

Qualification system for EVN HOME Universal Supplier

Skopje, 2024

Step 1: Registration on QAD platform

- As a first step, in order to be able to use the QAD platform for submitting offers, a profile must be created
- Pre-registration of the supplier is done by EVN. You need to send an email to **bids.home@evn.mk** about your interest in participating in one or more open calls (Entry into the Qualification System, Day Ahead and/or Intraday open call), as well as information about your company (name, contact person)
- You receive an email with an invitation to complete the registration
 - After clicking the link in the received e-mail the registration section is accessed
 - Filling in the necessary data is done according to the instructions below

Step 1: Registration on QAD platform

- Clicking on the link opens the main page of the QAD platform:
<https://beschaffung.evn.at/ngastras/astras.R6/WFE/public/EVNMKD/en/DE/-/login>
- By clicking the button, it redirects you to the next window, where you fill in the yellow (mandatory) fields. (The password that you set must have a minimum of 12 characters (uppercase and lowercase letters, a number and a special character))

The screenshot shows a web browser window with the URL <https://beschaffung.evn.at/ngastras/astras.R6/WFE/public/EVNMKD/en/US/-/suppliers/register>. The EVN logo is at the top left. A sidebar on the left contains a 'Registration' menu with options: Personal data, Company information, Financial Disclosures, Information, Certificates (0), Documents (0), Contact persons, and Finish. The main content area is titled 'Supplier registration > Personal data' and includes a consent statement. Below this is the 'Contact person' section with fields for Title (a dropdown menu showing 'Mr'), Position, First name, Department, Last name, Phone, and Fax. The 'Account data' section at the bottom has fields for E-mail and Password. At the bottom right, there are five buttons: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. The footer contains copyright information for QAD SRM 6.5.4.32, a link to 'About us Terms of use', a link to 'List of APIs', a link to 'Contact form', the server time 'Mar 28, 2024, 1:29:51 PM', and a session timeout notice 'Your session times out in 0:29:50'.

EVN

Registration

Personal data

Company information

Financial Disclosures

Information

Certificates (0)

Documents (0)

Contact persons

Finish

Supplier registration > Personal data

We require your personal information in order to provide you with verified access to our supplier portal. By entering the data you give us your consent. We process this information about your company and a representative in accordance with our privacy policy, which you can find in the footer of this page under 'Imprint & Data Policy'.

Contact person

Title

Mr

Position

First name

Department

Last name

Phone

Fax

To communicate with your company via the EVN procurement portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail-address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please make sure this e-mail address is correct.

Account data

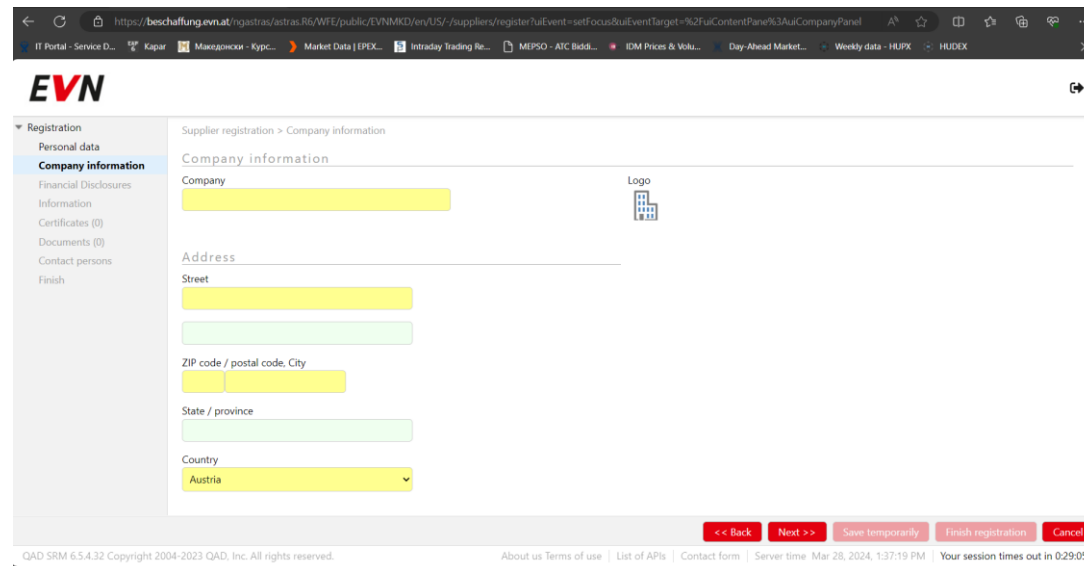
E-mail

Password

<< Back Next >> Save temporarily Finish registration Cancel

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- Fill in the yellow fields with basic data about your company and continue to next

