



Vergabeportal (tendering platform)

# Customer Manual

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© ANKOE, Stephanie Konecsny (tender database) and Jakub Balaz, MBA (eSubmission)

**TABLE OF CONTENTS**

<b>1. General Information .....</b>	<b>3</b>
1.1. Information and support.....	3
1.2. Technical requirements.....	3
1.3. Liability .....	4
<b>2. User master data .....</b>	<b>4</b>
2.1. Access and registration.....	4
2.2. Two-factor authentication .....	5
2.3. Log in via ID Austria .....	6
2.4. Start screen.....	7
<b>3. Tender database.....</b>	<b>10</b>
<b>4. Search profiles.....</b>	<b>12</b>
4.1. Creating a search profile .....	12
4.2. Editing search profile .....	14
<b>5. e-Submission .....</b>	<b>15</b>
5.1. Selecting encryption password.....	16
5.2. Creating tender draft .....	17
STEP 1 - Bidder master data .....	17
STEP 2 - Offer .....	19
STEP 3 - Electronic signature.....	20
STEP 4 - Offer evaluation.....	23
STEP 5 - Submit offer & download offer record.....	23
5.3. Withdrawing / editing procedure .....	24
5.4. Completed submissions .....	25
5.5. Tender drafts.....	25
5.6. Completed procedures .....	25
5.7. Viewing offer package.....	26
5.8. Posing questions .....	26
5.9. Electronic signature .....	27
<b>6. Insights - statistics .....</b>	<b>28</b>

## 1. GENERAL INFORMATION

Welcome to the user manual for the ANKÖ Vergabeportal platform (tendering platform). The guide shows you how to use and configure all the features of the platform in a way that is optimised to fit your needs. The manual gives you an overview of user administration, search profile management, working with the tender database, and electronic tender submission.

Please note with regard to the Equal Treatment Act:

For the sake of easier readability, the terms used are occasionally only expressed using a gender-specific formulation. Obviously, these terms should not be considered gender-specific, but shall equally apply to both sexes.

### 1.1. Information and support

Our support is available Monday through Thursday between 8:00 a.m. and 5:00 p.m. and Friday between 08:00 a.m. and 02:30 p.m. Please write an e-mail to [support-vergabeportal@ankoe.at](mailto:support-vergabeportal@ankoe.at) or contact us by phone at 01 333 6666 ext. 66.

### 1.2. Technical requirements

The Vergabeportal (tendering platform) is a web application and does not need to be installed locally. For secure and unrestricted use of our application, please use the latest version of the listed browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari

**Note:** Please note that errors or interruptions may occur in the case of older browser versions, or in the case of browser versions that have not been listed.

### 1.3. Liability

1.3.1. ANKÖ Service Ges.m.b.H. shall undertake all reasonable efforts to ensure the proper functionality of the Vergabeportal (tendering platform). Due to the structure of the Internet, however, ANKÖ has no influence on Internet data transmission and shall therefore assume no responsibility for the availability, reliability, or quality of connections, data networks and/or technical equipment of third parties. ANKÖ shall also not be deemed responsible for disturbances due to force majeure.

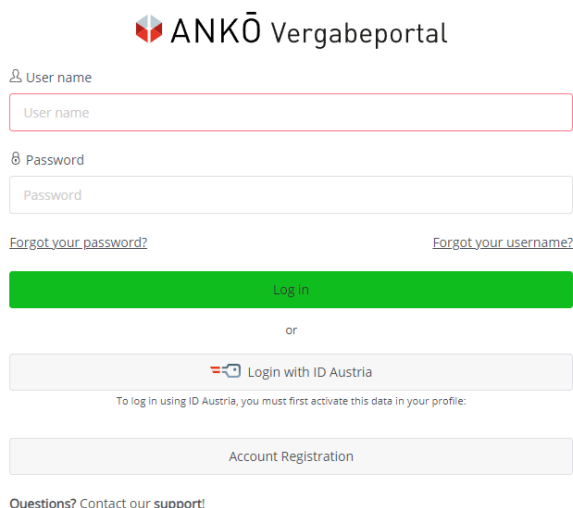
1.3.2. ANKÖ Service Ges.m.b.H. shall only assume liability for damages that have been intentionally caused by it and due to gross negligence. Furthermore, it shall assume no liability for lost profit, consequential damages and mere financial loss, provided that ANKÖ Service Ges.m.b.H. has not caused said damage with intent.

1.3.3. ANKÖ Service Ges.m.b.H. reserves the right to make changes to platforms operated by it at any time, as well as to make changes to this manual, and shall furthermore assume no liability for any errors that arise therefrom.

1.3.4. ANKÖ Service Ges.m.b.H. points out that the responsibility for a timely and valid submission of an offer lies within the responsibility of the customer and/or bidder.

## 2. USER MASTER DATA

### 2.1. Access and registration

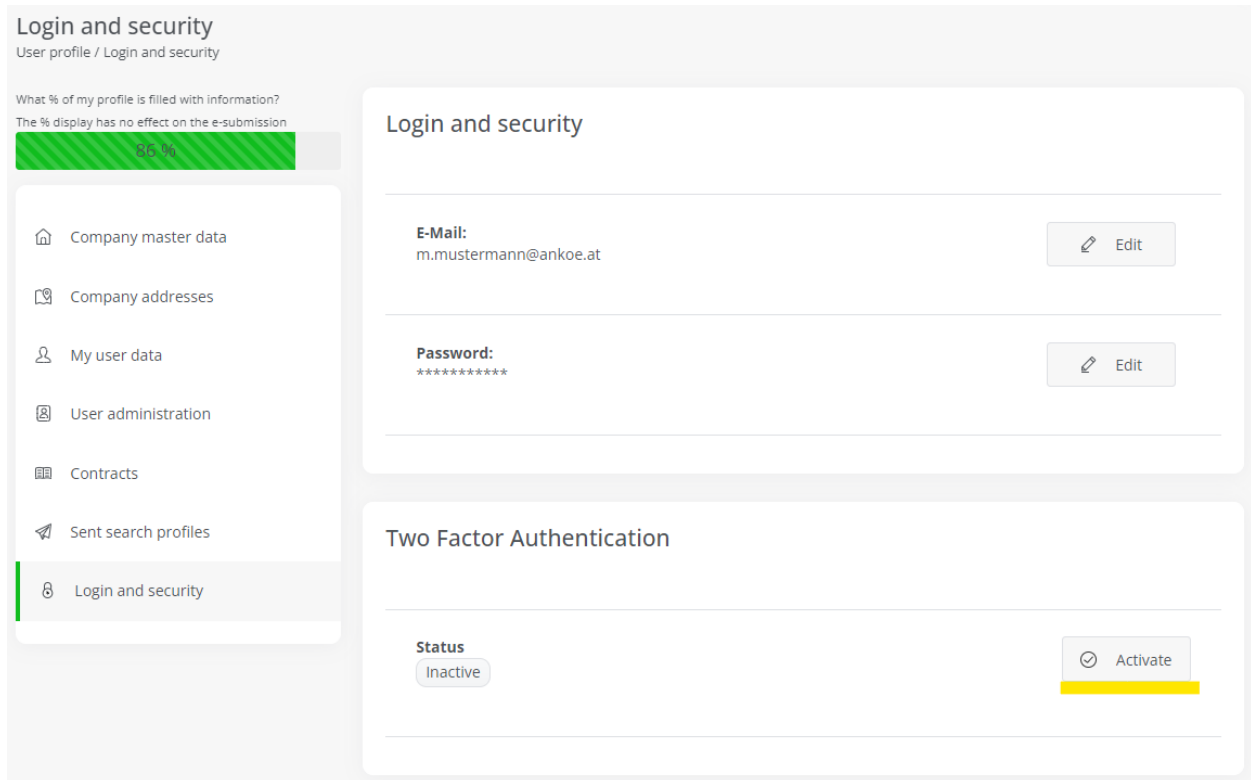


The screenshot shows the ANKÖ Vergabeportal login and registration interface. At the top, the ANKÖ logo and the text 'ANKÖ Vergabeportal' are displayed. Below this, there are two input fields: 'User name' and 'Password'. The 'User name' field has a red border, and the 'Password' field has a grey border. Below the 'User name' field, there are two links: 'Forgot your password?' and 'Forgot your username?'. Below the 'Password' field, there is a green 'Log In' button. Below the 'Log In' button, there is the text 'or'. Below this, there is a button for 'Login with ID Austria' with a small ID Austria logo. Below this button, there is a note: 'To log in using ID Austria, you must first activate this data in your profile:'. Below this note, there is a button for 'Account Registration'. At the bottom, there is a link: 'Questions? Contact our [support!](#)'.

