



Trans Austria Gasleitung

# e-Procurement Integrated e-Bidding

User Handbook – Bidder  
Version 1  
Wien, October 27th , 2016

## To the User

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Dear User,  
this manual describes how to use the e-Bidding  
on TAG e-Procurement Platform (as Bidder).  
Please read carefully the instructions.

The contents of this User Manual are intended only for information  
purposes and for private consultation.

This document is property of TAG GmbH.  
TAG GmbH shall safeguard its rights taking civil and penal action.

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# Technical Requirements

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- **Hardware requirements:**

- Personal Computer

- **Internet connection requirements**

- Internet Service Provider for accessing the web-tool via browser. We recommend a high speed connection (ADSL).

- **Browser requirements**

- In order to access, SAP Strongly recommends to use Internet Explorer 11. You can check your Internet Explorer version selecting 'Tools' icon  and clicking on "About Internet Explorer". TAG GmbH can not be held liable for issues that arise from the use of outdated and/or unsupported internet browsers.
- SSL (Secure Socket Layer, protocol for secure transaction) suitability is required. You can check whether you satisfy this requirement by selecting "Tools" -> "Internet Options" -> "Advanced" from Internet Explorer menu. The options "Use SSL 2.0" and "Use SSL 3.0" should be flagged.
- Cookies enabling is required: select "Tools" -> "Internet Options"-> "Privacy". For further information please refer to the Help Section of the browser.
- Saving encrypted pages to disk must be allowed.

- **Software requirements**

- An active e-mail address is required so that you can receive e-mail notifications when a document is delivered.
- Acrobat Reader is needed for opening pdf files containing documents notifications. Acrobat Reader is available free of charge at the following address: <https://get.adobe.com/reader/>.
- In order to use all the Service functionalities you need to install the JRE Java Runtime Environment applet. The file can be downloaded on the Oracle web site at the following address: [www.java.com](http://www.java.com). It is strongly recommended to update it to the last available version.

# Connect to the TAG e-Procurement Platform

- Connect to the TAG e-Procurement Platform using the following address:

[https://b2b.taggmbh.at/sap/bc/bsp/sap/ztag\\_home/home.do](https://b2b.taggmbh.at/sap/bc/bsp/sap/ztag_home/home.do)

- Go to 'b2b platform' and then click on 'TAG b2b Platform'.
- Insert User Id and Password.



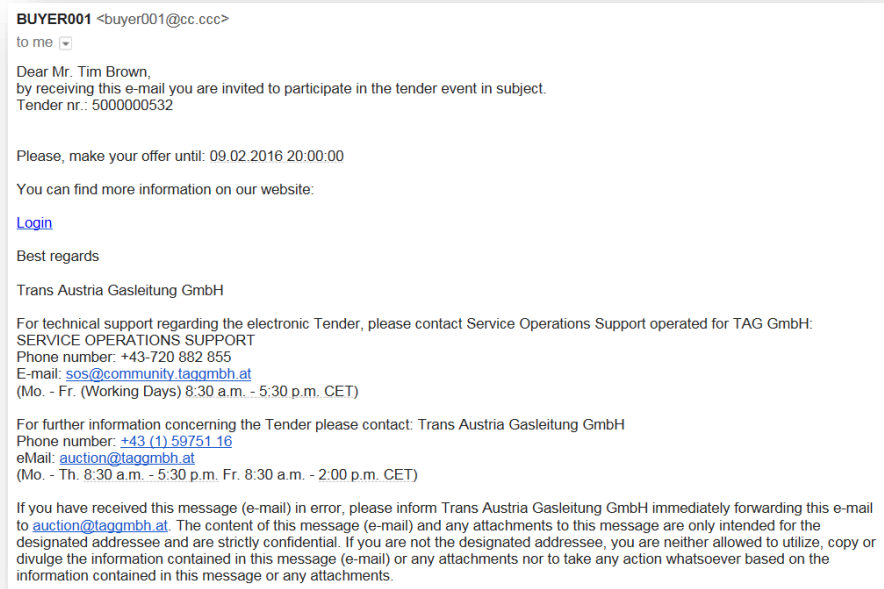
# Invitation to the Tender To be review: add email screenshot

The user receives an invitation to a Tender event by e-mail.

The email contains:

- Tender description.
- Submission deadline.
- Link to the 'TAG e-Procurement Platform'.
- Support Contacts.

To connect to the 'TAG e-Procurement Platform' click on '**Login**'.

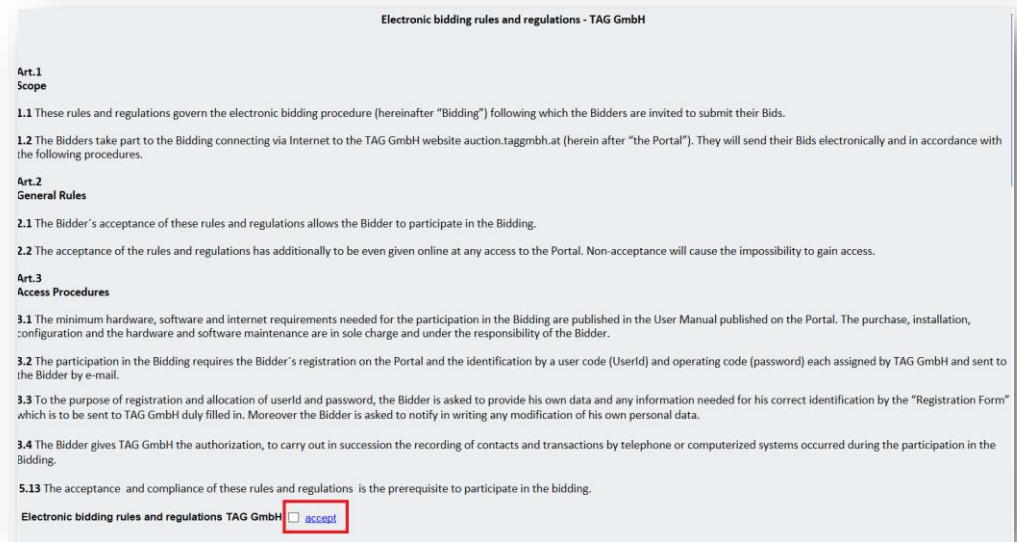
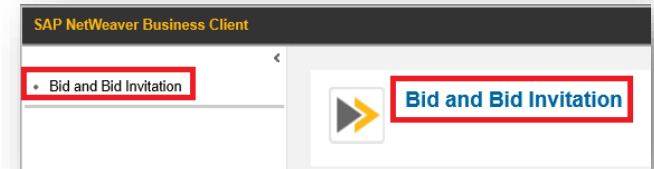


# Electronic bidding rules and regulations: online acceptance

To be review: add reg. updated screenshot

To participate at a Tender event, click on **'Bid and Bid Invitation'**:

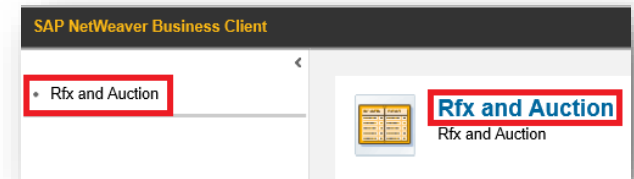
- The User has to read and accept online the 'Electronic Bidding Rules and Regulations'.
- To accept the document:
  - Select the flag.
  - Click on **'accept'**.





# Tender List 1/2

- After having accepted the 'Bidding Rules and Regulations', click on '**Rfx and Auction**'.
- The application will show the Tenders list.



