



SIJ Tender Management

Sourcing navodila za uporabnike dobaviteljev

To navodilo je bilo ustvarjeno samo za uporabnike elektronskega sistema SIJ (Electronic Sourcing System). Uporabnik nima pravice kopirati ali drugače distribuirati tega navodila. Uporabnik, ki se bo registriral in začel uporabljati naš elektronski sistem javnih naročil, se strinja z našo politiko „varstva osebnih podatkov - GDPR“, ki je objavljena na naši uradni spletni strani.

Tehnična podpora

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Kazalo

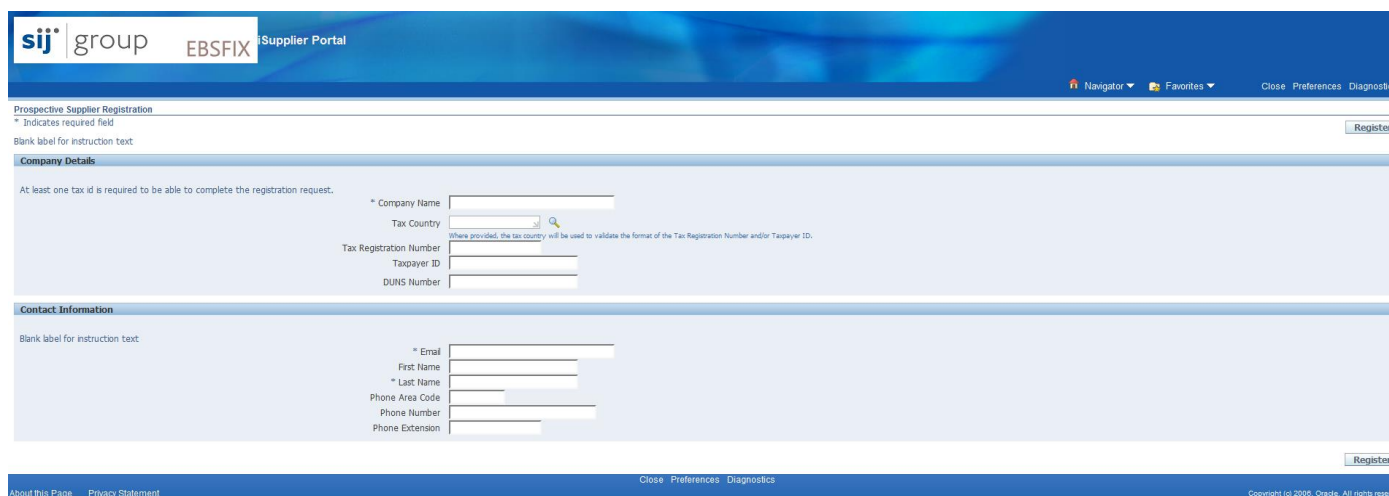
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Registracija v SIJ Electronic Sourcing System

Za uporabo portala je potrebno dobavitelja registrati v našem sistemu.

Do aplikacije SIJ Sourcing lahko dostopite preko linka

https://xebs.acroni.si/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=0EED8A04B857259C



The screenshot shows the 'Prospective Supplier Registration' page in the SIJ Supplier Portal. The page has a blue header with the SIJ Group logo and 'EBSFIX Supplier Portal'. Navigation links include 'Navigator', 'Favorites', 'Close', 'Preferences', and 'Diagnostics'. The main content area is titled 'Prospective Supplier Registration' and includes a 'Register' button. Below this, there is a section for 'Company Details' with a note: 'At least one tax id is required to be able to complete the registration request.' The form fields include:

- * Company Name (required)
- Tax Country (dropdown menu)
- Tax Registration Number (with a note: 'Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.')
 - Taxpayer ID
 - DUNS Number

 Below the 'Company Details' section is the 'Contact Information' section, which includes:

- * Email (required)
- First Name
- * Last Name (required)
- Phone Area Code
- Phone Number
- Phone Extension

 At the bottom of the form, there is another 'Register' button and a footer with links for 'About this Page', 'Privacy Statement', 'Close', 'Preferences', 'Diagnostics', and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Ko končate z izpolnjevanjem obrazca in pritisnete »Registracija«, se bo zahteva za registracijo samodejno odpravila v ustrezen oddelek za odobritev. Potrebno bo nekaj časa za preverjanje in odobritev.

Ko je registracija zaključena prejmete naslednje obvestilo (preverite nezaželjeno pošto):

From: Workflow Mailer PROD <no_reply_ebsprod@acroni.si> ☆

Subject: **FYE: Default enterprise name Supplier Collaboration Network: Notification of Approval** 8:55 πμ

To: NIKOLAOS CHATZINIKOLAOU <n.chatzinikolaou@gmail.com> ☆

To: **NIKOLAOS CHATZINIKOLAOU**
Sent: **07.08.2018 08:55:19**
ID: **13803853**

Your request to register at Default enterprise name for access to their supplier collaboration network has been approved. You can now [log on](#) with the username N.CHATZINIKOLAOU@GMAIL.COM and the password Dd6;E3FAS.

