



ProTendering

Manual
Version 0.3.0

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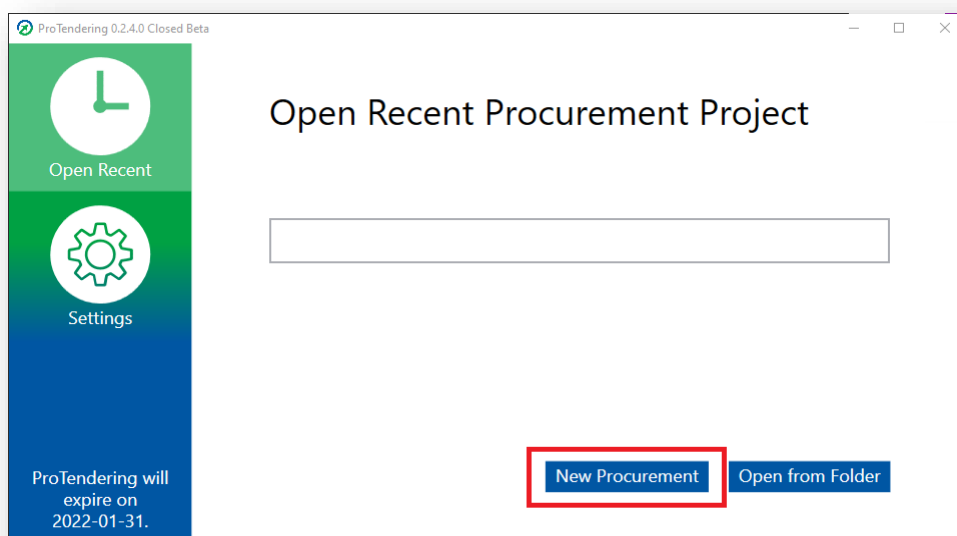
Start working on a procurement project

There are three ways to start working with a project:

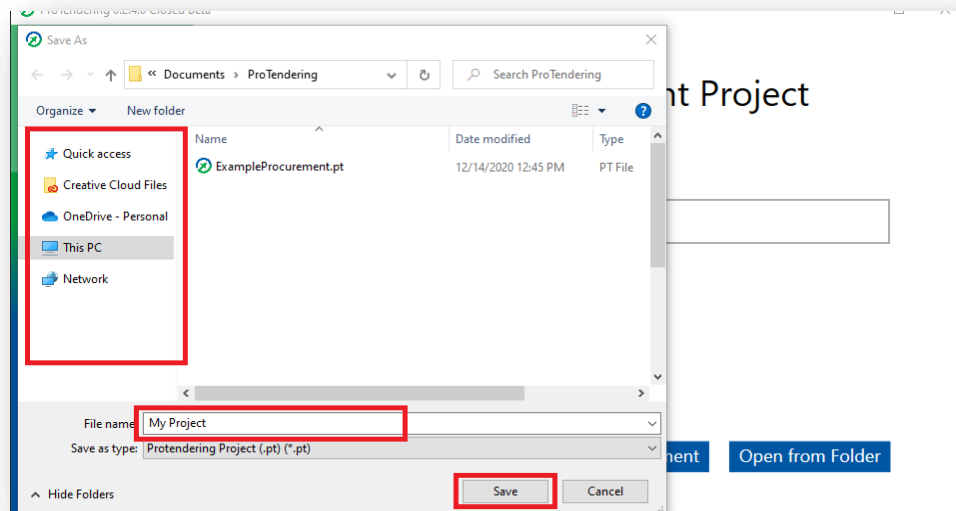
- Creating a new project
- Opening a recently used project listed in the “Recent Procurement Project” list
- Opening an existing project not listed in the “Recent Procurement Project” list

Create new procurement project

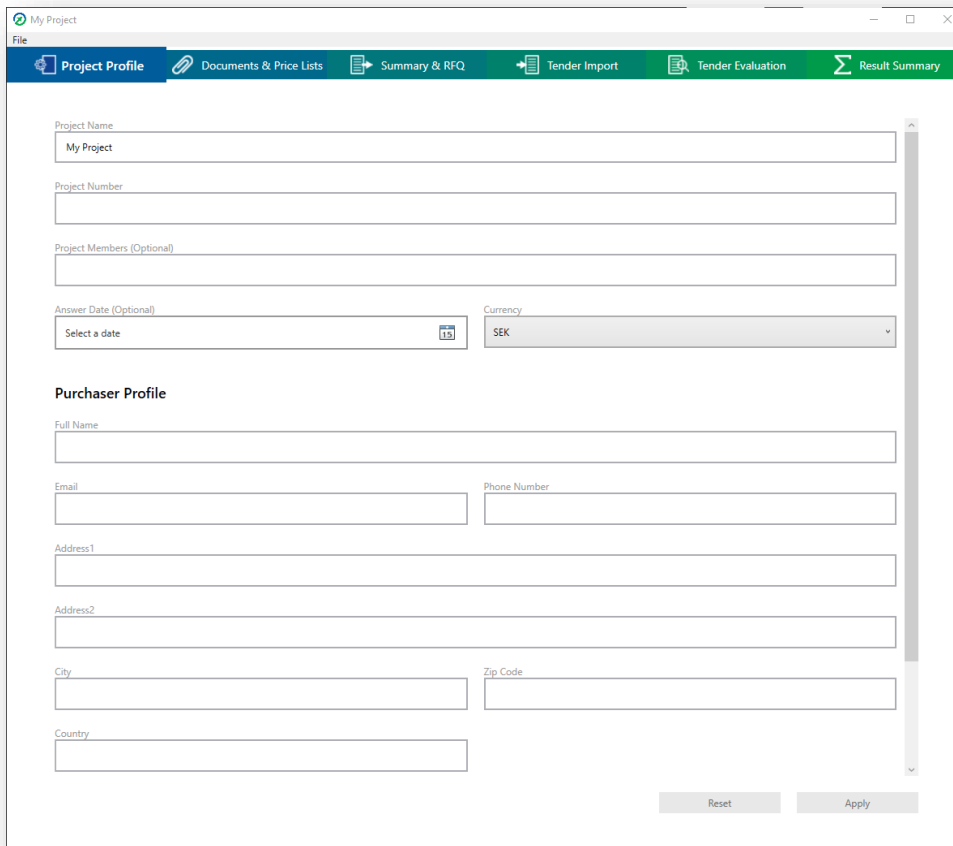
Under “Open recent” in the start menu, click the button “New Procurement” located at the bottom right of the window. This will open the File Explorer.



Choose where to save your file and then name your file. Click “Save”.



You have now created a ProTendering file on your computer and the project opens.



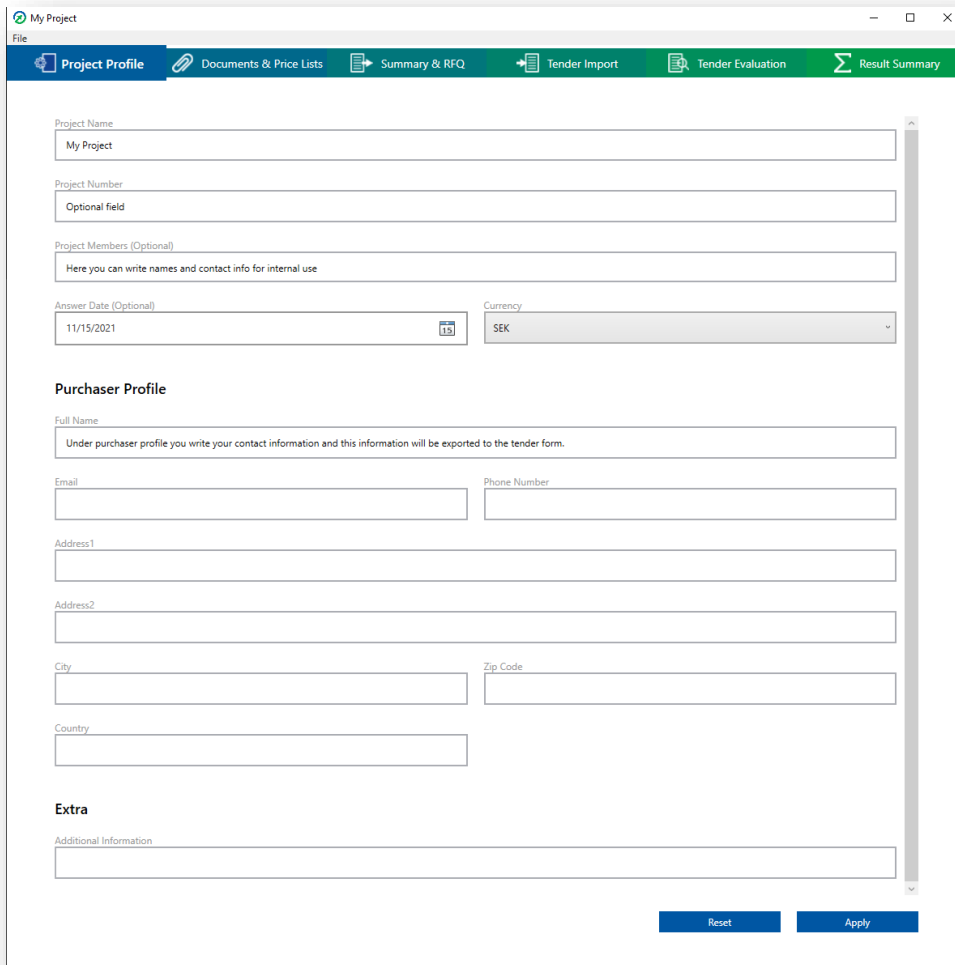
The screenshot shows the 'My Project' window with the 'Project Profile' tab selected. The window has a menu bar with 'File' and a toolbar with icons for 'Project Profile', 'Documents & Price Lists', 'Summary & RFQ', 'Tender Import', 'Tender Evaluation', and 'Result Summary'. The main form area contains the following fields:

- Project Name:** A text input field containing 'My Project'.
- Project Number:** An empty text input field.
- Project Members (Optional):** An empty text input field.
- Answer Date (Optional):** A date picker showing '15'.
- Currency:** A dropdown menu showing 'SEK'.
- Purchaser Profile:** A section containing several fields:
 - Full Name:** An empty text input field.
 - Email:** An empty text input field.
 - Phone Number:** An empty text input field.
 - Address1:** An empty text input field.
 - Address2:** An empty text input field.
 - City:** An empty text input field.
 - Zip Code:** An empty text input field.
 - Country:** An empty text input field.

At the bottom right of the form, there are two buttons: 'Reset' and 'Apply'.

You can now fill in the following fields of your choosing:

- **Project name**
 - This field is mandatory and will be visible in the tender form.
- **Project number**
 - This field is optional and will not be visible in the tender form.
- **Project members**
 - This field is optional and will not be visible in the tender form.
- **Answer date**
 - This field is optional and will be visible in the tender form.
- **Currency**
 - This field is optional but will be visible in the tender form.
- **Purchaser profile**
 - These fields are optional and will be visible in the tender form.
- **Additional Information**
 - This field is optional and will not be visible in the tender form.



My Project

File

Project Profile Documents & Price Lists Summary & RFQ Tender Import Tender Evaluation Result Summary

Project Name
My Project

Project Number
Optional field

Project Members (Optional)
Here you can write names and contact info for internal use

Answer Date (Optional)
11/15/2021

Currency
SEK

Purchaser Profile

Full Name
Under purchaser profile you write your contact information and this information will be exported to the tender form.

Email
Phone Number

Address1

Address2

City
Zip Code

Country

Extra

Additional Information

Reset Apply

Do not forget to click “Apply” to save your entries!



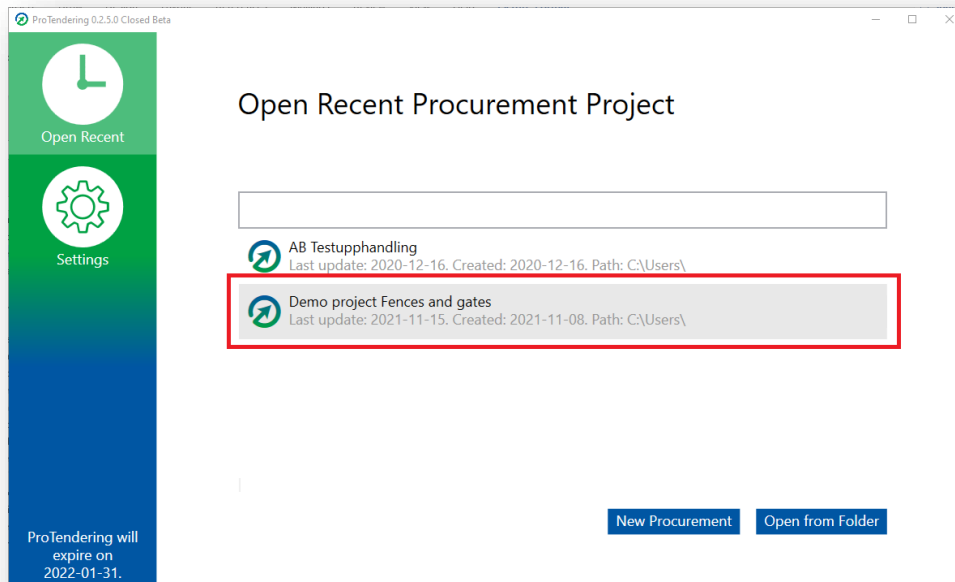
Extra

Additional Information

Reset Apply

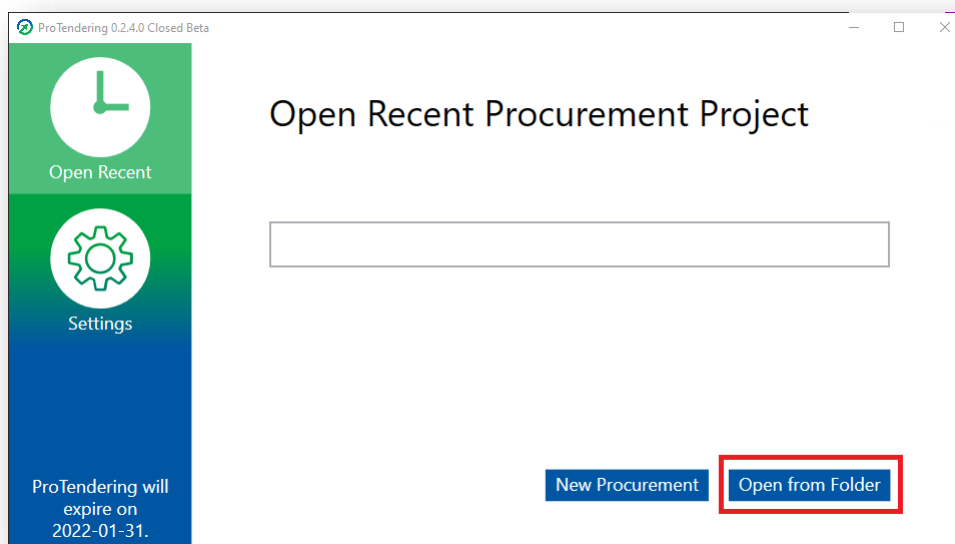
Open a recently used procurement project

In “Open Recent” in the start menu, click on your desired project in the “Recent procurement project” list and the project will open.

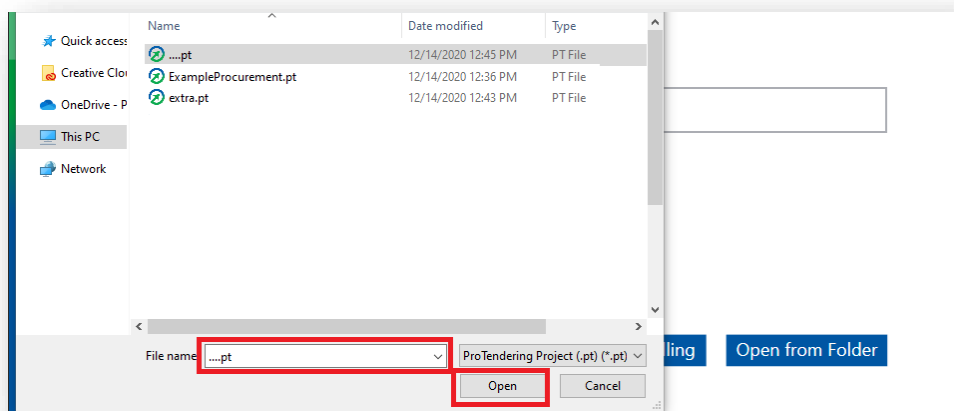


Open an existing procurement project not listed in the recent project list

In “Open Recent” in the left-hand menu, click the button “Open from Folder” located in the bottom right corner of the window.



This will open the File Explorer. Browse to your ProTendering project file (.pt) and select “Open”.

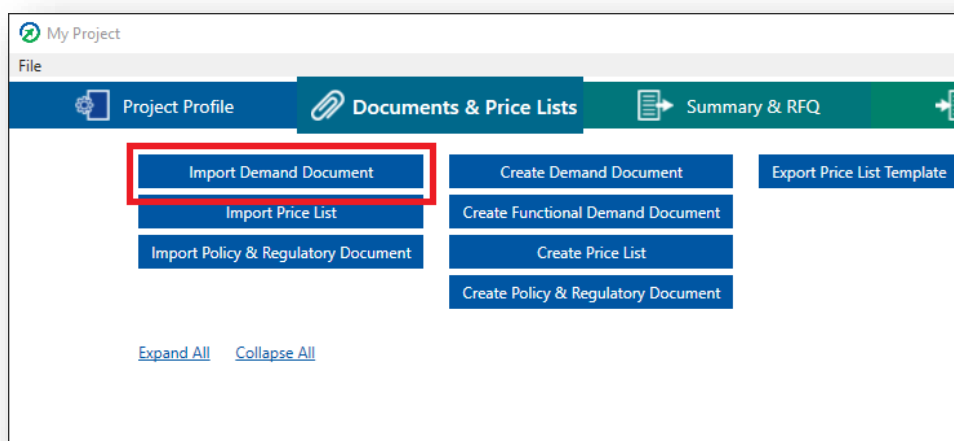


Setting up documents and price lists

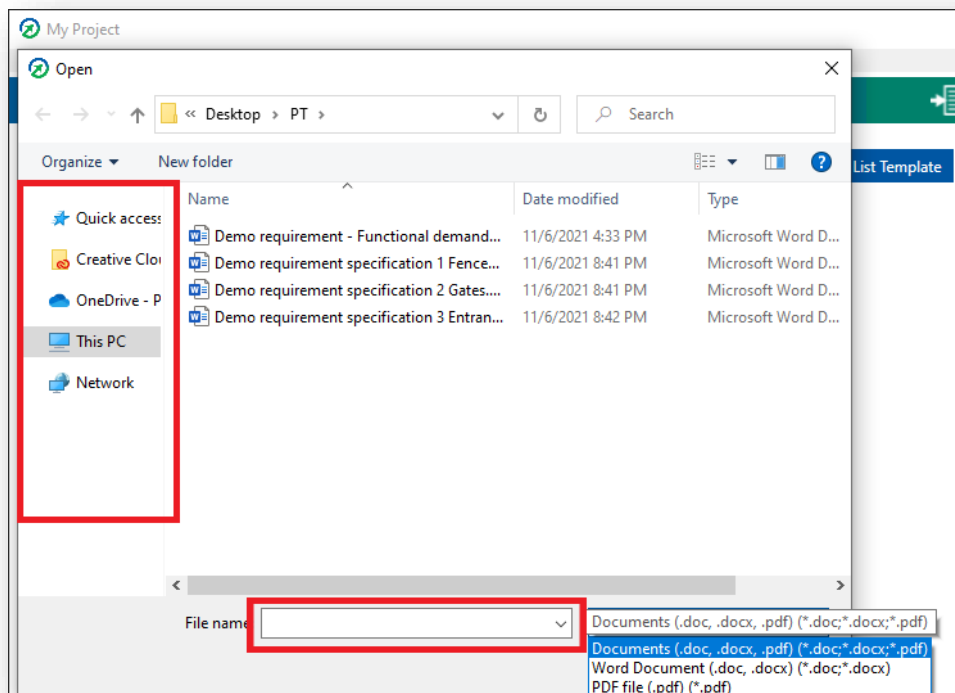
The next step is to set up the basis for your tender form. Under the main tab “Documents & Price Lists” you import and create the price lists and demand documents that are going to be used in the procurement. ProTendering supports imports of demand documents in the formats .docx, .doc and .pdf and price lists in the format .xlsx.

Import demand document

On the top half of the screen click “Import Demand Document”. This will open the File Explorer.



Locate your file and press “Open”. Allowed formats are .docx, .doc and .pdf.



You have now imported the file and all sentences that include the words “shall” and “should”, with applicable synonyms, have been sorted into either the shall or should demand type for further handling.

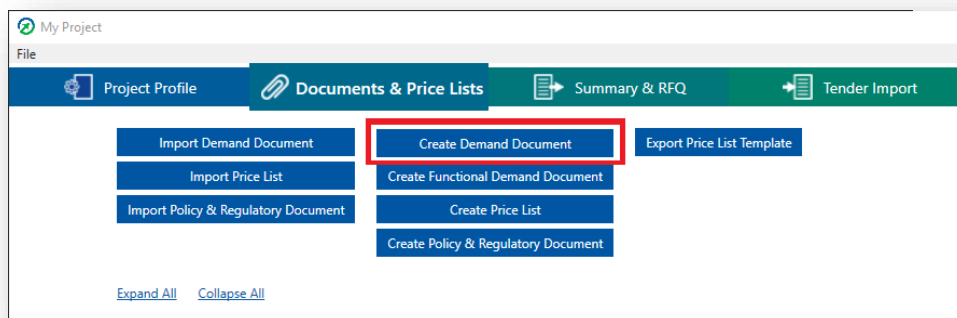
Should demands have four levels of importance:

- Critical
- Very important, this is the default level all imported demands are set to
- Important
- Less important

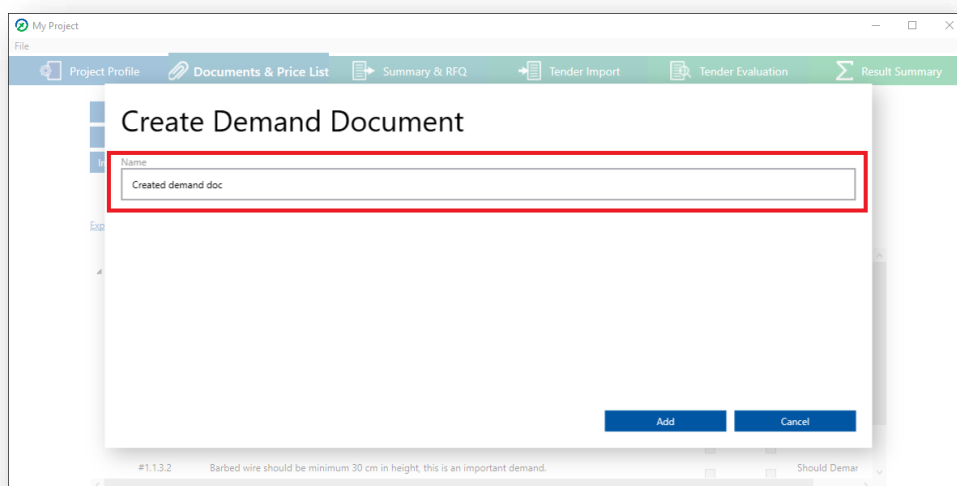
Create Policy & Regulatory Document						
Expand All	Collapse All					
1 Demo requirement specification 1 Fences						
Section	Demand Statement	Attachments	Comment Required	Attachment Required	Demand Type	Resp
1.1 Chapter 1 General requirements						
#1.1.1	SI units shall be used.		<input type="checkbox"/>	<input type="checkbox"/>	Shall Demand	
1.1.2 Chapter 1.1 Fences						
#1.1.2.1	It is critically important to have high fences, therefore minimum height should be 3 m.		<input type="checkbox"/>	<input type="checkbox"/>	Should Demar	
#1.1.2.2	Its very important to secure the fences towards intruders, therefore it should not be possible for a man to cut the fence open with manual tools.		<input type="checkbox"/>	<input type="checkbox"/>	Should Demar	
1.1.3 Chapter 1.2 Barbed wires						
#1.1.3.1	Fences should therefore be equipped with barbed wire.		<input type="checkbox"/>	<input type="checkbox"/>	Should Demar	
#1.1.3.2	Barbed wire should be minimum 30 cm in height, this is an important demand.		<input type="checkbox"/>	<input type="checkbox"/>	Should Demar	
1.1.4 Chapter 1.3 design						
#1.1.4.1	A less important demand is that the whole fence should be green.		<input type="checkbox"/>	<input type="checkbox"/>	Should Demar	

Create demand document

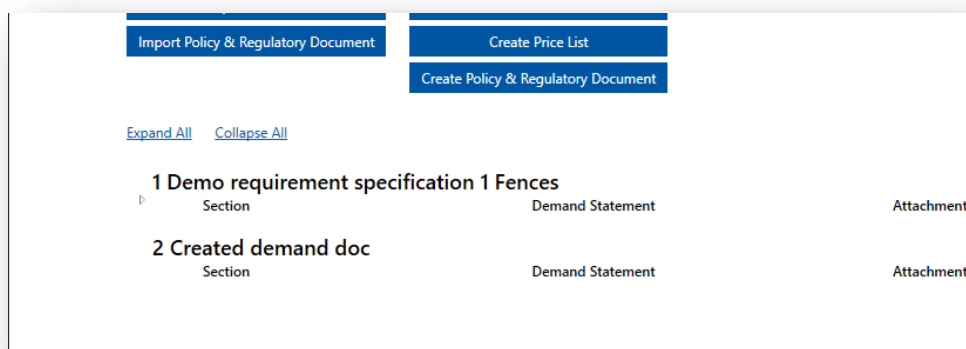
On the top half of the screen click “Create Demand Document”.



In the dialog window, name your demand document and press “Add”.

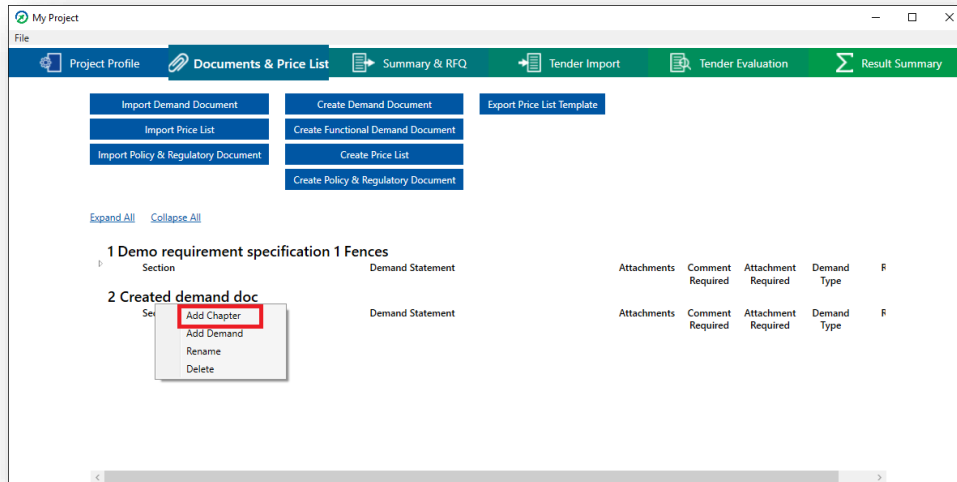


You have now created a demand document and can add demand chapters and demands manually, in order to create a full demand document.

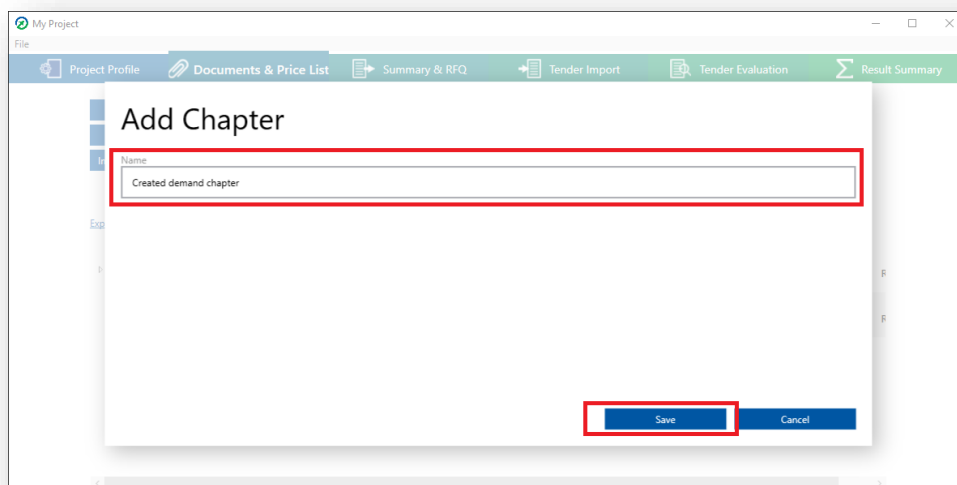


Add demand chapter

Note that you need to have a demand document to add demand chapters. Right-click on the demand document you want to add a chapter to and click “Add Chapter”.



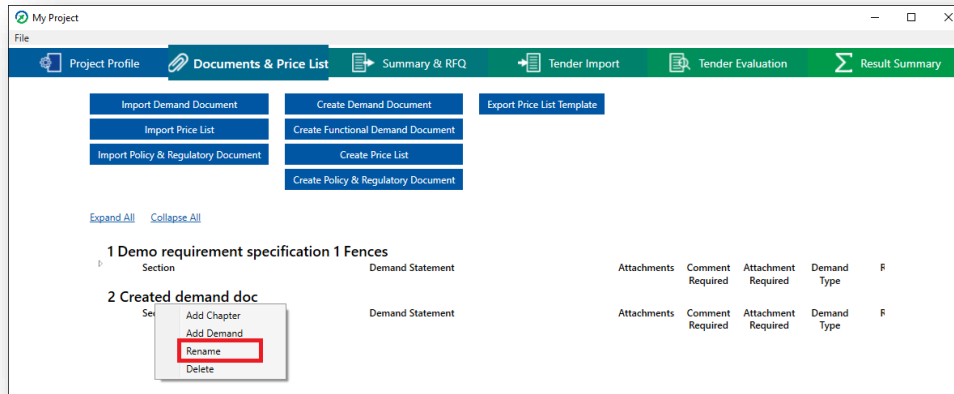
In the dialog window, name your chapter and press “Save”.



