



Completing the EPS in TESS

Information for Service Providers

IKEA Transport

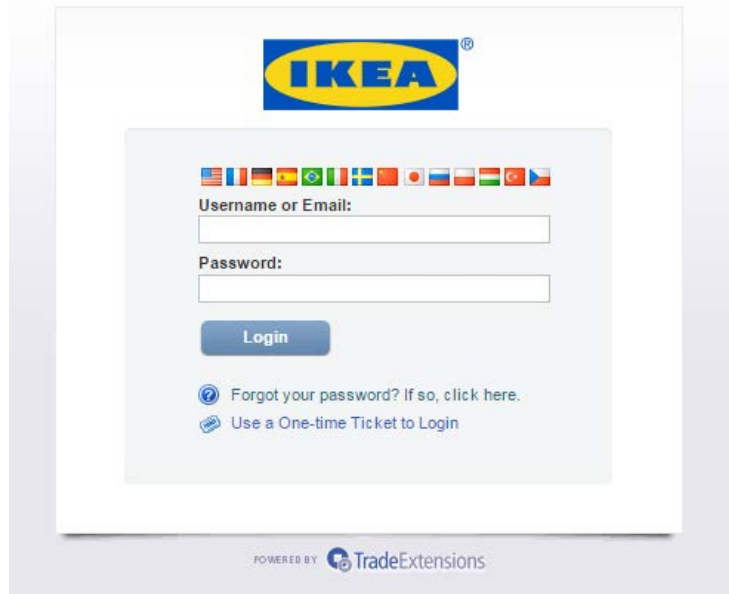


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Logging in to Trade Extensions Sourcing Service

Go to <https://ikea.tradeext.com>. The login page will appear:



The page will be displayed in the language of your browser. To change the language, click on the corresponding flag icon.

If this is your first time logging in, click the “Use a One-time Ticket to Login” link and use the login details sent in the invitation email.

The login ticket can only be used once, and you will be given the option to set a permanent password for subsequent logins.

Enter your user name and the One-time Ticket you have received in your email. The ticket is valid for one (1) login.





Username or Email:

One-time Ticket:

Login

Forgot your password? If so, click here.

Login with Password

POWERED BY  TradeExtensions

First-time users will be asked to review and update personal contact information.
Please complete this information to facilitate communication using the TESS platform.

 Personal Information

First name:

John

Last Name:

Smith

E-mail address:

john.smith@company.demo

Phone:

Fax:

Mobile:

Street:

Zip code:

City:

State:

Country:

Save

Personal/company data policy

The data is gathered to facilitate communication, it will be treated with confidentiality and will not be distributed to third parties.

Project Overview

After logging in you will be brought to the Home Screen where you will see current projects and their phases.

Welcome Demo Account

**Your Account Information**
Click here to view and edit your account information (email address etc.)

**Your Organization Information**
Click here to view and edit the information about your organization.

**Change Your Password**
Click here to enter a new password

Your Projects

Project	Information	Phase	Status	Start Time *	Closing Time *
 EPS 2017 DEMO		Annual EPS 2017	 View information	Jan 16, 2017 10:46 AM	Apr 1, 2017 8:00 AM

* All times are displayed in your current time zone: *Central European Time*

From this screen you can always check and update Your Account Information, Your Organization Information (and see who else from your own organization has a TESS account) and Change your Password.

In the “your Projects” area you can see which is your current status as well as phase and starting/closing times.

Select the project “EPS (year)” to proceed.

Confirm Project Information Documents

The first time you enter the project you must first download and read the required information documents.

When you open the project by clicking its name, you will be brought to the following page:

Project Overview [EPS 2017 DEMO]

You are required to download and read the information documents.
1. Click the link below to view and download the information documents.
2. When you have read the information documents, tick the checkbox below to confirm that you have read them.

 [Click here to download the information documents.](#)

☐ I confirm that I have read and understood all of the information documents.

 [Participate](#)  [Decline](#)

* All times are displayed in your current time zone: *Central European Time*

To continue, you must download the documents by clicking the links from this screen:

Project Information Documents

Project Information Documents		 Back		
Name	Downloaded	Size	Description	Last modified
 EPS 2017 Introduction and Content.pptx	☐	477 kB		Jan 20, 2017 2:35:54 PM GMT+02:00
 EPS Supporting Guide 2017.pdf	☐	588 kB		Jan 20, 2017 2:35:54 PM GMT+02:00
▼ 30 Items 1 to 2 of 2		Previous		Next

After you have downloaded and read the documents, go back to the previous page and check the box stating that you have read them and click the green “Participate” button to proceed to the EPS:

Project Overview [EPS 2017 DEMO]

You are required to download and read the information documents.
1. Click the link below to view and download the information documents.
2. When you have read the information documents, tick the checkbox below to confirm that you have read them.

