

The Trading Room

QUICK RESPONSE GUIDE

Version 19.0.0 and above



support@achatpublic.com



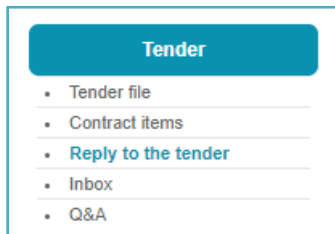
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www.achatpublic.com

1. The “Company” Trading Room

The module used to reply to a tender is displayed in the left-hand menu, **“Tender”**, and is called **“Reply to the tender”**



The **“Reply to the tender”** sub-menu appears in the left-hand **“Tender”** menu as soon as you navigate to the pages dedicated to a tender.

When the tenderer is signed in and clicks on **“Reply to the tender”**, the Java applet is loaded and the screen below presenting the new tender proposal module is displayed.

This document presents an extract of the company manual, explaining step-by-step how to reply to a tender on *The Trading Room*.

1. Log in to reply

As soon as you click on 'Reply to the tender', the following screen urges you to log in using your comfort account or to create an account if you do not have one.

The screenshot shows a user interface with two main sections: 'Log in' and 'Create your account'. The 'Log in' section includes fields for 'Username' and 'Password', a 'Log in now' button, and a link for 'Forgotten password?'. The 'Create your account' section includes a description of free registration and a 'Register' button. Two red callout boxes with arrows point to the 'Log in now' and 'Register' buttons respectively, providing instructions.

Log in
 Username
 Password
[Forgotten password ?](#) **Log in now**

Create your account
 Free registration that keeps you informed of modifications to a tender and allows you to submit a proposal. **Register**

Click on [Log In] to sign in

Click on [Create your account] to create an account

If you do not have an account, click on **[Create your account]** in order to go to the account creation form. (see section 3.1 Creating your account)

Once you have entered your username and password, a page summarising the information you entered is displayed.

After reading through and checking your contact details, click on the **[Validate]** button to access the tender proposal interface.

Confirmation

Summary of the information entered :

You : M. Administrateur Testeur
Testeur
operations@achatpublic.com
This address will enable us to keep you informed of changes to the tender.

Your company / organisation : Administrateur Testeur
adress

12345 - ville
Tel.: 0102030405
France

Confirmation will begin the proposal procedure :

Tender reference : Marché 050520
Tender ID : CSL_2020_hLj_q2jMQg
Title : Marché 050520

Confirm

2. Special case: different deadlines for different lots

The contracting authority may, in some case, offer different deadlines for different lots. In this case, and in this case only, the screen below will be displayed. In all other cases, please go straight to the next section.

Choix des Lots

N° de lot	Intitulé	Date limite de dépôt des plis	Critère de sélection des offres
<input checked="" type="checkbox"/> 1	Lot 1	29 mars 2019 11:00	29 mars 2019 11:00
<input checked="" type="checkbox"/> 2	Lot 2	29 mars 2019 12:00	29 mars 2019 12:00

Sélectionnez le ou les lots pour lesquels vous allez réaliser une réponse, puis validez.

Valider

Select the lot(s) for which you would like to submit a proposal and then click on **[Confirm]**.

IMPORTANT: Clicking on confirm loads the tender proposal interface. It will not be possible subsequently to change the lot(s) selected.

3. Reply to the tender

Once your ID has been confirmed, the interface loads. A “Java” icon may appear on screen.



Java application:

A “Java” icon may appear on screen once you have logged in. The application is now being installed on your workstation. Wait until it has finished downloading.

A window may appear asking you if you want to install the programme. Check the box **“Always trust software from...”** and click on **[Install]**.

IMPORTANT: Installation of the Java application is required in order to reply to a tender.

Below is the tender proposal interface. It is in this screen that you compile your envelope and then submit your bid.

The screenshot shows a window titled "Reply to the tender" with a progress bar at the top containing four stages: "Bid creation", "Envelop compilation", "Bid submission", and "Summary". Red curved arrows indicate a sequential flow from left to right between these stages. Below the progress bar, a text box says "Please name your tender proposal" and "The name will enable you to identify this folder in the 'My proposal?' tab in the future". A red rectangular box highlights the text "Stages of the tender proposal". Below this is a large text input field labeled "Folder name :". At the bottom, a status bar displays "Trading room closes in : 34 days, 21 hours, 45 minutes", "Local drive: > 1 GB available", and "Estimated bid size : 0 Bytes". Two buttons, "Next" and "Exit", are located at the bottom right.

The stages of the process must be followed in order by clicking on the **[Next]** button. You can quit at any time and then resume your proposal at a later stage by clicking on the **[Exit]** button. To resume an interrupted proposal, please refer to the section "**My Proposals, resume a proposal in progress**").

3.1 Step 1: Bid creation

When creating the bid, you are asked to name your tender proposal so that you can find it again more easily if you want to resume a proposal in progress. Fill in the '**Folder name**' field and click on the **[Next]** button.

Reply to the tender

Bid creation

Envelop compilation

Bid submission

Summary

Please name your tender proposal
The name will enable you to identify this folder in the "My proposal?" tab in the future

Folder name :

Trading room closes in :

34 days, 21 hours, 45 minutes

Local drive:

> 1 GB available

Estimated bid size :

0 Bytes

Next


Exit

IMPORTANT: Before starting the bid submission operation, make sure you have enough free space on your local disk

3.2 Step 2: Envelope selection

If the contract is split into lots, the **[Envelope selection]** stage lets you choose the lot(s) to which you would like to reply. The **[Select all]** button may be used to select all the lots in a single click.

This stage lets you define the envelope(s) to which you would like to reply.


