



POSTI GROUP SOURCING PORTAL - SUPPLIER GUIDE

This guide has been built by Posti Group (also referred as Posti) to provide you with the needed information with regards to the registration process.

The purpose of registering on the Posti Group Sourcing Portal is to identify your organisation as a potential supplier for Posti. It is not a commitment for Posti to award your company any business.

WHAT IS THE POSTI SOURCING PORTAL?

The Posti Group Sourcing Portal is an online tool that Posti use to conduct their strategic sourcing activities with their suppliers, including:

- Request for information (RFIs)
- Request for Proposal (RFPs)
- Auctions
- Contract Management
- Performance Management

The portal is free and easy to use for suppliers.



Image 1: Welcome to Posti Group Sourcing Portal

🔘 tenders.ee@itella.com





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REGISTERING ON THE PORTAL

There are two ways to register you into Posti Group Sourcing Portal:

a) Posti Sourcing Department will start the registration process for your company. Posti will add some information against your company profile and you will have to continue the registration process by filling out the remaining fields.

Note 1: When Posti Sourcing Department starts the registration process on your behalf, you will receive the username and password (in separate emails) to the email address which was provided by you for the registration process.

Note 2: Even though Posti Sourcing Department have already filled in some of the information relevant to your company, you are responsible for the accuracy of these details. Please review thoroughly the fields that have been populated, correct the information where necessary in the editable fields and highlight to Posti any inaccurate information for further corrections. Send an email to Posti containing all the details that require a change, along with the supporting documents.

b) You can register on the Posti Group Sourcing Portal through the registration link which has been sent to you by your Posti Sourcing contact person. In this case, Posti Sourcing Department will not have prepopulated any information for your company.

The portal is available in several languages and you can set your preferred language and time zone within your user profile.





PORTAL USER AGREEMENT

Once you have selected your preferred portal language, you will be first presented with the **Portal User Agreement**. Please read this document carefully and accept or reject it.

In order to proceed with the registration process **you must accept the Portal User Agreement** by ticking the "Accept" button and clicking the "Confirm" button as highlighted in the image 2 below (points 1 and 2).

Note: If you wish to download the PDF file you can do so from the top-right hand corner of the screen (please refer to point 3 in the image 2 below).

Also, please ensure that you will have good internet connectivity while performing the registration process, because in the event of lost connectivity, you will have to input all the information again.

Close 3 R Ada	be PDF file
User Agreement	
Posti Group Sourcing Portal User Agreement	
1. Introduction 1.1. This user agreement between Post (Buyer) and the supplier concerns the supplier's right of use to the Posti Group Sourcing Portal system (System) and use of the System in a case where the supplier responds to the Buyer's invitation to participate in the Buyer's sourcing procedure. A separate agreement is applied to all sourcing. 1.2. If the supplier-user logs in to the System with the supplier's username and password, it accepts this user agreement and agrees to follow it. 2. System	î
 The System is offered by BravoSolution and the Boyer is responsible for its operation. The System is offered by BravoSolution and the Boyer is responsible for its operation. All intellectual property rights to the System (unifyed) patients, convints, database rights, design rights, trademarks, domain names, expertise, utility models and model rights regardless of whether they have been or can be registered and, where necessary, applications concerning such rights be to BravoSolution. Creation/addy, all intellectual property rights to the System's data content belong to the Boyer. All material related to procurements that is transferred through the System remains the property rights to the System's data content belong to the Boyer. All material related to procurements that is transferred through the System remains the property rights to the system and/or polapone it and/or prevent its use all any term without lability to pady compensation by notifying the supplier of this in the System. The Boyer reserves the right to inforcing the System and/or polapone it and/or prevent its use all any term without lability to pady compensation by notifying the supplier of this in the System. The Boyer reserves the right to inforcing the System and/or polapone it and/or prevent its use all any inforcing the system remains the procurement in question. The Boyer reserves the right to inforcing the System and/or polapone it and/or prevent its use all any right reserves the right to inforcing the System and/or polapone it and/or prevent its use all any right reserves the right to inforcing the System and/or polapone it and/or prevent its use all any right reserves the right to reserve the right to inforcing the System and/or polapone it and/or prevent its use all any right reserves the right to reserve the right to inforcing the System fail data subscience its on to an reserve toresoluble for information subsciff inforcing the system faileda	elong
3. Rights of use 3.1. Pursuant to the terms of this user agreement, the Buyer grants the supplier user the right of use to the system free of charge so that the supplier can respond to the Buyer's invitations related to the sourcing procedure. 3.2. The Supplier may only use the system in order to respond to an invitation that concerns participation in the sourcing procedure based on this user agreement and other rules presented in the System. The Buyer can deny the user right of the supplier and/or one or several supplier-users to the System without a separate notification. 3.3. Notwithstanding the Buyer's other rights, the Buyer reserves the right to prevent the use of the System without a separate notification for technical or legal reasons.	• ~
Do you accept Posti Group Sourcing Portal User Agreement?	_

Image 2: Portal User Agreement

SUPPLIER REGISTRATION FORM

The next page is the Supplier Registration form. This form is divided into two main sections: Supplier details and User details.

The first section, Supplier details, is to collect information about your organisation and you must populate these.

Note 1: All fields with a red asterisk (*) are mandatory.

