

e-RFQ

User Guide for Vendors

egvn.help@enka.com



What is EGVN?

ENKA Global Vendor Network is a global vendor management system.

By participating in this network, suppliers get the opportunity to cooperate with ENKA.

In EGVN;

- Vendors can manage their companies' information and users.
- According to the selected vendor segmentation codes, suppliers get the chance to work with new / more projects by receiving e-RFQ invitations.
- Suppliers can participate in e-RFQ (*Electronic Requests for Quotation*) processes and submit their offers.

Note: Vendor segmentation codes are ready to select “Company” → “Edit Company Information” tab in EGVN.

Log In

Log in link : <https://cloud.enka.com/supplier>

- If you are not already a member;

1- If you have been invited to EGVN by ENKA or Vendor admin;

after accepting the EGVN invitation from your mailbox, you can log in by entering your e-mail and password. (1)

2- If your company is not registered in EGVN;

You can create your company registration request by clicking "[click here to register](#)" (2)

This link will guide you through the registration process.

The screenshot shows the EGVN Supplier Portal interface. On the left, a dark grey box contains the text: "Welcome to EGVN", "EGVN Supplier Portal is an interactive vendor network platform, designed by ENKA Systems, which enables self-service business transactions between Company and its authorized Vendors through a secure, web-based portal. Vendors can register via the 'vendor registration' process on company webpages.", "Vendors can use Portal to exchange business documents including company Information, RFQ Inquiries&Quatations, Questions&Answers(Q&A), Supplier Catalogs and Documents(NDA, financial documents, quality certificates etc.). Portal provides a transparent vendor management process." On the right, the login form is visible. It has a blue header with "EGVN GLOBAL VENDOR NETWORK". Below the header, it says "Please enter your username and password". There are two input fields: "Email" and "Password", both highlighted with a red box and a red "1" next to them. Below these fields is a language selector showing "English" with a UK flag and a dropdown arrow. A blue "Log On" button is below that. Below the button is a link "Forgot your password?". At the bottom of the login section, there is a "Registration" section with the text "Are you new to our vendor network?" and a red box around the link "Click here to register" with a red "2" next to it. Below the registration link is a link "Download Supplier Network User's Manual".

Participate in e-RFQ

- 1st way:

Click the '**Participate**' button in the e-RFQ invitation e-mail. This link will direct you to the EGVN.

EGPS <small>EL DENE</small> PROCUREMENT SYSTEM	
From	[REDACTED]
To	[REDACTED]
Title	[REDACTED]
RFQ No	[REDACTED]
Bid Due Date	07/10/2019 18:00:00 (UTC+03:00) Istanbul
Incoterms	EXW / Turkey /
Payment Terms	Fatura 3065 sayılı kanun gereğince ihrac kayıtlı ya da direkt ihracat olacak şekilde KDV'den muaf olacaktır. İHRACAT İŞLEMLERİ TEDARİKÇİ FIRMA TARAFINDAN YAPILACAKTIR. BU ŞARTI KARŞILAYAMAMA DURUMUNUZ VAR İSE ENKA SATINALMA YETKİLİSİ İLE İRTİBATA GEÇİNİZ.
Currency	USD

Participate

Decline

[Click here to see bid details](#)

Line #	Description	Quantity	Unit
1	[REDACTED]	25	m3
2	[REDACTED]	25	m3

Participate in e-RFQ

- 2nd way:

Participating on <https://cloud.enka.com/supplier>

The screenshot displays the ENKA Vendor Network interface. The top navigation bar includes the logo, a menu icon, a user profile icon, and the text "EA Test Service" and "Log Off". The left sidebar contains a navigation menu with "Request For Quotation" highlighted and "RFQ Search" selected. The main content area is titled "RFQ Search" and features a table with columns for RFQ #, Title, Contact To, End Date, Action Status, and RFQ Status. A "View" button is highlighted in the table. Below the table, the "RFQ Information" section is visible, containing fields for Title, Project, Purchasing Company, Time Zone, Bid Due Date, Bid Validity, Latest Question Accept Date, Contact To, and Contact CC. The "Delivery Terms" section includes Inco Terms (DAP), Country (Turkey), City (ISTANBUL), Delivery Location, Latest Delivery Date, and Allow Partial Delivery. The "Payment Terms" section includes Payment Terms, Pricing Type (FirmFixed), and Currency (USD). The "Instructions" section contains text: "The winner of the tender must be able to send the products within 4 weeks. Otherwise, please state before bidding. Bidding will be made on Dollars without VAT." At the bottom of the RFQ information section, there are "Participate" and "Decline" buttons.

