

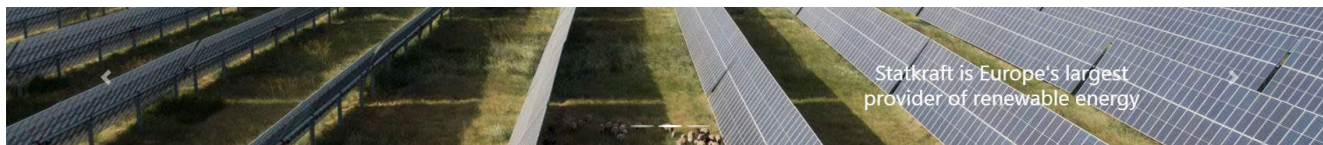


# Platforma eProkurimitStatkraft

Udhëzuesi i Furnitorit hap pas hapi

# Përmbajtja

1. Si të regjistroheni.....	3
a. Plotësimi i formularit të regjistrimit me të dhënat eD&B.....	5
b. Plotësimi i formularit të regjistrimit pa të dhënat eD&B.....	6
2. Si të identifikoheni .....	12
2.1 Plotëso të dhëna bankare.....	13
3. Si t'i përgjigjeni RFI-së si furnitor.....	15
4. Si t'i përgjigjeni RFP-së si furnitor .....	20
4.1 Si t'i përgjigjeni një RFX duke përdorur Excel (dërgo dhe merr) .....	26
5. Si të dërgosh mesazhe.....	29
6. Cilësimet e përgjithshme të llogarisë dhe lundrimi .....	29
7. Si të krijosh profile për përdorues të rinj.....	32
8. Si të ndryshosh përdoruesin kryesor.....	34
9. Si t'i përgjigjeni një seance të jashtme rishikimi.....	36



## Actions



### Profile

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



### Assessment

Respond to basic qualification performed by Statkraft



### RFI

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



### RFP

Respond to Request for Proposals from Statkraft.



### Dashboard

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

## Support



### User Guides

Download our user guides in your preferred language here.

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



### Tech Support

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

Phone directory all areas >  
Link to ticket system >



### Contact Us

Need support from Statkraft? Send us an [email](#).

## Renew the Way the World is Powered

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

## SOCIAL MEDIA FOLLOW US



*Pamje e platformës pas identifikimit*

# 1. Si të regjistrohemi

Do të merrni një link për regjistrim nga personi juaj i kontaktit në Statkraft ose një email nga Jaggaer që ju informon se një regjistrim është bërë dhe duhet ta përfundoni

**Nëse nuk mund të identifikoheni, ju lutemi mos u regjistroni dy herë. Ju lutemi kontaktoni Jaggaer Support: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>**



Kliko "I Agree" me Marrëveshjen e Përdoruesit të Portalit dhe kliko "Next".

User Agreement Adobe PDF File Close

**Portal User Agreement**

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

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

I agree  
 I do not agree

**Next**

## a. Plotësimi i formularit të regjistrimit me të dhënat eD&B

Kliko "Lookup & Download D&B Direct+ Data".

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

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

Organisation Details

\* Organisation Name

\* Country

State/Country

\* City

Kërko shoqërinë tënde duke përdorur filtrat e disponueshëm. Të paktën emrin e shoqërisë dhe vendin. Kliko "Look Up" për të kërkuar.

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

**LOOKUP FILTER**

DUNS Number

Reg. Numbers

Town

Country

Phone Number

\*  Company Name

Address

Postal Code

County

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

**Look Up** **Download**

**RETURNED LIST OF MATCHING SUPPLIERS**

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	3400000000	Syngelab	9200000000	Liernege 11	TROLLHUGEN	1410		NORWAY

Zgjidh shoqërinë tënde duke klikuar në rresht (rreshti do të theksohet në ngjyrë blu). Pastaj kliko "Download". Kliko "OK" në mesazhin njoftues.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration

Display/Hide Filter

#### LOOKUP FILTER

<input type="checkbox"/> DUNS Number	<input type="checkbox"/> * Company Name
<input type="checkbox"/> Reg. Numbers	<input type="checkbox"/> Address
<input type="checkbox"/> Town	<input type="checkbox"/> Postal Code
<input checked="" type="checkbox"/> Country	<input type="checkbox"/> County
<input type="checkbox"/> Phone Number	

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	34000000	Syn...	92000000	Lings...	TRONDHEIM	1410		NORWAY

Kliko "Update Registration Form".

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration

Display/Hide Filter

#### LOOKUP FILTER

<input type="checkbox"/> DUNS Number	<input checked="" type="checkbox"/> * Company Name
<input type="checkbox"/> Reg. Numbers	<input type="checkbox"/> Address
<input type="checkbox"/> Town	<input type="checkbox"/> Postal Code
<input checked="" type="checkbox"/> Country	<input type="checkbox"/> County
<input type="checkbox"/> Phone Number	

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)  
34000000

D-U-N-S number  
34000000

Informacioni i disponueshëm në D&B do të plotësohet në Formularin e Regjistrimit. Plotëso informacionin e humbur.

## b. Plotësimi i formularit të regjistrimit pa të dhënat

Plotëso formularin me detajet e shoqërisë. (Fushat e detyrueshme janë shënuar me një yll \*)

Registration Data

Index

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

→| Organisation Details

\* Organisation Name Full legal name

State/Country

\* Address

\* Company Registration Number

EU VAT Number

Main Organisation Phone Number

Organisation Legal Structure

\* Country

UNITED KINGDOM

\* City

\* Postal Code

DUNS number (if none leave blank)

Country Dialling Code

Organisation Email Address

Web site

Shfletu poshtë në formularin e të dhënave të regjistrimit, shkruaj adresën e emailit dhe kliko "Send Validation Code". Kliko "OK" në mesazhin njoftues. Një email me kodin e përkohshëm do të dërgohet në emailin e shënuar nga ju.

User Details

\* Primary Email Address *IMPORTANT. This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.*

\* Username *(please do not forget your username)*

\* Last Name

\* Preferred Language

\* Email Address Validation Code Request Validation Code

Enter validation code

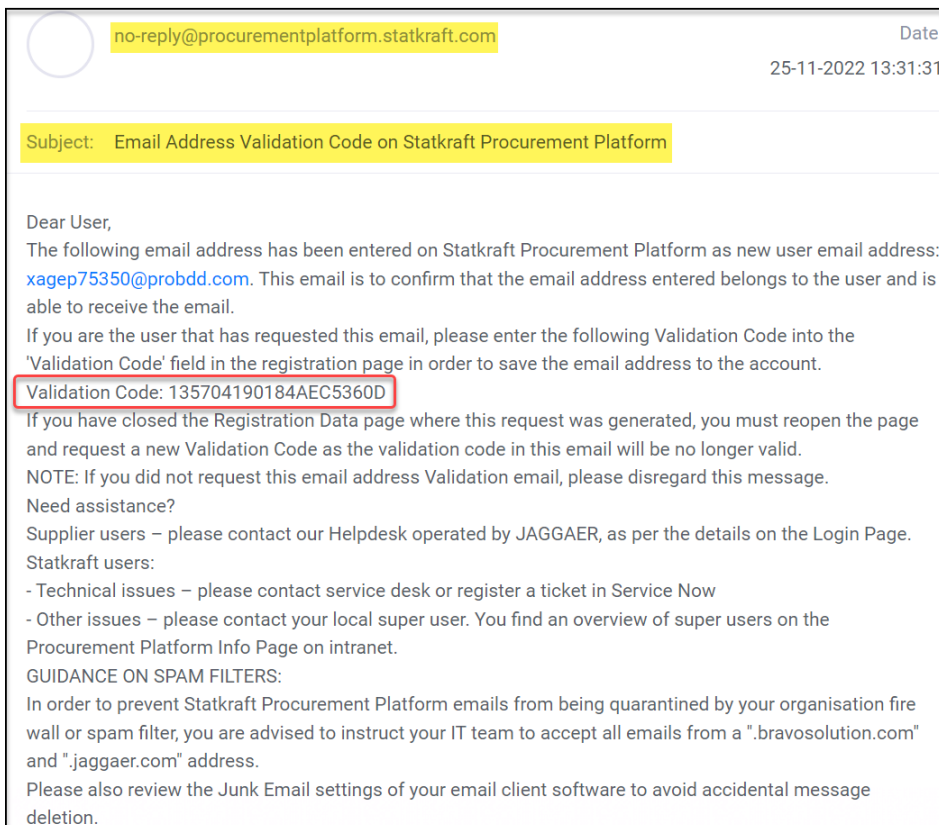
\* First Name

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

\* Time Zone

BST/GMT - Greenwich Mean Time (Europe/Lon)

Email i validimit:



Kopjo Kodin e Validimit në fushën "Email Address Validation" së email" dhe plotëso fushat e tjera të detyrueshme. Do të ishte më mirë të përdorni emailin tuaj si emër përdoruesi. Kliko "Save" (butoni sipër djathtas).

Registration Data

...

Close

Lookup & Download D&B Direct+ Data

Save

**Nëse ka një kontroll të dyfishtë në Numrin e Regjistrimit të Shoqërisë, do të merrni një mesazh gabimi nëse numri i informuar ekziston më parë në Platformë. Në këtë rast, kontaktoni Statkraft.**

Tani mund t'u përgjigjesh pyetjeve shtesë lidhur me informacionin e shoqërisë. Kliko *Confirm*.

Begin Vendor Registration [Confirm](#)

Index

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

→| Additional Company Information

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

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

[Show hidden icons](#)

Zgjidhni se për cilat kategori shoqëria juaj mund të ofrojë shërbime ose materiale. Ju mund të zgjidhni aq sa ju duhen. Kliko "Confirm".

Statkraft **PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration [Confirm](#)

Index

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

Enter filter (type to start search)

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

Selected Items: 0

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

Disa kategori mund të kenë pyetje të mëtejshme. Pasi t'i jesh përgjigjur, kliko "Save and Continue".

Statkraft **PREPRODUCTION ENVIRONMENT**

Begin Vendor Registration [Confirm](#)

Index

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

→| 40001000 - 40001003 and 40003000 - 40003003

> Category linked

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

Regjistrimi tashmë përfundoi. Kliko "Close".

