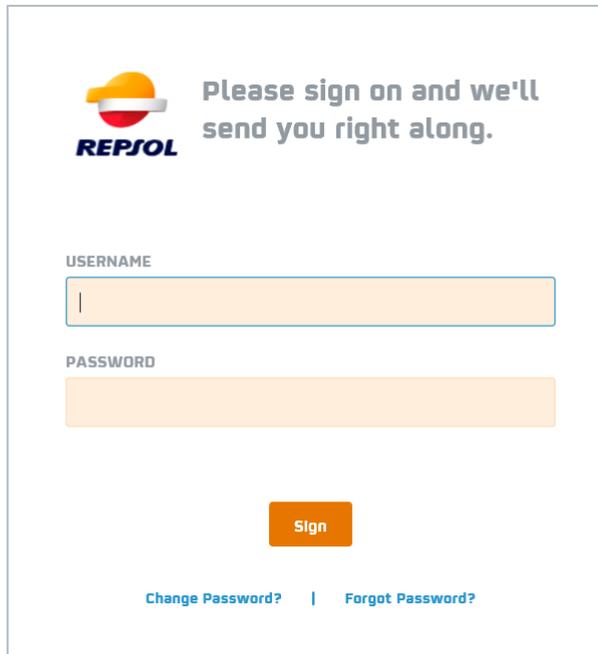


SRM FREQUENTLY ASKED QUESTIONS AND COMMON MISTAKES GUIDE

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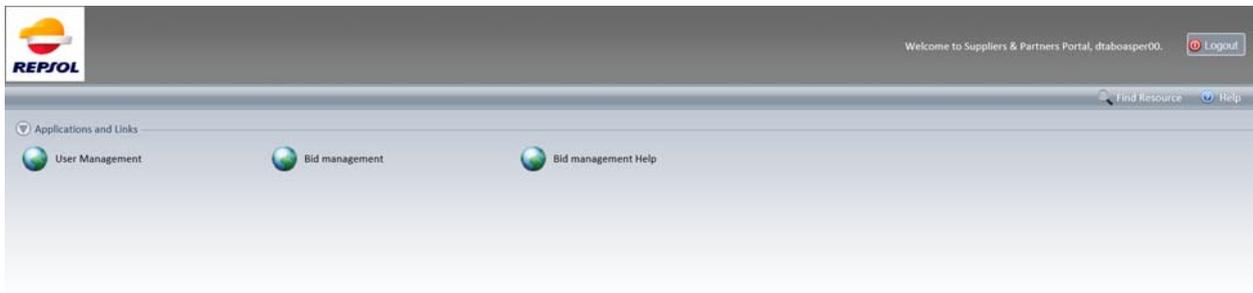
1. ACCESS THE SYSTEM

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



The image shows a login form for the Repsol system. 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. To the right of the logo, the text reads "Please sign on and we'll send you right along." Below this, there are two input fields: one for "USERNAME" and one for "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 line.

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



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:

The screenshot shows the Repsolnet SRM interface. At the top, there's a navigation bar with 'SRM' and 'RFx'. Below that, there are sections for 'Active Queries' and 'eRFxs - All'. The 'eRFxs - All' section includes a search filter with fields for Event Number, Event Status, Creation Date (03.04.2017 to 27.04.2018), Deadline Date Flag, Status, and Response Timeframe. Below the filters is a table with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Respons.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Respons
8100324820	ECC-587318 OBRA CIVIL PROY ADI-2568	Technical-Economical	Published		23.05.2018		No Bid Created	
8100324800	ECC-586918 ALQUILER VEHICULOS ADI-2568	Technical-Economical	Published		07.05.2018		No Bid Created	
8100324791	ECC-5870168 INSP CONTROL CALLI ADI-2568	Technical-Economical	Published		08.05.2018		No Bid Created	
8100324781	TRABAJOS DE CARGA/DESCARGA CATALUZ RPPU	Technical-Economical	Published		09.05.2018		No Bid Created	
8100324593	SUMINISTRO EE GENERAL QUIMICA 2018/2019	RFQ (Economic)	Published		10.05.2018		No Bid Created	
8100321886	SILLA BETA	Technical-Economical	Published		28.12.2017	606280	Submitted	

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?".

The image shows a login screen for Repsol. It features the Repsol logo (a yellow and red sun) and the text "Please sign on and we'll send you right along." Below this, there are two input fields: "USERNAME" and "PASSWORD". A blue "Sign" button is positioned below the password field. At the bottom, there are two links: "Change Password?" and "Forgot Password?".

