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1. INVITATION TO REQUEST FOR PROPOSAL

The bidding process begins with an Invitation to Request for Proposal. The buyer includes the bidders and publishes the bid request. Once it is published the bidders will receive an e-mail (*) with the following content:

(*) E-mail address that appears on your registration data in Repsol's systems

Dear Supplier, We hereby invite your company to participate in the following Request for Proposal:
REQUEST FOR PROPOSAL NAME - no:8100XXXXXX
Deadline for presenting the bid: Deadline
We remind you that your username is: PXXXXXX.

If you do not wish to make a bid, we request that you please enter the tool, access the Request for Proposal and click on 'Not participating'.
Use the following link to access the application: http://extranet.repsol.com

SUPPORTED BROWSERS:

- ECONOMIC PROPOSAL: INTERNET EXPLORER VERSIONES 8 Y 11, GOOGLE CHROME
- TECHNICAL PROPOSAL: INTERNET EXPLORER VERSIONES 8 Y 11.

Remember that all information regarding this quote request must be submitted through the electronic tool for call for Request for Proposals.

PLEASE read the bid presentation manual carefully through the following link.


IMPORTANT INFORMATION:

1. Remember to access the tab "notes and attachments" to perform the following actions:
   - See all Request for Proposal documents.
   - Present your bid attaching the files deem necessary.
   - Technical offers must be identified by means of the marker: “technical offer”

2. To submit your bid you must attach the documents you deem necessary and complete the following steps: save, process and send.

3. We recommend the attached files size be no larger than 10MB in order to optimize the system's performance.

4. If you do not wish to present a bid, please enter the tool, access the Request for Proposal and click "Do not participate".

5. To learn about Repsol's general conditions for purchasing and contracting, which are mandatory for all invited suppliers, please use the following link:

6. If you have any questions or would like to report an incident, ALWAYS USE SUPPORTED BROWSERS, you may contact supplier help desk (SAC POVEEDORES), through:

Telephone contact per countries:

- Angola: +244 2-2642-7849
- Bolivia: +591 3-36-60549
- Brazil: +55 21-25597200
- Colombia: +57 1-7-05-19-86
- Ecuador: +593 22-976-610
- United States: +1-832-442-1198
- Peru: +51 1-5172040
- Portugal: +351 213-119-148
- Spain: 902-18-1993
- Trinity and Tobago: +1 868-623-1770 (int.66300)
- Venezuela: +58 281-500-4997
- Others: +34 913387243

Regards, REPSOL

2. ACCESSING THE APPLICATION

Through the link http://extranet.repsol.com indicated in the invitation e-mail you can access the Repsol bidding application.

To access the system, the supplier must write their username and password.
If all the information is correct you will enter the next screen:

To Access your bids, please select the link:
Gestión de ofertas / Bid management / Gestão de ofertas

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 "Send Change Request".

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

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

Note: If the access to the bidding process has a delay, please wait for a few minutes. If the Access page shows the following Message:

Try following one of these two procedures:

- Press the F5 button to update the page and wait for it to load.
- If the error persists, click on Exit the system and try again later.

Try to avoid closing the browser using the cross on the right top corner of the screen when you are in the system, as your user session could become temporarily frozen.

The following image shows the error message that you will see if your user session has become temporarily frozen, or if it is open in a different mode:
In this case you should exit the system and wait few minutes until the system unblocks your user session or, if it is urgent, call the Help Desk in order for them to unblock it.

3. ACCESSING THE REQUEST FOR PROPOSAL

Once you have entered your username and password, you can access the application internal personal menu.

In the new version, suppliers have the opportunity to see all the Request for Proposal they have been invited to in the past. If the event that you wish to access does not appear in the main window, carry out the following checks:

- Refresh the screen in either case two buttons marked in red

The date will match the current time:
- Open up the search fields in the drop-down menu and check there is no active selection:

If you still cannot view the Request for Proposal you wish to look at, write the code in the event "Number" field and press apply:
- Finally, by clicking on the event number you will have direct access to the internal information regarding the Request for Proposal.

4. INFORMATION ABOUT THE REQUEST FOR PROPOSAL

If you have followed the instructions of the previous section correctly, you will now be in the Request for Proposal, where you can view all the relevant information.

1. The first page ("Information about the Request for Proposal") contains general information about the Request for Proposal.

2. The second is the "Items" tab where, should the buyer ask for specific bids per items, the different items to be quoted will be specified for the supplier to enter their prices. It is possible that the buyer will not request quotes per items. In this case this section will be empty, as shown in the following image, and you do not have to do anything.
If the buyer has asked for quotes per items, an image similar to the following will be seen. By clicking on the item "Description" field, you can access the details.

3. The third tab ("Notes and Appendices") contains the appendices relating to the Request for Proposal. This section is where buyers usually include any specifications and the basic documentation relating to the Request for Proposal.

To download it click on the "Description" field.

