



Statkrafts Innkjøpsplattform

Stegvis Leverandørmanual

Innhold

1. Hvordan registrere seg	3
a. Fullfør Registration form med D&B data	3
b. Fullfør Registration form uten D&B data.....	5
2. Hvordan logge inn	11
2.1. Registrere bankinformasjon.....	12
3. Hvordan svare på en grunnleggende kvalifikasjonsvurdering	14
4. Hvordan svare på en RFI som leverandør.....	17
5. Hvordan svare på en RFP som leverandør	21
5.1. Hvordan svare på en RPx ved hjelp av Excel (export og import)	28
6. Hvordan sende meldinger.....	30
7. Generelle profilinnstillinger	31
8. Hvordan legge til nye brukere.....	33
9. Hvordan besvare en gjennomgangsrunde (review round).....	35

1. Hvordan registrere seg

Du vil motta en registreringslenke enten fra din kontaktperson hos Statkraft eller en e post fra Jaggaer som informerer deg om at en registrering er gjort og at du må fullføre den.

Hvis du ikke kan logge inn, vennligst ikke registrer deg to ganger. Ta kontakt med Jaggaer Support: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>

Klikk på «I Agree» på Portal User Agreement og klikk «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. Fullfør Registration form med D&B data

Klikk på «Lookup & Download D&B Direct+ Data».

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

* Country

Bruk de tilgjengelige filtrene for å søke etter ditt selskap. Company Name og Country er et minimum. Klikk på «Look Up» for å søke.

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	34444444	SyLAB	92333333	Lingsås	TROLLHÅNEN	1414		NORWAY

Velg ditt selskap ved å trykke på raden (raden vil bli uthevet i blått). Klikk deretter på «Download». Klikk «OK» på pop-upen.

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

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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

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RETURNED LIST OF MATCHING SUPPLIERS

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34444444	SyLAB	92333333	Lingsås	TROLLHÅNEN	1414		NORWAY

Klikk på «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 type="text"/>	<input checked="" type="checkbox"/> * Company Name <input type="text" value="Sy"/>
<input type="checkbox"/> Reg. Numbers <input type="text"/>	<input type="checkbox"/> Address <input type="text"/>
<input type="checkbox"/> Town <input type="text"/>	<input type="checkbox"/> Postal Code <input type="text"/>
<input checked="" type="checkbox"/> Country <input type="text" value="NORWAY"/>	<input type="checkbox"/> County <input type="text" value="Select a province (Start typing the name)"/>
<input type="checkbox"/> Phone Number <input type="text"/>	

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)
34

D-U-N-S number
34

Den tilgjengelige informasjonen i D&B vil bli overført til skjemaet. Fyll inn punktene der det mangler informasjon.

b. Fullfør Registration form uten D&B data

Fullfør skjemaet med ditt selskaps informasjon. (Obligatoriske felter er markert med stjerne *).

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 **Full Legal Name**

<input checked="" type="checkbox"/> * Organisation Name <input type="text" value="Supplier X"/>	<input checked="" type="checkbox"/> * Country <input type="text" value="NORWAY"/>
State/County <input type="text" value="---"/>	<input checked="" type="checkbox"/> * City <input type="text" value="Oslo"/>
<input checked="" type="checkbox"/> * Address <input type="text" value="Kristian IVs gate 55"/>	<input checked="" type="checkbox"/> * Postal Code <input type="text" value="0162"/>
<input checked="" type="checkbox"/> * Company Registration Number <input type="text" value="985467543"/>	DUNS number (if none leave blank) <input type="text"/>
EU VAT Number <input type="text"/>	Country Dialling Code <input type="text"/>
Main Organisation Phone Number <input type="text"/>	Organisation Email Address <input type="text"/>
Organisation Legal Structure <input type="text" value="---"/>	Web site <input type="text"/>

Gå ned på Registration Data skjemaet, fyll inn mailadressen din og klikk «Send Validation Code». Klikk «OK» på pop-upen. En e-post med en midlertidig kode vil bli sendt til mailadressen du oppga.

▼ 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.*

sqm70885@cdfaq.com

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

* Last Name

* Preferred Language

* Email Address Validation

Send Validation Code


Enter Validation Code Here

* First Name

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

* Time Zone

Validation E-post:

 **no-reply@procurementplatform.statkraft.com** Date: 25-11-2022 13:31:31

Subject: Email Address Validation Code on Statkraft Procurement Platform

Dear User,
The following email address has been entered on Statkraft Procurement Platform as new user email address: xagep75350@probdd.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: 135704190184AEC5360D
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.

Kopier Validation Koden og lim den inn i feltet «Email Address Validation». Fullfør resten av de obligatoriske feltene. Bruk helst mailadressen din som brukernavn. Trykk på «Save» (øverst til høyre).

Registration Data

...

Close

Lookup & Download D&B Direct+ Data

Save

Plattformen vil se etter duplikater av Company Registration Number. Du vil få en feilmelding hvis det allerede er et selskap registrert på plattformen med det samme organisasjonsnummeret. [Kontakt Statkraft hvis dette skjer.](#)

Svar på spørsmålene Additional Company Information. Trykk «Save & Continue».

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 Infor...

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

Velg hvilke kategorier selskapet ditt kan levere tjenester eller materialer for. Det er ingen begrensninger på hvor mange kategorier du kan velge. Klikk «Confirm» når du er ferdig.

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
- > 22000000 - Solar Equipment
- > 23000000 - Thermal
- > 24000000 - Electrical infrastructure
- > 30000000 - Professional Services
- 40000000 - IT
 - 40001000 - Software
 - 40001001 - Business Applications/SaaS
 - 40001002 - Middleware, OS & Tools
 - 40001003 - Workplace Applications

Noen av kategoriene har tilleggsspørsmål. Svar på spørsmålene og klikk «Save & Continue».

Begin Vendor Registration Cancel **Save & Continue**

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

Quick Navigation | 40001000 - 40001003 and ...

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

Du har nå fullført registreringen. Klikk på «Close Window».

Registration Confirmation

Close Window


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

✓ 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.

Innen få minutter vil du motta følgende e-poster:

Kontakt Statkraft hvis du **ikke mottar** e-postene innen 30 minutter. Profilen din har blitt opprettet, men det er mulig at e-postene har blitt blokkert.


Aktiveringsbekreftelse og brukernavn:

 no-reply@procurementplatform.statkraft.com Date:
25-11-2022 13:50:02

Subject: Supplier Account Activation on Statkraft Procurement Platform

Dear Supplier,
Your account has been activated on Statkraft Procurement Platform
You can now use your Username and Password to access all the available areas of the platform.
As a reminder the Username you selected is: xagep75350@probdd.com
The site address is: <https://procurementplatform.statkraft.com>
Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.
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.

Passord: Klikk på «Change Supplier Account Password»

 JAGGAER Supplier Accounts Date:
25-11-2022 13:50:04
noreply@jaggaer.com

Subject: Reset your supplier account password

Dear Ola Nordmann,
Your existing JAGGAER supplier account has been automatically upgraded to provide you and your customers with more protection.
As part of this upgrade, you need to provide a new password for your supplier account. Please follow this link to change your password within the next 24 hours:
[Change supplier account password](#)
JAGGAER is a leading provider of digital procurement software and solutions, and the procurement platform of choice for your customer(s). To learn more, visit <https://www.jaggaer.com/>.
If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>

Et nytt vindu vil vises. Klikk på «Click Here to Proceed».

Perform the following action(s)

English ▼

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

[» Click here to proceed](#)

Sett ditt eget passord og klikk på «Submit».

Change password

English ▼

xagep75350@probdd.com

New Password

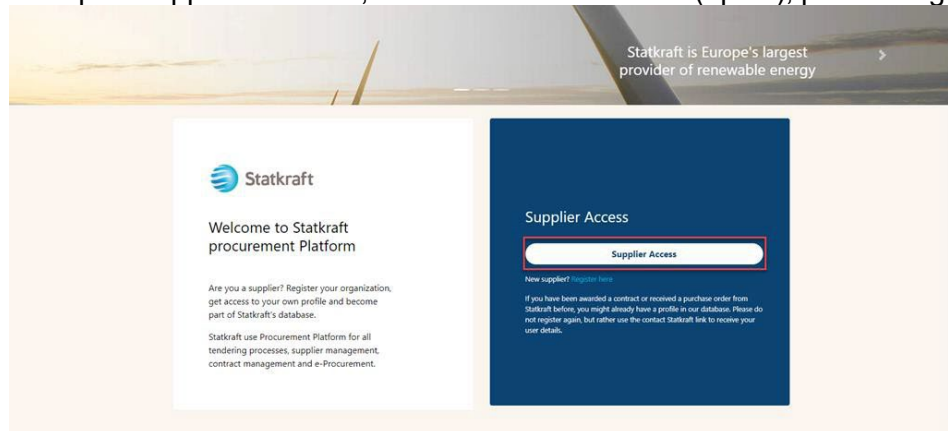
Confirm password

Submit

- ✓ Minimum of 8 characters
- ✓ Minimum of 1 of the following character: !@#\$%&*()_+=[]?
- ✓ Minimum of 1 number
- ✓ Email must be different from Password
- ✓ Confirm Password value must match Password

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

Klikk på «Supplier Access», skriv inn ditt brukernavn (epost), passord og klikk «Next».



