

# Procurement Process - Supplier Response



Updated: 06/11/2023

## Summary of recent changes

- 31/07/2023 – Added slide of explanation on how to add a file signed digitally
- 03/10/2023 – Added slides related to response entry - sustainability data
- 31/10/2023 – Added alert for insertion of attachments in response - sustainability data
- 06/11/2023 - 23. 3 Added slide on submitting an offer, excluding non-mandatory answers

# Procurement Process - Supplier Response

## Supplier invitation and access to WeBUY

Invito all'Evento Processo di Approvvigionamento - Richiesta di offerta, ppr\_7093 sul sito WeBUY

Posta in arrivo



[info@mail.webuy-prep.enel.com](mailto:info@mail.webuy-prep.enel.com)

a me

gio 4 nov, 15:35 (17 ore fa)

Spett.le Fornitore,

E' invitato a rispondere con un'offerta al seguente Evento sul sito WeBUY:

Tipologia: Processo di Approvvigionamento - Richiesta di offerta  
Codice: ppr\_7093  
Oggetto: PPR\_Caso Complejo 2\_ES1

1

Progetto  
Codice: prj\_93048  
Descrizione: 04112021\_Caso Complejo2\_ES1

L'Evento Processo di Approvvigionamento - Richiesta di offerta scadrà il giorno 25 nov, 2021 alle ore 12:00 (CET - Central Europe Time) .

Per visualizzare i dettagli relativi all'Evento  
- collegarsi al sito <https://globalprocurement.enel.com>  
- cliccare su "Accedi" ed inserire Utente e Password  
- fare clic su Processo di Approvvigionamento - Richiesta di offerta  
- fare clic sul codice ppr\_7093

2

Infine, per inviare un'offerta:

- fare clic su "Rispondi" e procedere a completare tutte le informazioni richieste
- una volta completata la risposta, fare clic su "Invia risposta" per inviare l'offerta

E' importante rispettare le tempistiche stabilite per non rischiare di essere esclusi.

- 1 Suppliers invited to participate in the Procurement Process will receive an email in which the PPR and project code can be viewed
- 2 By clicking on the link, the supplier will be redirected to the Global Procurement portal

Also available a video tutorial on how to respond to a Procurement Process in WeBUY in the following



# Procurement Process - Supplier Response

## Supplier invitation and access to WeBUY

The screenshot shows the top navigation bar of the Enel WeBUY portal. The 'Access' button is highlighted with a red box and a blue circle with the number 1. Below the navigation bar, the main content area features the heading 'Access WeBUY in complete security' and a paragraph of text. To the right of the text is a login form with fields for 'Username' and 'Password'. The 'SIGN IN' button is highlighted with a red box and a blue circle with the number 2. Below the button are two links: 'Are you not registered? Start here' and 'Recover login information'.

enel About Become a supplier Documents Tenders and opportunities Contacts 1 Access

### Access WeBUY in complete security

Each supplier, using its own e-mail and password, can interact with all the companies of the Enel Group through the global dashboard in WeBUY and use all the services available: respond to the tender invitations, manage its own qualification process, view its own vendor rating results, issue invoices and so on.

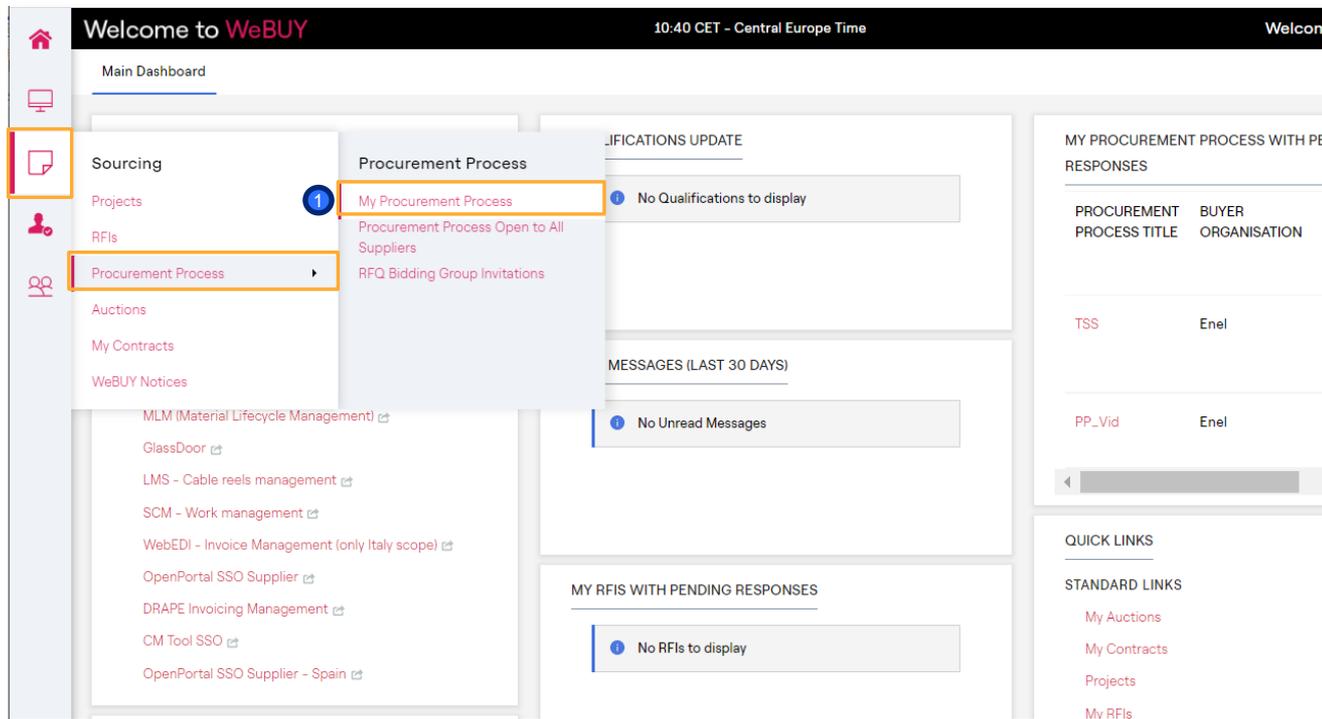
2 SIGN IN

[Are you not registered? Start here](#)  
[Recover login information](#)

- 1 In the Global Procurement portal click on "Access".
- 2 Enter your username and password and click "Sign in".

