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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.

ProTendering 0.2.4.0 Closed Beta	–
Settings	
ProTendering will expire on 2022-01-31.	New Procurement Open from Folder

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



→ 🗠 🛧 📙 « Do	cuments > ProTendering ~	ට 🔎 Search ProTende	ring	t Dusis st
janize 🔻 🛛 New fold	er	8	· · ?	nt Project
Quick access Creative Cloud Files OneDrive - Personal This PC Network	Name	Date modified 12/14/2020 12:45 PM	Type A	
File name My P Save as type: Prote Hide Folders	< roject ndering Project (.pt) (*.pt)	Save	Cancel	nent Open from Folder



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

ame	×
jet	×
amber embers (Optional) ate (Optional) ate (Optional) ate SEK SEK	·
embers (Optional) ate (Optional) ate (Optional) s date s date SEK SEK	-
embers (Optional) ate (Optional) ate (Optional) s date s date SEK SEK	·
ate (Optional) a date	•
ate (Optional) a date	·
adate IS SEK	×
adate IS SEK	~
aser Profile	_
	_
Zip Code	
Reset Apply	~

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

- Project name
 - \circ $\;$ 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
 - \circ $\;$ This field is optional and will not be visible in the tender form.



Project Profile	Documents & Price Lists	Summary & RFQ	→ Tender Import	Tender Evaluation	Result Summary
Project Name					^
My Project					
Project Number Optional field					
Project Members (Optio					
Here you can write na	ames and contact info for internal use				
Answer Date (Optional)		(Currency		
11/15/2021		15	SEK		•
Purchaser Profil	e				
Full Name	-				
	ile you write your contact information an	d this information will be exported to	o the tender form		
Email		F	Phone Number		
Address1					
Address2					
Addresse					
City			lip Code		
Country					
Extra					
Extra					
Extra					v
Extra				Reset	Apply

Do not forget to click "Apply" to save your entries!

Extra				
Additional Information				- 1
				~
		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.

ProTendering 0.2.5.0 Closed Beta	-	
Open Recent	Open Recent Procurement Project	
ξĝ;		
Settings	B Testupphandling Last update: 2020-12-16. Created: 2020-12-16. Path: C:\Users\	_
	Demo project Fences and gates Last update: 2021-11-15. Created: 2021-11-08. Path: C:\Users\	
	New Procurement Open from Folder	
roTendering will expire on 2022-01-31.		

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.

ProTendering 0.2.4.0 Closed Beta	Open Recent Procurement Project
Settings	
ProTendering will expire on 2022-01-31.	New Procurement Open from Folder

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

10:1	Name	Date modified	Туре	^
🕈 Quick access	😥pt	12/14/2020 12:45 PM	PT File	
Creative Clo	ExampleProcurement.pt	12/14/2020 12:36 PM	PT File	
OneDrive - P	🔗 extra.pt	12/14/2020 12:43 PM	PT File	
This PC				
Network				
				✓
	<			
	File namept	✓ ProTendering	Project (.pt) (*.pt	t) v ling Open from Folder
		Open	Cancel	

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 .xlxs.

Import demand document

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

Project Profile 🖉 Docume	ents & Price Lists Summ	ary & RFQ 🛛 🔸
Import Demand Document	Create Demand Document	Export Price List Template
Import Policy & Regulatory Document	Create Price List	
Expand All Collapse All	Create Policy & Regulatory Document	



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

Open		×
→ × ↑ 📙 « Desktop » PT »	ע פֿע גע Searc	h
)rganize 🔻 New folder		📰 🔻 🔟 🕐 List Temp
Name	Date modified	Туре
Quick access Quick access Demo requirement - Functional d	demand 11/6/2021 4:33 PM	Microsoft Word D
😞 Creative Cloi 🛛 💼 Demo requirement specification 1	1 Fence 11/6/2021 8:41 PM	Microsoft Word D
OneDrive - P	2 Gates 11/6/2021 8:41 PM	Microsoft Word D
Demo requirement specification	3 Entran 11/6/2021 8:42 PM	Microsoft Word D
This PC		
🔿 Network		
-		
<		>
File name	Document	s (.doc, .docx, .pdf) (*.doc;*.docx;*.pd
		s (.doc, .docx, .pdf) (".doc;".docx;".pd s (.doc, .docx, .pdf) (*.doc;*.docx;*.pd
		ument (.doc, .docx) (*.doc;*.docx)

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

Expand All Collapse	<u>All</u>				
1 Demo requ	irement specification 1 Fences				
Section	Demand Statement	Attachments	Comment Required	Attachment Required	Demand Type
▲ 1.1 Chapte	r 1 General requirements				
#1.1.1	SI units shall be used.				Shall Demand
≁ 1.1.2 Ch	pter 1.1 Fences				
#1.1.2.1	It is critically important to have high fences, therefore minimum	height should be 3 m.		· · · · · ·	Should Demar
#1.1.2.2	Its very important to secure the fences towards intruders, therefor for a man to cut the fence open with manual tools.	ore it should not be possible			Should Demar
4 1.1.3 Ch	pter 1.2 Barbed wires				
#1.1.3.1	Fences should therefore be equipped with barbed wire.				Should Demar
#1.1.3.2	Barbed wire should be minimum 30 cm in height, this is an impo	rtant demand.			Should Demar
₄ 1.1.4 Ch	apter 1.3 design				
#1.1.4.1	A less important demand is that the whole fence should be gree	n.	_		Should Demar



Create demand document

On the top half of the screen click "Create Demand Document".

Project Profile	🖉 Docume	nts & Price Lists	📑 Summa	iry & RFQ	🗕 Tender Im
Import Dem	and Document	Create Demar	nd Document	Export Price Li	st Template
Import	Price List	Create Functional D	emand Document		
Import Policy & R	egulatory Document	Create P	rice List		
		Create Policy & Rec	ulatory Document		
Expand All Colla	pse All				

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

Project Profile	Documents & Price List	: 🕞 Summary & RFQ	Tender Import	Tender Evaluation	E Result Summary
Cr	eate Demand	Document			
In Name					
Cre	ated demand doc				
Exp					0
4					
				Add Can	cel
	1.1.3.2 Barbed wire should be mini	mum 30 cm in height, this is an impo			Should Demar

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

Import Policy & Regulatory Document	Create Price List	
Cr	eate Policy & Regulatory Document	
Expand All Collapse All		
1 Demo requirement specifica		
^v Section	Demand Statement	Attachment
2 Created demand doc		
Section	Demand Statement	Attachment

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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".

Import Dem	nand Document	Create Demand Document	Export Price List Template					
Import	t Price List Crea	ate Functional Demand Document						
Import Policy & R	Regulatory Document	Create Price List						
	Crea	te Policy & Regulatory Document						
Section	equirement specificati demand doc	on 1 Fences Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
See	Add Chapter Add Demand Rename Delete	Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	Ŗ

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

Ad	d Chapter			
In Name Creat	ed demand chapter			
Exp				_
				F
				7
			Save Cance	4

You have now created a demand chapter. Note: you can add sub-chapters by rightclicking 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.

Project Profile 🖉 Documents & P	Price List 🛛 🛃 Summary & RFQ	Tender Import	e	Tender I	Evaluation	Σ	Result Summa
Import Demand Document	Create Demand Document	Export Price List Template					
Import Price List	Create Functional Demand Document						
Import Policy & Regulatory Document	Create Price List						
	Create Policy & Regulatory Document						
Expand All Collapse All							
1 Demo requirement speci	fication 1 Fences						
Section	Demand Statement	At	tachments (Comment Required	Attachment Required	Demand Type	R
2 Created demand doc							
See Add Chapter Add Demand Rename Delete	Demand Statement	At		Comment Required	Attachment Required	Demand Type	R

In the pop-up change the name and click "Save".

oject Profile 🥜 Documents & Price Lis Rename Deman		#2	Tender Evaluation	n 🔰 Result Summar
Name Created demand doc				
Exp				я
				F
			Save C	ancel
Edit Chapter #2.	.1			
It Name Created demand chapter	.1			
Ir Name	.1			F
Ir Name Created demand chapter	.1			R R

Delete demand document or demand chapter

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

.	A		. 🗐	F	a		~	
🗐 Project Profile	Documents & Price	e List 🛛 📴 Summary & RFQ	→ Tender Impo	rt 🔳	म् Tender	Evaluation	<u> </u>	Result Summary
larest D	emand Document	Create Demand Document	Export Price List Template					
			Export Price List Template					
		Create Functional Demand Document						
Import Policy 8	Regulatory Document	Create Price List						
	c	Create Policy & Regulatory Document						
Expand All Co	llapse All							
1 Demo	requirement specific	ation 1 Fences						
Secti	on	Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	F
2 Create	d demand doc				Nequireu	Nequireu	type	
Sec	Add Chapter	Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
	Add Demand				Required	Required	type	
	Rename Delete							
μ.	Delete							

In the pop-up click "Yes".

Project Profile	Documents &	Price List	Summary & RFQ	Tender Impor	rt 🛃	Carl Tender I	Evaluation	Σ	Result Summary
Import E	Demand Document	Crea	te Demand Document	Export Price List Template					
	port Price List	Create Fur	nctional Demand Document						
Import Policy	& Regulatory Document	Create Pol	Create Price List						
	firm Dele		delete this document?		Ve	46		No	7
			delete this document?		Ye	is Required	Required	No	
You cannot u	undo this action. Are you su reated demand cha	re you want to apter			Ye If you are goir			No Type Should Demar	
You cannot u 4 2.1 Cr	undo this action. Are you su reated demand chi	re you want to apter				Required		Туре	
You cannot u 4 2.1 Cr	undo this action. Are you su reated demand chi	re you want to apter				Required		Туре	



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".

P Section	Demand Statement	Attachments	Comment Required	Attachment Required	Demand Type	R
2 Created demand doc						
See Add Chapter Add Demand Rename Delete	Demand Statement	Attachments	Comment Required	Attachment Required	Demand Type	F

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

- Demand statement
 - The actual demand
- Description

0

- 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.



Project Profi	le <i>D</i> Documents & Price List Summary & RFQ F Tender Import R Tender Evaluation	∑ Result Sun
· /	Add Demand	
	rmand Statement Here is were you write the demand	^
4	scription (optional) Write here if you want to further explain, mainly used for imported documents	B
4	tachments If you are going to attach files related to this demand, write the name of the file here	в
C	Comment from Supplier Required	
	mment Instruction If you want the supplier to leave a comment on the demand, write your question or requirement here	
C	Attachments from Supplier Required	
	tachment Instruction If you want the supplier to leave a comment on the demand, write your question or requirement here	
	ragraph If your statement is from a document, including the paragraph can give you context, mainly used for imported documents	
C	Shall Demand, Mandatory	
(Should Demand, Critical	
	Should Demand, Very Important	
() Should Demand, Important	
(Should Demand, Less Important	
		~
	Add Add & New Cancel	

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.

