

REGISTRATION AND PROPOSAL SUBMISSION ON THE S-PROCUREMENT INFORMATION SYSTEM

Quick-start guide

The information in this guide belongs to VORTAL. Any disclosure, reproduction, copying or distribution of this information, in full or in part, is completely prohibited. The information must furthermore not be used for any purpose not authorised by VORTAL.

CONTENTS

INTRODUCTION.....	02
COMPATIBILITIES AND REQUIREMENTS.	04
SIGNING UP	08
FINDING A PROCEDURE ON THE PLATFORM BEFORE LOGGING IN.....	17
FINDING A PROCEDURE ON THE PLATFORM AFTER LOGGING IN.....	20
HOW TO SUBMIT / PRESENT A PROPOSAL.....	24
SUBMITTING A PROPOSAL.....	36
OTHER FUNCTIONS.....	46

INTRODUCTION

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.

COMPATIBILITIES AND REQUIREMENTS

1. System requirements:

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



OPERATING



INTERNET



JAVA



CPU







RAM

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 or above	Mozilla Firefox 3.1 or above with cookies and JavaScript enabled			
Linux (Fedora and Ubuntu) 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			

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)			
	 INTERNET EXPLORER	 MOZILLA/FIREFO X	 SAFAR I	 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

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.**

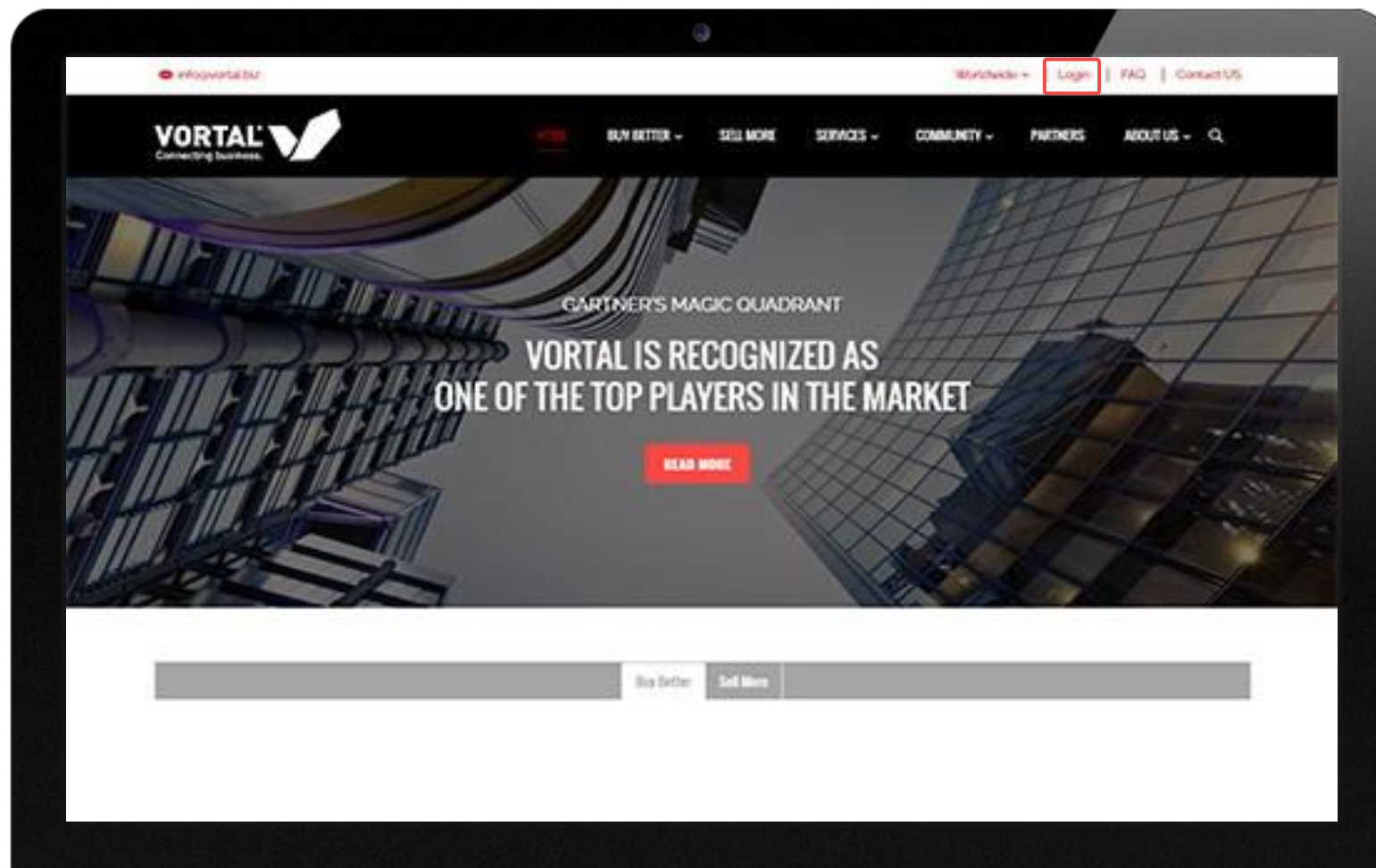
SIGNING

UP

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

01 - USER REGISTRATION

Go to www.vortal.biz and click “Login” > “I want to join”



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

The screenshot shows a registration form with a 'SIGNUP TYPE' section. The 'Manual' option is highlighted with a red box. The form includes fields for 'First and Last name', 'Country' (set to GERMANY), 'Company Name', 'Email', 'Username', 'Password', 'Confirm Password', 'Security Question' (set to 'What was your childhood nickname?'), 'Security Answer', 'Security Mobile Phone' (set to 48), and 'Time-Zone' (set to '(UTC) Dublin, Edinburgh, Lisbon, London'). A 'Proceed' button is visible at the bottom right.

