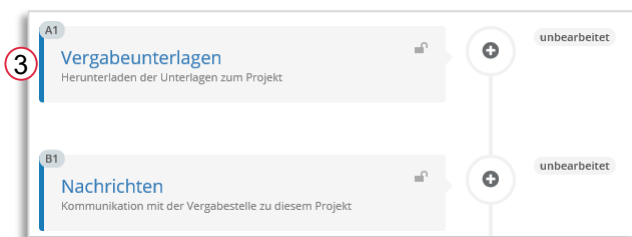


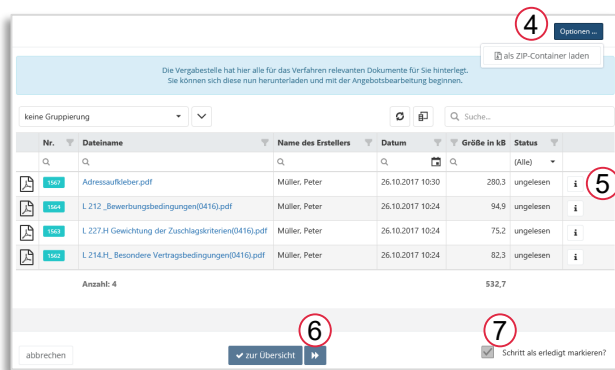
To hand in an offer, please select “Zum Portal” and **für Unternehmen** [1] on our homepage [www.deutsche-evergabe.de](http://www.deutsche-evergabe.de) and sign in to your account.



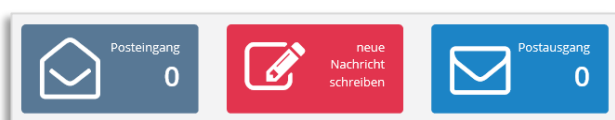
Please find your requested tender and participate by selecting the info-sign [2].



Please process every single step within the workflow, starting with the contract documents (“Vergabeunterlagen”) [3].

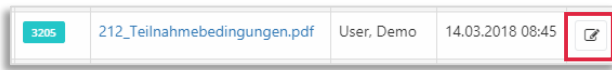


All pertinent documents and files can either be downloaded as ZIP-container or can be opened separately by selecting the info-sign. Before proceeding with the next step [6], all documents have to be marked as read (“gelesen”). In case the user wants to return to this task, please uncheck the option **completed** (“Schritt als erledigt markieren?”) [7].

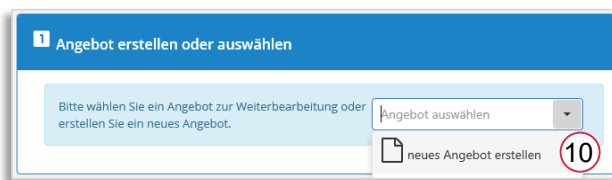


The workflow task **Nachrichten** gives you the opportunity to make contact with the supplier. Use inbox (“**Posteingang**”), new message (“**neue Nachricht schreiben**”) or outbox (“**Postausgang**”) to use the requested option.

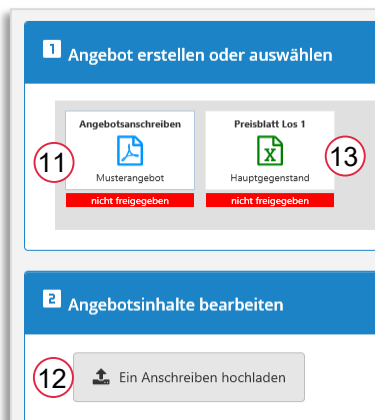
The following description only relates to procedures where electronic tendering is allowed.



The workflow task **Ausfüllbare Formulare** provides documents that can be completed online [8] and can also be saved as PDF [9].



In the following task **Preisblatt erstellen** select “neues Angebot erstellen“ [10]. Afterward please click on “Angebots-schreiben“ [11] and upload your offer as PDF [12].

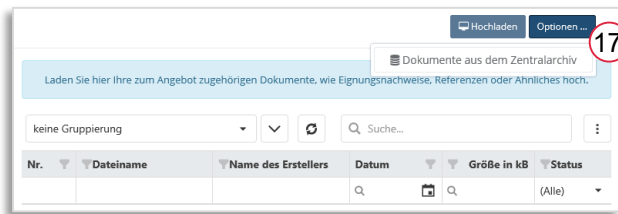


Please release your document.



Pos.	Bezeichnung	Menge	Einheit	EP in €	GB in €
<b>Preisblatt AN - 001</b>					
<b>Demo Firma</b>					
Murnastraße 10, DE-65189 Wiesbaden					
Demo User					
<b>Büromaterial</b>					
DemoStadt - Musterstraße 10, 65189 - Wiesbaden					
14	<b>Gesamtsumme</b>				562,00
15	Rabatt/Aufpreis prozentual		in %	0,00%	0,00
16	Rabatt/Aufpreis absolut		in €		0,00
* für Aufpreis (-) Vorzeichen verwenden					
23	<b>1.2. Kalender</b>				562,00
24	1.2.1. Taschenkalender 9,5 x 16 cm, 2019	50,000	stck	8,72	436,00
25	1.2.2. Schreibtischquerkalender 2019	50,000	stck	2,52	126,00
26	1.2.3. Wandkalender 2019	60,000	stck	0,00	0,00

In the next step please select the **Preisblatt** [13]. Complete the Preisblatt online by entering the unit price, and optional discount in the provided boxes. The resulting entire amount will be determined automatically. Please use the button **freigeben** to finally release the document.



The workflow task **zusätzliche Dokumente für die Vergabestelle** enables you to upload documents like credentials or certificates..

The last workflow task **Verifizierung/Signatur** summarises your offer [18]. Please choose, how you would like to submit the tender [19]. Provided that “Textform“ is permitted, type in your name and select “Angebot jetzt einreichen“. In order to sign your name, use your computer mouse to do so. In the following step please click on the button **Angebot einreichen** [20].

After successfully submitting your tender, you are able to print or download the confirmation of your offer.

If you would like to have a look at your submitted documents again, the workflow task **Verifizierung/Signatur** gives you the opportunity to download the confirmation of the offer as a ZIP-container [21].

To correct your offer, click the button no. 22. After that you can open all steps again and correct your dates.