O Should Demand, Less Important		×
	Add Add & New	Cancel



Edit demand

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

Project Profile <i>O</i> Documents &	Price List Summary & RFQ	+ Tender Impo	
Import Demand Document	Create Demand Document	Export Price List Template	
Import Price List	Create Functional Demand Document		
Import Policy & Regulatory Document	Create Price List		
	Create Policy & Regulatory Document		
Section	Demand Statement		Attachmen
2 Created demand doc Section	Demand Statement		Attachmen
2 Created demand doc			Attachmen
2 Created demand doc Section 4 2.1 Created demand ch			Attachmen If you are go

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.

	Edit Demand #1.1.1	
	Demand Statement	^
	SI units shall be used.	
Exp	Description (optional)	
		я
	Attachments	
	Comment from Supplier Required	
	Comment Instruction	
		R
		-
	Attachments from Supplier Required	F
	Attachment Instruction	٦.
		R
	Save Save & Next Cancel	

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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".

Import Deman	d Document	Create Demand	Document Export Price	e List Template	
Import Pr		Create Functional De			
Import Policy & Reg	ulatory Document	Create Pri	e List		
		Create Policy & Regu	atory Document		
Expand All Collapse	e All				

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".

_				-	_	
Import Demand D	ocument	Create Demand Document	Export Price List Template			
Import Price	List Cn	ate Functional Demand Document				
Import Policy & Regulat	ory Document	Create Price List	Γ			
	Cri	sate Policy & Regulatory Document				
Expand All Collapse All						
Expand All Collapse All						

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

In	reate Functional]	
Exp		 			
					R
					R
					R
					R
			Add	Cancel	

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.

Project Profile <i>O</i> Documents & Pr	ice List Summary & RFQ	Tender Import	Tender Evaluation	∑ Result Summa
Import Demand Document	Create Demand Document	Export Price List Template		
Import Price List	Create Functional Demand Document			
Import Policy & Regulatory Document	Create Price List			
I	Create Policy & Regulatory Document			
Expand All Collapse All				
1 Demo requirement specifi	cation 1 Fences			
Section	Demand Statement	Attachments	Comment Attachment Required Required	Demand F Type
2 Demo requirement specif	ication 2 Gates		nequired nequired	1996
Section	Demand Statement	Attachments	Comment Attachment Required Required	Demand F Type
3 Demo requirement specif	ication 3 Entrance process g	ates	Nequileu Nequileu	type
Section	Demand Statement	Attachments	Comment Attachment Required Required	Demand F Type
4 Price Fences & Gates			Required Required	туре
5 Contract Orgalime				
Section	Demand Statement	Attachments	Comment Attachment Required Required	Demand F Type
4 6 Intruder pro	nds			
Section Rename	mportance	Detailed Description Attachments	Comment Instr	uction Attach
Delete				
Export				

In the pop-up change the name and click "Save"

F	Rename Func De	mand Doc #	ŧ6		
	ime				_
E.	Intruder protection - functional demands				_
EXP					
					F
					R
					R
					F
				Save Can	ach
				Save Can	cel

Delete functional demand document

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

Create Functional Demand Document						
Create Price List						
Create Policy & Regulatory Document						
cation 1 Fences						
Demand Statement		Attachments	Comment Required	Attachment Required		R
cation 2 Gates						
Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	F
cation 3 Entrance process ga	ates		nequireu	nequireu	1960	
Demand Statement		Attachments	Comment	Attachment	Demand	R
			nequireu	Required	type	
Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
ds l						
mportance	Detailed Description	Attachments		Comment Instru	uction	Attach
	Create Policy & Regulatory Document cation 1 Fences Demand Statement cation 2 Gates Demand Statement Demand Statement Demand Statement Demand Statement	Create Policy & Regulatory Document cation 1 Fences Demand Statement cation 2 Gates Demand Statement Demand Statement Demand Statement	Create Policy & Regulatory Document cation 1 Fences Demand Statement Attachments cation 2 Gates Demand Statement Attachments	Create Policy & Regulatory Document Create Policy & Regulatory Document Create Policy & Regulatory Document Demand Statement Comment Comment Demand Statement Demand Statement Demand Statement Comment Required Demand Statement Comment Required Comment Comment Required Comment Co	Create Policy & Regulatory Document Create Policy & Regulatory Document Demand Statement Create Policy & Regulatory Document Demand Statement Demand Statement Create Demand Statement Create Demand Statement Create Creat	Create Policy & Regulatory Document Create Policy & Regulatory Document Demand Statement Attachments Comment Attachment Demand Cation 2 Gates Demand Statement Attachments Comment Attachment Demand Cation 3 Entrance process gates Demand Statement Attachments Comment Attachment Demand Demand Statement Attachments Comment Attachment Demand

In the pop-up click "Yes".

Project Profile 🖉 Documents & Price List 📑 Summary & RFC	2 + Tender Import	Tender Evaluation	Result Summary
Import Demand Document Create Demand Document	Export Price List Template		
Import Price List Create Functional Demand Document			
Import Policy & Regulatory Document Create Price List			
Create Policy & Regulatory Document			
Confirm Deletion You cannot undo this action. Are you sure you want to delete this document?		Yes	No
You cannot undo this action. Are you sure you want to delete this document?		Yes Required Required	
	If yo		
You cannot undo this action. Are you sure you want to delete this document? 4 2.1 Created demand chapter	fyo	Required Required	Туре
You cannot undo this action. Are you sure you want to delete this document? 4 2.1 Created demand chapter	fyo	Required Required	Туре
You cannot undo this action. Are you sure you want to delete this document? 4 2.1 Created demand chapter	fyo	Required Required	Туре

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".

Import Demand Document		te Demand Document	Export Price List Template					
Import Price List		nctional Demand Document						
Import Policy & Regulatory Docu		Create Price List						
	Create Pol	licy & Regulatory Document						
Expand All Collapse All								
1 Demo requiremen		1 Famana						
Demo requirement Section	t specification i	Demand Statement		Attachments	Comment	Attachment	Demand	F
2 Demo requiremen	t coecification	2 Cater			Required	Required	Туре	
Defilo requirement Section	c specification i	Demand Statement		Attachments	Comment		Demand	R
3 Domo roquiromon	tenocification	3 Entrance process g	ator		Required	Required	Туре	
S Defilo requirement Section	c specification .	Demand Statement	ates	Attachments	Comment	Attachment	Demand	R
◊ 4 Price Fences & Gat	tes				Required	Required	Туре	
5 Contract Orgalime								
Section		Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
4 6 Intruder pro		nds			Nequireu	Nequireu	type	
Section	d Functional Demand	mportance	Detailed Description	Attachments		Comment Instru	uction	Attach
De								
Exc	ort							
- 7								

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.



	Demand Statement A	
Exp	Here is were you write the demand	
	Detailed Description	
Þ	Write here if you want to further describe the demand	
Þ	Attachments F	
	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	
4	Attachment Instruction	
	If you want the supplier to attach a file related to the demand, write your requirement here	
	Evaluation Method tac	
	Define how you are going to evaluate the demand act	
	Requirements for 5 Points	
	Define what the requirements for the highest score are here	
Þ	Requirements for 4 Points p	
	You do not have to use all 6 levels.	
	Requirements for 3 Points	
Þ	j. j	
Þ	Requirements for 2 Points	
	r	
	Requirements for 1 Point	
×		
	Requirements for 0 Points act Define what will result in the lowest score here act	
	Assign Responsible (Internal)	
	Very Important	
	O Less Important	
	Add Canoel	
	Add Cancel	

Edit functional demand

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

4	Section		Demand Statement		Attachments	Comment	Attachment	Demand	R
						Required	Required	Туре	
		General requirements							
	2.1.1 Chapt	ter 1.2 Gates							
Þ	2.2 Chapter a	2 Material							
⊳ 3 C	Demo require Section	ement specification 3 En	trance process g Demand Statement	ates	Attachments	Comment Required	Attachment Required	Demand Type	R
▶ 4 F	rice Fences	& Gates							
5 C	Contract Org	alime							
Þ	Section		Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
_4 6 l	ntruder prot	ection - functional dema	inds						
	Section	Demand Statement	Importance	Detailed Description	Attachments		Comment Inst	ruction	Attac
	#6.0.1	Front gates should be secu		Tenders that are evaluated	map.pdf		Describe meth		
l		dit gates should only allo	Less Important	Tenders that are evaluated			Describe funct	ionality of de	Attack
	D	lelete							

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".

sand Statement		- 11
Hare you write the demand.		
Italied Description		
Here is space to write estra commercis about the demand. Il needed, mainly used for imported demands.		-18
Sachnerts		-11
Fyou will have att		- 11
ormat hutucion		-11
Fyou work the supplier to supply a comment or answer a question related to the demand you write down the request or question here.		-18
Hackment Instruction		-11
Fyou want attachments from the supplier here is where you write what it indi of attachments you want.		-11
wisetion Method		- 1
Here you write how you will evaluate how well the supplier fulfills your demand.		-11
equinements for 4 Points		- 11
Here you write what is required to reach four points.		-11
leg vitements for 3 Points		- 1
	Ck Cancel	_
	or cards	

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".

¢ 1	Project Profile	Docume	nts & Price Lists	Summary & RFQ 🛛 🕂 Tender
	Import Dema	and Document	Create Demand Document	Export Price List Template
	Import	Price List	Create Functional Demand Docum	nent
	Import Policy & Re	egulatory Document	Create Price List	
			Create Policy & Regulatory Docum	nent
	Expand All Collar	ose All		

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".

roject Profile 🖉 Docume	nts & Price List 🛛 📑 Summary & RFC	e 🗕 Tender Import	🛃 Tender E	valuation	-	ılt Summar
Import Demand Document	Create Demand Document	Export Price List Template				
Import Price List	Create Functional Demand Document					
Import Policy & Regulatory Docum	nent Create Price List					
	Create Policy & Regulatory Document					
Expand All Collapse All						
1 Demo requirement Export Con An empty price list template doc		Open Template	Show in Folder	Cic	ose	
Export Con	nplete! ument has been created.	Open Template	Show in Folder	Clc	se	
Export Con An empty price list template doc	nplete! ument has been created.		ttachments Comment	Attachment	Demand R	1
Export Con An empty price list template doc 4 Price Fences & Gat 5 Contract Orgalime Section	nplete! ument has been created. es					1
Export Con An empty price list template doc 4 Price Fences & Gat 5 Contract Orgalime Section	ument has been created. es		ttachments Comment	Attachment	Demand R	1
Export Con An empty price list template doc 4 Price Fences & Gat 5 Contract Orgalime Section	ument has been created. es		ttachments Comment	Attachment	Demand R	R
Export Con An empty price list template doc 4 Price Fences & Gat 5 Contract Orgalime Section	ument has been created. es		ttachments Comment	Attachment	Demand R	2

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".