Statkraft **PREPRODUCTION ENVIRONMENT**

Registration Confirmation [Close](#)

Index

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

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

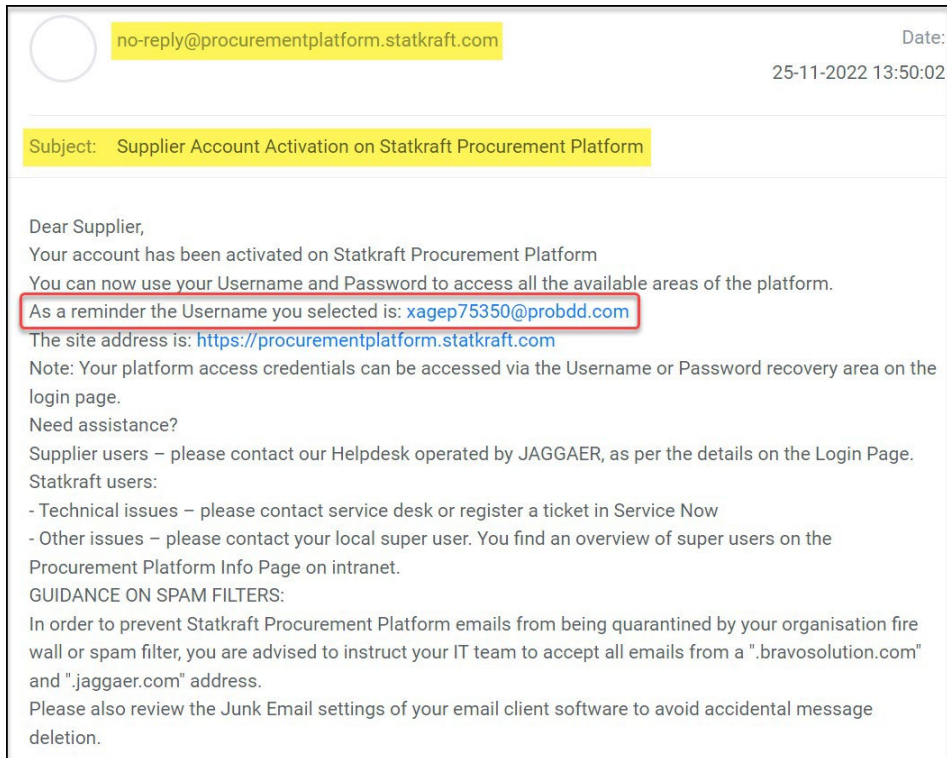
Registration Summary

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

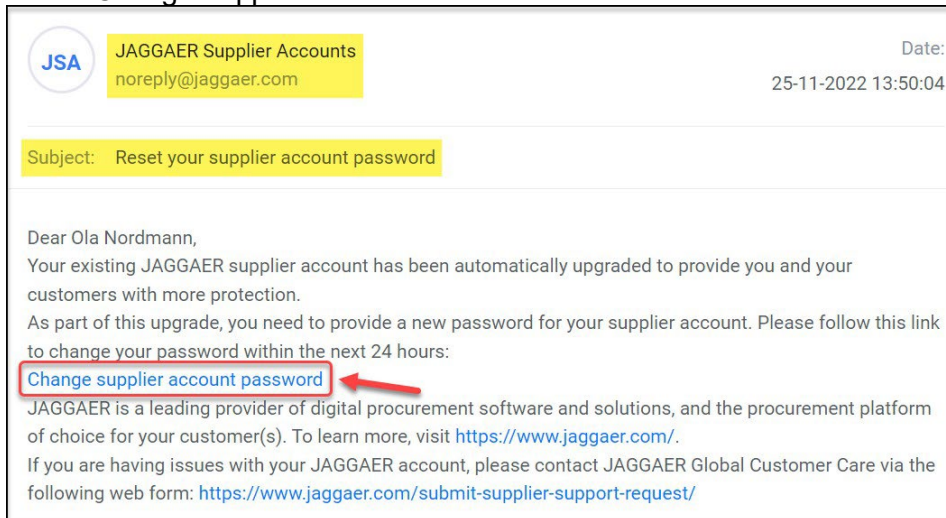
Brenda disa minutave do të merrni emailt e mëposhtme:

**Nëse nuk keni marrë email brenda 30min, kontaktoni Statkraft. Profili juaj është krijuar dhe ne do të hetojmë nëse emailt automatike janë bllokuar.**

Konfirmimi i aktivizimit dhe emri i përdoruesit:



Fjalëkalimi: Kliko "Change Supplier Account Password"



Do të shfaqet një dritare e re. Kliko "Click Here to Proceed".

Perform the following action(s)

English ▾

Perform the following action(s): **Update Password**

» Click here to proceed

Shkruani fjalëkalimin tuaj sipas kërkesave dhe klikoni "Submit"

**Change password** English ▾

Current Password

New Password

Confirm password

Submit

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

## 2. Si të identifikoheni

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

Kliko "Supplier Access", shkruani emrin e përdoruesit (email), fjalëkalimin dhe klikoni "Next".

Statkraft is Europe's largest provider of renewable energy

**Statkraft**

Welcome to Statkraft procurement Platform

Are you a supplier? Register your organization, get access to your own profile and become part of Statkraft's database.

Statkraft use Procurement Platform for all tendering processes, supplier management, contract management and e-Procurement.

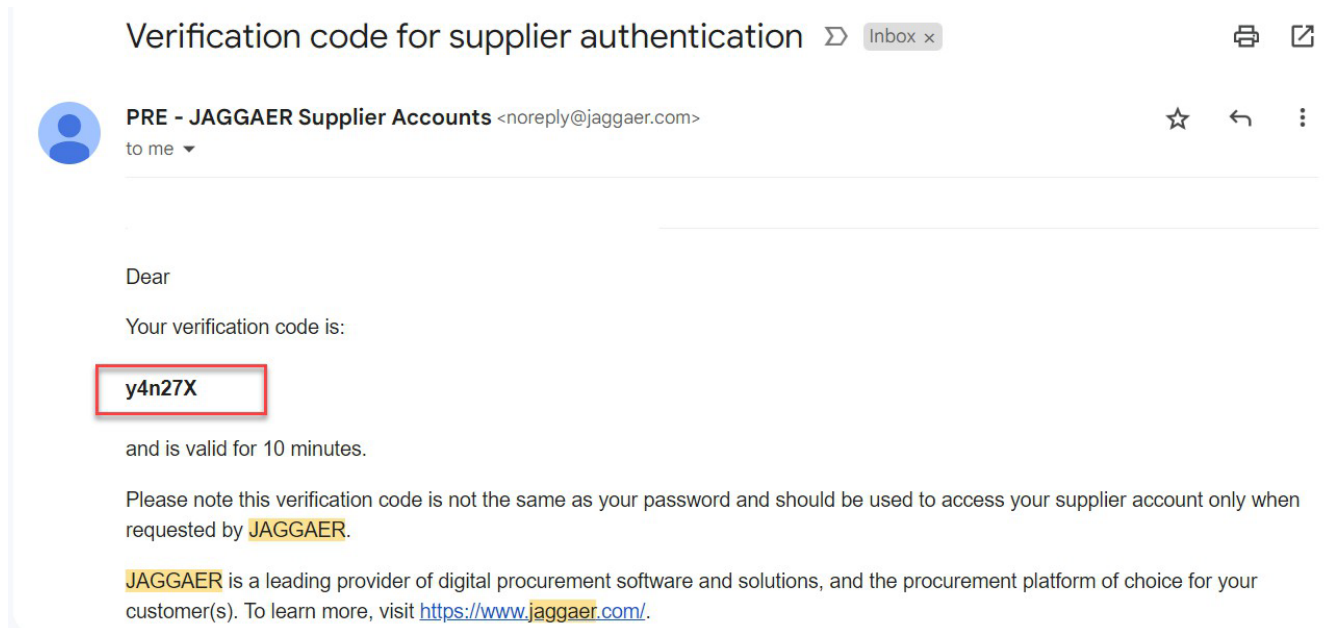
**Supplier Access**

Supplier Access

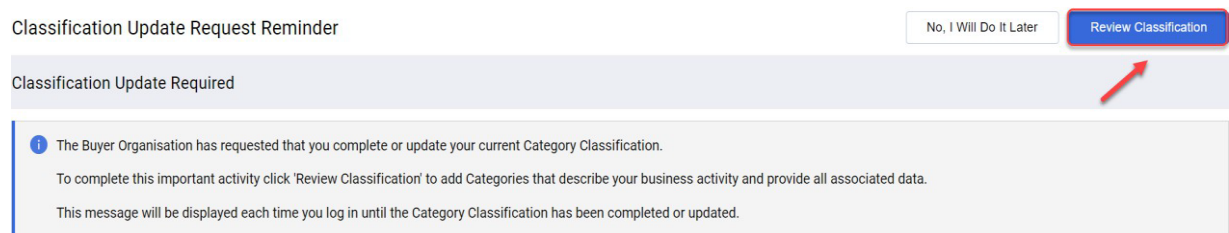
New supplier? [register here](#)

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

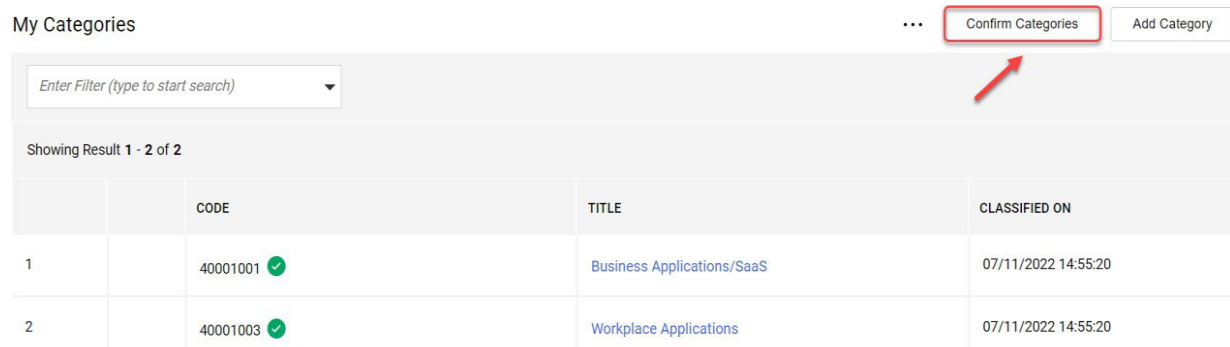
OTCode kërkohet si pjesë e zbatimit të verifikimit me dy faktorë. Një email i tillë duhet të mbërrijë në kutinë e mesazheve. Kopjo kodin dhe vendose në fushën më poshtë.



Hapi tjetër realizohet vetëm një herë dhe vlen më shumë për furnitorët e regjistruar nga Blerësi. Kliko "Review Classification".



Kliko "Confirm Categories" dhe kliko "Confirm" në njoftim.



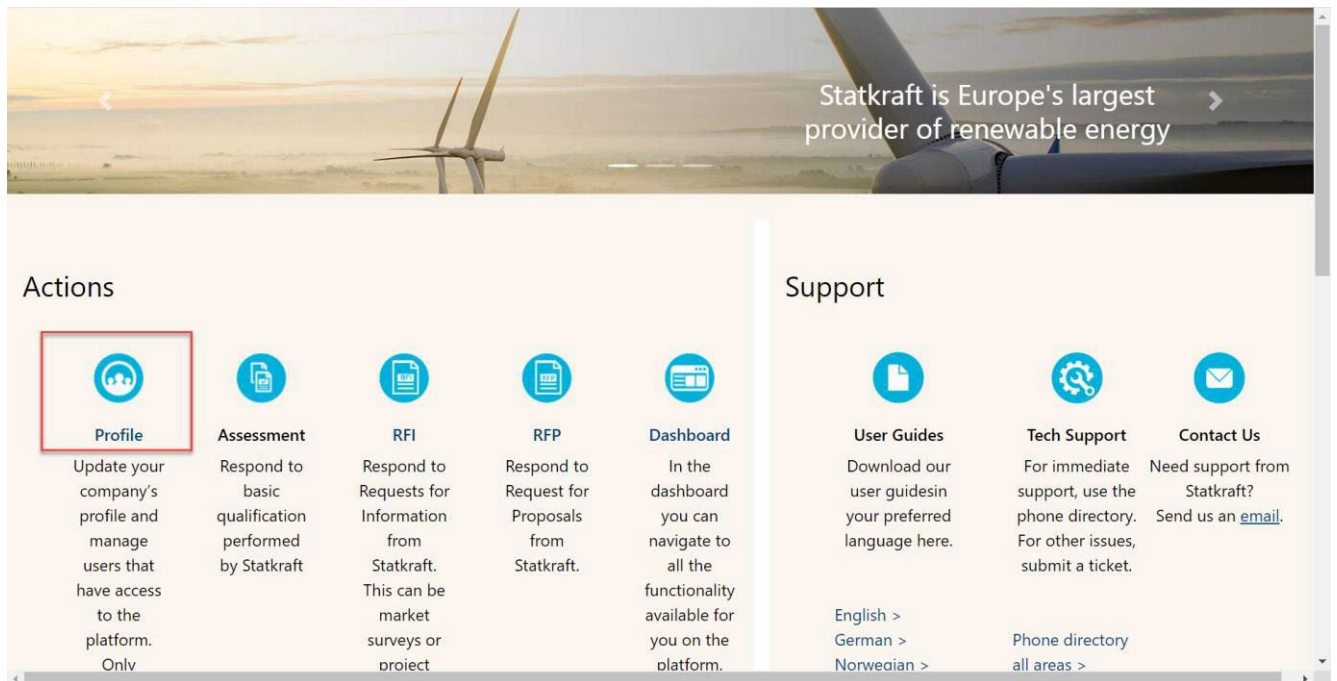
Tani je në platformë. Përdor menunë anësore majtas për të lundruar. Shihni seksionet e tjera të këtij udhëzuesi për mbështetje shtesë.

