

# Plataforma de adquisiciones de Statkraft

# Guía paso a paso del proveedor

Módulos Abastecimiento+ y Contratos+



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# 1. Cómo auto-registrarse

Antes de auto registrarse, siempre verifique con el personal de Compras de Statkraft si su empresa ya está registrada en la Plataforma. Si se registró automáticamente y perdió su contraseña, no vuelva a registrarse automáticamente: comuníquese con un empleado de Statkraft.

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

Haga clic en el botón "Registrarse": resaltado en amarillo en la captura de pantalla a continuación. El sistema lo guiará a través de los siguientes pasos.





Acepte el Acuerdo de usuario del portal y haga clic en Siguiente.

1	land the second se	PREPRODUCTION ENVIRONMENT		1
	User Agreement		Adobe PDF File	Close
	Portal User Agreement			
	Introduction     I. This User Agreement between Stativarti (the Buyer) arexercise.     I. The System is provided by BravoSolution UK Ltd, a JA     Supplier User accessing the System using the user ID and     I. The Supplier shall only use the System to respond to     procurement exercise. In the event that there is any confli     Z. Access     I. The Buyer grants to the Supplier access to the Syste     Z. The Buyer may immediately dery access to the Syste     Z. The Buyer lef fails to remergive or presists in any break     Z. The Supplier fails to remergive or presists in any break     Z. The Supplier fails to remergive or presists in any break     Z. The Supplier fails to remergive or presists in any break     Z. The Supplier fails for emergive or presists in any break     Z. The Supplier fails to remergive or presists in any break     Z. The Supplier fails to remergive or presists in any break     Z. The Supplier fails to remergive the System Comparison of the System     Z. The Supplier fails to remergive the System Comparison of the System     Z. The Supplier fails to remergive the System     Z. The Supplier the System     Z. The Supplier fails to remergive the System     Z. The Supplier the System	Ind the Supplier governs the access and use of the Stat/raft Procurement Platform (the System) by the Supplier to respond to an invitation from the Buyer to AGGAER 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 Sug dpassword provided by, or on behalf of the Buyer, the Supplier agrees to behand by this User Agreement. an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System is ick between this User Agreement and any such further rules, then the provision of such further rules shall take precedence over this User Agreement. The Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur: Its obligations under this User Agreement, and and or any of its obligations under this User Agreement and agreement and agreement of the supplier if any of the following events occur: Its obligations under this User Agreement, and and or any of its obligations under this User Agreement after having been notified in writing to researcy or desist such breach within a period of ten (10) Worki the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.	participate in a procuremen oplier acknowledges that by and by the Buyer during the ing Days.	it a
	O lagree			
	O I do not agree			

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

Haga clic en Buscar y Descargar Datos de D&B Direct+.

Statkraft	PREPRODUC	TION ENVIRONMENT				Ŧ
Registration Data				 Close	Lookup & Download D&B Direct+ Data	Save
	1 Registration Data	2 Onboarding Pages	3 My Category Selection	4 Registr	ration Confirmation	
✓ Organisation Details						
* Organisation Name						
* Country						
			•			
State/County						
			•			

Busque su empresa utilizando los filtros disponibles. Nombre de la empresa y país como mínimo. Haga clic en Buscar para buscar.



Statkraft	PI	REPRODUCTION ENVIRONMEN	т					Ŧ	•
Integration with Dur	n and Bradstreet for: New	/ Supplier							l
DUNS Number		* Company Name		]	Please recover your Name and the Count	Company information of the company information of the company information of the company of the	on by inserting at leas ok up". Once the Con	st the Company apany has been	
Town		Postal Code		]	selected from the list, click "Download" and "Update registration form" t proceed with the registration onboarding process.				
Country NORWAY	~	County Select a province (Start typing	j the name)	]					
Phone Number		]							
							Look Up	Download	
RETURNED LIST OF M	IATCHING SUPPLIERS								
DUNS NUMBER	COMPANY NAME R	EG. NUMBERS ADDRESS			TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY	
1 346	Sys 92	Lie			Tr	1414		NORWAY	

Seleccione su empresa haciendo clic en la fila (la fila se resaltará). Luego haga clic en Descargar. Haga clic en Aceptar en la ventana emergente.

Statkraft	PREPRODUCTION ENVIRONMENT										
Integration with Dun and Bradstreet for: New Supplier											
DUNS Number Reg. Numbers	Company Name     S     Address	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.									
Town	Postal Code										
Country NORWAY Phone Number	Select a province (Start typing the name)										
		Look Up Download									
RETURNED LIST OF MATCHING SUPPLIERS											
DUNS NUMBER COMPANY NAME	REG. NUMBERS ADDRESS	TOWN POSTAL CODE PHONE NUMBER COUNTRY									
1 3466 Sy	92: Li	Tr 1414 NORWAY									

Haga clic en Actualizar Formulario de Registro.



Statkraft	PREPRODUCTION ENVIRONMENT	± _
Integration with Dun and Bradstreet fo	r: New Supplier	
DUNS Number Reg. Numbers	Company Name	Please recover your Company information by inserting at least the Company Name and the Country, then clicking "Look up". Once the Company has been selected from the list, click "Download" and "Update registration form" to proceed with the registration ophoarding process.
Town Country	Postal Code     County     County	process.
NORWAY	Select a province (Start typing the name)	
SUPPLIER DOSSIER INFORMATION		Look Up Update Registration Form
DUNS number (if none leave blank) 3466	D-U-N-S number 34	

La información disponible en D&B se llenará en el Formulario de Registro. Completa la información que falta.

# b. Completando el formulario de registro sin datos de D&B.

Statkraft	PREPRODUCTIO	ON ENVIRONMENT			Ŧ
Registration Data				Close Lookup & Download D&B Direct+ Data	Save
	1 Registration Data	2 Onboarding Pages	3 My Category Selection	4 Registration Confirmation	
<ul> <li>Organisation Details</li> </ul>					
* Organisation Name					
Supplier X			Full Legal Name		
* Country					
NORWAY		-			
State/County					
		•			
* City					
Oslo					
* Address					
Kristian IVs gate, 55					
* Postal Code					
0303					
* Company Registration Number					

Todavía en el formulario de Datos de registro, incluya su correo electrónico y haga clic en Enviar código de validación. Haga clic en Aceptar en la ventana emergente. Se debe enviar un correo electrónico con el código temporal al correo electrónico indicado por usted.



