

## Support for suppliers

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Guidelines for supplier registration and the bidding process

Additional information on scop

Version 04 ENG / 01.05.2025

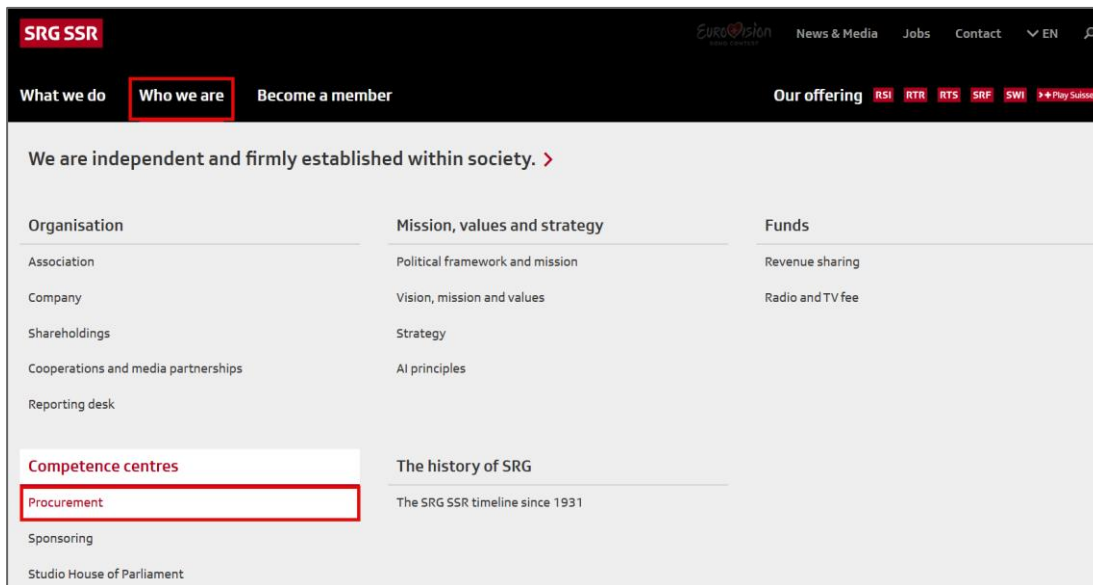
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## 1 Portal registration

### 1.1 Spontaneous application for suppliers

If you are looking to supply products or services to SRG, start by going to the SRG SSR website "http://www.srgssr.ch", then to "Who we are" and then to Procurement.



Continue to the SRG supplier portal

## Procurement

The SRG SSR procurement team advises internal departments about purchasing goods and services.

Procurement assesses and supplies needs-based products on the best terms, thus contributing toward the success of the company.

### Supplier portal

SRG SSR operates a portal to communicate and interact with suppliers. This platform is used for registration of suppliers, calls for tender or for market studies.

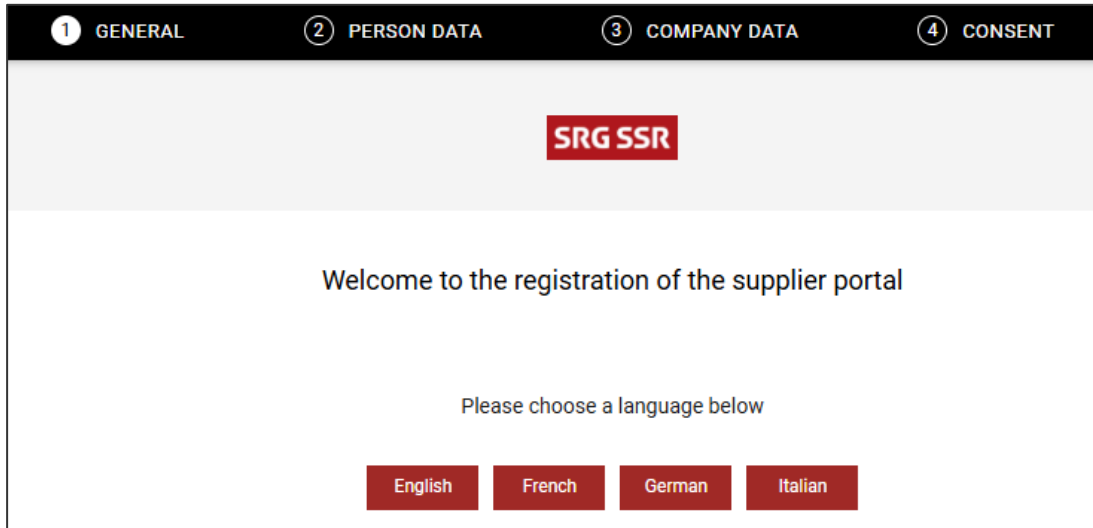
Interested companies can use this platform to register and present themselves, so that our buyers can then contact them if needed. Registration is non-binding for the SRG.

The procurement department of the SRG announces the request and invites specific suppliers to submit offers.

- [Login for supplier portal](#)
- [Login for suppliers already registered](#)
- [Contact in case of issues with login](#)

## 1.2 Registration on the platform

First you will be asked whether you already have an account, if not, select your preferred language for registration.



The screenshot shows the registration interface for the SRG SSR supplier portal. At the top, a black navigation bar contains four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. Below this, a light gray header features the SRG SSR logo. The main content area is white and displays the text 'Welcome to the registration of the supplier portal'. Below this, it says 'Please choose a language below' and provides four red buttons for selection: English, French, German, and Italian.

Please enter the contact details of your company's main contact person, fill in all mandatory fields\* and define a login name. Then continue with Continue to the next step.

GENERAL

PERSON DATA

COMPANY DATA

CONSENT

SRG SSR

CONTACT PERSON

Salutation

Mx.

First name\*

Last name\*

Department

---

Telephone\*

+ --

Area

Number

Mobile

+ --

Area

Number

Fax

+ --

Area

Number

E-Mail\*

john.smith@mail.com

Back

Continue

Please fill in all mandatory fields in the company data. Errors or fields that have not been filled in will be displayed in red; if they have been successfully corrected, click on "Continue" to continue.

✓ GENERAL

✓ PERSON DATA

2 COMPANY DATA

4 CONSENT

SRG SSR

COMPANY DATA

Company name\*

Street\*

Street-number

Zip code\*

City\*

Country\*

---

Currency\*

---

Telephone\*

+ -- --

Area

Number

Fax

+ -- --

Area


Number

Homepage

Including http://

E-Mail

john.smith@mail.com

D-U-N-S\* 

Back

Continue


After confirming the registration

✓ GENERAL

✓ PERSON DATA

✓ COMPANY DATA

✓ CONSENT



### Congratulations!

Thank you for registering your company. You will shortly receive two emails:

1. An email from JAGGAER containing a link to define a new password. This more secure password is needed for your new JAGGAER Global Identity, which you can use to authenticate to this customer portal going forward.
2. An email from your customer confirming your company registration and providing more information about your account.

You may now close this window.

After confirmation, continue analogous to point 1.3 with the e-mail request for the password change and the registration under point 1.4 Complete registration on the platform (the information entered is already pre-filled)

### 1.3 Registration on the platform at the request of SRG

Entry or registration on the platform is generally triggered by SRG and takes place with the sending of an automated e-mail requesting suppliers to start the registration process. Important: the e-mail mentions that your e-mail address is also your username.

NR

no-reply@app11.jaggaer.com (Forward YOPmail) <no-reply\_app11.jaggaer.com@bounces.yopmail.com>  
An onboarding\_neu@yopmail.com

Dieser Absender no-reply\_app11.jaggaer.com@bounces.yopmail.com stammt von außerhalb Ihrer Organisation.

Sehr geehrte/-r Peter Film,

Der Registrierungsprozess auf das SRG SSR Lieferantenportal wurde gestartet.

Sie erhalten in Kürze eine E-Mail für den Passwortwechsel.

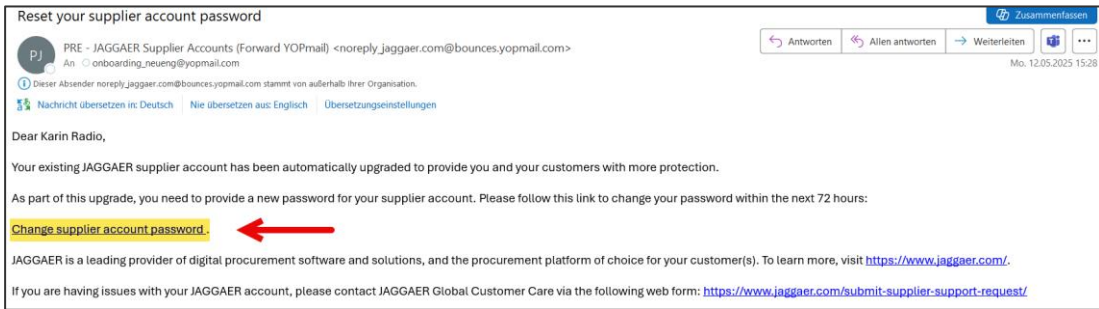
**Wichtig:** Ihre E-Mail-Adresse ist Ihr Portal Benutzername.

