Instructions Guide
Loading and Sending Offers
Step 1. Log in to CABEI vendor platform “Portal del Proveedores”

Enter user and password to sign in
Step 2. Enter the Supplier Portal module

Click "Supplier Portal" icon to view available information.
Step 3. Search for the negotiation tool

1. In the Tasks menu look for the “Negotiations” tool.

2. Select “View Active Negotiation” option.
Step 4. Search for the negotiation

1. Type in the number or the title of the negotiation.

2. Enter "No" for both of these selections.

3. Click "search".
5. Select the Negotiation

1. Clic and select
Step 6. Create Response

1. Clic in overview
2. Clic to download attachments
3. Clic in “create response”
6.1 Create Response – Overview

[Image of a website interface for creating a response]

Clic “Next”
6.2 Create Response – Technical Requirements

Section 1. Etapa técnica

1. Complete each of the required documents

Clic the “+” sign to manage (create, delete) annexes for each requirement

2. Once the technical requirements are loaded clic section 2 to load the economical requirement
6.3 Create Response – Economical Requirements (when applicable)

1. Complete each of the required documents

2. Clic "next"

Clic the "+" sign to manage (create, delete) annexes for each requirement
6.4 Create Response – Lines

Create Response (Quote 46001): Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Alternate Line Description</th>
<th>Create Alternate</th>
<th>Required Details</th>
<th>Category Name</th>
<th>Start Price</th>
<th>Response Price</th>
<th>Response Quantity</th>
<th>UOM</th>
<th>Line Amount</th>
<th>Promised Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td>730.0</td>
<td>8,500.00</td>
<td>15,123.00</td>
<td>1 CADA UNIDAD</td>
<td></td>
<td>mtd/yy</td>
<td></td>
</tr>
</tbody>
</table>

Complete line information

Clic “next”
6.5 Create Response – Review/Check Response

You can save your response and continue later

Clic “submit” to send an offer to CABEI
Step 7. Response Confirmation

**Confirmation**

The response 47901 to negotiation 142/2022 was submitted.