

Plataforma de Compras Statkraft Guia passo a passo do fornecedor

Data de revisão: 31.01.2023



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Actions					Support		
					0	(()	
Profile Update your company's profile and manage users that have access to the platform. Only accessible by your company's super user.	Assessment Respond to basic qualification performed by Statkraft	RFI Respond to Requests for Information from Statkraft. This can be market surveys or project specific qualifications	RFP Respond to Request for Proposals from Statkraft.	Dashboard In the dashboard you can navigate to all the functionality available for you on the platform. You will also have an overview of all running processes.	User Guides Download our user guidesin your preferred language here. English > German > Norwegian > Norwegian > Portuguese > Spanish > Swedish >	Tech Support For immediate support, use the phone directory. For other issues, submit a ticket. Phone directory all areas > Link to ticket system >	Contact Us Need support from Statkraft? Send us an <u>email</u> .
	Renew	the Way the W	orld is Powere	ed	SOCIAL MEDIA FO	DLLOW US	
	Statkraft is a generator o solar power company in countries.	I leading company in hyd f renewable energy. The (gas-fired power and sup energy market operation	ropower internationally Group produces hydrop pplies district heating. St Is. Statkraft has 5,000 er	r and Europe's largest ower, wind power, tatkraft is a global mployees in 20	f ¥ in	0	

Vista da plataforma após o login

1. Como se cadastrar

Antes de se cadastrar, sempre verifique com o pessoal da Statkraft Procurement se sua empresa já está cadastrada na Plataforma. Se você se registrou e perdeu sua senha, não se registre novamente – entre em contato com um funcionário da Statkraft.

Navegar Para

https://procurementplatform.statkraft.com/web/login.html em teu navegador (navegadores recomendados: Google Chrome, Mozilla Firefox ou Microsoft Edge).

Clique no botão "Codestro os equi" - Destecado em v

Clique no botão "Cadastre-se aqui" – Destacado em vermelho na imagem abaixo. O sistema irá guiá-lo através dos próximos passos.







Clique em "Concordo" com o Contrato de Usuário do Portal e clique em "Avançar".



a. Preenchimento do formulário de cadastro com dados do D&B

Clique em "Lookup & Download D&B Direct+ Data".

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

Pesquise sua empresa usando os filtros disponíveis. Nome da Empresa e País no mínimo. Clique em "Pesquisar" para pesquisar.

Inte	gration with Dur	and Bradstreet fo	r: New Supplier						
						SI	kip Lookup And Start Re	egistration Displa	y/Hide Filter
L00	KUP FILTER								
	UNS Number 2g. Numbers			Company Name Sy Address		Please reco the Compar Once the Co "Download" registration	ver your Company ny Name and the C Impany has been s and "Update regis onboarding proce	information by inse ountry, then clicking selected from the lis tration form" to pro- ss	rting at least ("Look up". t, click ceed with the
	Town			Postal Code		registration	onbourding proce		
Country NORWAY Phone Number				County Select a province (Start typing the name)	~				
								× -	
						1		Look Up	Download
RET	URNED LIST OF M	ATCHING SUPPLIER	S						
	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS		TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34	Sy	92	Limiga ii		TROLLINES	14		NORWAY



Selecione sua empresa clicando na linha (a linha será destacada em azul). Em seguida, clique em "Download". Clique em "OK" no pop-up.

Inte	gration with Dun	and Bradstreet fo	r: New Supplier						
						s	ip Lookup And Start Re	gistration Display	//Hide Filter
L00	KUP FILTER								
	JNS Number			Company Name					
				Symin		Please reco	ver your Company	information by inser	ting at least
Re	g. Numbers			Address		Once the Compar	in mpany has been s	elected from the list	LOOK UP . t, click
					"Download" and "Update registration form" to registration onboarding process.			tration form" to proc ss.	eed with the
П	wn] Postal Code					
C C	ountry			County					
NO	RWAY		~	Select a province (Start typing the name)	~				
D Ph	none Number								
								Look Up	Download
RET	URNED LIST OF M	ATCHING SUPPLIER	S						
	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS		TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34	Symila	92	Liange is		TRILLAGIN	14		NORWAY

Clique em "Atualizar Formulário de Inscrição".

Integration with Dun and Bradstreet for: New Supplier

				Skip Lookup And Start Registration	Display/Hide Filter
LOOKUP FILTER					
DUNS Number	*	Company Name			
		Sy ===	Please r	ecover your Company information	n by inserting at least
Reg. Numbers		Address	Once th	Pany Name and the Country, ther Company has been selected fro	m the list, click
			registra	ad [®] and "Update registration forn ion onboarding process.	n" to proceed with the
Town		Postal Code			
Country		County			
NORWAY		Select a province (Start typing the name)			
Phone Number					
				Look Up	date Registration Form
SUPPLIER DOSSIER INFORMATION					
DUNS number (if none leave blank) 34 June -		D-U-N-S number 34			

As informações disponibilizadas no D&C serão preenchidas na Ficha de Inscrição. Preencha as informações faltantes.

b. Preenchimento do formulário de inscrição sem



dados

Preencha o formulário com os dados da sua empresa. (Os campos obrigatórios são marcados com uma estrela *)

Registration Data						··· Close	Lookup & Download D&B Direct+ Data	Save
Index V Main Organisation Data Registration Data	→	Vorganisation Details * Organisation Name	-	Full legal name	* Country			
Onboarding Pages My Category Selection Registration Confirmation		State/County 			* City	•		
		* Address			* Postal Code			
		* Company Registration Number			DUNS number (if none leave blank)			
		EU VAT Number			Country Dialling Code			
		Main Organisation Phone Number			Urganisation Email Address			

Role para baixo no formulário Dados de Registro, inclua seu endereço de e-mail e clique em "Enviar Código de Validação". Clique em "OK" no pop-up. Um e-mail com o código temporário será enviado para o e-mail indicado por você.

