



January 2019



## Supplier Guide

# Agenda



**Please refer to the section that corresponds to your case:**

A – New SGTD Supplier

B – Supplier whose account has been resumed and received the email account activation

C – Supplier whose account has been resumed and has not received the account activation email

D – Managing your account on the portal

E – Reply to an RFQ (By invitation)

# Agenda



A – New SGTD Supplier

**A1 – Self Registration**

A2 – Receipt of the confirmation email and first connection

# A1 – Self Registration



A supplier can make a self registration request from the SGTD e-Sourcing portal home page via the following URL:

<https://sgtd-sourcing-prep.bravosolution.com>

- Click on "Registration"

The supplier has phone number support if needed

Download area (Supplier Guide, User agreement) is available on the homepage



WELCOME TO THE SGTD PORTAL

EN | FR

## A1 – Self Registration



- Enter the verification code
- Click on « Confirm »

Close

Complete the security check by entering the Validation code



Confirm

Regenerate

# A1 – Self Registration



- It is mandatory to review the user agreement to access the forms of self-registration
- Tick the "Yes" box
- Then Click on "Validate"

The supplier can download the document

Close

## User Agreement

**Société de Gestion du Terminal à Conteneurs de Doraleh (SGTD)**

Po Box: 2081  
Doraleh, Djibouti  
Republic of Djibouti

**General Terms of use SGTD Suppliers Portal**

Please read the following terms and conditions of use before using this Procurement Portal. In using this Procurement Portal – or any other branded Procurement Portal that is powered by SGTD you agree to these terms and conditions of use. SGTD reserves the right to update these terms and conditions at any time without notice to you.

**A. GENERAL PROVISION**

**1. Scope of application**

1.1 SGTD, having its registered office at Po Box: 2081, Doraleh, Djibouti, Republic of Djibouti (hereinafter "SGTD"), is the provider of the SGTD Supplier Portal „SOURCING online“(hereinafter only the "Supplier Portal", currently available under <https://sgtdsourcing-prep.bravosolution.com>.

1.2 The Supplier Portal is a web-based platform via which authorized suppliers can submit offers for the sale of products and services to SGTD. For the purposes of these Terms and Conditions of Use and Purchase (hereinafter "Terms and Conditions")

Le candidat declare avoir lu avec attention et accepter les dispositions ci-dessus

☒ Oui ☐ Non

**Valider**

Adobe PDF file

# A1 – Self Registration



- Enter the organisation details

Registration Data	
<div>Save</div>	
Organisation Details	
* Country	<input type="text" value="DJIBOUTI"/>
* Organisation Name	<input type="text"/>
* Organisation Legal Structure	<input type="text" value="---"/>
* Dun & Bradstreet	<input type="text"/>
EU VAT Number	<input type="text"/>
Company Registration Number	<input type="text"/>
* Address	<input type="text"/>
* Postal Code	<input type="text"/>
* City	<input type="text"/>
State/County	<input type="text" value="---"/>
* Main Organisation Phone Number	<input type="text"/>
Organisation Fax Number	<input type="text"/>
* Organisation Email Address	<input type="text"/>
Web site	<input type="text"/>



Fields that are marked with a red asterisk (\*) are mandatory



## Identifiers and Uniqueness Keys:

- Djiboutian companies : NIF
- French Companies : SIRET
- European Companies : EU VAT Number
- Rest of the world : DUNS

# A1 – Self Registration

- Enter the user details

User Details

Title	<input type="text"/>
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Phone Number	<input type="text"/>
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
* Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	<input type="text"/>
* Email Address Validation	<input type="button" value="Send Validation Code"/> <input type="text" value="Enter Validation Code"/>
* Username (please do not forget your username)	<input type="text"/>
User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)	<input type="text"/>

JAGGAER

- As a first step, we recommend entering the main contact's email address and requesting the generation of the verification code. This code makes it possible to validate and make reliable the e-mail addresses

A Validation Code has been sent to the specified email address

OK



Choose an easy-to-remember username

Save

Close

- When you have filled the required data fields, click on « Save » button at the top of the page



# A1 – Self Registration



Now that you have completed & saved the supplier registration page, you will be directed to the form

- Fill out the main data form by answering all the questions as accurately
- When you have answered all of the questions, click on « Save and continue » button at the top of the page to continue.

A screenshot of a web form titled "Basic Profile Form: Additional Information" with a sub-header "Registration". At the top right, there are two buttons: a green "Save & Continue" button and a red "Cancel" button. The form is divided into sections: "Company information" (with a sub-header "Company information"), "Branch Locations", and "Trade License". The "Company information" section includes fields for "Date Business Commenced trading" (marked with a red asterisk), "Postal Address" (with a note: "If different to Registered Business Address please provide your Postal Address (City, Country, Zip/Post Code)"), "Business Type" (marked with a red asterisk), and "Branch Locations" (with a note: "Please provide the branch location name, address, telephone number and fax number if any. Please be informed that for organisations with more than one (1) branches only one (1) main account can be created on the platform \*Refer to the Supplier Help Guide 'Creating Additional Users' on the platform homepage for further details"). The "Trade License" section includes a field for "Trade License" (marked with a red asterisk) and an "Expiring on:" date field. A red box highlights the "+ Click to attach file" button in the "Trade License" section. A red arrow points from a text box to this button.

Questions that are marked with a red asterisk (\*) are mandatory

Add the attachments requested by clicking on "Click to add a file"

# A1 – Self Registration



- Add categories related to your line of business
- Upon selection, click on « Confirm current selection » to complete the registration process

The screenshot shows the JAGGAER self-registration interface. At the top right, there are two buttons: 'Confirm Current Selection' (highlighted with a red box) and 'Cancel'. Below these is a search bar with the text 'Free Text Search', an input field, and a 'Search' button. Under the search bar is a 'Deselect All' button. To the right of the search bar are three buttons: 'Display Selected Only', 'Expand All', and 'Collapse All'. The main area displays a tree structure of categories. The 'Categories (selected items: 0)' section is expanded, showing 'A - Office equipment' and 'B - IT and Telecom'. Under 'A - Office equipment', there are two sub-items: 'A01 - Office furniture' and 'A02 - Office supply'. Both of these sub-items have checkboxes next to them, which are highlighted with a red box. Under 'B - IT and Telecom', there is one sub-item: 'B01 - software'.

