



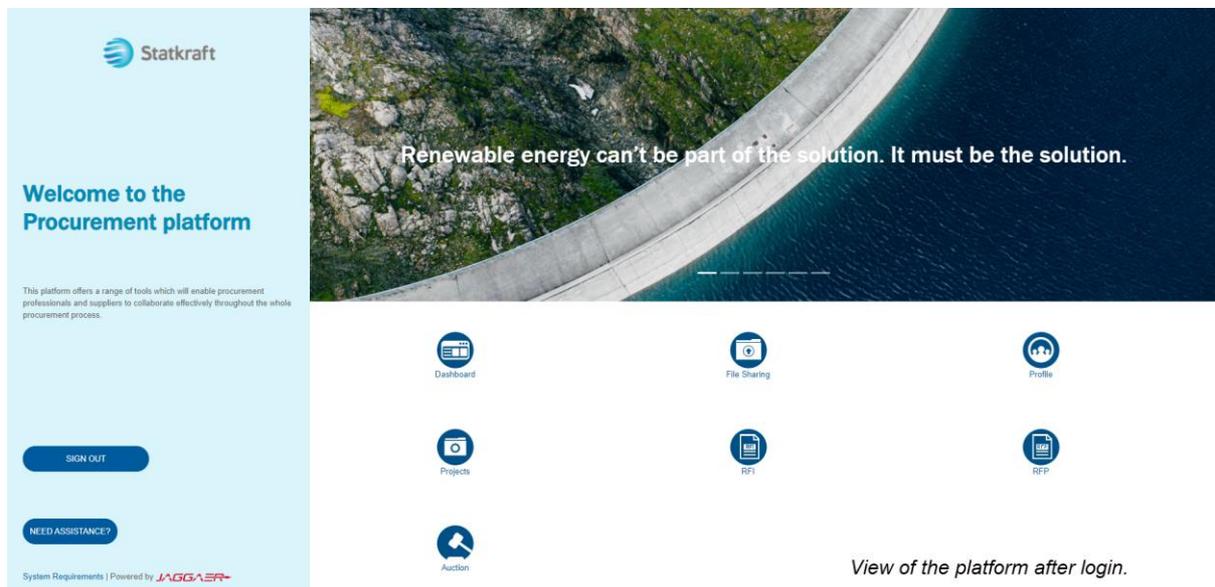
# Plataforma de adquisiciones de Statkraft

Guía paso a paso del proveedor

*Módulos Abastecimiento+ y Contratos+*

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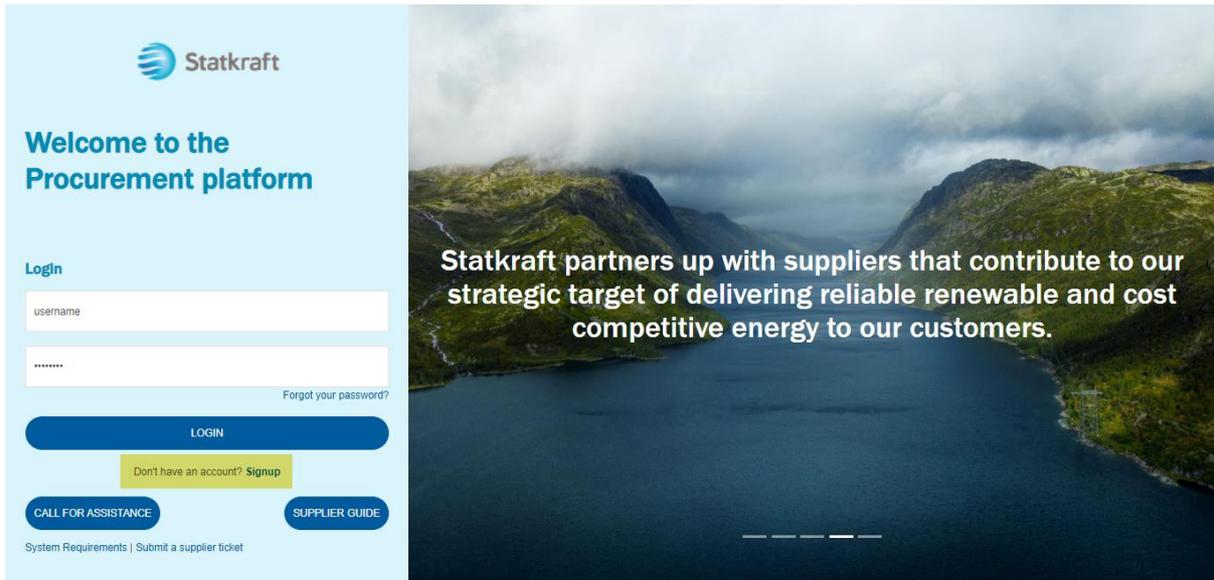


## 1. Cómo auto-registrarse

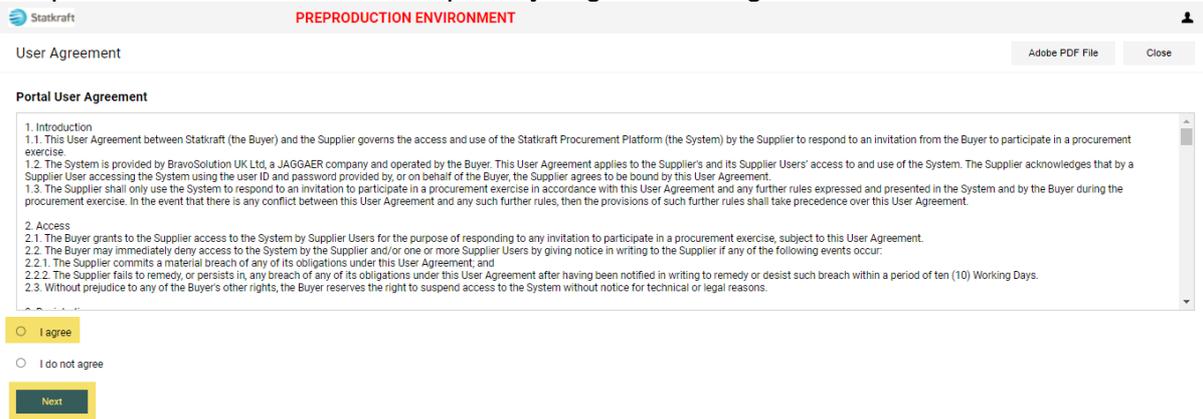
Antes de auto registrarse, siempre verifique con el personal de Compras de Statkraft si su empresa ya está registrada en la Plataforma. Si se registró automáticamente y perdió su contraseña, no vuelva a registrarse automáticamente: comuníquese con un empleado de Statkraft.

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.

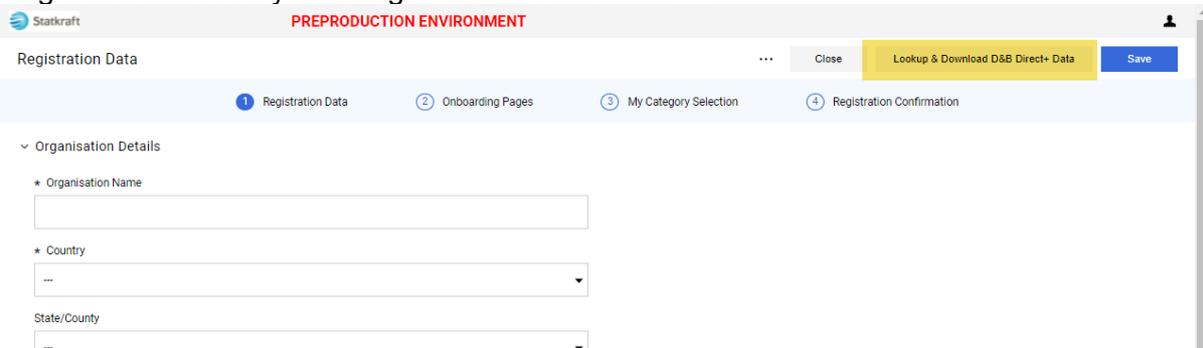


Acepte el Acuerdo de usuario del portal y haga clic en Siguiente.



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

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



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

Statkraft **PREPRODUCTION ENVIRONMENT**

Integration with Dun and Bradstreet for: New Supplier

DUNS Number

Reg. Numbers

Town

Country  
NORWAY

Phone Number

\* Company Name  
Sys

Address

Postal Code

County  
Select a province (Start typing the name)

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

Look Up Download

RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	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

Town

Country  
NORWAY

Phone Number

\* Company Name  
S

Address

Postal Code

County  
Select a province (Start typing the name)

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

Look Up Download

RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	346€	Sys	92	Lie	Tr	1414		NORWAY

Haga clic en Actualizar Formulario de Registro.

Statkraft **PREPRODUCTION ENVIRONMENT**

Integration with Dun and Bradstreet for: New Supplier

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) 346

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 **PREPRODUCTION ENVIRONMENT**

Registration Data

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

1 Registration Data 2 Onboarding Pages 3 My Category Selection 4 Registration Confirmation

Organisation Details

\* Organisation Name

Supplier X  Full Legal Name

\* Country

NORWAY

State/County

---

\* City

Oslo

\* Address

Kristian IV's 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 ENVIRONMENT**

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

▼ User Details

\* Email **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.

Email Address Validation Send Validation Code

\* Username (please do not forget your username)

\* First Name

\* Last Name

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

\* Preferred Language

--

**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: djsavdwrnxnmsmbodsp@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 **PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration Cancel Save & Continue

✓ Registration Data 2 Onboarding Pages 3 My Category Selection 4 Registration Confirmation

Quick Navigation | Additional Company Information

Additional Company Information

ACHILLES			
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 **PREPRODUCTION ENVIRONMENT**

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

- Categories
  - 10000000 - Civils
  - 20000000 - Hydro
  - 21000000 - Wind Turbines
  - 22000000 - Solar Equipment
  - 23000000 - Thermal
  - 24000000 - HV & Control System
  - 30000000 - Professional Services
  - 40000000 - IT
    - 40001000 - Software
      - 40001001 - Business Applications/SaaS
      - 40001002 - Middleware, OS & Tools
      - 40001003 - Workplace Applications

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

Statkraft **PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration Cancel Save & Continue

✓ Registration Data ✓ Onboarding Pages 3 My Category Selection 4 Registration Confirmation

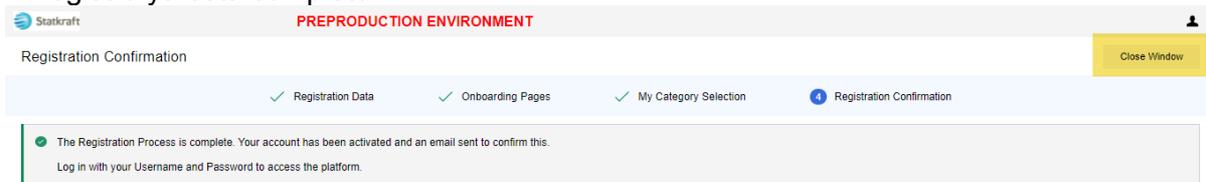
Quick Navigation | 40001000 - 40001003 and 40003000 - ...

