USER GUIDE FOR COMPANIES

Updated: 23 June 2023

Version 2023-00.03.02

Ce document correspond à la traduction du guide utilisateur fourni par ATEXO
Il a été réalisé par le CNES à partir du guide utilisateur avec l'accord de la société ATEXO.

Ce document est à destination des utilisateurs non francophones de la plateforme des achats du CNES.
Tous les indications (actions, menus...) sont données dans la langue d'origine (Français) pour permettre aux utilisateurs de se référer aux captures d'écran et à la plateforme des achats. Elles sont accompagnées entre parenthèse de la traduction en anglais.

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This document is a translation of the user guide supplied by ATEXO
It has been produced by CNES from the user guide with the agreement of ATEXO.

This document is intended for non-French-speaking users of the CNES purchasing platform.
All instructions (actions, menus, etc.) are given in the original language (French) to enable users to refer to the screenshots and the purchasing platform. English translations are provided in brackets.

Contents

1 Presentation of the user guide

1.1 Introduction

This guide is for Users from companies that wish to use the Local Trust MPE e-procurement solution for a range of functions:

• Search for calls for tenders,

• Download the files relating to calls for tenders (DCE)

• Submit a question relating to a call for tenders,

• Submit an electronic response for a call for tenders,

• etc.

1.2 Home page: general presentation describing access to the platform

The platform home page comprises two sections: a banner menu and a home screen with the welcome message, as shown below.

1.2.1 Welcome message and authentication

Authentication takes places on the home page. Simply click on the "Se connecter" (Connect) button on the right of the header to enter your "Identifiant" (login) and "Mot de passe" (password).

1.2.2 Header appearance before authentication

At the top of the screen, the header shows the sections to which the User Company has direct access before logging in:

The "Annonce" (Announcements) section gives you access to:

- Procurement notices published on the platform,
- Information and announcements of contract awards published on the platform,
- Essential data relating to the contracts signed by local government member entities,
- The "Enchères" (Bidding) module.

The "Signature" section provides access to:

• The electronic signature function,

• The electronic signature verification function.
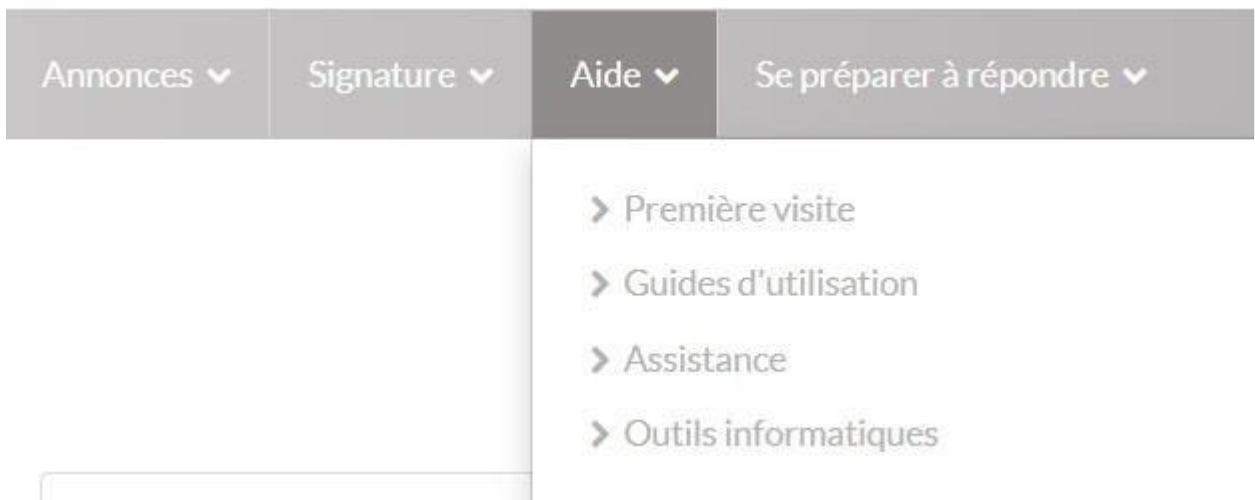
The "Aide" (Help) section provides access to:

- User guides and the traffic index for the hotline service,
- The various IT tools required to use the platform correctly.
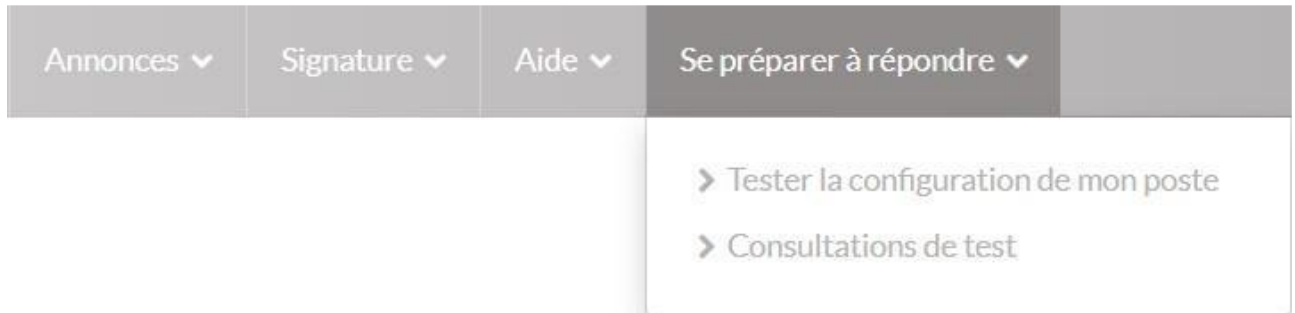
The section "Se préparer à répondre" (Preparing my response) provides access to:
- The workstation configuration test: "Télécharger mon assistant marchés publics" (Download my public procurement assistant),
- Calls for testing purposes: to make a test submission.

1.2.3 Header appearance after authentication

After authentication, the banner still shows the sections described above: before authentication. However, two new sections have been added, as shown below:

The section "Mon panier" (My basket) provides access to:

- All the calls for tenders with which the company has interacted or simply added to its basket, whether in progress or closed.

The "Dossier volumineux" (Large file) section provides access to:

- A function that can be used by companies to add large files to their bids: this module must first be activated by the public entity.

When the company has logged in, it can change the settings for "Gestion de mes alertes et recherches sauvegardées" (Manage my alerts and saved searches) in the "Annonces" section

1.2.4   Login and registration

The platform home page can be accessed simply with a browser. No special equipment is required. If an account has already been created, the user enters the login and password selected on registration in the top right-hand corner of the home page, for authentication.

If the company does not have an account, the user clicks on "M'inscrire" (Register).

The registration fields will differ, depending on whether the company to be registered is French or foreign. French companies will enter their Siret (business registration number), while foreign companies will select their country and enter an identifier:

NOUVEL UTILISATEUR ?

Inscrivez-vous !

Entreprise établie en France

SIREN
entreprise/SIRET
entreprise

SIREN | SIRET | OK ❓

Entreprise non établie en France ❓

Pays | Sélectionnez ⌄

Identifiant | Identifiant National ...

(Ex : N° d'enregistrement national, DUNS Number, numéro local, etc.)

Confirmer votre inscription

1.3 Workstation configuration and preliminary technical requirements

1.3.1 General recommendations for the workstation

To use the platform, you will require a recent workstation, with:

● Software (OS and browsers) maintained by their original publishers,
● The latest software updates, including security patches issued by the publishers.

The platform implements an advanced cryptographic process (electronic signature) on User workstations.

This programme underlined requires a specific workstation configuration.

The preliminary technical requirements are set out on each page of the platform (see section marked "Pré-requis techniques" (Preliminary technical requirements) at the bottom of the page).

It is essential to refer to this section and to comply fully with requirements in order to be able to use all the functions included in the application.

1.3.2   Workstation diagnostics

In order to prepare your electronic response to a call for tenders, you need to ensure beforehand that your workstation is correctly configured, by carrying out a configuration diagnostic accessible from the banner menu "> Se préparer à répondre > Tester la configuration de mon poste" (Preparing my response> Testing my workstation configuration).
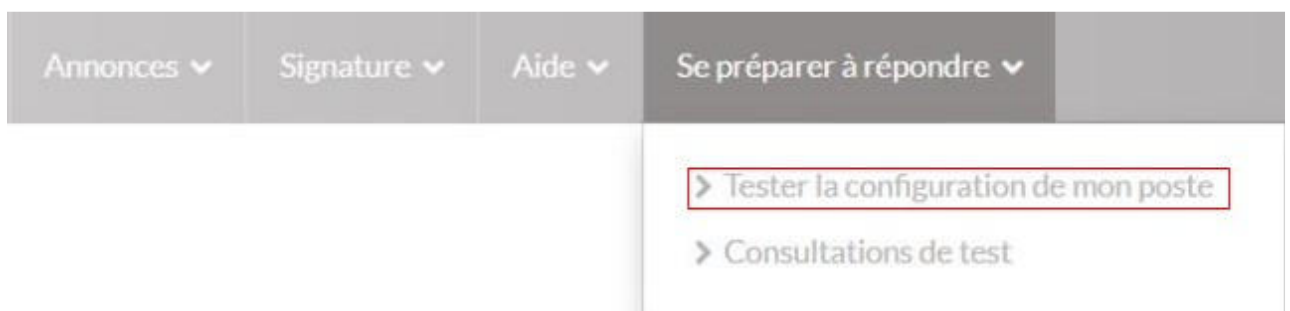
The function "Lancer le test de configuration de mon poste" (Run the configuration test on my workstation) checks the following:

● Operating system,

● "Mon Assistant Marchés Publics",

● Access to the certificate store,

● Web browser version,

● Communication with the remote server.

This version requires **Mon Assistant Marchés Publics** to be installed and running on the user workstation in order to use the following functions:

● Electronic signature
● Adding documents to the ENVOL module
● User configuration test

On each page including a function requiring **Mon Assistant Marchés Publics**, a status indicator tells the user whether the Assistant is running on the user workstation.

If **Mon Assistant Marchés Publics** is not installed or running on the user's computer, the status is "Hors ligne" (Offline):

Click on "Afficher plus d'informations" (View more information) to download the executable for installing **Mon Assistant Marchés Publics**.

Administrator rights are not required to install **Mon Assistant Marchés Publics**.
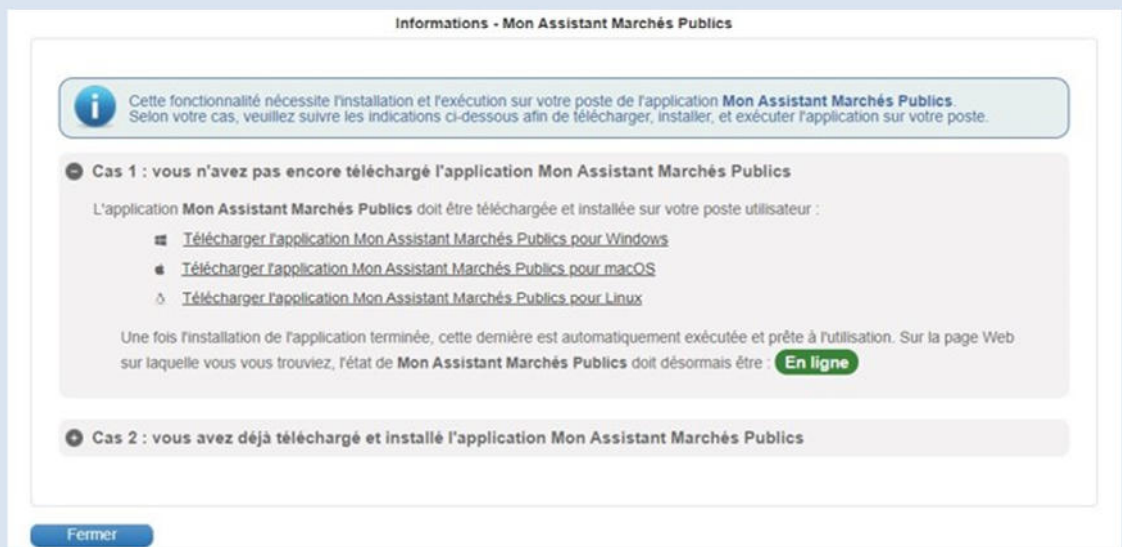
When **Mon Assistant Marchés Publics** is installed and running on the user's computer, the status is "En ligne" (Online):

✅ Etat de Mon Assistant Marchés Publics : **Connecté**
L'application Mon Assistant Marchés Publics est lancée sur votre poste, et est prête à l'utilisation.
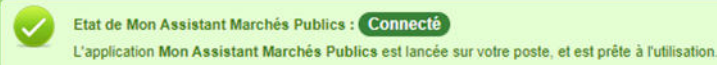
Please note that once installed, **Mon Assistant Marchés Publics** launches automatically when the user starts up the workstation.

