# REGISTRATION AND PROPOSAL SUBMISSION ON THE S-PROCUREMENT INFORMATION SYSTEM

Quick-start guide

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# INTRODUCTION

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This manual is aimed at suppliers who have registered for the **FREE UNIVERSAL SERVICE** (no costs are incurred by companies who register for this Universal Access when submitting a proposal in response to a Request for proposal or public procedure on the VORTAL platform).

If you need any clarification about the use of the platform, please contact the **VORTAL Customer Service team** on telephone **+386 1 60 100 71** Monday to Friday from 9 a.m. to 7 p.m. GMT or by **e-mail** info@s-procurement.si.

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# COMPATIBILITIES AND REQUIREMENTS

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## 1. System requirements:

The following requirements must be met in order
to correctly use the VORTAL platform:

| OPERATING SYSTEM | INTERNET BROWSER | JAVA | CPU | RAM |
|---|---|---|---|---|
| Windows (all versions as of XP) | Microsoft Internet Explorer 8, 9 and 10 with cookies and JavaScript enabled | Java version 6 or above | 2,000 MHz or more | 2,000 MB or more |
| MacOSX 10.5.x 0 or above | Mozilla Firefox 310 or above with cookies and JavaScript enabled | | | |
| Linux (Fedora and Ubunto) 32 bits | Chrome 36 or above with cookies and JavaScript enabled | | | |
| | The pop-up blocker should be disabled. Please note that you may have more than one pop-up blocker | | | |

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## **2.** Platform compatibilities:

The VORTAL platform is compatible with all major internet browsers available on the market:
Internet Explorer, Firefox, Safari and Google Chrome..

| OPERATING SYSTEM | BROWSER (COMPATIBLE VERSIONS) | | | |
| --- | --- | --- | --- | --- |
| | IINTERNET EXPLORER | MOZILLA/FIREFOX | SAFARI | GOOGLE CHROME |
| WINDOWS - ALL VERSIONS FROM XP PROFESSIONAL | 8, 9 AND 10 | 31 > | - | 36 > AND < 44 |
| LINUX (FEDORA AND UBUNTO) 32 BITS AND 64 BITS | - | 31 > | - | 36 > AND < 44 |
| MAC OSX 10.5X AND ABOVE | - | 31 > | 6 | 36 > AND < 44 |

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## 3. Recommendations:

Update your computer's Java version: Java is required to electronically sign proposal documents and send messages and clarifications. Please note that Java is not compatible with the browser Chrome.

To check which version of Java is currently installed on your computer, please visit: http://java.com/en/download/installed.jsp

**Start your user and company registration in plenty of time.**

**If applicable according to the legal framework of the country or entity you are sending a proposal to, request a recognised certificate** for signing proposal documents in plenty of time **from any of the following certification bodies recognised by the platform and check that it works properly on the platform** prior to the proposal submission deadline:

- · DNI electrónico
- · IZEMPE
- · ANCERT
- · CAMERFIRMA
- · CATCERT
- · FNMT - CERES
- · FIRMA  PROFESIONAL
- · ACCV
- · Others valid in your country

Where possible, **convert your documents to PDF format**. The platform accepts documents of any size but we do not **recommend uploading files that exceed 30 MB**.

**Proposal documents** can be signed in the following ways:

**a)** When creating a proposal, click the "Sign all" button on the platform. The signature will be embedded into the documents.

**b)** Use an external signature application (e.g. Xolidosign) to sign the documents. Depending on the type of procedure used to submit a proposal, the platform may oblige you to sign the documents.

Always define the print area in all files, especially Excel and DWF/DWG files, so that the recipient can correctly **view the information that you want to transmit**.

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# SIGNING

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# UP

To start using the platform, you must first register as a user.

