

User Manual

Statkraft Supplier Collaboration Portal

Heidi Gjerde Lester

09.01.2014

Contents

Navigating in the Statkraft supplier collaboration portal	2
Questions and Answers.....	3
Uploading bid documents and confirm delivery.....	3
Response clarifications.....	5
Contract drafting and awarded contracts	6

This is a Statkraft specific manual, a general help function can always be found in the upper right corner of the portal.

Navigating in the Statkraft supplier collaboration portal

When you have logged on to the Statkraft supplier collaboration portal, you will be able to download the RFP-documents and register your intent to participate in the process.

The screenshot shows the user interface for a specific RFP. At the top, the user is identified as 'Lester, Heidi Gjerde' with a 'Test bidder 8' dropdown and 'Log out' link. The breadcrumb trail is 'Home > Test - Main Transformer Nore'. The main heading is 'Request for proposal: Test - Main Transformer Nore'. Below this, there are sections for 'Description', 'Details', 'Documents available for download', and 'Contact person'. The 'Details' section lists various attributes like Type, Status, Number, Publication date, Response due date, Procedure, Contract type, Framework contract, Preferred currency, and Accepted languages. The 'Documents available for download' section shows a folder 'Prequal. & RFX documents (to be published)' containing 'Test instruction to tender' and 'Test Invitation letter'. The 'Contact person' section lists the contract coordinator as Lester, Heidi Gjerde.

You can access your own “home”-menu by clicking home in the upper right corner. There you will have access to all the RFP-processes you are invited to and the contracts you are awarded.

The screenshot shows the 'Welcome to Statkraft supplier collaboration portal' page. It includes a welcome message, a brief description of the portal's purpose, and two main sections: 'My contracts' and 'My request processes'. The 'My contracts' section contains a table with columns for Number, Description, Start date, End date, Company contact, and Contract coordinator. The 'My request processes' section contains a table with columns for Number, Description, Published, Response by, Request type, and User status.

Number	Description	Start date	End date	Company contact	Contract coordinator
TEST-000030	Procurement Turkey	24 Sep 2013	07 Oct 2013	Test bidder 8 [Lester, Heidi Gjerde]	Atazulal, Cigdem
TEST-000063	New turbines	26 Sep 2013	01 Jan 2015	Test bidder 8 [Lester, Heidi Gjerde]	Strønen, Natalia

Number	Description	Published	Response by	Request type	User status
TEST-000030	Procurement Turkey	24 Sep 2013	24 Sep 2013 12:15 PM (GMT+02:00)	Request for proposal	Contract drafting
HGL-ddmmyy	Test - Main Transformer Nore	11 Nov 2013	17 Dec 2013 12:00 AM (GMT+01:00)	Request for proposal	Declared intention to bid
...	Avrop samleavtale tekn kons	24 Oct 2013	06 Jan 2014 4:00 PM (GMT+01:00)	Request for proposal	Declared intention to bid

You can enter each request or contract by clicking the link.

If you register intent to participate in a RFP-process, a question and answer box and a box for delivering your bid appears:

This box prompts the user to confirm their interest by a specific date (12 Nov 2013) and shows their current status as 'Registered intent to participate' with a green checkmark icon.

This box informs the user that there are no answered questions yet and that they can ask questions until 26 Nov 2013. It includes a 'Questions and answers' button with a question mark icon.

To ask a question and look at previous questions and answers click here.

This box provides instructions on the response deadline (17 Dec 2013 12:00 AM) and includes an 'Upload more documents' button with a document icon.

To upload your bid documents, click here. Remember to confirm your delivery.

Questions and Answers

Statkraft

Lester, Heidi Gjerde
Test bidder 8 | Help
Log out

Home » Test - Main Transformer Nore » Questions and answers

Test - Main Transformer Nore - Questions and answers

There are no questions here yet. You may ask a question by using the questions form on this page.

Write your question/comment in the text box, and/or upload a document by clicking the “browse” button, and then click “Ask now”

Ask a question

500 characters left

You can add one attachment to your question here:

Please note that you have 500 characters to write a question directly into the “Ask a question” box, and it is only possible to upload one document per question asked.

All answered questions will be displayed on the left.

Home » Test user manual supplier collaboration portal » Questions and answers

Test user manual supplier collaboration portal - Questions and answers

Answered to all 07 Jan 2014 (Asked by my company):

- 1. How do I ask questions?
By writing your question (s) in the dialog box or by adding a document.

