



# CNH Industrial Global Contracting Tender Portal

Instructions to Access CNH  
Industrial's Portal for Logistic  
Services Providers

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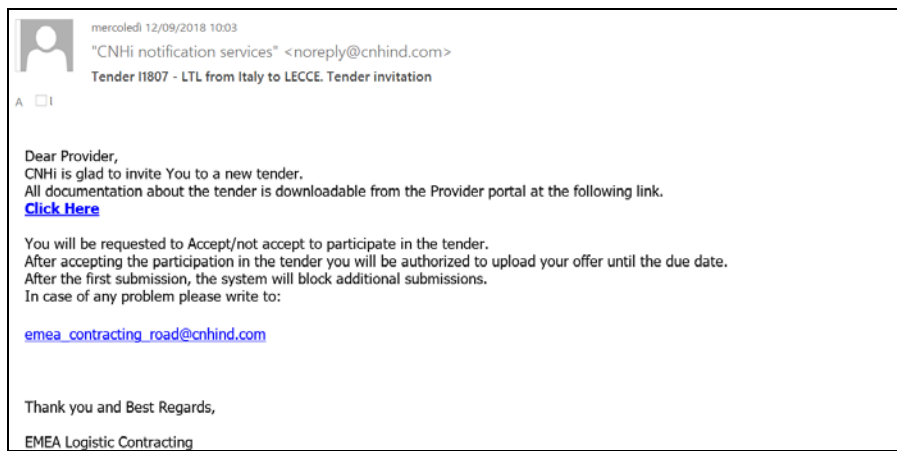
## Contents

### Purposes of the document

- Explain CNH Industrial's EMEA Contracting Tender Portal;
- Provide instructions on the bid steps to be performed by a provider;

### 1. Bid invitation

Bid starts with reception of an e-mail with theng content. Email address receiving the bid invite has to be agreed with reference in CNH Industrial.



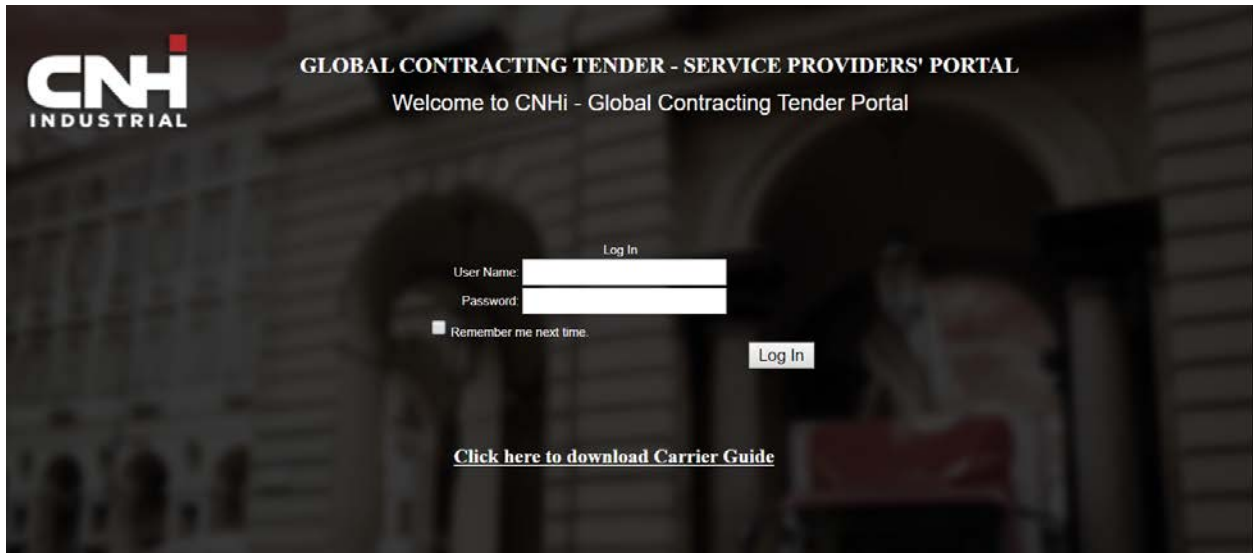
The e-mail is the official invite to attend as bidder in transportation or logistics services tender. The provider is **requested** to click on the link "Click Here" showed in the e-mail content to login in the portal and check the bid content (documentation, form to be filled and any other possible attachment).

