------------------|---------------------|----------|--|-------|
| 2.2.1 | Total Tender Price | * Total Tender Price (ex-VAT) | Each                | 1        | 1000   | 0     |
|       |                    |                               |                     |          | <b>Section Sub Total</b>                         | 0     |
|       |                    |                               |                     |          | <b>Total Price (excluding optional sections)</b> | 0     |

Fare clic su "OK" nella finestra popup.

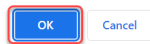
statkraft-prep.app.jaggaer.com says

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

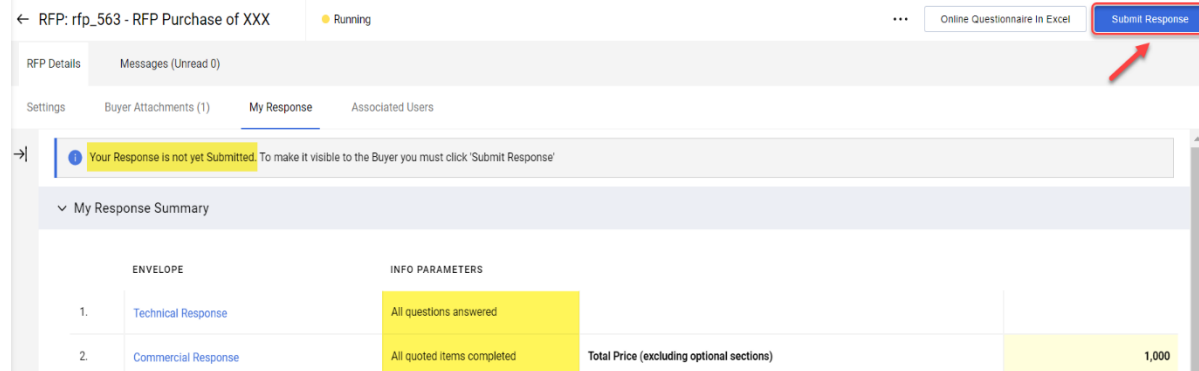
Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:

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

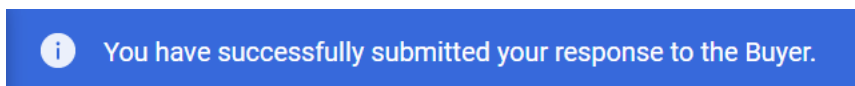


Ora che tutte le domande hanno ricevuto risposta, è possibile fare clic su "Submit Response". Fare clic su "OK" nella finestra popup.



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

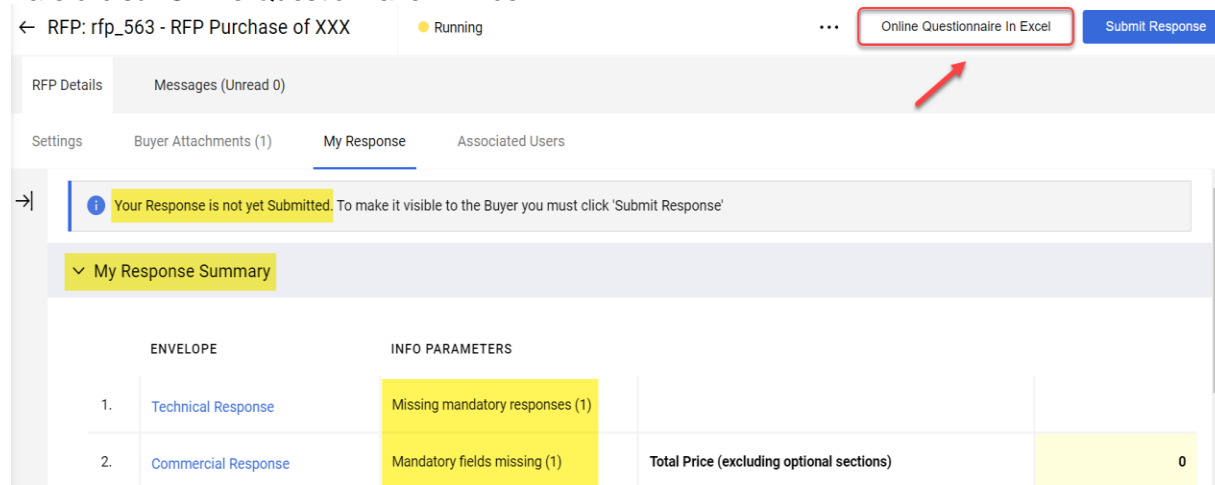
Risultato atteso: la risposta è stata inviata con successo. È possibile modificare la risposta mentre la RFP è in esecuzione.



## 4.1 Come rispondere a una richiesta utilizzando Excel (esportazione e importazione)

**Importante** - Prima di iniziare a rispondere alle domande della busta, è necessario raggiungere la fase in cui si fa clic su "**Intend to respond**" (pagina 17) nelle schermate precedenti. Ecco perché i passaggi seguenti iniziano dal punto **successivo**. Questa procedura non funziona per le domande con allegati. Vedere le schermate precedenti per sapere come caricare i file come risposte.

Fare clic su "Online Questionnaire in Excel".



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

Fare clic su "Download Online Questionnaire in Excel".

Upload Help To Create & Import Your Response In Excel

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

\*\*\* IMPORTANT \*\*\*

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

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

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

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

File Download Online Questionnaire in Excel

Browse Select File

Import Items

Verrà scaricato un foglio di calcolo. Il foglio di calcolo mostrerà quali sono i campi modificabili. Come anticipato, alle domande con allegato non è possibile dare risposta attraverso il foglio di calcolo.

