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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.

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

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 deemed 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:

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



6. If you have any questions or would like to report an incident, ALWAYS USED 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

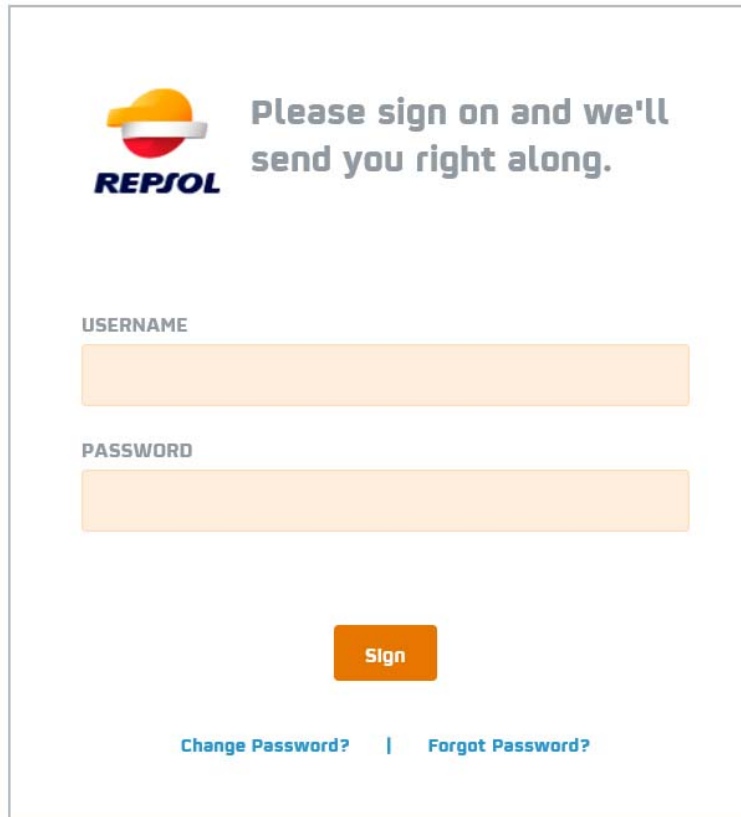
- Others: +34 913387243


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.



 Please sign on and we'll send you right along.

USERNAME

PASSWORD

[Sign](#)

[Change Password?](#) | [Forgot Password?](#)

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



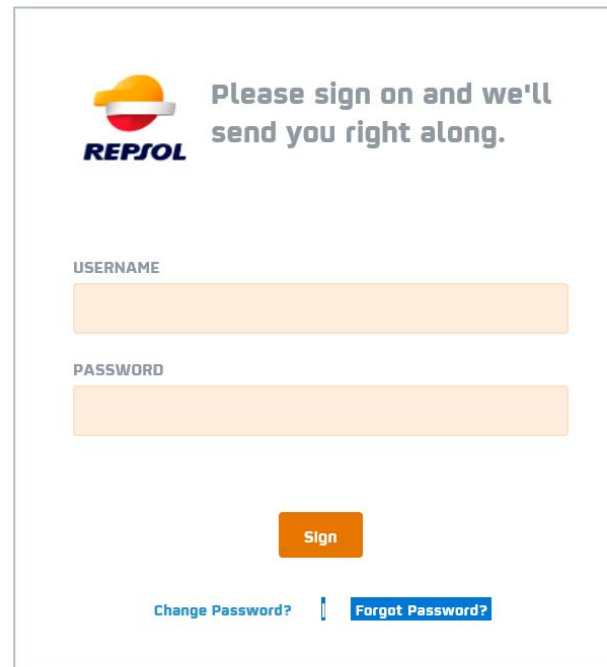
To Access your bids, please select the link:

[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.

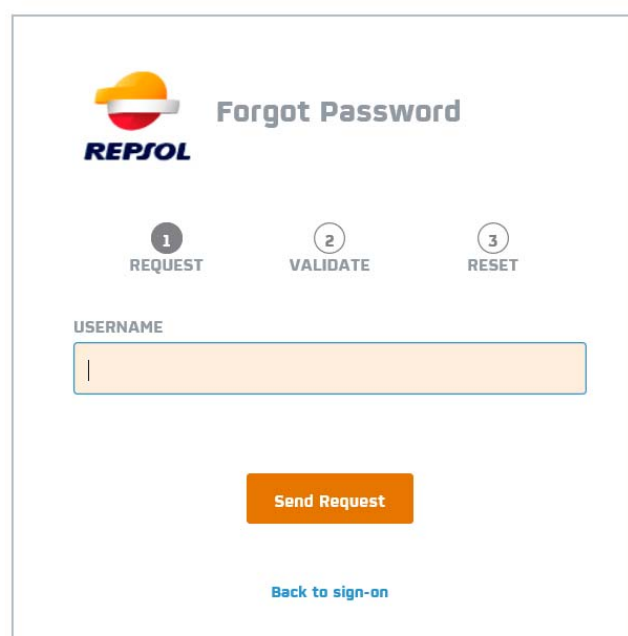
If you don't receive this email, you can ask to reset your password following the steps:

- Select "*[Forgot Password?](#)*".



The sign-in screen features the REPSOL logo at the top left. To its right, the text "Please sign on and we'll send you right along." is displayed. 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?".

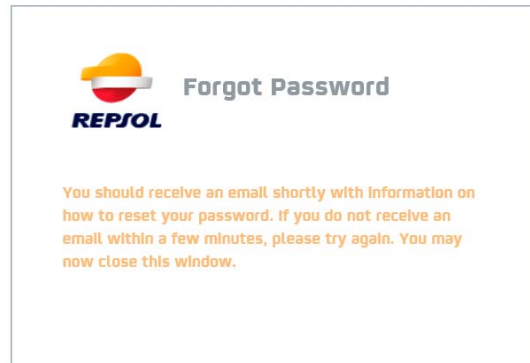
- In the next screen you will have to fill the username and select "Send Change Request".



The "Forgot Password" screen displays the REPSOL logo at the top left. To its right, the title "Forgot Password" is shown. Below the title, there are three steps: 1 REQUEST, 2 VALIDATE, and 3 RESET. A "USERNAME" input field is located below the steps. A blue "Send Request" button is positioned below the username field. At the bottom, there is a link "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

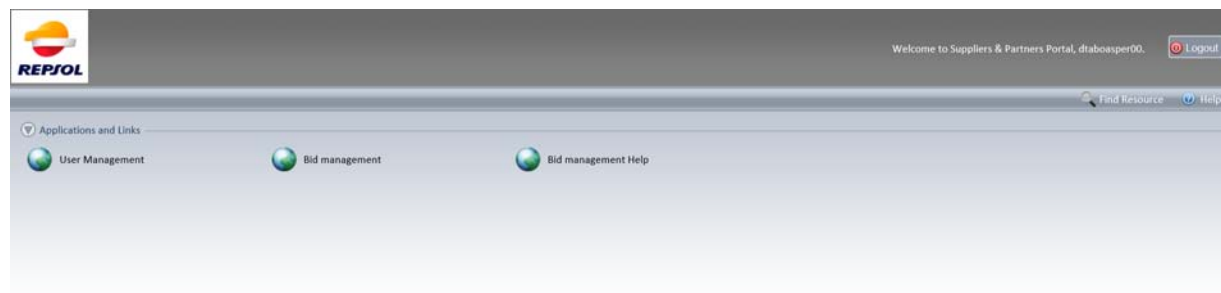


- If you have followed these steps, in a few seconds you will receive an email with a link to access to change the password. Once changed, return to the initial screen and enter them.

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 :

A sign-in form with the REPSOL logo and the text "Please sign on and we'll send you right along." It contains two input fields: "USERNAME" and "PASSWORD". Below the fields is a "Sign" button. At the bottom, there are two links: "Change Password?" and "Forgot Password?".