## 2.1 Plotëso të dhëna bankare

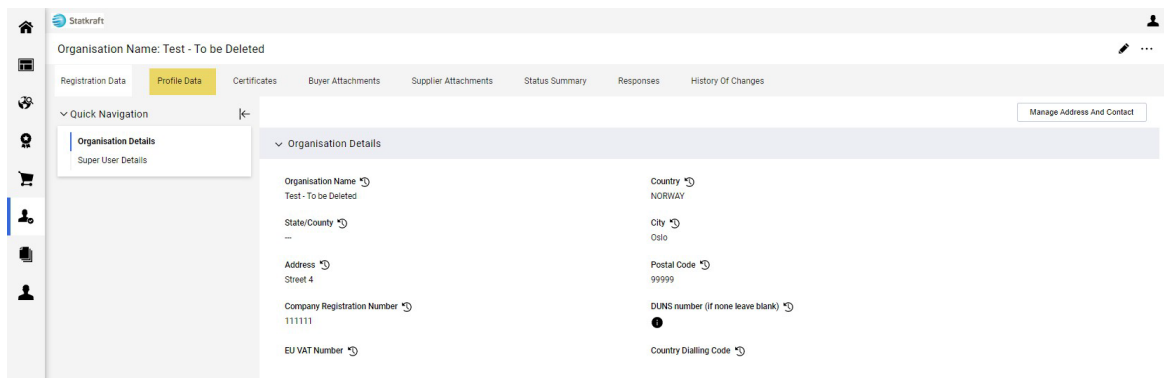
Statkraft ka integrimet në fuqi që transferojnë të dhënat tuaja në sistemin tonë të ERP. Ky nuk është një hap i detyrueshëm në momentin e regjistrimit. Të dhënat bankare kërkohen vetëm nga furnitorët që u jepet një RFP. Ky hap mund të plotësohet vetëm nga përdoruesi kryesor në

Ilogarinë e furnitorit.

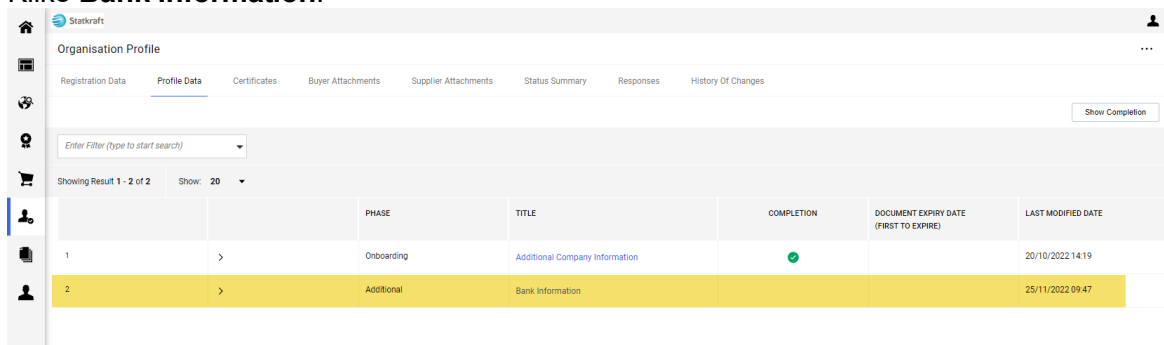
Kliko **Profile**.



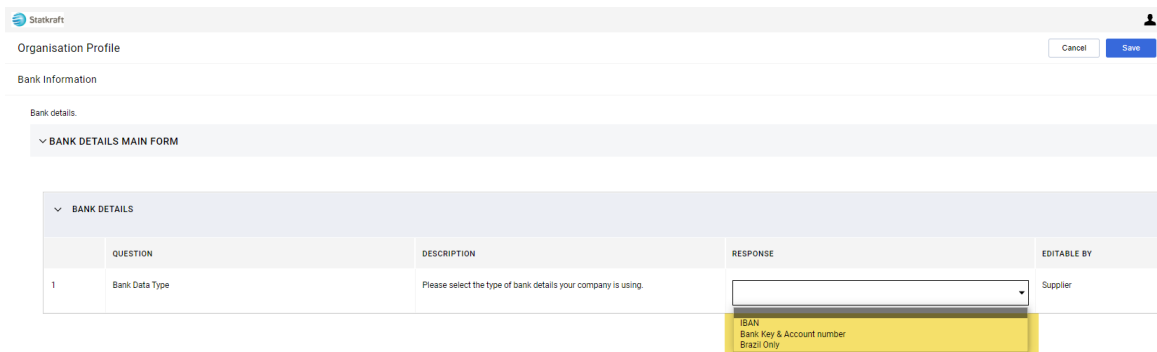
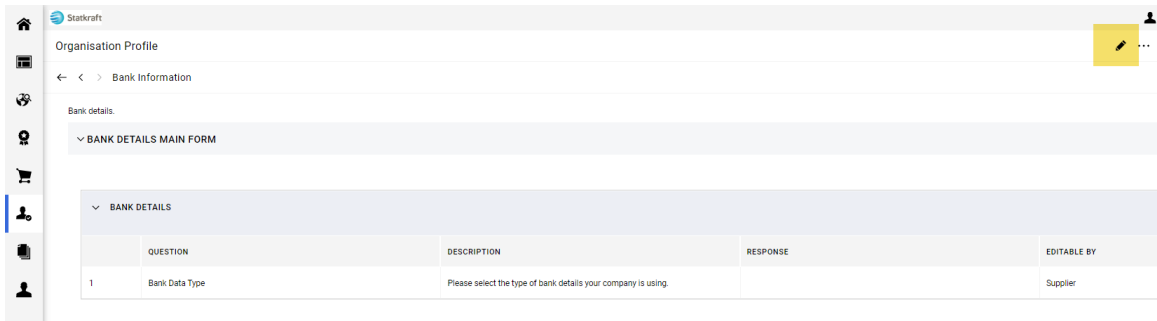
Kliko **Profile Data**.



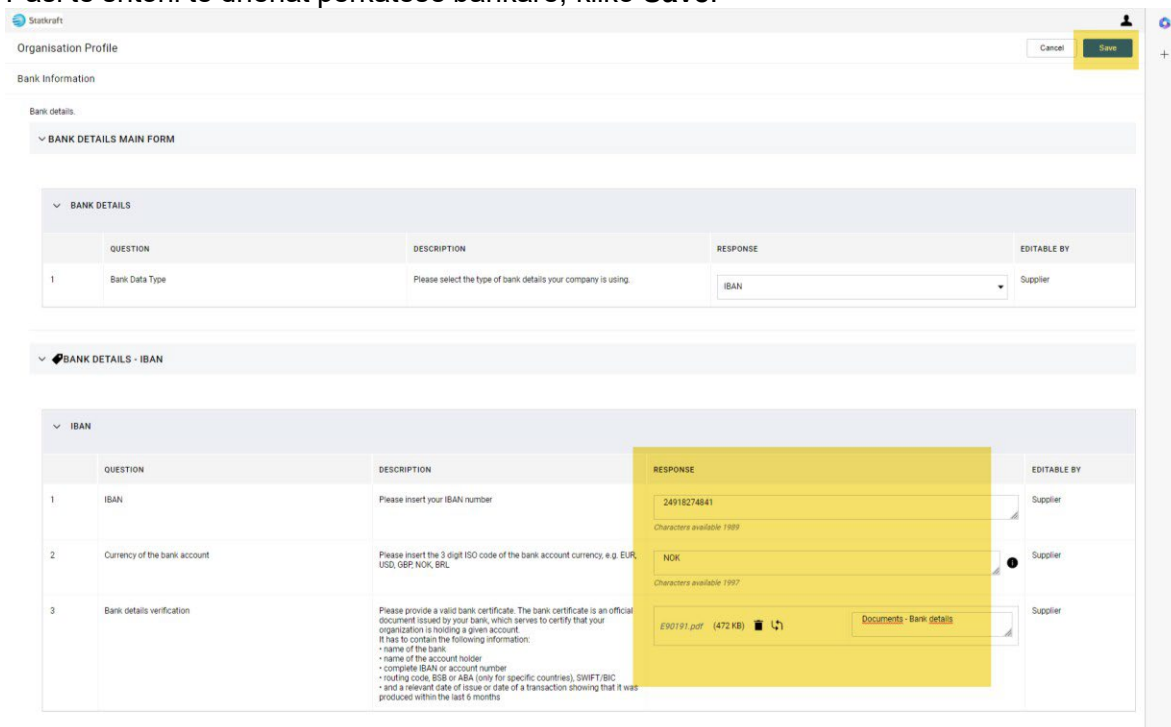
Kliko **Bank Information**.



Kliko te lapsi për të bërë ndryshime. Përgjigju pyetjes së parë për të parë fushat përkatëse të të dhënave bankare.



Pasi të shtoni të dhënat përkatëse bankare, kliko **Save**.

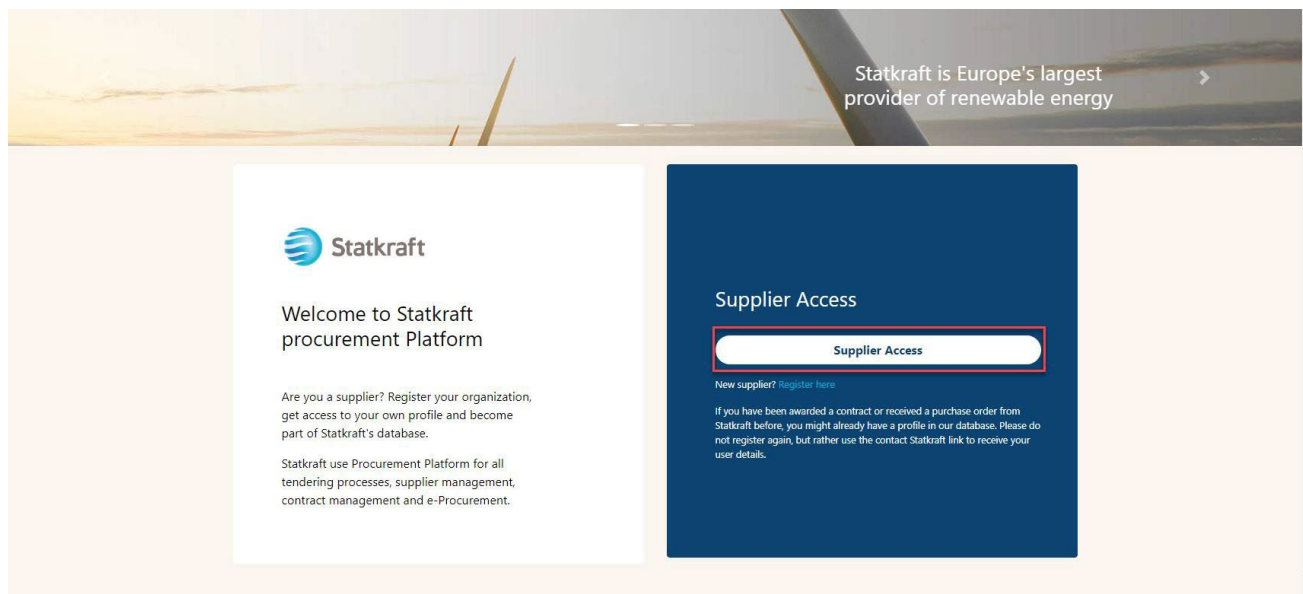


Për të siguruar transferimin e suksesshëm të të dhënave në sistemin tonë ERP, është kryesore të plotësohen të gjitha fushat e kërkuara në formularin e informacionit të bankës.

