

## Electronic signature with the CNES e-procurement platform

The purpose of this document is to guide you on how to sign contracts electronically with the Centre National d'Etudes Spatiales' e-procurement platform.

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### Step 1: Acquiring a qualified eIDAS certificate

Public Procurement requires the use of a qualified electronic signature certificate within the meaning of Regulation No. 910/2014 "eIDAS" for electronic signature.

There are many suppliers, listed on the following website of the European Union:

<https://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>

A provider of qualified electronic signature certificates (**Qualified certificate for electronic signature**) should be contacted to buy a certificate.

The qualified electronic certificate is stored on a USB key, which is hand-delivered by the supplier or via a proxy. As the supply process can be lengthy, it is strongly advised to check in advance with the various suppliers to find the most suitable one.

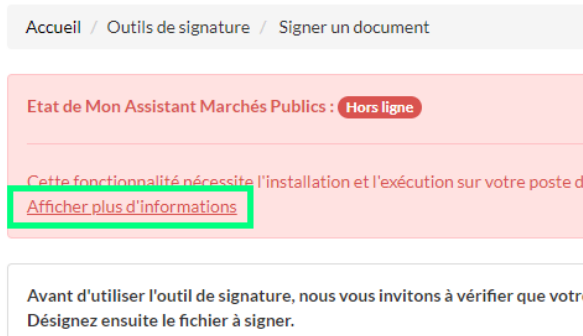
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### Step 2: Installing the signature tool

The tool **Mon Assistant Marchés Publics**, which can be downloaded from the platform, allows you to perform electronic signatures with your eIDAS qualified electronic certificate.

To install it, you must go to the page **Signer un document** (Sign a document), directly accessible at the following address: <https://marches.cnes.fr/entreprise/signer-document>

Click on the link **Afficher plus d'informations** (View more information) as shown below.

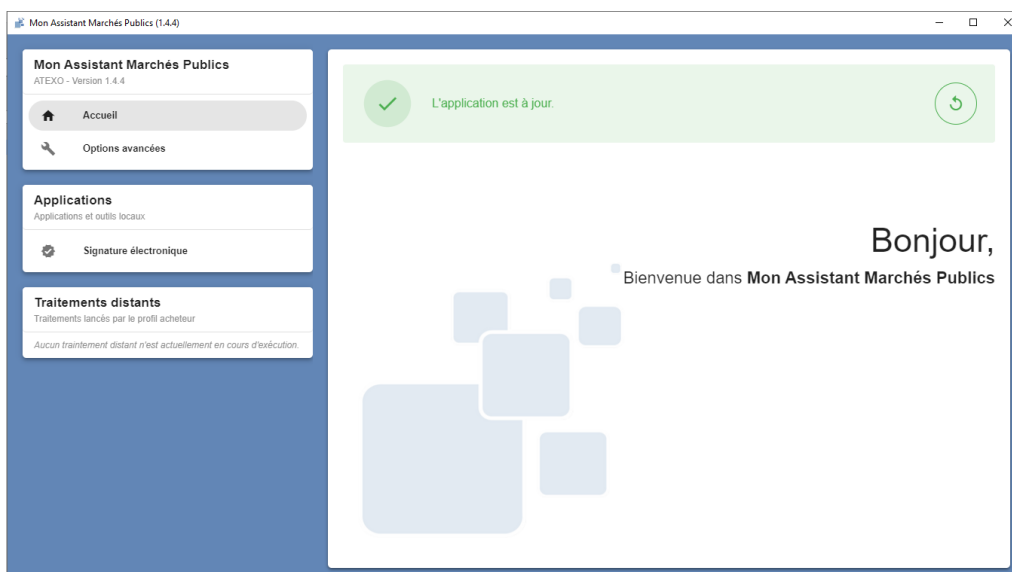


In the window, click on **Cas 1 : vous n'avez pas encore téléchargé l'application Mon Assistant Marchés Publics** (Case 1: you have not yet downloaded the tool Mon Assistant Marchés Publics) to unfold this section (as shown below) and download the application for your computer's operating system: Windows, MacOS or Linux.