Project Project Profile	ts & Price Lists 🛛 🕞 Summ	ary & RFQ 🛛 + 🗐 Te
Import Demand Document	Create Demand Document	Export Price List Template
Import Price List	Create Functional Demand Document	
Import Policy & Regulatory Document	Create Price List	
	Create Policy & Regulatory Document	
Expand All Collapse All		

You have now imported your price list.

		mand Docu rt Price List			Document		oort Price List Ten	nplate						
Impo				Create Prie										
mpo	introlley de	negulatory			latory Document									
Expand	All Coll	apse All												
1/	Demo r	equirer	ment specification 1	I Fence	s									
Þ	Sectio				mand Statement				Attachments	s Commer Require			emand Type	R
2	Demo r	equire	ment specification	2 Gates						nequire		uneu	type	
4	Sectio	n		Der	mand Statement				Attachments	s Commer Require			emand Type	R
	-													
3	Demo r	equire	ment specification	3 Entra	nce proces	s gates								
⊳ 3	Demo r Sectio		ment specification		nce proces mand Statement				Attachments				emand Type	R
▶		'n							Attachments	s Commer Require			emand Type	R
▶	Section Price Fe Section	n ences 8	Gates Description			-	Ord Price Unit		Qty conv	Require	d Rec	uired	Type Planned	_
▶	Section Section #4.0.1	n ences 8	Gates Description Total price FENCES	Der	Tgt Sh/Tot Bus	-	Ord Price Unit	Net Price	Qty conv 0	Require	d Rec	uired	Type Planned	_
▶	Section Price Fe Section	n ences 8	Gates Description	Der	mand Statement	-	Ord Price Unit	Net Price	Qty conv	Require	d Rec	uired	Type Planned	_
▶	Section Section #4.0.1	n ences 8	Gates Description Total price FENCES	Der	Tgt Sh/Tot Bus	-	Ord Price Unit	Net Price	Qty conv 0	Require	d Rec	uired	Type Planned	_
▶	Section Section #4.0.1	n ences 8	Gates Description Total price FENCES	Der	Tgt Sh/Tot Bus	-	Ord Price Unit	Net Price	Qty conv 0	Require	d Rec	uired	Type Planned	_
▶	Section Section #4.0.1	n ences 8	Gates Description Total price FENCES	Der	Tgt Sh/Tot Bus	-	Ord Price Unit	Net Price	Qty conv 0	Require	d Rec	uired	Type Planned	_



Create price list

On the top half of the screen Click "Create Price List".

Project Profile	🖉 Documer	nts & Price Lists	Summ Summ	ary & RFQ	Tende
Import De	mand Document	Create Dema	nd Document	Export Price List Template	2
Impo	ort Price List	Create Functional Demand Document		_	
Import Policy &	Regulatory Document	Create I	Price List		
		Create Policy & Re	gulatory Document	•	
		Create Policy & Re	gulatory Document	•	

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

C	reate Price List		
In Nar	ne rice Fences & Gates		
Exp			_
			R
			я
			F

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

Import Price List	Create Functional Demand Document						
Import Policy & Regulatory Document	Create Price List						
	Create Policy & Regulatory Document						
Expand All Collapse All							
Expand All Collapse All							
1 Demo requirement spec	cification 1 Fences						
Section	Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
2 Demo requirement spe							
Section	Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	R
3 Demo requirement spe	cification 3 Entrance process ga	ites		nequireu	nequireu	iype	
Section	Demand Statement		Attachments	Comment Required	Attachment Required	Demand Type	F
4 Price Fences & Gates							
Section Art Nr Description	Vend Nr Tgt Sh/Tot Bus Tgt C	ty Ord Price Unit Net Price	e Qty conv Or	d Unit Pro	d unit Wareho	use Planned De	

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Rename price list

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

	-		ate Functional De	mand Decomposition		•		
	Import Price List				τ			
Ir	nport Policy & Regulatory Docun		Create Pri					
		Cre	ate Policy & Regu	latory Documen	t			
Exp	and All Collapse All							
Þ	1 Demo requirement Section	specificat		S mand Statemen	t			Attachm
	2. D							
⊳	2 Demo requirement Section	c specificat		nand Statemen	t			Attachm
	3 Demo requirement	tspecificat	tion 3 Entra	nce proces	c dates			
⊳	Section	speemea		mand Statemen		•		Attachn
4	4 Price F							
	Add Price Co Section Rename	omponent	Vend Nr	Tgt Sh/Tot Bus	Tgt Qty	Ord Price Unit	Net Price	Qty cor
	Delete		•					
	Export							

In the pop-up change the name and click "Save".

	ename Price l	.ist #4		_
	rice Fences & Gates			
Þ				Ŗ
				F
				я
4				21
			Save Cano	el



Delete price list

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

oject Profile 🖉 Documents & I	Price List Summary & RFQ	Tender Import	
Import Demand Document	Create Demand Document	Export Price List Template	
Import Price List	Create Functional Demand Document		
Import Policy & Regulatory Document	Create Price List		
	Create Policy & Regulatory Document		
Expand All Collapse All			
 1 Demo requirement speci Section 2 Demo requirement speci 	Demand Statement		At
Section	Demand Statement		At
3 Demo requirement spec	ification 3 Entrance process ga Demand Statement		At
4 Price F Add Price Component Rename Delete Export	nt Vend Nr Tgt Sh/Tot Bus Tgt C	tty Ord Price Unit Net Price	C

In the pop-up click "Yes".

						- 🗆 X
Project Profile	Documents & Price	.ist 📑 Summary & RFQ	→ Tender Import	Tender	Evaluation	E Result Summary
Irr	, & Regulatory Document	Create Demand Document te Functional Demand Document Create Price List te Policy & Regulatory Document	Export Price List Template			
	firm Deletion undo this action. Are you sure you w		6	Yes	No	
			L	Required	Required Typ	be and the second se
* 2.1 C #2.1	reated demand chapter 1.1 Here is were you write t	he demand	If y	you are goin 📝	Should E	Demar



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".

Import Demand Document	Create Demand Document	xport Price List Template				
Import Price List	Create Functional Demand Document					
import Policy & Regulatory Document	Create Policy & Regulatory Document					
Expand All Collapse All						
1 Demo requirement specific	cation 1 Fences Demand Statement	Attachm	ents Comment	Attachment	Demand	R
2 Demo requirement specifi	cation 2 Gates		Required	Required	Туре	
Section	Demand Statement	Attachm	ents Comment Required	Attachment Required	Demand Type	F
3 Demo requirement specifi Section	cation 3 Entrance process gate Demand Statement	S Attachm	ents Comment Required	Attachment Required	Demand Type	Ŗ
4 Price F Add Price Component						
Section Rename	Vend Nr Tgt Sh/Tot Bus Tgt Qty	Ord Price Unit Net Price Qty con	v Ord Unit Pro	d unit Wareho	use Planned I	Del
Delete Export						

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.

	Add Price Component		
	Article/Service Number		^
	This is optional	 	
Exp	Description		
	Write the name of the component		
			F
	Vendor Material Number For your supplier to fill in		
	For your supplier to fill in		F
	Target Share of Total Business		R
	0		
-	Target Quantity		
	1		
			_
	Ordering Price Unit	 	~
		Add Cancel	

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".

Project Profile	Document	ts & Price List	📑 Si	ummary & R	FQ	→ Tend	ler Impor	t [Tende	r Evalua	tion	Σ	Result S	lummary
Import	Demand Document	Crea	te Demand [Document	Exp	ort Price List Ten	nplate							
Ir	nport Price List	Create Fur	nctional Dem	and Document										
Import Polic	y & Regulatory Docum	ent	Create Price	List										
		Create Pol	licy & Regula	tory Document	:									
Expand All	Collapse All													
	o requirement	specification 1												
P Se	ection		Dem	and Statement				Attachments	Comment Required		hment uired	Demand Type	R	
	o requirement	specification											_	
° Se	ection		Dem	and Statement				Attachments	Comment Required		hment uired	Demand Type	R	
	o requirement	specification		ce proces				Attachments	Comment		hment	Demand	R	
			Dem	and statement				Attachments	Required		uired	Туре		
	Fences & Gate	-												
#4.0	ion Art Nr Descri	nice FENCES		Tgt Sh/Tot Bus 0	1 Igt Qty	Ord Price Unit	0	0 Qty conv		roa unit	vvarenou	o planne	a Del	
#4.0		e GATES		0	1		0	0				0		
5 Cont	r Delete		Dem	and Statement				Attachments	Comment	Attac	hment	Demand	R	
								Attachments	Required		uired	Туре		
⊵ 6 Intru	der protection	- functional c	lemands											

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

In	Edit Price Component #4.0.1	
	Article/Service Number	^
Exp	Description	- H.
	Total price FENCES	1
	Vendor Material Number	
		F
	Target Share of Total Business	в
4	0	
	Target Quantity	lel
	1	
	Ordering Price Unit	F
	Net Price	~
	Save Cancel	

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

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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.

_		cuments & Price L											
Import De			Create Demand			oort Price List Ten	nplate						
Impo	rt Price Lis	t Creat	te Functional De	mand Documen	t								
Import Policy &	Regulatory	/ Document	Create Price	ce List									
		Creat	e Policy & Regu	latory Documen	t.								
Expand All Col	lapse All												
1 Domo r	oquiro	ment specificati	on 1 Eonco	-									
Defile 1		nent specification		o mand Statemen	t			Attachments	Comment	Attach	ment	Demand	F
									Required	Requ	ired	Туре	
2 Demo I		ment specificati		; mand Statemen				Attachments	Comment	Attach	ment	Demand	R
									Required	Requ		Туре	
3 Demo i Sectio		ment specificati		nce proces mand Statemen				Attachments	Comment	Attach	mant	Demand	R
Sectio	on		Del	mand statemen	t			Attachments	Required	Requ		Type	
4 Price Fe	ences 8	Gates											
Section	Art Nr	Description	Vend Nr	Tgt Sh/Tot Bu	Tgt Qty	Ord Price Unit			Ord Unit Pr	od unit	Wareho		d Del
#4.0.1	Edit	Total price FENCES		0	1		0	0				0	
5 Contr	Delet			0			0	v					
▷ Section	on		Der	mand Statemen	t			Attachments	Comment	Attach	ment	Demand	F
									Required	Requ	ired	Туре	
E 6 Intrude	er prote	ection - function	al demand	s									

A confirmation window will appear, click "Yes".