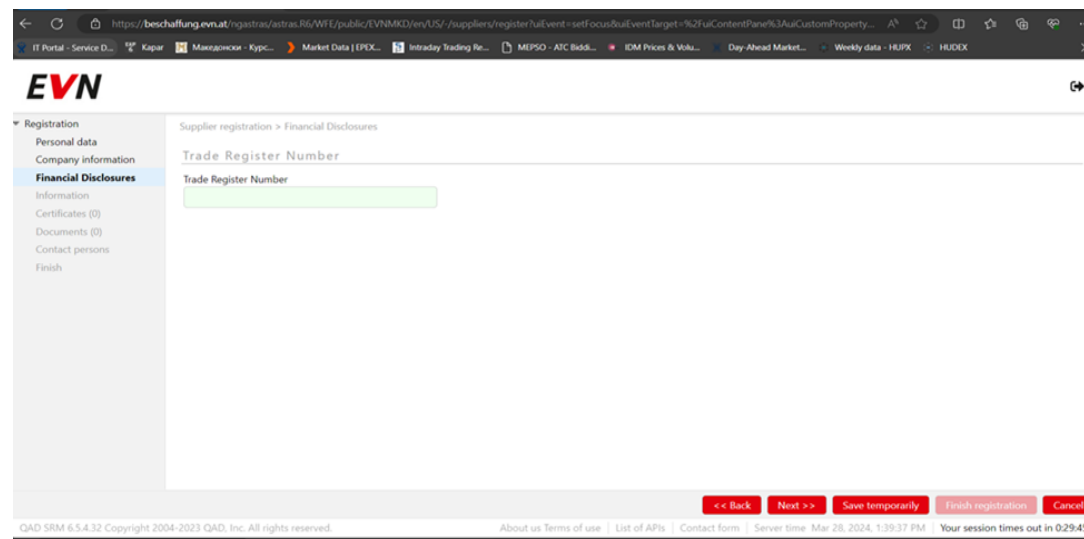


The screenshot shows the 'Company information' step of the EVN supplier registration process. The form includes the following fields:

- Company:** A yellow text input field.
- Logo:** A button with a logo icon.
- Address:** A section containing:
 - Street:** A yellow text input field.
 - ZIP code / postal code, City:** A green text input field.
 - State / province:** A green text input field.
 - Country:** A dropdown menu with 'Austria' selected.

Navigation buttons at the bottom include: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. The footer contains copyright information and session details.

- The following field is optional

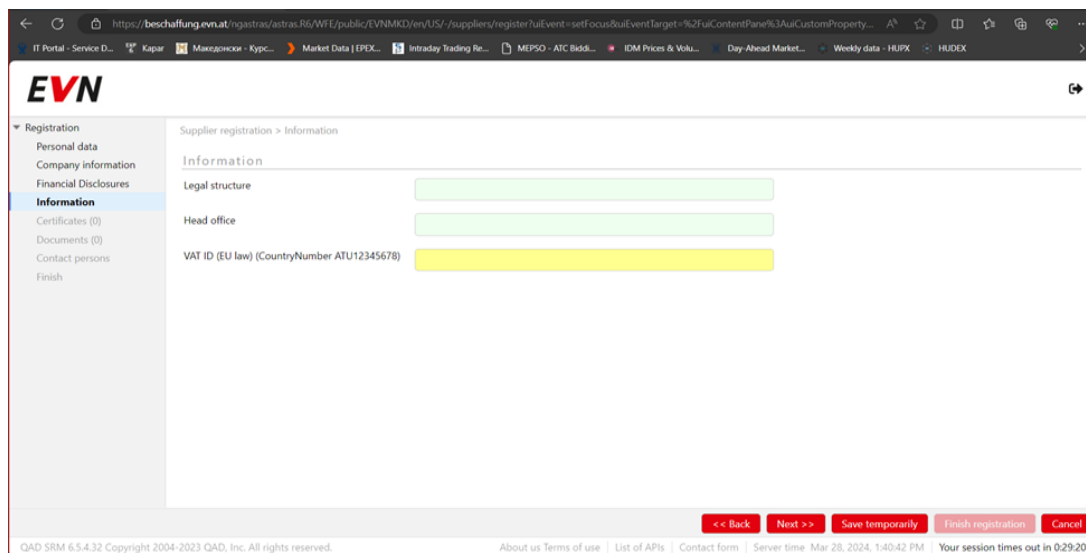


The screenshot shows the 'Financial Disclosures' step of the EVN supplier registration process. The form includes the following fields:

- Trade Register Number:** A green text input field.