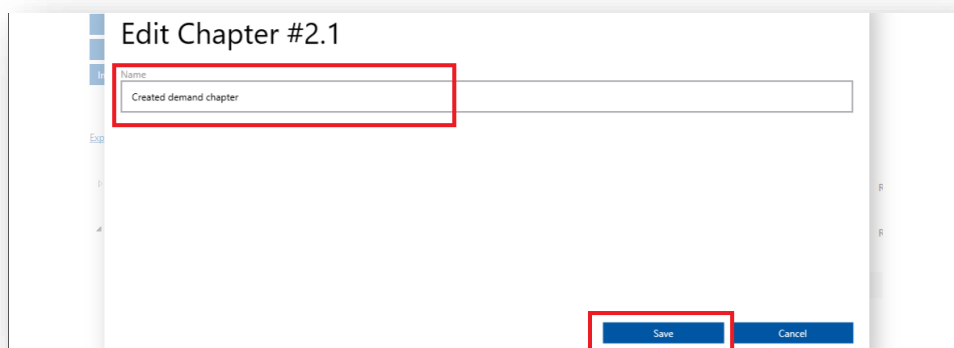
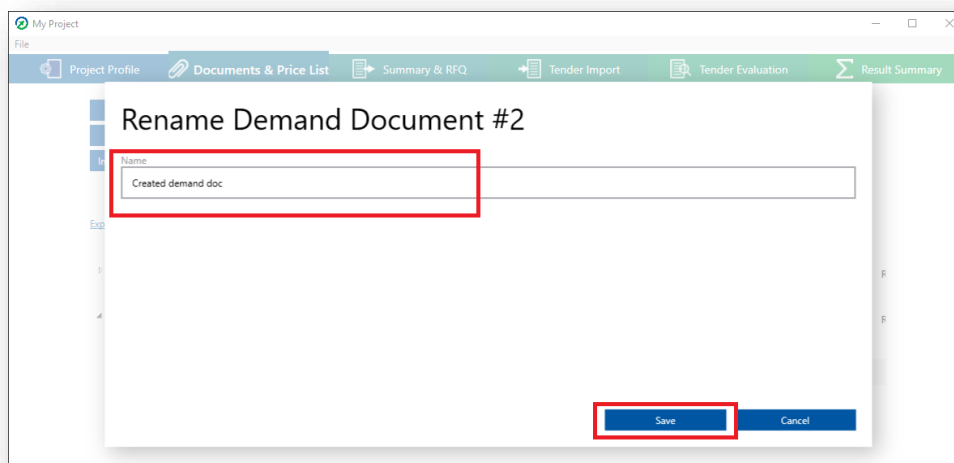
You have now created a demand chapter. Note: you can add sub-chapters by right-clicking on a chapter and click “Add chapter”.

Rename demand document or demand chapter

Double-click or right-click and click “Rename” on the document or chapter you want to rename.

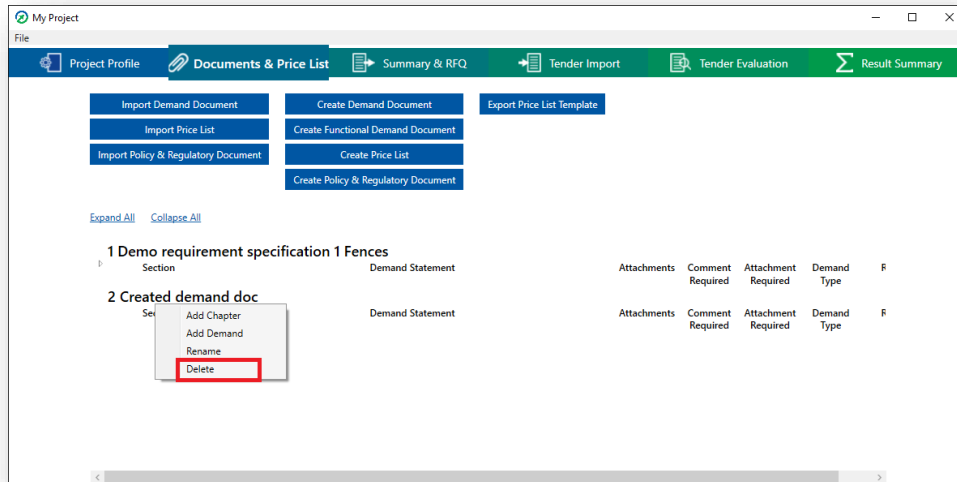


In the pop-up change the name and click “Save”.

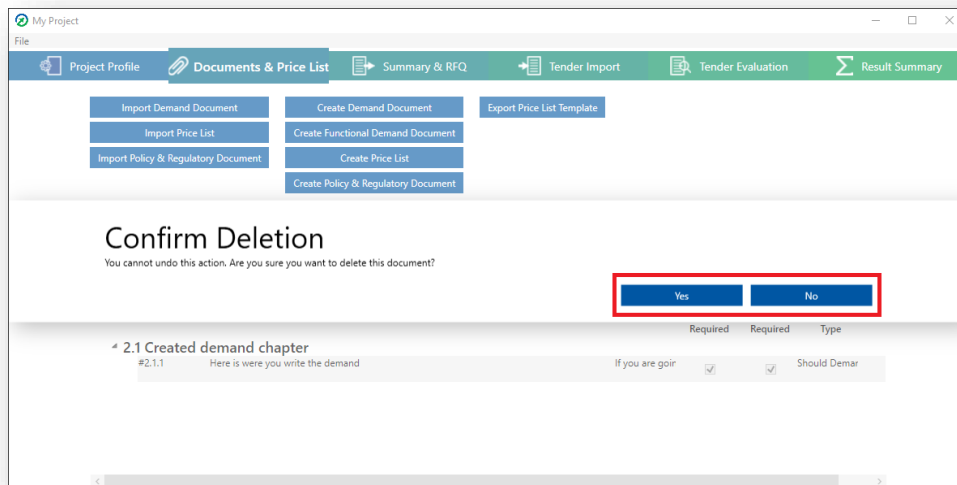


Delete demand document or demand chapter

Double-click or right-click and click “Delete” on the document or chapter you want to delete.

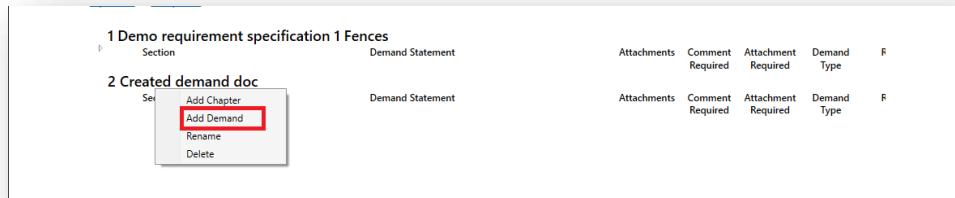


In the pop-up click “Yes”.



Add demand

Note that you need to have a demand document to add a demand. Right-click on the demand document or the demand chapter you want to add a demand to and click “Add demand”.



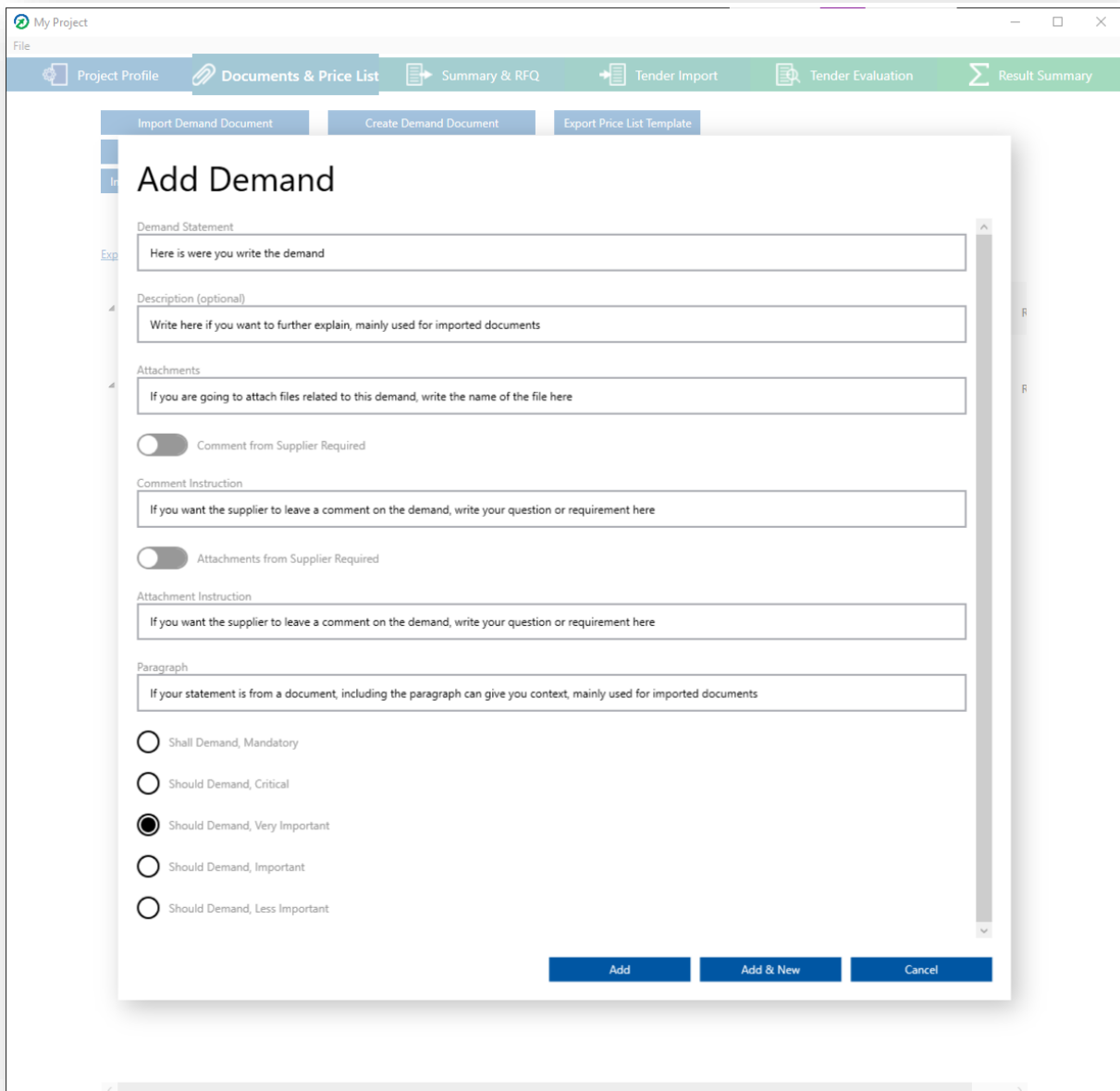
A dialog window will open and you can now fill in the following information:

- Demand statement
 - The actual demand
- Description
 -
- Attachment from supplier
- Attachments
- Paragraph
- Comment from supplier

You will be also asked to select importance level:

- Shall demand
- Should demand, critical
- Should demand, very important
- Should demand, important
- Should demand, less important

Only “Demand Statement” and “Importance Level” are mandatory, the rest of the fields are optional.

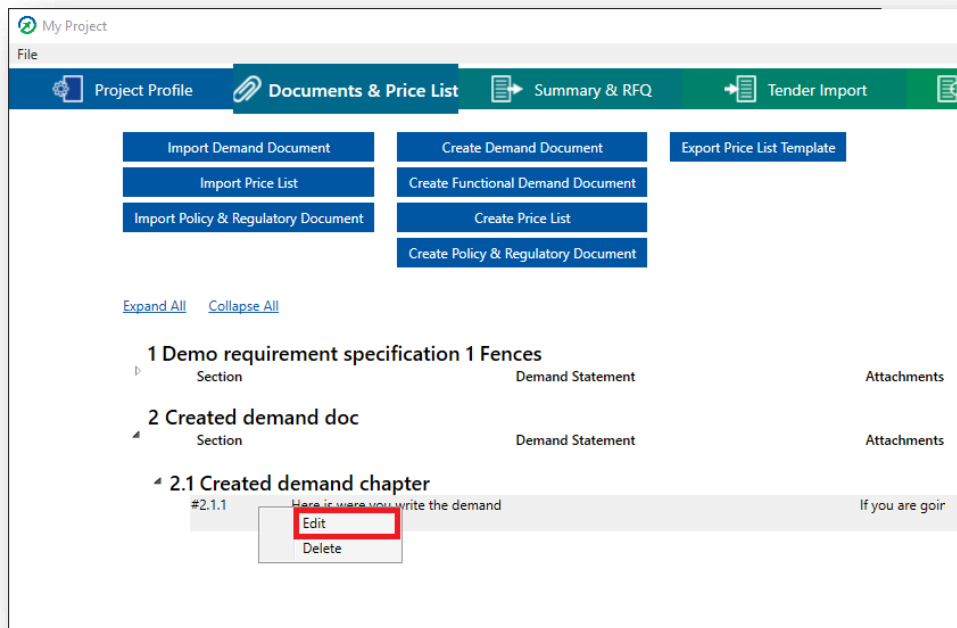


When you are done, press “Add”. If you want to add another demand, you can click “Add & New”. This will add the demand and open a new “Add Demand” window.

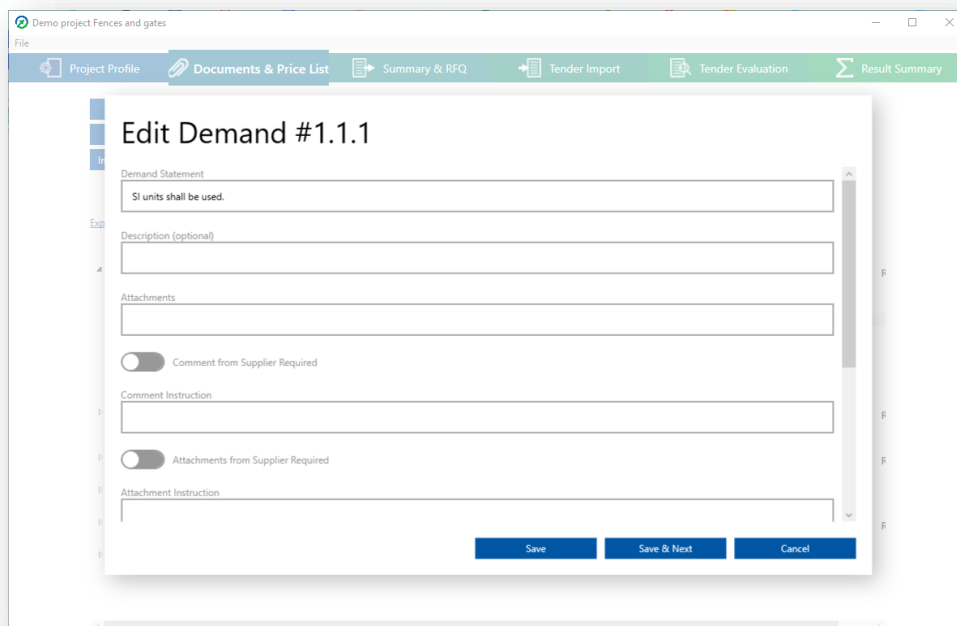


Edit demand

Double-click or right-click on the demand you want to edit and choose “Edit”.



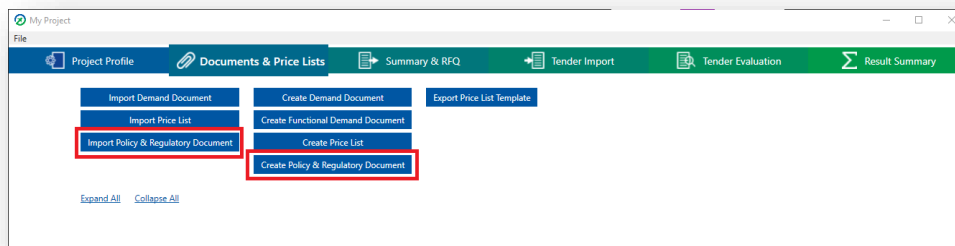
A dialog window will open and you can now edit your demand. When you are done, press “Save”. If you want more information about this window, look at the section “Add demand”. By clicking “Save & Next” you will automatically open the next demand for editing.



Create and import policy & regulatory document (P&R)

Policy and regulatory documents are treated the same way as demand documents. Shall and should demands are handled the same way but are available as a separate class of documents in order to make the RFQ clearer. Policy and regulatory documents can be used for regulations on the tender process, environmental standards, security standards, contracts, and alike. For more information, look at the sections for regular demand documents.

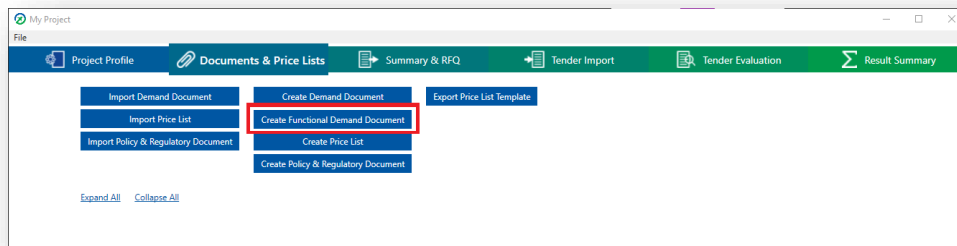
On the top half of the screen click either “Create Policy and Regulatory Document” or “Import Policy and Regulatory Document”.



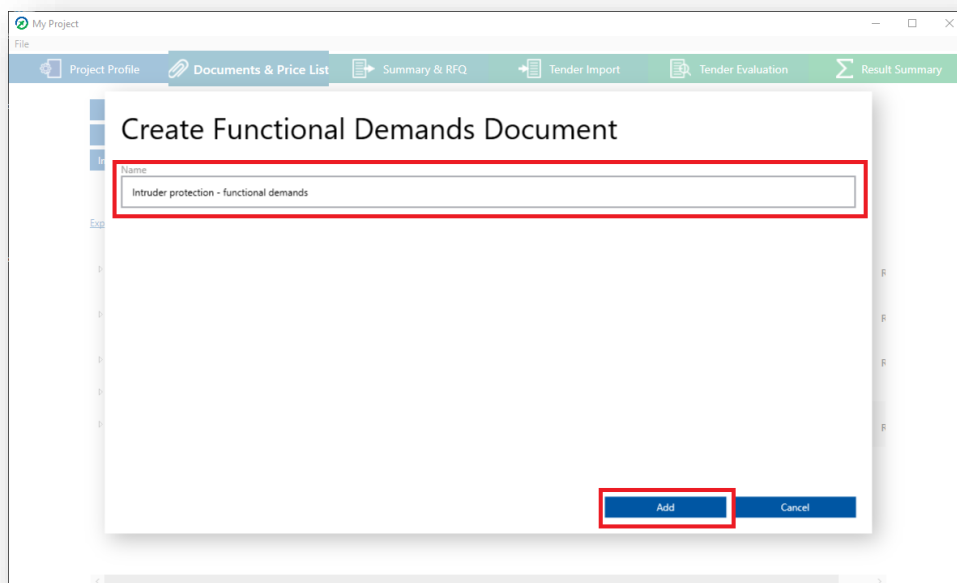
Create functional demand document

Functional demands are a type of demands that the supplier cannot self-score on. The supplier will be asked for information or other facts to be evaluated. They have to be evaluated by the purchaser who gives each supplier a score point from 0 to 5 depending on performance.

On the top half of the screen click “Create Functional Demand Document”.



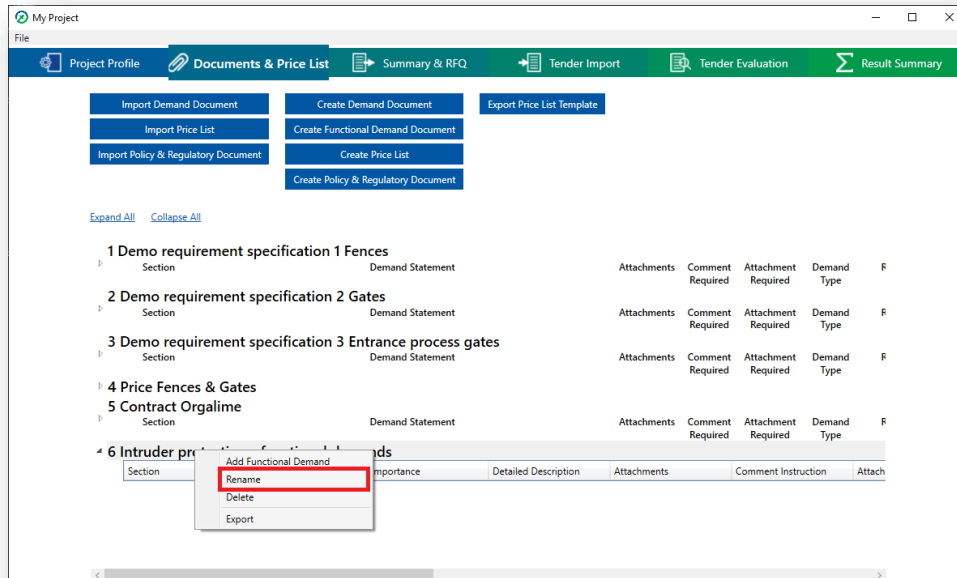
In the dialog window name your demand document and click “Add”.



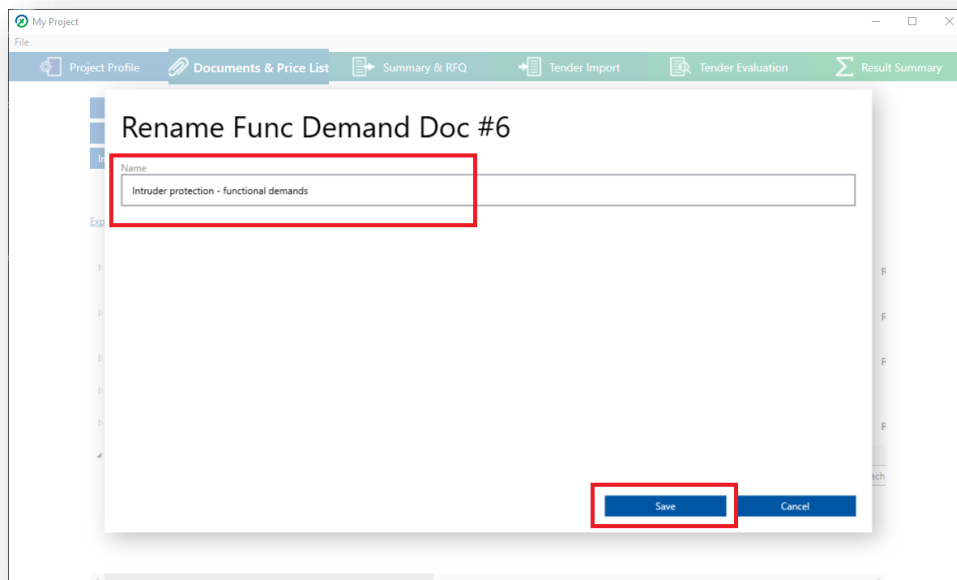
You can now add functional demands.

Rename functional demand document

Double-click or right-click and click “Rename” on the functional document you want to rename.

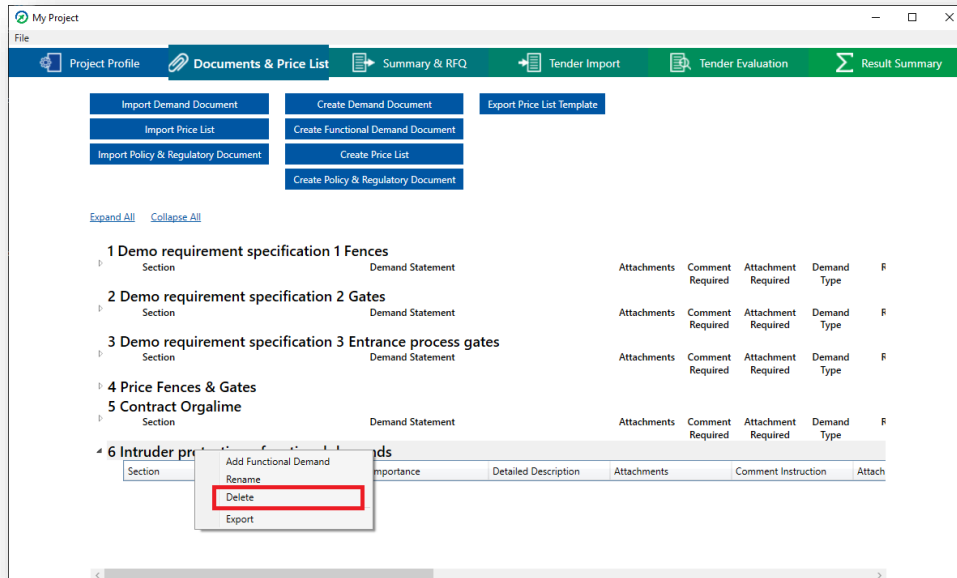


In the pop-up change the name and click “Save”

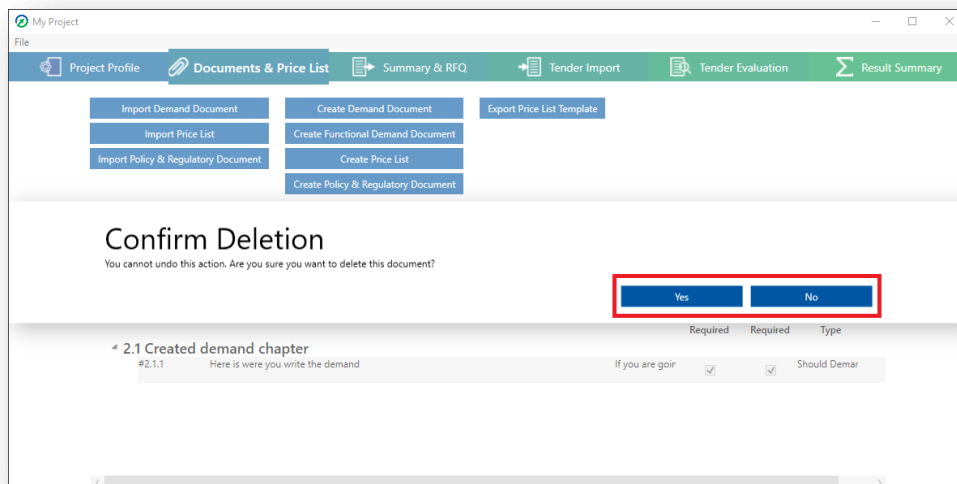


Delete functional demand document

Double-click or right-click and click “Delete” on the functional document you want to rename.

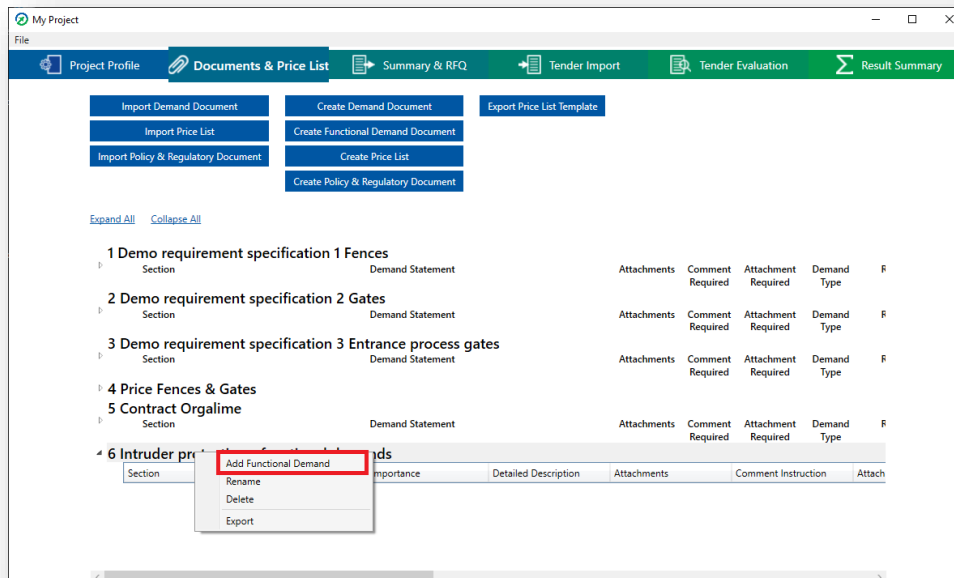


In the pop-up click “Yes”.



Add functional demand

Note that you need to have a functional demand document. Right-click on the document you want to add a demand to and click “Add Functional Demand”.



