



Plataforma de compras de Hitachi

Negociación de contratos

1. Guía paso a paso
2. Panel de mensajería

1. Guía paso a paso

1. Pantalla de inicio/acceso del proveedor

HITACHI Inspire the Next 12:43 WET - Western Europe Time **PREPRODUCTION ENVIRONMENT** Welcome **LAUREN CAMMELL**

Main Dashboard

MY BID COLLECTORS WITH PENDING RESPONSES

MY EDITABLE ASSESSMENTS

MY RFIS WITH PENDING RESPONSES

MY ACTIONS LIST

CONTRACTS IN NEGOTIATION

TITLE	CODE	END/DELIVERY DATE
Hitachi Rail Limited / Supplier - 2-way NDA	con_2500	

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER ORGANISATION	TIME TO CLOSE	RFQ CLOSING DATE/TIME	RESPONSE STATUS
Hitachi Test RFQ	HITACHI	04:16:30	04/03/2022 17:00	No Response Prepared

RECEIVED ACTION COLLABORATIONS

MY RUNNING SURVEYS

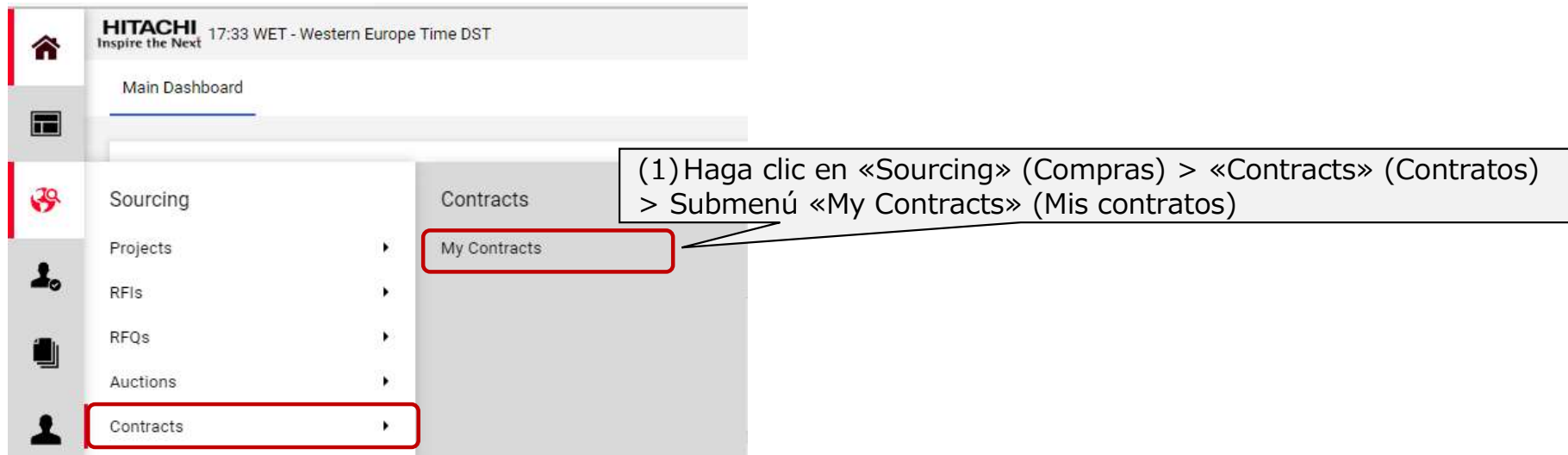
SURVEY TYPE	SURVEY OBJECT	SCORECARD TITLE	BUYER ORGANISATION	SURVEY DEADLINE	LAST SAVED ON
Risk Scorecard	--	--	HITACHI	08/03/2022 09:00	

OPEN AND PENDING AUCTIONS

(1) Puede acceder al contrato que se le ha enviado a través del panel principal tras iniciar sesión

1. Guía paso a paso

1.1.1. También puede navegar por el sistema hasta «Contracts» (Contratos)



1.1.2. Abra el contrato para el que ha recibido una invitación

Contracts

My Contracts

Enter Filter (type to start search)