Answered to all 07 Jan 2014 (Asked by my company):

- 2. See attached file for questions.
[Test questions to a RFP.docx](#)
- The answers are written in the attached file
[Test answers to a RFP.docx](#)

Ask a question

500 characters left

You can add one attachment to your question here:

Uploading bid documents and confirm delivery

When uploading bid documents, browse your computer by clicking “Select file” for multiple documents or “Browse” for a single document.

Statkraft

Home » Test - Main Transformer Nore » Upload documents

TEST - MAIN TRANSFORMER NORE - UPLOAD DOCUMENTS

Select the files to include in your response and upload them.

Upload a single file

User manual - Statkraft Supplier Collaboration Portal

When you have selected your document(s) remember to click “Upload”, and for multiple documents you also need to click “Finish” before you are transferred back to the RFP.

Home » Test - Main Transformer Nore » Upload documents

TEST - MAIN TRANSFORMER NORE - UPLOAD DOCUMENTS

Select the files to include in your response and upload them.

Test Bid contiki app a.docx	Done	Remove
Test Bid contiki app b.docx	Done	Remove
Test Bid main transformer Nore.docx	Done	Remove

Select files... Upload Clear Finished

Upload a single file

Browse... Upload

When you have selected all the relevant documents you want to deliver, you need to confirm your delivery by clicking on the “**confirm delivery**” button. Otherwise, the delivery will not be registered, and the documents will not be transferred to Statkraft after the response due date.

No delivered documents are available for Statkraft employees before the response due date has passed.

Please confirm your interest by:
12 Nov 2013

Your current status:
Registered intent to participate

Decline to participate

There are no answered questions yet.
You may ask questions until 26 Nov 2013.

Questions and answers

Your response has to be delivered before 17 Dec 2013 12:00 AM. The response is considered as delivered only after you have clicked Confirm delivery, but you can still modify your response up until the response deadline.

Your response contains the following documents:
Test Bid contiki app a.docx
Test Bid contiki app b.docx
Test Bid main transformer Nore.docx

Upload more documents

Confirm delivery

Please note, that you are able to delete delivered documents or add new documents up until the response due date. If you do so, you need to **re-confirm** your delivery, for the documents to be registered.

Your response contains the following documents:

Test Bid contiki app a.docx
Test Bid contiki app b.docx
Test Bid main transformer Nore.docx

Upload more documents

Response clarifications

After you have delivered your bid documents, and the response due date has passed, response clarifications will be carried out in the Statkraft supplier collaboration portal. A new dialog box for response clarifications will appear.

Your current status:
✔
Response delivered
You cannot register intent to participate because the response date is passed.

There are currently 2 answered questions. You may ask questions until 07 Jan 2014.
[Questions and answers](#)

Your response has been delivered and consists of the following documents:
• Test Bid contiki app a.docx
• Test Bid contiki app b.docx
• Test Bid main transformer Nore.docx

There are currently 2 response clarifications waiting for your answer!
(2) [Response clarifications](#)

To see your unanswered questions or previous clarifications, press the "Response clarifications" button.

Unanswered response clarifications
There are 2 unanswered response clarifications
[Post all marked answers](#)

1. Response clarification text:
Questions can be found in the attached file.
Question attachment: [Test clarification attachment.docx](#)
[Answer the question](#)

2. Response clarification text:
Can you please elaborate on section 1.2?
[Answer the question](#)

Click "Answer the question" button below the question to write a response.
Please note that you have 1000 characters available for your response and/or you can attach one document to your clarification.

User manual - Statkraft Supplier Collaboration Portal

Unanswered response clarifications

There are 2 unanswered response clarifications

[Post all marked answers](#)

1. Response clarification text:
Questions can be found in the attached file.
Question attachment: [Test clarification attachment.docx](#)

Answer text:
Please find our answers in the attached file.
Answer attachment: [Test clarification attachment.docx](#)

Post [Edit the answer before posting](#)

2. Response clarification text:
Can you please elaborate on section 1.2?

Answer text:
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum


Post [Edit the answer before posting](#)

To post an answer (or answers) you need to mark it as ready to post by clicking the "Post" checkbox and then click "Post all marked questions".

Questioner will be notified about your answer by email after you click "Post all marked questions". Please remember that only posted questions are visible to the Statkraft.


014 11:27:01 AM

014 11:27:02 AM

Your answered clarifications can be found under the "Answered response clarifications" menu by clicking the  icon.