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.**

The screenshot shows a registration form with a 'SIGNUP MANUALLY' section. The 'Manual' option is highlighted with a red box. The form includes fields for 'First and Last name', 'Country' (set to GERMANY), 'Company Name', 'Email', 'Username', 'Password', 'Confirm Password', 'Security Question' (set to 'What was your childhood nickname?'), 'Security Answer', 'Security Mobile Phone' (set to 48), and 'Time-Zone' (set to '(UTC) Dublin, Edinburgh, Lisbon, London'). A 'Proceed' button is visible at the bottom right.

1b

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

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.

Hi ASC Supplier

Please click the link below to activate your account.

<https://training01.vortal.biz/TPEPublic/Users/ConfirmAccount/ConfirmAccount?ConfirmationGuid=b55e464f-ee0d-43d6-9de5-802deb4672f2&CompanyCode=&CompanyName=Supplier & Co>

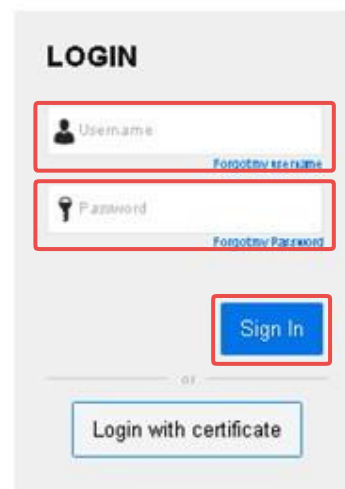
(if you cannot access Vortal Platform by clicking the link, please copy the entire link and paste it into your browser)

After activating your register you will be able to associate your account to a company or to register your company.

Thank you,
Vortal Next>

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.

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".

1. Register User ✓ 2. Confirm Registration ✓ 3. Create or Add Company

VALIDATE IF MY COMPANY ALREADY EXISTS?

My Office Country: AUSTRIA ✓

Company Name: NS BEST ECO

Fiscal ID:

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.

1. Register User ✓ 2. Confirm Registration ✓ 3. Create or Add Company

VALIDATE IF MY COMPANY ALREADY EXISTS?

My Office Country: PORTUGAL ✓

Company Name:

Rural ID: 500620260

[Search again](#)

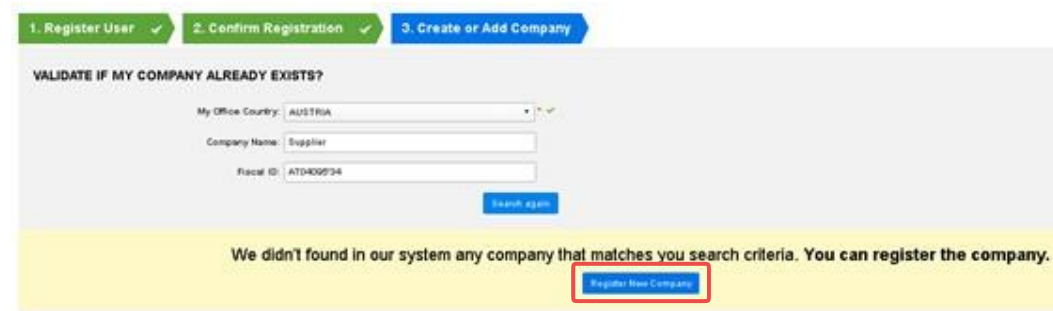
WE FOUND IN OUR SYSTEM THE COMPANIES BELOW

NS BEST Eco
PORTUGAL Boring machinery
Rural ID: 500620260 | Tel: +351 910 10 10

[Request Membership](#)

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.



The screenshot displays the registration workflow on the Vortal platform. At the top, three progress steps are shown: '1. Register User' (completed with a green check), '2. Confirm Registration' (completed with a green check), and '3. Create or Add Company' (active step). Below this, a section titled 'VALIDATE IF MY COMPANY ALREADY EXISTS?' contains a search form. The form fields are: 'My Office Country' (set to 'Austria'), 'Company Name' (set to 'Supplier'), and 'Fiscal ID' (set to 'ATD400534'). A 'Search again' button is located below the form. Below the search form, a yellow message box states: 'We didn't found in our system any company that matches you search criteria. You can register the company.' A blue button labeled 'Register New Company' is positioned at the bottom right of this message box and is highlighted with a red rectangle.

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

NOTE:

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.

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

1. Register User ✓ 2. Confirm Registration ✓ 3. Create or Add Company

REGISTER NEW COMPANY FORM

Country: AUSTRIA
What Do You Want To Do? Buy and Sell
Your company is: Public and Private
Organization Type: Empresário em Nome Individual

Modify

Company Registration

Registration Type - Manual or using Digital Certificate
☒ I want to register my company manually
☐ I want to use a Representative Digital Certificate to register my company

Company Identification

DUNS
VAT 500820260
Legal Name
Commercial Name Supplier & Co.

