

Suppliers User's Instruction

1. Table of contents

1. Table of contents	2
2. Workstation requirements	5
2.1 Technical requirements of IT equipment in order to use Purchasing System in terms of submitting bids in RFX and participating in electronic auctions without the use of a qualified electronic signature:.....	6
2.2 Technical requirements of IT equipment in order to use Purchasing System in terms of submitting bids in RFX and taking part in electronic auctions using a qualified electronic signature:7	
3. Registration and login	9
3.1 Registration, step 1: Filling user's registration form	10
3.2 Registration, step 2: Completing the registration form of the entity under which the account is registered	14
3.2.1 Contractor registration form dedicated for Company	14
3.2.2 Contractor registration form dedicated for natural person not conducting business activity	19
3.3 Registration, step 3: Completing registration	21
3.3.1 Rejection of registration application	22
3.3.2 Acceptance of the registration application.....	22
3.4 Registration, step 4: setting up first password.....	23
3.5 First login to Purchasing System.....	27
3.5.1 Setting up 2 factor authentication	27
3.5.2 Next logins to Purchasing System	31
3.6 Recover password	35
4. Moving around the Purchasing System and submitting offers and applications (RFX).40	
4.1 "My profile", user's account management	40
4.1.1 "My profile" – tab: "User data"	41
4.1.2 "My profile" – tab: "Consents and regulations"	45
4.1.3 „My profile" – tab: „Security"	48
4.1.4 „My profile" – tab: „Favorite categories"	53
4.1.5 „My profile" – tab: „Contractors details"	54
4.2 Submission of an offer / answer.....	57

4.2.1	Status tab	58
4.2.2	Separate Processing and Split Process Navigation	60
4.2.3	Order Documents tab	62
4.2.4	"Proposal" / "Preliminary offers" / "Offers" tab	62
4.2.5	The Questions and Answers tab	84
5.	Participation in public proceedings.....	87
5.1	Procurement.....	87
5.2	"Applications / Offers" tab	90
5.3	Encrypting.....	91
5.3.1	Decrypting.....	93
5.4	The European Single Procurement Document.....	95
5.5	Adding attachments to the application / offer	97
5.6	Submission of an application / offer bearing an electronic signature	100
5.7	Electronic signature and multi-signature	101
5.8	Proposal / offer submitted	106
5.9	Delete/Withdrawal of the application / offer	108
5.10	Editing the proposal / offer	110
5.10.1	Editing	111
6.	Auctions	114
6.1	Electronic signing increments	120
7.	Qualification of contractors.....	121
8.	Images list.....	127

2. Workstation requirements

For the sake of efficient and comfortable use of the Purchasing System (also known as the System), it must be ensured that the computer at your disposal is compliant with the workstation requirements presented in the table below. Failure to meet one of the requirements may lead to unforeseen complications while using the Purchasing System.

2.1 Technical requirements of IT equipment in order to use Purchasing System in terms of submitting bids in RFX and participating in electronic auctions without the use of a qualified electronic signature:

1. PC / Apple computer with Internet access
2. Installed operating system:
 - Windows 8.1 / Windows 10 / Windows 11 / MacOS operating system installed in the version currently supported by the operating system manufacturer
3. Internet browser:
 - Mozilla Firefox in current version supported by the manufacturer;
 - Google Chrome in current version supported by the manufacturer;
 - Microsoft Edge in current version supported by the manufacturer;
 - Safari in current version supported by the manufacturer, allowing the user to accept session cookies and supporting TLS 1.2 or higher encryption.
4. Internet connection: min. 512 Kbps to PC (broadband internet connection recommended).
5. Mobile phone: it must be possible to install the appropriate application (e.g. Google Authenticator) and synchronize with it.

2.2 Technical requirements of IT equipment in order to use Purchasing System in terms of submitting bids in RFX and taking part in electronic auctions using a qualified electronic signature:

Minimal hardware and software requirements for using an electronic signature on Purchasing System are detailed below:

1. A PC / Apple computer with access to internet
2. Installed operating system:
 - Windows 8.1 / Windows 10 / Windows 11 / MacOS in a version supported by the manufacturer
3. Web browser:
 - Mozilla Firefox in a version supported by the manufacturer;
 - Google Chrome in a version supported by the manufacturer;
 - Microsoft Edge in a version supported by the manufacturer;
 - Safari in a version supported by the manufacturerthat allows to use session cookie files and supports TLS 1.2 or higher encryption.
4. Mobile phone: it must be possible to install the appropriate application (e.g. Google Authenticator) and synchronize with it.
5. Java runtime environment version 8u202 or newer installed on the computer. For 32 bit operating system, 32 bit Java Runtime Environment required. For 64 bit operating system, both 32 bit and 64 bit Java Runtime Environment required. Recommended version Java 8u202. Using both Oracle Java and AdoptOpenJDK is possible (AdoptOpenJDK preferred).
6. Internet connection: min. 512 Kbps per computer (recommended broadband internet connection);
7. Essential software and hardware used in signing the electronic signature:
 - middleware software that uses PKCS#11 interface (version 2.01 or higher);
 - cryptographic card reader compliant with PC/SC specification;
 - cryptographic card compatible with any card reader compliant with PC/SC specification;
 - a Hardware Security Module device compatible with PKCS#11 interface.

8. In the case of electronic signature on a physical medium - A cryptographic card reader connected or embedded in the computer issued by the issuer of the certificate used by the Contractor (the card present in the reader when the signature is made), or a Smart Card Reader / Omnikey device;
9. In the case of cloud-based electronic signature – make sure the certificate is authenticated in the user's session at the time of signing (e.g. by launching the application supplied by the signature's issuer and entering the private key activating the certificate).
10. Installed on the workstation current drivers for the cryptographic card reader (manufacturer websites, software installed dedicated to the signature). For cloud-based signature, software supplied with the signature installed.
11. A qualified certificate installed on a computer on which the Contractor will log into the account (for Windows operating system, the certificate must be visible in the Windows Certificate logical store named "Personal").
12. For Google Chrome, Microsoft Edge and Mozilla Firefox browsers, installed a dedicated extension „Podpis elektroniczny Szafir SDK” and installed „Szafir Host” application.

Before attempting to place the tender or take part in electronic auction making use of electronic signatures, it is advice to check the configuration of electronic signature on the device that will be used to place the tender or take part in electronic auction.

Recommended version of the JAVA runtime environment can be downloaded from here:

<https://www.oracle.com/pl/java/technologies/javase/javase8-archive-downloads.html>

The current version of the JAVA runtime environment can be downloaded from here:

<https://www.java.com/pl/download/>

<https://adoptium.net/temurin/releases/?version=8>

You can check your version in accordance with the instructions available at the link:

https://www.java.com/pl/download/help/version_manual.xml

For further relevant information related to electronic signature please refer to the document Electronic Signature – instruction available at:



[PGE Capital Group Purchasing System](#)

[WWW GK PGE](#)

3. Registration and login

Registration and login to Purchasing System are now directly via <https://swpp2.gkpge.pl>.

3.1 Registration, step 1: Filling user's registration form

On GK PGE site (<https://www.gkpge.pl/>) at the top, please choose „PGE Group”. Then move mouse at „Tenders”, then click tab „Purchases”.



Image 1 – GK PGE website with „Tenders” menu expanded

In tab “Purchases”, click “Purchasing System of the Capital Group”. This action will redirect user to the System.

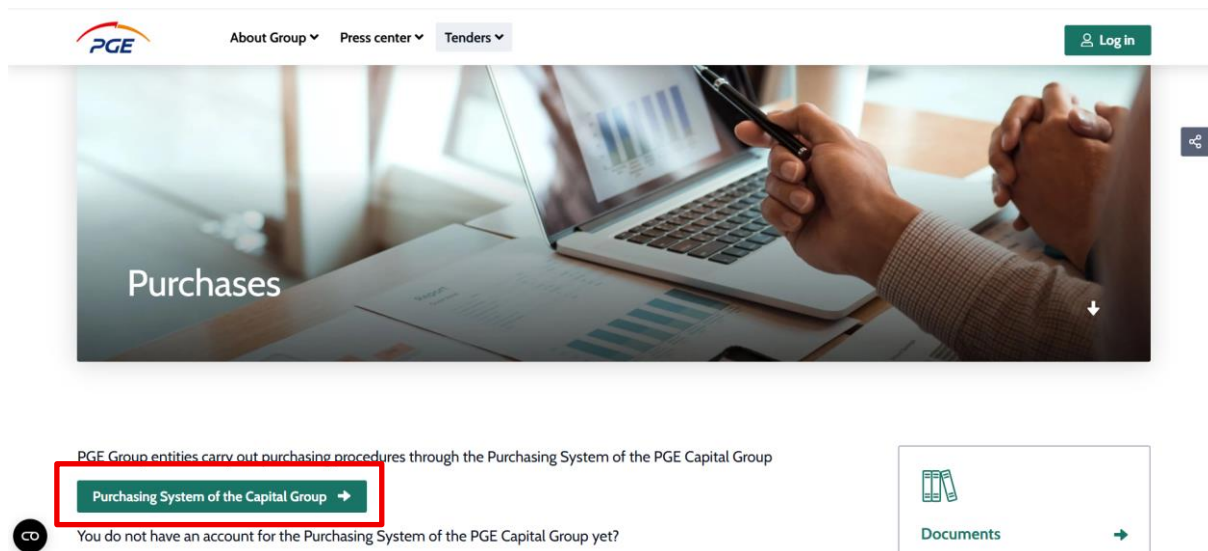


Image 2 – „Purchases” site with „Purchasing System of the Capital Group” button

After clicking button user will be redirected to System, with list of ongoing Purchasing processes. “Log in” button is in the right top corner.

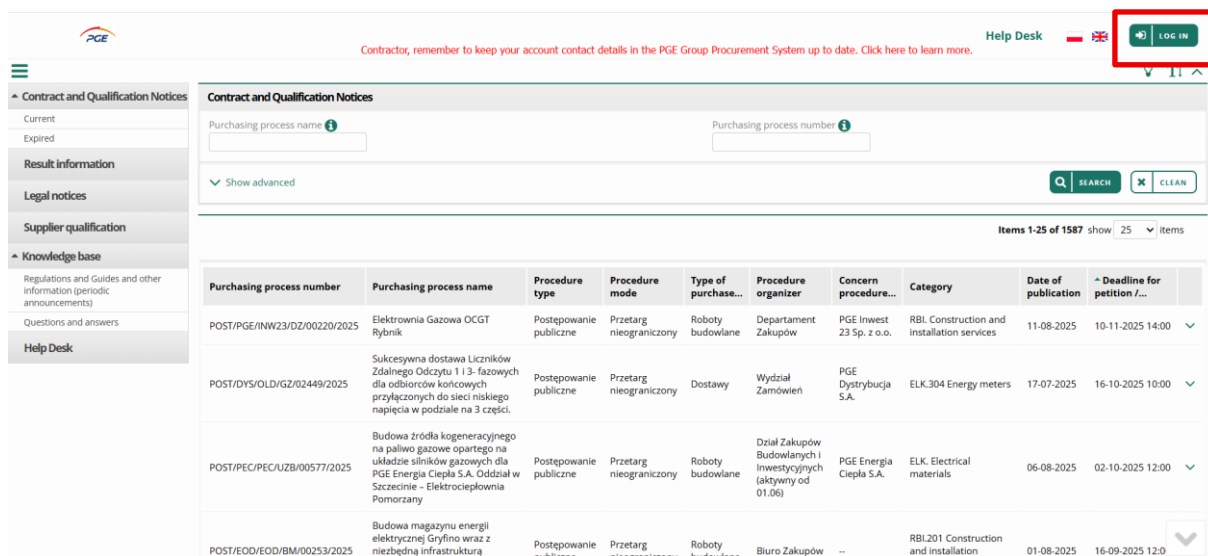
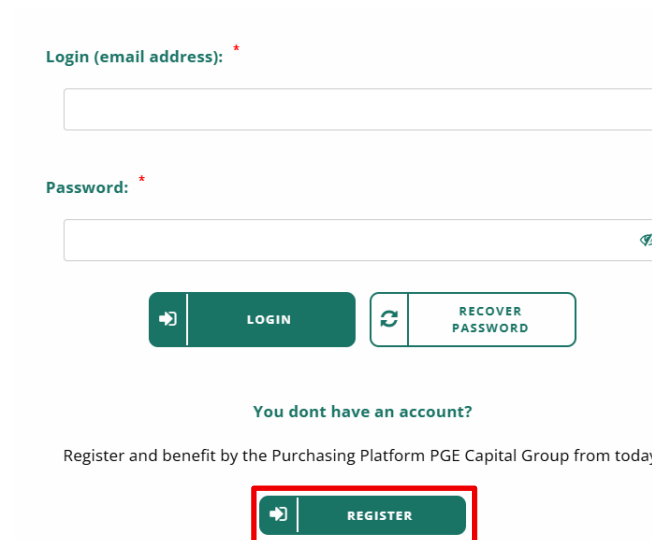


Image 3 –Purchasing System website


After clicking „Log in” button, user will be redirected to login page, where „Register” option is available to choose.



The login page features a white background with a light gray border. At the top left is the PGE logo. Below it, the text "Login (email address):" is followed by a red asterisk. A white input field is positioned below this. Further down, the text "Password:" is followed by a red asterisk. A white input field with a green eye icon for toggling visibility is below it. Two green buttons are centered: "LOGIN" with a right arrow icon and "RECOVER PASSWORD" with a circular arrow icon. Below these buttons, the text "You dont have an account?" is displayed. Underneath, a message reads "Register and benefit by the Purchasing Platform PGE Capital Group from today!". At the bottom, a green "REGISTER" button with a right arrow icon is highlighted with a red rectangular border.

Image 4 – Login page

After clicking „Register”, „Contractor registration form” will appear.



The "Contractor registration form" has a light gray header with the title "Contractor registration form" and a "SAVE AND CONTINUE" button. Below the header, the section "Contractor's data" is shown with a minus sign. The main form area contains a label "Form dedicated to:" with an information icon. A dropdown menu is open, showing two options: "Company" (highlighted in blue) and "A natural person not conducting business activity". A "SAVE AND CONTINUE" button is located at the bottom right of the form area.

Image 5- „Contractor registration form”

„Contractor registration form” is divided into two steps.

In the first step user needs to choose form dedicated to user’s business. Form of business will affect scope of information required to perform registration process. After user chose value in „Form dedicated to” additional required field to fill will appear:

- PESEL/TAX ID (Depend on Business’s form);
- Country of residence of the user registering in the System;

- Postal code (If user choose country: Poland – dictionary with up-to-date post codes for Poland is available; for other country than Poland – postal code is inserted as text value). For dictionary field after entering two symbols, hints will appear with fitting post codes from System;
- Captcha code field.

Contractor registration form for Company is displayed below:

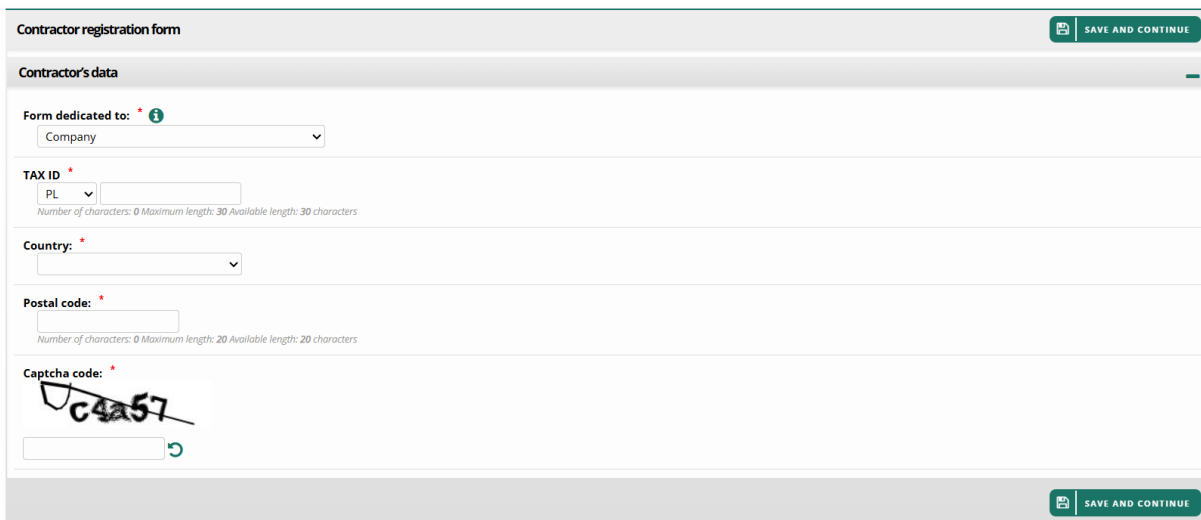


Image 6 - Contractor registration form for Company

User needs to fill all required fields in order to proceed with registration. If one or more required fields are left blank or filled with incorrect data, System will highlight field red and display proper error message after user hover cursor over it. Example of error message:

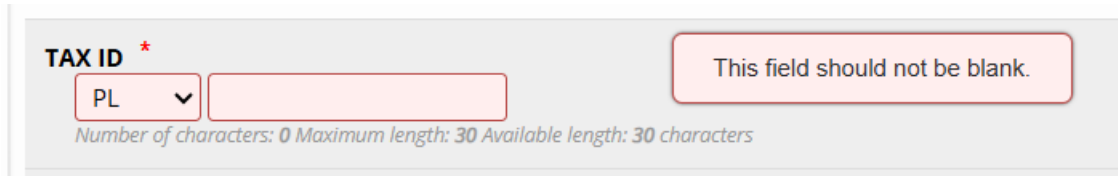


Image 7 – Example of error message

After user fill form with correct data and use action „save and continue”, will be redirected to second step of Contractor registration form, which varies depending on the value selected in the field “Form dedicated to”.

3.2 Registration, step 2: Completing the registration form of the entity under which the account is registered

3.2.1 Contractor registration form dedicated for Company

This form is dedicated to users, who register account associated with any type of business activity (e.g. sole proprietorship, limited liability company, limited partnership, other).

Form was divided into sections, described below.

Contractor's data

Form dedicated to:

Company

TAX ID:

PL 776 245 98 93

REGION:

Number of characters: 0 Maximum length: 15 Available length: 15 characters

Company Name: *

Number of characters: 0 Maximum length: 200 Available length: 200 characters

Company's branch name:

Number of characters: 0 Maximum length: 500 Available length: 500 characters

Country:

Poland

Address (street, building number, apartment number): *

Number of characters: 0 Maximum length: 200 Available length: 200 characters

Zip code:

00-001

City/Town: ⓘ

Enter the name of the City. If you want to display the full list of cities dedicated to a given postal code, enter " "*

Wpisz miasto...

Company Registration No. :

Number of characters: 0 Maximum length: 20 Available length: 20 characters

Attachment (current copy of the Company Registration):

+

Company phone number: *

Number of characters: 0 Maximum length: 20 Available length: 20 characters

Company email address: *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

Company website:

Number of characters: 0 Maximum length: 100 Available length: 100 characters

Purchasing categories: ⓘ

+

Comments:


Number of characters: 0 Maximum length: 1000 Available length: 1000 characters

Type of business: *

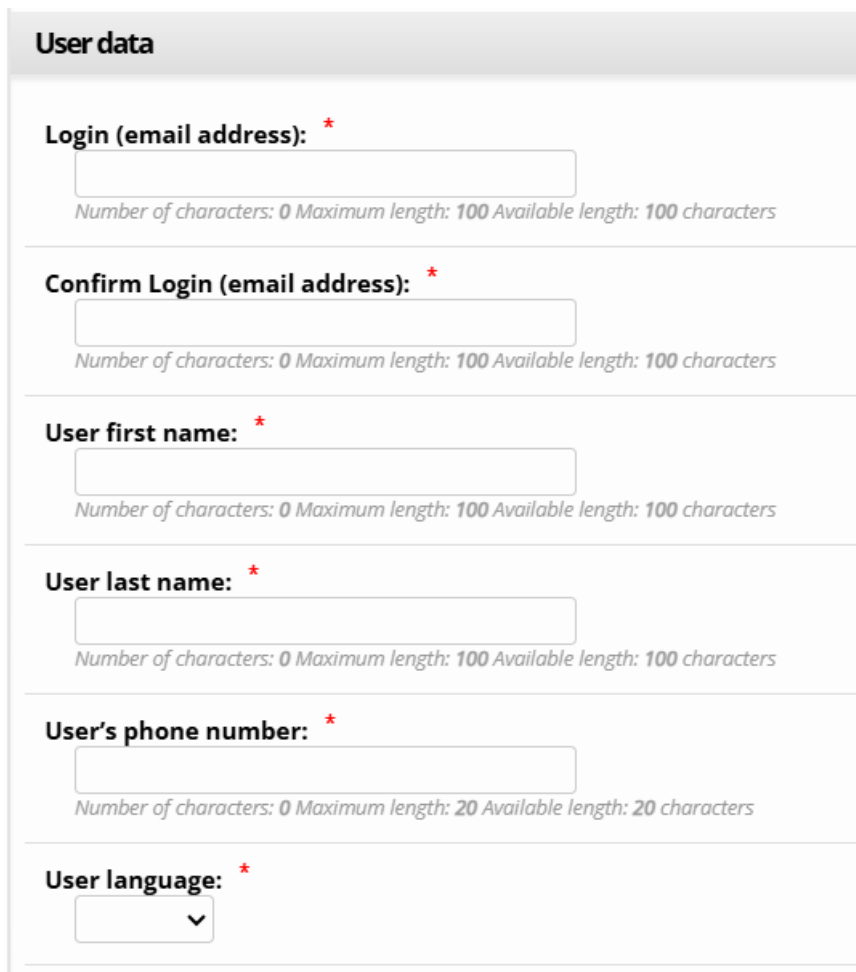
▼

Image 8 – Section „Contractor's data”

Form contains not editable fields (TAX ID, Zip code). In order to edit them, user needs to return to previous step using „Back to step 1” button. Using this action, will erase previously entered data on form in step 2.

Some fields have icon „” displayed next to them. When user hover cursor over icon, information about field will be displayed.

In case, there is another Contractor registered with same TAX ID in System, that user entered in registration form, System will automatically fill fields with already registered in System data.



The image shows a web form titled "User data" with a grey header. It contains six input fields, each with a red asterisk indicating a required field. Below each field is a line of text specifying character limits: "Number of characters: 0 Maximum length: 100 Available length: 100 characters" for the first four fields, and "Number of characters: 0 Maximum length: 20 Available length: 20 characters" for the fifth field. The sixth field is a dropdown menu with a downward arrow icon.

User data

Login (email address): *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

Confirm Login (email address): *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

User first name: *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

User last name: *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

User's phone number: *

Number of characters: 0 Maximum length: 20 Available length: 20 characters

User language: *

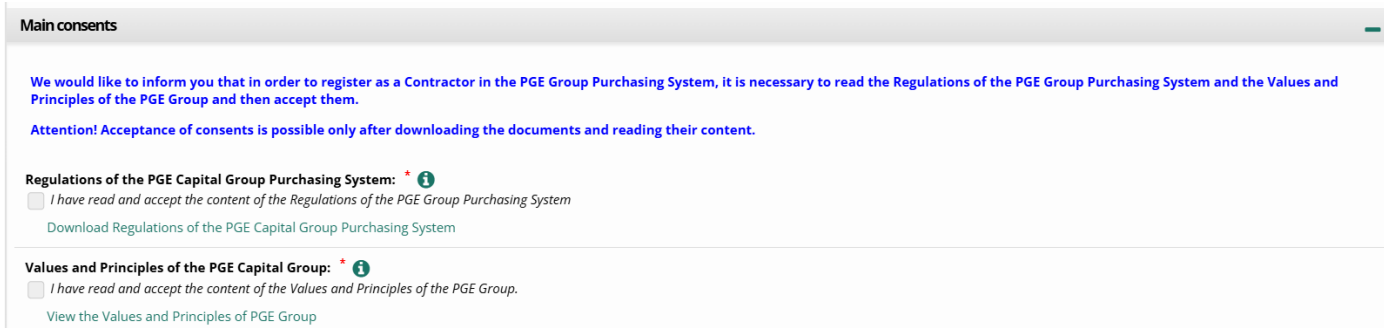
▼

Image 9 – „User data” section

In next section data needs to be provided by user who is registering account. Fields „Login (email address)” and „Confirm Login (email address)” will not allow pasting values, so they need to be filled manually. When saving the form, the System will check the correctness and compliance of the data entered in these fields.

It is assumed that the user's login will be their e-mail address.


The next section contains consents that the registering user must review and accept. To do so, click the hyperlink leading to the relevant regulation, review it and select consent.



Main consents


We would like to inform you that in order to register as a Contractor in the PGE Group Purchasing System, it is necessary to read the Regulations of the PGE Group Purchasing System and the Values and Principles of the PGE Group and then accept them.

Attention! Acceptance of consents is possible only after downloading the documents and reading their content.

Regulations of the PGE Capital Group Purchasing System: * 

☐ I have read and accept the content of the Regulations of the PGE Group Purchasing System

[Download Regulations of the PGE Capital Group Purchasing System](#)

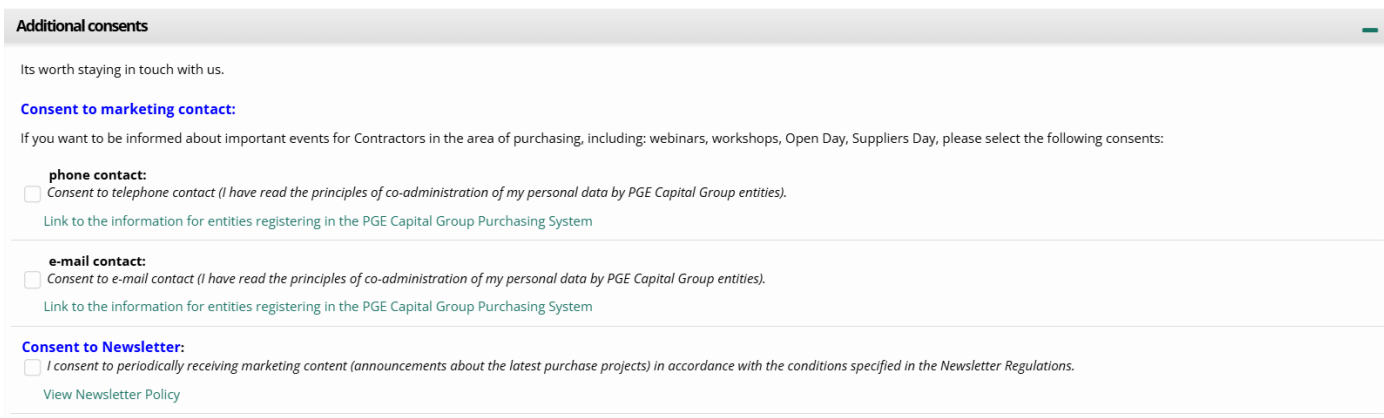
Values and Principles of the PGE Capital Group: * 

☐ I have read and accept the content of the Values and Principles of the PGE Group.

[View the Values and Principles of PGE Group](#)

Image 10 - "Main consents" section

Attention! Fields become editable after entering hyperlink, leading to relevant consent.



Additional consents

Its worth staying in touch with us.

Consent to marketing contact:

If you want to be informed about important events for Contractors in the area of purchasing, including: webinars, workshops, Open Day, Suppliers Day, please select the following consents:

phone contact:

☐ Consent to telephone contact (I have read the principles of co-administration of my personal data by PGE Capital Group entities).

[Link to the information for entities registering in the PGE Capital Group Purchasing System](#)

e-mail contact:

☐ Consent to e-mail contact (I have read the principles of co-administration of my personal data by PGE Capital Group entities).

[Link to the information for entities registering in the PGE Capital Group Purchasing System](#)

Consent to Newsletter:

☐ I consent to periodically receiving marketing content (announcements about the latest purchase projects) in accordance with the conditions specified in the Newsletter Regulations.

[View Newsletter Policy](#)

Image 11 – „Additional consents” section

Last section contains additional consents, that are not required in registration process. Although if user wants to receive periodic information about ongoing proceedings this consents needs to be checked. Consents can be checked after registration in „My profile”, which is described later in document. After filling form and using action „send an application”, if additional consents were not checked, System will display message.

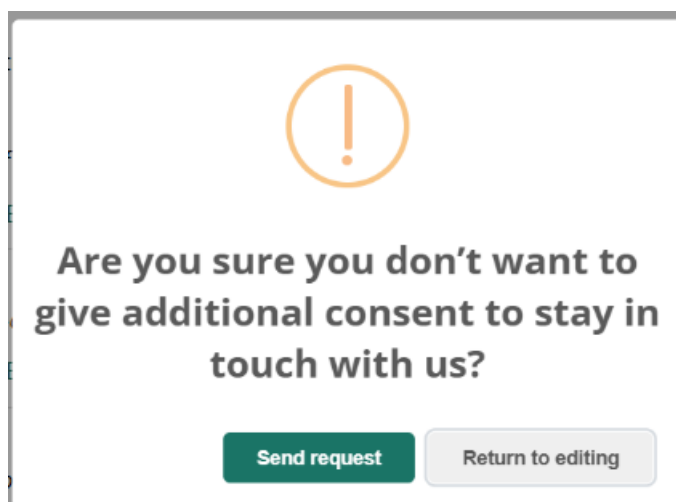


Image 12 – Message about not checking additional consents

Using „Send request” action will send application for verification to Contractors Database Administrator.

3.2.2 Contractor registration form dedicated for natural person not conducting business activity

Below is a form dedicated to users who are registering a user account as individuals, not running a business. The form is divided into sections, each of which is described in detail below.

User data

Form dedicated to:

A natural person not conducting business activity

User first name: *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

User last name: *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

PESEL number:

PESEL 64121283229

Country:

Poland

Address (street, building number, apartment number): *

Number of characters: 0 Maximum length: 200 Available length: 200 characters

Zip code:

00-001

City/Town: * ⓘ

Wpisz miejscowość ▾

Comments:

Number of characters: 0 Maximum length: 1000 Available length: 1000 characters

Login (email address): *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

Confirm Login (email address): *

Number of characters: 0 Maximum length: 100 Available length: 100 characters

Users phone number: *

Number of characters: 0 Maximum length: 20 Available length: 20 characters

User language: *

▼

Purchasing categories: * ⓘ

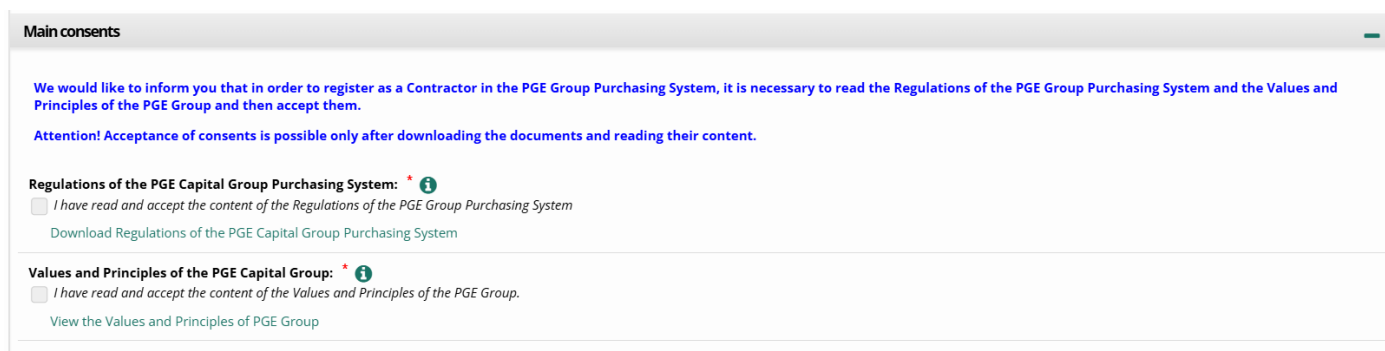
⊕

Image 13 – section „User data”

Form contains not editable fields (PESEL number, Zip code). In order to edit them, user needs to return to previous step using „Back to step 1” button. Using this action, will erase previously entered data on form in step 2.

In first section data needs to be provided by user who is registering account. Fields „Login (email address)” and „Confirm Login (email address)” will not allow pasting values, so they need to be filled manually. When saving the form, the System will check the correctness and compliance of the data entered in these fields.


It is assumed that the user's login will be their e-mail address.



Main consents


We would like to inform you that in order to register as a Contractor in the PGE Group Purchasing System, it is necessary to read the Regulations of the PGE Group Purchasing System and the Values and Principles of the PGE Group and then accept them.

Attention! Acceptance of consents is possible only after downloading the documents and reading their content.

Regulations of the PGE Capital Group Purchasing System: * 

☐ I have read and accept the content of the Regulations of the PGE Group Purchasing System

[Download Regulations of the PGE Capital Group Purchasing System](#)

Values and Principles of the PGE Capital Group: * 

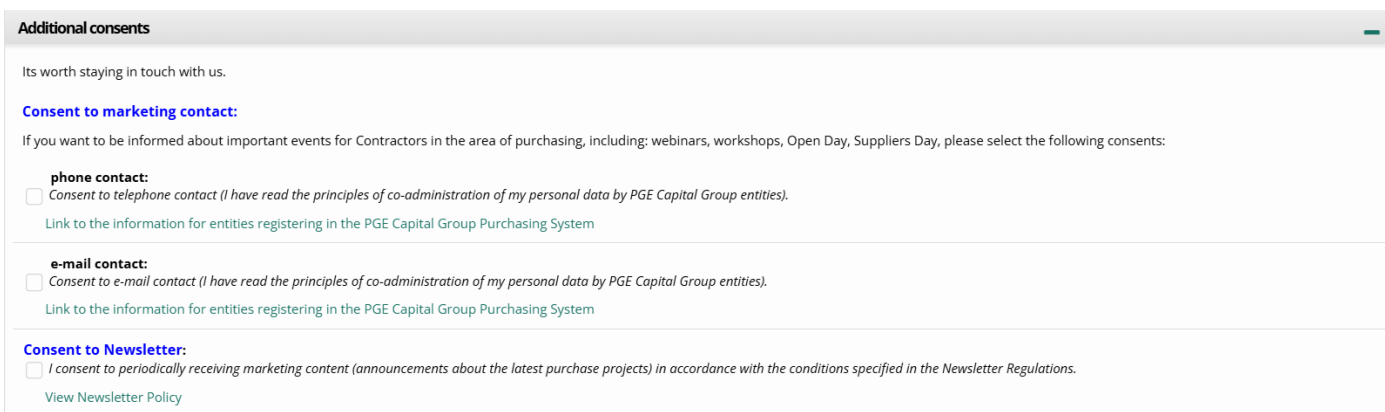
☐ I have read and accept the content of the Values and Principles of the PGE Group.

[View the Values and Principles of PGE Group](#)

Image 14 – „Main consents” section

The next section contains consents that the registering user must review and accept. To do so, click the hyperlink leading to the relevant regulation, review it and select consent.

Attention! Fields become editable after entering hyperlink, leading to relevant consent.



Additional consents

Its worth staying in touch with us.