The screenshot displays the 'Tender List' in the SAP NetWeaver Business Client. The interface includes a left-hand navigation pane with 'Rfx and Auction' selected. The main content area shows a summary of active queries and a table of tender events. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End Time. Three tender events are listed.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
TG116/039	BUYER001 TG116/03	Rfx	Published	10.10.2016	10.10.2016	6000000334	Submitted	2	2	0	00:00:00	09:55:00
TG116/038	BUYER001 TG116/038	Rfx	Published	10.10.2016	10.10.2016	6000000326	Submitted	7	2	0	00:00:00	10:46:00
TG116/032	Tender	Rfx	Published	18.10.2016			No Bid Created			0	00:00:00	20:30:00

# Tender List 2/2

Selecting the Tender row, some buttons will be active, depending of the Bid status (Response Status column)

- **Display Tender:** click on 'Display Event' button or click on Tender number (Event Number column).
- **Display Bid:** click on 'Display Response' button or click on Bid number (Response Number column).
- **Print Preview:** to print and/or save the pdf document which contains information regarding the Tender.
- **Refresh:** to update the Tender list.

SAP NetWeaver Business Client

Rfx and Auction

Active Queries

eRFxs All (3) Published (0) Ended (0)  
Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

Change Query Define New Query Personalize

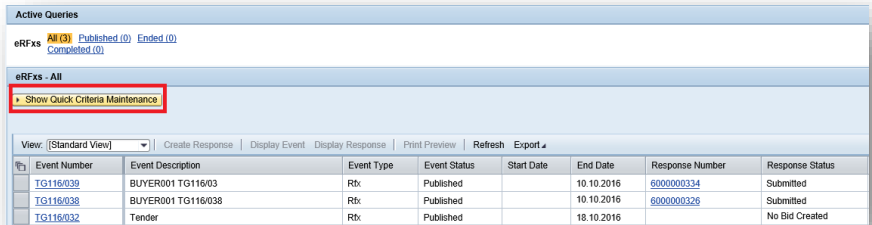
View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
TG116/039	BUYER001 TG116/039 - 0060000112	Rfx	Published	10.10.2016	10.10.2016	6000000334	Submitted	2	2	0	00:00:00	09:55:00
TG116/038	BUYER001 TG116/038 - 0060000106	Rfx	Published	10.10.2016	10.10.2016	6000000326	Submitted	7	2	0	00:00:00	10:46:00
TG116/032	Tender	Rfx	Published		18.10.2016		No Bid Created			0	00:00:00	20:30:00

Last Refresh 21.10.2016 11:01:16 CE Refresh

# Search

- The user may search the Tenders, to which he has been invited, using the search criteria.
- Click on '**Show Quick Criteria Maintenance**' and use one or more of the following filters:
  - Event Number: number of the Tender (Rfx).
  - Event Status: Current RFX, Ended RFX, Completed RFX.
  - Creation Date: Tender creation date.
  - Deadline Date Flag: deadline for the submission of your Bid (Today, Next 7 Days, etc.).
  - Status: Bid status (Saved, Bid submitted, Bid Returned, etc.).
  - Response Timeframe: Today, etc.
- To execute the search, click on '**Apply**' button.
- To delete filters inserted, click on '**Clear**' button.



Active Queries

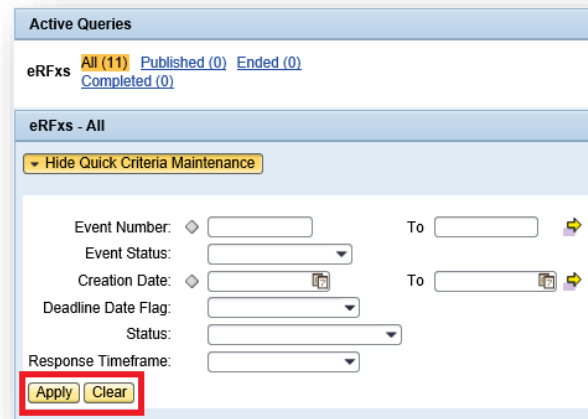
eRFxs [All \(3\)](#) [Published \(0\)](#) [Ended \(0\)](#)  
[Completed \(0\)](#)

eRFxs - All

[Show Quick Criteria Maintenance](#)

View: [Standard View](#) | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
TG116039	BUYER001 TG11603	Rfx	Published		10.10.2016	600000334	Submitted
TG116038	BUYER001 TG116038	Rfx	Published		10.10.2016	600000326	Submitted
TG116032	Tender	Rfx	Published		18.10.2016		No Bid Created



Active Queries

eRFxs [All \(11\)](#) [Published \(0\)](#) [Ended \(0\)](#)  
[Completed \(0\)](#)

eRFxs - All

[Hide Quick Criteria Maintenance](#)

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

[Apply](#) [Clear](#)

# Display Tender 1/3

In the 'RFX Information' tab, on the 'RFx Parameters' section there are general information regarding the Tender:

- Start Date: it defines when it is possible to create a Bid.
- Submission Deadline: after this date and time it will be not possible to submit a Bid.
- Opening Date: the Buyer can open and evaluate the Bids only at the date and time defined in the Tender.
- Basic Data section: dates for Technical Alignment phase.

Note: time zone is Central European Time (CET).

The screenshot displays the 'Display RFX: TG116/032' interface. At the top, there are navigation buttons: 'Print Preview', 'Close', 'Do Not Participate', 'Tentative', and 'Create Response'. Below this, a header row shows: 'Number TG116/032', 'Name Tender', 'Status Published', 'Start Date', 'End Date 18.10.2016 17:30:00 CET', 'Remaining Time 0 Days 00:54:00', and 'Owner BUYER001'. The 'RFX Information' tab is selected and highlighted with a red box. Below the tabs, the 'RFx Parameters' section is visible, containing fields for 'Start Date' (00:00:00), 'Submission Deadline' (18.10.2016 17:30:00), 'Opening Date' (18.10.2016 17:31:00), 'End of Binding Period', and 'Currency' (EUR). A 'Basic Data' section is also present, with fields for 'Technical alignment active' (checkbox), 'Technical alignment start date', 'Technical alignment end date', 'Technical alignment start time' (00:00:00), and 'Technical alignment end time' (00:00:00). At the bottom, the 'Partners and Delivery Information' section is expanded, showing a table with columns 'Function', 'Number', and 'Name'. The table contains one entry: 'Requester' with 'BUYER001' as the Name.

Function	Number	Name
Requester		BUYER001

# Display Tender 2/3

- On the **'Items'** tab, the User can find all information regarding the Tender items.
- To have the item details, select the row and then click on **'Details'** button.

Display RFX: TG116/032

Print Preview Close Do Not Participate Tentative Create Response

Number TG116/032 Name Tender Status Published Start Date End Date 18.10.2016 17:30:00 CET Remaining Time 0 Days 00:45:20 Owner BUYER001

RFX Information **Items** Notes and Attachments

Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Expand All Collapse All Filter Settings Hide Out

Line Number	Item Type	Product ID	Description	Lot	Allow RFX Response Modification	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal Item Number
0001	Material		UAT Tender	<input type="checkbox"/>	<input type="checkbox"/>	GG0205		10	M		01.01.2017	0	0		10
0002	Material	906518	Turbinenreiniger,TURBO-K20 L,Kanister*	<input type="checkbox"/>	<input type="checkbox"/>	GG0101		50	L		01.01.2017	1	0		20
0003	Outline		UAT Tender service item	<input type="checkbox"/>	<input type="checkbox"/>			0,000			Multiple	0	0		22
0003.AA	Service		service 1	<input type="checkbox"/>	<input type="checkbox"/>	SS2701		100	H		01.01.2017	0	0		23
0003.AB	Service		service 2	<input type="checkbox"/>	<input type="checkbox"/>	SS2701		50	D		01.01.2017	0	0		24

# Display Tender 3/3

- On the **'Notes and Attachments'** tab there are 3 sections:
  - **'Notes'** and **'Attachments'**: inserted by the Buyer regarding economical details.
  - **'Collaboration'**: there is the **'c-Folder'** application link. Clicking on the link, the system opens the c-Folder application.