Interest Information

Main Activity Please select...
SME Company ☐ Yes ☒ No

Additional Information

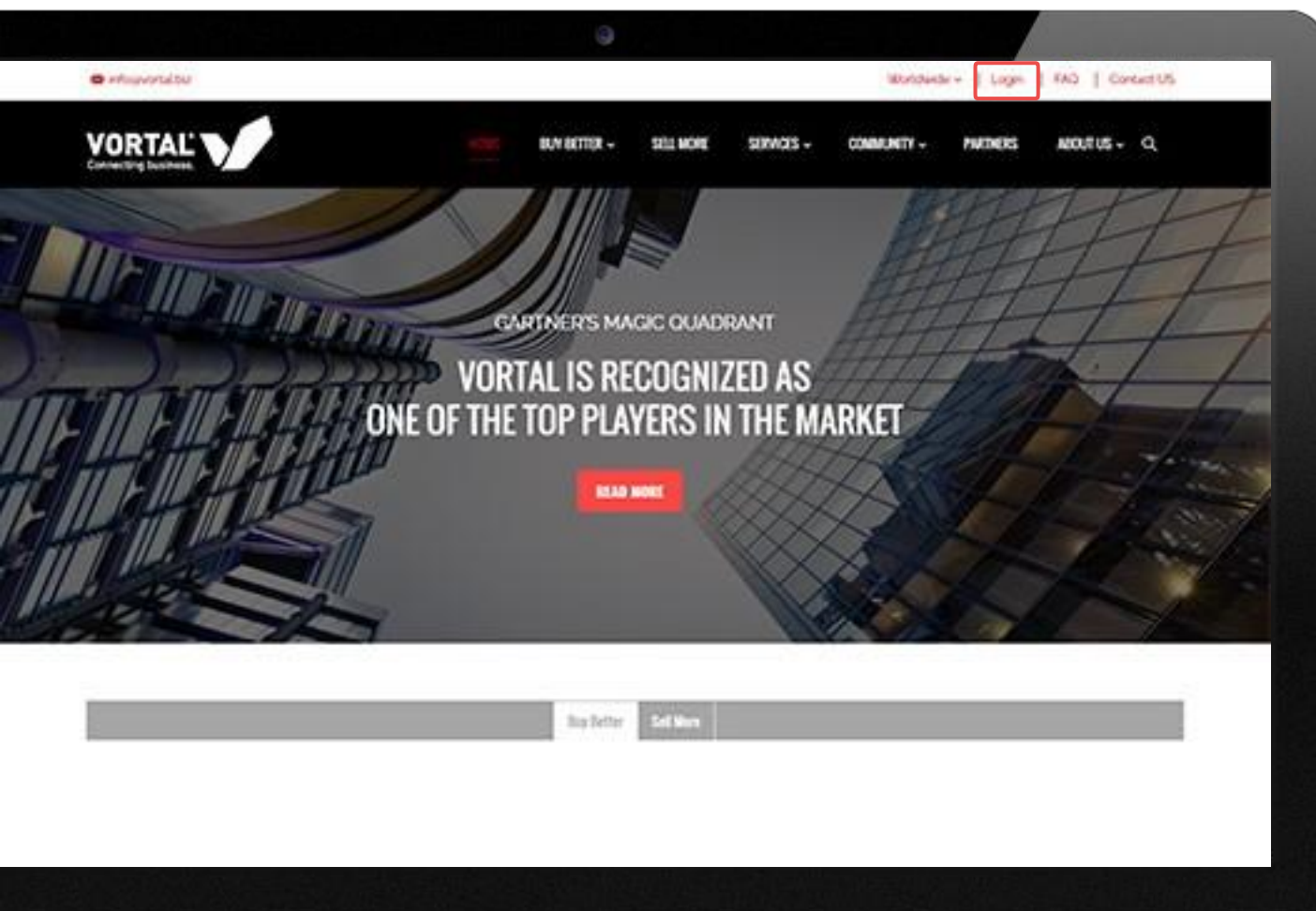
Contact Info - Country AUSTRIA
Contact Info - Location
Contact Info - Street Address
Contact Info - Zip Code
Time Zone Please select...
Default Language Please select...
Contact Info - Office Phone
Notifications Email Address
Main Category

By clicking 'Finish' you agree to the [Terms of Use](#)

Finish

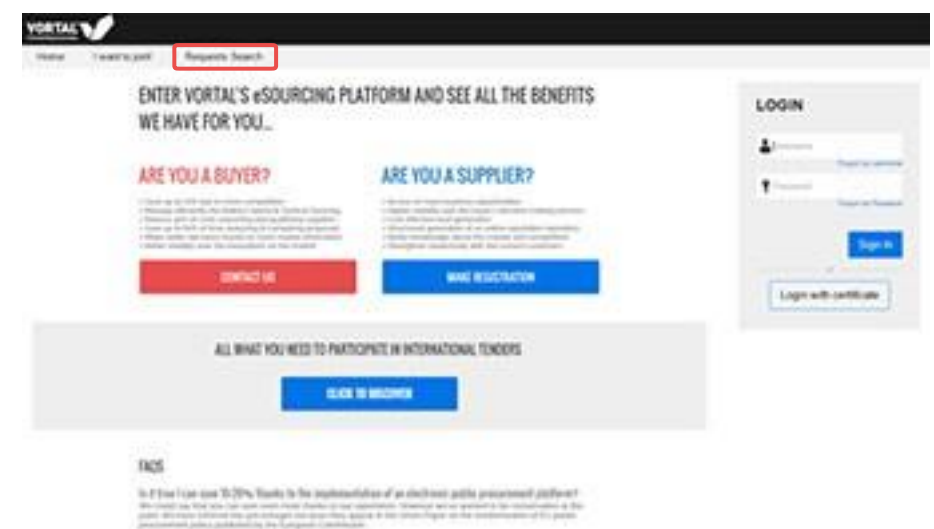
Once you have completed the company registration form, please click "Finish".

FINDING A PROCEDURE ON THE PLATFORM BEFORE LOGGING IN



For **Slovenian Public Sector**, 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).

