



# Supplier Manual

## Supplier registration & Offer submission on the Solvoz platform

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### CLASSIFICATION

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### UPDATED BY

Solvoz

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## Introduction

This manual is intended for suppliers who are invited to:

- register on the Solvoz tender platform (hosted by our partner Vortal) (part 1 of this manual)
- submit a bid to a Request for Quotation or Tender (part 2).

## Part 1: Registration

If you don't have a registration on the tender platform yet, the first step is registering your own account. Then the second step is to create your company or join an existing company. You can access multiple companies/entities with the same user registration if applicable.

Registration is divided into three steps:

1. User registration
2. Confirm registration via email
3. Create a company or request membership to an existing company.

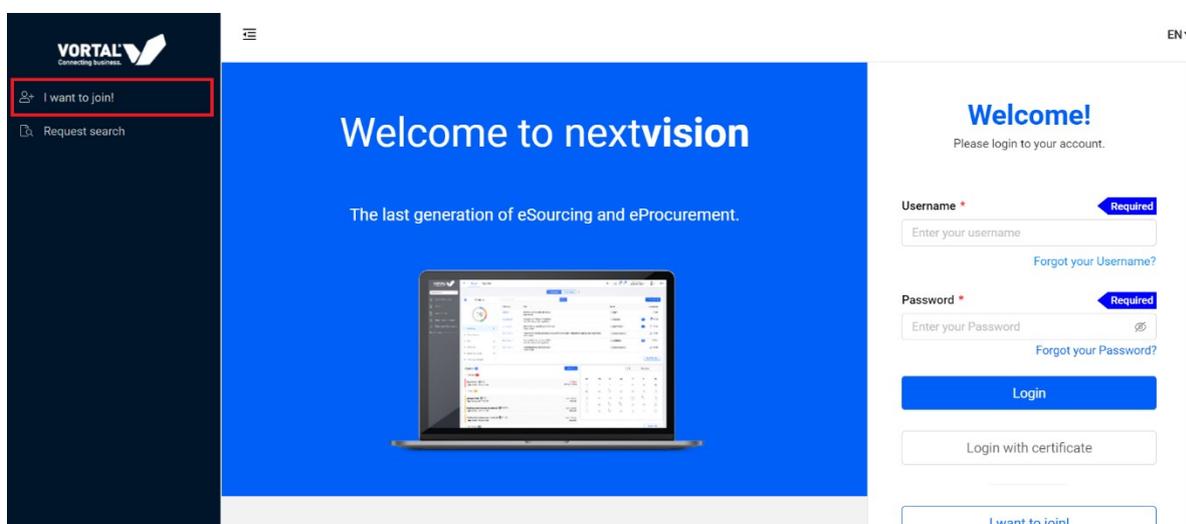
### 1.1. User Registration

Steps:

1. Proceed to the website:

<https://community.vortal.biz/sts/Login?SkinName=VortalSkin1&Page=login&current-Language=en>

and click on the option "I want to join" (left menu).



You can also go directly to:

<https://community.vortal.biz/PRODPublic/Users/UserRegister/Index?SkinName=Vortal-Skin1&Page=login&currentLanguage=en>

The user who performs the company registration is automatically set as the company representative by the system (this profile can be changed later).

## 2. Fill in the form.

Indicate country, company name, email, username and password and Security Question and Answer. As you fill in the data fields, the system shows some help messages that may be useful. Please note that all fields are mandatory, and you can only proceed when all fields are filled.

Click on “Proceed”.

Home | I want to join! | Requests Search | Page id: 12004586 | HELP

1. Register User | 2. Confirm Registration | 3. Create or Add Company

**SIGNUP MANUALLY**

First and Last Name: Demo User \* ✓

Country: SWEDEN \* ✓

Company Name: Demo Company \* ✓

E-mail: testingvortal+170@gmail.com \* ✓

Username: democompany \* ✓

Password: ..... \* ✓ Confirm password: ..... \* ✓

Outstanding (84%)

Security question: What was your childhood nickname? \* ✓

Security answer: Demo User \* ✓

Security Mobile Phone: 46 | 123456789 \* ✓

Time-Zone: (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna \* ✓

**SIGNUP TYPE**

Manual

By clicking "Proceed" you agree to the [General Conditions of Access](#) **Proceed**

## 1.2. Confirmation e-mail

Upon performing user registration, an e-mail will be sent to your address, which was defined previously. To activate the user, you should click on the link sent via e-mail or copy the link and paste it into your browser.

Home | I want to join! | Requests Search | Page id: 12004587 | HELP

1. Register User ✓ | 2. Confirm Registration | 3. Create or Add Company

**CONFIRM IN YOUR EMAIL**

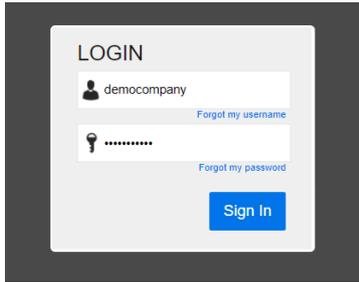
Hi Demo User,

Now to activate your account you have to click on the link we sent to your e-mail (testingvortal+170@gmail.com)



You will be directed to the login page, where you need to enter your username and password, which you defined in step 1.