* Primary Email Address to the site and for all 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.	* Email Address Validation Code Request Validation Code
	Enter 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
	BST/GMT - Greenwich Mean Time / Furone/Lon

E-mail de validação:



no-reply@procurementplatform.statkraft.com	Date:
	25-11-2022 13:31:31
Subject: Email Address Validation Code on Statkraft Procurement Platform	
Dear User,	
The following email address has been entered on Statkraft Procurement Platform as n	ew user email address:
xagep75350@probdd.com. This email is to confirm that the email address entered belo	ongs to the user and is
able to receive the email.	
If you are the user that has requested this email, please enter the following Validation (Code into the
Validation Code' field in the registration page in order to save the email address to the	account.
Validation Code: 135/04190184AEC5360D	
If you have closed the Registration Data page where this request was generated, you may	nust reopen the page
NOTE: If you did not request this email address Validation code in this email please disregard this	
Need assistance?	messaye.
Supplier users – please contact our Helpdesk operated by IAGGAER as per the details	on the Login Page
Statkraft users:	on the Eogin 1 age.
- Technical issues – please contact service desk or register a ticket in Service Now	
- Other issues – please contact your local super user. You find an overview of super use	ers on the
Procurement Platform Info Page on intranet.	
GUIDANCE ON SPAM FILTERS:	
In order to prevent Statkraft Procurement Platform emails from being quarantined by y	our organisation fire
wall or spam filter, you are advised to instruct your IT team to accept all emails from a	".bravosolution.com"
and ".jaggaer.com" address.	
Please also review the Junk Email settings of your email client software to avoid accide	ental message
deletion.	

Copie o Código de Validação para o campo "Validação de Endereço de E-mail" e preencha os demais campos obrigatórios. De preferência, use seu e-mail como nome de usuário. Clique em "Salvar" (botão superior direito).

Registration Data	•••	Close		Lookup & Download D&B Direct+ Data	Save
Se houver uma verificação dupli	icada r	no Númei	ro	de Registro da Empresa, v	você
este for o caso, entre em contato o	com a S	Statkraft.	IIC		na. <u>oe</u>

Agora você pode responder às perguntas de Informações Adicionais da Empresa. Clique em *Confirmar.*



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

Escolha para quais categorias sua empresa pode fornecer serviços ou materiais. Você pode escolher quantos precisar. Clique em "Confirmar".

Statkraft	PREPRODUCTION ENVIRONMENT
Begin Vendor Registration	Confirm
Index	Enter filter (type to start search)
 Main Organisation Data Registration Data 	Search or Navigate the Tree Collapse All Expand All
 Onboarding Pages Additional Company Information 	Selected Items: 0
 My Category Selection 	 ✓ ★ Categories > ★ 1000000 - Civils
Select Categories: 0	> 🛠 2000000 - Hydro
✓ Registration Confirmation	> 🛠 2100000 - Wind
8 Status Summary	> 🗞 2200000 - Solar Equipment
	> 🗞 23000000 - Thermal
	> 🗞 24000000 - Electrical infrastructure
	> 🗞 3000000 - Professional Services
	> 💠 4000000 - IT
	> 🗞 5000000 - Indirects
	> 🗞 6000000 - Energy Storage
	> 💠 7000000 - Hydrogen

Algumas categorias podem ter mais dúvidas. Após respondê-los, clique em "Salvar e Continuar".



> Category linked									
√ 40	001000 - 40001003 AND 40003000 - 400	03003							
	LABEL	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					

O cadastro já está concluído. Clique em "Fechar".

My Category Selection
 Select Categories: 2
 Category Forms
 Registration Confirmation
 Status Summary

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

Withing alguns minutos você receberá os seguintes e-mails:

Se você **não recebeu** os e-mails dentro de 30min, entre em contato com a Statkraft. Seu perfil é criado e investigaremos se os e-mails automáticos foram bloqueados.

Confirmação de ativação e nome de usuário:

1





Senha: Clique em "Alterar senha da conta do fornecedor"

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

Uma nova janela aparecerá. Clique em "Clique aqui para prosseguir".

Perform the following action(s)

English -

Perform the following action(s): Update Password

» Click here to proceed

Defina sua própria senha de acordo com os requisitos e clique em "Enviar"



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

2. Como fazer login

Acesse: https://procurementplatform.statkraft.com/web/login.html

Clique em "Acesso do Fornecedor", digite seu usuário (e-mail), senha e clique em "Avançar".

	Statkraft is Europe's largest provider of renewable energy
Example Statkraft Statkraft Description Statkraft vou a supplier? Register your organization, get access to your own profile and become part of Statkraft vou own profile and become part of Statkraft vo	Supplier Access Supplier Access New supplier? Register here Hyse been seereded a contract or received a purchase order from Statistraft before, you might already have a profile in our database. Please do not register again, but rather use the contact Statistraft link to receive your user details.

Um OTCode é solicitado como parte da implementação da autenticação de segundo fator. Um e-mail como este deve chegar na sua caixa de entrada. Copie o código e cole-o no campo abaixo.



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

A próxima etapa é realizada apenas uma vez e é mais relevante para os fornecedores cadastrados pelo Comprador. Clique em "Classificação de Revisão".

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	ata.	
This message will be displayed each time you log in until the Category Classification has been completed or updated.		

Clique em "Confirmar categorias" e clique em "Confirmar" no pop-up.

My Catego	ries	Confirm Categories Add Category	
Enter Filter	r (type to start search) 🗸		1
Showing Res	sult 1 - 2 of 2		
	CODE	TITLE	CLASSIFIED ON
1	40001001 🥑	Business Applications/SaaS	07/11/2022 14:55:20
2	40001003 🕑	Workplace Applications	07/11/2022 14:55:20

Agora você está dentro da plataforma. Use o menu do lado esquerdo para navegar. Consulte outras seções deste guia para obter suporte adicional.

