SUPPLIER GUIDE – Prepare RFQ-RFP Response using Excel Template

August - 2024

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SPPC eProcurement Portal (ePP)

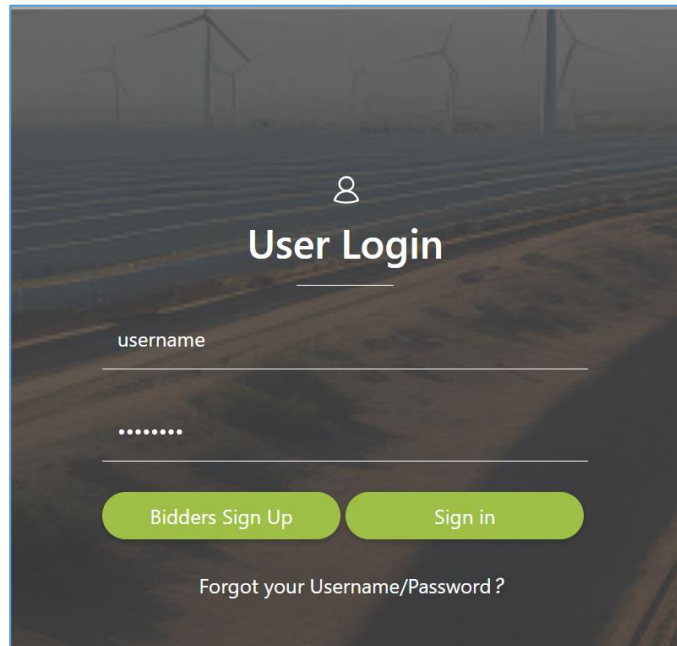المشتري الرئيس
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INTRODUCTION

This document will guide you through the process of extracting your RFQ-RFP response form into an Excel template, allowing you to prepare your response offline (without the need for a web browser or internet connection) and upload the completed form back into your RFQ-RFP response area on the SPPC eProcurement Portal.

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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/homepage of ePP.

Welcome

Type to search in menu

Dashboard	Sourcing	My Organisation	File Sharing
Main Dashboard	Projects	Organisation Profile	Directories
	RFI/RFQs	My Categories	
	RFPs	Assessments	
	Published Opportunities	Scorecards	

| User Management	Help
Manage Users	

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*).*
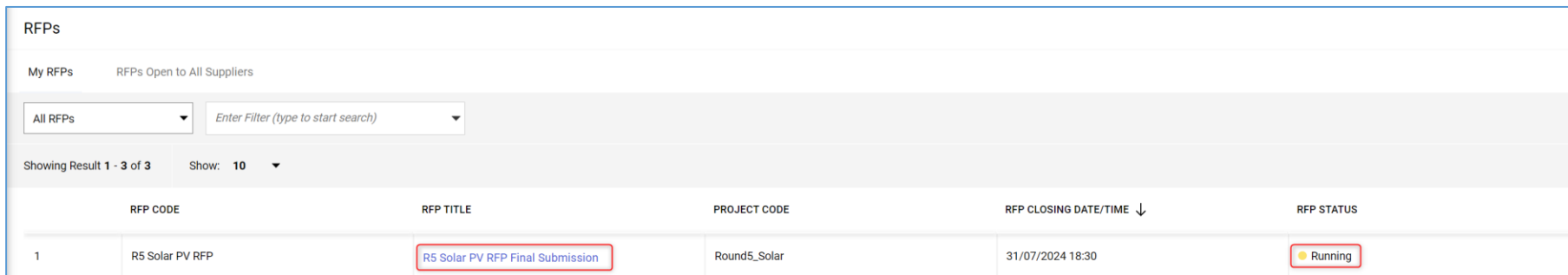
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2. ACCESS RUNNING RFP

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

Sourcing

Projects

RFI/RFQs

RFPs

Published Opportunities
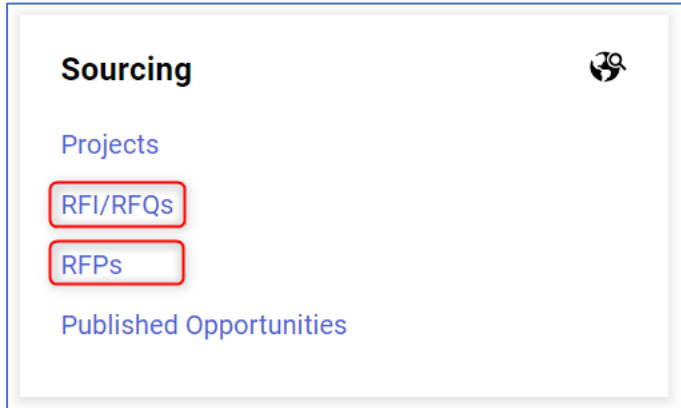
The process remains similar for both RFI/RFQs and RFPs. However, for the purpose of this guide, we will assume we are submitting RFP response. To review and upload or change response to an RFP using excel template, navigate to 'RFPs' under the "Sourcing" module from your supplier homepage.

