

# Ørsted Procurement Portal Supplier Guide

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## Registering on the portal

### Portal Login Page

To begin the registration process, click the **"Supplier Registration"** or **"Register Here"** links on the main login page: <https://www.ørstedprocurement.com>

**Ørsted Procurement Portal**

**Register in the Procurement Portal**

As a supplier, you can register your organization to become a part of Ørsted's database and get access to your own profile.

Ørsted use the Procurement Portal to manage e-sourcing, supplier management and contract management and execution activities.

**Supplier Registration** →

**Existing Procurement Portal users**

Log in

Username\* Password\* [Forgot password](#)

**Log In** New Supplier **Register here**

**Contract Management & Execution**

Log in

Please note: The Contract Management & Execution Portal will be activated during fall 2020.

### Accept Portal User Agreement

This covers basic information about the use of the portal. You must agree to this to continue to the registration process.

Select **"I agree"** and then click **"Next"**.

**User Agreement**

**USER AGREEMENT**

**1. Introduction**

1.1. This User Agreement between Ørsted (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. The System is provided by Ørsted and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.3. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System and by the Buyer during the procurement exercise. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

**2. Access**

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:

2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.

2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

**3. Registration**

3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and specifying a user ID and password.

3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any third party, they shall immediately notify the Helpdesk.

**I have read and accepted the User Agreement**

☒ I agree ☐ I do not agree

**Next**

There are three main stages of the registration process:

1. Registration Data
2. Basic Profile Form
3. My Category Selection

Registration Confirmation will be obtained when all the above-mentioned stages are completed.

## Registration Data

This is to capture information about your organisation and the main user account that will administer the profile of your organisation within the Ørsted Procurement Portal for Suppliers. You should complete all mandatory (denoted by \*) Organisation and User Details fields.

Ensure you enter a valid email address because this will be used for access to the portal and for all communications. Once the user Email address is entered, click "Send Validation Code"

Receive the validation code to the email address provided and enter it into the registration form.

Once you have completed all information click **"Save"**

After completion of this stage you will receive an email confirming your user registration containing a temporary password. If you are unable to fully complete the supplier registration process you may return at any stage by entering your username and password into the main login page. Please

note that you will be unable to access the portal until you have fully completed organisation registration.

## Basic Profile Forms

The next step is to fill in the Basic Profile Forms

You should complete all mandatory (denoted by **\***) basic information fields.

Note: there may be additional questions to complete depending on the answers given. Complete the remainder sections of the form then click **"Save & Continue"**



If needed, you can return to previous answers by clicking **"Basic Profile"** at the top of the page and selecting the form you wish to revisit.

## My Category Selection

The final part of the registration process requires you to select one or more supply categories from the Ørsted category tree.

To select a category, ensure you click on **"Expand All"** and then go to the lowest level in the tree and tick the relevant categories. Click **"Confirm"**.

If you are unable to locate the desired category/ies, you can use the **"Free Text Search"** features.

Categories

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Confirm

Cancel

Search or Navigate the Tree

Enter filter (type to start search)

Selected Items: 1

Remove All

Expand All

Collapse All

Categories

OA - Heavy structures

OB - Installation

OC - Construction

OC01 - Civil works

OD - Consultative engineer

## Completing Registration

If you have completed all mandatory information correctly then your account will be activated, and you will have access to the portal with the username you determined and the password that will have been sent to the email address provided within the "User Details".

Note: Omitting mandatory information will result in the registration process being unsuccessful. You can log back in to amend your responses using your credentials. It is your responsibility to keep your organisation profile up to date.

Orsted

Registration Confirmation

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Main Page

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.

Registration Summary

	Completion Status (Mandatory Questions for Registration)
Registration Data	
Basic Profile Forms	
Geographical area of interest	
My Category Selection	Categories selected 2

Check your email for the registration details.