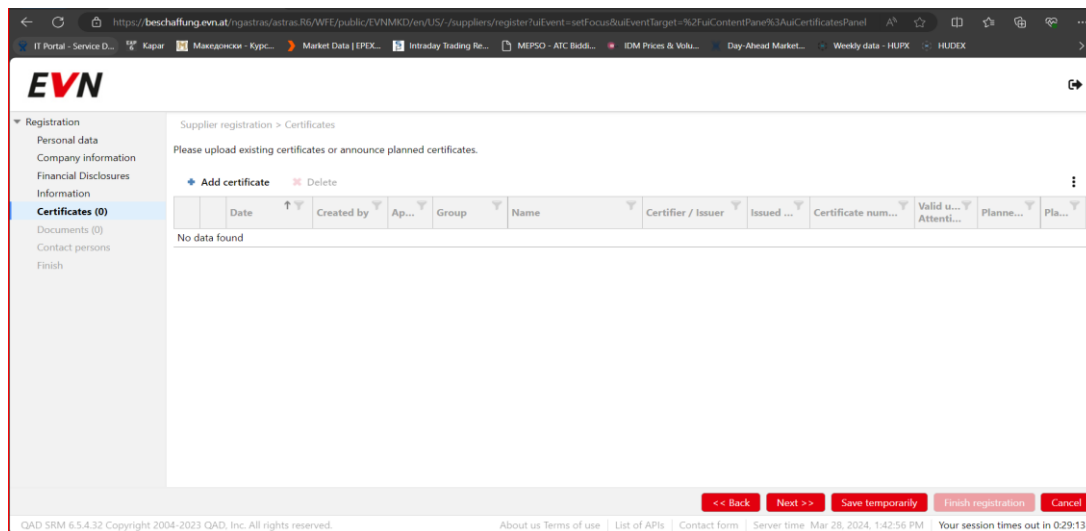
Navigation buttons at the bottom include: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. The footer contains copyright information and session details.

- Enter your tax number (VAT ID)

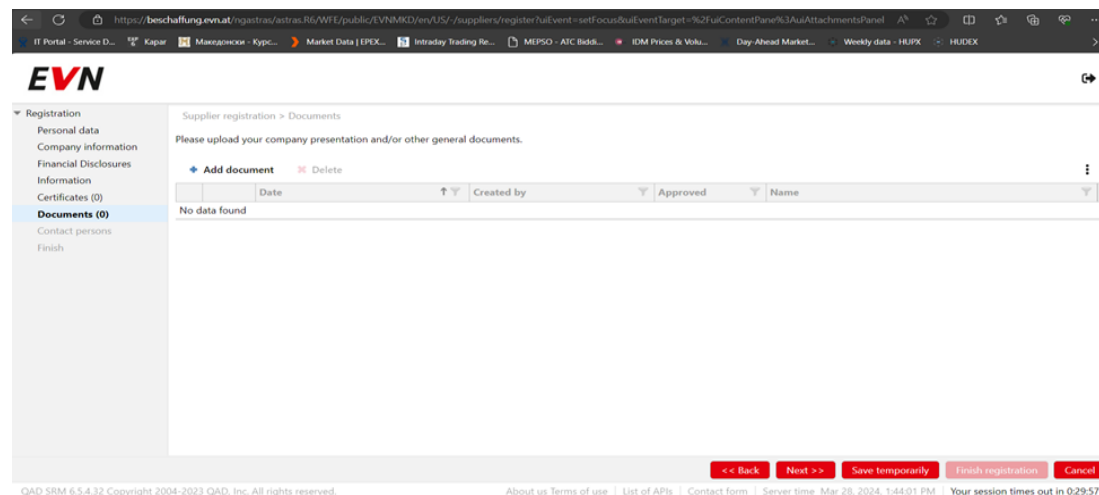


The screenshot shows the 'Supplier registration > Information' page in the EVN portal. The left sidebar contains a menu with 'Registration' expanded, showing options like 'Personal data', 'Company information', 'Financial Disclosures', 'Information' (selected), 'Certificates (0)', 'Documents (0)', 'Contact persons', and 'Finish'. The main content area has a header 'Information' and three input fields: 'Legal structure', 'Head office', and 'VAT ID (EU law) (CountryNumber ATU12345678)'. The 'VAT ID' field is highlighted in yellow. At the bottom, there are navigation buttons: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. The footer includes copyright information and session details.

