SRM FREQUENTLY ASKED QUESTIONS AND COMMON MISTAKES GUIDE

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1. ACCESS THE SYSTEM

In order to access the system, you must log in with your login ID (username) and password on this website <u>http://extranet.repsol.com</u>

| epjol | Please sign on and we'l send you right along. | l |
|----------|--|---|
| USERNAME | | |
| | | |
| PASSWORD | | |
| | | |
| | | |
| | Sign | |
| Chang | e Password? Forgot Password? | |

If all the information is correct you will enter the next screen:

| | | | Welcome to Suppliers & Partners Portal, dtaboasper00. 0 Logoul |
|--|----------------|---------------------|--|
| Applications and Links User Management | Bid management | Bid management Help | 🔍 Find Resource 🛛 Urby |

To Access your bids, please select the link:

Gestion_ofertas / Bid management / Gestão de ofertas

You will enter the SRM and you can check you bidding process:

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|---|--|---|---|------------|--|-----------------|---|----|
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| | | | | | | | | |
| > RFx > Overview > R | PX | | | | | | | |
| Active Queries | | | | | | | | |
| eRFxs AII (10) Public eAuctions AII (0) Public | Ished.(0) Ended.(0) Completed.(0) hed.(0) Ended.(0) Completed.(0) | | | | | | | |
| eRPxs - All | | | | | | | | |
| ▼ Hide Quick Criteria Main | lenance | | | | | | | |
| Event Number: Event Status: Creation Date: Deadline Date Rag: Status: Response Timeframe: | To \$ | | | | | | | |
| Apply Clear | Crasta Der more Dentre Dent Dinter Dermone Din | Drawiew Defrech Export | | | | | | |
| View : [Standard View] | Create Response Display Event Display Response Print Event Description | t Preview Refresh Export_ | Event Status | Start Date | Fod Date | Response Number | Response Status | B |
| Apply Gear View: [Standard View] E. Event Number 8100324520 | Create Response Display Event Display Response Prin Event Description ECCS67218 06RA CVIL PROY ADk2558 | t Preview Refresh Export_ Event Type Technical-Economical | Event Status Published | Start Date | End Date 23.05.2018 | Response Number | Response Status | R |
| Appy Cear View : [Standard View] E Event Number 8100324820 8100324800 | Create Response Display Event Display Response Prin Event Discription ECC-56971918 CORPA CIVIL PROY ADk-2568 ECC-56971918 ALQUEER VEHICL OS ADI-2568 | I Provice Refresh Exporta Event Type Technical-Economical Technical-Economical | Event Status Published Published | Start Date | End Date 23.05.2018 07.05.2018 | Response Number | Response Status No Bid Created No Bid Created | R |
| Appy Cear View: [Standard View] E. Event Number 8100324820 8100324820 8100324791 | Craste Response Display Event Display Response Prin Event Description EcoSe7318 CBRA Ctr/L, PROY ADk-2568 EcoSe5919 8 ALQUILER VEH/CLLC6 ADk-2568 EcoSe5919 8 ALQUILER VEH/CLLC6 ADk-2568 EcoSe5919 8 ALQUILER VALADES8 | Preview Refresh Export_ Event Type Technical-Economical Technical-Economical Technical-Economical | Event Status Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 | Response Number | Response Status No Bid Created No Bid Created No Bid Created | R |
| Apply: Clear View: [Standard View] E Event Number 8100324820 8100324920 8100324791 8100324791 | Create Response Depty Event Depty Response Prv Event Description Ecco.587318 CBRA CaVL, PRDY AD-2568 Ecco.5873198 AL:02LLRV VM-DLLC6 AD-2568 Ecco.5873198 AL:02LLRV VM-DLLC6 AD-2568 Ecco.5873198 AD:02LLRV VM-DLLC6 AD-2568 TRABU-056 CARAD-Ecco.AD:02 AD:02 TRABU-056 CARAD-Ecco.AD:02 AD:02 | Refresh Export, Event Type Technical-Economical Technical-Economical Technical-Economical Technical-Economical | Event Status Published Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 09.05.2018 | Response Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created | R |
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The first time your register in Repsol, you will get an Email with you user code and a link to create your password.