 Reply to the tender

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□
×

Reply to the tender

Bid creation
Envelope selection
Envelop compilation
Bid submission
Summary

This tender contains lots.
Please select the lots for which you wish to present a bid.

 Select all

☒ Lot No.1 : Lot 1
☒ Lot No.2 : Lot 2

Trading room closes in :
14 days, 19 hours, 16 minutes

Local drive:
> 1 GB available

Estimated bid size :
0 Bytes

Back
Next
Exit

Once you have chosen the lot(s) to which you would like to reply, click on the **[Next]** button.

Note that the **[Back]** button lets you go back as long as you have not submitted your bid.

The **[Exit]** button lets you quit at any time and resume your tender proposal at a later stage.

3.3 Step 3: Envelope compilation and signature of documents

a) The envelope compilation interface

Depending on the lot(s) to which you have chosen to reply and the type of procedure, envelopes appear in the left-hand column.

In the example below, there are two envelopes to which you are going to reply.

The first envelope, **“offre-lot1”**, is the envelope selected because the title is highlighted with the theme colour (blue in this example).

In order to add files to the second envelope, called **“offre-lot2”**, click on the title and this will then switch to the theme colour (blue in this example).

Reply to the tender

Bid creation > Envelope selection > Envelop compilation > Bid submission > Summary

Add the documents composing your proposal
Warning: Certain documents must be digitally signed .
Please refer to the information provided for the tender.

Envelopes	File name	Status	
offre-lot1	<input type="checkbox"/> acte d engagement.doc		Add Delete View Sign Verify
offre-lot2	<input type="checkbox"/> CV_team.pdf		

Trading room closes in : 3 days, 22 hours, 23 minutes | Local drive: > 1 GB available | Estimated bid size : 1020,83 KB

Back Next Exit

Actions performed on files:

In order to select files, it is possible to select them individually by checking the box in front of the file name or select them all by clicking on the icon located in the table header in front of **“File name”**.

By selecting all files, the box located in front of each document will be checked. Then, by clicking on the **[Delete]** button, for example, all the documents will be deleted in a single click.

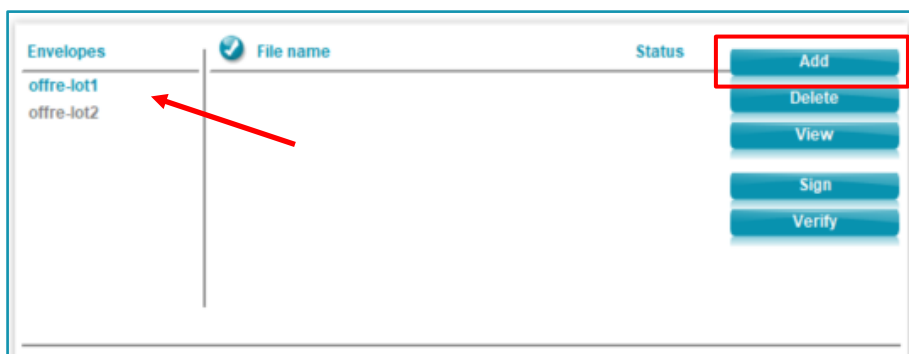
- ✓ **Add:** lets you browse your workstation to add new documents to your tender proposal
- ✓ **Delete:** lets you delete a document from your tender proposal (this does not however delete the file from your workstation)
- ✓ **View:** lets you display the content of the selected document in the **"File name"** column
- ✓ **Sign:** lets you, if you have a signature certificate, sign a document
- ✓ **Verify:** lets you verify the signature of the selected document

b) Add a document

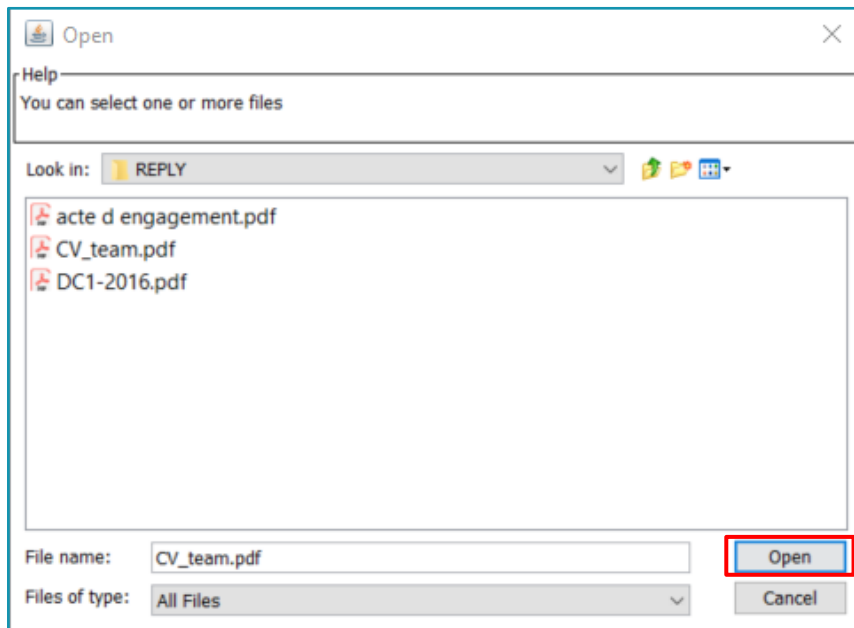
IMPORTANT: Uploading files locally from your workstation

*When you click on the **[Add]** button, you are strongly recommended to check that you are uploading files located on a workstation rather from a server. Server response times are often sluggish and can lengthen the time taken to submit your bid.*