You can conduct this diagnosis while browsing the platform. If the test is inconclusive, please refer to the section on preliminary technical requirements at the bottom of the page.

⚠️ **It is essential for all tests relating to preliminary technical requirements to be validated** for it to be possible to submit an electronic response to a call for tender on the platform. If this is not the case, the electronic response function will not be operational. If the test results are conclusive, the User Company is asked to submit an electronic response to a test calls for tenders.

1.3.3   Test calls for tenders

Test calls are fictitious calls that allow you to practise submitting an electronic response to a call for tender. The process for responding to a test call is the same as for a real call. It lets you test the electronic certificate, the encryption process and the transfer required for your electronic response.

Test calls for tenders can be accessed from the banner menu "> Se préparer à répondre > Tester la configuration de mon poste".

Annonces ⌄	Signature ⌄	Aide ⌄	Se préparer à répondre ⌄

> Tester la configuration de mon poste
> Consultations de test
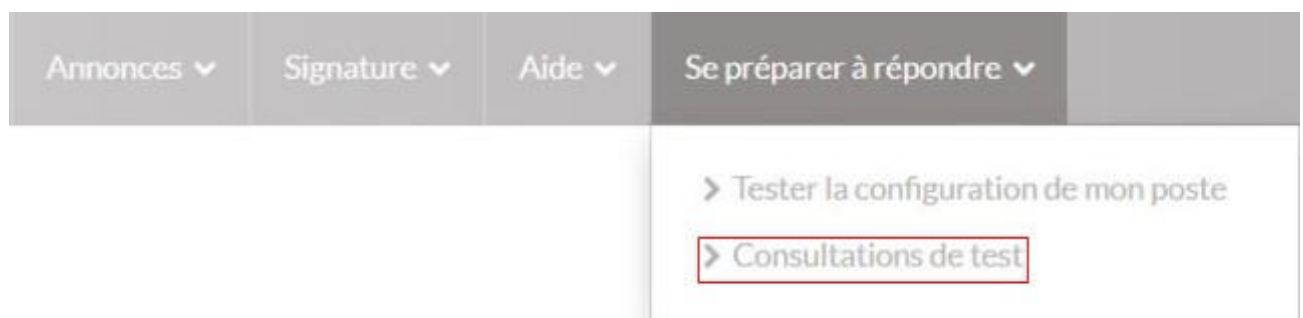
The platform gives Companies the opportunity to practise responding to two types of test calls for tenders:

- A test call for tenders with an electronic signature;

- A test call for tenders without an electronic signature.

MAPA Travaux 12 Juin 2023	DES ESPACES EXTERIEURS 2023Q058 | TRAVAUX DE REHABILITATION DE L'ANCIENNE ECOLE PRIMAIRE LOUIS BLANC A SAINT-TROPEZ **Objet :** TRAVAUX DE REHABILITATION DE L'ANCIENNE ECOLE PRIMAIRE LOUIS BLANC A SAINT-TROPEZ EN COMMERCES ET LOGEMENTS D'HABITAT INCLUSIF ET REAMENAGEMENT DES ESPACES EXTEIREURS CONTIGUS. **Organisme :** Ville de Saint-Tropez (83990 - Saint-Tropez) ⚙ 11 lots 📍(83) Var	**25** Juil. 2023 🕐 12:00	

AOO Travaux 9 Juin 2023	BDX_MMO_GYMN_BRAZZA_TX_RELANCE | Marché travaux Construction du Gymnase Brazza à Bordeaux-Relance certains lots **Objet :** La présente consultation concerne les marchés de travaux pour la construction du Gymnase Brazza à Bordeaux. Dans le cadre de la consultation initiale, les lots 01-05-06-08-17-18 ont été déclarés infructueux. Pour les lots 01, 05, 08, 17 et 18, la consultation est relancée selon une procédure formalisée (avec négociations possibles). Le lot 06 – Clos couvert (Charpente bois - Vêtures - Etanchéité - Murs rideaux - Menuiseries extérieures bois – Occultations) de la consultation initiale est finalement divisé en 2 lots distincts : ⬚ Lot 06 - Charpente – Couverture (Charpente bois – Vêture - Etanchéité) ⬚ Lot 19 - Menuiseries extérieures (Murs rideaux – Menuiseries extérieures bois – Occultations) Pour ces lots 06 et 19, la consultation est relancée selon une procédure formalisée (sans négociation). **Organisme :** Setec Organisation (-) ⚙ 7 lots 📍(33) Gironde	**10** Juil. 2023 🕐 12:00	

To test the electronic response, you need to have a User Company account and to be authenticated. A certificate is also needed in cases where an electronic signature is required.

1.4 Using online assistance - UTAH

An online support service has been set up for companies wishing to bid on public procurement contracts.

To access this service, click on the [icon] icon on the right of the screen. A new tab is then displayed in the browser, giving access to the FAQ from a selection list. This will then provide access to the following:

- A banner showing the follow-up for a request ("ticket"),
- A space displaying the data associated with the application, business and technical contexts of the user making the request,
- The process for creating a support ticket.

1.4.1 Requests for online assistance

Requests for assistance are submitted from the FAQ.

1.4.1.1 Answers in the FAQ

A selection list in the space "Ma demande" (My request) lets you target the subject of your support request by displaying a list of the most frequent questions along with the associated answers.

If you find the answer to your question in the FAQ, select the radio button "La FAQ m'a permis de résoudre mon problème" (the FAQ solved my problem) and click send.

If this is not the case, click on the radio button "Je n'ai pas trouvé de réponse satisfaisante, je poursuis ma demande" (I haven't found a satisfactory answer, I would like to continue with my request) to create a support ticket.

1.4.1.2 Creating a ticket

Requests for assistance are made by creating a ticket. This provides the support team with the information necessary to address and solve the problem.

A ticket comprises two parts: The first concerns the description of the problem. The user is required to:

- assess the severity of the problem (Minor, Major, Blocking, Suggested improvement)
- provide information on the recurrence of the problem (once only, several times (randomly), systematically (reaction to a series of specific actions))
- describe the request/problem in the "Message" section. We strongly recommend that you include screenshots to help us solve the problem.

The second part is for the user's contact details. This information is automatically transferred from the account used. Only the mandatory telephone number needs to be provided.

Note: you can enter additional email addresses by clicking on the ➕ button.

When you click on "Envoyer" (Send), a page is displayed with a message confirming that the request has been submitted and providing a follow-up number:

Pour tout échange avec l'assistance téléphonique, appeler le **01 53 43 05 44** en précisant ce numéro de demande.

✔ Demande enregistrée

Votre demande a bien été enregistrée.
Votre n° de demande est : **az0uchie**
Un email de confirmation vous a été envoyé à : **azert@atexo.com**

At the same time, a confirmation email is sent to the user.

Finally, a hotline number is provided for users to contact the support desk in the event of an urgent request.

> Under no circumstances is this support service intended to provide company training in standard office automation functions.
>
> Users are strongly encouraged to test the configuration of their workstation and to submit test responses using the test calls for tenders available on the platform. If users run into difficulty, the Online support service is available to help them configure their workstations correctly and ensure that they can submit their response easily.

NB: the Rules of the Call for Tenders are considered as binding for the requirements of the Public Entity concerning the electronic signature of response files (see articles 2.5 and 3.7.2.2.4). This platform is a tool, not an instruction manual on how to submit a bid.

1.4.1.3 Request follow-up

Users can access ticket follow-up in two ways:

- By clicking on the link received by e-mail when the ticket was submitted
- By entering the follow-up number given at the top of the ticket creation page.

LOCAL TRUST MPE   HM   Numéro de suivi   Suivre ma demande
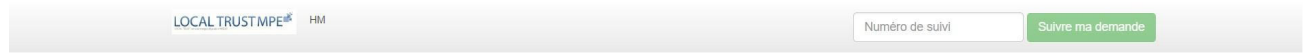
When you click on "Suivre ma demande" (Follow up my request), the page displays:

- Information relating to the creation of the ticket: request message, request timestamp, follow-up emails,
- A log of exchanges with the support desk,
- The current status of the request (with timestamp),
- A response space where you can talk to the support team.

Each time the support team changes the status of a request, an email notification is sent to the user.

2 Functions available to a User Company with anonymous status (non-authenticated) or authenticated status

The functions below remain the same, regardless of whether the User Company is in anonymous (non-authenticated) or authenticated mode.

NB: On accessing the platform, the User Company is in anonymous mode by default.

2.1 Searches for public calls for tenders by a User Company

The search modes accessible from the menu are:

- Display of all current calls for tenders,
- Quick searches using keywords or references,
- Advanced searches: multi-criteria, by keyword and restricted procedure search (e.g. for the submission phases of a Restricted Call for Tenders).

Following a search, a results table provides a description of the corresponding calls for tenders.

Nombre de résultats : 2

Procédure Catégorie ∨ Publié le ∨	Référence ∨ | Intitulé ∨ Objet ∨ Organisme ∨	Date limite de remise des plis ∨	Actions
MAPA Services 6 Avril 2020	ZABBIX_2019 | NE PAS UTILISER - CONSULTATION TECHNIQUE **Objet :** Cette consultation sert à mesurer des temps de réponse de la plateforme. Merci de ne pas l'utiliser pour des dépôts de test. **Organisme :** Organisme de Formation (-) 📍(75) Paris	**23** Janv. 2099 🕐 17:30	⇥ RC ⚙ 🛒
AQO Services 27 Avril 2021	Consultation_Test | Consultation_Test **Objet :** Consultation_Test **Organisme :** Organisme de Formation (-) 📍(92) Hauts-de-Seine	**30** Avril 2026 🕐 17:30	⇥ ⚙ 🛒

Using this results table, an anonymous (or unidentified) user can access the:

- Details of the call for tenders using the "Accéder à la consultation" (Access call for tenders) button ⇥, and then the functions/actions, but only on downloading the call for tenders documents.
- Details of the work packages 🍯,
- Workstation configuration test ⚙,
- Function "Ajouter la consultation au Panier Entreprise" (Add call for tenders to Company Basket) 🛒,
- Downloading of the rules of the call for tenders, via the dashboard RC.

2.2 Searches for restricted calls for tenders by a User Company

For multi-phase procurement contracts (e.g. Framework Agreements: selection of successful tenderers then subsequent contracts; Restricted Calls for Tenders: applications then proposals; Negotiated contracts, etc.), the Public Entity is required to restrict access to the tender following the first public phase.

The new phase in the call for tenders is said to be restricted, meaning that it can neither be seen nor accessed by companies that were not selected to take part in this new phase.

To access this new phase of the call for tenders, you need the following information:

- the name of the Public Entity and the Directorate/Department (Purchasing Entity) organising the call for tenders,
- the call for tenders reference,
- the Restricted Access Code, given to the company by the Public Entity.

Restricted calls for tenders are accessed from:

- the home page of the platform, by clicking on the link "Rechercher une procédure restreinte" (Search for a restricted procedure),
- the "Recherche d'une procédure restreinte" section, which can be found in the "Annonces" menu.

2.3 Downloading of DCEs by a User Company

To download the tender documents, click on the button "Accéder à la consultation" (Access the tender) .

The User Company may:

- Download the announcement by clicking on the link in the "Avis de publicité" (Announcement) box,
- Download the Rules of the Call for Tenders by clicking on the link in the box "Pièces de la consultation" (Call for Tender documents),

- Download the DCE by clicking on the link in the box "Dossier de consultation" (Call for tenders file).

The Rules of the Call for Tenders and announcement can be downloaded without authentication.

The User Company can also download Annexes / Large files submitted by representatives (see § 6.1.1) from this page.

2.3.1 Anonymous downloading of the DCE

The Tender File can be downloaded anonymously or after identification. By default, identification is required.

After having read and understood the terms and conditions of use of the platform (tick box at the bottom of the form), the User Company approves the content and accesses the screen for downloading the DCE.

In anonymous downloading mode, the user does not need to fill in the identification fields beforehand.

NOTE: If a DCE is downloaded anonymously, the User Company explicitly waives the right to receive information (alerts) on changes to the call for tender

2.3.2 Identification prior to downloading the DCE

If the User Company enters their identity (in the same way as for the physical delivery of the DCE), they will be informed by email of any additional information that may be provided before the date of closure (questions and answers sent to the various companies, extension of the deadline, etc.)

Attention : les informations saisies vous permettront, tout au long de la procédure, de recevoir les mises à jour relatives aux modifications de dates, rectificatifs/compléments du dossier de consultation des entreprises, etc.

☐ Je reconnais avoir pris connaissance des conditions générales d'utilisation de la plateforme de dématérialisation et je les accepte.

