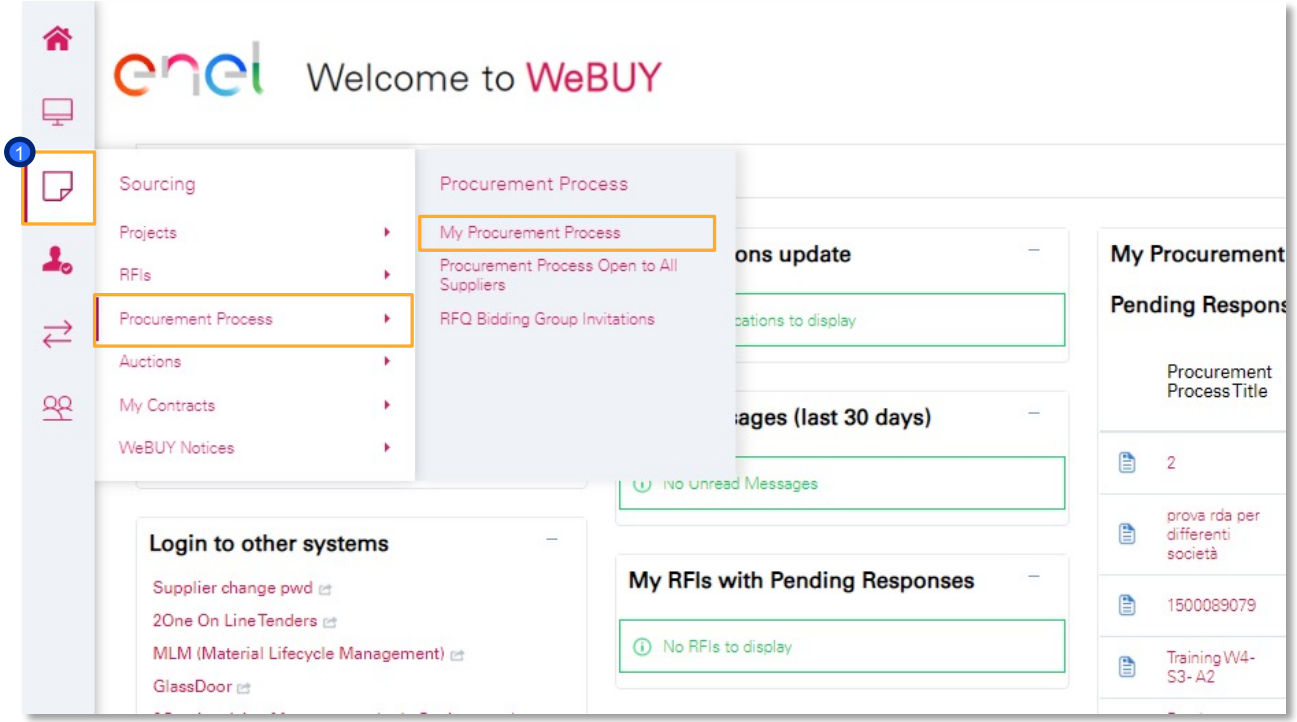
Procurement Process - Supplier Response

How to configure the PPR response

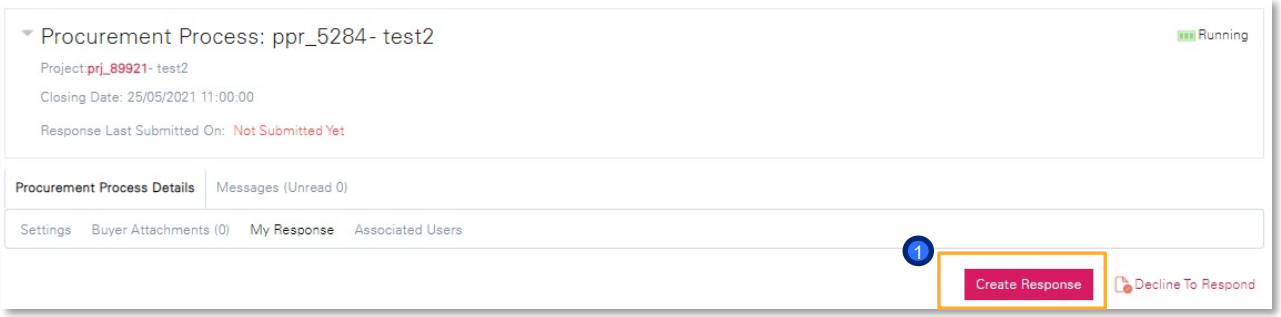


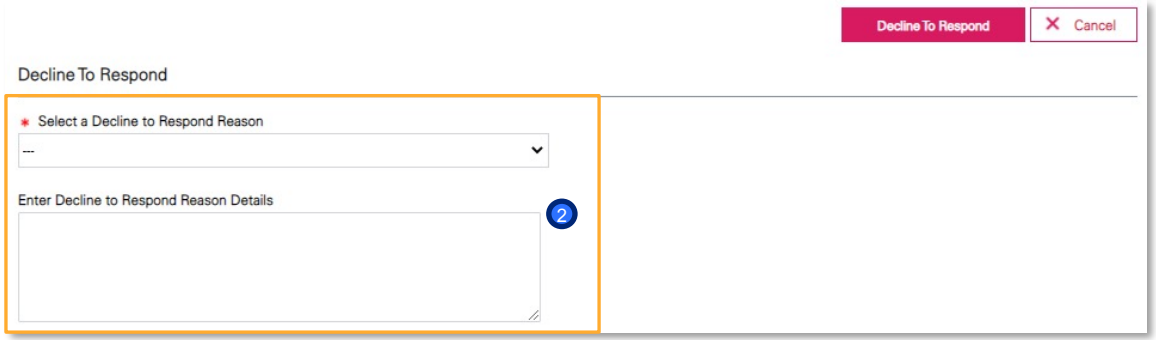
1. On the dashboard click on «Sourcing > Procurement Process > My Procurement Process» to view all the PPRs and click on the PPR of interest.

Procurement Process - Supplier Response

