



## **User Documentation for Suppliers**

**eTender Participation within SynerTrade /  
Accelerate**

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## List of Abbreviations

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ST	SynerTrade
RFI	Request for Information
RFQ	Request for Quotation
RFP	Request for Proposal

## 1 FIRST STEPS

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### 1.1 General

For many procurement projects Uniper group uses SynerTrade (Accelerate version) as an eSourcing platform to get all relevant information from suppliers and also to simplify the communication with suppliers. Uniper uses the system for:

- a) Request for Information (RFI), e.g. pre-qualifications, tender specific questions
- b) Request for Quotation
- c) Auctioning, e.g. Reverse Auction
- d) Document Sharing

This guide will help you to get familiar with the system and to send all necessary information back to Uniper.

To use the system usually no special system requirements are necessary. All browsers can be used. You only need an internet connection. You can access our eSourcing platform from your office or home or via your mobile phone with browser.

Nevertheless here are the requirements for browser / network configuration, just in case you face unexpected trouble:

- Javascript has to be enabled in the browser.  
Normally this can be found in the web browsers preferences regarding 'scripting' or 'security'.
- Java has to be installed on the computer and its use has to be enabled in the web browser.  
If in doubt, google for 'install Java plugin' and the name of your web browser. Search the list of results for some official website like those from Mozilla, Microsoft, Apple, Google – depending on your web browser. Normally the official versions of the java environment can be downloaded from [www.oracle.com/technetwork/java/javase/downloads](http://www.oracle.com/technetwork/java/javase/downloads). On normal end user computers the Java SE JRE should be needed. (SE = Standard Edition / JRE = Java Runtime Environment)
- In the network/firewall configuration there must not be any port/content restrictions in place for the use of the URL <https://eon.synertrade.com> or <https://uniper.synertrade.com>. Please note that this is a secure HTTPS connection which uses a different port number than the normal HTTP web traffic normally. HTTP uses TCP port number 80 and HTTPS uses TCP port number 443.
- Below is a list of web browsers which are officially tested to be OK with Synertrade. Other browsers may work, too. For example a lot of people do not have any problems using the current version of the 'Google Chrome' browser. But if in doubt, please use one of the following browsers:

#### Windows

- Mozilla Firefox: 22 or higher
- Internet Explorer: 9 or higher

#### Mac OS

- Current versions of Safari
- Current versions of Mozilla Firefox

## 1.2 Login

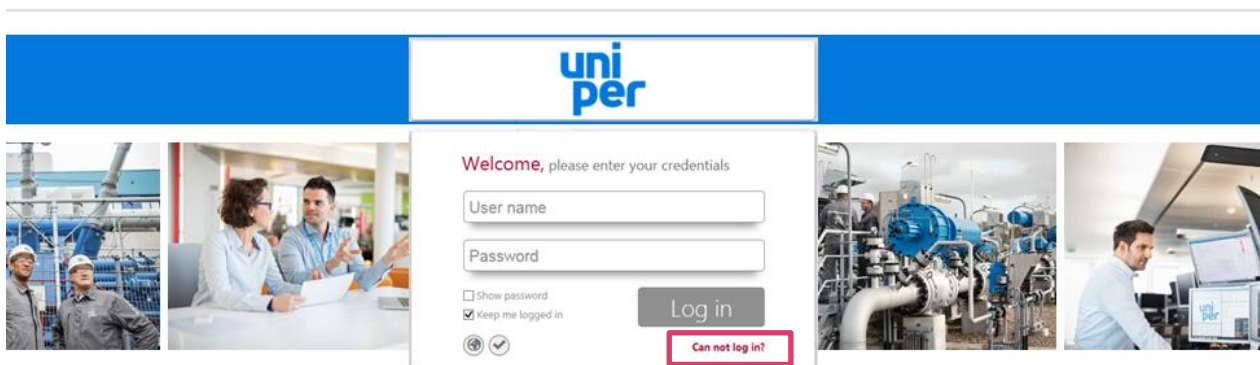
To get access to the system, you have to contact your Uniper responsible buyer.

