



TECNICAS REUNIDAS

E-SUPPLIER PORTAL

Inquiry Management



TECNICAS REUNIDAS



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.

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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.

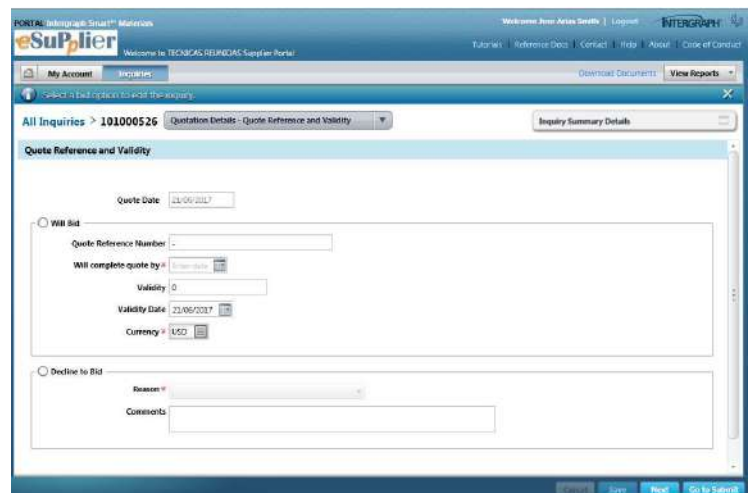
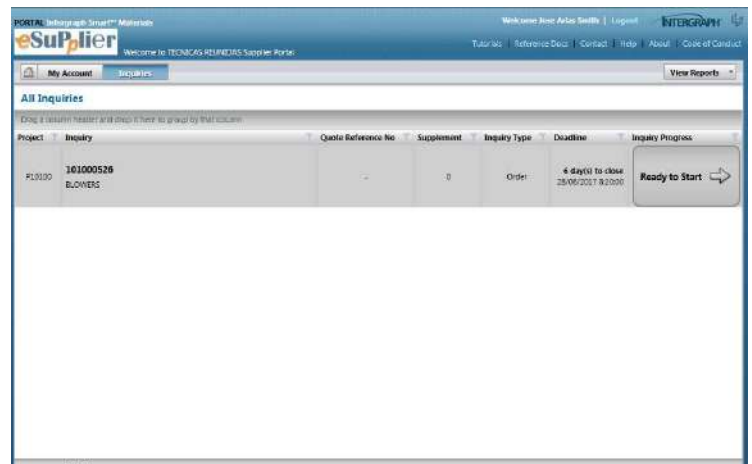
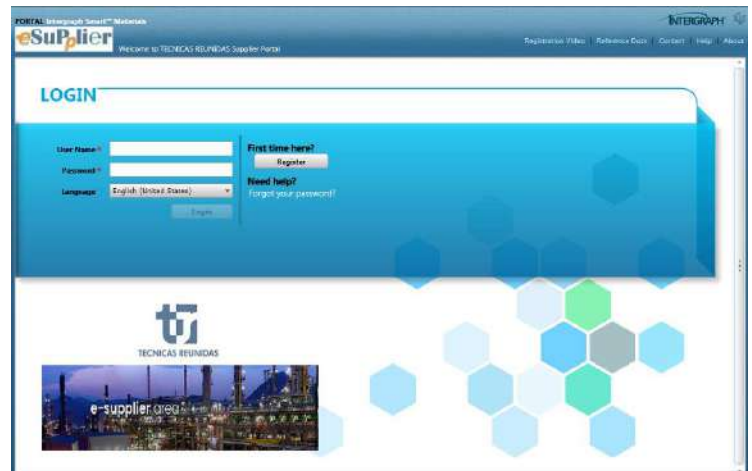
Supplement - Displays the Inquiry Supplement number.

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.

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.



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.