The fields highlighted with red rectangles in the image 3 below cannot be modified once you have submitted your details. In case you need to make a change, contact your contact person at Posti Sourcing Department.

Note 2: When requesting changes to your details you may be required to provide relevant evidence documents (e.g. headed letter from the bank attesting the bank detail changes).



posti

4					
9	Su	ppli	er d	eta	ls

Supplier Alfa
FINLAND v
Road X
Helsinki
RG1845
123456789
0
www.supplieralfa.com
www.supplieralfa.com
www.supplieralfa.com FI2112345600000785 123444
www.supplieralfa.com FI2112345600000785 123444 Nordea
www.supplieralfa.com FI2112345600000785 123444 Nordea NDEAFIHH
www.supplieralfa.com FI2112345600000785 123444 Nordea NDEAFIHH EUR
www.supplieralfa.com FI2112345600000785 123444 Nordea NDEAFIHH EUR

Image 3: Supplier Registration Form – Supplier details

The second section of this registration form is to capture information about your company's user(s) that will use the portal.

First Name	Alfa
Last Name	Beta
Create username (please do not forget your username) (please do not forget your username)	alfabeta
Email Address IMPORTANT: This email address will be used for	beta@alfa.com
access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.	
Phone Number (Please make sure you enter this correctly. The	+3589562626246262
phone number must start with "+", followed by the country code and then by the phone number without the first zero)	
Preferred language for use in the system interface	English (UK) •

Image 4a: Supplier Registration Form – User details

If your company operates following the Finnish time zone, please select from the drop down list "(GMT+2:00)EET(Eastern European Time)



User Details

★ First Name	Alfa	
* Last Name	(GMT 0:00) Western Europe Time, London, Lisbon (GMT + 0:00) Casablanca (GMT + 0:00) Monrovia, Reykjavik	
 Create username (please do not forget your username) (please do not forget your username) 	(GMT + 1:00) CET(Central Europe Time), Brussels, Copenhagen, Madrid, Paris, Rome (GMT + 1:00) Kinshasa (GMT + 1:00) Tripoli	
* 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.	(GMT + 2:00) Amman (GMT + 2:00) Cairo (GMT + 2:00) Central Africa Time Harare, Pretoria (GMT + 2:00) EET(Eastern Europe Time) (GMT + 2:00) Istanbul (GMT + 2:00) Jerusalem	
* Phone Number (Please make sure you enter this correctly. The phone number must start with "+", followed by the country code and then by the phone number without the first zero)	(GMT + 2:00) Kaliningrad (GMT + 2:00) South Africa Time, Johannesburg (GMT + 3:00) Baghdad (GMT + 3:00) Eastern Africa Time, Nairobi	
* Preferred language for use in the system interface	(GMT + 3:00) Kuwait, Riyadh, Doha, Manama (GMT + 3:00) Moscow, St. Petersburg, Volgograd (GMT + 3:30) Tehran	-
* Time Zone		•
Role within Organisation	v	

Image 4b: Supplier Registration Form –Time zone selection

When you are confident that all the fields are filled in to the best of your knowledge, click the "Save" button on the top right hand side of the screen as highlighted in the screen shot below:

Supplier Name	
	Save 🛛 Close
Supplier details	

Image 5: Supplier Registration – Save records

SUPPLIER REGISTRATION BASIC PROFILE QUESTIONS

Next is the "Basic Profile Form: Registration" page containing a list of questions to inform Posti Sourcing Department about your company.

As before, please answer all fields with a red asterisk. Once you have finished please click "Save & Continue" to proceed to the next step of the registration process.

· Basic Profile Form:	Registration	
Registration		
		Save & Continue X Cancel
Quality and environment		
Quality and environment	Do you have a quality management system?	Yes - certified with ISO 9001
Quality and environment	Do you have an environmental management system?	Yes - equivalent system in use 🛩
Quality and environment	Do you impose quality / environment / ethical requirements on your suppliers?	Yes 🗸
Audit		
Audit	Is any quality, ethical or legal audits performed in your company by authorities or other customers?	Yes 🗸
Business		
Business	What is your company's turnover?	Less than 100kC 🗸
Satisfaction		
Satisfaction	How satisfied are you with the cooperation with our company?	Very satisfied
Satisfaction	Comments about the cooperation and improvement suggestions	No relationship yet with <u>Posts</u>

Image 6: Basic Profile Form: Answering to the main questions

Note: All fields marked with a red asterisk (*) are mandatory.





Based on your previous answers to the questions captured in image 6, a number of additional questions will be generated which you will need to answer.

 Basic Profile Form: Registration 	: Quality (ISO)		
			Save & Continue X Cancel
Quality and environment_ Quality and environment_a	a		
Quality and environment	* Please provide registration number for your ISO 9001 certification.	00000001 Characters available 1992	*
Quality and environment	★ Please provide implementation year for your ISO 9001 certification.	20XX Characters available 1996	*

Image 7: Basic Profile Form: Additional Questions

Please answer all the questions marked with a red asterisk (*) and click "Save & Continue" button until the system shows a message confirming that your registration process is complete (see image 8 below). Next click on "Close Window" button (refer to image 8 below).

Registration Confirmation	
	× Close Window
The Registration Process is complete. Your account has been activated and an email sent to confirm this. Cog in with your Username and Password to access the platform.	