Note: Price entries will be visible after the "Participate" button.

Participate in e-RFQ

The fields marked with yellow can be edited/filled by vendor. You can write your offers directly by clicking on the screen. Click “**Bid Save/Send**” to send your proposal details.

Your prices will be saved and E-RFQ will be completed.

RFQ Information

Title	<input type="text"/>
Project	<input type="text"/>
Purchasing Company	<input type="text"/>
Time Zone	(UTC+03:00) Istanbul
Bid Due Date	2020-03-09 18:00
Bid Validity	2020-06-14
Latest Question Accept Date	2020-03-16 18:00
Contact To	<input type="text"/>
Contact CC	<input type="text"/>

Delivery Terms

Inco Terms	DAP
Country	Turkey
City	ISTANBUL
Delivery Location	<input type="text"/>
Latest Delivery Date	2020-04-09 23:15
Allow Partial Delivery	<input type="checkbox"/>

Payment Terms

Payment Terms	<input type="text"/>
Pricing Type	<input type="text"/>
Currency	<input type="text"/>

Instructions

The winner of the tender must be able to send the products within 4 weeks. Otherwise, please state before bidding. Bidding will be made on Dollars without VAT.

You are Participating This RFQ

Decline

Items Bulk Upload RFQ Attachments Bidder Attachments

RFQ Items 2

Bid Save/Send Undo Excel Export

Item No	Description	Brand	Model	Quantity	Unit	Unit Price	Total Price (USD)	Currency	Remarks
1		Brand A	Model X	1	EA	30.00	30	USD	
2		Brand A	Model Y	1	EA	28	28	USD	
3		Brand B	Model Z	2	EA	42.00	84	USD	
Total							142		

Note: If you switch to another tab without saving the offer, the places you have logged in are deleted.

Do not switch to another tab without saving the offer.

Participate in e-RFQ

- **Bulk Upload** (an alternative way for manual price entry)

An easier way to upload your prices all at once. If you want to upload your offers via excel instead of entering them manually, you can use the “*Bulk Upload*” option.

RFQ Information	Delivery Terms	Payment Terms
Title	Inco Terms	Payment Terms
Project	Country	
Purchasing Company	City	Pricing Type
Time Zone	Delivery Location	FirmFixed
Bid Due Date	Latest Delivery Date	Currency
Bid Validity	Allow Partial Delivery	USD
Latest Question Accept Date	Instructions	Currency
Contact To	The winner of the tender must be able to send the products within 4 weeks. Otherwise, please state before bidding. Bidding will be made on Dollars without VAT.	
Contact CC		

You are Participating This RFQ

Decline

1

Items **Bulk Upload** RFQ Attachments Bidder Attachments

To upload / download all line items with excel [Click here](#)

2

Choose File

3

Upload

4

(Download the template with No:2 and fill your offers. Select filled excel with No:3 and upload it with No:4)

Note: If you want to be sure that you have entered the correct prices, you can check the bottom area of the line items.

Q&A

- Questions

If you have any questions for the buyer, you can use Q&A tab.

You can use the “Q&A” tab, then the “Ask Question” button to submit your questions.

The screenshot displays the ENKA Q&A interface. At the top, there is a navigation bar with a menu icon, a user profile icon, and the text "EA Test Service". A red notification banner at the top right reads "Bid Closure In 02 Days". Below the navigation bar, there are two tabs: "Main" and "Q&A", with "Q&A" being the active tab. The main content area is titled "RFQ Questions" and contains an "Ask Question" button. To the right of the button are filters for "All", "Answered", and "Unanswered". The interface shows a question card for "Question-1" with ID "#132". The question text is "A sample question from the vendor." and it is attributed to "EA TEST SERVICE". The question status is "Answered" and the date is "2020-03-07 02:15". To the right of the question card is an "Answer" card with the text "ENKA's answer to the vendor is here." and a date of "2020-03-07 02:17".

Note : Your questions will be seen by the buyer only.