Project Pr	ofile	n Doc	uments & Price Li	st 📑 🕈	Summary & R	FQ	→ Tend	ler Import		🛃 Ten	der Evalua	tion	∑ Res	sult Summar
	Import Der	nand Docu	ment (Create Demand	Document	Exp	ort Price List Ten	nplate						
	Impo	rt Price List	Create	e Functional De	mand Document									
Impo	rt Policy &	Regulatory	Document	Create Pric	:e List									
				Policy & Regul	latory Document									
C	Conf	irm	Deletior	1										
-			Deletion on. Are you sure you war		record?									
-					record?			Г		Yes		No		
-					record?			[ed Reg		vpe	
You	Demo r	equiren		nt to delete this	nce proces			[Requir		uired Ty	уре	
You	i cannot uni	equiren	on. Are you sure you war	nt to delete this				[Attachment	Requir	ent Attac	uired T <u>i</u> hment Der	ype mand ype	
¥о. ⊳ 3	Demo r	equiren	on. Are you sure you war nent specificatio	nt to delete this	nce proces		_	[Attachment	Requir s Comm	ent Attac	uired T <u>i</u> hment Der	mand	
¥о. ⊳ 3	Demo r Section	equiren n ences &	nn. Are you sure you war nent specificatio Gates Description	nt to delete this on 3 Entrai Der	nce proces		Ord Price Unit			Requir s Commo Requir	ent Attac ed Req	uired Ty hment Der uired Ty	mand ype	
¥о. ⊳ 3	Demo r Sectio	equiren n ences &	on. Are you sure you war nent specificatio Gates	nt to delete this on 3 Entrai Der	nce proces					Requir s Commo Requir	ent Attac ed Req	uired Ty hment Der uired Ty Warehouse	mand ype	

Export price list or functional demand document

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

Import Demand Document	Create Demand Document Create Functional Demand Docum	Export Price List Template				
Import Policy & Regulatory Document						
	Create Policy & Regulatory Docum	ent				
Expand All Collapse All						
1 Demo requirement sp Section	Demand Stateme	ent Attachr	nents Comment Required	Attachment Required	Demand Type	Ŗ
2 Demo requirement sp [▶] Section	ecification 2 Gates Demand Statem	ent Attachr	nents Comment Required	Attachment Required	Demand Type	F
3 Demo requirement sp Section	ecification 3 Entrance proce Demand Statem		nents Comment Required	Attachment Required	Demand Type	R
4 Price F Section Add Price Compo Rename	Vend Nr Tgt Sh/Tot Bu	Is Tgt Qty Ord Price Unit Net Price Qty co				lel
Delete Export						

Project Profile Docum	nents & Price List	Summary & RFQ	→ Tender Imp	iort	\Lambda Tender	Evaluation	Σ	Result Summa
Import Demand Documer	nt Crea	ate Demand Document	Export Price List Template					
Import Price List	Create Fu	nctional Demand Document						
Import Policy & Regulatory Doc	ument	Create Price List						
		licy & Regulatory Document						
	create ro	icy of hegulatory bocument						
Expand All Collapse All								
1 Dama naminama		1						
Demo requirement Section	nt specification	Demand Statement		Attachments	Comment	Attachment	Demand	R
2. Dama and income		2 Catao			Required	Required	Туре	
2 Demo requireme ^b Section	nt specification	2 Gates Demand Statement		Attachments	Comment	Attachment	Demand	B
3.0		2 5-4			Required	Required	Туре	
5 Demo requireme Section	nt specification	3 Entrance process ga Demand Statement	tes	Attachments	Comment	Attachment	Demand	R
▶ 4 Price Fences & G					Required	Required	Туре	
5 Contract Orgalim								
S Contract Organin Section	le	Demand Statement		Attachments	Comment	Attachment	Demand	R
4 6 Intruder prc ⁺ · · · · · · · · · · · · · · · · · · ·		' ıds			Required	Required	Туре	
Section	dd Functional Demand	mportance	Detailed Description	Attachments		Comment Instru	uction	Attach
R	ename	inportance	betalled beschpitoli	reactinents		connent instr		/ teach
_	elete							
	kport							
<								>

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".

Project Profile	Documents	S & THEE LISTS	📑 Summary &	ι RFQ. 🔶 Ter	ider Import	Ē		aluation	Σ	
Import D	emand Document	Create Dem	and Document	Export Price List Template						
Imp	port Price List	Create Functional	Demand Document							
Import Policy a	& Regulatory Document		Price List egulatory Document							
Expand All Co	ollapse All									
1 Demo	requirement spec	ification 1 Fen								
Exp	ort Comp as exported successfully.		LES Damand Statement	Open	Attachmente		Attachment in Folder	Damand	Rern	_
Price list wa	ort Comp as exported successfully.			Open				Demand		
Price list wa	ort Comp as exported successfully.	olete!		Open		Show	in Folder Attachment	Demand		
Price list w	ort Comp as exported successfully.	olete!	Demand Statement	Oper	Document	Show	in Folder		Close	

	Demand Document	Create Deman	d Document Export P	rice List Template			
Im	port Price List	Create Functional D	emand Document				
Import Policy	& Regulatory Document	Create Pr	ice List				
		Create Policy & Reg	latory Document				
Expand All C	ollapse All						
1 Demo	requirement spec	ification 1 Fence	s				
i ion	tion	De la	mand Statement	ättachmente	Comment Attachment	Demand Re	acn.
Exp	ort Comp	lete!					
	demand document was exp						
				Open Document	Show in Folder	Close	
				Open Document	Show in Folder	Close	
5 Contr	act Orgalime	De	mand Statement		Show in Folder		esp
5 Contr	act Orgalime						
5 Contr	act Orgalime				Comment Attachment	Demand Re	
5 Contr	act Orgalime				Comment Attachment	Demand Re	

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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

Open iave	Documents & Price Lists	Summary & RFQ	→ Tend	ler Import	🛃 Tende	er Evaluation	E Result Summary
iave As	ipution						
iummarize	"The second seco	Functional Demand Documents			Price Lists		
Close Project		20		5			
	D.1.11.1	·					
Name	& Price Lists		Added	Туре	Weight	Shall/Should	Items
Demo requireme	ent specification 1 Fences		10/20/2021 8:	Demand Docu	u NaN	1/5	
Demo requireme	ent specification 2 Gates		10/20/2021 8:	Demand Docu	u NaN	1/2	
Demo requireme	ent specification 3 Entrance process gates		10/20/2021 8:	Demand Docu	u NaN	0/3	
Price Fences & G	Bates		10/20/2021 8:	Price List	NaN		2
Contract Orgalin	ne		10/20/2021 8:	P & R	NaN	1/0	
Intruder protecti	ion - functional demands		10/20/2021 8:	Func Demand	NaN	-/2	
					Calculate Weights Create Tender Form		reate Tender Form

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.

Project Profile	Documents & Price Lists	Summary & RFQ	→ Tenc	ler Import	Tende	er Evaluation	E Result Summary
Weight Distribu	ıtion						
Demand Documents	Price Lists						
30		20	50				
Documents & P	Price Lists						
Name			Added	Туре	Weight	Shall/Should	Items
Demo requirement sp	ecification 1 Fences		11/6/2021 8:5	Demand Docu	15%	1/5	

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

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.

Project Profile	Documents & Price Lists	Summary & RFQ	🗕 Tend	er Import	🛃 Ten	der Evaluation	E Result Summary
Weight Distrib	ution						
Demand Documents		Functional Demand Documents		F	Price Lists		
30		20		50)		
Documents & F	Price Lists						
Name			Added	Туре	Weight	Shall/Should	Items
Dense servicement e	pecification 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.

Project Profile 🔗 Documents & Price Lists	Summary & RFQ	→ Tend	ler Import	🛃 Tende	r Evaluation	E Result Summary
Weight Distribution						
Demand Documents	Functional Demand Documents		Price	e Lists		
30	20		50			
Documents & Price Lists						
Name		Added	Туре	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 Orgalime		11/6/2021 9:3	P & R	0%	1/0	
Intruder protection - functional demands		11/6/2021 9:4	Func Demand	20%	-/2	
				Calculate V		reate 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".

Project Profile 🖉 Documents 8	& Price Lists 🛛 📑 Summary & R	.FQ + Tend	er Import	🛐 Tende	r Evaluation	E Result Summary
Weight Distribution						
Demand Documents	Functional Demand Doc	uments	Pric	e Lists		
30	20		50			
Documents & Price Lists						
Name		Added	Туре	Weight	Shall/Should	Items
Demo requirement specification 1 Fences	Edit Weight	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 pro	icess gates	10/20/2021 8:	Demand Docu	11%	0/3	
Price Fences & Gates		10/20/2021 8:	Price List	50%		2
Contract Orgalime		10/20/2021 8:	P & R	0%	1/0	
Intruder protection - functional demands		10/20/2021 8:	Func Demand	20%	-/2	
				Calculate \		reate Tender Form

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

Project Profile	Documents & Price Lists	🕞 Summary & RFQ	→ Tender Import	Tender Evaluation	Result Summary
Weight Fc	lit Weight of D	emo require	ment specifi	cation 1 Fen	Ces
Demand		ento requirer	nent speen		
30 Weigh					
Docum 0.1	3				
Name					Items
Demo rec					
Demo rec					
Demo rec					
Price Fen					2
Contract					
Intruder p			Save Locked Weight Un	lock Weight Cance	_
			save Locked weight Un	lock weight Cano	21
				Calculate Weights	Create Tender Form

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.

Project Profile	Documents & Price Lists	📑 Summary & RFQ	→ Tend	er Import	Tende	er Evaluation	E Result Summary
Weight Distribu	ution						
Demand Documents		Functional Demand Documents		Pric	e Lists		
30		20		50			
Documents & P	Price Lists						
Name			Added	Туре	Weight	Shall/Should	Items
Demo requirement sp	pecification 1 Fences		11/6/2021 8:5	Demand Docu	15%	1/5	
Demo requirement sp	pecification 2 Gates		11/6/2021 9:1	Demand Docu	2%	2/1	
Demo requirement sp	pecification 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 Orgalime			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 C	reate 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".

Project Profile 🔗 Documents & Price Lists	📑 Summary & RFQ	→ Tend	ler Import	🛃 Tender	Evaluation	E Result Summary
Weight Distribution						
Demand Documents	Functional Demand Documents		Price	Lists		
30	20		50			
Documents & Price Lists		Added	Туре	Weight	Shall/Should	ltems
		10/20/2021 8:	Demand Docu	14%	1/5	
Demo requirement specification 1 Fences Edit Weig	pht I					
Demo requirement specification 1 Fences Demo requirement specification 2 Gates	ght	10/20/2021 8:	Demand Docu	5%	1/2	
Edit Weig	ght	10/20/2021 8: 10/20/2021 8:	Demand Docu Demand Docu	5% 11%	1/2 0/3	

In the pop-up write click "Unlock Weight".