Følgende steg utføres kun en gang og er mest relevant for leverandører som er registrert av Statkraft. Klikk på «Review Classifications».

Classification Update Required

i The Buyer Organisation has requested that you complete or update your current Category Classification.
To complete this important activity click 'Review Classification' to add Categories that describe your business activity and provide all associated data.
This message will be displayed each time you log in until the Category Classification has been completed or updated.

Klikk på «Confirm Categories» og klikk «Confirm» på pop-upen.

My Categories

...

Confirm Categories

Add Category

Enter Filter (type to start search)

Showing Result 1 - 2 of 2

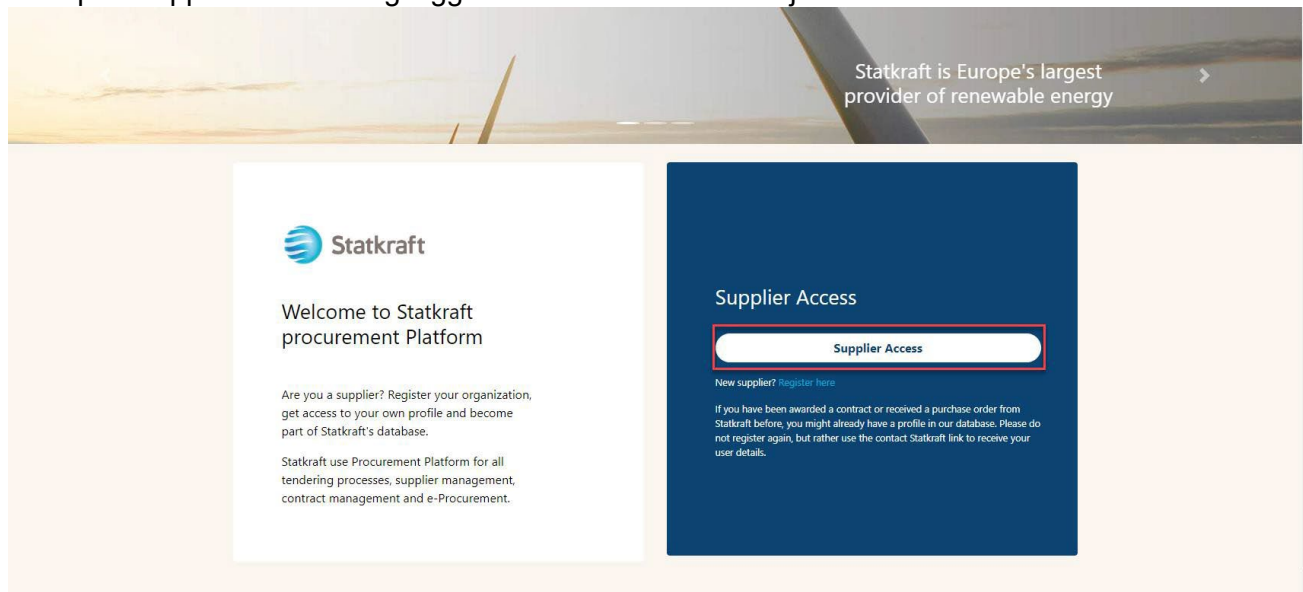
	CODE	TITLE	CLASSIFIED ON
1	40001001 ✓	Business Applications/SaaS	07/11/2022 14:55:20
2	40001003 ✓	Workplace Applications	07/11/2022 14:55:20

Du er nå inne i plattformen. Benytt menyen til venstre for å navigere. Vennligst se andre deler av denne manualen for videre veiledning.

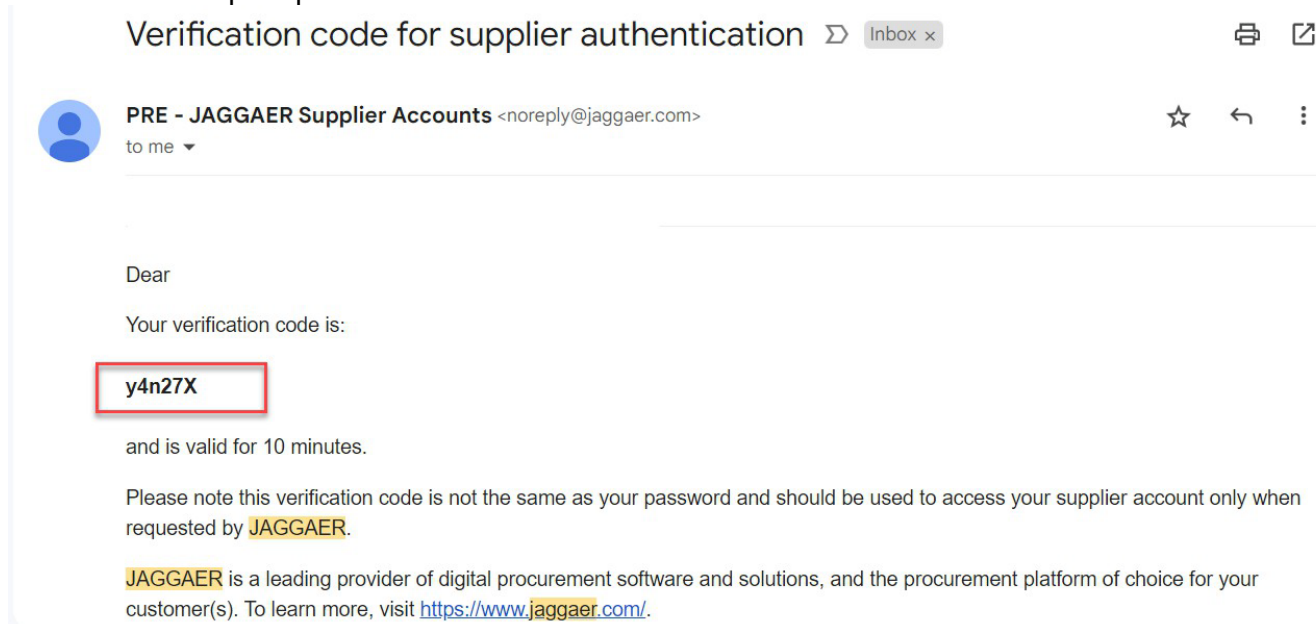
2. Hvordan logge inn

Gå til <https://procurementplatform.statkraft.com/web/login.html> i din nettleser (anbefalte nettlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på «Supplier Access» og logg inn med dine brukerdetaljer.



Du vil blir spurt om en OTCODE. Dette er en del av vår 2-trinns verifisering. Kopier og lim inn koden du mottar på e-post.



Det neste steget gjennomføres kun en gang og er mer relevant for leverandører registrert av en innkjøper hos Statkraft. Trykk på «Review Classification».

Classification Update Required

- i** The Buyer Organisation has requested that you complete or update your current Category Classification.
- To complete this important activity click 'Review Classification' to add Categories that describe your business activity and provide all associated data.
- This message will be displayed each time you log in until the Category Classification has been completed or updated.

Trykk på «Confirm Categories» og «Confirm» på pop-upen.

My Categories

... [Confirm Categories](#) [Add Category](#)

Enter Filter (type to start search) ▾

Showing Result 1 - 2 of 2

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

Du er nå logget inn. Benytt menyen til venstre for å navigere. Vennligst se andre deler av denne manualen for videre veiledning.

2.1. Registrere bankinformasjon

Statkraft har etablert en løsning som vil eksportere bankinformasjon fra plattformen til vårt ERP-system. Merk at dette steget ikke er et obligatorisk steg i selvregistreringen. Bankinformasjon kreves kun av de leverandørene som blir tildelt en kontrakt. Dette steget kan kun utføres av leverandørens Superbruker.