Kommentar:

Freundliche Grüße  
SRG SSR

Die ist ein automatisch generiertes E-Mail, bitte nicht antworten.

At the same time, an e-mail is sent to reset the password for the supplier account. Start by clicking on the "Change supplier password" link



By clicking on the link you will be prompted to generate a new password.

Set JAGGAER Global Identity Password
English US

onboarding\_neueng@yopmail.com

New Password

Confirm Password

- Minimum of 12 characters
- Must be different from email
- Minimum of 1 special character (not A-Z, a-z, or 0-9)
- Minimum of 1 number
- Minimum of 1 lowercase letters
- Minimum of 1 uppercase letters
- Passwords must match

Set Password

If the password has been set successfully, a corresponding message is displayed. Click on "Continue" to log in

Password Set Successfully

Your password has been set.

Continue



Enter your user name (e-mail address) and click on "Next"

Log In

English ▾

SRG SSR

Portal Username

Next

[Register now](#)

Enter your password and click on "Login"

Login Using JAGGAER Global Identity

English US ▾

onboarding\_neueng@yopmail.com

Password

[Forgot Password?](#)

Login

For the one-time code for verification, select a variant, "Send to the registered e-mail address" and click on "Login", alternatively via mobile authentication.

One-Time Code Delivery Method

English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

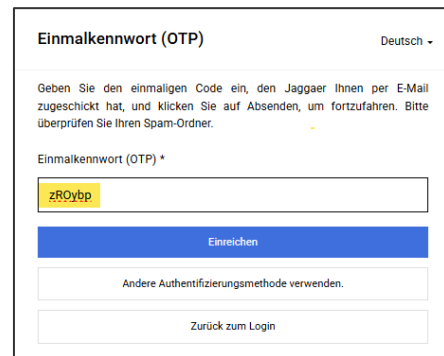
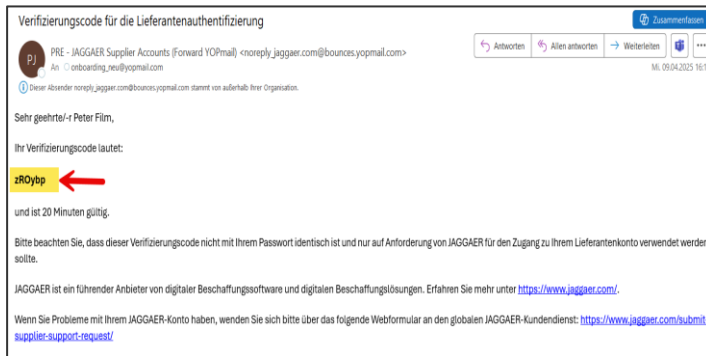
☐ Send to Email Address on Record

☐ Use a Mobile Authenticator Application

Login

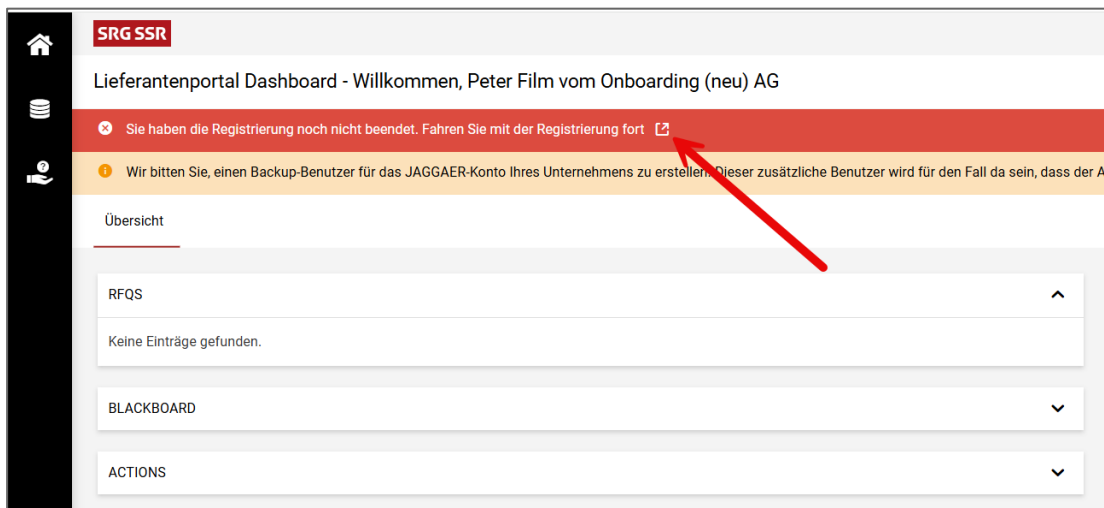
Back

Take the one-time password from the e-mail and enter it in the "One-time password (OPT)" mask and click on "Submit".



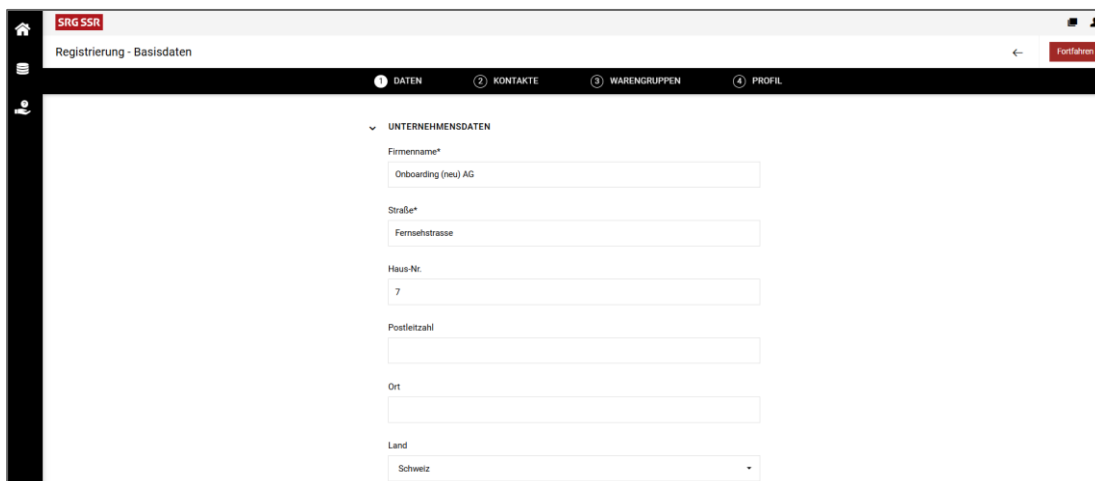
## 1.4 Registration on the platform

Once you have successfully entered the SRG supplier portal, you can start the registration process.



