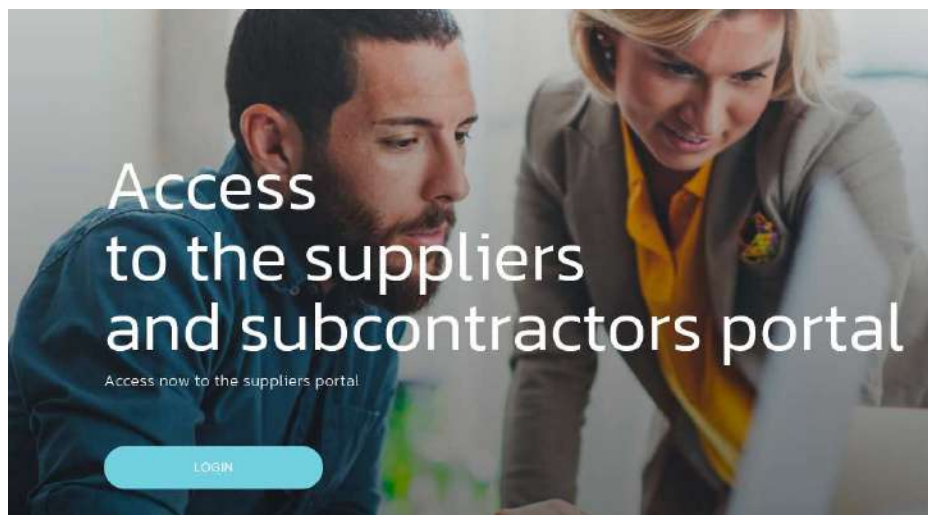




TECNICAS REUNIDAS

E-SUPPLIER PORTAL

Inquiry Management



Welcome to Técnicas Reunidas Supplier Portal, a fast and safe way for Companies to receive inquiries and submit offers for projects worldwide and for interactive communication. In this guide we will show the complete process of how to submit a bid through the Portal as well as how to use the interactive communication tool.

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11. QUOTE SUMMARY & SUBMIT

INQUIRY MANAGEMENT

In order to receive Inquiries you have to be registered as Supplier in our database and have a TR code assigned to your Company.

If your Company is invited to bid you will receive an Inquiry invitation mail.

Once the email received you have to connect to the Portal, where you will see a new tab called Inquiries.

Inside this inquiry dashboard page you will find all the inquiries to which you have been invited. In this first screen you can find the following information:

Project - Displays the Project Number of the inquiry.

Inquiry - Displays the number that uniquely identifies each Inquiry.

Quote Reference Number - Displays the reference number you have assigned to the quote.

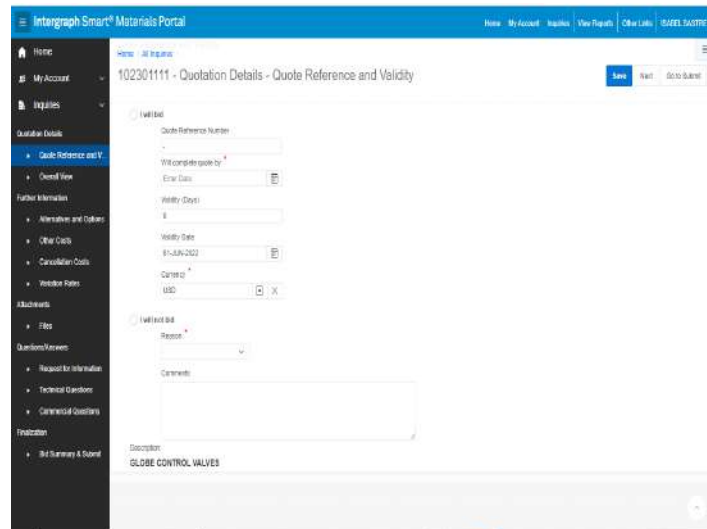
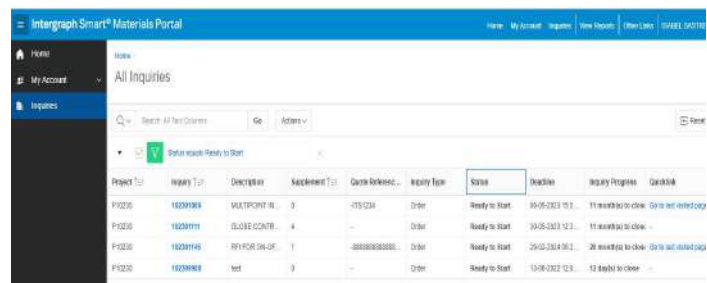
Supplement - Displays the Inquiry Supplement number.

Inquiry Type - Displays the type of the inquiry (for Order).