Usually Uniper buyers set you up in the system and you get your login data via email. It depends on the set up which emails will be sent to you. If the buyer doesn't have all your relevant contact information, it could be that you have to complete an application form to get access to the system. What you have to do can be read in the email you get from the buyer.

Before accessing the system the first time, please save the web address in your favorites. Please only save <https://uniper.synertrade.com> and not more, otherwise you get an error message.

To access SynerTrade please copy the login data from the email into the appropriate fields (see screenshot). The usual login is your email address.

Please note that the password from the email is only your initial password. After your first login, you have to change the password. If you forgot your password, please click on 'Cannot log in?'

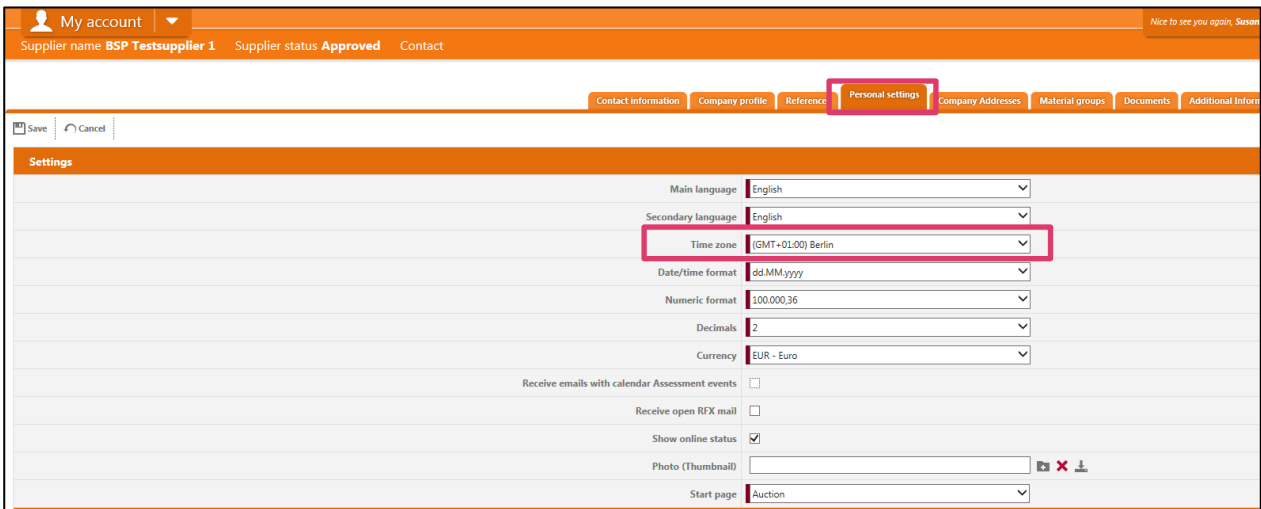
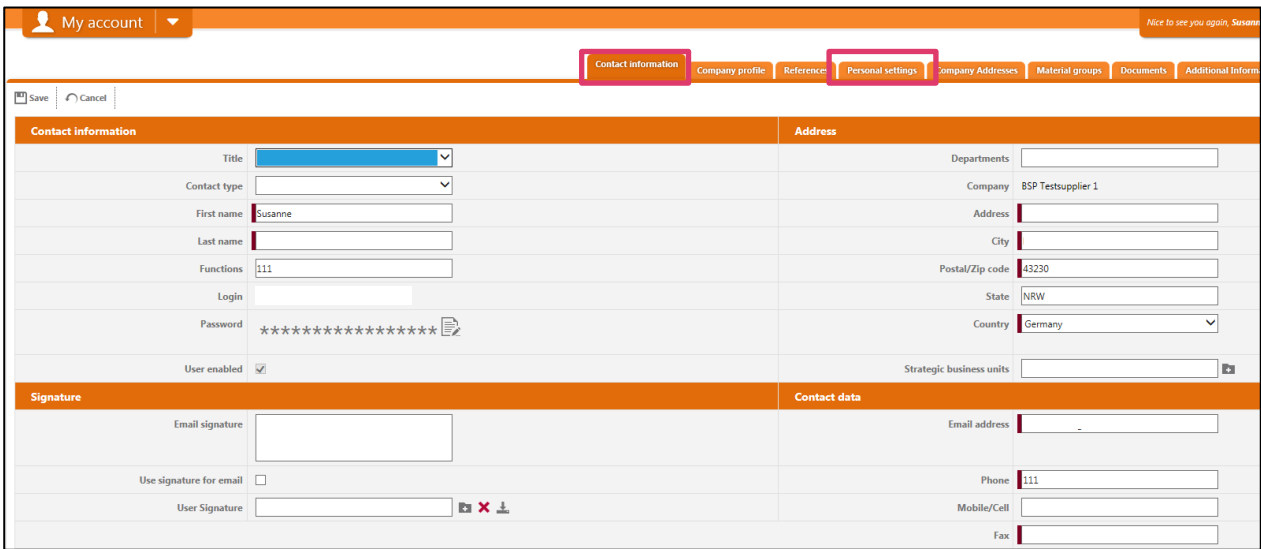
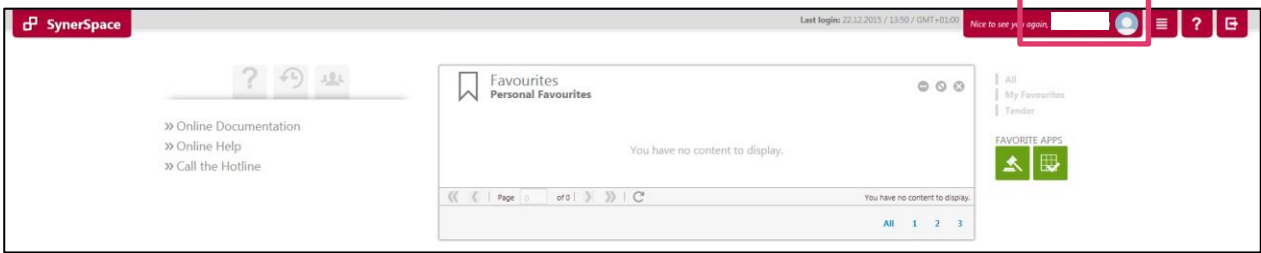