 [Click here to download the information documents.](#)

☐ I confirm that I have read and understood all of the information documents.

 [Participate](#)  [Decline](#)

Complete the EPS Form

The project overview will display a list of required actions and their status.

Project Overview [EPS 2017 DEMO]

Review the mandatory actions below and complete them before **Apr 1, 2017 8:00:00 AM**

Required Actions	Status	Completed on
 EPS 2017 Form (required) Go	 Not OK	
 Download Score Summary Go	 Not Yet Completed	

 You confirmed that you have read the information documents and will only take part in the project if you agree to the terms contained there.
 Confirmation date: Jan 20, 2017 1:36:58 PM

* All times are displayed in your current time zone: Central European Time

Mandatory tasks are marked as “required” in red text.

The EPS procedure is split into separate tasks:

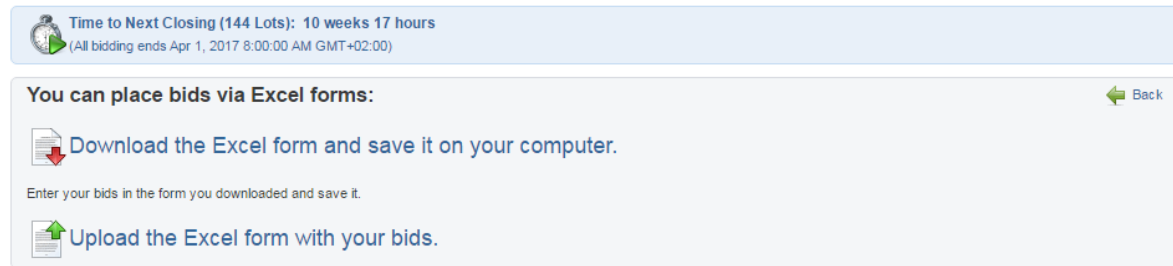
- ⇒ EPS Form
- ⇒ Download Score Summary

Status: incomplete mandatory tasks will have a status of “Not OK” and incomplete non-mandatory task will have a status of “Not Yet Completed.”

To respond to the EPS survey, click the link or the “Go” button next to the section(s) that are required for you.

The page to download the form will appear:

Your Bidding in Phase [Annual EPS 2017]



Time to Next Closing (144 Lots): 10 weeks 17 hours
(All bidding ends Apr 1, 2017 8:00:00 AM GMT+02:00)

You can place bids via Excel forms: [Back](#)

 [Download the Excel form and save it on your computer.](#)

Enter your bids in the form you downloaded and save it.

 [Upload the Excel form with your bids.](#)

Click on "Download the Excel form and save it on your computer." Save the Excel file locally where you can find it. You can now logout, if you prefer, and complete the form offline.

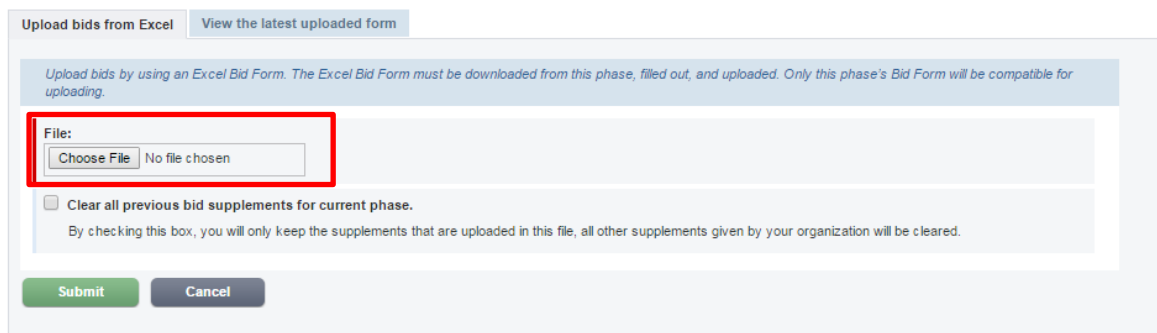
Open the EPS form and enter your responses (on your local computer).