The link will open a browser page to the below address.  
<https://mstr.cnhind.com/ProcurementTool/Login.aspx?>

### 2. Portal login

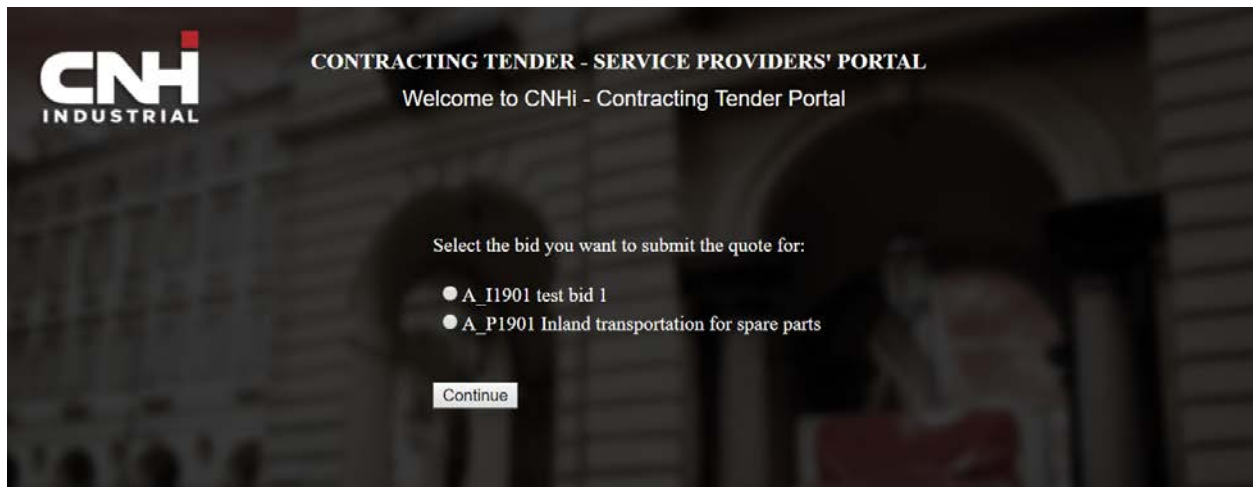
It is possible to login on the application using the account provided by CNHi. To request credential or if credentials were lost, please write to the **email address showed in the tender invitation email** (preferred option), or to the generic email address [emea\\_contracting\\_road@cnhind.com](mailto:emea_contracting_road@cnhind.com)

explaining the problem. Account expires each 90 days. If you wrongly type password more than five times in a row the portal will disable your account for the next 5 minutes.



### 3. Bid selection

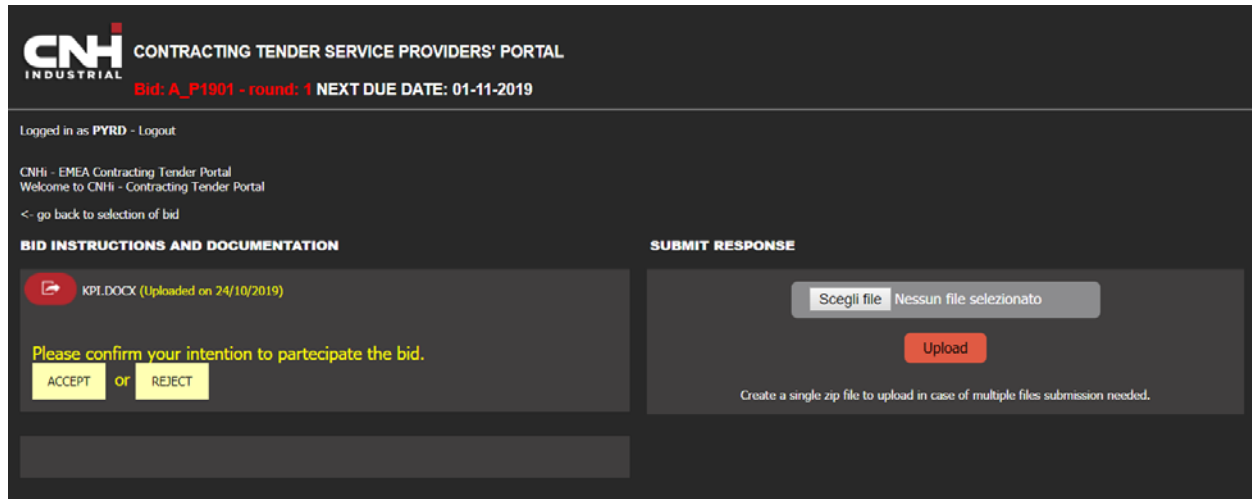
CNH Industrial can operate on multiple bids at the same time. Every open bid where provider is invited will be listed in the first screen after login. Provider is required to select the bid of interest and click "Continue".