**Display RFX: TG116/032**

Print Preview | Close | Do Not Participate | Tentative | Create Response

Number	Name	Tender	Status	Published	Start Date	End Date	Remaining Time	Owner
TG116/032			Published			18.10.2016 17:30:00 CET	0 Days 00:42:21	BUYER001

RFX Information | Items | **Notes and Attachments**

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
Document ...	<a href="#">Tendering text</a>	UAT Tender
Item02"Tur...	<a href="#">Item text</a>	Turbinenreiniger "TURBO-K" in 20 L Kanister

▼ Attachments

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

Assigned To	Category	Description	File Name	Version
Document Header	Standard Attachment	<a href="#">Contract</a>	Draft Contract.txt	1

▼ Collaboration

Create

Collaboration
<a href="#">Collaboration RFX TG116/032</a>

# Display Tender: c-Folder 1/3

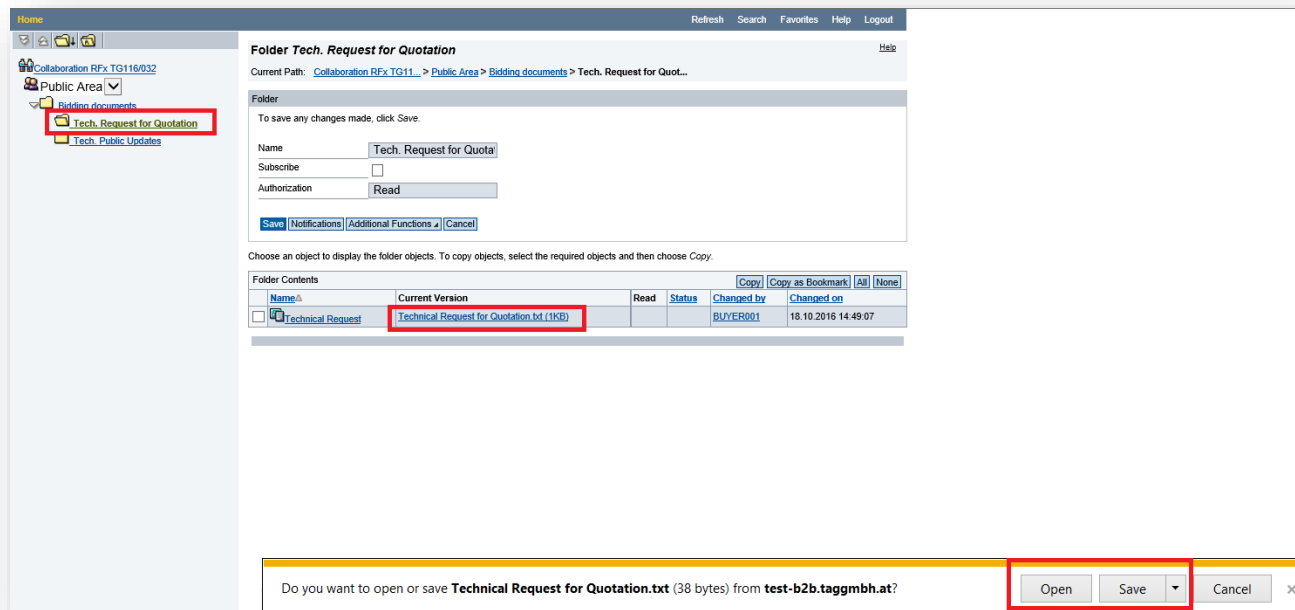
- 'c-Folder' application is used to manage Technical Bids and all technical documents.
- On the 'Tech. Request for Quotation' folder there are all technical documents loaded by the buyer for technical bid request.

The screenshot displays the 'c-Folder' application interface. The left sidebar shows a navigation tree with 'Public Area' expanded to 'Bidding documents', where the folder '\_Tech. Request for Quotation' is highlighted with a red box. The main content area is titled 'Folder Tech. Request for Quotation' and shows the current path: 'Collaboration RFx TG116/032 > Public Area > Bidding documents > Tech. Request for Quot...'. Below this, there are fields for 'Name' (Tech. Request for Quota), 'Subscribe' (checkbox), and 'Authorization' (Read). A 'Save' button is visible. Below the folder configuration, there is a section for 'Folder Contents' with a table listing the folder's objects. The table has columns for Name, Current Version, Read, Status, Changed by, and Changed on. The first row is highlighted with a red box.

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> Technical Request	Technical Request for Quotation.bt (1KB)			BUYER001	18.10.2016 14:49:07

# Display Tender: c-Folder 2/3

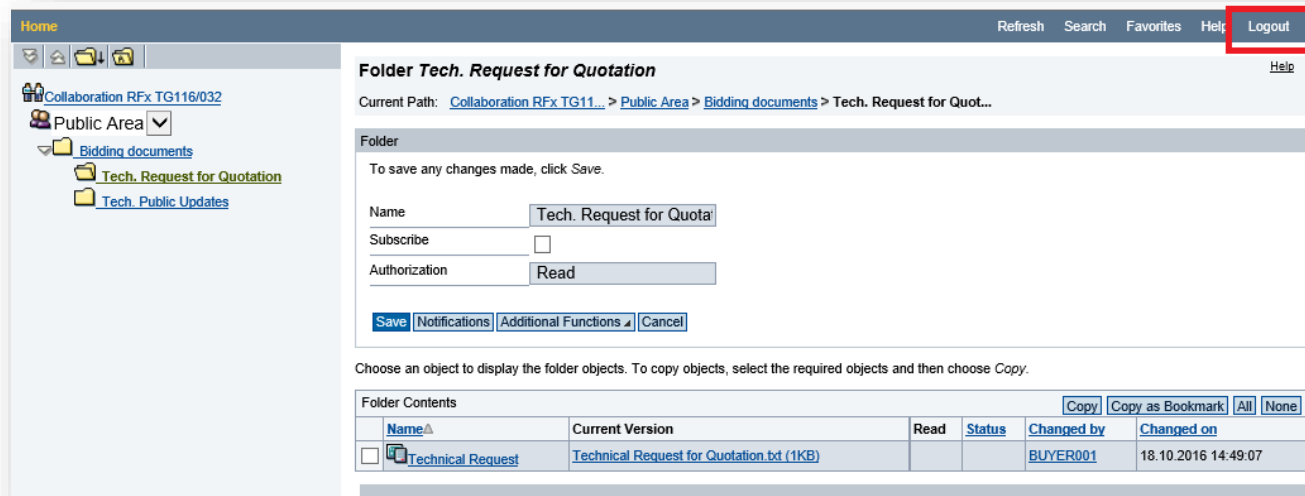
- Click on 'Tech. Request for Quotation' link.
- Click on the document link. The application opens a popup where it is possible to print and/or save the document.





