

# **Supplier Manual**

## Supplier registration & Offer submission

## on the Solvoz platform

DOCUMENT VERSION

Version 1.1

#### CLASSIFICATION

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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).

	Ξ		ENN
온+ I want to join!	Welcome to next <b>vision</b>	Welco Please login to yo	
	The last generation of eSourcing and eProcurement.	Username *	Required
		Fo	rgot your Username?
		Password *	Required
		Enter your Password	ø orgot your Password?
		Login	
		Login with ce	rtificate
		I want to j	join!



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			
1. Register User 2. Confir			Page Id: 1204586 HELP 🕐
1. Register Oser			
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Passwon	d: Confirm password:	* 🛩	·
	Outstanding (84	%)	
Security question	1: What was your childhood nickname?	<b>~</b> * <b>~</b>	·
Security answe	r. Demo User	• •	·
Security Mobile Phon	e: 46 🗸 123456789	• ~	·
Time-Zon	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna	<b>~</b> • <b>~</b>	·
			By clicking 'Proceed' you agree to the <u>General Conditions of Access</u> 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 jo	inl Requests Search	
		Page Mt. 12004547 HELP 🕐
1. Register U	ser  Confirm Registration 3. Create or Add Company	
CONFIRM IN	YOUR EMAIL	
Hi Demo User,		
Now to activate you	r 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:

Find Public Procedure: On-line Store	Options 🔻	Search	Q
		Page Id: 14006144 HELF	• ?)
1. Register User 🖌 2. Co	onfirm Registration 🖌 3. Create or Add Company		
VALIDATE IF MY COMPANY A	LREADY EXISTS?		
My Office Country:	SWEDEN V		
Company Name:	Demo Company		
Company ID:			
Duns:			
	Check		
We didn't find in ou	r system any company that matches your search criteria. <b>You can register the co</b>	ompany.	

#### 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.



Find Public Procedure: On-line Store	Options 🔻		Search	Q
			Page Id: 14002953	HELP ?
1. Register User 🖌 2. Co	onfirm Registration 🗸	3. Create or Add Company		
REGISTER NEW COMPANY F	ORM			
Country:	SWEDEN	v		
What Do You Want To Do?	Sell	v		
Company Scope:	Private	v		
Organization Type:	Corporation	v		
			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.

Bigstration Type: <ul> <li></li></ul>	Company Registration			
Registration information         Company identification         Outpany identification	Registration Type - Manual or using Digital	I want to registed my company manually		
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Contact Info - Zip Code		City / State: Stockholms län ([SE-01])	• •	
Contact Info - Office Phone		Demo address here		
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Notifications Email Address       testingvortal@gmail.com         Time Zone       (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna         Web Contacts         Web Address         Facebook Url         Linkedin Url         YouTube Url         Twitter Url				
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By clicking 'Finish' you agree to the <u>Terms of Use</u> Finish				
				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	r: SWEDEN	<ul> <li>✓</li> </ul>	
Company Name	e: Demo Company		
Company II	):		
Dun			
	Chec	ĸ	
WE FOUND IN OUR SYS	TEM THE COMPANIES E	BELOW:	
Demo Company SWEDEN Company ID: 012345678900 (F Request Membership	iscal ID)		

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 <u>https://community.vortal.biz/sts/Login?SkinName=Vortal</u> 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.

🗉 😷 Supplier			
All With interest		1	
Search for reference or title	Q More options ∨ ♀ Only from my country		
Country	Procedure 👙	Deadlines 💠	
	No Data		
	All With interest Search for reference or title	All       With interest         Search for reference or title <ul> <li>More options ∨ ♥ Only from my country</li> <li>Country ◦</li> <li>Description ◦</li> <li>Procedure ◦</li> <li> </li> </ul>	Supplier     G     G     Solvoz Holding EV       All     With interest     Image: Solvoz Holding EV     Solvoz Holding EV       Search for reference or title     Image: Solvoz Holding EV     Image: Solvoz Holding EV       Country :     Description :     Procedure :     Deadlines :