Mes coordonnées

NOM * : [   ]

Prénom * : [   ]

Adresse électronique * : [   ]

Raison sociale : [   ]

◉ Entreprise établie en France

SIREN / SIRET : [   ] [   ] ❓

◯ Entreprise non établie en France ou ne disposant pas d'un SIREN/SIRET

Adresse :	[ ]	Code postal :	[ ]
Adresse (suite) :	[ ]	Ville :	[ ]
Téléphone :	(8 chiffres au minimum sans espace. Ex : +33140506070 ou 01	Fax :	(8 chiffres au minimum sans espace. Ex : +33140506070 ou 0140506070)
	(8 chiffres au minimum sans espace. Ex : +33140506070 ou 0140506070)		

[Annuler]   [Valider]

NB: When the User Company is authenticated, the form for downloading the DCE is pre-completed with the account details. Pre-completed data can be modified as required.

When the form has been completed, click on "Valider" (Validate) to go to the DCE download screen.

2.3.3   Downloading the DCE

The User Company may:

● Download the complete call for tender File,

Téléchargement complet

Cliquez sur le bouton suivant pour télécharger le Dossier de consultation dans son intégralité :   [⬇ Télécharger le Dossier de consultation]

● Select the documents in the file to be downloaded.

Téléchargement partiel

Veuillez choisir les pièces du Dossier de consultation que vous désirez télécharger avant de cliquer sur le bouton ci-dessous

- ☐ AE Modele.doc (13 Ko)
- ☐ Bordereau des prix Modele.xls (3 Ko)
- ☐ CCAP.pdf (48 Ko)
- ☐ CCTP.pdf (48 Ko)
- ☐ Doc1
  - ○ ☐ Questions-reponses.pdf (24 Ko)
- ☐ Doc 2
  - ○ ☐ RC.pdf (73 Ko)
- ☐ Doc 3
  - ○ ☐ CCTP.pdf (48 Ko)
- ☐ Doc 5
  - ○ ☐ CCAP.pdf (48 Ko)
- ☐ RC.pdf (73 Ko)

⬇ Télécharger les pièces sélectionnées

The User Company must Save (not Open) the DCE on their workstation, so that they can work on it later without being connected to the platform.

2.3.4 Delivering additional documents by post

If the call for tender files are too big to be posted online (e.g. plans for a works contract), the Public Entity may send additional documents by post.

When this option is available, the company may submit a request for postal delivery of the additional documents on the same screen as for the DCE download.

The User Company enters the format in which they wish to receive the additional call for tender documents – paper or CD-ROM – and specifies the documents concerned.

The request is confirmed using the "Demander" (Request) button. The Public Entity is informed of this request.

Gestion des envois postaux complémentaires

Pour cette consultation, il est possible de disposer de documents sous d'autres formats. Le(s) format(s) proposé(s) est (sont) :

- Papier
- CD ROM

Ces documents sont décrits ci-après :

- Les différentes caractéristiques techniques supplémentaires sont disponible au format papier.

Je souhaite recevoir les compléments sous forme :
☐ Papier
☐ CD ROM

Les éléments que je souhaite recevoir sont précisés ci-après :

▸▸ Demander

However, some entities have chosen to use the ENVOL module, which enables the direct downloading of large files at the same time as the DCE.

2.4 Asking a question

You can ask a question about a call for tender by clicking on the link "Poser une question" (Ask a question) in the question tab:
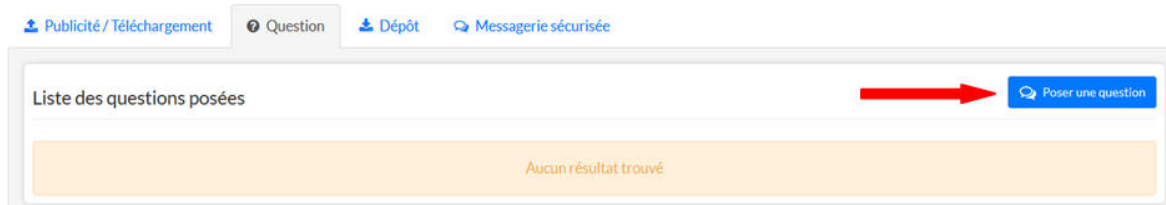
After entering and validating your contact details, enter the question in the space provided and click on the "Valider" button. The question field is limited to 250 characters. The aim is to encourage users to submit questions in the form of documents, to be added as attachments.

A confirmation message indicates that the question has been registered.
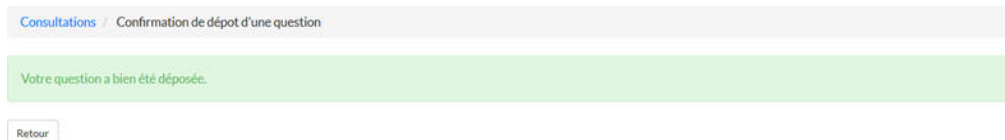
This question is then sent to the Public Entity, which will process it according to the established procedure.

2.5 Electronic signature

2.5.1 Description of the different signature formats

2.5.1.1 XAdES signature format

The signature takes the form of a signature file (token), which is generated and saved on the workstation, in the same directory as the signed file. This signature file has the same name as the signed file and ends with "DateTime-Signature1.xml".

Jeton Xades
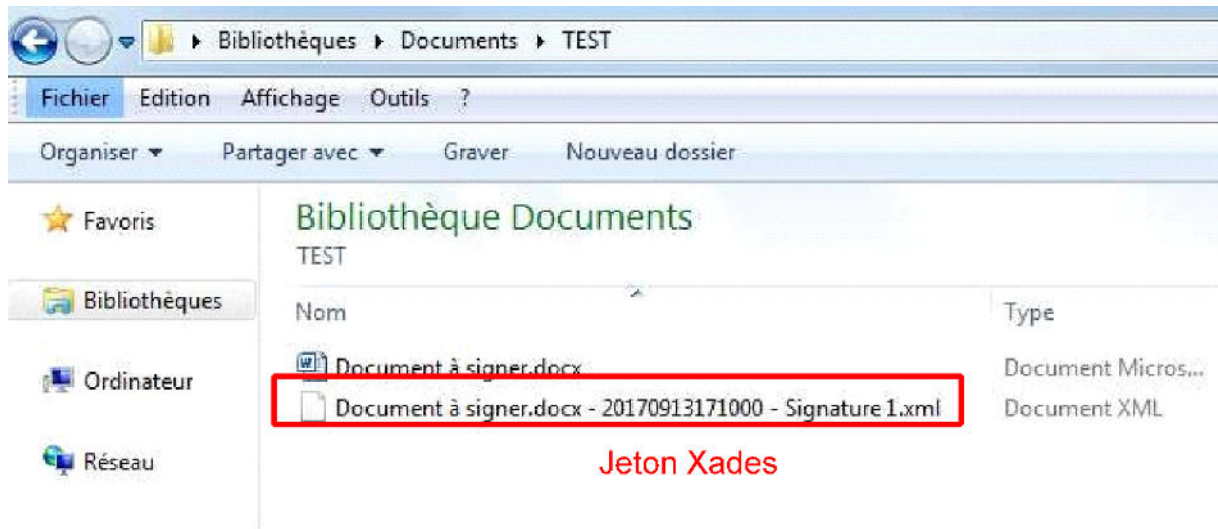
2.5.1.2 PAdES signature format

The signed file takes the form of a new PDF file incorporating the signature. This file is generated and saved on the workstation, in the same directory as the signed file. This PDF file has the same name as the signed file and ends with "DateTime-Signature1.pdf".

Document signé
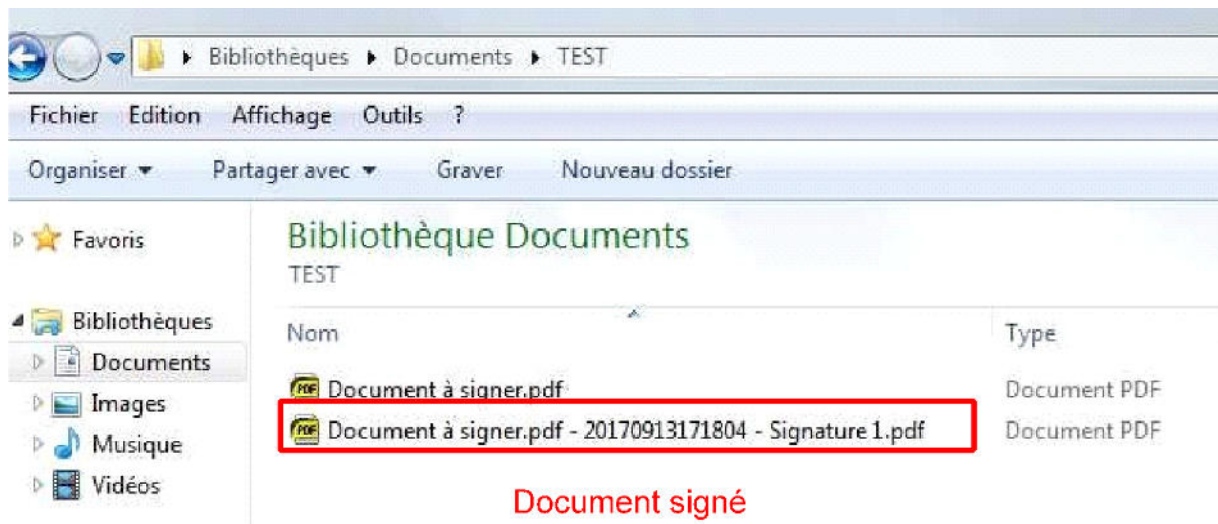
2.5.1.3 CadES signature format

The signature takes the form of a signature file (token), which is generated and saved on the workstation, in the same directory as the signed file. This signature file has the same name as the signed file and ends with "DateTime-Signature1.p7s".

Jeton Cades
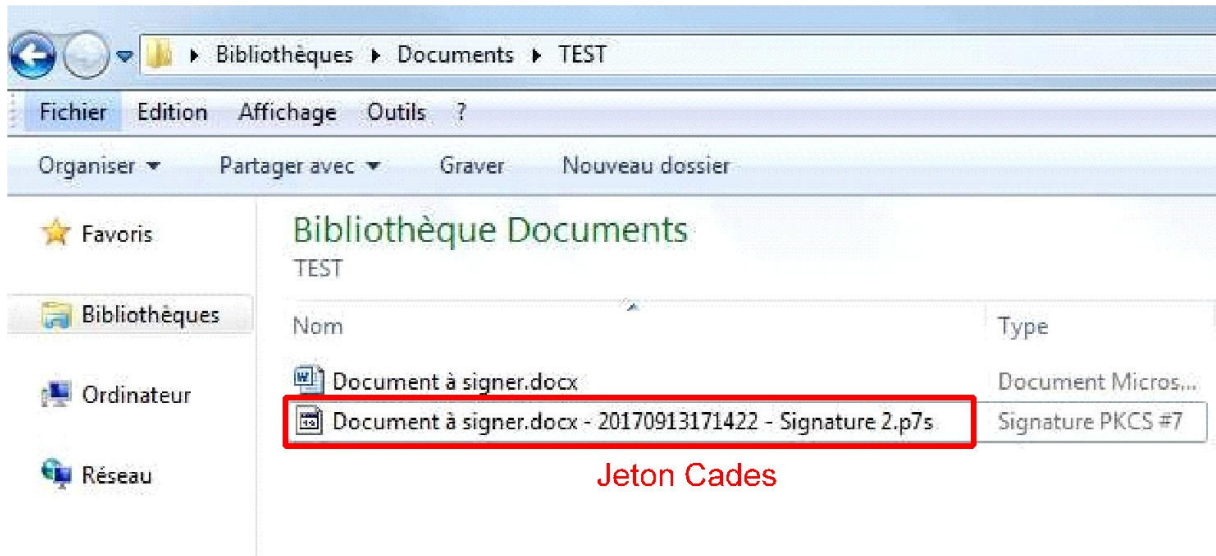
2.5.2 Individual electronic signature

The "Signature" function in the banner menu lets the User Company sign files electronically and individually.

To use this function, the User Company must have an RGS and eIDAS-compliant electronic certificate as well as the "Mon assistant marchés public" app.

This action creates a "signature token" associated with the file to be signed. If the write access settings on the User Company's workstation enables this, the signature token will be written on the hard disk next to the location of the file to be signed.

The button "Lancer l'outil de signature" (Launch signature tool) opens the application **Mon Assistant Marchés Publics**, which guides users through the steps involved in signing their documents:

Step 1: Check that the electronic signature certificate is present on the workstation:

Step 2: Select and add files:

The user can choose the signature format before moving on to the next step.

Step 3: Select the signature certificate:

Step 4: Sign the file:

Signature électronique
Signer électroniquement un document au format PAdES, CAdES, ou XAdES.

