Ørsted Procurement Portal Supplier Guide

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How to update your information and create users
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How to create an ESPD
How to submit a response and resubmit a response

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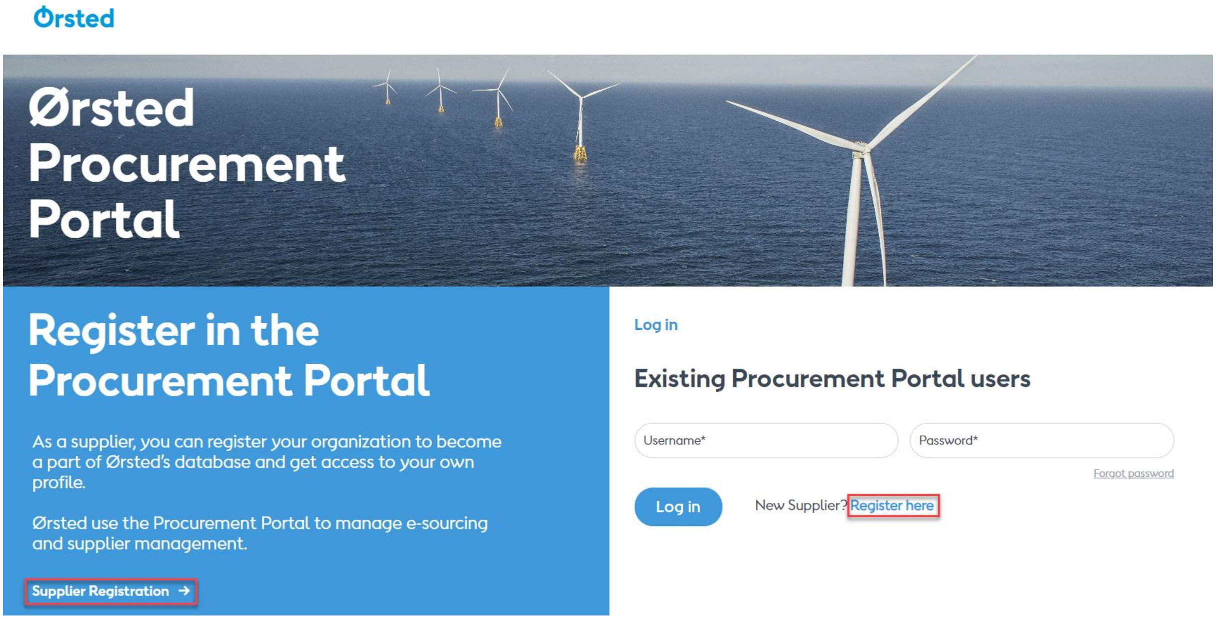
Registering on the portal

Portal Login Page

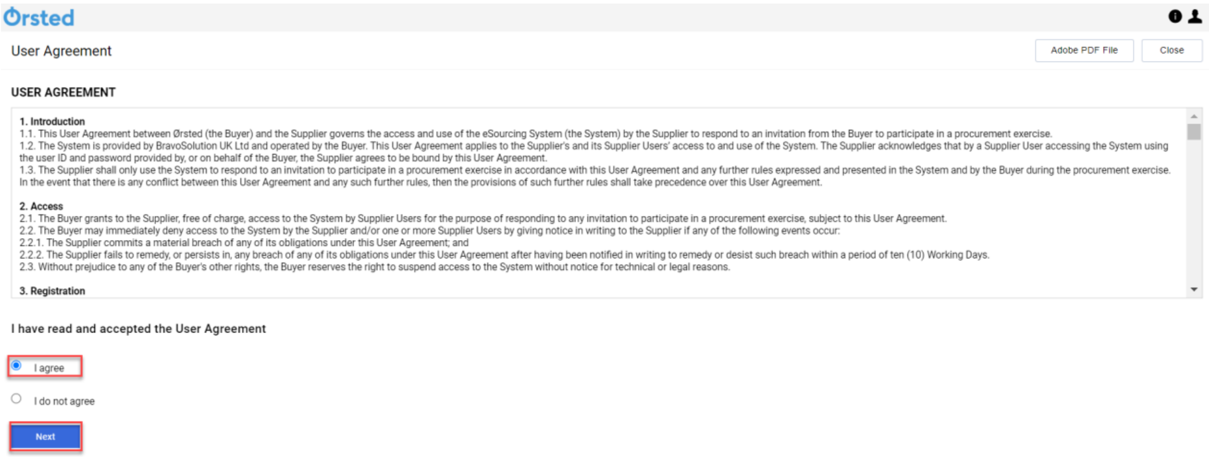
To begin the registration process, click the “**Supplier Registration**” or “**Register Here**” links on the main login page: https://www.orstedprocurement.com



Accept Portal User Agreement

This covers basic information about the use of the portal. You must agree to this to continue to the registration process.

Select “**I agree**” and then click “**Next**”.



There are three main stages of the registration process:

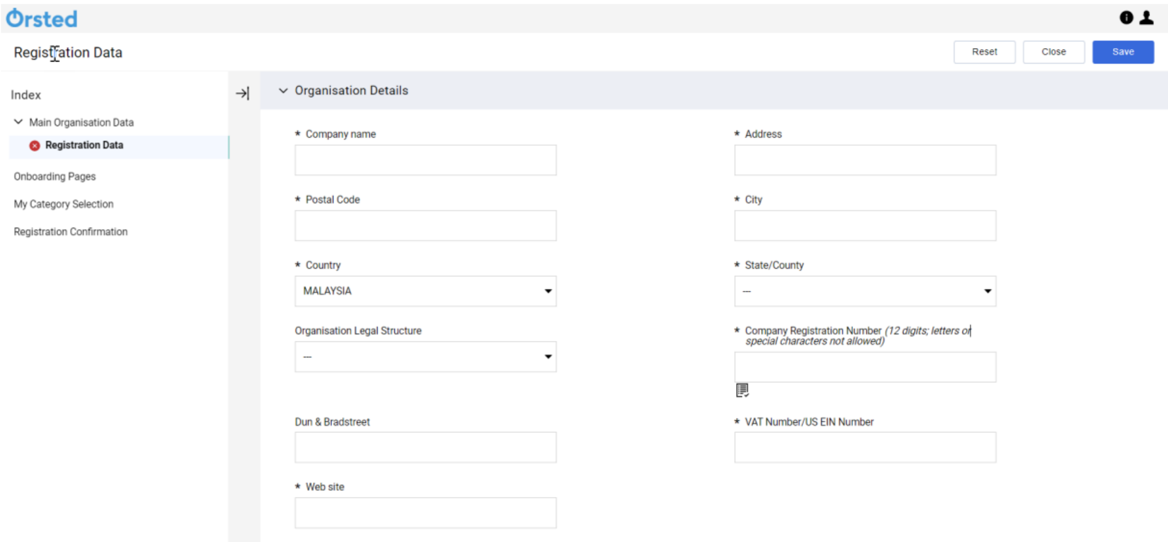
1. Registration Data
2. Basic Profile Form
3. My Category Selection

Registration Confirmation will be obtained when all the above-mentioned stages are completed.

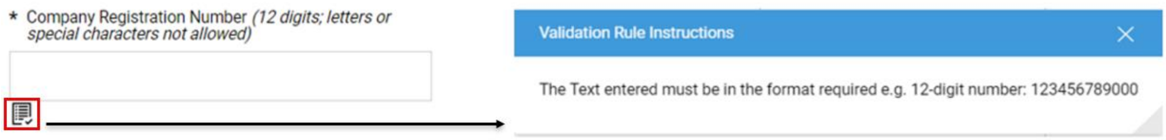
Registration Data

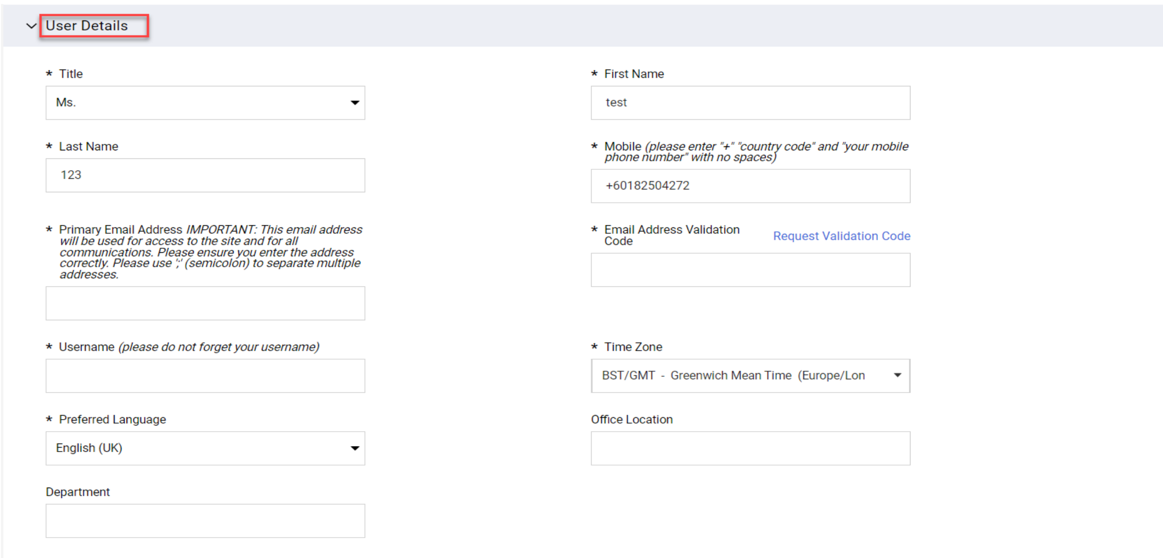
This is to capture information about your organisation and the main user account that will administer the profile within the Ørsted Procurement Portal for Suppliers.

