



المشتري الرئيسي
PRINCIPAL BUYER
طاقة للفد

SPPC eProcurement Portal (ePP)

SUPPLIER GUIDE – Submit Response to RFQ or RFP

August - 2024



TABLE OF CONTENT:

- 1. Login as a Supplier**
- 2. Access Running RFQ/RFP**
- 3. Modify & Submit Response.**

SPPC eProcurement Portal (ePP)



1. LOGIN AS A SUPPLIER

Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using your username and password.

المشتري الرئيسي
PRINCIPAL BUYER
طاقة لاد

Home About SPPC Tenders Projects News ePP Support

User Login

username

.....

Bidders Sign Up Sign in

Forgot your Username/Password?

Welcome To SPPC E-Procurement Portal (ePP)

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

SPPC eProcurement Portal (ePP)



1. LOGIN AS A SUPPLIER

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

The screenshot shows the main page of the SPPC eProcurement Portal (ePP) after a successful login. The page features a header with the logo, the text 'المشتري الرئيسي PRINCIPAL BUYER', the time '19:16 Australian Central Standard Time', and a welcome message 'Welcome Du solar' with a user profile icon. Below the header is a search bar with the placeholder text 'Type to search in menu'. The main content area is divided into several sections:

- Dashboard**: Includes a link to 'Main Dashboard'.
- Sourcing**: Includes links to 'Projects', 'RFI/RFQs', 'RFPs', and 'Published Opportunities'.
- My Organisation**: Includes links to 'Organisation Profile', 'My Categories', 'Assessments', and 'Scorecards'.
- File Sharing**: Includes a link to 'Directories'.
- User Management**: Includes a link to 'Manage Users'.
- Help**: Includes a question mark icon.

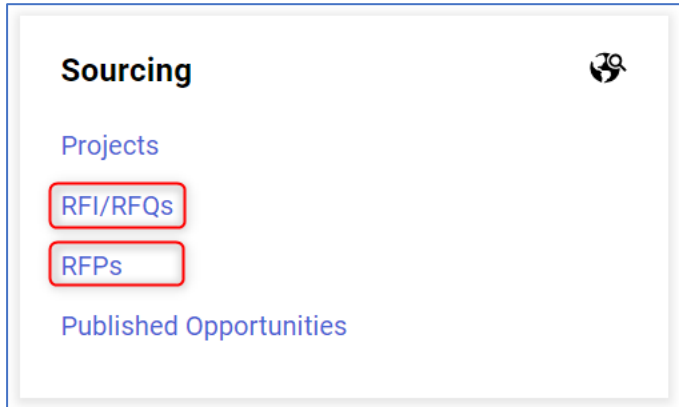
If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character).

SPPC eProcurement Portal (ePP)



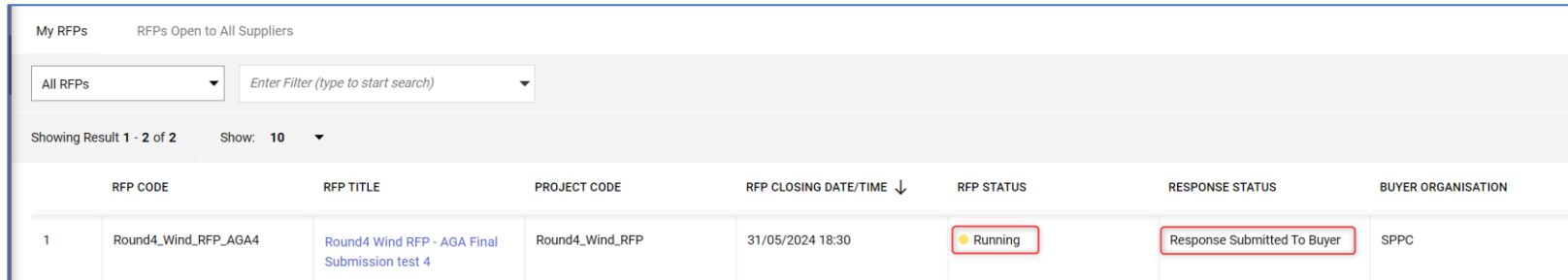
2. Access Running RFP

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



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"



The screenshot shows a table of RFPs with the following columns: RFP CODE, RFP TITLE, PROJECT CODE, RFP CLOSING DATE/TIME, RFP STATUS, RESPONSE STATUS, and BUYER ORGANISATION. The 'RFP STATUS' column for the first row contains a yellow circle with a dot and the text 'Running', which is highlighted with a red box. The 'RESPONSE STATUS' column for the same row contains the text 'Response Submitted To Buyer', also highlighted with a red box.