## 1.3 Maintain your profile and your company's profile

The first step after your first login should be to check and adjust your profile (tabs "Contact information" and "Personal settings").

To go to your account/profile, please click on your name in the right upper corner after log in.

- Is your time zone, number and date format correct?
- Are the contact data e.g. telephone number correct?
- Would you change the interface language?



The second step should be to check your company's profile. Please add all relevant information to the profile. It could be that Uniper entered wrong data into your profile. Please update your profile. Don't forget to click on 'Save'.

My account Nice to see you again, Susa

Supplier name **BSP Testsupplier 1** Supplier status **Approved** Contact

Contact information **Company profile** References Personal settings Company Addresses Material groups Documents Additional Info

Save | Change master data

Company information			
Company	BSP Testsupplier 1	Phone	
Legal form		Phone 2	
Address	Brüsseler Platz 1	Fax	
City	Essen	Email address	
Postal code	45131	Website	
State	NRW	Registration Status	Approved
Country	Germany	E.ON contact person	om
Language	German	Additional Information 2	
ST6 External ID	SUPP000039	Additional name	
Additional information			
D&B Global Ultimate No.		Valid from	
Global Ultimate Name		Valid to	
D&B Domestic Ultimate No.		If other, please state:	
Domestic Ultimate Name		How do you know about us?	
D&B Parent DUNS No.		Currency	EUR - Euro
Parent DUNS Name		Incoterms	
D&B DUNS No.		Payment terms	
DUNS Name		Enabled for update by D&B	<input type="checkbox"/>
GLN		Mother company	E.ON SE

## 1.4 Further Training Material / Help / Contacts

Further training material can be found in the help center. This material is SynerTrade material and not created especially for Uniper. Here you can also find training material for eAuctions and other functionalities of SynerTrade.