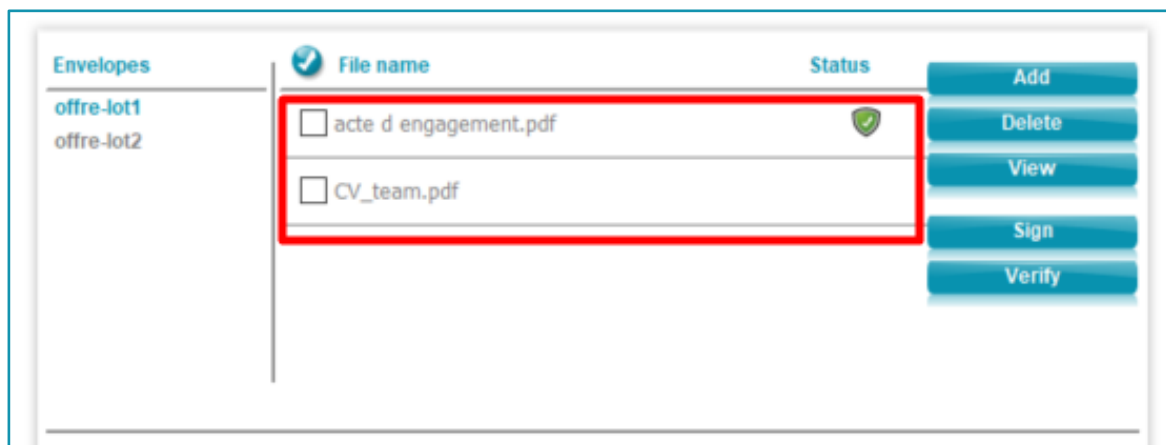
Click on an envelope to select it and then click on the **[Add]** action button in the right-hand column.



Select the documents to add and click on **[Open]**.



IMPORTANT: *The names of the files uploaded must not include any special characters¹.*



The selected files appear in the central column, indicating the name of each document and its signature status.

In the example below, the first document has been signed and the signature is valid: the icon is green.

As regards the third document, it has also been signed but the red icon indicates that the signature is invalid.

¹ Special characters (e.g. ° * “ ’, etc.) may cause an error when sending or reading files. Use alphanumeric characters without accents and dashes (- or _) **only** to name your files.

c) Signature of documents

Once you have added all your documents to the envelopes, you must sign them. Select the document that you wish to sign, then click on the **[Sign]** button to sign the documents one by one.

You may equally sign all of the documents for an envelope by selecting all the documents using the icon located in the header and then clicking on the **[Sign]** button.

Reply to the tender

Bid creation > Envelope selection > Envelop compilation > Bid submission > Summary

Add the documents composing your proposal
Warning: Certain documents must be digitally signed .
Please refer to the information provided for the tender.

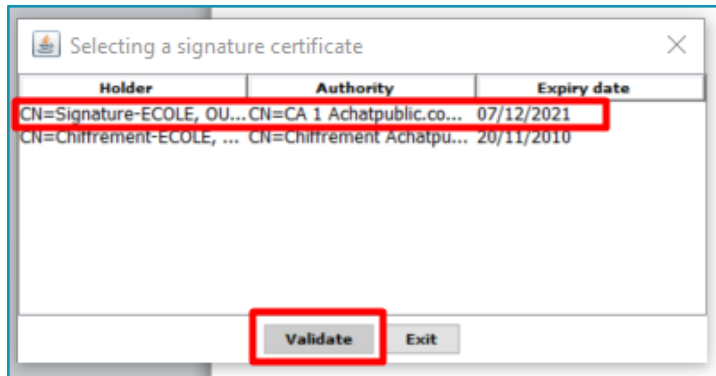
Envelopes	File name	Status	
offre-lot1	<input type="checkbox"/> acte d engagement.pdf		Add
offre-lot2	<input checked="" type="checkbox"/> V_team.pdf		Delete
	<input checked="" type="checkbox"/> reponse fonctionnelle.pdf		View
			Sign
			Verify

100 %

Trading room closes in : 3 days, 22 hours, 23 minutes | Local drive: > 1 GB available | Estimated bid size : 778,37 KB

Back Next Exit

In the **"Select a signature certificate"** window, choose your certificate and click on **[Confirm]**. Where necessary, enter the PIN code for your signature key.



When the action is completed, the icons indicating the signature status appear in the central column listing the files included in your envelope.

In the example below, the signature of the first document is valid² but the one for the third document, in red, is invalid.

² If this is not the case, please click on 'Verify the signature' in order to diagnose the problem. To find out more, please refer to the '**Signature verification**' and '**Signature validity**' sections.

Reply to the tender

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□
✕

Reply to the tender

Bid creation

Envelope selection




Envelope compilation

Bid submission

Summary

Add the documents composing your proposal

Warning: Certain documents must be digitally signed .
Please refer to the information provided for the tender.