Statkraft	PREPRODUCTION ENVIR	IRONMENT			
Registration Data				··· Close	··· Close Lookup & Download D&B Direct+ Data
v Llear Dataile					
V User Details					
<ul> <li>Email IMPORTANT: This email ad ensure you enter the address col</li> </ul>	ddress will be used for access to the site and for all corr rrectly. Please use ;" (semicolon) to separate multiple ad	ommunications. Please addresses.			
djsavdwrxnmsmbodsp@nthrw.c	com				
Email Address Validation		Send Validation Code			
* Username (please do not forget)	your username)				
* First Name					
* Last Name					
* Mobile (please enter "+" "country	code" and "your mobile phone number" with no spaces;	es)			
* Preferred Language					
		-			

#### Correo electrónico de validación:

#### From: no-reply-prep@jaggaer.com

Subject: Email Address Validation Code on Statkraft Procurement Platform

Dear User,

The following email address has been entered on Statkraft Procurement Platform as new user email address: djsavdwrxnmsmbodsp@nthrw.com. This email is to confirm that the email address entered belongs 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: 78695565018166EA1D5E

If you have closed the Registration Data page where this request was generated, you must reopen the page and request a new Validation Code as the validation code in this email will be no longer valid.

NOTE: If you did not request this email address Validation email, please disregard this message.

Need assistance?

Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details on the Login Page. Statkraft users:

- Technical issues - please contact service desk or register a ticket in Service Now

- Other issues - please contact your local super user. You find an overview of super users on the Procurement Platform Info Page on intranet.

GUIDANCE ON SPAM FILTERS:

In order to prevent Statkraft Procurement Platform emails from being quarantined by your organisation 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 accidental message deletion.

Copie el Código de validación en el campo Validación de la dirección de correo electrónico y complete los datos obligatorios en el resto del formulario. Preferiblemente use su correo electrónico como nombre de usuario. Haga clic en Guardar (botón superior derecho).

Hay un control duplicado en el número de registro de la empresa. Recibirá un mensaje de error si el número informado ya existe en la Plataforma - Póngase en contacto con Statkraft.

Ahora puede responder las preguntas de Información adicional de la empresa. Haga clic en Guardar y continuar.



Statkraft	PR	EPROD	UCTION ENVIRONMENT				Ŧ
Begin Vendor Registration						Cancel	Save & Continue
	🗸 Regis	stration Da	ta 2 Onboarding Pages	(3) My Category Selection (4)	Registration Confirmation		
~ Quick Navigation	e Addi	tional Co	ompany Information				
Additional Company Information		~ ACH	HILLES				
			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY
		1	Achilles	* Is your company registered in an Achilles database?		•	Supplier
		∼ TAX	JURISDICTION				
			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY
		1	Tax Jurisdiction	* Is your company located in any of the following countries		•	Supplier

Ahora puedes indicar a qué categorías puedes prestar servicios o material. Puedes elegir tantos como necesites. Haga clic en Confirmar.

Statkraft	PREPRODUCTIC	N ENVIRONMENT			1
Begin Vendor Registration					Cancel Confirm
	Registration Data	Onboarding Pages	3 My Category Selection	(4) Registration Confirmation	
Enter filter (type to start search)					
Search or Navigate the Tree					Collapse All Expand All
Selected Items: 2					
<ul> <li>✓ Categories</li> <li>&gt; \$ 1000000 - Civils</li> <li>&gt; \$ 2000000 - Hydro</li> <li>&gt; \$ 21000000 - Hydro</li> <li>&gt; \$ 21000000 - Hydro</li> <li>&gt; \$ 22000000 - Solar Equipment</li> <li>&gt; \$ 23000000 - Thermal</li> <li>&gt; \$ 3000000 - Professional Services</li> <li>&gt; \$ 40001000 - Software</li> <li>\$ 40001000 - Software</li> <li>\$ 40001000 - Software</li> <li>\$ 40001000 - Middlew</li> <li>\$ 40001000 - Wricklast</li> </ul>	s Applications/SeaS vare, OS & Tools ce Applications				

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

Statkraft	PREPRODUCT	ION ENVIRONMENT				±
Begin Vendor Registration					Cancel	Save & Continue
~	<ul> <li>Registration Data</li> </ul>	✓ <u>Onboarding Pages</u>	3 My Category Selection	4 Registration Confirmation		
∼ Quick Navigation (←	~ 40001000 - 40	1001003 And 40003000 - 4000300	03			
40001000 - 40001003 and 40003000	€ Category link	ed				
	~ 400010	00 - 40001003 AND 40003000 - 4000	3003			
		LABEL	DESCRIPTION	RESPONSE	EDITABLE BY	
	1	Data Storage Location	* Where do you produce (process and	EU/EEA	Supplier	
			store data) your IT services relevant for Statkraft?	USA Other		



#### El registro ya está completo.

Statkraft		PREPRODUCTIO	NENVIRONMENT			1
Registration Cor	nfirmation					Close Window
		Registration Data	Onboarding Pages	My Category Selection	4 Registration Confirmation	
The Registration Log in with your control of the registration o	on Process is complete. Ir Username and Passv	Your account has been activated and vord to access the platform.	an email sent to confirm this.			

En unos minutos recibirá los siguientes correos electrónicos:

Si no recibió los correos electrónicos dentro de los 30 minutos, comuníquese con Statkraft: se creó su perfil, investigaremos si los correos electrónicos automáticos fueron bloqueados.



Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details on the Login Page Statkraft users: - Technical issues – please contact service desk or register a ticket in Service Now

- Other issues - please contact your local super user. You find an overview of super users on the Procurement Platform Info Page on intranet.

GUIDANCE ON SPAM FILTERS:

In order to prevent Statkraft Procurement Platform emails from being quarantined by your organisation 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 accidental message deletion.

Ingrese su nombre de usuario y contraseña temporal recibidos en los correos electrónicos anteriores. Haga clic en Iniciar sesión.





Establezca una contraseña privada, confírmela y haga clic en Crear Cuenta de Identidad Global.