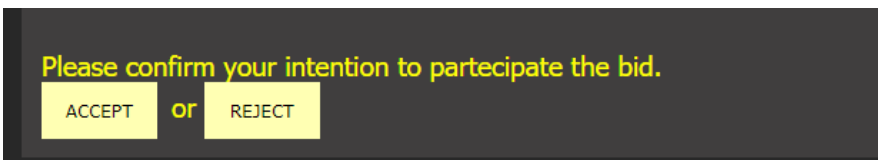
### 4. Bid screen

The portal will be opened in the main screen of the bid; this panel allows to:

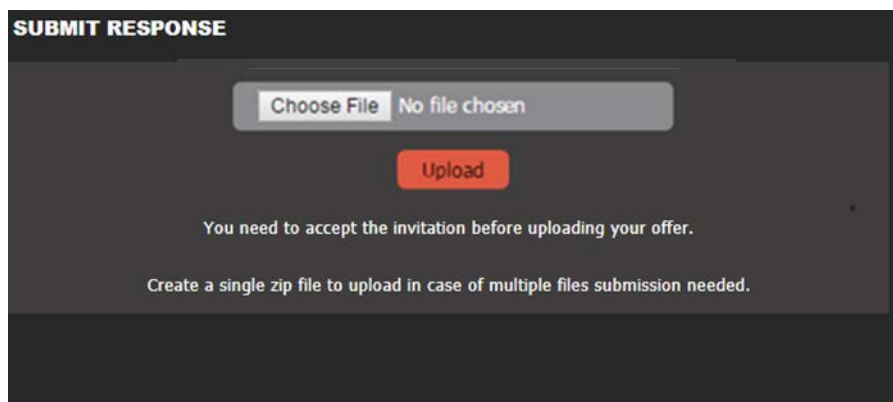
- check the status of the bid previously selected
- verify the due date for the quotation of the running round
- download any of the document CNH Industrial provided
- submit the offer



As initial step it is needed to check the bid document and decide if to accept or reject participation.

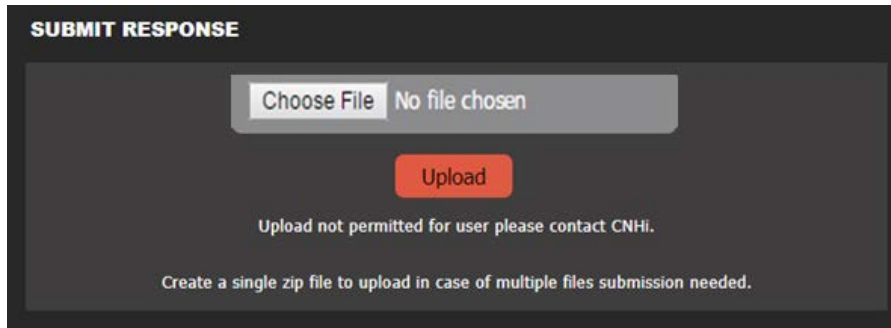


If provider does not click on “Accept” to participate the bid, the portal will not allow to submit any offer on this tender.



## 5. Bid response submit

Provider is allowed to submit offers after accepting participation and before expiration of due date for the current round (indicated on the top of the page). Offer submission will be processed by uploading the offer documents in the portal, through function on the right of the screen “Submit Response”, by the “Upload” button.