My account Nice to see you again, Susa

Supplier name **BSP Testsupplier 1** Supplier status **Approved** Contact

Contact information Company profile References Personal settings Company Addresses Material groups Documents Additional Information **Help** Support

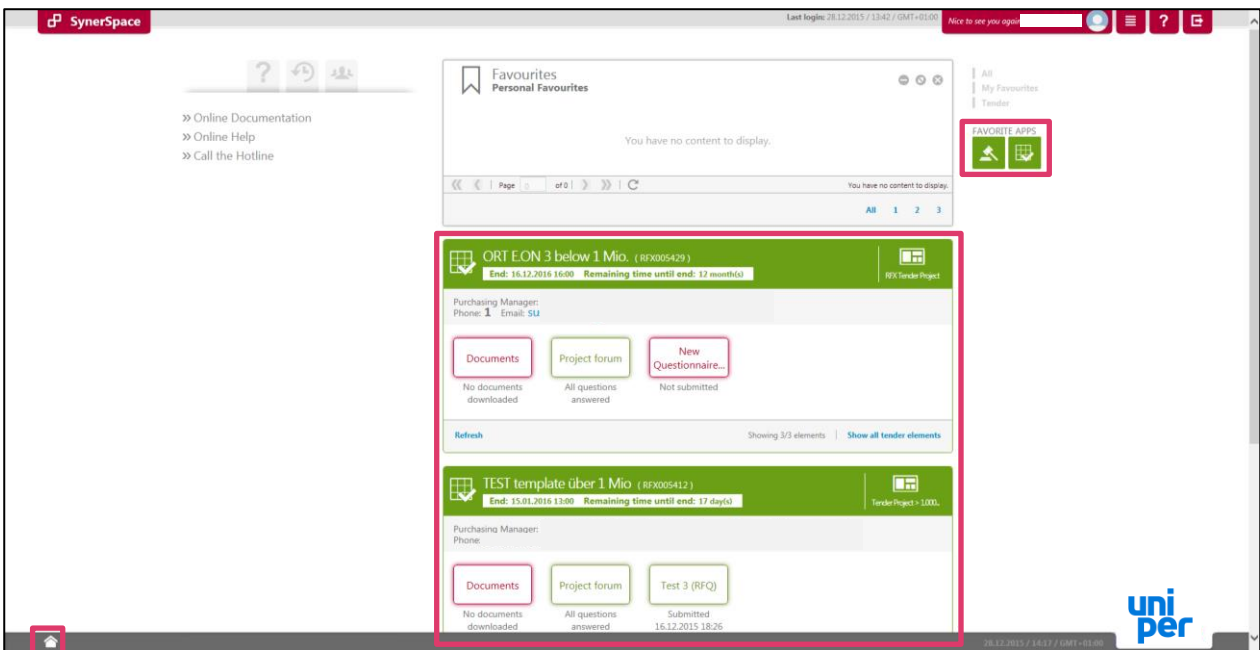
## 1.5 Uniper contact

- Technical queries regarding SynerTrade, please send an email to [eSourcing@uniper.energy](mailto:eSourcing@uniper.energy)
- Professional, content related queries, please contact the project leader ([see chapter 2.2](#))

## 2 PROCESSING OF A PROJECT

### 2.1 Access your Project

In the middle of the main page which is called “SynerSpace” you will have an overview of the running projects where you are invited. You can open the overview of all your auctions or tenders via the app buttons on the right side (project list). Click on the desired project number there to open it. If you want open or go back to “SynerSpace” start page, please use the Home button in the left lower corner.

