국내 공급자를 위한 RFI 유자격평가 신청 및 회신 메뉴얼

Related System: Procurement
Manual User : Korean BP User(Vendor)
Notice : 2013. 02. 22
Version : REV 3.

Procurement
Management Team

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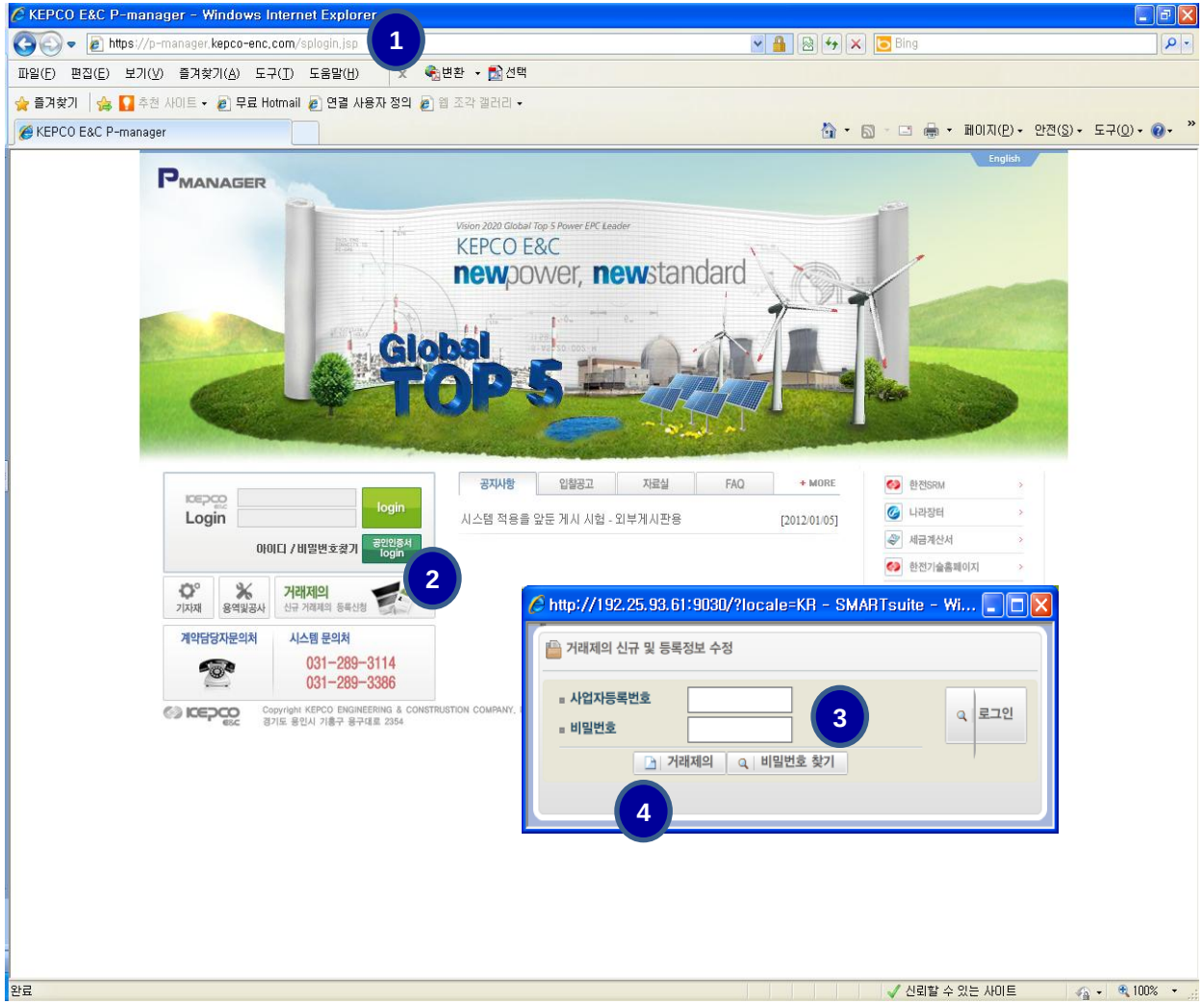
7. 문의처

1. BP Portal 거래제의

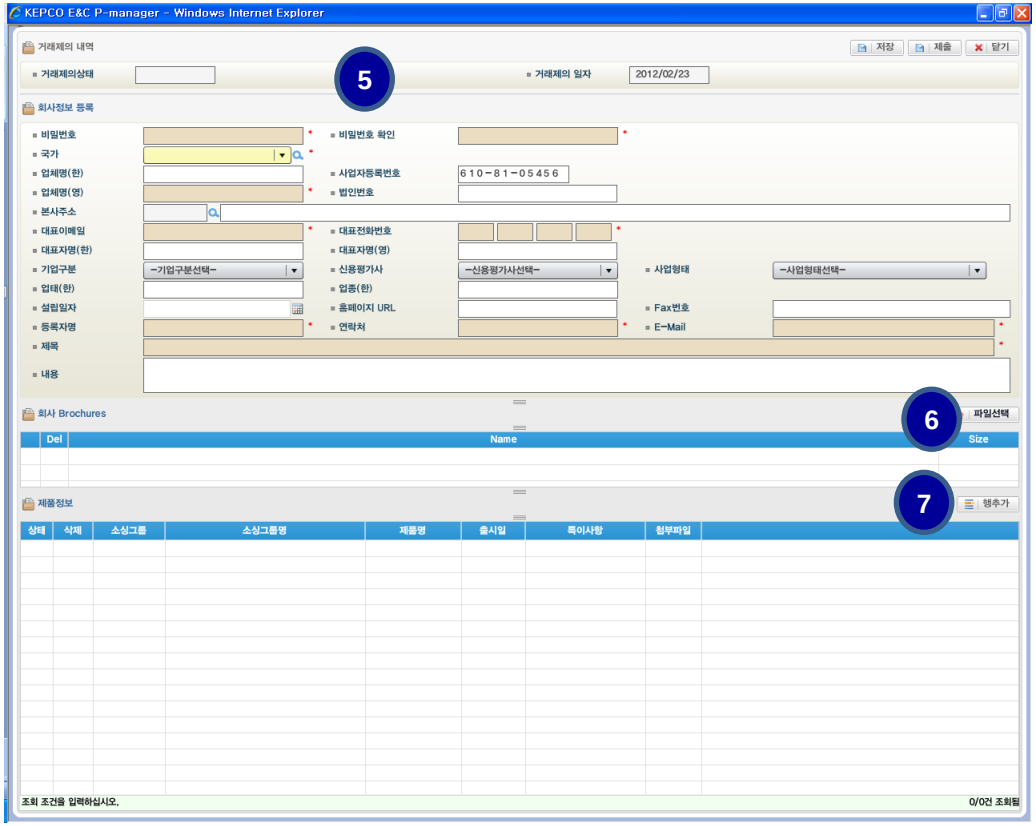


1) Business Partner Portal 시스템 접속 (https://p-manager.kepco-enc.com)
2) 거래제의 클릭
3) 사업자등록번호 및 비밀번호 입력
4) 거래제의

거래제의를 통해 ID/PW를 신청합니다.

필수 첨부사항
: 사업자등록증 사본 및 업체안내서

1. BP Portal 거래제의

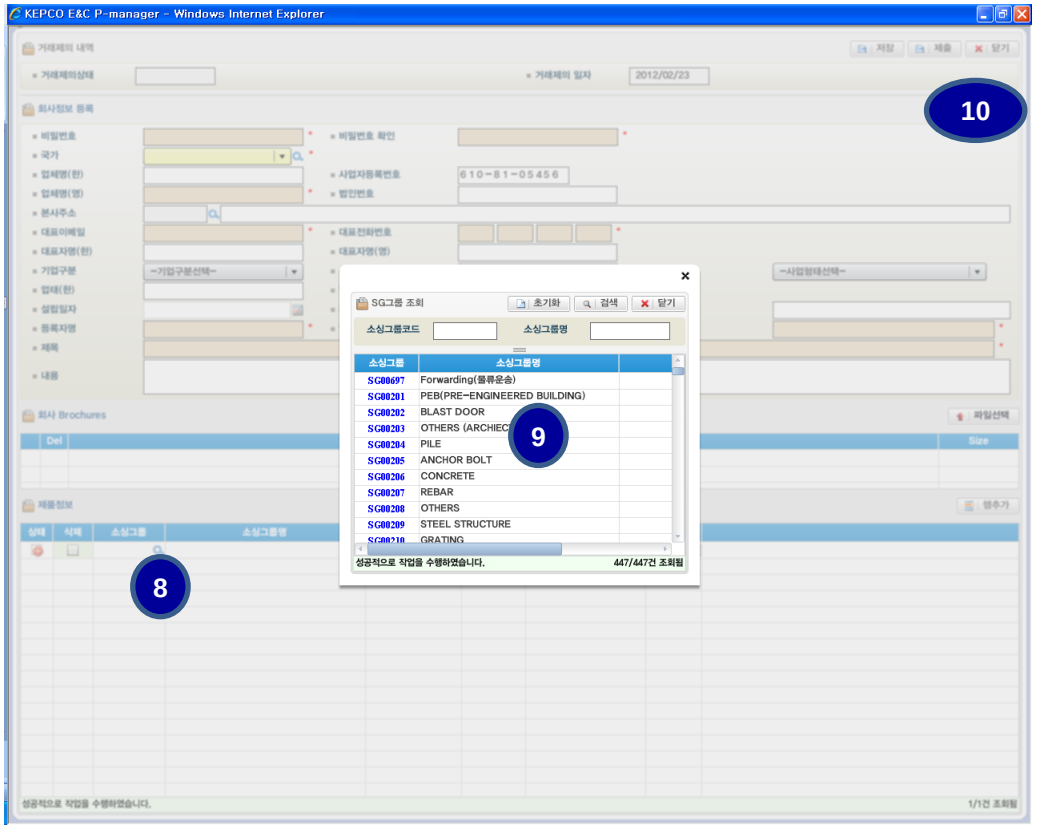


5) 내용 기입(임시 비밀번호 등)

6) 회사 브로셔 , 사업자등록증 등 파일 입력

7) 행추가

1. BP Portal 거래제의



8) 소싱그룹 돋보기 클릭

9) SG 그룹을 조회하여 선택

- SG (Sourcing Group)은 우리회사의 업체 발굴단위로서, 거래제의에서는 참고정보로서 입력하도록 되어 있습니다.
- 모집공고문을 참고하시기 바랍니다.

