

供应商开发  
采购

2019

# 关于在“专用区域” 自行注册和在**C2S**平 台订阅的指导手册

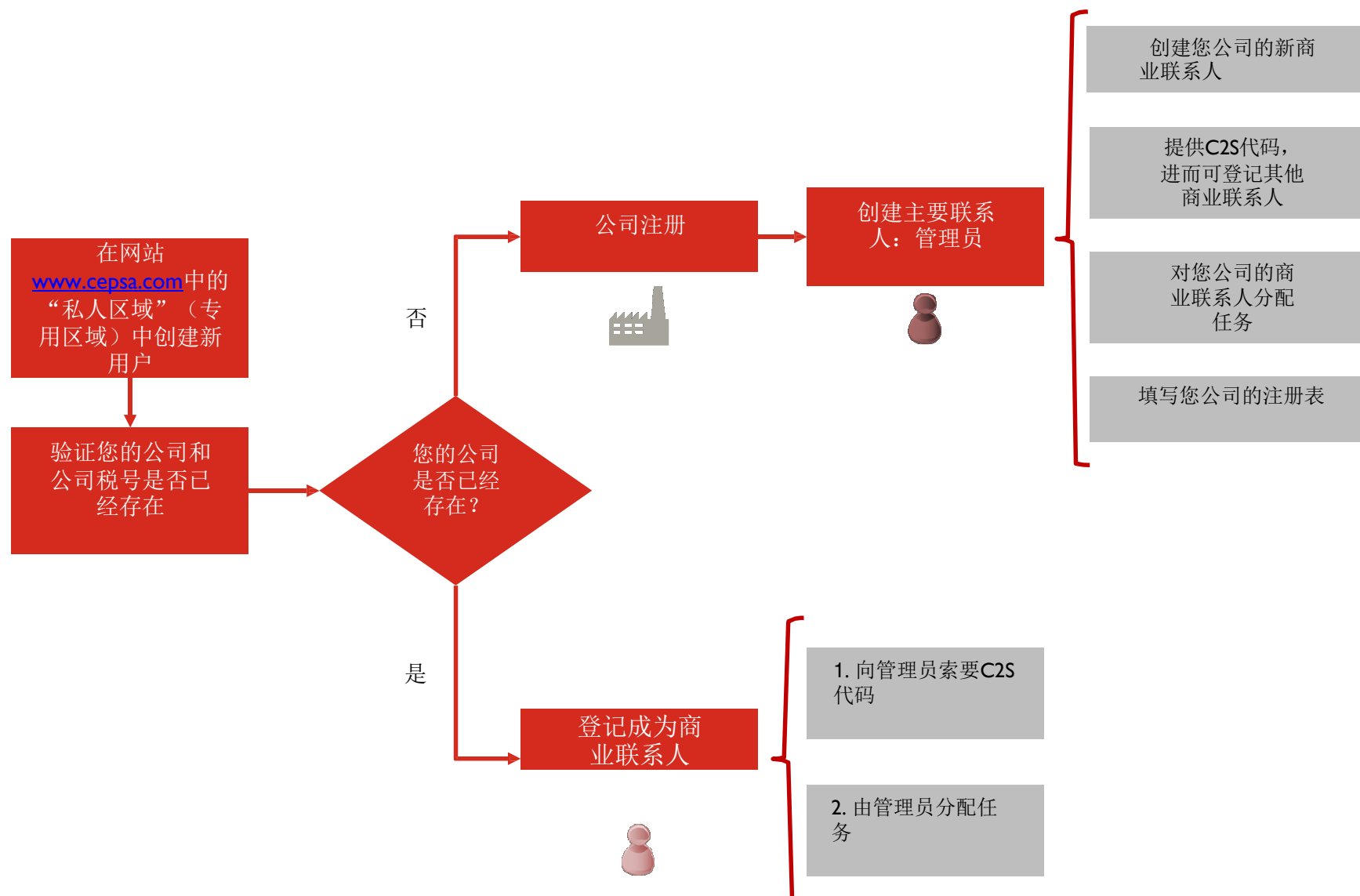


# 目录

- 公司与管理员的自行注册
- 自行注册为商业联系人
- 访问C2S平台
- 帮助台
- 注册与认证表



## 在C2S平台中的自行注册与订阅的流程图





# 公司与管理员的自行注册



如果您还没有账户，请登陆网站 <https://www.cepsa.com/en/login>，在“Private Area”中创建一个新账户。

A screenshot of the CEPSA login page. The background is a night-time photograph of a city skyline with a prominent skyscraper. The CEPSA logo is in the top left corner. On the right, there is a white login box. Inside the box, the text "Log in" is at the top. Below it is a link "DON'T HAVE AN ACCOUNT?" enclosed in a green rectangular border. Underneath are two input fields: "User name" and "Password". Below the password field is a link "HAVE YOU FORGOTTEN YOUR USER OR PASSWORD?". At the bottom of the box is a large red button with the text "LOG IN" in white.