You should complete all mandatory (denoted by *) Organisation and User Details fields.



Please ensure company registration number is provided with accurate and country specific format. Company Registration Number may have a different label depending on the chosen Country, also value will be validated for correctness and duplicates check will be performed. In case you received uniqueness check error, please contact Ørsted support team for help (supplier@orsted.com).





Ensure you enter a valid email address because this will be used for access to the portal and for all communications. Once the user Email address is entered, click "Send Validation Code"

Receive the validation code to the email address provided and enter it into the registration form.

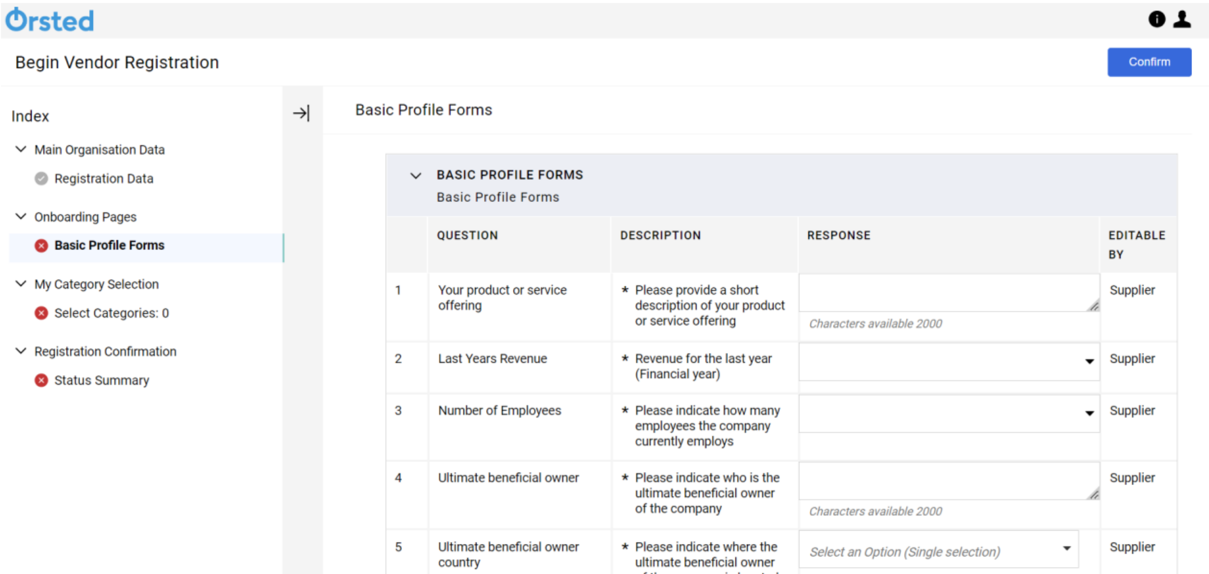
Once you have completed all information click "**Save**"

After completion of this stage you will receive an email confirming your user registration containing a temporary password. If you are unable to fully complete the supplier registration process you may return at any stage by entering your username and password into the main login page. Please note that you will be unable to access the portal until you have fully completed organisation registration.

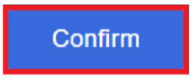
Basic Profile Forms

The next step is to fill in the Basic Profile Forms

You should complete all mandatory (denoted by *) basic information fields.



Note: there may be additional questions to complete depending on the answers given.
Complete the remainder sections of the form then click "**Save & Continue"**



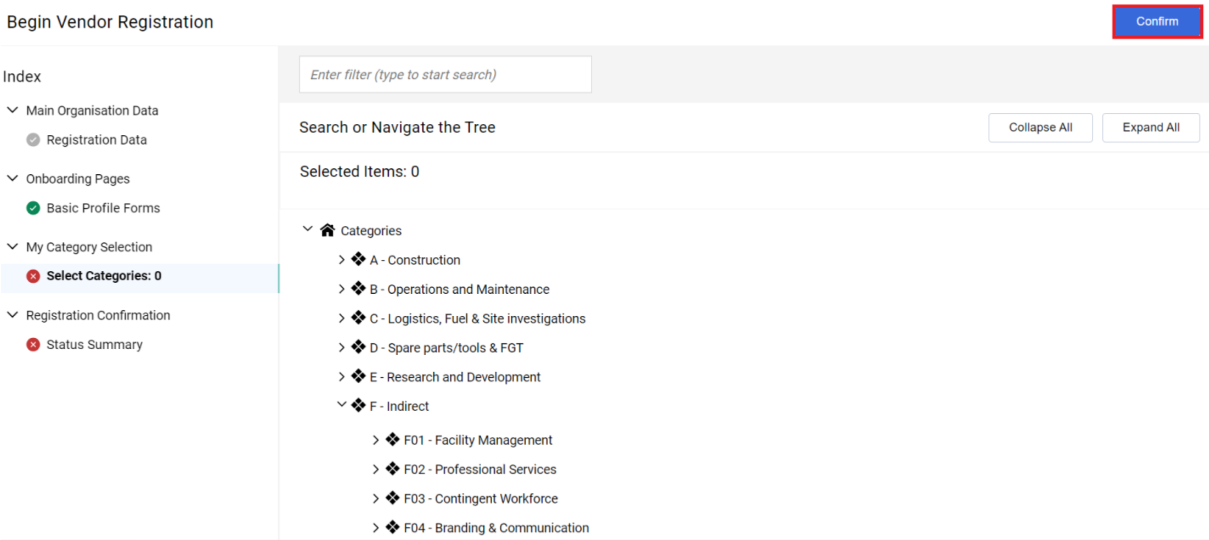
If needed, you can return to previous answers by clicking **"Basic Profile"** at the top of the page and selecting the form you wish to revisit.

My Category Selection

The final part of the registration process requires you to select one or more supply categories from the Ørsted category tree.

To select a category, ensure you click on "**Expand All**" and then go to the lowest level in the tree and tick the relevant categories. Click "**Confirm**".

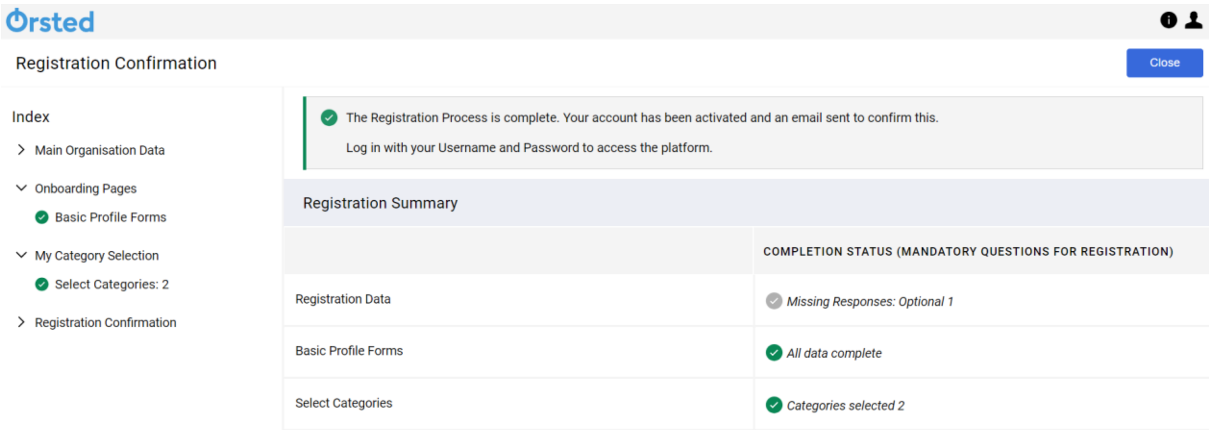
If you are unable to locate the desired category/ies, you can use the "Free Text Search" features.



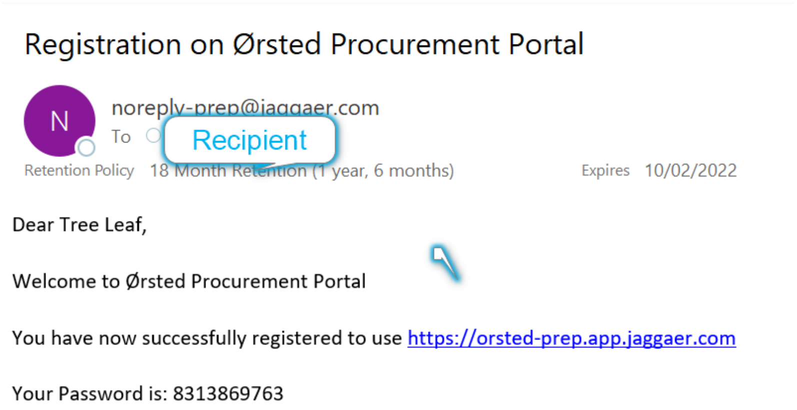
Completing Registration

If you have completed all mandatory information correctly then your account will be activated, and you will have access to the portal with the username you determined and the password that will have been sent to the email address provided within the "User Details".

