

March 2014.



e-Procurement

Podravka Supplier Portal: User Guide

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1. Registration

In order to use the Podravka Supplier Portal (PSP) it is necessary to have an active user account, which is obtained after completing the registration process. After completing the process you can enter the PSP using your **email address** and **password**.

The registration process begins after clicking on the link „Register“ in the upper right hand corner of the screen. You can also choose between Croatian and English language.

E-nabava - Login

enabava.ris.hr:8080/user/login?lang=en

PODRAVKA

Log in Register

Log in to E-nabava portal

Email

Password

Sign in Register

Help | podrška.enabava@ris.hr | +385 (0) 51/494-034

Some fields on the *Supplier Request for Registration Form* are required and those fields are marked with an asterisk (*). Examples are: Company Name, Country, e-mail, etc.

Note that the login email must be a valid email address that you can access. An activation hyperlink will be sent to that email address after Podravka verifies your registration request. Also, this email address will be used in case that you forget your password and you want to reset it.

Supplier Registration

1. Supplier administrator's personal information

e-mail * e-mail
This e-mail will be used for login

First and Last Name * First and Last Name
First and last name of the user

2. Company info

Company Name * Company Name
Name of the company

Company Activity Select an Option
Primary business activity according to NKD of the company

Country * Select an Option

Street * Street
Street of the company

Language
Language of communication with Podravka

NIN * NIN
National Identification Number of the company

IBAN IBAN
IBAN (for companies from EU) of the company

SWIFT SWIFT
SWIFT of the company

VATIN VATIN
VAT Identification Number

e-mail * e-mail
e-mail for invitations for RFxs, auctions and other communication with Podravka

Website Website
Official website of the company

3. Contact persons

Here you can add additional contact information of persons that Podravka can reach in case that additional information is required or in case that it is necessary to send a notification (regarding an RFX, eAuction or other). It is necessary to enter the name, email, phone and/or mobile phone number of the person. You can add a new contact by pressing the button 'Add'.

<input type="text" value="First and Last Name"/> <small>First and last name of the contact person</small>	<input type="text" value="e-mail"/> <small>e-mail of the contact person</small>	<input type="text" value="Description"/> <small>Description of the contact</small>
<input type="text" value="Phone"/> <small>Phone number of the contact person</small>	<input type="text" value="Mobile Phone"/> <small>Mobile phone number of the contact person</small>	

4. Certificates and other documents

Here you can add images, presentations, certificates and other documents. A new document can be added by pressing the button 'Add'.

Document Name	<input type="text" value="Document Name"/> <small>Document Name</small>
Description	<input type="text" value="Description"/> <small>Document Description</small>
Filename	<input type="button" value="Select a file to upload"/>

5. Terms and Conditions

1 / 10 < > 🔍 🖨

Podravka Procurement Portal for PODRAVKA Suppliers, Terms of Use
The date of the last change: 13/01/2014

After completing the form and reading the Terms of Use you have to click on the *Send Registration Request* button.

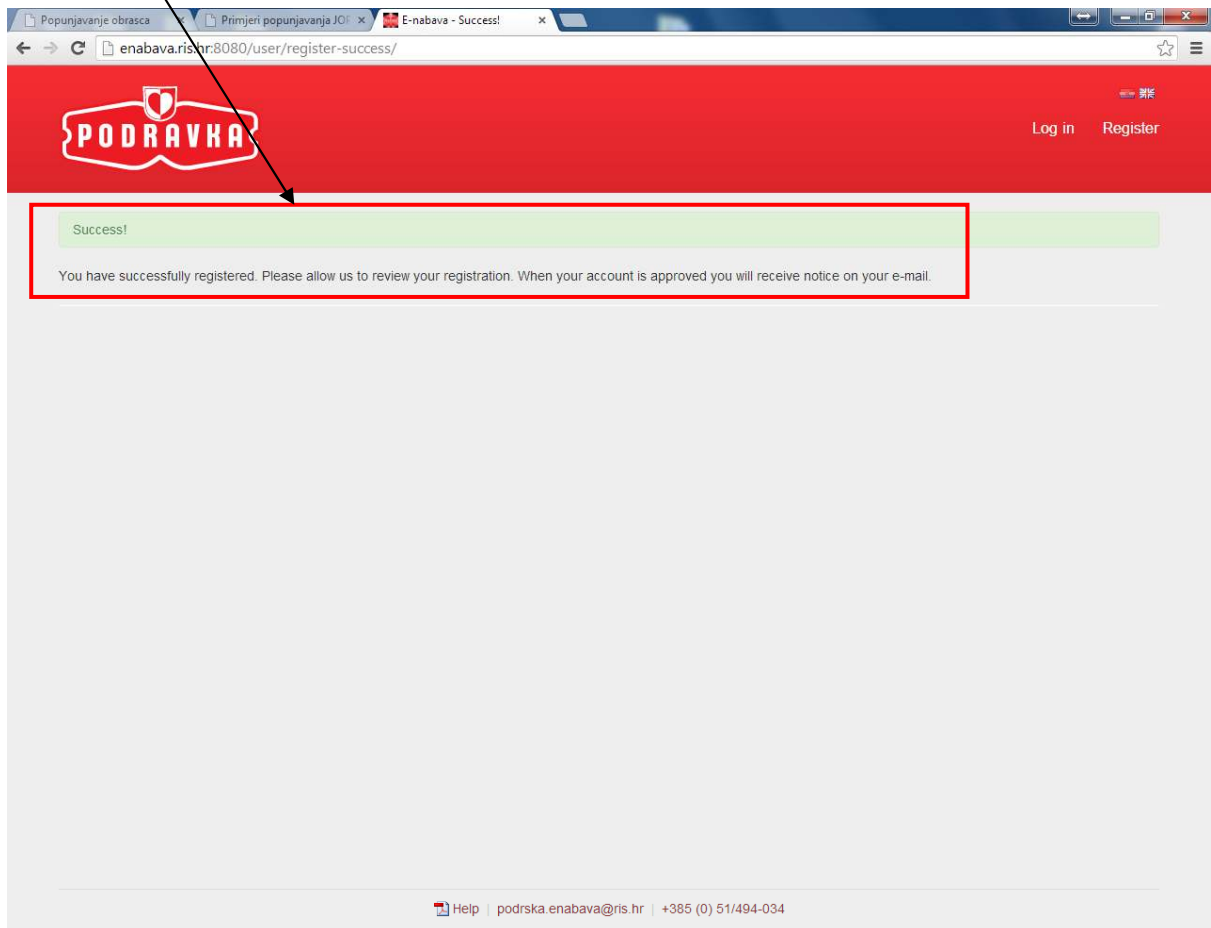
After „Podravka“) has created this Web Portal – Podravka Suppliers (hereinafter referred to as „PPP“, „Portal“ in the purpose of enabling the top quality and the most efficient procedure with the prospective Suppliers (1.3) and Podravka Procurement Portal and edits the content either published on it by Podravka Suppliers.

Podravka Procurement Portal (hereinafter referred to as „Terms“ or „Terms of Use“) and the Terms of Use of Podravka Procurement Portal shall apply to use of the PPP as well as the use of Podravka Procurement Portal on the PPP the Supplier shall be asked to read and accept the Terms of Use. The Supplier has accepted the Portal for the first time and/

I have read and accepted Terms and Conditions

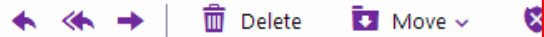
Important: After accepting the “Terms of Use” agreement you are obliged to secure your username and password from unauthorized use.

If you entered everything correctly, you will get the following message.



1.1 Choosing your password

After completing the Request for Registration form, Podravka will verify your company information and decide whether to accept your Registration Request.
If the request gets accepted, an account activation email will be sent to the email address that is used for communication with Podravka (not the same as the user login email).



- Verification of supplier for website E-nabava, Podravka d.d.

• **Noreply.Enabava@ris.hr**

To Me

Dear Sir or Madam,

click on the following link to confirm your registration:

<http://enabava.ris.hr:8080/USER/approve/94CF3F37763BBD14C85D9F49C916C908>

◀ Reply, Reply All or Forward | More

PODRAVKA

Dear, **IVONA BUTKOVIĆ (Ivonica d.o.o.)!**
Your account has been approved.

