



TENDERS MANAGEMENT TOOL
SRM: SUPPLIERS RELATIONSHIP MANAGEMENT

SUPPLIER'S MANUAL

June 2013

Version 2

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1. WELCOME

Welcome to Iberdrola group tendering process!

Iberdrola group runs SRM 7.0 (Suppliers Relationship Management) tool for the management of the tendering process and supplier's relationship.

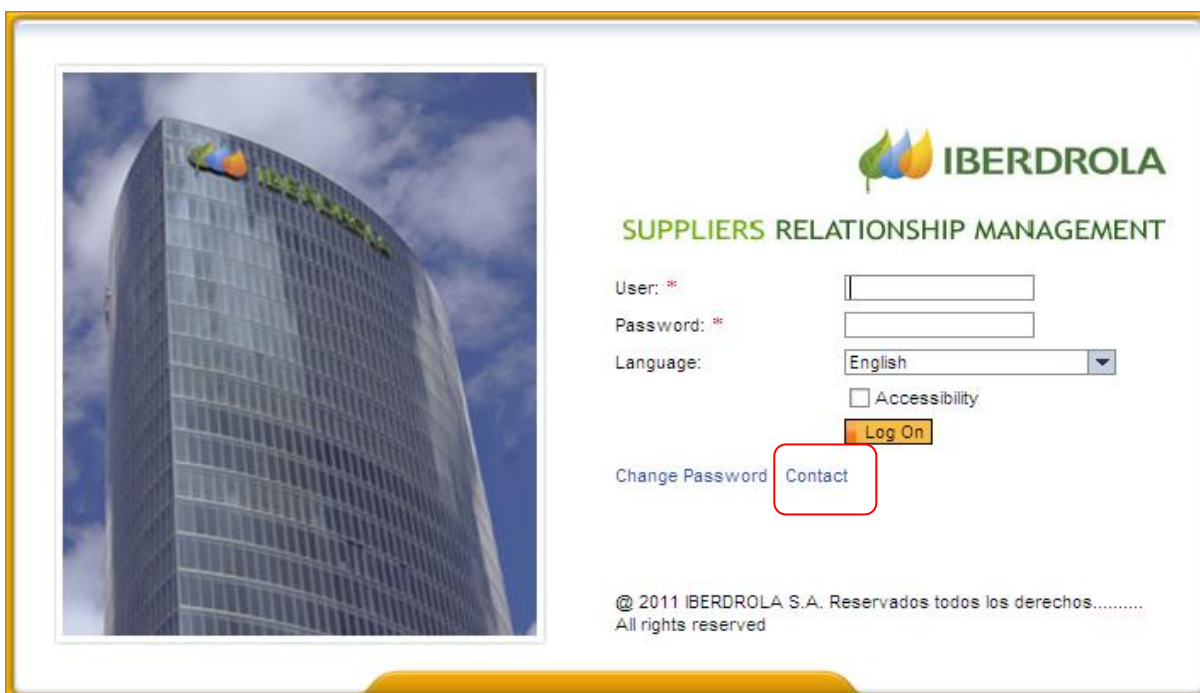
2. BID INVITATION INFORMATION

Whenever a company of the Group invites a supplier to participate in one of our tendering process, by issuing a bid, an invitation mail is sent to the supplier's contact person e-mail with the following information:

2.1 SRM ACCESS

- A) The mail includes a hyperlink to access directly to the tool. By double-clicking on the hyperlink the supplier gets to the access screen
- B) it is also possible to access directly on the internet URL:

<https://www.iberdrola.es/sap/bc/nwbc/?sap-language=en>



2.2 SRM USER AND PASSWORD

Then please introduce Supplier USER ID and password and click 

Invitation Email also includes the following paragraph:

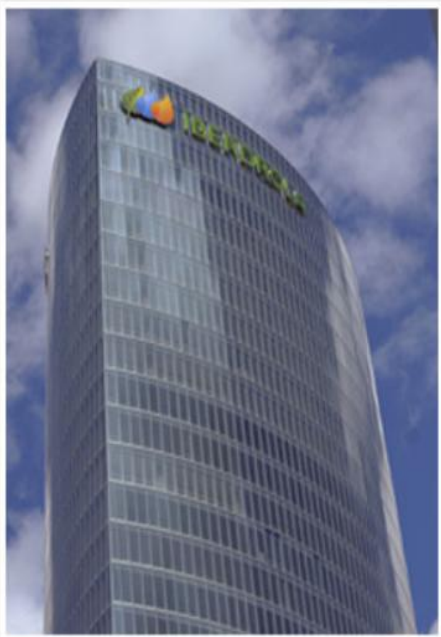
*"If this is the first time you have been invited to bid on a tender through SRM, you will receive an e-mail with your initial password. If you do not receive the email containing the password, or you have forgotten your password or you have any other queries, please contact any of our SUPPLIER HELP DESK SERVICES **giving your username XXXXXX**"*

So the **user name** (same as Iberdrola Group's supplier code) is also provided. As for the **password**, if this is the first time you have been invited to bid in SRM, you will receive an additional e-mail with your initial password. The system will automatically request you to change the password in the supplier first connection.

- ***Password Rules; Minimum of 6 characters, maximum of 8 characters, must include 2 numeric characters, no special characters allowed and can't be a previously used password***
- ***Please take into account that for security reasons, every three months, SRM will request all users to change their password.***

2.3 SUPPLIERS HELP DESK SERVICES

Click in "Contact" section to display all Iberdrola Suppliers Help Desk Services





IBERDROLA

GESTIÓN DE RELACIONES CON PROVEEDORES
SUPPLIERS RELATIONSHIP MANAGEMENT

Para información, consultas y claves por favor contacte con los siguientes Centros de Atención al Suministrador / For information, support and password resets please contact the following Help Desk Services.

España / Spain

CENTRO DE ATENCIÓN AL SUMINISTRADOR (C.A.S.)
T: 91 7842915 (Horario atención: 07:00 - 23:00 (GMT +1))
Email: cas.admon@iberdrola.es

Reino Unido / UK

SCOTTISH POWER SUPPLIER CENTER
T : 00 44 02392 638018 (service times: 08:30 - 16:30 GMT)
Email: scottishpower-suppliers@scottishpower.com

Estados Unidos / USA

IBERDROLA USA SUPPLIER CENTER
Email: energyeast-suppliers@energyeast.com

IBERDROLA RENEWABLES US SUPPLIERS ASSISTANCE
T: 503-796-7050
Email: SupplierAssistance@iberdrolaren.com

Por favor, recuerde identificarse con su código de proveedor/usuario y el NIF de su empresa / Please remember to provide your supplier/user and your company's VAT number

[Volver/Back](#)

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Please remember to provide the Help Desk your supplier/user, your company's VAT number and the tender number

2.4 TENDER BASIC INFORMATION

Invitation email also includes tender basic information such as Tender number and description and submission deadline.

