



وزارة الطاقة والصناعة والثروة المعدنية
المملكة العربية السعودية

SUPPLIER GUIDE

RFX MESSAGING TOOL



وزارة الطاقة والصناعة والثروة المعدنية
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TABLE OF CONTENT:

1. Login as Supplier
2. Respond to Received Messages
3. Create New Message

NOTIFICATION EMAIL

A notification email will be received to the registered contact when a new message is published by the buyer:

New Message Received for RFQ - Request for Qualification Code RFQ_21 on National Renewable Energy Program eProcurement Portal

Dear User,

You have received a new Message relating to the following RFQ - Request for Qualification on National Renewable Energy Program eProcurement Portal:

Message from: REPDO
Subject: Supplier Guide

Type: RFQ - Request for Qualification
Code: RFQ_21
Title: Services

To view the details of the Message please click the following link, and enter your Username and Password:

<https://ipp-ksa-prep.bravosolution.com/esop/guest/login.do?qvu=98931066015A601C78E2>

Or browse as follows:

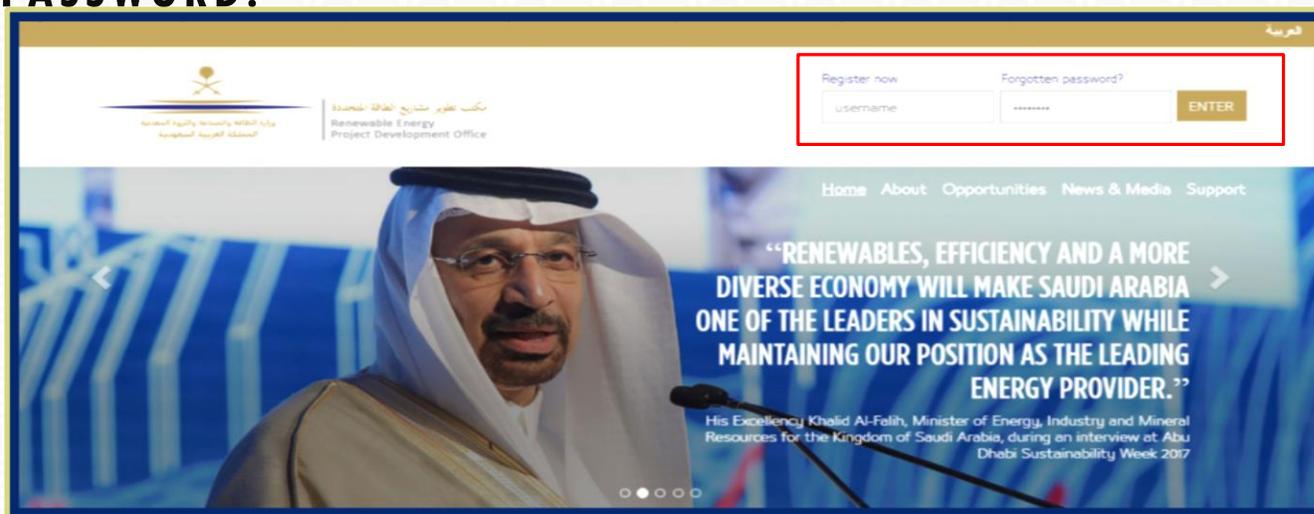
- Connect to <https://ipp-ksa-prep.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Qualifications
- Click RFQ - Request for Qualification Code RFQ_21 to view details
- Go to Messages
- Select Received Messages



