

# 日立調達プラットフォーム

## 契約交渉

## 1. Step-by-Step ガイダンス

## 2. メッセージボード

# 1.Step-by-Stepガイド

お取引先様用マニュアル

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## 1.お取引先様用ランディング画面／アクセス

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

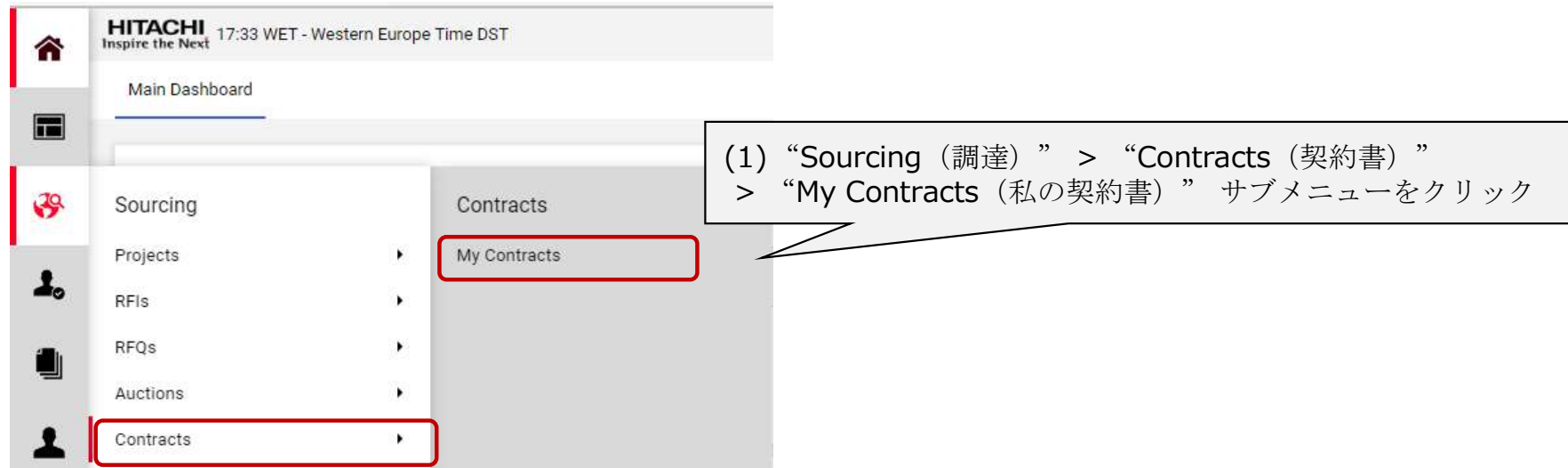
MY RUNNING SURVEYS

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) ログイン後、ダッシュボード経由で受信した契約書にアクセスできます

1.1.1. または、システムを操作して契約書にアクセスすることができます。



1.1.2. 招待された契約書を開く

Contracts

My Contracts

Enter Filter (type to start search)

> Filter Details

Showing Result 1 - 2 of 2

	CODE	TITLE			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) 確認のために招待された契約書をクリック

## 1.1.3. 契約書の確認

← Contract: con\_2114 - Contract\_XXXX ● Published

Details Contents Management Messages (Unread 0)

Settings Associated Users Actions (0)

→ Overview

(3) 契約書の基本情報が  
Details（詳細）＞Settings（設定）の下に表示されます

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.Step-by-Stepガイドンス

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## 1.1.4.契約書の確認

The screenshot displays the 'Contract: con\_2114 - Contract\_XXXX' page with a 'Published' status. The navigation tabs include 'Details', 'Contents Management', and 'Messages (Unread 0)'. The 'Contents Management' tab is active, showing 'Additional Information', 'Prices (→)', and 'MCD (Sent To Main Contractor)'. A callout box (4) points to the 'MCD (Sent To Main Contractor)' tab, stating: (4) Contents Management (コンテンツ管理) > MCDに進める.

