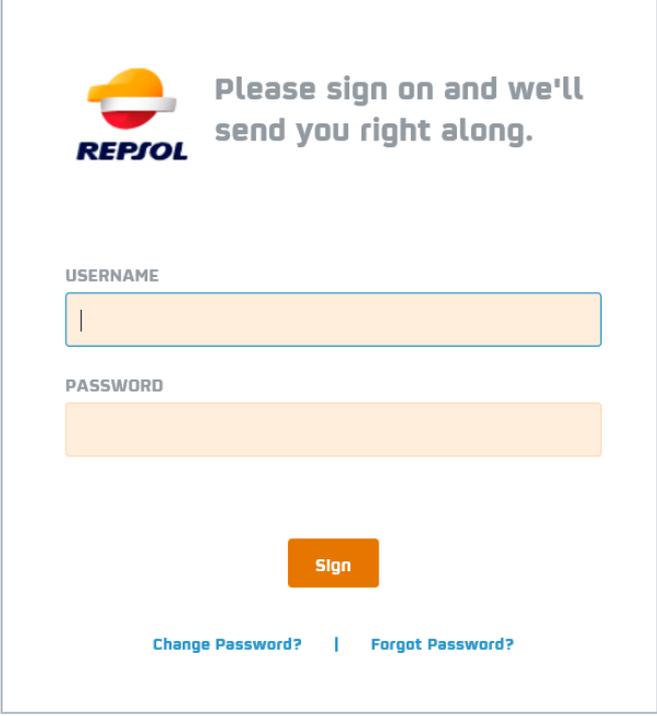


- 1. ACCESSING THE APPLICATION**
- 2. ACCESSING THE REQUEST FOR PROPOSAL**
- 3. READING AND DOWNLOADING DOCUMENTS**
- 4. UPLOADING BIDS TECHNICAL-ECONOMICAL**
- 5. SENDING BIDS TECHNICAL-ECONOMICAL**

1. ACCESSING THE APPLICATION

Start the transaction using the menu path or transaction code.



The image shows a login form for REPSOL. At the top left is the REPSOL logo, which consists of a stylized sun with a red and yellow gradient and the word "REPSOL" in bold black letters below it. To the right of the logo, the text "Please sign on and we'll send you right along." is displayed in a grey font. Below this, there are two input fields: one labeled "USERNAME" and one labeled "PASSWORD". Both fields are empty and have a light orange background. Below the password field is an orange "Sign" button. At the bottom of the form, there are two links: "Change Password?" and "Forgot Password?", separated by a vertical bar.

As required, complete/review the following fields:

Submit Bid Technical-Economical

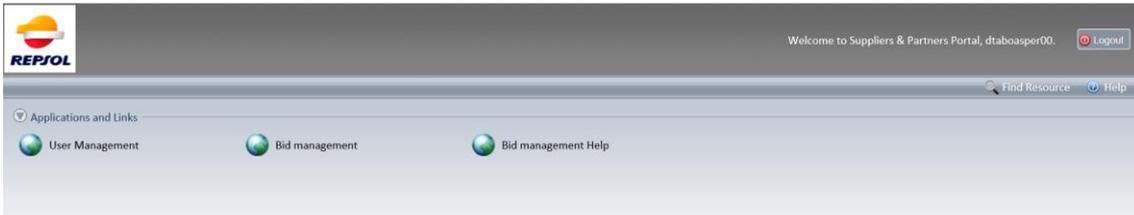
Field	R/O/C	Description
Username	R	Example: rordonezre00
Password	R	Example: *****

