

# 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.orstedprocurement.com>



### 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"**.

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 within the Ørsted Procurement Portal for Suppliers. You should complete all mandatory (denoted by **\***) Organisation and User Details fields.

Please ensure company registration number is provided with accurate and country specific format. Company Registration Number may have a different label depending on the chosen Country, also value will be validated for correctness and duplicates check will be performed. In case you received uniqueness check error, please contact Ørsted support team for help (supplier@orsted.com).

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"

\* Primary 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.**

\* Email Address Validation Code

[Request 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.

BASIC PROFILE FORMS				
Basic Profile Forms				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Your product or service offering	* Please provide a short description of your product or service offering	<input type="text"/> <small>Characters available 2000</small>	Supplier
2	Last Years Revenue	* Revenue for the last year (Financial year)	<input type="text"/>	Supplier
3	Number of Employees	* Please indicate how many employees the company currently employs	<input type="text"/>	Supplier
4	Ultimate beneficial owner	* Please indicate who is the ultimate beneficial owner of the company	<input type="text"/> <small>Characters available 2000</small>	Supplier
5	Ultimate beneficial owner country	* Please indicate where the ultimate beneficial owner	<input type="text"/> <small>Select an Option (Single selection)</small>	Supplier

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.

Begin Vendor Registration [Confirm](#)

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- ▼ Main Organisation Data
  - Registration Data
- ▼ Onboarding Pages
  - Basic Profile Forms
- ▼ My Category Selection
  - **Select Categories: 0**
- ▼ Registration Confirmation
  - Status Summary

Collapse All   Expand All

Search or Navigate the Tree


Selected Items: 0

- ▼ Categories
  - > A - Construction
  - > B - Operations and Maintenance
  - > C - Logistics, Fuel & Site investigations
  - > D - Spare parts/tools & FGT
  - > E - Research and Development
  - ▼ F - Indirect
    - > F01 - Facility Management
    - > F02 - Professional Services
    - > F03 - Contingent Workforce
    - > F04 - Branding & Communication

### 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.



🔔 👤

Registration Confirmation [Close](#)

Index

- > Main Organisation Data
- ▼ Onboarding Pages
  - Basic Profile Forms
- ▼ My Category Selection
  - Select Categories: 2
- > Registration Confirmation

✔ 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	● Missing Responses: <i>Optional 1</i>
Basic Profile Forms	✔ All data complete
Select Categories	✔ 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. Once new password is defined, click **submit**.

The screenshot shows the registration page with the Ørsted logo in the top left and a user icon in the top right. The main content area contains two informational boxes. The first box, with a red 'x' icon, states: "For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click 'Submit' to continue." The second box, with a blue 'i' icon, lists password requirements: "Passwords must contain at least 12 characters", "Password must be different from login", "New password must be different from the previous 25 passwords", "Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!@#\$%^&\*()=?~\|}{;:'", "-", "><+\*", and "The Password must contain lower and upper case characters". Below these boxes are two input fields labeled "New Password" and "Confirm Password". At the bottom of the form are "Cancel" and "Submit" buttons.

## 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 RFPs](#)

[My Auctions](#)

[Opportunities](#)



My Activity

[Dashboard](#)

[Supplier Screening](#)

[Supplier Assessments](#)

[Action Plans](#)



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, renewable hydrogen and green fuels facilities, and bioenergy plants. Moreover, Ørsted provides energy products to its customers. Ørsted is the only energy company in the world with a science-based net-zero emissions target as validated by the Science Based Targets Initiative (SBTI), and Ørsted aims to deliver a net-positive biodiversity impact from all new renewable energy projects it commissions from 2030 at the latest. Ørsted is recognised on the CDP Climate Change A List as a global leader on climate action. Headquartered in Denmark, Ørsted employs over 8,000 people. Ørsted's shares are listed on Nasdaq Copenhagen (Ørsted). In 2021, the group's revenue was DKK 77.7 billion (EUR 10.4 billion).