Consent to marketing contact:

If you want to be informed about important events for Contractors in the area of purchasing, including: webinars, workshops, Open Day, Suppliers Day, please select the following consents:

phone contact:

☐ Consent to telephone contact (I have read the principles of co-administration of my personal data by PGE Capital Group entities).

[Link to the information for entities registering in the PGE Capital Group Purchasing System](#)

e-mail contact:

☐ Consent to e-mail contact (I have read the principles of co-administration of my personal data by PGE Capital Group entities).

[Link to the information for entities registering in the PGE Capital Group Purchasing System](#)

Consent to Newsletter:

☐ I consent to periodically receiving marketing content (announcements about the latest purchase projects) in accordance with the conditions specified in the Newsletter Regulations.

[View Newsletter Policy](#)

Image 15 – „Additional consents” section

Last section contains additional consents, that are not required in registration process. Although if user wants to receive periodic information about ongoing proceedings this consents needs to be checked. Consents can be checked after registration in „My profile”, which is described later in document. After filling form and using action „send an application”, if additional consents were not checked, System will display message.

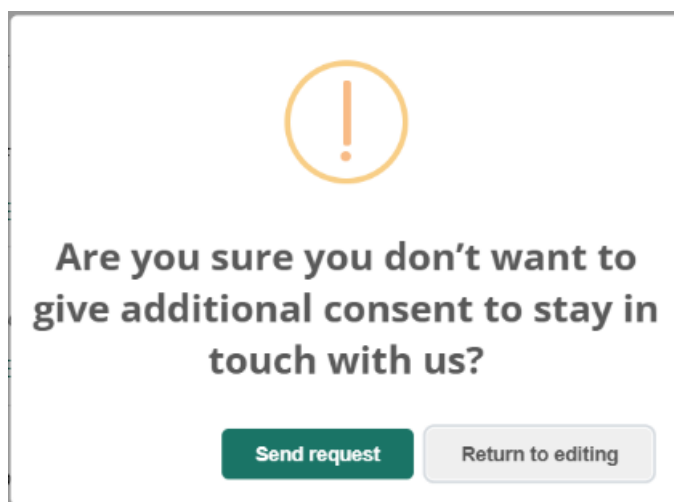


Image 16 - Message about not checking additional consents

Using „Send request” action will send application for verification to Contractor Database Administrator.

3.3 Registration, step 3: Completing registration

After sending request for verification to Contractor database administrator, message will be displayed.

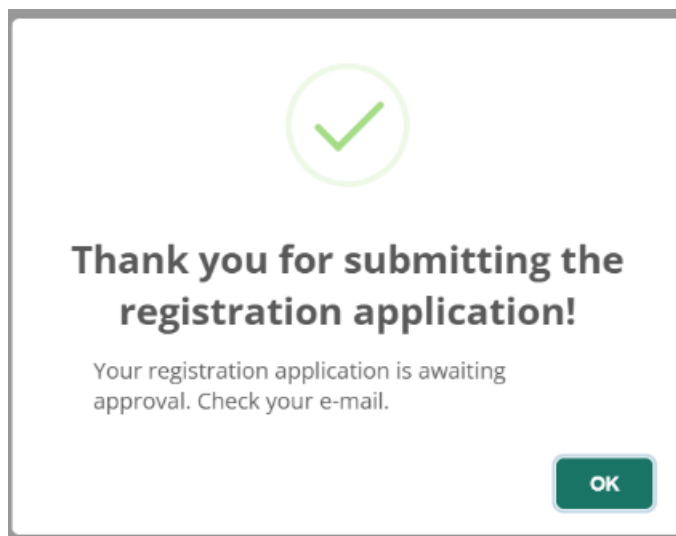


Image 17 – Message displayed after successfully sending registration form

Registration form can be accepted or denied by administrator. Form will be denied if any information is incorrect.

3.3.1 Rejection of registration application

If your registration request is rejected, an email will be sent to the email address provided in the "Login (email address)" field of the registration form, informing you of the reason for the rejection. You may then re-register, taking into account the comments submitted by the Contractor Database Administrator who processed the original registration request.

3.3.2 Acceptance of the registration application

If the registration application is accepted in the System, an email will be sent to the user's email address (provided in the "Login (email address)" field on the registration form). The email will also contain brief instructions on how to proceed, including a password reset link.

The final step is to set a password for logging into the System. This is done using the "Password Reset" functionality, described in the next section of this document.

3.4 Registration, step 4: setting up first password

After accepting application, an e-mail will be send on user's e-mail address.

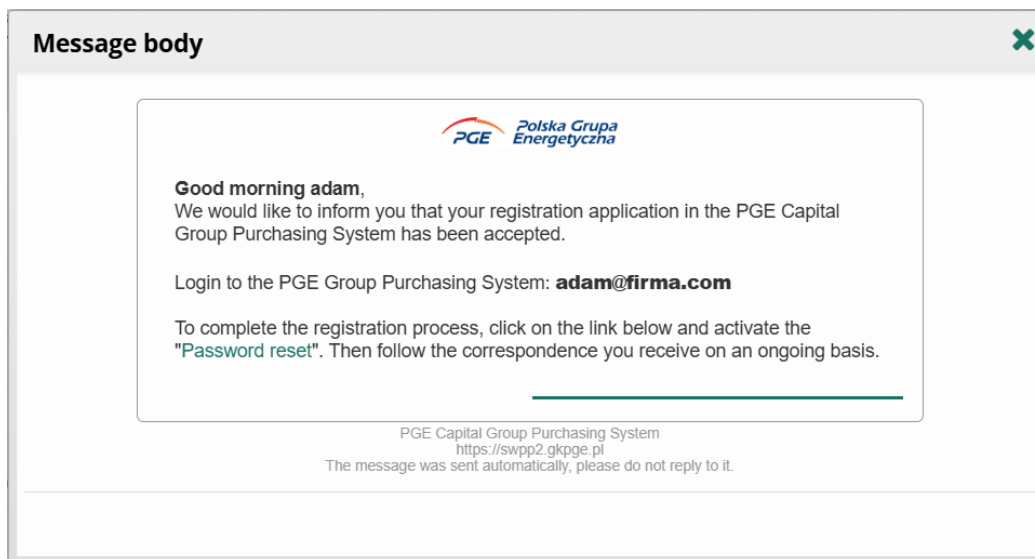



Image 18 – E-mail sent to Contractor after application was accepted



After clicking on link „Password reset” in e-mail, user will be redirected to **Password reset** site:

Password reset

 If you have problems resetting your password, please contact the Help Desk.

Your e-mail address: *

Captcha code: *




RESET PASSWORD

Image 19 – „Password reset” site

User needs to fill fields with correct e-mail address and captcha code. After clicking „Reset password” button, e-mail will be send on user’s e-mail address, if address exists in System. E-mail will contain hyperlink „Change password”.

Message body


Polska Grupa Energetyczna

Good morning adam,

We have received your request to change the password for the adam@firma.com account in the PGE Group Purchasing System.

Click on the link below to change your password: [Change password](#)

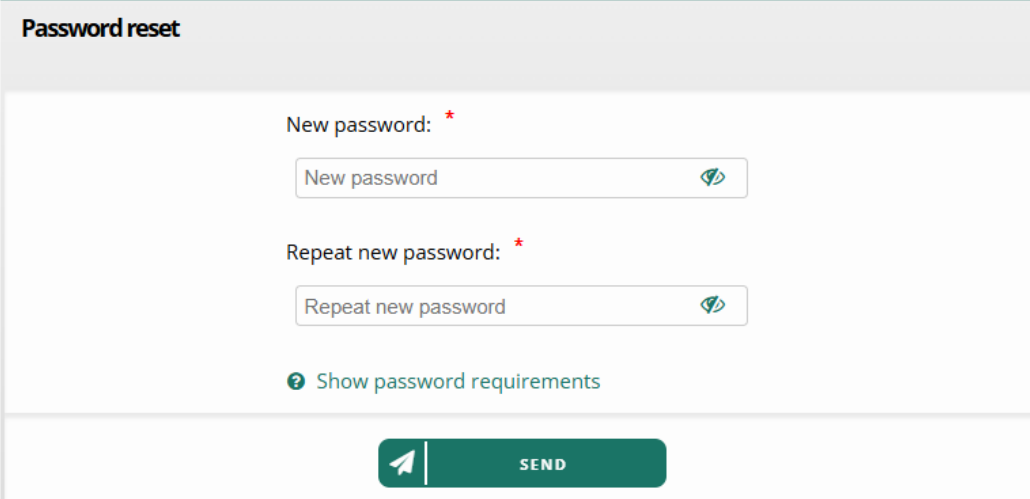
The link will remain valid for 1 hour after sending.

If you suspect that someone else has requested to change your account password without your knowledge or consent, please ignore this email and continue using your current password. If you have any doubts, please contact the [Help Desk](#).

PGE Capital Group Purchasing System
<https://swpp2.gkpge.pl>
 The message was sent automatically, please do not reply to it.


Image 20 – E-mail send to Contractor after requesting for „Reset password”

After clicking „Change password” user will be redirected to „Password reset” site, where password can be changed.



The screenshot shows a web form titled "Password reset". It contains two input fields: "New password:" and "Repeat new password:". Both fields have a red asterisk indicating a required field. Each field has a text input area and a toggle icon (an eye with a slash) to the right. Below the second field is a link that says "Show password requirements" with an information icon. At the bottom of the form is a green button with a white arrow icon and the text "SEND".

Image 21 – Password reset site

User needs to fill both fields with same password. User can see values inserted in fields, by clicking on „  ” icon.

Password needs to meet password requirements. User can check password requirements with „Show password requirements” button. Current password requirements are shown on image below:

Password requirements

Password change frequency: **90 days**.

Unique password: 5 (**password must be different than the last 5 passwords entered**);

Minimum length: 4 characters;
Maximum length: 50 characters;
Minimum number of uppercase letters: 0 character (**A to Z**);
Minimum number of lowercase letters: 0 character (**a to z**);
Minimum number of special characters: 0 character (**e.g. !@#\$%&*;**);
Minimum number of digits: 0 character (**0 to 9**);
The password cannot contain diacritics (**e.g. ā, ē**);
The password cannot be identical to the login (**e-mail address**);
The password cannot be the user's name or surname stored in the PGE Group Purchasing System;
The password cannot contain a repeating sequence of at least three identical digits consecutively (**e.g. abc111, 1112222333**).

Image 22 – Password requirements

In case passwords do not match, or password does not meet „Password requirements”, after clicking „send” button, System will highlight field. Also if user point cursor at highlighted field, message will be displayed with error.

Password reset

New password: *

Repeat new password: *

Passwords do not match

[Show password requirements](#)


 **SEND**

Image 23 – Error message during password reset

Successful password change will be announced with message, informing that user can now login with new credentials. On user's e-mail address, e-mail will be sent with password reset confirmation.

In case reset link from e-mail, was used more than once or link expired, System will display error message. In such case user needs to use „Reset password” again and generate new link to „reset password”.

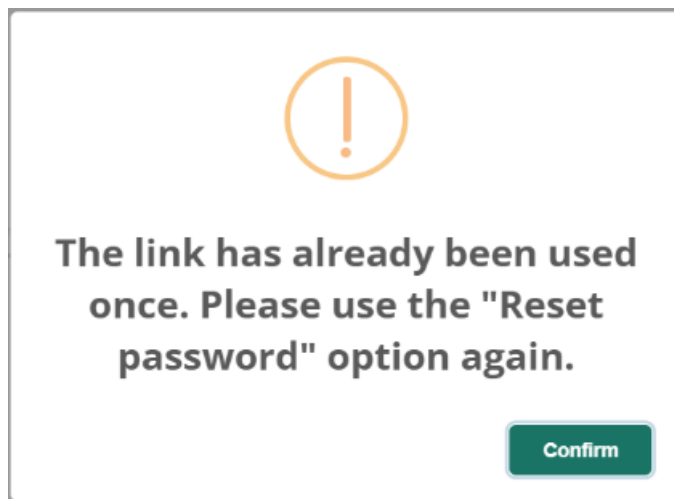


Image 24 – Link expired message

After confirming this message, user will be redirect to „Reset password” site. In such case, user needs to go through all steps described in chapter 3.6.

3.5 First login to Purchasing System

3.5.1 Setting up 2 factor authentication

When logging in for the first time to System, and during registration all required consents were checked, user will be redirect to tab „Security”, located in „My profile”. Then user will be asked to set up 2 factor authentication. This authentication will be needed for future logins to System (unless, user add this device as trusted device). User will receive message on website, that 2 factor authentication needs to be set up.

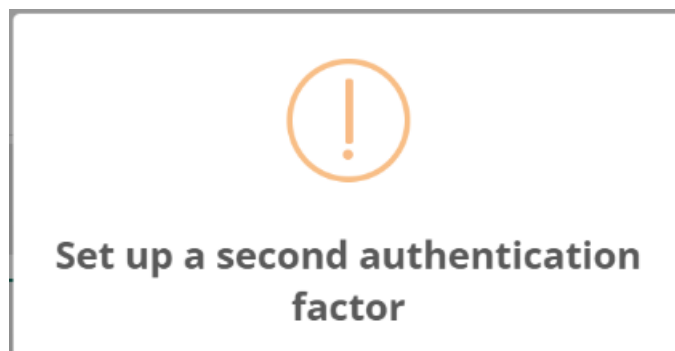


Image 25 – 2 factor authentication message

User can configure 2 factor authentication in „Two-factor login” section.

Two-factor login

Important information regarding the second factor:

1. Access to all functionalities of the PGE Group Purchasing System is only possible after configuring the second login component. To do this, download the applications recommended by the PGE Group to your phone, i.e. Google Authenticator or Microsoft Authenticator, and then start the configuration process in the PGE Group Purchasing System.
2. Each time you log in, the PGE GK Purchasing System will require you to enter the code from the authenticators application. If the device from which you log in is added to the "Trusted devices" list, the System will not force you to enter the code from the authenticator application for 30 days (from the date of addition to trusted devices).
3. If you lose the device on which the authenticator application was configured, please contact the Help Desk for Contractors.

2FA enable?:

No


 **CONFIGURE**

Image 26 – „Two-factor login” section

Field named „2FA enable?” presents information if user has 2 factor authentication set up. If value in this field is „No”, user needs to configure 2 factor authentication with „configure” button in bottom right corner of „Two-factor login” section. To configure 2 factor authentication, user needs to download and install on his mobile device (for example mobile phone) and configure one of the recommended by GK PGE applications:

- **Google Authenticator;**
- **Microsoft Authenticator.**

Listed applications are free. Links to download them, are displayed, when user click on “Configure” button.

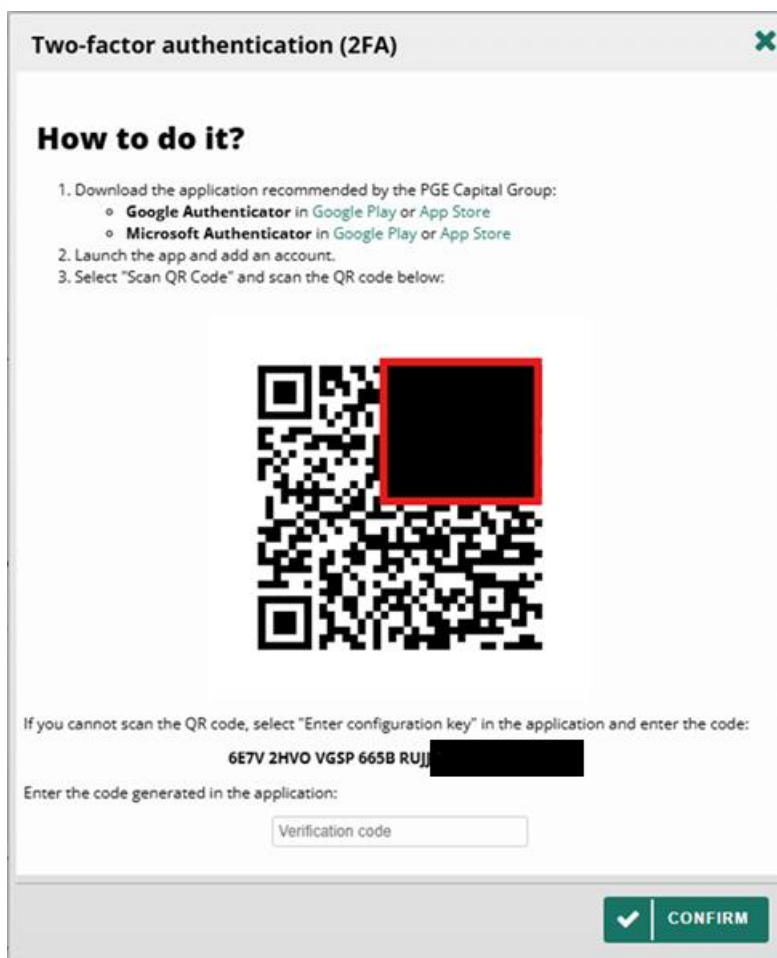


Image 27 - instruction how to set up 2 factor authentication

After downloading and installing authentication application on mobile device, user needs to use it and scan QR code, displayed after clicking “configure” button. User also can insert configuration key to application manually.



Image 28 - Example of „QR code” and „Configuration key”

After user scan QR code or enter “Configuration key” in authentication application manually on mobile device, new account dedicated to Purchasing System will be added. After selecting this account on the phone, the application will display a one-time, time-limited, 6-digit code, which should be entered in the System in the "Verification code" field.

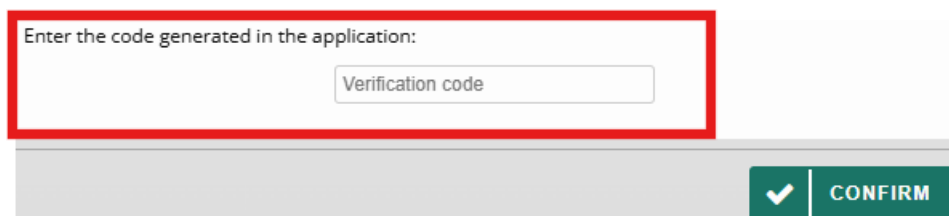


Image 29 – Field to enter generated code from application

After entering code, user needs to confirm code by clicking on “confirm” button. If code will be correct and will not expire, account will be linked to user’s authentication application. Value in “2FA enable?” will change to “Yes”. Codes in application are generated every 30 seconds.

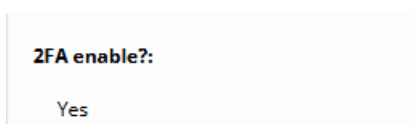


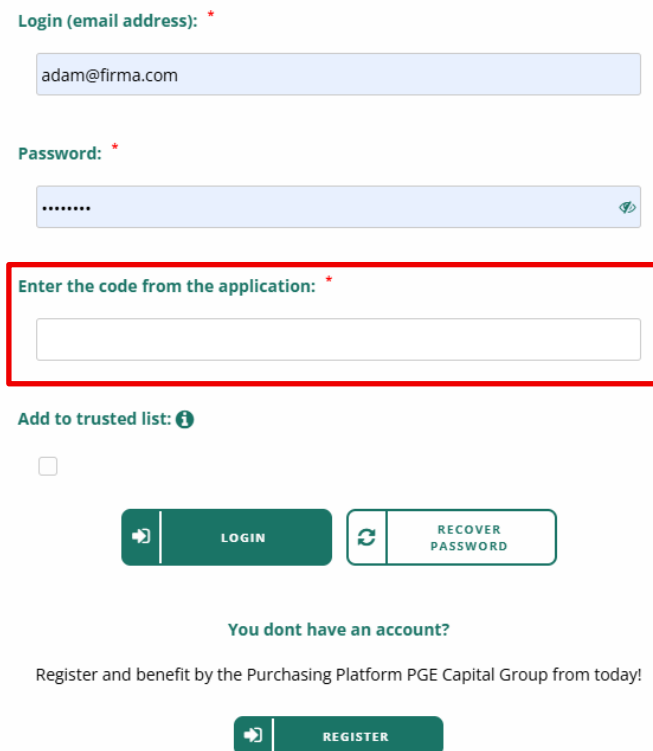
Image 30 – Value in „2FA enable?” field after 2 factor authentication configuration

When 2 factor authentication is set up, user can now use all available for Contractor feature in System.

3.5.2 Next logins to Purchasing System

Once the second login factor is properly configured, the System will require it upon next logins. Filling the required fields (marked with a red asterisk) is required each time you authenticate.

After entering your login and password, if the data is correct, the "Enter code from the app" field will appear, where you must enter a 6-digit, time-limited, one-time password generated by the authenticator app on your phone.



Login (email address): *


adam@firma.com


Password: *

Enter the code from the application: *

Add to trusted list: ⓘ

☐

 LOGIN

 RECOVER
PASSWORD

You dont have an account?

Register and benefit by the Purchasing Platform PGE Capital Group from today!


 REGISTER

Image 31 – Login screen after 2FA was configured

Login and password fields will not be editable at this point. Additionally user can check checkbox „Add to trusted list”. If this checkbox is checked, device will be added to trusted list, and user will not need to provide code from application for next 30 day, when logging in from this device. Trusted devices are listed in „Security” tab in „Trusted browsers” section, available in „My Profile”. In this place user also can add device to trusted list, with „Add device to the trusted list” button.

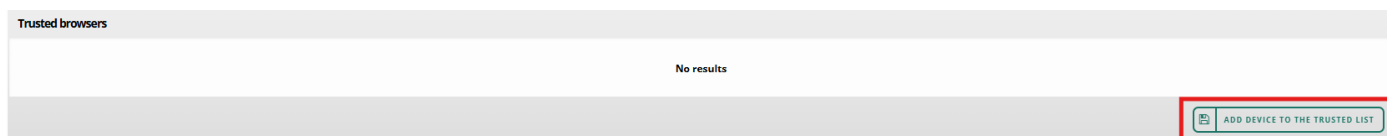
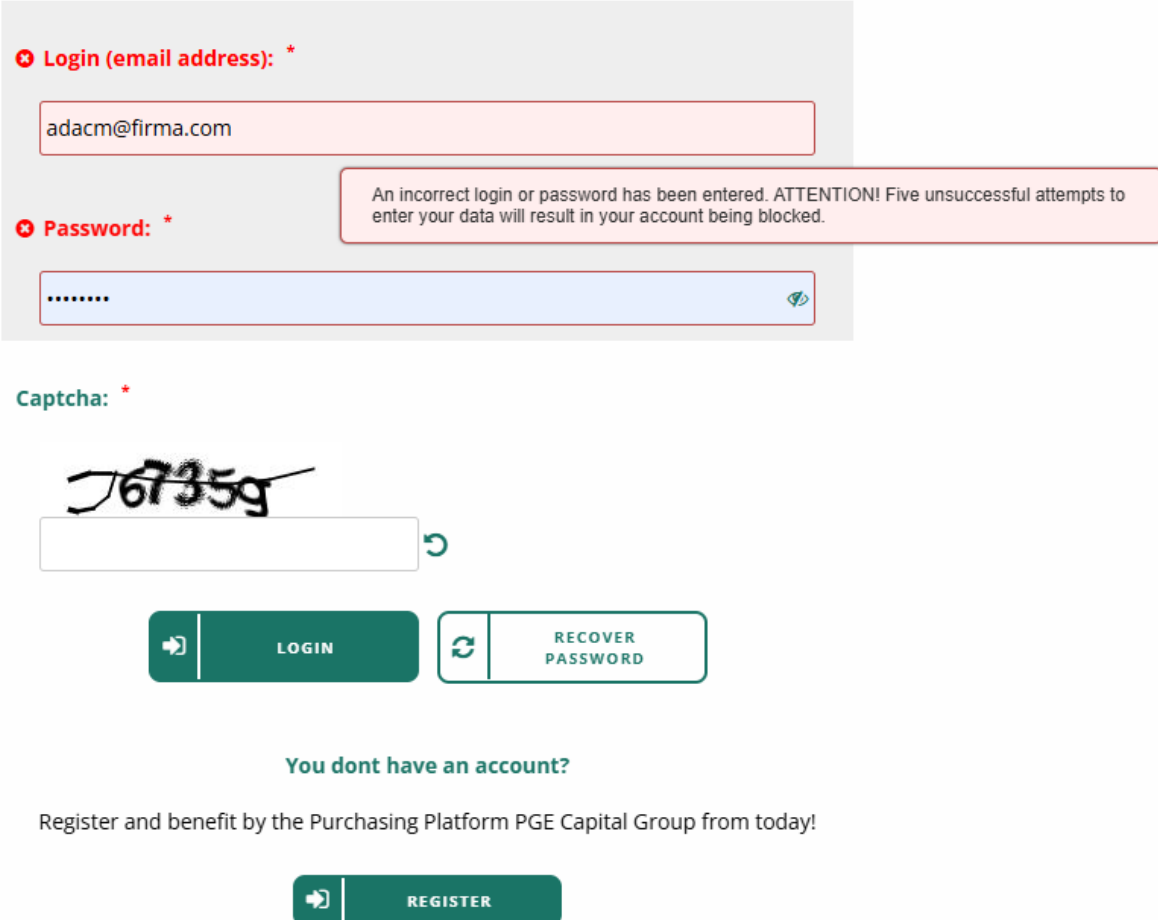


Image 32 – Section „Trusted browsers”

In case, user provides System with wrong credentials for four times, System will display additional field with captcha code. This field needs to be filled with correct data before next login attempt.



The login screen features a light gray background. At the top left is the PGE logo and company name. The main form area contains three sections: 1. 'Login (email address): *' with a text input field containing 'adacm@firma.com'. 2. 'Password: *' with a password input field showing dots and an eye icon for toggling visibility. A red error message box is positioned to the right of the password field, stating: 'An incorrect login or password has been entered. ATTENTION! Five unsuccessful attempts to enter your data will result in your account being blocked.' 3. 'Captcha: *' with a captcha image showing the text 'J67359' and a refresh button. Below the captcha is an empty text input field. At the bottom of the form are two buttons: a green 'LOGIN' button with a right arrow icon, and a white 'RECOVER PASSWORD' button with a circular arrow icon. Below the buttons is a link 'You dont have an account?' followed by a paragraph: 'Register and benefit by the Purchasing Platform PGE Capital Group from today!'. At the very bottom is a green 'REGISTER' button with a right arrow icon.

✖ Login (email address): *

adacm@firma.com

✖ Password: *

An incorrect login or password has been entered. ATTENTION! Five unsuccessful attempts to enter your data will result in your account being blocked.

.....

Captcha: *

J67359

LOGIN

RECOVER
PASSWORD

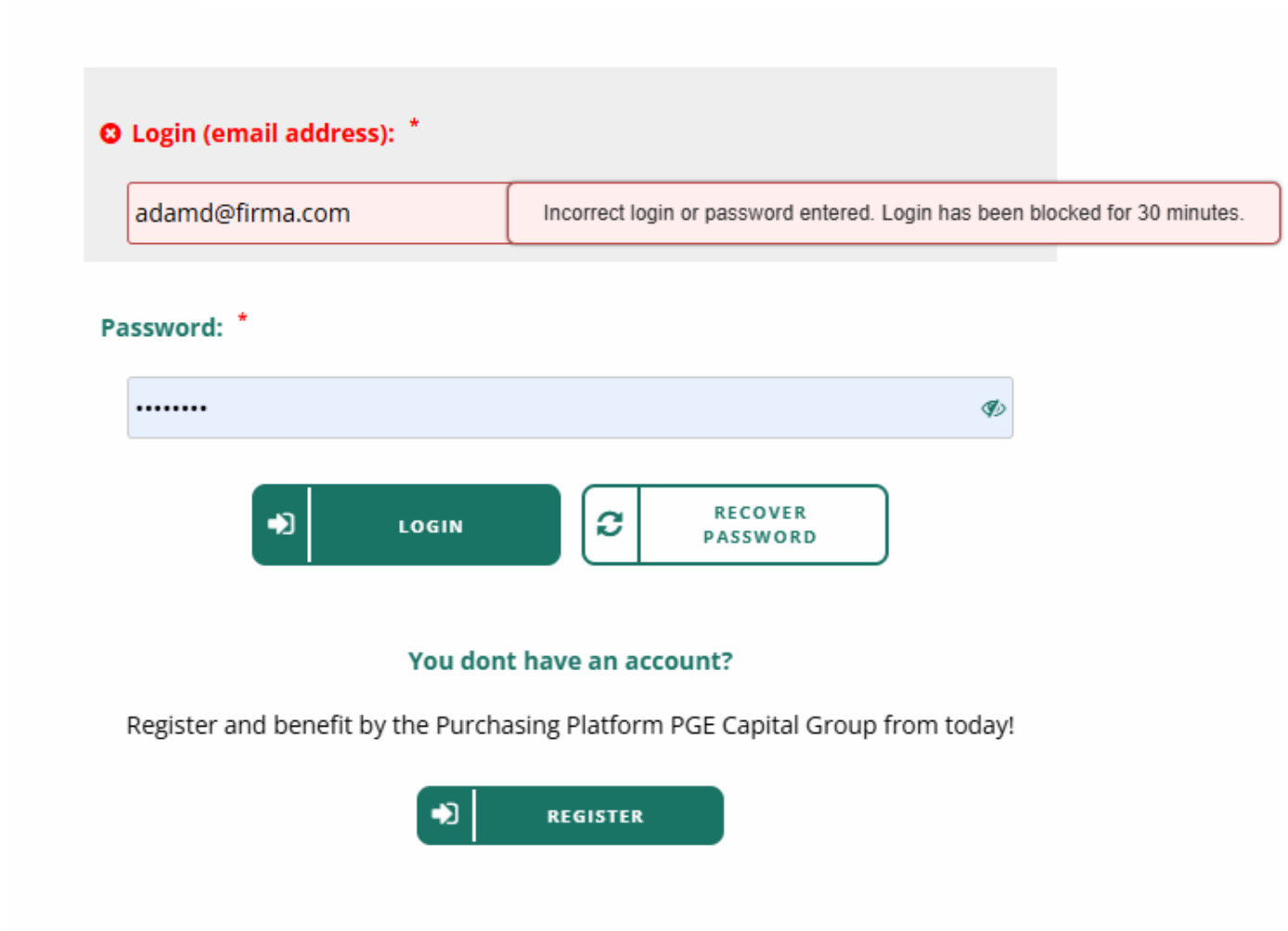
You dont have an account?

Register and benefit by the Purchasing Platform PGE Capital Group from today!

REGISTER

Image 33 – Login screen with captcha code

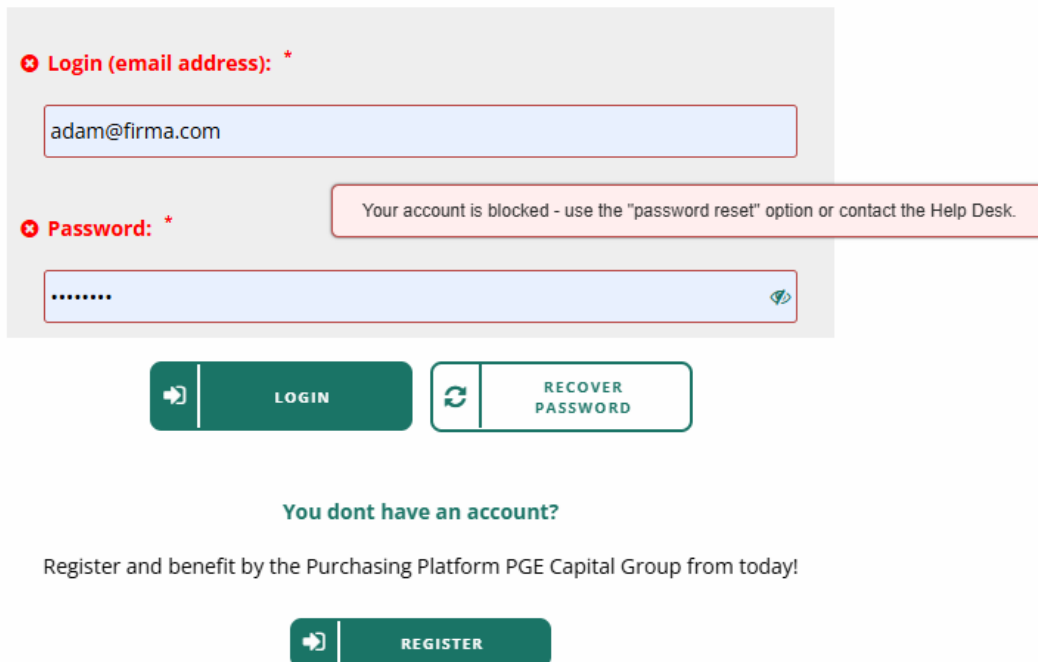
Attention: 5-th failed login attempt, will result in 30 minutes or permanent login to account block.
When user hover over highlighted field with login, System will display message with status
information about account and further possible action to take.



The screenshot displays the PGE login interface. At the top left is the PGE logo and the text 'PGE Dystrybucja S.A.'. The main login area has a light gray background. It features a red error message: '✖ Login (email address): *' followed by a red-bordered box containing the email 'adamd@firma.com' and the message 'Incorrect login or password entered. Login has been blocked for 30 minutes.' Below this is the 'Password: *' section with a blue input field showing masked characters and a toggle icon. Two buttons are present: a green 'LOGIN' button with a right arrow icon and a white 'RECOVER PASSWORD' button with a circular arrow icon. Below the buttons, the text 'You dont have an account?' is displayed in green, followed by the message 'Register and benefit by the Purchasing Platform PGE Capital Group from today!'. At the bottom is a green 'REGISTER' button with a right arrow icon.

Image 34 – Login screen with 30 minutes login block

In case of 30 minutes block, user needs to wait for 30 minutes and then login option will be unlock. When user's account is block permanently, user needs to use „Recover password” option. If user is having problem with password recovery, Contractor's helpdesk is always ready to help with it.



The image shows a login interface for PGE Dystrybucja S.A. It features a light gray background with a white login form. The form has two main sections: 'Login (email address): *' and 'Password: *'. The email field contains 'adam@firma.com'. The password field is masked with dots. A red error message box is displayed next to the password field, stating: 'Your account is blocked - use the "password reset" option or contact the Help Desk.' Below the form are two buttons: 'LOGIN' and 'RECOVER PASSWORD'. Below these buttons is a link 'You dont have an account?' followed by a registration prompt: 'Register and benefit by the Purchasing Platform PGE Capital Group from today!'. At the bottom is a 'REGISTER' button.

✖ Login (email address): *

adam@firma.com

✖ Password: *

Your account is blocked - use the "password reset" option or contact the Help Desk.

LOGIN

RECOVER
PASSWORD

[You dont have an account?](#)

Register and benefit by the Purchasing Platform PGE Capital Group from today!

REGISTER

Image 35 – Login screen after account block

3.6 Recover password

Registered user can use „Recover password” action, available for not logged in users. In order to recover password, user needs to go on System’s site, click on „Log in” button in right top corner, and use „Recover password” button on login site.

Login (email address): *

Password: *



LOGIN



RECOVER
PASSWORD

You dont have an account?

Register and benefit by the Purchasing Platform PGE Capital Group from today!