~	JAGGAER Global Identity (C Z)						
(i) F	Please create a Global Identity Account by setting a personal password and confirming it below. The Global Identity Account allows you to access all portals where this authentication method is accepted						
:	Local Identify Username xmobwfpuzqcfyuyjil@nthrl.com	Global Identify Username (email address) xmobwfpuzqcfyuyjil@nthri.com					
	Global Identity Password (min 8 characters, including 1 numeric and 1 special character)	Confirm Global Identity Password					
	Θ						
	Create Global Identity Account Cancel Login						

El siguiente paso se realiza una sola vez y es más relevante para los proveedores registrados por el Comprador. Haga clic en Revisar Clasificaciones y luego en Confirmar Categorías. Haga clic en Confirmar en la ventana emergente.

i Pl	Prease be informed that the Application Menu is under synchronization Detail ×							
🇐 Stat	Statkraft PREPRODUCTION ENVIRONMENT							
Class	Classification Update Request Reminder						Review Classification	
Classi	Classification Update Required							
0	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.							
Â	Statkraft	PF	EPRODUCTION ENVIRONMENT				T	
	My Categorie	es				Confirm Categories	Add Category	
	Enter Filter (type	e to start search) 👻						
65	Showing Result 1 - 2 of 2							
7		CODE		TITLE		CLASSIFIED ON		
	1	40001001 🥑		Business Applications/SaaS		15/06/2022 13:06:58		
1	2	40001003 🥝		Workplace Applications		15/06/2022 13:06:58		

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



# 2. Cómo responder a la RFI como proveedor.

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

Inicie sesión con las credenciales de su cuenta de proveedor.

Forgot your password?

Haga clic en el icono RFI.



#### Haga clic en su título de RFI.

â	Statkra	ft	PREPR	RODUCTION ENVIRONME	ENT			Ŧ
	RFIs							
	My RFIs							
\$	All RFIs		Enter Filter (type to start se	earch) 🗸				
õ	Showing R	esult 1 - 11 of 11	Show: 20 •					
Ì		CODE	TITLE	PROJECT CODE	CLOSING DATE $\downarrow$	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1.	1	rfi_335	Prequalification for urchase Z	project_433	30/06/2022 16:00	Running	No Response Prepared	Statkraft
	2	rfi_329	Project for Training Prequalification	Luis_RFI project_429	23/05/2022 11:30	Closed: To Be Evaluated	Response Submitted To Buyer	Statkraft

Verifique los archivos adjuntos enviados por Statkraft.

â	A Warning:		You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response. ×		
	Statkraft PREPROI	DUCTION ENVIRONMENT			1
	$\leftarrow \ RFI:rfi\_335 - Prequalification \text{ for Purchase Z}$	<ul> <li>Running</li> </ul>		Decline To Respond Intend To Respond	
\$	RFI Details Messages (Unread 0)				
<u>e</u>	Settings Buyer Attachments (1) My Response	Associated Users			
È	→ → 1. Qualification Response (Questions: 3 )				Î
1.	✓ 1.1 INFORMATION FROM THE APPLICANT - I	QUESTION SECTION			Ш
	QUESTION DESCRIPTION			RESPONSE	Ш
1	1.1.1 Application letter * By providing a response to	this RFI			

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



â	Statkraft PREPRODU			DUCTION ENVIRONMENT		1
_	←R	FI : rfi_3	35 - Prequalification for Purchase Z	<ul> <li>Running</li> </ul>		
	RFI	Details	Messages (Unread 0)			
₿	Sett	tings	Buyer Attachments (1) My Response	Associated Users		
<u>o</u>	→	Folde	rs and Files List root >			Mass Download
1		Enter Fi	iter (type to start search) 🔹			
1.		Showi	ng Result 1 - 1 of 1 Show: 20 💌			
١	FOLDER/FILE NAME 个		FOLDER/FILE NAME 1	DESCRIPTION LAST	MODIFICATION DATE	
1		1	Attachment to Supplier 1.pdf	16/0	5/2022 14:30:13	0

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

â	Statkraft	PREPRO	DUCTION ENVIRONMENT		1
	← RFI:rfi	_335 - Prequalification for Purchase Z	<ul> <li>Running</li> </ul>		
	RFI Details	Messages (Unread 0)			
\$	Settings	Buyer Attachments (1) My Response	Associated Users		
ö	→ Fol	ders and Files List			Mass Download
Ì	Ente	r Filter (type to start search) 🗸			
1.	She	owing Result 1 - 1 of 1 Show: 20 💌			
٩		FOLDER/FILE NAME 1	DESCRIPTION	LAST MODIFICATION DATE	
	1	Attachment to Supplier 1 add		16/06/2022 14:30:13	8

Haga clic en Intención de responder.

**Intención de Responder:** Permite a un Proveedor ver y completar los Cuestionarios del Comprador, y enviar su Respuesta para que el Comprador la evalúe.

**Negarse a responder:** Notifica al Comprador que el Proveedor no tiene la intención de responder.

â	Statkraft		PREPRO	DUCTION ENVIRONMENT	1
_	← RFI:rfi_	335 - Prequalifica	ation for Purchase Z	Running     Decline To Respond	Intend To Respond
	RFI Details	Messages (Unrea	ad 0)		
<b>P</b>	Settings	Buyer Attachments	s (1) My Response	Associated Users	
õ	→  ~ 1. Q	ualification Response (	(Questions: 3)		A
					_
-		~ 1.1 INFORMATIC	ON FROM THE APPLICANT -	QUESTION SECTION	
<b>1</b> ,		QUESTION	DESCRIPTION		RESPONSE
∎ <b>⊥</b>	1.1.1	Application letter	<ul> <li>By providing a response to</li> <li>We confirm that the inform</li> <li>We understand and accept</li> <li>We acknowledge that the information of the informatio</li></ul>	o this RFI ation contained in the attached response is a true reflection of the skills and capacity of our company. In that receipt of the attached application places no obligations upon the requester to include our company on the list of prequalified companies. nformation 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	

Haz clic en el ícono del lápiz para comenzar a responder las preguntas.