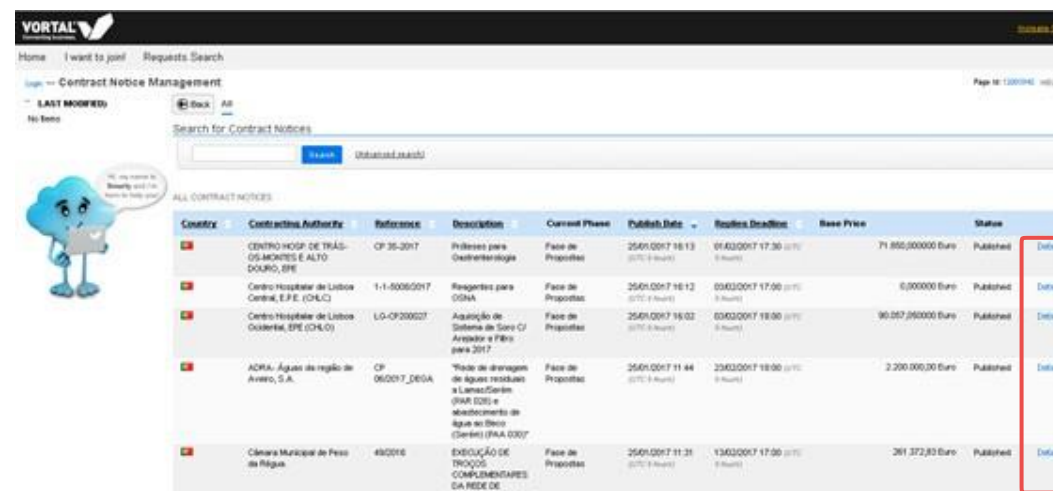
The VORTAL platform solely enables you to view the details of contract notices for public procedures without having to log in. Go to www.vortal.biz and click "Login" followed by "Requests Search".



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.



Country	Contracting Authority	Reference	Description	Current Phase	Published Date	Results Deadline	Base Price	Status
PT	CENTRO HOSP. DE TRÁS-OS-MONTES E ALTO ADOURO, SPE	CP 35-2017	Projetos para Oculoterapia	Fase de Propostas	25/01/2017 16:13 (UTC-5 hours)	01/03/2017 17:30 (UTC-5 hours)	71.850,000000 Euro	Published Detail
PT	Centro Hospitalar de Lisboa Ocidental, E.P.E. (CHLO)	1-1-80080217	Projetos para OSHA	Fase de Propostas	25/01/2017 16:13 (UTC-5 hours)	03/03/2017 17:00 (UTC-5 hours)	0,000000 Euro	Published Detail
PT	Centro Hospitalar de Lisboa Ocidental, SPE (CHLO)	LO-CP200027	Aquisição de Sistema de Soro C/ Anestesia e Filtro para 2017	Fase de Propostas	25/01/2017 16:02 (UTC-5 hours)	03/03/2017 18:00 (UTC-5 hours)	90.007,000000 Euro	Published Detail
PT	ADRA - Águas da região de Alentejo, S.A.	CP 06/2017_DEGA	"Plano de drenagem de águas residuais a Lamas/Serões (PAR/SER) e acondicionamento de águas no Bencê (Serões) (FAA 030)"	Fase de Propostas	25/01/2017 11:44 (UTC-5 hours)	23/03/2017 18:00 (UTC-5 hours)	2.200.000,00 Euro	Published Detail
PT	Câmara Municipal de Peso da Régua	49/2016	EXECUÇÃO DE TROÇOS COMPLEMENTARES DA REDE DE	Fase de Propostas	25/01/2017 11:31 (UTC-5 hours)	13/03/2017 17:00 (UTC-5 hours)	261.372,83 Euro	Published Detail

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

FINDING A PROCEDURE ON THE PLATFORM AFTER LOGGING IN

IMPORTANT:

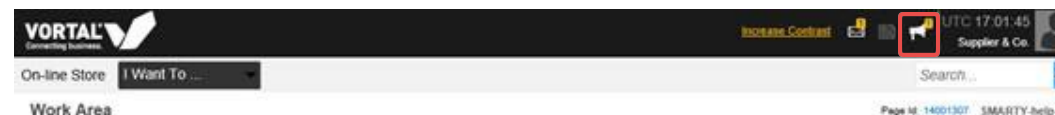
To find a procedure on the platform after logging in and submit a proposal, you require the precise procedure reference that you found by following the instructions provided in the previous section.

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.

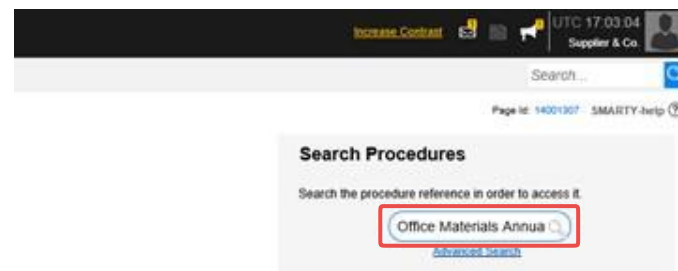


1b.1) On clicking this icon, a new window opens with all the notifications / announcements that relate to the Procedures.


ANNOUNCEMENTS		
Procedure Reference	Subject	Time
Office Materials Annual Acquisition 2017 Copy	Invitation for Reply to Request Office Materials Annual Acquisition 2017 Copy	1/25/2017 4:59:53 PM

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.