2.1 Preenchimento de dados bancários

A Statkraft possui integrações que irão exportar seus dados para o nosso sistema ERP. Esta não é uma etapa obrigatória no momento da inscrição. Os dados bancários só são exigidos dos fornecedores que recebem uma RFP. Essa etapa só pode ser concluída pelo



superusuário na conta do fornecedor.

Clique em Perfil.

		4			Statkraft is Eu provider of rer	irope's larges newable ener	st > gy
ctions					Support	0	•
Profile	Assessment	RFI	RFP	Dashboard	User Guides	Tech Support	Contact Us
Update your	Respond to	Respond to	Respond to	In the	Download our	For immediate	Need support from
company's	basic	Requests for	Request for	dashboard	user guidesin	support, use the	Statkraft?
company s	Contraction and an operation of the	and a state of the second second					6
profile and	qualification	Information	Proposals	you can	your preferred	phone directory.	Send us an <u>email</u> .
profile and manage	qualification performed	Information from	Proposals from Statkraft	you can navigate to	your preferred language here.	phone directory. For other issues,	Send us an <u>email</u> .
profile and manage users that	qualification performed by Statkraft	Information from Statkraft. This can be	Proposals from Statkraft.	you can navigate to all the functionality	your preferred language here.	phone directory. For other issues, submit a ticket.	Send us an <u>email</u> .
profile and manage users that have access	qualification performed by Statkraft	Information from Statkraft. This can be market	Proposals from Statkraft.	you can navigate to all the functionality available for	your preferred language here.	phone directory. For other issues, submit a ticket.	Send us an <u>email</u> .
profile and manage users that have access to the platform	qualification performed by Statkraft	Information from Statkraft. This can be market surveys or	Proposals from Statkraft.	you can navigate to all the functionality available for you on the	your preferred language here. English > German >	phone directory. For other issues, submit a ticket.	Send us an <u>email</u> .

Clique em Dados do perfil.

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

÷ Â Statkraft Organisation Profile Profile Data 39 ö Enter Filter (type to start search 'n Sh ig Result 1 - 2 of 2 Show 20 TITLE 1. DIFIED DATE PHASE LAST M ۱ 0 20/10/2022 14:19 > 1 25/11/2022 09:47 > Additional Bank I

Clique no lápis para editar. Responda à primeira pergunta para ver os respectivos campos de dados bancários.

Clique em Informações Bancárias.

🧐 Statkraft	
-------------	--

â	Statkraft									
_	Orgar	isation P	rofile			🖌 🖉 🗤				
	← <	> Bank	Information							
3	Ber Getals.									
o	~	BANK DET	AILS MAIN FORM							
E										
1.		✓ BANK	DETAILS							
			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY				
•		1	Bank Data Type	Please select the type of bank details your company is using.		Supplier				
Stat	kraft					Ŧ				
Organ	nisation	Profile				Cancel Save				
Bank	Informat	ion								
Dunie										
Ban	k details.									
~	BANK	ETAILS M	AIN FORM							
✓ BANK DETAILS										
		QUES	TION	DESCRIPTION	RESPONSE	EDITABLE BY				
	1	Bank	Data Type	Please select the type of bank details your company is using.	-	Supplier				
					IBAN Bank Key & Account number Brazil Only					

Depois de adicionar os dados bancários relevantes, clique em Salvar.

Cancel
ABLE BY
slier
DITABLE BY
upplier
upplier
Aupplier

Para garantir o sucesso da exportação de dados para o nosso sistema ERP, é essencial preencher todos os campos obrigatórios no formulário de informações bancárias.

3. Como responder a uma Avaliação Básica de Qualificação

Clique em "Dashboard".



ions					Support		
0	6	6	6		0	0	0
Profile Lipdate your company's profile and manage users that huve access that huve access that huve access to the platform. Only accessible by your company's super user.	Assessment Respond to basic qualification performed by Stationt	BPI Respond to Respond to information from Statistic, this can be maken surveys or project specific qualifications	RFP Respond to Request for Proposals from Statistic	Dashboard In the dashboard you can noighte to all the functionality available for you on the platform. You will also hours an overview of all running processes.	User Guides Download our user guidein your preferred language here. Singlish > German > Norwegien > Portugues > Spaceh > Sundish >	Tech Support For immediate support use the phone directory. For other issues, submit a ticket. Phone directory all areas > Link to ticket system >	Contact Us Need support from Statista Send us an zenall.
	Renew	the Way the W	orld is Power	ed	SOCIAL MEDIA	OLLOW US	
	Statkraft is a generator o solar power, company in countries.	leading company in hyd I renewable energy. The r gas-filed power and sup energy market operation	ropower internationally Group produces hydrog plies district heating. S a. Stationth has 5,000 er	r and Europe's largest cover, wind power, tatkraft is a global riployees in 20	f ¥ in	0 •	

Você verá a Avaliação em "Minhas avaliações editáveis" na página do painel.

Clique no nome da avaliação.

MY EDITABLE ASSESSMENTS

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

Click on "Qualification DUNS info".

Show	ring Res	ult 1 - 2 of 2						
		TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	>	Page	Qualification DUNS info	0		13.10.2022 14:59	13.10.2022 14:56	Yes
2	>	Page	Supplier Code of Conduct	0		13.10.2022 15:00	13.10.2022 14:56	Yes

If your company has a DUNS number on the profile, you may not receive the first form presented in the screenshot above (Qualification DUNS Info). In that case, go directly to the second form.



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

← Statkraft				\rightarrow
Details Mess	ages (Unread 0)			
Editable Forms	C>			
ə ← < >	Qualification DUNS Info			
~ CONF	FIRMATION ON DUNS NUMBER			
~ ci	ONFIRMATION ON DUNS NUMBER			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	 You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you 		Supplier

If you need to add a DUNS number to your profile, use the left side bar to access your profile. Click on the Pencil icon and add your DUNS number in the relevant field. You can access your profile through the home page as well.

If your company has a DUNS number, click on "Yes, I have a Duns Number, I have added it in my Profile". If not, choose "No, I do not have a DUNS Number".