Save the Excel file where you can find it (on your local computer).

Click "Upload the Excel form with your bids." in TESS.

If you have logged out or been logged out due to inactivity, you need to log in again and re-navigate to the EPS form page.

Upload Bids for Task [EPS 2017 Form] for Organization [Demo Account]



Upload bids from Excel [View the latest uploaded form](#)

Upload bids by using an Excel Bid Form. The Excel Bid Form must be downloaded from this phase, filled out, and uploaded. Only this phase's Bid Form will be compatible for uploading.

File:
[Choose File](#) No file chosen

☐ Clear all previous bid supplements for current phase.
By checking this box, you will only keep the supplements that are uploaded in this file, all other supplements given by your organization will be cleared.

[Submit](#) [Cancel](#)

Click on "Choose File" and select the Excel file with your responses. Make sure to select the one you have filled in and saved.

Leave the checkbox for "Clear all previous bid supplements for current phase" empty.

Click on the “Submit” button. Your responses will now be uploaded and analyzed. If the form has been filled in correctly, the following screen will appear:

Your Bidding in Phase [Annual EPS 2017]

Documents | Review submitted bid forms | **Latest bid submission receipt** | [Back](#)

Keeping Track Of Your Bidding
Print this page and keep it as a reference and use it when you communicate with this project's management or support.

Bids Successfully Submitted
6 bids were successfully submitted in phase [Annual EPS 2017] of project [EPS 2017 DEMO].

Submitted Bid Supplements: 0
Bids submitted: 6
Ignored duplicate bids: 0

Project/Phase: EPS 2017 DEMO/Annual EPS 2017
Organization: Demo Account
Bidder: Demo Account/Demo Account
Time: Jan 20, 2017 2:46:55 PM GMT+02:00
Unique receipt identifier: 209333960/9219595389176872180

This is the file you have uploaded.
[Bid Form-EPS2017DEM-AnnualEPS2-DemoAccount-0120171446.48.xls](#)

Ok

If the EPS form has not been filled in correctly, an error message will be displayed and the submitted form can be downloaded with additional information describing the error(s), and the EPS responses will not be uploaded.

Your Bidding in Phase [Annual EPS 2017]

Documents | Review submitted bid forms | **Latest bid submission receipt** | [Back](#)

Keeping Track Of Your Bidding
Print this page and keep it as a reference and use it when you communicate with this project's management or support.

You have encountered errors during submission. Download this marked up file.
You will find a sheet named ERRORS AND WARNINGS, where all errors will be listed.

[Rejected Bid Form-EPS2017DEM-AnnualEPS2-DemoAccount-0120171446.07.xls](#)
» No bids were uploaded.
» The submitted file is either incomplete or it contains invalid bids.
» L6 Emissions Equivalent: Incompletely/incorrectly filled in. Please add/adjust information where required.

No Bids Were Submitted
No bids were found in this submission.

Submitted Bid Supplements: 0
Bids submitted: 0
Ignored duplicate bids: 0

Project/Phase: EPS 2017 DEMO/Annual EPS 2017
Organization: Demo Account
Bidder: Demo Account/Demo Account
Time: Jan 20, 2017 2:46:13 PM GMT+02:00

You have encountered errors during submission. Download this marked up file. You will find a sheet named ERRORS AND WARNINGS, where all errors will be listed.
[Rejected Bid Form-EPS2017DEM-AnnualEPS2-DemoAccount-0120171446.07.xls](#)

Ok

By pressing “OK” you will come back to the main project page.

If the EPS form has been correctly filled in, the task status will have changed to “OK” and the completion date will be displayed.

Viewing Your Score

After completing all required sections for the EPS, you can see your score by downloading the form in “Download Score Summary”:

Project Overview [EPS 2017 DEMO]

Review the mandatory actions below and complete them before **Apr 1, 2017 8:00:00 AM**

Required Actions	Status	Completed on
EPS 2017 Form (required) Go	😊 OK	Jan 20, 2017 1:46:48 PM
Download Score Summary Go	😞 Not Yet Completed	

You confirmed that you have read the information documents and will only take part in the project if you agree to the terms contained there.
Confirmation date: Jan 20, 2017 1:36:58 PM

* All times are displayed in your current time zone: *Central European Time*

This will show you your score for all possible sections of the EPS (not applicable sections will show a score of 0):



ENVIRONMENTAL PERFORMANCE SURVEY SCORE SUMMARY

I have downloaded my score summary.
[Please re-upload after confirming.]