## Registration on Ørsted Procurement Portal



noreply-prep@jaggaer.com

To

Recipient

Retention Policy 18 Month Retention (1 year, 6 months)

Expires 10/02/2022

Dear Tree Leaf,

Welcome to Ørsted Procurement Portal

You have now successfully registered to use <https://orsted-prep.app.jaggaer.com>

Your Password is: 8313869763


You will receive a temporary password on the e-mail address you've used to register with, which will be prompted the first time the user will login, at which point, the user will be asked to define a permanent new password.

## Logging into Ørsted Procurement Portal


### Log in

Navigate to <https://www.ørstedprocurement.com/> and enter your username and password to gain access to the portal.

Logging in after registration will take you to a landing page.



Sign out

# Welcome to the Ørsted Procurement Portal




**Sourcing**

- [My RFIs](#)
- [My RFQs](#)
- [My Auctions](#)
- [Opportunities](#)



**My Activity**

- [Dashboard](#)



**Profile Management**






- [Change password](#)
- [Manage/Create users](#)
- [Manage my profile](#)

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Follow us on

The Ørsted vision is a world that runs entirely on green energy. Ørsted develops, constructs and operates offshore and onshore wind farms, solar farms, energy storage facilities, and bioenergy plants, and provides energy products to its customers. Ørsted ranks #1 in Corporate Knights' 2020 index of the Global 100 most sustainable corporations in the world and is recognised on the CDP Climate Change A List as a global leader on climate action. Headquartered in Denmark, Ørsted employs 6,500 people. Ørsted's shares are listed on Nasdaq Copenhagen (Ørsted). In 2019, the group's revenue was DKK 67.8 billion (EUR 9.1 billion).

[User guides & videos](#) →

[Technical support](#) →

[Supplier support](#) →

From here you can access your organisation profile, add new users to the organisation account and respond to requests from Ørsted (e.g. RFIs, RFQs, Auctions).

### System Time Out

For security reasons if you are inactive on the site for 30 minutes you will be timed out. This is part of a strict requirement to maintain security and tender integrity.

### Navigating the portal

When navigating through the portal do not use the "Back" or "Forward" buttons in your browser. Please use the links provided within the site to navigate through the portal.

## Updating your information and creating users

### Create/Manage Users

As an account administrator for your organisation, you can add colleagues to your organisation account to have visibility of the process or to delegate them tasks. To create and manage users click on the **"Manage/Create users"**. This will take you to the "Users" area of the portal. Click on **"Create"** to enter their details. Once done, please click **"Save"**.



The tab "User Roles" will allow you to determine the type of permissions you would like to assign to your colleagues. This will determine what they can see within your portal and what actions they can undertake.

Click **"Save"** once you determined the relevant set of permissions for the role you are about to create.

**New Role**

Save Cancel

User Rights

Set Full Rights Set Minimum Rights

**General Settings**

Role: Sales

Shared Role: No

**RFx**

Set Full Rights Set Minimum 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

### Updating your organisation details

You can update your organisation details at any point by clicking on **"Manage my profile"** then on the **"Registration Data"** tab click on **"Edit"**.



Organisation Name: Solar Energy Ltd.

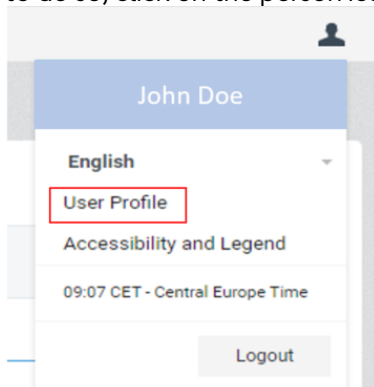
#### Organisation Details

* Organisation Name	Solar Energy Ltd.
* Address	22
* Postal Code	rg2322
* City	basingstoke
* Country	UNITED KINGDOM
* State/County	Berkshire
Company Registration Number	
Dun & Bradstreet number	
VAT Number/US EIN Number	562717166
* Web site	www.solarenergy.com