√ CON	FIRMATION ON DUNS NUMBER			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	 You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you need to upload your Certificate of Incorporation 	Yes, I have a Duns Number. I have added it in my No, I do not have a Duns Number	Supplier Profile

Click on "Save & Next".



On the "Supplier Code of Conduct" choose yes.

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



Click on "Save & Exit".



Click on the "Back to Previous Page" arrow.

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

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

← Stat	kraft						-	··· [R	etum Forms To Buyer
Details	Messa	ges (Unre	ead 0)						
Editable	Forms								
→ Fo	orm List								
	Showin	g Result '	1 - 2 of 2						
			TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED	FORMS VIEWED
	1	>	Page	Qualification DUNS info	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. Como responder à RFI como fornecedor

Navegue até<u>https://procurementplatform.statkraft.com/web/login.html</u>em teu navegador (navegadores recomendados: Google Chrome, Mozilla Firefox ou Microsoft Edge).

Clique em "Acesso à Ceia" e faça o login com as credenciais da sua conta de fornecedor.



 	Statkraft is Europe's largest provider of renewable energy
<section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header>	Supplier Access Supplier Access New supplier? Register here Tastrant before you might harder do received a purchase order from starterat before you might harder do have a profile in our database. Please do not register again, but rather use the contact Staticraft link to receive you: user details.

Clique no ícone RFI. Como alternativa, você pode clicar no Painel e ver as RFIs em execução.



Clique no seu Título RFI.

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

Verifique os anexos enviados pelo Statkraft clicando no aviso amarelo na parte superior da tela.

	Warning: <u>You</u>	have unread Buyer At	<u>tachments (1). Click here to</u>	read the files before Submitting your	Response. X
Você	pode ver os ai	nexos individual	mente ou clicar no bo	otão "Download em massa'	'.
← RFI∶r	fi_364 - RFI project 471	Running			
RFI Details	s Messages (Unread 0)				
Settings	Buyer Attachments (1)	My Response Associat	ed Users		
→ Fe	olders and Files List	root >			Mass Download
	Enter Filter (type to start search)	•			
Sł	nowing Result 1 - 1 of 1 SI	how: 20 🔻			
	FOLDER/FILE NAME	↑	DESCRIPTION	LAST MODIFICATION DATE	
1	Attachment ex	kample.pdf		07/11/2022 16:34:23	٥



Para voltar às perguntas enviadas pela Statkraft, clique em "Minha Resposta".

← REL rfi	364 - REL proje	ect 471 Bunning		Decline To Respond
×				
RFI Details	Messages (Ur	aread 0)		2
Settings	Buyer Attachme	tts (1) My Response Associated	Users	
→l		1		
Ƴ 1. Q	UALIFICATION RES	PONSE (QUESTIONS: 1)		
~	1.1 INFORMATIO	N FROM THE APPLICANT - QUESTION SECT	ION	
	QUESTION	DESCRIPTION		RESPONSI
1.1.1 Application letter * By providing a res 1. We confirm that th 2. We understand and of prequalified compu- 3. We acknowledge th other than for the pur- agree to maintain the		 * By providing a response to this RFI 1. We confirm that the information contained in t 2. We understand and accept that receipt of the a of prequalified companies. 3. We acknowledge that the information provided other than for the purpose of completion of the a agree to maintain the confidentiality. 	ne attached response is a true reflection of the skills and co uttached application places no obligations upon the reques l in this RFI is confidential and has not, and will not, be disc pplication. If information is disclosed to other persons, suc	apacity of our company. ster to include our company on the list closed to other persons or parties ch other persons or parties shall

Intenção de Responder: Permite que um Fornecedor visualize e preencha os Questionários do Comprador e envie sua Resposta para avaliação do Comprador. **Recusar Resposta**: Notifica o Comprador de que o Fornecedor não pretende responder.

Clique no "Ícone de lápis" para começar a responder às perguntas.

\leftarrow RFI : rfi_3	366 - Prequalific	cation Purchase X	Running		Online Questionnaire In Excel	Submit Response
RFI Details	Messages (Unre	ad 0)				
Settings	Buyer Attachments	s (0) My Response	Associated Users			
→	our Response is not y	<mark>yet Submitted.</mark> To make it visible	e to the Buyer you must click 'Submit Res	sponse'		Â
∽ My	Response Summ	ary				
	ENVELOPE		INFO PARAMETERS			
1.	Qualification	Response	Missing mandatory response	ses (2)		
Ƴ 1. QI	JALIFICATION RESPO	DNSE (QUESTIONS: 3)				
~ 1	.1 INFORMATION	FROM THE APPLICANT - QUE	ESTION SECTION			•
	QUESTION	DESCRIPTION				RESPONSE
1.1.1	Application letter	* By providing a response to 1. We confirm that the informa 2. We understand and accept t list of prequalified companies. 3. We acknowledge that the ini other than for the purpose of c agree to maintain the confiden	this RFI tion contained in the attached response the formation provided in this RFI is confider completion of the application. If informati titiality.	is a true reflection of the skills laces no obligations upon the r rtial and has not, and will not, t ion is disclosed to other perso	and capacity of our company. requester to include our company or be disclosed to other persons or part ns, such other persons or parties sh	n the ies all

Responda a todas as perguntas de acordo. As perguntas obrigatórias têm um "*" no início da pergunta.