Klikk på **Profile**.

Statkraft is Europe's largest provider of renewable energy

Actions

- Profile** (highlighted): Update your company's profile and manage users that have access to the platform. Only
- Assessment**: Respond to basic qualification performed by Statkraft
- RFI**: Respond to Requests for Information from Statkraft. This can be market surveys or project
- RFP**: Respond to Request for Proposals from Statkraft.
- Dashboard**: In the dashboard you can navigate to all the functionality available for you on the platform.

Support

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

Klikk på **Profile Data**.

Statkraft
Organisation Name: Test - To be Deleted

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

Quick Navigation: Organisation Details, Super User Details

Management: Manage Address And Contact

Organisation Details

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

Klikk på **Bank Information**.

Statkraft
Organisation Profile

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

Filter: Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 20

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

Klikk på blyanten for å redigere. Svar på det første spørsmålet. Etter at det første spørsmålet er besvart vil nye datafelt dukke opp.

Statkraft
Organisation Profile

Bank Information

Bank details

BANK DETAILS MAIN FORM

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank Data Type	Please select the type of bank details your company is using.	Supplier

Dropdown menu options: IBAN, Bank Key & Account number, Brazil Only

Buttons: Cancel, Save

Klikk på **Save** når alle relevante felt er fylt ut.

Organisation Profile (Statkraft P... x +)

https://procurementplatform.statkraft.com/esp/mdl/page/module/detail/std/2783/page/display.si?isOnModification=true&ncp=1679390501963.1085353-1#h

Statkraft

Organisation Profile

Bank Information

Bank details.

▼ BANK DETAILS MAIN FORM

▼ BANK DETAILS

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank Data Type	Please select the type of bank details your company is using.	IBAN Supplier

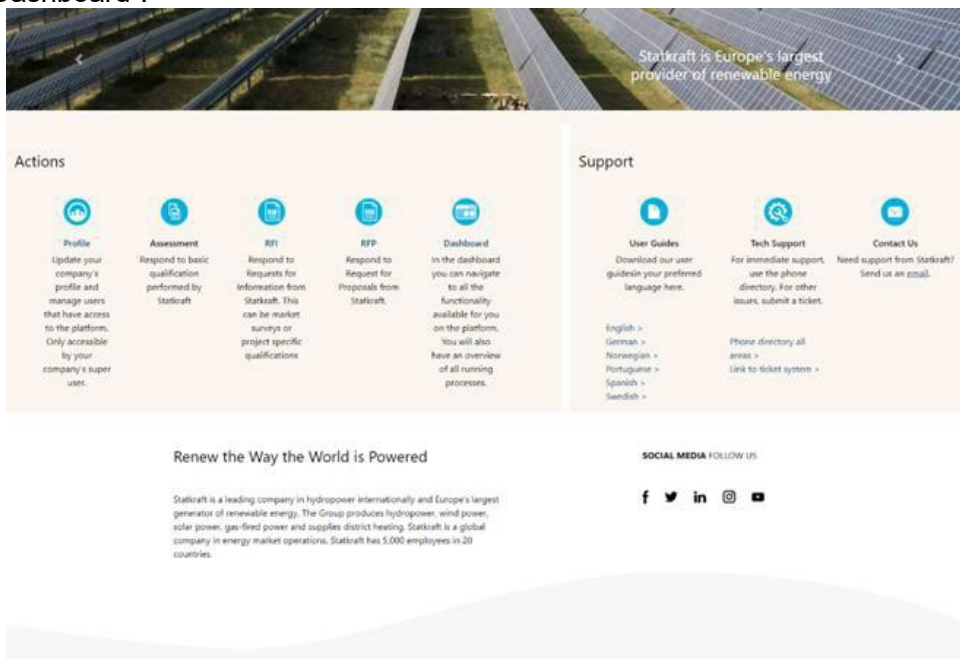
▼ BANK DETAILS - IBAN

▼ IBAN

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	IBAN	Please insert your IBAN number	24918274841 Characters available: 1989 Supplier
2	Currency of the bank account	Please insert the 3 digit ISO code of the bank account currency, e.g. EUR, USD, GBP, NOK, BRL	NOK Characters available: 1997 Supplier
3	Bank details verification	Please provide a valid bank certificate. The bank certificate is an official document issued by your bank, which serves to certify that your organization is holding a given account. It has to contain the following information: - name of the bank - name of the account holder - complete IBAN or account number - routing code BSB or ABA (only for specific countries), SWIFT/BIC - and a relevant date of issue or date of a transaction showing that it was produced within the last 6 months	E90191.pdf (472 KB) Documents - Bank details Supplier

3. Hvordan svare på en grunnleggende kvalifikasjonsvurdering

Click on “Dashboard”.



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

Click on the name of the assessment.

MY EDITABLE ASSESSMENTS

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

Click on “Qualification DUNS info”.

Showing Result 1 - 2 of 2

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

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

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

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

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

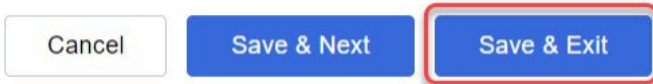
CONFIRMATION ON DUNS NUMBER				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	* You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you need to upload your Certificate of Incorporation	<input type="text"/> Yes, I have a Duns Number. I have added it in my Profile No, I do not have a Duns Number	Supplier

Click on "Save & Next".

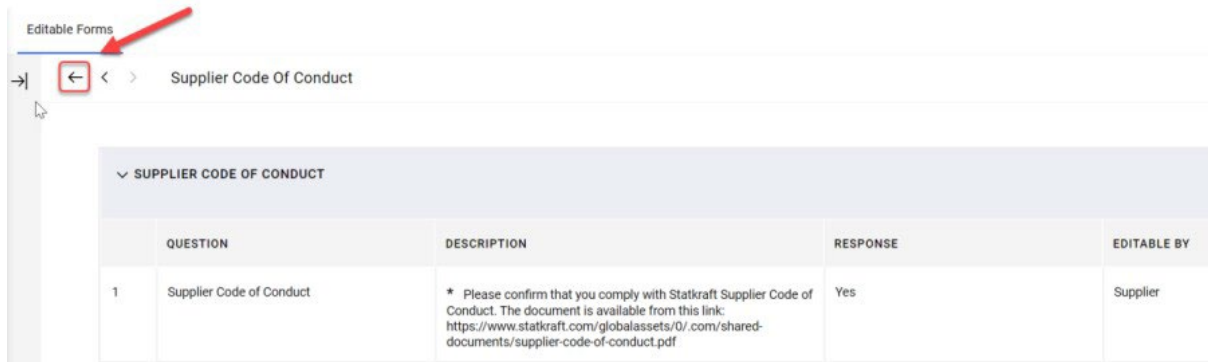
On the "Supplier Code of Conduct" choose yes.

SUPPLIER CODE OF CONDUCT				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct	* Please confirm that you comply with Statkraft Supplier Code of Conduct. The document is available from this link: https://www.statkraft.com/globalassets/0/.com/shared-documents/supplier-code-of-conduct.pdf	<input type="text"/> Yes No	Supplier

Click on "Save & Exit".



Click on the "Back to Previous Page" arrow.

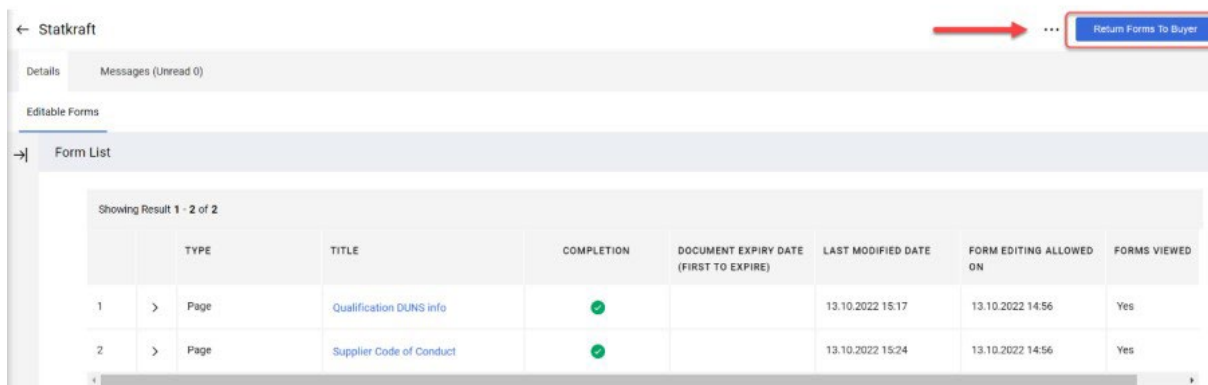


Editable Forms

Supplier Code Of Conduct

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	Supplier Code of Conduct	* Please confirm that you comply with Statkraft Supplier Code of Conduct. The document is available from this link: https://www.statkraft.com/globalassets/0/com/shared-documents/supplier-code-of-conduct.pdf	Yes	Supplier

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



Statkraft

Details Messages (Unread 0)

Editable Forms

Form List

Showing Result 1 - 2 of 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	>	Page	Qualification DUNS info	●	13.10.2022 15:17	13.10.2022 14:56	Yes
2	>	Page	Supplier Code of Conduct	●	13.10.2022 15:24	13.10.2022 14:56	Yes

4. Hvordan svare på en RFI som leverandør

Gå til <https://procurementplatform.statkraft.com/web/login.html> i din netleser (anbefalte netlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på «Supplier Access» og logg inn med dine brukerdetaljer.