# Procurement Process - Supplier Response

*How to configure the PPR response*



The screenshot shows the WeBUY dashboard interface. The top navigation bar includes a home icon, the text "Welcome to WeBUY", the time "10:40 CET - Central Europe Time", and a "Welcome" message. The main content area is divided into several sections:

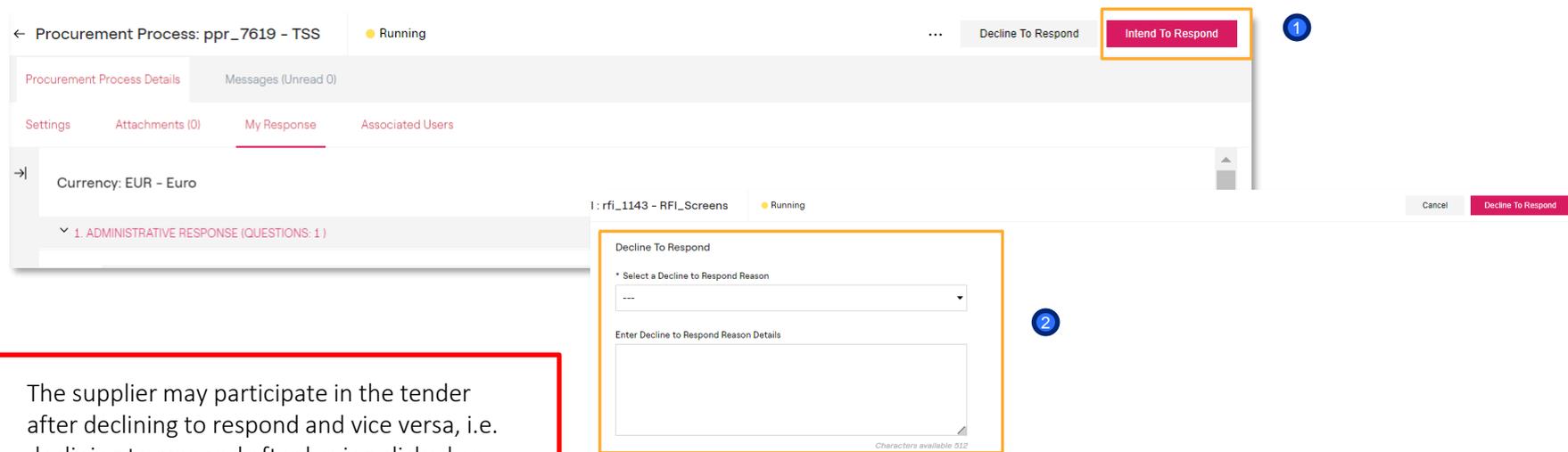
- Main Dashboard**: A header for the main content area.
- Sourcing**: A sidebar menu with items: Projects, RFIs, Procurement Process (highlighted with a blue box and a blue circle containing the number 1), Auctions, My Contracts, and WeBUY Notices.
- Procurement Process**: A sub-menu for the highlighted "Procurement Process" item, containing: My Procurement Process (highlighted with a blue box and a blue circle containing the number 1), Procurement Process Open to All Suppliers, and RFQ Bidding Group Invitations.
- Qualifications Update**: A section with a blue circle containing the number 1 and the text "No Qualifications to display".
- MESSAGES (LAST 30 DAYS)**: A section with a blue circle containing the number 1 and the text "No Unread Messages".
- MY RFIS WITH PENDING RESPONSES**: A section with a blue circle containing the number 1 and the text "No RFIs to display".
- MY PROCUREMENT PROCESS WITH PENDING RESPONSES**: A table with columns for Procurement Process Title and Buyer Organisation. It lists two entries: "TSS" and "PP\_Vid", both associated with "Enel".
- QUICK LINKS**: A section with links for My Auctions, My Contracts, Projects, and My RFIs.
- STANDARD LINKS**: A section with links for My Auctions, My Contracts, Projects, and My RFIs.

- 1 On the dashboard click on «Sourcing > Procurement Process > My Procurement Process» to view all the PPRs and click on the PPR of interest.

# Procurement Process - Supplier Response

## How to configure the PPR response

- 1 Inside the PPR it is possible to view its details. To configure your answer, click on "Create Response" or on "Decline to Respond" if you want to refuse the PPR invitation
- 2 Clicking on "Decline" it will be necessary to insert a motivation, and eventually a comment.



The screenshot displays the procurement process interface for 'pnr\_7619 - TSS' (Running). The 'Intend To Respond' button is highlighted with a blue circle '1'. Below, the 'Decline to Respond' dialog box is shown, with the 'Select a Decline to Respond Reason' dropdown and the 'Enter Decline to Respond Reason Details' text area highlighted with a blue circle '2'. The dialog box also includes 'Cancel' and 'Decline To Respond' buttons.

The supplier may participate in the tender after declining to respond and vice versa, i.e. declining to respond after having clicked on intend to respond.

