



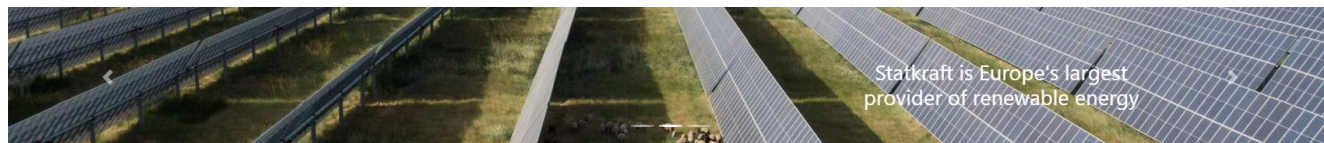
Statkrafts upphandlingsplattform

Leverantörs guide

Reviderad datum: 17.07.2023

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Actions



Profile

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



Assessment

Respond to basic qualification performed by Statkraft



RFI

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



RFP

Respond to Request for Proposals from Statkraft.



Dashboard

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

Support



User Guides

Download our user guides in your preferred language here.

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



Tech Support

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

Phone directory all areas >
Link to ticket system >



Contact Us

Need support from Statkraft? Send us an email.

Renew the Way the World is Powered

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

SOCIAL MEDIA FOLLOW US



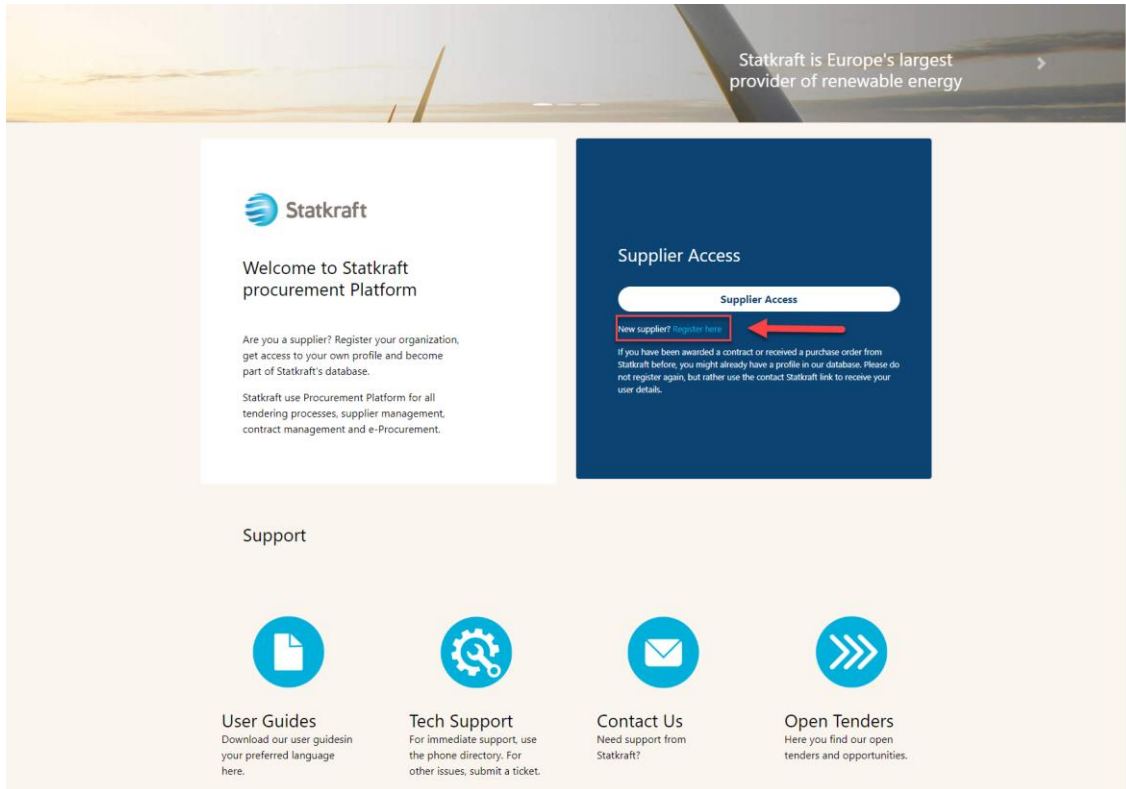
Vy över plattformen efter inloggning

1. Registrering av företaget

Innan ni registrerar ert företag ska ni alltid kontrollera med Statkraft inköpsenhet om ert företag redan är registrerat i systemet. Om ni har registrerat ert företag själva och tappat bort ert lösenord, gör då ingen ny registrering – utan kontakta Statkrafts inköpsenhet.

Gå till <https://procurementplatform.statkraft.com/web/login.html> i webbläsaren (rekommenderade webbläsare: Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klicka på ikonen "Sign up" (för att registrera ert företag) – Markerad med rött i bilden nedan. Systemet guidar er genom nästa steg.



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.

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Supplier Access

Supplier Access

New supplier? [register here](#)

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

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Download our user guides in your preferred language here.
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- Contact Us**
Need support from Statkraft?
- Open Tenders**
Here you find our open tenders and opportunities.

Klicka på ikonen "I agree" för att acceptera systemets användaravtal och klicka sedan på ikonen "Next" (nästa) för att komma vidare.

User Agreement

Adobe PDF File

Close

Portal User Agreement

1. Introduction

- 1.1. This User Agreement between Statkraft (the Buyer) and the Supplier governs the access and use of the Statkraft Procurement Platform (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
- 1.2. The System is provided by BravoSolution UK Ltd, a JAGGAER company and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
- 1.3. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System and by the Buyer during the procurement exercise. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

- 2.1. The Buyer grants to the Supplier access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
- 2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
 - 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

I agree

I do not agree

Next

a. Registrering via D&B-data (Dun & Bradstreet)

Klicka på ikonen "Look up & Download D&B Direct + Data".

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

Index → Organisation Details

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

* Organisation Name

* Country

State/County

* City

Sök efter ert företag med hjälp av tillgängliga filter. Sökningen måste minst innehålla företagsnamn och land, dessa fält är markerade nedan. Klicka på ikonen "Look Up" för att starta sökningen.

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

LOOKUP FILTER

DUNS Number
 Reg. Numbers
 Town
 Country
 Phone Number

*** Company Name**
 Address
 Postal Code
 County

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

Look Up Download

RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34111111	SyLAB	92111111	Lianga 11	TROLLHÄLLEN	1411		NORWAY

Leta upp ert företag, klicka sedan på raden med ert företagsnamn (raden markeras i blått). Klicka sedan på ikonen "Download", för att ladda ner ert företag. Klicka på ikonen "OK" i popup-fönstret för att komma vidare.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration Display/Hide Filter

LOOKUP FILTER

DUNS Number

Reg. Numbers

Town

Country

Phone Number

* Company Name

Address

Postal Code

County

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

Look Up **Download**

RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	340000000	Syn...	920000000	Lings...	TRILJÅNEN	1410		NORWAY

Klicka på ikonen "Update Registration Form" för att komma till företagsuppgifterna.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration Display/Hide Filter

LOOKUP FILTER

DUNS Number

Reg. Numbers

Town

Country

Phone Number

* Company Name

Address

Postal Code

County

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

Look Up **Update Registration Form**

SUPPLIER DOSSIER INFORMATION

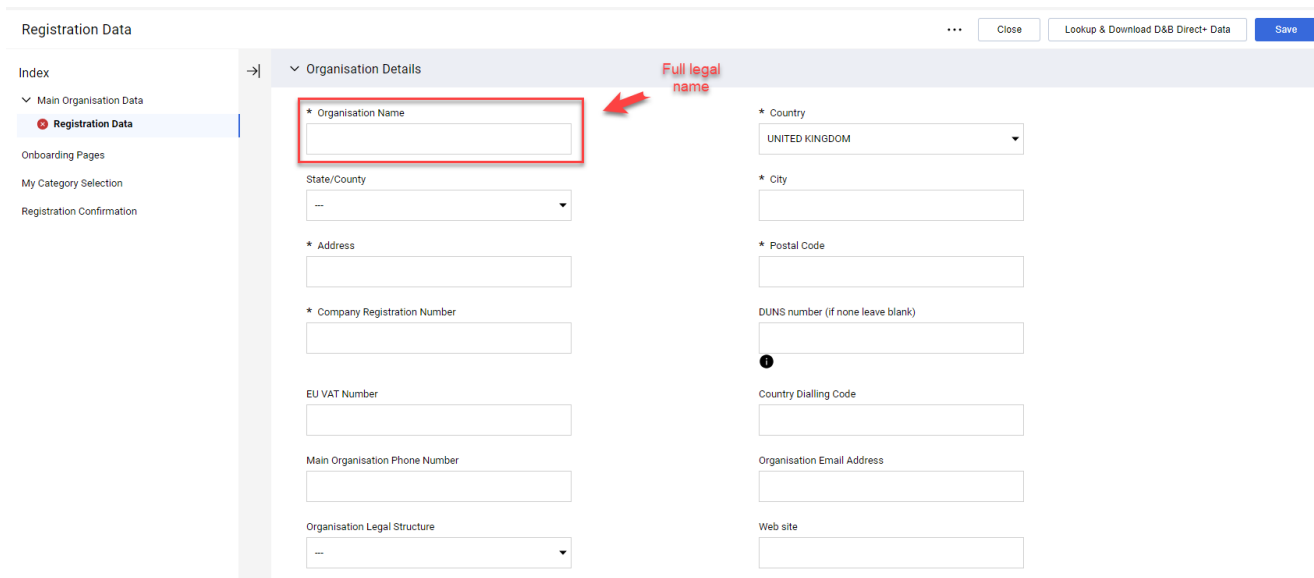
DUNS number (if none leave blank) D-U-N-S number

340000000 340000000

Företagsuppgifter, som finns tillgänglig i D&B, kommer nu att fyllas i registreringsformuläret. Uppdatera formuläret med den information som saknas.

b. Registrering utan D&B-data

Fyll i formuläret med era företagsuppgifter. (Obligatoriska fält är markerade med en stjärna *)



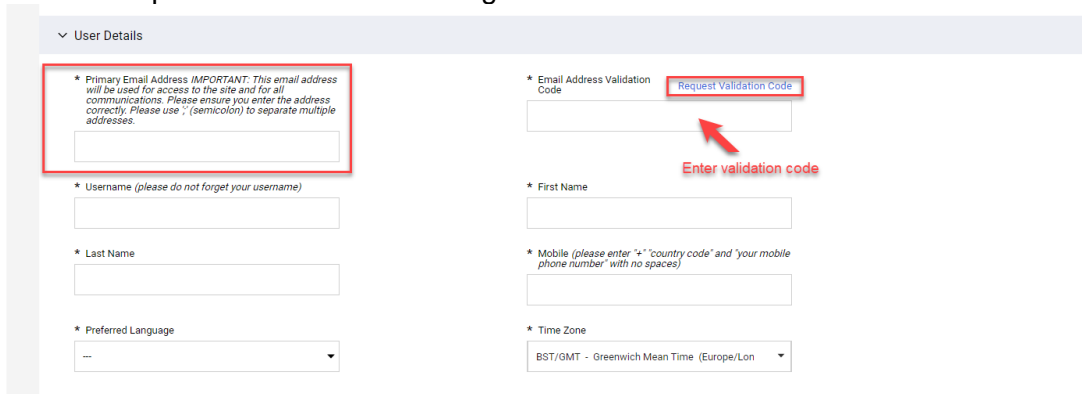
Registration Data ... Close Lookup & Download D&B Direct+ Data Save

Index -> | Organisation Details

* Organisation Name Full legal name
 State/Country
 * Address
 * Company Registration Number
 EU VAT Number
 Main Organisation Phone Number
 Organisation Legal Structure

* Country
 UNITED KINGDOM
 * City
 * Postal Code
 DUNS number (if none leave blank)
 Country Dialling Code
 Organisation Email Address
 Web site

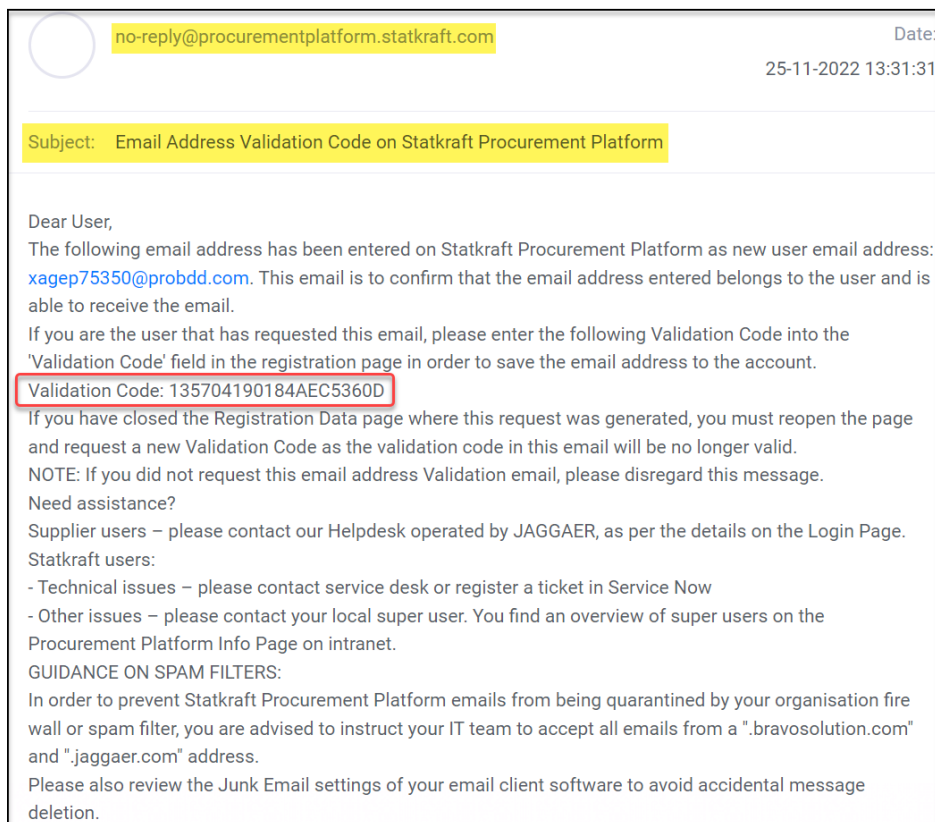
Bläddra ner på formuläret Registreringsdata, fyll i er e-postadress och klicka på ikonen "Send Validation Code" för att få en valideringskod ". Klicka på sedan på ikonen "OK" på popup-fönstret, för att komma vidare. Ett e-postmeddelande med den tillfälliga koden kommer att skickas till den e-postadress som ni har angett.



* Primary Email Address **IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses.**
 * Username (please do not forget your username)
 * Last Name
 * Preferred Language

* Email Address Validation Code Request Validation Code
Enter validation code
 * First Name
 * Mobile (please enter "+country code" and "your mobile phone number" with no spaces)
 * Time Zone
 BST/GMT - Greenwich Mean Time (Europe/Lon

E-post för validering:



Kopiera valideringskoden till fältet "Email Adress Validation" och fyll i de andra obligatoriska fälten. Använd helst er e-postadress som användarnamn. Klicka på ikonen "Save" (övre högra ikonen) för att spara.

Registration Data

...

Close

Lookup & Download D&B Direct+ Data

Save

Systemet har en dubbelkontroll av företagens registreringsnummer. Om det redan en registrering av ert företags registreringsnummer får ni ett felmeddelande. Om så är fallet, kontakta Statkrafts inköpsenhet.

Nu kan ni svara på frågorna om ytterligare företagsinformation. Klicka på ikonen "Save & Continue" för att spara och fortsätta.

Begin Vendor Registration [Confirm](#)

Index → Additional Company Information

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

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

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

[Show hidden icons](#)

Välj vilka kategorier ert företag kan tillhandahålla tjänster eller material för. Välja så många ni behöver. Klicka på ikonen "Confirm" för att bekräfta".

Statkraft **PREPRODUCTION ENVIRONMENT** 👤

Begin Vendor Registration [Confirm](#)

Index

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

Enter filter (type to start search)

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

Selected Items: 0

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

Vissa kategorier kan ha ytterligare frågor. När ni har svarat på alla frågor klickar ni på ikonen "Save & Continue" för att spara och fortsätta".

Statkraft **PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration Confirm

Index

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

→| ▼ 40001000 - 40001003 and 40003000 - 40003003

> Category linked

▼ 40001000 - 40001003 AND 40003000 - 40003003				
	LABEL	DESCRIPTION	RESPONSE	EDITABLE BY
1	Data Storage Location	* Where do you produce (process and store data) your IT services relevant for Statkraft?	<input type="checkbox"/> EU/EEA <input type="checkbox"/> USA <input type="checkbox"/> Other	Supplier

Registreringen är nu klar. Klicka på ikonen "Close Window" för att stänga fönstret".