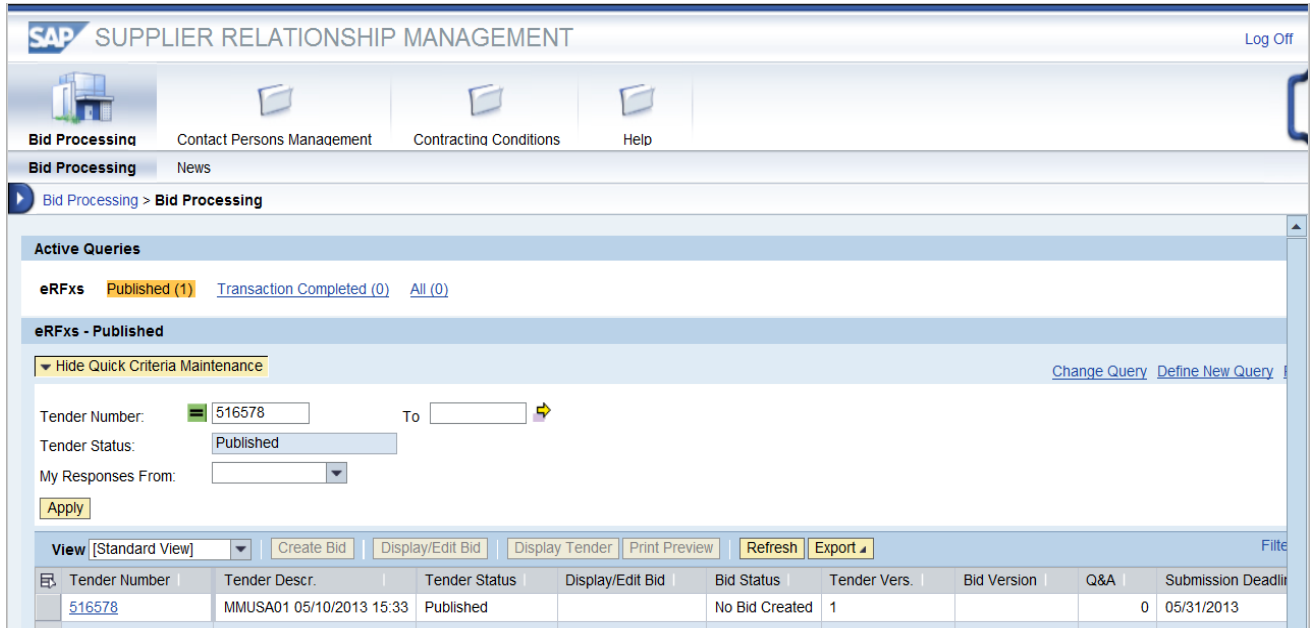
*Only bids sent via SRM system (before the submission deadline) will be considered.
If you do not submit your bid by the deadline, you will not be able to do so. We recommend you not wait until the last minute to register your bid.*

3. MENUS AND SEARCH

3.1 MENUS

Once the supplier login, SRM displays following

Main menu:

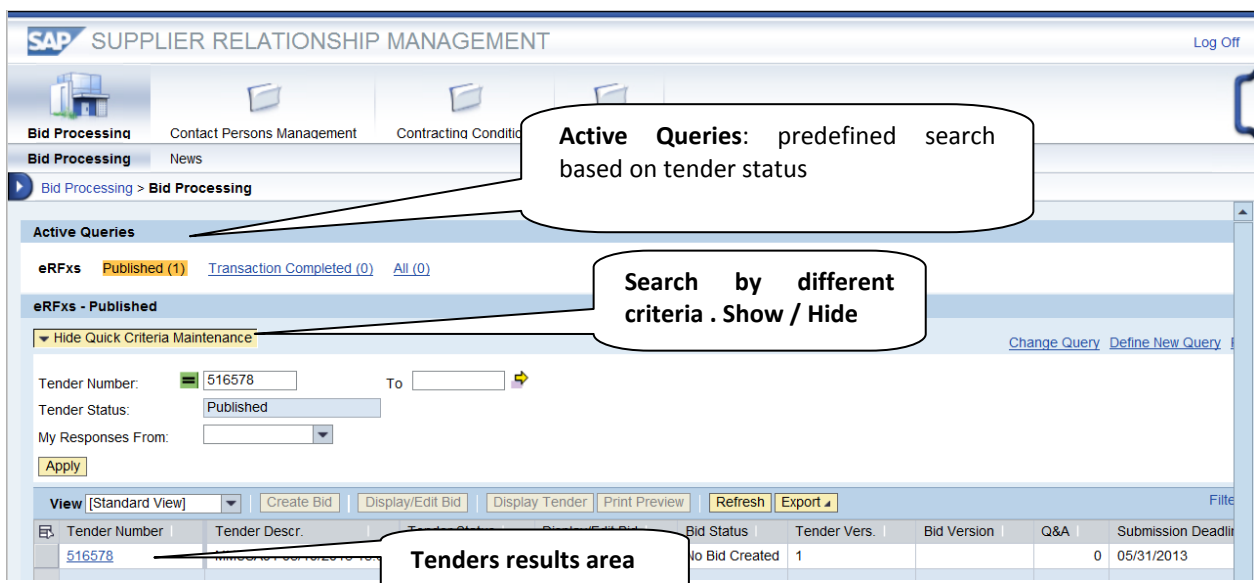


The screenshot shows the SAP SRM main menu. The top navigation bar includes icons for Bid Processing, Contact Persons Management, Contracting Conditions, and Help. The 'Bid Processing' icon is highlighted. Below the navigation bar, the 'Active Queries' section is visible, showing a list of queries: 'eRFxs Published (1)', 'Transaction Completed (0)', and 'All (0)'. The 'eRFxs - Published' query is selected, and the 'Hide Quick Criteria Maintenance' button is visible. The 'Tender Number' field is set to '516578', and the 'Tender Status' is set to 'Published'. The 'My Responses From' dropdown is set to 'All (0)'. The 'Apply' button is visible. Below the search criteria, the 'View' dropdown is set to 'Standard View', and the 'Create Bid', 'Display/Edit Bid', 'Display Tender', 'Print Preview', 'Refresh', and 'Export' buttons are visible. The table below shows the results of the search:

Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender Vers.	Bid Version	Q&A	Submission Deadlin
516578	MMUSA01 05/10/2013 15:33	Published		No Bid Created	1		0	05/31/2013

- **Bid Processing:** Published Tenders
- **Contact Persons Management:** To manage supplier contact person information
- **Contracting Conditions:** General/Basic contract conditions
- **Help:** SRM manuals

To access a tender go to Bid Processing Icon



The screenshot shows the SAP SRM main menu with callouts explaining the 'Active Queries' section and the 'Tenders results area'. The 'Active Queries' section is highlighted with a callout stating: 'Active Queries: predefined search based on tender status'. The 'Tenders results area' is highlighted with a callout stating: 'Tenders results area'. The 'Search by different criteria . Show / Hide' callout points to the 'Hide Quick Criteria Maintenance' button. The table below shows the results of the search:

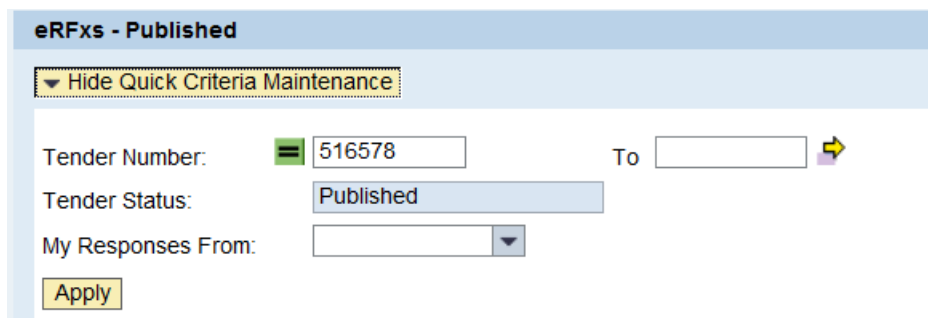
Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender Vers.	Bid Version	Q&A	Submission Deadlin
516578	MMUSA01 05/10/2013 15:33	Published		No Bid Created	1		0	05/31/2013

- **Show quick criteria.** Option to modify the search criteria selection from the current search.
- **Results area:** Tenders result area shows the results of the search. It allows ascent / descendent classification by clicking on the header.

It is necessary to refresh the information **by clicking on the refresh button** whenever you access to this initial working area

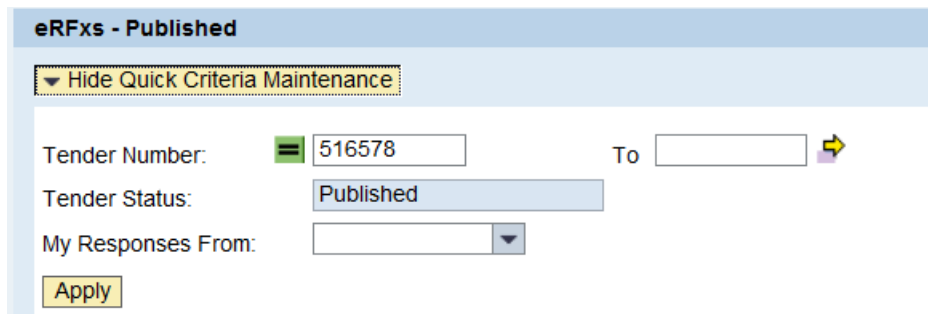
3.2 MODIFY SEARCH CRITERIA

To modify the search criteria, click on **Show Quick Criteria Maintenance** and then introduce requested values:



Then click button **Apply**.

To hide again the selection criteria, click on the button “Hide Quick Criteria Maintenance”.




3.3 FILTER DOCUMENTS IN THE RESULTS AREA

Once the results are displayed, it is possible to apply selection filters again. Click on the link **Filter** on the right side of the screen. A new line will appear where to introduce data to filter

eRFxs - All

► Show Quick Criteria Maintenance

View [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
					16.11.2011	
657747	PRUEBA CENTALIZADA	Bid Invitation	Published		16.11.2011	6100171810
657492	E016786 08.11.2011 20:09	Bid Invitation	Published		16.11.2011	
657455	E016786 08.11.2011 20:15	Bid Invitation	Published		16.11.2011	
657450	E016786 08.11.2011 19:52	Bid Invitation	Published		16.11.2011	
657445	E016786 08.11.2011 19:11	Bid Invitation	Published		16.11.2011	
654595	E015981 04.10.2011 18:18	Bid Invitation	Published		16.11.2011	6100171357

Then click "Enter".

To delete the filter, just delete the input data or click on the link [Delete Filter](#).

3.4 EXPORT QUERY RESULTS

To export the search selected data to Excel use the button *Export -> Export to Microsoft Excel* and all the data selected will be downloaded in a excel file.

eRFxs - All

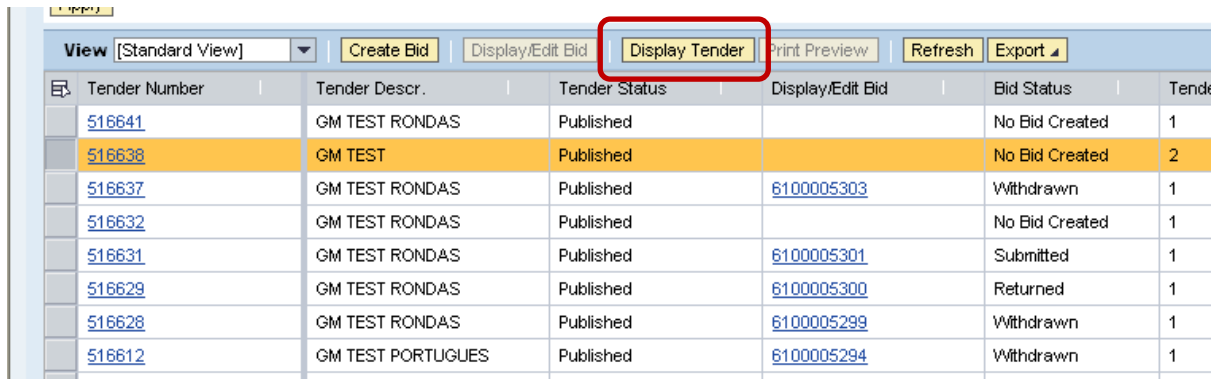
► Show Quick Criteria Maintenance

View [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
657747	PRUEBA CENTALIZADA	Bid Invitation	Published		16.11.2011	6100171810
657746	E016560 14.11.2011 13:33	Bid Invitation	Published		14.11.2011	6100171811
657732	TIBE_LIC1 14.11.2011 09:34	Bid Invitation	Published		12.12.2012	6100171802
657729	TIBE_LIC3 12.11.2011 13:24	Bid Invitation	Published		30.11.2011	