### 3. Si t'i përgjigjemi RFI-së si furnitor

Lundroni në <https://procurementplatform.statkraft.com/web/login.html> në shfletuesin tuaj (shfletuesit e rekomanduar: Google Chrome, Mozilla Firefox ose Microsoft Edge).

Kliko "Supper Access" dhe identifikohu me kredencialet e llogarisë tënde të furnitorit.



Kliko ikonën RFI. Përndryshe, kliko "Paneli i kontrollit" dhe shih RFI-të që janë në punë.



Kliko në titullin tënd në RFI.

RFIs ...

My RFIs

All RFIs

Showing Result 1 - 1 of 1 Show: 20

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

Kontrollo bashkëlidhjet e dërguara nga Statkraft duke klikuar mbi paralajmërimin me ngjyrë të verdhë në krye të ekranit tuaj.



Mund të shihni bashkëlidhjet individualisht ose të klikoni në butonin "Shkarkoj të gjitha".

← RFI : rfi\_364 - RFI project 471 ● Running

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

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

Enter Filter (type to start search) ▾

Showing Result 1 - 1 of 1 Show: 20 ▾

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

Për t'iu kthyer pyetjeve të dërguara nga Statkraft, kliko te "Përgjigja ime".

Kliko "Synoj të përgjigjem".

← RFI : rfi\_364 - RFI project 471 ● Running ... Decline To Respond **Intend To Respond**

RFI Details Messages (Unread 0) 2

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

→| 1

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

**Synoj të përgjigjem:** I mundëson furnitorit të shikojë dhe plotësojë Pyetëtorët e blerësit dhe të dorëzojë përgjigjen e tij për vlerësim nga blerësi.

**Refuzimi për tu përgjigjur:** Njofton blerësin se furnitori nuk ka për qëllim të përgjigjet.

Kliko mbi "Ikonën e lapsit" për të filluar me përgjigjen e pyetjeve.

← RFI : rfi\_366 - Prequalification Purchase X ● Running ... Online Questionnaire In Excel Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

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

My Response Summary

ENVELOPE	INFO PARAMETERS
1.	Qualification Response <span style="background-color: yellow; padding: 2px;">Missing mandatory responses (2)</span>

1. QUALIFICATION RESPONSE (QUESTIONS: 3) ✎

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION 1

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

Përgjigjuni çdo pyetjeje siç duhet. Pyetjet me detyrim kanë një "\*" në fillim të pyetjes.

RFI : rfi\_366 - Prequalification Purchase X ● Running Save And Continue Cancel Save And Return

→ | i Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response' 3

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	Application letter <span style="border: 1px solid red; padding: 2px;">*</span> By providing a response to this RFI 1. We confirm that the information contained in the attached response is a true reflection of the skills and capacity of our company. 2. We understand and accept that receipt of the attached application places no obligations upon the requester to include our company on the list of prequalified companies. 3. We acknowledge that the information provided in this RFI is confidential and has not, and will not, be disclosed to other persons or parties other than for the purpose of completion of the application. If information is disclosed to other persons, such other persons or parties shall agree to maintain the confidentiality.	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> Yes ▾

1.2 SUPPLIER - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.2.1	Legal entity Submit a copy of the latest version of the Certificate of Incorporation.	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> + Attach File

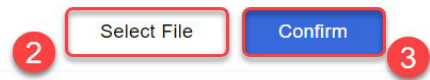
Nëse ke nevojë t'i përgjigjesh një pyetjeje me bashkëlidhje – vini re se vetëm një skedar ose një skedar "zip" lejohet për çdo pyetje. Skedari "zip" nuk duhet të kalojë madhësinë 200 MB - nëse kjo është e nevojshme në përgjigjen tuaj, ju lutemi kontaktoni Statkraft nëpërmjet skedës së mesazheve.

Si të shtojmë një Bashkëlidhje:

1.2 SUPPLIER - QUESTION SECTION			
	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Legal entity	Submit a copy of the latest version of the Certificate of Incorporation.	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>             +            Attach File         </div>
1.2.2	Tax and debt settlements	* We confirm that we are solvent and not involved in debt settlement proceedings or are under administration.	No ▾

Mund të përdorni gjithashtu funksionin e Tërhiq dhe Lësho. Pas përzgjedhjes së dosjes, kliko "Konfirmo".

← Attachments



- i Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.
- i File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

#### Attachments

#	TYPE	FILE NAME	SIZE
<div style="background-color: yellow; padding: 5px; border: 1px solid #ccc;"> <i>Use the button to Upload or DRAG and DROP into this area</i> </div>			

Dosja tani është e lidhur me pyetjen .

Kliko "Ruaj dhe kthehu" dhe "OK" ". OK" te njoftimet.

Do të ktheheni në faqen kryesore të "RFx" - Përgjigja nuk është dorëzuar ende.

RFI : rfi\_366 - Prequalification Purchase X ● Running

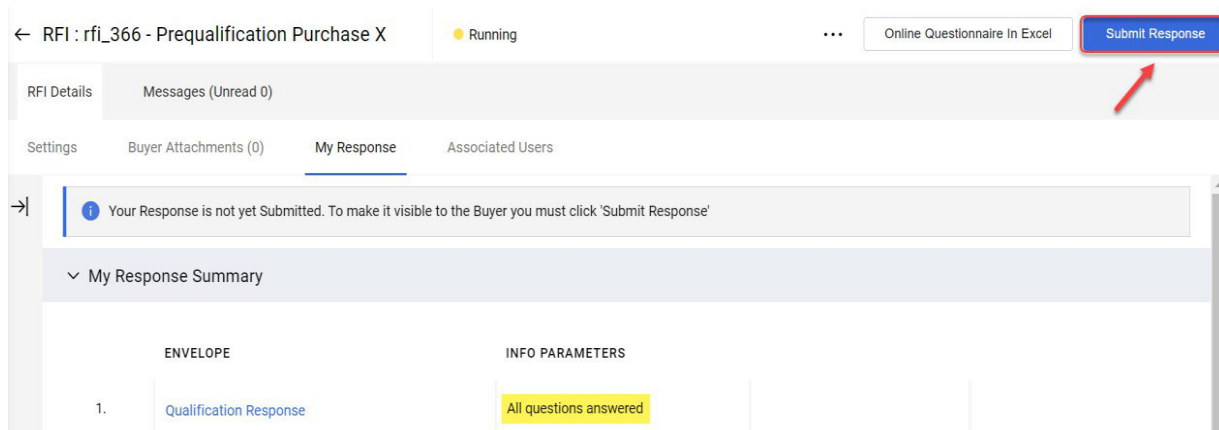
i Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

1. QUALIFICATION RESPONSE (QUESTIONS: 3 )

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION


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

Nëse i keni plotësuar të gjitha pyetjet (shih përmbledhjen me të verdhë në vijim), mund të klikoni në " Dërgo përgjigjen". Kliko "OK" në mesazhin njoftues.



U krye – përgjigja juaj u dërgua. Do të merrni paralajmërimin e mëposhtëm se përgjigja juaj është dërguar në "Statkraft" :

Ju mund të

 You have successfully submitted your response to the Buyer.

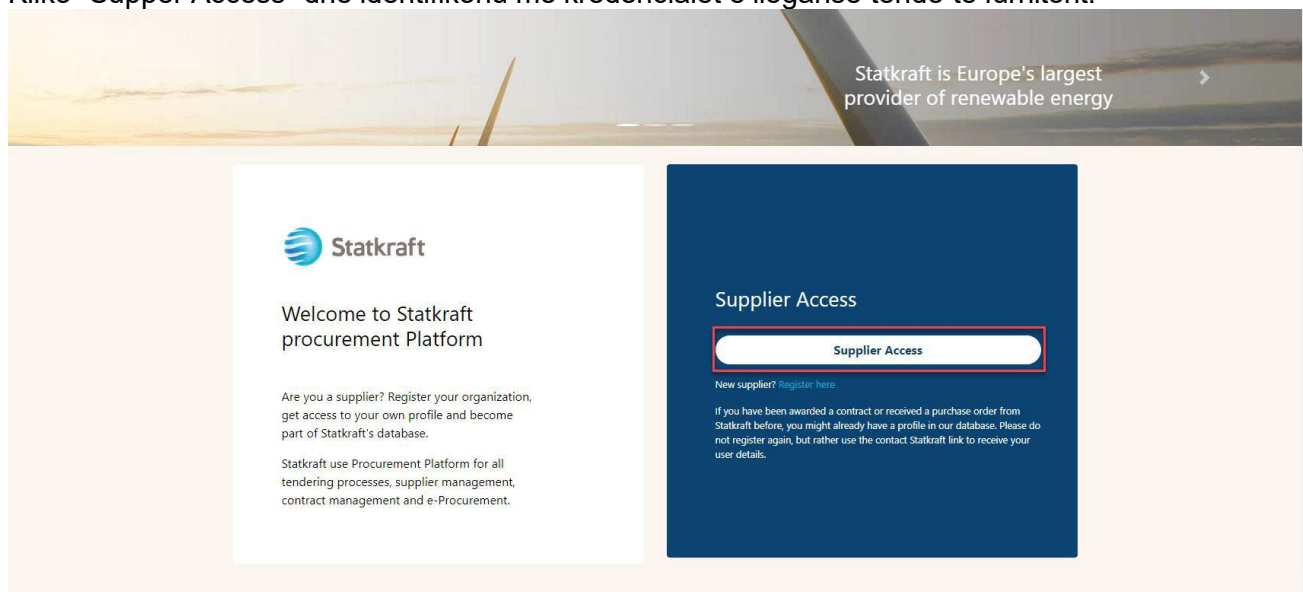
shihni një

përmbledhje të RFI-ve dhe RFP-ve përgjigjeve në faqet përkatëse të RFX.

## 4. Si t'i përgjigjeni RFP-së si furnitor.

Lundroni te <https://procurementplatform.statkraft.com/web/login.html> në shfletuesin tuaj (shfletuesit e rekomanduar: Google Chrome, Mozilla Firefox ose Microsoft Edge).

Kliko "Supper Access" dhe identifikohu me kredencialet e llogarisë tënde të furnitorit.



Kliko mbi ikonën RFP. Në të kundërt, kliko "Paneli i kontrollit" dhe të shih RFP-të që janë në punë.



Kliko në titullin tënd të RFP .

My RFPs

All RFPs

Showing Result 1 - 1 of 1 Show: 20

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

Kliko "I agree" pastaj "Next" në ekranin e Kontratës së Pranimit .

← Accept Contract

Adobe PDF File

#### TENDER RULES

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

I agree

I do not agree

Next

**Njoftim i rëndësishëm: Rregullat e tenderit** përshkruajnë udhëzimet dhe kërkesat minimale për të marrë pjesë në tender. Rregullat e tenderit mund të jenë të çaktivizuara në "RFP" sipas gjykimit të blerësve.

Nëse ka bashkëlidhje të përgjithshme në tender, do të shihni një paralajmërim në pjesën e sipërme të ekranit. Mund të klikosh mbi të ose të klikosh në "Buyer Attachments". Kjo do t'ju çojë në seksionin e bashkëlidhjeve. Mos harroni se pyetjet mund të përmbajnë edhe bashkëlidhje.