How to configure the PPR response

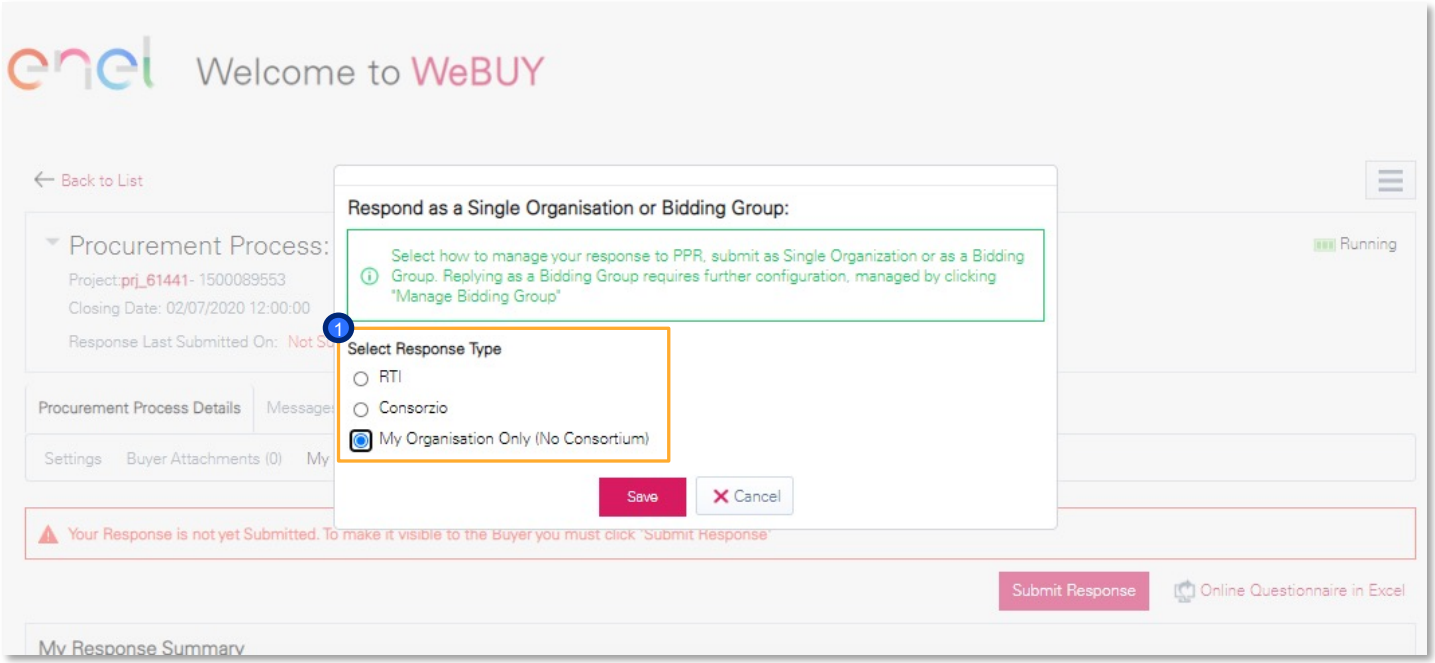
1. Inside the PPR it is possible to view its details. To configure your answer, click on “Create Response" or on “Decline to Respond" if you want to refuse the PPR invitation
2. Clicking on “Decline” it will be necessary to insert a motivation, and eventually a comment.