# Display Tender: c-Folder 3/3

- To close the c-Folder application, click on 'Logout' button.



The screenshot shows a web application interface with a navigation pane on the left and a main content area. The navigation pane shows a tree structure: Collaboration RFX TG116/032 > Public Area > Bidding documents > Tech. Request for Quotation. The main content area is titled 'Folder Tech. Request for Quotation' and shows the current path: Collaboration RFX TG116/032 > Public Area > Bidding documents > Tech. Request for Quot... The folder name is 'Tech. Request for Quota'. There are fields for Name, Subscribe, and Authorization. The Authorization field is set to 'Read'. There are buttons for Save, Notifications, Additional Functions, and Cancel. Below the folder information, there is a section for 'Folder Contents' with a table listing the folder's contents. The table has columns for Name, Current Version, Read, Status, Changed by, and Changed on. The table contains one row: Technical Request, Technical Request for Quotation.bd (1KB), Read, Status, BUYER001, 18.10.2016 14:49:07. The 'Logout' button in the top right corner of the application is highlighted with a red box.

Home Refresh Search Favorites Help **Logout**

Collaboration RFX TG116/032  
Public Area  
Bidding documents  
Tech. Request for Quotation  
Tech. Public Updates

**Folder Tech. Request for Quotation** Help

Current Path: Collaboration RFX TG116/032 > Public Area > Bidding documents > Tech. Request for Quot...

Folder

To save any changes made, click Save.

Name: Tech. Request for Quota  
Subscribe:   
Authorization: Read

Save Notifications Additional Functions Cancel

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents [Copy](#) [Copy as Bookmark](#) [All](#) [None](#)

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> Technical Request	Technical Request for Quotation.bd (1KB)			BUYER001	18.10.2016 14:49:07

# Display Tender: Actions

- After to have evaluate the Tender, the user can:
  - 'Thanks Functionality'**: in case he is not interested to participate at the Tender, but he wants to communicate the reason to the Buyer. It is not mandatory.
  - 'Create a Response'**: in case he wants to create a **'Bid'**.

**Display RFX: TG116/032**

Print Preview Close **Do Not Participate** Tentative **Create Response**

Number TG116/032 Name Tender Status Published Start Date End Date 18.10.2016 17:30:00 CET Remaining Time 0 Days 00:42:21 Owner BUYER001

RFX Information Items **Notes and Attachments**

▼ Notes

Add Clear

Assigned To	Category	Text Preview
Item02"Tur...	<a href="#">Item text</a>	Turbinenreinerger "TURBO-K" in 20 L Kanister

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

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

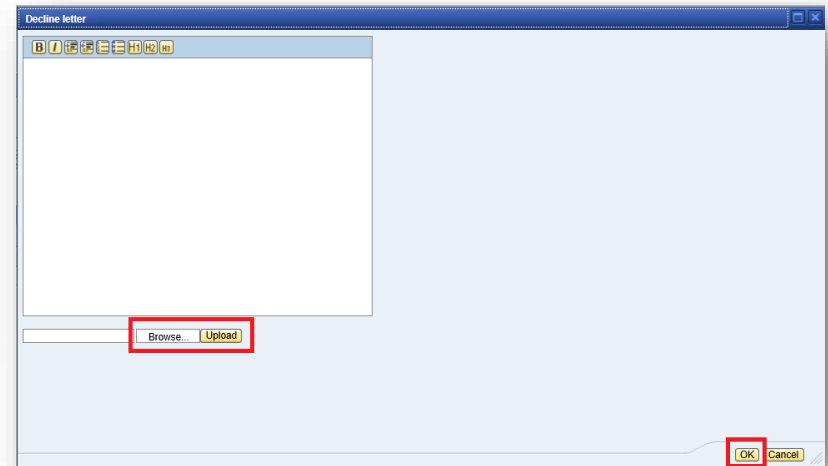
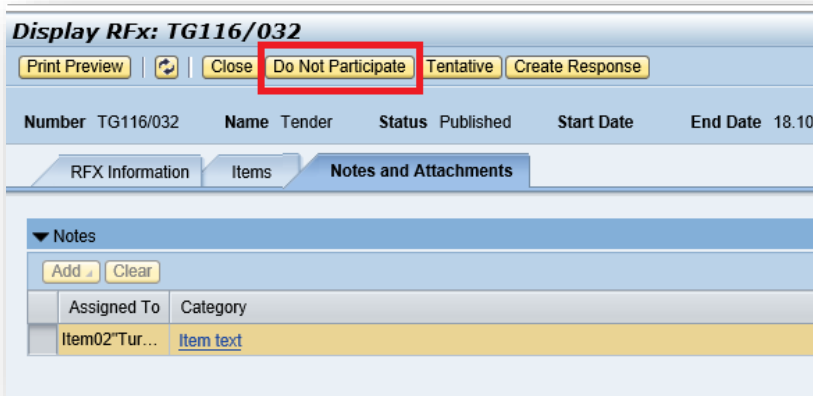
▼ Collaboration

Create

Collaboration	Created on
Collaboration RFX TG116/032	18.10.2016 14:48:13

# Thanks Functionality

- Clicking on **'Do Not Participate'** button, the system opens a popup where it is possible to create a note or load a file:
  - Create a note: write a note and then click on **'OK'** button.
  - Load a file:
    - Click on **'Browse'** button.
    - Load a file and then click on **'Upload'** button.
    - Click on **'OK'** button.



# Create Bid 1/2

There are two functionalities to create a Bid:

1. On the **Tender**: click on '**Create Response**' button.

The screenshot displays the 'Display RFX: TG116/032' interface. At the top, there is a navigation bar with buttons: 'Print Preview', 'Close', 'Do Not Participate', 'Tentative', and 'Create Response'. The 'Create Response' button is highlighted with a red rectangle. Below the navigation bar, there is a header section with the following information: Number TG116/032, Name Tender, Status Published, Start Date, End Date 18.10.2016 20:30:00 CET, Remaining Time 0 Days 00:57:18, and Owner BUYER001. The main content area is divided into several sections: 'RFX Information' (with sub-sections 'Items' and 'Notes and Attachments'), 'RFX Parameters' (with sub-sections 'Questions' and 'Note and Attachments'), and 'Partners and Delivery Information'. The 'RFX Parameters' section contains fields for Start Date, Submission Deadline (18.10.2016 20:30:00), Opening Date (18.10.2016 20:31:00), End of Binding Period, and Currency (EUR). The 'Partners and Delivery Information' section includes a table with columns for Function, Number, and Name, and a row for 'Requester' with the value 'BUYER001'.

Function	Number	Name
Requester		BUYER001

# Create Bid 2/2

## 2. On the **Tender List**:

- Selecting the row, the button '**Create Response**' will be active.
- To create a Bid, click on '**Create Response**' button.

