

**\*1\***

DETAILS	ATTACHMENTS & NOTES	PHASES / DOSSIERS	TENDER LOG	COMMUNICATION	EVALUATION
<b>BASIC INFORMATION</b>					
<b>Status</b>		<b>Publication date</b>		<b>Submission Closure Date</b>	
⚡ Submission of offers		<input type="text"/>			
<b>Description/Scope</b>					
<input type="text"/>					
<b>Main Supply Item Category</b>		<b>Additional Categories</b>			
<input type="text"/>		<input type="text"/>			
<b>Tender concerning</b>					
Services					
<b>TENDER USERS</b>					
<b>Tender creator</b>					
<input type="text"/>					
<input type="button" value="I want to participate in the tender"/>					

Once you click “I want to participate in the tender” option in the lower right corner, you will be automatically redirected to the next step #2.

\*2\*

BASIC INFORMATION

Status

⚡ Submission of offers

Publication date

Submission Closure Date

Description/Scope

Main Supply Item Category

Additional Categories

Tender concerning

Services



TENDER USERS


Tender creator

NEW REPLY

The next step requires you to click the option “New Reply” in the lower right corner again.

**\*3\***

Surname useren0cpki0u7



TENDER CODE

TENDER TITLE

TENDER TEMPLATE

1

TENDER CREATION

QUESTIONNAIRE

TENDER DATA FIELDS

Save

Next step →

You should select “Next step”.

**\*4\***

Surname useren0cpk10u7

56

TENDER CODE

TENDER TITLE

TENDER TEMPLATE



1

TENDER CREATION  
Questionnaire

EDIT

2

TENDER CREATION  
ATTACHMENTS

NAME	TEMPLATE	MANDATORY	
→ NDA (BG)	2023 07 28 NDA bg.docx	✓	
→ NDA (EN)	2023 07 28 NDA eng.docx	✓	

← Previous step

Next step →

Within the red circle you will find the attachment icon. Once you click it, you simply drag and drop the filled in NDA with QES in the pool of attachments, as follows:

## UPLOAD FILES



Select or Drag/drop files here to upload

CLOSE


After you have successfully attached the NDA, the attachment icon in the corresponding row will appear in green color:

## 2 TENDER CREATION ATTACHMENTS

NAME	TEMPLATE	MANDATORY	
→ NDA (BG)	2023 07 28 NDA bg.docx	✓	
→ NDA (EN)	2023 07 28 NDA eng.docx	✓	

You should attach NDAs in both categories for the system to let you through.

## 2 TENDER CREATION ATTACHMENTS

NAME	TEMPLATE	MANDATORY	
→ NDA (BG)	2023 07 28 NDA bg.docx	✓	
→ NDA (EN)	2023 07 28 NDA eng.docx	✓	

← Previous step

Next step →

**When both of the icons have turned green, you are ready to continue, clicking “Next step”.**

**\*5\***

In this panel all of the company info should be double checked, especially the email.

Kindly click “Next step” to continue again.

3

TENDER CREATION

SUPPLIER/FINANCIAL OPERATOR INFORMATION

Supplier/Financial Operator Information

Company Name	Username	Position in the company
Test test	Surname	
Phone number	Fax	E-mail

Save

← Previous step

Next step →



**\*6\***

## Final Step


All of the information appears in this overview panel. Please, kindly double check and choose “Save Offer/Reply Draft” in the lower right corner:

**3** TENDER CREATION  
ADDITIONAL INFORMATION

Supplier/Financial Operator Information

Company Name	Username	Position in the company
Test test	Surname	
Phone number	Fax	E-mail

← Previous step

Save Offer/Reply draft 

Kindly click “Final Offer/Reply Submission”:

**3** TENDER CREATION  
**ADDITIONAL INFORMATION**

Supplier/Financial Operator Information

Company Name

Test test

Username


Surname


Position in the company

Phone number

Fax

E-mail

Edit draft 

Final Offer/Reply Submission 

**\*7\***

## Submission confirmation

If you have successfully submitted the attached files, you should receive the following confirmation:

DETAILS

ATTACHMENTS & NOTES

PHASES / DOSSIERS

TENDER LOG

COMMUNICATION

EVALUATION

Your offer/response dossier has been successfully submitted!

### BASIC INFORMATION

Status

Publication date

Submission Closure Date

⚡ Submission of offers