Unanswered response clarifications

There are no unanswered response clarifications

Answered response clarifications 

1. Response clarification text: Response clarification asked at 1/7/2014 11:27:01 AM
Questions can be found in the attached file.
Question attachment: [Test clarification attachment.docx](#)

Answer text: Answered at 1/7/2014 11:49:37 AM by Lester, Heidi
Please find our answers in the attached file.
Answer attachment: [Test clarification attachment.docx](#)

2. Response clarification text: Response clarification asked at 1/7/2014 11:27:02 AM
Can you please elaborate on section 1.2?

Answer text: Answered at 1/7/2014 11:49:37 AM by Lester, Heidi
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Contract drafting and awarded contracts

If your company are awarded a contract, you will be able to find it under the "My contracts" menu on the home screen of the supplier collaboration portal.



Lester, Heidi Gjerde [Help](#)
Test bidder - Heidis [Log out](#)

Welcome to Statkraft supplier collaboration portal.

Statkraft supplier collaboration portal is the web portal where potential bidders and suppliers have access to our current RFIs, RFPs, shared documents, etc. The entire process from publication to submission of a response is carried out here. Published information is available to all users, while some interactions will require a registration.


My contracts

Please be aware that all the dates in this section are shown in the web servers time zone ((UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna).

Number	Description	Start date	End date	Company contact	Contract coordinator
TEST-000014	Test user manual supplier collaboration portal			Test bidder - Heidis [Lester, Heidi Gjerde]	Lester, Heidi Gjerde

The contract details page now displays draft documents to be finalized in cooperation between your company and Statkraft. The finalized documents will also be displayed on the same contract details page.

User manual - Statkraft Supplier Collaboration Portal

 Lester, Heidi Gjerde [Help](#)
Test bidder - Heidis [Log out](#)

[Home](#) - [Contract details: TEST-000014](#)

Please be aware that all the dates on this page are shown in the web servers time zone ((UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna).

Contract TEST-000014 - Awarded

Description: Test user manual supplier collaboration portal


Start date: Original end date: New end date:

Contact person Contract coordinator: Lester, Heidi Gjerde, email: Heidi.Gjerde.Lester@statkraft.com, phone: 004799230826

Product and service groups 1.5.7 General Business Software

Draft documents

Here you can find all shared draft documents regarding this contract. You can choose to view or edit the documents, or see the full comments history by clicking the links to the right of each document. The most recent comment for each document can be seen in the list, with a possibility to add a reply directly to it.

Document	Version	Locked by	
 K-06-310 Appendix A-D - EL.Mech (70 kb)	1.0		View Edit Comments (1)
Comment posted by Heidi Gjerde Lester, Statkraft on 09 Jan 2014 12:11 PM updating to version 1.0 Please look through and update if necessary.			
Reply			

Finalized documents


Here you find all shared finalized documents regarding this contract. You can here read the documents or see the full comments history by clicking the links to the right of each document.

Currently there are no finalized documents shared with you.

To update a draft document you need to press edit, make your changes and save the document on your computer. If you press view, you will open a read-only version of the document. By clicking "Comments" you will see all previous comments on the document.

Draft documents


Here you can find all shared draft documents regarding this contract. You can choose to view or edit the documents, or see the full comments history by clicking the links to the right of each document. The most recent comment for each document can be seen in the list, with a possibility to add a reply directly to it.


Document	Version	Locked by	
 K-06-310 Appendix A-D - EL.Mech (70 kb)	2.0		View Edit Comments (2)
Comment posted by Heidi Gjerde Lester, Test bidder - Heidis on 09 Jan 2014 12:29 PM updating to version 2.0 Updated			
Reply			

After saving your changes, the document is still checked out to you. To check in with your changes, you need to press "Update", find the document on your computer, write a comment on what type of changes you have made, and press update. If you press "Unlock", you check in the document without saving the changes.

Draft documents

Here you can find all shared draft documents regarding this contract. You can choose to view or edit the documents, or see the full comments history by clicking the links to the right of each document. The most recent comment for each document can be seen in the list, with a possibility to add a reply directly to it.

Document	Version	Locked by	
 K-06-310 Appendix A-D - EL.Mech (70 kb)	2.0	Me	Update Unlock Comments (2)
Comment posted by Heidi Gjerde Lester, Test bidder - Heidis on 09 Jan 2014 12:29 PM updating to version 2.0 Updated			
Reply			

 Update

Comment:

Please select your updated "Template # 95 - K-06-310 Appendix A-D - EL.Mech.docx" to save as a new version:

[Browse...](#) [Update](#) [Cancel](#)