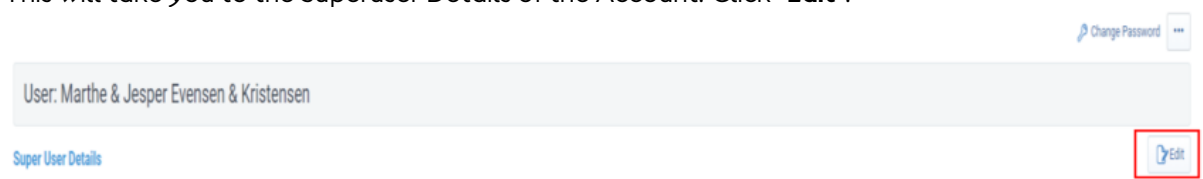
If any fields are locked (e.g. VAT Number/US EIN Number) and require updating then please contact your Ørsted contact.

#### Update your email address

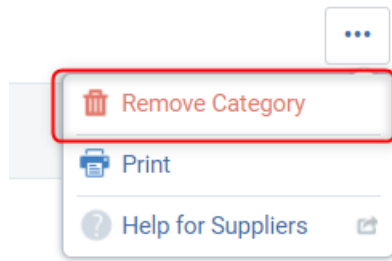
The above editing of your details does not include the option to change your email address. In order to do so, click on the person icon to the top left and click **"User Profile"**.



This will take you to the Superuser Details of the Account. Click **"Edit"**.





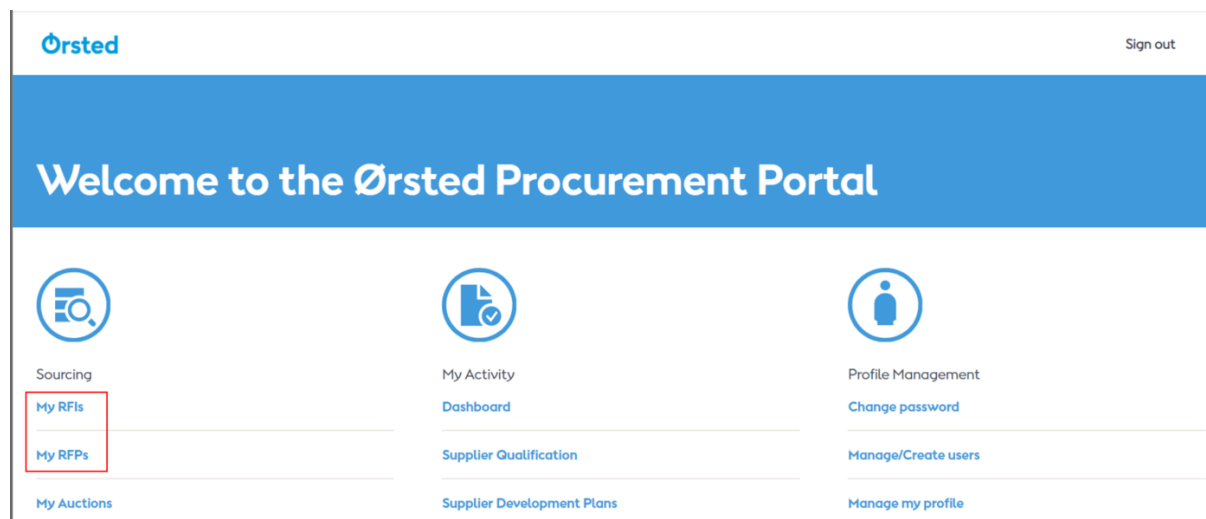


## Find the RFx in the Ørsted Procurement Portal

Log into the platform at [www.ørstedprocurement.com](http://www.ørstedprocurement.com) with your username and password. You will be taken to the landing page, which contains quick links to different modules in the system.

