

Statkrafts Innkjøpsplattform Stegvis Leverandørmanual



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1. Selvregistrering

Før selvregistering - Sjekk alltid med innkjøpspersonell fra Statkraft om ditt selskap allerede er registrert på plattformen. Hvis du har selvregistrert og mistet passordet ditt – ikke selv registrer deg igjen. Kontakt Statkraft for assistanse.

Gå til <u>https://procurementplatform.statkraft.com/web/login.html</u> i din nettleser (anbefalte nettlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på knappen "Sign up" – Vist i rødt på bildet nedenfor. Plattformen vil veilede deg gjennom registreringsprosessen.



Klikk på «I Agree» på Portal User Agreement og klikk «Next».



a. Fullfør Registration form med D&B data

Klikk på «Lookup & Download D&B Direct+ Data».



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

Bruk de tilgjengelige filtrene for å søke etter ditt selskap. Company Name og Country er et minimum. Klikk på «Look Up» for å søke.

Integration with Dun and Bradstreet for: N	New Supplier					
			S	kip Lookup And Start Re	egistration Display	y/Hide Filter
LOOKUP FILTER						
DUNS Number		Company Name Sy Address	Please reco the Compar Once the Co	iver your Company ny Name and the C ompany has been s	information by inse ountry, then clicking selected from the lis	rting at least "Look up". t, click
Town		Postal Code	"Download" registration	and "Update regis onboarding proce	tration form" to proc ss.	eed with the
Country NORWAY		County Celect a province (Start typing the name)				
Phone Number					\mathbf{x}	
					Look Up	Download
RETURNED LIST OF MATCHING SUPPLIERS						
DUNS NUMBER COMPANY NAME RE	EG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1 34 Sy 92	ai 11738	Ulenga R	TROLLINES	14		NORWAY

Velg ditt selskap ved å trykke på raden (raden vil bli uthevet i blått). Klikk deretter på «Download». Klikk «OK» på pop-upen.

Integration with Dun and Bradstreet for	r: New Supplier					
			SI	kip Lookup And Start Re	gistration Display	//Hide Filter
LOOKUP FILTER						
DUNS Number	*	Company Name	Dlease reco	ver your Company	information by inse	rting at least
Reg. Numbers		Address	the Compar Once the Co "Download"	ny Name and the C company has been s and "Update regis	ountry, then clicking selected from the list tration form" to proc	"Look up". t, click seed with the
Town		Postal Code	registration	onboarding proce	SS.	
Country		County				
NORWAY	~	Select a province (Start typing the name)				
Phone Number						
					N 1	
					Look Up	Download
RETURNED LIST OF MATCHING SUPPLIERS	3					
DUNS NUMBER COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1 34 Syn L	92	Lianga a	TRILLANIN	1418		NORWAY



Klikk på «Update Registration Form».

Integration with Dun and Bradstreet for: New Supplier

		Skip Lookup And Start Registration Display/Hide Filter
LOOKUP FILTER		
DUNS Number	* 🔄 Company Name	
	Sy	Please recover your Company information by inserting at least
Reg. Numbers	Address	Once the Company Name and the Country, then clicking Look up . Once the Company has been selected from the list, click "Download" and "Update registration form" to proceed with the
Town	Postal Code	registration onboarding process.
Country		
	Select a province (Start typing the name)	
Phone Number		
		× 1
		Look Up Update Registration Form
SUPPLIER DOSSIER INFORMATION		
DUNS number (if none leave blank) 34	D-U-N-S number 34	

Den tilgjengelige informasjonen i D&B vil bli overført til skjemaet. Fyll inn punktene der det mangler informasjon.

b. Fullfør Registration form uten D&B data

 Fullfør skjemaet med ditt selskaps informasjon. (Obligatoriske felter er markert med stjerne *).

 Registration Data
 ...

 Close
 Lookup & Download D&B Direct+ Data

1 Registration Data	2 Onboarding Pages	(3) My Category Selection (4) Registration Confirmation
✓ Organisation Details	<u>Full Legal Nar</u>	ne
* Organisation Name Supplier X		* Country NORWAY
State/County		* City
	-	Oslo
* Address		* Postal Code
Kristian IVs gate 55		0162
* Company Registration Number		DUNS number (if none leave blank)
985467543		0
EU VAT Number		Country Dialling Code
Main Organisation Phone Number		Organisation Email Address
Organisation Legal Structure		Web site
	-	

Gå ned på Registration Data skjemaet, fyll inn mailadressen din og klikk «Send Validation Code». Klikk «OK» på pop-upen. En e-post med en midlertidig kode vil bli sendt til mailadressen du oppga.



✓ User Details

 Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ',' (semicolon) to separate multiple addresses. sqm70885@cdfaq.com 	* Email Address Validation Send Validation Code
* 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
- •	- •

Validation E-post:

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 Platfo xagep75350@probdd.com. This email is to confirm that the email address enter able to receive the email.	rm as new user email address: ered belongs to the user and is
If you are the user that has requested this email, please enter the following Vali 'Validation Code' field in the registration page in order to save the email address Validation Code: 135704190184AEC5360D	dation Code into the s to the account.
If you have closed the Registration Data page where this request was generated and request a new Validation Code as the validation code in this email will be n	d, you must reopen the page o longer valid.
NOTE: If you did not request this email address Validation email, please disregative Assistance?	ard this message.
Supplier users – please contact our Helpdesk operated by JAGGAER, as per the Statkraft users:	e details on the Login Page.
- Technical issues – please contact service desk or register a ticket in Service N	Vow
- Other issues – please contact your local super user. You find an overview of s Procurement Platform Info Page on intranet. GUIDANCE ON SPAM FILTERS:	uper users on the
In order to prevent Statkraft Procurement Platform emails from being quarantir wall or spam filter, you are advised to instruct your IT team to accept all emails and ".jaggaer.com" address.	ned by your organisation fire from a ".bravosolution.com"
Please also review the Junk Email settings of your email client software to avoid eletion.	id accidental message

Kopier Validation Koden og lim den inn i feltet «Email Address Validation». Fullfør resten av de obligatoriske feltene. Bruk helst mailadressen din som brukernavn. Trykk på «Save» (øverst til høyre).

Registration Data

••	Close
••	Close

Lookup & Download D&B Direct+ Data

Save

Plattformen vil se etter duplikater av Company Registration Number. Du vil få en feilmelding hvis det allerede er et selskap registrert på plattformen med det samme organisasjonsnummeret. Kontakt Statkraft hvis dette skjer.

Svar på spørsmålene Additional Company Information. Trykk «Save & Continue».



Begin Vendor Registration

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

Velg hvilke kategorier selskapet ditt kan levere tjenester eller materialer for. Det er ingen begrensninger på hvor mange kategorier du kan velge. Klikk «Confirm» når du er ferdig.