- In the following steps, data and certificate entry is not required, click the Next button until the last Finish registration button



The screenshot shows the 'Supplier registration > Certificates' page in the EVN portal. The left sidebar is similar to the previous page, but 'Certificates (0)' is selected. The main content area has a header 'Certificates' and a sub-header 'Please upload existing certificates or announce planned certificates.' Below this is a table with columns: 'Date', 'Created by', 'Ap...', 'Group', 'Name', 'Certifier / Issuer', 'Issued ...', 'Certificate num...', 'Valid u... Attenti...', 'Planne...', and 'Pla...'. The table is empty, showing 'No data found'. At the bottom, there are navigation buttons: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. The footer includes copyright information and session details.



Supplier registration > Documents

Please upload your company presentation and/or other general documents.

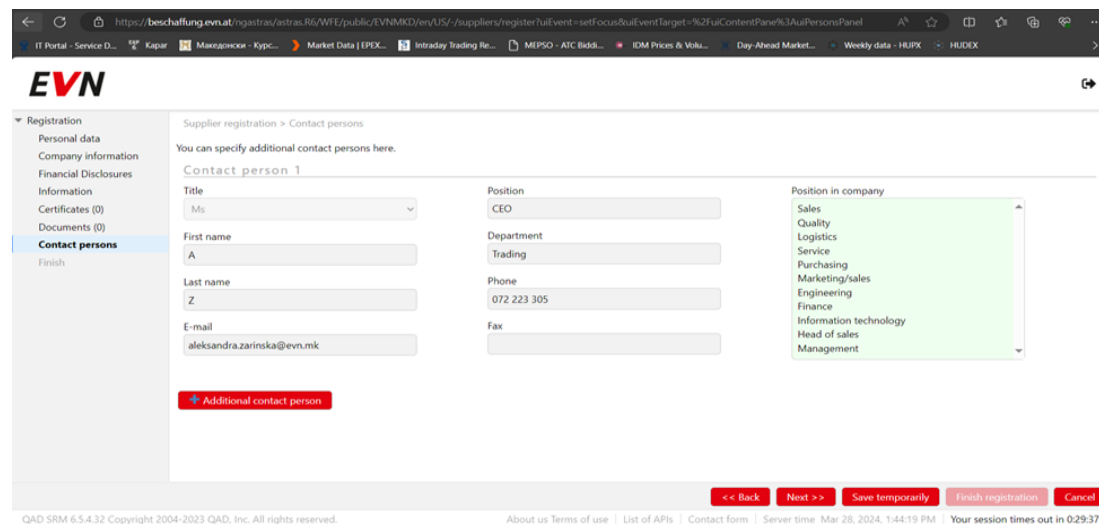
+ Add document Delete

	Date	Created by	Approved	Name
No data found				

<< Back Next >> Save temporarily Finish registration Cancel

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- If you want to enter more contact persons from your company, click on the Additional contact person button



Supplier registration > Contact persons

You can specify additional contact persons here.

Contact person 1

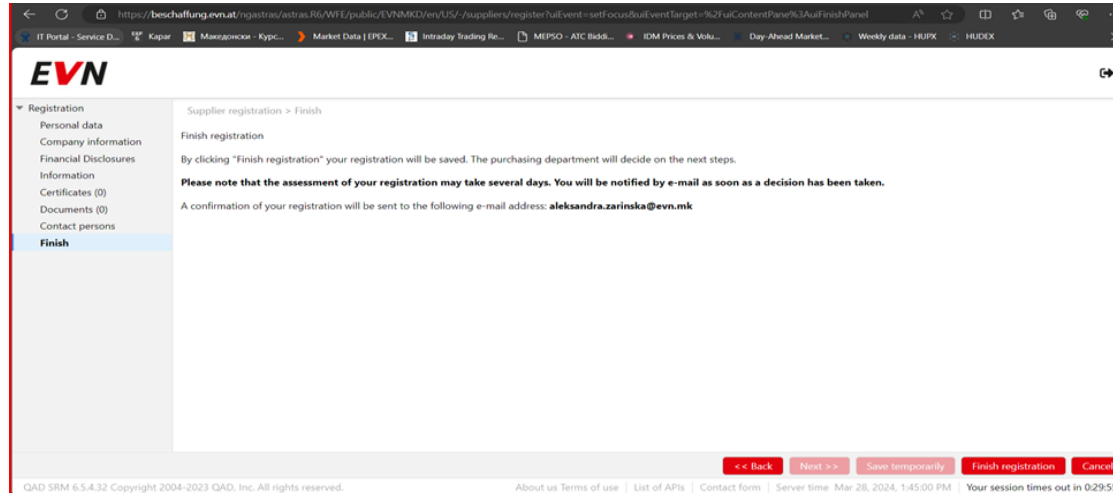
Title Ms	Position CEO	Position in company Sales Quality Logistics Service Purchasing Marketing/sales Engineering Finance Information technology Head of sales Management
First name A	Department Trading	
Last name Z	Phone 072 223 305	
E-mail aleksandra.zarinska@evn.mk	Fax	