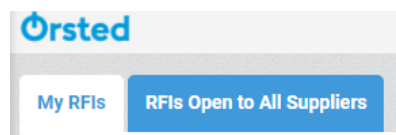
**RFx** is a combined term for RFI and RFP. You can click on **My RFI's** or **My RFP's**.

**Note:** This guide will use RFI as an example, but the same steps can be followed for an RFP.



When you click on **My RFI's**, there are two tabs in the top.

- **My RFI's:** these contain the RFI's you have been directly invited to
- **RFI's Open to All Suppliers:** these contain the RFI's that are open to all suppliers and you can search and filter for relevant ones.



How to search in RFI's Open to All Suppliers

- 1) Click **"RFI Open to All Suppliers"**
- 2) Click on the arrow in the search bar and choose if you want to search for **RFI Description** or **Project Code** (if you know these details). In the drop-down list, choose **"Contains"** and search in the blank field next to it and click **"Search"**
- 3) Click on the RFI
- 4) Click **"Express Interest"** and click **"OK"** to the pop-up messages
- 5) The RFI is now moved over to **"My RFI's"** and you can see the tender materials and create a response under **"My Response"**

## Access the RFx and create a response

Click on the RFx in the list.

My RFIs **RFIs Open to All Suppliers**

Filter By: ---

Filter Details ▶

	Code	Title	Project Code	Closing Date
1	rfl_226	<a href="#">Guide RFI</a>	project_445	18/03/2021 12:00

### Tabs under the RFx

When you enter the RFx, there are a number of tabs available.

▼ RFI : rfl\_226 - Guide RFI

Project: [project\\_445](#) - Project Copy Test

Closing Date: 18/03/2021 12:00:00

Response Last Submitted On: Not Submitted Yet

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

Under **RFx Details** you will find:

- **Settings:** settings information about the RFx such as a Description and Closing Date
- **Buyer Attachments:** any uploaded attachments from Ørsted. They will be downloaded by clicking on them
- **My Response:** where you can create your response to the RFx
- **Associated Users:** you add any internal users and give them access the RFx

Under **Messages** you will find:

- Create Message
- Received Messages
- Sent Messages
- Draft Messages
- Forwarded Messages

## Create a response to the RFx

Click on **My Response** under the tab **RFI Details**, click **Create Response** and click **OK** to the pop-up.

RFI : rfi\_227 - Guide RFI Running

Project: project\_445 - Project Copy Test  
Closing Date: 11/03/2021 16:00:00  
Response Last Submitted On: Not Submitted Yet

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

**Create Response** Decline To Respond

**Note:** If you wish to not respond to the RFx, click on **Decline to Respond**

**Respond to the questions (note that not all tenders have predefined questions and you can therefore upload your response under Additional Attachments Area)**

Click on **Edit Response** for the relevant Envelope and click **OK** to the pop-up.

**Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'**

**Submit Response** Online Questionnaire in Excel

**My Response Summary**

1. Qualification Response Missing mandatory responses (1)

[View Response Index Only](#)

1. Qualification Response (Questions: 4) **Edit Response**





**An ESPD Response is Required**

1.1 PQ Phase - Question Section			
	Question	Description	Response
1.1.1	ESPD Document	* Please upload your ESPD document.	(no file attached)
1.1.2	Relevant Documents	Please upload any other relevant documents.	(no file attached)
1.1.3	Form	Do you have xyz?	
1.1.4	Text	Please describe xyz	

Respond to the questions based on their type. In the below scenario, the first two are **Attachment Questions**, the third a **Yes/No** question, and the fourth a **Text** question.

