

# **E-SUPPLIER PORTAL**

# **Inquiry Management**



Welcome to Técnicas Reunidas Supplier Portal, a fast and safe way for Companies to receive inquiries and submit offers for projects worldwide and for interactive communication. In this guide we will show the complete process of how to submit a bid through the Portal as well as how to use the interactive communication tool.





# **INDEX**

# **INQUIRY MANGEMENT**

- 1. DECLINE TO BID
- 2. SUBMIT AN OFFER
- 3. QUOTATION DETAILS

# **FURTHER INFORMATION**

- 4. ALTERNATIVES AND OPTIONS
- 5. OTHER COSTS
- 6. CANCELLATION COSTS
- 7. VARIATION RATES
- 8. QUESTIONS / ANSWERS
- 9. ATTACHMENTS
- 10. TECHNICAL / COMMERCIAL QUESTIONS

# **FINALIZATION**

11. QUOTE SUMMARY & SUBMIT





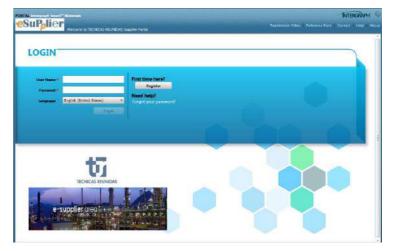
#### **INQUIRY MANAGEMENT**

In order to receive Inquiries you have to be registered as a Supplier in our database and have a TR code assigned to your Company.

If your Company is invited to bid you will receive an invitation mail.

Once the email received you have to connect to the Portal, where you will see a new tab called Inquiries.

Inside this inquiry dashboard page you will find all the inquiries to which you have been invited. In this first screen you can find the following information:



**Project** - Displays the Project Number of the inquiry.

**Inquiry** - Displays the number that uniquely identifies each Inquiry.

**Quote Reference Number** - Displays the reference number you have assigned to the quote.

**Supplement** - Displays the Inquiry Supplement number.

**Inquiry Type** - Displays the type of the inquiry (for Order).

**Deadline** - Displays the bid due date and the times left to submit the bid. For a closed bid the finalization date is shown.

 $\ensuremath{\text{Inquiry Progress}}$  - Displays the status of the

inquiry.

To start bidding or decline click on Ready to Start,

and this will take you to the first screen of the Inquiry.

|             | ripage Singer Manage<br>Policer<br>Weichtwichter ist Tremitike Beimaten | 6 Sapol Her Portes |            |              | tec Arias Serlin   Luge<br>ce Docs   Cornect   He | NTERGRAPH        |
|-------------|---|--------------------|------------|--------------|---|------------------|
| A My        | Account Logothes  |                    |            |              |   | View Reports *   |
| All Inqu    | iries   |                    |            |              |   |                  |
| Dist 2 1994 | en healter and deco it here to proval by Wall course                    | e.'                |            |              |   |                  |
| Project     | Inquiry   | Quote Reference No | Supplement | Inquiry Type | Deadline  | Inquiry Progress |
| F10100      | 101000526<br>BLOWERS  |                    | Ð          | Order        | 6 day(s) to close<br>25/05/2017 8/2020            | Ready to Start 🖘 |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |
|             |   |                    |            |              |   |                  |

| SuPplier   | a TECNICAS REI/RODAS Sandler Parlar              | Waterment Anno Anno Series   Loguest   MTERGRAPH |
|--|--|--|
| My Account Logistics   | T  | Oewnows Endurients View Reports                  |
| 🕤 seed a bid option to est the   | soquary,   | ×  |
| All Inquiries > 101000526  | Quotation Details - Quole Reference and Validity | lequiry Summary Details                          |
| Quote Reference and Validity   |  |  |
| Quote Date   | n-como   |  |
| O WII Bid  |  |  |
| Quote Reference Number   | s  |  |
| Will complete quote by   | Contended III                                    |  |
| Validity   | r 0  |  |
| Validity Dat-  | # 21/06/2017 II                                  |  |
| Currency   | USD  |  |
| O Decline to Bid   |  |  |
| Fanascer 1   | · · · · · · · · · · · · · · · · · · ·            |  |
| Comment  | 5  |  |
|  |  |  |
| And in case of the local division of the loc |  | Control Source Read Contro Solar                 |





Will not Bid

6 dayis) to close

#### 1. DECLINE TO BID

If you decide not to bid, please check the box "Decline to Bid" and choose a "Reason for not bidding" from the list of values.

You have also the option to write any additional Comment, then press Save.

This will update the information in the inquiry progress of the previous page.

| Decline to Bid                             |  |   |        |                                |              |
|--|--|---|--------|--------------------------------|--------------|
| Lor route                                  | No Response<br>But Competitive<br>Out of Scope<br>Workload |   |        |                                |              |
|  | Worklows   |   |        |                                |              |
| Description:<br>allowers                   |  |   |        |                                |              |
|  |  |   |        | Capcal - Save                  | Next Doors   |
|  |  |   |        | Received Converse              | A CONTRACTOR |
| Occline to Bid                             |  |   |        |                                |              |
| 1  | Reason * Out of Scop                                       | 9 | <br>•  |                                |              |
| 1  | Tedes Could and a  | s | *      |                                |              |
| ;<br>CC                                    | Tedes Could and a  | ÷ |        | ne base Arian Seriffi   Lan    | nu kither    |
| α<br>MKM sunyage seat * Miletin<br>STPATET | Tedes Could and a  |   | Witten | ne Anne Artine Serette    Lang |              |

#### 2. SUBMIT AN OFFER

Select "Will bid" option and enter the data required.

