

**\*1\***

**DETAILS** | ATTACHMENTS & NOTES | PHASES / DOSSIERS | TENDER LOG | COMMUNICATION | EVALUATION

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**BASIC INFORMATION**

Status: Submission of offers      Publication date:       Submission Closure Date:

Description/Scope

Main Supply Item Category:       Additional Categories:

Tender concerning

Services

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**TENDER USERS**

Tender creator

[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**

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<b>Status</b>	<b>Publication date</b>	<b>Submission Closure Date</b>
⚡ Submission of offers	<input type="text"/>	

**Description/Scope**

<b>Main Supply Item Category</b>	<b>Additional Categories</b>
<input type="text"/>	

**Tender concerning**

Services

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**TENDER USERS**

**Tender creator**

**NEW REPLY**

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

**\*3\***

The screenshot shows a web interface for tender creation. At the top, there is a dark blue header with a menu icon on the left and the text "Surname useren0cpki0u7" on the right. Below the header is a light gray bar with three columns: "TENDER CODE", "TENDER TITLE", and "TENDER TEMPLATE". Each column has a corresponding input field. Below this bar, the main content area is titled "1 TENDER CREATION QUESTIONNAIRE". Underneath, there is a section labeled "TENDER DATA FIELDS" with a horizontal line. To the right of this section is a purple "Save" button. Below the "Save" button is a blue "Next step →" button, which is highlighted with a red hand-drawn circle.

**You should select "Next step".**

**\*4\***

The screenshot shows a web application interface for tender creation. At the top, there is a header with a menu icon, the user's name 'Surname useren0cpkj0u7', and notification icons. Below the header, there are three input fields for 'TENDER CODE', 'TENDER TITLE', and 'TENDER TEMPLATE'. The main content area is divided into two steps: '1 TENDER CREATION Questionnaire' and '2 TENDER CREATION ATTACHMENTS'. The 'ATTACHMENTS' step features a table with the following data:

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

At the bottom of the interface, there are two buttons: '← Previous step' and 'Next step →'. A vertical sidebar on the right contains a progress indicator with three steps, where step 2 is highlighted.

**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