Begin Vendor Registration				Cancel	Confirm
Registration Data	Onboarding Pages	3 My Category Selection	(4) Registration Confirmation	n	1
Enter filter (type to start search)					
Search or Navigate the Tree			C	ollapse All	Expand All
Selected Items: 2					
 Categories ♦ 10000000 - Civils ♦ 20000000 - Hydro ♦ 21000000 - Wind ♦ 22000000 - Solar Equipment ♦ 23000000 - Thermal ♦ 24000000 - Electrical infrastructure ♦ 30000000 - Professional Services ♦ 40001000 - IT ♦ 40001000 - Software ♦ 40001000 - Software ♦ 40001000 - Software ♦ 40001000 - Middleware, OS & Tools ♦ 40001003 - Wirkplace Applications 					

Noen av kategoriene har tilleggsspørsmål. Svar på spørsmålene og klikk «Save & Continue».

	✓ Registration	n Data	Onboarding Pages	3 My Category Selection	(4) Registration Confirmation	1		
 ✓ Quick Navigation 40001000 - 40001003 ar 	← nd	∨ 400010 ⊕ Cate	00 - 40001003 And 40003000 - 4 egory linked	0003003				
✓ 40001000 - 40001003 AND 40003000 - 40003003								
		L	ABEL	DESCRIPTION	RESPONSE	EDITABLE BY		
		1 (Data Storage Location	* Where do you produce (process and store data) your IT services relevant for Statkraft?	EU/EEA USA Other	Supplier		

Save & Continue

Cancel



Du har nå fullført registreringen. Klikk på «Close Window».

Reg	istration Confirmation				Close Window
	✓ Registration Data	✓ Onboarding Pages	✓ My Category Selection	4	Registration Confirmation
Q	The Registration Process is com Log in with your Username and P	plete. Your account has been activate assword to access the platform.	d and an email sent to confirm this.		

Innen få minutter vil du motta følgende e-poster:

Kontakt Statkraft hvis du ikke mottar e-postene innen 30 minutter. Profilen din har blitt opprettet, men det er mulig at e-postene har blitt blokkert.

Aktiveringsbekreftelse og brukernavn:

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

Passord: Klikk på «Change Supplier Account Password»

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



Et nytt vindu vil vises. Klikk på «Click Here to Perform the following action(s)	o Proceed». English √
Perform the following action(s): Update Passwo » Click here to proceed	ord
Sett ditt eget passord og klikk på «Submit». Change password	English 🗸
xagep75350@probdd.com	
New Password	
	Ø
Confirm password	
	Ø
s	ubmit
Minimum of 8 characters	
Minimum of 1 of the following character: !@#\$%	&*()_+-=[]?
Minimum of 1 number	
Email must be different from Password	

Gå til: https://procurementplatform.statkraft.com/web/login.html

Klikk på «Supplier Access», skriv inn ditt brukernavn (epost), passord og klikk «Next».



Følgende steg utføres kun en gang og er mest relevant for leverandører som er registrert av Statkraft. Klikk på «Review Classifications».



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

My Categori	es	··· [Confirm Categories Add Category
Enter Filter (t	ype to start search) 🗸		/
Showing Resul	t 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

Du er nå inne i plattformen. Benytt menyen til venstre for å navigere. Vennligst se andre deler av denne manualen for videre veiledning.



2. Hvordan logge inn

Gå til https://procurementplatform.statkraft.com/web/login.html i din nettleser (anbefalte nettlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på «Supplier Access» og logg inn med dine brukerdetaljer.



Du vil blir spurt om en OTCode. Dette er en del av vår 2-trinns verifisering. Kopier og lim inn koden du mottar på e-post.

Verification code for supplier authentication Σ [nbox x]		¢	Ø
PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> to me ▼</noreply@jaggaer.com>	☆	Ś	:
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 https://www.jaggaer.com/ .	noice foi	r your	
	Verification code for supplier authentication ▷ Inbox × PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> to me ▼ 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. JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of cl customer(s). To learn more, visit https://www.jaggaet.com/.</noreply@jaggaer.com>	Verification code for supplier authentication > Inbox × PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> to me * ★ Dear > Your verification code is: y4n27X and is valid for 10 minutes. Please note this verification code is not the same as your password and should be used to access your supplier account requested by JAGGAER. JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for customer(s). To learn more, visit https://www.jaggaer.com/.</noreply@jaggaer.com>	Verification code for supplier authentication ▷ Inbox × Impox × PRE - JAGGAER Supplier Accounts <noreply@jaggaer.com> Impox × to me * Impox × Dear Your verification code is: y4n27X and is valid for 10 minutes. Please note this verification code is not the same as your password and should be used to access your supplier account only we requested by JAGGAER. JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit https://www.jaggaer.com/.</noreply@jaggaer.com>

Det neste steget gjennomføres kun en gang og er mer relevant for leverandører registrert av en innkjøper hos Statkraft.

Trykk på «Review Classification».



Classification Update Request Reminder	Will Do It Later Review Classification
Classification Update Required	/
1 The Buyer Organisation has requested that you complete or update your current Category Classification.	
To complete this important activity click 'Review Classification' to add Categories that describe your business activity and provide all associated data.	
This message will be displayed each time you log in until the Category Classification has been completed or updated.	

Trykk på «Confirm Categories» og «Confirm» på pop-upen.

My Categorie	S	[Confirm Categories Add Category
Enter Filter (typ	re to start search) ▼		/
Showing Result 1	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

Du er nå logget inn. Benytt menyen til venstre for å navigere. Vennligst se andre deler av denne manualen for videre veiledning.

2.1. Registrere bankinformasjon

Statkraft har etablert en løsning som vil eksportere bankinformasjon fra plattformen til vårt ERPsystem. Merk at dette steget ikke er et obligatorisk steg i selvregistreringen. Bankinformasjon kreves kun av de leverandørene som blir tildelt en kontrakt. Dette steget kan kun utføres av leverandørens Superbruker.

Klikk på Profile.



Klikk på Profile Data.



â	Statkraft		1
	Organisation Name: Test - To be	be Deleted	
	Registration Data Profile Data	Certificates Buyer Attachments Supplier Attachments Status Summary Responses History Of Changes	
\$	∽ Quick Navigation	k	Manage Address And Contact
õ	Organisation Details Super User Details	✓ Organisation Details	
E		Organisation Name S Country S Test To be Deleted NORWAY	
1.		State/County ") 	
١		Address "D Postal Code "D Street 4 9999	
1		Company Registration Number 'D DUNS number (if none leave blank) 'D	
		EU VAT Number "C Country Dialling Code "C	

Klikk på Bank Information.

â	Statkraft											Ŧ
	Organisation Profil	e										
	Registration Data	Profile Data	Certificates	Buyer Attachm	ients	Supplier Attachments	Status Summary	Responses	History	Of Changes		
\$												Show Completion
õ	Enter Filter (type to start	search)	•									
Έ	Showing Result 1 - 2 of 2	Show: 20	•									
1.					PHASE		TITLE			COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
۹	1		>		Onboarding	9	Additional Company In	formation		٢		20/10/2022 14:19
Ŧ	2		>		Additional		Bank Information					25/11/2022 09:47

Klikk på blyanten for å redigere. Svar på det første spørsmålet. Etter at det første spørsmålet er besvart vil nye datafelt dukke opp.