**Note:** there can only be one attachment uploaded for an Attachment Question.

**Note:** questions with a red asterix are mandatory to answer

1.1 PQ Phase - Question Section			
	Question	Description	Response
1.1.1	ESPD Document	* Please upload your ESPD document.	<a href="#">espd-response.pdf</a> (66 KB)  
1.1.2	Relevant Documents	Please upload any other relevant documents.	<a href="#">IT support.jpg</a> (3 KB)  
1.1.3	Form	Do you have xyz?	Yes ▾
1.1.4	Text	Please describe xyz	<input type="text" value="Guide Testing"/> <small>Characters available 1986</small>

For attachment questions, click on **+ Click to attach a file.**

1. Qualification Response (Questions: 0)

1.1 PQ Phase - Question Section			
	Question	Description	Response
1.1.1	ESPD Document	★ Please upload your ESPD document.	<a href="#">+ Click to attach file</a>
1.1.2	Relevant Documents	Please upload any other relevant documents.	<a href="#">+ Click to attach file</a>

Drag and drop or click **Select Files to Upload**. Click **Confirm** once the file is uploaded.

Confirm

Cancel

## Attachments

Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Replace Attachment

Remove Attachment

### Attachments

#	Type	File Name	Size
1	JPG	IT support.jpg	2.6 kb

## Upload additional documents

In many cases, there is also an **Additional Attachments Area**, where other documents/attachments can be uploaded. Click on **Add/View Attachments**

[Add/View Attachments](#)

### 1.2 Additional Attachments Area

No Attachments

Click on **Upload New file**.

Edit Mode

Path: root >

Back

[Upload New File](#) ...

Enter Filter (type to start search)

No results to display

Drag and drop or click **Select Files to Upload**. Click **Confirm** once files are uploaded. Click **Save All** and click **OK** to the pop-up.

Path: root >

Save All Cancel All

Upload New File Mass Download ...

Folder/File Name	Description	Last Modification Date
1 IT support.jpg		21/01/2021 14:21:06

Total 1 20 elements Page 1 of 1

Once your response is created to all relevant questions click **Save and Return** and click **OK** to the pop-up.

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Save and Return Save and Continue Cancel

Validate Response

## For EU Tenders: Create ESPD

**Note:** you need to have clicked "Edit Response" to the envelope before this option becomes available. See section "Respond to the questions" above.

Click **Prepare ESPD Response**.

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Save and Return Save and Continue Cancel

Validate Response

1. Qualification Response (Questions: 2)

An ESPD Response is Required Prepare ESPD Response

1.1 PQ Phase - Question Section		
Question	Description	Response
1.1.1 ESPD Document	Please upload your ESPD document.	+ Click to attach file
1.1.2 Relevant Documents	Please upload any other relevant documents.	+ Click to attach file

Add/View Attachments

1.2 Additional Attachments Area

No Attachments

Under "**Load ESPD response form**" tick "**New**" if you wish to fill in the ESPD provided by the contracting entity for this specific tender. This is currently the approach recommended by the contracting entity. This option will allow you to fill in the ESPD in a "clean" version without any old answers from an ESPD used by you in previous tenders.

It is also possible to tick "Other ESPD response (XML)" if the applicant has previously filled in an ESPD in a tender procedure carried out outside the Ørsted Procurement Portal and wishes to re-use the relevant answers provided in the "old" ESPD and insert the relevant answers in the ESPD for this specific tender. However, the contracting entity emphasizes that the applicant must ensure that the answers from the "old" ESPD are relevant, and if not, that they are updated in the merged ESPD. It is also possible to tick "Response template" if the applicant has previously filled in and saved an ESPD in the Ørsted Procurement Portal and wishes to re-use the relevant answers provided in the "old" ESPD and insert the relevant answers in the ESPD for this specific tender. However, the contracting entity emphasizes that the applicant must ensure that the answers from the "old" ESPD are relevant, and if not, that they are updated in the merged ESPD.



Click on **Create new ESPD Response**. This will take you to the ESPD site where you fill out the information.

### Supplier ESPD Response Preparation

Load ESPD Response from

New

Supplier Instructions:

 Prepare the necessary eESPD(s) and upload to your response

 Create new ESPD Response 

 Cancel

Once you have finalised the ESPD, click **EXPORT ESPD Response** and click **OK** to the pop-up.