Procurement Process - Supplier Response

How to configure the PPR response

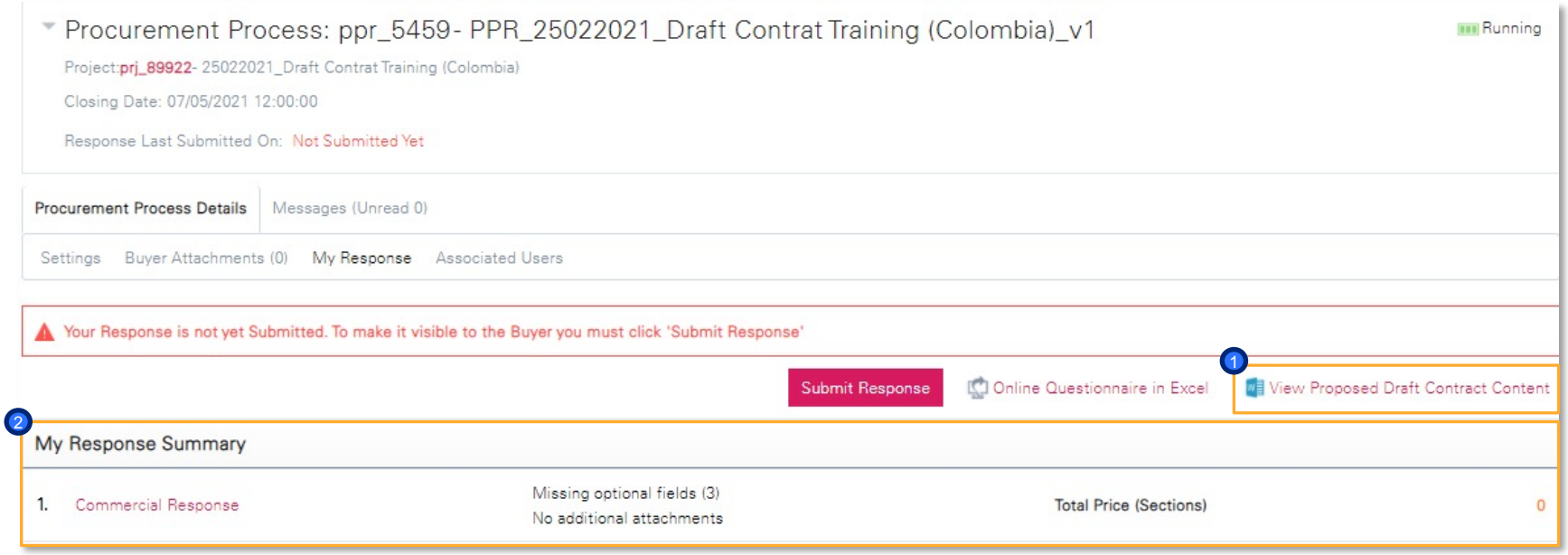


1. When the supplier is going to present an offer to the Procurement Process to which he has been invited, he will have to decided how to answer the PPR. The options are:
   Present an offer as a Temporary Group, in this case the supplier will be able to define the participants of the Temporary Group, 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

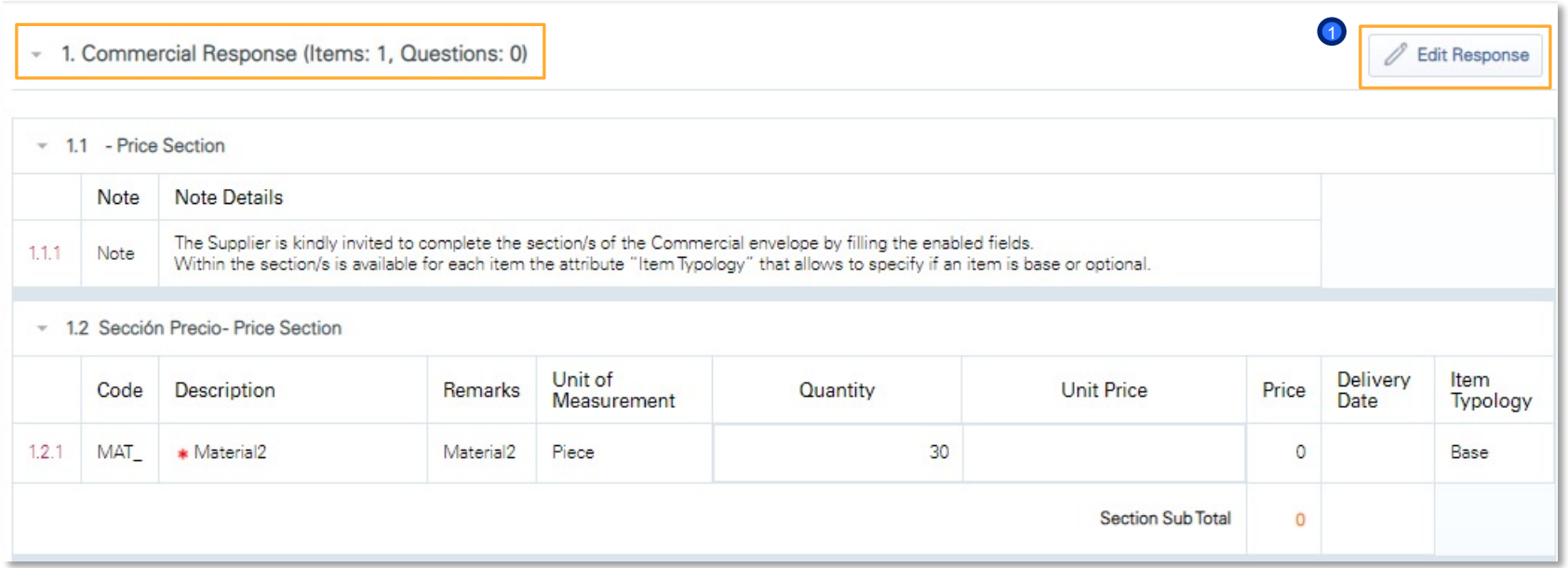
1. In the button “View Proposed Draft Contract Content" the supplier can download the draft contract that has been linked to the tender
2. In the "Response summary" section there is a list of the missing answers