Project	Inquiry	Quote Reference No.	Supplement	Inquiry Type	Deadline	Inquiry Progress
PL000	101000526		0	Order	8 days to close 28/06/2017 12:00:00	Will not Bid Go to last linked page

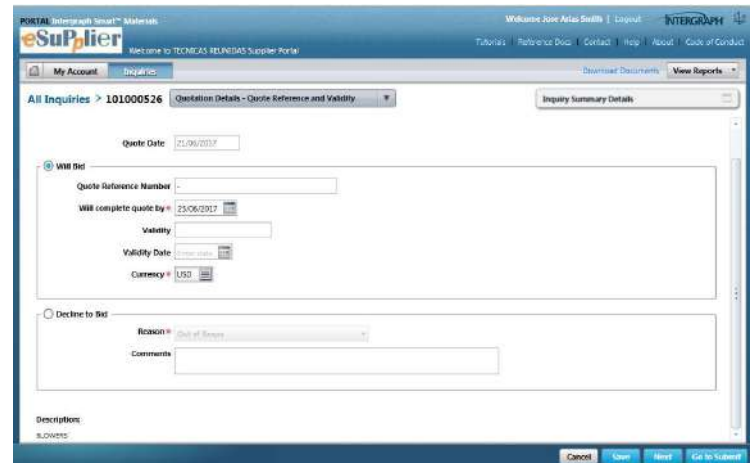
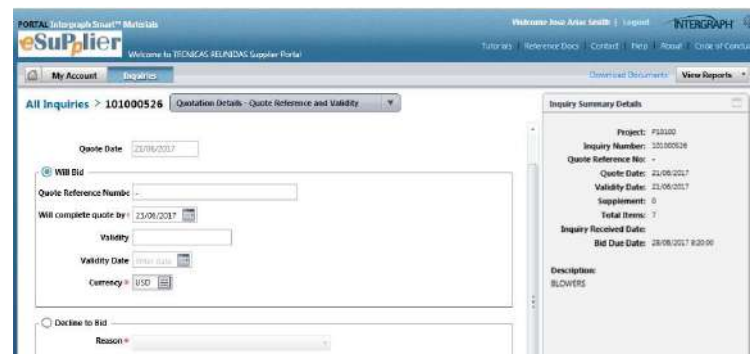
2. SUBMIT AN OFFER

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.

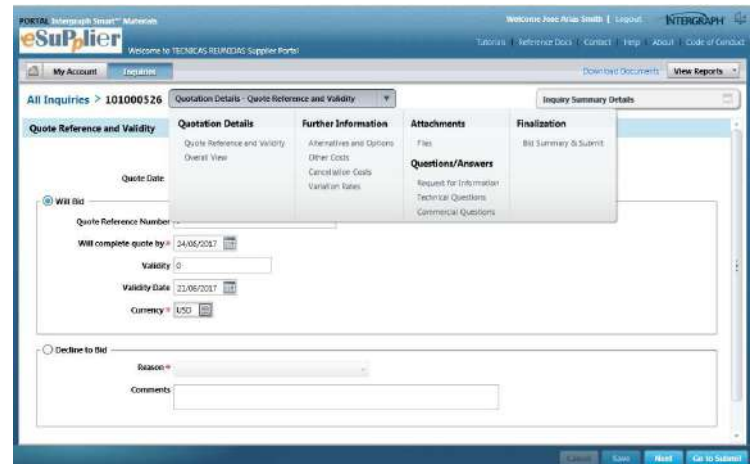



Once your intention to offer has been confirmed, you can click the “Next” button or open the menu on top of the screen.

This menu is divided in 5 sub-menus:

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

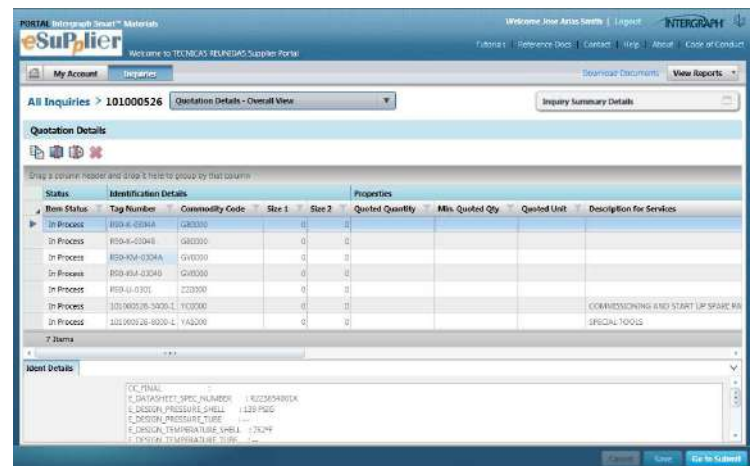
On the right top of the screen you may download the commercial and technical documents, clicking on “Download Documents”.