[User guides & videos](#) →

[Technical Support - please contact JAGGAER](#) →

[For Business related questions - please contact Ørsted](#) →

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

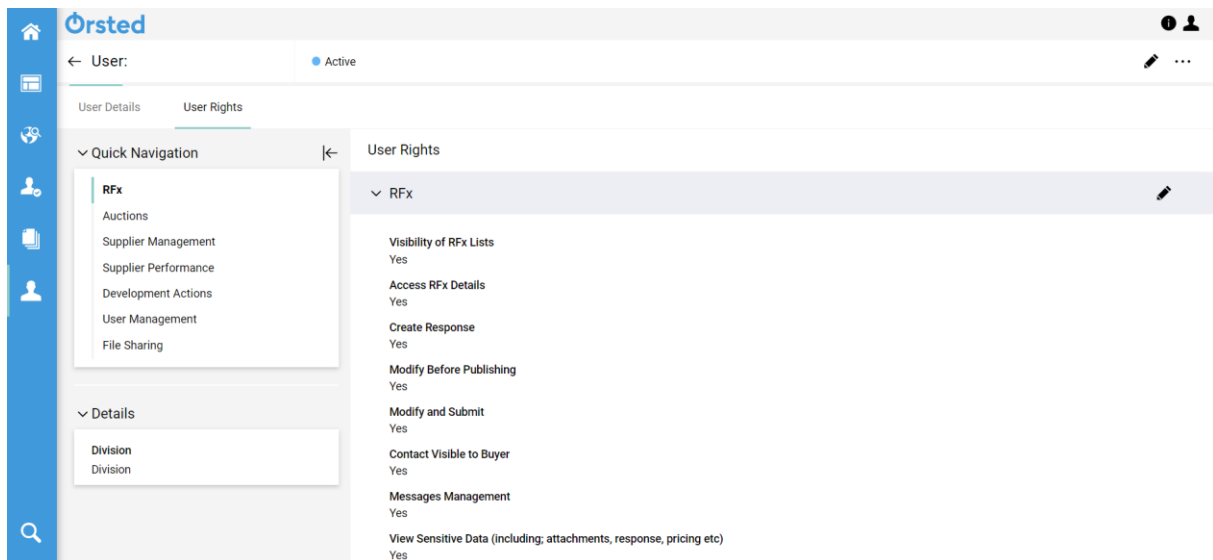
### Create/Manage Users

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.



### 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"**.



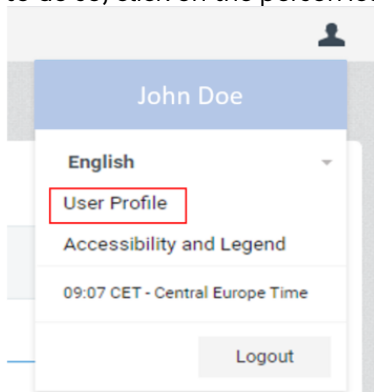
Organisation Details

Company name ↕ Mars Wind Sdn	Address ↕ kuala lumpur
Postal Code ↕ 55100	City ↕ Kuala Lumpur
Country ↕ MALAYSIA	State/County ↕ Kuala Lumpur
Organisation Legal Structure ↕ Sdn. Bhd. (Sendirian Berhad)	Company Registration Number ↕ 0123456
Dun & Bradstreet ↕ 0122345	VAT Number/US EIN Number ↕ 0123456
Web site ↕ https://www.google.com/mars/	

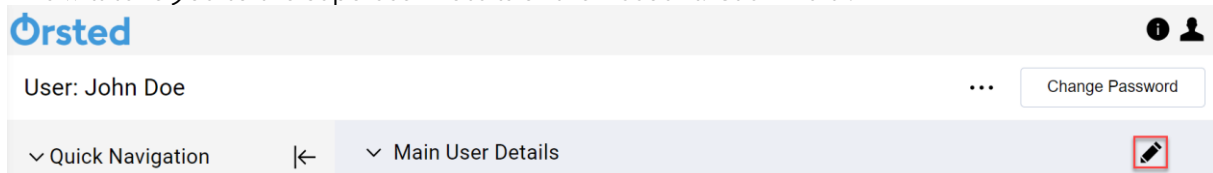
If any fields are locked (e.g. VAT Number/US EIN Number) and require updating then please contact your Ørsted contact.