Procurement Process - Supplier Response

How to configure the PPR response

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



Procurement Process - Supplier Response

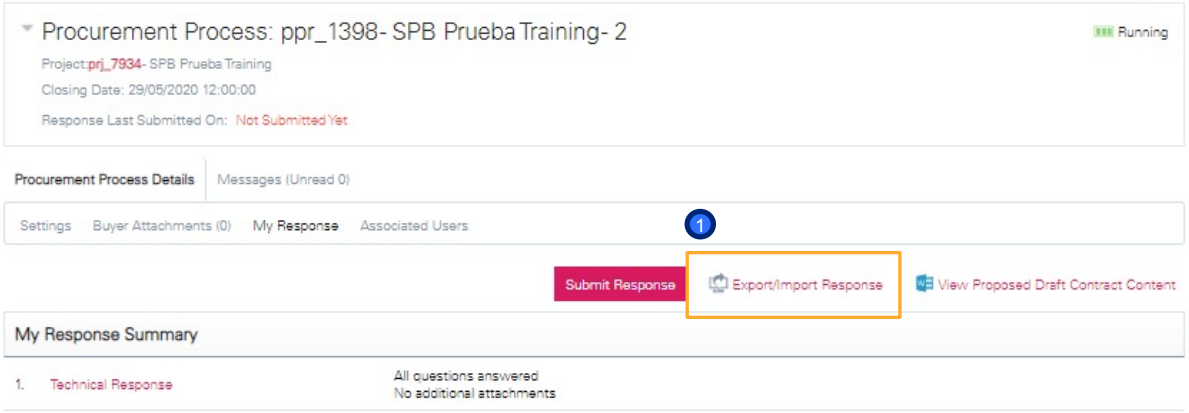
How to configure the PPR response

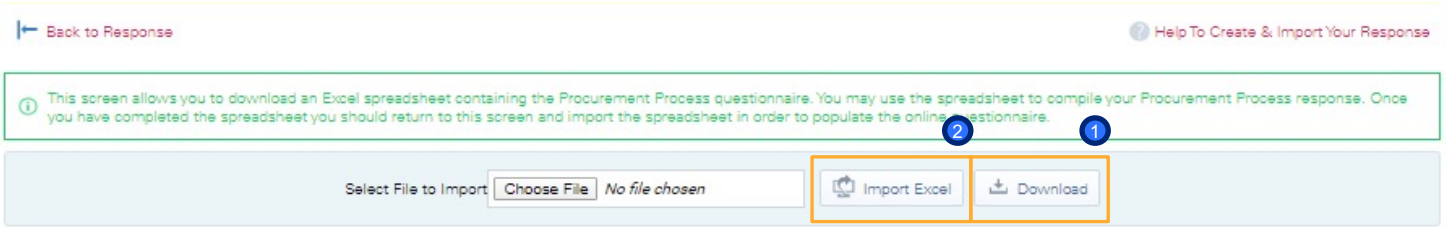
1. After entering all the required information (the parameters with the red asterisk are required for the transmission of your answer), click on "Save and Exit".

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

Procurement Process - Supplier Response

How to configure the PPR response on Excel (1/2)