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.



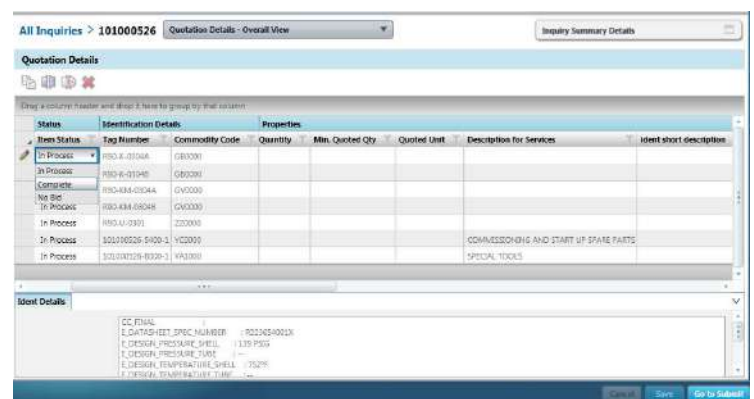
The first block shows the status of the item. There are three types of item status:

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.



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".

Properties						
Quoted Quantity	Min. Quoted Qty	Quoted Unit	Description for Services	Client short description	Delivery Place	Comments
			COMMISSIONING AND START UP SPARE PARTS SPECIAL TOOLS			

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

Properties				
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.

Requisition Detail		Bidding Detail
Pos	Sub	Split Seq
1	1	
2	1	
3	1	
4	1	
5	1	
5400	1	
8000	1	

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.

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.

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

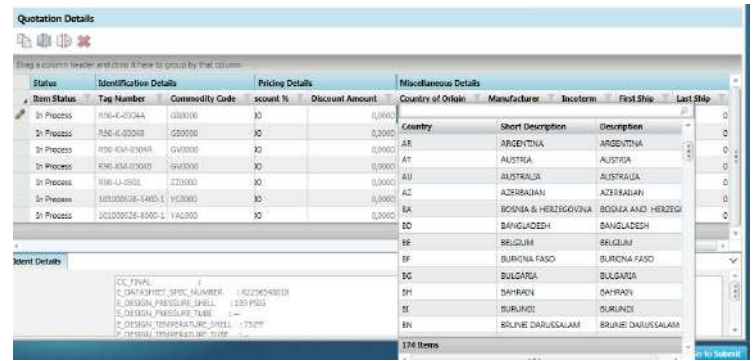
Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000

Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	0,0000	0,00	0,00	0,00	0,0000
Including	0,0000	0,00	0,00	0,00	0,0000
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

Pricing Details					
e Type	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

Miscellaneous Details				
Country of Origin	Manufacturer	Incoterm	First Ship	Last Ship
			0	0
			0	0
			0	0

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.



Item Status	Identification Details	Pricing Details	Miscellaneous Details
Item Status	Tag Number	Commodity Code	Country of Origin
In Process	436-4-4704A	0303000	Country
In Process	436-4-4704B	0303000	Short Description
In Process	436-4-4704C	0303000	Description
In Process	436-4-4704D	0303000	AR
In Process	436-4-4704E	0303000	AT
In Process	436-4-4704F	0303000	AU
In Process	436-4-4704G	0303000	AZ
In Process	436-4-4704H	0303000	BA
In Process	436-4-4704I	0303000	BD
In Process	436-4-4704J	0303000	BE
In Process	436-4-4704K	0303000	BF
In Process	436-4-4704L	0303000	BG
In Process	436-4-4704M	0303000	BH
In Process	436-4-4704N	0303000	BI
In Process	436-4-4704O	0303000	BN

Choose the Incoterm from the list of values.



