

المشتري الرئيس
PRINCIPAL BUYER



SUPPLIER GUIDE – RFX Messaging Tool

June - 2025

SPPC eProcurement Portal (ePP)



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INTRODUCTION

This document serves as a comprehensive guide to assist you in effectively responding to messages received from the buyer, as well as initiating clarifications/communication with the SPPC during the Request for Qualification/Proposal (RFQ/RFP) phase of the tendering process.

1. Notification Email

When a new message is published by the buyer, a notification email will be sent to the registered contact of the Suppliers.

New Message Received for RFP - Request for Proposal Code [REDACTED] on SPPC Energy Program eProcurement Portal

 sourcing.support.ksa@jaggaer.com
To [REDACTED]

We removed extra line breaks from this message.

Dear User,

You have received a new Message relating to the following RFP - Request for Proposal on SPPC Energy Program eProcurement Portal:

Message from: [REDACTED]
Subject: Re: Re: Re: Missing Information Queries

Type: RFP - Request for Proposal
Code: [REDACTED] Solar PV RFP_GC
Title: RFP for [REDACTED] - Solar PV RFP - General Correspondence

To view the details of the Message please click the following link, and enter your Username and Password:
<https://powersaudi Arabia.com.sa/esop/guest/login.do?quu=79045301018EEDA4D52B>

Or browse as follows:

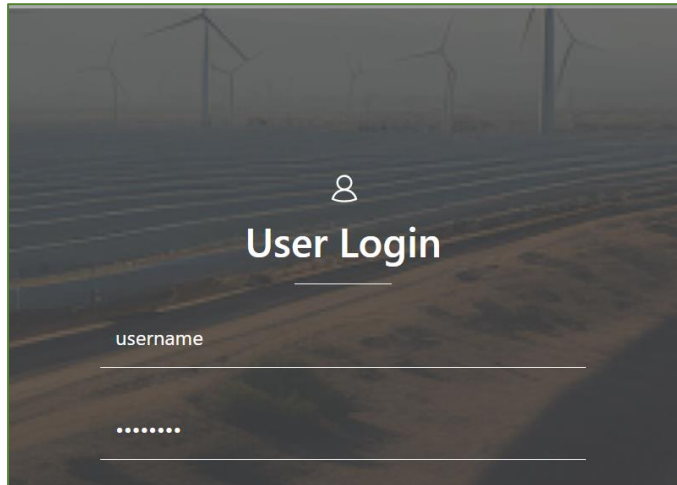
- Connect to <https://powersaudi Arabia.com.sa>
- Enter your Username and Password
- Go to RFP - Request for Proposals
- Click RFP - Request for Proposal Code [REDACTED] Solar PV RFP_GC to view details
- Go to Messages
- Select Received Messages
- Click the new Message to view the contents

If you require any clarification on this RFP - Request for Proposal please submit your query through the secure online messaging facility provided within the RFP - Request for Proposal Messages function.

Any potential bidder/supplier can register on the platform, and if they come across an open tender, they must register before accessing the tender details. Please refer to the "Registration Guide" for more details on how to register on the SPPC eProcurement Portal