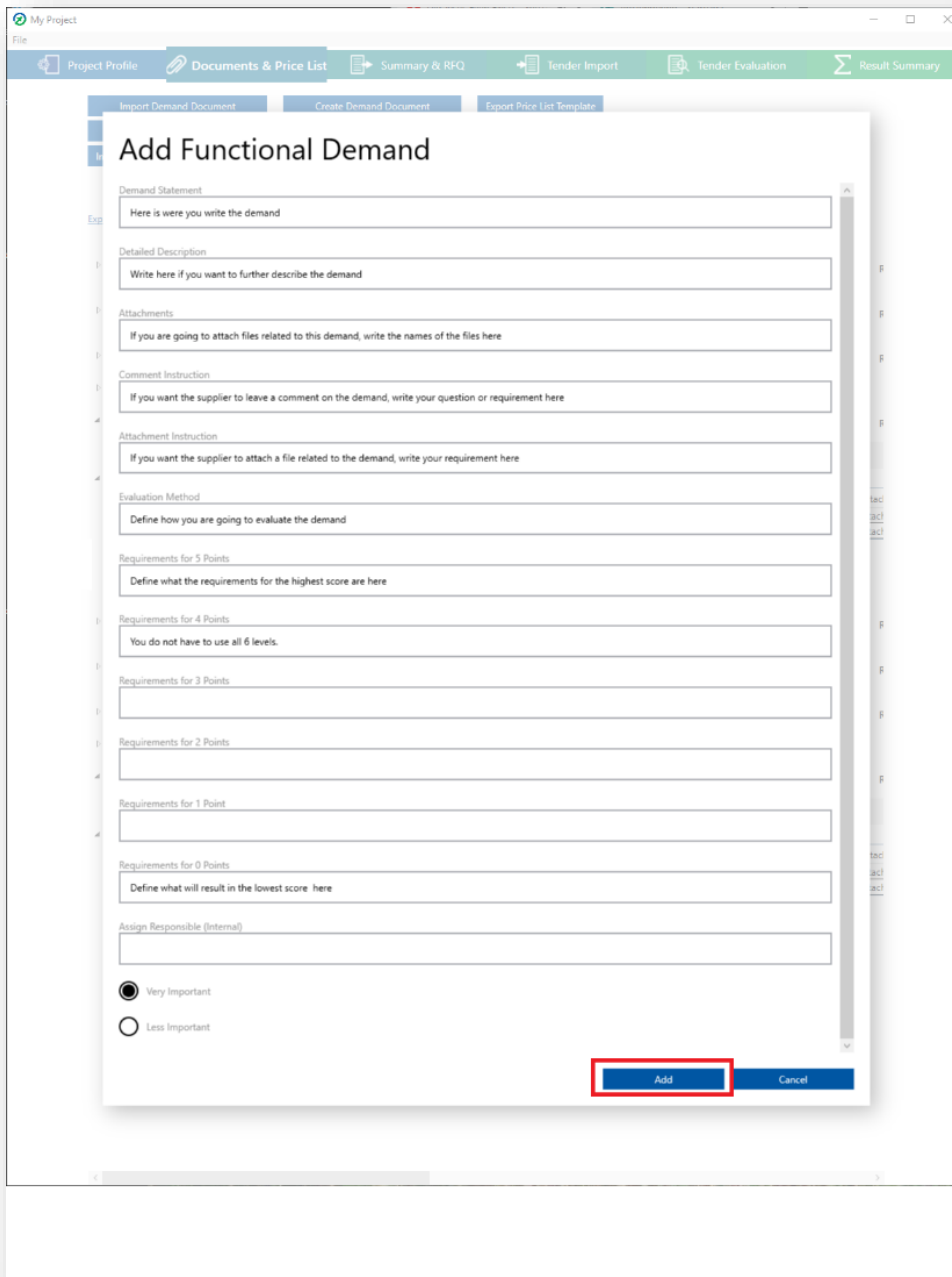
A dialog window will open and you can now fill in the following information:

- Demand statement
- Detailed description (optional)
- Attachments (optional)
- Comment instruction (optional)
- Attachment instruction (optional)
- Evaluation method
- Requirements for 5 points (use standard or own definition)
- Requirements for 4 points (use standard or own definition)
- Requirements for 3 points (use standard or own definition)
- Requirements for 2 points (use standard or own definition)
- Requirements for 1 point (use standard or own definition)
- Requirements for 0 points (use standard or own definition)
- Assign responsible (optional information about responsible person on purchaser side for evaluation of demand)

You will be asked to select importance level:

- Very important
- Less important

When you are done, click “Add” and the functional demand will be added to your functional demand document.



My Project

File Project Profile Documents & Price List Summary & RFQ Tender Import Tender Evaluation Result Summary

Import Demand Document Create Demand Document Export Price List Template

Add Functional Demand

Demand Statement
Here is where you write the demand

Detailed Description
Write here if you want to further describe the demand

Attachments
If you are going to attach files related to this demand, write the names of the files here

Comment Instruction
If you want the supplier to leave a comment on the demand, write your question or requirement here

Attachment Instruction
If you want the supplier to attach a file related to the demand, write your requirement here

Evaluation Method
Define how you are going to evaluate the demand

Requirements for 5 Points
Define what the requirements for the highest score are here

Requirements for 4 Points
You do not have to use all 6 levels.

Requirements for 3 Points

Requirements for 2 Points

Requirements for 1 Point

Requirements for 0 Points
Define what will result in the lowest score here

Assign Responsible (Internal)

☒ Very Important
☐ Less Important

Add Cancel

Edit functional demand

Right-click on the demand you want to edit. A menu will appear. Choose “Edit”.

Section	Demand Statement	Attachments	Comment Required	Attachment Required	Demand Type	R
2 Demo requirement specification 2 Gates						
2.1 Chapter 1 General requirements						
2.1.1 Chapter 1.2 Gates						
2.2 Chapter 2 Material						
3 Demo requirement specification 3 Entrance process gates						
4 Price Fences & Gates						
5 Contract Orgallime						
6 Intruder protection - functional demands						
#6.0.1	Entrant gates should be secu	Very Important	Tenders that are evaluated	map.pdf	Describe method for purch	Attach
#6.0.2	gates should only allo	Less Important	Tenders that are evaluated		Describe functionality of de	Attach

A dialog window will open and you can now edit your demand. If you want more information about this window, look at “Add functional demand”.

Edit Functional Demand

Demand Statement

Here you write the demand.

Detailed Description

Here is space to write extra comments about the demand if needed, mainly used for imported demands.

Attachments

If you will have att

Comment Instruction

If you want the supplier to supply a comment or answer a question related to the demand you write down the request or question here.

Attachment Instruction

If you want attachments from the supplier here is where you write what kind of attachments you want.

Evaluation Method

Here you write how you will evaluate how well the supplier fulfills your demand.

Requirements for 4 Points

Here you write what is required to reach four points.

Requirements for 3 Points

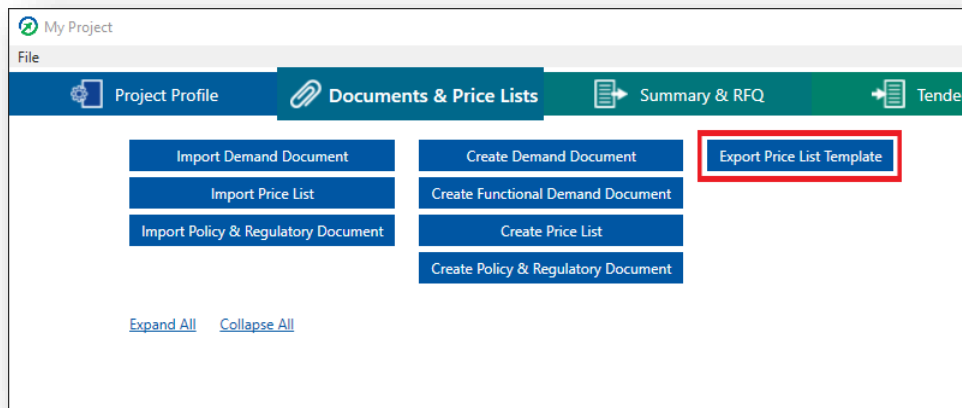
Ok

Cancel

Export price list template

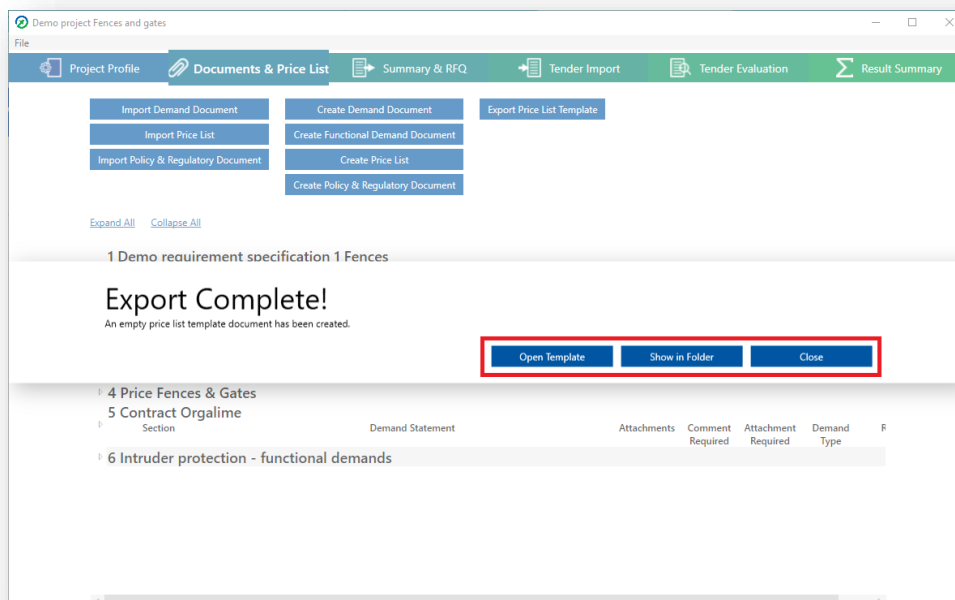
To import a price list it has to be imported using the price list template provided in the software.

On the top half of the screen click “Export Price List Template”.



This will open the File Explorer. Pick the location you want to save the file in, name it and save. The program will now create an excel-file with a template and a pop-up will appear.

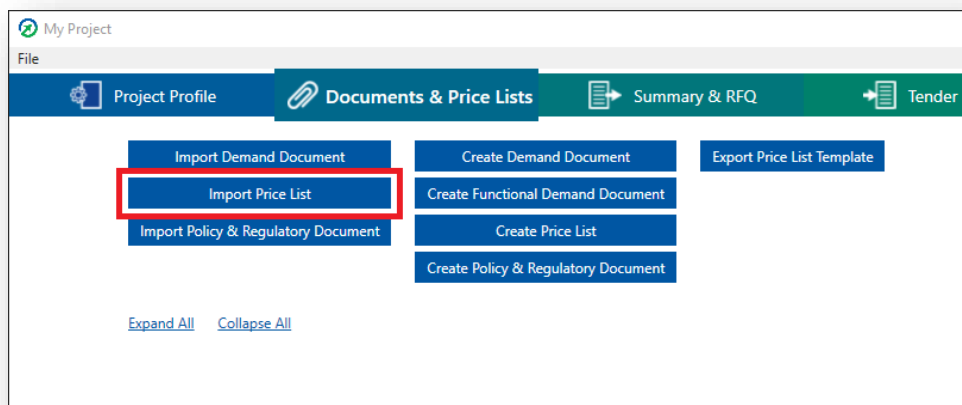
- To open the file click "Open".
- To open the folder where the file is located click "Show in Folder".
- To continue working in ProTendering press "Close".



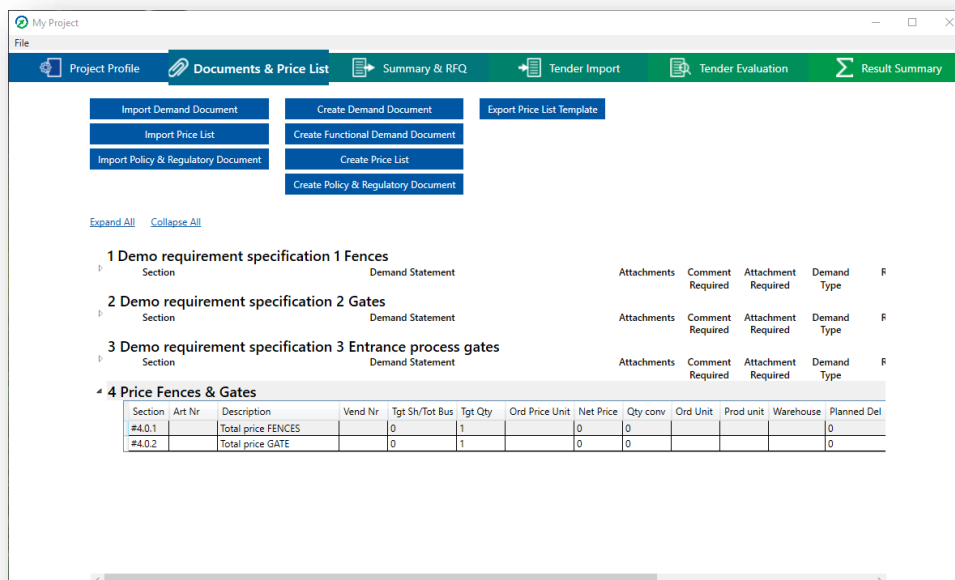
Import price list

Note that you need to import the price list with the price list template. See “Export price list template” for more information.

On the top half of the screen Click “Import Price List”. This will open the File Explorer. Locate your file and press “Open”.

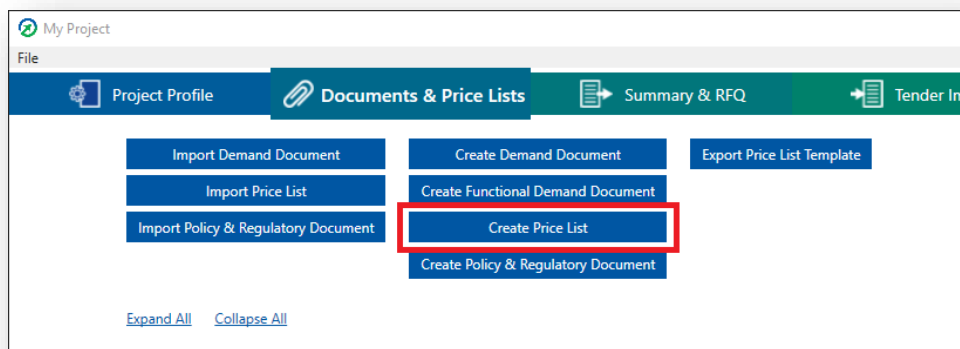


You have now imported your price list.

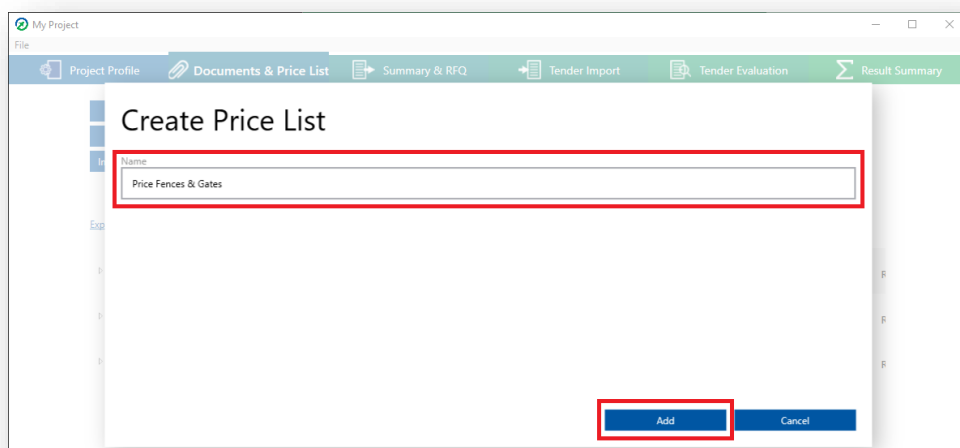


Create price list

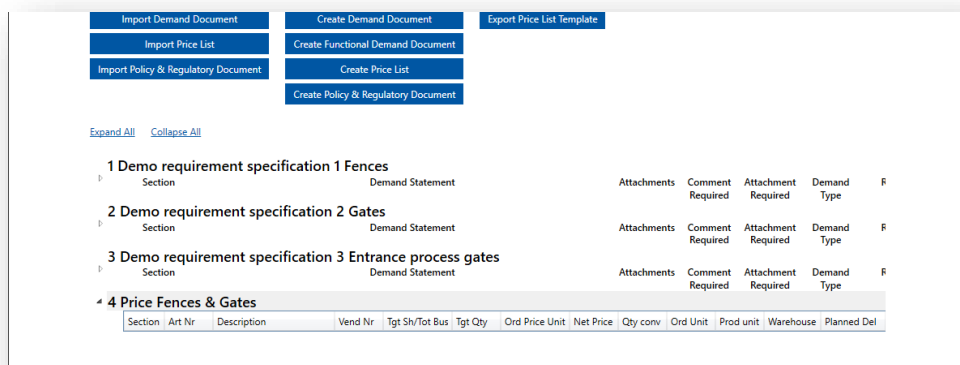
On the top half of the screen Click “Create Price List”.



In the dialog window name your price list and press “Add”.

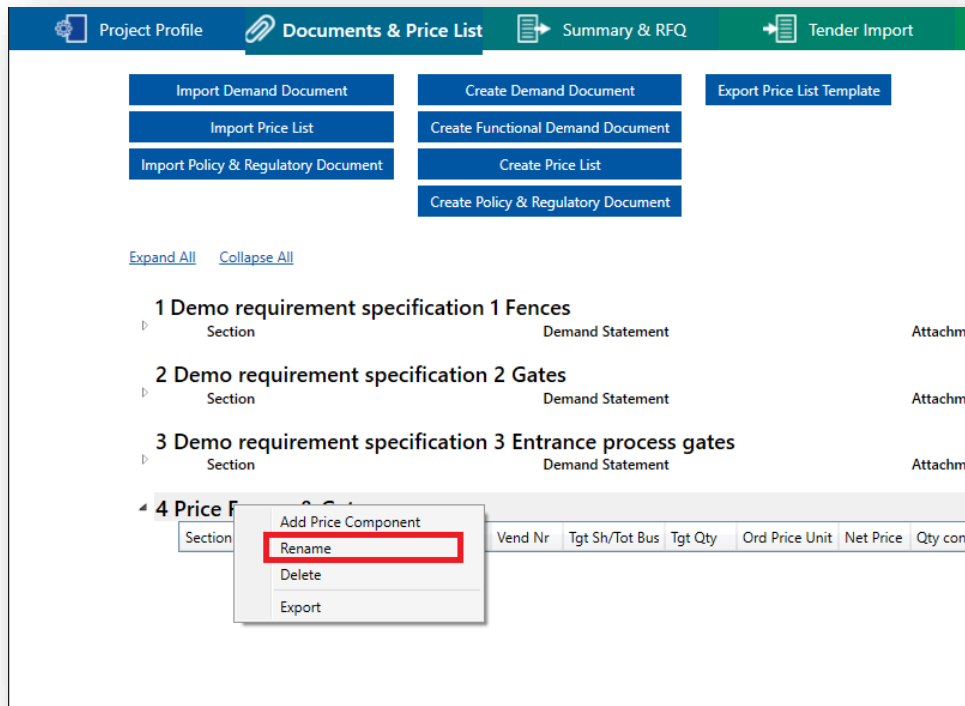


You have now created a price list and can now add price components, see “Add price component”.

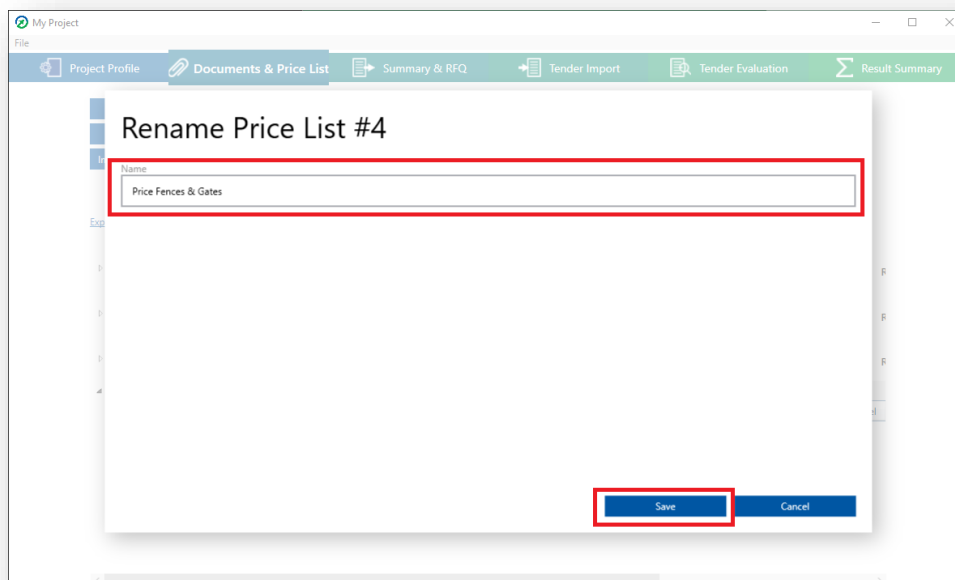


Rename price list

To rename a price list double-click or right-click on the price list and click “Rename”.

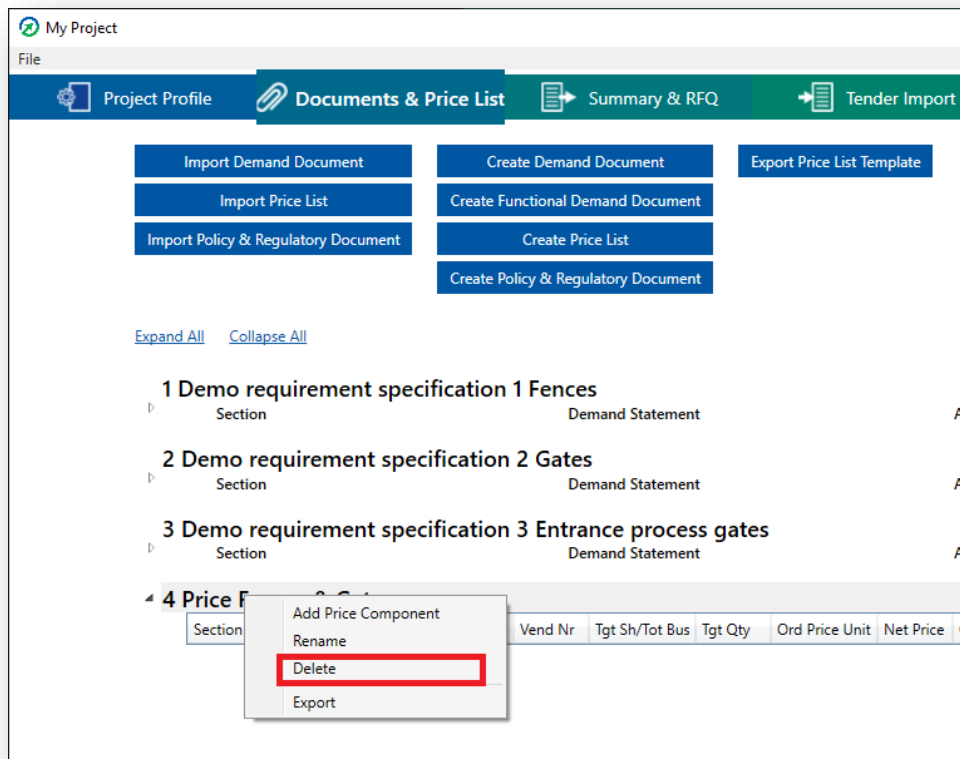


In the pop-up change the name and click “Save”.

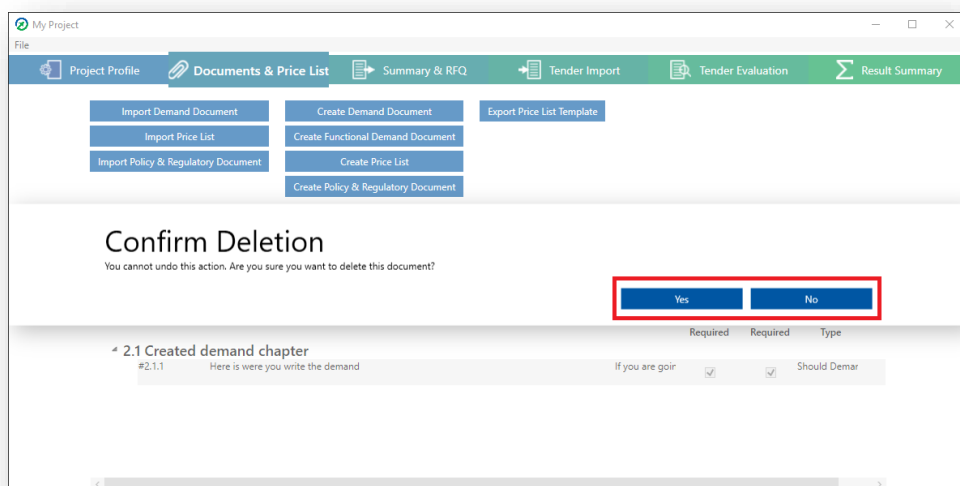


Delete price list

To delete a price list right-click on the price list and click “Delete”.

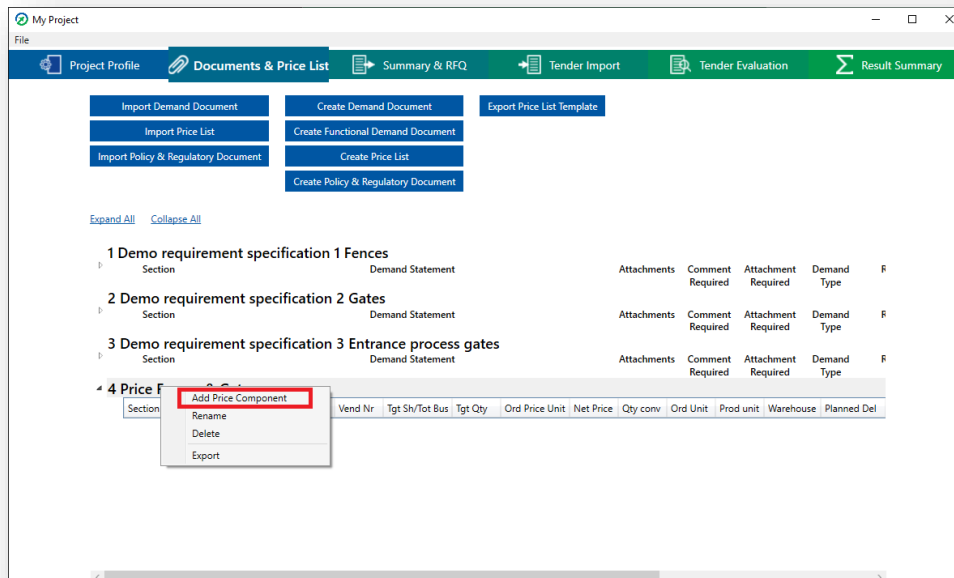


In the pop-up click “Yes”.



Add price component

Note that you need to have a price list. Right-click on the price list you want to add an item to and click “Add Price Component”.

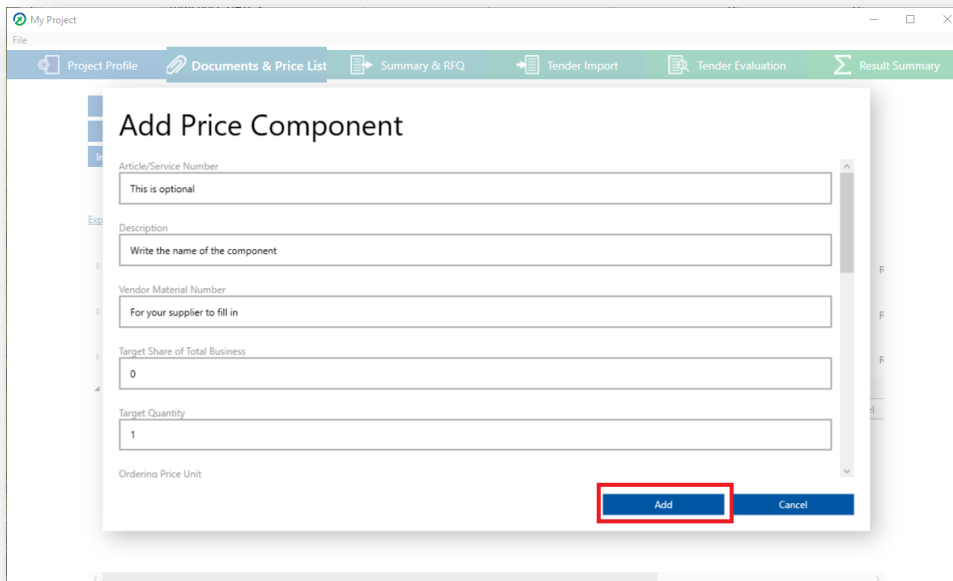


A dialog window will open and you can now fill in the following information:

- Article/Service Number (Optional)
- Description (Mandatory)
- Vendor Material Number (Optional)
- Target Share of Total Business (Conditionally optional)
- Target Quantity (Conditionally optional)
- Ordering Price Unit (Optional)
- Net Price (to be filled in by supplier)
- Quantity Conversion (Optional)
- Ordering Unit (Optional)
- Production Unit (Optional)
- Warehouse (Optional)
- Planned Delivery Time (Optional)
- Target Price (Optional)
- Text (Optional)
- Line Item Text (Optional)

Note that either Target Share of Total business or Target Quantity has to be filled in.

When you are done, press “Add” and the component has been added to the price list.

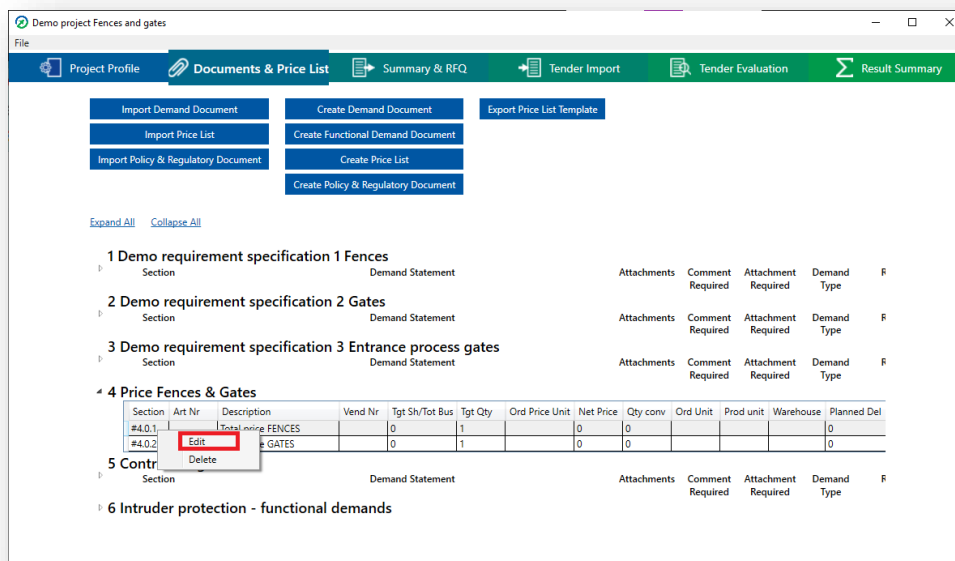


Note that only the following information will be visible for the supplier:

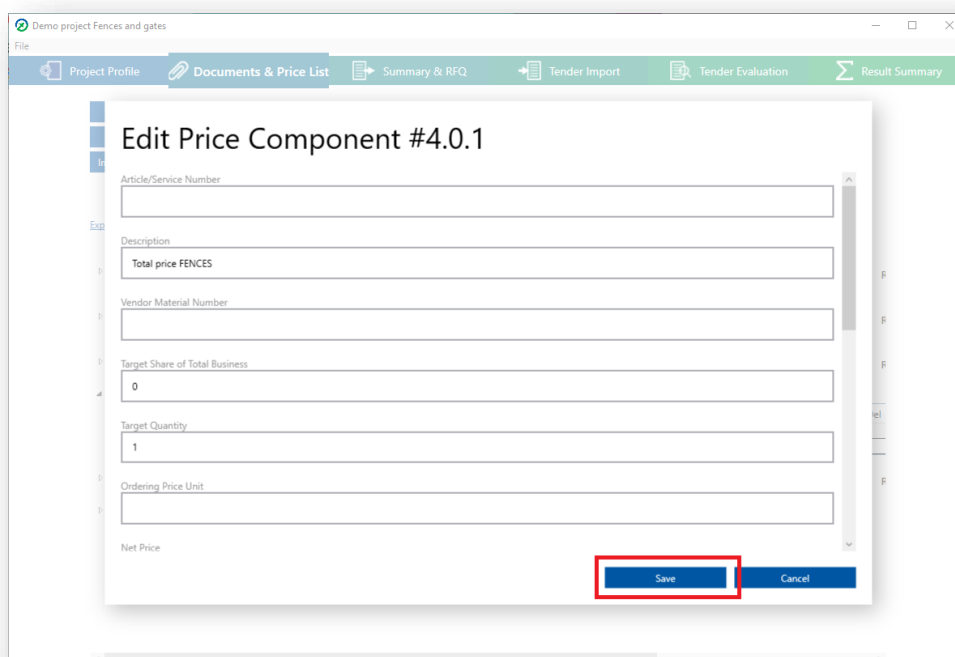
- Article/Service Number
- Description
- Vendor Material Number (optional for the supplier to fill in)
- Ordering Price Unit
- Net Price (to be filled in by supplier)
- Planned Delivery Time (optional for the supplier to fill in)

Edit price component

Double-click or right-click on the item you want to edit and choose “Edit”.