Statkraft **PREPRODUCTION ENVIRONMENT**

Registration Confirmation Close

Index

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

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

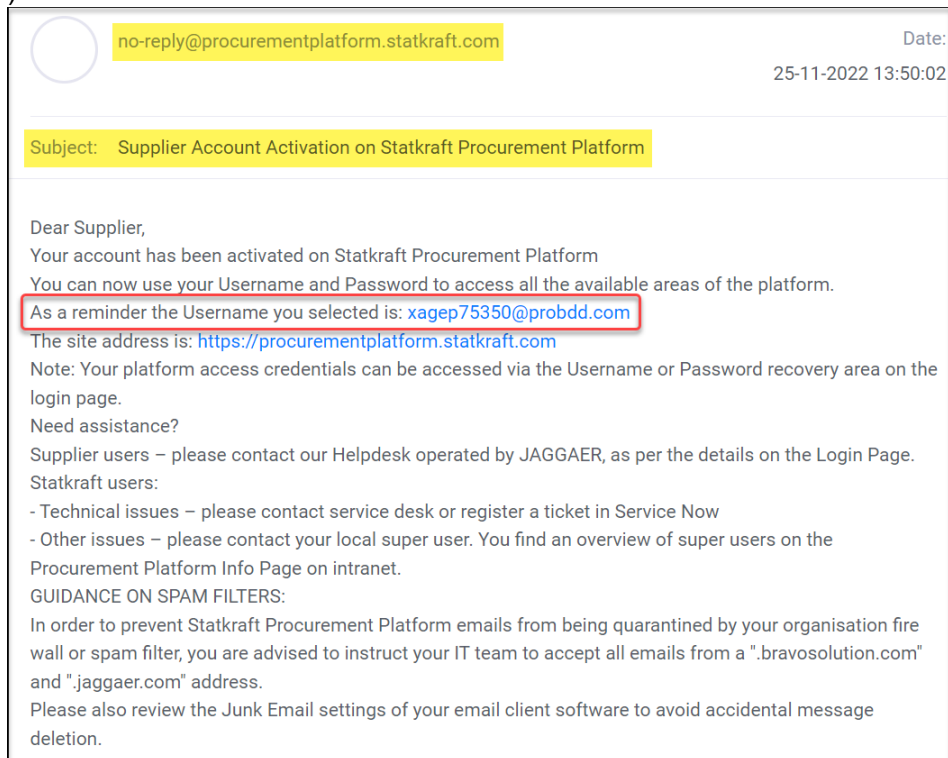
Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	● Missing Responses: Optional 7
Additional Company Information	● All data complete
Select Categories	● Categories selected 2
Category Forms	● All data complete

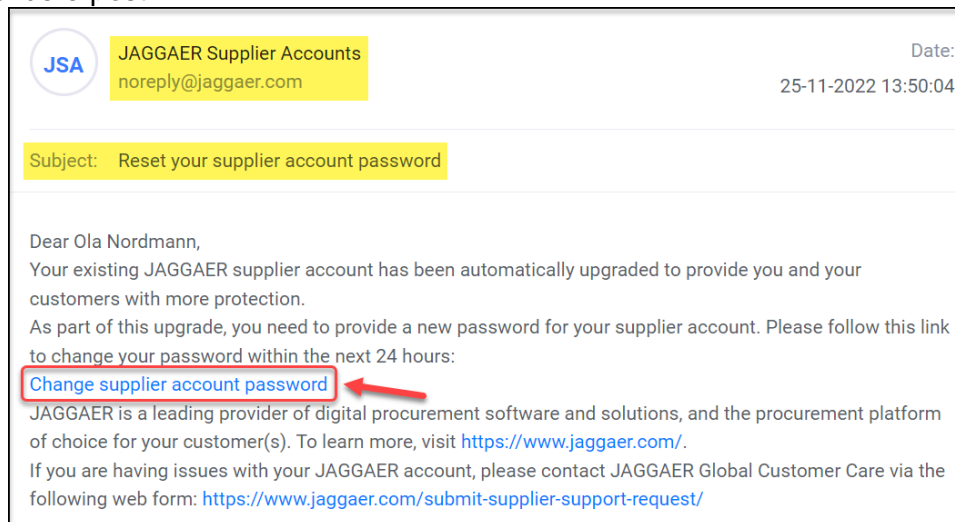
Inom några minuter kommer ni att få ett E-postmeddelande:

Om ni inte har fått e-postmeddelandena inom 30 minuter, vänligen kontakta Statkrafts inköpsenhet. Er profil skapas och vi kommer att undersöka om de automatiska e-postmeddelandena blockerades.

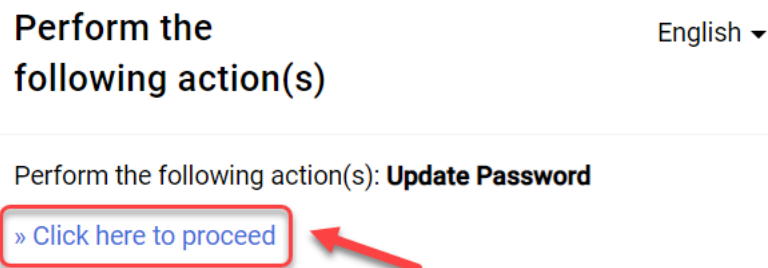
E-post med aktiveringsbekräftelse (Supplier Account Activation) och användarnamn (Username):



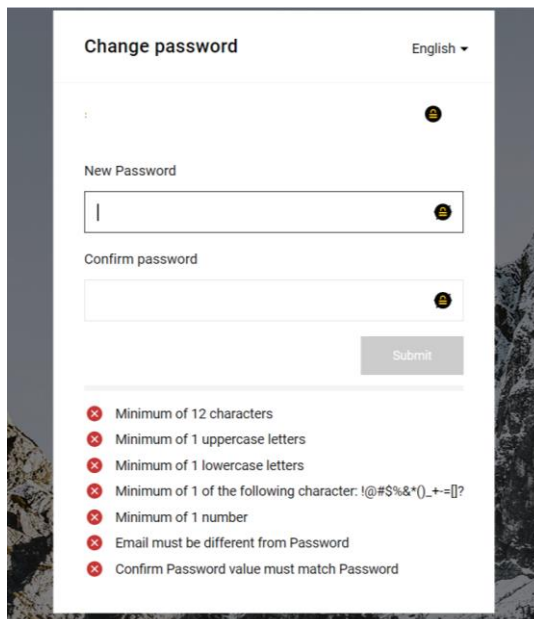
För att ändra ert lösenord: Klicka på texten "Change supplier account password", enligt nedanstående e-post.



Ett nytt fönster visas. Klicka på ikonen "Click here to proceed" för att fortsätta".



Skapa ert eget lösenord och klicka på ikonen "Submit" för att skicka."



Change password English ▾

1

New Password

Confirm password

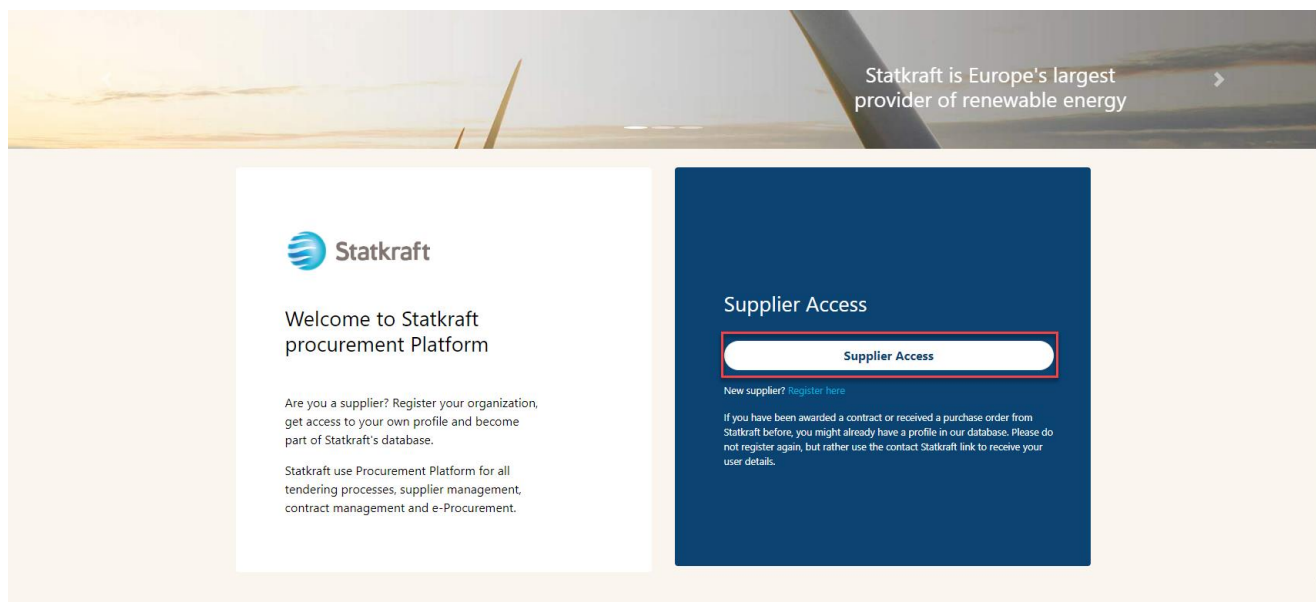
Submit

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

2. Inloggning i Jaggaer

Gå till: <https://procurementplatform.statkraft.com/web/login.html>

Klicka på "Supplier Access" (Leverantörssida), Ange ert användarnamn (e-post), lösenord och klicka på ikonen "Next".



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Supplier Access

Supplier Access

New supplier? [Register here](#)

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

En OTCODE begärs som en del av implementeringen av tvåfaktoraутentiseringen. Ett e-postmeddelande som detta bör komma till er inkorg. Kopiera koden och klistra in fältet nedan.

Verification code for supplier authentication Σ Inbox x



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 only when 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/>.

Granskning av uppgifter:

Nästa steg utförs bara en gång och den är mest relevant för leverantörer som är registrerade av Statkraft. Klicka på ikonen "Review Classification" för att komma till granskningen".

"

Classification Update Request Reminder

No, I Will Do It Later

Review Classification

Classification Update Required

i 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.

Klicka på ikonen "Confirm Categories för att bekräfta kategorier" och klicka på sedan ikonen "Confirm" i popup-fönstret.

My Categories

...

Confirm Categories

Add Category

Enter Filter (type to start search) ▾

Showing Result 1 - 2 of 2

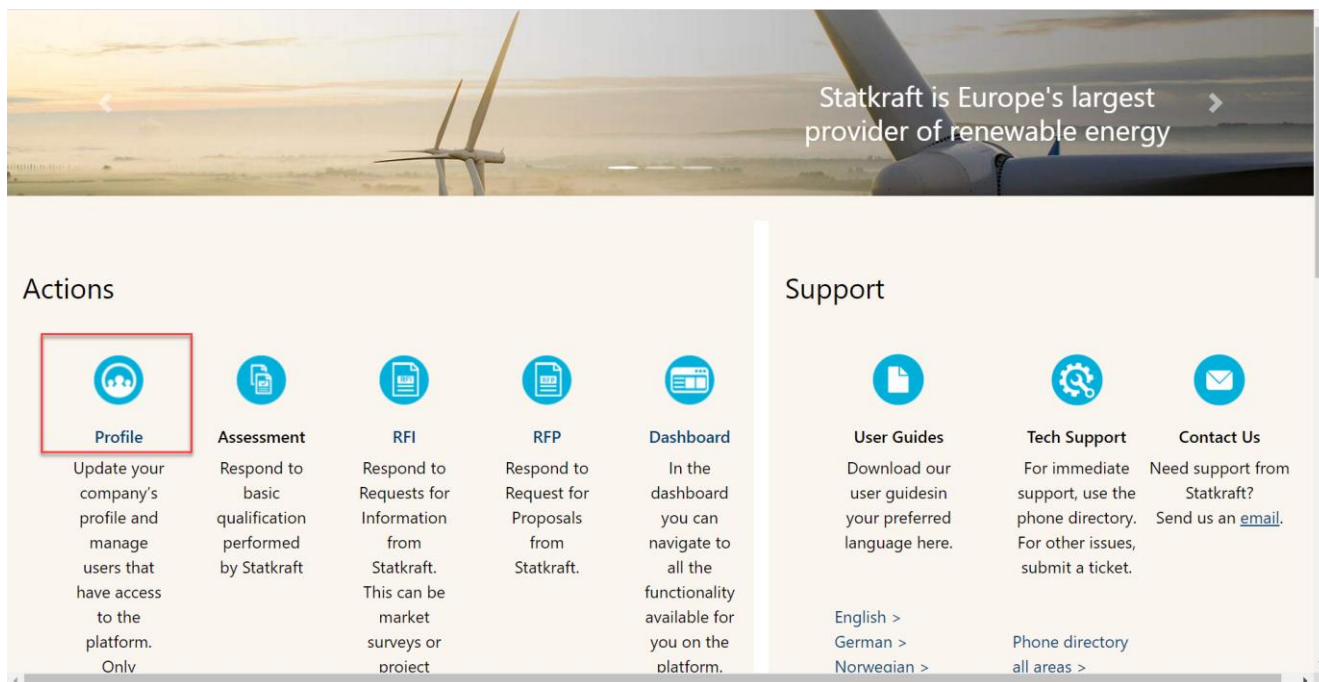
	CODE	TITLE	CLASSIFIED ON
1	40001001	Business Applications/SaaS	07/11/2022 14:55:20
2	40001003	Workplace Applications	07/11/2022 14:55:20

Nu är ni inne i systemet. Använd menyn till vänster för att hitta i systemet. Se andra avsnitt i den här guiden för ytterligare support.

2.1 Bankuppgifter

Statkraft har integrationer på plats som exporterar dina data till vårt ERP-system. Detta är inte ett obligatoriskt steg vid registrering. Bankuppgifter krävs endast från leverantörer som tilldelas en RFP. Detta steg kan endast slutföras av er "superuser" (huvudanvändaren).

Klicka på ikonen **Profile**. (profil)er



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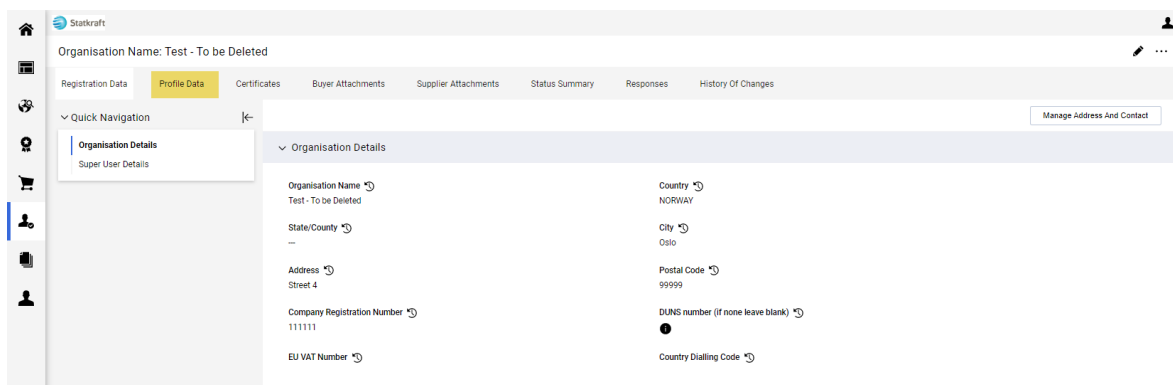
Actions

- Profile** (highlighted): Update your company's profile and manage users that have access to the platform. Only
- Assessment**: Respond to basic qualification performed by Statkraft
- RFI**: Respond to Requests for Information from Statkraft. This can be market surveys or project
- 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.

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 - English >
 - German >
 - Norwegian >
- Tech Support**: For immediate support, use the phone directory. For other issues, submit a ticket.
 - Phone directory all areas >
- Contact Us**: Need support from Statkraft? Send us an [email](#).

Klicka på filken **Profile data (profildata)**.



Organisation Name: Test - To be Deleted

Registration Data | **Profile Data** | Certificates | Buyer Attachments | Supplier Attachments | Status Summary | Responses | History Of Changes

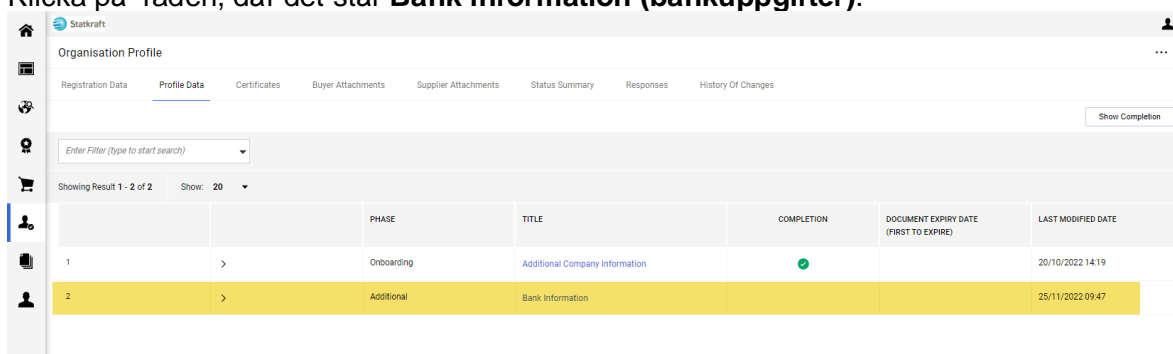
Quick Navigation: Organisation Details, Super User Details

Manage Address And Contact

Organisation Details

- Organisation Name: Test - To be Deleted
- State/Country: --
- Address: Street 4
- Company Registration Number: 111111
- EU VAT Number
- Country: NORWAY
- City: Oslo
- Postal Code: 99999
- DUNS number (if none leave blank)
- Country Dialling Code

Klicka på raden, där det står **Bank information (bankuppgifter)**.