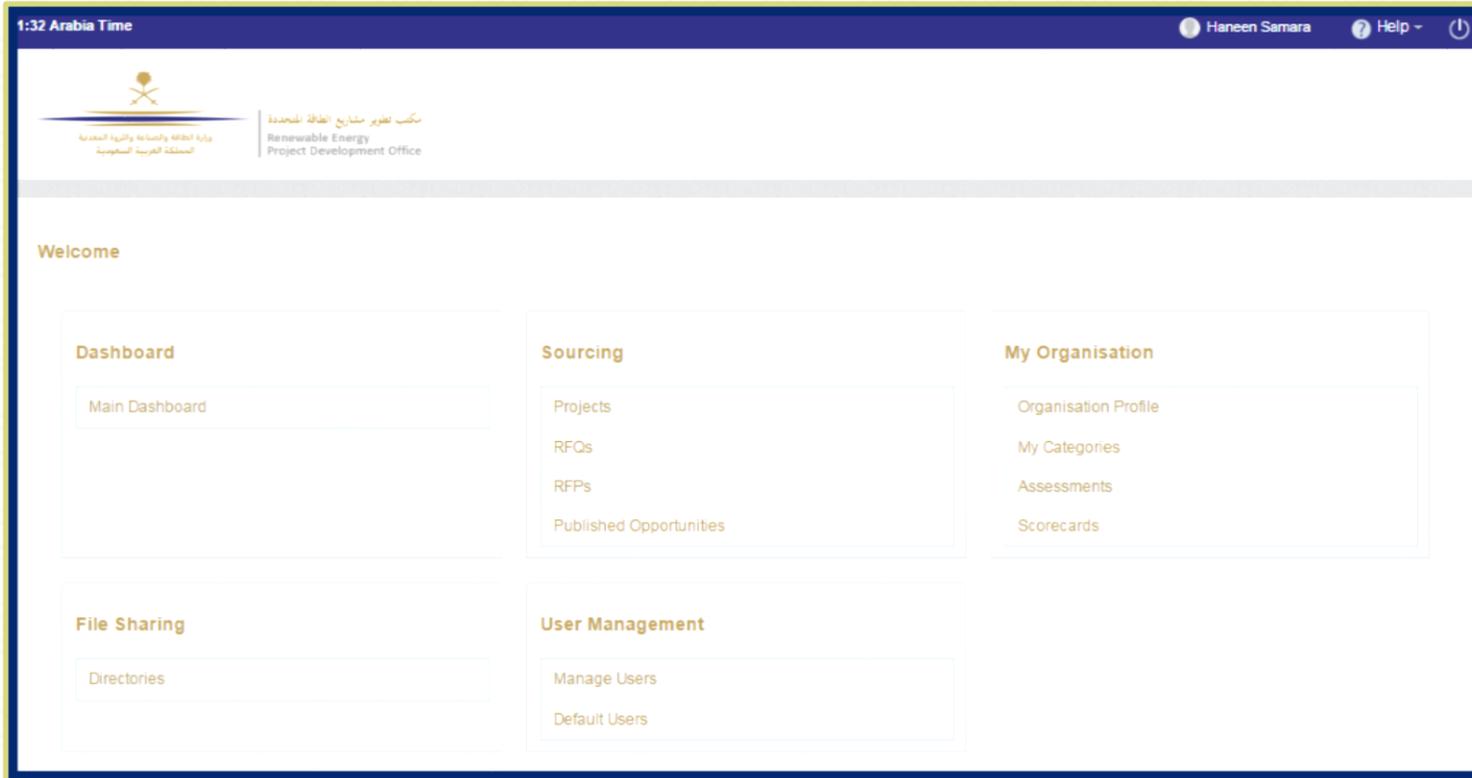
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1. LOGIN AS SUPPLIER

START AT THE LOGIN PAGE: www.powersaudiarabia.com.sa. FILL IN YOUR USERNAME & PASSWORD:



This document will guide you through the process of replying to received messages from the buyer, and sending messages to the buyer/contract officer.



ONCE YOU HAVE SUCCESSFULLY LOGGED IN, YOU WILL BE DIRECTED TO THE MINISTRY'S MAIN PAGE.

If this is your first time to login, you will be asked to select a new password (which has to contain both letters and numbers).

2. REPLY TO A RECEIVED MESSAGE IN RFQ



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The screenshot shows the user interface of the Project Development Office (PDO) system. At the top, the user is logged in as 'Haneen Samara'. The dashboard is divided into several sections: 'Dashboard' (Main Dashboard), 'Sourcing' (Projects, RFQs, RFPs, Published Opportunities), 'My Organisation' (Organisation Profile, My Categories, Assessments, Scorecards), 'File Sharing' (Directories), and 'User Management' (Manage Users, Default Users). The 'RFQs' link under the 'Sourcing' section is highlighted with a red box.