+ Additional contact person

<< Back Next >> Save temporarily Finish registration Cancel

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- Click finish registration



The screenshot shows the 'Finish' step of the EVN supplier registration process. The browser address bar displays a URL from the EVN procurement portal. On the left, a sidebar menu lists registration steps: Personal data, Company information, Financial Disclosures, Information, Certificates (0), Documents (0), and Contact persons. The 'Finish' step is highlighted. The main content area, titled 'Supplier registration > Finish', contains instructions: 'By clicking "Finish registration" your registration will be saved. The purchasing department will decide on the next steps.' It also includes a note: 'Please note that the assessment of your registration may take several days. You will be notified by e-mail as soon as a decision has been taken.' and a confirmation email address: 'aleksandra.zarinska@evn.mk'. At the bottom, there are navigation buttons: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. The footer contains copyright information for QAD SRM 6.5.4.32 and a session timeout warning.

- After our verification of your profile, you will receive a username to login to the platform, with your previously created password, to the email address you registered with

*** This is an automatic message. Answers to this e-mail will not be processed. ***

Dear A Z,

Your registration has been successfully received by the portal and will be processed by the responsible department soon.

Your username is:

z5139

Your user account has been activated immediately. You may now enter the portal with this username and the password you chose during the registration.

If the field in which you have to enter the "user name" contains an incorrect value (e.g. your e-mail address), please use the instructions in the attachment.

[Log in here](#)

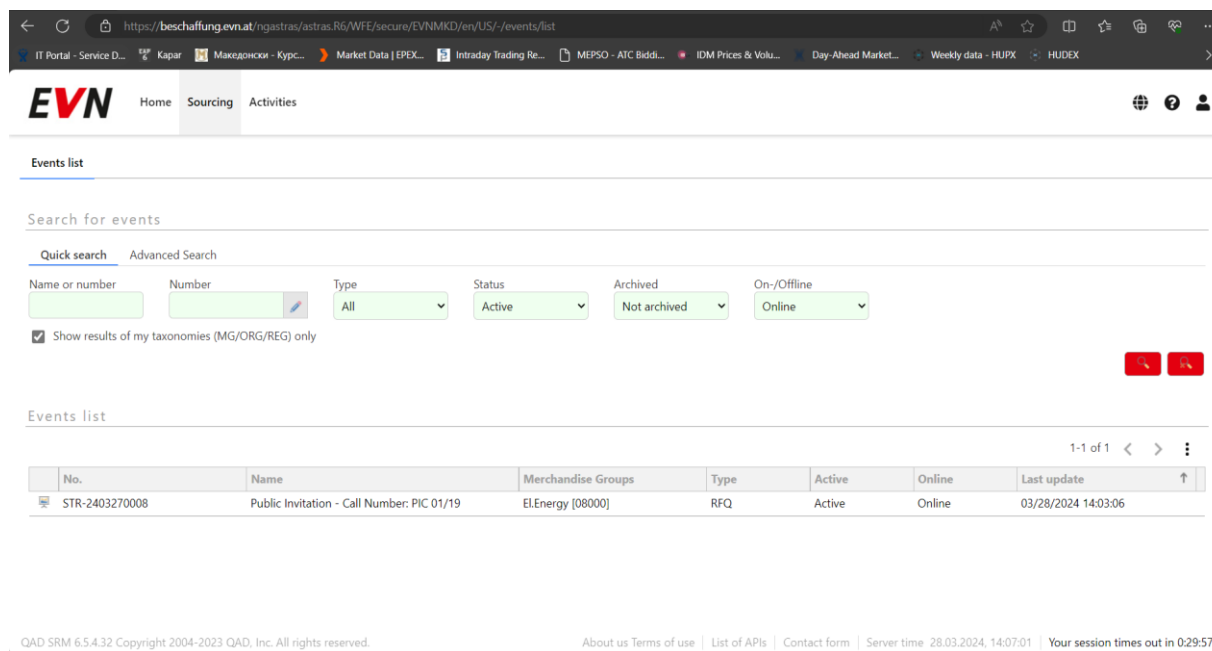
Best regards,

EVN AG
Beschaffung und Einkauf, EVN Konzern
EVN Platz, 2344 Maria Enzersdorf
beschaffung_einkauf@evn.at
www.evn.at

- You have successfully registered on the QAD platform for public procurement and electricity procurement of EVN Macedonia

Step 2: Participation in a public call

- After our invitation to the Public Call, the Sourcing tab will show you the call for which you have shown interest in participating