### 1.3. Create a company or request membership to an existing company



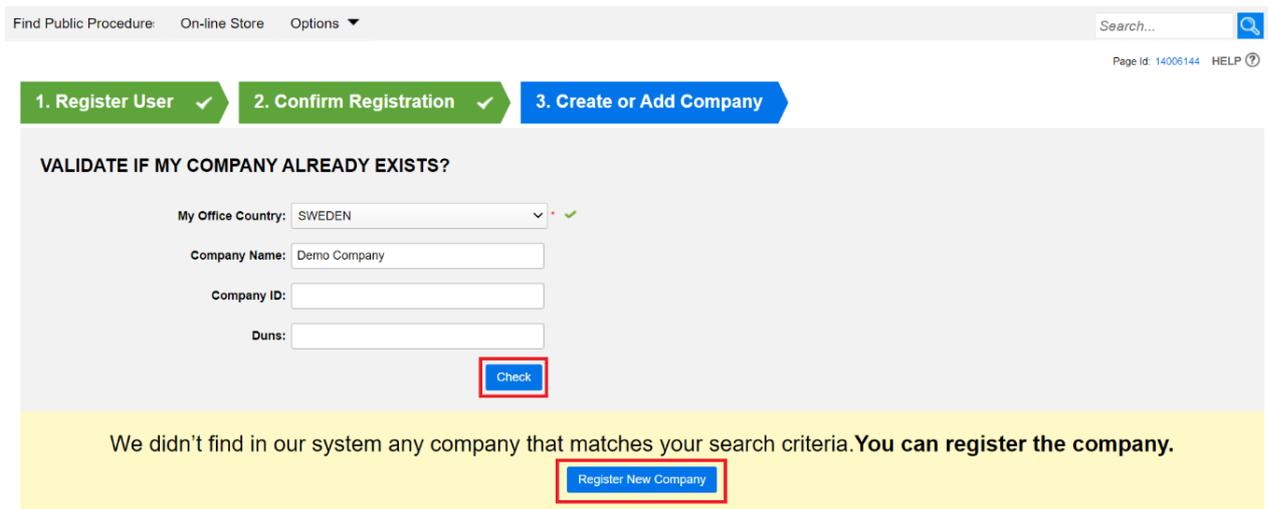
After registration activation, there are two options:

- you create a **new company/entity**. Do this in case your company is not already registered on the platform. (This is the most likely).
- You **join** an **already existing** company (only if your company is already registered).

#### New companies

##### 1. Insert the name or company ID number on the company creation page.

The system will check if the company is already registered on the platform. The system validates and reports if there is no company registered. You will be redirected to the company registration form:

A screenshot of a web application interface. At the top, there is a navigation bar with "Find Public Procedure:", "On-line Store", and "Options" with a dropdown arrow. On the right, there is a "Search..." field with a magnifying glass icon and "Page Id: 14006144 HELP" with a question mark icon. Below the navigation bar, there are three steps: "1. Register User" (green arrow), "2. Confirm Registration" (green arrow), and "3. Create or Add Company" (blue arrow). The main content area is titled "VALIDATE IF MY COMPANY ALREADY EXISTS?". It contains a form with the following fields: "My Office Country:" with a dropdown menu showing "SWEDEN" and a green checkmark; "Company Name:" with a text input field containing "Demo Company"; "Company ID:" with an empty text input field; and "Duns:" with an empty text input field. A blue "Check" button is located below the "Duns:" field. Below the form, there is a yellow banner with the text: "We didn't find in our system any company that matches your search criteria. You can register the company." and a blue "Register New Company" button.

##### 2. Fill out the fields:

- Action you want to perform on the platform: Buying, Selling or both options;
- Scope of the company (public or private);
- Type of company or entity.
- Click Generate Form.

1. Register User ✓

2. Confirm Registration ✓

3. Create or Add Company

### REGISTER NEW COMPANY FORM

Country: SWEDEN ▾

What Do You Want To Do? Sell ▾

Company Scope: Private ▾

Organization Type: Corporation ▾

**Generate Form**

### 3. Fill in the Company Registration form.

When you complete the form, click on Finish. Your registration is completed, and you can submit proposals. Note: only fields marked with a red star (\*) are mandatory to proceed with registration.

**Company Registration**

Registration Type - Manual or using Digital Certificate

I want to register my company manually

I want to use a Representative Digital Certificate to register my company

---

**Registration Information**

Incorporation

---

**Company Identification**

DUNS

Company Identifier Type Fiscal ID ▾

Company Id 01234567890 \*

Legal Name Demo Company \*

Commercial Name Demo Company \*

Registration Number

Social Security Number

Default Culture Swedish (Sweden) ▾

VKZType

CenasCenas

Default Language English (United Kingdom) ▾ \*

Is Small Company  Yes  No

---

**Contact Information**

Contact Info - Country SWEDEN

Contact Info - Location SE110 - Stockholms län ([SE-01]) \*

City / State: Stockholms län ([SE-01])

Contact Info - Street Address Demo address here \*

Contact Info - Zip Code

Contact Info - Office Phone

Contact Info - Office Fax

Contact Info - Office Email

Notifications Email Address testingvortal@gmail.com \*

Time Zone (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna ▾

---

**Web Contacts**

Web Address

Facebook Uri

Linkedin Uri

YouTube Uri

Twitter Uri

By clicking 'Finish' you agree to the [Terms of Use](#)

**Finish**

#### 4. When you complete the form, click on Finish.

Your registration is completed, and you can submit proposals.

#### Already registered companies

In case your company is already registered on the platform, on the company creation page, a list of companies will be displayed matching the indicated search criteria so that you can request access. To do so, click Request Membership.

1. Register User ✓ 2. Confirm Registration ✓ 3. Create or Add Company

**VALIDATE IF MY COMPANY ALREADY EXISTS?**

My Office Country: SWEDEN ✓

Company Name: Demo Company

Company ID:

Duns:

[Check](#)

**WE FOUND IN OUR SYSTEM THE COMPANIES BELOW:**

|  |   |
|--|---|
|  | <b>Demo Company</b><br>SWEDEN<br>Company ID: 012345678900 (Fiscal ID) |
|--|---|

[Request Membership](#)

Your request must be accepted by the company representative registered in the system. When the request is accepted, you will receive an email notification.

