

GRASPINNO

Transnational model, strategies and decision support for innovative clusters and business networks towards green growth, focusing on green e-procurement in EE/RES for energy refurbishment of public buildings.

Deliverable: 3.4.2

Upgraded tools with updated user manuals for GRASPINNO pilots and workshops – eGPP tool User Guide

Prepared by ATLANTIS Consulting

Date: 01/03/2017

Table of Contents

| | | |
|----------|--|----------|
| 1 | INTRODUCTION..... | 3 |
| 1.1 | <i>Scope and objectives of the deliverable.....</i> | 3 |
| 1.2 | <i>Concept and Terminology</i> | 4 |
| 1.3 | <i>Structure of the deliverable.....</i> | 5 |
| 2 | e-GPP TOOL USER GUIDE | 6 |
| 2.1 | <i>General description</i> | 6 |
| 2.2 | <i>e-GPP tool Login</i> | 6 |
| 2.3 | <i>"Home" Section</i> | 7 |
| 2.4 | <i>"Library" Section</i> | 8 |
| 2.5 | <i>"Upload document" subsection.....</i> | 8 |
| 2.5.1 | <i>"Search documents" subsection.....</i> | 9 |
| 2.6 | <i>"Tender" Section</i> | 11 |
| 2.6.1 | <i>"See all tenders" subsection.....</i> | 11 |
| 2.6.2 | <i>"Publish a tender" subsection</i> | 13 |
| 2.7 | <i>"My TIPS" Section.....</i> | 15 |
| 2.7.1 | <i>"View TIPS" subsection</i> | 15 |
| 2.7.2 | <i>"Create new TIP" subsection</i> | 17 |
| 2.8 | <i>"LCC Calculator" section</i> | 25 |
| 2.9 | <i>"Support" section</i> | 27 |
| 2.10 | <i>"Help" Section</i> | 27 |
| 2.11 | <i>"About" section</i> | 28 |
| 2.12 | <i>Logout from the e-GPP tool and return to DB Admin</i> | 29 |

1 INTRODUCTION

1.1 Scope and objectives of the deliverable

This report represents the "Upgraded tools with updated user manuals for GRASPINNO pilots and workshops – eGPP tool User Guide" deliverable for the GRASPINNO project and describes part of the work undertaken in WP3 "Testing". The main objective is to provide the Public Authorities' users with a User Guide regarding the GRASPINNO upgraded electronic Green Public Procurement tool (e-GPP tool). This specific tool helps each Public Authority (buyer) in preparing draft "green" specifications, indicative budget and a tender's technical specifications.

The GRASPINNO online e-GPP tool provides the following functionality:

- A Web Site which provides to the users (SMEs and Public Authority (PA) staff) with access to the tool functionality, as well as typical authentication control and appropriate linking / redirection to the databases and their WEB interfaces. The tool, also, supports PAs to publish a single WEB page with information about a new tender (short description, basic data, and links to download tender docs).
- A tool section which supports browsing and search on the contents of the library with green specs of products and sustainability issues.
- A search facility which allows searching a catalogue of product suppliers to identify the suppliers that fulfill certain green procurement criteria as these are input by the Public Authorities for a new procurement of "green" products / services.
- A functionality to search the PA database to extract all relevant specs for a given category of product/service to be procured.
- Functionality by the tool to produce a standalone document of:
 - "Green" specs the new product/service should fulfill.

- List of suppliers that can fulfill the specs.
- Indicative budget of the procurement based on market prices.
- Functionality which allows PAs to search and identify offered products/services (i.e. from the “Suppliers (SME) database” which satisfy certain input green criteria and product/service specs).
- Creation of a draft tender in a format that is editable with standard text editing tools (e.g. Microsoft Word).

1.2 Concept and Terminology

There are several key concepts and terms with which the user should be familiarized before using the e-GPP tool. These are listed below:

- **Tender:** a published tender for green public procurements.
- **e-GPP:** electronic green public procurement.
- **Green specification:** a set of characteristics and features related to a green product.
- **Tender Information Package:** a set of information that describes the main specifications and criteria that the procured green product(s) should satisfy. In addition, it includes information about complying products from registered SMEs.
- **Category:** a (green) category of products that can be procured through GRASPINNO tool (e.g., IT Equipment).
- **Criterion:** a specific criterion that a procured product can or must satisfy so that it is characterized as green product. These are used for comparing the various products and defining the degree of their “greenness”.
- **Product type:** a term from a terminology that categorizes products of a specific green category.
- **Complying supplier/product:** a supplier/product that complies with the green specifications and criteria specified in a Tender Information Package.

- **LCC:** Life Cycle Cost calculator, which enables public procurers select the most cost & energy-efficient offered solution.

Note: *Some of these terms may be used with other meanings in other places of GRASPINNO project or in other related projects and tools.*

1.3 Structure of the deliverable

This deliverable is structured in 2 chapters:

Chapter 2 "**e-GPP tool User Guide**" describes step by step all the functionalities of the GRASPINNO upgraded e-GPP tool, in order to give assistance to users using this particular system.

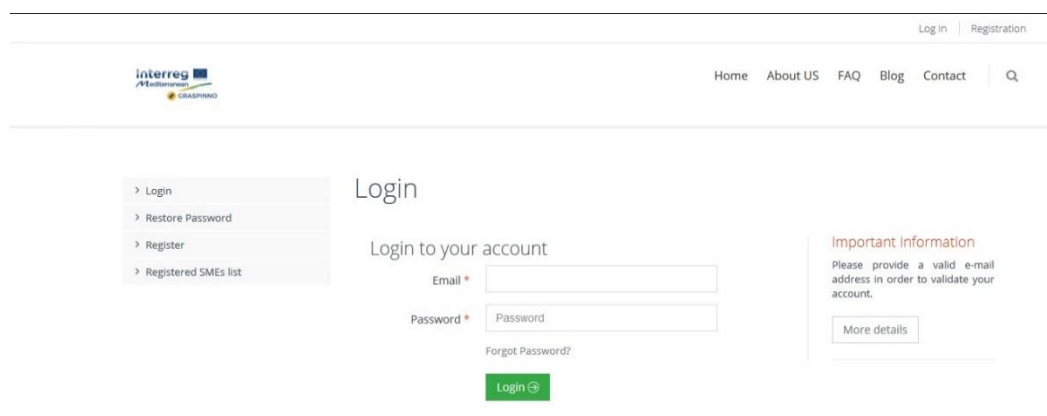
2 e-GPP TOOL USER GUIDE

2.1 General description

In this section, we present the detailed guidelines regarding the use of the GRASPINNO online e-GPP tool. In order to make this User Guide more comprehensible, the guidelines for each specific tool's section/page are presented separately.

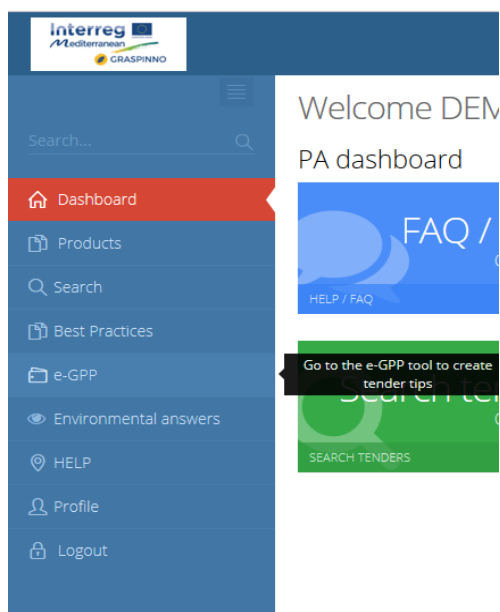
2.2 e-GPP tool Login

In order to log into the e-GPP tool, the PA user has to visit the relevant GRASPINNO website, login using his/her credentials and choose the e-GPP tool from the top bar menu, and then he is redirected to the login page shown below. After filling in her/his credentials the user is redirected to the main page ("Home" page) of the e-GPP tool.



