

المشتري الرئيس
PRINCIPAL BUYER



SUPPLIER GUIDE – Managing field errors during Excel Import of Responses

June - 2025

SPPC eProcurement Portal (ePP)

Importing excel with errors

While importing data from Excel into the RFP Technical and Commercial Response on the ePP, you may encounter the following errors. Please scroll down to locate the error and then click on the ‘View Imported Data’ option to review the details that have already been uploaded.



RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission Running

Upload Help To Create & Import Your Response in Excel Cancel Import Operation View Imported Data

SECTION 2.02.2: FORM SHEET E2.4: MOUNTING STRUCTURE

SECTION 2.02.2: FORM SHEET E2.4: MOUNTING STRUCTURE 3 (FIXED SYSTEM)

SECTION 2.02.2: FORM SHEET E2.4: MOUNTING STRUCTURE 3 (TRACKING SYSTEM)

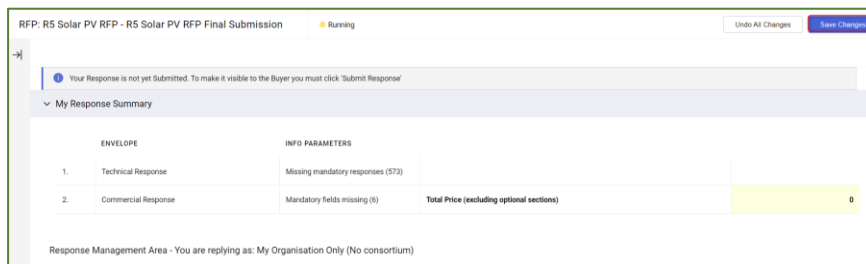
SECTION 2.02.3: FORM SHEET E3 - ELECTRICAL EQUIPMENT

- HV/MV Transformers - Number of windings
- The type of Question is not correct. in the Cell A953
- LV/MV Transformers - Number of windings
- The type of Question is not correct. in the Cell A983

SECTION 2.02.4: FORM SHEET E4 - I&C SYSTEMS

- I&C Equipment - Dimensions of cabinets (LxWxH) - (Unit: mmmmmmm)
- The type of Question is not correct. in the Cell A1049
- Minimum monitored parameters - Energy yield energy output
- The type of Question is not correct. in the Cell A1066

Click on the ‘Save Changes’ button to upload all the correctly filled data



RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission Running Undo All Changes Save Changes

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

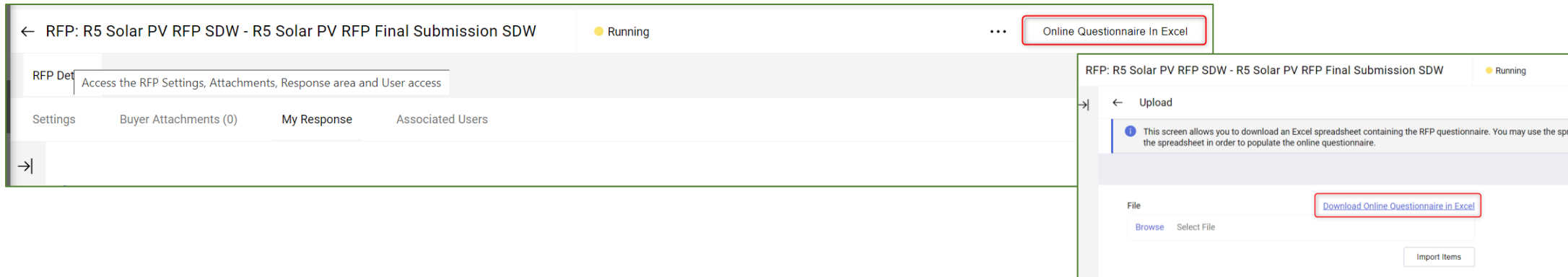
My Response Summary

| ENVELOPE | INFO PARAMETERS | Total Price (excluding optional sections) |
|------------------------|-----------------------------------|---|
| 1. Technical Response | Missing mandatory responses (373) | |
| 2. Commercial Response | Mandatory fields missing (6) | 0 |

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

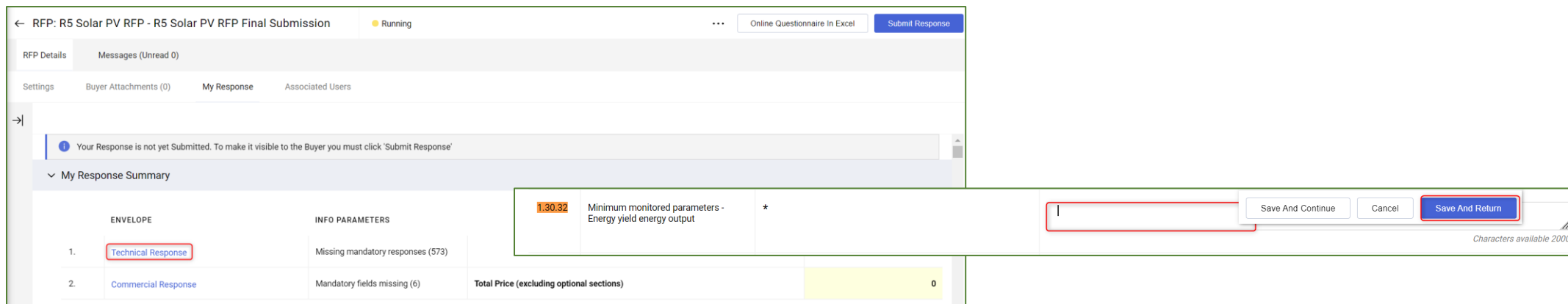
Download the Excel form again OR manually enter the missing data

You can again download the excel format again if there are too many errors to be filled via excel and upload it on each RFP...**OR**



The screenshot shows two overlapping windows from the RFP system. The top window is titled 'RFP: R5 Solar PV RFP SDW - R5 Solar PV RFP Final Submission SDW' and is in a 'Running' state. It has a menu with 'Settings', 'Buyer Attachments (0)', 'My Response', and 'Associated Users'. A button labeled 'Online Questionnaire In Excel' is highlighted with a red box. The bottom window is titled 'RFP: R5 Solar PV RFP SDW - R5 Solar PV RFP Final Submission SDW' and is also in a 'Running' state. It is an 'Upload' screen with a message: 'This screen allows you to download an Excel spreadsheet containing the RFP questionnaire. You may use the spreadsheet in order to populate the online questionnaire.' It features a 'File' input field with a 'Browse' button and a 'Select File' button. A button labeled 'Download Online Questionnaire in Excel' is highlighted with a red box. There is also an 'Import Items' button at the bottom.

Manually go into the 'Technical Envelope' and fill the missing fields (by navigating to the fields with errors) and "Save and Return"



The screenshot shows the 'My Response Summary' section of the RFP interface. It contains a table with two columns: 'ENVELOPE' and 'INFO PARAMETERS'. The 'ENVELOPE' column has two rows: '1. Technical Response' and '2. Commercial Response'. The 'INFO PARAMETERS' column has two rows: 'Missing mandatory responses (573)' and 'Mandatory fields missing (6)'. A 'Total Price (excluding optional sections)' is shown as '0'. A red box highlights the 'Technical Response' link. Another red box highlights a text input field with a value of '1.30.32' and a label 'Minimum monitored parameters - Energy yield energy output'. A third red box highlights the 'Save And Return' button. The interface also shows a 'Submit Response' button and a message: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. The bottom right corner indicates 'Characters available 2000'.