Statk	raft						
Organi	isation Pr	ofile			· ···		
← <	Bank	Information					
Bank	details.						
~	BANK DET	ALS MAIN FORM					
	✓ BANK	DETAILS					
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY		
	1	Bank Data Type	Please select the type of bank details your company is using.		Supplier		
itkraft							
nisation	Profile				Cancel Save		
Informatio	on						
nk details.							
→ BANK DE	ETAILS MA	IN FORM					
V BAN	✓ BANK DETAILS						
	QUES	TION	DESCRIPTION	RESPONSE	EDITABLE BY		
1	Bank	Data Tvne	Please select the type of bank details your company is using		Sunnlier		
	Dank	- the	 rease server are type or some actains your company to damp. 		ouppro		
				IBAN Bank Key & Account number Brazil Only			

Klikk på Save når alle relevante felt er fylt ut.

Organis	ation Profile (Statkraft Pro 🗙 🕂										-	
C ∩	https://procurementplatform.statkraft.com/esop	/mdl/page/module/detail/std/2783/page/displa	ay.si?isOnModification=tru	e&_ncp=1679390501	63.1085353-1#fh	A∥ ∈	10	0	3	¢ @	1	
Statkraft												
Organisation P	rofile									Cancel	Save	•
ank Information	n											
Bank details.												
V BANK DET	TAILS MAIN FORM											
	(DET 10 0											
V BANK	LUETAILS											
	QUESTION	DESCRIPTION		RESPOR	ISE				EDI	ITABLE BY		
1	Bank Data Type	Please select the type of bank detail	s your company is using.						Sup	pplier		
				IBAN					•			
				IBAN					•			
				IBAN					•			
 ✓ ♥BANK 	DETAILS - IBAN			IBAN					-			
✓ ♥BANK	DETAILS - IBAN			IBAN					•			
~ Ø bank	DETAILS - IBAN			IBAN					•			
✓ ♥BANK✓ IBAN	DETAILS - IBAN			IBAN					•			
✓ ♥BANK✓ IBAN	DETAILS - IBAN	DESCRIPTION		IBAN					-	EDITABLE B	Ŷ	
 ✓ ØBANK ✓ IBAN 1 	DETAILS - IBAN OUESTION IBAN	DESCRIPTION Please inset your IBAN number		IEAN RESPONSE 24918274841						EDITABLE B Supplier	Ŷ	
 ✓ ØBANK ✓ IBAN 1 	DETAILS - IBAN QUESTION IBAN	DESCRIPTION Please inset your IBAN number		RESPONSE 24918274841 Characters available 1997						EDITABLE B Supplier	Ŷ	
 ✓ ØBANK ✓ IBAN 1 2 	DETAILS - IBAN QUESTION IBAN Quency of the bank account	DESCRIPTION Please insert your IBAN number Please insert the 3 digit ISO code of the bank.	account currency; e g EUR	RESPONSE 24918274841 Characters available 1989 NOK						EDITABLE B Supplier Supplier	Ŷ	
 BANK IBAN 1 2 	DETAILS - IBAN OUESTION IBAN Currency of the bank account	DESCRIPTION Please insert your IBAN number Please insert the 3 digit ISO code of the bank, USD, GER HON, BRL.	account currency; eg: EUR	RESPONSE 24918274841 Directorre available 1987 NOK						EDITABLE B Supplier Supplier	ïY	
 PBANK IBAN 1 2 3 	DETAILS - IBAN OUESTION IBAN Currency of the bank account Bank detaile verification		account currency: e.g. EUR	IEAN RESPONSE 24918274841 Characters available 1987 NDK						EDITABLE B Supplier Supplier Supplier	Ŧ	

3. Hvordan svare på en grunnleggende kvalifikasjonsvurdering

Click on "Dashboard".

		100			Statkraft is provider of	Europe's largest renewable energy	
ons					Support		
0	6	6	0		0	0	0
Profile Lipdate 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 Stationth	RP Respond to Requests for Information from Statikzet. This can be market surveys or project specific qualifications	RFP Respond to Request for Proposals from Stationalt	Dashboard in the dashboard you can navigate to all the functionality available for you on the pixetnem. You will all no have an overview of all running processes.	User Guides Dorumfold sur user guidelis your preferent Inguage here. English - Gerenan > Noregin > Spanish > Spanish >	Tech Support For immediate support, use the phone directory, for other issues, submit a ticker. Phone directory all areas > Link to sloket system >	Contact Us Need support from Statkra Send us an <u>email</u>
	Renew	the Way the W	forld is Power	ed	SOCIAL MEDIA	Foctow US	
	Statkraft is a generator o solar power company in countries.	a leading company in hyd f renewable energy. The gas-fied power and sup energy market operation	ropower internationally Group produces hydrog plies district heating. S a. Statioaft has 5,000 er	y and Europe's largest power, wind power, tationit is a global imployees in 20	f ل¥ in	0 •	

You will see the Assessment under "My editable Assessments" on thew dashboard page. Click on the name of the assessment.



MY EDITABLE ASSESSMENTS

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

Click on "Qualification DUNS info".

		TTPE	line 🖓	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	DATE	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

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

 Statkraft 				\rightarrow
Details Me	ssages (Unread 0)			
Editable Forms	la-			
+ ← < >	Qualification DUNS Info			
~ coi	NFIRMATION ON DUNS NUMBER			
~	CONFIRMATION ON DUNS NUMBER			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	Confirmation on Duns Number	* You receive this question because you have		Sunnlier

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".



V 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.

∨ su	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 	ves No	Supplier



Click on "Save & Exit".



Click on the "Back to Previous Page" arrow.

Editable Form	Editable Forms									
→ ←	< >	Supplier Code Of Conduct								
3										
	✓ SUPPLIER CODE OF CONDUCT									
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY					
	1	Supplier Code of Conduct	* Please confirm that you comply with Statkraft Supplier Code of Conduct. The document is available from this link: https://www.statkraft.com/globalassets/0/.com/shared- documents/supplier-code-of-conduct.pdf	Yes	Supplier					

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

← Sta	tkraft						-		turn Forms To Buyer	
Details	Mes	sages (Unre	ead 0)							
Editabl	Editable Forms									
→ F	orm List									
	Sho	ving Result	1 - 2 of 2							
			TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED	FORMS VIEWED	
	1	>	Page	Qualification DUNS info	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. Hvordan svare på en RFI som leverandør

Gå til <u>https://procurementplatform.statkraft.com/web/login.html</u> i din nettleser (anbefalte nettlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på «Supplier Access» og logg inn med dine brukerdetaljer.

Klikk på symbolet for RFI. Alternativt kan du trykke på Dashboard og se en oversikt over alle pågående RFI'er.



Klikk på den aktuelle RFI tittelen.



Sjekk vedleggende sendt av Statkraft ved å trykke på den gule advarselen på toppen av skjermen.

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

Du kan se hvert dokument individuelt eller trykke på knappen «Mass Download» for a laste ned alle dokumentene.