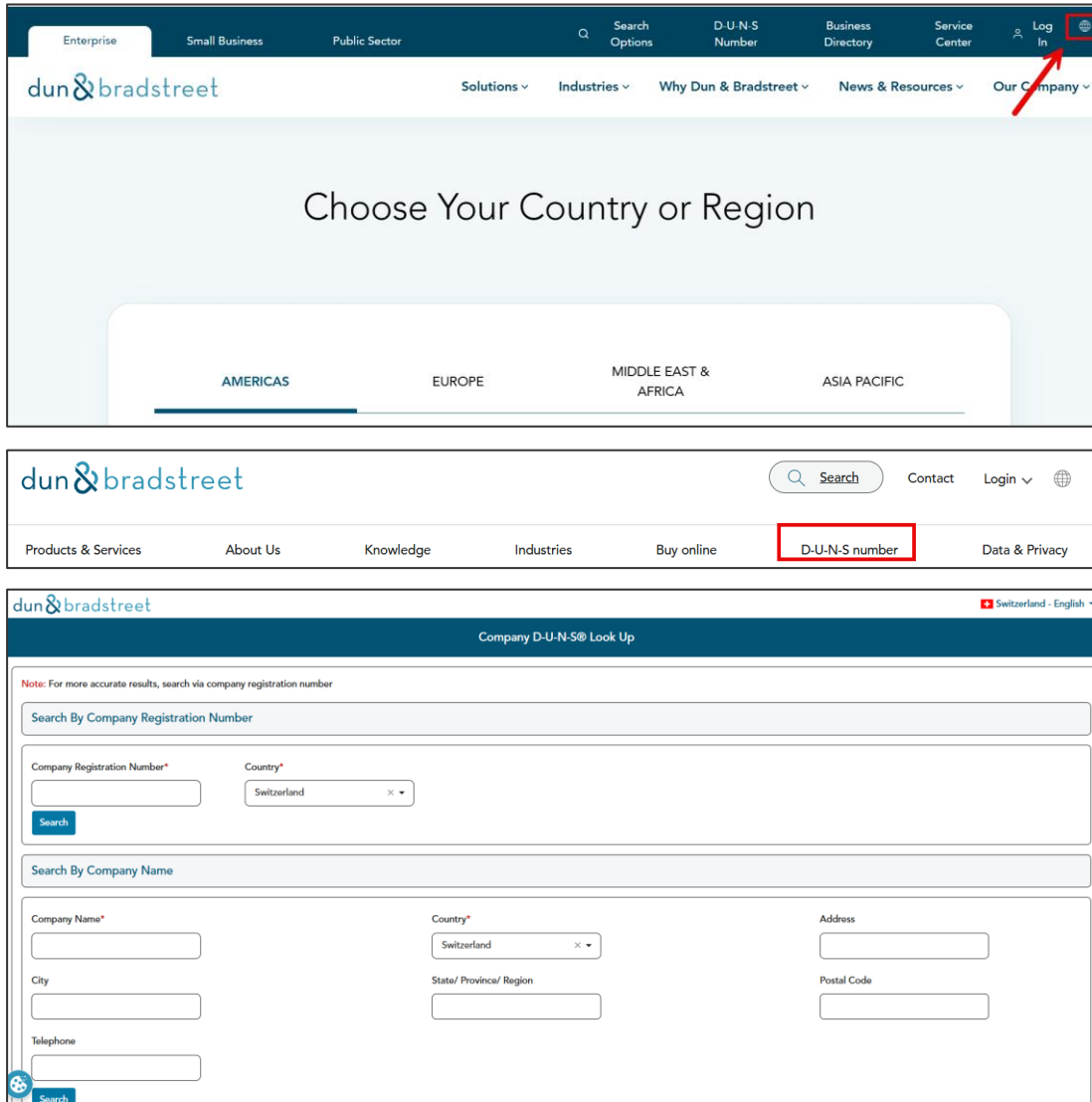
### Step 1 - Checking the company data

Enter or complete company data and continue with "Continue" at the top right of the registration process



With D&B Lookup, the information can be checked using the DUNS number.

DUNS: If you do not know your DUNS number, you can search for it directly by clicking on D-U-N-S\*. Follow the link to the D&B website to query your own number. If no number is available, you can create one directly.



The screenshot shows the Dun & Bradstreet website interface. The top navigation bar includes links for Enterprise, Small Business, Public Sector, Search Options, D-U-N-S Number, Business Directory, Service Center, Log In, and a globe icon. The main heading is "Choose Your Country or Region" with buttons for AMERICAS, EUROPE, MIDDLE EAST & AFRICA, and ASIA PACIFIC. A red arrow points to the globe icon in the top right corner.

Below the main heading, the website shows the Dun & Bradstreet logo, a search bar, and links for Contact, Login, and a globe icon. The footer includes links for Products & Services, About Us, Knowledge, Industries, Buy online, D-U-N-S number (highlighted with a red box), and Data & Privacy.

The "Company D-U-N-S® Look Up" section contains a note: "Note: For more accurate results, search via company registration number". It features two search options: "Search By Company Registration Number" and "Search By Company Name".

The "Search By Company Registration Number" section includes a "Company Registration Number\*" input field, a "Country\*" dropdown menu (set to Switzerland), and a "Search" button.

The "Search By Company Name" section includes a "Company Name\*" input field, a "Country\*" dropdown menu (set to Switzerland), and an "Address" input field. Below these are fields for "City", "State/ Province/ Region", "Postal Code", and "Telephone". A "Search" button is located at the bottom left of this section.

Please enter or check the contact details of your company's main contact person. Please fill in all mandatory fields\*, then continue to the next step.

**ANSPRECHPARTNER**

Anrede

Divers

Vorname\*

Nachname\*

Abteilung

---

Telefon\*

+

--

Region

Nummer

Mobil

+

--

Region

Nummer

Fax

+

--

Region

Nummer

E-Mail\*

max.mustermann@mail.com

Step 2 - check and complete the contacts, then continue with Continue

SRG SSR						
Registrierung - Kontakte						
<div> <div>DATEN</div> <div>KONTAKTE</div> <div>WARENGRUPPEN</div> <div>PROFIL</div> </div>						
Name	Loginame	E-Mail	Telefon	Portalzugang	Rolle	
<div> PF </div> Film, Peter	portal.2256315	onboarding_neu@yopmail.com		<div> </div>	Keine Rollen zugeordnet	

It is recommended that you enter additional contacts (contact persons). To do this, click on "Add new contact person" and an input screen for entering additional employees will appear.

Important: fill in all mandatory fields, activate portal access with the slider and set authorization for Supplier Pure with a tick; then confirm with save.

**ANSPRECHPARTNER**

Anrede  
Divers

Vorname\*

Nachname\*

Abteilung  
...

Telefon  
+ -- Region Nummer

Mobil  
+ -- Region Nummer

Fax  
+ -- Region Nummer

E-Mail\*  
max.mustermann@mail.com

☐ Portalzugang

Berechtigungen\*

☒ Supplier PURE

The persons now appear in the list, then continue with Continue

Registrierung - Kontakte						
← Neue Kontaktperson →						
Name	Loginname	E-Mail	Telefon	Portalzugang	Rolle	
KF Fennsther, Karin	portal.281808_2	onboarding_new1@yopmail.com		<input checked="" type="checkbox"/>	Keine Rollen zugewiesen	
PF Ffeln, Peter	portal.2256315	onboarding_new@yopmail.com		<input checked="" type="checkbox"/>	Keine Rollen zugewiesen	

The newly registered person will now receive their own access data by e-mail, as described in point 1.3 Registration on the platform. Additional persons can be added at any time and registered persons can be deleted or changed again.

In step 3, the product groups that the supplier can serve can be selected by activating the checkbox on the left-hand side under "Product group overview" (in yellow). The selected product groups are displayed on the right-hand side under "Selected product groups".

**Attention: please select only effectively operable product groups.**

**SRG SSR**

Categories

Search for category...

Categories Overview Expand All | Close All

- ☒ Production
  - ☒ Promotional material / PR
    - ☒ Marketing / PR agencies
  - ☒ Printed matter
  - ☒ Promotional gifts/ Give-aways
    - ☒ Promotional merchandise with logo
    - ☒ Promotional merchandise without logo
    - ☒ Event materials / Trade fair construction
  - ☒ Design
    - ☒ Corporate wear / Fashion textiles
    - ☒ Corporate wear / Fashion textiles
  - ☒ Make-up
    - ☒ Make-up

Selected Categories

Choose Primary Category\*

Production - - Promotional material / PR - Promotional gifts/ Give-aways - Promotional merchandise with logo

Production - - Promotional material / PR - Marketing / PR agencies

Marketing / PR agencies

Production - - Promotional material / PR - Promotional gifts/ Give-aways

Promotional merchandise with logo

Promotional merchandise without logo

Event materials / Trade fair construction

Production - - Design - Corporate wear / Fashion textiles

Corporate wear / Fashion textiles

Production - - Design - Make-up

Make-up

Search for category...

Categories Overview

Expand All | Close All

✓ Production

✓ Promotional material / PR

✓ Marketing / PR agencies

✓ Marketing / PR agencies

Printed matter

Printed matter

✓ Promotional gifts/ Give-aways

✓ Promotional merchandise with logo

You can search for categories using the free text field, but the easiest way to find them is to click on “Expand All”. This will bring up the full list of categories.

Search for category...

Categories Overview

Expand All | Close All

✓ Production

✓ Promotional material / PR

✓ Marketing / PR agencies

✓ Marketing / PR agencies

Printed matter

Printed matter

✓ Promotional gifts/ Give-aways

✓ Promotional merchandise with logo

You **must** select the main category under “Selected Primary Category” using the drop-down menu in the top field of the form (marked Select Main Category). The category you select in this field automatically determines which SRG buyer will be responsible for checking and approving your enquiry/registration. Once you have done that, click on “Save”.