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE COLOUR LEGEND

RFP Response Questionnaire for: rfp\_563

| Response Optional | Response Mandatory | Ignored During Import | Questionnaire Information |
|-------------------|--------------------|-----------------------|---------------------------|
|                   |                    |                       |                           |

Currency: Norwegian Kroner

**1 Technical Envelope**

**1.1 Technical solutions and deviations**

| Question | Description   | Response Type | Response Guide                                    | Response               |
|----------|---|---------------|---|------------------------|
| 1.1.1    | Note: Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery  |               |   |                        |
| 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. | Attachment    | The applicable attachment must be uploaded online | Attachment example.pdf |

**2 Commercial Envelope**

**2.1 Deviations and Reservations**

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

**2.2 Compensation**

| Code              | Description                 | Unit of Measurement | Quantity | Unit Price | Price |
|-------------------|-----------------------------|---------------------|----------|------------|-------|
| 2.2.1             | Total Tender Price (ex-VAT) | Each                | 1        | 1000       | 1000  |
| Section Sub-Total |                             |                     |          |            | 1000  |

RESPONSE

Salvare il foglio di calcolo sul PC e fare clic su "Browse". Dopo aver selezionato il foglio di calcolo con le risposte, fare clic su "Import Items".

Upload Help To Create & Import Your Response In Excel

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

\*\*\* IMPORTANT \*\*\*

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

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

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

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

File Download Online Questionnaire in Excel

**1** Browse answerTo\_rfp\_563.xlsx (15,559 KB)

**2** Import Items

La risposta è stata caricata, ma non è ancora stata inviata. Se tutte le domande hanno ricevuto una risposta, fare clic su "Submit Response".

← RFP: rfp\_563 - RFP Purchase of XXX Running Online Questionnaire In Excel Submit Response

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

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

My Response Summary

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

Fare clic su "OK" nella finestra popup.

Risultato atteso: la risposta è stata inviata con successo. È possibile modificare la risposta mentre la RFP è in esecuzione.

i
You have successfully submitted your response to the Buyer.

## 5. Come inviare messaggi

La funzione di messaggistica deve essere utilizzata per acquisire tutte le comunicazioni tra Buyer e Fornitori durante le RFI/RFP. Sono incluse le domande di chiarimento sollevate e le risposte fornite.

Nella barra di navigazione centrale, fare clic su "Messages", quindi su "Create Message".

← RFP: rfp\_563 - RFP Purchase of XXX Running Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0) 1

Create Message 2 Received Messages Sent Messages Draft Messages Forwarded Messages

→ | My Response Summary

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

Definire un oggetto e scrivere il messaggio, quindi fare clic su "Send Message". Si ricorda che è possibile aggiungere degli allegati proprio come si farebbe con un'e-mail.

RFP: rfp\_563 - RFP Purchase of XXX Running Cancel Save As Draft Send Message

→ | Messages

Message

Subject  Message

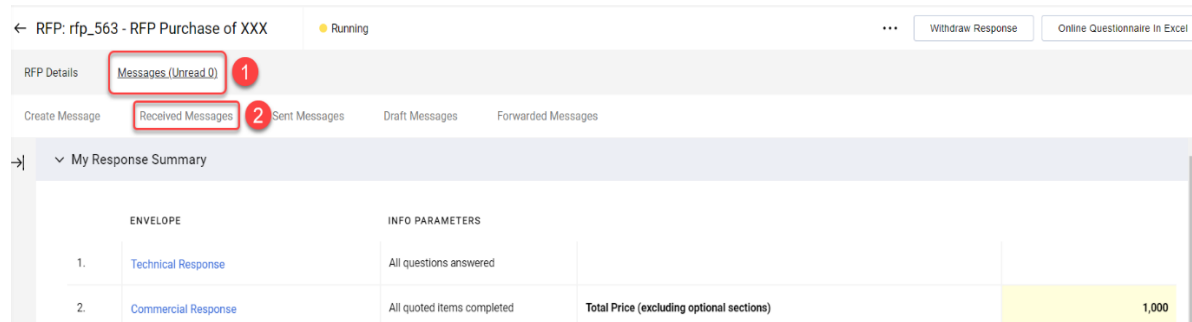
Attachments Attachments

|                | NAME | DESCRIPTION | COMMENTS |
|----------------|------|-------------|----------|
| No Attachments |      |             |          |