RFI	: rfi_366	6 - Prequalificat	ion Purchase X	Running	Save And Continue	Cancel	Save And Return
→	1 Y	our Response is not	yet Submitted. To make it visi	ole to the Buyer you must click 'Submit Response'		3	Î
						Val	idate Response
	1. QUAL	IFICATION RESPON	ISE (QUESTIONS: 3)				
	1.	1 INFORMATION F	ROM THE APPLICANT - Q	JESTION SECTION			
		QUESTION	DESCRIPTION				RESPONSE
	1.1.1 Application letter By providing a response to this RFI 1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company. 2. We understand and accept that receipt of the attached application places no obligations upon the requester to include our company on the liss prequalified companies. 3. We acknowledge that the information provided in this RFI is confidential and has not, and will not, be disclosed to other persons or parties oth than for the purpose of completion of the application. If information is disclosed to other persons, such other persons or parties that maintain the confidentiality.					ne list of s other to	Yes 🗸
	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.		2	+ Attach File

Se você precisar responder a uma pergunta de anexo - por favor, não que apenas um arquivo ou um arquivo zip é permitido por pergunta. O arquivo zip não deve exceder 200MB de tamanho – se isso for necessário em sua resposta, entre em contato com a Statkraft através da guia de mensagens.

Adicionando um anexo:

1	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.	+ 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 🔻						

Você também pode usar a funcionalidade Arrastar e soltar. Após selecionar o arquivo, clique em "Confirmar".

←	Attachmen	ts			2	Select File	Confirm
	Select an atta The platform attachments	achment to upload allows individual to 2MB or less.	l. Please keep attac attachments up to a	chments to a man a maximum size o	ageable size in of 50 MB but it	order to facilitat is recommended	te downloading. I that you keep
	File extension	ns not permitted: .	bin, .exe, .dll, .pif, .b	oat, .cmd, .com, .h	tm, .html, .msi,	.js, .json, .reg	
Attach	iments						
#	ТҮРЕ	FILE NAME				SIZE	

Use the button to Upload or DRAG and DROP into this area

O processo encontra-se agora anexado à questão.



Você pode

Clique em "Salvar e retornar" e "OK" no pop-up.

Você retornará à página principal do RFx – A resposta ainda não foi enviada.

RFI	: rfi_366	ó - Prequalifica	tion Purchase X	Running		Save And Continue	Cance	Save And Return
\rightarrow	1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'							/ 1
								Validate Response
								valuate Response
	1. QUAL	IFICATION RESPO	NSE (QUESTIONS: 3)					
	1.	1 INFORMATION	FROM THE APPLICANT - QI	JESTION SECTION				
		QUESTION	DESCRIPTION			RI	ESPONSE	
	1.1.1	Application letter	 By providing a response to 1. We confirm that the info company. 	this RFI ormation contained in the attached respons	e is a true reflection of the skills and cap	acity of our	Yes	•

Se você tiver concluído todas as perguntas (veja o resumo destacado em amarelo abaixo), você pode clicar em "Enviar resposta". Clique em "OK" no pop-up.

\leftarrow RFI : rfi_366 - Prequalification Purchase X		Running		Online Questionnaire In Excel	Submit Response		
RFI	Details	Messages (Unread 0)					1
Set	ings	Buyer Attachments (0)	My Response	Associated Users			
\rightarrow	() Your Response is not yet Submitted. To make it visible			e to the Buyer you must click 'Submit Resp	onse'		Í
	∽ My	Response Summary					
		ENVELOPE		INFO PARAMETERS			
	1.	Qualification Respons	e	All questions answered			

Tudo feito – sua resposta foi enviada. Você receberá o seguinte aviso de que sua resposta foi enviada para a Statkraft:

i You have successfully submitted your response to the Buyer.

ver uma

visão geral das RFIs e RFPs respondidas nas respectivas páginas RFx.

5. Como responder à RFP como fornecedor.

Navegar Para <u>https://procurementplatform.statkraft.com/web/login.html</u> em teu navegador (navegadores recomendados: Google Chrome, Mozilla Firefox ou Microsoft Edge).

Clique em "Acesso à Ceia" e faça o login com as credenciais da sua conta de fornecedor.



/	Statkraft is Europe's largest provider of renewable energy
Statkraft Welcome to Statkraft procurement Platform Are you a supplier? Register your organization, get access to your own profile and become part of Statkraft's database. Statkraft use Procurement Platform for all tendering processes, supplier management, contract management and e-Procurement.	Supplier Access Supplier Access New supplier? Register here If you have been avaided a contract or received a purchase order from staturant 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.

Clique no ícone RFP. Como alternativa, você pode clicar no Painel e ver as RFPs em execução.



Clique no título da RFP.

ON
01

Clique em "Concordo" e depois em "Avançar" na tela Aceitar Contrato.

÷	- Accept Contract	Adobe PDF File
	TENDER RULES	
	1. Opening of Tenders Public opening of the Tenders will not take place. In addition, Statkraft will not make public or disclose to any of the Tenderers any information relating to the Tenderers' identity or the content of	f 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.	
	 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 res of the Tender. 	ponse due date
	4. Right of negotiation Statkraft reserves the right to negotiate in more detail with one or more Tenderers as regards the Contract for all or parts of the eventual contract, as well as the right to reject any or all 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	•
l	I agree	
	O I do not agree	
ſ	Next	



Aviso Importante: O Regulamento do Concurso dará diretrizes e requisitos mínimos para participar da licitação. As Regras da Proposta podem ser desativadas na RFP a critério dos Compradores.

Se houver anexos gerais para o concurso, você verá um aviso na parte superior da tela. Você pode clicar nele ou clicar em "Anexos do comprador". Isso o levará à seção de anexos. Lembre-se de que as perguntas também podem conter anexos.

	Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response. X										
Clique em "Download em massa". ← RFP: rfp_563 - RFP Purchase of XXX ● Running …											
RFP Details Messages (Unread 0)											
Setting	s	Buyer Attachments	(1) My Respons	e Associated	Users						
\rightarrow	Folder	s and Files List	root >					Mass Down	nload		
	Enter	Filter (type to start se	earch) 🗸								
Showing Result 1 - 1 of 1 Show: 20 ▼											
		FOLDER/FILE N	NAME 个		DESCRIPTION		LAST MODIFICATION DATE				
	1	Instructio	n to tenderer.docx				11/11/2022 14:03:27		¢		

Selecione todos os arquivos. Todos os anexos desta seção serão baixados em um arquivo zip.