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# 01 - USER REGISTRATION

Go to **www.vortal.biz** and click "Login" > "I want to join"

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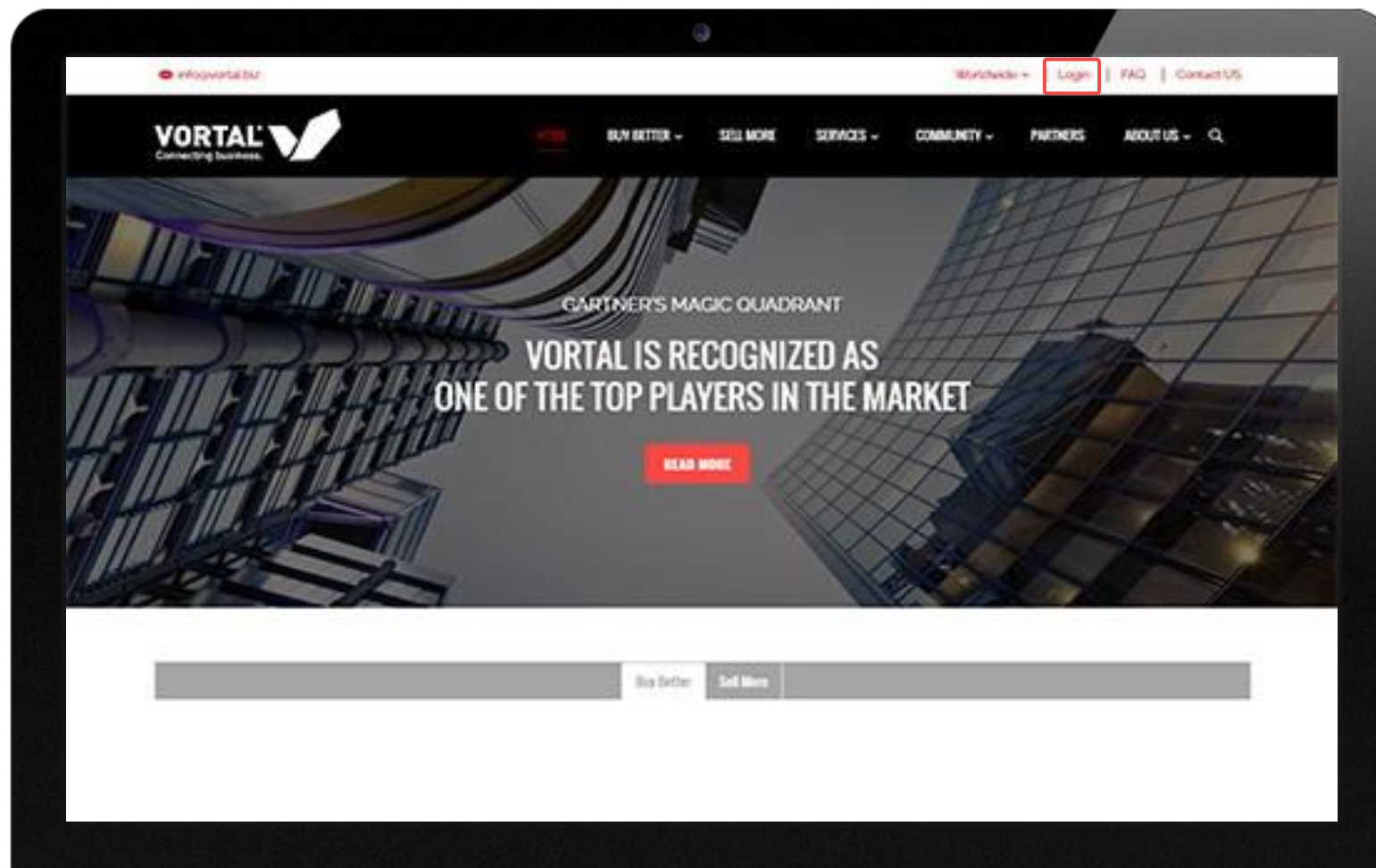
The **registration page** opens for you to complete all the steps shown.



**1a**

The first step is to register a user on the platform. The default registration setting is **"Manual"** although it is also possible to register using an electronic ID card. **All fields are mandatory.**



**1b**

After completing all the information, click **"Proceed"**.

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# 02 - CONFIRM YOUR REGISTRATION

## 2a

A message will appear to indicate that you have been sent a user registration confirmation e-mail **(to the e-mail address that you entered in the previous step)**.



## 2b

Click the **link in the e-mail** to be redirected to the login page.

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**2c**

Enter the **username** and **password** that you created during the registration process and click **"Sign in"**.



**NOTE:**

**To use the platform, you must install Java on your system. This will be required for certificate-based authentication as well as to sign files and upload them to the platform.**

- To install this software, you will require administrator rights for your computer.