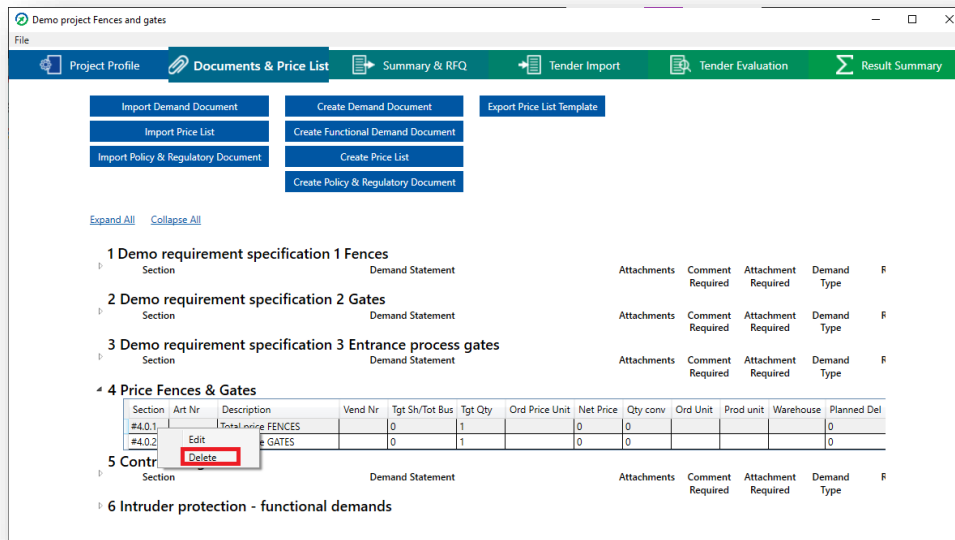
A dialog window will open and you can now edit your price component. When you are done, press “Save”.



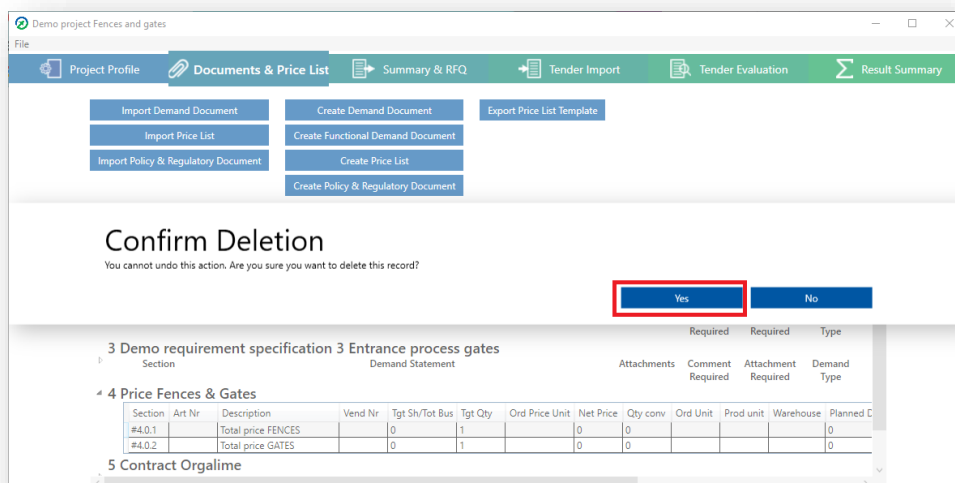
If you want more information about this window, look at the section “Add price component”.

Delete demand or price component

Mark the item or demand you want to delete and either right-click and choose “Delete” or press the delete button on your keyboard. For price lists you also have the option of multi-selecting items and deleting them at the same time.

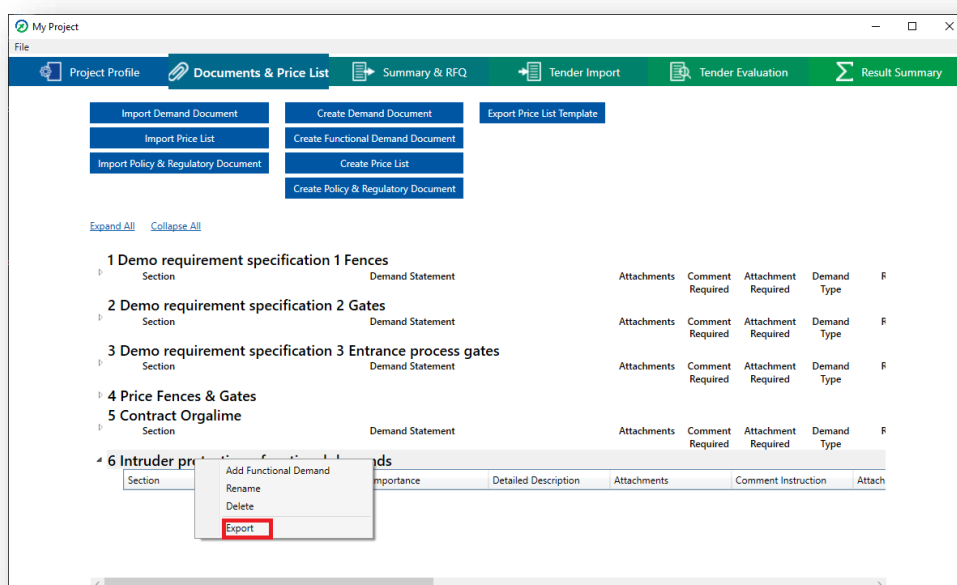
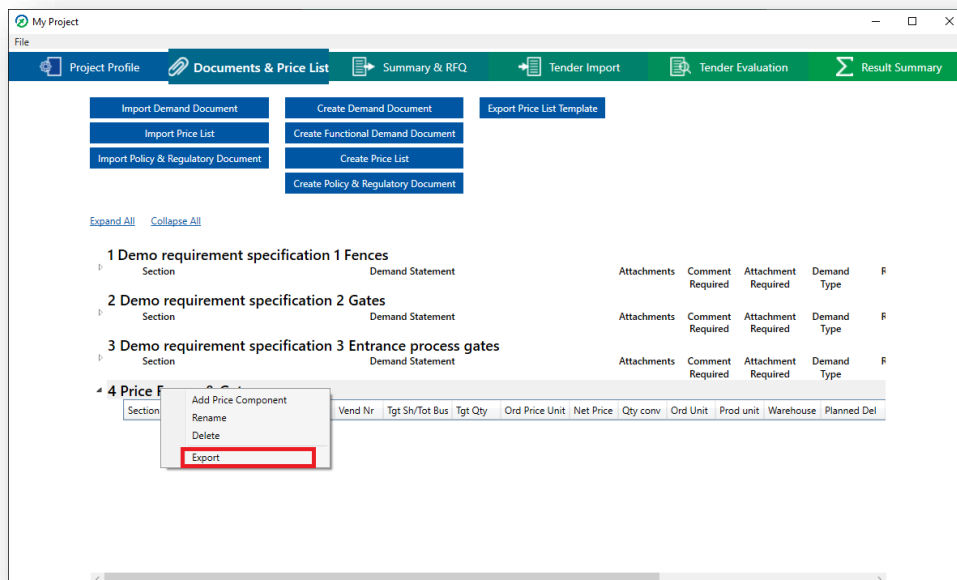


A confirmation window will appear, click “Yes”.



Export price list or functional demand document

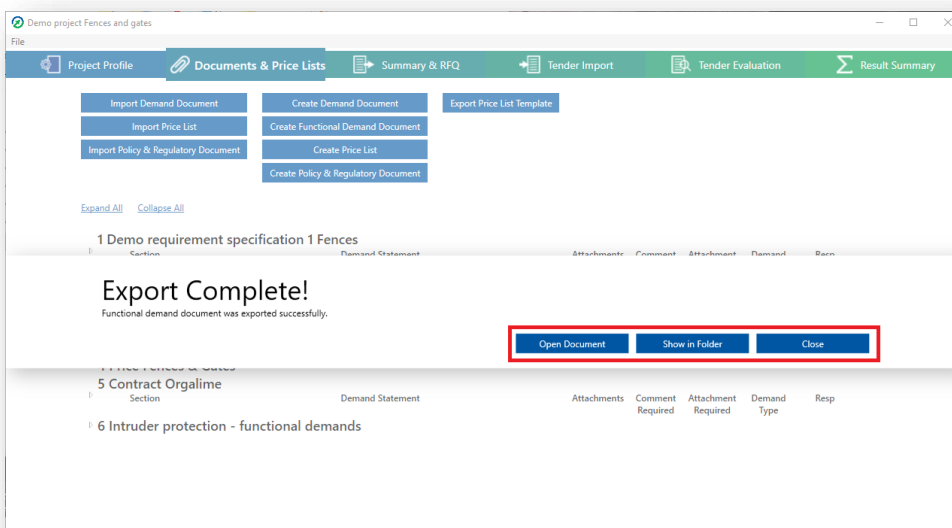
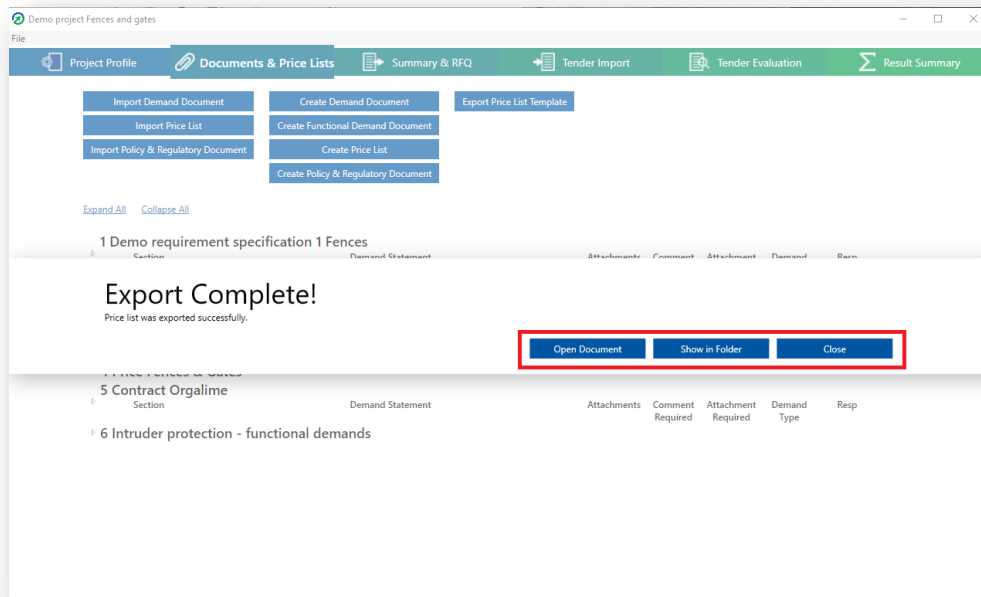
Right-click the price list or functional demand document you want to export and click “Export”.



This will open the File Explorer. Pick the location you want to save the file in, name it and save.

The program will now create an excel-file and a pop-up will appear.

- To open the file click "Open Result Form".
- To open the folder where the file is located click "Show in Folder".
- To continue working in ProTendering press "Close".

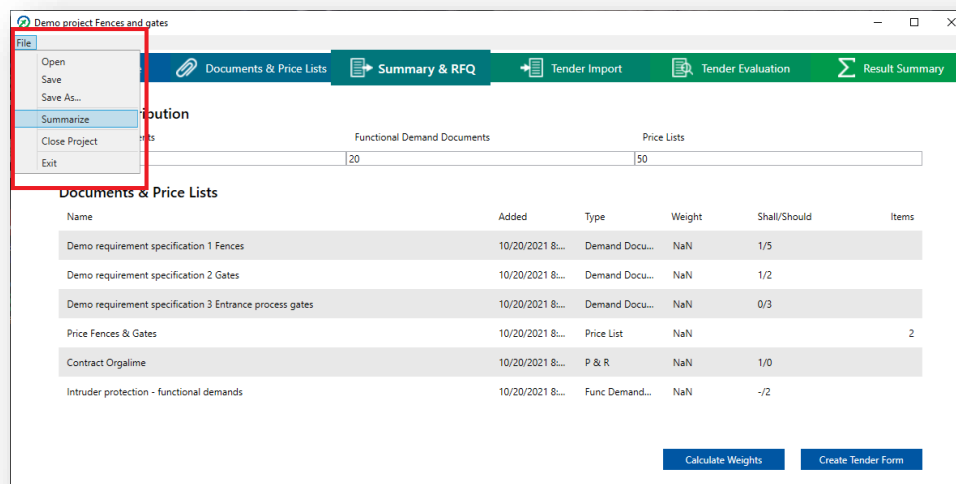


Summary and RFQ

Summary Table for Demands and Price Lists

The summary shows the name of all your imported and created documents and price lists, along with their type and the date when you added them. For documents with demands it will show you the number of shall and should demands you have in the document and for price lists it will show you how many different articles you have.

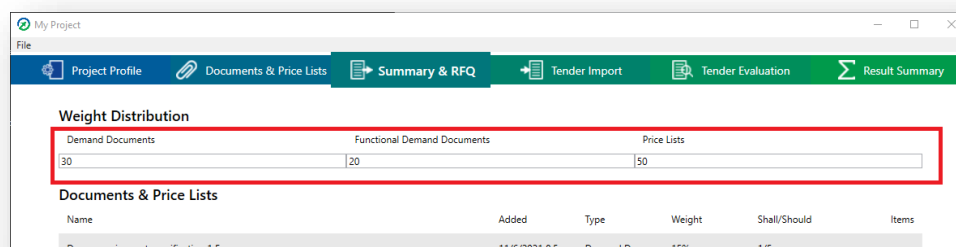
When opening the tab for the first time it will not show the weight. Go to the file menu and click “Summarize” and the weights will be calculated



Change weights on types

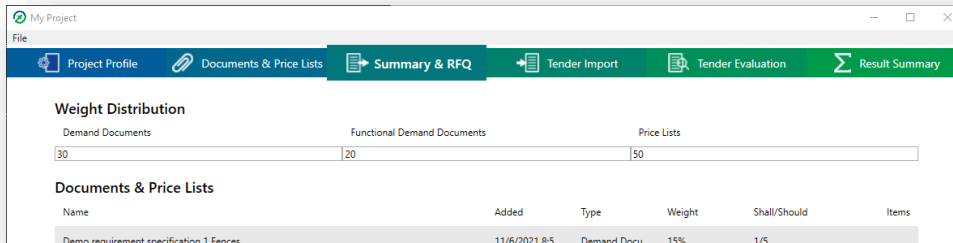
The program assigns default weights to your documents. Price lists have a combined default weight of 50 %, demands 30 % and functional demands 20 %. Note that shall demands are disregarded when calculating the weight since shall demand are disqualifiers and not relevant for weighting.

To change the default weights, edit the top three corresponding fields to the weight you want. You can use decimals but make sure to use a period (.) and not a comma (,) as the divider.



Note that you need to make sure the three fields add up to 100 before you press re-calculate.

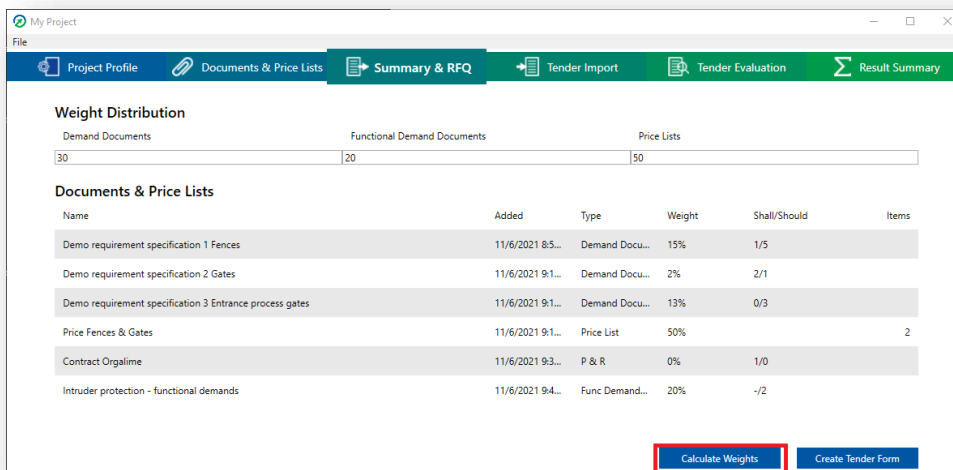
However, it is okay if it only rounds up to 100, for example if you would like the weight to be divided equally between the three types.



Weight Distribution		
Demand Documents	Functional Demand Documents	Price Lists
30	20	50

Documents & Price Lists						
Name	Added	Type	Weight	Shall/Should	Items	
Demo requirement specification 1 Fences	11/6/2021 8:5...	Demand Docu...	15%	1/5		

To use the new distribution, click “Calculate weights” to re-calculate the other documents/price lists and the remaining share for the document type will be shared according to the same principles as before.



Weight Distribution		
Demand Documents	Functional Demand Documents	Price Lists
30	20	50

Documents & Price Lists						
Name	Added	Type	Weight	Shall/Should	Items	
Demo requirement specification 1 Fences	11/6/2021 8:5...	Demand Docu...	15%	1/5		
Demo requirement specification 2 Gates	11/6/2021 9:1...	Demand Docu...	2%	2/1		
Demo requirement specification 3 Entrance process gates	11/6/2021 9:1...	Demand Docu...	13%	0/3		
Price Fences & Gates	11/6/2021 9:1...	Price List	50%		2	
Contract Orgalmime	11/6/2021 9:3...	P & R	0%	1/0		
Intruder protection - functional demands	11/6/2021 9:4...	Func Demand...	20%	-/2		

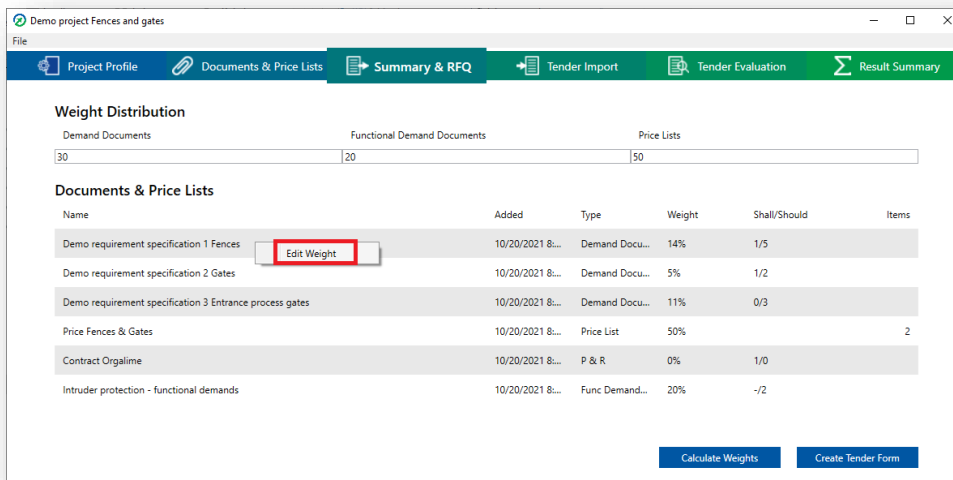
Calculate Weights Create Tender Form

Change weight on specific document or price list

The program assigns default weights to your documents and price lists.

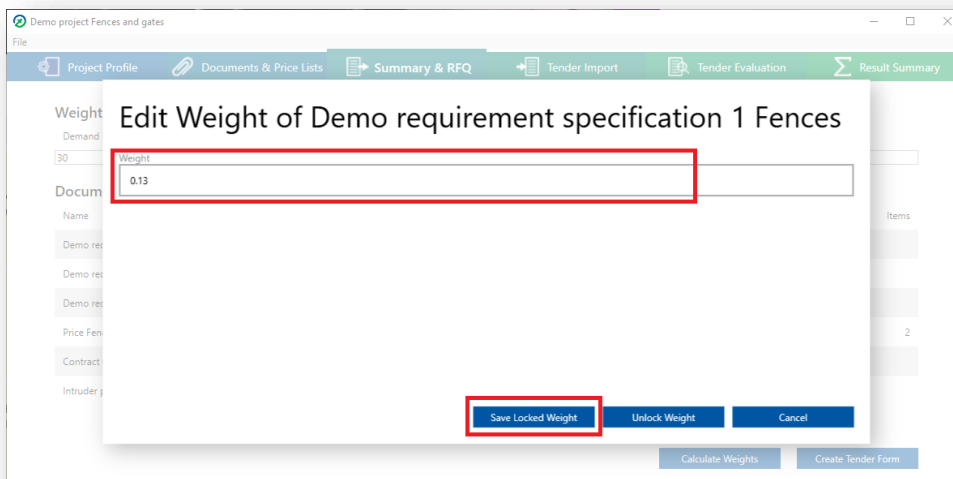
- Demand documents are assigned a value corresponding to their share of all should demands.
- Functional demand documents are given a share corresponding to their share of all functional demand documents.
- For price lists the weight assigned is equally divided amongst all price lists.

To edit the weight double-click or right-click the document/price list and press “Edit Weight”.



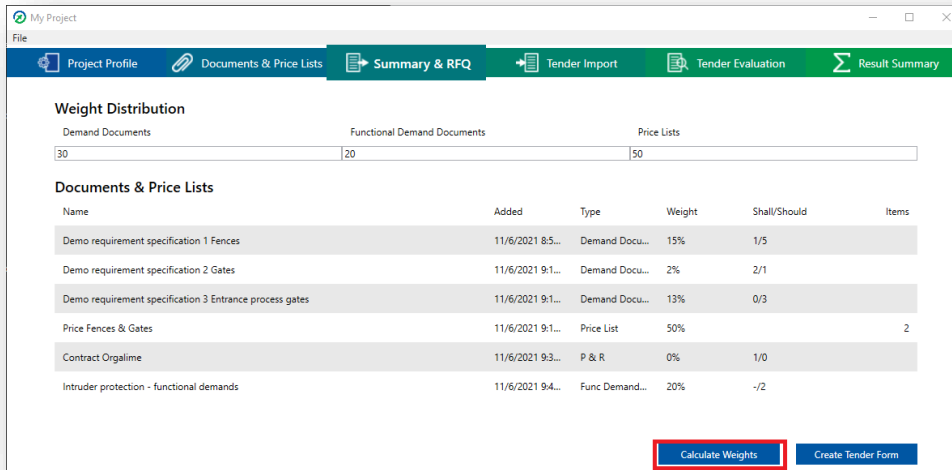
Name	Added	Type	Weight	Shall/Should	Items
Demo requirement specification 1 Fences	10/20/2021 8...	Demand Docu...	14%	1/5	
Demo requirement specification 2 Gates	10/20/2021 8...	Demand Docu...	5%	1/2	
Demo requirement specification 3 Entrance process gates	10/20/2021 8...	Demand Docu...	11%	0/3	
Price Fences & Gates	10/20/2021 8...	Price List	50%		2
Contract Orgaline	10/20/2021 8...	P & R	0%	1/0	
Intruder protection - functional demands	10/20/2021 8...	Func Demand...	20%	-/2	

In the pop-up write your new weight and click “Save Locked Weight”.



This weight will now be locked and not change when you re-calculate how the weight should be distributed among the other documents and price lists.

To use the new distribution, click “Calculate weights” to re-calculate the other documents/price lists and the remaining share for the document type will be shared according to the same principles as before.



The screenshot shows the 'My Project' window with the 'Summary & RFQ' tab selected. The 'Weight Distribution' section displays three input fields: 'Demand Documents' (30), 'Functional Demand Documents' (20), and 'Price Lists' (50). Below this, the 'Documents & Price Lists' table lists various documents and their weights.

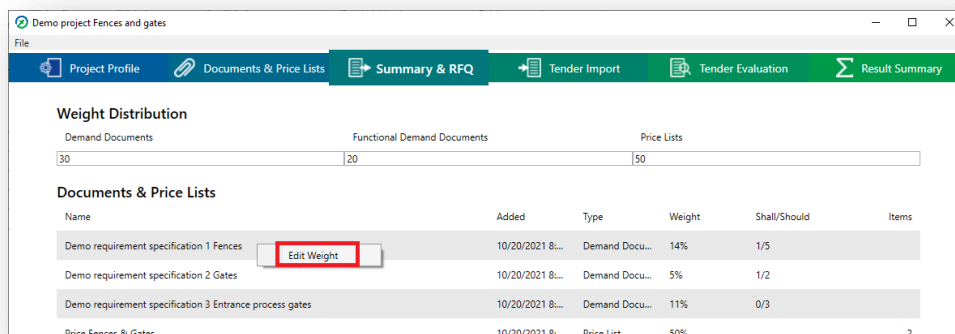
Name	Added	Type	Weight	Shall/Should	Items
Demo requirement specification 1 Fences	11/6/2021 8:5...	Demand Docu...	15%	1/5	
Demo requirement specification 2 Gates	11/6/2021 9:1...	Demand Docu...	2%	2/1	
Demo requirement specification 3 Entrance process gates	11/6/2021 9:1...	Demand Docu...	13%	0/3	
Price Fences & Gates	11/6/2021 9:1...	Price List	50%		2
Contract Orgaline	11/6/2021 9:3...	P & R	0%	1/0	
Intruder protection - functional demands	11/6/2021 9:4...	Func Demand...	20%	-/2	

At the bottom right, there are two buttons: 'Calculate Weights' (highlighted with a red box) and 'Create Tender Form'.

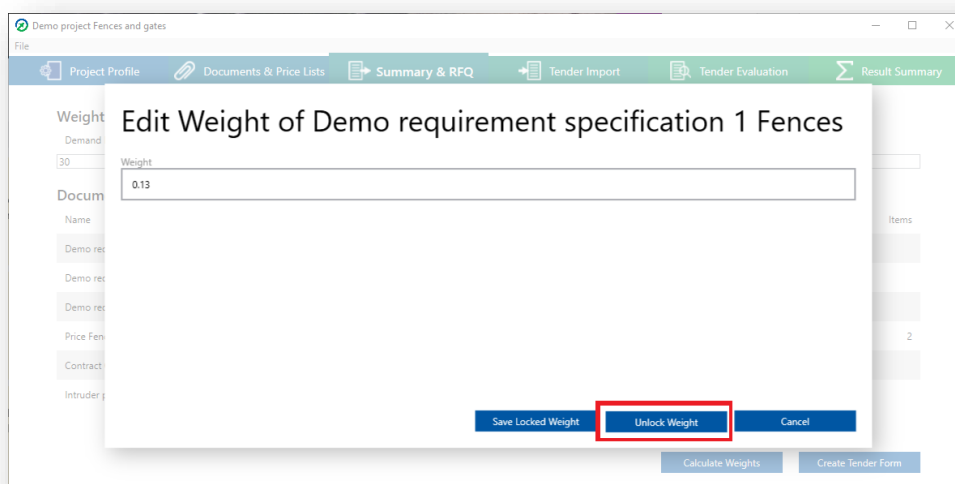
Unlocking the weight on document or price list

If you have assigned a custom weight to a price list or document but now instead want it to be distributed equally you need to unlock the weight again.

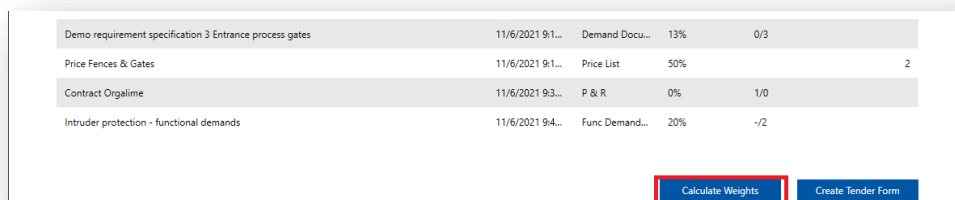
To edit the weight right-click the document/price list and press “Edit Weight”.



In the pop-up write click “Unlock Weight”.



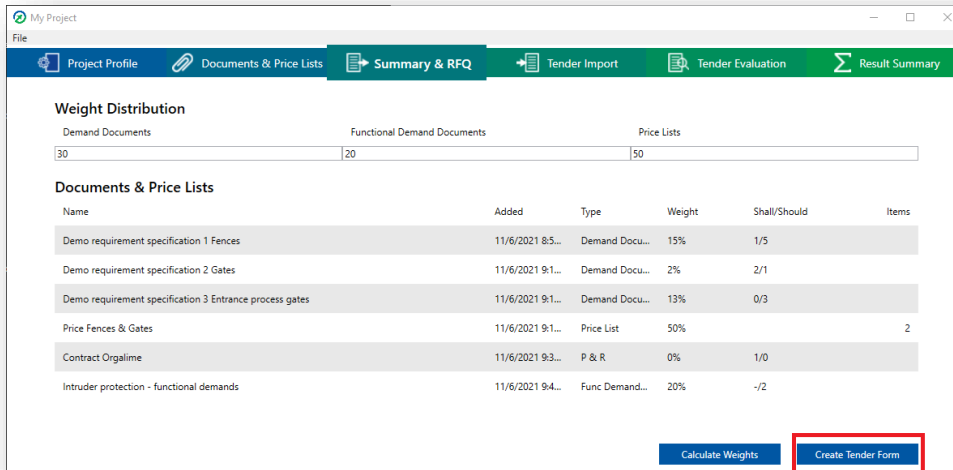
Press “Re-calculate” and the document or price list will go back to being equally weighed with the others.