Selected Categories

Choose Primary Category\*

Production >...> Promotional material / PR > Promotional gifts/ Give-aways > Promotional merchandise with logo

---


Production >...> Promotional material / PR > Marketing / PR agencies > Marketing / PR agencies

Production >...> Promotional material / PR > Promotional gifts/ Give-aways > Promotional merchandise with logo

Production >...> Promotional material / PR > Promotional gifts/ Give-aways > Promotional merchandise without logo

Production >...> Promotional material / PR > Promotional gifts/ Give-aways

14



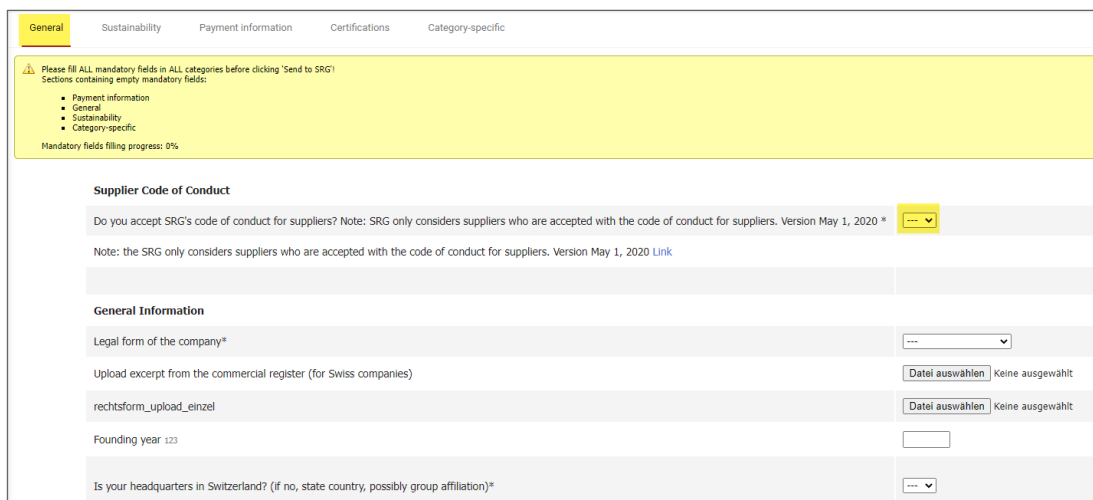
The supplier's individual profile is now created in step 4. The mandatory fields (\*) must be completed for all folders. The progress of the mandatory fields to be maintained is displayed in the yellow bar.



## General section - Questions about the company

### Notes:

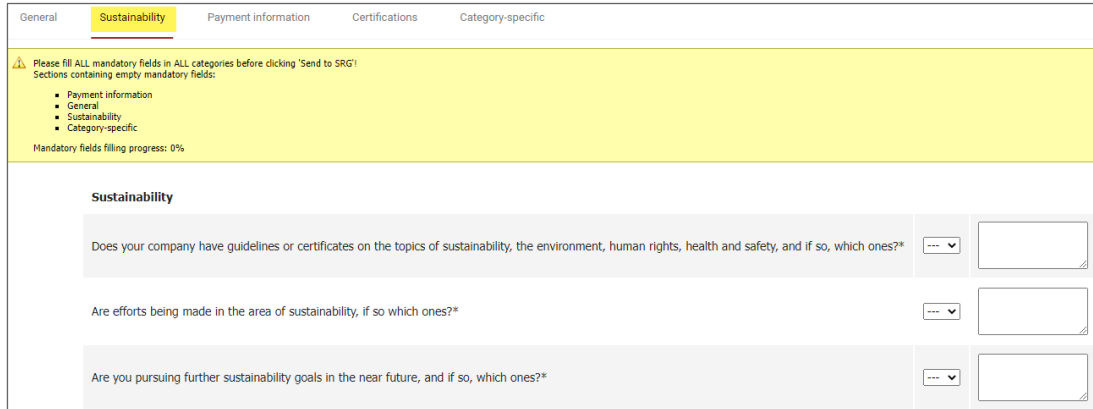
- Acceptance of the behavior code for suppliers is a prerequisite; SRG only considers suppliers who have made progress in the mandatory fields to be maintained.
- Turnover development, if you do not wish to disclose the turnover of the last three years, please select at least the share of this with SRG (in %).
- The more precise and detailed the information provided, the easier and better the SRG's assessment of the minimum requirements will generally be.



## General section - Sustainability

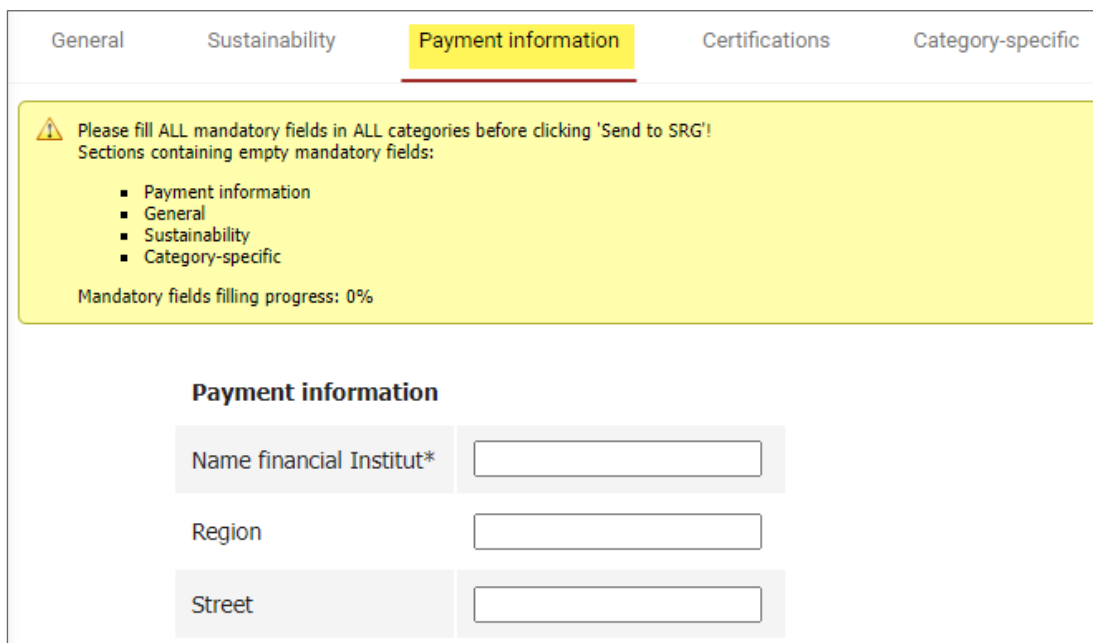
### Notes:

- This category may change over time to reflect regulatory requirements or internal SRG policy.



## General section - Payment information

Please fill in your financial details. This information will allow us to enter you in the creditor tree in SAP MM later on, and to initiate orders using that system.



## Certificates section

Please use this section to list the certifications that you have been awarded. Remember to upload copies of the relevant certificates. It is very important to ensure the expiry dates of any certifications are entered into the system. Doing so will ensure you receive a reminder of any certifications that are about to expire, allowing you to renew them on time and/or upload new certificates to the system.

### Note:

- The “Industriestandards/Ihr Standard / Industry Standards/Your Standard” option allows you to upload important certification that is specific to your industry.



General Sustainability Payment Information **Certifications** Category-specific

**Please fill ALL mandatory fields in ALL categories before clicking 'Send to SRG'!**  
Sections containing empty mandatory fields:

- Payment information
- General
- Sustainability
- Category-specific

Mandatory fields filling progress: 0%

	Valid until Y-m-d	File	Certification company
<b>Quality Management</b>			
ISO 9001 - Zertifizierung von Qualitätsmanagementsystemen	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
ISO 16949 - Certification of quality management systems	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
ISO 27001 - Certification of information security	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
<b>Work safety / Environment</b>			
OHSAS 18001 - Certification of occupational health and safety (OHSAS 45001 - occupational health and safety management from 9/2021)	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
ISO 14001 - Certification of environmental management systems	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
ISO 50001 - Certification of energy management systems	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
<b>Industry standards / Your standard</b>			
Other certificate 1	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
Other certificate 2	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>
Other certificate 3	<input type="text"/>	<input type="text"/> Datei auswählen Keine ausgewählt	<input type="text"/>

### Category specific" section

This section will only appear if you select a goods category in step 3 for which SRG requires additional information before you can be registered as a supplier.

General Sustainability Payment Information Certifications **Category-specific**

**Please fill ALL mandatory fields in ALL categories before clicking 'Send to SRG'!**  
Sections containing empty mandatory fields:

- Payment information
- General
- Sustainability
- Category-specific

Mandatory fields filling progress: 0%

**Corporate wear / Fashion textiles**

Is the STANDARD 100 by OEKO-TEX complied with? If so, please upload the certificate\*  Datei auswählen Keine ausgewählt

Is a SA8000 certification available or confirmation of compliance with SA8000 standards? If so, please upload the certificate\*  Datei auswählen Keine ausgewählt

Once all the mandatory fields have been filled in, the bar will show in green. All you have to do now is to click on "Send to SRG" so we can assess the information you have provided.