Organisation Profile

Registration Data | **Profile Data** | Certificates | Buyer Attachments | Supplier Attachments | Status Summary | Responses | History Of Changes

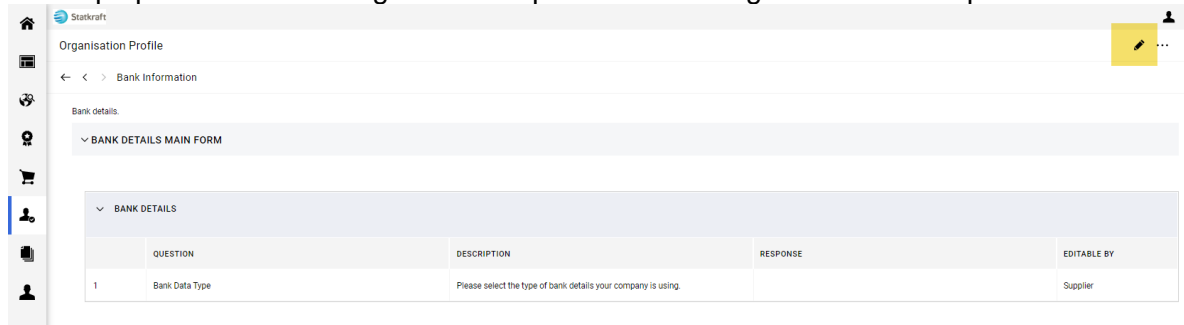
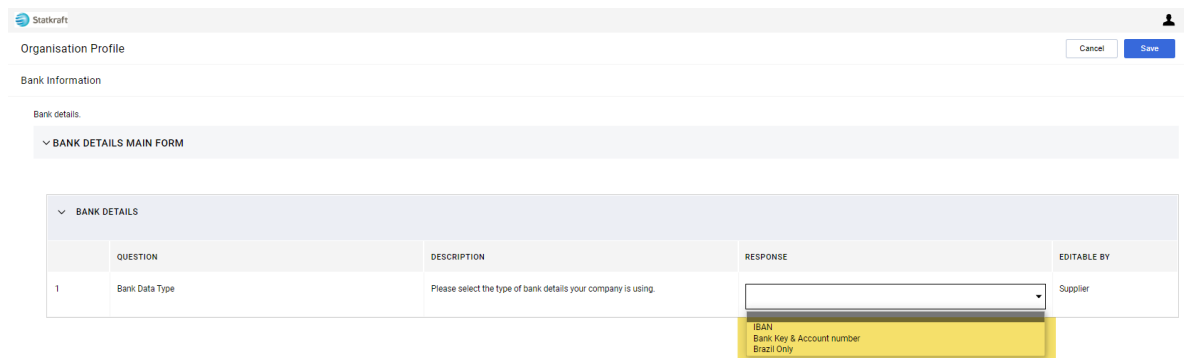
Show Completion

Enter Filter (type to start search)

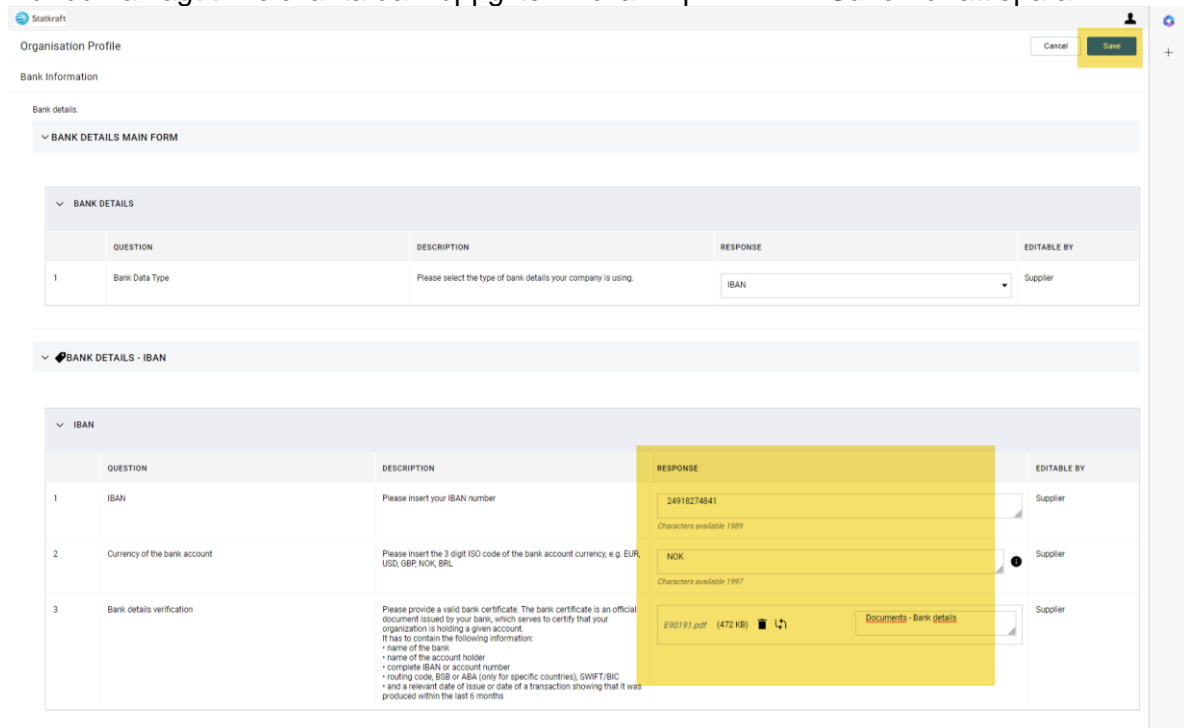
Showing Result 1 - 2 of 2 | Show: 20

		PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	>	Onboarding	Additional Company Information	✓		20/10/2022 14:19
2	>	Additional	Bank Information			25/11/2022 09:47

Klicka på pennan för att redigera. Svara på den första frågan för att se respektive fält.

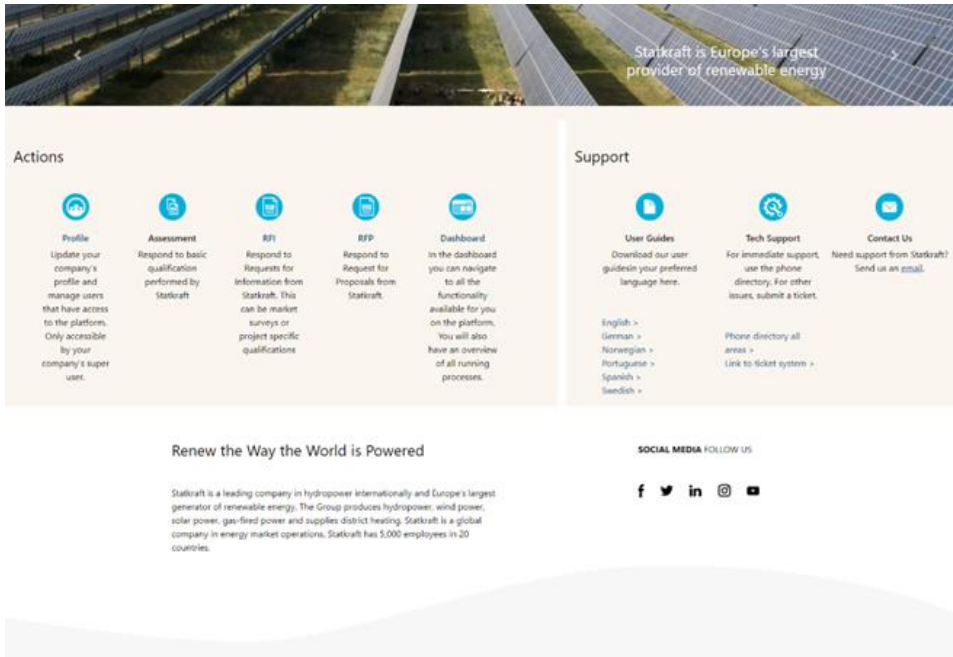
När du har lagt till relevanta bankuppgifter klickar ni på ikonen **”Save”** för att spara.



För att säkerställa exporten av uppgifter till vårt ERP-system är det viktigt att fylla i alla obligatoriska fält i bankinformationsformuläret.

3. Så här svarar du på en grundläggande kvalificeringsbedömning

Click on “Dashboard”.



You will see the Assessment under "My editable Assessments" on the dashboard page.

Click on the name of the assessment.

MY EDITABLE ASSESSMENTS

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

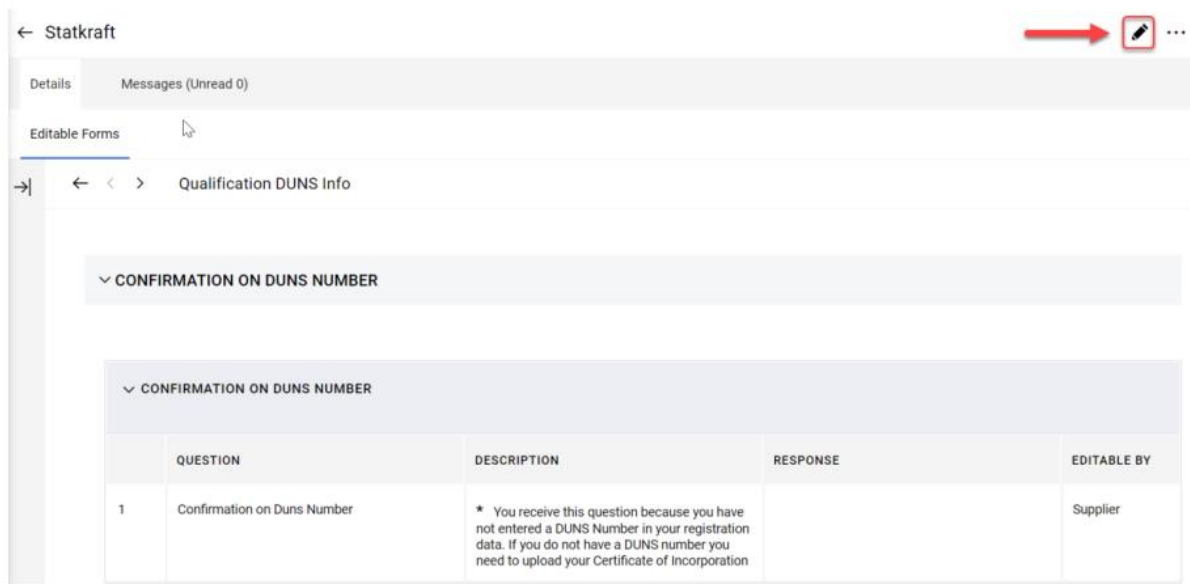
Click on "Qualification DUNS info".


Showing Result 1 - 2 of 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	> Page	Qualification DUNS info	✘		13.10.2022 14:59	13.10.2022 14:56	Yes
2	> Page	Supplier Code of Conduct	✘		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 →  ...

Details Messages (Unread 0)

Editable Forms

→| ← < > Qualification DUNS Info

▼ CONFIRMATION ON DUNS NUMBER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	* You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you need to upload your Certificate of Incorporation		Supplier

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”.

▼ CONFIRMATION 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	<input type="text"/> <div style="border: 1px solid gray; padding: 2px;"> Yes, I have a Duns Number. I have added it in my Profile No, I do not have a Duns Number </div>	Supplier

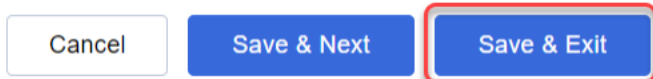
Click on “Save & Next”.

On the “Supplier Code of Conduct” choose yes.

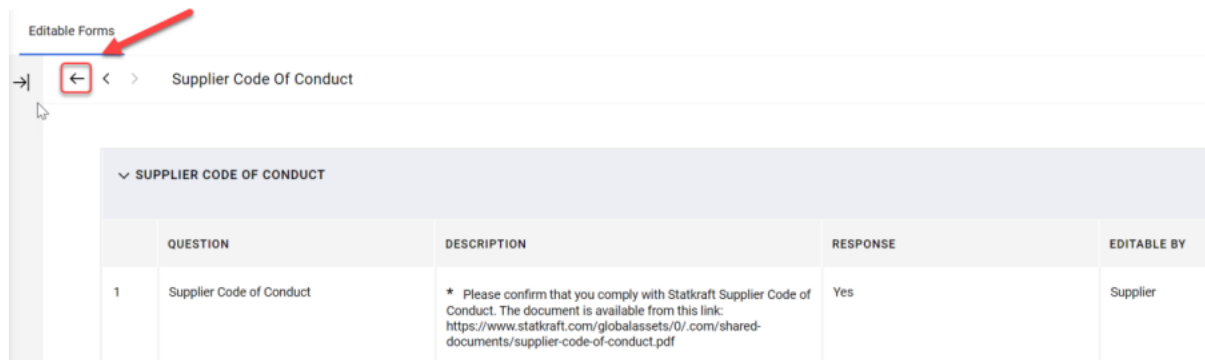
▼ SUPPLIER CODE OF CONDUCT

	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	<input type="text"/> <div style="border: 1px solid gray; padding: 2px;"> Yes No </div>	Supplier

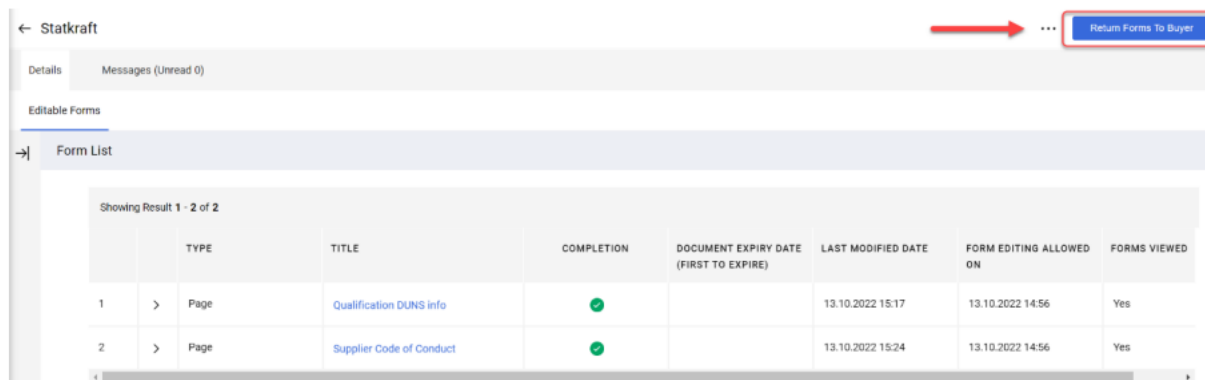
Click on "Save & Exit".



Click on the "Back to Previous Page" arrow.



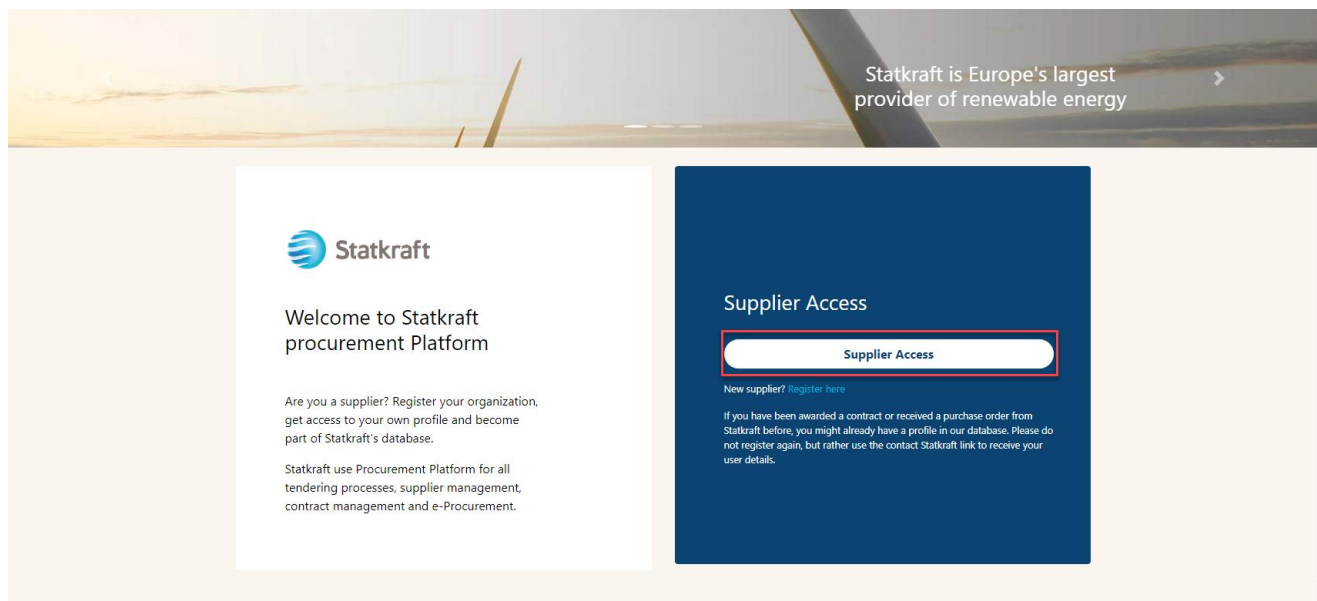
Finally click on "Return Forms to Buyer" and click OK on the popup.