REGISTER

Image 36 – Log in screen

„Password recovery” can be used when:

- first login after Purchasing System was disconnected from OnePlace platform, if user owns accounts in both systems;
- first login after acceptance of registry application;
- unlock account after user provides System with wrong credentials several Times;
- unlock account after failed attempt to change password via „My profile”;
- unlock account after account’s password expires;
- unlock account after user did not log in to System for more than 90 days.

Clicking „Recover password” will redirect user to „Password reset” site:

Password reset

ⓘ If you have problems resetting your password, please contact the Help Desk.

Your e-mail address: *

Captcha code: *




Image 37 – „Password reset” screen

User needs to provide System with correct e-mail address and Captcha code. After clicking on „Reset password” button, e-mail will be send on provided by user e-mail address (if such address exists in System). E-mail contains hyperlink „Change password”. Clicking on it, will redirect user to change password site.

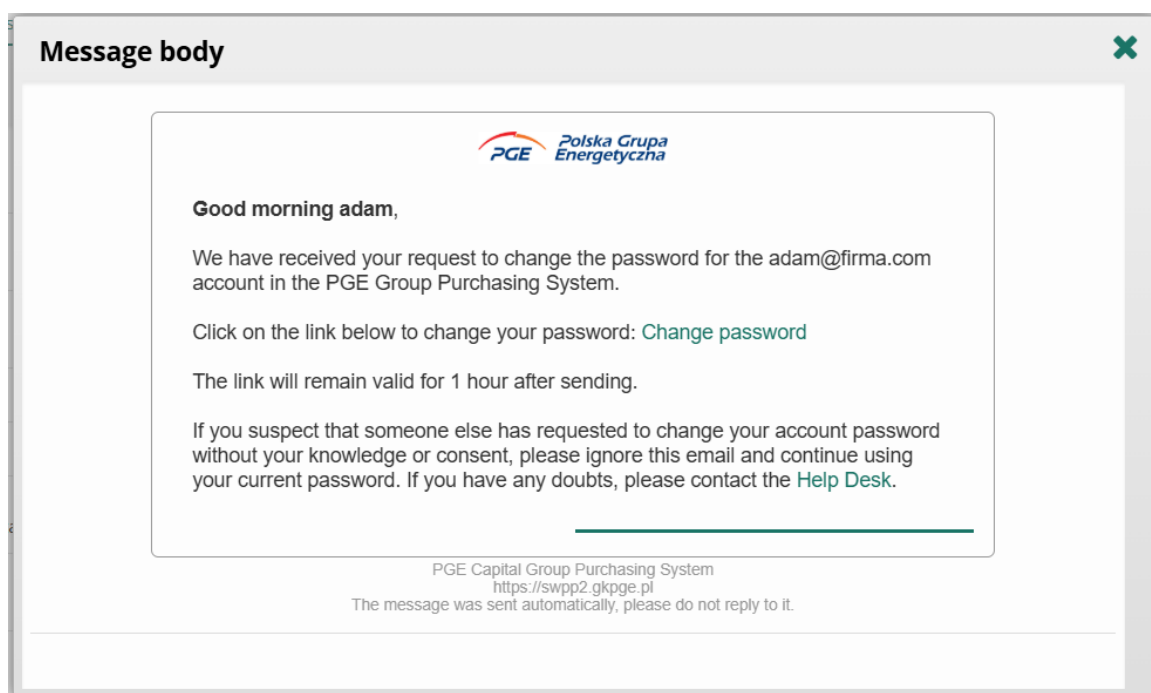
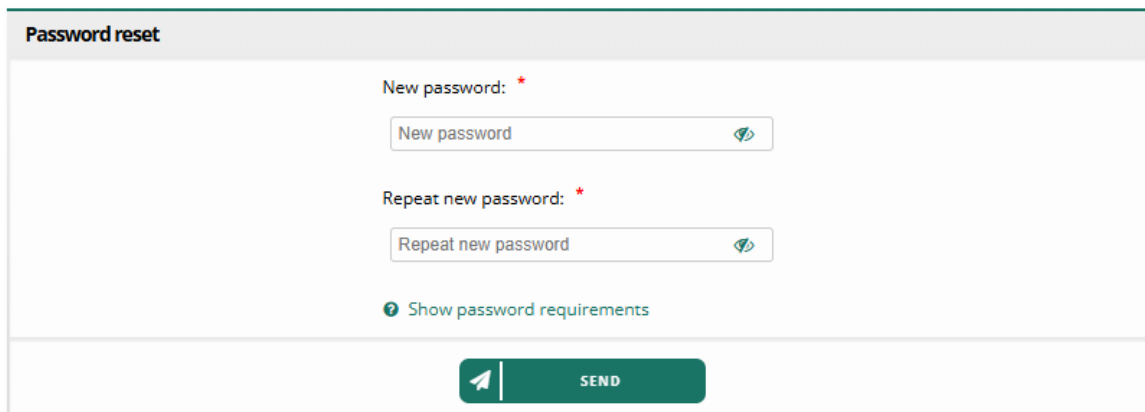



Image 38 - E-mail send to Contractor after requesting for „Reset password”

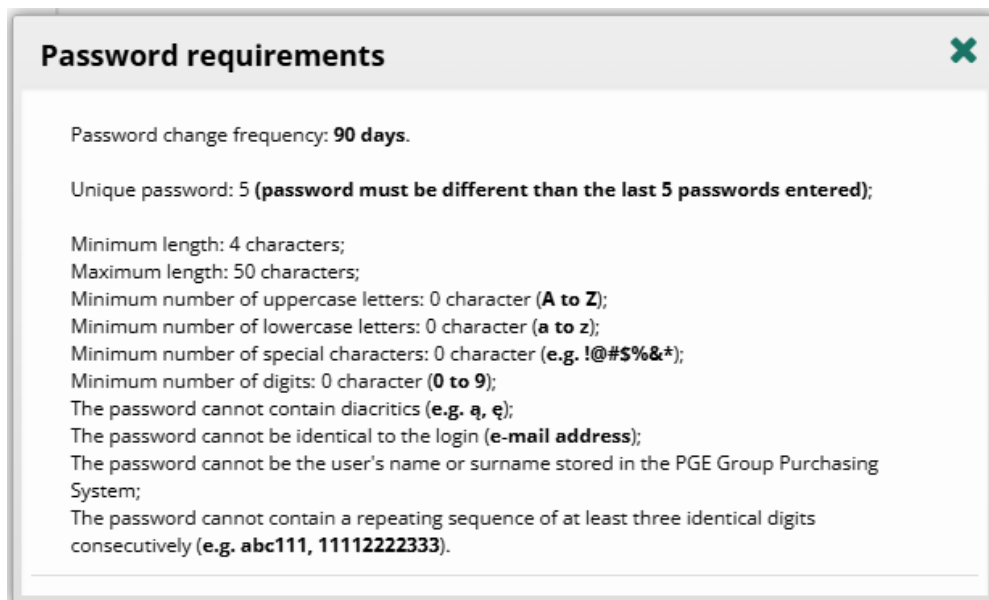
After clicking on „Change password”, user will be redirected to „Password reset” site.



The screenshot shows a web form titled "Password reset". It contains two input fields: "New password:" and "Repeat new password:", both marked with a red asterisk. Each field has a text input box with a placeholder and a green eye icon for toggling visibility. Below the fields is a link "Show password requirements" with a question mark icon. At the bottom is a green button with a white arrow icon and the text "SEND".

Image 39 – „Password reset” site

User needs to fill both fields with same password, that will meet password requirements. Entered values can be display by clicking on  icon. Current password requirements can be checked with clicking „Show password requirements”. Current password requirements are:

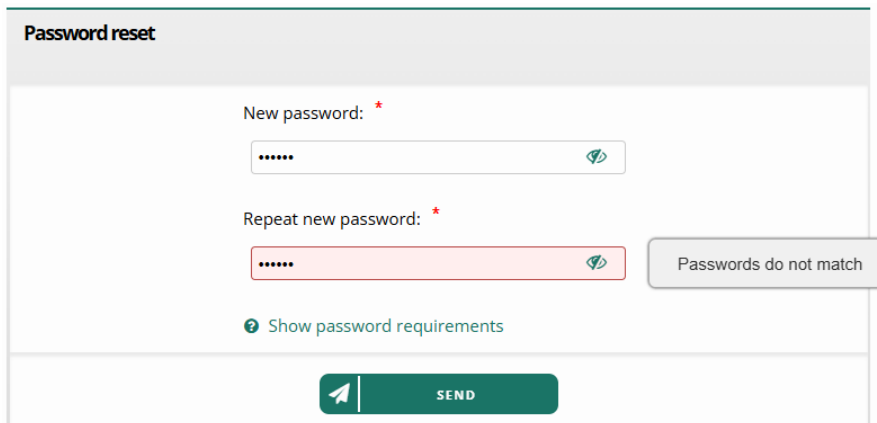


The screenshot shows a dialog box titled "Password requirements" with a close button (X) in the top right corner. The dialog lists the following requirements:

- Password change frequency: **90 days**.
- Unique password: 5 (**password must be different than the last 5 passwords entered**);
- Minimum length: 4 characters;
- Maximum length: 50 characters;
- Minimum number of uppercase letters: 0 character (**A to Z**);
- Minimum number of lowercase letters: 0 character (**a to z**);
- Minimum number of special characters: 0 character (**e.g. !@#\$%&*;**);
- Minimum number of digits: 0 character (**0 to 9**);
- The password cannot contain diacritics (**e.g. ħ, ě**);
- The password cannot be identical to the login (**e-mail address**);
- The password cannot be the user's name or surname stored in the PGE Group Purchasing System;
- The password cannot contain a repeating sequence of at least three identical digits consecutively (**e.g. abc111, 11112222333**).

Image 40 – Password requirements

In case passwords do not match, or password does not meet „Password requirements”, after clicking „send” button, System will highlight field. Also if user hover cursor over highlighted field, message will be displayed with error.



The screenshot shows a 'Password reset' form. It has two input fields: 'New password: *' and 'Repeat new password: *'. The 'Repeat new password' field is highlighted with a red border. To the right of the form, a grey message box says 'Passwords do not match'. Below the fields is a link 'Show password requirements' with a question mark icon. At the bottom is a green 'SEND' button with a paper plane icon.

Image 41 – Error message displayed during password change

Successful password change will be announced with message, informing that user can now login with new credentials. On user’s e-mail address, e-mail will be sent with password reset confirmation.

In case reset link from e-mail was used more than once or link expired, System will display error message. In such case user needs to use „Reset password” again and generate new link to „reset password”.

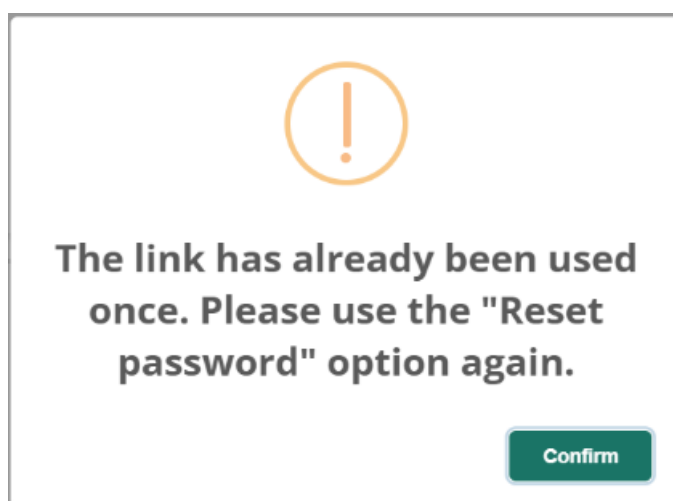


Image 42 - Link expired message

After confirming this message, user will be redirect to „Reset password” site. In such case, user needs to go through all steps described in this chapter.

4. Moving around the Purchasing System and submitting offers and applications (RFX)

4.1 “My profile”, user’s account management

Granting the consents described above and setting up 2 factor authentication will display the following view, and will unlock full access to all functionalities of the Purchasing System. Return to the "Consents and Regulations" tab is possible via the "My profile" button.

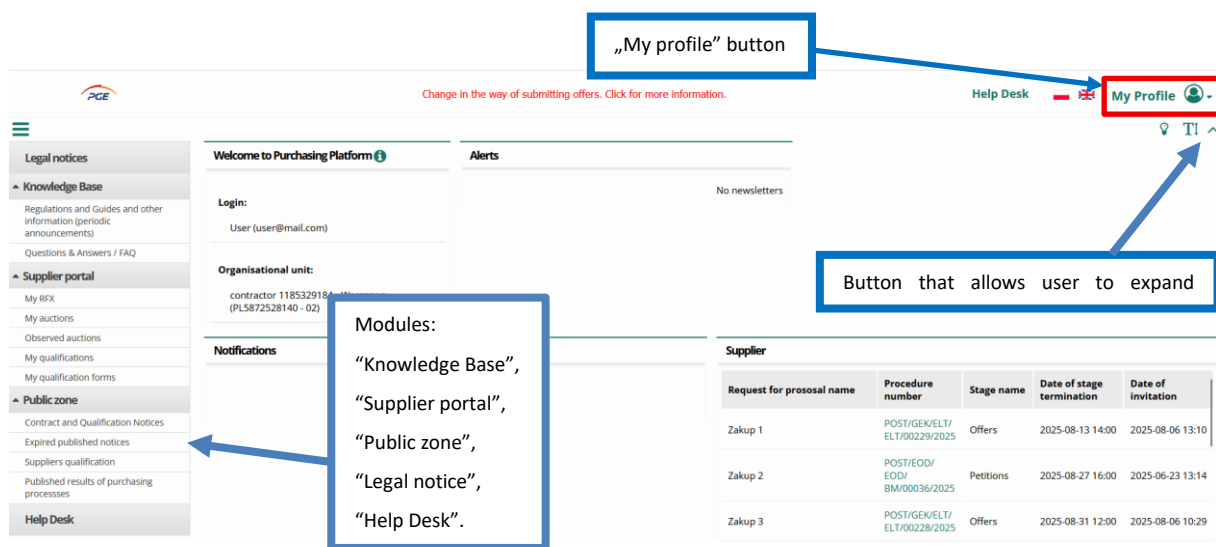


Image 43 – Contractor’s Main page after logging in

On the left, all modules available for a given user are visible - "Legal Notes", "Contractor Portal" and "Public Area". “My profile” is located in top right corner, which allows user to manage account. Detailed description of “My profile” is presented in next chapter.

4.1.1 “My profile” – tab: “User data”

To move to “My profile” tab, user needs to click “My profile” in top right corner of main site. User needs to be logged in. “My profile” is displayed below.

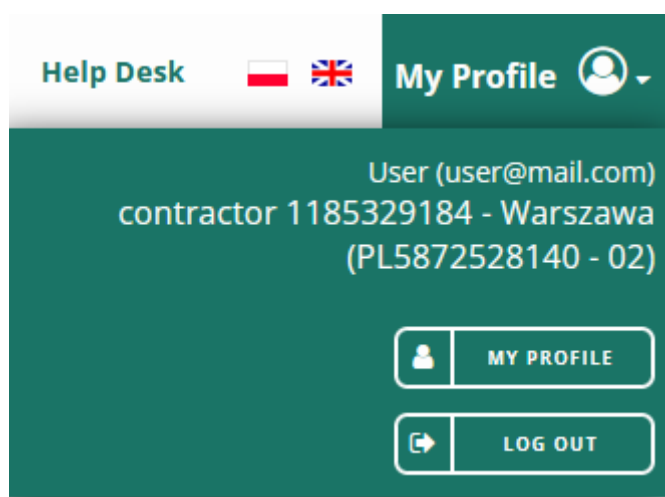


Image 44 – „My profile”

All tabs are divided into sections, and their content will be described below.

Clicking on „My profile” button, user will be redirected to first available tab: „User data”

4.1.1.1 Information

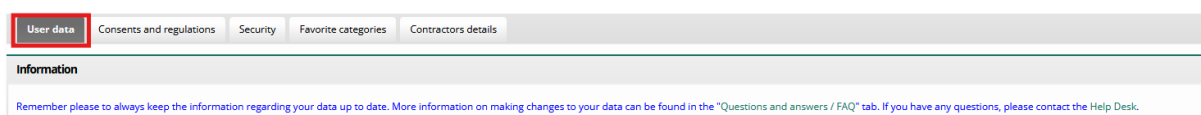
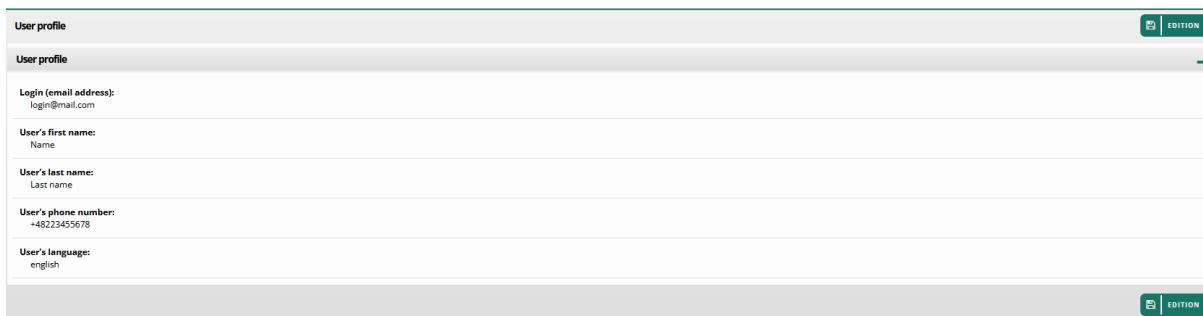


Image 45 – Section „Information” in „User data” tab

This section contains general information about account, FAQ and Help Desk for Contractor.

4.1.1.2 User profile



The screenshot shows the 'User profile' section of a web application. It features a header bar with the title 'User profile' and an 'EDITION' button. Below the header, the profile details are listed in a table-like format:

Login (email address):	login@mail.com
User's first name:	Name
User's last name:	Last name
User's phone number:	+48223455678
User's language:	english

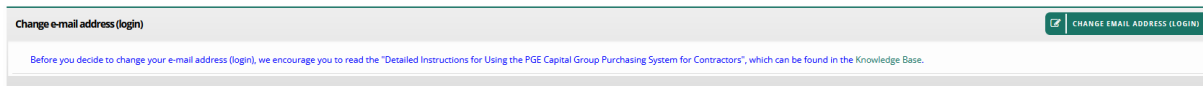
An 'EDITION' button is located at the bottom right of the profile section.

Image 46 – Section „User profile”

In this section user can edit personal data (First name, Last name, phone number) and language of System.

Attention: Changing name or/and last name, will cause need to give consent again, available in „Consents and regulations” tab. Especially mandatory consents.

4.1.1.3 Change e-mail address (login)



The screenshot shows the 'Change e-mail address (login)' section. It has a header bar with the title 'Change e-mail address (login)' and a 'CHANGE EMAIL ADDRESS (LOGIN)' button. Below the header, there is a message:

Before you decide to change your e-mail address (login), we encourage you to read the "Detailed Instructions for Using the PGE Capital Group Purchasing System for Contractors", which can be found in the Knowledge Base.

Image 47 – „Change e-mail address (login) section

In this section user can change e-mail address, which is also System's login. This section also contains hyperlink with description, redirecting to System detailed instruction.

In order to change e-mail address, user needs to use “Change email address (login)” button from this section. After clicking on “Change email address (login)” button, “Change e-mail address (login)” window will be displayed for user.

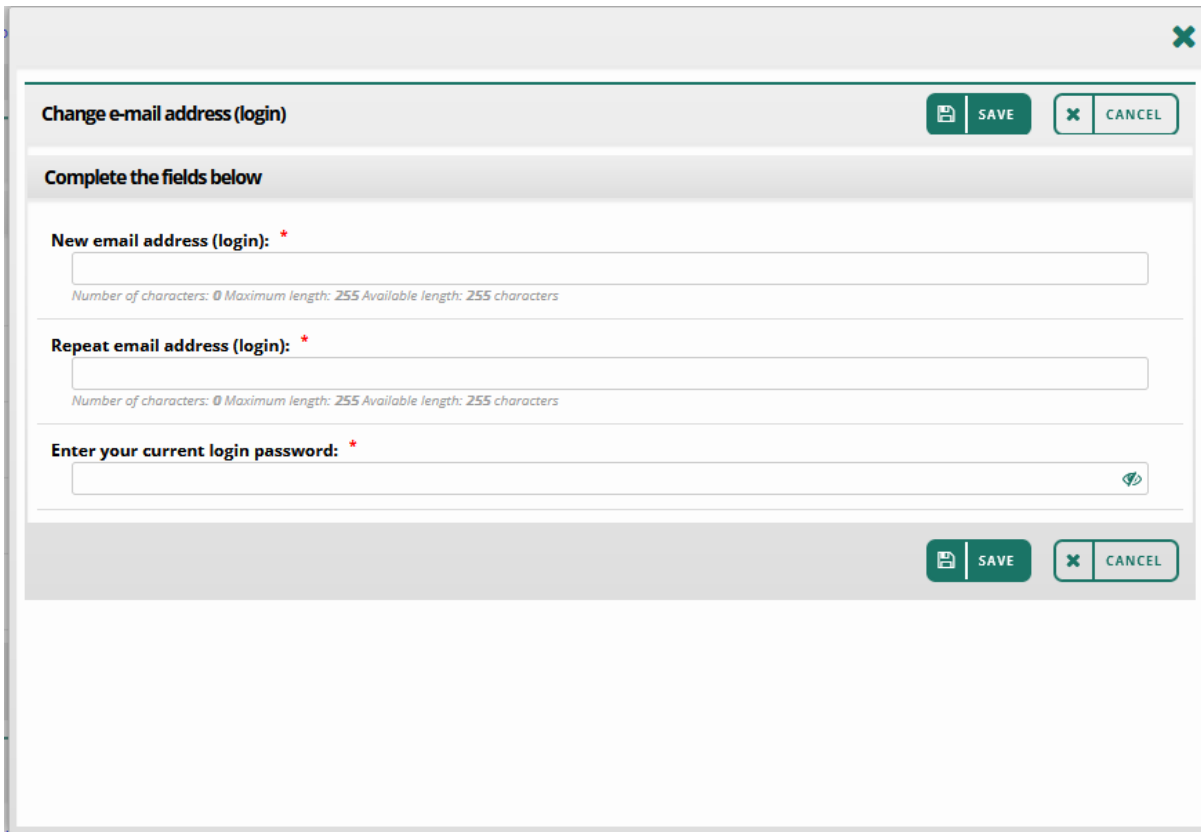


Image 48 – Login change window

User needs to fill “New email address (login)” and “Repeat email address (login)” with same new e-mail address. Fields do not allow pasting values, user needs to fill it manually.

Additionally, user needs to provide System with **current** password. When user fills all fields and uses “Save” button, System will verify data correctness and in case of errors, will display proper message:

- Incorrect password – “Password does not match current one”;
- E-mail addresses do not match – “New email address and duplicate email address are not the same”;
- New e-mail address is the same as old one – “new e-mail address is the same as current e-mail address”;
- Invalid e-mail format – “Incorrect email address format”;
- In case of other e-mail address format anomaly – “Invalid email address”.

After user enter correct data, and use “Save” action, on new e-mail address, e-mail will be sent. E-mail contains information about receiving “Change email address (login)” request. Also message from System will be displayed like below:

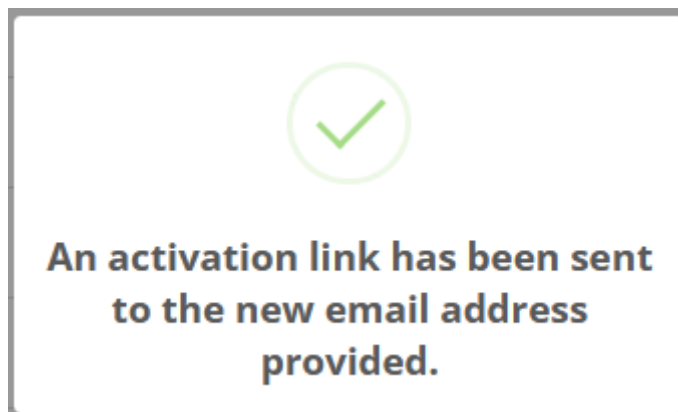


Image 49 – Message about sending activation link on new e-mail address

In e-mail user will find hyperlink „Change email address”. Clicking this link will cause changing email address (login) and message from System will be displayed.

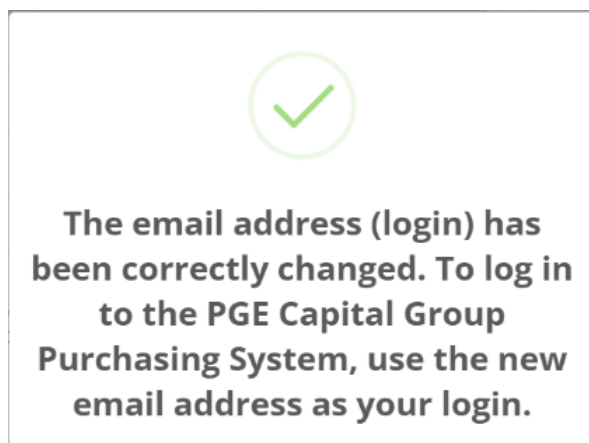


Image 50 – Message about successful email address change

Link in email will last for 1 hour. If user wants to change email address after link expires, he will need to use „Change email address (login)” again.

After change, login to Purchasing System will be possible with new credentials (new email address).

Change will also trigger sending e-mail notification on previous e-mail address.

Attention: Changing e-mail address (login), will cause need to give consent again, available in „Consents and regulations” tab. Especially mandatory consents.

4.1.2 “My profile” – tab: “Consents and regulations”

4.1.2.1 Information

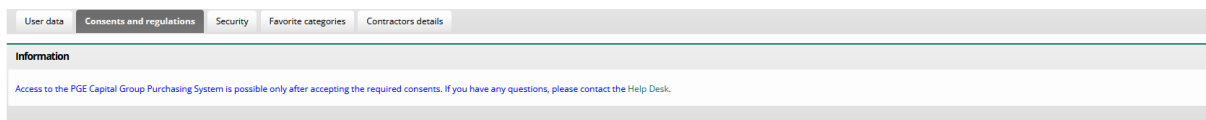


Image 51 – Section „Information” on tab „Consents and regulations”

This section contains general information about consents and regulations and also references to Help Desk for Contractors.

4.1.2.2 Required consents

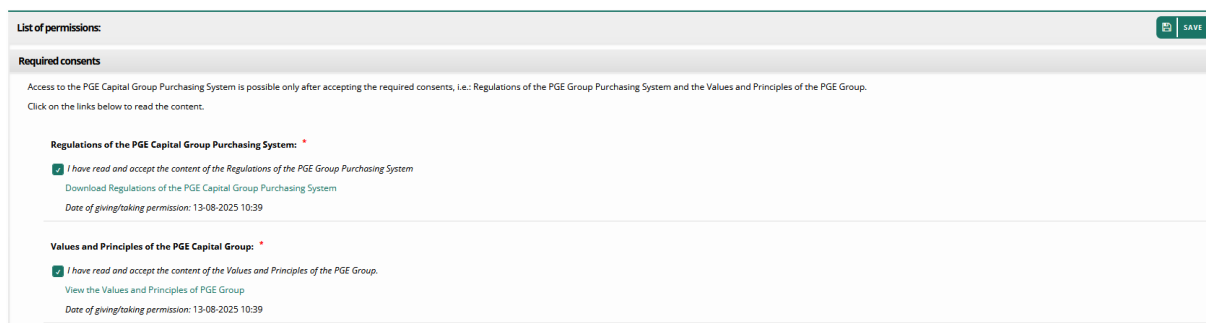


Image 52 – „Required consents” section

This section contains required consents. Granting consent by user is required to use System. User can read the content of individual consents by clicking on the hyperlink available under each consent.

Attention! Fields become editable after user enter hyperlink to consent.

User can withdraw any consent. If user wants to withdraw required consent, System will display message:

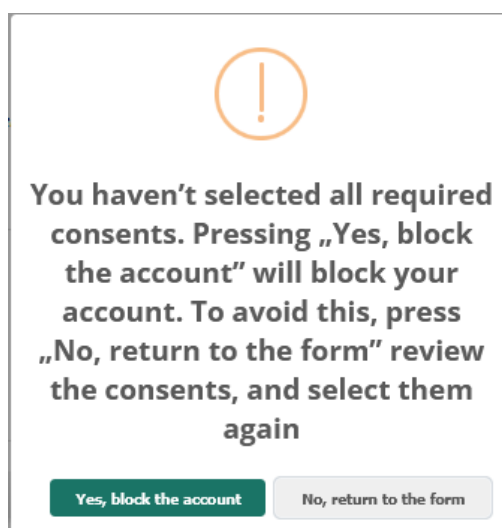


Image 53 – Message about not selecting required consent

If user does not want to block account, „No, return to the form” needs to be clicked and all required consent needs to be selected before saving form again.

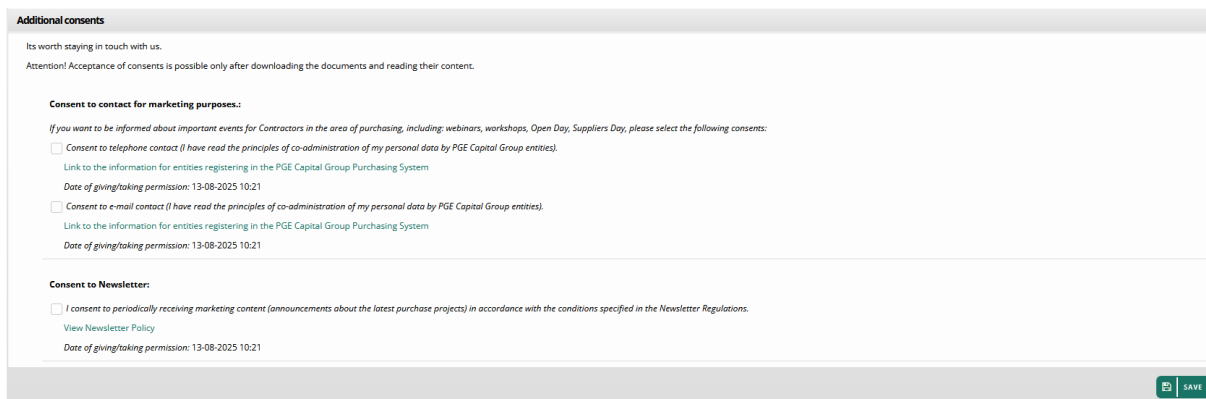
Action „Yes, block the account” will save account settings, but account will be blocked after user logs out from System. Until log out, user will stay on „Consent and regulations” tab, where he can change his mind and select all required consents and save settings.

If user logs out, but still wants to use System, contact with Help Desk for Contractor will be required.

In case of updating regulations, System will require from user reading new documents and consenting to them. In such case after user log in to System, he will be redirected to „Consent and regulations” tab, where he will be able to read and accept new version of regulation. User will be able to use System

after accepting new version of regulation. Dates on which consent was granted or withdrawn will be saved and displayed on the tab. If during checkbox configure, consents „Regulations of the PGE Capital Group Purchasing System” or „Values and Principles of the PGE Capital Group” were not selected, System will inform user about possible account block with message displayed above. To avoid account block, user needs to click „No, return to the form” and select all required consents. If user will not select all required consent, he will stay at „Consents and regulations” tab, where he can change his mind. Logging out from System will cause account block. To access blocked account user needs to contact Help Desk for Contractors.

4.1.2.3 „Additional consents”



Additional consents

Its worth staying in touch with us.
Attention! Acceptance of consents is possible only after downloading the documents and reading their content.

Consent to contact for marketing purposes:

If you want to be informed about important events for Contractors in the area of purchasing, including: webinars, workshops, Open Day, Suppliers Day, please select the following consents:

☐ Consent to telephone contact (I have read the principles of co-administration of my personal data by PGE Capital Group entities).
Link to the information for entities registering in the PGE Capital Group Purchasing System
Date of giving/taking permission: 13-08-2025 10:21

☐ Consent to e-mail contact (I have read the principles of co-administration of my personal data by PGE Capital Group entities).
Link to the information for entities registering in the PGE Capital Group Purchasing System
Date of giving/taking permission: 13-08-2025 10:21

Consent to Newsletter:

☐ I consent to periodically receiving marketing content (announcements about the latest purchase projects) in accordance with the conditions specified in the Newsletter Regulations.
View Newsletter Policy
Date of giving/taking permission: 13-08-2025 10:21

SAVE

Image 54 – „Additional consents” section

This section contains additional marketing and Newsletter consents. Newsletter content is directly associated with user’s purchasing categories personalized in tab “Favorite categories”. Tab “Favorite categories” and Newsletter was described in detail in chapter 4.1.4.

The user can read the content of individual consents by clicking on the hyperlink available under the respective field.

If user wants to save form, without additional consents, System will display message:

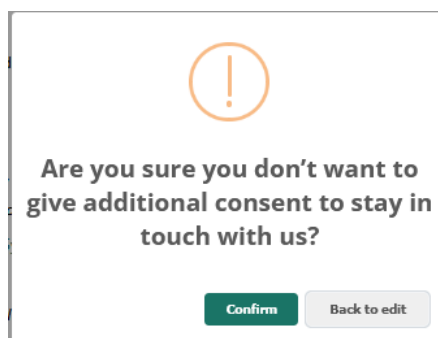


Image 55 – Message encouraging to select additional consents

4.1.3 „My profile” – tab: „Security”

4.1.3.1 Information

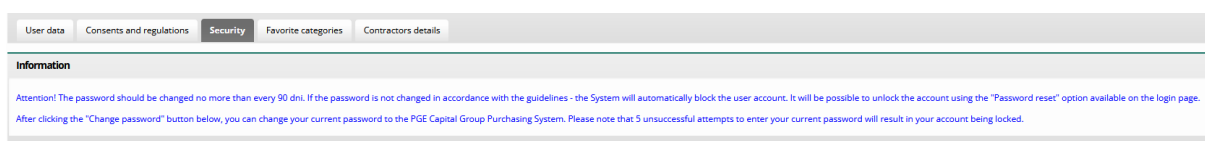


Image 56 – Section „Information” on tab „Security”

This section contains general information for example managing login password.

4.1.3.2 Password change



Image 57 – „Change password” section

This section contains „Change password” action and information about password requirements.
After clicking „Change password”, new fields for new password will appear on form.



Image 58 – Password change view

In first field user is asked for **current** password. Next fields are for new password. New password must meet safety policies. Rules for creating strong password are available after clicking „Show password requirements”. In case user will not enter same values in fields „New password” or „Repeat new password” or password does not meet safety policies, during saving, System will display proper message after user hover over highlighted in red field.