10) 저장 또는 제출

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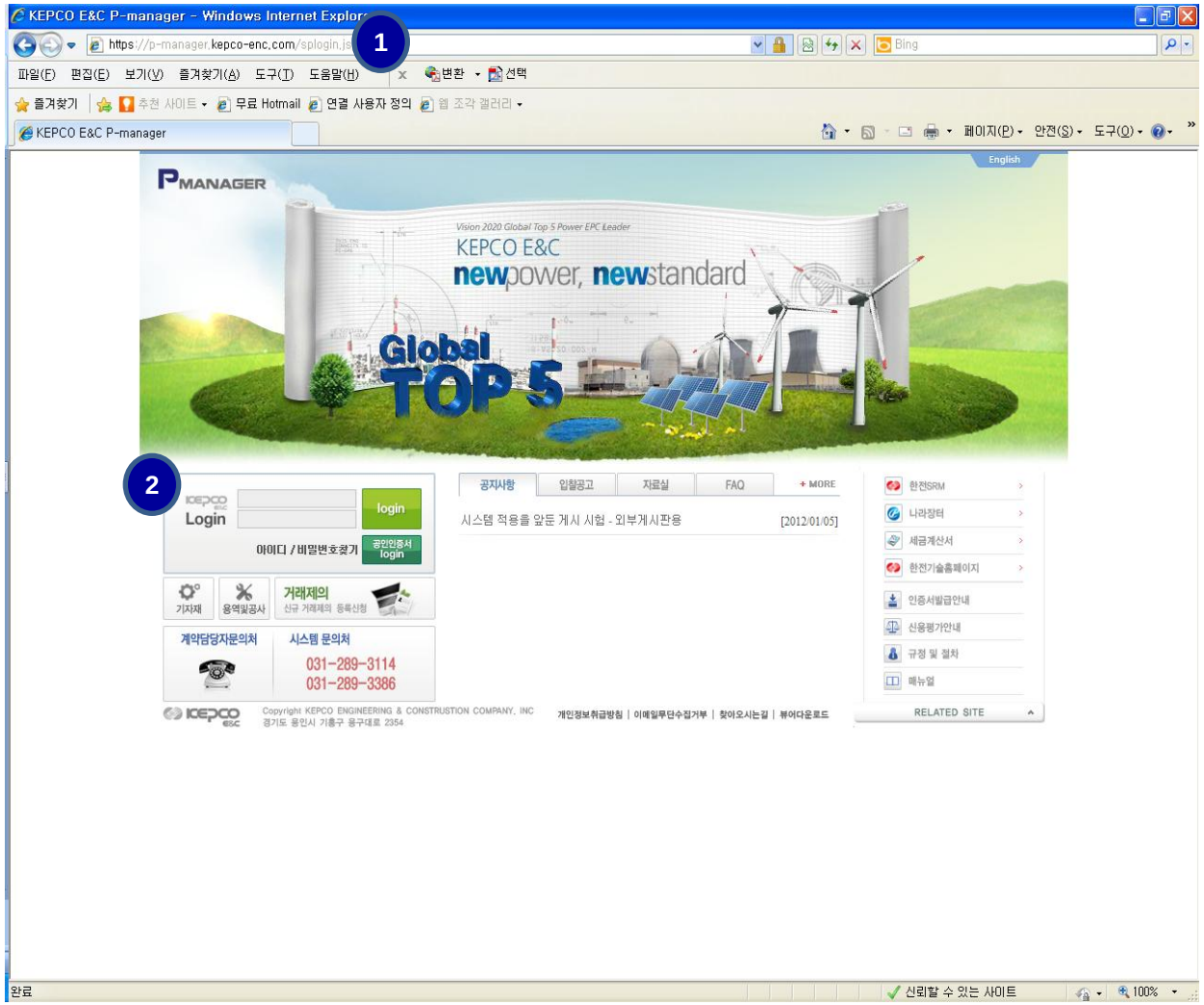
2. 구매시스템 접속



1) **우리회사 구매시스템 접속**
   (https://p-manager.kepco-enc.com)

2) **우리회사 시스템 등록 시 별도 메일로 전달 받은 ID/PW로 접속**

ID/PW 분실 시에는 아이디/비밀번호 찾기 기능 사용

2. 구매시스템 접속

3) 클릭

“ 구매시스템” 클릭

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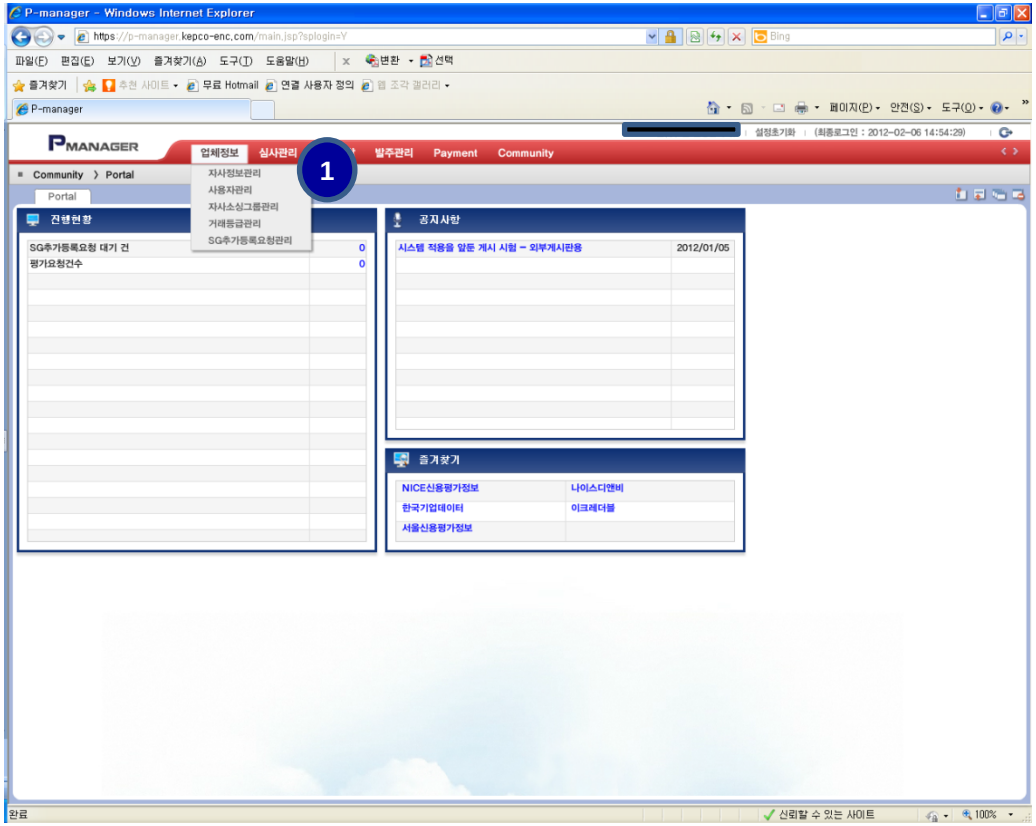
3. 자사정보관리

귀사의 정보를 등록/관리하는 가장 중요한 기능입니다.

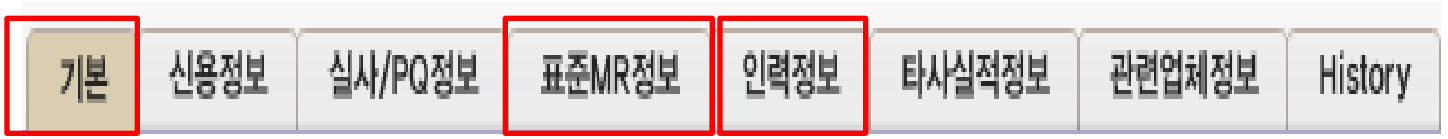


1) **업체정보 – 자사정보관리 클릭**

   *** 자사정보관리는 자사의 주소 등 현황을 기록하는 창임**

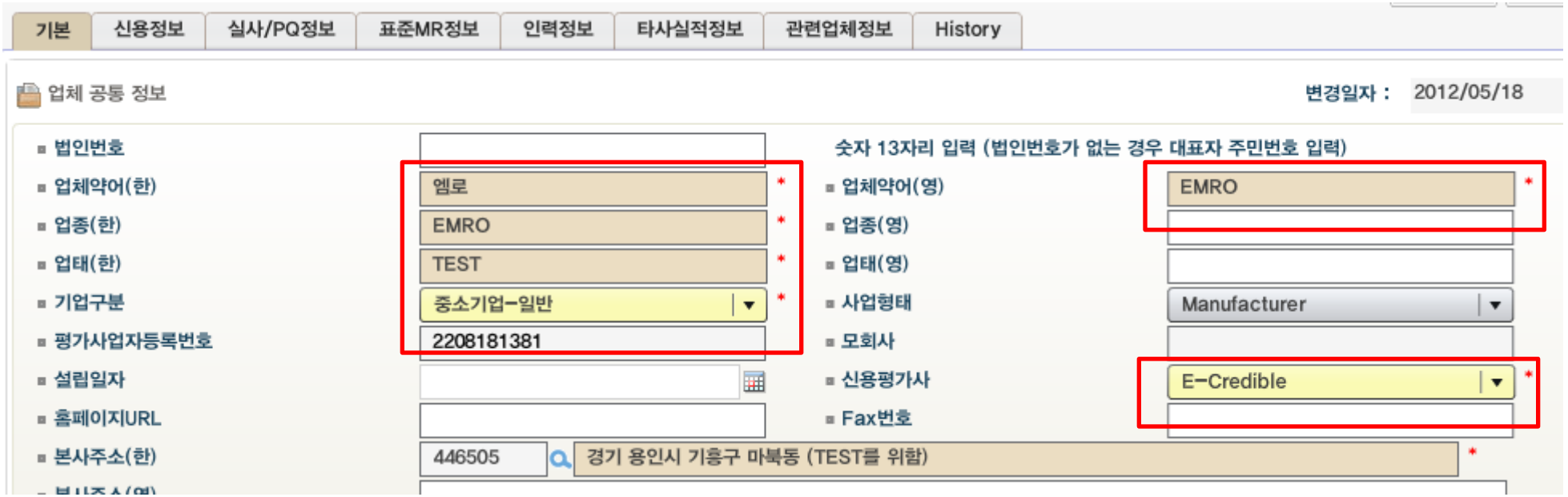
3. 자사정보관리

필수입력사항



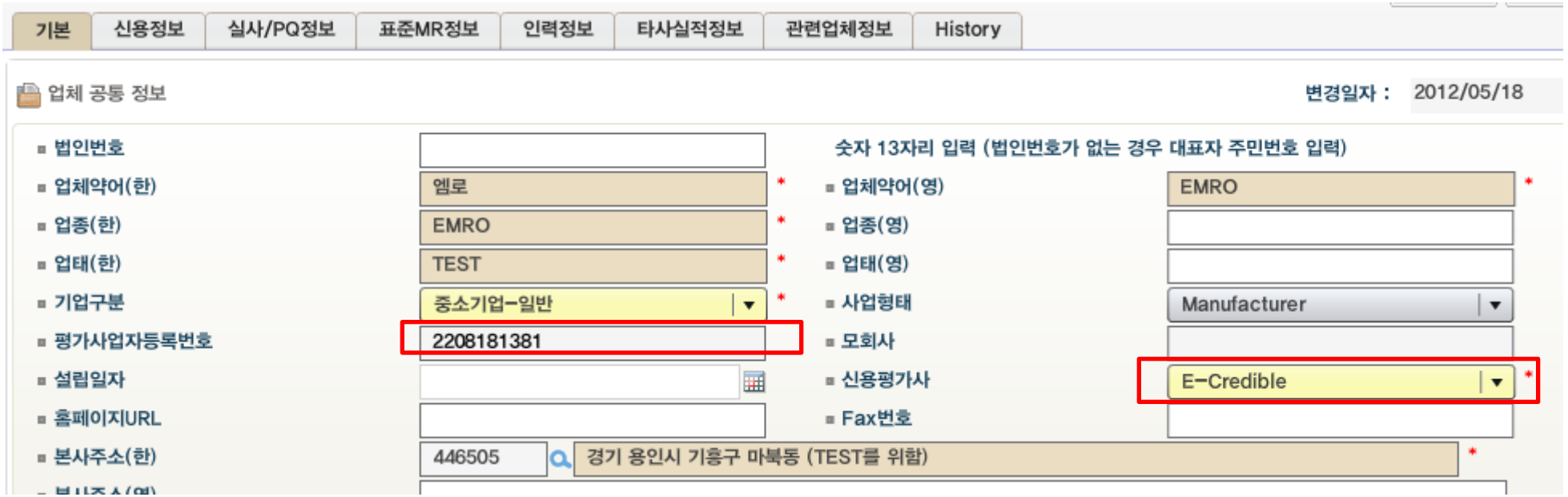
참고) 필수 입력사항 외의 사항은 입력하지 않아도 무방하나, 입력을 권장합니다.

3. 자사정보관리



필수입력사항

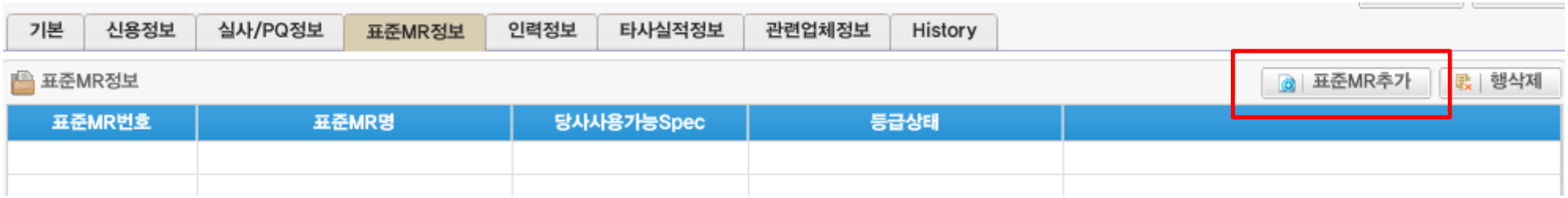
3. 자사정보관리



신용평가서 전산송부를 위한 필수 입력사항

** 평가사업자등록번호는 귀사의 사업자등록번호가 1개인 경우에는 1개만 입력, 여러 개인 경우(예컨대 각 공장 별로 있는 경우)에는 본사의 사업자등록번호를 입력바랍니다. 신용평가사는 1곳만 선택하여 주세요. 당사에서 원본을 요청할 시에는 해당 신용평가사를 통해 원본을 전산 제출하실 수 있습니다.