4. Svara på en RFI (informationsförfrågan)

Gå till <https://procurementplatform.statkraft.com/web/login.html> i webbläsaren (rekommenderade webbläsare: Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klicka på ikonen "Supplier Access" och logga in med era leverantörskontouppgifter.



Klicka på RFI-ikonen. Alternativt kan ni klicka på "dashboard" (anslagstavlan) och se de RFI:er som körs.



Klicka på er RFI-titel .

RFIs ...

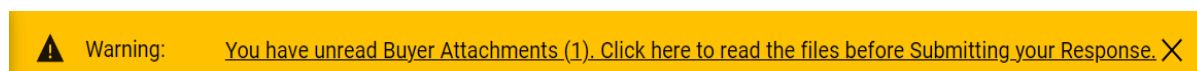
My RFIs

All RFIs

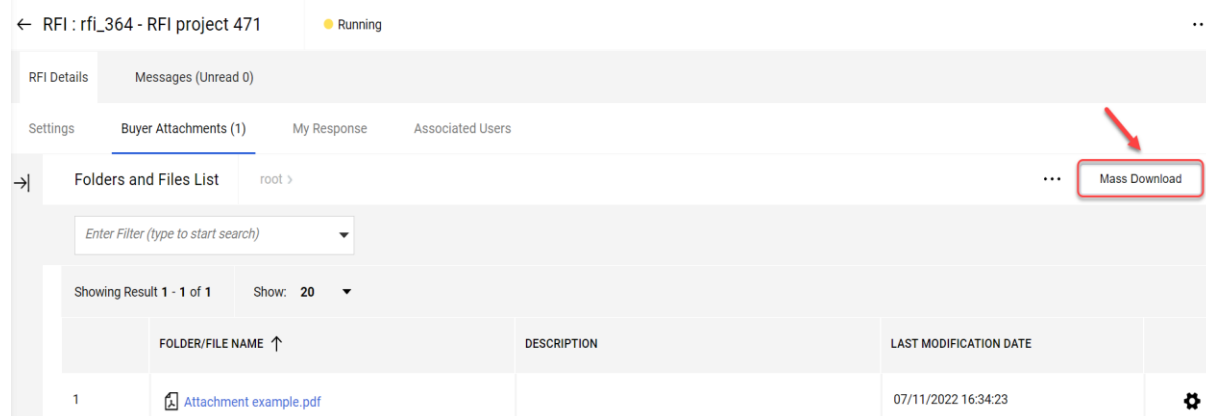
Showing Result 1 - 1 of 1 Show: 20

	CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfl_364	RFI project 471	project_471	31/12/2022 12:00	Running	No Response Prepared	Statkraft

Kontrollera bilagorna som Statkraft skickat, genom att klicka på den gula varningen högst upp på skärmen.



Ni kan se bilagorna individuellt och ladda ner varför sig eller klicka på ikonen "Mass download", för att ladda ner samtliga bilagor.



← RFI : rfi_364 - RFI project 471 ● Running



RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

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

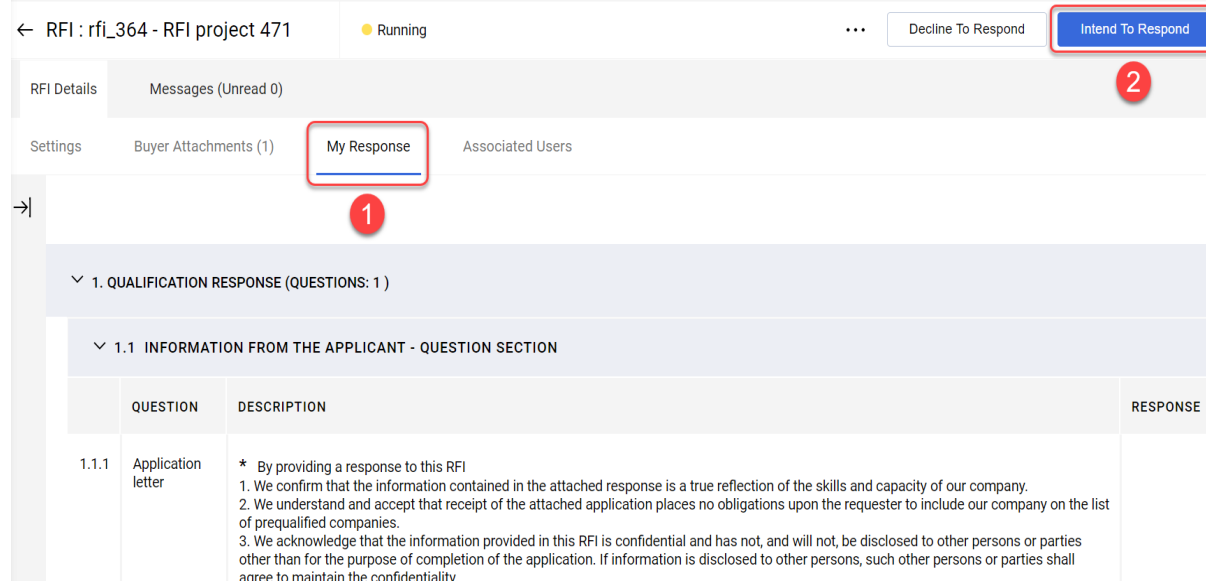
Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1 Show: 20 ▾

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

För att gå tillbaka till Statkrafts frågor, klicka på fliken "My Response".

Klicka på ikonen "Intend To Respond" för att svara på frågorna.



← RFI : rfi_364 - RFI project 471 ● Running ... Decline To Respond **Intend To Respond**

RFI Details Messages (Unread 0) 2

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

→| 1

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

Intend To Respond (Avser att svara): Leverantören ser Statkrafts förfrågan och kan svara på Statkrafts frågor, samt skicka in sitt svar för utvärdering av köparen.

Decline To Respond (Avser ej att svara): Leverantören meddelar Statkraft att de avser att inte svara på förfrågan.

Klicka på " Pennan" för att börja svara på frågorna.

← RFI : rfi_366 - Prequalification Purchase X ● Running ... Online Questionnaire In Excel Submit Response


RFI Details Messages (Unread 0)

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

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

My Response Summary

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

1. QUALIFICATION RESPONSE (QUESTIONS: 3) 

1.1 INFORMATION FROM THE APPLICANT - QUESTION 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 list of prequalified companies. 3. We acknowledge that the information provided in this RFI is confidential and has not, and will not, be disclosed to other persons or parties other than for the purpose of completion of the application. If information is disclosed to other persons, such other persons or parties shall agree to maintain the confidentiality.	

Svara på varje fråga i enligt frågeformulär. Obligatoriska frågor har ett "*" i början av frågan. Ni svara enligt de alternativ som anges, se punkt 1.

RFI : rfi_366 - Prequalification Purchase X ● Running Save And Continue Cancel **Save And Return**

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

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

Vissa frågor besvaras med bilagor (+ Attach file), se punkt 2 – vänligen notera att endast en fil eller en ZIP-fil är tillåten per fråga. ZIP-filen bör inte överstiga 200 MB i storlek – om filen överstiger detta, vänligen kontakta Statkraft via meddelandefliken.

Lägga till en bilaga i ert svar, klicka på "+ Attach File" (punkt 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.	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> + Attach File </div>
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 ▾

Tryck på objekt "Select File" för att välja fil (punkt 2). Det går också använda dra och släpp-funktionen. När ni har valt filen klickar ni på ikonen "Confirm" (bekräfta) (punkt 3).

← Attachments

Select File

Confirm

i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

#	TYPE	FILE NAME	SIZE
<div style="background-color: yellow; padding: 5px; display: inline-block;">Use the button to Upload or DRAG and DROP into this area</div>			

Filen bifogas nu till frågan.

Klicka på ikonen "Save and Return" och sedan på ikonen "OK " i popup-fönstret, för att spara. Ni kommer nu tillbaka till huvudsidan för RfX – Svaret har ännu inte skickats in.

RFI : rfi_366 - Prequalification Purchase X
● Running

Save And Continue
Cancel
Save And Return

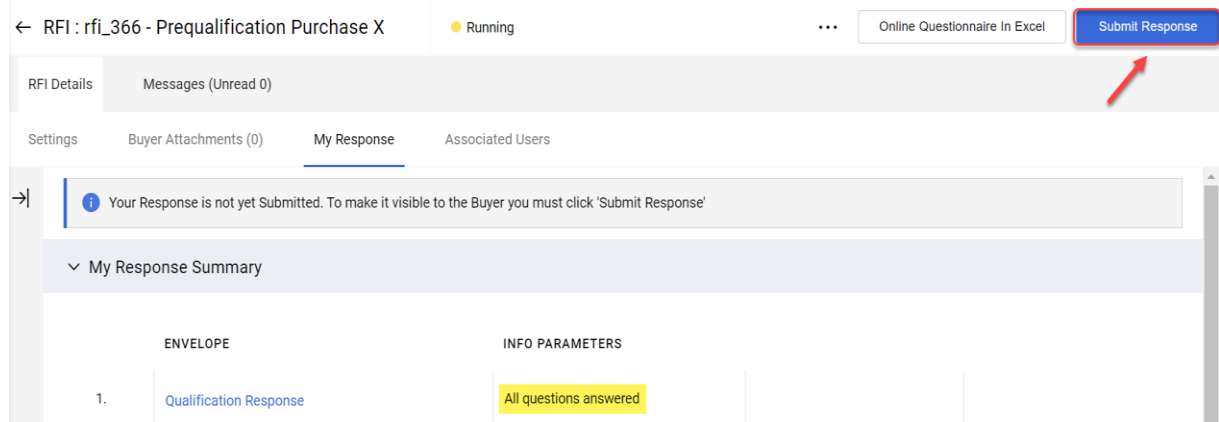
i Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

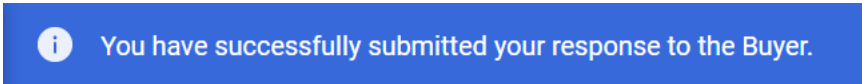
1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION			
	QUESTION	DESCRIPTION	RESPONSE
1.1.1	Application letter	* By providing a response to this RFI 1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company.	Yes ▾

När ni har svarat på alla frågor (se sammanfattning markerad med gult nedan) – klar med ert svar, klickar ni på ikonen "Submit Response" för att skicka in svaret. Klicka på sedan på ikonen "OK" i popup-fönstret.



The screenshot shows the 'My Response' section of a procurement platform. At the top right, there is a blue button labeled 'Submit Response' which is highlighted with a red box and a red arrow. Below this, there is a notification bar with an information icon and the text: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Underneath, there is a 'My Response Summary' section with a table. The table has two columns: 'ENVELOPE' and 'INFO PARAMETERS'. The first row shows '1. Qualification Response' under 'ENVELOPE' and 'All questions answered' under 'INFO PARAMETERS', with the latter highlighted in yellow.

Allt är klart – ert svar har skickats in. Ni får följande notis om att ert svar har skickats till Statkraft:



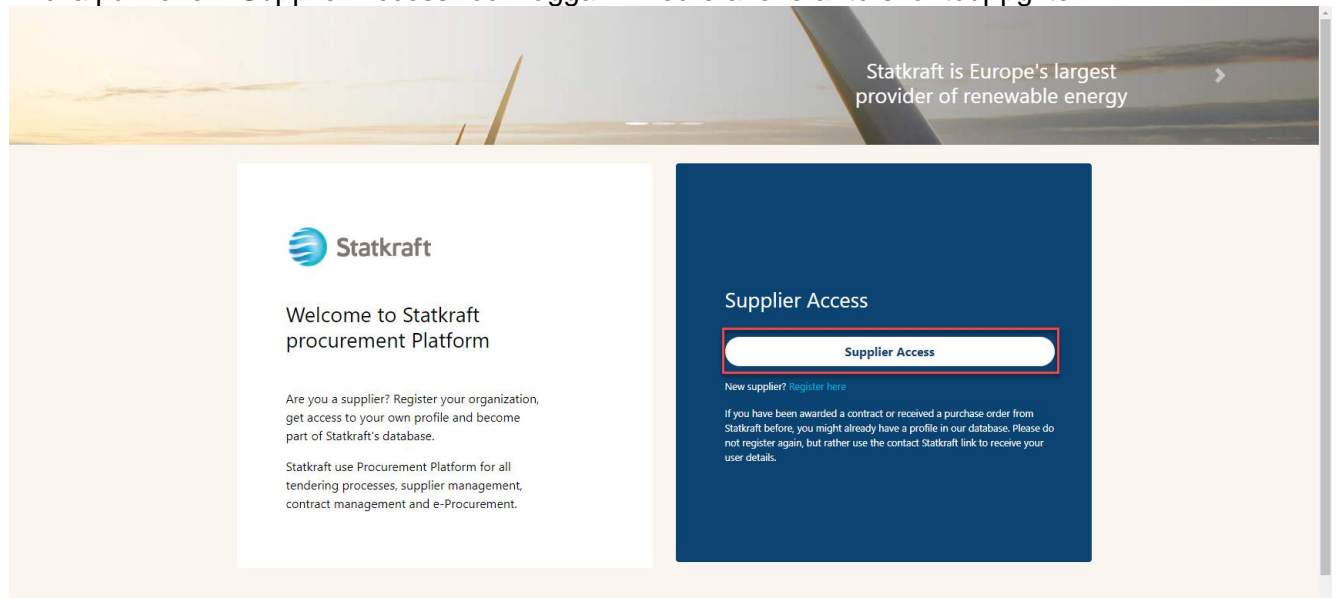
i You have successfully submitted your response to the Buyer.

Ni kan se en översikt över de RFI:er och RFP:er som är besvarade på respektive RFX-sidor.

5. Svara på RFP - förfrågan.(Förfrågningsunderlag).

Gå till <https://procurementplatform.statkraft.com/web/login.html> i webbläsaren (rekommenderade webbläsare: Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klicka på ikonen "Supplier Access" och logga in med era leverantörskontouppgifter .



The screenshot shows the Statkraft procurement platform homepage. The Statkraft logo is at the top left. Below it, the text reads 'Welcome to Statkraft procurement Platform'. To the right, there is a blue box titled 'Supplier Access' with a white button labeled 'Supplier Access' highlighted by a red box. Below the button, there is a link 'New supplier? Register here' and a paragraph of text: 'If you have been awarded a contract or received a purchase order from Statkraft before, you might already have a profile in our database. Please do not register again, but rather use the contact Statkraft link to receive your user details.'

Klicka på RFP-ikonen. Alternativt kan ni klicka på dashboard och se de RFP-er som är annonserade.



Klicka på er RFP-titel .

RFPs

My RFPs

CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION	
1	rfp_563	RFP Purchase of XXX	project_477	11/11/2022 17:00	Running	No Response Prepared	Statkraft

Klicka på ikonen "I agree" och sedan på ikonen "Next" på skärmen för att acceptera regler för anbud

← Accept Contract

Adobe PDF File

TENDER RULES

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

I agree

I do not agree

Next

Viktigt att notera: Upphandlingsreglerna ger riktlinjer och minimikrav för att delta i upphandlingen. Upphandlingsregler kan inaktiveras i RFP efter Statkrafts gottfinnande. Om ni klickar på "I Don't agree" (accepterar ej) kommer ert företag att **diskvalificeras** och tas ur upphandlingen -RFP.

Om det finns bilagor till förfrågningsunderlaget (RFP) ser ni en varning högst upp på skärmen. Ni kan klicka på den eller klicka på fliken "Buyer Attachments". Detta tar er till bilagorna. Tänk på att frågor också kan innehålla bilagor.

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

Klicka på ikonen "Mass Download". För att ladda ner bifogade bilagor till RFP."

← RFP: rfp_563 - RFP Purchase of XXX

Running

RFP Details Messages (Unread 0)

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

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

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

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

Markera alla filer, se punkt 1. Klicka sedan på ikonen "Download Selected Files", samtliga markerade bilagor laddas ner på en ZIP-fil.

RFP: rfp_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel Download Selected Files

Showing Result 1 - 1 of 1

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

Total Files Selected: 1

Klicka på ikonen "OK" i popup-fönstret .

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.



När samtliga bilagor är nerladdade, klickar ni på ikonen "Cancel" för att gå tillbaka.