Click button Sign In



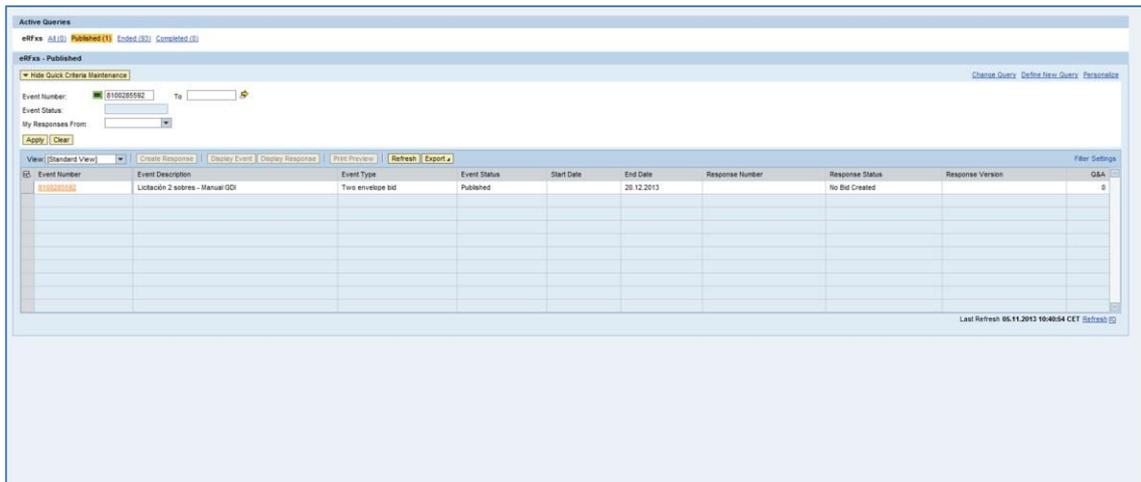
Select

Gestión de ofertas / Bid management / Gestão de ofertas



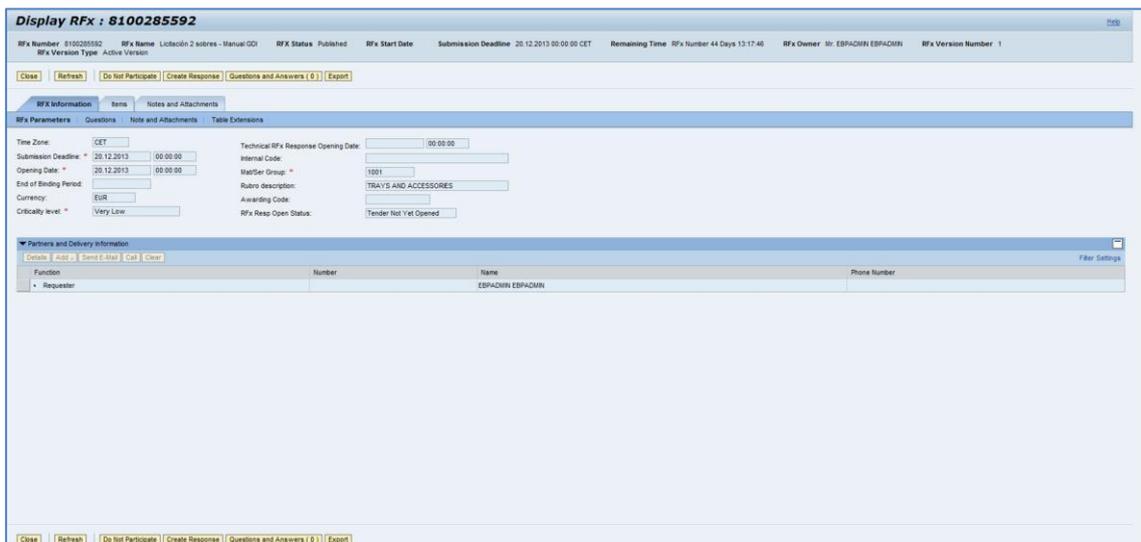
2. ACCESING THE REQUEST FOR PROPOSAL

Submit Bid Technical-Economical



Click on the link to the Request for Proposal.