LAST MODIFIED CONTRACT NOTICES

Country	Buyer	Reference	Description	Current Phase	Publish Date	Proposals Deadline	Detail
PORTUGAL	NS Adv Gov (LEGAL)	Office Materials Annual Acquisition 2017 Copy	Office Materials Annual Acquisition 2017 - Training Session 15-12-2016	Proposals Phase	2 minutes ago 01/12/2017 11:04:00 PM PTC2 (Spain), Edinburgh, London, London, London	16 minutes to end 11/12/2017 11:05:00 PM PTC2 (Spain), Edinburgh, London, London, London	Detail

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”**.



HOW TO SUBMIT / PRESENT A PROPOSAL

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**”.

The screenshot displays the VORTAL web application interface. At the top, the VORTAL logo is on the left, and navigation links like 'Increase Contrast' and 'Supplier & Co.' are on the right. Below the header, there's a search bar and a breadcrumb trail: 'Work Area → Opportunities → Opportunity Work Area'. A green banner at the top of the main content area reads 'Interest successfully confirmed!'. Below this, a 'Dossier' for 'Office Materials Annual Acquisition 2017' is shown, with a 'change' link and 'Active' and 'Interested' status indicators. The dossier details include 'Business Operation: PT | BO 1 Source: Direct' and 'Category: 03100000-2 - Agricultural and horticultural products'. A 'See contract notice' button is also present. On the right side of the dossier, the buyer is identified as 'NS Adv Gov' with an 'initia' logo. Below the dossier, the 'My proposals' section is visible, containing the text 'You haven't started to create a proposal to be sent to the buyer. You can start whenever you want.' and a prominent 'Create proposal' button highlighted with a red rectangle. To the right of this section, there are 'MESSAGES' and 'CLARIFICATIONS' sections, both with 'Create' buttons and the message 'You do not have any message' or 'You do not have any clarification'.

02 - PROPOSAL CREATION STEPS

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

VORTAL
Connecting business.

On-line Store I Want To ... Search...

Work Area -- Opportunities -- Opportunity Work Area -- Update proposal

Page id: 10003864 SMARTY-help

IN EDITION
Office Materials Annual Acquisition 2017 Copy
Office Materials Annual Acquisition 2017 - Training Session 15-12-2016
Restricted Tender with Invitation in (PT)
NS Adv Gov

1 General Information
2 Lots
3 Questionnaire
4 Documents

Back to Buyer Dossier Work Area

REQUEST INFORMATION

Header

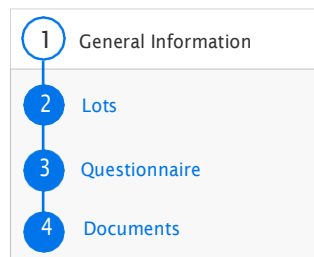
Proposal Reference
Type: Proposal

Replying Authority

Supplier & Co.
Fiscal Id: 500820260

Back to Buyer Dossier Work Area

Finish Proposal Save



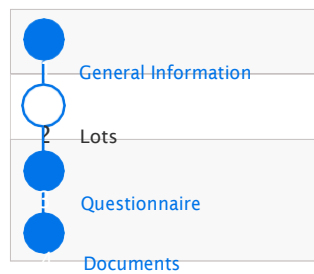
Step 1. General information

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.

Proposal Reference: Proposal 33 - Supplier & Co.

Type: Proposal



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.

tion 2017 Copy
Office Materials Annual Acquisition
n 2017 - Training Session 15-12-
2016
Restricted Tender with Invitation
n (PT)
NS Adv Gov

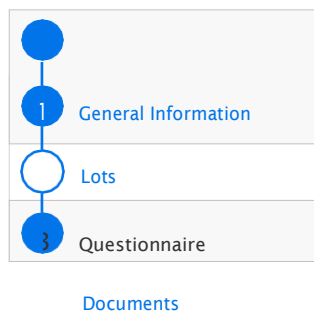
1 General Information
2 Lots

Back to Buyer Dossier Work Area

Finish Proposal Save

Lots	
1	Lote 1

Proposal to this lot? ☒



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.

Work Area -- Opportunities -- Opportunity Work Area -- Update proposal

Page Id: 10003884 SMARTY-help

Back to Buyer Dossier Work Area

Office Materials Annual Acquisition 2017 Copy

Office Materials Annual Acquisition 2017 - Training Session 15-12-2016

Restricted Tender with Invitation (PT)

NS Adv Gov

Summary View | Edit Main Form

1 General Information

2 Lots

3 Questionnaire

4 Documents

1 ID Genat

2 ID Lot 1 Dados do lote 1

3 I confirm that the above data is correct and reflects the content of my proposal *

☒ I agree ☐ I do not agree

(*) the non presentation of required evidence may lead to the proposal exclusion

Back to Buyer Dossier Work Area

Finish Proposal Save < >

Proposal price.

Work Area -- Opportunities -- Opportunity Work Area -- Update proposal

Page Id: 10003884 SMARTY-help

Back to Buyer Dossier Work Area

Office Materials Annual Acquisition 2017 Copy

Office Materials Annual Acquisition 2017 - Training Session 15-12-2016

Restricted Tender with Invitation (PT)

NS Adv Gov

Summary View | Edit Questionnaire

1 General Information

2 Lots

3 Questionnaire

4 Documents

1 Lot 1 Price List

1.1 Lot 1 Price List (The values indicated do not include the VAT) Remove Lines Options

Total Price 0.00

Reference	Internal Reference	Description	Qty	Unit	Price per Unit	Total Price
1.1	Pens					
1.1.1		Blue pen	11.00	CK	11.00	121.00

IMPORTANT:

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.

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.