You must download and install the software on your computer.

At the end of the installation, the tool **Mon Assistant Marchés Publics** will automatically launch (as shown below).



**Use on MacOS « Mon Assistant Marchés Publics cannot be opened »**

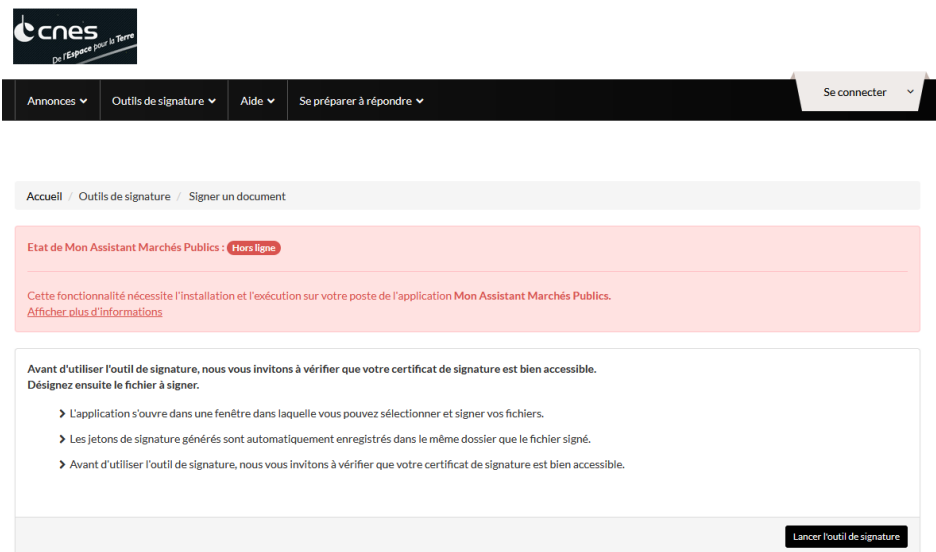
If the application cannot be launched on MacOS, please refer to the following paragraph « **If you want to open an app that hasn't been notarised or is from an unidentified developer** » of the support note

<https://support.apple.com/en-gb/HT202491>

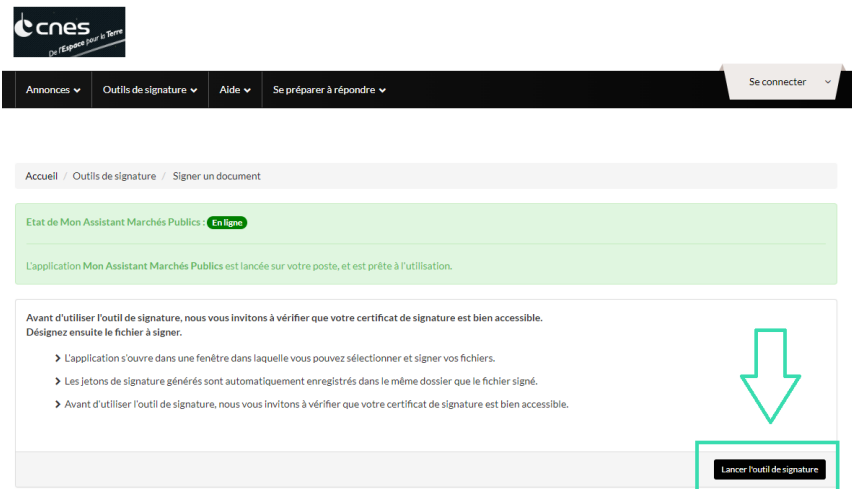
## Step 3: Signing a document

To sign a document, you must go to the page **Signer un document** (Sign a document), directly accessible at the following address: <https://marches.cnes.fr/entreprise/signer-document>

If the tool **Mon Assistant Marchés Publics** is not started, you will get a warning message in red. You need to launch it first.