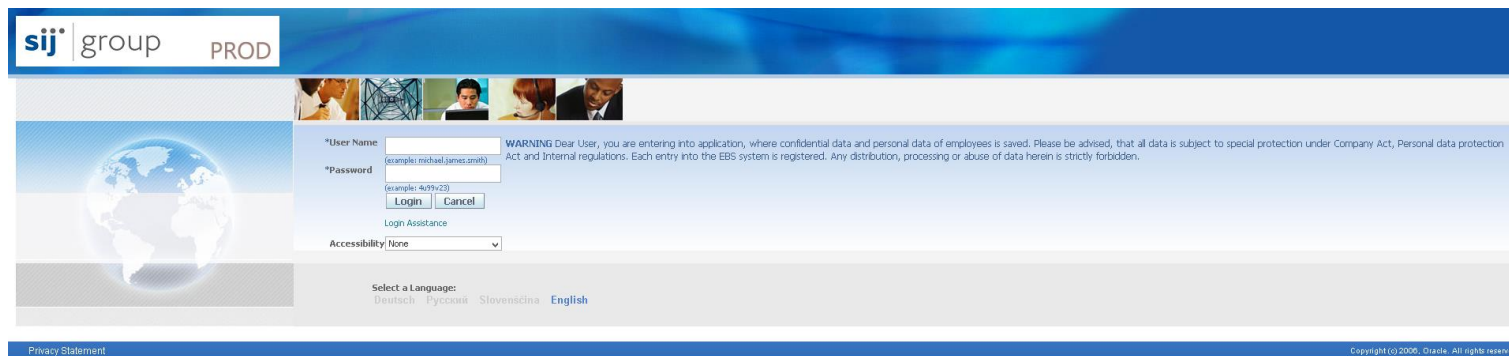
When you first log on, you will be required to change your password for security purpose. Contact [administrator](#) for additional information.

Thank you.

Ob prvem vpisu spremenite geslo.

Prijava v SIJ Sourcing

Prikaže se ekran za prijavo: <http://xebs.acroni.si>



*User Name
 *Password
 Login Cancel

Login Assistance
 Accessibility: None

Select a Language:
 Deutsch
 Slovenščina
 English

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Namig: Za lažji dostop si shranite ta URL v priljubljeni brskalnik.

Vnesite **User Name** in **Password**. Kliknite na gumb **Login** ali na tipko “Enter” na tipkovnici.

Pojavi se ekran **Oracle Applications Home Page**.

Oracle Applications Home Page

Main Menu

[Personalize](#)

- ⊕ Supplier Portal Full Access
- ⊕ Sourcing Supplier
 - ⊕ Sourcing
 - ⊕ Sourcing Home Page
 - ⊕ Worklist

Worklist

[Full List \(4\)](#)

From	Type	Subject	Sent	Due	Priority
Antunović, Damir	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFO 80 (test for company name)	19.09.2019	31.12.2019	Normal
Antunović, Damir	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFO 78 (Test for email notifications)	15.09.2019	31.12.2019	Normal
Antunović, Damir	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFO 79 (Test for email notifications)	15.09.2019	31.12.2019	Normal
ČAS, JELKA	PO Approval	SIJ METAL RAVNE d.o.o - Standardna naročilnica 15020,2 requires your acceptance	05.07.2019		Normal

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

 Izberi **Sourcing Supplier**

 → nato **Sourcing**

 → nato **Sourcing Home Page**

 Prikaže se stran **Negotiations**.

Pregled trenutnih pogajanj

Na strani **Negotiations** vidite trenutne vsebine za pogajanja—glava informacij, linije, kontrole in pogodbene pogoje.

Negotiations

Search Open Negotiations

Welcome, NIKOLAOS Chatzinkolaou.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1	Active	NICOSIA-	48	Test 000	RFQ	76 days 12 hours		0
10	Active		65	Test 001	RFQ	77 days 12 hours		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	80	test for company name	RFQ	76 days 12 hours
NICOSIA-	79	Test for email notifications	RFQ	76 days 12 hours
NICOSIA-	78	Test for email notifications	RFQ	76 days 12 hours

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> • Drafts • Personal Information 	<ul style="list-style-type: none"> • Active • Disqualified • Awarded • Rejected

V zavihku **Your Company's Open Invitations**, si lahko ogledate vsa odprta vabila za svoje podjetje. S pritiskom na gumb **“Full List Button”** lahko vidite kompleten seznam

- Klikni na povezavo **Negotiation Number (številko pogajanja)** katero želite pregledati in oddati ponudbo.

Prikaže se izbrano pogajanje, ki prikazuje zavihek **Header (Glava)** za začetni pogled.

Negotiations
 Negotiations >
 RFQ: 142

Actions | Acknowledge Participation | Go

Title **TEST**
 Status **Active (Locked)**
 Time Left **26 days 9 hours**

Open Date **15.10.2019 14:32:02**
 Close Date **11.11.2019 00:00:00**

Header | Lines | Controls

Buyer **Antunović, Mr. Damir**
 Two-Stage RFQ
 Quote Style **Sealed**
 Description **TEST 14-10-2019 - ZALOGA MATERIALA**

Outcome **Standard Purchase Order**
 Event

Terms

Bill-To Address **Metal Ravne**
 Ship-To Address **ISX**
 FOB **CPT**

Payment Terms **120 DAYS AFTER RECEIVING INVOICE**
 Carrier
 Freight Terms

Currency

RFQ Currency **EUR**
 Price Precision **Any**

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

[Show](#) Commercial Terms Scoring
[Show](#) Acceptance of Terms and Conditions, as presented in the attached document of the tender

	RFQ Stage
Show Commercial Terms Scoring	Technical
Show Acceptance of Terms and Conditions, as presented in the attached document of the tender	Technical

Additional Header Attributes (Buyer & Supplier)

Incoterm location
 Contact for technical questions

Notes and Attachments

Note to Suppliers **V PRIPONKI PRILAGAM NAČRT MOTORJA**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
načrt 1212.docx	File		To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		
TERMS AND CONDITIONS	File	TERMS AND CONDITIONS - PROSIM POTRDITE	To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		
TERMS AND CONDITIONS	File	TERMS AND CONDITIONS - PROSIM POTRDITE	To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		
TERMS AND CONDITIONS	File	TERMS AND CONDITIONS - PROSIM POTRDITE	To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		

[Return to Negotiations](#)

Actions | Acknowledge Participation | Go

- Pomaknite se navzdol in si oglejte poglavje **Requirements (Zahteve)**.