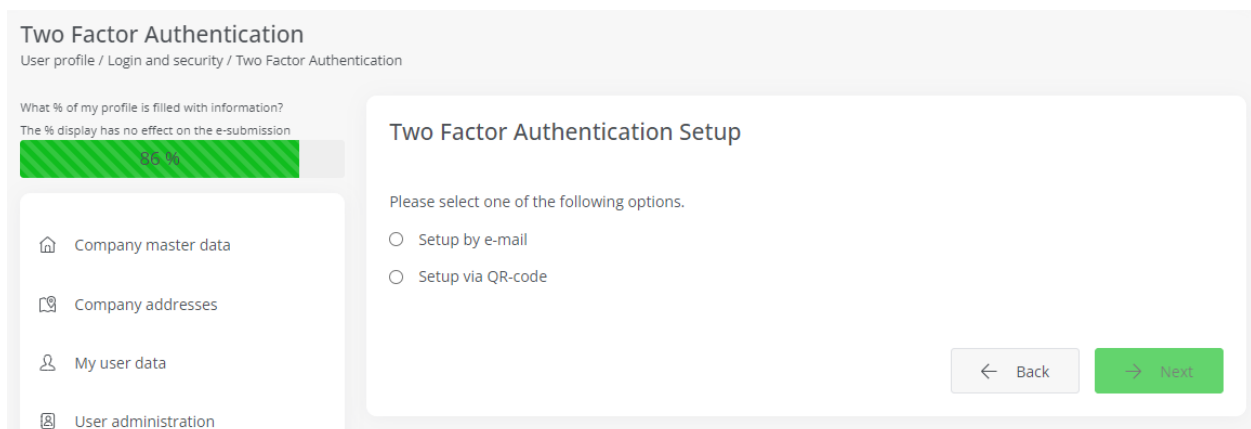
Here, you can log in with your existing access data or access the registration forms as an alternative. The log in using ID Austria is only possible after you have activated the data in your profile.

## 2.2. Two-factor authentication

You can activate two-factor authentication for additional security when logging in via the “Login and Security” tab in your user profile.



There are two different ways to register.



It is possible to generate a code for the second factor using an authenticator app such as Google Authenticator or MS Authenticator or to request a code for registration by email. These codes, from an email or an app, will be required the next time you register on vergabeportal.at. Furthermore, when you activate two-factor authentication, you will receive recovery codes in the event that your chosen method

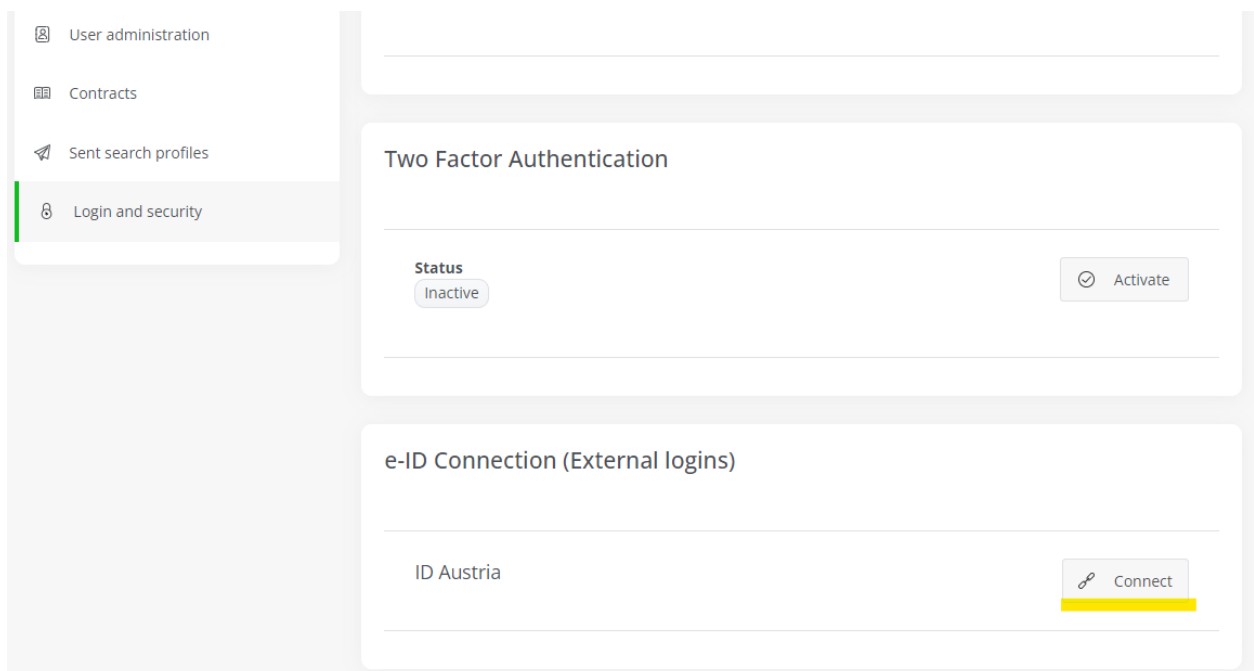
## Customer manual for the ANKÖ Vergabeportal (tendering platform)

no longer works. Write these down straight away in a safe place, as these recovery codes are only visible once.

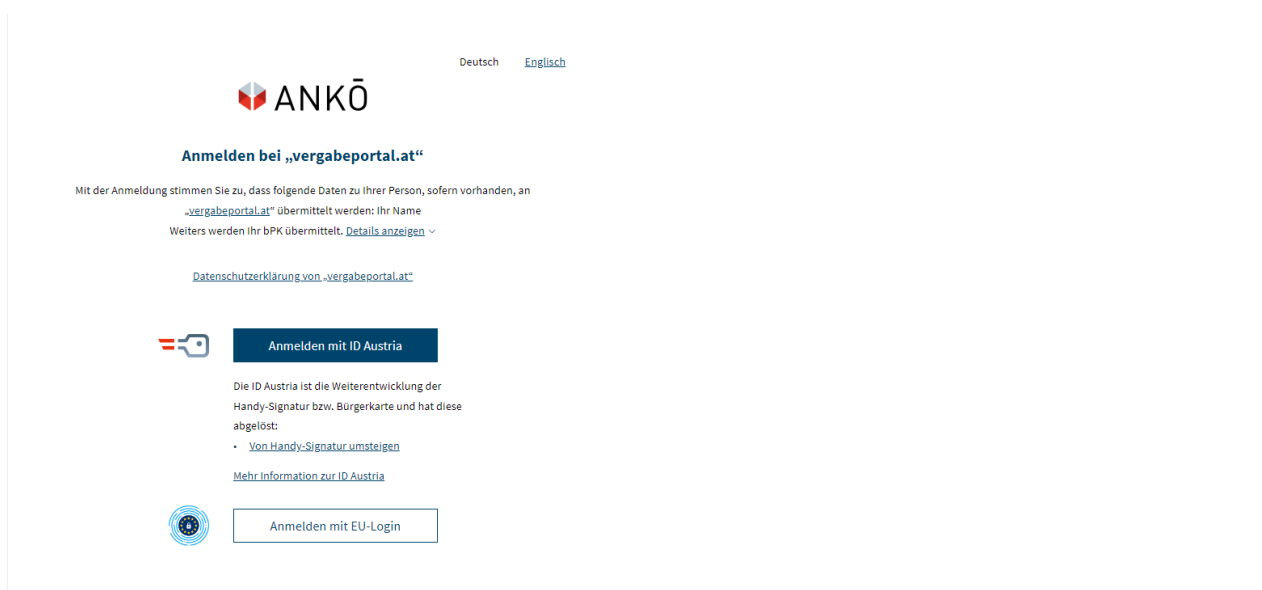
If you no longer want two-factor authentication, you can unlink it in the same section under “Login and Security” in your user profile.

### 2.3. Log in via ID Austria

Further, you can link your account with your ID Austria. You can find this in the section “Login and Security” in your user profile as well.



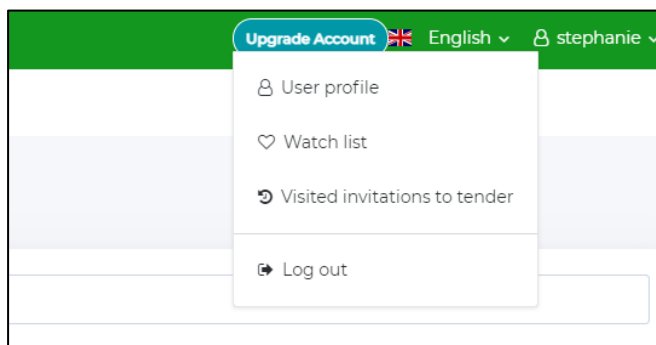
If you then click on the Connect button under e-ID Connection, you will be redirected to ID Austria.



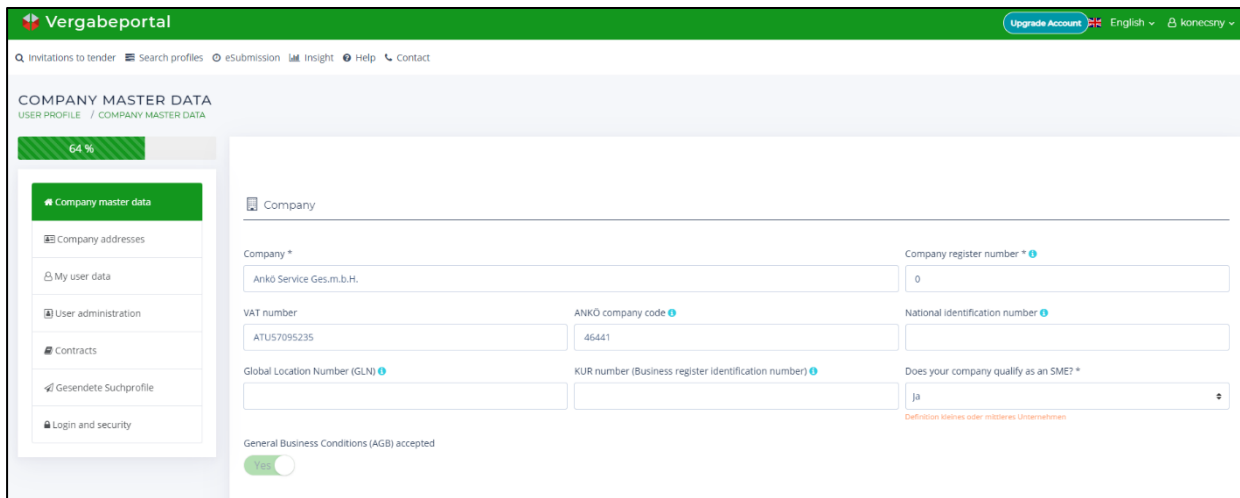
If you have successfully logged in there with your ID Austria (or eIDAS) login, you must sign the request in your ID Austria and after that, your account is linked. This means that you will be able to log in with your ID Austria in the future. If you no longer want this or want to connect your ID Austria to another account, you can unlink it in the same section under “Login and Security” in your user profile.