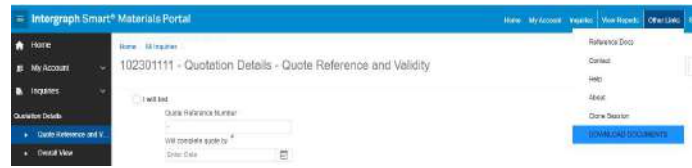
Deadline - Displays the bid due date and the times left to submit the bid. For a closed bid the finalization date is shown.

Inquiry Progress - Displays the status of the inquiry.

To start bidding or decline click on the Inquiry Number, and this will take you to the first screen of the Inquiry.



In this screen, you can **download the Inquiry Documents** clicking, up on the right of the screen, in “Other Links” and “DOWNLOAD DOCUMENTS”

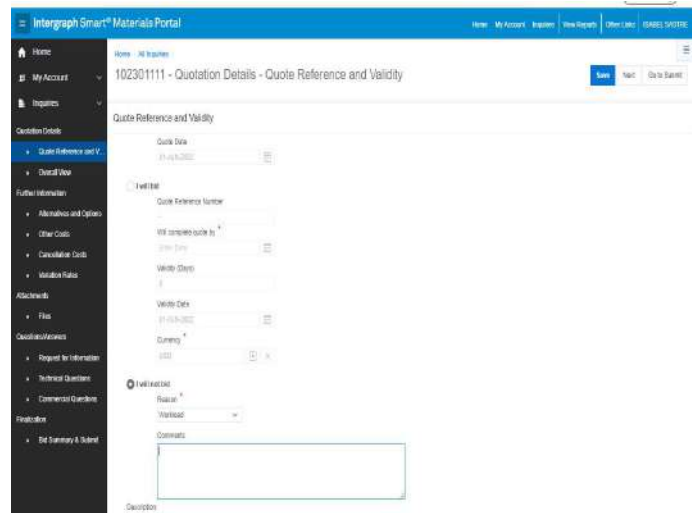
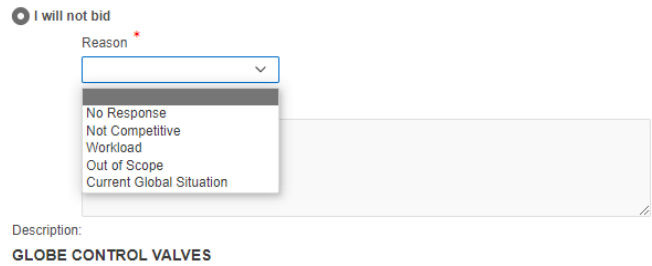


1. DECLINE TO BID

If you decide not to bid, please check the box “Decline to Bid” and choose a “Reason for not bidding” from the list of values.

You have also the option to write any additional Comment, then, press Save.

This will update the information in the inquiry progress of the previous page.

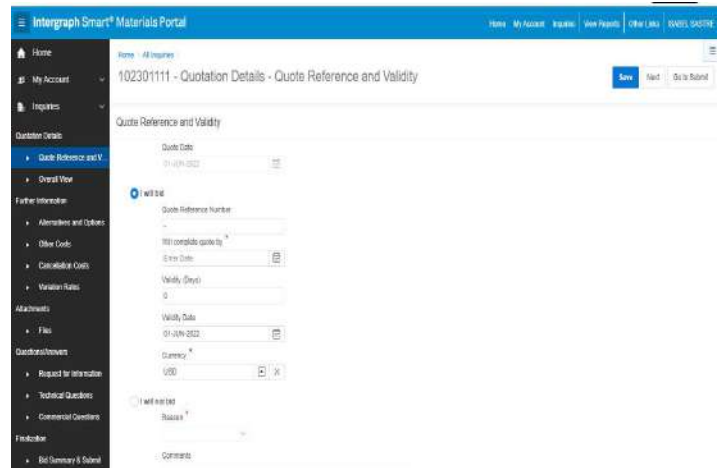


2. SUBMIT AN OFFER

Select "I Will bid" option and enter the data required.

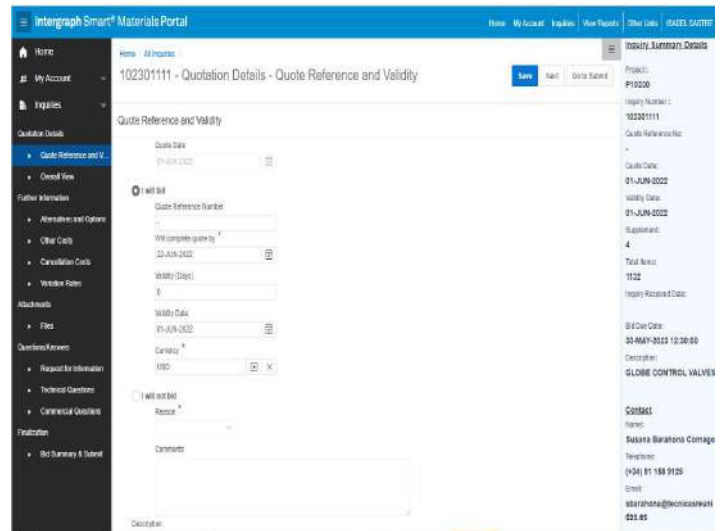
There are two mandatory fields you have to introduce before being able to continue: the expected day of completion of the quotation and the currency (this one will apply to the whole offer).