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? <ul style="list-style-type: none"> <li><input type="checkbox"/> EU/EEA</li> <li><input type="checkbox"/> USA</li> <li><input type="checkbox"/> Other</li> </ul>	Supplier

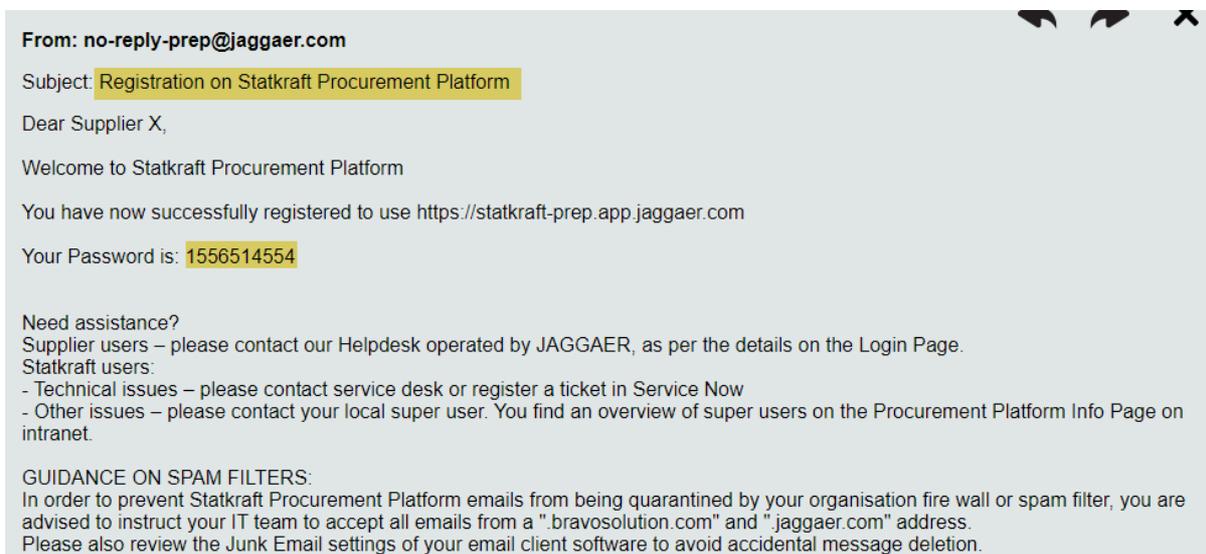
## El registro ya está completo.



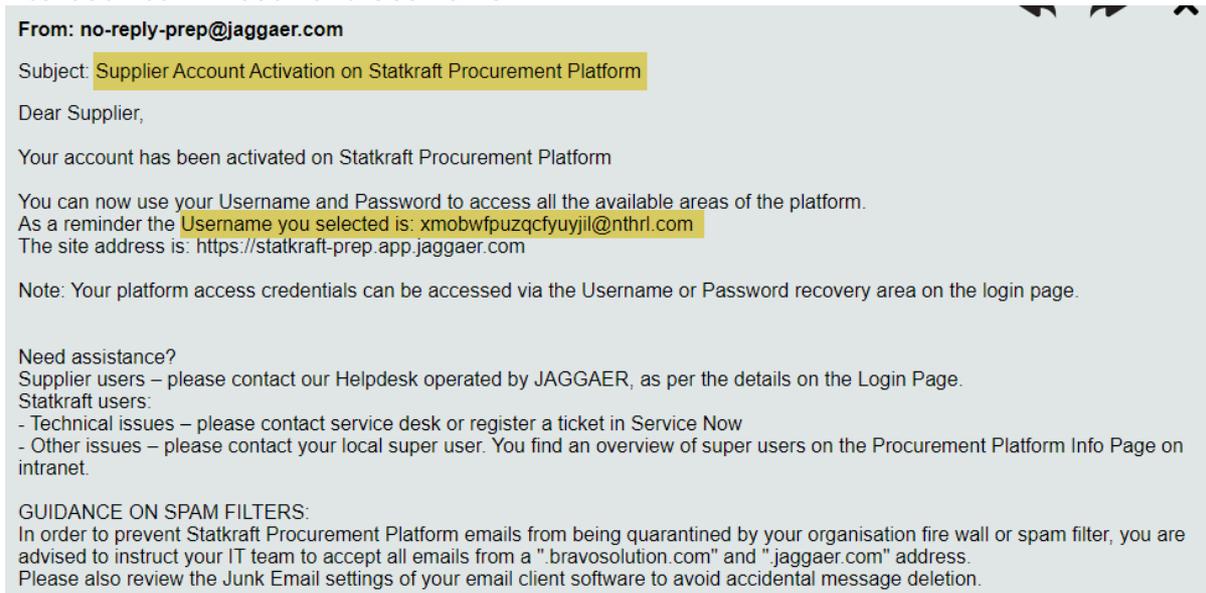
En unos minutos recibirá los siguientes correos electrónicos:

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.

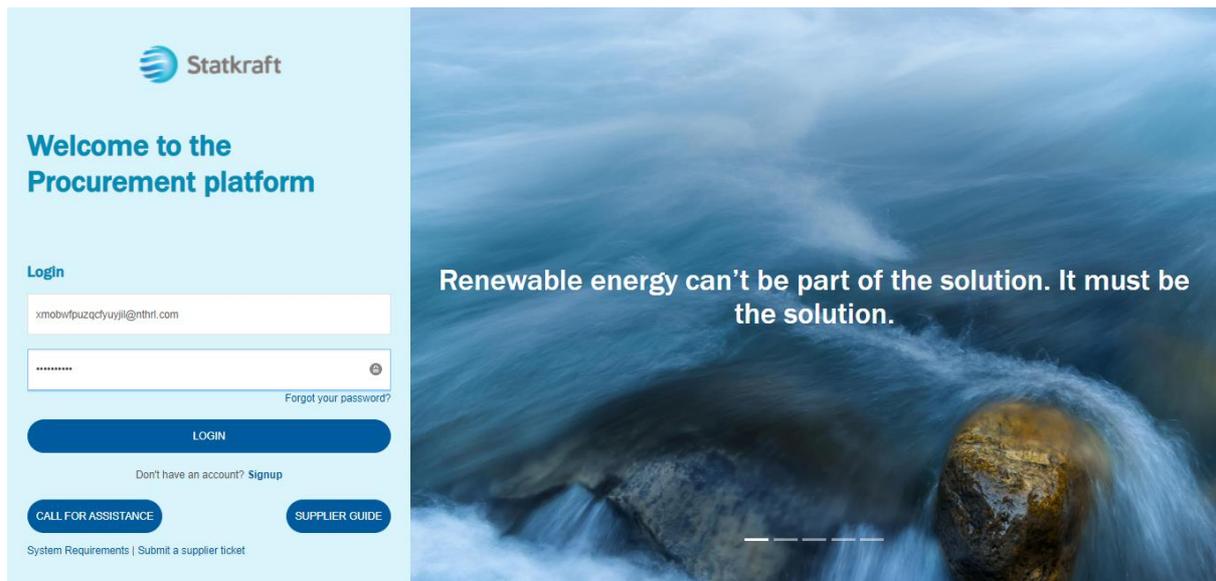
Contraseña temporal -



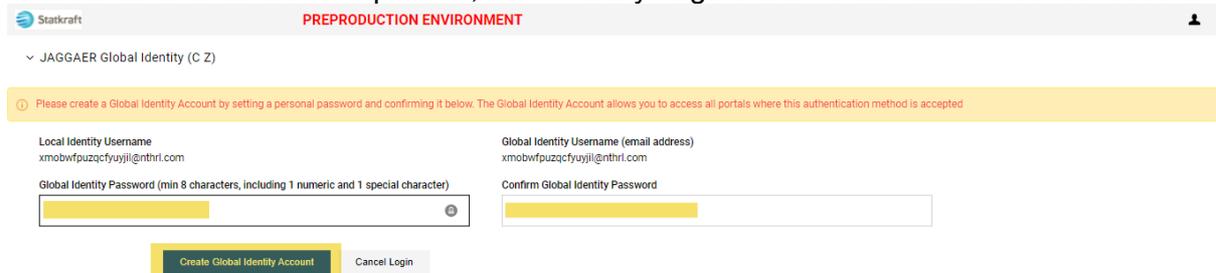
Activation confirmation and Username –



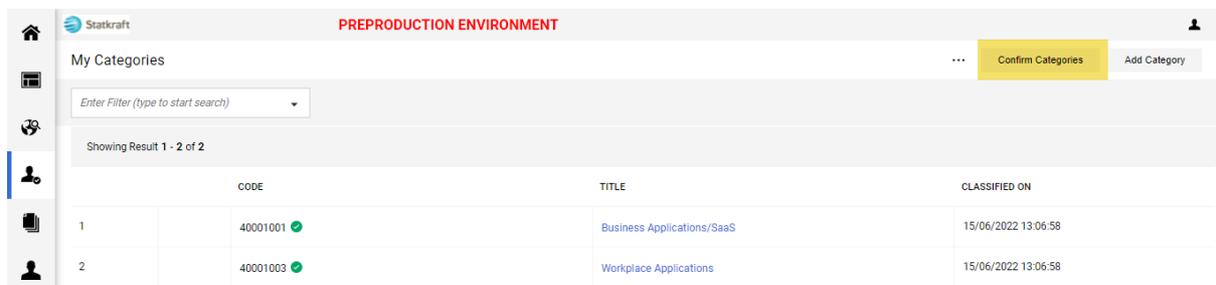
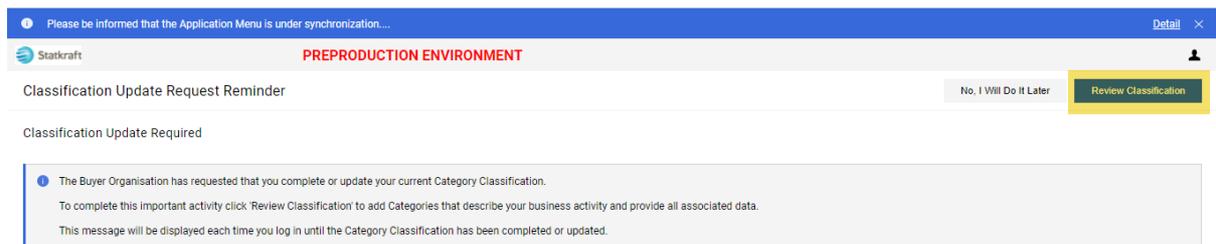
Ingrese su nombre de usuario y contraseña temporal recibidos en los correos electrónicos anteriores. Haga clic en Iniciar sesión.



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



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.