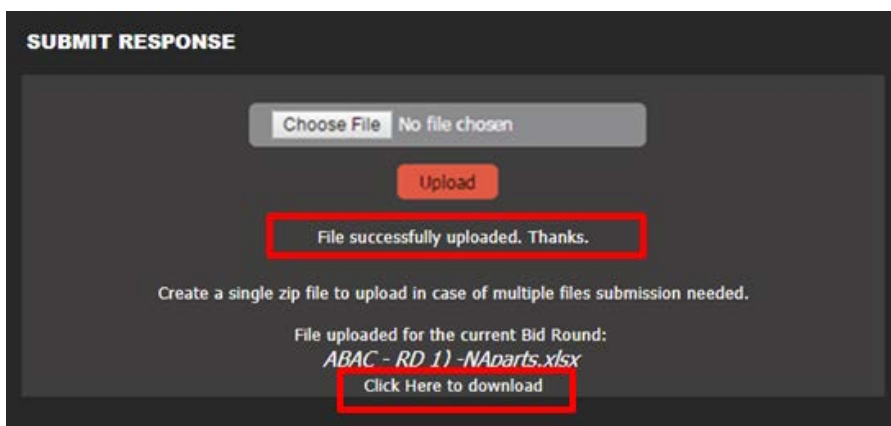


When uploading an offer Provider needs to bear in mind the following:

- One single file can be uploaded. In case of multiple files please use a .zip archive.
- File has to be smaller than 10MB

How to submit an offer:

- 1 Click on “**Choose File**”;
- 2 Select the file (or the folder), navigating to the folder location where the file to be uploaded is saved on local disk;
- 3 File name will be displayed in the box;
- 4 Click on “**Upload**”;
- 5 Wait page refresh without closing the browser window;
- 6 Ensure to visualize following text “**File successfully uploaded. Thanks**” as shown in below picture.
- 7 In case the provider needs to double check the file submitted, it is possible to download it by clicking on link “**Click here to download**” as shown in below picture.



After any submission, the portal will automatically block the provider from the uploading of a new file for the current round. This to guarantee that the offer in the CNH Industrial's hands is the more recent one. In case provider need to upload a reviewed version of the offer for the same round, provider need to contact the CNH Industrial's Buyer which is managing the tender and the provider will be allowed to submit a new offer.

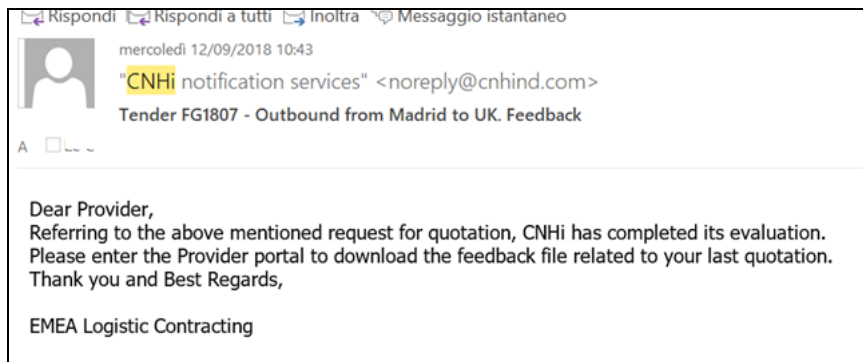
In case message shown by portal is "**Upload not permitted**", root causes are:

- Tender round is expired;
- Offer for the specific bid was already loaded by provider in the portal;

For any explanation in this case please contact CNH Industrial.

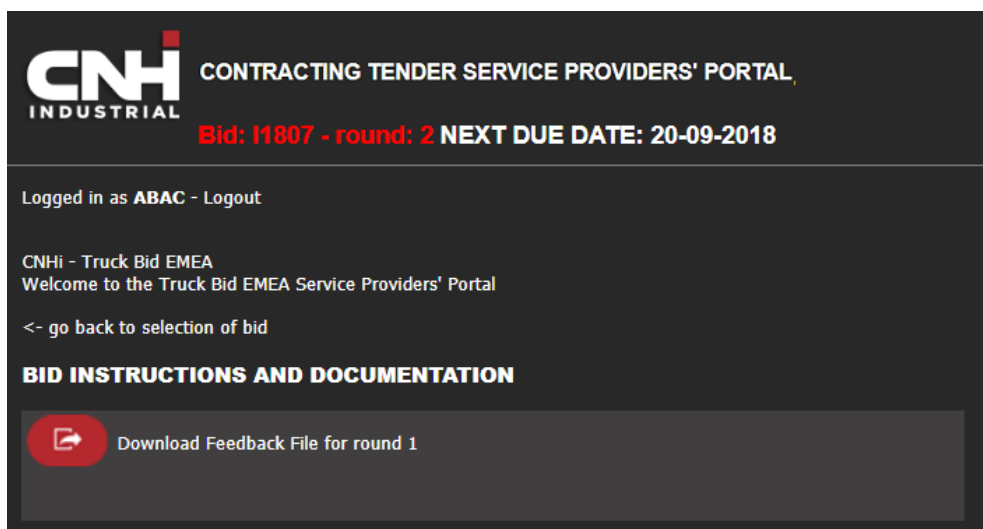
## 6. Feedback reception and following rounds

After CNH Industrial review, Provider will receive the following e-mail message.