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

Clique em "OK" no pop-up.

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.



Após baixar todos os documentos, clique em "Cancelar" para voltar.

RFP: rfp_563 - RFP Purchase of XXX • Running

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



Clique em "Minha Resposta" para acessar o questionário RFP.

Nota: Na guia Configurações (realçada em amarelo) você pode ver detalhes adicionais sobre este RFx.

← RFP	9: rfp_563	- RFP Purchase of XXX Running				
RFP Det	tails	Messages (Unread 0)				
Settings	s Buj	Ver Attachments (1) My Response Associated	d Users			
→	Folders a	nd Files List root >			Mass Downl	oad
	Enter Filte	r (type to start search) 🔻				
	Showing Re	sult 1 - 1 of 1 Show: 20 🔻				
		FOLDER/FILE NAME	DESCRIPTION	LAST MODIFICATION DATE		
	1	Instruction to tenderer.docx		11/11/2022 14:03:27		ø

Clique em "Pretendo Responder" para confirmar sua participação no processo.

← RF	P: rfp_	563 - RFP Pu	Irchase of XXX		 Running 			Decline To Respond	Intend To Respond
RFP [Details	Messages (l	Unread 0)						1
Settir	igs	Buyer Attachme	ents (1) My Re	sponse	Associated Users				
→	Curre	ncv: Norwegia	n Kroner						Î
	Curre	ncy. Norwegia							
	Ƴ 1. TE	CHNICAL RESPO	NSE (QUESTIONS: 1)						
	~ 1	.1 TECHNICAL	SOLUTIONS AND D	νιατιο	NS - QUESTION SECTION				
		NOTE	NOTE DETAILS						
	1.1.1	Note	Tenderer shall pres	nt inform	nation/documentation that is	relevant for the technical evaluat	tion of the delivery.		
		QUESTION	DESCRIPTION						RESPONSE
	1.1.2	Technical Data	* Technical data a The applicable attac zip-file.	nd other i hment m	information as per Appendix > nust be uploaded as a respons	(«Technical Data sheets". se to this question. If multiple do	cuments, they must be zi	pped and uploaded as a	(no file attached)

Se a RFP permitir várias moedas como resposta (no sistema), você pode escolher qual moeda usará. Se sua resposta contiver várias moedas, entre em contato com a Statkraft para concordar com a melhor maneira de entregar sua proposta.

Selecione sua moeda de resposta e clique em "Salvar".



Currency: Norwegian Kroner	×			
i Selecting a new Currency will not au your Bid. Ensure that you check your the new selected Currency.	tomatically convert response according to			
Select a Response Currency				
Norwegian Kroner				
Euro (Norwegian Kroner/Euro = 0.09	7)			
US dollar (Norwegian Kroner/US doll	lar = 0.1)			
	Cancel Save			
Clique no botão "Ícone de lá ← RFP: rfp_563 - RFP Purchase of XXX	apis" (editar respos	sta)	Online Questionnaire In Ex	cel Submit Response
RFP Details Messages (Unread 0)				
Settings Buyer Attachments (1) My Respo	onse Associated Users			
→ Your Response is not yet Submitted. To make	e it visible to the Buyer you must click 'S	Submit Response'		A
✓ My Response Summary				
ENVELOPE	INFO PARAMETERS			
1. Technical Response	Missing mandatory responses (1)			
2. Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sec	ions)	O
Currency: Norwegian Kroner				Change Currency
 TECHNICAL RESPONSE (QUESTIONS: 1) 				
✓ 1.1 TECHNICAL SOLUTIONS AND DEVI.	ATIONS - QUESTION SECTION			•

Observe que a primeira seção da página de resposta é o Resumo da Minha Resposta. Esta seção acompanha o progresso da resposta do fornecedor em cada envelope com base nas perguntas obrigatórias respondidas. Nesta seção, você também pode clicar em um nome de envelope para abri-lo no modo de edição pronto para ser concluído.

Responda às perguntas em conformidade. Neste exemplo, responderemos a uma pergunta de Anexo. Clique em "Anexar Arquivo".

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		

Na nova janela, você pode arrastar e soltar seu arquivo ou clicar em "Selecionar arquivo" e 26



procurá-lo em seu PC. Depois de selecionar o arquivo, clique em "Confirmar".

←	Attachm	nents		1 Select File	Confirm 2
	Select an The platf attachme	attachment to upload. Please l orm allows individual attachme nts to 2MB or less.	keep attachments to a manageable s ents up to a maximum size of 50 MB b	ize in order to facilitat out it is recommended	e downloading. that you keep
•	File exter	asions not permitted: .bin, .exe,	.dll, .pif, .bat, .cmd, .com, .htm, .html,	.msi, .js, .json, .reg	
Attach	ments				
#	ТҮРЕ	FILE NAME		SIZE	
		Use the button t	to Upload or DRAG and DROP into	o this area	

O arquivo agora é carregado como uma resposta à pergunta. Depois de responder a todas as perguntas deste Envelope Técnico, você pode clicar em "Salvar e Devolver" (aqui você está retornando à página de resumo).

RFF	2: rfp_56	53 - RFP Purc	chase of XXX	Running	S	Save And Continue Cancel	Save And Return
\rightarrow	1 Y	our Response is I	not yet Submitted. To mak	e it visible to the Buyer you must click 'Submit Response'			/
							Validate Response
	1. TECH	INICAL RESPON	ISE (QUESTIONS: 1)				
	1	.1 TECHNICAL	SOLUTIONS AND DEVIA	TIONS - QUESTION SECTION			
		NOTE	NOTE DETAILS				
	1.1.1	Note	Tenderer shall present in	formation/documentation that is relevant for the technical	evaluation of the delivery.		
		QUESTION	DESCRIPTION			RESPONSE	
	1.1.2	Technical Data	 Technical data and ot The applicable attach and uploaded as a zip 	her information as per Appendix X «Technical Data sheets". ment must be uploaded as a response to this question. If m file.	ultiple documents, they must be zi	Attachment example.pdf	(7 KB) (가 👕

Clique em "OK" no pop-up.