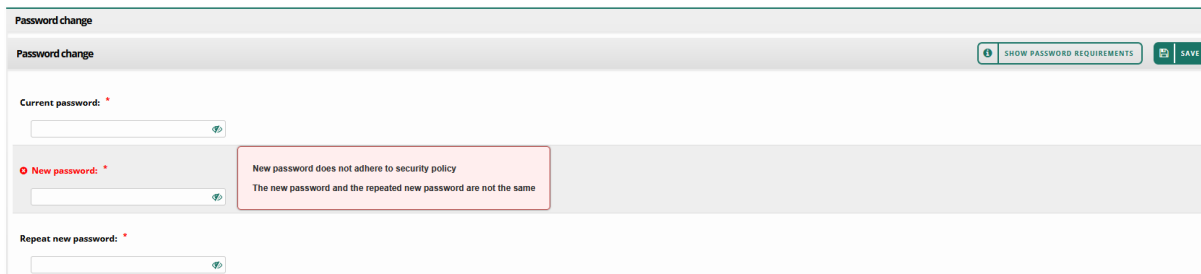


Image 59 – Message after entering wrong data in fields

In such case data in fields will be erased and user will need to fill fields again or resign from modification.

Attention: If user fail to provide current password for 5 time, account will be blocked. Unlocking account is possible via “Recover password” action or contact with Contractor’s Help Desk.

4.1.3.3 Additional information

Additional information	
Password Expiry Date:	2030-12-30 00:00
Last Successful Login:	2025-08-13 10:18
Last Failed Login:	2025-07-09 11:49

Image 60 – Section „Additional information”

This section contains information about password and logins:

- Password expiry date – password expiry date, after this date account will be automatically blocked;
- Last successful login – date of last (previous to current) successful login;
- Last failed login – date of last failed login.

4.1.3.4 Two-factor login


Two-factor login	
<p>Important information regarding the second factor:</p> <ol style="list-style-type: none"> 1. Access to all functionalities of the PGE Group Purchasing System is only possible after configuring the second login component. To do this, download the applications recommended by the PGE Group to your phone, i.e. Google Authenticator or Microsoft Authenticator, and then start the configuration process in the PGE Group Purchasing System. 2. Each time you log in, the PGE GK Purchasing System will require you to enter the code from the authenticators application. If the device from which you log in is added to the "Trusted devices" list, the System will not force you to enter the code from the authenticator application for 30 days (from the date of addition to trusted devices). 3. If you lose the device on which the authenticator application was configured, please contact the Help Desk for Contractors. 	
2FA enable?:	Yes
	

Image 61 – „Two-factor login” section

Two factor authentication is described in chapter 3.5.1 Setting up 2 factor authentication.

This section contains information if 2 factor authentication is enable on user's account.

If value in „2FA enable?” is „Yes”, it means that second factor was successfully configured and functionality is working on this account. If user needs to switch off 2 factor authentication (for example user wants to change mobile device because of losing it), he can use „Disable” button. If user use „Disable” button, value in field „2FA enable” will be changed to „No”. User will not be able to move around System, until he configure 2 factor authentication.

4.1.3.5 Trusted browsers



Image 62 – „Trusted browsers” section

Section is visible after user configure 2 factor authentication. This section contains all trusted devices added by user. User can log in on those devices without need to enter code from application.

In this section user can also add device, where he is logged in, to trusted browsers. To do so, user needs to use „add device to the trusted list” button. Every row represents one added device. Information in each row contains operating system, web browser and it’s version and date when device was added.

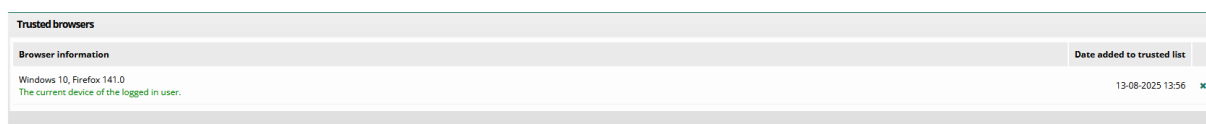



Image 63 – Section „Trusted browser” after adding device to trusted list

Device can be removed from list with  action.

Device also can be add to trusted list during logging in, by checking „Add to trusted list”:

Add to trusted list: 

☐


Image 64 – Field „Add to trusted list” during logging in

Attention: Trusted devices are automatically removed from System after 30 days. If user wants to use removed device as trusted, after 30 days he will need to add it again with „Add to trusted list” action on this device.

4.1.3.6 Close account

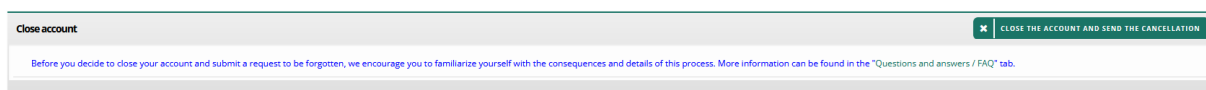


Image 65 – „Close account” section

If user does not want to use System anymore, he can close account and send request to be forgotten. In such case user needs to use „Close the account and send the cancellation” action. If user chose this option, System will display message:

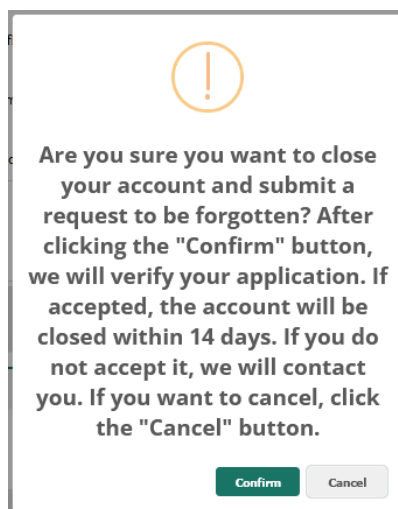


Image 66 – Message confirming closing account

If user chose „Cancel” button, message will be closed without any consequences. Confirming message will result in logging out user and blocking account. User will not be able to log in to System to this account. Also e-mail will be sent with information that closing account procedure was started and it might take up to 14 days. In case of:

- **Accepting request** – account will be closed and data is anonymized. User will receive e-mail with notification about completing process;
- **Denying request** – admin will contact user.

In case user wants to regain access to account, after using „Close the account and send the cancellation” action, he immediately needs to contact Help Desk for Contractor.

4.1.4 „My profile” – tab: „Favorite categories”

4.1.4.1 Information

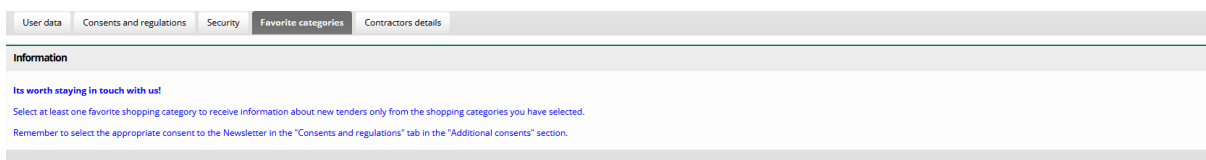


Image 67 – Section „Information” on „Favorite categories”

Section contains information about choosing favorite categories and Newsletter functionality.

4.1.4.2 Favorite categories

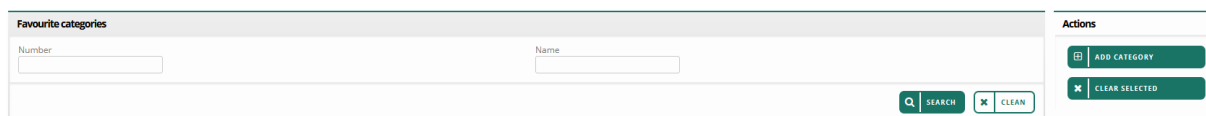


Image 68 – „Favorite categories” section

User can manage favorites categories in this section. Based on user’s favorite categories, once a week Newsletter will be send on user’s e-mail address. Newsletter contains information about proceedings published in last week in Purchasing System within user’s favorite categories.

Categories are added via pop-up window, after user click on „Add category”. Category will be visible on categories list as separate row.

Favourite categories

Number

Name

SEARCH

CLEAN

Actions

ADD CATEGORY

CLEAR SELECTED

Items 1-2 of 2 show 25 items

<input type="checkbox"/>	Number	Name	
<input type="checkbox"/>	ADM.	Usługi obsługi obiektów i nieruchomości a	▼
<input type="checkbox"/>	BHP.	Środki ochrony osobistej i dobra konsumpcyjne	▼

Image 69 – Section „Favorite categories” with example of added categories

Categories can be removed from list:

- With group action „clear selected”
- One by one, by clicking on row and using action „Delete”

<input type="checkbox"/>	Number	Name	
<input type="checkbox"/>	ADM.	Usługi obsługi obiektów i nieruchomości a	▼
<input type="checkbox"/>	BHP.	Środki ochrony osobistej i dobra konsumpcyjne	▼

Image 70 – Action „Delete” on favorite categories

Attention: In order to receive Newsletter, two conditions needs to be meet:

- List of favorite categories contains of at least one category;
- Checking checkbox with Newsletter on tab „Consents and regulations” in „additional consents” section.

4.1.5 „My profile” – tab: „Contractors details”

4.1.5.1 Information

User data
Consents and regulations
Security
Favorite categories
Contractors details

Information

Remember to always keep the information regarding the company you represent up to date. More information on changing the Contractors data can be found in the tab „Questions and answers / FAQ”. If you have any questions, please contact Help Desk.

Image 71 – Section „Information” on „Contractors details”

This section contains general information about preserving UpToDate data and hyperlinks to FQA or Help Desk for Contractors.

Attention: View in next section will differ depend on business form user is registered.

4.1.5.2 Contractor's details (Company)

Profile		edit				
Contractor's data						
Tax ID: PL 114 081 39 04						
REGION: Blank						
Name : Adam						
Country: Poland						
Address (street, building number, apartment number): ulica, blok, numer						
Postal code: 00-001						
City: Warszawa (Śródmieście)						
Business register (National Court Register, Register of Business Activity): Blank						
Telephone number: 664321573						
E-mail address: mail@mail.com						
Website address: Blank						
<table border="1"> <thead> <tr> <th>Code number</th> <th>Code name</th> </tr> </thead> <tbody> <tr> <td>ADM.</td> <td>Usługi obsługi obiektów i nieruchomości a</td> </tr> </tbody> </table>			Code number	Code name	ADM.	Usługi obsługi obiektów i nieruchomości a
Code number	Code name					
ADM.	Usługi obsługi obiektów i nieruchomości a					
Company's branch name: Blank						
Type of business: Micro						

Image 72 – Section „Contractor's details” for Company

This section contains data related to the user who has registered as a legal entity. Data here can be editable, with action “Edit”.

Editable data:

- a. Name;
- b. Address;
- c. Postal code;
- d. Cite;
- e. Business register (National Court Register, Register of Business Activity);
- f. Telephone number;
- g. E-mail address;
- h. Website address;
- i. Categories;
- j. Company's branch name;
- k. Type of business

Changing data (points a-d and j) will need to be confirmed by Contractor database administrator. If user change data in crucial fields, message in “Information” section will be displayed:

The change of data is pending approval of the Contractor Database Administrator. If you have any questions, please contact the [Help Desk](#).

Image 73 – Message about Contractor’s data change

Until administrator makes decision (accept or reject changes) form will not be editable and will display data before changes. If administrator reject changes, System will display message with reason why changes were rejected.

Your request to change the Contractors data has been rejected. Reason for rejection:

Wrong name

Image 74 – message displayed when administrator reject changes in Contractor’s data

When administrator accept changes in data, changed data will appear in „Contractors details” tab and will be visible by all Contractor users.

4.1.5.3 Contractor details (Natural person not conducting business activity)

Profile		edit
Data of a natural person		
PESEL number: PESEL 1330909476		
Country: Poland		
Address: 1 Wall Street Court, Nowy Jork		
Postal code: 00-402		
City: Warszawa (Śródmieście)		
Categories:		
Code number	Code name	
MBR	Materiały biurowe	

Image 75 – Section „Data of a natural person”

This section contains data related to a user who has registered as a natural person not conducting business activity. User can edit data with „Edit” action.

Editable data:

- a. Country
- b. Address
- c. Postal code
- d. City
- e. Categories

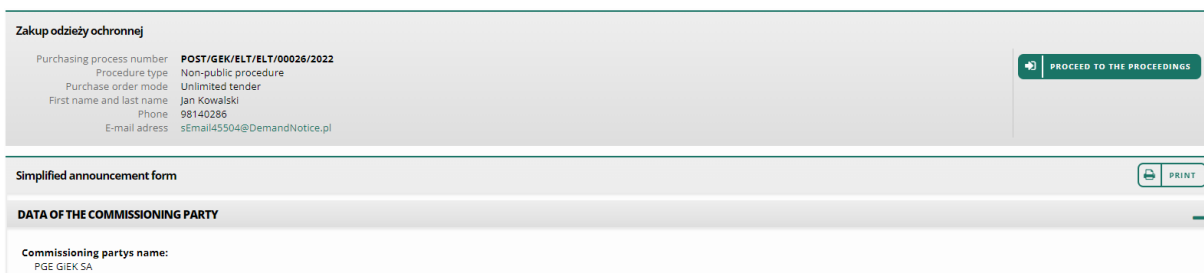
Changes in points a-d needs to be confirmed by Contractor database administrator.

Accepting or rejecting changes is the same as process described in chapter 4.1.5.2.

4.2 Submission of an offer / answer

NOTE - The description applies to non-public proceedings / technical dialogues / off contests with encryption and electronic signature requirement

In the list that appears after clicking on the section mentioned above, all available RFX objects are visible. If you want to participate in a given process, you should find it on the list (a search engine may be helpful) and click on it with the left mouse button.



Zakup odzieży ochronnej

Purchasing process number	POST/GEK/ELT/ELT/00026/2022
Procedure type	Non-public procedure
Purchase order mode	Unlimited tender
First name and last name	Jan Kowalski
Phone	98140286
E-mail address	sEmail45504@DemandNotice.pl

PROCEED TO THE PROCEEDINGS

Simplified announcement form

DATA OF THE COMMISSIONING PARTY

Commissioning party's name:
PGE GIEK SA

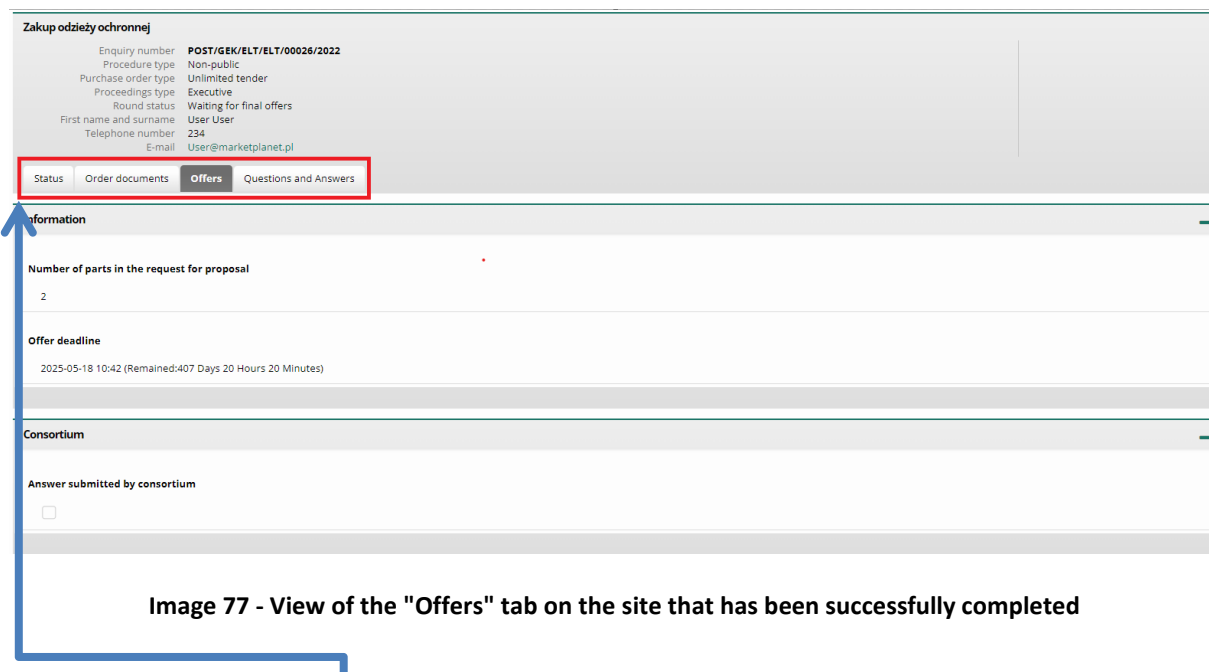
Image 76 - View of the RFX object from the public zone

The next step is to read the advertisement assigned to the given object (possibly with other attached documents) and if you want to participate in a given proceeding

- clicking on the "[Proceed to proceedings](#)" button.

NOTE - if the process is closed (e.g. only invited / admitted Contractors participate in it, then the selected RFX object can be found directly in the link "My RFX inquiries" (without the need to join)

Confirmation of joining the proceeding will be displayed in the pop-up window with the message "The electronic process has been started". The view of the given object automatically changes to the one whose fragment is presented in the image below. It is worth noting that simply "joining the proceedings" is not synonymous with the obligation to submit an offer.



The **tabs** will be visible - "Status", "Order documents", "Offers" and "Questions and answers".

4.2.1 Status tab

In the "Status" tab, basic information about the order is given, divided into several sections.

In the "Details of the contact person" section, in addition to the buyer's contact details, you can find information about the organizer of the procedure and the ordering units, as well as the categorization in which the procedure is conducted.

Details of the contact person

Contact person:

Lukasz Testowy (lukasz.testowy@gkpge.pl)

Main purchasing category:

Code number	Code name
BHP.394	Środki ochrony osobistej, BHP, P.poż.

Procedure organizer:

PGE Energetyka Kolejowa Holding Sp. z o.o./Departament Zakupów i Logistyki

Ordering units:

Ordering units name	Ordering units data
PGE Energetyka Kolejowa S.A.	ul. Hoża 63/67, 00-681 Warszawa

All purchasing categories:

Code number	Code name
BHP.39401	Odzież robocza i ochronna
BHP.39403	Ubiory reprezentacyjne

Main CPV code:

CPV code number	CPV code name
18000000-9	Clothing, footwear, luggage articles and accessories.

All CPV codes:

CPV code number	CPV code name
18412000-0	Sportswear.
18130000-9	Special workwear.

Image 78 - View of the " Details of the contact person " section

In the "Basic data" section you can find information about the round type: "Open" / "Closed", the query model: "Requests" / "Initial offers" / "Offers" and the date and time of the end of the round. In the "Information about rounds of the electronic process" section, a table is available that displays information about individual stages and rounds of proceedings, start or end dates, type and type of round.

Information about electronic process rounds ⓘ						
The name of the stage	Round number	The name of the round	Date and time of the beginning of the round	Date and time of the end of the round	Round type	Round status
Wnioski	Round 1	Apples	2025-05-19 16:45	2025-05-19 17:00	Standard	Active / Open

Image 79 - Rounds of the process

Each stage may contain many rounds, eg in the above example, two rounds were created for the "Offer" stage. Rounds are created, for example, when the previous round has not been resolved in the selection of the contractor. The person creating the new round may decide whether it will be carried out by means of RFX or auctions, as well as whether the previously submitted offers will be moved to the next round or not.

The transition to the preview of any round is possible by clicking on the name of the round (eg Round 1, Round 2). The round with the active preview enabled is marked in bold.

4.2.2 Separate Processing and Split Process Navigation

Purchaser has the option of creating post-auction and auction rounds based on specific parts of the process. These rounds may be run in parallel. This means that within one procedure, more than one current request for quotation (RFX round) may be active at the same time. Particular attention should be paid to the "Information on Electronic Process Rounds" section. It is available from the "Status" tab of each inquiry.

Information about electronic process rounds ⓘ						
The name of the stage	Round number	The name of the round	Date and time of the beginning of the round	Date and time of the end of the round	Round type	Round status
Oferty	Round 1	Apples	2025-05-14 14:49	2025-05-14 14:53	Standard	Finished / Closed
Oferty	Round 2	Rice	2025-05-14 14:49	2025-05-14 15:30	Modified	Active / Closed

Image 80 - List of rounds in a given proceeding

The column "Round number" is helpful in navigating the process. Clicking on "Round number" will take you to designated round.

Round number
Round 1
Round 2

Image 81 - The column "Round number"

Rounds are numbered in the order in which they are created. So it is possible that the round with a lower number will take longer.

The mechanism of sending invitations to selected requests for quotation is standard. All current rounds are also displayed from the link "My RFX".

EXAMPLE

The procedure was divided into 4 parts. In the first round, the Purchaser always collects offers for all parts. Division of processes possible within negotiation and auction rounds. After the collection of offers and the analysis of individual forms were completed, there was a need to conduct overtime.

For parts 1 and 2, the Purchaser decided to conduct one joint overtime round and created Round 2 in line with this assumption. Access to the newly created Round 2 will be granted only to those Contractors who submitted an offer for parts 1 or 2.

NOTE - The Contractor, after entering the round, will only see the parts for which he submitted an offer in the previous round. Access to the round does not mean access to all parts (with the exception of being granted such access by the Purchaser).

For Parts 3 and 4, there is another overtime, Round 3, which includes both parts. If the Contractor submitted an offer for all parts in the basic round, then in order to submit a tender for all parts again,

it is necessary to submit an offer for parts 1-2 in Round 2, and submit an offer for parts 3-4 in Round 3.

NOTE - the fact of dividing the process into parts does not affect the concluded contracts. It is possible to conclude one joint agreement on the basis of offers from various overtime rounds.

4.2.3 Order Documents tab

In the Order Documents tab, you can view and print All publication, such as an announcement or SWZ.





Status

Order documents

Offers

Questions and Answers

Order documents

Name	Description	File size	Document type	Document version	
 przykładowy załącznik-10.docx		0.01 MB	Notice from SIMAP	1	
 przykładowy załącznik-6-1.pdf		0.03 MB	Terms of Reference	1	

Versions of the announcement


Name	Description	File size	Document version	
Announcement about the order		-	1	

Image 82 - Order's documents tab

Additional, in case of adding information about results, it will be available in the Order Documents tab in section:: „*Information about results*” as it can be seen below:

Information about results			
Part name	Termination date	Consolidation code name	
Pozycja RFX 716944	20-09-2021 12:00	Roboty budowlane i usługi instalacyjne	▼

Image 83 - Information about results

4.2.4 "Proposal" / "Preliminary offers" / "Offers" tab

On the tab "Conclusion / Preliminary offers" / "Offers", the "Comments" section is available, which contains information messages with hints on a given procedure. In the case of an example object, this message looks as follows:

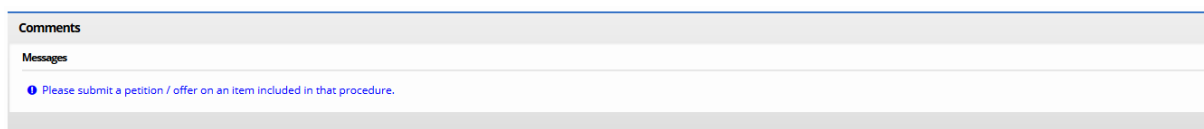


Image 84 - Section "Comments"

The "Untill end" counter appears to be helpful, which can be found in the "Request" tab in the "Information" section. It shows the time left to close a given stage in the proceedings.

In order to submit an application / offer or answer to a specific RFX object, use the "Parts" section, which, like the sections presented above, is located on the "Application" tab. It should be noted that the name of the tab varies depending on the type of response sent by the Contractors (requests to participate, offers, responses to market research), but the principle of operation is the same. Applications are made up per part. If the order has more than one part, left-click on the part or use the right mouse button to bring up the context menu and click on the "Details" option.

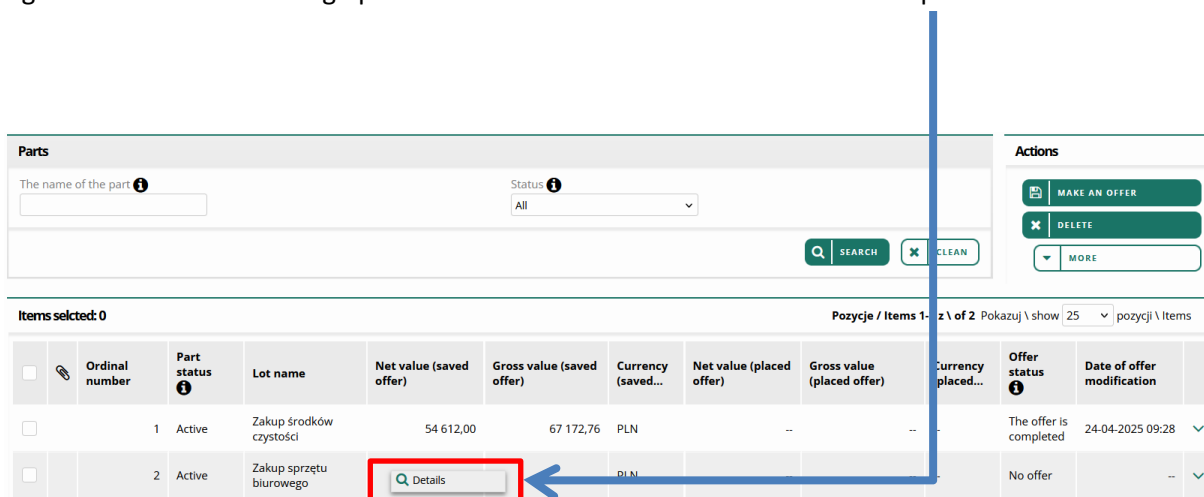
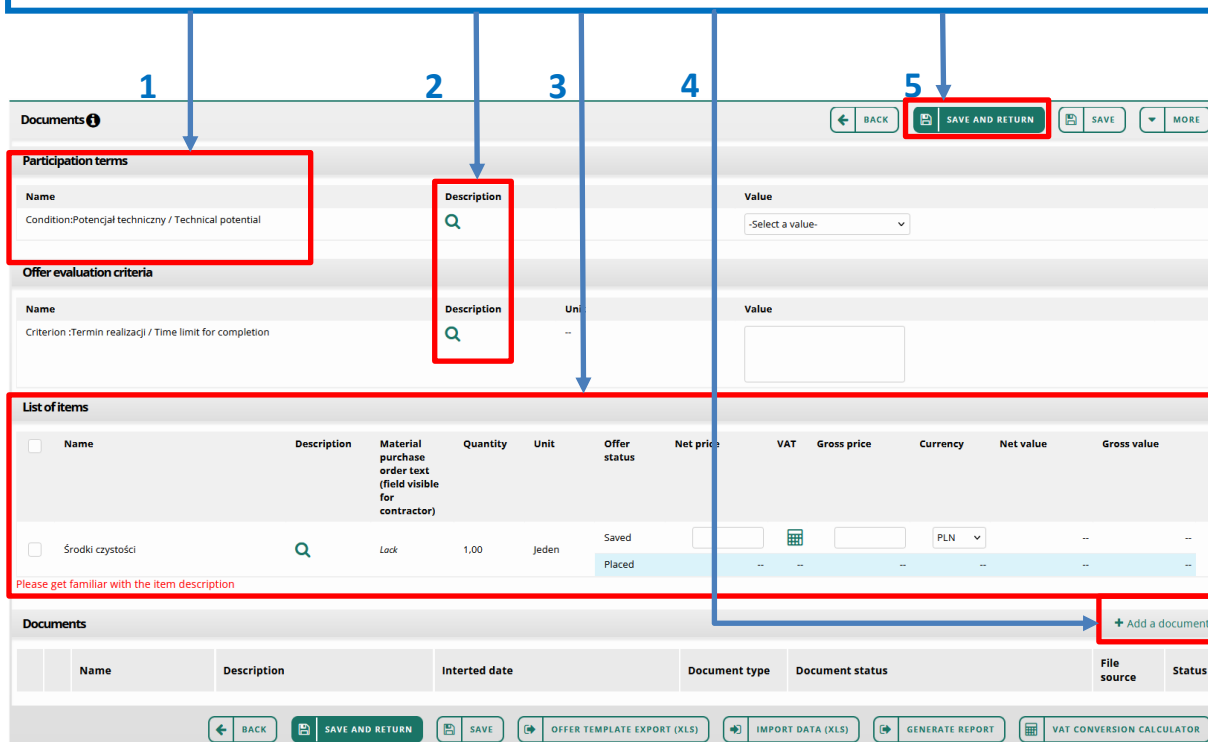


Image 85 - "Details" - placing an offer to a part

The action will open an editable form of the specific part. It should be completed, which is outdated in the figure below. Depending on the parameters of the procedure, the appearance of the form may vary, which affects the scope of information necessary to be completed by the Contractor.

- 1) Conditions for participation in the proceedings, which should be addressed by the provided fields (eg drop-down lists). In the case of fields completed as a number, the System will inform about the minimum and maximum value that can be entered.
- 2) The magnifying glass icon allows to familiarize with a detailed description of the criterion or condition whose text will be displayed in the pop-up window.
- 3) List of items on a given part. Each row represents one item. In columns "Offer status", "Net price", "Gross price", "Currency", "Net value", "Gross value" division into saved values (white row) and placed values (blue row) was introduced.
- 4) "Add document" button that allows you to add files and documents.
- 5) After completing the form, click on the "Save and return" button



Documents

Participation terms

Name
Condition: Potencjal techniczny / Technical potential

Offer evaluation criteria

Name
Criterion: Termin realizacji / Time limit for completion

List of items

Name	Description	Material purchase order text (field visible for contractor)	Quantity	Unit	Offer status	Net price	VAT	Gross price	Currency	Net value	Gross value
<input type="checkbox"/> Środki czystości		Łoż	1,00	Jeden	Saved				PLN	--	--
					Placed					--	--

Please get familiar with the item description

Documents

Name	Description	Interted date	Document type	Document status	File source	Status

Buttons: BACK, SAVE AND RETURN, SAVE, OFFER TEMPLATE EXPORT (XLS), IMPORT DATA (XLS), GENERATE REPORT, VAT CONVERSION CALCULATOR

Image 86 - Submission of an offer to selected positions of one part of the contract

The "+ Add document" button, shown in the figure above, calls up the following window with the help of which the file can be added.

1. By clicking the icon with the plus symbol, it is possible to select files from the computer that will be attached to the part.
2. The names of selected files will be displayed in the window. The files will go through the scanning process, the completion of which will be confirmed by the Purchasing System through the green icon. Usuwanie wybranych plików możliwe jest za pomocą ikony z symbolem kosza.
3. Select the document type from the drop-down list: explicit or implicit.
4. Confirm using the "Add" button.

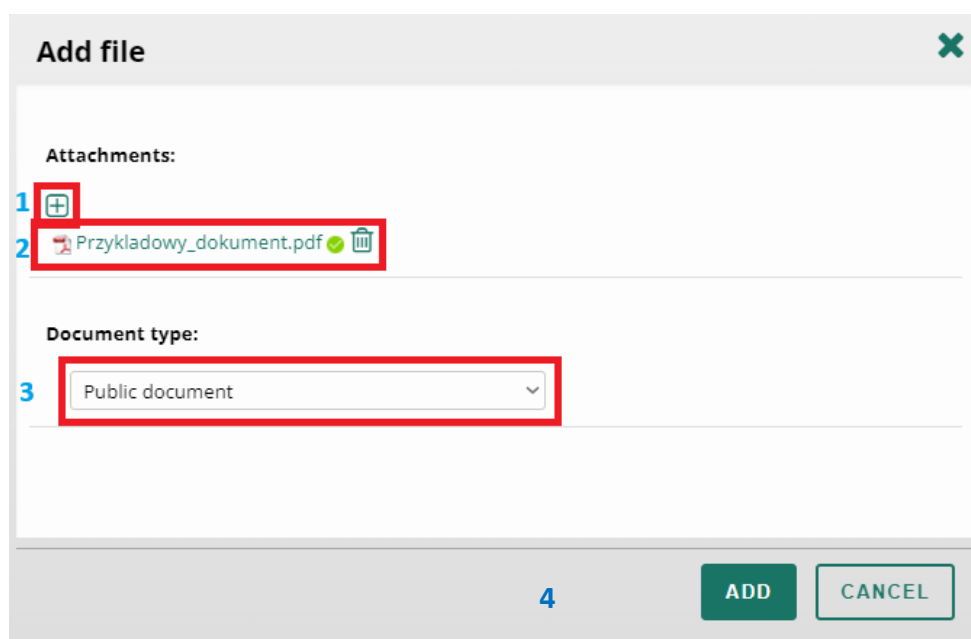


Image 87 - Add file

The added files are displayed on the list, along with information about them. The right mouse button displays a context menu with options: "Download", "Delete", "Edit description". The edit description option displays a pop-up window that allows you to enter any text as a file description. After document was added, next to it's name, exclamation mark icon will be displayed. It informs user, that document

was saved but not placed. In order to place document, user needs to use "Submit petition/make an offer" action, described later in this chapter.

Documents ➕ Add a document ⚡ Download								
<input type="checkbox"/>	Name	Description	Interted date	Document type	Document status	File source	Status	
<input type="checkbox"/>	przykładowy załącznik.pdf		24-04-2025 10:10	Public document	Attached, not placed	SWPP2	✔	▼

Download
Delete
Edit description

BACK
SAVE AND RETURN
SAVE
OFFER TEMPLATE EXPORT (XLS)
IMPORT DATA (XLS)
GENERATE REPORT
VAT CONVERSION CALCULATOR

Image 88 - List of documents

It is worth paying special attention to the "Save" button. This action will cause the data entered by the user to be remembered, but this does not mean submitting the application. Save button will call "Petiton was saved / Attention! Offer was saved but not placed. Pleas place offer." pop-up, that needs to be "Confirm".

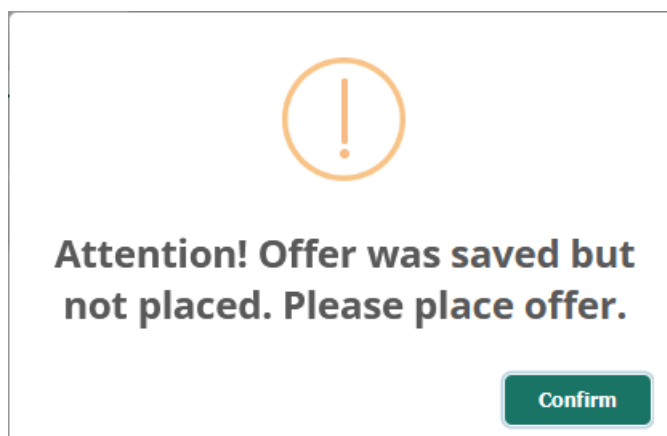


Image 89 - Offer saved pop-up

After confirmation "Documents" section will look like this:

Documents ⚡ Download								
<input type="checkbox"/>	Name	Description	Interted date	Document type	Document status	File source	Status	
<input type="checkbox"/>	przykładowy załącznik.pdf		24-04-2025 10:17	Public document	Attached, not placed	SWPP2	✔	▼

BACK
EDIT
GENERATE REPORT

Image 90 - Section documents after clicking the "Confirm" button.

If you want to change the application, click on "Edit". This button will return to the previous view.

To complete the application for the next part, you can choose the "Next part" button in the upper right corner of the screen or select "Save and return" to return to the view of all parts.

