# SPS – Request for Quotation

You are already registered as a supplier in our portal. Then you have the option of calling up requests for quotation for STRABAG tenders. If you are interested, you can submit an offer for a tender and thus be included directly in our bidder list.

## How to view the request

**Option 1:** You have received an e-mail with the subject e. g. STRABAG SPS - RFx - Freeform Timber Structures. Click on the link in the e-mail and you will be taken to the SPS registration page (if you are already logged-in, the link will automatically take you to the My RFx overview).

**Option 2:** Immediately after logging in, on your landing page, click on *Sourcing* at the top of the grey menu bar. Now select *My RFx* from the dropdown menu.

く う ☆ Supplier Porta Wy RFx View Public RFx		
INFORMATION	MY TASKS See 9 results	IN
Dear ladies and gentlemen, You are on your personal start page of our SUPPLIER PORTAL. In addition to your tasks for the joint digital purchasing process, further information about our cooperation will be made available to you here in the future.	Workflow         Number         Description         Action         Description           Image: Supplier Documents         Bis Badener Freiform His Badener Freiform mit STRABIS EDU STRABIS - EDU STRABIS	In In Se
With kind regards Your purchasing department	Supplier Documents         Die Badener Freiform Holzbauwerke GmbH - verbunden mit StrADIS EDU STAGING - professional register - 12-05-2023         Upload           Supplier         Supplier         Supplier         Supplier         Upload	
STRABAG CONTACTS See 1 result	Documents         Bescheinigung in Steuersachen - 12-06-2023           Piel Badener Freiform Hobbaawerich Communication Documents         Die Badener Freiform Hobbaawerich Communication Hobbaawerich Communication Hobbaawerich Communication Hobbaawerich Lability of the Internet Provide Lability o	S
Name         \$         E-Mail         \$         Position in the company         \$           Einkauf TUSRC         Einkauf@tusrc.test         Einkauf@tusrc.test         \$         \$         \$	Submit main data	
	Company attributes Upload mandatory certificates Validate main data Approvalis given by	

The page opens with a list of all current requests.



	GENERAL INFO. SOUR	CING CONT	RACTS CATALOG	UE OR	DERS	HELPDE	SK								$\triangle$	¢° 6	Anna S
く つ ☆	My RFx														Q. Search		
Search (Label/Code)	Main Commodities		Country		Proposal I	Progress	s R	RFx Status	O Saurah	Depat							
Tender begins	Tender ends	•	Execution begins		Execution	ends	]	open to bloang × O	C Search	RUSH							
Filters RFx Status : Oper	n for Bidding ×																
Proposal Progress	Sourcing Project Code \$	RFx Name		÷ L	ot \$ Ro	und \$	Main Commo	dity Further Commodities	Project		\$ Country \$	Postcode \$	City \$	Contract type \$	Type of RFx $\Leftrightarrow$	Status	Ten (UTC
OO Submitted	BPM000002295	Holztragwerke 09.07.2024	konstruktion #1 - Insigh	<sup>its</sup> 1	1		Freeform - tim structures	nber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	08/10 23
OOO Submitted	BPM000002167	Holztragwerki 11.06.2024	konstruktion #2 - Insigh	its 1	1		Freeform - tim structures	lber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	30/0 23
• Will not respond	BPM000002164	Holztragwerki 11.06.2024	konstruktion #1 - Insigh	<sup>its</sup> 1	1		Freeform - tim structures	nber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	30/0 23
OOO Submitted	BPM000002029	Holztragwerki Insights reserve	konstruktion #1 - (für viert) 🛈	1	1		Freeform - tim structures	nber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	01/0
Submitted	BPM000001840	Holztragwerki Insights reserve	konstruktion #1 - (für viert) ③	1	1		Freeform - tim structures	nber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	29/03 23
Awaiting     Acknowledgement	BPM000001824	Holztragwerki Insights reserve	konstruktion #59 - (für viert) 🛈	1	1		Freeform - tim structures	aber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	31/0 23
Not viewed	BPM000001823	Holztragwerki Insights reserv	konstruktion #58 - (für viert) 🛈	1	1		Freeform - tim structures	aber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	15/0 23
OO Submitted	BPM000001657	Holztragwerki Insights reser	konstruktion #52 - (für viert) ①	1	2		Freeform - tim structures	nber	SRC Test #1					Contract for Work - Full Service	Request for Proposal	Open for Bidding	22/1 2

## How to open requests

To view the request, please click on the pencil symbol.