The screenshot shows the login page of the e-GPP tool. At the top, there is a navigation bar with links for 'Log In' and 'Registration'. Below this, the 'interreg Mediterranean' logo is on the left, and a menu with 'Home', 'About US', 'FAQ', 'Blog', and 'Contact' is on the right. The main content area is titled 'Login' and includes a sidebar with links: 'Login', 'Restore Password', 'Register', and 'Registered SMEs list'. The central form is titled 'Login to your account' and contains fields for 'Email *' and 'Password *', a 'Forgot Password?' link, and a green 'Login' button. To the right of the form is a box titled 'Important Information' with text about providing a valid email address and a 'More details' button.

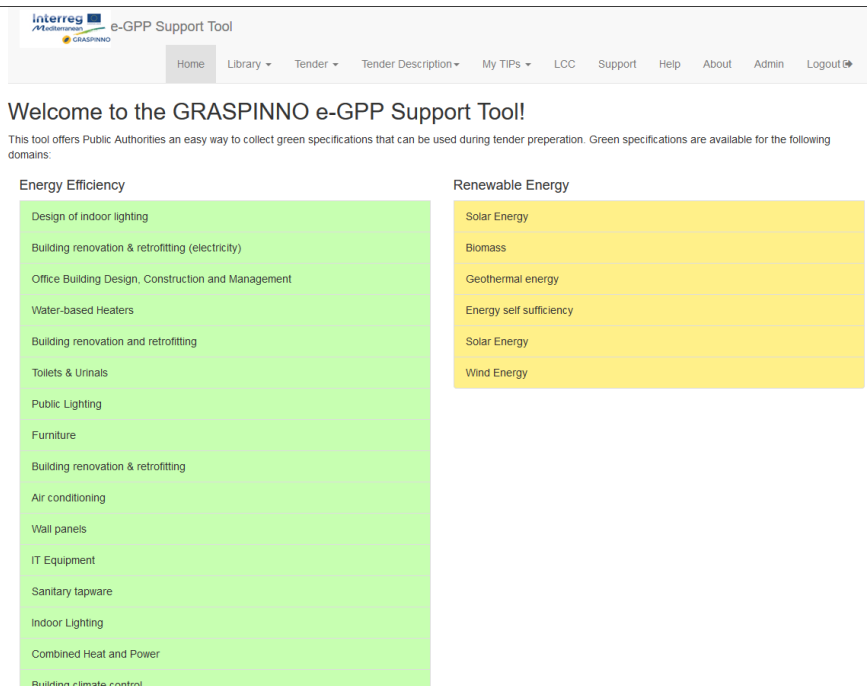
Picture 1: Login page



Picture 2: Menu for access to e-GPP tool

2.3 “Home” Section

After its successful login, the user has access to the tool’s “Home” page. In this page the user is able to see general information about the GRASPINNO online e-GPP tool. Moreover, the user can see the recent tenders created and published through the tool.



Picture 3: e-GPP tool "Home" page

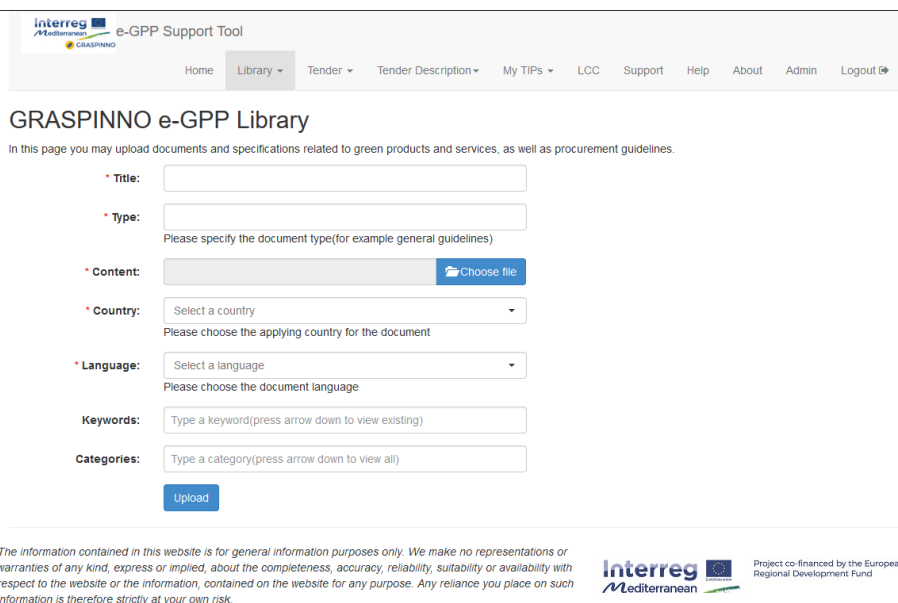
2.4 “Library” Section

In this section, each user is able either to upload or search for documents related to “green” specifications of products/services needed to be procured. It is divided in two sub-sections:

- “Upload document” subsection.
- “Search documents” subsection.

2.5 “Upload document” subsection

In this subsection the user can upload documents and specifications related to “green” products and services, as well as procurement guidelines. The user will be prompted to fill in a set of fields; most fields should be filled in, in order for the document to be uploaded:



interreg e-GPP Support Tool

Home Library Tender Tender Description My TIPS LCC Support Help About Admin Logout

GRASPINNO e-GPP Library

In this page you may upload documents and specifications related to green products and services, as well as procurement guidelines.

* **Title:**

* **Type:**
Please specify the document type(for example general guidelines)

* **Content:** [Choose file](#)

* **Country:**
Select a country
Please choose the applying country for the document



* **Language:**
Select a language
Please choose the document language

Keywords:
Type a keyword(press arrow down to view existing)

Categories:
Type a category(press arrow down to view all)

[Upload](#)

The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.



 Project co-financed by the European Regional Development Fund

Picture 4: “Upload document” subsection

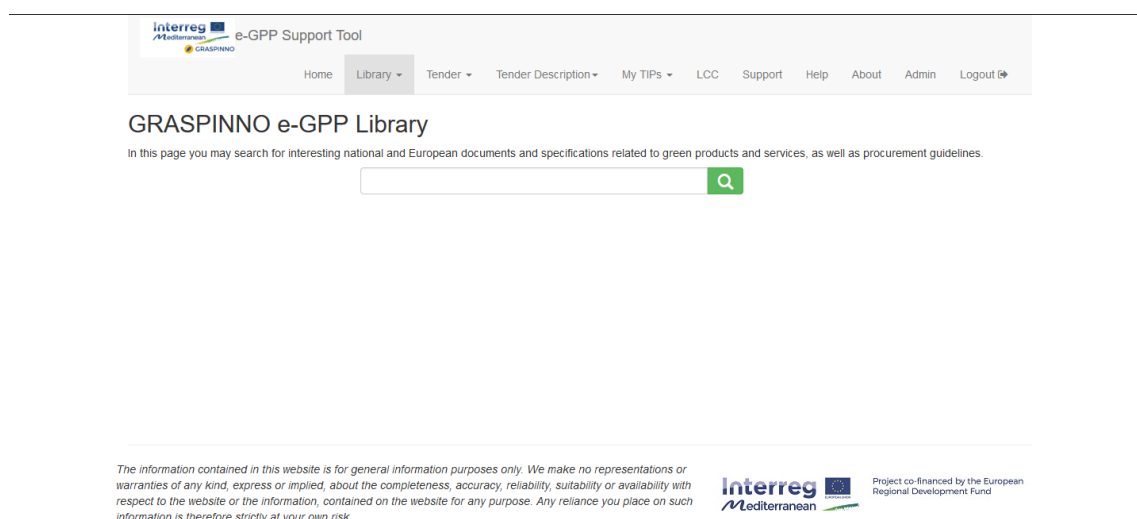
- **Title:** The title of the document.
- **Type:** The type of the document (i.e. EU “green” specs for IT equipment).
- **Content:** Selection of the appropriate file from the user’s local disk.

- **Country:** Selection of the applying country for the document.
- **Language:** Selection of the document's language.
- **Keywords:** The user can type keywords related to the document's content or select from a dropdown list with predefined keywords.
- **Categories:** The user can type categories related to the document's content or select from a dropdown list with predefined keywords.


When all fields are filled in, the user clicks on the **"Upload"** button in order for the document to be uploaded.