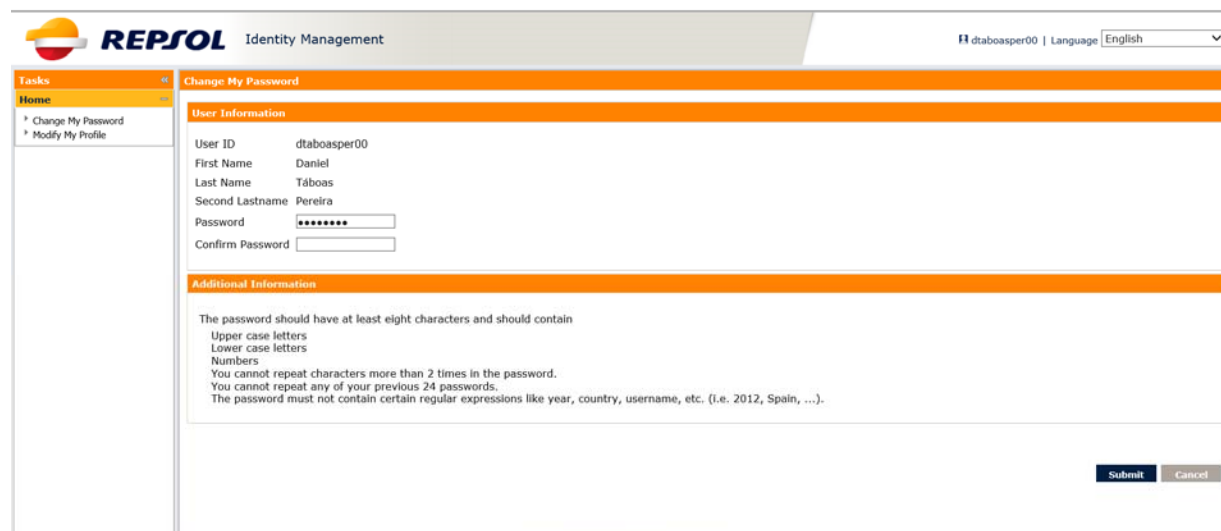


2.- In the following screen select User Management:



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".

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



REPSOL Identity Management

dtaboasper00 | Language: English

Tasks

- Home
- Change My Password
- Modify My Profile

Modify My Profile

Profile

Name: Daniel

Lastname: Taboas

Second Lastname: Pereira

Telephone Number: 12345678

Current Email: XXXXXX@yahoo.com

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.

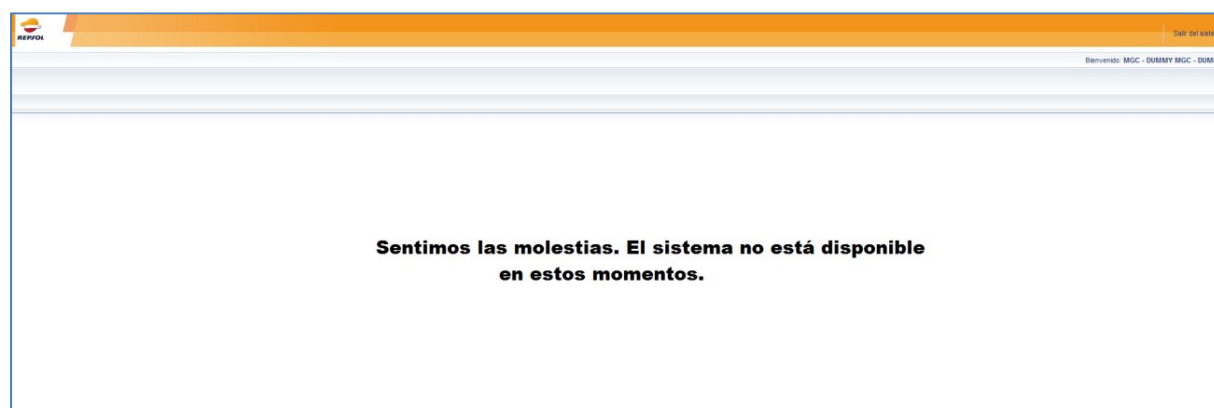
New Email:

Submit **Cancel**

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:

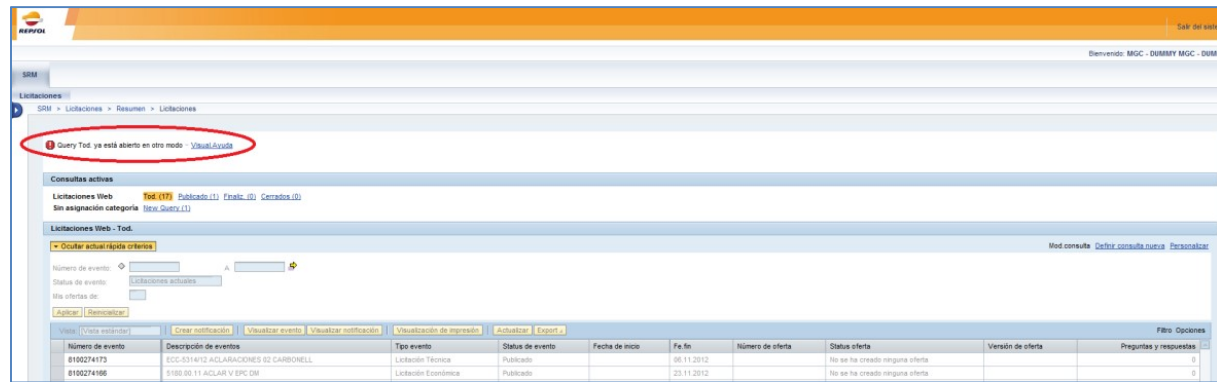


Try following one of these two procedures:

- 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.

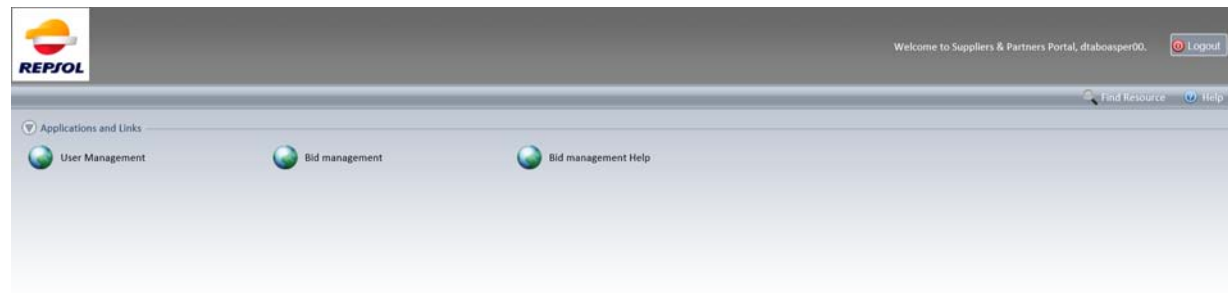
The following image shows the error message that you will see if your user session has become temporarily frozen, or if it is open in a different mode:



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.

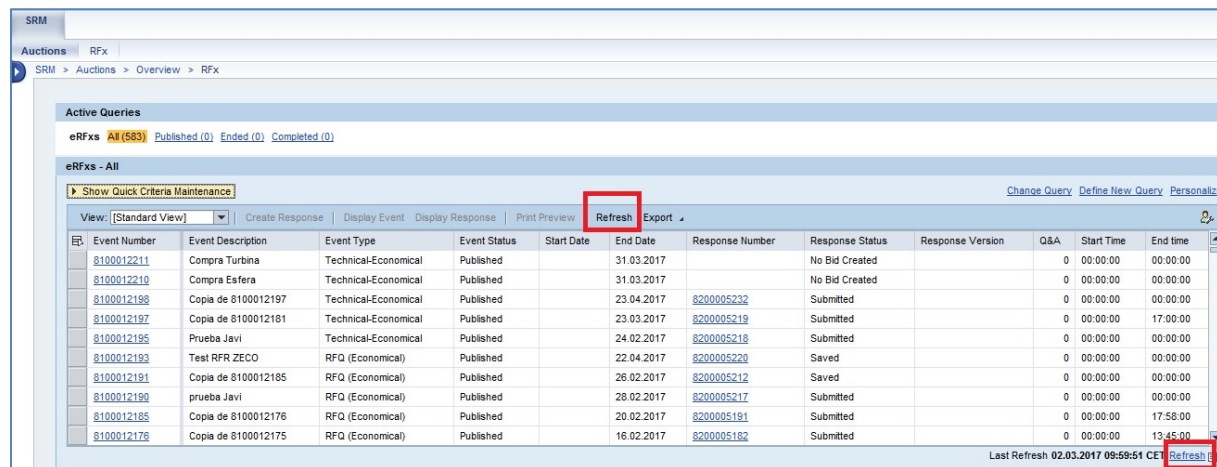
3. ACCESSING THE REQUEST FOR PROPOSAL

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:



MANUAL FOR PRESENTING BIDS

SRM

AuctionsRFX

SRM > Auctions > Overview > RFX

Active Queries

eRFxs All (563) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

Change Query Define New Query Personalize

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 Version	Q&A	Start Time	End time
8100012211	Compra Turbina	Technical-Economical	Published		31.03.2017		No Bid Created		0	00:00:00	00:00:00
8100012210	Compra Esfera	Technical-Economical	Published		31.03.2017		No Bid Created		0	00:00:00	00:00:00
8100012198	Copia de 8100012197	Technical-Economical	Published		23.04.2017	8200005232	Submitted		0	00:00:00	00:00:00
8100012197	Copia de 8100012181	Technical-Economical	Published		23.03.2017	8200005219	Submitted		0	00:00:00	17:00:00
8100012195	Prueba Javi	Technical-Economical	Published		24.02.2017	8200005218	Submitted		0	00:00:00	00:00:00
8100012193	Test RFR ZECO	RFQ (Economical)	Published		22.04.2017	8200005220	Saved		0	00:00:00	00:00:00
8100012191	Copia de 8100012185	RFQ (Economical)	Published		26.02.2017	8200005212	Saved		0	00:00:00	00:00:00
8100012190	prueba Javi	RFQ (Economical)	Published		28.02.2017	8200005217	Submitted		0	00:00:00	00:00:00
8100012185	Copia de 8100012176	RFQ (Economical)	Published		20.02.2017	8200005191	Submitted		0	00:00:00	17:58:00
8100012176	Copia de 8100012175	RFQ (Economical)	Published		16.02.2017	8200005182	Submitted		0	00:00:00	13:45:00

Last Refresh 02.03.2017 16:04:00 CET Refresh

- Open up the search fields in the drop-down menu and check there is no active selection:

SRM

AuctionsRFX

SRM > Auctions > Overview > RFX

Active Queries

eRFxs All (563) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

Change Query Define New Query Personalize

Show Quick Criteria Maintenance 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 Version	Q&A	Start Time	End time
8100012211	Compra Turbina	Technical-Economical	Published		31.03.2017		No Bid Created		0	00:00:00	00:00:00
8100012210	Compra Esfera	Technical-Economical	Published		31.03.2017		No Bid Created		0	00:00:00	00:00:00
8100012198	Copia de 8100012197	Technical-Economical	Published		23.04.2017	8200005232	Submitted		0	00:00:00	00:00:00
8100012197	Copia de 8100012181	Technical-Economical	Published		23.03.2017	8200005219	Submitted		0	00:00:00	17:00:00
8100012195	Prueba Javi	Technical-Economical	Published		24.02.2017	8200005218	Submitted		0	00:00:00	00:00:00
8100012193	Test RFR ZECO	RFQ (Economical)	Published		22.04.2017	8200005220	Saved		0	00:00:00	00:00:00
8100012191	Copia de 8100012185	RFQ (Economical)	Published		26.02.2017	8200005212	Saved		0	00:00:00	00:00:00
8100012190	prueba Javi	RFQ (Economical)	Published		28.02.2017	8200005217	Submitted		0	00:00:00	00:00:00
8100012185	Copia de 8100012176	RFQ (Economical)	Published		20.02.2017	8200005191	Submitted		0	00:00:00	17:58:00
8100012176	Copia de 8100012175	RFQ (Economical)	Published		16.02.2017	8200005182	Submitted		0	00:00:00	13:45:00

Last Refresh 02.03.2017 10:04:00 CET Refresh

SRM

AuctionsRFX

SRM > Auctions > Overview > RFX

Active Queries

eRFxs All (563) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Change Query Define New Query Personalize

Hide Quick Criteria Maintenance To

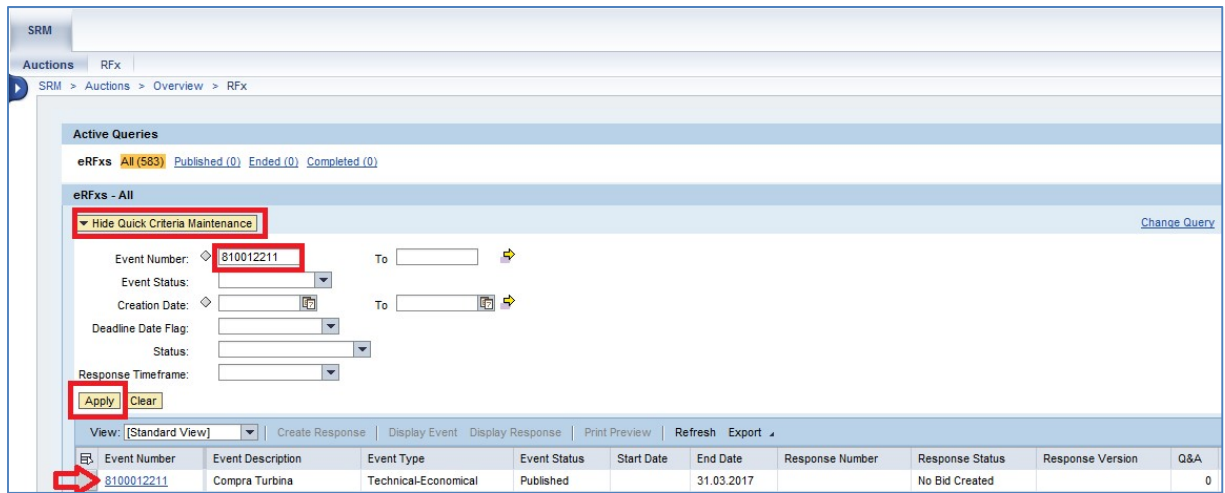
Event Status: Creation Date: Deadline Date Flag: Status: Response Timeframe:

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 Version	Q&A	Start Time	End time
8100012211	Compra Turbina	Technical-Economical	Published		31.03.2017		No Bid Created		0	00:00:00	00:00:00
8100012210	Compra Esfera	Technical-Economical	Published		31.03.2017		No Bid Created		0	00:00:00	00:00:00
8100012198	Copia de 8100012197	Technical-Economical	Published		23.04.2017	8200005232	Submitted		0	00:00:00	00:00:00
8100012197	Copia de 8100012181	Technical-Economical	Published		23.03.2017	8200005219	Submitted		0	00:00:00	17:00:00

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:

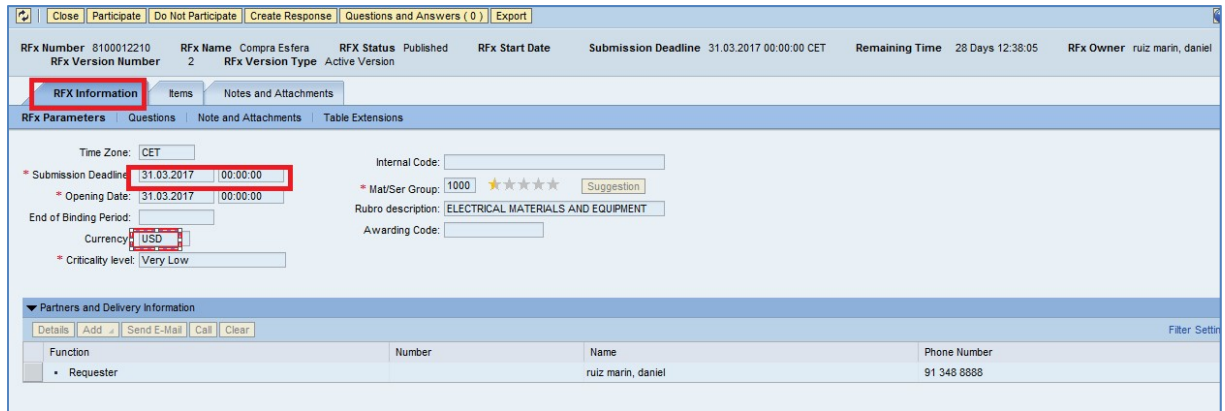


- Finally, by clicking on the event number you will have direct access to the internal information regarding the Request for Proposal.

