

**General Requirements**

Requirement #	Requirement group	Requirement	Additional information for the Supplier	Requirement type	Answer type
<b>1. General</b>					
1.1	User Experience - Process Optimisation	The solution must provide a total solution that, as far as possible, provides digitalised and automated processes from Source to Pay.	The Supplier shall describe how this is addressed in its solution. We request that a description is also given of the process for executing orders, call-off agreements or mini-competitions for contracts and framework agreements in the solution.	A2	Description
1.2	User Experience - Seamless transition	If the proposed new solution consists of multiple modules, the new solution shall provide the most complete, efficient and seamless transition between these.	The Supplier shall describe how this is addressed in its offered solution, including a description of how any different modules are integrated with each other. If the solution consists of multiple modules, the modules included in the offered solution shall be clearly stated in the solution offered.	A2	Description
1.3	User profiles / Access management	The solution shall support the definition of different user groups with different rights. System administrator shall be able to manage these rights.	The Supplier describes its solution.	A2	Description
1.4	Archiving	Where applicable, the solution must meet legal requirements for digital archiving.	The Supplier confirms.	A1	Yes/No
1.5	Supplier register	Supplier information shall be unique, only registered in one place and available throughout the solution. The ability to retrieve supplier information from other solutions / registers, such as Brønnøysund and Achilles would be an advantage.	Please describe the solution's functionality for this.  Examples of information required to be stored for the Supplier beyond contact data: - certification - ethical guidelines (code of conduct) - pay and working conditions - financial capacity (credit rating) - supplier information/presentations/documents. The solution should ensure the continuous updating of Supplier data.  Also describe the solution's functionality for integration with Achilles and Brønnøysund/recognised registers.	A2	Description
1.6	Supplier follow-up - Risk management	The solution should have functionality to assist Eviny in registering, following up and documenting risk assessments of suppliers.	The Supplier shall describe its risk management solution.	B	Description
1.7	Supplier follow-up - Nonconformity registration	The solution should have a functionality for nonconformity registration (handling nonconformities, observations, nonconformity reports, nonconformity permit requests related to suppliers and deliveries.)	Describe functionality	B	Description
1.8	Supplier follow-up - Audits	The solution shall have functionality for documenting and following up on supplier audits. The solution shall also support the collection of audit data from a third party (e.g. Achilles).	Describe functionality	B	Description
1.9	Sustainability measurements	The solution should facilitate registration of the environment and sustainability indicators that can help the Customer to achieve its sustainability goals.	Please describe the features available in the solution.	B	Description
1.10	Transparency Act	The solution should support the Customer in fulfilling the requirements of the Transparency Act.	Please describe the features available in the solution.	C	Description
1.11	Interaction	The solution must have good functionality for interaction. Among other things, there is a need for interaction during the preparation of tender documents, evaluation and negotiation phase, contract and contract follow-up.	The bidder shall describe how the solution offered can provide effective interaction from need to payment, either in the solution or using Teams.	A2	Description
1.12	Ownership of data	All data that Eviny stores in the solution shall be owned by Eviny.	Please confirm.	A1	Yes/No
1.13	Templates	The solution shall support the use/maintenance as well as improvement of templates for the procurement process.	The Customer uses templates for internal case preparation such as procurement strategy, as well as tender documentation with general terms and conditions, contract standards, etc. Currently our templates are documents in Word, Excel, and xlm formats, and the solution must support these formats during a transitional phase. We also want to be presented with the solution's capabilities for integrated templates. We require functionality to customise different templates for the various Eviny companies (logo, addresses, organisation number)  The solution must include traceability for changes made to the templates.	A2	Description