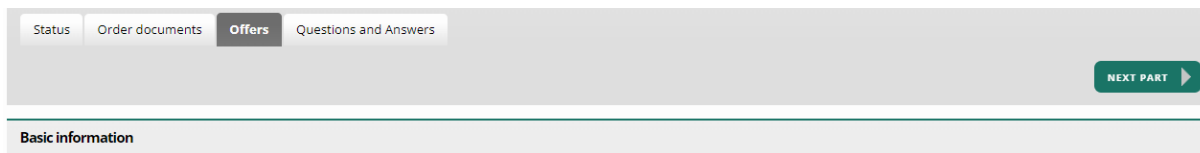


Image 91 - "Next part" button

Help in the application can be messages that are in the "Comments" section on the "Status" and "Proposal/Offers" tabs.

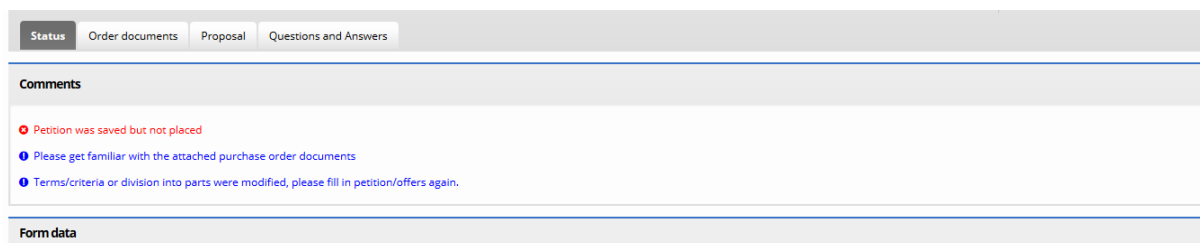
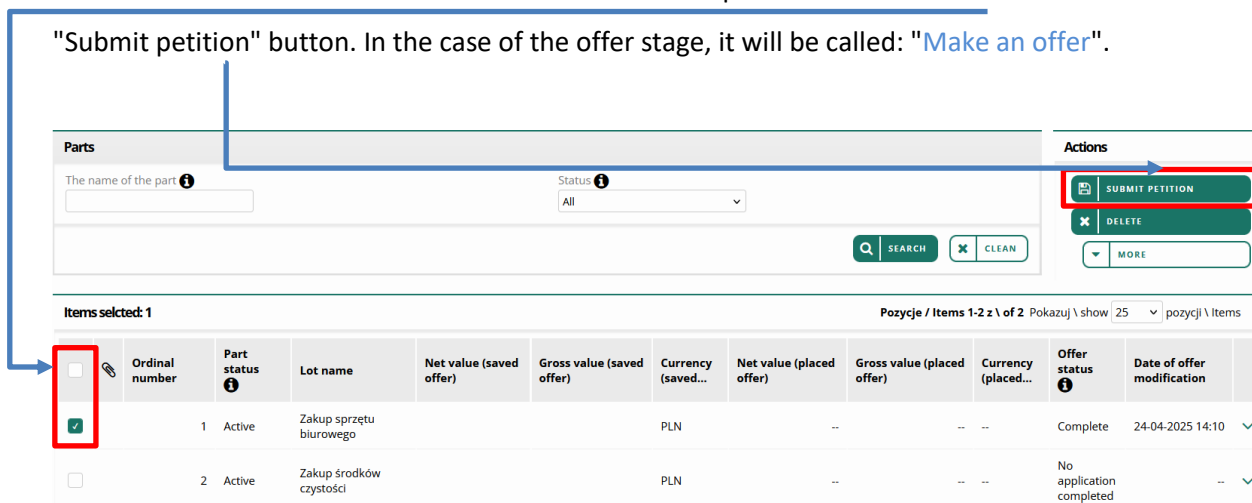


Image 92 - The "Comments" section along with the messages

As you can see in the above image, the Purchasing System informs the Contractor that his application has been only saved and reminds you to read the attached order documents. Clicking on the message "Petition / offer was saved, but not placed" will result in redirection to the "Proposal/Offer" tab, where it will be possible to submit an application, offer or other answer to the demand expressed by the Ordering Party.

The "Save and return" button redirects the user to the parts list. Select check boxes and click on the "Submit petition" button. In the case of the offer stage, it will be called: "Make an offer".



The screenshot shows the 'Parts' section of the PGE system. At the top, there is a search bar with 'The name of the part' and a status dropdown set to 'All'. Below this is a table with columns: Ordinal number, Part status, Lot name, Net value (saved offer), Gross value (saved offer), Currency (saved...), Net value (placed offer), Gross value (placed offer), Currency (placed...), Offer status, and Date of offer modification. The first item is selected, indicated by a checked checkbox. To the right of the table, there is an 'Actions' panel with buttons: 'SUBMIT PETITION' (highlighted with a red box), 'DELETE', and 'MORE'. A blue arrow points from the text above to the 'SUBMIT PETITION' button.

Image 93 - Submitting the petition for the selected part

Submission of the application by clicking the "Submit application. Offer" will require one-time confirmation on the pop-up window.

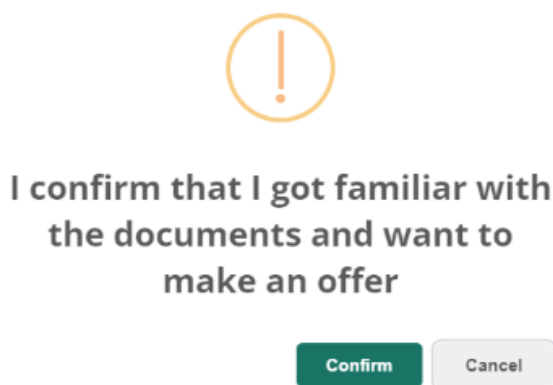


Image 94 - A message requesting confirmation of submission of an application

In case of editing, petition/offer that was already placed, and saving changes made in petition/offer, on tabs "Status" and "Proposal/Offers" in section "Comments" message "The application has been modified. Please, submit the application once again." will appear. Clicking on this message will result in redirection to the "Proposal/Offer" tab, where it will be possible to submit an application, offer or other answer to the demand expressed by the Ordering Party.

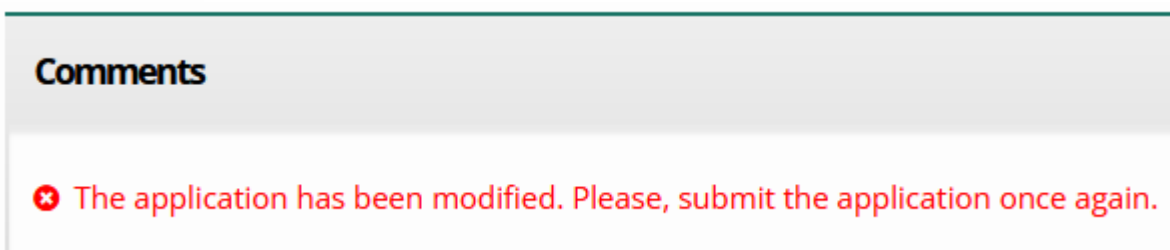


Image 95 - "Comments" section with message about modified application

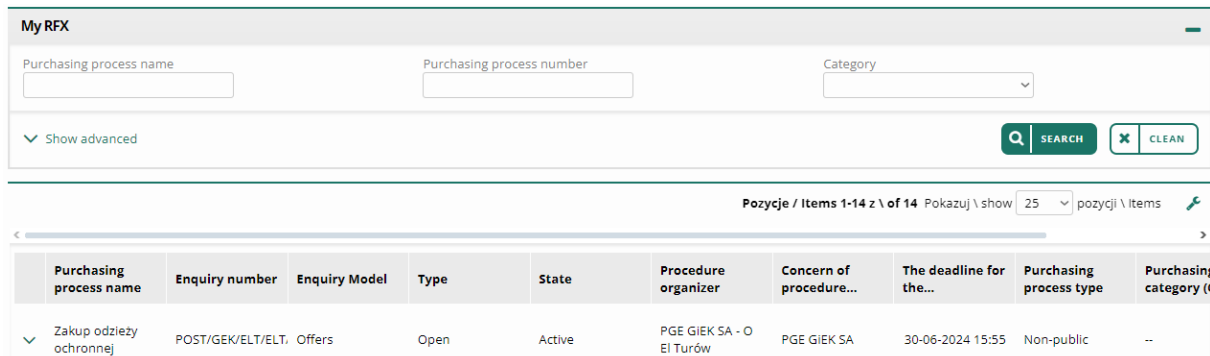
Proceedings for awarding the contract, to which the Contractor was invited or proceeded independently, will be visible immediately after he has passed to the Purchasing System in the "Interested" section, as presented in the following image:



Image 96 - View of the "Interested" section and an indication of the "Contractor Portal"

All objects to which the Contractor joined will be available through the "Supplier Portal" module. An important element of the "Contractor Portal" module is the link "My RFX", in which the Contractor's user will find a list of all proceedings, for which he expressed interest through the declaration of accession. What is more, the user will find in this reference also all non-public proceedings, to which he was invited by the Ordering Party. In addition, there will also be proceedings that the authorized

user has made available to the Contractor a folder with documents. The "My RFX " link has been discussed on the next page.



My RFX

Purchasing process name: Purchasing process number: Category:

☒ Show advanced

Pozycje / Items 1-14 z 14 of 14 Pokazuj \ show 25 pozycji \ Items

	Purchasing process name	Enquiry number	Enquiry Model	Type	State	Procedure organizer	Concern of procedure...	The deadline for the...	Purchasing process type	Purchasing category (I
<input checked="" type="checkbox"/>	Zakup odzieży ochronnej	POST/GEK/ELT/ELT, Offers		Open	Active	PGE GIEK SA - O El Turów	PGE GIEK SA	30-06-2024 15:55	Non-public	--

Image 97 - "My RFX "

In the Purchasing System's nomenclature, the "My" component means that it is an object to which the Contractor joined as a result of his own pursuit or dedicated invitation from the Ordering Party. The view presented in the above image appears after clicking on the link "My RFX". The list of all proceedings and the search engine is visible. If you want to make an offer or preview a given object, find it on the list and click with the left mouse button. This will display the given RFX object.

It is worth noting that the objects located in the "My Conduct" section are RFX objects, not complete proceedings. This means that the user will find here different stages of the proceedings, not all proceedings. If the given procedure consists of more than one stage, eg negotiations and offers, the list will show the newest of them, i.e. the appearance of the next stage of RFX in the proceeding will result in disappearing from the list of the preceding stage. However, after entering the object from the status tab, it is possible to go to the preview of all stages and rounds of proceedings. At any time, the user has the opportunity to suspect with which stage of the proceedings he has to deal already from the level of the "My Conduct" list. This is presented in the following view:

Purchasing process name	Enquiry number	Enquiry Model	Type	State	Procedure organizer	Concern of procedure...	The deadline for the...	Purchasing process type	Purchasing category (CPV...	Purchasing category
GEK/KWB /1479/2011 - HZ-2/KP /218/2011 - kamizelki ratunkowe i zestawy zastępcze	GEK/KWB/1479/2011	Offers	Close	Completed	Dział Zaopatrzenia	PGE GiEK SA	2011-11-29 00:00	Non-public	--	--

Image 98 - Column "Enquiry model"

The "Enquiry model" column informs about the nature of the given RFX object. The contractor, in addition to the basic information about the proceedings (name and number), can easily identify in which stage he / she may potentially participate. In the above image, these are "Offers".

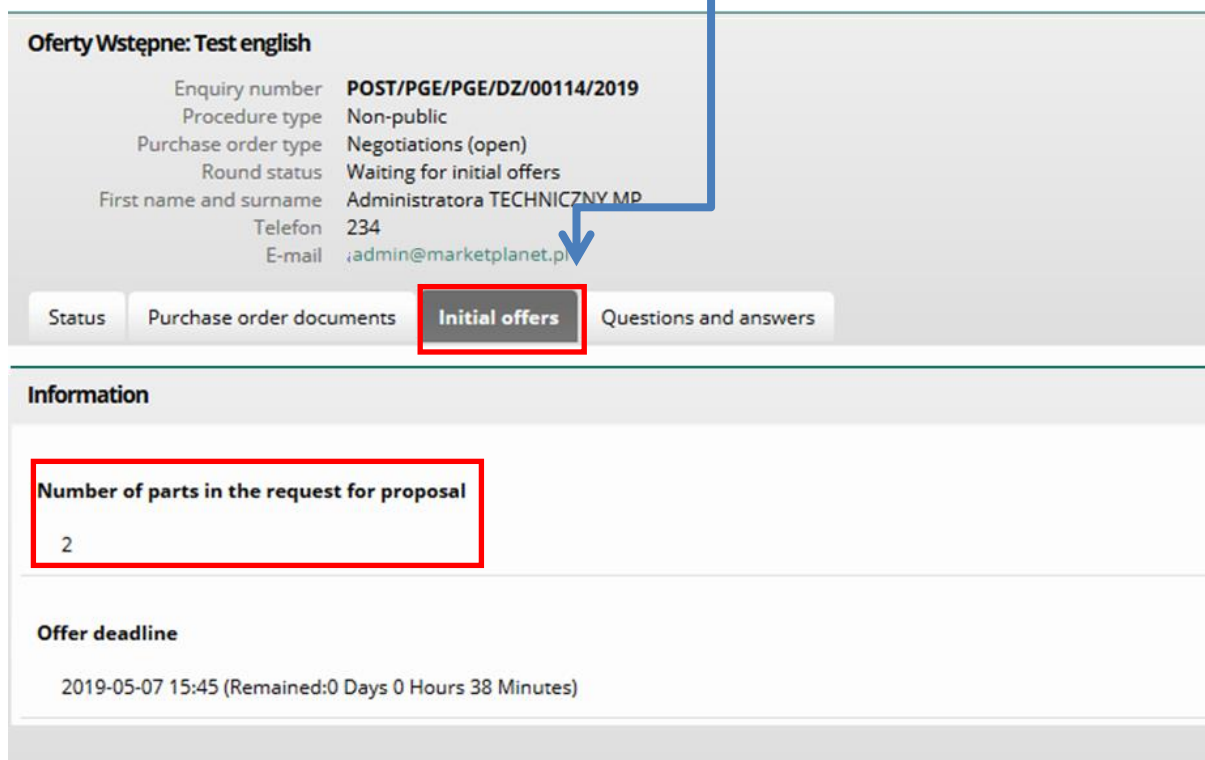
The Employer has the possibility to invite interested contractors to individual proceedings or selected RFX objects. If the Contractor was invited by the ordering party, the user representing this Contractor will receive an email notification and notice on the start screen (available after redirecting to the Purchasing System) in the "Contractor" section of the relevant object:

Supplier				
Request for proposal name	Procedure number	Stage name	Date of stage termination	Date of invitation
szkolenie1	POST/GEK/ELT/ELT/00008/2024	Offers	30-06-2024 15:55	11-01-2024 16:06

[Move to my procedure list](#)

Image 99 - RFX Object "Offers" in the "Contractor" section

This object will also be available in the "Portal of the Contractor" module (reference "My RFX objects"). Requests, offers or answers are based on parts of the order. If the order contains more than one part, the Purchasing System will emphasize this in the "Information" section on the tab appropriate for the model of a given stage, eg the "Initial offers" tab.



Oferty Wstępne: Test english

Enquiry number	POST/PGE/PGE/DZ/00114/2019
Procedure type	Non-public
Purchase order type	Negotiations (open)
Round status	Waiting for initial offers
First name and surname	Administrators TECHNICZNY MP
Telefon	234
E-mail	admin@marketplanet.pl

Status Purchase order documents **Initial offers** Questions and answers

Information

Number of parts in the request for proposal

2

Offer deadline

2019-05-07 15:45 (Remained:0 Days 0 Hours 38 Minutes)

Image 100 - The "Information" section on the "Initial offers" tab

It is worth emphasizing here that the name of the bookmark depends on the nature of the RFX object. If the Employer collects applications within the facility, this tab will be called "Applications", and if the Contracting Party is awaiting initial or final offers, the name of the tab will be "Initial offers" or "Final offers".

The picture presented on the next page shows the situation during which the Purchaser collects initial offers. Due to the fact that the order has two parts, the Contractor will have to submit two offers - one for each part.

Parts

The name of the part ⓘ


Status ⓘ
All ▼

Actions

Items selected: 0
Pozycje / Items 1-2 z 1 of 2 Pokazuj \ show 25 pozycji \ Items

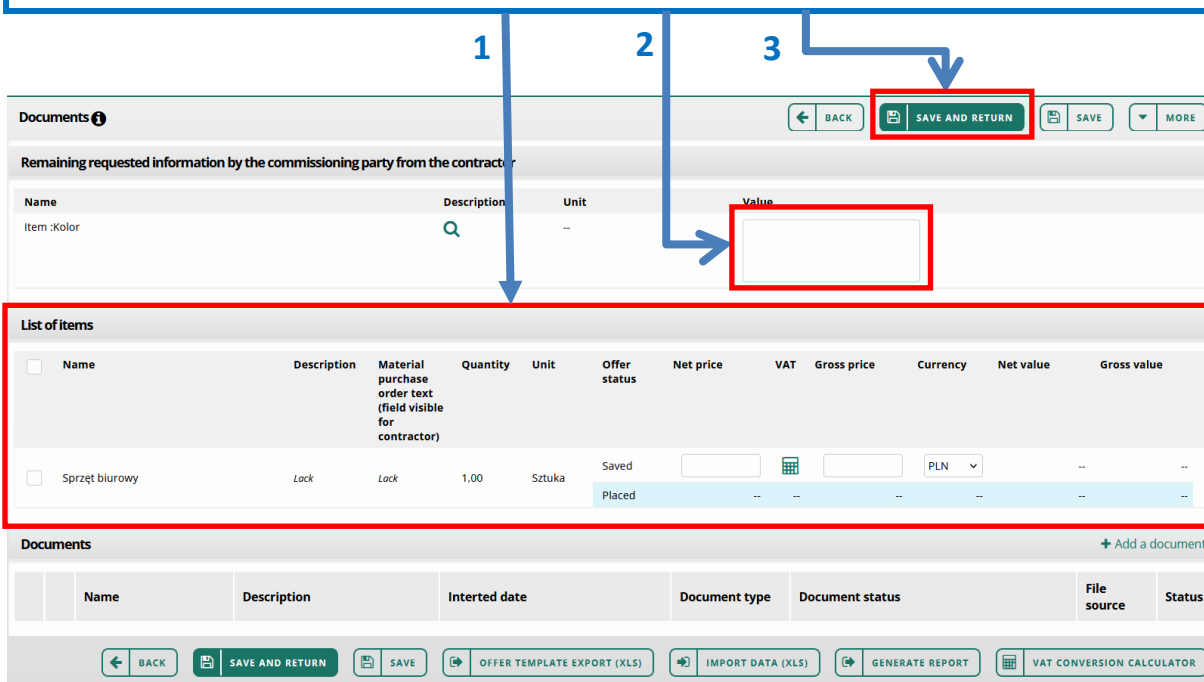
<input type="checkbox"/>		Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status ⓘ	Date of offer modification	
<input type="checkbox"/>		1	Active	Zakup sprzętu biurowego	45 612,00	56 102,76	PLN	--	--	--	Initial offer complete	24-04-2025 14:21	
<input type="checkbox"/>		2	Active	Zakup środków czystości			PLN	--	--	--	No initial offer	--	

Image 101 - View of part of the order on the "Initial offers" tab

In order to submit an offer for a given part, the user representing the Contractor should enter the selected part by clicking on its name with the left mouse button or clicking the  and selecting the "Details" option from the context menu.

The action described above displays detailed information about a given RFX object. Find the "Documents" section. This section is described on the next page.

- 1) List of items assigned to a given part. The offer consists of each of the items in the part by filling in the fields "Net price" and "Gross price". The given value is always the price for one unit of measure (eg packaging, man-hour).
- 2) Depending on the criteria, conditions or additional items of the form required by the Ordering Party, the Contractor is obliged to complete the requested fields. If it is the next round of the same stage, the fields may already be supplemented with the previously entered values, if the decision was made to transfer the submitted offers during the creation of the round.
- 3) The "Save and return" button will save the offer and redirect the Contractor to the "Initial offers" tab. This is not tantamount to submitting an offer.



Documents

Remaining requested information by the commissioning party from the contractor

Name	Description	Unit	Value
Item :Kolor		--	

List of items

Name	Description	Material purchase order text (field visible for contractor)	Quantity	Unit	Offer status	Net price	VAT	Gross price	Currency	Net value	Gross value
<input type="checkbox"/> Sprzęt biurowy	Lack	Lack	1,00	Sztuka	Saved				PLN	--	--
					Placed	--	--	--	--	--	--

Documents

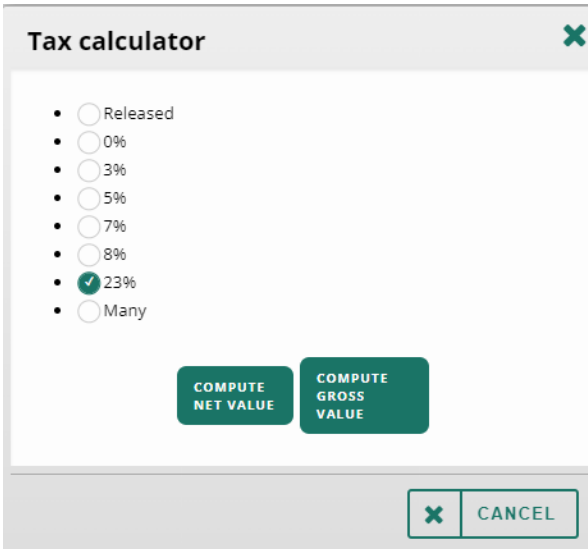
Name	Description	Interted date	Document type	Document status	File source	Status
------	-------------	---------------	---------------	-----------------	-------------	--------

Buttons: BACK, SAVE AND RETURN, SAVE, OFFER TEMPLATE EXPORT (XLS), IMPORT DATA (XLS), GENERATE REPORT, VAT CONVERSION CALCULATOR

Image 102 - The "Documents" section on the "Initial offers" tab

When completing the offer, in the fields "Net price" and "Gross price" use the functionality available under the calculator icon, which allows you to convert amounts between these fields. For this purpose, one of the amounts should be completed, eg "Net price" and then, in order to calculate the second value, open the following window through the icon with the calculator symbol. It is not possible to

complete both fields manually, always one of the values must be converted using the described functionality.



The image shows a 'Tax calculator' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a list of radio button options for VAT rates: Released, 0%, 3%, 5%, 7%, 8%, 23% (which is selected with a green checkmark), and Many. Below the list are two green buttons: 'COMPUTE NET VALUE' and 'COMPUTE GROSS VALUE'. At the bottom right of the dialog are two buttons: a close button (X) and a 'CANCEL' button.

Image 103 - Calculator for VAT conversion

The VAT recalculation calculator contains the most common VAT rates, along with the default 23% option. Of these, you should choose one using a checkbox. If the initially entered value was "Net price", select the "Compute gross value" button, and if the value initially entered was "Gross price" then the "Compute net value" button should be selected. After selecting VAT ratio: „many” both: net price and gross price has to be entered using keyboard.

When user save the offer System will show an alert with information:

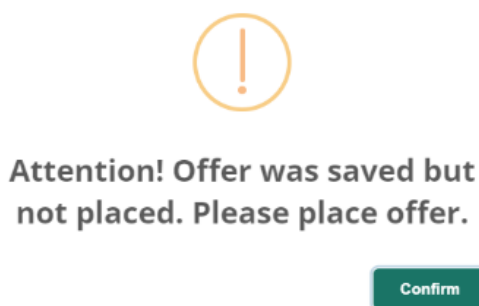


Image 104 - Alert displayed when offer was saved

Closing window with alert is possible only by clicking action: "Confirm".

It is also possible to import data from a previously generated import template in .xls format.

Parts
The name of the part ⓘ

Status ⓘ
All

Actions

Items selected: 0
Pozycje / Items 1-2 z 1 of 2 Pokazuj \

<input type="checkbox"/>		Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Off status ⓘ	Date of offer modification
<input type="checkbox"/>		1	Active	Zakup sprzętu biurowego	64 352,00	79 152,96	PLN	64 352,00	79 152,96	PLN	The offer is completed	25-04-2025 11:54
<input type="checkbox"/>		2	Active	Zakup środków czystości	63 545,00	78 160,35	PLN	63 545,00	78 160,35	PLN	The offer is completed	25-04-2025 11:53

Image 105 - Import options

In order to generate template, user have to indicate (mark on the list) for which parts it will be generated. If the user does not mark any of the available parts and click the action: "Offer template export (xls)" - System will display an appropriate alert with the following information: "You have to select at least one of the available parts to generate a template for it".

If template is generated correctly, a file in .xls format with data on conditions/criteria and additional items defined for all selected parts will be saved on the user's local drive.

The template will contain data of all parts selected by user in the form presented below:

Number and name of enquiry	POST/GEK/ELT/ELT/00101/2025 Zakupy do jednostki					
Link to enquiry	Zakupy do jednostki					
Additional questions?	Additional questions?					
	You will be diverted to the SWFP2 page where you can download the instruction.					
Lot ID	2029					
Position name	Zakup sprzętu biurowego					
Item ID	Name	Quantity	Measure unit	Net unit value	Tax rate	Currency
2630	Sprzęt biurowy	1,00	Piece		23%	PLN
Lot ID	2030					
Position name	Zakup środków czystości					
Item ID	Name	Quantity	Measure unit	Net unit value	Tax rate	Currency
2651	Środki czystości	1,00	Piece		0	

Image 106 - Data template

User completes the fields marked in yellow for the parts for which he wants to import the data to the System.

After completing the data template, imports it into the System. To do this, perform the action: *"Data import (xls)"*, after which a window will be displayed in which the location of the completed file should be indicated.

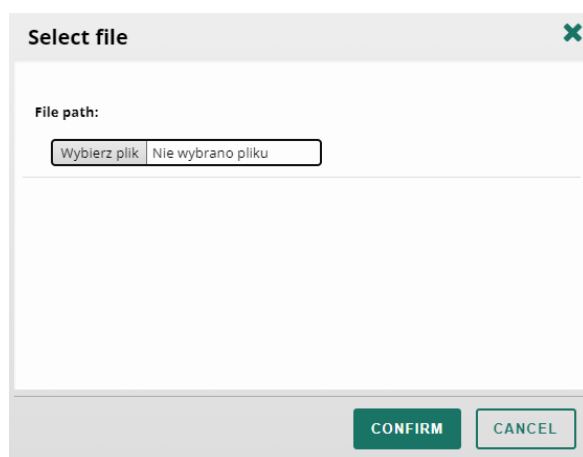
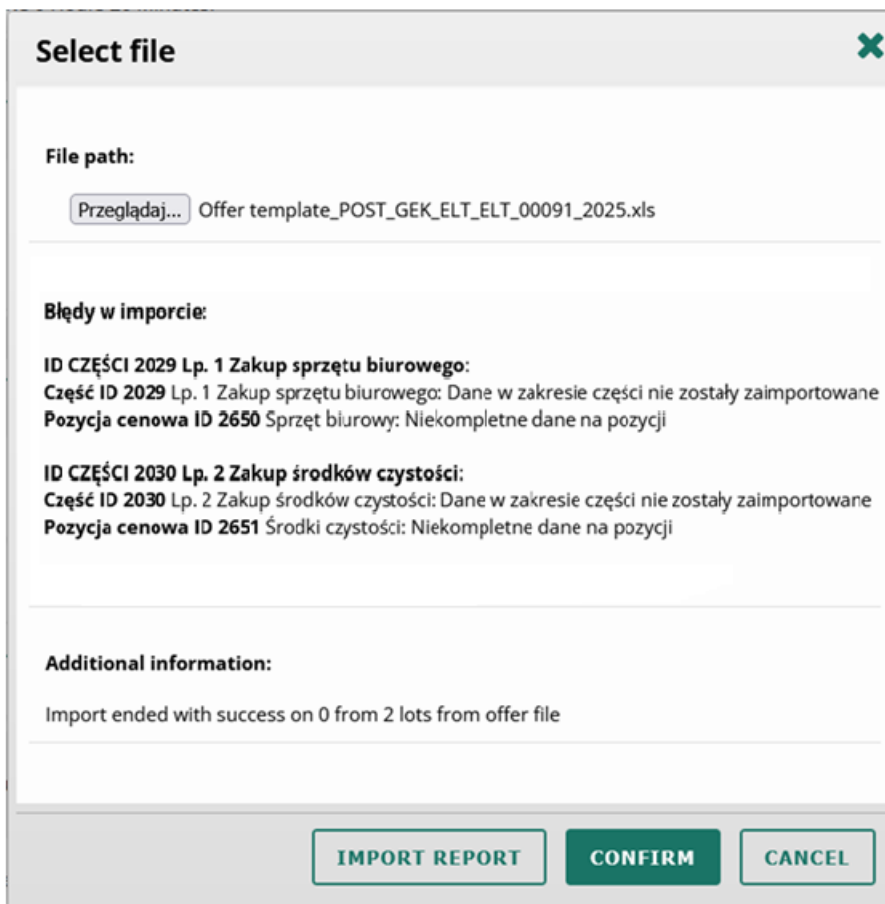


Image 107 - Import window

The data template can be completed by user only in the scope of selected parts.

In order the data for parts to be imported correctly, all cells marked in yellow for this part have to be completed. In case of shortages or entering incorrect values, data for such a part will not be imported, and the System will display information about errors (in the Polish language):



Select file [X]

File path:

Offer template_POST_GEK_ELT_ELT_00091_2025.xls

Błędy w imporcie:

ID CZĘŚCI 2029 Lp. 1 Zakup sprzętu biurowego:
Część ID 2029 Lp. 1 Zakup sprzętu biurowego: Dane w zakresie części nie zostały zaimportowane
Pozycja cenowa ID 2650 Sprzęt biurowy: Niekompletne dane na pozycji

ID CZĘŚCI 2030 Lp. 2 Zakup środków czystości:
Część ID 2030 Lp. 2 Zakup środków czystości: Dane w zakresie części nie zostały zaimportowane
Pozycja cenowa ID 2651 Środki czystości: Niekompletne dane na pozycji

Additional information:

Import ended with success on 0 from 2 lots from offer file

Image 108 - Information about errors appeared during data import

Clicking action: *Import Report* - generates a file in .html format with a list of all errors. Action: *Confirm* - will save data for parts which the data template was correctly imported. Action: *Cancel* - will close the window without saving the imported data.

Correct import marks the status of the part: "Offer completed".

When the data is correctly imported in terms of all parts available in the imported template, System will display the following message: "The data was successfully imported. Data saved on {number of parts} from {number of parts} available in data template"



**The data was successfully
imported. Data saved on 2 from
2 lots available in data template.**

Image 109 - Message after correctly data import

The "Generate report" button allows you to generate a file containing information about the submitted / saved offer. Clicking the button brings up a window containing a list of previously submitted / saved offers within the selected round.

Offer date	Offer author	Offer value	Electronic signature?	Offer status	
08-05-2024 21:02:05	Mikołaj Kruk (Sempre)	100,000.00 PLN	No	Placed	✓
08-05-2024 21:01:55	Mikołaj Kruk (Sempre)	100,000.00 PLN	No	Saved	✓
02-05-2024 15:29:04	Mikołaj Kruk (Sempre)	100,000.00 PLN	No	Saved	✓

Image 110 - Generate report

Clicking on the selected object on the list generates a pdf file containing the details of the submitted / saved offer.

Returning to the "Initial offers" tab allows to notice a significant change - for those parts of the order, the details of which were edited by the user, **checkboxes** will appear (deselected by default).

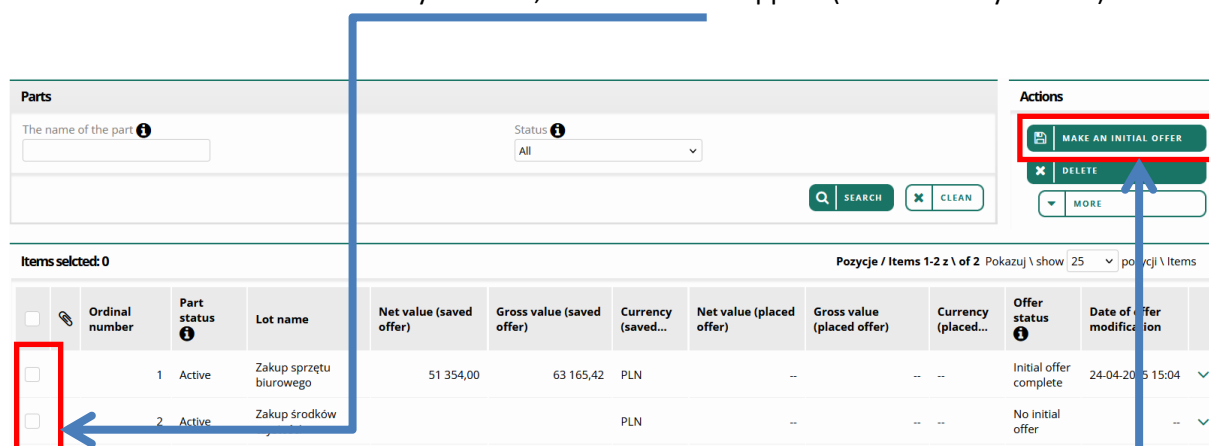


Image 111 - "Make an initial offer" button and checkboxes for parts

Submitting offers is possible by clicking on the "Make initial offer" button. If you want to make an offer for a given part, please check the box next to it and then click on the "Make initial offer" button. If the user selects more than one check box and clicks on the button, the offers will be submitted to all parts with selected check boxes.

The "Make an initial offer" button will result in a message that was presented in the previous batch of this manual. The only difference is that this time the user submits the initial offer, not the application.

The process presented on the above pages looks identical also for the stage of final offers. The difference appears in the case of the "Negotiations" stage, which does not require any invited operators to undertake any activities undertaken in the Purchasing System environment - negotiations take place outside the System.

From the third tab (depending on the stage of "Requests" / "Offers" / "Initial offers"), the contractor may decide to submit an offer by a consortium. The functionality is available using the following checkbox.

Consortium

Response by consortium

☐

Image 112 - Consortium

Selecting the checkbox displays the message: "Consortium in offer has been selected" and the "Consortium" section has been extended by two tables "Consortium data" and "Proxy data".

Consortium

Response by consortium

☒

Data of consortium members

Name of consortium member	Address	ZIP code	City	Telephone number	Fax	Tax number	National Business Registry Number	E-mail
SEMPRE Sp. z o.o.	Wroninko 134	09-100	Płońsk	0		PL 1574831646		office@sempreco.pl

+ Add contractor to consortium

Data of authorized representative


First name of authorized representative	Last name of authorized representative	Login of authorized representative	E-mail	Telephone number
+ Add authorized representative				

Image 113 - Consortium


By means of the action "+ Add contractor to the consortium" a window is opened that allows entering the consortium's data.