<b>^</b>	You have now started to create your Response.		$\underline{\text{Detail}}  \leftarrow 2  /  2 \rightarrow  \times$			
3	Statkraft PREPR	ODUCTION ENVIRONMENT	Ŧ			
<b>■</b> ←	RFI : rfi_335 - Prequalification for Purchase Z	Running     Online Questionnaire	In Excel Submit Response			
RF RF	FI Details Messages (Unread 0)					
Se Se	ettings Buyer Attachments (1) My Response	Associated Users				
`	• Your Response is not yet Submitted. To make it vision	ble to the Buyer you must click 'Submit Response'	·			
1.	✓ My Response Summary					
	ENVELOPE	INFO PARAMETERS				
1	1. Qualification Response	Missing mandatory responses (2)				
	✓ 1. Qualification Response (Questions: 3)					
	✓ 1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION					
0	QUESTION DESCRIPTION		RESPONSE			
<b>∽</b>	1.1.1 Application letter * By providing a response	to this RFI	-			

Responda cada pregunta en consecuencia. Las preguntas obligatorias tienen un "\*" al comienzo de la pregunta.

Statkraft		PRE	PRODUCTION ENVIRONMENT	Ŧ		
RFI : rfi_33	35 - Prequalificat	ion for Purchase Z	Running Cancel Save And Con	tinue Save And Return		
→	Your Response is not yet Submitted. To make it visible to the Buyer you must click: Submit Response'					
				Validate Response		
1. Qua	alification Respons	e (Questions: 3 )		_		
				_		
	1.1 INFORMATIO	ON FROM THE APPLICANT	- QUESTION SECTION	_		
	QUESTION	DESCRIPTION		RESPONSE		
1.1.1	Application letter	<ul> <li>By providing a response</li> <li>We confirm that the in</li> <li>We understand and a</li> <li>We acknowledge that application. If information</li> </ul>	to this RFI formation contained in the attached response is a true reflection of the skills and capacity of our company, coept that receipt of the attached application places no obligations upon the requester to include our company on the list of prequalified companies. 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 completio in is disclosed to other persons, such other persons or parties shall agree to maintain the confidentiality.	n of the		
	1.2 SUPPLIER -	QUESTION SECTION				
	QUESTION	DESCRIPTION		RESPONSE		

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

Agregar un archivo adjunto:

	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.	+ ttach 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 👻	



÷	Attachmen	ts	9	Select File	Confirm			
0	<ul> <li>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.</li> </ul>							
0	File extension	ons not permitted	: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg					
Attachr	ments							
#	ТҮРЕ	FILE NAME	SIZE					
			Use the button to Upload or DRAG and DROP into this area					

También puede utilizar la función de arrastrar y soltar.

Después de seleccionar el archivo, haga clic en Confirmar.

÷	Attachment	ts 🖹 Select File	onfirm
	Select an att The platform to 2MB or lease to 2MB or lease	tachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. n allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attac ss.	hments
Attac	File extension hments	ons not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msl, .js, .json, .reg	
=	TYPE	FILE NAME	SIZE
1	PDF	Attachment to SK - Answer 2.pdf	344.5 kb

El archivo ahora está adjunto a la pregunta.

Haga clic en Guardar y volver y Aceptar en la ventana emergente.

Volverá a la página principal de RFx: la respuesta aún no se ha enviado.

e (	tatkraft	PRE	PRODUCTION ENVIRONMENT				Ł
RFI	: rfi_335 - Prequalifica	ation for Purchase Z	Running	Cancel	Save And Continue	Save And Return	
→	Your Response is no				•		
						Validate Response	
	1. Qualification Respon	nse (Questions: 3 )					
	1.1 INFORMA	TION FROM THE APPLICANT	- QUESTION SECTION				
	QUESTION	DESCRIPTION		RE	ESPONSE		
	1.1.1 Application letter	<ul> <li>By providing a response 1. We confirm that the in 2. We understand and ac prequalified companies</li> </ul>	o this RFI ormation contained in the attached response is a true reflection of the skills and capacity of our company. .ept that receipt of the attached application places no obligations upon the requester to include our company on the list of		Yes	•	

Si ha completado todas las preguntas (consulte el resumen resaltado a continuación), puede hacer clic en Enviar respuesta.



â	ə) s	tatkraft		PREPROI	DUCTION ENVIRONMENT			Ŧ			
	←R	FI : rfi_3	335 - Prequalif	fication for Purchase Z	<ul> <li>Running</li> </ul>		Online Questionnaire	In Excel Submit Response			
	RFI	Details	Messages (U	nread 0)							
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õ	→	0	Your Response is n	ot yet Submitted. To make it visible	to the Buyer you must click 'Submit Response'			A			
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			QUESTION	DESCRIPTION				RESPONSE			
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Todo listo: su respuesta fue enviada. Recibirá la siguiente advertencia de que su respuesta fue enviada a Statkraft:

You have successfully sub-	nitted your response to the Buyer.					<u>Detail</u> ← 2 /	
Statkraft	PREPRO	DUCTION ENVIRONMENT					
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Puede obtener una descripción general de las RFI y RFP respondidas en la página de RFx respectiva, como se muestra a continuación.

## 3. Cómo responder a la RFP como proveedor.

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

Inicie sesión con las credenciales de su cuenta de proveedor.



Login		
username		
		Forgot your password?
	LOGIN	

Haga clic en el ícono RFP; alternativamente, puede hacer clic en el Tablero y ver las RFP en ejecución.



Haga clic en el Título de su RFP.

ŝ	Statkr	aft		PREPRODUCTI	TION ENVIRONMENT					
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	My RFPs									
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õ	Showing Result 1 - 20 of 47 Show:		20 🔻					1 2	3 →	
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1.	1	rfp_519		RFP Purchase of Z	project_433	21/06/2022 10:00	Running	No Response Prepared	Statkraft	

Haga clic en Acepto y luego en Siguiente en la pantalla Aceptar Contrato.