Project Profile	e 🖉 Documents & Price Lists	Summary & RFQ	🗕 Tender Impo	rt 💽 Tende	r Evaluation 🛛 🔰 🔪	Result Summary
Weight F	dit Weight of D	emo require	ment spe	cification	1 Fences	
Demand		enterequire	inche spe	enreation	1 i chiceo	
30 Wei						
Docum	.13					
Name						ltems
Demo rec						
Demo rec						
Demo rec						
Price Fen						2
Contract						
Intruder p			_			
			Save Locked Weight	Unlock Weight	Cancel	
			L			

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

			13%	0/3	
Price Fences & Gates	11/6/2021 9:1	Price List	50%		2
Contract Orgalime	11/6/2021 9:3	P & R	0%	1/0	
Intruder protection - functional demands	11/6/2021 9:4	Func Demand	20%	-/2	
			Calculate Wei	phts	Create Tender Form



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".

Project Profile	Documents & Price Lists	Summary & RFQ	→ Tenc	ler Import	🛃 Tende	er Evaluation	Result Summary
Weight Distribut	tion						
Demand Documents		Functional Demand Documents		Pric	e Lists		
30		20		50			
Documents & Pr	ice Lists						
Name			Added	Туре	Weight	Shall/Should	Items
Demo requirement spe	cification 1 Fences		11/6/2021 8:5	Demand Docu	15%	1/5	
Demo requirement spe	cification 2 Gates		11/6/2021 9:1	Demand Docu	2%	2/1	
Demo requirement spe	cification 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 Orgalime			11/6/2021 9:3	P & R	0%	1/0	
Intruder protection - fu	nctional demands		11/6/2021 9:4	Func Demand	20%	-/2	
					Calculate		reate 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".

Project Profile	Documents & Price Lists	Summary & RFQ	→ Tend	ler Import	🛃 Tende	r Evaluation	∑ Res	ult Summary
Weight Distrib	ution							
Demand Documents		Functional Demand Documents		Pric	e Lists			
30		20		50				
Documents & F	Price Lists							
	ated Tender Fo	erm	Open Tender F	Form	how in Folder	C	lose	1
	was created successfully.	0	Open Tender F 11/6/2021 9:1	Form S Price List	how in Folder	C	lose	2
Tender form	was created successfully.	[G 1/0	lose	2
Tender form Price Fences & Gates	was created successfully.	[11/6/2021 9:1 11/6/2021 9:3	Price List	50%		lose	2
Tender form Price Fences & Gates Contract Orgalime	was created successfully.	[11/6/2021 9:1 11/6/2021 9:3	Price List P & R	50% 0%	1/0 -/2	lose Create Tender	

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 fil in their company and contact information.

Procurement	for		
Purchaser Info		Project In	fo
Purchaser Name	Paul Paulsson	Project Name	Demo project Fences and gate
Phone Number	+46711122233	Answer Date	2021-11-15
Email	PP@purchaser.se	Currency	USD
Address 1	Street 1		
Address 2		7	
Zip Code	11111		
City	Stockholm		
Country	Sweden		
Tender Info			
Company Name			
Company ID (minimum or	le)		
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 D	emo requirement specification	Demo requirement specificat	ion1 Demo requirement specification



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 Orgalime	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.

Powere	ed by ProTendering								
Demo r	requirement specification 1 Fences				Bid				
	ame Demand Statement	Importance	Description	Attachments	Compliance	Comment Instruction	Write Comment Here	Attachment Instruction	Write Attachment Name Here
1.1 Chap	oter 1 General requirements								
	SI units shall be used.	Mandatory			Choose Compliance Level				
1.1.2 Ch	apter 1.1 Fences								
	It is critically important to have high fences, therefore minimum height should be 3 m.	Critical			Choose Compliance Level				
1	Its very important to secure the fences towards intruders, therefore it should not be	Very Important			Choose Compliance Level				
	possible for a man to cut the fence open with manual tools.								
1.1.3 Ch	apter 1.2 Barbed wires				-				
,	Fences should therefore be equipped with barbed wire.	Important			Choose Compliance Level				
	Barbed wire should be minimum 30 cm in height, this is an important demand.	Important			Choose Compliance Level				
1.1.4 Ch	apter 1.3 design								
	A less important demand is that the whole fence should be green.	Less Important			Choose Compliance Level				
5									
5									

Functional demand document tab

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

A endering	E	F	G	н	I	3	K
n - functional deman	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
e secured for intruders.	A security company will challange 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
ly allow for one person	A security company will challange 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.

	L	IVI	IN	U
	Bid			
oints	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.

	Price Fences	& Gates				
	Article/Service Number	Description	Vendor Material Number	Ord Price Unit	Net Price	Planned Delivery Time
1		Total price FENCES				0 0
;		Total price GATES				0 0
5						
7						
3						
8						

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".

Project Profile	🖉 Docum	nents & Price Lists	Summary & RFQ	• Tender Import	Tender Evaluation	E Result Summary
Import Tender fro Company Name		dded Filename	e Use in Evaluation			

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

Project Profile	<i>(</i>) D	ocuments & Pi	rice Lists	Summary	& RFQ	→ Tender Impo	nt 💽 T	ender Evaluation	∑ Result \$	ummary
Import Tender from	New Supplier									
Company Name	Latest Version	Added	Filename	Use in Evaluation						
Acceptab	Bid	11/8/20	Tender							
Good Sec	Bid	11/8/20	Tender							
SUPER SE	Bid	11/8/20	Tender							

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

	된 Project Profile	Ø	Documents & Price Lis	5	🕞 Summary & RFC	1	+ Tender Import	R Tender Evaluation	Result Summary
1	Import Tender from New Supplier								
		Latest Version	Added	Filename	Use in Evaluation				
	Acceptable Securit	Bid	11/8/2021 7:24:1	Tender Acceptapl					
-	Good Security AB	Bid	11/8/2021 7:24:1	Tender Fences an					

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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.

Project Profile	🖉 Documents & Price Lists	🕞 Summary & RTQ	* Tender Import	🕅 Tender brakation 🛛 🔀 Result Sun	
Import Tender from New Supplier Company Name Latest Ver Acceptable Securit Bid	tion Added Filename 11/8/2021 7:24:1., Tender Acceptapi.	Use in Evaluation	Acceptable Security AB Doktor	Bid Manager Fall Nerve	Î
Good Security AB Bid	11/8/2021 7:24:1 Tender Fences an.		Versions Import New Version	Mr Pierce Brosnan	
SUPER SECURITY ind	11,620017282 Neder SUPH SL		Company C		
			Milliod opended adversifier	Starting Souther Souther	X

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

6	Documents & Price Lis	ts	Summary & RFQ	1	+ Tender Import	Tender Evaluation
st Version	Added	Filename	Use in Evaluation		Acceptable Security AB Delete	
	11/8/2021 7:24:1	Tender Acceptapl		-	Use in Evaluation	Bid Manager
	11/8/2021 7:24:1	Tender Fences an			Versions Import New Version	Mr Pierce Brosnan
	11/8/2021 7:24:2	Tender SUPER SE			Bid Tender Acceptaple security Gates & Fences.xlsx	Title/Position
						Sales Agent
						Phone Number
						33333333
					Company	Email
					Company Name Acceptable Security AB	Brosnan@Asecurity.com
					VAT number	Address1
					SE33333-3333	Safe street 7
						Address 2

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".

Project Profile	- <i>(</i>) D	ocuments & P	rice Lists	Summary	& RFQ	→ Tender Import	Tender Evaluation	Result Summary
Import Tender fro	Latest	Added	Filename	Use in		Acceptable Security Al		^
Name Acceptab. Good Se	Version Bid Import New Remove fro		Tender	Evaluation		Use in Evaluation	Bid Manager Full Name Mr Pierce Brosnan	
SUPER SE.	Bid	11/8/20	Tender			Bid Tender Acceptaple security	Cates o Title/Position Sales Agent Phone Number 333333333	
						Company Company Name Acceptable Security A8	Ernail Brosnan@Asecurity.com	n

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 <u>cannot</u> 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.

Project Profile	Ű.	Documents & Price Lis	ts	Summary & RFQ		→ Tender Import
Import Tender from New Suppl	ier					
Company Name	Latest Version	Added	Filename	Use in Evaluation		
Acceptable Securit.	Bid	11/8/2021 7:24:1	Tender Acceptapl		-	
Good Security AB	Bid	11/8/2021 7:24:1	Tender Fences an			
SUPER SECURITY	Bid	11/8/2021 7:24:2	Tender SUPER SE		-	

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

Project Profile	l.	Documents & Price Li	its	Summary & RFQ	Tender Import	Tender Evaluation	E Result Summary
opart Tender from New Supplie	Latest Version	Added	Filename	Use in Evaluation	Acceptable Security AB Date		^
Acceptable Securit			Tender AcceptapL.		 Use in Evaluation	Bid Manager	
Good Security AB	Bid	11/8/2021 7:24:1	Tender Fences an		 Versions	Mr Pierce Brossan	
SUPER SECURITY	Bid		Tender SUPER SE	$\overline{\mathbf{O}}$	 Bid Tender Acceptaple security Gates & Fencesular		
Soren Secontri						Title/Position Sales Agent	
						-	
						Phone Number	
					Company	300330030	
					Company Name	Emal	
					Acceptable Security A8	Brosnen@Asecurity.com	
					Will number	Address1	
					5833333-3333	Safe street 7	
					DUNS Number	Address2	
					Company Reg Number	Zip Code	City
						33007	Stockholm
					Additional requested information	Country	
						Sweden	
						Contract Signee	
						Title/Position	
					L		×

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.

Import Tender from New Supplier								
Company Name	Latest Version	Added	Filename	Use in Evaluation	Acceptable Se	curity AB Delete	-	
Acceptable Securit	Bid	11/8/2021 7:24:1	Tender Acceptapl				Bid Manager	
Good Security AB	Bid	11/8/2021 7:24:1	Tender Fences an		Versions Impart New Version		Mr Pierce Brosnan	
SUPER SECURITY	Bid	11/8/2021 7:24:2	Tender SUPER SE	-	Bid	Tender Acceptaple security Gates & Ferces visx	Title/Position	
							Sales Agent	
							Phone Number	
							333333333	
					Company Company Name		Irral	

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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.