**CEPSA**

Log in

[DON'T HAVE AN ACCOUNT?](#)

User name

User name

Password

Password

[HAVE YOU FORGOTTEN YOUR USER OR  
PASSWORD?](#)

**LOG IN**



填完所有字段后，点击“发送”。您将收到一封邮件，其中提供了一个链接用于激活您的新账户。

Create your account

[I ALREADY HAVE AN ACCOUNT](#)

COMPLETE THE FOLLOWING FORM

PERSONAL INFORMATION

E-MAIL

E-Mail

CONFIRM YOUR E-MAIL

Write your email again

NAME

Name

SURNAME

Surname

SECOND SURNAME (OPTIONAL)

Second surname


☐ I'm not a robot


reCAPTCHA  
Privacy - Terms


☐ Accept the Privacy Policy

CONTINUE





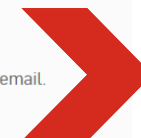




Completed registration

Your request has been completed successfully. Please, check your email, and your spam, in search of our confirmation email.

[ACCESS TO MY RESERVED AREA](#)



电话：902 090 419  
[atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)

账户通过验证后，新用户即在“私人区域”中创建成功。



您成功注册为专用区域用户后，将显示一条确认信息；点击“返回私人主页”以继续。



Email address verified correctly

Your request has been successfully completed.

[Access my Reserved Area](#)

电话：902 090 419

[atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)



## 订阅C2S – CEPSA采购与供应商服务



MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

THIS SECTION IS AVAILABLE IN  
OTHER LANGUAGES

ENGLISH

PORTUGUÊS  
(BR)

FRANÇAIS

ESPAÑOL

## SERVICES REGISTRATION

This is the list of services offered by CEPSA. In each you will be asked for specific information for the service you wish to subscribe

## PURCHASING

REGISTER IN CEPSA SOURCING & SUPPLIERS

 REGISTER





系统将验证您的公司是否已注册。

- 如果尚未注册：选项1
- 如果已经注册：选项2

MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

## CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP

Verify if your company is already registered

NATIONALITY OF YOUR COMPANY

Select an option

TAX IDENTIFICATION NUMBER OF YOUR COMPANY ⓘ

Tax identification number of your company

Customer Service Helpdesk: +34 902 090 419 / [atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)

