



# Statkraft Procurement Platform

## Supplier's Step-by-step Guide

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## Actions



### Profile

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



### Assessment

Respond to basic qualification performed by Statkraft



### RFI

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



### RFP

Respond to Request for Proposals from Statkraft.



### Dashboard

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

## Support



### User Guides

Download our user guides in your preferred language here.

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



### Tech Support

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

Phone directory all areas >  
Link to ticket system >



### Contact Us

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

## Renew the Way the World is Powered

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

## SOCIAL MEDIA FOLLOW US



*View of the platform after log in*

# 1. How to Register

You will receive a link for registration either from your contact person at Statkraft or an email from Jaggaer informing that a registration has been done and you need to complete it.

**If you cannot log-in, please don't register twice. Please contact the Jaggaer Support:**  
<https://jaggaer.my.site.com/SupplierSupportRequest/s/>

Click on “I Agree” with the Portal User Agreement and click “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. Completing the registration form with D&B data

Click on “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  
State/Country  
Country  
UNITED KINGDOM  
City

Search for your company by using the available filters. Company Name and Country as a minimum. Click on “Look Up” to search.

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

**LOOKUP FILTER**

DUNS Number  
 Reg. Numbers  
 Town  
 Country  
NORWAY  
 Phone Number

\* Company Name  
Sy  
 Address  
 Postal Code  
 County  
Select a province (Start typing the name)

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

Look Up Download

**RETURNED LIST OF MATCHING SUPPLIERS**

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	340000000	Sy	920000000	Linnegate	TROLLHATTEN	14100		NORWAY

Select your company by clicking on the row (the row will be highlighted in blue). Then click on

“Download”. Click “OK” on the popup.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration    Display/Hide Filter

**LOOKUP FILTER**

DUNS Number

Reg. Numbers

Town

Country  
NORWAY

Phone Number

\*  Company Name  
Syne

Address

Postal Code

County  
Select a province (Start typing the name)

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

Look Up    **Download**

**RETURNED LIST OF MATCHING SUPPLIERS**

	DUNS NUMBER	COMPANY NAME	REG. NUMBERS	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
1	34444444	Syne	92444444	Lings	TRONDHEIM	1414		NORWAY

Click on “Update Registration Form”.

Integration with Dun and Bradstreet for: New Supplier

Skip Lookup And Start Registration    Display/Hide Filter

**LOOKUP FILTER**

DUNS Number

Reg. Numbers

Town

Country  
NORWAY

Phone Number

\*  Company Name  
Syne

Address

Postal Code

County  
Select a province (Start typing the name)

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

Look Up    **Update Registration Form**

**SUPPLIER DOSSIER INFORMATION**

DUNS number (if none leave blank)  
34444444

D-U-N-S number  
34444444

The information available in D&B will be filled in the Registration Form. Complete the missing information.

## b. Completing the registration form without D&B data

Complete the form with your company details. (Mandatory fields are marked with a star \*)

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 ← Full legal name

State/County

\* 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

Scroll down on the Registration Data form, include your email address and click on “Send Validation Code”. Click “OK” on the popup. An email with the temporary code will be sent to the email indicated by you.

▼ 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

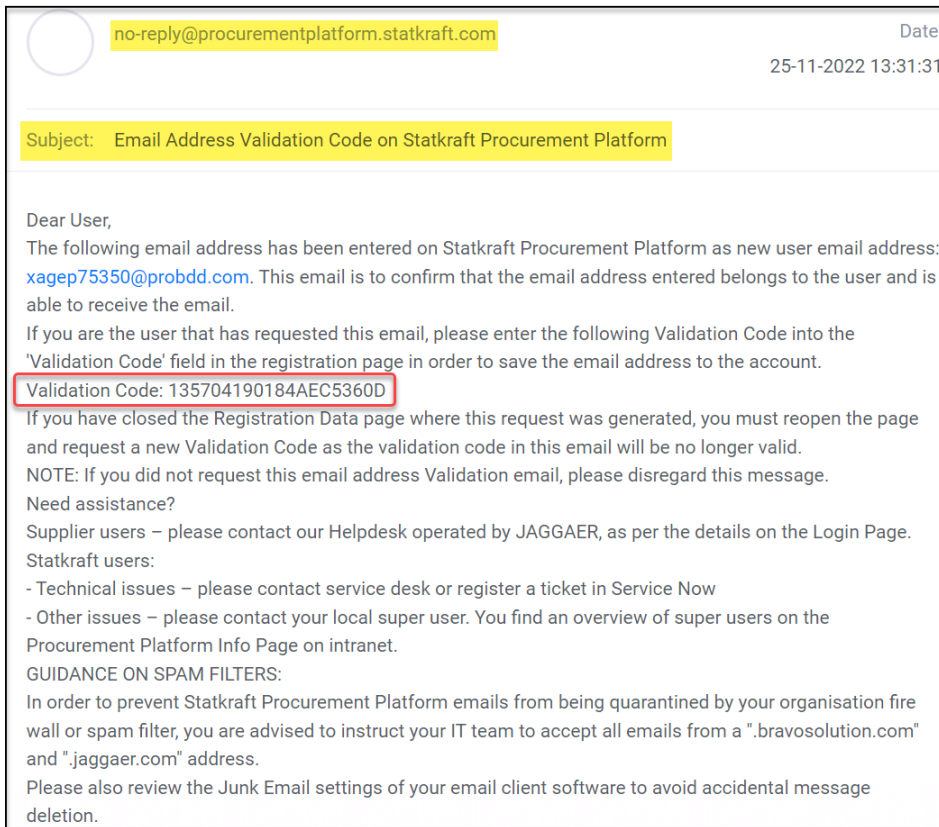
\* First Name

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

\* Time Zone

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

Validation Email:



Copy the Validation Code to the field “Email Address Validation” and complete the other mandatory fields. Preferably use your email as username. Click on “Save” (top right button).

Registration Data

...

Close

Lookup & Download D&B Direct+ Data

Save

**If there's a duplicate check on the Company Registration Number, you will get an error message if the informed number already exists in the Platform. If this is the case, contact Statkraft.**

Now you can answer the Additional Company Information questions. Click on *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](#)

Choose which categories your company can provide services or materials for. You can choose as many as you need. Click “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

Some categories might have further questions. After answering them click on “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

The registration is now completed. Click on “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.

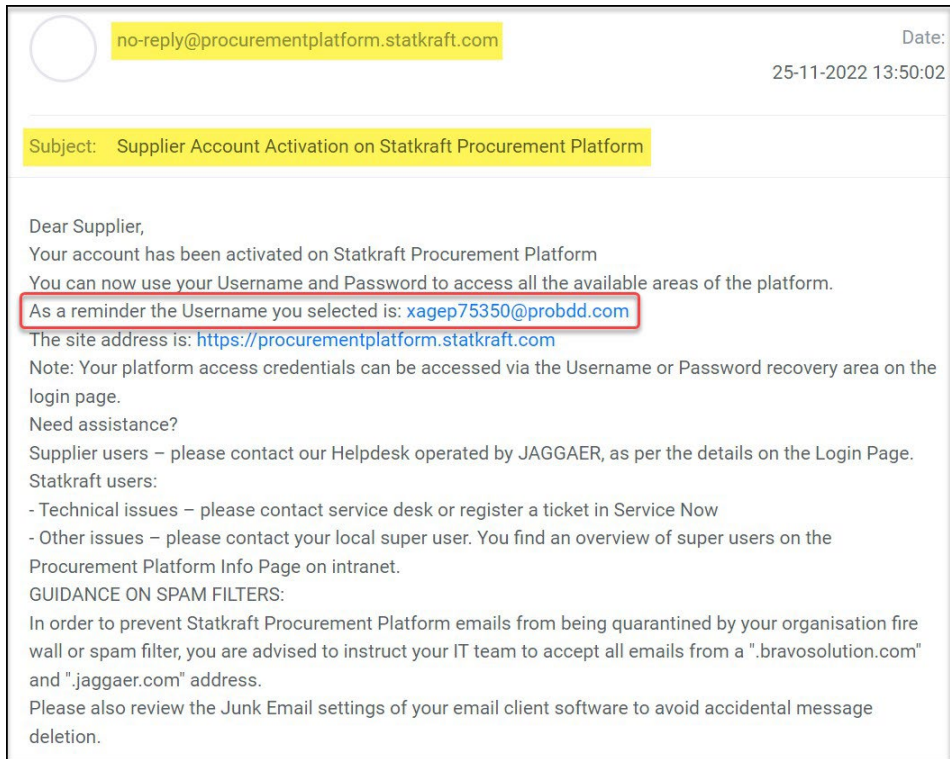
Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
<a href="#">Registration Data</a>	● Missing Responses: Optional 7
<a href="#">Additional Company Information</a>	● All data complete
<a href="#">Select Categories</a>	● Categories selected 2
<a href="#">Category Forms</a>	● All data complete

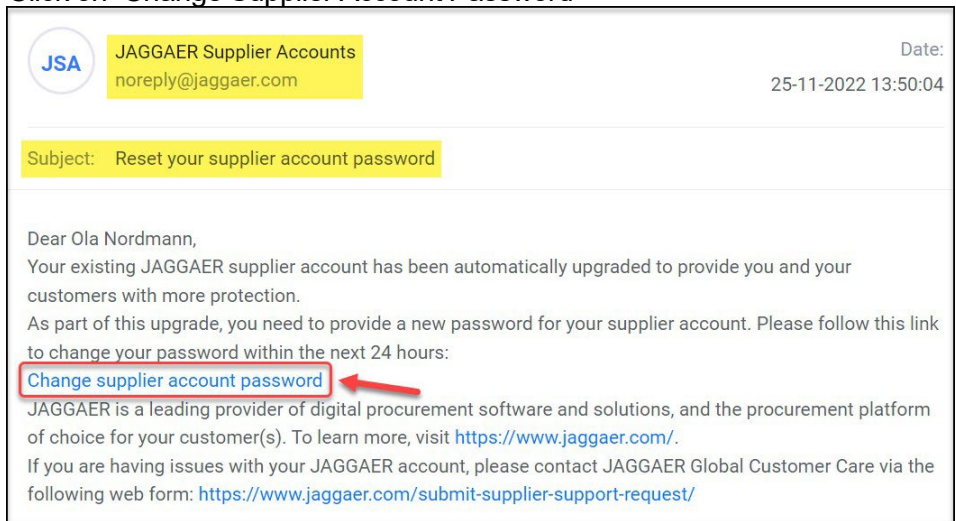
Withing a few minutes you will receive the following emails:

**If you did not receive** the emails within 30min, please contact Statkraft. Your profile is created, and we will investigate if the automatic emails were blocked.

Activation Confirmation and Username:



Password: Click on “Change Supplier Account Password”



A new window will appear. Click on “Click Here to Proceed”.