There are two mandatory fields you have to introduce before being able to continue: the expected day of completion of the quotation and the currency (this one will apply to the whole offer).

Once the data has been entered, please save to confirm that you are going to bid for this Inquiry.

In this screen you have a tab (Inquiry Summary Details) at the right top of the screen, with relevant information about this Inquiry. You may check it at any time.

| A Mercan Load Mileses<br>Supplier   | I TECNICAS REUNEDAS Suppler Portal                 |   | Tutorias Rota | enceDoc I Contact 1 Hop 1  | About 1 Code of G  |
|---|--|---|---------------|--|--|
| My Account Include:   | Treases were supply your                           |   |               | -Downwar Downw   | View Reports   |
| I Inquiries > 101000526   | Quotation Details - Quote Reference and Validity   | • |               | Inquiry Summary Details  |  |
| Quote Cate  | 21/96/2012   |   |               |  |  |
| () Will Bid   |  |   |               |  | 1  |
| Quote Reference Nambe   |  |   |               |  |  |
| Will complete quote by  |  |   |               |  |  |
| Validit   |  |   |               |  |  |
| 0.01603030.000  | Contraction (                                      |   |               |  |  |
| Carrency  | • USD 🗮  |   |               |  |  |
| O Decline to Bid  |  |   |               |  |  |
| Reason  | Sol of Jerry                                       | 7 |               |  |  |
| Contract  |  |   |               |  |  |
| Description;<br>Lowens  |  |   |               | Cancel Survey  | News Galaxy St   |
| kovers<br>Ak Integrant Start <sup>er</sup> Meterbit<br>Su <b>Patier</b>   |  |   |               | me lost Arias Gentle ( Togod   | INTERGRA   |
| an Internet Struct Marte Da<br>Supplier   | a TECNICAS BELAJONG Supplem Partal                 |   |               |  | INTERGRA   |
| an Internet Struct Marte Da<br>Supplier   |  |   |               | nne Inse Avies Sestills ( ) agout<br>Reence Docs - Contact ( ) Neo   | INTERGRA   |
| AL Interview Street " Activities<br>Supplier<br>My Account Interview<br>Inquiries > 101000526   | Quotation Details - Quote Reference and Validity   |   |               | nno Isaa Asian Gentte († Tangand<br>eernee Doos) – Contenti († Penja<br>Dankerised Décan<br>Inguley Sammary Debals<br>Project:   | NTERIFA<br>Pose I Conce is<br>enter View Repo  |
| Al Information Structure Medita Table<br>Supplier Wetward<br>My Account Departure<br>Inquiries > 101000526<br>Querte Date 2019053   | Quotation Details - Quote Reference and Validity   |   |               | me Noc Alie Leth   Legen<br>erencitoc   Cotext   Net<br>One-let Debr<br>legely Summary Details<br>Ingely Summary Details<br>Ingely Summary Details   | NTERGRA<br>I Road I Crist s<br>write View Repo<br>200000528  |
| Alt folgoright Sourt To Martin Sale<br>Supplier Waterstein<br>My Account Departs<br>Revie Date 2000/526<br>@with Did  | Quotation Details - Quote Reference and Validity   |   |               | nne bloch Avlan fandte († Tagaint<br>Wenne Docs   Content († Rein<br>Ontentiant Decor<br>Inguley Sammary Details<br>Project<br>Inguley Manther   | NTERCAN<br>Prove Decore to<br>entry View Repo<br>Planco<br>20100012<br>  |
| At Information Struct To Malastic<br>Supplier<br>Mr Account Department<br>Inquiries > 101000526<br>Queste Date 2000052<br>Queste Date 2000052<br>Queste Date 2000052  | Qualufies Details - Quale Reference and Validity   | - |               | mo had Aviar fantti ( ) Sagurd<br>verner Doo ( Cotter) ( ) here<br>Daterised Dator<br>Depily Sammary Details<br>Project<br>Dator Roberton Ro<br>Quale Enterners No<br>Quale Enterners No<br>Quale Enterners No<br>Quale Enterners No<br>Quale Enterners No   | INTERCEAL<br>Const & Const of<br>Second & Const of<br>Second & Const of<br>Second of the<br>Second of the  |
| At Scheren Stander Marketak<br>Stander Stander Marketak<br>Stander Stander Marketak<br>Marketak<br>Stander Stander Stander<br>Stander Stander Stander<br>Stander Stander Stander<br>Stander Stander Stander<br>Stander Stander<br>Stander Stander<br>Stander Stander<br>Stander Stander<br>Stander Stander<br>Stander Stander<br>Stander Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander<br>Stander | Qualufies Details - Quale Reference and Validity   |   |               | nno haub Antari Antari<br>Vernano Doce i Contenti i Perpi<br>Danterised Datari<br>Inquiry Summary Detallo<br>Project:<br>Naquiry Shantler:<br>Quale Enterence Neu<br>Quale Enterence Neu | NTERGRAM<br>I Accord & Concert<br>antal<br>View Report<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relati |
| AL Information Street Teleform<br>AL Information Street Teleform<br>Mark Account Departs<br>Unquiries > 101000526<br>Quote Date 2000/00<br>@ VIB Bid<br>Will complete quote by 1200/00<br>Validay   | Quotation Details - Quote Reference and Validity   |   |               | nno haub Antari Antari<br>Vernano Doce i Contenti i Perpi<br>Danterised Datari<br>Inquiry Summary Detallo<br>Project:<br>Naquiry Shantler:<br>Quale Enterence Neu<br>Quale Enterence Neu | INTERCRA<br>I Annu I Chur I<br>Intel View Report<br>Intel Chur I<br>Intel Chur I   |
| AL Interview Street ** Materials<br>Supplier ** Materials<br>My Account ** Departs<br>Unquiries > 101000526<br>Quote Date ************************************  | Quartation Details - Quarte Reference and Validity |   |               | Into José Ariel Kollit   Tagend<br>werner Docs   Content   Tage<br>Contentiant Descri<br>Inspairy Sammary Details<br>Project:<br>José Date<br>Quiete Deterese Ner<br>Quiete Deterese Ner<br>Valdity Date<br>Samplement:<br>Teal Interese<br>Inspairy Received Date<br>Biel Data Date Date<br>Description:  | NTERGRA<br>I Actual & Concerts<br>antal Viewe Response<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>rela   |
| AL Information Street Teleform<br>AL Information Street Teleform<br>Mark Account Departs<br>Unquiries > 101000526<br>Quote Date 2000/00<br>@ VIB Bid<br>Will complete quote by 1200/00<br>Validay   | Quartation Details - Quarte Reference and Validity |   |               | Internet Book Advise General (* ) Societies<br>Reserved Dock (* Centre) (* ) Peoplet<br>Despity Sammary Getals<br>Project<br>Beguing Stammary Getals<br>Reserved Teles<br>Quele Enternets Rise<br>Quele Enternets<br>National Societies<br>Stampisment<br>Tetal Hemas<br>Beguing Reserved Data   | NTERGRA<br>I Actual & Concerts<br>antal Viewe Response<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>rela   |
| AL Interview Street ** Materials<br>Supplier ** Materials<br>My Account ** Departs<br>Unquiries > 101000526<br>Quote Date ************************************  | Quartation Details - Quarte Reference and Validity |   |               | Into José Ariel Kollit   Tagend<br>werner Docs   Content   Tage<br>Contentiant Descri<br>Inspairy Sammary Details<br>Project:<br>José Date<br>Quiete Deterese Ner<br>Quiete Deterese Ner<br>Valdity Date<br>Samplement:<br>Teal Interese<br>Inspairy Received Date<br>Biel Data Date Date<br>Description:  | NTERGRA<br>I Actual & Concerts<br>antal Viewe Response<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>relation<br>rela   |