Signature des fichiers
Signature électronique des fichiers sélectionnès

SIGNATURE ÉLECTRONIQUE DU FICHIER 2 SUR 4

A progress bar shows the signature status of all files.

Step 5: Confirm file signature:
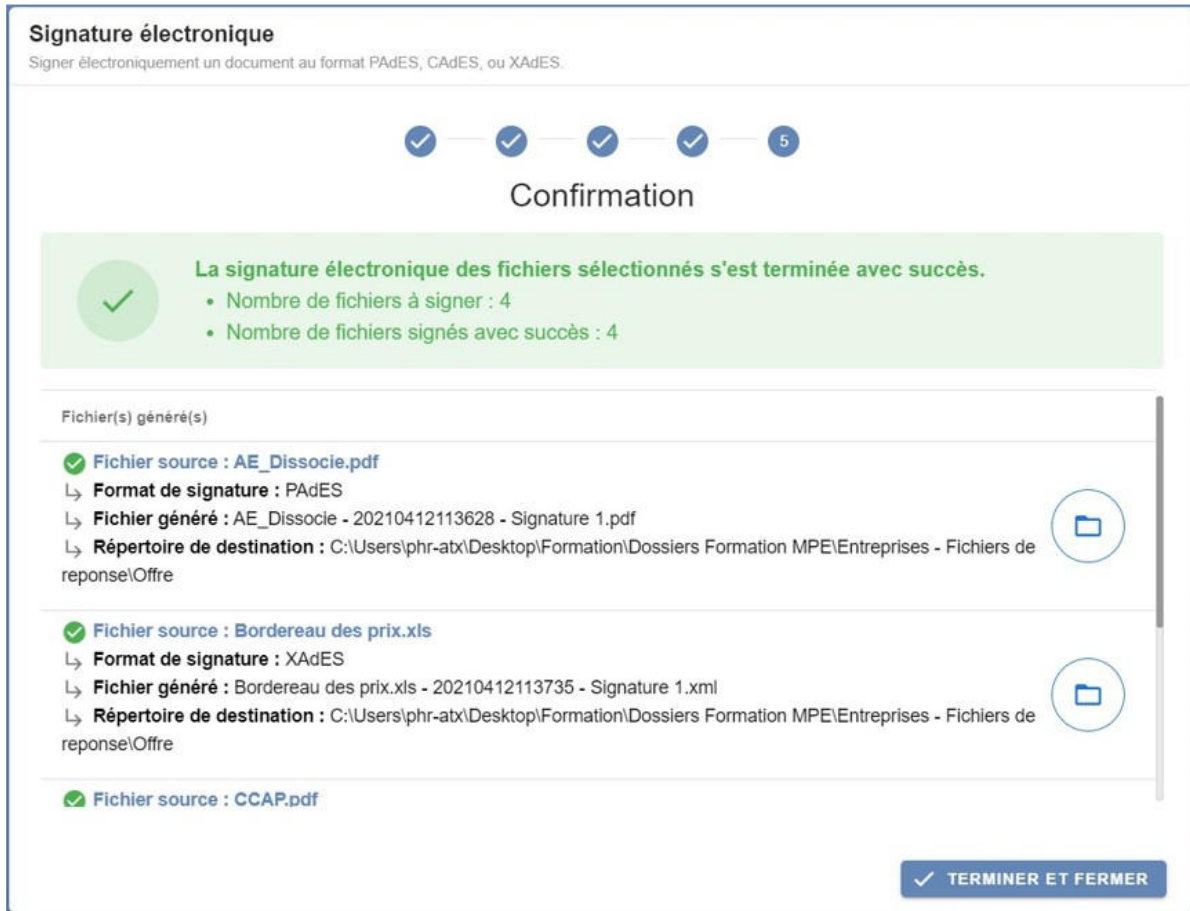
Each signed source file is followed by the following information:

- Signature format
- Files generated by the application
- Destination directory of the file generated. Users can access the file directly by

  clicking on the [folder icon] button.

3 Additional functions available to the User Company in authenticated mode

3.1 Authenticated User registration

If you use the platform regularly, we recommend that you create a Personal account (User Company account) in order to automate certain tasks.

A personal account will also give you access to specific functions (alerts, electronic response).

NOUVEL UTILISATEUR ?
Inscrivez-vous !

Entreprise établie en France

SIREN entreprise/SIRET entreprise

| SIREN | SIRET | OK |

Entreprise non établie en France

Pays — Sélectionnez

Identifiant — Identifiant National ...

(Ex : N° d'enregistrement national, DUNS Number, numéro local, etc.)

Confirmer votre inscription

Using your SIRET number, the platform automatically retrieves the information declared by your company to INSEE (national institute of statistics). If this information is no longer valid, you will need to rectify it directly with INSEE. The e-procurement platform will then be updated automatically.

3.1.1   Registering an establishment

On the registration form, User Companies are asked to select their establishment from those already registered on the platform.

If the establishment is not registered, you can add it using the button "Ajouter un établissement" (Add an establishment).

A window appears, allowing you to enter the establishment code.

3.1.2 Creating a personal account

After selecting or registering the establishment code, users then fill in their personal account details:

MON COMPTE PERSONNEL

Mes informations personnelles

Nom * :	Nom	Téléphone * :	0102030405
Prénom * :	Prénom	Fax :	
Adresse électronique * :	prenom.nom@societe.com		

Mes informations d'identification

Identifiant * :	p.nom
Mot de passe * :	••••••••
Confirmation mot de passe. * :	••••••••

The person creating the first user account becomes the Company "Administrateur" (Administrator).

The user will receive an email confirming the creation of an account at the address given on the registration form.

3.2   Company account management functions (Administrator profile)

3.2.1   Managing Company characteristics

From the home page, the Administrator of the Company Account can log in and access the following functions:

Mon panier ⌄	Annonces ⌄	Recherche de collaboration	Entités d'Achat	Outils de signature ⌄	Aide ⌄	Se préparer à répondre ⌄	Prénom NOM ⌄

Bienvenue PRÉNOM NOM

Vous êtes **Administrateur** de l'entreprise **SOCIETE**

Vous êtes rattaché à l'établissement **00033**, 231 RUE DU MARCHE ST HONORE, 75001 PARIS 1.

Si vous n'êtes plus rattaché à cet établissement, rendez-vous dans la rubrique "Mes coordonnées".

Gestion des comptes

👤 Mon compte personnel
- Mes coordonnées
- Supprimer mon compte personnel

🏢 Compte de mon entreprise
- Identification du siège social
- Description d'activité
- Espace documentaire - Coffre-fort Entreprise

👥 Utilisateurs de mon entreprise
- Liste des utilisateurs
- Liste des évènements utilisateurs

Options

🖥 Mes services
- Mes recherches et alertes
- Mes réponses
- Flux RSS
- Mon panier

🔲 Bourse à la cotraitance
- Recherche de collaboration

⚙ Se préparer à répondre
- Tester la configuration de mon poste
- Consultation de test

3.2.1.1 Identification of head office

The Administrator can enter and change information relating to their company's registered office. This information is made available to purchasing entities. Only the SIREN number cannot be changed.

3.2.1.2 Description of business activity

The Administrator can add information to describe the activities of their company and edit key information for the most recent financial years (turnover, workforce, etc.).

3.2.1.3 Managing the company's electronic safe

The Administrator can upload the administrative information required for their application or for when contracts are awarded (tax and social security certificates, insurance certificates, etc.).

This information can be accessed by the Public Entities under specific conditions (contract awarded, consent of the company, etc.).

3.2.2   Managing Users within a company

The application enables an Administrator or User Company account to carry out management operations on User Company accounts.

From the home screen, the Administrator accesses the account using the link "Liste des utilisateurs" (User list) in the section "Utilisateurs de mon entreprise" (Users in my company).

A Company Administrator can change the contact details of an account, delete an account (e.g. if the company pulls out), grant or remove administrator rights, etc.

They can also access the list of user events for their company by clicking on the button "Liste des évènements utilisateurs" (List of user events).

3.3 Management functions of the User Company account

3.3.1 Managing favourite searches and alerts

Using the section "Mes recherches et alertes" (My searches and alerts) in the "Mes services" (My services) list or from the "Annonces" banner menu, a registered User Company is able to define preferences for:

- Faster routine searches,
- An automated alert for new call for tenders.

With this function, users no longer need to conduct frequent manual searches for calls for tenders that meet specific criteria (category, keywords, etc.).

Alerts are sent out by email, at the frequency specified.

Alerts are created by entering advanced search criteria.

Authenticated users can save a search in order to access its results at a later date. The button "Sauvegarder la recherche" (Save search) is used to save the search criteria.

For each search saved, the user is able to:
● Change the name or criteria of the saved search,
● Delete the saved search.

3.3.2 Following up responses submitted

From the "Service" list, the User Company can click on the link "Mes réponses" (My responses) to access all the time-stamped responses submitted from the platform.

3.4 Company basket

This function lets authenticated User Companies add calls for tenders to a working space in order to track them at a later date.

3.4.1 Accessing the basket

This function can be accessed only by registered and authenticated platform users. The basket is accessible:

- via the menu in the "Mon panier" (My basket) strip,
- or from the home page in "Mon compte" (My account), in the section "Dématérialisation des marchés publics" (Electronic government procurement):
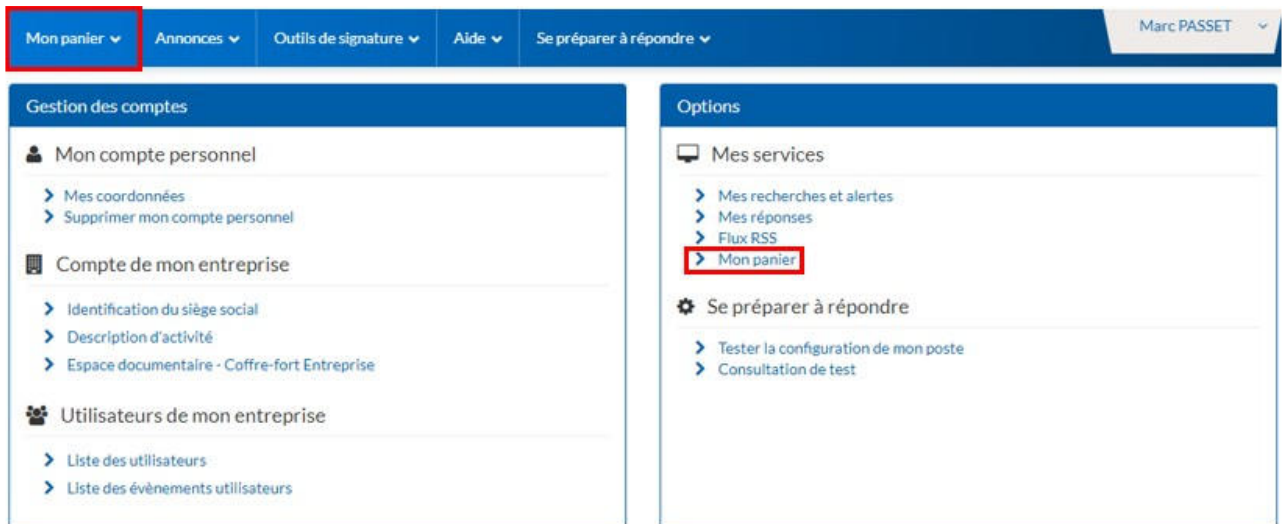
3.4.2 "Mon panier" (Basket) menu functions

● "Toutes les consultations en cours" (All calls for tenders in progress): displays all current calls for tenders (not closed) in the basket.

● "Avec retrait" (With downloading): displays all current calls for tenders (not closed) for which at least one DCE has been downloaded in non-anonymous mode.

● "Avec question posée" (With question asked): displays all current calls for tenders for which at least one question has been asked.

● "Avec dépôt" (With submission): displays all current (not closed) calls for tenders in the registered user's basket for which at least one bid has been submitted.

● "Avec message échangé" (With message exchanged): displays all current calls for tenders (not closed) in the registered user's basket, for which at least one electronic exchange of messages has taken place via the platform.

● "Consultations clôturées" (Closed calls for tenders): displays all calls for tenders in the basket that are now closed (no longer online).

3.4.3   Manually adding a call for tender to the basket

You can manually add a call for tender to the basket from the calls for tender search results table.

When searching for a call for tender, the "Panier" button ![cart] in the "Actions" column of the results table can be used to add the call for tender to the basket.

3.4.4   Automatically adding a call for tender to the basket

The call for tender is automatically added to the basket when a user performs one of the following:

- Asks a question about the consultation,
- Respond to the call for tender,
- Downloads a DCE in authenticated mode.