## 2.4. Start screen

After successful (initial) registration, you will be asked to check and update your master data. If you have already logged in, your user profile can be accessed by clicking on your username in the upper right area.



Clicking on **“User profile”** opens the home screen.



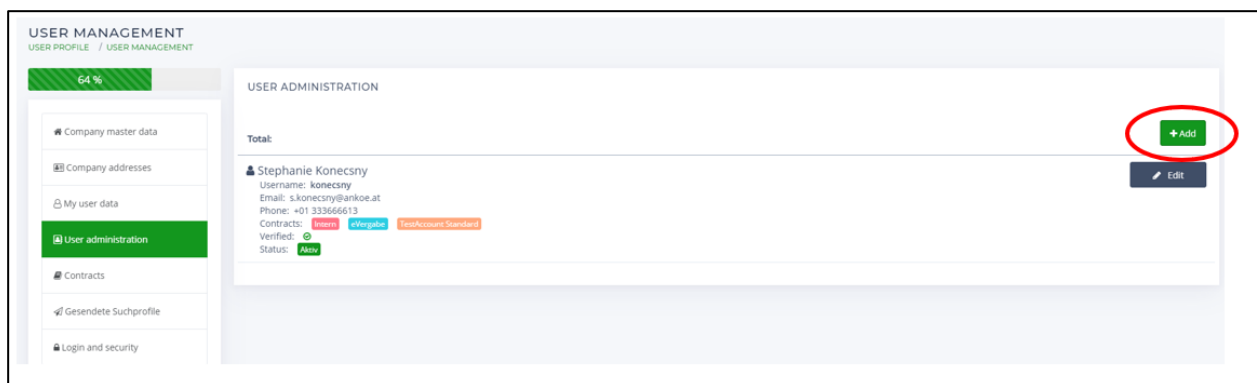
Here, you can find all relevant information on your company or enter your user data. The progress bar on the left shows you how many of the possible information fields you have already filled in.

**Note:**

Contracting authorities who enter contracts for award via our eVergabe+ platform can view this data when searching for potential partners. The better your profile is filled in, the easier it is for a contracting authority to find you as a potential contractor.

In the **“My User Data”** field, you have the option to enter an alternative e-mail address. This means that, during your absence, hits from configured search profiles will be sent by our system to this mail address.

Under the **“User administration”** tab, you can view all your registered users and their contracts. In this area, you also have the possibility to add additional users (within the scope of your contract).



## Customer manual for the ANKÖ Vergabeportal (tendering platform)

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The system specifies exactly which users you can activate within the scope of your contract. In this example, you can see that only the free eSubmission can be selected. In the paid invitation to tender search area, the quota has already been exhausted.

For each user you create, the corresponding user data must be filled in. By clicking on “Save”, the user is added and unlocked.

Under the “**Contracts**” tab, you can see all your contracts with their respective start dates and closing dates.

Please note that depending on the type of contract, different rights may exist!

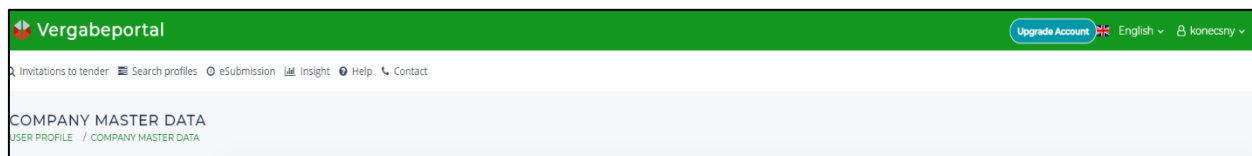
**Standard test account:** This is an access, via which you can test our system free of charge for a period of four weeks. Within these four weeks, you have access to the entire platform and all its features. After the account expires, you can only access the eSubmission area.

**Standard subscription:** This contract is subject to a fee and valid for a period of 12 months. If no cancellation has been received by the required deadline, the subscription will be renewed for a further year. Within this contract, you have permanent access to all functions including eSubmission.

**Multi-user subscription:** This contract is also subject to a fee and valid for a period of 12 months. If no cancellation has been received by the required deadline, the subscription will be renewed for a further year. Just like with the standard subscription, you have access to the entire system, but can register nine more people, who can also access the database with their own user data.

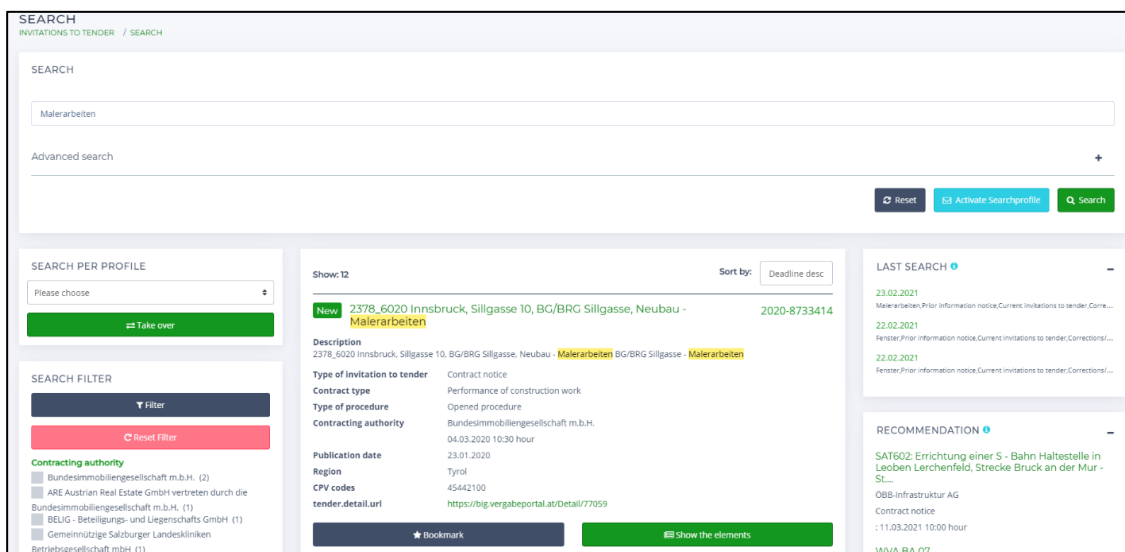
**eSubmission:** This contract is a free access function with which you are entitled to participate in the electronic submission of procedures. Neither the tender database nor the search profiles are available to you.

If you have a test account or an eSubmission but want to have access to the tender database, you can upgrade at any time by clicking on the “**Upgrade Account**” button.



### 3. TENDER DATABASE

Subsequently, you will be taken to the ANKÖ tender database via the upper menu with a click on **“Invitations to Tender”**. Here you will find all invitations to tender from contracting authorities from all over Austria. You will also find all EU invitations to tender in the upper-threshold range, construction tenders from Germany, select tenders in the lower-threshold range of several EU countries, as well as tenders in the lower and upper-threshold range from Switzerland.