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



	☲ ⊕ Supplier		<b>R</b> .	×
* Preview New Features	All With interest		Announcements	
Quick actions			Food Tender Invitation for Reply to Request Food Tender	13 Sep 8:10 AM
Find Public Tenders  More options	Search for reference or title	More options ♥ 🛛 V Only from my country	A new request amendment was published	25 Jul 10:46 AM
	Country	Procedure 👙	A new request amendment was published	25 Jul 10:29 AM
			A new request amendment was published	<b>19 Jul</b> 2:42 PM
			A new request amendment was published	6 Jul 1:28 AM
			A new request amendment was published	6 Jul 1:02 AM
			< 1 2 3 >	

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.

	🖻 💾 Su	pplier	\ \	o المعناد المعناء المعناء المعناء المعناد المعناء معناء المعناء معناء معناء معناء معناء معناء معناء معن معناد المعناء المعناء المعناء المعناء المعناء المعناء معناء معناء معناء معناء معناء معناء معناء معناء معناء معن	•02:00 10:55:41 AM
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¢	Search for refe	rence or title	More options V 🗌 Only from my c	country	
~	Country 😄	Description 👙	Procedure 👙	Deadlines 👙	
			No Data		
			NO Data		

#### 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.



	ē		©	<del>g</del> ∫ <mark>●</mark>	UTC +02:00 20:28:59 Solvoz Holding BV	JT ~	EN✓
*	Work area > Opportunities manage						
55	Food tender Version 2						
~	Project Connect Food tender Version 2				• Activ	re 🖾 🗄	
	Buyer:				MARK YOUR II Publication date: 19/0 Offer due date: 20/0	09/2022 09:5	
	Main area	Contract Notice				8 ď	
	<ul><li>☑ Messages 1 1</li><li>☑ Receipts 0</li></ul>	1 - SUMMARY			,	~	
		2 - QUESTIONNAIRE				~	
		3 - EVALUATION			,	~	

## 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.

	Ē		0	сл <mark>і</mark>	UTC +02:00 20:24:40 Solvoz Holding BV	JT ~	EN✓
*: © >>	Work area > Opportunities man Opportunities manag						
~	Project Connect Food tender Version 2 Buyer:				Activ     MARK YOUR IN     Tim Interested     X Decline	ne 🖸 🗄	
	ŵ Main area ∎ Detail	Contract Notice				8 2	1
	🖂 Messages 🚺 1					•	

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"

E	€ UTC +02:00 20:3506 Solvoz Holding BV
Work area > Opportunities manag	jement
<b>Opportunities manage</b>	ment
Food tender Version 2	
Project Connect Food tender Version 2	● Active 🗹 🗄
Buyer:	∓ Interested Modify □
a number of requests for and their floor, Antary Claim ratio	Publication date: 19/09/2022 09:58 Offer due date: 20/09/2022 08:20
Type of feedler: Request for Pr	und .
setting to allow the first of	ALC THE A
🕼 Main area	Replies
🖹 Detail	Proposal submission phase
🖂 Messages 🏾 1	Due date for receiving replies: - 20/09/2022 08:20
🗐 Receipts 0	00 : 11 : 44 : 52
	00.11.44.52
	DAYS HOURS MINUTES SECONDS
	PROPOSALS (0) View list By reply
	Search replies by lot, reference, submission dat
	Reply reference      Creation date      Submission Date      State      Global value
	Create new reply
	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.

画	O (10 UTC +02:00 20:38:07 Solvoz Holding BV UT → EN →
Work area > Opportunity Dossier Management > Reply Creation Reply Creation	
Eack to Opportunity Dossier      Reply Reference: 202209192037      Team 5 Kenya - Request For Proposal      Food Tender Version 2 - Food tender Version 2	Draft      :     :
Image: Constraint of the second se	Required
Reply as a Company Group ★ ○ Yes ● No ← Previous	Required Save
Terms of Use   Privacy Policy   Remote Access   Public Help   System valid © VORTAL 2022	lation Options