## Part 2: Offer Submission Process

### 2.1. Access to the tender

Suppliers have free access to contract notices, tender documentation and other information published on the Tender platform. Contract notices to tender with direct invitation published on the Tender platform can be accessed after logging in to the platform.

#### 1. Log in to the platform

Go to <https://community.vortal.biz/sts/Login?SkinName=Vortal> and enter the username and password chosen during the registration process.

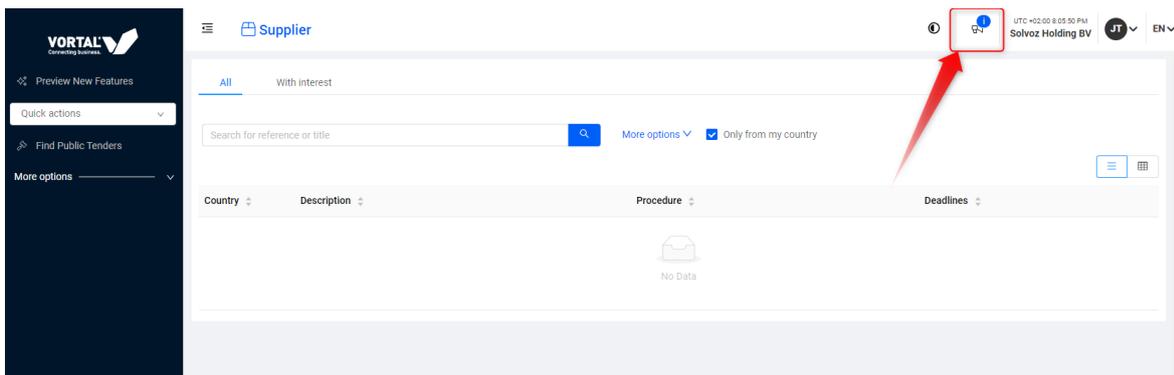
#### 2. Find a relevant tender

After logging in, the user will be redirected to the main Dashboard of the platform. There are two options:

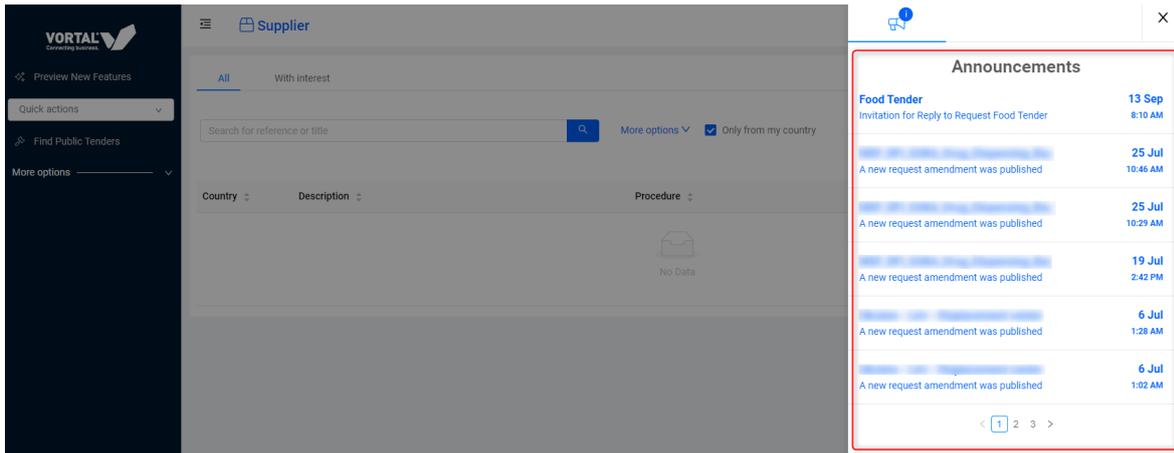
- you already have been invited to a tender
- you have to find the relevant tender manually.

#### You have been invited to a tender

If you have been directly invited to send an offer to a tender, you will find the tender reference on the right side of the menu bar in the message/megaphone icon.



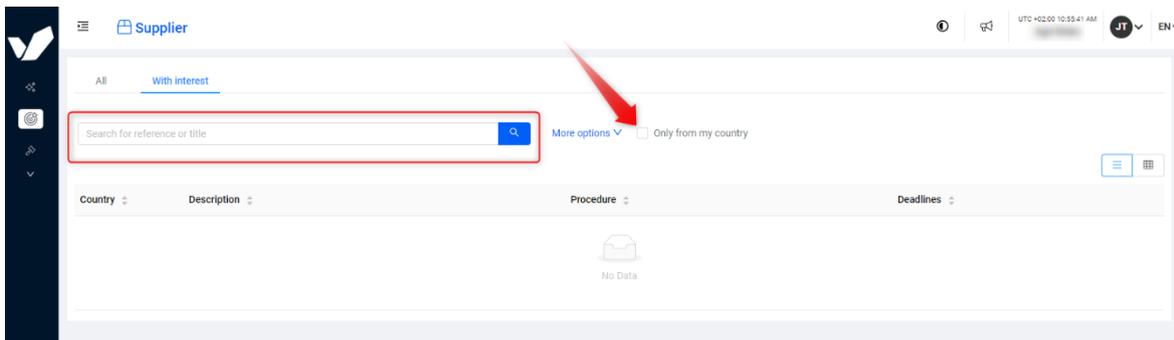
Click on the message/megaphone icon, and you will see a list of one or more tenders.



Click on the relevant tender.