Klikk på symbolet for RFI. Alternativt kan du trykke på Dashboard og se en oversikt over alle pågående RFI'er.



Klikk på den aktuelle RFI tittelen.

My RFIs

All RFIs

Showing Result 1 - 1 of 1 Show: 20

	CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	rfi_364	RFI project 471	project_471	31/12/2022 12:00	Running	No Response Prepared	Statkraft

Sjekk vedleggende sendt av Statkraft ved å trykke på den gule advarselen på toppen av skjermen.

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

Du kan se hvert dokument individuelt eller trykke på knappen «Mass Download» for å laste ned alle dokumentene.

← 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

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	

Klikk på «My Response» for å navigere tilbake til spørsmålene publisert av Statkraft.

Klikk på «Intend to Respond».

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

RFI Details Messages (Unread 0)

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>	

2

Intend to Respond: Gjør det mulig for Leverandøren å se og besvare forespørselen.
Decline to Respond: Varsler innkjøper om at Leverandøren ikke ønsker å levere et tilbud.

Trykk på «Blyant-ikonet» for å starte besvarelsen av spørsmålene.

← 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

→ | **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. Qualification Response	Missing mandatory responses (2)

1. QUALIFICATION RESPONSE (QUESTIONS: 3)  **1**

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

Besvar hvert spørsmål. Obligatoriske spørsmål er markert med en « * ».

RFI : rfi_366 - Prequalification Purchase X ● 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' **3**

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

1.2 SUPPLIER - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.2.1 Legal entity	Submit a copy of the latest version of the Certificate of Incorporation.	2 + Attach File

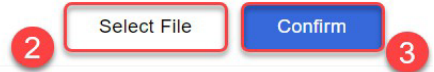
Vær oppmerksom på at spørsmål som skal besvares med et dokument kun kan besvares med en fil eller en zip-fil. Zip-filen kan ikke overskride 200MB. Kontakt Statkraft gjennom meldingsfunksjonen hvis dette ikke er tilstrekkelig.

Opplasting av fil:

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

Du kan også benytte deg av funksjonen Drag and Drop. Klikk «Confirm» når du har valgt fil.

← Attachments



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

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

Attachments

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

Filen er nå vedlagt til spørsmålet.

Klikk på «Save and Return» og «OK» på pop-upen.

Du vil bli returnert til RF'x sin hovedside. Merk deg at svarene ikke er levert enda.

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

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

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

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

Hvis du har fullført alle spørsmålene (se sammendrag uthevet i gult under) kan du klikke på «Submit Response». Klikk «OK» på pop-upen.

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

RFI Details Messages (Unread 0)

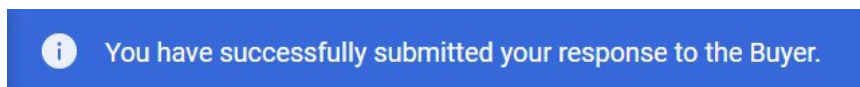
Settings Buyer Attachments (0) **My Response** Associated Users

→ | **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	All questions answered

Din besvarelse er nå fullført. Du vil se følgende beskjed øverst på skjermen som bekrefter at svarene er sendt til Statkraft.

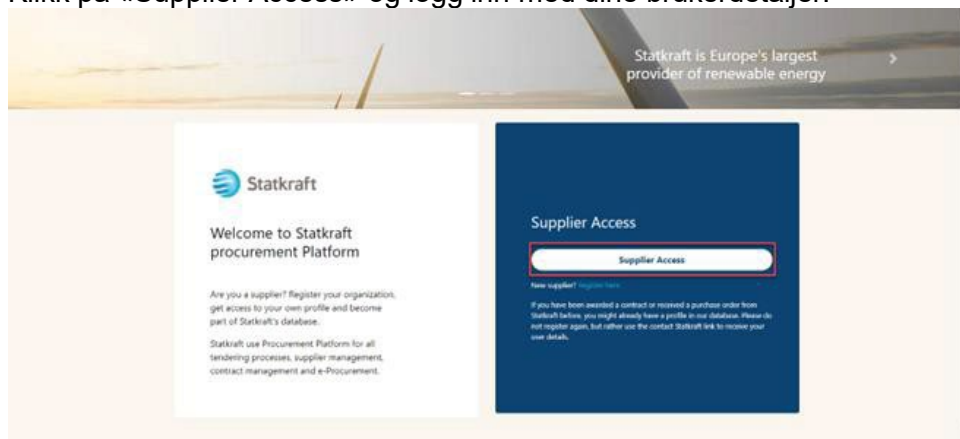


En oversikt over besvarte RFI'er og RFP'er kan ses på de respektive RF'x-sidene.

5. Hvordan svare på en RFP som leverandør

Gå til <https://procurementplatform.statkraft.com/web/login.html> i din nettleser (anbefalte nettlesere er Google Chrome, Mozilla Firefox eller Microsoft Edge).

Klikk på «Supplier Access» og logg inn med dine brukerdetaljer.



Klikk på ikonet for RFP. Alternativt kan du trykke på Dashboard og se en oversikt over alle pågående RFP'er.



Klikk på den aktuelle RFP tittelen.

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

Klikk på «I Agree» og deretter «Next».

← 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

Viktig: Tender Rules gir veiledning og informasjon om minstekrav for å delta i forespørselen. Reglene kan deaktiveres etter innkjøpers skjønn. Hvis Leverandøren klikker på **“I do not agree”** vil Leverandør bli **diskvalifisert** og fjernet fra RFP'en.

Hvis det er noen generelle vedlegg knyttet til forespørselen vil du se en beskjed øverst på skjermen. Du kan enten klikke på beskjeden eller på «Buyer Attachments». Dette vil ta deg til området for vedlegg. Vær oppmerksom på at enkelte spørsmål også kan inneholde vedlegg.

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

Klikk på «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 > ... **Mass Download**

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

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

Merk alle filene. Filene vil bli lastet ned som en zip-fil.

RFP: rfp_563 - RFP Purchase of XXX ● Running

→| Mass Download List Cancel Download Selected Files

Showing Result 1 - 1 of 1

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

Total Files Selected: 1

Klikk «OK» på pop-upen.

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.



Etter at du har lastet ned dokumentene, klikk på «Cancel» for å navigere tilbake.

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

Klikk på «My Response» for å få tilgang til RFP- spørsmålene.

Viktig: Under Settings (markert i gult) på oppgavelinjen kan du se flere detaljer om RFX'en.

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

RFP Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

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

Enter Filter (type to start search) ▼

Showing Result 1 - 1 of 1 Show: 20 ▼

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

Klikk på «Intend to Respond» for å bekrefte din deltakelse i forespørselen.

← 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)

Hvis RFP'en tillater besvarelse i flere valutaer kan du selv velge hvilken valuta du ønsker. Vennligst kontakt Statkraft hvis din besvarelse inneholder flere valuta slik at dere kan komme til enighet om hvordan besvarelsen kan leveres på best mulig måte.

Velg din ønskede valuta og klikk «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

Klikk på «Blyant-Ikonet» tilhørende Technical Response for å begynne besvarelsen.

← 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

Legg merke til at den første delen av besvarelsen er My Response Summary. Denne delen inneholder en oversikt over fremgangen i besvarelsen av de obligatoriske spørsmålene. I denne delen kan du også navigere til de forskjellige delene av forespørselen for å besvare spørsmålene.

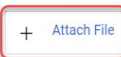
Besvar spørsmålene. Eksemplet under viser hvordan du svarer på et spørsmål som krevet vedlegg.