< "D		My RFx							Q, Search		
/ 000 S	Submitted	BPM000002029	Insights reserviert) ()	1	1	structures	SRC Test #1	Work - Full Service	Request for Proposal	for Bidding	23:59:00
/ 00• S	Submitted	BPM000001840	Holztragwerkkonstruktion #1 - (für Insights reserviert) ③	1	1	Freeform - timber structures	SRC Test #1	Contract for Work - Full Service	Request for Proposal	Open for Bidding	29/03/2024 23:59:00
Acknowl	Awaiting ledgement	BPM000001824	Holztragwerkkonstruktion #59 - (für Insights reserviert) ③	1	1	Freeform - timber structures	SRC Test #1	Contract for Work - Full Service	Request for Proposal	Open for Bidding	31/07/2024 23:59:00
N	Not viewed	BPM000001823	Holztragwerkkonstruktion #58 - (für Insights reserviert) ①	1	1	Freeform - timber structures	SRC Test #1	Contract for Work - Full Service	Request for Proposal	Open for Bidding	15/03/2024 23:59:00
/ 00• s	Submitted	BPM000001657	Holztragwerkkonstruktion #52 - (für Insights reserviert) $\textcircled{0}$	1	2	Freeform - timber structures	SRC Test #1	Contract for Work - Full Service	Request for Proposal	Open for Bidding	22/12/2023 23:59:00

## The following view opens:

GENERAL INFO. SOURCING	CONTRACTS CATAL	OGUE ORI	DERS HELPDESK		
③ ☆ Freiform - Holzbauwerke	e (BPM000001461) -	Lot:1/Ro	ound : 2		
<b>«</b>					Save
PARTICIPATION (1)					
Please click on the button to	see further details to this Rf	x.			
Show Details					
Show Details					
Show Details					
RFX GENERAL INFORMAT	ION		ADDRESS		
RFX GENERAL INFORMAT RFX Name	TION		ADDRESS Street		
RFX GENERAL INFORMAT RFX Name Freiform - Holzbauwerke	TION		ADDRESS Street Oberer Griesberg		
RFX GENERAL INFORMAT RFX Name Freiforn - Holzbauverke Type of Service Contract for Delivery	TION		ADDRESS Street Oberer Griesberg Postcode	City	
RFX GENERAL INFORMAT RFX Name Freiforn - Holzbauwerke Type of Service Contract for Delivery Mais Compacting	TION	odities	ADDRESS Street Oberer Griesberg Postcode 96110	City Scheßlitz	
RFX GENERAL INFORMAT RFx Name Freiform - Holzbauwerke Type of Service Contract for Delivery Main Commodity Freeform - timber struc	Additional Comm en Freeform - timber	odities	ADDRESS Street Oberer Griesberg Postcode 96110 Country	City Scheßlitz	
RFX GENERAL INFORMAT RFX Name Freiform - Holzbauwerke Type of Service Contract for Delivery Main Commodity Freeform - timber struc Project	Additional Comm en Freeform - timber	odities structures	ADDRESS Street Oberer Griesberg Postcode 96110 Country GERMANY	City Scheßlitz	

In the *Request* section of the enquiry, the *RFx Name*, the *Type of Service* and information on the *Main Commodity* and the *Project* are displayed.



To view the details, please click on the Show Details button.

# Views of the request

To refresh the window, click on the Show Details button.