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.



Observe no Resumo da Resposta que todas as perguntas são respondidas no Envelope Técnico. Agora você precisa responder o Envelope Comercial.



Role para baixo e clique no "Ícone de lápis" (Editar resposta) no envelope comercial.

× 2	.1 DEVIATIONS AND	RESERVATIONS - QUESTION SECTION		1
	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)	

Responda às perguntas em conformidade. Para ver o preço total (destacado em amarelo) atualizado, clique em Validar Resposta após responder a todas as perguntas (esta é uma etapa opcional). Por fim, clique em "Salvar e Devolver".

RFP: rfp_56	53 - RFP Purchase of XXX	 Running 		Save And Continue	Cancel Sav	And Return
CURRENCY 2. COM	/: NORWEGIAN KRONER MERCIAL RESPONSE (ITEMS: 2, QI	JESTIONS: 2)		R	efresh Validate Re LL SECTIONS)	4 sponse o
2	.1 DEVIATIONS AND RESERVATION	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 zip-file.	from the requirements or instruction in the invitation to d in the Tender. Each deviation must have a reference stion. If multiple documents, they must be zipped and	+ Attach File		
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 Tota	0
						_
				Total Price (excluding optional	sections)	0

Clique em "OK" no pop-up.

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.





Agora que todas as perguntas foram respondidas, você pode clicar em "Enviar resposta". Clique em "OK" no pop-up.

← RFP:	rfp_563	- RFP Purchase of XXX • Running		··· Online Ques	tionnaire In Excel Submit Response
RFP Deta	ails I	Aessages (Unread 0)			
Settings	Buy	er Attachments (1) My Response Assoc	lated Users		
→	1 Your Re	sponse is not yet Submitted. To make it visible to the B	uyer you must click 'Submit Response'		Î
~	My Resp	onse Summary			
		ENVELOPE	INFO PARAMETERS		
	1.	Technical Response	All questions answered		
	2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)	1,000

Resultado esperado: sua resposta foi enviada com sucesso. Você pode editar sua resposta se enquanto a RFP estiver em execução.



5.1 Como responder a um RFx usando o Excel (exportar e importar)

Importante – Você precisa chegar ao passo em que você clica em **"Pretende responder**" (Página 17) nas capturas de tela acima antes de começar a responder as perguntas no envelope. É por isso que as etapas abaixo começam no passo **seguinte**. Este procedimento não funciona para perguntas de anexo. Veja as capturas de tela acima para ver como carregar arquivos como respostas.

Clique em "Questionário Online no Excel".

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

Clique em "Download Online Questionnaire in Excel".



RFF	REP: rfp_563 - RFP Purchase of XXX Running							
→	←	- Upload	Help To Create & Import Your Response In Excel					
	This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online question with your responses							
		THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR TI IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUS	THIS RFX UST 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 USEI	ED AS A SUBSTITUTE					
	Fil	File Download Online Questionnaire in Excel Browse Select File						

Uma planilha será baixada. A planilha mostrará quais campos são editáveis. Como dito anteriormente, as perguntas de anexo não podem ser respondidas por meio da planilha.

Import Items

| Bit Perspecte Questionarie tor thp_68 COUNT Leaders Response Questionarie inductory general Questionarie inductory Generationarie inductory Constructionarie inductory Technical Envelope Technical Calsa and other Information as Understructure. Technical Envelope Technical Envelope Technical Envelope Adjustion to Technical Data streets' Technical Envelope Technical Envelope Adjustion to Technical Data relation and Other Information as Technical Envelope Technical Envelope Technical Envelope Technical Envelope Technical Envelope

 | RFP Response Questionnaire for /fp. 663 COCURUE LEGEN Response Questionaire for /fp. 663 COCURUE LEGEN Response Questionaire Information Questionnaire Information Currency/Norwegian Kroner T Teenhicial Envelope 1.1 Teenhicial Envelope
1.1 Teenhicial Solutions and deviations 1.1 Toble Technicial Envelope 1.2 Technicial Columnets, they must be response Version R | COLOI | esponse Questionna
UR LEGEND
R
Re
Ign
Ques
ncy:Norwegian Kro | aire for: rfp_563
lesponse Optional
sponse Mandatory
sored During import
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Salve a planilha em seu PC e clique em "Procurar". Após selecionar a planilha com as respostas, clique em "Importar Itens".

RFP: rfp_563 - RFP Purchase of XXX • Running

← Upload		Help To Create & Import Your Response In Exc
This area allows you to with your responses	download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you	u should return to this screen and import the same spreadsheet which will populate the online questions
*** IMPORTANT ***	NCTION CAN ONLY BE USED TO UDI OAD THE EYCEL EILE WHICH HAS BEEN DOWNLOADED FOD THIS DEY	
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File	Download Online Questionnaire in Excel	
Browse answerTo_rfp_!	563.xisx (15.559 KB)	

Sua resposta foi enviada, mas sua resposta ainda não foi enviada. Se todas as perguntas forem respondidas, clique em "Enviar resposta".



← RFP	: rfp_563	- RFP Purchase of XXX	Running		Online Questionnaire In Excel	Submit Response
RFP Det	ails	Messages (Unread 0)				/
Settings	Buy	rer Attachments (1) My Respons	Associated Users			
→	1 Your R	<mark>esponse is not yet Submitted.</mark> To make it	t visible to the Buyer you must click 'Submit Response'			A
~	My Resp	oonse Summary				
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	1.	Technical Response	All questions answered			
	2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)		1,000

Clique em "OK" no pop-up.

Resultado esperado: sua resposta foi enviada com sucesso. Você pode editar sua resposta se enquanto a RFP estiver em execução.



6. Como enviar mensagens

A função de mensagens deve ser usada para capturar toda a comunicação entre compradores e fornecedores em toda a RFI/RFP. Isso incluirá esclarecimentos, questões levantadas e respostas fornecidas.