- If you use a browser version above IE 10 or other browsers such as Chrome or Mozilla, the platform will not require Java to upload files to the platform, only to sign documents.

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# 03 - CREATE A COMPANY OR REQUEST ACCESS TO YOUR COMPANY

Please note that another user may have already registered your company (this is a multi-user platform).
If so, you will have to request access to the company on the platform. If your company
has not already been registered, you must enter all the mandatory information.

### 3a Check if my company already exists:

Enter your company's fiscal ID number (if you are self-employed, please enter your ID card number) and click **"Check"**.

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**3b** If your company is already registered:

You will be shown the company that matches your search criteria so that you can request access to it.

**a)** To do this, simply click **"Request Membership"**.
**b)** The user responsible for the company on the platform should authorise your access to the company on the platform.
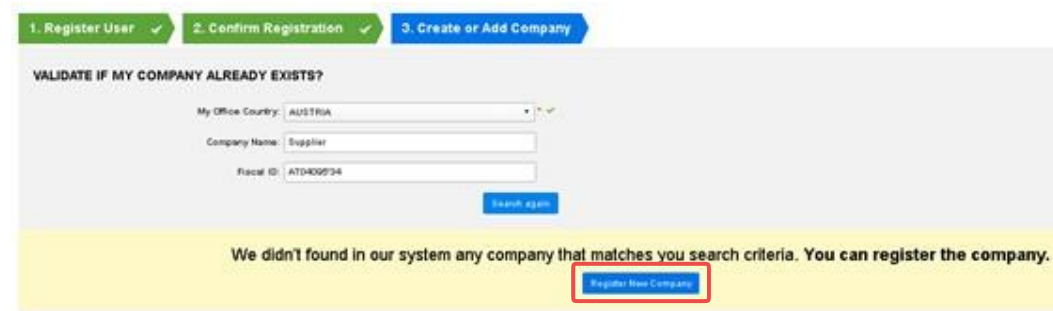
**3c** **If your company is not already registered:**

When you conduct the check, the platform notifies you that it has not found any companies that match your search criteria.



You will have to click **"Register New Company"** to register your company.

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Complete the requested fields. You can choose to register manually or via a digital certificate for your company.

Once you have completed the registration, you will be automatically assigned to the universal service. This service allows you to consult procedures information and submit proposals, as well as to communicate with Buyer Entities via the procedures **completely free of charge**.

The platform has advanced functions. For further information about these, please contact the VORTAL **Customer Service** team on telephone ~~902 02 02 90~~ Monday to Friday from 9 a.m. to 7 p.m. or by **e-mail** at info@vortal.biz.

Once you have completed the company registration form, please click **"Finish"**.