2. Login as a Supplier

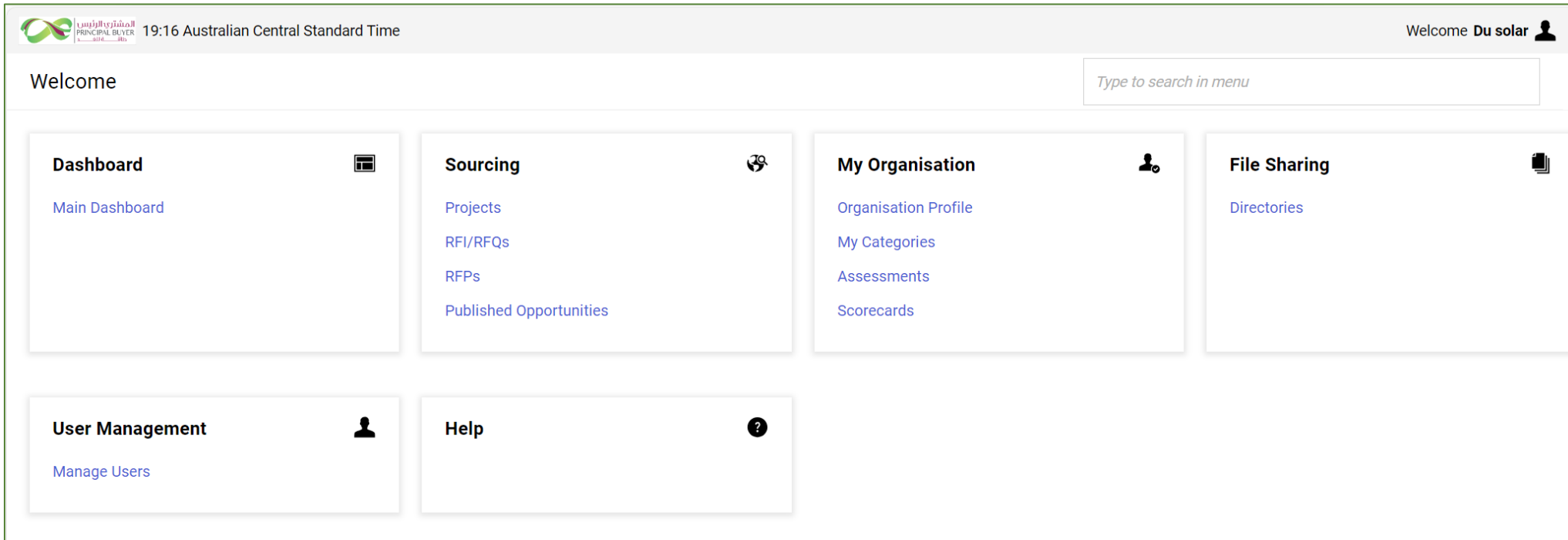
Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using your username and password.



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

2. Login as a Supplier

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



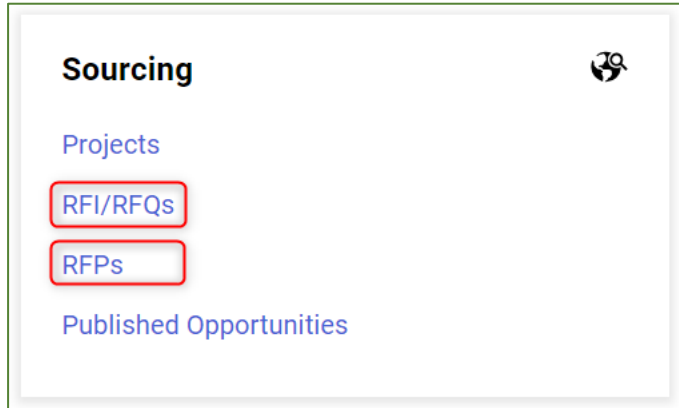
The screenshot shows the main page of the ePP system. At the top left, there is a logo for the Principal Buyer and the text "19:16 Australian Central Standard Time". At the top right, it says "Welcome Du solar" with a user icon. Below the header, there is a search bar with the placeholder text "Type to search in menu". The main content area is divided into six sections:

- Dashboard** (with a dashboard icon):
 - Main Dashboard
- Sourcing** (with a magnifying glass icon):
 - Projects
 - RFI/RFQs
 - RFPs
 - Published Opportunities
- My Organisation** (with a person icon):
 - Organisation Profile
 - My Categories
 - Assessments
 - Scorecards
- File Sharing** (with a folder icon):
 - Directories
- User Management** (with a person icon):
 - Manage Users
- Help** (with a question mark icon)