		GENERAL INFO. SOURCING CO	NTRACTS CATALOGUE	ORE	DERS HELPDESK		
	< "Э☆	Freiform - Holzbauwerke (BPI	M000001461) - Lot :	1 / Ro	ound:2		
1	« Request					B Save	Download all contents of this RFx
*	Team						
۵	Items/Total Amount	<ul> <li>Data has been saved</li> </ul>					
8	Proposal	PARTICIPATION					
œ	Notes / Correspondence						
	Overview Proposals	Please select*	nd to this REx				
		<u>NO BID</u> : We will not be able to r Confirm Participation  RFX GENERAL INFORMATION  RFX Name Freiform - Holzbauwerke Type of Service	espond to this RFx.		ADDRESS Street Oberer Griesberg		BEGIN AND END DATES Tender Start Date 31/10/2023
		Contract for Delivery			Postcode	City	Tender End Date
		Main Commodity	Additional Commodities		96110	Schelšlitz	29/02/2024
		Freeform - timber struc en	Freeform - timber structu	ires	GERMANY		EXECUTION PERIOD
		Project					
		Purchasing day UB 6H - Exercise pr	oject	en			Time for Execution
							Execution Begin Date Execution End Date

In the displayed navigation item *Request*, you can view general information on the enquiry, such as *begin and end dates*, the *execution periods* and (by scrolling down) the sections *Other information*, *Documents* and *Contacts*.

If you wish, you can download all documents relating to this enquiry to your computer by clicking on the *Download all contents of this RFx* button.

## Interest in participating in the tender

If you are interested in participating in a tender for this enquiry, please click in the box *Participation* in the corresponding field in the top line.

If you wish, you can also write a text in the comments field.



Please select*			
WILL BID: Ou	r intent is to respond to this	RFx.	
NO BID: We v	vill not be able to respond to	o this RFx.	
Comments			
Commente			

Then click on *Confirm Participation* and then on the *Save* button.

	< "D ☆	Freiform - Holzbauwerke	e (BPM	1000001461) - Lot : 1 /	Round : 2		
1	« Request				a Save	Download all contents of this RF	x Validate & Submit Proposal Cancel/Change Proposal
-25	Team						
۵	Items/Total Amount	RFX GENERAL INFORMAT	ION		ADDRESS		BEGIN AND END DATES
8	Proposal	RFx Name			Street		Tender Start Date
	Notes /	Freiform - Holzbauwerke			Oberer Griesberg		31/10/2023
_		Type of Service			Postcode	City	Tender End Date
	Overview Proposals	Contract for Delivery			96110	Scheßlitz	29/02/2024
		Main Commodity		Additional Commodities	Country		
		Freeform - timber struc	en	Freeform - timber structures	GERMANY		EXECUTION PERIOD
		Project					EXECTION ENDS
		Purchasing day UB 6H - Exe	rcise proj	ject en			Time for Execution
							Execution Begin Date Execution End Date

Enquiries for which you have expressed an interest will then also be listed under My RFx.

	GENERAL INFO.	SOURCING	CONTRACTS	CATALOGUE	ORDERS	HELPDESK		۸ A.	Anna S. •
く う ☆	Supplier Porta	My RFx View Public RF	Fx					Q. Search	
INFORMATION						MY TASKS See	e 9 results	INFORMATION	
Dear ladies and gentleme	en,							Information on Supplier hierarchy	

# No interest in participating in the tender

If you are not interested, please click in the corresponding field at the bottom line NO BID: We will not be able to respond to this RFx.

Please give a reason for the rejection.

To do this, please click in the field under *Reason* and select the relevant reason.



SPS – STRABAG Portal for Suppliers	S - Request for Quotation
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Please select*	
WILL BID: Our intent is to respond to this RFx.	
NO BID: We will not be able to respond to this RFx.	
eason*	
N - Contract - Marco	
No supply capacities	
No execution capacities	
Requested volume too low	
Requested volume too high	
Distance too for	

If you wish, you can also write a text in the comments field. Then click on Confirm.