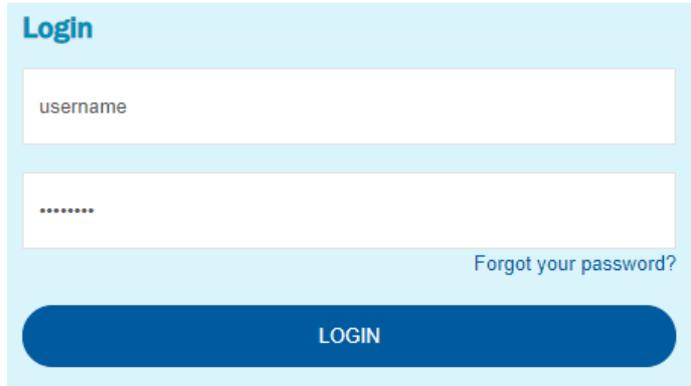


Ahora estás dentro de la plataforma. Utilice el menú del lado izquierdo para navegar. Consulte otras secciones de esta guía para obtener asistencia adicional.

## 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).

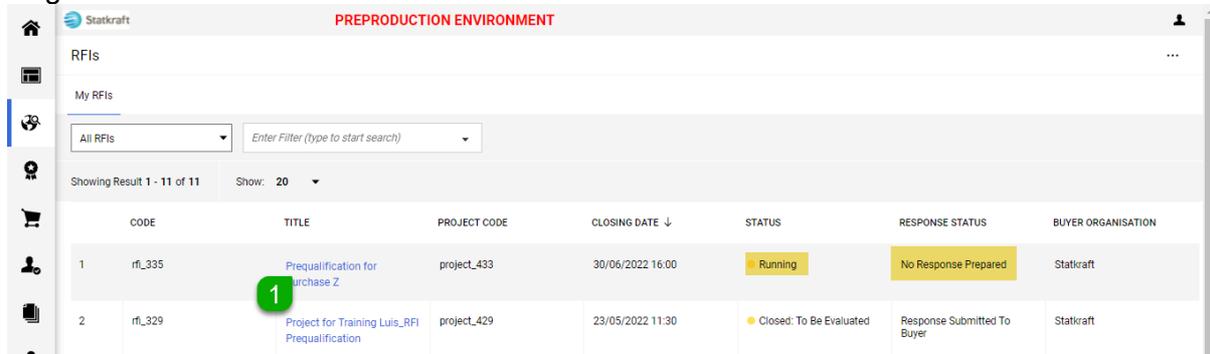
Inicie sesión con las credenciales de su cuenta de proveedor.



Haga clic en el icono RFI.

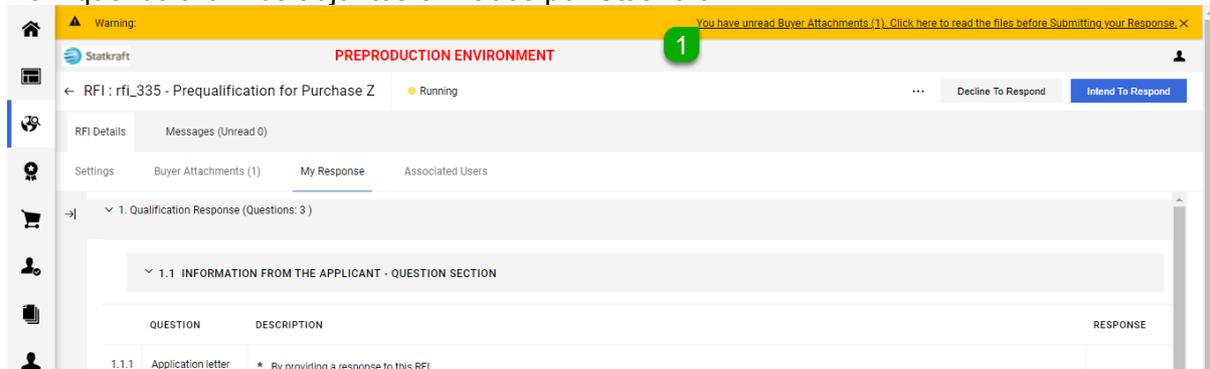


Haga clic en su título de RFI.



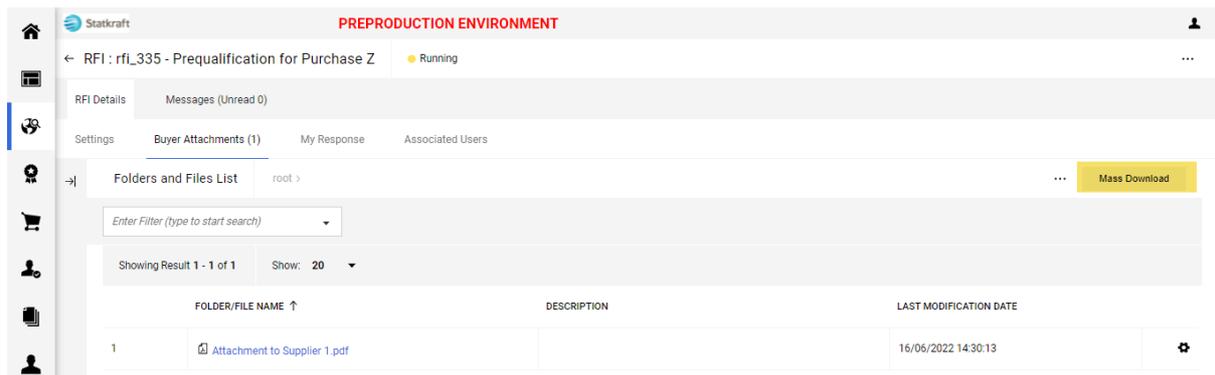
CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	Prequalification for Purchase Z	project_433	30/06/2022 16:00	Running	No Response Prepared	Statkraft
2	Project for Training Luis_RFI Prequalification	project_429	23/05/2022 11:30	Closed: To Be Evaluated	Response Submitted To Buyer	Statkraft

Verifique los archivos adjuntos enviados por Statkraft.



QUESTION	DESCRIPTION	RESPONSE
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.



Statkraft PREPRODUCTION ENVIRONMENT

← RFI : rfi\_335 - Prequalification for Purchase Z ● Running

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

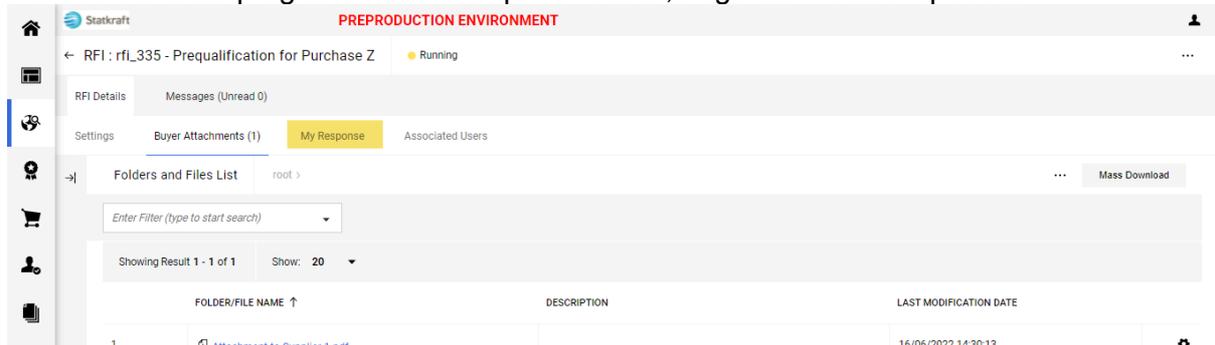
Folders and Files List root > ... Mass Download

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE
1 Attachment to Supplier 1.pdf		16/06/2022 14:30:13

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



Statkraft PREPRODUCTION ENVIRONMENT

← RFI : rfi\_335 - Prequalification for Purchase Z ● 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)

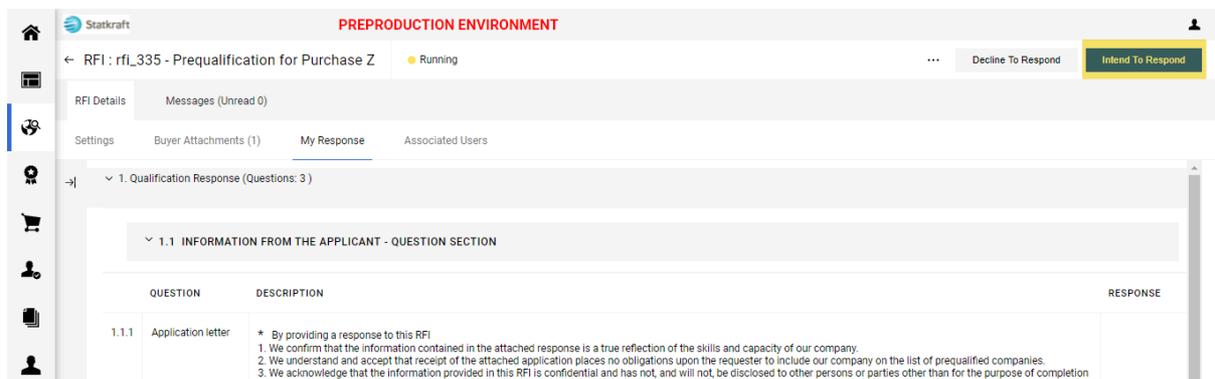
Showing Result 1 - 1 of 1 Show: 20

FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE
1 Attachment to Supplier 1.pdf		16/06/2022 14:30:13

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.



Statkraft PREPRODUCTION ENVIRONMENT

← RFI : rfi\_335 - Prequalification for Purchase Z ● Running

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Decline To Respond Intend To Respond

1. Qualification Response (Questions: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

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

The screenshot shows the 'My Response' section of an RFI. At the top, a notification states 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this, there is a 'My Response Summary' section with two columns: 'ENVELOPE' and 'INFO PARAMETERS'. The 'ENVELOPE' column shows '1. Qualification Response' and the 'INFO PARAMETERS' column shows 'Missing mandatory responses (2)'. Underneath, there is a section for '1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION' which contains a table with columns 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. The first row in the table is for question 1.1.1, 'Application letter', with a description that includes an asterisk and a list of three points. A green circle with the number '1' is placed over the 'RESPONSE' column of this row.

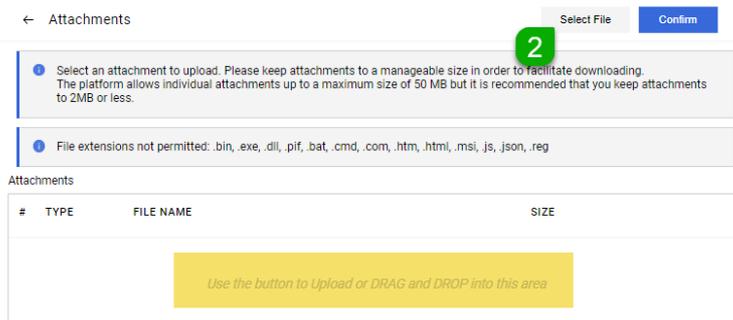
Responda cada pregunta en consecuencia. Las preguntas obligatorias tienen un “\*” al comienzo de la pregunta.