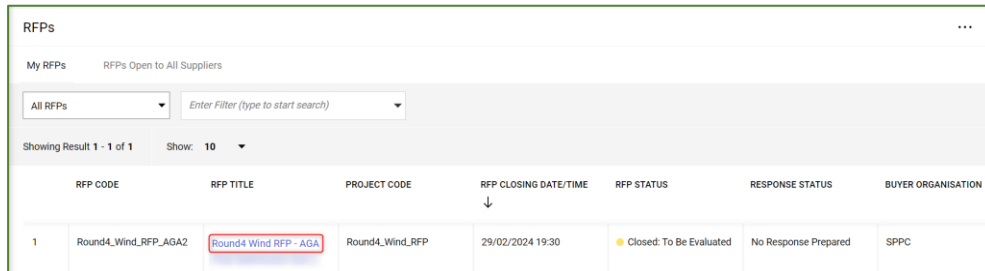
If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character).

3. Reply to Received Messages

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

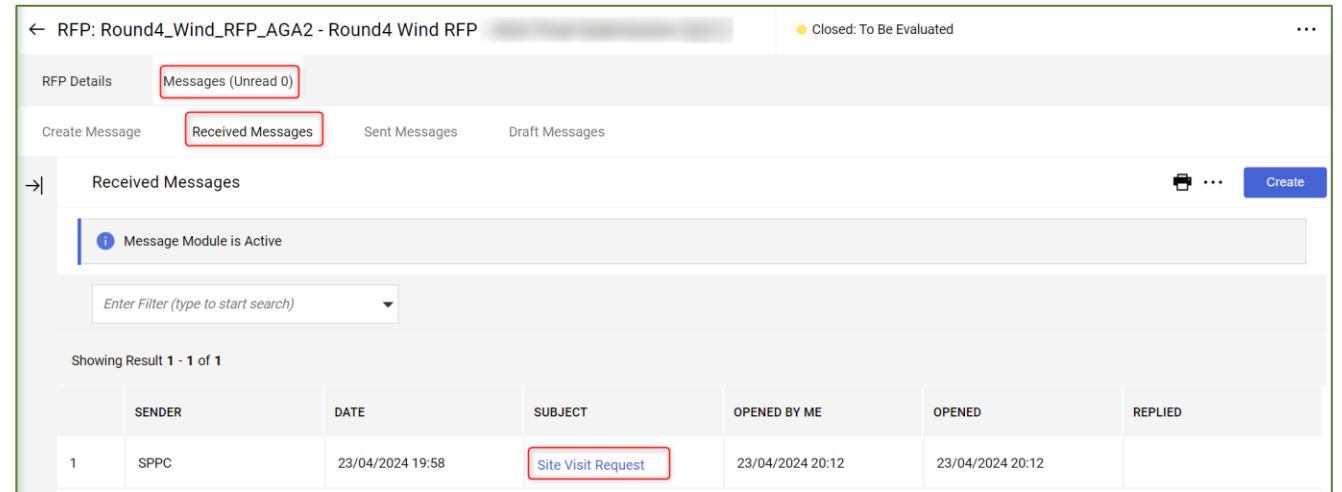


To read a received message, click on the 'RFI/RFQs or RFPs' title and select the message.



The screenshot shows a table of RFPs. The first row is highlighted with a red box. The table has columns for RFP CODE, RFP TITLE, PROJECT CODE, RFP CLOSING DATE/TIME, RFP STATUS, RESPONSE STATUS, and BUYER ORGANISATION.