Klikk på «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.	

I det nye vinduet kan du enten benytte deg at funksjonen Drag and Drop eller klikke på «Select File» og hente filen fra din datamaskin. Klikk «Confirm» når du har valgt rett fil.

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			

Filen er nå vedlagt spørsmålet. Når du har fullført alle spørsmålene i den tekniske konvolutten (Technical Envelope) kan du klikke på «Save and Return». Du vil da returnere til sammendragssiden.

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)

Klikk «OK» på pop-upen.

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.



Legg merke til at oversikten i Response Summary viser at alle spørsmålene i den tekniske konvolutten er besvart.

Du kan nå gå videre til den kommersielle konvolutten (Commercial Envelope).

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

Klikk på «Blyant-ikonet» tilhørende Commercial Response for å begynne besvarelsen.

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

2.1 DEVIATIONS AND RESERVATIONS - QUESTION SECTION

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

Besvar spørsmålene. Klikk på «Validate Response» for å se den oppdaterte totalprisen (markert i gult) etter at alle spørsmålene er besvart (Dette er et valgfritt steg. Du oppnår samme effekt ved å klikke på 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)	<p>Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation must have a reference to the relevant clause of the Invitation to Tender Documents.</p> <p>The applicable attachment must be uploaded as a response to this question. If multiple documents, they must be zipped and uploaded as a zip-file.</p>	+ Attach File

2.2 COMPENSATION - PRICE SECTION

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

Klikk «OK» på pop-upen.

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.

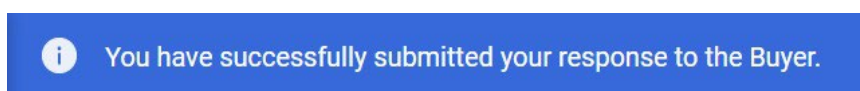
OK Cancel

Alle spørsmålene er nå besvart. Klikk på «Submit Response» for å levere besvarelsen. Klikk «OK» på pop-uppen.

The screenshot shows the 'My Response' page for RFP: rfp_563 - RFP Purchase of XXX. The status is 'Running'. A red arrow points to the 'Submit Response' button. A message box states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this is a 'My Response Summary' table:

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

Du vil se en beskjed som forteller deg at besvarelsen er levert. Du kan redigere svarene dine så lenge RFPen er åpen.



5.1. Hvordan svare på en RPx ved hjelp av Excel (export og import)

Viktig – Du må ha nådd steget der du trykker på “**Intend to respond**” (Side 17) på bildene ovenfor før du starter å svare på spørsmålene på konvoluttet. Dette er grunnen til at stegene nedenfor starter på steget **etter**. Denne måten å besvare spørsmål på fungerer ikke for spørsmål som krever svar i form av en fil. Se bildene over for veiledning på hvordan spørsmål besvarer med filer.

Klikk på «Online Questionnaire in Excel».

The screenshot shows the 'My Response' page for RFP: rfp_563 - RFP Purchase of XXX. The status is 'Running'. A red arrow points to the 'Online Questionnaire In Excel' button. A message box states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this is a 'My Response Summary' table:

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

Klikk på «Download Online Questionnaire in Excel»

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

Et regneark vil bli lastet ned. Regnearket vil indikere hvilke felt som er redigerbare. Som tidligere nevnt, er det ikke mulig å besvare spørsmål som krever filer på denne måten.

Question	Description	Response Type	Response Guide	Response	
1.1.1	Technical Data	Attachment	The applicable attachment must be uploaded online	Attachment example.pdf	
2.1.1	Commercial Envelope	Attachment	The applicable attachment must be uploaded online	Attachment example.pdf	
2.2.1	Total Tender Price (ex-VAT)	Unit of Measurement	Quantity	Unit Price	Price
		Each		1	1000
Section Sub Total					1000

Lagre regnearket på datamaskinen din og klikk på «Browse». Etter du har valgt regnearket med besvarelsen din klikk på «Import Items».

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

answerTo_rfp_563.xlsx (15,559 KB)

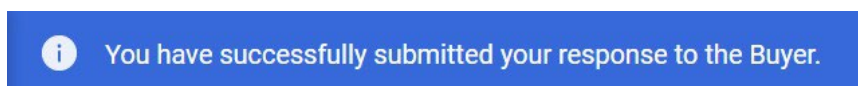
Import Items

Dine svar har nå blitt lastet opp. Merk deg at svarene ikke er levert enda. Klikk på «Submit Response» når alle spørsmålene er besvart.

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

Klikk «OK» på pop-upen.

Du vil se en beskjed som forteller deg at besvarelsen ble levert. Du kan redigere svarene dine så lenge RFPen er åpen.



6. Hvordan sende meldinger

Meldingsfunksjonen skal benyttes for all kommunikasjon mellom kjøper og leverandør underveis i RFI'en/RFP'en. Dette inkluderer alle avklaringsspørsmål og svar.

Klikk på «Messages» og detter «Create Message» i oppgavelinjen for å stille et spørsmål.

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

Gi meldingen et emne (Subject), skriv meldingen og klikk på «Send Message». Legg merke til vedlegg også kan legges til meldingen.

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

→ Messages

Message

Subject Message

Attachments Attachments

	NAME	DESCRIPTION	COMMENTS
1	No Attachments		

Recipients

	RECIPIENT
1	Statkraft

Under Messages i oppgavelinjen kan du også finne «Recieved Messages». Eventuelle avklaringspørsmål vil bli publisert her.

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

RFP Details Messages (Unread: 0) 1

Create Message Received Messages 2 Sent Messages Draft Messages Forwarded Messages

→ My Response Summary

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

7. Generelle profilinnstillinger

Etter innlogging vil siden nedenfor inneholde nyttige snarveier til de mest brukte funksjonene.

Klikk på «Dashboard»

Statkraft is Europe's largest provider of renewable energy

Actions

- Profile**: Update your company's profile and manage users that have access to the platform. Only 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

f t in ig y

På dashbordet kan du se alle pågående prosesser. I menyen til venstre kan du navigere

mellom ikoner for:

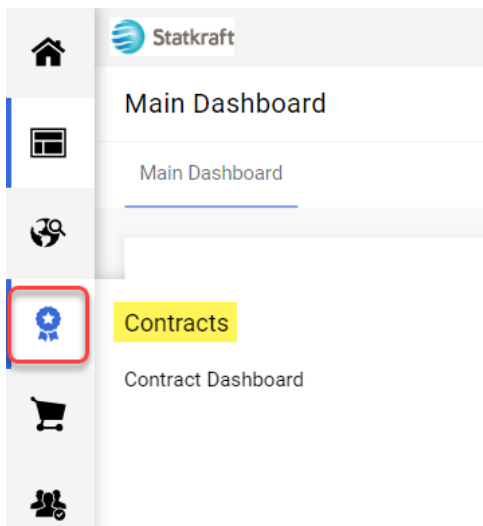
The screenshot shows the Statkraft Main Dashboard. A vertical sidebar on the left contains several icons, with a red box highlighting the top four: Home, Dashboard, Sourcing, and Profile. A red arrow points from the Sourcing icon to the 'MY ACTIONS LIST' widget. The dashboard features several widgets: 'MY ACTIONS LIST', 'MY EDITABLE ASSESSMENTS', 'MY RFPs WITH PENDING RESPONSES', 'RECEIVED ACTION COLLABORATIONS', 'MY RUNNING SURVEYS', 'OPEN AND PENDING AUCTIONS', 'MY ACTIONS', 'NEW MESSAGES (LAST 30 DAYS)', 'QUICK LINKS', 'SUPPLIER MANAGEMENT AND PERFORMANCE QUICK LINKS', and another 'MY RFPs WITH PENDING RESPONSES' widget. The bottom-right widget contains a table with the following data:

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

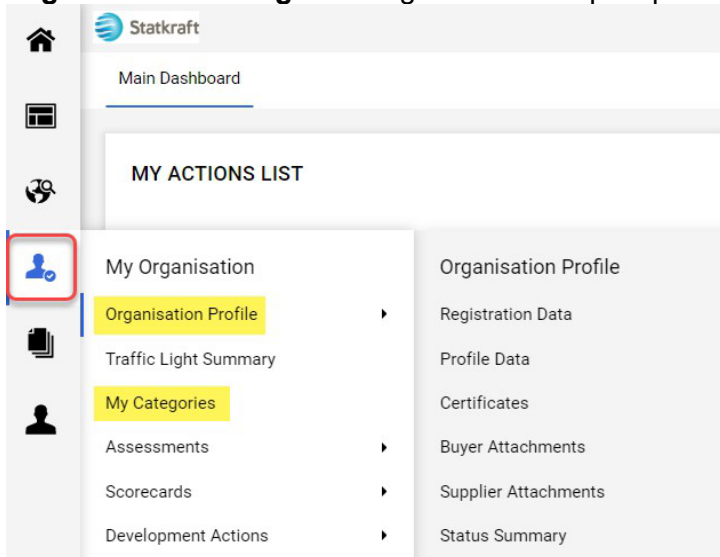
- **Sourcing** – Se alle pågående/avsluttede RFI og RFP prosesser.