3.4.5   Accessing "Mon Panier"

The contents of the basket are displayed in the form of a table of results:

For each call for tender in the basket, a summary is displayed to show the actions already taken:

- Downloading of the DCE (number and link to the sheet with details of the call for tender)
- Question asked (number and link to the sheet with details of the call for tender)
- Submission of electronic responses (number and link to the sheet with details of the call for tender)
- Secure message (number and link to the sheet with details of the call for tender)

A call for tender in the basket can be removed by clicking on the ![trash] button.

3.4.5.1 Possible actions via the basket

Using the results table, the following actions can be taken for calls for tenders in the basket:

● Access the sheet with details of the call for tender by clicking on one of the following icons:

● 'Retraits" (Downloading): lets you access the sheet with details of the call for tender and go directly to the tab "Publicité / Téléchargement" (Announcement / Download) tab;
● Question: lets you access the sheet with details of the call for tender and go directly to the "Question" tab;
● "Réponses" (Response) lets you access the sheet with details of the call for tender and go directly to the "Dépôt" (Submit) tab;
● Messages: lets you access the sheet with details of the call for tender and go directly to the "Secure message" tab.

3.5 Supplying administrative and supporting documents

3.5.1 Safe

Authenticated User Companies can use the electronic safe to:

● Store documents that will be accessible to buyers when responding to a call for tender;
● Store private documents.

To access their electronic safe, users go to the "Mon compte" page:

From their safe, users have access to:

- The list of documents concerning their company, with the following information:
  - Name
  - Size
  - Date of expiry, if the document is concerned.
- When you slide the mouse over the eye, a tooltip appears to indicate whether or not the document is accessible to buyers. If this is not the case, the eye is greyed out.

The user can also carry out the following actions:

- Edit a document
- View a document
- Delete a document
- Add a document

If the user decides to make a document accessible, the public buyer will be able to access this document during the opening and analysis phases of the calls for tenders to which the company has responded. These documents do not have to be included in the calls for tender: they will be accessible, providing that the means of accessing the safe is specified in the call for tender.

3.5.2 Tax and social security certificates

The Local Trust MPE application enables the automated retrieval of certificates by companies that have applied for calls for tenders. These certificates are as follows:

- Tax certificate
- Public procurement certificate
- Certificate of tax regularity
- Qualibat certificate
- CNETP / Contribution certificate
- FNTP / Business card
- PROBTP / Pension contribution certificates
- OPQIBI certificate

3.6 RSS feed

This function lets the user subscribe to the RSS feeds published by the platform from the "Mon compte" page.
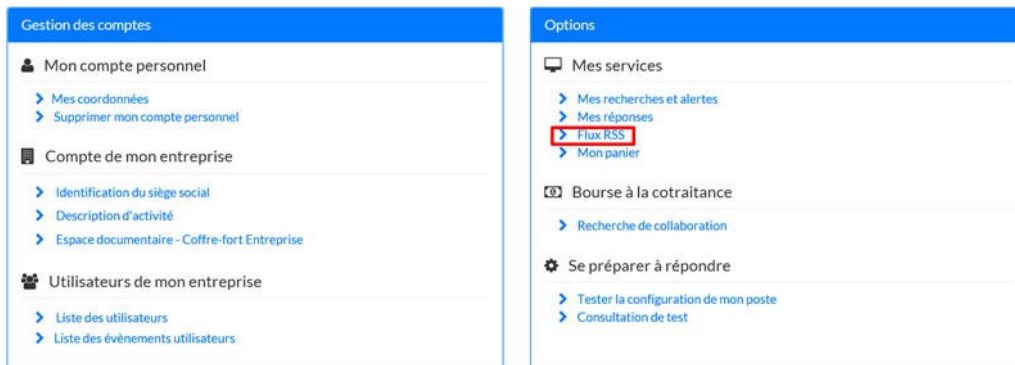
The platform offers the following feeds:

Accueil / Flux RSS

Flux RSS

🔊 Liste de toutes les consultations en ligne pour les marchés de travaux

🔊 Liste toutes les consultations en ligne pour les marchés de services

🔊 Liste de tous les avis en ligne pour les marchés réservés aux ateliers protégés

🔊 Liste de toutes les consultations en ligne

🔊 Liste toutes les consultations en ligne pour les marchés de fournitures

🔊 Liste de tous les avis en ligne pour les marchés avec dispositions sociales

🔊 Liste de tous les avis en ligne pour les marchés avec dispositions environnementales

Retour

3.7   Submitting an electronic response / electronic signatures

NB: User companies are advised to refer to the call for tender documents to see whether electronic signatures are required and, if so, which documents need to be signed.

If a User Company wishes to sign its bid electronically, it must first acquire an electronic certificate. Obtaining an electronic certificate takes several days, or even weeks. If the User Company does not have an electronic certificate that is valid for responding to an e-procurement contract, it is essential to apply for one in advance.

The User Company is also advised to take steps to ensure that their electronic response is submitted before the deadline. A workstation configuration test and test calls for tenders are available on the platform (see § 1.3.2 and § 1.3.3)

Authenticated User Companies can respond to a call for tender from the call for tender Dashboard (Search results), by clicking on the button **"Accéder à la consultation"** (Go to call for tender) .

3.7.1   Preparing a response

The page "Détail de la consultation" (Details of call for tender) lets you view detailed information for the call for tender and manage the steps involved in preparing your response, which will depend on the characteristics of the call for tender:

- Selection of work packages in cases where they are included in the call for tender,
- Choice of application method (DUME [ESPD], MPS [simplified public procurement] or standard) if the tender requires an application,
- Access to the response submission page.

The page "Détail de la consultation" is divided into several spaces, described below.

3.7.1.1 Call for tender reminder space

The content of this reminder widget includes:

- the time remaining before the deadline for submission of bids, in green if the date has not been reached and in red if it has,
- the reference and title of the call for tender,
- the logos of the online application methods available for the call for tender.

3.7.1.2 Practical reminder space

The content of this widget provides a reminder of the time remaining to reply and the time necessary to deliver your submission.

3.7.1.3 Response preparation space

The content of this widget lets users access the following pages in order to test the workstation before submitting their response:

- Test your workstation configuration,
- Access test calls for tenders.

3.7.1.4 Co-contracting exchange space

This widget is visible only if the Public Entity has chosen to activate it. You can register for the co-contracting exchange and view the companies already registered.

All the functionalities are detailed in §4 Co-contracting exchange.

3.7.1.5 Action selection space

Select the "Dépôt" tab. Step 1 will retrieve your company account information, as only authenticated User Companies can submit bids. It is up to the user to check that their account details are correct, as this is how they will be identified for their submission.

Étape 1 : Vérification des informations de votre compte entreprise

🏛 Mon entreprise

SIREN:	444914568
Raison sociale:	LOCAL TRUST

🏢 Mon établissement

SIRET:	444914568 00019
Adresse:	231 RUE DU MARCHE ST HONORE
Code postal - Ville:	75001 - PARIS 1

3.7.1.6 Work package selection space

If the call for tender is made up of work packages, the second step for the User Company is to select the work packages they wish to bid for.

Étape 2 : Sélection des lots

Cette consultation comporte plusieurs lots. Veuillez sélectionner les lots pour lesquels vous souhaitez déposer votre réponse.

⚠ Attention, cette sélection ne sera pas modifiable en phase de dépôt de la réponse. Veillez à bien sélectionner vos lots.

Sélectionner les lots

This is done by clicking on the button "Sélectionner les lots" (Select work packages). A semi-automatic window showing the work packages is displayed. You can select all the work packages, search for them by number or title, or select them from the list displayed.

Sélection des lots ✕

Sélectionnez les lots pour lesquels vous souhaitez déposer votre réponse :

Sélection des lots | Lot 1 | Régie ✕

Tous les lots

Lot 1 | Régie

Lot 2 | Matériel de réparation

Annuler   Valider

The work packages selected will be saved until the response is validated. You can log out or browse the platform without losing the information entered.

3.7.1.7 Space for selecting the application method

Depending on the options chosen by the buyer, several application methods may be available.

Only one application method can be selected.

3.7.1.7.1 Applying with an ESPD

The European Single Procurement Document is an application procedure designed to cut through red tape. It replaces DC1 or DC2 type documents, for example.

When this application method is selected, two choices may be available depending on the settings entered by the buyer for the call for tender:

- "Renseigner mon DUME en ligne" (Complete my ESPD online)
- "Fournir mon DUME en pièce libre (au format XML)" (Submit my ESPD as a separate document [in XML format])

Note: if you are a foreign company or do not have a SIRET, you need to enter your intra-Community VAT number in the field for your registered establishment ("Mes cooordonnées") in order to be able to complete your DUME online. If the VAT number is not entered, the option "Renseigner mon DUME en ligne" will not be available.

3.7.1.7.1.1 Completing my ESPD online

If the company selects this option, it is asked to complete and validate its ESPD.

Clicking on the button "Compléter et valider mon DUME" (Complete and validate my ESPD) opens a new page displaying the ESPD form for the call for tender.

This form includes the four tabs below:

- Information on the procedure
- Grounds for exclusion
- Application selection criteria
- Finalisation

The ESPD form includes three functions:

- Back: return to the previous page without saving changes
- Save: save changes and remain on the page
- Save and continue my response: save changes and return to the previous page

If the ESPD is completed and saved without being validated, it remains in draft form:

When the form is complete, it has to be validated by clicking on the button below:

The ESPD is then validated and will automatically be included in the documents making up the response.

Advanced options for completing your ESPD online:

- Run a search and use the ESPD from a previous response

This option lets you search for an ESPD already completed by the company using its number.

When you click on the green arrow, the following warning message is displayed:

On validation, the data from the ESPD retrieved are used to pre-complete the current ESPD form.

In the same way as for an ESPD completed without a preliminary search, the company must then confirm that "Les informations renseignées dans ce DUME sont exactes, et peuvent être utilisées dans le cadre de ma réponse" (The information provided in this ESPD is accurate and can be used in my response) and then save the ESPD.

The user then clicks on the "Retour" (Back) button to return to the response preparation page.

The ESPD remains accessible until the response is validated. You can log out or browse the platform without losing the information entered.

You can also edit an ESPD already validated by clicking on the "Modifier" (Edit) button.

- "Télécharger mon DUME au format PDF" (Download my ESPD in PDF format)

This option lets you download a copy of the ESPD in PDF format.

- "Télécharger mon DUME au format XML" (Download my ESPD in XML format)

This option lets you download a copy of the ESPD in XML format.

3.7.1.7.1.2 *Making an ESPD application as part of a consortium*

Here, we describe the procedure to be followed if the representative of a consortium, its co-contractors and any sub-contractors wish to apply in ESPD mode:

1. Each co-contractor and sub-contractor logs on to the platform and accesses the call for tender in question using their own account.
2. If the call for tender is divided into work packages, each member of the consortium selects the work packages for which they wish to bid.
3. Each member of the consortium completes and confirms their ESPD application (see section 3.7.1.7 Completing my ESPD online)
4. Each member of the consortium retrieves their ESPD reference, as displayed on the form

5. Each member of the consortium must then provide the representative with their ESPD reference so that it can be entered when the consortium is declared.

Until the ESPD reference is completed by the representative declaring the consortium, the members must not submit a response.

3.7.1.7.1.3 Supplying my ESPD as a separate document (in XML format)

⦿ Fournir mon DUME en pièce libre (au format XML)

ⓘ Si vous avez généré un DUME en dehors de la plateforme, veuillez l'ajouter comme pièce libre à l'étape suivante, lors de la constitution du dossier de réponse.

If the company has an ESPD generated outside the platform, it can add it as a separate document at the next step when compiling their response.

3.7.1.7.2 Standard application

If the company selects the "Candidature standard" (Standard application) option, it must provide the documents required for its application in its response, on the response form.

3.7.1.8 Consortium declaration space

This space is for the User Company to describe, if they so wish, the form of their consortium and to indicate, if they so wish, the co-contractor(s) and any sub-contractor(s).

Étape 2 : Déclaration du groupement

ⓘ Si vous répondez à cette consultation sous forme de groupement, vous pouvez renseigner ici vos co-traitants et les éventuels sous-traitants du groupement.

ⓘ Vous avez la possibilité de renseigner les références DUME de vos cotraitants et sous-traitants afin de joindre leur candidature DUME à votre réponse. Cette référence est affichée sur le formulaire de candidature DUME dès sa création. La référence DUME est une suite de 8 caractères alphanumériques. Exemple de référence : 5dtms9gx

Souhaitez-vous décrire un groupement ? *   ◯ Oui ⦿ Non

If the User Company wishes to describe a consortium, they can then indicate its form:

If the User Company wishes to enter information for the consortium, they can enter the SIRET of their co-contractors and any sub-contractors in the consortium:

If the representative is responding online with an ESPD application, they can enter the ESPD references validated and emailed by the co-contractors and sub-contractors (see section 3.7.1.7.1.2 Making an ESPD application as part of a consortium):

When the representative clicks on "Renseigner la réf. DUME" (Complete the ESPD reference), a window opens, allowing them to enter the ESPD reference for each company:

They must then enter the 8-character reference. If this reference corresponds to a draft ESPD confirmed and recognised by the platform, then it will be associated with the member of the consortium and remain available for editing:

3.7.1.9 Call for tender response space

The button "Répondre à la consultation" gives users access to the response form after selecting the work packages and method of application.

