SPPC eProcurement Portal (ePP)

SUPPLIER GUIDE – Submit Response to RFQ or RFP

August - 2024

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1. LOGIN AS A SUPPLIER

Access the SPPC eProcurement Portal link https://powersaudiarabia.com.sa/ and login using your username and password.

If you've forgotten your login details, please use the 'Forgot your username/password' option.

1. LOGIN AS A SUPPLIER

After successfully logging in, you will be directed to the main page of ePP.
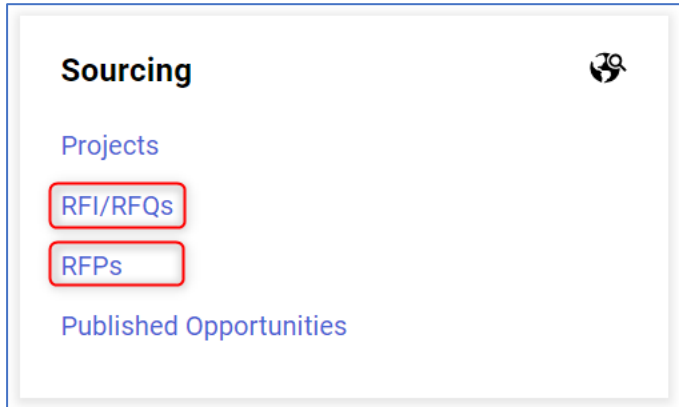

If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character*).*
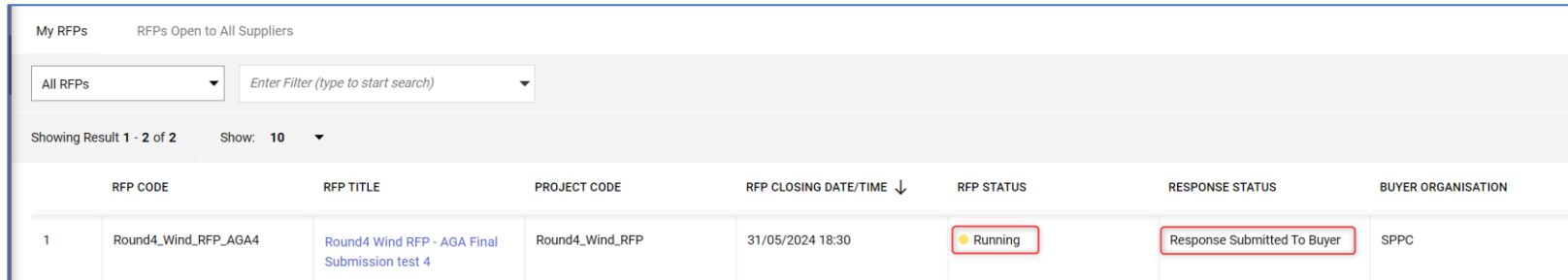
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2. Access Running RFP

Click on 'RFI/RFQs' or 'RFPs' under "Sourcing"

Sourcing

Projects

RFI/RFQs

RFPs

Published Opportunities

The process remains similar for both RFI/RFQs and RFPs. However, for the purpose of this guide, we will assume we are submitting RFP response.

Click on the 'RFI/RFQs or RFPs' title where the RFP Status is "Running"

My RFPs   RFPs Open to All Suppliers

All RFPs ▼   Enter Filter (type to start search) ▼

Showing Result **1 - 2 of 2**   Show: **10** ▼

	RFP CODE	RFP TITLE	PROJECT CODE	RFP CLOSING DATE/TIME ↓	RFP STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	Round4_Wind_RFP_AGA4	Round4 Wind RFP - AGA Final Submission test 4	Round4_Wind_RFP	31/05/2024 18:30	● Running	Response Submitted To Buyer	SPPC

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3. Modify & Submit Response

Click 'edit' icon next to each response section or navigate directly to the Envelope Response selections.

3. Modify & Submit Response

For attachments, you can Drop File or Browse to select the files from your computer and upload them.

Select the correct file and upload it

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3. Modify & Submit Response

Likewise, all other mandatory fields must be filled and saved. Click "Save and Continue" to stay on the same page or "Save and Return" to go back to the RFP summary page.

You can click "Cancel" if you do not want to make any changes from the previous version
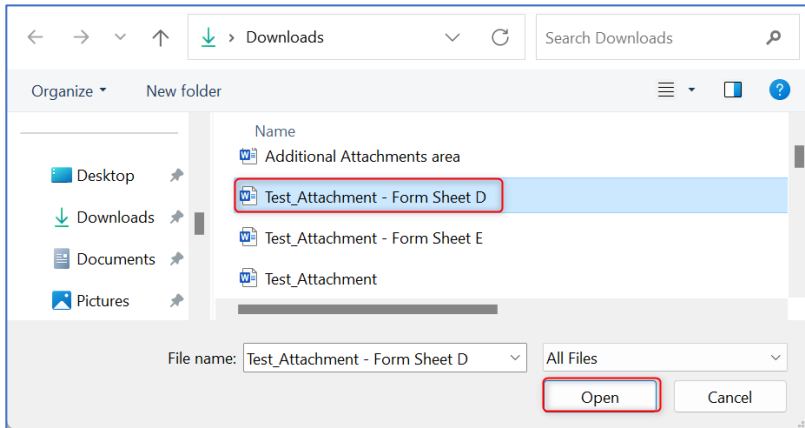
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3. Modify & Submit Response Updates B/F deadline.

Click 'Submit Response' when you are ready to submit your bid. You are required to complete all the mandatory fields on each of the Response pages and click "Submit Response" to send your bids to SPPC.

If you have completed your bids and have not clicked on "Submit Response" SPPC cannot see your bids and will not consider it against the RFP

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