Perform the following action(s)

English ▾

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

» Click here to proceed

Set your own password according to the requirements and click on “Submit”

**Change password** English ▾

Current Password

New Password

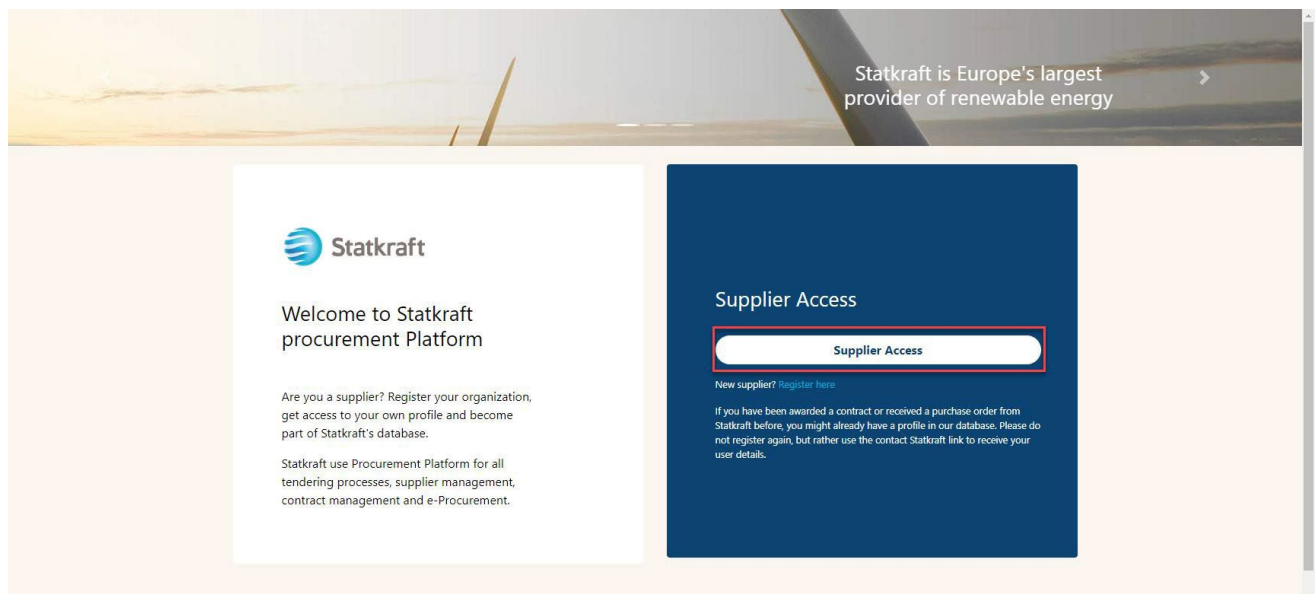
Confirm password

- ✘ 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

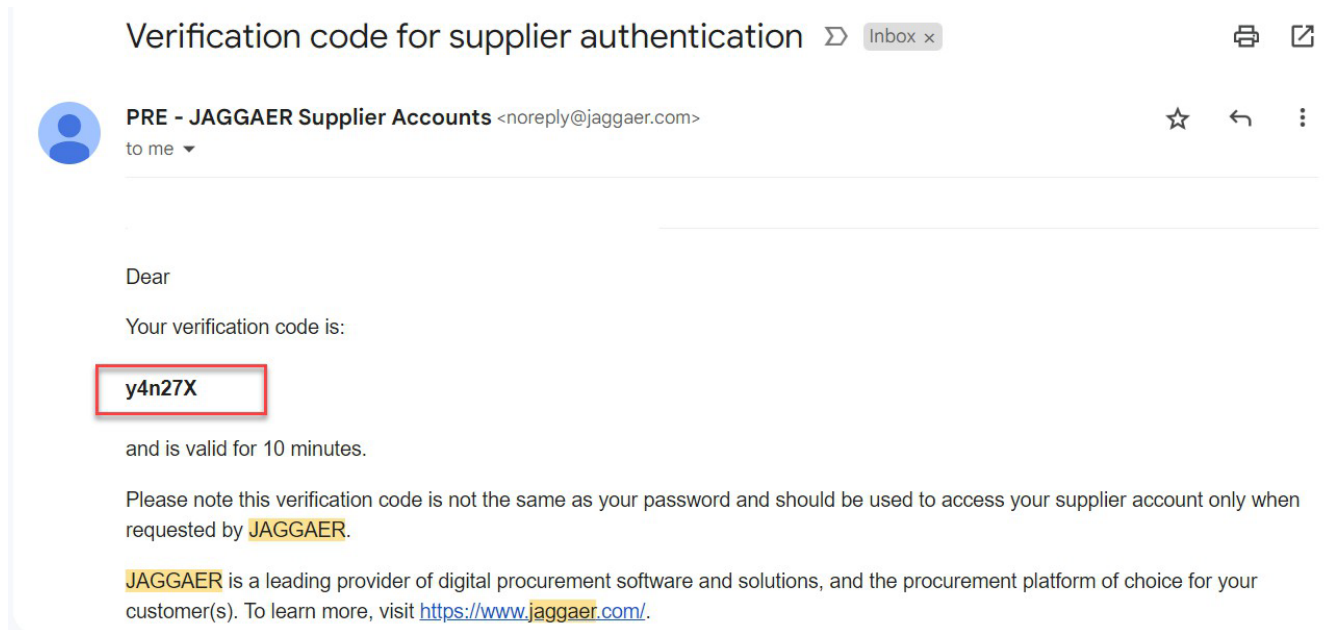
## 2. How to Log-in

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

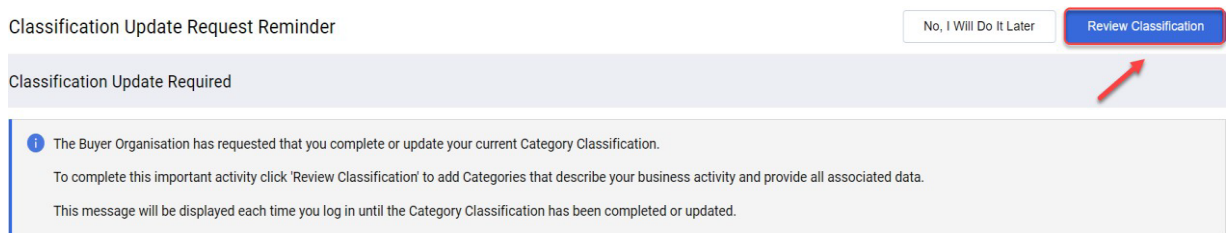
Click on “Supplier Access”, Enter your username (email), password and click “Next”.



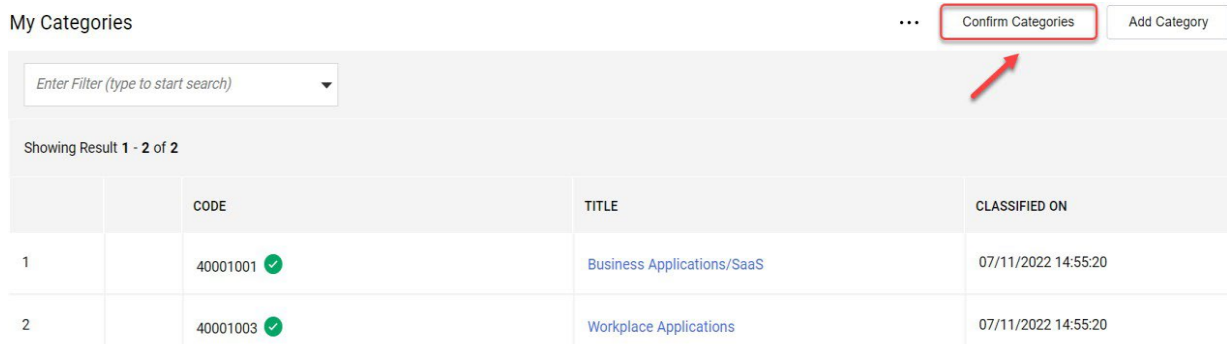
An OTCODE is requested as part of the implementation of the second factor authentication. An email like this should arrive in your inbox. Copy the code and paste it the field below.



The next step is performed only once and it's more relevant to suppliers registered by Buyer. Click on "Review Classification".



Click on "Confirm Categories" and click "Confirm" on the popup.

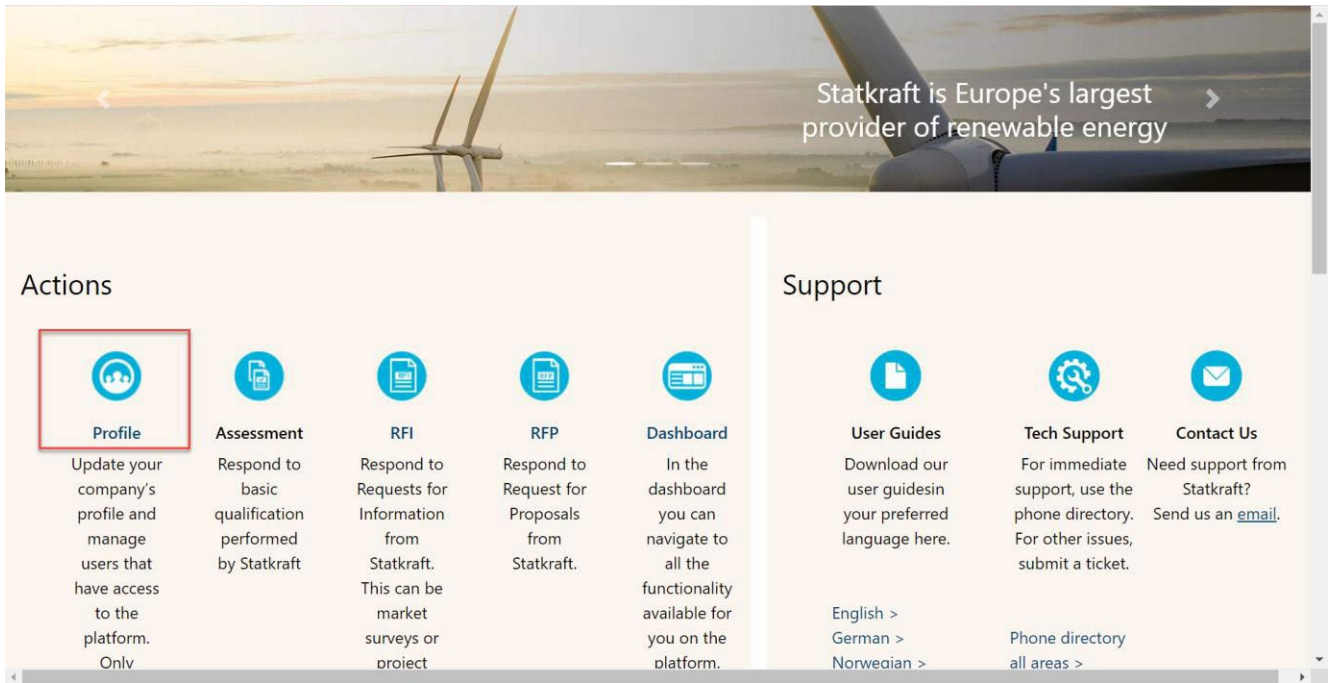


Now you are inside the platform. Use the left side menu to navigate. Please see other sections of this guide for additional support.

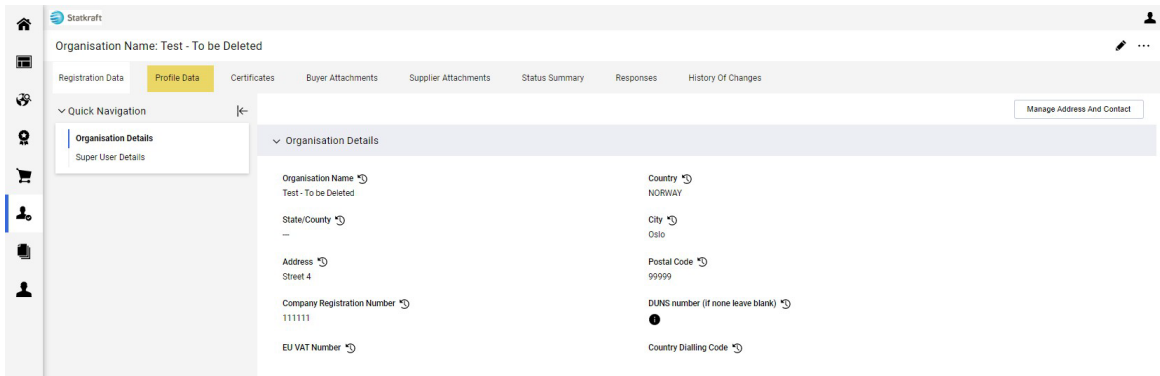
## 2.1 Completing Bank Data

Statkraft has integrations in place that will export your data to our ERP system. This is not a mandatory step upon registration. Bank data is only required from suppliers that are awarded an RFP. This step can only be completed by the superuser on the supplier's account.

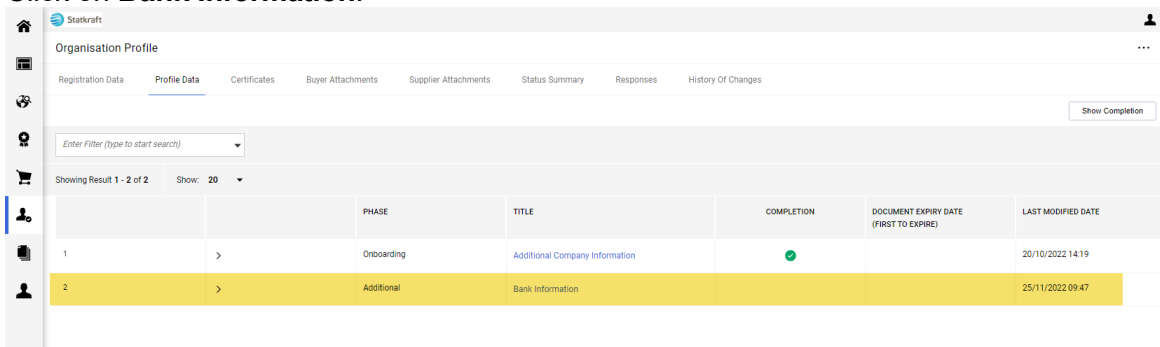
Click on **Profile**.