Once your intention to offer has been confirmed, you can click the "Next" button or open the menu on top of the screen.

This menu is divided in 5 sub-menus:

Quotation Details, Further information, Attachments, Questions/Answers and Finalization

On the right top of the screen you may download the commercial and technical documents, clicking on "Download Documents".

| My Account frequence                               |                                 |  |   | Downto                            | d Occuments | View Reports |
|--|---------------------------------|--|---|-----------------------------------|-------------|--------------|
| III Inquiries > 101000526 (                        | Quotation Details - Quote Refer | ence and Volidity 🔻  |   | Inquiry Summary 0                 | Prtails     | 3            |
|  | 0                               | Further Information<br>Anterstree and Distorts<br>Unter Costs<br>Cancel alute Costs<br>Variation bates | Attachments<br>File:<br>Questions/Answers<br>Request for Information<br>Technical Questions<br>Commercial Questions | Finalization . Bit Summey & Submt |             |              |
| Currency * - O Decline to Bid - Bitacon * Comments |                                 | 2  |   |                                   |             |              |

## 3. QUOTATION DETAILS:

It includes the screen "Quote Reference and Validity" and also "Overall View" (the quotation data grid).

The grid is divided in several blocks and includes the Line Items for this inquiry.

| My Account          | Inspanses   |                        |                   |            |    |                 |                 |             | Boarroad Documents      | View Reports   |
|---------------------|---|------------------------|-------------------|------------|----|-----------------|-----------------|-------------|-------------------------|----------------|
| All Inquiries       | 101000526   | Qualition Details - Ov | erall View        |            |    | *               |                 | Impury S    | amesary Details         | 2              |
| Quotation Detai     | ls .  |                        |                   |            |    |                 |                 |             |                         |                |
| •                   |   |                        |                   |            |    |                 |                 |             |                         |                |
| Prag a column resol | er and drop it hele to                                      | proup by that palarin  | 1                 |            |    |                 |                 |             |                         |                |
| Status              | Identification Det  | ets.                   |                   |            |    | Properties      |                 |             |                         |                |
| , Rem Status        | Tag Number  | Commodily Code         | Size 1            | Size 2     | đ, | Quoted Quantity | Min. Quoted Qty | Quoted Unit | Description for Service | ¢.             |
| In Process          | 100 8. 3204   | 630330                 |                   | # <u> </u> | 4  |                 |                 |             |                         |                |
| in Process          | R90-8-03048   | Gattino                |                   | à          | ŭ  |                 |                 |             |                         |                |
| In Process          | ARCO-NVHO204A   | GV0000                 |                   | a          | 1  |                 |                 |             |                         |                |
| Dr Present          | R00-494-03048   | G10000                 |                   | à          | d  |                 |                 |             |                         |                |
| In Process          | HED-(J-0301   | 228300                 |                   | 0          | 11 |                 |                 |             |                         |                |
| In Process          | 101060526-3000-1  | 100000                 |                   | ai -       | 11 |                 |                 |             | COMMENSIONING AND       | START OF SPARE |
| In Process          | 101000526-8000-L  | 90G4A/Y                |                   | a          | Ĭ  |                 |                 |             | SPECIAL TRIOLS          |                |
| 7 Itama             |   |                        |                   |            |    |                 |                 |             |                         |                |
| 1                   | 1.000   |                        |                   |            |    |                 |                 |             |                         |                |
| ent Details         |   |                        |                   |            |    |                 |                 |             |                         |                |
|                     | CIC_PINAL<br>IC_DATASHEET<br>IC_DESEGN_PRO<br>IC_DESEGN_PRO |                        | IZMSHINIA<br>PIEG |            |    |                 |                 |             |                         |                |