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



Forgot Password

- 1 REQUEST
- 2 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



Forgot Password

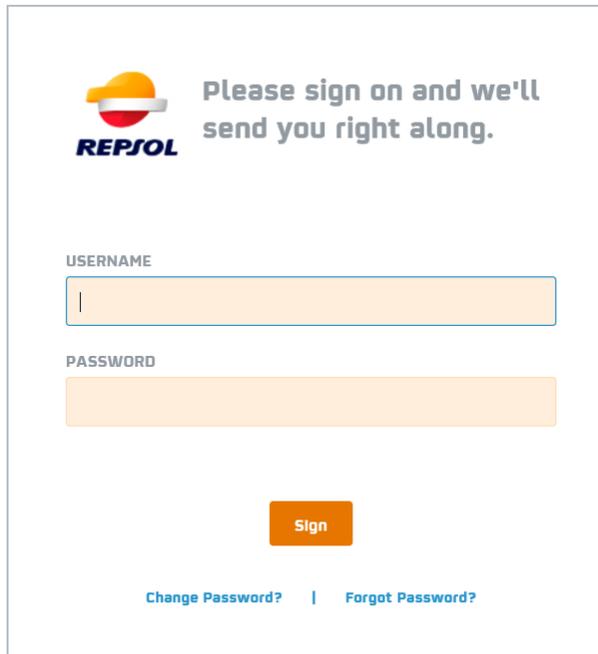
You should receive an email shortly with information on how to reset your password. If you do not receive an email within a few minutes, please try again. You may now close this window.



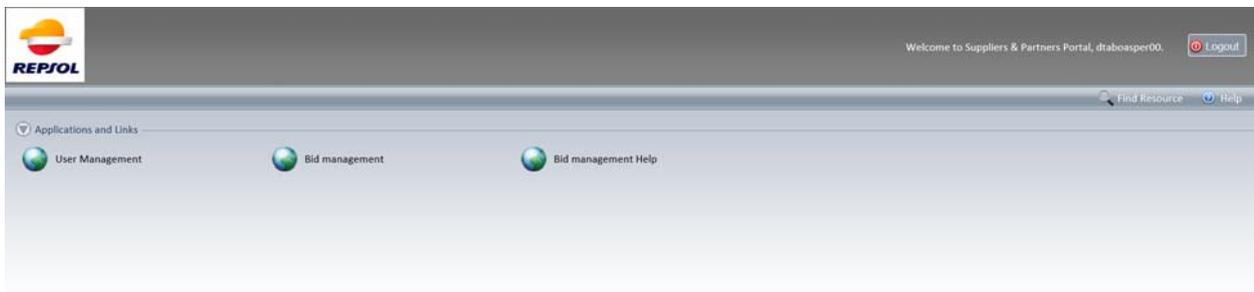
- If you have followed these steps, in a few seconds you will receive an email with a link to access to change the password. Once changed, return to the initial screen and enter them.

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:

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



The image shows the REPSOL login interface. At the top left is the REPSOL logo. To its right, the text reads "Please sign on and we'll send you right along." Below this, there are two input fields: "USERNAME" and "PASSWORD". The "PASSWORD" field is masked with dots. A blue "Sign" button is positioned below the password field. At the bottom, there are two links: "Change Password?" and "Forgot Password?".



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 "Confirm Password", once you finish please select "submit".

The screenshot shows the 'Change My Password' page in the REPSOL Identity Management system. The page has a header with the REPSOL logo and 'Identity Management' text. On the right, it shows the user ID 'dtaboasper00' and the language 'English'. A left sidebar contains a 'Tasks' menu with 'Home', 'Change My Password', and 'Modify My Profile'. The main content area is titled 'Change My Password' and is divided into two sections: 'User Information' and 'Additional Information'. The 'User Information' section displays the following details: User ID (dtaboasper00), First Name (Daniel), Last Name (Táboas), Second Lastname (Pereira), Password (masked with dots), and Confirm Password (empty). The 'Additional Information' section provides password requirements: at least eight characters, including upper and lower case letters and numbers, no repeated characters more than twice, no repetition of the last 24 passwords, and no regular expressions like years, countries, or usernames. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

The screenshot shows the 'Modify My Profile' page in the REPSOL Identity Management system. The header and sidebar are identical to the previous page. The main content area is titled 'Modify My Profile' and contains a 'Profile' section with the following fields: Name (Daniel), Lastname (Táboas), Second Lastname (Pereira), Telephone Number (12345678), and Current Email (XXXXXX @ yahoo. com). Below these fields, there is a text box for 'New Email' with a note: 'In the field below you can change your email address. A confirmation email will be send to this new address. Please follow the instruction in the email to complete the change.' At the bottom right, there are 'Submit' and 'Cancel' buttons.

Change the profile and select "Submit".