Work Area → Opportunities → Opportunity Work Area → Update proposal

Page Id: 10003884 SMARTY-help

IN EDITION
Office Materials Annual Acquisition 2017 Copy
Office Materials Annual Acquisition 2017 - Training Session 15-12-2016
Restricted Tender with Invitation (PT)
NS Adv Gov

Back to Buyer Dossier Work Area

Finish Proposal Save

REQUIRED DOCUMENTS Status: Draft

ENVELOPE: PROPOSTA Documents More Options

Add Notes
In here you can add notes to this envelope.

Attachments Add Documents
You may add Upload New Document requested by the contracting entity

Back to Buyer Dossier Work Area

Finish Proposal Save

Next, click “Upload New Document”.

Attachments Add Documents

You may add Upload New Document requested by the contracting entity

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”.

FILE UPLOAD

This page doesn't require Java to work. If you are experiencing problems, use the alternative page here.

Select Files

No file selected. Click on Select File or drag'n'drop a file into this area to add it.

Upload Close

☐ I wish to add a signature file.

For security reasons, not all files extensions are accepted by the platform. For more information regarding restricted file extensions, consult the [See here the extensions blacklist](#).

File Upload Best Practices

- When possible, convert your files into PDF format. This format will guarantee that every user with access to the file will be able to see it correctly.
- To group files and reduce their size, use a compression software (for example Winzip). This solution reduces the size of the file and the upload time. However, before compacting the files please validate if there is the need to digitally sign them individually.
- In every file, especially in Excel and DWG/DWG files, define the printable area. Otherwise when the file is printed by another user, the output may not be the correct one.
- If your files are protected with a password, other users won't be able to open and print them. Make sure only confidential files are password protected.
- You should attach files that are stored in your computer, otherwise the upload time can take too long.

Once uploaded, click “Close”.

FILE UPLOAD

This page doesn't require Java to work. If you are experiencing problems, [use the alternative page here](#)

or drag'n'drop files into this page

Select Files

File	Description	Progress
OpenProtocol [WithLots].docx	OpenProtocol [WithLots].docx	UPLOAD COMPLETE

☐ I wish to add a signature file.

Upload

Close

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

Documents				
REQUIRED DOCUMENTS				
ENVELOPE: ENVELOPE 1: ADMINISTRATIVE DOCUMENTATION				
No comments				
Envelope 1: Administrative Documentation				
Document Name: PT1_OTLCTNR_8120024_PT1_RPL_18308.pdf				
Detail Signature Info				
No				
Evidence Required				
Question: Documentación administrativa				
Document Name: 2016-11-08_182917.png				
Detail Signature Info				
Confidential				
No				
ENVELOPE: SOBRE 2: DOCUMENTACIÓN PARA VALORACIÓN DE CRITERIOS CUYA CUMPLIFICACIÓN DEPENDE DE UN JUICIO DE VALOR				
No comments				
Envelope 2: Documentation for evaluate criteria whose quantification depends on a value judgement				
Document Name: PT1_OTLCTNR_8120024_PT1_RPL_18308.pdf				
Detail Signature Info				
No				
Envelope 2: Documentation to evaluate criteria whose quantification depends on a value judgement				
Document Name: PT1_OTLCTNR_8120024_PT1_RPL_18308.pdf				
Detail Signature Info				
No				
ENVELOPE: ENVELOPE 3: ECONOMIC PROPOSAL AND DOCUMENTATION FOR THE AUTOMATIC EVALUATION OF QUANTIFIABLE CRITERIA				
No comments				
Envelope 3: Economic Proposal and documentation for the automatic evaluation of quantifiable criteria				
Document Name: PT1_OTLCTNR_8120024_PT1_RPL_18308.pdf				
Detail Signature Info				
No				

4b If applicable, classifying documents as confidential:

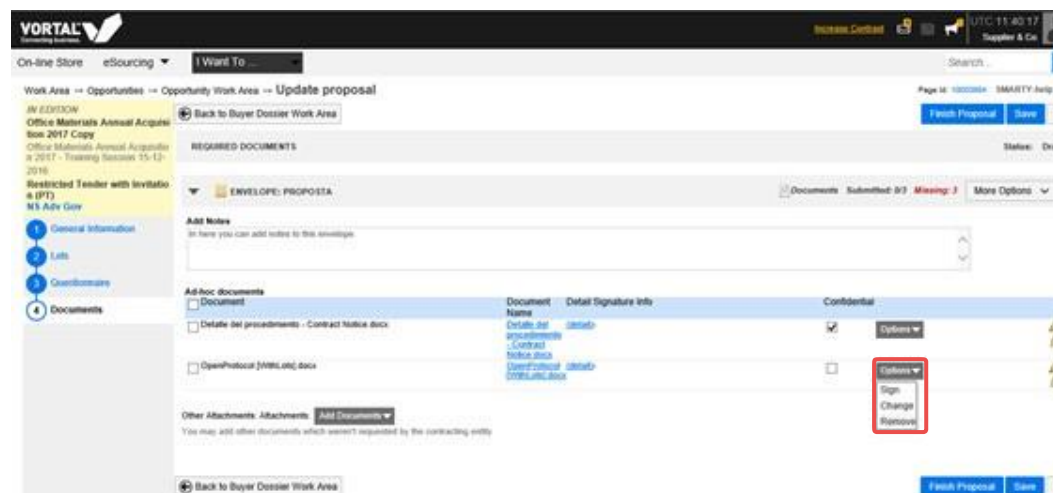
If you want to classify your documents, enable the '**Confidential**' checkbox for the desired documents.