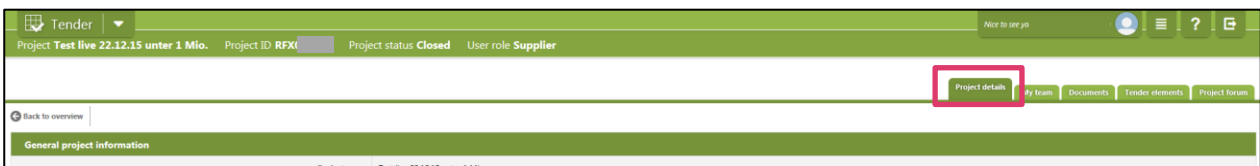


Tender | Current and Past Tenders

Export | Configure

No.		Project ID	Project name	Status	Start date	End date	Project leader
1	<input type="checkbox"/>	RFX005469	Test live 22.12.15 unter 1 Mio.	Closed	22.12.2015	23.12.2015	
2	<input type="checkbox"/>	RFX005429	ORT EON 3 below 1 Mio.	Online	16.12.2015	16.12.2016	

(Project list)



(Project details)

## 2.2 Project Details Tab

In the first tab 'project details' you can find all relevant information of the project. If you have questions regarding the project, please contact the project leader.

Project Test live 22.12.15 unter 1 Mio. Project ID RFX005469 Project status Closed User role Supplier

Project details My team Documents Tender elements Project forum

Back to overview

**General project information**

Project name: Test live 22.12.15 unter 1 Mio.  
 Description (max. 2000 characters):  
 Comment (max. 2000 characters):  
 Project status: Closed  
 Remaining days: 0  
 Start date: 22.12.2015 12:13  
 End date: 23.12.2015 16:03

**Contact details:**

- Project leader: [Redacted]
- Project leader phone: 1
- Project leader fax: 1
- Project leader email address: [Redacted]

Strategic business units: [Redacted]  
 Material groups: Material Group for Test Projects

## 2.3 My Team Tab

Here you have the possibility to add more colleagues to this project. Therefore click on 'New'. Then select the role the supplier should have. Uniper recommends to give them the role 'Substitute Supplier'. Otherwise they only have view rights or can't publish your offer. You can only find your colleagues if they have been set up in your company's contacts (see [chapter 1.4](#)).

Project Test Supplier contacts Project ID RFX005487 Project status Online User role Supplier

Project details My team Documents Tender elements Project forum

New Export Configure

No.		Company	User name	Role	Status	Email address	Telephone
1	<input type="checkbox"/>	BSP Testsupplier 1	-	Supplier	Accepted	-	111



## 2.4 Documents Tab

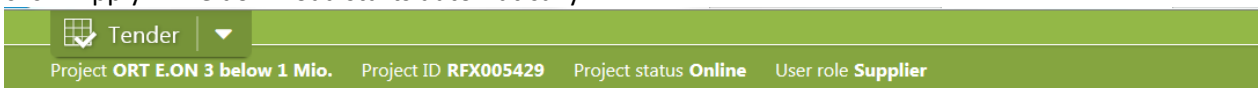
Here you can download all documents from Uniper and also upload documents which should be forwarded to Uniper.

### 2.4.1 Download Documents

Please download and check all documents.

To download all documents as a ZIP file, please click on “Download docs as ZIP”.

In the pop-up window you tick the lines with “Buyer documents” because you want to download these and click “Apply”. The download starts automatically.



You have downloaded 0 of 1 document(s). 0 document(s) uploaded.

Filter Save Upload document Export Download docs as ZIP

No.			Name	Type	No.	Expired	Buyer access	Document link
1	<input type="checkbox"/>			File	DOC138813.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ORT E.ON 3 below 1 Mio.

1 Record exists Show 10 Records

Download docs as ZIP

Documents owner: All Display settings

Apply Undo Close

No.		Owner	Type of document owner
1	<input type="checkbox"/>	_ test buyer	Buyer

To download a special document tick the respective line and click on the download symbol.



You have downloaded 0 of 1 document(s). 0 document(s) uploaded.