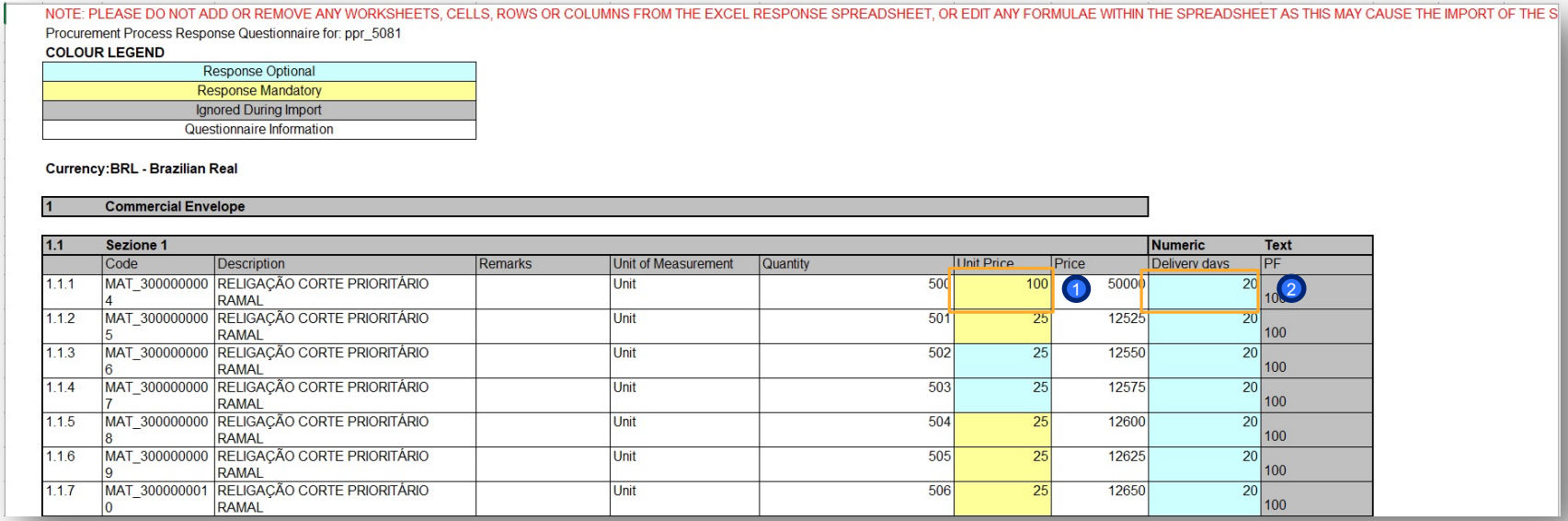


1. It will always be possible to download an excel with the structure of the envelopes to provide an answer to the PPR offline trough this file. In cases of having several positions to answer this functionality becomes very useful

2. Once the excel is filled in with the responses, it will be possible to upload the same file completed trough the option “Import Excel” indicated in the image

Procurement Process - Supplier Response

How to configure the PPR response on Excel (2/2)



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 S

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 (1)	50000	20	100 (2)
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 PPR response