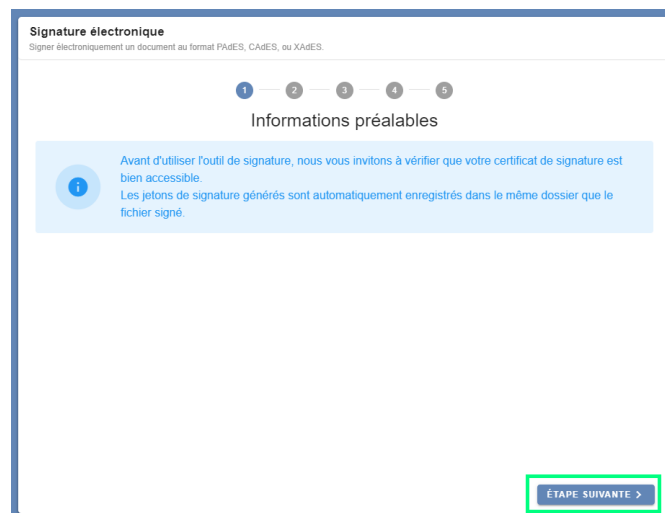
When the tool **Mon Assistant Marchés Publics** is started, the information message is green. You can click on the button **Lancer l'outil de signature** (Launch Signature Tool).



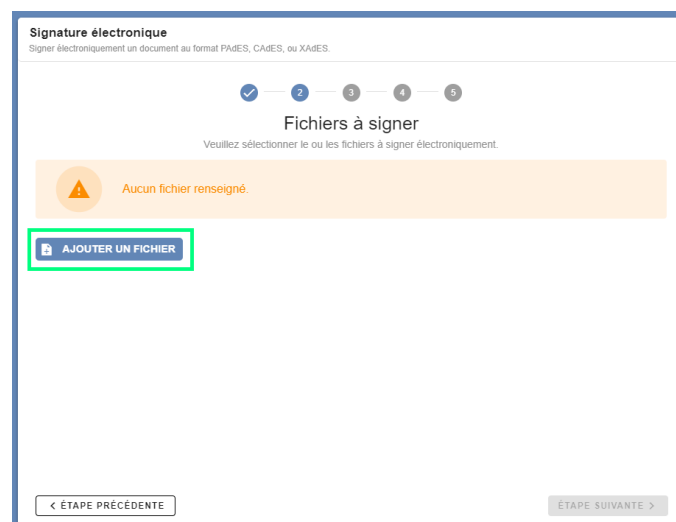
The tool **Mon Assistant Marchés Publics** is displayed in the foreground.

An information message reminds you to plug in the USB key containing your qualified electronic certificate.

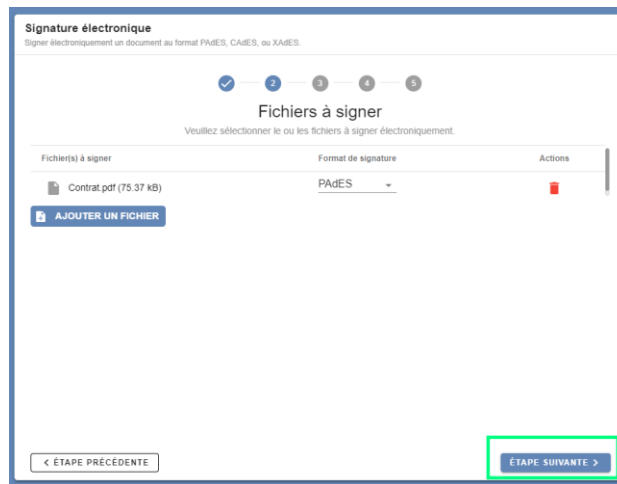
Click on the button **Etape suivante** (Next Step) at the bottom right.



On the next screen, click the button **Ajouter un fichier** (Add file).