Country of Origin	Manufacturer	Incoterm	First Ship	Last Ship
		Search		
		Incoterm	Short Description	Description
		CFR 2010	CFR 2010	COST AND FREIGHT
		CIF 2010	CIF 2010	COST, INSURANCE AND ...
		CIP 2010	CIP 2010	CARRIAGE AND INSURA...
		CPT 2010	CPT 2010	CARRIAGE 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.



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

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.

FURTHER INFORMATION

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

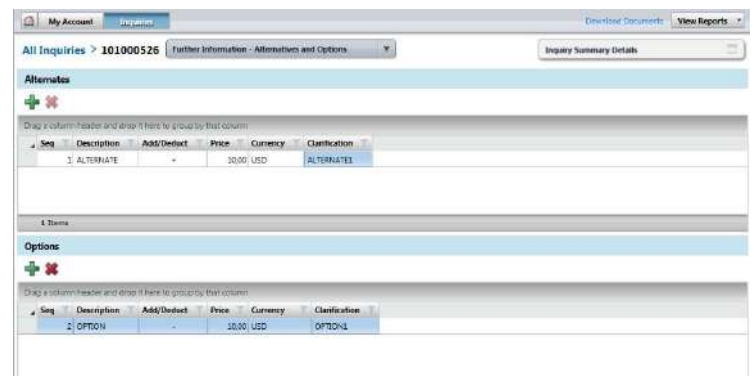
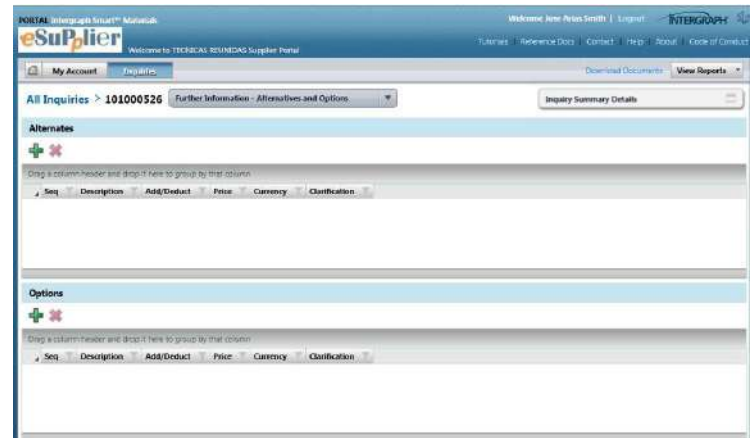


4. ALTERNATIVES AND OPTIONS.

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.

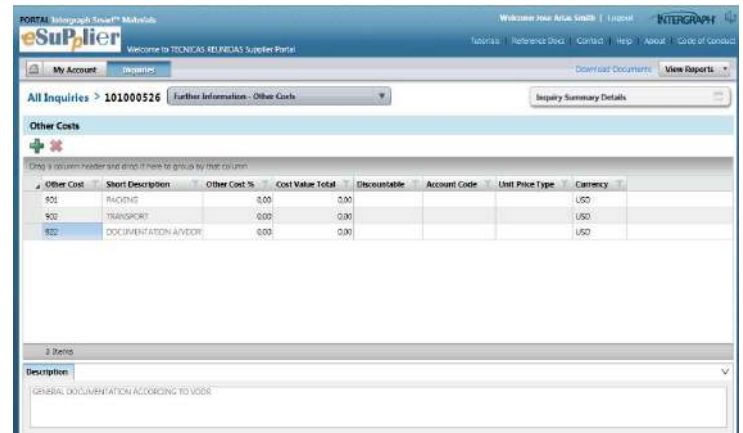


5. OTHER COSTS.

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.