Add contractor to consortium


Contractor in consortium

Contractors name: * 


Number of characters: 0 Maximum length: 100 Available length: 100 characters

Address: * 


Number of characters: 0 Maximum length: 100 Available length: 100 characters

ZIP code: * 


Number of characters: 0 Maximum length: 10 Available length: 10 characters

City: * 


Number of characters: 0 Maximum length: 100 Available length: 100 characters

Telephone number: * 


Number of characters: 0 Maximum length: 20 Available length: 20 characters

Fax: 


Number of characters: 0 Maximum length: 20 Available length: 20 characters

Tax number: * 

Number of characters: 0 Maximum length: 30 Available length: 30 characters

National Business Registry Number: 

Number of characters: 0 Maximum length: 50 Available length: 50 characters

E-mail: * 

Number of characters: 0 Maximum length: 100 Available length: 100 characters

CONFIRM

CANCEL

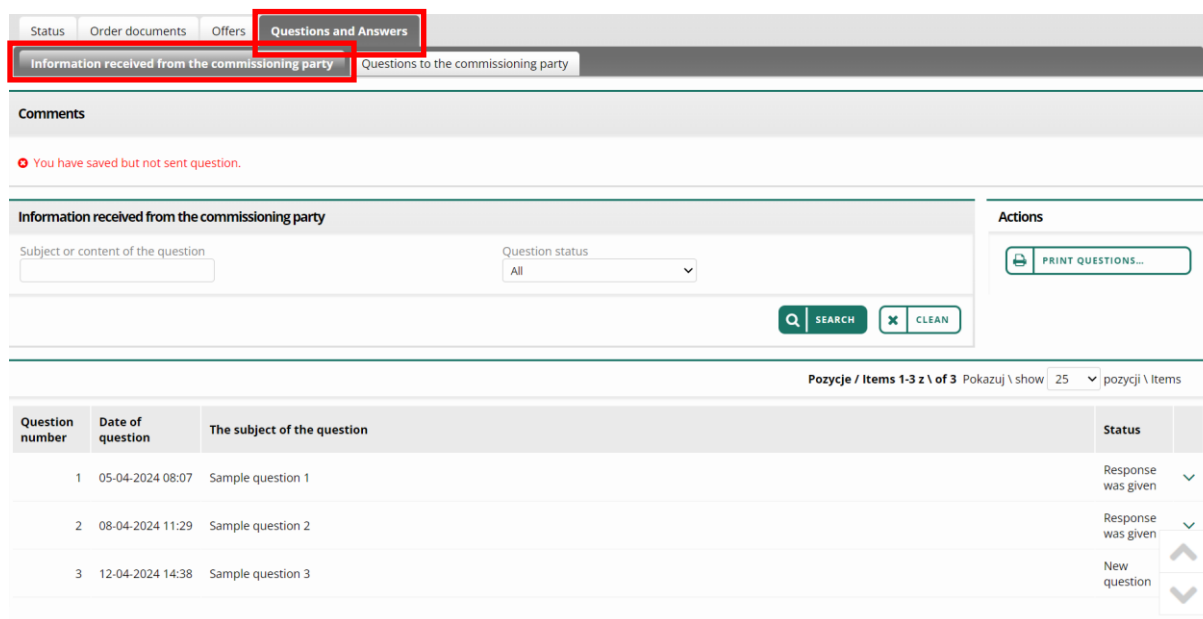
Image 114 - Adding a contractor to the consortium

Completion of the offer by the consortium in the remaining steps does not differ from the method presented on the previous pages.

4.2.5 The Questions and Answers tab

The Purchasing System enables communication between the Employer and the Supplier, and the Questions & Answers tab is used for this. It contains two sub-tabs:

1. Information received from the ordering party - the section allows to display and print a list of messages received from the Ordering Party



Status Order documents Offers **Questions and Answers**

Information received from the commissioning party Questions to the commissioning party

Comments

You have saved but not sent question.

Information received from the commissioning party

Subject or content of the question

Question status All

Actions

Pozycje / Items 1-3 z 1 of 3 Pokazuj \ show 25 pozycji \ Items

Question number	Date of question	The subject of the question	Status
1	05-04-2024 08:07	Sample question 1	Response was given
2	08-04-2024 11:29	Sample question 2	Response was given
3	12-04-2024 14:38	Sample question 3	New question

Image 115 - Questions and Answers: Information received from the ordering party

You can read received message by entering the details of the message. The action appears after right-clicking on the appropriate line.

Question number	Date of question	The subject of the question	Status	
1	05-04-2024 08:07	Sample question 1	Response was given	✓
2	08-04-2024 11:29	Sample question 2	Response was given	✓
3	12-04-2024 14:38	Sample question 3	New question	✓

« 1 »

Q Details
 Answer the question of commissioning party

Image 116 - The details of received question

Using the "Answer the question of commissioning party" action, you can reply to the received message. After clicking on the action, a response form will open, where you can provide a response in text form and attach a document.

Response form

SEND

Basic response data

Response content: *

Number of characters: 0 Maximum length: 4000 Available length: 4000 characters

Attachments:

SEND

Image 117 - Response form

After completing the form correctly, click the "Send" action.

2. Questions addressed to the ordering party - the section allows to display all questions that the interested party has asked the Employer. It also allows you to ask a new question.

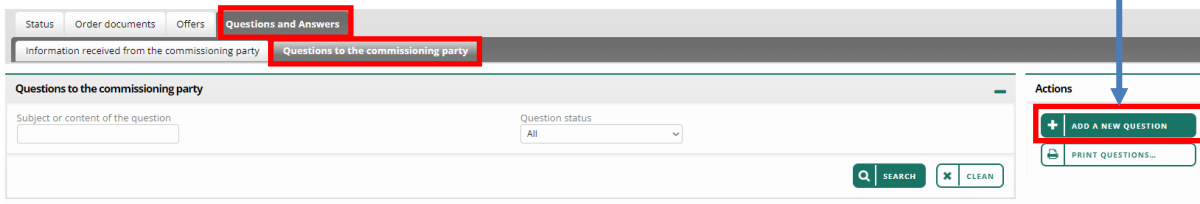


Image 118 - Questions and Answers: Questions addressed to the Buyer

After using the "Add new question" action, a message to the Ordering Party form will open, where you can provide relevant information or ask questions regarding the purchasing process in text form, with the option of attaching a file.

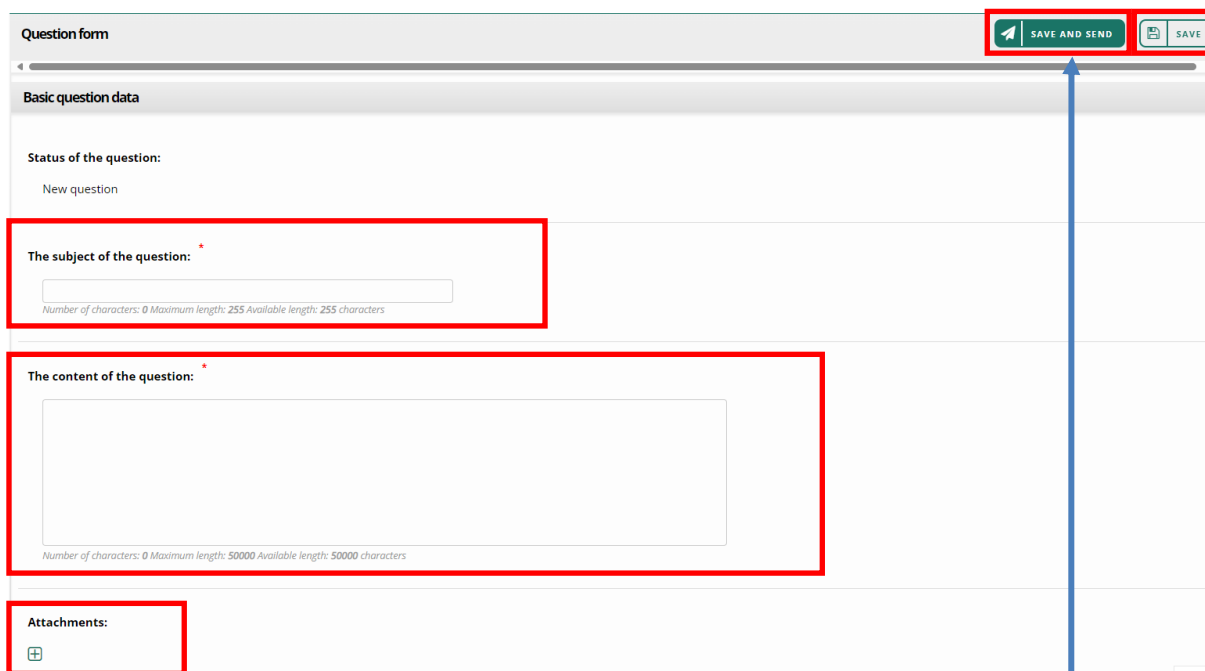


Image 119 - Question form

Complete the mandatory fields and select "Save and send" - the message will be forwarded to the Ordering Party. Alternatively, you can save a draft message by clicking the "Save" button. The saved message **will not** be visible on the Ordering Party's side. You will be able to edit and send it at any time, which will be announced in the "Comments" section.

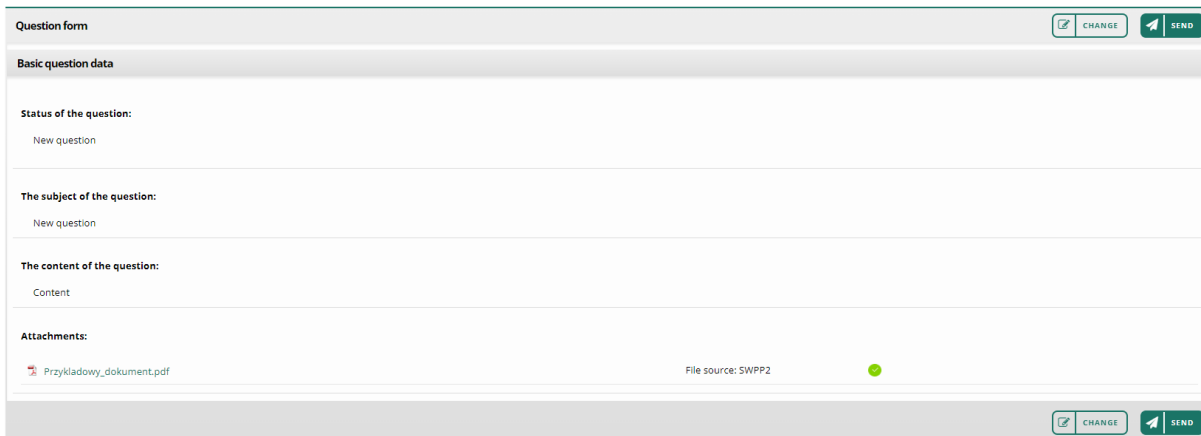


Image 120 - Saved question form

5. Participation in public proceedings

The proceedings announced on October 18, 2018 (and later) are covered by legal provisions regarding the electronicization of public procurement and require the collection of applications/offers only electronically (except for cases provided for by the Legislator, when the offer includes physical objects, e.g. material samples, and the Contractor submits electronically only the ESPD document). In order to determine the appropriate form of submitting documents in public proceedings, please refer to the provisions of the Terms of Reference/Contract Notice. The functionalities described are related to the introduction of an encryption mechanism and electronic signing of the application/offer form.

5.1 Procurement

The list of offers is available in the "Public zone" via the link "[Contract and Qualification Notices](#)".

Legal notices	Contract and Qualification Notices									
Knowledge Base	Purchasing process name									
Supplier portal	Purchasing process number									
My RFX	Show advanced									
My auctions	Items 1-25 of 2191 show 25 items									
Observed auctions	Purchasing process number	Purchasing process name	Procedure type	Procedure mode	Type of purchase order	Procedure organizer	Concern procedure organizer	Category	Date of publication	Deadline for petition / offer / ...
My qualifications	POST/GEK/ELT/00051/2023	Postępowanie 43213	Non-public procedure	Unlimited tender	Deliveries	PGE GIEK SA - O El Turów	PGE GIEK SA	ODP. Produkty wydobywcze, odpady produkcyjne	2023-03-08	2023-03-08 13:00
My qualification forms	POST/DYS/OL/LZA/00468/2021	Postępowanie 464851	Public procedure	Unlimited tender	Construction works	Wydział Zamówień	PGE Dystrybucja SA	RBI. Roboty budowlane i usługi instalacyjne	2021-06-23	2021-06-24 11:00
Contract and Qualification Notices	BR/GEK/CSS/IZO/07067/2021	Postępowanie 483981	Technical dialogue / Competition / RFX	RFX Open	Deliveries	Biuro Optymalizacji Zakupów	PGE GIEK SA	RBI.20123 Rb-ut techniczne	2021-09-28	2021-10-05 14:00
Suppliers qualification										
Published results of purchasing processes										
Questions & Answers / FAQ										

Image 121 - Place of publication of announcements

To proceed to the proceedings, click on the selected object with the left mouse button. An ad dedicated to him (containing order documents) will be displayed.

Postępowanie		PROCEED TO THE PROCEEDINGS	
Purchasing process number	POST/GEK/ELT/ELT/00007/2024		
Procedure type	Non-public procedure		
Purchase order mode	Unlimited tender		
First name and last name	User User		
Phone	14703844		
E-mail address	User@SystemUser.pl		

Image 122 - Entering into proceedings (public)

The button available in the header above the announcement allows you to [proceed to the proceedings](#). This does not mean having to submit an offer, but access to the RFX object. What's more, such an RFX object will be available from now on the list of "My RFX".

Legal notices	My RFX								
Knowledge Base	Purchasing process name								
Documents	Purchasing process number								
Supplier portal	Category								
My RFX	Show advanced								
My auctions	Pozycje / Items 1-14 z 1 of 14 Pokazuj \ show 25 pozycji \ Items								
Public zone									
Contract and Qualification Notices	Purchasing process name	Enquiry number	Enquiry Model	Type	State	Procedure organizer	Concern of procedure...	The deadline for the submission...	Purchasing process type
Expired published notices	RfxProcess sRequestName 242347	POST/GEK/ELT/ELT/00051/2023	Offers	Open	Active	PGE GIEK SA - O El Turów	PGE GIEK SA	2025-05-18 10:42	Non-public
Suppliers qualification	RfxProcess sRequestName 225568	POST/GEK/GEK/PMR-I	Offers	Close	Completed	Sekcja Realizacji Zakupów przy Oddziale ELB	PGE GIEK SA	2020-08-31 12:00	Non-public
Published results of purchasing processes	RfxProcess					Sekcja Realizacji			
Questions & Answers / FAQ									

Image 123 - RFX object available on the "My RFX" list after joining the proceedings

5.2 "Applications / Offers" tab

After joining the proceedings, a tab dedicated to the type of response collected by the ordering party in a given stage, eg "Offers" or "Applications" will be displayed. If this is the first stage of the public procedure (eg "Applications" under a limited tendering procedure), then the "ESPD Attachment" section will appear on the tab. The submission of an ESPD is always required at the first stage of a given proceeding (the exception here is the "Single-source procurement" stage, where the first stage of "Negotiations" is optional and does not require System actions on the part of the Contractor).

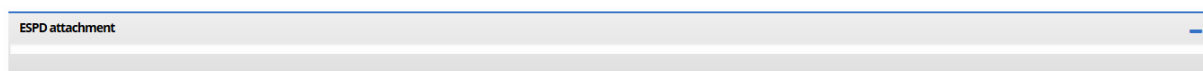


Image 124 - ESPD Attachments (without add file buttons)

It should be noted that the section "ESPD Attachments" currently has no buttons to add a file. This is the correct operation of the System, because the buttons will appear only after completing the application / offer for at least one part.




<input type="checkbox"/>		Ordinal number	Part status 	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status 	Date of offer modification	
<input type="checkbox"/>		1	Active	Zakup sprzętu biurowego			PLN	--	--	--	No application completed	--	✓
<input type="checkbox"/>		2	Active	Zakup środków czystości			PLN	--	--	--	No application completed	--	✓

Image 125 - Parts of public proceedings

To complete the part, click on the selected part of the procedure (section "Parts") with the left mouse button. The mechanism for completing applications / offers does not differ from the description in Section 6.3 "Submission of an offer / answer". The main difference is the encryption mechanism used in public proceedings.

5.3 Encrypting

Encryption is a mechanism whose purpose is to prevent the unauthorized persons from displaying the content of the offer / application / response before the expiration of their opening date. At the moment the user made one of the actions that triggered the encryption - "Add file" (section "ESPD attachments"), "Save", "Save and return", "Next part" or "Submit an offer / offer" - a control window will be called from encryption.

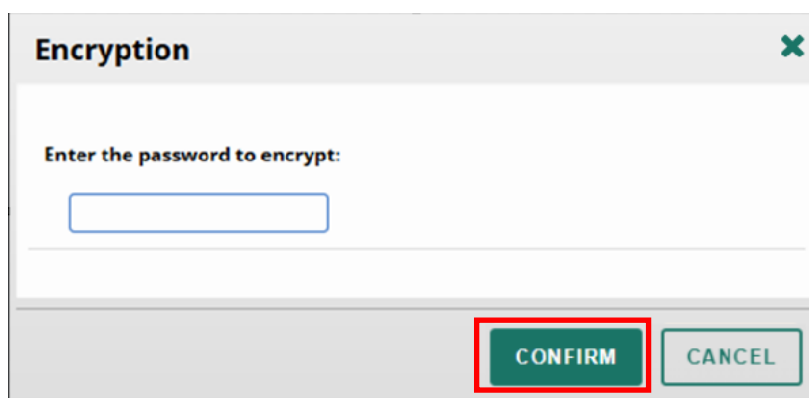


Image 126 - Encryption window

A password should be entered in the window that will serve to encrypt the offer. Special characters are allowed, excluding the space character. After entering the password, click on the "Confirm" button. Successful saving of the password will confirm the message about the action execution, e.g. saving the application. From the moment the password is first entered, it is permanently assigned to the offer / application. After encrypting the offer, supplier on tab "Offers" in "Parts" section, instead of offer's value will see information "Encrypted offer".

Parts

The name of the part ⓘ

Status ⓘ
All ▼

Actions

Items selected: 0

Pozycje / Items 1-2 z 2 of 2 Pokazuj \ show 25 pozycji \ Items

<input type="checkbox"/>		Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status ⓘ	Date of offer modification	
<input type="checkbox"/>		1	Active	Zakup sprzętu biurowego	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	24-04-2025 15:25	▼
<input type="checkbox"/>		2	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	24-04-2025 15:26	▼

Image 127 - Information "Encrypted offer" instead of offer's values

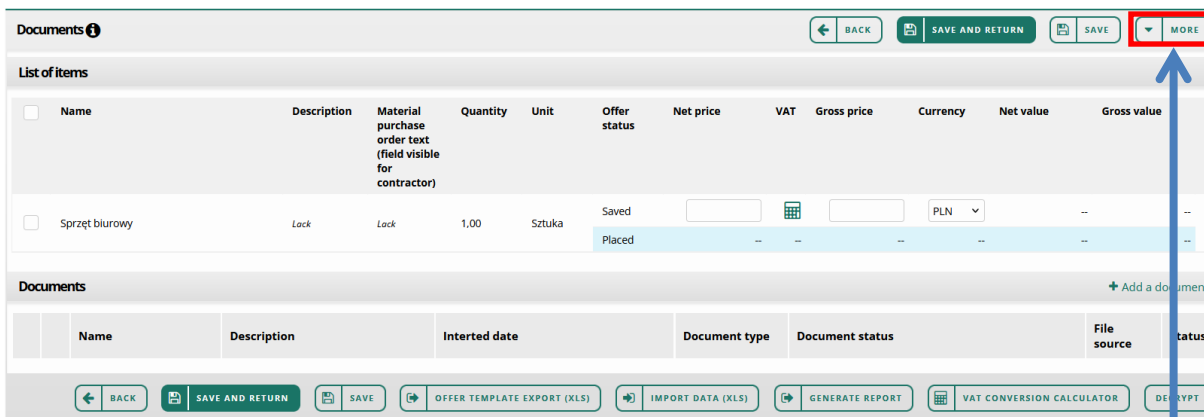
NOTE - It is not possible to change the password once without withdrawing the offer / application. The password is required from the user once per session, i.e. after logging in and attempting to edit / submit an offer / application, a password will be requested. If the user performs all actions in the same session in which the password was set to encrypt, then the password again will not appear until the user logs in again. Each offer has its own, dedicated password. This means that the password once entered must be saved / remembered. If user forgets password, only options to solve this issue are: delete saved offer or withdraw placed offer. Offer withdrawal is described in chapter 5.9

The only option to display the content of the offer / proposal of the offer will be to decipher it. Importantly, the offers will be automatically decoded after the offer opening date (defined by the Employer). There is no need to provide anyone with the password used to encrypt the offer / request / response data.

The Purchasing System has implemented the functionality of decoding offers for the needs of the Contractor's user, for example in order to remind them or modify the offer and re-submit. The functionality is described in the next section.

5.3.1 Decrypting

The display of encrypted data from the Purchasing System, e.g. for the purpose of their editing, is associated with the necessity to decode the offer / application. Otherwise, the fields with previously entered data will remain empty. The action of deciphering the offer / application is carried out once per session using the "Decrypt" button. It is available from part of the proceedings.



The screenshot shows the 'Documents' section of the PGE system. At the top, there are buttons for 'BACK', 'SAVE AND RETURN', 'SAVE', and a 'MORE' button highlighted with a red box. Below this is a 'List of items' table with columns: Name, Description, Material purchase order text (field visible for contractor), Quantity, Unit, Offer status, Net price, VAT, Gross price, Currency, Net value, and Gross value. The table contains one row for 'Sprzęt biurowy' (Office equipment) with a quantity of 1.00 and unit 'Sztuka' (pieces). The offer status is 'Saved'. Below the table is a 'Documents' section with a table of documents. At the bottom, there are buttons for 'BACK', 'SAVE AND RETURN', 'SAVE', 'OFFER TEMPLATE EXPORT (XLS)', 'IMPORT DATA (XLS)', 'GENERATE REPORT', 'VAT CONVERSION CALCULATOR', and 'DECRYPT'.

Image 128 - A view of the previously completed part before decryption (no saved values)

To call the decryption action, click on the "More" button and select the "Decrypt" option from the drop-down list.

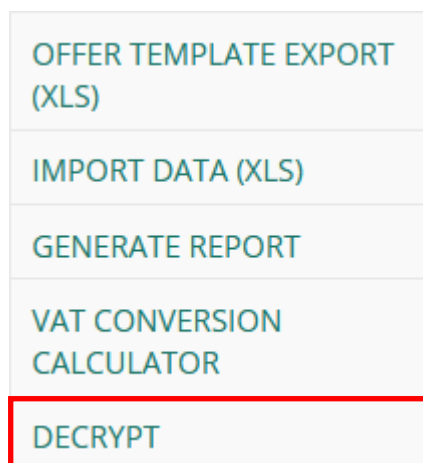


Image 129 - "Decrypt" action

Decryption requires entering the password set at the first encryption. Enter the password in the window and confirm the action.

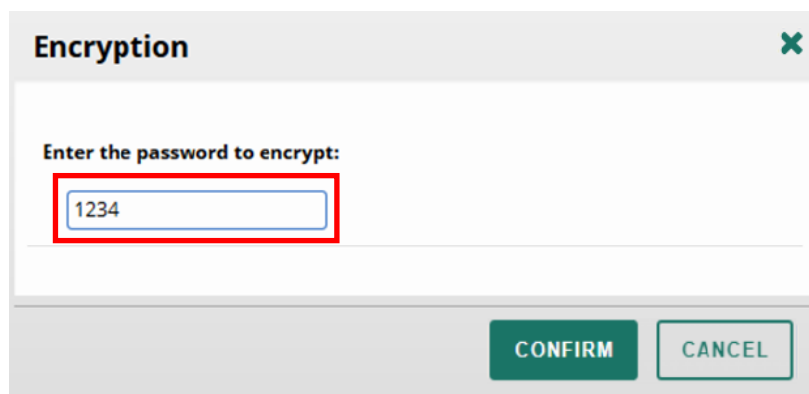


Image 130 - Decrypting offer data

Submitting correct password will decrypt the offer on all positions.

Documents
MAKE AN OFFER
SAVE
WITHDRAW
DATA TEMPLATE EXPORT (XLS)
MORE

Participation terms

Name	Description	Value
Condition: JEDZ		Yes

Remaining requested information by the commissioning party from the contractor

Name	Description	Unit	Value
Item : Rodzaj prowadzonej działalności		--	- Choose value -

Image 131 - View of the decrypted part with the values originally entered

5.4 The European Single Procurement Document

ESPD is an obligatory element of the application / offer. It is submitted together with the application / offer after the file has been attached via the section "ESPD attachment" available from the "Offers / Applications" tab. According to the information presented in Chapter 5.2 "Applications / Offers tab", joining ESPD is obligatory at the first stage of a given proceeding (with the exception of the "Single-source procurement" mode, where ESPD is placed at the stage of "Offers").

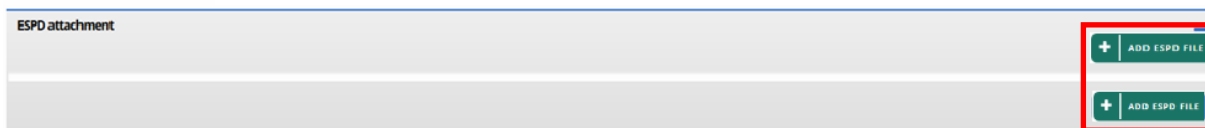


Image 132 - Section "ESPD attachment" with buttons "Add file"

The ability to attach the ESPD file (presence of the "Add file" buttons) is conditioned by the editing of one part of the proceeding, ie supplementing it and saving (it is worth keeping in mind the column "Status"). In order to attach a file with a generated document, ESPD, click on one of the two "Add file" buttons. The following window will be called - press the [plus icon](#), and after scanning the file ([green icon](#)) it will be included. It remains to press the "Add" button.

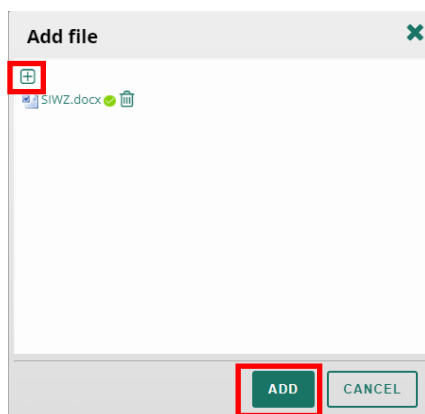


Image 133 - Add ESPD Attachment window

Correct connection of the file will confirm the message.



ESPD attachment ⓘ						
Ordinal number	Name	Interted date	Document status	File source	Status	
1	jedz.docx	23-04-2025 12:35	Attached, not placed	SWPP2		

Image 134 - The view of the file added to the section "ESPD Attachment"

The file attached by the user can be signed electronically from the Purchasing System. To do this, click on the attached file with the right mouse button. This calls the context menu with a number of options:

Image 135 - Context menu with the option of signing a document from the Purchasing System

Selecting the "Sign" option will result in the launch of the electronic signature procedure, which is analogous to the one presented in the next part of the instruction to sign the application / offer form electronically.

NOTE - the Contractor's user has the choice between signing the EINCESS attachments from the Purchasing System level or attaching files already with an electronic signature (eg from the workstation level). It should also be mentioned that the ESPD and the signature submitted to EIN are encrypted. The possibility of downloading the ESPD and the signature placed under it will appear after the offers have been opened by the Ordering Party.

5.5 Adding attachments to the application / offer

From the level of a particular part of the proceedings (clicking on a given part with the right mouse button and choosing the "Details" option), the Contractor's user has the possibility to attach documents to the application or offer. Maximum size of the files uploaded to the Purchasing System is 150 MB. Acceptable files extensions are: xls, xlsx, doc, docx, pptx, pdf, xml, rar, zip, gif, jpg, dwg, tif, tiff, txt, rtf, jpeg, bmp, .ath, kst, png, asic, cades, xades, pades, 7z, mp4, msg, url, ods, cpg, dbf, prj, qmd, shp, odt, xlsx, ppt, html. It is recommended to upload files with pdf format. When user adds document, next to it's name icon with explanation mark will be displayed (Image 77). This icon informs

supplier that document was attached but not placed. In order to place document attached to item, supplier needs to use action „Make an offer” for this item.

Adding attachments is possible using the option "+ Add a document".

List of items												
<input type="checkbox"/>	Name	Description	Material purchase order text (field visible for contractor)	Quantity	Unit	Offer status	Net price	VAT	Gross price	Currency	Net value	Gross value
<input type="checkbox"/>	Sprzęt biurowy	Lock	Lock	1,00	Sztuka	Saved	<div>54 135</div>	<div></div>	<div>66 586,05</div>	<div>PLN</div>	54 135,00 PLN	66 586,05 PLN
						Placed	54 135,00	23%	66 586,05	PLN	54 135,00 PLN	66 586,05 PLN
Documents												
											<div>+ Add a document</div>	

Image 136 - The location of the "Add document" button

Details related to the operation of the functionality are described in detail in chapter 4.3.4. It is worth noting that the Purchasing System allows users to sign documents electronically (other than the application / offer form). To do this, after adding the document (action described in 4.3.4), right-click on it and select the option „Sign” from the context menu.

Documents

+ Add a document

+ Download

<input type="checkbox"/>	Name	Description	Interted date	Document type	Document status	File source	Number of signatures submitted from the platform level	Status	
<input type="checkbox"/>	<div><div>Offer template_POST_GEK_ELT_ELT_00091_2025.xls</div><div><div></div><div></div><div></div></div></div>		23-04-2025 15:46	Public document	Attached, not placed	SWPP2	0	<div><div></div></div>	<div><div></div></div>
<div><div><div>Delete</div><div>Edit description</div><div>Sign</div></div></div>									

←

BACK

SAVE AND RETURN

SAVE

OFFER TEMPLATE EXPORT (XLS)

IMPORT DATA (XLS)

GENERATE REPORT

VAT CONVERSION CALCULATOR

Image 137 - Electronic signature of attachments of the offer / application

The procedure is similar to signing an offer form. In the case of signing attachments to the offer / application or the EIN annex, clicking the right mouse button on the document will allow to notice an additional option – „Download the signature”. After the action has been carried out, the user's workstation will receive a confirmation of signature with a qualified signature. For correct verification of the signature, the "Download" action should also be performed to download the signed documents.

Delete
Edit description
Sign
Download the signature

Image 138 - Downloading signature action

This option will download the electronic signature to the computer. The availability of options results from the specificity of functionality - the signature placed under the files placed in the section "ESPD attachment" or "Documents (attachments to applications / offers)" is saved as a separate file with a reference to the signed document (eg image). In the case of the application / offer form, the signature is embedded inside the file.

5.6 Submission of an application / offer bearing an electronic signature

In the context of correct completion and recording of applications / tenders for particular parts of the proceedings, the provisions presented in chapters 4.2 and 4.3 apply. After fulfilling all the conditions for submitting an offer / application in public proceedings, i.e. supplementing and saving the offer / application for at least one part of the proceeding and adding an obligatory (at the first stage) ESPD attachment, it will be possible to submit an application / offer.

Items selected: 1 Pozycje / Items 1-2 z 1 of 2 Pokazuj \ show 25 pozycji \ Items

<input type="checkbox"/>	Ordinal number	Part status	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status	Date of offer modification
<input checked="" type="checkbox"/>	1	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	--	--	--	The offer is completed	2025-05-20 10:51
<input type="checkbox"/>	2	Active	Zakup sprzętu biurowego			PLN	--	--	--	No offer	--

Image 139 - Before submitting an offer / application, check the boxes at selected parts

To do this, select the appropriate parts of the procedure (fig. 82) and press the button „[Make an application / offer](#)” ("Applications / Offers" tab).

Parts

The name of the part

Status

All

SEARCH

CLEAN

Actions

MAKE AN OFFER

GENERATE REPORT

MORE

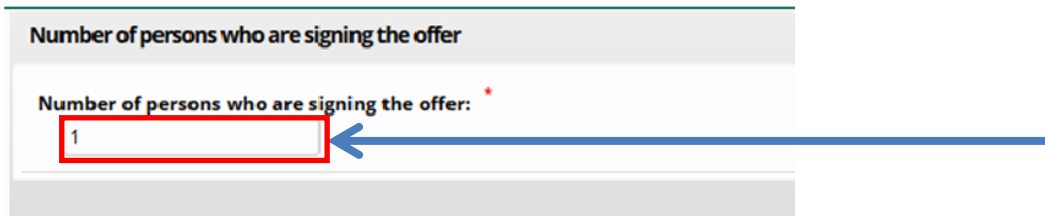
Image 140 - Submission of responses (application / offers) to the Employer

In contrast to non-public proceedings, the condition for correct submission of an application / offer is the electronic signing of the generated form. The electronic signature procedure takes place from the level of the web browser and will start automatically after clicking on the "Submit application / offer" button. The correct implementation of the electronic signature on the document is associated with the need to meet specific requirements (technical boundary conditions, configuration of the workstation and work environment).

Requirements and recommendations are presented in detail in the document "Electronic Signature, Configuration and Submission of Auction Proceeds". Before participating in public proceedings carried out in the environment of the Purchasing System, it is necessary to read this document.

5.7 Electronic signature and multi-signature

The course of the offer submission process with an electronic signature is presented in a similar way to the way of submitting the offer described in the previous part of the Instruction (chapter 4.3). Turning to the tab dedicated to submitting RFX responses (eg "Application"), the "Number of people signing the offer" section will be visible. It is a mechanism of the so-called "Multi-signature", meaning the necessity of signing each offer by more than one user (the necessity may arise, for example, from the Contractor's organizational conditions or Ordering Party requirements defined in the documentation of the proceedings). Before submitting the offer, the Contractor is obliged to complete the field „Number of people signing the offer”.



Number of persons who are signing the offer

Number of persons who are signing the offer: *

1

Image 141 - Section "Number of people signing the offer"

After clicking on and clicking on the button "Submit [OFFER / APPLICATION]" a message will appear informing about the initiation of the electronic signature. The course of the first launch of the electronic signature procedure from the level of recommended browsers (Mozilla FireFox and Microsoft Internet Explorer) is described in detail in the document "Electronic signature, configuration and submission of bidding increments".

If the browser does not have the required version of the plugin, a pop-up window with a button will appear on the screen „Installation of the extension”.



Image 142 - Window for downloading extension updates (Internet Explorer)

NOTE - The course of the installation, commissioning and signing the document from Microsoft Internet Explorer is presented in the e-learning material "PGE electronic signature." Before starting the signature procedure, it is recommended to read the material.

The button will redirect you to the place where you can download the required updates. After the potential installation / update needed to run the Szafir applet has finished, it will run.

The application / offer form (PDF), which will be signed with the user's electronic signature, is presented at the level of the KIR Szafrir console in the appropriate window. The document is generated automatically based on the details of the application / offer entered by the user. By using the "Save a copy" button it is possible to download the signed document to the computer.