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

Kliko "Mass Download".

← RFP: rfp\_563 - RFP Purchase of XXX

Running

...

RFP Details Messages (Unread 0)

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

→ Folders and Files List root >

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

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

Mass Download

Zgjidh të gjitha dosjet. Të gjitha bashkëlidhjet në këtë seksion do të shkarkohen në një dosje zinxhir.

RFP: rfp\_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel **Download Selected Files**

Showing Result 1 - 1 of 1

	<span style="color: red;">1</span> <input checked="" type="checkbox"/>	FOLDER/FILE NAME	SIZE
1	<input checked="" type="checkbox"/>	Object _ rfp_563 - RFP Purchase of XXX/ <i>Instruction to tenderer.docx</i>	226 KB

Total Files Selected: 1

Kliko "OK" në mesazhin njoftues.

statkraft-prep.app.jaggaer.com says

Are you sure you want to start the Mass Download?

If you close the browser or logout, the Download will be stopped.



Pasi të keni shkarkuar të gjitha dokumentet, kliko "Cancel" për t'u kthyer pas.

RFP: rfp\_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel **Download Selected Files**

Showing Result 1 - 1 of 1

	<input checked="" type="checkbox"/>	FOLDER/FILE NAME	SIZE
1	<input checked="" type="checkbox"/>	Object _ rfp_563 - RFP Purchase of XXX/ <i>Instruction to tenderer.docx</i>	226 KB

Total Files Selected: 1

Kliko "My Response" për të hyrë në pyetësin e RFP-së.

Shënim: Në dritaren Cilësimet (të theksuara me të verdhë) mund të shihni më shumë detaje rreth këtij RFx.

← RFP: rfp\_563 - RFP Purchase of XXX ● Running ...

RFP Details Messages (Unread 0)

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

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

Enter Filter (type to start search) ▼

Showing Result 1 - 1 of 1 Show: 20 ▼

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	<a href="#">Instruction to tenderer.docx</a>		11/11/2022 14:03:27	

Kliko "Intend to Respond" për të konfirmuar pjesëmarrjen tuaj në proces.

← RFP: rfp\_563 - RFP Purchase of XXX    ● Running    ...    Decline To Respond    **Intend To Respond**

RFP Details    Messages (Unread 0)

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

→|

Currency: Norwegian Kroner

▼ 1. TECHNICAL RESPONSE (QUESTIONS: 1)

▼ 1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

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

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

**Nëse** RFP lejon monedha të ndryshme si përgjigje (në sistem) mund të zgjidhni cilën monedhë doni të përdorni. Nëse përgjigja juaj përmban monedha të ndryshme, kontaktoni Statkraft për të rënë dakord me mënyrën më të mirë të dorëzimit të propozimit tuaj.

Përzgjidhni monedhën tuaj të përgjigjes dhe kliko "Save".

Currency: Norwegian Kroner    ✕

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

Select a Response Currency

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

Cancel

**Save**

Klikoni në "Pencil Icon" (Edit Response).

← RFP: rfp\_563 - RFP Purchase of XXX Running Online Questionnaire In Excel Submit Response

RFP Details Messages (Unread 0)

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

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

My Response Summary

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

Currency: Norwegian Kroner Change Currency

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

Vini re se pjesa e parë e faqes për përgjigje është përmbledhja e përgjigjes sime. Ky seksion mban gjurmët e progresit të përgjigjeve të furnitorit në çdo zarf bazuar në pyetjet e detyrueshme që u është dhënë përgjigje. Në këtë seksion mund të klikoni gjithashtu mbi një emër zarfi për ta hapur atë në modalitetin Ndrysho gati për të përfunduar.

Përgjigju pyetjeve përkatësisht. Në këtë shembull do t'i përgjigjemi një pyetjeje për Bashkëlidhjet. Kliko "Attach File".

1. TECHNICAL RESPONSE (QUESTIONS: 1)

1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION

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

QUESTION	DESCRIPTION	RESPONSE
1.1.2	Technical Data * Technical data and other information as per Appendix X «Technical Data sheets». The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	

Në faqen e re, mund të tërhiqni dhe lëshoni dosjen tuaj ose të klikoni në "Select File" dhe ta kërkoni atë në kompjuterin tuaj. Pasi të keni zgjedhur dosjen, klikoni në "Confirm".

← Attachments 1 Select File Confirm 2

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

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

Attachments

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

Dosja është ngarkuar tani si përgjigje për pyetjen. Pasi t'i keni përgjigjur të gjitha pyetjeve në këtë zarf teknik, mund të klikoni "Save and Return" (këtu ktheheni në faqen e përmbledhjes).

RFP: rfp\_563 - RFP Purchase of XXX ● Running

Save And Continue Cancel **Save And Return**

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

Validate Response

**1. TECHNICAL RESPONSE (QUESTIONS: 1)**

**1.1 TECHNICAL SOLUTIONS AND DEVIATIONS - QUESTION SECTION**

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

	QUESTION	DESCRIPTION	RESPONSE
1.1.2	Technical Data	* Technical data and other information as per Appendix X «Technical Data sheets». The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	Attachment example.pdf (7 KB)

Kliko "OK" në njoftim.

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.



Njoftoni për përmbledhjen e përgjigjeve se të gjitha pyetjet janë përgjigjur në zarfin teknik. Tani duhet t'i përgjigjesh zarfit tregtar.

My Response Summary

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

Lëviz poshtë dhe kliko mbi "Pencil Icon" (Edit Response) në zarfin tregtar.

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

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

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

Përgjigju pyetjeve përkatësisht. Për të parë çmimin total (të nënvizuar me të verdhë) të përditësuar, kliko "Validate Response" pasi t'u përgjigjeni të gjitha pyetjeve (ky është një hap opsional). Në fund kliko "Save and Return".

RFP: rfp\_563 - RFP Purchase of XXX ● Running

Save And Continue Cancel **Save And Return**

Refresh **Validate Response**

TOTAL PRICE (EXCLUDING OPTIONAL SECTIONS) **0**

CURRENCY: NORWEGIAN KRONER

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

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
2.1.1	Commercial deviations and reservations (all Appendices except from Appendix A, E and F)  Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents.  The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.	+ Attach File

2.2 COMPENSATION - PRICE SECTION

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

Kliko "OK" në mesazhin njoftues.

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.



Tani që të gjitha pyetjet janë përgjigjur, mund të klikoni në "Submit Response". Kliko "OK" në mesazhin njoftues.

← RFP: rfp\_563 - RFP Purchase of XXX ● Running ... Online Questionnaire In Excel **Submit Response**

RFP Details Messages (Unread 0)

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

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

My Response Summary

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

Rezultati i pritshëm: përgjigja juaj u dërgua me sukses. Ju mund të ndryshoni përgjigjen tuaj teksta RFP është në funksion.

**You have successfully submitted your response to the Buyer.**

4.1 Si

t'i

## përgjigjeni një RFx duke përdorur Excel (dërgo dhe merr)

**E rëndësishme** – Duhet të ndiqni hapin ku klikoni në **"Intend to Respond"** (Faqja 17) në ilustrimet e mësipërme përpara se të filloni t'u përgjigjeni pyetjeve në zarf. Kjo është arsyeja pse hapat e mëposhtëm fillojnë **pas** hapit pasardhës. Kjo procedurë nuk funksionon për pyetjet e bashkëngjitura. Shih ilustrimet më sipër për të parë se si të ngarkoni dosjet si përgjigje.

Kliko "Online Questionnaire in Excel".

RFP: rfp\_563 - RFP Purchase of XXX    Running

... **Online Questionnaire In Excel**    Submit Response

RFP Details    Messages (Unread 0)

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

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

My Response Summary

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

Kliko "Download Online Questionnaire in Excel".

RFP: rfp\_563 - RFP Purchase of XXX    Running

←    Upload    Help To Create & Import Your Response In Excel

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

Një fletë llogaritëse do të shkarkohet. Fleta llogaritëse do t'ju tregojë se cilat hapësira janë të editueshme. Siç u tha më parë, pyetjeve të bashkëngjitura nuk mund t'u përgjigjen përmes fletës

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE RFP Response Questionnaire for rfp\_563

**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	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 and other information as per Appendix X "Technical Data sheets".  The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip file.	Attachment	The applicable attachment must be uploaded online	Attachment example.pdf

**2 Commercial Envelope**

**2.1 Deviations and Reservations**

Question	Description	Response Type	Response Guide	Response
2.1.1	Commercial deviations and reservations (all Appendices and except from Appendix A, E and F)  Tenderer shall clearly indicate and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents.  The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip file.	Attachment	The applicable attachment must be uploaded online	Attachment example.pdf

**2.2 Compensation**

Code	Description	Unit of Measurement	Quantity	Unit Price	Price
2.2.1	Total Tender Price	Each	1	1000	1000
Section Sub Total					1000

llogaritëse

Ruaj fletën llogaritëse në kompjuterin tuaj dhe kliko "Browse". Pas përzgjedhjes së fletëve llogaritëse me përgjigjet kliko "Import Items".

RFP: rfp\_563 - RFP Purchase of XXX ● Running

Upload Help To Create & Import Your Response In Excel

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

\*\*\* IMPORTANT \*\*\*

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

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

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

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

File Download Online Questionnaire in Excel

**1**  answerTo\_rfp\_563.xlsx (15,559 KB)

**2**

Përgjigja juaj u ngarkua – por përgjigja juaj nuk është dërguar ende. Nëse të gjitha pyetjet marrin përgjigje, kliko "Submit Response".

RFP: rfp\_563 - RFP Purchase of XXX ● Running ...

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users


**1** 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
<b>Total Price (excluding optional sections)</b>	
<b>1,000</b>	

Kliko "OK" në mesazhin njoftues.

Rezultati i pritshëm: përgjigja juaj u dërgua me sukses. Ju mund të ndryshoni përgjigjen tuaj teksa RFP është në funksion.

 You have successfully submitted your response to the Buyer.

## 5. Si të dërgosh mesazhe

Funksioni i mesazheve duhet të përdoret për të identifikuar të gjithë komunikimin midis Blerësve dhe Furnitorëve në të gjithë RFI/RFP. Kjo do të përfshijë pyetjet e shtruara për sqarim dhe përgjigjet e dhëna.

Në panelin kryesor të lundrimit kliko mbi "Messages" pastaj "Create Message".

The screenshot shows the RFP interface for 'RFP: rfp\_563 - RFP Purchase of XXX' in a 'Running' state. The 'Messages (Unread 0)' tab is selected, and the 'Create Message' button is highlighted with a red box and a '2'. A red circle with '1' highlights the 'Messages' tab. Below the navigation bar is the 'My Response Summary' section with a table:

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

Shkruaj Lëndën e mesazhit, shkruaj Mesazhin, pastaj kliko "Send Message". Ki parasysh se edhe bashkëlidhjet mund të shtohen në të njëjtën mënyrë si me një email.

The screenshot shows the 'Send Message' form. The 'Subject' and 'Message' fields are highlighted in yellow. The 'Attachments' section is empty, and the 'Recipients' section shows 'Statkraft' as the recipient. A red arrow points to the 'Send Message' button. The 'Attachments' button is also highlighted with a red box.

"Received Messages" mund t'i shohësh në të njëjtën dritare. Sqarimet e bëra gjatë procesit të RFP mund t'i gjesh këtu.