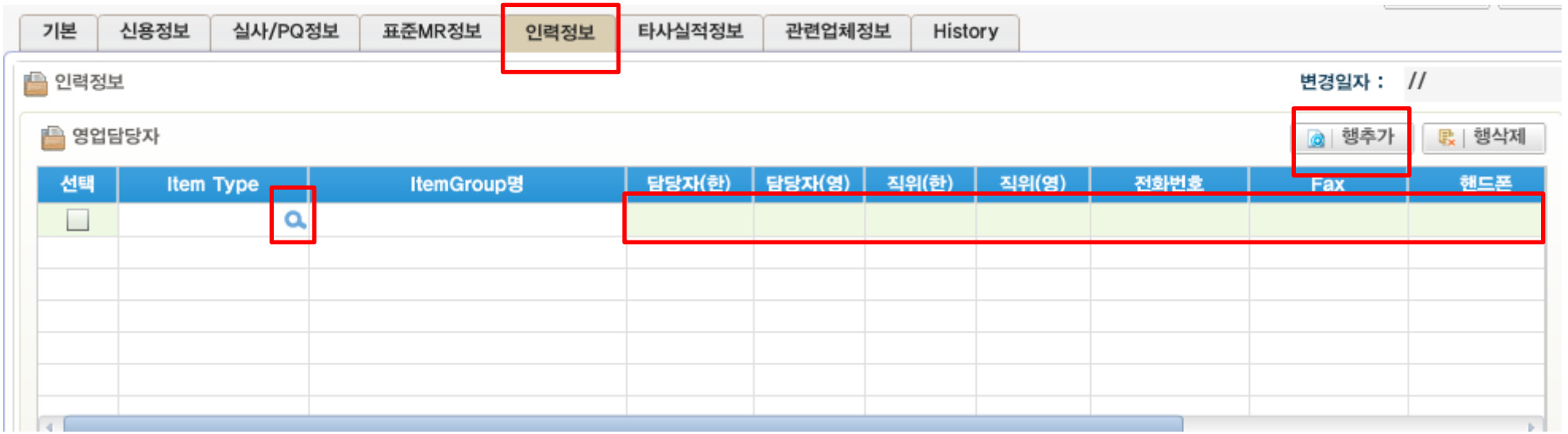
3. 자사정보관리

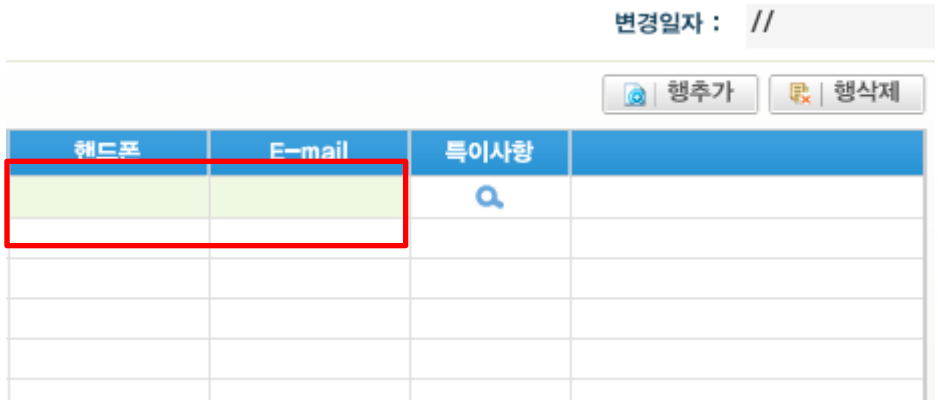


표준 MR추가를 선택한 후, 취급하는 품목 검색 및 입력합니다.

해당 품목의 RFI를 요청하기 위해서는 반드시 필요합니다. 관련 유자격심사 모집품목은 해당 공고 시 참조 바랍니다.

3. 자사정보관리





취급 Item(표준 MR)을 선택한 후, 특히 담당자의 E-mail 을 정확히 입력해 주십시오.

해당 E-mail 주소는 귀사가 해당 품목의 RFQ를 받을 시 수신대상이 되므로, 신중히 입력하여 주십시오.

만약, 특정한 구분이 없다면 Item Type은 All로 명기해도 무방합니다.

* *영문이름과 직위는 필수사항은 아니나 권장*

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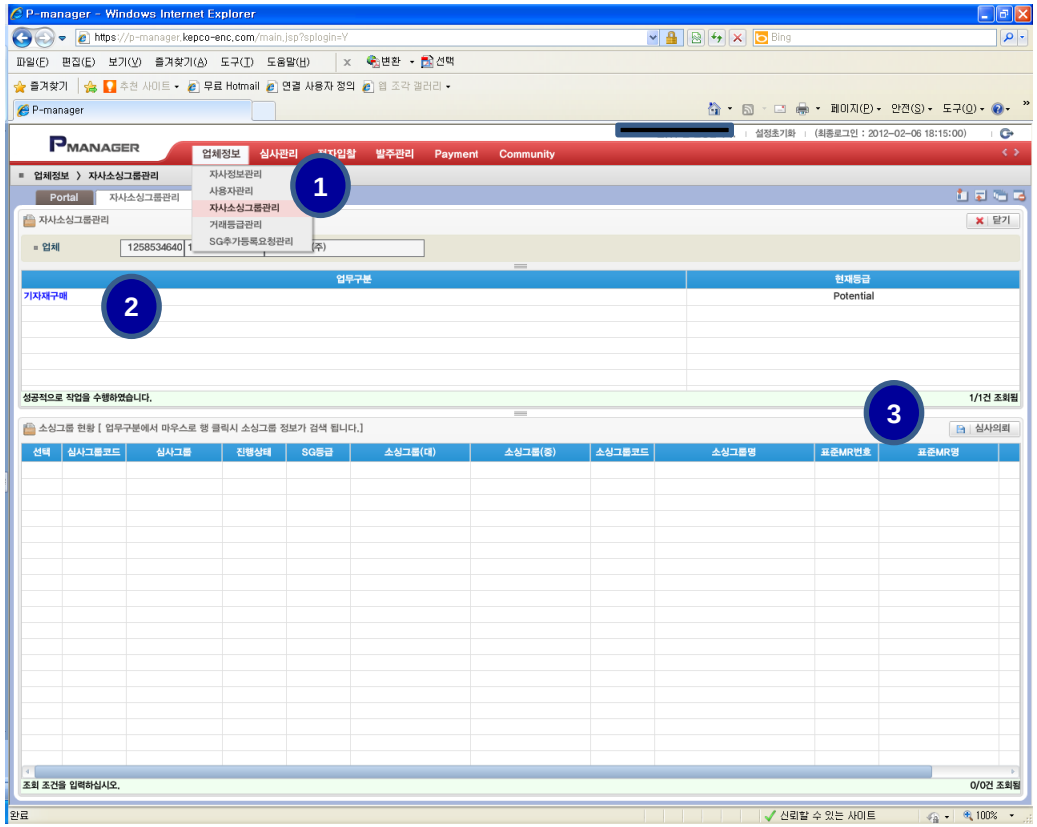
4. 자사소싱그룹관리



1) 업체정보 – 자사소싱그룹 관리 클릭

- 자사소싱그룹관리는 현재 귀사의 등록품목(SG / 표준 MR)을 확인하고,
- Potential 등록된 품목 중 심사를 진행하는 품목(심사그룹과 연결된)에 한하여 Approved Vendor로서의 평가의뢰를 진행하는 기능임.

2) 파란색 업무구분 클릭(기자재 구매)

3) 심사의뢰 : 해당품목의 심사의뢰

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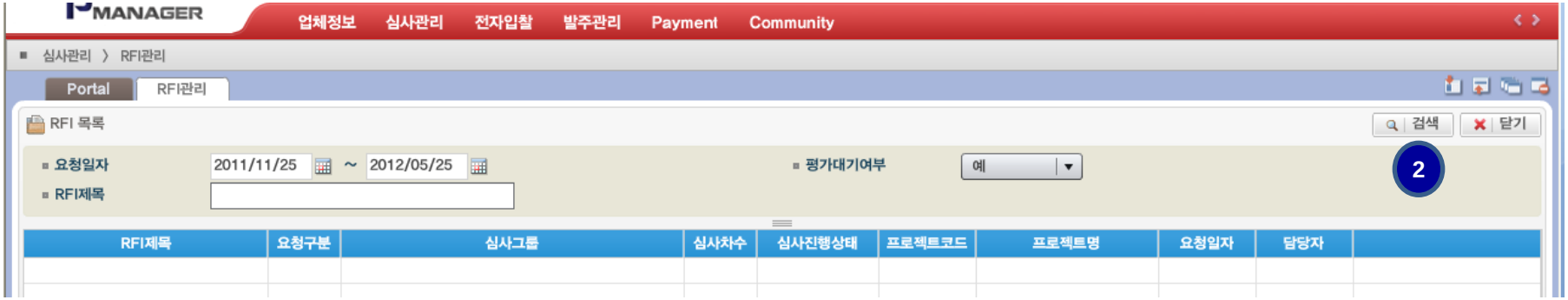
6. 유자격 심사서 작성 및 제출
7. 문의처

5. 심사관리 - RFI 관리

심사관리 – RFI 관리 클릭

5. 심사관리 - RFI 관리

귀사의 RFI관리 화면 팝업, 검색 클릭



평가대기 중인 귀사의 RFI 팝업, 파란색 RFI 제목 클릭

5. 심사관리 - RFI 관리

귀사의 RFI(Request for Information) 화면 팝업

심사를 원할 시 심사 클릭

심사를 취소하고 싶거나, 거부하고 싶을 경우 심사취소

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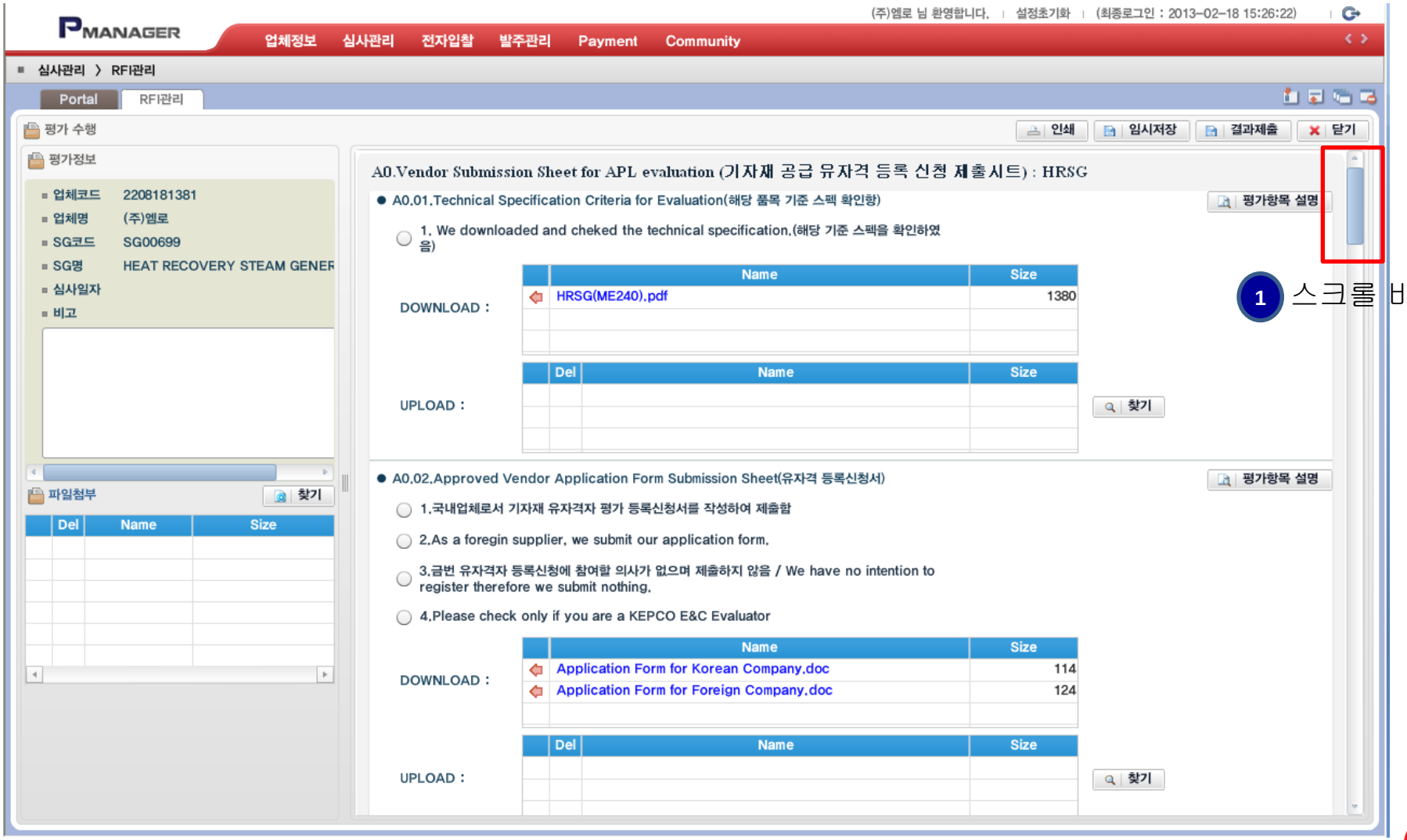
6. 유자격 심사서 작성 및 제출