← RFI	: rfi_364 -	RFI project 471 • Running				
RFI Deta	ails M	essages (Unread 0)				
Settings	Buye	r Attachments (1) My Response As:	sociated Users	N 1		
→ Folders and Files List root > ··· Mass						
	Enter Filter	(type to start search)				
	Showing Res	ult 1 - 1 of 1 Show: 20 🔻				
		FOLDER/FILE NAME	DESCRIPTION	LAST MODIFICATION DATE		
	1	Attachment example.pdf		07/11/2022 16:34:23	¢	

Klikk på «My Response» for å navigere tilbake til spørsmålene publisert av Statkraft.

Klikk på «Intend to Respond».

← RF	FI : rfi_3	364 - RFI proj	ect 471	e Running				Decline To Respond	Intend	To Respond
RFI D	etails	Messages (U	Jnread 0)							2
Settir →	ıgs	Buyer Attachm	ents (1) M	ly Response	Associated Users					
	~ 1. QI ~ 1	JALIFICATION RE	SPONSE (QUESTI	ONS: 1) PPLICANT - QU	JESTION SECTION					
		QUESTION	DESCRIPTION							RESPONSE
	1.1.1	Application letter	* By providing a 1. We confirm th 2. We understand of prequalified co 3. We acknowled other than for the agree to maintain	a response to thi at the informatic d and accept tha ompanies. Ige that the infor e purpose of con n the confidentia	is RFI on contained in the attached r at receipt of the attached appli rmation provided in this RFI is mpletion of the application. If ility.	esponse is a true reflection of the sl ication places no obligations upon t confidential and has not, and will n information is disclosed to other pe	kills and ca the reques ot, be discl rsons, suc	apacity of our company. ter to include our company do the to include our company do the persons or pa h other persons or parties s	on the list Irties hall	

Intend to Respond: Gjør det mulig for Leverandøren å se og besvare forespørselen. **Decline to Respond**: Varsler innkjøper om at Leverandøren ikke ønsker å levere et tilbud.



Trykk på «Blyant-Ikonet» for å starte besvarelsen av spørsmålene.								
← RFI	: rfi_3	366 - Prequalifi	cation Purchase X	Running		··· Online Que	stionnaire In Excel	Submit Response
RFI Def	tails	Messages (Unre	ead 0)					
Setting	S	Buyer Attachments	s (0) My Response	Associated Users				
→	() Y	our Response is not	<mark>yet Submitted.</mark> To make it visib	le to the Buyer you must click 'Subm	it Response'			
	∽ My	Response Summ	hary					
		ENVELOPE		INFO PARAMETERS				
	1.	Qualification	n Response	Missing mandatory re-	sponses (2)			
	Ƴ 1. QI	JALIFICATION RESP	ONSE (QUESTIONS: 3)					
	~ 1	.1 INFORMATION	FROM THE APPLICANT - QU	JESTION SECTION				0
		QUESTION	DESCRIPTION					RESPONSE
	1.1.1	Application letter	* By providing a response tr 1. We confirm that the inform 2. We understand and accep list of prequalified companie 3. We acknowledge that the i other than for the purpose of agree to maintain the confid	o this RFI nation contained in the attached resp t that receipt of the attached applicat s. information provided in this RFI is cor f completion of the application. If info entiality.	onse is a true reflection of th ion places no obligations up fidential and has not, and wi rmation is disclosed to other	e skills and capacity of or on the requester to includ Il not, be disclosed to oth persons, such other pers	ir company. e our company on the er persons or parties ons or parties shall	

Besvar hvert spørsmål. Obligatoriske spørsmål er markert med en « * ».

RFI	: rfi_366	5 - Prequalificat	ion Purchase X	Running		Save And Continue	Cancel	Save And Return
\rightarrow	1 Y	our Response is not	yet Submitted. To make it vis	ble to the Buyer you must click 'Submit Respon	se'		3	Â
							Val	idate Response
	1. QUAL	IFICATION RESPON	ISE (QUESTIONS: 3)					
	1.	1 INFORMATION F	ROM THE APPLICANT - Q	UESTION SECTION				
		QUESTION	DESCRIPTION					RESPONSE
	1.1.1	Application letter	By providing a response We confirm that the in We understand and ar prequalified companies. We acknowledge that than for the purpose of c maintain the confidentia	to this RFI formation contained in the attached response is cept that receipt of the attached application plac the information provided in this RFI is confidenti ompletion of the application. If information is di- ity.	a true reflection of the skills and c ces no obligations upon the reques al and has not, and will not, be disc sclosed to other persons, such oth	apacity of our company. ter to include our company losed to other persons or p er persons or parties shall i	on the list of parties 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

Vær oppmerksom på at spørsmål som skal besvares med et dokument kun kan besvares med en fil eller en zip-fil. Zip-filen kan ikke overskride 200MB. Kontakt Statkraft gjennom meldingsfunksjonen hvis dette ikke er tilstrekkelig.

Opplasting av fil:

Statl	kra	ft		
	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 🔻

Du kan også benytte deg av funksjonen Drag and Drop. Klikk «Confirm» når du har valgt fil.

~	Attachn	nents	2	Select File	Confirm
	i Select ar The plati attachm	n attachment to upload. Please l form allows individual attachme ents to 2MB or less.	keep attachments to a manageable size ir nts up to a maximum size of 50 MB but it	n order to facilitate is recommended	e downloading. that you keep
Attac	File exte	nsions not permitted: .bin, .exe,	.dll, .pif, .bat, .cmd, .com, .htm, .html, .msi,	, .js, .json, .reg	
#	ТҮРЕ	FILE NAME		SIZE	
		Use the button t	o Upload or DRAG and DROP into this	s area	

Filen er nå vedlagt til spørsmålet.

Klikk på «Save and Return» og «OK» på pop-upen. Du vil bli returnert til RF'x sin hovedside. Merk deg at svarene ikke er levert enda.

RFI	: rfi_366	6 - Prequalifica	tion Purchase X	Running	Save And	Continue	Cancel	Save And Return
\rightarrow	1 Y	'our Response is not	t yet Submitted. To make it visi	ble to the Buyer you must click 'Submit Response'				/ 1
								Velidate Decembra
								validate Response
	1. QUAL	IFICATION RESPO	NSE (QUESTIONS: 3)					
	1.	.1 INFORMATION	FROM THE APPLICANT - QI	JESTION SECTION				
		QUESTION	DESCRIPTION			RESPO	ONSE	
	1.1.1	Application letter	* By providing a response to 1. We confirm that the info company.	this RFI rmation contained in the attached response is a true re	flection of the skills and capacity of our	Yes		•

Hvis du har fullført alle spørsmålene (se sammendrag uthevet i gult under) kan du klikke på «Submit Response». Klikk «OK på pop-upen.



÷	← RFI : rfi_366 - Prequalification Purchase X			Running		Online Questionnaire In Excel	Submit Response
RF	RFI Details Messages (Unread 0)					1	
Se	ttings	Buyer Attachments (0)	My Response	Associated Users			
\rightarrow	→ Your Response is not yet Submitted. To make it visible			to the Buyer you must click 'Submit Respor	ise'		, i
	∼ My	Response Summary					
	ENVELOPE		INFO PARAMETERS				
	1. Qualification Response		All questions answered				

Din besvarelse er nå fullført. Du vil se følgende beskjed øverst på skjermen som bekrefter at svarene er sendt til Statkraft.