Once the data has been entered, please save to confirm that you are going to bid for this Inquiry.



In this screen you have a tab (Inquiry Summary Details) at the right top of the screen, with relevant information about this Inquiry. You may check it at

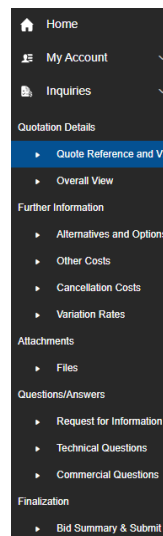
any time in this icon:



Once your intention to offer has been confirmed, you can click the "Next" button or move on the menu showed on the left side of the screen.

This menu is divided in 5 sub-menus:

- Quotation Details,
- Further information,
- Attachments,
- Questions/Answers,
- Finalization.



3. QUOTATION DETAILS:

It includes the screen “Quote Reference and Validity” and also “Overall View” (the quotation data grid).

The grid is divided in several blocks and includes the Line Items for this inquiry.

Item Status	Requisition	Tag Number	Commodity Code	Size 1	Size 2	Description for Services	Unit of Measure	Supplier Del.	Quoted Quantity	Mfg. Qty
In Process	1 160	T70-GJ-LV-2104	KECV01	0	0		Other Con.		1	1
In Process	1 161	T70-GJ-LV-2141	KECV01	0	0		Other Con.		1	1
In Process	1 162	T70-GJ-LV-2146	KECV01	0	0		Other Con.		1	1
In Process	1 160	T70-GJ-LV-2151	KECV01	0	0		Other Con.		1	1
In Process	1 164	T70-GJ-LV-2154	KECV01	0	0		Other Con.		1	1
In Process	1 165	T70-GJ-PF-1164	KECV01	0	0		Other Con.		1	1
In Process	1 166	T70-GJ-PF-1166	KECV01	0	0		Other Con.		1	1
In Process	1 167	T70-GJ-PF-1167	KECV01	0	0		Other Con.		1	1
In Process	1 168	T70-GJ-PF-1168	KECV01	0	0		Other Con.		1	1
In Process	1 169	T70-GJ-PF-1169	KECV01	0	0		Other Con.		1	1
In Process	1 170	T70-GJ-PF-1170	KECV01	0	0		Other Con.		1	1
In Process	1 171	T70-GJ-PF-1171	KECV01	0	0		Other Con.		1	1

The first block shows the status of the item. There are three types of item status:

In process (allows you to modify line item data)

Complete (allows you to finalize the quotation)

No bid (allows you to finalize the quotation)

In order to be able to submit the bid, at the end, when you have completed all the information in this screen, all items should be marked with status Complete or No Bid.

Item Status	Requisition	Tag Number	Commodity Code	Size 1	Size 2	Description for Services	Unit of Measure	Supplier Del.	Quoted Quantity	Mfg. Qty
In Process	1 160	T70-GJ-LV-2104	KECV01	0	0		Other Con.		1	1
In Process	1 161	T70-GJ-LV-2141	KECV01	0	0		Other Con.		1	1
Complete	1 162	T70-GJ-LV-2146	KECV01	0	0		Other Con.		1	1
No Bid	1 160	T70-GJ-LV-2151	KECV01	0	0		Other Con.		1	1
In Process	1 164	T70-GJ-LV-2154	KECV01	0	0		Other Con.		1	1
In Process	1 165	T70-GJ-PF-1164	KECV01	0	0		Other Con.		1	1
In Process	1 166	T70-GJ-PF-1166	KECV01	0	0		Other Con.		1	1
In Process	1 167	T70-GJ-PF-1167	KECV01	0	0		Other Con.		1	1
In Process	1 168	T70-GJ-PF-1168	KECV01	0	0		Other Con.		1	1
In Process	1 169	T70-GJ-PF-1169	KECV01	0	0		Other Con.		1	1
In Process	1 170	T70-GJ-PF-1170	KECV01	0	0		Other Con.		1	1
In Process	1 171	T70-GJ-PF-1171	KECV01	0	0		Other Con.		1	1

Next block is **Requisition Details**, which shows the position and sub-position of each Line Item of the inquiry.

Requisitio...	
Pos	Sub
1	160
1	161
1	162

The next block is about the **technical Identification Details** of these Line Items:

Tag Number, Commodity code, Sizes.