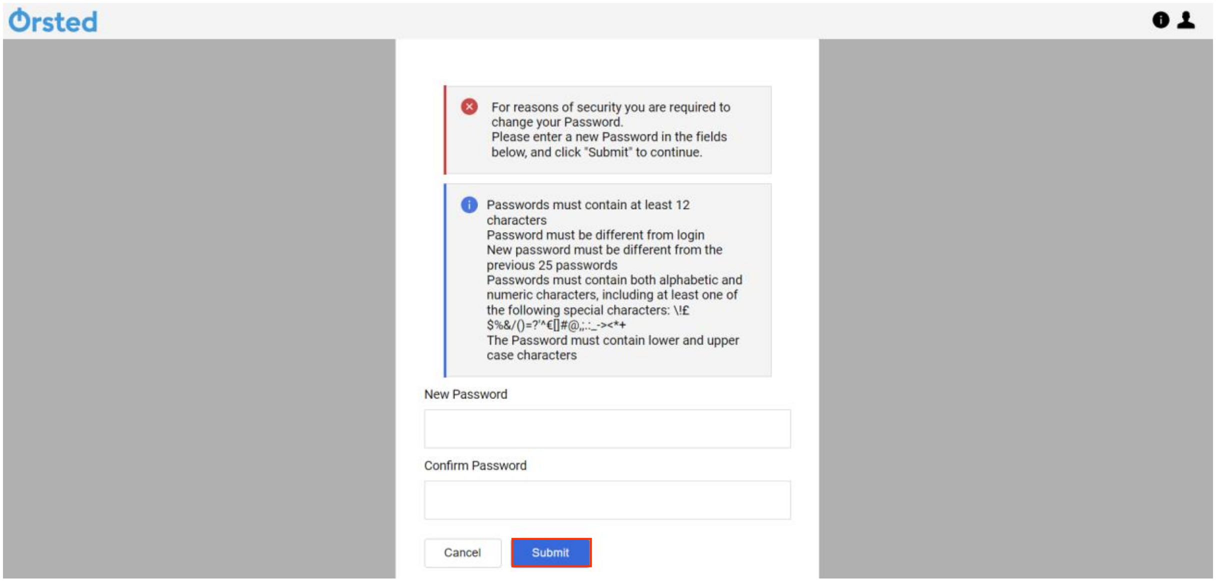
Note: Omitting mandatory information will result in the registration process being unsuccessful. You can log back in to amend your responses using your credentials. It is your responsibility to keep your organisation profile up to date.



Check your email for the registration details.



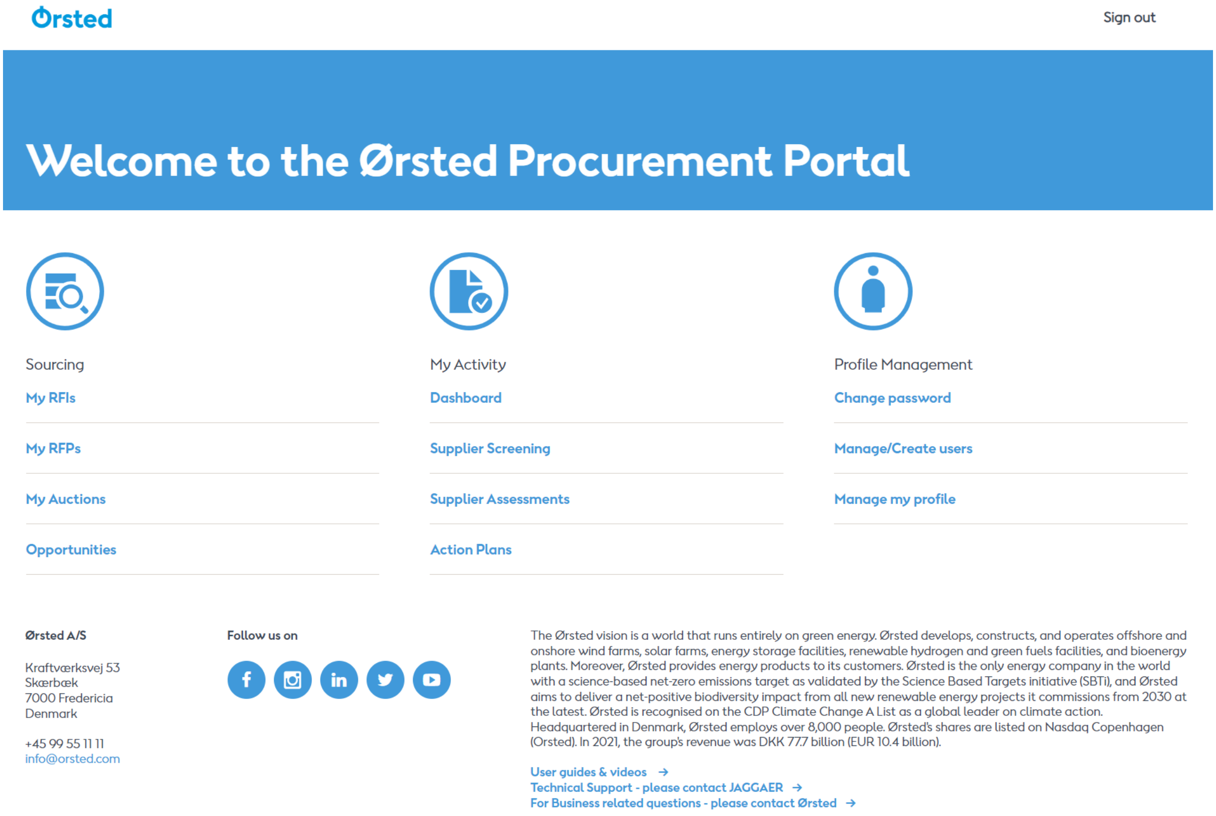
You will receive a temporary password on the e-mail address you've used to register with, which will be prompted the first time the user will login, at which point, the user will be asked to define a permanent new password. Once new password is defined, click **submit**.



Logging into Ørsted Procurement Portal

Log in

Navigate to https://www.orstedprocurement.com/ and enter your username and password to gain access to the portal.
Logging in after registration will take you to a landing page.



From here you can access your organisation profile, add new users to the organisation account and respond to requests from Ørsted (e.g. RFIs, RFQs, Auctions).

System Time Out

For security reasons if you are inactive on the site for 30 minutes you will be timed out. This is part of a strict requirement to maintain security and tender integrity.

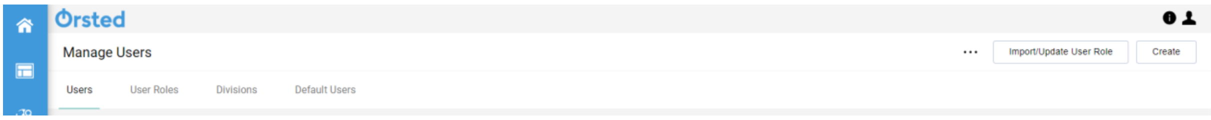
Navigating the portal

When navigating through the portal do not use the “Back” or “Forward” buttons in your browser. Please use the links provided within the site to navigate through the portal.

Updating your information and creating users

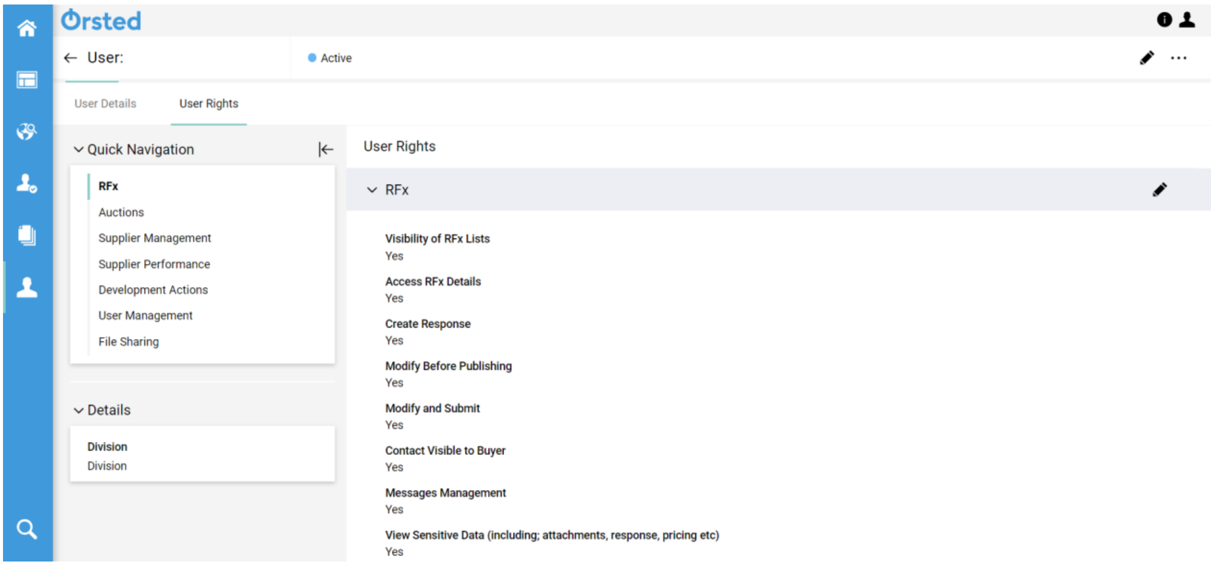
Create/Manage Users

As an account administrator for your organisation, you can add colleagues to your organisation account to have visibility of the process or to delegate them tasks. To create and manage users click on the "**Manage/Create users**". This will take you to the "Users" area of the portal. Click on "**Create**" to enter their details. Once done, please click "**Save**".