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# FINDING A PROCEDURE ON THE PLATFORM BEFORE LOGGING IN

**www.vortal.biz**

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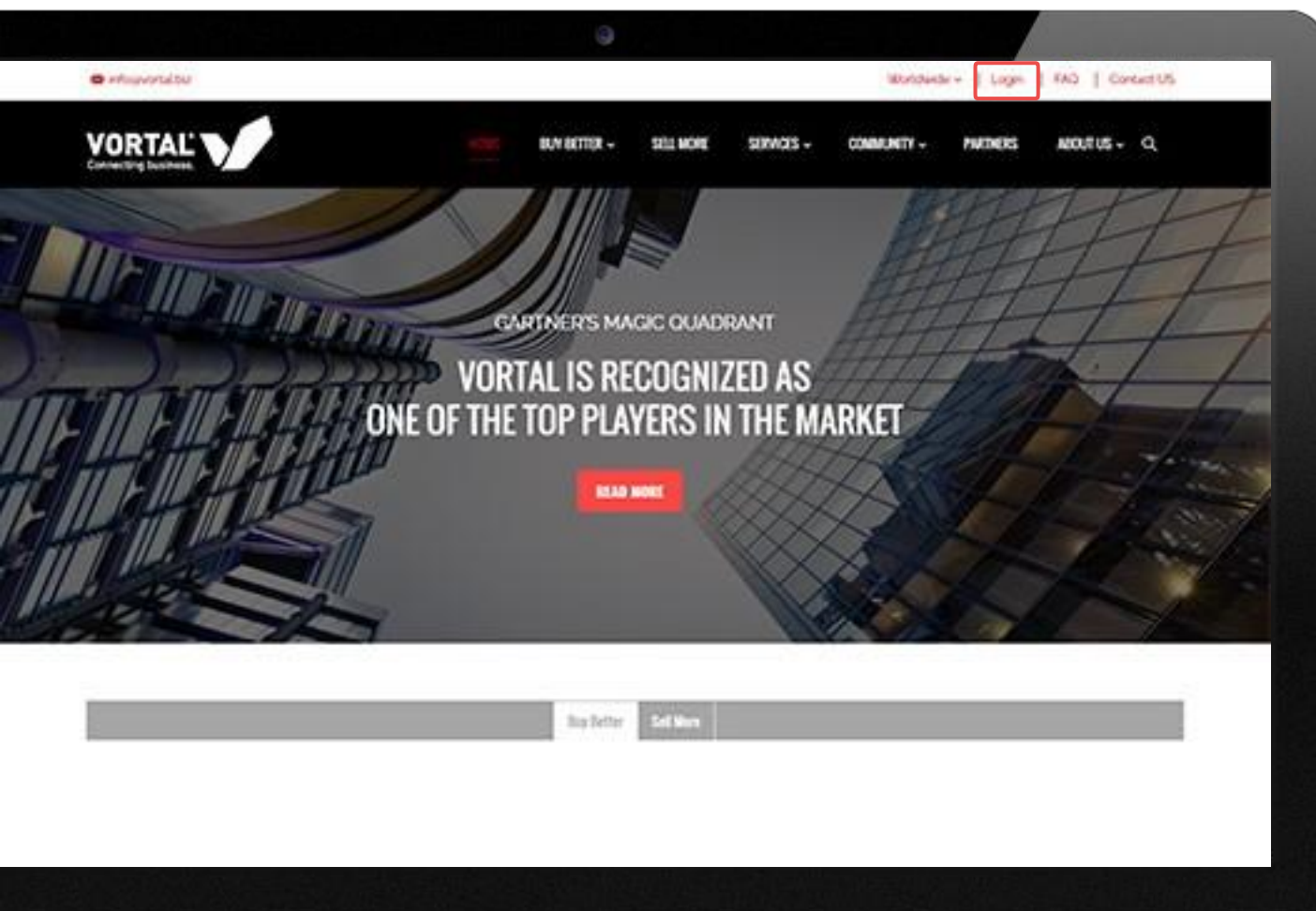
- For <mark>Slovenian Public Sector</mark>, to view the details of **contract notices for restricted procedures** (negotiated procedures without prior publication, minor negotiated procedures) you will have to visit the **Buyer Entity's website** (these kinds of procedures will not be published on VORTAL, only on the Buyer Entity's corporate web pages).
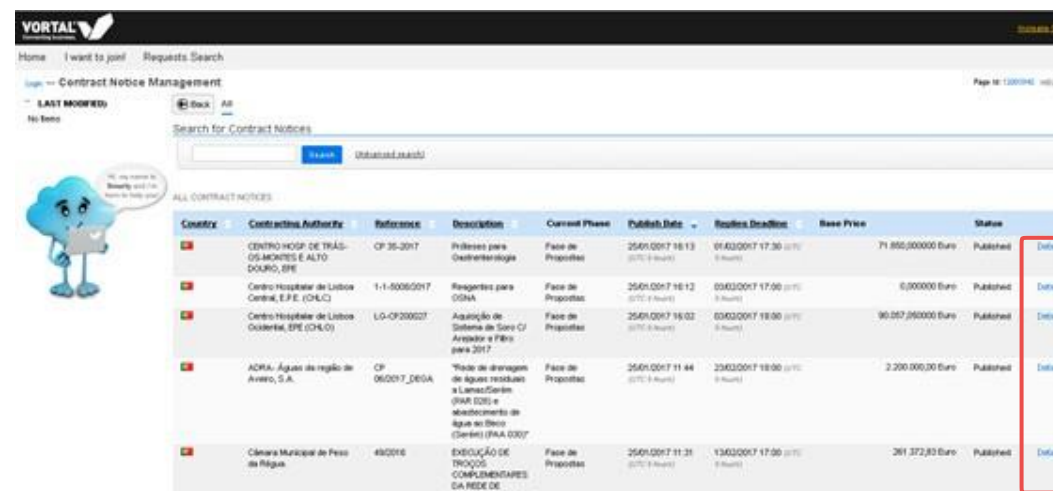
- The VORTAL platform solely enables you to view the details of contract notices for public procedures without having to log in. Go to www.vortal.biz and click **"Login"** followed by **"Requests Search"**.