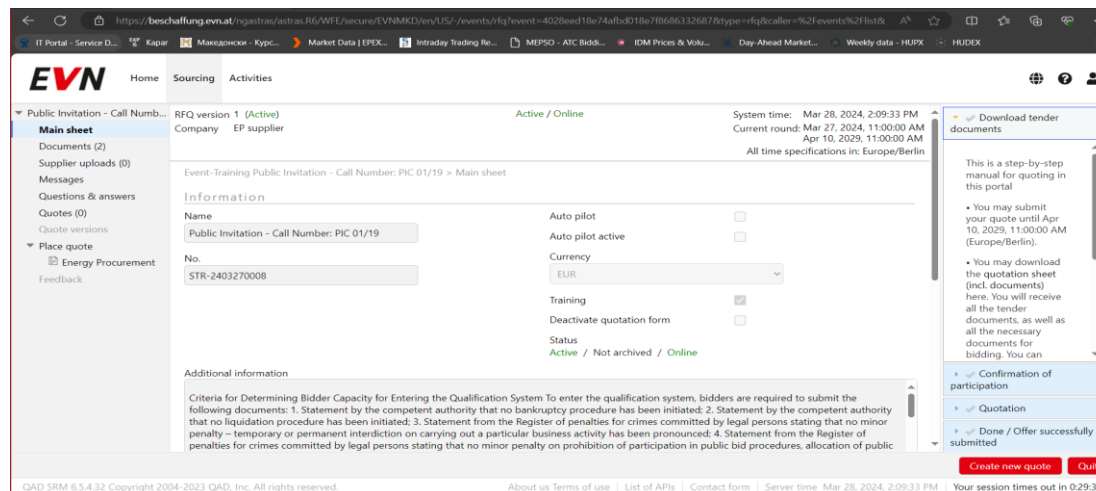


The screenshot shows the EVN Sourcing tab interface. The top navigation bar includes the EVN logo and tabs for Home, Sourcing, and Activities. The Sourcing tab is active, displaying an 'Events list' section. Below this is a search bar with a 'Quick search' button and an 'Advanced Search' link. The search filters include Name or number, Number, Type (set to All), Status (set to Active), Archived (set to Not archived), and On-/Offline (set to Online). A checkbox for 'Show results of my taxonomies (MG/ORG/REG) only' is checked. Below the search filters is a table with one event listed.

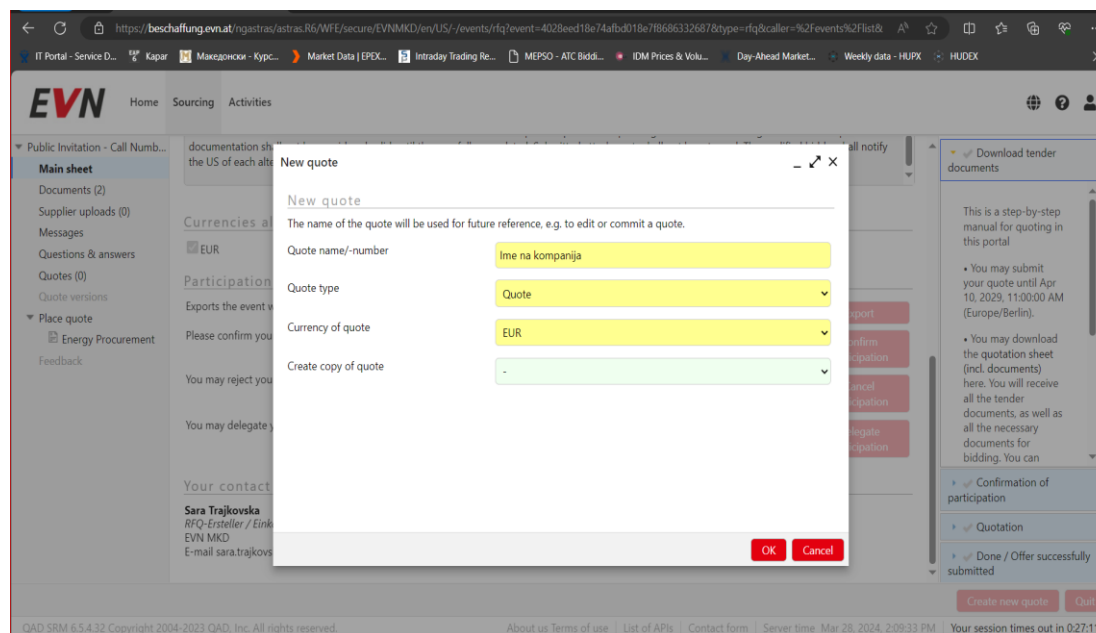
No.	Name	Merchandise Groups	Type	Active	Online	Last update
STR-2403270008	Public Invitation - Call Number: PIC 01/19	ELEnergy [08000]	RFQ	Active	Online	03/28/2024 14:03:06

At the bottom of the page, there is a footer with the text: 'QAD SRM 6.5.4.32 Copyright 2004-2023 QAD, Inc. All rights reserved.' and a session status: 'Your session times out in 0:29:57'.