심사 클릭 시 유자격자 평가제출 시트 팝업



6. 유자격 심사서 작성 및 제출

해당 TECH SPEC 확인

1) '평가항목 설명' 을 클릭하여 내용 확인
2) 해당 품목의 표준 MR(표준 Technical Specification)을 클릭하여 다운로드
3) Technical Specification 확인 후 확인항 클릭

6. 유자격 심사서 작성 및 제출

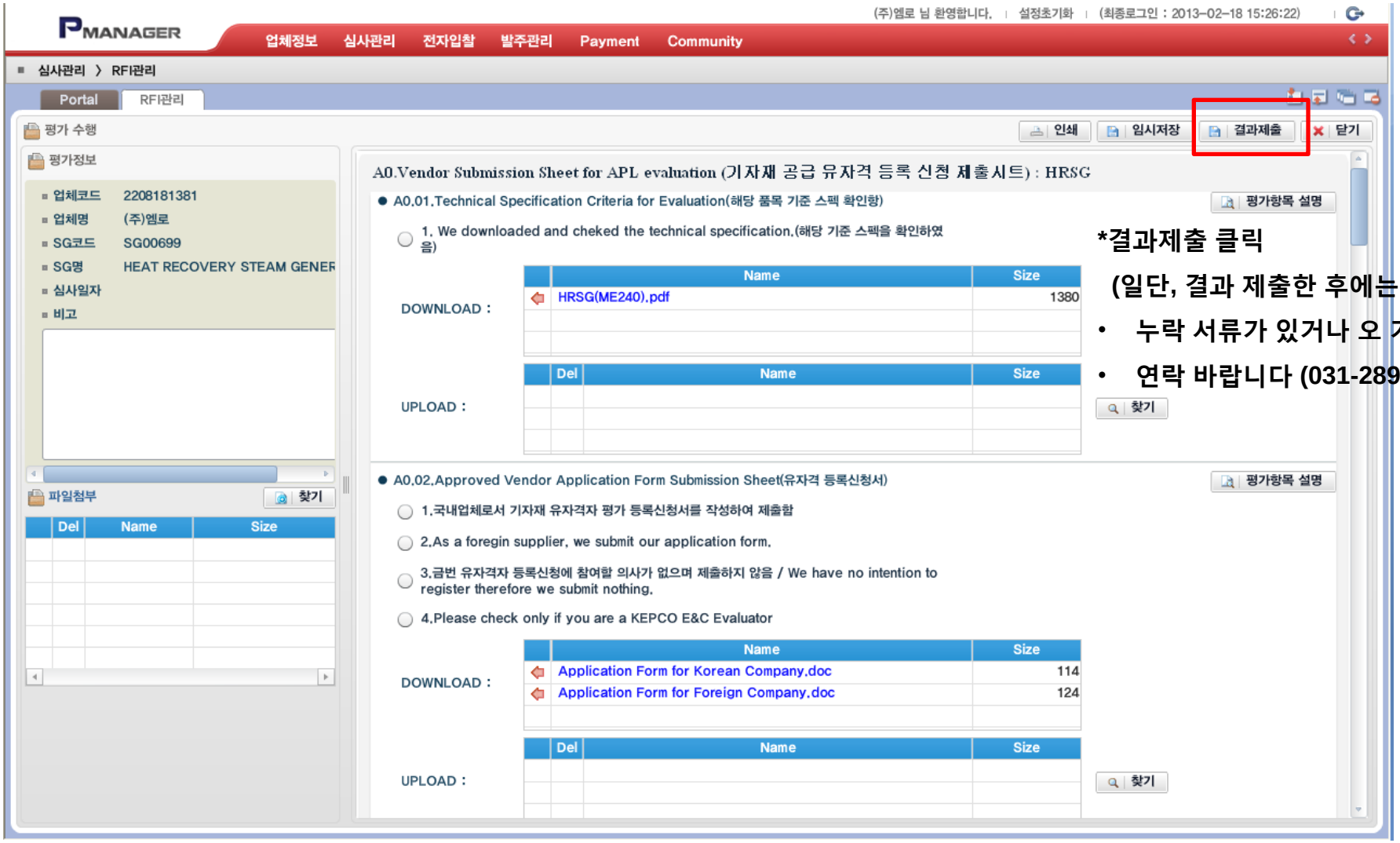
각 질문 확인 및 첨부

1) '평가항목 설명' 을 클릭하여 내용 확인
2) 국내용 유자격평가 등록신청서를 다운로드 받음(Application Form for Korean Company) 클릭
3) 해당 문서 작성 후 해당 신청서 업로드
4) 해당 답변 선택

※ 이후의 질문들은 해당 증빙 서류를 올리는 항목입니다. 동일한 방법으로 증빙서류 제출을 부탁 드립니다.

6. 유자격 심사서 작성 및 제출

결과제출



***결과제출 클릭**

(일단, 결과 제출한 후에는 변경불가)

- **누락 서류가 있거나 오 기입된 경우에는**
- **연락 바랍니다 (031-289-4611)**

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7. 관련 문의처

궁금하신 사항은 아래의 연락처로 문의하여 주십시오.

성 격	연락처	비 고
기자재 공급자관리 업무문의	TEL : 031-289-4611, E-mail : sayyooh@kepco-enc.com	기자재 공급자관리 문의에 한함
시스템 오류/ 문제점, 문의사항	TEL : 031-289-3386	

주의 사항

- 본 매뉴얼은 기자재(EPC 발전플랜트용 설비, 기기, 물품 등)를 공급하는 공급자를 관리하기 위한 매뉴얼입니다.
- 설계엔지니어링, 기타 용역, 전문건설공사 관련 업체의 등록 및 평가, 관리는 원활한 업무 진행을 위하여 별도 담당자(031-289-3181)에게 문의하시기 바랍니다.

BP Portal : https://p-manager.kepco-enc.com

End of Document

RFI Reply(APPLICATION) Manual For Foreign BP Users.

* BP : Business Partner(Vendor / Supplier)

Related System: Procurement
Manual User : Foreign BP User(Vendor)
Notice : 2013. 2.21
Version : REV 3

Procurement Management Team

Notice Before Reading this manual

About Auto recipient Log-in Function

Notice

For RFI or Bid work, our company is using "**the AUTO recipient Log-in Function**" which means **you don't need to** access our website or system on purpose to proceed those works. Instead, you can do such jobs with the RFI or RFQ e-mail we have sent. However, if you still would like to, you can also do the same job in our website(https://p-manager.kepco-enc.com) too, after logging in with the ID/PW we had provided with a separate e-mail.

BP Portal : https://p-manager.kepco-enc.com

Contents

1. **RFI Receive and OPEN**
2. **Taking Evaluation**
3. **Submitting Evaluation Sheets**
4. **Changing BP Information (Auto Link)**
5. **Changing BP Information (Manual Type)**

Our System is using the Auto-Logging in E-mail which means you don’t need to access our website on purpose.

1. RFI Receive and OPEN

Our system sends RFI e-mail to registered contact points of potential vendors(BP) like below.

MAIL

A) Click "Click here for Approved Vendor(Company Vendor) Evaluation" to proceed the evaluation work

B) Click "Click here to change your information" , if you want to update or change the information about your company

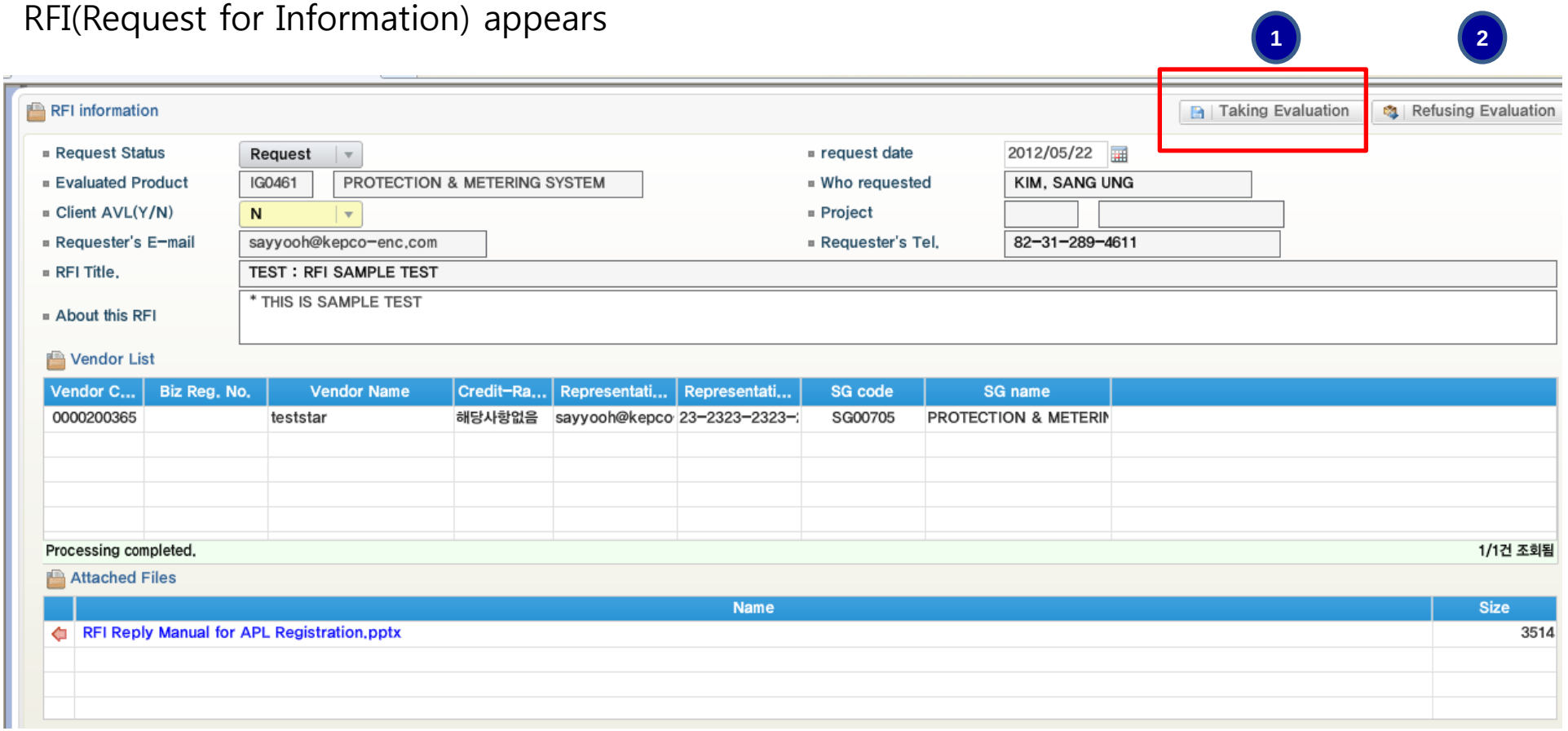
B is not essential but encouraged to let us know more about your company