Identification Details			
Tag Number	Commodity Code	Size 1	Size 2
T70-03-LV -2134	KECV01	0	0
T70-03-LV -2141	KECV01	0	0
T70-03-LV -2145	KECV01	0	0
T70-03-LV -2151	KECV01	0	0
T70-03-LV -2154	KECV01	0	0

Next block is for **Properties**. If the inquiry is for **BULK** material you may include the “Minimum Quoted quantity”. In this block you can modify the fields “Min. Quoted Qty”, “Delivery Place” and “Comments”.

Properties							
Description for Services	Ident Sho...	Supplier Del...	Quoted Quantity	Min. Quoted ...	Quoted Unit	Comments	Ident
-	75 in. S-1...	-	0	0	ml	-	-
-	75 in. S-X...	Madrid, España	75	75	ml	-	-
-	1 in. S-160...	-	0	0	ml	-	-
-	1.5 in. S-1...	-	0	0	ml	-	-
-	1.5 in. S-X...	-	12	12	ml	-	-
-	2 in. 14M...	-	0	0	ml	-	-

If the Inquiry is for **EQUIPMENT** you may modify the fields “Supplier Delivery Place” and “Comments” in this block.

Properties					
Tag Description	Descriptio...	Supplier Del...	Quoted Quantity	Quoted Unit	Comments
-	-	-	-	-	-

Next block is for **Pricing Details**.

The “Unit Price Type” may be applied at item level.

The following values are available:

Including – The price of the item is included in the total price of the quote.

Excluding – It means that perhaps the item will be quoted afterwards.

No Quote – The item will not be quoted. In this case remember to associate also the value “NO BID” to the item, as explained on the first block of “Overall View” (section “Quotation Details”).

Not Required – The item is considered not needed by you or by TR.

Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
▼	0.0000	0.00	0.00	0.00	0.0000
Including	0.0000	0.00	0.00	0.00	0.0000
Excluding	0.0000	0.00	0.00	0.00	0.0000
No Quote	0.0000	0.00	0.00	0.00	0.0000
Not Required	0.0000	0.00	0.00	0.00	0.0000

“Unit Price Type” and “Unit Price” are incompatible cells. You must enter information only in one of them for each line item.

We enter the “Unit Price” for each item.

The “Net Price” cell shows automatically the discounted price, which is determined by the extended price reduced by the discount.

A discount at item level may be entered (in percentage or amount). If a discount amount is entered, the discount percentage is automatically calculated.

Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	0.0000	0.00	0.00	0.00	0.0000
	0.0000	0.00	0.00	0.00	0.0000
	0.0000	0.00	0.00	0.00	0.0000

Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	300.0000	300.00	294.00	2.00	6.0000
	0.0000	0.00	0.00	0.00	0.0000
	0.0000	0.00	0.00	0.00	0.0000

The last block of the grid is for **Miscellaneous Details**.

Choose a “Country of Origin” from the list of values. Fill the name of the “Manufacturer” in the free text field.

Miscellaneous Details				
Country of Origin	Manufacturer	Incoterm	First Delive...	Last Deliv...
-	-	-	0	0
-	-	-	0	0
-	-	-	0	0

Miscellaneous Details				
Country of Origin	Manufacturer	Incoterm	First Delive...	Last Deliv...
<input type="text"/>	<input type="text"/>	-	0	0
-	-	-	0	0
-	-	-	0	0
-	-	-	0	0

Choose the Incoterm from the list of values for each line item.

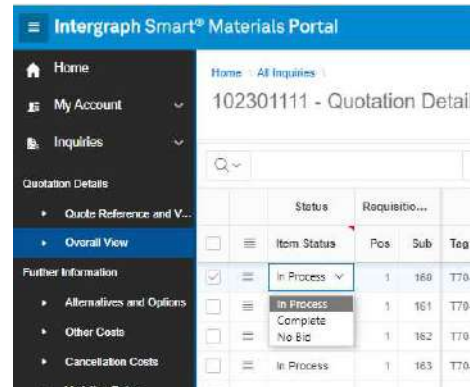
Miscellaneous Details				
Country of Origin	Manufacturer	Incoterm	First Delive...	Last Deliv...
-	-	<input type="text"/>	0	0
-	-	-	0	0
-	-	-	0	0
-	-	-	0	0

Finally, it can be entered the estimated number of weeks that will be necessary to deliver the equipment/material to TR, calculated from the day that your quotation would be awarded, and taking into account the incoterm.