### 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".



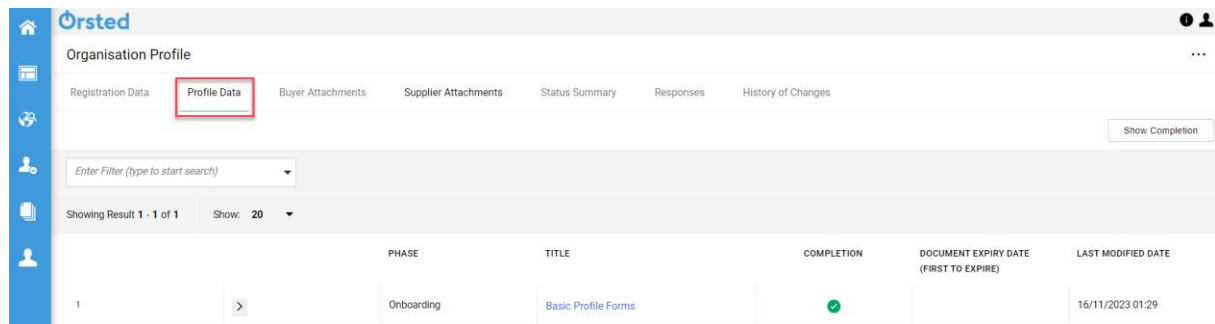
You can now update information, including the email address. Click **“Save”** once completed.

▼ Main User Details

<p>* Title</p> <input type="text" value="Mr."/>	<p>* First Name</p> <input type="text" value="John"/>
<p>* Last Name</p> <input type="text" value="Doe"/>	<p>* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)</p> <input type="text" value="+60182504272"/>
<p>* Primary Email Address <i>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.</i></p> <input type="text" value="suppliertest098@gmail.com"/>	<p>* Email Address Validation Code <a href="#">Request Validation Code</a></p> <input type="text"/>

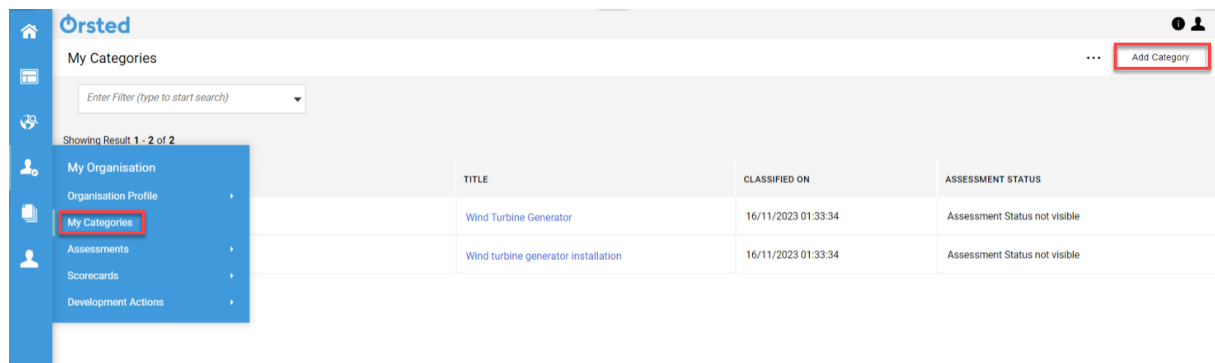
### Updating your Basic Profile details

Ørsted may, from time to time, request that you update or reconfirm your pre-qualification information. To perform this activity, you will have to login into the portal and on the landing page click on **“Manage my profile”** then **“Basic Profile”** and again click on each and every section title.



### Updating your supply categories

You can maintain the categories that you wish to provide to Ørsted at any time. From the navigation bar/dashboard click **“My Organisation”** and then the **“My Categories”** tab. To add a category, click **“Add Category”**.