The screenshot shows the RFP interface with the 'Received Messages' tab selected. The 'Messages (Unread 0)' tab is highlighted with a red box and a '1'. The 'Received Messages' tab is highlighted with a red box and a '2'. Below the navigation bar is the 'My Response Summary' section with a table:

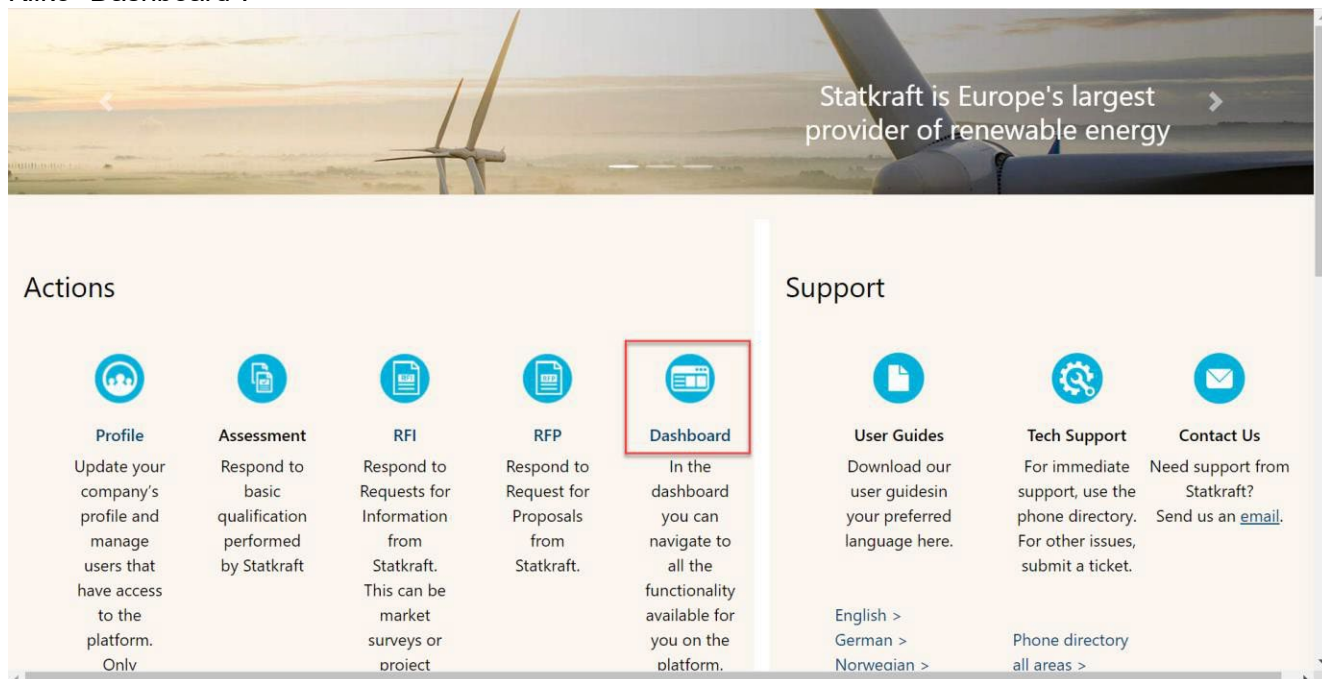
	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	All questions answered		
2.	Commercial Response	All quoted items completed	Total Price (excluding optional sections)	1,000

## 6. Cilësimet e përgjithshme të llogarisë dhe lundrimi

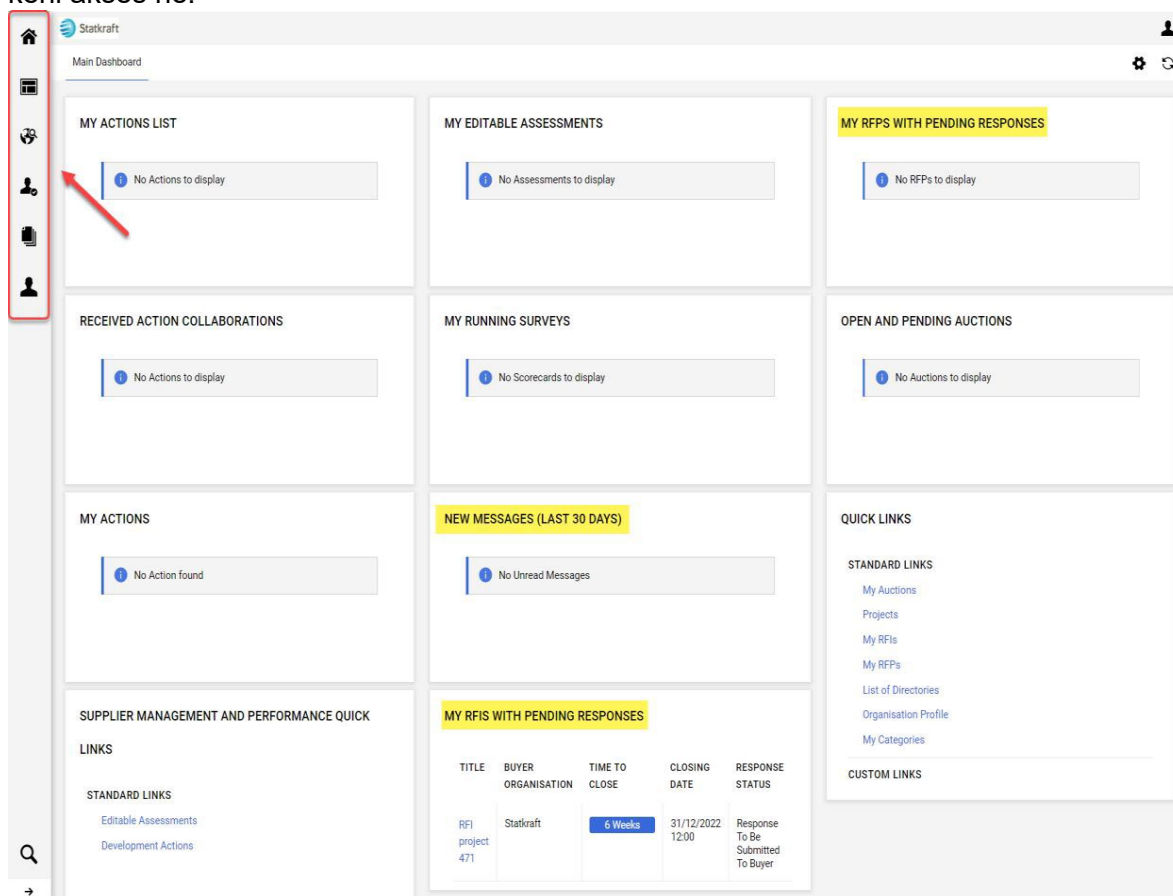
Pas identifikimit, faja më poshtë do të paraqesë lidhjet e shkurtra për funksionalitetet më të

përdorura.

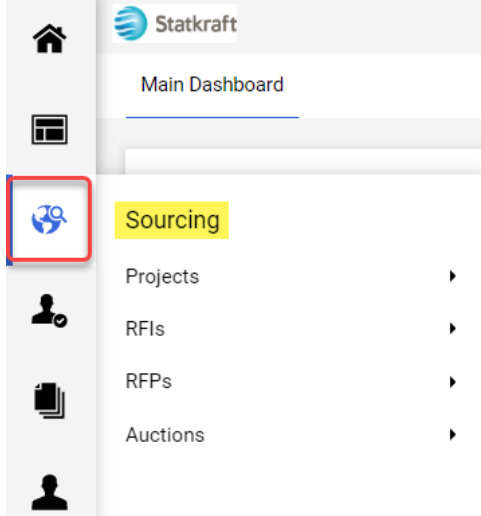
Kliko "Dashboard".



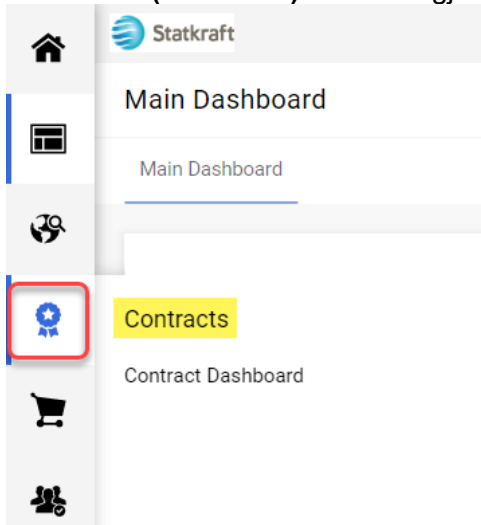
Në "Paneli i kontrollit" do të paraqiten të gjitha proceset në vazhdim. Në menunë majtas, do të keni akses në:



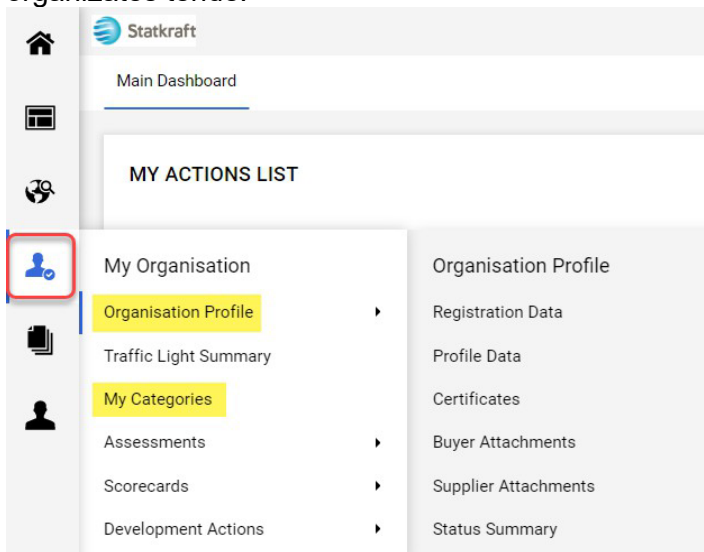
- **Sourcing (Burimi)** – Shih të gjitha proceset aktive/të mbyllura të RFI-së dhe RFP-së,



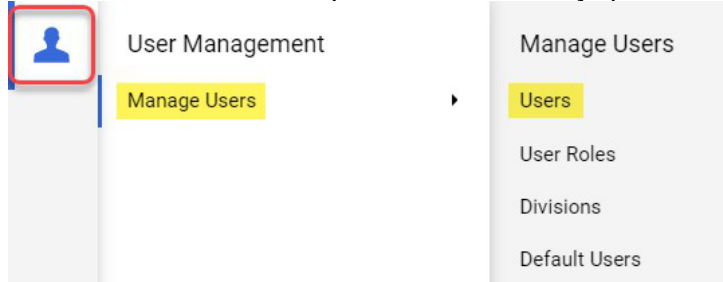
- **Contracts (Kontratat)** – Shih të gjitha kontratat që i janë caktuar organizatës tënde,



- **Organization Settings (Cilësimet e organizatës)** – Menaxho të dhënat e profilit të organizatës tënde.

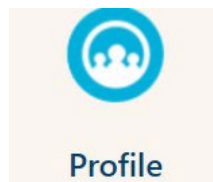


- **User Management (Menaxhimi i përdoruesve)** – Shto përdorues të rinj dhe menaxho aksesin e përdoruesve nga organizata jote. Përdoruesi kryesor është përgjegjës kryesor për profilin e furnitorit. Ata do të këshillohen për të gjitha ngjarjet në sistem dhe ka vlerësime për të cilat vetëm një përdorues kryesor mund të përgjigjet.