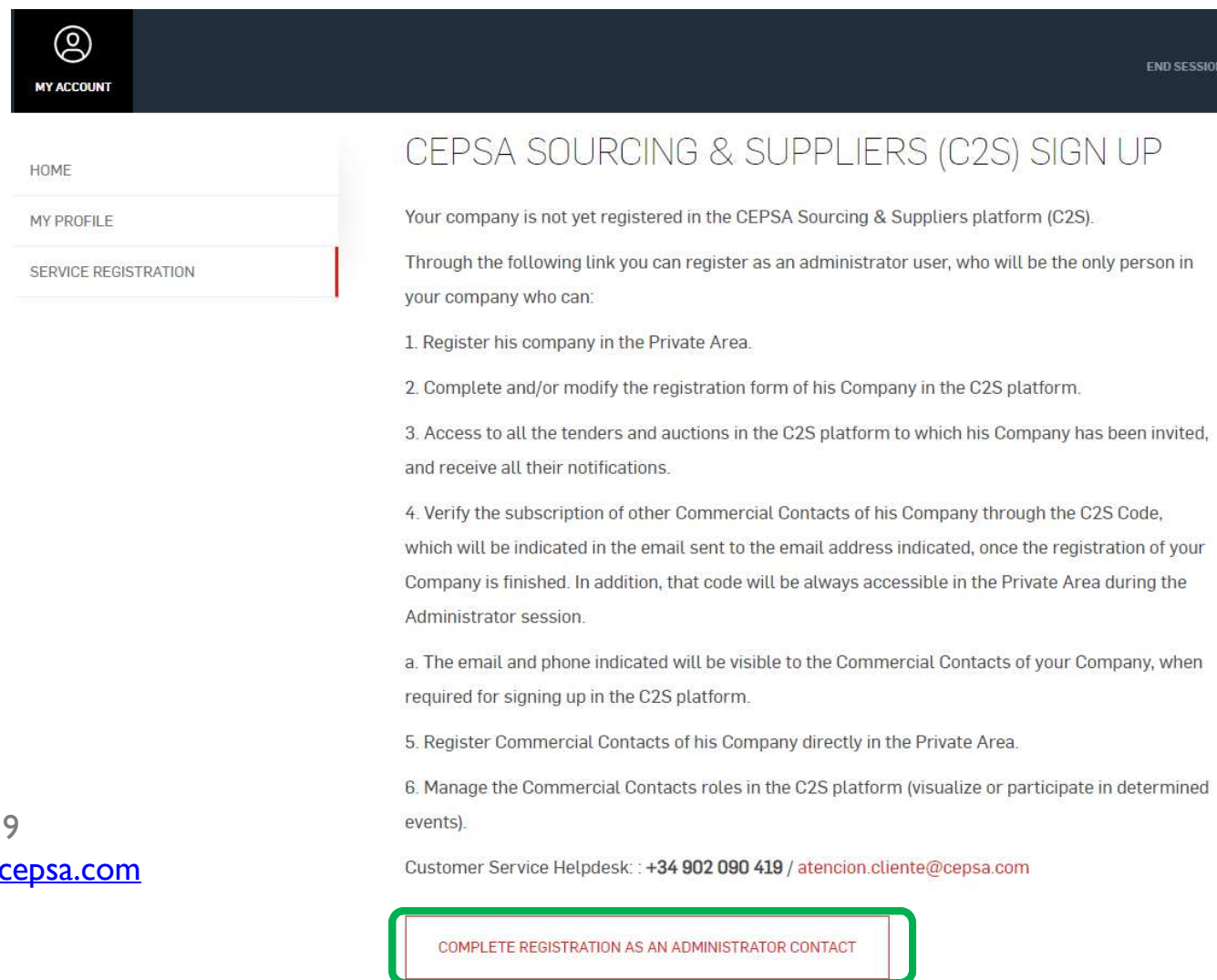
CONTINUE

电话：902 090 419  
[atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)



1

如果您的公司尚未注册：将显示下列信息；点击“完成注册为管理员联系人”以继续。



MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICE REGISTRATION

## CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP

Your company is not yet registered in the CEPSA Sourcing & Suppliers platform (C2S).

Through the following link you can register as an administrator user, who will be the only person in your company who can:

1. Register his company in the Private Area.
2. Complete and/or modify the registration form of his Company in the C2S platform.
3. Access to all the tenders and auctions in the C2S platform to which his Company has been invited, and receive all their notifications.
4. Verify the subscription of other Commercial Contacts of his Company through the C2S Code, which will be indicated in the email sent to the email address indicated, once the registration of your Company is finished. In addition, that code will be always accessible in the Private Area during the Administrator session.
  - a. The email and phone indicated will be visible to the Commercial Contacts of your Company, when required for signing up in the C2S platform.
5. Register Commercial Contacts of his Company directly in the Private Area.
6. Manage the Commercial Contacts roles in the C2S platform (visualize or participate in determined events).

Customer Service Helpdesk : **+34 902 090 419** / [atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)

COMPLETE REGISTRATION AS AN ADMINISTRATOR CONTACT

电话：902 090 419

[atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)

1

如果您的公司尚未注册：请填写所有字段并检查所填信息是否正确。

  
MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

## REGISTRATION IN CEPSA SOURCING & SUPPLIERS (C2S) - COMPANY REGISTRATION

### Company data

COMPANY'S SOCIAL DENOMINATION

COUNTRY OF RESIDENCE (OF THE COMPANY)

SPAIN

1 如果您的公司尚未注册：注册成功。



## Registration has been completed successfully

We confirm that you have registered your Company correctly. In order to be a valid Cepsa supplier you need to complete the questionnaire in Cepsa SUPPLIERS. Access here: [C2S Access](#) and access to Cepsa SUPPLIERS Section.

We have now sent you an email with the C2S Code that the Commercial Contacts of your company will need in order to register. You can also register them yourself directly via this link: [Register Commercial Contact](#).

### Suppliers Helpdesk

Tel: +34 91 426 4910

Mail: [cepsasuppliers@cepsa.net](mailto:cepsasuppliers@cepsa.net)

- 点击选项“进入供应商专用区域”，您将发现**C2S Access** 采购与供应商按钮。
- 点击选项“注册您公司的商业联系人”，您就可创建另一个联系人，但该联系人必须具有一个在专用区域中已创建的用户名。

