

المشتري الرئيس
PRINCIPAL BUYER



SUPPLIER GUIDE – Submit Response to RFQ or RFP

June - 2025

SPPC eProcurement Portal (ePP)

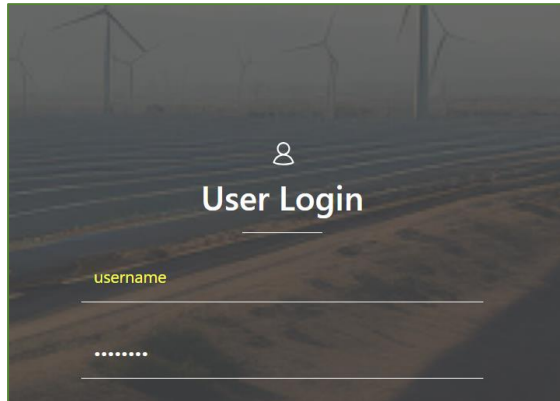


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1. Login as a Supplier

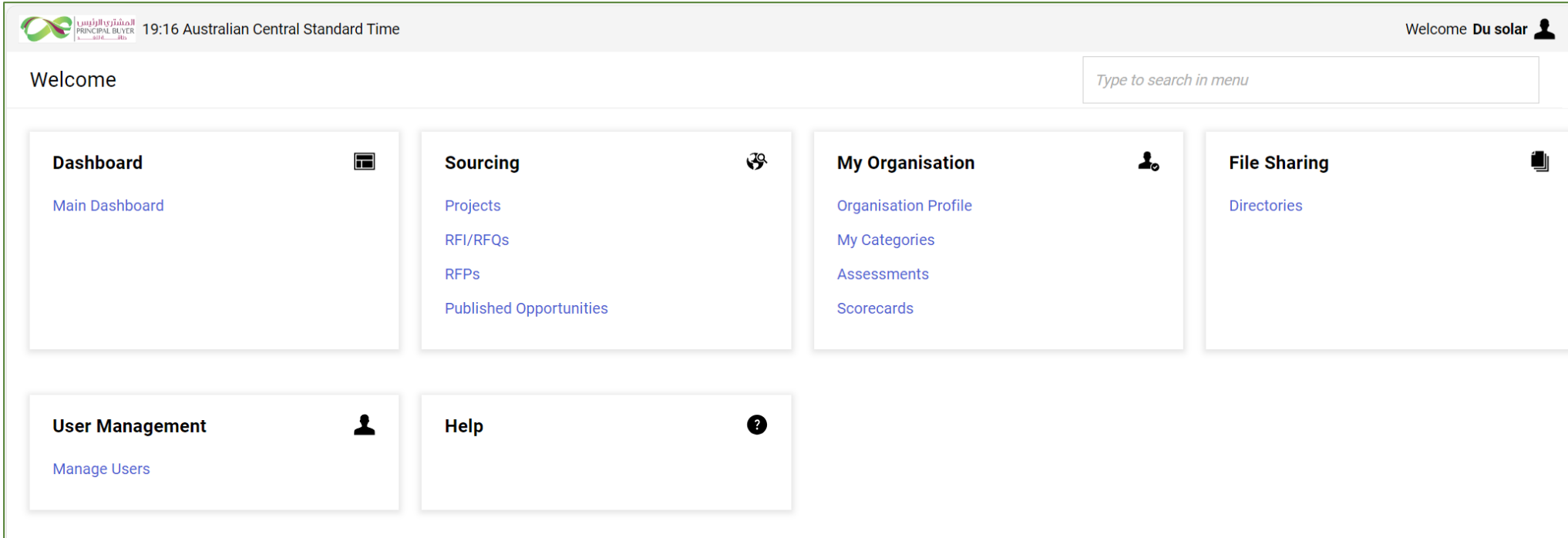
Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using your username and password.



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 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 profile 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 several sections:

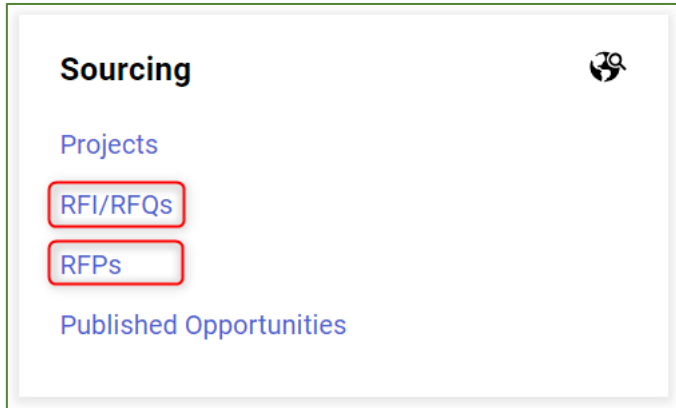
- Dashboard** (with a dashboard icon):
 - Main Dashboard
- Sourcing** (with a globe icon):
 - Projects
 - RFI/RFQs
 - RFPs
 - Published Opportunities
- My Organisation** (with a person icon):
 - Organisation Profile
 - My Categories
 - Assessments
 - Scorecards
- File Sharing** (with a folder icon):
 - 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).