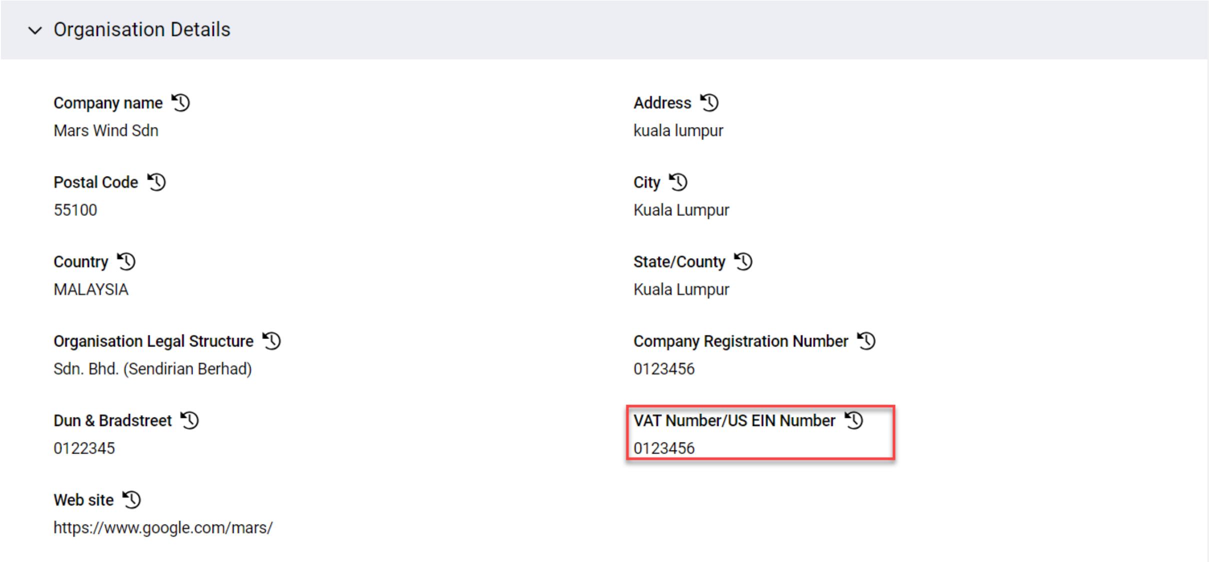
The tab "User Roles" will allow you to determine the type of permissions you would like to assign to your colleagues. This will determine what they can see within your portal and what actions they can undertake.

Click "**Save**" once you determined the relevant set of permissions for the role you are about to create.



Updating your organisation details

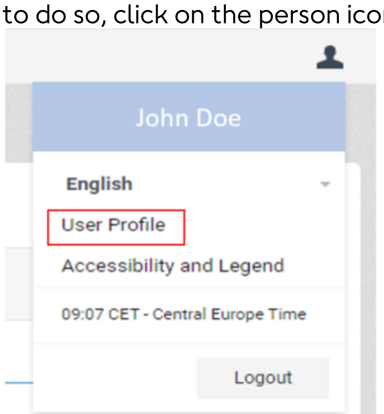
You can update your organisation details at any point by clicking on "**Manage my profile**" then on the "**Registration Data**" tab click on "**Edit**".



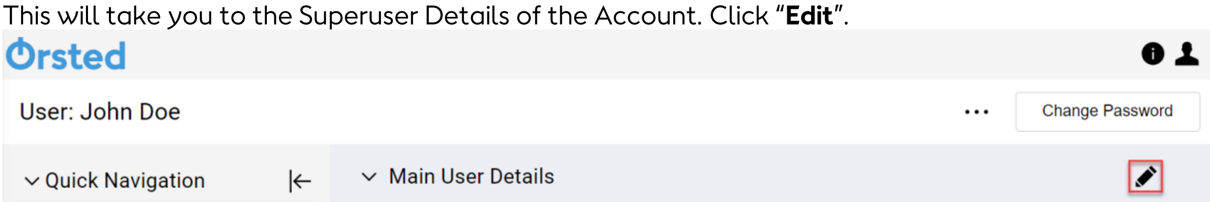
If any fields are locked (e.g. VAT Number/US EIN Number) and require updating then please contact your Ørsted contact.

Update your email address

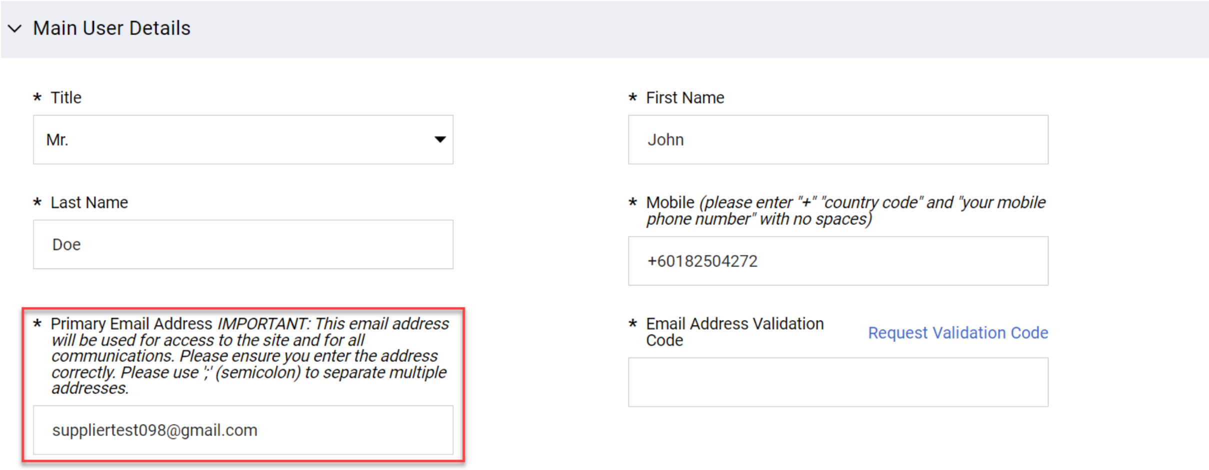
The above editing or your details does not include the option to change your email address. In order to do so, click on the person icon to the top left and click "**User Profile**".



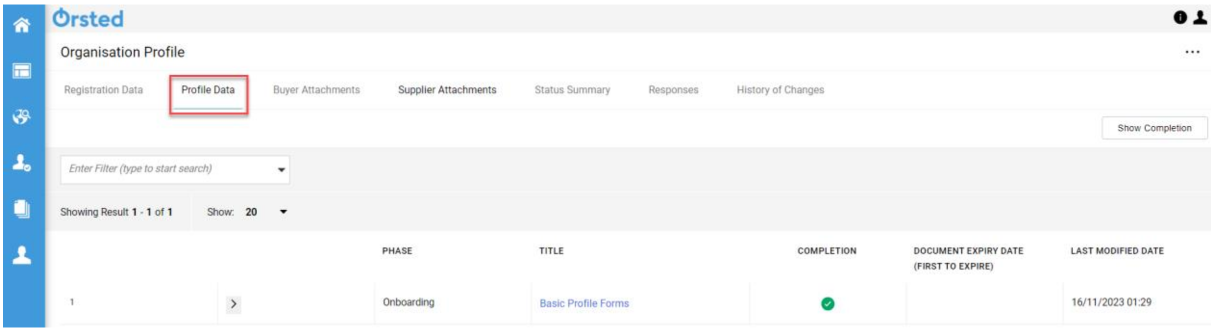
This will take you to the Superuser Details of the Account. Click "**Edit**".



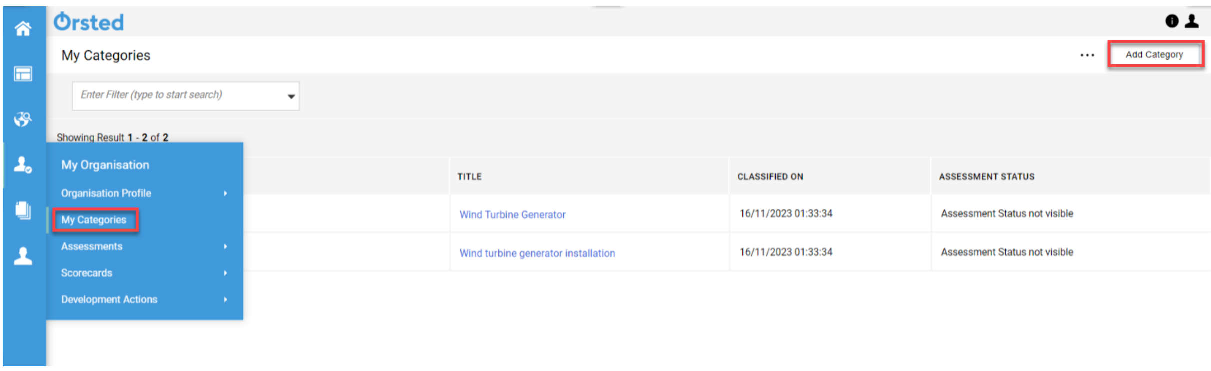
You can now update information, including the email address. Click "**Save**" once completed.



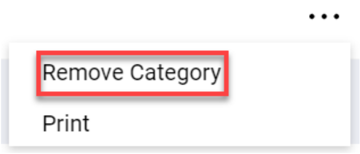
Updating your Basic Profile details
Ørsted may, from time to time, request that you update or reconfirm your pre-qualification information. To perform this activity, you will have to login into the portal and on the landing page click on "**Manage my profile**" then "**Basic Profile**" and again click on each and every section title.