This screenshot shows the 'Validate Response' button at the top right of the 'My Response' section. Below the table, a dropdown menu is open for question 1.1.1, showing 'Yes' as the selected option. A green circle with the number '1' is placed over the dropdown. At the bottom of the screenshot, a green circle with the number '2' is placed over the '1.2 SUPPLIER - QUESTION SECTION' header.

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.

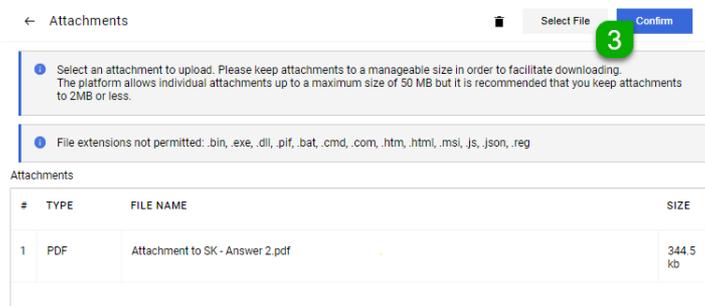
Agregar un archivo adjunto:

This screenshot shows the '1.2 SUPPLIER - QUESTION SECTION' with a table of questions. The first row is for question 1.2.1, 'Legal entity', with a description 'Submit a copy of the latest version of the Certificate of Incorporation.'. The 'RESPONSE' column for this row has a green circle with the number '1' placed over the '+ Attach File' button.



También puede utilizar la función de arrastrar y soltar.

Después de seleccionar el archivo, haga clic en Confirmar.

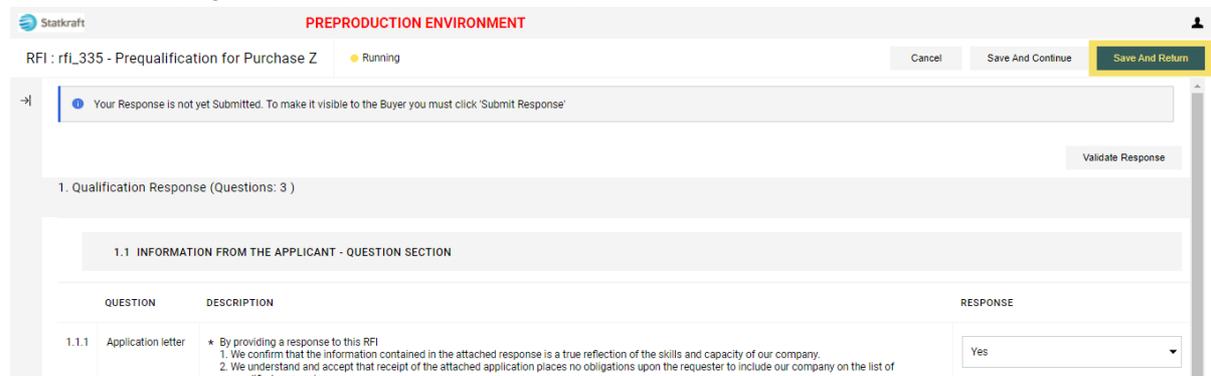


#	TYPE	FILE NAME	SIZE
1	PDF	Attachment to SK - Answer 2.pdf	344.5 kb

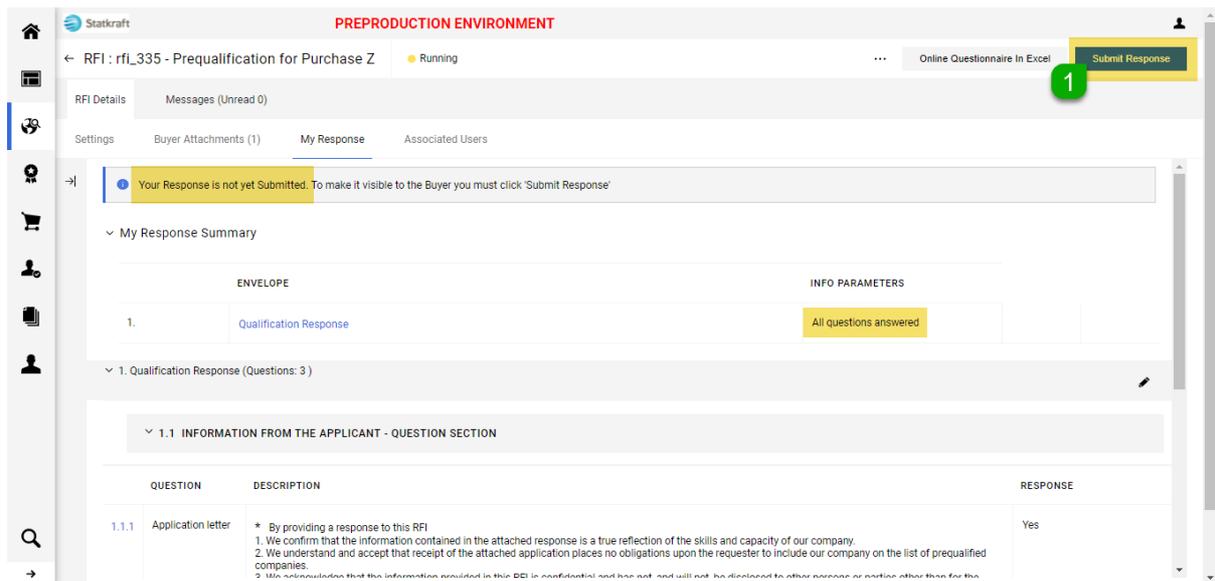
El archivo ahora está adjunto a la pregunta.

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

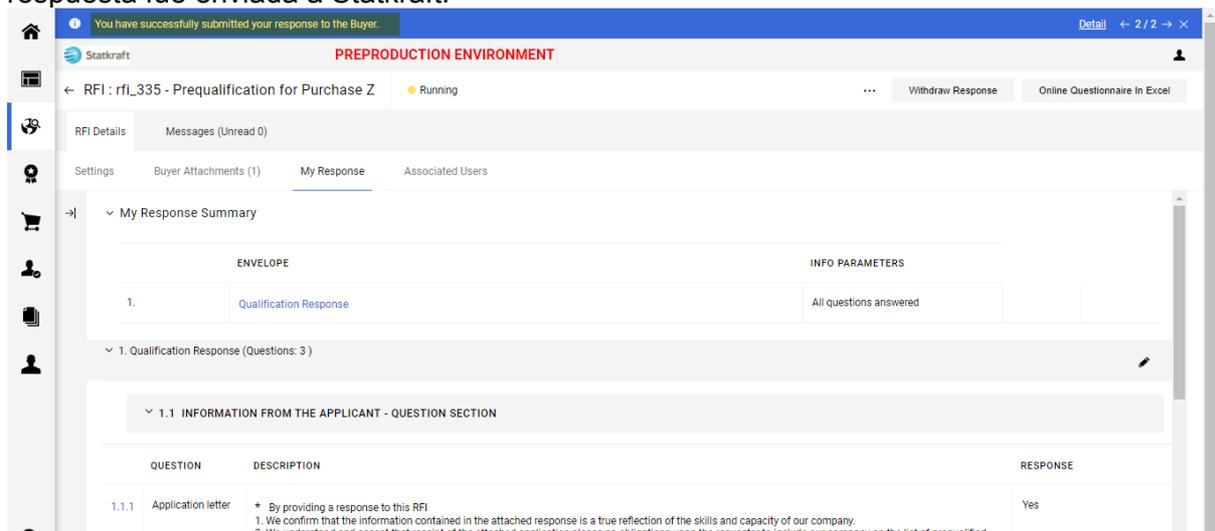
Volverá a la página principal de RFx: la respuesta aún no se ha enviado.



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



Todo listo: su respuesta fue enviada. Recibirá la siguiente advertencia de que su respuesta fue enviada a Statkraft:



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

[Forgot your password?](#)

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



Haga clic en el Título de su RFP.

Statkraft <span style="float: right;">PREPRODUCTION ENVIRONMENT</span>						
RFPs <span style="float: right;">...</span>						
My RFPs						
<span>All RFPs</span> <input style="width: 80%; border: none;" type="text" value="Enter Filter (type to start search)"/>						
Showing Result 1 - 20 of 47 <span style="float: right;">Show: 20</span>						
CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATI
1	rfp_519	RFP Purchase of Z	project_433	21/06/2022 10:00	Running	No Response Prepared

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

Statkraft
PREPRODUCTION ENVIRONMENT
👤

← Accept Contract
Adobe PDF File

#### TENDER RULES

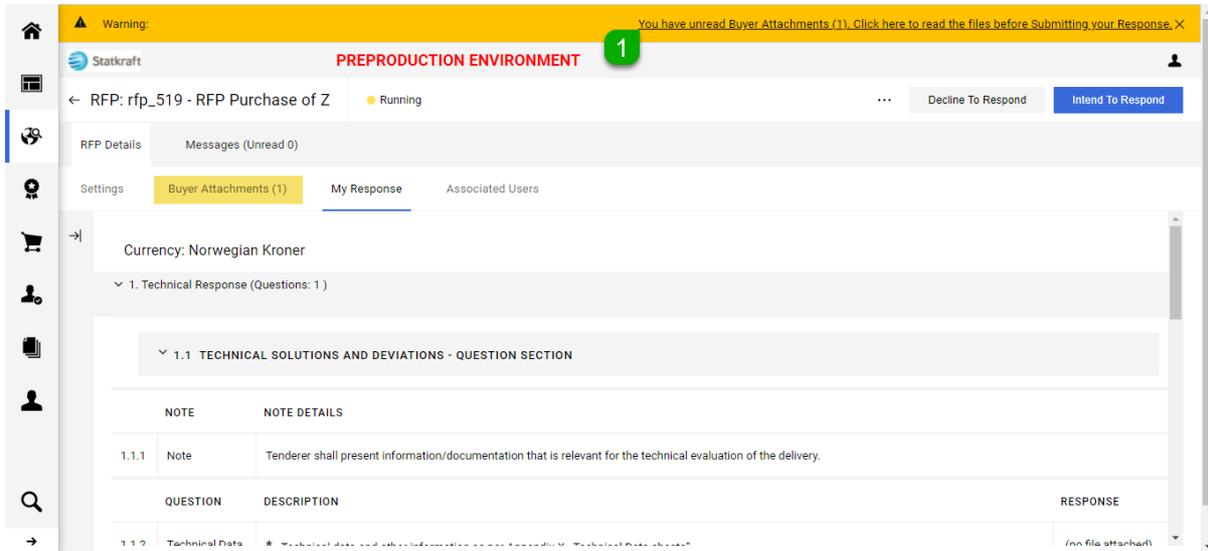
1. Opening of Tenders  
Public opening of the Tenders will not take place. In addition, Statkraft will not make public or disclose to any of the Tenderers any information relating to the Tenderers' identity or the content of the Tenders.
2. Rejection of Tenders  
Statkraft reserves the right to reject 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  
Statkraft reserve the right to cancel this procurement process if it does not achieve what we consider to be market terms.