**SRG SSR**

Registration - Profile

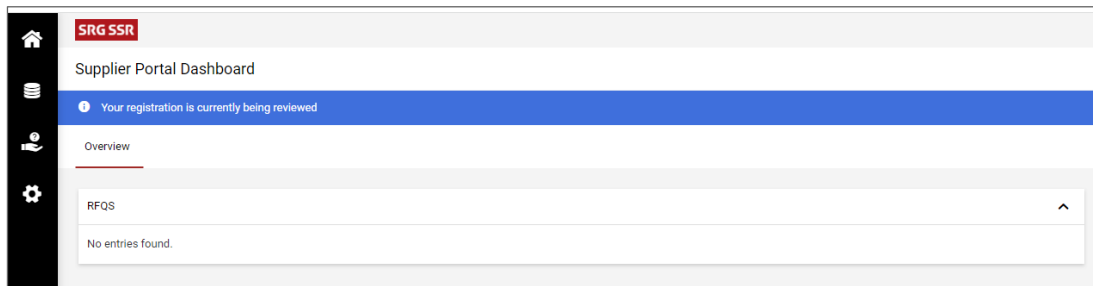
Back Save **Send to SRG**

DATA CONTACTS CATEGORIES **PROFILE**

General Sustainability Payment Information Certifications **Category-specific**

**Please fill ALL mandatory fields in ALL categories before clicking 'Send to SRG'!**  
Mandatory fields filling progress: 100%

Once you have submitted your details, the status of your registration will show on the dashboard (in the blue bar). Once you have sent your details to SRG, you have completed the registration process. You can edit and update your data at any time.



After processing and assessment by Purchasing, which can take some time, the supplier receives a system-generated e-mail confirmation from SRG.

From this point onwards, the supplier can receive requests for quotations via the supplier portal if the corresponding product groups are approved.

The supplier can update, supplement and expand its data at any time

## 2 Bidding process - "PURE"

### 2.1 Bidding process - Invitation to tender

When a supplier is invited to bid on a new tender, they will be sent an email asking them to log in to the platform.

The email will not show your username and password, as these will match the username and password you chose when you registered.

Sehr geehrter Herr Film,

hiermit erhalten Sie eine Anfrage zu folgender Ausschreibung:

RFQ Nr. 883 - Test Ausschreibung

Bitte öffnen Sie den Link um die Anfrage zu bearbeiten.  
Link: <https://demo.app11.jaggaer.com/rfq/index.php?lang=ger&controller=quote&type=rfq&id=112772&cid=42100>


Zugangsdaten:

Benutzername:  
Passwort:

Angebotsabgabe bis zum: 2022-02-18 13:37 (Europe/Berlin)

Für weitere Fragen stehen wir Ihnen gerne zur Verfügung.

Mit freundlichen Grüßen  
SRG SSR

Once you have logged on to the platform, you will find full details of the tender on the dashboard. Alternatively,  you can click on the relevant icon in the menu.

SRG SSR					
Supplier Portal Dashboard					
Overview					
RFQS					
RFQ no.	RFQ name	RFQ version	Status	Deadline	
883	Test Ausschreibung	1	CHECKING	2022-02-18 13:37	

### 2.2 Bidding process - Step 1 Confirmation of documents

When you open the tender on the platform, you will see a list of the steps you need to take to submit your bid. The first thing you will see is a list of the documents you need to view in connection with the tender. You will have to open some of these documents and confirm that you have done so. If a supplier fails to comply with these instructions (for any reason whatsoever), they will not be given access to the tender proper on the system, and will therefore be unable to submit a bid.

✓ PARTICIPATION

✓ GENERAL


✓ QUESTIONNAIRE


✓ QUOTE


✓


Participation

GENERAL INFORMATION



Administration - AGB Auftrag /CG de mandat / CG di mandato / GTC for mandate



Administration - AGB Kauf / CG d'achat / CG d'acquisto / GTC for purchase


Administration - AGB Werkvertrag / G de contrat d'entreprise / CG d'appalto / GTC for work


Administration - AGB IT / CG IT / GTC IT

AGREEMENTS


Administration - Geheimhaltungsverpflichtung Ausschreibungsplattform / Engagement de ...


Administration - Verhaltenscode für Lieferanten / Code de conduite pour fournisseurs / Co...

☒ Agree to Documents

Open and confirm the documents as required, then click on “Agree to Documents” to go to the next step.

### 2.3 Bidding process - Step 2 General framework conditions

Next, the supplier will see SRG’s Framework Terms and Conditions. Some of the details on this screen can be edited (for example, the currency to be used when submitting the bid). You can also add any notes at this stage of the process using the free text box.

✓ PARTICIPATION

✓ GENERAL

✓ QUESTIONNAIRE

✓ QUOTE

✓ REVIEW

General

✓ QUOTATION SETTINGS

Currency

CHF

Payment conditions

ZB04 (within 30 days net)

Delivery Conditions

DDP ()

Delivery address

SRG SSR,  
Warenannahme,  
Giacometti-Strasse 1,  
3006,  
Bern

✓ OTHER DETAILS

Comments

## 2.4 Bidding process - Step 3 Questionnaires

The second part of this section shows the specific questions suppliers need to answer as part of their bids. The questions asked vary according to the nature of each individual tender. Some of them may include mandatory fields (marked with an \*). These mandatory fields must be filled in and/or confirmed in order to proceed to the next stage of the bidding process.

✓ PARTICIPATION

✓ GENERAL

✓ QUESTIONNAIRE

✓ QUOTE

5 REVIEW

Please confirm that you or any relevant service delivery partner is not involved in any criminal or unlawful business\*

YES

Is your company insured against liability risks (including but not limited to personal injury, property damage and product liability)\*

YES

Please list the partnerships that are necessary for the service delivery (e.g. support, consulting or general external resources) in relation to your offered solution

How do you differentiate yourself from your competitors or what is the unique selling proposition (USP) of your system/product/solution compared to the competition?

For some tenders, suppliers may be sent a separate questionnaire, which they should fill in as directed and upload back into the system. You can also upload an original bid or quotation by clicking on the relevant section of the form.

✓ PARTICIPATION

✓ GENERAL

✓ QUESTIONNAIRE

✓ QUOTE

5 REVIEW

If you have any general comments, please enter them here.

Please upload your offer/concept here:

📎 Drag and Drop file or Browse

Here you can upload another document to your offer:

📎 Drag and Drop file or Browse

You can return to this page at any time and make changes as required. Once you have completed this section, click on “Next”.

## 2.5 Bidding process - Step 4 Submission of prices

This screen lists the individual lots for which you can (or must) submit a bid, as set for each individual lot.

SRG SSR									
Test Ausschreibung - 887									
PARTICIPATION GENERAL QUESTIONNAIRE QUOTE REVIEW									
MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE	
Studio Beleuchtung		Ready	0	5	UNIT	500,00 CHF	1	2.500,00 CHF	ⓘ Ⓛ ⓧ +

From the menu on the right of the screen you can choose from the following options:

- Open lot and submit price
- Reject lot (if you select this option, a box will appear in which you can state your reasons)
- Enter details for an alternative lot



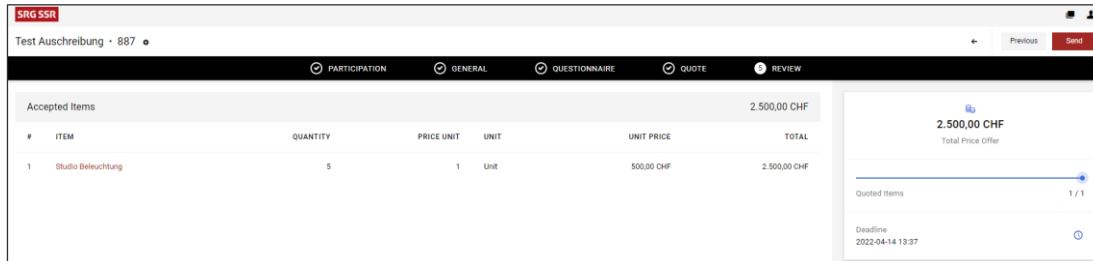
Open the tender and enter a price per price unit for the requested quantity. The total price of the lot will appear in the box on the right.