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	Round4_Wind_RFP	29/02/2024 19:30	Closed: To Be Evaluated	No Response Prepared	SPPC

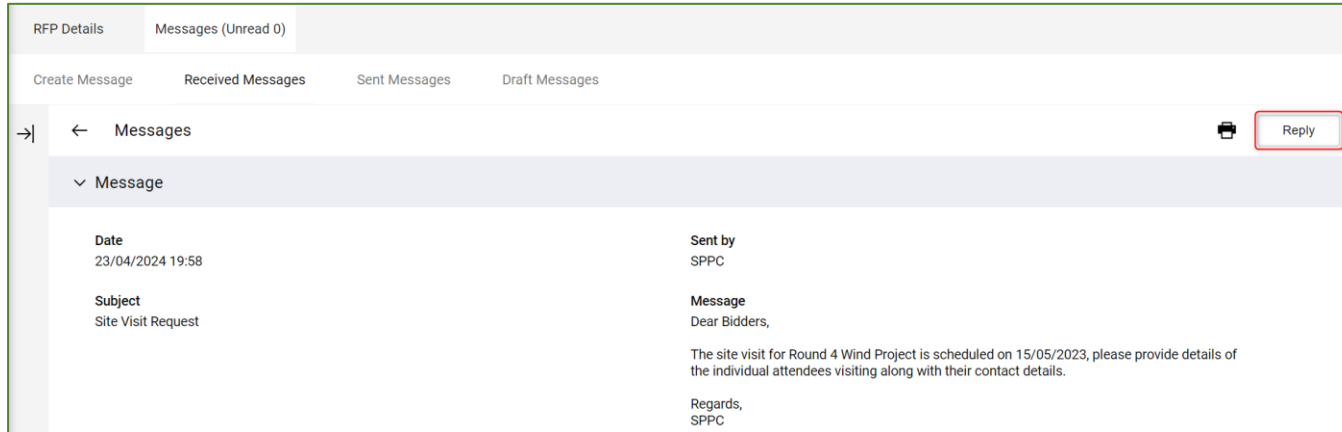


The screenshot shows the details of an RFP titled 'RFP: Round4_Wind_RFP_AGA2 - Round4 Wind RFP'. The status is 'Closed: To Be Evaluated'. The 'Messages (Unread 0)' tab is selected, showing a list of received messages. The first message is highlighted with a red box.

	SENDER	DATE	SUBJECT	OPENED BY ME	OPENED	REPLIED
1	SPPC	23/04/2024 19:58	Site Visit Request	23/04/2024 20:12	23/04/2024 20:12	

3. Reply to Received Messages

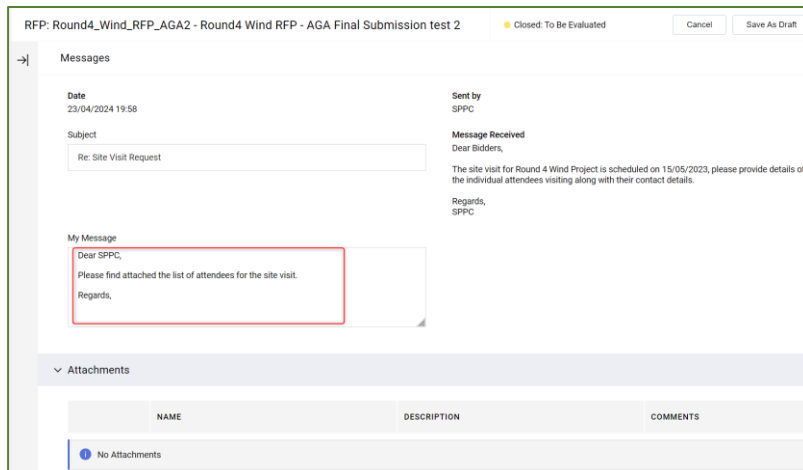
To reply to the same received message, click 'Reply'.



