

# Supplier user guide



Cecilie Thorndahl Gjesing  
Procurement Analytics  
Ørsted A/S  
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# Content

1. Log in
2. Intent to participate
3. Specifications
4. Questionnaire
5. Messaging
6. Finalize participation

# 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.
2. 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

09-04-2018



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: [cetgj@orsted.dk](mailto:cetgj@orsted.dk)

We look forward to your participation.

Best regards  
Cecilie Thorndahl Gjesing  
Ørsted A/S

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:

<https://dongenergy.scanmarket.com/p.aspx?action=auktion&id=2135604&vc=3oDxmW4kBF> 2.

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

## 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.

1. Press the “**Intent to participate**”-button at the top of the screen. Next the tenderer will have full access to the event.

### Illustrations

The screenshot displays the Orsted procurement portal interface. At the top, the Orsted logo is on the left, and a 'Quick Call' button and a 'Menu' icon are on the right. Below the header, the event title 'TEST EVENT - Supplier Guide' is shown next to a clock icon and a '7 days 01:52:28 Remaining time' indicator. A central instruction box states: 'In order to participate in this event you are required to indicate your intention to participate'. Below this, a numbered step '1.' points to two buttons: 'I intend to participate' (which is highlighted with a red box and has a checkmark icon) and 'I do not intend to participate' (which has an 'X' icon). Below the buttons are two tabs: 'SPECIFICATIONS' (active) and 'QUESTIONNAIRE'. At the bottom, there is a table with event details:

Event manager	Cecilie Thorndahl Gjesing	End of event	16-04-2018 12:00:00
Status	Active - in progress Test event	Intent to participate	Intent to participate, open until end of event

## 3. Specifications

### Guideline

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

1. Please read the tender instructions (description and comments) carefully, as they will include all relevant information for a successful participation.
2. Tender documents are located at the bottom left of the specifications page. Please, read all tender documents carefully!
3. 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.

### Illustrations

Orsted

Quick Call Menu

TEST EVENT - Supplier Guide

7 days 01:50:23 Remaining time

4.

SPECIFICATIONS QUESTIONNAIRE

Event manager Cecilie Thorsdahl Opening  
Status Active - in progress  
Test event

3.

end of event 18-08-2018 12:00:00

end of event  
intent to participate intent to participate, open until end of event

1.

Description  
Orsted A/S (Contracting entity) has the pleasure of inviting your company to submit a tender for XXXXXXXXXX.  
We thank you for your interest in the project and look forward to receiving your tender.  
Kind regards,  
Orsted A/S

Comments  
If you wish to participate in the tender, please click the "Intent to Participate" button at the bottom of the screen.  
To successfully participate in the tender, please make sure to carry out the following steps  
1) Download and carefully examine all tender material. The full suite of documents will be available under the "Attached Files" found on this page.  
2) Please, respond to all questions in the Questionnaire tab and upload all required documents.  
3) Please, remember to submit your answer by clicking the "Finalize Participation" button at the bottom of your screen.  
Please be advised that all communication regarding this tender must be conducted via the messaging system in Scamarket, found at the bottom of your screen.  
For any technical assistance regarding the Scamarket system, please use the "Quick Call" function at the top of the screen.

2.

Attached files  
1: Supplier Guide.pdf  
Tender document.pptx  
DOWNLOAD ALL FILES

Supplier files  
Drag your files here or click to upload.  
No supplier files

MESSAGING REPORT FINALISE PARTICIPATION

## 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".
2. Click the "+" (plus) to ensure questions are visible.
3. 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.
4. To upload documents, please press this button, or drag files directly from an open folder, to this field in order to upload requested documents.

### Illustrations

The screenshot displays the Orsted procurement portal interface. At the top, the Orsted logo is on the left, and a 'Quick Call' button and a 'Menu' icon are on the right. Below the header, the page title is 'TEST EVENT - Supplier Guide'. A clock icon indicates a remaining time of '7 days 01:39:37'. The main content area is divided into two tabs: 'SPECIFICATIONS' and 'QUESTIONNAIRE'. The 'QUESTIONNAIRE' tab is active and highlighted with a red box labeled '1.'. Below the tabs, a question is displayed: 'Please upload Reservations (word doc/pdf)'. The question is marked as 'Mandatory' and has two radio button options: 'Yes' and 'No'. Below the question, there is an 'Attached files' section showing 'No attached files'. To the right of the question, there is a 'Supplier files' section with a plus icon and the text 'Drag your files here or click to upload.', which is highlighted with a red box labeled '4.'. The question number '11' is visible on the left. The overall layout is clean and professional, with a light blue and white color scheme.

## 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".
3. 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.

### Illustrations

The screenshot shows the 'QUESTIONNAIRE' page in Scanmarket. At the bottom, there are three buttons: 'MESSAGING', 'REPORT', and 'FINALISE PARTICIPATION'. The 'MESSAGING' button is highlighted with a red box and labeled '1.'.

The screenshot shows the 'MESSAGING' interface. It features a large text input area with a 'Write message here' placeholder (labeled '2.'), a '10000 characters left' indicator, a 'Copy to my email' checkbox, and a 'SEND' button (labeled '4.').

## 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.

### Illustrations

The screenshot shows the 'QUESTIONNAIRE' tab of a procurement system. At the bottom of the page, there are three buttons: 'MESSAGING', 'REPORT', and 'FINALIZE PARTICIPATION'. The 'FINALIZE PARTICIPATION' button is highlighted with a red box and labeled with the number '1'.

The screenshot shows a confirmation dialog box titled 'FINALIZE PARTICIPATION'. The text inside reads: 'Once you finalize your participation you will no longer be able to edit your response, but you can still access the event by utilizing your email invitation. Are you sure you wish to finalize?'. At the bottom right, there are two buttons: 'CANCEL' and 'FINALIZE'. The 'FINALIZE' button is highlighted with a red box and labeled with the number '2'.



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.