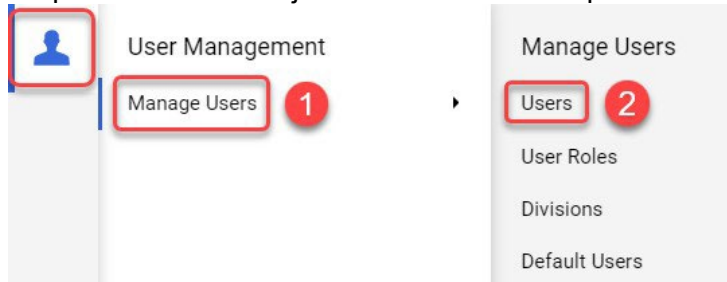


## 7. Si të krijosh profile për përdorues të rinj

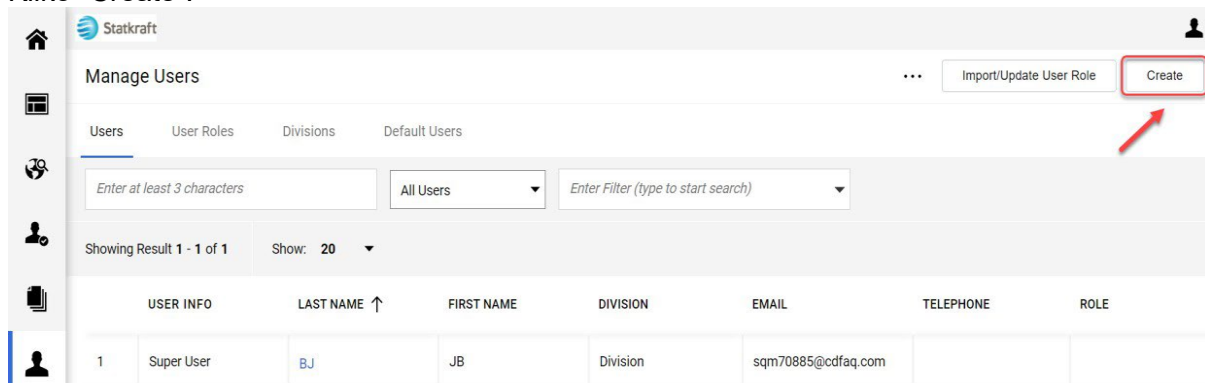
Në faqen e destinuar kliko "Profile".



Në panelin anësor majtas kliko "Menaxhimi i përdoruesit" dhe pastaj "Users".



Kliko "Create".



Plotëso fushat e detyrueshme dhe kliko "Savej".

## New User

Cancel

Save

### ▼ User Details

\* Last Name

Ola

\* First Name

Nordmann

User Tag for Codes

\* Email

sqm70885@cdfaq.com

\* Telephone Number

+471234578

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

+471234578

\* Division

Division

Department

---

Role

---

\* Username

sqm70885@cdfaq.com

\* Preferred Language

English (UK)

\* Time Zone

(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome

User External Code

Përdoruesi i ri ukrijua.

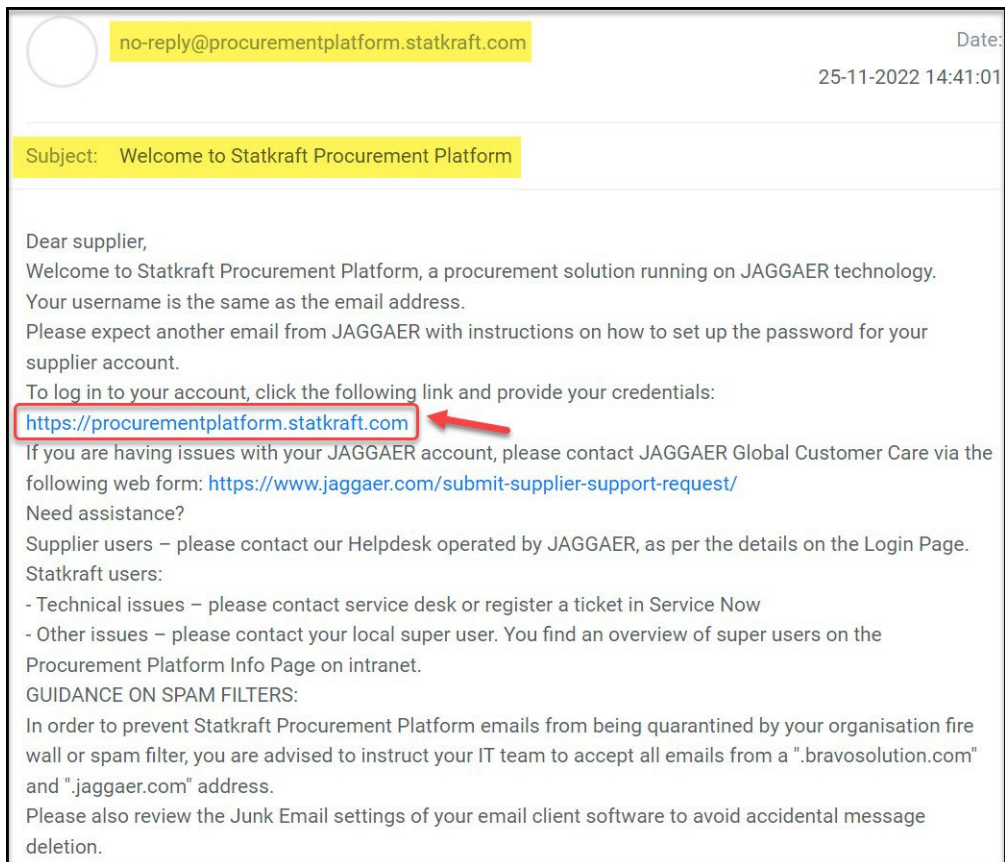
← New User

View User Rights



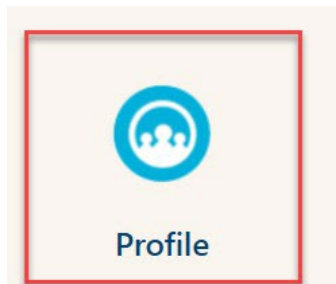
**Nordmann Ola has been registered as a new User.** The login details have been sent via email to the following email address: dmz16792@xcoxc.com  
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account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

Përdoruesi i ri do të marrë emailin më poshtë, i cili u lejon atyre për të vendosur një fjalëkalim personal. Marrja e emailit mund të zgjasë disa minuta.



## 8. Si të ndryshosh përdoruesin kryesor

Kliko "Profile" në faqen e destinuar.



Zbrit poshtë dhe kliko mbi *Change Main User*

Statkraft **PREPRODUCTION ENVIRONMENT**

Organisation Name: Ines test

Quick Navigation: Organisation Details, Main User Details

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

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

Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses. souainesrocha99@gmail.com

Username (please do not forget your username) inesrochaa

First Name Ines, Last Name Rocha

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +476663333333, Preferred Language English (UK)

Time Zone, Paired with Global ID

Kërko emrin e përdoruesit që dëshiron të ndryshosh në panelin kryesor dhe kliko mbi të.

Statkraft **PREPRODUCTION ENVIRONMENT**

Main User Selection Cancel

Quick Selection by Name  [Select with Search Criteria](#)

Sigurohu që detajet e përdoruesit janë të sakta dhe kliko Save.

Statkraft **PREPRODUCTION ENVIRONMENT**

User: Ines Test Cancel **Save**

Quick Navigation: User Details

User Details

Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses. inesrocha814@gmail.com

\* Email Address Validation Code [Request Validation Code](#)

\* Username (please do not forget your username) inestest

\* First Name Ines

\* Last Name Test

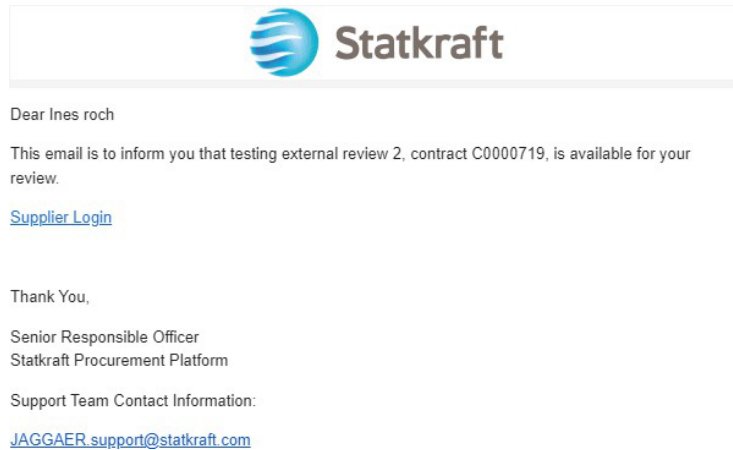
\* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

\* Preferred Language English (UK)

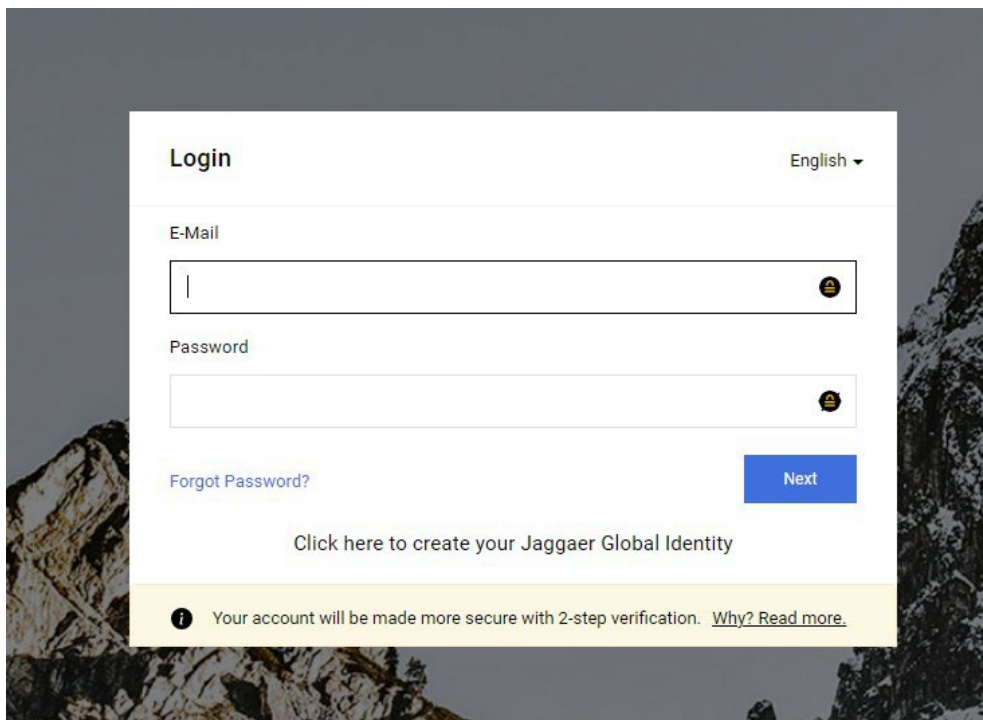
\* Time Zone CEST/CET - Central European Time (Europe/Bri)

## 9. Si t'i përgjigjemi një seance të jashtme rishikimi

Do të merrni një ftesë për të qenë pjesë e seancës së shqyrtimit të jashtëm të kontratës nëpërmjet emailit. Kliko *Supplier Login*.



Hyr në platformë duke përdorur kredencialet (email dhe fjalëkalim) ashtu si në hapin e mësipërm që ka linkun [këtu](#).

The image shows a screenshot of the Statkraft login page. The page has a white background with a dark, rocky mountain landscape in the background. At the top left, the word "Login" is displayed in a bold, sans-serif font. To the right of "Login" is a language dropdown menu set to "English". Below the header, there are two input fields: "E-Mail" and "Password". Each field has a small eye icon on the right side to toggle visibility. Below the "E-Mail" field is a blue link that says "Forgot Password?". To the right of the "Password" field is a blue button labeled "Next". Below the input fields, there is a link that says "Click here to create your Jaggaer Global Identity". At the bottom of the page, there is a yellow banner with an information icon and the text: "Your account will be made more secure with 2-step verification. [Why? Read more.](#)"

Pas identifikimit, do të adresohesh në këtë faqe më poshtë. Kliko në pjesën e poshtme të theksuar: *View All Contracts*.