The screenshot shows a web application interface for managing tenders. On the left, there is a navigation menu with 'Rfx and Auction' selected. The main area displays 'Active Queries' for 'eRFxs' with counts for 'All (5)', 'Published (1)', 'Ended (0)', and 'Completed (0)'. Below this, there is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. A toolbar contains a 'View' dropdown set to 'Standard View', a 'Create Response' button (highlighted with a red box), and other options like 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. A table lists several events, with the last row, 'TG116/032 Tender', highlighted in yellow. The 'Create Response' button is also highlighted with a red box, indicating it is active for the selected row.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
<a href="#">TG116/044</a>	BUYER001 TG116/044 - 0060000135	Rfx	Published		24.10.2016		No Bid Created	1
<a href="#">TG116/040</a>	BUYER001 TG116/040 - 0060000128	Rfx	Published		23.10.2016	<a href="#">6000000340</a>	Submitted	1
<a href="#">TG116/039</a>	BUYER001 TG116/039 - 0060000112	Rfx	Published		21.10.2016	<a href="#">6000000334</a>	Submitted	3
<a href="#">TG116/038</a>	BUYER001 TG116/038 - 0060000106	Rfx	Published		20.10.2016	<a href="#">6000000326</a>	Submitted	7
<a href="#">TG116/032</a>	Tender	Rfx	Published		23.10.2016		No Bid Created	1

# Bid

- 'Rfx Information' tab contains the Tender information.

**Edit Rfx Response: 600000322**

Submit | Read Only | Print Preview | Check | Close | Save | Delete

<b>Number</b>	600000322	<b>Rfx Number</b>	TG116/032	<b>Status</b>	Saved	<b>Submission Deadline</b>	18.10.2016 20:30:00 CET	<b>Opening Date</b>	18.10.2016 20:31:00 CET	<b>Rem</b>
---------------	-----------	-------------------	-----------	---------------	-------	----------------------------	-------------------------	---------------------	-------------------------	------------

**Rfx Information** | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

**Event Parameters**  
Currency:

**Service and Delivery**

**Status and Statistics**  
Created On:   
Created By:   
Last Processed On:   
Last Processed By:

▼ **Partners and Delivery Information**

Details | Send E-Mail | Call | Clear

Function	Number	Name	Valid from
The table does not contain any data			

# Economical Bid 1/2

- On the **'Items'** tab it is possible to create an offer inserting the price in the **'Price'** field.
- To see the item details, select the item row and click on **'Details'** button.

*Note:*

- The decimal separator has to be inserted as “,”.

The screenshot displays the 'Edit RFx Response: 600000322' interface. At the top, there are navigation buttons (Submit, Read Only, Print Preview, Check, Close, Save, Delete) and a summary bar with fields for Number, RFX Number, Status, Submission Deadline, Opening Date, Remaining Time, RFX Owner, and Total Value. Below this is the 'Items' tab, which contains an 'Item Overview' table. The table has columns for Line Number, Description, Variant, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, Delivery Date, Total Value, RFX / Response, and Internal Item Number. A red box highlights the 'Details' button above the table and the 'Price' column. The table contains several rows, with the first row (Line Number 0001) highlighted in yellow. Below the table, a 'Details for Item 0001 UAT Tender' dialog box is open, showing 'Item Data' and 'Basic Data' sections. The 'Basic Data' section includes fields for Identification (Configurable Item Number, Control Key, Item Type, Product Category, Product ID, Description, Item Variant Description) and Status and Statistics (Currency, Required Quantity, Submitted Quantity, Price, Incoterm Key/Location, Delivery Date, Delivery Days). A red box highlights the 'Price' field in the dialog, which is set to '0.00 EUR Per: 1 M'.

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	Internal Item Number
0001	UAT Tender		Material	GG0205	Pumps		10	10	M	0,00	EUR	1	On 01.01.2017	0,00	0/0	10
0002	Turbine...reiner...		Material	906518	GG0101	Chemical Products	50	50	L	0,00	EUR	1	On 01.01.2017	0,00	0/0	20
0003	UAT Tender ser...		Outline				0,000	0,000			EUR			0,00	0/0	22
0003.AA	servizio 1		Service	SS2701	Professional ICTServ		100	100	H	0,00	EUR	1	On 01.01.2017	0,00	0/0	23
0003.AB	service 2		Service	SS2701	Professional ICTServ		50	50	D	0,00	EUR	1	On 01.01.2017	0,00	0/0	24

# Economical Bid 2/2

## Notes and Attachments tab:

- **Notes:** it contains notes inserted by the Buyer. It is possible to insert a Bidder's remarks:
  - click on 'Add' and then click on 'Bidder's Remarks'.
- **Attachments:** to insert an attachment click on 'Add Attachment'.

*Note:* to see the attachments inserted by the buyer go to the 'Items' tab or go to 'Display Tender'(slide n.14).

The screenshot displays the 'Edit RFX Response' interface for RFX Number TG116/032. The 'Notes and Attachments' tab is selected and highlighted with a red box. The 'Notes' section contains an 'Add' button (highlighted with a red box) and a 'Bidder's Remarks' dropdown menu. Below this, there are two rows of notes: one for 'Document ...' with 'Invitation to the Tender' and one for 'Item02Tur...' with 'Turbinenreiniger "TURBO-K" in 20 L Kanister'. The 'Attachments' section has an 'Add Attachment' button (highlighted with a red box) and a table with columns: Assigned To, Category, Description, File Name, Version, Processor, Checked Out, Type, and Size (KB). The table is currently empty, with a message 'The table does not contain any data'. The 'Collaboration' section shows a 'Create' button and a table with columns: Collaboration Room and Created on. The table contains one entry: 'RFXResp 600000322 Mr Bidder.1' created on '18.10.2016 19:40:21'.



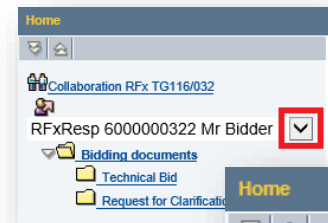
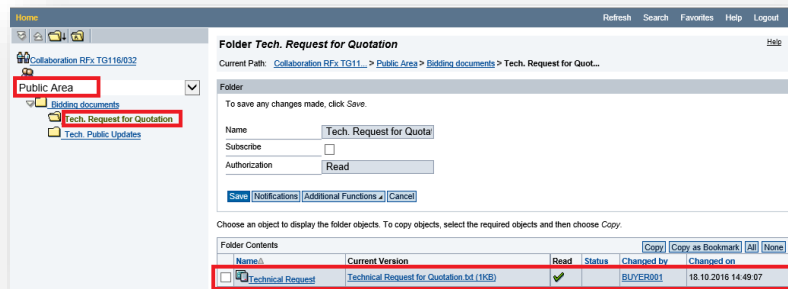
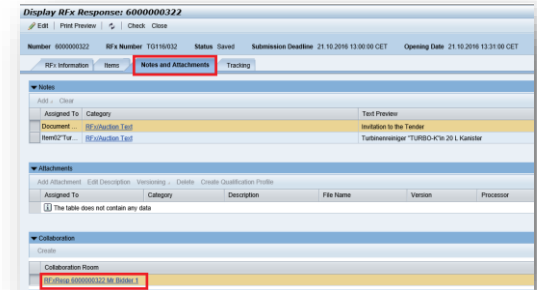
# Technical Bid 1/8

On the **Notes and Attachments** tab there is the link for c-Folder collaboration 'Bid' area:

Clicking on the link, the system opens the c-Folder application.

In this phase, there are two areas:

- **Public Area:** it is the area used by the buyer and it contains all document regarding the technical bid request. It is the same as described on the slide 15.
- **Bidder Area:** it is the 'Bidder Private area'.