Click on **Profile Data**.



Click on **Bank Information**.



Click on the pencil to edit. Answer the first question to see the respective bank data fields.

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.		Supplier

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.	<input type="text" value="IBAN"/> <ul style="list-style-type: none"> <li>IBAN</li> <li>Bank key &amp; Account number</li> <li>Brazil Only</li> </ul>	Supplier

After adding the relevant bank data, click on **Save**.

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

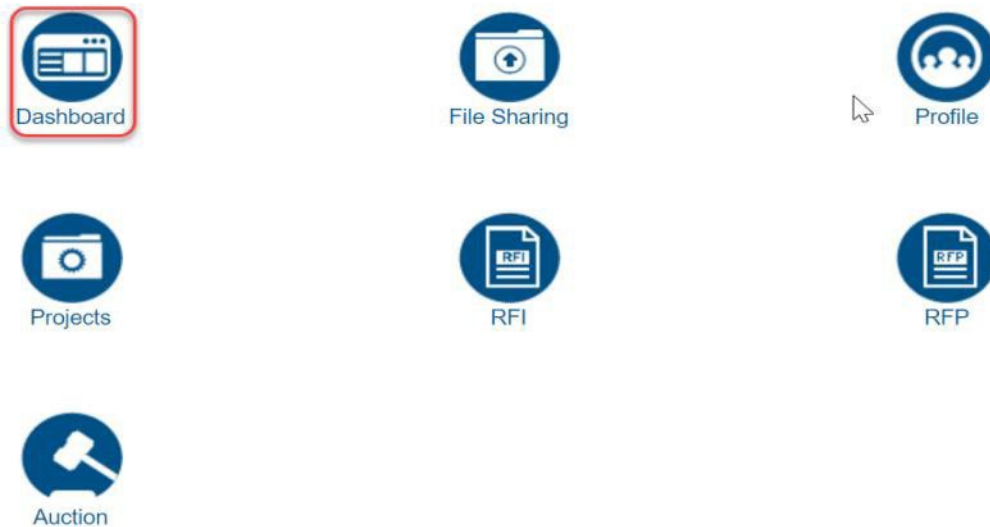
▼ IBAN

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	IBAN	Please insert your IBAN number	24918274841 <small>Characters available 1899</small>	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 <small>Characters available 1997</small>	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	ER0191.pdf (472 KB) <a href="#">Documents - Bank details</a>	Supplier

To ensure successful data export to our ERP system, it is essential to complete all required fields in the bank information form.

### 3. How to answer a Basic Qualification Assessment

Click on "Dashboard".



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

Click on the name of the Assessment.

### MY EDITABLE ASSESSMENTS

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

Click on "Qualification DUNS info".

Showing Result 1 - 2 of 2

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

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

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

Statkraft

Details Messages (Unread 0)

Editable Forms

→| ← < > Qualification DUNS Info

CONFIRMATION ON DUNS NUMBER

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

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

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

CONFIRMATION ON DUNS NUMBER

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Confirmation on Duns Number	* You receive this question because you have not entered a DUNS Number in your registration data. If you do not have a DUNS number you need to upload your Certificate of Incorporation	<input type="text"/> <ul style="list-style-type: none"> <li>Yes, I have a Duns Number. I have added it in my Profile</li> <li>No, I do not have a Duns Number</li> </ul>	Supplier

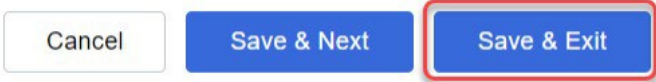
Click on “Save & Next”.

On the “Supplier Code of Conduct” choose yes.

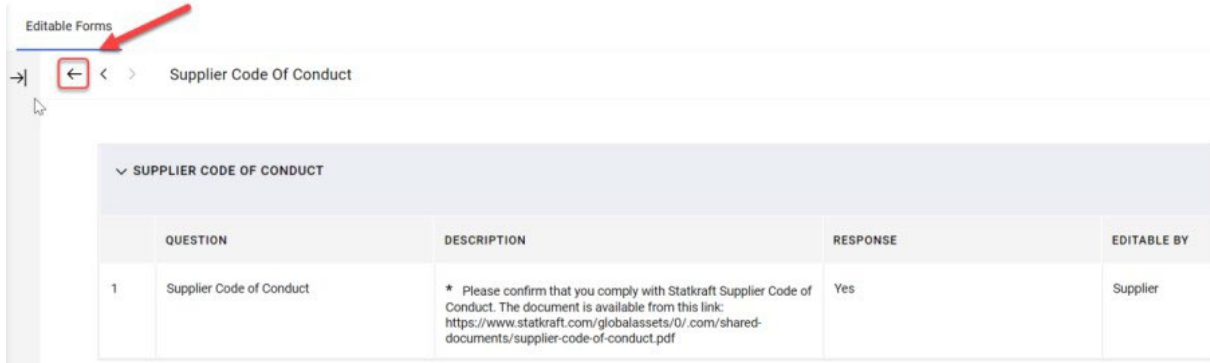
SUPPLIER CODE OF CONDUCT

	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: <a href="https://www.statkraft.com/globalassets/0/.com/shared-documents/supplier-code-of-conduct.pdf">https://www.statkraft.com/globalassets/0/.com/shared-documents/supplier-code-of-conduct.pdf</a>	<input type="text"/> <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Supplier

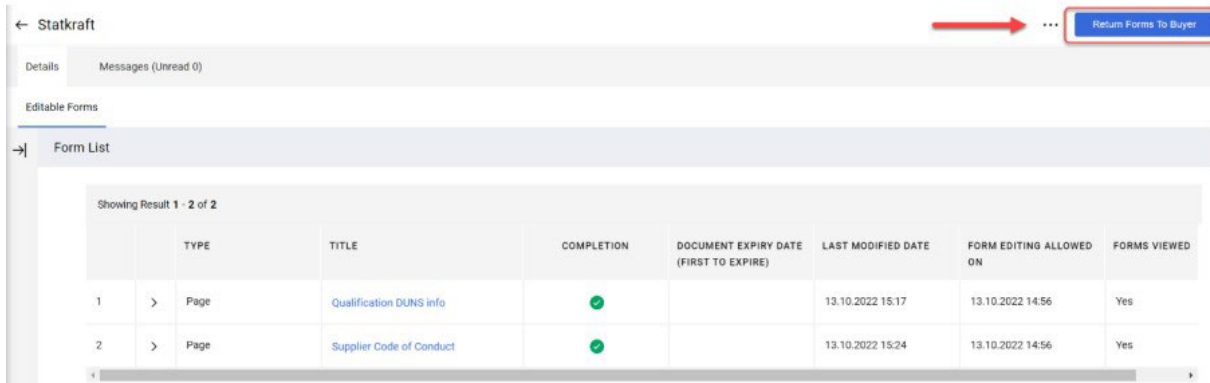
Click on "Save & Exit".



Click on the "Back to Previous Page" arrow.



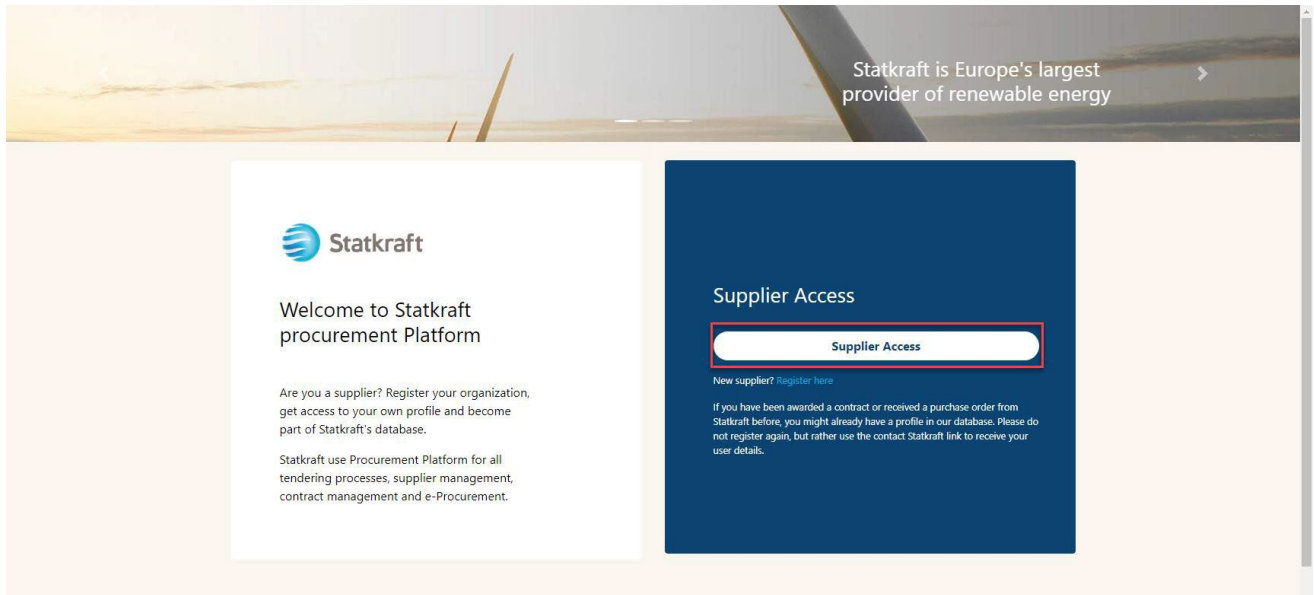
Finally click on "Return Forms to Buyer" and click OK on the popup.



## 4. How to respond to the RFI as a supplier

Navigate to <https://procurementplatform.statkraft.com/web/login.html> in your browser (recommended browsers: Google Chrome, Mozilla Firefox or Microsoft Edge).

Click on "Supper Access" and login with your supplier account credentials.



Click on the RFI icon. Alternatively, you can click on the Dashboard and see the running RFIs.



Click on your RFI Title.

RFIs ...

My RFIs

All RFIs

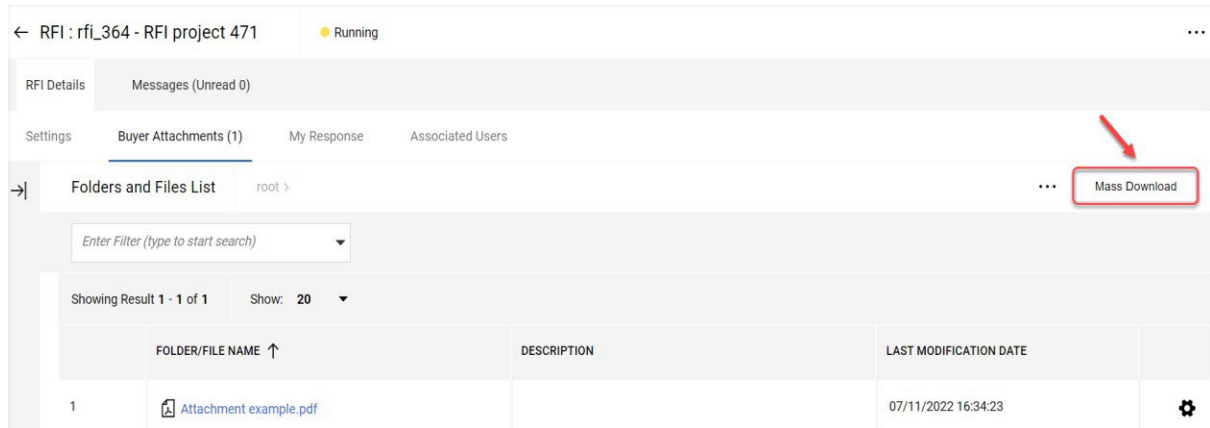
Showing Result 1 - 1 of 1 Show: 20

	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

Check the attachments sent by Statkraft by clicking on the yellow warning at the top of your screen.