I agree
  I do not agree

**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.



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

Statkraft PREPRODUCTION ENVIRONMENT

RFP: rfp\_519 - RFP Purchase of Z Running

Buyer Attachments (1)

Currency: Norwegian Kroner

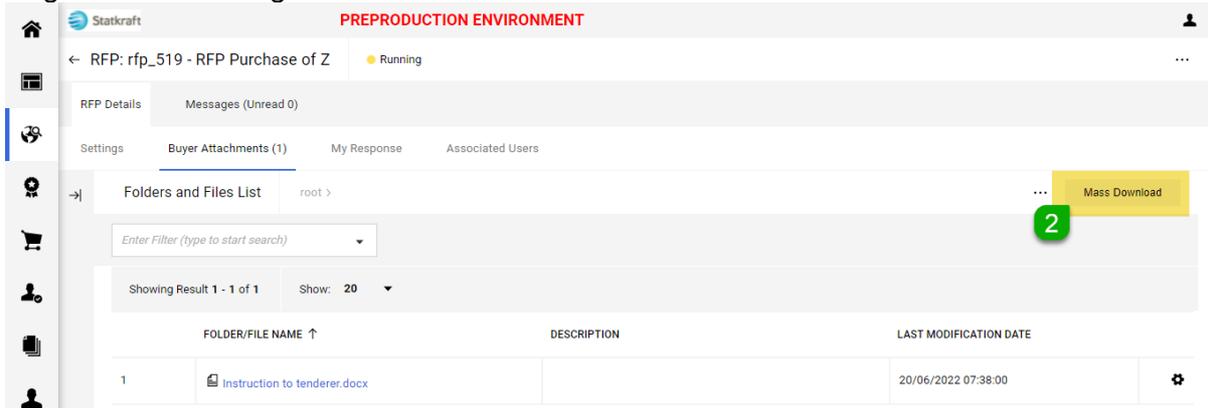
1. Technical Response (Questions: 1)

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 concerning the Technical Data sheet	(no file attached)

Haga clic en Descarga Masiva.



Statkraft PREPRODUCTION ENVIRONMENT

RFP: rfp\_519 - RFP Purchase of Z Running

Buyer Attachments (1)

Folders and Files List root >

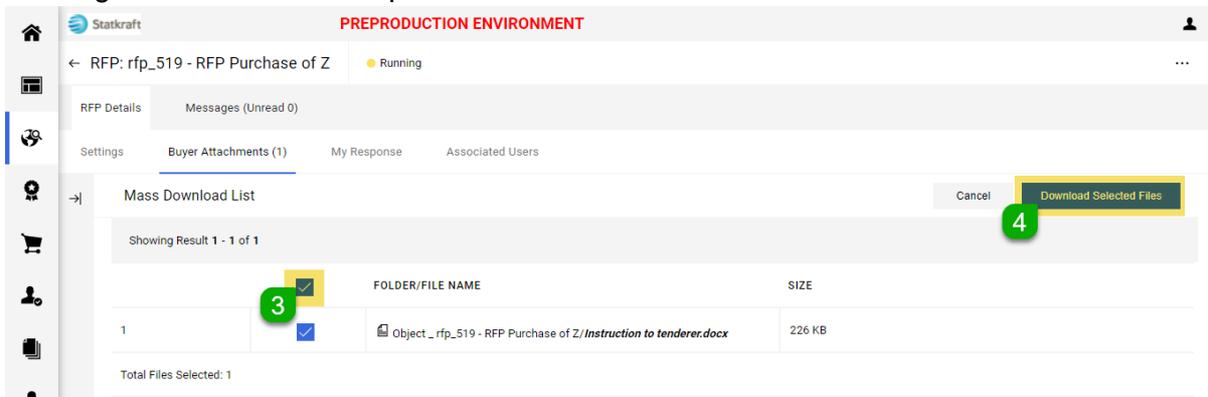
Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE
1	Instruction to tenderer.docx	20/06/2022 07:38:00

Mass Download

Seleccione todos los archivos. Todos los archivos adjuntos de esta sección se descargarán en un archivo zip.



Statkraft PREPRODUCTION ENVIRONMENT

RFP: rfp\_519 - RFP Purchase of Z Running

Buyer Attachments (1)

Mass Download List

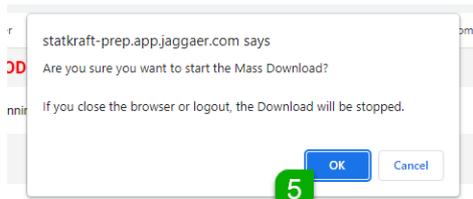
Showing Result 1 - 1 of 1

	FOLDER/FILE NAME	SIZE
1	Object _rfp_519 - RFP Purchase of Z/ Instruction to tenderer.docx	226 KB

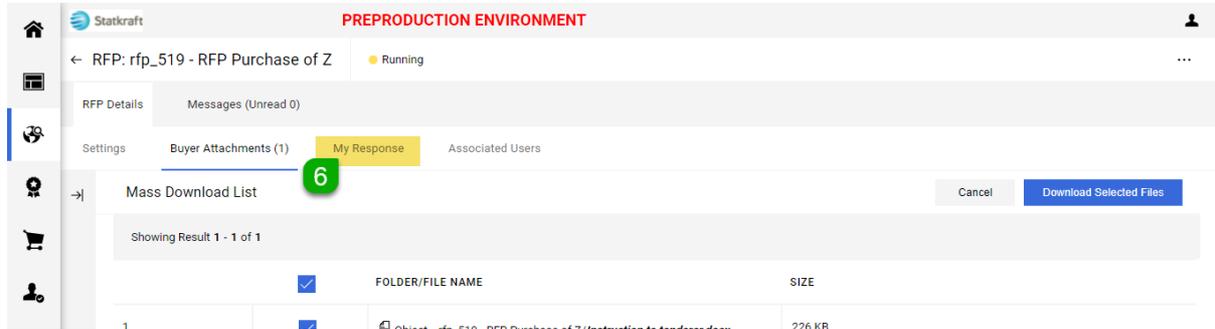
Total Files Selected: 1

Download Selected Files

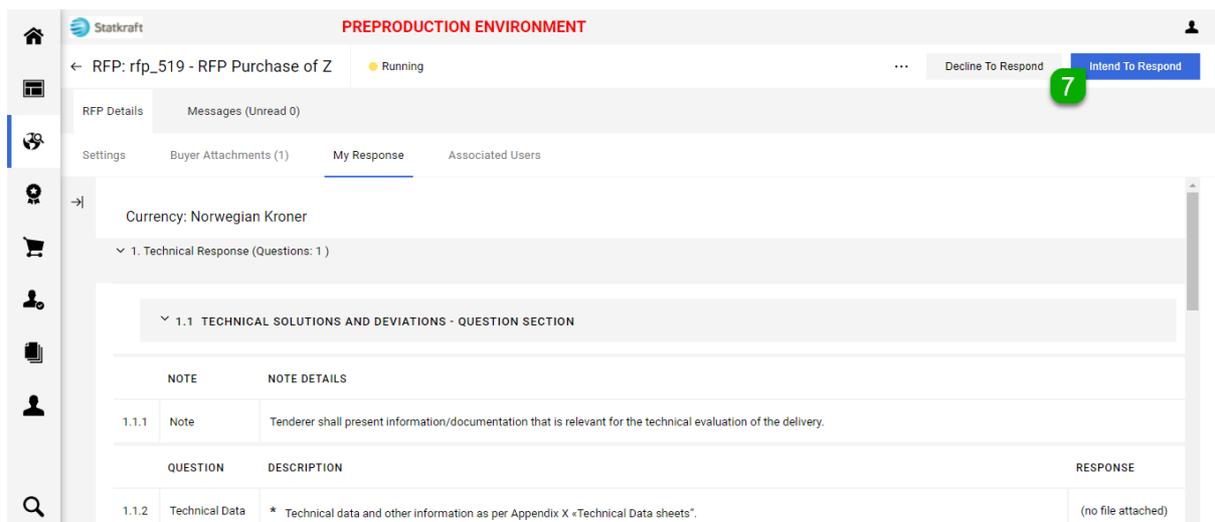
Haga clic en Aceptar en la ventana emergente.



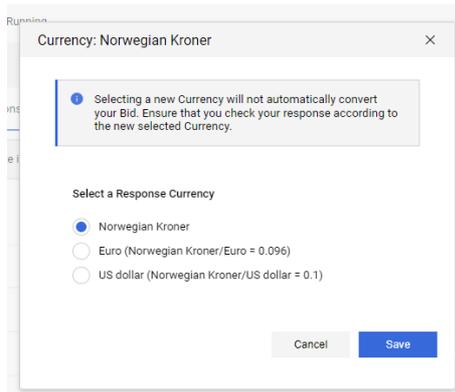
Después de descargar todos los documentos, haga clic en Mi respuesta para acceder al cuestionario RFP.



Nota: En la pestaña Configuración puede ver detalles adicionales sobre esta RFx. Haga 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).

You have now started to create your Response. Detail

Statkraft **PREPRODUCTION ENVIRONMENT**

← RFP: rfp\_519 - RFP Purchase of Z 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 (2)	Total Price (excluding optional sections) 0

Currency: Norwegian Kroner Change Currency

1. Technical Response (Questions: 1) 8

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)

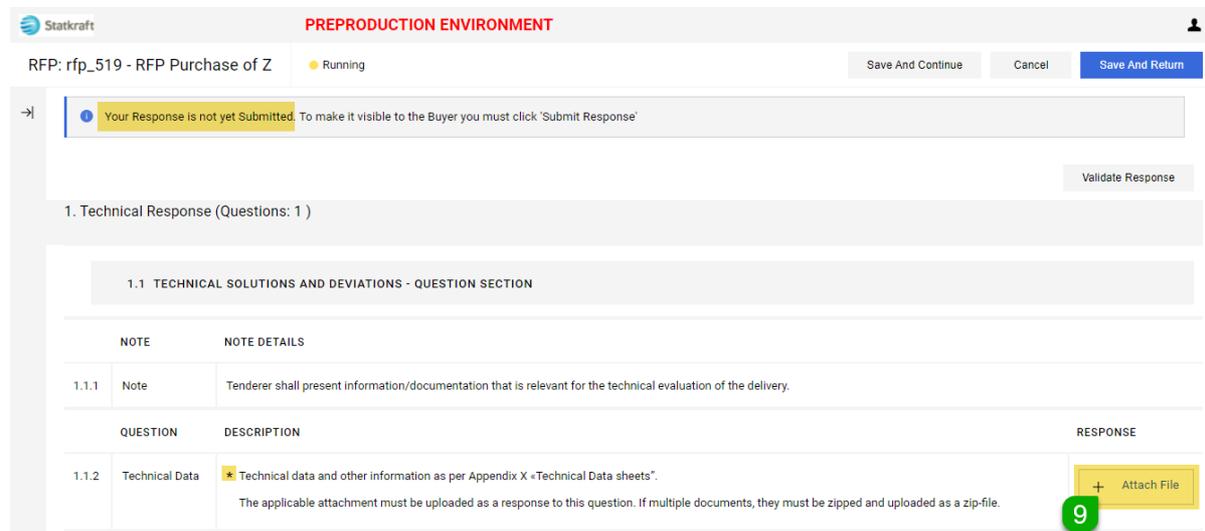
2. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