2. System requirements - Technical requirements					
2.1	SaaS	The solution shall be offered as a service – “Software as a Service” (SaaS) – a web-based solution where the Supplier is responsible for technical infrastructure and operation of the service, with automatic/rolling error corrections and upgrades of the solution.	Please confirm.	A1	Yes/No
2.2	SaaS	The Supplier shall have a professional operating environment with sufficient capacity, scalability and redundancy.	Describe the operating environment, including whether the solution is hosted in the Supplier's own data centre or on a standard cloud platform (Azure, AWS, Google Cloud,...), whether the solution is operated by the Supplier itself or by a third party/cloud service provider (if so, who). Describe how the operating environment scales (manually or automatically) and how redundancy is implemented.	A2	Description
2.3	Integration	The Supplier must be able to show documentation of all the solution's integration capabilities.	Describe the solution.	A2	Description
2.4	AAD integration	The solution must be able to integrate identities with Azure Active Directory (AAD), with access to functionality controlled by group/role affiliation.	Describe the solution and make clear whether the solution additionally requires the import of users, organisation hierarchy, or other.	A2	Description
2.5	SSO integration	The solution should offer Single Sign-On (SSO) integrated with AAD.	Describe whether the solution offers SSO integrated with AAD or if the solution requires login with user ID and password.	B	Description
2.6	Multi-factor authentication	All access that is not supported by SSO shall be protected by multi-factor authentication. The Supplier must also guarantee that all access to Eviny's data from the Supplier side is also protected with multi-factor authentication.	Please describe how this is implemented.	A2	Description
2.7	Office365 integration	The solution should be able to be integrated with Office365.	Describe the integration interfaces and which Office365 products are integrated for what purpose.	B	Description
2.8	Archive integration	The solution should be able to be integrated with the archive solution in Microsoft Sharepoint.	Describe the integration interface and how this interacts with any archive functionality internally in the solution.	B	Description
2.9	Accounting system integration	Relevant modules must be able to be integrated with the Customer's accounting and financial system - Unit4/Agresso	Describe the integration interface.	A2	Description
2.10	Integration with REST	The solution should offer access to all our data via a REST-based API, so that data is available for reporting and integrations with other solutions.	Describe which REST services are offered and, if applicable, what data is not offered via REST services.	B	Description
2.11	APIM integration	The solution should offer simplified methods to connect to key components of Eviny's integration architecture – Azure API Management (APIM).	Describe the integration interface, and if applicable the details in the product's roadmap regarding future offers.	C	Description
2.12	Integration hub/bus	The solution should offer event-based exchange of data/integration and publish these changes, primarily Azure Event Hub.	Describe the integration interface, and if applicable the details in the product's roadmap regarding future offers.	C	Description
2.13	SFTP integration	If integration with another solution is only offered via file transfers, this must be carried out by SFTP.	Describe the integration interface.	A2	Description
2.14	Email integration	If the solution sends email to users, and the sender address belongs to Eviny or BKK domains, the sender must be approved by SendGrid or similar.	Describe the solution.	A2	Description
2.15	DocuSign integration	The solution should be able to be integrated with DocuSign, which has been chosen as the Eviny's standard solution for electronic signing of documents.	Describe the solution.	B	Description
3. Requirements for information security and data protection					
3.1	Information security in general	The Supplier shall work on security in a structured manner, ensuring that there are satisfactory activities for the development of security in the service, as well as manage risks and vulnerabilities in line with the threat landscape over time.	Please confirm, and provide an overall description or refer to the governing documentation.	A1	Description
3.2	Access management and logging	The Supplier must have a current overview of those with access to Eviny's information at all times. All users in the solution who can make or acquire rights to make major changes to data must be unique and personal in order to ensure good traceability.	Please confirm.	A1	Yes/No
3.3	Test of own security	Suppliers must secure their own technology by utilising tools such as penetration testing, best practice frameworks or the like.	Please confirm, and provide a brief description or refer to the specific area in documentation.	A1	Description
3.4	Logging, monitoring, notification	The Supplier shall have logs and security monitoring suitable for detecting incidents, as well as routines for incident management which, among other things, include immediately notifying Eviny in the event of security breaches or critical vulnerabilities in the service and/or at the Supplier.	Please confirm, and provide a brief description or refer to the specific area in documentation.	A1	Description
3.5	Backup	The solution shall have backup with redundancy, as well as routines for recovery and testing recovery to ensure the least possible downtime in the event of errors or incidents.	Please confirm, and provide a brief description or refer to the specific area in documentation.	A1	Description
3.6	Secure development	To ensure that there is no unnecessary downtime for the solution, we request that the development of the solution takes place in separate environments for development, test and production	Please confirm, and provide a brief description or refer to the specific area in documentation.	C	Description
3.7	Division of environment/zone	Eviny's data in the solution shall be secured and separated from other environments.	Please confirm.	A1	Yes/No