1 Project Profile	ŀ,	Documents & Price Li	sts	📑 Summary &	RIQ	Tender Import	R Tender Evaluation	Result Summary	
Irrport Tender from New Supplie	-					Acceptable Security AB Dokte		^	
Company Name	Latest Version	Added	Filename	Use in Evaluation		Use in Evaluation	Bid Manager		
Acceptable Securit.	Bid	11/8/2021 7:24:1	Tender Acceptapl			Versions	Full Name		
Good Security AB	Bid	11/8/2021 7:24:1	Tender Ferrces an			Import New Version	Mr Pierce Brossan		
SUPER SECURITY	Bid	11/8/2021 7:24:2	Tender SUPER SE			Bid Tender Acceptaple security Gates & Fencesular			
							Sales Agent		
							Phone Number		
							333333333		
						Company Company Name	Emai		
						Acceptable Security AB	Brosnan@Asecurity.com		
						WRT number	Address1 Safe street 7		
						5933333-3333	Sare sinder /		
						DUNS Number	Address2		
						Company Reg Number	Zip Code	City	
							85007	Stockholm	
						Additional requested information	Country		
							Sweden		
						L			
							Contract Signee		
							Title/Position		
							100 P05001		
								v	

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.

Project Profile	l.	Documents & Price Li	sts	Summary & RFQ		* Tender Import	Render Evaluation	E Result Summary
Frepart Tender from New Suppli Company Name	Latest Version	Added	Filename Tender Acceptapl	Use in Evaluation		Acceptable Security AB Dekke	Bid Manager	^
Acceptable Securit.						Versions	Full Name	
Good Security AB	Bid		Tender Fences an		-	Import New Version	Mr Pierce Brosnan	
SUPER SECURITY	Bid	11/8/2021 7:24:2	Tender SUPER SE			Bid Tender Acceptaple security Gates & Fences	Title/Position	
							Sales Agent	
							Phone Number	
							33333333	
						Company Company Name	Emai	
						Acceptable Security /8	Brosnan@Asecurity.com	
						Wit number	Address1	
						58333333-3333	Safe street 7	
						DUNS Number	Address2	
						DOIL2 WITHE		
						Company Reg Number	Zip Code	Stockholm
						Additional requested information	Sweden	
							2016261	
							Contract Signee	
							run mental	
							Title/Position	
							L	
								~

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.

Project Profile	🖉 Documents & Price Lists 🖶 Summary & RFQ. + Tender Import 政 Tender Evaluation	E Result Summary
		2
Acceptable Secu Version: Bid	Good Security AB SUPER SECURITY Version: Bid Version: Bid	
Expand All Collapse		
• > 1	13.78% Demo requirement specification 1 Fences	
• > 2	4.86% Demo requirement specification 2 Gates	
• > 3	11.35% Demo requirement specification 3 Entrance process gates	
• > 4	50.00% Price Fences & Gates	
• • •	2222/ 2 · · · 2 ·	



Evaluate demand

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

Project Profile	🖉 Documents & Price Lists 📑 Summary & RFQ + Tender Import	E Result Summary
Expand All Collapse	All	
• > 1	15.45% Demo requirement specification 1 Fences	
• > 2	1.82% Demo requirement specification 2 Gates	
• > 3	12.73% Demo requirement specification 3 Entrance process gates	
• > 4	50.00% Price Fences & Gates	
• > 5	0.00% Contract Orgalime	
• > 6	20.00% Intruder protection - functional demands	

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

	١	/ersio	ole Secu on: Bid <u>Collapse /</u>	Good Security AB Version: Bid Version: Bid		
•						
		\sim	1 Section	13.78% Demo requirement specification 1 Fences Demand Statement	Eval Compliance Bid	Supplier Bid
		\sim	1.1	Chapter 1 General requirements		
			#1.1.1 1.1.2	Stunits shall be used, Evaluate Shapeer to remeas	🛞 Fully	
		>	1.1.3	Chapter 1.2 Barbed wires		
		>	1.1.4	Chapter 1.3 design		
•		>	2	4.86% Demo requirement specification 2 Gates		



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

Accepta Version:	C Good Security AB SUPER SECURITY Acceptable Security AB	>
Expand Al	Evaluate Demand #2.1.1.1	
• >		
	There shall be one gate on each side.	
	Shall Demand, Mandatory Responsible (Internal)	^
• •	(🖉 More About Demand	Feed
	Description	Revis
	Gates are essential.	
	Attachments	Very
 > > 	map.pdf,picture.jpg	
	Comment Instruction	
• >		
• ~	Attachment Instruction	
	Include a constructional drawing of the gates.	Feed Revis
• >		
• >	Supplier	1 ~
_		
• ~	Done Save Close	
	Previous Demand 🔨 🗸 Next Demand	Feed Revis

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.

Demo project Fences and gat	es				-	
ile	Documents & Price Lists	Summary & RFQ	→ Tender Import	Tender Evaluation	∑ Result S	ummary
Accepta Version:	SUPER SECURITY	Acceptable S	Security AB	Good Security AB	>	
• Eva	aluate Demano	#2.1.1.1				^

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

and Al	nand #2.1.1.1	Sood Security AS	
	nanu #2.1.1.1		Ŷ
 There shall be one gate on each side. Shall Demand, Mandatory 	Responsible (Internal)		
Nore About Demand		^	
Supplier			

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

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

•	\sim	More About Demand	Feed
		Description	Revis
	\sim	Gates are essential.	
•	\sim		
		Attachments	Very
	>	map.pdf,picture.jpg	
	>	Comment Instruction	
	>		
•	~	Attachment Instruction	Feed
•		Include a constructional drawing of the gates.	Revis
•	>		

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

	✓ More About Demand	
• ~	Supplier	 Feed
• ~	Bid Attochments:	Revis
• ~		
	Evaluation	

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".

		1		
Previous F	sponses		Fee	ed de
· · · · · · · · · · · · · · · · · · ·			V	na l

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.

		r normala magantaca			
• >	Intern	hal Notes			
				~	
		Deer	Sava		

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.

• >	Evaluate Demand #2.1.1.1 📀	^
	There shall be one gate on each side.	
	Shall Demand, Mandatory Responsible (Internal) (•) More About Demand	
	♦ More Adout Demand	Feed Revis
	Supplier	Nevis
• ~	Bid Attachments:	
		Very
⊘ >	Evaluation	
 > > 	O Non-Compliant	
	Fully Compliant	
• ~	Feedback/Motivation	Feed
• >	Very good	Revis
	Previous Responses	
• >		
		1
\bullet \vee	Done Save Close	

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.

Done		Save	Close	
•	Previous Demand 🔨 🗸 Next Demand	d		
			3	- E.

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Evaluate functional demands

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

Pr Pr	ojec	t Profile	🖉 🖉 Documents & Price Lists 📑 Summary & RFQ 🕂 Tender Import 🔤 Tender Evaluation 📃 🔀 Result Summa
Expa	nd A	ll <u>Colla</u>	appes All
•	>	1	15.45% Demo requirement specification 1 Fences
•	>	2	1.82% Demo requirement specification 2 Gates
•	>	3	12.73% Demo requirement specification 3 Entrance process gates
•	>	4	50.00% Price Fences & Gates
•	>	5	0.00% Contract Orgalime
•	>	6	20.00% Intruder protection - functional demands

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

Project Profile	 Documents & Price Lists 	Summary & RFQ	Tender Import	Tender Evaluation	E Result Summary
Acceptable Secu. Version: Bid Expand All Collap	Version: Bid Vers	SECURITY sion: Bid			
• > 1	13.78% Demo require	ement specification 1 Fe	nces		
• > 2	4.86% Demo requirer	ment specification 2 Ga	tes		
• > 3	11.35% Demo require	ment specification 3 En	trance process gates		
• > 4	50.00% Price Fences	& Gates			
• > 5	0.00% Contract Orga	lime			
• ~ 6		ection - functional dem	Eval Points	Supplier Comment Bid	Feedbac
Section #6.1	Demand Statement Front gates should be secured for int	truders.	Bid	See attachement acceptableGATES	Bid
#6.2	Back gates should only allow for one	Evaluate		See attachement acceptableGATES	
٢					> eate Revision Form
				Cr	eate Revision Form



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

Accepta Versi		Acceptable	Security AB	Good Security AB	>
Expand Al	Evaluate Function	al Demand	#6.1		
			<i>"</i> 0.1		
	Front gates should be secured for intruders. Very Important Responsible (Inte	mal)			
	More About Demand				
	Supplier				
• >	Bid See attachement acceptableGATES.pdf Attachments: acceptableGATES.pdf				
• >	Evaluation				_
	A security company will challange and evaluate set	curity towards intruders			
• >	Points O O 1	2	O O 3 4	5	
• ~	Feedback/Motivation				
					Feedbac Bid
	Show Requirements				
•	Previous Responses				
	Internal Notes				
			_	Save Close	
	Done			Save Close	
		Previous Demand 🔨	✓ Next Demand		

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.

Project F	Profile 🖉 Documents & Price Lists	Summary & RFQ	→ Tender Import	Tender Evaluation	E Result Summary
Accepta Vers		Acceptable	Security AB	Good Security AB	>
Expand Al	Evaluate Functio	nal Demand	#6.1		
• >	Very Important Responsible (More About Demand	nternal)			
• >	Supplier				_



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.

Project P	rofile 🖉 Documents & Price Lists [Summary & RFQ	Tender Import	Tender Evaluation	Result Summary
Accepta Versi		Acceptable S	ecurity AB	Good Security AB	>
Expand Al	Evaluate Functiona	al Demand :	#6.1		
_	Front gates should be secured for intruders. Very Important Responsible (Interna	1)			
• >	More About Demand		_		
	Supplier				_
• >	Bid See attachement 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

• >	Very Important Responsible (Internal) O More About Demand	^
	Description Tenders that are evaluated as 0-2 points or below acceptable will be rejected	
• >	renders diac are evaluated as 0-2 points or derow acceptable will de rejected	
-	Attachments	
• >	map.pdf	
	Comment Instruction	
• >	Describe method for purchaser's evaluation.	
	Attachment Instruction	
	Attach detailed drawings and functional specification documents	
• ~		Feedbac Bid
	Supplier	BIO
	Bid	
	See attachement acceptableGATES.pdf Attachments: acceptableGATES.pdf	
	Evaluation	
	Lauranon	~
	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.

	Very Important	Res	ponsible (Internal)					
	More About D	emand						
	Supplier							_
• >	Bid See attachement Attachments: acce	acceptableGATES.p ptableGATES.pdf	df					
	Evaluation							_
	A security compa	ny will challange an	d evaluate security	towards intruders				
	Points	0	0	0	0	0	0	

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.