**Please follow the password requirements as specified on the portal if they differ from the above.*

2. Access Running RFQ/RFP

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



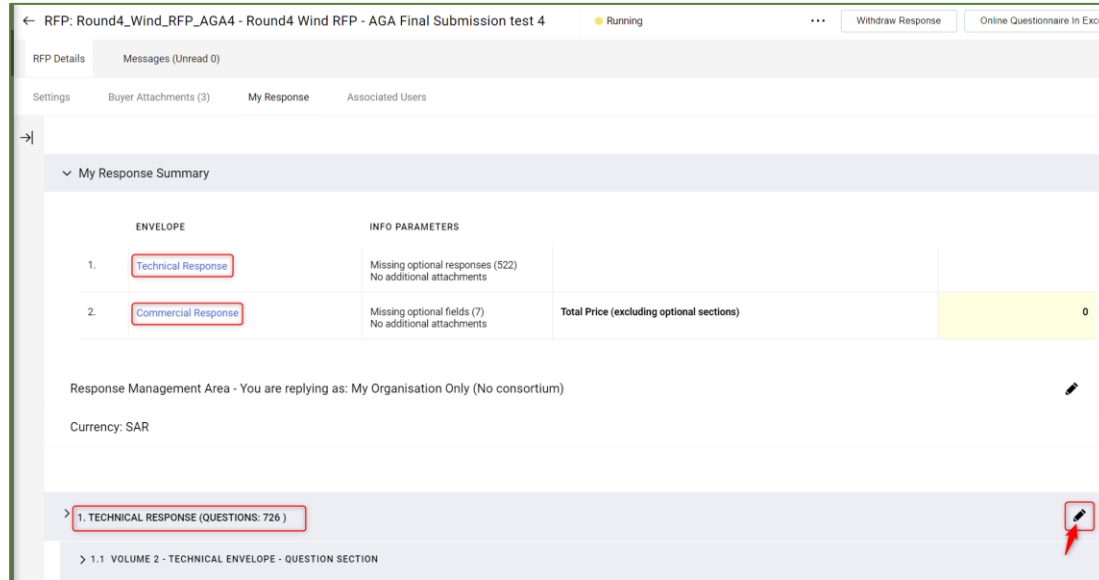
The process remains similar for both RFI/RFQs and RFPs. However, for the purpose of this guide, we will assume we are submitting RFP response.

Click on the 'RFI/RFQs or RFPs' title where the RFP Status is "Running"

RFP CODE	RFP TITLE	PROJECT CODE	RFP CLOSING DATE/TIME ↓	RFP STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	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

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

You must make sure to attend all the **Envelopes** while responding to RFQ and RFP

** Usually, 1 envelope for each RFQ and 2 envelopes for each RFP*

3. Modify & Submit Response

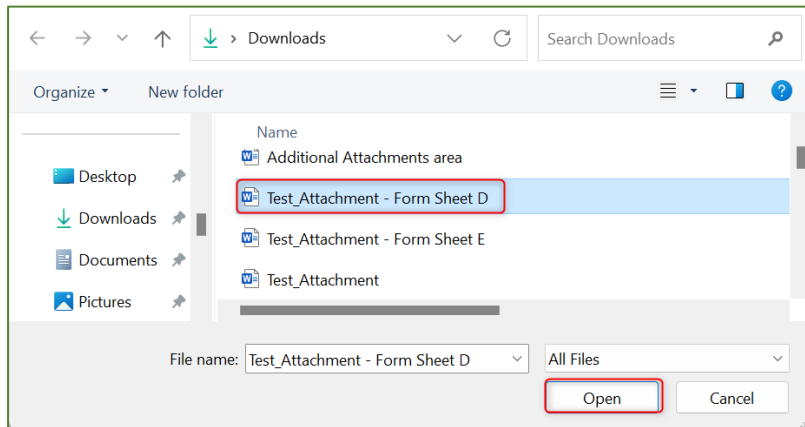
For attachments, you can Drop File or Browse to select the files from your computer and upload them.

RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission ● Running Save And Continue Cancel Save And Return

→ Validate Response

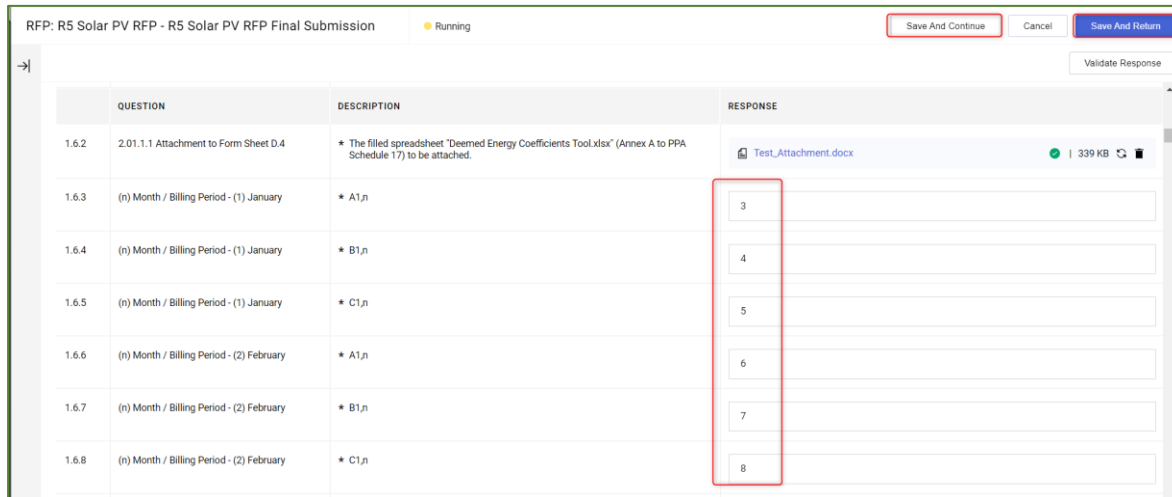
	QUESTION	DESCRIPTION	RESPONSE
1.6.2	2.01.1.1 Attachment to Form Sheet D.4	* The filled spreadsheet "Deemed Energy Coefficients Tool.xlsx" (Annex A to PPA Schedule 17) to be attached.	<input type="text" value="Drop File or Browse"/>
1.6.3	(n) Month / Billing Period - (1) January	* A1,n	<input type="text"/>
1.6.4	(n) Month / Billing Period - (1) January	* B1,n	<input type="text"/>
1.6.5	(n) Month / Billing Period - (1) January	* C1,n	<input type="text"/>

Select the correct file and upload it



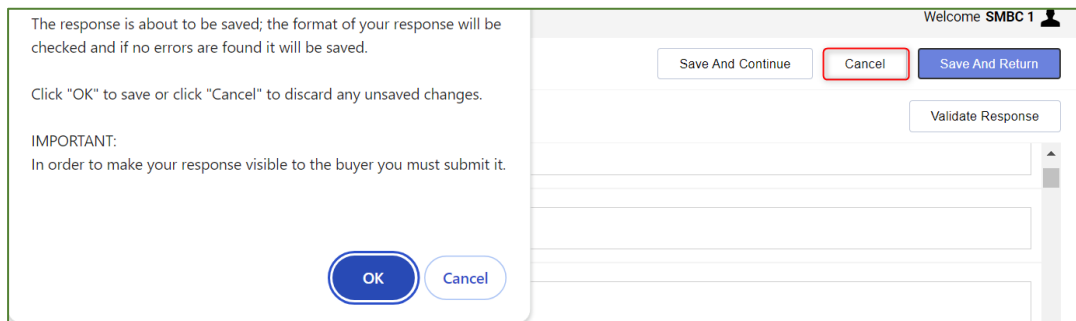
3. Modify & Submit Response

Likewise, all other mandatory fields must be filled and saved. Click “Save and Continue” to stay on the same page or “Save and Return” to go back to the RFP summary page.