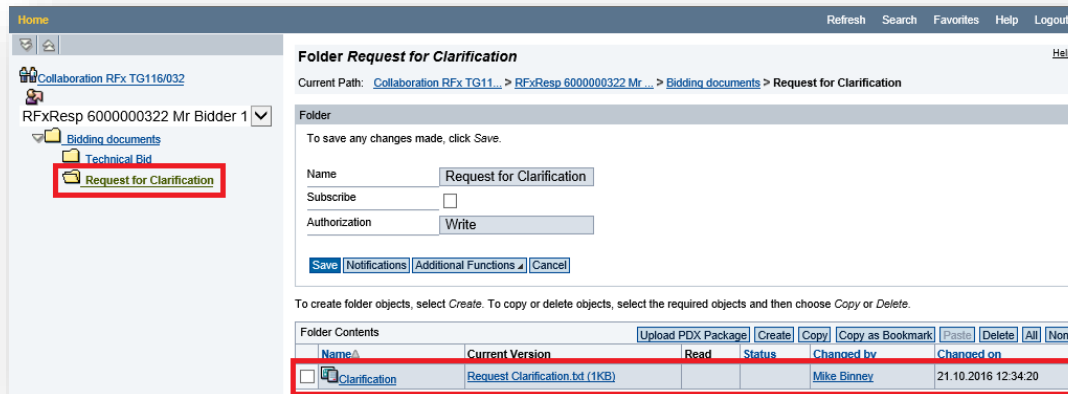
# Technical Bid 2/8

In the **'Bidder Private area'** there are two folders:

- Technical Bid.
- Request for Clarification.

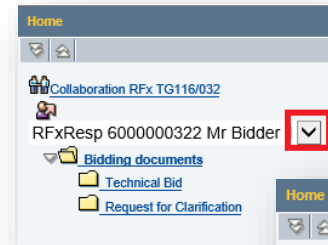


- **'Request for Clarification'** folder is used to load documents on the clarification phase.
  - During the e-Bidding Process it is possible to ask to the buyer some clarification loading files in the folder.



# Technical Bid 3/8

- To visualize clarifications gave by the buyer:
  - Go to the **'Public Area'**.
  - Click on **'Tech. Public Updates'** link.



# Technical Bid 4/8

- 'Technical Bid' folder is used by the bidder to load the **Technical Bid** document.

The screenshot displays a web application interface for managing a folder named 'Technical Bid'. The interface includes a navigation pane on the left, a main content area for folder configuration, and a table of folder contents.

**Folder Configuration:**

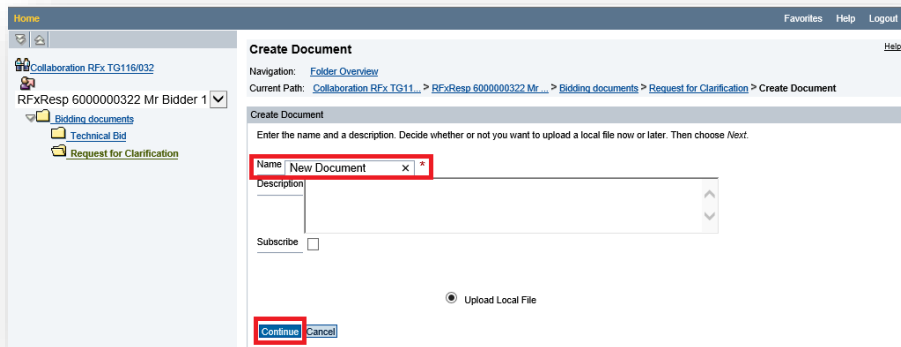
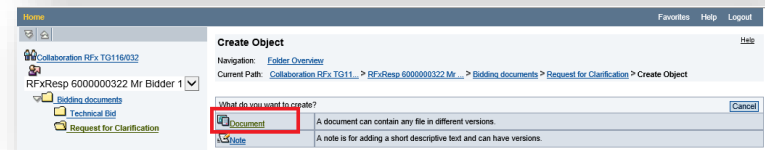
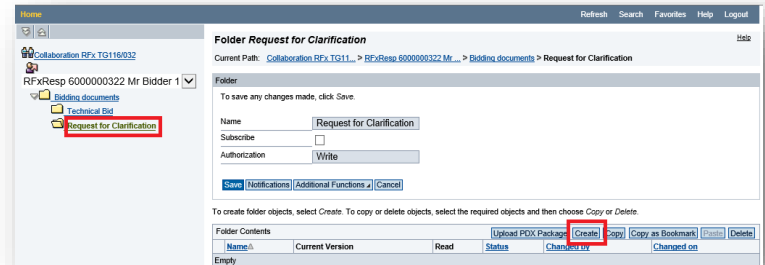
- Folder Name:** Technical Bid
- Subscribe:**
- Authorization:** Write
- Buttons:** Save, Notifications, Additional Functions, Cancel

**Folder Contents Table:**

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> <a href="#">Technical Quotation</a>	Technical Bid.txt (1KB)			Mike Binney	21.10.2016 17:50:38

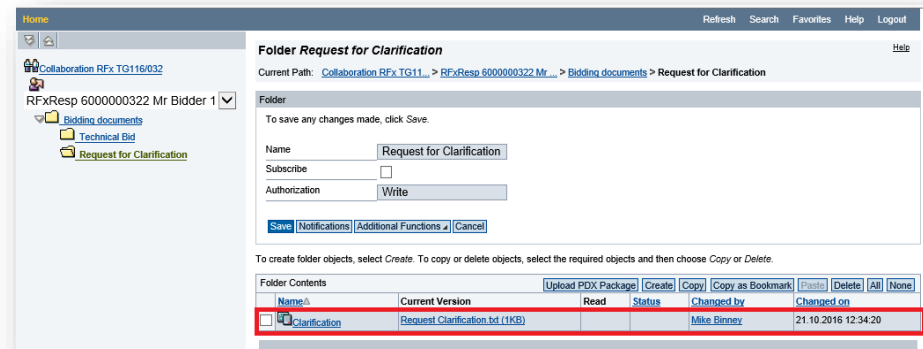
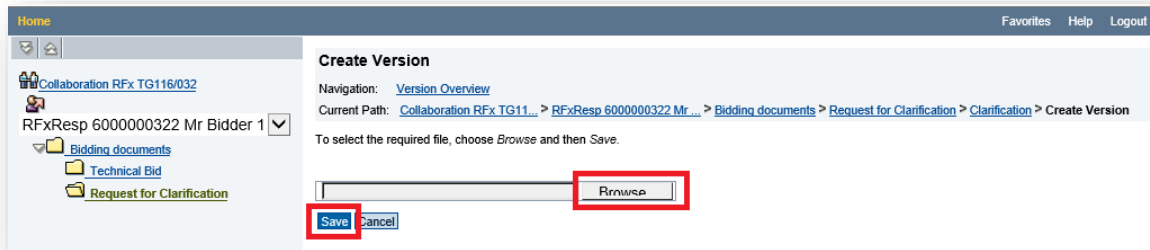
# Technical Bid 5/8

- To load the document on a folder:
  - Click on the folder link.
  - Click on **'Create'** button.
  - Click on **'Document'** link.
  - Insert the document name.
  - Click on **'Continue'** button.



# Technical Bid 6/8

- Click on **'Browse'** button and load a file.
- Click on **'Save'** button.



# Technical Bid 7/8

- To delete a document loaded, select it and then click on 'Delete' button.

The screenshot shows a web application interface for managing documents. The left sidebar displays a tree view with the following structure:

- Home
- Collaboration RFx.TG116/032
- RFxResp 6000000322 Mr Bidder 1
  - Bidding documents
    - Technical Bid
    - Request for Clarification

The main content area is titled "Folder Request for Clarification" and shows the current path: Collaboration RFx.TG116/032 > RFxResp 6000000322 Mr Bidder 1 > Bidding documents > Request for Clarification. Below the path, there are input fields for Name (Request for Clarification), Subscribe (checkbox), and Authorization (Write). A "Save" button is visible.