RFP: rfp_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel Download Selected Files

Showing Result 1 - 1 of 1

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

Total Files Selected: 1

Klicka på fliken "My Response" för att komma tillbaka till RFP-frågeformuläret .

På fliken "Settings"- inställningar (markerad i gult) kan ni se ytterligare information om denna RFX.

← RFP: rfp_563 - RFP Purchase of XXX ● Running ...

RFP Details Messages (Unread 0)

Settings My Response Associated Users

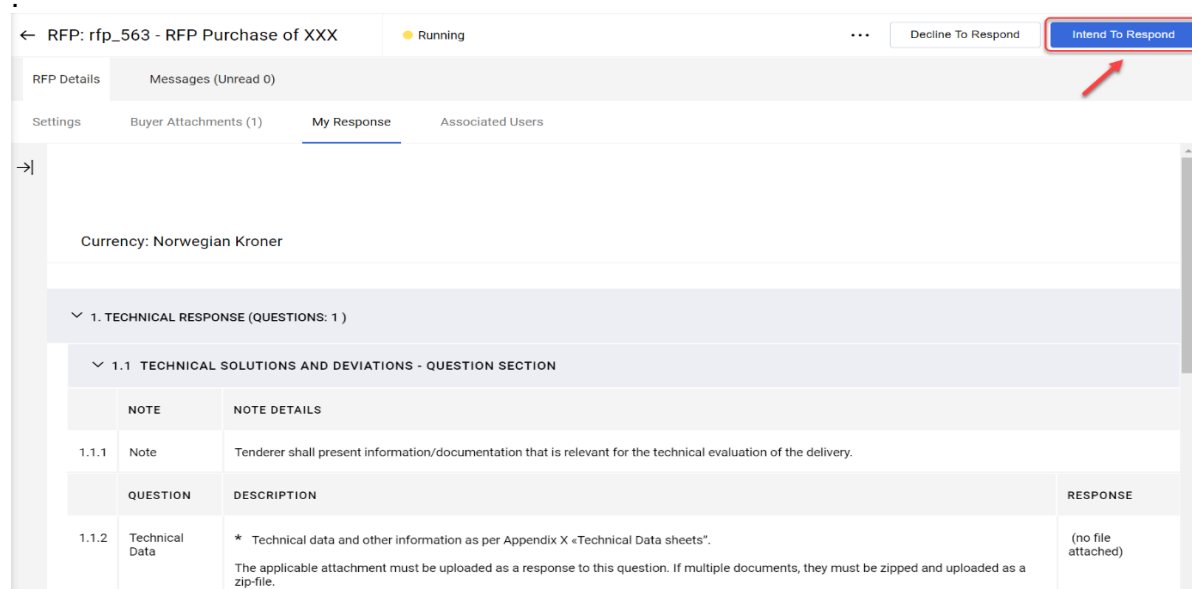
→| Folders and Files List root > ... Mass Download

Enter Filter (type to start search) ▼

Showing Result 1 - 1 of 1 Show: 20 ▼

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

Klicka på ikonen "Intend To Respons" för att bekräfta att ni kommer svara på förfrågan, därefter kommer till förfrågan.



← RFP: rfp_563 - RFP Purchase of XXX ● Running ... Decline To Respond **Intend To Respond**

RFP Details Messages (Unread 0)

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

→|

Currency: Norwegian Kroner

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

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

QUESTION	DESCRIPTION	RESPONSE
1.1.2 Technical Data	* Technical data and other information as per Appendix X «Technical Data sheets». The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	(no file attached)

Om en RFP tillåter flera valutor som svar (i systemet), kan ni välja vilken valuta som ska användas. Om ert svar innehåller flera valutor, kontakta Statkraft för att komma överens om det bästa sättet att leverera ert förslag på.

Välj er svarsvaluta (currency) och klicka på ikonen "Save" för att spara.

Currency: Norwegian Kroner ✕

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

Select a Response Currency

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

Cancel

Save

Klicka på ikonen Penna, för att svara samt redigera i ert svar.

← RFP: rfp_563 - RFP Purchase of XXX ● Running ... Online Questionnaire In Excel **Submit Response**

RFP Details Messages (Unread 0)


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

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

▼ My Response Summary

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

Currency: Norwegian Kroner [Change Currency](#)

▼ 1. TECHNICAL RESPONSE (QUESTIONS: 1) 

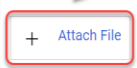
▼ 1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

Observera att den på första delen av anbudssidan är en "sammanfattning av anbudet". Detta avsnitt håller reda på ert svarsförlopp under varje flik, baserat på de obligatoriska frågorna, som har besvarats. I det här avsnittet kan ni också klicka på ett fliknamn för att komma åt svarsformuläret, formuläret blir då redigerbart,

Börja sedan med att svara på frågorna. I det här exemplet kommer vi att svara på en fråga, som besvaras med en bilaga (bilagefråga). Klicka på ikonen "+ Attach File".

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

	NOTE	NOTE DETAILS	
1.1.1	Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.	
	QUESTION	DESCRIPTION	RESPONSE
1.1.2	Technical Data	* Technical data and other information as per Appendix X «Technical Data sheets». The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	

Ett nytt fönster öppnas och i det kan ni antingen dra och släppa er fil eller klicka på ikonen "Select file" och söka efter den på er dator. När filen är vald, klickar ni på ikonen "Confirm".

← Attachments



i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Attachments

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

Filen bifogas nu som svar på frågan. När ni har svarat på alla frågor på detta tekniska kuvert kan ni klicka på ikonen "Save And Return" för spara och komma vidare. (här kommer ni tillbaka till sammanfattningssidan).

RFP: rfp_563 - RFP Purchase of XXX

● Running

Save And Continue

Cancel

Save And Return



→

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

Validate Response

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

	NOTE	NOTE DETAILS	
1.1.1	Note	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery.	
	QUESTION	DESCRIPTION	RESPONSE
1.1.2	Technical Data	* Technical data and other information as per Appendix X «Technical Data sheets». The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	Attachment example.pdf (7 KB)  

Klicka på ikonen "OK" i popup-fönstret, för att godkänna

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.



Kontrollera i anbudsammanfattningen att samtliga frågor har besvarats i den tekniska fliken. Därefter svarar ni på frågorna i den kommersiella fliken. OBS! Samliga frågor måste besvaras.

My Response Summary

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

Bläddra ner och klicka på ikonen "Pennan" på den kommersiella fliken, för att svara på förfrågans kommersiella del.

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)	<p>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.</p> <p>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.</p>	(no file attached)

Börjar därefter att svara på frågorna (punkt 1 och 2). För att se det totala anbudspriset (markerat med gult), klicka på "Validate Response" (punkt 3) -kontrollera svaret)-efter att ha svarat på alla frågor (detta är ett valfritt steg), då uppdateras anbudspriset. Klicka slutligen på fliken "Save And Return" (punkt 4) för att spara och komma vidare.

RFP: rfp_563 - RFP Purchase of XXX

Running

Save And Continue Cancel Save And Return

→

Refresh Validate Response

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

CURRENCY: NORWEGIAN KRONER

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

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F)	<p>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.</p> <p>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.</p>

+ Attach File

2.2 COMPENSATION - PRICE SECTION

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

Klicka på ikonen "OK" i popup-fönstret, för att godkänna.

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.

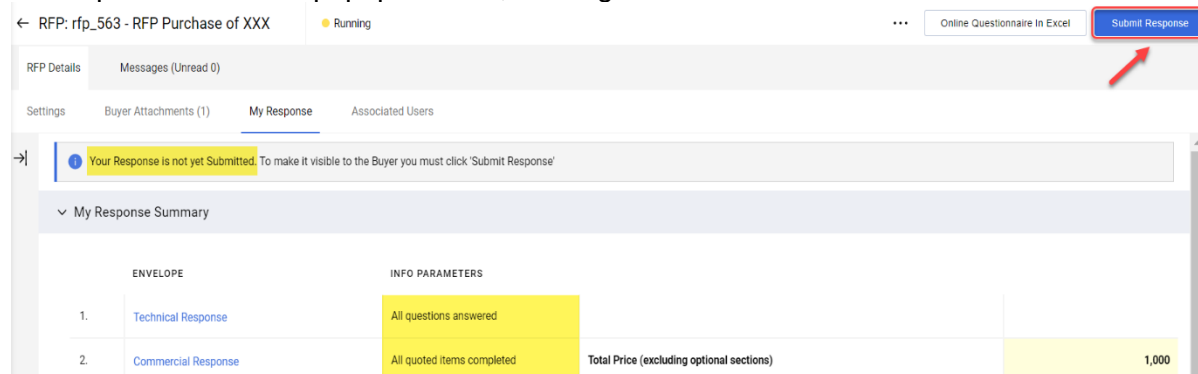
Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:

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



När alla frågor är besvarade klickar ni på ikonen "Submit Response", för att skicka in svaret. Klicka på ikonen "OK" i popup-fönstret, för att godkänna.



← RFP: rfp_563 - RFP Purchase of XXX ● Running ... Online Questionnaire In Excel **Submit Response**

RFP Details Messages (Unread 0)

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

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

My Response Summary

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

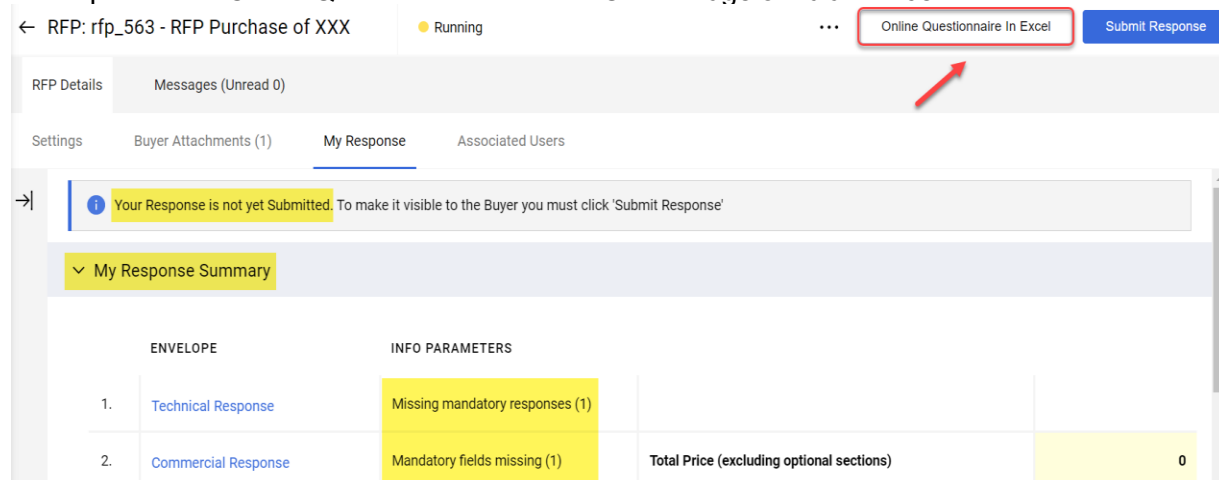
Ert anbud har skickats till Statkraft, ni kan redigera ert svar så länge RFP körs (upphandlingen pågår).

i You have successfully submitted your response to the Buyer.

5.1 Svvara på en RFx med Excel (export och import)

Viktigt – Ni behöver komma till steget, där ni klickar på "Intend To Respond" (sidan 17) på skärmdumparna ovan, innan ni börjar svara på frågorna på svarsformuläret. Det är därför stegen nedan börjar på steget **efter**. Denna procedur fungerar inte för frågor som ska svaras på med bifogade filer. Se skärmdumpar ovan för hur ni laddar upp filer som svar.

Klicka på ikonen "Online Questionnaire in Excel" Online-frågeformulär i Excel".



← RFP: rfp_563 - RFP Purchase of XXX ● Running ... **Online Questionnaire In Excel** Submit Response

RFP Details Messages (Unread 0)

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

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

My Response Summary

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

Klicka på ikonen "Download Online Questionnaire in Excel", för ladda ner formuläret.

RFP: rfp_563 - RFP Purchase of XXX

Running

Upload Help To Create & Import Your Response In Excel

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

*** IMPORTANT ***

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

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

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

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

File Download Online Questionnaire in Excel

Browse Select File

Import Items

En Excel fil laddas ner. Filen visar vilka fält som är redigerbara. Som tidigare nämnts kan bifogade frågor inte besvaras via Excel filen.

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

Spara Excel-filen på er dator och klicka på ikonen "Browse" (punkt 1). När ni har markerat svarsfilen, klickar ni på ikonen "Import object" (punkt 2) för att hämta filen till systemet. Följ punkterna nedan.

RFP: rfp_563 - RFP Purchase of XXX

Running

Upload Help To Create & Import Your Response In Excel

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

*** IMPORTANT ***

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

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

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

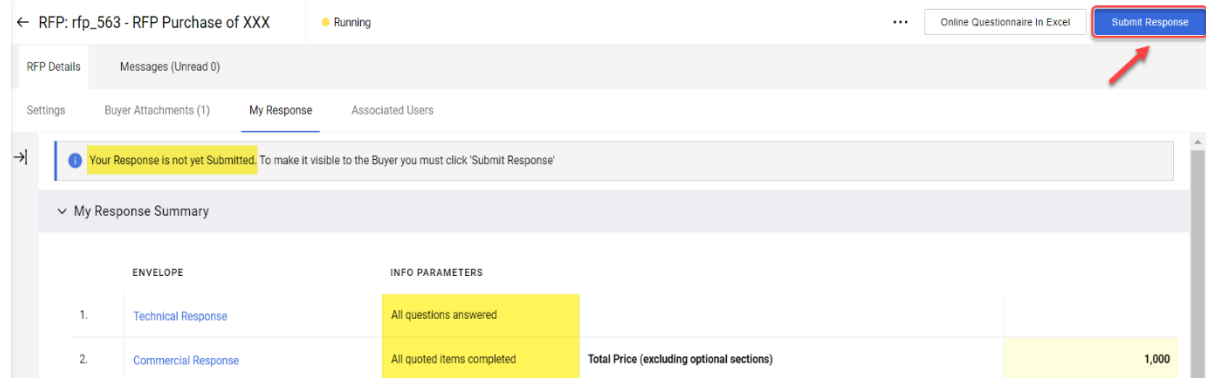
IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

1 Browse answerTo_rfp_563.xlsx (15,559 KB)

2 Import Items

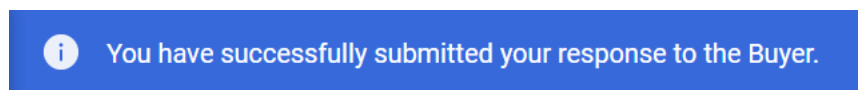
Ert svar laddas upp – men ert svar har ännu inte skickats in. Om alla frågor är besvarade, klicka på ikonen "Submit Response", för att skicka in ert anbud.



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

Klicka på ikonen "OK" i popup-fönstret, för att godkänna.

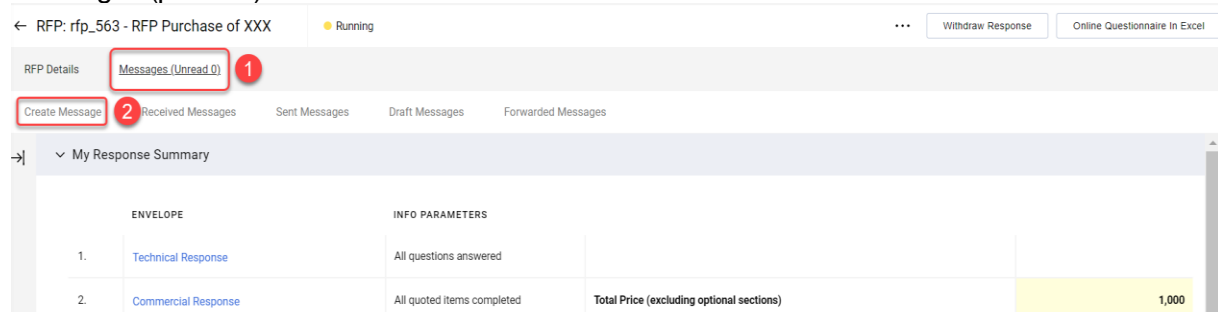
Ert anbud har skickats in. Ni kan redigera ert svar så länge RFP körs (upphandlingen pågår).