Note: Once a category chosen by the supplier, it can not be unchecked.

## A1 – Self Registration





You have just successfully registered as a supplier on « SGTD Sourcing ». The registration process has completed and your account has been activated

A message confirming your successful registration appears

- Click on « Close Window » to leave the platform

### Registration Confirmation

 Close Window



The Registration Process is complete. Your account has been activated and an email sent to confirm this.

Log in with your Username and Password to access the platform.

# Agenda



A – New SGTD Supplier

A1 – Self Registration

**A2 – Receipt of the confirmation email and first connection**

## A2 – Receipt of the confirmation email and first connection



The self-registered supplier receives an activation notification from his account :

From: <[sgtd-sourcing-prep@bravosolution.com](mailto:sgtd-sourcing-prep@bravosolution.com)>

Date: jeu. 3 janv. 2019 à 11:11

Subject: Registration on SGTD Sourcing

To: [REDACTED]

Dear Supplier,

Welcome to the SGTD Sourcing.

You are now registered successfully on the <https://sgtd-sourcing-prep.bravosolution.com> platform.

Your login is : [REDACTED]

To generate your password independently, please follow these steps:

- Click on "Forgotten password"
- Enter your username indicated above
- Enter the email address indicated when you register
- Click on "Send"
- You will receive an email with a link allowing you to set your password

Regards,

SGTD Sourcing team

## A2 – Receipt of the confirmation email and first connection



Using your username and Password, log in to the URL provided in the email  
**Note :** You will be asked to change your password the first time you log in

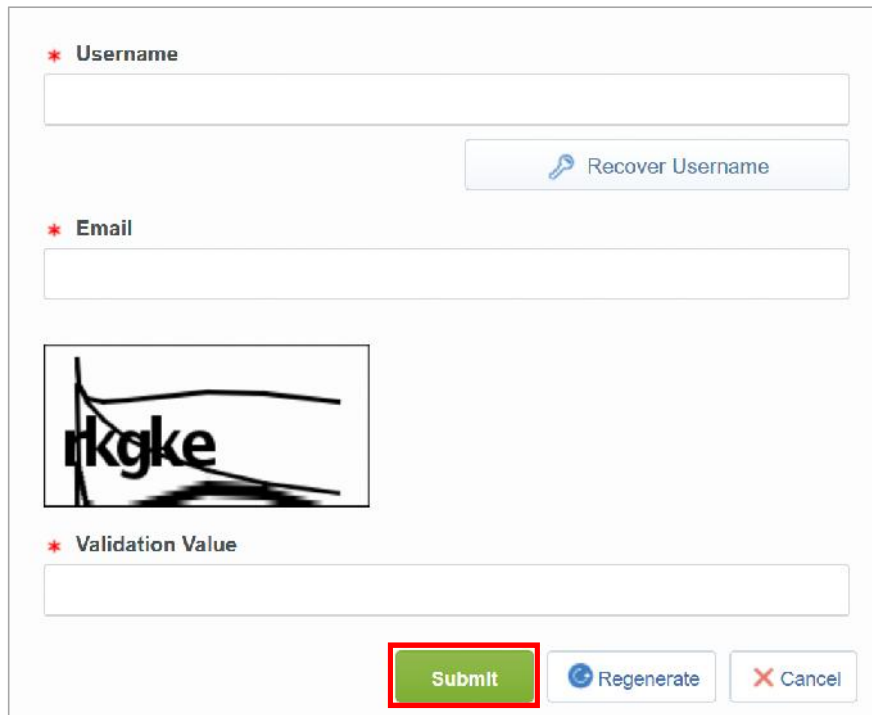
- Click on « Forgot login or password »

A screenshot of the SGTD portal homepage. The header includes the SGTD logo (SOCIETE DE GESTION DU TERMINAL A CONTENEURS DE DORALEH), the text 'WELCOME TO THE SGTD PORTAL', and language links 'EN | FR'. The main banner shows a port scene with cranes and stacked containers. Below the banner are three main sections: 'USER ACCES' with login fields and a 'Forgot login or password?' link (highlighted with a red box), 'SUPPLIERS, MAKE YOURSELVES KNOWN!' with registration and tender links, and 'NEED HELP?' with contact information. The footer states 'Powered by JAGGAER'.

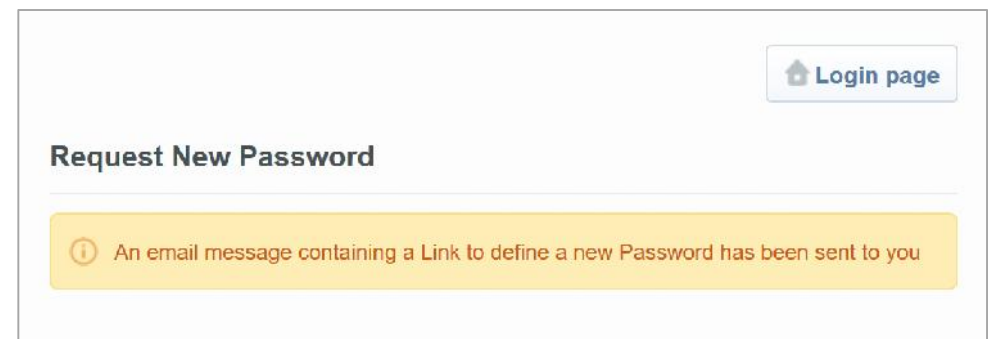
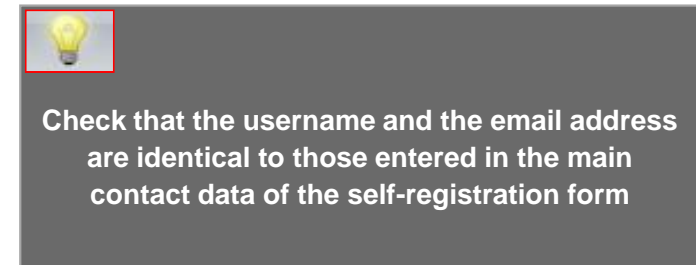
## A2 – Receipt of the confirmation email and first connection



- Then, the supplier must enter his username and email entered during the self-registration
- Enter the validation Value
- Click on « Submit »



A screenshot of a web form for confirming registration. It contains three main input sections: 'Username' with a text field and a 'Recover Username' button; 'Email' with a text field; and 'Validation Value' with a text field. A CAPTCHA image is positioned above the 'Validation Value' field. At the bottom, there are three buttons: 'Submit' (highlighted with a red border), 'Regenerate', and 'Cancel'.