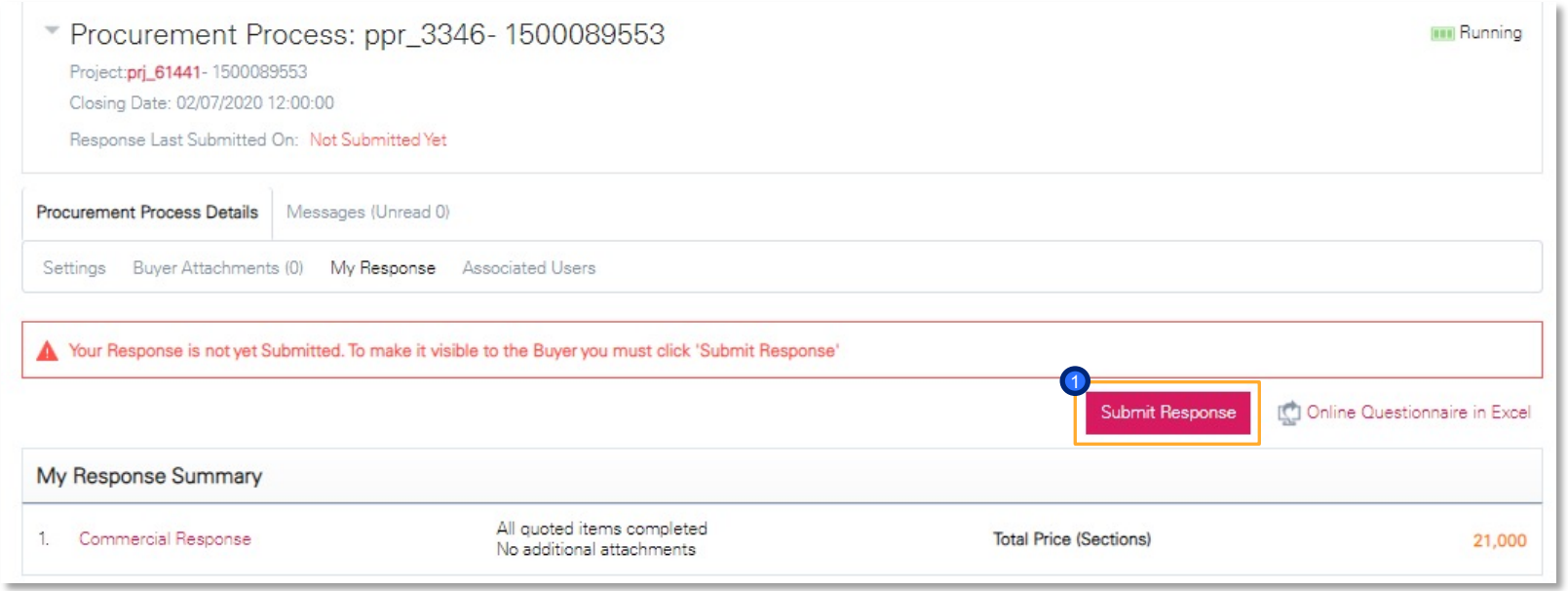
1. In case the buyer has enable the supplier the possibility of attach generic archives, the supplier would find an area to upload generic documents inside each envelope where the buyer has enable this possibility (Administrative, Technical and/or