



وزارة الطاقة والصناعة والثروة المعدنية  
المملكة العربية السعودية

# SUPPLIER GUIDE

**Modify Supplier Response  
to an RFQ/RFP after  
Submission**

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2. Access RFP.
3. Modify your response.



وزارة الطاقة والصناعة والثروة المعدنية  
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# MODIFY THE RFQ/RFP RESPONSE AFTER SUBMISSION

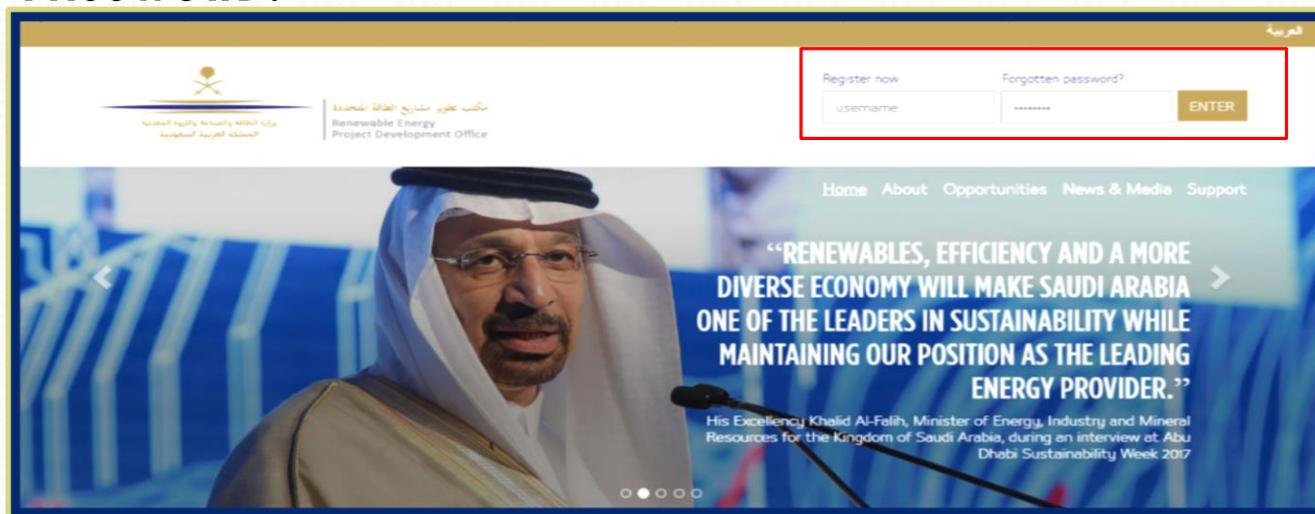
As long as the RFQ/RFP is still running the platform offers suppliers the flexibility to access a response they have previously submitted, review & modify it whenever required and resubmit their updated response before the RRFQ/RFP deadline.



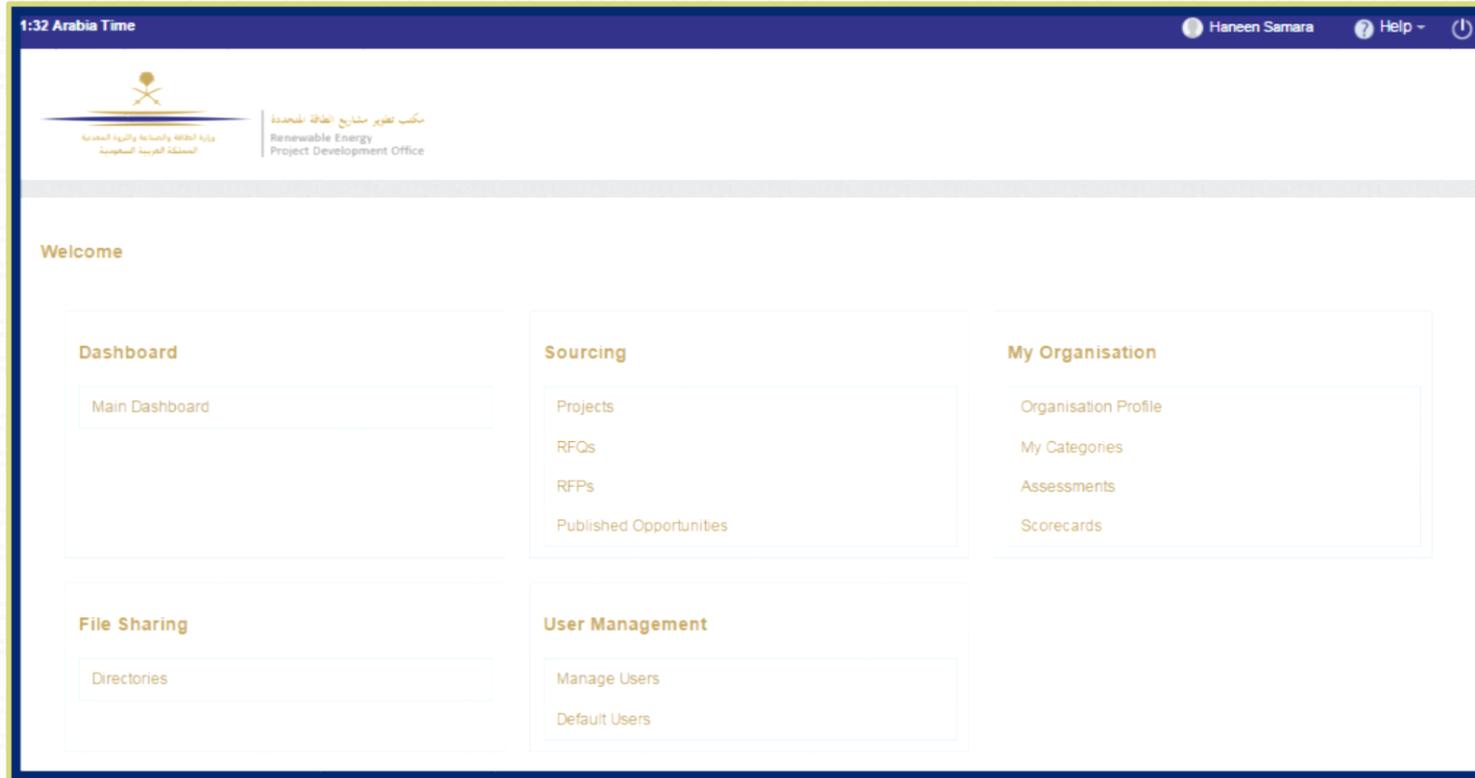
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# 1. LOGIN AS SUPPLIER

