



المشتري الرئيسي  
PRINCIPAL BUYER  
طاقة للفد

SPPC eProcurement Portal (ePP)

# SUPPLIER GUIDE – RfX Messaging Tool

APR - 2024



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# Introduction

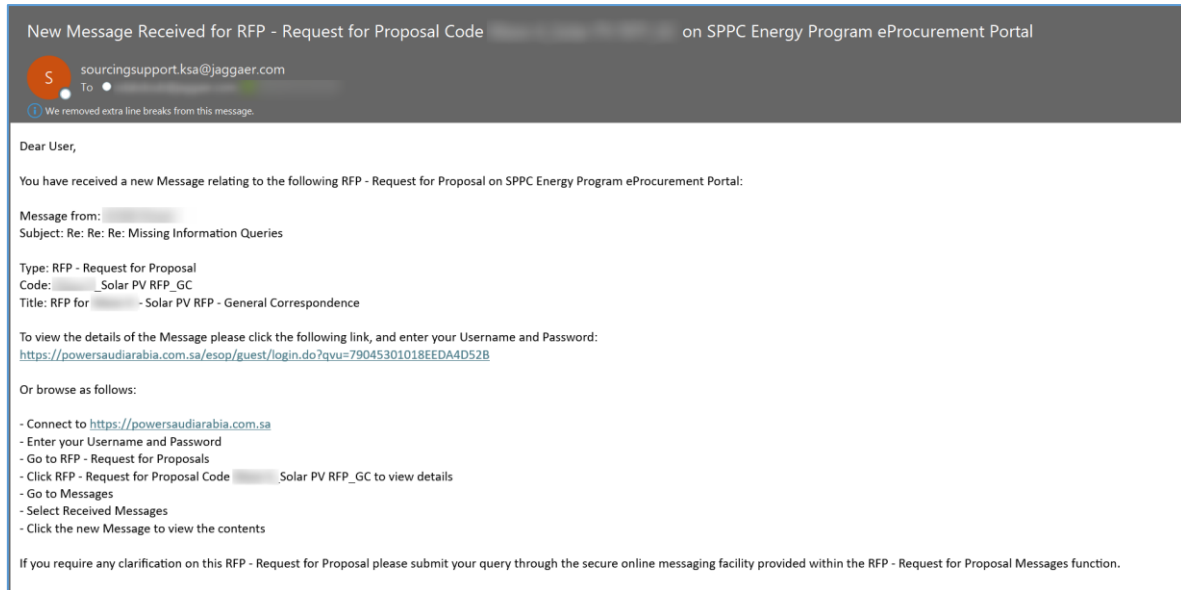
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**This document serves as a comprehensive guide to assist you in effectively responding to messages received from the buyer, as well as initiating clarifications/communication with the SPPC during the Request for Quotation/Proposal (RFQ/RFP) phase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



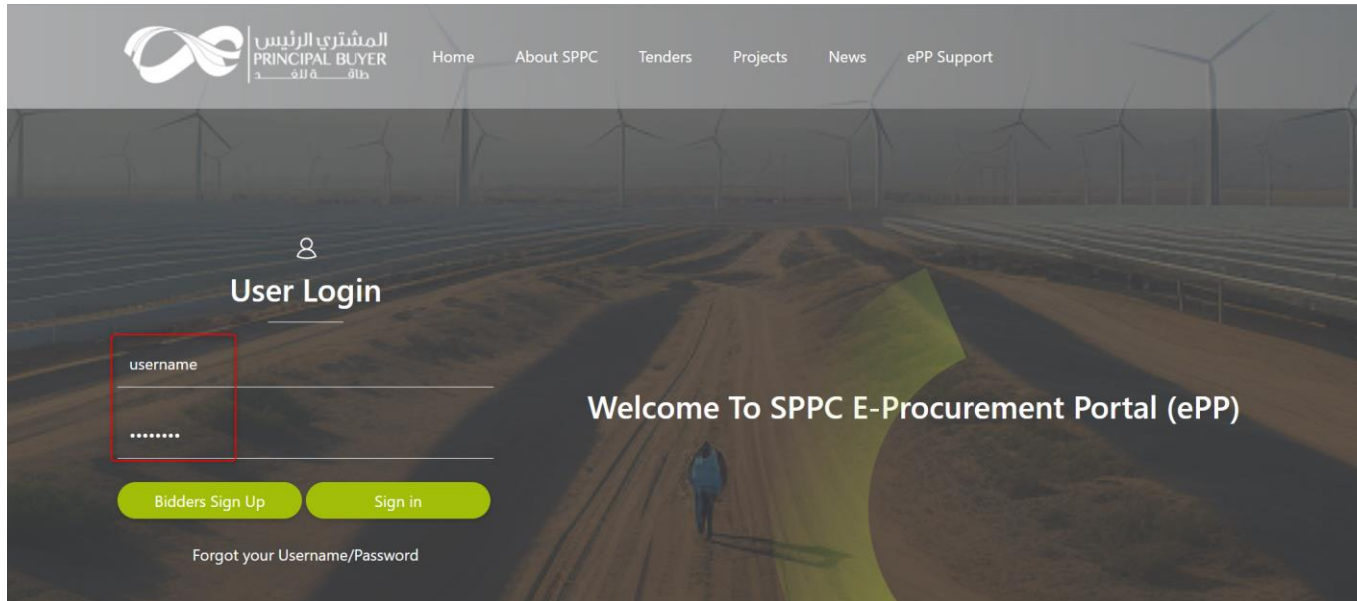
*Any potential bidder/supplier can register on the platform, and if they come across an open tender, they must register before accessing the tender details. Please refer to the "Registration Guide" for more details on how to register on the SPPC eProcurement Portal*