2.5.1 "Search documents" subsection

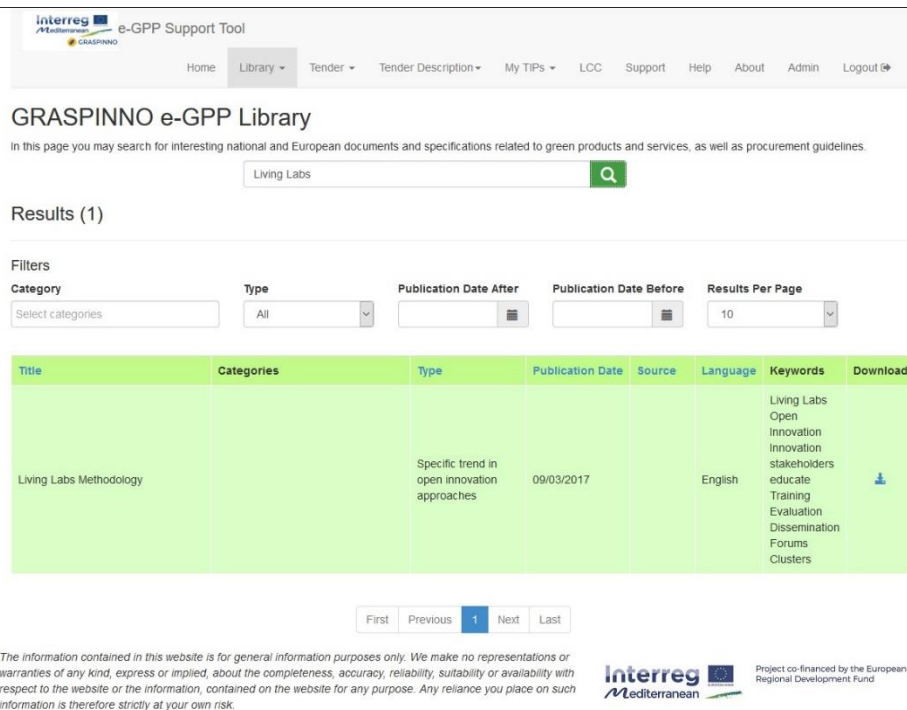
In this page the user may search for national and European documents and specifications related to green products and services, as well as procurement guidelines.



Picture 5: "Search documents" subsection

The user should enter specific words in the search tab and then by clicking  the system will display all related documents. In case the

user leaves the search field empty and clicks this button, the tool will display all available documents.



GRASPINNO e-GPP Library


In this page you may search for interesting national and European documents and specifications related to green products and services, as well as procurement guidelines.

Living Labs

Results (1)


Filters

Category: Select categories | Type: All | Publication Date After: | Publication Date Before: | Results Per Page: 10

| Title | Categories | Type | Publication Date | Source | Language | Keywords | Download |
|-------------------------|------------|--|------------------|--------|----------|---|---|
| Living Labs Methodology | | Specific trend in open innovation approaches | 09/03/2017 | | English | Living Labs Open Innovation Innovation stakeholders educate Training Evaluation Dissemination Forums Clusters |  |

First Previous 1 Next Last


The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.


 Project co-financed by the European Regional Development Fund

Picture 6: Search results

The table includes the following document details:

- **Title:** the title of the document.
- **Category:** the categories associated to the specific document.
- **Type:** the type of the document (i.e. EU “green” legislation, “green” specs, etc.).
- **Publication Date:** timestamp of the date the document was published.
- **Source:** the document’s source.
- **Language:** the document’s language.
- **Keywords:** the associated keywords to the specific document.
- **Download:** a link to download and open the document.

When the search results are displayed, the user can apply various filters (Category, Type, Publication Date After, Publication Date Before, Results per Page), in order to filter the search results and find more easily the documents he wants. By selecting  the user will be able to download the respective document.

By clicking on the titles of the result table columns, the user can sort the results in ascending or descending order.

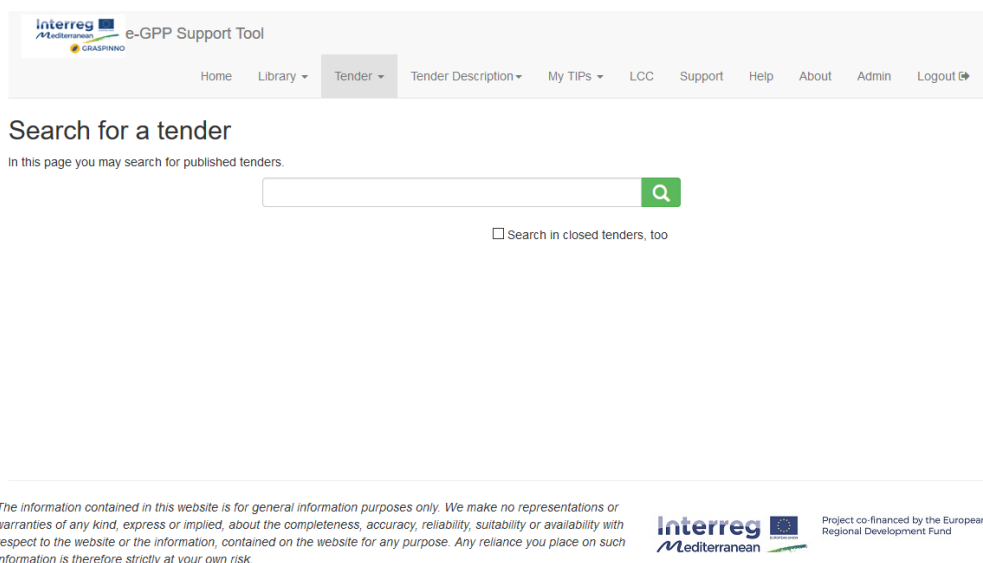
2.6 “Tender” Section

In this section the user is able to search for tenders already created/published or publish a newly created tender. This section is also divided in two sub-sections:

- “See all tenders” subsection.
- “Publish a tender” subsection.


2.6.1 “See all tenders” subsection

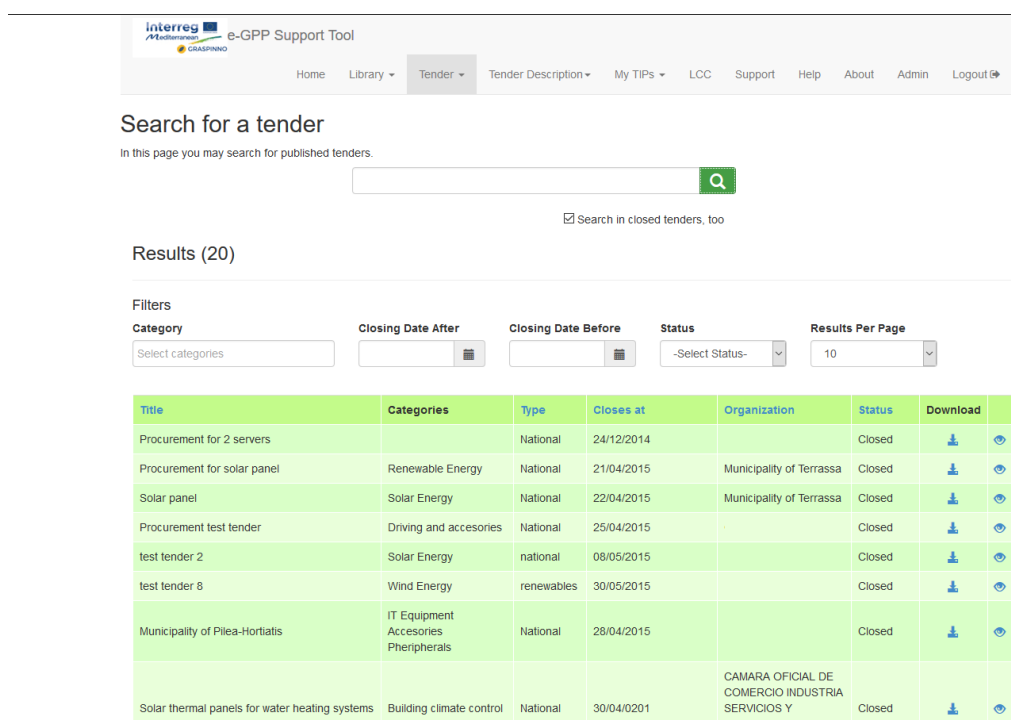
In this page the user may search for published tenders.