		Evaluation							_
		A security compa	ny will challange an	d evaluate security	towards intruders				
	>	Points	0	0	0	0	0	0	
			0	1	2	3	4	5	
	\sim	Feedback/Motiva	tion						
									Feedbac Bid
		Snow Kequir	ements						
•		Previous Res							

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

Show Requirements			
Previous Responses			
Internal Notes	 	 	

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

•	y) Show Requirements ⊙) Previous Responses	
-		

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.

Internal Notes	
	_

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.

_	Front gates should								
	Very Important		ponsible (Internal)						
	More About De	emand							
	Supplier								
• >	Bid								
	See attachement Attachments: acce	acceptableGATES.p eptableGATES.pdf	df						
	Evaluation								
	A security compa	ny will challange ar	d evaluate security	towards intruders					
• >	Points	0	0	0	\bigcirc	0	0		
		0	1	2	3	4	5		
	Feedback/Motiva	ition							
									Feedbac
•	Show Requir	rements							
•	Previous Res								
									-
	Internal Notes								
								Close	

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.

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Evaluate price list component

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

Pro Pro	ojec	t Profile	🖉 Documents & Price Lists 📑 Summary & RFQ 😽 Tender Import 📝 Tender Evaluation	Result Summary
Expa	nd A	II <u>Colla</u>	pse All	
•	>	1	15.45% Demo requirement specification 1 Fences	
•	>	2	1.82% Demo requirement specification 2 Gates	
•	>	3	12.73% Demo requirement specification 3 Entrance process gates	
•	>	4	50.00% Price Fences & Gates	
•	>	5	0.00% Contract Orgalime	
•	>	6	20.00% Intruder protection - functional demands	

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

Project Profile	🔗 Documents & Price Lists 📑 Summary & RFQ + 🗐 Tender Impo	ort 🗟 Tende
J		
Acceptable Secu Version: Bid	Good Security AB SUPER SECURITY Version: Bid Version: Bid	
Expand All Collapse	■ L I L L I L L I L L I L L I L L I L L I L L I L L I L L I L L L I L L L L	
• > 1	13.78% Demo requirement specification 1 Fences	
• > 2	4.86% Demo requirement specification 2 Gates	
	4.00% Demo requirement specification 2 dates	
• > 3	11.35% Demo requirement specification 3 Entrance process gates	;
• ~ 4	50.00% Price Fences & Gates	1
Art Nr	Description	E
•	Total price FENCES Evaluate	1
•	Total price GATES	1
• > 5	0.00% Contract Orgalime	
	cional organice	



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

Accepta Versi		Acceptable Security AB	Good Security AB	>
Expand All	Evaluate Price Co	omponent #4.0.1		
• >	Total price FENCES			
• >	Net Price	Ordering Price Unit		^
	9000000	M		
• >	Target Price	Target Share of Total Busin	655	
	Planned Delivery Time			
• ~	80			
	⊘ More			
	Evaluation			
	Feedback/Motivation			
• >				
 > 	Previous Responses			
⊘ >	Internal Notes			
	Done		Save Close	
	Done		Jave Close	_
		Previous Item 🔨 🔍 Next Item		

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

Project Profi	ile 🖉 Documents & Price Lists	Summary & RFQ	→ Tender Import	Tender Evaluation	E Result Summary
Accepta Versi		Acceptable	Security AB	Good Security AB	>
E	Evaluate Price C	omponent #	4.0.1		
	tal price FENCES				
	et Price. 9000000		Ordering Price Unit		1 Î
	rget Price O		Target Share of Total Business		
	anned Delivery Time 80				
	More				
	valuation				
	Feedback/Motivation				



Fields that are always visible are:

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

Accepta Versi	SUPER SECURITY	Acceptable	Security AB	Good Security AB	>
nand Al	valuata Drica C		101		
· · -	valuate Price Co	Smponent #4	4.0.1		
_	al price FENCES				^
	t Price		Mrdering Price Unit		
Tar	get Price	[arget Share of Total Business		
)		0		
	nned Delivery Time				
) More				
	aluation				
	eedback/Motivation				
					1
	Previous Responses				
Inte	ernal Notes				
C	Done			Save Close	
	SUIC			une unor	_
		Previous Item 🔨	∨ Next Item		>

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



More	
Article/Service Number	Vendor Material Number 1234007
Warehouse	Responsible (Internal)
Target Quantity	Quantity Conversion
1	0
Ordering Unit	Production Unit
Text	Line Item Text
Done	Save Close
<	Previous Item 🔨 🗸 Vest Item

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.

Evaluati						
(Cobberg	/Motivation					
• >						
Previ	ious Responses					
⊘ > Internal Not						
Internal Not	tes] .
	Done			Save	Close	
	DOIL			Jure	close	_
		Previous Item 🔨	∨ Next Item			

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.

⊘ >	Internal Notes					
	Done			Save	Close	
		Previous Item 🔨	∨ Next Item			
<			_			>

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.

A					
Accepta Versi	SUPER SECURITY	Acceptable See	curity AB	Good Security AB	>
Expand All	valuate Price Co	omponent #4.	0.1		
- · ·	al price FENCES				
	Price	Or	dering Price Unit		
	000000		M		
	get Price		rget Share of Total Business		
• > _ c			0		
	nned Delivery Time 30				
) More				
Ev	aluation				
• F	eedback/Motivation				
• > [
	Previous Responses				
 > Interior 	ernal Notes				
1					_
	Done			Save Close	
-		Previous Item 🔨	∨ Next item		
<					>

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.

		Close	Save			Done	
ł	2]	∨ Next Item	Previous Item 🔨		۲.
	Revision Form	Create Revisi					
	Revision Form	Create Revisi					

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.

Project Profile	Documents & Price Lists	Summary & RFQ	+ Tender Import	🛃 Tender Evaluation	E Result Summary
Acceptable Secu Version: Bid		SECURITY on: Bid			
Expand All Collapse	All				
• > 1	13.78% Demo require	ment specification 1 Fend	es		

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.

Project Profile	Documents & Price Lists	Summary & RFQ	→ Tender Import	違 Tender Evaluation	∑ Result	t Summary
Accepta Version:	SUPER SECURITY	Acceptable	Security AB	Good Security AB	>	
Expand All EVa	aluate Deman	d #2.1.1.1				^
	all be one gate on each side.				- 1	
Shall De	mand, Mandatory Re	sponsible (Internal)				

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.

Done	Previous Demand	I ∧ ∨ Next Demand	Save	Close	
• • • •	Previous Demand	V Wext Demand			>
				Create Revision	Form



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.

Project Profile	🔗 Documents & Price Lists 🖶 Summary & RFQ 🔶 Tender Import 🔯 Tender Evaluation	E Result Summary
Acceptable Secu Version: Bid Expand All Collapse	Good Security AB Version: Bid Version: Bid	
• > 1	13.78% Demo requirement specification 1 Fences	
• > 2	4.86% Demo requirement specification 2 Gates	
• > 3	11.35% Demo requirement specification 3 Entrance process gates	
• > 4	50.00% Price Fences & Gates	
• > 5	0.00% Contract Orgalime	
• > 6	20.00% Intruder protection - functional demands	
		Create Revision 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".

Acceptable Secu Good Security AB SUPER SECURITY Version: Bid Version: Bid Version: Bid Expand All Collapse All Version: Bid	
1 13.78% Demo requirement specification 1 Fences	
Export Complete!	
Export Complete! Revision form was created successfully. Open Document Show in Folder Close	
Revision form was created successfully.	
Revision form was created successfully. Open Document Show in Folder 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

Documents & Price Lists	Summary & RFQ	Tender Import	Tender Evaluation	Result Summary
Demands Fun	ctional Demands Price Li	sts		Filter Suppliers (3/3)
()				
" r Supplier (%)				
pplier (%)				
		r Supplier (%)	r Supplier (%)	r Supplier (%)

The other tabs are:

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

o project Fences and gat	5				- • ×
Project Profile	Documents & Price Lis	ts 📑 Summary & RFQ	→ Tender Import	Tender Evaluation	E Result Summary
Summary	Demands	Functional Demands Price Lis	its	1	Filter Suppliers (3/3)
Summary per Su	pplier (%)				
Segmented Sum	mary per Supplier (%)				
Divided Summar	y per Supplier (%)				

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.

Filter Suppliers (3/3)
52.15%
Accessed to comp Ag

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.

Demo requir 1009					
Demo requir					
Demo requir 909					
Price Fences Contract Or 809					
Contract Or 809	_				
709					
705	-				
60%					
509					
409					
309	· · · · · · · · · · · · · · · · · · ·				
209					
109					
09	Acceptable.	GOOGS		SUPER SECLIN	
	-uptable -	-90g	Securi.	ER SECL	\sim



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.

Project Profile	🔗 Documents & P	rice Lists 🛛 🕞 Summary & RFQ	→ Tender Import	Tender Evaluation	E Result Summary
Summary	Demands	Functional Demands Price Li	ists	l	Filter Suppliers (3/3)
Summary per Se					^
 Segmented Sun Demo requir 	nmary per Supplier (%)				
Demo requir					
Demo requir	90%				
Price Fences Contract Or	80%				
Intruder pro	80%				
	70%				
	60%	Acceptable Security AB			
	50%	 6.49% (13.78%) Demo requirement 1.61% (4.86%) Demo requirement : 			
		7.05% (11.35%) Demo requirement			
	40%	50.00% (50.00%) Price Fences & Ge	stes		
	30%	0.00% (0.00%) Contract Orgalime			
	30%	12.00% (20.00%) Intruder protectio	n = functional demands		
	20%				
	10%				
	0%				
		Acceptable.o	GOOd Securia	SUPE	I SECUR

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

Project Profile 🖌	🔊 Documents & Pri	ice Lists 🛛 📑 Summary	& RFQ 🔶 Tenc	ler Import 📑	C Tender Evaluation	∑ Result Summary
Summary	Demands	Functional Demands	Price Lists			Filter Suppliers (3/3)
Summary per Supplier	r (%)					^
Segmented Summary	per Supplier (%)					
Demo requir 1009	8					
Demo requir						
Demo requir 909	%					
Price Fences			_			
Contract Or 809	%					
Intruder pro						
709	8					



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 grap



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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.

Project Profile	🔗 Documents & Price Lists	Summary & RFQ	→ Tender Import	📑 Tender E	valuation	Result Summary
Summary	Demands Fun	ctional Demands Price Li	sts		Filter	Suppliers (3/3)
Summary of	f Mandatory Demands			Acceptable Security AB	Good Security AB	SUPER SECURI
Complied with all r	mandatory demands			Yes	Yes	Yes
	mo requirement specificat mo requirement specificat					
/ 11.55% De	nio requirement specificat	ion 5 Entrance process <u>c</u>	Jates			
٢						>

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.