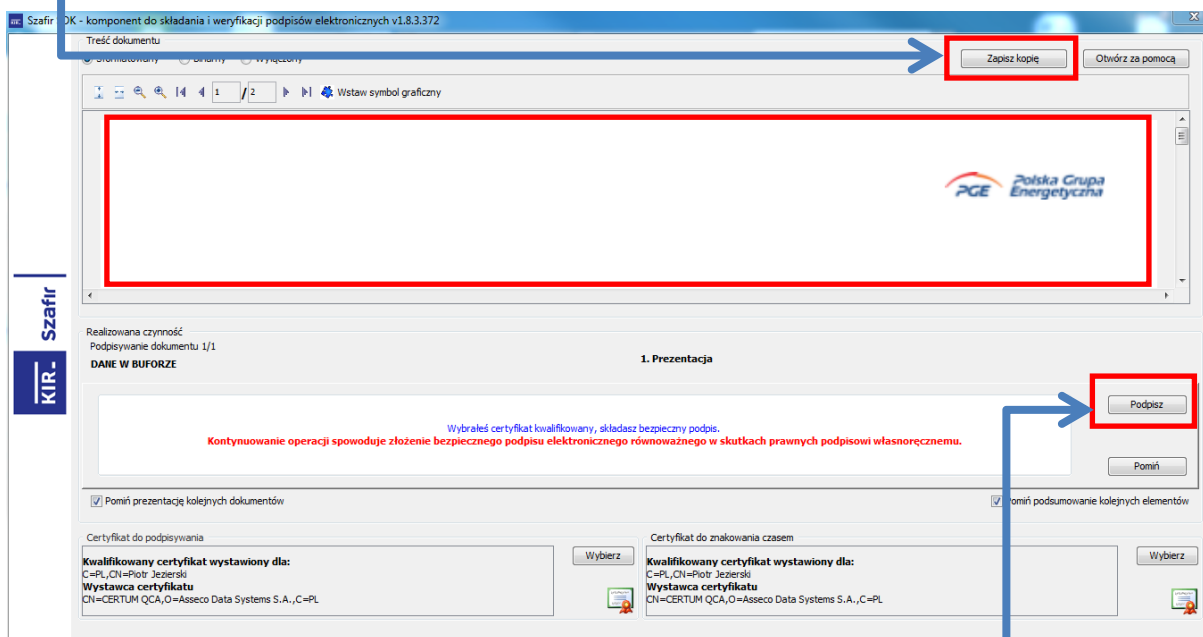


Image 143 - View of the launched application for electronic signature

By clicking on the "Sign" button, the user can after signing the data sign the generated document. A successful action will be confirmed with an appropriate message, which is presented in the picture below. Press the "Finish" button.

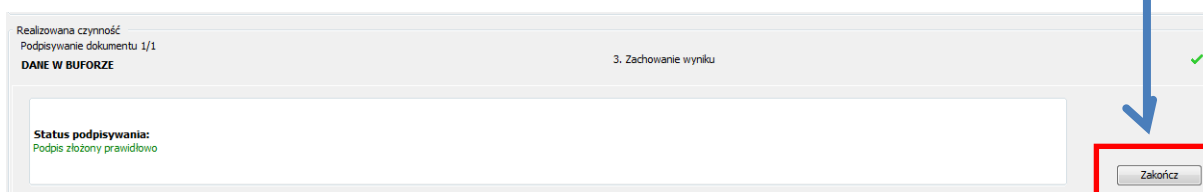


Image 144 - "Finish"

After completing the "Finish" action, the application will display a window presenting a detailed "Summary of the actions" carried out by the user, which is divided into a series of statuses, eg "Signing" or "encryption"

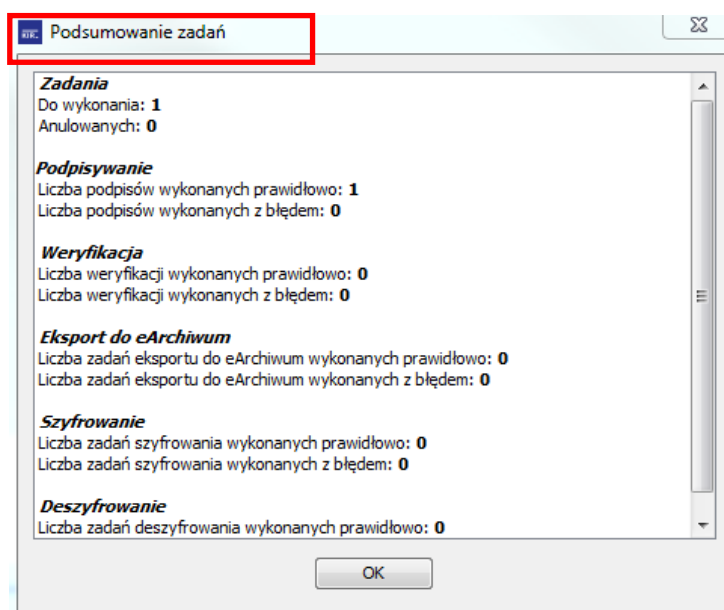
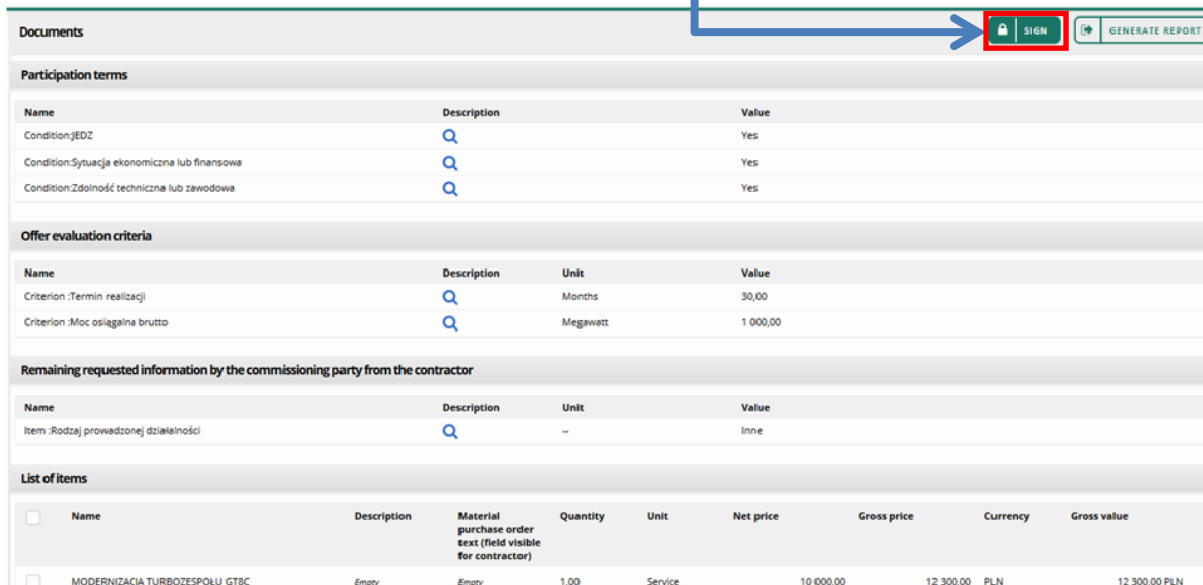


Image 145 - Window summarizing the actions in the application for electronic signature

The offer has been submitted, but if the Contractor's user in the field "Number of persons signing the offer" indicated the necessity of affixing the offer with more than one electronic signature (by entering the number 2 and more), subsequent users of the Contractor will be obliged to sign the offer / application. In the "Documents" section, the "Sign" button will become available.



Documents

Participation terms

Name	Description	Value
Condition: JEDZ	Q	Yes
Condition: Sytuacja ekonomiczna lub finansowa	Q	Yes
Condition: Zdolność techniczna lub zawodowa	Q	Yes

Offer evaluation criteria

Name	Description	Unit	Value
Criterion: Termin realizacji	Q	Months	30,00
Criterion: Moc osiągalna brutto	Q	Megawatt	1 000,00

Remaining requested information by the commissioning party from the contractor

Name	Description	Unit	Value
Item: Rodzaj prowadzonej działalności	Q	--	Inne

List of items

<input type="checkbox"/>	Name	Description	Material purchase order text (field visible for contractor)	Quantity	Unit	Net price	Gross price	Currency	Gross value
<input type="checkbox"/>	MODERNIZACJA TURBOZESPOLU GT8C	Empty	Empty	1,00	Service	10 000,00	12 300,00	PLN	12 300,00 PLN

Image 146 - "Sign" button

ATTENTION - in the event of problems with the electronic signature, the technical requirements contained in the document "Electronic signature - instruction" should be verified first and compliance with the instructions.

5.8 Proposal / offer submitted

Submission of the application / offer will be confirmed by a message saying "Offer / Application submitted correctly". By accessing the "Application / Offer" tab, you can verify the status of applications / offers for individual parts of the order and the status of the ESPD attachment.

ESPD attachment ⓘ					
Ordinal number	Name	Interted date	Document status	File source	Status
1	jedz.docx	23.04.2025 11:52	Placed	SWPP2	✓

Image 147 - Status of ESPD attachments "Placed" ("Document status" column)

	Ordinal number	Part status ⓘ	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status ⓘ	Date of offer modification
<input checked="" type="checkbox"/>	1	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	2025-05-20 11:06
<input type="checkbox"/>	2	Active	Zakup sprzętu biurowego	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	2025-05-20 11:07

Image 148 - Offer Status ("Offer placed")

By clicking on the "Generate report" action (available both from the list of all parts and a given part), the Contractor's user can also generate and download a PDF with the details of the submitted offer.

Parts

The name of the part

Status
All

Actions

Image 149 - "Generate report" action

Offer date	Offer author	Offer value	Electronic signature?	Offer status	
20-05-2025 11:10:22	Wykonawca 1		No	Placed	✓
20-05-2025 11:07:03	Wykonawca 2		No	Saved	✓
20-05-2025 11:06:02	Wykonawca 1		No	Saved	✓

Image 150 - List of possible to generate reports from applications / offers

In order to generate a document with the details of the offer from a particular state (individual entries or final submission), select the appropriate line and click on the action "[Generate report](#)". Additionally, the Contractor, after submitting the offer, will receive an email confirmation generated from the System. Report will not include deleted/withdrawn offer (Delete/Withdrawal described in chapter 5.9)


Offer date	Offer author		Offer value	Electronic signature?	Offer status	
20-05-2025 11:10:22	Wykonawca 1	 Generate report		No	Placed	▼

Image 151 - Generating a report from the submitted offer

ATTENTION - with the expiration of the offer opening date and after buyer uses action "Go to filling out offer details and evaluation", both buyer and supplier are able to use "Generate report" button and clicking the right mouse button on the application / offer, to download a previously signed document.



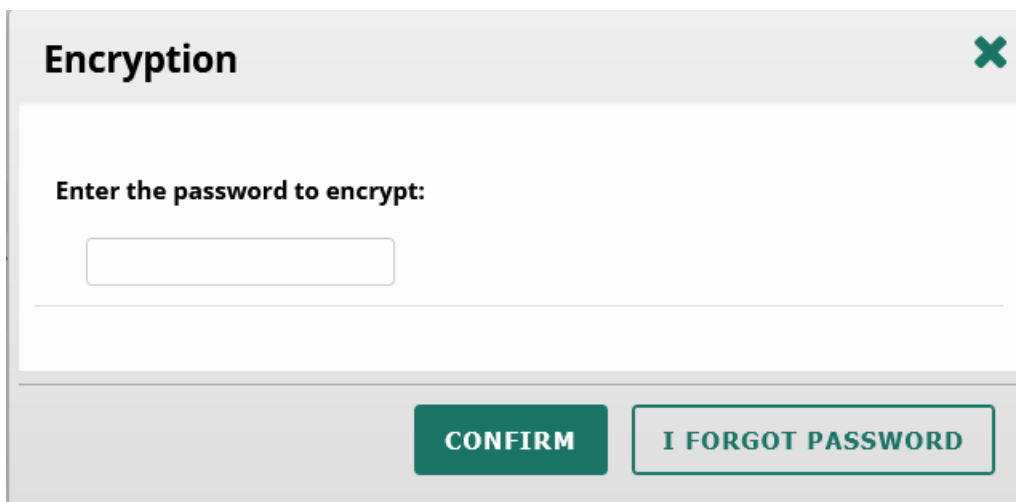
09-05-2019 10:29:30	Jan Giers (ONEPLACE\aura)	 Generate report	Placed	▼
09-05-2019 10:28:51	Jan Giers (ONEPLACE\aura)	 Download the signed document	Saved	▼

Image 152 - Download the signed document

5.9 Delete/Withdrawal of the application / offer

The Contractor may withdraw the submitted application or delete saved application before the deadline for submission of tenders. Deletion of saved offer will erase whole, previously saved, offer form. After offer withdrawal "Offer status" will change from "Offer placed" to "Offer completed" and offer's data will not be erased. In case of encrypted offers, offer withdrawal will require offer decryption. If offers are encrypted while user wants to withdraw them, pop-up with password and buttons "Confirm" and "I forgot password" will appear. Providing password and pushing "Confirm" button will withdraw offer. Action "I forgot password" will trigger pop-up message with information about consequences of offer withdrawal without providing password. Confirming this message will erase whole offer with password.



The image shows a modal window titled "Encryption" with a close button (X) in the top right corner. Inside the window, there is a label "Enter the password to encrypt:" followed by a text input field. Below the input field, there are two buttons: "CONFIRM" and "I FORGOT PASSWORD".

Image 153 - Pop-up message with password

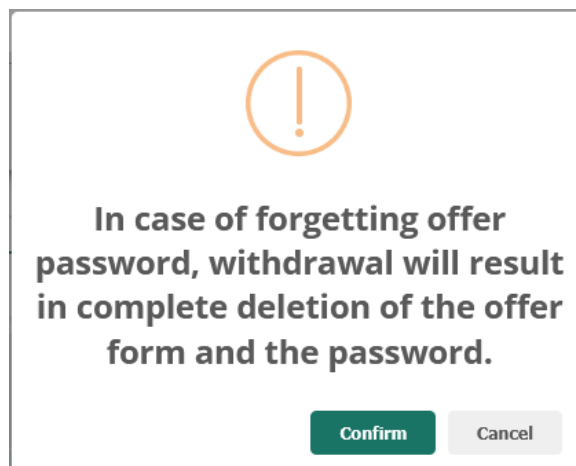


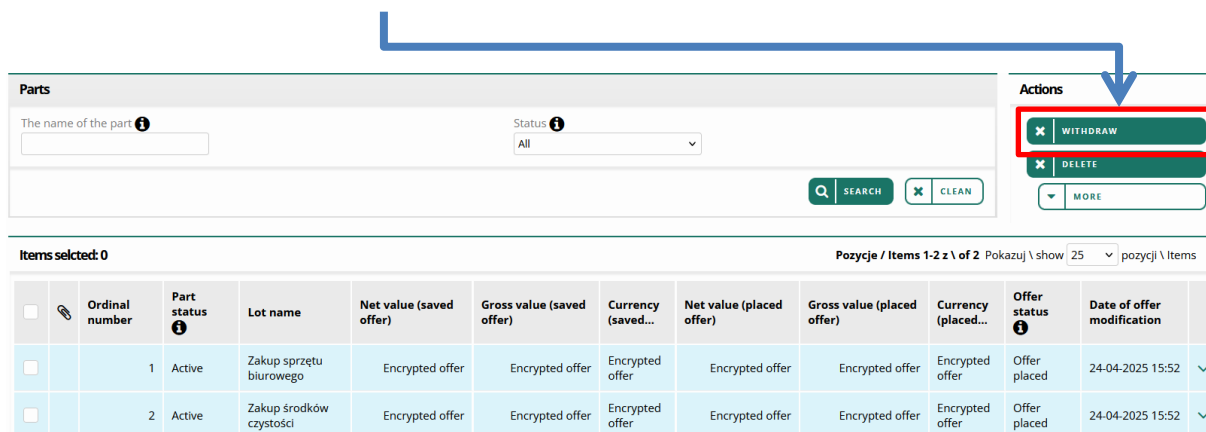
Image 154 - Message about consequences of offer withdrawal without providing password

The ordering party will not in any way have an insight into the contents of the originally submitted data - the withdrawal will change status from "Offer placed" to "Complete" and will not delete details of the submitted application / offer and attachments (including ESPD) attached to it.


NOTE - regardless of the amount of parts in a given proceeding action "Undo" will mean that bids / proposals submitted to all parts.


Withdrawal of an offer from public procedure does not exclude re-submission of an offer within a given stage.

In order to withdraw Offers / Proposal from proceedings, from the level of the "Proposal / Offers" tab of a specific RFX button "Withdraw" is in the "Action" section.



Parts

The name of the part 

Status 

Actions

Items selected: 0 Pozycje / Items 1-2 z 1 of 2 Pokazuj \ show 25 pozycji \ Items



	Ordinal number	Part status 	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status 	Date of offer modification	
<input type="checkbox"/>	1	Active	Zakup sprzętu biurowego	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	24-04-2025 15:52	▼
<input type="checkbox"/>	2	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	24-04-2025 15:52	▼

Image 155 - Withdrawals of Proposal / offers from proceedings

To withdraw the offer, click on the "Withdraw" button. The action should be confirmed (or canceled).



Are you sure to withdraw that offer?

Confirm

Cancel

Image 156 - Message requesting confirmation of the withdrawal of the offer

The correct withdrawal of the offer / application must be signed with an electronic signature on the Application / Offer withdrawal form. The withdrawal form is presented below:

Formularz wycofania oferty \ Withdrawn offer form	
Nazwa zapytania \ Name of request for proposal	Zakup stacji SDN dla PGE GiEK S.A. Oddział Kopalnia Węgla Brunatnego Bełchatów
Numer zapytania \ Number of request for proposal	POST/GEK/GEK/PMR-KWB/05928/2018
Nazwa \ Name	AURA Sp. j.
Miejscowość \ Locality	Szczecin
NIP \ Vatin	PL8512422748
Części postępowania z wycofanymi ofertami \ Procedure parts with withdrawn offers	
nr 1 Stacja elektryczna przenośnika taśmowego G.76	

Image 157 - Form of withdrawal of the offer

The electronic signature procedure is presented in analogy to the electronic signature of the offer form, which is presented in chapter 5.7. After successfully signing the withdrawal form, the withdrawal action will end.

5.10 Editing the proposal / offer

The Contractor before the deadline for submitting proposal / offers has the possibility to change the content of the response (proposal / offer) to the Ordering Party. The offer is being edited by modifying the details of the originally submitted proposal / offer and re-submitting.

The changed data will be overwritten. It should be emphasized here that only one offer can be received from one Contractor, which is treated as a whole by the System. The Awarding Entity, at the time of opening the offers, has access only to the last version of the proposal / offer submitted by the Contractor. Previous versions are available only to the Contractor's user through the "Generate report" option and generate a report from previous versions of the offer / proposal.

The offer can be edited any number of times, but submission of the corrected version at the Purchaser must be made before the deadline for submission of offers. If the Contractor submits the offer and commences editing, but does not manage to submit the proposal / offers again, the Employer will display the submitted version at the time of opening the offers and it will be the binding version. As part of editing the proposal / offer, it is allowed to change the data entered on the form as well as adding / removing attachments.

NOTE - The editing option may also be used before submitting an offer to modify saved versions of the proposal / offer.

5.10.1 Editing

The purpose of editing the application / offer should be to ensure that the answer addressed to the Ordering Party has been correctly submitted. You can do it, among others by verifying the Offer status on a given part of the inquiry.

Items selected: 0

Pozycje / Items 1-2 z 1 of 2 Pokazuj \ show 25 pozycji \ Items

<input type="checkbox"/>		Ordinal number	Part status	Lot name	Net value (saved offer)	Gross value (saved offer)	Currency (saved...)	Net value (placed offer)	Gross value (placed offer)	Currency (placed...)	Offer status	Date of offer modification
<input type="checkbox"/>		1	Active	Zakup sprzętu biurowego	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	24-04-2025 15:52 ✓
<input type="checkbox"/>		2	Active	Zakup środków czystości	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Encrypted offer	Offer placed	24-04-2025 15:52 ✓

Image 158 - Offers placed on parts of the proceedings

By displaying the details of a part, you can access the content of the offer (you may need to decipher it, see chapter 5.3 and 5.3.1). To view details, click on the selected part.

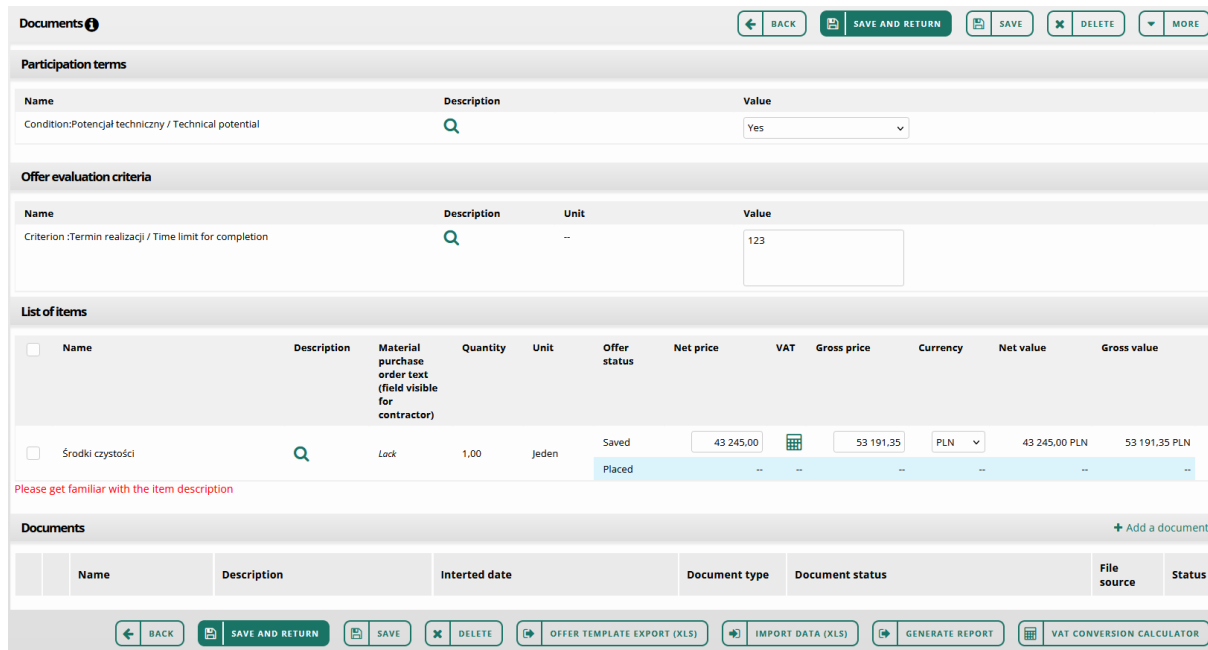


Image 159 - Details of the selected part of the offer inquiry

Having access to the content of the offer / application, the Contractor's user may introduce changes to its original wording, eg change the price at one of the positions or otherwise respond to the condition defined by the Ordering Party. Changes to the part form should be saved using the "Save" or "Save and return" button.

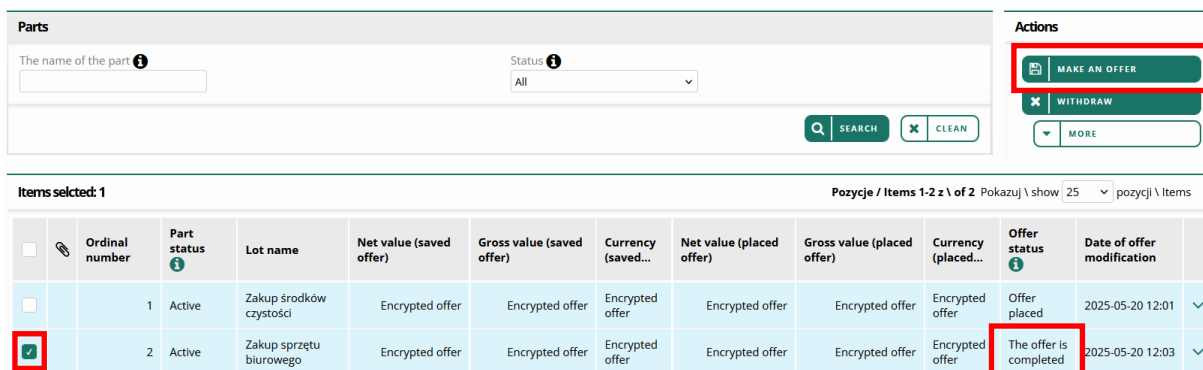


Image 160 - RFQ view with a modified offer for one part

After returning to the parts list, pay attention to the statuses that appear on individual offers - in the illustrated case the status for one of the parts has changed to "Offer completed". The change of status

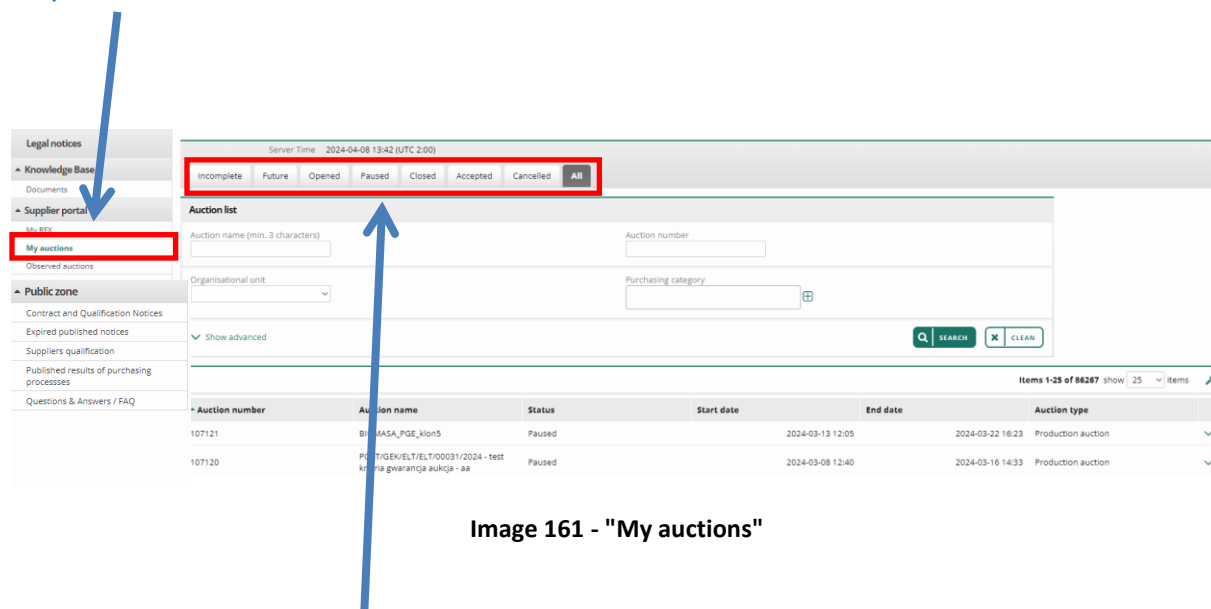
is dictated by the fact of introducing and saving changes in the original wording of the offer. It should also be noted that the "Submit offer" button (or "Application") has become available again.

Selecting the check box next to the edited part and clicking on the "Submit offer / application" button will initiate the electronic signature procedure (the course presented in previous subsections).

NOTE - The offer is treated as a whole. Regardless of the quantity of the part of the inquiry, on which the Contractor modified the parameters of the offer, the re-submission of the offer will be based on all parts (including those unedited). The offer form to be signed will contain all parts (with updated values).

6. Auctions

All auctions to which the contractor was invited are available in the "Contractor Portal" module via the "My auctions" link.



The tabs available in the "My auctions" link allow you to filter auctions according to their current status - "Future", "Open", "Paused", "Finished", "Accepted" and "All". Access to active listings is best obtained through the "Open" tab.

Auctions are conducted according to one of the following rules:

- dynamic - the next bid will be accepted if it is more favorable than our last bid in the auction
- English - the next bid will be accepted if it is more favorable than the currently winning bid in the auction

In order to participate in the auction, you should first find an open auction and enter it by clicking with the left mouse button on the name of the selected auction.

Only one user of the contractor may participate in the auction.

Auction may have attached regulations, which may also require acceptance by the bidder. A user wishing to participate in such auction must read it and accept it. It is a condition of participation in the auction. Preview of the regulations is available by clicking on the name of the file with the [regulations](#). The "Accept Auction Rules" button is used for acceptance.

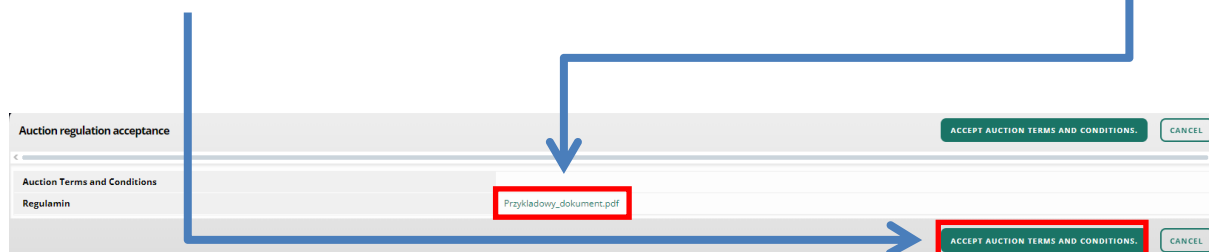


Image 162 - Auction regulations acceptance

Acceptance of the regulations will allow displaying the "Bidder's console", which has been divided into several sections - "Auction parameters", "Console" and "History". If the regulations is not attached to the auction - after clicking, the bidder's console will open immediately.



Image 163 - Section "Auction parameters"

In the "Auction parameters" section, the user can read the detailed information about the auction - start and end time, maximum number of overtime rounds etc. - and technical information - server time and link delay.

Auction overtimes

Extra time is an extension of the auction duration by the extra time defined by the Auction Operator each time a new bid is submitted before the time shorter than the defined extra time.

Example: in the auction the overtime time was set to 5 minutes. The auction ends at 10 a.m. and at 9:57:12 a.m. a bid was placed. In this situation, the auction is extended by 5 minutes - until 10:02:12 a.m..

The situation will be repeated until all extra-time planned by the Auction Operator have been used. Maximal number of overtimes is visible in the auction header in the field: "Number of overtimes".

Link delay

In the header of the auction console there is information about the current link delay. If the values indicated there during the auction exceed a few seconds - then you should revise the device's connection to the Internet and refresh the console. Long delays may prevent the auction participant from submitting bids. If there is no communication with the server, the bidder will receive a notification: "The console has lost connection. Wait for resume or refresh the console. Check internet connection."

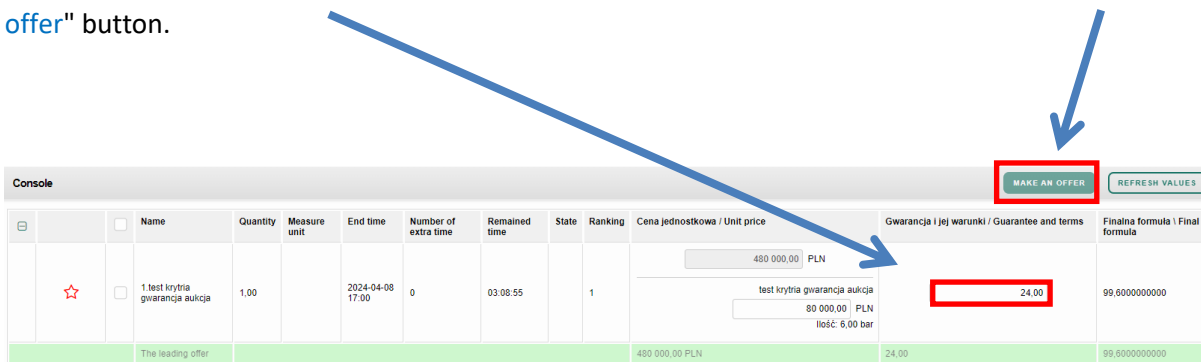
Importantly, communication between the Buyers and the User of the Contractor who submit bids is possible at any time. This communication is dedicated to internal chat. In order to start the chat, click on the icon below available in the lower right corner of the auction console.



Image 164 - Chat icon (Contractors with the Buyer)

In the event of any problems with the auction or questions regarding its scope, you should first contact the Auction Operator, and if there is no response, the HelpDesk.

Submission of offers takes place via the "Console" section. The section displays all items of the procedure or part. Depending on the configuration of the auction by the Operator, the first bids may be submitted automatically at the time of its launch (in most cases, these will be bids transferred from the previous round of the procedure to which the auction applies). In order to submit an offer, the user should first enter the details of his offer in the appropriate field, and then click on the "Submit offer" button.





Console												MAKE AN OFFER	REFRESH VALUES
	Name	Quantity	Measure unit	End time	Number of extra time	Remained time	State	Ranking	Cena jednostkowa / Unit price	Gwarancja i jej warunki / Guarantee and terms	Finalna formula / Final formula		
<input type="checkbox"/>	1 test kryteria gwarancja aukcja	1.00		2024-04-08 17:00	0	03:08:55		1	480 000.00 PLN test kryteria gwarancja aukcja 80 000.00 PLN ilość: 6.00 bar	24.00	99.600000000000		
The leading offer									480 000.00 PLN	24.00	99.600000000000		

Image 165 - Submission of an offer (view for RFQ auction proceedings)



Console												MAKE AN OFFER	REFRESH VALUES
	Name	Quantity	Measure unit	End time	Number of extra time	Remained time	State	Ranking	Score	cena			
<input type="checkbox"/>	credit	1.00	Place	2023-03-31 13:58	9	99:04:50:33			9	80 000.00 PLN			
The leading offer													

Image 166 - Submitting an offer (freehand auctions view)

Submitting an offer for a given item requires additionally selecting selected items by means of a checkbox. The Purchasing System is configured in such a way that the check box is selected by default after entering any value in the field. It is worth remembering that each field for entering the bid value has icons   (if the Auction Operator has defined a step increment for the criterion), which are helpful when trying to outbid the best bid - the value of the leading bid is entered in the field by default, and the icons can be used to increase or decrease this value (depending on the direction of the auction).

Depending on the auction's configuration, the first offer may be placed automatically (e.g. the offer value has been transferred from the RFQ). Additionally, if the bid on a particular position has not been placed at all, the "ranking" field will remain empty.

Console										MAKE AN OFFER	REFRESH VALUES
	Name	End time	Number of extra time	Remained time	State	Ranking	Cena jednostkowa / Unit price		Finalna formula / Final formula		
 	1 Pozycja RFX 680635	2023-03-31 10:14	0	0d 00:55:43	Accepted	1	210.00 PLN				
							sName:1961387 30 PLN		100.0000000000		
							Idoc: 7.00 Bezpieczeństwo				
							210.00 PLN		100.0000000000		

Image 167 - Offer and possible icons

In order to increase the transparency of the bidder's console and facilitate participation in auctions, graphic symbols have been built into the Purchasing System, which appear at every position:



- a new offer has been made on that position



- offer made by the current user is a leading offer on that position



- offer made by the current user is a leading joint first (ex aequo) offer on that position (provided that the auction configuration allows such offers). This means that there is at least one other equally good offer made on that position.

The time that aforementioned symbols show on the bidder's console is configured by the Auction Operator. Symbols are shown from the moment an offer has been made, until the configured time passes. If a new offer is made before time expires, it is refreshed. A symbol for leading or ex aequo offer may expire early if a better offer has been made by another user.

Multiple symbols may appear at the same time, for instance if a user makes a new, leading offer, both "new offer" and "leading offer" symbols will be shown.