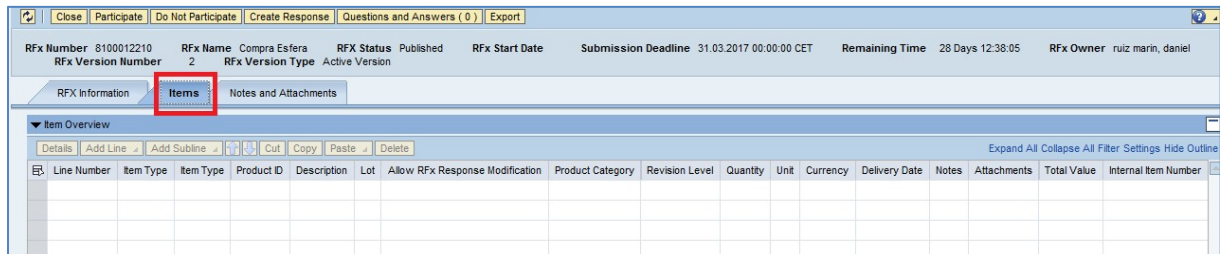
4. INFORMATION ABOUT THE REQUEST FOR PROPOSAL

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.

RFX Information

Items

Notes and Attachments

Summary

Tracking

▼ Item Overview

Details

Add New

Copy

Paste

Delete

Calculate Value

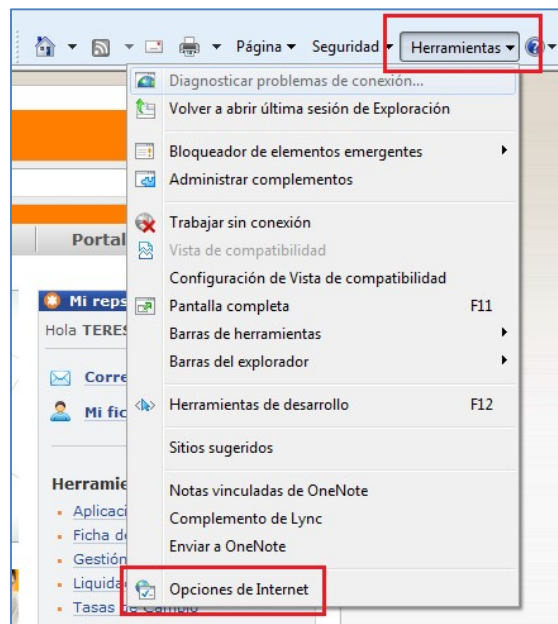
Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / R
0001	Engine		Material				30	30	002	0,00	USD	1		0,00	0/
0002	wellhead		Material				80	80	002	0,00	USD	1		0,00	0/

5. READING AND DOWNLOADING DOCUMENTS

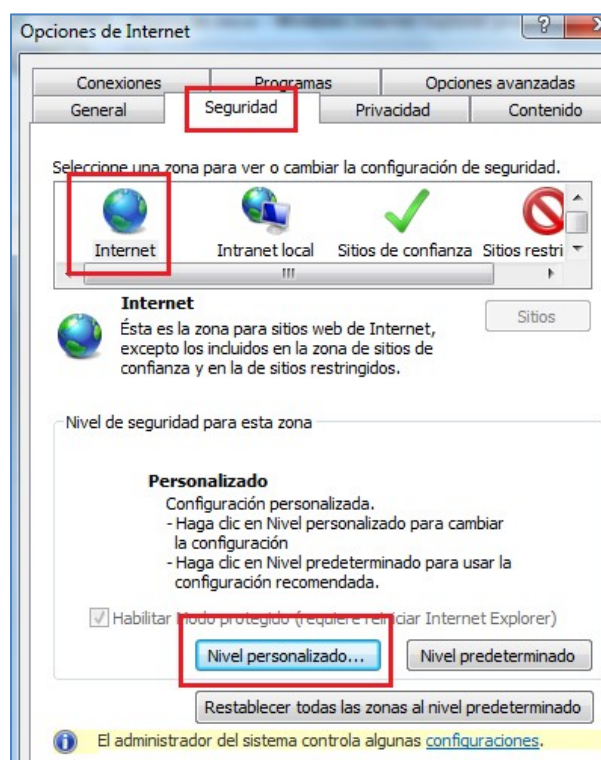
*IMPORTANT

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:

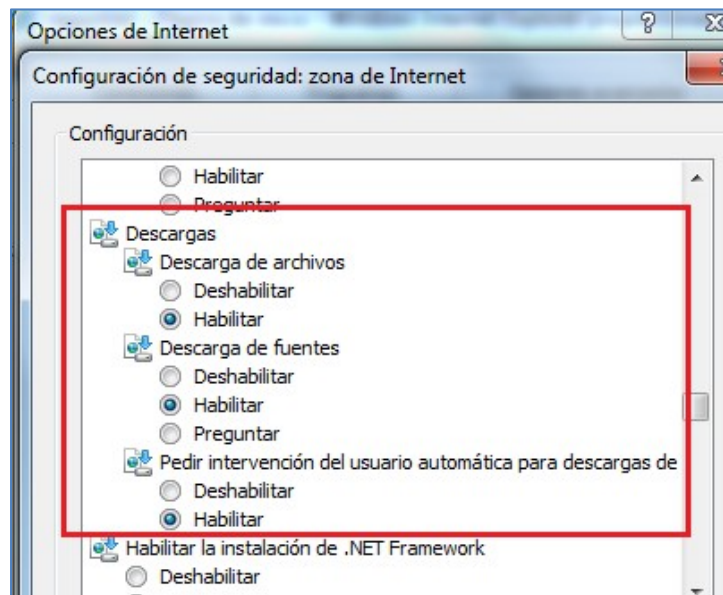
- On the home page of Internet Explorer, open the "Tools" menu and select the last item "Internet options":



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



- On this screen you should have the 3 "Downloads" sections enabled.

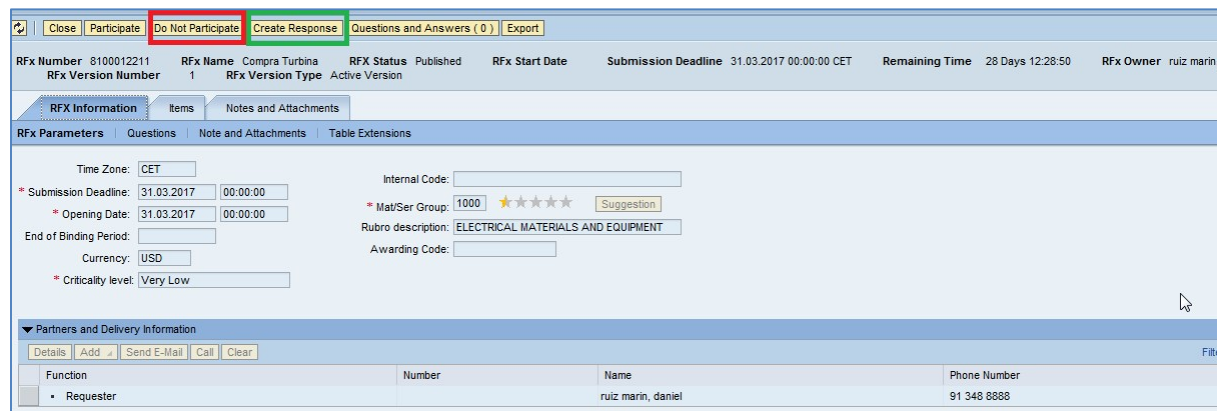


If your browser is configured correctly, to access the notes and appendices all you need to do is click on the document Description field.