Clear selection Download Expired Delete

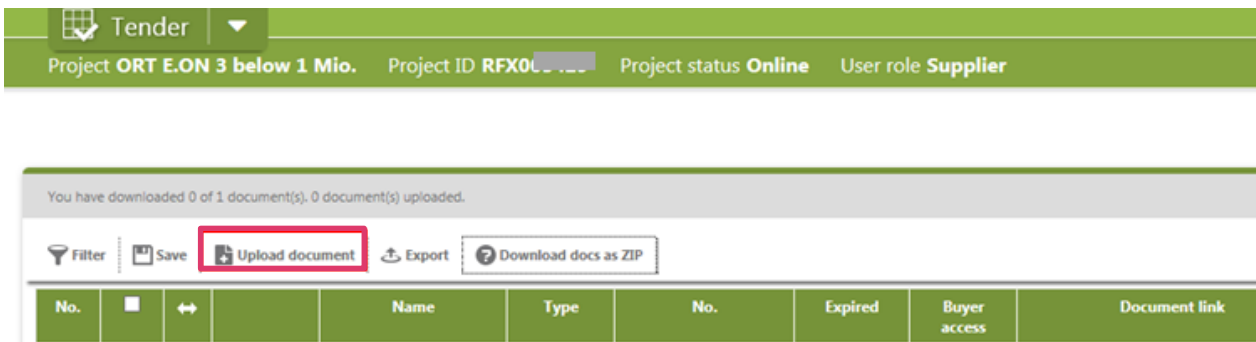
No.	<input checked="" type="checkbox"/>		Name	
1	<input checked="" type="checkbox"/>		.s.bmp	File

## 2.4.2 Uploading Documents

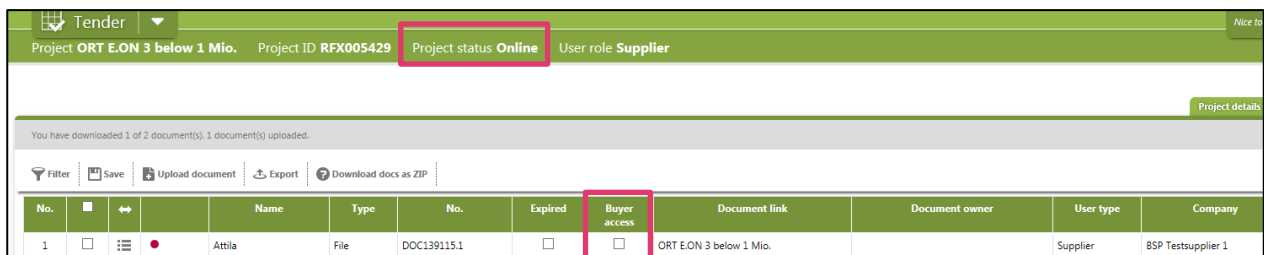
We recommend to upload one zip file with all your documents as it is easier to handle for Uniper buyers. There are no restrictions on the number or size of documents.

To upload documents click 'Upload Document'. After uploading the column 'Buyer Access' is not ticked. This only shows you that the buyer can't see your uploaded documents as long as the project is in status 'online'. When the tender is closed, the buyer can access your documents and the column is ticked.

Please go to tab Tender Elements and edit them. **It is important that you click on publish!!!**



(before upload)



(after upload)