The screenshot shows the 'Documents' tab in the Vortal system. On the left, a sidebar lists the steps: 1. General Information, 2. Lots, 3. Questionnaire, and 4. Documents (selected). The main area is titled 'ENVELOPE: PROPOSTA' and contains an 'Add Notes' section. Below this is a table of 'Ad-hoc documents' with columns for 'Document', 'Document Name', 'Detail Signature Info', and 'Confidential'. The first row shows a document named 'Detalle del procedimiento - Contract Notice.docx'. The 'Confidential' checkbox for this document is highlighted with a red box. Below the table is an 'Attachments' section with an 'Add Documents' button and a note: 'You may add other documents which weren't requested by the contracting entity'.

Document	Document Name	Detail Signature Info	Confidential
<input type="checkbox"/>	Detalle del procedimiento - Contract Notice.docx	Detalle del procedimiento - Contract Notice.docx	<input type="checkbox"/>

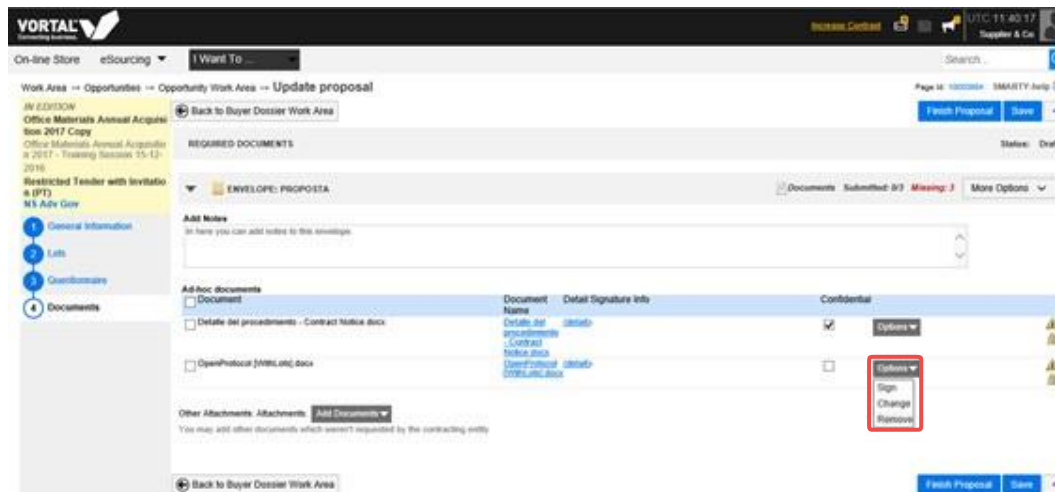
4c Replacing documents:

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

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

Opportunity Work Area → Update proposal

Back to Buyer Dossier Work Area

REQUIRED DOCUMENTS

ENVELOPE: PROPOSTA

Add Notes

In here you can add notes to this envelope.

Attachments

Add Documents

You may add other documents which weren't requested by the contracting entity

Back to Buyer Dossier Work Area

Finish Proposal Save

More Options

Pressing this combo-box you will find all the actions possible to be made on the envelope documents.

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.

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.

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”**.

The screenshot displays the VORTAL platform's 'Update proposal' interface. On the left, a sidebar lists navigation options: 'General Information', 'Lists', 'Questionnaire', and 'Documents'. The main area is divided into two sections: 'Questionnaire' and 'Main Form'. The 'Questionnaire' section includes a progress indicator showing 1 total question, 1 ready to submit, and 0 incomplete. The 'Main Form' section also has a progress indicator showing 6 total questions, 6 ready to submit, and 0 incomplete. A 'Sign All' button is prominently displayed in the top right corner of the main content area. The interface also features a search bar and a 'Back to Buyer Dossier Work Area' link.

Click “Sign”.

> **SIGN FILES**

Files to Sign

	File Description	File Name	Size	Signature Detail
<input checked="" type="checkbox"/>	Questionnaire (PDF)	PT1_OTLCNTNR_5270049_PT1_RPL_18912.pdf	21.27 KB	Missing signature 
<input checked="" type="checkbox"/>	Main Form (PDF)	PT1_OTLCNTNR_5270050_PT1_RPL_18912.pdf	24.22 KB	Missing signature 
<input checked="" type="checkbox"/>	Contract Notice.docx	Contract Notice.docx	17.28 KB	Missing signature 
<input checked="" type="checkbox"/>	OpenProtocol [WithLots].docx	OpenProtocol [WithLots].docx	15.17 KB	Missing signature 
Total Files: 4		Total Size: 77.95 KB		

Sign Close

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

Select a Digital Certificate

☒ Select Certificate installed on my computer

☐ Select Certificate file stored on my disk

Installed Certificates

Select the desired certificate from the list box below and press the Continue button.

Ana Sofia Pereira e Cunha [SubCA.MEXTRWYCA-CA]  

Refresh List

Certificate Information

Issued To: Ana Sofia Pereira e Cunha


Issued: CN=SubCA.MEXTRWYCA-CA, O=Vortal, C=PT

Valid From: 21/03/2018 09:43:25

Valid Until: 21/03/2018 09:43:25

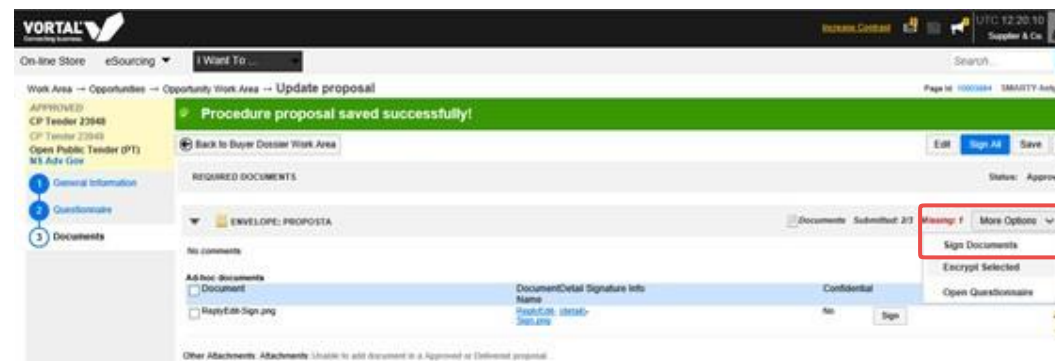
Certificate used for:  

Continue Cancel

 Please select the digital certificate with which you would like to identify yourself

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.