En oversikt over besvarte RFI'er og RFP'er kan ses på de respektive RF'x-sidene.

5. Hvordan svare på en RFP som leverandør

Gå til <u>https://procurementplatform.statkraft.com/web/login.html</u> i din nettleser (anbefalte nettlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på «Supplier Access» og logg inn med dine brukerdetaljer.



Klikk på ikonet for RFP. Alternativt kan du trykke på Dashboard og se en oversikt over alle pågående RFP'er.



Klikk på den aktuelle RFP tittelen.



My RFPs								
All RFPs	-	▼ Enter Filter (t)	vpe to start search)	•				
Showing R	esult 1 - 1 of 1	Show: 20 🔻						
	CODE	TITLE	1	PROJECT CODE	CLOSING DATE \downarrow	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfp_563	RFP Pu	rchase of XXX	project_477	11/11/2022 17:00	Running	No Response Prepared	Statkraft

Klikk på «I Agree» og deretter «Next».

\leftarrow	Accept Contract	
--------------	-----------------	--

т	ENDER 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 Tenderes.	
	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.	l
	 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	
0	l agree	
С	I do not agree	
	Next	

Viktig: Tender Rules gir veiledning og informasjon om minstekrav for å delta i forespørselen. Reglene kan deaktiveres etter innkjøpers skjønn. Hvis Leverandøren klikker på "I do not agree" vil Leverandør bli diskvalifisert og fjernet fra RFP'en.

Hvis det er noen generelle vedlegg knyttet til forespørselen vil du se en beskjed øverst på skjermen. Du kan enten klikke på beskjeden eller på «Buyer Attachments». Dette vil ta deg til området for vedlegg. Vær oppmerksom på at enkelte spørsmål også kan inneholde vedlegg.

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

Klikk på «Mass Download».

← RFP: rfp_563 - RFP Purchase of XXX		ng	
RFP Details	Messages (Unread 0)		
Settings Buyer Attachments (1) My Respons		ssociated Users	
→ Fold	ers and Files List root >		··· Mass Download
Ent	er Filter (type to start search) 🗸		
Show	ing Result 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

Merk alle filene. Filene vil bli lastet ned som en zip-fil.

Adobe PDF File

RFP: rfp_563 - RFP Purchase of XXX		chase of XXX	 Running 		2	
\rightarrow	Mass Download Li	Mass Download List Cano				
	Showing Result 1 - 1 of	f 1				
		1 🗹	FOLDER/FILE NAME	SIZE		
	1	\checkmark	Dbject _ rfp_563 - RFP Purchase of XXX/ Instruction to tenderer.docx	226 KB		
	Total Files Selected: 1					

Klikk «OK» på pop-upen.

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.



Etter at du har lastet ned dokumentene, klikk på «Cancel» for å navigere tilbake. RFP: rfp_563 - RFP Purchase of XXX

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

Klikk på «My Response» for å få tilgang til RFP- spørsmålene.

Viktig: Under Settings (markert i gult) på oppgavelinjen kan du se flere detaljer om RFx'en. ← RFP: rfp_563 - RFP Purchase of XXX • Running ····

RFP Det	ails	Messages (Unrea	ad 0)	-					
Settings	B	Buyer Attachments ((1) My Respon	se Associated	Users				
\rightarrow	→ Folders and Files List root > ····							Mass Down	nload
Enter Filter (type to start search)									
	Showing F	Result 1 - 1 of 1	Show: 20 🔻						
		FOLDER/FILE N	аме 个		DESCRIPTION		LAST MODIFICATION DATE		
	1	Instruction	n to tenderer.docx				11/11/2022 14:03:27		¢

Klikk på «Intend to Respond» for å bekrefte din deltakelse i forespørselen.

\leftarrow RFP: rfp_	563 - RFP Pu	Irchase of XXX	Running			Decline To Respond	Intend To Respond
RFP Details	Messages (U	Unread 0)					1
Settings	Buyer Attachme	ents (1) My Resp	Associated Users				
→							
Curre	ncy: Norwegia	in Kroner					
✓ 1. TE	CHNICAL RESPO	NSE (QUESTIONS: 1)					
× 1	.1 TECHNICAL	SOLUTIONS AND DEVI	ATIONS - OUESTION SECTION				
	NOTE	NOTE DETAILS					
1.1.1	Note	Tenderer shall present	information/documentation that is	relevant for the technical evaluation of the deliv	very.		
	QUESTION	DESCRIPTION					RESPONSE
1.1.2	Technical Data	 Technical data and The applicable attachr zip-file. 	other information as per Appendix	X «Technical Data sheets". use to this question. If multiple documents, they	must be zi	pped and uploaded as a	(no file attached)

Hvis RFP'en tillater besvarelse i flere valutaer kan du selv velge hvilken valuta du ønsker. Vennligst kontakt Statkraft hvis din besvarelse inneholder flere valuta slik at dere kan komme til enighet om hvordan besvarelsen kan leveres på best mulig måte.

Velg din ønskede valuta og klikk «Save»	
Currency: Norwegian Kroner	\times
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	

Statkraft

Klikk på «Blyant-Ikonet» tilhørende Technical Response for å begynne besvarelsen.

← RFP: rfp	p_563 - RFP Purchase o	f XXX • Running	··· Online Questionna	ire In Excel Submit Respons
RFP Details	Messages (Unread 0)			
Settings	Buyer Attachments (1)	My Response Associated Users		
→ 0	Your Response is not yet Subm	<mark>itted.</mark> To make it visible to the Buyer you must click 'Su	ubmit Response'	
~ M	ly Response Summary			
	ENVELOPE			
	- Technical Response	Missing mandatory responses (1)	T to 1 T (a) (a) (a) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b	
2	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	U
Cur	rrency: Norwegian Kroner			Change Currency
				×
× 1.1	TECHNICAL RESPONSE (QUEST	IONS: 1)		2
~	1.1 TECHNICAL SOLUTIONS	AND DEVIATIONS - OUESTION SECTION		

Legg merke til at den første delen av besvarelsen er My Response Summary. Denne delen inneholder en oversikt over fremgangen i besvarelsen av de obligatoriske spørsmålene. I denne delen kan du også navigere til de forskjellige delene av forespørselen for å besvare spørsmålene.

Besvar spørsmålene. Eksemplet under viser hvordan du svarer på et spørsmål som krevet vedlegg.

KIIK	кра «Ап	ach File».						
1. TECH	TECHNICAL RESPONSE (QUESTIONS: 1)							
1.	1 TECHNICAL S	DLUTIONS AND DEVIATIONS - QUESTION SECTION						
	NOTE	NOTE DETAILS						
1.1.1	Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.						
	QUESTION	DESCRIPTION	RESPONSE					
1.1.2	Technical Data	 * Technical data and other information as per Appendix X «Technical Data sheets". The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file. 	+ Attach File					

I det nye vinduet kan du enten benytte deg at funksjonen Drag and Drop eller klikke på «Select File» og hente filen fra din datamaskin. Klikk «Confirm» når du har valgt rett fil.