If the auction configuration does not allow for ex aequo bids, then when a bid with the maximum number of points available in the dynamic auction is submitted, the System will show the ranking 2 in spite of the offer having maximum points (if the points are visible for the bidder), due to the fact that the bid was submitted after the currently winning bid with the same number of points.

Each offer submitted by the Contractor for a given item must comply with the requirements of the auction and System security - for example, entering a non-numeric value into the offer field is unacceptable. In the event that the offer submitted by the Contractor did not meet the criteria, the System will display a message with the details of the non-compliance which can be shown by clicking on the "Rejected" status. What's more, each offer also has an automatically assigned status **Accepted** if it meets the criteria.

Note: After each increment, the console should be refreshed using the "Refresh values" action or using the Ctrl + F5 key combination!

Console										MAKE AN OFFER	REFRESH VALUES
		Name	End time	Number of extra time	Remained time	State	Ranking	Cena jednostkowa / Unit price		Finalna formuła / Final formula	
	<input type="checkbox"/>	1. Pozycja RFX 600635	2023-03-31 10:14	0	00:00:52:27		1	210.00 PLN			
	<input type="checkbox"/>							uName:1961387 30.00 PLN		100.0000000000	
	<input type="checkbox"/>							Kod: 7.00 Encymerkiogram			
This leading offer								210.00 PLN		100.0000000000	

Image 168 - The "Refresh values" action in the bidder console

Information about the final results of the auction will appear after its completion. In the context of the auction, it is also worth mentioning the issue of the "Observed auctions" link, which can be found in the "Contractor Portal" module. The option of observing the auction is especially useful for the Contractor, who can be represented by many users. One user can then participate in the auction and the other user can observe. The Observer Console is used to observe.

6.1 Electronic signing increments

Part of the auctions carried out in the Purchasing System are subject to the requirement of providing bids with electronic signature of the Contractor. The thread of the required equipment and configuration issues are described in subchapter 5.6. Submission of applications and offers with an electronic signature.

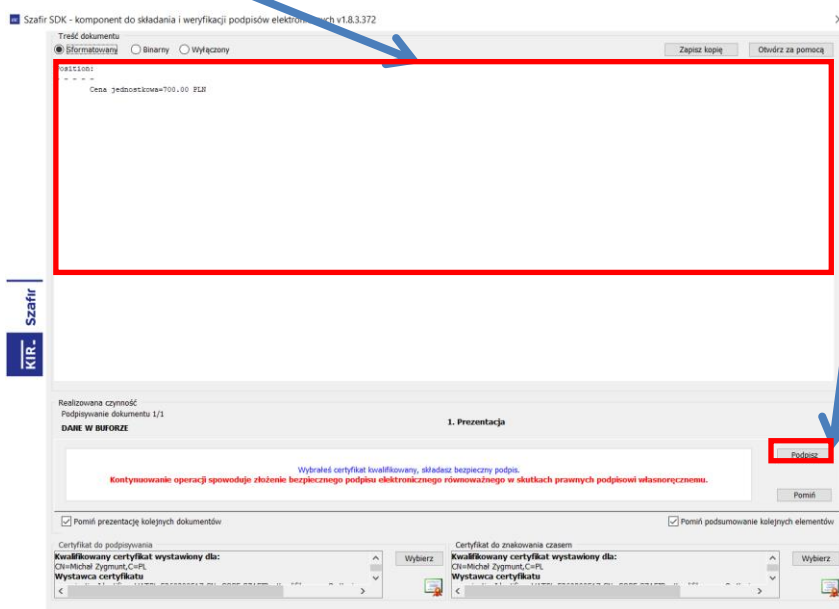


Name	End time	Number of extra time	Remained time	State	Ranking
1. Pozycja RFK 689635	2023-09-31 18:14	0	9d 00:52:27	1	1

Cena jednostkowa / Unit price	Finalna formuła / Final formula
210.00 PLN	100.0000000000
chance1061397 30.00 PLN	100.0000000000
100.00 PLN	100.0000000000

Image 169 - Bidder's console (electronic signature)

In order to make a bid, you should [enter the value](#) of the offer in the standard manner and click "[Submit offer](#)". Clicking the button will initiate the electronic signature. The Szafir KIR application will be launched. The [increment details](#) will be displayed in the top field. To sign the step, click "[Sign](#)".



Szafir SDK - komponent do składania i weryfikacji podpisów elektronicznych v1.8.3.372

Treść dokumentu

Wzrost: 180cm

Cena jednostkowa=100.00 PLN

Realizowana czynność: Podpisywanie dokumentu 1/1

DANE W BUFORZE

1. Prezentacja

Wybrany certyfikat kwalifikowany, składano bezpieczny podpis. Kontynuowanie operacji spowoduje złożenie bezpiecznego podpisu elektronicznego równoważnego w skutkach prawnych podpisowi własnoręcznemu.

Podpisz

Pomnij

Wybierz

Wybierz

Image 170 - Electronic signature

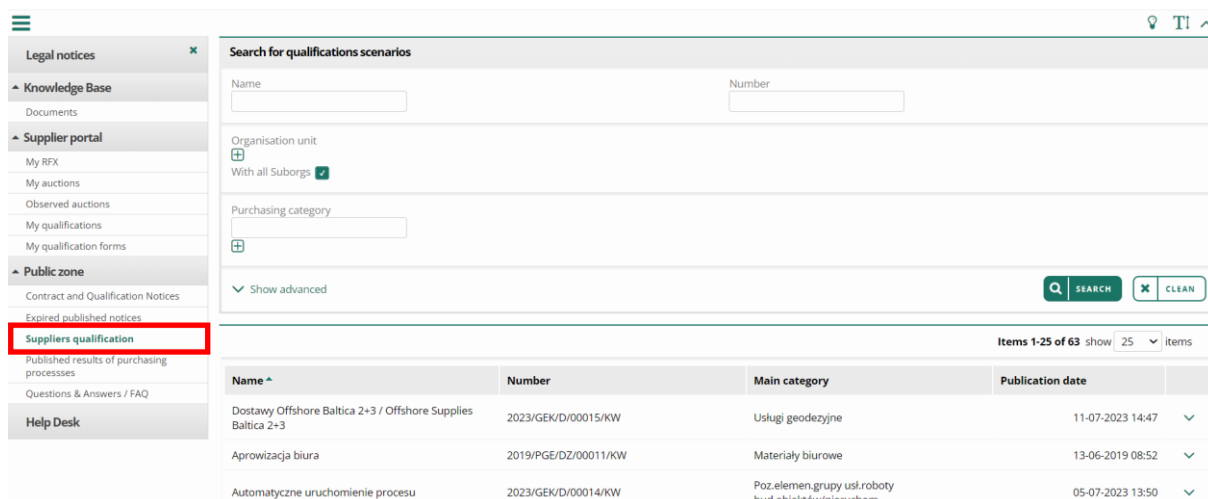
A successful signature process will be confirmed by an appropriate message. It is worth bearing in mind that any bidding made in the auction must be approved with an electronic signature.

7. Qualification of contractors

The Ordering Party has the option of conducting qualifications of contractors, as a result of which, within a given purchasing category and organizational unit, the contractor obtains a qualification status that may simplify participation in tenders conducted by the Ordering Party.

Qualification is based on qualification forms to which the user gains access after joining a given Qualification Scenario or as a result of an invitation to qualification by the Ordering Party.

In order to join the Qualification Scenario, go to the "[Suppliers' qualification](#)" link in the "**Public zone**" module.



Search for qualifications scenarios

Name Number

Organisation unit

With all Suborgs ☒

Purchasing category

☒ Show advanced

Items 1-25 of 63 show 25 items

Name	Number	Main category	Publication date	
Dostawy Offshore Baltica 2+3 / Offshore Supplies Baltica 2+3	2023/GEK/D/00015/KW	Usługi geodezyjne	11-07-2023 14:47	▼
Aprobowanie biur	2019/PGE/DZ/00011/KW	Materiały biurowe	13-06-2019 08:52	▼
Automatyczne uruchomienie procesu	2023/GEK/D/00014/KW	Poz.elemen.grupy usl.roboty bud.obiektów/nieruchom.	05-07-2023 13:50	▼

Image 171 - "Suppliers qualification"

Finding scenarios on the list and left-clicking on the selected Scenario displays the details of the Qualification Announcement. A view of the qualification announcement is shown on the next page.

Kwalifikacja w pge polska grupa energetyczna s.a. w zakresie paliw eksploatacyjnych - instrukcja		Status Published	JOIN THE QUALIFICATION
		Document type Qualification scenario	
		Main category Paliwa eksploatacyjne	
		Main unit PGE Obrót S.A.	

Description:

PGE Obrót S.A (Zamawiający) zaprasza wszystkich potencjalnych Wykonawców (Kontrahtentów) do udziału w Scenariuszu kwalifikacyjnym mającym na celu kwalifikację wykonawców w zakresie kategorii: PAL.374 - Paliwa eksploatacyjne.

Celem jest prowadzenie postępowań w sposób efektywny i zgodny z przepisami prawa, zapewniając Zamawiającemu korzystne warunki finansowe i jakościowe, przy zachowaniu uczciwej konkurencji oraz równego traktowania Kontrahtentów.

Kwalifikowani wykonawcy będą mieli ułatwioną współpracę w obszarze zamówień niepublicznych realizowanych przez Zamawiającego poprzez możliwość uczestniczenia w postępowaniach o procedurze w sposób uproszczony. Wymagane dokumenty kwalifikacyjne na potrzeby postępowań o udzielanie zamówień niepublicznych wykonawcy będą składać (aktualizować) raz na 6 miesięcy, co spowoduje np.: brak obowiązku każdorazowego dostarczania dokumentów typu odpis z właściwego rejestru lub z centralnej ewidencji i informacji o działalności gospodarczej, potwierdzający prowadzenie działalności w postępowaniach niepublicznych.

Category:

Category number	Category name
PAL.374	Paliwa eksploatacyjne

Expiration date:

One month

Attachments:

- Warunki dopuszczenia do udziału w Procesie kwalifikacyjnym.docx SWPP2

Image 172 - Taking the Qualification Scenario

From the announcement, it is possible to view the details provided by the Ordering Party as well as take part in the qualification process via the "[Join the qualification](#)" action. The fact of joining will be confirmed by an appropriate message, and the System will automatically redirect the user to the Status tab of the activated qualification based on the selected scenario.

Kwalifikacja w PGE Polska Grupa Energetyczna S.A. w zakresie paliw eksploatacyjnych - Instrukcja

Status

Form

Status

New

Number

2024/OBR/OBR/00013/KW/3

Document type

Qualification form

Main category

PAL.374 - Paliwa eksploatacyjne

Main unit

PGE Obrót S.A.

Actions

Messages

Please fill out the form correctly.

Basic actions

No actions

Additional actions

Go to related process

Image 173 - The "Status" tab of the qualification form

The basic object used to qualify a contractor is a form completed by the user. The form to be completed is available on the "Form" tab. The view of an example section is presented in the image below. The ordering party defines the type and number of fields available in the form.

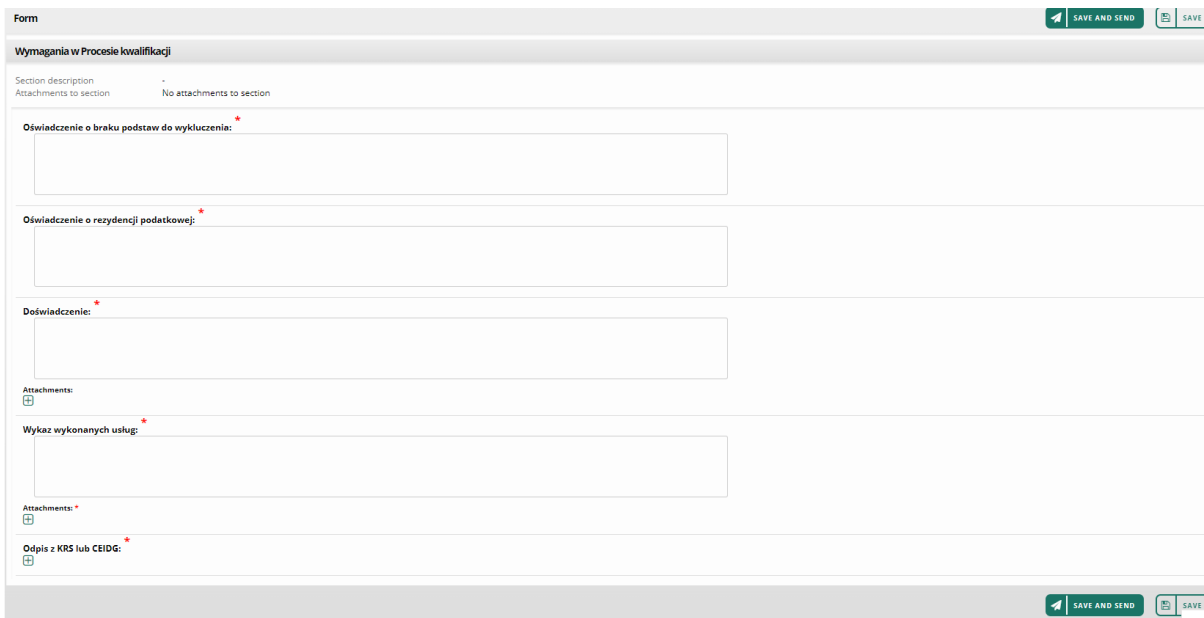


Image 174 - Sample qualification form

User is obliged to complete all fields defined by the Ordering Party, some of which may require attachments. After entering all the data, click the button: "Save" or "Save and send". The "Save" action - allows to save data with the possibility of later editing, while the "Save and send" action will cause the form to be sent to the Ordering Party, who will evaluate it.

A preview of all qualifications and related forms in which the Contractor participates is possible via the "My qualifications" and "My qualification forms" links. Both links are located in the "Supplier Portal" module.

Image 175 - "My qualifications" list view

The image above shows the "[My qualifications](#)" link view. User can view the current status and results of qualifications through it. Enter the selected object by clicking the mouse button on its name and read the contents of the "Status" tab.

The object header contains information about the process status. The meaning of the selected statuses is described below:

In the assessment - the form was sent to the Ordering Party for its assessment

To be completed - the previously sent form requires correction or if the process consists of several stages, complete the form from the next stage.


In acceptance - the form has been sent to the Ordering Party for verification.

Completed – the form has been assessed and the process has ended with the status being assigned

The list of qualifications will also include closed qualifications to which the contractor is invited by the Ordering Party.

If the Ordering Party returns the form for correction, the qualification status will be changed to: **To be completed**.

A new form will appear in the list of qualification forms in the **New** state with the same name as the original one:



PGE Dystrybucja S.A.

Legal notices
Knowledge Base
Documents
Supplier portal
My RFX
My auctions
Observed auctions
My qualifications
My qualification forms
Publiczone
Contract and Qualification Notices
Expired published notices
Suppliers qualification
Published results of purchasing processes
Questions & Answers / FAQ
Help Desk

Search forms search engine

The name of the qualification process
Qualification status
Procurement category

Show advanced
SEARCH
CLEAN

Items 1-1 of 1 show 25 Items

Nazwa	Main category	Unit	Stage name	Status	Post date
Kwalifikacja w PGE Polska Grupa Energetyczna S.A. w zakresie paliw eksploatacyjnych - Instrukcja	Paliwa eksploatacyjne	PGE Obrót S.A.	Etap 1	New	
Kwalifikacja w PGE Polska Grupa Energetyczna S.A. w zakresie paliw eksploatacyjnych - Instrukcja	Paliwa eksploatacyjne	PGE Obrót S.A.	Etap 1	Mailed	27-03-2024 09:46

1

Image 176 - View of the "My Qualification Forms" list with the form returned for correction

When entering the details of the form (tab: "Form"), the header displays the Ordering Party's comment and the date by which the corrected form should be sent back for re-evaluation:

Kwalifikacja w PGE Polska Grupa Energetyczna S.A. w zakresie paliw eksploatacyjnych - Instrukcja

Status
Sent
Number
2024/OBR/OBR/00013/KW/3
Document type
Qualification form
Main category
PAL.374 - Paliwa eksploatacyjne
Main unit
PGE Obrót S.A.

Status
Form

Basic data

Stage name:
Etap 1

User:

User of sending the form:
Jonh Doe (ONEPLACE)jonh.doe@office.pl

Date of sending the form:
27-03-2024 09:53

Comment to stage:
Required information not completed

Term of returning the form:
31-03-2024 00:00

Image 177 - View of the section: "Basic data" with the form returned for correction

To make improvements, update the data in the form fields in accordance with the Ordering Party's guidelines and send them for evaluation again using the "Save and send" action.

The qualification status **"To be completed"** also occurs when the Contractor has already sent the form in a given process, but received another form to complete in the next stage of this process.

Qualifications can be configured as multi-stage, and at each stage the scope of data on the form to be completed may be different. The Ordering Party determines whether a given stage takes place with or without the participation of the contractor. For multi-stage qualifications, the need to complete data

for subsequent stages is available from the list: "[My qualification forms](#)". The column: "Stage name" displays information allowing you to identify the appropriate one.

Completion of the qualification results in the contractor being awarded the status: "*Qualified*" or "*Unqualified*", which is visible, among others, from the "Status" tab of the qualifications in the "Summary" section:

Kwalifikacja w pge polska grupa energetyczna s.a. w zakresie paliw eksploatacyjnych - instrukcja

Status
Number
Document type
Main category
Main unit

Finished
2024/OBR/OBR/00013/KW/3
Qualification
Paliwa eksploatacyjne
PGE Obrót S.A.

StatusForms

Summary

Qualification score:

Qualified

Status expiration date:

28-04-2024

Comment to score:

No comment.

Decision date:

27-03-2024 09:54

Actual process stage:

-

User joining to qualification:

Jonh Doe (ONEPLACE\jonh.Doe@office.pl)

Join to qualification date:

27-03-2024 09:53

Image 178 - Section view: "Summary" of qualifications

In the data displayed in the view, in addition to the assigned status, the expiration date is also displayed. Depending on the scenario configuration specified by the Ordering Party, the System may initiate a new process a certain number of days before the "*Qualified*" status expires so that the Contractor can re-qualify. This process contains the word "Aktualizacja" in its name.

If, as a result of the qualification, the contractor obtains any status, it is possible to re-join (if the qualification is conducted in an open mode) from the announcement level, update the data on the

form compared to those provided originally and re-qualify, regardless of the validity period of granting this status.

NOTE: The contractor's branch is ultimately qualified, so all users associated with a given contractor's branch on the "[My qualifications](#)" and "[My qualification forms](#)" lists will see the qualifications of all users from the branch to which they are assigned, even if they did not personally participate in the qualification.

8. Images list

IMAGE 1 – GK PGE WEBSITE WITH „TENDERS” MENU EXPANDED.....	10
IMAGE 2 – „PURCHASES” SITE WITH „PURCHASING SYSTEM OF THE CAPITAL GROUP” BUTTON	11
IMAGE 3 – PURCHASING SYSTEM WEBSITE	11
IMAGE 4 – LOGIN PAGE.....	12
IMAGE 5- „CONTRACTOR REGISTRATION FORM”.....	12
IMAGE 6 - CONTRACTOR REGISTRATION FORM FOR COMPANY	13
IMAGE 7 – EXAMPLE OF ERROR MESSAGE	13
IMAGE 8 – SECTION „CONTRACTOR’S DATA”	15
IMAGE 9 – „USER DATA” SECTION	16
IMAGE 10 - "MAIN CONSENTS" SECTION	17
IMAGE 11 – „ADDITIONAL CONSENTS” SECTION	17
IMAGE 12 – MESSAGE ABOUT NOT CHECKING ADDITIONAL CONSENTS	18
IMAGE 13 – SECTION „USER DATA”	19
IMAGE 14 – „MAIN CONSENTS” SECTION	20
IMAGE 15 – „ADDITIONAL CONSENTS” SECTION	20
IMAGE 16 - MESSAGE ABOUT NOT CHECKING ADDITIONAL CONSENTS.....	21
IMAGE 17 – MESSAGE DISPLAYED AFTER SUCCESSFULLY SENDING REGISTRATION FORM	22
IMAGE 18 – E-MAIL SENT TO CONTRACTOR AFTER APPLICATION WAS ACCEPTED	23
IMAGE 19 – „PASSWORD RESET” SITE	24
IMAGE 20 – E-MAIL SEND TO CONTRACTOR AFTER REQUESTING FOR „RESET PASSWORD”	24
IMAGE 21 – PASSWORD RESET SITE.....	25
IMAGE 22 – PASSWORD REQUIREMENTS	26
IMAGE 23 – ERROR MESSAGE DURING PASSWORD RESET	26
IMAGE 24 – LINK EXPIRED MESSAGE.....	27
IMAGE 25 – 2 FACTOR AUTHENTICATION MESSAGE.....	28
IMAGE 26 – „TWO-FACTOR LOGIN” SECTION	28
IMAGE 27 - INSTRUCTION HOW TO SET UP 2 FACTOR AUTHENTICATION	29
IMAGE 28 - EXAMPLE OF „QR CODE” AND „CONFIGURATION KEY”.....	30
IMAGE 29 – FIELD TO ENTER GENERATED CODE FROM APPLICATION	30
IMAGE 30 – VALUE IN „2FA ENABLE?” FIELD AFTER 2 FACTOR AUTHENTICATION CONFIGURATION	30
IMAGE 31 – LOGIN SCREEN AFTER 2FA WAS CONFIGURED	31
IMAGE 32 – SECTION „TRUSTED BROWSERS”.....	32
IMAGE 33 – LOGIN SCREEN WITH CAPTCHA CODE.....	33
IMAGE 34 – LOGIN SCREEN WITH 30 MINUTES LOGIN BLOCK	34
IMAGE 35 – LOGIN SCREEN AFTER ACCOUNT BLOCK.....	35
IMAGE 36 – LOG IN SCREEN	36

IMAGE 37 – „PASSWORD RESET” SCREEN.....	37
IMAGE 38 - E-MAIL SEND TO CONTRACTOR AFTER REQUESTING FOR „RESET PASSWORD”	37
IMAGE 39 – „PASSWORD RESET” SITE	38
IMAGE 40 – PASSWORD REQUIREMENTS	38
IMAGE 41 – ERROR MESSAGE DISPLAYED DURING PASSWORD CHANGE	39
IMAGE 42 - LINK EXPIRED MESSAGE	39
IMAGE 43 – CONTRACTOR’S MAIN PAGE AFTER LOGGING IN	40
IMAGE 44 – „MY PROFILE”	41
IMAGE 45 – SECTION „INFORMATION” IN „USER DATA” TAB.....	41
IMAGE 46 – SECTION „USER PROFILE”	42
IMAGE 47 – „CHANGE E-MAIL ADDRESS (LOGIN) SECTION	42
IMAGE 48 – LOGIN CHANGE WINDOW	43
IMAGE 49 – MESSAGE ABOUT SENDING ACTIVATION LINK ON NEW E-MAIL ADDRESS	44
IMAGE 50 – MESSAGE ABOUT SUCCESSFUL EMAIL ADDRESS CHANGE	44
IMAGE 51 – SECTION „INFORMATION” ON TAB „CONSENTS AND REGULATIONS”	45
IMAGE 52 – „REQUIRED CONSENTS” SECTION	45
IMAGE 53 – MESSAGE ABOUT NOT SELECTING REQUIRED CONSENT	46
IMAGE 54 – „ADDITIONAL CONSENTS” SECTION	47
IMAGE 55 – MESSAGE ENCOURAGING TO SELECT ADDITIONAL CONSENTS.....	48
IMAGE 56 – SECTION „INFORMATION” ON TAB „SECURITY”	48
IMAGE 57 – „CHANGE PASSWORD” SECTION.....	48
IMAGE 58 – PASSWORD CHANGE VIEW.....	49
IMAGE 59 – MESSAGE AFTER ENTERING WRONG DATA IN FIELDS	49
IMAGE 60 – SECTION „ADDITIONAL INFORMATION”	50
IMAGE 61 – „TWO-FACTOR LOGIN” SECTION	50
IMAGE 62 – „TRUSTED BROWSERS” SECTION	51
IMAGE 63 – SECTION „TRUSTED BROWSER” AFTER ADDING DEVICE TO TRUSTED LIST	51
IMAGE 64 – FIELD „ADD TO TRUSTED LIST” DURING LOGGING IN	51
IMAGE 65 – „CLOSE ACCOUNT” SECTION	52
IMAGE 66 – MESSAGE CONFIRMING CLOSING ACCOUNT	52
IMAGE 67 – SECTION „INFORMATION” ON „FAVORITE CATEGORIES”	53
IMAGE 68 – „FAVORITE CATEGORIES” SECTION	53
IMAGE 69 – SECTION „FAVORITE CATEGORIES” WITH EXAMPLE OF ADDED CATEGORIES	54
IMAGE 70 – ACTION „DELETE” ON FAVORITE CATEGORIES.....	54
IMAGE 71 – SECTION „INFORMATION” ON „CONTRACTORS DETAILS”	54
IMAGE 72 – SECTION „CONTRACTOR’S DETAILS” FOR COMPANY	55
IMAGE 73 – MESSAGE ABOUT CONTRACTOR’S DATA CHANGE.....	56
IMAGE 74 – MESSAGE DISPLAYED WHEN ADMINISTRATOR REJECT CHANGES IN CONTRACTOR’S DATA	56
IMAGE 75 – SECTION „DATA OF A NATURAL PERSON”	56
IMAGE 76 - VIEW OF THE RFX OBJECT FROM THE PUBLIC ZONE	57
IMAGE 77 - VIEW OF THE "OFFERS" TAB ON THE SITE THAT HAS BEEN SUCCESSFULLY COMPLETED	58
IMAGE 78 - VIEW OF THE " DETAILS OF THE CONTACT PERSON " SECTION	59
IMAGE 79 - ROUNDS OF THE PROCESS	60
IMAGE 80 - LIST OF ROUNDS IN A GIVEN PROCEEDING	60
IMAGE 81 - THE COLUMN "ROUND NUMBER”.....	61
IMAGE 82 - ORDER'S DOCUMENTS TAB.....	62
IMAGE 83 - INFORMATION ABOUT RESULTS	62
IMAGE 84 - SECTION "COMMENTS"	63
IMAGE 85 - "DETAILS" - PLACING AN OFFER TO A PART	63
IMAGE 86 - SUBMISSION OF AN OFFER TO SELECTED POSITIONS OF ONE PART OF THE CONTRACT	65
IMAGE 87 - ADD FILE	66
IMAGE 88 - LIST OF DOCUMENTS	67
IMAGE 89 - OFFER SAVED POP-UP	67
IMAGE 90 - SECTION DOCUMENTS AFTER CLICKING THE "CONFIRM" BUTTON.	67
IMAGE 91 - "NEXT PART" BUTTON	68

IMAGE 92 - THE "COMMENTS" SECTION ALONG WITH THE MESSAGES	68
IMAGE 93 - SUBMITTING THE PETITION FOR THE SELECTED PART.....	69
IMAGE 94 - A MESSAGE REQUESTING CONFIRMATION OF SUBMISSION OF AN APPLICATION	69
IMAGE 95 - "COMMENTS" SECTION WITH MESSAGE ABOUT MODIFIED APPLICATION.....	70
IMAGE 96 - VIEW OF THE "INTERESTED" SECTION AND AN INDICATION OF THE "CONTRACTOR PORTAL"	70
IMAGE 97 - "MY RFX "	71
IMAGE 98 - COLUMN "ENQUIRY MODEL"	72
IMAGE 99 - RFX OBJECT "OFFERS" IN THE "CONTRACTOR" SECTION.....	72
IMAGE 100 - THE "INFORMATION" SECTION ON THE "INITIAL OFFERS" TAB	73
IMAGE 101 - VIEW OF PART OF THE ORDER ON THE "INITIAL OFFERS" TAB	74
IMAGE 102 - THE "DOCUMENTS" SECTION ON THE "INITIAL OFFERS" TAB	75
IMAGE 103 - CALCULATOR FOR VAT CONVERSION	76
IMAGE 104 - ALERT DISPLAYED WHEN OFFER WAS SAVED.....	76
IMAGE 105 - IMPORT OPTIONS.....	77
IMAGE 106 - DATA TEMPLATE	77
IMAGE 107 - IMPORT WINDOW	78
IMAGE 108 - INFORMATION ABOUT ERRORS APPEARED DURING DATA IMPORT	79
IMAGE 109 - MESSAGE AFTER CORRECTLY DATA IMPORT.....	80
IMAGE 110 - GENERATE REPORT	80
IMAGE 111 - "MAKE AN INITIAL OFFER" BUTTON AND CHECKBOXES FOR PARTS	81
IMAGE 112 - CONSORTIUM.....	82
IMAGE 113 - CONSORTIUM.....	82
IMAGE 114 - ADDING A CONTRACTOR TO THE CONSORTIUM.....	83
IMAGE 115 - QUESTIONS AND ANSWERS: INFORMATION RECEIVED FROM THE ORDERING PARTY	84
IMAGE 116 - THE DETAILS OF RECEIVED QUESTION	85
IMAGE 117 - RESPONSE FORM.....	85
IMAGE 118 - QUESTIONS AND ANSWERS: QUESTIONS ADDRESSED TO THE BUYER	86
IMAGE 119 - QUESTION FORM.....	86
IMAGE 120 - SAVED QUESTION FORM.....	87
IMAGE 121 - PLACE OF PUBLICATION OF ANNOUNCEMENTS.....	88
IMAGE 122 - ENTERING INTO PROCEEDINGS (PUBLIC)	88
IMAGE 123 - RFX OBJECT AVAILABLE ON THE "MY RFX" LIST AFTER JOINING THE PROCEEDINGS	88
IMAGE 124 - ESPD ATTACHMENTS (WITHOUT ADD FILE BUTTONS).....	90
IMAGE 125 - PARTS OF PUBLIC PROCEEDINGS	90
IMAGE 126 - ENCRYPTION WINDOW.....	91
IMAGE 127 - INFORMATION "ENCRYPTED OFFER" INSTEAD OF OFFER'S VALUES	92
IMAGE 128 - A VIEW OF THE PREVIOUSLY COMPLETED PART BEFORE DECRYPTION (NO SAVED VALUES)	93
IMAGE 129 - "DECRYPT" ACTION	94
IMAGE 130 - DECRYPTING OFFER DATA	94
IMAGE 131 - VIEW OF THE DECRYPTED PART WITH THE VALUES ORIGINALLY ENTERED	95
IMAGE 132 - SECTION "ESPD ATTACHMENT" WITH BUTTONS "ADD FILE"	96
IMAGE 133 - ADD ESPD ATTACHMENT WINDOW	96
IMAGE 134 - THE VIEW OF THE FILE ADDED TO THE SECTION "ESPD ATTACHMENT"	96
IMAGE 135 - CONTEXT MENU WITH THE OPTION OF SIGNING A DOCUMENT FROM THE PURCHASING SYSTEM	97
IMAGE 136 - THE LOCATION OF THE "ADD DOCUMENT" BUTTON.....	98
IMAGE 137 - ELECTRONIC SIGNATURE OF ATTACHMENTS OF THE OFFER / APPLICATION	98
IMAGE 138 - DOWNLOADING SIGNATURE ACTION.....	98
IMAGE 139 - BEFORE SUBMITTING AN OFFER / APPLICATION, CHECK THE BOXES AT SELECTED PARTS	100
IMAGE 140 - SUBMISSION OF RESPONSES (APPLICATION / OFFERS) TO THE EMPLOYER	100
IMAGE 141 - SECTION "NUMBER OF PEOPLE SIGNING THE OFFER"	101
IMAGE 142 - WINDOW FOR DOWNLOADING EXTENSION UPDATES (INTERNET EXPLORER).....	102
IMAGE 143 - VIEW OF THE LAUNCHED APPLICATION FOR ELECTRONIC SIGNATURE	103
IMAGE 144 - "FINISH"	103
IMAGE 145 - WINDOW SUMMARIZING THE ACTIONS IN THE APPLICATION FOR ELECTRONIC SIGNATURE	104
IMAGE 146 - "SIGN" BUTTON	105

IMAGE 147 - STATUS OF ESPD ATTACHMENTS "PLACED" ("DOCUMENT STATUS" COLUMN)	106
IMAGE 148 - OFFER STATUS ("OFFER PLACED")	106
IMAGE 149 - "GENERATE REPORT" ACTION	106
IMAGE 150 - LIST OF POSSIBLE TO GENERATE REPORTS FROM APPLICATIONS / OFFERS	106
IMAGE 151 - GENERATING A REPORT FROM THE SUBMITTED OFFER	107
IMAGE 152 - DOWNLOAD THE SIGNED DOCUMENT	107
IMAGE 153 - POP-UP MESSAGE WITH PASSWORD	108
IMAGE 154 - MESSAGE ABOUT CONSEQUENCES OF OFFER WITHDRAWAL WITHOUT PROVIDING PASSWORD	109
IMAGE 155 - WITHDRAWALS OF PROPOSAL / OFFERS FROM PROCEEDINGS	109
IMAGE 156 - MESSAGE REQUESTING CONFIRMATION OF THE WITHDRAWAL OF THE OFFER	110
IMAGE 157 - FORM OF WITHDRAWAL OF THE OFFER	110
IMAGE 158 - OFFERS PLACED ON PARTS OF THE PROCEEDINGS	111
IMAGE 159 - DETAILS OF THE SELECTED PART OF THE OFFER INQUIRY	112
IMAGE 160 - RFQ VIEW WITH A MODIFIED OFFER FOR ONE PART	112
IMAGE 161 - "MY AUCTIONS"	114
IMAGE 162 - AUCTION REGULATIONS ACCEPTANCE	115
IMAGE 163 - SECTION "AUCTION PARAMETERS"	115
IMAGE 164 - CHAT ICON (CONTRACTORS WITH THE BUYER)	116
IMAGE 165 - SUBMISSION OF AN OFFER (VIEW FOR RFQ AUCTION PROCEEDINGS)	117
IMAGE 166 - SUBMITTING AN OFFER (FREEHAND AUCTIONS VIEW)	117
IMAGE 167 - OFFER AND POSSIBLE ICONS	118
IMAGE 168 - THE "REFRESH VALUES" ACTION IN THE BIDDER CONSOLE	119
IMAGE 169 - BIDDER'S CONSOLE (ELECTRONIC SIGNATURE)	120
IMAGE 170 - ELECTRONIC SIGNATURE	120
IMAGE 171 - "SUPPLIERS QUALIFICATION"	121
IMAGE 172 - TAKING THE QUALIFICATION SCENARIO	122
IMAGE 173 - THE "STATUS" TAB OF THE QUALIFICATION FORM	122
IMAGE 174 - SAMPLE QUALIFICATION FORM	123
IMAGE 175 - "MY QUALIFICATIONS" LIST VIEW	124
IMAGE 176 - VIEW OF THE "MY QUALIFICATION FORMS" LIST WITH THE FORM RETURNED FOR CORRECTION	125
IMAGE 177 - VIEW OF THE SECTION: "BASIC DATA" WITH THE FORM RETURNED FOR CORRECTION	125
IMAGE 178 - SECTION VIEW: "SUMMARY" OF QUALIFICATIONS	126