> Filter Details

Showing Result 1 - 2 of 2

	CODE	TITLE	HITACHI	HRE Buyer	CONTRACT TYPE	END/DELIVERY DATE	START/SIGNATURE DATE	STATUS	DIVISION
1	con_2467	NDA 21.3	HITACHI	HRE Buyer	Rail BU - NDA	30/11/2021	10/11/2021	Expired	SIM Users (Non-SSO)
2	con_2466	21.3 CONTRACT TEST FROM TEMPLATE	HITACHI	HRE Buyer	Rail BU - Direct Supply Agreement		09/11/2021	Active	SIM Users (Non-SSO)

(2) Haga clic en el contrato que ha recibido para revisarlo

1. Guía paso a paso

1.1.3. Revisión del contrato

← Contract: con_2114 - Contract_XXXX ● Published

Details Contents Management Messages (Unread 0)

Settings Associated Users Actions (0)

→| ▾ Overview

(3) La información básica del contrato aparecerá en «Details» (Detalles) > «Settings» (Configuración)

Code con_2114	Title Contract_XXXX
Description The supply of goods relating to X for X project	Reference
Contract Enabled for Procurement No	
End/Delivery Date Type Fixed	
Start/Signature Date 24/07/2020 00:00	End/Delivery Date 22/07/2022 23:59
Total Price	Currency
Status Published	Contract Manager HRL L&D Buyer
Division Hitachi Rail Limited (UK)	

1. Guía paso a paso

1.1.4. Revisión del contrato

← Contract: con_2114 - Contract_XXXX Published

Details Contents Management Messages (Unread 0)

Additional Information Prices (→) MCD (Sent To Main Contractor)

→ Approved MCD

No Approved MCD Present

Last Proposed MCD

MCD PROPOSAL 1

Original Proposal Sent to Main Contractor View Document

Created on 22/07/2020 11:15:19 by: HRL L&D Buyer Approval Type Main Contractor (Counter Proposal Enabled)

Requested on 22/07/2020 11:38:06 by: HRL L&D Buyer Proposal Comment Please review and confirm.

Approved on Approval Comment

Accept/Decline Proposal Create Counter Proposal

(4) Vaya a «Contents Management» (Gestión de contenidos) > MCD

(5) Haga clic en «View Document» (Ver documento) para abrir el contrato y empezar a revisarlo

(6) Una vez que lo haya revisado, haga clic en «Accept/Decline Proposal» (Aceptar/Rechazar propuesta), **o**, si aparece esa opción, en «Create Counter Proposal» (Crear contrapropuesta)

1. Guía paso a paso

1.1.5. Revisión del contrato

The screenshot shows a web interface for reviewing a contract. At the top, it says "Contract: con_2114 - Contract_XXXX" and "Published". There are buttons for "Highlight Changes" and "Create Counter Proposal". A sidebar on the left lists clauses: "cls_183 - [HRL] L Agreement (IEP_ASR_WoE_TPE_Hull)_1_F..." and "cls_226 - [HRL] Lite Supply Agreement (IEP_ASR_WoE_TPE_Hull)_2_F...". The main content area shows a table with two rows:

(1)	HITACHI RAIL LIMITED
-	And-
(2)	HRE TEST SUPPLIER 1

Annotations are provided in callout boxes:

- (9) Una vez que haya revisado todo, haga clic en «Back» (Atrás) - points to the back arrow in the top left.
- (8) Puede resaltar los cambios haciendo clic aquí - points to the "Highlight Changes" button.
- (7) Después de hacer clic en «View Document» (Ver documento), tal como se muestra en la página anterior, puede revisar el documento en detalle - points to the main content area.