The functions of the response form are described below.

3.7.2   Response form

The Response Form is divided into several spaces:

3.7.2.1 Call for tender reminder space

This space allows Candidates (who do not have to complete the outer envelope of their response as they would if using paper) to make sure that there is no confusion concerning the call for tender to which they are responding.

This widget provides a reminder of the time remaining before the deadline for submitting bids.

Reminder space with contact details of the signatory

This space includes:

- The contact details of the authenticated User Company,
- The authenticated User's email address, this being the address to which the email of acknowledgement should be sent.
  - o NB: This address can be changed on screen if you would like to receive the acknowledgement of receipt at a different email address.

3.7.2.2 Response space

In this space, the User Company is able to append and send the documents making up their response.

Depending on the settings defined by the Buyer, the content of the "Ma réponse" (My reply) widget may vary and include the items described in the following sections.

3.7.2.2.1 ESPD validation

When an ESPD is completed and validated online, it is automatically included in the response.

If the ESPD references for members of the consortium have been entered, they will also be displayed.

3.7.2.2.2 File type

- Application file
- Call for tender file (one per work package in the case of a call for tender with work packages)
- Anonymity file

Below is an example of a form comprising an application file and a call for tender file for each work package making up the call for tender:

The function "Sélectionner les fichiers" (Select files) lets users add one or more separate documents to each of the files making up the User Company's response.
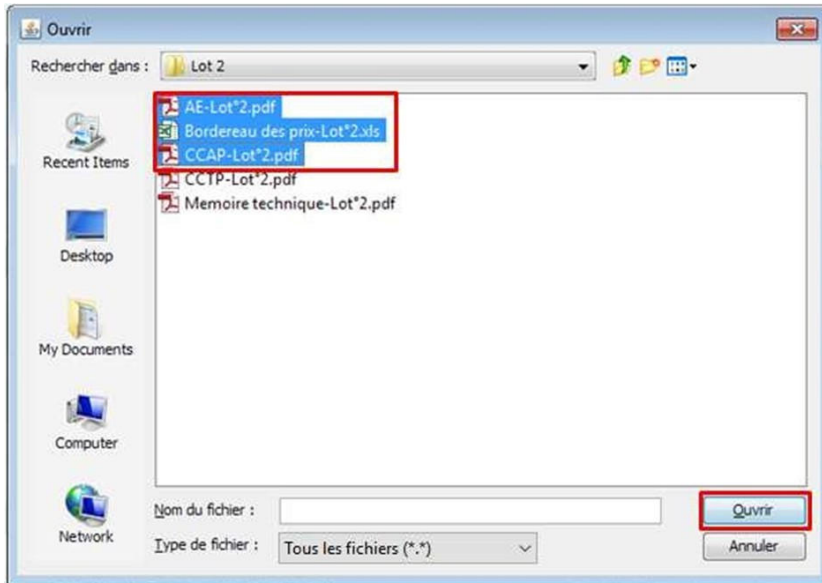
You can select several documents simultaneously by holding down the "Ctrl" key on the keyboard.

Use the shortcut "Ctrl + A" to select all the documents in a directory. Clicking on the "Ouvrir" (Open) button adds the selected documents to the file.

For each type of file, you can use the "Copier - glisser" (Copy and Drag) function in the area marked out by the dotted lines.

3.7.2.2.3 Line entitled "Acte d'engagement" (Act of commitment)

Located in the "Dossier d'offre" (call for tender File) field, this line lets the User Company ensure that the act of commitment is appended and signed (where applicable) individually.


When this line exists, the act of commitment is added by clicking on the corresponding action .

3.7.2.2.4 Adding a signature token

If a signature is authorised or required for the call for tender, the button is displayed for each file added.

Clicking on the button "Ajouter le jeton de signature" (Add signature token) opens the file explorer. The User Company can then select the signature token generated earlier when they submitted their response.
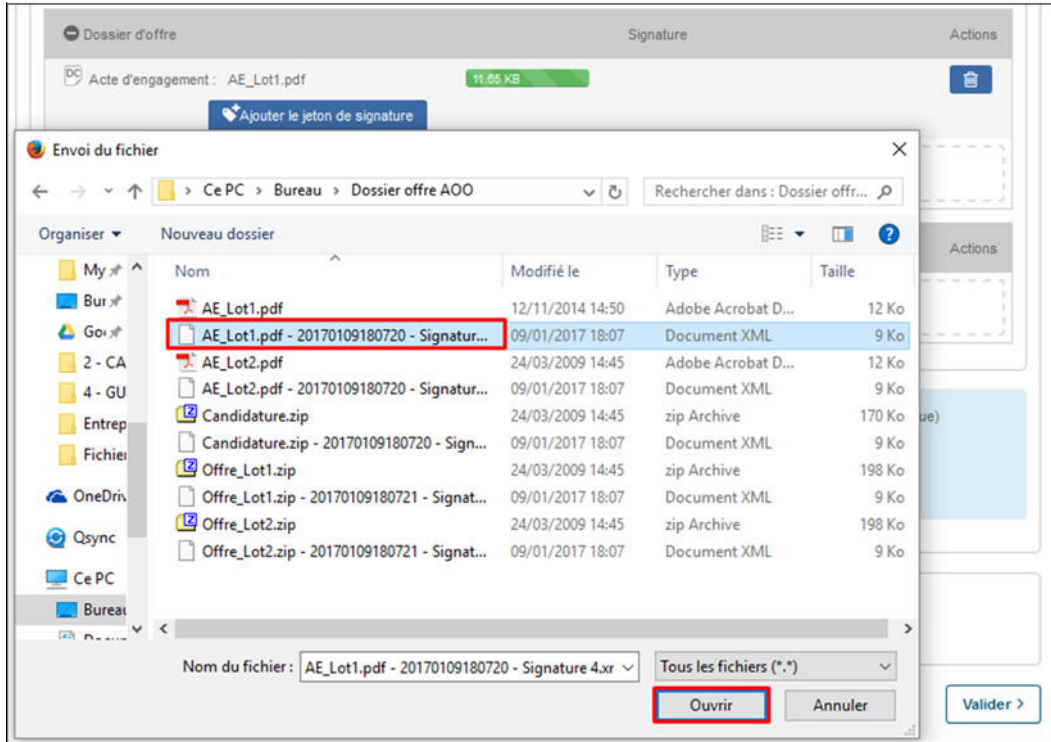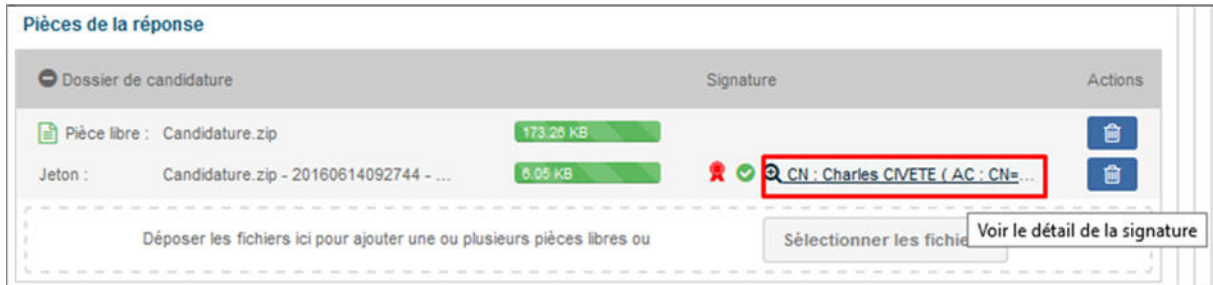
Once the signature token has been added, the validity status of the signature is checked and displayed to the User Company.
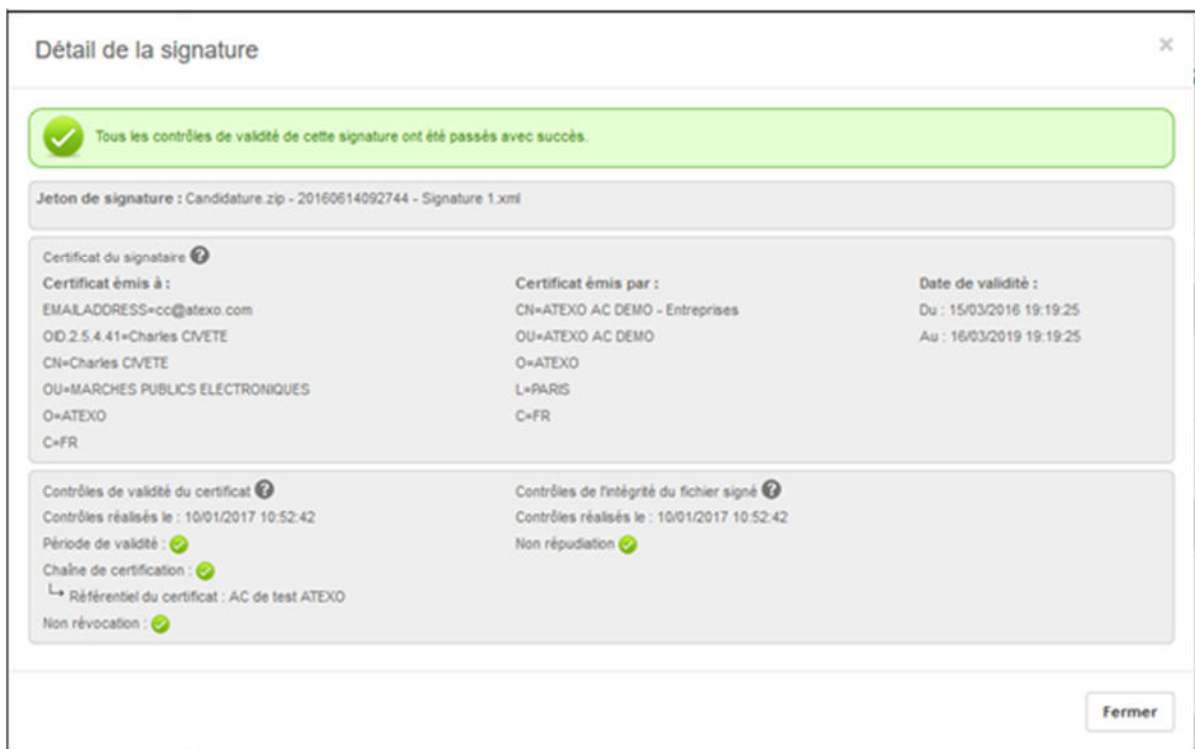

Signature verification statuses are specified in the key. This key can be accessed via the button:

Details of the signature can be accessed by clicking on "Voir le détail de la signature (See signature details):

The following window appears:

The individual results of the following checks are displayed:

- Validity period: ensures that the certificate used for signing has not expired.
- Certification chain: ensures that the Certification Authority that issued the certificate is recognised and approved.
- No revocation: ensures that the certificate used for signing has not been revoked by the Certification Authority that issued it.

- Non-repudiation: ensures that the signature token corresponds "technically" to the signed file (and by extension, that the file attached to the form has not been modified after signing).

3.7.2.3 Space with information on security functions

At the end of the form, the platform indicates the cryptographic operations undertaken:

Signature électronique des plis :	Oui (avec l'outil de la plateforme, sur mon poste de travail avec mon certificat électronique)
Chiffrement des plis :	Oui (serveur)
Transmission sécurisée des plis :	Oui

- Signing of bids: if "Oui" (Yes) is displayed, the electronic signature of bids is required for this call for tender;
- Encryption of bids: cryptographic operation carried out on a cryptographic server;
- Secure data transfer: encrypted flow for routing on the platform.

3.7.2.4 Validation and dispatch space

To finalise their submission, the authenticated User Company must accept the platform's terms of use and then click on the "Valider" button to start the response process.

Conditions d'utilisation

☐ Je reconnais avoir pris connaissance des conditions générales d'utilisation de la plate-forme de dématérialisation et je les accepte.

‹ Annuler   Valider ›

Once the response has been validated, a "Veuillez patienter" (Please wait) loader may be displayed.

Veuillez patienter

No action can be taken on the page while the response files are sending.