The screenshot shows a web interface for managing messages. At the top, there are tabs for 'RFP Details' and 'Messages (Unread 0)'. Below this, there are buttons for 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. The main area is titled 'Messages' and contains a 'Reply' button highlighted with a red box. Below the button, there is a 'Message' section with the following details:

Date 23/04/2024 19:58	Sent by SPPC
Subject Site Visit Request	Message Dear Bidders, The site visit for Round 4 Wind Project is scheduled on 15/05/2023, please provide details of the individual attendees visiting along with their contact details. Regards, SPPC

Type your response



The screenshot shows the 'My Message' input field in the 'Messages' interface. The input field is highlighted with a red box and contains the following text:

Dear SPPC,
Please find attached the list of attendees for the site visit.
Regards,

Below the input field, there is an 'Attachments' section with a table header:

NAME	DESCRIPTION	COMMENTS
No Attachments		

3. Reply to Received Messages

To attach a file/files, click on the 'Attachments' option and click 'Upload Files', select the file/files and upload it then Click 'Save'

The screenshot illustrates the file upload process. On the left, a file explorer window shows the 'Downloads' folder with the file 'List of Attendees-R4W S.V' selected. In the center, an 'Upload Progress' dialog box indicates that 1 file has been successfully uploaded. On the right, a file selection dialog shows the file name 'List of Attendees-R4W S.V' and the 'Open' button highlighted.

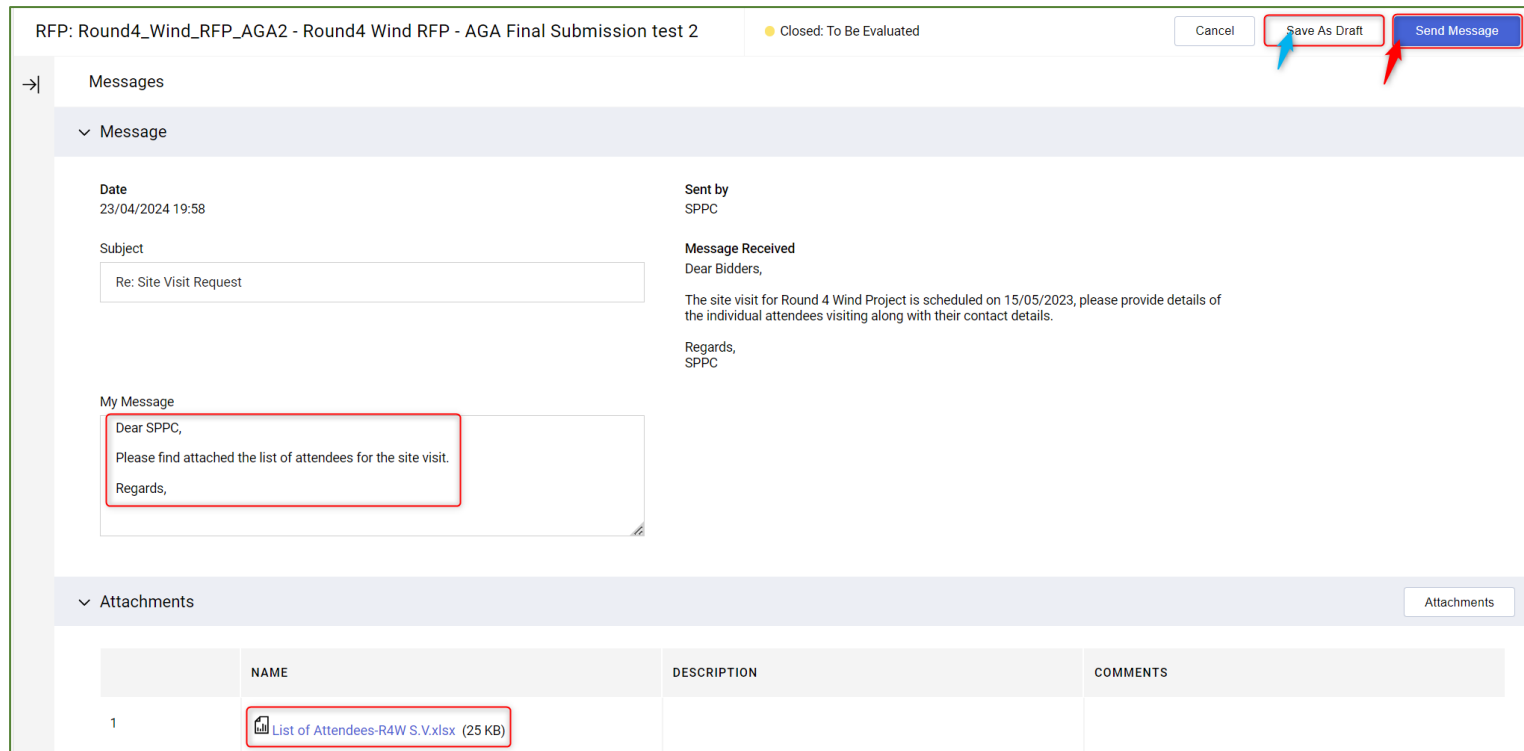
The next window shows all the uploaded files, please verify and confirm to proceed further.