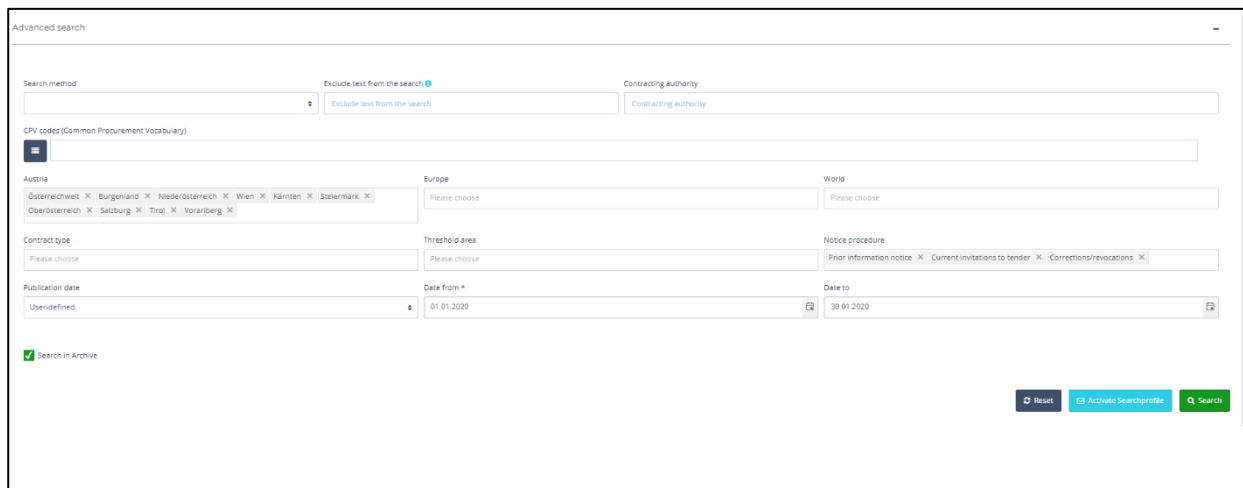
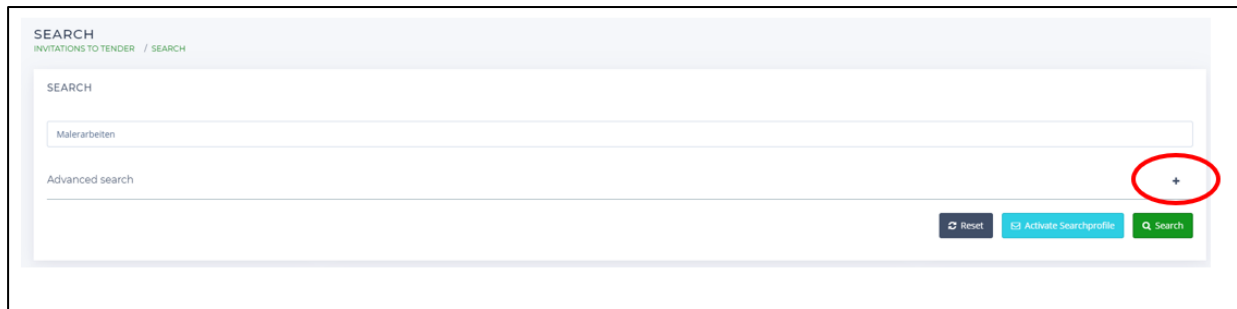


You can enter a corresponding search term directly on this page using part of a word or a whole word. A search of the database is then performed on a letter-by-letter basis.

When searching for painting work, the system finds all the current invitations to tender that contain the term "painting work", i.e., preliminary information, current contracts, corrections and revocations.

If, on the other hand, you only entered painters, the system would find all the invitations to tender with this root word, thereby also showing hits for painting work, painting utensils, master painters, painting services, etc.

Do you make the search more accurate? No problem. By clicking on the **“+”** on the right edge, another menu opens.



In the **“Advanced Search”** field, you can now make more precise definitions.

A detailed description of the "Search Method" function bar can be found in the manual at the area **“4.1 Creating a search profile”**.

After you have carried out the search, you can create a search profile by clicking on the **“Activate Search Profile”** button, which informs you of new invitations to tender via e-mail on a daily basis in the event of search hits.

If you want to see the complete text of an invitation to tender, open it by clicking on the green **“View”** button.

After that, you have the option to save or print the invitation to tender as a PDF.

On the one hand, you will find the complete invitation to tender description in the system, and, on the other hand, you can directly view/download the documents provided by clicking on the **“Tender Documents”** tab.

Description	Invitation to tender documents (8)	References
<p><b>DESCRIPTION</b></p> <p>Auftragsbekanntmachung Dokument-ID: 77059-00</p> <p><b>Richtlinie 2014/24/EU</b> Richtlinie 2014/24/EU</p> <p><b>Abschnitt I: Öffentlicher Auftraggeber</b></p> <p><b>I.1 Name und Adressen</b>            Bundesimmobiliengesellschaft m.b.H.            Nationale Identifikationsnummer: 9110015233841            Postanschrift: Trabrennstraße 2c, Wien            NUTS-Code: AT13            Postleitzahl: 1020            Österreich            Kontaktstelle(n): Bundesimmobiliengesellschaft m.b.H., Unternehmensbereich Schulen, Kapuzinergasse 38, 6020 Innsbruck, Ing. Gerhard Isser            Telefon: +43 50244-5721            E-Mail: <a href="mailto:gerhard.issler@big.at">gerhard.issler@big.at</a>            Fax: +43 50244-5734</p> <p><b>Internet-Adresse(n)</b>            Hauptadresse: <a href="http://www.big.at">http://www.big.at</a></p> <p><b>I.2 Gemeinsame Beschaffung</b>            Der Auftrag wird von einer zentralen Beschaffungsstelle vergeben: nein</p>		

If you wish to participate in this invitation to tender in electronic form, you can do so directly via our system in the **“eSubmission”** area.

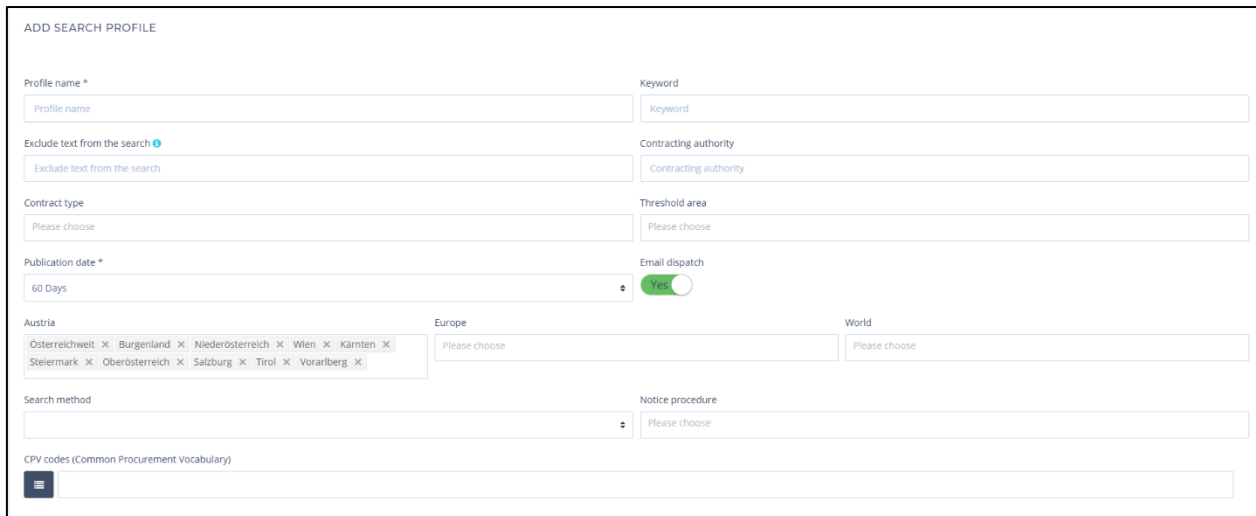
For more information, see this manual in Chapter 5 “e-Submission” from page 15 on.

## 4. SEARCH PROFILES

### 4.1. Creating a search profile

In the top menu line, select **“Search Profiles”**.

Clicking the **“Add”** button opens the settings field for your search profile.



**ADD SEARCH PROFILE**

Profile name \*  Keyword

Exclude text from the search  Contracting authority

Contract type  Threshold area

Publication date \*  Email dispatch

Austria  Europe  World

Search method  Notice procedure

CPV codes (Common Procurement Vocabulary)

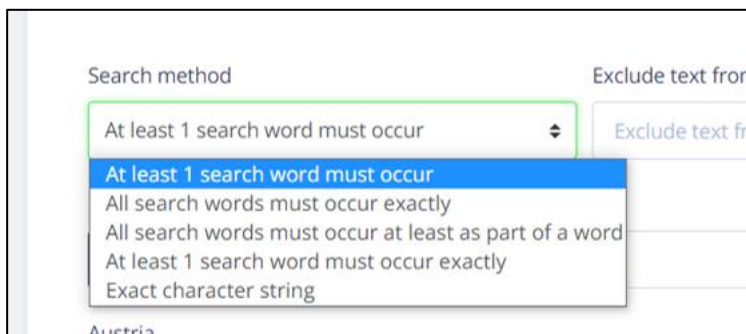
Now enter all your desired parameters.

The "**Profile Name**" field is not relevant to your search query but is only used to create a structure for your profiles. You can name them as you like, for example "Search Profile 1", "Search Profile 2", "Search nationally" or "Search internationally".

In the "**Keyword**" field, you can easily enter the desired terms in succession, for example "window table chairs office".

Options in the in the Search Method field:

The "**Search Method**" function field offers **five** choices:



Search method  Exclude text from

- At least 1 search word must occur
- All search words must occur exactly
- All search words must occur at least as part of a word
- At least 1 search word must occur exactly
- Exact character string

**At least one search word must be found:** If you select this option, you will receive all invitations to tender that contain at least one of your search terms, thereby also being contained as part of word. Using the example of windows, you will also receive invitations to tender with window renovation or window cleaning.

**All search words must be precisely found:** Here, all words in the "Search Word" field must be found in an invitation to tender. In our example, this would mean that you only get to view those invitations to tender whose tender text includes "window", "table", "chairs" and "office", in this exact spelling in the tender text.

**All search words must be found at least as a part of a word.** With this option, you will receive all invitations to tender (excluding awarded contracts) where all of the words you have chosen is at least included as part of a word. If you take the above words as an example, you will receive each invitation to tender where either the word "table legs," "office chairs" and "office equipment" appear in it.

**At least one search word must be precisely found:** As mentioned already at Section 3, the search entails a word-matching search. With this option, you would only receive those invitations to tender where, in our example, the word "table", the word "chairs" or the word "office" appears as a separate word. With this method, you will not receive "table legs", "table chairs" or "office equipment".