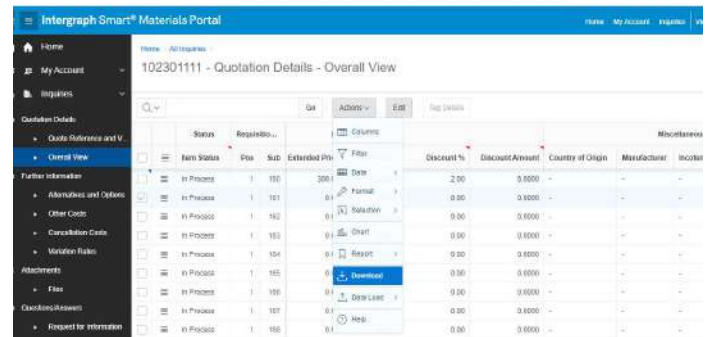
Enter the minimum number of weeks required to deliver the item (in the “First Delivery Weeks” box), and the maximum number of weeks required to deliver the same item (in the “Last Delivery Weeks” box).

Miscellaneous Details				
Country of Origin	Manufacturer	Incoterm	First Delive...	Last Deliv...
-	-	-	22	30
-	-	-	0	0
-	-	-	0	0

Now, when you have completed all the information in this screen, remember to change “Item Status”, first column on the left, from “In Process” to “Complete” or “No Bid”



Note: a download of the “Quotation Details” data may be obtained in excel format. Before filling the data, after fill in data it may be loaded. See image:

Status	Requsitio...	Pos	Sub	Tag	Extended Price	Filter	Discount %	Discount Amount	Country of Origin	Manufacturer	Incoterm
In Process	1	150		T70	300	Order	2.00	0.0000	-	-	-
In Process	1	101		T70	0.00	Normal	0.00	0.0000	-	-	-
In Process	1	102		T70	0.00	Selection	0.00	0.0000	-	-	-
In Process	1	103		T70	0.00	Chart	0.00	0.0000	-	-	-
In Process	1	104		T70	0.00	Report	0.00	0.0000	-	-	-
In Process	1	105		T70	0.00	Download	0.00	0.0000	-	-	-
In Process	1	106		T70	0.00	Data Load	0.00	0.0000	-	-	-
In Process	1	107		T70	0.00	Web	0.00	0.0000	-	-	-
In Process	1	108		T70	0.00		0.00	0.0000	-	-	-

FURTHER INFORMATION

In this sub-menu we may enter:

- Alternatives and Options,
- Other Costs,
- Cancellation Costs,
- Variation Rates.

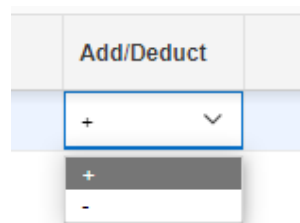
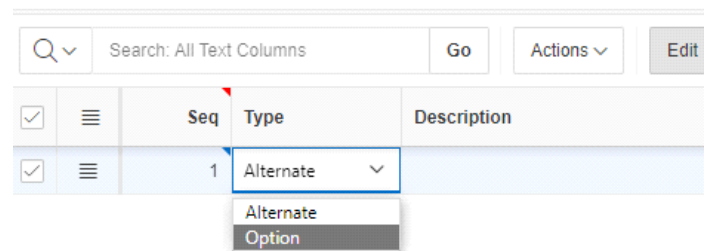
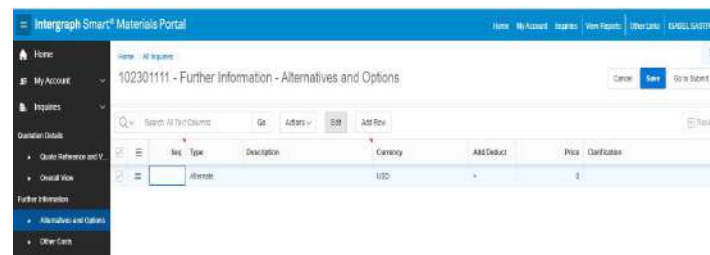


4. ALTERNATIVES AND OPTIONS.

Click the icon "Add Row" to create a new Alternative / Option (select from the Type), entering a unique sequence number in the "Seq" box and a description.

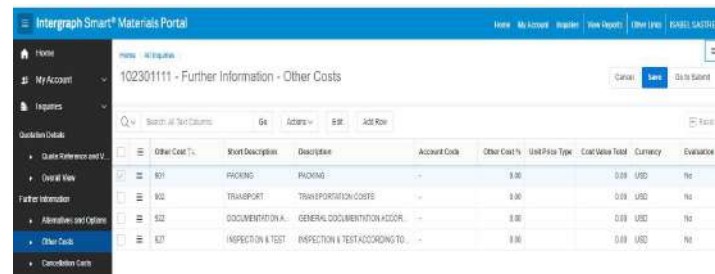
Click "Add" or "Deduct" so that this alternative or option will be added or deducted from the original price. Enter the Price, choose the Currency and enter any Clarification in the free text field.