### Manually search for a tender

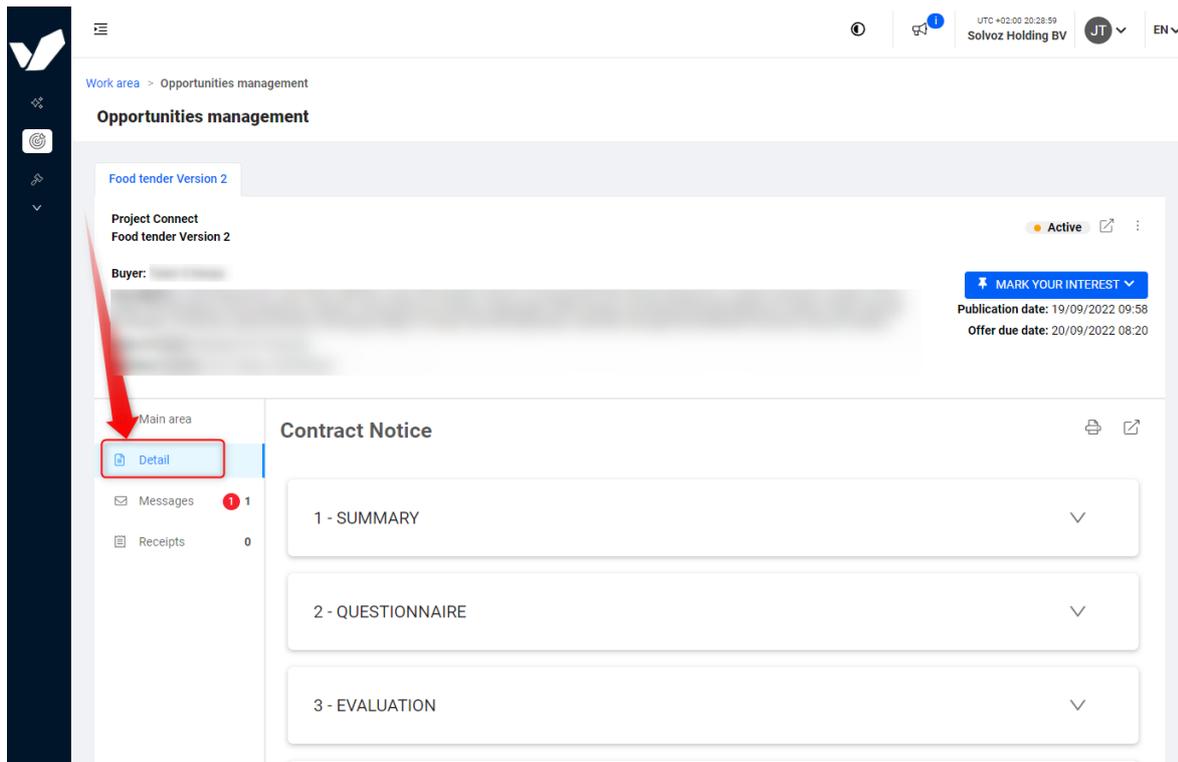
If there is no tender invitation, you can search for a relevant tender. In your main dashboard, search for a tender title or reference number in the search box. Ensure you **unmark** the “only from my country” checkbox if it is a tender from another country you are looking for.



### 3. Study the details of the tender

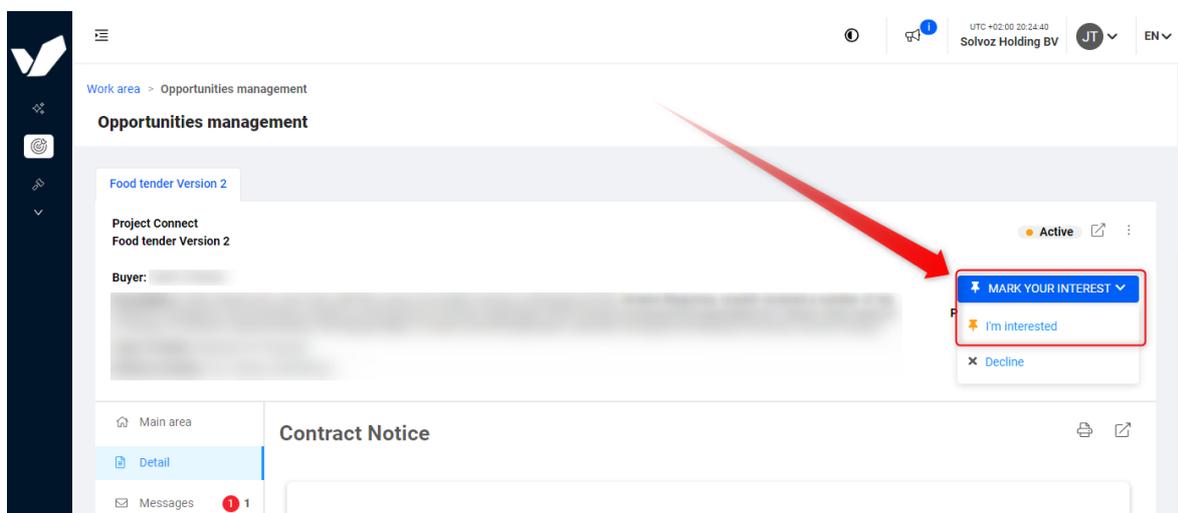
After clicking on the tender, you will be redirected to the Opportunity Management page, where all information about the tender is available. To see the tender details, click on the “Detail” button.

On this page, you can see all details of the tender: general info (“request info”), questionnaires (usually containing the goods & services requested), evaluation criteria, relevant documents and documents required for upload, and additional information.



#### 4. Confirmation of interest in participation

To participate in the tender, you need to click “Mark Your Interest” and then “I’m interested”. All options in the tender will be unlocked, and the Buyer Entity will be notified of the existence of an interested party. This step is mandatory.