If you don't receive this email, you can ask to reset your password following the steps:

- Select "Forgot Password?".

- In the next screen you will have to fill the username and select "<u>Send Change</u> <u>Request</u>".

| REPJOL | Forgot Passv | V010 |
|-------------|-----------------|------------|
| 1 REQUES | C2 VALIDATE | 3 RESET |
| USERNAME | | |
| | | |
| | Send Request | |
| | Back to sign-on | |

- Finally, a last screen is displayed indicating that an email will be received with the instructions to follow for the reset of the password



global.footer

- If you have followed these steps, in a few seconds you will receive an email with a link to access to change the password. Once changed, return to the initial screen and enter them.

If your Email address has change and you know you user code and password, you can enter the system and change the Email address following the steps:

| C REPJOL | Please sign on and we'll send you right along. |
|------------------------|---|
| USERNAME | |
| | |
| PASSWORD | |
| | |
| | |
| | Sign |
| | |
| Chano | e Dassword? |

1.- Fill you username and password and enter the system :



2.- In the following screen select User Management:



3.- Here you can change your passcode and change you basic data:

3.1.- Change my password: Click "*Modify my profile*":

Fill your new password in the field Password "Password" and confirm in the field "<u>Confirm Password</u>", once you finish please select "<u>submit</u>".

| e ange My Password | User Information | |
|-----------------------|---|--|
| odify My Profile | User ID dtaboasper00 First Name Daniel Last Name Táboas | |
| | Second Lastname Pereira Password Confirm Password | |
| | Additional Information The password should have at least eight characters and should contain Upper case letters Lower case letters Numbers You cannot repeat characters more than 2 times in the password. You cannot repeat any of your previous 24 passwords. The password must not contain certain regular expressions like year, country, username, etc. (i.e. 2012, Spain,). | |

3.2.- Change basic data: (Name, Lastname, second lastname, telephone number, Email). And submit the changes "*Submit*":

| sles | 4 Modify Hy Profile | | |
|--|-------------------------------------|---|---|
| me | | | |
| hange My Password Iodify My Profile | Profile | | |
| | -Name | Daniel | |
| | •Lastname | Táboas | |
| | Second Lastname | Pereira | |
| | Telephone Number | 12345678 | |
| | Current Email | XXXXXX @ yahoo. com | |
| | In the field below you can change y | your email address. A confirmation email will be send to this new address. Please | follow the instruction in the email to complete the change. |
| | New Email | | |
| | | | |
| | | | |

Change the profile and select "<u>Submit</u>".

If your registered Email has changed, you don't remember your password and you don't receive Emails, please get in contact with the Help Desk.

2. RFX SEARCH

The new SRM version lets suppliers see all their RFX along the years. If the event you want to access does not appear, check the following:

| 8M > RFx > Overview | > RFx | | | | | | | | |
|----------------------------|---------------------------------|---------------------------|---------------|------------|------------|-----------------|-----------------|----------------------------|-------------|
| | | | | | | | | | |
| Active Queries | | | | | | | | | |
| eRFxs All(1) Publis | hed (1) Ended (0) Completed (0) | | | | | | | | |
| | | | | | | | | | |
| eRrxs - All | | | | | | | | | |
| Show Quick Criteria | Maintenance | | | | | | <u>c</u> | hange Query Define New Que | ry Person |
| View: [Standard Vie | w] - Create Response Disp | ey Event Display Response | Print Preview | Refresh | art 🖌 | | | | Filter Sett |
| Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Status | Response Version | Q84 |
| and a second second second | LIGTACION DURING CEOLOEDE | Two envelope bid | Published | | 18 09 2012 | 453447 | Submitted | | 3 |
| 8100272432 | CLIFACION DOBINT CFOLDERS | | | | | | | | |
| 8100272432 | CORRECT COLLERS | | | | | | | | |
| 8100272432 | LIGHTCON LOWNY CPOLICES | | | | | | | | |
| 8100272432 | CLIMCORLOWET CPOLICES | | | | | | | | |
| 6100272432 | DURADUN LUURY COLLERS | | | | | | | | |
| B100272432 | Latindun guiner croudens | | | | | | | | |
| 5100272432 | CLUMEDIN DOUNT CPOLICERS | | | | | | | | |