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

[Show](#) Commercial Terms Scoring
[Show](#) Acceptance of Terms and Conditions, as presented in the attached document of the tender

	RFQ Stage
Show Commercial Terms Scoring	Technical
Show Acceptance of Terms and Conditions, as presented in the attached document of the tender	Technical

- Kliknite **“Show All Details”** če si želite ogledati celotne podmnožice razdelkov Zahteve.

Requirements		
Show All Details Hide All Details		
Details Section		RFQ Stage
<input type="checkbox"/> Hide Commercial Terms Scoring		Technical
Requirement	Target	View
Payment Terms		☰
Delivery terms		☰
<input type="checkbox"/> Hide Acceptance of Terms and Conditions, as presented in the attached document of the tender		Technical
Requirement	Target	View
Accept	YES	☰

- Na istem zaslonu se pomaknite navzdol in si oglejte del **Notes and Attachments (Opombe in priponke)**

TERMS AND CONDITIONS	10	TERMS AND CONDITIONS - PROSIN PROFILE	10	МПКОВ:СНУТЗШМКОУАУОН@ОРУАСГЕ'.СОВ	12/10/2018	008-18196		
TERMS AND CONDITIONS	10	TERMS AND CONDITIONS - PROSIN PROFILE	10	МПКОВ:СНУТЗШМКОУАУОН@ОРУАСГЕ'.СОВ	12/10/2018	008-18196		
TERMS AND CONDITIONS	10	TERMS AND CONDITIONS - PROSIN PROFILE	10	МПКОВ:СНУТЗШМКОУАУОН@ОРУАСГЕ'.СОВ	12/10/2018	008-18196		
DOCUMENTS/DOCX	10		10	МПКОВ:СНУТЗШМКОУАУОН@ОРУАСГЕ'.СОВ	12/10/2018	008-18196		
LINE	Type	Description	Category	File Path	Date	Page	View	Delete
10 008-18196 А ВЪПРОСИ ВЪТЛАСАН ИЩЕТИ МОТОРЪН								

- Pomaknite se na vrh strani **Header**.
- Kliknite **Lines (linije – vrstice)** za ogled podrobnosti o ravni vrstice (storitev in materiala) glede zahteve po nabavi.

Negotiations

Negotiations > RFQ: 142

Title: **TEST**
 Status: **Active (Locked)**
 Time Left: **26 days 2 hours**

Open Date: **15.10.2019 14:32:02**
 Close Date: **11.11.2019 00:00:00**

Actions:

Header | **Lines** | Controls

Display Rank As: 1,2,3...
 Ranking: **Price Only**

Cost Factors: **Supplier**
 Price Tiers: **None**
 Suppliers see their quote price transformed

Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (EUR)	Active Responses	Time Left	
1	VERIGA KALIBRIRANA DIN...	100076843	05.01.001.001	Kilogram	100	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours
2	COPIL PLOŠČ ZA LANTRANJ...	100037287	05.03.002.001	Ea	36	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours
3	KLADIVO KROVSKO	100228593	05.03.002.001	Ea	5	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours
4	VZVOD LINIČAR ART.-60881...	100315247	05.03.002.001	Ea	5	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours
5	STERLO ZAŠČITNO ZA GLED...	100321085	05.06.001.001	Ea	50	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours
6	SVEDER SDS DOLGI 6-20	100361141	02.03.999.999	Ea	2	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours
7	ZIDARSKA ŽLIČKA KOLA KOV...	100365090	05.03.002.001	Ea	30	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	Sealed	26 days 2 hours

Return to Negotiations

Actions:

- Kliknite vsako od **Line Items**, da si ogledate podrobnosti o vsakem elementu in si ogledate opombe in priloge, ki so nastavljene na ravni vrstice.

Negotiations

Negotiations > RFQ: 142 >
 Line: 1 (RFQ 142)

Item: **100076843**
 Rev:
 Description: **VERIGA KALIBRIRANA DIN 766 D7 X 22 MM, TIP A,**
 Category: **05.01.001.001**
 Unit of Measure: **Kilogram**
 Quantity: **100**
 Ship-To Address: [MRV](#)

Currency: **EUR**
 Price Precision: **Any**
 Start Price:
 Target Price:
 Need-By From: **30.11.2019 09:36:08**
 Need-By To: **30.11.2019 09:36:08**

Cost Factor	Description	Pricing Basis
Line Price	Line Price	Per-Unit (Kilogram)
AP Freight Cost	AP Freight Cost from Oracle Transportation	Per-Unit (Kilogram)
AP Miscellaneous Cost	AP Miscellaneous Cost	Fixed Amount
Normalisation (INTERNAL)	Normalisation (INTERNAL)	Fixed Amount
Normalisation (INTERNAL) 2	Normalisation (INTERNAL) 2	Fixed Amount
Payment_terms_penalty	Payment_terms_penalty	Fixed Amount

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Return to RFQ: 142

- Kliknite na gumb **Controls** za prikaz kontrolnikov (nastavljen s SIJ) za RFQ.