- 
- 2 如果您的公司已经注册：进入“自行注册为商业联系人”部分。



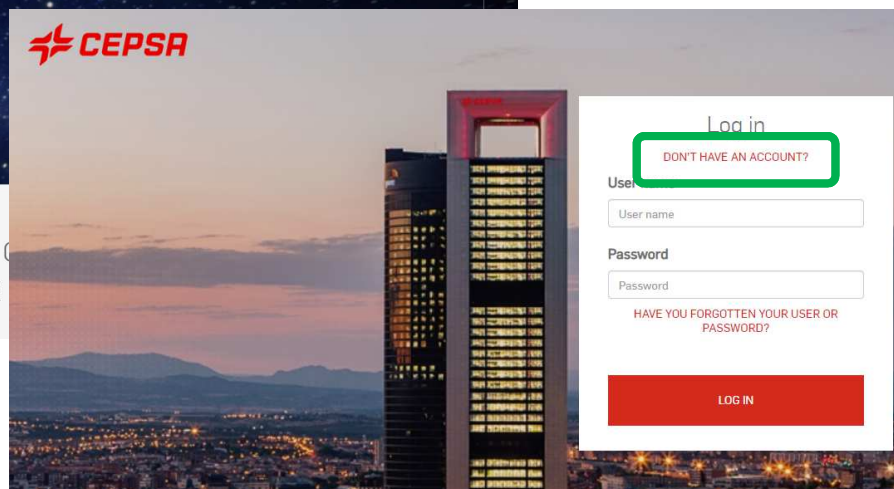
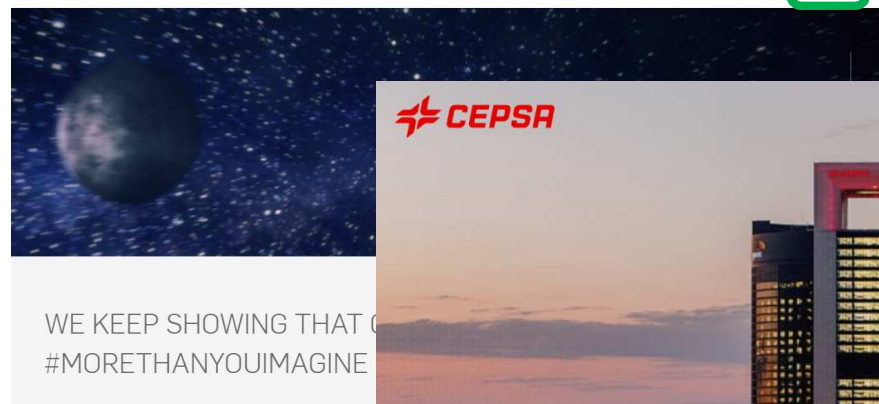


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自行注册为商业联系  
人



如果您还没有账户，请登录网站 <https://www.cepsa.com/en/login>，在专用区域中创建一个新账户。



Create your account

I ALREADY HAVE AN ACCOUNT

COMPLETE THE FOLLOWING FORM

PERSONAL INFORMATION

E-MAIL

E-Mail

CONFIRM YOUR E-MAIL

Write your email again

NAME

Name

SURNAME

Surname

SECOND SURNAME (OPTIONAL)

Second surname

☐ I'm not a robot

☐ Accept the Privacy Policy

CONTINUE



Email address verified correctly

Your request has been successfully completed.

[Access my Reserved Area](#)

账户通过验证后，新用户即在“私人区域”中创建成功。



Completed registration

Your request has been completed successfully. Please, check your email, and your spam, in search of our confirmation email.

[ACCESS TO MY RESERVED AREA](#)



Once verified the account a new user in the Private Area has been created



订阅CEPSA 采购与供应商（C2S）服务并验证公司是否已经存在。

MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

THIS SECTION IS AVAILABLE IN  
OTHER LANGUAGES

ENGLISH

PORTUGUÊS  
(BR)

FRANÇAIS

ESPAÑOL

## SERVICES REGISTRATION

This is the list of services offered by CEPSA. In each you will be asked for specific information for the service you wish to subscribe

## PURCHASING

REGISTER IN CEPSA SOURCING & SUPPLIERS

REGISTER

MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CEPSA SOURCING &amp; SUPPLIERS (C2S) SIGN UP

Verify if your company is already registered

NATIONALITY OF YOUR COMPANY

Select an option

TAX IDENTIFICATION NUMBER OF YOUR COMPANY ⓘ

Tax identification number of your company

Customer Service Helpdesk: +34 902 090 419 / [atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)


CONTINUE





如果您的公司已经被您公司的其他员工注册，将显示下列信息。

- 将显示管理员（对您公司进行注册的员工）的邮箱和电话。该管理员应向您提供您登记成为商业联系人所需的**C2S** 代码。

  
MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP

Your Company is already registered in the platform CEPSA Sourcing & Suppliers (C2S).

For your subscription as a Commercial Contact of your Company you should contact the account

Administrator email:

phone number:

This administrator will provide you the C2S Code, which must be available in his Private Area session at [www.cepsa.com](http://www.cepsa.com), so that you will be able to conclude your registration as a Commercial Contact.

Customer Service Helpdesk: : **+34 902 090 419** / [atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)

COMPLETE REGISTRATION AS A BUSINESS PARTNER



在管理员向您提供了C2S代码后，请立即填写所有字段。

  
MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

REGISTRATION IN CEPSA SOURCING & SUPPLIERS (C2S)

Company data

CODE C2S

Code C2S

User data

成功注册成为商业联系人。



We confirm that you have successfully registered as a commercial contact for your company.