The screenshot shows the 'e-GPP Support Tool' interface. The top navigation bar includes links for Home, Library, Tender (selected), Tender Description, My TIPS, LCC, Support, Help, About, Admin, and Logout. Below the navigation bar, the section is titled 'Search for a tender'. A text input field is provided for searching published tenders, with a green search button (magnifying glass icon) to the right. Below the input field, there is a checkbox labeled 'Search in closed tenders, too'. At the bottom of the page, there is a disclaimer: 'The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.' The footer also includes the Interreg Mediterranean logo and the text 'Project co-financed by the European Regional Development Fund'.

Picture 7: “See all tenders” subsection

The user should enter specific words in the search tab and then by clicking  the system will display all related tenders that are still open. In case the user leaves the search field empty, the tool will display all available tenders. Moreover, the user can tick the box “Search in closed tenders, too”, so as the tool to display tenders that are closed, at present.




Interreg Mediterranean e-GPP Support Tool

Home Library Tender Tender Description My TIPS LCC Support Help About Admin Logout

Search for a tender

In this page you may search for published tenders.



















☒ Search in closed tenders, too

Results (20)

Filters

Category: Closing Date After: Closing Date Before: Status: Results Per Page:



| Title | Categories | Type | Closes at | Organization | Status | Download |
|--|--|------------|------------|---|--------|---|
| Procurement for 2 servers | | National | 24/12/2014 | | Closed |   |
| Procurement for solar panel | Renewable Energy | National | 21/04/2015 | Municipality of Terrassa | Closed |   |
| Solar panel | Solar Energy | National | 22/04/2015 | Municipality of Terrassa | Closed |   |
| Procurement test tender | Driving and accesories | National | 25/04/2015 | | Closed |   |
| test tender 2 | Solar Energy | national | 08/05/2015 | | Closed |   |
| test tender 8 | Wind Energy | renewables | 30/05/2015 | | Closed |   |
| Municipality of Pilea-Hortiatitis | IT Equipment Accesories Pheripherals | National | 28/04/2015 | | Closed |   |
| Solar thermal panels for water heating systems | Building climate control | National | 30/04/0201 | CAMARA OFICIAL DE COMERCIO INDUSTRIA SERVICIOS Y NAVEGACION DE | Closed |   |

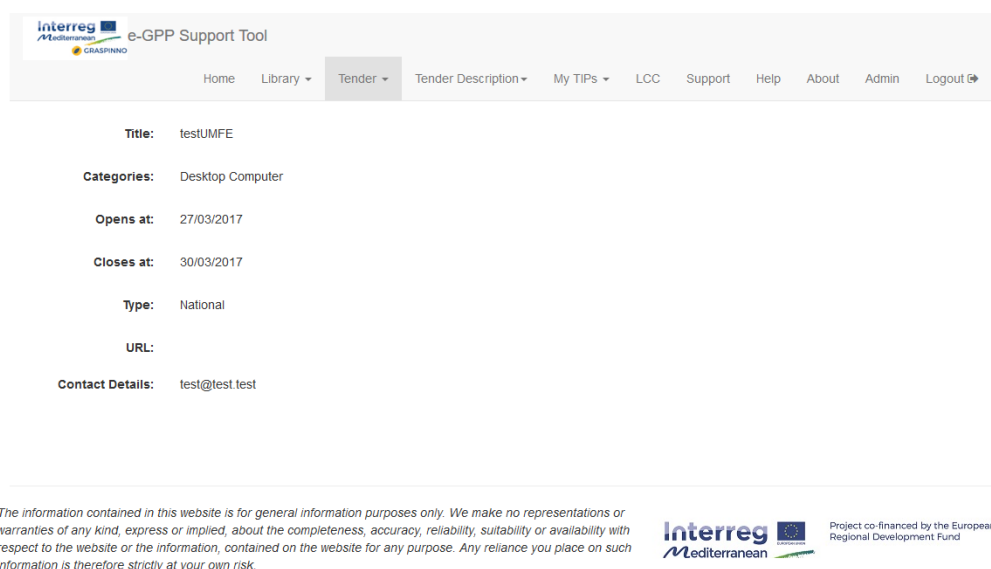
Picture 8: Tenders search results

The table includes the following information:

- **Title:** the title of the tender.
- **Categories:** the associated categories to the specific tender.
- **Type:** the type of the tender (i.e. national, regional, open, closed, etc.).
- **Closes at:** date when the tender closes.
- **Organization:** organization which published the tender.
- **Status:** the status of the tender (i.e. closed, open, etc.).

- **Download:** link to download/open the tender file.

When the search results are displayed, the user can apply various filters (Category, Closing Date After, Closing Date Before, Status, Results per Page), in order to filter the search results and find more easily the tenders he is interested in. By selecting  the user will be able to download the respective document. By selecting  the user can see general information about the respective tender, as submitted through the “Publish a tender” subsection.



Picture 9: Tender's General Information

2.6.2 “Publish a tender” subsection

In this section the user can publish a tender on behalf of his organization. The tender details will be available to all registered users of the platform. Each tender will be visible during the time period between the two dates (open date, closure date) that will be specified. The user will be prompted to fill in a set of fields; most fields should be filled in, in order for the tender to be published:

Interreg e-GPP Support Tool


Home Library **Tender** Tender Description My TIPs LCC Support Help About Admin Logout


Publish a tender

Use this form to publish a tender of your organization. The tender details will be available to all registered users of the platform. The tender will be visible during the time period between the two dates that will be specified.

* **Title:**

* **Categories:**

* **Opens at:** 

* **Closes at:** 

* **Type:**
Please specify the tender type (for example national)

* **Tender text:** [Choose file](#)

URL:

* **Contact Details:**

[Publish](#)

The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

Picture 10: "Publish a tender" subsection

- **Title:** The title of the tender.
- **Categories:** The categories associated to the tender (i.e. IT equipment, photovoltaics, etc.).
- **Opens at:** Selection of the date the tender is planned to open.
- **Closes at:** Selection of the date the tender is planned to close.
- **Type:** Selection of the tender's type (i.e. national, regional, etc.)
- **Tender text:** Selection of the appropriate tender docs from the user's local disk.
- **URL:** link to the tender's website/webpage/dedicated link. This field is optional.
- **Contact Details:** the contact details (i.e. phone, fax, email, etc.) of the person responsible for the tender.

When all fields are filled in, the user clicks on the **"Publish"** button in order the tender to be published in the tool.

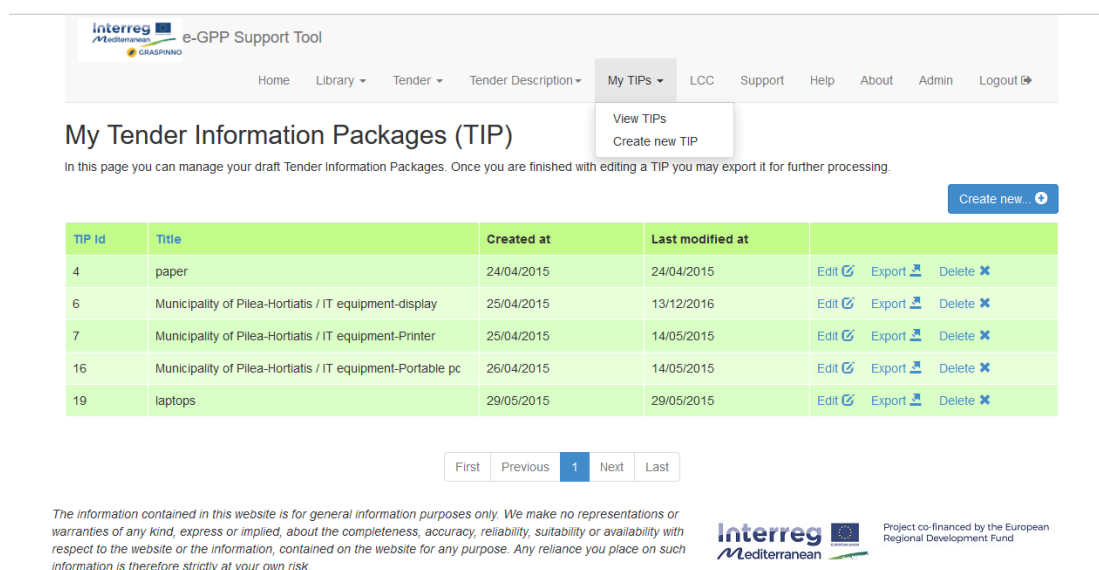
2.7 "My TIPs" Section

In this specific section of the e-GPP tool, a user can create a new TIP (Tender Information Package) or view TIPs he has already created. This means that this section, includes 2 different subsections:

- "View TIPs" subsection.
- "Create new TIP" subsection.