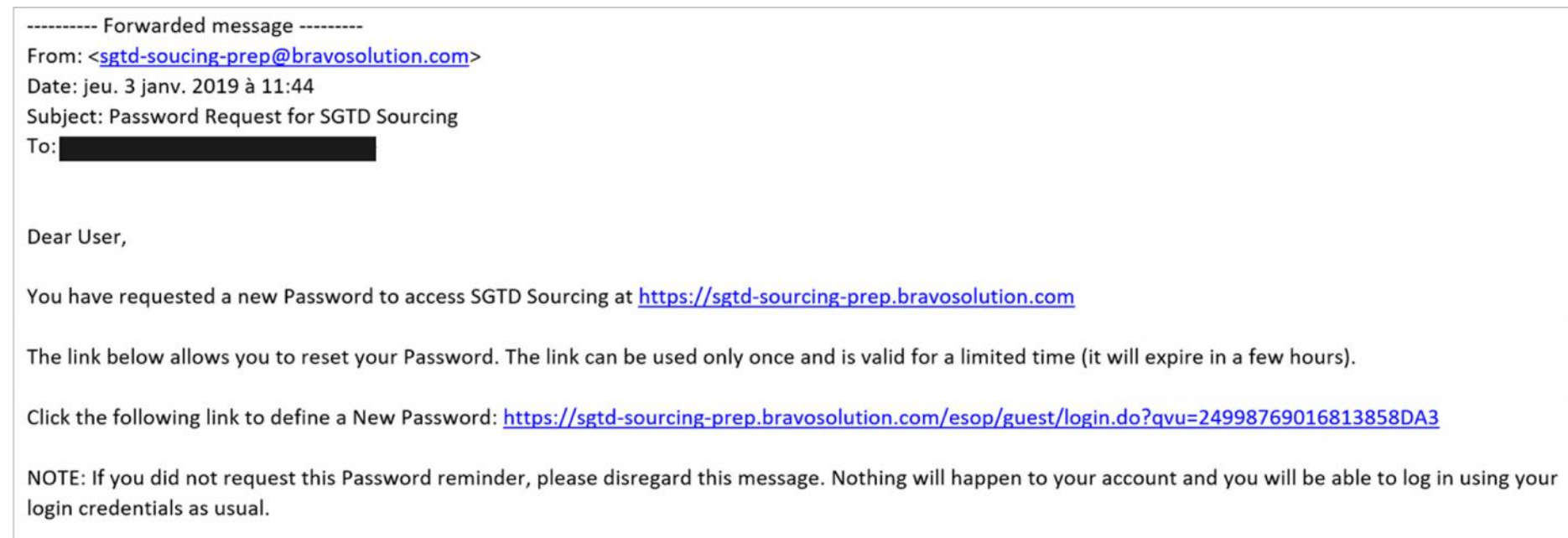
A screenshot of the 'Request New Password' screen. It features a 'Login page' button in the top right corner. Below the title, a yellow message box with an information icon contains the text: 'An email message containing a Link to define a new Password has been sent to you'.

## A2 – Receipt of the confirmation email and first connection



An email is sent to the supplier containing a link to generate a new password

- Click on the link mentioned in the mail





## A2 – Receipt of the confirmation email and first connection



Then the supplier is asked to change the password, following the following screen:

### Change Password

\*

 Username

Recover Username

\*

 New Password

\*

 Confirm Password

Submit

Cancel



- Choose an easy-to-remember username
- The supplier has the possibility to generate a new password as many times as he wishes in complete autonomy

# Agenda



B – Supplier whose account has been resumed and received the email account activation

**B1 – First connection**

B2 – Update your registration information

## B1 – First connection



Your account has been eligible for data recovery :

- An activation email is sent to the provider containing a password reset link

From: <[sgtd-sourcing-prep@bravosolution.com](mailto:sgtd-sourcing-prep@bravosolution.com)>  
Date: jeu. 3 janv. 2019 à 11:11  
Subject: Registration on SGTD Sourcing  
To: [REDACTED]

Dear Supplier,

Welcome to the SGTD Sourcing.  
You are now registered successfully on the <https://sgtd-sourcing-prep.bravosolution.com> platform.  
Your login is : [REDACTED]

To generate your password independently, please follow these steps:

- Click on "Forgotten password"
- Enter your username indicated above
- Enter the email address indicated when you register
- Click on "Send"
- You will receive an email with a link allowing you to set your password

Regards,  
SGTD Sourcing team

## B1 – First connection



The notified supplier accesses the platform and asks for a new password

- Click on « Forgot login or password »

A screenshot of the SGTD portal homepage. The header includes the SGTD logo (SOCIETE DE GESTION DU TERMINAL A CONTENEURS DE DORALEH), the text 'WELCOME TO THE SGTD PORTAL', and language links 'EN | FR'. A large background image shows a port with cranes and stacked containers. Below the header are three main sections: 'USER ACCES' with login fields and a 'Forgot login or password?' link (highlighted with a red box), 'SUPPLIERS, MAKE YOURSELVES KNOWN!' with registration and tender links, and 'NEED HELP?' with contact information. The footer states 'Powered by JAGGAER'.

## B1 – First connection



- Then, the supplier must enter his identifier mentioned on the activation notification email and his email on which he received the notification
- Enter the validation value
- Click on « Submit »

A registration form with the following fields and buttons:

- \* Username**: A text input field containing the text "Kmy".
- Recover Username**: A button with a key icon and the text "Recover Username".
- \* Email**: An empty text input field.
- Image**: A square image showing a distorted, blacked-out version of the text "75gix".
- \* Validation Value**: An empty text input field.
- Submit**: A green button with the text "Submit", highlighted with a red border.
- Regenerate**: A button with a circular arrow icon and the text "Regenerate".
- Cancel**: A button with a red "X" icon and the text "Cancel".



Check that the username is identical to that received on the notification email and the email address is identical to the address that received the notification

A page titled "Request New Password" with the following elements:

- Login page**: A button with a house icon and the text "Login page" in the top right corner.
- Request New Password**: The main heading of the page.
- Message**: A yellow banner with an information icon and the text "An email message containing a Link to define a new Password has been sent to you".