<b>Item Details</b> Number: PAT_001596 Name: Studio Beleuchtung Status: Ready Category: Static light Delivery Address: SRG SSR, Warenannahme, Giacometti-Strasse 1, 3000, Bern		<b>Quote Details</b> QUOTE Price Unit: (int): 1 Price Break 5: 500,00 CHF / 1 Unit ADDITIONAL INFORMATION Comment:		2.500,00 CHF Total Price Quantity: 5 Unit Price: 500,00 CHF
<b>Files</b> Drag and Drop files or Browse				

To enter details for an alternative lot, click on the + and fill in the relevant details as you would for a required lot

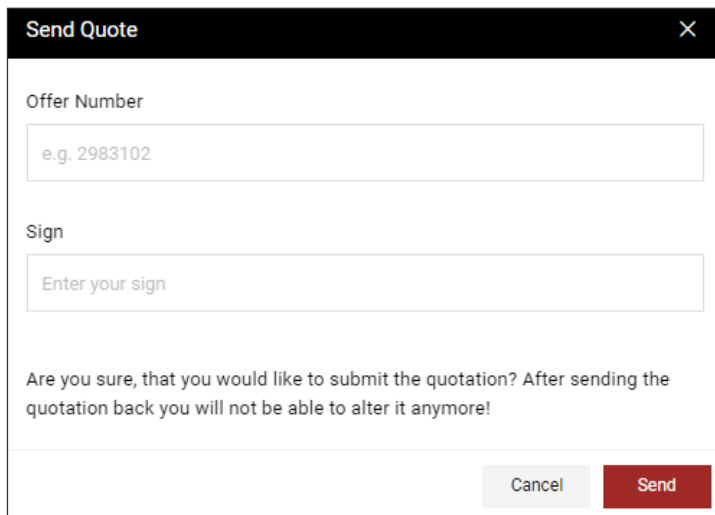
SRG SSR									
Test Ausschreibung - 887									
PARTICIPATION GENERAL QUESTIONNAIRE QUOTE REVIEW									
MATERIAL NAME	REQUIRED	STATUS	FILES	QUANTITY	UNIT	UNIT PRICE	PRICE UNIT	TOTAL PRICE	
Studio Beleuchtung		Ready	0	5	UNIT	500,00 CHF	1	2.500,00 CHF	ⓘ Ⓛ ⓧ +

Once you have saved your entries on the system, you will see a summary listing all the lots and the total price. Once you have checked these details, you can submit your bid to SRG by clicking “Send”.



#	ITEM	QUANTITY	PRICE UNIT	UNIT	UNIT PRICE	TOTAL
1	Studio Beleuchtung	5		1 UNIT	500,00 CHF	2,500,00 CHF

Another box will then appear, which you can use to submit a bid number and a reference for your bid.



**Send Quote**

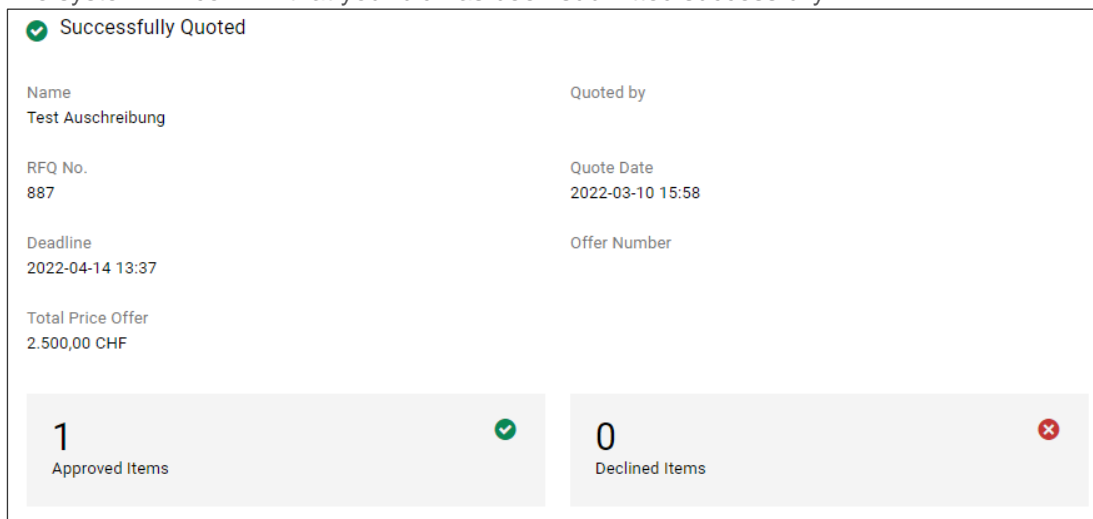
Offer Number  
e.g. 2983102

Sign  
Enter your sign

Are you sure, that you would like to submit the quotation? After sending the quotation back you will not be able to alter it anymore!

Cancel Send

The system will confirm that your bid has been submitted successfully.



**Successfully Quoted**

Name: Test Ausschreibung

RFQ No.: 887

Deadline: 2022-04-14 13:37

Total Price Offer: 2,500,00 CHF

Quoted by:

Quote Date: 2022-03-10 15:58

Offer Number:

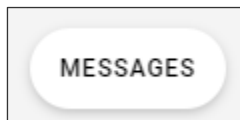
1 Approved Items (✓)

0 Declined Items (✗)



## 2.6 Bidding process - submit questions / answers

You can click on the “Message” button from any step of the bidding process to see the news platform. You can use the news platform to submit queries to SRG regarding the tender. When questions have been answered, the answers will be shown under this tab, and you will receive a notification by email.



The tender documents will usually specify the deadline (time and date) by which any questions regarding the substance of the tender must be submitted. All the questions will then be collated, and the answers will be made available to all the bidders.

## 2.7 Bidding process - acceptance / rejection

You will be notified by email whether you have been awarded the contract or whether your bid has been unsuccessful. The email will show the individual lots in respect of which your bid has been accepted or rejected. Once a bid has been awarded by the system, the procurement department will follow-up with full details, as well as a formal order and/or contract as appropriate.

Sehr geehrter Herr **xx**

Bezüglich ihrer Angebot bei der RFQ Drucksachen Marketing:

Folgende Position wurden akzeptiert:

Broschüre D  
Broschüre F

Folgende Positionen wurden leider abgelehnt:

Broschüre E

Für weitere Fragen stehen wir Ihnen gerne zur Verfügung.

Mit freundlichen Grüßen,

Marco Bertini  
Tel.:

## 3 Bidding process - "sourcing+"

### 3.1 Bidding process - Invitation

The invitation for a new tender is sent by e-mail with the request to log in directly via the link in the portal. Alternatively, you can also log in directly to the portal and access the invitation to tender.

The user name (e-mail address) and password correspond to the access data you selected during registration.

Sehr geehrter Lieferant

Hiermit erhalten Sie eine Einladung zur folgenden Ausschreibung:

RFQ Nummer: rfq\_00000278  
 Titel: Test Ausschreibung sourcing+  
 Eingabefrist: 30. Mai, 2025 / 16:00 (Central European Time DST)

Wichtige Information:  
 Das Lieferantenportal der SRG wurde optimiert und mit dem Modul Sourcing+ an den neusten Standard angepasst.  
 Diese Ausschreibung erfolgt im neuen Modul Sourcing+ die entsprechende Anleitung finden sie auf unserer Webseite – <https://www.srgssr.ch/de/wer-wir-sind/kompetenzzentren/procurement> (Leitfaden für Lieferanten)

Um die Details der Ausschreibung anzuzeigen, klicken Sie auf den nachstehenden Link und geben Sie Ihren Benutzernamen und Ihr Kennwort ein:  
<https://srgssr.tlg-prep.app.jaggaer.com/esp/quest/login.do?quid=9168890701961E6A9287>

Sie können auch wie folgt zur Ausschreibung navigieren:  
 - Stellen Sie eine Verbindung zum Lieferantenportal <https://srgssr.tlg-prep.app.jaggaer.com> her.  
 - Geben Sie Ihren Benutzernamen und Ihr Kennwort ein.  
 - Wechseln Sie in der Navigationsleiste unter «Anfragen» auf das Modul «Sourcing+».  
 - Klicken Sie auf "rfq\_00000278", um die Details der Ausschreibung anzuzeigen.

Fragen zur Ausschreibung senden Sie bitte direkt über die sichere Online-Nachrichtenfunktion im Lieferantenportal.

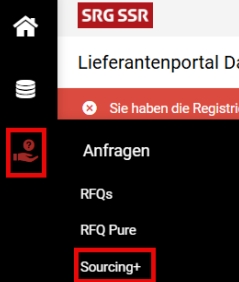
Mit freundlichen Grüßen

SRGSSR  
 Marco Bertini

Wenn Sie eine technische Frage zum Portal haben, wenden Sie sich bitte an unseren Portalbetreiber JAGGAER, erreichbar Werktags unter folgenden Nummern der Support Hotline:  
 Europa: +43-1-80 410 50 (9:00 - 17:00 CET) / Amerika: +1-248-434 1268 (9:00 - 17:00 EST) Asien: +65-656 280 60 (9:00 - 17:00 SGT) Alternativ kann man sich auch per E-Mail an [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com) wenden.

Dies ist eine automatisch generierte E-Mail, bitte nicht antworten.

When accessing the portal directly, you can access the RFQs by switching to "sourcing+" under Requests.