You can now submit your offer; see the next section.

## 2.2. Offer Submission

Suppliers can submit (or withdraw) offers at any time before the tender's deadline. Please follow the steps below. This section assumes you finished section 1 of this manual in which you indicated interest.

### 1. Click on “Create new reply”

The screenshot shows the 'Opportunities management' page for 'Food tender Version 2'. The page includes a navigation menu on the left with options like 'Main area', 'Detail', 'Messages' (1), and 'Receipts' (0). The main content area displays the 'Proposal submission phase' with a countdown timer showing 00:11:44:52 (Days:Hours:Minutes:Seconds). Below the timer, there is a 'Replies' section with a search bar and a table with columns: 'Reply reference', 'Creation date', 'Submission Date', 'State', and 'Global value'. A red arrow points to a 'Create new reply' button located in the table area. The table currently shows 'No data'.

You will enter the Reply creation area, which has four steps: general information, fill in questionnaires, upload documents and finish and send. Each step is described below.

## 2. Step 1: enter the “Reply Reference” and click proceed.

A reply reference can be anything for your own reference.

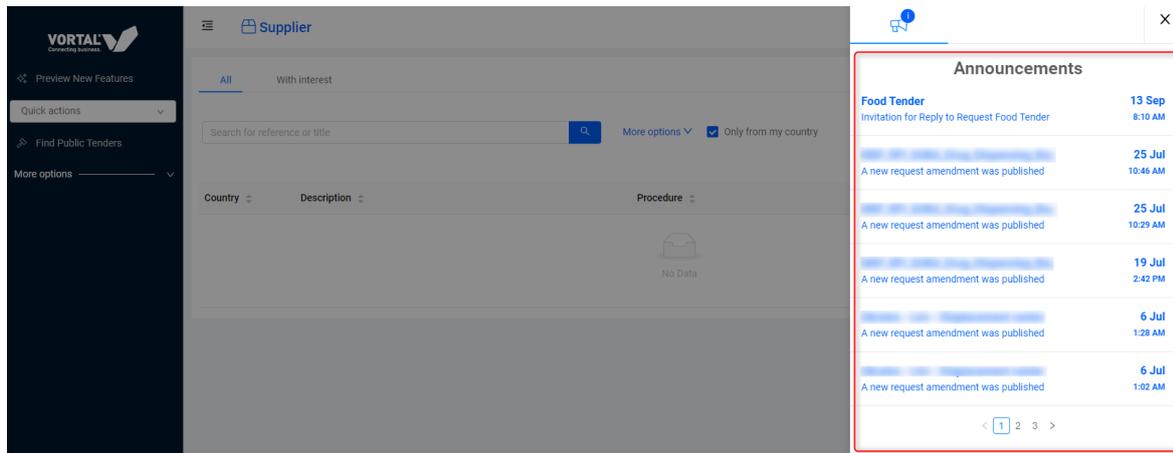
The screenshot shows the 'Reply Creation' interface. At the top, there is a navigation bar with a menu icon, a user profile 'Solvoz Holding BV', and a language dropdown 'EN'. Below this, the breadcrumb trail reads 'Work area > Opportunity Dossier Management > Reply Creation'. The main heading is 'Reply Creation'. A 'Back to Opportunity Dossier' button is on the left. The 'Reply Reference' is '202209192037', and the 'Team' is 'Team 5 Kenya - Request For Proposal'. A timer shows '00 : 11 : 41 : 52'. A progress bar has four steps: 'General Information' (1), 'Questionnaire' (2), 'Documents' (3), and 'Finish and Send' (4). The 'Reply Information' section is active, showing a 'Reply Reference' field with the value '202209192037' and a 'Required' status. Below it, 'Type of Reply' is 'REPLY'. The 'Reply as a Company Group' section has 'No' selected. A 'Proceed' button is highlighted with a red box and a red arrow. A 'Save' button is also visible in the sidebar.

Note: At any step in the process, you can click on “Save”.

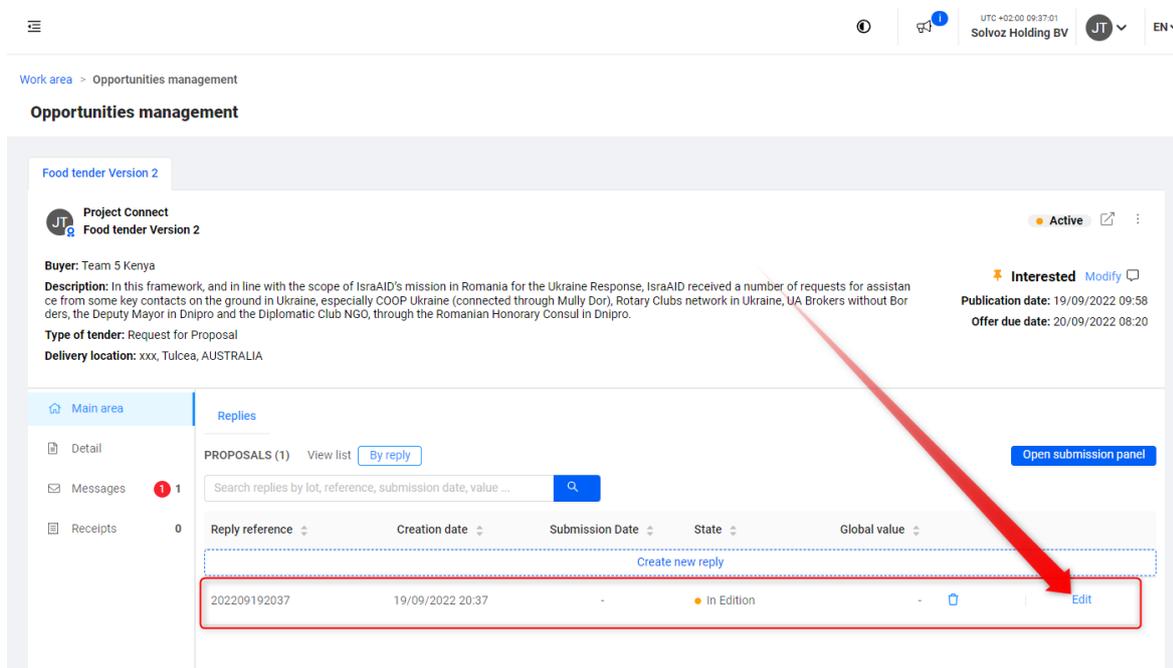
The screenshot shows the 'Reply Creation' interface at the 'Questionnaire' step. The breadcrumb trail is 'Work area > Opportunity Dossier Management > Reply Creation'. The main heading is 'Reply Creation'. The 'Reply Reference' is '202209192037', and the 'Team' is 'Team 5 Kenya - Request For Proposal'. A timer shows '00 : 11 : 18 : 52'. The progress bar has four steps: 'General Information' (1), 'Questionnaire' (2), 'Documents' (3), and 'Finish and Send' (4). The 'Questionnaire' section is active, showing a list of sections: 'Payment conditions and commercial relationship', 'Company Information', 'Technical section', and 'Price quotation'. A 'Save' button is highlighted with a red box and a red arrow. A 'Proceed' button is also visible at the bottom.