The screenshot shows the Statkraft navigation menu. The 'Sourcing' icon, which is a globe with a magnifying glass, is highlighted with a red box. The menu items are: Home, Dashboard, Sourcing, Projects, RFIs, RFPs, and Auctions.

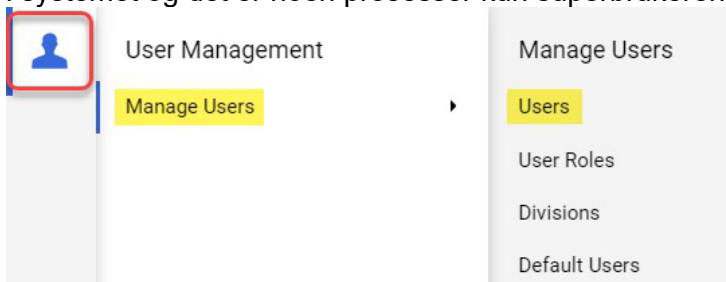
- **Contracts** – Se alle kontrakter tilhørende din organisasjon.



- **Organization Settings** – Se og endre selskapets profildata.



- **User Management** – Legg til nye brukere og kontroller brukertilganger. Superbrukeren har hovedansvaret for selskapets profil. Superbrukeren vil bli varslet om alle hendelser i systemet og det er noen prosesser kun superbrukeren kan besvare.

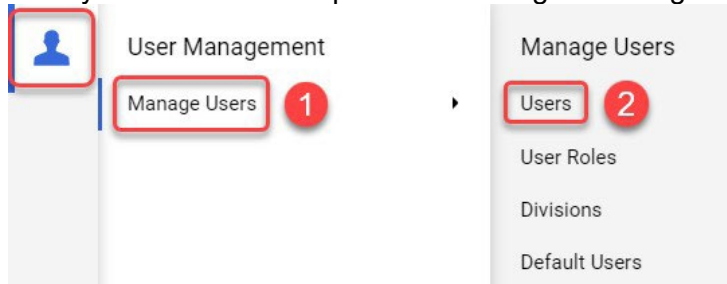


8. Hvordan legge til nye brukere

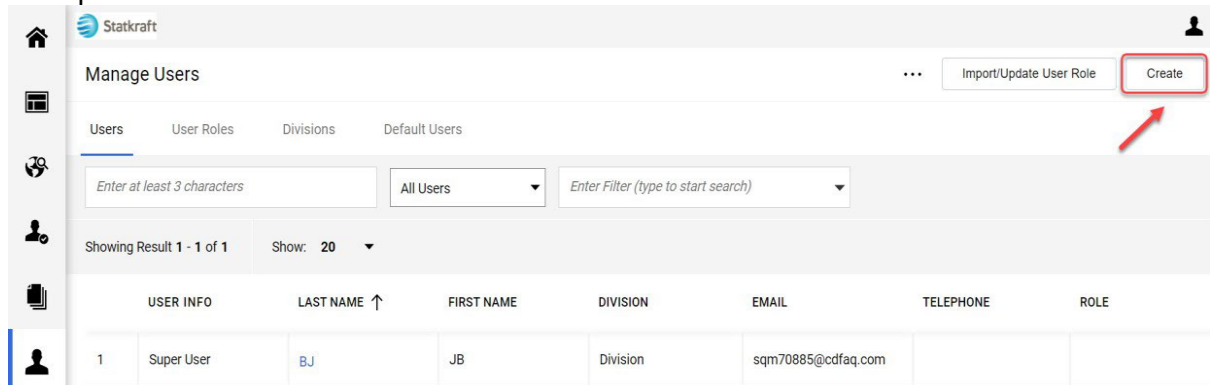
Klikk på Profil ikonet.



I menyen til venstre klikk på «User Management» og deretter «Users».



Klikk på «Create».



Fullfør alle de obligatoriske feltene og klikk på «Save».

The image shows the 'New User' form with various fields. The 'Save' button at the top right is highlighted with a red box and a red arrow. The form includes fields for Last Name, First Name, Email, Telephone Number, Mobile Phone Number, Division, Department, Role, Username, Preferred Language, and Time Zone.

New User Cancel Save

▼ User Details

- * Last Name: Ola
- * First Name: Nordmann
- User Tag for Codes: [Empty]
- * Email: sqm70885@cdfa.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@cdfa.com
- * Preferred Language: English (UK)
- * Time Zone: (GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome
- User External Code: [Empty]

Du har nå laget en ny bruker.

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

Den nye brukeren vil nå motta e-posten som vist under. E-posten vil gi brukeren mulighet til å lage et personlig passord. Det kan ta noen minutter for e-posten kommer.


no-reply@procurementplatform.statkraft.com Date: 25-11-2022 14:41:01

Subject: Welcome to Statkraft Procurement Platform

Dear supplier,
Welcome to Statkraft Procurement Platform, a procurement solution running on JAGGAER technology.
Your username is the same as the email address.
Please expect another email from JAGGAER with instructions on how to set up the password for your supplier account.
To log in to your account, click the following link and provide your credentials:
<https://procurementplatform.statkraft.com>
If you are having issues with your JAGGAER account, please contact JAGGAER Global Customer Care via the following web form: <https://www.jaggaer.com/submit-supplier-support-request/>
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.

9. Hvordan besvare en gjennomgangsrunde (review round)

Du vil motta invitasjon om å delta i en ekstern gjennomgangsrunde på epost. Trykk på «Supplier Login» i eposten.



Dear Ines roch

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

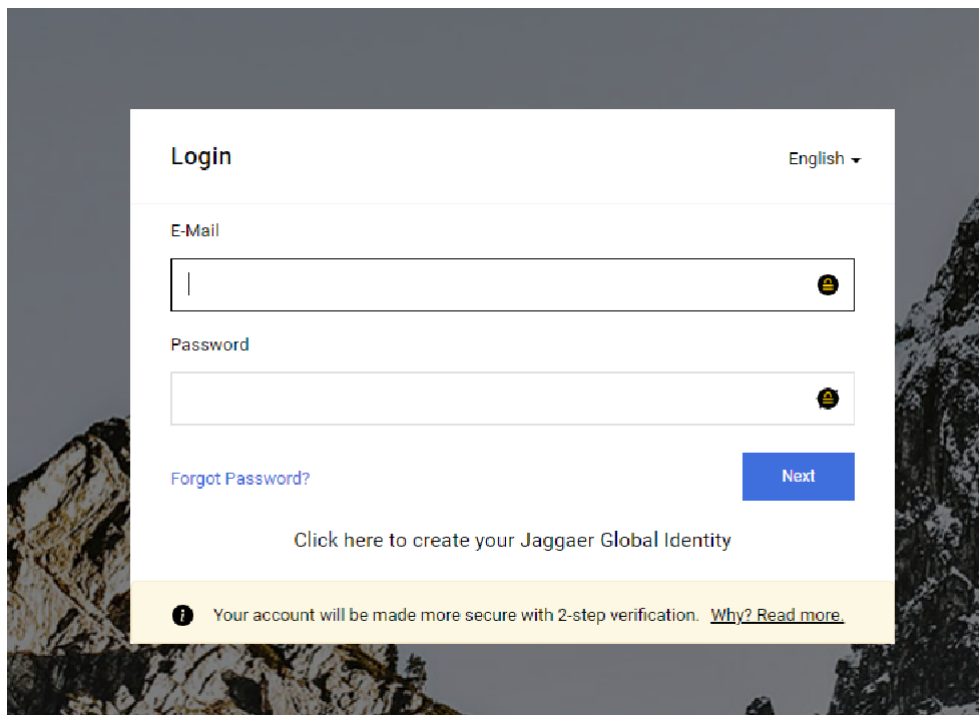
[Supplier Login](#)