Updating your supply categories
You can maintain the categories that you wish to provide to Ørsted at any time. From the navigation bar/dashboard click "**My Organisation**" and then the "**My Categories**" tab.
To add a category, click "**Add Category**".



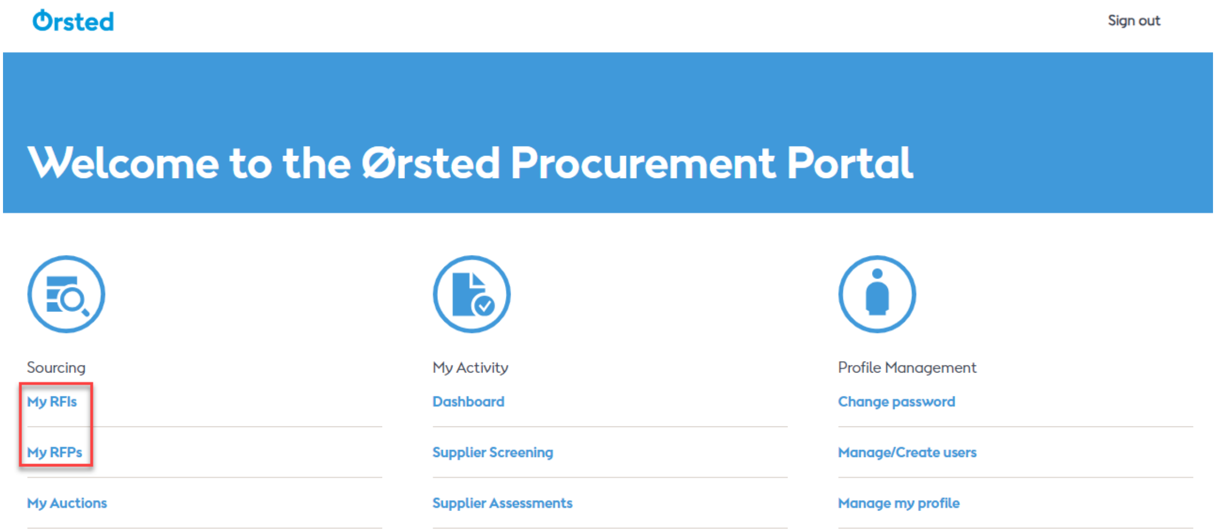
To remove a category, click on the name of the category and then "**Remove Category**" from the available options under "...".


Remove Category
Print

Find the RFx in the Ørsted Procurement Portal

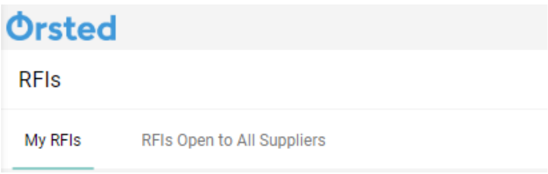
Log into the platform at www.orstedprocurememt.com with your username and password. You will be taken to the landing page, which contains quick links to different modules in the system.

RFx is a combined term for RFI and RFP. You can click on **My RFI's** or **My RFP's**.
Note: *This guide will use RFI as an example, but the same steps can be followed for an RFP.*



When you click on **My RFI's**, there are two tabs in the top.

- **My RFI's**: these contain the RFI's you have been directly invited to
- **RFI's Open to All Suppliers**: these contain the RFI's that are open to all suppliers and you can search and filter for relevant ones.

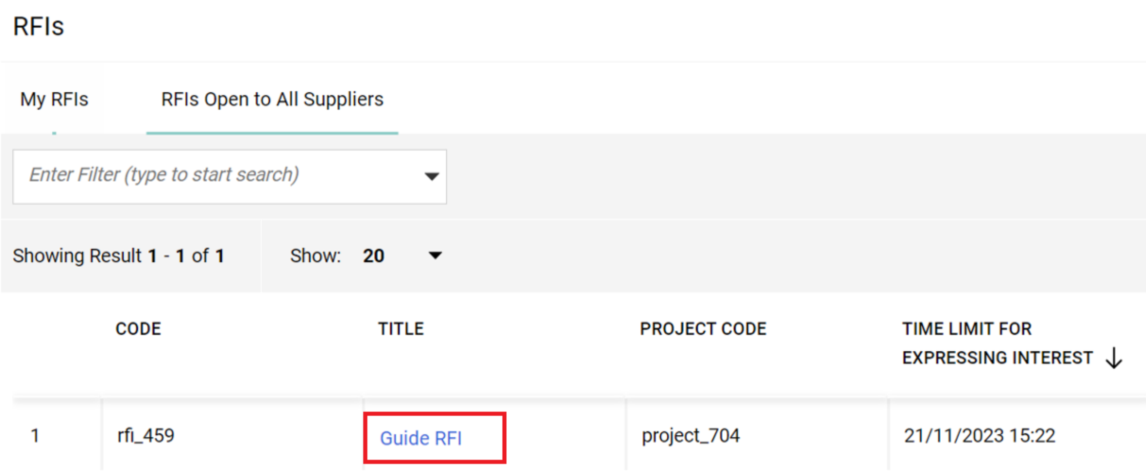


How to search in RFI's Open to All Suppliers

1) Click "**RFI Open to All Suppliers**"
2) Click on the arrow in the search bar and choose if you want to search for **RFI Description** or **Project Code** (if you know these details). In the drop-down list, choose "**Contains**" and search in the blank field next to it and click "**Search**"
3) Click on the RFI
4) Click "**Express Interest"** and click **"OK"** to the pop-up messages
5) The RFI is now moved over to "**My RFI's"** and you can see the tender materials and create a response under "**My Response**"

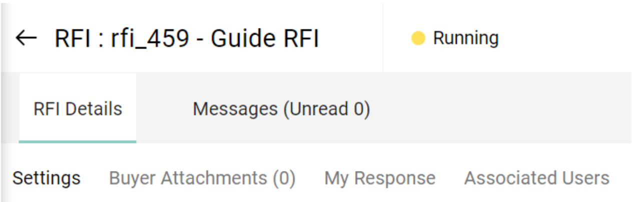
Access the RFx and create a response

Click on the RFx in the list.



Tabs under the RFx

When you enter the RFx, there are a number of tabs available.



Under **RFx Details** you will find:

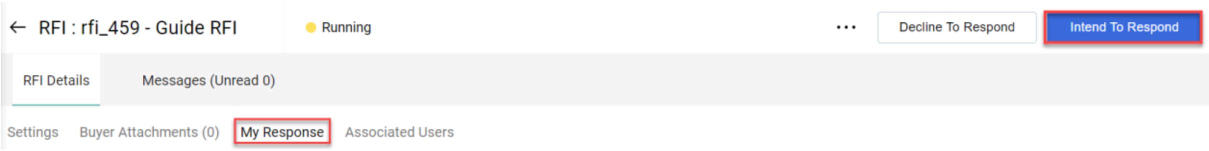
- **Settings:** settings information about the RFx such as a Description and Closing Date
- **Buyer Attachments**: any uploaded attachments from Ørsted. They will be downloaded by clicking on them
- **My Response**: where you can create your response to the RFx
- **Associated Users**: you add any internal users and give them access the RFx

Under **Messages** you will find:

- Create Message
- Received Messages
- Sent Messages
- Draft Messages
- Forwarded Messages

Create a response to the RFx

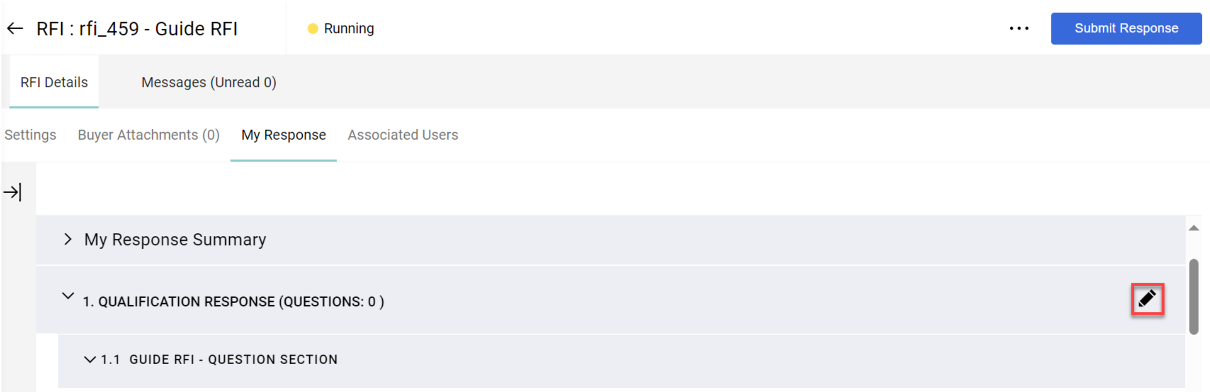
Click on **My Response** under the tab **RFI Details**, click **Intend to Response**.