3.8	Division of environment/zone	We request that the Supplier offer a demo of IT architecture/setup/configuration that shows how the security and environments in the solution are connected.	Please describe how this is achieved.	B	Description
3.9	Risk assessment	If the Supplier make its own risk analyses/assessments of security and privacy consequences for the solution, Eviny shall have access to these to use in own assessments.	Please confirm	A1	Description
3.10	Privacy policy in general	The solution shall comply with the privacy legislation (GDPR) requirements for security and privacy, and the Supplier shall work in a structured way to protect the integrity, confidentiality and availability of personal data.	Please confirm, and provide an overall description or refer to the governing documentation.	A1	Description
3.11	Privacy by design, the principles	The Supplier is requested to specifically describe how the solution meets the requirement for privacy by design and privacy by default (Article 25), while also safeguarding the privacy principles (Article 5)	Please describe.	B	Description
3.12	Data processing agreement	Suppliers must sign a data processing agreement in cases where the Supplier has access to personal data about customers and/or employees of Eviny. We request that Eviny's template for data processing agreements is used, and that the Supplier presents proposed content in the form of pre-completion or reference to similar information from, for example, its own agreements. This is to obtain the best possible comprehensive picture of the processing of personal data.	Please confirm that data is processed in EU/EEA, or describe how transfer to a thirdcountry will be in accordance with chapter 5 i GDPR, in addition to judicial practice.	A1	Yes/No
3.13	Processing location	Personal data processed in accordance with the agreement by the Supplier or the Supplier's subcontractors shall be processed in the EU/EEA, unless a transfer to a third country complies with any of the provisions of the GDPR.	Please confirm, and feel free to examine the proposed content of the data processing agreement in more detail.	A1	Yes/No
3.14	Information security in general	All processing of, including access to, power-sensitive information shall take place within the EU, EFTA or NATO	Please confirm.	A1	Yes/No
3.15	Information security in general	Companies within Eviny associated with the Power Supply's emergency response organization (KBO) must ensure in procurements that suppliers are obliged to comply with the provisions on information security and confidentiality for power-sensitive information. This means that Eviny must have audit rights relating to security vis-à-vis the Supplier, alternatively the supplier can submit a third-party audit report.	Please confirm.	A1	Yes/No
3.16	Information security in general	In cases where persons at the Supplier have access to power-sensitive information from the Customer, the Supplier must inform these persons of the duty of confidentiality pursuant to 9 3 of the Energy Act.	Please confirm.	A1	Yes/No

#### 4. Requirements for the establishment phase

4.1	Implementation	There is a need for a new solution in operation as soon as possible after the agreement has been concluded. It is a clear objective that the minimum solution for KGV and KAV is in place by Q2/2023. The supplier must submit its proposal for the project and progress plan for design, implementation, testing and commissioning of the solution. To ensure that the parties have a common understanding of the delivery's content and implementation plan, the Supplier shall prepare a detailed progress plan and responsibility matrix for the establishment and implementation project as a whole, with different scenarios based on recommended solution proposals and implementation methodology. The Supplier shall have primary responsibility for the introduction and establishment project, and thus has an important and strategic role in the planning, implementation and management of the solution.	The progress plan shall contain proposals for phases, deliveries, partial implementations, activities, milestones and time consumption. All activities that Eviny is responsible for or participates in shall be shown in the progress plan and responsibility matrix. A detailed responsibility map shall appear in the activity overview, also including named resources from the Supplier In its proposal for a progress plan, the Supplier is requested to describe how collaboration with the customer is recommended/intended to be resolved with regard to status, progress, finances, approval of deliveries, risk etc.	A2	Description
4.2	Implementation	For integrations with professional systems, the Supplier must cooperate with suppliers of the various professional systems. See Appendix 1 for more information about integrations. The responsibility matrix must also specify the input from third party suppliers, for example of professional systems.	Please confirm.	A1	Yes/No
4.3	Project organisation	The Supplier is asked to describe proposals for the organisation, management, control and monitoring of progress for the project, as well as provide a description of the individual phases such as installation, design/configuration, test conversion, training and commissioning as well as operation and maintenance.	This shall be stated in relevant Appendices.	B	Description
4.4	Project organisation	Personnel provided by the Supplier shall have the necessary knowledge and experience in solutions, integrations and implementation.	The Supplier shall detail the resources and key personnel that will be used in the implementation of this contract. Their CVs shall be attached to Appendix 6. These shall remain in place during the project implementation.	A2	Description
4.5	Project organisation	To ensure that the solution meets Eviny's requirements related to public procurement, the Supplier shall have access to knowledge and experience concerning the Public Procurement Act and the Supply Regulations.	Please describe how this is addressed in the project.	A2	Description

