



Supplier Guide

Version 1.8 valid from 01.01.2020

- ***Supplier registration***

CONTENT

I.	Registration, Log in.....	3
II.	Profile modification.....	5
III.	System overview.....	7

I. Registration, Log in

We recommend you to use actual versions of the following browsers: *Chrome, Firefox or Edge*.

Login page of the Eranet system is seas.eranet.sk. On this page are links for the Forgotten password function, Public profile link, link for supplier registration and link for Terms and conditions of use of the ERANET System.

1. REGISTRATION

In case you are not registered yet, please press the „**Registration**“ button. A contracting authority can send you an invitation to register in the ERANET system. In this case you receive an e-mail with a link to the registration form. By pressing this link you can make a registration. **ATTENTION: In the case mentioned above you can be registered only via registration link. When you try to register out of registration link, the system does not register you.**

To register, you need to fulfill registration form and accept the current terms of use. Please have in mind, a password must be entered with the proper letter cases. Please, use only characters without diacritics.

To connect your profile with electronic ID (“eID” in Slovak republic) click on “**Authenticatoin with eID**”. Use of eID **is not obligatory, but preferred**. After using it, information on your authentication with eID will be displayed to you and Public Procurer.



Supplier registration

A screenshot of the 'Supplier registration' page. It shows three buttons: 'Authenitification through eID' (blue), 'Continue without eID authentication' (grey), and 'Cancel' (white with a grey border). Below the buttons is a line of text: 'SUPPORT podpora@eranet.sk | +421 948 877 665'.

Remember, to active you account after registration you need to click on the activation link in your email.

2. LOGGING IN

When you are already registered, please submit your username and password and press the „**Log in**“ button or use “**Log in with eID**” button.

The use of eID is possible in the following actions:

- When logging in / registering
- After logging in with name and password – in the right bottom part there is a function „**Authentication with eID**“ available. After succesfull authentication, your status will change to „authenticated“.

To log in using eID following rules need to be applied:

- Log in with eID can only the person that used eID during the registration process
- Log in with eID can only the person that has been authenticated with eID after previous log in session
- In case, person that has not used eID in registration or authentication process will be trying to log in with eID, log in process fails.



By pressing this button you will log-out.

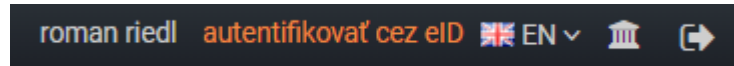
In case, you do not remember your login name or password:

- To reset your password use the function „Forgott password?“ available on the login page of system ERANET.
- To recall your login name look at the activation email send to your email adress during registration process.

II.

Profile modification

In the ERANET system, you can edit the data you filled in the registration form at the right part of the main horizontal menu



1. Company data

By clicking on the icon  in the top right menu will show four tabs:

- **Basic information** – here you can modify the company basic data and the registration in the Register of economic entities provided by the Office for Public Procurement
- **Contact information** – in this section, you manage information about the registered office, correspondence address, and other company contact information. **Please, have a mind – to submit a bid, you need to fill in address.**
- **Focus** – here you can define your company's activity. Click on “edit”, select your portfolio (3 levels of categories) and save it. **Procurer will use this information when sending Request for participation in tender – each tender is linked to the some portfolio.**

MAIN CATEGORY	SUBCATEGORY	BUSINESS ACTIVITIES
- Dodávky automatizácie a elektroniky	- Inštrukčné a riadiace zariadenie a systémy	FA10900 - Systémy regulovania a automatizácie jadrových elektrární : Dodávka automatických systémov jadrovej elektrárne. Zahŕňa špecifické prísľušenstvo a náhradné diely pre zaväzaci stroj, špeciálne systémy pre jadrovú elektrárňu.
- Elektrický materiál	- Bezpečnostné a sledovacie systémy a zariadenia	FA10100 - Systémy regulovania a automatizácie: Dodávanie terénnych signálnych zariadení, hardvéru a softvéru pre zber, spracovávanie a riadenie, dozor a elektrický a mechanický systém alarmov v závode. Zahŕňa dodávku senzorov, mechanických prístrojov a prevodníkov elektrických a mechanických hodnôt v závode a centralizované riadiace, ovládacie a kontrolné panely.
- Práce pre mechanické systémy		
- Údržba a opravy meracích systémov a prístrojov		
- Profesionálne služby a iné obchodné služby		
- Služby pre nakladanie s materiálom a odpadom		