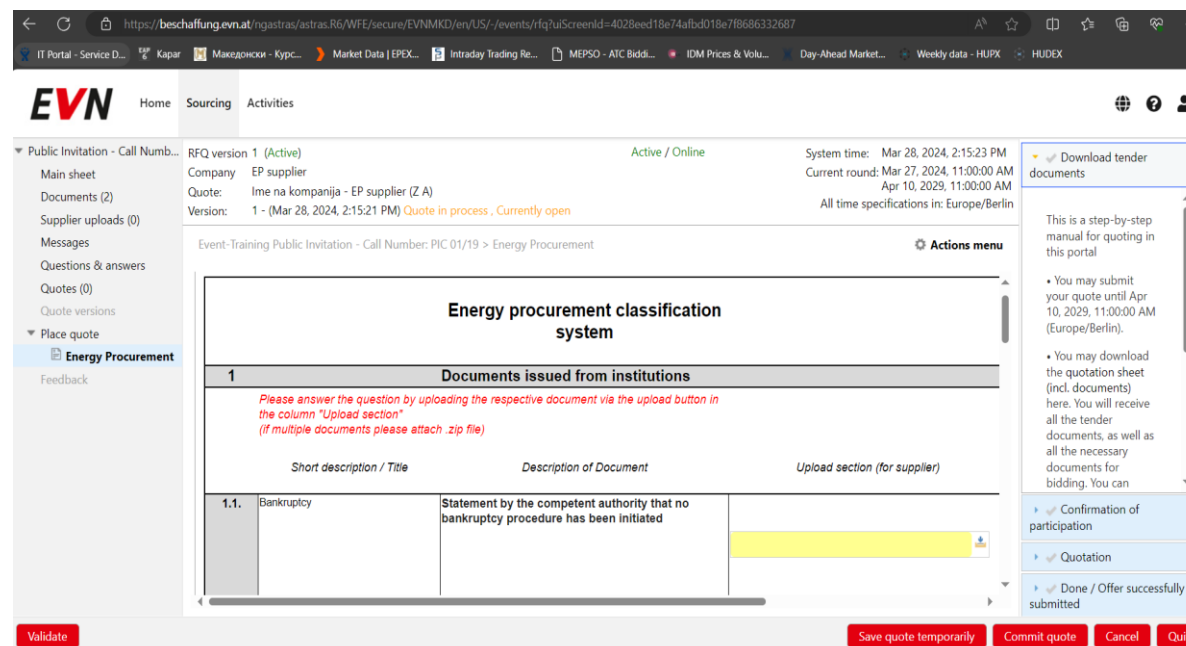
- Clicking on the call redirects you to the following:



- You click on the Create new quote button in the lower right corner and fill in the open form as follows
→ OK



- In the first step, you fill in the questions by attaching the specified documents, issued by the relevant institutions. On each of the documents, in addition to the electronic stamp and signature, there must also be a stamp “True to the original” and nd they should not be older than 6 months from the moment of uploading




Public Invitation - Call Numb... RFQ version 1 (Active) Active / Online System time: Mar 28, 2024, 2:15:23 PM
 Main sheet Company EP supplier Current round: Mar 27, 2024, 11:00:00 AM
 Documents (2) Quote: Ime na kompanija - EP supplier (Z A) Apr 10, 2029, 11:00:00 AM
 Supplier uploads (0) Version: 1 - (Mar 28, 2024, 2:15:21 PM) Quote in process, Currently open All time specifications in: Europe/Berlin
 Messages
 Questions & answers
 Quotes (0)
 Quote versions
 Place quote
 Energy Procurement
 Feedback

Event-Training Public Invitation - Call Number: PIC 01/19 > Energy Procurement

Energy procurement classification system

1 Documents issued from institutions

Please answer the question by uploading the respective document via the upload button in the column "Upload section" (if multiple documents please attach .zip file)

Short description / Title	Description of Document	Upload section (for supplier)
1.1. Bankruptcy	Statement by the competent authority that no bankruptcy procedure has been initiated	