Please select a password for your account

Password

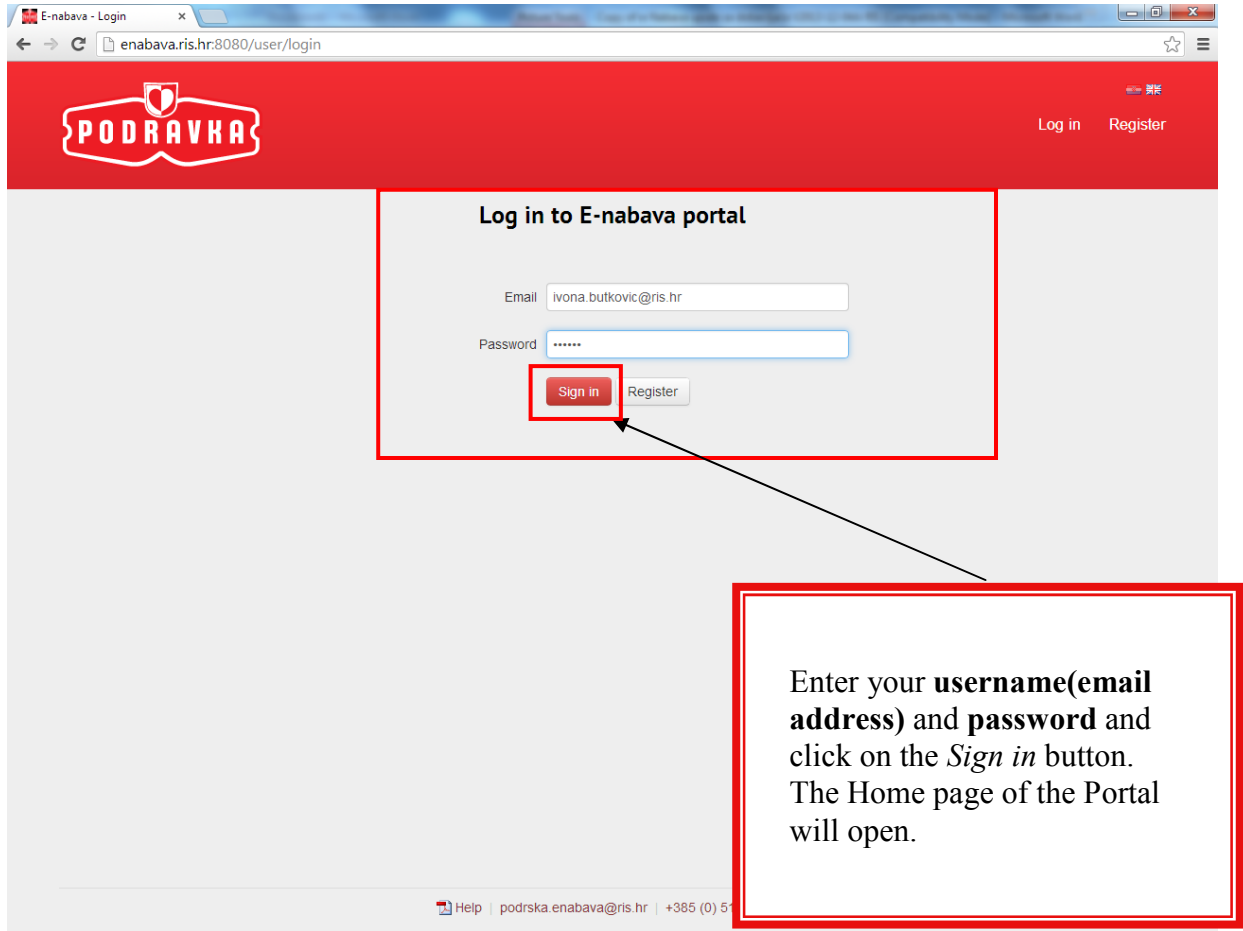
Repeat password

Help | podrška.enabava@ris.hr | +385 (0) 51 484-034

After clicking on the activation link, a new page is opened and you must enter and confirm your **password**. Choose a password that is at least 6 characters long.
After entering the password click on the *Finish Registration* button.

2. Logging in to the Portal

After activating your user account you will be able to log in to the portal.



The screenshot shows a web browser window with the URL `enabava.ris.hr:8080/user/login`. The page features a red header with the **PODRAVKA** logo on the left and [Log in](#) and [Register](#) links on the right. The main content area is titled **Log in to E-nabava portal** and contains a login form with the following fields:

- Email: `ivona.butkovic@ris.hr`
- Password: `.....`
- Buttons: **Sign in** (highlighted with a red box) and `Register`

An arrow points from the **Sign in** button to a text box on the right side of the page. The text box contains the following instructions:

Enter your **username(email address)** and **password** and click on the *Sign in* button. The Home page of the Portal will open.

At the bottom of the page, there is a footer with the text: `Help | podrška.enabava@ris.hr | +385 (0) 5...`

3. Home page

The portal consists of 4 main sections: Home page, Company info, RFX and Messages.

The name and company of the currently logged user is displayed in the upper right hand corner.

The screenshot shows the Podravka portal home page. At the top, there is a red header with the Podravka logo on the left and navigation links for 'Messages' and 'Log out' on the right. The user's name and company, 'IVONA BUTKOVIĆ (Ivona d.o.o.)', are displayed in the upper right corner. Below the header, there is a navigation bar with 'Home', 'Company info', and 'RFX' links. The main content area is divided into two sections: 'My messages' and 'RFX'. The 'My messages' section shows a list of messages with columns for 'Related to' and 'Message'. The 'RFX' section shows a table with columns for 'Num', 'Title', 'Round', 'Start time', 'End time', 'Opening date', 'RFX Status', and 'Bid Status'. The footer contains contact information: 'Help | podrska.enabava@ris.hr | +385 (0) 51/494-034' and a 'Messages' button.

Num	Title	Round	Start time	End time	Opening date	RFX Status	Bid Status
1	Nabava goriva - 3. krug RFX-a	3	20.11.13. 09:00	18.05.19. 10:00	20.05.19. 10:00	Ongoing	Not viewed
2	Nabavka brašna - 1. krug RFX-a	1	12.11.13. 00:00	27.12.13. 00:00	31.12.13. 00:00	Waiting	Not viewed
3	Nabava začina - 4. krug RFX-a	4	04.12.13. 09:00	18.12.13. 09:00	20.12.13. 09:00	Waiting	Sent
4	Nabava začina - 1. krug	1	07.11.13. 09:00	11.12.13. 09:00	18.12.13. 09:00	Waiting	Not viewed
5	Magnesium gluconate - 1. krug RFX-a	1	14.11.13. 16:25	28.11.13. 15:00	30.11.13. 15:00	Bids open	Saved

The Home page contains two views: My messages and RFX. You can get a more details overview of each section by clicking on their headers.

3.1 My messages

The section **My messages** contains all messages that were exchanges with Podravka d.d.
A message can be related either to a specific RFX or it can be a general message.

The screenshot shows the E-nabava portal interface. At the top, there is a red header with the Podravka logo and navigation links for 'Messages' and 'Log out'. Below the header, there are tabs for 'Home', 'Company info', and 'RFX'. The main content area is divided into two sections: 'My messages' on the left and 'RFX' on the right. The 'My messages' section contains a list of messages with columns for 'Related to' and 'Message'. The 'RFX' section contains a table with columns for 'Num', 'Title', 'Round', 'Start time', 'End time', 'Opening date', 'RFX Status', and 'Bid Status'.

Num	Title	Round	Start time	End time	Opening date	RFX Status	Bid Status
1	Mliječni proizvodi - 1. krug RFX-a	1	30.01.14. 15:57	15.02.14. 09:00	16.02.14. 09:00	Ongoing	Not viewed
2	Nabava goriva - 3. krug RFX-a	3	20.11.13. 09:00	18.05.19. 10:00	20.05.19. 10:00	Ongoing	Not viewed
3	Nabavka brašna - 1. krug RFX-a	1	12.11.13. 00:00	27.12.13. 00:00	31.12.13. 00:00	Waiting	Not viewed
4	Nabava začina - 4. krug RFX-a	4	04.12.13. 09:00	18.12.13. 09:00	20.12.13. 09:00	Waiting	Sent
5	Nabava začina - 1. krug	1	07.11.13. 09:00	11.12.13. 09:00	18.12.13. 09:00	Waiting	Not viewed
6	Magnesium gluconate - 1. krug RFX-a	1	14.11.13. 16:25	28.11.13. 15:00	30.11.13. 15:00	Bids open	Saved

After clicking on the related category (column *Related to*), a detailed overview of the RfX is displayed if the message is related to an RfX. If the message is not related to any RfX (General message), the central overview of all messages is display.

The image shows two screenshots of the Podravka RFX system. The top screenshot displays the 'Milk products - 2. krug RFX-a' page. A red box highlights the 'RFX Information' section, which contains the following data:

RFX Information	
Round	2
Start time	03.02.2014. 11:00
End time	16.02.2014. 09:00
Opening Date	16.02.2014. 09:00
Status	Ongoing

The bottom screenshot shows the 'My messages' page. A red box highlights a table of messages with the following data:

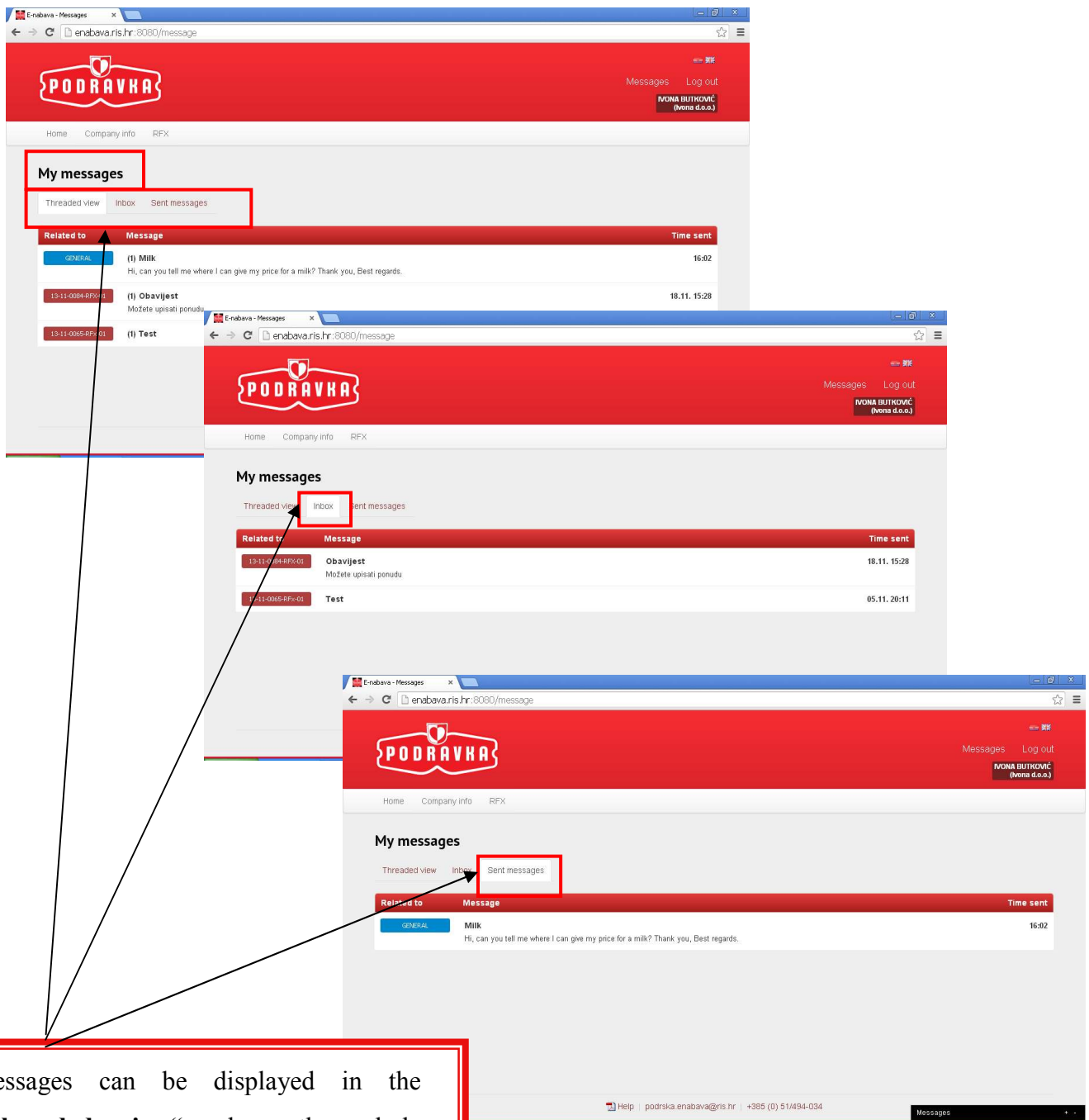
Related to	Message	Time sent
GENERAL	(I) Milk Hi, can you tell me where I can give my price for a milk? Thank you, Best regards.	01.02. 16:02
13.11.0094-RFX-01	(I) Obavijest Možete upisati ponudu	18.11. 15:28
13.11.0085-RFX-01	(I) Test	05.11. 20:11

A click on the message will open an overview of the whole conversation thread.

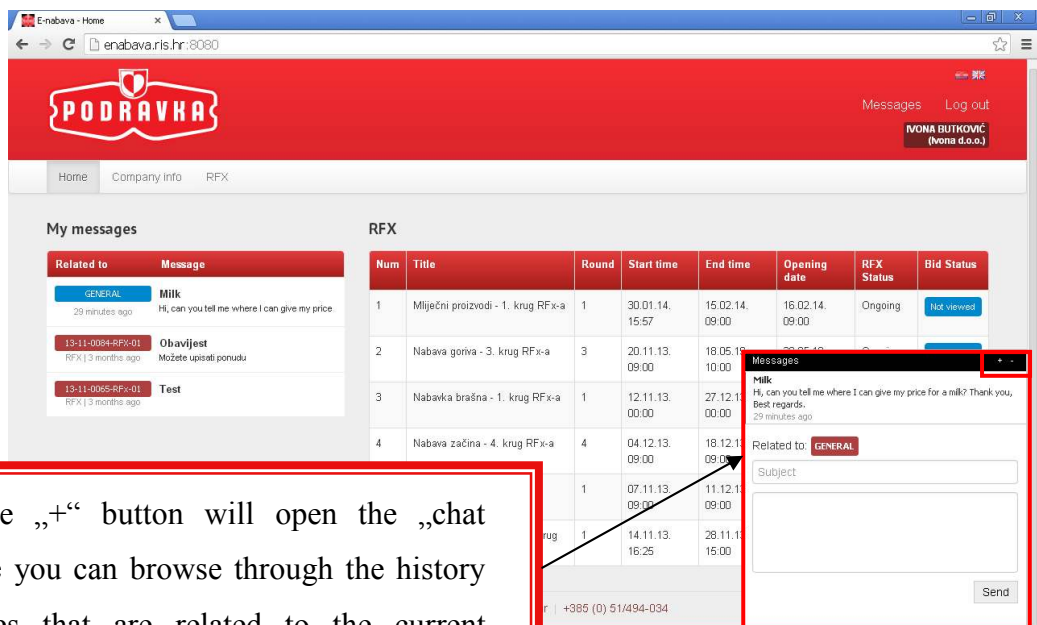
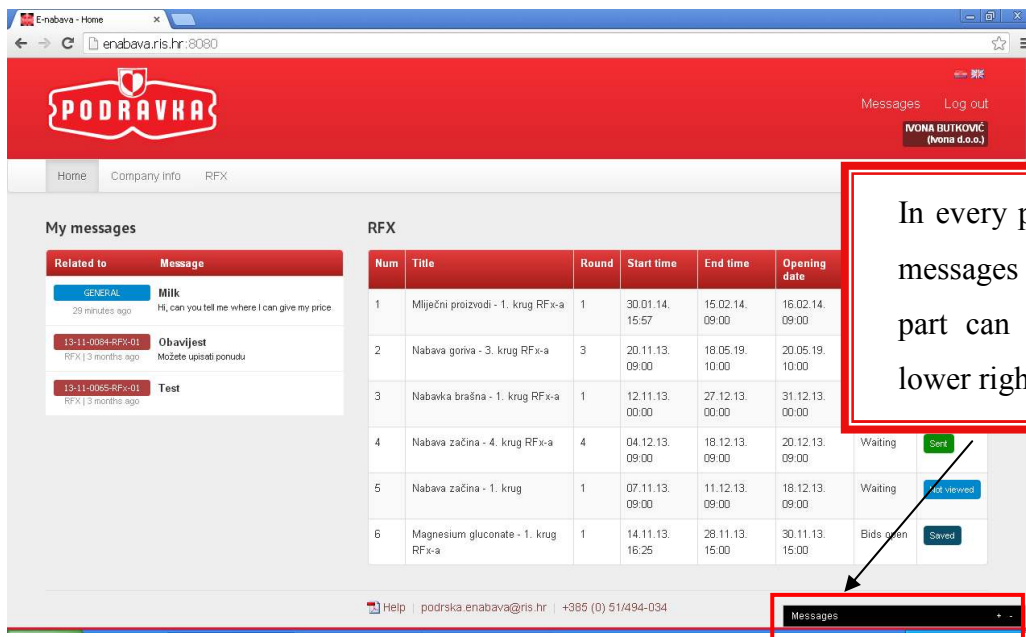
The screenshot shows a web browser window with the URL `enabava.ris.hr:8080/message/list/GENERAL/`. The page header features the **PODRAVKA** logo and navigation links for Home, Company info, and RFX. The user is logged in as **IVONA BUJKOVIĆ (ivona d.o.o.)**. The main content area is titled **GENERAL** and contains a table of messages. A red box highlights the first message entry, which has a 'GENERAL' category tag, the subject 'Milk', the body text 'Hi, can you tell me where I can give my price for a milk? Thank you, Best regards.', and a timestamp of '16:02'. 'Reply' and 'Return' buttons are visible to the right of the message list. The footer includes a help link, email address `podrska.enabava@ris.hr`, phone number `+385 (0) 51/494-034`, and a 'Messages' tab indicator.

Category	Message	Date
GENERAL	Milk Hi, can you tell me where I can give my price for a milk? Thank you, Best regards.	16:02

A click on the title “My messages” will open the central overview of all messages.



Messages can be displayed in the „**Threaded view**“ where the whole conversation related to a topic (message title) is displayed; or you can view your received messages (**Inbox**) or **Sent messages**.



3.2 RFX

The **RFX** section of the dashboard gives you an overview of all RFX-es where you have been called as a potential supplier.

A click on the title „RFX“ opens the central overview of all RFX-es.

The image shows two screenshots of the Podravka RFX dashboard. The top screenshot shows the 'My messages' section with a list of messages and a table of RFX items. The bottom screenshot shows the 'RFX' section with a detailed table of RFX items.