Below the folder information, there is a "Folder Contents" table with the following data:

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> Clarification	Request Clarification.txt (1KB)			Mike Binney	21.10.2016 12:34:20

The "Delete" button in the "Folder Contents" table is highlighted with a red box. Other buttons in the table include "Upload PDX Package", "Create", "Copy", "Copy as Bookmark", "Paste", "All", and "None".

## Technical Bid 8/8 **To be review: add emails screenshot**

---

When the bidder insert a document on the folder '**Request for Clarification**', the system send an automatically email to the buyer

When the buyer insert a document on the folder '**Tech. Public Updates**', the system send an automatically email to the bidder.



# Technical Alignment 1/3

After the Tender is expired, there is the Technical alignment phase.

In this phase, the Technician user evaluates Technical Bid and he may need more details.

On the '**Bidder Private area**' there are two new folders:

- **Request for Updates:** it is the used by the Technician and it contains documents regarding the request for additional technical information.
- **Technical Bid Updates:** it is used by the bidder to answer to the request of the technician.

The screenshot shows a web application interface with a navigation pane on the left and a main content area on the right. The navigation pane shows a tree structure with folders like 'Bidding documents', 'Request for Clarification', 'Request for Updates', and 'Technical Bid Updates'. The main content area is titled 'Folder Request for Updates' and shows the current path: 'Collaboration RFX TG116/044 > RFXResp 600000342 Mr... > Bidding documents > Request for Updates'. The folder details section shows the name 'Request for Updates', 'Subscribe' checked, and 'Authorization' set to 'Read'. Below this is a 'Folder Contents' table with columns for Name, Current Version, Read, Status, Changed by, and Changed on. The table contains one entry: 'Technical Request' with 'Current Version' 'Request for Updates.bt (1KB)', 'Changed by' 'TECH01', and 'Changed on' '25.10.2016 11:33:58'. Red boxes highlight the 'Request for Updates' folder in the navigation pane, the 'Request for Updates' folder details, and the 'Technical Request' row in the table.

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> Technical Request	Request for Updates.bt (1KB)			TECH01	25.10.2016 11:33:58

# Technical Alignment 2/3

- It is possible to load documents on 'Technical Bid Updates' folder within the dates indicate on the section Basic Data, on the Tender:

**Display RFx: TG116/032**

Print Preview | Refresh | Close

Number	Name	Status	Published	Start Date	End Date
TG116/032	Tender				24.10.2016

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Note and Attachments

Start Date:  00:00:00 Round:  00

\* Submission Deadline:  24.10.2016  17:40:00

Opening Date:  24.10.2016  17:41:00

End of Binding Period:

Currency:  EUR

**Basic Data**

Technical alignment active:

Technical alignment start date:  25.10.2016 Technical alignment end date:  25.10.2016

Technical alignment start time:  11:13:59 Technical alignment end time:  13:30:00

# Technical Alignment **To be review: add emails screenshot**

---

When the Technician insert a document on the folder '**Request for Updates**', the system send an automatically email to the bidder.

When the bidder insert a document on the folder '**Technical Bid Updates**', the system send an automatically email the Technician.

# Bid: Actions 1/2

The user can use the following buttons:

- **Submit:** to submit the Bid to the buyer. This action is irreversible.
- **Check:** to verify if there are errors in the Bid.
- **Save:** to save the work made in the Bid and to submit it another time.
- **Read Only:** to have the Bid in display mode.
- **Close:** to close the window.
- **Delete:** to delete the Bid. The button is available only if the Bid has been saved and not submitted.

**Edit RFx Response: 6000000322**

Submit | Read Only | Print Preview | Check | Close | Save | Delete

Number 6000000322    RFx Number TG116/032    Status Saved    Submission Deadline 18.10.2016 20:30:00 CET    Opening Date 18.10.2016 20:31:00 CET    Ren

RFx Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

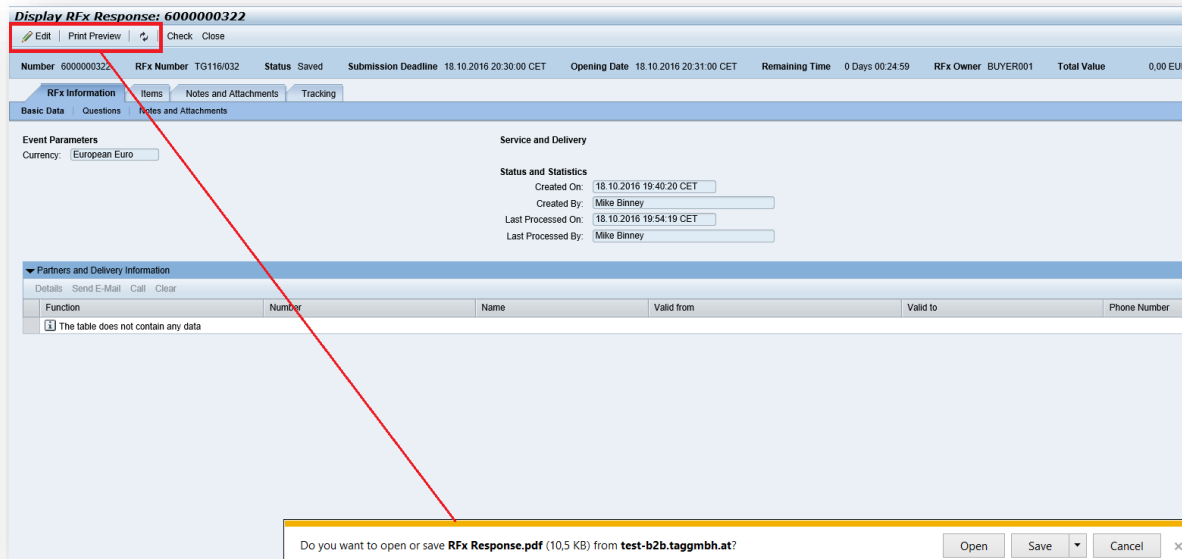
**Event Parameters**  
Currency:

**Service and Delivery**

**Status and Statistics**  
Created On:   
Created By:   
Last Processed On:   
Last Processed By:

# Bid: Actions 2/2

- **Edit:** to change the Bid not submitted yet.
- **Print Preview:** clicking on the button, the system opens a popup where it is possible to open, to print or to save the pdf document which contains information regarding the Bid.
- **Refresh:** to update the Bid.



# Bid Submission

- To submit the Bid, click on 'Submit' button.
- If the Bid has been submitted correctly, the system will display the message: 'RFx response 6000xxxx submitted'.

The screenshot displays the 'Edit RFX Response: 600000322' interface. At the top, a menu bar includes 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', 'Save', and 'Delete'. Below this, a header bar shows key information: Number 600000322, RFX Number TG116/032, Status Saved, Submission Deadline 18.10.2016 20:30:00 CET, Opening Date 18.10.2016 20:31:00 CET, Remaining Time 0 Days 00:10:54, RFX Owner BUYER001, and Total Value 6.100.000,00 EUR. The main area is divided into tabs: 'RFX Information', 'Items', 'Notes and Attachments', and 'Tracking'. The 'Items' tab is active, showing an 'Item Overview' table with columns for Line Number, Description, Variant, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, Delivery Date, Total Value, RFX / Response, and Internal Item Number. The table lists several items, including 'UAT Tender', 'Turbinereiniger...', 'UAT Tender ser...', 'servizio 1', and 'service 2'. A 'Submit' button is highlighted with a red box. Below the table, a 'Display RFX Response: 600000322' dialog box is open, showing a confirmation message: 'RFx response 600000322 submitted', which is also highlighted with a red box. The dialog box includes 'Print Preview' and 'Close' buttons and repeats the key information from the main interface.