1. Guía paso a paso

1.1.6. Envío del contrato

← Contract: con_2114 - Contract_XXXX Published

Details Contents Management Messages (Unread 0)

Additional Information Prices (—) MCD (Sent To Main Contractor)

→ Approved MCD

No Approved MCD Present

Last Proposed MCD Accept/Decline Proposal Create Counter Proposal

MCD PROPOSAL 1

Original Proposal Sent to Main Contractor View Document

Created on 22/07/2020 11:15:19 by: HRL L&D Buyer	Approval Type Main Contractor (Counter Proposal Enabled)
Requested on 22/07/2020 11:38:06 by: HRL L&D Buyer	Proposal Comment Please review and confirm.
Approved on	Approval Comment

(10) A continuación, puede hacer clic en «Accept/Decline Proposal» (Aceptar/Rechazar propuesta)

1. Guía paso a paso

1.1.7. Envío del contrato

Contract: con_2114 - Contract_XXXX Published Cancel Decline Accept

→ MCD Proposal Details. Send your Counter Proposal to the Contract Manager

Comment

(11) Añada cualquier comentario que desee enviar

Characters available 512

(12) Confirme la acción de aprobación o rechazo

MCD PROPOSAL 1

Original Proposal Sent to Main Contractor View Document

Created on
22/07/2020 11:15:19 by: HRL L&D Buyer

Approval Type
Main Contractor (Counter Proposal Enabled)

Requested on
22/07/2020 11:38:06 by: HRL L&D Buyer

Proposal Comment
Please review and confirm.

1. Guía paso a paso

1.1.8. Creación de una contrapropuesta

← Contract: con_2114 - Contract_XXXX Published

Details Contents Management Messages (Unread 0)

Additional Information Prices (—) MCD (Sent To Main Contractor)

→ Approved MCD

No Approved MCD Present

Last Proposed MCD Accept/Denial Proposal Create Counter Proposal

MCD PROPOSAL 1

Original Proposal Sent to Main Contractor View Document

Created on 22/07/2020 11:15:19 by: HRL L&D Buyer	Approval Type Main Contractor (Counter Proposal Enabled)
Requested on 22/07/2020 11:38:06 by: HRL L&D Buyer	Proposal Comment Please review and confirm.
Approved on	Approval Comment

(13) Si dispone de la opción de crear una contrapropuesta, y desea hacerlo, haga clic en «Create Counter Proposal» (Crear contrapropuesta)

1. Guía paso a paso

1.1.9. Creación de una contrapropuesta

Contract: con_2114 - Contract_XXXX Published

Proposal #: 1 Sent to Main Contractor

(14) Haga clic en «Edit» (Editar)

Clause

- cls_183 - [HRL] Lite Supply Agreement (IEP_ASR_WoE_TPE_Hull)_1_F...
- cls_226 - [HRL] Lite Supply Agreement (IEP_ASR_WoE_TPE_Hull)_2_F...

Dated 2020

(1) HITACHI RAIL LIMITED

This site is trying to open Word (desktop).

<https://hitachi-prep.bravosolution.com> wants to open this application.

☐ Always allow hitachi-prep.bravosolution.com to open links of this type in the associated app

Open Cancel

(15) Confirme la acción para abrir el documento en Word y seguir editándolo

1. Guía paso a paso

1.1.10. Creación de una contrapropuesta

(17) Una vez que haya acabado, haga clic aquí; al hacerlo, se cargarán los cambios en la herramienta

(18) Después, puede cerrar el archivo

(16) El documento se abrirá en Word para permitirle hacer cambios

(19) Una vez que haya cerrado Word, haga clic en «Save» (Guardar) para guardar los cambios en la plataforma de compras

The Clause Editing session in Word has finished. To confirm your changes click Save or click Cancel to discard the changes made in Word.

Cancel Save

1. Guía paso a paso

1.1.11. Envío de una contrapropuesta

← Contract: con_2114 - Contract_XXXX Published

Details Contents Management Messages (Unread 0)

Additional Information Prices (—) MCD (Sent To Main Contractor)

→ Approved MCD

1 No Approved MCD Present

Last Proposed MCD

MCD PROPOSAL 1

Original Proposal [View Document](#)

Created on
22/07/2020 11:15:19 by: HRL L&D Buyer

Approval Type
Main Contractor (Counter Proposal Enabled)

Requested on
22/07/2020 11:38:06 by: HRL L&D Buyer

Proposal Comment
Please review and confirm.