# Procurement Process - Supplier Response

*Define modes of participation*

1 When the supplier is going to present an offer to the Procurement Process to which he has been invited, he will have to decide how to answer the PPR. The options are:

Present an offer as a Temporary Group, in this case the supplier will be able to define the participants of the Temporary Group, as a consortium, in this case the supplier will be able to manage the participants in the consortium, or as a Single Company

# Procurement Process - Supplier Response

## How to configure the PPR response

- 1 In the "Summary of My Responses" section, there is a list of mandatory responses that remain to be completed.
- 2 It is possible to configure the response, using the "Download Questionnaire in Excel" feature or by directly entering data into the system

← Procurement Process: ppr\_7619 - TSS ● Running ... [Download Questionnaire in Excel Format](#) [Submit Response](#)

Procurement Process Details Messages (Unread 0) 2

Settings Attachments (0) My Response Associated Users

→ 1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

2

1

My Response Summary

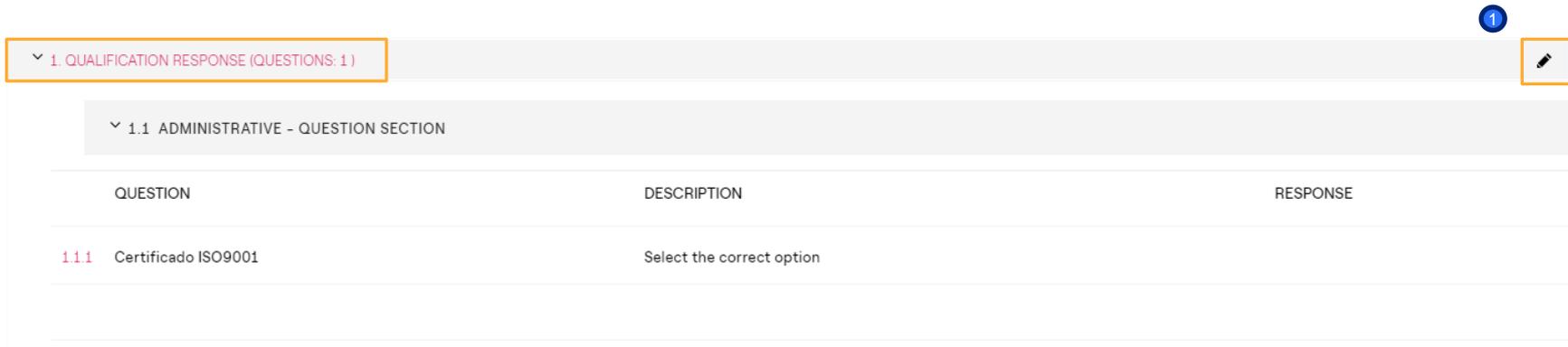
ENVELOPE	INFO PARAMETERS
1. <a href="#">Administrative Response</a>	Missing mandatory responses (1)
2. <a href="#">Technical Response</a>	Missing mandatory responses (5)
3. <a href="#">Commercial Response</a>	Mandatory fields missing (4)
<b>Total Price (Sections)</b>	
0	

Currency: EUR - Euro

# Procurement Process – Supplier Response

*How to configure the PPR response – Direct data entry into the system*

- 1 Click on "Change Response" to configure your response within each envelope (administrative, technical, economic)



1

1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Certificado ISO9001	Select the correct option	

1



# Procurement Process - Supplier Response

*How to configure the PPR response – Direct data entry into the system*

- 1 After entering all the required information (the parameters with the red asterisk are required for the transmission of your answer), click on "Save and Return".

The configuration procedure will be the same for the technical and commercial envelope

l : rfi\_1143 - RFI\_Screens
● Running
1

Cancel
Save And Continue
Save And Return

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

Validate Response

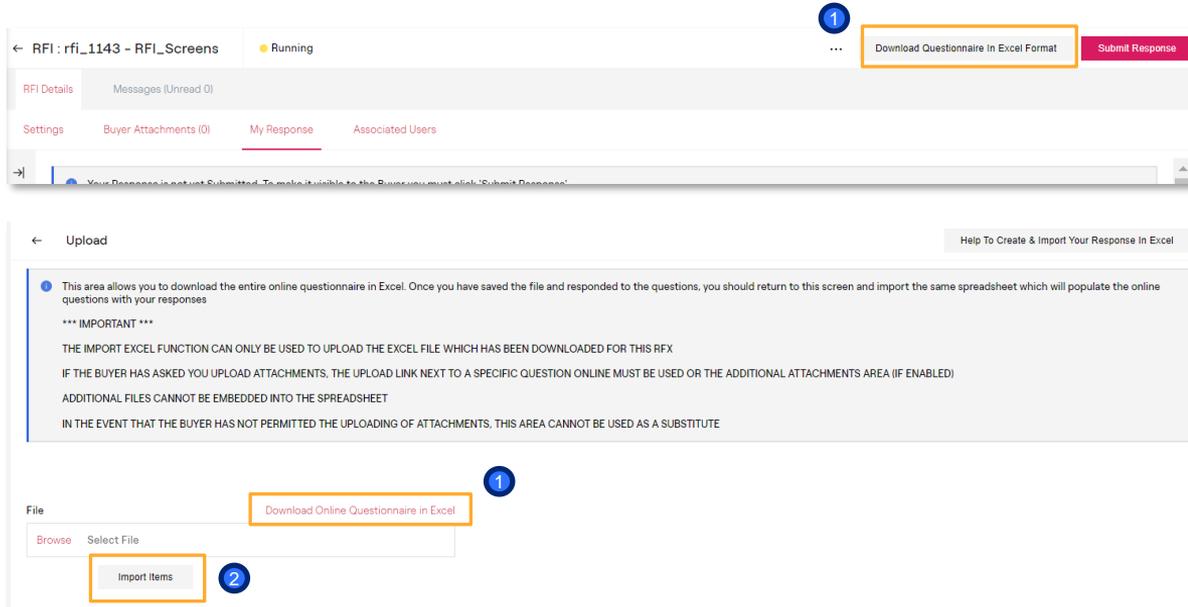
1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Certificado ISO9001	Select the correct option	<input style="width: 90%;" type="text"/>