Export RFQ/Tender form

The exported tender form is an excel file for the suppliers to fill in.

Click on the button “Generate Tender Form”.



Weight Distribution

Demand Documents	Functional Demand Documents	Price Lists
30	20	50

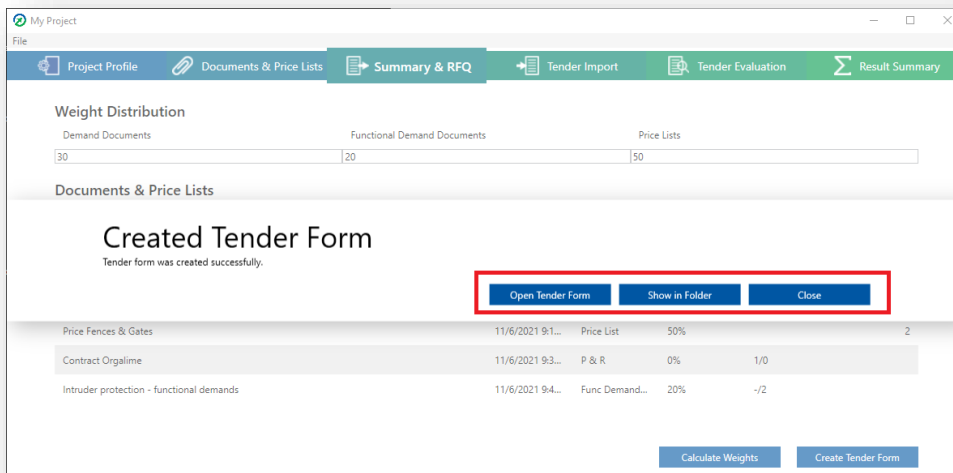
Documents & Price Lists

Name	Added	Type	Weight	Shall/Should	Items
Demo requirement specification 1 Fences	11/6/2021 8:5...	Demand Docu...	15%	1/5	
Demo requirement specification 2 Gates	11/6/2021 9:1...	Demand Docu...	2%	2/1	
Demo requirement specification 3 Entrance process gates	11/6/2021 9:1...	Demand Docu...	13%	0/3	
Price Fences & Gates	11/6/2021 9:1...	Price List	50%		2
Contract Orgaline	11/6/2021 9:3...	P & R	0%	1/0	
Intruder protection - functional demands	11/6/2021 9:4...	Func Demand...	20%	-/2	

Buttons: Calculate Weights, **Create Tender Form**

This will open the File Explorer. Pick the location you want to save the file in, name it and save. The program will now create an excel-file with your tender form and a pop-up will appear.

- To open the file click "Open".
- To open the folder where the file is located click "Show in Folder".
- To continue working in ProTendering press "Close".



Created Tender Form

Tender form was created successfully.

Buttons: **Open Tender Form**, **Show in Folder**, **Close**

Price Fences & Gates	11/6/2021 9:1...	Price List	50%		2
Contract Orgaline	11/6/2021 9:3...	P & R	0%	1/0	
Intruder protection - functional demands	11/6/2021 9:4...	Func Demand...	20%	-/2	

Buttons: Calculate Weights, Create Tender Form

Using the Tender Form

Exporting the tender form creates an excel for the suppliers to fill in. The Tender form can be made available to the suppliers as an attachment in any digital procurement system, as a download on any web page, as an attachment in an e-mail or any other digital communication way. When the supplier has answered by filling in the information in the tender form, it can be imported back into ProTendering and the tender will automatically be interpreted.

The file is protected so the supplier can only fill in the correct fields. If the file is unlocked and fields other than input fields are edited, ProTendering will not allow you to import the file.

Company information

The first sheet shows the contact information you added into the project profile, along with fields for the supplier to fill in their company and contact information.

Powered by ProTendering

Procurement for		Project Info	
Purchaser Info		Project Name	Demo project Fences and gates
Purchaser Name	Paul Paulsson	Answer Date	2021-11-15
Phone Number	+46711122233	Currency	USD
Email	PP@purchaser.se		
Address 1	Street 1		
Address 2			
Zip Code	11111		
City	Stockholm		
Country	Sweden		
Tender Info			
Company Name			
Company ID (minimum one)			
VAT number			
Company Reg Number			
DUNS Number			
Bid Manager			
Full Name			
Title/Position			
Phone Number			
Email			
Address 1			
Address 2			
Zip Code			
City			
Country			
Contract Signee			
Full Name			
Title/Position			
Phone Number			
Email			
Address 1			
Address 2			
Zip Code			
City			
Country			

Contact Info Demo requirement specification Demo requirement specification1 Demo requirement specification2

For each document and price list created in ProTendering there will be a corresponding sheet in the Tender form.

Address 1	
Address 2	
Zip Code	
City	
Country	

Contact Info	Demo requirement specification	Demo requirement specification1	Demo requirement specification2	Price Fences & Gates	Contract Orgalmie	Intruder protection - function
--------------	--------------------------------	---------------------------------	---------------------------------	----------------------	-------------------	--------------------------------

Note that it is important that all mandatory fields in all of the sheets are filled in by the supplier. In the demand sheets mandatory fields are highlighted in yellow.

Demand document tab

The demand documents and policy and regulatory documents display information about the demand, and three fields per demand for the supplier to fill in.

- The first of the three fields is a response field where the supplier states their compliance to the demand. For shall demands their response is either “Fully” or “None”. For should demands the response alternatives are “Fully”, “Mainly”, “Partly”, or “None”.
- The next field is a field where the supplier can leave a comment. If you wrote an instruction or question in ProTendering it will show up next to the comment field.
- If you ticked that a comment is mandatory on the demand, the field will be highlighted yellow.
- The last field is available in the case the supplier will send an attachment connected to the demand. In that case the supplier writes the name(s) of the attachment(s) here.
- If you wrote a request for an attachment in ProTendering it will show up next to the attachment field.
- If you ticked that attachments are mandatory to respond with on the demand the field will be highlighted yellow.

Powered by ProTendering									
Demo requirement specification 1 Fences					Bid				
Chapter Name	Demand Statement	Importance	Description	Attachments	Compliance	Comment Instruction	Write Comment Here	Attachment Instruction	Write Attachment Name Here
1.1 Chapter 1 General requirements									
1.1.1	SI units shall be used.	Mandatory			Choose Compliance Level				
1.1.2 Chapter 1.1 Fences									
1.1.2.1	It is critically important to have high fences, therefore minimum height should be 3 m. Its very important to secure the fences towards intruders, therefore it should not be possible for a man to cut the fence open with manual tools.	Critical			Choose Compliance Level				
1.1.2.2		Very important			Choose Compliance Level				
1.1.3 Chapter 1.2 Barbed wires									
1.1.3.1	Fences should therefore be equipped with barbed wire. Barbed wire should be minimum 30 cm in height, this is an important demand.	Important			Choose Compliance Level				
1.1.3.2		Important			Choose Compliance Level				
1.1.4 Chapter 1.3 design									
1.1.4.1	A less important demand is that the whole fence should be green.	Less important			Choose Compliance Level				

Functional demand document tab

The functional demand sheets are very similar to the other demand sheets, but they will also display your evaluation method.

ProTendering							
on - functional demand							
	Evaluation Method	Requirements for 5 Points	Requirements for 4 Points	Requirements for 3 Points	Requirements for 2 Points	Requirements for 1 Point	Requirements for 0 Points
secured for intruders.	A security company will challenge and evaluate security towards intruders	Excellent: Professionals unlikely to succeed within less than 30 minutes	Good: Normal competent intruders unlikely to succeed, professionals within 5 minutes	Acceptable: normal competent intruders may succeed within 10 minutes	Poor: normal competent intruders may succeed within 30 seconds	Unacceptable: breakthrough by amateur possible	No or incomplete descriptions
only allow for one person	A security company will challenge and evaluate security.	Excellent: Professionals unlikely to succeed within less than 30 minutes	Good: Normal competent intruders unlikely to succeed, professionals within 5 minutes	Acceptable: normal competent intruders may succeed within 10 minutes	Poor: normal competent intruders may succeed within 30 seconds	Unacceptable: breakthrough by amateur possible	No or incomplete descriptions

Another difference is that the supplier can't fill in their compliance so only the fields for comments and attachments will be available.

ProTendering				
Bid				
Points	Comment Instruction	Write Comment Here	Attachment Instruction	Write Attachment Name Here
criptions	Describe method for purchaser's evaluation.		Attach detailed drawings and functional specification documents	
criptions	Describe functionality of design		Attach detailed functional description and detailed drawings	

Price list tab

The price list sheet displays a minimized version of the price list you filled in in ProTendering where the supplier can fill in their own article number (vendor material number) along with their price and delivery time.

Powered by ProTendering					
Price Fences & Gates					
Article/Service Number	Description	Vendor Material Number	Ord Price Unit	Net Price	Planned Delivery Time
	Total price FENCES			0	0
	Total price GATES			0	0

Import Tender

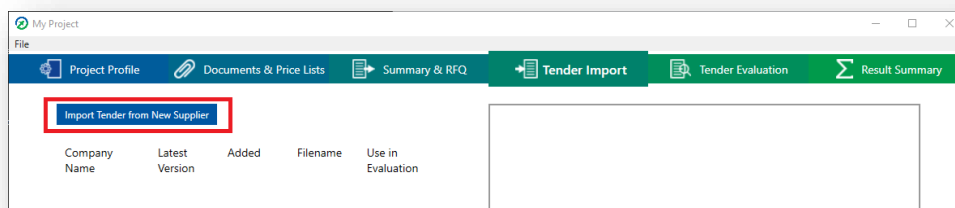
In this tab you import the answers the suppliers gave in the tender form. It is important that you make no changes to your documents and price lists after you've sent out your tender form since you are only able to import the answers if the import matches the current tender form.

In the tab you also have a table where you can see the companies that have been imported. The table shows the company name, what version you are on, when it was added and the name of the tender file. You can also select what companies to use in the evaluation here.

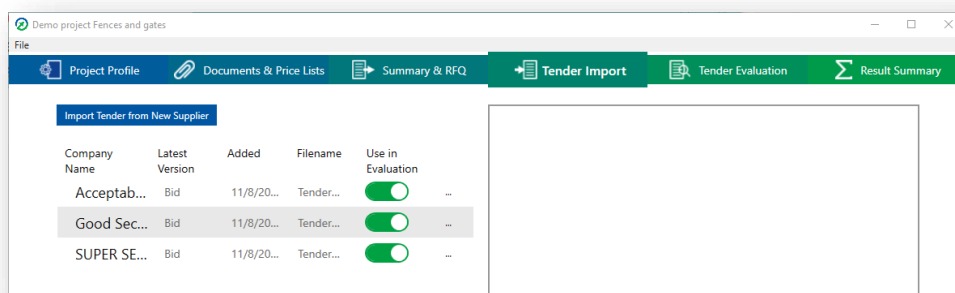
Import Tender from New Supplier

Note that this can only be used when you import a tender from a new supplier.

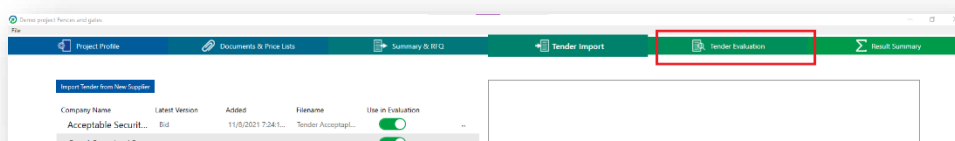
Click on "Import Tender from New Supplier". This will open the File Explorer where you select the tender form you want to import and press "Open".



Imported tenders are added to the table and assigned the company name that was given in the tender form.



The answers can be viewed under the main tab "Tender Evaluation".



Import New Tender Version

Note that this is used only for companies you have already imported the “Bid” version for. It is also important that the company name, and the VAT nr, DUNS nr and/or the Reg nr are the same as in previously imported versions.

There are two ways to import a new version:

- Through the detailed company information view
- By right-clicking

To import through the company information view, click on the desired company and the detailed company information will be visible on the right.

Company Name	Latest Version	Added	Filename	Use in Evaluation
Acceptable Secur...	Bid	11/05/2021 7:24 L...	Tender Acceptabl...	<input checked="" type="checkbox"/>
Good Security AB	Bid	11/05/2021 7:24 L...	Tender Fences an...	<input checked="" type="checkbox"/>
SUPER SECURITY	Bid	11/05/2021 7:24 L...	Tender SUPER SE...	<input checked="" type="checkbox"/>

Acceptable Security AB

Use in Evaluation ☒

Versions
[Import New Version](#)

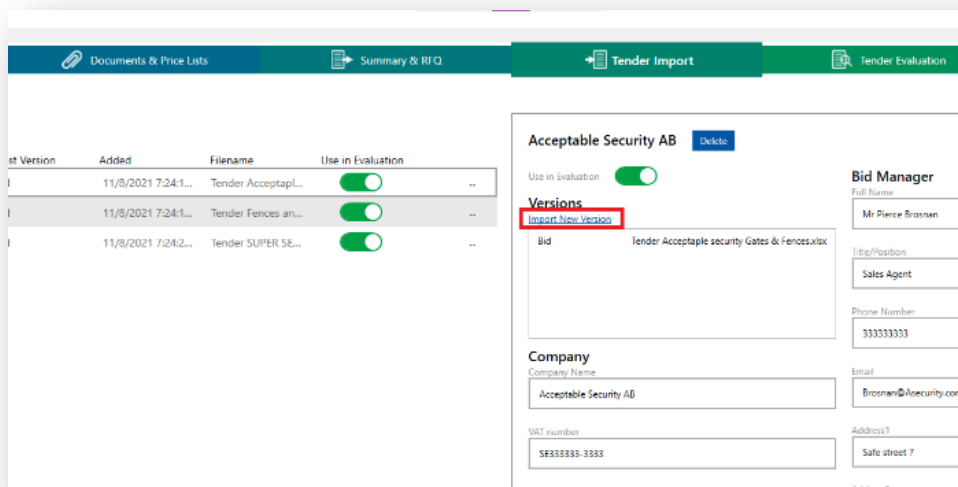
Bid: Tender Acceptable security Gates & Fences

Company
Company Name: Acceptable Security AB
VAT number: SE831835 3333
DUNS Number:
Company Reg Number:
Additional requested information:

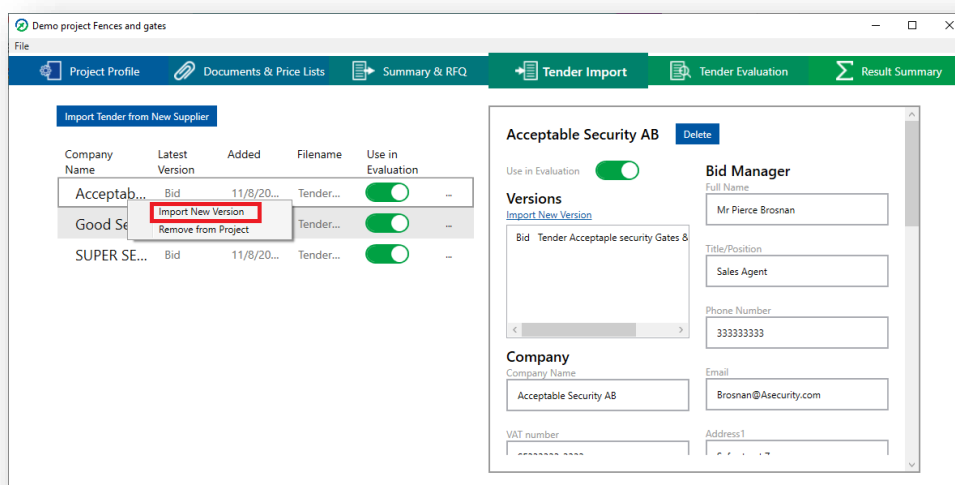
Bid Manager
Full Name: Mr Perwa Persson
Title/Position: Sales Agent
Phone Number: 333333333
Email: Broman@securitly.com
Address 1: Safe street 7
Address 2:
Zip Code: 18087 City: Stockholm
Country: Sweden

Contract Signee
Full Name:
Title/Position:

Under “Versions” click “Import New Version”. This will open the File Explorer. Select the file you want to import and press “Open”.



The other way to import is to right-click on the desired company in the table and choose “Import New Version”. This will open the File Explorer. Select the file you want to import and press “Open”.

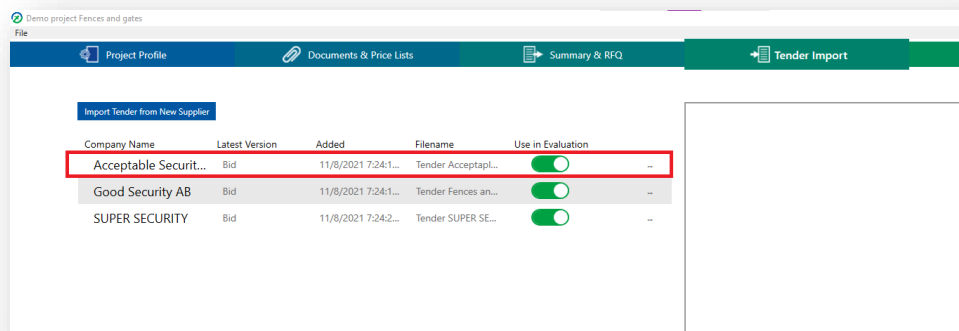


Your new version has now been imported and will be used in the evaluation model, as the latest version is the one that is used in the model.

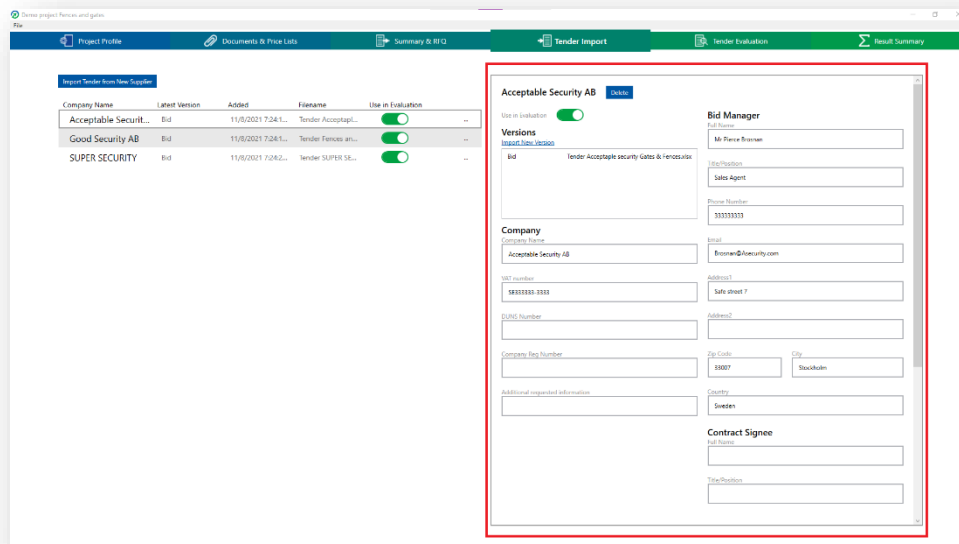
In this version imported tenders cannot be deleted, instead use “Use in Evaluation” to unselect the tender.

View imported company information

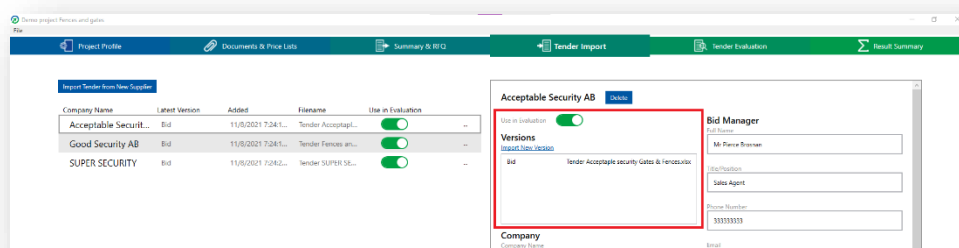
In the list click on the supplier you want to view.



A detailed view of the company information will now be visible on the right side of the window.



Along with the company information you can also see all your imported versions from the supplier, import a new version of your tender, and choose if the supplier should be used in the evaluation.



Edit company information

In this version you need to edit the information in the tender form. In later versions of ProTendering you will do this in the interface.

First you need to export a new version, see “Export revision”.

Open your exported file and edit the company information on the first sheet and save. Note that you can’t change the company name, the VAT nr, DUNS nr, or the Reg nr.

Now re-import the file under the correct company. You can read how to do that under “Import New Tender Version”.

Select companies for evaluation

There are two ways to select the suppliers you want to use in the evaluation

- In the company list use the green toggle in the “Use in Evaluation” column.
- Having a company selected use the green toggle in the company information box.

Default is that all companies are used in the evaluation model.

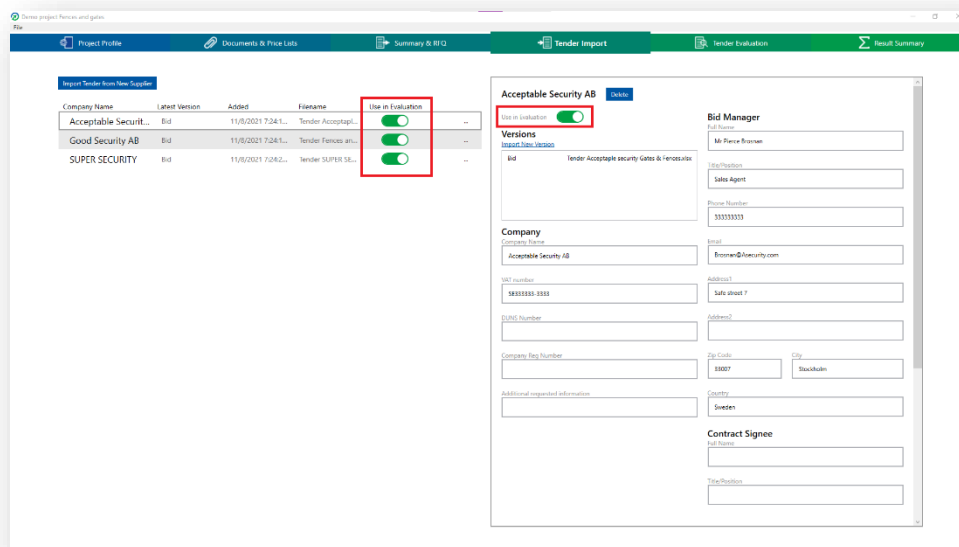
The screenshot displays the ProTendering software interface. The top navigation bar includes tabs for 'Project Profile', 'Documents & Price Lists', 'Summary & BTO', 'Tender Import', 'Tender Evaluation' (active), and 'Result Summary'. The main content area is divided into two panels. The left panel, titled 'Import Tender from New Supplier', contains a table with columns: 'Company Name', 'Latest Version', 'Added', 'Filename', and 'Use in Evaluation'. Three companies are listed: 'Acceptable Security AB', 'Good Security AB', and 'SUPER SECURITY'. Each has a green toggle switch in the 'Use in Evaluation' column, which is highlighted by a red box. The right panel, titled 'Acceptable Security AB', shows a 'Use in Evaluation' toggle switch (also highlighted by a red box) and a 'Bid Manager' section. The 'Bid Manager' section includes fields for 'Sales Agent', 'Phone Number', 'Email', 'Address1', 'Address2', 'City', 'Country', and 'Contract Signee'. The 'Company' section includes fields for 'Company Name', 'VAT number', 'DUNS Number', and 'Company Reg Number'.

Tender Evaluation

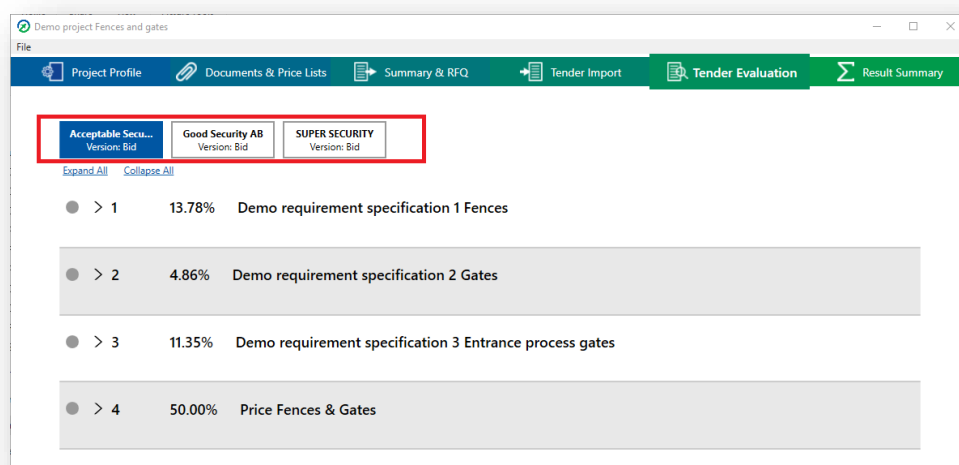
The “Tender Evaluation” tab is for evaluating the responses imported in the “Tender Import” tab. All imported suppliers marked to be used in the evaluation are visible and are used in the evaluation model.

Select company to evaluate

First make sure all the suppliers you want to use in the evaluation are marked to be used in evaluation in the “Tender Import” main tab.

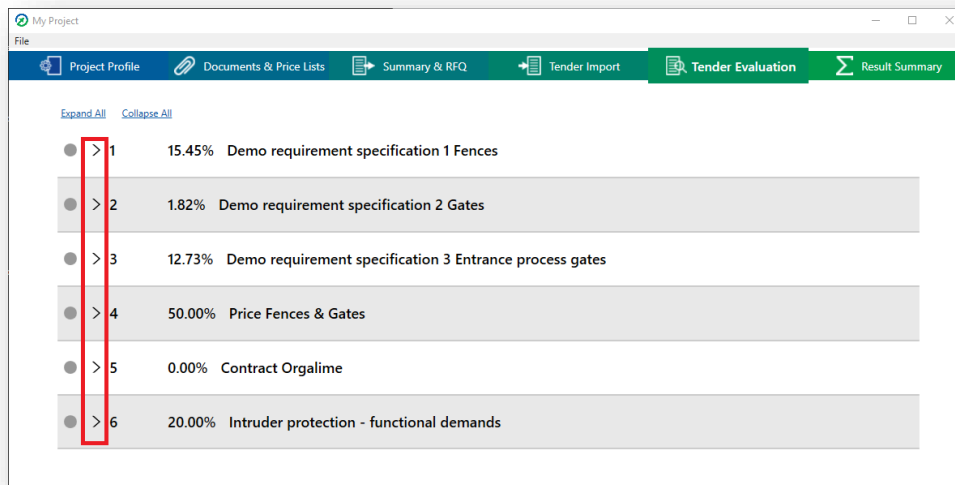


The companies will show up as buttons in the main tab “Tender Evaluation”. Click on the button with the name of the supplier you want to evaluate. Your documents and price lists will now show the responses from that supplier.

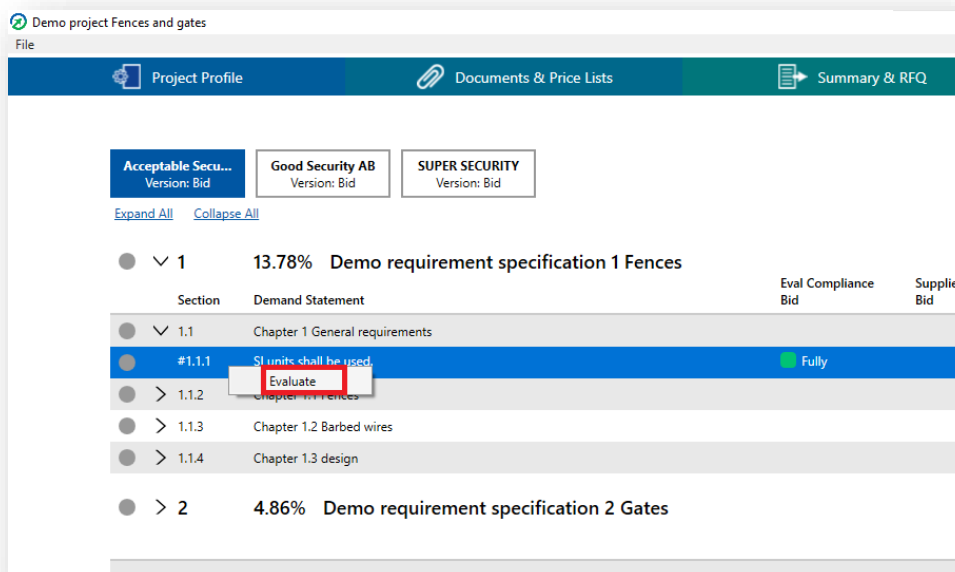


Evaluate demand

Click on the arrow to expand the document you want to evaluate.



Right-click and choose “Evaluate” or double-click on the demand you want to evaluate.



This will open an evaluation window. This is the view used for the evaluation of demands.

The screenshot shows the 'Tender Evaluation' window for 'Evaluate Demand #2.1.1.1'. The window has a top navigation bar with 'Project Profile', 'Documents & Price Lists', 'Summary & RFQ', 'Tender Import', 'Tender Evaluation' (active), and 'Result Summary'. The main content area is titled 'SUPER SECURITY' and 'Acceptable Security AB'. It contains a description of the demand: 'There shall be one gate on each side.' and 'Shall Demand, Mandatory'. Below this, there are sections for 'More About Demand' (Description, Attachments, Comment Instruction, Attachment Instruction) and 'Supplier'. The 'Supplier' section has a 'Done' button. At the bottom, there are 'Previous Demand' and 'Next Demand' buttons, and a 'Create Revision Form' button.

At the top of the evaluation window are two buttons, and in between them the name of the current supplier. The buttons are used to navigate between other suppliers' responses for that same demand, functional demand or price component without closing the evaluation window.

This close-up screenshot highlights the navigation controls at the top of the evaluation window. It shows two blue buttons: '< SUPER SECURITY' and 'Acceptable Security AB >'. The current supplier name 'Acceptable Security AB' is displayed between the buttons. Below this, the title 'Evaluate Demand #2.1.1.1' is visible.