- Refresh the screen

- Show the search fields (Quick criteria maintenance) and check that there's not any active selection:

| - | | | | | | | | | |
|-------------|---|---|--|--|------------|--|-----------------|---|----|
| | | | | | | | | | |
| - 00. | | | | | | | | | |
| > RPX | x > Overview > R | × | | | | | | | |
| Action | Cuarias | | | | | | | | |
| Active | e querres | | | | | | | | |
| . • | eRFxs All (10) Publ | shed.(0) Ended.(0) Completed.(0) | | | | | | | |
| eAud | ctions AIL(0) Publish | hed.(0) Ended.(0) Completed.(0) | | | | | | | |
| a DEve | | | | | | | | | |
| enras | | | | | | | | | |
| Shows | ow Quick Criteria Mair | Menance | | | | | | | |
| _ | | | | | | | | | |
| Vice | · [Standard View] | Create Response Display Event Display Response Pri | nt Preview Refresh Export. | | | | | | |
| View 尼 8 | w: [Standard View] Event Number | Create Response Display Event Display Response Pri Event Description | nt Preview Refresh Export, Event Type | Event Status | Start Date | End Date | Response Number | Response Status | 31 |
| View E E | w : [Standard View] Event Number 8100324820 | Create Response Display Event Display Response Pri Event Description ECC-5873/18 OBRA CIVIL PRDY ADi-2568 | nt Preview Refresh Export_ Event Type Technical-Economical | Event Status Published | Start Date | End Date 23.05.2018 | Response Number | Response Status No Bid Created | 31 |
| View E E | (Standard View) Event Number 5100324520 8100324500 | Create Response Display Event Display Response Pri Event Description Ecc-585/918 ALQUER VEHCUL OS ADI-2568 Ecc-586/918 ALQUER VEHCUL OS ADI-2568 | nt Preview Refresh Export, Event Type Technical-Economical Technical-Economical | Event Status Publis hed Published | Start Date | End Date 23.05.2018 07.05.2018 | Response Number | Response Status No Bid Created No Bid Created | |
| | (Standard View) Event Number 8100324820 8100324800 8100324791 | Create Response Display Event Display Response Pri Event Discription ECC-587315 CORR CML PROY AD-2568 ECC-587315 AD-2014 ECC-5873156 NRP CONTROL CALLAD256 | nt Preview Refresh Export_ Event Type Technical-Economical Technical-Economical Technical-Economical | Event Status Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 | Response Number | Response Status No Bid Created No Bid Created No Bid Created | 0 |
| | Figure 1 (Standard View) Event Number 8100324820 8100324800 8100324791 8100324791 8100324761 | Craste Response Display Event, Display Response Pri Event Discription Ecc.987191 actav. BROY AD-2568 ECC-597019 ALCARLER VEHCALOS AD-2568 ECC-5970196 NIP CONTROL, GALLAD2566 ECC-5970196 NIP CONTROL, GALLAD2566 | nt Preview Refresh Export, Event Type Technical-Economical Technical-Economical Technical-Economical Technical-Economical | Event Status Published Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 09.05.2018 | Response Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created | |
| | [Standard View] Event Number 8100324920 8100324920 8100324791 8100324791 8100324791 8100324593 | Create Response Diplay Event, Display Response Pri Event Discription ECC-5697316 GBRA (OVIL PROY AD-2568 ECC-5697316 BLAULIER VEHICL, COLAD2568 ECC-5697316 BLAULIER VEHICL, COLAD2568 ETRABAJOS DE CARRACESCARSA CATALIZ, TRPU SUMMISTRO E GENERAL, QUINCA, 2018/2019 | I Prever Refresh Export, Event Type Technical Economical Technical Economical Technical Economical Technical Economical RFG (Economical) | Event Status Published Published Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 09.05.2018 10.05.2018 | Response Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created No Bid Created | |
| | ** [Standard View] Event Number 8100324520 8100324751 8100324751 8100324753 8100324553 8100321885 | Create Response Dipoley Event Display Response Pri Event Description ECC-687318 CBRA CPUL PROY AD-2568 ECC-687318 CBRA CPUL PROY AD-2568 ECC-5870168 NSP CONTROL CAU AD2568 TRAAAJOS DE CARCACESCARKA CATALIZ. RPPU SUMNISTROEE COERERAL QUIMCA 2016/2019 SULA BETA | Refresh Export, Event Type Technical-Economical Technical-Economical Technical-Economical Refrecal-Economical Refrequencesonical Technical-Economical | Event Status Published Published Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 09.05.2018 19.05.2018 19.05.2018 28.12.2017 | Response Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created No Bid Created Submitted | |
| | [Standard View] Event Number 8100324520 8100324520 8100324751 8100324751 8100324553 8100324553 81003245453 | Craste Response Display Event, Display Response Pri Event Discription Eccoser/analogue Carll, PROY AD-2568 Eccoser/analogue Carll, PROY AD-2568 Eccoser/analogue Carll, PROY AD-2568 Eccoser/analogue Carll, Carl Ad-2568 Eccoser/analogue Carl Carl Carl Carl Submistric Carl Control Carl Carl Carl Submistric Carl Carl Carl Carl Carl Carl Submistric Carl Carl Carl Carl Carl Carl Carl Submistric Carl Carl Carl Carl Carl Carl Carl Carl | Refresh Esport. Event Type Technical & consical Technical & consical Technical & consical Technical & consical Refrest & consical Refrest Consistent Refrest C | Event Status Published Published Published Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 09.05.2018 10.05.2018 28.12.2017 26.12.2017 | Risponse Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created No Bid Created Submitted | |
| | [Standard View] Bvent Number 8100324820 8100324791 8100324791 8100324593 9100321885 8100321885 8100321845 8100321984 8100321990 | Create Response Diplay Event, Display Response Pri Event Discription ECC-5957316 GBRA GVIL, PROY ADE 2568 ECC-5957316 BALDULER VEHICL, COL ADE 2568 ECC-5957316 BASE CONTROL, CALLADE 2568 ECC-5957316 BASE CONTROL ADE 2568 ECC-5957757757757775777777777777777777777 | Refresh Biport, Bient Type Technical Economical Technical Economical Technical Economical RFQ (Economical) Technical Economical RFQ (Economical) Technical Economical | Event Status Published Published Published Published Published Published Published Published | Start Date | End Date 23.05.2018 07.05.2018 08.05.2018 09.05.2018 10.05.2018 28.12.2017 26.12.2017 28.12.2017 | Response Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created Submitted Submitted Saved | |
| | (Standard View) Event Number 8100324520 8100324520 8100324520 8100324550 810032155 810032155 8100321545 8100321545 8100321545 8100321545 810032154 | Craste Response Diplay Event Display Response Pil Event Discription ECC-98719 CBR CPUL PRCY AD-2568 ECC-98719 CBR CPUL P | Refresh Export, Event Type Technica-R-commical Technica-R-commical Technica-R-commical Technica-R-commical RPQ (Economical) Technica-R-commical RPQ (Economical) Technica-R-commical Technica-R-commical Technica-R-commical Technica-R-commical | Event Status Publis hed Publis hed Publis hed Publis hed Publis hed Publis hed Publis hed Publis hed Publis hed Publis hed | Start Date | End Date 23 05 2018 07 05 2018 08 05 2018 09 05 2018 10 05 2018 28 12 2017 26 12 2017 28 12 2017 26 10 2017 | Response Number | Response Status No Bid Created No Bid Created No Bid Created No Bid Created Sold Created Submited Submited Submited Submited | |