1	Statkraft PREPRODUCTION ENVIRONMENT	1	Ł
¢	← Accept Contract	Adobe PDF File	
	TENDER RULES		
	<ol> <li>Opening of Tenders Public opening of the Tenders will not take place. In addition, Statkraft will not make public or disclose to any</li> </ol>	of the Tenderers any information relating to the Tenderers' identity or the content of the Tenders.	
	<ol> <li>Rejection of Tenders</li> <li>Statkraft reserves the right to reject Tenders that do not comply with these Instructions to Tenderers. Written</li> </ol>	notification of rejection and reasons why will be given in the event of rejection.	
	<ol> <li>Validity of the Tender Tenderer shall abide by the Tender, with prices, until a contract has been signed or the defined minimum valid</li> </ol>	ity 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 fo Statkraft reserves the right to limit the negotiations to only those Tenderers that Statkraft considers to have a	all or parts of the eventual contract, as well as the right to reject any or all Tenders. real chance of being awarded the contract.	1
	5. Cancellation Statkraft reserve the right to cancel this procurement process if it does not achieve what we consider to be n	narket terms.	
	O lagree		
	O I do not agree		

Next

**Aviso Importante**: Las Bases de Licitación darán las pautas y requisitos mínimos para participar en la licitación. Las Reglas de licitación pueden desactivarse en la RFP a discreción de los Compradores.

Si hace clic en "No acepto", su empresa será descalificada y eliminada de la RFP.



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

â	Warning:		You have unread Buyer Attachments (1), Click here to read the files before Submitting your Response.					
	Statkraft	PREPRODUCTION ENVIRONMENT		1				
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Seleccione todos los archivos. Todos los archivos adjuntos de esta sección se descargarán en un archivo zip.

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Haga clic en Aceptar en la ventana emergente.





Después de descargar todos los documentos, haga clic en Mi respuesta para acceder al cuestionario RFP.

俞	less Statkraft		PREPRODUCTION ENVIRONMENT			Ŧ
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Nota: En la pestaña Configuración puede ver detalles adicionales sobre esta RFx. Haga

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

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





• Haga clic en el icono del lápiz (Editar respuesta).

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



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

🎒 St	atkraft			PREPRODUCTION ENVIRONMENT			1
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En la nueva ventana, puede arrastrar y soltar su archivo, hacer clic en Seleccionar archivo y buscarlo en su PC. Una vez que haya seleccionado el archivo, haga clic en Confirmar.

←	Attachr	nents	10	Select File	Confirm					
•	<ul> <li>Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading.</li> <li>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.</li> </ul>									
	File exte	ensions not permitted: .bin, .exe, .c	III, .pif, .bat, .cmd, .com, .htm, .html, .msi	i, .js, .json, .reg						
Attacl	nments									
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Ahora el archivo se cargó como respuesta a la pregunta. Una vez que haya respondido todas las preguntas de este Sobre Técnico, puede hacer clic en Guardar y Volver (aquí está regresando a la página de resumen).



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Haga clic en Aceptar en la ventana emergente.



Observe en el Resumen de respuestas que todas las preguntas se responden en el Sobre Técnico. Ahora debes contestar el Sobre Comercial.

Haga clic en el lápiz (Editar respuesta) en el Sobre Comercial.



Currency: Norwegian Norwegian Analog explores the formation that is relevant for the technical evaluation of the delivery: Currency: Norte Explores that present information as per Appendix X - Technical as sheets". Currency: Norte Explores that present information as per Appendix X - Technical as sheets". Currency: Response Currency: Response Currency: Currency: Norte Explores that present information as per Appendix X - Technical as sheets". Currency: Response Currency: Currency:<	← RFP: rfp			TION ENVIRONMENT			
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My Response Summary      ENVELOPE INFO PARAMETERS      I     Technical Response     All questions answered      Currency: Norwegian Kroner      Change Currency      Nore      T. Technical Response     Used Price (excluding optional sections)      Currency: Norwegian Kroner      Change Currency      Nore      T. TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION      Total Price (excluding optional sections)      Note      Tenderer shall present information documentation that is relevant for the technical evaluation of the delivery.      I.1.1      Note      Tenderer shall present information documentation that is relevant for the technical evaluation of the delivery.      I.1.2      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      10421 pdf (34 KB)	→ 0	Your Response is	s not yet Submitted. To make it visibl	le to the Buyer you must click 'Submit Respor	nse'		
Implication community         ENVELOPE       INFO PARAMETERS         1.       Technical Response         2.       Commercial Response         2.       Commercial Response         Mandatory fields missing (2)       Total Price (excluding optional sections)         Currency: Norwegian Kroner       Change Currency         * 1. Technical Response (Questions: 1)       Change Currency         * 1. Technical Response (Questions: 1)       *         * 1.1 Technical Response (Questions: 1)       *         * 1.1 Technical Response (Questions: 1)       *         QUESTION DESCRIPTION       Tenderer shall present information documentation that is relevant for the technical evaluation of the delivery.         1.1.1       Note       Tenderer shall present 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 10421.pdf (34 KB)	× Mi	v Response Sur	mmary				
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* 2.1 COMPENSATION - PRICE SECTION	1.1.1 1.1.2 × 2. 0	<ul> <li>× 1.1 TECHN</li> <li>NOTE</li> <li>QUESTION</li> <li>2 Technical Data</li> <li>COMMERCIAL RESS</li> <li>CODE</li> </ul>	ICAL SOLUTIONS AND DEVIATION NOTE DETAILS Tenderer shall present information DESCRIPTION * Technical data and other infor The applicable attachment must uploaded as a zip-file. SPONSE (ITEMS: 1, QUESTIONS: 1) ENSATION - PRICE SECTION DESCRIPTION	NS - QUESTION SECTION	nical evaluation of the delivery. eets". f multiple documents, they must be zipped and	RESPONSE Caresponse_Proposal 108421,pdf (34 KB) UNIT PRICE	PRICE

Responda las preguntas en consecuencia. Para ver el precio total actualizado, haga clic en Validar respuesta después de responder todas las preguntas (este es un paso opcional, al hacer clic en Guardar y devolver tendrá el mismo efecto).