The first block shows the status of the item. There are three types of item status:

In process

Complete

No bid

In order to be able to submit the bid, all items should be marked with status Complete or No Bid.

| -  | 4 B B   |  |                 |            |                 |             |  |                         |
|----|---|--|-----------------|------------|-----------------|-------------|--|-------------------------|
| (m |   | Identification Det                           |                 | 1.000      |                 |             |  |                         |
|    | Status<br>Item Status   | Tag Number                                   | Commodity Code  | Properties | Min. Quoted Oty | Quoted Unit | Description for Services               | Ident short description |
| ,  | and the second se | PISO X IDIDALA                               | GROOM           | Gannada    | mur Guoteo Qiy  | Quotes onin | Description for advices                | TOTAL SALAT DESCRIPTION |
|    | In Process  | 810-6-01040                                  | Ghacau          |            |                 |             |  |                         |
|    | Complete.   | REC-KIM-CECHA                                | GV0000          |            |                 |             |  |                         |
|    | No Bid<br>In Process  | R80.484.08048                                | GV0005          |            |                 |             |  |                         |
|    | In Process  | R90.0-0301                                   | 2220008         |            |                 |             |  |                         |
|    | In Process  | 10100525 5400-1                              | YC2000          |            |                 |             | COMMESSIONING AND START UP SPATE PARTS |                         |
|    | In Process  | 5010001129-0030-1                            | WA3008          |            |                 |             | SPECIAL TOOLS                          |                         |
|    |   |  |                 |            |                 |             |  |                         |
|    |   |  | 111             |            |                 |             |  |                         |
| en | t Details   |  |                 |            |                 |             |  |                         |
|    |   | E, DESGN, PR<br>E, DESGN, PR<br>E, DESGN, TE | SSURE SHELL 133 | 152%       |                 |             |  |                         |



# The next block is about the **technical** Identification Details of these Line Items:

Tag Number, Commodity code, Sizes.

| Identification Details |                |        |        |  |  |
|------------------------|----------------|--------|--------|--|--|
| Tag Number             | Commodity Code | Size 1 | Size 2 |  |  |
| R90-K-0304A            | GB0000         | 0      | 0      |  |  |
| R90-K-0304B            | GB0000         | 0      | 0      |  |  |
| R90-KM-0304A           | GV0000         | 0      | 0      |  |  |
| R90-KM-0304B           | GV0000         | 0      | 0      |  |  |
| R90-U-0301             | ZZ0000         | 0      | 0      |  |  |
| 101000526-5400-1       | YC0000         | 0      | 0      |  |  |
| 101000526-8000-1       | YA1000         | 0      | 0      |  |  |

Next block is for **Properties**. If the inquiry is for BULK material you may include the "Minimum Quoted quantity". In this block you can modify the fields "Min. Quoted Qty", "Delivery Place" and "Comments".

If the Inquiry is for EQUIPMENT you may modify the fields "Delivery Place" and "Comments" in this block.

| Quoted Quantity | Min. Quoted Qty | Quoted Unit | Description for Services               | ident short description | Delivery Place | Comments |
|-----------------|-----------------|-------------|--|-------------------------|----------------|----------|
|                 |                 |             |  |                         |                |          |
|                 |                 |             |  |                         |                |          |
|                 |                 |             |  |                         |                |          |
|                 |                 |             |  |                         |                |          |
|                 |                 |             | COMMISSIONING AND START UP SPARE PARTS |                         |                |          |
|                 |                 |             | COMMESSIONING AND START UP SPARE PARTS |                         |                |          |
|                 |                 |             | SPECIAL TOOLS                          |                         |                |          |

| Properties      |     |
|-----------------|-----|
| Tag Description | 0.0 |

| Tag Description 🝸 | Quoted Quantity | Quoted Unit 🝸 | Description for Services | Delivery Place |
|-------------------|-----------------|---------------|--------------------------|----------------|
|                   |                 |               |                          |                |
|                   |                 |               |                          |                |
|                   |                 |               |                          |                |

Next block is **Requisition Details**, which shows the position and subposition of each Line Item of the inquiry.

| Requisiti | on Detail: | <b>Bidding Detai</b> |
|-----------|------------|----------------------|
| Pos 🍸     | Sub 🍸      | Split Seq 👕          |
| 1         | 1          |                      |
| 2         | 1          |                      |
| 3         | 1          |                      |
| 4         | 1          |                      |
| 5         | 1          |                      |
| 5400      | 1          |                      |
| 8000      | 1          |                      |



# Supplier Inquiry Management

**Discount An** 

0.0000

0.0000

0,0000

#### Next block is for Pricing Details.

The "Unit Price Type" may be applied at item level.

The following values are available:

Including – The price of the item is included in the total price of the quote.

Excluding – It means that perhaps the item will be quoted afterwards.