| repsolnet | | | | | | | |
|--|------------------------|--------------|--------------|-----------|-----------------|-----------------|---------|
| SRM | | | | | | | |
| RFx | | | | | | | |
| SRM > RFx > Overview > RFx | | | | | | | |
| Active Queries | | | | | | | |
| eRFxs All(10) Published.(0) Ended.(0) Completed.(0) | | | | | | | |
| eAuctions All(0) Published(0) Ended(0) Completed(0) | | | | | | | |
| eRFxs - All | | | | | | | |
| Hide Quick Oriteria Maintenance | | | | | | | |
| Event Number: | | | | | | | |
| Event Status: | | | | | | | |
| Creation Date: 🛄 03.04.2017 🕅 To 27.04.2018 🕅 🖻 | | | | | | | |
| Deadline Date Rag: | | | | | | | |
| Status: | | | | | | | |
| Response Timeframe: | | | | | | | |
| Appy Oear | | | | | | | |
| View : [Standard View] 💌 Create Response Display Event Display Response Print Pr | review Refresh Export_ | | | | | | |
| B Event Number Event Description | Event Type | Event Status | Start Date I | Ind Date | Response Number | Response Status | Respons |
| 8100324820 ECC-5873/18 OBRA CIVIL PROY ADI-2568 | Technical-Economical | Published | 1 | 3.05.2018 | | No Bid Created | |