Provider is therefore allowed to attend next round.

For each closed round CNH Industrial will provide a "**Feedback File**", available in the portal documentation. The file will be available until the "**Next due date**" showed in the portal.



In this new round, it is required to upload a new version of the offer in the same way of the previous rounds.

Provider will be allowed to upload a new version of the offer, following the same process described in this document, point 5.

## 7. Bid closure

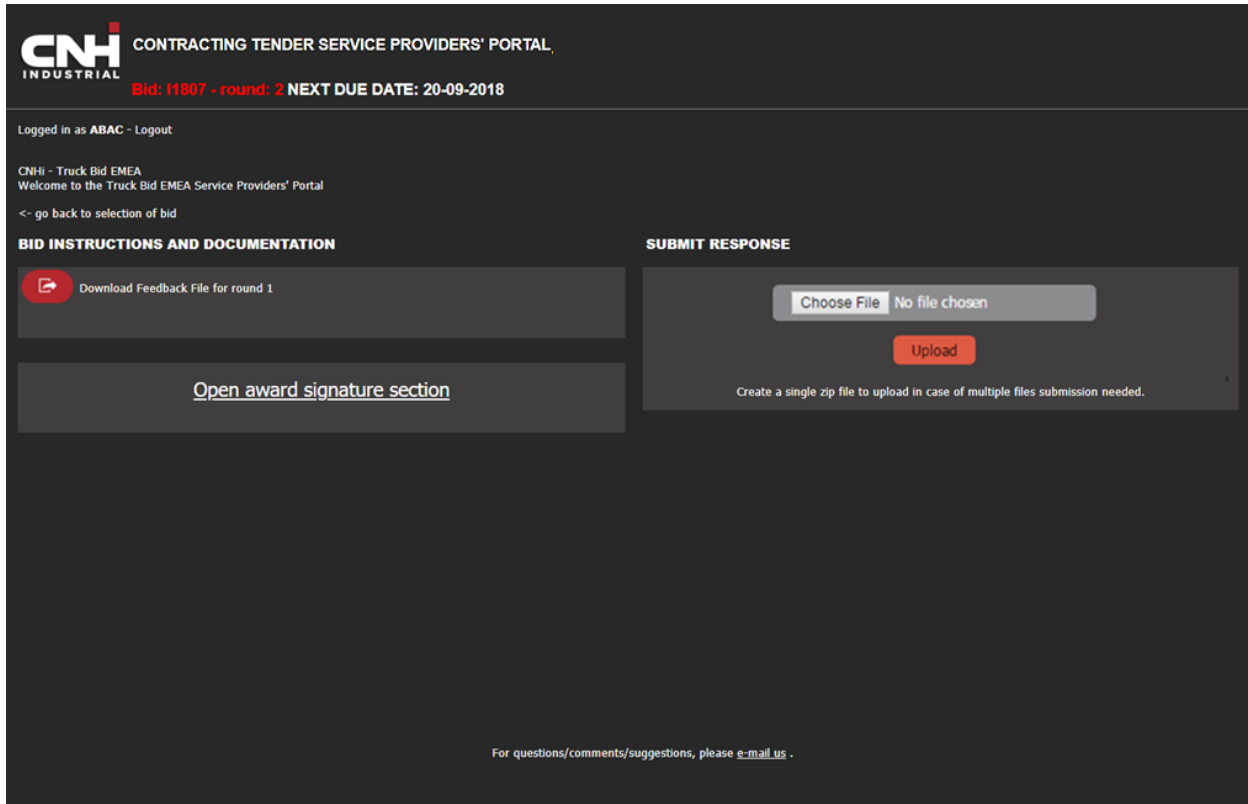
A tender may have one or more rounds. At the tender closure, you can receive one of the following e-mail communication:

1. **Award:** you have been selected for the service
2. **Business Termination:** you are the actual provider, but you have not been selected for the service.
3. **Not Award:** you have not been selected for the service

In each case Provider will receive an email notification, but only case (1) and (2) will require the Provider to perform further action in the portal for contract signature.