## B1 – First connection



An email is sent to the provider containing a link to generate a new password

- Click on the link mentioned in the mail

From: <[sgtd-sourcing-prep@bravosolution.com](mailto:sgtd-sourcing-prep@bravosolution.com)>  
Date: jeu. 3 janv. 2019 à 11:44  
Subject: Password Request for SGTD Sourcing  
To: [REDACTED]

Dear User,

You have requested a new Password to access SGTD Sourcing at <https://sgtd-sourcing-prep.bravosolution.com>

The link below allows you to reset your Password. The link can be used only once and is valid for a limited time (it will expire in a few hours).

Click the following link to define a New Password: <https://sgtd-sourcing-prep.bravosolution.com/esop/guest/login.do?qvu=24998769016813858DA3>

NOTE: If you did not request this Password reminder, please disregard this message. Nothing will happen to your account and you will be able to log in using your login credentials as usual.


## B1 – First connection



Then the supplier is asked to change the password, following the following screen :

### Change Password


\* Username

 Recover Username

\* New Password

\* Confirm Password

Submit

 Cancel



- Choose an easy-to-remember username
- The supplier has the possibility to generate a new password as many times as he wishes in complete autonomy

# Agenda



B – Supplier whose account has been resumed and received the email account activation

B1 – First connection

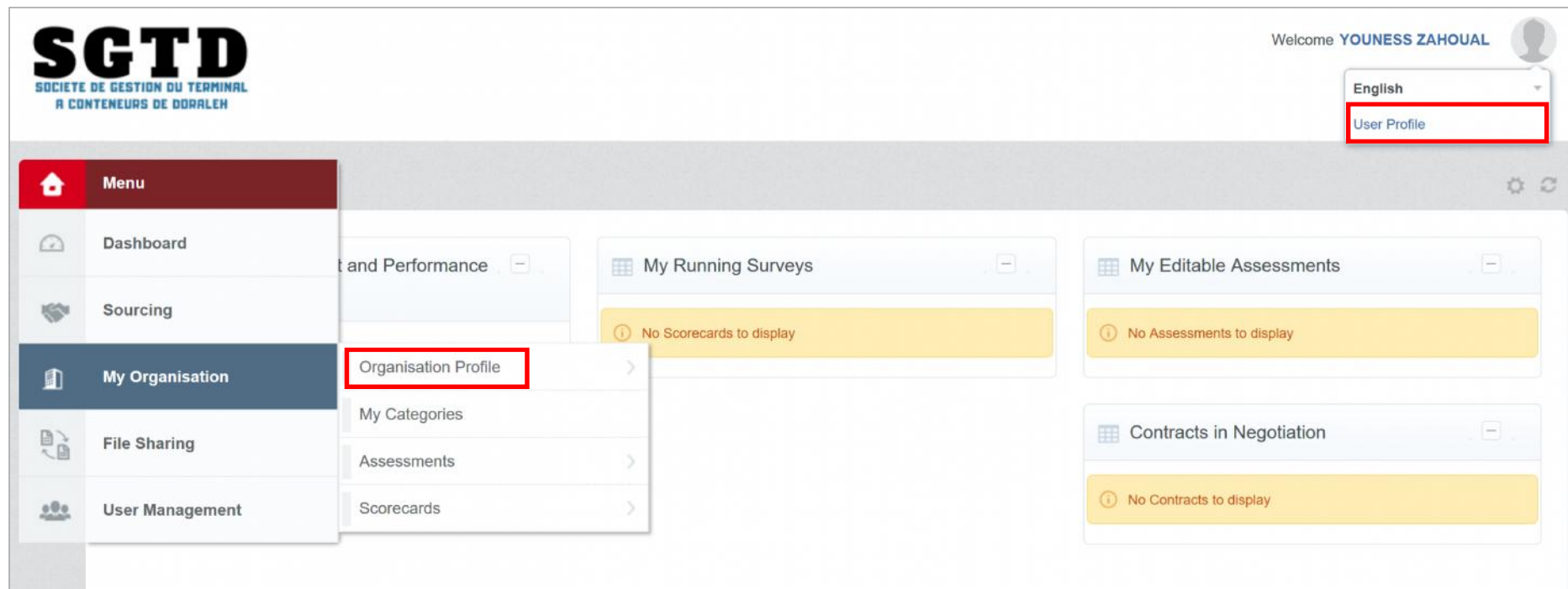
**B2 – Update your registration information**



## B2 – Update your registration information



Supplier can view and update the organisation and user Profile



## B2 – Update your registration information



- Click on « Edit »
- Update organisation data => « Save »

Registration Data | History of Changes | Basic Profile | Status Summary | Response History

Organisation Name: JAGGAER

Organisation Details

Country	FRANCE
Organisation Name	JAGGAER
Organisation Legal Structure	Société par actions simplifiée unipersonnelle
Dun & Bradstreet	
EU VAT Number	FR012345678
Company Registration Number	
Address	81 AV EDOUARD VAILLANT
Postal Code	92000
City	BOULOGNE BILLANCOURT
State/County	Paris
Main Organisation Phone Number	+33146095555
Organisation Fax Number	
Organisation Email Address	yzahoual@jaggaer.com
Web site	

Organisation Name: JAGGAER

Organisation Details

* Country	FRANCE
Organisation Name	JAGGAER
Organisation Legal Structure	Société par actions simplifiée unipersonnelle
Dun & Bradstreet	
EU VAT Number	FR012345678
Company Registration Number	
* Address	81 AV EDOUARD VAILLANT


Save Cancel

## B2 – Update your registration information





- Click on « Edit »
- Update user data => « Save »


User: YOUNESS ZAHOUAL

User Details 

Title	
Last Name	ZAHOUAL
First Name	YOUNESS
Phone Number	+33698313273
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	
Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	yzahoual@jaggaer.com

User: YOUNESS ZAHOUAL

User Details  

Title	<input type="text"/>
Last Name	ZAHOUAL
First Name	YOUNESS
* Phone Number	<input type="text" value="+33698313273"/>
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
* Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	<input type="text" value="yzahoual@jaggaer.com"/>
Email Address Validation	 <input type="button" value="Send Validation Code"/> <input type="text" value="Enter Validation Code"/>



The login that was communicated to you was chosen by the SGTD.