Display RFx : 8100285592



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

Submit Bid Technical-Economical

Display RFX :

Close | Participate | Do Not Participate | Questions and Answers (0) | Export

RFX Number 8100012211 RFX Name Compra Turbina RFX Status Published RFX Start Date Submission Deadline 31.03.2017 00:00:00 CET Remaining Time 28 Days 05:36:15 RFX
RFX Version Number 1 RFX Version Type Active Version RFX Response 8200005258

RFX Information | Items | **Notes and Attachments**

▼ Notes

Add | Clear

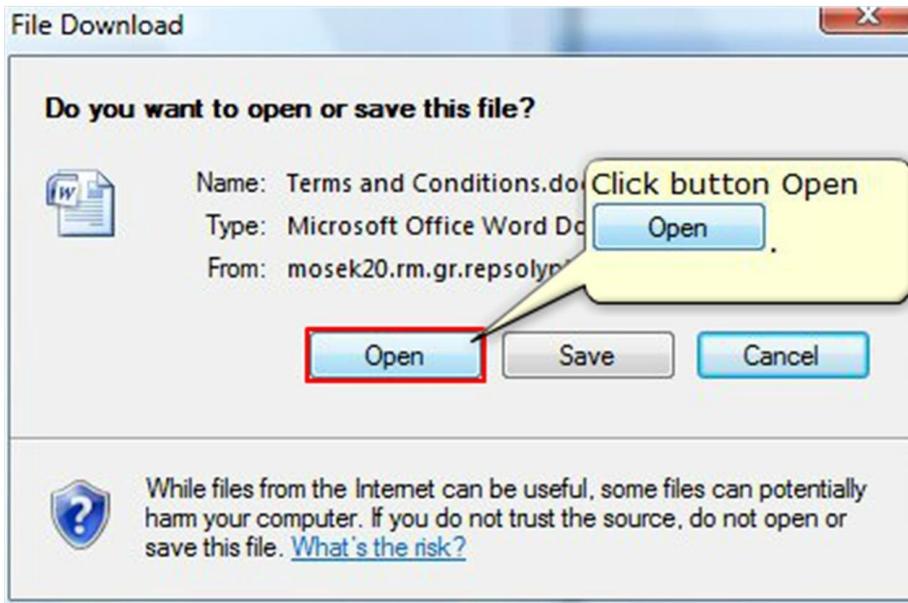
Assigned To	Category	Text Preview
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▼ Attachments

Add Attachment | Edit Description | Versioning ... | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Document Header	Standard Attachment	Pliego de Condiciones	Oferta tecnica proveedor 901.docx	1		<input type="checkbox"/>	docx	13
Document Header	Standard Attachment	Descripcion tecnica	Oferta economica proveedor 901.docx	1		<input type="checkbox"/>	docx	13

Click to open the document.



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.

Display RFX :

Close Participate Do Not Participate **Create Response** Questions and Answers (0) Export

RFX Number 8100012226 RFX Name Copia de 8100012225 RFX Status Published RFX Start Date Submission Deadline 30.04.2017 00:00:00 CET Remaining

RFX Version Number 1 RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Table Extensions

Time Zone: CET

* Submission Deadline: 30.04.2017 00:00:00 Internal Code:

* Opening Date: 30.04.2017 00:00:00 * Mat/Ser Group: 1000 ★★★★★ Suggestion

End of Binding Period: Rubro description: ELECTRICAL MATERIALS AND EQUIPMENT

Currency: USD Awarding Code: A4781-117352

* Criticality level: Very Low

Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name
Requester		mitz.mario.daniel

To accept Request for Proposal terms

Tendering terms

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 carry out the following actions:

- Display and download the documentation of the application for bids
- Create the bid and
- Submit 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.

II. - 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.

III. - By pressing the "Create Bid" option, you state and accept voluntarily and expressly that:

- You are drawing up a binding bid for the supplier whom you represent.
- You are fully authorised to make binding bids for the supplier whom you represent.
- 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.
- 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 user name and password until the communication sent to the issoporte@repsol.com mailbox is recorded by Repsol.

VI. - Repsol will keep a duly protected chronological register of the electronic communications sent through the application, without changing their content. Repsol will ensure that these electronic registers can be reproduced legibly and printed, if necessary.

VII. - Should different idiomatic interpretations arise regarding the contents of the aforementioned texts in parts and/or entirety, the Spanish version shall prevail in any case.