Recipients

|   | RECIPIENT |
|---|-----------|
| 1 | Statkraft |

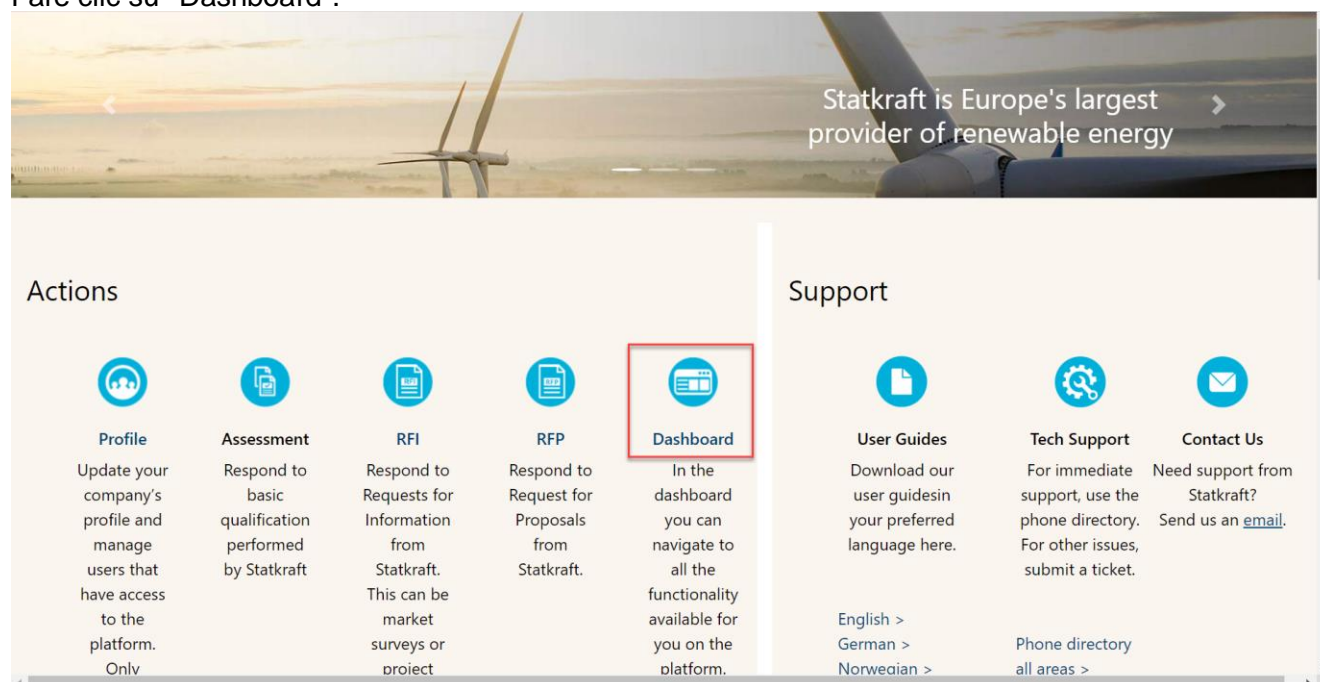
Nella stessa scheda sarà possibile visualizzare i messaggi ricevuti in "Received Messages". I chiarimenti forniti durante il processo di RFP saranno disponibili qui.



## 6. Impostazioni generali dell'account e navigazione

Dopo aver effettuato l'accesso, la pagina sottostante presenterà le scorciatoie per le funzionalità più utilizzate.

Fare clic su "Dashboard".



Sul Dashboard verranno mostrati tutti i processi in corso. Dal menu di sinistra è possibile accedere a:

The screenshot shows the Statkraft Main Dashboard with a sidebar navigation menu on the left. A red box highlights the sidebar menu, and a red arrow points to the 'My Actions List' widget. The dashboard contains several widgets:

- MY ACTIONS LIST:** No Actions to display
- MY EDITABLE ASSESSMENTS:** No Assessments to display
- MY RFPs WITH PENDING RESPONSES:** No RFPs to display
- RECEIVED ACTION COLLABORATIONS:** No Actions to display
- MY RUNNING SURVEYS:** No Scorecards to display
- OPEN AND PENDING AUCTIONS:** No Auctions to display
- MY ACTIONS:** No Action found
- NEW MESSAGES (LAST 30 DAYS):** No Unread Messages
- QUICK LINKS:**
  - STANDARD LINKS: My Auctions, Projects, My RFIs, My RFPs, List of Directories, Organisation Profile, My Categories
  - CUSTOM LINKS
- SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS:**
  - STANDARD LINKS: Editable Assessments, Development Actions
- MY RFIS WITH PENDING RESPONSES:**

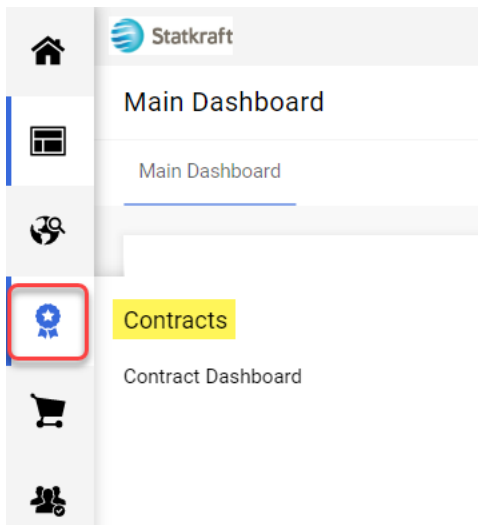
| TITLE           | BUYER ORGANISATION | TIME TO CLOSE | CLOSING DATE     | RESPONSE STATUS                   |
|-----------------|--------------------|---------------|------------------|-----------------------------------|
| RFI project 471 | Statkraft          | 6 Weeks       | 31/12/2022 12:00 | Response To Be Submitted To Buyer |

- **Sourcing** – Visualizza tutti i processi di RFI e RFP in corso/chiusi,

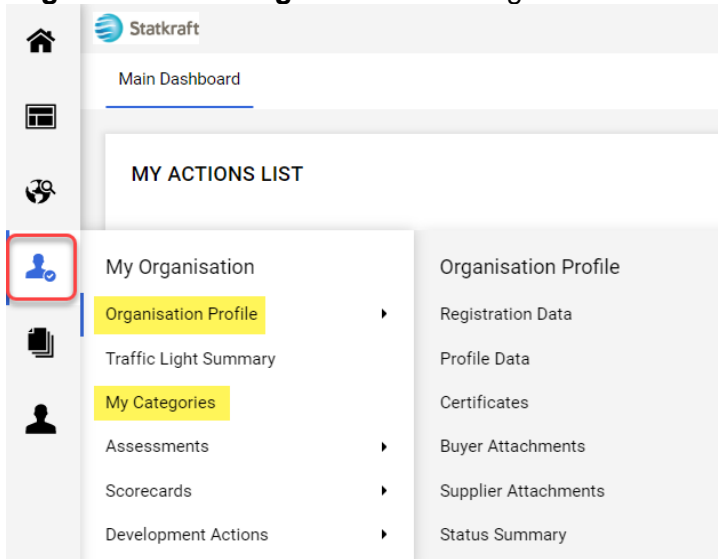
The screenshot shows the Statkraft navigation menu with the 'Sourcing' option highlighted in yellow. The menu items are:

- Home
- Main Dashboard
- Sourcing**
- Projects
- RFIs
- RFPs
- Auctions

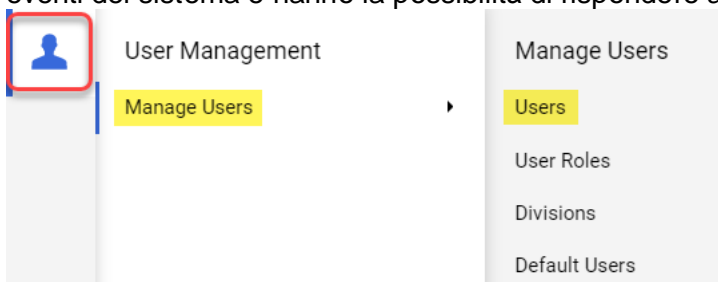
- **Contracts** – Visualizza tutti gli appalti affidati alla propria organizzazione,



- **Organization Settings** – Consente di gestire i dati del profilo dell'organizzazione.



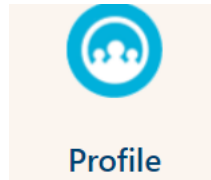
- **User Management** – Consente di aggiungere nuovi utenti e gestire l'accesso degli utenti dall'organizzazione. L'utente con privilegi avanzati è il principale responsabile del profilo del fornitore. Gli utenti con privilegi avanzati vengono avvisati di tutti gli eventi del sistema e hanno la possibilità di rispondere a valutazioni a loro riservate.



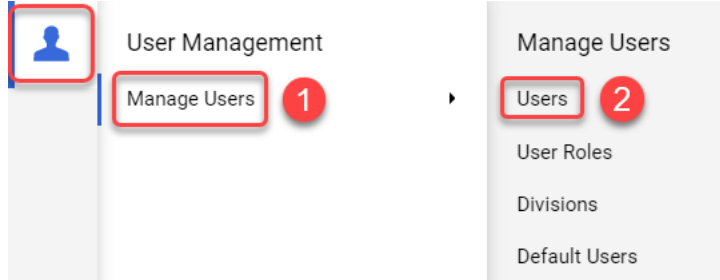
## 7. Come creare nuovi utenti

Nella landing page, fare clic su "Profile".

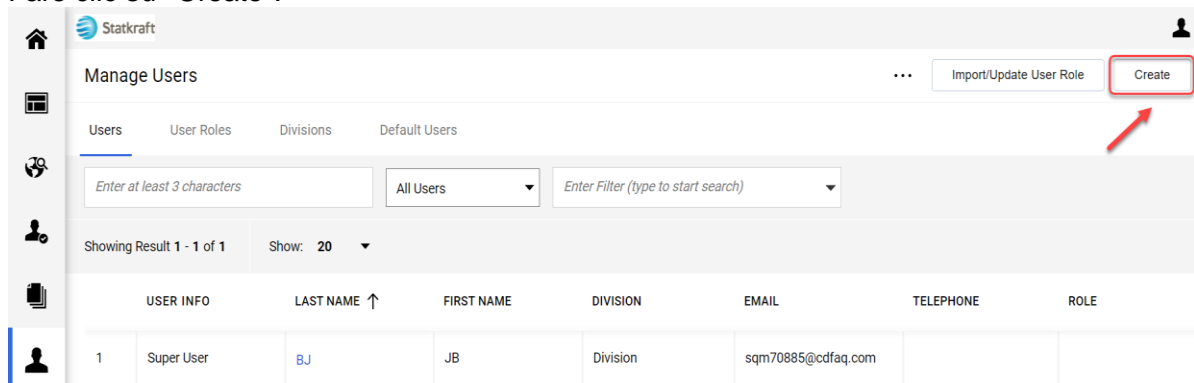




Nel pannello laterale a sinistra, fare clic su "User Management" e poi su "Users".



Fare clic su "Create".



Compilare i campi obbligatori e fare clic su "Save".

## New User

[Cancel](#) [Save](#)