No Quote – The item will not be quoted. In this case remember to associate also the value "NO BID" to the item, as explained on the first block of "Overall View" (section "Quotation Details").

Not Required – The item is considered not needed by you or by TR.

0,0000 0,00 0,00 0,00 0,0000 0.0000 0.00 0.00 0.00 0.0000 0,00 0,00 0.0000 0,00 0.0000 0,00 0,00 0.0000 0.00 0.0000

0.00

0.00

0,00

Extended Price 👕 Net Price 👕 Discount %

0,00 0,00

0.00 0.00

0,00 0,00

Pricing Details Unit Price Type

Unit Price

0,0000

0,0000

| Unit Price Type        | Unit Price | Extended Price | Net Price | Discount % | Discount Amount |
|------------------------|------------|----------------|-----------|------------|-----------------|
|                        | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|                        | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
| Including<br>Excluding | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
| No Quote               | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
| Not Required           | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|                        | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|                        | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |

We enter the "Unit Price" for each item.

The "Net Price" cell shows the discounted price, which is determined by the extended price reduced by the discount.

A discount at item level may be entered (in percentage or amount). If a discount amount is entered, the discount percentage is automatically calculated.

| е Туре 🖷 | Unit Price | Extended Price | Net Price | Discount % | Discount Amount |
|----------|------------|----------------|-----------|------------|-----------------|
|          | 3,0000     | 3,00           | 2,94      | 2,00       | 0,0600          |
|          | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|          | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|          | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|          | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|          | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |
|          | 0,0000     | 0,00           | 0,00      | 0,00       | 0,0000          |

The last block of the grid is for **Miscellaneous Details**.

| Miscellaneous Detail | s            |          |              |           |
|----------------------|--------------|----------|--------------|-----------|
| Country of Origin    | Manufacturer | Incoterm | First Ship 🍸 | Last Ship |
|                      |              |          | 0            |           |
|                      |              |          | 0            |           |
|                      |              |          | 0            | 6         |



Choose a "Country of Origin" for each line item from the list of values. Fill the name of the "Manufacturer" in the free text field.

| 0.4 | a nazarni heat | er and chive it here by | printing the main transmission       |             |                 |                       |   |                   |           |  |
|-----|----------------|-------------------------|--------------------------------------|-------------|-----------------|-----------------------|---|-------------------|-----------|--|
|     | Status         | Identification Deta     | alls                                 | Pricing Del | ails            | Miscellaneous Details |   |                   |           |  |
|     | Item Status    | Tag Number              | Commodity Code                       | scount %    | Discount Amount | Country of Orligin    | Manufacturer Incotern                   | First Ship        | Last Ship |  |
| 1   | In Process     | 1156-10-0304A           | 6388200                              | 10          | 0,0600          |                       | 0.0000000000000000000000000000000000000 |                   | R.        |  |
|     | In Process     | 150-6-03018             | GB0000                               | 30          | 0,3000          | Country               | Short Description                       | Description       |           |  |
|     | In Process     | R90-KNI-2504A           | GV0200                               | 20          | 0,9000          |                       | ARGENTINA                               | ARGENTINA         |           |  |
|     | In Process     | R90-8M-03048            | G-40000                              | 10          | 0,0000          | AT                    | AUSTRA                                  | AUSTRIA           |           |  |
|     | In Process     | 1196-11-0801            | 720000                               | 30          | 0,0000          | AU                    | AUSTRALIA.                              | AUSTRALIA         |           |  |
|     | In Precess     | 101000528-5400-1        | VC2000                               | 30          | 0,0000          | AZ                    | AZERBALIAN                              | AZERBALIAN        |           |  |
|     | 31 Process     | 101000536-8000-1        | VA2.000                              | xo          | 0,3000          |                       |   | BOSNIA AND HERZEG | 6         |  |
|     |                |                         |                                      |             |                 | 80                    | BANGLADESH                              | BANGLADESH        |           |  |
| 1   |                |                         |                                      |             |                 | EE                    | BELGUM                                  | 8ELGELINI         |           |  |
| den | t Details      |                         |                                      |             |                 | ₽F.                   | BURKINA FASO                            | BURIONA FASO      |           |  |
|     |                | CC FINAL                | 1                                    |             |                 | BG                    | BULGARIA                                | BULGARIA          |           |  |
|     |                | C DARASHEET             | SPEC ALWRER I I                      | 62256540010 |                 | 581                   | BAHRAON                                 | <b>GAHRARY</b>    | 11        |  |
|     |                |                         | ESSLIRE SHELL 113<br>ESSLIRE TUBE 1- | 9950        |                 | 51                    | BURUNO:                                 | SURUNDE           |           |  |
|     |                | 2 (215H9N_T0)           | WERATURE SHELL -                     |             |                 | EN                    | BRUIVE DARUSSALAM                       | BRUNE DARUSSALAM  | 4         |  |

Choose the Incoterm from the list of values.

| Miscellaneo | ous Detail | 5            |               |            | -                  |
|-------------|------------|--------------|---------------|------------|--------------------|
| Country of  | Origin     | Manufacturer | Incoterm      | First Ship | Last Ship          |
|             | Searc      | h            |               |            | 2                  |
|             | Incot      | erm          | Short Descrip | tion De    | escription         |
|             | CFR 2      | 010          | CFR 2010      | C          | OST AND FREIGHT    |
|             | CIF 20     | 010          | CIF 2010      | C          | OST, INSURANCE AND |
|             | CIP 2      | 010          | CIP 2010      | C/         | ARRIAGE AND INSURA |
|             | CPT 2      | 010          | CPT 2010      | C          | ARRIAGE PAID TO    |

Finally, it can be entered the estimated number of weeks that will be necessary to deliver the equipment/material to TR, calculated from the day that your quotation would be awarded, and taking into account the incoterm.