Lieferantenportal Da

Sie haben die Registrie

Anfragen

RFQs

RFQ Pure

Sourcing+

Haupt Dashboard sourcing+

Quickslinks

Standardlinks

Projekte

Meine RFIs

Meine RFQs

Organisationsprofil

Kundenspezifische Links

Laden Sie Lieferanten

Neue Nachrichten (letzte 30 Tage)

Keine ungeliesenen Nachrichten

Meine RFIs mit ausstehenden Antworten

Keine RFIs anzeigen

Meine RFQs mit ausstehenden Antworten

Titel	Firma	Zeit zu schließen	Abschlussdatum	Antwortstatus
Test Ausschreibung sourcing+	Admin	7 Wochen	30.05.2025 16:00	Keine Antwort vorbereitet

### 3.2 Bidding process - Step 1 Confirmation of documents

When the tender is opened, the steps for submitting a tender are displayed. First of all, the documents are displayed which must be viewed in connection with the invitation to tender and in some cases also opened and confirmed. If these requests are not complied with (for whatever reason), the supplier cannot view the actual invitation to tender and therefore cannot submit a bid.

SRG SSR

← Dokumente akzeptieren

Ich habe das obige Dokument gelesen und akzeptiere es.

☒ Ich akzeptiere
 ☐ Ich lehne ab

**Verhaltenscode für Lieferanten**

Verhaltenscode für Lieferanten der SRG SSR  
 Der Gültigkeitsbereich des vorliegenden Verhaltenscode für Lieferanten der Schweizerischen Radio- und Fernsehgesellschaft (nachfolgend SRG) umfasst alle Organisation für sowohl Geschäftspartner, Behörden und sonstige Dritte Anwendung finden, als auch für Tochterunternehmen und Vertragspartner der Lieferanten, welche die SRG direkt  
 1 Ausgangslage  
 Das Handeln der SRG gegenüber Mitarbeitenden, Geschäftspartnern, Aufsichtsbehörden und der Öffentlichkeit ist von Integrität, Fairness und Glaubwürdigkeit geprägt.  
 1.1 Zielsetzung  
 Der vorliegende Verhaltenscode regelt die Voraussetzungen für die erfolgreiche Geschäftstätigkeit auf Grundlage der Werte der SRG und umfasst die gültigen Grundregeln. Die SRG unterliegt als überwiegend gebührenfinanzierter Anbieter von Mediendienstleistungen einem kritischen öffentlichen Interesse und hohen ethischen und moralischen Standards. Der vorliegende Verhaltenscode für Lieferanten definiert Mindestanforderungen, welche die SRG an ihre Lieferanten oder Anbieter bei der Herstellung von Produkten und Erbringung von Dienstleistungen in Frage.  
 1.2 Leitbild  
 Vision  
 Unser audiovisueller Service public ist Bestandteil und Spiegel der schweizerischen Wirklichkeit. Unsere Programme sind unverwechselbar und behaupten sich erfolgreich

Ich habe das obige Dokument gelesen und akzeptiere es.

☒ Ich akzeptiere
 ☐ Ich lehne ab

Einreichen

Alternatively, several documents in a zip file can also be queried; these must also be opened and confirmed.

SRG SSR

← Dokumente akzeptieren

Laden Sie das Dokument mit den Geschäftsbedingungen herunter, lesen Sie es und stimmen Sie zu, um Zugriff auf die Verhandlungsdetails zu erhalten.

Warnung: Sie müssen das Geschäftsbedingungen-Dokument herunterladen, indem Sie auf den Namen des Dokuments klicken

**Lieferantenvereinbarung**

Geschäftsbedingungen-Dokument  
 NDA\_COC.zip 438 KB

Bestätigen, dass Sie das Geschäftsbedingungen-Dokument heruntergeladen und gelesen haben.

☒ Ich stimme allen Geschäftsbedingungen zu.
 ☐ Ich stimme nicht zu

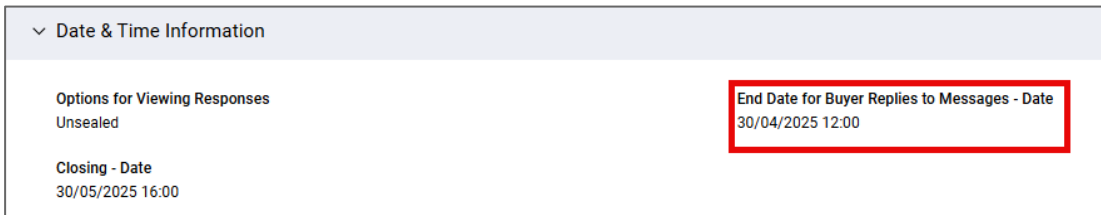
Open documents and confirm where necessary, then continue with agree.

3.3 Bidding process - Step 2 General framework conditions

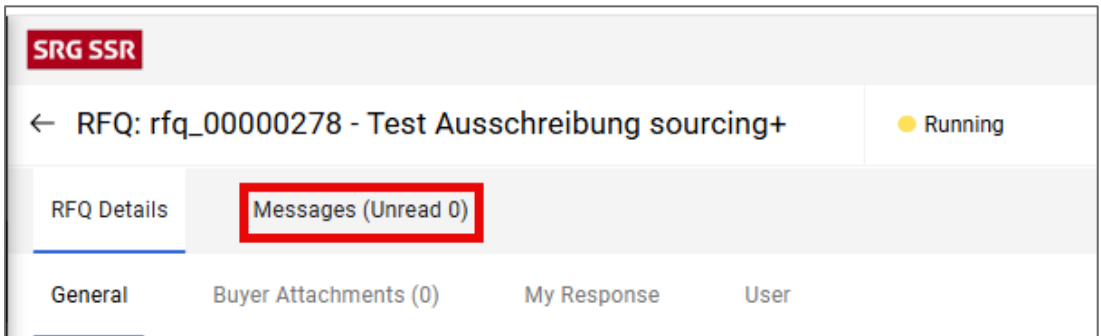
In the next step, the supplier sees the general conditions of the SRG in the RFQ details under "General" and under "Purchasing systems". Participation in the RFQ can also be rejected.



The general conditions also include the time frame for answering purchasing questions.



Questions / answers can be created and received under "Messages".



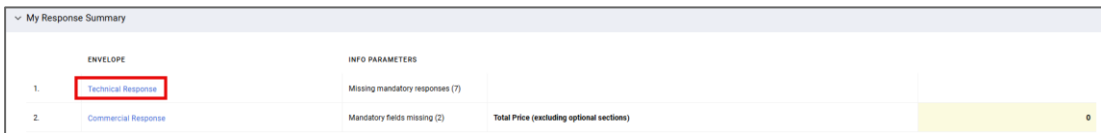
Note  
As a rule, it is defined up to what point (date/time) questions regarding the content of the tender can be submitted. These are then consolidated. The answers are made available to all bidders. The answers are also displayed under this tab (with notification by e-mail).

3.4 Bidding process - Step 3 Questionnaire Technical answers

Starting the offer process under "Enter response"



The first part lists the defined questions for the suppliers, open the questions by clicking on "Technical answer". When answering possible questions (different for each tender), there are some mandatory questions (\*) which must be answered or confirmed in order to progress in the tendering process



Once all questions have been completed, the entry can be checked for completeness with "Check answer" (example, all mandatory questions completed) and then "Save and return" takes you back to the start of the entry page. Intermediate saving is possible at any time.

SRG SSR

RFQ: rfq\_00000278 - Test Ausschreibung sourcing+ Running

Save Cancel Save And Return Validate Response

1. TECHNICAL RESPONSE (QUESTIONS: 15)

1.1 AGB DER SRG SSR - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 AGB DER SRG SSR	<ul style="list-style-type: none"><li>• Akzeptieren Sie die für die Ausschreibung relevante AGB im Anhang</li><li>• Acceptez les conditions générales relatives à l'appel d'offres dans la pièce jointe</li><li>• Accettare i T&amp;C relativi all'offerta in allegato</li><li>• Accept the T&amp;Cs relevant to the tender in the attachment</li></ul>	--

### 3.5 Bidding process - Step 4 Submission of prices - Commercial response

This step lists the items for which a quotation must or can be submitted (defined per item). Open by clicking on "Commercial response".

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Technical Response	Missing mandatory responses (7)
2. Commercial Response	Mandatory fields missing (2) Total Price (excluding optional sections) 0

Once all the price details have been filled in, the entry can be checked with "Update" and the price calculation is displayed. Then click on "Save and return" to return to the start of the input page. Intermediate saving is possible at any time.