Negotiations

Negotiations >
RFQ: 142

Title: **TEST**
Status: **Active (Locked)**
Time Left: **26 days 2 hours**

Open Date: **15.10.2019 14:32:02**
Close Date: **11.11.2019 00:00:00**

Actions: Acknowledge Participation

Header | Lines | Controls

Schedule

Preview Date: **15.10.2019 14:32:02**
Close Date: **11.11.2019 00:00:00**

Open Date: **15.10.2019 14:32:02**
Award Date:

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

[Return to Negotiations](#)

Actions: Acknowledge Participation

Prikažejo se naslednji datumi:

- **Preview Date** - ta datum bo običajno enak datumu **Open Date**, razen če si kupec želi določiti nekaj časa za predoglede (čas, ko si lahko dogodek ogledate, vendar ne ustvarite odgovora), preden se dogodek dejansko odpre, na primer na dražbi.
- **Open Date** - ta datum določa, kdaj lahko začnete vnašati in oddati ponudbo.
- **Close Date** - ta datum določa končni datum za oddajo ponudbe. Datum zaključka se lahko spremeni, če se je kupec odločil, da to mora storiti.
- **Award Date** - tega datuma ne uporabljamo.

Sledijo pravila za odgovore:

Pravilo	Če je označeno:
Pogajanje je omejeno na povabljenе dobavitelje	Pogajanja si lahko ogledajo in sodelujejo samo dobavitelji (in njihovi kontakti), ki so bili povabljeni.
Dobavitelji se lahko odzivajo na izbrane vrstice	Dobavitelji lahko izbirajo linije, na katere se želijo odzvati. (Če niste označeni, vse vrstice zahtevajo odgovor in ne morete oddati ponudbe, če v kateri koli vrstici ni odgovora.)

Dobavitelji morajo v vsaki vrstici odgovoriti s polno količino

Dobavitelji morajo zagotoviti, da lahko zagotovijo to količino in ponudbo na podlagi te količine.

Opomba: Količina ni zaveza SIJ. (Če ni označeno, lahko dobavitelji določijo in navajajo drugačno količino.)

Dobavitelji lahko predložijo več odgovorov

Dobavitelji lahko urejajo svoje odgovore do datuma zapiranja.

Kupec lahko pogajanje zaključi pred datumom zapiranja

SIJ si pridržuje pravico, da dogodek predčasno zaključi. V tem primeru bodo ponudniki prejeli obvestilo.

Kupec lahko ročno podaljša pogajanje, ko je odprto

SIJ si pridržuje pravico, da dogodek podaljša po datumu zaključka. V tem primeru bodo dobavitelji prejeli obvestilo.

Prilaganje prilog za ponudbo

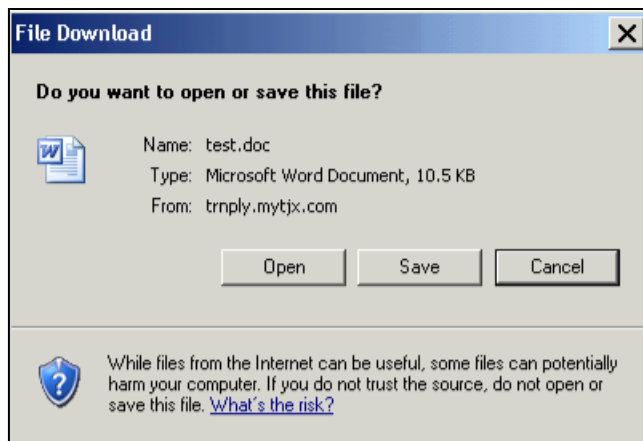
Če želite prenesti prilogo, sledite tem korakom:

- Kliknite na **Header** za vrnitev na stran z glavo.
- Pomaknite se navzdol do odseka **Notes and Attachments**.

LEBNA VMD CONDITIONS	11#	LEBNA VMD CONDITIONS - BROSIN BOLDILLE	10 zibljek	MIKOLZ.CHYLLI@KOPON@BVACTE.COM	12/10/2018	ONE-TRNE		
LEBNA VMD CONDITIONS	11#	LEBNA VMD CONDITIONS - BROSIN BOLDILLE	10 zibljek	MIKOLZ.CHYLLI@KOPON@BVACTE.COM	12/10/2018	ONE-TRNE		
LEBNA VMD CONDITIONS	11#	LEBNA VMD CONDITIONS - BROSIN BOLDILLE	10 zibljek	MIKOLZ.CHYLLI@KOPON@BVACTE.COM	12/10/2018	ONE-TRNE		
PROFIT STATEMENTS	11#	PROFIT STATEMENTS	10 zibljek	MIKOLZ.CHYLLI@KOPON@BVACTE.COM	12/10/2018	ONE-TRNE		
11#	11#	PROFIT STATEMENTS	10 zibljek	MIKOLZ.CHYLLI@KOPON@BVACTE.COM	12/10/2018	ONE-TRNE		

- Klikni na prvo prilogo.