4. DISPLAY TENDER

To display the tender, click twice on its number or select it and click in “Display Tender” Button



Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender
516641	GM TEST RONDAS	Published		No Bid Created	1
516638	GM TEST	Published		No Bid Created	2
516637	GM TEST RONDAS	Published	6100005303	Withdrawn	1
516632	GM TEST RONDAS	Published		No Bid Created	1
516631	GM TEST RONDAS	Published	6100005301	Submitted	1
516629	GM TEST RONDAS	Published	6100005300	Returned	1
516628	GM TEST RONDAS	Published	6100005299	Withdrawn	1
516612	GM TEST PORTUGUES	Published	6100005294	Withdrawn	1

SRM display all the tender information introduced by the buyer

Summary of tender basic information



Display RFX : 657747

RFX Number 657747 RFX Name PRUEBA CENTALIZADA RFX Status Published RFX Start Date Submission

Remaining Time RFX Number 1 Days 18:52:04 RFX Owner Mrs Tibe TIBE_LIC3 RFX Version Number 1 RFX Vers

RFX Response [6100171810](#)

Close Print Preview Refresh Participate Do Not Participate Tentative Questions And Answers (0) Export

Header data Items Notes and Attachments

RFX Parameters Questions Note and Attachments

Time Zone: CET

Submission Deadline: * 16.11.2011 13:35:00

Opening Date: 00:00:00

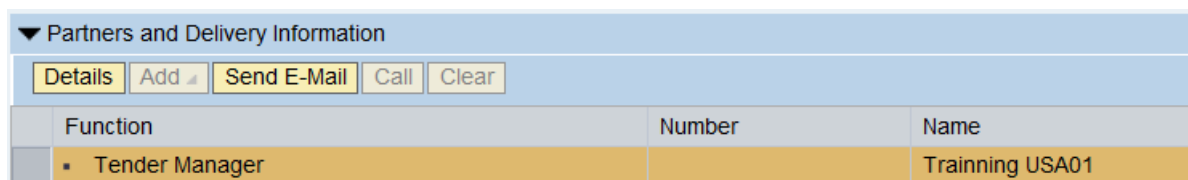
End of Binding Period:

Currency: * USD

➤ Header Data

Mainly submission date and currency is shown here. Also buyers information and contact mail is display in this section.

To view buyers information click on the button “Details”. To send an email click on the button “Send E-Mail”.



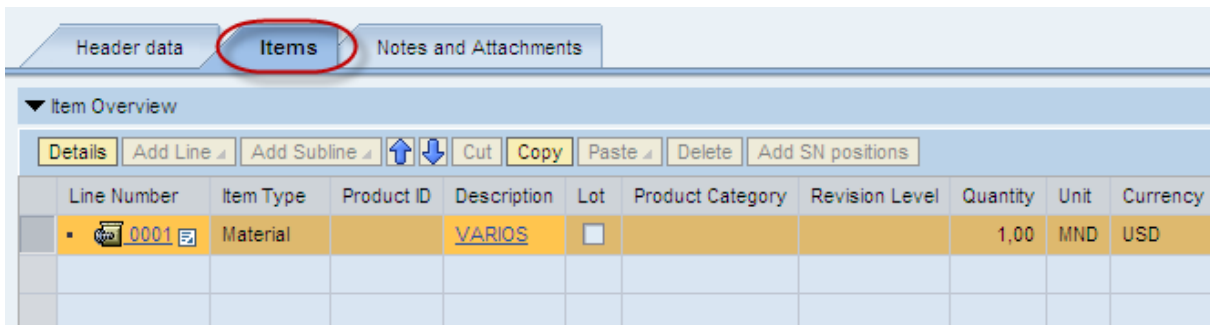
▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name
▪ Tender Manager		Training USA01

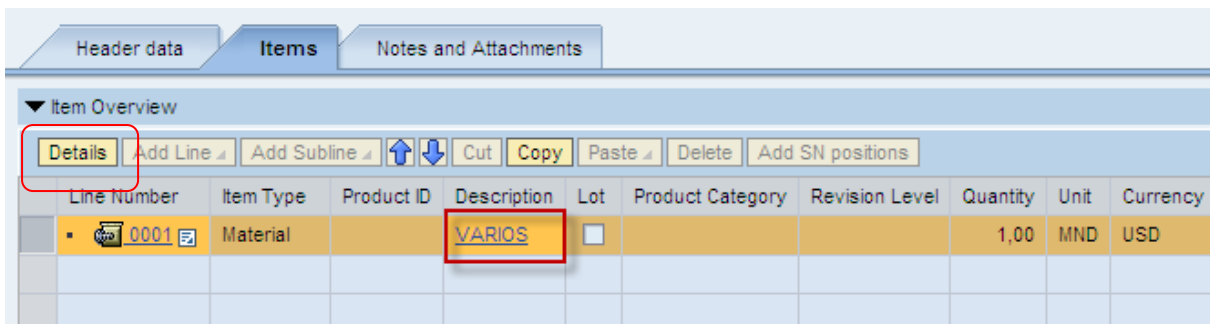
➤ Items

In the “**Items**” tab, product positions details are shown and a price is requested for them.



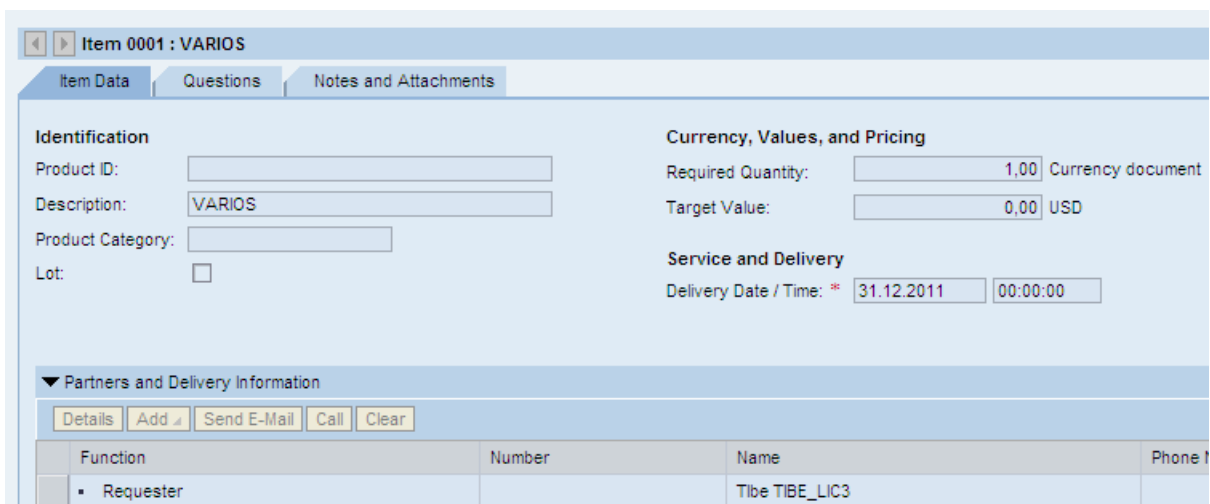
Line Number	Item Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency
0001	Material		VARIOS				1,00	MND	USD