Contents

1. RFI Receive and OPEN
2. Taking Evaluation
3. Submitting Evaluation Sheets
4. Changing BP Information (Auto Link)
5. Changing BP Information (Manual Type)

2. Taking Evaluation

RFI(Request for Information) appears

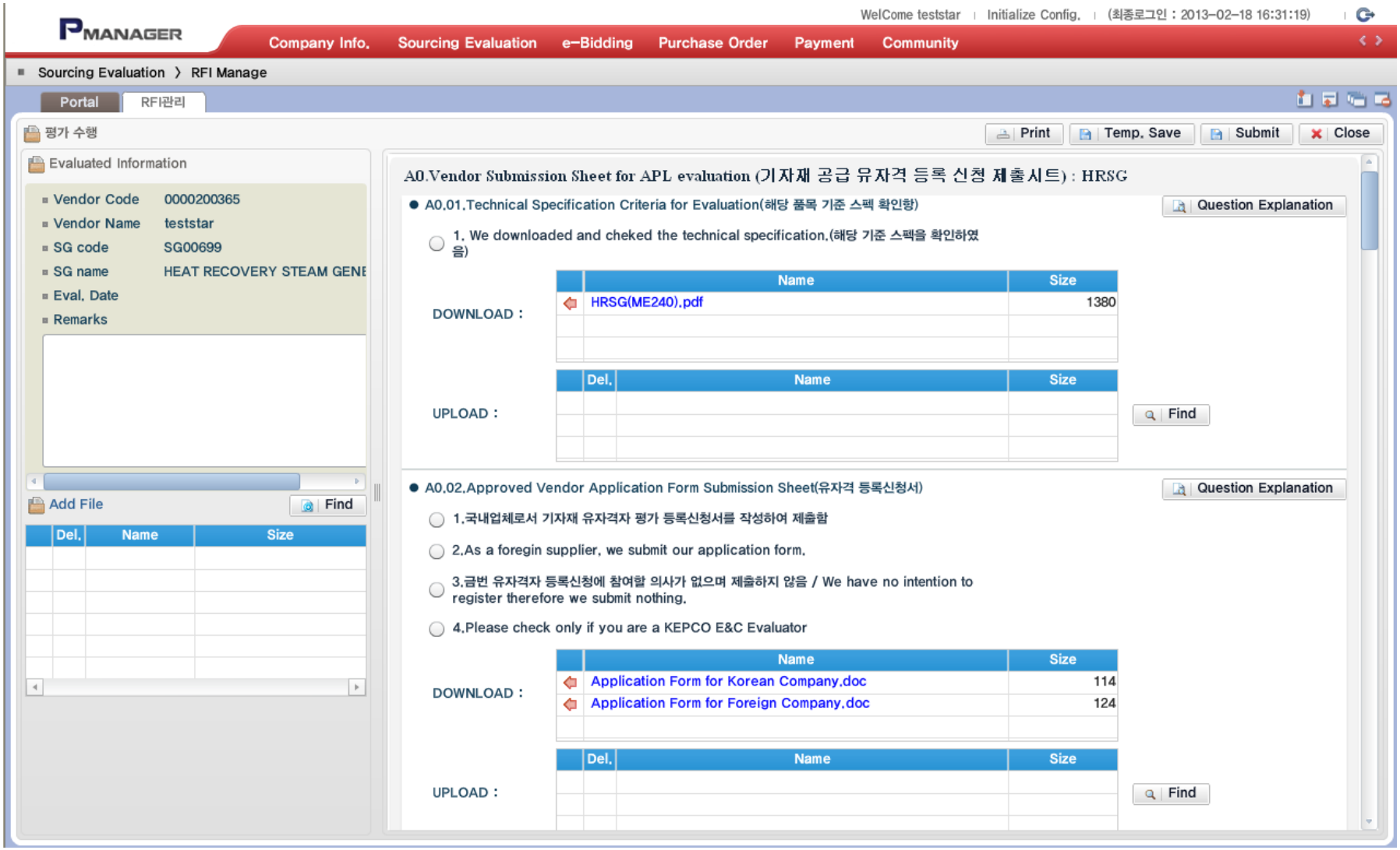


1) Click "Taking Evaluation" to proceed the Approved Vendor evaluation of KEPCO E&C

2) Click "Refusing Evaluation" to give up or refuse Approved Vendor evaluation of KEPCO E&C

2. Taking Evaluation

RFI Questionnaire Sheet appears



2. Taking Evaluation

Technical Specification Check.

1) Click “Question Explanation “ to know about each question
2) Click each file name to download the Application Form
3) Click the proper answer

Blue Color in this system usually means “ You can download or there is more to see”

2. Taking Evaluation

Approved Vendor Application Form Submission.

1) Click “Question Explanation “ to know about each question
2) Click each file name to download the Application Form
3) Click to upload the written form
4) Click the proper answer

Other questions are to upload documents or proof. Please upload such documents or proof.

2. Taking Evaluation

Please fill in the form and prepare its proof documents.

Application Form for Registration of Approved Suppliers

(For Foreign Suppliers)

1. General Information

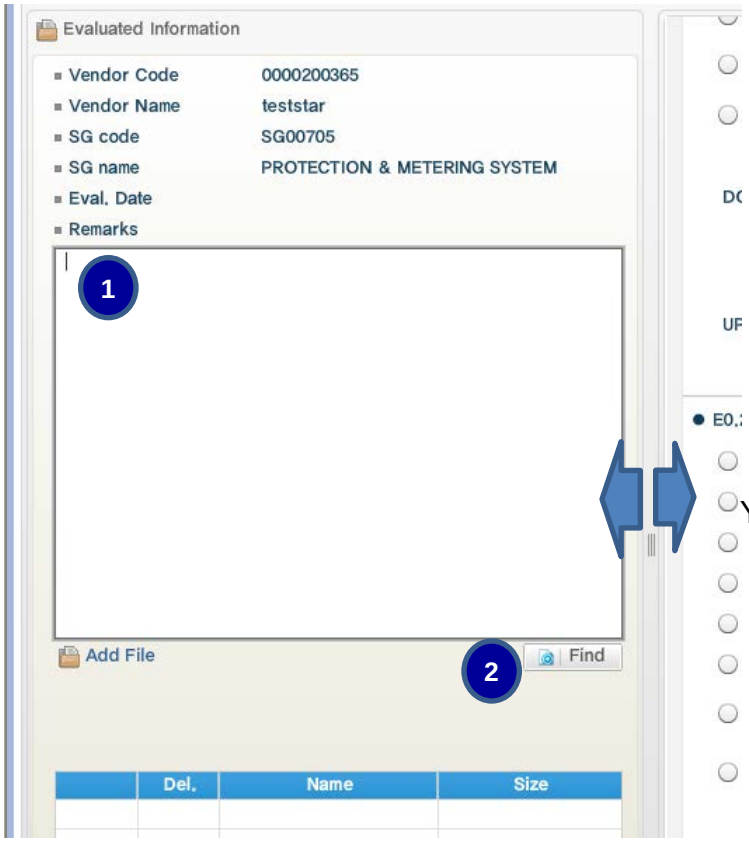
Company Name			Purpose	New	Renewal
President.(CEO)					
Web Site					
Company Registration No.			Foundation Year		
Registered Address of HQ		ZIP CODE :			
		Tel : FAX:			
Biz. Info.	Type of Business	Manufacturing □ Engineering & Quality Management □ Assembly □ Other □ ( )			
	Type of Company	Corporation □ Proprietorship □ Other □ ( )			
Contact Person		Department	Title	Name	
		Tel : FAX :			
		E-mail :			

※Note : Certificate of Taxpayer Identification(or equivalent) shall be attached.

Each proof you need is mentioned in “Note”

2. Taking Evaluation

Remarks



1) You can leave any mention you need about evaluation .
2) Click “Find” to upload any attachment you need.

For example, you can upload your brochures.

You can grab and move the line

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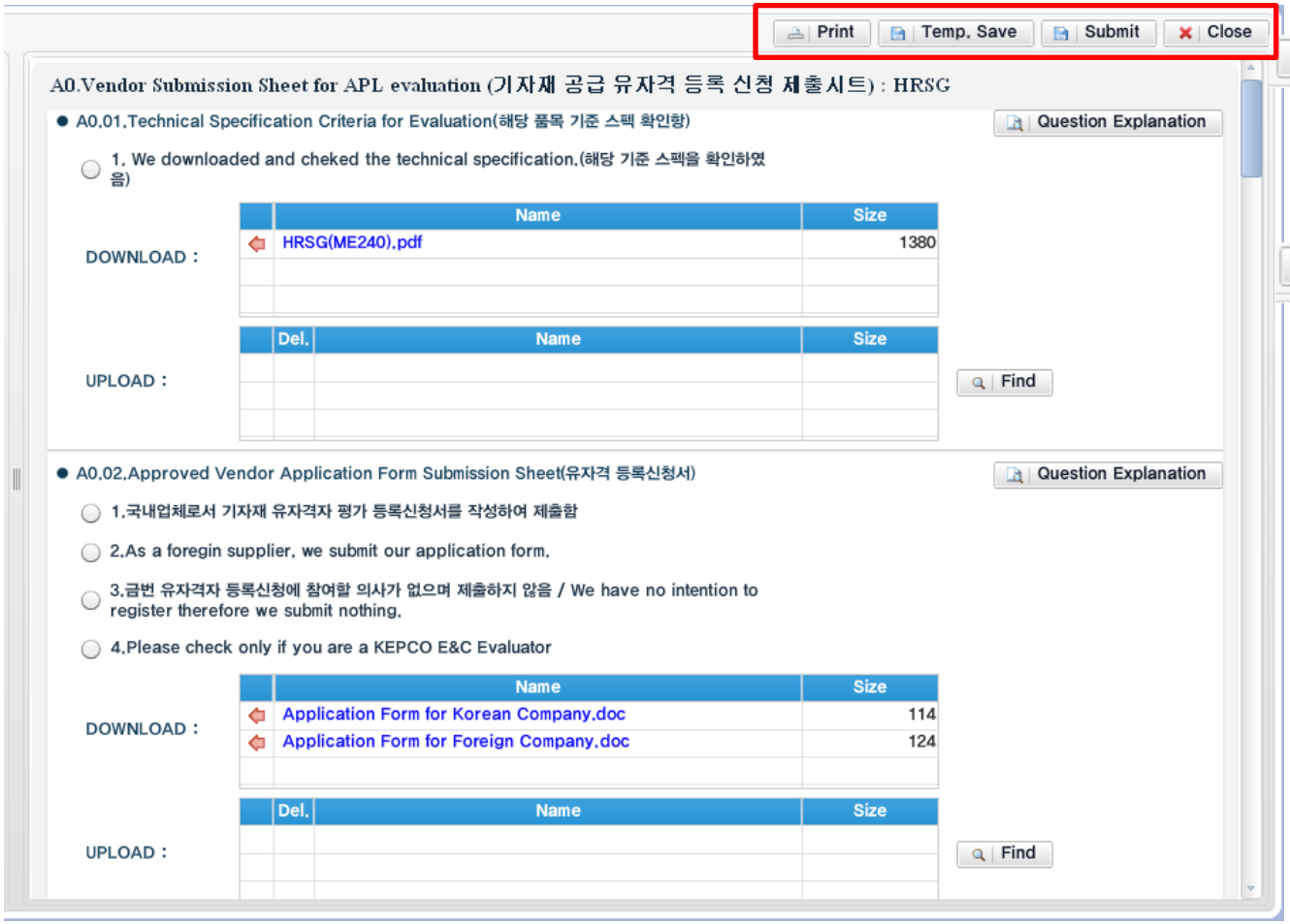
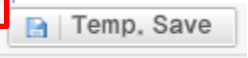
3. Submitting Evaluation Sheets

How to submit your submission sheets.