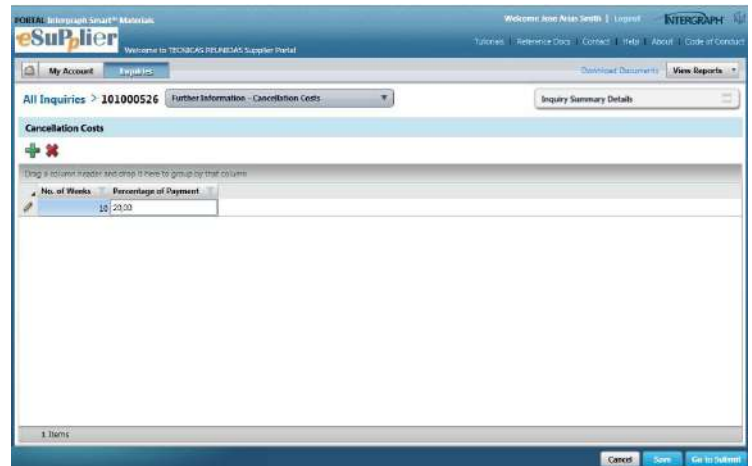


Other Cost	Short Description	Other Cost %	Cost Value Total	Discountable	Account Code	Unit Price Type	Currency
901	PACKING	0.00	0.00				USD
902	TRANSPORT	0.00	0.00				USD
903	DOCUMENTATION A/VEOR	0.00	0.00				USD

Other Cost	Account Code	Short Description
901		PACKING
902		TRANSPORT
903		INSURANCE
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		

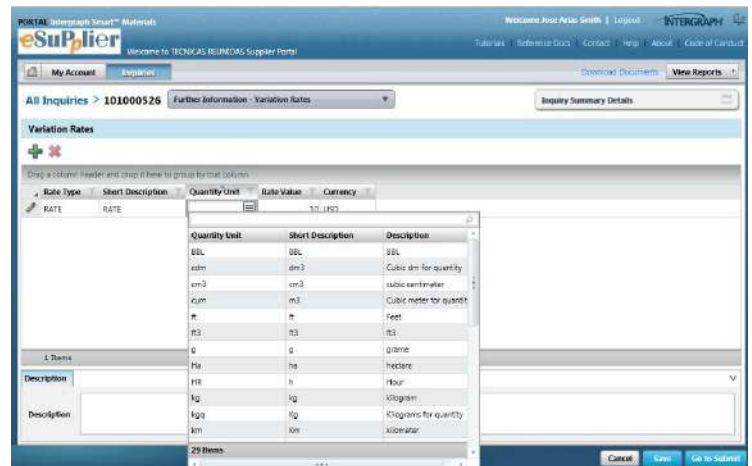
6. CANCELLATION COSTS.

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.



8. ATTACHMENTS.

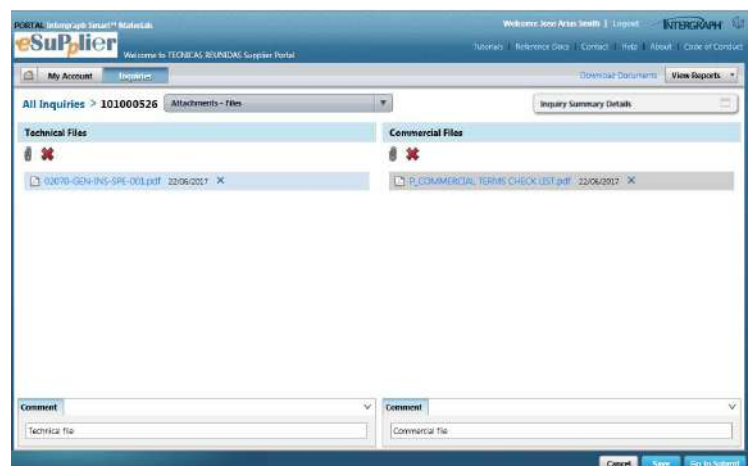
In the “Files” tab you can upload Technical or Commercial files to be included in your offer.

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.



