



# SokoPro

Finland's leading project bank

Quote request tool

Guide for service providers  
submitting quotes



# Guide for service providers submitting quotes

## Instructions

Below you will find instructions for service providers:

- SokoPro will send you the first quote request message. Register for the quote request or reject the quote. Once you have received the initial message, you can reply directly to the author of the quote request. Depending on the settings, you will also receive a link to the Q&A page, where you can leave a question about the quote request in question. If you have not received the initial message, check your email spam folder!
- After registering you will receive a second email message, at which point you can also download/order the materials. You can also submit an electronic quote and possible suitability documents via the same message, if the issuer of the invitation to tender has enabled this option. Check the payer before making a print order!
- If you run into any problems, please contact **helpdesk@sokopro.fi**

## 1. Initial email message

Rakennustyöt kohteessa alkavat joulukuussa 2015. Kohde valmistuu tammikuussa 2016.  
Tarjouksen jättö sähköisesti 29.07.16 mennessä. Lisätiedot: [matti.meikalainen@gran](mailto:matti.meikalainen@gran)

Yst. terv.

Matti Meikalainen

### Kysymykset ja vastaukset | Questions & Answers

Onko sinulla kysyttävää ko. tarjouspyynnöstä? Klikkaa alla olevaa painiketta:

Do you have any questions about the quotation? Click on the button below:

**KLIKKAA TÄSTÄ | CLICK HERE**

### Ilmoittaudu | Sign up

Ilmoittaudu As. Oy SokoPro 4 tarjouspyyntöön klikkaamalla alla olevaa linkkiä:

Sign up to download the As. Oy SokoPro 4 quotation documents, please click the button below:

**ILMOITTAUDU TÄSTÄ | SIGN UP HERE**

### Hylkää | Reject

Tarjouspyynnön voit hylätä klikkaamalla alla olevaa linkkiä:

If you want to cancel your participation to this quotation by click link below:

**HYLKÄÄ | REJECT**

**Register for the quote request**

**Reject quote request**

# Guide for service providers submitting quotes

## 2. Ordering quote request documents

### SokoPro

As Oy SokoPro 4:n LVI-kysely  
Ilmoittaudu tarjouspyyntöön / Register for the quotation

Projekt: As. Oy SokoPro 4  
Voimassaoloaika: 24.09.2016 klo 12:11 - 01.10.2016 klo 12:11 asti.

Mikäli haluat ladata tai tilata asiakirjat täytä tietosi alla olevaan lomakkeeseen ja klikkaa Lähetä-painiketta. Tämän jälkeen saat viestin sähköpostisi, jonka kautta pääset lataamaan ko. tarjousaineiston.

Project: As. Oy SokoPro 4  
Period of validity: 24.09.2016, 12:11 am - 01.10.2016, 12:11 pm.

If you want to download or order documents, please fill your information to the form below and click send. After form is processed you will receive an email.

By clicking the link on the email you will be redirected to download page.

[Lataa tarjoajan opas tästä](#) | [Please download the offeror tutorial](#)

#### Yrityksen tiedot | Company information

<input type="text" value="Sokonet Oy"/>	<input type="text" value="02200"/>
<small>* Täytä pakolliset kentät   Fill the required fields</small>	<small>* Täytä pakolliset kentät   Fill the required fields</small>
<input type="text" value="Vesikuja 4"/>	<input type="text" value="020 333 111"/>
<small>* Täytä pakolliset kentät   Fill the required fields</small>	<small>* Täytä pakolliset kentät   Fill the required fields</small>
<input type="text" value="Espoo"/>	
<small>* Täytä pakolliset kentät   Fill the required fields</small>	

Enter your company's contact information and click the *Send* button.  
Next you will receive the message below.

## 3. Download documents and submit a quote

documents . You can also submit an electronic bid, if the offeror has defined it on this quotation.

Ystävällisin terveisin | Best regards

SokoPro Helpdesk

Ohjeet | Tutorials

[www.sokopro.com](http://www.sokopro.com)

Ladataksesi projektin As. Oy SokoPro 4 tarjouspyyntöasiakirjat klikkaa alla painiketta:

To download project As. Oy SokoPro 4 quotation documents click the button below:

LATAA | DOWNLOAD

Download materials  
or make a print order

Jätä tarjous klikkaamalla alla olevaa painiketta:

Please click the button below to leave your offer:

JÄTÄ TARJOUS | LEAVE YOUR OFFER

Submit a quote

# Guide for service providers submitting quotes

## 4. Downloading quote request materials and making print orders



**Please note!**  
Select the *Order* checkbox when making a print order!

Quotation documents  
Downloaded 4.7.2019 14:37  
Additional letter 1  
Downloaded (not downloaded)

**Download buttons**

DOWNLOAD

DOWNLOAD

### Order prints

Grano Oy, Portaaliasunnot pays 1 set of prints with DTP 21 folding with strip.  
Extra prints will be paid by the bidder.

**Select documents to the print order**

<input type="checkbox"/> Quotation documents Ordered 4.7.2019 14:37	1 / 1 pcs paid copies used
<input type="checkbox"/> Additional letter 1 Ordered (not ordered)	0 / 1 pcs paid copies used

**Print treatment**

DTP  
21 folding with strip

Quantity  
0 pcs

Confirm the order

**Order checkbox**

**Order button**

ORDER

## 5. Submit a quote digitally

**Please note!**

You can also submit a quote as a zip package.  
The maximum file size is 1 gigabyte (GB).

**Write a message**

Viesti | Message

Huomi

Max. 10 liitettä per osio. Voit jättää yli 10 liitteen tarjouksen zip-tiedostona. Kirjoita saateteksti tarjoukseen ja lisää liite-tiedostot.