4.6	Project organisation	The Supplier is asked to describe the expertise and key resources as well as capacity that must be available from the customer in the implementation of the project. The description should be specified based on requirements for certain periods or phases. Suppliers are asked to propose roles and responsibilities for project implementation and how these can be filled.	Please describe.	A2	Description
4.7	Risk assessment	The Supplier shall point out any risk factors in the project using a risk matrix, as well as describe risk-reducing measures related to these.	This shall be stated in Appendix 3.	A2	Description
4.8	Implementation	Estimates for resource use in hours shall be stated for both the bidder and from Eviny. The estimates shall be based on experience from previously completed projects of similar size/complexity.	A table for completion can be found in Appendix 6b – Price form.	A2	Description
4.9	Implementation	The Supplier is asked to describe how to handle upgrades that occur during an establishment project, and how this will affect the implementation of the solution.	Please describe.	A2	Description
4.10	Conversion of data	When switching to a new solution, Eviny will need to convert and migrate data from Contiki.  The Customer expects the Supplier to be responsible for the procedure and process. In principle, it is also expected that the Supplier be responsible for the data conversion, in collaboration with the Customer.	The bidder is asked to give an account of the recommended procedure, method and tools. Assistance with conversion means: •Identifying requirements for scope, volume and quality •Method and tools used •Plan for conversion •Sample conversion(s) •Final conversion •Any other tasks that the bidder believes to be necessary to ensure a good result The bidder is also asked to give an account of the experience and competence within migration and data conversion of the resources offered.	A2	Description
4.11	Documentation/test/acceptance	The Supplier shall test and document deliveries before handover to Eviny.	Please describe the proposed methodology for and implementation of testing and documentation of the offered solution.	A2	Description
4.12	Documentation/test/acceptance	The Supplier shall make available and update system, integration and security documentation, etc. The Supplier shall also make available user documentation or other agreed documentation.	Please describe.	A1	Description
4.13	Documentation/test/acceptance	As part of the project, the Supplier shall prepare a proposal for a test plan, including the distribution of roles and responsibilities. The test plan shall also contain proposals for the competence that must be provided by both the Supplier and the customer. The test plan should include: 1. Methodology 2. Phases including approval of these 3. Acceptance criteria 4. Documentation after each phase, approval and acceptance.	Please confirm that this will be addressed.	A1	Yes/No
4.14	Training	In general, the systems offered should be so intuitive and easy-to-explain that there will be minimal need for general training. Nevertheless, a plan shall be offered and prepared together with the customer for training groups/roles of employees. The plan and its content, including the training, shall be of a good professional and educational standard. The training must be adaptable to user groups and roles.	The Supplier is asked to describe a proposal for a training plan including the offering and its form. For example, e-learning/video training, digital classroom training or physical forms of training (classrooms, meetings, workshops etc.). This shall be stated in Appendix 4, either as a separate plan or as part of the progress plan. E-learning/video training should be available to all employees, even after the implementation phase/during administration. E-learning/video training shall be available via the customer's intranet.	A2	Description
4.15	Training	We request that a test/course environment is provided that is as similar as possible to the production environment for the entire solution, including integrations, throughout the entire contract period.	The Supplier is asked to describe what they offer, as well as how they maintain and update a test/course environment	C	Description