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:

- Refresh the screen

The screenshot shows the SRM RFX search interface. At the top, there are navigation tabs for SRM and RFX. Below that, the breadcrumb path is SRM > RFX > Overview > RFX. The main content area is titled 'Active Queries' and contains a summary for 'eRFXs' (All (1), Published (1), Ended (0), Completed (0)). Below this, there is a section for 'eRFXs - All' with a 'Show Quick Criteria Maintenance' link. A toolbar contains buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The 'Refresh' button is circled in red. Below the toolbar is a table with the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response Version	QA
8100272432	LICITACION DUMMY FOLDERS	Two envelope bid	Published		18.09.2012	451447	Submitted		0

At the bottom right, there is a 'Last Refresh' timestamp and a 'Refresh' button, which is also circled in red.

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

The screenshot shows the SRM RFX search interface with a list of RFX events. The 'Show Quick Criteria Maintenance' link is circled in red. The table contains the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response Version	Respons
8100324920	ECC-587318 OBRA CIVIL PROJ ADR-2568	Technical-Economical	Published		23.05.2018		No Bid Created		
8100324900	ECC-585918 ALQUILER VEHICULOS ADR-2568	Technical-Economical	Published		07.05.2018		No Bid Created		
8100324791	ECC-5870168 INSP CONTROL CALI ADR-2568	Technical-Economical	Published		08.05.2018		No Bid Created		
8100324731	TRABAJOS DE CARGA/DESCARGA CATALIZ RPU	Technical-Economical	Published		09.05.2018		No Bid Created		
8100324593	SUMINISTRO EE GENERAL QUIMICA 2018/2019	RFQ (Economical)	Published		10.05.2018		No Bid Created		
8100321885	SILLA BETA	Technical-Economical	Published		28.12.2017	606200	Submitted		
8100321844	KIT DE MTTD ANTENA RADIOCOM FRECUENC 1	RFQ (Economical)	Published		26.12.2017	606162	Submitted		
8100321150	SUMINISTRO DE DEPÓSITOS Y SKIDS GLP	Technical-Economical	Published		28.12.2017	600127	Saved		
8100320225	Empaquetadura p' selo válvula 1/2" x 1500#	Technical-Economical	Published		06.10.2017	600491	Submitted		
8100315814	TEST 2	Technical-Economical	Published		12.04.2017	588509	Submitted		

repsolnet

SRM

RFX

SRM > RFX > Overview > RFX

Active Queries

eRFIs All (10) Published (0) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFIs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: 03.04.2017 To 27.04.2018

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

View: (Standard View) Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response
8100324820	ECC-587318 OBRA CIVIL PROCY ADI-2568	Technical-Economical	Published		23.05.2018		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 > RFX

Active Queries

eRFIs All (10) Published (0) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFIs - All

Hide Quick Criteria Maintenance

Event Number: 8100324820 To

Event Status:

Creation Date: 03.04.2017 To 27.04.2018

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

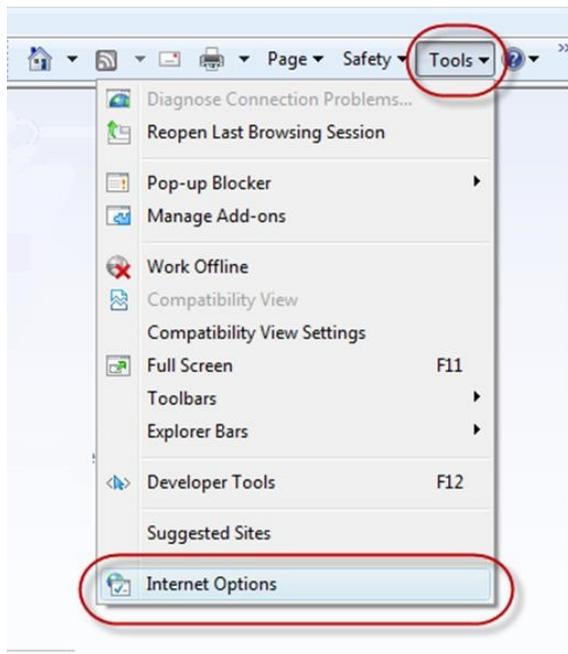
View: (Standard View) Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response
8100324820	ECC-587318 OBRA CIVIL PROCY ADI-2568	Technical-Economical	Published		23.05.2018		No Bid Created	
8100324800	ECC-586918 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:

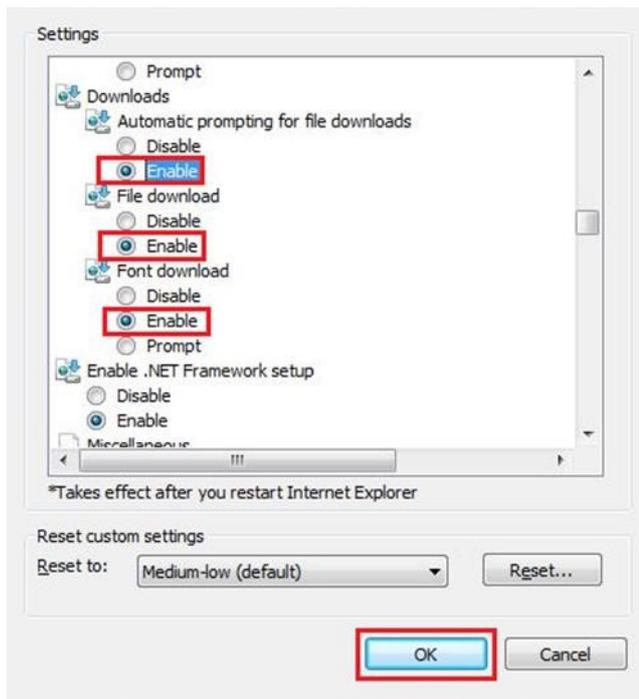
- Open your Internet Explorer and access Tools > Internet Options:



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



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



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 454662

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

Display RFX Response 454662

RFX Response Number 454662 RFX Number 8100272762 Status Saved Submission Deadline 28.09.2012 22:00:00 CET
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



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.

SRM > RFX > Overview > RFX

Active Queries

eRFxs [All \(125\)](#) [Published \(125\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

My Responses From:

[Apply](#) [Clear](#)

View: [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
8100272762	ROV Services	RFQ (Economical)	Published		28.09.2012	454662

- 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.

SRM > RFX > Overview > RFX

Active Queries

eRFxs [All \(125\)](#) [Published \(125\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

My Responses From:

[Apply](#) [Clear](#)

View: [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
8100272762	ROV Services	RFQ (Economical)	Published		28.09.2012	454662

Display RFX : 8100272762

RFX Number **8100272762** RFX Name **ROV Services** RFX Status **Published** RFX Start Date **28.09.2012 22:00:00 CET**
 RFX Owner **RODRIGUES DE OLIVEIRA, JACIEL** RFX Version Number **2** RFX Version Type **Active Version** RFX Response **0000454662**

[Close](#) [Print Preview](#) [Refresh](#) [Do Not Participate](#) [Questions and Answers \(0\)](#) [Export](#)

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Table Extensions

Time Zone: Internal Code:
 Submission Deadline: * Mat/Ser Group: *
 Opening Date: * Rubro description:
 End of Binding Period:
 Currency:
 Criticality level: *

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.

The screenshot shows a web application interface for RFx (Request for Quote) management. The main area displays a table of RFx events. The table has the following columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Response Version. The 'Refresh' button is highlighted in red.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response Version	GSA
0100272010	Cutting Dryer (Technical)	RFx (Technical)	Published	24/09/2012			No Bid Created		0
0100272010	Cutting Dryer (Commercial)	RFQ (Economic)	Published	24/09/2012			No Bid Created		0
0100272020	ROV Services	RFx (Technical)	Published	20/09/2012			No Bid Created		0
0100272020	ROV Services	RFQ (Economic)	Published	20/09/2012		454002	Saved		0
0100272030	RE TARJETAS Y ACCESORIOS CONTROL ACCESO	Two envelope bid	Published	21/09/2012			No Bid Created		0
0100272040	OT US 00009 TABA-ZONA (Z)	RFQ (Economic)	Published	20/09/2012			No Bid Created		0
0100272050	5100 00 11 ACLAR N EPIC DM	RFQ (Economic)	Published	02/10/2012			No Bid Created		0
0100272050	5100 00 11 ACLAR N EPIC DM	RFQ (Economic)	Published	02/10/2012			No Bid Created		0
0100272060	5100 00 11 ACLAR N EPIC DM	RFQ (Economic)	Published	02/10/2012			No Bid Created		0
0100272060	5100 00 11 ACLAR N EPIC DM	RFQ (Economic)	Published	02/10/2012			No Bid Created		0

Last Refresh: 24.09.2012 09:30:31 Refresh

We also remind you that in Repsol website (www.repsol.com) you will find more extensive manuals

<https://www.repsol.com/en/about-us/suppliers-and-partners/index.chtml>

Related links to the bidding process

Call for tenders > Electronic bid >

Related information in other languages

Acesso em português > Acceso en español >

Get all your questions answered on how to present a bid

-  **SRM Frequently Asked Questions and Common Mistakes Guide**
PDF | 982 KB
-  **How to change your password and profile information**
PDF | 686 KB
-  **How to reset your password**
PDF | 858 KB
-  **How to recover your username**
PDF | 657 KB
-  **How to submit a financial bid**
PDF | 5.780 KB
-  **How to submit a two envelope bid**
PDF | 8.781 KB
-  **Supplier's Manual for Presenting Bids**
PDF | 2.068 KB