## User Details

\* Last Name

\* First Name

User Tag for Codes

\* Email

\* Telephone Number

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

\* Division

Department

Role

\* Username

\* Preferred Language

\* Time Zone

User External Code

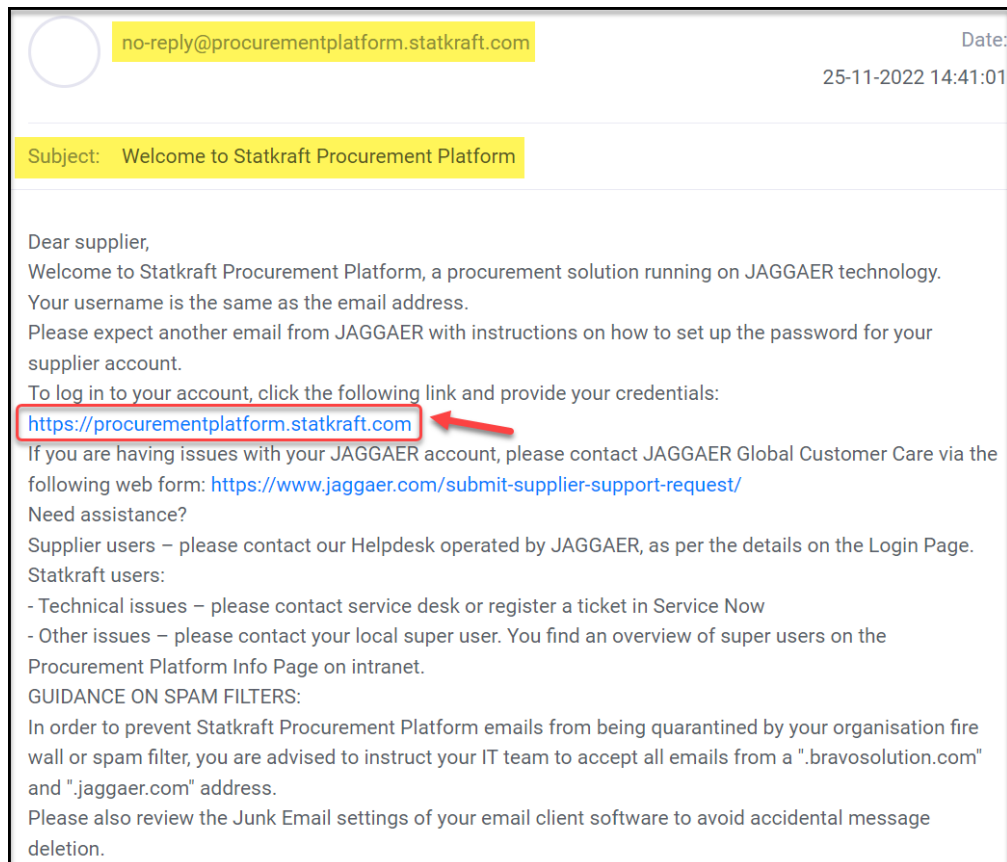
Il nuovo utente è stato creato.

← [New User](#)

[View User Rights](#)

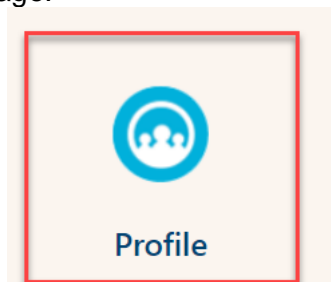
**i Nordmann Ola has been registered as a new User.** The login details have been sent via email to the following email address: dmz16792@xcoxc.com  
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account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

Il nuovo utente riceverà l'e-mail sottostante, che gli consentirà di impostare una password personale. La ricezione dell'e-mail potrebbe richiedere alcuni minuti.



## 8. Come cambiare l'utente con privilegi avanzati

Fare clic su Profile nella landing page.



Scorrere verso il basso e fare clic su *Change Main User*

Statkraft **PREPRODUCTION ENVIRONMENT**

Organisation Name: Ines test

Quick Navigation: Organisation Details, Main User Details

EU VAT Number, Country Dialling Code, Main Organisation Phone Number, Organisation Email Address, Organisation Legal Structure, Web site

Main User Details: User Involvement Report, **Change Main User**

Primary Email Address: souainesrocha99@gmail.com  
 Username: inesrochaa  
 First Name: Ines, Last Name: Rocha  
 Mobile: +4766633333333, Preferred Language: English (UK)  
 Paired with Global ID

Cercare nella barra il nome utente che si desidera modificare e fare clic su di esso.

Statkraft **PREPRODUCTION ENVIRONMENT**

Main User Selection Cancel

Quick Selection by Name  [Select with Search Criteria](#)

Assicurarsi che i dati dell'utente siano corretti e fare clic su Save.