Note: *If you wish to not respond to the RFx, click on* ***Decline to Respond***

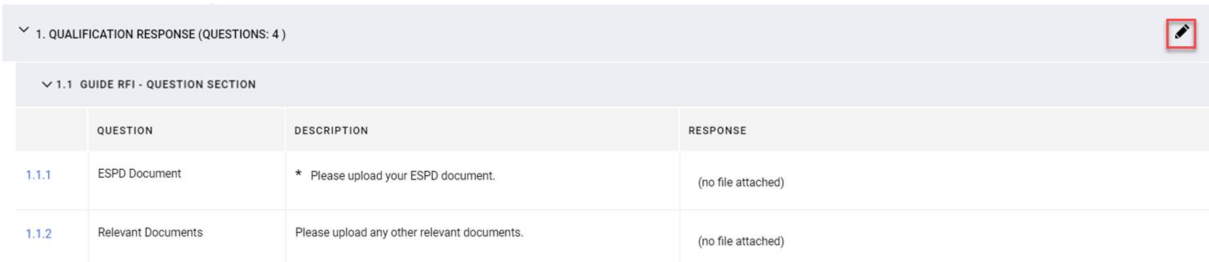
Respond to the questions (note that not all tenders have predefined questions and you can therefore upload your response under Additional Attachments Area)

Click on **Pencil Icon** for the relevant Envelope and click **OK** to the pop-up.



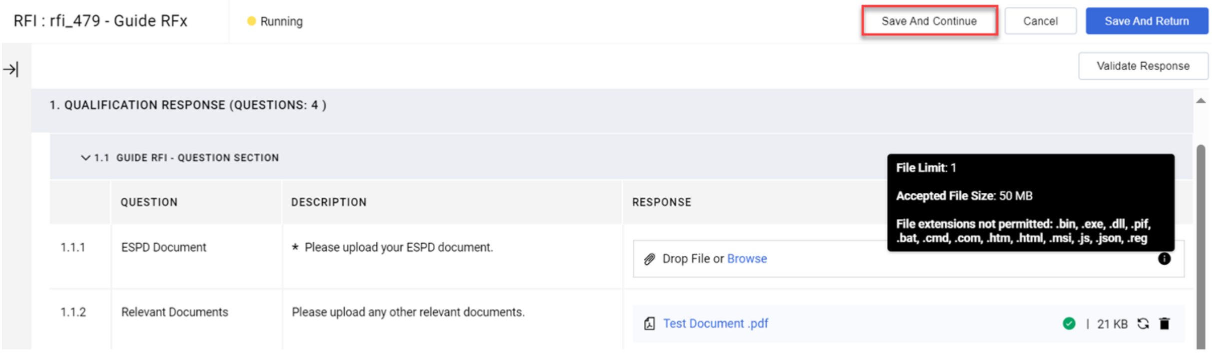
Respond to the questions based on their type. In the below scenario, the first two are **Attachment Questions**, the third a **Yes/No** question, and the fourth a **Text** question.

Note: there can only be one attachment uploaded for an Attachment Question.
Note: questions with a red asterix are mandatory to answer



For attachment questions, click on **Pencil Icon** .

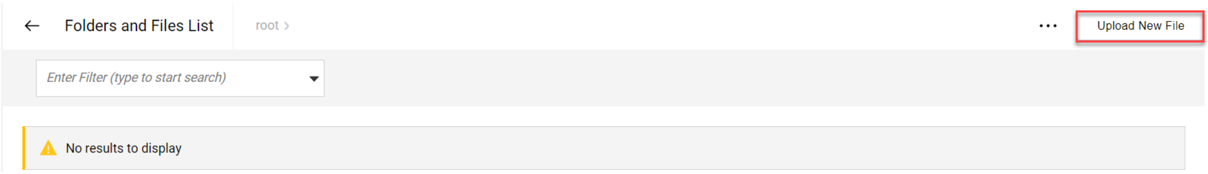
Drop file or Browse. Click **Save and Continue** once the file is uploaded.



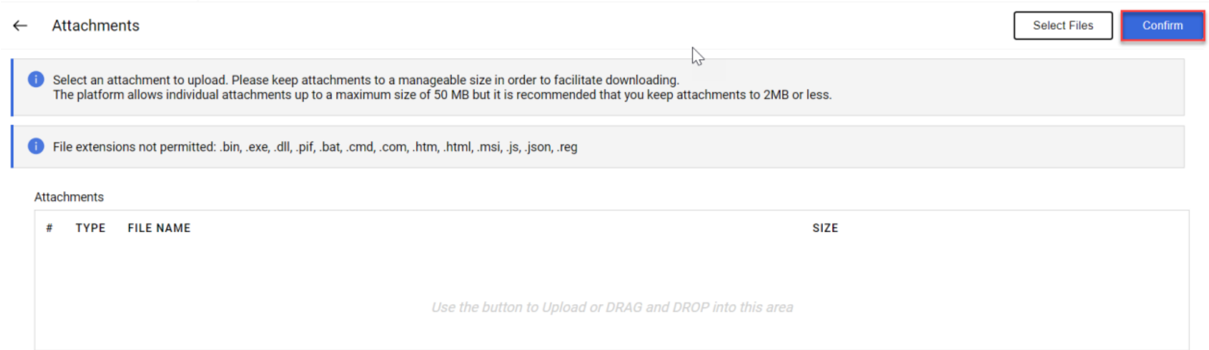
Upload additional documents

In many cases, there is also an **Additional Attachments Area,** where other documents/attachments can be uploaded. Click on **Add/View Attachments**

Click on **Upload New file**.



Drag and drop or click **Select Files to Upload**. Click **Confirm** once files are uploaded. Click **Save All** and click **OK** to the pop-up.

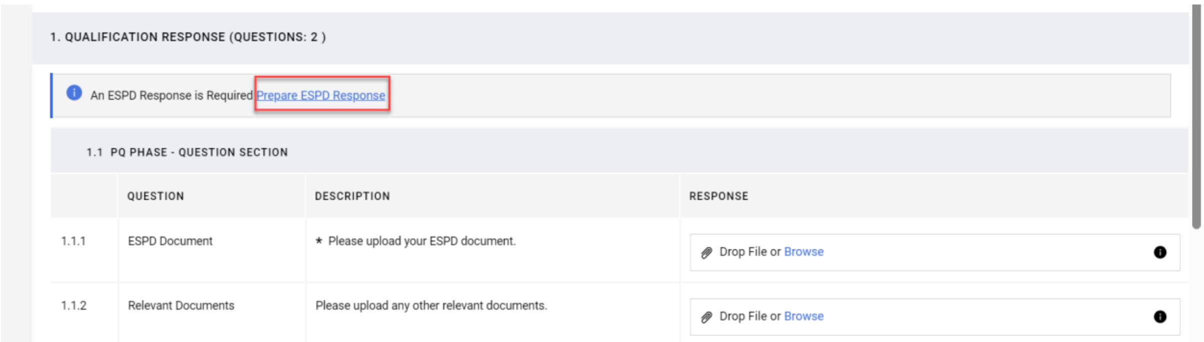


Once your response is created to all relevant questions click **Save and Return** and click **OK** to the pop-up.

For EU Tenders: Create ESPD

***Note**: you need to have clicked "Edit Response" to the envelope before this option becomes available. See section "Respond to the questions"* above.

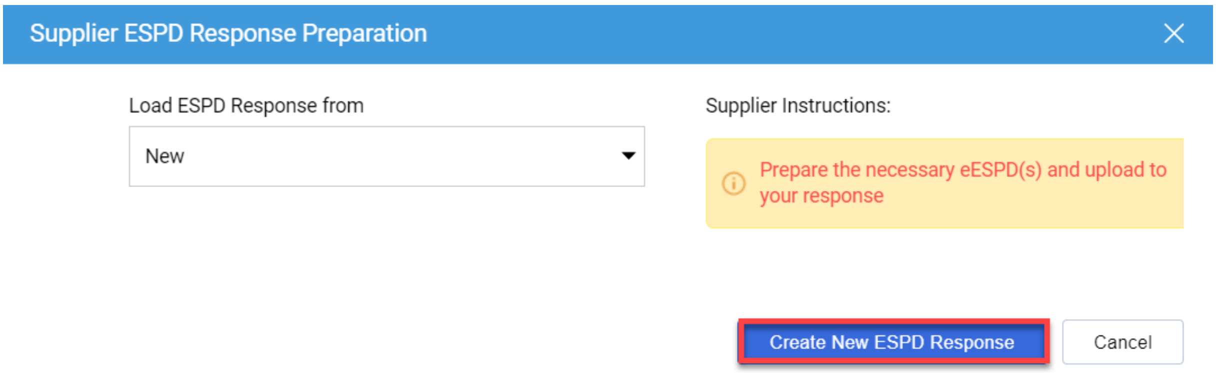
Click **Prepare ESPD Response**.



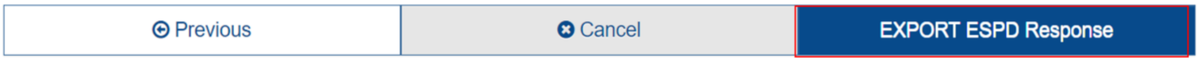
Under "**Load ESPD response form**" tick "**New**" if you wish to fill in the ESPD provided by the contracting entity for this specific tender. This is currently the approach recommended by the contracting entity. This option will allow you to fill in the ESPD in a "clean" version without any old answers from an ESPD used by you in previous tenders.

It is also possible to tick "Other ESPD response (XML)" if the applicant has previously filled in an ESPD in a tender procedure carried out outside the Ørsted Procurement Portal and wishes to re-use the relevant answers provided in the "old" ESPD and insert the relevant answers in the ESPD for this specific tender. However, the contracting entity emphasizes that the applicant must ensure that the answers from the "old" ESPD are relevant, and if not, that they are updated in the merged ESPD. It is also possible to tick "Response template" if the applicant has previously filled in and saved an ESPD in the Ørsted Procurement Portal and wishes to re-use the relevant answers provided in the "old" ESPD and insert the relevant answers in the ESPD for this specific tender. However, the contracting entity emphasizes that the applicant must ensure that the answers from the "old" ESPD are relevant, and if not, that they are updated in the merged ESPD.