To access to each item, double click on the item description or select the line and click on details



Line Number	Item Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency
0001	Material		VARIOS				1,00	MND	USD

In the details of the item details, additional information and attached documents and text can be displayed



Function	Number	Name	Phone
Requester		Tibe TIBE_LIC3	

➤ Notes and Attachments

This tab shows the information introduced by the buyer as “Vendor text” note and all the attached tender documentation

Header data

Items

Notes and Attachments

RFX Parameters | Questions | **Note and Attachments**

▼ Notes

Clear

Category	Description
Vendor Text	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning ▾ | Delete | Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type
<i>i</i> The table does not contain any data						

To see the attached documents, double click on the title of each attached documents in the tender.

5. CREATE A BID

Once the tender information has been checked the supplier can:

- ✓ **Submit his participation intentions:** he can show his interest in the tender by choosing one of the following options:
 - Participate: The supplier will participate in the process;
 - Do Not Participate: The supplier will not participate in the process;
 - Tentative: The supplier is not sure to participate.

Click on one of the options to send this information to the buyer.



✓ Create a bid

It is possible to create a bid:

a) From the Display RFX (*Display tender*) section. Please note following system message:



b) Go back to first screen , select the tender and click in the “Create Bid” button

Apply

View	[Standard View]	Create Bid	Display/Edit Bid	Display Tender	Print Preview	Refresh	Export
Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender Vers.	Bid Version	
516641	GM TEST RONDAS	Published		No Bid Created	1		
516638	GM TEST	Published		No Bid Created	2		
516637	GM TEST RONDAS	Published	6100005303	Withdrawn	1		1
516632	GM TEST RONDAS	Published		No Bid Created	1		
516631	GM TEST RONDAS	Published	6100005301	Submitted	1		1
516629	GM TEST RONDAS	Published	6100005300	Returned	1		1
516628	GM TEST RONDAS	Published	6100005299	Withdrawn	1		2

A new screen is displayed to introduce the bid information.

- In the “Header Data” tab , “Bid Reference” and “Bid Date” are required fields

Create RFx Response

RFx Response Number 6100005285 **RFx Number** 516578 **Status** In Process **Submission Deadline** 05/31/2013 02:00:00
Remaining Time 13 Days 10:12:18 **RFx Owner** Mr. Training USA01 **Total Value** 0.00 USD **RFx Response Version Number** 1

Submit Close Read Only Check Save, without submitting Questions And Answers (0)

Header data Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

Event Parameters
 Currency: American Dollar
 Terms of Payment:
Bid Reference: *
Bid Date: *

Service and Delivery
 Incoterm Key/Location:

Status and Statistics
 Created on: 05/17/2013 15:48:21 CST
 Created by: Mr. Sarah Connor
 Last Processed on: 05/17/2013 15:48:21 CST
 Last Processed by: Mr. Sarah Connor

- In the tab “Items”, supplier has to introduce a price / amount for each of the positions

Header data **Items** Notes and Attachments Summary Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity
0001	consultancy	Material				1,000


- In the “**Notes and Attachments**” tab, notes for the buyer and documents can be attached.

System displays this informative message whenever accessing this section:

Please note, each attachment is limited to 4MB, but the number of attachments is unlimited.

Edit Response : 6100005249

Rfx Response Number 6100005249	Rfx Number 516503	Status Saved	Submission Deadline 05.12.20
Total Value 12,00 EUR	Rfx Response Version Number Active Version	Rfx Version Number 1	

 Please note, each attachment is limited to 4 MB, but the number of attachments is unlimited

Submit Close Read Only Check Save, without submitting Delete Questions And Answers (0)

Header data Items Notes and Attachments Summary Tracking

To add a note:

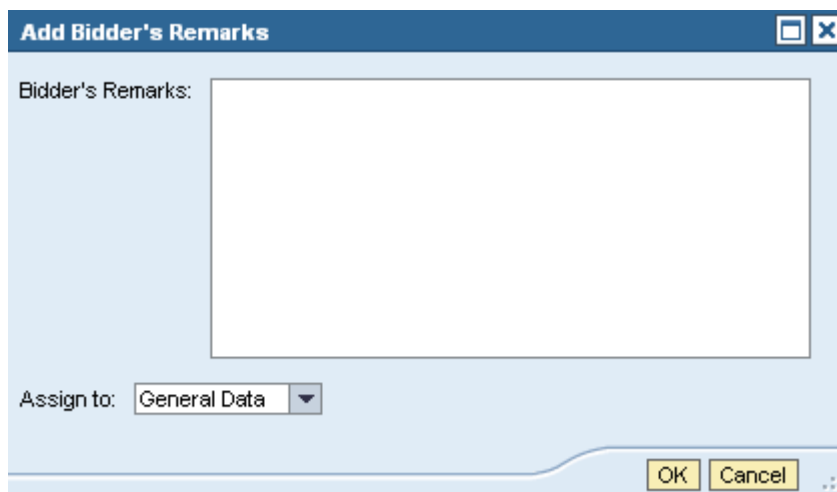
Go to Notes > Add and select it . System displays following window to introduce the note

Header data Items Notes and Attachments Summary Tracking

▼ Notes

Add ▴ Clear

Assigned To	Category	Text Preview



Add Bidder's Remarks

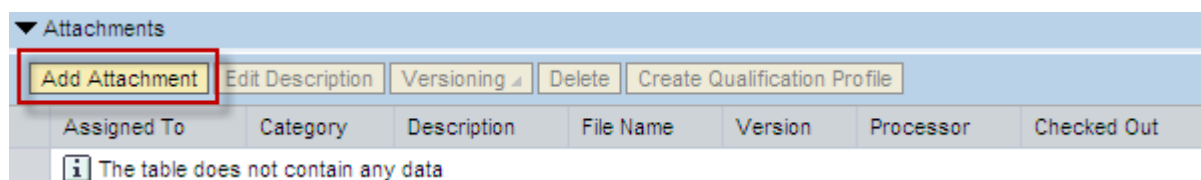
Bidder's Remarks:

Assign to:

OK Cancel

To attach a document:

Go to Attachments > Add attachment

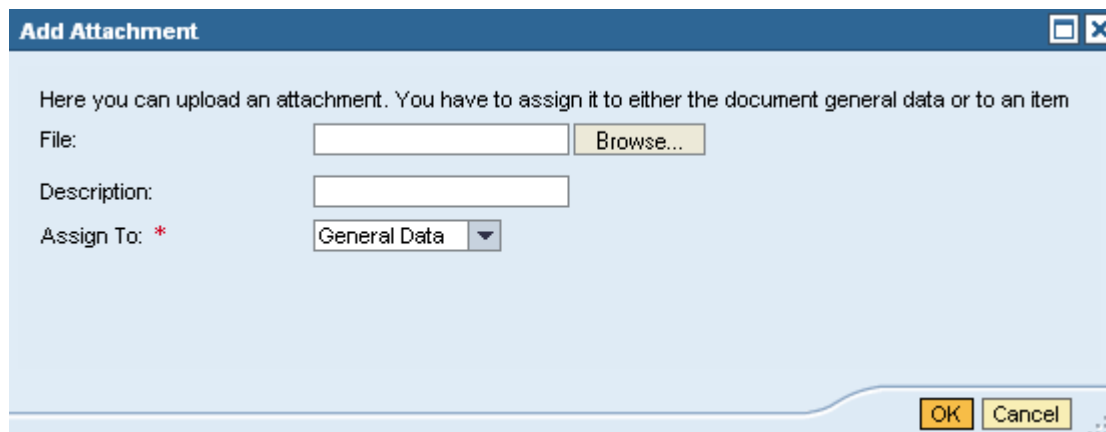


▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out
<i>i</i> The table does not contain any data						

System displays following window to look for the document:



Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

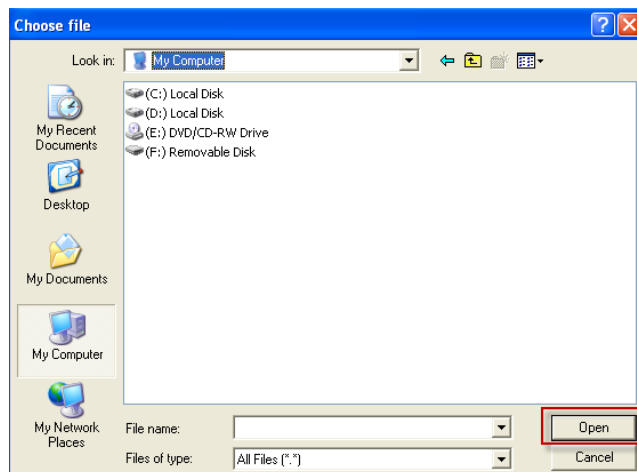
File:

Description:

Assign To: *

OK Cancel

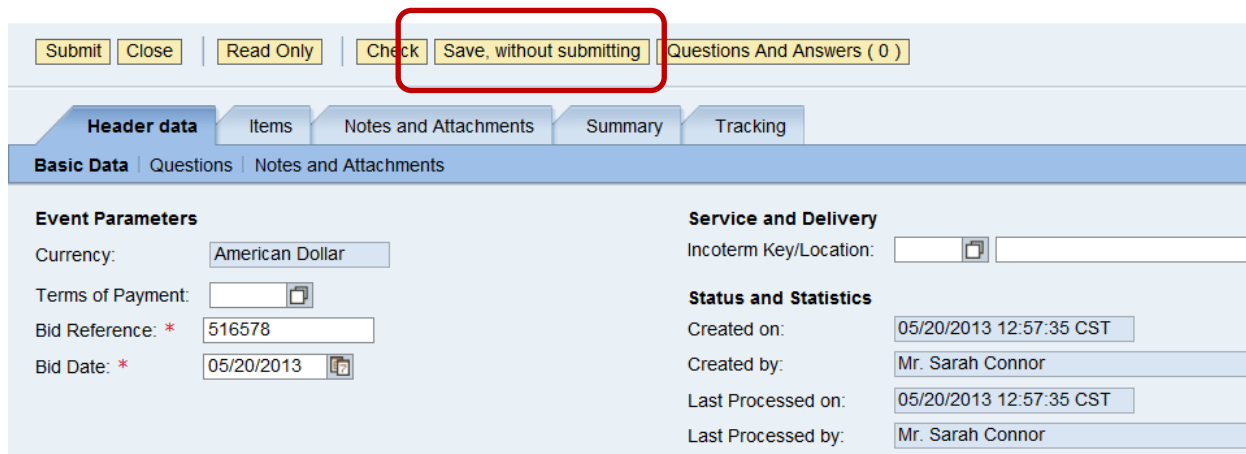
Use the button <Browser> to look for it



Select the document/ s and click in <Open> button

Once all the bid information has been introduced, bid can be:

1. **“Save, without submitting”**: just saved but not sent to buyer.



Buttons: Submit, Close, Read Only, Check, **Save, without submitting**, Questions And Answers (0)

Tabs: Header data, Items, Notes and Attachments, Summary, Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters	Service and Delivery
Currency: American Dollar	Incoterm Key/Location: <input type="text"/>
Terms of Payment: <input type="text"/>	Status and Statistics
Bid Reference: * 516578	Created on: 05/20/2013 12:57:35 CST
Bid Date: * 05/20/2013	Created by: Mr. Sarah Connor
	Last Processed on: 05/20/2013 12:57:35 CST
	Last Processed by: Mr. Sarah Connor

System displays following message:

Display Response : 6100005249

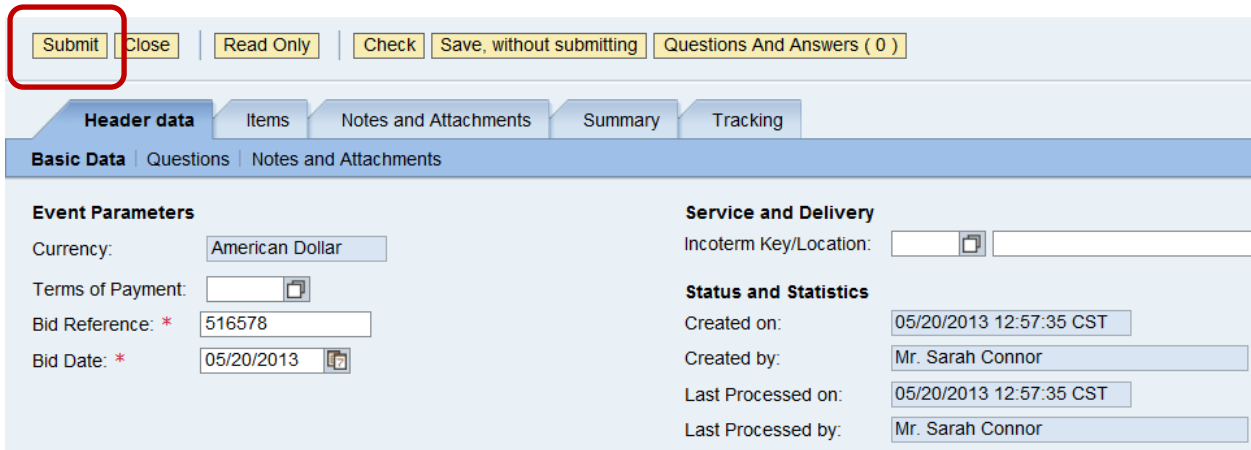
RFx Response Number	6100005249	RFx Number	516503	Status	Saved	Submission Deadline	05.12.2014 03:26:00 EST	Remaining Time	622 Days 21:55:07
Total Value	12,00 EUR	RFx Response Version Number	Active Version	RFx Version Number	1				

⚠ The bid has been SAVED ONLY and no submission has been made. The details you have loaded cannot be viewed by the tender manager. To submit a bid please click on EDIT and Submit button.

✅ Response 6100005249 saved

Bid can be changed / complete afterwards.

2. **“Submit”**: bid is submitted.



The screenshot displays the SRM interface for a bid submission. At the top, a navigation bar contains buttons: **Submit** (highlighted with a red box), **Close**, **Read Only**, **Check**, **Save, without submitting**, and **Questions And Answers (0)**. Below this is a tabbed interface with tabs for **Header data**, **Items**, **Notes and Attachments**, **Summary**, and **Tracking**. The **Header data** tab is active, showing a sub-section **Basic Data** with links for **Questions** and **Notes and Attachments**. The main content area is divided into two columns. The left column, **Event Parameters**, includes fields for **Currency** (American Dollar), **Terms of Payment**, **Bid Reference: *** (516578), and **Bid Date: *** (05/20/2013). The right column, **Service and Delivery**, includes **Incoterm Key/Location**. Below this is the **Status and Statistics** section, which shows **Created on:** (05/20/2013 12:57:35 CST), **Created by:** (Mr. Sarah Connor), **Last Processed on:** (05/20/2013 12:57:35 CST), and **Last Processed by:** (Mr. Sarah Connor).

6. EDIT / DISPLAY A BID

To edit or complete a previously saved bid , access bid document from the first screen :

a) Click twice in the Bid document number (Display/Edit bid column)

Apply

View	[Standard View]	Create Bid	Display/Edit Bid	Display Tender	Print Preview	Refresh	Export
Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender V		
516641	GM TEST RONDAS	Published		No Bid Created	1		
516638	GM TEST	Published		No Bid Created	2		
516637	GM TEST RONDAS	Published	6100005303	Withdrawn	1		
516632	GM TEST RONDAS	Published		No Bid Created	1		
516631	GM TEST RONDAS	Published	6100005301	Submitted	1		
516629	GM TEST RONDAS	Published	6100005300	Returned	1		
516628	GM TEST RONDAS	Published	6100005299	Withdrawn	1		
516612	GM TEST PORTUGUES	Published	6100005294	Withdrawn	1		
516611	GM TEST PORTUGUES	Published		No Bid Created	1		
516600	GM TEST PORTUGUES	Published		No Bid Created	4		

b) Select the tender line and click in the “Display/edit Bid” button

Apply

View	[Standard View]	Create Bid	Display/Edit Bid	Display Tender	Print Preview	Refresh	Export
Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender V		
516641	GM TEST RONDAS	Published		No Bid Created	1		
516638	GM TEST	Published		No Bid Created	2		
516637	GM TEST RONDAS	Published	6100005303	Withdrawn	1		
516632	GM TEST RONDAS	Published		No Bid Created	1		
516631	GM TEST RONDAS	Published	6100005301	Submitted	1		
516629	GM TEST RONDAS	Published	6100005300	Returned	1		
516628	GM TEST RONDAS	Published	6100005299	Withdrawn	1		
516612	GM TEST PORTUGUES	Published	6100005294	Withdrawn	1		
516611	GM TEST PORTUGUES	Published		No Bid Created	1		
516600	GM TEST PORTUGUES	Published		No Bid Created	4		

If you first access the tender, in the “Display RFx (tender) section”, system will display following informative message:

*You are in the tender section where you can display all the tender information .
 You can not access a presviously saved offer from this screen. Go back to previous screen ,
 select the tender line and click in the Display/Edit Bid*

7. BIDS VERSIONS

Once a bid has been submitted, under the following situations, it is possible to create/submit a new one or modify/withdraw a submitted bid.

- If tender manager allows it. **Buyer has an option (that can active or not) to “allow bidder to change the bid”** until submission deadline. Thus, although a bid has been submitted, within the submission deadline the bid can be changed and resubmit to buyer. In this is the situation, buyer has to inform bidder that this option has been selected. Even in the “bid submitted “ status, the “Edit button” is available for the bidder until submission deadline
- Returned offer. Buyer can return an offer so within the submission deadline, the supplier can change it and resubmit it again

To edit a bid, display the tender and click in the button "**Edit**" as shown in the next screen.