You have the possibility to define a new one in complete autonomy.

Thank you for choosing an easy-to-remember username

# Agenda



C – Supplier whose account has been resumed and has not received the account activation email

**C1 – Contact the dedicated supplier support**

C2 – Update your registration information

# C1 – Contact the dedicated supplier support



Your account has been eligible for data recovery but you have not received the activation email.

## How to know ?

You have probably tried to self-register and the portal has displayed the following message :

Registration Data

Save

Close

Reset

Organisation Details

\* Country

DJIBOUTI

\* Organisation Name

Fournisseur SGTD

\* Organisation Legal Structure

Legal structure not listed

\* Dun & Bradstreet

5555555

The request generated the following errors:

- The specified Dun & Bradstreet number is already in use. Please specify a different number.

OK



# C1 – Contact the dedicated supplier support



You must contact the dedicated supplier support by calling the number displayed on the Portal home page

The procedure for updating your information and the requested supporting documents will be communicated to you by the supplier support team.



Please contact the dedicated supplier support

**SGTD**  
SOCIÉTÉ DE GESTION DU TERMINAL  
À CONTENEURS DE DORALEH

WELCOME TO THE SGTD PORTAL EN | FR

**USER ACCESS**  
Username  
  
Password  
  
[Forgot login or password?](#)

**SUPPLIERS, MAKE YOURSELVES KNOWN!**  
Fill out our online registration form and provide information about your company and your activity.  
   
[Supplier Guide](#)  
[Legal notice and terms of use](#)

**NEED HELP?**  
  
**+33 1 46 09 56 72**  
Monday to Friday, from 9 am to 6 pm (GMT+1)  
[customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

Powered by **JAGGAER**

## C1 – Contact the dedicated supplier support



An email is sent to the supplier containing a link to generate a new password

- Click on the link mentioned in the mail

From: <[sgtd-sourcing-prep@bravosolution.com](mailto:sgtd-sourcing-prep@bravosolution.com)>

Date: jeu. 3 janv. 2019 à 11:44

Subject: Password Request for SGTD Sourcing

To: [REDACTED]

Dear User,

You have requested a new Password to access SGTD Sourcing at <https://sgtd-sourcing-prep.bravosolution.com>

The link below allows you to reset your Password. The link can be used only once and is valid for a limited time (it will expire in a few hours).

Click the following link to define a New Password: <https://sgtd-sourcing-prep.bravosolution.com/esop/guest/login.do?qvu=24998769016813858DA3>

NOTE: If you did not request this Password reminder, please disregard this message. Nothing will happen to your account and you will be able to log in using your login credentials as usual.


## C1 – Contact the dedicated supplier support



Then the supplier is asked to change the password, following the following screen :

### Change Password

\* Username

 Recover Username

\* New Password

\* Confirm Password

Submit

Cancel



- Choose an easy-to-remember username
- The supplier has the possibility to generate a new password as many times as he wishes in complete autonomy



# Agenda



C – Supplier whose account has been resumed and has not received the account activation email

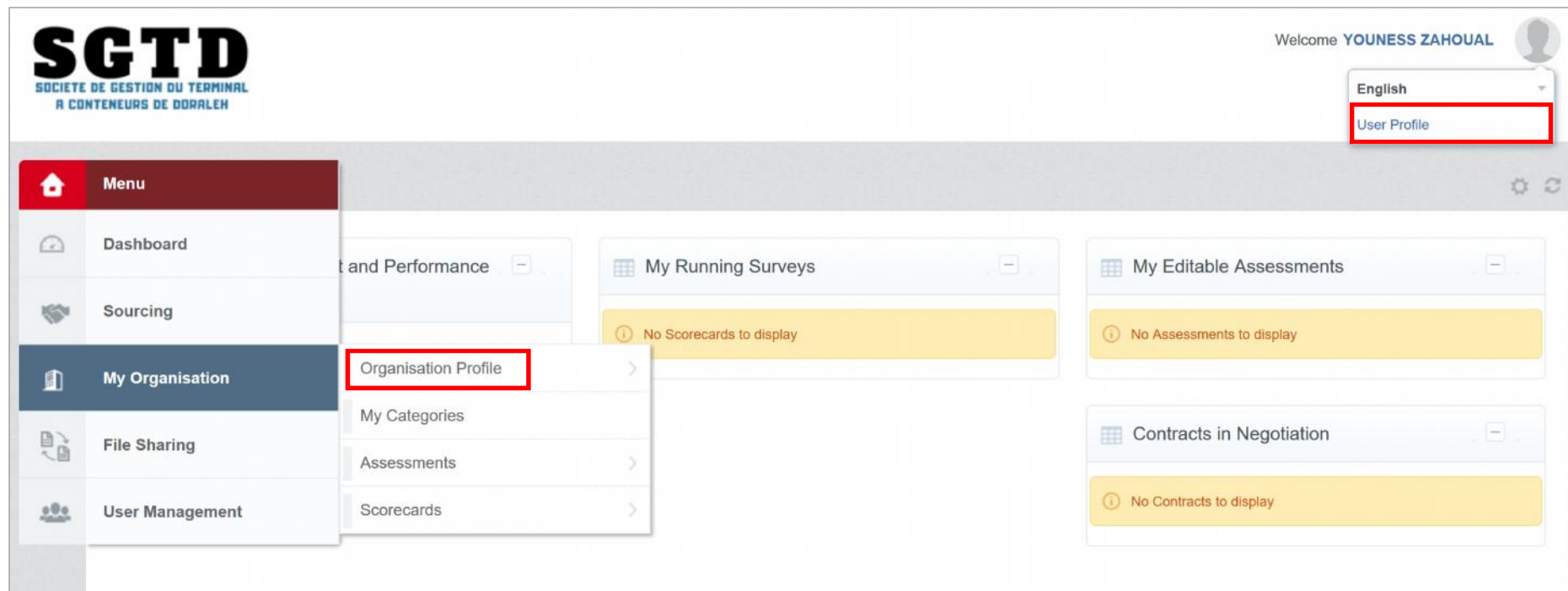
C1 – Contact the dedicated supplier support

**C2 – Update your registration information**

## B2 – Update your registration information



Supplier can view and update the organisation and user Profile



## B2 – Update your registration information



- Click on « Edit »
- Update organisation data => « Save »

The screenshot shows the 'Registration Data' tab in the JAGGAER system. The 'Organisation Name' is JAGGAER. The 'Edit' button is highlighted with a red box. The 'Organisation Details' section is expanded, showing fields for Country, Organisation Name, Organisation Legal Structure, Dun & Bradstreet, EU VAT Number, Company Registration Number, Address, Postal Code, City, State/County, Main Organisation Phone Number, Organisation Fax Number, Organisation Email Address, and Web site. The 'Save' button is highlighted with a red box.