**Exact string of characters:** This method means that the search text entered must be present letter-by-letter in the invitation to tender, wherein case sensitivity is irrelevant.

**CPV code:** CPV stands for Common Procurement Vocabulary and is the **common vocabulary** for public procurement within the **European Union**. The CPV nomenclature creates a standardised classification system for public procurement to describe the subject matter of the procurement contract. The CPV nomenclature consists of a main part defining the subject of the contract and an additional part to supplement further qualitative information. The code "45000000" is for construction works for example; 45300000 is for building installation works. In the field "CPV code" you will get search suggestions when you enter it. You can search for CPV codes and their name, and then select an appropriate entry.

Once all settings are made, click the "**Save**" button in order to save the search profile in your account.

If you have activated the "**Send E-mail: Yes**" button, you will be automatically informed via e-mail about hits on your search profile from the next day on.

## 4.2. Editing search profile

You have created a search profile, but the results are not optimal. No problem!

On the search profile page, you can find all your current profiles and can change or edit these using the buttons "**Print**", "**Edit**", and "**Delete**" on a daily basis, as well as according to your needs. Depending on the account type, you can also share your search profiles with other users.

**ANKÖ Suchprofil**

**Keyword**  
Lüftung Heizung Sanitär

**Region**  
Austria-wide,Burgenland,Lower Austria,Vienna

**Email dispatch** Yes

Print
Edit
Delete

## 5. E-SUBMISSION

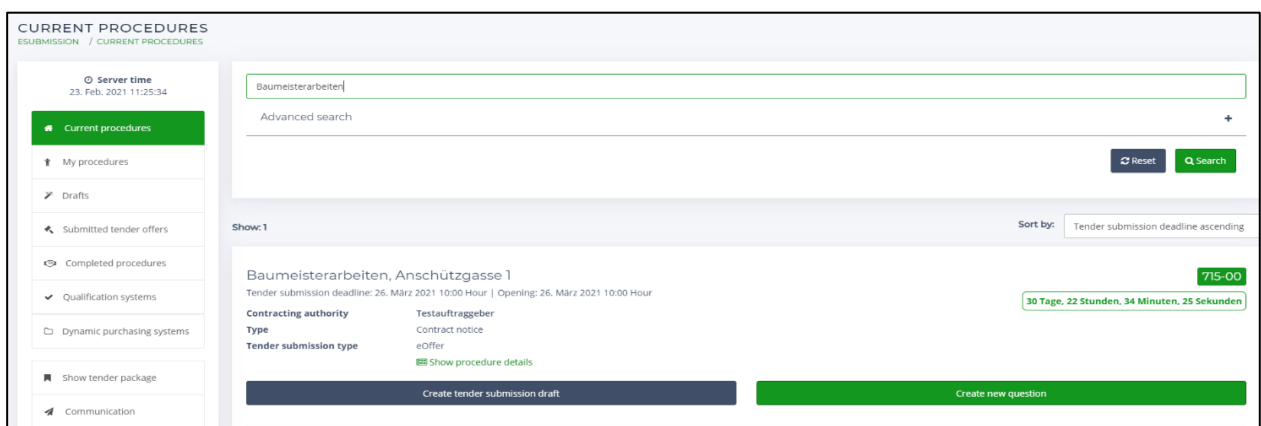
In order to test the eSubmission, a mock invitation to tender is available for you in our training platform. A mock invitation to tender with the Doc ID 1940 can be accessed at the following link:

<https://schulung.vergabeportal.at>

**Note:**

Since the training platform of the procurement portal is an independent platform, a new registration must be carried out at <https://identity-schulung.vergabeportal.at/Registration/Index>. You will not be subject to any additional costs!

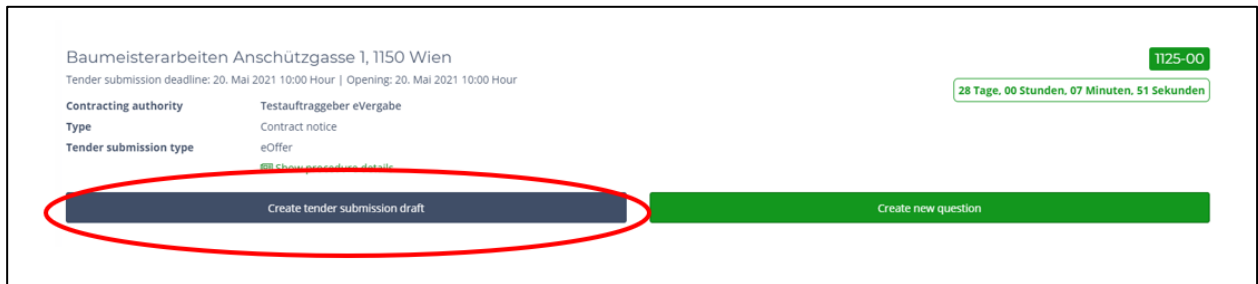
Clicking on "eSubmission" in the menu line will take you to the overview of the available procedures where offers can be uploaded electronically via the ANKÖ platform. These can be searched in the search bar by means of text search for the name or document number. Alternatively, using the point "**Advanced Search**", you can filter for invitations to tender, direct contract awards, qualification systems and dynamic procurement systems.



The screenshot displays the 'CURRENT PROCEDURES' section of the ANKÖ Vergabeportal. It features a search bar with the text 'Baumeisterarbeiten' and an 'Advanced search' option. Below the search bar, there is a list of procedures, with the first one being 'Baumeisterarbeiten, Anschützgasse 1'. The interface includes a sidebar with navigation options like 'My procedures', 'Drafts', and 'Submitted tender offers'. At the bottom, there are buttons for 'Create tender submission draft' and 'Create new question'.

## Customer manual for the ANKÖ Vergabeportal (tendering platform)

For each available procedure, you can view the time available until the deadline for submission and can start an electronic submission of an offer by clicking on "**Create Tender Draft**".

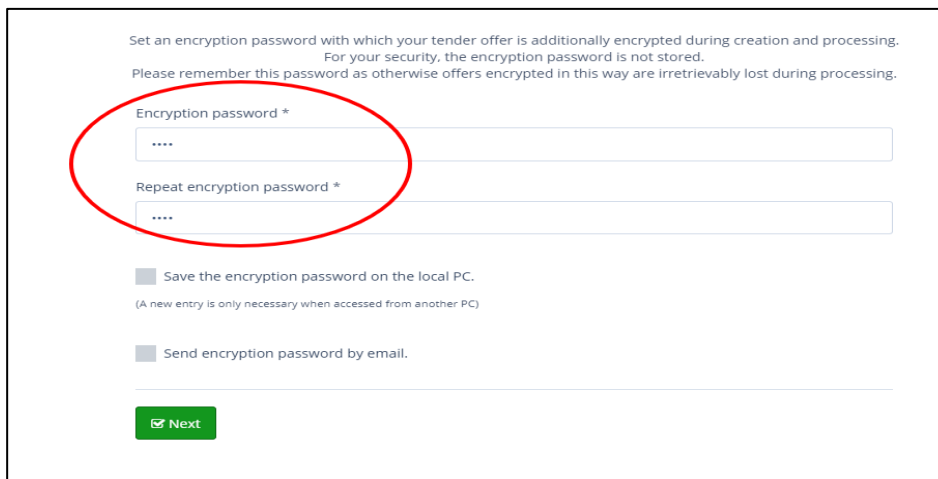


### 5.1. Selecting encryption password

As a first step in the creation of offers, you must choose an encryption password. The encryption password serves as an additional security level to encrypt the offer and must be re-selected for each procedure. The password also allows you to access the tender draft at a later time.

#### Note:

The password is not stored by the platform for security reasons and therefore cannot be recovered. However, the user can choose to save the password on the local PC. If you forget or move the password, it is necessary to delete and re-create the tender draft! (for more information, see 5.3 Withdrawing / editing procedure).



The screenshot shows the "Set an encryption password" screen. The instructions state: "Set an encryption password with which your tender offer is additionally encrypted during creation and processing. For your security, the encryption password is not stored. Please remember this password as otherwise offers encrypted in this way are irretrievably lost during processing." There are two input fields: "Encryption password \*" and "Repeat encryption password \*", both containing four dots. Below the fields are two checkboxes: "Save the encryption password on the local PC." (with a note "(A new entry is only necessary when accessed from another PC)") and "Send encryption password by email." At the bottom, there is a green "Next" button with a checkmark icon.

## 5.2. Creating tender draft

Baumeisterarbeiten, Anschützgasse 1 715-00

🕒 Tender submission deadline: 26. März 2021 10:00 | 🕒 Opening: 26. März 2021 10:00 30 Tage, 22 Stunden, 29 Minuten, 48 Sekunden

<b>Contracting authority</b>	Testauftraggeber
<b>Type:</b>	Contract notice
<b>Tender submission type:</b>	eOffer
<b>Titel of the invitation to tender:</b>	Baumeisterarbeiten, Anschützgasse 1

1
2
3

Draft

1 Draft

Review and check

2 Review and check

Tender submission

3 Tender submission

Save

Export as PDF

Delete

You will now be taken to the offer creation screen You will see above the procedural name, the document ID, as well as relevant deadlines. By clicking on **"Save"**, the offer design can be cached at any time. Option-ally, the draft can also be exported as a PDF file.