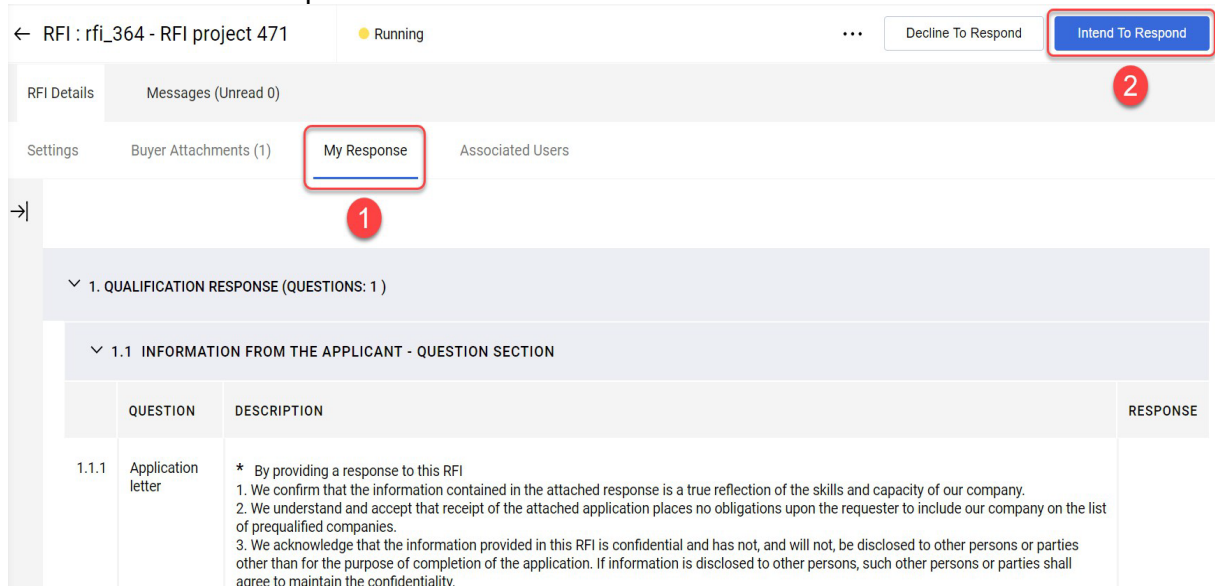


You can see the attachments individually or click on the “Mass Download” button.



To go back to the questions sent by Statkraft, click on “My Response”.

Click on “Intend to Respond”.



**Intend to Respond:** Enables a Supplier to view and complete the Buyer’s Questionnaires, and to submit their Response for evaluation by the Buyer.

**Decline to Respond:** Notifies the Buyer that the Supplier does not intend to respond.

Click on the “Pencil Icon” to start answering the questions.

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

RFI Details Messages (Unread 0)

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

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

My Response Summary

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

1. QUALIFICATION RESPONSE (QUESTIONS: 3) ✎ 1

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Application letter	<p><b>*</b> 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>	

Answer every question accordingly. Mandatory questions have a “\*” on the beginning of the question.

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

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

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATION FROM THE APPLICANT - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Application letter	<p><b>*</b> 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>	<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

If you need to answer an attachment question – please not that only one file or one zip file is allowed per question. The zip file should not exceed 200MB in size – if this is necessary in your answer, please contact Statkraft through the messaging tab.

Adding an Attachment:

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 ▾

You can use the Drag and Drop functionality also. After selecting the file, click on “Confirm”.

← Attachments



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

Attachments

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

The file is now attached to the question.

Click on “Save and Return” and “OK” on the popup.

You will return to the main RFX page – The answer is not submitted yet.

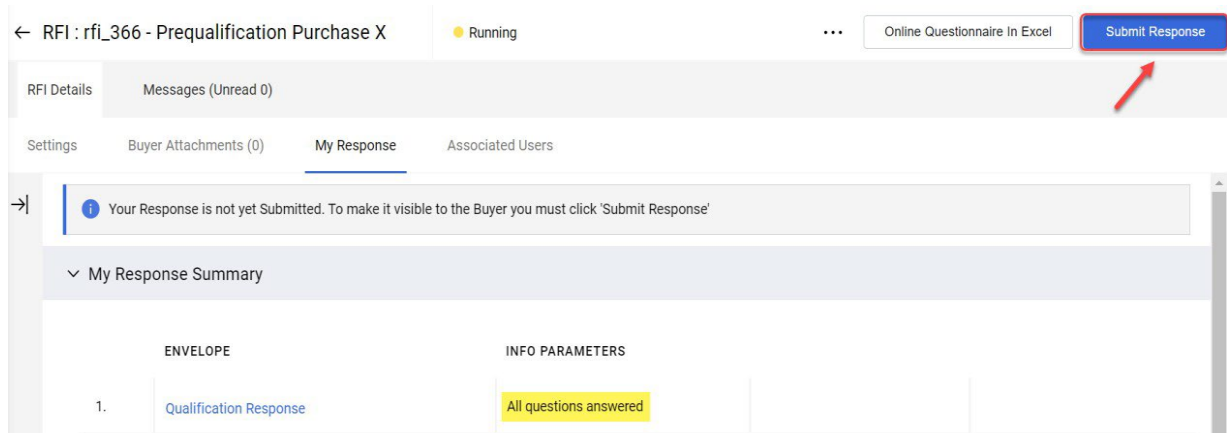
RFI : rfi\_366 - Prequalification Purchase X ● Running

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

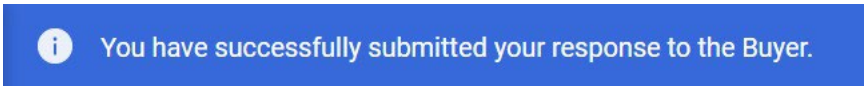
1. QUALIFICATION RESPONSE (QUESTIONS: 3 )

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 ▾

If you have completed all questions (see summary highlighted in yellow below), you can click on “Submit Response”. Click “OK” on the popup.



All done – your answer was submitted. You will get the following warning that your answer was sent to Statkraft:

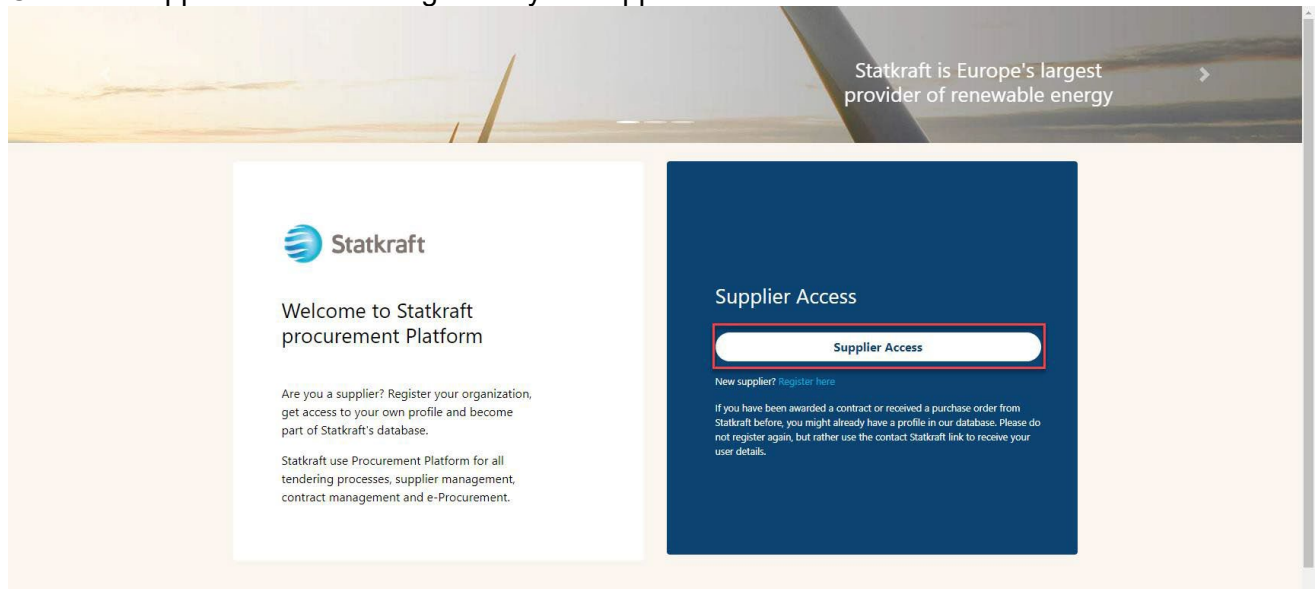


You can see an overview of the RFIs and RFPs answered on the respective RFx pages.

## 5. How to respond to the RFP as a supplier.

Navigate to <https://procurementplatform.statkraft.com/web/login.html> in your browser (recommended browsers: Google Chrome, Mozilla Firefox or Microsoft Edge).

Click on “Supper Access” and login with your supplier account credentials.



Click on the RFP icon. Alternatively, you can click on the Dashboard and see the running RFPs.



Click on your RFP Title.

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

Click “I agree” then “Next” on the Accept Contract screen.

← 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

**Important to Notice:** The **Tender Rules** will give guidelines and minimum requirements to participate in the tender. Tender Rules may be disabled in the RFP at Buyers' discretion. If you click on “I do not agree” your company will be **disqualified** and taken out of the RFP.

If there are general attachments to the tender, you will see a warning on the top of the screen. You can click on it or click on “Buyer Attachments”. This will take you to the attachment section. Please keep in mind that questions can contain attachments as well.

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

Click on “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**

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	

Select all files. All attachments on this section will be downloaded on a zip file.

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

Click “OK” on the popup.  
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.



After downloading all documents, click on “Cancel” to go back.

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

Click on “My Response” to access the RFP questionnaire.

Note: On the tab Settings (highlighted in yellow) you can see additional details about this 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	

Click on “Intend to Respond” to confirm your participation on the process.

← 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)

**If the RFP allows multiple currencies as response (in the system) you can choose which currency you will use. If your response contains multiple currencies, contact Statkraft to agree on the best way of delivering your proposal.**

Select your Response Currency and click “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**

Click on the “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

→ | **!** 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

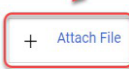
Notice the first section of the response page is the My Response Summary. This section keeps track of the supplier's response progress in each envelope based on the mandatory questions answered. In this section you can also click on an Envelope name to open it in Edit mode ready to complete.

Answer the questions accordingly. On this example we will answer an Attachment question. Click on "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.	

On the new window you can either Drag and Drop your file or click on "Select File" and search for it on your PC. Once you have selected the file click on "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
<i>Use the button to Upload or DRAG and DROP into this area</i>			

The file is now uploaded as an answer to the question. Once you have answered all the questions on this Technical Envelope you can click on “Save and Return” (here you are returning to the summary page).

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

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

Click “OK” on the popup.

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.

Notice on the Response Summary that all questions are answered on the Technical Envelope. Now you need to answer the 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

Scroll down and click on the “Pencil Icon” (Edit Response) on the Commercial Envelope.

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)

Answer the questions accordingly. To see the total price (highlighted in yellow) updated click on Validate Response after answering all questions (this is an optional step). Finally click on “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>

Click “OK” on the popup.

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.



Now that all questions were answered you can click on “Submit Response”. Click “OK” on the popup.

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

RFP Details Messages (Unread 0)

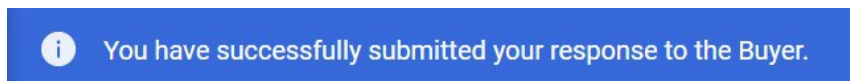
Settings Buyer Attachments (1) **My Response** Associated Users

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

My Response Summary

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

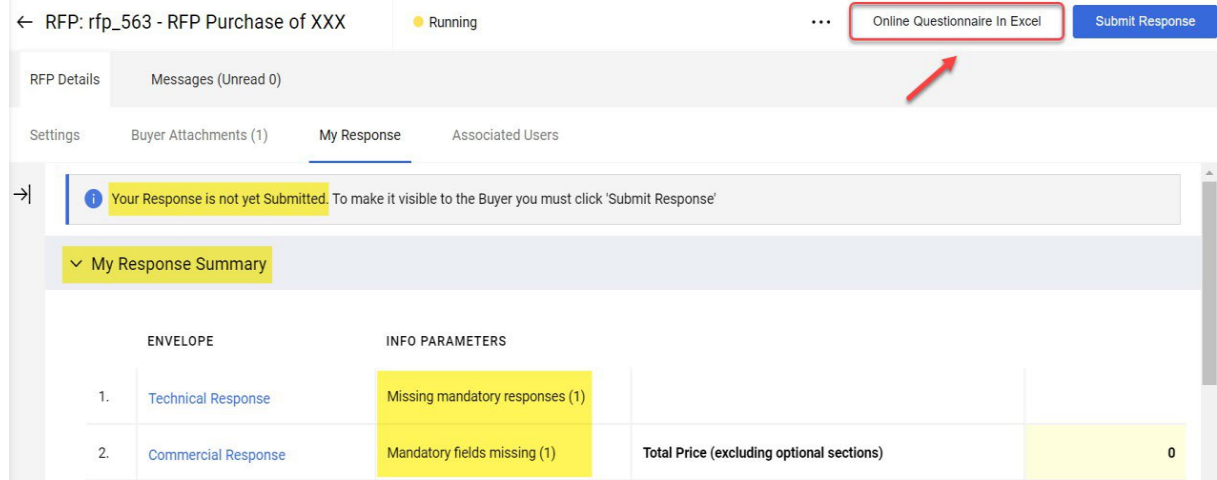
Expected result: your answer was successfully submitted. You can edit your answer if while the RFP is running.