Field	Value
Country	FRANCE
Organisation Name	JAGGAER
Organisation Legal Structure	Société par actions simplifiée unipersonnelle
Dun & Bradstreet	
EU VAT Number	FR012345678
Company Registration Number	
Address	81 AV EDOUARD VAILLANT
Postal Code	92000
City	BOULOGNE BILLANCOURT
State/County	Paris
Main Organisation Phone Number	+33146095555
Organisation Fax Number	
Organisation Email Address	yzahoual@jaggaer.com
Web site	

## B2 – Update your registration information





- Click on « Edit »
- Update user data => « Save »


User: YOUNESS ZAHOUAL

User Details 

Title	
Last Name	ZAHOUAL
First Name	YOUNESS
Phone Number	+33698313273
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	
Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	yzahoual@jaggaer.com

User: YOUNESS ZAHOUAL

User Details  

Title	<input type="text"/>
Last Name	ZAHOUAL
First Name	YOUNESS
* Phone Number	<input type="text" value="+33698313273"/>
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
* Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.	<input type="text" value="yzahoual@jaggaer.com"/>
Email Address Validation	 <input type="button" value="Send Validation Code"/> <input type="text" value="Enter Validation Code"/>



The login that was communicated to you was chosen by the SGTD.

You have the possibility to define a new one in complete autonomy.

Thank you for choosing an easy-to-remember username

# Agenda



D – Managing your account on the portal

**D1 – TdB explanation**

D2 – Sub-user management

D3 – Information and update of category data

# D1 – TdB explanation



- The supplier has a dashboard dedicated to his activity with SGTD
- It has the ability to customize this TdB in terms of display and layout via « drag and drop »
- Supplier has direct access to his registration information and events

The screenshot shows the 'Main Dashboard' of the SGTD system. The header includes the SGTD logo (SOCIETE DE GESTION DU TERMINAL A CONTENEURS DE DORALEH) and a welcome message for 'YOUNESS ZAHOUAL'. A sidebar on the left contains navigation icons and a 'Main Dashboard' tab. The main content area features two 'My Running Surveys' widgets, each displaying 'No Scorecards to display'. A 'Supplier Management and Performance' widget is also visible. A customization overlay is open on the right, titled 'Define Tab Title' and 'Set Columns'. The overlay shows a 'Title' field with 'Main Dashboard' and a 'Set Columns' section with a table of column configurations.

Define Tab Title	Set Columns
<b>Title</b>	
Main Dashboard	25%/50%/25%
	33%/33%/33%
	25%/75%
	50%/50%

# Agenda



D – Managing your account on the portal

D1 – TdB explanation

**D2 – Sub-user management**

D3 – Information and update of category data

## D2 – Sub-user management



- The main contact has the possibility to add sub users in complete autonomy
- To create a new user, access to "User Management" => "Manage Users" => "Users"
- Click on « Create » Button at the top right of the screen and complete the fields

**SGTD**  
SOCIÉTÉ DE GESTION DU TERMINAL  
À CONTENEURS DE BORNEAU

Welcome YOUNESS ZA

**Menu**

- Dashboard
- Sourcing
- My Organisation
- File Sharing
- User Management**

**Manage Users**

- Users**
- User Roles
- Divisions
- Default Users

**Users**

Filter By: All Users Enter Filter (type to start search)

Last Name	First Name	Division Name	Email	Phone	Role Name
1	Berhili	Loubna	Division	yzahoua@jaggaer.com	12345678

**New User**

**User Details**

- \* Last Name
- \* First Name
- User Tag for Codes
- \* Email
- \* Telephone Number
- The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.
- \* Division Name

**Save** **Cancel**

**Lightbulb icon:**

- Prefixed fields of a red star are mandatory fields of the entry
- The main contact is responsible for the management of the user accounts on the supplier side.



## D2 – Sub-user management



- Once the sub-user created, the main contact (Administrator account provider side) receives a notification email with his username and password to access the platform
- The main contact can now define the allowed accesses to this new user

The screenshot displays the JAGGAER user management interface. It is divided into several sections, each with a table of permissions and an 'Edit' button.

**RFX** (Edit RFX Rights)

Visibility of RFX Lists	No
Access RFX Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

**Contract Management**

Access Contract Details	No
Manage Messages	No
Contact Visible to Buyer	No

**Supplier Management** (Edit Supplier Management Rights)

Access Supplier Management	No
----------------------------	----

**User Management** (Edit User Management Rights)

Manage Users and Roles	No
Manage Users, Roles, Users Lists and Divisions	No

**File Sharing** (Edit File Sharing Rights)

Access To Directories	No
-----------------------	----



The main contact is responsible for the management of the user accounts on the supplier side.