CLICK ON 'RFQS' UNDER 'SOURCING'

12:59 Arabia Time Haneen Samara Help

مكتب تطوير مشاريع الطاقة المتجددة
وزارة الطاقة والصناعة والثروة المعدنية
المملكة العربية السعودية
Renewable Energy
Project Development Office

My RFQs RFQs Open to All Suppliers

Filter By: All RFQs Select a Filter

Code	RFQ Title	Project Code	RFQ Status
1	RFQ_21	TENDER_18	Running



Back to List

RFQ : RFQ_21 - Services Running

Project: TENDER_18 - Testing
Closing Date: 23/02/2017 11:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 1)

Settings Buyer Attachments (0) My Response User Rights

Create Response Decline To Respond

Currency: SAR

CLICK ON THE RFQ TITLE TO REVIEW RFQ DETAILS & MESSAGES

Notice the Unread Messages notification



▼ RFQ : RFQ_21 - Services

Project: TENDER_18 - Testing
Closing Date: 23/02/2017 11:00:00
Response Last Submitted On: **Not Submitted Yet**

RFQ Details **Messages (Unread 1)**

Create Message Received Messages Sent Messages Draft Messages

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

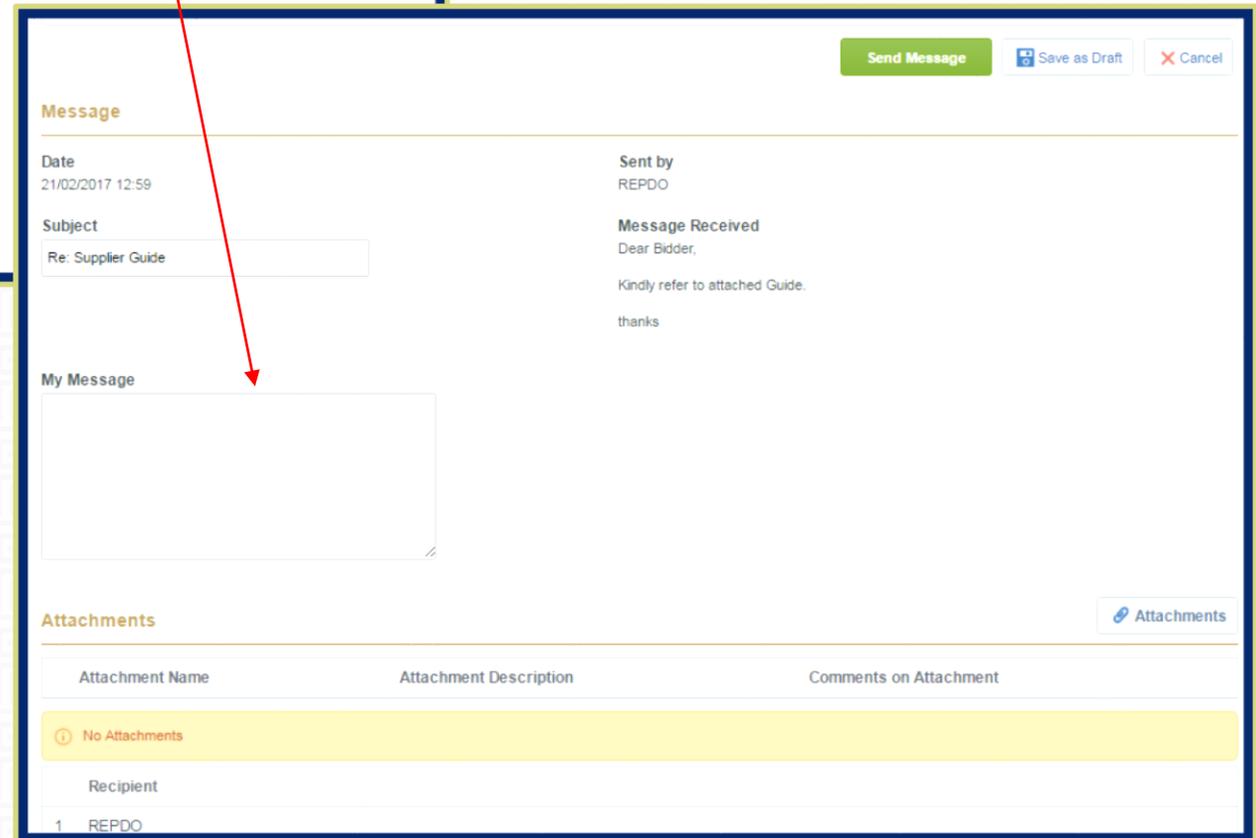
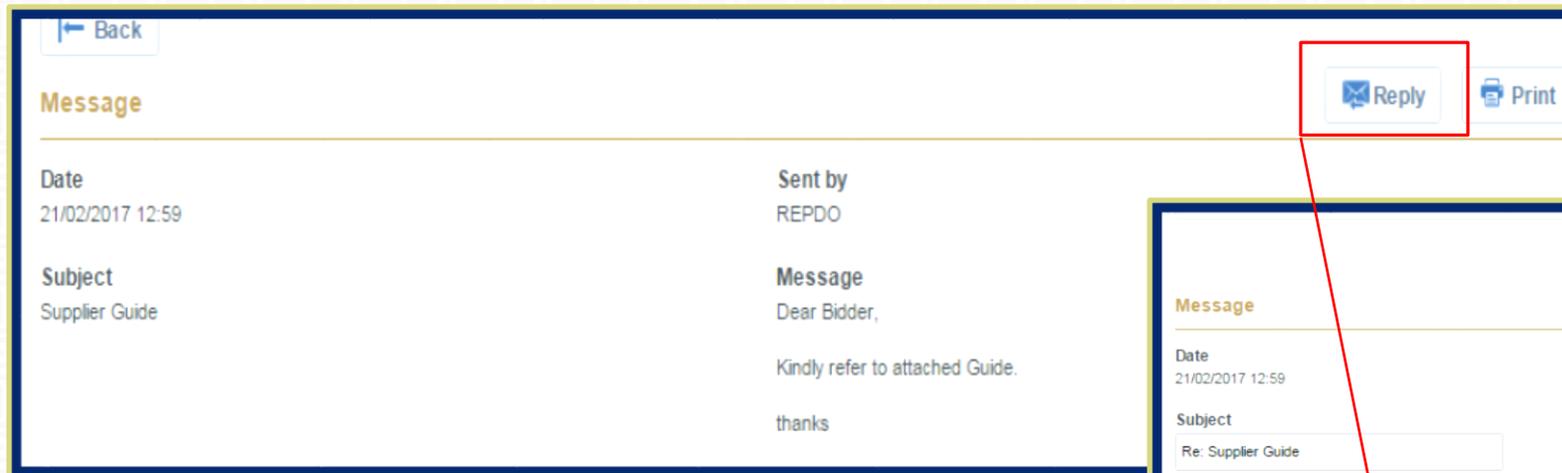
← Back

Message Reply Print

Date	21/02/2017 12:59	Sent by	REPDO
Subject	Supplier Guide	Message	Dear Bidder, Kindly refer to attached Guide. thanks

NAVIGATE TO 'RECEIVED MESSAGES', THEN SELECT MESSAGE TITLE, AND REVIEW MESSAGE CONTENT.

You can reply to the same message by selecting 'Reply'.



TO REPLY TO THE MESSAGE CLICK 'REPLY'. THEN, SPECIFY MESSAGE CONTENT AND ATTACH DOCUMENT, IF REQUIRED.

Upon completing the message content, click 'Send Message'. OR 'Save as a Draft' to continue later.

Attachments

Attachment Name	Attachment Description	Comments on Attachment
-----------------	------------------------	------------------------

Upload New File ...