NOTE:

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

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

SUBMIT PROPOSAL

Replied Authority

Supplier & Co.

0 Recommendation(s)

★★★★★

Variant Proposals

Allows Variant Proposals? No

Proposals Ready For Submission

Ready to Submit: 1 | In Edition: 0

PROPOSAL - Proposal 345

Total Value: 358,853.00 Euro

(Base Proposal)

Submit Proposal

Approved

Terms of Proposal Submission

Digital Certificates issued by Vortal are NOT Qualified Certificates, so they must not be used to sign replies or reply attachments. -> After submitting your reply, an electronic receipt will be issued as confirmation of the submission, and it remains attached to the proposal.

Should you have any questions do not hesitate to contact Vortal by calling 707 202 712 or by email on info@vortal.pt.

☐ I have read and accept the specific terms and conditions for Submission

Cancel

Submit Proposals

1d Submit the proposal:

Click “Submit Proposals” The message “Proposal successfully submitted!” appears.

The screenshot shows the 'SUBMIT PROPOSAL' window. At the top, it says 'Replied Authority' with a profile for 'Supplier & Co.' showing a 5-star rating and '0 Recommendation(s)'. Below this is the 'Variant Proposals' section, indicating 'Allows Variant Proposals? No'. The 'Proposals Ready For Submission' section shows 'PROPOSAL - Proposal 345' with a 'Total Value: 358,853.00 Euro'. A 'Submit Proposal' button is visible next to the proposal, with a status of 'Approved'. At the bottom, there is a 'Terms of Proposal Submission' section with a checkbox for 'I have read and accept the specific terms and conditions for Submission', which is checked. A 'Cancel' button and a 'Submit Proposals' button are at the bottom right.

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.

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

My proposals Delivery Panel Create Options

Reference	Modified	Delivered	State	Global Value
Proposal 345	1/30/2017 12:35:09 PM	1/30/2017 12:35:09 PM	Submitted Proposal	

Contracts Options

There are no contracts created

MESSAGES Create

General Supplier & Co. 1/30/2017 12:40:11 PM [see more »](#)

CLARIFICATIONS Create

No subject ASC Supplier 1/30/2017 12:40:11 PM [see more »](#)

ERRORS AND OMISSIONS Create

You do not have any error or omission

BIDDERS LIST

You do not have any bidder proposal

OBJECTIONS

You do not have any objection

ATTESTATION DOCUMENTS

You do not have any Attestation Documents [Messages](#)

ANNOUNCEMENTS

You do not have any announcement

TASKS Create

You do not have any task

RECEIPTS

Proposal - Submission **Proposal 345**
ASC Supplier - Supplier & Co.
[see receipt Proposal 345](#)
1/30/2017 12:35:09 PM [see more »](#)

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

RECEIPTS

Proposal - Submission **Proposal 345**
ASC Supplier - Supplier & Co.
[see receipt Proposal 345](#)
1/30/2017 12:35:09 PM

[see more »](#)

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

VORTAL

Connecting business.

Increase Contrast

UTC 12:54:59

On-line Store eSourcing I Want To ... Search...

Work Area → Configuration Manager → Marketplace → Receipt Detail Page Id: 10003750 SMARTY-help

Back Print PDF

Action & Document Information

Receipt Ref : NKTWYRECEIPT.38503

Creation Date : 19 minutes ago (1/30/2017 12:35:09 PM(UTC) Dublin, Edinburgh, Lisbon, London)

Event : Submission

Executed By (Company) | VAT : Supplier & Co. | 500820260

Executed By (User) : ASC Supplier

Document Type : Proposal

Document Reference : Proposal 345

Document Description : Proposal 345

Signed Document : Yes

Nr. of Attachments : 3

Proposal Detail

Lots replying to	Proposal Type
No Lots	Base

Attachments List

Name	Description	Signed
PT1_OTLCONTNR_7350022_PT1_RPL_19206.pdf	Questionnaire (PDF)	Signed byPRUEBA JUAN ANTONIO DE LA CAMARA ESPAÑOL - DNI 00000000T1/30/2017 12:21 PMon (UTC) using(Valid)AC Firmaprofesional - AAPP
PT1_OTLCONTNR_7350023_PT1_RPL_19206.pdf	Main Form (PDF)	Signed byPRUEBA JUAN ANTONIO DE LA CAMARA ESPAÑOL - DNI 00000000T1/30/2017 12:21 PMon (UTC) using(Valid)AC Firmaprofesional - AAPP
ReplyEdit-Sign.png	ReplyEdit-Sign.png	Signed byPRUEBA JUAN ANTONIO DE LA CAMARA ESPAÑOL - DNI 00000000T1/30/2017 12:21 PMon (UTC) using(Valid)AC Firmaprofesional - AAPP

Scope Information

Scope : Procedure

Procedure Reference : CP Tender 23948

Buyer Entity | VAT: NS Adv Gov (LEGAL) | 500820309

43

www.vortal.biz
© VORTAL 2017 - All rights reserved

VORTAL[®]
Connecting business.

OTHER FUNCTIONALITIES

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.

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.