\leftarrow	Attachment	ΣS	1 Select File Confirm 2
	Select an atta The platform attachments	ichment to upload. Please keep attachments to a manage allows individual attachments up to a maximum size of 5 to 2MB or less.	eable size in order to facilitate downloading. 0 MB but it is recommended that you keep
	File extensior	ıs not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm,	.html, .msi, .js, .json, .reg
Attach	ments		
#	ТҮРЕ	FILE NAME	SIZE

Filen er nå vedlagt spørsmålet. Når du har fullført alle spørsmålene i den tekniske konvolutten (Technical Envelope) kan du klikke på «Save and Return». Du vil da returnere til sammendragssiden.

RFP: rfp_563 - RFP Purchase of XXX		hase of XXX	 Running 	Save And C	ontinue	Cancel	Save An	d Return	
→	1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'							1	
									ponse
	1. TECHNICAL RESPONSE (QUESTIONS: 1)								
	1	1 TECHNICAL	SOLUTIONS AND DEVIA	TIONS - QUESTION SECTION					
		NOTE	NOTE DETAILS						
	1.1.1	Note	Tenderer shall present i	nformation/documentation that is relevant for the technical evaluation of the del	ivery.				
		QUESTION	DESCRIPTION			RESPON	SE		
	1.1.2	Technical Data	 Technical data and of The applicable attach and uploaded as a zig 	ther information as per Appendix X «Technical Data sheets". Iment must be uploaded as a response to this question. If multiple documents, th »file.	hey must be zipped	Attach examp	iment ble.pdf	(7 KB)	৸ৢ

Klikk «OK» på pop-upen.

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.



Legg merke til at oversikten i Response Summary viser at alle spørsmålene i den tekniske konvolutten er besvart.

Du kan nå gå videre til den kommersielle konvolutten (Commercial Envelope).

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

Klikk på «Blyant-Ikonet» tilhørende Commersial Response for å begynne besvarelsen.

 ✓ 2. C0 	2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 2)								
× 2	.1 DEVIATIONS AND	RESERVATIONS - QUESTION SECTION							
	QUESTION	DESCRIPTION	RESPONSE						
2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents. The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip- file.	(no file attached)						

Besvar spørsmålene. Klikk på «Validate Response» for å se den oppdaterte totalprisen (markert i gult) etter at alle spørsmålene er besvart (Dette er et valgfritt steg. Du oppnår samme effekt ved å klikke på Save and Return). Save And Continue Cancel Save And Return

RFP: rfp_563 - RFP Purchase of XXX • Running

→							4
					Refresh	Validate Resp	onse
					TOTAL PRICE (EXCLUDING OPTIONAL SECTI	ions) 3	0
C	URRENCY	NORWEGIAN KRONER					
	2. COM	VERCIAL RESPONSE (TEMS: 2, QU	JESTIONS: 2)				
	2.	1 DEVIATIONS AND RESERVATIO	NS - QUESTION SECTION				
		QUESTION	DESCRIPTION		RESPONSE		
	2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	Tenderer shall clearly indicate, and explain, any deviation or reservation Tender Documents. Any and all deviations or reservations shall be state to the relevant clause of the invitation to Tender Documents. The applicable attachment must be uploaded as a response to this quer uploaded as a zjo-file.	from the requirements or instruction in the invitation to of in the Tender. Each deviation must have a reference stion. If multiple documents, they must be zipped and	+ Attach File		
	2.	2 COMPENSATION - PRICE SECT	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 Total	0
					Total Price (excluding optional sections	5)	0

Klikk «OK» på pop-upen.

statkraft-prep.app.jaggaer.com says The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

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

IMPORTANT:

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





Alle spørsmålene er nå besvart. Klikk på «Submit Response» for å levere besvarelsen. Klikk «OK» på pop-upen.

← RFP: rfp_563 - RFP Purchase of XXX ■ Running			Running	··· Online Qu	estionnaire In Excel Submit Response			
RFP Det	tails I	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 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			

Du vil se en beskjed som forteller deg at besvarelsen er levert. Du kan redigere svarene dine så lenge RFPen er åpen.



5.1. Hvordan svare på en RPx ved hjelp av Excel (export og import)

Viktig – Du må ha nådd steget der du trykker på "Intend to respond" (Side 17) på bildene ovenfor før du starter å svare på spørsmålene på konvolutten. Dette er grunnen til at stegende nedenfor starter på steget etter. Denne måten å besvare spørsmål på fungerer ikke for spørsmål som krever svar i form av en fil. Se bildene over for veiledning på hvordan spørsmål besvarer med filer.

Klikk på «Online Questionnaire in Excel».

\leftarrow RFP: rfp_563 - RFP Purchase of XXX			Running			· (Online Questionnaire In Ex	cel	Submit Response	
RFP Det	ails	Messages (Unread 0)						1		
Settings	;	Buyer Attachments (1)	My Respons	e Associated Users						
→ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'										
~	∕ My Re	esponse Summary								
		ENVELOPE	I	NFO PARAMETERS						
	1.	Technical Response	Ν	Aissing mandatory responses (1)						
	2.	Commercial Response	Ν	Nandatory fields missing (1)		Total Price (excluding optional	secti	ons)		0

Klikk på «Download Online Questionnaire in Excel»

Stat	kr	aft			
	RFF	P: rfp_5	63 - RFP Purchase of XXX	Running	
	\rightarrow	~	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 F IF THE BUYER HAS ASKED YOU UPLOAD AT ADDITIONAL FILES CANNOT BE EMBEDDED IN THE EVENT THAT THE BUYER HAS NOT F	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 spre 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 PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE	udsheet which will populate the online questions
		File	rowse Select File	Download Online Questionnaire in Excel	

Et regneark vil bli lastet ned. Regnearket vil indikere hvilke felt som er redigerbare. Som tidligere nevnt, er det ikke mulig å besvare spørsmål som krever filer på denne måten.