Image 8: Basic Profile Form: Registration Confirmation

If you have not completed all mandatory fields and answered all questions, your account will not be activated. The system will show you an error message highlighting the mandatory field(s) left blank while you were doing the registration process.

Supplier Name			
Supplier details			
		posti.bravosolution.com says:	×
★ Supplier Name	Supplier Alfa	The request generated the following errors:	
* Country	FINLAND	- Missing Mandatory Field: Company Registration Number]
* Address	Road X		ок
* City	Helsinki		
* Postal Code	RG1845		
* Company Registration Number			
 * VAT Number (incl. country code prefix) (if not applicable, please use 0) 	0		
Website	www.suppliera	alfa.com	
IBAN	FI2112345600	000785	
Bank Account	123444		
Pank Name			

Image 9a: Missing mandatory field/s





If no error message appears when clicking on "Save" button and the following message will be generated:

The Registration Process is complete. Your account has been activated and an email sent to confirm this.		Registration Confirmation
The Registration Process is complete. Your account has been activated and an email sent to confirm this.	Close Window	
Log in with your Usemane and Password b access the platform.		The Registration Process is complete. Your account has been activated and an email sent to confirm this. Co in with your Username and Password to access the platform.

Image 9b: Successful registration confirmation

You will then have to click on "Close Window" and the following screen will be displayed:



Image 10: Supplier login page: username and password

This screen is the portal login page which you will use from now on to access the portal.

Now check your email (the one you provided when registering your company) and log in with the **Username** you chose and **Password** that has been sent to that same email address separately (the password is automatically generated by the system).



Image 11: Email notification – portal password

Ved 23/11/2016 15:23 posti@bravosolution.com Supplier Account Activation on Posti 1Sourcing To We removed extra line breaks from this message.
Dear Supplier, Your account has been activated on Posti Group Sourcing Portal. You can now use your Username and Password to access all the available areas of the platform. As a reminder the Username you selected is: alfabeta The site address is: https://posti-prep.bravosolution.com Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.
Please do not reply to this message. This is an automated email alert and replies to this message are routed to an unmonitored mailbox.

Image 12: Email notification – account activation

At your first login, you will have to accept again the Portal User Agreement and afterwards you will be asked to **change your password for security reasons.** Follow the instructions highlighted on the screen shot below:

Specify a new Password in order to proceed	
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.	
Passwords must contain at least 8 characters Password must be different from login! The new password must be different from the previous 10 passwords Passwords must contain both letters and numbers	
New Password Confirm Password	
Submit	
	× Cancel

Image 13: Change password





Enter the new password and click 'Submit'. This will then bring you to the "Supplier Navigation" page.

postí	e itella e
Supplier Navigation	Contact Posti/Itella Sourcing
 My RFQ My Auctions 	Finland postisourcing@posti.com Russia
 Organization Profile View and maintain your organization's data and settings. 	Eithuania Eithuania
 Dashboard View a summary of current activity. 	Latvia enders.lv@itella.com
 User Management Add additional users to your organization account. 	Estonia tenders.ee@itella.com
> Logout	Technical Helpdesk

Image 14: Supplier navigation page

On this page you have a number of different options to select from, including managing your RFx and Auction activities, Organisation Profile, Dashboard and User Management options.

SUPPLIER PROFILE: ORGANISATION PROFILE

To update your company profile settings, click on the 'Organisation Profile' link. This will bring you to a page where you can update your Registration Data, Basic Profile, Status Summary and Response History.

Supplier details	
Supplier Name	Supplier Alfa
* Country	FINLAND
* Address	Road X
* City	Helsinki
* Postal Code	RG1845
Company Registration Number	123456789
VAT Number (incl. country code prefix) (if not applicable, please use 0)	0
Website	www.supplieralfa.com
IBAN	FI2112345600000785
Bank Account	123444
Bank Name	Nordea
SWIFT/BIC	NDEAFIHH
Bank/Invoice currency	EUR
Additional Bank Accounts	
SAP Vendor Code (Please leave blank during registration)	

Image 15: Supplier profile page – supplier details management







Note: not all the fields can be modified! If you require an update to any of the read only fields, you will have to get in touch with your contact person from Posti Sourcing Department. For example, on image 15 above, you can see that the fields highlighted in red is locked/read only and no further changes are allowed.

Once on the page, you can move to other tabs such as, 'Basic Profile', 'Status Summary' and 'Response History'. (Image 16 below.)

â	Reg	gistration Data	Basic Profile	Status Summary	Response H	istory					
										CEdit	
		Organisati	on Name: S	upplier Alfa							
		Supplier deta	ils								
D)		Supplier Nam	e		Supp	ier Alfa					
<		Country			FINL	AND					
.0.		Address			Road	х					
		City			Helsi	nki					
		Postal Code			RG18	45					
		Company Reg	istration Number		1234	56789					
		VAT Number (use 0)	incl. country code	prefix) (if not applicable	e, please 0						
		Website			www	supplieralfa.com					

Image 16: Supplier profile page – all tabs

SUPPLIER PROFILE: DASHBOARD

The Dashboard gives you the possibility to see at a glance relevant activities and information for your company. To access the "Dashboard" page from the supplier navigation page, click into the "Dashboard" hyperlink (image 17 below).

postí	itella
Supplier Navigation	
> My RFI	Contact Posti/Itella Sourcing
> My RFQ	Finland postisourcing@posti.com
My Auctions	Russia
 Organization Profile View and maintain your organization's data and settings. 	Lithuania
Dashboard View a summary of current activity.	Latvia tenders.lv@itella.com
 User Management Add additional users to your organization account. 	Estonia (2) tenders.ee@itella.com

Image 17: Dashboard – supplier profile

Note: once you are in the portal you can return to the "Dashboard" page anytime by selecting 'speedometer' tab on the navigation menu on the left hand side of the screen (image 18).