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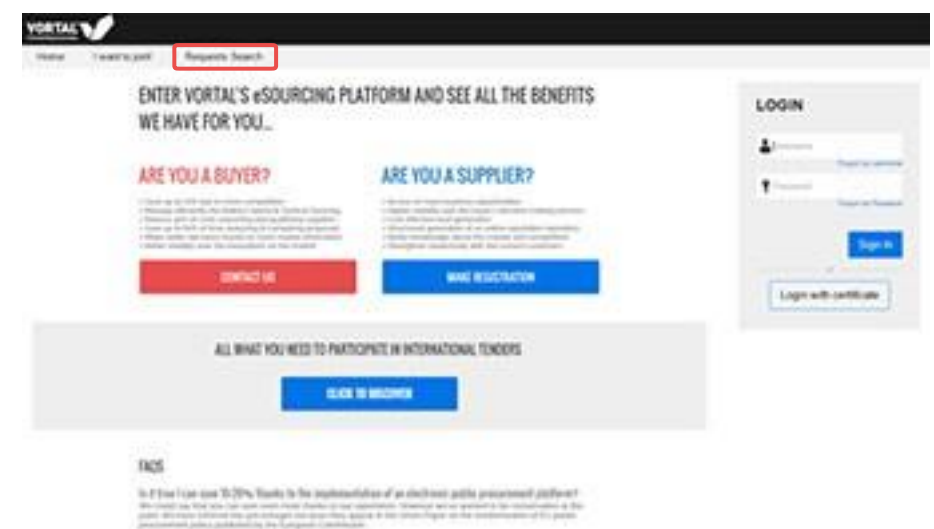
# In either of the two cases above:

**1a**

**You will be shown a list of contract notices that allows you to view further information**. Click **"Detail"** for the contract notice you wish to view to open a new window with all the necessary information.



**1b**

The details show all the information about the contract notice, divided into sections:

**a)** Summary information of the contract notice
 **b)** Evaluation
**c)** Questionnaire
**d)** Award
**e)** Documents (area for downloading the specifications and documents provided by the Buyer Entity)
**f)** Additional information
**g)** Public messages

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# FINDING A PROCEDURE ON THE PLATFORM AFTER LOGGING IN

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## 1a Login:

Log in to the platform by entering the **username** and **password** that you selected during the registration process.

## 1b Messages:

If you have been directly invited to send a proposal to a procedure, you will find the procedure reference on the right of the menu bar in the messages icon.
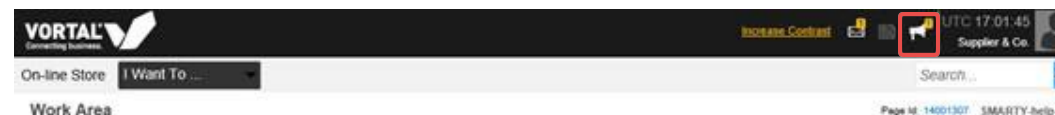


**1b.1)** On clicking this icon, a new window opens with all the notifications / announcements that relate to the Procedures.



## IMPORTANT:

To find a procedure on the platform after logging in and submit a proposal, you require the precise procedure reference that you found by following the instructions provided in the previous section.

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## 1c Find the Procedure:

Once you have copied the precise procedure reference from either the VORTAL platform or the Buyer Entity's website, use the procedure search function in your work area.
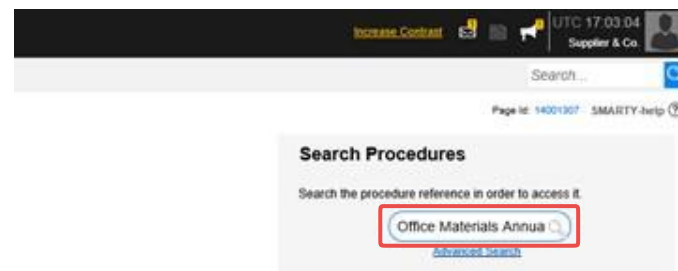


## 1d Access the Procedure:

In either of the two cases described, enter the precise procedure reference and click the magnifying glass icon.