Envelopes	File name	Status	
offre-lot1	<input type="checkbox"/> acte d engagement.pdf		<div>Add</div> <div>Delete</div>
offre-lot2	<input type="checkbox"/> CV_team.pdf		<div>View</div> <div>Sign</div>
	<input type="checkbox"/> Reponse fonctionnelle.pdf		<div>Verify</div>

100%

Trading room closes in :
3 days, 22 hours, 23 minutes

Local drive:
> 1 GB available

Estimated bid size :
778,37 KB

Back

Next

Exit

The screenshot shows a web application window titled "Reply to the tender". At the top, there is a progress bar with five steps: "Bid creation", "Envelope selection", "Envelop compilation", "Bid submission", and "Summary". The "Envelope selection" step is currently active. Below the progress bar, there is a warning message: "Add the documents composing your proposal. Warning: Certain documents must be digitally signed. Please refer to the information provided for the tender." Below this, there is a table with the following columns: "Envelopes", "File name", "Status", and a set of action buttons. The table contains three rows of documents: "offre-lot1", "offre-lot2", and "Reponse fonctionnelle.pdf". Each row has a checkbox, a file name, a status icon (a green checkmark), and a set of buttons: "Add", "Delete", "View", "Sign", and "Verify". Below the table, there is a progress bar showing "100%". At the bottom, there is a summary bar with three sections: "Trading room closes in : 3 days, 22 hours, 23 minutes", "Local drive: > 1 GB available", and "Estimated bid size : 778,37 KB". Below the summary bar, there are three buttons: "Back", "Next", and "Exit". The "Next" button is highlighted with a red rectangle.

Envelopes	File name	Status	Action
offre-lot1	<input type="checkbox"/> acte d engagement.pdf	✓	Add, Delete, View, Sign, Verify
offre-lot2	<input type="checkbox"/> CV_team.pdf	✓	Add, Delete, View, Sign, Verify
	<input type="checkbox"/> Reponse fonctionnelle.pdf	✓	Add, Delete, View, Sign, Verify

Trading room closes in : 3 days, 22 hours, 23 minutes

Local drive: > 1 GB available

Estimated bid size : 778,37 KB

Back Next Exit

Once you have signed all the documents, click on the **[Next]** button.

Below the progress bar, the following information is indicated:

- ✓ When the trading room closes
- ✓ The estimated bid size in KB
- ✓ The estimated issue time

IMPORTANT: Signature of a zip is not admissible.

The Administrative Court of Toulouse confirmed the irregular nature of a digital bid submission where only the zip archive was signed in a judgement issued on 9 March 2011. The files contained in the zip must also be signed.

3.4 Step 4: Bid submission

Submission of the bid is the final operation in the tender proposal process. This action corresponds to sending your proposal.

This encryption operation helps protect the confidentiality of your proposal.

Encryption will be carried out on your workstation. To optimise the processing time, we recommend that you close all other open applications.

Reply to the tender

Progress bar: Bid creation → Envelope selection → Envelop compilation → **Bid submission** → Summary

Your bid will be encrypted to ensure confidentiality.
 By clicking next, encryption will be carried out on your machine, then the data will be transferred to the trading room.
 After this stage, you will no longer be able to modify your proposal.

Encryption will be carried out on your workstation.
 To optimise the processing time, we recommend that you close all other open applications.

Trading room closes in : 3 days, 22 hours, 11 minutes | Local drive: > 1 GB available | Estimated bid size : 1,14 MB

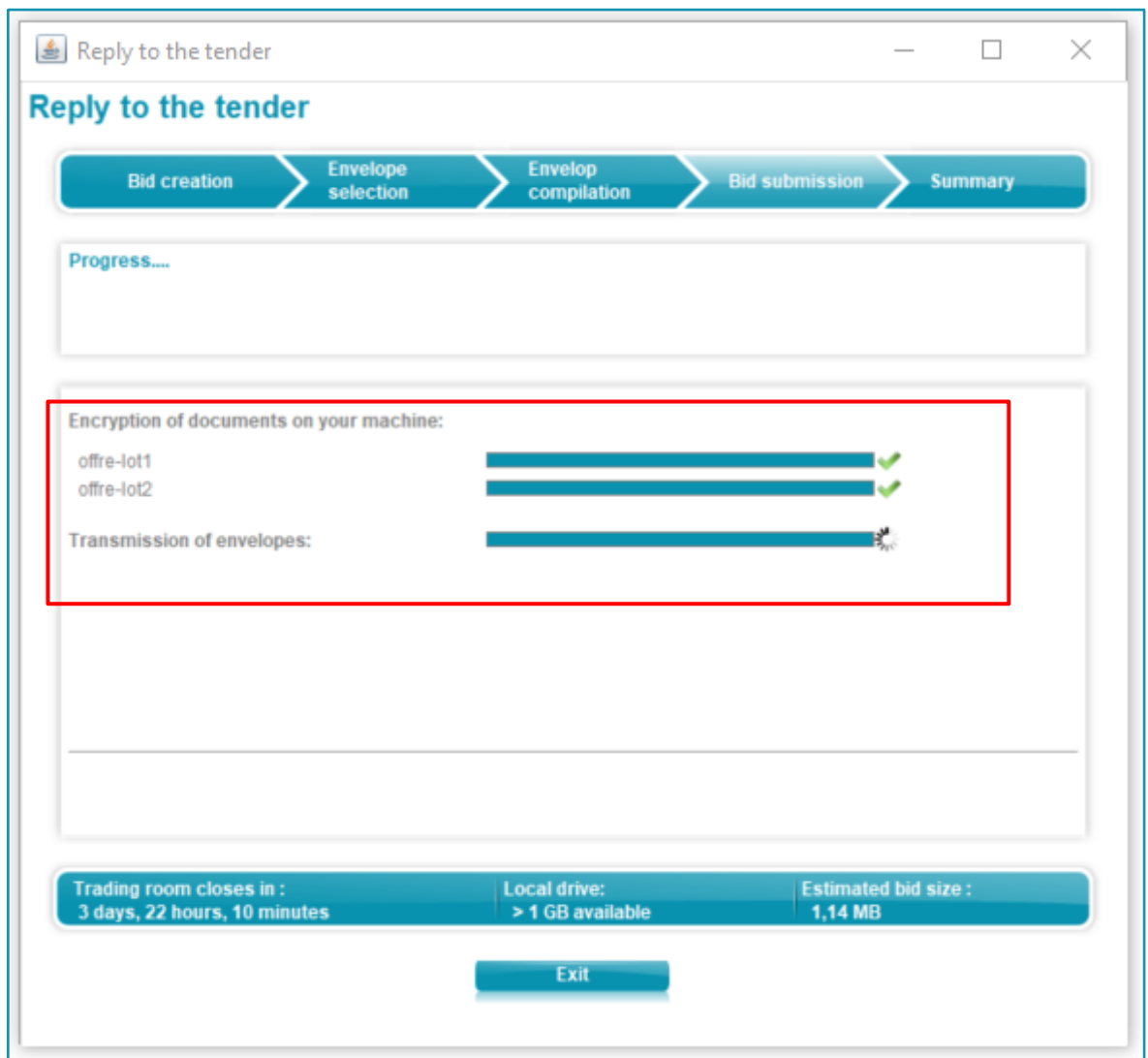
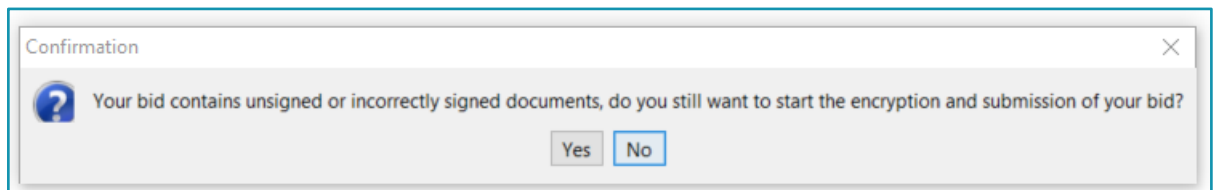
Buttons: Back | **Next** | Exit