2.7.1 "View TIPs" subsection

This section displays a list with all the available TIPs created by the user. In this page the user can manage his own draft TIPs (Tender Information Packages). Once the user is finished with editing a TIP he may export it for further processing. The exported document (rich text document format, RTF) contains a summary of the TIP that also includes the market offerings, which comply with the criteria and specs chosen. Also, if no complying products are found, it provides recommendations which are automatically generated by the system.



My Tender Information Packages (TIP)



In this page you can manage your draft Tender Information Packages. Once you are finished with editing a TIP you may export it for further processing.

[Create new...](#)

| TIP Id | Title | Created at | Last modified at | |
|--------|--|------------|------------------|--|
| 4 | paper | 24/04/2015 | 24/04/2015 | Edit Export Delete |
| 6 | Municipality of Pilea-Hortiatis / IT equipment-display | 25/04/2015 | 13/12/2016 | Edit Export Delete |
| 7 | Municipality of Pilea-Hortiatis / IT equipment-Printer | 25/04/2015 | 14/05/2015 | Edit Export Delete |
| 16 | Municipality of Pilea-Hortiatis / IT equipment-Portable pc | 26/04/2015 | 14/05/2015 | Edit Export Delete |
| 19 | laptops | 29/05/2015 | 29/05/2015 | Edit Export Delete |

First Previous **1** Next Last

The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.




 Project co-financed by the European Regional Development Fund


Picture 11: "View TIPS" subsection


The displayed table includes the following information:

- **TIP Id:** The specific ID of a TIP
- **Title:** the title of the TIP
- **Created at:** the date the TIP firstly created
- **Last modified:** the date of the TIPs most recent modifications

Moreover, there are various options for the user to manage each specific TIP. More specifically:

[Edit](#) : Edit the information/data of a specific TIP. If edit is chosen, then the user is redirected to fill in or change any information for this specific TIP.

[Export](#) : Export a document containing all data of a TIP, for further processing. If export is chosen, then a text file (in .RTF format) pops up with all information available for that TIP.

[Delete](#) : Delete a specific TIP. If delete is chosen the user is asked to confirm or not the deletion of the TIP.

Create new...

: When selected, redirects the user to the “Create new TIP” subsection.

The export functionality outputs all TIP related data as an editable document. This includes, basic TIP information, list of criteria met, list of products and services matching the TIP requirements, market prices, etc. A sample of the product table that is exported is depicted in the following picture.

Complying Products

Requested Services: Warranty
 Estimated Price Range: 120
 Expected Price: 1123
 Average Price: 120

Potential Suppliers: 1

| | |
|---|---|
| Product Name | WorkCentre 3045 |
| Price | 120 |
| Percentage Difference from Average Price | +0% |
| Percentage Difference from Expected Price | -836% |
| Services | Warranty(Four years), Technical Support(One year) |
| Power Consumption | + |

Picture 12: Extract from TIP export file

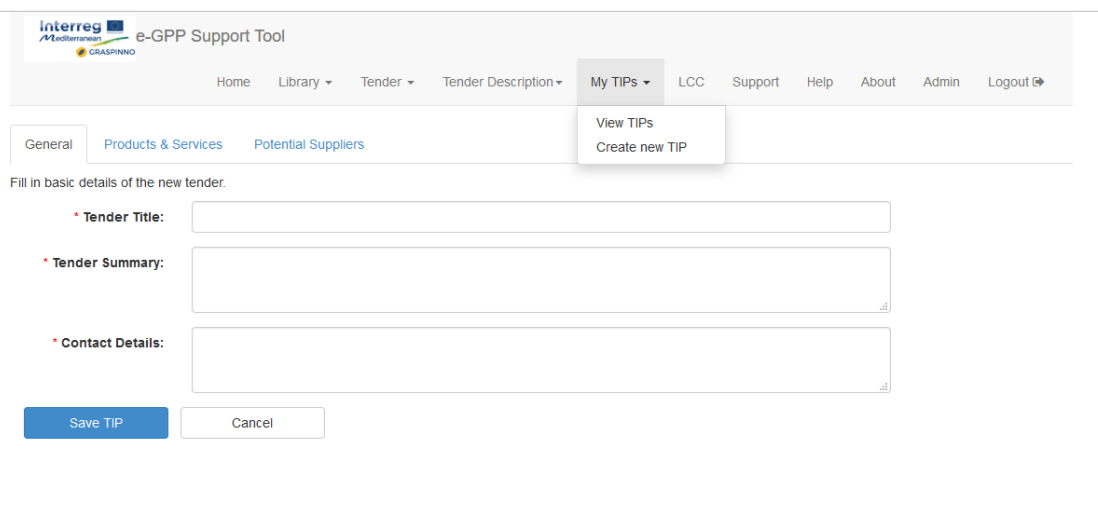
2.7.2 “Create new TIP” subsection

In this page, the user can create a new TIP by filling in the following tabs:

- General
- Products & Services
- Potential Suppliers

“General” tab

This section asks for some mandatory information on the Tender title, Tender summary and Contact details. “Save TIP” button should be clicked to ensure information backup.



interreg Mediterranean e-GPP Support Tool

Home Library Tender Tender Description My TIPS LCC Support Help About Admin Logout

General Products & Services Potential Suppliers

Fill in basic details of the new tender.

* Tender Title:

* Tender Summary:

* Contact Details:

Save TIP Cancel

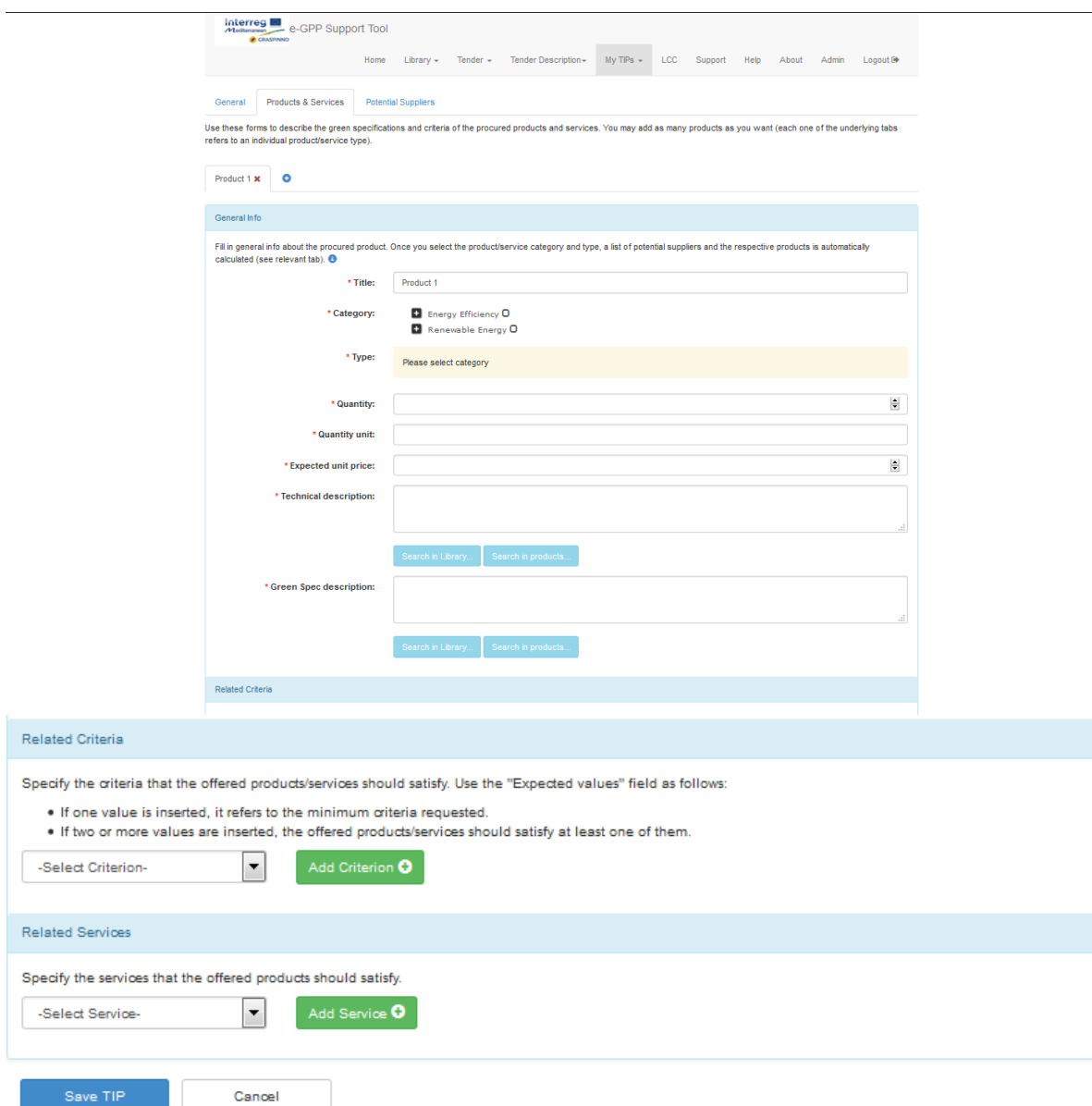
The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

Picture 13: "Create new TIP" page / "General" tab

"Products & Services" tab

The user must fill in information to be stored in the system under the relevant product sheet. The user must use these forms to describe the green specifications and criteria of the procured products and services.

For each product/service that needs to be procured the following form must be filled in:



The screenshot shows the 'Interreg e-GPP Support Tool' interface. The top navigation bar includes links for Home, Library, Tender, Tender Description, My TIPs, LCC, Support, Help, About, Admin, and Logout. Below this, there are tabs for General, Products & Services, and Potential Suppliers. The 'Products & Services' tab is active, showing a form for 'Product 1'.

The form is titled 'General Info' and contains the following fields:

- Title:** Product 1
- Category:** Energy Efficiency ☐ Renewable Energy ☐
- Type:** Please select category
- Quantity:** [input field]
- Quantity unit:** [input field]
- Expected unit price:** [input field]
- Technical description:** [input field]
- Green Spec description:** [input field]

Below the form, there are sections for 'Related Criteria' and 'Related Services'. The 'Related Criteria' section includes a dropdown menu for '-Select Criterion-' and an 'Add Criterion' button. The 'Related Services' section includes a dropdown menu for '-Select Service-' and an 'Add Service' button.

At the bottom of the form, there are two buttons: 'Save TIP' and 'Cancel'.

Picture 14: Add product/service to a TIP

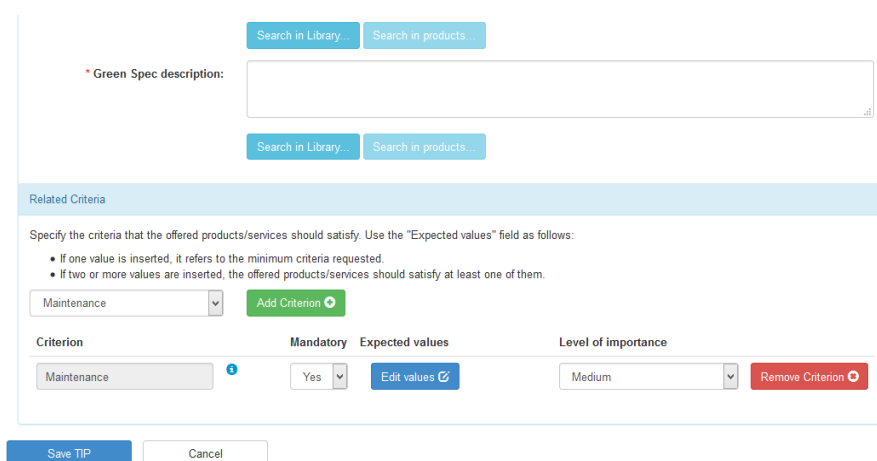
For each product/service the user should provide data regarding the following fields:

- **Title:** Title of the product/service to be procured.
- **Category:** Select the category that the product/service belongs to. Under section category the major options are **Energy efficiency** (selection between building climate

control, building renovation and retrofitting, it equipment, public lighting) and **Renewable Energy** (selection geothermal energy, solar energy, wind energy).

- **Type:** The user must select the type of the product/service. The available options here are generated automatically, based on the user's selection in the field "Category".
- **Quantity:** Add the desired quantity of the product/service.
- **Quantity unit:** Specify the quantity unit (i.e. Kg, pieces, meters, etc.).
- **Expected unit price:** Indicate the expected unit price, based on the regular market prices for the specific product/service.
- **Technical description:** Provide a brief description of the technical specifications of the procured product/service. In case the user is not aware of specific technical specifications, he is able to search for data in the tool's library (selection of "Search in library" button) or in the products already available in the tool's DBs (selection of "Search in products" button).
- **Green spec description:** Provide a brief description of the "green" specifications of the procured product/service. In case the user is not aware of specific technical specifications, is able to search for data in the tool's library (selection of "Search in library" button) or in the products already available in the tool's DBs (selection of "Search in products" button).

A very important activity, while adding products/services in a TIP, is the allocation of “green” criteria to each product/service. At the bottom of each product’s/service’s form there is a section entitled **“Related Criteria”**. From the drop-down menu, the user can select a specific criterion and allocate it to the product/service. This drop-down menu is created automatically based on the user’s selection in the “Category” field.



* Green Spec description:

Search in Library... Search in products...

Search in Library... Search in products...

Related Criteria

Specify the criteria that the offered products/services should satisfy. Use the “Expected values” field as follows:



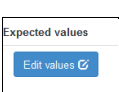

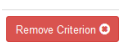
- If one value is inserted, it refers to the minimum criteria requested.
- If two or more values are inserted, the offered products/services should satisfy at least one of them.

Maintenance

| Criterion | Mandatory | Expected values | Level of importance |
|-------------|-----------|--|--|
| Maintenance | Yes | <input type="button" value="Edit values"/> | Medium <input type="button" value="Remove Criterion"/> |


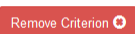
Picture 15: Add a criterion to a product/service

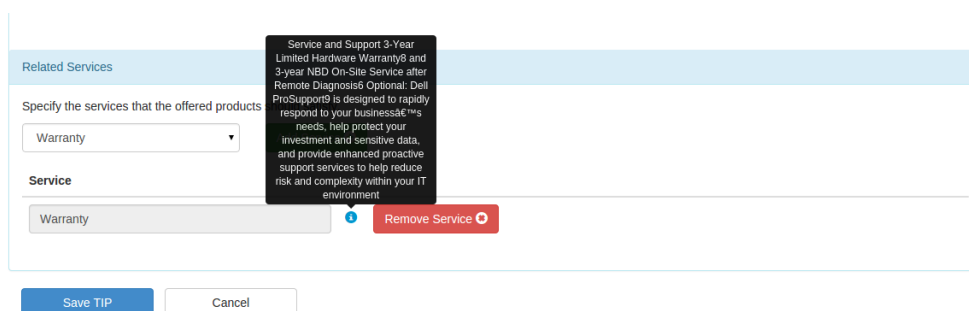
When a criterion is added, the user is able to edit it. This means that the user has the following options:

- : Receive textual information regarding the meaning of the criterion.
- : Define whether the criterion is mandatory or not.
- : Edit the expected values of the criterion.
- : Set the level of importance (low, medium, high) for the specific criterion.
- : Completely remove the criterion from the product/service.