- If you still cannot find the RFX, enter the code in the field "Event Number" and refresh:

| repsolnet | | | | | | | | |
|--|--|-----------------------------|--------------|------------|------------|-----------------|-----------------|---------|
| | | | | | | | | |
| SRM | | | | | | | | |
| RFx | | | | | | | | |
| SRM > RFx > Overview > I | RFx | | | | | | | |
| Active Queries | | | | | | | | |
| eRFxs All(10) Put eAuctions All(0) Put | bished (0) Ended (0) Completed (0) shed (0) Ended (0) Completed (0) | | | | | | | |
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| Hide Quick Orteria Man Event Number: Event Status: | 10 10 10 10 10 10 10 10 10 10 10 10 10 1 | | | | | | | |
| Deadline Date Rag: | 0.04.2017 R. 10 27.04.2016 R. 97 | | | | | | | |
| Status: | | | | | | | | |
| Apply Clear | | | | | | | | |
| View ; [Standard View] | Create Response Display Event Display Response Print | t Preview Refresh Exporta | | | | | | |
| B Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Status | Respons |
| 8100324820 | ECC-5873/18 OBRA CIVIL PROY ADI-2568 | Technical-Economical | Published | | 23.05.2018 | | No Bid Created | |
| 8100324800 | ECC-5869/18 ALQUILER VEHICULOS ADI-2568 | Technical-Economical | Published | | 07.05.2018 | | No Bid Created | |

3. VIEW AND DOWNLOAD ATTACHMENTS

Your browser must enable the file download. Otherwise you can have problems to view the attachments included in the RFX by the purchaser. This option is usually enabled by default, but you can also configure it manually following these steps:

- Open your Internet Explorer and access Tools > Internet Options:



 Select the Security tab, click the Internet Explorer icon (clicking once) and select "Custom level...":



- You must "Enable" the three "Downloads" options.

| (| Prompt | | - |
|--|---|---|---|
| Dow | nloads | | |
| 00 | Automatic prompting for file downloads | | |
| | Disable | | |
| | Enable | | |
| 000 | File download | | |
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| Enat Enat Micco *Takes ef | Enable Prompt Prompt NET Framework setup Disable Enable Illaneous Ill fect after you restart Internet Explorer om settings | | + |
| Takes ef Reset custo Reset to: | | - | Þ |

4. SAVE AND SUBMIT BIDS

Remember that when you "Save" a bid, this will be retained and therefore it won't be sent. The purchaser won't be able to see your bid unless you "Submit" it again.