Na barra de navegação central, clique em "Mensagens" e depois em "Criar Mensagem".

←	RFP: rfp_56	3 - RFP Purchase of XXX	Running			[Withdraw Response	Online Questionnaire In Excel	
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	2.	Commercial Response		All quoted items completed	Total Price (excluding optional sections)			1,000	

Dê um Assunto à mensagem e escreva sua Mensagem, em seguida, clique em "Enviar Mensagem". Observe que os anexos também podem ser adicionados da mesma forma que você faria com um e-mail.



RFP: rfp_563 - RFP Purchase of XXX	Running			Cancel Save As Draft Send Message
→ Messages				1
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NAME		DESCRIPTION	COMMENTS	
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Na mesma aba você poderá ver "Mensagens Recebidas". Os esclarecimentos feitos durante o processo de RFP estarão disponíveis aqui.

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7. Configurações gerais da conta e navegação

Após o Login a página abaixo apresentará atalhos para as funcionalidades mais utilizadas.



Clique em "Dashboard".



Statkraft		
Main Dashboard		
MY ACTIONS LIST	MY EDITABLE ASSESSMENTS	MY RFPS WITH PENDING RESPONSES
No Actions to display	No Assessments to display	No RFPs to display
RECEIVED ACTION COLLABORATIONS	MY RUNNING SURVEYS	OPEN AND PENDING AUCTIONS
No Actions to display	No Scorecards to display	No Auctions to display
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No Dashboard serão mostrados todos os processos em andamento. No menu lateral esquerdo, você terá acesso a:

• Sourcing – Veja todos os processos de RFI e RFP em andamento/fechados,



• Contratos – Veja todos os contratos adjudicados à sua organização,



Â	Statkraft
	Main Dashboard
	Main Dashboard
39	
8	Contracts
-	Contract Dashboard
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- <u>12</u> 2	

• Configurações da organização – gerencie os dados de perfil da sua organização.



 Gerenciamento de usuários – Adicione novos usuários e gerencie o acesso de usuários da sua organização. O superusuário é o principal responsável pelo perfil do fornecedor. Eles serão avisados de todos os eventos no sistema e há avaliações que apenas um superusuário pode responder.



8. Como criar novos usuários

Na landing page clique em "Perfil".





No painel lateral esquerdo, clique em "Gerenciamento de usuários" e, em seguida, em "Usuários".

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

Clique em "Criar".

â	Statk	raft						1
	Manag	ge Users					•• Import/Update User	Role Create
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3 9	Enter a	t least 3 characters	All U	sers	nter Filter (type to start searc	ch) 🗸		
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١		USER INFO	LAST NAME 个	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
Ŧ	1	Super User	BJ	JB	Division	sqm70885@cdfaq.com		

Preencha os campos obrigatórios e clique em "Salvar".



New User	Cancel	Save
✓ User Details		1
* Last Name		
Ola		
* First Name		
Nordmann		
User Tag for Codes		
* Email		
sgm70885@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		

O novo usuário foi criado.

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

O novo usuário receberá o e-mail abaixo, que permitirá definir uma senha pessoal. O e-mail pode demorar alguns minutos.



\bigcirc	no-reply@procurementplatform.statkraft.con	Date: 25-11-2022 14:41:01
Subject:	Welcome to Statkraft Procurement Platform	
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9. Como mudar de superusuário

Clique em Perfil na página de destino.



Role para baixo e clique em Alterar usuário principal

â	Statkraft	PREPRODUCTION ENVIRONMENT	T
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	\sim Quick Navigation $\mid \leftarrow$	EU VAT Number 📆	Country Dialling Code 3
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1.		✓ Main User Details	User Involvement Report Change Main User
ال ۲		Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use " (semicolon) to separate multiple addresses. souainesrocha99@gmail.com	Username (please do not forget your username) 🏷 inesrochaaa
		First Name *) Ines	Last Name 🕤 Rocha
٩		Mobile (please enter "+" "country code" and "your D mobile phone number" with no spaces) +4766633333333	Preferred Language 'D English (UK)
→		Time Zona KA	Paired with Global ID

Pesquise na barra, o nome do usuário que deseja alterar e clique nele.

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

Verifique se os detalhes do usuário estão corretos e clique em Salvar.

Statkraft

Statkraft		PREPRODUCTION ENVIRONMENT	
User: Ines Test			Cancel Save
∼ Quick Navigation	←	✓ User Details	
User Details	_	Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses. inesrocha814@gmail.com	* Email Address Validation Code Request Validation Code
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10. Como responder a uma rodada de revisão externa

Um convite para fazer parte da rodada de revisão externa do contrato será enviado para o seu email. Clique em *Login do Fornecedor*.



Entre na plataforma com suas credenciais (e-mail e senha) assim como no passo acima linkado aqui.

	Login English -	0
	E-Mail	
	Password	
-	9	
A	Forgot Password? Next	
	Click here to create your Jaggaer Global Identity	
	Your account will be made more secure with 2-step verification. <u>Why? Read more.</u>	
		-

Após o login, você será direcionado para esta página abaixo. Clique na parte inferior destacada: *Exibir todos os contratos.*



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Clique no número do contrato para abrir a rodada de revisão externa.

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No cabeçalho você pode encontrar os detalhes básicos do contrato. Clique em Avançar.



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Aqui você carregará todos os anexos relevantes de sua revisão. Clique em Carregar anexo.

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Selecione os arquivos e clique em Concluído.



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Você pode alterar o assunto e adicionar comentários no corpo. Verifique os anexos e clique em *Enviar.*

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No centro de comunicações, responda ao e-mail original que você recebeu da Statkraft. Isso gerará um alerta aos gestores dos contratos. Clique no título.



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Clique em Adicionar à conversa.

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Basta escrever uma mensagem de alerta simples no corpo da comunicação e clicar em Criar.



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