### 7.1 AWARD

In case of award a dedicated function accessible through the link “**Open award signature section**” will be enabled.

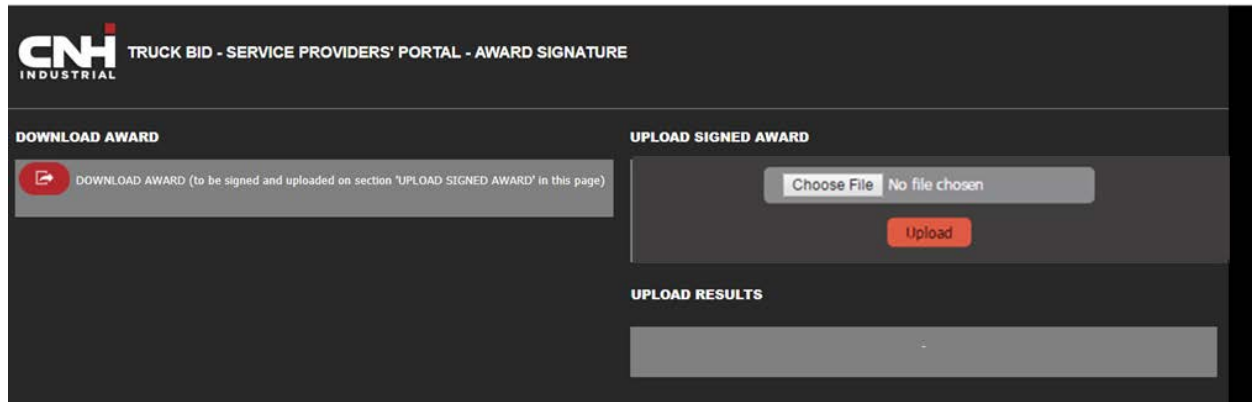


The screenshot shows the CNH Industrial Contracting Tender Service Providers' Portal interface. At the top left, the CNH Industrial logo is displayed next to the text "CONTRACTING TENDER SERVICE PROVIDERS' PORTAL". Below this, the bid information "Bid: I1807 - round: 2 NEXT DUE DATE: 20-09-2018" is shown. The user is logged in as "ABAC" with a "Logout" link. The main content area is divided into two sections: "BID INSTRUCTIONS AND DOCUMENTATION" and "SUBMIT RESPONSE". Under "BID INSTRUCTIONS AND DOCUMENTATION", there is a button labeled "Download Feedback File for round 1" and a link labeled "Open award signature section". Under "SUBMIT RESPONSE", there is a "Choose File" button, a "No file chosen" status, and an "Upload" button. Below the "Upload" button, a note states: "Create a single zip file to upload in case of multiple files submission needed." At the bottom of the page, a footer text reads: "For questions/comments/suggestions, please e-mail us ."

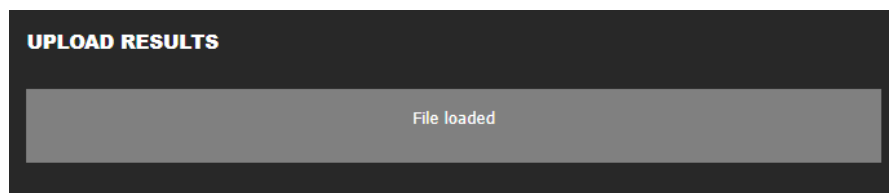


By clicking on the link a new window will be opened and the Provider will be enabled to:

1. **“Download award”** (left side of the page) where to download the contract to be printed and signed
2. Submit contract signed copy (right side of the page: **“Browse file”** and then **“Upload”**)



The screen will refresh, Provider is required to wait the “File Loaded” confirmation as shown in below picture without closing the window.




## 7.2 BUSINESS TERMINATION

In case of business termination the link will show as **“Open business termination Signature Section”**. Provider will be requested to download the document in which will be reported all information about the current agreement ends. Provider is requested to sign the document for acceptance and upload it again in the portal following the above described upload procedure.

Logged in as ABAC - Logout

CNH - Truck Bid EMEA  
Welcome to the Truck Bid EMEA Service Providers' Portal  
<- go back to selection of bid

**BID INSTRUCTIONS AND DOCUMENTATION**

 Download Feedback File for round 1

[Open business termination signature section](#)

**SUBMIT RESPONSE**

Scegli file Nessun file selezionato

Upload

Create a single zip file to upload in case of multiple files submission needed.