



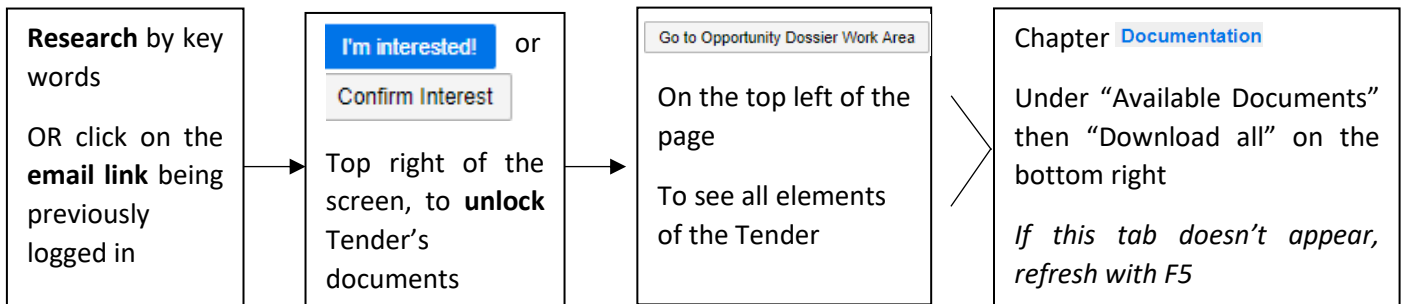
Direct link to Vortal : <https://community.vortal.biz/sts/Login?SkinName=Gov>

Words in capital letters represent buttons where you need to click

Platform's language can be chosen from the top or bottom of the screen

Access to Tenders' information

RESEARCH > Procedure > I'M INTERESTED! > GO TO OPPORTUNITY DOSSIER WORK AREA > DOWNLOAD ALL



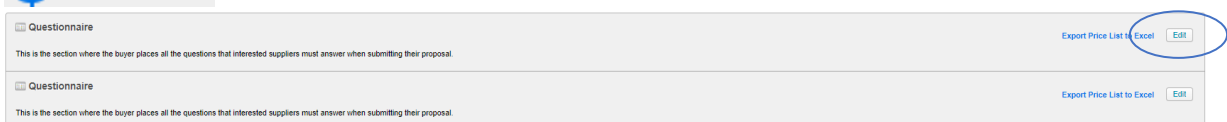
Create your offer

RESEARCH > Procedure > GO TO OPPORTUNITY DOSSIER WORK AREA > CREATE REPLY

You can save your offer to finish it later by clicking on UPDATE. If below steps are not the same, please go to p2, titles amendments and lot.

1 General Information : indicate a reply reference

2 Questionnaire : click on EDIT at the end of the line:



Then on the "plus" (+) to open the first questionnaire.

- Questionnaire: the first one is technical. Answer to questions. If there are documents asked, you need to add them in **3 Documents** and not here.

On the top right, there is a drop-down menu: Questionnaire Click on the second questionnaire

- **Questionnaire**: Economical questionnaire. Fill the price per unit in each line. You can add an optional internal reference. You can ADD EXTRA ITEM (the Council of Europe will decide later if it accepts it or not) and CREATE AN ALTERNATIVE ITEM. Base offer is **mandatory** – alternative items complete them.

3 Documents : **check all needed documents** for the procedure again (eg by clicking Back to Dossier Work Area on the top left of the screen) then download your documents. It is not mandatory to sign them. The last missing documents will be completed with your answers from the part 2” Questionnaires” once you have clicked on:

Finish Proposal : click. Envelopes are created, then click on Submit, accept terms and conditions and validate for the last time with Submit Proposals

Check if your offer has been submitted

The state of your offer will be “Submitted” in your Dossier Work Area, with submission time and date. You will receive a message in the section “Receipt” on the right and an email.

Reference	Modify	Delivered	State	Global Value
offre base CdE	1/31/2020 11:14:18 AM	1/31/2020 11:14:24 AM	Submitted	27.00 Euro

IMPORTANT: Until the deadline, you can always submit a new offer in the platform. The new offer cancels and replace the previous one:

Replace your original offer by a new one

RESEARCH > Procedure > GO TO OPPORTUNITY DOSSIER WORK AREA > CREATE REPLY

Feasible before the offer deadline. CREATE REPLY > Fill your offer > SUBMIT and pick up in the list the offer you want to keep:

- **WITHDRAW PROPOSAL** for the offer you do not want to submit anymore
- **SUBMIT PROPOSAL** for the new offer you want to submit

In your Dossier Work Area, both offers are available, including the one submitted.