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response	Internal Item Num
0001	UAT Tender		Material	GG0205	Pumps		10	10	M	10.000,00	EUR		1 On 01.01.2017	100.000,00	0/0	0/0	10
0002	Turbinereiniger...		Material	906518	GG0101	Chemical Products	50	50	L	20.000,00	EUR		1 On 01.01.2017	1.000.000,00	0/0	1/0	20
0003	UAT Tender ser...		Outline				0,000	0,000			EUR			5.000.000,00	0/0	0/0	22
0003.AA	servizio 1		Service	SS2701	Professional ICTServ		100		H	30.000,00	EUR		1 On 01.01.2017	3.000.000,00	0/0	0/0	23
0003.AB	service 2		Service	SS2701	Professional ICTServ		50		D	40.000,00	EUR			2.000.000,00	0/0	0/0	24

# Raising 1/2

- The buyer after bids evaluation can re-open the Tender for an Economical Raising.
- The bidder receive an email from the buyer to be informed.
- The buyer return the offer to the bidder: the Bid status change in 'Returned'.
- On the Tender, the round number is on the 'Round' field.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
TG116/044	BUYER001 TG116/044 - 0060000135	Rbx	Published		24.10.2016	6000000342	Submitted
TG116/040	BUYER001 TG116/040 - 0060000128	Rbx	Published		23.10.2016	6000000340	Submitted
TG116/039	BUYER001 TG116/039 - 0060000112	Rbx	Published		21.10.2016	6000000334	Submitted
TG116/038	BUYER001 TG116/038 - 0060000106	Rbx	Published		20.10.2016	6000000326	Submitted
TG116/032	Tender	Rbx	Published		24.10.2016	600000322	Returned

**Display RFX: TG116/032**

Print Preview Close

Number	TG116/032	Name	Tender	Status	Published	Start Date	End Date	24.10.2016
--------	-----------	------	--------	--------	-----------	------------	----------	------------

RFX Parameters Questions Note and Attachments

Start Date: 00:00:00 Round: 01

\* Submission Deadline: 24.10.2016 17:40:00

Opening Date: 24.10.2016 17:41:00

End of Binding Period:

Currency: EUR

**Basic Data**

Technical alignment active:

Technical alignment start date: 25.10.2016 Technical alignment end date: 25.10.2016

Technical alignment start time: 11:13:59 Technical alignment end time: 13:30:00

# Raising 2/2

- To open the Bid, click on 'Response Number'.
- The system shows the message: 'RFx changed; you must modify the RFx response'.
- Clicking on 'Edit' button, it is possible to change the Economical Bid and re-submit it.

**Display RFx Response: 600000322**

Buttons: Edit, Print Preview, Refresh, Check, Close, Participate, Do Not Participate, Tentative

Message: RFx changed; you must modify the RFx response

Number: 600000322 | RFx Number: TG116/032 | Status: Returned | Submission Deadline: 25.10.2016

Navigation: RFx Information, Items, Notes and Attachments, Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters  
Currency: European Euro

**Edit RFx Response: 600000322**

Buttons: Submit, Read Only, Print Preview, Check, Close, Save

Number: 600000322 | RFx Number: TG116/032 | Status: Returned | Submission Deadline: 25.10.2016 12:50:00 CET | Opening Date: 25.10.2016 12:51:00 CET | Remaining Time: 0 Days 00:07:04 | RFx C...

Navigation: RFx Information, Items, Notes and Attachments, Tracking

Item Overview

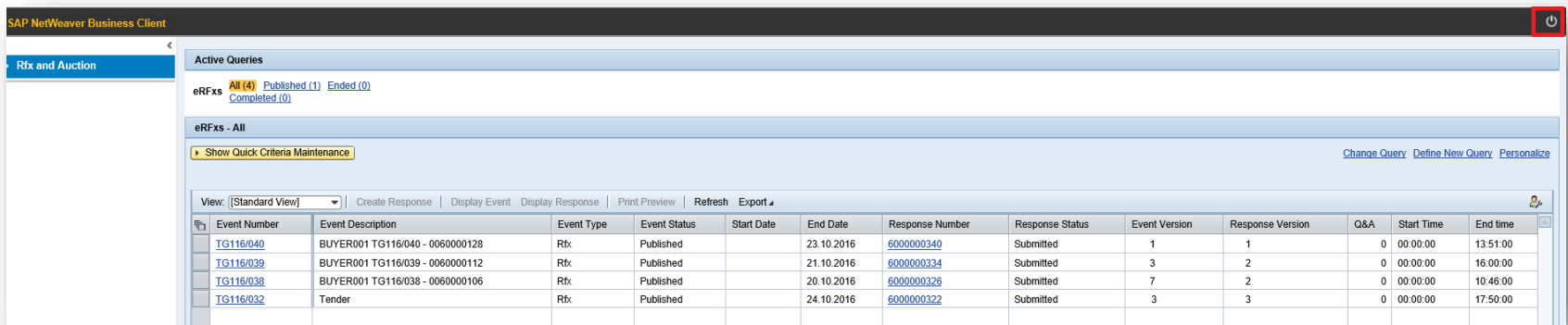
Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
• 0001	UAT Tender		Material		GG0205	Pumps	10	10	M	1.000,00	EUR
• 0002	Turbinenreinger...		Material	906518	GG0101	Chemical Products	50	50	L	2.000,00	EUR
▼ 0003	UAT Tender ser...		Outline				0,000	0,000			EUR
• 0003.AA	servizio 1		Service		SS2701	Professional ICTServ	100	100	H	3.000,00	EUR
• 0003.AB	service 2		Service		SS2701	Professional ICTServ	50	50	D	4.000,00	EUR



# Log Off

To close the application:

- Click on the '**Log Off**' button (right side of the screen).



The screenshot displays the SAP NetWeaver Business Client interface. The title bar reads "SAP NetWeaver Business Client" and includes a power button icon in the top right corner. The main content area shows a table of eRFx events. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End time. The data rows are as follows:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
<a href="#">TG116/040</a>	BUYER001 TG116/040 - 0060000128	Rtx	Published		23.10.2016	<a href="#">6000000340</a>	Submitted	1	1	0	00:00:00	13:51:00
<a href="#">TG116/039</a>	BUYER001 TG116/039 - 0060000112	Rtx	Published		21.10.2016	<a href="#">6000000334</a>	Submitted	3	2	0	00:00:00	16:00:00
<a href="#">TG116/038</a>	BUYER001 TG116/038 - 0060000106	Rtx	Published		20.10.2016	<a href="#">6000000326</a>	Submitted	7	2	0	00:00:00	10:46:00
<a href="#">TG116/032</a>	Tender	Rtx	Published		24.10.2016	<a href="#">6000000322</a>	Submitted	3	3	0	00:00:00	17:50:00

# Support To be updated

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For technical assistance please contact

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Cc: [auction@taggmbh.at](mailto:auction@taggmbh.at)

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(Austrian Working Days)

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Friday 08:30 a.m. - 02:00 p.m. CET  
(Austrian Working Days)

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