Thank You,

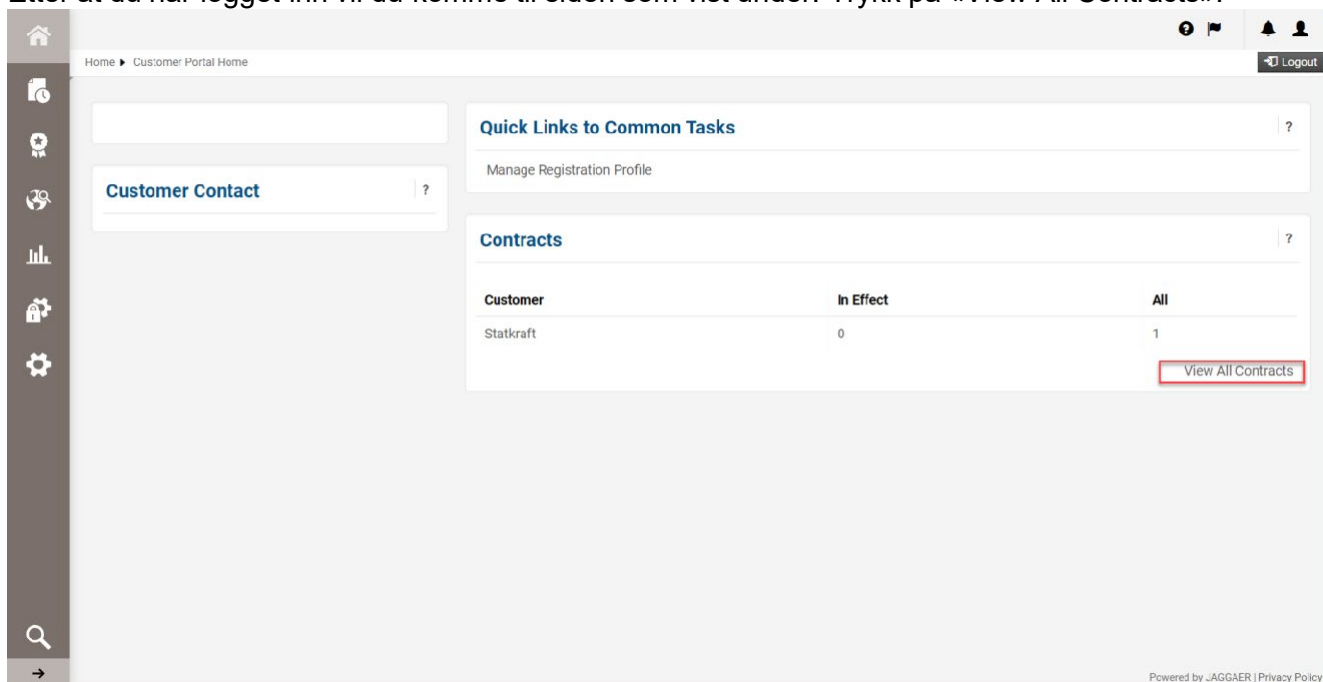
Senior Responsible Officer
Statkraft Procurement Platform

Support Team Contact Information:
JAGGAER.support@statkraft.com

Logg inn med dine brukerdetaljer som forklart i kapittel 2 av denne manualen.



Etter at du har logget inn vil du komme til siden som vist under. Trykk på «View All Contracts».



Trykk på kontraktnummeret for å åpne evalueringen.

Contracts > Contracts > Search Contracts

Search Documents

Quick search Add Filter Clear All Filters

Supplier: Ines test

1-1 of 1 Results 20 Per Page

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

Powered by JAGGAER | Privacy Policy

Du finner detaljer om kontrakten under seksjonen kalt «Header». Trykk på «Next».

Contracts > Contracts > Search Contracts

Back to Results 2 of 2 Results

External Review Actions

C0000728
Test 17.07.23

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

Header

Attachments 0
Communication Centre 1

Header

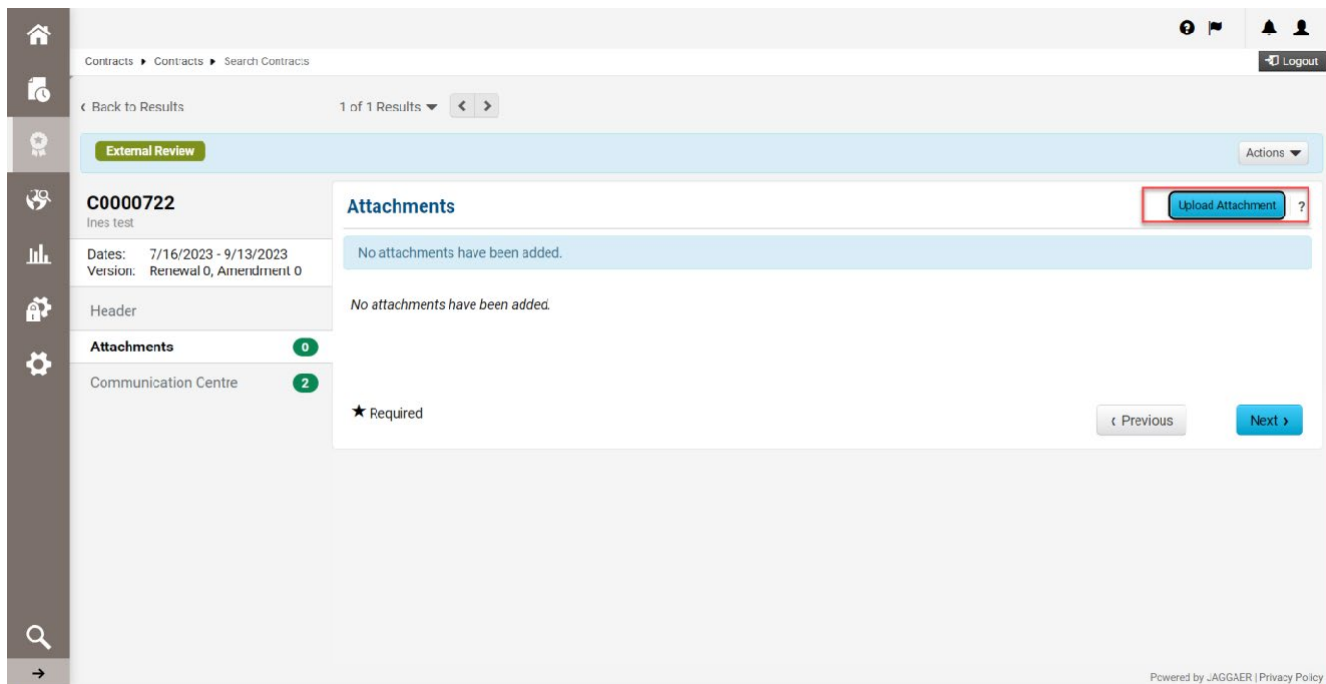
Contract Number * C0000728
Contract Name * Test 17.07.23
Summary -
Start Date * 7/19/2023 12:00 AM CEST
Update Start Date Upon Execution
End Date * 9/18/2023 11:59 PM CEST