Enter the minimum number of weeks required to deliver the item (in the "First Ship" box), and the maximum number of weeks required to deliver the same item (in the "Last Ship" box).

**Note:** a download of the "Quotation Details" data may be obtained in excel format. After filling the data, it may be loaded.

| Country of Origin | Manufacturer | Incoterm | First Ship | Last Ship |
|-------------------|--------------|----------|------------|-----------|
|                   |              |          | 10         | 10        |
|                   |              |          | 0          | 0         |
|                   |              |          | 0          | 0         |
|                   |              |          | 0          | 0         |
|                   |              |          | 0          | 0         |
|                   |              |          | 0          | 0         |
|                   |              |          | 0          | 0         |



# eSupplier Inquiry Management

# **FURTHER INFORMATION**

In this sub-menu we may enter the Alternatives and Options, Other Costs, Cancellation Costs and Variation Rates.

## Further Information

| Alternatives a | and Option |
|----------------|------------|
| Other Costs    |            |
| Cancellation   | Costs      |
| Variation Rat  | es         |
|                |            |

# 4. ALTERNATIVES AND OPTIONS.

Click the icon "Add" to create a new Alternative or a new Option, entering a unique sequence number in the "Seq" box and a description.

Click "Add" or "Deduct" so that this alternative or option will be added or deducted from the original price. Enter the Price, choose the Currency and enter any Clarification in the free text field.

- Alternative → If you have already offered a line item in the original scope, you may offer an alternative to this line item as an extra price or a price reduction.
- Option → A line item that has not been offered in the original scope, that you consider adequate to offer.

| Supplier Westerne to TECHEAL RECORDER Supplier Pertur  | Tutorias Reference Docs Contact Heap Rooal Coste of Condu |
|--|---|
| My Account Inguister   | Descrised Occurrents View Reports *                       |
| All Inquiries > 101000526 Further Information - Alternatives and Options *   | Inquiry Summary Details                                   |
| Alternates   |   |
| + *  |   |
|  |   |
| B<br>Ong a column header and drop it here to group by into oburns<br>J Seq Description Add/Doduct Price Carency Clastification |   |
| Ong a column reader and drop it here to group by that advance  |   |
| Ong a column reader and drop it here to group by that advance  |   |
| Ong a column vessor bed ange if new so groups by Ital column<br>, Seq Densighten Add/Doduct Price Currency Curlinsten          |   |
| Ong a column vessor bed ange it nex to group by that column<br>, Seq Developinen Add/Dorbert Price Coursesy Countination       |   |

| My.                        | Account                    | salist.             |               |                     |   |   |   | Descrip         | od Documents | View Reports |
|----------------------------|----------------------------|---------------------|---------------|---------------------|---|---|---|-----------------|--------------|--------------|
| ul Inqu                    | iries > 10100              | 0526 [fuither       | n Information | - Alternative       | s and Options   | * |   | Inquiry Summary | Details      |              |
| Memate                     |                            |                     |               |                     |   |   |   |                 |              |              |
| **                         |                            |                     |               |                     |   |   |   |                 |              |              |
|                            |                            |                     |               |                     |   |   |   |                 |              |              |
| arag iz cola               | immitteaster and dra       | on there to grow to | withit courr  | Ψ.                  |   |   |   |                 |              |              |
| , Seq                      | Description                | Add/Deduct          | Price         | Currency            | Clantication  |   |   |                 |              |              |
|                            |                            |                     | Price         |                     | Clanification   |   |   |                 |              |              |
| , Seq<br>i Iter            | Description                | Add/Deduct          | Price         | Currency            | and the second se |   |   |                 |              |              |
| , Seq<br>1 Theo<br>Options | Description                | Add/Deduct          | Price         | Currency            | and the second se |   |   |                 |              |              |
| , Seq<br>L Tree<br>Options | Description                | Add/Deduct          | 9760<br>20.0  | Currency 1<br>1 USD | and the second se |   | _ |                 |              |              |
| L Tree<br>Options          | Description<br>1 ALTERNATE | Add/Deduct          | 9760<br>20.0  | Currency 1<br>1 USD | and the second se | 7 | _ | _               |              | _            |





## 5. OTHER COSTS.

There are three Other Costs by default for each inquiry: Packing, Transport and Documentation.

If one of them do not apply, it may be deleted. It is possible also to add new Other Costs choosing them from the list of values, and also introduce the Percentage for every Other Cost (the calculation will be done taking into account the Total Line Items Price) or a Cost Value Total. Finally, please introduce the Currency.