Counter Proposal

Created on
25/05/2022 18:06:59 by: HRE TEST Supplier1

Responded on

Main Contractor Comment

Approved on

Approval Comment

... [Send Counter Proposal](#)

(20) A continuación, puede enviar la contrapropuesta a Hitachi

1. Guía paso a paso

1.1.12. Envío de una contrapropuesta

Contract: con_2114 - Contract_XXXX Published Cancel Send Counter Proposal

→| 1 MCD Proposal Details. Send your Counter Proposal to the Contract Manager

Comment

(21) Añada cualquier comentario que desee enviar

Characters available 512

MCD PROPOSAL 1

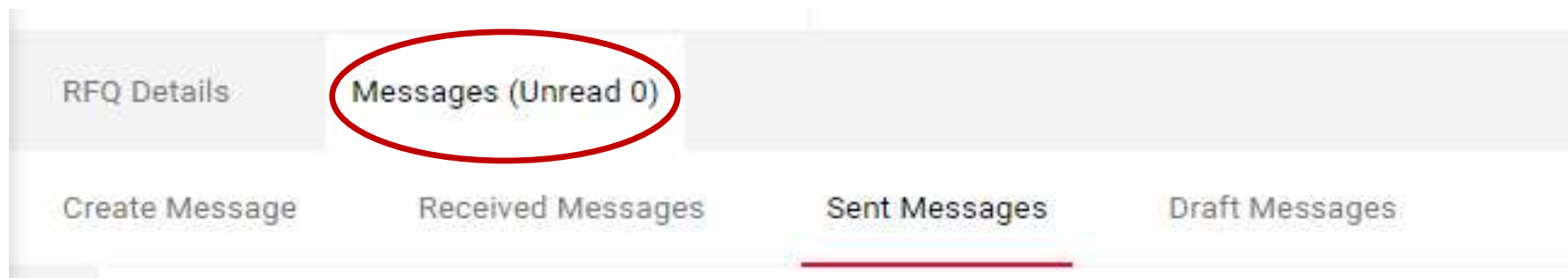
Original Proposal	View Document	Counter Proposal Sent to Main Contractor	View Counter Proposal
Created on 22/07/2020 11:15:19 by: HRL L&D Buyer	Approval Type Main Contractor (Counter Proposal Enabled)	Created on 25/05/2022 18:06:59 by: HRE TEST Supplier1	
Requested on 22/07/2020 11:38:06 by: HRL L&D Buyer	Proposal Comment Please review and confirm.	Responded on	Main Contractor Comment

(22) Envíe la contrapropuesta

2. Panel de mensajería

Consultas de soporte técnico sobre contratos

Para realizar consultas, utilice el panel de mensajería de la plataforma de compras de Hitachi, y no el correo electrónico, ya que esto permitirá a la persona responsable del contrato ofrecerle respuestas coherentes y hacer un seguimiento.



2. Panel de mensajería

2.1. – Uso de las herramientas Tablero de mensajes

The screenshot shows the 'Messages' section of a Hitachi portal. At the top, there are tabs for 'RFQ Details', 'Messages (Unread 0)', 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. A callout (1) points to the 'Messages (Unread 0)' tab. Below these tabs, the 'Create Message' form is visible. It includes a 'Subject' field with the text 'Question for Q1.1.3' and a callout (2) pointing to it. The 'Message' body field contains the text 'Dear Hitachi, Question 1.1.3, this is not clear to us.' and a callout (3) pointing to it. To the right of the message body, there are buttons for 'Cancel', 'Save As Draft', and 'Send Message', with a callout (5) pointing to the 'Send Message' button. Below the message body, there is an 'Attachments' section with a table header (NAME, DESCRIPTION, COMMENTS) and a row indicating 'No Attachments'. A callout (4) points to this section. At the bottom, there is a 'Recipients' section with a table header (RECIPIENT) and a row showing 'HITACHI'.

(1) Navegue al área de Mensajes> Crear mensaje

(2) Ingrese el título del asunto

(3) Ingresar cuerpo del mensaje

(4) Adjunte cualquier archivo adjunto

(5) Enviar mensaje

HITACHI
Inspire the Next