Previous

Cancel

EXPORT ESPD Response

The ESPD Response is available as a download, and contains both a PDF-file and an XML-file.

Downloads > espd-response (3).zip

	Name	Type
	espd-response.pdf	Microsoft Edge PDF Document
	espd-response.xml	XML Document
	README.txt	Text Document

You can choose whether or not to keep the ESPD Response in your Supplier Profile for future use. Click **Confirm**.

### Future use of this ESPD Response Data

Keep current ESPD Response in your Supplier Profile for future use?

Yes

Save Data in Supplier Profile as:

Existing ESPD Response Template

Template Name

Test

 Confirm

## Upload ESPD to the RFx

The submission of the ESPD should follow the instructions in the contract notice or prequalification notice. Upload the ESPD, preferably in PDF, under your response to the relevant RFI. If you wish to upload more than one ESPD (e.g. from supporting entities which the applicant relies upon or other members of a consortium) you can do so under the "Additional Attachments Area". The ESPD(s) (and other documents, if applicable) should be uploaded before the specified deadline for applications.

Note that some tenders will not have a question like below where you can attach the file. If there is not a specific question asking for the ESPD, upload it under the "Additional Attachments Area".

### Click on **Click to attach file**

**Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'**

Save and Return Save and Continue Cancel Validate Response

1. Qualification Response (Questions: 2)

An ESPD Response is Required Prepare ESPD Response

1.1 PQ Phase - Question Section		Response
1.1.1	ESPD Document	Please upload your ESPD document. <a href="#">+ Click to attach file</a>
1.1.2	Relevant Documents	Please upload any other relevant documents. <a href="#">+ Click to attach file</a>

[Add/View Attachments](#)

1.2 Additional Attachments Area

No Attachments

Drag and drop or click Select Files to Upload. Click **Confirm**

Confirm Cancel

## Attachments

Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading.  
The platform allows individual attachments up to a maximum size of 50 MB but it is recommended that you keep attachments to 2MB or less.

File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Replace Attachment Remove Attachment

#	Type	File Name	Size
1	PDF	espd-response.pdf	65.4 kb

Note that there can be only one attachment per question. Other documents/attachments can be uploaded under the section Additional Attachments Area. Click on **Add/View Attachments**

[Add/View Attachments](#)

1.2 Additional Attachments Area

No Attachments

Click on **Upload New file**

Drag and drop or click **Select Files to Upload**. Click **Confirm** once files are uploaded. Click **Save All** and click **OK** to the pop-up.

Path: root >

Save All Cancel All

Upload New File Mass Download

Folder/File Name	Description	Last Modification Date
1 IT support.jpg		21/01/2021 14:21:06

Total 1 20 elements Page 1 of 1

Once your response is created to all relevant questions click **Save and Return** and click **OK** to the pop-up.

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Save and Return Save and Continue Cancel

Validate Response

## Submit the Response

Once you are ready to submit the response, click on **Submit Response**.

RFI Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Submit Response

Click **OK** to the pop-up to continue with the submission or click Cancel to return to your response without submitting.

**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 Cancel

Your response status will change to *"Response Submitted to Buyer"*.

Code	Title	Project Code	Closing Date	Status	Response Status	Buyer Organisation
1 rfi_247	Guide RFI	project_418	07/05/2021 13:00	Running	Response Submitted To Buyer	Ørsted

## New round in tender – updating your response

If the tender is reopened for a new round, you will be informed via email, and when you log into the platform and go under **“My RFIs/My RFPs”**, you will see a new Response status, now set to **“New Offer required”**.

Code	Title	Project Code	Closing Date	Status	Response Status	Buyer Organisation	
1	rfi_268	Training Guide - RFI	project_513	01/11/2021 13:00	 Running	New Offer Required	Ørsted

You can click into the RFx and see your previous response. If relevant, you can click **“Edit Response”** on the relevant envelope in order to edit your submission.