5. SLA requirements					
5.1	Service level	Suppliers shall offer a good level of service – based on solutions and equivalent customers. This must at least contain (but not be limited to) proposals for: -Availability of solution (uptime) -Upgrades -Configuration -Measurement/reporting -Escalation -Reimbursement schemes -Support/service/user support (min. 8 a.m. -4 p.m.) -Response time/troubleshooting/correction -Overview of integrations and administrative bodies for these -Upgrade regime (statutory and other) -Risk and safety assessments during the agreement period  It is the Supplier's responsibility to ensure that the proposed service level contains all the necessary aspects to ensure a good delivery.	The Supplier shall prepare Appendix 4	A2	Description
5.2	User support	The Supplier shall ensure good and easily accessible user support and support for all Eviny's users of the solutions. It is desirable that the user support language is Scandinavian.	The Supplier is asked to describe its level of service in relation to user support, availability for Eviny, how support cases will be registered and followed up, including error corrections, classification of severity, deadlines and escalations.	A2	Description
5.3	User support	The Supplier shall ensure good, simple and accessible user support/support for suppliers. This applies in particular to KGV. It is desirable that the user support language is Scandinavian.	Please describe how this will be addressed.	A2	Description
5.4	Test environment	We request that the solution includes a test environment or a test client that is updated/mirrored frequently.	Describe the solution. We request the Supplier's assessment of the usefulness/need for such a test environment in the operational phase.	C	Description
5.5	Updates	Normal updates and development shall be covered by the licence cost.	Please confirm.	A1	Yes/No
5.6	Updates	The system must be updated at all times in accordance with the regulations by which Eviny is bound.	The Supplier is asked to describe how this will be implemented.	A2	Description
5.7	Updates	In the event of updates and changes to integrations managed by the Supplier, these shall be tested well in advance of the update being produced.	Please confirm.	A1	Yes/No
5.8	Updates	In the event of updates and changes in integrations managed by the Customer, the Supplier shall assist to ensure a correct interface for the solution.	Describe proposals for services in this regard.	B	Description
5.9	Updates	The solution shall be continuously developed	Please describe the development and upgrade model (roadmap) of the solution offered.	A2	Description
5.10	Updates	The solution shall be continuously updated	Please describe how often upgrades (functions & features) are expected to be delivered.	A2	Description
6. Costs					
6.1	Prices	Prices shall be transparent, with the Supplier's mark-up clearly stated. The open book principle shall be applied.	Please confirm.	A1	Yes/No
6.2	Prices	All prices shall be stated in Appendix 6b – price matrix in accordance with the instructions given therein. NB! The price appendix consists of several tabs!	The price appendix is structured in order to provide the best possible overview of all price units. It will be possible to add rows/columns if appropriate. The price appendix will be the subject of discussions in all clarification/negotiation meetings between Eviny and the bidders. Appendix 6a shall provide an overview of the various price models on offer, as well as other commercial elements. Prices shall be given in NOK excluding VAT. For other currencies, the exchange rate shall be stated.	A2	Description
6.3	Establishment	The bidder shall highlight the estimated resource commitment from the Customer in the establishment project. Estimated resource use from the Customer will be assigned a cost of NOK 500 per hour in an evaluation context.	Overview of the estimated resource commitment from the Customer in the establishment project	A2	Description
6.4	Licences	It is important for Eviny to have a clear and simple license model - and structure. The supplier is asked to describe which license model and structure is used as the basis for the pricing, and that is most cost-effective for Eviny.	Please describe	A2	Description

6.5	Licences	Eviny requires cost-effective licence management. The Supplier is asked to describe how increasing and reducing the number of licences as well as license counting will take place in accordance with the recommended licence model. Include details of flexibility for licence management in accordance with the chosen model, as well as financial consequences related to the above points.	Please describe	A2	Description
6.6	Licences	Eviny also uses a number of external resources/partners for different lengths of time who may need different types of access to the solution. The duration can be anything from 1 day to several years. The Supplier is asked to describe and clarify how this is handled in relation to the licence model offered. The Supplier is also asked to account for limitations in the licence structure	Please describe	A2	Description
6.7	Profit realisation	Eviny is committed to ensuring the realisation of benefits through the new solution. The Supplier shall specify areas where VTFK can expect to realise benefits, the types of benefits and when these can be expected to be realised through the establishment of the new solution. Furthermore, the bidder shall describe the methodology for how the work on the realisation of benefits is to be carried out, including the establishment of zero points, target indicators, stakeholder analysis, reporting and organisation. We request that the methodology for benefit realisation management is anchored in examples from previous experience	Please describe	A2	Description
<b>7. Options</b>					
7.1	Project management	The Customer requires an option for a project management system that can be used when carrying out projects after the conclusion of the contract. We request that support is provided for the follow-up of deliveries and payment plans etc.	Please describe the solution for project management and quote the option price.	N/A	Description