Statkraft **PREPRODUCTION ENVIRONMENT**

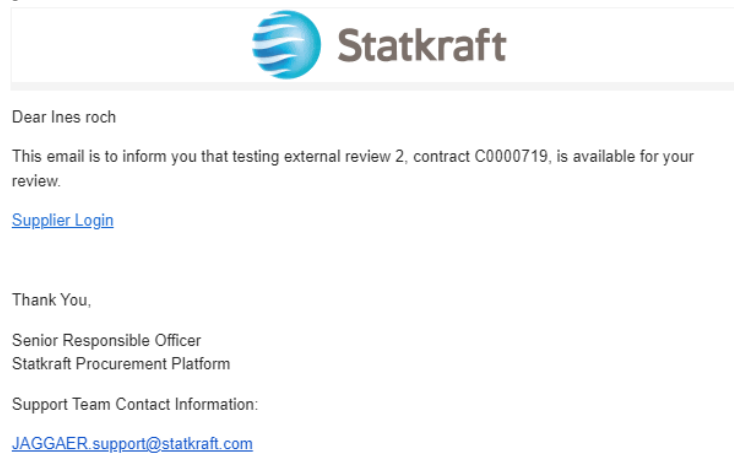
User: Ines Test Cancel **Save**

Quick Navigation: User Details

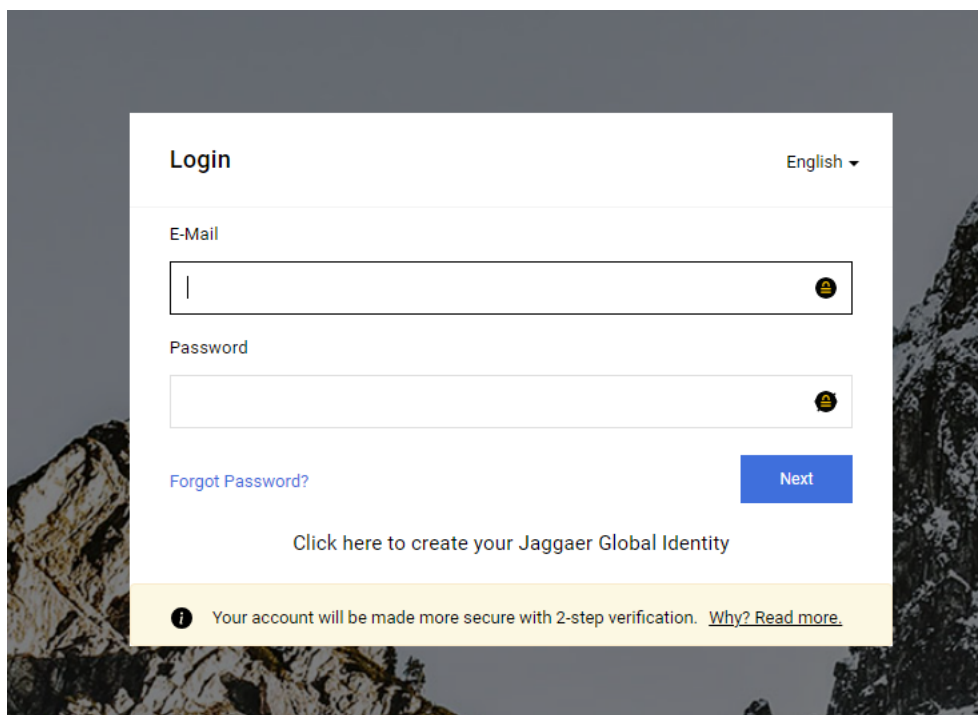
User Details: Primary Email Address (inesrocha814@gmail.com), Username (inestest), Last Name (Test), Preferred Language (English (UK)), Email Address Validation Code, First Name (Ines), Mobile, Time Zone (CEST/CET - Central European Time)

## 9. Come rispondere a una fase di revisione esterna

L'invito a partecipare alla fase di revisione esterna dell'appalto sarà inviato al proprio indirizzo e-mail. Fare clic su *Supplier Login*.

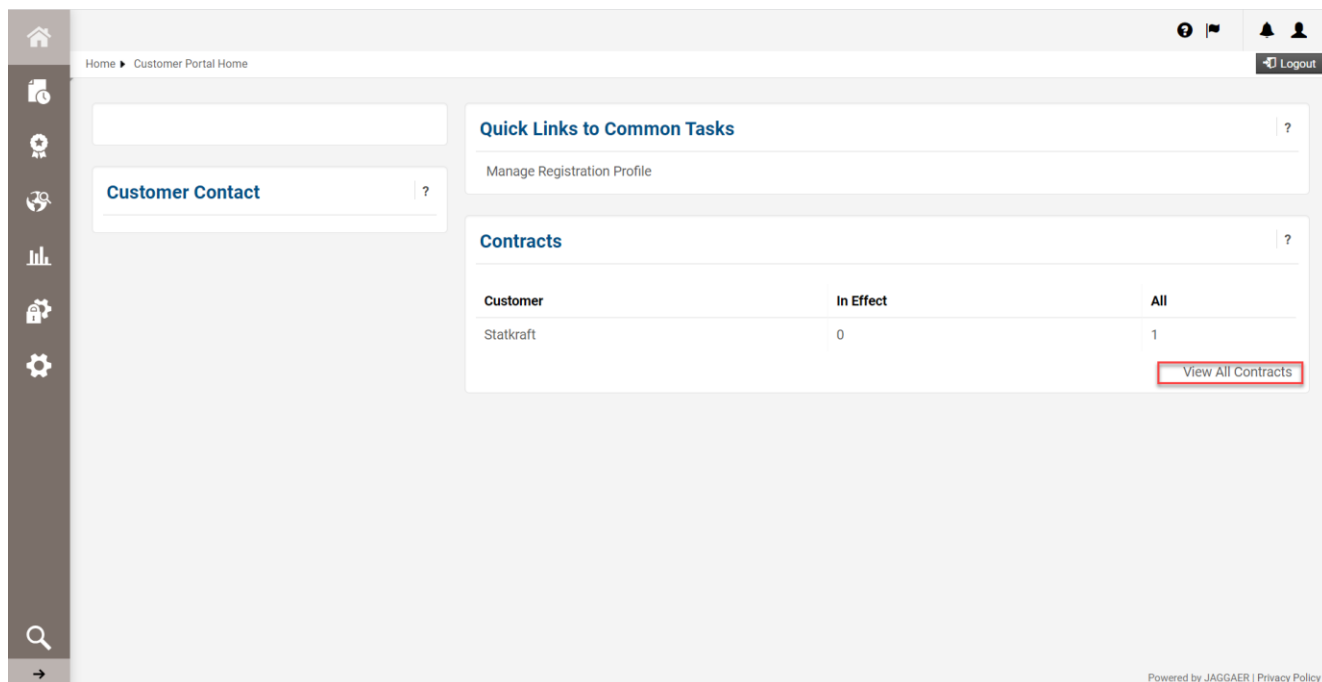


Entrare nella piattaforma con le proprie credenziali (e-mail e password) esattamente come nel passaggio al [link](#) precedente.



The image shows a screenshot of the Statkraft login page. The page has a white background with a dark, rocky mountain landscape in the background. At the top left, it says "Login" and at the top right, "English" with a dropdown arrow. Below this, there are two input fields: "E-Mail" and "Password", each with a small eye icon to the right. Below the "E-Mail" field is a blue link "Forgot Password?". To the right of the "Password" field is a blue button labeled "Next". Below the input fields, there is a link "Click here to create your Jaggaer Global Identity". At the bottom, there is a yellow banner with an information icon and the text: "Your account will be made more secure with 2-step verification. [Why? Read more.](#)"

Dopo aver effettuato il login, si verrà indirizzati a questa pagina. Fare clic sul pulsante evidenziato: *View All Contracts*.