SPPC eProcurement Portal (ePP)



## 2. LOGIN AS A SUPPLIER

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



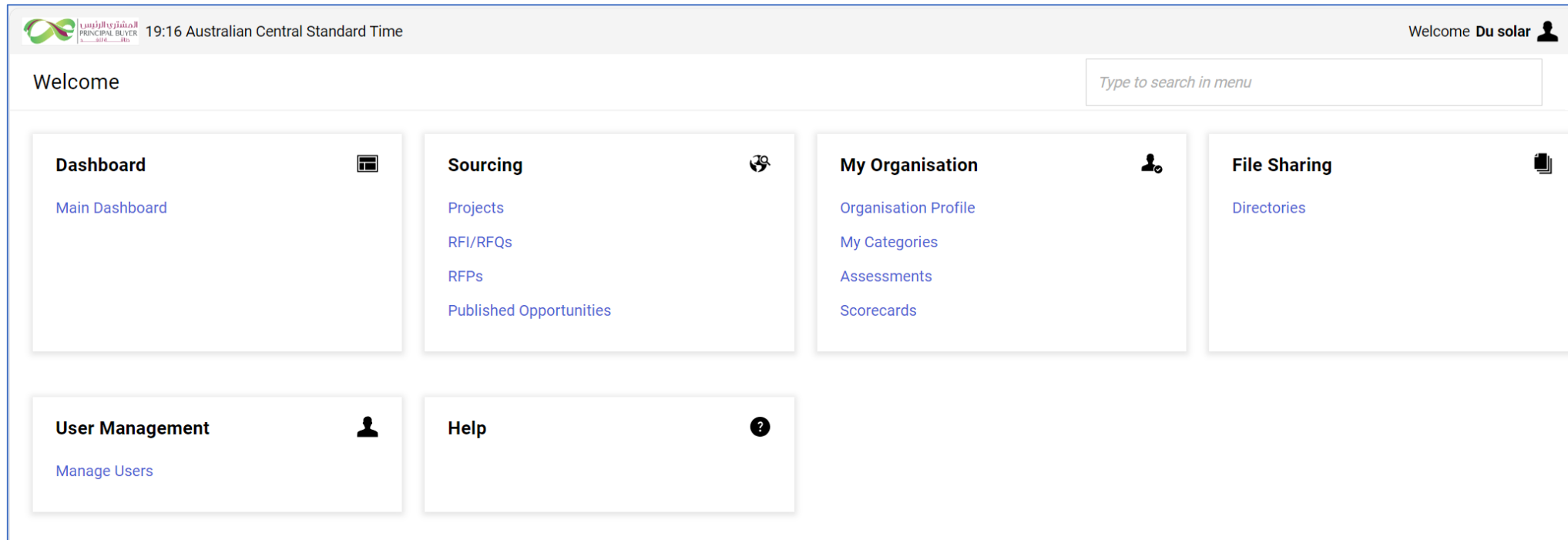
*If you've forgotten your login details, please use the 'Forgot your username/password?' option.*

SPPC eProcurement Portal (ePP)



