- **1. ACCESSING THE APPLICATION**
- 2. ACCESSING THE REQUEST FOR PROPOSAL
- 3. READING AND DOWNLOADING DOCUMENTS
- 4. UPLOADING BIDS TECHNICAL-ECONOMICAL
- 5. SENDING BIDS TECHNICAL-ECONOMICAL

# **1. ACCESSING THE APPLICATION**

Start the transaction using the menu path or transaction code.

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USERNAME	
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Change	Password?   Forgot Password?

As required, complete/review the following fields:

Field	R/O/C	Description
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Password	R	
		Example: ****

Click button Sign In

## Select Gestión de ofertas / Bid management / Gestão de ofertas

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# 2. ACCESING THE REQUEST FOR PROPOSAL

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Click on the link to the Request for Proposal.

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# 3. READING AND DOWNLOADING DOCUMENTS

Click Notes and Attachments to check if the Buyer has attached any Documents to verify whether the buyer has included the specifications and other documents

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Click to open the document.

Do you	want to open or save this file?
W	Name: Terms and Conditions.do Click button Open
	Type: Microsoft Office Word Do Open
	From: mosek20.rm.gr.repsolyp
?	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or

File Download

## 4. UPLOADING BIDS TECHNICAL-ECONOMICAL

Technical-Economical request for proposal: bids, can be economical and technical or only technical, are

loaded in the request for proposal notes and appendices Click to create response.

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To accept Request for Proposal terms

Tendering te	rms X
?	CONDITIONS OF USE OF THE SAP/SRM TOOL I. The SAP/SRM tool is an IT application on the Repsol Internet portal (www.repsol.com) that allows suppliers who have been invited to bid application processes called by the Repsol Group companies, through the use of a user name and password, to comv out the following actions:
	Display and download the documentation of the application for bids
	- Create the bid and
	- Submt binding bids
	Repsol provides a user name and password to certain individuals who, according to the information provided to Repsol by its suppliers, have sufficient capacity to represent the supplier and, in particular, to submit binding bids for the supplier in bid application processes to which it has been invited. For security reasons and prior to accessing the application, these persons must change the password initially assigned to them by Repsol.
	I You state and guarantee that you have the sufficient power to act and oblige the supplier for whom you are participating in this application and state that you know that through the use of this user name and password that you, or the person who, eventually, uses them carries out binding acts for the supplier for whom you are participating. The actions that you carry out, the communications, documents or statements that you send and, in particular the bids that you submit through the application under this user name, will be understood, to all effects, to be made, sent and submitted for and on behalf of the supplier.
	II By pressing the "Create Bid" option, you state and accept voluntarily and expressly that:
	- You are drawing up a binding bid for the suppler whom you represent.
	- You are fully authorised to make binding bids for the suppler whom you represent.
	<ul> <li>The bids that you submit voluntarily through the application will be understood, to all effects, to be submitted on behalf of the supplier whom you represent.</li> </ul>
	- All actions of a company nature and of any other type required to make a binding bid legally and with full efficiency for the supplier whom you represent have been adopted and that on the date of submitting the bid they continue to be completely valid and effective.
	- You know the terms and conditions of the invitation to tender, both specific and general, and that you accept them for and on behalf of the supplier.
	IV - Repsol assumes no responsibility for any misrepresentations, inaccuracies or errors that may exist in these statements, and in the bids and information, documentation and/or statements facilitated and/or made through the application under this user name.
	V - You undertake to maintain your user name and password secret and to apply the necessary procedures to maintain their confidentiality and prevent their unauthorised use Should the relationship between you and the supplier end or your powers are revoked both you and the supplier for whom you are participating must inform Repsol, with both you and this supplier assuming all responsibility derived from the use of the use name and password until the communication sent to the isosporte@repsol.com mailtox is recorded by Repsol.
	VI- Repsol will keep a duly protected chronological register of the electronic communications sentthrough the application, without changing their content. Repsol will ensure that these electronic registers can be reproduced legibly and printed, if necessary.
	VII- Should different idionatic interpretations arises regarding the contents of the aforementioned texts in parts and/or entirety, the Spanish version shall prevail in any case.
	I Conce

Click button OK

A window will open in which you can create the bid:

reate RFx Resp	oonse									
ubmit Read Only	Print Preview Che	ck Close Save Qi	uestions and Ans	wers (0)						
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If the document to be annexed is a technical document it is necessary to mark the option: <u>technical document</u>

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Note: Can also indicate the option: *technical document* after attaching the document to the bid

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**Note**: In case of not mark any document as a technical, the system will not let you send the economic technical offer until at least one document is marked as technical:

Edit RFx Response:										
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## **5. SENDING BIDS TECNICAL-ECONOMICAL**

To finalise the bidding process, you must send off the bid by clicking on the "*submit*" button.

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Bids may be saved before being sent if you have not had time to complete it or you wish to check it over before sending it. However, please bear in mind that the bid will not be delivered to the buyer until you send it.

**IMPORTANT:** Remember that when you save a bid, it remains *withheld* and therefore <u>not sent</u>.

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It will not reach the buyer until you click on "edit response" and then "Submit":



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