latkraft		PF	REPRODUCTION	ENVIRONMENT				Ŧ
RFP: rfp_5	19 - RFP Purcha	se of Z	Running			Save And Continue	Cancel	Save And Return
→	Your Response is not y	yet Submitted. To	make it visible to the	Buyer you must click 'Submit Re	sponse'			
							Refresh	/alidate Response
						TOTAL PRICE (EXCLUDING	OPTIONAL SECTIO	NS) 0
CURRENCY	Y: NORWEGIAN KRO	NER						
2. COM	IMERCIAL RESPONS	E (ITEMS: 1, QU	JESTIONS: 1)					
	2.1 COMPENSA	TION - PRICE S	ECTION					
	CODE	DESCRIPTION		UNIT OF MEASUREMENT	QUANTITY	UNIT PF	NCE	PRICE
2.1.1	Total Tender Price	* Total Tende	er Price (ex-VAT)	Each	1	1000	d	0
						-	Section S	ub Total 0
	2.2 PRICING MA	ATRICES - QUES	TION SECTION					
	NOTE	NOTE DETAILS	3					
2.2.1	Note	The total tende	er price as stated in the	e tender letter shall be further det	ailed as per Appendix B (Compensation	n).		
	QUESTION	DESCRIPTION						RESPONSE
2.2.2	Pricing Matrices	* Tenderer mu The applicat	ust fill out all matrices/ ble attachment must b	prices as listed in the attached ve e uploaded as a response to this	ersion of the compensation format question. If multiple documents, they r	nust be zipped and uploaded	d as a zip-file.	+ Attach File
						Total Price (excluding	optional sections)	0

#### Haga clic en Aceptar en la ventana emergente.

			6			
O	All mandatory fields have been populated. Please remember to		The response is about to be saved; the format of your response will be shocked and if no arrays are found it will be saved	Detai		
3	Statkraft	PREPRODUCT				Ŧ
			Click "OK" to save or click "Cancel" to discard any unsaved changes.			
RF	P: rfp_519 - RFP Purchase of Z	Running	IMPORTANT:	Save And Continue	Cancel	Save And Return
			In order to make your response visible to the buyer you must submit it			
→	Your Response is not yet Submitte	d. To make it visible	in order to make your response visible to the buyer you must submit it.			
			Салсеl 19		Refresh	Validate Response

Ahora que se respondieron todas las preguntas, puede hacer clic en Enviar Respuesta.



â	Statkraft	PR	EPRODUCTION ENVIRONMENT		T			
_	← RFP: rf	_519 - RFP Purchase of Z	Running	··· Online Questi	onnaire In Excel Submit Response			
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Ì	~ M	y Response Summary						
1,	-							
-		ENVELOPE	INFO PARAMETERS					
	1	Technical Response	All questions answered					
1	2	Commercial Response	All quoted items completed	Total Price (excluding optional sections)	10,000			

#### Haga clic en Aceptar en la ventana emergente.



Resultado esperado: su respuesta se envió con éxito. Puede editar su respuesta mientras se ejecuta la RFP.

俞	You have successfully submitted your response to the Buyer				r.					<u>Detail</u>	×
	Statkra	aft	PRE	PRODUC	TION ENVIRONMENT						1
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		1.	Technical Response		All questions answered						н
-		2.	Commercial Response		All quoted items completed	Total Price (excluding	optional	sections)		10,000	

# 3.1 Cómo contestar una RFx usando Excel (exportar e importar).

Importante: debe llegar al paso 7 en las capturas de pantalla anteriores antes de comenzar a responder las preguntas en el sobre. Es por eso que los pasos a continuación comienzan en el paso 8. Este procedimiento no funciona para las preguntas adjuntas. Vea las capturas de pantalla anteriores para verificar cómo cargar archivos como respuestas.

Haga clic en Cuestionario en línea en Excel.

DET (				
← RFP: rfp_	_519 - RFP P	urchase of Z	Running     Online Qu	uestionnaire In Excel Submit Resp
RFP Details	Messages	(Unread 0)	-	
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1.	Technical	Response	Missing mandatory responses (1)	
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Haga clic en Descargar cuestionario en línea.

Statkraft		PREPRODUCTION ENVIRONMENT		
FP: rfp_519 - RFP Pu	irchase of Z	Running		
← Upload				Help To Create & Import Your Response In Excel
This area allows spreadsheet wheeled the spreadshee	s you to download th iich will populate the	e entire online questionnaire in Excel. Once you have se online questions with your responses	ved the file and responded to the questions, you sh	ould return to this screen and import the same
THE IMPORTANT	CEL FUNCTION CAN	NONLY BE USED TO UPLOAD THE EXCEL FILE WHICH H	AS BEEN DOWNLOADED FOR THIS RFX	
IF THE BUYER H	HAS ASKED YOU UPL	.OAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SP	ECIFIC QUESTION ONLINE MUST BE USED OR THE	ADDITIONAL ATTACHMENTS AREA (IF ENABLED)
IN THE EVENT 1	THAT THE BUYER HA	S NOT PERMITTED THE UPLOADING OF ATTACHMENT	S, THIS AREA CANNOT BE USED AS A SUBSTITUTE	
File		Download Online Questionnaire in Excel		
Browse Select	File	9		
		Import Items		

Se descargará una hoja de cálculo. La hoja de cálculo le mostrará qué campos son editables. Como se dijo antes, las preguntas sobre archivos adjuntos no se pueden responder a través de la hoja de cálculo.



	R	esponse Optional	-					
	lan	ored During Import	-					
	Ques	stionnaire Information	1					
	400		]					
Curren	cy:Norwegian Kro	ner						
1	Technical Enve	lope						
1.1	Note	Note Details						
1.1.1	Note	Tenderer shall present information/docum	entation that is releva	ant for the technical evalu	ation of the delivery.			
	Question	Description	Response Type	Response Guide	Response			
1.1.2	Technical Data	Technical data and other information as per Appendix X «Technical Data sheets".	Attachment	The applicable attachment must be				
		The applicable attachment must be		uploaded online				
		uploaded as a response to this question.						
		If multiple documents, they must be						
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Guarde la hoja de cálculo en su PC y haga clic en Examinar.



Después de seleccionar la hoja de cálculo con las respuestas, haga clic en Importar Elementos.