Num	Title	Round	Start time	End time	Opening date	RFX Status	Bid Status
1	Mliječni proizvodi - 1. krug RFX-a	1	30.01.14. 15:57	15.02.14. 09:00	16.02.14. 09:00	Ongoing	Not viewed
2	Nabava goriva - 3. krug RFX-a	3	20.11.13. 09:00	18.05.19. 10:00	20.05.19. 10:00	Ongoing	Not viewed
3	Nabavka brašna - 1. krug RFX-a	1	12.11.13. 00:00	27.12.13. 00:00	31.12.13. 00:00	Waiting	Not viewed
4	Nabava začina - 4. krug RFX-a	4	04.12.13. 09:00	18.12.13. 09:00	20.12.13. 09:00	Waiting	Sent
5	Nabava začina - 1. krug	1	07.11.13. 09:00	11.12.13. 09:00	18.12.13. 09:00	Waiting	Not viewed
6	Magnesium gluconate - 1. krug RFX-a	1	14.11.13. 16:25	28.11.13. 15:00	30.11.13. 15:00	Bids open	Saved

4. Company information

4.1 General information

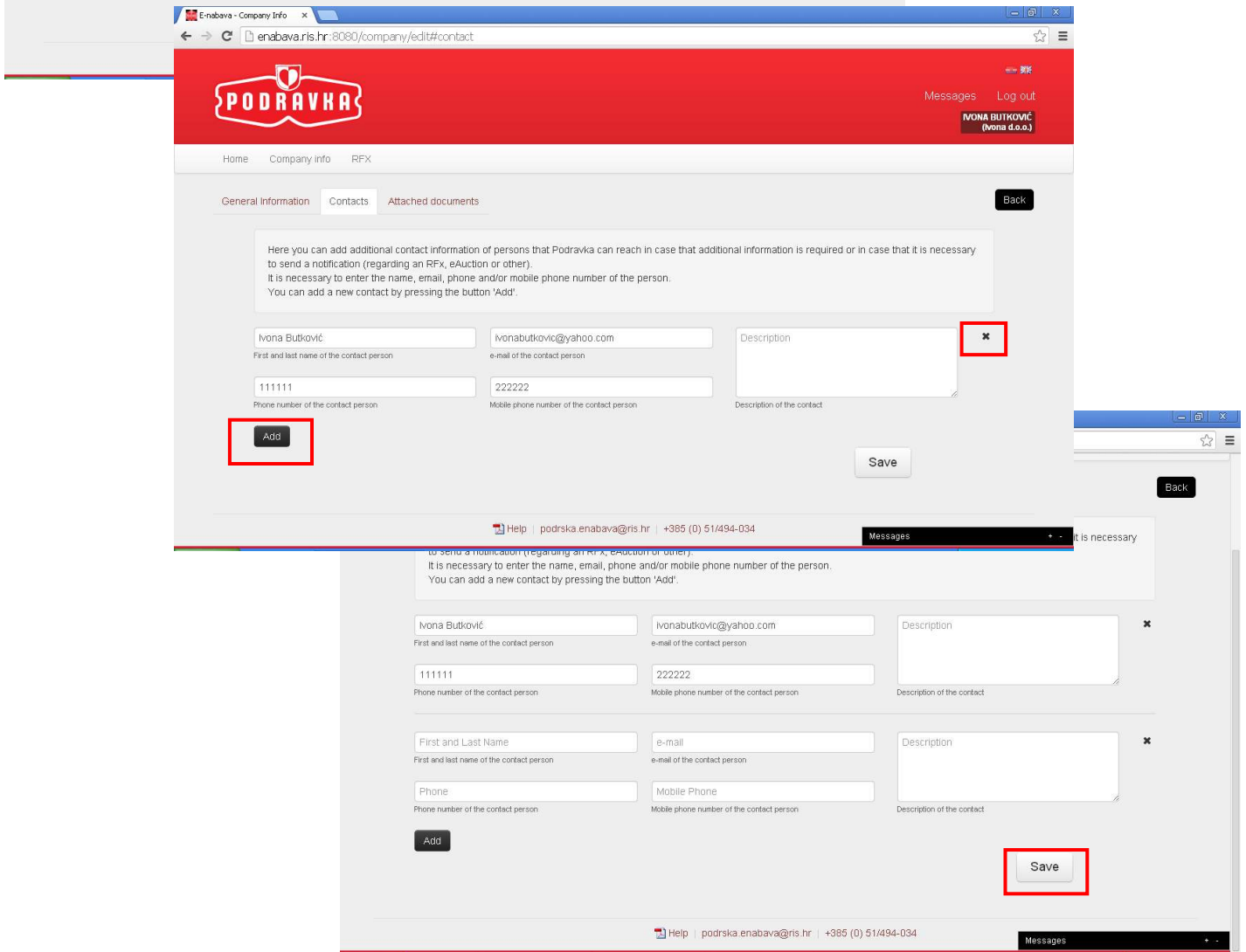
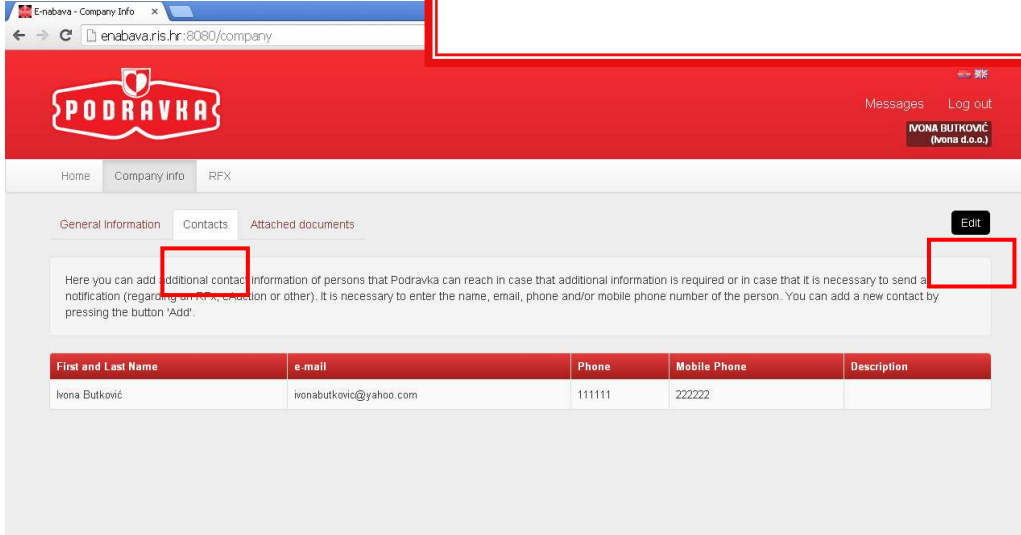
The **Company info** menu contains information about your company that you have entered during registration. The **General information** tab contains information about the registered user, *Company name, Address, NIN* and other General information that you can fill in during registration. The **Contacts** tab contains contact information of other people in your company, such as: *Contact name, email, address, telephone numbers* etc. The **Attached documents** tab displays all documents that were uploaded to the system by you.

The screenshot shows a web browser window with the URL `enabava.ris.hr:8080/company`. The page features a red header with the **PODRAVKA** logo and navigation tabs for **Home**, **Company info**, and **RFX**. Below the header, there are three tabs: **General Information**, **Contacts**, and **Attached documents**. A red box highlights these tabs, and another red box highlights an **Edit** button. A text box with a red border contains the instruction: "If you want to edit some of these information, you need to click on the tab that you wish to edit (*General information, Contacts or Attached documents*) and then click on the **Edit** button." Arrows point from the text box to the **General Information** tab and the **Edit** button. The main content area displays a form with the following fields and values:

e-mail	ivonabutkovic@yahoo.com
First and Last Name	IVONA BUTKOVIĆ
Company Name	Ivona d.o.o.
Company Activity	
Country	Croatia
City	[51000] RIJEKA
Street	Pilepčić 10
Language	Croatian
NIN	12521521544
IBAN	
SWIFT	
VATIN	
e-mail	ivonabutkovic@yahoo.com
Website	
Phone	11111
Additional Phone	222222
Mobile Phone	
Fax	

4.2 Contacts

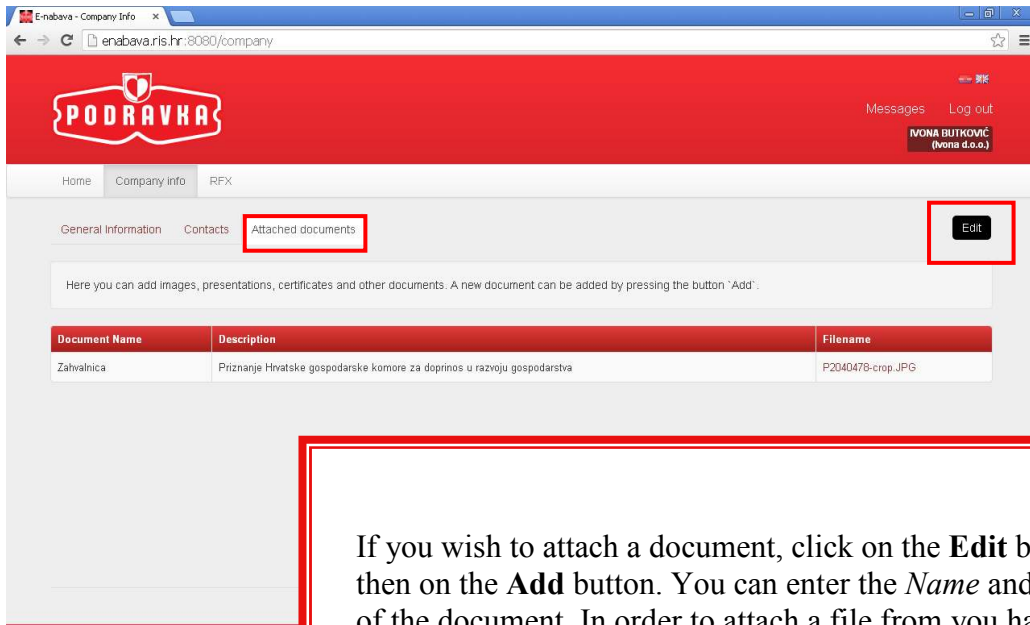
In order to add a new *Contact*, it is necessary to click on the menu **Contacts**, then on the button **Edit**, and then on the button **Add**. You can also change contact information, and if you wish to delete a contact you can do so by clicking on the **X** button.