Please confirm download of score summary and re-upload your form

GENERAL SECTION	Demo Land	Max	Min	%
G2. Environmental mgmt system	5	20	0	25%
G3. Annual environmental report	0	20	0	0%
G4. Green freight initiatives	0	15	0	0%
G5. Environmental working group	0	20	0	0%
G6. Criteria Subcontractors	20	20	0	100%
G7. Renewable Energy	20	100	0	20%
General Section TOTAL	45	195	40	23%

LAND SECTION	Overall Score	Max	Min	%	DEMO LAND
L1. Fuel & Perf mgmt systems	25	115	0	22%	25
L1.1 Fuel type	10	80	0	13%	10
L1.2 Fuel Consumption Monitoring	15	35	0	43%	15
L2. Info tech systems	40	140	0	29%	40
L2.1 Planning tools	20	60	0	33%	20
L2.2 Vehicle telematics	20	80	0	25%	20
L3. Driver behaviour	70	100	0	70%	70
L3.1 Fuel Efficiency Driver Training	50	50	0	100%	50
L3.2 Speed Restrictions	10	30	0	33%	10
L3.3 Idling Time	10	20	0	50%	10
L4. Vehicle specifications	110	140	0	79%	110
L4.1 Engine characteristics – Friction reduction	20	20	0	100%	20
L4.2 Improving Aerodynamics	50	50	0	100%	50
L4.3 Tyres – Low Rolling Resistance	20	50	0	40%	20
L4.4 Tyres – Pressure Monitoring System	20	20	0	100%	20
L5. Vehicle maintenance	30	30	0	100%	30
L6. Emissions equivalent	50	50	0	100%	50
Land section TOTAL	325	575	155	57%	325

Note that if you download your score summary immediately after uploading your EPS form, the score may be blank. Please allow the system a few moments to calculate your score.

After downloading your score, please use the yellow cells at the top of the form to confirm that you have checked your score, and re-upload the form to TESS.

Upload Evidence Documents

Each section of the EPS requests evidence documents to support your responses.

To submit these documents, navigate to the “My Documents” section through the menu on the left side of the overview page.

From the “My Documents” page, click “Add File” and upload each document that is required according to the EPS instructions:



You can upload here all the requested evidence:

Add Document

Browse for the file you want to add in your local file system.
If you want to give the file a new name, then write the new name in the name input field.
If you leave the name field empty, the name from your local file system will be retained.
You can also enter a description for the document.

File 1:

 Add extra File Upload

☐ Extract zipped files
Extracts files when a zip archive is uploaded

Description:

Browse and select the file you want to upload. To upload multiple documents at once, use the “+ Add extra File Upload”. Please name your evidence documents according to the corresponding EPS question.

When uploading your documents please consider the following:

- ➔ Files related to different requested evidences (e.g. G6 procedure + G6 example), questions (e.g. G2 environmental action plan + G7 energy bill) or company (e.g. L1.2 fuel consumption report of own company + L1.2 fuel consumption report of Subcontractor 1) should be uploaded individually by using the function “add extra file upload” or, if zipped, by checking the function “extract zipped file”.
- ➔ Files related to the same requested evidence, question and company (e.g. the Environmental Improvement plan for your own company, requested as evidence for the question G2, is composed by two or more files that together make “one” evidence) shall be zipped and uploaded as a single document, in this case the function “extract zipped file” should NOT be checked.

Click on “submit” to complete the uploading.

All the uploaded files will be visible in the list of documents as shown below:

Documents In [EPS 2017 DEMO]

Documents In [EPS 2017 DEMO] Back				
Add file Delete Download				
	Name	Size	Date	Description
1	☐ G1 Evidence Document.xlsx	7,987 B	Jan 20, 2017 3:06:15 PM GMT+02:00	00m 13s
2	☐ L6 Evidence Document.xlsx	7,989 B	Jan 20, 2017 3:06:15 PM GMT+02:00	00m 13s
30 Items 1 to 2 of 2 Previous Next				

To delete an old or incorrect evidence document, use the check boxes next to the document name to select the document(s) and click “delete” in the menu bar.