Home ▶ Customer Portal Home

Quick Links to Common Tasks

Manage Registration Profile

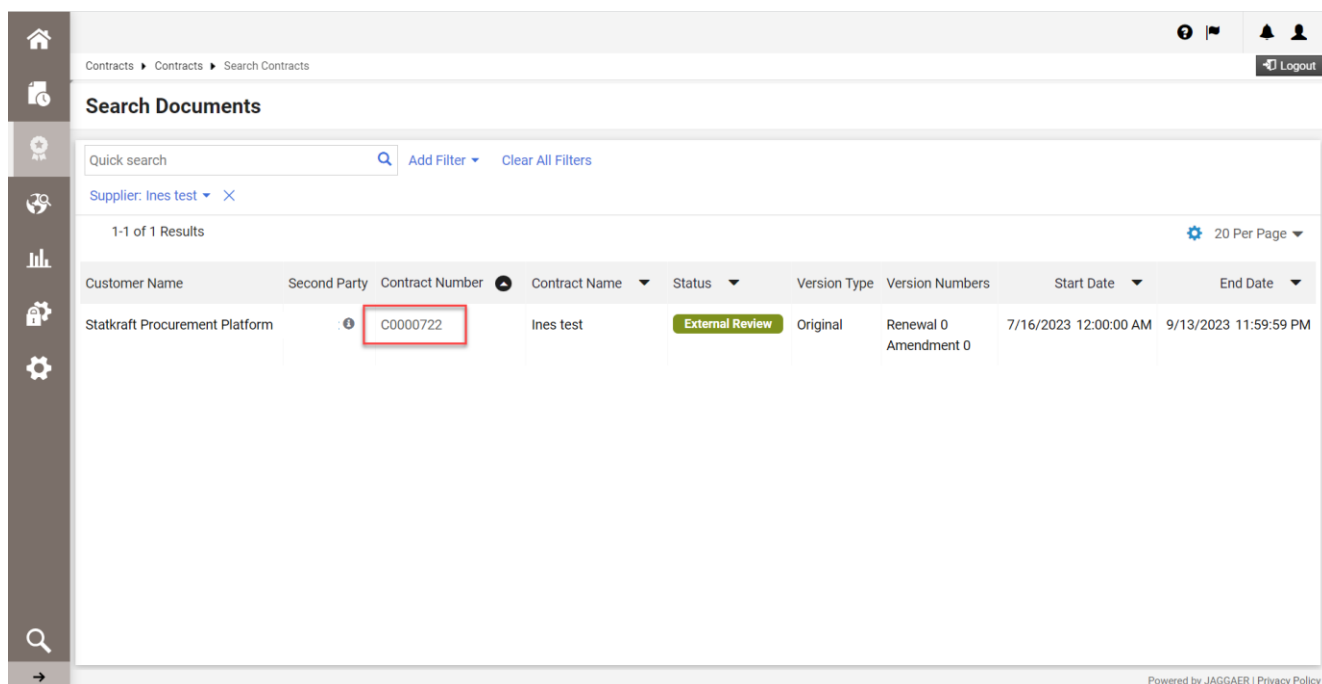
Contracts

| Customer  | In Effect | All |
|-----------|-----------|-----|
| Statkraft | 0         | 1   |

View All Contracts

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Fare clic sul numero di appalto per aprire la fase di revisione esterna.



Contracts ▶ Contracts ▶ Search Contracts

Search Documents

Quick search

Supplier: Ines test

1-1 of 1 Results

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

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Nell'intestazione sono indicati i dettagli fondamentali dell'appalto. Fare clic su *Next*.

Contracts > Contracts > Search Contracts

2 of 2 Results

External Review

**C0000728**  
Test 17.07.23

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

**Header**

Attachments 0  
Communication Centre 1

**Header**

Contract Number \* C0000728  
Contract Name \* Test 17.07.23  
Summary -  
Start Date \* 7/19/2023 12:00 AM CEST  
Update Start Date Upon Execution ⓘ  
End Date \* 9/18/2023 11:59 PM CEST

\* Required

Next >

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Qui verranno caricati tutti gli allegati rilevanti della revisione. Fare clic su *Upload Attachment*.

Contracts > Contracts > Search Contracts

1 of 1 Results

External Review

**C0000722**  
Ines test

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

**Attachments**

Communication Centre 2

**Attachments**

No attachments have been added.

No attachments have been added.