Validate Save quote temporarily Commit quote Cancel Quit

Download tender documents

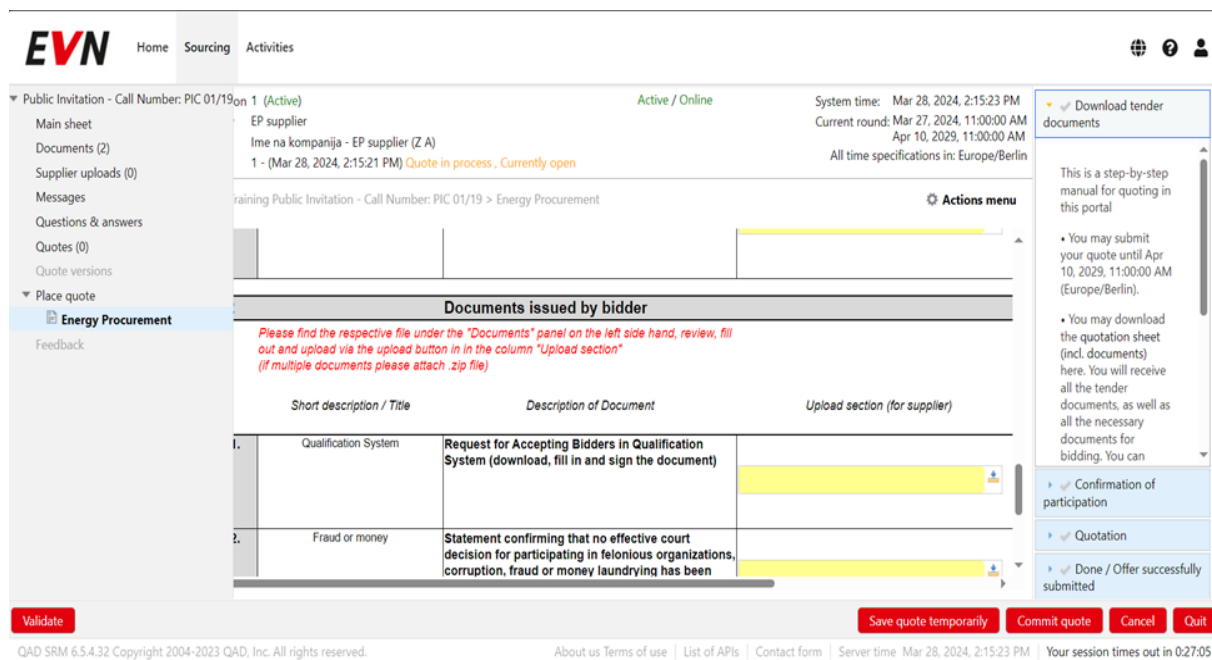
This is a step-by-step manual for quoting in this portal

- You may submit your quote until Apr 10, 2029, 11:00:00 AM (Europe/Berlin).
- You may download the quotation sheet (incl. documents) here. You will receive all the tender documents, as well as all the necessary documents for bidding. You can

Confirmation of participation
 Quotation
 Done / Offer successfully submitted

- You can save the quote temporarily, if you don't have all the necessary documents at the moment, by clicking on the Save quote temporarily button

- In the second section of questions: Documents issued and verified by the Bidder, you download them from the Documents field, fill them in and make a notarization. You attach them in the appropriate sections.



EVN Home Sourcing Activities



Public Invitation - Call Number: PIC 01/19on 1 (Active) Active / Online System time: Mar 28, 2024, 2:15:23 PM
 EP supplier Current round: Mar 27, 2024, 11:00:00 AM
 Ime na kompanija - EP supplier (Z A) Apr 10, 2029, 11:00:00 AM
 1 - (Mar 28, 2024, 2:15:21 PM) Quote in process, Currently open All time specifications in: Europe/Berlin

Training Public Invitation - Call Number: PIC 01/19 > Energy Procurement

Documents issued by bidder

Please find the respective file under the "Documents" panel on the left side hand, review, fill out and upload via the upload button in the column "Upload section"

(if multiple documents please attach .zip file)

Short description / Title	Description of Document	Upload section (for supplier)
1. Qualification System	Request for Accepting Bidders in Qualification System (download, fill in and sign the document)	
2. Fraud or money	Statement confirming that no effective court decision for participating in felonious organizations, corruption, fraud or money laundering has been	

Actions menu

- Download tender documents
- This is a step-by-step manual for quoting in this portal
- You may submit your quote until Apr 10, 2029, 11:00:00 AM (Europe/Berlin).
- You may download the quotation sheet (incl. documents) here. You will receive all the tender documents, as well as all the necessary documents for bidding. You can
- Confirmation of participation
- Quotation
- Done / Offer successfully submitted

Buttons: Validate, Save quote temporarily, Commit quote, Cancel, Quit

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- Once all fields are filled in with the appropriate documentation, click Commit Quote.
- Once you press this button, the attached documents cannot be changed. If you have a wrongly attached document, you will be notified by us and the process will be reopened for your correction.