# Agenda



D – Managing your account on the portal

D1 – TdB explanation

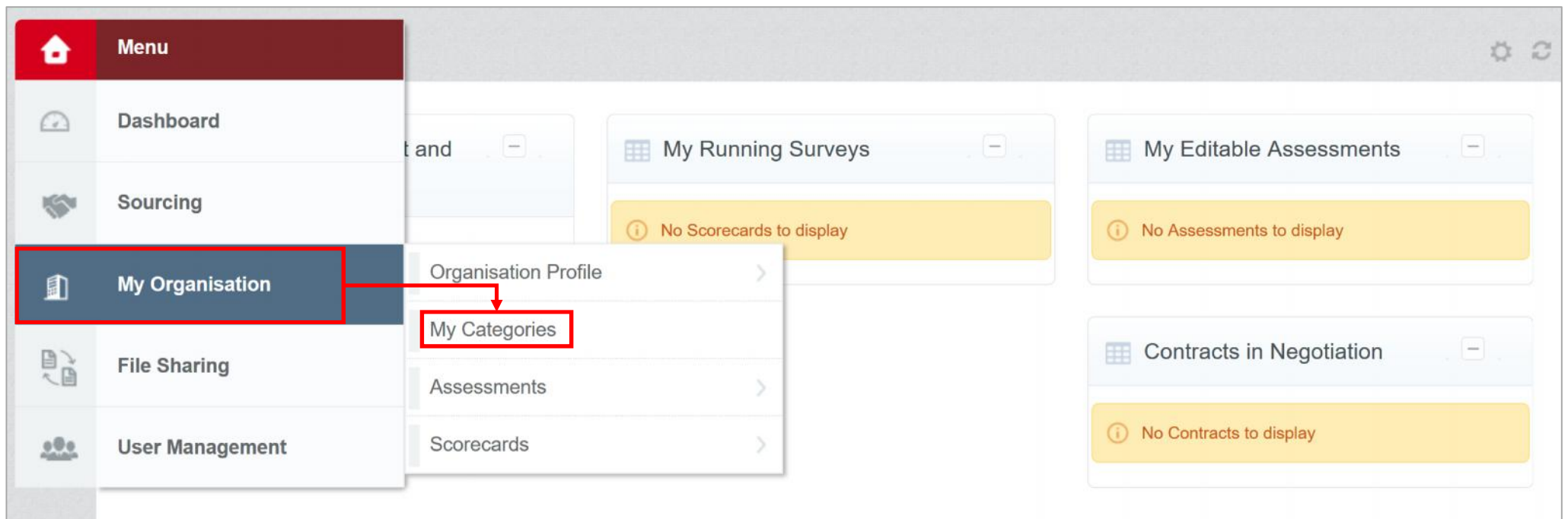
D2 – Sub-user management

**D3 – Information and update of category data**

## D3 – Information and update of category data





When first logged in, the supplier can access categories from « My Organization » tab => « My categories »



## D3 – Information and update of category data



- Click on « Add category »

					 Add Category	
My Categories						
<input type="text" value="Enter Filter (type to start search)"/>						
	Category Code	Title	Classified On	Assessment Status	Completion Status	
1	B101	licenses	31/12/2018 14:04:32	Assessment Status not visible		
2	B201	Laptops	31/12/2018 14:04:32	Assessment Status not visible		
Total 2					Page 1 of 1	

## D3 – Information and update of category data



The supplier has the possibility to choose new categories:

- Identify the category that is/are relevant to your field
- Click on « Confirm current selection ».

The screenshot shows the "Tree Navigation" interface. At the top right, there is a green button labeled "Confirm Current Selection" which is highlighted with a red rectangle, and a "Cancel" button. Below this is a "Free Text Search" bar with a "Search" button. A "Deselect All" button is on the left, and "Display Selected Only", "Expand All", and "Collapse All" buttons are on the right. The main area displays a tree structure under "Categories (selected items: 2)". The tree includes "A - Office equipment" and "B - IT and Telecom". Under "B - IT and Telecom", there are "B01 - software" and "B02 - Hardware". Under "B01 - software", there are "B101 - licenses" (checked), "B102 - User Software", and "B103 - Telecommunications Engineering". Under "B02 - Hardware", there are "B201 - Laptops" (checked and highlighted with a red rectangle), "B202 - PC Offices", and "B203 - Phone".

# Agenda



E – Reply to an RFQ (By invitation)

**E1 – Reception of the invitation email to an RFQ**

E2 – Reply to an RFQ

E3 – Publication of response

# E1 – Reception of the invitation email to an RFQ



Le fournisseur reçoit un mail d'invitation à participation à une RFQ

From: <[sgtd-sourcing-prep@bravosolution.com](mailto:sgtd-sourcing-prep@bravosolution.com)>  
Date: jeu. 3 janv. 2019 à 14:20  
Subject: Invitation to RFQ - Request for Quotation Code rfq\_18\_17 on SGTD Sourcing  
To: [REDACTED]

Dear Supplier,

SGTD PREP invites you to participate in the following RFQ - Request for Quotation on SGTD Sourcing:

Type: RFQ - Request for Quotation  
Code: rfq\_18\_17  
Title: 20181228 - RFQ - SGTD  
Project Code: tender\_18\_24  
Project Title: 20181228 - Dossier Achat - SGTD

**IMPORTANT:**  
In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:  
Date: 3 Jan, 2019  
Time: 16:00 (CET - Central Europe Time)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Quotation.

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:  
<https://sgtd-sourcing-prep.bravosolution.com/esop/guest/login.do?quv=444511970168141463F0>

Or browse as follows:

- Connect to <https://sgtd-sourcing-prep.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click rfq\_18\_17 to view the details of the RFQ - Request for Quotation

To create and submit your response to the RFQ - Request for Quotation:

- Click 'Create Response' and proceed to complete all requested information in each Envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the Envelopes if requested.
- Once you have completed your response, click 'Submit Response' to send the response to the Buyer.

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

# Agenda



E – Reply to an RFQ (By invitation)

E1 – Reception of the invitation email to an RFQ

**E2 – Reply to an RFQ**

E3 – Publication of response



## E2 – Reply to an RFQ



The invited supplier accesses the RFQ on the platform at “ My RFQ” list tab

- Click on the RFQ

The screenshot shows the 'My RFQs' section of the JAGGAER platform. A red box highlights the 'My RFQs' tab in the top navigation bar. Below the navigation bar, there is a filter section with a dropdown menu set to 'All RFQs' and a search input field. A table lists the RFQs, with the first row highlighted by a red border. The table has columns for RFQ Code, RFQ Title, Project Code, RFQ Status, RFQ Closing Date/Time, Buyer Organisation, and Response Status. The first row shows an RFQ with code 'rfq\_18\_17', title '20181228 - RFQ - SGTD', project code 'tender\_18\_24', status 'Running' (indicated by a green progress bar), closing date '03/01/2019 18:00', buyer organisation 'SGTD PREP', and response status 'No Response Prepared'. At the bottom, there is a 'Total 1' summary, a pagination dropdown set to '20', and 'Page 1 of 1'.