**START AT THE LOGIN PAGE: [www.powersaudiarabia.com.sa](http://www.powersaudiarabia.com.sa). FILL IN YOUR USERNAME & PASSWORD:**



**This document will guide you through the process of modifying a response that you have previously submitted to an RFQ or an RFP on REPDO eProcurement Portal, and submitting your updated response online before the RFP / RFQ Deadline.**



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**ONCE YOU HAVE SUCCESSFULLY LOGGED IN, YOU WILL BE DIRECTED TO THE SUPPLIER 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).**



Welcome

Dashboard

- Main Dashboard

Sourcing

- Projects
- RFIR/RFQs
- RFPs**
- Published Opportunities

My Organisation

- Organisation Profile
- My Categories
- Assessments
- Scorecards

User Management

- Manage Users
- Default Users

File Sharing

- Directories

Filter By: All RFPs

RFP Code	RFP Title	Project Code	RFP Status	RFP Closing Date/Time	Buyer Organisation	Response Status
1 RFP_58.1	R1 Sakaka PV RFP - Clarification Round	TENDER_31	Running	04/11/2017 12:00	REPDO	No Response Prepared
2 RFP_54.2	RFP Clarification Round scenario Test	Tender_54	Closed: To Be Evaluated	26/10/2017 13:33	REPDO	No Response Prepared
3 RFP_46	RFP Workshop Demo (2)	TENDER_37	Closed: To Be Evaluated	24/10/2017 10:15	REPDO	Response To Be Submitted To Buyer
4 RFP_75	R1 Sakaka - Form sheets - review 2	TENDER_30	Closed: Ended	02/10/2017 12:00	REPDO	No Response Prepared
5 RFP_35	R1 Sakaka PV RFP	TENDER_29	Closed: To Be Evaluated	02/10/2017 09:00	REPDO	Response Submitted To Buyer
6 RFP_74	R1 Sakaka PV RFP	TENDER_29	Closed: To Be Evaluated	31/08/2017 12:00	REPDO	Response To Be Submitted To Buyer
7 RFP_70	R1 Sakaka - Form sheets - review 1	TENDER_30	Closed: To Be Evaluated	31/08/2017 12:00	REPDO	Response Submitted To Buyer
8 RFP_72	Dumat Al Jandal Wind RFP	TENDER_32	Closed: To Be Evaluated	30/08/2017 14:02	REPDO	Response To Be Submitted To Buyer
9 RFP_73	Law Firm Contract - RFP	TENDER_38	Closed: To Be Evaluated	22/08/2017 16:00	REPDO	Response Submitted To Buyer
10 RFP_64	R1 DUMAT AL Jandal - Form sheets - reviewed <>	TENDER_30	Closed: To Be Evaluated	22/08/2017 15:00	REPDO	Response To Be Submitted To Buyer

THE PROCESS REMAINS EXACTLY THE SAME FOR RFQS & RFPS , HOWEVER FOR THE PURPOSE OF THIS GUIDE WE WILL ASSUME WE ARE MODIFYING AN RFP RESPONSE.  
IF YOU WISH TO MODIFY YOUR SUBMITTED RESPONSE TO AN RFP, CLICK ON RFPS' UNDER THE SOURCING MODULE, FROM YOUR SUPPLIER HOMEPAGE.