2.1 COMPENSATION - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
------	-------------	---------------------	----------	------------	-------

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



Statkraft **PREPRODUCTION ENVIRONMENT**

RFP: rfp\_519 - RFP Purchase of Z ● 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

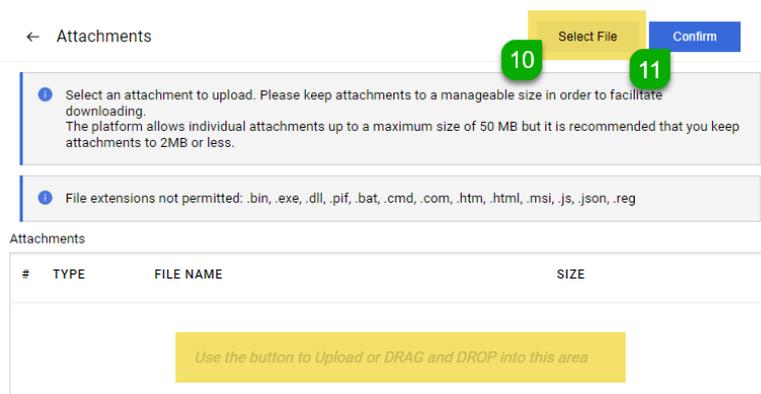
1. Technical Response (Questions: 1)

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 <span style="background-color: yellow;">ⓘ</span> Technical data and other information as per Appendix X «Technical Data sheets». The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	<span style="background-color: yellow;">+ Attach File</span> <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold; display: inline-block;">9</span>

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.



← Attachments Select File Confirm

10 11

ⓘ 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.

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

Attachments

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

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).

Statkraft **PREPRODUCTION ENVIRONMENT**

RFP: rfp\_519 - RFP Purchase of Z ● Running Save And Continue Cancel **Save And Return**

→ | 1 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	<p>* Technical data and other information as per Appendix X «Technical Data sheets».</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> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <span style="font-size: small;">Response_Proposal_108421.pdf</span> (34 KB) <span style="float: right;">📄 🗑️</span> </div>

Haga clic en Aceptar en la ventana emergente.

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.

OK
Cancel

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.

Statkraft **PREPRODUCTION ENVIRONMENT**

← RFP: rfp\_519 - RFP Purchase of Z ● 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	Mandatory fields missing (2)	<b>Total Price (excluding optional sections)</b> 0

Currency: Norwegian Kroner [Change Currency](#)

▼ 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.	<a href="#">Response_Proposal 108421.pdf (34 KB)</a>

▼ 2. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

▼ 2.1 COMPENSATION - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
2.1.1	Total Tender Price	* Total Tender Price (ex VAT)	Each	1	0

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).

Statkraft **PREPRODUCTION ENVIRONMENT**

RFP: rfp\_519 - RFP Purchase of Z ● Running Save And Continue Cancel Save And Return **18**

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

Refresh Validate Response **17**

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) 0

CURRENCY: NORWEGIAN KRONER

**2. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)**

**2.1 COMPENSATION - PRICE SECTION**

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
2.1.1	Total Tender Price * Total Tender Price (ex-VAT)	Each	1	10000	0
<b>Section Sub Total</b>					<b>0</b>

**2.2 PRICING MATRICES - QUESTION SECTION**

NOTE	NOTE DETAILS
2.2.1	Note The total tender price as stated in the tender letter shall be further detailed as per Appendix B (Compensation).

QUESTION	DESCRIPTION	RESPONSE
2.2.2	Pricing Matrices * Tenderer must fill out all matrices/prices as listed in the attached version of the compensation format The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	<span>+ Attach File</span> <b>16</b>

**Total Price (excluding optional sections) 0**

Haga clic en Aceptar en la ventana emergente.

All mandatory fields have been populated. Please remember to... Detail ×

Statkraft **PREPRODUCTION ENVIRONMENT**

RFP: rfp\_519 - RFP Purchase of Z ● 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'

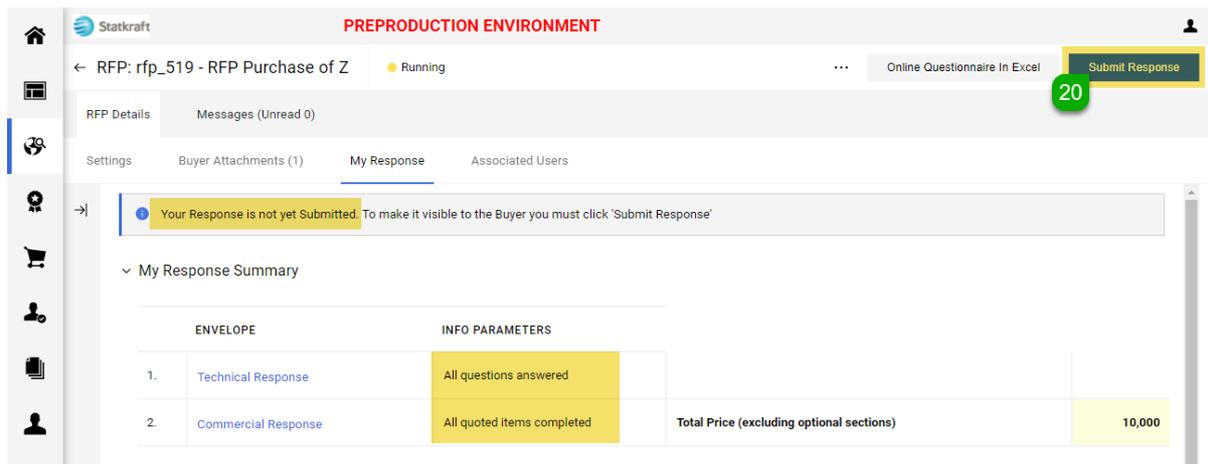
The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.  
Click "OK" to save or click "Cancel" to discard any unsaved changes.

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

OK Cancel **19**

Refresh Validate Response

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



Statkraft **PREPRODUCTION ENVIRONMENT**

← RFP: rfp\_519 - RFP Purchase of Z ● Running ... Online Questionnaire In Excel **Submit Response** 20

RFP Details Messages (Unread 0)

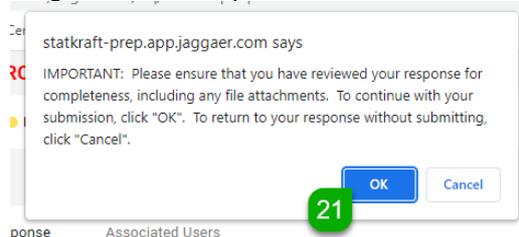
Settings Buyer Attachments (1) **My Response** Associated Users

→ | 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)	10,000

Haga clic en Aceptar en la ventana emergente.



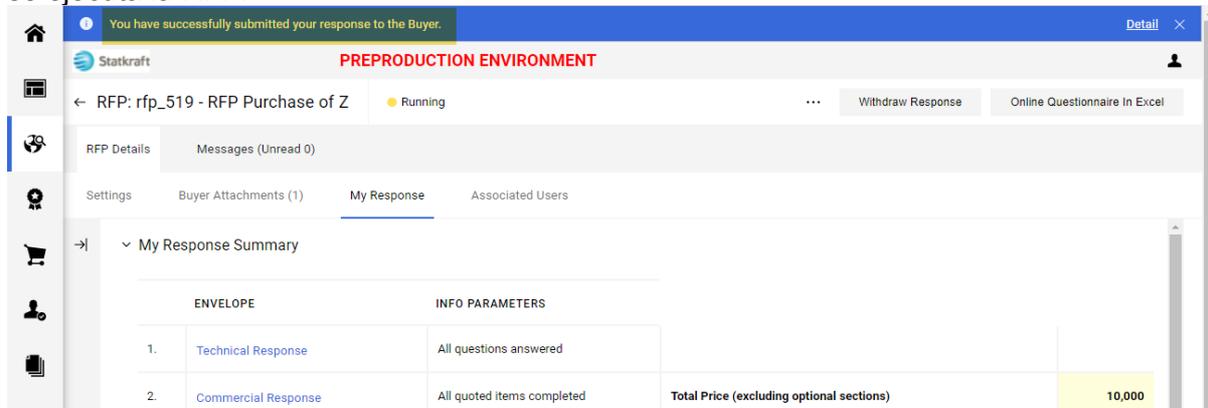
statkraft-prep.app.jaggaer.com says

**IMPORTANT:** Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

**OK** Cancel

21

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



Statkraft **PREPRODUCTION ENVIRONMENT**

← RFP: rfp\_519 - RFP Purchase of Z ● Running ... Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0)

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

→ | You have successfully submitted your response to the Buyer. Detail X

My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	All questions answered		
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.

Statkraft PREPRODUCTION ENVIRONMENT

RFP: rfp\_519 - RFP Purchase of Z ● Running

Online Questionnaire In Excel 8 Submit Response

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

→| 8 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 (2)		Total Price (excluding optional sections) <span style="background-color: yellow;">0</span>

Currency: Norwegian Kroner Change Currency

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)

2. COMMERCIAL RESPONSE (ITEMS: 1, QUESTIONS: 1)

2.1 COMPENSATION - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
------	-------------	---------------------	----------	------------	-------

Haga clic en Descargar cuestionario en línea.

Statkraft PREPRODUCTION ENVIRONMENT

RFP: rfp\_519 - RFP Purchase of Z ● Running

Upload Help To Create & Import Your Response In Excel

→| 9

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 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.

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THE RFP Response Questionnaire for: rfp\_519

**COLOUR LEGEND**

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency:Norwegian Kroner

**1 Technical Envelope**

**1.1 Technical solutions and deviations**

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 Type	Response Guide	Response
1.1.2	Technical Data	Attachment	The applicable attachment must be uploaded online	
	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.			

**2 Commercial Envelope**

**2.1 Compensation**

Code	Description	Unit of Measurement	Quantity	Unit Price	Price
2.1.1	Total Tender	Each		15000	15000
	Price				
Section Sub Total					15000

**2.2 Pricing Matrices**

Note	Note Details			
2.2.1	Note	The total tender price as stated in the tender letter shall be further detailed as per Appendix B (Compensation).		
Question	Description	Response Type	Response Guide	Response
2.2.2	Pricing Matrices	Attachment	The applicable attachment must be uploaded online	
	Tenderer must fill out all matrices/prices as listed in the attached version of the compensation format			
	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.			