â	Menu		_		0
Ω	Dashboard	Main Dashboard	. 🗆 .	I My RFIs with Pending Responses	Open and Pending Auctions
	Projects			No RFIs to display	No Auctions to display
1	My Organisation				
	File Sharing			III My RFQs with Pending Responses	
	User Management			No RFCs to display	
	List of Directories)			
	📣 New Messages (last	30 days)			
		No Unread Messages			

Image 18: Dashboard - supplier profile page

The Dashboard highlights the activities that require your immediate attention, for example image 19 below.

ĉ	Main Dashboard						0
	💿 Quick Links		My RFIs with Pen	ding Responses			Open and Pending Auctions
	 Standard Links 		lo REIs to display				No Auctions to display
đ	Organisation Profile		,				
100	My Auctions		My PEOs with Po	ading Posponsos			
1	My RFIs			rung responses			
	My RFQs		RFQ Title	Buyer Organisation	RFQ Closing Date/Time	Response Status	
	My Contracts	e	AJ Supplier	Posti Group	25/10/2016 13:00	No Response	
	List of Directories		contacting	· · ·		Prepared	
	« New Messages (last 30 days)						
	No Unread Messages						

Image 19: Dashboard view

You can customise the Dashboard layout by using the "Configuration" icon in the top-right hand corner. You are able to select how you would like the content to be displayed on the screen (see image 20).

ĉ	Main Dashboard				
	 Quick Links Standard Links 		My RFIs with Pending Res	sponses	
n Bi	Organisation Profile My Auctions My RFIs	Define Tab Title	Set Columns	× es	
-	My RFQs My Contracts List of Directories	Title Main Dashboard	25%/50%/25% 33%/33%/33%		
	🀠 New Messages (last 30 days)		50%/50%		
	() No Unread Messages				

Image 20: Dashboard view configuration

The icons on the left-hand side of page can be used to access major areas of the system. Clicking onto these icons and areas will expand the menu for further navigation options across the system (as shown in the image 21 below).





â	Menu						
	Dashboard						
	Projects >	Projects	>	~			
et l	My Organization	RFIs	>	Project Code	RFQ Sta	tus	RFQ Closing Date/Time
	my organisation	RFQs	>	My RFQs		ed: To Be Evaluated	27/10/2016 13:00
	File Sharing	Auctions	>	project_60	Clos	ed: To Be Evaluated	27/10/2016 13:00
	Liser Management	Contracts	>	project_88	🕓 Clos	ed: To Be Evaluated	25/10/2016 23:00
-inini-		test		project_50	Clos	ed: To Be Evaluated	25/10/2016 13:00
	Total 4						
-)						

Image 21: Menu for navigation

You can also update your personal details if needed on the Dashboard screen. From the top-right hand corner of the "Dashboard" view select 'User Profile' (image 22).



Image 22: Update personal details

In the new screen, click on "Edit" to update your user details or to change the password (screen shot 23):

	Modify Password
User: supplier supplier	
User Details	C Cedit
First Name	supplier
Last Name	suppler
Username (please do not forget your username)	supplier22
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.	a.radu@braiosolution.com
Phone Number (Please make sure you enter this correctly. The phone number must start with "+", followed by the country code and then by the phone number without the first zero)	*447827411111
Preferred language for use in system interface	English (UK)
Time Zone	(GMT + 2.00) EET(Eastern Europe Time)
Role within Organisation	Procurement division
5	

Image 23: Edit user details or change password

SUPPLIER PROFILE: USER MANAGEMENT

This functionality allows you to add additional users to your company account if required. There are two ways to create additional users:

Option 1: From the "Supplier Navigation" page, click into the "User Management" hyperlink (image 24 below).



Image 24: User Management - Supplier navigation

Option 2: From the Dashboard navigation menu on the left hand side of the screen, follow the path "User Management -> Manage Users -> Users" (image 25 below).

