

المشتري الرئيس
PRINCIPAL BUYER



SUPPLIER GUIDE – Editing RFQ/RFP Submitted Response Before the Deadline

June - 2025

SPPC eProcurement Portal (ePP)



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INTRODUCTION

Throughout the duration of the Active RFQ/RFP (in “Running” Status), the ePP platform provides suppliers with the flexibility to access, review, and modify their previously submitted responses and resubmit the updated version **before the RFQ/RFP deadline**.

My RFPs RFPs Open to All Suppliers

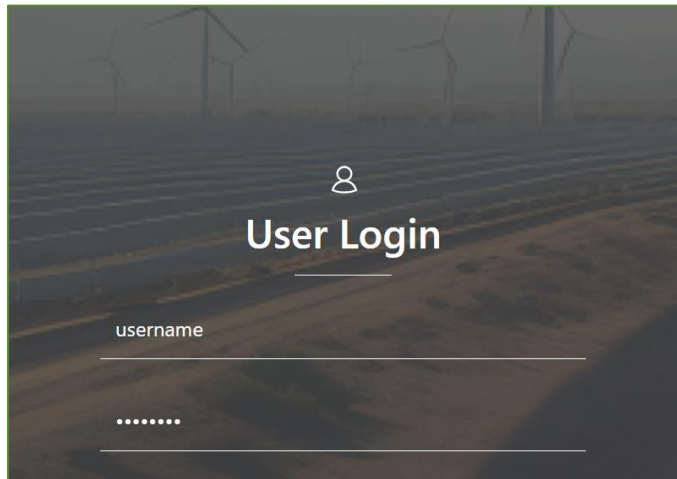
All RFPs Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 10

	RFP CODE	RFP TITLE	PROJECT CODE	RFP CLOSING DATE/TIME ↓	RFP STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	Round4_Wind_RFP_AGA2	Round4 Wind RFP - AGA Final Submission test 2	Round4_Wind_RFP	30/04/2024 18:30	● Running	No Response Prepared	SPPC

1. Login as a Supplier

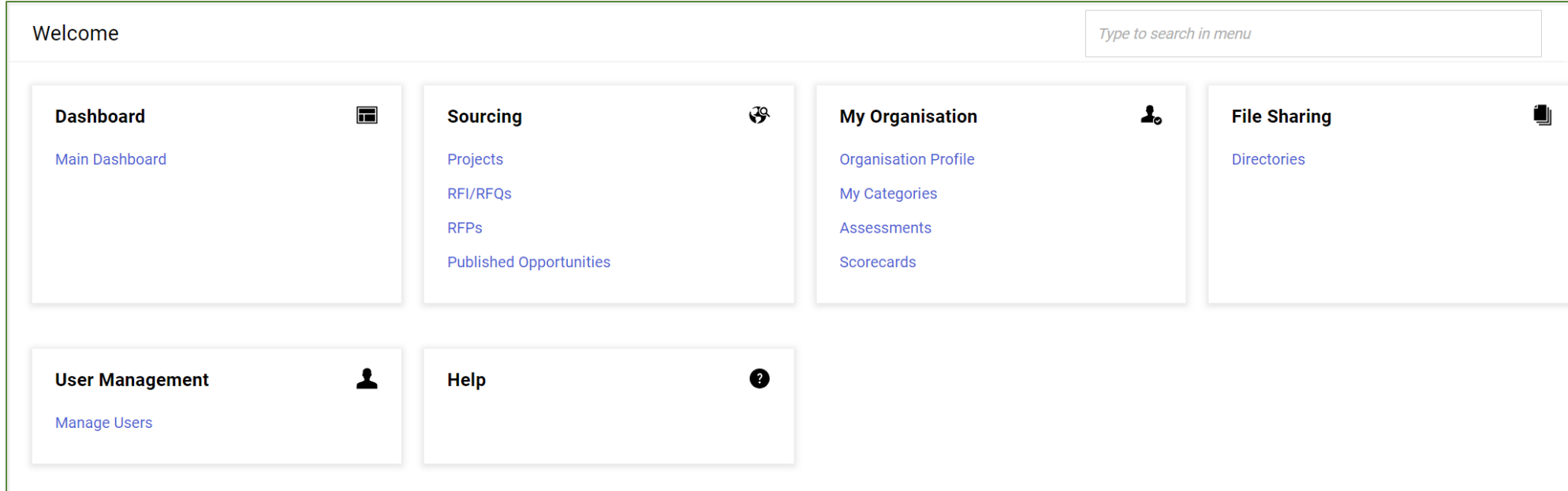
Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using your username and password.