6. Meddelande i systemet

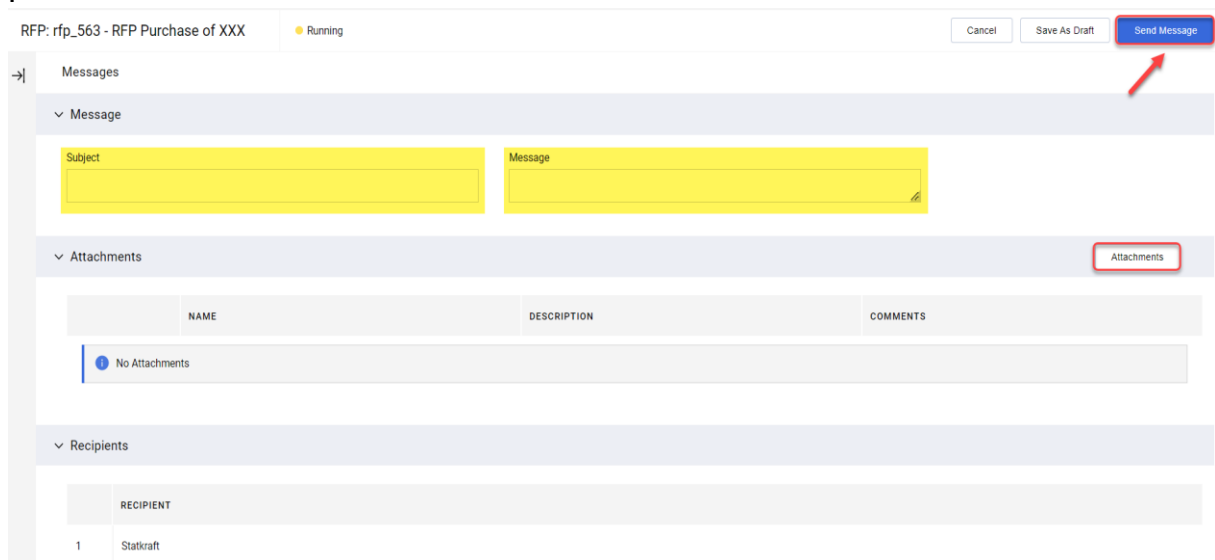
Meddelandefunktionen bör användas för att fånga all kommunikation mellan inköpare och leverantörer i hela RFI/RFP. Detta kommer att omfatta alla frågor som tas upp och svar som lämnas.

På flikraden klickar ni på fliken "Message" (punkt 1) och därefter klickar ni på fliken "Create message" (punkt 2).



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

Skriv ert meddelande och ge meddelandet en rubrik, klicka sedan på ikonen "Send Message, för att skicka meddelande". Observera att bilagor också kan läggas till på samma sätt som med ett e-postmeddelande.



RFP: rfp_563 - RFP Purchase of XXX ● Running Cancel Save As Draft Send Message

→| Messages

▼ Message

Subject Message

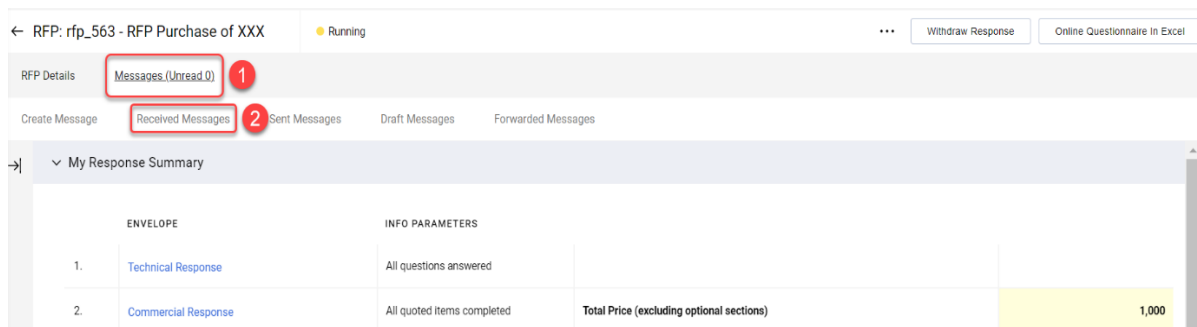
▼ Attachments Attachments

	NAME	DESCRIPTION	COMMENTS
1	No Attachments		

▼ Recipients

	RECIPIENT
1	Statkraft

På samma flikrad som message (punkt 1) kan du se mottagna meddelande i fliken "Received Messages"(punkt 2). Förtydliganden/Information som gjorts under RFP-processen kommer att finnas tillgängliga här.



← RFP: rfp_563 - RFP Purchase of XXX ● Running ... Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0) 1

Create Message Received Messages 2 Sent Messages Draft Messages Forwarded Messages

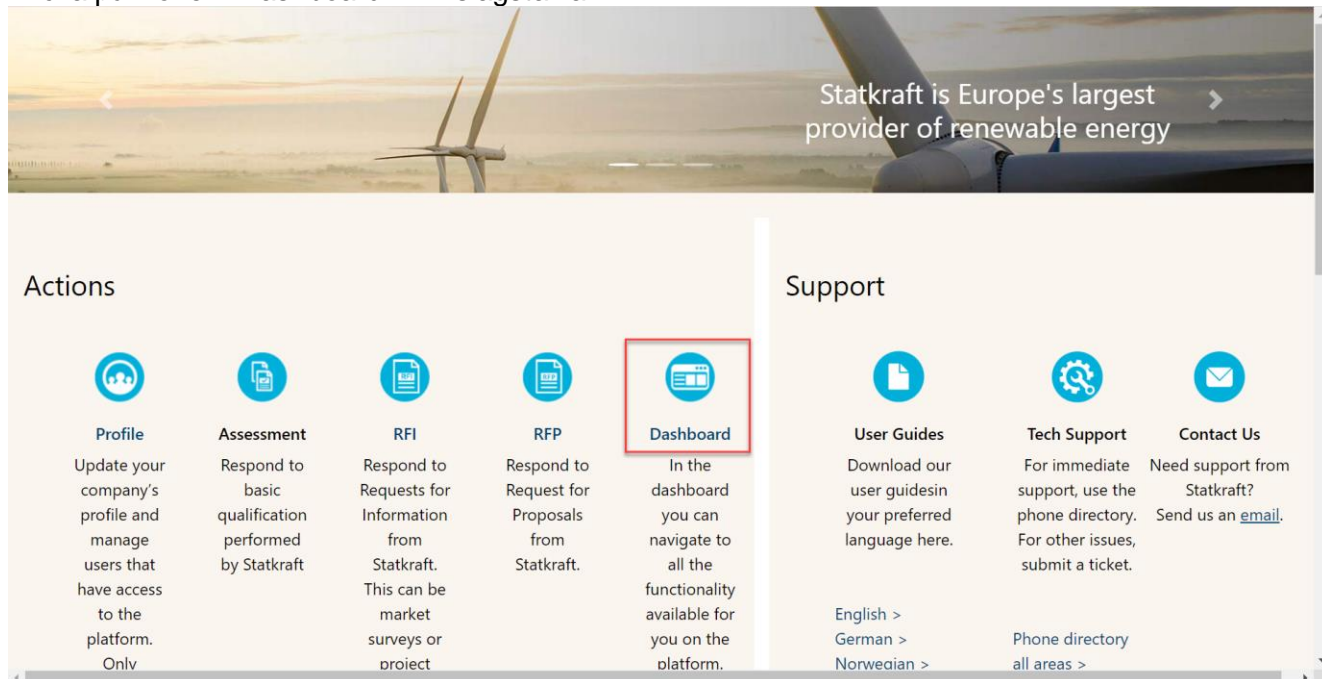
→| ▼ My Response Summary

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

7. Allmänna kontoinställningar och navigering

Efter inloggning kommer sidan nedan att presentera genvägar till de mest använda funktionerna.

Klicka på ikonen "Dashboard" - Anslagstavla .



Statkraft is Europe's largest provider of renewable energy >

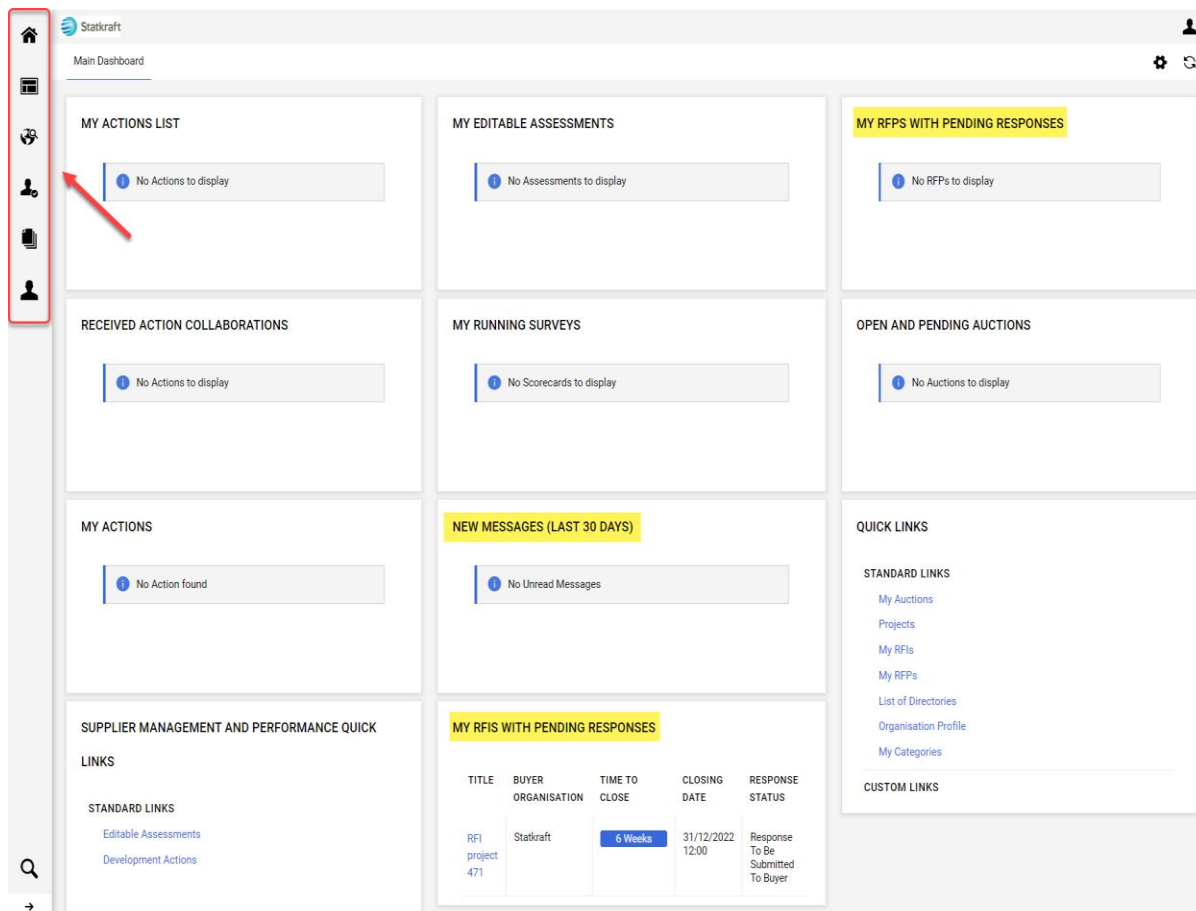
Actions

- Profile**
Update your company's profile and manage users that have access to the platform. Only
- Assessment**
Respond to basic qualification performed by Statkraft
- RFI**
Respond to Requests for Information from Statkraft. This can be market surveys or project
- 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.

Support

- User Guides**
Download our user guides in your preferred language here.
English >
German >
Norwegian >
- Tech Support**
For immediate support, use the phone directory. For other issues, submit a ticket.
Phone directory all areas >
- Contact Us**
Need support from Statkraft? Send us an [email](#).

På sidan "dashboard (anslagstavla)" visas alla pågående processer. På menyn till vänster har ni tillgång till:

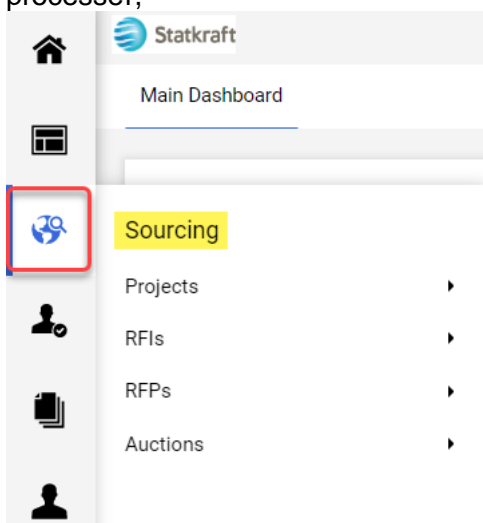


Statkraft Main Dashboard

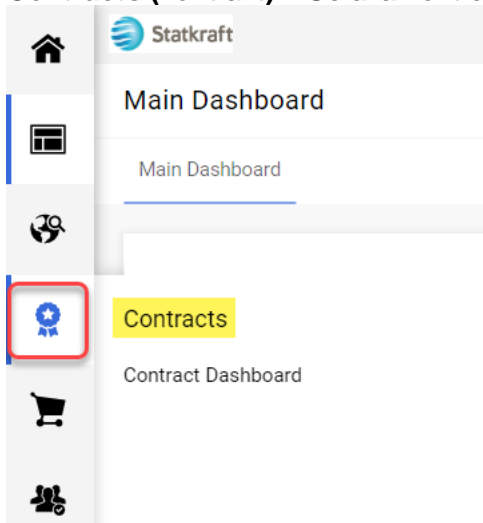
- MY ACTIONS LIST: No Actions to display
- MY EDITABLE ASSESSMENTS: No Assessments to display
- MY RFPs WITH PENDING RESPONSES: No RFPs to display
- RECEIVED ACTION COLLABORATIONS: No Actions to display
- MY RUNNING SURVEYS: No Scorecards to display
- OPEN AND PENDING AUCTIONS: No Auctions to display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

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

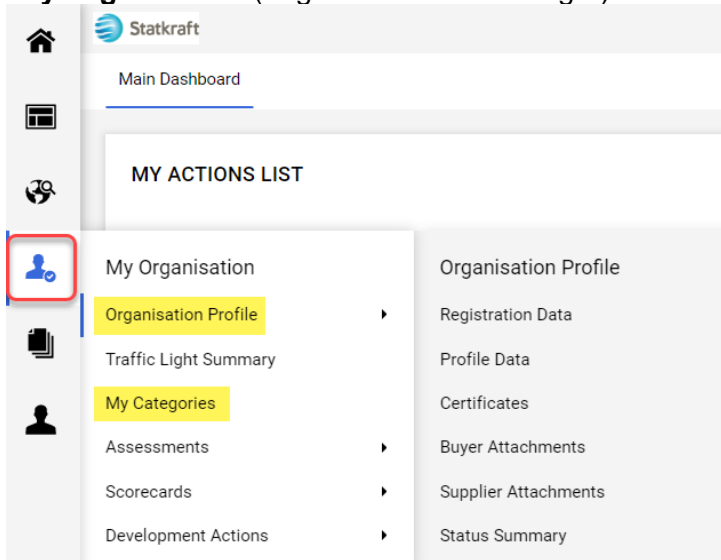
- **Sourcing (upphandlingar)** – Se alla pågående/stängda RFI- och RFP-processer,



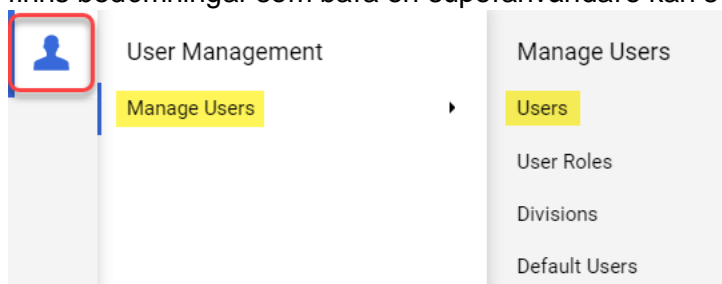
- **Contracts (kontrakt)** – Se alla kontrakt som tilldelats ert företag,



- **My Organisation (Organisationsinställningar)** – Hantera ert organisations profildata.

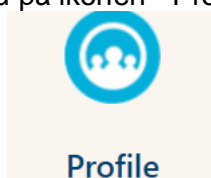


- **User Management** (Användarhantering) – Lägg till nya användare och hantera användarnas åtkomst från organisationen. Superuser är huvudansvarig för leverantörens profil. De kommer att informeras om alla händelser i systemet och det finns bedömningar som bara en superanvändare kan svara på.

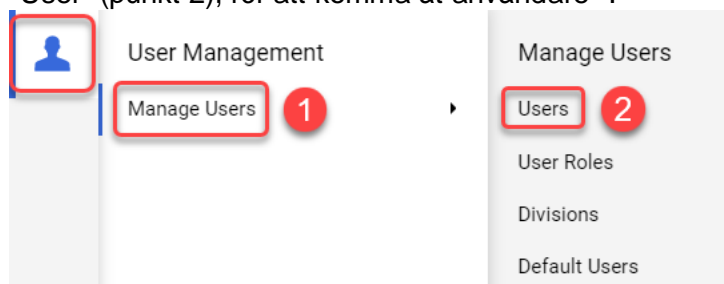


8. Så här skapar du nya användare

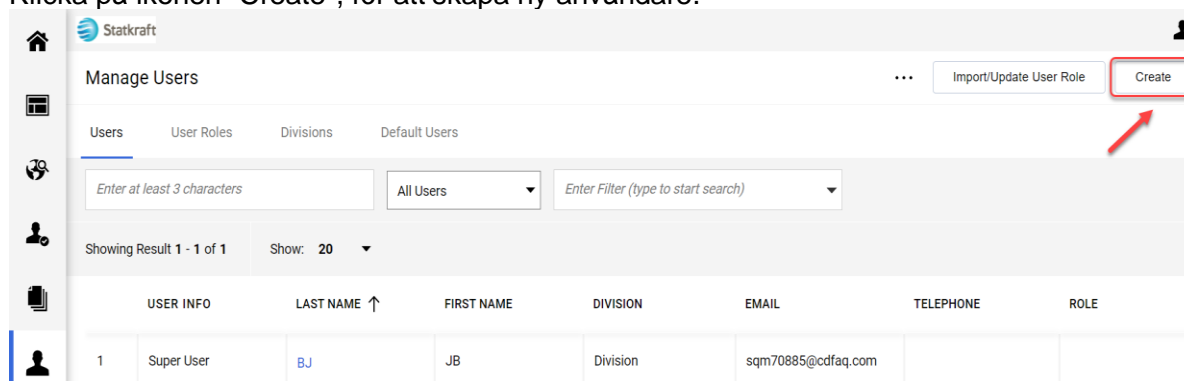
På dashboard (anslagssidan) klickar du på ikonen "Profile".