IMPORTANT: Before beginning the encryption operation and bid submission, make sure your bid is complete. Once you have clicked on the 'Next' button, you will no longer be able to modify your proposal.

Click on the **[Next]** button to begin the encryption operation and submission of your bid.

If certain documents are unsigned or incorrectly signed, a screen is displayed asking for confirmation regarding signature of the document(s).

Click on **[No]** to go back or on **[Yes]** to continue with encryption.



When the operation begins, the progress bars for encryption of each envelope indicates the progress on each operation.

Once an envelope is fully encrypted, a green tick appears. The same applies to the transmission of envelopes.

Throughout the operation, you cannot quit the application: the browsing buttons are no longer accessible.

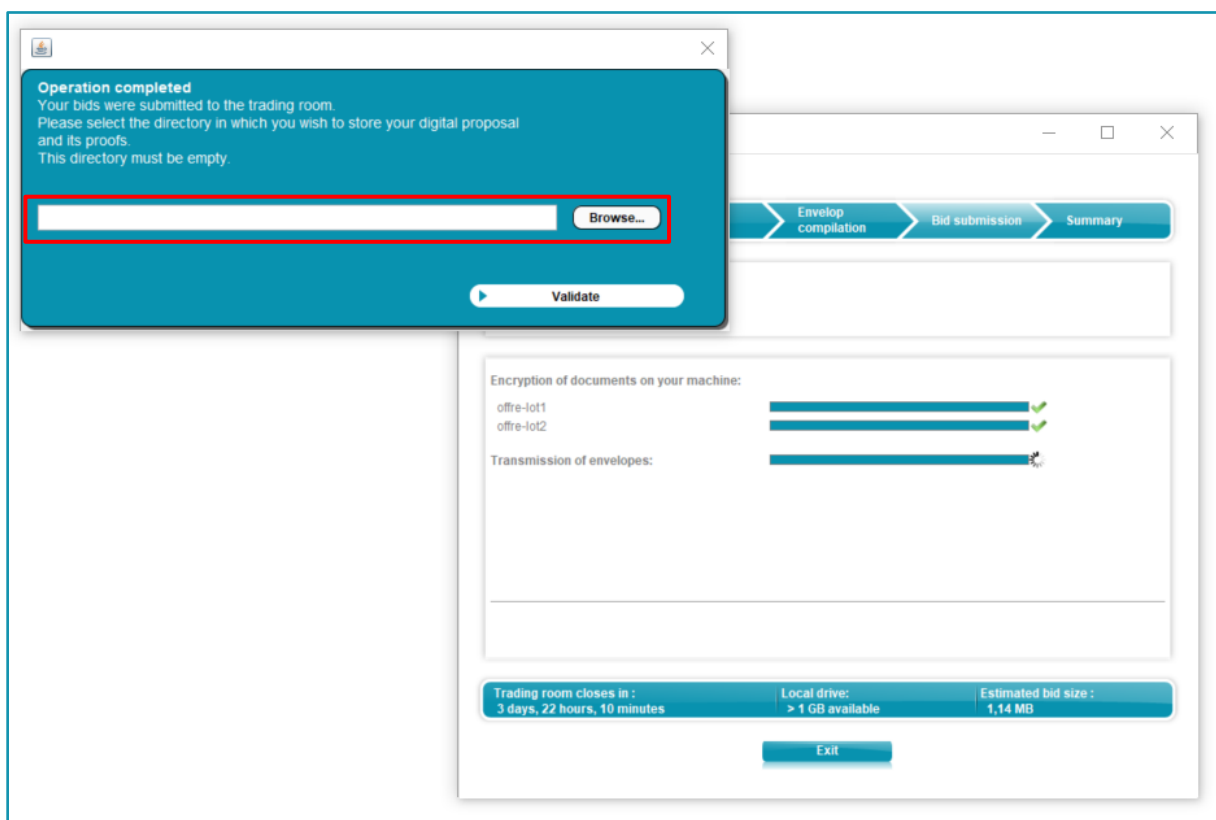
Wait until the submission is finished (if your bid is large, this operation may take some time but you can work on something else in the meantime).