- Alternative → If you have already offered a line item in the original scope, you may offer an alternative to this line item as an extra price or a price reduction.
- Option → A line item that has not been offered in the original scope, that you consider adequate to offer



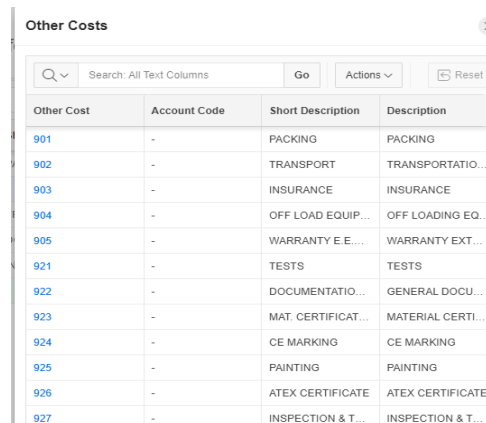
5. OTHER COSTS.

There are four Other Costs by default for each inquiry: Packing, Transport, Documentation and Inspection and Test.



Other Cost %	Short Description	Description	Account Code	Other Cost %	Unit Price Type	Cost Value Total	Currency	Evaluation
001	PACKING	PACKING	-	0.00		0.00	USD	No
002	TRANSPORT	TRANSPORTACION/COSTE	-	0.00		0.00	USD	No
003	DOCUMENTATION A.	GENERAL DOCUMENTATION ACCOR...	-	0.00		0.00	USD	No
007	INSPECTION & TEST	INSPECTION & TEST ACCORDING TO...	-	0.00		0.00	USD	No

It is possible to add new Other Costs clicking on "Add Row" and choosing them from the list of values, also introduce the Percentage for every Other Cost (the calculation will be done taking into account the Total Line Items Price) or a Cost Value Total. Finally, please introduce the Currency.

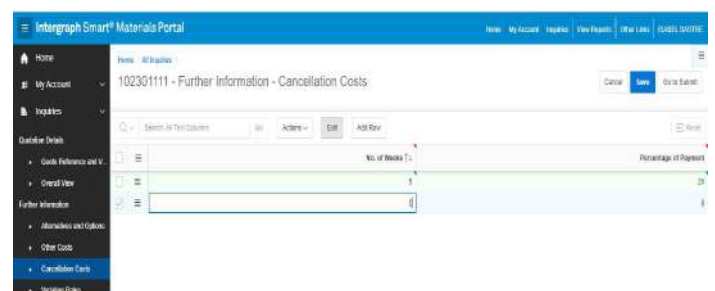


Other Cost	Account Code	Short Description	Description
901	-	PACKING	PACKING
902	-	TRANSPORT	TRANSPORTATIO...
903	-	INSURANCE	INSURANCE
904	-	OFF LOAD EQUIP...	OFF LOADING EQ...
905	-	WARRANTY E.E...	WARRANTY EXT...
921	-	TESTS	TESTS
922	-	DOCUMENTATIO...	GENERAL DOCU...
923	-	MAT. CERTIFICAT...	MATERIAL CERTI...
924	-	CE MARKING	CE MARKING
925	-	PAINTING	PAINTING
926	-	ATEX CERTIFICATE	ATEX CERTIFICATE
927	-	INSPECTION & T...	INSPECTION & T...

The Unit Price Type is used to assign to an Other Cost the concept "Including", "Excluded", "Not Quote" or "Not Required", as explain at item level. Please consider that the list of values is only available if "Other Cost %" and "Cost Value Total" are set to 0.

6. CANCELLATION COSTS.

Click the icon "Add Row" to create a new Cancellation Cost, introducing the number of weeks for which this penalty will apply, and the percentage to be paid. Then click Save.

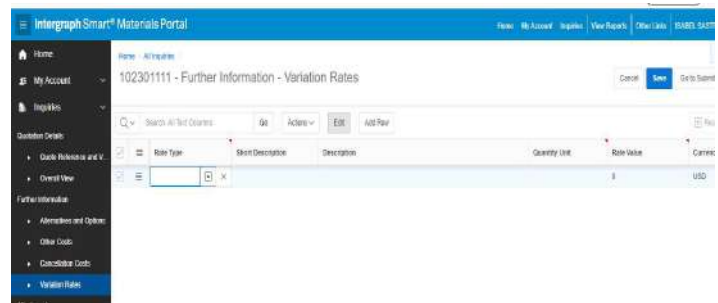


No. of Weeks [w]	Percentage of Payment
1	25
4	

7. VARIATION RATES.

Click the icon “Add Row” to create a Variation Rate, introducing a Rate Type and a short description. Choose a “Quantity Unit” from the list of values, a Rate Value and select the Currency.

Note: Variation Rates apply to supplies made of copper and aluminum.