# Procurement Process - Supplier Response

## How to configure the PPR response – Data entry through Excel



The screenshot shows two parts of the procurement system interface. The top part is the 'RFI: rfi\_1143 - RFI\_Screens' page, which is in a 'Running' state. A blue circle with the number '1' is next to a 'Download Questionnaire in Excel Format' button. The bottom part is the 'Upload' screen, which contains instructions for uploading an Excel file. A blue circle with the number '1' is next to a 'Download Online Questionnaire in Excel' button, and a blue circle with the number '2' is next to an 'Import Items' button.

1 Using the "Download Questionnaire in Excel" feature, it will be possible to provide a response to the PPR offline by filling out an Excel file.

2 Once you have completed compiling the file, you will need to upload it via the "Insert" option shown in the image

# Procurement Process - Supplier Response

## How to configure the PPR response – Data entry through Excel

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE

Procurement Process Response Questionnaire for: ppr\_5081

### COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency: BRL - Brazilian Real

### 1 Commercial Envelope

1.1 Sezione 1									Numeric	Text
	Code	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price		Delivery days	PF
1.1.1	MAT_3000000004	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		500	100	50000	20	100
1.1.2	MAT_3000000005	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		501	25	12525	20	100
1.1.3	MAT_3000000006	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		502	25	12550	20	100
1.1.4	MAT_3000000007	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		503	25	12575	20	100
1.1.5	MAT_3000000008	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		504	25	12600	20	100
1.1.6	MAT_3000000009	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		505	25	12625	20	100
1.1.7	MAT_3000000010	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit		506	25	12650	20	100

The supplier may submit responses for all the envelopes configured in the PPR (administrative, technical, economic). The "attached" items must be completed directly on the platform by uploading the file requested by the buyer. In addition, items that require a mandatory response will be marked in yellow ①, those made optional will be highlighted in light blue. ②

# Procurement Process - Supplier Response

## How to configure the additional attachments in the PPR response

- 1 In case the buyer has enable the supplier the possibility of attach generic archives, the supplier would find an area to upload generic documents inside each envelope where the buyer has enable this possibility (Administrative, Technical and/or Commercial). This area is called «Additional Attachments Area». To upload a file, click on «Add/view attachments» and select the file desired
- 2 Once the file is selected, it will appear uploaded inside this section. To finish the answer to this envelope, click on «Save and Return»

rfi\_1143 - RFL\_Screens ● Running Cancel Save And Continue **Save And Return**

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

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Certificado ISO9001	Select the correct option	<input type="text"/>

1.2 ADDITIONAL ATTACHMENTS AREA **Add/View Attachments**

1 No Attachments

# Procurement Process - Supplier Response

*How to configure the PPR response – Sustainability Data – Direct data entry into the system*

← Procurement Process: ppr\_10028 - Sostenibilità PaaS ● Running

... YES? Download Questionnaire in Excel Format Submit Response

Procurement Process Details Messages (Unread 0)

Settings Attachments (0) My Response Associated Users

→ 1. TECHNICAL RESPONSE (QUESTIONS: 234) 1 ✎

QUESTION	DESCRIPTION	RESPONSE
1.1.1 K.2.4.01 Certificazioni di Carbon footprint di prodotto (GWP)	<ul style="list-style-type: none"> <li>Selezionare:</li> <li>YES, se il SUST K è accettato e si è già in possesso del requisito</li> <li>NO, se il SUST K non è accettato</li> <li>COMMITMENT, se il SUST K è accettato a promessa, con impegno, in caso di aggiudicazione, a soddisfarlo nel corso della durata del contratto</li> </ul>	
1.2 K2.4 - YES : ACCETTAZIONE DETTAGLI - QUESTION SECTION		
1.3 K2.4 - YES - FEAP03 : ACCETTAZIONE - QUESTION SECTION		
1.4 K2.4 - YES - FEAP03 - PRODOTTO_A : DETTAGLI - QUESTION SECTION		
1.5 K2.4 - YES - FEAP03 - PRODOTTO_B : DETTAGLI - QUESTION SECTION		

- 1 It is possible to configure the response, either by using the "Download Questionnaire in Excel" feature or by entering the data directly into the system.
- To enter the dati directly into the system within the technical response, click on the marked icon to enter the response

# Procurement Process - Supplier Response

## How to configure the PPR response – Sustainability Data

1. TECHNICAL RESPONSE (QUESTIONS: 234)

1.1 K2.4 - ACCETTAZIONE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 K.2.4.01 Certificazioni di Carbon footprint di prodotto (GWP)	<ul style="list-style-type: none"> <li>Selezionare: YES, se il SUST K è accettato e si è già in possesso del requisito NO, se il SUST K non è accettato COMMITMENT, se il SUST K è accettato a promessa, con impegno, in caso di aggiudicazione, a soddisfarlo nel corso della durata del contratto</li> </ul>	<div style="border: 1px solid orange; padding: 2px;">           ---            YES            NO            COMMITMENT         </div>

1.2 K2.4 - YES - ACCETTAZIONE DETTAGLI - QUESTION SECTION

1.3 K2.4 - YES - FEAP03 - ACCETTAZIONE - QUESTION SECTION

Procurement Process: ppr\_10028 - Sostenibilità PaaS ● Running

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

1 The answer to the first section (marked on the image) define the enablement of the other sections that will be conditional on that response. The supplier can choose «YES», «NO» or «COMMITMENT».