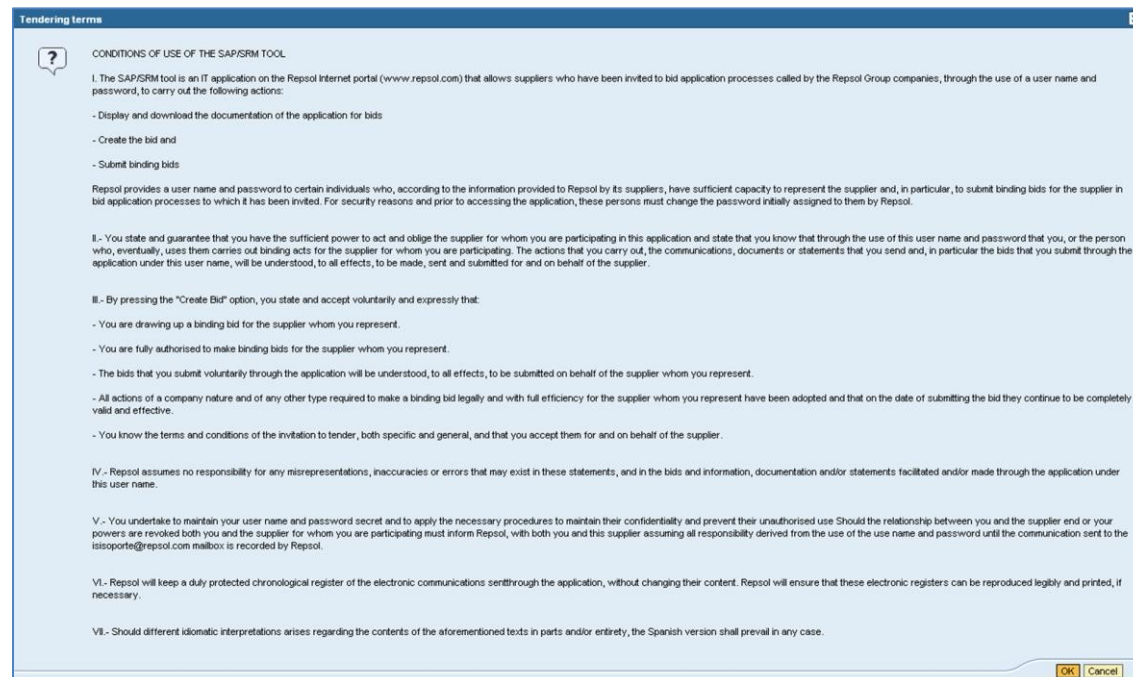


6. UPLOADING RESPONSES

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.

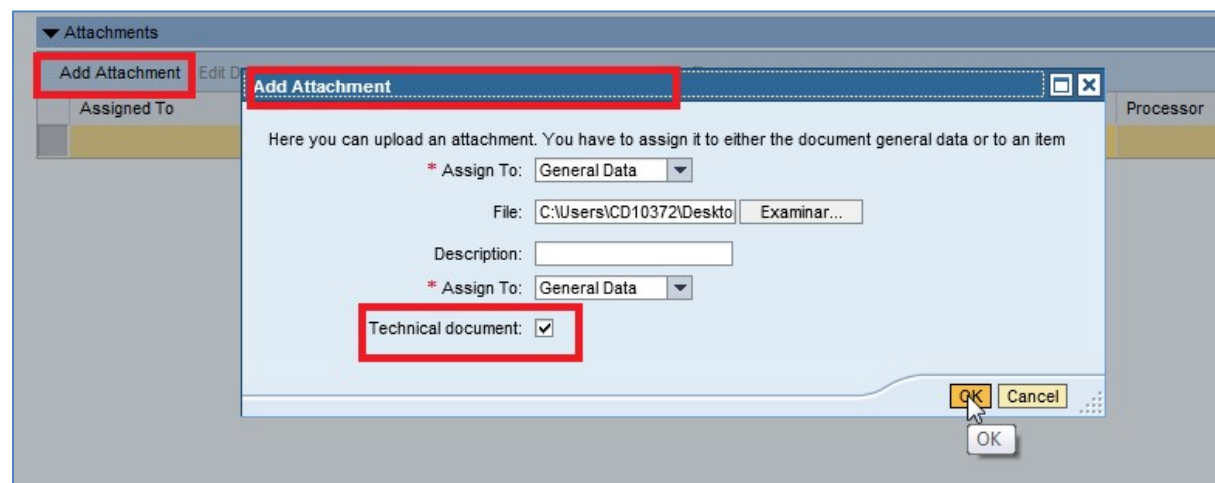


Below we will explain the differences between the two most common types of Request for Proposal:

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...)

Create Response

RFX Response Number 8200005244		RFX Number 8100012226		Status In Process	Submission Deadline 30.04.2017 00:00:00 CET	Opening Date 30.04.2017 00:00:00 CET	Remaining Time 58 Days 09:41:25									
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								
▼ Item Overview																
Details Add New Copy Paste Delete Calculate Value																
Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX /
0001	Engine		Material				30	30	002	0,00	USD	1		0,00	0/ 0	
0002	wellhead		Material				80	80	002	0,00	USD	1		0,00	0/ 0	

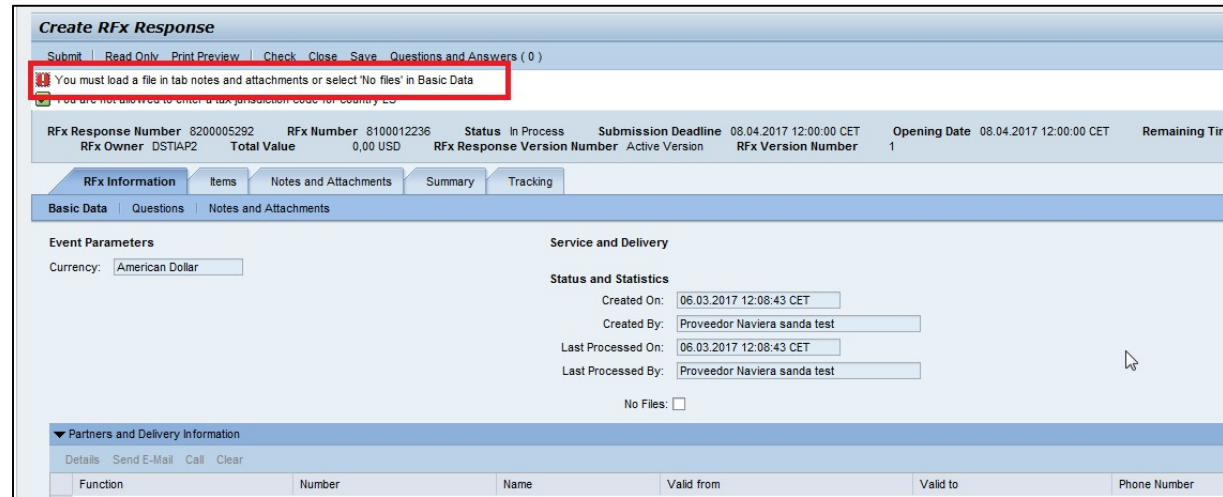
- b. Clicking on the "Line number" field. And completing the required fields in the Item Data field.

RFX Response Number 8200005245		RFX Number 8100012226		Status In Process	Submission Deadline 30.04.2017 00:00:00 CET	Opening Date 30.04.2017 00:00:00 CET	Remaining Time 58 Days 09:31:43									
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								
▼ Item Overview																
Details Add New Copy Paste Delete Calculate Value																
Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX /
0001	Engine		Material				30	30	002	0,00	USD	1		0,00	0/ 0	
0002	wellhead		Material				80	80	002	0,00	USD	1		0,00	0/ 0	

RFX Information		Items		Notes and Attachments		Summary		Tracking	
Details for Item 0001 Engine									
Item Data Questions Notes and Attachments									
▼ Basic Data									
Identification					Currency: American Dollar				
* Configurable Item Number: 0001					Required Quantity: 30 002				
Control Key: Material functional					Submitted Quantity: 30 002				
Item Type: Material					Price: 72 USD Per: 100 002				
Product Category:					Incoterm Key/Location:				
Product ID:					Delivery Date: 00:00:00				
Description: Engine					Delivery Days: 000				
Item Variant Description: Original Item					Status and Statistics				
Further Properties									
Supplier Product Number: GTF13718PPV									

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.