The screenshot shows a file management interface with a table of uploaded files. The table has the following columns: FOLDER/FILE NAME, DESCRIPTION, DOWNLOADABLE, and LAST MODIFICATION DATE. The file 'List of Attendees-R4W S.V.xlsx' is listed with a 'Yes' status and a modification date of '23/04/2024 21:42:54'. A 'Confirm' button is visible in the top right corner.

	FOLDER/FILE NAME ↑	DESCRIPTION	DOWNLOADABLE	LAST MODIFICATION DATE	
1	List of Attendees-R4W S.V.xlsx		Yes	23/04/2024 21:42:54	⚙️ 🗑️

3. Reply to Received Messages

After completing the message content and attaching files, click 'Send message' or 'Save as Draft' to continue sending it later.



RFP: Round4_Wind_RFP_AGA2 - Round4 Wind RFP - AGA Final Submission test 2 Closed: To Be Evaluated Cancel Save As Draft Send Message

Messages

Message

Date: 23/04/2024 19:58 Sent by: SPPC

Subject: Re: Site Visit Request Message Received: Dear Bidders,

The site visit for Round 4 Wind Project is scheduled on 15/05/2023, please provide details of the individual attendees visiting along with their contact details.

Regards, SPPC

My Message: Dear SPPC, Please find attached the list of attendees for the site visit. Regards,

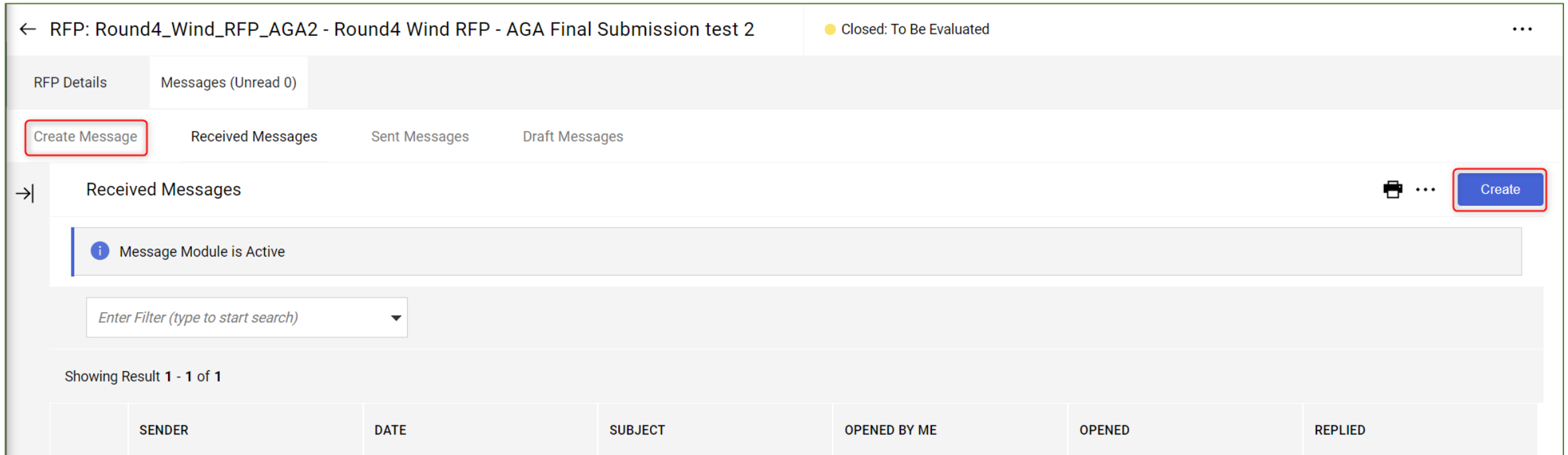
Attachments: List of Attendees-R4W S.V.xlsx (25 KB)