۵	Menu	ons	
	Dashboard		
	Projects	Select a Filter	V
	My Organisation		
	File Sharing		
	User Management >	Manage Users	Users
~ COPYRIG		Default Users	User Roles
			Divisions

Image 25: User Management – Navigation menu

ô	User Roles Divisions
Ω	Create ···
1	Filter By: All Users 💟 Solid a Filter 🛛
1	No Users to display
1	

Image 26: Create additional users

Click 'Create' (image 26 above), enter their details and click 'Save' (image 27). This will trigger an email with a password which will be sent to the new user that you created.

posti		itella
New User		
User Details		Save X Cancel
* Last Name	Joe	
* First Name	Doe	
User Tag for Codes		
* Email	a.radu@bravosolution.com	
* Telephone Number	+35562621761616161	
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	Division 🗸	
Department	···· v	
Role Name	···· v	
* Choose your Username and check it is not already in use	supplier22additional	
* Preferred Language	English (UK)	
* Time Zone	(GMT + 2:00) EET(Eastern Europe Time)	

Image 27: New user creation

.0

The system will prompt a message informing you that your colleague has been registered as a new user and that the login details have been sent via email to the email address you provided at the creation stage. (Image 28)



Image 28: New user creation confirmation

At this stage, the new user has been created, but no rights have been associated to this account, therefore you will have to determine the user rights you would like to assign to this colleague. To perform this activity first click on "View User Rights" (refer to image 28 above) and a new screen with all the user right options will be displayed. On this screen, please click on "Edit" buttons available for each section and select from the dropdown list the relevant option (as highlighted on the screen below – image 29).

I ← Back to List	€7 €7
User: Doe Joe Division: Division	
Details	
User Details User Rights	
Auctions	Cr Edit Auction Rights
Visibility of Auction Lists	Yes
Access Auction Details	No
Access to Auction Monitor	Yes, if I'm added to the User Rights list in the Object
Participate	No
Contact Visible to Buyer	No
Manage Messages	No
RFx	Cr 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	No

Image 29: User Rights selection





RESPONDING TO AN RFI OR RFQ/RFP

When invited to an RFI (Request for Information) or RFP (Request for Proposal) or RFQ (Request for Quotation) you will receive an email notification (an example in the image below). To access the event you will have two possibilities:

- 1. Click on the link on the email
- 2. Connect to the Posti Group portal by using your username and password and on the Supplier Navigation page click on "My RFI" or "My RFQ".

posti@bravosolution.com
Invitation to RFQ - Request for Quotation Code rfg_43
To D
Dear Supplier,
Posti Group invites you to participate in the following RFQ - Request for Quotation
Type: RFQ - Request for Quotation Code: rfq_43 Title: Quick RFQ test Project Title: Test quick project template
INDODTANT-
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: 27/10/2016
Time: 13300 (EET - Eastern European Time DST)
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://posti-prep.bravosolution.com/esop/guest/login.do?qvu=920367550158025884C1
Or browse as follows:
Connect to https://posti-prep.bravgoolution.com
Go to RFQ - Request for Quotations
Click rfq_43 to view the details of the RFQ - Request for Quotation
To create and submit your response to the RFQ - Request for Quotation:

Image 30: Email invitation

In the dashboard area of the portal you will identify the events you were invited to answer to.

posti	e itella •
Supplier Navigation	Contact Posti/Itella Sourcing
> My RFQ	Finland postisourcing@posti.com
> My Auctions	Russia B Dir.Zakupki@Itella.com
 Organization Profile View and maintain your organization's data and settings. 	Lithuania tenders.lt@itella.com
 Dashboard View a summary of current activity. 	Latvia tenders.lv@itella.com
 User Management Add additional users to your organization account. 	Estonia stenders.ee@itella.com
> Logout	Technical Helpdesk



In some cases, you may be asked to accept the Terms and Conditions document before having access to the RFP/RFI details (as highlighted in the print screen below).



Image 32: Accept Terms and Conditions

Once you have accepted the Terms and Conditions document, you will see all the components of the RFP/RFI. After reading them thoroughly and after downloading all the attachments (if any), you will have to start building your responses. To perform this activity you will have to click on "Create response" button. (Please refer to image 33)

RFQ Details Messages (Unread 0)		
Settings Buyer Attachments (0) My Resp	User Rights	
♣ View Response Index Only		Create Response
 1. Commercial Response 	(Line Items: 6, Questions: 14)	
 1.1 Yleistä - Question Section 		
Note	Note Details	
1.1.1 Yleistä	Posti-konsemi (jäljempänä Posti) on kansainvälinen palveluyritys, joka huolehtii asiakkaittensa tärkeistä tieto- ja tuotevirroista pääasiassa Euroopassa ja Venäjällä. Suomessa tärkeinä laisisätteisenä perustehtävänä on tarjota päivittäiset postipalveluk kaikille koko maassa. Postin tarvoitteena on tarjota valittaville yhteistyökumppaneille mahdollisuutta tiiviimpään ja syvempään yhteistyöhön Postin kanssa. Hankintoja keskitetään toimittajille, joilla on deellyritysist tarjota Postille kilpainlukykyisimpiä tuoteitta ja palveluita, ja jotka vastaavat parhaiten Postin kokonaisettua ja ympäristötavoitteita. Tärkeimmille osa-aluelle etsitään sirategisia yhteistyökumppaneita, joiden kanssa kehitetään tuotteita ja palveluja sekä yhteistyötä pitkäjänteisesti kustannustehokkaammaksi. Pyydämme tarjoustanne tämän tarjouspyynnön sekä sen liitteiden mukaisesti.	
✓ 1.2 Määrä - Question Section		
Note	Note Details	
1.2.1 Maara	Tarjoajan tulee varmistua siitä, että sillä on käytössään tarvittava määrä tuotantokapasiteettia pyydetyn määrän tuottamiseen ja toimittamiseen sovittujen ehtojen mukaisesti. Lopullisista mediaseurantojen määristä sovitaan erikseen tarjoajan esitettyjen hinnoittelumallien mukaisesti. Lisätietoja voi tarvittaessa tiedustella: XXXXXXVYYYYYY@posti.com.	
	ns. turnat Posti vain mainintana' –osumat. I arkeinta on laatu, el maara.	