Click “Temp. Save” to save before the submission

Click “Submit” to submit your sheets.

If you submit , it saves your data and submits.

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4. Changing BP Information (AUTO Link)

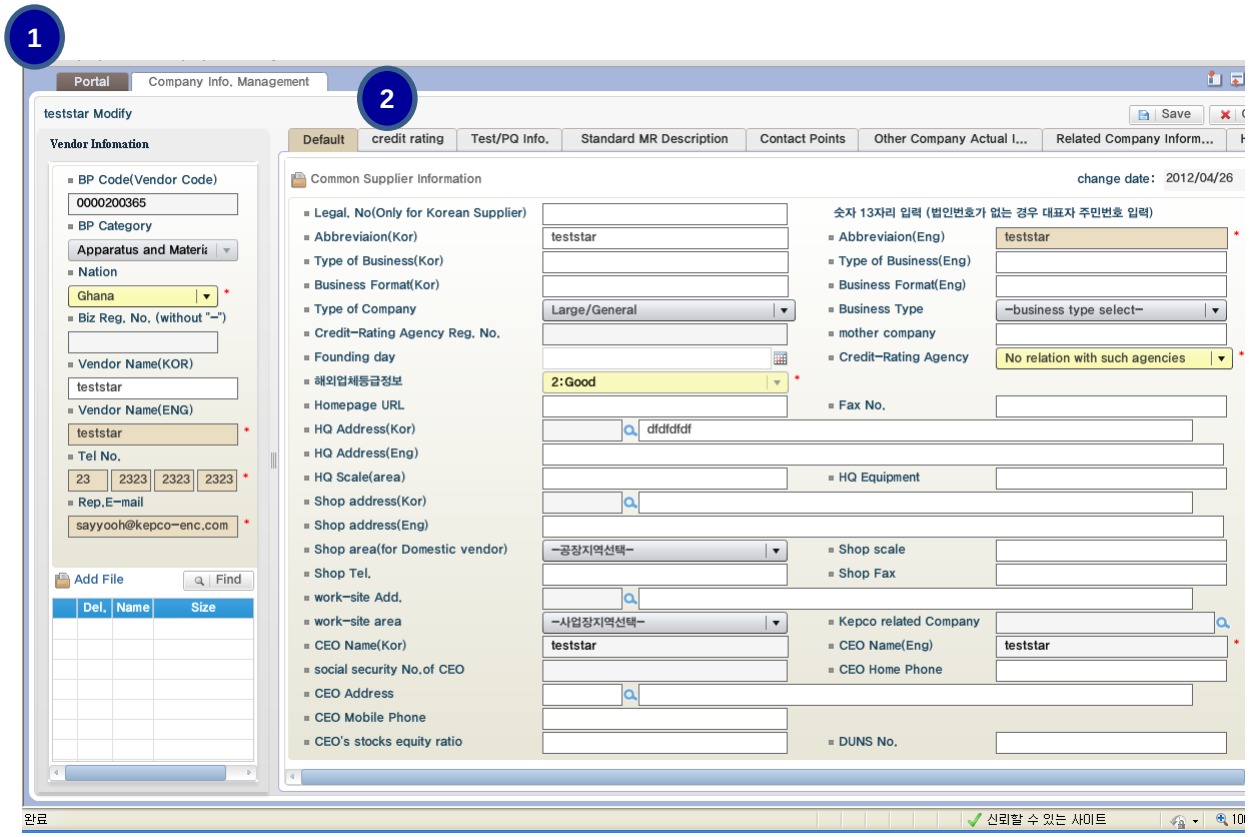
You can use your RFI E-mail to change your Information without accessing our BP Portal.

A) Click "Click here for Approved Vendor(Company Vendor) Evaluation" to proceed the evaluation work

B) Click "Click here to change your information" , if you want to update or change the information about your company

B is not essential but encouraged to let us know more about your company

4. Changing BP Information (AUTO Link)

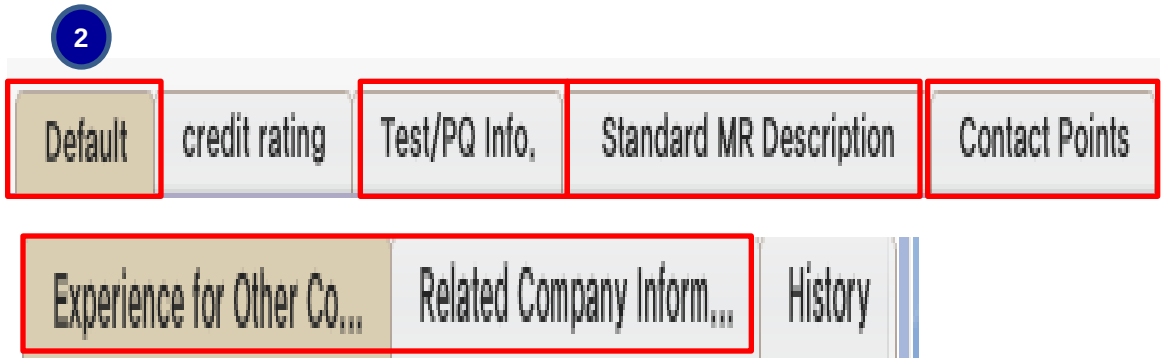


1) Vendor Information window Pops -Up

2) Choose Default Bar

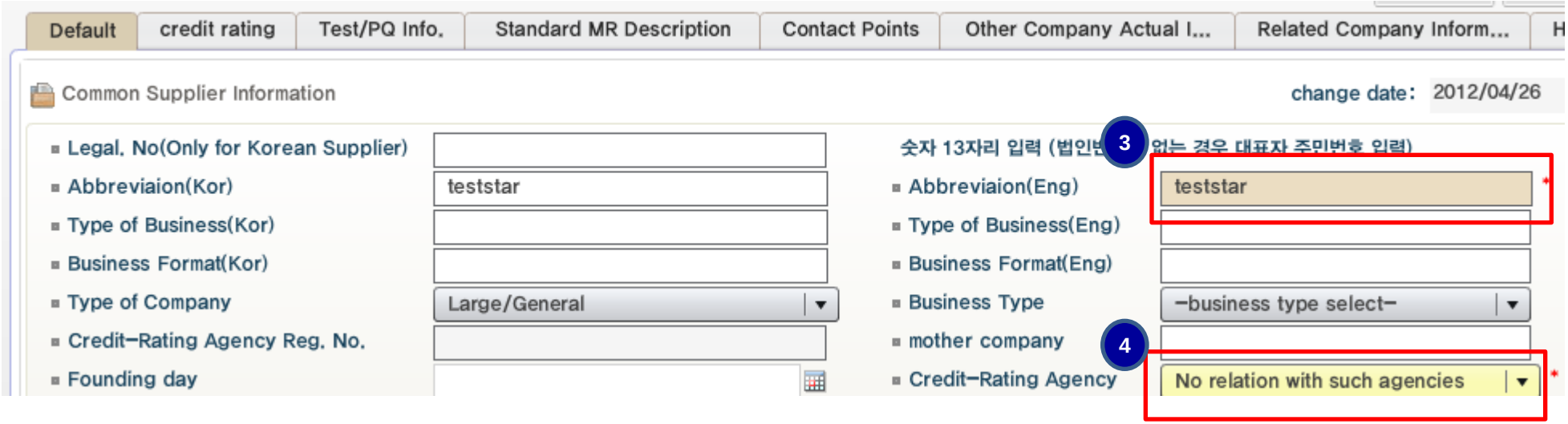
4. Changing BP Information (AUTO Link)

Bars to Input



Please remember, many of the fields are optional information.
If it is optional and you can't input by different reasons,
You can just leave it empty.

4. Changing BP Information (AUTO Link)

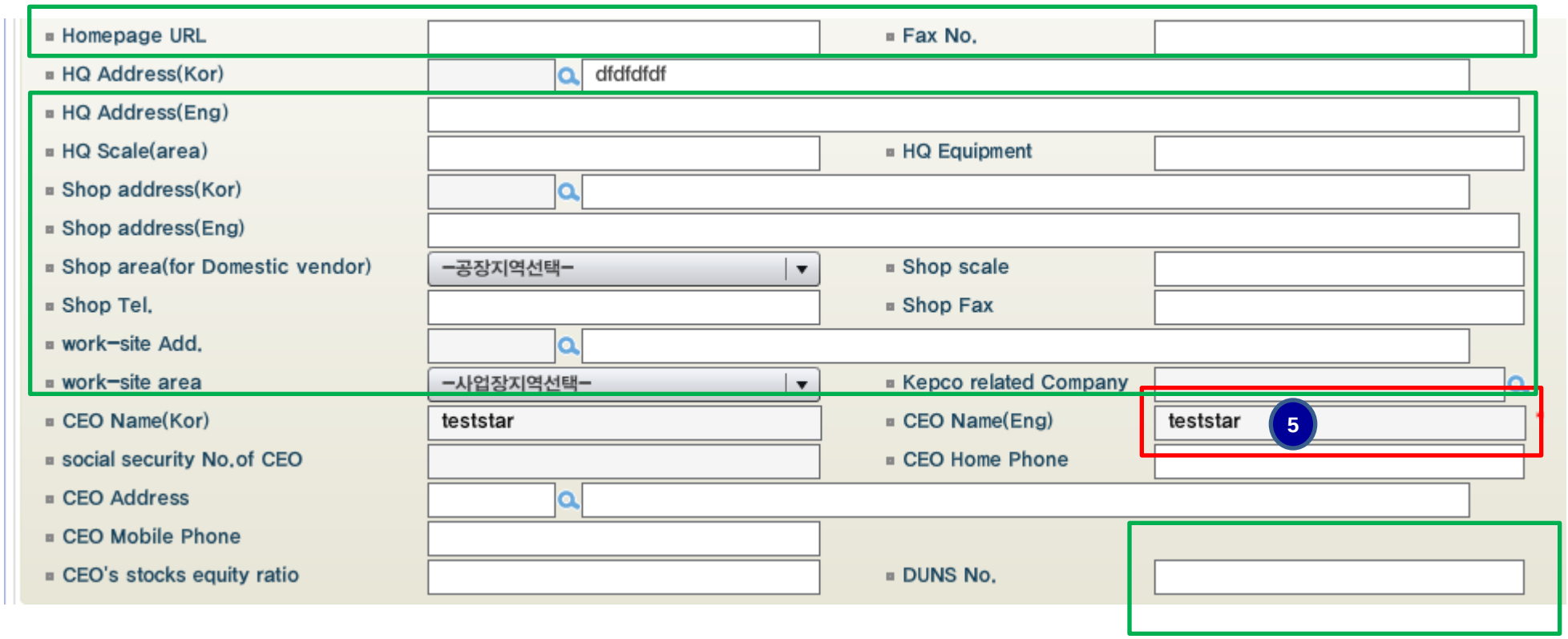


3) Input abbreviation of your company name

4) Choose 'No relation with such agencies' in "Credit – Rating Agency Bar"