**1d.1)** A new window with the Procedure details opens.
Click **"Detail"** to view the full information.

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**1d.2)** You now have to click **"Confirm Interest"**. All of the options in the Procedure will be unlocked and the Buyer Entity will be notified of the existence of an interested party. **This step is mandatory**.



**1d.3)** On clicking **"Confirm Interest"** you can choose to send a message to the Buyer Entity. If you do not wish to send a message, click **"Confirm"**.

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# HOW TO SUBMIT /  PRESENT A PROPOSAL

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# 01 - INTRODUCTION

Once you have clicked **"Confirm Interest"**,
you will be given access to the procedure's work area.
Go to the **"My proposals"** section and
click **"Create Proposal"**.

# 02 - PROPOSAL CREATION STEPS

Next, complete the following **three steps** to create a proposal
(four steps if the procedure has lots):

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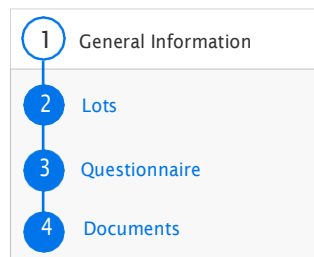
## Step 1. General information

Enter a name for your proposal in the relevant field.
**Proposal Reference:** this name can be freely selected and enables you to
distinguish between different proposals that you are preparing for a specific procedure.
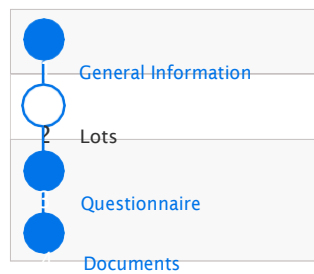


## Step 2. Lots

**This step will only appear if lots have been defined in the procedure**.
Here, you should choose the lots for which you are submitting your proposal.
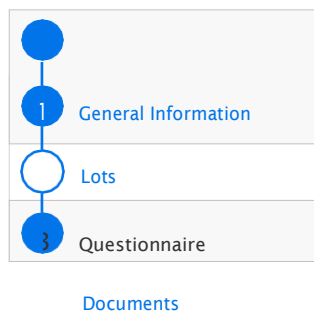


## Step 3. Questionnaire

This section can contain questions from the Buyer Entity to be answered on the platform. If the procedure
has envelopes, a window will open in which you can access the questions created in each of them.
Click the **"Edit"** button for one of the envelopes.

The questionnaire shows the questions that the Buyer Entity added and which you should answer.

If the Buyer Entity has created a question that requires annexes (said documents should be uploaded to the platform during the Documents step).

IMPORTANT:

The questionnaire will include a list of products for which it is mandatory for you to quote your proposal prices.

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Proposal price.

The questionnaire will include a list of products for which it is mandatory for you to quote your proposal prices.

## IMPORTANT:

The questionnaire will include a list of products for which it is mandatory for you to quote your proposal prices.

**a)** If desired, you can enter a code for the requested product in the **"Internal Reference"** field **(this is not a mandatory field)**.
**b)** The **"Description"** field is non-editable as it is completed by the Buyer Entity.
**c)** The **"Quantity"** field refers to the number of products or services requested. It is non-editable as it is completed by the Buyer Entity.
**d)** The **"Unit"** field refers to the unit of measurement for the product or service requested. It is non-editable as it is completed by the Buyer Entity.
**e)** Use the **"Price per Unit"** field to specify the pre-tax unit price for the product or service requested in the product description (this is a mandatory field). The platform will multiply this unit price by the quantity indicated by the Buyer Entity.

1 Información General
2 Lotes
3 Formulario de Respuesta
4 Documentos

**Step 4.** Documents

Use the platform to attach the documents required by the Buyer Entity according to the specifications to each of the envelopes (if the procedure has envelopes)

**4a** **Uploading documents:**

Click **"Add documents"**. If the procedure has envelopes, this button will appear in each of the envelopes.

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Next, click **"Upload New Document"**.



Click **"Select Files"**. Find the document that you want to attach to your proposal (you can select multiple documents). Once you have selected the relevant document, click **"Upload"**.

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Once uploaded, click **"Close"**.



The documents have been linked to your proposal in each of the envelopes.