Import Items

D	E	F	G	н		1	
NOTE: I	PLEASE DO NOT A	ADD OR REMOVE ANY WORKSHEETS, CEL	LLS, ROWS OR COLI	UMNS FROM THE EXCEL	RESPONSE SPREADSHEET,	OR EDIT ANY F	ORMULAE
RFP Re	esponse Questionna	aire for: rfp_563					
COLOU	IR LEGEND						
	F	Response Optional					
	R	esponse Mandatory					
	igi	nored During Import					
	Que	stionnaire Information]				
Curren	icy:Norwegian Kro	oner					
	Technical Four						
	rechnical Enve	поре					_
1.1	Technical solut	tions and deviations					
	Note	Hale Details					
111	Note	Tenderer shall research information/docum	antation that is releva	ant for the technical evalu	ation of the delivery		
	Question	Description	Resnance Type	Response Guide	Desnonse		
112	Technical Data	Technical data and other information as	Attachment	The applicable	1 to aport tao		_
		per Appendix X «Technical Data sheets".	[attachment must be			
	1			uploaded online			
	1	The applicable attachment must be					
	1	uploaded as a response to this question.					
		If multiple documents, they must be			Attachment example odl		
	-	Izpoed and uploaded as a zp-file			putatiment etample put		_
							_
2.1	Deviations and	Reservations		0	1-		_
	Question	Description	Response Type	Response Guide	Response		-
2.1.1	deviations and	explain any deviation or reservation from	Pulacininefil	attachment must be			
	reservations (all	the requirements or instruction in the		uploaded online			
	Appendices	Invitation to Tender Documents. Any and					
	except from	all deviations or reservations shall be					
	Appendix A, E	stated in the Tender.Each deviation					
	and F)	must have a reference to the relevant					
	1	clause of the invitation to Tender					
	1	Concompania.					
	1	The applicable attachment must be					
	1	uploaded as a response to this question.					
	1	If multiple documents, they must be		1	Attachment example pdf		
		TRADUCTION OF A CONTRACT OF A					
2.2	Compensation						
	Code	Description		Unit of Measurement	Quantity	Unit Price	Price
2.2.1	Total Tender	Total Tender Price (ex-VAT)		Each		1 100	10
	IPrice	1		1	1		
section	SUB TOTAL						_
	prepower						

Lagre regnearket på datamaskinen din og klikk på «Browse». Etter du har valgt regnearket med besvarelsen din klikk på «Import Items».

RFP: rfp_563 - RFP Purchase of XXX • Running

← Upload		Help To Create & Import Your Response In Excel
This area allows you to with your responses	Jownload the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return t	to this screen and import the same spreadsheet which will populate the online questions
*** IMPORTANT ***		
THE IMPORT EXCEL FU	NCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX	
IF THE BUYER HAS ASK	ED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONA	AL ATTACHMENTS AREA (IF ENABLED)
ADDITIONAL FILES CAN	NOT BE EMBEDDED INTO THE SPREADSHEET	
IN THE EVENT THAT TH	E BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS. THIS AREA CANNOT BE USED AS A SUBSTITUTE	
File	Download Online Questionnaire in Excel	
Browen answerTo rfn	563 viev (15 550 KB)	
answer to_trp_	Goldak (10.032 MJ)	
	Import Items 2	

Dine svar har nå blitt lastet opp. Merk deg at svarene ikke er levert enda. Klikk på «Submit Response» når alle spørsmålene er besvart.

Stat	kraf	t								
	← RFP:	rfp_563	- RFP Purchase of XXX	[Online Questionnaire In Excel	Submit Response				
	RFP Detail	ls I	Messages (Unread 0)		/					
	Settings	Settings Buyer Attachments (1) My Response Associated Users								
	→) Your Re	<mark>esponse is not yet Submitted.</mark> To make it vi			A				
	~	My Resp	oonse Summary							
			ENVELOPE		INFO PARAMETERS					
		1.	Technical Response		All questions answered					
		2.	Commercial Response		All quoted items completed	Total Price (excluding optional sections)			1,000	

Klikk «OK» på pop-upen.

Du vil se en beskjed som forteller deg at besvarelsen ble levert. Du kan redigere svarene dine så lenge RFPen er åpen.



6. Hvordan sende meldinger

Meldingsfunksjonen skal benyttes for all kommunikasjon mellom kjøper og leverandør underveis i RFI'en/RFP'en. Dette inkluderer alle avklaringsspørsmål og svar.

Klikk på «Messages» og detter «Create Message» i oppgavelinjen for å stille et spørsmål.

←	RFP: rfp_56	3 - RFP Purchase of XXX	Running			 Withdraw Response	Online Questionnaire In Excel
R	FP Details	Messages (Unread 0)					
	reate Message	2 Received Messages	Sent Messages	Draft Messages Forwarded Me	issages		
→	∽ My Re	sponse Summary					Â
		ENVELOPE		INFO PARAMETERS			
	1.	Technical Response		All questions answered			
	2.	Commercial Response		All quoted items completed	Total Price (excluding optional sections)		1,000

Gi meldingen et emne (Subject), skriv meldingen og klikk på «Send Message». Legg merke til vedlegg også kan legges til meldingen.



RFI	P: rfp_563 - RFP Purchase of	of XXX	Running			Cancel Save As Draft Send Message
→	Messages					1
	∨ Message					
	Subject			Message	h	
	✓ Attachments					Atlachments
	NA	ME		DESCRIPTION	COMMENTS	
	No Attachments					
	✓ Recipients					
	RECIPIENT					
	1 Statkraft					

Under Messages i oppgavelinjen kan du også finne «Recieved Messages». Eventuelle avklaringsspørsmål vil bli publisert her.

←	RFP: rfp_56	3 - RFP Purchase of XXX	Running				 Withdraw Response	Online Questionnaire In Excel
1	RFP Details	Messages (Unread 0)						
1	Create Message	Received Messages 2 Sent N	Nessages	Draft Messages	Forwarded Mess	ages		
→	∽ My Res	ponse Summary						í
		ENVELOPE		INFO PARAMETERS				
	1.	Technical Response		All questions answer	red			
	2.	Commercial Response		All quoted items con	npleted	Total Price (excluding optional sections)		1,000

7. Generelle profilinnstillinger

Etter innlogging vil siden nedenfor inneholde nyttige snarveier til de mest brukte funksjonene.



På dashbordet kan du se alle pågående prosesser. I menyen til venstre kan du navigere

31

mellom ikoner for:

Â	Statkraft		T
	Main Dashboard		8 8
	MY ACTIONS LIST	MY EDITABLE ASSESSMENTS	MY RFPS WITH PENDING RESPONSES
1.	No Actions to display	No Assessments to display	No REPs to display
1		MV DINNING SIDVEYS	
	No Actions to display	No Scorecards to display	No Auctions to display
	MY ACTIONS No Action found	NEW MESSAGES (LAST 30 DAYS)	QUICK LINKS STANDARD LINKS
			My Auctions Projects My RFIs My RFPs List of Directories
	SUPPLIER MANAGEMENT AND PERFORMANCE QUICK	MY RFIS WITH PENDING RESPONSES	Organisation Profile My Categories
	STANDARD LINKS	ORGANISATION CLOSE DATE STATUS	COSTOM LINKS
٩	Editable Assessments Development Actions	RFI Stativraft <u>6 Weeks</u> 31/12/2022 Response project 471 To Buyer	
→			

• Sourcing – Se alle pågående/avsluttede RFI og RFP prosesser.



• **Contracts** – Se alle kontrakter tilhørende din organisasjon.

â	Statkraft
	Main Dashboard
	Main Dashboard
₿	
	Contracto
*	Contract Dashboard
1	Contract Dashboard
-223	

• Organization Settings - Se og endre selskapets profildata.



 User Management – Legg til nye brukere og kontroller brukertilganger. Superbrukeren har hovedansvaret for selskapets profil. Superbrukeren vil bli varslet om alle hendelser i systemet og det er noen prosesser kun superbrukeren kan besvare.

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

8. Hvordan legge til nye brukere

Klikk på Profil ikonet.



I menyen til venstre klikk på «User Management» og deretter «Users».

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

Klikk på «Create».