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 or select 'No files' in Basic Data

You are not allowed to enter a tax production code for Country ES

RFX Response Number: 8200005292 | RFX Number: 8100012236 | Status: In Process | Submission Deadline: 08.04.2017 12:00:00 CET | Opening Date: 08.04.2017 12:00:00 CET | Remaining Time: 1

RFX Owner: DSTIAP2 | Total Value: 0,00 USD | RFX Response Version Number: Active Version | RFX Version Number: 1

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

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: American Dollar

Service and Delivery

Status and Statistics

Created On: 06.03.2017 12:08:43 CET
 Created By: Proveedor Naviera sanda test
 Last Processed On: 06.03.2017 12:08:43 CET
 Last Processed By: Proveedor Naviera sanda test

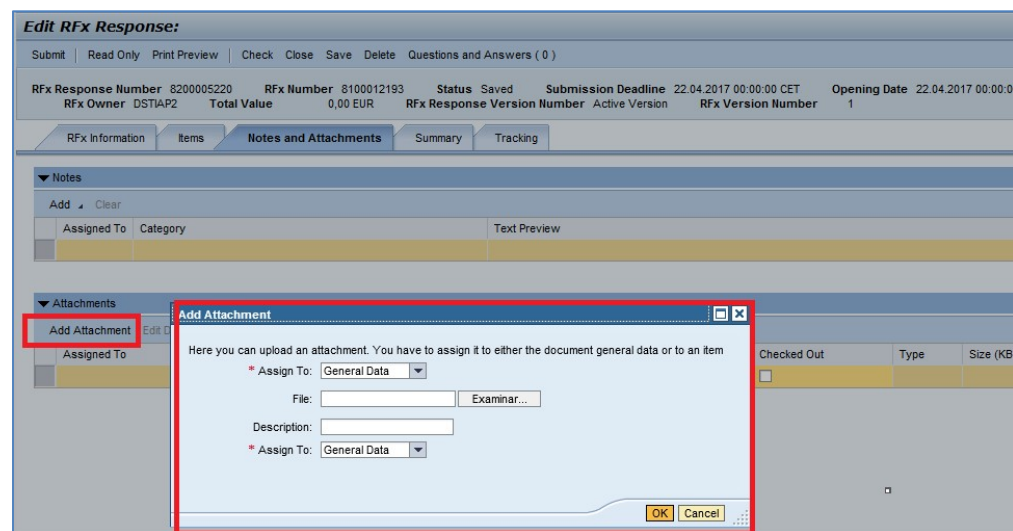
No Files: ☐

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Valid from	Valid to	Phone Number
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The "Add attachment" section is where you should upload the files that make up the bid.



Edit RFX Response:

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

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

Assigned To

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

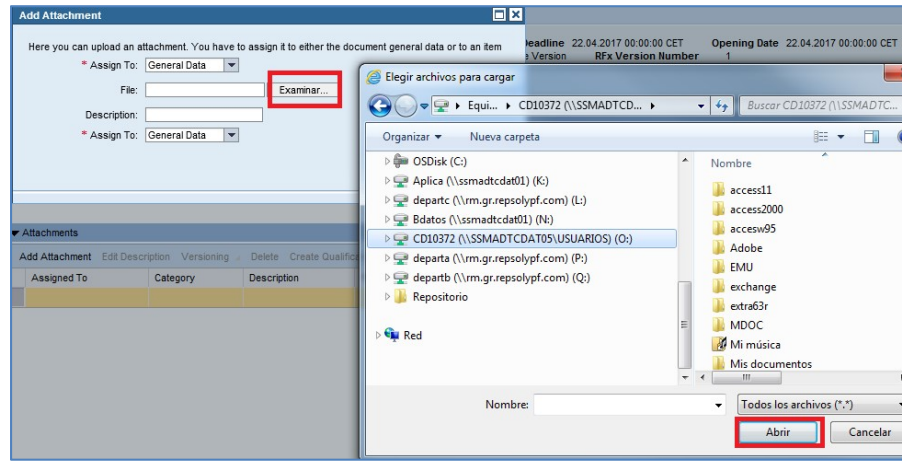
File: Examinar...

Description:

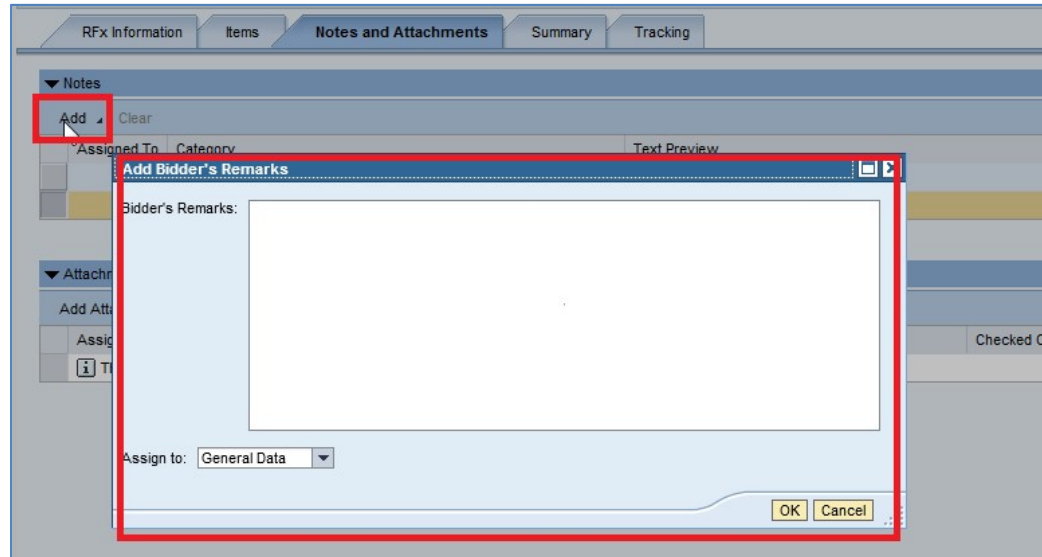
* Assign To: General Data

OK | Cancel

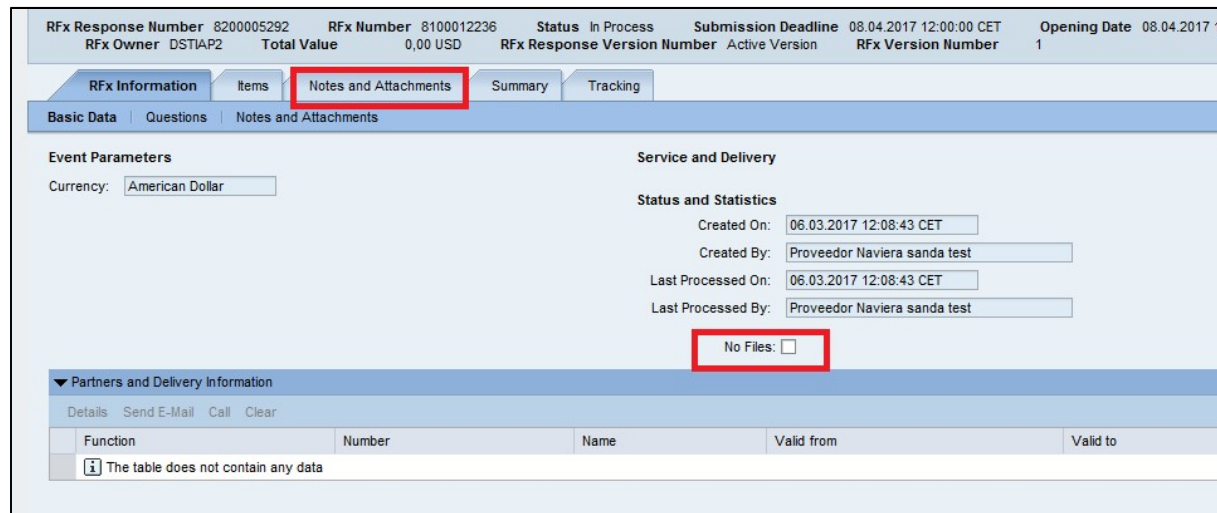
Checked Out	Type	Size (KB)
-------------	------	-----------