If you've forgotten your login details, please use the 'Forgot your username/password?' option.

1. Login as a Supplier

After successfully logging in, you will be directed to the main page/homepage of ePP.



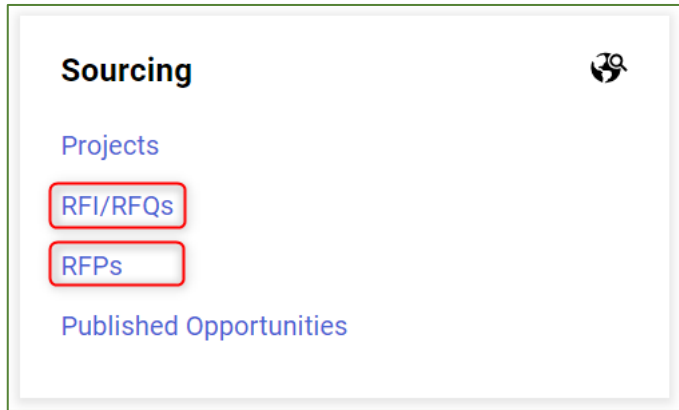
The screenshot displays the main page of the ePP system. At the top left, it says "Welcome". On the top right, there is a search bar with the placeholder text "Type to search in menu". Below this, the page is organized into several menu categories, each with a title, an icon, and a list of sub-items:

- Dashboard** (Icon: Dashboard) - Sub-item: Main Dashboard
- Sourcing** (Icon: Sourcing) - Sub-items: Projects, RFI/RFQs, RFPs, Published Opportunities
- My Organisation** (Icon: Person) - Sub-items: Organisation Profile, My Categories, Assessments, Scorecards
- File Sharing** (Icon: Document) - Sub-item: Directories
- User Management** (Icon: Person) - Sub-item: Manage Users
- Help** (Icon: Question mark)

If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character).

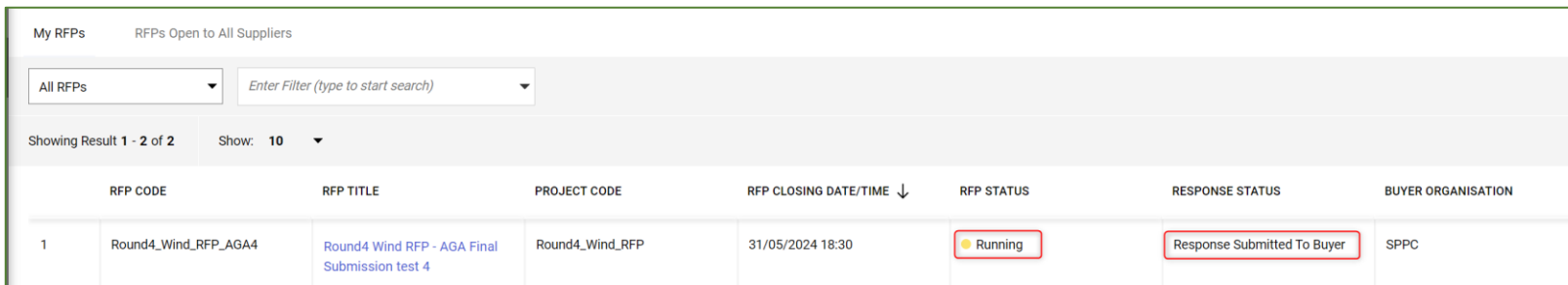
2. Access Running RFQ/RFP

Click on 'RFI/RFQs' or 'RFPs' under "Sourcing"



The process remains similar for both RFI/RFQs and RFPs. However, for the purpose of this guide, we will assume we are modifying RFP response. To modify your submitted response to an RFP, navigate to 'RFPs' under the "Sourcing" module from your supplier homepage.

Click on the 'RFI/RFQs or RFPs' title where the RFP Status is "Running" and Response Status is "Response Submitted to Buyer"