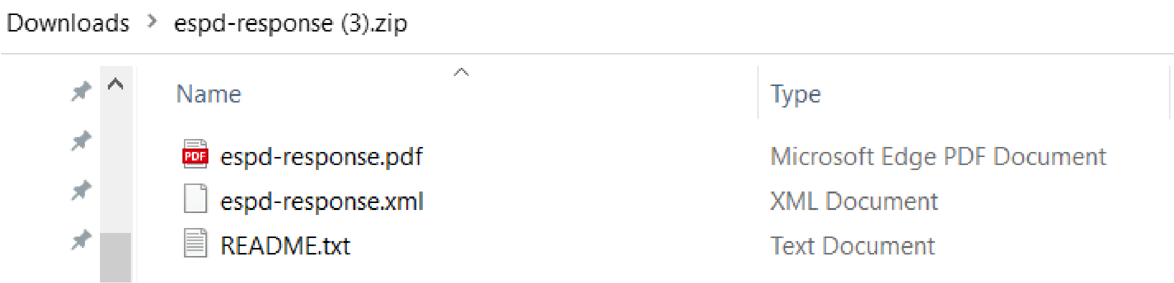
Click on **Create new ESPD Response**. This will take you to the ESPD site where you fill out the information.



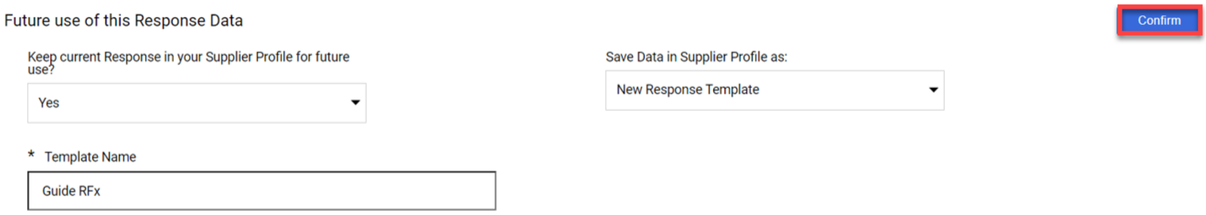
Once you have finalised the ESPD, click **EXPORT ESPD Response** and click **OK** to the pop-up.



The ESPD Response is available as a download, and contains both a PDF-file and an XML-file.



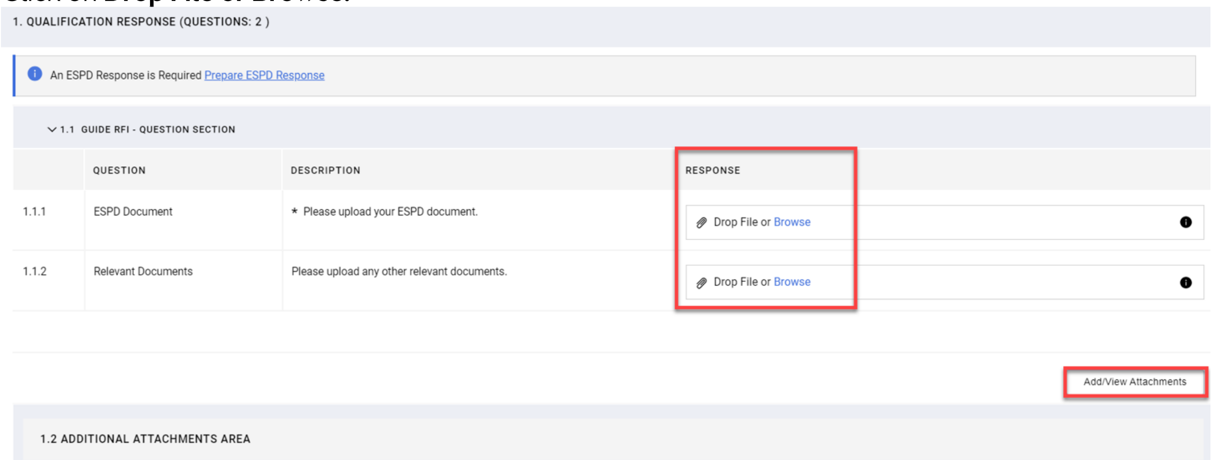
You can choose whether or not to keep the ESPD Response in your Supplier Profile for future use. Click **Confirm**.



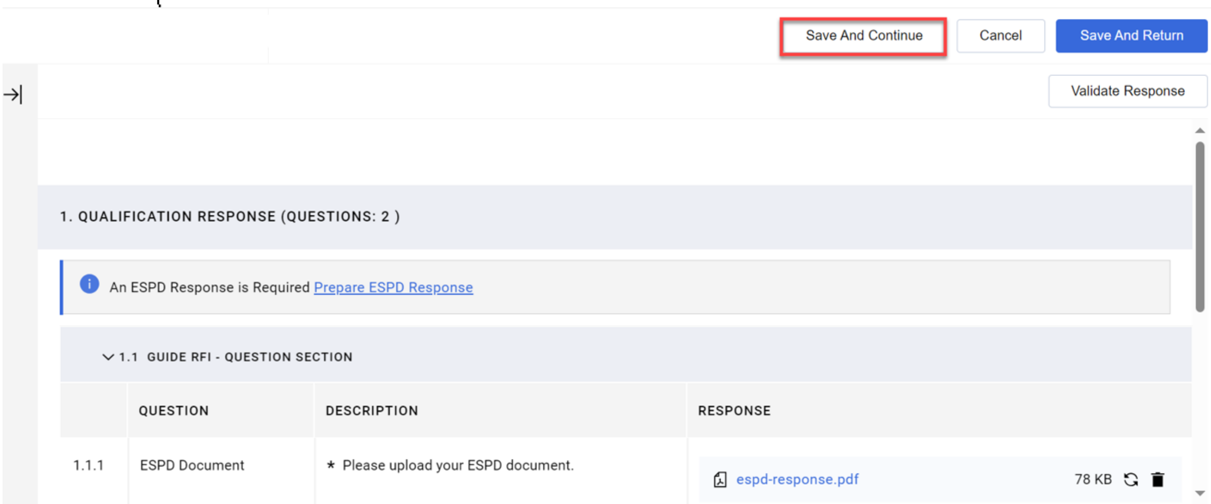
Upload ESPD to the RFx
The submission of the ESPD should follow the instructions in the contract notice or prequalification notice. Upload the ESPD, preferably in PDF, under your response to the relevant RFI. If you wish to upload more than one ESPD (e.g. from supporting entities which the applicant relies upon or other members of a consortium) you can do so under the "*Additional Attachments Area*". The ESPD(s) (and other documents, if applicable) should be uploaded before the specified deadline for applications.

Note that some tenders will not have a question like below where you can attach the file. If there is not a specificcc question asking for the ESPD, upload it under the "*Additional Attachments Area*".

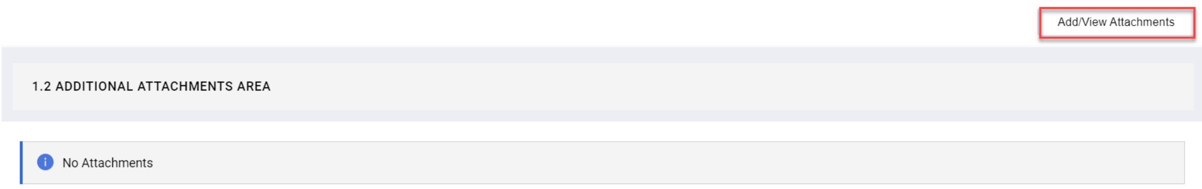
Click on **Drop File or Browse.**



Once file is uploaded. Click **Save and Continue**

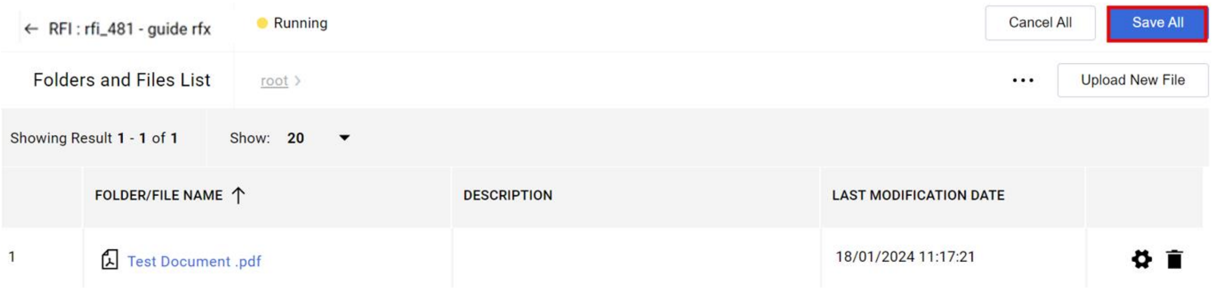


Note that there can be only one attachment per question. Other documents/attachments can be uploaded under the section Additional Attachments Area. Click on **Add/View Attachments**

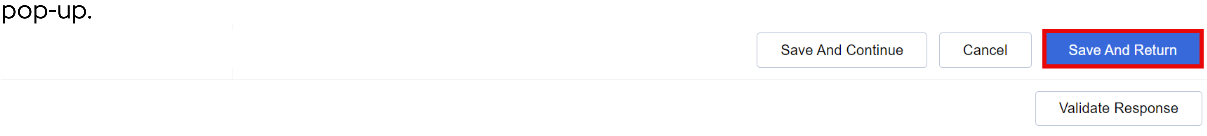


Click on **Upload New file**

Drag and drop or click **Select Files to Upload**. Click **Confirm** once files are uploaded. Click **Save All** and click **OK** to the pop-up.