**4b**  **If applicable, classifying documents as confidential:**

If you want to classify your documents, enable the **'Confidential'** checkbox for the desired documents.

**4c** **Replacing documents:**

If you want to modify a document that you have already attached to a proposal, you can do so by clicking **"Options"** and selecting **"Change"** to replace the selected document with a new one.
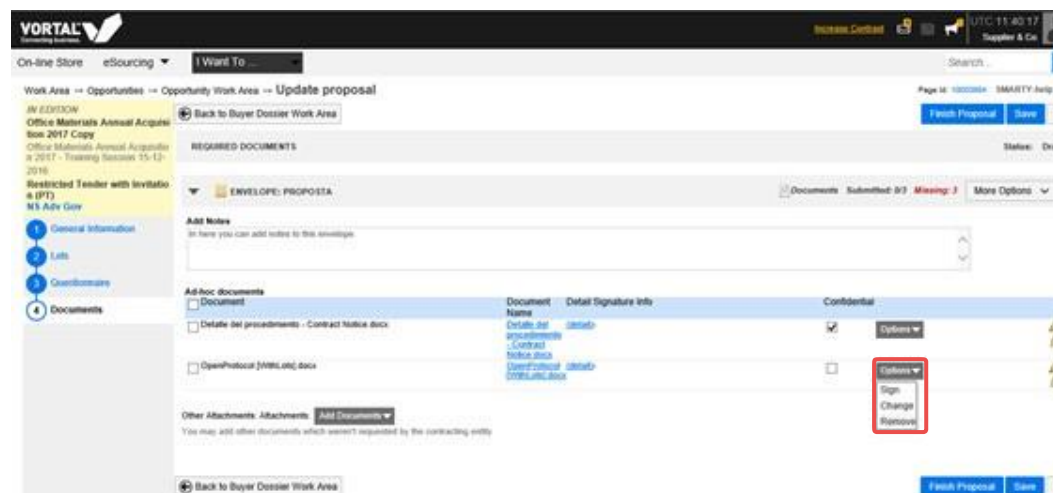
**4d**  **Deleting documents:**

If you want to remove a document that you have already attached to a proposal,
you can do so by clicking **"Options"** and selecting **"Remove"**
to delete the selected document.

# SUBMITTING A PROPOSAL

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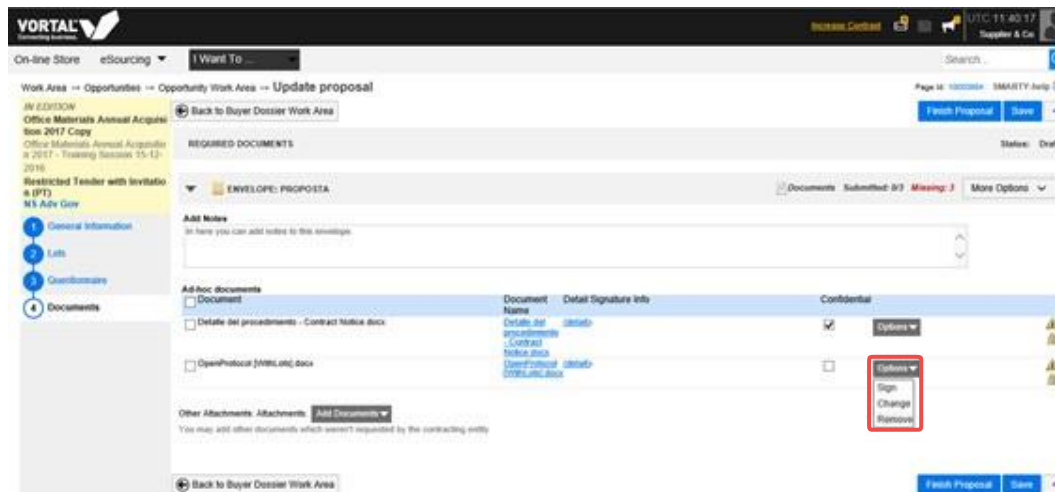
Once you have completed the questionnaire and uploaded all the required documents according to the procedure specifications, follow the instructions below:



## 1a  Complete the proposal:

Click **"Finish Proposal"**.
The message **"Procedure proposal saved successfully!"** appears.