The Administrator needs to manage the roles of this Commercial Contact in C2S in order to him be able to visualize or participate in determined events.

Access to:

MANAGEMENTS > C2S PURCHASING PLATFORM > C2S Access > CEPSA Sourcing > Main menu > User Management

- 请记住，根据您的公司管理员（**CompanyAdministrator**）为您分配的任务，您可能仅有权访问拍卖信息或招标信息。

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# 访问C2S – CEPSA采购与 供应商平台



## C2S – CEPSA采购与供应商平台的屏幕

- 不同用户类型的**C2S**屏幕也有所不同：

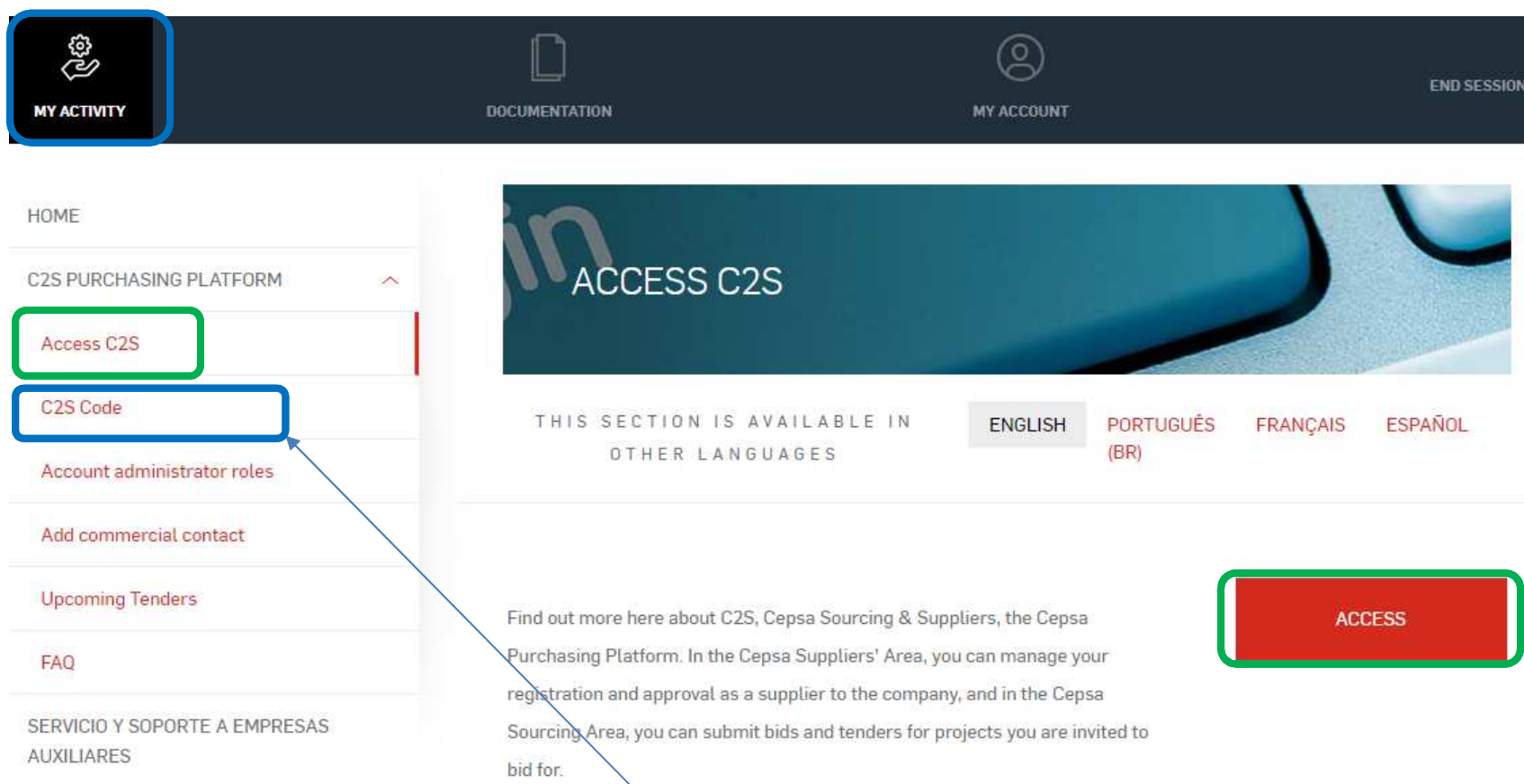
如果您是管理员



如果您是商业联系人



A 如果您是管理员：请点击突显的选项，即可进入C2S平台。



在该选项中，**C2S代码**可用。您必须向商业联系人提供**C2S代码**以使他们完成注册。

A 如果您是管理员 → **CEPSA** 供应商



Logout



**Sourcing Helpdesk**  
+34 91 787 02 25 (9h-19h GMT+1)  
+ 484-648-1854 (8AM and 6PM EDT GMT -4)  
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)  
Mail: [cepsasourcing@cepsa.net](mailto:cepsasourcing@cepsa.net)