Technical Evaluation

If there is a technical evaluation form sent to you by the buyer, it will appear in this tab. In this tab, you can answer the technical questions asked by the buyer.

Write your ability to meet the expected responses in the empty boxes and click **Save Changes** button.

Sequence No	Description	Expected Response	Response
1 STRUCTURAL DESING & STANDARTS			
1.1	Design	The structure is to be designed by SAP2000 complying with, ASD'89, steel structures design codes with below design loads	Confirmed.
1.2	Colors	-	"The structure is to be designed by PKPM ,compaying with GB50009-2012,steel structures design codes with below design loads
1.3	Steel	RAL 9002- Gray-white	Confirmed.
1.4	Roof Cladding	Galvanized	<u>RAL 9003-</u> Gray-white
2 FRAMES & LOAD BEARINGS			
Sequence No	Description	Expected Response	Response
2.1	Panel	Sandwich panels will be used for wall partitions	Painted H shape steel for H type building . <u>Glvanized</u>

[Save Changes](#)

Other Details

- Attachments

- 1- If you want to share any file, you can upload it in “*Bidder Attachments*” tab with + icon.
- 2- If there are any files shared with you, you can find them in the “*RFQ Attachments*” tab.

EA Test Service Log Out

Bid Closure In 02 Days 15:35:18

Main Q&A

RFQ Information

Title

Project

Purchasing Company

Time Zone (UTC+03:00) Istanbul

Bid Due Date 2020-03-09 18:00

Bid Validity 2020-06-14

Latest Question Accept Date 2020-03-16 18:00

Contact To

Contact CC

Delivery Terms

Inco Terms DAP

Country Turkey

City ISTANBUL

Delivery Location

Latest Delivery Date 2020-04-09 23:15

Allow Partial Delivery

Instructions

The winner of the tender must be able to send the products within 4 weeks. Otherwise, please state before bidding.
Bidding will be made on Dollars without VAT.

Payment Terms

Payment Terms

Pricing Type FirmFixed

Currency USD

Currency	Rate	Date
No data		

You are Participating This RFQ Decline

Items Bulk Upload RFQ Attachments Bidder Attachments

+

RFQ No	Bidder	Owner	File	File Upload	Update Date
Q	Q	Q			Q
	EA Test Service		EA Test Service - Example File.xlsx	Reattach	2020-03-07 02:24

Frequently Asked Questions

➤ “I can not log in to EGVN.”

Solution;

- Make sure that you are a verified user under your company. (If not please contact ENKA or vendor company admin.)
- If you can not remember your password, you can receive e-mail to renew password link on <https://cloud.enka.com/supplier/Account/ForgotPassword>
- If the problem persists, contact with egvn.help@enka.com

➤ “Should I enter prices with or without VAT?”

Solution;

- Unless otherwise stated in e-RFQ, you must submit your prices excluding VAT.
- If you have any question for this point, you can ask the buyer using the "Q&A" tab.

➤ “I want to edit my bids due to wrong price entry.”

Solution;

- If the 'bid-Due Date' hasn't expired yet, you can revise your prices manually or by "bulk upload" and save the results with the “*Bid Save/Send*” button.

Frequently Asked Questions

➤ “Some fields in EGVN are not on my screen / not working properly.”

Solution;

- Clear cache&cookies and log off/log in. Alternatively, you can log in new incognito window in the browser. EGVN works best with Chrome browser.
- If the problem persists, contact with egvn.help@enka.com

➤ “How can I be sure that I entered the correct prices?”

Solution;

- You can check from the overall total area. (1)
- You can transfer the entered prices to excel with the “Excel Export” button and provide the controls.(2)

Items Bulk Upload RFQ Attachments Bidder Attachments

RFQ Items Items Count: 3 Quoted Items: 3 Remaining: 0

Bid Save/Send Undo Excel Export

Item No	Description	Brand	Model	↑ Qua...	Unit	Unit Price	Total Price (USD)	Currency	Remarks
1		Brand A	Model X	1	EA	30.00	30	USD	
2		Brand A	Model Y	1	EA	28.00	28	USD	
3		Brand B	Model Z	2	EA	42.00	84	USD	
Total							142		

5 10 20 50 100 Page 1 of 1 (3 items) < 1 >



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