Pojavi se okno za **File Download**:



1. Klikni na **Save** gumb.
2. V okencu **Save As** izberite lokacijo v vašem sistemu kamor boste shranili priponke tega RFQ. Nato kliknite na **Save**.
3. Ponovite korake 3 do 5 za vsak dokument v tem odseku

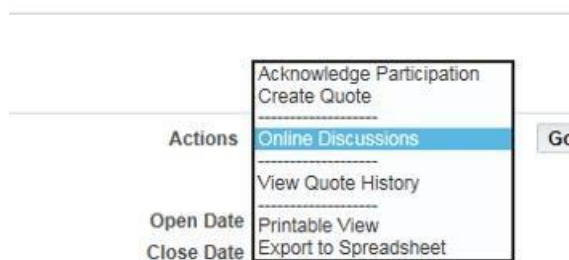
Uporaba funkcije Oracle Online Discussion

Za vse komunikacije v zvezi z e-pogajnji SIJ priporoča uporabo "spletnih razprav".

Ustvarjanje sporočila

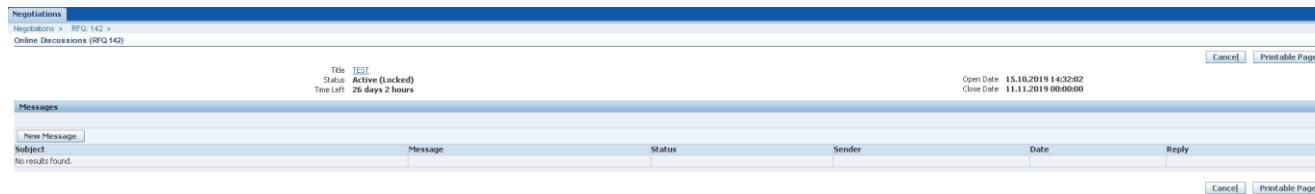
Če imate vprašanje v zvezi z RFQ, sledite naslednjim korakom:

1. Pomaknite se na vrh strani **Negotiations**.
2. Kliknite puščico navzdol na menuju **Actions** in izberite "Online Discussions" kot je prikazano spodaj:



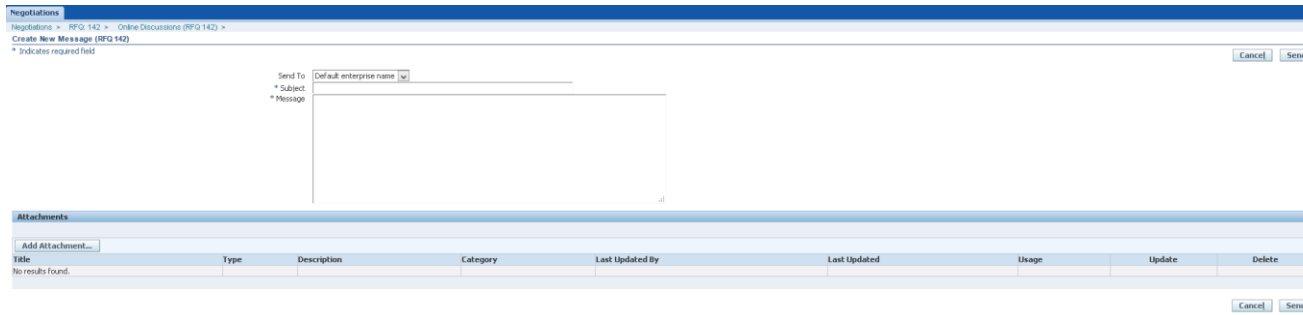
3. Klikni na **Go**.

Pojavi se okno **Online Discussions**:



4. Klikni na gumb **New Message**.

Pojavi se okno **Create New Message**:



5. Vnesi naslednje:

- **Subject** - vnesi zadevo v vrstico da opredelite svojo temo.

Opomba: V zadevo ne vključujte imena vašega podjetja ali identifikacijskih podatkov. Odgovor na vaše sporočilo bo morda poslano večji skupini udeležencev.

- **Message** - vnesite svoje sporočilo. Dodate lahko tudi prilogo

6. Klikni na **Send**, da pošljete svoje sporočilo SIJ.

Pregledovanje svojih spletnih razprav

Na oknu **Online Discussions** lahko delate naslednje:

- Ogledate najnovejši status sporočila, npr. poglejte, če je bilo na to že odgovorjeno.
- Kliknite povezavo do sporočila, da si ogledate celotno sporočilo.
- Kliknite na gumb **Printable Page** da si ogledate (in natisnete, če želite) vsa sporočila, ki ste jih poslali in / ali prejeli

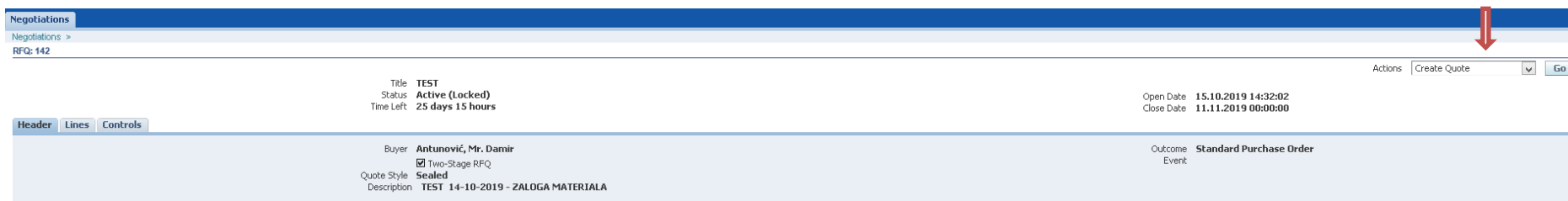
Ustvarjanje ponudbe

Sedaj lahko pričnete z izdelavo ponudbe za RFQ.