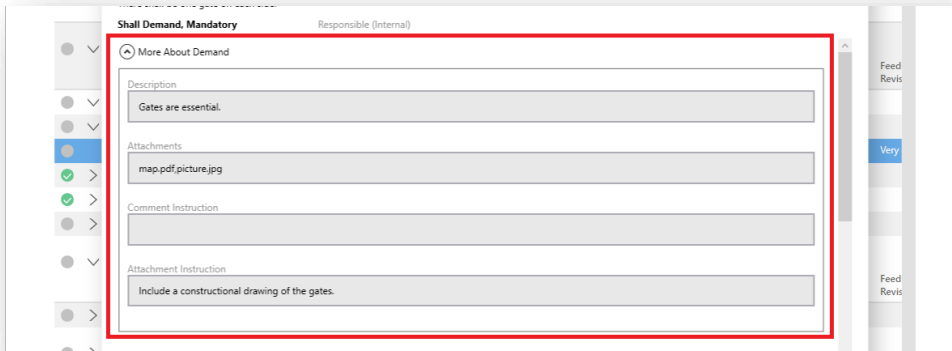
Below is the demand statement, the importance level and the responsible.

This close-up screenshot focuses on the demand statement and its importance level. It shows the text 'There shall be one gate on each side.' and 'Shall Demand, Mandatory'. The importance level 'Shall Demand, Mandatory' is highlighted with a red box. Below this, the responsible party 'Responsible (Internal)' is listed.

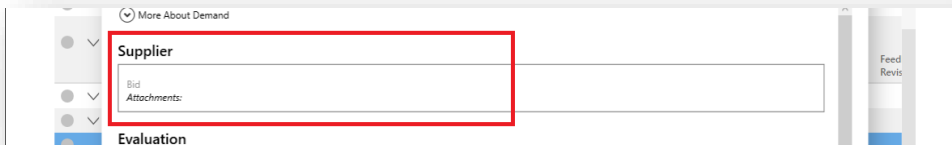
To see the rest of the information on the demand, click “More About Demand”.

This displays:

- Description
- Attachments
- Instruction for Comments
- Instructions for Attachments



Under “Supplier” in the evaluation window, the latest response from the supplier is always visible.

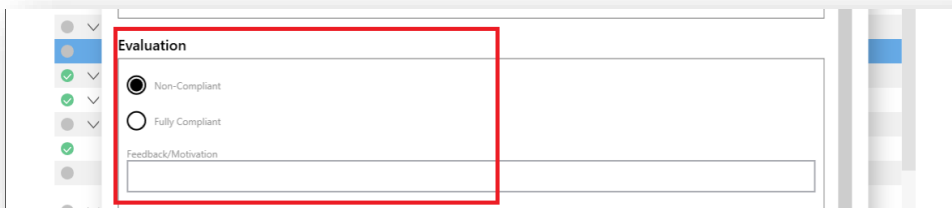


Under “Evaluation” in the evaluation window you evaluate by selecting how well the supplier complies with your demand.

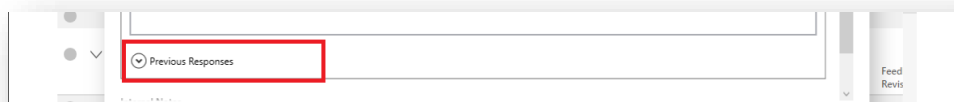
The options are the same as it was for the supplier;

- Shall demands have the options “Fully Compliant” and “Non-compliant”.
- Should demands have the options “Fully Compliant”, “Mainly Compliant”, “Partly Compliant”, and “Non-compliant”.

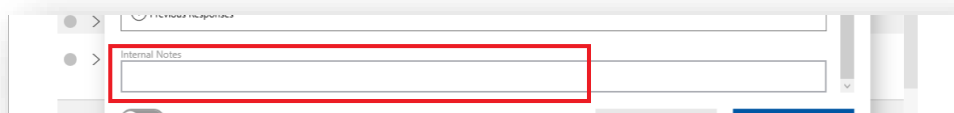
There is also a field to fill in feedback and/or a motivation for your choice of compliance.



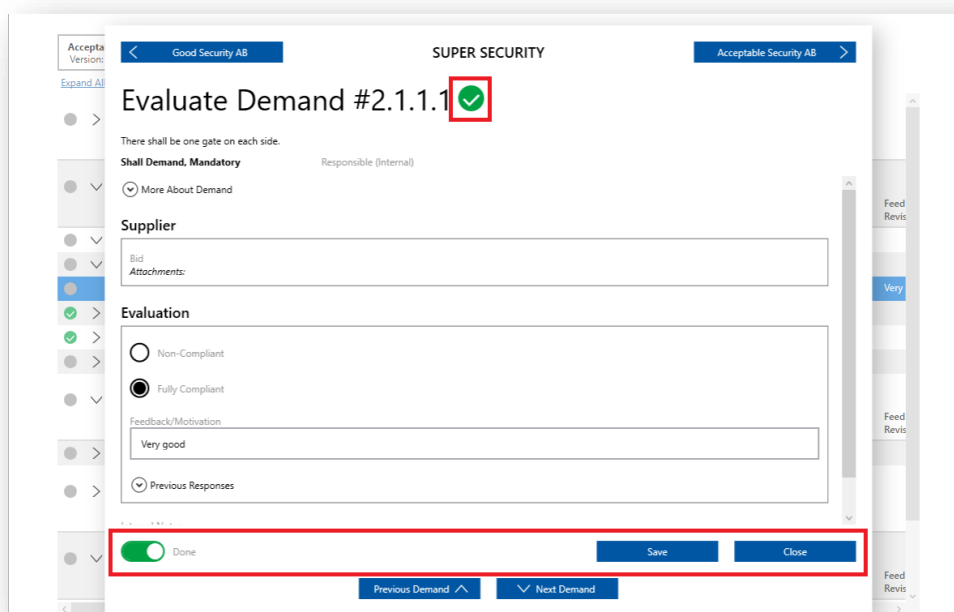
To see your previous responses, click “Previous Responses”.



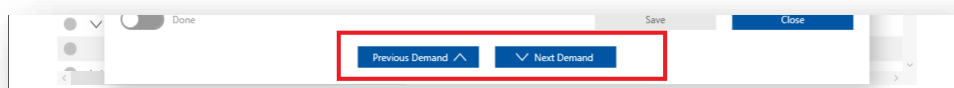
Lastly is a field for you to use if you want to leave comments for you or the team but that are not to be shared with the supplier.



At the bottom of the window are the buttons for saving or canceling your changes. Clicking “Mark as Done” leaves a green checkmark at the top of the evaluation window and on the corresponding row in the table to make it easier for you to get an overview.

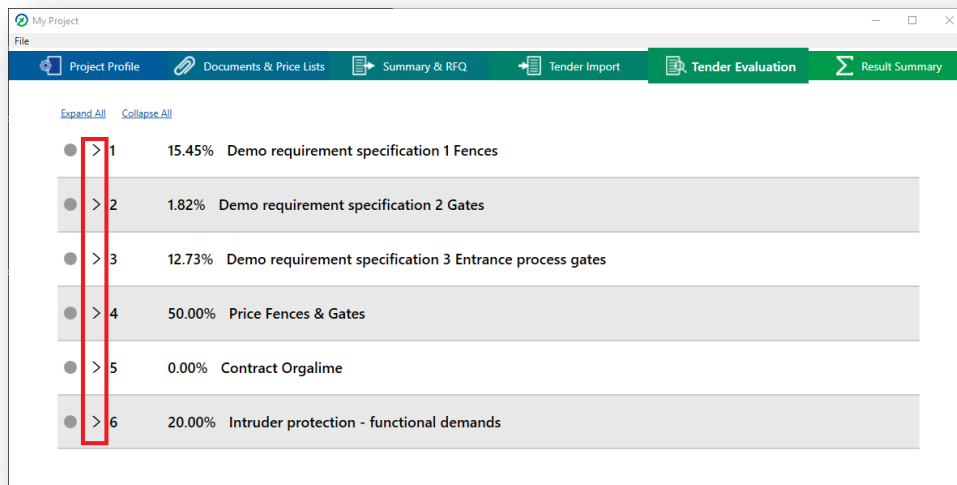


Here are also the buttons “Previous Demand” and “Next Demand”. They can be used to jump between demands while staying on the same supplier without closing the evaluation window.

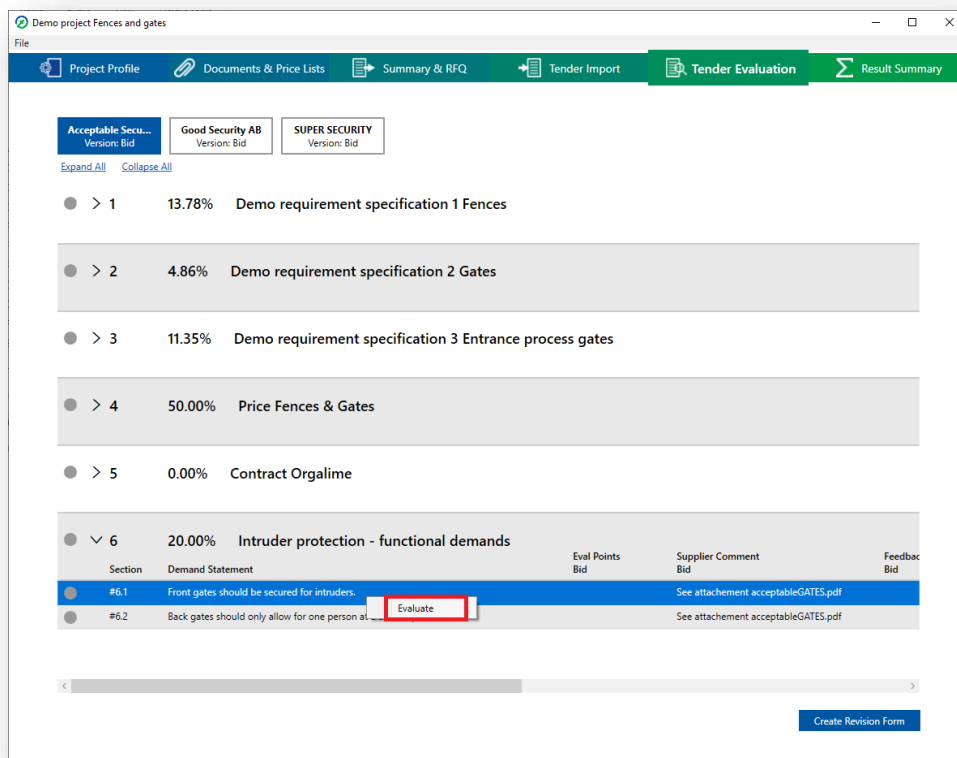


Evaluate functional demands

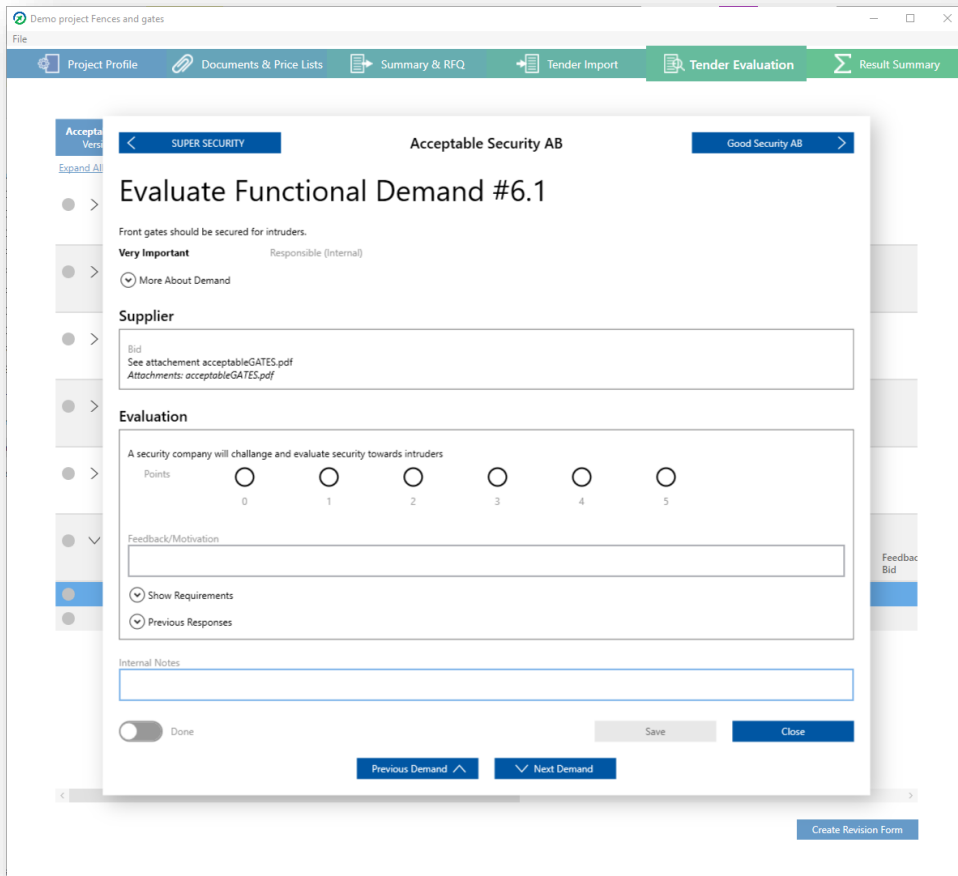
Click on the arrow to expand the document you want to evaluate.



Right-click and choose “Evaluate” or double-click on the functional demand you want to evaluate.

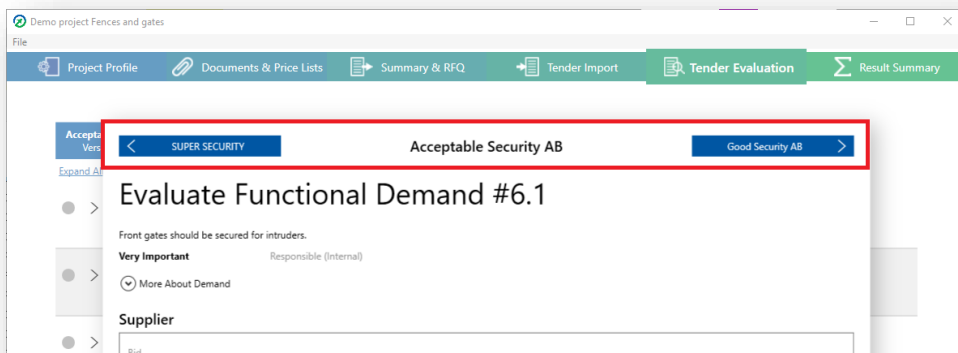


This will open an evaluation window. This is the view used for the evaluation of functional demands.



The screenshot shows the 'Tender Evaluation' window for 'Acceptable Security AB'. The window has a top navigation bar with tabs: Project Profile, Documents & Price Lists, Summary & RFQ, Tender Import, Tender Evaluation (active), and Result Summary. The main content area is titled 'Evaluate Functional Demand #6.1' and includes sections for 'Supplier', 'Evaluation', and 'Internal Notes'. The 'Supplier' section shows a bid for 'Acceptable Security AB' with an attachment 'acceptableGATES.pdf'. The 'Evaluation' section features a scale from 0 to 5 points, a feedback/motivation text box, and checkboxes for 'Show Requirements' and 'Previous Responses'. The 'Internal Notes' section has a text box. At the bottom, there are buttons for 'Previous Demand', 'Next Demand', 'Save', 'Close', and 'Create Revision Form'.

At the top of the evaluation window are two buttons, and in between them the name of the current supplier. The buttons are used to navigate between other suppliers' responses for that same demand, functional demand or price component without closing the evaluation window.



This screenshot is identical to the one above, but with a red rectangular box highlighting the navigation controls at the top of the evaluation window. The box encloses the left arrow button, the text 'SUPER SECURITY', the supplier name 'Acceptable Security AB', and the right arrow button.

Below is the demand statement, the importance level and the responsible along with a checkmark showing if you've checked off this demand for this supplier.

Demo project Fences and gates

File Project Profile Documents & Price Lists Summary & RFQ Tender Import Tender Evaluation Result Summary

Acceptable Security AB

Good Security AB

Evaluate Functional Demand #6.1

Front gates should be secured for intruders.

Very Important Responsible (Internal)

More About Demand

Supplier

Bid
See attachment acceptableGATES.pdf
Attachments: acceptableGATES.pdf

To see the rest of the information on the demand, click “More About Demand”. This displays:

- Description
- Attachments
- Instruction for Comments
- Instructions for Attachments

Front gates should be secured for intruders.

Very Important Responsible (Internal)

More About Demand

Description
Tenders that are evaluated as 0-2 points or below acceptable will be rejected

Attachments
map.pdf

Comment Instruction
Describe method for purchaser's evaluation.

Attachment Instruction
Attach detailed drawings and functional specification documents

Supplier

Bid
See attachment acceptableGATES.pdf
Attachments: acceptableGATES.pdf

Evaluation

Done

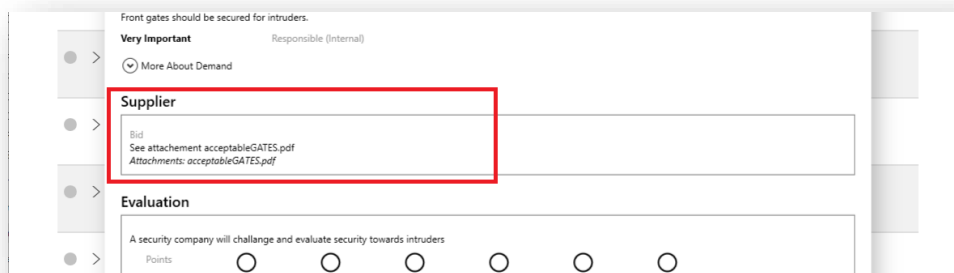
Save Close

Previous Demand Next Demand

Create Revision Form

The differences between the evaluation window for demands and functional demands are the responses from the supplier and how the evaluation is done.

Under “Supplier” in the evaluation window, the latest response from the supplier is always visible, just as for the demands. The difference is that the supplier can’t give an answer on how they comply since that is for you to evaluate, so only comments and attachments from the supplier are visible here.

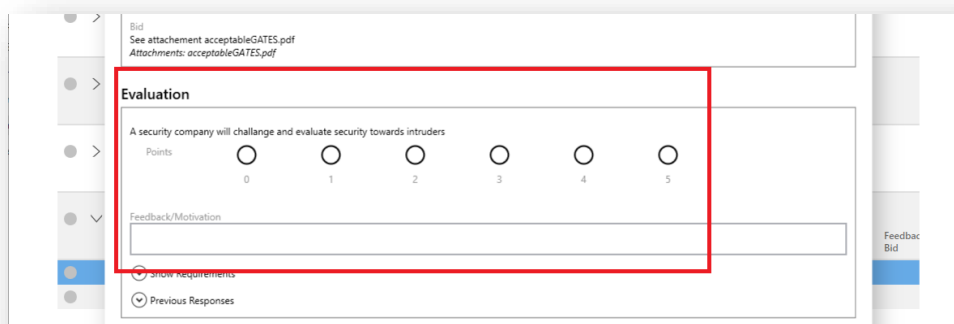


Front gates should be secured for intruders.
Very Important Responsible (Internal)
More About Demand
Supplier
Bid
See attachment acceptableGATES.pdf
Attachments: acceptableGATES.pdf
Evaluation
A security company will challenge and evaluate security towards intruders
Points ○ ○ ○ ○ ○ ○

Under “Evaluation” in the evaluation window the evaluation is not done by compliance but by giving a score from 0-5.

Above the score buttons is the evaluation method that was formulated during the setup of the tender.

There is also a field to fill in feedback and/or a motivation for your choice of compliance.



Bid
See attachment acceptableGATES.pdf
Attachments: acceptableGATES.pdf
Evaluation
A security company will challenge and evaluate security towards intruders
Points ○ ○ ○ ○ ○ ○
0 1 2 3 4 5
Feedback/Motivation
Show Requirements
Previous Responses

To see the requirements for each score, click “Show Requirements”. This shows the requirements for each score.

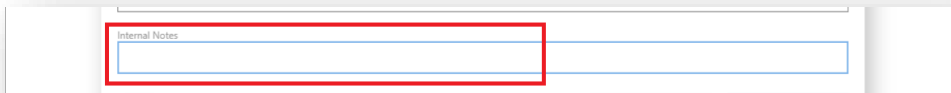


Feedback/Motivation
Show Requirements
Previous Responses
Internal Notes

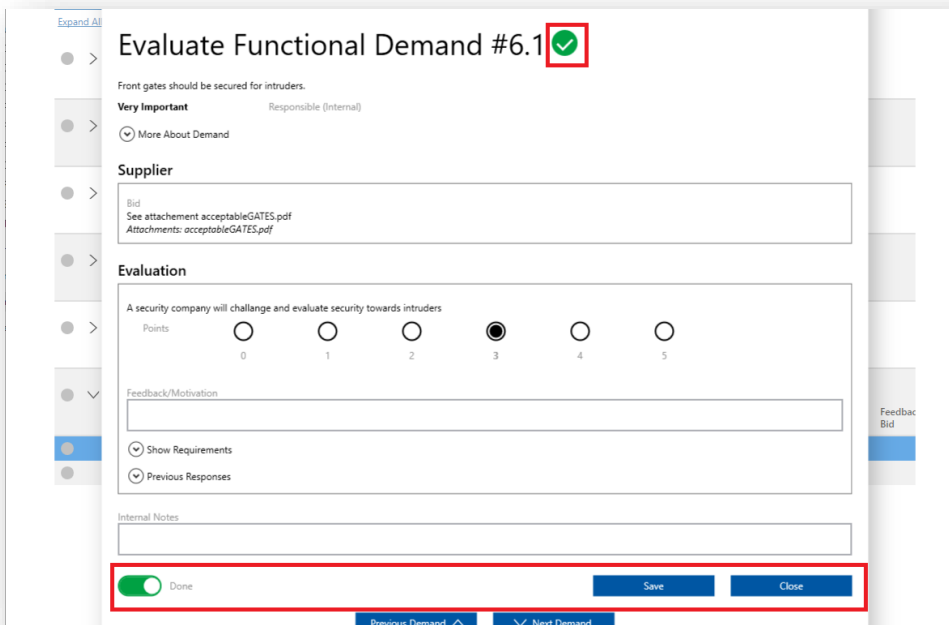
To see your previous responses, click “Previous Responses”. This shows your previous responses with both your score for that version along with the feedback.



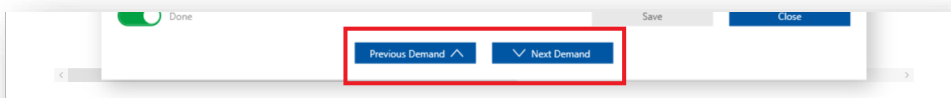
Lastly is a field for you to use if you want to leave comments for yourself or the team but that are not to be shared with the supplier.



At the bottom of the window are the buttons for saving or canceling your changes. Clicking “Mark as Done” leaves a green checkmark at the top of the evaluation window and on the corresponding row in the table to make it easier for you to get an overview.

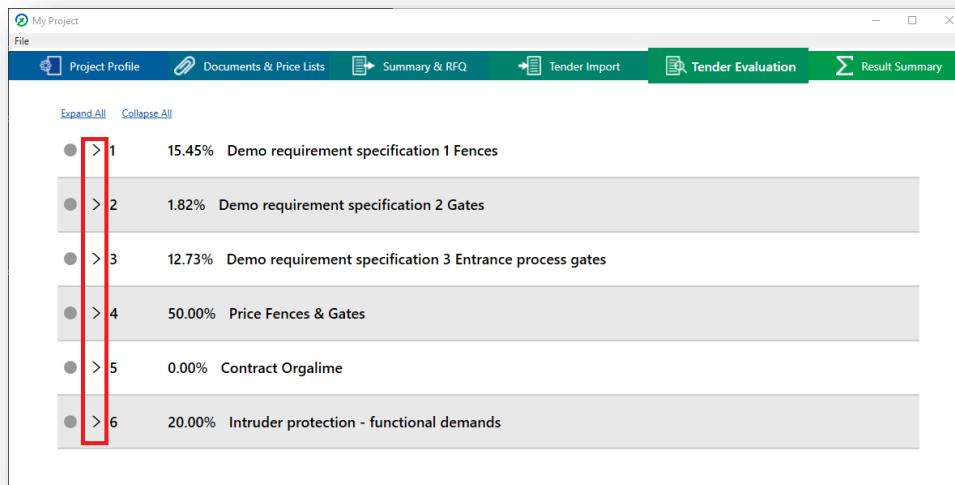


Here are also the buttons “Previous Demand” and “Next Demand”. They can be used to navigate between demands while staying on the same supplier without closing the evaluation window.

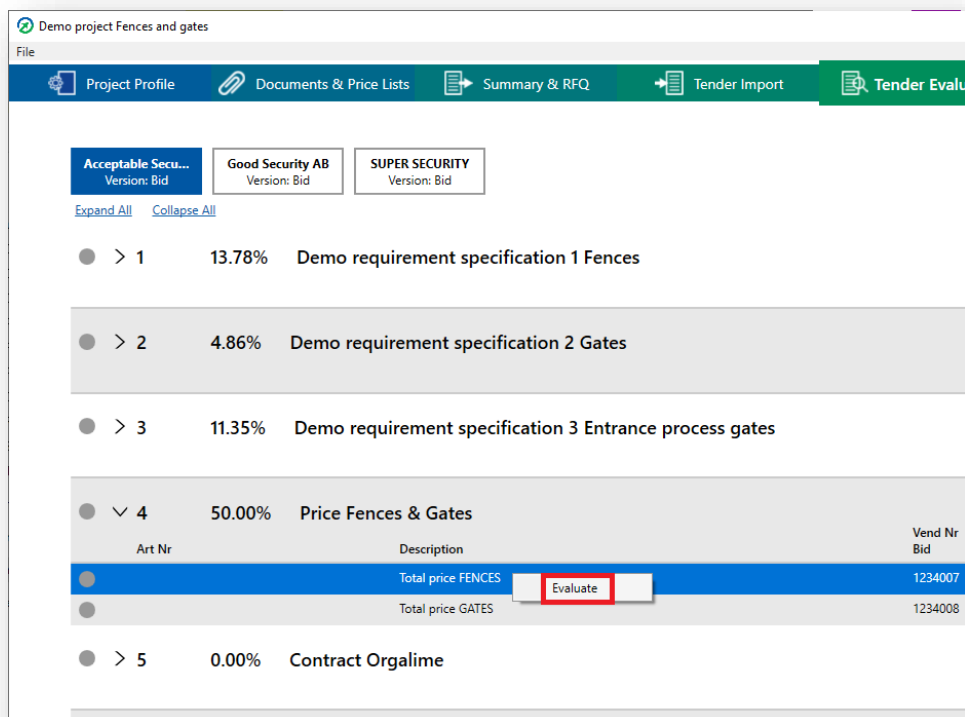


Evaluate price list component

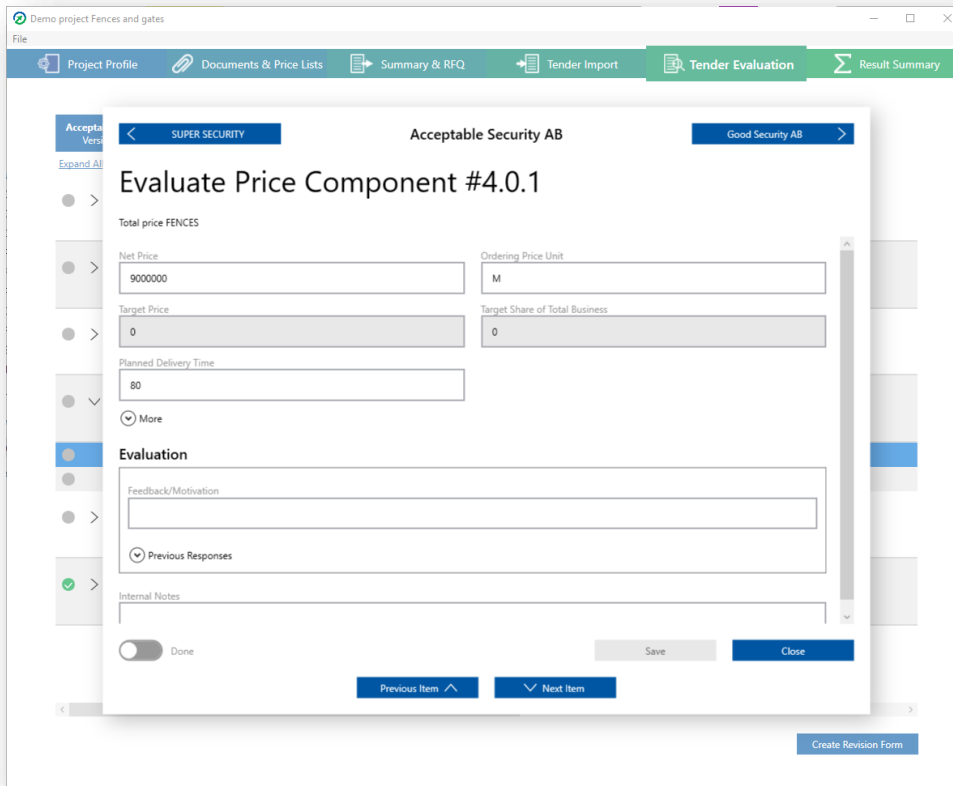
Click on the arrow to expand the price list you want to evaluate.



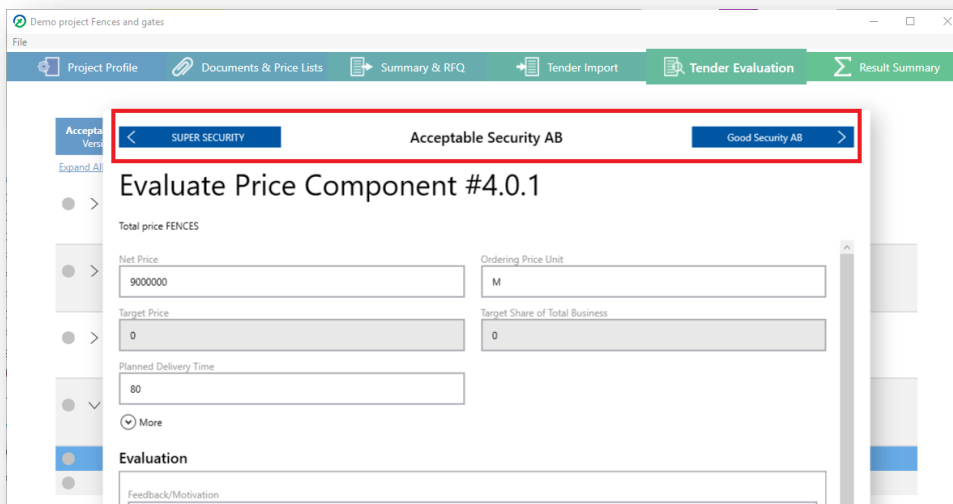
Right-click and choose “Evaluate” or double-click on the price list component you want to evaluate.