QUESTION	DESCRIPTION	RESPONSE
1.6.2	2.01.1.1 Attachment to Form Sheet D.4 * The filled spreadsheet "Deemed Energy Coefficients Tool.xlsx" (Annex A to PPA Schedule 17) to be attached.	Test_Attachment.docx 339 KB
1.6.3	(n) Month / Billing Period - (1) January * A1,n	3
1.6.4	(n) Month / Billing Period - (1) January * B1,n	4
1.6.5	(n) Month / Billing Period - (1) January * C1,n	5
1.6.6	(n) Month / Billing Period - (2) February * A1,n	6
1.6.7	(n) Month / Billing Period - (2) February * B1,n	7
1.6.8	(n) Month / Billing Period - (2) February * C1,n	8

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



The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

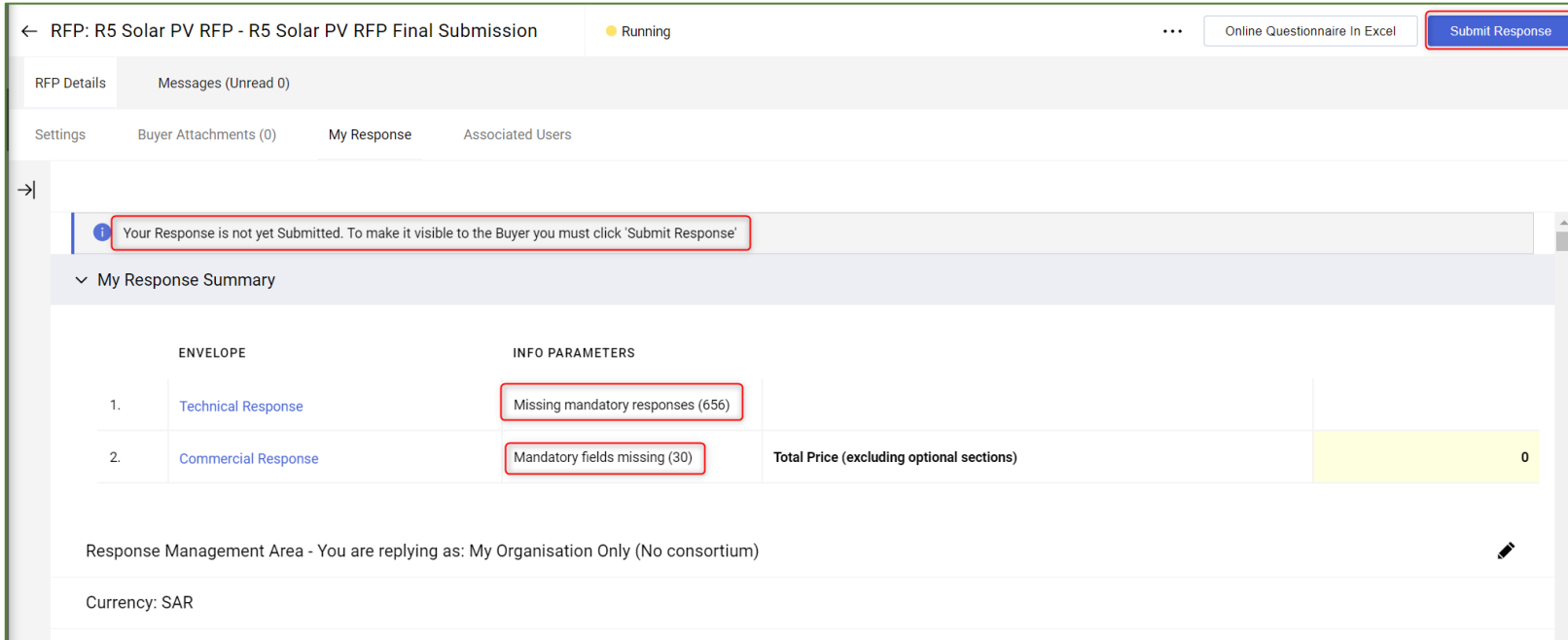
Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

Buttons: Save And Continue, Cancel, Save And Return, Validate Response, OK, Cancel

3. Modify & Submit Response

Click 'Submit Response' when you are ready to submit your bid. You are required to complete all the mandatory fields on each of the Response pages and click “Submit Response” to send your bids to SPPC.



The screenshot shows the 'RFP: R5 Solar PV RFP - R5 Solar PV RFP Final Submission' page. A 'Submit Response' button is highlighted in the top right. A notification states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this is the 'My Response Summary' section with the following table:

	ENVELOPE	INFO PARAMETERS		
1.	Technical Response	Missing mandatory responses (656)		
2.	Commercial Response	Mandatory fields missing (30)	Total Price (excluding optional sections)	0

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

Currency: SAR

If you have completed your bids and have not clicked on “Submit Response” SPPC cannot see your bids and will not consider it against the RFP