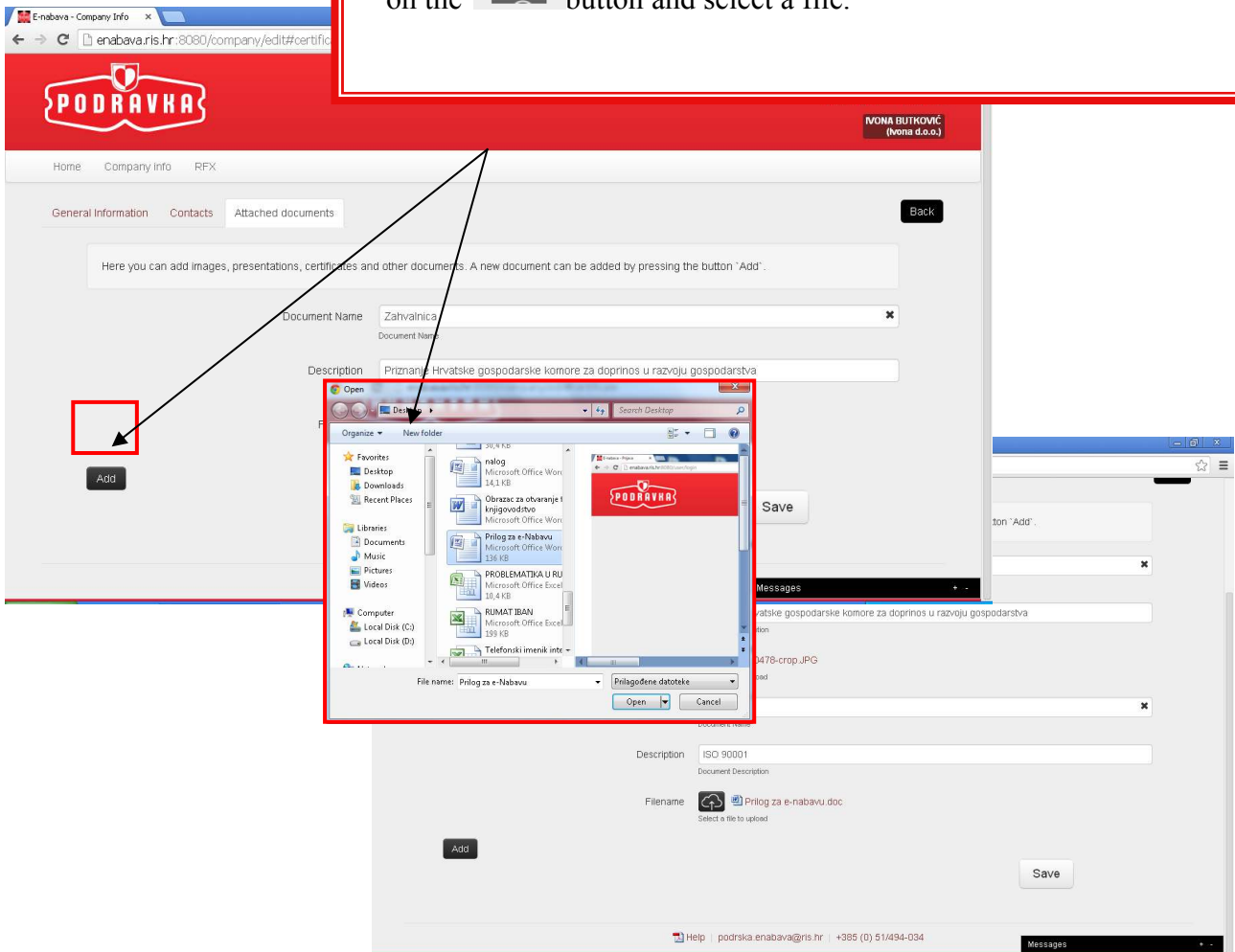
After making changes you need to click on the button **Save**. A click on the button **Back** takes you to the previous page. If you don't click on the **Save** button after making changes, those changes will not be saved in the database.

The image displays two screenshots of a web application interface for managing contacts. The top screenshot shows the 'Contacts' tab with two contact entries: Ivona Butković and Tomislav Felker. Each entry has fields for name, email, phone number, and mobile phone number, along with a description field. A 'Save' button is highlighted with a red box at the bottom right, and a 'Back' button is highlighted with a red box at the top right. A red arrow points from the 'Back' button in the top screenshot to the 'Save' button in the bottom screenshot. The bottom screenshot shows the same interface after a successful save, with a green notification bar at the top stating 'The settings have been saved'. The 'Back' button is also present in this screenshot.

4.3 Attached documents



If you wish to attach a document, click on the **Edit** button and then on the **Add** button. You can enter the *Name* and *Description* of the document. In order to attach a file from you hard drive click on the  button and select a file.



Pressing the **X** button removes a document.
After attaching the documents, you need to press
the **Save** button in order to confirm changes.

The image displays two screenshots of the E-nabava web application interface. The top screenshot shows the 'Company Info' page with a list of documents. Each document entry includes a 'Document Name' field with an 'X' button to its right, a 'Description' field, and a 'Filename' field with an upload icon. A red box highlights the 'X' button for the 'Certification' document. A 'Save' button is visible at the bottom right. The bottom screenshot shows the same page after saving, with a green message bar at the top stating 'The settings have been saved' (highlighted with a red box) and a 'Back' button. The document list is still visible below.

5. RFX

A click on the **RFX** tab opens the central overview of those RFX-es where you are participating as a potential supplier. The view contains RFX-related data such as *RFX Number*, *Title*, *Round number*, *Start and End time*, *Opening Date*, *RFX Status* and *Bid Status*.

Num	Title	Round	Start time	End time	Opening date	RFX Status	Bid Status
1	Mliječni proizvodi - 1. krug RFX-a	1	30.01.14. 15:57	15.02.14. 09:00	16.02.14. 09:00	Ongoing	Not viewed
2	Nabava goriva - 3. krug RFX-a	3	20.11.13. 09:00	18.05.19. 10:00	20.05.19. 10:00	Ongoing	Not viewed
3	Nabavka brašna - 1. krug RFX-a	1	12.11.13. 00:00	27.12.13. 00:00	31.12.13. 00:00	Waiting	Not viewed
4	Nabava začina - 4. krug RFX-a	4	04.12.13. 09:00	18.12.13. 09:00	20.12.13. 09:00	Waiting	Sent
5	Nabava začina - 1. krug	1	07.11.13. 09:00	11.12.13. 09:00	18.12.13. 09:00	Waiting	Not viewed
6	Magnesium gluconate - 1. krug RFX-a	1	14.11.13. 16:25	28.11.13. 15:00	30.11.13. 15:00	Bids open	Saved

A click on a specific RFX opens that RFX.

Possible **RFX statuses** are: **Waiting** (RFX will be opened in the future), **Ongoing** (you can place a bid on the RFX), **Closed** (new bids are not accepted), **Bids opened** (bids are opened) and **Canceled** (the RFX has been canceled by Podravka d.d).

Possible statuses of a Bid are: **Not viewed** (the bid has not been given), **Saved** (the bid has been saved for future use. Note that Podravka d.d. will not see Saved bids!) and **Sent** (the bid has been forwarded to Podravka d.d.)

Basic information about an RFX are visible in the upper left hand corner.

Documents that have been attached by Podravka d.d. and that are related to this RFX are visible in the upper right hand corner. A click on the name of the documents opens the document.

The screenshot displays the E-nabava RFX portal interface. At the top, there is a red header with the Podravka logo and navigation links for Home, Company info, and RFX. The user is logged in as IVONA BUTKOVIĆ (Ivona d.o.o.). The main content area is titled "Milk products - 2. krug RFX-a".

RFX Information

Round	2
Start time	03.02.2014. 11:00
End time	16.02.2014. 09:00
Opening Date	18.02.2014. 09:00
Status	Ongoing

Customer's Attached documents

Specifications [Prilog_z_a_e-nabavu_14.doc](#)

Dear Mr./Mrs.,

we invite you to give your bids for milk products.

Kind regards,
Podravka d.d.

Items Anкета

Milk products

WHEY MILK	Delivery location	CURRENCY
	Koprivnica	Euro
Quantity	Price	
15 000 l		
20 000 l		
25 000 l		

[Add](#)

In the example below, *Butter Block 25/1* is the name of the Line Item.

Each Line Item can be specified in more detail (red section next to line item name). In the example below, each Line Item can have a specified *Delivery location* and *Currency* (values not defined in this example).

The grayish-white section below the Line Item name contains the so-called *RFQ matrix* of the Line Item. The RFQ matrix can contain various *combinations* (in rows) of various *elements* (in columns) that form a bid.

In the example below there is only one element (*Quantity*) and three combinations (*500 kg, 800 kg and 1000 kg*).

You place a bid by entering a Price for any or all combinations.

The screenshot shows a web browser window with the URL `enabava.ris.hr:8080/rfx/view/14-01-0016-RFX-02`. The interface displays three line items, each with a red header bar and a grayish-white RFQ matrix below it. The first line item is **BUTTER BLOCK 25/1**. Its header bar contains fields for **Delivery location** and **CURRENCY**. Below the header is a table with a **Quantity** column and three rows for **500 kg**, **800 kg**, and **1 000 kg**. A **Price** column is also present. The second line item is **PARMESAN 40g**. Its header bar contains fields for **Delivery location** and **CURRENCY**. Below the header is a table with a **Quantity** column and one row for **2 000**. A **Price** column is also present. The third line item is **MILK 2,8% m.m.**. Its header bar contains fields for **Delivery location** and **CURRENCY**. Below the header is a table with a **Quantity** column and three rows for **100 l**, **200 l**, and **300 l**. A **Price** column is also present. Each matrix has an **Add** button at the bottom right. The browser window also shows a **Messages** notification at the bottom right.

5.1 Preparing a bid

In order to prepare and post a bid, click on the button **Post a Bid**.

This will open a new page with three tabs: *Requested items*, *Additional Information* and *Questionnaire*.