Depending on the merchandise group of the tender, there will be shown information as the supplier responds to each of the sections.

2 Once every section have been completed, the supplier can click on “Save and Return”

# Procurement Process - Supplier Response

## How to configure the PPR response – Sustainability Data – Data entry through Excel

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL

Procurement Process Response Questionnaire for: ppr\_11570

**COLOUR LEGEND**

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency: EUR - Euro

1.12	K2.5: ACEPTACIÓN				
Question	Description	Response Type	Response Guide	Response	
1.12.1	K.2.5.01 Certificación de Carbon footprint de Organización (GwP) - ISO14064/GHG Protocol	Option List	Marque YES, si se acepta el SUST K y ya se tiene el requisito NO, si no se acepta el SUST K COMMITMENT, si se acepta el SUST K como promesa, con el compromiso, en caso de adjudicación, de cumplimiento durante la vigencia del contrato	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.13	K2.5 - YES: ACEPTACIÓN DETALLES				Responses to this Section will be considered only if: K.2.5.01 Certificación de Carbon
Question	Description	Response Type	Response Guide	Response	
1.13.1	K.2.5.11 Certificación de Carbon footprint de Organización (GwP) - ISO14064/GHG Protocol	Multi Choice Option List	Seleccione todos los grupos de productos que figuran aquí	Mark the applicable Options as "Option Selected"	SLEP01
1.14	K2.5 - YES - SLEP01: ACEPTACIÓN				Responses to this Section will be considered only if: K.2.5.11 Certificación de Carbon

Select the applicable value from the option list, accessed by clicking the drill down arrow on the right of the response box

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL

Procurement Process Response Questionnaire for: ppr\_11570

**COLOUR LEGEND**

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency: EUR - Euro

1.12	K.2.5.01				
Question	Description	Response Type	Response Guide	Response	
1.12.1	K.2.5.01 Certificación de Carbon footprint de Organización (GwP) - ISO14064/GHG Protocol	Option List	Marque YES, si se acepta el SUST K y ya se tiene el requisito NO, si no se acepta el SUST K COMMITMENT, si se acepta el SUST K como promesa, con el compromiso, en caso de adjudicación, de cumplimiento durante la vigencia del contrato	Select one of the Options listed in the drop down menu on the bottom right of the response box	YES
1.13	K2.5 - YES: ACEPTACIÓN DETALLES				Responses to this Section will be considered only if: K.2.5.01 Certificación de Carbon
Question	Description	Response Type	Response Guide	Response	
1.13.1	K.2.5.11 Certificación de Carbon footprint de Organización (GwP) - ISO14064/GHG Protocol	Multi Choice Option List	Seleccione todos los grupos de productos que figuran aquí	Mark the applicable Options as "Option Selected"	SLEP01
1.14	K2.5 - YES - SLEP01: ACEPTACIÓN				Responses to this Section will be considered only if: K.2.5.11 Certificación de Carbon
Question	Description	Response Type	Response Guide	Response	
1.14.1	K.2.5.02 Certificación de Carbon footprint de Organización (GwP) - ISO14064/GHG Protocol	Multi Choice Option List	Indique para cuantas sedes tiene intención de proporcionar los datos solicitados (en caso de n de sedes, indique el número de sedes)	Mark the applicable Options as "Option Selected"	1 2 3
1.2	K1.7 - YES - ACEPTANCE				Responses to this Section will be considered only if: K.1.7.01 Environmental Certification of
Question	Description	Response Type	Response Guide	Response	
1.2.1	K.1.7.02 Environmental Certification of Subcontractors	Attachment	Please upload at least one of the following certifications - EPD/ISO 14067. Greenhouse gases - Carbon footprint of products or LCA studies for components of the tendered product for which EPD or ISO 14067 certification is required	The applicable attachment must be uploaded online	

1 After clicking on the "Download Questionnaire in Excel" feature, (as shown in slide 15), once the file is downloaded, it will be possible to enter the sustainability data within it in offline mode.

2 It will be necessary to fill in all the mandatory fields marked in yellow in the excel file. Based on the answers entered in those fields, additional ones will automatically open, some marked in yellow, within which it will be mandatory to enter the answer, others in blue, for which the answer will be optional.

3 The "attached" items must be completed directly on the platform by uploading the file requested by the buyer.

# Procurement Process - Supplier Response

## How to configure the PPR response in a multi-lot project

In case the supplier has to respond to a Multi-PPR, it is important that he responds to each of the lots.

- 1 Therefore, it will have to select each PPR (Administrative and individual lots) and within them respond to the individual envelopes.

The screenshot illustrates the process of configuring a PPR response in a multi-lot project. It is divided into three main sections:

- Project Overview (Left):** Shows the project details for 'Project: prj\_96125 - Multi PProva'. Under 'All Objects (3)', a table lists three procurement processes. Each row has a blue circle with the number '1' next to it, and an orange box highlights the lot name. Orange arrows point from these boxes to the corresponding detailed views on the right.
- Procurement Process Details (Top Right):** Shows the details for 'Procurement Process: ppr\_11486 - lotto 1'. A blue circle with the number '2' is next to the 'My Response' button, which is highlighted with an orange box. The interface shows sections for 'COMMERCIAL RESPONSE ITEMS 1 QUESTIONS 0', including a 'PRICE SECTION' with a table of items (1.1.1, 1.1.2) and a 'PRICE SECTION' table with columns for CODE, DESCRIPTION, UNIT OF MEASUREMENT, QUANTITY, UNIT PRICE, and PRICE.
- Procurement Process Details (Bottom Right):** Shows the details for 'Procurement Process: ppr\_11485 - PPR amministrativa'. A blue circle with the number '2' is next to the 'My Response' button, which is highlighted with an orange box. The interface shows sections for 'ADMINISTRATIVE RESPONSE QUESTIONS 1', including a 'QUESTION SECTION' table with columns for QUESTION, DESCRIPTION, and RESPONSE.