To remove a category, click on the name of the category and then **“Remove Category”** from the available options under **“...”**.

...

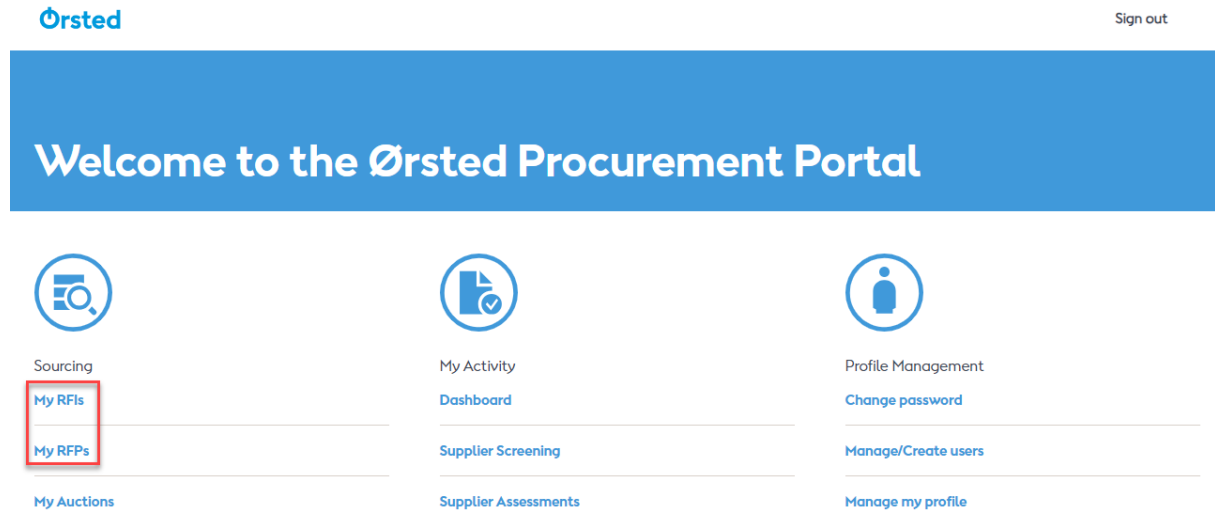
- Remove Category
- Print

## Find the RFX in the Ørsted Procurement Portal

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

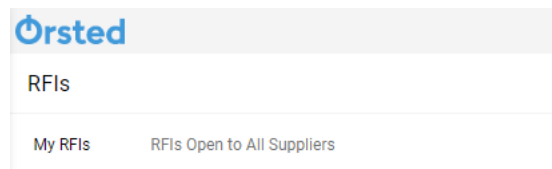
**RFX** is a combined term for RFI and RFP. You can click on **My RFI's** or **My RFP's**.

**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.

### RFIs

My RFIs      RFIs Open to All Suppliers

Enter Filter (type to start search) ▼

Showing Result 1 - 1 of 1      Show: 20 ▼

	CODE	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↓
1	rfi_459	<a href="#">Guide RFI</a>	project_704	21/11/2023 15:22

### Tabs under the RFx

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

← RFI : rfi\_459 - Guide RFI      ● Running

RFI Details      Messages (Unread 0)

Settings    Buyer Attachments (0)    My Response    Associated Users

Under **RFx Details** you will find:

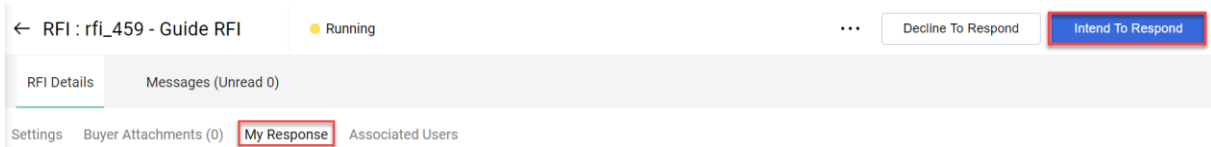
- **Settings:** settings information about the RFx such as a Description and Closing Date
- **Buyer Attachments:** any uploaded attachments from Ørsted. They will be downloaded by clicking on them
- **My Response:** where you can create your response to the RFx
- **Associated Users:** you add any internal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