Lopuksi klikkaa Lähetä tarjous -painiketta ja järjestelmä lähettää sinulle kuitauksen. Voit päivittää tarjoustasi tarjouspyyntöajan päättymiseen asti.

Note!

Max. 10 attachments per section. You can also add zip files. Write a message and add the attachments. Click on the Send offer button and the system will send you a notification. You can update your offer until the quotation deadline.

Lataa tarjoajan opas tästä | Please download the offeror tutorial

Soveltuvuusasiakirjat | Suitability documents

Sokopro\_opas.pdf

LISÄÄ TIEDOSTOJA | ADD FILES

Tarjouksen liitteet | Attachments to offer

tarjouspyyntötyökalu.docx

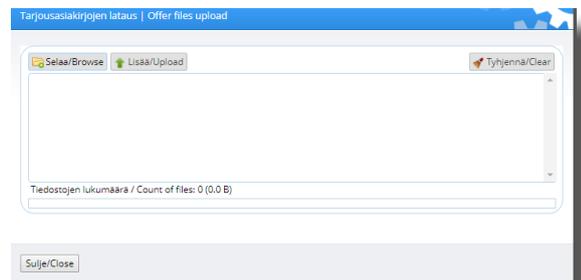
LISÄÄ TIEDOSTOJA | ADD FILES



Lähetä tarjous  
Send offer

**Send button**

**Add file**



Select or drag the files from your computer to the download window and add them to the quote.

Max 10 files/section



**Please note!**

Write an accompanying note for the quote and add attachments.

To finish off, click the *Send* button and the system will send you a confirmation to your email.

You can update your quote until the quote request closes by clicking the 'Submit a quote' button.

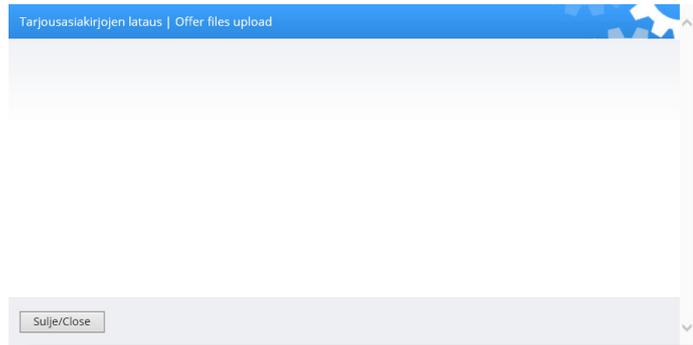
**Please note!**

**Suitability documents** need to be added to the quote only if the issuer of the invitation to tender has adopted the two-envelope system in the tendering procedure in question.

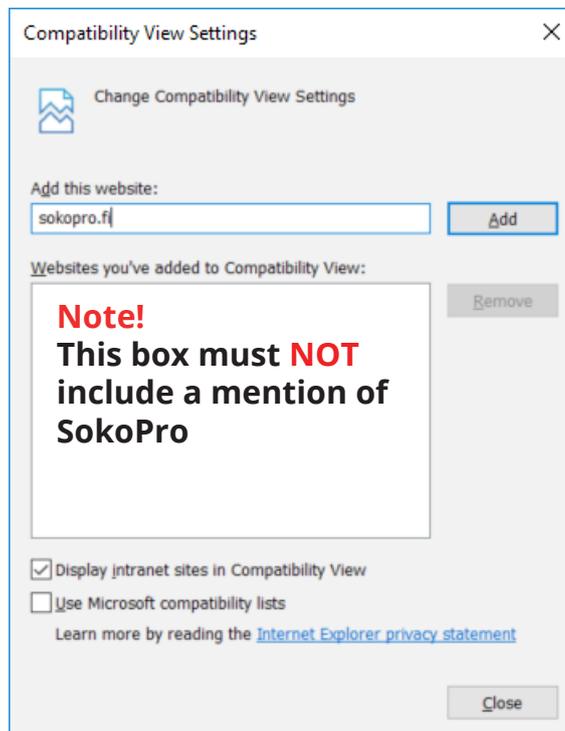
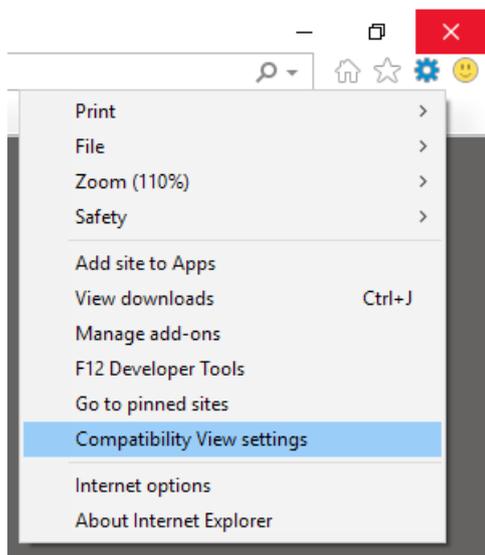
# Guide for service providers submitting quotes

## 6. Problem situation

If you use the Internet Explorer browser, make sure that the address sokopro.fi has not been included in the browser compatibility settings. The uploading of quote documents will not work in the compatibility mode.



You can view and edit Internet Explorer's compatibility settings via the compatibility view settings.



If you have any other problems, please contact the SokoPro helpdesk.

**SokoPro Helpdesk**  
**Weekdays from 9 am to 4 pm**  
**Tel. +358 200 35 211 (€1.10/min)**  
**helpdesk@sokopro.fi**

# Soko**Pro**

## Please provide feedback

We are always happy to receive feedback.  
Please state your opinion and visit the address:  
[grano.fi/palaute](http://grano.fi/palaute)

Executor of digital  
and printed  
productions.

[grano.fi](http://grano.fi)



**GRANO**