1. Qualification Response (Questions: 0) Edit Response

1.1 Training Guide - RFI - Question Section

1.2 Additional Attachments Area

1	Example of Supplier Attachment.jif (13 KB)		07/09/2021 11:58
---	--	--	------------------

Attachments: 1

2. Technical Response (Questions: 0) Edit Response

2.1 Training Guide - RFI - Question Section

2.2 Additional Attachments Area

1	Example of Supplier Attachment.jif (13 KB)		07/09/2021 11:58
---	--	--	------------------

Here you can upload a new version or new document. **Please make sure to indicate this in the title of the document, e.g. Tender Response Round 2, v.2 or something similar.** If you have changed something in your response, click **“Keep Changes”**.

Keep Changes Discard Changes Validate Response

1. Qualification Response (Questions: 0)

1.1 Training Guide - RFI - Question Section

1.2 Additional Attachments Area

1	Example of Supplier Attachment - Version... (13 KB)		01/11/2021 12:38
---	---	--	------------------

Add/View Attachments

If you have modified your response, click on **“Submit Changes”**.

Submit Changes Undo All Changes

**My Response Summary**

1. Qualification Response	All questions answered
2. Technical Response	All questions answered

View Response Index Only

1. Qualification Response (Questions: 0) Edit Response

1.1 Training Guide - RFI - Question Section

1.2 Additional Attachments Area

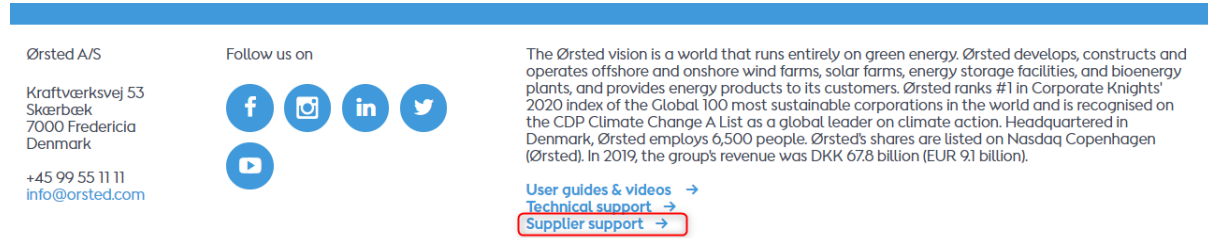
1	Example of Supplier Attachment - Version... (13 KB)		01/11/2021 12:38
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Click OK to the pop-up. Your changes have now been submitted.

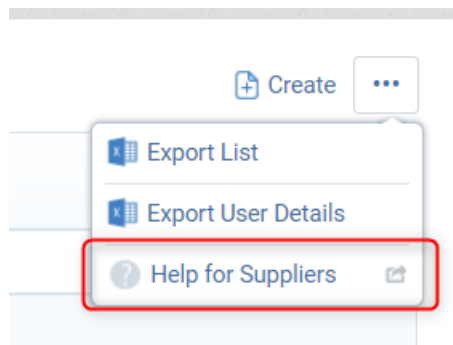
## Need Help?

Please note that there are several methods to be used by you to receive help:

1. Supplier Support – from the landing page, click on “Supplier support ->” and you will have the possibility to email Ørsted and address your query/ies.



2. Technical Support – from the landing page, click on “Technical support->” and a window containing the JAGGAER Global Customer Care Support Phone Numbers will be displayed.
3. Online help within the portal you will notice the “Help for Suppliers” option available under the “...” area.



The purpose of this online help system is to familiarise suppliers with tasks to be performed within this portal. It will help you to understand solution functionality, perform common tasks and incorporate product functionality to use it most effectively with your business practices. You can access information about these tasks by searching the help or browsing the Table of Contents. For detailed instructions, please see Using the Online Help.