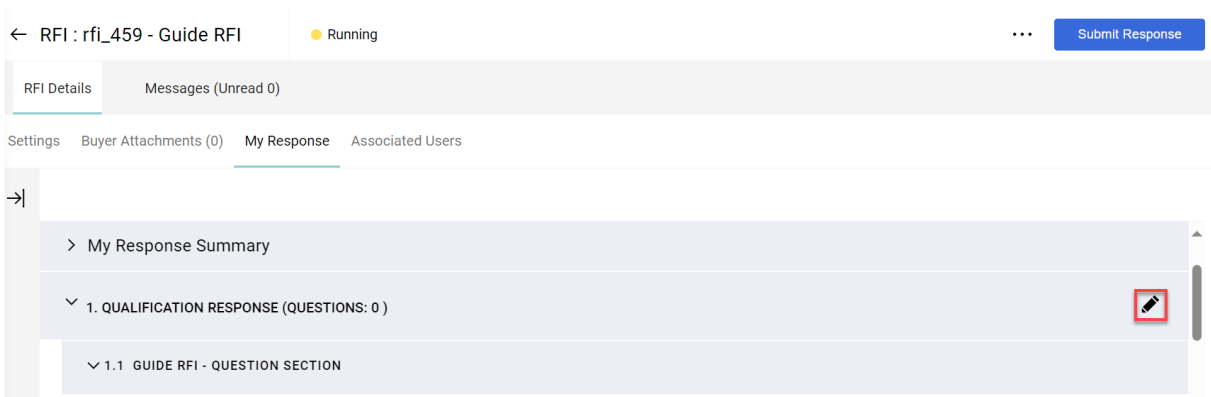
Click on **My Response** under the tab **RFI Details**, click **Intend to Respond**.



**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 **Pencil Icon** for the relevant Envelope and click **OK** to the pop-up.



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 asterisk are mandatory to answer

1. QUALIFICATION RESPONSE (QUESTIONS: 4)			
1.1 GUIDE RFI - 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)

For attachment questions, click on **Pencil Icon**.

1. QUALIFICATION RESPONSE (QUESTIONS: 4)			
1.1 GUIDE RFI - 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)

**Drop file or Browse.** Click **Save and Continue** once the file is uploaded.

RFI : rfi\_479 - Guide RFx ● Running

Save And Continue
Cancel
Save And Return

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 4)

1.1 GUIDE RFI - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	ESPD Document	* Please upload your ESPD document.	<div style="border: 1px solid black; background-color: black; color: white; padding: 5px; font-size: 0.8em;">           File Limit: 1            Accepted File Size: 50 MB            File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg         </div> <div style="margin-top: 5px;"> <span style="color: blue;">Drop File or Browse</span> </div>
1.1.2	Relevant Documents	Please upload any other relevant documents.	<div style="margin-bottom: 5px;"> <span style="color: blue;">Test Document .pdf</span> <span style="float: right; font-size: 0.8em;">21 KB</span> </div>

### 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

1 No Attachments

1.1.7	Supporting Material	Please upload any relevant supporting material (if any).	<span style="border: 1px solid red; padding: 2px;">Drop File or Browse</span>
-------	---------------------	--	---

Click on **Upload New file.**

← Folders and Files List root > 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.

← Attachments 
Select Files
Confirm

1 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.

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

Attachments

#	TYPE	FILE NAME	SIZE
Use the button to Upload or DRAG and DROP into this area			

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**.

1. QUALIFICATION RESPONSE (QUESTIONS: 2)			
1.1 PQ PHASE - QUESTION SECTION			
	QUESTION	DESCRIPTION	RESPONSE
1.1.1	ESPD Document	* Please upload your ESPD document.	Drop File or Browse
1.1.2	Relevant Documents	Please upload any other relevant documents.	Drop File or Browse

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:

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

Create New ESPD Response



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



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 Response Data

Keep current Response in your Supplier Profile for future use?