The minine conclusion year any ranaries for and contact for and ongain y
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Please select*		
WILL BID: Our intent is to respond to this RFx.		
NO BID: We will not be able to respond to this RFx.		
Reason*		
No supply capacities	0 -	
No supply capacities	0 -	_

You can change your answer from rejection to interest at any time by simply clicking on the top line - see description of Interest in participating in the tender.

Click on the STRABAG logo at the top left to return to your landing page.

The navigation item *Team* offers the option to define additional contributors. These can be added in the *Add Contact* section.



	<	Ð	☆	Holztragwerkkonstruktion #59 - (für Insights reserviert) (BPM000001824) - Lot : 1 / Round : 1	
i	Reque	est	«	🗎 Save	Create a new proposal
0 0	Team Items/	/Total Arr	nount	Here, you can add your colleagues to contribute to this RFx.	INFO " -> "Company Profile"). There you can select nervons from your company network or crea
	Propos Notes Corres	isal ; / sponden	ice	Note: By this team assignment, the contacts will only have access to this RFx.	(iii) C Company ( tome ). There you can believe particular infinity on company network or even
=	Overvi	riew Prop	posals	Project Name SRC Test #1 en Add Contact	
				Name	Email
				SUPPLIERS2C Anna	anna.supplier@S2C.com
				1 Record(s)	

# Submitting a proposal

To submit a proposal, please first click on Items /Total Amount.

Enter a total amount for the requested offer here, in the column Total Sum Net.

	< "Э☆	Holztragwerkkonstruktion #49 - (für Insights reserviert) (BPM000001486) - Lot : 1 / Round : 1
i	« Request	Save     Validate & Submit Proposal     Cancel/Change Proposal
-23	Team	
	Items/Total Amount	Project Name
8	Proposal	
	Notes / Correspondence	EUR O -
	Overview Proposals	Total Sum Request         0       Selected         Type ‡       Code ‡       Label ‡       Total Sum Net* ‡         Image: Construction of the second s

Then switch to the navigation item Proposal.



< 5 公	Holztragwerkkonstruktion #49 - (für Insights reserviert) (BPM000001486) - Lot : 1 / Ro	pund:1
<ul> <li>Correspondence</li> <li>Overview Proposals</li> </ul>	Holztragwerkkonstruktion #49 - (für Insights reserviert) (BPM000001486) - Lot : 1 / Rc	Validate & Submit Proposal       Cancel/Change Proposal         PROPOSAL DOCUMENTS       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file         Image: Test-PDF -1.pdf       Image: Click or drag to add a file
	Answer type       AAtemate proposal       Replace disting proposal       Replace disting proposal       Minimum Proposal Binding Period       Minimum Proposal Binding Period       Requested Guarantee       Years     Months       Years O     Months O       Weeks O       Message	

Please fill in the mandatory field *Accepted Proposal Binding Period*. You are welcome to adjust the pre-filled mandatory field *Label* if required.

If you wish, you can enter a different *proposed guarantee* period or write a message in the *Message* field.

You can add offer documents via the *Click or drag & drop a file* button. You can choose from > 100 file formats.

Once you have completed your entries, please click on the Save button.

You have the option of cancelling your entries and thus the processing before the offer is finally sent. To do this, click on the *Cancel/change proposal* reply button.

	<	Q	☆		Holztragwerkkonstruktion #49 - (für Insights reserviert) (BPM000001486) - Lot : 1 / Round : 1
i	Requ	est		~~	Save Validate & Submit Proposal     Cancel/Change Proposal
۵	Team	D.			Project Name

Once you have completed the proposal processing, you can now finalise your offer and send it to STRABAG. To do this, click on the *Validate & submit proposal* button.

< "D \(\chi)	Holztragwerkkonstruktion #49 - (für Insights reserviert) (BPM000001486) - Lot : 1 / Round : 1
i Request	a Save Validate & Submit Proposal Cancel/Change Proposal
🛎 Team	Project Name

You will be asked for confirmation again before the final dispatch of the offer.