The “Notes section” allows you add text which will reach the buyer:

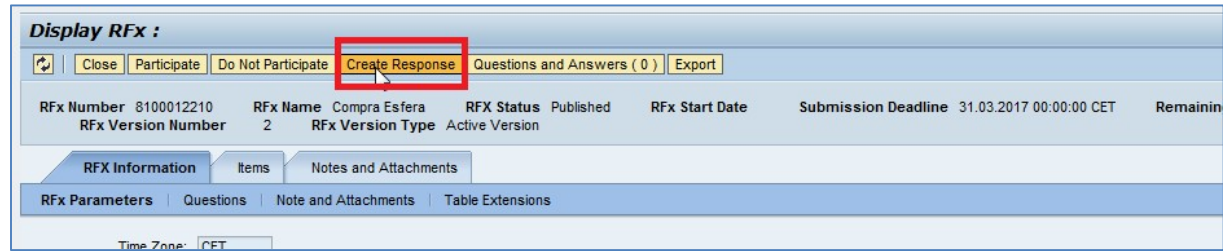
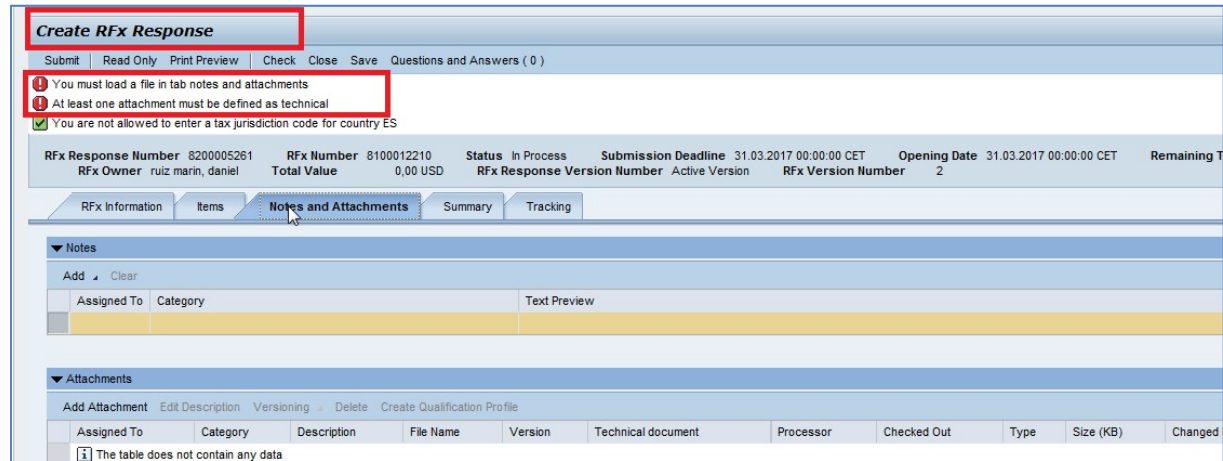


Or select “No Files” in Basic Data.

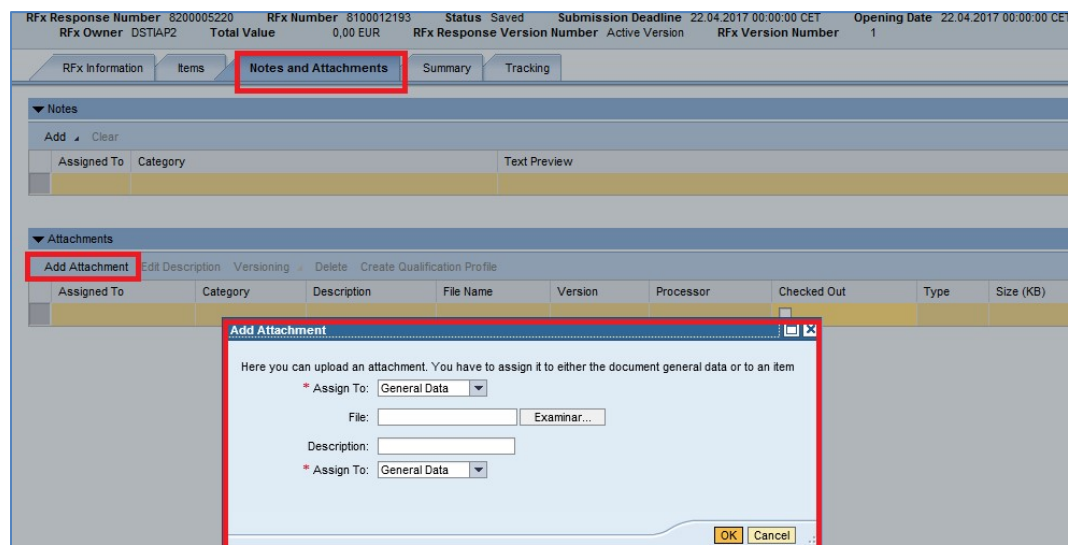


2. **Technical-Economical:** The process of submitting bids in the case of a technical economic bid is different from the previous one due to the obligation to include as technical annex at least one of the documents to be presented

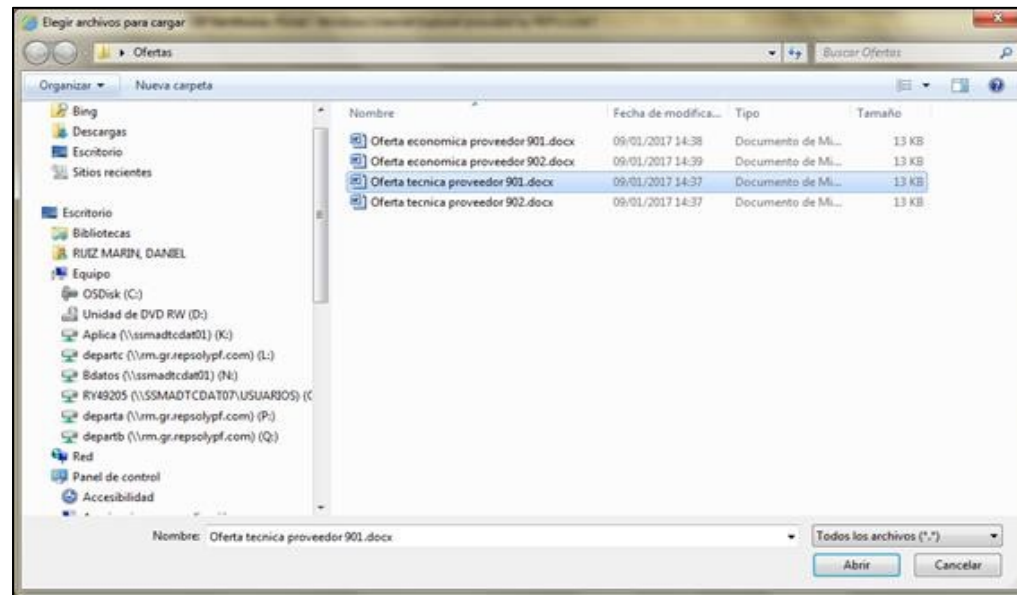
The process begins identically to the RFQ (Economical) process. Inside the Request for Proposal, click on "Create response", accept the terms and afterwards a window will open in which you can create the bid.