Tender including lots

A step **2 Lots** is displayed. Check the boxes regarding lots you want to reply to.


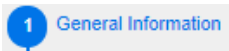
Tender including amendment

A step **1 Amendments** is displayed. Amendments details can be seen in DETAIL and in the Dossier Work Area under the section “Messages”. You need to click on APPLY AMENDMENTS before being able to submit your offer.

Submit a variant

RESEARCH > Procedure > GO TO OPPORTUNITY DOSSIER WORK AREA > CREATE REPLY

You can submit a variant, however it is anyway mandatory to reply to the base.

In your Dossier Work Area  another reply. In  under “type of proposal” select VARIANT.

Fill your offer by modifying your price list then FINISH PROPOSAL > **SUBMIT** > SUBMIT PROPOSAL. Both offers are in “Submitted” state in your Buyer Work Area.

Negotiation phase

RESEARCH > Procedure > GO TO OPPORTUNITY DOSSIER WORK AREA > SEE DETAIL > NAME OF THE PROCEDURE

In your Dossier Work Area, click on “see detail” **before accepting it** or “Negotiation notice” on the right, to

The buyer as invited to Negotiate this Reply through the round notice, [see detail.](#)

know the nature of the negotiation and the needed documents. Then ACCEPT. A new offer is created, state “draft”, that you need to complete. Only negotiated fields appear and need to be completed.

Then as usual, FINISH PROPOSAL > **SUBMIT** > SUBMIT PROPOSAL.

Ask a question, see the answer

RESEARCH > Procedure > GO TO OPPORTUNITY DOSSIER WORK AREA > Messages/ Clarifications

Both “Messages” and “Clarifications” sections are available inside the Dossier Work Area, on the right. The Council of Europe will answer, and you will receive an email alert. You do not need to pay, you just need to follow instructions hereinabove to access to our answer.

See the awarding note

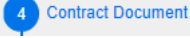
RESEARCH > Procedure > GO TO OPPORTUNITY DOSSIER WORK AREA > Announcements

You get an email and need to follow hereinabove instructions to access to your Dossier Work Area of the procedure, where the note will be accessible on the right in “Announcements” section. Click on the link to see details about the decision (file to download – successful / unsuccessful offer).

Access to contract

SALES CONTRACT MANAGEMENT > AWARDS / CONTRACTS > RESEARCH > DETAIL

If you win the Tender, you will receive an Alert by email to your contract that includes every element from the procedure and from your offer. In any case, you can always reach your contract if you follow hereinabove instructions.

PDF version of your contract is on the left in 

Check in **1** General Information the "PO number" that needs to appear in your invoices.

Accept and/or sign a contract

SALES CONTRACT MANAGEMENT > AWARDS / CONTRACTS > RESEARCH > DETAIL > 4. Contract Document

If the value of the contract is more than 2 000€, you need to sign **then** accept it. If it is less than 2 000€, you just need to ACCEPT it.

Electronic signature

Verify the contract (blue link under « File name »)

Click on SIGN then validate

Manual signature

Verify the contract, print and sign it

Download it in the platform: UPLOAD NEW

Rename your file: name of your company + name of the project + "signed contract"

Then, click on ACCEPT CONTRACT at the top right of your screen.

Add an invoice

SALES CONTRACT MANAGEMENT > AWARDS / CONTRACTS > RESEARCH > DETAIL > 5. Contract Execution

Once the contract is signed and validated by all sides (state = Contract accepted), services can be realised.

In step 5 "Contract Execution" you can download your invoice in section "Contract Execution Documents" by clicking on UPLOAD NEW > UPLOAD.

Account modification

The first person to log in is considered as the **administrator** of the account.

To modify/complete your company's information: the arrow next to your initials **S5** or PROFILE



> COMPANY SETTINGS > EDIT PROFILE > when the modification is done, SAVE & BACK.

For any other functionality or to be guided:

VORTAL society (info.coe@vortal.biz or +33 9 70 01 95 53 – French or English) for technical support over the platform.

DGA's **Procurement Department** at the Council of Europe for all questions linked to ongoing contracts and procedures (marie.rapp@coe.int +33 3 90 21 64 51)