The image shows two screenshots of the Podravka e-nabava RFX interface. The top screenshot shows the 'Milk products - 2. krug RFX-a' page with a 'Post a Bid' button highlighted in a red box. The bottom screenshot shows the 'Requested items' tab selected, with a red box around the 'Requested items', 'Additional information', and 'Anketa' tabs. The 'Requested items' table is visible, showing columns for Quantity and Price, and rows for 'WHEY MILK' and 'BUTTER BLOCK 25/1'.

Podravka Messages Log out
IVONA BUTKOVIĆ (Ivona t.o.o.)

Home Company info RFX

Milk products - 2. krug RFX-a Post a Bid

RFX Information Round 2 Start time 03.02.2014. 11:00 Customer's Attached documents Prilog_z_a_e-nabavu_14.doc

Dear Mr./Mrs. we invite you

Milk products - 2. krug RFX-a Requested items Additional information Anketa

Send Save Return

WHEY MILK
BUTTER BLOCK 25/1
PARMESAN 40g
MILK 2,8% m.m.

Quantity	Price
15 000 l	
20 000 l	
25 000 l	

WHEY MILK Delivery location Koprnica CURRENCY Euro

BUTTER BLOCK 25/1 Delivery location CURRENCY

Messages

5.1.1 Entering a Price

If you want to enter a price for Line Items, first you need to click on the **Requested Items** button.

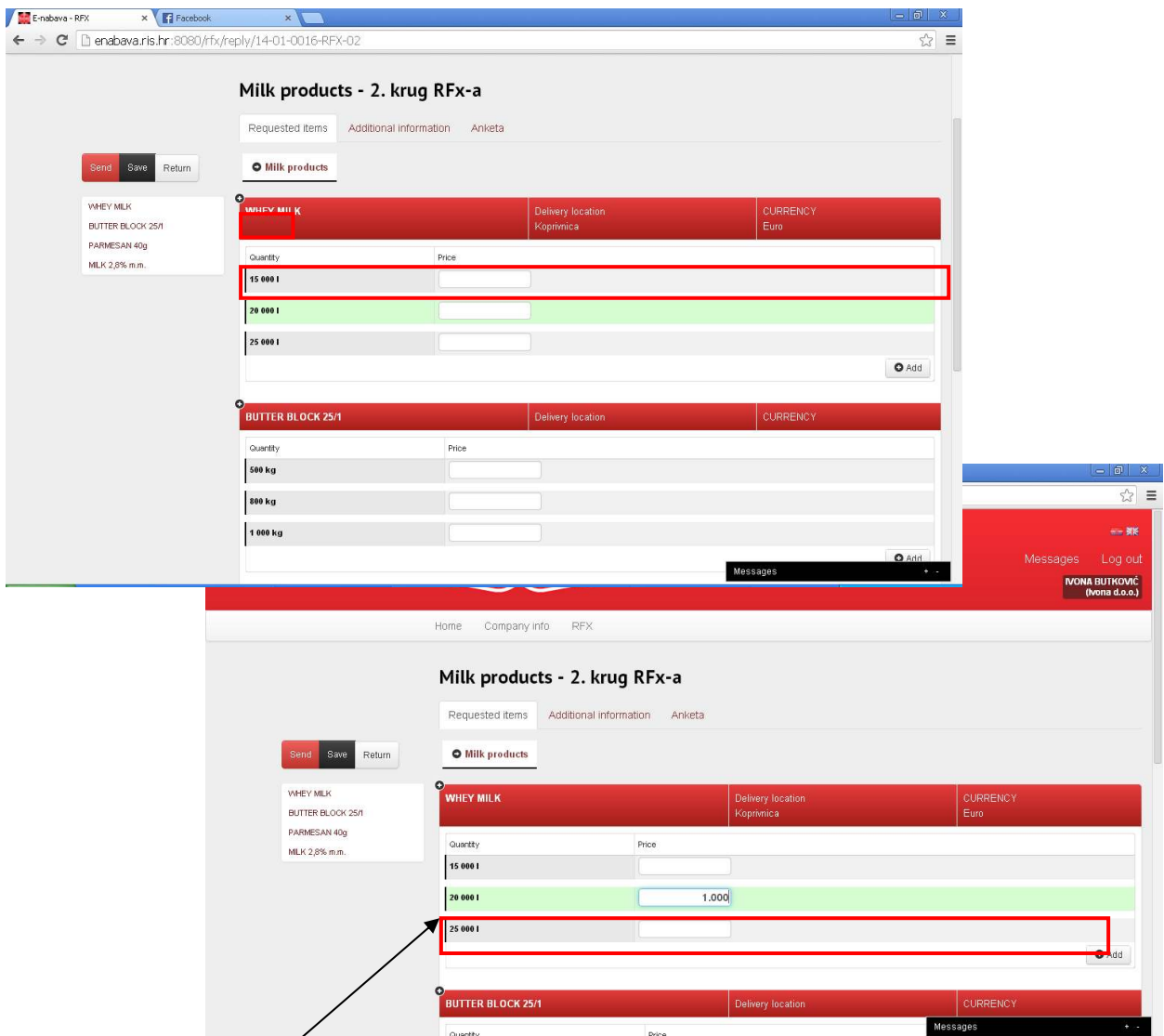
In the example below, **Milk Products** is the name of the *Line Items Group*, and the group contains 4 Line Items (*Whey Milk, Butter Block 25/1, etc.*).

The screenshot shows a web browser window with the URL `enabava.ris.hr:8080/rfx/reply/14-01-0016-RFX-02`. The main heading is "Milk products - 2. krug RFX-a". Below the heading are three tabs: "Requested Items" (highlighted with a red box), "Additional Information", and "Anketa". There are three buttons: "Send", "Save", and "Return". A dropdown menu is open, showing "Milk products" selected. On the left, a list of items is shown: "WHEY MILK", "BUTTER BLOCK 25/1", "PARMESAN 40g", and "MILK 2,8% m.m.". The main area displays a table with columns for "Quantity" and "Price". The "WHEY MILK" section has three rows: "15 000 l", "20 000 l" (highlighted in green with a red box around the price input field), and "25 000 l". The "BUTTER BLOCK 25/1" section has three rows: "500 kg", "800 kg", and "1 000 kg". The "Delivery location" is "Koprivnica" and the "CURRENCY" is "Euro". An "Add" button is visible at the bottom right of the table. A "Messages" button is at the bottom of the page.


You place a bid by entering a **Price** for a combination in the RFQ matrix.

In the example below, Podravka wants to receive bids that are based on only one element (*Quantity*) and three combinations (*15.000 l, 20.000 l and 25.000 l*).

You place a bid by entering a Price for any or all combinations.



For example, if you wish to make an offer for the **Quantity** of *20.000 l*, you need to enter the Price in the required field.

In order to enter the **Price** for the next combination press the Tab button  on your keyboard.

It is also possible to give alternative offers by clicking on the **(+)** button.

Clicking on that button creates an exact same copy of the original Line Item. However, you can change the specification of the alternative Line Item, which is not possible with the original (note that changing Line Item specification is not enabled in this example).

The screenshot displays a web-based RFQ matrix. The top section shows a list of items: WHEY MILK, BUTTER BLOCK 25/1, PARMESAN 40g, and MLK 2,8% m.m. Below this, a table of line items is visible. The first line item is 'WHEY MILK' with a delivery location of 'Koprivnica' and a currency of 'Euro'. It has a quantity of 15,000 l and a price of 800. A red box highlights a '+' button in the top right corner of this line item. Below it, a second line item is shown, which is a copy of the first, but with a '-' button in the top right corner. A third line item is shown below that, with a quantity of 30,000 l and a price of 1.500. A red box highlights this new line item, and an arrow points to it from the bottom text box. The bottom section of the screenshot shows another line item for 'BUTTER BLOCK 25/1' with a quantity of 300 and a price of 500. A red box highlights the '+Add' button next to this line item.

If you only wish to add another combination in the RFQ matrix, you can do so by clicking on the **(+Add)** button and enter your own values for different columns (e.g. 30 000 t in the example above).

Note that adding new combinations in the RFQ matrix is also possible for alternative items.

On the **Additional Information** tab you can enter additional information regarding your offer and/or attach various documents that are related to the **offer** (e.g. line item specifications, certificates, etc.)

After entering the Prices, the offer can be saved by clicking on the Save button.

Important Note: Saving the offer does not send the offer to Podravka, it just enables you to continue working on it later.

PARMESAN 40g		Delivery lo
Quantity	Price	
2 000	100	

MILK 2,8% m.m.		Delivery lo
Quantity	Price	
100 l	100	
200 l	200	
300 l	250	

Buttons: Send, Save, Return

5.1.2 Entering additional information

Enabava - RFX x (1) FITNESS CENTAR LOWO x

enabava.ris.hr:8080/rfx/reply/14-01-0016-RFX-02

PODRAVKA Messages Log out IVONA BUTKOVIC (ivona.d.o.o.)

Home Company info RFX

Milk products - 2. krug RFX-a

Requested items Additional information Anкета

Additional information

Dear Mr./Mrs.,
we attach ISO 9001 certification.

Attach documents

Ovdje možete priložiti fotografije, prezentacije materijala, certifikate i ostale dokumente.
Novi dokument možete dodati klikom na gumb "Dodaj".

Document Name Certification

Description ISO 9001

Filename Prilog za e-nabavu.doc

Add

Send Save Return

Help | podrška.enabava@ris.hr | +385 (0) 51/494-034 Messages

PODRAVKA IVONA BUTKOVIC (ivona.d.o.o.)

Home Company info RFX

You have successfully saved your bid

Milk products - 2. krug RFX-a

Requested items Additional information Anкета

Additional information

Dear Mr./Mrs.,
we attach ISO 9001 certification.