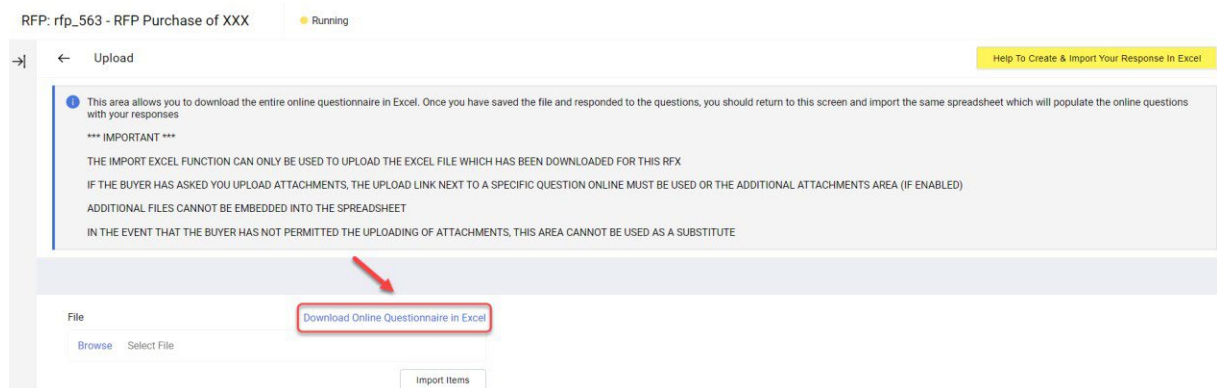
# 5.1 How to answer a RFx using Excel (export and import)

**Important** – You need to reach step where you click on “Intend to respond” (Page 17) on the screenshots above before starting to answer the questions on the envelope. That’s why the steps below start on the step **after**. This procedure does not work for Attachment Questions. See screenshots above to see how to upload files as answers.

Click on “Online Questionnaire in Excel”.



Click on “Download Online Questionnaire in Excel”.



A spreadsheet will be downloaded. The spreadsheet will show you which fields are editable. As said before, attachment questions cannot be answered through the spreadsheet.

The screenshot shows the downloaded Excel spreadsheet. It contains the following sections:

- 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 (light blue)
  - Response Mandatory (yellow)
  - Ignored During Import (grey)
  - Questionnaire information (white)
- Currency:** Norwegian Kroner
- 1 Technical Envelope**
  - 1.1 Technical solutions and deviations**
    - 1.1.1 Note**

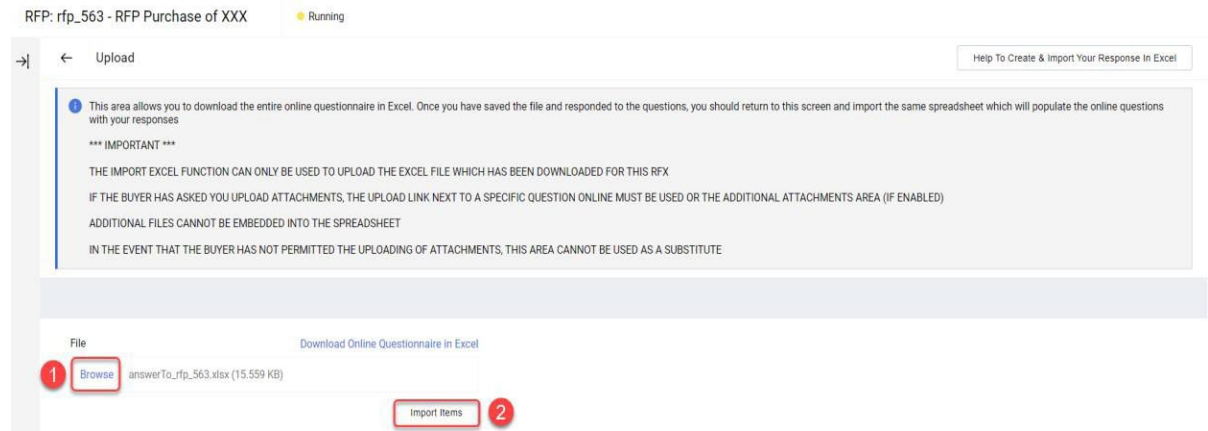
Question	Description	Response Type	Response Guide	Response
1.1.1	Tenderer shall present information/documentation that is relevant for the technical evaluation of the delivery			
    - 1.1.2 Technical Data**

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**

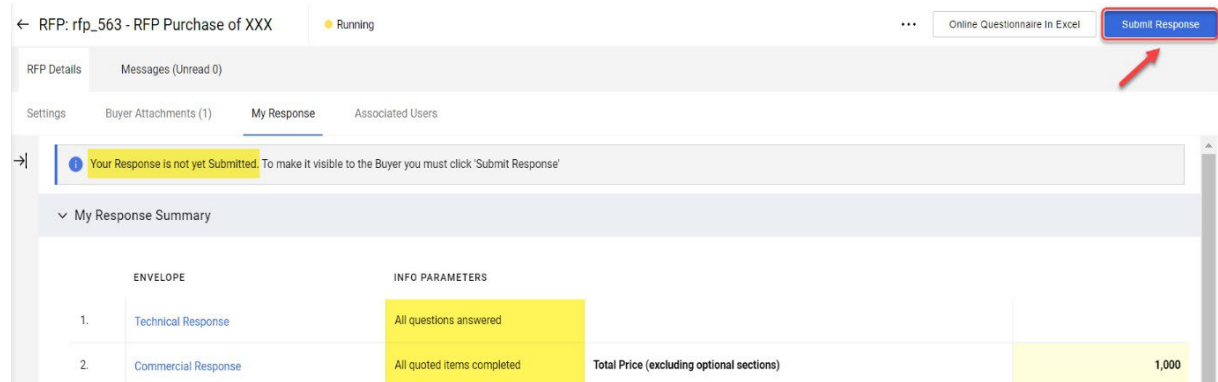
Question	Description	Response Type	Response Guide	Response
2.1.1	Tenderer shall clearly indicate, and explain, any deviation or reservation from the requirements or instruction in the Invitation to Tender Documents. Any and all deviations or reservations shall be stated in the Tender. Each deviation 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	Total Tender Price (ex-VAT)	Each	1	1000
	Price				1000
Section Sub Total					

Save the spreadsheet on your PC and click on “Browse”. After selecting the spreadsheet with the answers click on “Import Items”.

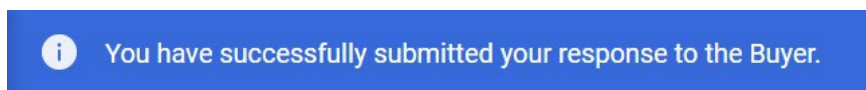


Your answer was uploaded – but your response is not submitted yet. If all questions are answered, click on “Submit Response”.



Click “OK” on the popup.

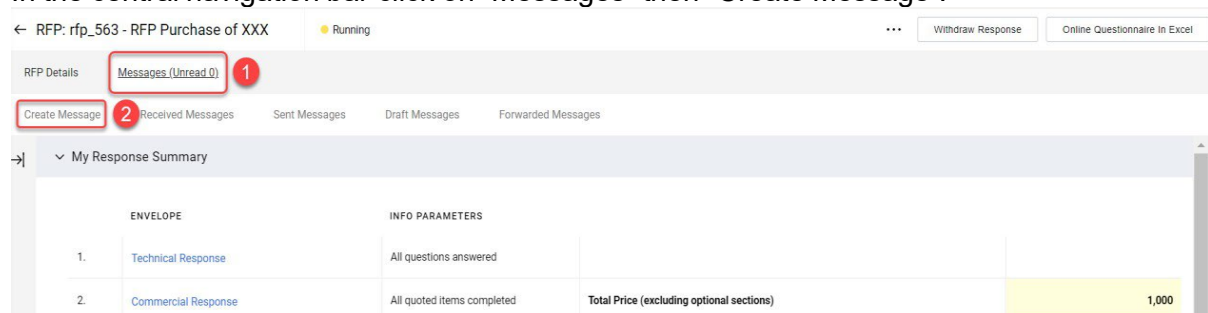
Expected result: your answer was successfully submitted. You can edit your answer if while the RFP is running.



## 6. How to send messages

The messaging function should be used to capture all communication between Buyers and Suppliers throughout the RFI/RFP. This will include clarification questions raised and responses provided.

In the central navigation bar click on “Messages” then “Create Message”.



Give the message a Subject and write your Message, then click on “Send Message”. Notice that attachments can also be added in the same way as you would with an email.

RFP: rfp\_563 - RFP Purchase of XXX ● Running Cancel Save As Draft **Send Message**

Messages

Message

Subject

Message

Attachments Attachments

NAME	DESCRIPTION	COMMENTS
No Attachments		

Recipients

RECIPIENT
1 Statkraft

On the same tab you will be able to see “Received Messages”. Clarifications done during the RFP process will be available here.