*** <u>Other fields are optional</u>**

4. Changing BP Information (AUTO Link)

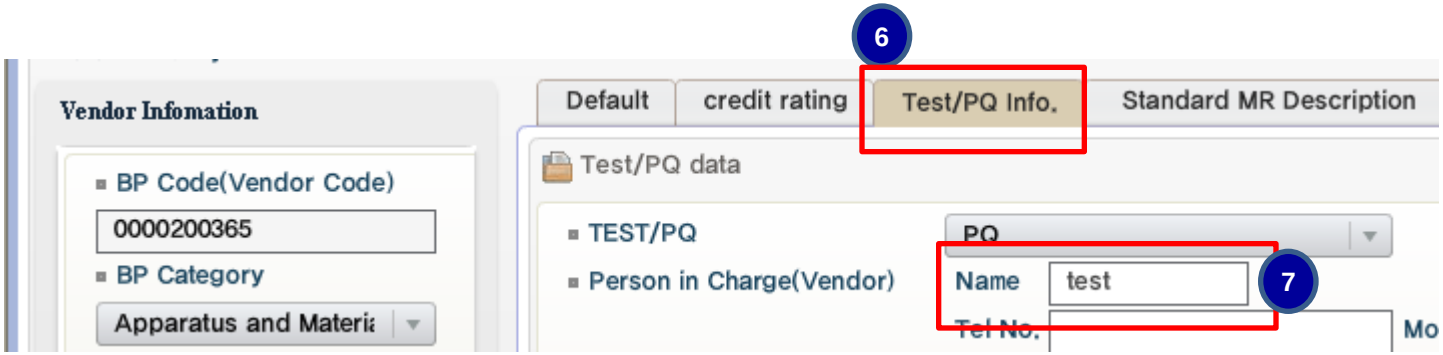


5) Input CEO Name : this is essential field

- **<u>Other fields are optional</u>**

Encouraged to Input

4. Changing BP Information (AUTO Link)

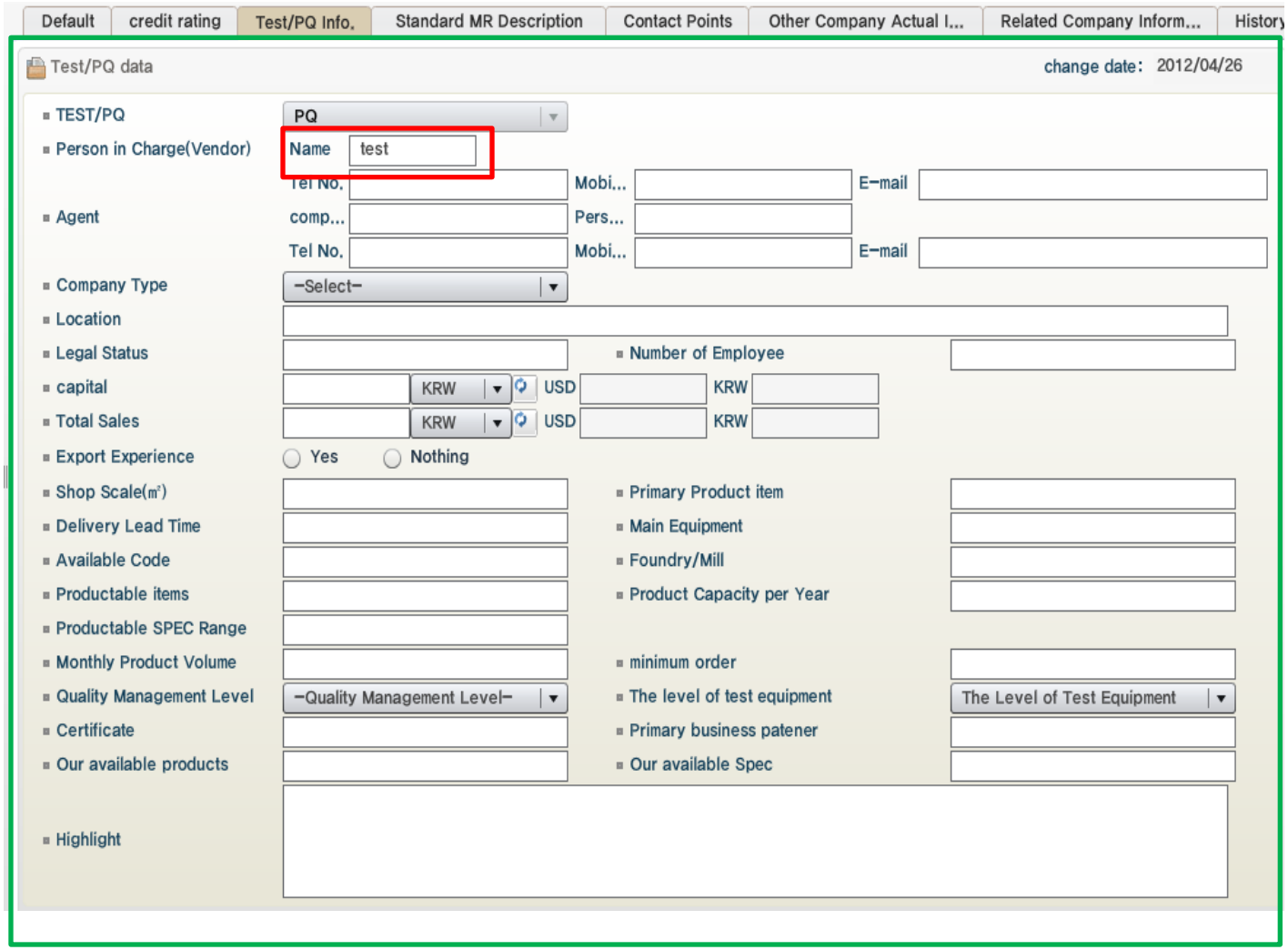


6) Choose “Test/PQ Info.”

7) Input Pre-Qualification Contact Point (Mostly Sales Department)

- **Other fields are optional but all encouraged**

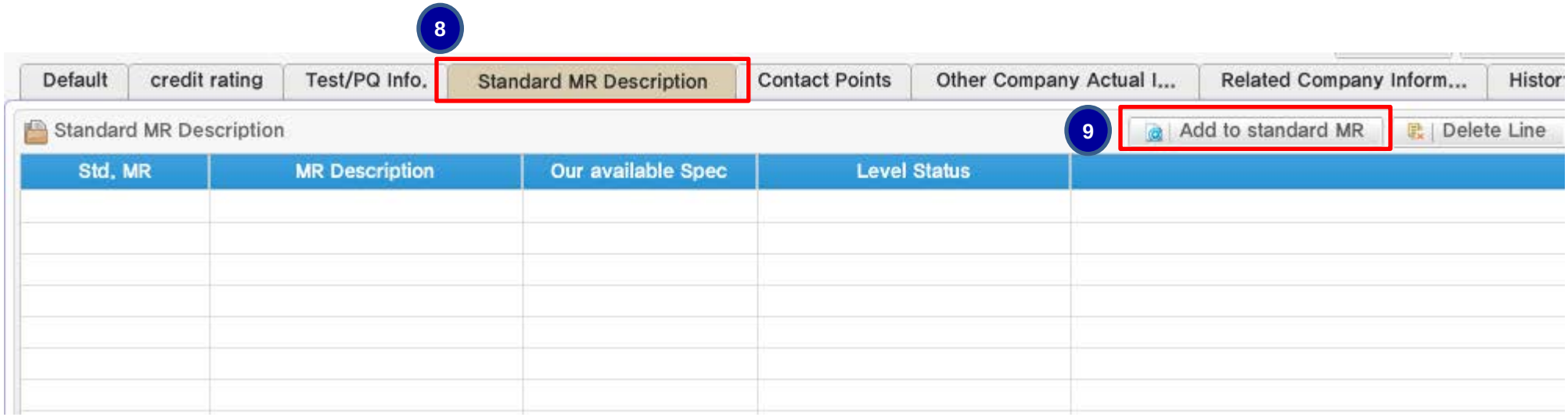
4. Changing BP Information (AUTO Link)



Encouraged to Input

- **All encouraged**

4. Changing BP Information (AUTO Link)



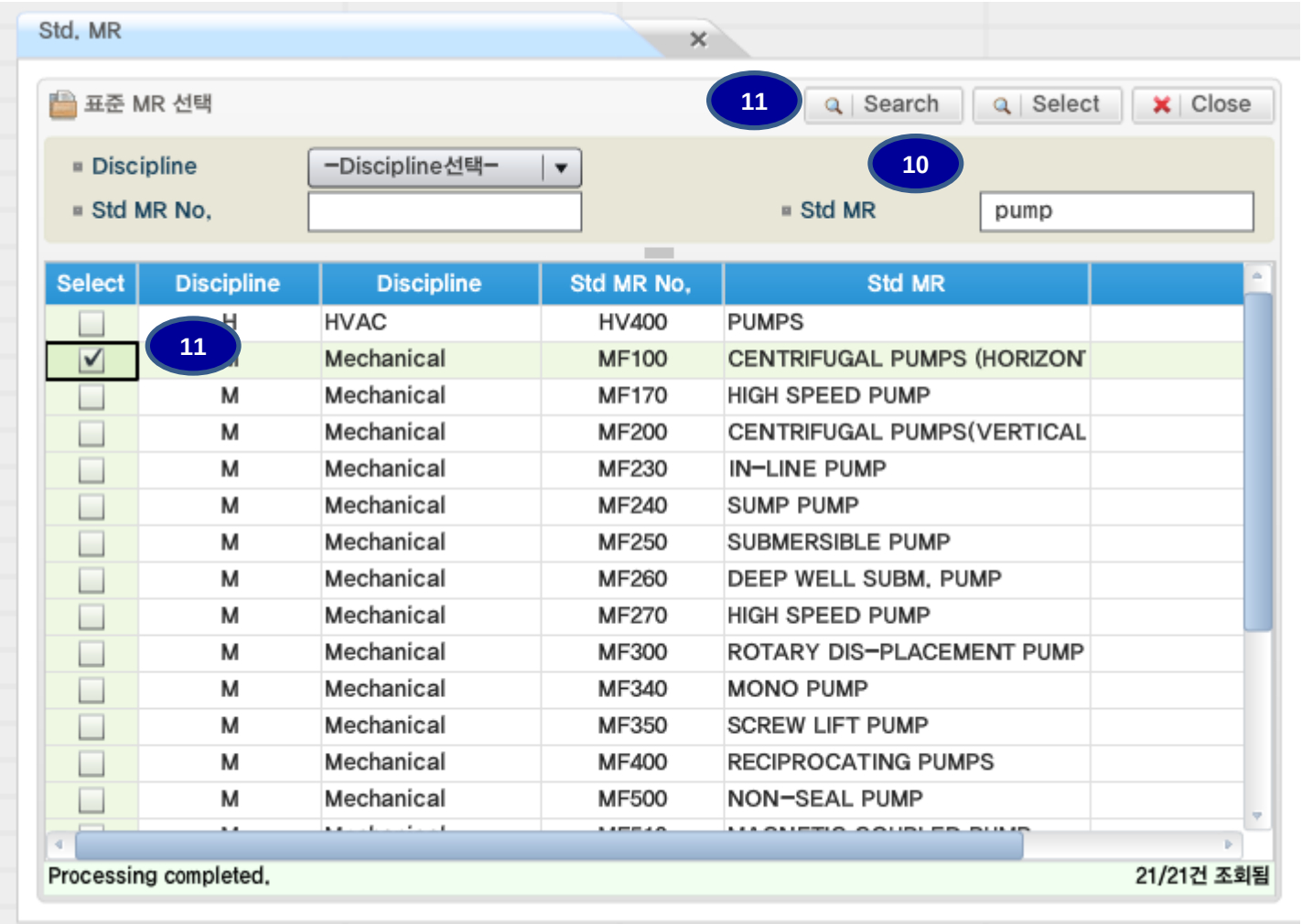
8) Choose “Standard MR Description”

*** Standard MR(Material Requisition) is the standard Items that we possibly buy.**

Please choose the right items, therefore we can source your company.