Attach documents

Ovdje možete priložiti fotografije, prezentacije materijala, certifikate i ostale dokumente.
Novi dokument možete dodati klikom na gumb "Dodaj".

Document Name Certification Messages

5.1.3 Answering the questionnaire

If the RFX has a questionnaire, you can access it by clicking on the **Questionnaire** tab.

Clicking on the button **Save** saves the offer and the questionnaire.

Important Note: The questionnaire very often contains important questions so we strongly suggest to provide answers to all questions.

The image displays two screenshots of the ENABAVA system interface. The top screenshot shows the 'Milk products - 2. krug RFX-a' page. It features a red header with the 'PODRAVNA' logo and navigation links for 'Home', 'Company info', and 'RFX'. Below the header, there are tabs for 'Requested items', 'Additional information', and 'Anketa'. The questionnaire consists of two questions: '1 Do you have ISO 27 000 certificate?' and '2 Do you have transport to Koprivnica?'. A red box highlights the 'Anketa' tab and the two questions. At the bottom right, there are buttons for 'Send', 'Save', and 'Return'. The bottom screenshot shows the 'Nabava začina - 4. krug RFX-a' page. It has a similar layout with tabs for 'Artikli', 'Dodatne informacije', and 'Anketa'. The questionnaire includes three questions: '1 Posjedujete li ISO certifikat?' with sub-questions '1.1 Imate li ISO 90001?' and '1.2 Imate li ISO 26000?', and '2 Imate li dostavu vani Hrvatske?'. A red box highlights the 'Anketa' tab and the third question, which has a dropdown menu with options 'Da', 'Ne', and 'Možda (ovisno o naručenoj količini)'. At the bottom right, there are buttons for 'Posalj', 'Spremi', and 'Povratak'. Both screenshots include a footer with contact information: 'Help | podrška.enabava@ns.hr | +385 (0) 51/494-034' and 'Messages'.

After saving the offer, its status is changed to *Saved*.

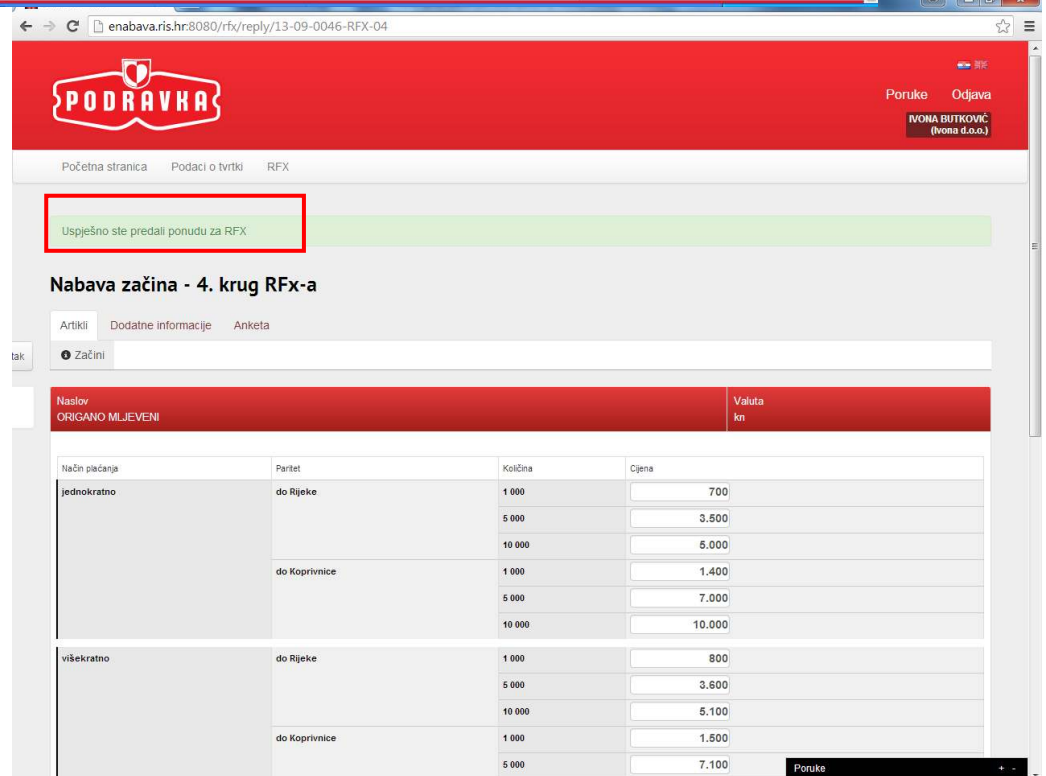
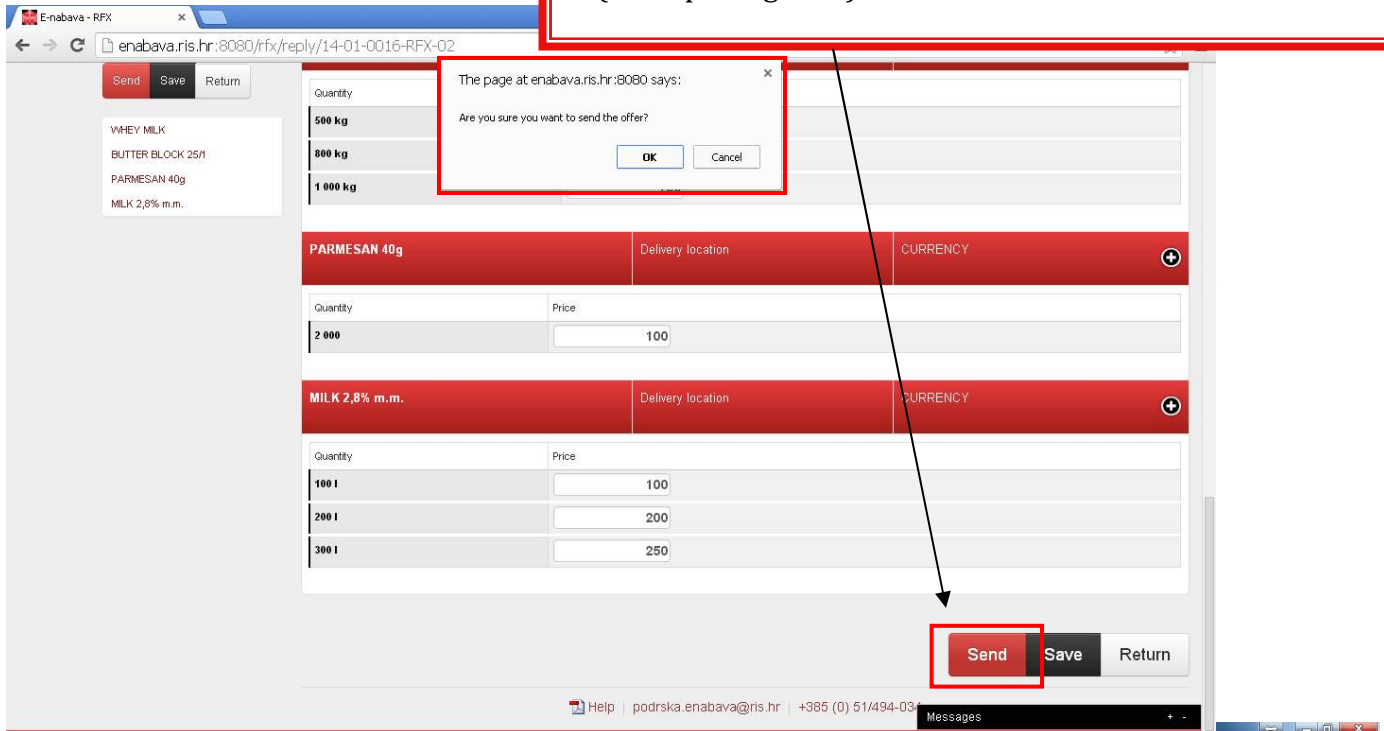
The screenshot shows the 'enabava.ris.hr' website interface. At the top, there is a red header with the 'PODRAVKA' logo and user information for 'IVONA BUTKOVIĆ (ivona d.o.o.)'. Below the header, there are navigation links for 'Home', 'Company info', and 'RFX'. The main content area is divided into two sections: 'My messages' on the left and 'RFX' on the right. The 'RFX' section contains a table with 7 rows of data. The second row of the table has a 'Not viewed' button highlighted with a red box, and a black arrow points from the text box above to this button. Below the table, there is a 'Messages' notification bar.

Num	Title	Round	Start time	End time	Opening date	RFX Status	Bid Status
1	Mliječni proizvodi - 1. krug RFX-a	1	30.01.14. 15:57	15.02.14. 09:00	16.02.14. 09:00	Ongoing	Not viewed
2	Milk products - 2. krug RFX-a	2	03.02.14. 11:00	16.02.14. 09:00	18.02.14. 09:00	Ongoing	Saved
3	Nabava goriva - 3. krug RFX-a	3	20.11.13. 09:00	18.05.19. 10:00	20.05.19. 10:00	Ongoing	Not viewed
4	Nabavka brašna - 1. krug RFX-a	1	12.11.13. 00:00	27.12.13. 00:00	31.12.13. 00:00	Waiting	Not viewed
5	Nabava začina - 4. krug RFX-a	4	04.12.13. 09:00	18.12.13. 09:00	20.12.13. 09:00	Waiting	Sent
6	Nabava začina - 1. krug	1	07.11.13. 09:00	11.12.13. 09:00	18.12.13. 09:00	Waiting	Not viewed
7	Magnesium gluconate - 1. krug RFX-a	1	14.11.13. 16:25	28.11.13. 15:00	30.11.13. 15:00	Bids open	Saved

5.2 Sending the offer

You can send the offer to Podravka by clicking on the Send button. It is possible to modify the initial offer while the RFX is open.