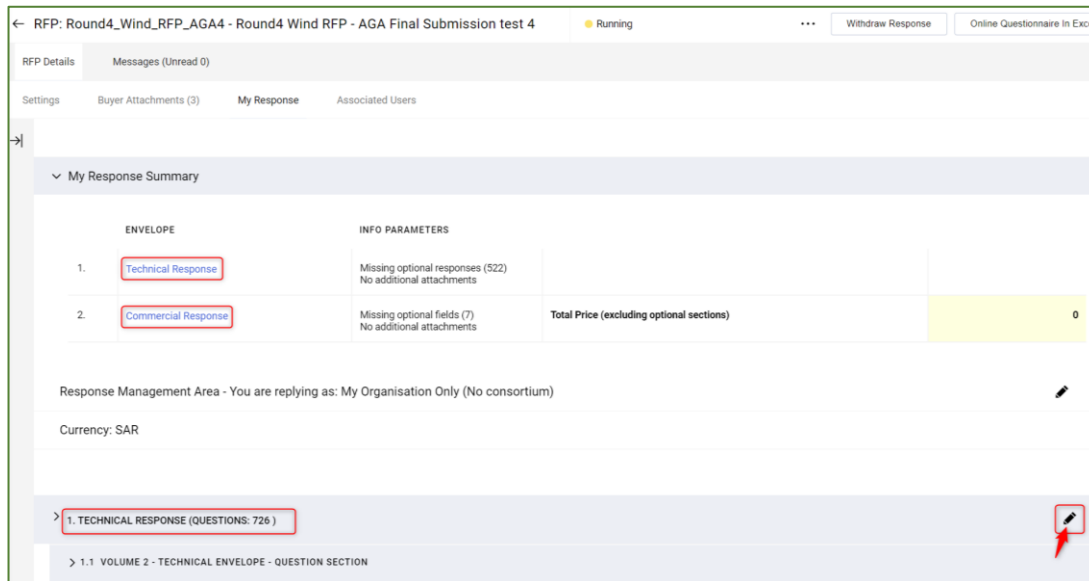


The screenshot shows a table titled 'My RFPs' with the subtitle 'RFPs Open to All Suppliers'. It includes a search filter and a table with the following data:

RFP CODE	RFP TITLE	PROJECT CODE	RFP CLOSING DATE/TIME ↓	RFP STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	Round4_Wind_RFP_AGA4 Round4 Wind RFP - AGA Final Submission test 4	Round4_Wind_RFP	31/05/2024 18:30	Running	Response Submitted To Buyer	SPPC

3. Modify & Submit Response Updates Before Deadline

Click 'edit' icon next to each response section or navigate directly to the Envelope Response selections.



← RFP: Round4_Wind_RFP_AGA4 - Round4 Wind RFP - AGA Final Submission test 4 Running Withdraw Response Online Questionnaire in Excel


RFP Details Messages (Unread 0)

Settings Buyer Attachments (3) My Response Associated Users


→

My Response Summary

ENVELOPE	INFO PARAMETERS		
1. Technical Response	Missing optional responses (522) No additional attachments		
2. Commercial Response	Missing optional fields (7) No additional attachments	Total Price (excluding optional sections)	0

Response Management Area - You are replying as: My Organisation Only (No consortium) 

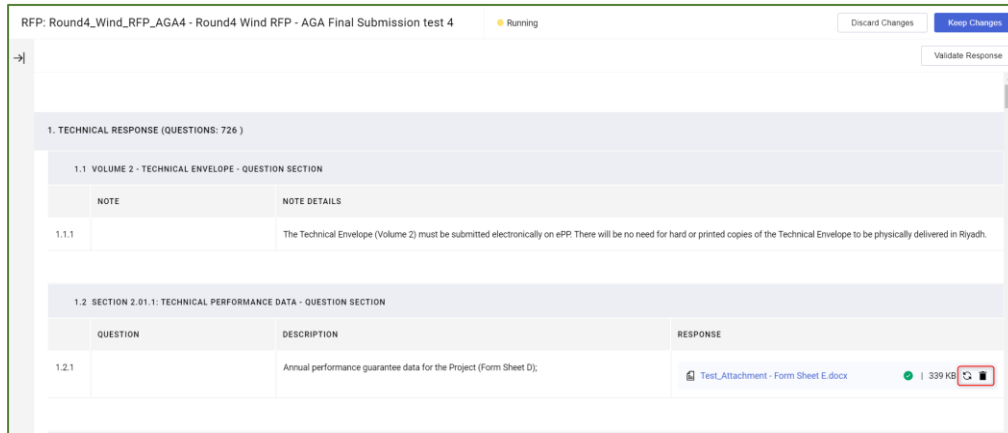
Currency: SAR

> 1. TECHNICAL RESPONSE (QUESTIONS: 726) 