Commercial). This area is called «Additional Attachments 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»

Procurement Process - Supplier Response

How to configure the PPR response

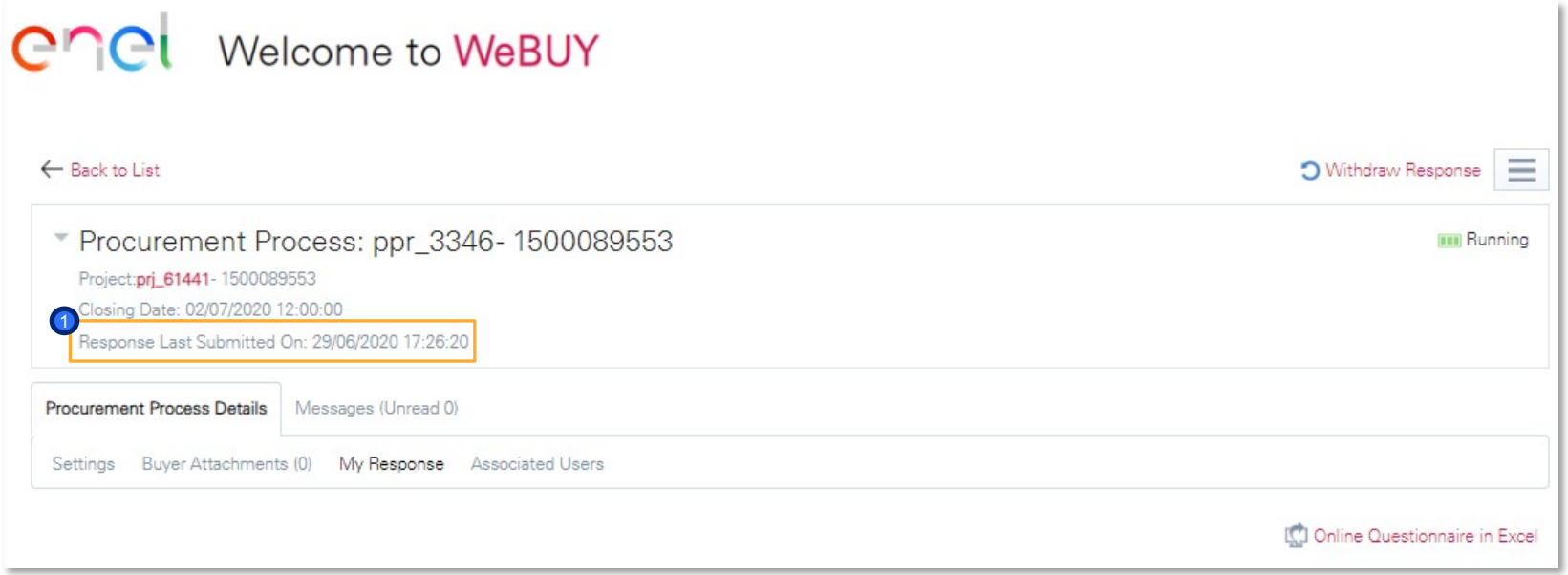
1. After entering all the parameters click on "Send Reply"



