



## Registration

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

I WANT TO JOIN > Fill the 1<sup>st</sup> step "Register User" > Step 2: An email is sent on your email address. Wait for the message then click on the link and log in again > Step 3: select CREATE COMPANY, fill in the data then REGISTER NEW COMPANY. Once created, log out to update the account.

Mandatory: Fill your "**Notification Email Address**" with a generic email address and type your full address, **postcode and city** INCLUDED in "Contact Info - Street Address"

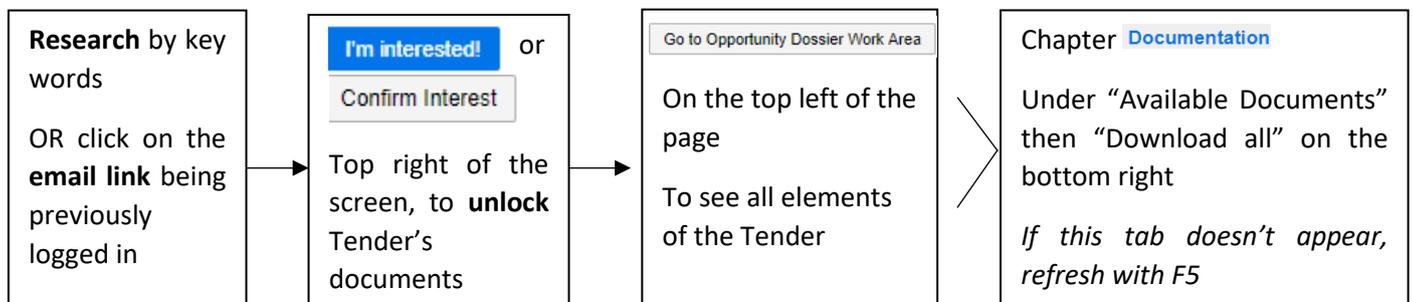
## Answering to a call for Tender

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, title amendment

- 1 **General Information** : indicate a reply reference
- 2 **Questionnaire** : do nothing
- 3 **Documents** : **check all needed documents** for the procedure again (eg by clicking  on the top left of the screen) then download your documents. It is not mandatory to sign them. The last missing document will be completed once you have clicked on:

**Finish Proposal**

: click. Envelopes are created, there is no missing document anymore. Then click on “accept terms and conditions” and validate for the last time with **Submit Proposals**

## Check if you 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.

| My Replies     |                       |                       |           |  | Delivery Panel | Create | Options |
|----------------|-----------------------|-----------------------|-----------|--|----------------|--------|---------|
| 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.

## 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.

## 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 initial: **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](mailto: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 ([olesya.popova@coe.int](mailto:olesya.popova@coe.int) or [marie.rapp@coe.int](mailto:marie.rapp@coe.int) +33 3 90 21 64 51)