



# Supplier Guide

***Version 1.8 valid from 01.01.2020***

- ***Supplier registration***

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## 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](https://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 features three buttons: a blue button labeled 'Authenitification through eID', a grey button labeled 'Continue without eID authentication', and a white button with a grey border labeled 'Cancel'. Below the buttons, there 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 successful 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.

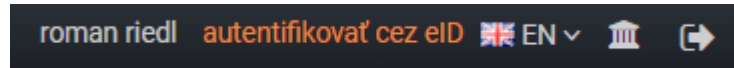
In case, you do not remember your login name or password:

- 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 address 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 |
|----------------------------|------|---------|
|----------------------------|------|---------|

## 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.