Important Note: Podravka can not open your offer while the RFX is still open and supplier can still make offers. All offers are opened at the same time (RFX opening date).



After the offers has been sent, the status of the offer changes to *Sent*.

The screenshot shows the Podravka e-nabava RFX portal. The header includes the Podravka logo and user information: IVONA BUTKOVIĆ (ivona d.o.o.). The main content area is titled 'RFX' and contains a table with the following data:

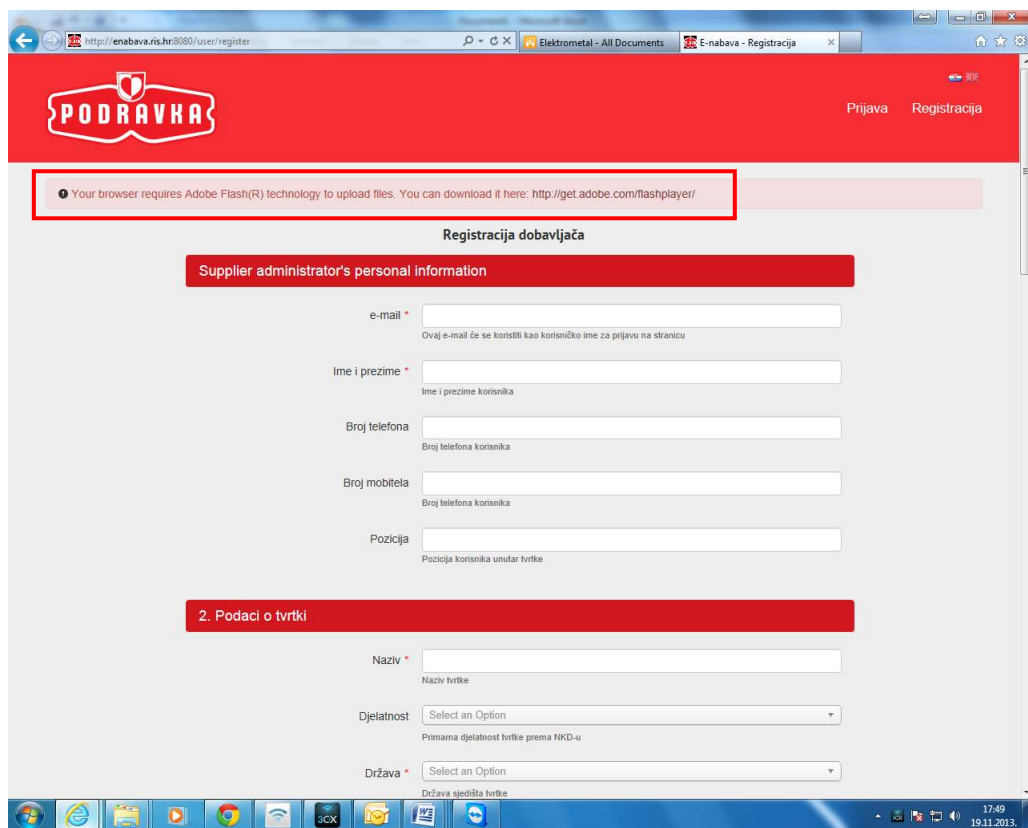
Broj	Naslov	Krug	Početno vrijeme	Završno vrijeme	Datum otvaranja	RFX Status	Status ponude
1	Nabava začina - 1. krug	1	07.11.13. 09:00	11.12.13. 09:00	18.12.13. 09:00	poslan	Spremljena
2	Nabava začina - 4. krug RFX-a	4	04.12.13. 09:00	18.12.13. 09:00	20.12.13. 09:00	poslan	poslan
3	Nabavka brašna - 1. krug RFX-a	1	12.11.13. 00:00	27.12.13. 00:00	31.12.13. 00:00	poslan	Nije unesena
4	Nabava goriva - 3. krug RFX-a	3	20.11.13. 09:00	10.05.19. 10:00	20.05.19. 10:00	u tijeku	Nije unesena
5	Magnesium gluconate - 1. krug RFX-a	1	14.11.13. 16:25	28.11.13. 15:00	30.11.13. 15:00	ponude otvorene	Spremljena

At the bottom of the page, there is contact information: Upute za korištenje | podrška.enabava@ris.hr | +385 (0) 51/494-034 and a 'Poruke' notification.

Podravka d.d. can see your offer after the RFX Opening Date. After comparing your offer with offers from other suppliers, Podravka will inform you about the results.

6. Supported Web Browsers

- For best page viewing experience, we suggest using Google Chrome, Mozilla Firefox or Internet Explorer 9+
- An up-to-date version of Adobe Flash Player is required. If you don't have the latest version installed, the Portal will alert you and provide a download link.



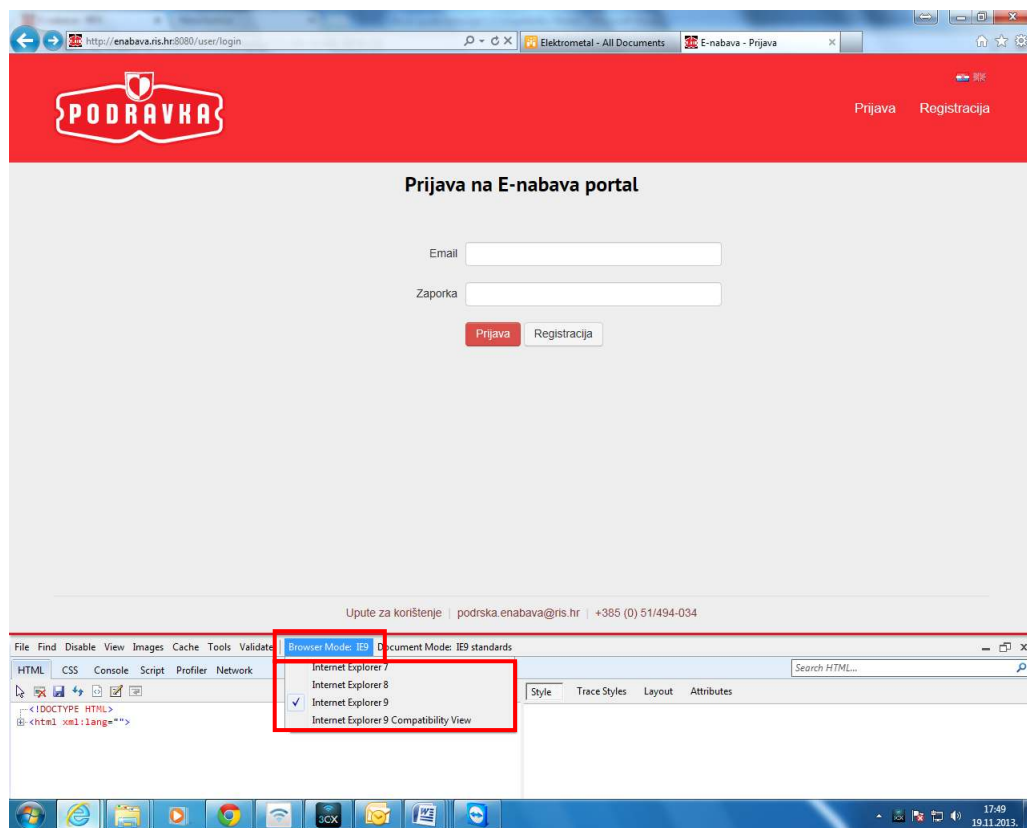
The screenshot shows a web browser window with the URL <http://enabava.nis.hr/8080/user/register>. The page header features the "PODRAVKA" logo and navigation links for "Prijava" and "Registracija". A red-bordered warning box at the top states: "Your browser requires Adobe Flash(R) technology to upload files. You can download it here: <http://get.adobe.com/flashplayer/>".

The main content area is titled "Registracija dobavljača" (Supplier registration). It is divided into two sections:

- Supplier administrator's personal information:** This section contains several input fields:
 - e-mail * (with a note: "Ovaj e-mail će se koristiti kao korisničko ime za prijavu na stranicu")
 - Ime i prezime * (with a note: "Ime i prezime korisnika")
 - Broj telefona (with a note: "Broj telefona korisnika")
 - Broj mobitela (with a note: "Broj telefona korisnika")
 - Pozicija (with a note: "Pozicija korisnika unutar tvrtke")
- 2. Podaci o tvrtki (Company Data):** This section contains:
 - Naziv * (with a note: "Naziv tvrtke")
 - Djelatnost (with a dropdown menu "Select an Option" and a note: "Primarna djelatnost tvrtke prema NKD-u")
 - Država * (with a dropdown menu "Select an Option" and a note: "Država sjedišta tvrtke")

The Windows taskbar at the bottom shows the system clock as 17:49 on 19.11.2013.

- **For Internet Explorer users:** If you are using Internet Explorer, the browser must not use „Internet Explorer X Compatibility View“, where X replaces numbers 9, 10, 11 etc. Viewing the Portal in that mode can provide suboptimal user experience and faulty behavior. If that mode is turned on, you can turn it off by pressing the F12 keyboard button. A new window should open in the bottom of the screen. Pick “Internet Explorer X” from the drop down. (X = 9, 10, ...)



In case you face any technical difficulties or have any questions about the use of the Podravka Supplier Portal, please contact the technical support team at enabava.podravka@ris.hr or call +385 (0) 51 494 034.