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

ē	Grad Unc-4289218187     Solvaz Holding BV	)
Work area > Opportunity Dossier N Reply Creation	danagement > Reply Creation	
hepty of cuton		
← Back to Opportunity Dossier	• Draft	2 :
Reply Reference: 2022 Team 5 Kenya - Request For Prop Food Tender Version 2 - Food tender	Dosal UU: 11: 18: DAYS HOURS MANTES	52 SECONDS
	Concerla Information Coversionnaire Documents Finish and Send	
Payment conditions and co		
Company Information Technical section	Payment conditions and commercial relationship	
Price quotation	E 2 Company Information	
	E 3 Technical section	Save
	A Price quotation	Error
		Validator
	← Previous	: More Options



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.

	🗉 💾 Supplier			x
* Preview New Features	All With interest		Announcements	
Quick actions	Search for reference or title	More options ✓ ▼ Only from my country	Food Tender Invitation for Reply to Request Food Tender	13 Sep 8:10 AM
<ul> <li>Find Public Tenders</li> <li>More options </li> </ul>			A new request amendment was published	25 Jul 10:46 AM
	Country	Procedure 💠	A new request amendment was published	25 Jul 10:29 AM
			A new request amendment was published	19 Jul 2:42 PM
			A new request amendment was published	6 Jul 1:28 AM
			A new request amendment was published	<mark>6 Jul</mark> 1:02 AM
			< 1 2 3 >	

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

ē	● ਓ <sup>1</sup> UTC+0200093701 Solvoz Holding BV UT ← EN
Work area > Opportunities man	nagement
Opportunities manag	jement
Food tender Version 2	
Project Connect Food tender Version	2 • Active 🖸 :
ce from some key contacts	
බ Main area	Replies
🗈 Detail	PROPOSALS (1) View list By reply Open submission panel
🖂 Messages 🏾 1	Search replies by lot, reference, submission date, value
Receipts 0	Reply reference 👙 Creation date 👙 Submission Date 👙 State 👙 Global value 👙
	Create new reply
	202209192037 19/09/2022 20:37 - • In Edition - C Edit

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.

匞	O	Solvoz Holding BV UTC +02:00 20:46:08 UTC +02:00 UTC +
Work area > Opportunity Dossier Ma Reply Creation	nagement > Reply Creation	
← Back to Opportunity Dossier Reply Reference: 20220 Team 5 Kenya - Request For Propos Food Tender Version 2 - Food tende	al	● Draft 27 : 00:11:33:56 DAYS HOURS MINUTES SECONDS
Company Information	PROPOSAL TOTAL: 0.00	PROPOSAL TOTAL VAT: 0.00
Price quotation	1 2 Company Information	
	<b>⊞</b> 3 Technical section	
	1 4 Price quotation	Save
	← Previous	Fror Validator :
	Terms of Use   Privacy Policy   Remote Access   Public Help   System validation	More Options

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 Show indexes	Please provide pricing for the following tonnage of buckwhee This price list has extra requirements. Make sure everyth e.				ort/Export Excel 🗸
Reference	e Internal r Description	Quantity Unit	Price per unit VAT %	Total Total	wit
2	Buckwheat				1
	Buckwheat Buckwheat 1-25 tons (per unit ton)	1.00 <sub>TON</sub>		0.00	0.00
<b>D</b> +		1.00 TON		0.00	•           0.00         •           •         •           •         •           •         •
D +	Buckwheat 1-25 tons (per unit ton)	1.00			
© • + • + • +	Buckwheat 1-25 tons (per unit ton) Buckwheat 25-50 tons (per unit ton)	1.00 TON		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.



Ē	
Team 5 Kenya - Request For Proposal	DAYS HOURS MINUTES SECONDS
Food Tender Version 2 - Food tender Version 2	
General Information Questionnaire Documents Finish and Send Missing 0/0	
Replies     Missing Documents - 0/0        Search by Reference, Lot or Document Name     Q.	Remove
Related With TReference Document Na	me Confidence
Evidence * Documents confirming certificates held	د Upload :
Evidence * Please attach references from your customers.	윤 Upload :
Other Documents	
Other Notes Other Notes	Save
	Save
	Error Validator
< Previous	Proceed → Options

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. Hoover over an error to read the entire error message.