← 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

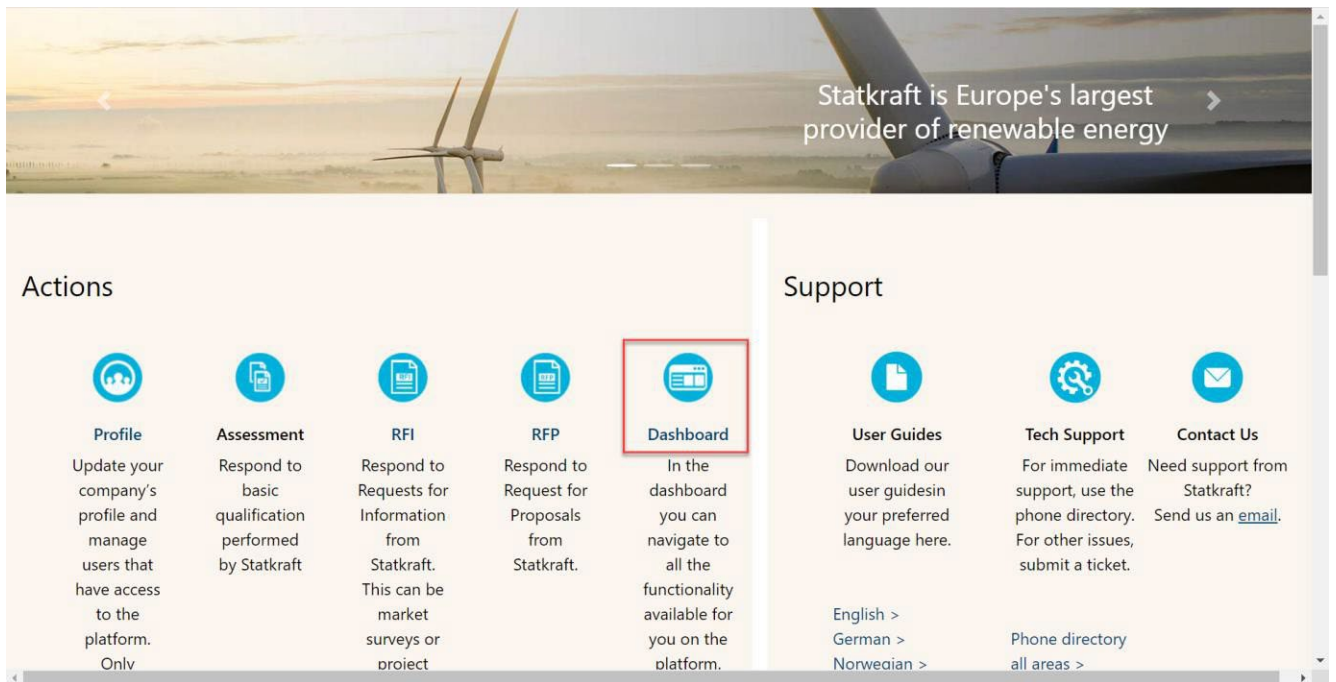
My Response Summary

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

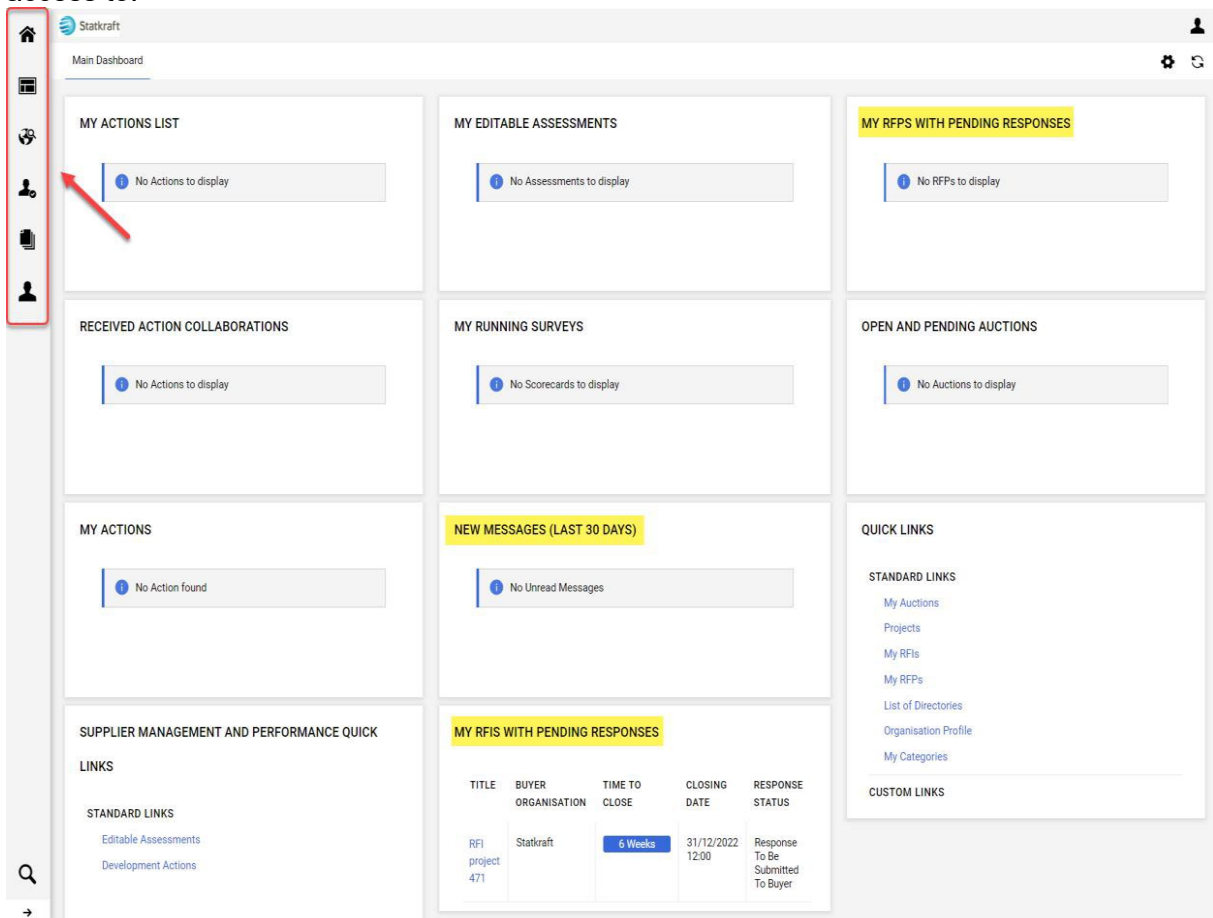
## 7. General account settings and navigation

After Login the page below will present shortcuts to the most used functionalities.

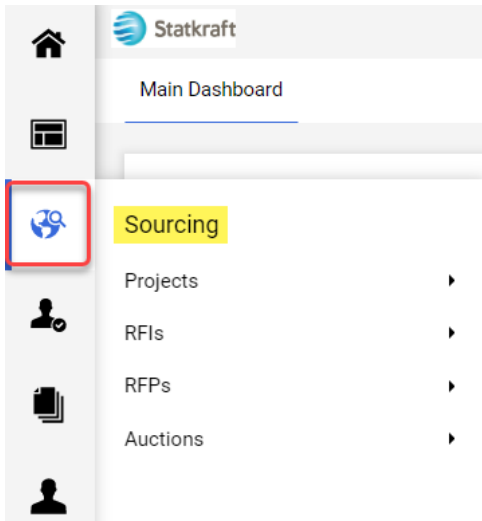
Click on “Dashboard”.



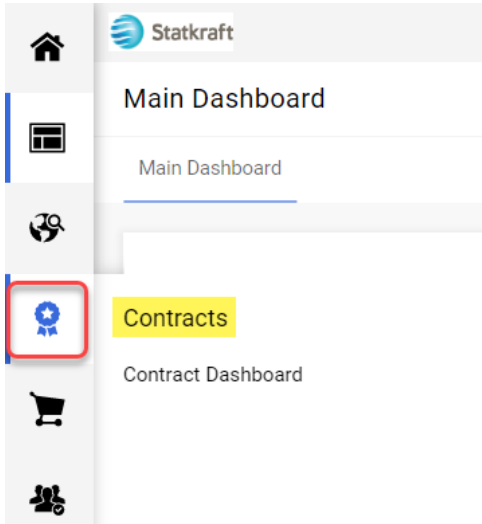
On the Dashboard all ongoing processes will be shown. On the left side menu, you will have access to:



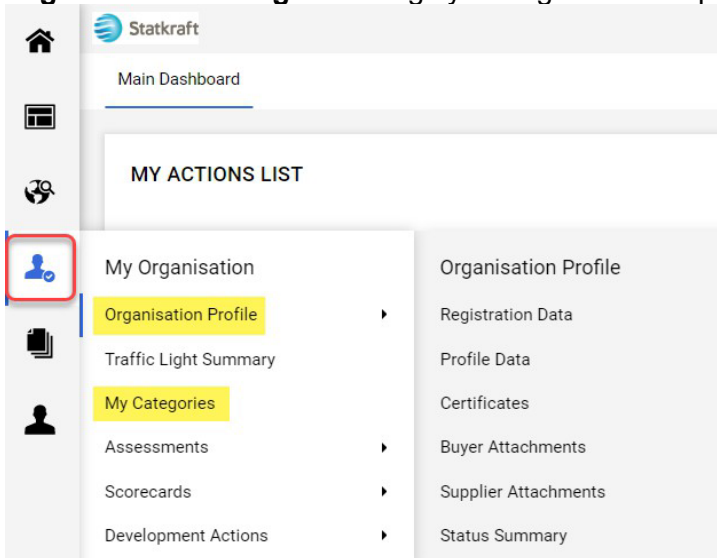
- **Sourcing** – See all ongoing/closed RFI and RFP processes,



- **Contracts** – See all the contracts awarded to your organization,

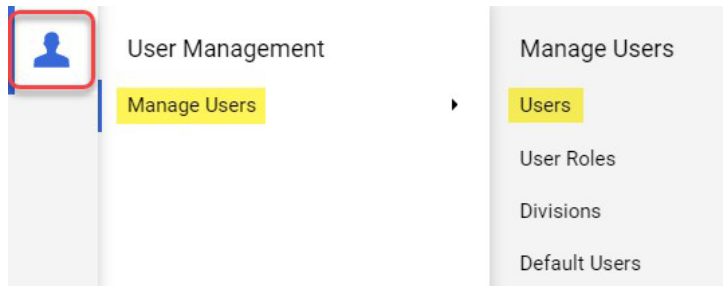


- **Organization Settings** – Manage your organization's profile data.



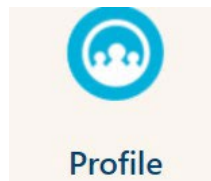
- **User Management** – Add new users and manage users' access from your

organization. The superuser is the main responsible for the supplier's profile. They will be advised of all events in the system and there are assessments that only a superuser can answer.

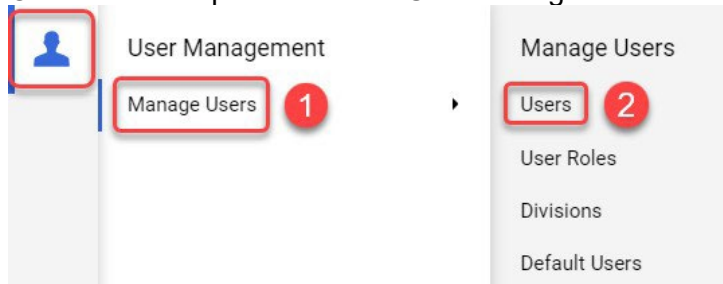


## 8. How to create new users

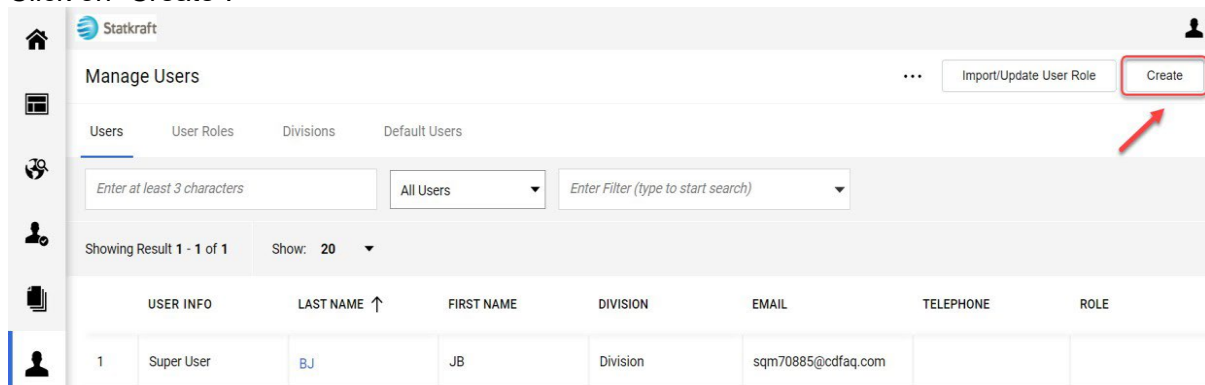
On the landing page click on “Profile”.



On the left side panel click on “User Management” and then “Users”.



Click on “Create”.



Fill in the mandatory fields and click on “Save”.

## 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

The new user has been created.

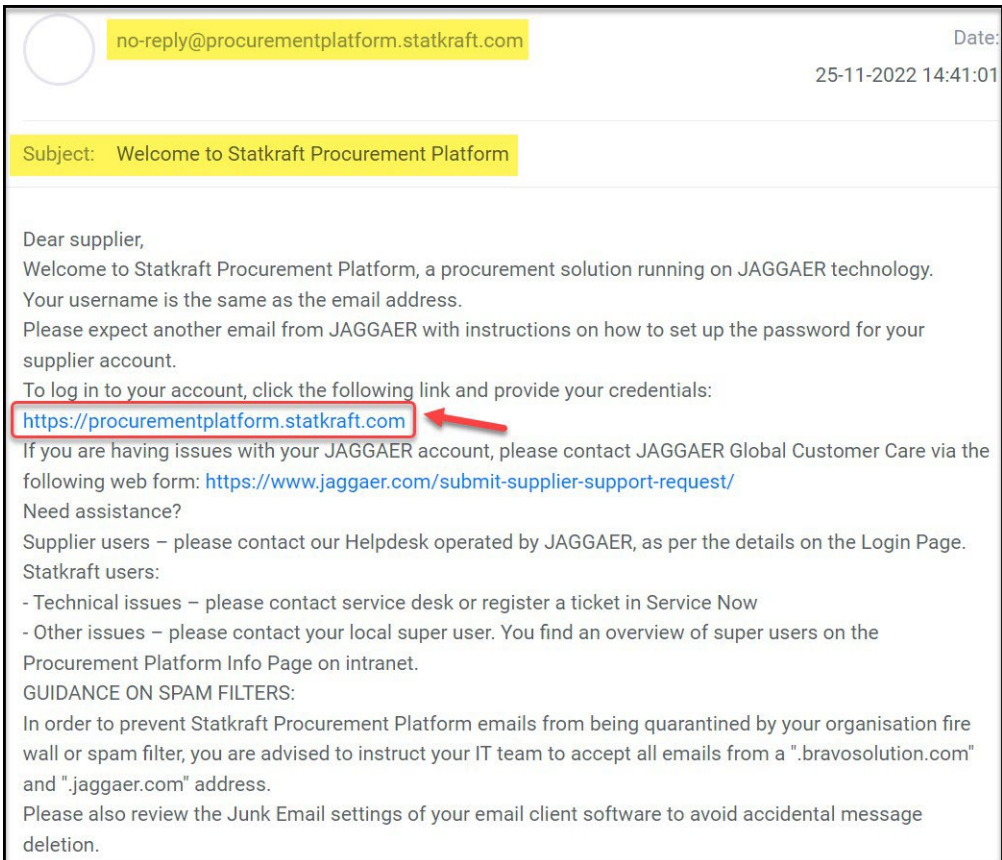
← New User

View User Rights



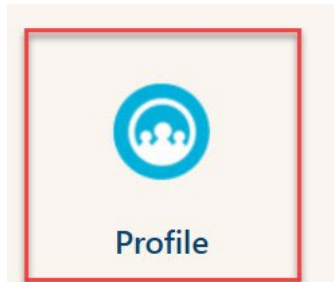
**Nordmann Ola has been registered as a new User.** The login details have been sent via email to the following email address: dmz16792@xcoxc.com  
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account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

The new user will receive the email below, which will allow them to set a personal password. The email might take some minutes.