9) Click “Add to standard MR”

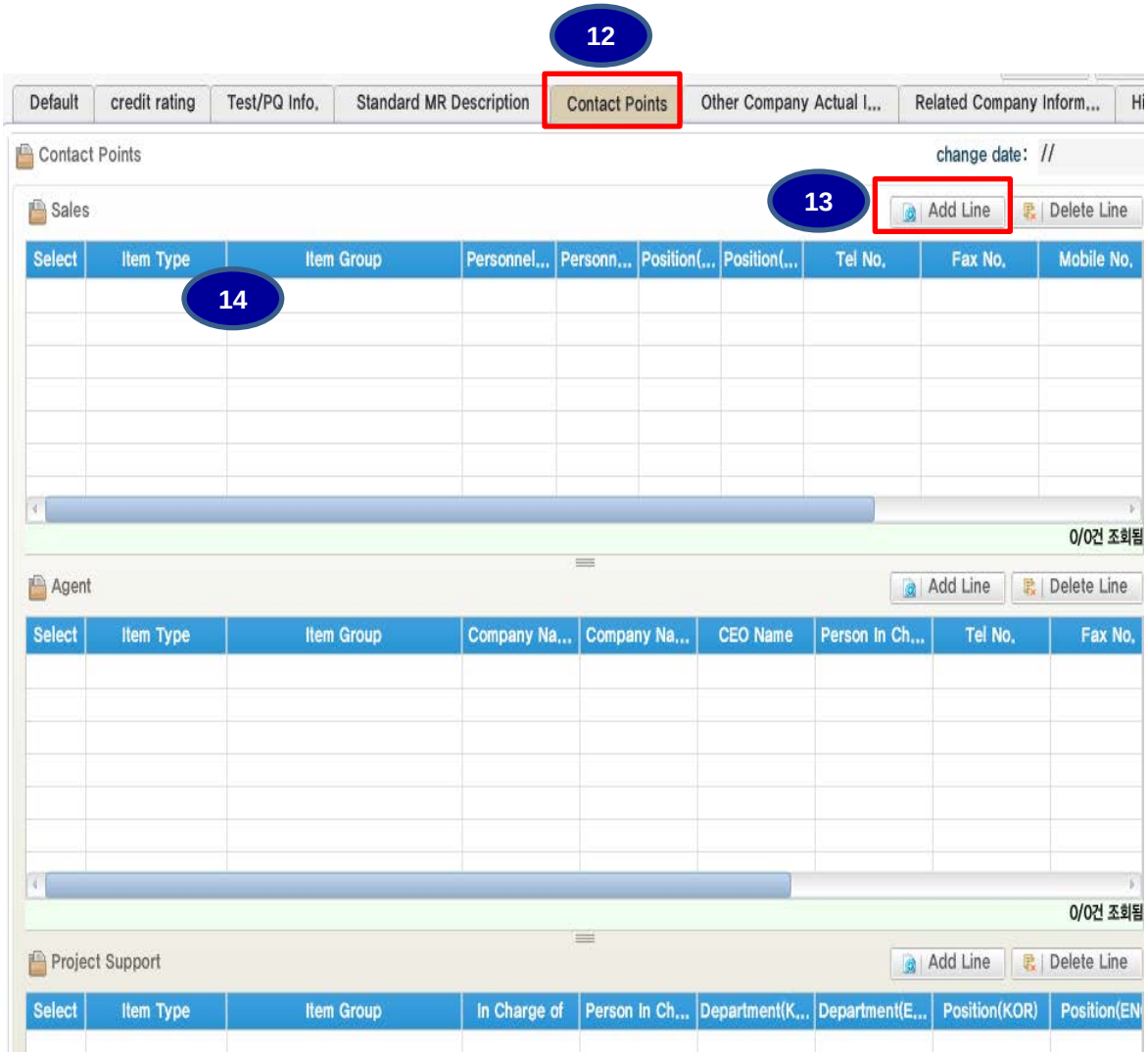
4. Changing BP Information (AUTO Link)



10) Input Keywords / No.

11) Search and select

4. Changing BP Information (AUTO Link)



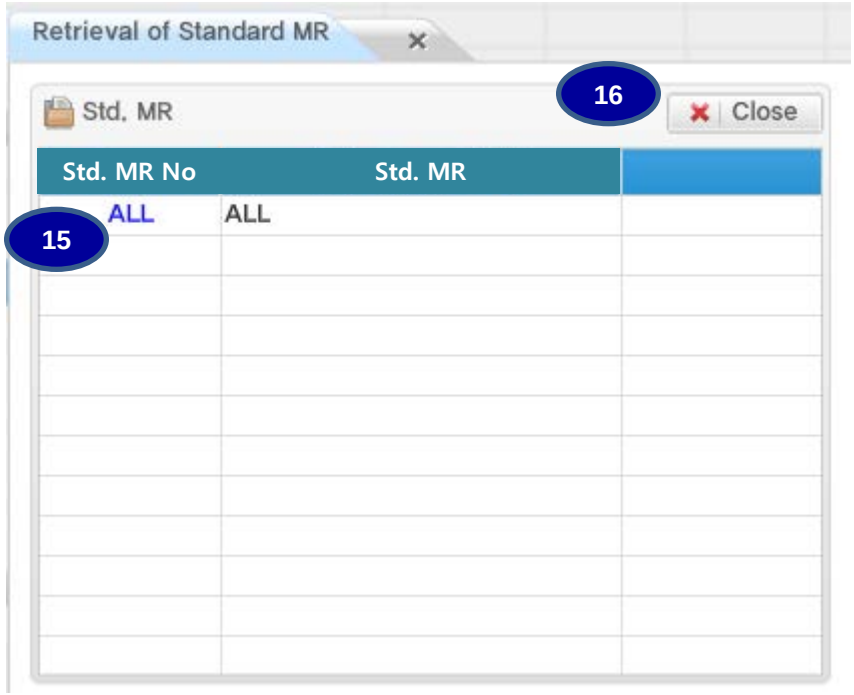
12) Click “Contact Points”

13) Select “Add Line” to input

- **“Delete Line” is the opposite.**

14) Click “OPTICAL ICON”

4. Changing BP Information (AUTO Link)



15) Click “All” or suitable item name matched to the personnel you would like to input.

16) Click “Close” Button

4. Changing BP Information (AUTO Link)

Encouraged to Input

Must be input

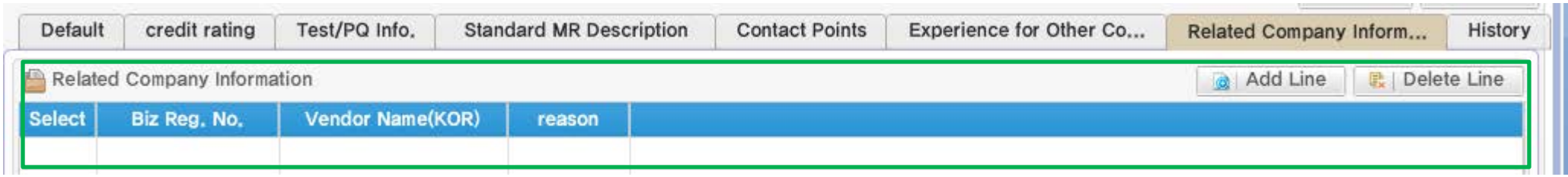
17) Input Telephone No.

18) Input E-mail No.

- **Please remember! These contact points are directly connected to the recommended RFQ Recipient's E-mail address. Therefore, Input the person who is related to the Quotation work.**

4. Changing BP Information (AUTO Link)

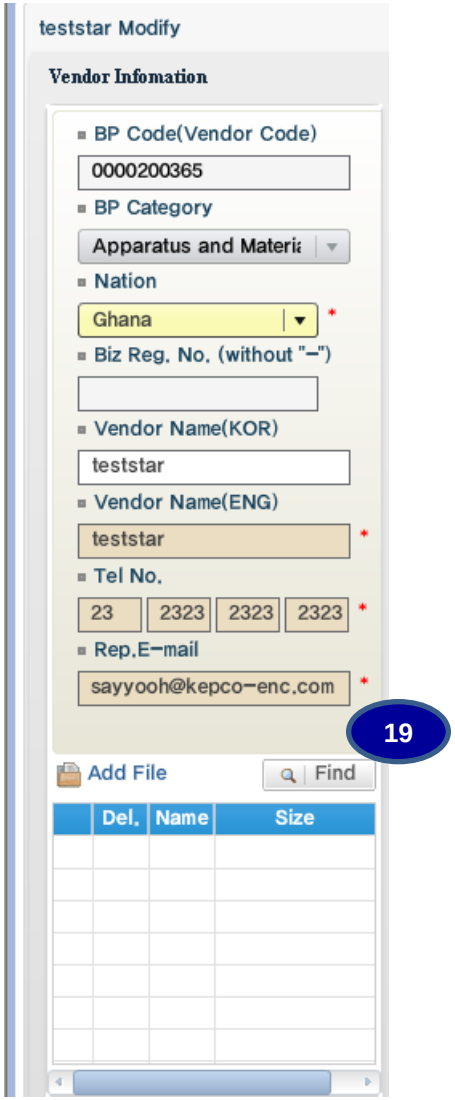
*** These are optional data. Please Input your experience data, however, if it is too many, input just main experiences. We can refer to your attached brochures or other drafts instead.**



*** These are optional data. Please Input your related company like your mother company.**

Encouraged to Input

4. Changing BP Information (AUTO Link)



18) Please upload any files such as ;

***Your brochures, experience list, your registration certificate(사업자 등록증 등 for Korean Company) . Etc,.**

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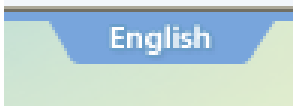
5. Changing BP Information (Manual Type)

1) **Access Our Website**

   (https://p-manager.kepco-enc.com)

2) **Click English Button**



3) **Log – In with your ID/PW**

5. Changing BP Information (Manual Type)

4) Click

" Go to Procurement System"

5. Changing BP Information (Manual Type)

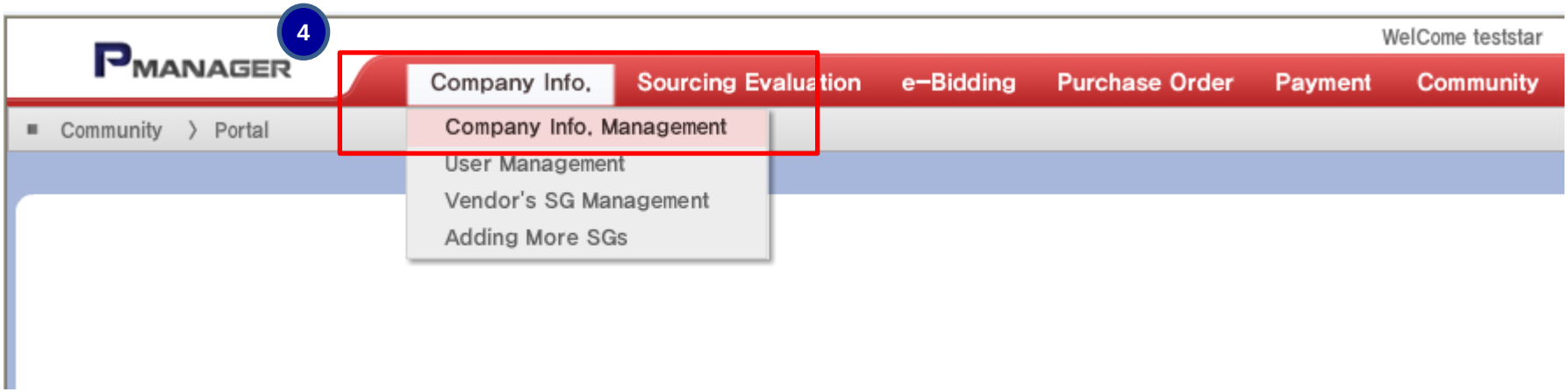
1) Change Password window Pops UP

* If you want you can change your temporary Password to the Password you want.

2) Input your New Password and save

3) Click Close button

5. Changing BP Information (Manual Type)



4) Choose “Company Info. Management” and click

From now, it is the same as AUTO Link way.

[Contact Points]

You can ask by e-mail or phone anytime. Please don't be hesitated to ask.

About	Tel. & E-mail Address	Remarks
Evalution / ID&PW	**Sang-Ung Kim, Process Innovator and Buyer** Tel : 82-31-289-4611 (Working Time 8 AM – 5 PM, Korean Local Time). E-mail : sayyooh@kepco-enc.com	**Not About Main Construction/ Service Contract**
System Malfunction/ Question	Senan Oh. Tel : 82-31-289-3386 (Working Time 8 AM – 5 PM, Korean Local Time) Sangung-Kim. Process Innovator and Buyer, the same as above	

Notice

- For RFI or Bid work, our company is using "**the AUTO recipient Log-in Function**" which means **you don't need to** access our website or system on purpose to proceed those works. Instead, you can do such jobs with the RFI e-mail we have sent. However, if you would like to, you can also do the same job in our website(https://p-manager.kepco-enc.com) as well, after logging in with the ID/PW we had provided with separate e-mail.
- Since this system is newly built, **unpredicted trivial malfunctions, like 'Auto- translation', could occur** sometimes, despite a large number of tests. In that case, **please call or e-mail the Process Innovator(mentioned above)**. We are going to solve the problem or give advices right away.
- Thank you for your cooperation.

BP Portal : https://p-manager.kepco-enc.com

End of Document