This will save your work and you can continue later.

If you continue later: to open the tender again, login to the platform, click on the message/megaphone icon and click on the tender.



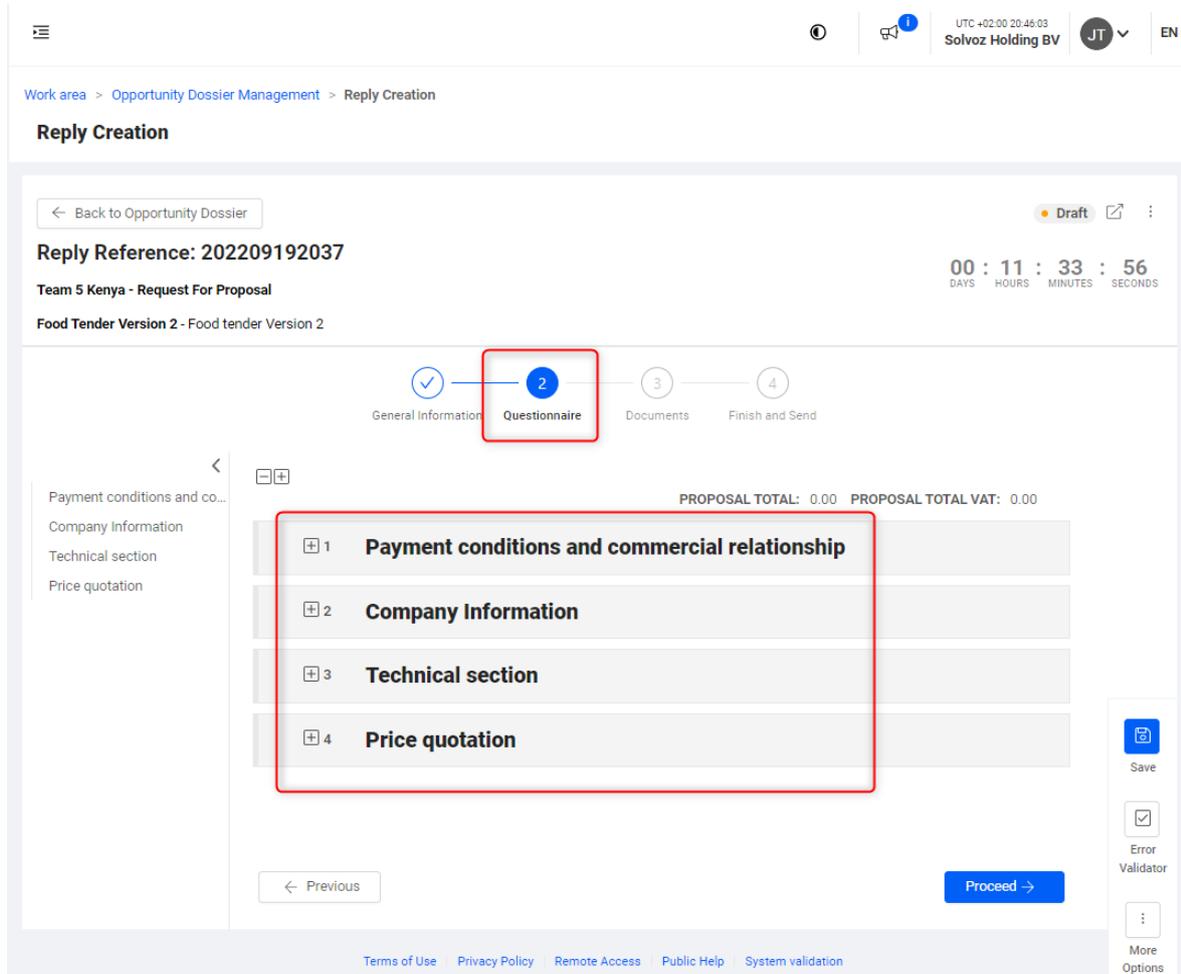
This will open the tender area. Click on edit under the “Replies” header and continue with your work.



Note: you can also start over by clicking “Create new reply”.