✔ Bidder master data

Corporate law company name \*

ANKÖ Service Ges.m.b.H

Street \*      Postal code \*      City \*      Country \*

Anschützgasse 1      1150      Wien      Österreich

Email \*      Company registration number      VAT number (Value added tax identification number)      ANKÖ company code

s.konecsny@ankoe.at      0           0

Contact person

Name \*      Phone      Function in the company

Stephanie Konecsny      01333666613     

As authorized representative of a bidding consortium \*      Does your company qualify as an SME? \*

Yes No      Yes No

### STEP 1 - Bidder master data

As a first step, the bidder fills in his master data. These data are automatically transferred from the stored information in the profile. Please check this information, in particular, the legally registered company name

## Customer manual for the ANKÖ Vergabeportal (tendering platform)

and the e-mail address. In the worst case, incorrect disclosure of the master data could lead to the disqualification of the offer in a later procedural step.

### Note:

The field "ANKÖ Company Code" must be filled with the ANKÖ number for suitability queries (if available). This allows contracting authorities to easily access their proof of suitability. For more information on registering for the list of suitable companies, please visit: <https://www.ankoe.at/auftragnehmer/eignung-nachweisen.html>

Optionally, members of a bidding group can also be added.

As authorized representative of a bidding consortium \*

Yes
  No

In the next step, the members of the bidding group must be selected from the list of partner companies created by a checkbox. If a partner has not yet been created, it can be created by clicking on the right checkbox "Create partner".

Take over
  Create partner

Bitte wählen Sie die Mitglieder der Bietergemeinschaft aus.

<input type="checkbox"/>	Choose all	Corporate law company name		SME (Small and medium-sized enterprises)		
<input type="checkbox"/>		Testfirma A	Address Email ANKÖ company code Company registration number VAT number (Value added tax identification number) Contact person Test, .	Anschützgasse 1, 1150 Wien Österreich s.konecsny@ankoe.at Ankö	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Testfirma B	Address Email ANKÖ company code Company registration number VAT number (Value added tax identification number) Contact person Test, .	Test, 1220 Wien Österreich s.konecsny@ankoe.at Ankö	Yes	<input checked="" type="checkbox"/>

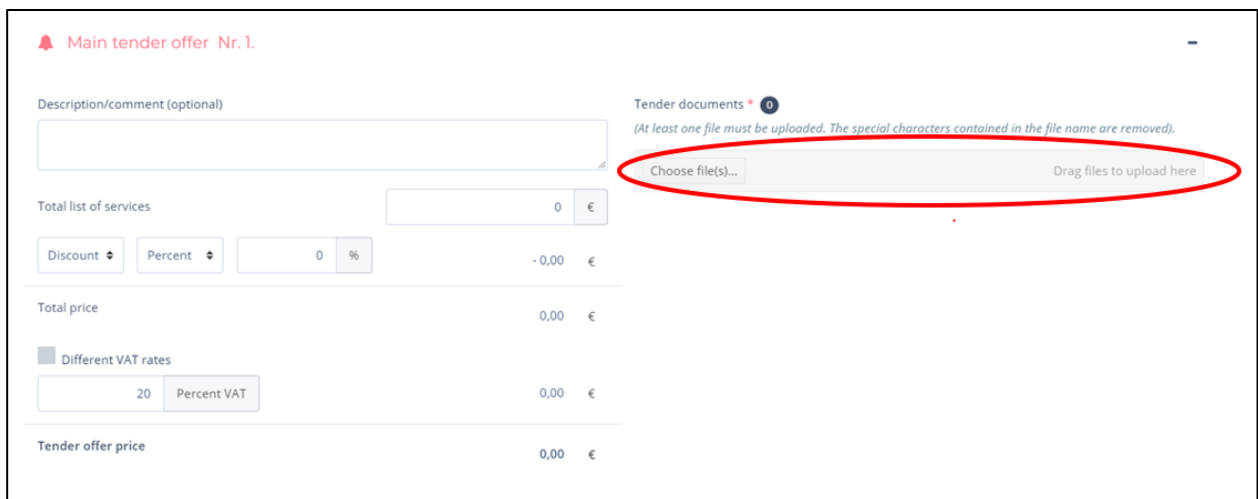
## Customer manual for the ANKÖ Vergabeportal (tendering platform)

### STEP 2 - Offer

The bidder now prices the specified offer form. Under "Tender offer price", the price is without VAT and without discounts or surcharges. By clicking on "**Choose File(s)**" (to the right of the calculation), all offer components are to be uploaded. The number of uploaded files is unlimited.

#### Note:

If a List of Services is uploaded in the standard format (e.g., Austrian standard 'OENORM' or standard Excel), the Tender offer price is read out and automatically transferred to the "Tender offer price" field. In any case, check for security whether the amount in the "**List of Services**" field matches the List of Services total in your List of Services.



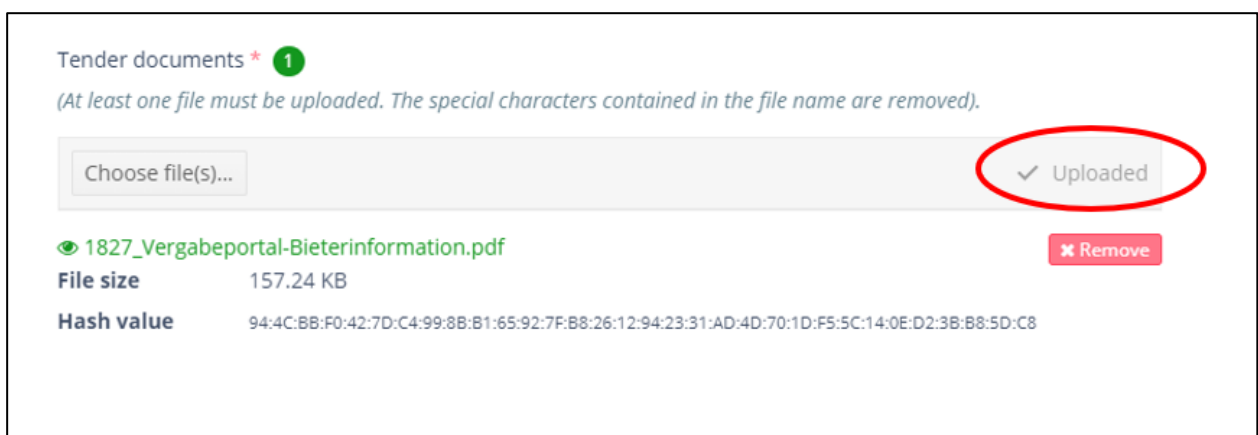
**Main tender offer Nr. 1.**

Description/comment (optional)

Tender documents \* **0**  
*(At least one file must be uploaded. The special characters contained in the file name are removed).*

Choose file(s)... Drag files to upload here

Total list of services	0	€
Discount	Percent	0 %
Total price	-0.00	€
Different VAT rates	20	Percent VAT
Tender offer price	0.00	€



Tender documents \* **1**  
*(At least one file must be uploaded. The special characters contained in the file name are removed).*

Choose file(s)... **✓ Uploaded**

**1827\_Vergabeportal-Bieterinformation.pdf** **✗ Remove**

**File size** 157.24 KB

**Hash value** 94:4C:BB:F0:42:7D:C4:99:8B:B1:65:92:7F:B8:26:12:94:23:31:AD:4D:70:1D:F5:5C:14:0E:D2:3B:B8:5D:C8

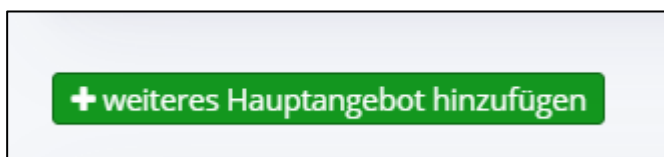
#### Note A:

If the procedure has been divided into lots, they can be displayed via the "**Select Lots**" button. By clicking on the respective checkbox, the lots for the submission of an offer or participation application are determined.



**Note B:**

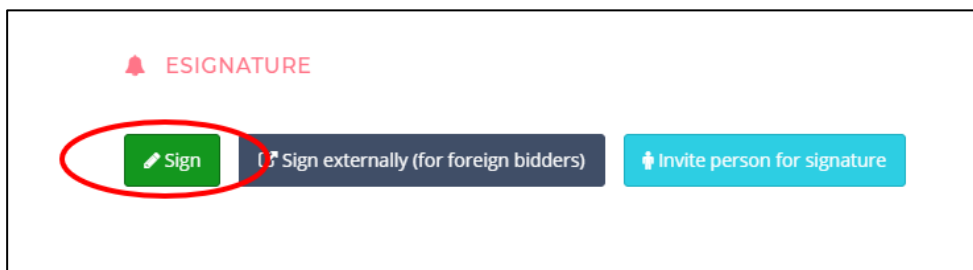
If several main offers, alternative offers, amendment offers or options have been accepted by the contracting authority, these can be added via the green button in the lower area. Before submitting a second main offer, alternative offer, amendment offer or option, be sure to do so in accordance with tender documents. A choice in the system does not automatically mean that these forms of offer are available.



STEP 3 - Electronic signature

Once steps 1-2 have been completed, the offer package can be signed electronically. Optionally, the offer can be signed by the user himself or another person can be invited to the signature. The following signature options are available:

**A) Austrian signature**





The offer can now be signed by mobile phone signature or local citizen card software (BKU).