	🖉 Documents & Price Lis	ts 📑 Summary & RFQ	→ Tender Import	Tender Evaluation	E Result Summary
Summary	Demands	Functional Demands Price Li:	sts		Filter Suppliers (3/3)
	of Mandatory Demands		Г	AB	curity AB SUPER SECURI
Complied with a	I mandatory demands			Yes Yes	Ves
	emo requirement specific				
> 11.35% D	emo requirement specific	cation 3 Entrance process g	ates		
<					>

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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

Summar	y Demands Functional Demand	ls Price Lists			Filter	Suppliers (3/3)
Summa	ry of Mandatory Demands			Acceptable Security AB	Good Security AB	SUPER SECURI
Complied w	ith all mandatory demands			Yes	Yes	Yes
Expand All Co	llapse All					
∨ 13.78%	Demo requirement specification 1 Fence	es				
Section	Demand Statement		Importance	Acceptable Security AB	Good Security AB	SUPER SECUR
#1.1.2.1	It is critically important to have high fences, therefore minim	um height should be 3 m.	Critical	Mainly	Mainly	Mainly
#1.1.2.2	Its very important to secure the fences towards intruders, the possible for a man to cut the fence open with manual tools.	erefore it should not be	Very Important	Partly	Partly	Fully
#1.1.3.1	Fences should therefore be equipped with barbed wire.		Important	Partly	Eully	Fully
#1.1.3.2	Barbed wire should be minimum 30 cm in height, this is an in	mportant demand.	Important	Partly	Mainly	Fully
#1.1.4.1	A less important demand is that the whole fence should be g	green.	Less Important	None	Partly	Fully
∨ 4.86%	Demo requirement specification 2 Gate	25		Acceptable Security	Good Security AB	SUPER SECUR
Section	Demand Statement		Importance	AB		
#2.2.1	Gates Should be made in steel. Poles should be made of concrete.		Very Important	Partly	Mainly	Fully
× 11.35%	Demo requirement specification 3 Entra	ance process gates	Important	Partly Acceptable Security	Partly Good Security AB	SUPER SECUR
Section	Demand Statement		Importance	AB		
#3.1.1.1	Front gate should be opened by double identification for pe		Critical	Mainly	Fully	Fully
#3.1.2.1	Back gates should only be able to open with direct contact w		Very Important	Mainly	Fully	Fully
#3.1.2.2	Entrance through back gates should require identification of	f individual towards staff list.	Important	Partly	Fully	Fully
<						>

Functional demand summary

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

Summai	y Demands Functional Demands Price Lists			Filter	Suppliers (3/3)
	Illappe All Intruder protection - functional demands Demand Statement	Importance	Acceptable Security AB	Good Security AB	SUPER SECUR
#6.1	Front gates should be secured for intruders.	Very Important	<mark> </mark>	<mark>-</mark> 4	5
#6.2	Back gates should only allow for one person at a time to pass.	Less Important	3	4	5

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

\$]	Project Profil	e 🖉 Documents & Price	Lists 📑 Summary & RFQ	→ Tender Import	🛐 Tender E	valuation	Result Summary
	Summar	y Demands	Functional Demands Price Li	ists		Filter	Suppliers (3/3)
		Intruder protection - fur Demand Statement	nctional demands	Importance	Acceptable Security AB	Good Security AB	SUPER SECUR
	#6.0.1	Front gates should be secured for int	ruders.	Very Important	<mark> </mark>	<mark>-</mark> 4	5
	#6.0.2	Back gates should only allow for one	yerson al a unre ιν μαστ.	Less Important	3	4	5
	¢				Export All	Ex	> port Visible

Price list summary

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

Project Profi	le 🖉 Documents & Pric	e Lists 📑 Summary & RFQ	→ Tender Import	Tender Ev	valuation 2	Result Summary
Summai	ry Demands	Functional Demands Price Li	sts		Filter S	Suppliers (3/3)
Expand All Co	ollapse All					
∨ 50.00%	Price Fences & Gates					
Art Nr	Description			Acceptable Security AB	Good Security AB	SUPER SECUR
	Total price FENCES			9000000	0000000	11000000
	Total price GATES			9000000	1000000	11000000
<						>
Export Raw				Export All		port Visible

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.

✓ 50.009	6 Price Fences & Gates				
Art Nr	Description		Acceptable Security AB	Good Security AB	SUPER SECUR
	Total price FENCES		9000000	0000000	11000000
	Total price GATES		9000000	0000000	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.

				- 🗆 X
Summary	v & RFQ	• Tender Import	Tender Evaluation	E Result Summary
nctional Demands	Price Lists			Filter Suppliers (3/3)
				^

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

_							
su Fil	ter Visik	ole Sup	oliers				rs (3/3)
🔿 Sumr	Deselect All						^
100%	sible Total (%)	Company Name					
90%	40.15%	Acceptable Security	AB				_
80%	44.95%	Good Security AB					
70% —	48.31%	SUPER SECURITY					
60%							
50%							
40%							
30%							
20%							
10%							
0%					Apply	Cancel	
_		~URITY		MY AB		Sec.	
							VA8 ~



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

Project P	rofile	🔗 Docume	ents & Price Lists 🛛 📑 Su	ımmary & RFQ	Tender Import	Tender Evaluation	Example 1 Result Summary
Su	Filte	r Visil	ole Supplier	S			rs (3/3)
Sumr		Select All					^
	Visible	Total (%)	Company Name				
		40.15%	Acceptable Security AB				
80%		44.95%	Good Security AB				

To apply your filter, click "Apply".

s. Filt	er Vici	ble Suppliers			rs (3/3)
Sumr	_	bie Suppliers			^
100%	Select All				
90% Visib	-	Company Name			- 81
80% -	40.15%				
70%	44.95%	,			
70%	48.31%	SUPER SECURITY			
60%					
50%					
40%					
30%					
20% ———					
10%					
0%				Apply Cancel	
		~URITU	THY AD		Inty AB

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

• Sumr		Deselect All	ole Suppliers	^
	Visible	Total (%)	Company Name	
		40.15%	Acceptable Security AB	
80%		44.95%	Good Security AB	
70%		48.31%	SUPER SECURITY	
60%				



Export results

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

Exports are available for:

- Demands
- Functional demands
- Price lists

Demands Fun	ctional Demands Price	Lists		Filter Suppliers (3/3)
				^
				_
48,31%				
		44,95%	40.15%	
SUPER SECURITY		Good Security Ag	Acceptable Sec	
	48.31%	46.3190	45.31%	46,375

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

Project Profile 🖉 Documents & Price Lists 📑 Summary & RFQ 📲 Tender Impo	rt 🗟 Tender Ev	valuation >	Result Summary
	<u> </u>		
Summary Demands Functional Demands Price Lists		Filter S	uppliers (3/3)
Summary of Mandatory Demands	Acceptable Security AB	Good Security AB	SUPER SECURI
Complied with all mandatory demands	AB Ves	Ves	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	Exp	ort 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".

Project Profile	🔗 Documents & Price List	s 📑 🕨 Summary & RFQ	→ Tender Import	🛃 Tender E	valuation	Result Summary
Summary	Demands F	unctional Demands Price List	ts		Filter	Suppliers (3/3)
Summary o	f Mandatory Demands			Acceptable Security AB	Good Security AB	SUPER SECURI
Complied with all	mandatory demands			Yes	Yes	Yes
> 4.86% De	mo requirement specific	ation 2 Gates				
	mo requirement specific	ation 3 Entrance process ga	ates			
> 11.35% De						
> 11.35% De						>

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".

Project Profile	Documents & Price Lis	sts 🛛 📑 Summary & RFQ	Tender Import	🚉 Tender E	valuation	∑ Result Summary
Summary	Demands	Functional Demands Price	Lists		Filter	r Suppliers (3/3)
Summary o	of Mandatory Demands			Acceptable Security AB	Good Security AB	SUPER SEC
Complied with al	I mandatory demands			Yes	Yes	Ves
	ort Complete sults were exported successfully.	21	Open Results File	Show in Folder	Close	
Demand res			Open Results File	Show in Folder	Close	
Demand res	uults were exported successfully. emo requirement specifi			Show in Folder	Close	
Demand res	uults were exported successfully. emo requirement specifi	cation 2 Gates		Show in Folder		xport Voible



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".

	ry Demands	Functional Demands					Result Summar
Summar		Functional Demands	Price Lists			Filter S	uppliers (3/3)
	ollapse All						
∨ 50.00%	Price Fences & Gates			Accept	able Security	Good Security AB	SUPER SECUR
Art Nr	Description			AB			_
	Total price FENCES Total price GATES			900		1000000	11000000
<							>

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".

	_					Eresult Summary
Summary	Demands	Functional Demands	Price Lists		F	ilter Suppliers (3/3)
Expand All Collapse	All					
> 50.00% Pr	ice Fences & Gates					
	orted Price	Lists				
	,		Open Price	Lists Show in Fo	older Close	:
						>
<					Export All	Export Visible
< Export Raw Data						

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".

Project Profile	Document	ts & Price Lists	Summary & RFC	ک 🕂 Ter
Import Der	mand Document	Create Demand Docu	ument Expor	Price List Template
Impo	rt Price List	Create Functional Demand	d Document	
Import Policy &	Regulatory Document	Create Price List		
		Create Policy & Regulatory	y Document	
Expand All Coll	apse All			
1 Demo r	equirement specif	fication 1 Fences		
				_
roject Fences and gates				- 🗆 X
Project Profile 🖉 Documen	ts & Price Lists 🛛 📑 Summary	y & RFQ → Tender Import	t 🛃 Tender Evaluatio	\sum Result Summary
Summary Deman	ds Functional Demands	Price Lists		Filter Suppliers (3/3)
Summary of Mandatory D	lemands		Acceptable Security Good	iecurity AB SUPER SECURI
Complied with all mandatory demands			AB Good	
xpand All Collapse All				
> 13.78% Demo requireme	nt specification 1 Fences			
project Fences and gates				
	ocuments & Price Lists	Summary & RFQ	Tender Import	Tender Evaluation
	ocuments & Price Lists	Summary & RFQ	Tender Import	Tender Evaluation
Project Profile D	ecurity AB SUPER SECURIT		Tender Import	Tender Evaluation
Project Profile Do			Tender Import	R Tender Evaluation
Project Profile De	ecurity AB ion: Bid Version: Bid		Tender Import	Tender Evaluation





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 <u>feedback.protendering.com</u>.

The ProTendering Team

The latest version of the manual can be downloaded from <u>manual.protendering.com</u>.