# Procurement Process - Supplier Response

*How to submit the PPR response*

1 After entering all the required parameters click on "Submit Response"

← Procurement Process: ppr\_7619 - TSS ● Running ... Download Questionnaire In Excel Format Submit Response

Procurement Process Details Messages (Unread 0)

Settings Attachments (0) My Response Associated Users

→| 1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

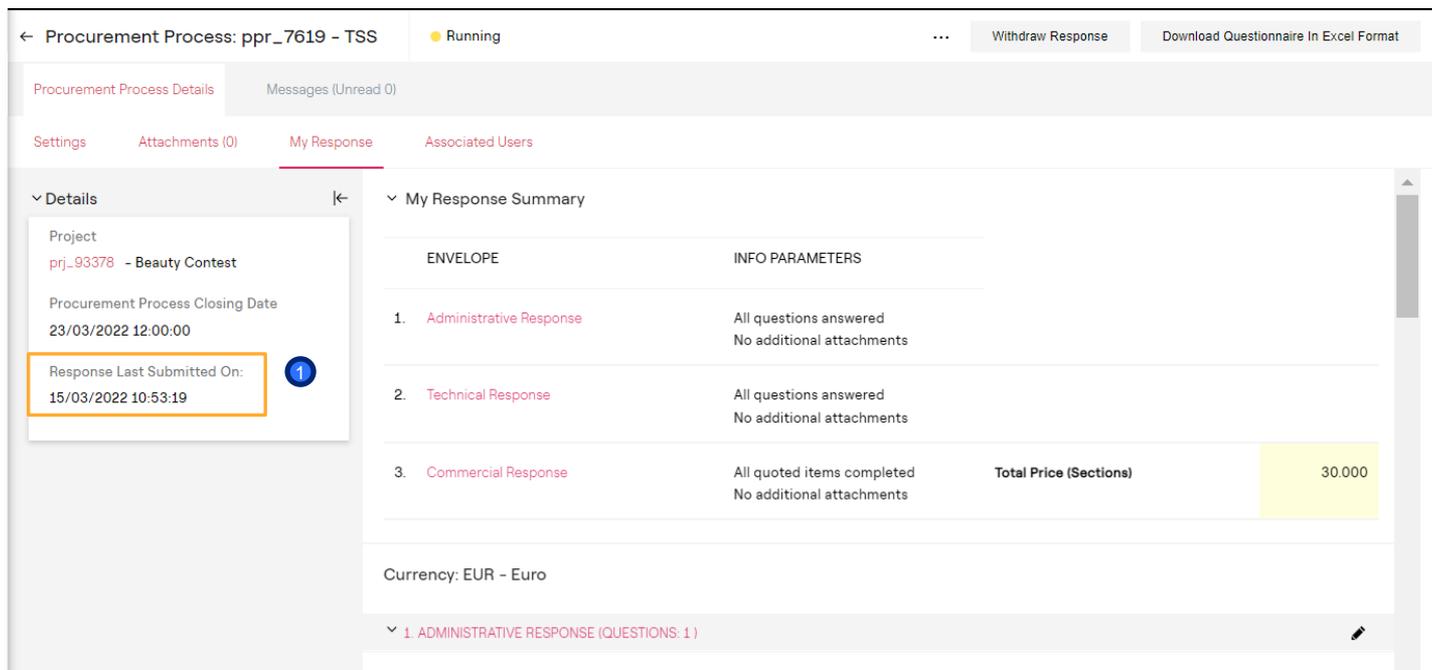
∨ My Response Summary

ENVELOPE	INFO PARAMETERS		
1. <span style="color: red;">Administrative Response</span>	All questions answered No additional attachments		
2. <span style="color: red;">Technical Response</span>	All questions answered No additional attachments		
3. <span style="color: red;">Commercial Response</span>	All quoted items completed No additional attachments	<b>Total Price (Sections)</b>	30.000

# Procurement Process - Supplier Response

## How to submit the PPR response

1 The status of your reply will go to «Published» and within the PPR there will be evidence of the date and time of sending



← Procurement Process: ppr\_7619 - TSS ● Running ... Withdraw Response Download Questionnaire In Excel Format

Procurement Process Details Messages (Unread 0)

Settings Attachments (0) **My Response** Associated Users

Details

Project  
prj\_93378 - Beauty Contest

Procurement Process Closing Date  
23/03/2022 12:00:00

Response Last Submitted On:  
15/03/2022 10:53:19

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Administrative Response	All questions answered No additional attachments
2. Technical Response	All questions answered No additional attachments
3. Commercial Response	All quoted items completed No additional attachments
<b>Total Price (Sections)</b>	
30.000	

Currency: EUR - Euro

1 ADMINISTRATIVE RESPONSE (QUESTIONS: 1)

# Procurement Process - Supplier Response

*How to modify the PPR response*

1 With the PPR in the “Running” status, the supplier may modify its response once it has already been sent

← Procurement Process: ppr\_7619 - TSS ... Withdraw Response Download Questionnaire In Excel Format

Procurement Process Details Messages (Unread 0)

Settings Attachments (0) My Response Associated Users

1 ADMINISTRATIVE RESPONSE (QUESTIONS: 1) 1 

1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 ISO9001	* Please select	Yes