Once the upload is complete, a summary confirmation window appears:

This page summarises the following information:

- Information on the call for tender,
- Timestamp of submission,
- Content of the response,
- Electronic signature(s) sent by the User Company, in the form of signature tokens,

Each signature token can be downloaded using the [icon] button.

- Access to the PDF acknowledging receipt of the response.

3.7.2.5 Timestamped receipt of submission

After each successful submission, the application:

- Immediately displays a message on the platform certifying that the bid has been submitted, with the timestamp.
- Immediately sends an acknowledgement of receipt by email, signed by the platform, indicating that the bid has been received. This acknowledgement of receipt includes:
  - o the main characteristics of the call for tender (Public Entity, Reference and Subject of the call for tender, closing date and time, date and time of receipt, etc.);

o an attachment in PDF format giving the characteristics of the list of each file sent, its weight, and the name of any associated signature token with its weight.

Accusé de réception de réponse électronique

Bonjour Prénom NOM,

Une réponse électronique a bien été reçue pour la consultation ci-dessous.

Veuillez trouver les caractéristiques du dépôt et le contenu de la réponse dans le PDF en pièce jointe de ce mail.

Entité publique	FORM – Organisme de Formation
Service	FORM – Organisme de Formation
Références | Intitulé	AOO2017 | Appel d'offre ouvert 2017
Objet de la consultation	Marché de travaux pour la construction d'un bâtiment
Type de procédure	Appel d'offres ouvert
Date de mise en ligne	12/12/2016 14:10
Date et heure limite de remise des plis	27/12/2017 17:30

● an attachment in PDF format including:
  o a reminder of the main characteristics of the call for tender;
  o the characteristics of the bid submitted (company details, date and time of submission);
  o the list of each file sent (acts of commitment, separate documents, ESPD), its weight and the name of any associated signature token with its weight.

This acknowledgement of receipt by email serves as proof of submission and can be enforceable for the Candidate.

Chaque soumissionnaire est invité à réaliser à l'avance un dépôt électronique sur la Consultation de test de la plate-forme. Ainsi, il est :

- Certain que le Poste de travail prévu pour la réponse électronique fonctionne bien,
- Au courant des processus cryptographiques mis en œuvre,
- Conscient des jetons de signature créés.

3.8 Secure messaging

3.8.1 Receipt of a message with acknowledgement of receipt

The platform includes a secure messaging function with enforceable acknowledgement of receipt. This allows each Public Entity to exchange secure emails with Candidates on the same principle as registered letters with acknowledgement of receipt.

Whether the purpose is to request additional information or clarification, or to notify Candidates of a decision made by the organisation, this function ensures continuity in paperless exchanges between the Public Entity and the Companies.

In the same way as for a registered letter with acknowledgement of receipt, the recipient sends back a timestamped acknowledgement of receipt for each email.

To acknowledge receipt of the message sent by the Public Entity, click on the button "Accéder au contenu du message" (Access message content) or on the link received by e-mail to directly access the content of the message on the platform.

Information de modification de la consultation

Bonjour,

Un message vous est envoyé concernant la consultation présentée ci-dessous.

Le contenu du message qui vous est destiné est accessible en ligne:

Accéder au contenu du message

Si le lien ne fonctionne pas, merci de copier coller le lien suivant dans votre navigateur:

https://marchespublics.local-trust.comt.com/app.php/messagerie-entreprise/visualisation/Vm9HempLR1EwcIE2WGkrRWZjbWtaUT09?codelien=8c7yxyXDMrbSgbfw2ZJqEwOA0LgeOX2K0ZS7VPdmGIEM4MiBbDeUcRdWS3Vkj6ZVFVIF5TCr1koshbs9zG2IUA

Merci de votre intérêt pour cette consultation.

Megalis Bretagne Syndicat mixte de coopération territoriale

Consultation concernée par cet échange

🏷️ **Référence | Intitulé :** PRO20200806-1 | Formation Dématérialisation des marchés publics

❝❝ **Objet :** Formation Dématérialisation des marchés publics

📅 **Date et heure limite de remise des plis :** 20/08/2020 17:30

🏛️ **Organisme | Entité d'achat :** Organisme de Formation |

↗️ **Lien direct :** https://marchespublics.local-trust.com/?page=entreprise.EntrepriseDetailConsultation&id=174298&orgAcronyme=e3r

If the message sent by the Public Entity has been configured to enable a reply, the screen includes a space for the reply, with the option of adding attachments.

NB: To be able to respond via the platform, you need to have a company account and be authenticated on the platform.

3.9 History of actions on a given call for tender

When an authenticated User Company accesses the details of a call for tender, each tab shows:

- Possible actions at the top,
- An overview with the history of past actions in the lower section.

3.9.1 "Publicité / Téléchargement" (Announcement / Downloading) tab

The "Téléchargement" (Download) section contains:

- Notices relating to the announcement with any amendments,
- The call for tender documents made available by the buyer for downloading.

The section "Liste des pièces téléchargées" (List of downloaded documents) shows the history of downloads made for the call for tender in non-anonymous mode:

- Date and time of download,
- List of downloaded files.
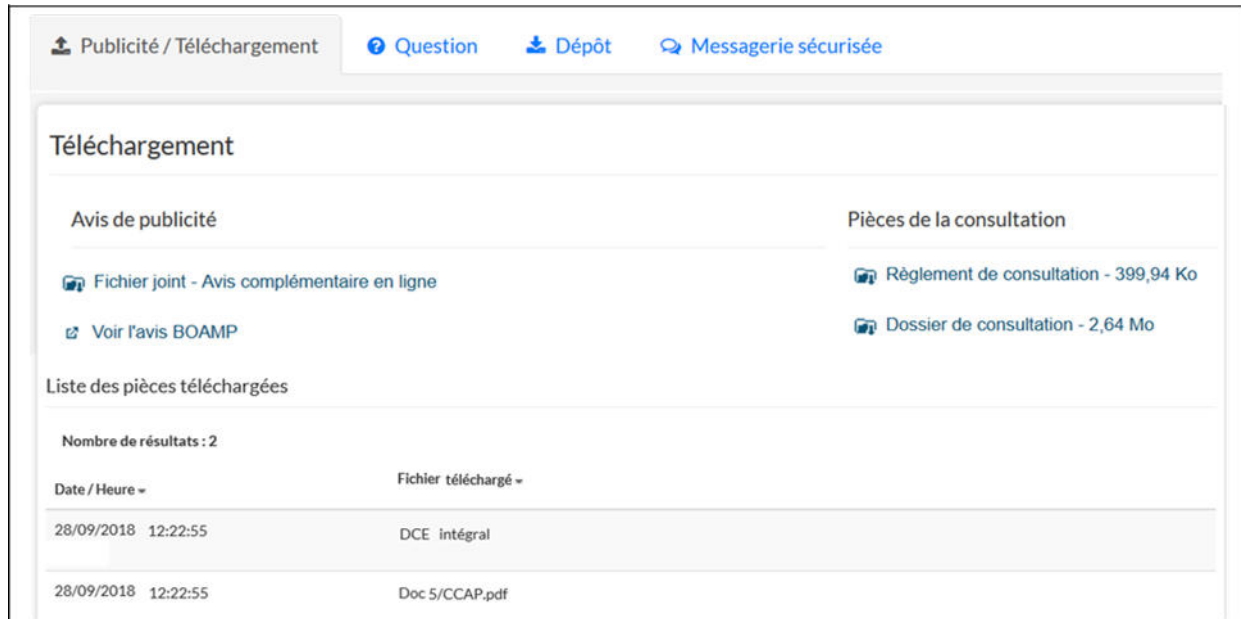
3.9.2 "Question" tab

The "Question" section lets you ask questions about the call for tender directly from the platform.

The section "Liste des questions posées" (List of questions asked) shows the history of questions asked by the User Company in non-anonymous mode concerning the call for tender. For each question asked, the history shows:

- The date and time at which the question was submitted,
- The content of the question (text and attachments),
- The date and time of the answer to the question if the buyer answered the question directly.
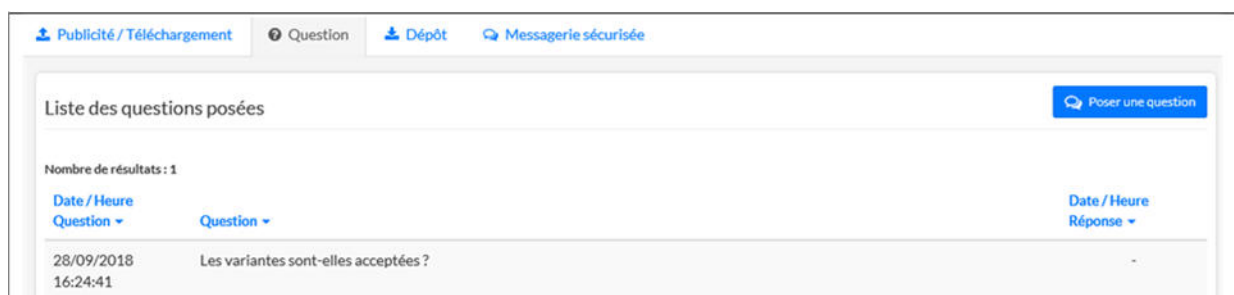
3.9.3 "Dépôt" tab

The "Dépôt" (Submit) section lets you submit an electronic bid directly from the platform.

The section "Contenu transmis" (Content submitted) shows the history of the responses submitted. For each bid submitted, the history shows:

- The date and time of submission (submission timestamp),
- The surname and first name of the registered user with the email address of the registered account,
- The name of the Company to which the registered user belongs,
- The list of documents submitted (type and file name). For each document submitted, the user can download the associated signature token.

3.9.4 Secure messaging tab

The section "Liste des messages" (List of messages) displays the list of messages exchanged for this call for tender between the public buyer and the registered user via the platform.

For each message, the history displays:

- The list of timestamped events relating to the exchange: "Envoyé le" (Sent on), "Accusé de réception" (Acknowledged on), "Répondu le" (Answered on)
- Message status "En attente de lecture" (Not yet read)
- Subject of the message
- Recipient of the message
- Sender of the message
- Start of message
- Action button used to:
  - Display the exchange in the form of a thread.
  - Reply to the message, where applicable

4 Co-contracting exchange

The co-contracting exchange enables the User Company to contact other User Companies in order to form a temporary consortium (or GME in French).

GMEs fall into two categories:

- Resource-based GMEs, through which a company whose turnover is too low is able to join forces with a company in the same sector.

- Skills-based GMEs, through which a company is able to join forces with other companies in different sectors on a co-contracting basis rather than sub-contracting. For example, a plumbing company could set up a GME with companies from other trades rather than sub-contracting to a general contractor.

NB: **The search for co-contractors concerns a specific call for tender** and is not general.

4.1 Accessing the co-contracting exchange for a given call for tender

In the list of search results, an icon shows whether the co-contracting exchange is accessible.

The appearance of the icon is different depending on whether the company is registered on the co-contracting exchange:

L'utilisateur est authentifié : 4 cas possibles :

1- : L'entreprise de l'utilisateur authentifié n'est pas inscrite et aucune autre entreprise n'est inscrite à la bourse à la cotraitance pour cette consultation

2- : L'entreprise de l'utilisateur authentifié n'est pas inscrite mais 1 ou plusieurs entreprises sont déjà inscrites à la bourse à la cotraitance pour cette consultation

3- : L'entreprise de l'utilisateur authentifié est inscrite mais aucune autre entreprise n'est inscrite à la bourse à la cotraitance pour cette consultation

4- : L'entreprise de l'utilisateur authentifié est inscrite et 1 ou plusieurs entreprises sont déjà inscrites à la bourse à la cotraitance pour cette consultation

L'utilisateur n'est pas authentifié : 2 cas possibles :

1- : Il n'est pas possible de savoir si l'entreprise de l'utilisateur est inscrite, et aucune entreprise n'est inscrite à la bourse à la cotraitance pour cette consultation.

2- : Il n'est pas possible de savoir si l'entreprise de l'utilisateur est inscrite mais une ou plusieurs entreprises sont déjà inscrites à la bourse à la cotraitance pour cette consultation.

When a registered user clicks on the icon, it opens a pop-up window indicating whether other companies are registered on the co-contracting exchange for this call for tender.