Guarde la hoja de cálculo en su PC y haga clic en Examinar.

Statkraft **PREPRODUCTION ENVIRONMENT**

RFP: rfp\_519 - RFP Purchase of Z ● Running

Upload Help To Create & Import Your Response In Excel

**10** 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

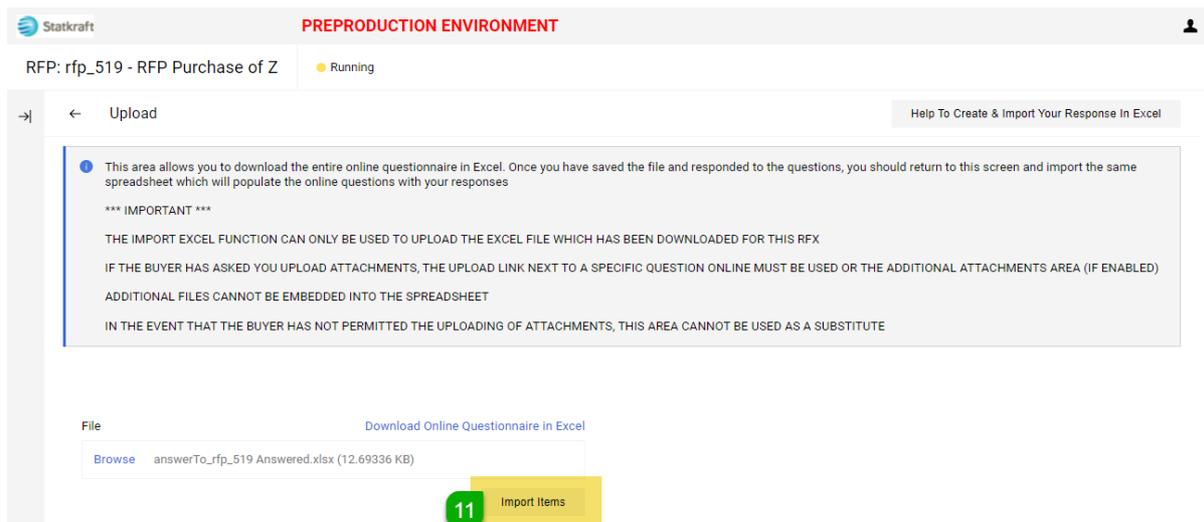
IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

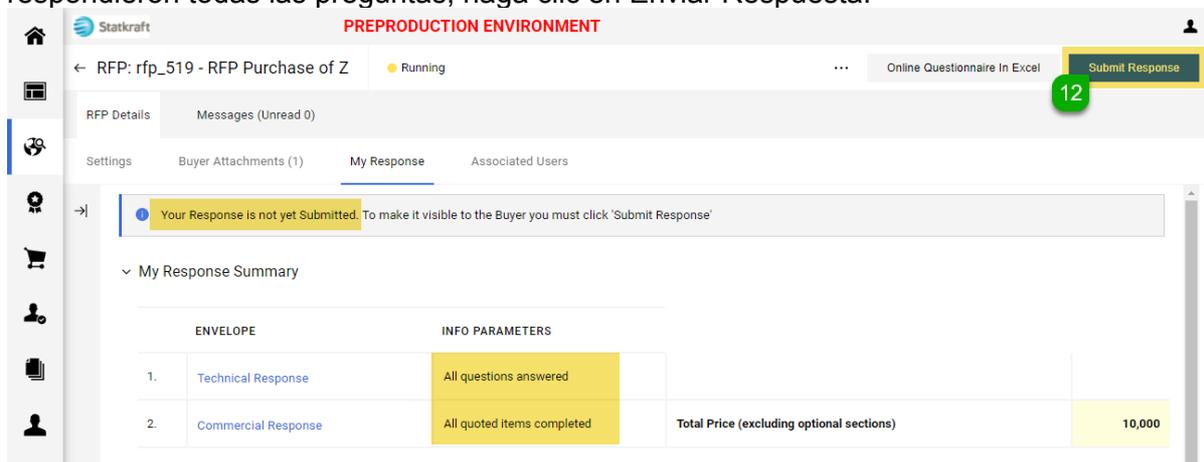
Browse  Select File

Import Items

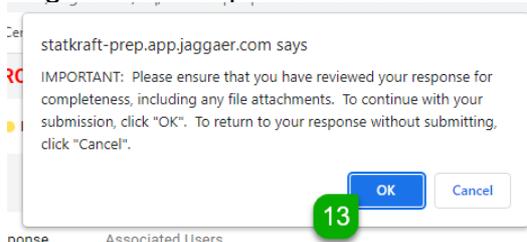
Después de seleccionar la hoja de cálculo con las respuestas, haga clic en Importar Elementos.



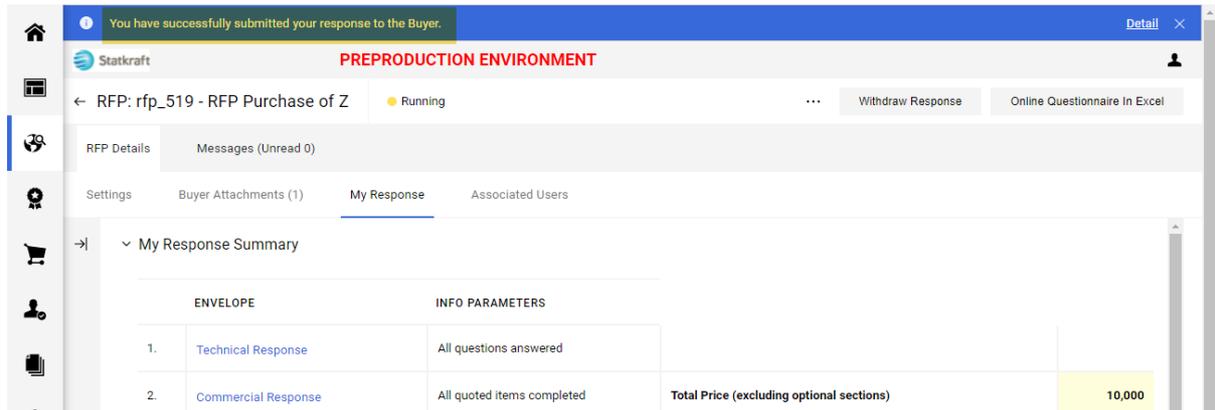
Su respuesta fue cargada, pero su respuesta aún no se ha enviado. Si se respondieron todas las preguntas, haga clic en Enviar Respuesta.



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.



You have successfully submitted your response to the Buyer. Detail

Statkraft **PREPRODUCTION ENVIRONMENT**

← RFP: rfp\_519 - RFP Purchase of Z Running Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0)

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

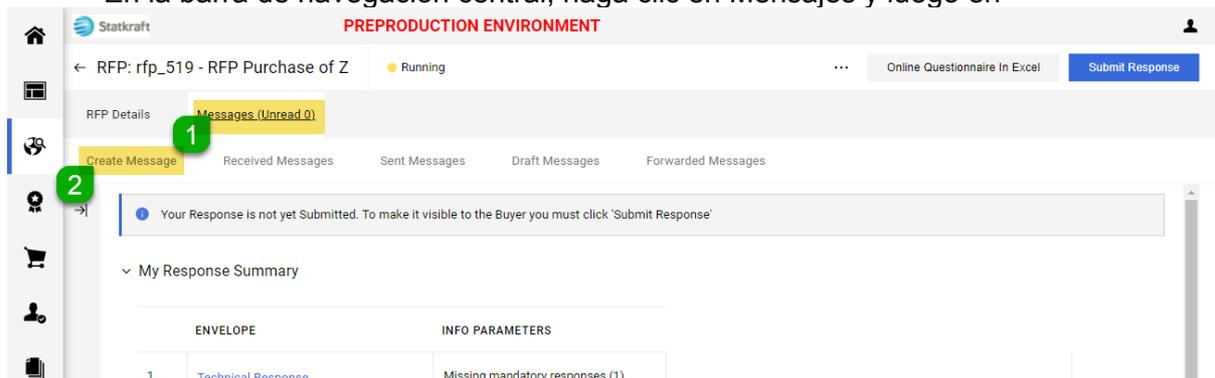
→| My Response Summary

	ENVELOPE	INFO PARAMETERS	
1.	<a href="#">Technical Response</a>	All questions answered	
2.	<a href="#">Commercial Response</a>	All quoted items completed	
<b>Total Price (excluding optional sections)</b>			<b>10,000</b>

## 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.

- En la barra de navegación central, haga clic en Mensajes y luego en



Statkraft **PREPRODUCTION ENVIRONMENT**

← RFP: rfp\_519 - RFP Purchase of Z Running Online Questionnaire In Excel Submit Response

RFP Details Messages (Unread 0)

**1** Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

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

→| My Response Summary

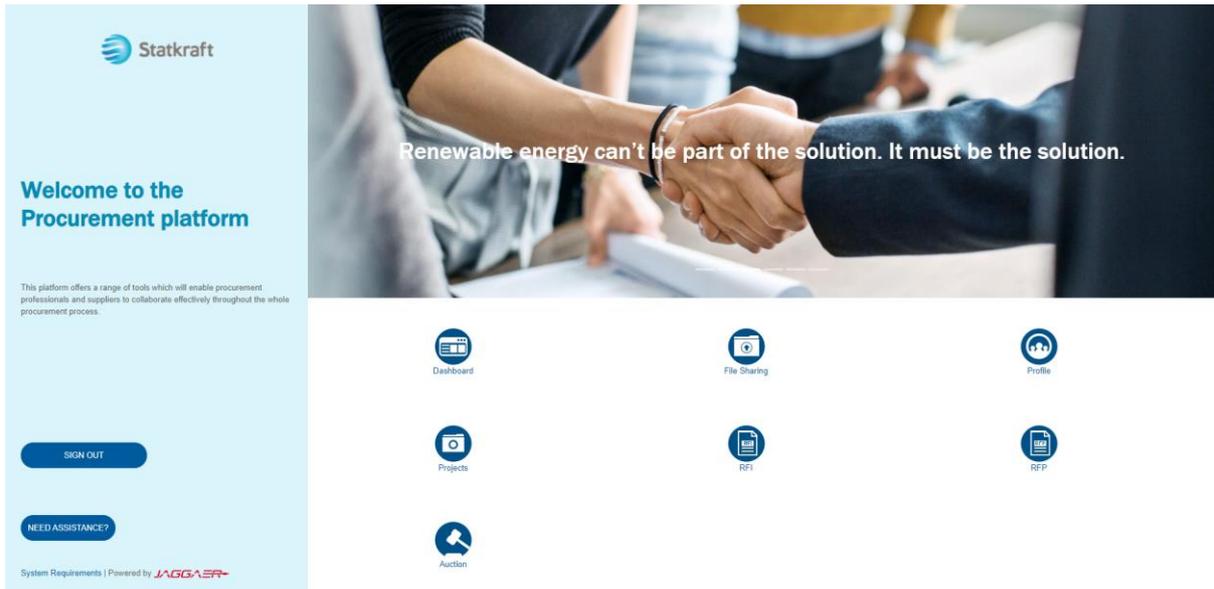
	ENVELOPE	INFO PARAMETERS	
1.	<a href="#">Technical Response</a>	Missing mandatory responses (1)	

- 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.