1.2 ADDITIONAL ATTACHMENTS AREA

 No Attachments

2 TECHNICAL RESPONSE (QUESTIONS: 5) 

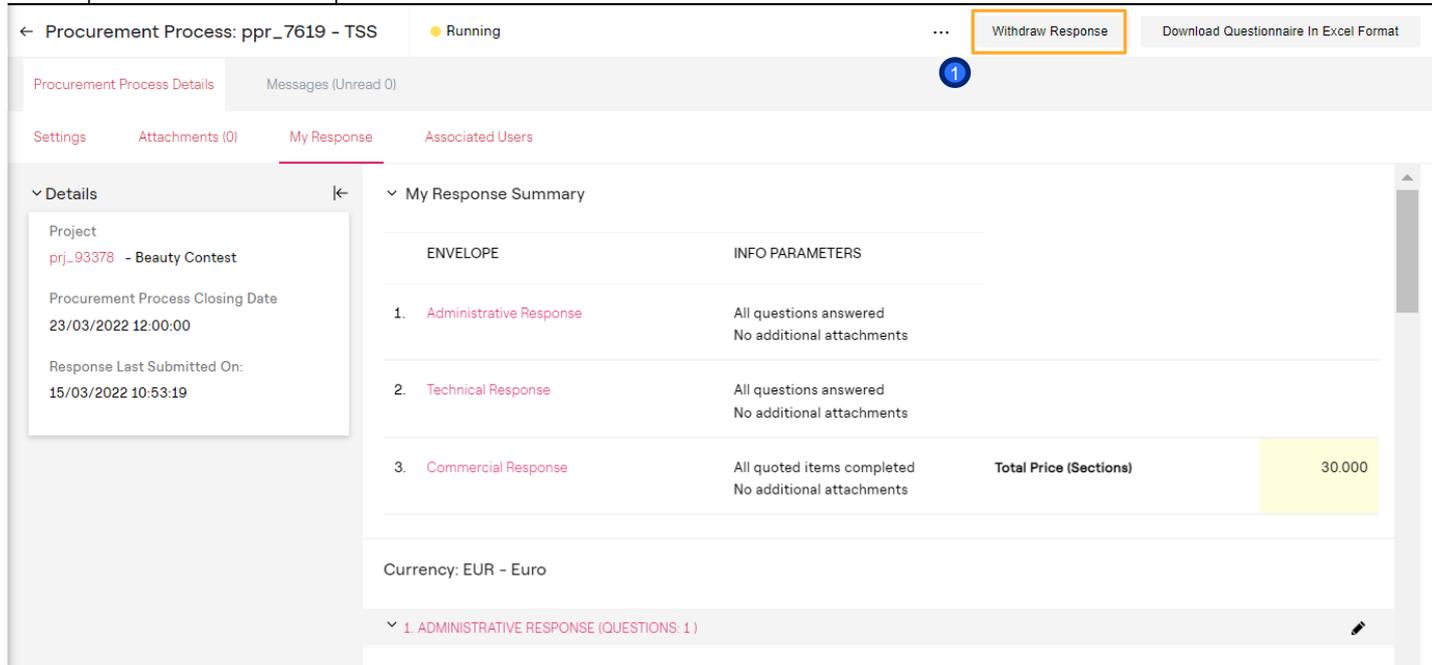
2.1 POSESIÓN DE ESPECIFICAS CERTIFICACIONES - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

# Procurement Process - Supplier Response

## How to withdraw the PPR response

- 1 While the PPR is in “running” status, it will always be possible to modify the response and/or withdraw the response sent through the option “Withdraw Response”.



← Procurement Process: ppr\_7619 - TSS ● Running ... **Withdraw Response** Download Questionnaire In Excel Format

Procurement Process Details Messages (Unread 0) 1

Settings Attachments (0) **My Response** Associated Users

Details

Project  
prj\_93378 - Beauty Contest

Procurement Process Closing Date  
23/03/2022 12:00:00

Response Last Submitted On:  
15/03/2022 10:53:19

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Administrative Response	All questions answered No additional attachments
2. Technical Response	All questions answered No additional attachments
3. Commercial Response	All quoted items completed No additional attachments
<b>Total Price (Sections)</b>	
30.000	

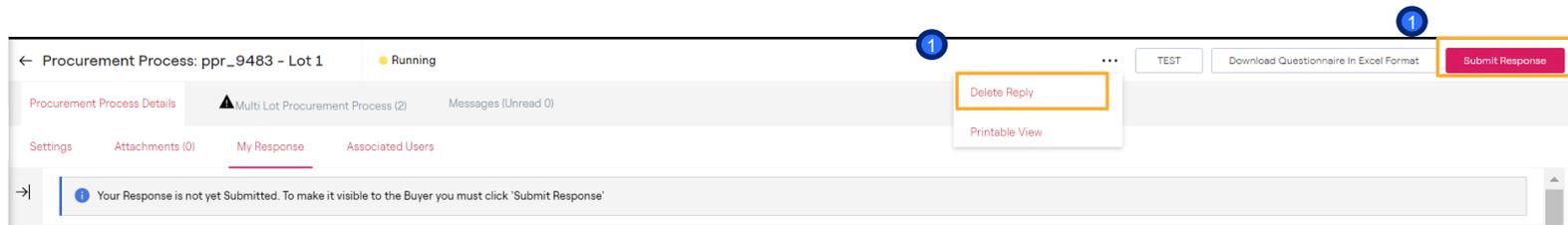
Currency: EUR - Euro

1 ADMINISTRATIVE RESPONSE (QUESTIONS: 1)

# Procurement Process - Supplier Response

## *How to delete the PPR response*

- 1 Once the reply has been revoked, a new reply may be sent, or the previous reply may be deleted.