🎒 Si	tatkraft		PREPRODUCTION ENVIRONMENT
RFF	P: rfp_	519 - RFP Purchase of Z	<ul> <li>Running</li> </ul>
→	←	Upload	Help To Create & Import Your Response In Excel
	0	This area allows you to download i spreadsheet which will populate th *** IMPORTANT *** THE IMPORT EXCEL FUNCTION C/ IF THE BUYER HAS ASKED YOU UF ADDITIONAL FILES CANNOT BE EF IN THE EVENT THAT THE BUYER H	he 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 e online questions with your responses N ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX LOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED) IBEDDED INTO THE SPREADSHEET AS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE
	Fil	le	Download Online Questionnaire in Excel
		Browse answerTo_rfp_519 Answe	ed.xlsx (12.69336 KB)
			11 Import Items

Su respuesta fue cargada, pero su respuesta aún no se ha enviado. Si se respondieron todas las preguntas, haga clic en Enviar Respuesta.

俞	Statkraf		PREPRODUCTION ENVIRONMENT		1
	← RFP: rf	p_519 - RFP Purchase of	Z Running	··· Online Questionnaire In Excel	Submit Response
	RFP Detail:	Messages (Unread 0)			2
\$	Settings	Buyer Attachments (1)	My Response Associated Users		
õ	→ (	Your Response is not yet Submi	tted. To make it visible to the Buyer you must cli	:k 'Submit Response'	A
	~ N	ly Response Summary			
40		ENVELOPE	INFO PARAMETERS		
		1. Technical Response	All questions answered		
T		2. Commercial Response	All quoted items completed	Total Price (excluding optional sections)	10,000

#### Haga clic en Aceptar en la ventana emergente.



Resultado esperado: su respuesta se envió con éxito. Puede editar su respuesta mientras se ejecuta la RFP.



â	• You have successfully submitted your response to the Buyer.								<u>Detail</u>	×	
	Statkra	əft	PRE	PRODUCTI	ON ENVIRONMENT						Ŧ
	← RFP:	rfp_51	9 - RFP Purchase of Z	Running				Withdraw Response	Online Qu	uestionnaire In Excel	
₿	RFP Deta	ils	Messages (Unread 0)								
õ	Settings	E	Buyer Attachments (1) My	Response	Associated Users						
Ì	→  ~	My Re	sponse Summary								
1.			ENVELOPE	IN	O PARAMETERS						ы
í <b>s</b> h		1.	Technical Response	All	questions answered						Н
-		2.	Commercial Response	All	quoted items completed	Total Price (excluding o	optional	sections)		10,000	

# 4. Cómo enviar mensajes

La función de mensajería debe usarse para capturar toda la comunicación entre Compradores y Proveedores a lo largo de la RFI/RFP. Esto incluirá las preguntas de aclaración planteadas y las respuestas proporcionadas.

	<ul> <li>En la barra de nav</li> </ul>	egación central, haga (	clic en Mensajes y	y luego en	
Â	Statkraft	PREPRODUCTION ENVIRONMENT			Ŧ
	← RFP: rfp_519 - RFP Purchase of Z	Running		Online Questionnaire In Excel	Submit Response
	RFP Details				
\$	Create Message Received Messages	Sent Messages Draft Messages	Forwarded Messages		
<u>o</u>	→ Your Response is not yet Submitte	d. To make it visible to the Buyer you must click 'Subn	nit Response'		Î
1	<ul> <li>My Response Summary</li> </ul>				
40	ENVELOPE	INFO PARAMETERS			
	1. Technical Response	Missing mandatory responses (1)			

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



Statkraft		PREPRODUCTION ENVIRONMENT				Ŧ
RFP: rfp_519 - RF	P Purchase of Z	<ul> <li>Running</li> </ul>		Cancel	Save As Draft	Send Message
→ Messages					0	
✓ Message						
Subject			Message			
3		4				
✓ Attachmen	ts				Att	achments
	NAME	DESCRIPTION	00	MMENTS	5	
	NAME	DESCRIPTION	00	WINENTS		
O No	Attachments					
✓ Recipients						
R	ECIPIENT					
1 S	tatkraft					

En la misma pestaña podrás ver "Mensajes Recibidos". Las aclaraciones realizadas durante el proceso de RFP estarán disponibles aquí.

â	Statkraft	REPRODUCTION ENVIRONMENT			1
	← RFP: rfp_519 - RFP Purchase of Z	Running		Online Questionnaire In Excel	Submit Response
	RFP Details Messages (Unread 0)				
\$	Create Message Received Messages	Sent Messages Draft Messages Forwarded Me	ssages		
õ	→ Your Response is not yet Submitted	To make it visible to the Buyer you must click 'Submit Response'			A
Ì	<ul> <li>My Response Summary</li> </ul>				
1.	ENVELOPE	INFO PARAMETERS			
۹	1. Technical Response	Missing mandatory responses (1)			

# 5. Configuración general de la cuenta y navegación.

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

E Statkraft	Renewable energy of	ean't be part of the solution. I	t must be the solution.
procurement process	Deshloard	() File Sharing	From
SIGN OUT	Projectiv	<b>B</b>	REP .
NEED ASSISTANCE?	Auction		

Haga clic en Tablero;

MY ACTIONS LIST	MY EDITABLE ASSESSMENTS	MY RFPS WITH PENDING RESPONSE
• No Actions to display	No Assessments to display	TITLE BUYER TIME TO ORGANISATION CLOSE
		RFP Statkraft 00.43: Purchase of Z
RECEIVED ACTION COLLABORATIONS	MY RUNNING SURVEYS	4
		OPEN AND PENDING AUCTIONS
Error loading portlet contents	No Scorecards to display	No Auctions to display
MY ACTIONS	NEW MESSAGES (LAST 30 DAYS)	QUICK LINKS
No Action found	No Unread Messages	
		STANDARD LINKS My Auctions
		Projects
		My RFIs
		My RFPs
	MY RFIS WITH PENDING RESPONSES	Organisation Profile
PERFORMANCE QUICK LINKS	No RFIs to display	My Categories
STANDARD LINKS		CUSTOM LINKS
Editable Assessments		
Development Actions		

En el Dashboard se mostrarán todos los procesos en curso. En el menú lateral izquierdo, tendrá acceso a:



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



• **Contratos**: vea todos los contratos otorgados a su organización.