## 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 SPPC eProcurement Portal (ePP) after a successful login. The page features a header with the logo, the text "المشتري الرئيسي PRINCIPAL BUYER", the time "19:16 Australian Central Standard Time", and a welcome message "Welcome Du solar" with a user profile icon. Below the header is a search bar with the placeholder text "Type to search in menu". The main content area is divided into several sections:

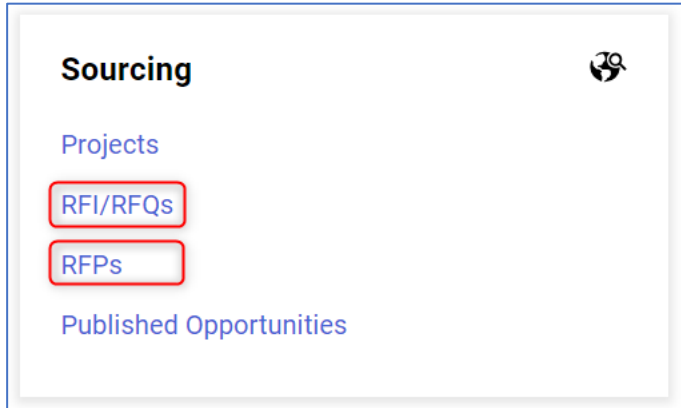
- Dashboard**: Includes a link to "Main Dashboard".
- Sourcing**: Includes links to "Projects", "RFI/RFQs", "RFPs", and "Published Opportunities".
- My Organisation**: Includes links to "Organisation Profile", "My Categories", "Assessments", and "Scorecards".
- File Sharing**: Includes a link to "Directories".
- User Management**: Includes a link to "Manage Users".
- Help**: Includes 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).*

SPPC eProcurement Portal (ePP)

# 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.

RFPs

My RFPs RFPs Open to All Suppliers

All RFPs Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 10

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

← RFP: Round4\_Wind\_RFP\_AGA2 - Round4 Wind RFP Closed: To Be Evaluated

RFP Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages

→| Received Messages Create

Message Module is Active

Enter Filter (type to start search)

Showing Result 1 - 1 of 1

	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	

SPPC eProcurement Portal (ePP)



# 3. REPLY TO RECEIVED MESSAGES

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

The screenshot shows a web interface with a top navigation bar containing 'RFP Details' and 'Messages (Unread 0)'. Below this is a sub-navigation bar with 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. The main area is titled 'Messages' and contains a 'Message' section. The message details are as follows:

<b>Date</b> 23/04/2024 19:58	<b>Sent by</b> SPPC
<b>Subject</b> Site Visit Request	<b>Message</b> 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

A 'Reply' button is highlighted with a red box in the top right corner of the message area.

Type your response

This screenshot shows the 'My Message' input field in the same interface. The input field contains the following text:

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

The 'Reply' button from the previous screenshot is still visible in the top right corner. Below the input field is an 'Attachments' section with a table header:

NAME	DESCRIPTION	COMMENTS
No Attachments		

SPPC eProcurement Portal (ePP)





# 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 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' dialog box 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 table of uploaded files. The table has columns for 'FOLDER/FILE NAME', 'DESCRIPTION', 'DOWNLOADABLE', and 'LAST MODIFICATION DATE'. One file is listed: 'List of Attendees-R4W S.V.xlsx'.

FOLDER/FILE NAME ↑	DESCRIPTION	DOWNLOADABLE	LAST MODIFICATION DATE
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

	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 NEW MESSAGE

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

The screenshot displays the 'Messages' tab for an RFP titled 'RFP: Round4\_Wind\_RFP\_AGA2 - Round4 Wind RFP - AGA Final Submission test 2'. The status is 'Closed: To Be Evaluated'. The 'Create Message' button is highlighted with a red box. The interface includes a navigation bar with 'RFP Details' and 'Messages (Unread 0)'. Below the navigation bar, there are tabs for 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. The 'Create Message' button is highlighted with a red box. The main content area shows a 'Received Messages' section with a 'Create' button highlighted with a red box. Below this, there is a message list with a search filter and a table with columns for SENDER, DATE, SUBJECT, OPENED BY ME, OPENED, and REPLIED.

SENDER	DATE	SUBJECT	OPENED BY ME	OPENED	REPLIED

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 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' dialog 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 table of uploaded files. The table has columns for 'FOLDER/FILE NAME', 'DESCRIPTION', 'DOWNLOADABLE', and 'LAST MODIFICATION DATE'. A single file is listed: 'List of Attendees-R4W S.V.xlsx' with 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 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    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

	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'.**