På vänster i sidopanel, klickar ni på ikonen "Managage User" (punkt 1) och sedan på ikonen "User" (punkt 2), för att komma åt användare".



Klicka på ikonen "Create", för att skapa ny användare.



Manage Users

Users User Roles Divisions Default Users

Enter at least 3 characters All Users Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

	USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	Super User	BJ	JB	Division	sqm70885@cdfaq.com		

Fyll i de obligatoriska fälten och klicka på ikonen "Save", för att spara.

New User Cancel Save

▼ User Details

* Last Name

* First Name

User Tag for Codes

* Email

* Telephone Number

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

* Division

Department

Role

* Username

* Preferred Language

* Time Zone

User External Code

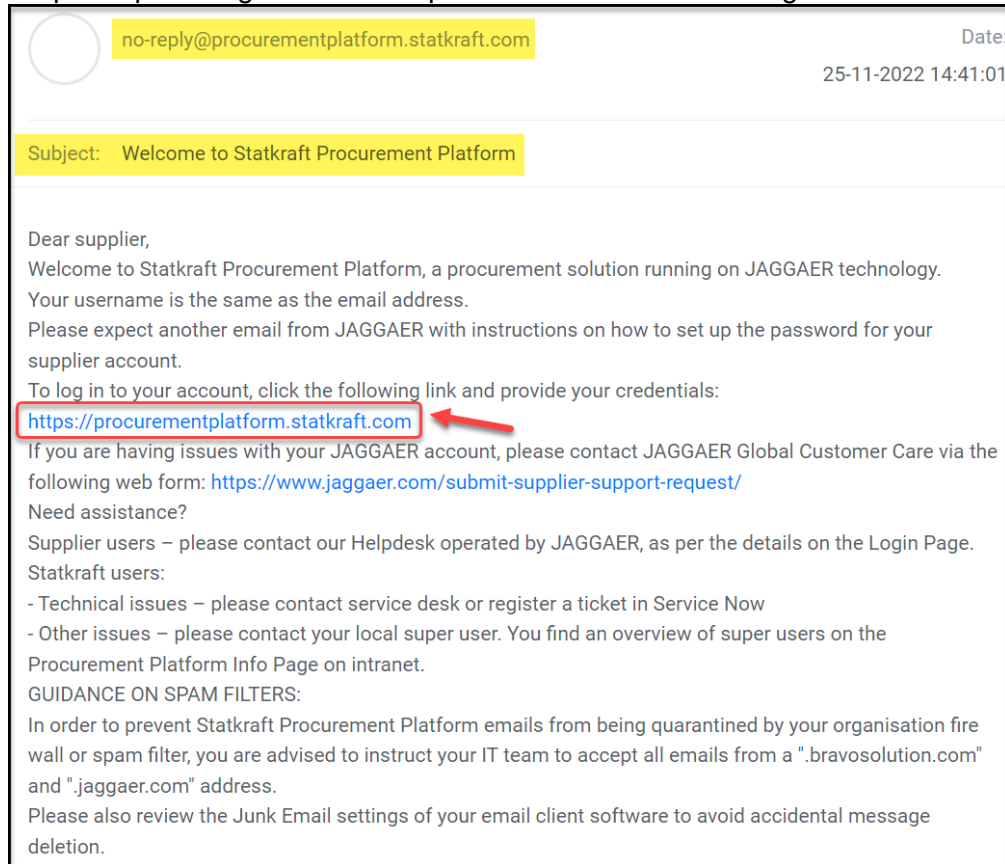
Den nya användaren har skapats.

← New User

[View User Rights](#)

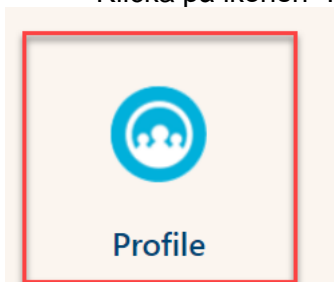
i Nordmann Ola has been registered as a new User. The login details have been sent via email to the following email address: dmz16792@xcoxc.com
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently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

Den nya användaren kommer att få e-postmeddelandet enligt nedan, vilket gör att de kan skapa ett personligt lösenord. E-postmeddelandet kan ta några minuter.

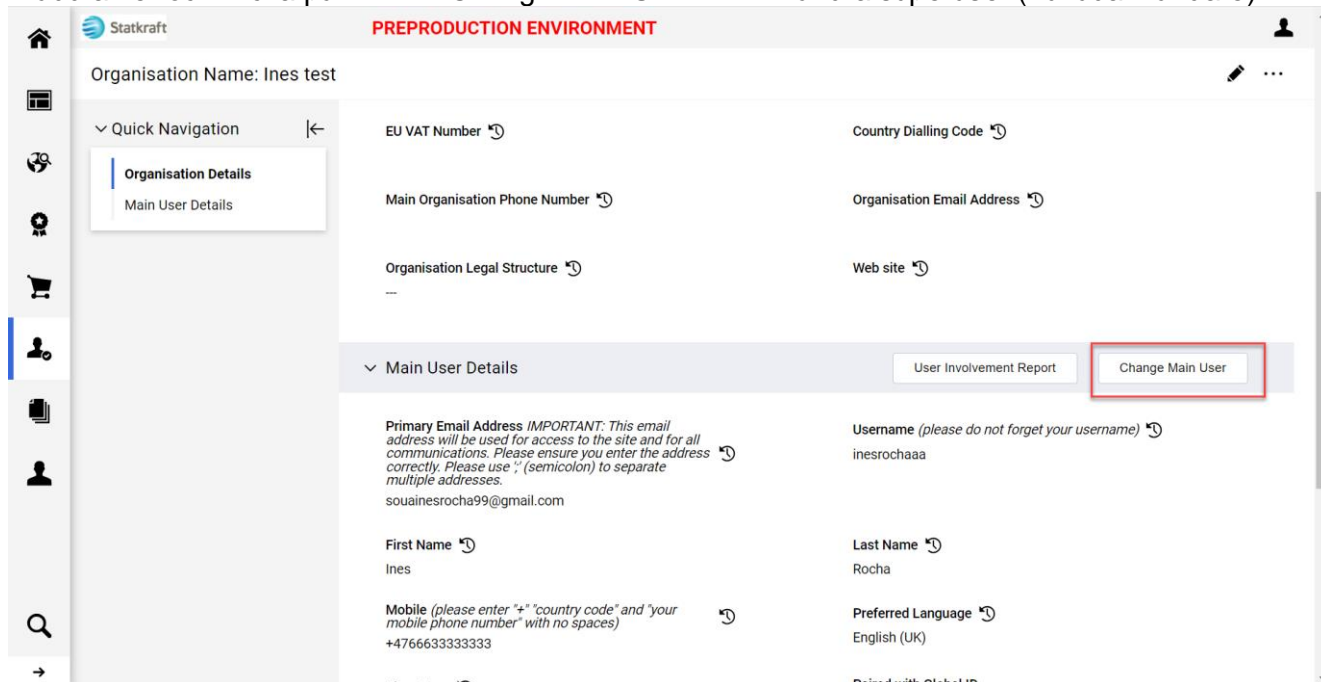


9. Byte superuser (huvudanvändare)

Klicka på ikonen "Profile" på dashboard (anslagstavlan).



Bläddra ner och klicka på ikonen "Change Main User" för att ändra superuser (huvudanvändare).



Organisation Name: Ines test

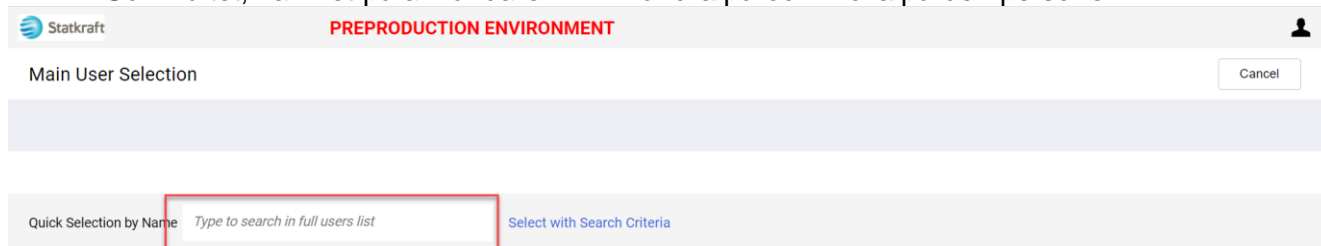
Quick Navigation: Organisation Details, Main User Details

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

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

Primary Email Address: souainesrocha99@gmail.com
 Username: inesrochaa
 First Name: Ines, Last Name: Rocha
 Mobile: +476663333333, Preferred Language: English (UK)

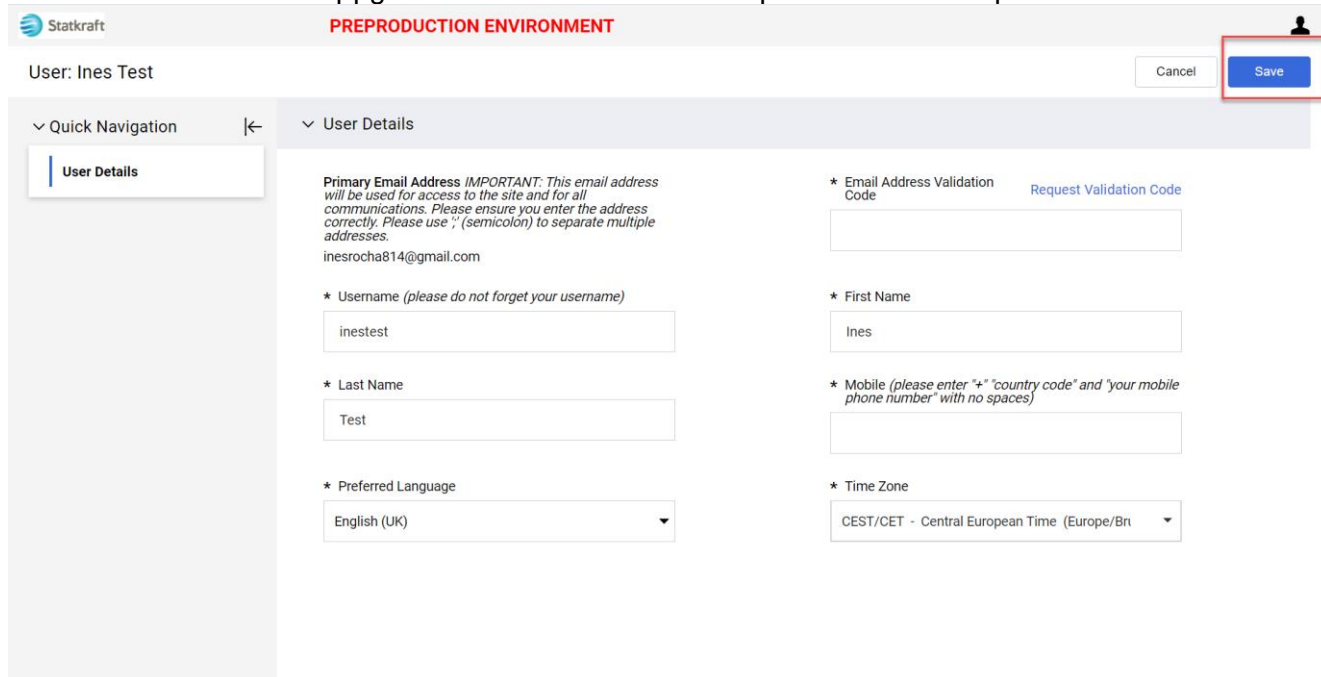
Sök i fältet, namnet på användaren ni vill ändra på och klicka på den personen.



Main User Selection [Cancel]

Quick Selection by Name: [Select with Search Criteria]

Kontrollera att användaruppgifterna är korrekta och klicka på "Save" för att spara.



User: Ines Test [Cancel] **Save**

Quick Navigation: User Details

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

10. Svvara på en extern granskningsrunda

En inbjudan på att delta i externa granskningsrunda av kontrakten, kommer att skickas till er e-post. Klicka på "Supplier Login" (leverantörsinloggning) för att logga in.



Dear Ines roch

This email is to inform you that testing external review 2, contract C0000719, is available for your review.

[Supplier Login](#)

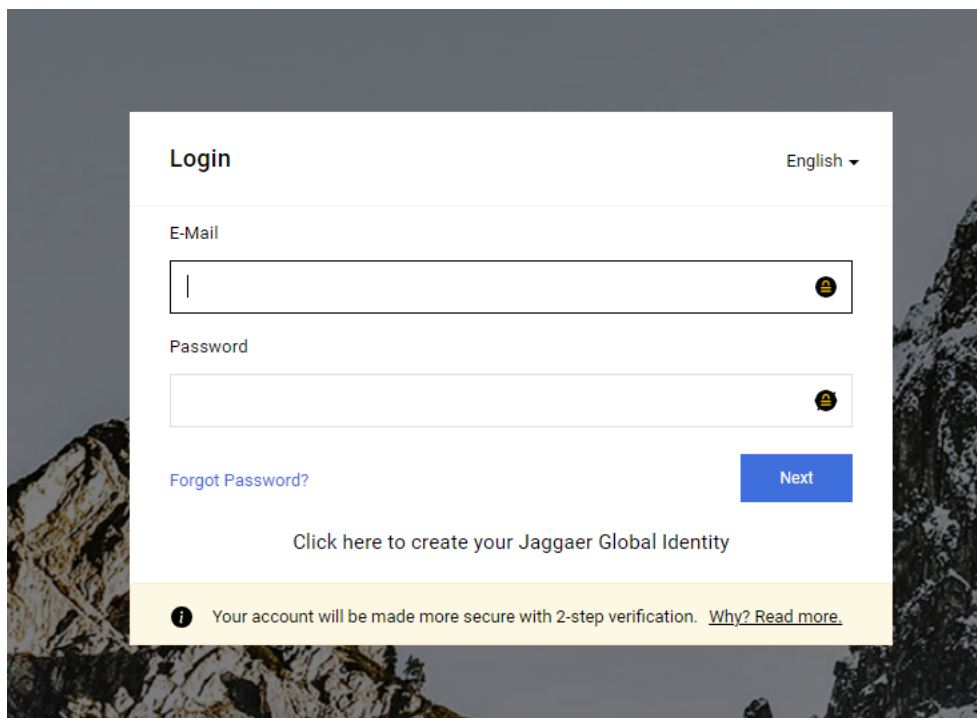
Thank You,

Senior Responsible Officer
Statkraft Procurement Platform

Support Team Contact Information:

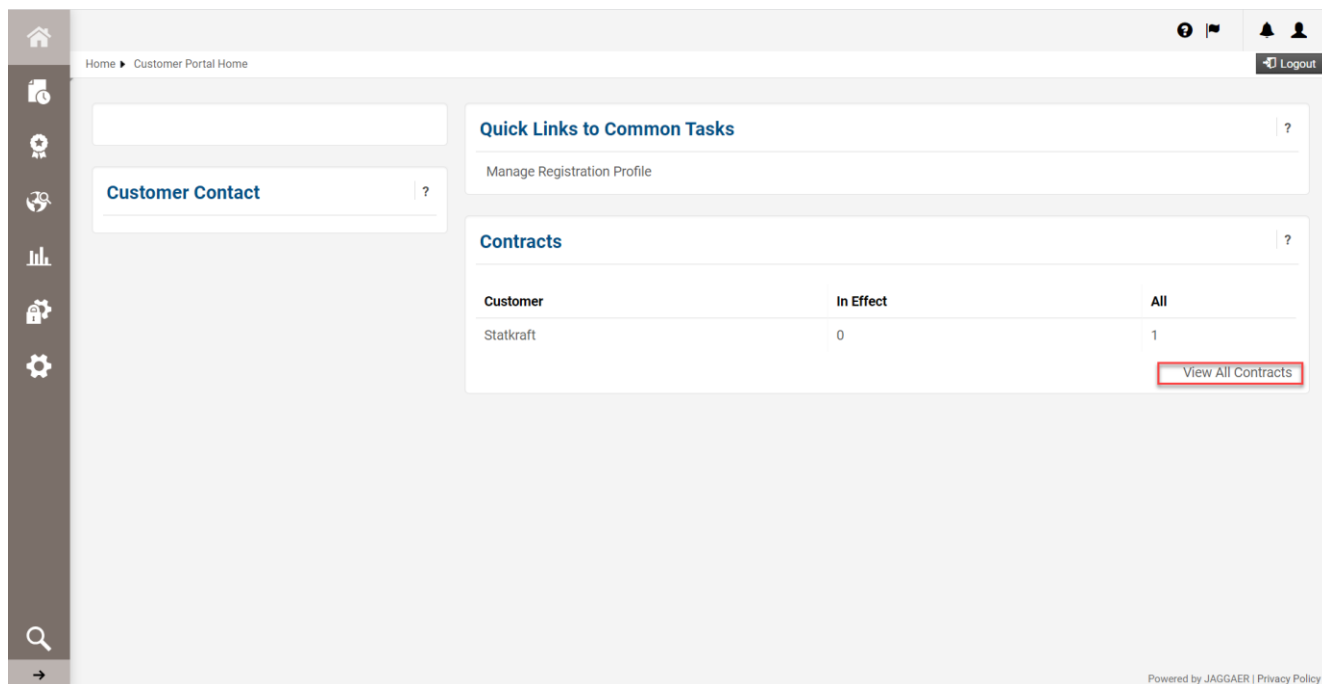
JAGGAER.support@statkraft.com

I systemet anger ni era inloggningsuppgifter (referenser) (e-postadress och lösenord) precis som i steget nedan länkat [här](#).