KGV

Requirement #	Requirement group	Requirement	Additional information for the Supplier	Requirement type	Answer type
<b>1. Functional requirements</b>					
1.1	Workflow	We require a solution that addresses different types of workflow, and that preferably has the option of establishing own processes if necessary. It would be an advantage if the solution allows the System Administrator at Eviny to configure workflows for different processes.	The Supplier shall describe the solution's flexibility related to workflow and processes, including how the creation of procurement procedures, preparation of documents and evaluation of bids are carried out.	A2	Description
1.2	Competition implementation	The new solution must have good functionality for the various stages of a procurement process, regardless of value. For example, the procurement consultant shall be able to create procurement projects including the registration of participants, manage access as well as choose the procurement procedure and template.	The Supplier should describe the process of creating a procurement and how the procurement consultant will be guided through the process. As a minimum, the following should be described <ul style="list-style-type: none"> <li>•How to manage accesses</li> <li>•How to choose the procurement procedure</li> <li>•How to add templates</li> <li>•Announcement/invitation to tender</li> <li>•Qualification</li> <li>•Request</li> <li>•Negotiations and revised bids</li> <li>•Termination and contract</li> </ul>	A2	Description
1.3	Public Procurement Act and Supply Regulations	Eviny conducts some procurements in accordance with the Public Procurement Act and the Supply Regulations (FOR-2016-08-12-975), and the KGV solution must be able to handle this.	Suppliers shall describe how the solution supports the requirements in the Public Procurement Act (LOV-2016-06-17-73) and the Regulations relating to procurement rules in the supply sector (The Supply Regulations) (FOR-2016-08-12-975) Include details of how requirements for receiving and storing requests to participate in the competition and bids, etc., confidentiality, as well as addressing the various permitted procedures.	A2	Description
1.4	Custom data field	System administrator should have the ability to define data fields that can be accessed for various information elements.	Please describe the capabilities in the solution.	B	Description
1.5	UNSPSC codes	The solution shall have the capability to use UNSPSC, for example for grouping product lines, contracts in search/filtering, pre-accounting, and statistics.	The Supplier describes its solution.	A2	Description
1.6	Supplier interface	The solution shall include a Supplier interface. The solution shall support interaction with suppliers in all phases of the procurement.	The Supplier describes how dialogue and data sharing takes place during the procurement, preferably divided into the various phases: <ul style="list-style-type: none"> <li>•RFI</li> <li>•Qualification</li> <li>•Request</li> <li>•Negotiation</li> <li>•Allocation</li> <li>•Complaints</li> </ul> Description should include <ul style="list-style-type: none"> <li>•User-friendliness</li> <li>•Functionality for an efficient quotation process</li> <li>•Communication functionality</li> <li>•Information about ongoing and previous tender processes</li> <li>•Exchange of data/files</li> <li>•Notification capabilities</li> <li>•Ability to update supplier-related information</li> </ul>	A2	Description
1.7	Communication with supplier/bidder	The solution shall support communication with the Supplier throughout the procurement process.	The Supplier shall describe its solution, for example <ul style="list-style-type: none"> <li>• Invitation email</li> <li>• Communication solution for Q&amp;A</li> <li>•Capabilities for attaching files</li> <li>•Capabilities for communication after the bid deadline (revised bid)</li> <li>•Capabilities for documentation, for example of telephone conversations, meetings, minutes.</li> </ul>	A2	Description
1.8	Notification contract	The solution should have capabilities for notification for various activities during the procurement process	Describe capabilities for notification in the solution (e.g. response deadlines, acceptance deadlines, etc.).	B	Description
1.9	Publishing	The solution should have functionality to publish competitions and awarded contracts on a public website (such as Doffin/TED).	The Supplier describes its solution.	C	Description
1.10	Publishing	The solution must have functionality for notifying suppliers about the competition	Please describe.	A2	

1.11	Phased approval	The service should have functionality for sequential approval of documents according to different rules (e.g. roles, people, amounts).	The Supplier describes its solution.	C	Description
1.12	ESPD	The service must support being able to create European self-declaration forms (ESPD forms), as well as submission of ESPD forms in the solution.	Describe the functionality.	A2	Description
1.13	Eligibility requirements/questions	The solution should have functionality to be able to create own requirements/questions that can be answered directly in the solution with qualification of suppliers.	Please describe.	B	Description
1.14	Award criteria/questions	The solution should have functionality to be able to create own criteria/questions that can be answered directly in the solution with tendering and evaluation.	Please describe.	B	Description
1.15	Evaluation models	The solution should provide support for good evaluation models that can be adapted and selected based on the Customer's needs.	Please describe.	C	Description
1.16	Signing by Bidder	The solution should enable the bidder to sign a non-disclosure agreement and/or security agreement before certain documents are released in the competition.	Please describe.	B	Description
1.17	Achilles	The customer uses Achilles Utilities NCE as a database to identify relevant qualified suppliers, perform electronic qualification and RFI and announce competitions. The service should have functionality that makes interacting with Achilles as seamless as possible.	Describe how this is addressed in the solution.	B	Description
1.18	Procurement protocol	The solution shall have functionality for producing procurement protocol. We request that this also provides capabilities for entering decisions during the procurement process, as well as linking to internal documents.	Describe the possibilities. Examples of important information and decision include (but are not limited to): - Invited suppliers - List of submitted bids or qualification requests - Qualified suppliers and approved bids - Rejected suppliers and bidders, with justification - Nominated bid/awarded contract	A2	Description
1.19	Competition follow-up	The solution should support the procurement consultant in proactively following up active competitions. It should be possible for the procurement consultant to access information such as who has opened, read and is interested in participating in the competition.	Describe the capabilities in the solution.	A2	Description
1.20	Documents	The solution must have functionality so that both the procurement consultant and the bidder can upload documents in the solution. The term "documents" means as a minimum Word, Excel, xlm and PDF.	Describe the capabilities	A2	Description
1.21	Document version	The solution should have the ability to lock document versions to prevent further editing (for example, the evaluation matrix).	Describe the capabilities.	B	Description