Image 33: Create Responses

There are two possibilities to edit your responses:

- Offline you will download from the tool the responses configuration, you will fill in all the needed details in the excel template and when you are confident about your responses the next step will be to upload them into the portal and submit them to Posti
- 2. Online in this case, you will edit the responses directly into the portal and once done you will have the possibility to submit them to Posti

In case of method 1, you have to click on the "..." button and to select "Export/Import Responses" (see image 34)

posti			itella
Here Back to List			
KFQ: RFQ_68 - RFQ 52 test Project project_142 - Standard Workflow_E2E Test 09/11 Closing Date: 10/11/2016 12:00:00 (If you Submit a new Re Response Last Submitted On: 09/11/2016 20:48:49 RFQ Details Messages (Uhread 0) Settings Buyer Attachments (0) My Response User Rights	rsponse now, it will be late)		Printable View 3
My Response Summary			
1. Commercial Response	All quoted items completed No additional attachments	Total Price (excluding optional sections)	14,857
View Response Details I. Commercial Response (Line Items: 11 Commercial Reine Section	2, Questions: 0)		☑ Edit Response
> 1.1 Commercial - PTCe Section			
1.2 Additional Attachments Area			

Image 34 – Export/Import Responses screen

In the next screen, click on "Download" button to be able to save on your computer the excel spreadsheet containing the questions you will have to answer for this RFP/RFI. Into this spreadsheet enter your responses, by following the instructions mentioned into this excel document, and then import your completed answers back into the portal (refer to images 35 and 36).

✓ RFQ: RFQ_68 - RFQ 52 test					O Closed: To Be Evaluated
Project, project_142 - Standard Workflow_E2E Test 09/11 Closing Date: 10/11/2016 12.00:00 (f/you Submit a new Response now, it will be late) Response Last Submitted On: 09/11/2016 20.48.49					
Edit Mode					
I← Back to Response					👔 Help To Create & Import Your Response
① This screen allows you to download an Excel spreadsheet containing the RFQ questionnaire. You may up a screen allows you to download an Excel spreadsheet containing the RFQ questionnaire.	se the spreadsheet to compile your RFQ respons	e. Once you have completed the spreadsheet you s	hould return to this sc	reen and import the spreadsheet in order to populate the onlin	e questionnaire.
	Select File to Import	Browse	🛃 Download		
SPYRIGHT 2000 - 2016 BRANOSOLUTION -			Downlo Questic comput then im the plat	and an Excel spreadsheet containing the onnaire. Save the spreadsheet to your ter, enter your responses on the spreadsheet port your completed spreadsheet back into tform in order to populate the Questionnaires	۰۳.

Image 35 – Downloading the Response Spreadsheet

NOTE: F	PLEASE DO NOT A	DD OR REMOVE ANY WORKSHE	ETS, CELLS, ROWS OR COLU	JMNS FRO	OM THE E	XCEL RE	SPONSE S	SPREADSHEE	I, OR EDIT
RFQ Re	sponse Questionna	ire for: RFQ_68							
COLOU	R LEGEND								
	R	esponse Optional							
	Re	sponse Mandatory							
	Ign	ored During Import							
	Ques	tionnaire Information							
							1		
									4
1	Commercial Env	elope					•	1	4
1	Commercial Env	elope			_		•		▶
1	Commercial Env	elope			_			Numeric	-
1	Commercial Env Commercial Item Reference	elope Description	Remarks	Measur	Quantity	Price	Price	Numeric Option B	
1 1.1 1.1.1	Commercial Env Commercial Item Reference Price Item	Description HEL - Accra (ACC)	Remarks Price in euro per Kg	Measur EA	Quantity 436	Price 34	Price 14824	Numeric Option B	34
1 1.1 1.1.1	Commercial Env Commercial Item Reference Price Item Reference	Description HEL - Accra (ACC)	Remarks Price in euro per Kg	Measur EA	Quantity 436	Price 34	Frice 14824	Numeric Option B	34
1 1.1 1.1.1	Commercial Env Commercial Item Reference Price Item Reference (optional)	Description HEL - Accra (ACC)	Remarks Price in euro per Kg	Measur EA	Quantity 436	Price 34	Price 14824	Numeric Option B	34
1 1.1 1.1.1 1.1.2	Commercial Env Commercial Item Reference Price Item Reference (optional) Price Item	Description HEL - Accra (ACC) HEL - Addis Ababa (ADD)	Remarks Price in euro per Kg Price in euro per Kg	Measur EA EA	Quantity 436	Price 34 33	Frice 14824 33	Numeric Option B	34
1 1.1 1.1.1 1.1.2	Commercial Env Commercial Item Reference Price Item Reference (optional) Price Item Reference	Description HEL - Accra (ACC) HEL - Addis Ababa (ADD)	Remarks Price in euro per Kg Price in euro per Kg	Measur EA EA	Quantity 436	Price 34 33	Frice 14824 33	Numeric Option B	34
1 1.1 1.1.1 1.1.2	Commercial Env Commercial Item Reference Price Item Reference (optional) Price Item Reference (optional)	Description HEL - Accra (ACC) HEL - Addis Ababa (ADD)	Remarks Price in euro per Kg Price in euro per Kg	Measur EA EA	Quantity 436	Price 34 33	Price 14824 33	Numeric Option B	34