Opomba: Prepričajte se, da ste si pripravili vse pomembne priponke in informacije pred pričetkom izdelave ponudbe.

Sledite tem korakom:

- Kliknite puščico navzdol na menuju **Actions** in izberite “Create Quote” kot je prikazano spodaj:



The screenshot shows the 'Negotiations' section for RFQ: 142. The 'Actions' menu is open, showing 'Create Quote' as the selected option. A red arrow points to the dropdown arrow next to 'Create Quote'. The interface also displays the following information:

- Title: TEST
- Status: Active (Locked)
- Time Left: 25 days 15 hours
- Open Date: 15.10.2019 14:32:02
- Close Date: 11.11.2019 00:00:00
- Buyer: Antunović, Mr. Damir
- Quote Style: Sealed
- Description: TEST 14-10-2019 - ZALOGA MATERIALA
- Outcome: Standard Purchase Order

- Kliknite na **Go**.

Prikaže se okno **Terms and Conditions**.

Negotiations

Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

TERMS AND CONDITIONS

For the SIJ Oracle Sourcing Electronic Tendering System, please read and accept the attached files below

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Terms and Conditions	File		To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	14.10.2019	One-Time		

* I have read and accepted the terms and conditions

- Preberite vse pogoje (v prilogah) na tej strani in kliknite na gumb **Accept**. Če izberete »Cancel«, ne boste mogli nadaljevati.

Po sprejetju **Create Quote** se pojavi naslednje okno:

Negotiations

Negotiations > RFQ: 142 >
 Create Quote: 67 (RFQ 142)

Title TEST [Info](#) Time Left: 25 days 15 hours
Close Date: 11.11.2019 00:00:00

Two-Stage RFQ [Info](#)

Header **Lines**

Supplier: SCM ERP CONSULTING LIMITED
 RFQ Currency: EUR
 Quote Currency: EUR
 Price Precision: Any

Quote Valid Until: [Info](#)
 Reference Number: (example: 15.01.2019)
 Note to Buyer:

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	RFQ Stage	Target Value	Quote Value
<input type="checkbox"/> Requirements			
<input type="checkbox"/> Commercial Terms Scoring	Technical		
Payment Terms	Technical		<input type="text"/>
Delivery terms	Technical		<input type="text"/>
<input type="checkbox"/> Acceptance of Terms and Conditions, as presented in the attached document of the tender	Technical		<input type="text"/>
Accept	Technical	YES	<input type="text"/>

1. Področje Header :

- **Quote Valid Until** — vnesite datum do katerega velja ponudba
- **Reference Number** — če potrebujete, lahko vnesete referenčno številko
- **Note to Buyer** — vnesite sporočilo, če želite komunicirati s kupcem.

Dodajanje priponke ponudbi

Če želite dodati priponko, povezavo do spletnega mesta ali besedilno opombo k ponudbi, sledite tem korakom:

Postavite se na zavihek **Attachments** na zavihku **Create Quote**.

Attachments									
Add Attachment...									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
No results found.									

1. Kliknite na gumb **Add Attachment**. pojavi se ekran **Add Attachment**.

Negotiations > RFQ: 142 > Create Quote: 67 (RFQ 142) >

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category

Define Attachment

Type File No file selected.

URL

Text

Cancel Add Another Apply

1. Vnesite **Title** (naslov) in opsijsko **Description** (opis) priponke.

POMEMBNO!! (velja za dvostopenjski RQF s fazami tehnične in komercialne ocene)

Če priloga vsebuje podatke o tehničnem opisu izdelkov / storitev, potem označite kategorijo kot »Od dobavitelja: Tehnični«, tako da bodo ti podatki ocenjeni v fazi tehnične ocene ponudbe.

Če priloga vsebuje podatke o ceni izdelkov/storitev ali drugih finančnih elementih, potem označite kategorijo kot "Od dobavitelja: Komerzialno", tako da bodo ti podatki ocenjeni v fazi komercialne ocene ponudbe.

Category

2. V sekciji Define Attachment kliknite izbirni gumb za želeno vrsto priloge in nadaljujte, kot je navedeno:
 - **File** - klikni na gumb **Browse** in izberi datoteko, ki jo želiš dodati. Po izbiri datoteke, klikni na gumb **Open**.
 - **URL** - v okno vnesite URL naslov.
 - **Text** - tukaj lahko vnesete poljuben tekst, ki ga želite dodati ponudbi.
3. Nadaljujte kot sledi:
 - Klikni na **Apply** če nimate več priponk za dodati.
 - Klikni na **Add Another** iče želite dodati še kakšno datoteko, URL ali tekstovno sporočilo.

Odgovori na zahtevana vprašanja

SIJ je v RFQ vstavil več vprašanj, na katera morate odgovoriti, preden lahko oddate ponudbo.

Odgovore lahko oddate na dva načina:

- [Vnesete odgovor direktno v Header ponudbe](#)
- [Vnesete lahko razpredelnico](#)

Vnos odgovorov na vprašanja zavihku Header

Če želite odgovorite na vprašanja kupca, sledite tem korakom:

1. Postavite se na zavihek **Requirements**.
2. Kliknite na povezavo **Expand All**.

Requirements			
Expand All Collapse All			
Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Commercial Terms Scoring	Technical		
Payment Terms	Technical		
Delivery terms	Technical		

Opomba: včasih se taka sekcija ne razširi. V takem primeru kliknite na znak “+” in kliknite na vse “+”, da razširite zahteve.