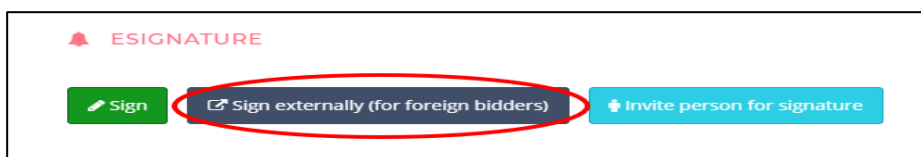
**Note:**

We recommend that you use your mobile phone signature, as it works much more easily and reliably.

All information on how to activate the **mobile phone signature** can be found under <https://www.handy-signatur.at>

To sign your offer using a "Local citizen card software (BKU)", you need the citizen card software (**Version 1.5.0.16**) as well as the **A-Sign Client** provided by the company A-Trust. Both software components can be downloaded via the link <https://www.ankoe.at/support/bkudownload.html>. After successful installation, click on "Local citizen card software (BKU)" to enter the PIN on your card reader and complete the signature with it. For more information, please visit the website <https://www.buergerkarte.at>

**B) International signature (external)**



By clicking on "International eSignature", a new field opens up:



## Customer manual for the ANKÖ Vergabeportal (tendering platform)

Click on "**Create document to sign**" to download the offer as PDF (summary including hash values). You can then use this PDF with your qualified international signature solution and upload it back to the system via "**Select Files with Signature**".

### ATTENTION:

Keep in mind that according to the Austrian Federal Procurement Act, a qualified electronic signature must be signed. A simple or advanced signature (e.g., Adobe Sign) is therefore not allowed.

You can check whether your eSignature meets the requirements via the RTR service:

[https://www.rtr.at/TKP/was\\_wir\\_tun/vertrauensdienste/Signatur/signaturpruefung/Pruefung.de.html](https://www.rtr.at/TKP/was_wir_tun/vertrauensdienste/Signatur/signaturpruefung/Pruefung.de.html)

### C) Inviting person to provide signature

You can now invite one or more people to the signature. These will be notified by e-mail via the signature prompt.



Once the signature process has been completed, you will see a confirmation view.

List of signatures			
Signator	Issuer	Date	Valid
Stephanie Konecsny	a-sign-premium-mobile-05	23. Feb. 2021 12:25	✓

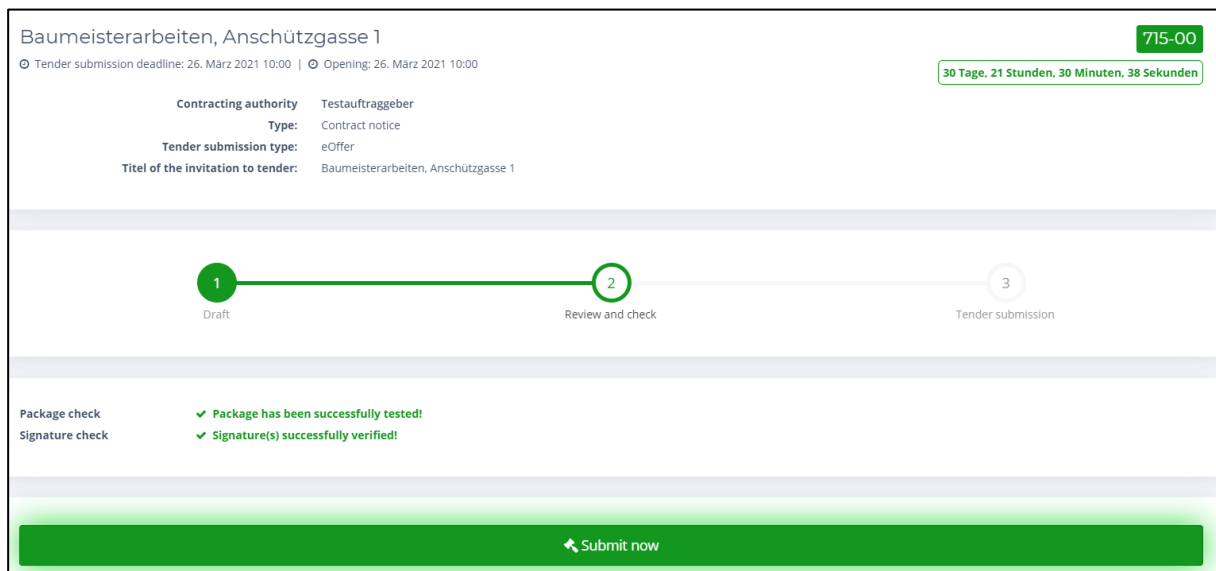
### Note:

Please remember to set up an electronic signature in a timely manner before submitting an offer! You can test the signature process at any time by means of our mock invitation to tender provided.

## Customer manual for the ANKÖ Vergabeportal (tendering platform)

### STEP 4 - Offer evaluation

The offer is now automatically checked (by signature check and package check). You now have the option to check whether all the offer components are entered correctly. After successful verification, the bidder can select "**Submit Now**".



The screenshot shows the tendering platform interface for the tender "Baumeisterarbeiten, Anschützgasse 1". The tender submission deadline is 26. März 2021 10:00, and the opening is also on 26. März 2021 10:00. A green timer indicates 30 Tage, 21 Stunden, 30 Minuten, 38 Sekunden remaining, with a value of 715-00. The contracting authority is Testauftraggeber, and the tender submission type is eOffer. The title of the invitation to tender is Baumeisterarbeiten, Anschützgasse 1.

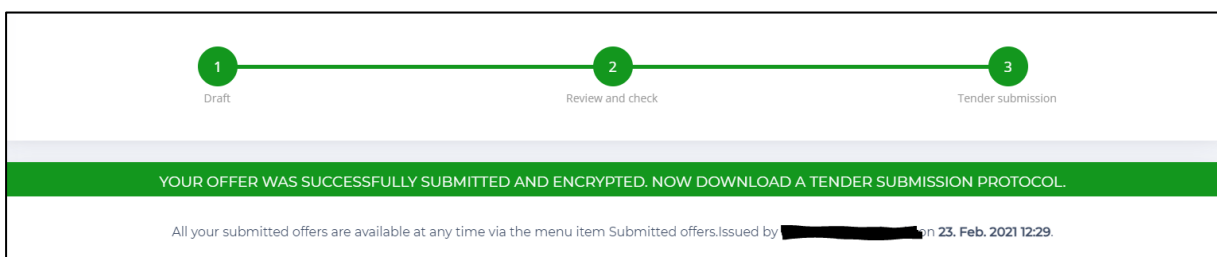
The process flow consists of three steps: 1. Draft, 2. Review and check, and 3. Tender submission. Step 2 is currently active and highlighted in green.

Below the flow, there are two checkmarks indicating successful verification: "Package check" with the message "✓ Package has been successfully tested!" and "Signature check" with the message "✓ Signature(s) successfully verified!".

A large green button labeled "Submit now" is visible at the bottom of the interface.

### STEP 5 - Submit offer & download offer record

With another click on "**Submit Now**" the offer will now be submitted for good. The green notice "YOUR OFFER WAS SUCCESSFULLY SUBMITTED" appears.

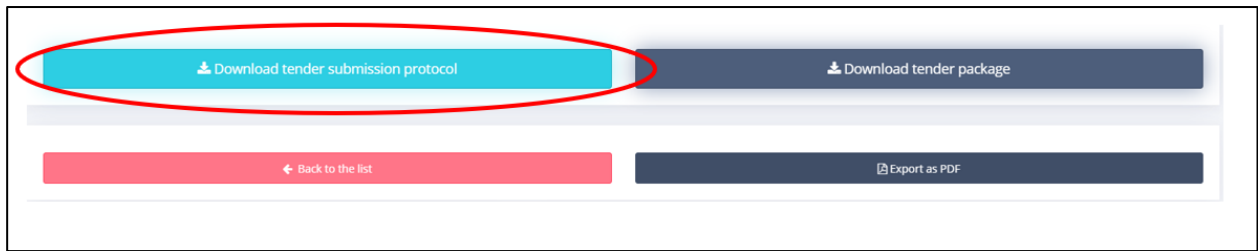


The screenshot shows the tendering platform interface after successful submission. The process flow consists of three steps: 1. Draft, 2. Review and check, and 3. Tender submission. Step 3 is currently active and highlighted in green.

A large green banner displays the message: "YOUR OFFER WAS SUCCESSFULLY SUBMITTED AND ENCRYPTED. NOW DOWNLOAD A TENDER SUBMISSION PROTOCOL..".

Below the banner, a message states: "All your submitted offers are available at any time via the menu item Submitted offers. Issued by [redacted] on 23. Feb. 2021 12:29".

You are now asked to download the submission log:



Furthermore, the submitted offer package (ankx file) can also be downloaded and stored locally.

### 5.3. Withdrawing / editing procedure

A procedure can be corrected or overwritten at any time before the deadline with the **“Edit Tender Submission Draft”** button.