OK Cancel

Click button OK



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

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Questions and Answers (0)

You must load a file in tab notes and attachments
At least one attachment must be defined as technical
You are not allowed to enter a tax jurisdiction code for country ES

RFX Response Number: 8200005261 | RFX Number: 8100012210 | Status: In Process | Submission Deadline: 31.03.2017 00:00:00 CET | Opening Date: 31.03.2017 00:00:00 CET | Remaining T
RFX Owner: ruiz marin, daniel | Total Value: 0,00 USD | RFX Response Version Number: Active Version | RFX Version Number: 2

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add | Clear

Assigned To	Category	Text Preview
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Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size (KB)	Changed
The table does not contain any data										

In the option: Notes and Attachments → Add Attachment:

RFX Response Number: 8200005220 | RFX Number: 8100012193 | Status: Saved | Submission Deadline: 22.04.2017 00:00:00 CET | Opening Date: 22.04.2017 00:00:00 CET
RFX Owner: DSTIAP2 | Total Value: 0,00 EUR | RFX Response Version Number: Active Version | RFX Version Number: 1

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add | Clear

Assigned To	Category	Text Preview
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Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
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Here you can upload an attachment. You have to assign it to either the document general data or to an item

* Assign To: General Data

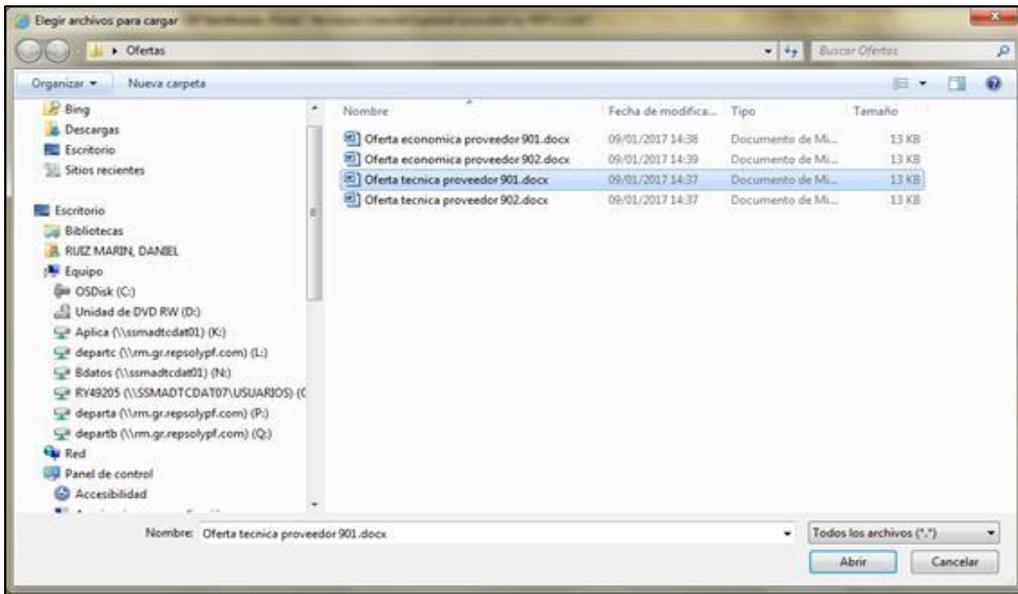
File: Examiner...

Description:

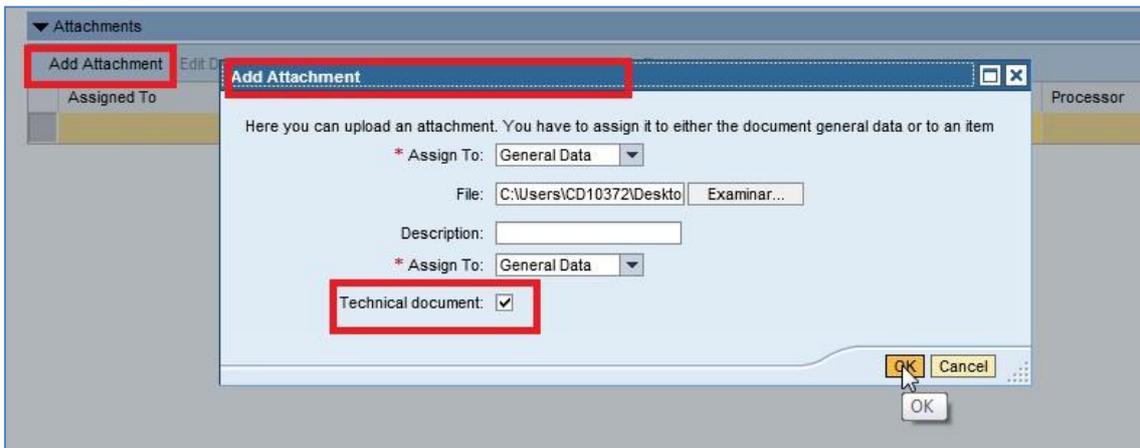
* Assign To: General Data

OK Cancel

You can add the files:



If the document to be annexed is a technical document it is necessary to mark the option: technical document

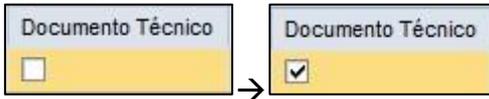


Then press 

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

Submit Bid Technical-Economical

Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv	1	ZP517122	02.03.2017



Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	csv	1	ZP517122	02.03.2017

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:

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Questions and Answers (0)

At least one attachment must be defined as technical

You are not allowed to enter a tax jurisdiction code for country ES

RFX Response Number 8200005258 RFX Number 8100012211 Status Saved Submission Deadline 31.03.2017 00:00:00 CET Opening Date 31.03.2017 00:00:00 CET Remaining Time 28 Days
RFX Owner ruiz marin, daniel Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add | Clear

Assigned To	Category	Text Preview
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Attachments

Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv	1	ZP517122	02.03.2017

5. SENDING BIDS TECHNICAL-ECONOMICAL

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

Submit Bid Technical-Economical

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Questions and Answers (0)

RFX Response Number 8200005258 RFX Number 8100012211 Status Saved Submission Deadline 31.03.2017 00:00:00 CET Opening Date 31.03.2017 00:00:00 CET Remaining Time 14:00:00
 RFX Owner ruiz marin, daniel Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

▼ Notes

Add ↓ Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment Edit Description Versioning ↓ Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>
Document Header	Standard Attachment	NUEVA WEB REPSOL	NUEVA WEB REPSOL.docx	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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 not sent.

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Close | **Save** | Delete | Questions and Answers (0)

RFX Response Number 8200005258 RFX Number 8100012211 Status Saved Submission Deadline 31.03.2017 00:00:00 CET Opening Date 31.03.2017 00:00:00 CET Remaining Time 14:00:00
 RFX Owner ruiz marin, daniel Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

▼ Notes

Add ↓ Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment Edit Description Versioning ↓ Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv	14
Document Header	Standard Attachment	NUEVA WEB REPSOL	NUEVA WEB REPSOL.docx	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	docx	14

Submit Bid Technical-Economical

Display RFX Response:

Edit | Print Preview | Check | Close | Export | Questions and Answers (0)

An offer saved. Offer is not submitted. - Display Help

Response 8200005258 saved

RFX Response Number 8200005258 RFX Number 8100012211 Status Saved Submission Deadline 31.03.2017 00:00:00 CET Opening Date 31.03.2017 00:00:00 CET Remaining RFX Owner ruiz marin, daniel Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add - Clear

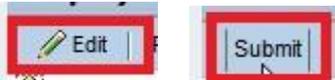
Assigned To	Category	Text Preview

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv
Document Header	Standard Attachment	NUEVA WEB REPSOL	NUEVA WEB REPSOL.docx	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	docx

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



Display RFX Response:

Edit | Print Preview | Close | Withdraw | Export | Questions and Answers (0)

You are not allowed to enter a tax jurisdiction code for country ES

Response 8200005258 submitted

RFX Response Number 8200005258 RFX Number 8100012211 Status Submitted Submission Deadline 31.03.2017 00:00:00 CET Opening Date RFX Owner ruiz marin, daniel Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add - Clear

Assigned To	Category	Text Preview

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Technical document	Processor
Document Header	Standard Attachment	NUEVA WEB REPSOL	NUEVA WEB REPSOL.docx	1	<input checked="" type="checkbox"/>	
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>	