3. Navedite odgovore na vsa vprašanja v razdelku **Requirements**

Vnašanje cen na linije

Na tej točki morate zdaj v navesti vrednosti za vse linije (vrstice), skupine in sklope. Cene vrstice lahko vnesete tako:

Vnos cen na zavihku Lines

Cene za linije vnesete po naslednjih korakih:

1. Klikni na zavihek **Lines**.

Spodaj vidite primer zaslona z vrsticami zahtevka za ponudbo za material ali soritve za katere želi SIJ izvesti e_pogajanje.

Negotiations

Negotiations > RFQ: 142 >
Create Quote: 67 (RFQ 142)

Title: TEST
Time Left: 25 days 15 hours
Close Date: 11.11.2019 00:00:00

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Header Lines

RFQ Currency: EUR Price Precision: Any Ship-To: MRX Rank: Sealed

Line	Update	Ship-To	Rank	Start Price	Target Price	Line Price	Quote Price Unit	Target Quantity	Quote Quantity	Quote Quantity Promised Date
1 VERIGA KALIBRIRAN...		MRX	Sealed				Kilogram	100	100	<input type="text"/>
2 ČOPIČ PLOŠČ. ZA LA...		MRX	Sealed				Ea	36	36	<input type="text"/>
3 KLADIVO KROVSKO		MRX	Sealed				Ea	5	5	<input type="text"/>
4 VZVOD UNJOR ART....		MRX	Sealed				Ea	5	5	<input type="text"/>
5 STEKLO ZAŠČITNO Z...		MRX	Sealed				Ea	50	50	<input type="text"/>
6 SVEDER SDS DOLGI...		MRX	Sealed				Ea	2	2	<input type="text"/>
7 ZIDARSKA ŽLICA-KE...		MRX	Sealed				Ea	30	30	<input type="text"/>

Indicates more information requested. Click the Update icon.



Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Note: Vse vrstice so v načinu “hyperlink”, na katere lahko kliknete za pridobitev dodatnih informacij.

2. Za vsako linijo vnesite ceno po naslednjem postopku:

Vnesite ceno na linijo, obljubljeni datum dobave za vsak produkt ali storitev posebej.

POMEMBNO!!

Če vidite v liniji naslednji simbol , to pomeni, da se zahtevajo informacije za item v tej liniji.
V tem primeru kliknite na naslednji simbol:  (rumeni svinčnik)

Pojavi se novo okno v katerega vnesete dodatne informacije o ceni, ki se zahtevajo za item.

Prestavite se na področje “cost factor area” in vnesite cene.

Negotiations

Create Quote 67: Line 1 (RFQ 142) Line 2: ČOPIČ PLOŠČ ZA LAKIRANJE...

Description VERIGA KALIBRIRANA DIN 766 D7 X 22 MM, TIP A, Unit Kilogram Start Price Target Price Quote Price Target Quantity 100 Quote Quantity 100	Close Date 11.11.2019 00:00:00 Quote Currency EUR Rank Sealed Ship-To MRX Need-By Date 30.11.2019 09:36:08 to 30.11.2019 09:36:08 Promised Date <input type="text"/>
--	--

Pay Items
✔ TIP Total pay item amount must add up to the line amount.

Notes
 Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cost Factors

Cost Factor	Target Value	Quote Value	Pricing Basis
Line Price		<input type="text"/>	Per-Unit (kilogram)
AP Freight Cost		<input type="text"/>	Per-Unit (kilogram)
AP Miscellaneous Cost		<input type="text"/>	Fixed Amount
Normalisation(INTERNAL)		<input type="text"/>	Fixed Amount
Normalisation(INTERNAL) 2		<input type="text"/>	Fixed Amount
Payment_terms_penalty		<input type="text"/>	Fixed Amount

Prosim vnesite bazno ceno za vsako vrstico. Lahko je to cena na enoto mere fiksnega zneska ali v odstotkih, zato svoje številke postavite v skladu z zahtevano ceno.

Opomba: Vse vrednosti faktorja stroškov so obvezne, če faktor stroškov za vašo ponudbo ne velja, vnesite 0 (sicer ne boste mogli oddati ponudbe).

Dodajanje priponke na linijo

Če želite dodati priponko kot dokument, povezavo do spletnega mesta ali besedilno opombo k vrstici sledite tem korakom:

Postavite se na zavihek **Attachments** na sekciji **Create Quote Line**.

Attachments								
<input type="button" value="Add Attachment..."/>								
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Kliknite na gumbe **Add Attachment**. Postopek je podoben kot dodajanje priloge na glavi ponudbe, kot je opisano v prejšnjem razdelku.

Shranjevanje ponudbe kot osnutek

Ponudbo lahko shranite kot osnutek v kateremkoli koraku s klikom na gumb “Save Draft”.

Negotiations

Negotiations > RFQ: 142 >

Confirmation
Quote 67 for RFQ 142 (TEST) has been saved as a draft.

Create Quote: 67 (RFQ 142)

Title: [TEST](#)
 Two-Stage RFQ [?](#)

Time Left: 25 days 15 hours
Close Date: 11.11.2019 00:00:00

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Header **Lines**

Delo na ponudbi lahko nadaljujete kasneje.