* Required

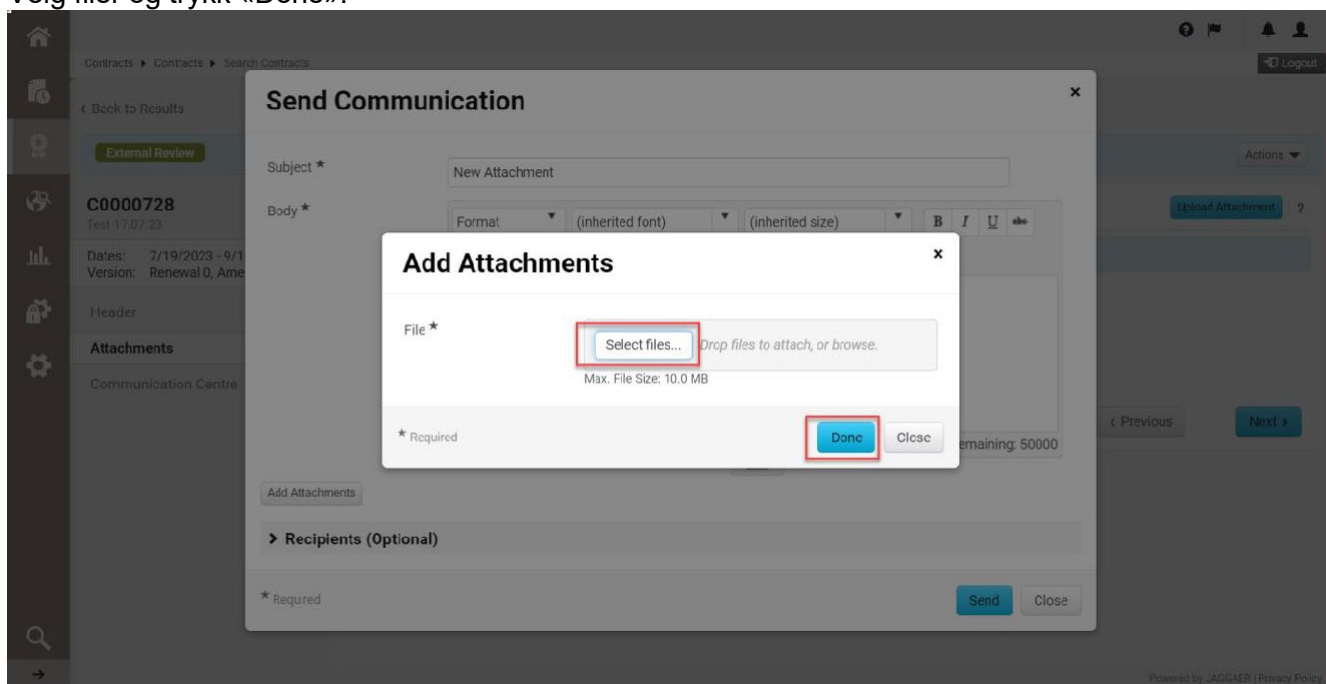
Next >

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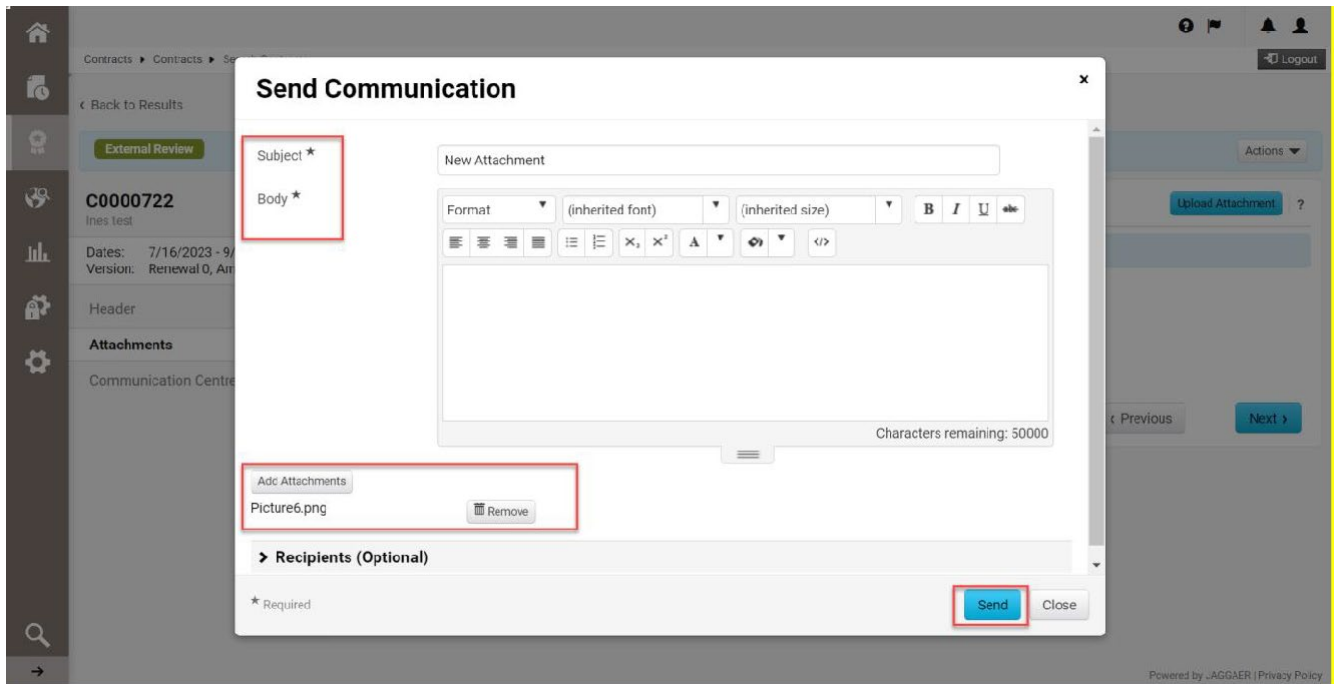
Du kan nå laste opp alle relevante dokumenter fra din evaluering. Trykk på «Upload Attachment».



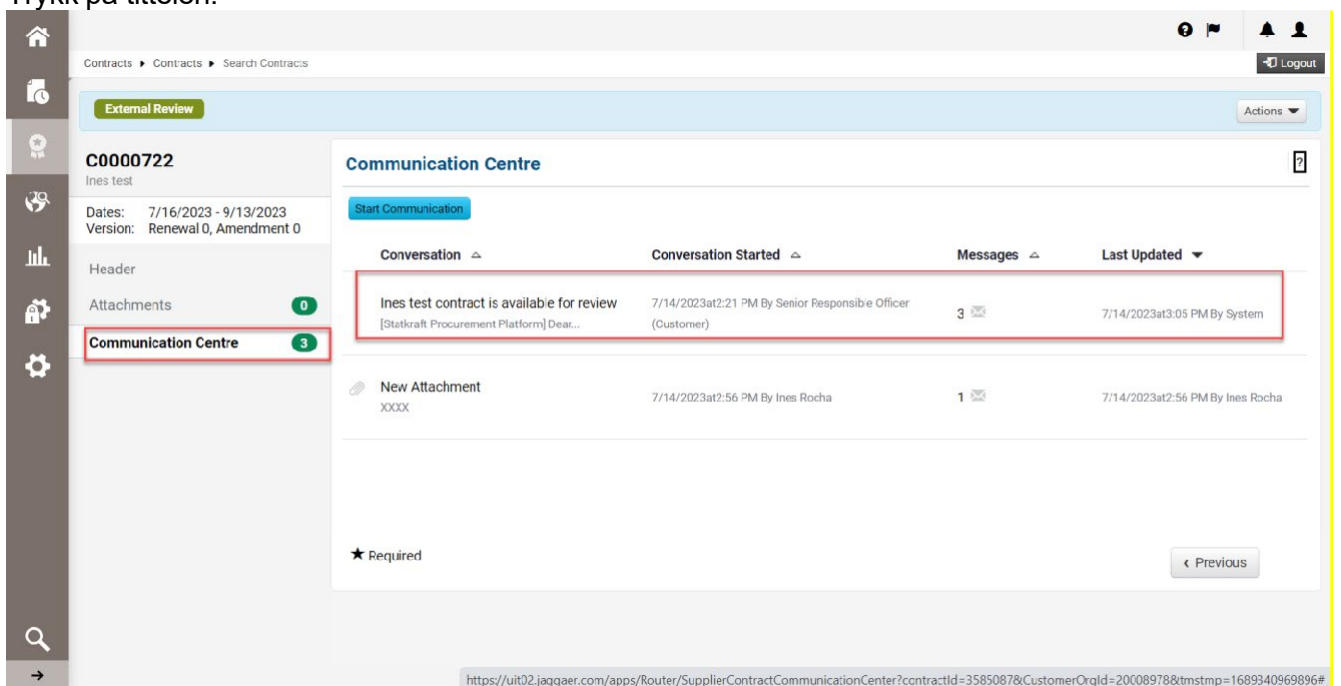
Velg filer og trykk «Done».



Du kan nå endre tittel og legge til kommentarer. Kontroller filene og trykk «Send».



Du må nå svare på den opprinnelige eposten mottatt fra Statkraft under «Communication Centre». Dette vil generere en varslings til innkjøperen. Trykk på tittelen.



Trykk på «Add to Conversation».

Contracts > Contracts > Search Contracts

External Review Actions

C0000722
Ines test

← Back to Communication Centre

Communication Centre ?

Add to Conversation

Header

Subject: Ines test contract is available for review

Attachments 0

Subscribers Ines Rocha; Ines Rocha

Communication Centre 3

★ Required

← Previous

https://uit02.jaggaer.com/apps/Router/SupplierContractCommunicationCenter?contractId=3585087&CustomerOrgId=20006978&tmstmp=1689341052293

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Du trenger kun å skrive en enkel melding for å generere varslingen. Skriv meldingen og trykk «Create».

Slutt.