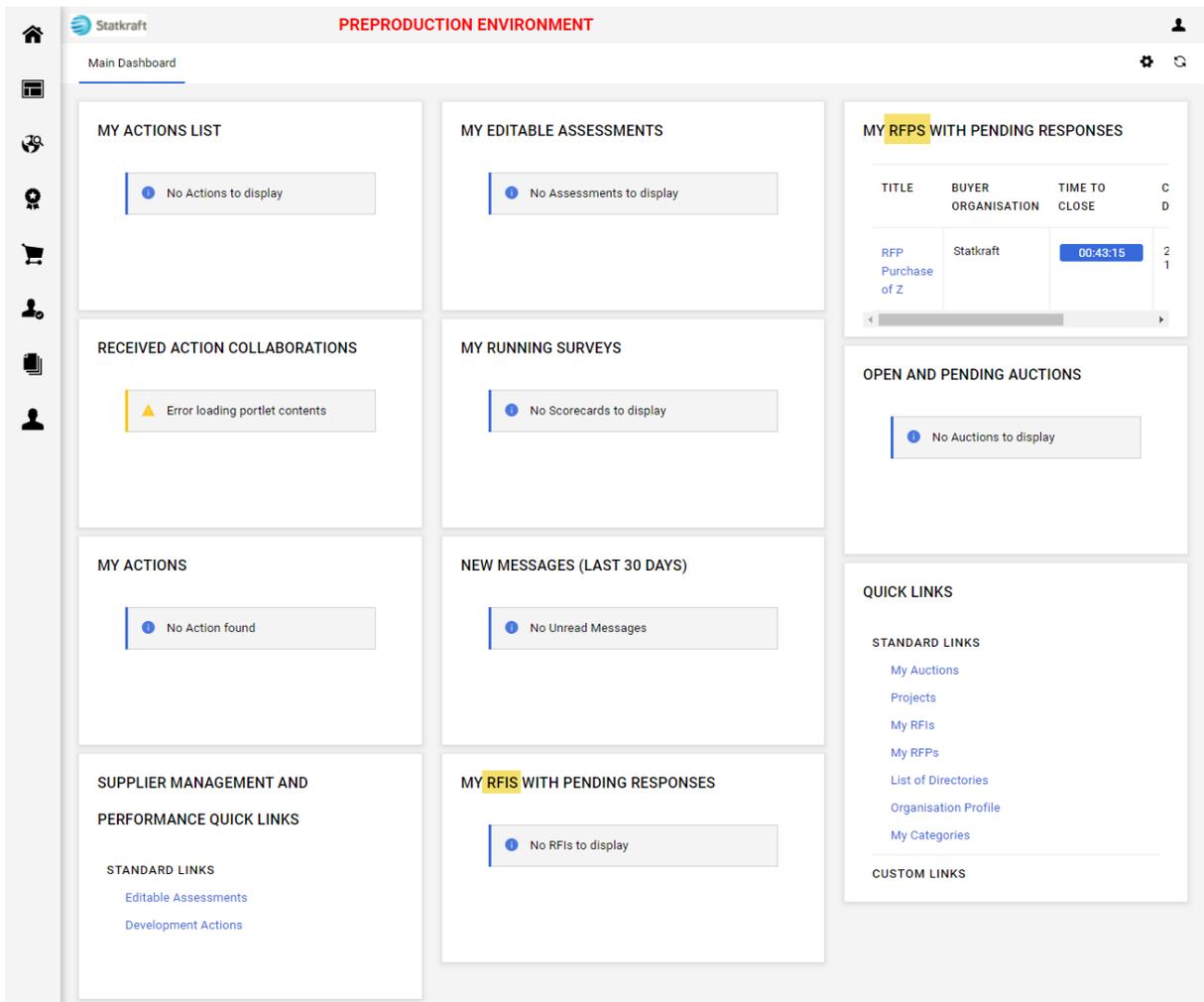
En la misma pestaña podrás ver “Mensajes Recibidos”. Las aclaraciones realizadas durante el proceso de RFP estarán disponibles aquí.

## 5. Configuración general de la cuenta y navegación.

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



Haga clic en Tablero;



**Statkraft** **PREPRODUCTION ENVIRONMENT**

Main Dashboard

**MY ACTIONS LIST**

No Actions to display

**MY EDITABLE ASSESSMENTS**

No Assessments to display

**MY RFPS WITH PENDING RESPONSES**

TITLE	BUYER ORGANISATION	TIME TO CLOSE	C	D
RFP Purchase of Z	Statkraft	00:43:15	2	1

**RECEIVED ACTION COLLABORATIONS**

Error loading portlet contents

**MY RUNNING SURVEYS**

No Scorecards to display

**MY ACTIONS**

No Action found

**NEW MESSAGES (LAST 30 DAYS)**

No Unread Messages

**SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS**

STANDARD LINKS

- [Editable Assessments](#)
- [Development Actions](#)

**MY RFIS WITH PENDING RESPONSES**

No RFIs to display

**QUICK LINKS**

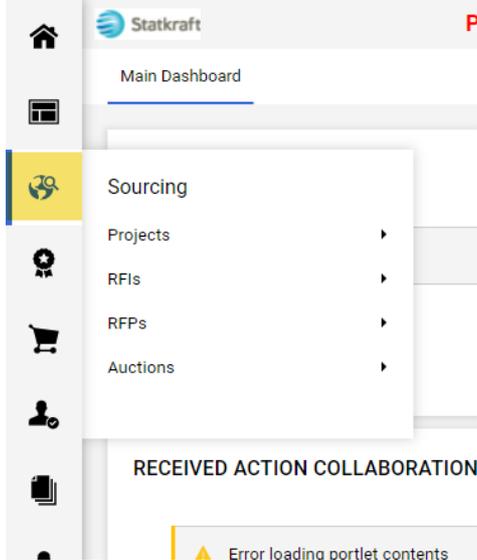
STANDARD LINKS

- [My Auctions](#)
- [Projects](#)
- [My RFIs](#)
- [My RFPs](#)
- [List of Directories](#)
- [Organisation Profile](#)
- [My Categories](#)

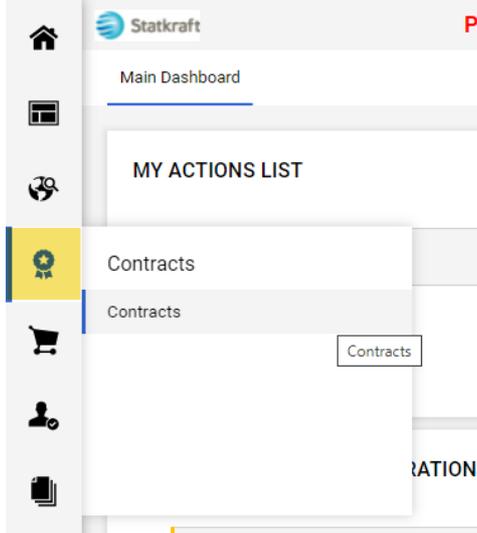
CUSTOM LINKS

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

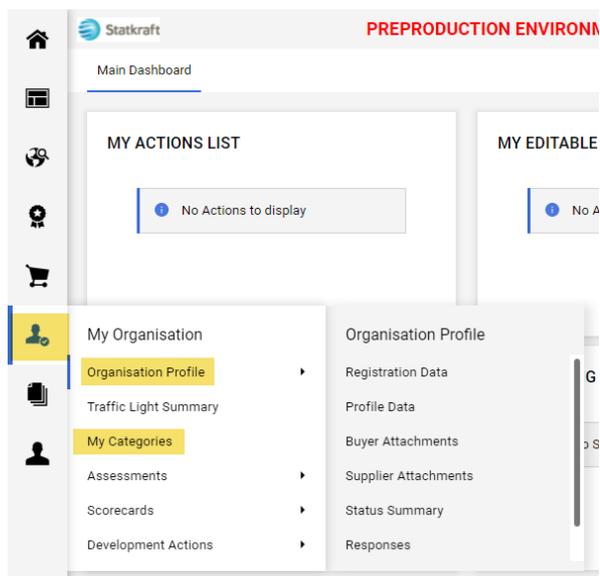
- **Abastecimiento:** vea todos los procesos de RFI y RFP en curso/cerrados



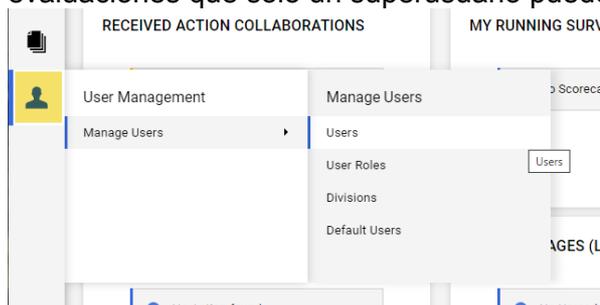
- **Contratos:** vea todos los contratos otorgados a su organización.



- **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.



## 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.

Statkraft **PREPRODUCTION ENVIRONMENT**

Organisation Name: ABAX Sweden AB

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

Manage Address And Contact

Organisation Details

Organisation Name ⓘ  
ABAX Sweden AB

Country ⓘ  
SWEDEN

State/County ⓘ  
...

User Management

Manage Users

Manage Users

Users

User Roles

Divisions

Default Users

DUNS number (if none leave blank) ⓘ

Haga clic en Crear.

Statkraft **PREPRODUCTION ENVIRONMENT**

Manage Users

Import/Update User Role | Create

Users | User Roles | Divisions | Default Users

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

Showing Result 1 - 3 of 3 | Show: 20

	USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	User	BA	AB	Division	xjiclpwsjtdczcmdio@kvhrw.com		
2	User	osda	asrqw	Division	keltqhlibwjbbroogs@bvhrk.com	+47474747	
3	Super User	Test	Supplier	Division	mgaunwfmcesfclyedm@kvhrr.com	+4747474747	

Rellene los campos obligatorios y haga clic en Guardar.

Statkraft
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👤

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

El nuevo usuario ha sido creado.

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PREPRODUCTION ENVIRONMENT
👤

← New User
View User Rights

**i** Test user2 Test2 has been registered as a new User. The login details have been sent via email to the following email address: `www.blbjmogyqnfida@kvhrw.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.

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.

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



**Subject:** Welcome to Statkraft Procurement 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: [wwxblbjmogyqnflda@kvhrw.com](mailto:wwxblbjmogyqnflda@kvhrw.com)

Your Password is: 4676239122

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 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.

Fin.