8. ATTACHMENTS.

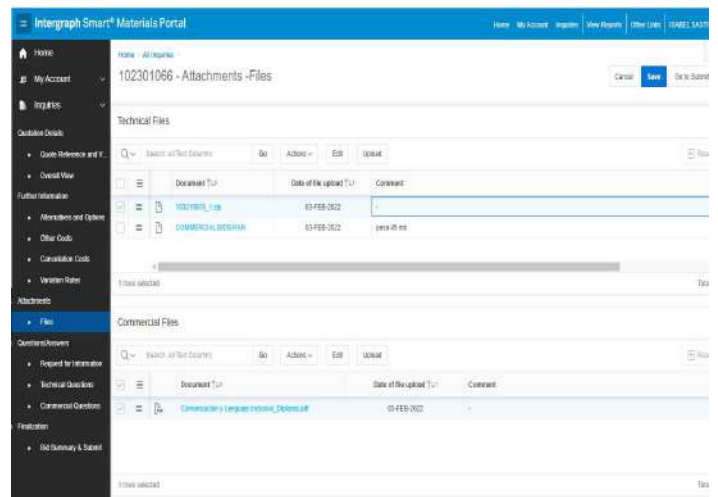
In the “Files” tab you can upload, clicking on “Upload” icon, Technical and Commercial files to be included in your offer.

A Comment may be added to these files in order to identify them.

Técnicas Reunidas may upload also any document, so that you can download and view it in this tab.

The maximum size for each attachment is 10MB.


Once you finish your offer you have to upload in pdf format your Commercial and Technical offer duly signed.

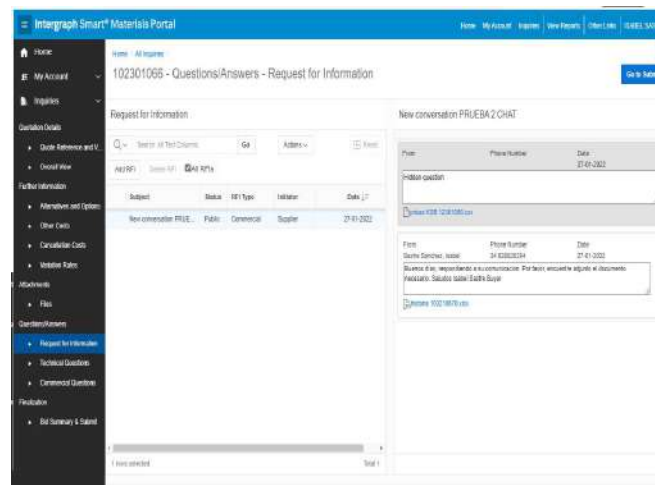


9. QUESTIONS/ANSWERS.

This sub-menu includes:

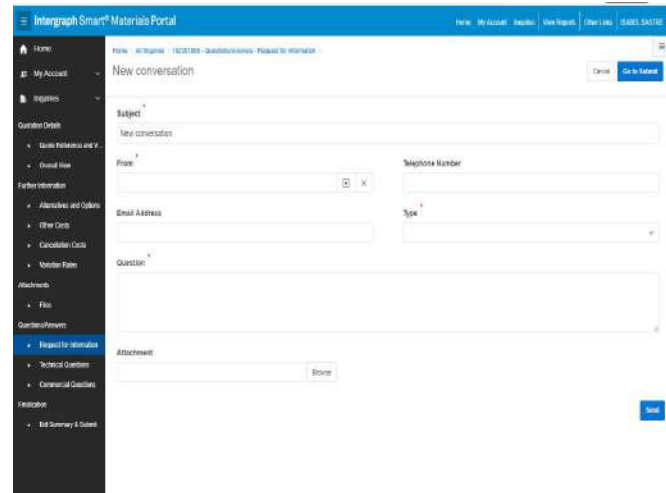
Request for Information: You can send a question or any comment regarding the inquiry to Técnicas Reunidas with this option.

Click on icon “Add RFI”  to open a new conversation.



Fields with red mark are mandatory.

If you choose the Type “Commercial”, your query will be received by the buyer, and if you choose the Type “Technical” it will be received by the technician. You can attach a file to your question. Once all the fields are entered press “Send”.

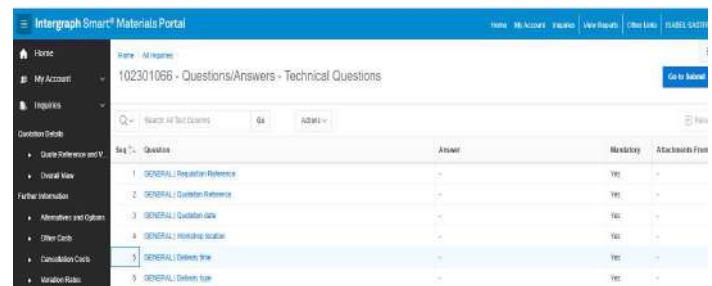


10. TECHNICAL / COMMERCIAL QUESTIONS.

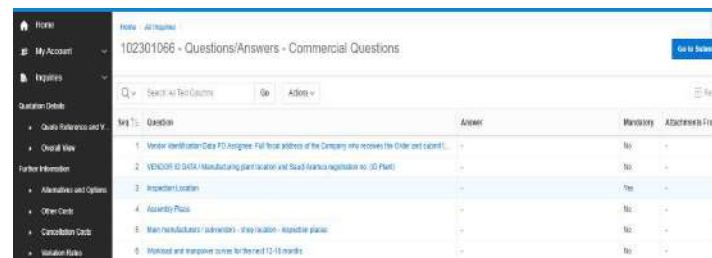
The requisition might include a Technical and/or Commercial questionnaire.