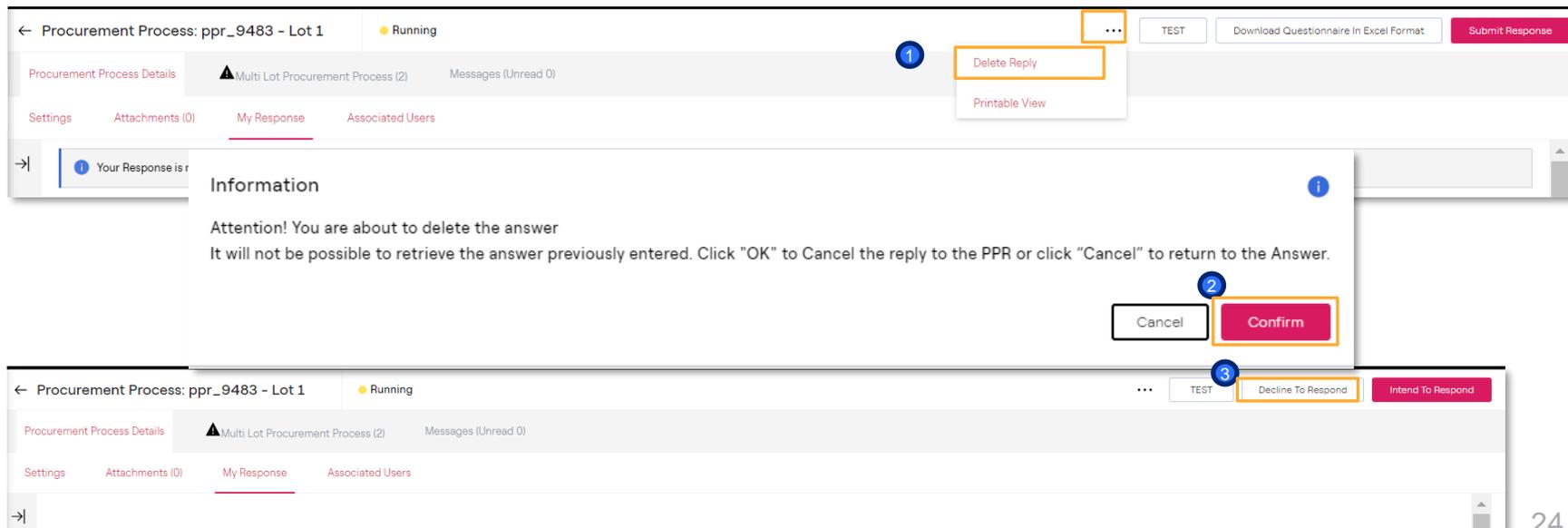


The screenshot displays the 'Procurement Process: ppr\_9483 - Lot 1' interface. The status is 'Running'. The breadcrumb trail includes 'Procurement Process Details', 'Multi Lot Procurement Process (2)', and 'Messages (Unread 0)'. The navigation menu shows 'Settings', 'Attachments (0)', 'My Response', and 'Associated Users'. The 'My Response' tab is active. A dropdown menu is open, showing 'Delete Reply' and 'Printable View' options. A 'Submit Response' button is visible in the top right corner. A notification message at the bottom states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''.

# Procurement Process - Supplier Response

## *How to Reject an Invitation to the PPR after Acceptance*

- 1 In case the supplier mistakenly clicks on "Intend to respond" or subsequently wishes to decline the invitation to the PPR, he can cancel his acceptance by clicking on the three dots [...] and then on "delete reply".
- 2 You then click on confirm
- 3 You can then decline the invitation again.



The screenshot shows the 'Procurement Process: ppr\_9483 - Lot 1' interface. The status is 'Running'. The top navigation bar includes 'Procurement Process Details', 'Multi Lot Procurement Process (2)', and 'Messages (Unread 0)'. A blue circle '1' highlights the three-dot menu icon. A dropdown menu is open, showing 'Delete Reply' and 'Printable View'. The 'Delete Reply' option is highlighted with an orange box. Below the menu, a confirmation dialog box is displayed with the text: 'Attention! You are about to delete the answer. It will not be possible to retrieve the answer previously entered. Click "OK" to Cancel the reply to the PPR or click "Cancel" to return to the Answer.' The dialog has two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with an orange box and a blue circle '2'. Below the dialog, the 'Intend To Respond' button is highlighted with an orange box and a blue circle '3'. The bottom navigation bar includes 'Settings', 'Attachments (0)', 'My Response', and 'Associated Users'.

# Procurement Process - Supplier Response

## How to submit a bid excluding "Not answered" questions

Procurement Process: ppr\_11974 - prova buste "escludi non risposte" ● Running

Save And Continue Cancel Save And Return

Validate Response **1** Exclude Not Answered Refresh

Currency: EUR - Euro

2. COMMERCIAL RESPONSE (ITEMS: 3, QUESTIONS: 6)

2.1 SEZIONE PREZZO - PRICE SECTION

<input checked="" type="checkbox"/>		CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
<input checked="" type="checkbox"/>	2.1.1		* definire il prezzo	UN_Unit	10	10	100
<input checked="" type="checkbox"/>	2.1.2	Item non obbligatorio 1	definire il prezzo	UN_Unit	10		0
<input checked="" type="checkbox"/>	2.1.3	Item non obbligatorio 2	definire il prezzo	UN_Unit	10		0
<b>Section Sub Total</b>							<b>100</b>

The supplier has the option to submit a bid by answering only the mandatory questions (marked with \*).

- 1 To do so, he/she will have to deselect the non-mandatory fields; this can be done manually or by clicking on the "Exclude Not Answered" button.