â	Statkraft	P
	Main Dashboard	
3	MY ACTIONS LIST	
<u>o</u>	Contracts	
~	Contracts	
		Contracts
1.		_
		<b>ATION</b> :

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





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

٩	RECEIVED ACTION (	MY RUNNING SURV		
1	User Management		Manage Users	) Scoreca
	Manage Users	•	Users	
			User Roles	Users
			Divisions	
			Default Users	AGES (L
	No Action fr	hund		No Uprood I

## 6. Cómo crear nuevos usuarios

En la página de destino, haga clic en Perfil.



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



â	Statkraft		PREPRODUCTIO	NENVIRONMENT				Ŧ
	Organisation N	ame: ABAX Sw	eden AB					ø
	Registration Data	Profile Data	Buyer Attachments	Supplier Attachments	s Status Summary	Responses	History Of Change	es
\$								Manage Address And Contact
õ	✓ Organisation [	Details						
Ì	Organisation Nam ABAX Sweden AB	ie 'D						
<b>1</b> ,	Country 'D SWEDEN							
	State/County 🔊 							
1	User Managemen	ıt	Manage Users					
	Manage Users	•	Users					
			User Roles Users					
			Divisions					
			Default Users					
	DUNS number (if r	none leave blank) *0						

#### Haga clic en Crear.

â	left Statkraft		PREPRODUCTION ENVIRONMENT						
	Manage	e Users				••• Imp	ort/Update User Role	Create	
	Users	User Roles Division	ons Default Users						
\$	Enter at least 3 characters     All Users     Enter Filter (type to start search)								
<u>Q</u>	Showing Result 1 - 3 of 3 Show: 20 -								
E		USER INFO	LAST NAME 1	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE	
1.	1	User	ВА	AB	Division	xjiclpwsjtdczcmdio@kvhrw .com			
	2	User	osda	asrqw	Division	keltqhlhbwjbbroogs@bvhrk .com	+47474747		
1	3	Super User	Test	Supplier	Division	mgaunwfmcesfclyedm@kv hrr.com	+4747474747		

Rellene los campos obligatorios y haga clic en Guardar.



5

v User Ottalis Last Name Test2 First Name Test user2 are Tag for Codes Email wexbbbjmogynfxlda@kvhrw.com Telephone Number +7477477 Mobile Phone Number must start with '4' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0. +74747477 Division ivision ivision cepartment 	1
Jaer Details Last Name Test2 First Name Test user2 ser Tag for Codes Email wockblbjmogynfxlda@kvhrw.com Telephone Number +4747477 Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The rest number can not be 0. +4747477 Division Division Quername wockbljmogynfxlda@kvhrw.com Prefered Language English (uk)	ncel Save
Last Name Test2 First Name Test user2 ser Tag for Codes Final wxxblbjmogyqnfxlda@kvhrw.com Telephone Number +4747477 Mobile Phone Number must start with 's' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first Name reaction of be 0. epartment    Username wxxblbjmogyqnfxlda@kvhrw.com Preferred Language English (UK)	
Test2   First Name   Test user2   ser Tag for Codes   Email   wxxblbjmogyqnfxlda@kvhrw.com   Telephone Number   +47474747   Mobile Phone Number muust start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number on to be 0.   +47474747   Division   partment   =     cle   utstind   Username   wxxblbjmogyqnfxlda@kvhrw.com   Prefered Language   English (UK)	
First Name   Test user2   ser Tag for Codes   Email   wxxblbjmogyqnfxlda@kvhrw.com   Telephone Number   +47474747   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.   +47474747   Division   Division   epartment       Username   wxxblbjmogyqnfxlda@kvhrw.com   Prefered Language   English (UK)	
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Email  wwxblbjmogyqnfxlda@kvhrw.com  Telephone Number +47474747  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. +47474747  Division Division Division Cepartment Cepart	
wwkblbjmogyqnfxlda@kvhrw.com         Telephone Number         +47474747         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.         +47474747         Division         Division         epartment            ole         Username         wwxblbjmogyqnfxlda@kvhrw.com         Preferred Language         English (UK)	
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ole Username wwxblbjmogyqnfxlda@kvhrw.com Preferred Language English (UK)	
Username wwxblbjmogyqnfxlda@kvhrw.com Preferred Language English (UK)	
wwxblbjmogyqnfxlda@kvhrw.com Preferred Language English (UK)	
Preferred Language English (UK)	
English (UK) 👻	
Time Zone	
(GMT 0:00) Western Europe Time, London, Lisbon 🗸	
exer External Code	

#### El nuevo usuario ha sido creado.



Resultado Esperado:

El nuevo usuario recibirá el correo electrónico a continuación, que le permitirá establecer una contraseña personal. El correo electrónico puede tardar algunos minutos.



no-reply-prep@jaggaer.com	Welcome to Statkraft Procurement Platform	Jun 21, 2022, 8:34:36 AM						
From: no-reply-prep@jaggaer.com		<ul><li>★ ★ ×</li></ul>						
Subject: Welcome to Statkraft Procurer	nent Platform							
Dear Test user2 Test2,								
Welcome to Statkraft Procurement Platform								
Statkraft users:								
You will access the Statkraft Procurement Platform via single sign on. To access the functions associated with your account follow this link: https://statkraft-prep.app.jaggaer.com/esop/guest/ssoRequest.do If you are not redirected automatically, press the SSO request button and you will be transferred to the platform								
External users:								
Your User Name is: wwxblbjmogyqnfxlo Your Password is: 4676239122	da@kvhrw.com							
To log in to your account to access the functions associated with your account, click the following link and enter your Username and Password https://statkraft-prep.app.jaggaer.com								
Need assistance? Supplier users – please contact our Helpdesk operated by JAGGAER, as per the details on the Login Page. Statkraft users: - Technical issues – please contact service desk or register a ticket in Service Now - Other issues – please contact your local super user. You find an overview of super users on the Procurement Platform Info Page or intranet.								
GUIDANCE ON SPAM FILTERS: In order to prevent Statkraft Procureme advised to instruct your IT team to acce Please also review the Junk Email setti	ent Platform emails from being quarantined by your organisation opt all emails from a ".bravosolution.com" and ".jaggaer.com" a ings of your email client software to avoid accidental message	n fire wall or spam filter, you are ddress. deletion.						

Fin.