The Unit Price Type is used to assign to an Other Cost the concept "Including", "Excluded", "Not Quote" or "Not Required", as explain at item level. Please consider that the list of values is only available if "Other Cost %" and "Cost Value Total" are set to 0.

| eSuP <sub>p</sub> li |                                   | S RELINICIAS SUDDRes | Portel           |              |              |                 |                   | NTERGRAPH      |
|----------------------|-----------------------------------|----------------------|------------------|--------------|--------------|-----------------|-------------------|----------------|
| A My Account         | ti inganos                        |                      |                  |              |              |                 | Downast Doout     | View Reports * |
| All Inquiries        | > 101000526 [Further              | Information - Other  | Costs            |              |              | berpaie         | y Summary Details | =              |
| Other Costs          |                                   |                      |                  |              |              |                 |                   |                |
| 4 *                  |                                   |                      |                  |              |              |                 |                   |                |
| Drag a column real   | der and drind if here to grive to | that to unit         |                  |              |              |                 |                   |                |
| . Other Cost         | Short Description                 | Other Cost %         | Cost Value Total | Discountable | Account Code | Unit Price Type | Carrency T        |                |
| 901                  | RICENT                            | 0.00                 | 0,00             |              |              |                 | U60               |                |
| 907                  | TRANSPORT                         | 0.07                 | 0.00             |              |              |                 | US0               |                |
| 922                  | DOCUMENTATION AVEOR               | 0.00                 | 0,00             |              |              |                 | USD               |                |
| 3 Denis              |                                   |                      |                  |              |              |                 |                   |                |
| Description          |                                   |                      |                  |              |              |                 |                   |                |
|                      |                                   |                      |                  |              |              |                 |                   |                |
| GENERAL DODUM        | ENTATION ACCORDING TO VO          | DR                   |                  |              |              |                 |                   |                |

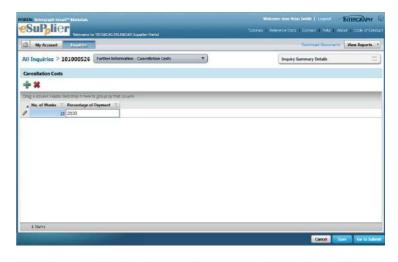
| Other Cost | Account Code | Short Description | 1 |
|------------|--------------|-------------------|---|
| 901        |              | PACKING           |   |
| 902        |              | TRANSPORT         | : |
| 903        |              | INSURANCE         | J |
| 905        |              | WARRANTY E.E.COST |   |
| 921        |              | TESTS             |   |
| 922        |              | DOCUMENTATION A/V |   |
| 923        |              | MAT. CERTIFICATES |   |
| 924        |              | CE MARKING        |   |
| 925        |              | PAINTING          |   |
| 926        |              | ATEX CERTIFICATE  |   |
| 927        |              | INSPECTION & TEST |   |
| 928        |              | X-RAY TEST        |   |
| 50 Items   |              |                   | ÷ |
| • (        |              | )                 |   |





# 6. CANCELLATION COSTS.

Click the icon "Add" to create a new Cancellation Cost, introducing the number of weeks for which this penalty will apply, and the percentage to be paid. Then click Save.



#### 7. VARIATION RATES.

Click the icon "Add" to create a Variation Rate, introducing a Rate Type and a short description. Choose a "Quantity Unit" from the list of values, a Rate Value and select the Currency.

| My Account            | Expirine 1           |  |                    |                         |     | Download Documents      | View Reports |
|-----------------------|----------------------|--|--------------------|-------------------------|-----|-------------------------|--------------|
| All Inquiries >       | 101000526            | Further Information - Var                | iativo Rates       | •                       |     | Inquiry Summary Details | 0            |
| Variation Rates       |                      |  |                    |                         |     |                         |              |
| ÷ ×                   |                      |  |                    |                         |     |                         |              |
| hisp a cotumit header | and charg if here hi | group by that jokann                     |                    |                         |     |                         |              |
| , Rate Type 5         | Shert Description    | Quantity Unit R                          | ate Value Currency |                         |     |                         |              |
| RATE I                | RATE                 |  | 11.092             | 1                       |     |                         |              |
|                       |                      | 10-10-10-10-10-10-10-10-10-10-10-10-10-1 |                    |                         | P I |                         |              |
|                       |                      | Quantity Unit                            | Short Description  | Description             | 1.  |                         |              |
|                       |                      | BBL                                      | BBL                | BBL                     |     |                         |              |
|                       |                      | adre                                     | den 3              | Cubic dm for quantity   |     |                         |              |
|                       |                      | erra                                     | err.3              | subic centimater        | 1   |                         |              |
|                       |                      | cum                                      | m3                 | Cubic meter for quantit |     |                         |              |
|                       |                      | ft                                       |                    | Feet                    |     |                         |              |
|                       |                      | #3                                       | 13                 | ft3                     |     |                         |              |
| 1 Denis               |                      | 0  | a                  | grame                   | 12  |                         |              |
| 2003210               |                      | Ha                                       | ha                 | heciare                 | -   |                         |              |
| escription            |                      | HR                                       | n.                 | Hour                    |     |                         |              |
|                       |                      | kg.                                      | kg.                | kîlogram                |     |                         |              |
| Sescription           |                      | 499                                      | ×0                 | Kiograms for quartity   | 8   |                         |              |
|                       |                      | km                                       | 60                 | KIOHHM                  |     |                         |              |

#### 8. ATTACHMENTS.

In the "Files" tab you can upload Technical or Commercial files to be included in your offer.

A Comment may be added to these files in order to identify them.

Técnicas Reunidas may upload also any document, so that you can download and view it in this tab. The maximum size for each attachment is 10MB.