| Edit RFx Response Version Number 454662 RFx Number 8100272762 Status Saved Submission Deadline RFx Response Version Number Active Version RFx Version Number 2 Submit Close Read Only Print Preview Check Save Delete Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Submission Deadline 28.09.2012 22:00:00 CE RFx Response Number 454662 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE Man offer saved. Offer is not submitted. Presponse 454662 asved Submission Deadline 28.09.2012 22:00:00 CE Man offer saved. Offer is not submitted. Print Preview Refresh Check Export Questions and Answers (0) RFx Information Item Notes and Attachments Summary Tracking RFx Information Items Notes and Attachments Summary Tracking |
|--|
| RFx Response Number 454662 RFx Number 8100272762 Status Saved Submission Deadline RFx Response Version Number Active Version RFx Version Number 2 Submit Close Read Only Print Preview Check Save Delete Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Submission Deadline 28.09.2012 22.00:00 CE RFx Response Number 454662 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE RFx Response 454662 saved Edt Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Tracking HELP Display Tracking </th |
| Submit Close Read Only Print Preview Check Save Delete Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Summary Tracking Display RFx Response 454662 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Attachments Submission Deadline 28.09.2012 22:00:00 CE M An offer saved Offer is not submitted. Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking HELP Items Notes and Attachments Summary Tracking |
| RFx Information Items Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Display RFx Response 454662 Rfx Response Number 454662 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE Rfx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE Rfx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE Rfx Response Version Number Active Version RFx Version Number 2 Submission Deadline 28.09.2012 22:00:00 CE Rfx Response 454662 saved Edit Close Print Preview Refresh Check Export Questions and Answers (0) Rfx Information Items Notes and Attachments Summary Tracking HELP Items Notes and Attachments Summary Tracking |
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| Display RFx Response 454662 RFx Response Number 454662 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 An offer saved.Offer is not submitted. Response 454662 saved Edit Close Print Preview Refresh RFx Information Items Notes and Attachments Summary HELP Image: Construction of the state is a submitted |
| RFx Response Number 454662 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE RFx Response Version Number Active Version RFx Version Number 2 An offer saved.Offer is not submitted. Response 454662 saved Edit Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking |
| RFx Response Number 45462 RFx Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CE An offer saved.Offer is not submitted. Response 454662 saved Edit Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking |
| An offer saved.Offer is not submitted. Response 454662 saved Edit Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking HELP |
| Response 454662 saved Edit Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking |
| Edit Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking HELP Image: Close in the second |
| Edit Close Print Preview Refresh Check Export Questions and Answers (0) RFx Information Items Notes and Attachments Summary Tracking HELP Image: Comparison of the second se |
| RFx Information Items Notes and Attachments Summary Tracking |
| HELP |
| |
| |
| A BID SAVED IS NOT A BID SUBMITTED |
| |
| If you want to send it, click EDIT and then click SUBMIT. |
| Then you will receive an instant e-mail confirming that your bid was submitted. |
| |
| Close |

5. EDIT/MODIFY A BID

If you wish to access a bid previously created by you, there are two ways to do this.

- In one quick step: Through the direct link to the bid ("Response number") from the RFX summary table.

| Acti | ve Queries | | | | |
|------------|--------------------------|-------------------------------------|----|--|--|
| eRF | xs All (125) Pub | ished (125) Ended (0) Completed (0) | | | |
| eRF | ks - All | | | | |
| - H | ide Quick Criteria M | aintenance | | | |
| Eve Eve | nt Number: nt Status: | ♦ To | \$ | | |

- In two steps: Through the direct link to the Request for Proposal from the RFX summary table, and then pressing the direct link to the bid ("RFx Response") in the header of the RFX.

| Active Queries | | | | | | |
|--|--------------------------------------|-------------------------------------|--------------|----------|----------|--------------|
| eRFxs All (125) Put | lished (125) Ended (0) Completed (0) | | | | | |
| eRFxs - All | | | | | | |
| - Hide Ouick Criteria I | laintenance | | | | | |
| Event Number: Event Status: My Responses From: | ♦ To | \$ | | | | |
| | | | | | | |
| Apply Clear | wil | Event Display Response Print Previ | Refresh | Export 4 | | |
| Apply Clear View: [Standard View] | w] | Event Display Response Print Previo | Event Status | Export a | End Date | Pesnonse Num |