If you have any doubts and would like to check your entries again, click on Cancel.



Do you really want to submit your proposal?	
<ul> <li>Once an offer is submitted, it cannot be modified. You will only be able to create a new one.</li> <li>1 / 1 items have been filled.</li> <li>1 document(s) have been attached to the proposal. (Proposal)</li> <li>Total number of attached documents: 1</li> </ul>	
	Cancel Submit my Proposal

If you are sure that you want to submit an offer, click on Submit my proposal.

Do you really want to submit your proposal?	
<ul> <li>Once an offer is submitted, it cannot be modified. You will only be able to create a new one.</li> <li>1 / 1 items have been filled.</li> <li>1 document(s) have been attached to the proposal. (Proposal)</li> <li>Total number of attached documents: 1</li> </ul>	
	Cancel Submit my Proposal

## Notes/Correspondence

The navigation item Notes/Correspondence in the navigation bar on the left allows you to send a message to your STRABAG contact by clicking on the *New Message* button.

< "D 🕁	Holztragwerkkonstruktion #49 - (für Insights reserviert) (BPM000001486) - Lot : 1 / Round : 1
≪ ≰ Request & Team	Save Create a new proposal
Items/Total Amount	SRC Test #1 en
Proposal	
Notes /	Search Message Type*
	Q Search Reset Advanced Search Clarification O -
	"D Message History From From
	New Message Subject*
	Subject   Messages Last update (UTC+2)  Original sender  Last sender   SEND TO
	Test Nachricht 0 / 1 27/11/2023 10.28.44 Lukas EINKAUFS2C Lukas EINKAUFS2C
	1 Record(s)
	Message
	◎ / # Click or drag to add a file
	<b>∡</b> Send <b>≣</b> Cancel

If you receive a message about the tender from your STRABAG contact, you will be informed by email and will also find the message in this navigation item. The e-mail will also contain a link that will take you directly to the *Notes/correspondence* tab.

## **Overview of offers**

You will find an overview of the offers you have submitted under Overview Proposals.



< 5 н «	Hoiztragwerkkonstruktion #49 - (tur insign	s reserviert) (BPM00	0001486) - Lot : 1	/ Round : 1		reate a new proposal	1	
Request								
Feam Items/Total Amount Proposal Notes / Correspondence	Status In progress × Submitted × O -	h Reset						
Overview Proposals	RFx Name \$	Project Number/Name \$	Name of Response \$	Message \$	Status \$	Proposal Progress	Submitted (UTC+2) \$	Bid Amount
	Holztragwerkkonstruktion #49 - (für Insights reserviert) - 1	SRC Test #1	Proposal # 2		Submitted	100%	05/08/2024 07:54:09	900,00 EUR
	Holztragwerkkonstruktion #49 - (für Insights reserviert) - 1	SRC Test #1	Angebot # 1		Submitted	100%	06/11/2023 07:55:56	45.000,00 EUR
	2 Record(s)							٥

You have the option of sending a new, corrected offer via the green Create a new proposal button.

After submission of your offer, the My RFx overview is updated and is displayed as follows:

< "D 🖒	My RFx												Q, Search		
Search (Label/Code)	Main Commodities	Country	Prop	posal Progre	ss RFx	Status									
		*)[	•		- Op	en for Bidding × C	- Q. Search	Reset							
Tender begins	Tender ends	Execution begins	Exe	cution ends											
₿ from	🖨 until	🛱 from	<b></b>	intil											
Filters RFx Status : Open	n for Bidding ×														Tender
Proposal Progress	Sourcing Project Code \$	RFx Name	¢ Lot ≎	Round ¢	Main Commodit	y Further Commodities	Project		Country	Postcode ¢	City	Contract type	Type of RFx \$	Status	(UTC+2)
												and the second second		0	

Click on the STRABAG logo at the top left to return to your landing page.