Note the size of the bid and the estimated time displayed at the bottom of your screen.

If for any reason the bid submission is interrupted, you can resume the submission where it stopped, or start again from the beginning.

IMPORTANT: please check that your anti-virus software is up to date. Otherwise, 'infected' documents will be encrypted and may end up being rejected by the public entity.

When the bid submission is completed, a window appears asking you to select a directory in which to store your proposal and related files.

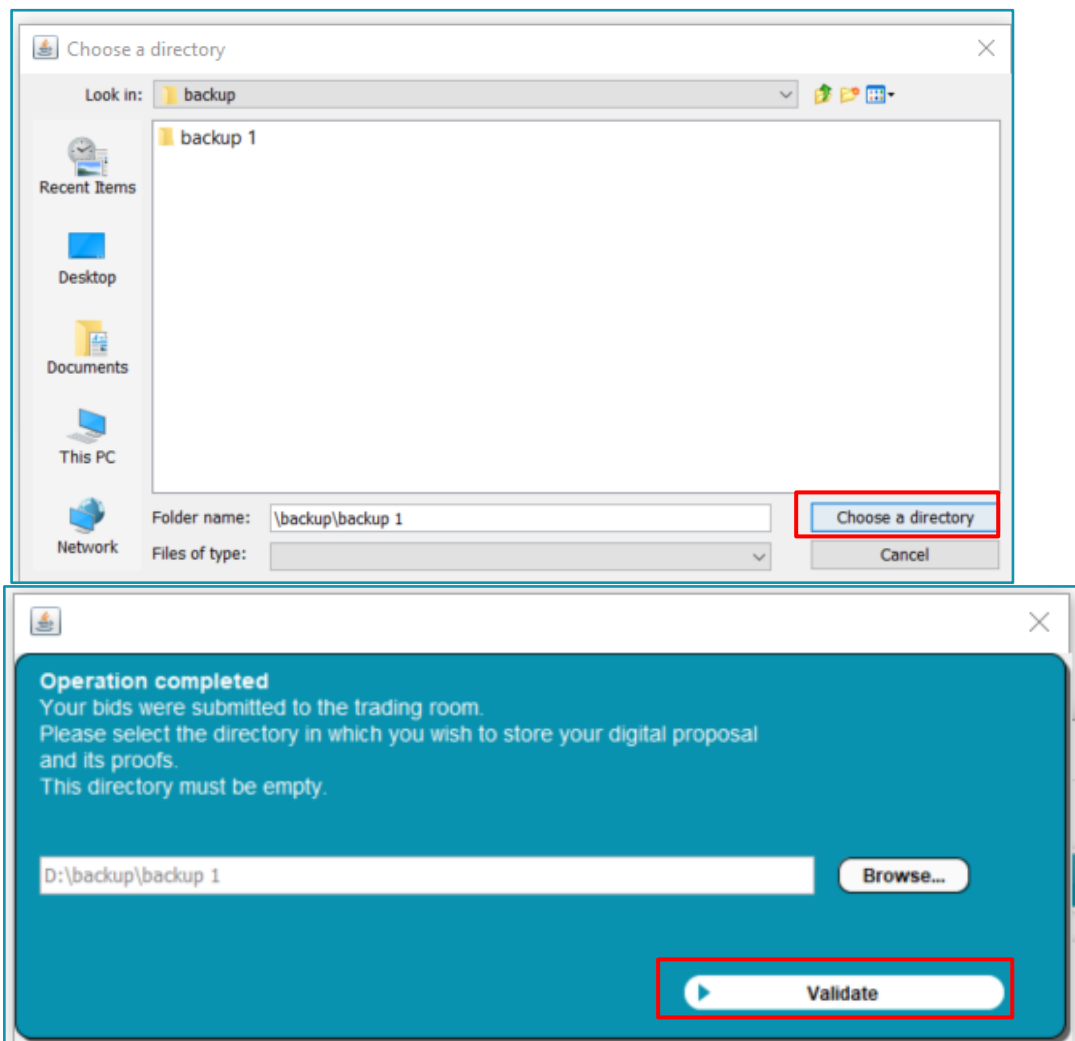


The window asking you to select the directory in which to save a backup copy of your proposal and related files is shown above.

Click on the **[Browse]** button and select the desired directory.

Note: The directory selected must be empty.

In the Windows pop-up that is displayed, click on **[Choose a directory]**.



Then click on **[Validate]**.

In the directory, a folder called **“Backup copy”** has been created, in which you will find all of the items included in your proposal: the documents plus any supporting documents (proof).

COPIE_SAUVEGARDE	27/07/2020 13:55	File folder	
consultation.xml	27/07/2020 13:55	XML File	2 KB
CSL_2020_hLj_q2jMQg_0_1595848494...	27/07/2020 13:55	PLI File	1 123 KB
descripteur.xml	27/07/2020 13:55	XML File	1 KB
descripteurPli.xml	27/07/2020 13:55	XML File	1 KB
formulaires.xml	27/07/2020 13:55	XML File	1 KB
offre-lot1.cle	27/07/2020 13:55	CLE File	1 KB
offre-lot1.copysave.cle	27/07/2020 13:55	CLE File	1 KB
offre-lot1.copysave.iv	27/07/2020 13:55	IV File	1 KB
offre-lot1.cry	27/07/2020 13:55	CRY File	751 KB
offre-lot2.cle	27/07/2020 13:55	CLE File	1 KB
offre-lot2.copysave.cle	27/07/2020 13:55	CLE File	1 KB
offre-lot2.copysave.iv	27/07/2020 13:55	IV File	1 KB
offre-lot2.cry	27/07/2020 13:55	CRY File	370 KB
pli.xml	27/07/2020 13:55	XML File	2 KB
preuve.pde	27/07/2020 13:55	PDE File	2 KB
preuve.pdp	27/07/2020 13:55	PDP File	2 KB
rapport.pdf	27/07/2020 13:55	Adobe Acrobat D...	10 KB

You can now send a backup copy to the public entity. By selecting yes in the window below, you must send a version of your proposal to the public entity by your own means. The public entity will be notified of your choice to send it a backup copy of your proposal.