This will open an evaluation window. This is the view used for the evaluation of price components.

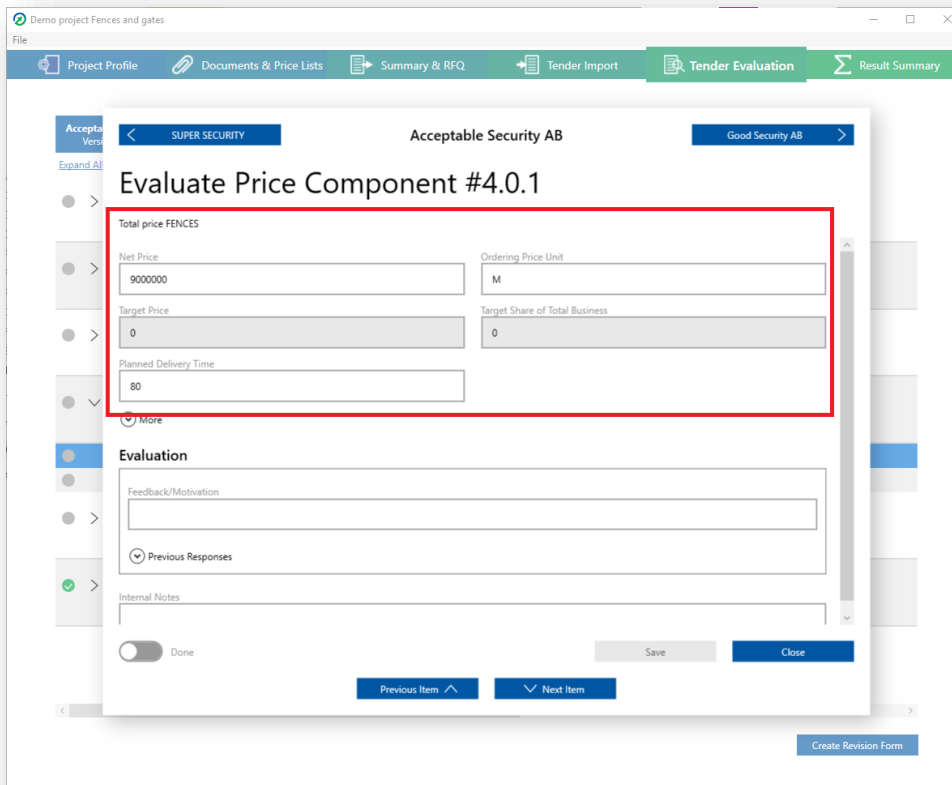


At the top of the window are buttons to jump between suppliers along with the name of the current supplier.



Fields that are always visible are:

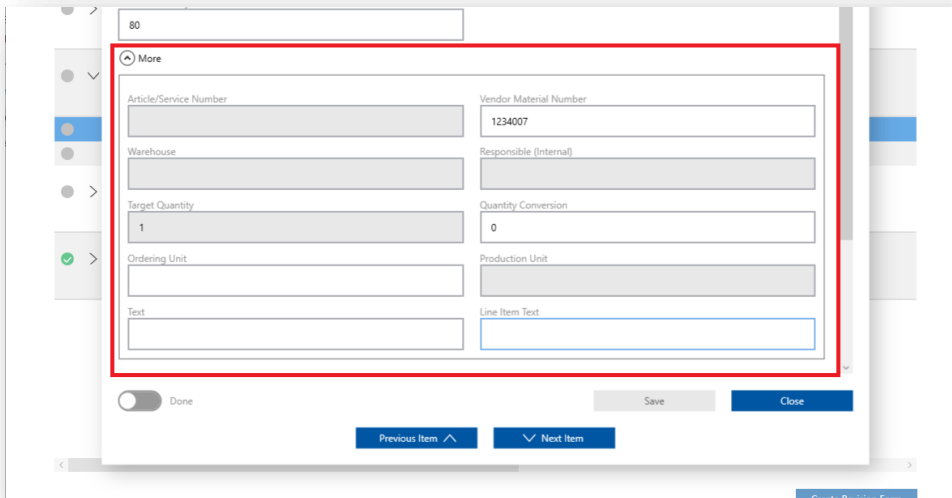
- Net price
- Ordering price unit
- Target price
- Target share of total business
- Planned delivery time



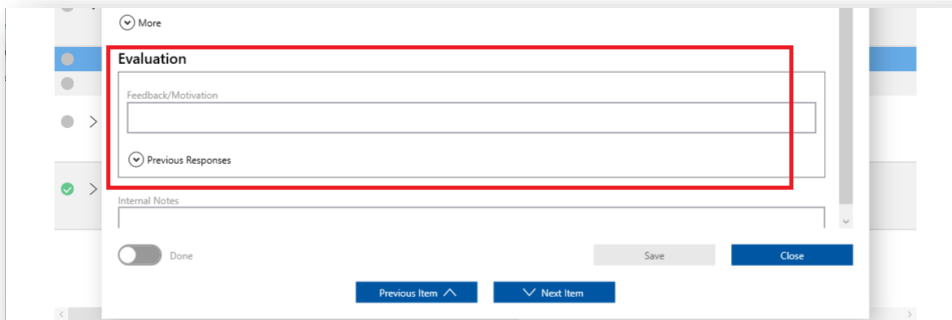
To see the rest of the fields, click “More”.

This shows the fields:

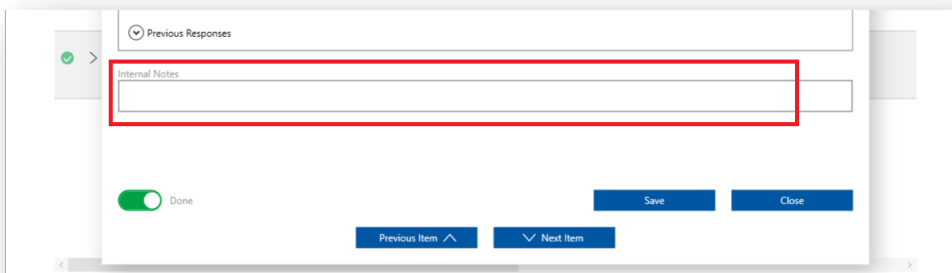
- Article number
- Vendor material number
- Warehouse
- Responsible
- Target quantity
- Quantity conversion
- Ordering unit
- Production unit
- Text
- Line item text



Under the fields is a log showing feedback you previously sent to the supplier along with a field for you to write feedback on the current response.



Lastly is a field for you to use if you want to leave comments for you or the team but that are not to be shared with the supplier.



At the bottom of the window are the buttons for saving or canceling your changes. Clicking “Mark as Done” leaves a green checkmark at the top of the evaluation window and on the corresponding row in the table to make it easier for you to get an overview.

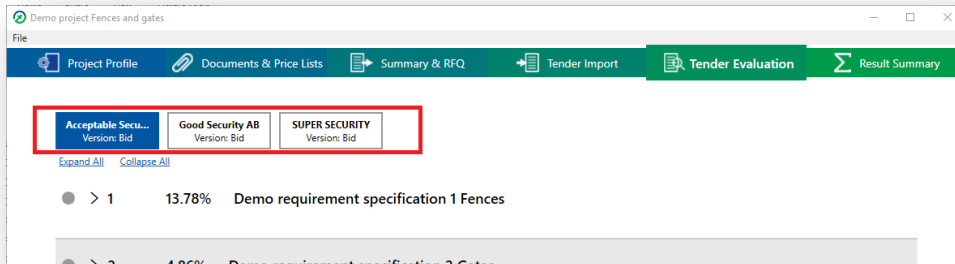
The screenshot shows the 'Tender Evaluation' window for a supplier named 'Acceptable Security AB'. The window title is 'Demo project Fences and gates'. The main heading is 'Evaluate Price Component #4.0.1', which has a green checkmark icon next to it. Below the heading, there are input fields for 'Net Price' (9000000), 'Ordering Price Unit' (M), 'Target Price' (0), and 'Target Share of Total Business' (0). There is also a 'Planned Delivery Time' field with the value '80'. A 'More' button is visible. The 'Evaluation' section contains a 'Feedback/Motivation' text area, a 'Previous Responses' button, and an 'Internal Notes' text area. At the bottom of the evaluation window, there is a 'Done' button with a green checkmark icon, and 'Save' and 'Close' buttons. Below these buttons are 'Previous Item' and 'Next Item' buttons. A 'Create Revision Form' button is located at the bottom right of the window.

Here are also the buttons “Previous Item” and Next Item”. They can be used to navigate between components while staying on the same supplier, without closing the evaluation window.

This is a close-up screenshot of the bottom section of the evaluation window. It shows the 'Done' button with a green checkmark icon, the 'Save' and 'Close' buttons, and the 'Previous Item' and 'Next Item' buttons. The 'Previous Item' and 'Next Item' buttons are highlighted with a red box.

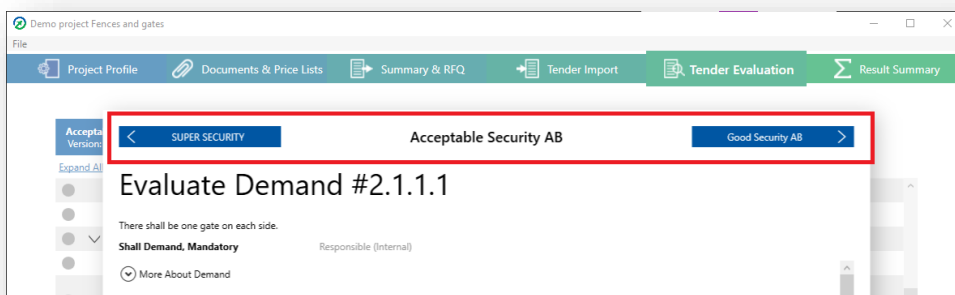
Navigation in the evaluation window

The tables in the main view can be used to jump between demands and price components and the supplier buttons can be used to jump between suppliers.

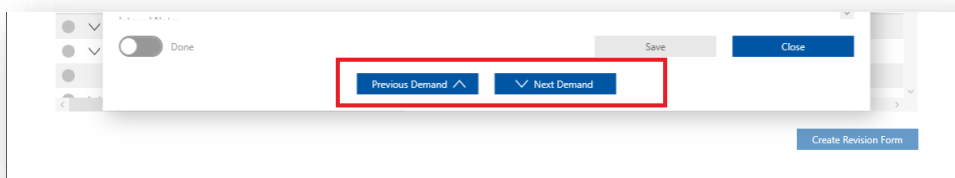


Another way to navigate is within the evaluation window.

At the top of the evaluation window are two buttons, and in between them the name of the current supplier. The buttons are used to view other suppliers' responses for that same demand, functional demand or price component without closing the evaluation window.



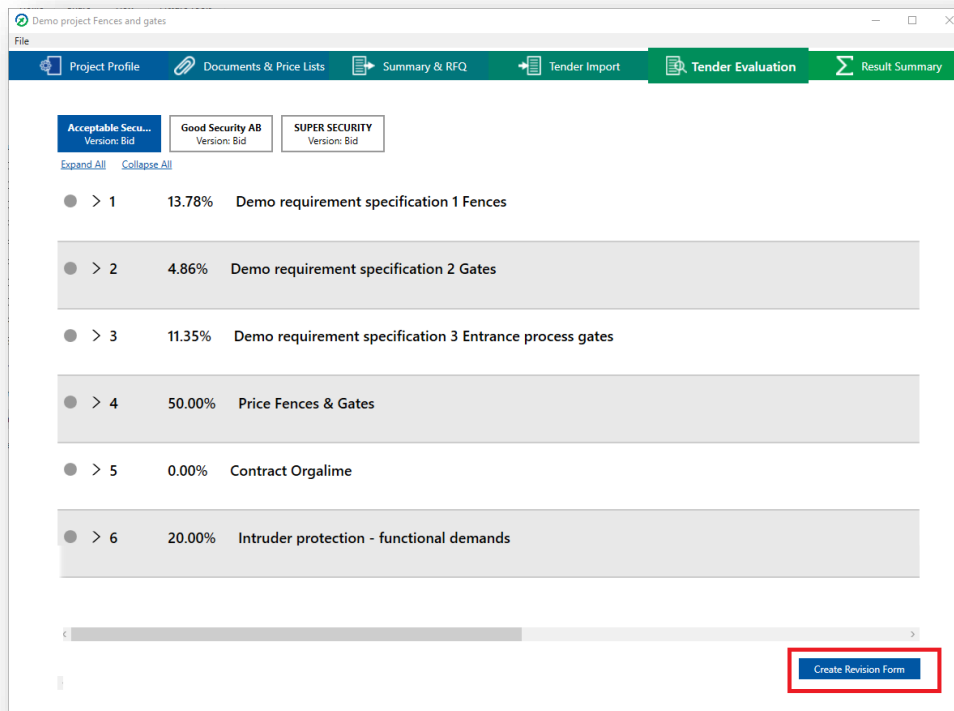
At the bottom of the window are the buttons "Previous Demand"/"Previous Item" and "Next Demand"/"Next Item". They can be used to navigate between demands/components while staying on the same supplier without closing the evaluation window.



Export revision

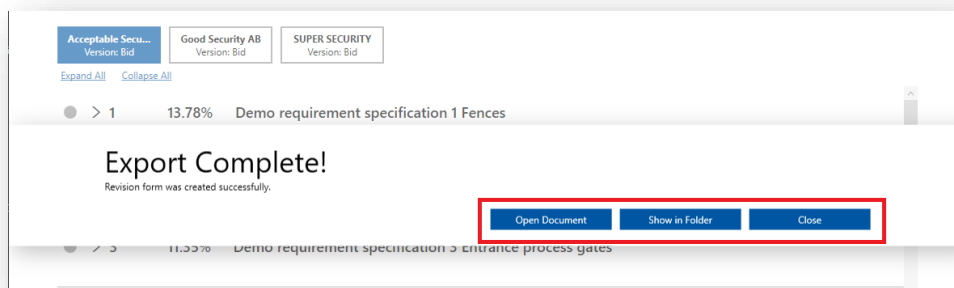
In the main tab “Tender Evaluation” you can export a revised tender form including your comments, and with fields for the suppliers to fill in additions.

When you have evaluated a supplier you click “Create revision form” to create a revised tender form.



This will open the File Explorer. Pick the location you want to save the file in, name it and save. The program will now create an excel-file with your tender form and a pop-up will appear.

- To open the file click “Open”.
- To open the folder where the file is located click “Show in Folder”.
- To continue working in ProTendering press “Close”.

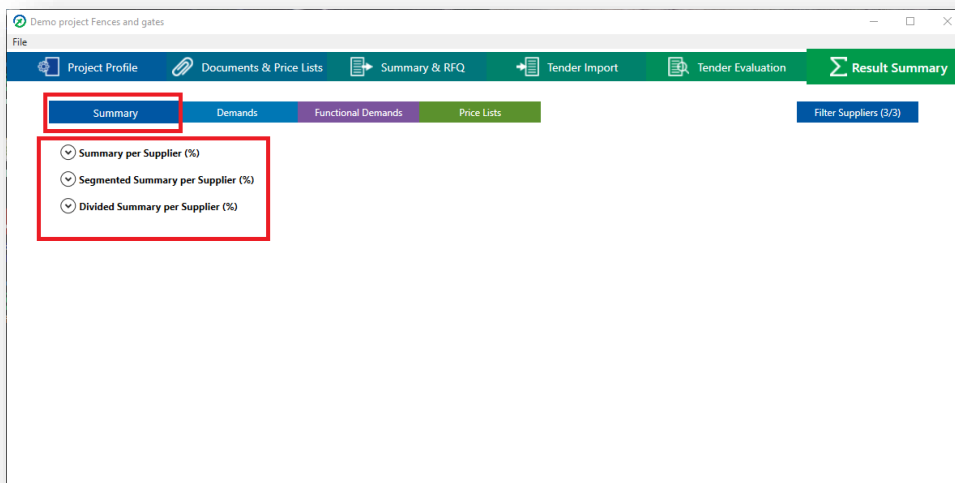


Result Summary

In the main tab “Result Summary” you can see the results from the evaluation. The results are divided into four subtabs.

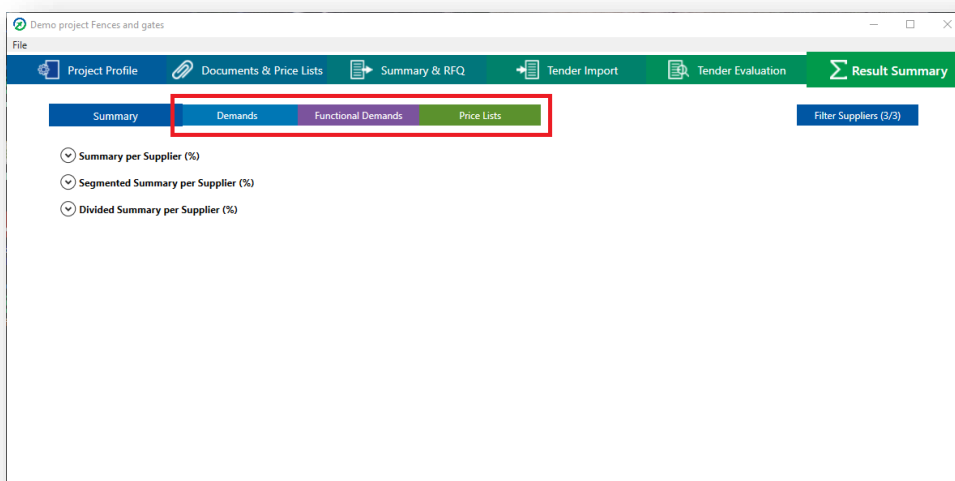
The first tab is “Summary” and it consists of three graphs that display:

- The total score for each supplier (see Supplier summary)
- The total score for each supplier segmented for documents and price lists
- The total score for each supplier divided on documents and price list



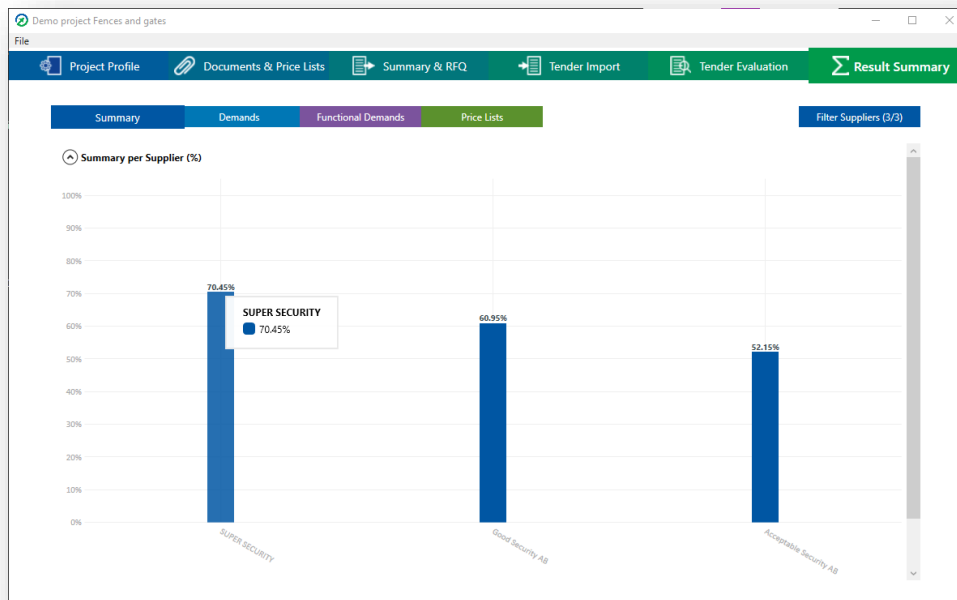
The other tabs are:

- Demands (see Demand summary)
- Functional demands (see Functional demand summary)
- Price lists (see Price list summary)



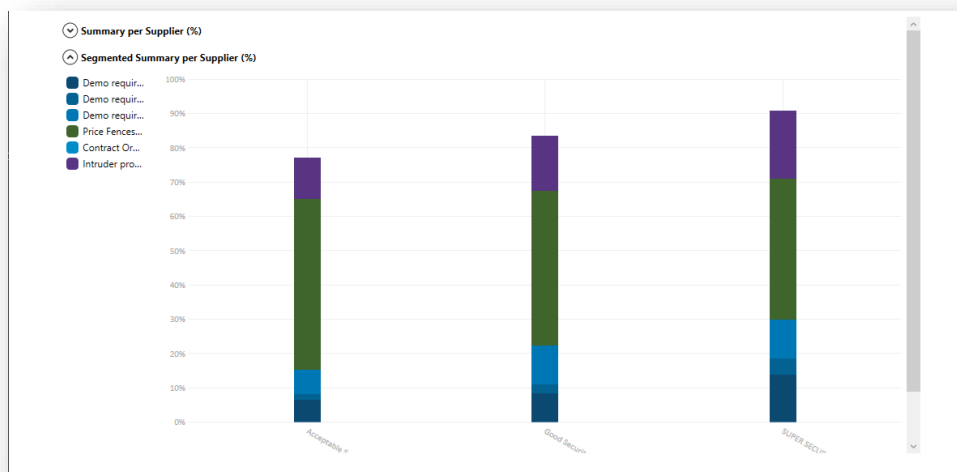
Supplier summary

This summary is visible in the main tab “Result Summary” under the subtab “Summary”. This view shows the total score for the suppliers when combining the answers for all documents and price lists and each bar represents a supplier. Hovering over the bar gives you the exact score.



Segmented summary

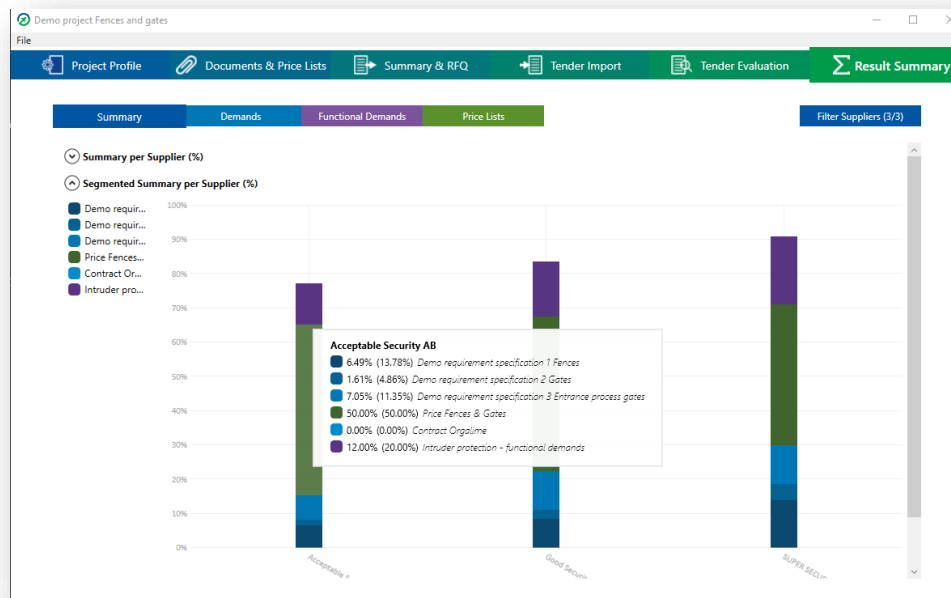
This summary is visible in the main tab “Result Summary” under the subtab “Summary”, below the supplier summary. This view shows the total score for the suppliers but each supplier bar is segmented for each document and price list.



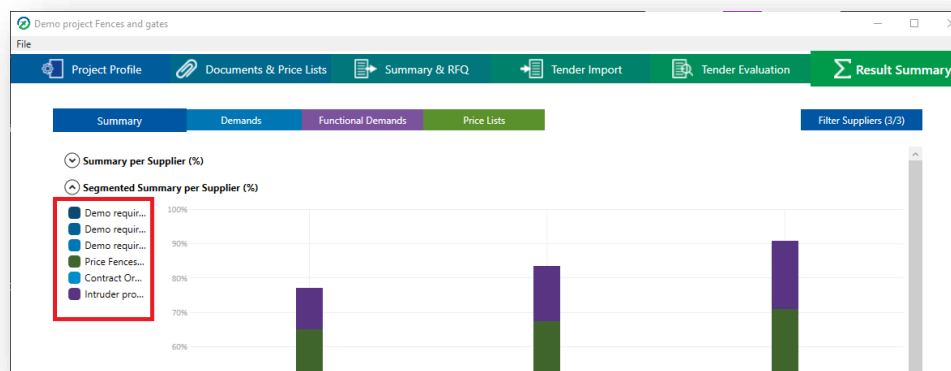
Each type has been assigned a color:

- Demand segments are blue
- Functional demands purple
- Price lists are green

To see detailed information for a supplier, hover over the bar you are interested in.



The names of the documents and price lists and their colors are visible to the left of the graph.



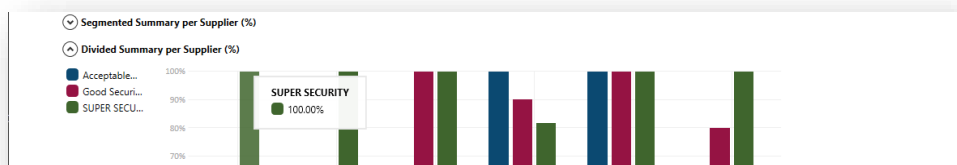
Divided summary

This summary is visible in the main tab “Result Summary” under the subtab “Summary”, below the two other summaries.

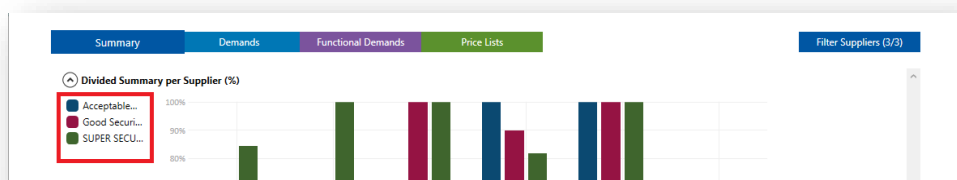
This view shows the total score for the suppliers but divided into each document and price list.



To see detailed information for the document or price list, hover over the bar you are interested in.

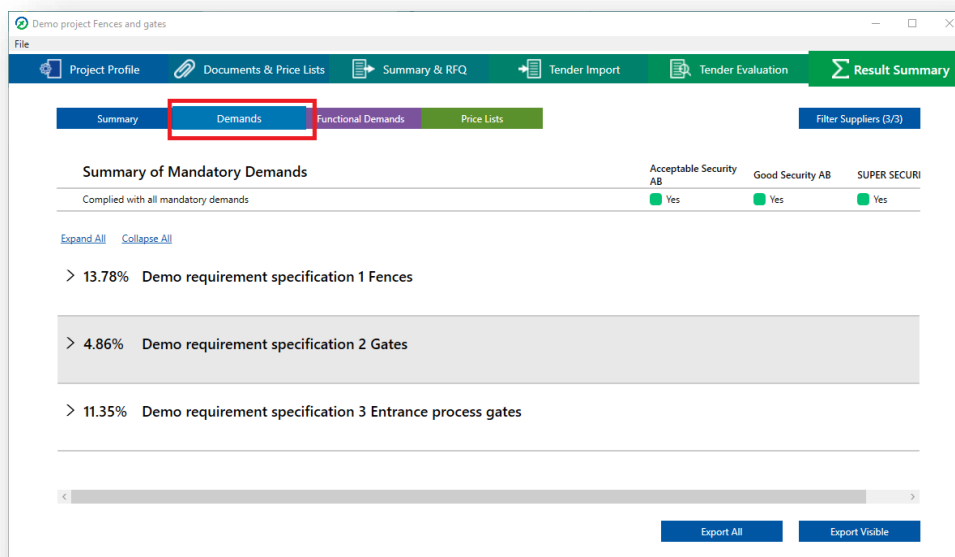


Each supplier has here been assigned a color, visible to the left of the graph

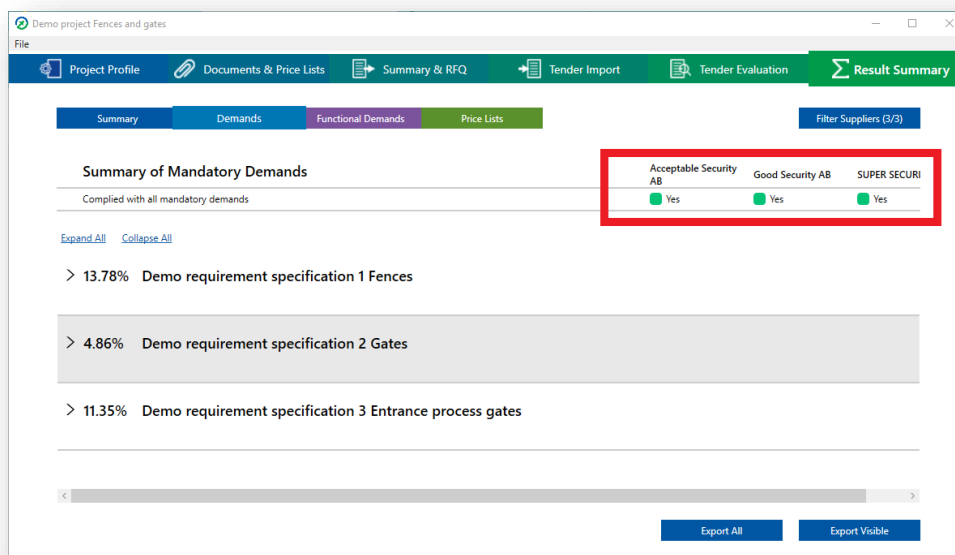


Demand summary

The demand summary shows results for shall demands and should demands. To see the results for the demands, click on the blue subtab “Demands” under the “Result Summary” main tab.



Compliance on shall demands is visible in the first table. Each supplier is presented having either complied to all shall demands or not. Green means all shall demands are met, red that all shall demands have not been met.



The should demands are presented in the tables below the mandatory demands, where each document is represented as a table. The table shows each demand separately and each supplier has a column where the compliance is shown.