SRG SSR

RFQ: rfq\_00000278 - Test Ausschreibung sourcing+ Running

Save Cancel Save And Return Refresh

Validate Response

Currency: CHF

2. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 0)

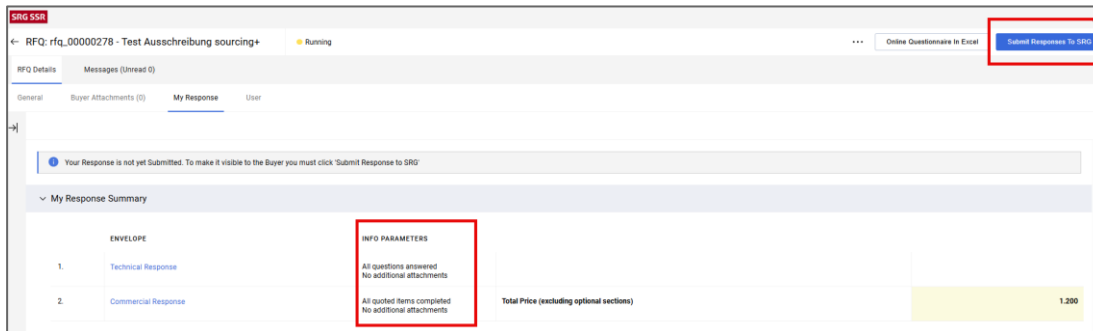
2.1 PREIS ABSCHNITT II - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
2.1.1	Installationspauschale Phase 1 (Pauschal für Phase 1)	PAU - Flat rate	1	500	500
2.1.2	Installationspauschale Phase 2 (Pauschal für Phase 2)	PAU - Flat rate	1	700	700

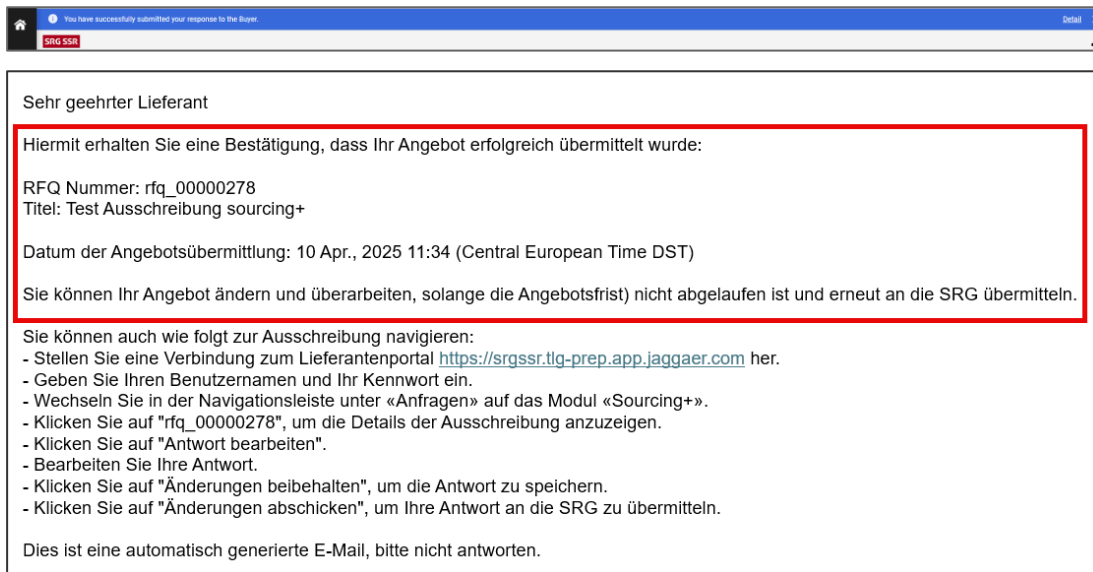
Section Sub Total 1.200

### 3.6 Bidding process - Step 5 Submit offer

After "Save and back", an overview appears with an information parameter showing the status of the questions to be answered and the price items entered, including the total. After checking, the offer can be sent by clicking on "Send answers to SRG". Corrections can be made at any time during the bidding period and the bid can be resubmitted.



The successful transmission is displayed and also confirmed by e-mail.



### 3.7 Bidding process - acceptance / rejection

The acceptance and rejection of an offer takes place via an e-mail notification or alternatively via personal contact (telephone, e-mail). Purchasing will then confirm the system award in detail with a binding order or contract.

## 4 Reporting

### 4.1 Reporting

The supplier can view the reporting of its current and completed tenders at any time under the requests, and all details can also be viewed again (for both the PURE and sourcing+ modules).



RFQ NR.	VERSION	DOK.	NAME	ANGEBOTSSTATUS	VERANTWÖRTLICHE PERSON	FRIST	POSITIONEN
883	1	6	Test Ausschreibung	Angeboten	Firm Peter	2022-02-18 13:37	2

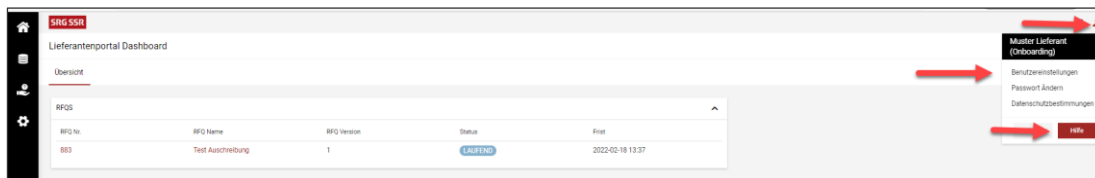
## 5 Support

### 5.1 Content-related questions

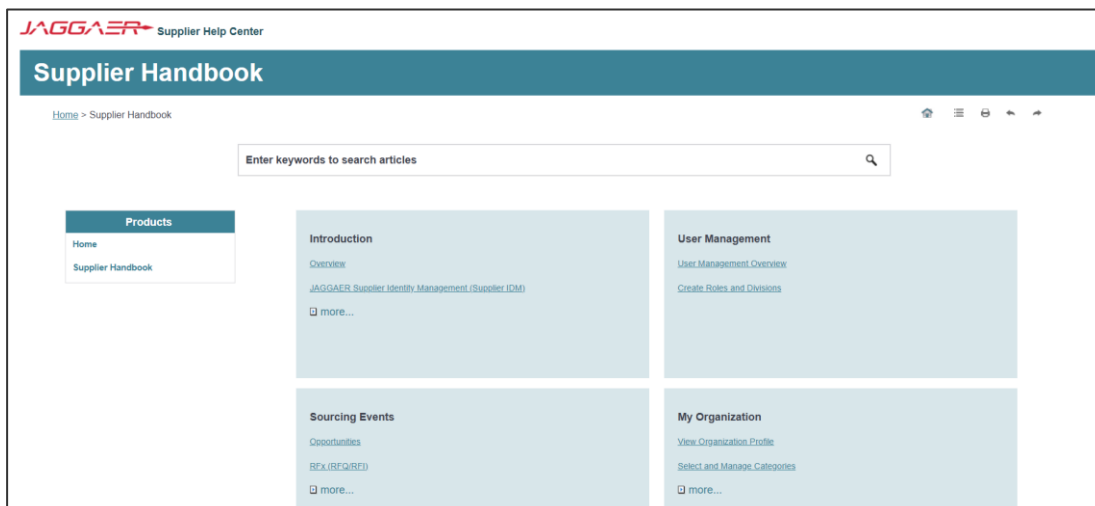
If you have any questions about the content of the tender, you can contact the relevant purchaser at any time using the Messages function (analogous to 3.3).

### 5.2 Personal settings

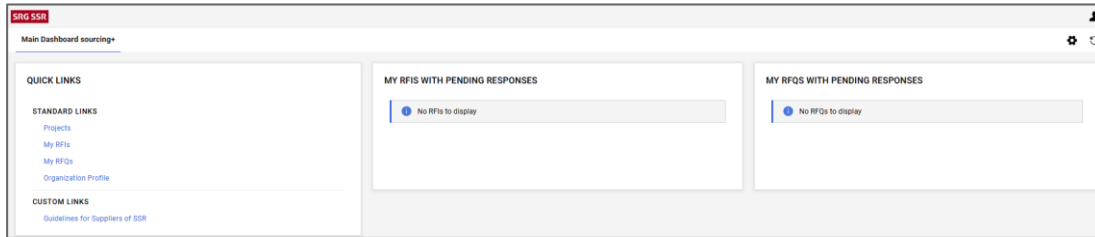
Personal settings can be made at any time using the function. 



Generic instructions are also available via Jagga Help.



A quick guide is also available under the link "Guide for suppliers".



### 5.3 Technical questions

If you have a technical question about the portal, please contact our portal operator JAGGAER, available on weekdays at the following support hotline numbers:

Europe: +43-1-80 410 50 (9:00 - 17:00 CET) / America: +1-248-434 1268 (9:00 - 17:00 EST)  
Asia: +65-656 280 60 (9:00 - 17:00 SGT)

Alternatively via the web form to the global JAGGAER customer service:

<https://www.jaggaer.com/submit-supplier-support-request/>