In the Related Services section of this page, the user can select a specific desired service and assign it to the product. This drop-down menu is created from a list of predefined services and it is not associated with a specific product category or type.

When a service is added, the user has the following options:

-  : Receive textual information regarding the meaning of the service.
-  : Completely remove the service from the product.



Picture 16: Related Services

Finally, “Save TIP” button should be clicked to ensure information backup.

“Potential Suppliers” tab

By choosing the product or service which the user has created, all market offerings, which comply with the criteria and specs chosen, appear in a list. The user is invited after filling the form for the product/service, to first check all relevant and open listings.

Select the desired products/services you have already specified in order to see complying market offerings. These offerings refer to products registered by companies and can give you an indication of the availability of complying products and their price range. It is recommended to always make this check before proceeding with the preparation of a green procurement.

InkJet Printer ▼

Spec description: Green spec description

Criteria: Power Consumption Ergonomic requirements

Services: Warranty

Potential suppliers: 1

Expected price range: 120

| Product | Ergonomic requirements | Power Consumption * | Price |
|-----------------|------------------------|---------------------|-------|
| WorkCentre 3045 | ✖ | ✔ | 120€ |

Criteria with * are mandatory

Save TIP
Cancel

Picture 17: Potential suppliers

By clicking on a specific product, the user can see if there are any products that comply with the criteria and the services he entered. The criteria marked with an asterisk (*) were added as mandatory. Criteria not marked with (*) are non-mandatory and the listed products do not necessarily comply with the non-mandatory criteria. On the other hand, all listed products offer the services the user has already added.

By clicking on the product name, the user can view some basic information regarding this product. The complete list of services this product offers is also displayed, alongside with the offered service duration (in parentheses).

| WorkCentre 3045 | | | | |
|--|--|---|---|----------|
| Description | Services | Tender Description | Full Description | Price |
| Model 3045V_B 3045V_NI Print speed up to 24 ppm Duty cycle Up to 30,000 images/month1 Recommended monthly print volume Up to 750 pages2 Two-sided output Manual Maximum print resolution 1200 x 1200 dpi Connectivity USB 2.0 10/100BaseTX Ethernet, USB 2.0, Wi-Fi Page Description Languages (PDL) Host-based Detailed specifications See specifications at Next Steps Find dealer at Find dealer at What's in the box Print cartridge (capacity: 700 pages3) Power cord USB cable (3045B) Fax cable (3045NI) Software and documentation NOTE: Some contents may be shipped separately | <div>Technical Support(One year)</div> <div>Warranty(Four years)</div> | The proven Hi-Q LED print engine enables the WorkCentre 3045 to be more energy efficient than competitive devices using laser technology Extra-quiet operation to minimize impact on busy offices | Print speed up to 24 ppm Duty cycle Up to 30,000 images/month1 Recommended monthly print volume Up to 750 pages2 Document handler Platen cover Automatic Document Feeder Capacity: 15 sheets Size: 5.83 x 8.27 in. to 8.5 x 14 in. Two-sided output Manual | 120 € |

Picture 18: Complying product details

If no complying products are found due to strict mandatory criteria or services, the system automatically generates recommendations. In the example of the following picture, the “24h support” service is not offered by any of the products.

InkJet Printer

Spec description: Green spec description

Criteria:

Power Consumption

Services:

24h support

Warranty

Potential suppliers:

Expected price range:

No products were found with the specified services, but by using the following services separately the following number of products can be found:

| Service name | Products found |
|--------------|----------------|
| Warranty | 1 |

No products were found with the specified services, but by removing the following services the following number of products can be found:

| Service name | Products found |
|--------------|----------------|
| 24h support | 1 |

Picture 19: Recommendations for relaxation of search criteria (services)

General
Products & Services
Potential Suppliers

Select the desired products/services you have already specified in order to see complying market offerings. These offerings refer to products registered by companies and can give you an indication of the availability of complying products and their price range. It is recommended to always make this check before proceeding with the preparation of a green procurement.

InkJet Printer ▼

Spec description: Green spec description,!

Criteria:

Printing mode
Power Consumption
Toners and cartridges manipulation
Ergonomic requirements

Potential suppliers:

Expected price range:

No products were found with the specified criteria, but by setting the following criteria to non mandatory the following number of products can be found:

| Criterion name | Products found |
|------------------------------------|----------------|
| Printing mode | 1 |
| Toners and cartridges manipulation | 1 |

No products were found with the specified criteria, but by using the following criteria separately the following number of products can be found:

| Criterion name | Products found |
|------------------------------------|----------------|
| Power Consumption | 5 |
| Printing mode | 1 |
| Toners and cartridges manipulation | 2 |

Save TIP
Cancel

Picture 20: Recommendations for relaxation of search criteria (criteria)

2.8 “LCC Calculator” section

In this specific section the LCC tool, which supports public procurers to select the most cost & energy-efficient offered solution, can be used. By filling in the respective fields (i.e. purchase price, products lifetime, average annual time of use, etc.), the user is able to calculate the life cycle cost of a specific product.

LCC Calculating Tool

[LCC](#)
[Assessment](#)
[CO2 emissions](#)
[Conversion tables](#)

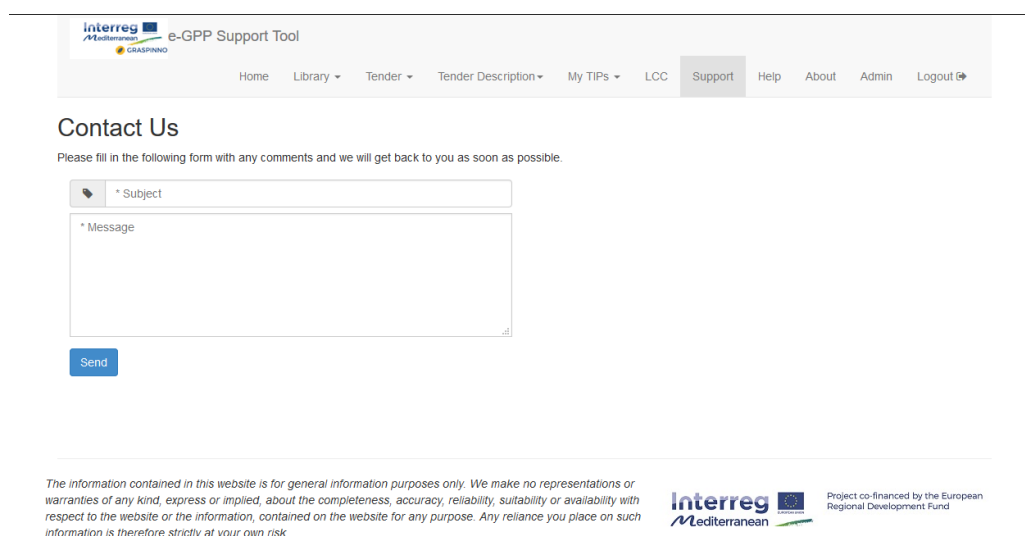
| | Lowest Price | | Sustainable Price | |
|---|--------------------------------|---------|--------------------------------|---------|
| Price | | | | |
| Purchase price per product (Euro/product) | <input type="text"/> | € | <input type="text"/> | € |
| Lifetime (years) | <input type="text"/> | y | <input type="text"/> | y |
| Comparable Number Of Replacements | <input type="text"/> | € | <input type="text"/> | € |
| Total Cost | <input type="text"/> | € | <input type="text"/> | € |
| Duration | | | | |
| Lifetime (years) | <input type="text"/> | a | <input type="text"/> | a |
| Average yearly time usage (hours/year) | <input type="text"/> | h/a | <input type="text"/> | h/a |
| Total usage time (hours) | <input type="text"/> | h | <input type="text"/> | h |
| Number of purchases | <input type="text"/> | | <input type="text"/> | |
| Total (hours) | <input type="text"/> | h | <input type="text"/> | h |
| Maintenance | | | | |
| Number Of Years (years) | <input type="text"/> | | <input type="text"/> | |
| Units Per Year (work hour, kwp, page...) | <input type="text"/> | | <input type="text"/> | |
| Cost Per Unit (€) | <input type="text"/> | € | <input type="text"/> | € |
| Total (€) | <input type="text"/> | € | <input type="text"/> | € |
| Energy Costs | | | | |
| Price of energy (Euro/KWh) | <input type="text"/> | | <input type="text"/> | |
| Energy Consumption (Watt e/t) | <input type="text"/> | W | <input type="text"/> | W |
| Lifetime Energy Consumption (KWh e/t) | <input type="text"/> | Kwh e/t | <input type="text"/> | Kwh e/t |
| Total energy Cost (€) | <input type="text"/> | € | <input type="text"/> | € |
| Emissions | | | | |
| KG of CO2/KWh | <input type="text"/> | | <input type="text"/> | |
| Total Of CO2 Avoided (ton) | <input type="text"/> | t | <input type="text"/> | t |
| Economic Value Of CO2 (€/ton) | <input type="text"/> | € | <input type="text"/> | € |
| Total Economic Value Of Avoided CO2 | <input type="text"/> | € | <input type="text"/> | € |
| Total Life Cycle Costs | <input type="text" value="0"/> | € | <input type="text" value="0"/> | € |