  
**CEPSA Sourcing**

  
**CEPSA Suppliers**


**Suppliers Helpdesk**  
Tel: +34 91 426 4910  
Mail: [cepsasuppliers@cepsa.net](mailto:cepsasuppliers@cepsa.net)

  
WE WILL INFORM YOU THAT  
BASIC REGISTRATION FORM  
COMPLETION IN CEPSA  
SUPPLIERS IS MANDATORY, IN  
ORDER TO BE A POTENTIAL  
AWARDED SUPPLIER IN THE  
TENDER AND AUCTIONS  
PROCESSES WHICH YOUR  
COMPANY IS INVOLVED IN.

填写注册问卷。您需要填写注册问卷以便在招标或拍卖中获奖。



- ① **CEPSA 供应商**：必须填写下列信息，以便能获奖（只有管理员可查看并编辑这些信息）



Basic Registration

**Supplier Basic Information**

This questionnaire contains the basic information needed to incorporate a supplier to the Supplier Qualification System of CEPSA. The mandatory questions are marked with\*.


**1. Identification Data.**

Company name:*	<input type="text"/>	
Short Name:*	<input type="text"/>	
Tax Id. No:*	<input type="text"/>	
Company address:*	<input type="text"/>	
Post/Zip code:*	<input type="text"/>	
P.O. Box:	<input type="text"/>	
Town/City:*	<input type="text"/>	
County:*	<input type="text"/>	
Country:*	<input type="text" value="▼"/>	
Telephone number:*	<input type="text"/>	<input type="text"/>
Fax number:	<input type="text"/>	<input type="text"/>





- Ⓐ **CEPSA 供应商**: 如果您的公司已经在REPRO ( *Achilles South Europe, S.L.U.* ) 中注册, 将显示下列屏幕。您必须登陆Achilles网页更新您的注册表 ( [www.achilles.com](http://www.achilles.com) ) 。



## Suppliers

### RePro Registration

Your company is registered in RePro, a joint system of registration and classification of suppliers for the electricity, gas, oil and water sector, of which CEPSA is a participant. Please access RePro to update your certificates, your balance sheets or any documentation that is expired.

To see the current status of your documentation, access the following link with the user name and password of your company's RePro: <https://www.achilles.com/community/repro>

In case you do not know the RePro user of your company, necessary to do these procedures, please contact the Achilles team at: <https://www.achilles.com> or by phone: +34 91 42 64 910.

I declare to know and accept the [Code of conduct for CEPSA](#)

[Group Suppliers](#) ☐

I declare to know and accept the General Conditions of [Purchase of Services](#) and [Goods](#) of the CEPSA Group ☐

## Suppliers Helpdesk

Tel: +34 91 426 4910

Mail: [cepsasuppliers@cepsa.net](mailto:cepsasuppliers@cepsa.net)

A 如果您是管理员 → **CEPSA**采购



Logout



**Sourcing Helpdesk**  
+34 91 787 02 25 (9h-19h GMT+1)  
+ 484-648-1854 (8AM and 6PM EDT GMT -4)  
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)  
Mail: [cepsasourcing@cepsa.net](mailto:cepsasourcing@cepsa.net)

  
**CEPSA Sourcing**

**Suppliers Helpdesk**  
Tel: +34 91 426 4910  
Mail: [cepsasuppliers@cepsa.net](mailto:cepsasuppliers@cepsa.net)

  
**CEPSA Suppliers**



WE WILL INFORM YOU THAT BASIC REGISTRATION FORM COMPLETION IN CEPSA SUPPLIERS IS MANDATORY, IN ORDER TO BE A POTENTIAL AWARDED SUPPLIER IN THE TENDER AND AUCTIONS PROCESSES WHICH YOUR COMPANY IS INVOLVED IN.

- 访问您受邀参与的事件。
- 访问公开招标（机会区域）。



Ⓐ CEPSA采购

Welcome:

Time Zone: GMT + 1:00 | [Logout](#)

🏠 Main Page

⚙️ Accessibility and Legend

Projects/Tender

RFIs

**RFPs**

Auctions

Contracts/Spot Buy

Locations

My RFPs

My RFPs

Filter By: 

All RFPs

🔍 Search/Filter

No RFPs found.

Please, be sure that your user account have the proper user rights.

In case you would not be able to see any information, please contact with the account super user in order to assign the proper user rights to your account.