Filter By: All RFQs		Enter Filter (type to start search)				
RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organisation	Response Status
1 rfq_18_17	20181228 - RFQ - SGTD	tender_18_24	Running	03/01/2019 18:00	SGTD PREP	No Response Prepared
Total 1						20 Page 1 of 1

## E2 – Reply to an RFQ



- In the detail menu of the RFQ => Take note of the Terms of RFQ and attachments sent by the buyer

▼ RFQ: rfq\_18\_17 - 20181228 - RFQ - SGTD Running

Project: [tender\\_18\\_24](#) - 20181228 - Dossier Achat - SGTD

Closing Date: 03/01/2019 18:00:00

Response Last Submitted On: Not Submitted Yet

**RFQ Details** Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

**Response Status**

Response Status  
No Response Prepared

**Overview**

RFQ Code  
rfq\_18\_17

**Detailed Description**

Title  
20181228 - RFQ - SGTD

Type of Supplier Access  
By Invitation Only

From the publication of the RFQ until its award, the supplier may exchange messages with the buyer if certain points need to be specified.

Add sub-users who will be able to access the RFQ

## E2 – Reply to an RFQ



- On the detail menu of the RFQ => « My Response » : Consult the elements of the RFQ
- Click on « Create Response »

The main screenshot shows the RFQ details for 'rfq\_18\_17 - 20181228 - RFQ - SGTD'. The 'My Response' tab is selected. Two callout boxes provide instructions: 'To notify the buyer of the acceptance of participation in the RFQ' points to the 'Create Response' button, and 'To indicate to the buyer that the supplier will not participate in the RFQ' points to the 'Decline To Respond' button. Below the main screenshot, two sub-screens are shown. The left sub-screen is a confirmation dialog with the text: '- You have now started to create your response. Next, click the "Edit Response" buttons to access the Questionnaire and complete your response. Complete your response by answering all mandatory fields (marked with an asterisk \*). Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.' and an 'OK' button. The right sub-screen shows the 'Decline To Respond' form with a 'Decline To Respond' button highlighted.

RFQ: rfq\_18\_17 - 20181228 - RFQ - SGTD  
Project: tender\_18\_24 - 20181228 - Dossier Achat - SGTD  
Closing Date: 03/01/2019 18:00:00  
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)  
Settings Buyer Attachments (0) My Response Associated Users

Create Response Decline To Respond

- You have now started to create your response.  
Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.  
Complete your response by answering all mandatory fields (marked with an asterisk \*).  
Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK

RFQ: rfq\_18\_17 - 20181228 - RFQ - SGTD  
Project: tender\_18\_24 - 20181228 - Dossier Achat - SGTD  
Closing Date: 03/01/2019 18:00:00  
Response Last Submitted On: Not Submitted Yet

Edit Mode

Decline To Respond

Select a Decline to Respond Reason

Enter Decline to Respond Reason Details


## E2 – Reply to an RFQ



- If the event initiated by the SGTD is multi-currency, the supplier will have to select their answer currency
- Click on « Save »


The supplier chooses the response currency to the commercial offer from the available list

**Currency: DJF**

 Selecting a new Currency will not automatically convert your Bid. Ensure that you check your response according to the new selected Currency.

**Select a Response Currency**

☒ DJF  
☐ USD  
☐ EUR

**Save**  Cancel

## E2 – Reply to an RFQ



To reply to the consultation => Click on “Edit answer” to each offer

- Enter the answers to the consultation (fields marked with an (\*) are mandatory, it will not be possible to publish the answer if these fields are not filled in)
- Click on « Save and return »

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.

OK Cancel

1. Technical Response (Questions: 11)

1.1 XYZ - General Terms & Conditions of Procurement - Question Section

Note	Note Details
1.1.1	IMPORTANT NOTE
1.1.2	XYZ - General Terms & Conditions of Procurement
1.1.3	Deviations - (if any):

1.2 XYZ - Technical Specification - Question Section

Question	Description
1.2.1	Technical Specification
1.2.2	Deviations - (if any):

Response

+ Click to attach file

It is important to respect the response format required by SGTD: Attachment, Numeric, Text, Date ... etc.

1. Technical Response (Questions: 11)

1.1 XYZ - General Terms & Conditions of Procurement - Question Section

Note	Note Details
1.1.1	IMPORTANT NOTE
1.1.2	XYZ - General Terms & Conditions of Procurement
1.1.3	Deviations - (if any):

1.2 XYZ - Technical Specification - Question Section

Question	Description
1.2.1	Technical Specification
1.2.2	Deviations - (if any):

Response

+ Click to attach file



The supplier is not obliged to answer all questions at one time. He may "save and continue" and then return to complete his answer later, within the limits of the dates and times set by the buyer.

# Agenda



E – Reply to an RFQ (By invitation)

E1 – Reception of the invitation email to an RFQ

E2 – Reply to an RFQ

**E3 – Publication of response**

## E3 – Publication of response



Once the elements of the RFQ have been completed :

- Click on « Publish » to communicate your answers to the buyer

▼ RFQ: rfq\_18\_17 - 20181228 - RFQ - SGTD Running

Project: [tender\\_18\\_24](#) - 20181228 - Dossier Achat - SGTD

Closing Date: 03/01/2019 20:00:00

Response Last Submitted On: Not Submitted Yet

**RFQ Details** Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

**Submit Response** Export/Import Response

The supplier may always update his answer within the limit of the date and time limit set by the buyer

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK

Annuler

- 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.

OK

## E3 – Publication of response



The supplier receives a confirmation email sending his response to the buyer

From: <[sgtd-sourcing-prep@bravosolution.com](mailto:sgtd-sourcing-prep@bravosolution.com)>  
Date: jeu. 3 janv. 2019 à 15:20  
Subject: Successful Submission of Response to RFQ - Request for Quotation Code rfq\_18\_17 on SGTD Sourcing  
To: [REDACTED]

Dear Supplier,

This email is to confirm that you have successfully submitted your response to the following RFQ - Request for Quotation on SGTD Sourcing:

Type: RFQ - Request for Quotation  
Code: rfq\_18\_17  
Title: 20181228 - RFQ - SGTD  
Date of Response: 3 Jan, 2019 18:19 (EAT - East Africa Time)

To view the details of the RFQ - Request for Quotation and review your response:

- Connect to <https://sgtd-sourcing-prep.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click RFQ - Request for Quotation Code rfq\_18\_17 to view details of the RFQ - Request for Quotation

To change and resubmit your response to the RFQ - Request for Quotation:

- Click on Edit Response
- Edit your Response as required
- Click Keep Changes to save the response
- Click Submit Changes to send your Response to the buyer





**Thank you for your attention**