Image 36: Filling in the response spreadsheet

In case of method 2, simply fill in your answers directly into the portal and once done, click "Submit Response" (as highlighted in image 37)





RFC Projec Closin	2: RFQ_68 - RFQ 52 test t: project_142 - Standard Workflow_E2E 1 g Date: 10/11/2016 12:00:00 (If you Sub	fest 09/11 mit a new Response now, it will be late)							G) Closed: To Be Evaluated
Respo	As de	(49								
Edit I	Node									
									Keep Changes	X Discard Changes
									Refresh	SValidate Response
						Total Price	excluding optional sections)		14,857
1. Co	mmercial Response (Line It	ems: 2, Questions: 0)				~				
	Item Reference	Description	Remarks	Unit of Measurement	Quantity		Unit Price	Price	* Option B	
1.1.1	Price Item Reference (optional)	* HEL - Accra (ACC)	Price in euro per Kg	EA		436	2 🦻	14,824	34	3
1.1.2	Price Item Reference (optional)	 HEL - Addis Ababa (ADD) 	Price in euro per Kg	EA		1	33 🎝	33	22	3
							Section Sub Total	14,857		
1.2	Additional Attachments Area									9 Add/View Attachments

Image 37 – Answering to the RFP/RFI into the portal

In the "Add/View Attachments" area you could upload relevant documentation supporting your RFI/RFP answers.

Use the Message function to communicate with Posti Category Manager/Sourcing Manager. This is a secure communication method.

RFQ Details Messages (Unread 0)	
Create Messages Received Messages Sent Messages Draft Messages Forwarded Messages	
errente a manimeterren message in regionas to ana colpect	Create
Subuct a Filter 😽	
No Messages to display	

Image 38: Create message

Remember to click "Submit Response" when your answers are ready, this should be before the deadline.

My Response Summary			Submit Response
1. Commercial Response	Mandatory fields missing (27)	Total Price (excluding optional sections)	0
↓ View Response Index Only			
- 1. Commercial Response (Line Ite	ems: 6, Questions: 14)		Creating the second sec

Image 39: Edit and submit response





PARTICIPATING IN AN AUCTION

When invited to an auction you will receive an email notification (an example in the image below). To access the event you will have two possibilities:

- 1. Click on the link on the email
- 2. Connect to the Posti Group portal by using your username and password and click on the "My Auctions"



Image 40: Auction invite email

posti	• itella •
Supplier Navigation	Contact Posti/Itella Sourcing
 My RFQ My Auctions 	Finland postisourcing@posti.com Russia
 Organization Profile View and maintain your organization's data and settings. 	Lithuania enders.lt@itella.com
 Dashboard View a summary of current activity. 	Latvia 🛞 tenders.lv@itella.com
 User Management Add additional users to your organization account. 	Estonia emders.ee@itella.com
> Logout	Technical Helpdesk

Image 41: My Auctions





To participate in the auction click on the "Auction Monitor" screen.

₩ Back to List	Auction Monitor 👌 🚥	
✓ Auction: auc_11 - Coffee Auction 2016	Confirmed	
Project_project_52 - dddd		
Auction Details Messages (Unread 0)		
Settings Buyer Attachments (0) User Rights		
Overview		
Auction Code auc_11	Auction Title Cottee Auction 2016	
Auction Description	Auction Real / Test Real Auction	
Auction Format	Auction Direction	
English	Reverse Auction	
Buyer Organisation	Buyer	
Posti Group	Posti Admin	
Date & Time Settings		4

Image 42: Auction Monitor

In the next screen please select the client version you would like to use.

pos	Group
	Enter Z Close
Selec	t the Client version
0	Java (TM) version (requires Java Plug-in version 1.8 or later)
۲	HTML version
	Remember selection

Image 43: Client version

Auction Monitor screen will be displayed and you will have to bid by entering a price in the "Submit Bid" area (see image below). Throughout the life of the event you will see a summary of the main auction elements and your current ranking, those things will be helping you to decide your bidding strategy.

				🛛 Close			
ucti	on Monitor						
ode		Subject		Status	Base Price	Currency	Time Remaining
Auction	n_19	Coffee Auction	n 2016_3	Ended	50	EUR	00:00:00
/linim	um Bid Decrement	Your Rank		Best Bid	Bid Required to Lead		
Sing	le	1		42			
	Supplier	Bid Date/Time	Bid Time	Bid	Bid	Submit	
1	AJ Testi 15	22/11/2016	13:20:57	42			
1 C C		22/11/2016	13:24:08	44			
2		22/44/2040	13:20:10	48			
2	AJ Testi 15	22/11/2016					
2	AJ Testi 15	22/11/2016					
2	AJ Testi 15	22/11/2016					
2 3	AJ Testi 15	22/11/2016					

Image 44: Auction Monitor screen





Please find below the explanations for the fields appearing on the auction monitor screen:

- Auction Code: unique reference code (system generated)
- ✓ Subject: title of the auction and it allows you to identify the scope of this bid (the item/s or service/s for which you are invited to bid)
- ✓ Status: this is the status of the auction; "running" status is the one allowing you to bid
- ✓ Base price: indicates the maximum (minimum in Forward Auction) price above which you are prevented from placing bids. (in the print screen above you notice that the base price is 50 euros, meaning that you will have to bid below this amount 48 EUR, for example)
- ✓ **Currency:** main currency of the auction, the currency you need to use while bidding
- Time Remaining: the time until the moment the auction will end.
 !!!!Please monitor this carefully throughout the duration of the event, because the time can be extended if there will be activity/bids being submitted during the last minutes of the event.
 The time extension depends on the buyer's strategy to run the auction and you will receive clear instructions from Posti whenever you will be invited to an event.
- ✓ Minimum Bid Decrement: defines the minimum level that suppliers may reduce their bids by (in the print screen above, the supplier AJ Testi 15 started with a bid of 48 EUR and given the fact that the minimum bid decrement is 5, the next possible bid for this supplier is 43 EUR (48 5)
- ✓ Your rank: displays the current rank in the auction
- Supplier: if this setting is enabled by the buyer, it will allow you to see, real time, what the other suppliers are doing; the suppliers' identity will be protected either by system-generated random letters or simply by not displaying their names

VIEWING AND APPROVING CONTRACTS

If you will be awarded, you may be asked to approve a contract or pricing within the portal. You will receive an email alert if this is the case.

Also, you could check if there is any required activity with regards to contracts by navigating the menu of the portal. The path is Projects -> Contracts -> My Contracts.

â	Menu			
	Dashboard	Select a Filter		
	Projects >	Projects	>	
	My Organisation	RFIs	>	
	File Sharing	Auctions	>	
	User Management	Contracts	>	1

Image 45: My contracts

Any contracts requiring review or approval will display in the Contracts in Negotiation portlet on the dashboard.

Click on the contract name then go to Contents Management to see the content requiring approval.





For any technical support using the Posti Group Sourcing Portal, please contact BravoSolution helpdesk, in **English only** (image 46).



Image 46: Helpdesk information

For any process specific questions please contact Sourcing Posti or Itella at the email addresses listed below:



Image 47: Contact Posti/Itella Sourcing

To use the portal at an optimal level, please make sure you are aware about the System Requirements, which could be accessed from the main login page (as highlighted in the images below):

posti			itella
oostí			• itella •
	post post		
This website is	Welcome to Posti Gr a collaborative portal for Posti Gr activities over	oup Sourcing Port roup and its Suppliers to co the internet.	al onduct procurement Supplier Guidance
This website is ogin sername	Welcome to Posti Gr a collaborative portal for Posti Gr activities over Contact Posti/Itella Sourcing Finland Sourcing@posti.com	oup Sourcing Port roup and its Suppliers to co the internet. Technical Helpdesk (© +44 203 608 4238 (© help@brayesolution co.uk	al onduct procurement Supplier Guidance Click the button below to download a guide to using the portal
This website is gin ærname assword	Velcome to Posti Gr a collaborative portal for Posti Gr activities over Contact Posti/Itella Sourcing Finland © postisourcing@posti.com Russia © Dir.Zakupki@Itella.com Lithuania © tenders.It@itella.com	oup Sourcing Port roup and its Suppliers to co the internet. Technical Helpdesk +44 203 608 4238 +44 203 608 4238 help@bravosolution.co.uk (English only)	All onduct procurement Supplier Guidance Click the button below to download a guide to using the portal. Download

Image 48: BravoSolution System Requirements

OSTI Group			
Settings	Your Settings	Technical Requirements	Not Recommended
Browser	Microsoft Internet Explorer 11.0	Internet Explorer 10 and 11 Google Chrome Mozilla Firefox (ESR) 38+ Safari 8 for MacOS 10.10	Internet Explorer 9
IP Address	80.169.192.69		
Operating System	Windows 7	Microsoft Vista, Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10. Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser	
JavaScript Version	1.3	1.3	
Cookies Support Enabled	ON	ON	
Screen Resolution	1600 x 900	1024 x 768 +	
Colour Depth	24 bit	16 bit +	
Processor	x86	x86 +	
Java Applets Supported	ON	ON	
Java Applets Enabled	ON	ON	
Java Version Java Runtime Environment Sun Version is required for online Auction advanced features	1.8.0_101	1.8 +	1.7
	Settings Settings Browser IP Address Operating System JavaScript Version Cookies Support Enabled Screen Resolution Colour Depth Processor Java Applets Supported Java Applets Enabled Screen Resolution Colour Depth Processor Java Applets Supported Java Applets Enabled Screen Revivonment Sun Version is required for online Auction	SettingsYour SettingsSettingsYour SettingsBrowserMicrosoft Internet Explorer 11.0IP Address80.169.192.69Operating SystemWindows 7JavaScript Version1.3Cookies Support EnabledONScreen Resolution1600 x 900Colour Depth24 bitProcessorx86Java Applets SupportedONJava Applets EnabledONJava Applets EnabledI.8101	SettingssettingsYour SettingsTechcial RequirementsBrowserNor SettingsInternot Explorer 10 and 11 Grooger 10 and 11 Grooger 10 and 11 Grooger 10 and 11

Image 48: BravoSolution System Requirements