Supplier user guide



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1. Log-in

Guideline

Once being qualified to participate in the tender you will be granted access to the Ørsted e-sourcing system provided by Scanmarket.

An email, similar to the illustration, will be forwarded to your email address containing access directly to the tender, via a **link**.

- 1. Click on the link found in the invitation, highlighted in the example.
- You can copy paste this address line into your browser for a direct access, if the link should fail.

The link will be used when logging on to the system throughout the tender process, so please keep it with you. Furthermore, the link is unique. Therefore, ensure not to forward the link.

Illustrations

Orsted

Dear Cecilie Thorndahl (Test Suppliers),

You are hereby invited to participate in our event. In order to access the event, please click on the following link:

TEST EVENT - Supplier Guide 1

You will then have full access to the event.

The period for participation runs until 16-04-2018 12:00:00 CEST.

Please note that the link below contains your security access and unique login to the system. Therefore ensure not to forward this link!

If you have any queries you may contact the undersigned by email: cetgi@orsted.dk

We look forward to your participation.

Best regards

Cecilie Thorndahl Gjesing

Ørsted A/9

If the link does not work properly you may copy the following line to the address line of your browser and click "Enter" on your keyboard:

 $\underline{https://dongenergy.scanmarket.com/p.aspx?action=auction\&id=2135604\&vc=30DxMW4kBf(action) + (Action action) + (Action$

2.

Please note that it is not possible to respond to this mail.



09-04-2018

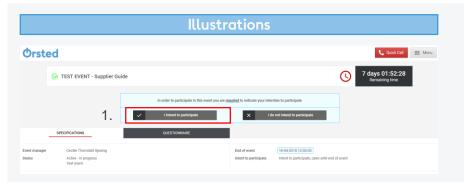
2. Intent to Participate

Guideline

This slide is only applicable if the "intent to participate" function has been activated. If not, you will automatically have access to the event.

The purchase responsible may require the tenderer to express his intention to participate in the tender, before being able to submit any information or documents.

I. Press the "Intent to participate"-button at the top of the screen. Next the tenderer will have full access to the event.



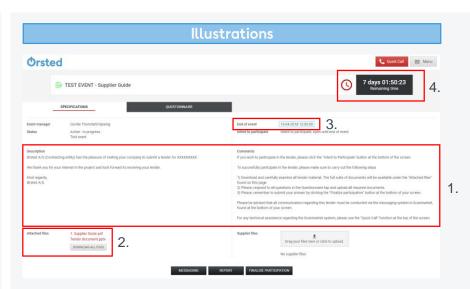


3. Specifications

Guideline

On the **specifications** tab, you will find all relevant information for the tender.

- Please read the tender instructions (description and comments) carefully, as they will include all relevant information for a successful participation.
- Tender documents are located at the buttom left of the specifications page. Please, read all tender documents carefully!
- Deadline is mentioned as "end of event" and is visible on the specifications tab as well.
- 4. An event deadline countdown is available at the top of the screen.



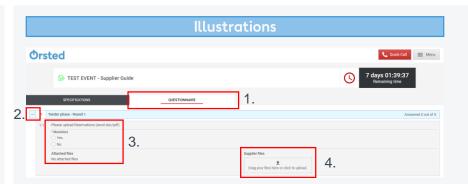


4. Questionnaire

Guideline

Under the Questionnaire tab information, documents, etc., will be collected by the event manager. Therefore, you will be asked to answer questions regarding the tender. This is done by either answering questions, writing text and/or uploading of documents.

- 1. Enter the "Questionnaire"-tap by pressing "Questionnaire".
- Click the "+" (plus) to ensure questions are visible.
- Read all information (including attachments). Answer all questions by; Selecting a choice, entering free text and/or uploading a document. If the questions is marked "mandatory", it will not be possible to finalize the participation before this has been answered.
- To upload documents, please press this button, or drag files directly from an open folder, to this field in order to upload requested documents.



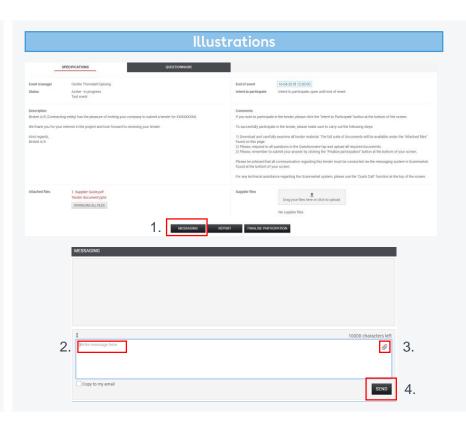


5. Messaging

Guideline

All communication is to be conducted via the messaging system within Scanmarket. The system is found at the bottom of the screen.

- 1. Click on the "Messaging"-button to open the messaging system.
- 2. Enter the message / question in the text field and press "send".
- You can add a file by clicking the small clips in the top right corner of the text field.
- 4. Press "send" to deliver the question/message.





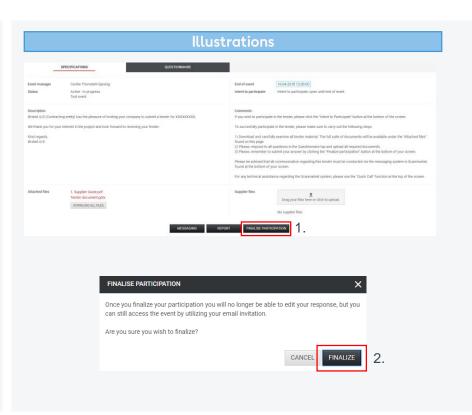
6. Finalize participation

Guideline

When all mandatory information, questions as well as prices, have been entered participation needs to be finalized.

- 1. Click "Finalize Participation" at the bottom of the screen.
- 2. Click "FINALiZE" to re-confirm your participation.

IMPORTANT: Once you have finalized participation you will no longer be able to edit information in Questionnaire. Therefore, make sure that you have entered correct information and attached correct documents before finalizing.





Thank you for your time.

If you have any questions regarding Scanmarket, or if you are in need of technical support, please use the "Quick Call" function at the top of the screen.