| RFx Number 8100272 RFx Owner RO | 762 RFx N | ame ROV Services | DEV Status Dublished | | |
|--|---------------------------------|----------------------|---|---|---|
| | DRIGUES DE OLN | VEIRA, JACIEL | RFx Version Number 2 | RFx Start Date Submiss RFx Version Type Active Version | on Deadline 28.09.2012 22:00:00 CE RFx Response 0000454662 |
| Close Print Previ | ew Refres | h Do Not Partic | cipate Questions and Answe | rs (0) Export | |
| | | | | | |
| RFX Information | tems | Notes and Attach | ments | | |
| DEx Darametere | Martinea Mart | | In the second | | |
| Rix Parameters | uestions Not | te and Attachments | Table Extensions | | |
| Time Zone: | CFT | te and Attachments | Table Extensions | 05 40000 | |
| Time Zone: Submission Deadline: * | CET 28.09.2012 | 22:00:00 | Table Extensions | SE43938 | |
| Time Zone: Submission Deadline: * | CET 28.09.2012 28.09.2012 | 22:00:00 | Table Extensions Internal Code: Mat/Ser Group: ** | SE43938 7603 | |
| Time Zone: Submission Deadline: * Opening Date: * End of Binding Period: | CET 28.09.2012 28.09.2012 | 22:00:00 22:01:00 | Table Extensions Internal Code: Mat/Ser Group: * Rubro description: | SE43938 7603 ROV (REMOTE OPERATED VEHICLES) | AND DP |
| Time Zone: Submission Deadline: * Opening Date: * End of Binding Period: Currency: | CET 28.09.2012 28.09.2012 | 22:00:00 22:01:00 | Table Extensions Internal Code: Mat/Ser Group: * Rubro description: Awarding Code: | SE43938 7603 ROV (REMOTE OPERATED VEHICLES) | AND DR |

6. SCREEN REFRESHMENT

Note that in the new screens navigation system, it is convenient to refresh the RFx Summary table after you have completed a transaction. This way, the status will be updated according to the transactions executed and will avoid confusions.

| Active Queries | | | | | | | | | |
|--|---|---|--|------------|--|-----------------|---|-----------------------|-------------|
| effas Al (125) Publis | ed.(125) Ended.(3) Completed.(3) | | | | | | | | |
| RFxs - All | | | | | | | | | |
| · Mide Quick Criteria Mai | tenance | | | | | | | Change Query Define N | en Query Pr |
| | | | | | | | | | |
| Event Number: 0 | To S | | | | | | | | |
| Event Status: | • | | | | | | | | |
| My Responses From: | | | | | | | | | |
| | | | | | | | | | |
| Apply Clear | | | | | | | | | |
| Apply Cear | Create Response Depley Event & Depley Response Pert P | tyre Betreh Doot a | | | | | | | Filer |
| Apply Cear View: (Standard View Cont Number | (Create Response) [Deplay Event] Deplay Response] Print Pa Event Description | Extrem Dopota | Event Status | Start Date | End Date | Response Number | Response Status | Response Version | Filer |
| Apply Clear Vew (Standard Vew Event Number 8100272016 | Create Response) Capity Event Display Response Pert Pert Peter Description Curing Oper (Indonesi) | Refresh Dopot a Event Type RFX (Technice) | Event Status Published | Start Date | End Date 24.09.2012 | Response Number | Response Status No Bid Created | Response Version | Flue |
| Apply Cear View: (Standard View) Event Number 8100272816 8100272810 | Cractic Response Coupling Event Coupling Response Pret Pr Event Description Contra Draw feedback Contra Draw (commerciae) | Event Type RVC (Technica) RFQ (Econnica) | Event Status Published Published | Start Date | End Date 24.09.2012 24.09.2012 | Response Number | Response Status No Bit Created No Bit Created | Response Version | Fåer |
| Apply Cear Vew (Standard Vew Event Number 6100272016 8100272010 8100272703 | Comparing a Comparing a Comparing and Comparing a | Event Type RYX (Technical) RFQ (Economical) RXX (Technical) RXX (Technical) | Event Status Published Published | Start Date | End Date 24.09.2012 24.09.2012 28.09.2012 | Response Number | Response Status No Bid Created No Bid Created No Bid Created | Response Version | Fbo |
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We also remind you that in Repsol website (<u>www.repsol.com</u>) you will find more extensive manuals

https://www.repsol.com/en/about-us/suppliers-and-partners/index.cshtml

| Related links to the Di | 0 P. 0 C. C. | | | |
|-------------------------|---------------|----------------|---|--|
| Call for tenders | > | Electronic bid | > | |
| | | | | |
| Related information ir | n other langu | ages | | |

| Get all ye | pur questions answered on how to present a bid |
|------------|---|
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