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

Fullfør alle de obligatoriske feltene og klikk på «Save»

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

Du har nå laget en ny bruker.

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.

Den nye brukeren vil nå motta e-posten som vist under. E-posten vil gi brukeren mulighet til å lage et personlig passord. Det kan ta noen minutter for e-posten kommer.

no-reply@procurementplatform.statkraft.com	Date:
25-	11-2022 14:41:01
Subject: Welcome to Statkraft Procurement Platform	
Dear supplier,	
Welcome to Statkraft Procurement Platform, a procurement solution running on JAGGAER te	echnology.
Your username is the same as the email address.	6
Please expect another email from JAGGAER with instructions on now to set up the password	a for your
supplier account.	
https://proguramentplatform_statkraft.com	
If you are baying issues with your JAGGAER account please contact, JAGGAER Global Custo	mer Care via the
following web form: https://www.jaggaer.com/submit-supplier-support-request/	the oure via the
Need assistance?	
Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details on th	e Login Page.
Statkraft users:	5 5
- 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 or	ganisation fire
wall or spam filter, you are advised to instruct your IT team to accept all emails from a ".brave	osolution.com"
and ".jaggaer.com" address.	
Please also review the Junk Email settings of your email client software to avoid accidental r	nessage
deletion.	

9. Hvordan besvare en gjennomgangsrunde (review round)

Du vil motta invitasjon om å delta i en ekstern gjennomgangsrunder på epost. Trykk på «Supplier Login» i eposten.

🥏 Statkraft	
Dear Ines roch	
This email is to inform you that testing external review 2, contract C0000719, is available for your review.	
Supplier Login	
Thank You,	
Senior Responsible Officer Statkraft Procurement Platform	
Support Team Contact Information:	
JAGGAER.support@statkraft.com	

Logg inn med dine brukerdetaljer som forklart i kapittel 2 av denne manualen.

	Login English -	1
	E-Mail	
	Password	
A	Forgot Password? Next	A STATE
	Click here to create your Jaggaer Global Identity	1999 N
	• Your account will be made more secure with 2-step verification. <u>Why? Read more.</u>	
S 4		Aline

Etter at du har logget inn vil du komme til siden som vist under. Trykk på «View All Contracts».

1				0 ► 4 1
	Home Customer Portal Home			40 Logout
L()				
O		Quick Links to Commor	n Tasks	?
70	Customer Contact 2	Manage Registration Profile		
5				
հե		Contracts		?
		Customer	In Effect	A11
a >		Statkraft	0	1
4				View All Contracts
Q				
→				Powered by JAGGAER Privacy Policy

Trykk på kontraktnummeret for å åpne evalueringen.

Statkraft **^** 0 4 1 Contracts
Contracts
Search Contracts 🕄 Logout í Search Documents Q Add Filter - Clear All Filters Quick search Supplier: Ines test imes imes3 1-1 of 1 Results 🔅 20 Per Page 🔻 հ Customer Name Second Party Contract Number 💿 Contract Name 💌 Status 👻 Version Type Version Numbers Start Date 💌 End Date 💌 a**;**} Statkraft Procurement Platform External Review Original 0 C0000722 Ines test Renewal 0 7/16/2023 12:00:00 AM 9/13/2023 11:59:59 PM Amendment 0 ₽. Q → Powered by JAGGAER | Privacy Policy

Du finner detaljer om kontrakten under seksjonen kalt «Header». Trykk på «Next».

â				0 ► ▲ 1
	Contracts Contracts Search Contracts			- U Logout
Ío	Back to Results	2 of 2 Results 💌 < 💙		
Q	External Review			Actions
3	C0000728 Test 17.07.23	Header		?
ш	Dates: 7/19/2023 - 9/18/2023 Version: Renewal 0, Amendment 0	Contract Number \star	C0000728	
a 7	Header	Contract Name *	Test 17.07.23	
	Attachments 0	Summary	-	
8	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 >
Q.				
→				Powered by JAGGAER Privacy Policy

Du kan nå laste opp alle relevante dokumenter fra din evaluering. Trykk på «Upload Attachment».

Statk	kraf	t		
	Â			0 M 4 1
		Contracts Contracts Search Contracts		-D Logout
	Î.	< Back to Results	1 of 1 Results 🔻 🔇 🗲	
	2	External Review		Actions 👻
	?	C0000722 Ines test	Attachments	Upload Attachment ?
	THE	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.	
	8	Attachments 0		
	*	Communication Centre 2	★ Required	<pre></pre>
	٩			
	-			

Velg filer og trykk «Done».

谷					€ ≈	A 1
	Contracts + Contracts + Sear	Contracts				-Ø Logout
6	C Back to Results	Send Communication		×		
9	External Review	Subject * New Attachment				Actions 👻
3 9	C0000728 Test 17.07.23	Body * Format * (inherited for	nt) (inherited size) B I U	abr	Upload Attac	hmont ?
ու	Dates: 7/19/2023 - 9/1 Version: Renewal 0, Ame	Add Attachments	×			
a ?	Header	File *				
ø	Attachments	Select Max. File Si	Drop files to attach, or browse. re: 10.0 MB			
		* Required	Done Close emainin	g: 50000	¢ Previous	Next >
		Add Attachments				
		> Recipients (Optional)				
		* Required	Send	Close		
Q						
->					Powered by JAGGAI	R Privacy Policy

Du kan nå endre tittel og legge til kommentarer. Kontroller filene og trykk «Send».

	Contracts > Contracts > Se						
16	< Back to Results	Send Comm	unication				×
<u>Q</u>	External Review	Subject *	New Attachment				Actions
39	C0000722	Body *	Format	(inherited font)	(inherited size)	▼ B I ∐ abc	Upload Attachment
հր	Dates: 7/16/2023 - 9/ Version: Renewal 0, Am			i≡ IE ×, ×' A			
67	Header						
8	Attachments						
•	Communication Centre						
						Characters remaining: 50000	Previous Next
		Add Attachments		1			
		Picture6.png	Remove				
		> Recipients (Option	nal)				•
		* Required				Send	ose
Q							

Du må nå svare på den opprinnelige eposten mottatt fra Statkraft under «Communication Centre». Dette vil generere en varsling til innkjøperen. Trykk på tittelen.

^					0 M 🔺 🕇
4	Contracts Contracts Search Contracts				√ □ Logout
Ō	External Review				Actions 🔻
0	C0000722	Communication Centre			2
?	Dates: 7/16/2023 - 9/13/2023 Version: Renewal 0, Amendment 0	Start Communication			
հղ	Header	Conversation	Conversation Started	Messages 🗠	Last Updated 🔻
a ?	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 Ines Rocha	1 🖾	7/14/2023at2:56 PM By Ines Rocha
		★ Required			< Previous
٩					
→		https://uit02.jaggaer.com/apps	s/Router/SupplierContractCommunicationCenter?contra	actId=3585087&Customer	DrgId=20008978&tmstmp=1689340969896#

Trykk på «Add to Conversation».

Statkraft



Du trenger kun å skrive en enkel melding for å generere varslingen. Skriv meldingen og trykk «Create».

Slutt.