Select Files to Upload

Save All Cancel All

Upload New File Mass Download ...

Folder/File Name	Description	Downloadable	Last Modification Date
1 empty doc.docx		Yes	21/02/2017 13:13:20

Total 1 10 Page 1 of 1

TO ATTACH, CLICK ON 'ATTACHMENTS' BUTTON .

Browse the file saved on your PC then attach it to the message.

RFQ Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

RFQ : RFQ_21 - Services Running

Project: TENDER_18 - Testing
Closing Date: 23/02/2017 11:00:00
Response Last Submitted On: Not Submitted Yet

[Send Message](#) [Save as Draft](#) [Cancel](#)

Message

Subject

Message

[Attachments](#)

Attachment Name	Attachment Description	Comments on Attachment
No Attachments		
Recipient		
1	REPDO	

TO CREATE NEW MESSAGE, CLICK 'CREATE MESSAGE'. SPECIFY CONTENT, TITLE, AND ATTACH FILES.

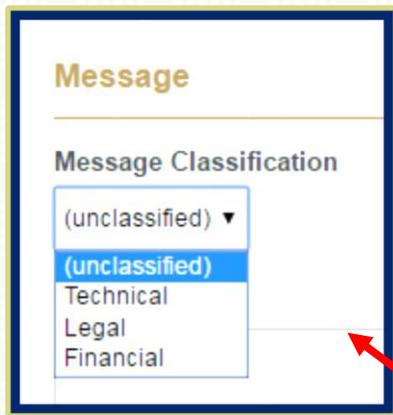
Upon completing the message content, click 'Send message' or 'Save as Draft' to continue later.



3. CREATE NEW MESSAGE

The screenshot displays the user interface of the Renewable Energy Project Development Office. At the top, there is a header with the organization's logo and name in Arabic and English. Below the header, there is a navigation bar with a 'Back to List' link. The main content area shows a dropdown menu for 'RFQ : RFQ_21 - Services'. Underneath, there are details for the project: 'Project: TENDER_18 - Testing', 'Closing Date: 23/02/2017 11:00:00 (If you Submit a new Response now, it will be late)', and 'Response Last Submitted On: Not Submitted Yet'. At the bottom, there is a tabbed interface with four tabs: 'RFQ Details', 'Messages (Unread 0)', 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. The 'Messages (Unread 0)' tab is currently selected, and the 'Create Message' tab is highlighted with a red border.

REFER TO MESSAGES TAB.



Message

Send Message Save as Draft Cancel

Message Classification (unclassified) ▾ Subject

Message

Attachments Attachments

Attachment Name	Attachment Description	Comments on Attachment
No Attachments		

The form contains a 'Message Classification' dropdown menu (circled in red), a 'Subject' text input field, a large text area for the message content, and an 'Attachments' section with a table and a 'No Attachments' message.

TO CREATE NEW MESSAGE, CLICK 'CREATE MESSAGE'. SPECIFY MESSAGE CLASSIFICATION, TITLE, CONTENT, AND ATTACH FILES.

Select Message Classification from available dropdown list. Message can have only one type; technical, financial, or legal.

The screenshot shows a web form for creating a message. At the top right, three buttons are highlighted with a red box: 'Send Message' (green), 'Save as Draft' (blue), and 'Cancel' (white with a red 'X'). The form is divided into sections: 'Message' (containing 'Message Classification' with a dropdown menu set to '(unclassified)', a 'Subject' text box, and a large 'Message' text area), and 'Attachments' (containing a table with columns 'Attachment Name', 'Attachment Description', and 'Comments on Attachment', and a yellow banner at the bottom stating 'No Attachments'). A blue 'Attachments' button is located in the top right of the attachments section.

ONCE YOU FILL IN REQUIRED FIELDS, EITHER 'SEND MESSAGE' TO SUBMIT TO BUYER. OR 'SAVE AS DRAFT' TO CONTINUE MESSAGE LATER.

Click 'cancel' if you want to delete the message.



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المملكة العربية السعودية

NEED HELP?

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