The information contained in this website is for general information purposes only. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

Picture 21: GRASPINNO eGPP tool's LCC calculator

2.9 “Support” section

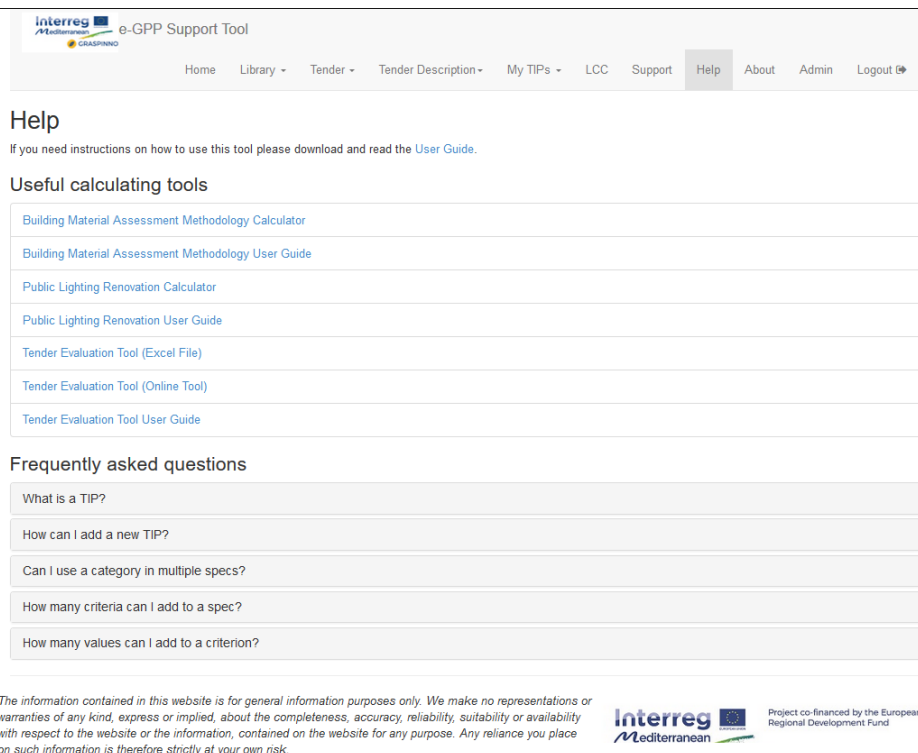
The user has the option to fill in the form with comments and/or questions, and send it to the e-GPP support team. The e-GPP Support team is responsible for the functioning and the structure of the site.



Picture 22: e-GPP tool Support page

2.10 “Help” Section

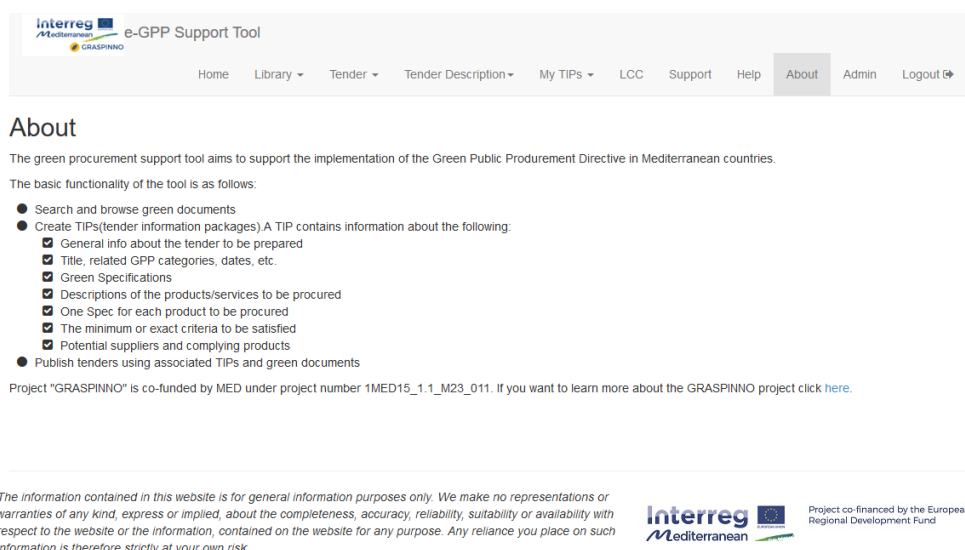
Users in need of information relevant to the structure and content of the e-GPP support tool may visit the Help section shown below. This section includes information on various questions, such as what a TIP is, how to add a new TIP, the use of multiple specs, the number of criteria to add to a spec, the number of values to a criterion etc.



Picture 23: e-GPP tool's "Help" page

2.11 “About” section

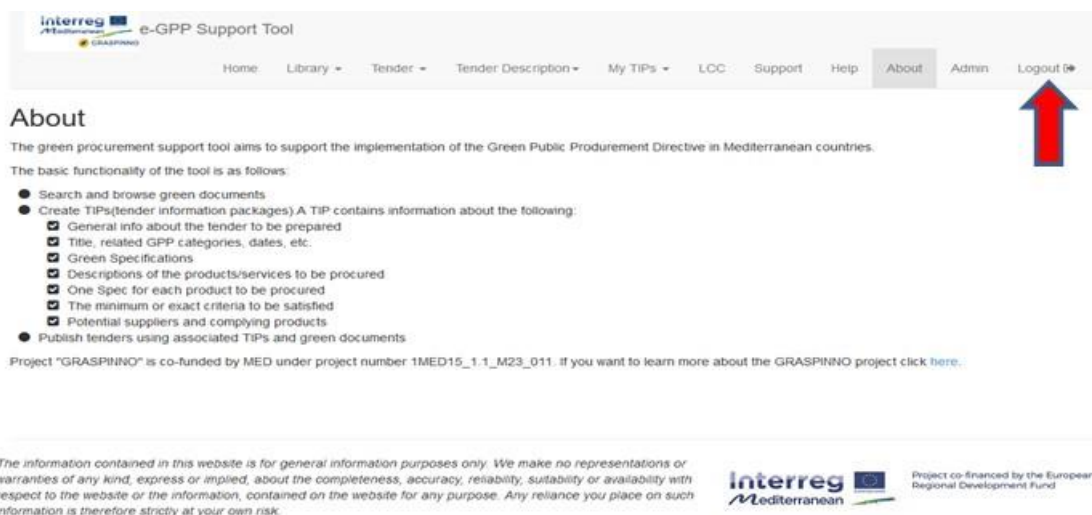
A description of the GRASPINNO project and the basic functions used in e-GPP are offered in this section.



Picture 24: e-GPP tool "About" page

2.12 Logout from the e-GPP tool and return to DB Admin

By selecting the Logout button, the user exits from the e-GPP tool. By selecting the Admin button, the user returns to the DB Admin application.



Picture 25: Logout from the e-GPP tool