### 3. Step 2: fill in all mandatory questionnaires

You will now enter the second step, which are the questionnaires. Here you usually find questions about payment conditions and commercial relationship, company information, technical information and price quotations, and other important topics for the buyer.



You can expand each questionnaire by clicking the + sign and collapse by clicking the + sign again.

Fill in each questionnaire. Mandatory questions are marked in red and display an arrow with “required”

#### Uploading price information

For the price quotation, it is possible to insert the Price quotation through the Export / Import mode. To do this, open the Price quotation section, click “Import/Export Excel”, and then choose “Export to Excel”.

2 **Company Information**

3 **Technical section**

4 **Price quotation**

4.1 Please provide pricing for the following tonnage of buckwheat  
 ⚠ This price list has extra requirements. Make sure everything is completed, under each article line e.

Show indexes

| Reference | Internal r...        | Description                           | Quantity | Unit | Price per unit       | VAT %                | Total | Total wit... |
|-----------|----------------------|---------------------------------------|----------|------|----------------------|----------------------|-------|--------------|
|           |                      | Buckwheat                             |          |      |                      |                      |       |              |
|           | <input type="text"/> | Buckwheat 1-25 tons (per unit ton)    | 1.00     | TON  | <input type="text"/> | <input type="text"/> | 0.00  | 0.00         |
|           | <input type="text"/> | Buckwheat 25-50 tons (per unit ton)   | 1.00     | TON  | <input type="text"/> | <input type="text"/> | 0.00  | 0.00         |
|           | <input type="text"/> | Buckwheat 50-100 tons (per unit ton)  | 1.00     | TON  | <input type="text"/> | <input type="text"/> | 0.00  | 0.00         |
|           | <input type="text"/> | Buckwheat 100-200 tons (per unit ton) | 1.00     | TON  | <input type="text"/> | <input type="text"/> | 0.00  | 0.00         |

An Excel sheet will be downloaded. Open the Excel file and fill in the information. It is important to follow the integrity of the template:

- Do not add/delete any lines
- Do not add/delete any columns
- Do not modify/exchange column headings
- Do not change the file type
- For the prices: fill in only the “Price Per Unit” and the “Vat %” column (the platform, once imported, will multiply these values by the quantity)
- Please be aware if there are additional columns to be filled, e.g. delivery times.

Save the Excel file. Import it by clicking on the “Import/Export Excel” button and then “Import from Excel”.

Note: if you get an error message after upload, try to refresh your browser.

#### 4. Step 3: upload requested documents

Upload requested documents by clicking on the upload buttons per document line. You can also upload other additional documents by clicking the upload button under “Other documents”.

Note: do not upload documents with the same name. The system will not accept that.

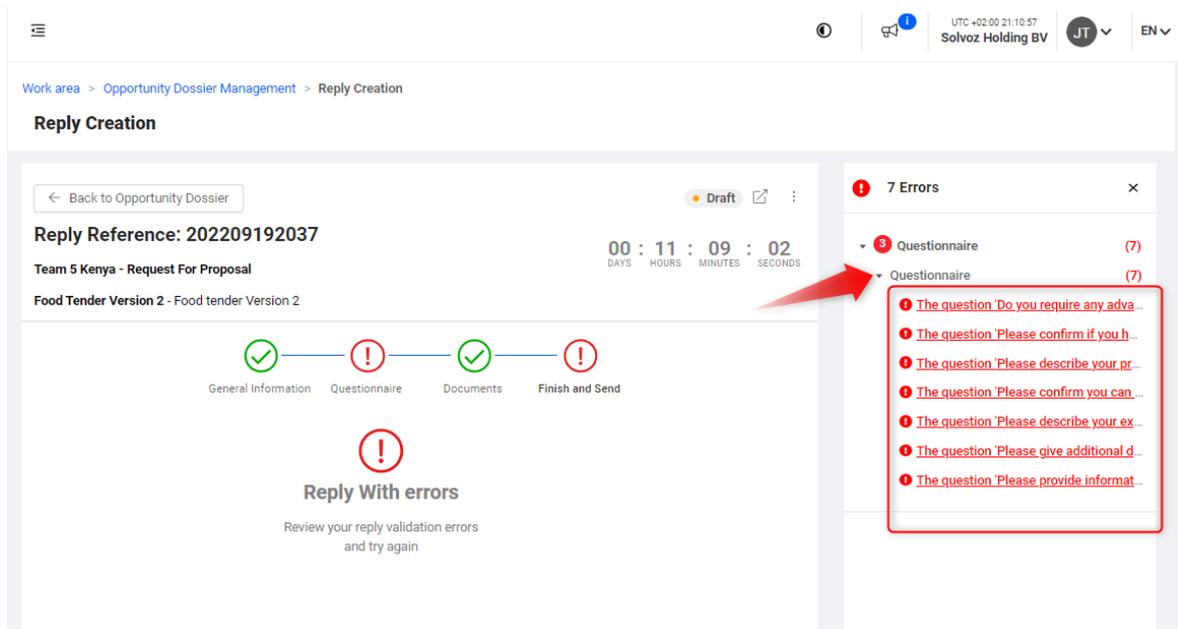
The screenshot shows the 'Replies' interface for 'Team 5 Kenya - Request For Proposal'. At the top, there's a progress bar with four steps: 1. General Information, 2. Questionnaire, 3. Documents (Missing 0/0), and 4. Finish and Send. The 'Replies' section includes a search bar, a 'Remove' button, and a table with columns: 'Related With', 'Reference', 'Document Name', and 'Confidential'. Two rows of evidence are listed, each with an 'Upload' button. Below the table is an 'Other Documents' section with an 'Upload' button and an 'Other Notes' text area. A 'Proceed' button is at the bottom right. Red arrows point to the 'Upload' buttons and the 'Other Documents' section.