*IMPORTANT:*
The screen can display a maximum of five appendices. If the buyer has included more than five documents a scroll bar will appear on the right hand side of the appendices window. Use this to access the rest of the documents.
5. READING AND DOWNLOADING DOCUMENTS

*IMPORTANT
To view the appendices the buyer has attached to the Request for Proposal, you must have the download files function enabled in your browser. It is normally activated by default but, should you have any difficulties, you can check it and activate it by following these steps:
- On the home page of Internet Explorer, open the "Tools" menu and select the last item "Internet options":

![Internet Options]

- In the "Security" tab, select (1 click only on the mouse) the first icon, "Internet" and click the "Custom level..." button:

![Security Options]

To view the appendices the buyer has attached to the Request for Proposal, you must have the download files
- On this screen you should have the 3 "Downloads" sections enabled.

If your browser is configured correctly, to access the notes and appendices all you need to do is click on the document Description field.

6. UPLOADING RESPONSES

To make your bid, click on the "Create Response" tab, from which you can access the window enabled for publishing them. Should you not be interested in the making a bid, you must select the "Not participating" option which will turn down the invitation.
When you click on the "Create Response" tab, a screen will open with the terms of use for the tool, which you should read carefully before accepting.

Below we will explain the differences between the two most common types of Request for Proposal:

**RFQ (Economical):** bids are exclusively economical, are loaded in the Request for Proposal notes and appendices or in the items (if items are included). The detailed explanation is made in the following section: 1. RFQ (Economical)

**Technical-Economical:** bids, can be economical and technical or only technical, are loaded in the Request for Proposal notes and appendices.

But when loading the technical bids you should check the option: **technical document**:

If the option **technical document** is not marked, the system understands that it is a technical document. In the Technical-Economical bidding there is an obligation to present at least one technical document.
The detailed explanation is made in the following section: 2. Technical-Economical.

1. RFQ (Economical): bids can be uploaded in two different ways depending on whether the Request for Proposal has items or not.

   For cases where **items have been included** in the Request for proposal, you will access the "Items" tab to quote your price. This can be done in two ways:

   a. Directly entering in the table columns the data requested by the buyer ("Price", units, delivery dates, product reference, etc...)

   ![Image of table columns](image)

   b. Clicking on the "Line number" field. And completing the required fields in the Item Data field.

   ![Image of Item Data field](image)

   ![Image of RFQ tab](image)
This option also allows you to add specific notes and appendices to the item, although this is not recommended (it is better to add notes and appendices to the main body of the Request for Proposal).

For cases where **Items do NOT exist**, the supplier must simply include the files that make up their bid in the Notes and attachments or select “No Files” in Basic Data.

The "Add attachment" section is where you should upload the files that make up the bid.
The “Notes section” allows you add text which will reach the buyer:

Or select “No Files” in Basic Data.
2. **Technical-Economical**: The process of submitting bids in the case of a technical economic bid is different from the previous one due to the obligation to include as technical annex at least one of the documents to be presented.

The process begins identically to the RFQ (Economical) process. Inside the Request for Proposal, click on "Create response", accept the terms and afterwards a window will open in which you can create the bid.

In the option: Notes and Attachments => Add Attachment:
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 **OK**

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

7. SENDING BIDS

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

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.

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

![Edit and Submit buttons]

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8. MODIFYING BIDS

Bids made can be modified, as long as the deadline for presenting bids has not passed. There are two ways of accessing a bid you have previously created:

- In one step: Through the direct link to the bid, from your Request for Proposal summary table, clicking on the bid code.

- In two steps: Accessing the direct link to the Request for Proposal from your Request for Proposals summary table, and then clicking on the link to the bid in the heading information of the Request for Proposal.
Once inside the bid, to modify it click on the “edit” button.

To publish the bid once modified, click on the "Send" button.
**IMPORTANT:**
If you click on the "Save" button the modified bid will not reach the buyer but will stay WITHHELD in Saved status (check in the bid heading). Remember to always send your bids once you have made modifications by clicking on the "SUBMIT" button

9. APPLICATION COMMANDS

1. Refresh: this command updates the Request for Proposal information.
2. Close: this command is used to close the Request for Proposal window.
3. Participate: this command tells the buyer that the provider is registered. This action is not obligatory to perform by the buyer
4. Do Not Participate: this command is used to turn down an Invitation to Request for Proposal.
5. Create Response: this command is used to present your bid. A new windows opens, where you can upload your bids
6. Questions and answers: This is a function which allows you to communicate with the buyer. This does not send instant messages, so the buyer will not see it until he accesses the Request for Proposal.
7. Export: this command allows to export the data to excel

B. BIDS COMMANDS:
1. **Submit**: this command is used to send off the offer once you have uploaded your proposals.
2. **Read Only**: this command executes the display mode.
3. **Print Preview**: this command downloads a pdf document with the summary of the offer and its status.
4. **Check**: this command reviews the supply and reports the defects to be remedied.
5. **Close**: this command is used to close the invitation to Request for Proposal window.
6. **Save**: this command will save the entered information until the current moment and to modify a previously created bid, as long as the presentation deadline has not elapsed.

   *IMPORTANT*: If the bid has not been saved or sent beforehand, you will lose all the information.

7. **Questions and Answers**: this command allows to have a communication with the buyer. The communication does not send instant emails, the buyer will not see the messages until he does not access the application.