Osnutek pogajanj lahko vidite na glavni strani za pogajanja. S klikom na hiperpovezavo številke pogajanja lahko nadaljujete z delom.

Negotiations

Search Open Negotiations Title [Go](#)

Welcome, NIKOLAOS Chatzinikolaou.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
67	Draft		142	TEST	RFQ	25 days 14 hours		0
59	Draft	NICOSIA	139	test for company name	RFQ	75 days 14 hours		0
1	Active	NICOSIA-	48	Test 000	RFQ	75 days 14 hours		0
50	Draft	NICOSIA	91	test member presence	RFQ	75 days 14 hours		0
12	Active	NICOSIA	79	Test for cost factors v2	RFQ	75 days 14 hours		0

Oddaja ponudbe

Ko dokončate vrstico s cenami in shranite osnutek, boste videli potrditveno sporočilo, ki navaja, da je bila vaša ponudba shranjena kot osnutek.

Da ponudbo oddate, sledite naslednjim korakom:

- Na strani Confirmation kliknite na gumb **Continue**.

Negotiations
Negotiations >

Confirmation
Quote 67 for RFQ 142 (TEST) has been saved as a draft.

Create Quote: 67 (RFQ 142)

Title: TEST Two-Stage RFQ ⓘ

Time Left: 25 days 14 hours
Close Date: 11.11.2019 00:00:00

Supplier: SCM ERP CONSULTING LIMITED
RFQ Currency: EUR
Quote Currency: EUR
Price Precision: Any

Quote Valid Until:
Reference Number:
Note to Buyer:

Buttons:

Header | **Lines**

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements
[Expand All](#) | [Collapse All](#)

Focus Title	RFQ Stage	Target Value	Quote Value
<input checked="" type="checkbox"/> Requirements <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Commercial Terms Scoring <ul style="list-style-type: none"> Payment Terms <input checked="" type="checkbox"/> Delivery terms 	Technical		100 DAYS AFTER INVOICE ▾
<input checked="" type="checkbox"/> Acceptance of Terms and Conditions, as presented in the attached document of the tender	Technical		EXW ▾
<input type="checkbox"/> Accept	Technical	YES	YES ▾

Buttons:

Na ekranu **Create Quote: Review and Submit** lahko preverite celotno vsebino ponudbe preden se odda.

Negotiations

Negotiations >

Create Quote 67: Review and Submit (RFQ 142)

Cancel Back Validate Save Draft Printable View Submit

Header

 Title TEST
 Supplier SCM ERP CONSULTING LIMITED
 RFQ Currency EUR
 Quote Currency EUR
 Price Precision Any

 Time Left 25 days 14 hours
 Close Date 11.11.2019 00:00:00
 Quote Valid Until
 Reference Number
 Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

[Show](#) Commercial Terms Scoring

[Show](#) Acceptance of Terms and Conditions, as presented in the attached document of the tender

RFQ Stage

Technical

Technical

Lines

Quote Total (EUR) 1.399,00

Select Line	Ship-To	Start Price	Target Price	Quote Price (EUR)	Unit	Target Quantity	Quote Quantity	Line Total Need-By Date	Promised Date
<input checked="" type="radio"/> 1 VERIGA KALIBRIRAN...	MRX				5 kilogram	100	100	500,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 2 ČOPIČ PLOŠČ.ZA LA...	MRX				5 Ea	36	36	180,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 3 KLADIVO KROVSKO	MRX				6 Ea	5	5	30,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 4 VZVOD UNIOR ART....	MRX				7 Ea	5	5	35,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 5 STEKLO ZAŠČITNO Z...	MRX				8 Ea	50	50	400,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 6 SVEDER SDS DOLGI ...	MRX				7 Ea	2	2	14,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 7 ZIDARSKA ŽLICA-KE...	MRX				8 Ea	30	30	240,00 30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08

Line 1: VERIGA KALIBRIRANA DIN 766 D7 X 22 MM, TIP A,

Cost Factors

Cost Factor	Target Value	Quote Value Pricing Basis	Quote Price (EUR)
Line Price		5 Per-Unit (kilogram)	5
AP Freight Cost		0 Per-Unit (kilogram)	0
AP Miscellaneous Cost		0 Fixed Amount	0
Normalisation(INTERNAL)		0 Fixed Amount	0
Normalisation(INTERNAL) 2		0 Fixed Amount	0
Payment_terms_penalty		0 Fixed Amount	0

- Ob kliku na gumb **Validate** vam sistem vrne morebitne napake v ponudbi.






Confirmation
Quote 67 for RFQ 142 (TEST) has been validated without any errors.

- Kliknite na gumb **Submit**. Vaša ponudba bo uradno oddana in prejeli boste naslednje potrditveno sporočilo:

Negotiations
Confirmation
Quote 67 for RFQ 142 (TEST) has been submitted.

[Return to Sourcing Home Page](#)

Na glavni strani za pogajanja vidite pri oddanih ponudbah status **“Active”**

Your Active and Draft Responses									
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages	
67	Active		142	TEST	RFQ	25 days 14 hours		0	Full List
59	Draft	NICOSIA	139	test for company name	RFQ	75 days 14 hours		0	
50	Draft	NICOSIA	91	test member presence	RFQ	75 days 14 hours		0	
12	Active	NICOSIA	79	Test for cost factors v2	RFQ	75 days 14 hours		0	
1	Active	NICOSIA-	48	Test 000	RFQ	75 days 14 hours		0	