Display Response : 6100005291

RFx Response Number 6100005291	RFx Number 516578	Status Saved	Submission Deadline 05/31/2013 02:00:00 CST
Remaining Time 10 Days 12:19:31	RFx Owner Mr. Training USA01	Total Value 200.00 USD	RFx Response Version Number
RFx Version Number 1			

Edit Close Refresh Check Questions And Answers (0)

Header data

Items

Notes and Attachments

Summary

Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters Currency: <input type="text" value="American Dollar"/> Terms of Payment: <input type="text"/> Bid Reference: * <input type="text" value="516578"/> Bid Date: * <input type="text" value="05/20/2013"/>	Service and Delivery Incoterm Key/Location: <input type="text"/> <input type="text"/> Status and Statistics Created on: <input type="text" value="05/20/2013 12:57:35 CST"/> Created by: <input type="text" value="Mr. Sarah Connor"/> Last Processed on: <input type="text" value="05/20/2013 12:57:35 CST"/> Last Processed by: <input type="text" value="Mr. Sarah Connor"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Modify the bid information and once it is completed, submit it again to the buyer (or save it)

- Withdraw an offer. Once an offer has been submitted, within the submission deadline, the supplier can withdraw it so the offer will not be considered by the buyer

Display Response : 6100004612

RFX Response Number 6100004612 RFX Number 508012 Status Submitted Submission
RFX Response Version Number Active Version RFX Version Number 1

☒ RFX response 6100004612 submitted
☒ RFX response is complete and contains no errors

Close | Refresh | Withdraw | Questions And Answers (0)

Header data
Items
Notes and Attachments
Summary
Tracking

▼ Item Overview

Details
Add New
Add Subline
Copy
Paste
Delete
Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product
0001		Material	110000373	C-S02	PROC
0002	MISC. SANITARY MATERIAL	Material	30011455	020	Masor

With no modifications, it could be re-submitted again

The control of the bid versions is shown:

- In the tenders working area

View [Standard View] Create Bid Display/Edit Bid Display Tender Print Preview Refresh Export							
Tender Number	Tender Descr.	Tender Status	Display/Edit Bid	Bid Status	Tender Vers.	Bid Version	
516641	GM TEST RONDAS	Published		No Bid Created	1		
516638	GM TEST	Published		No Bid Created	2		
516637	GM TEST RONDAS	Published	6100005303	Withdrawn	1	1	
516632	GM TEST RONDAS	Published		No Bid Created	1		
516631	GM TEST RONDAS	Published	6100005301	Submitted	1	1	
516629	GM TEST RONDAS	Published	6100005300	Returned	1	1	
516628	GM TEST RONDAS	Published	6100005299	Withdrawn	1	2	
516612	GM TEST PORTUGUES	Published	6100005294	Withdrawn	1	2	

- as well as displaying the bid , in the tracking tab

Floor Plan Manager application for OIF - external - Windows Internet Explorer

Display Response : 6100171871

RfX Response Number 6100171871 RfX Number 658050 Status Returned Submission Deadline 31.12.2020 00:00:00 CET Remaining Time 3321 Da
 Total Value 500,00 EUR RfX Response Version Number 1 RfX Version Number 1

Show My Tasks Edit Close Refresh Check Participate Do Not Participate Tentative Questions And Answers (0)

Header data Items Notes and Attachments Summary **Tracking**

RfX Response Versions RfX Versions

▼ Version Overview

Detail Compare

Version	Document/Version Type	Created On	Changed On
1	Active Document	21.11.2011 17:23:15	21.11.2011 17:29:40

8. NEGOTIATION ROUNDS.

In SRM 7.0 the buyer can create different negotiation rounds within the **same awarding process**. Each negotiation round will have a **different tender number**

Once the buyer creates a new round SRM's previous tender completes/closes. New rounds can be created whenever the tender is out of an approval process or it is not awarded.

The new round will have:

- A new submission deadline

- Supplier will receive a new invitation mail with a **description informing that it is a next round** (different tender number)

- Suppliers will have to place their bids again

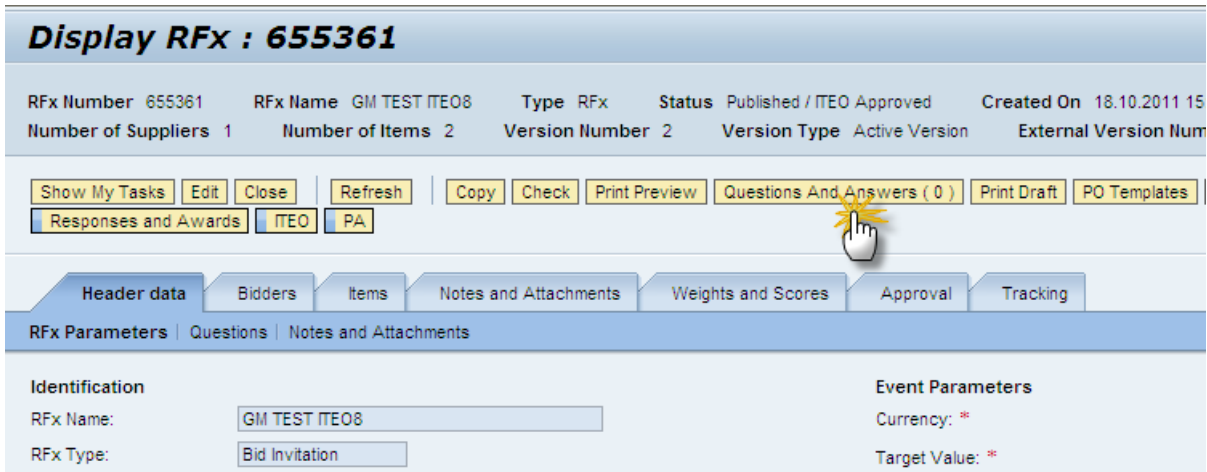
For a first sight identification of a "round tender", **buyer can** include in the new tender number description the original tender number and round information.

Other round information (new requests) will be included by the buyer in the new tender – round.

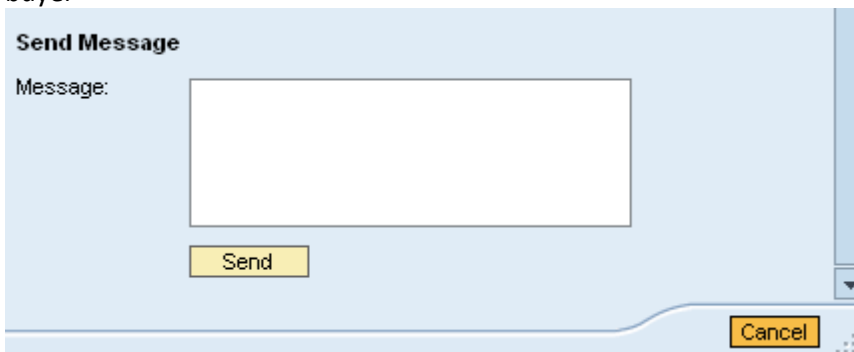
9. BUYER-SUPPLIER MESSAGES

The system allows the communication between the supplier and the buyer. This functionality allows the supplier to write messages to the buyer.

To get to the messages, click on the upper menu button “Questions and Answers”



The system displays the next screen where the supplier can add his questions or comments to the buyer



All the messages sent are registered in the system.