Once you finish your offer you have to upload in pdf format your Commercial and Technical offer duly signed.

| eset Al Interprop Struct 1 Material<br>Supplier<br>Materia is FEOREAS SOUNDAS Support Portal |                     |   | Webser Nor Anno Sentin J. Lagent NTERCOMH<br>Juccres I. Reference Data: I. Comunit. I. Into I. About. I. Case of Comb |                                |                |  |
|--|---------------------|---|---|--------------------------------|----------------|--|
| My Account Deputies  |                     |   |   | Downoad Doluments              | View Reports * |  |
| All Inquiries > 101000526  | Attachments - Files |   |   | Inquiry Summary Details        | Ē              |  |
| Technical Files  |                     |   | Commercial Files  |                                |                |  |
| 8 28   |                     |   | 8 🗰   |                                |                |  |
| 1 02070-GOU-INS-SPE-001.pdf  | 22/06/2017 ×        |   | P.COMMERCIAL TE   | INS CHECK UST pdf 22/06/2917 X |                |  |
|  |                     |   |   |                                |                |  |
|  |                     |   |   |                                |                |  |
| Comment  |                     | ~ | Comment   |                                |                |  |





### 9. QUESTIONS/ANSWERS.

This sub-menu includes:

**Request for Information**: You can send a question or any comment regarding the inquiry to Técnicas Reunidas with this option.

Click on icon "Add" to open a conversation. Fields with red mark are mandatory.

If you choose the Type "Commercial", your query will be received by the buyer, and if you choose the Type "Technical" it will be received by the technician. You can attach a file to your question. Once all the fields are entered press "Send".

All this conversations may be found in the main dashboard of the Portal.

| My Account Inquirin    |                           |              |            |                  |                     | Download Decuments                | View Reports |
|------------------------|---------------------------|--------------|------------|------------------|---------------------|-----------------------------------|--------------|
| Inquiries > 101000526  | Questions/Answers - Ibra. | est for info | armation   | Y                |                     | Inquity Summary Details           | 3            |
| equest for Information |                           |              |            | New conversation |                     |                                   |              |
| * 38                   |                           |              | AI B7b     | Subject #        | New conversation    |                                   |              |
| Subject                | Status RFI Type           | Initiator    | T Date T   | From #           | Jose Ariac Smith    |                                   |              |
| Mole conversation      | Open                      | Suplin       | 22406/7017 | Telephone Number |                     |                                   |              |
|                        |                           |              |            | Email Address    |                     | a anti-term between by the second |              |
|                        |                           |              |            | Type #           | 1                   |                                   |              |
|                        |                           |              |            | Question *       | brier your makesing | Oran                              |              |
|                        |                           |              |            |                  |                     |                                   |              |
|                        |                           |              |            |                  | Attach File         |                                   |              |
|                        |                           |              |            |                  |                     |                                   |              |

| My Account Inquiries |   | Doin/field Docorr | ents View Reports   |
|----------------------|---|-------------------|---------------------|
|                      | Request for Information                             |                   |                     |
|                      | Click the envelope to view the request for informat | tion details      |                     |
|                      | T Subject   | Last Update       | Туре                |
|                      | New documentation to be added after a               | Sore. 31/05/2017  | Inquiry (Technical) |
|                      | New conversation                                    | 30/05/2017        | Indury (Technical)  |
|                      | New documentation to be added after o               | iose- 29/05/2017  | Inquiry (Technical) |
|                      | New conversation                                    | 22/05/2017        | Inquiry (Commercia  |
|                      | New conversation                                    | 31/05/2017        | Inquiry (Technical) |
|                      | rew data sheet                                      | 50/05/2017        | Inquity (Technical) |
|                      | hew conversation                                    | 29/05/2017        | Inquiry (Technical) |
|                      | 7.9445  |                   |                     |

#### 10. TECHNICAL / COMMERCIAL QUESTIONS.

The requisition might include a Technical or Commercial questionnaire.

You can find questions to inquiry level or to line item level. Questions with red mark are mandatory. There are different type of answers: Free text, Date field, Yes or No, List of Values, Attachments.

All mandatory questions must be answered to be able to submit the bid.

| RARTAL latengraph Simut <sup>11</sup> Metasiats<br><b>Supplier</b><br>wetcome to TECNECAS RELINEERS Suppler Portal. | Welcome loss Acas Smith   Lograd   MTERCRAPH |
|---|--|
| My Account     Inspirites:  | Ocentors Documents Wire Reports              |
| All Inquirios > 101000526 Questions/Answers - Commercial Questions  | Inguiry Summary Details 🔤                    |
| Inquiry Line flees.   |  |
| UENDOR ID DATA   PO Asignee: half liscal address of the Company who receives the Order and subm                     | if the Invoices                              |
| 2 VENDOR ID DATA   Manufacturing plant location and Saudi Aranicu registration no. (ID Plant)                       |  |
| 3 VENDOR ID DATA   Inspection Location  |  |
| VENDOR ID DATA   Assembly Place   |  |
| 5 VENDOR ID DATA   List Materials Origin  |  |
|   |  |





# **FINALIZATION**

#### 11. QUOTE SUMMARY & SUBMIT

The last block on the menu is "Finalization".

#### **Bids Summary**

If you want to add or modify any data listed on Bid Summary just click on "Modify" or "Add", and it will take you to the corresponding screen. Pending actions are also informed in this section.

#### **Bid Prices**

In this section you may add a Global Discount as a percentage, that will be applied to the Total Line Items price. This discount will be shown in the global discount amount box. When you have completed all the information you can <u>Finalize the guote</u>. Once submitted no further modifications are allowed.

#### **Bid Schedule**

You will see a Summary of the data introduced in the Inquiry. If you didn't introduce the Quote reference number, validity (in days) and validity date in the "Quote Reference and Validity" screen, you must do it before submitting the bid, as these are mandatory fields.