	NAME	DESCRIPTION	COMMENTS
1	List of Attendees-R4W S.V.xlsx (25 KB)		

Prior to sending the message, please review the message content and attached file carefully. If you wish to cancel or delete the message, click on 'Cancel'.

4. Create a New Message

To compose a message, navigate to the 'Messages' tab in the RFI/RFQs or RFP, then click on 'Create Message'.



← RFP: Round4_Wind_RFP_AGA2 - Round4 Wind RFP - AGA Final Submission test 2 ● Closed: To Be Evaluated ...

RFP Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

→ Received Messages 🖨️ ... Create

i Message Module is Active

Enter Filter (type to start search) ▼

Showing Result 1 - 1 of 1

SENDER	DATE	SUBJECT	OPENED BY ME	OPENED	REPLIED
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For each RFI/RFQs or RFP, a dedicated 'Messages' tab is provided. The 'Create Messages' option **is available only for some RFI/RFQs or RFP** where communication is consolidated for multiple projects.

4. Create a New Message

To attach a file/files, click on the 'Attachments' option and click 'Upload Files', select the file/files and upload it then Click 'Save'

The screenshot shows a file selection dialog box with the 'Downloads' folder selected. The file 'List of Attendees-R4W S.V' is highlighted. An 'Upload Files' button is visible in the top right corner of the dialog. To the right, an 'Upload Progress' window is open, showing 'Files Uploaded: 1' and a 'Save' button.

The next window shows all the uploaded files, please verify and confirm to proceed further.

The screenshot shows a web application interface with a file list table. The table has columns for 'FOLDER/FILE NAME', 'DESCRIPTION', 'DOWNLOADABLE', and 'LAST MODIFICATION DATE'. The file 'List of Attendees-R4W S.V.xlsx' is listed with a 'Yes' status for 'DOWNLOADABLE' and a modification date of '23/04/2024 21:42:54'. A 'Confirm' button is visible in the top right corner.

	FOLDER/FILE NAME ↑	DESCRIPTION	DOWNLOADABLE	LAST MODIFICATION DATE	
1	List of Attendees-R4W S.V.xlsx		Yes	23/04/2024 21:42:54	⚙️ 🗑️

4. Create a New Message

After completing the message content and attaching files, click 'Send message' or 'Save as Draft' to continue sending it later.

RFP: Round4_Wind_RFP_AGA2 - Round4 Wind RFP - AGA Final Submission test 2 ● Closed: To Be Evaluated Cancel Save As Draft Send Message

→ Messages

Message

Date
23/04/2024 19:58


Subject
Re: Site Visit Request

My Message
Dear SPPC,
Please find attached the list of attendees for the site visit.
Regards,

Sent by
SPPC

Message Received
Dear Bidders,
The site visit for Round 4 Wind Project is scheduled on 15/05/2023, please provide details of the individual attendees visiting along with their contact details.
Regards,
SPPC

Attachments

	NAME	DESCRIPTION	COMMENTS
1	 List of Attendees-R4W S.V.xlsx (25 KB)		

Prior to sending the message, please review the message content and attached file carefully. If you wish to cancel or delete the message, click on 'Cancel'.