### NOTE:

**Clicking this button does NOT mean** that your proposal has been sent to the Buyer Entity. You still need to follow the steps below.

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## 1b If applicable (typically only for public sector), sign the attached documents:

Use a recognised electronic signature that has been validly issued by a certification service provider and guarantees the identity and integrity of the envelope and its documents:

**1b.1)** If applicable (typically only for public sector), for procedures that require mandatory signature, the following instructions apply:

Click **"Sign all"**.



## IMPORTANT:

Your proposal will only be correctly submitted when you click the **"Submit proposal"** button as explained in this guide. The process of submitting proposals via the VORTAL platform ends with a download of the electronic proposal submission receipt.

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Click **"Sign"**.



Select the place where your certificate is installed to sign the document(s) and click **"Continue"**.

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**1b.2)** If applicable (typically only for public sector), for procedures where the buyer entity requested that proposal documents have to be signed, the following instructions apply:

Click **"More options"** followed by **"Sign documents"**.
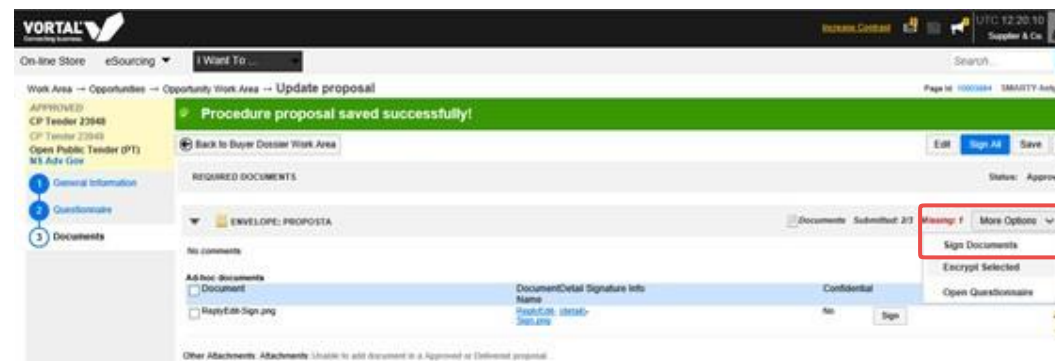


Click **"Sign"**.

Select the location where your certificate is installed to sign the document(s) and click **"Continue"**.



**1c** If applicable (typically only for public sector, and procedures where it is mandatory), encrypt the content:

Click **"Encrypt & Submit"** then **submit**. This encrypts your entire proposal, including the documents associated with it, preventing the content from being accessed before the deadline.



**NOTE:**

If you are submitting a proposal for a procedure and the specifications or documents do not stipulate that the documents have to be electronically signed, the signature step can be skipped.

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**1c.1)** Accept the terms and conditions for submitting the proposal:



**NOTE:**

Different Terms and Conditions may apply depending on the country or legal framework.

**1d** Submit the proposal:

Click **"Submit Proposals"** The message **"Proposal successfully submitted!"** appears.



**1e** Download the electronic receipt:

Once a proposal has been submitted via the VORTAL platform, an **electronic receipt is generated** showing the date, time and proposal content.

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**1e.1)** If needed, to download the receipt, please go the Receipts widget in the procedure folder/dossier.



**1e.2)** Click **"See receipts"** in the Receipts widget.

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**1e.3)** To download the receipt in PDF format and save it to your computer, click **"Print PDF"**.

# OTHER FUNCTIONALITIES

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The following functionalities can be accessed within a procedure on the platform:

**a)** Download the specifications that have been published;
**b)** Request and receive clarifications;
**c)** View all messages and notices created by the Buyer Entities (only for those with access rights as specified by the applicable legislation);
**d)** Amend documents;
**e)** Information about the award of the contract.

If you have any doubts about these matters, an online manual is available on the platform – **SMARTY**.

You can also contact the VORTAL Customer Service team in the following manners:

**a) Telephone hotline:** +386 1 60 100 71, Monday to Friday from 9 a.m. to 7 p.m. GMT;
**b) Email:** info@s-procurement.si;
**c) Online reporting form:** VORTALassistant.

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# WWW.VORTAL.BIZ

info@s-procurement.si | +386 1 60 100 71

IF YOU HAVE ANY OTHER QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT US. WE ARE HERE TO HELP YOU.

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