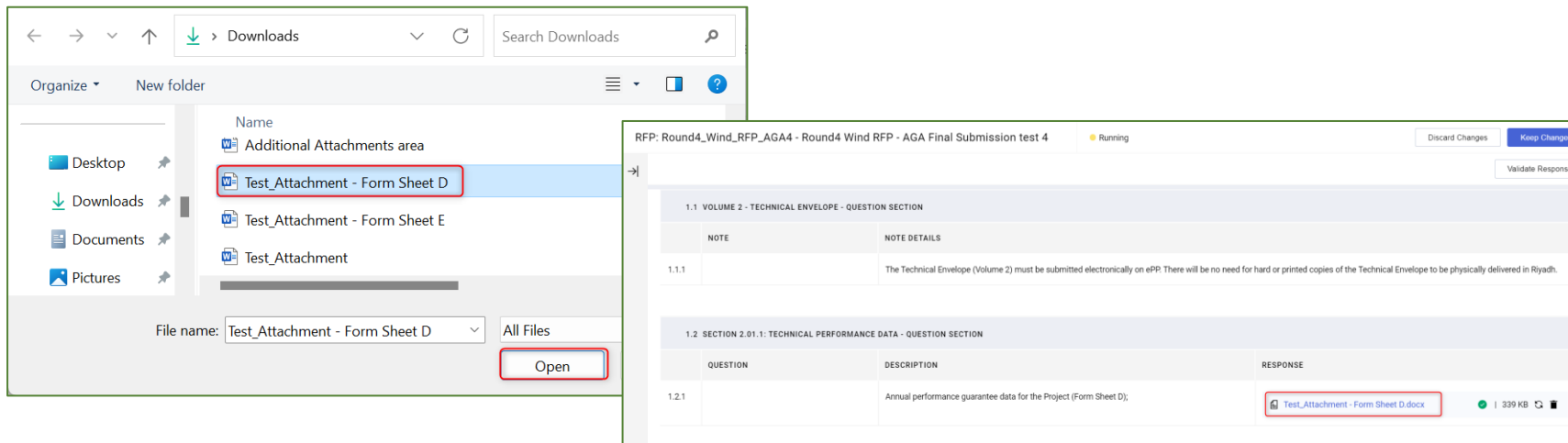
> 1.1 VOLUME 2 - TECHNICAL ENVELOPE - QUESTION SECTION

3. Modify & Submit Response Updates Before Deadline

For attachments, you can use replace/delete attachment icon and re-upload the correct/updated version



Select the correct/updated version and upload it



3. Modify & Submit Response Updates Before Deadline

Likewise, all other fields remain editable until the RFI/RFQ or RFP deadline.

21:03 Australian Central Standard Time Welcome Du solar

RFP: Round4_Wind_RFP_AGA4 - Round4 Wind RFP - AGA Final Submission test 4 ● Running Discard Changes Keep Changes

→ | Validate Response

1.14 SECTION 2.02.1: FORM SHEET E.1 - DESIGN CONDITIONS - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.14.1	Design lifetime of the plant	* (Unit: Years)	<input type="text" value="20"/>
1.14.2	Normal wind conditions (annual) - Average wind speed at hub height	* (Unit: m/s)	<input type="text" value="6"/>
1.14.3	Normal wind conditions (annual) - Prevailing wind direction	* (Unit: °)	<input type="text" value="1"/>
1.14.4	Normal wind conditions (annual) - Weibull Scale Parameter, A	* (Unit: m/s)	<input type="text" value="8.1"/>

Click “Keep Changes” to save the updates.

RFP: Round4_Wind_RFP_AGA4 - Round4 Wind RFP - AGA Final Submission test 4 ● Running Discard Changes Keep Changes

→ | Validate Response

1.14 SECTION 2.02.1: FORM SHEET E.1 - DESIGN CONDITIONS - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.14.1	Design lifetime of the plant	* (Unit: Years)	<input type="text" value="20"/>
1.14.2	Normal wind conditions (annual) - Average wind speed at hub height	* (Unit: m/s)	<input type="text" value="6"/>

You can click “Discard Changes” if you do not want to make any changes from the previous version

3. Modify & Submit Response Updates Before Deadline

Click 'Submit Changes' when you are ready to submit all the changes/updates.

RFP: Round4_Wind_RFP_AGA4 - Round4 Wind RFP - AGA Final Submission test 4 ● Running Undo All Changes Submit Changes

→|

My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	Missing optional responses (521) No additional attachments		
2.	Commercial Response	Missing optional fields (7) No additional attachments	Total Price (excluding optional sections)	0

If you want to discard all the changes made from the previous version, you can click 'Undo All Changes'.

3. Modify & Submit Response Updates Before Deadline

Alternatively, you can change/update the submitted response via excel **before the RFQ/RFP deadline.**

Please refer to the guide “SUPPLIER GUIDE - Submit Response using Excel Template”