⬆️ Top

Sourcing Helpdesk

+34 91 787 02 25 (9h-19h GMT+1)

+ 484-648-1854 (8AM and 6PM EDT GMT -4)

+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)

Mail: [cepsasourcing@cepsa.net](mailto:cepsasourcing@cepsa.net)



**B** 如果您是商业联系人：点击突显的选项，即可进入C2S平台。

The screenshot shows the C2S platform interface. A dark blue header bar contains four navigation items: 'MY ACTIVITY' (highlighted with a blue box), 'DOCUMENTATION', 'MY ACCOUNT', and 'END SESSION'. Below the header, a left sidebar lists 'HOME', 'C2S PURCHASING PLATFORM' (with an upward arrow), 'Access C2S' (highlighted with a blue box), and 'Upcoming Tenders'. The main content area features a large banner with the text 'ACCESS C2S' over a background image of a laptop. Below the banner, it states 'THIS SECTION IS AVAILABLE IN OTHER LANGUAGES' and provides language options: 'ENGLISH' (highlighted with a grey box), 'PORTUGUÊS (BR)', 'FRANÇAIS', and 'ESPAÑOL'. At the bottom, a paragraph describes the platform's functionality for suppliers and sourcing. A red 'ACCESS' button (highlighted with a green box) is located in the bottom right corner.

MY ACTIVITY DOCUMENTATION MY ACCOUNT END SESSION

HOME

C2S PURCHASING PLATFORM

Access C2S

Upcoming Tenders

ACCESS C2S

THIS SECTION IS AVAILABLE IN OTHER LANGUAGES


ENGLISH PORTUGUÊS (BR) FRANÇAIS ESPAÑOL

Find out more here about C2S, Cepsa Sourcing & Suppliers, the Cepsa Purchasing Platform. In the Cepsa Suppliers' Area, you can manage your registration and approval as a supplier to the company, and in the Cepsa Sourcing Area, you can submit bids and tenders for projects you are invited to bid for.


ACCESS

**B** 如果您是商业联系人 → **CEPSA** 采购






**Sourcing Helpdesk**  
+34 91 787 02 25 (9h-19h GMT+1)  
+ 484-648-1854 (8AM and 6PM EDT GMT -4)  
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)  
Mail: [cepsasourcing@cepsa.net](mailto:cepsasourcing@cepsa.net)



**Suppliers Helpdesk**  
Tel: +34 91 426 4910  
Mail: [cepsasuppliers@cepsa.net](mailto:cepsasuppliers@cepsa.net)



WE WILL INFORM YOU THAT  
BASIC REGISTRATION FORM  
COMPLETION IN CEPSA  
SUPPLIERS IS MANDATORY, IN  
ORDER TO BE A POTENTIAL  
AWARDED SUPPLIER IN THE  
TENDER AND AUCTIONS  
PROCESSES WHICH YOUR  
COMPANY IS INVOLVED IN.

- 访问您受邀参与的事件。
- 访问公开招标（机会区域）。



- ② **CEPSA采购**：商业联系人必须具有管理员分配的适当任务，否则将不能参与任何招标或拍卖活动。

Welcome:   
Time Zone: GMT + 1:00 | [Logout](#)

[Main Page](#) | [Accessibility and Legend](#)

[Projects/Tender](#) | [RFIs](#) | **[RFPs](#)** | [Auctions](#) | [Contracts/Spot Buy](#)

**Locations**  
[My RFPs](#)  
[My RFPs](#)

Filter By: All RFPs

[Search/Filter](#)

No RFPs found.  
Please, be sure that your user account have the proper user rights.  
In case you would not be able to see any information, please contact with the account super user in order to assign the proper user rights to your account.

[^ Top](#)

Sourcing Helpdesk  
+34 91 787 02 25 (9h-19h GMT+1)  
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+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)  
Mail: [cepsasourcing@cepsa.net](mailto:cepsasourcing@cepsa.net)



帮助台



有3种帮助台，使用哪一种帮助台取决于您所处的流程步骤：



解决在“CEPSA SOURCING”中  
提交报价单、参与招标和拍卖的  
过程中出现的问题



- 邮箱: [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)
- 电话: 周一至周五早上7点至下午5点提供中文服务台。

\* 华南: (86)108001402182

\*\* 华北: (86)108007142287

\*\*\*全国: 400-632-7892

\* 请注意，南部地区的主要城市是上海、广东（包括广州、深圳）和浙江（包括杭州）。其他南方地区包括安徽、重庆、福建（含福州、厦门）、甘肃、广西、贵州、海南、湖北（含武汉）、湖南、江苏（含南京、苏州）、江西、宁夏、青海、陕西（含西安）、四川（含成都）、西藏、新疆、云南。

可能只能从中国电信的国内网络访问，无法保证能否从手机进行访问，免费电话号码无法从付费电话访问。

\*\* 北部地区包括山东、河南、辽宁、黑龙江、吉林、河北和山西省。主要城市是北京和天津。

中国网通可能只能从中国网通获得，中国网通是中国北方最重要的网络，但请注意，中国电信和中国网通可以互相渗透到对方的市场区域。因此，来自北方的终端用户也可以是中国电信的客户（有关中国电信的接入和限制，请参见上文），可以通过付费电话获得，但不能通过移动运营商获得。