How to Contact Project Management

From the project main page, click the “Ask a Question/FAQ” link in the menu to the left:

Project Overview [EPS 2017 DEMO]

Review the mandatory actions below and complete them before **Apr 1, 2017 8:00:00 AM**

Required Actions	Status	Completed on
 EPS 2017 Form (required) Go	😊 OK	Jan 20, 2017 1:46:48 PM
 Download Score Summary Go	😞 Not Yet Completed	

 You confirmed that you have read the information documents and will only take part in the project if you agree to the terms contained there.
Confirmation date: Jan 20, 2017 1:36:58 PM

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The FAQ page will be opened:

Frequently Asked Questions (FAQ) [Back](#)

Question	Reply	Last Edited
G3 Annual environmental report is enough to cover this question?	No, it isn't enough. A Sustainability report has a wider scope, it ...	Dec 29, 2015 7:12:16 PM

[Ask new question](#) [Download FAQ](#)

* All times are displayed in your current time zone: Central European Time

The FAQ page contains a list of questions that have been asked to project management and their answers. Any questions with new answers will be marked with a yellow star.

To open an existing FAQ, click on the question. To download all the existing FAQs, click on “download FAQ”

Before submitting a new question, please check the existing FAQs to see if you can find the information that you are looking for.

To ask a new question, click the “Ask a new question” button:



Frequently Asked Questions (FAQ) [Back](#)

Question	Reply	Last Edited
Test Service Provider Question ★ How do service providers ask questions?	Submit an FAQ!	Aug 21, 2015 4:10:11 PM

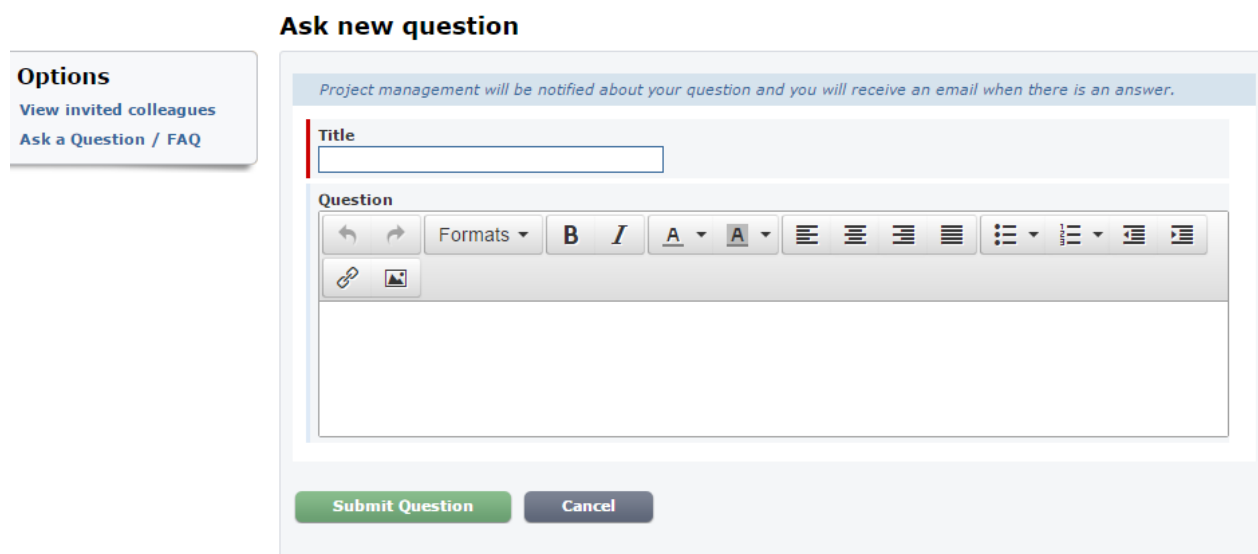
Ask new question **Download FAQ**

* All times are displayed in your current time zone: Central European Summer Time

This will open the new question page, where you can title and write your message.

Be specific when giving a title to your question: use titles like “G5”, “L1.2” (when your question is about a specific EPS question), or mentioning other specific topics, like “minimum score”, “TESS password”, etc...

Conversely, do not use general titles like “EPS” or “question”.



Ask new question

Project management will be notified about your question and you will receive an email when there is an answer.

Title

Question

Rich text editor toolbar: Undo, Redo, Format, Bold, Italic, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Image.

Submit Question **Cancel**

Click the “Submit Question” button to send the message.

You will be informed by e-mail as soon as your answer is answered.