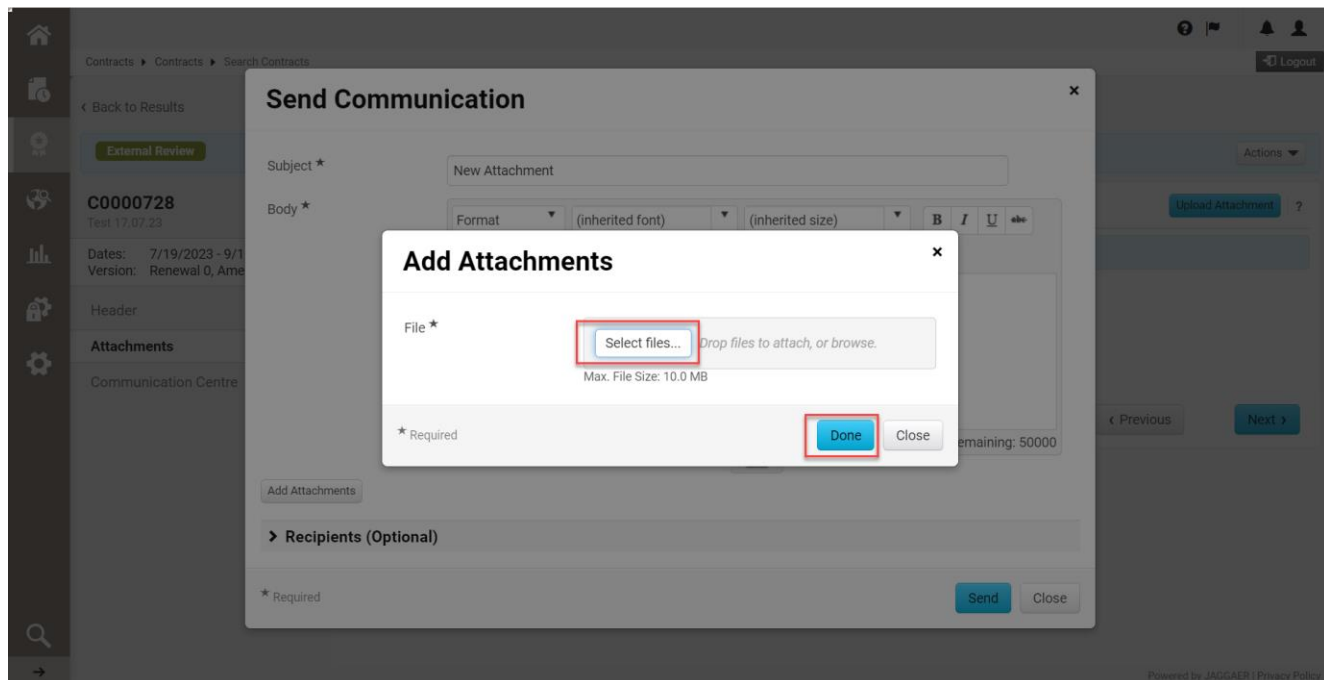
\* Required

Upload Attachment ?

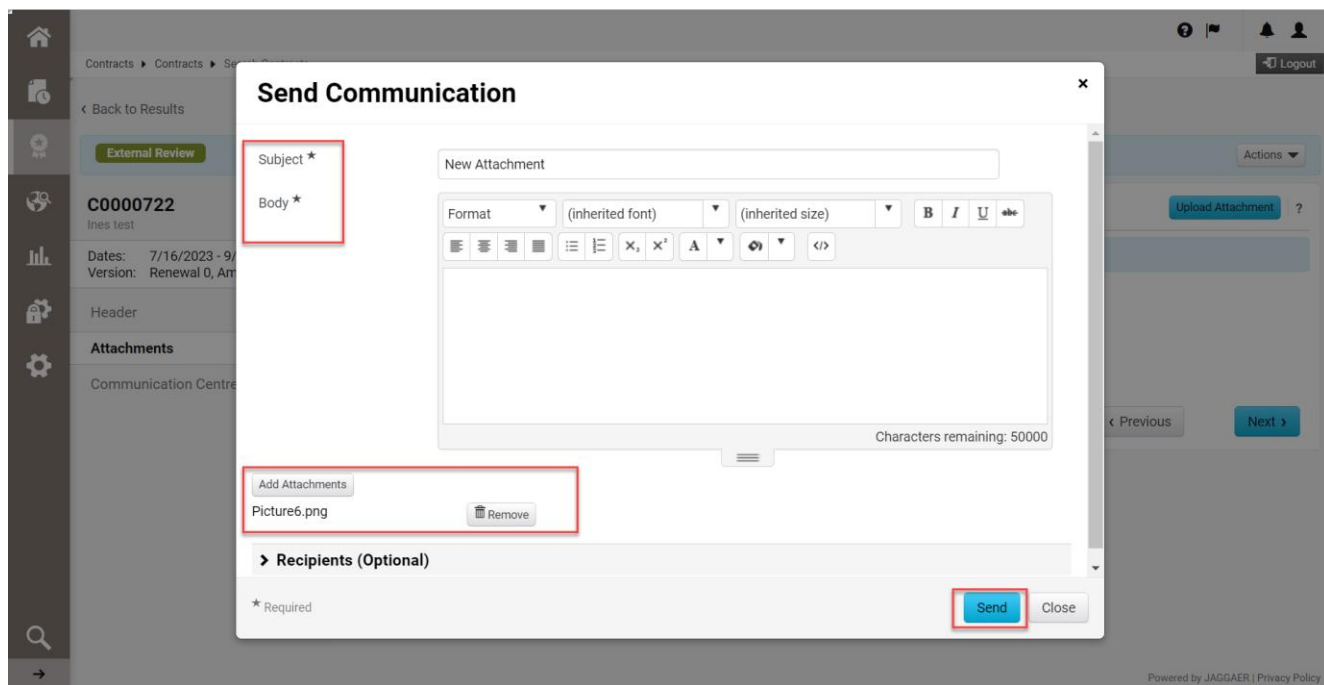
< Previous Next >

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Selezionare i file e fare clic su *Done*.



È possibile modificare l'oggetto e aggiungere commenti nel corpo del messaggio. Verificare gli allegati e fare clic su *Send*.



Nel centro comunicazioni, rispondere all'e-mail originale ricevuta da Statkraft. In questo modo verrà generato un avviso per i responsabili degli appalti. Fare clic sul titolo.



Contracts > Contracts > Search Contracts

External Review

C0000722  
Ines test

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

Header

Attachments 0

Communication Centre 3

Start Communication

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

★ Required

← Previous

https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=168934096896#

Fare clic su *Add to Conversation*.

Contracts > Contracts > Search Contracts

External Review

C0000722  
Ines test

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

Header

Attachments 0

Communication Centre 3

Back to Communication Centre

Add to Conversation

Subject: Ines test contract is available for review

Subscribers: Ines Rocha; Ines Rocha

★ Required

← Previous

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

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È sufficiente scrivere un semplice avviso nel corpo del messaggio e fare clic su *Create*.

Contracts > Contracts > Search Contracts

External Review

C0000728  
Test 17.07.23

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

Header

Attachments

Communication Centre

### Send Communication

Subject \*  
Test 17.07.23 contract is available for review

Body \*

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

Characters remaining: 49986

Add Attachments

\* Required

Create Close

Dear Ines Rocha

\* Required

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Fine.