Ē		۲	æ]	UTC +02:00 21:10:57 Solvoz Holding BV	JT ~	ENN
Work area > Opportunity Dossier Management > Reply Creation Reply Creation						
← Back to Opportunity Dossier	• Draft 🖸 🗄	0	7 Error	s		×
Reply Reference: 202209192037	00:11:09:02	÷	3 Quest	tionnaire		(7)
Team 5 Kenya - Request For Proposal Food Tender Version 2 - Food tender Version 2	DAYS HOURS MINUTES SECONDS			onnaire		(7)
roou tenuer version 2 - roou tenuer version 2				ne question 'Do you rec		
$\bigcirc (!) \bigcirc ($	!)			ne question 'Please des		_
General Information Questionnaire Documents Finish a	and Send			<u>ne question 'Please con</u> ne question 'Please des		
(!)			0 <u>T</u> h	ne question 'Please giv	e additional	<u>l d</u>
Reply With errors			<b>9</b> <u>T</u>	ne question 'Please pro	ovide inform	<u>iat</u>
Review your reply validation errors and try again						

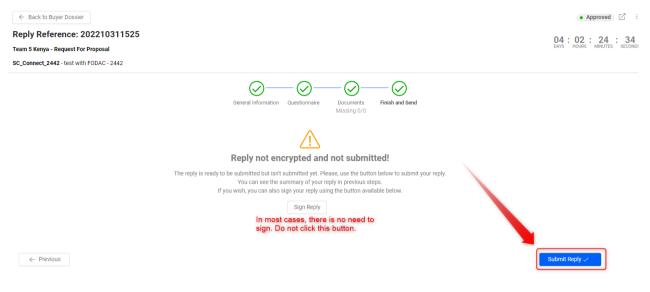
Once you have solved the errors, please click Proceed till the final step "Finish and Send". You will see this screen:

·王	
<ul> <li>         Back to Opportunity Dossier     </li> <li>         Reply Reference: Offer for Demo RFP     </li> <li>         VORTAL Corporate - Request For Proposal         Demo_Request for Proposal - Demo_Request for Proposal     </li> </ul>	• Draft ⊠ : 03 : 23 : 26 : 55 DAYS HOURS MINUTES SECONDS
General Information Questionnaire Document Missing 0	
Ready To Finish Reply?	
You are now ready to finish your proposa Please use the button below to finish propo Finish	
← Previous	Encrypt & Submit Proposal ✓ 🔅 More Options

Click on Finish.



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



7. In the popup window, click on the checkbox and then click on "Submit Proposal"

⊡		©	⊵‱ ≣	₽ <mark>(</mark>	UTC +01:00 17:36:39 Supplier Company 1	<b>()</b> ~ EN	N
← Back to Opp	with Prester				Appro	oved 🗹 :	
Reply Refere	variant Froposais Allows Variant Proposals? No		×		03:23:2	23 : 21	
VORTAL Corporate Demo_Request for	Proposals Ready For Submission	Ready to Submit: 1	n Edition: 0			NUTES SECONDS	
Demo_Request for	PROPOSAL - Offer for Demo RFP	Base Pr					
	Total Value: 55,000.00 US Dollar	Ar	orovado				
	Terms of Proposal Submission						
	Before submitting the reply verify that:						
	- All required documents are attached in the Documents' step (and signed by qualified digital certificate	s if required by law)					
	- You are using the right certificate to submit the reply (if required by law)						
	<ul> <li>You have saved a copy (recommended)</li> <li>For more information read the complete terms and conditions of the reply in the link below.</li> </ul>			osal.			
	I have read and accept the specific terms and conditions for Submission		_				
		Cancel Submit F	Proposals 👻				
						Edit	
← Previous				Encry	ot & Submit Proposal 🗸	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: <u>https://solvoz.zohobookings.eu/#/customer/suppliers</u>
- email us at <u>info@solvoz.com</u> with "Supplier support requested" in the subject line.