And when the RFPs page appears, you will be able to see the list of all RFPs you have either participated in or you have been invited to participate in with their closing date and your response status.



## 2. ACCESS THE CONCERN RFP

8	RFP_73	Law Firm Contract - RFP	TENDER_38	Closed: To Be Evaluated	22/08/2017 16:00	REPDO	Response Submitted To Buyer
9	RFP_70	R1 Sakaka - Form sheets - review 1	TENDER_30	Closed: To Be Evaluated	31/08/2017 12:00	REPDO	Response Submitted To Buyer
10	RFP_66	R1 Sakaka Form Sheets	TENDER_30	Closed: To Be Evaluated	08/08/2017 12:00	REPDO	Response Submitted To Buyer

**LOCATE AND ACCESS THE RFP YOU WISH TO EDIT YOUR SUBMITTED RESPONSE TO. NOTE THAT YOUR RESPONSE STATUS WILL SHOW “RESPONSE SUBMITTED” TO BUYER.**

**Click on the concern RFP to open it.**



**My Response Summary**

1. Technical Response Missing optional responses (53)

[View Response Index Only](#)

- 1. Technical Response (Questions: 1216) [Edit Response](#)

- 1.1 Volume I - Section 2 - Question Section

Question	Description	Response
1.1.1 Form Sheet K.1 - Bank Acknowledgement Letter	<p>★ Please upload your 'Bank Acknowledgement Letter' using the attached 'Form Sheet K.1'.</p> <p>Please download the file (from the left side), fill and attach (on the right side)</p> <p>Instructions for File Upload: In case of large file size or if you need to upload multiple files in this section, please upload the file(s) as a single file of 'ZIP' or 'RAR' format</p>	<p><a href="#">Form Sheet K.1 - Bank Acknowledgement L... (13 KB)</a></p>
1.1.2 Form Sheet K.2 - Term Sheet	<p>★ Please upload your Term Sheet using the attached 'Form Sheet K.2'.</p> <p>Please download the file (from the left side), fill and attach (on the right side)</p> <p>Instructions for File Upload: In case of large file size or if you need to upload multiple files in this section, please upload the file(s) as a single file of 'ZIP' or 'RAR'</p>	<p><a href="#">Form Sheet K.2 - Term Sheet.docx (13 KB)</a></p>

**TO START MAKING THE CHANGES, CLICK ON “EDIT RESPONSE” ICON FOR EACH OF THE REQUIRED ENVELOPES. NOTE THAT YOU MUST EDIT EACH OF THE ENVELOPES CONFIGURED IN THE QUESTIONNAIRE AND SUBMIT THEM SEPARATELY**

Once your response page turns into “Edit Mode”, modify the required content by providing new documents and /or responses wherever applicable



Edit Mode

Keep Changes X Discard Changes Validate Responses

1. Technical Response (Questions: 1216)

1.1 Volume I - Section 2 - Question Section

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CLICK THE “KEEP CHANGES” BUTTON TO SAVE ALL AMENDMENTS YOU HAVE MADE.

YOU CAN MOVE TO THE NEXT ENVELOPE (IN CASE ANY HAS BEEN CONFIGURED), REPEAT THE SAME STEPS AND MODIFY ALL CONTENTS THAT NEED TO BE MODIFIED;

The screenshot displays a web application interface for managing responses. At the top, a yellow banner reads "Edit Mode: Changes will be saved only when submitted". Below this, the "My Response Summary" section shows a list of responses. A red box highlights the "Submit Changes" button in the top right corner. A red arrow points from this button to a confirmation popup window. The popup window contains the following text: "- You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline." and a blue "OK" button.

ONCE YOU ARE SATISFIED WITH YOUR MODIFIED RESPONSES AND YOU WISH TO CONFIRM AND FINALIZE YOUR UPDATED ANSWER(S), CLICK ON THE “SUBMIT CHANGES” ICON. ;

The system will automatically save the updated version of your response, and a popup confirmation will appear to confirm your response update was successfully submitted. Click “OK” to proceed

▼ RFP: RFP\_70 - R1 Sakaka - Form sheets - review 1 Running

Project: TENDER\_30 - BOQ Setup Options  
Closing Date: 01/11/2017 12:00:00  
**Response Last Submitted On: 01/11/2017 08:48:19**

*Warning: You have 115 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.*

RFP Details Messages (Unread 0)

Settings Buyer Attachments (115) My Response User Rights

Export/Import Response

**YOU CAN ALSO NOTICE A CHANGE IN THE RESPONSE SUBMISSION DATE THAT WILL NOW DISPLAY THE DATE & TIME WHEN THE LATEST UPDATED RESPONSE WAS SUBMITTED**

**It is highly important to remember and ensure that any update to your response is made & submitted before the RFP Deadline.**

**You must also remember that all previous records of your response will be overwritten by the submitted changes, which means only the latest version of your response will be taken to evaluation by REPDO Team.**



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# NEED HELP?

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