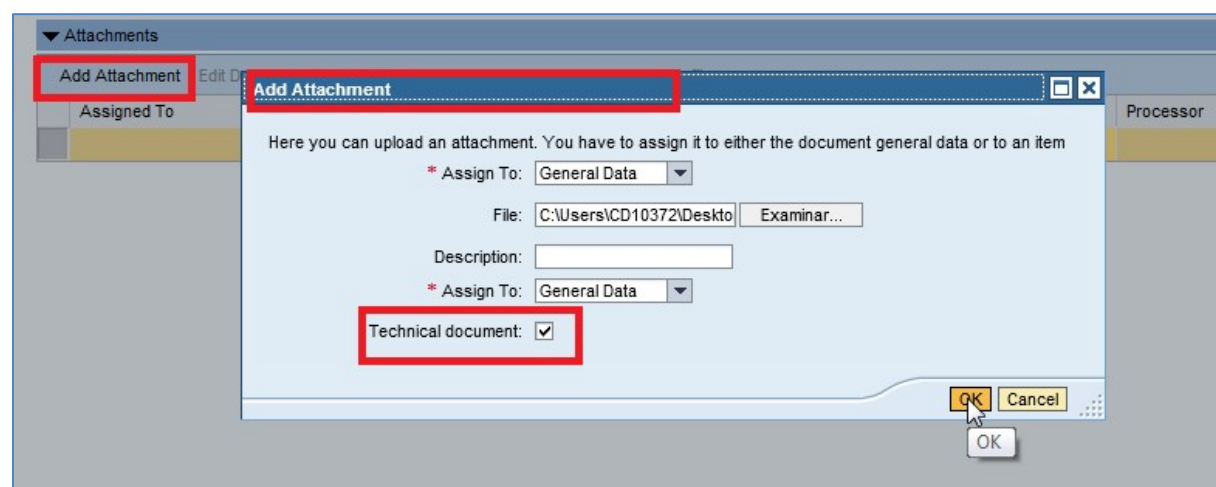
In the option: Notes and Attachments ➡ Add Attachment:




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 

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

Attachments										
Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings										
Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv	1	ZPS17122 02.03.2017

Documento Técnico

☐

→

Documento Técnico

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Attachments										
Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings										
Assigned To	Category	Description	File Name	Version	Technical document	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	csv	1	ZPS17122 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

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 by

Document Header

Standard Attachment

0

0. para Cargar en SISPRO.csv

1

☐

☐

csv

1

ZPS17122 02.03.2017

7. SENDING BIDS

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

Edit RFX Response:

Submit

Read Only

Print Preview

Check

Close

Save

Delete

Questions and Answers (0)

Submit Document

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

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

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☐

Document Header

Standard Attachment

NUEVA WEB REPSOL

NUEVA WEB REPSOL.docx

1

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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 not sent.

Edit RFX Response:

Submit

Read Only

Print Preview

Check

Close

Save

Delete

Questions and Answers (0)

Rfx Response Number8200005258

Rfx Number8100012211

StatusSaved

Submission Deadline31.03.2017 00:00:00 CET

Opening Date31.03.2017 00:00:00 CET

Remaining T

Rfx Ownerruiz marin, daniel

Total Value0,00 USD

Rfx Response Version NumberActive Version

Rfx Version Number1

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	St
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv	1
Document Header	Standard Attachment	NUEVA WEB REPSOL	NUEVA WEB REPSOL.docx	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	docx	14

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 Number8200005258

Rfx Number8100012211

StatusSaved

Submission Deadline31.03.2017 00:00:00 CET

Opening Date31.03.2017 00:00:00 CET

Remaining

Rfx Ownerruiz marin, daniel

Total Value0,00 USD

Rfx Response Version NumberActive Version

Rfx Version Number1

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	St
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	14

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

Rfx response 8200005258 submitted

Rfx Response Number8200005258

Rfx Number8100012211

StatusSubmitted

Submission Deadline31.03.2017 00:00:00 CET

Opening Date

Rfx Ownerruiz marin, daniel

Total Value0,00 USD

Rfx Response Version NumberActive Version

Rfx Version Number1

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	Proc
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"/>	

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.

SRM > Auctions > Overview > RFX

Active Queries

eRFxs [All \(584\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response V
8100012211	Compra Turbina	Technical-Economical	Published		31.03.2017	8200005258	Submitted	
8100012210	Compra Esfera	Technical-Economical	Published		31.03.2017		No Bid Created	
8100012198	Copia de 8100012197	Technical-Economical	Published		23.04.2017	8200005232	Submitted	

- **In two steps: Accessing the direct link to the Request for Proposal from your** Request for Proposals summary tabla, and then clicking on the link to the bid in the heading information of the Request for Proposal.

SRM

Auctions RFX

SRM > Auctions > Overview > RFX

Active Queries

eRFxs [All \(584\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response Version	Q&A	S
8100012211	Compra Turbina	Technical-Economical	Published		31.03.2017	8200005258	Submitted		0	0
8100012210	Compra Esfera	Technical-Economical	Published		31.03.2017		No Bid Created		0	0
8100012198	Copia de 8100012197	Technical-Economical	Published		23.04.2017	8200005232	Submitted		0	0



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 31.03.2017 00:00:00 CET Submission Deadline 31.03.2017 00:00:00 CET RFX Version Number 1 RFX Version Type Active Version RFX Response 8200005258

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

RFX Parameters **Questions** **Note and Attachments** **Table Extensions**

Time Zone: CET Internal Code:

* Submission Deadline: 31.03.2017 00:00:00 * Opening Date: 31.03.2017 00:00:00

End of Binding Period: * Mat/Ser Group: 1000 ★★★★★ Suggestion

Currency: USD Rubro description: ELECTRICAL MATERIALS AND EQUIPMENT

* Criticality level: Very Low Awarding Code: B0339-117363

Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name
Requester		ruiz marin, daniel

Once inside the bid, to modify it click on the "edit" button.

Display RFX Response:

[Edit](#) [Print Preview](#) [Close](#) [Withdraw](#) [Export](#) [Questions and Answers \(0 \)](#)

RFX Response Number 8200005258 RFX Number 8100012211 Status Submitted Submission Deadline 31.03.2017 00:00:00 CET Opening Date 31.03.2017 00:00:00 CET Remaining Time 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 (Kb)	Cha
Document Header	Standard Attachment	NUEVA WEB REPSOL	NUEVA WEB REPSOL.docx	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	docx	14	ZPS
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input type="checkbox"/>		<input type="checkbox"/>	csv	1	ZPS

To publish the bid once modified, click on the "Send" button.

Edit RFX Response:

[Submit](#) [Read Only](#) [Print Preview](#) [Check](#) [Close](#) [Save](#) [Questions and Answers \(0 \)](#)

RFX Response Number 8200005258 RFX Number 8100012211 Status In Process 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 C1 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 (KB)	Changed by
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	csv	1	ZPS17122

Display RFX Response:

[Edit](#) | [Print Preview](#) | [Close](#) | [Withdraw](#) | [Export](#) | [Questions and Answers \(0 \)](#)

RFX response 8200005258 submitted

RFX Response Number: 8200005258 RFX Number: 8100012211 Status: Submitted Submission Deadline: 31.03.2017 00:00:00 CET Opening Date: 31.03.2017 00:00:00 CET Remaining Time: 28 Days 08:26:32
 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 (KB)
Document Header	Standard Attachment	0	0. para Cargar en SISPRO.csv	1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	csv	1

*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

Display RFX :

[Close](#) | [Participate](#) | [Do Not Participate](#) | [Create Response](#) | [Questions and Answers \(0 \)](#) | [Export](#)

RFX Number: 8100012210 RFX Name: Compra Esfera RFX Status: Published RFX Start Date: Submission Deadline: 31.03.2017 00:00:00 CET Remaining Time: 28 Days 08:26:32 RFX Owner: ruiz marin, daniel
 RFX Version Number: 2 RFX Version Type: Active Version

[RFX Information](#) | [Items](#) | [Notes and Attachments](#)

[RFX Parameters](#) | [Questions](#) | [Note and Attachments](#) | [Table Extensions](#)

Time Zone: CET Internal Code:
 Submission Deadline: 31.03.2017 00:00:00 Mat/Ser.Group: 1000 Suggestion

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:

Create RFX Response

[Submit](#) | [Read Only](#) | [Print Preview](#) | [Check](#) | [Close](#) | [Save](#) | [Questions and Answers \(0 \)](#)

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