Once you have decided how to proceed, click on **[Validate]**.

Back-up copy

Do you want to pass on a back-up copy of your proposal to the public entity?
By selecting "Yes", you must pass on the back-up copy in accordance with the terms set by the public entity before the deadline for submission of bids.
The public entity will be informed of your choice.

☐ Yes
☐ No

Your bid is now stored on the digital platform and a confirmation e-mail has been sent to you.

[achatpublic.com] Tender Marché 050520 / Confirmation of submission of bid

notification-ecole@achatpublic.com <notification-ecole@achatpublic.com>
 À : apcfomation@gmail.com 27 août 2020 à 11:32

Dear Madam/Sir,

We can confirm that your bid for the tender Marché 050520 initiated by achatpublic.com has been submitted successfully.

Economic operator author of the deposit: Société Fictive du site Ecole

Tender reference (CSL) : CSL_2020_vvHjdJ2gaS

Bid reference(PLI) : PLI_2020_xRap-4hCD5

Date of submission: August 27, 2020 11:31 AM (time zone Paris)

Your bid consists of the following documents :

Envelope "offre-lot1" :

- acte d engagement pdf (Signed)
- CV_team.pdf (Signed)
- Reponse fonctionnelle pdf (Signed)

Envelope "offre-lot2" :

- DC-2016.pdf (Signed)
- DUPONT SA_DC1.pdf (Signed)
- Dupont SA_DC2.pdf (Signed)

Your bid arrived on time. (This statement is provided for information purposes only. Only the buyer is able to declare that your dispatch arrived by the deadline. Moreover, it can only be deemed to have been received if it does not contain any viruses. The date and time of reception are certified by the Timestamping Authority achatpublic.com)

Need help? Don't hesitate to contact the customer service department on +33 (0)892 23 21 20 or via email: support@achatpublic.com

Kind regards,
 achatpublic.com

3.5 Step 5: Proposal summary

Once the bid submission operation is completed, you will be taken to a summary screen. The items used for the summary are based on the backup copy of the proposal.

The screenshot shows a web application window titled "Reply to the tender". At the top, there is a progress bar with four steps: "Bid creation", "Envelop compilation", "Bid submission", and "Summary". The "Bid submission" step is currently active. Below the progress bar, the window is divided into three numbered zones:

- Zone 1 (Proposal summary):** Contains information about the tender: Organisation: achatpublic.com, Tender: Marché 050520, Reference: Marché 050520, and Deadline date: 27 August 2020 - 12:00 PM.
- Zone 2 (Your bid):** Split into two parts. The left part has a sidebar with "Your bid" (selected), "Signatures", and "Proof of submi...". The right part shows bid details: Bid reference: Reply to achatpublic.com, Bid ID: PLI_2020_xRap-4hCD5, Receipt date: 27 August 2020 at 11:31 AM (Paris time), and a confirmation message: "Your bid was received by the deadline.*". A "PDF report" button is at the bottom right.
- Zone 3 (Trading room status):** Contains three blocks: "Trading room closes in : 0 day, 0 hour, 25 minutes", "Local drive: > 1 GB available", and "Estimated bid size : 686,57 KB". An "Exit" button is at the bottom right.

The proposal summary contains various levels of information:

- 1 Zone 1 shows information related to the tender.
The organisation, the tender name and reference number, as well as the deadline date.
- 2 Zone 2 is split into two parts:
 - On the left: Your bid, signatures and proof of submission
 - On the right: information or proof, depending on the element selected on the left.

In the above example: **[Your bid]** is the element select on the left. It is shown in colour (blue). Information related to the bid is shown on the right.
- 3 Zone 3 shows information in **three** separate blocks:

- **Trading room closes in:** indicates the number of days, hours and minutes left until the trading room closes.
- **Local drive:** indicates the disk space available on the user's workstation.
- **Estimate bid size:** indicates the size of the bid. This is (re)calculated as more documents are added to the tender proposal envelope.

a) Summary [Your bid]

The screenshot shows a web application window titled "Reply to the tender". At the top, there is a progress bar with four steps: "Bid creation", "Envelop compilation", "Bid submission", and "Summary". The "Summary" step is currently active. Below the progress bar, there is a "Proposal summary" section with the following details: Organisation: achatpublic.com, Tender: Marché 050520, Reference: Marché 050520, and Deadline date: 27 August 2020 - 12:00 PM. The main content area is titled "Your bid" (highlighted with a red box) and contains a "Signatures" section and a "Proof of submission" section. The "Proof of submission" section displays the bid reference (Reply to achatpublic.com), bid ID (PLI_2020_xRap-4hCD5), and receipt date (27 August 2020 at 11:31 AM (Paris time)). It also states "Your bid was received by the deadline.*" and includes a disclaimer: "* This statement is provided for information purposes. Only the buyer is able to confirm that your bid arrived by the deadline. Furthermore it can only be deemed to have been received if it does not contain any viruses." A "PDF report" button is located at the bottom right of the main content area. At the bottom of the window, there is a status bar with three sections: "Trading room closes in : 0 day, 0 hour, 25 minutes", "Local drive: > 1 GB available", and "Estimated bid size : 686,57 KB". An "Exit" button is located at the bottom right of the status bar.