Select the contract (example below: Contrat.pdf) and click the button **Etape suivante** (Next Step).



Check the box corresponding to the digital certificate and click on the button **Etape suivante** (Next Step).

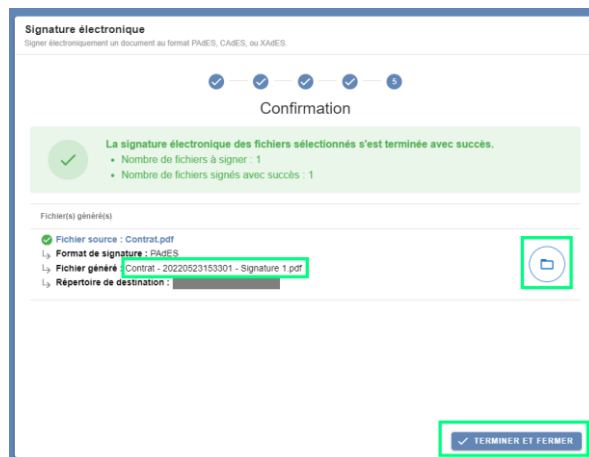


A window should appear asking for the PIN code of your electronic certificate. Then the signature is performed.

The generated file corresponds to the signed file. The date and time of signature, as well as the mention Signature 1 are added to the file name: *Contrat - 20220523153301 - Signature 1.pdf*

By clicking on the directory icon, you can directly access the directory.

Click on the button **Terminer et fermer** (Finish and close) to return to the first screen. Then click on the cross (top right of the window) to close the tool **Mon Assistant Marchés Publics**.



## Step 4: Checking the signature of a document

By following the above steps, you will obtain a signed document. If you want to check that the signature is valid, you can go to the page **Vérifier la signature** (Check signature) of the platform, directly accessible at the following address: <https://marches.cnes.fr/?page=Entreprise.VerifierSignature>

Click on the button **Parcourir** (Browse).



Select the signed contract (example below: *Contrat - 20220523153301 - Signature 1.pdf*).

The document is automatically checked. The following points are checked:

- Presence and verification of one or more electronic signatures
- Verification that the document is complete (no changes if the original document already bears a signature)
- In the section **Informations complémentaires** (Additional information), it is indicated that the signature certificate used is of the required level: **qualifié eIDAS**.

## Vérifier la signature

Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :

- > désigner le fichier dont la signature doit être vérifiée
- > désigner le fichier contenant la signature

Document à vérifier : [Parcourir...](#) Contrat 20220523153301  
Signature 1.pdf

Vérifier

**Résultat de la vérification**

Nom du fichier principal	Résultat du contrôle de signature du fichier
Contrat 20220523153301 Signature 1.pdf	1 signature(s) détecté(s) <span style="color: green;">✔ Fichier signé. Signature valide</span>

Jeton de signature : Contrat 20220523153301 Signature 1.pdf

Signature 1

**Certificat du signataire**

Certificat émis à :	Certificat émis par :	Date de validité :
██████████ ██████████ ██████████	██████████ ██████████ ██████████	Du : 20/09/2019 16:39:08 Au : 20/09/2022 16:39:08

**Contrôles**

Contrôles de validité du certificat	Contrôles de l'intégrité du fichier signé
Contrôles réalisés le 23/05/2022 15:39 Période de validité : <span style="color: green;">✔</span> Chaîne de certification : <span style="color: green;">✔</span> Référentiel du certificat : TSC-FR Non-révocation : <span style="color: green;">✔</span>	Contrôles réalisés le 23/05/2022 15:39 Non-réduction : <span style="color: green;">✔</span>

**Informations complémentaires**

Informations complémentaires  
✔ Certificat de signature - Qualité eIDAS (1)  
✔ Format de signature : PKCS7\_SIGNED (1.3.6.1.5.7.3.1.1)  
 Date indicative de la signature : 23/05/2022 15:33:01  
 Signature horodatée : Non