## KAV

Requirement #	Requirement group	Requirement	Additional information for the Supplier	Requirement type	Answer type
<b>1. Functional requirements</b>					
1.1	User interface - user	The solution shall have a user-friendly interface that facilitates simple and efficient contract follow-up.	The Supplier describes its solution.	A2	Description
1.2	User interface - user	The solution should have a personalised dashboard, with the ability to create custom content. An aggregated dashboard is requested for managers.	The Supplier describes its solution.	B	Description
1.3	User interface - reader user	At Eviny, all employees shall have access to overall information related to active contracts. Today, this is achieved in a solution called "Avtalekuben" from Contiki. The solution must provide capabilities to make information about contracts available in a simple and user-friendly way.	The Supplier describes how this can be done in its solution	A2	Description
1.4	User interface - user	The new solution must have good functionality for the different stages in the creation of manual agreements, regardless of value.	The Supplier shall describe a typical process for the conclusion of a contract, the granting of access control, etc. for the manual conclusion of an agreement.	A2	Description
1.5	User interface - user	The new solution must have good functionality for the different stages in the creation of agreements resulting from competition in KGV, regardless of value.	The Supplier shall describe a typical process for the conclusion of a contract, the granting of access control, etc. for agreements resulting from competition in KGV.	A2	Description
1.6	User interface - user	We request that the solution have good functionality for editing documents.	Describe this functionality, including the capability for multiple users to be able to edit in the same document, such as draft contracts.	B	Description
1.7	Access management	The solution shall support access management for contracts and documents related to contracts.	The Supplier shall describe the capabilities for access management and assignment of roles.	A2	Description
1.8	Access management	The solution should have functionality for tracing/version logging.	The Supplier describes its solution.	B	Description
1.9	Activity management	The solution shall have functionality for the notification and follow-up of activities during the contractual relationship (options, guarantee, KPIs, meetings, changes and deviations).	The Supplier describes its solution.	A2	Description
1.10	Contract follow-up	We request that contract managers at Eviny be able to carry out various types of analyses of contract data, including, for example, but not limited to, consumption related to individual contracts, as well as total per supplier, risk and non-conformance.	Describe how this can be achieved in the best possible way.	B	Description
1.11	Contract follow-up	The solution should be able to support change requests from suppliers, change orders, milestones, payment plans and other relevant contract data.	The Supplier describes its solution	B	Description
1.12	Contract follow-up	We request that the solution allow for good communication between Eviny and the contracting party.	The Supplier describes its solution	B	Description
1.13	Environmental information	Eviny has ambitious targets for reducing greenhouse gas emissions, both in our own operations and in our value chain. In order to document emissions from purchased goods and services, we request that the solution provides insight into the greenhouse gas emissions generated by the agreements.	Describe how the solution can contribute to this by, for example, calculating the CO2 footprint per delivery/call-off.	C	Description
1.14	Search function	The solution shall have good search functionality.	Describe the search functionality. Include details of how users can search and filter	A2	Description
1.15	Statistics/reports	The solution must make it possible to obtain different types of reports, such as the status of contracts.	Please describe the solution's functionality for this.	A2	Description
1.16	Category management	The solution shall have a category structure, which shall be linked to suppliers, contracts, etc.	The Supplier describes its solution	B	Description
1.17	Data from third party suppliers/external sources	We request that the solution be capable of obtaining data from third party suppliers/external sources such as price indices, exchange rates, stock exchanges.	The Supplier describes its solution	C	Description
1.18	Storage of documentation of contracts	The solution shall be able to support the storage of documents (e.g. Word, Excel, PDF, e-mails etc.) for the individual contracts.	The Supplier describes its solution	A2	Description
1.19	Signing	The solution must facilitate the digital signing of agreements. Eviny uses digital signing from DocuSign. The aim is for the signing of agreements to be carried out using the same solution.	The Supplier describes its solution	A2	Description