\*\*\* 适用于所有地区，固定电话和移动电话使用，来电者付费。





有3种帮助台，使用哪一种帮助台取决于您所处的流程步骤：

流程开始

解决在您公司注册、管理员注册以及商业联系人注册过程中出现的问题



电话：902 090 419

[atencion.cliente@cepsa.com](mailto:atencion.cliente@cepsa.com)



解决在“CEPSA SUPPLIERS”中填写注册表时出现的问题

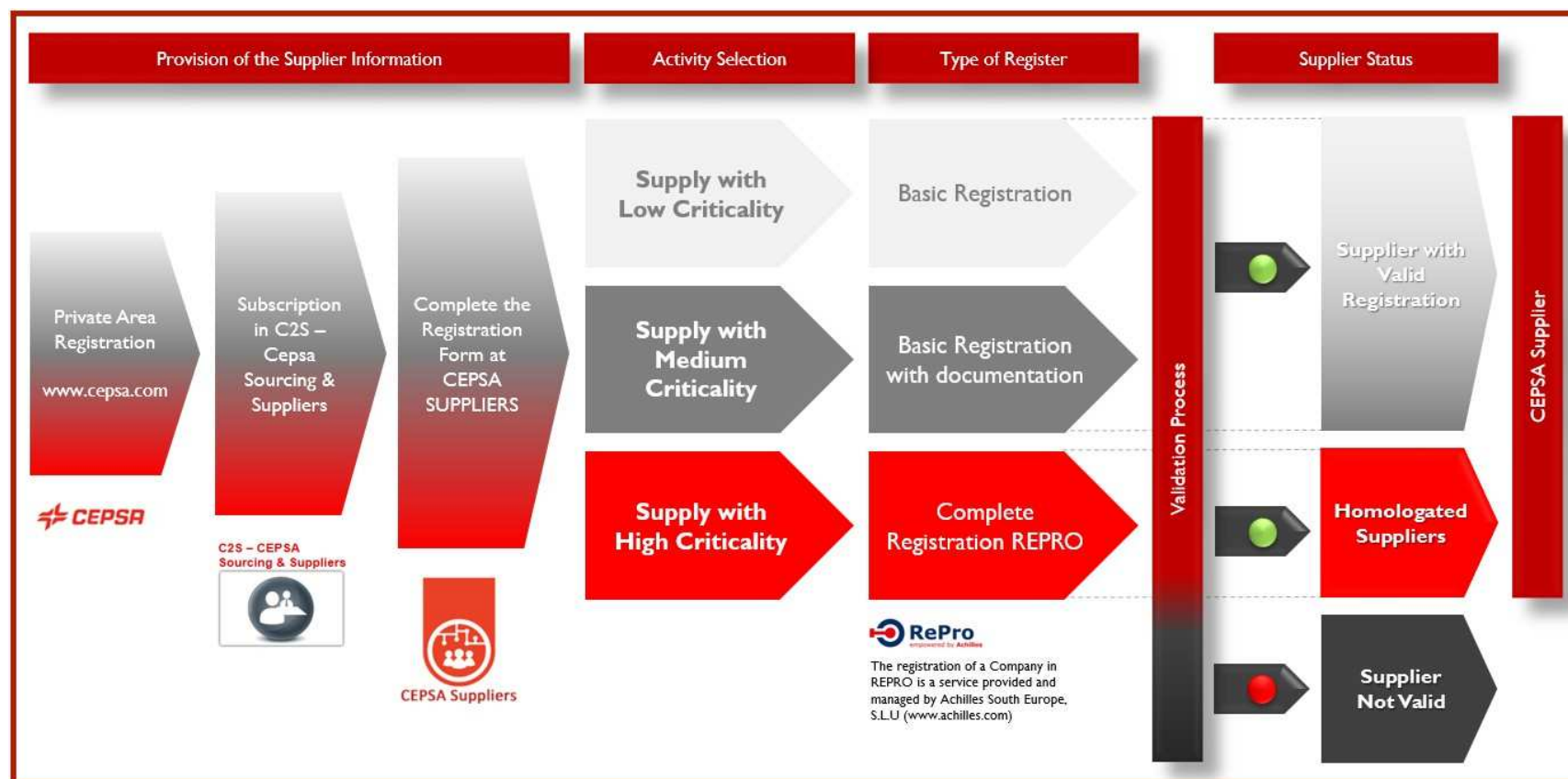


**Suppliers Helpdesk**

Tel: +34 91 426 4910

Mail: [cepsasuppliers@cepsa.net](mailto:cepsasuppliers@cepsa.net)

# 注册与认证表





# 谢谢！

---

2019