## 2.5 Tender Elements Tab

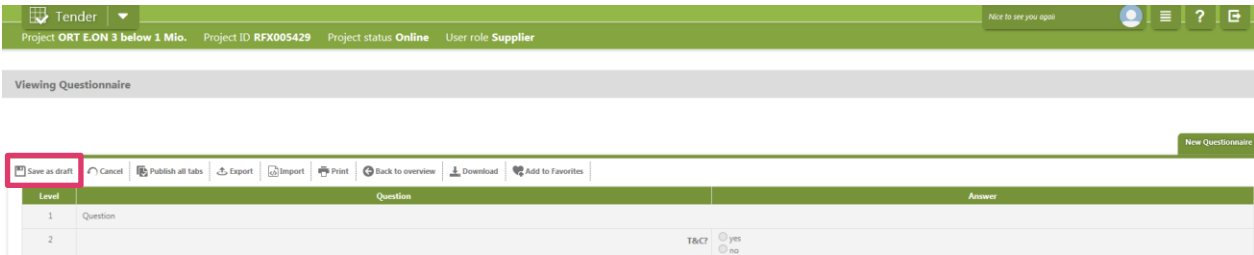
Once you have downloaded all project documents, go to tab 'tender elements' and 'place values' in the questionnaires and/or pricing grids. Therefore click on the left symbol in the action cell.



You can place values in the questionnaires and/or pricing grids online or offline in excel:

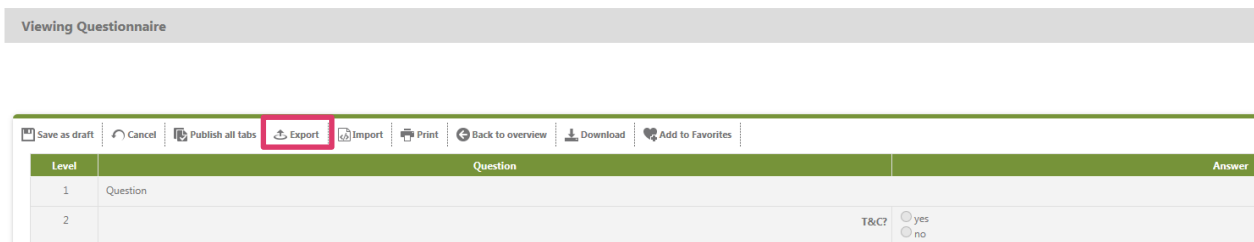
### 2.5.1 Place Values online

Enter your prices or responses here. Please don't forget to save ('save as draft') your entries before leaving the page or clicking on a symbol.



### 2.5.2 Place Values offline

This function is recommended to be used in case of many items. Click on 'Export' to download these elements into Excel. Save this file locally. Once you have edited the xlsx-file, save it (in xlsx!!) and click on 'Import'. Your prices/responses are now imported and saved online.

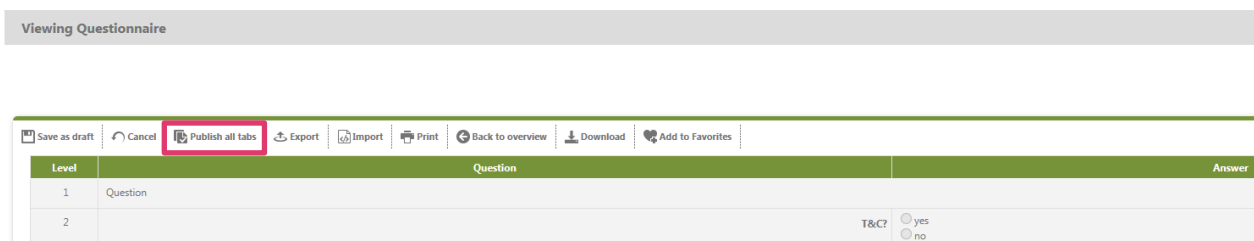


### 2.5.3 Publish your Offer (!!)

Once you are sure all data are finalized and all documents are uploaded and saved, please click on 'publish'. Only if you click 'publish' your data are visible for Uniper.

After clicking on 'publish' you will receive a confirmation email that your data are published. Good to know: Uniper can only see your data after the project is closed.

**PLEASE DON'T FORGET TO CLICK ON 'PUBLISH ALL TABS'!!!!**



## 2.6 Project Forum Tab (communicate with Uniper)

There is a possibility within the SynerTrade system to ask questions to the project lead and receive answers. Use “new question”, put it in and save. The project lead will receive an email information about it. The answer of Uniper can be seen in your email account and in the system.