9. QUESTIONS/ANSWERS.

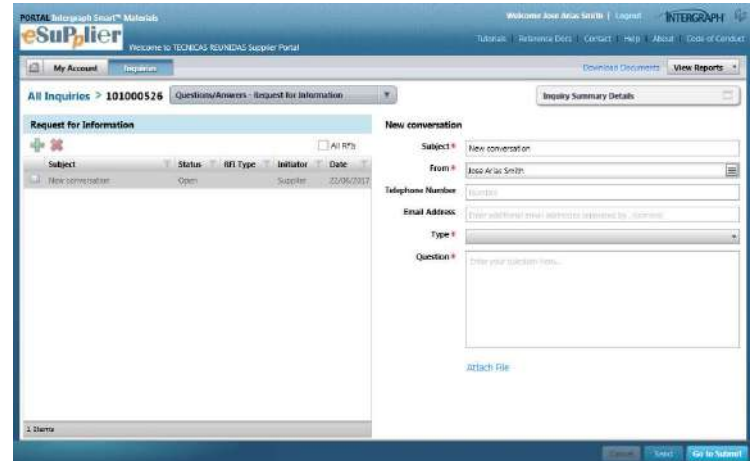
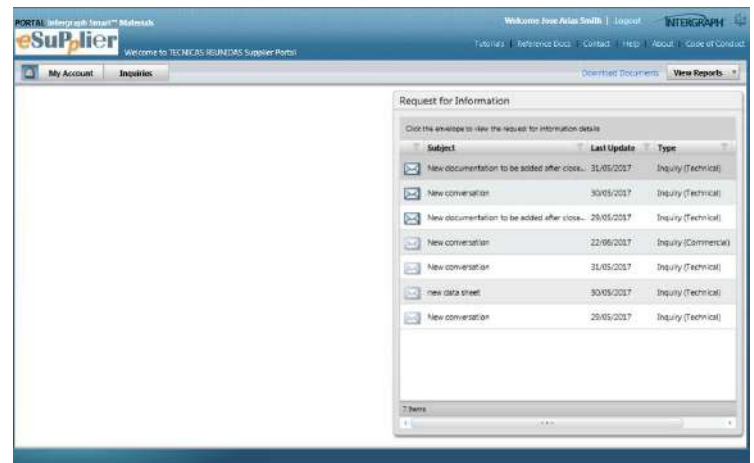
This sub-menu includes:

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.

Subject	Last Update	Type
New documentation to be added after close...	31/05/2017	Inquiry (Technical)
New conversation	30/05/2017	Inquiry (Technical)
New documentation to be added after close...	29/05/2017	Inquiry (Technical)
New conversation	22/06/2017	Inquiry (Commercial)
New conversation	31/05/2017	Inquiry (Technical)
new data sheet	30/05/2017	Inquiry (Technical)
New conversation	29/05/2017	Inquiry (Technical)

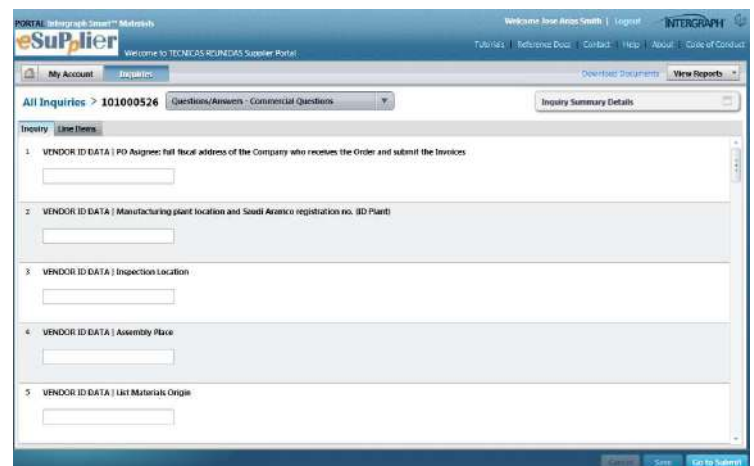
10. TECHNICAL / COMMERCIAL QUESTIONS.

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.



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 Finalize the quote. 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.