Yes

Save Data in Supplier Profile as:

New Response Template

Confirm

\* Template Name

Guide RFx

**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 Drop File or Browse.**

1. QUALIFICATION RESPONSE (QUESTIONS: 2 )

An ESPD Response is Required [Prepare ESPD Response](#)

1.1 GUIDE RFI - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	ESPD Document * Please upload your ESPD document.	Drop File or <a href="#">Browse</a>
1.1.2	Relevant Documents Please upload any other relevant documents.	Drop File or <a href="#">Browse</a>

[Add/View Attachments](#)

1.2 ADDITIONAL ATTACHMENTS AREA

Once file is uploaded. Click **Save and Continue**

[Save And Continue](#)
[Cancel](#)
[Save And Return](#)

→ | [Validate Response](#)

1. QUALIFICATION RESPONSE (QUESTIONS: 2 )

An ESPD Response is Required [Prepare ESPD Response](#)

1.1 GUIDE RFI - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1	ESPD Document * Please upload your ESPD document.	<a href="#">espd-response.pdf</a> 78 KB

[Add/View Attachments](#)

1.2 ADDITIONAL ATTACHMENTS AREA

No Attachments

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**

**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.

← RFI : rfi\_481 - guide rfx ● Running Cancel All Save All

Folders and Files List root > ... Upload New File

Showing Result 1 - 1 of 1 Show: 20 ▼

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	Test Document .pdf		18/01/2024 11:17:21	

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

Save And Continue Cancel Save And Return

Validate Response

## Submit the Response

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

← RFI : rfi\_481 - guide rfx ● Running ... Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

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
rfi_481	<a href="#">guide rfx</a>	project_705	30/01/2025 16:00	● Running	Response Submitted To Buyer	Orsted

## 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	Orsted

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: 2) ✎

1.1 TRAINING GUIDE RFX - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	RFX	* Please upload your attachment	<div style="display: flex; align-items: center;">  Supplier Attachment.pdf           <span style="float: right; font-size: 0.8em;">78 KB</span> </div>

2. TECHNICAL RESPONSE (QUESTIONS: 1) ✎

2.1 TEST ROUND RFP - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
2.1.1	RFX	Please upload your attachment	<div style="display: flex; align-items: center;">  Supplier Attachment.pdf           <span style="float: right; font-size: 0.8em;">78 KB</span> </div>

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”**.

Discard Changes
Keep Changes

Validate Response
Exclude Not Answered
Refresh

My Response Summary

	ENVELOPE	INFO PARAMETERS
1.	Qualification Response	All questions answered

1. QUALIFICATION RESPONSE (QUESTIONS: 2) ✎

1.1 GUIDE SUPPLIER RFX - QUESTION SECTION

2 ADDITIONAL ATTACHMENTS AREA

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

Undo All Changes
Submit Changes

My Response Summary

	ENVELOPE	INFO PARAMETERS
1.	Qualification Response	All questions answered

1. QUALIFICATION RESPONSE (QUESTIONS: 2) ✎

1.1 GUIDE SUPPLIER RFX - QUESTION SECTION

2 ADDITIONAL ATTACHMENTS AREA

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 “Contact Ørsted ->” and you will have the possibility to email Ørsted and address your query/ies.

### Support for suppliers



**Open Tenders**  
Explore current opportunities at Ørsted.

[Explore](#)



**Written Guides**  
Read guides on how to register, manage user profiles and upload your tender response (including ESPD).

[See guide](#)



**Video Guide**  
Watch a guide on how to register as a supplier.

[See video](#)



**Support**  
Reach out to Ørsted with questions or comments on the procurement process.

[Contact Ørsted](#)



**Tech Support**  
Having technical trouble with the site?

[Get help](#)

2. Technical Support – from the landing page, click on “Get Help->” and a window containing the JAGGAER Global Customer Care Support Phone Numbers will be displayed.