Home ▶ Customer Portal Home

Quick Links to Common Tasks

Manage Registration Profile

Contracts

Customer	In Effect	All
Statkraft	0	1

View All Contracts

Powered by JAGGAER | Privacy Policy

Kliko numrin e kontratës për të hapur seancën e shqyrtimit të jashtëm.

Contracts ▶ Contracts ▶ Search Contracts

Search Documents

Quick search

Supplier: Ines test

1-1 of 1 Results

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

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Detajet bazë të kontratës mund t'i gjesh në kreun e faqes. Kliko *Next*.

Contracts > Contracts > Search Contracts

2 of 2 Results

External Review

**C0000728**  
Test 17.07.23

Dates: 7/19/2023 - 9/18/2023  
Version: Renewal 0, Amendment 0

Header

Attachments 0  
Communication Centre 1

Contract Number \* C0000728

Contract Name \* Test 17.07.23

Summary -

Start Date \* 7/19/2023 12:00 AM CEST  
Update Start Date Upon Execution

End Date \* 9/18/2023 11:59 PM CEST

★ Required

Next >

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Këtu mund të ngarkosh të gjitha bashkëlidhjet përkatëse nga shqyrtimi yt. Kliko *Upload Attachment*.

Contracts > Contracts > Search Contracts

1 of 1 Results

External Review

**C0000722**  
Ines test

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

Header

Attachments 0  
Communication Centre 2

Attachments

No attachments have been added.

No attachments have been added.

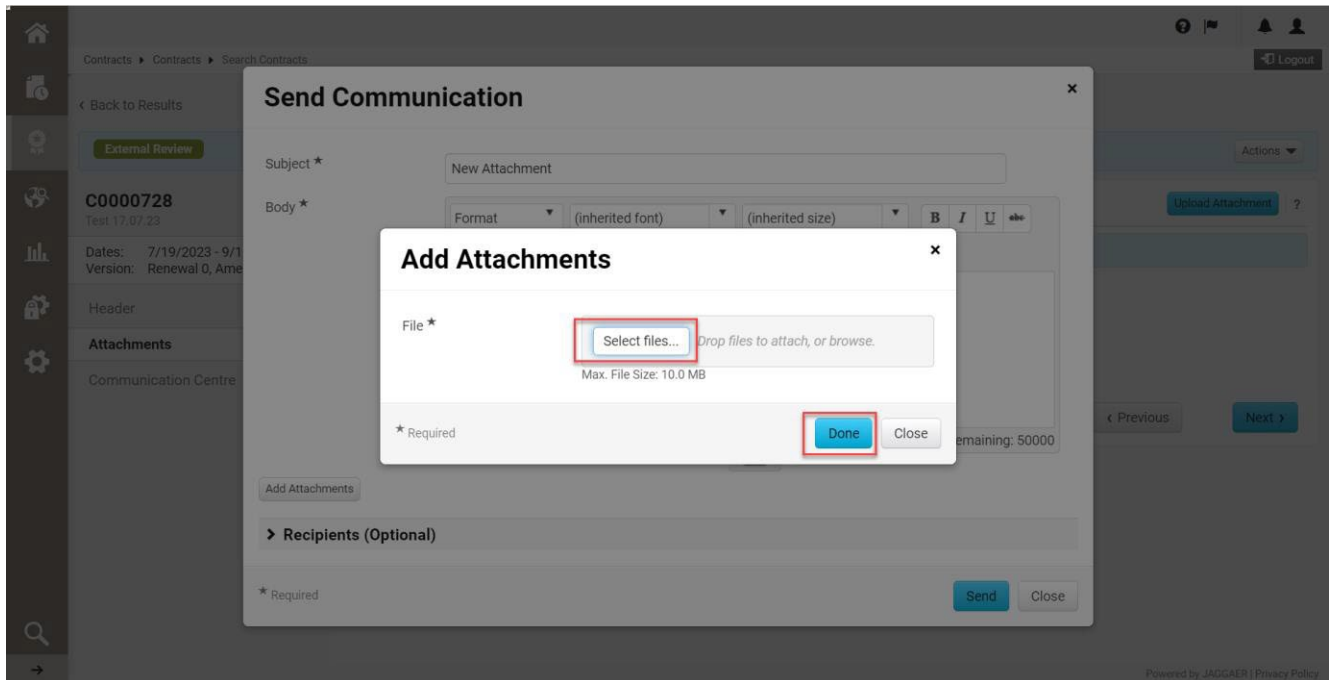
★ Required

Upload Attachment ?

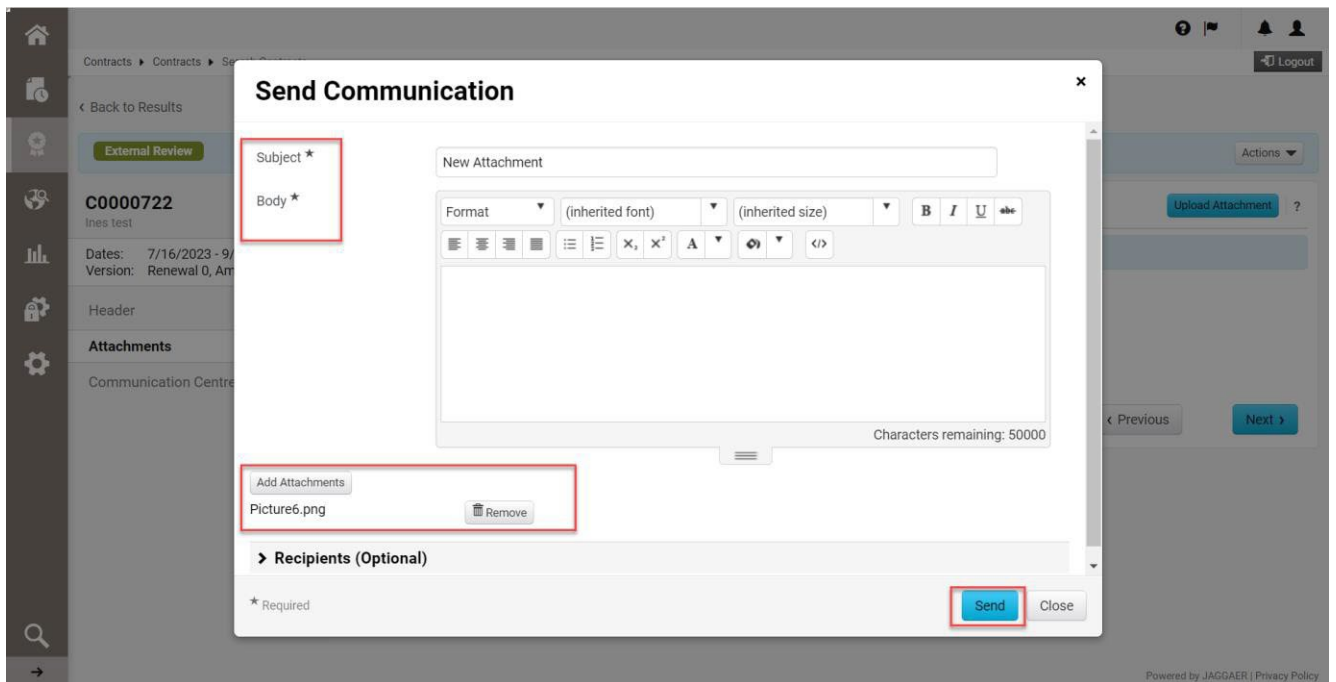
Previous Next

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Përzgjidh dosjet dhe kliko *Done*.



Mund të ndryshosh temën dhe të shtosh komente në përmbajtje. Verifiko bashkëlidhjet dhe kliko **Send**.



Përgjigju emailit origjinal që ke marrë nga Statkraft nga qendra e komunikimit. Kjo do të gjenerojë një alarm për menaxherët e kontratës. Kliko në titull.

Contracts > Contracts > Search Contracts

External Review

C0000722  
Ines test

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

Header

Attachments 0

Communication Centre 3

Start Communication

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

★ Required

< Previous

https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=1689340969896#

Kliko mbi *Add to Conversation*.

Contracts > Contracts > Search Contracts

External Review

C0000722  
Ines test

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

Header

Attachments 0

Communication Centre 3

Back to Communication Centre

Communication Centre

Add to Conversation

Subject: Ines test contract is available for review

Subscribers: Ines Rocha; Ines Rocha

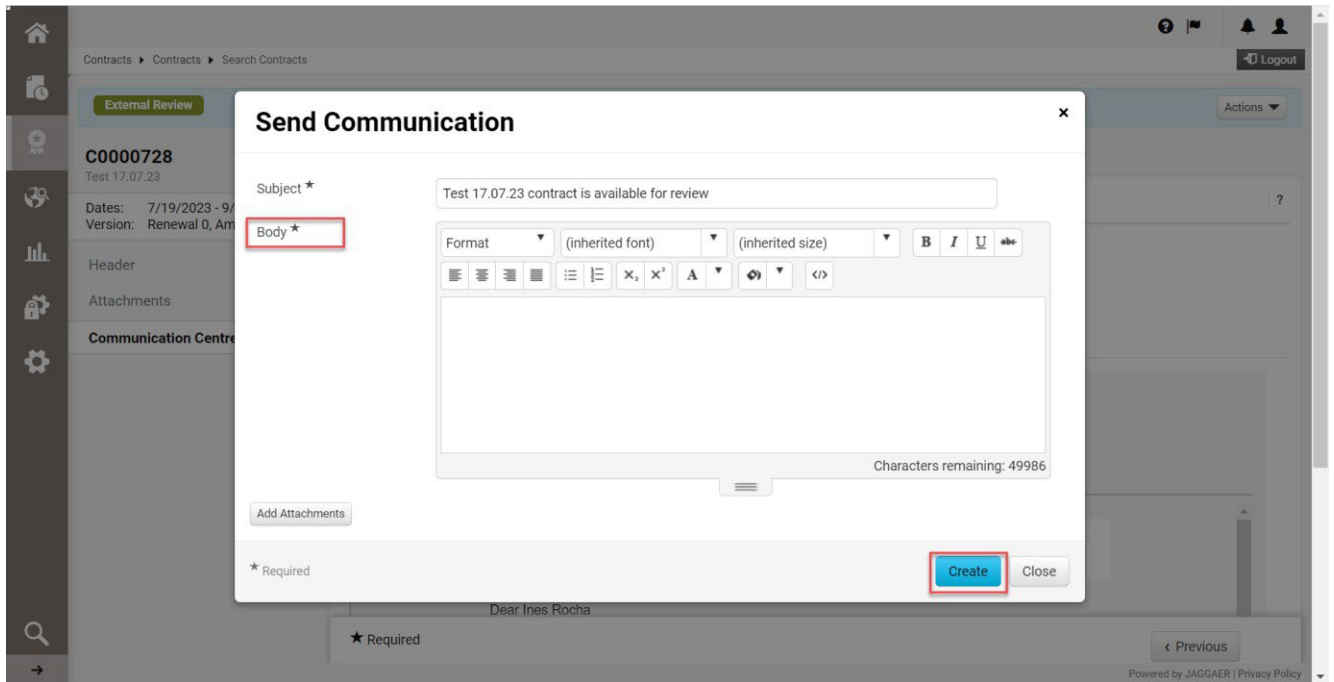
★ Required

< Previous

https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20008978&tmstmp=1689341052293

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Mjafton të shkruash një mesazh të thjeshtë alarmi në përmbajtjen e komunikimit dhe kliko *Create*.



**Përfundimi.**