Below the tabs, the 'Approved MCD' section shows 'No Approved MCD Present'. The 'Last Proposed MCD' section shows 'MCD PROPOSAL 1'. A callout box (5) points to the 'View Document' button, stating: (5) View Document (文書を表示) をクリックして契約書を開き内容を確認する.

The 'Original Proposal' section shows 'Sent to Main Contractor' and a 'View Document' button. The 'Created on' section shows '22/07/2020 11:15:19 by: HRL L&D Buyer' and 'Approval Type: Main Contractor (Counter Proposal Enabled)'. The 'Requested on' section shows '22/07/2020 11:38:06 by: HRL L&D Buyer' and 'Proposal Comment: Please review and confirm.'. The 'Approved on' section shows 'Approval Comment'.

At the bottom right, there are two buttons: 'Accept/Decline Proposal' and 'Create Counter Proposal'. A callout box (6) points to these buttons, stating: (6) 確認後、'Accept (合意する) / Decline (合意しない)' のいずれかを選択するまたは、次の選択肢が表示されている場合は、'Create a Counter Proposal (対抗案の作成)' をクリックする.

# 1.Step-by-Stepガイドンス

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## 1.1.5.契約書の確認

The screenshot displays a web application interface for contract management. At the top, it shows 'Contract: con\_2114 - Contract\_XXXX' and a 'Published' status. A navigation bar includes a 'Back' arrow, 'Proposal # 1', and a 'Sent to Main Contractor' status. A sidebar on the left lists contract clauses. The main content area shows a contract document with two parties: (1) HITACHI RAIL LIMITED and (2) HRE TEST SUPPLIER 1, separated by 'And-'. Three callout boxes provide instructions: (7) points to the 'View document' button in the sidebar; (8) points to the 'Highlight Changes' button in the top right; and (9) points to the 'Back' arrow in the navigation bar.

Contract: con\_2114 - Contract\_XXXX ● Published ... Highlight Changes Create Counter Proposal

→ | ← Proposal # 1 Sent to Main Contractor

Clause

- cls\_183 - [HRL] L Agreement (IEP\_ASR\_WoE\_TPE\_Hull)\_1\_F...
- cls\_226 - [HRL] Lite Supply Agreement (IEP\_ASR\_WoE\_TPE\_Hull)\_2\_F...

(9) 確認後、‘Back (戻る)’ をクリック

(8) ここをクリックすると変化点をハイライトすることができます

(7) 前ページに表示の ‘View document (文書を表示)’ をクリックすると文書の詳細を確認することができます

(1) HITACHI RAIL LIMITED

- And-

(2) HRE TEST SUPPLIER 1

# 1.Step-by-Stepガイド

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## 1.1.6. 契約書の返送

← 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

(10) 提案の内容に ‘Accept (合意する) / Decline (合意しない)’ のいずれかが選択できます



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## 1.1.7. 契約書の返送

Contract: con\_2114 - Contract\_XXXX ● Published Cancel Decline Accept

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

Comment

(11) コメントを記入

Characters available 512

(12) ‘Accept（合意する）／Decline（合意しない）’ のいずれかを選択

MCD PROPOSAL 1

Original Proposal ● Sent to Main Contractor	<a href="#">View Document</a>
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.

## 1.1.8. 対抗案の作成

← 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

(13) 対抗案を作成する選択肢があり  
作成する意志がある場合は、  
‘Create Counter Proposal（対抗案の作成）’ をクリック

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## 1.1.9.対抗案の作成

Contract: con\_2114 - Contract\_XXXX Published

Proposal #: 1 Sent to Main Contractor

(14) 'Edit (編集)' をクリック

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) 編集作業をスタートするため、文書をワード形式で開くことに合意する

## 1.1.10. 対抗案の作成

The screenshot shows the Microsoft Word interface with a document titled '9777985af5e80ec3 - Word'. The document content includes a list of items (b) and (c) under a heading 'Fault Notice'. A dialog box at the bottom of the screen states: 'The Clause Editing session in Word has finished. To confirm your changes click Save or click Cancel to discard the changes made in Word.' The dialog has 'Cancel' and 'Save' buttons. Callout boxes provide instructions for each step:

- (17) 編集作業の完了後、ここをクリックすると、更新した内容をツールに送信します
- (18) 画面を閉じる
- (16) 当該の文書がワード形式で表示されると、内容の変更が可能になります
- (19) ワードを閉じてから、調達プラットフォーム上で変化点を‘Save（保存）’する

# 1.Step-by-Stepガイドンス

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## 1.1.11. 対抗案の返送

← 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 ... [Send Counter Proposal](#)

MCD PROPOSAL 1

Original Proposal	<a href="#">View Document</a>
<b>Created on</b> 22/07/2020 11:15:19 by: HRL L&D Buyer	<b>Approval Type</b> Main Contractor (Counter Proposal Enabled)
<b>Requested on</b> 22/07/2020 11:38:06 by: HRL L&D Buyer	<b>Proposal Comment</b> Please review and confirm.

<b>Counter Proposal</b>	
<b>Created on</b> 25/05/2022 18:06:59 by: HRE TEST Supplier1	
<b>Responded on</b>	<b>Main Contractor Comment</b>
<b>Approved on</b>	<b>Approval Comment</b>

(20) 対抗案を  
日立に提出する

# 1.Step-by-Stepガイド

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## 1.1.12. 対抗案の返送

Contract: con\_2114 - Contract\_XXXX ● Published Cancel Send Counter Proposal

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

(22) 対抗案の送信

Comment

(21) コメントを記入

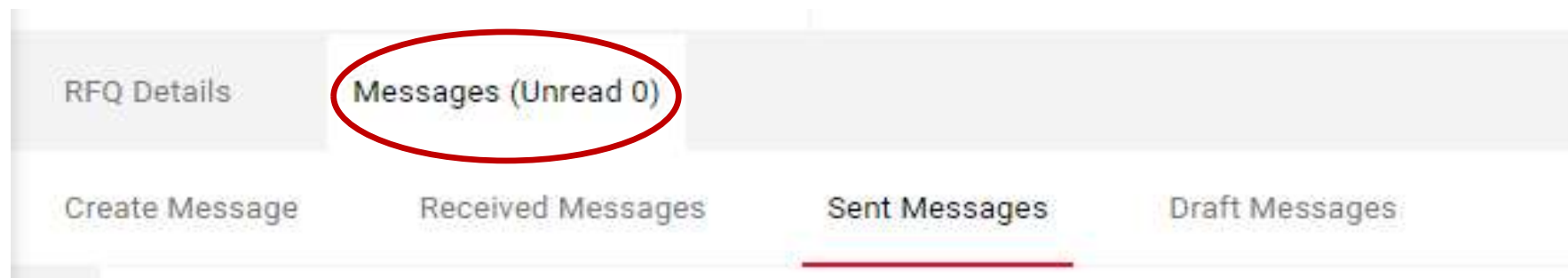
Characters available 512

MCD PROPOSAL 1

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

### 契約書のサポートに関するお問い合わせ

お問い合わせの際は、Eメールではなく日立調達プラットフォームのメッセージボードをご利用ください。これは、契約書の担当者から一貫した回答をお届けし、回答の追跡を可能とするためです。



## 2.1. - ツールの使用 メッセージング ボード

The screenshot shows the 'Messages' section of the Hitachi Message Board. The interface includes tabs for 'RFQ Details', 'Messages (Unread 0)', 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. The 'Messages' tab is active, showing a message form for 'RFQ: rfq\_1687 - Hitachi Test RFQ' which is in a 'Running' state. The form has fields for 'Subject' (containing 'Question for Q1.1.3'), 'Message' (containing a sample message), and 'Attachments' (currently empty). The 'Recipients' section shows a list with one entry for 'HITACHI'.

(1) 「メッセージ」領域 > 「メッセージの作成」に移動します。

(2) 件名の入力

(3) メッセージ本文を入力してください

(4) 添付ファイルがあれば添付してください

(5) メッセージを送信する



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