The compliance is also shown with a color:

- Dark green for fully compliant
- Light green for mainly compliant
- Orange for partly compliant
- Red for non-compliant

Demo project Fences and gates

File Project Profile Documents & Price Lists Summary & RFQ Tender Import Tender Evaluation Result Summary

Summary Demands Functional Demands Price Lists Filter Suppliers (3/2)

Summary of Mandatory Demands

	Acceptable Security AB	Good Security AB	SUPER SECURI
Complied with all mandatory demands	Yes	Yes	Yes

Expand All Collapse All

✓ 13.78% Demo requirement specification 1 Fences

Section	Demand Statement	Importance	Acceptable Security AB	Good Security AB	SUPER SECURI
#1.1.2.1	It is critically important to have high fences, therefore minimum height should be 3 m.	Critical	Mainly	Mainly	Mainly
#1.1.2.2	Its very important to secure the fences towards intruders, therefore it should not be possible for a man to cut the fence open with manual tools.	Very Important	Partly	Partly	Fully
#1.1.3.1	Fences should therefore be equipped with barbed wire.	Important	Partly	Fully	Fully
#1.1.3.2	Barbed wire should be minimum 30 cm in height, this is an important demand.	Important	Partly	Mainly	Fully
#1.1.4.1	A less important demand is that the whole fence should be green.	Less Important	None	Partly	Fully

✓ 4.86% Demo requirement specification 2 Gates

Section	Demand Statement	Importance	Acceptable Security AB	Good Security AB	SUPER SECURI
#2.2.1	Gates Should be made in steel.	Very Important	Partly	Mainly	Fully
#2.2.2	Poles should be made of concrete.	Important	Partly	Partly	Fully

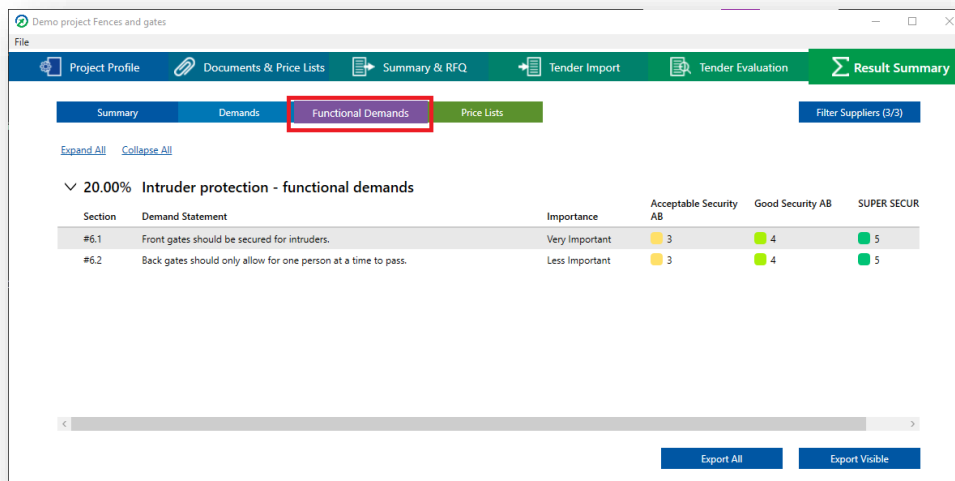
✓ 11.35% Demo requirement specification 3 Entrance process gates

Section	Demand Statement	Importance	Acceptable Security AB	Good Security AB	SUPER SECURI
#3.1.1.1	Front gate should be opened by double identification for personnel.	Critical	Mainly	Fully	Fully
#3.1.2.1	Back gates should only be able to open with direct contact with security.	Very Important	Mainly	Fully	Fully
#3.1.2.2	Entrance through back gates should require identification of individual towards staff list.	Important	Partly	Fully	Fully

Export All Export Visible

Functional demand summary

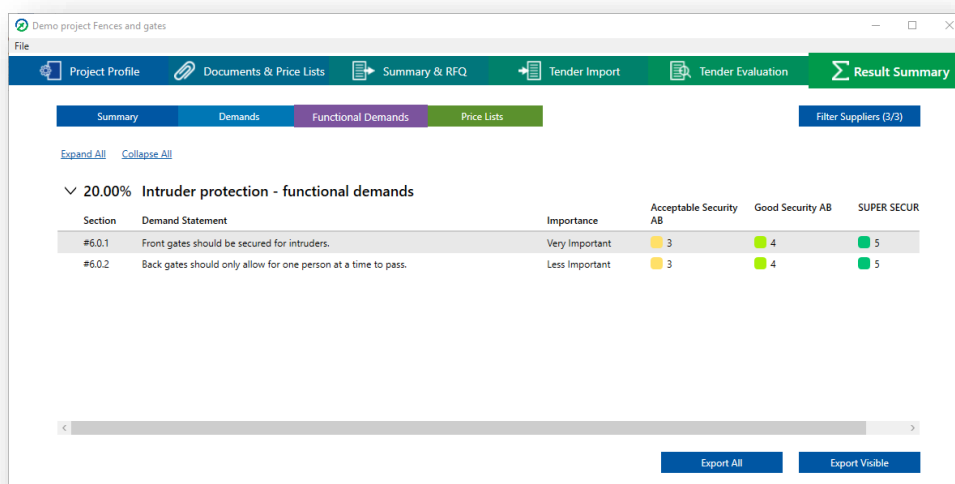
To see the results for the functional demands, click on the purple subtab “Functional demands” under the “Result Summary” main tab.



Each functional demand document is presented in a table. The table shows each functional demand separately and each supplier has a column where the score is shown.

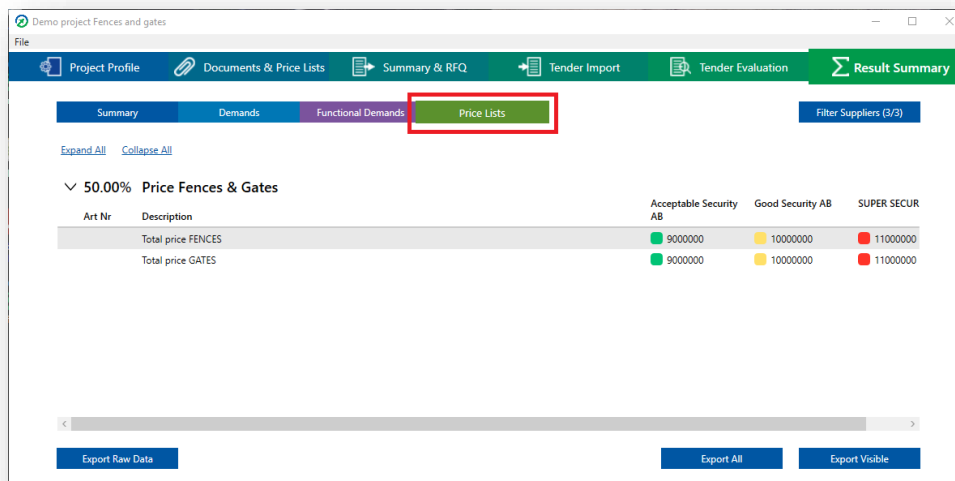
Each score is also shown with a color:

- Dark green for 5 points
- Light green for 4 points
- Yellow for 3 points
- Light Orange for 2 points
- Dark Orange for 1 point
- Red for 0 points

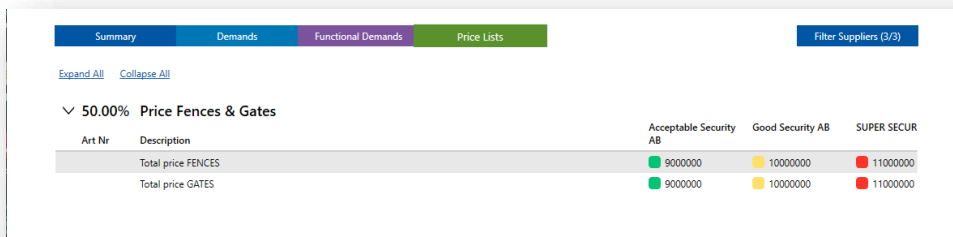


Price list summary

To see the results for the price lists, click on the green subtab “Price lists” under the “Result Summary” main tab.



Each price list is presented in a table. The table shows each component separately and each supplier has a column where the price is shown.



This is a zoomed-in view of the table shown in the previous screenshot. It displays the same data for "50.00% Price Fences & Gates".

Art Nr	Description	Acceptable Security AB	Good Security AB	SUPER SECUR
	Total price FENCES	9000000	10000000	11000000
	Total price GATES	9000000	10000000	11000000

The price for each component is compared between the suppliers and the suppliers are divided into five equal groups where the first group has the best prices and the fifth has the highest prices.

Each price group is then assigned a color:

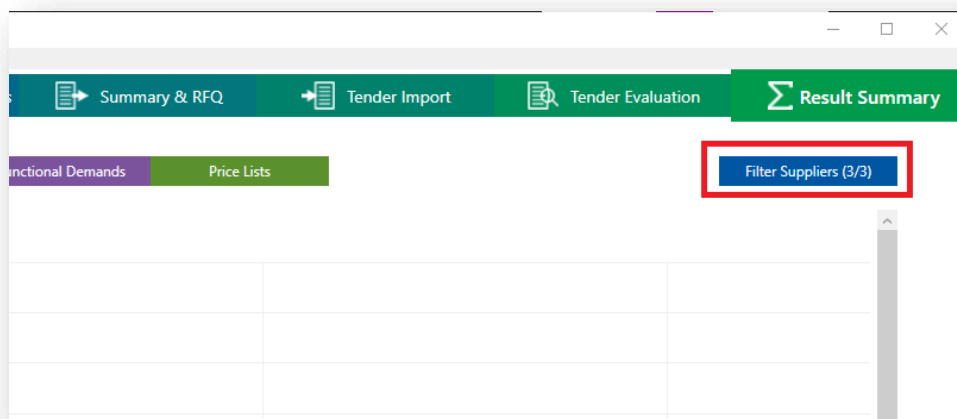
- Dark green for the lowest price group
- Light green for the second-lowest price group
- Yellow for the middle price group
- Orange for the next to highest price group
- Red for the highest price group

This means that a supplier with better prices will have more green prices than a more expensive one that instead will have more red prices.

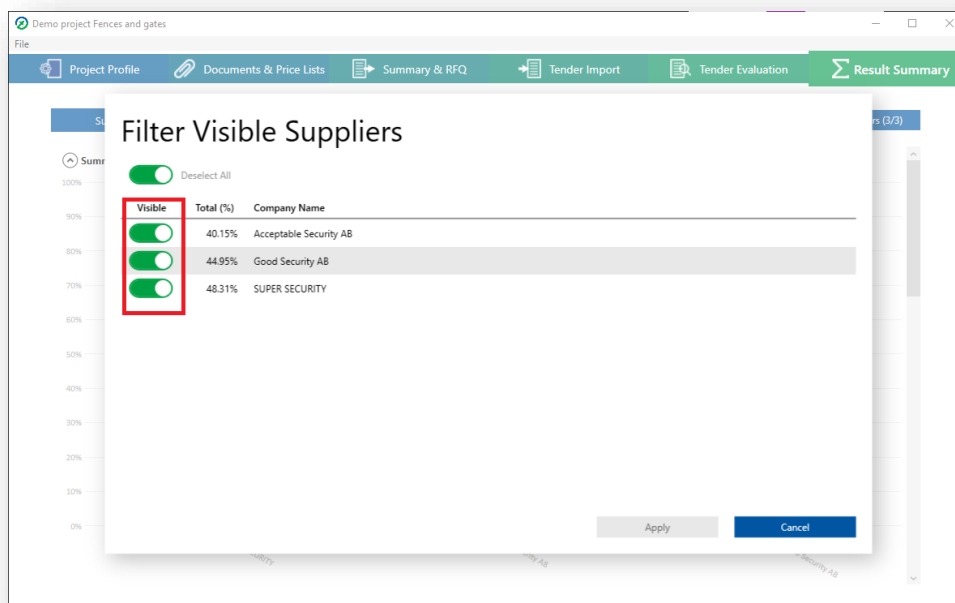
Filter visible suppliers

Even though you have evaluated all suppliers you might have suppliers that have been disqualified or have a too low performance to continue with. These suppliers you might want to hide to get a better overview of the results. In that case there is a filter that allows you to hide suppliers, note that all suppliers still will be in the evaluation algorithm and for example be part of the division of price groups. To instead exclude suppliers from the evaluation, see “Select companies for evaluation”.

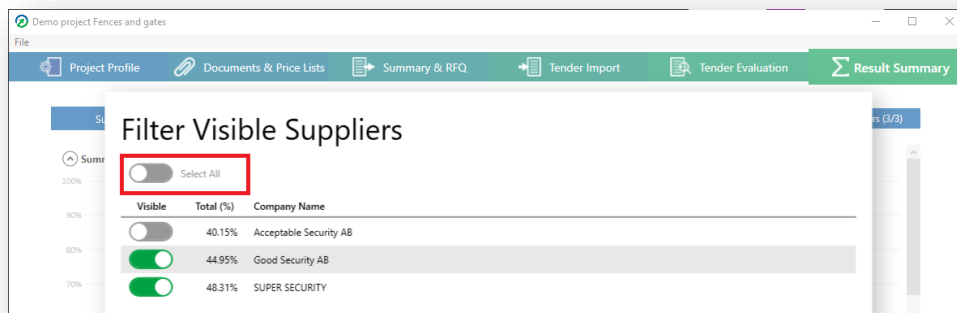
To use the filter, click “Filter suppliers” and a dialog window will open.



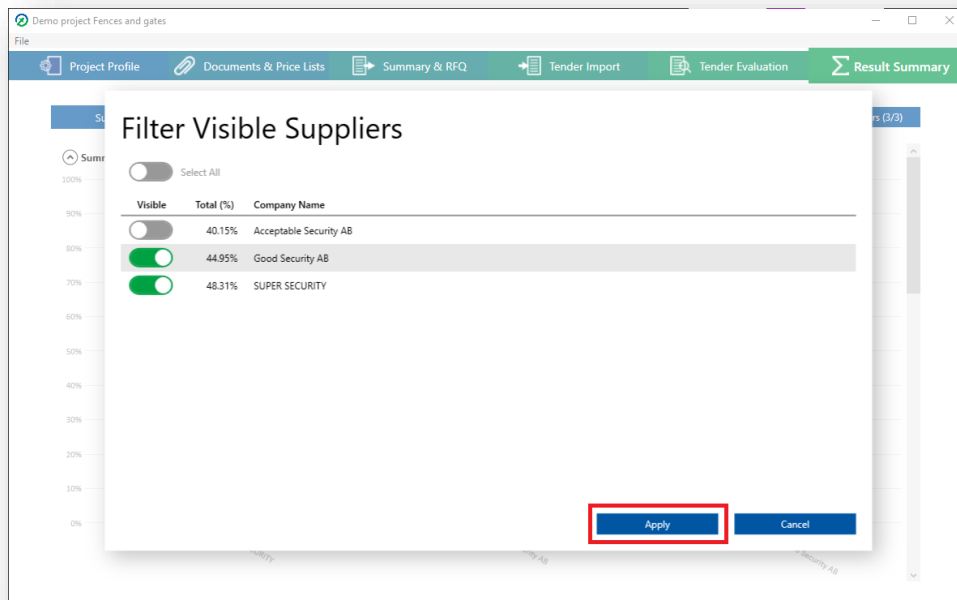
Use the checkboxes and untick the suppliers you want to hide.



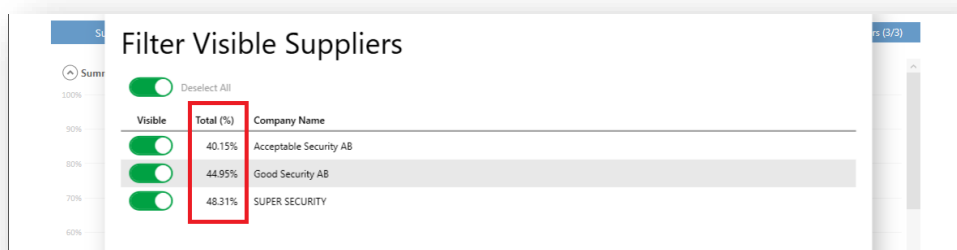
To instead view all suppliers click “Select all”, this will mark all suppliers as visible.



To apply your filter, click “Apply”.



You can also see their total performance, which could be used if you want to hide lower-scoring suppliers.

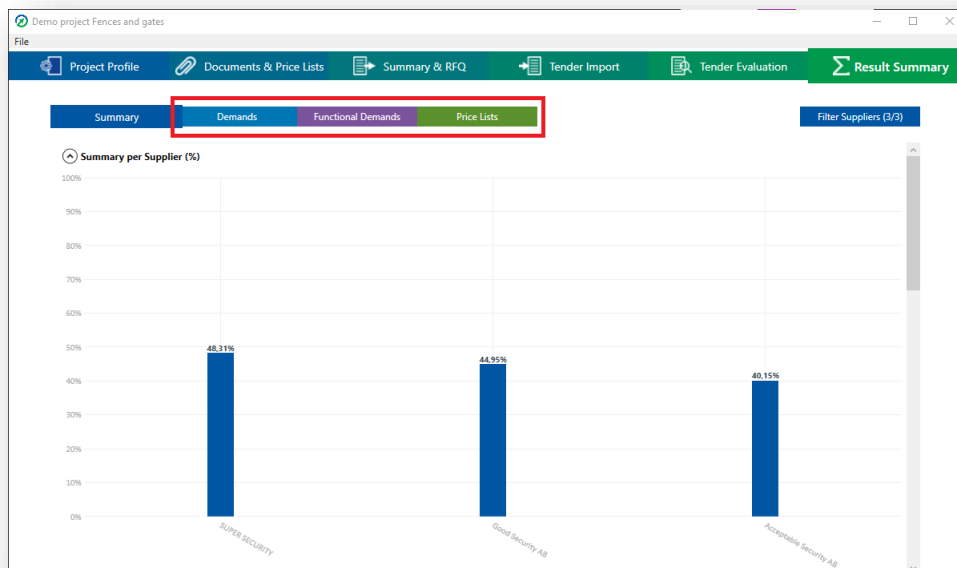


Export results

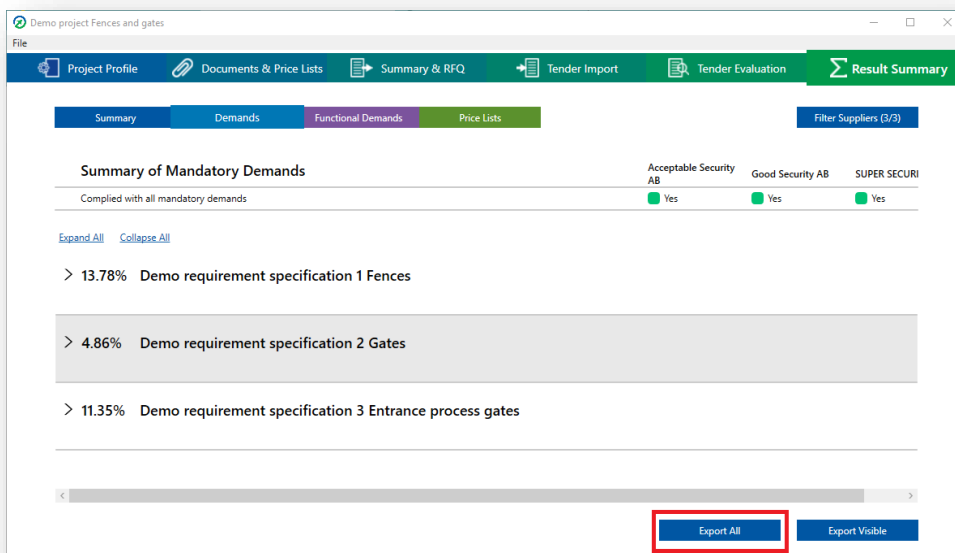
First open the subtab with the results you want to export.

Exports are available for:

- Demands
- Functional demands
- Price lists



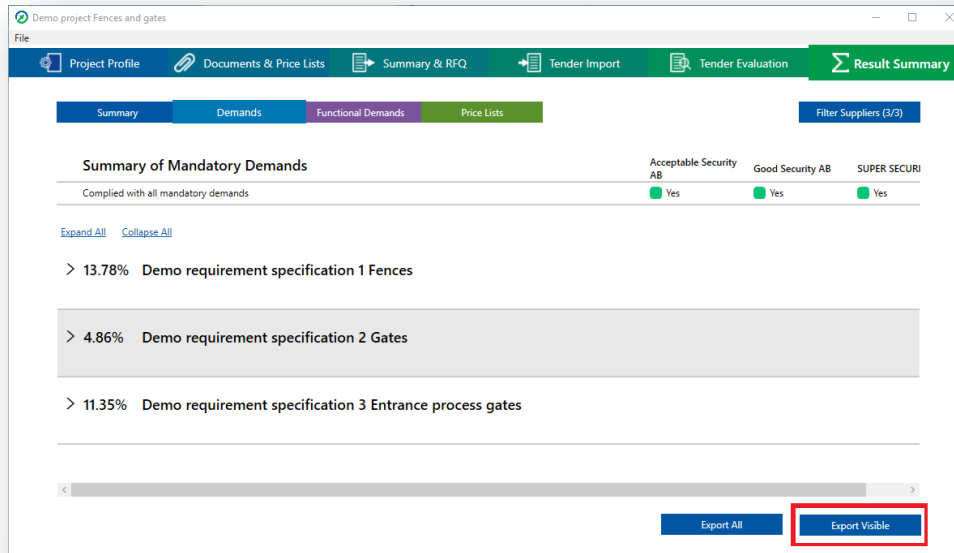
To export the results from the chosen tab for all suppliers in the evaluation click “Export All”.



	Acceptable Security AB	Good Security AB	SUPER SECURITY
Complied with all mandatory demands	Yes	Yes	Yes
Expand All Collapse All			
> 13.78% Demo requirement specification 1 Fences			
> 4.86% Demo requirement specification 2 Gates			
> 11.35% Demo requirement specification 3 Entrance process gates			

[Export All](#) [Export Visible](#)

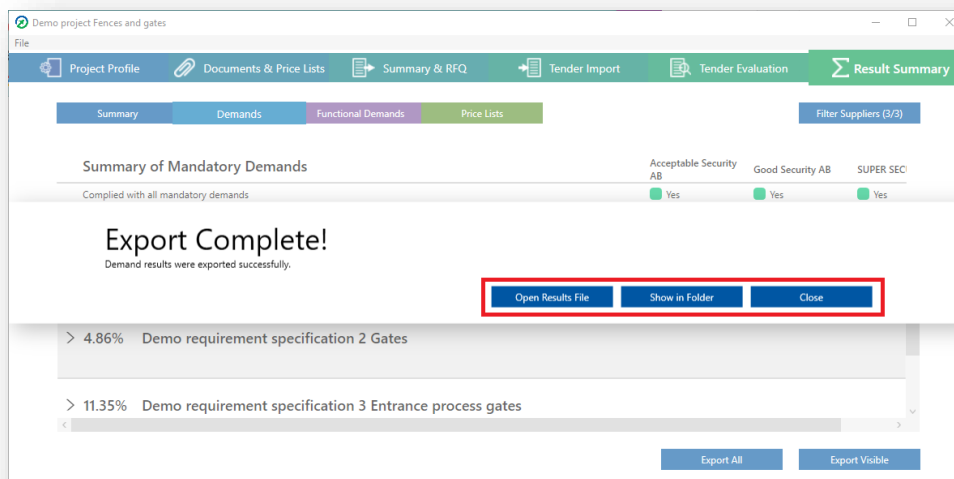
To export the results from the chosen tab for only visible suppliers in the evaluation click “Export Visible”. To learn how to hide and show suppliers in the results, see “Filter Suppliers”.



Clicking either button will open the File Explorer. Pick the location you want to save the file in, name it and save.

The program will now create an excel-file and a pop-up will appear.

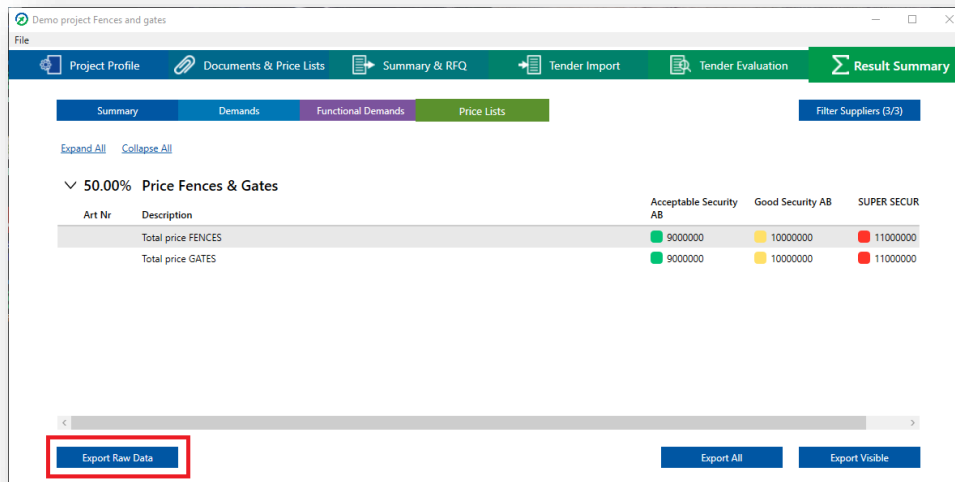
- To open the file click “Open Result Form”.
- To open the folder where the file is located click “Show in Folder”.
- To continue working in ProTendering press “Close”.



Export raw price list data

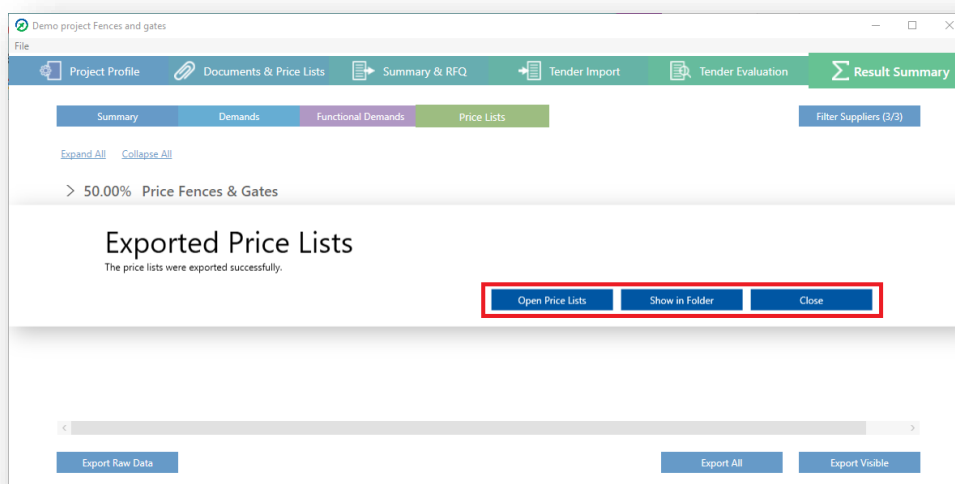
You can export all raw price list data to excel.

In the Price list tab click the button “Export Raw Data”.



This will open the File Explorer. Pick the location you want to save the file in, name it and save. The program will now create an excel-file and a pop-up will appear.

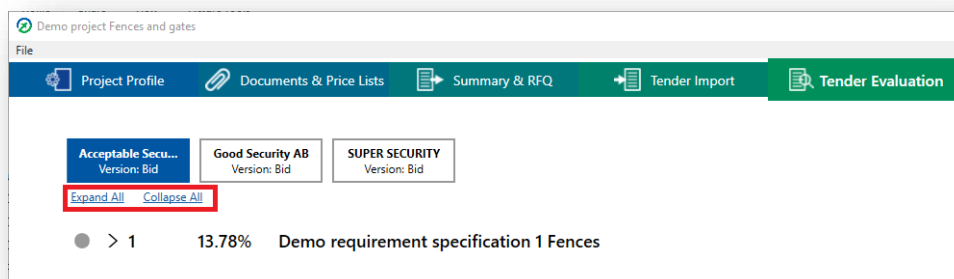
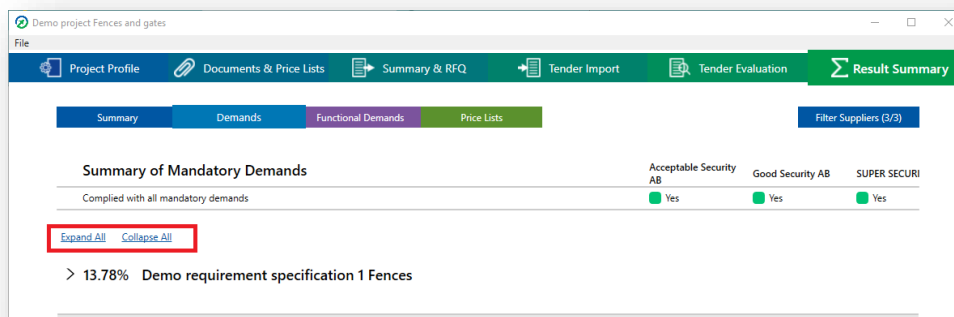
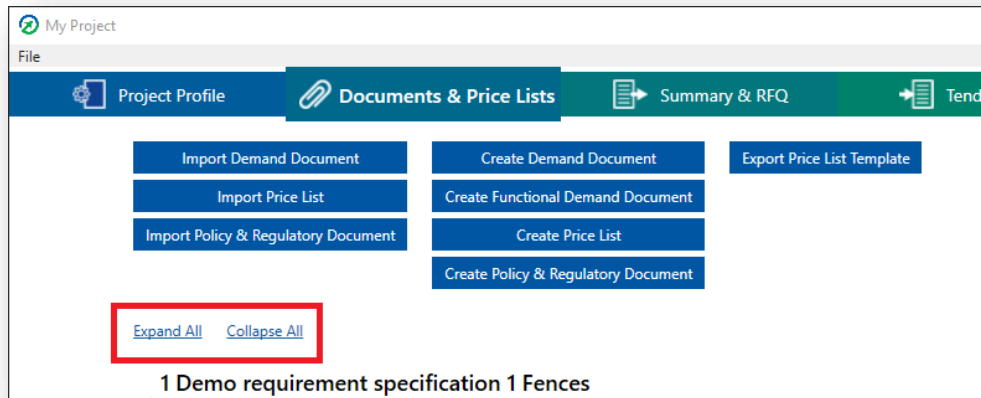
- To open the file click "Open".
- To open the folder where the file is located click "Show in Folder".
- To continue working in ProTendering press "Close".



Expand and collapse tables

Expand and collapse all

To see all documents and price lists press “Expand All”. To hide them all press “Collapse All”.





Thank you for choosing ProTendering!

If you have further questions about the program and need our help,
contact us via support@protendering.com.

We would also like for you to help us!
Like with all new software,
it might have some bugs or be missing features you would like to have.

If that is the case we would love to hear from you.
So we can bring ProTendering to the next level
and make your work more convenient,
so you can focus on the important things!

To report a bug, request new features or give us other feedback,
go to feedback.protendering.com.

The ProTendering Team

The latest version of the manual can be downloaded from
manual.protendering.com.