	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

SPPC eProcurement Portal (ePP)

3. Modify & Submit Response

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

← RFP: Round4_Wind_RFP_AGA4 - Round4 Wind RFP - AGA Final Submission test 4 Running Withdraw Response Online Questionnaire In Excel

RFP Details Messages (Unread 0)

Settings Buyer Attachments (3) My Response Associated Users

→

My Response Summary

ENVELOPE	INFO PARAMETERS		
1. Technical Response	Missing optional responses (522) No additional attachments		
2. Commercial Response	Missing optional fields (7) No additional attachments	Total Price (excluding optional sections)	0

Response Management Area - You are replying as: My Organisation Only (No consortium) ✎

Currency: SAR

> 1. TECHNICAL RESPONSE (QUESTIONS: 726) ✎

> 1.1 VOLUME 2 - TECHNICAL ENVELOPE - QUESTION SECTION

3. Modify & Submit Response

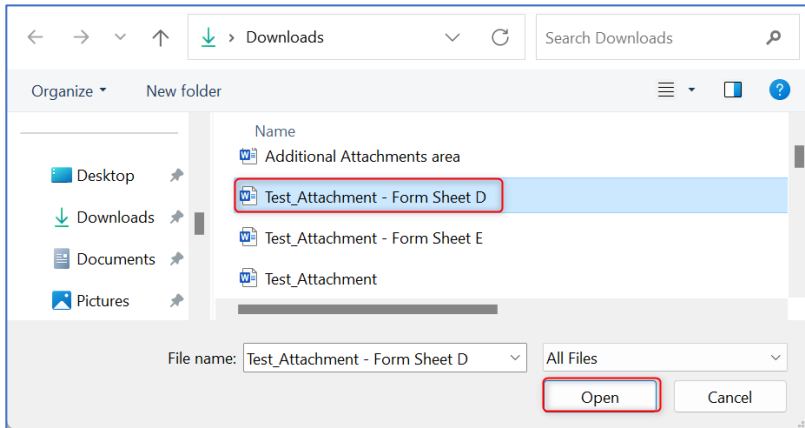
For attachments, you can Drop File or Browse to select the files from your computer and upload them.

RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission ● Running Save And Continue Cancel Save And Return

→ | Validate Response

	QUESTION	DESCRIPTION	RESPONSE
1.6.2	2.01.1.1 Attachment to Form Sheet D.4	* The filled spreadsheet "Deemed Energy Coefficients Tool.xlsx" (Annex A to PPA Schedule 17) to be attached.	Drop File or Browse
1.6.3	(n) Month / Billing Period - (1) January	* A1,n	
1.6.4	(n) Month / Billing Period - (1) January	* B1,n	
1.6.5	(n) Month / Billing Period - (1) January	* C1,n	

Select the correct file and upload it



SPPC eProcurement Portal (ePP)

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.

QUESTION	DESCRIPTION	RESPONSE
1.6.2	2.01.1.1 Attachment to Form Sheet D.4	* The filled spreadsheet "Deemed Energy Coefficients Tool.xlsx" (Annex A to PPA Schedule 17) to be attached. Test_Attachment.docx 339 KB
1.6.3	(n) Month / Billing Period - (1) January	* A1,n 3
1.6.4	(n) Month / Billing Period - (1) January	* B1,n 4
1.6.5	(n) Month / Billing Period - (1) January	* C1,n 5
1.6.6	(n) Month / Billing Period - (2) February	* A1,n 6
1.6.7	(n) Month / Billing Period - (2) February	* B1,n 7
1.6.8	(n) Month / Billing Period - (2) February	* C1,n 8

You can click “Cancel” if you do not want to make any changes from the previous version

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

OK Cancel

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.

← RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission ● Running ... Online Questionnaire In Excel **Submit Response**

RFP Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

→|

i Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

	ENVELOPE	INFO PARAMETERS	
1.	Technical Response	Missing mandatory responses (656)	
2.	Commercial Response	Mandatory fields missing (30)	Total Price (excluding optional sections) 0

Response Management Area - You are replying as: My Organisation Only (No consortium) ✎

Currency: SAR

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

SPPC eProcurement Portal (ePP)