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

RFPs

My RFPs   RFPs Open to All Suppliers

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

Showing Result **1 - 3 of 3**   Show: **10** ▼

	RFP CODE	RFP TITLE	PROJECT CODE	RFP CLOSING DATE/TIME ↓	RFP STATUS
1	R5 Solar PV RFP	R5 Solar PV RFP Final Submission	Round5_Solar	31/07/2024 18:30	● Running

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3. Download RFQ/RFP Excel Template

Click on 'Intend to Respond' (if you haven't done so already),
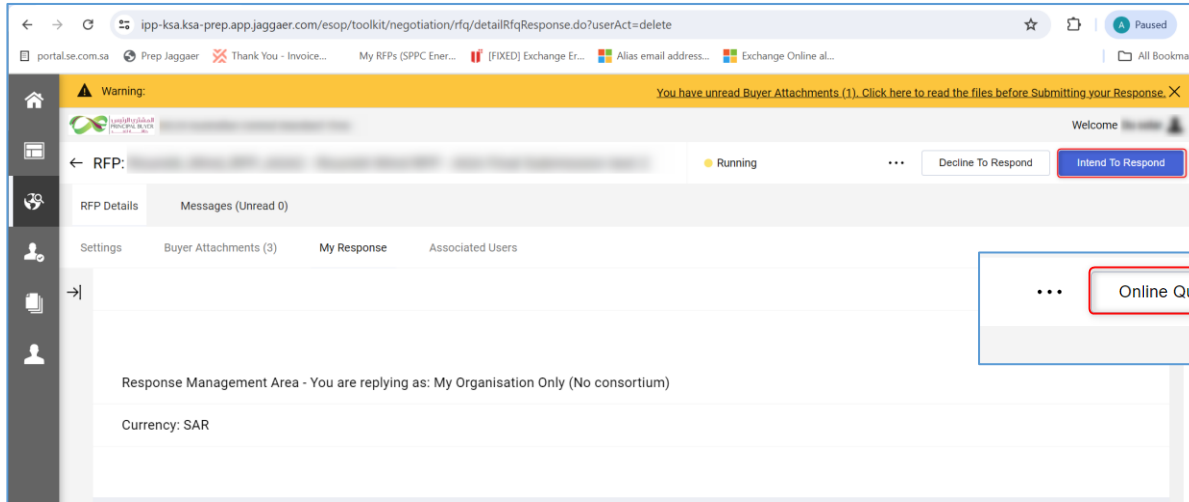
Click on "Online Questionnaire in Excel"
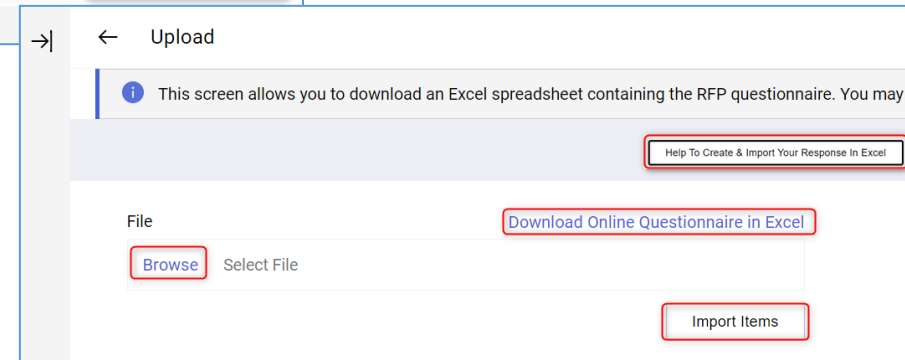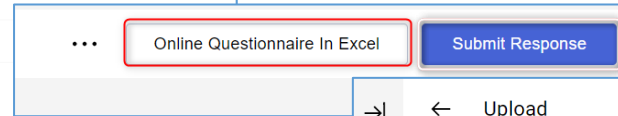
*For any help required on how to create and import response via excel, please refer to the option "**Help to Create & Import Your Response in Excel**"*

Click "Download Online Questionnaire in Excel" and fill the excel with your response, save it on your computer and attach it back using "Browse" option and click "Import Items"

3. Fill RFQ/RFP Excel Template

Cells marked in yellow are mandatory and must be completed.

Cells marked in blue are optional and should be filled as much as possible

It is not possible to respond to "Attachment" type questions using the Excel form. Any attachments requested in the questionnaire must be uploaded directly on the SPPC eProcurement portal by navigating into each RFQ or RFP.

you will not be able to respond to any question without using the specific format type selected for that question.

For example, if a question was configured as a numerical value only question, the system will automatically prevent you from entering an answer containing alphabetical or other non-numeric values.

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3.Import RFQ/RFP Excel Template

To import your response using excel, navigate again to the "Online Questionnaire in Excel "option, "browse" the file, then click "Import Items"

A confirmation will appear on the top of the page to notify you that you have successfully uploaded your response once all fields have been populated. Click OK to proceed and review the saved changes

4. Review and Submit Response

Go through your response and ensure you have answered all questions available in the response questionnaire.

⚠ EDIT MODE: Imported changes need to be reviewed and saved

18:02 Australian Central Standard Time   Welcome **Du solar** 👤

RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission   🟡 Running   Undo All Changes   **Save Changes**

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

··· | Online Questionnaire In Excel | **Submit Response**

∨ My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	Missing optional responses (327) No additional attachments		
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

And once all fields have been completed and you are satisfied with your answers,

Click on 'Save Changes' icon, then click on 'Submit Response' button to submit your response to SPPC .

Also, ensure that all attachment questions have been successfully uploaded directly on the SPPC eProcurement portal.

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