## 9. How to change super user

Click on Profile on the landing page.



Scroll down and click on *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)*  
inesrochaaa

First Name  
Ines

Last Name  
Rocha

Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*  
+476663333333

Preferred Language  
English (UK)

Paired with Global ID

Search on the bar, the name of the user you wish to change and click on it.

Statkraft **PREPRODUCTION ENVIRONMENT**

Main User Selection Cancel

Quick Selection by Name  Select with Search Criteria

Make sure the user details are correct and click 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

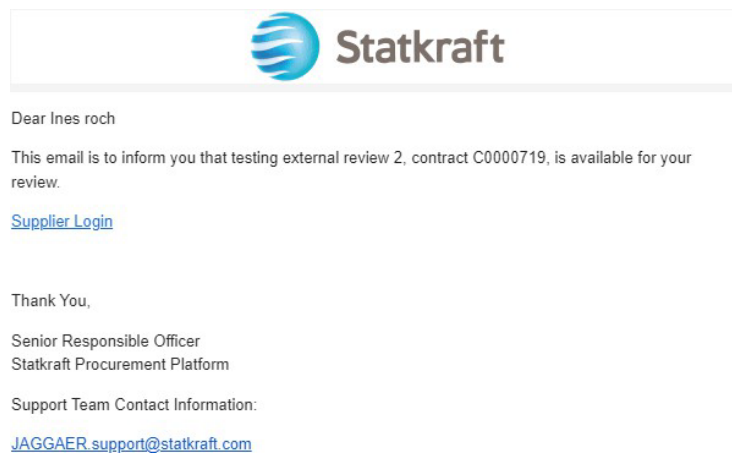
\* Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

\* Preferred Language  
English (UK)

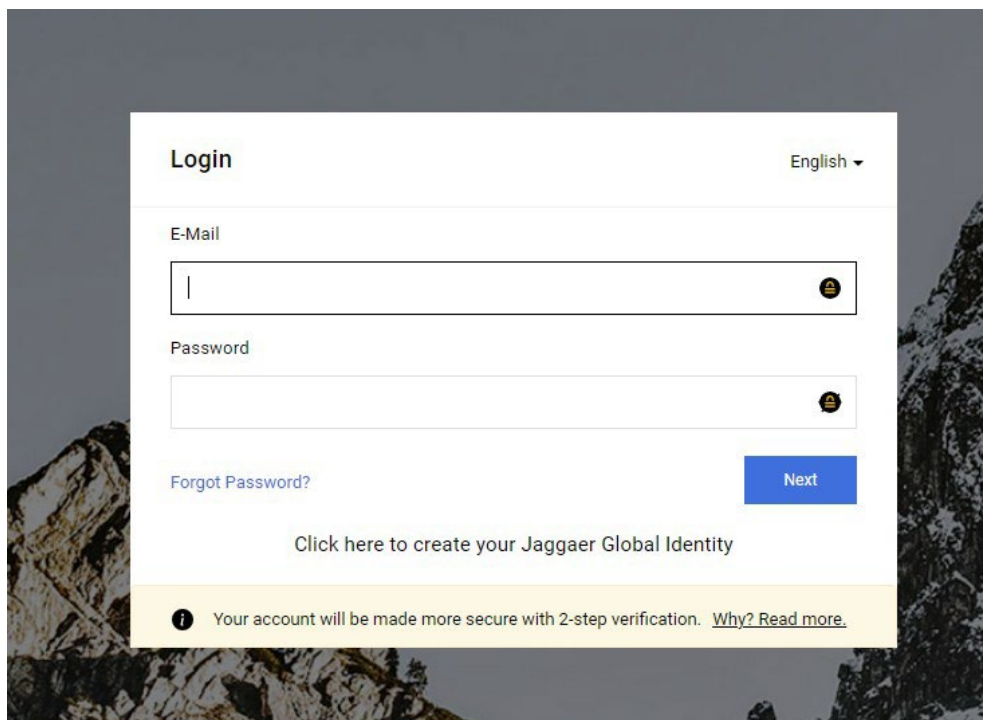
\* Time Zone  
CEST/CET - Central European Time (Europe/Bri)

## 10. How to answer an external review round

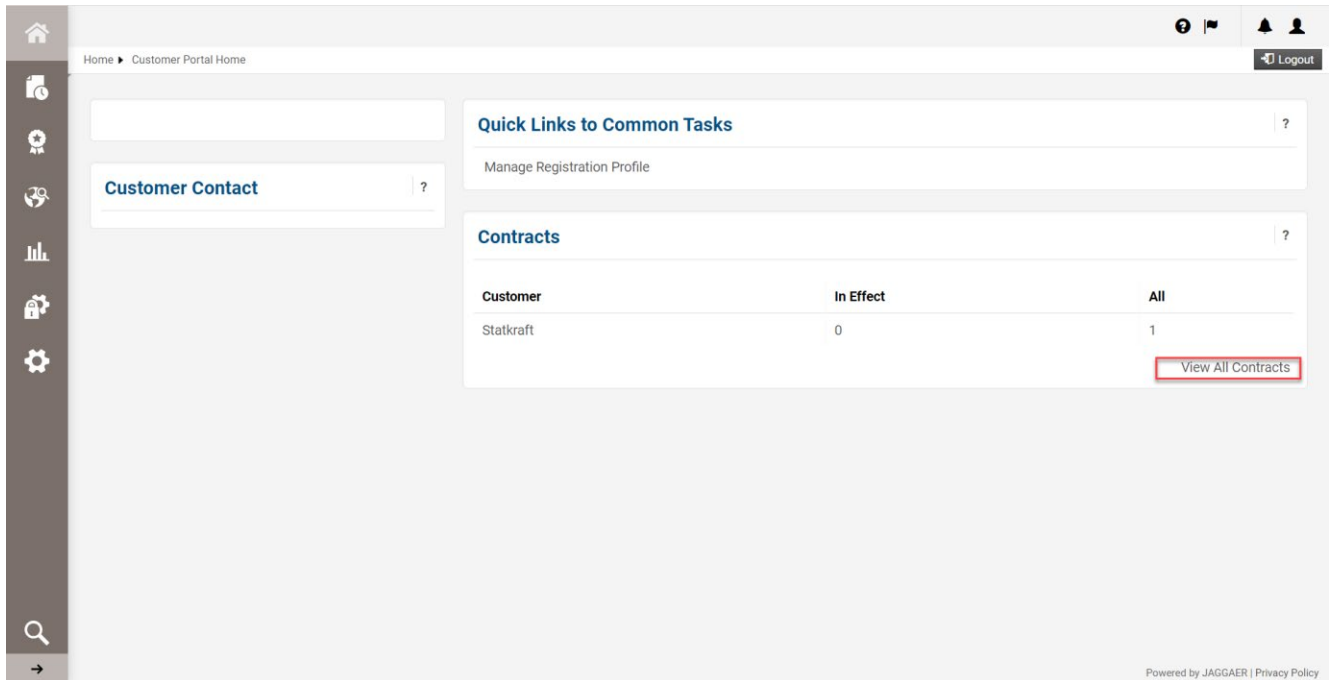
An invitation to be part of the contract external review round will be sent to your email. Click on *Supplier Login*.



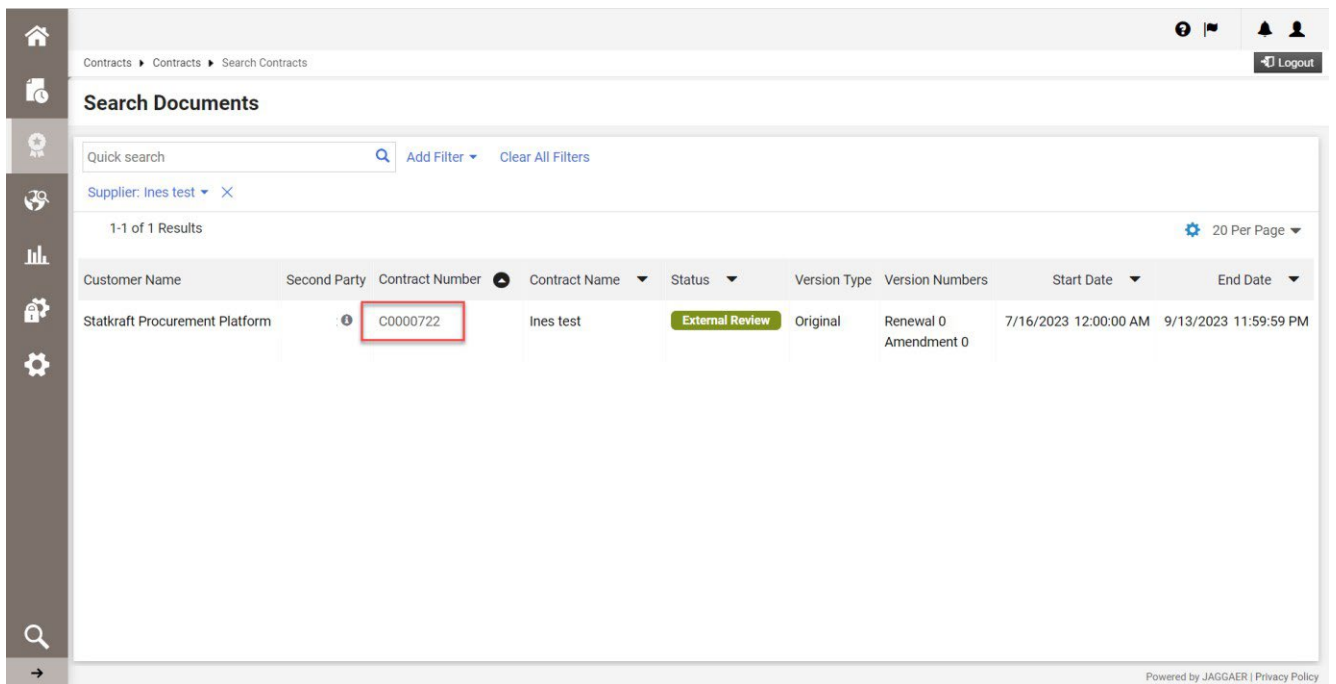
Enter the platform with your credentials (email and password) just like in the step above linked [here](#).

The image shows a login form titled 'Login' with a language dropdown set to 'English'. It features two input fields: 'E-Mail' and 'Password', each with a small eye icon for visibility control. Below the password field is a blue 'Next' button and a blue link for 'Forgot Password?'. A text link 'Click here to create your Jaggaer Global Identity' is positioned below the 'Next' button. At the bottom, a yellow banner contains an information icon, the text 'Your account will be made more secure with 2-step verification.', and a blue link 'Why? Read more.'.

After log-in, you will be directed to this page below. Click in the highlighted bottom: *View All Contracts*.



Click on the contract number to open the external review round.



In the header you can find the basic details of the contract. Click *Next*.

Contracts > Contracts > Search Contracts

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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Here you will upload all the relevant attachments from your review. Click in *Upload Attachment*.

Contracts > Contracts > Search Contracts

1 of 1 Results

**External Review** Actions

**C0000722**  
Ines test

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

**Attachments**

Communication Centre 2

**Attachments**

No attachments have been added.

No attachments have been added.