The screenshot shows a login form titled "Login" with a language dropdown set to "English". It contains two input fields: "E-Mail" and "Password", both with eye icons for visibility toggling. Below the password field is a "Forgot Password?" link and a blue "Next" button. At the bottom, there is a link to "Click here to create your Jaggaer Global Identity" and a yellow information banner stating: "Your account will be made more secure with 2-step verification. [Why? Read more.](#)"

Efter inloggning kommer ni att dirigeras till den här sidan, nedan. Klicka i den markerade botten: "View All Contracts" för att se *alla kontrakt*.



Home ▶ Customer Portal Home

Customer Contact

Quick Links to Common Tasks

Manage Registration Profile

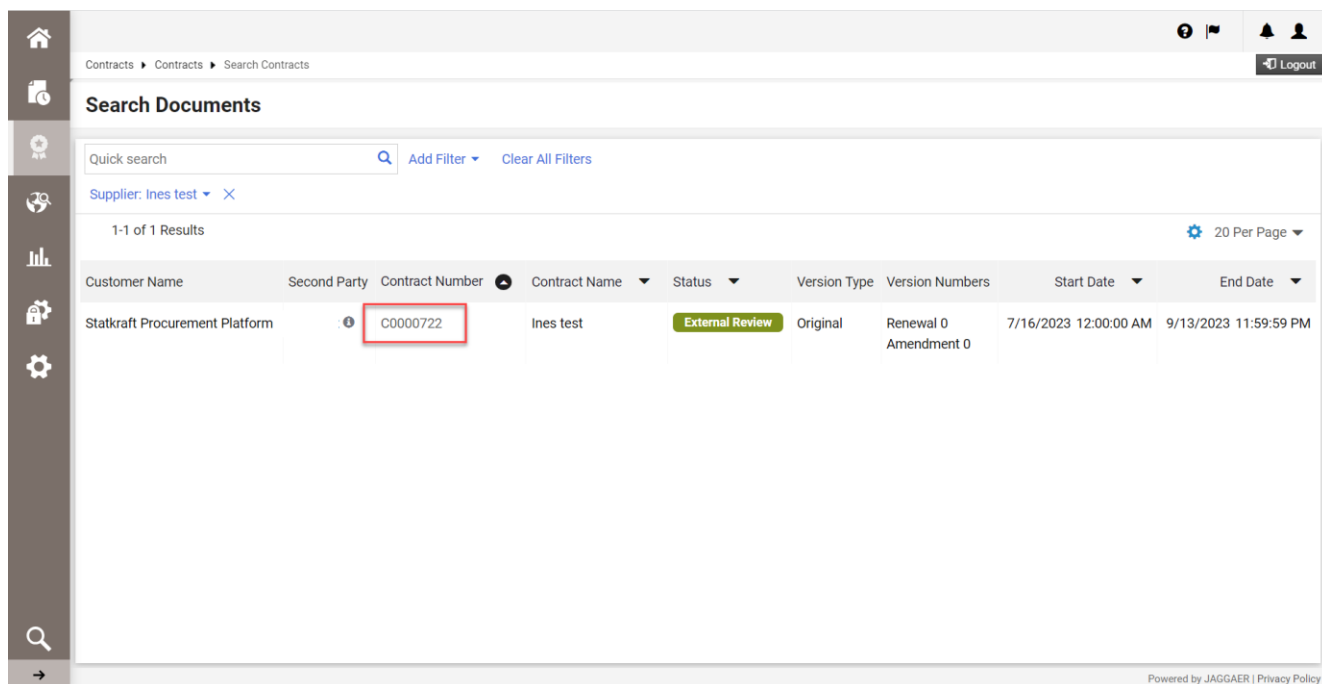
Contracts

Customer	In Effect	All
Statkraft	0	1

[View All Contracts](#)

Powered by JAGGAER | Privacy Policy

Klicka på "Contract Number" (avtalsnumret) för att öppna den externa granskningsrundan.



Contracts ▶ Contracts ▶ Search Contracts

Search Documents

Quick search Add Filter Clear All Filters

Supplier: Ines test

1-1 of 1 Results 20 Per Page

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

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I rubriken hittar du de grundläggande detaljerna i kontraktet. Klicka på "Next" för att komma vidare.

The screenshot shows the 'External Review' interface for contract C0000728. The left sidebar contains navigation icons and a search bar. The main content area is titled 'Header' and displays the following details:

- Contract Number ***: C0000728
- Contract Name ***: Test 17.07.23
- Summary**: -
- Start Date ***: 7/19/2023 12:00 AM CEST. Below it, there is a red 'X' icon and the text 'Update Start Date Upon Execution' with an information icon.
- End Date ***: 9/18/2023 11:59 PM CEST

At the bottom right of the 'Header' section, there is a blue button labeled 'Next >' which is highlighted with a red box. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

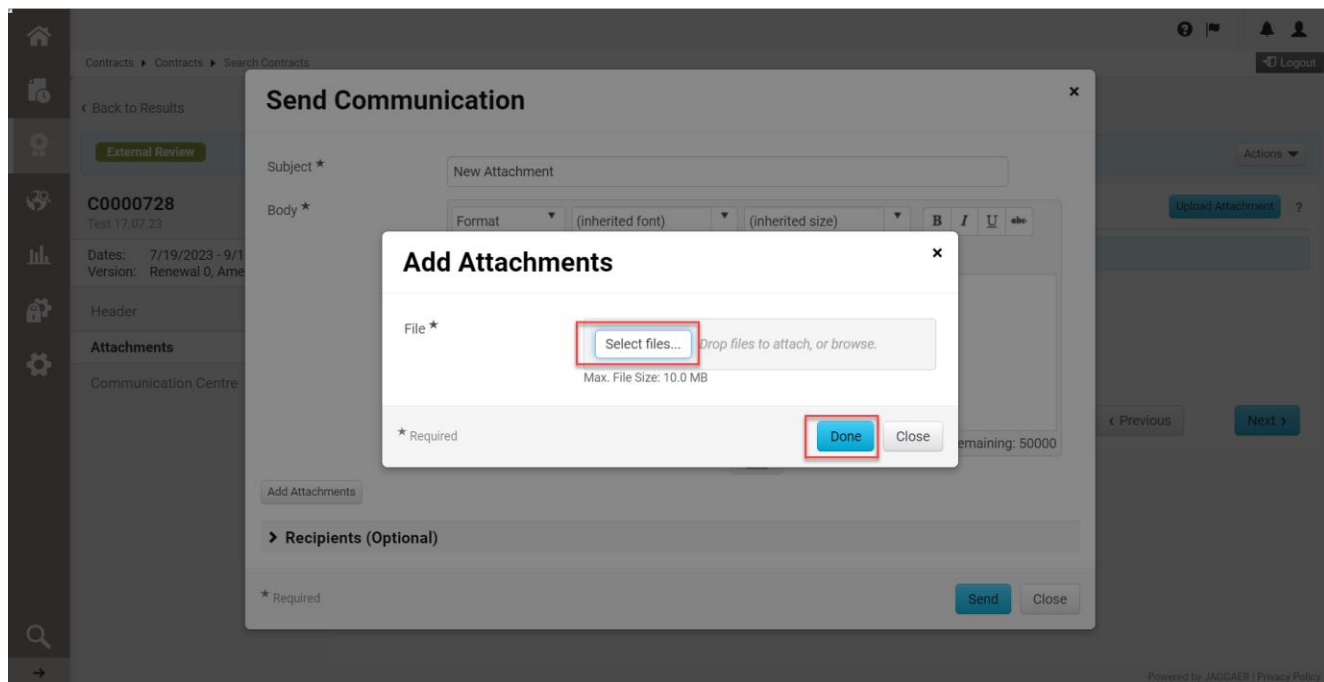
På denna sida bifogar du alla relevanta bilagor från din revision. Klicka på Uplpad Attachments för att bifoga bilagor.

The screenshot shows the 'External Review' interface for contract C0000722. The left sidebar contains navigation icons and a search bar. The main content area is titled 'Attachments' and displays the following details:

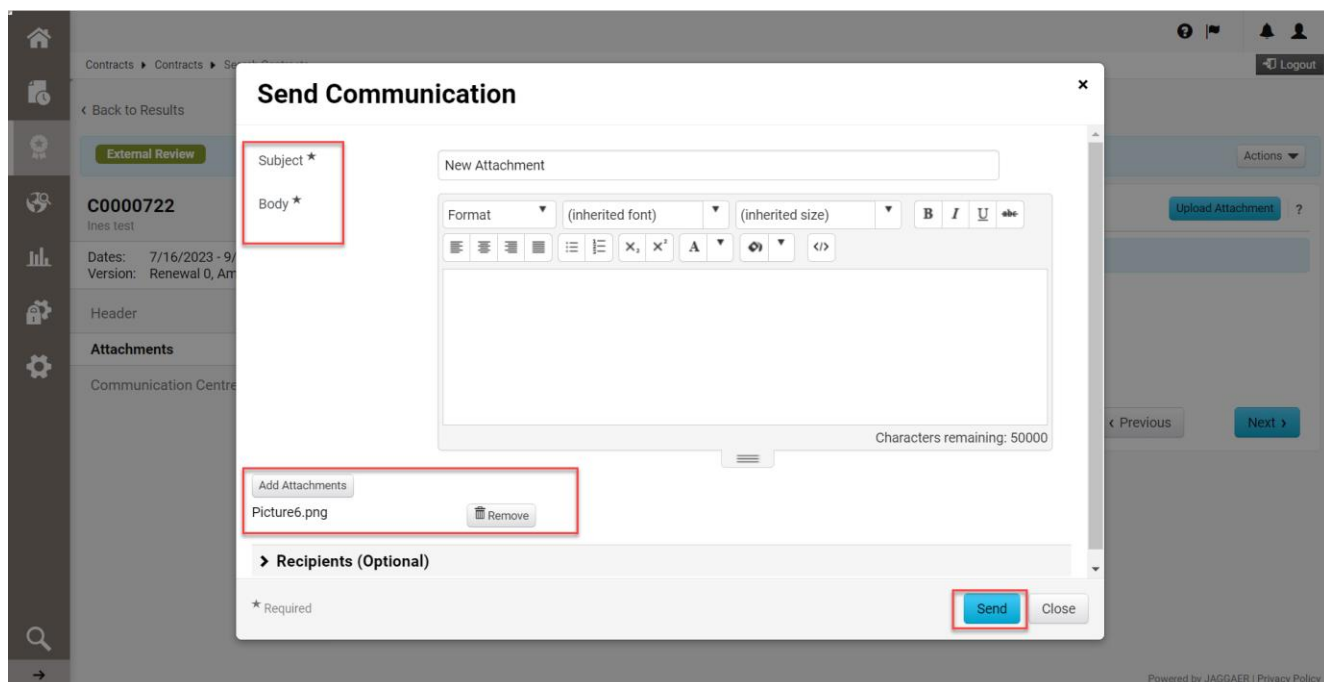
- Attachments**: No attachments have been added.

At the top right of the 'Attachments' section, there is a blue button labeled 'Upload Attachment ?' which is highlighted with a red box. At the bottom right, there are two buttons: '< Previous' and 'Next >'. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

Markera alla filerna och klicka på "Done" -Klar.



Ni kan ändra ämnet och lägga till kommentarer i brödtexten. Verifiera bilagorna och klicka på "Send" För att skicka in bilagorna.



På sidan "Communiacion Centre" (kommunikationscentret) svarar ni på det ursprungliga e-postmeddelandet ni fick från Statkraft. Detta genererar en avisering till kontraktsansvariga. Klicka på titeln.

Contracts > Contracts > Search Contracts

External Review Actions

C0000722
Ines test

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

Header

Attachments 0

Communication Centre 3

[Start Communication](#)

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

★ Required [Previous](#)

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

Klicka på ikonen "Add to Conversation!" för att lägga till ett meddelande.

Contracts > Contracts > Search Contracts

External Review Actions

C0000722
Ines test

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

Header

Attachments 0

Communication Centre 3

[Back to Communication Centre](#)

[Add to Conversation](#)

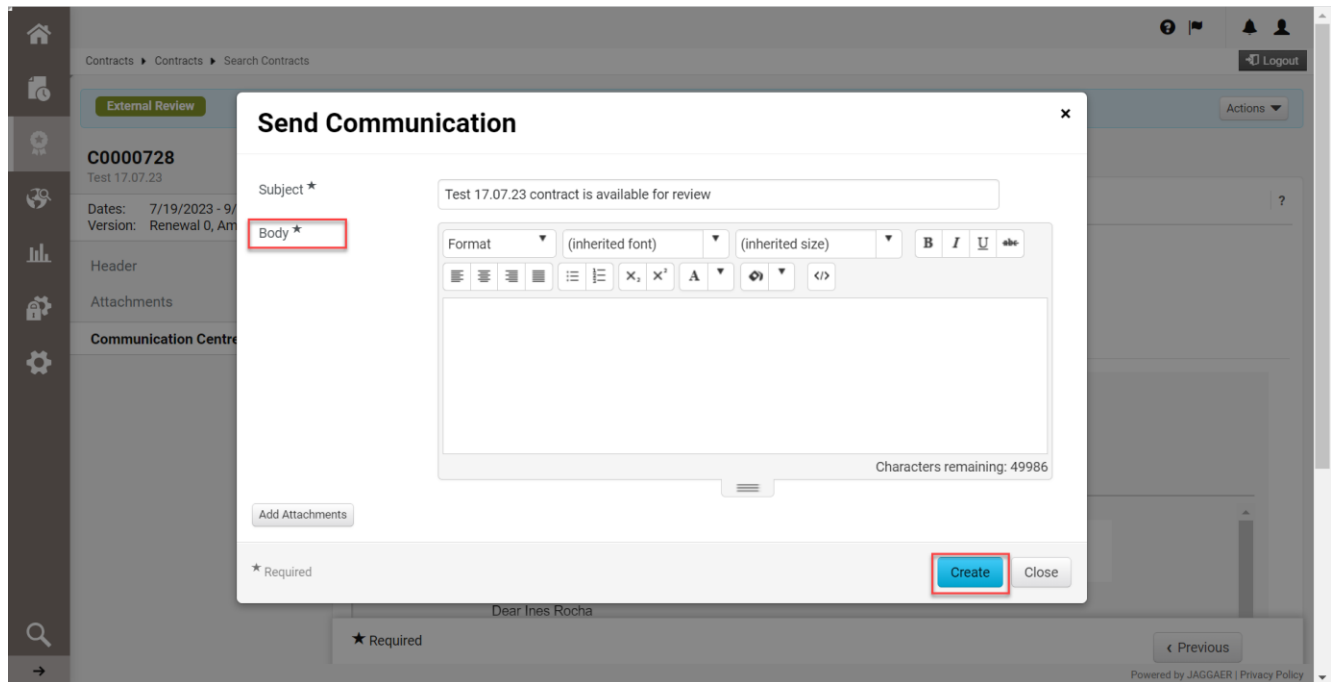
Subject: Ines test contract is available for review

Subscribers: Ines Rocha; Ines Rocha

★ Required [Previous](#)

<https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=1689341052293> Powered by JAGGAER | Privacy Policy

Skriv ett enkelt meddelande i kommunikationstexten och klicka på *ikonen "Create" för att skicka.*



Contracts > Contracts > Search Contracts

External Review

C0000728
Test 17.07.23

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

Header

Attachments

Communication Centre

Send Communication

Subject *
Test 17.07.23 contract is available for review

Body *

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

Characters remaining: 49986

Add Attachments

* Required

Create Close

Dear Ines Rocha

* Required

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Slut.