- **Organisational structure** – you can also add other **users with access to the ERANET system** by pressing the "Add member of organisation" button and filling in the necessary data

Title in front of the Name	Name	Surname
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2. User data

By clicking on the user name on the top right menu will show two cards:

- **Basic information** – in this section, you can edit user information and login information
- **Contacts** – on this card, you manage your contact information, i.e. phone number, e-mail address.

III.

System overview

After logging-in, you will access the main page and you will see the 4 following menu items: List of procurements, Qualifications, Communication and Manuals & OHS

1. List of procurements

There are 3 tabs

Reference Number	State	Name	Procurement Announcer	Submission Deadline Bids/Requests for Participation	Estimated Value	Subject of Tender (CPV Code)	Procedure by
ID-0143	Active	03_OVS	Firma X, a.s.	12.10.2018 00:00	12000 EUR		OVS
ID-0141	Active	01_ZNH	Univerzitná nemocnica 1	12.10.2018 00:00	20000 EUR	45236119-7, Opravné práce na športových ihriskách	§117
2018/07	Evaluation	PL 10B test c. 1	★ Firma X, a.s.	04.10.2018 00:00	12000 EUR	30100000-0, Kancelárske stroje, vybavenie a spotrebný materiál s výnimkou počítačov, tlačiarňami a nábytkom	§113-116

- **My Procurements** – tenders where:
 - you are invited to participate
 - you have sent request to participate
 - you used function „Add to my Tenders“ (from all the tenders listed in the card Overview of Public tenders)
- **Overview of Public Tenders** – list of all tenders launched in the system
- **My market research** – market researches, in which you are invited to participate.

Next to every tender, status of the tender is displayed:

Active

Tender / Market research – in the stage of bid/request to participate submission. Bid/Request to participate submission deadline is displayed in the column „*Submission Deadline Bids/Requests for Participation*“.

Evaluation

Tender / Market research- in the stage of tender evaluation.

Finished

Tender- after the evaluation of bids and identifying the winner.

2. Qualifications

There are 2 tabs

Prehľad kvalifikácií					
Dokumenty ku kvalifikácií					
Rozšírené vyhľadávanie					
Ref. číslo	DNS/KS	Názov	Zodpovedná osoba	Stav kvalifikácie	
MM21700	Kvalifikačný systém	Armatury, spätné klapky - údržba, oprava / Valves - maintenance	Kučerová Monika		
LC10500	Kvalifikačný systém	Budovy - výstavba a rekonštrukcia / Buildings - construction and reconstruction	Kučerová Monika		

- **Qualification overview** – list of all published Qualification systems (QS) or Dynamic purchasing systems (DPS)
- **Qualification documents** – list of all common documents valid for all QS or DPS.

3. Communication

There are a list of all received or sent messages:

Priečinky			
Viac informácií o formulári			
Prijaté	Odosielateľ	Predmet	Dátum
Odoslané	Riedl Roman (Slovenské elektrárne, a.s.)	wfsfsf ID: 537	24.09.2019 09:10
1-3 z 3	Riedl Roman (Slovenské elektrárne, a.s.)	dfdfdf ID: 388	23.07.2019 08:45

4. Manuals & OHS

There are 2 tabs:

Manuály			
BOZP a OPP			
Názov dokumentu	Autor	Dátum poslednej zmeny	
ERANET_Manual dodavateľa_Kvalifikačné systémy.pdf	Roman Riedl	12.07.2019 10:06	
ERANET_Manual dodavateľa_Registrácia.pdf	Roman Riedl	12.07.2019 10:06	

- **Manuals** – list of Eranet guidelines
- **OHS and FP** – list of documents at the OHS and FP area.