The bid reference and bid ID let you check the date and time of the bid submission by using the bid verification tool available in the **"Tools"**, **"Verification tools"** menu.

By clicking on the **[PDF report]** button, the system opens a report with all of the supporting documents (proof) for the tender proposal – i.e. the bid, the signatures and the proof of submission.

b) Summary [Signatures]

The screenshot shows a web application window titled "Reply to the tender". At the top, there is a progress bar with four steps: "Bid creation", "Envelop compilation", "Bid submission", and "Summary". The "Summary" step is currently active. Below the progress bar, there is a "Proposal summary" section with the following details: Organisation: achatpublic.com, Tender: Marché 050520, Reference: Marché 050520, and Deadline date: 27 August 2020 - 12:00 PM. The main content area is divided into two columns. The left column, titled "Your bid", has a sub-section "Signatures" which is highlighted with a red box. Below "Signatures" is a "Proof of submi..." section. The right column, titled "Document" and "Signature", displays a list of documents. The first document is "offre-lot1", which contains three files: "acte d engagement.pdf", "CV_team.pdf", and "Reponse fonctionnelle.pdf". Each of these three files has a green checkmark icon next to it, indicating they are signed. The second document is "offre-lot2", which contains two files: "DC-2016.pdf" and "DUPONT SA_DC1.pdf". These files do not have a green checkmark icon next to them, indicating they are not signed. At the bottom right of the document list, there is a "PDF report" button. At the bottom of the window, there is a status bar with three sections: "Trading room closes in : 0 day, 0 hour, 25 minutes", "Local drive: > 1 GB available", and "Estimated bid size : 686,57 KB". An "Exit" button is located at the bottom right of the status bar.

Document	Signature
offre-lot1	
acte d engagement.pdf	✓
CV_team.pdf	✓
Reponse fonctionnelle.pdf	✓
offre-lot2	
DC-2016.pdf	
DUPONT SA_DC1.pdf	

The above screen shows the summary of the signatures. On the left-hand side of zone 3, the summary of the **“Signatures”** is highlighted with the theme colour.

On the right-hand side, the envelopes are displayed and show the details of the content with the file names and the status of their signature.

In the above example, the first envelope consists of five files; including three files that are signed and have the status is ‘Valid’ as indicated by the green icon.

The second and final files are not signed as no icon is displayed.

By clicking on the **“PDF report”** button, the system opens a report with all of the supporting documents (proof) for the tender proposal – i.e. the bid, the signatures and the proof of submission.

c) Summary [Proof of submission]

The above screen shows the summary of the proof of submission.

In the left-hand side, **[Proof of submission]** is highlighted with the theme colour.

On the right-hand side, the date and time at which the bid was received are displayed, as is a statement regarding the validity of the submission, provided for information purposes.

By clicking on the **“PDF report”** button, the system opens a report with all of the supporting documents (proof) for the tender proposal – i.e. the bid, the signatures and the proof of submission.

d) Backup of the proof via the PDF format report


All of these elements constitute proof of submission and may therefore be saved.

By clicking on the **“PDF report”** button, the system opens a report with all of the supporting documents (proof) for the tender proposal – i.e. the bid, the signatures and the proof of submission.

The **“PDF report”** button is shown on all of the summary pages.

Important: This document is provided for information purposes only. Only the proof of submission issued by the Trading Room can certify the conditions of your submission. The backup copy that you have created includes all these elements.

Below is an example of a PDF report:


Proposal summary

Tender : Marché 050520
Organisation : achatpublic.com

This document summarises the key elements of your proposal. We recommend that you keep it in your tender proposal folder.

Warning: This document is for information purposes only. Only proofs of submission issued by *The trading room* can certify the conditions of your submission. The back-up copy that you have compiled contains all these elements.

General information







Organisation	achatpublic.com
Tender	Marché 050520
Reference	CSL_2020_vvHJd72gaS
Deadline for bid submission	27 August 2020 at 12:00 PM (Paris time)


Your bid

Bid reference	Reply to achatpublic.com
Bid ID	PLI_2020_xRap-4bCD5
Receipt date	27 August 2020 at 11:31 AM (Paris time)
Submission duration	00 minutes, 47 seconds
Status*	Your bid was received by the deadline.*

* This statement is provided for information purposes only. Only the buyer is able to confirm that your bid arrived by the deadline. Furthermore, it can only be deemed to have been received if it does not contain any viruses. The date and time of receipt are certified by the Timestamping Authority achatpublic.com

Signatures

offre-lot1	
acte d'engagement.pdf	
CV_taux.pdf	
Reponse fonctionnelle.pdf	
offre-lot2	
DC-2016.pdf	
DUPONT SA_DC1.pdf	
Dupont SA_DC2.pdf	

Page 1


The digital procedure is now completed.

All the supporting documents (proof of submission of the digital footprint, proof of bid submission, acknowledgement of delivery and receipt) have been saved to your backup directory.

Keep them in a safe place.

4. Want to know more?

Refer to the detailed company manual available in the *Company Trading Room* documentation space, which may be accessed via the Tools menu.

5. Access the test tender

A test tender is available on the home page of *The Trading Room*, which allows you to test the tender proposal module.

Test tender:

https://www.achatpublic.com/sdm/ent/gen/ent_detail.do?PCSLID=CSL_2011_M3hCzAu3BG&lang=en&cycNum=0