The details of the call for tender also include a link allowing users to register with the co-contracting exchange:
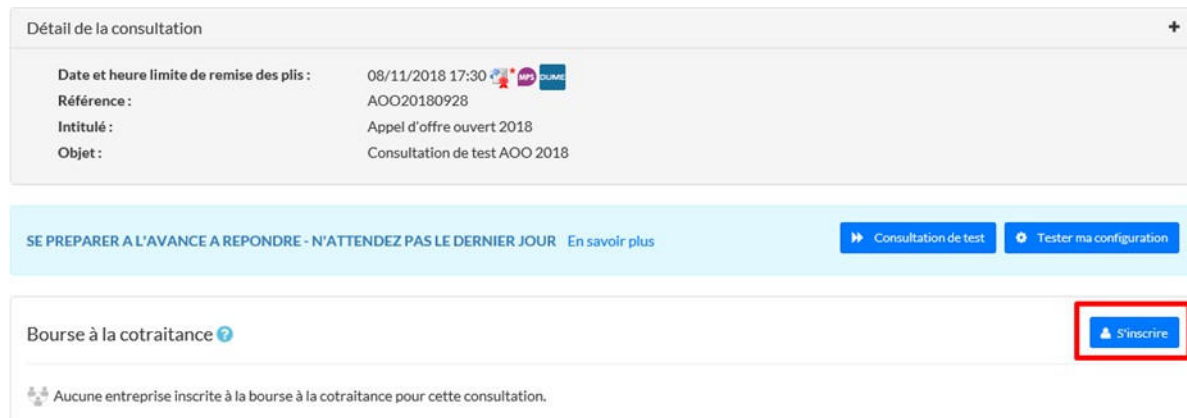
In the Co-contracting exchange section, users can see whether other companies are already registered and to join up using the "S'inscrire" (Register) button.

4.2   Registration

The registration screen lets User Companies select the conditions of their participation in the Co-contracting exchange.

- First, the User Company specifies whether they want to be a consortium Representative or to be part of a consortium with joint or joint-and-several liability.
- Second, the User Company can specify whether it satisfies any social clauses or whether it is a sheltered company (ESAT).
- The fields "Ce que je recherche" (what I'm looking for) and "Ce que je peux apporter" (what I can contribute) are limited to 360 characters and enable the User Company to give their reasons for registering with the Co-contracting exchange.
- Contact details are taken by default from the User Company file. These data are used to locate the company on the map of France (see below).
- The "Enregistrer" (Save) button validates data entry, while the "Annuler" (Cancel) button cancels it.

4.3 Data access and editing

Once the User Company has registered, they can access and edit the data they entered from the call for tender dashboard, by selecting the "Bourse à la cotraiance" (Co-contracting exchange) button.

In the call for tender file, the Co-contracting Exchange section now allows them to edit their registration data, leave the exchange or look for other registered companies in order to form a consortium:

The data editing screen shows the information previously entered and allows updating.

If the user wishes to leave the Co-contracting exchange, they can use the "Se désinscrire" (Unsubscribe) button in the call for tender details, in the Co-contracting exchange section. A validation pop-up then appears.

The button "Rechercher des entreprises" (Search for companies) in the "Bourse à la consultation" (call for tender exchange) section gives users access to the list of registered companies.

Following the details of the call for tender, to enable the User Company to identify the call for tender they are looking at, a Multicriteria Search widget lets them search and sort the type of consortium required or its location.

These filters will display the list of companies that have already registered for this call for tender. A brief summary also includes contact details.

Clicking on the name of a company brings up a detailed information sheet:

To the right of the list is a map showing the geographical location of the companies listed:

5 Taking part in a bidding session

5.1 Bidder access – Authentication

In the "Annonces" module accessible from the banner menu, users can access bidding by clicking on the "Participation" link.
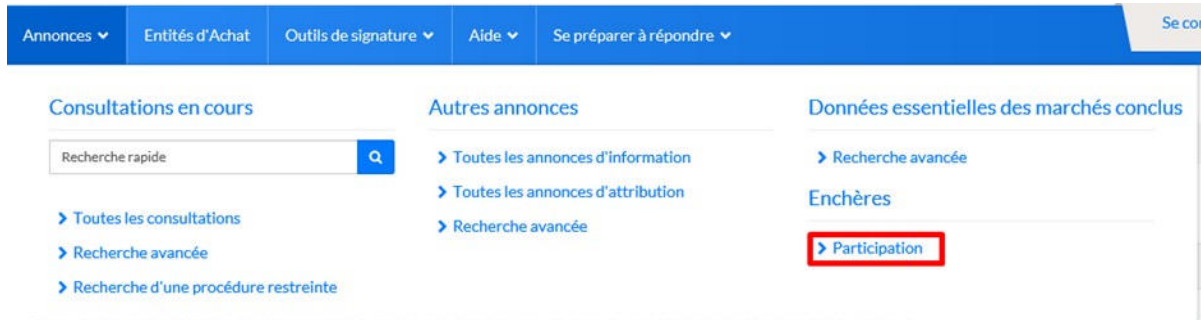
5.2 Access to bidding

Users access the bidding room by selecting the Public Entity managing the bidding session. The User Company enters the bidding reference and the password previously provided by the Purchasing Entity. The email sent ahead of the bidding includes a link to redirect the User Company directly to this page with the choice "Entité publique présélectionné" (Pre-selected public entity).

The first screen shows:
- The summary of bidding settings,
- A button allowing users to accept the bidding rules before starting. Acceptance does not require a signature, but can be traced for the information of the buyer. The rules must be sent in advance by the buyer.

This screen is accessible before the bidding starts. A countdown shows the time remaining before bidding starts.

Accueil / Annonces / Enchères / Participation

Référence :	20180928
Objet :	Enchère pour la sélection finale de l'attributaire
Entité d'Achat :	Direction de l'eau

Enchères

Date de début :	2018-09-28 13:30:00	Date de fin prévisionnelle :	2018-09-28 19:30:00
Statut :	En cours	Temps restant :	5 heure(s) 21 min 28 sec

☑ J'accepte le règlement de l'enchère

Retour   Valider

Once accepted, the User Company accesses the screen on which the bidding will take place. This screen is accessible before bidding starts.

5.3 Bidding screen

The bidding screen is divided into three sections:
- The first section shows the bidding characteristics; this area can be hidden using the function "Ouvrir/cacher" (Open/Hide);
- The second section is for entering bids; nothing can be entered before bidding starts;
- A dynamic summary showing the result of the current bid (rank, for example).

The time remaining is displayed next to the message area so that it remains visible when the space "Détail de la consultation" is closed.

5.3.1 Bidding status display

The title describing the bidding "Participation à l'enchère" (Participation in bidding) is modified according to bidding status:

- **"Enchère en attente" (Bidding pending);**
- **"Enchère en cours" (Bidding in progress);**
- **"Enchère suspendue" (Bidding suspended);**
- **"Enchère clôturée" (Bidding closed)**.

5.3.2 Dynamic display of rankings

The table remains fixed, only the content is updated dynamically. The table takes up the entire width of the screen.

5.3.2.1 Content of lines

The Public Entity has a choice between two types of dynamic display, determining the format of the table:

- Presentation of the best bid and the bid made by the bidder:
  - Best bid shown in the first line, labelled "Meilleure offre" (Best bid),
  - Bid made by the bidder, labelled "Mon offre" (My bid).
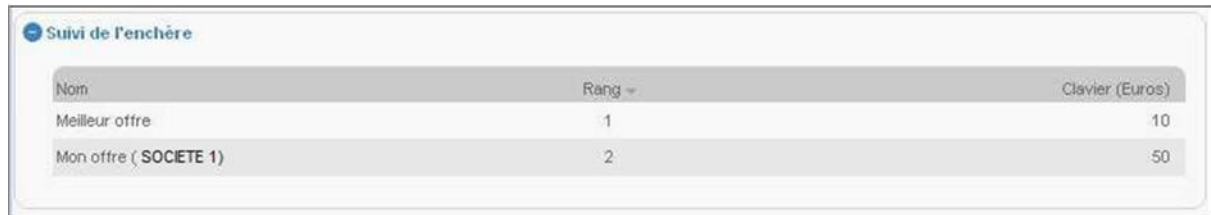
- Presentation of each bidder:
  - o Bidders are anonymous,
  - o The bids are ranked according to their position,
  - o The bid made by the bidder is labelled "Mon offre".

5.3.2.2 Content of columns

The first column repeats the wording described above. The following columns show the different references. The last column shows the rankings of the various bidders.
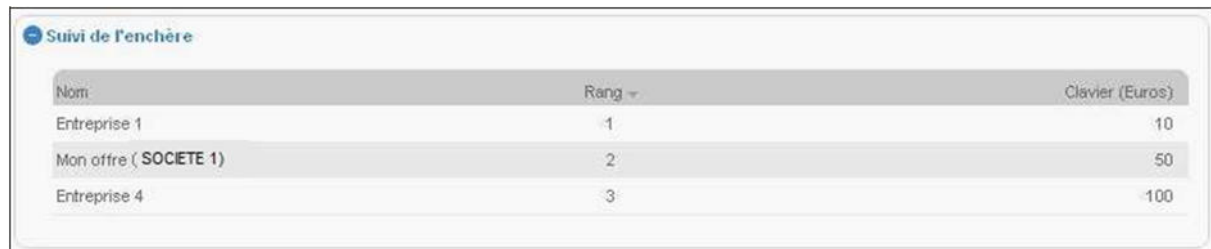
5.3.2.3 Examples of displays

Depending on the type of line content selected by the Public Entity, the display will take one of two formats:

or

5.3.3 "Simuler ma note" (Simulate my score) function

You can simulate your score using the "Simuler ma note" button. Once bidding is closed, the button is no longer accessible.

5.3.4 Entering bids

When bidding begins, bidders have access to a data entry space with two functions:
- "**Simuler ma note**": displays the score associated with the value entered without sending the bid ("Note Globale Candidat" [Candidate's Overall Score]).
- "**Envoyer mon enchère**" (**Send my bid**): a window lets you confirm your bid before sending it. No electronic signature is required.

5.3.5 Display showing remaining time

A countdown shows the time remaining before the scheduled end of bidding. This countdown is updated if bidding is extended.

5.3.6 Information sent to bidders

A display area above the table shows any messages entered and sent by the buyer. This message is common to all bidders.

5.3.7 Blocking company bids

In conventional reverse bidding, the procedure is not to consider a company's bid if the final overall score would be no higher than the current score. Similarly, a bid can be blocked if the minimum or maximum bidding increment is not applied. These bidding increments are specified in the Rules of the call for tenders provided by the Public Entity.

5.3.8 Entering a bid

The submission of bids does not require an electronic signature. It therefore takes less time for the User Company to enter its bid.

5.4 Closing the bidding

5.4.1 Validation screen

Once bidding has closed, the table remains fixed, and will be visible and accessible to the company for a period of 24 hours after the end of bidding. The link "Imprimer" (Print) lets the User print out the screen with their last bid.

The company receives a message asking it to confirm its final bid, either on the platform, by electronic signature, or on paper (screen shot signed and sent to the buyer to confirm the final bid).

5.4.2 Email for information

The email system included in the tool is used to inform bidders of the results of the bidding process.

6 Using the ENVOL module

6.1 Downloading Appendices / Large files

To download the Appendices or large files relating to the call for tender, click on the button "Accéder à la consultation" (Access call for tender) .

In the same way as for downloading the DCE, the User Company clicks on the "Dossier de consultation" link in the section "Pièces de la consultation" (see section 2.3.3).

The company representative can then download the documents anonymously or with authentication.

At the bottom of the page, in the widget "Annexes techniques au Dossier de Consultation des Entreprises" (Technical annexes to the call for tenders), the user then clicks on the link "Télécharger les annexes techniques au dossier de consultation" (Download the technical annexes to the call for tender documents) to download the zip file to their local workstation in .ENVOL format.

.ENVOL documents are downloaded to the user's local workstation.

An .ENVOL document can be opened in two ways, depending on the version:

- Download the utility for downloading large folders.

 This can be found in the banner menu "Aide > Outils informatiques" (Help > IT tools).

Select the utility matching the operating system on the local workstation.

Right-click on the .ENVOL file, select "Ouvrir avec" (open with – choose utility) and the file is accessible.

- Download the .ENVOL file, "Mon Assistant Marchés Publics" will then open and translate the file.

The document is available in the downloads section.

6.2 Sending a large proposal when filing a submission

User Companies can upload one or more large documents directly from their accounts or from the banner menu. They can then select these documents when they submit their proposal.

The dashboard shows all the large files uploaded.

It contains a range of information:

- Name of upload,
- Unique identifier of import,
- Size of uploaded directory,
- Date and time of directory upload,
- A number of actions are possible:
  - Download the log for this large file,
  - Download the large file,
  - Activate or deactivate the large file in the list of large files available,

To add a large file, the User Company clicks on the link "Ajouter un dossier volumineux" (Add a large file).

A page is displayed when the document is uploaded to show the loading in progress.

Transfert d'un dossier volumineux

6.3 Submitting a proposal containing a large file

User Companies submit bids in the same way, regardless of whether or not their proposals include large files.

When they submit their proposal, a box is displayed for them to select any large files in the list of uploaded files.

As well as being able to upload a large file, companies can add one or more separate files to their proposal, in the same way as they can at present.