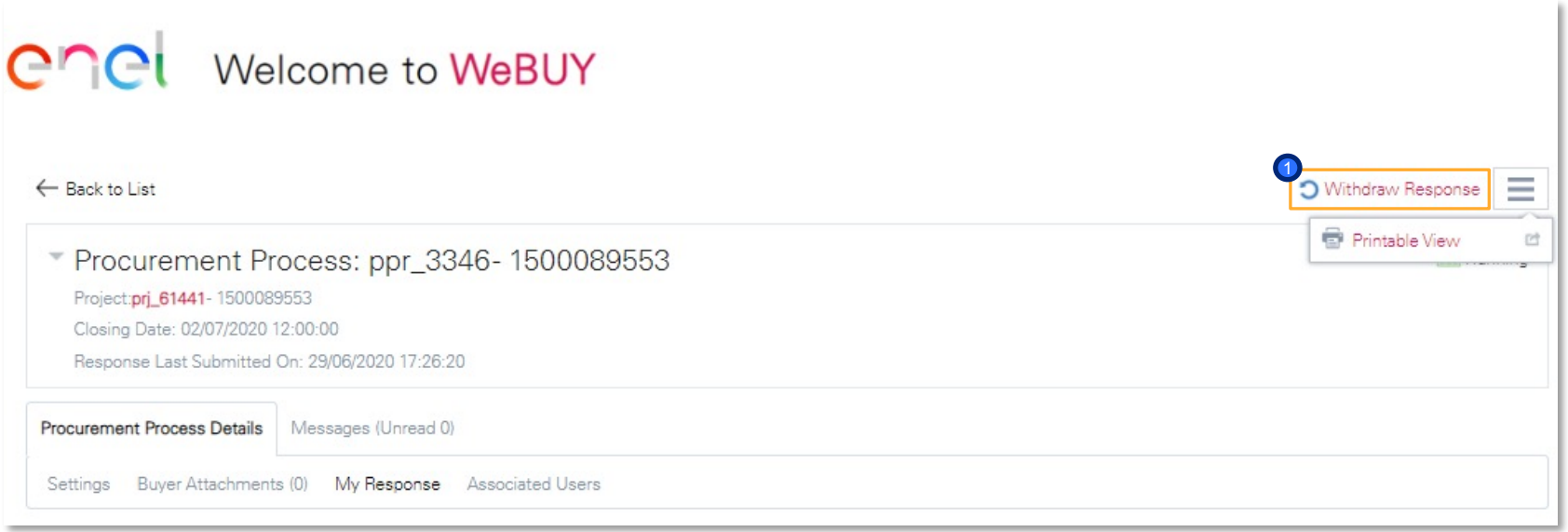
Procurement Process - Supplier Response

How to configure 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 - Supplier Response

How to configure the PPR response

1. As long as the PPR is in “Running”, it is always possible to modify the answer and/or withdraw the reply sent