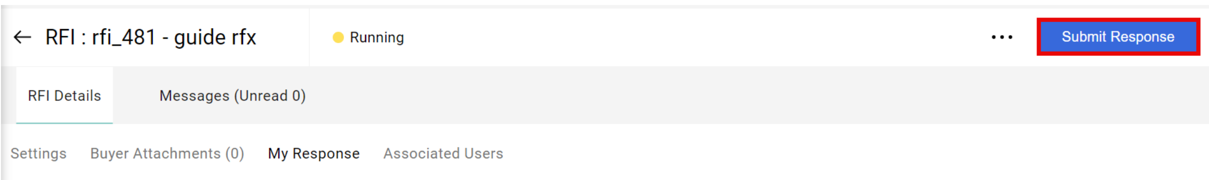


Once your response is created to all relevant questions click **Save and Return** and click **OK** to the pop-up.

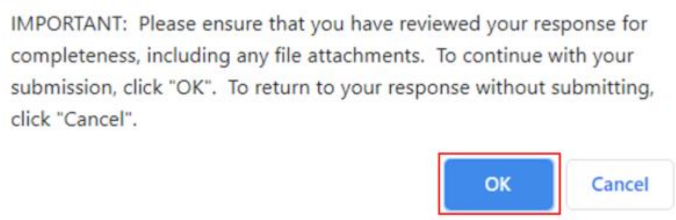


Submit the Response

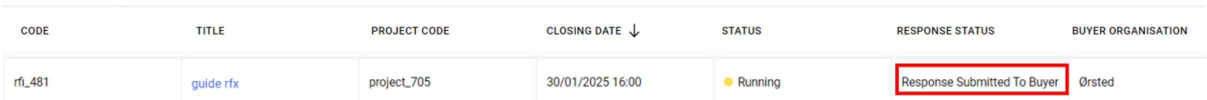
Once you are ready to submit the response, click on **Submit Response.**



Click **OK** to the pop-up to continue with the submission or click Cancel to return to your response without submitting.

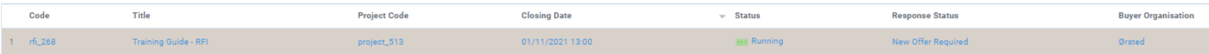


Your response status will change to "*Response Submitted to Buyer*".

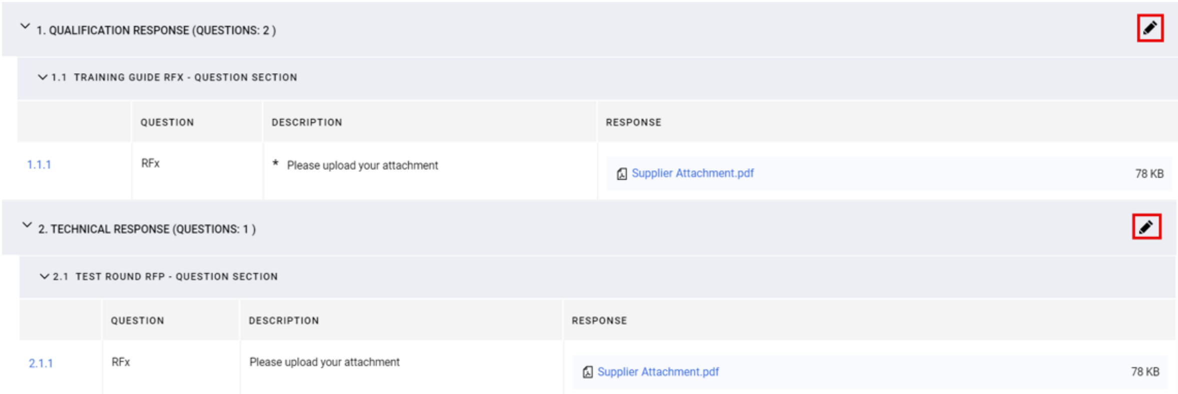


New round in tender – updating your response

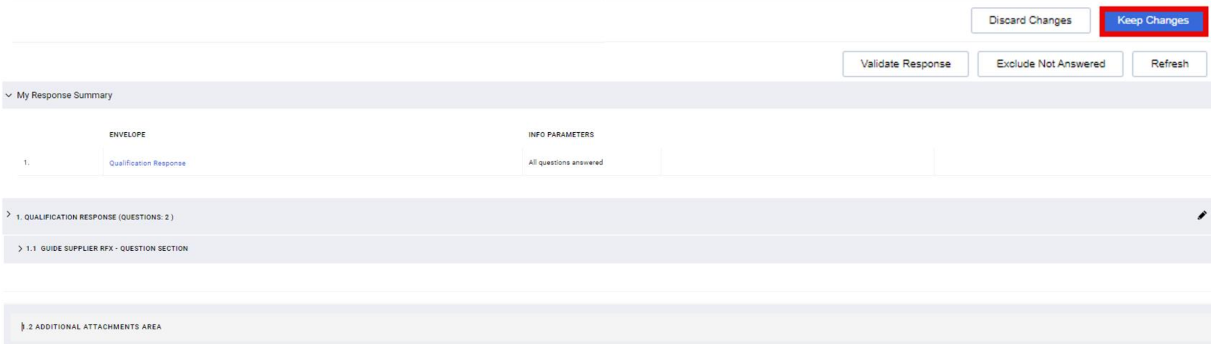
If the tender is reopened for a new round, you will be informed via email, and when you log into the platform and go under "**My RFIs/My RFPs**", you will see a new Response status, now set to "*New Offer required*".



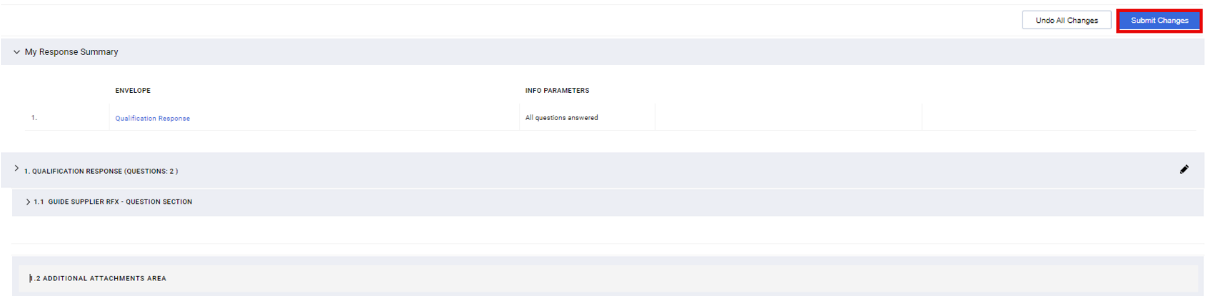
You can click into the RFx and see your previous response. If relevant, you can click "**Edit Response**" on the relevant envelope in order to edit your submission.



Here you can upload a new version or new document. **Please make sure to indicate this in the title of the document, e.g. Tender Response Round 2, v.2 or something similar**. If you have changed something in your response, click "**Keep Changes**".



If you have modified your response, click on "**Submit Changes**".

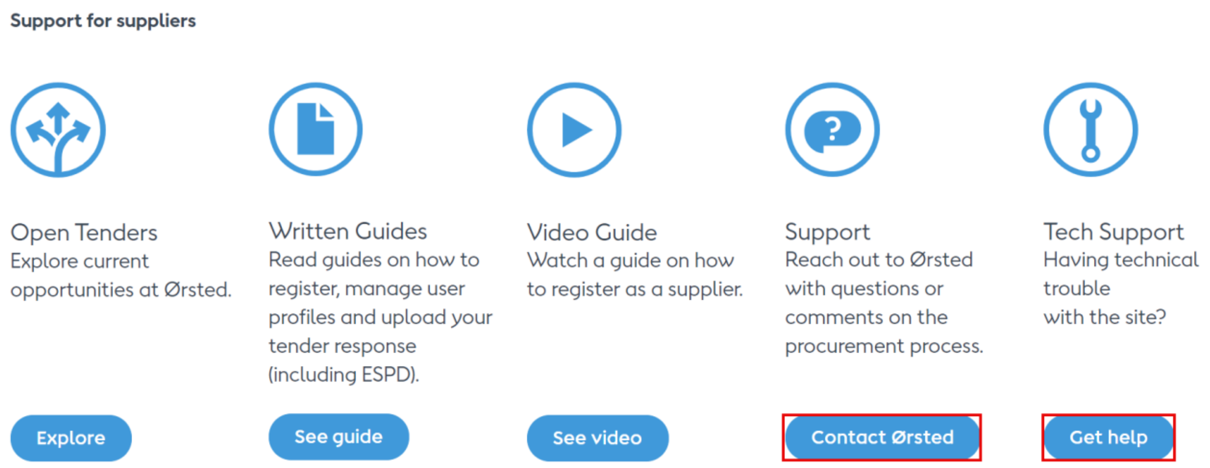


Click OK to the pop-up. Your changes have now been submitted.

Need Help?

Please note that there are several methods to be used by you to receive help:

1. Supplier Support – from the landing page, click on "Contact Ørsted ->" and you will have the possibility to email Ørsted and address your query/ies.



2. Technical Support – from the landing page, click on "Get Help->" and a window containing the JAGGAER Global Customer Care Support Phone Numbers will be displayed.