Proceed to the final step: Finish and send.

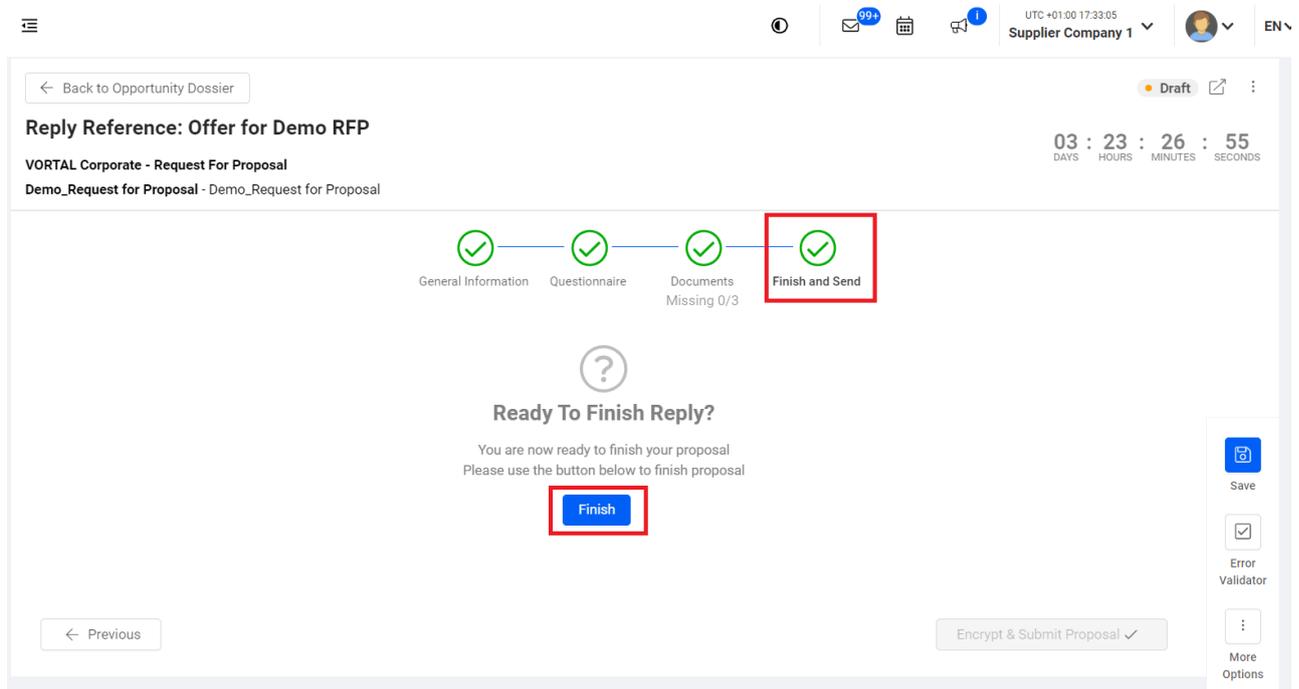
## 5. Step 4: Finish and Send

Once a questionnaire is filled, and all necessary documents are uploaded, proceed to the final step: "Finish and Send". If there are errors in your reply (e.g. missing data), you will see a similar screen as below.

You can start checking errors by expanding the reported errors with the small arrow signs. Hover over an error to read the entire error message.



Once you have solved the errors, please click Proceed till the final step “Finish and Send”. You will see this screen:



Click on Finish.

## 6. To submit an offer, proceed by clicking the button “Encrypt & Submit”

← Back to Buyer Dossier

Approved

Reply Reference: 202210311525

Team 5 Kenya - Request For Proposal

SC\_Connect\_2442 - test with FODAC - 2442

04 : 02 : 24 : 34  
DAYS HOURS MINUTES SECONDS

General Information Questionnaire Documents Missing 0/0 Finish and Send

**Reply not encrypted and not submitted!**

The reply is ready to be submitted but isn't submitted yet. Please, use the button below to submit your reply. You can see the summary of your reply in previous steps. If you wish, you can also sign your reply using the button available below.

Sign Reply

**In most cases, there is no need to sign. Do not click this button.**

← Previous

Submit Reply ✓

## 7. In the popup window, click on the checkbox and then click on “Submit Proposal”

Back to Opportunity Dossier

Reply Reference

VORTAL Corporation  
Demo\_Request for

Allows Variant Proposals? No

Proposals Ready For Submission

Ready to Submit: 1 | In Edition: 0

PROPOSAL - Offer for Demo RFP

Total Value: 55,000.00 US Dollar

Base Proposal

Submit Proposal

Aprovado

Terms of Proposal Submission

Before submitting the reply verify that:

- All required documents are attached in the Documents' step (and signed by qualified digital certificates if required by law)
- You are using the right certificate to submit the reply (if required by law)
- You have saved a copy (recommended)

For more information read the complete terms and conditions of the reply in the link below.

I have read and accept the specific [terms and conditions](#) for Submission

Cancel Submit Proposals

← Previous

Encrypt & Submit Proposal ✓

03 : 23 : 23 : 21  
DAYS HOURS MINUTES SECONDS

Supplier Company 1

UTC +01:00 17:36:39

Edit

Duplicate

Your offer for the tender will be submitted successfully and will be available for the Buyer when the tender deadline for submission is reached. You will be notified via email of the next steps in the procedure.

## Support

For support, you can:

- book a meeting where we can deliver on-screen support. To book a meeting, please go to: <https://solvoz.zohobookings.eu/#/customer/suppliers>
- email us at [info@solvoz.com](mailto:info@solvoz.com) with “Supplier support requested” in the subject line.

**Solv**oz