You can find questions to inquiry level or to line item level. You can check the “Mandatory” column to know if one question is mandatory (Yes) or no. There are different type of answers: Free text, Date field, Yes or No, List of Values, Attachments.

All mandatory questions must be answered to be able to submit the bid.



Srg ID	Question	Answer	Mandatory	Attachment File
1	GENERALI Regulation Reference	--	Yes	--
2	GENERALI Question Reference	--	Yes	--
3	GENERALI Question date	--	Yes	--
4	GENERALI Invoice date location	--	No	--
5	GENERALI Delivery time	--	Yes	--
6	GENERALI Delivery type	--	Yes	--



Srg ID	Question	Answer	Mandatory	Attachment File
1	Vendor Identification Data PD Assignee: Full first address of the Company who receives the Order and submit...	--	No	--
2	VENDOR ID DATA Manufacturing plant location (not Spain) (mandatory no. 03 Plant)	--	No	--
3	Inspection Location	--	Yes	--
4	Assembly Place	--	No	--
5	Main manufacturer / subvendor - ship location - inspection place	--	No	--
6	Workload and response times for technical 12-18 months	--	No	--

FINALIZATION

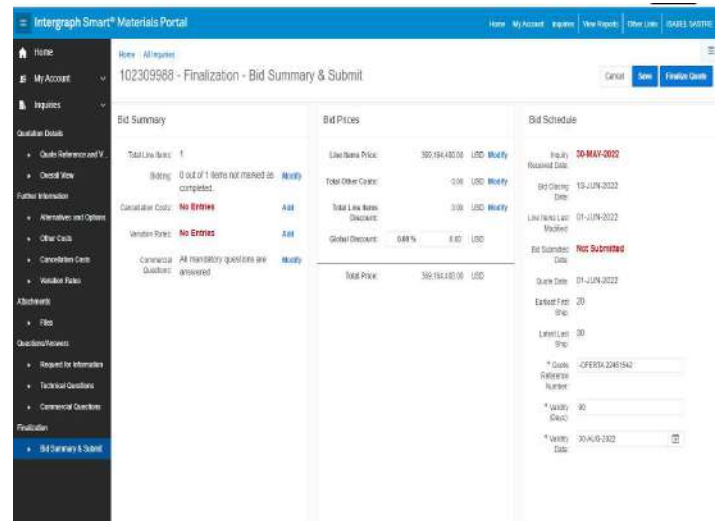
11. BID SUMMARY & SUBMIT

The last block on the menu is “Finalization”.

Bids Summary

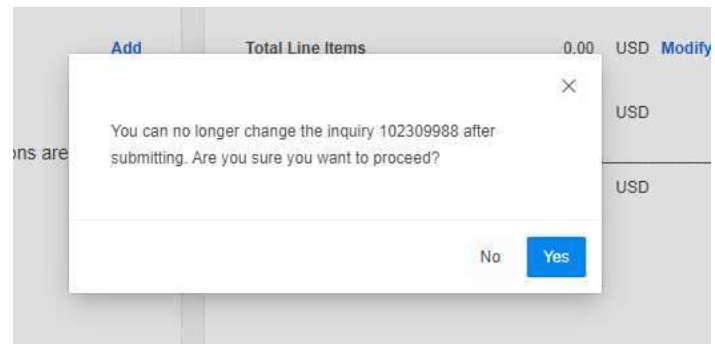
If you want to add or modify any data listed on Bid Summary just click on “Modify” or “Add”, and it will take you to the corresponding screen. Pending actions are also informed in this section.

Nota: “Cancellation Cost” and “Variation Rates” are not mandatory information.



Bid Prices

In this section you may add a Global Discount as a percentage, which will be applied to the Total Line Items price. This discount will be shown in the global discount amount box. When you have completed all the information you can Finalize the quote. Once submitted no further modifications are allowed.



Bid Schedule

You will see a Summary of the data introduced in the Inquiry. If you didn't introduce the Quote reference number, validity (in days) and validity date in the “Quote Reference and Validity” screen, you must do it before submitting the bid, as these are mandatory fields.



Thanks for your attention!

If any doubt please contact:

purchasingsupport@tecnicasreunidas.es