## P2P

Requirement #	Requirement group	Requirement	Additional information for the Supplier	Requirement type	Answer type
<b>1. Functional requirements</b>					
1.1	Ordering	The solution must facilitate registration of requisitions, and provide good and efficient workflow from establishment to further processing.	Describe the solution, including how information about orders is exchanged between Eviny and suppliers (order confirmations, changes etc.).	A2	Description
1.2	Digital surfaces	It should be possible to use the solution from mobile phones and tablets.	Please describe possible functionalities, such as creation of requisitions, receipt of goods, etc.	B	Description
1.3	Ordering	The solution must facilitate the execution of orders related to the supplier's web solutions, catalogues, punchouts and the like.	Describe possible solutions	A2	Description
1.4	Ordering	It must be possible to establish orders with descriptions of goods or services using free text.	Describe how an orderer can order products/services that do not have an item number.	A2	Description
1.5	Ordering	The order screen should have the possibility of entering different information to the supplier.	Describe the possibilities the solution provides for different fields on the order form.	B	Description
1.6	Ordering	It must be easy for the user to find the right information for the order. For example, fixed delivery addresses.	Describe functionality	B	Description
1.7	Ordering	It should be possible for orderers to enter a free text address on an order.	Describe functionality	B	Description
1.8	Ordering	The solution should be able to add documents to the request.	Describe the proposed solution to link documents to the request	C	Description
1.9	Ordering	It is desirable to be able to copy previous purchase orders.	Describe proposed solutions for copying previous orders	C	Description
1.10	Catalogue	The solution should be able to display product information.	Describe how information about products can be displayed for different products (e.g. country of origin, product descriptions, classification, data sheets, ecolabelling, corporate social responsibility and photos).	A2	Description
1.11	Catalogue	The solution should be able to allow people with the right access to create new articles manually. New articles must be included in the reporting basis, as well as accounting rules in finance.	Describe the solution proposal	B	Description
1.12	Catalogue	The solution must have functionality to differentiate and highlight contract products that are in the catalogue.	Describe how this is implemented. We want to be able to choose products as "best products" and these will be highlighted for the Requisitioner /Orderer. For example, standard PC. For example, electrical wholesaler where BKK Nett has selected 1,000 best products and the 100,000 other products that the supplier offers are only to be presented to users with extended access.	B	Description
1.13	Catalogue	The solution must have good functionality for handling and importing different types of price lists from suppliers.	Please describe.	B	Description
1.14	Catalogue	The solution must facilitate follow-up of price lists and highlight changes over time in both price and product range.	Please describe.	B	Description
1.15	Favourites	For repeatorders, it should be possible to create own favourites from, for example, favourite products, favourite shopping carts, shopping cart templates, previous orders, etc.	Please describe.	C	Description
1.16	Statistics/reports	The solution must make it possible to obtain different types of consumption statistics and reports.	Please describe the solution's functionality for this.	A2	Description
1.17	Search function	The solution shall have good search functionality.	Describe the search functionality. Include details of how users can search and filter.	A2	Description
1.18	Search function	It is desirable with a functionality that makes it easy to compare several products against each other.	Describe how different product characteristics can be compared. "Best choice products should be "highlighted" here.	C	Description

1.19	Search function	It is desirable that the solution helps the orderer to put together orders/packages with products that belong together.	Please describe the solution's functionality for this.	C	Description
1.20	Delivery	The orderer needs information about the product's stock availability and delivery time. It is expected that the offered solution can facilitate this.	Please describe how this can be handled.	B	Description
1.21	Goods receipt	The solution must have functionality for goods receipt related to purchase orders.	Please describe. Functionality such as the following examples is desirable. <ul style="list-style-type: none"> <li>• Confirm receipt with quantity relative to order</li> <li>• Final receipt without full delivery</li> <li>• The status of the order should be updated to make it clear whether full or partial receipt of goods has been made.</li> <li>• It should be possible to register receipts with comments (e.g. incorrectly sent item, damage, defects, etc.)</li> </ul>	B	Description
1.22	Goods receipt	Upon receipt of goods, the system should be able to provide the capability to enter the Factory number (Serial number) for the product.	Describe proposed solutions for entering the factory number on the receipt of goods.	C	Description
1.23	Subscription orders	The solution should be able to register subscription orders or similar for pre-approval.	Please describe.	C	Description
1.24	Authorisation matrix	Eviny uses authorisation matrices for ordering. This is currently handled in UBW. If the ordering solution offered has functionality for establishing authorisation matrices, e.g. the amounts for which the individual user/role has authorisation to order, this shall be described.	Describe how the authorisation matrix is implemented in the system, as well as how the approval process is addressed.	C	Description
1.25	Invoice management	The solution should facilitate automatic matching of incoming invoices received in Agresso (via EHF) if there is a match between invoice and order confirmation.	Please describe.	B	Description
1.26	Return	The solution should be able to handle the registration return of goods to the supplier.	Describe suggested solutions for returning goods to the supplier, including credit note processing	B	Description