



To become part of a tender, please visit our homepage and select **“Zum Portal“** – **“Für Unternehmen“** [1] and log in with your access data.

Nr.	Titel	Vergabestelle	Frist		
1	Test_TGE_Einladung für JCR...	Domäne	20.04.2018 23:59	i	+ -

Anzahl: 1

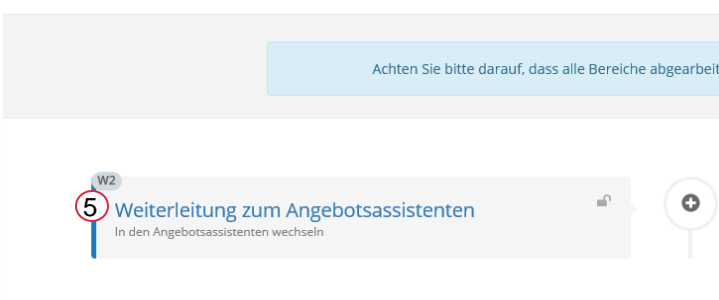
Please click on **“Meine Projekte“** and **“meine Einladungen“** on the left side. You will see the invitations you have deposited. You can confirm or cancel your participation using the **“+“** or **“-“** symbols. [2]

Wartung Obermaschinenrie Öffentliche Ausschreibung	Bayerische Staatsoper München	18.05.2018	22.06.2018	i
Wach- und Sicherheitsdienst ICT Offenes Verfahren	Fraunhofer Gesellschaft e.V.	27.04.2018	06.06.2018	i

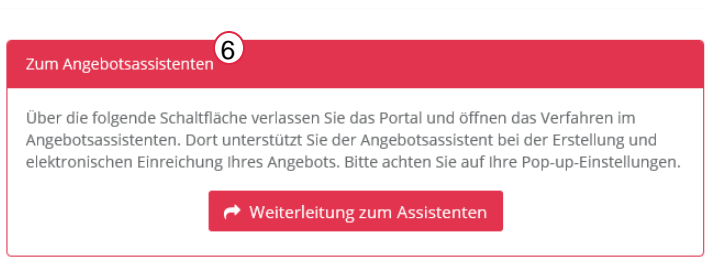
For public tenders, please use **“Verfahren“** and **“Ausschreibungen“**. There you can become a part of the tender by clicking on the info symbol. [3]

Titel	Aktenzeichen	Vergabestelle	Frist		
Test-Ausschreibung für Bieter	1234567890	HealyHudsonTestaccount	17.02.2099 14:00	i	bearbeiten

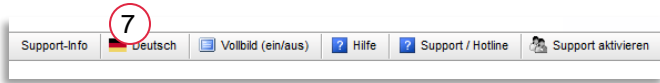
Via **“Meine Projekte“** - **“Angebotsphase“** you can open the tender with **“bearbeiten“**. [4]



You see the workflow overview, which consists of one step. Please click on it. [5]



Now you have the possibility to switch into the tender wizard. [6]



On the upper right site you can switch to English language. [8]



If you have clicked on “Weiterleiten zum Assistenten”, the wizard will be open.

On the overview you have the possibility to download the **tender documents** or [9] to start **the processing of the online offer**. [10]

Please note: This is important for you to have access to the bidder communication messages.



To submit an offer, please work through the steps shown on the left side. [11]