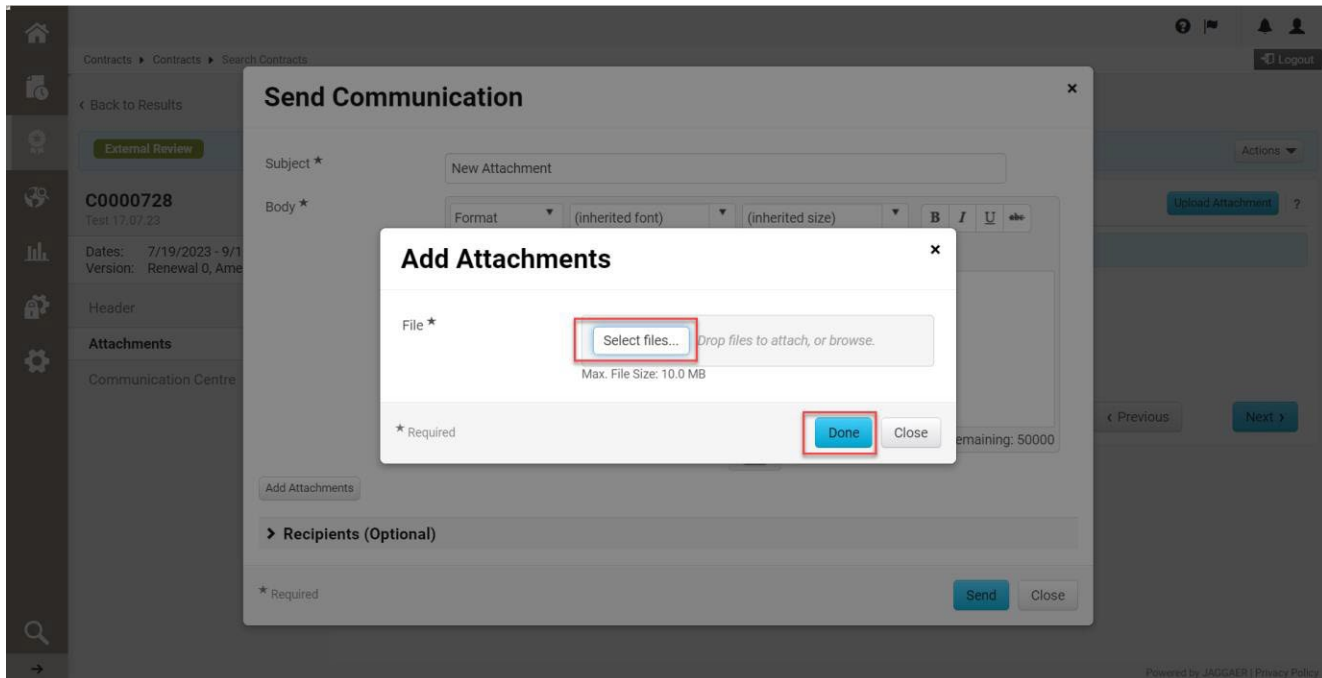
★ Required

Upload Attachment ?

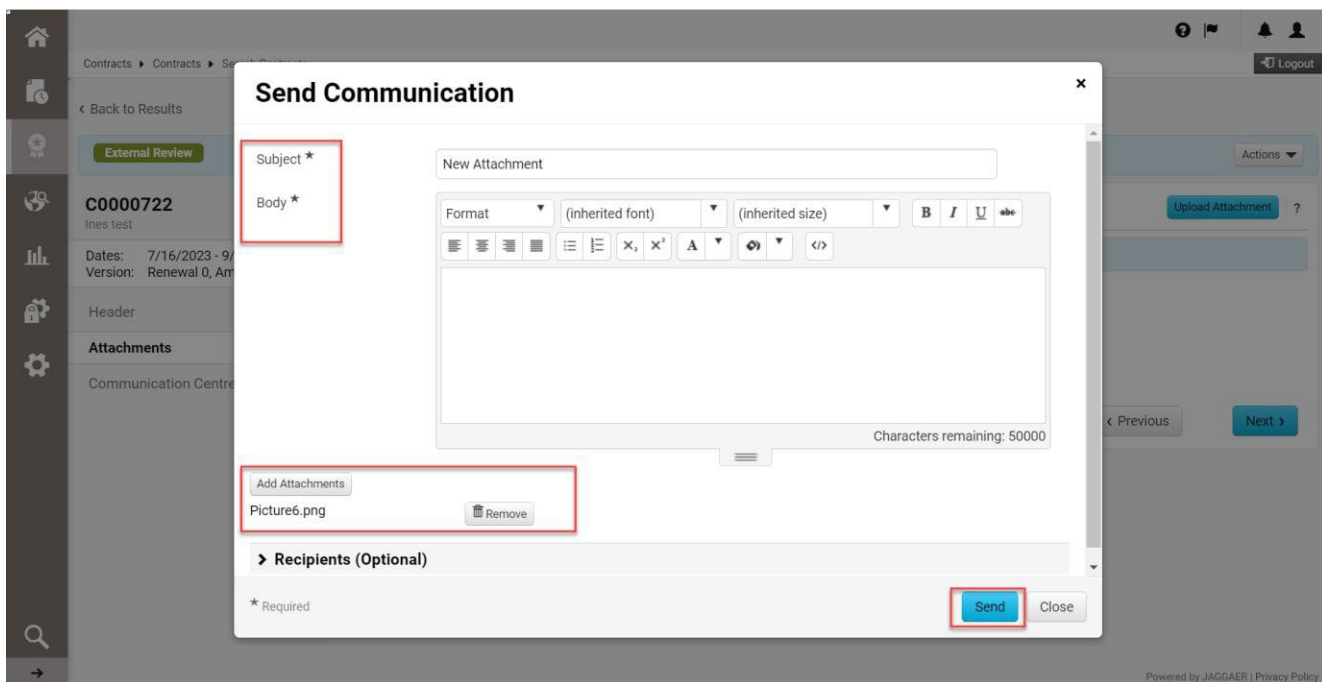
< Previous Next >

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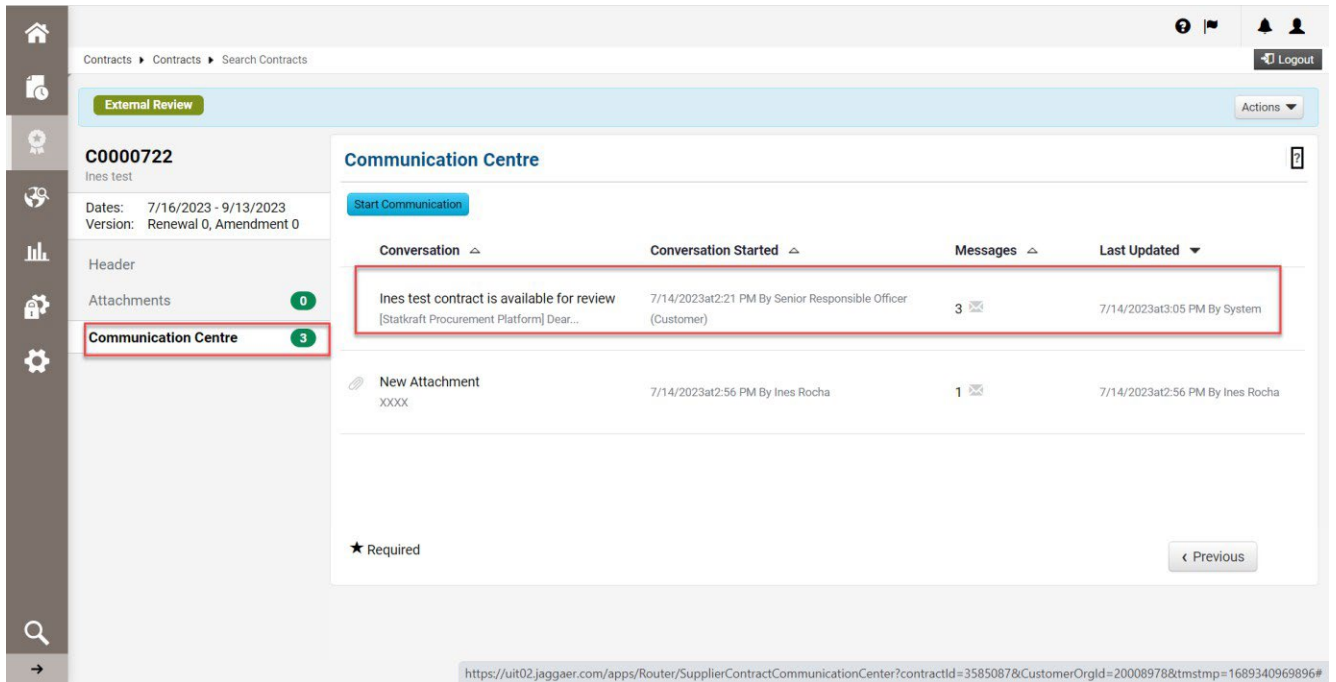
Select the files and click *Done*.



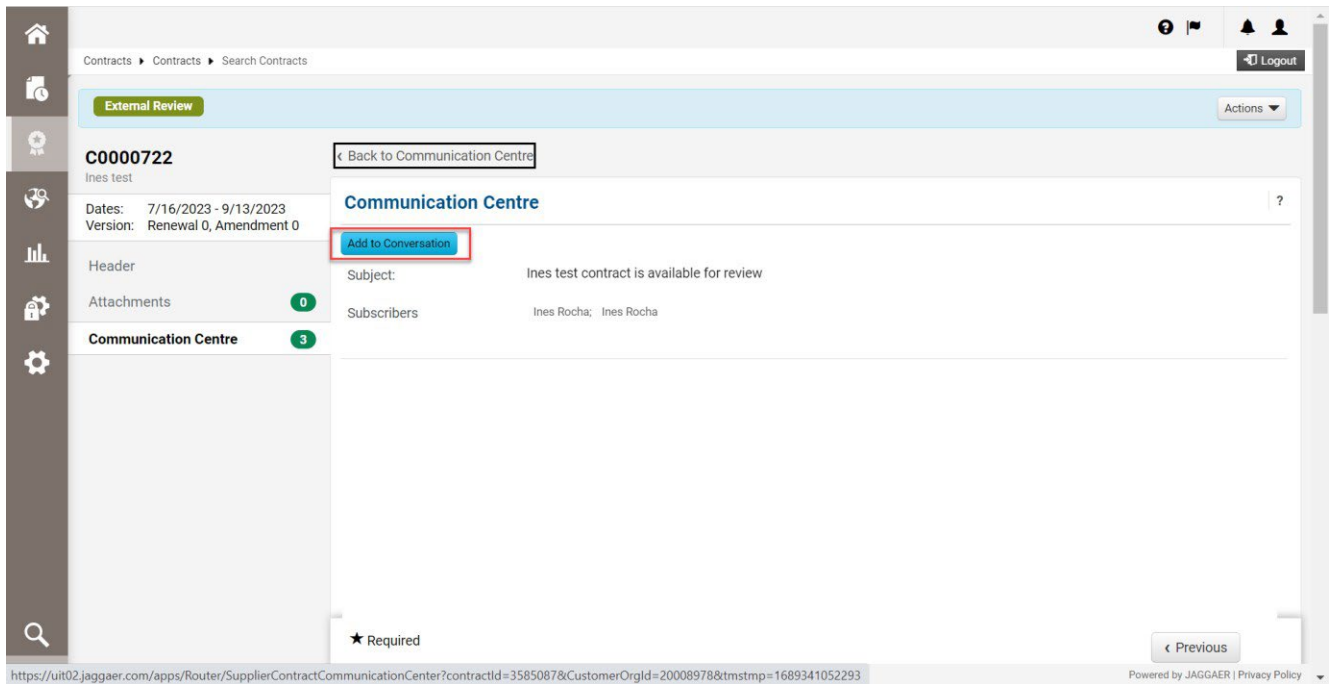
You can change the subject and add comments in the body. Verify the attachments and click **Send**.



In the communications center, answer the original email you received from the Statkraft. This will generate an alert to the contract managers. Click on the title.



Click on *Add to Conversation*.



Just write a simple alert message on the communication body and click *Create*.

Contracts > Contracts > Search Contracts

External Review

C0000728  
Test 17.07.23  
Dates: 7/19/2023 - 9/...  
Version: Renewal 0, Am...

Header

Attachments

Communication Centre

### Send Communication

Subject \*  
Test 17.07.23 contract is available for review

Body \*

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

Characters remaining: 49986

Add Attachments

\* Required

Dear Ines Rocha

\* Required

Create Close

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End.