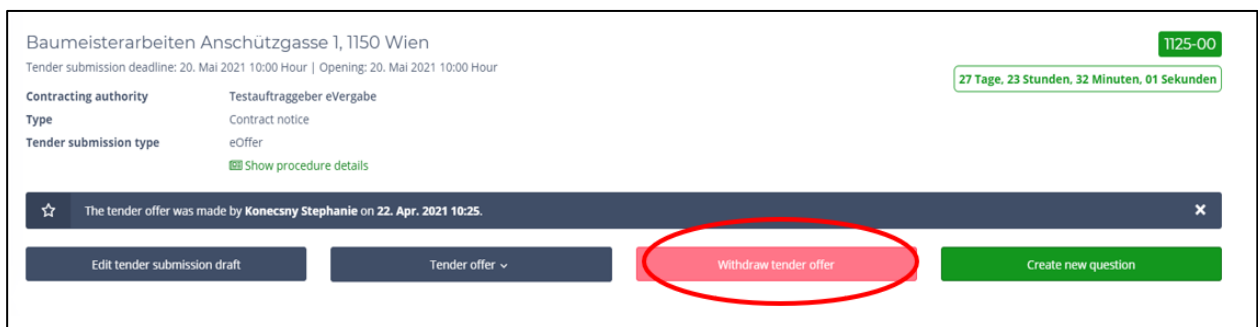
**Note A:**

It is only possible to re-enter a tender draft with the predefined encryption password.

**Note B:**

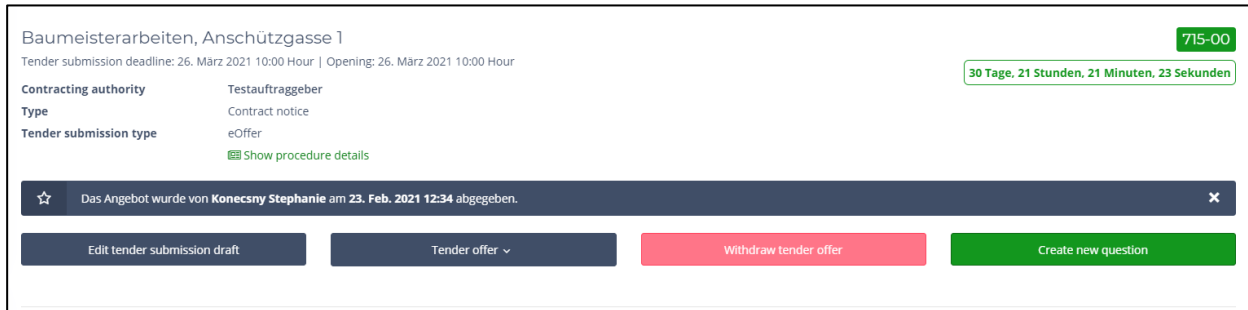
To edit the tender draft, you must first delete the signature. This does not occur automatically.

By clicking on **“Withdraw tender Offer”** it is possible to delete the submission and withdraw the submitted offer. This function is available until the end of the offer period.



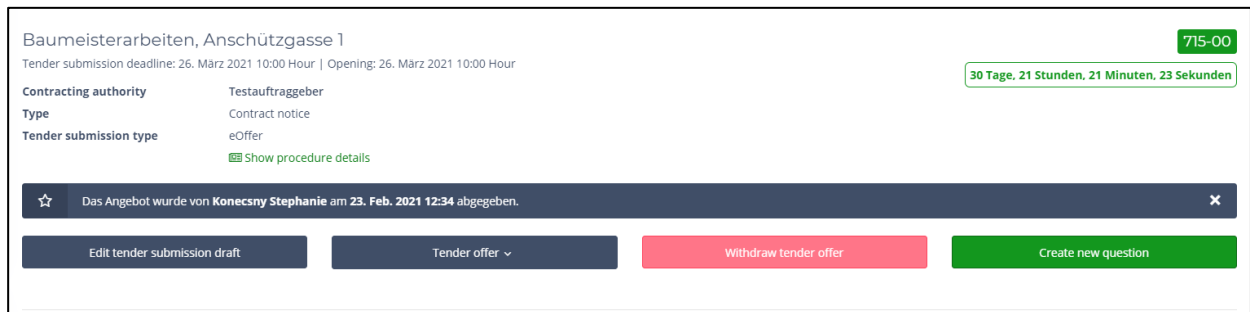
### 5.4. Completed submissions

The offer submitted is shown under **“Completed Submissions”**.



The screenshot displays the tender details for 'Baumeisterarbeiten, Anschützgasse 1'. The tender submission deadline is 26. März 2021 10:00 Hour, and the opening is also on 26. März 2021 10:00 Hour. The tender submission type is 'eOffer'. A notification bar indicates that the offer was submitted by 'Konecsny Stephanie' on 23. Feb. 2021 12:34. The interface includes buttons for 'Edit tender submission draft', 'Tender offer', 'Withdraw tender offer', and 'Create new question'. A countdown timer shows 30 Tage, 21 Stunden, 21 Minuten, 23 Sekunden remaining.

### 5.5. Tender drafts



This screenshot is identical to the one above, showing the tender details for 'Baumeisterarbeiten, Anschützgasse 1'. The tender submission deadline is 26. März 2021 10:00 Hour, and the opening is also on 26. März 2021 10:00 Hour. The tender submission type is 'eOffer'. A notification bar indicates that the offer was submitted by 'Konecsny Stephanie' on 23. Feb. 2021 12:34. The interface includes buttons for 'Edit tender submission draft', 'Tender offer', 'Withdraw tender offer', and 'Create new question'. A countdown timer shows 30 Tage, 21 Stunden, 21 Minuten, 23 Sekunden remaining.

Draft offers, which have begun but have not yet been submitted, can be found under **“Tender Drafts”** and can be further edited.

### 5.6. Completed procedures

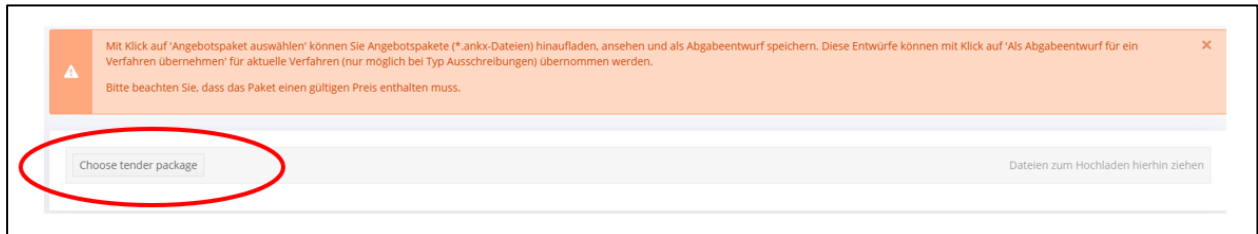
Procedures that have already been completed (deadline expired) cannot be further processed and are visible under **“Completed Procedures”**.



The screenshot displays the tender details for 'Testung der Schulung 1 / Ausscheidung'. The tender submission deadline is 03. Nov. 2020 12:00 Hour, and the opening is also on 03. Nov. 2020 12:00 Hour. The tender submission type is 'eOffer'. A notification bar indicates that the offer was submitted by 'Huber Reinhard' on 03. Nov. 2020 11:37. The interface includes a 'Tender offer' button. A countdown timer shows 243-00 remaining.

## 5.7. Viewing offer package

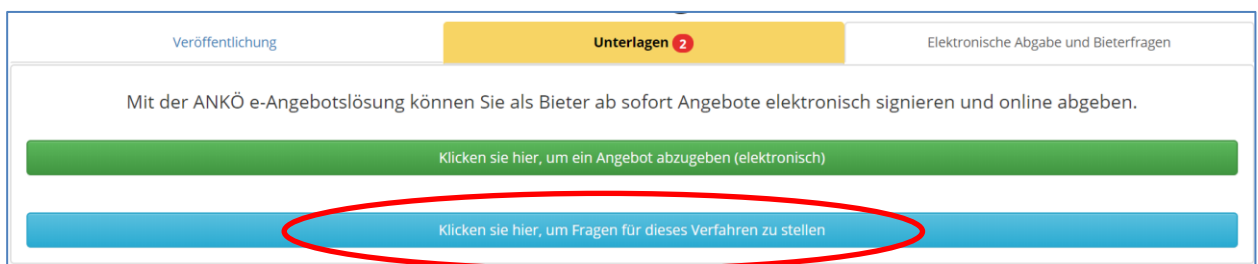
Here you can upload offer packages that have already been created as ankx files.



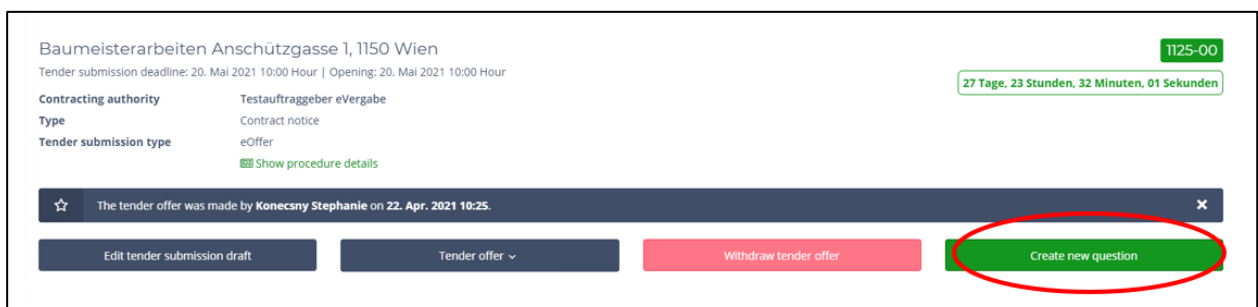
After the upload, the detailed view of the offer package is visible.

## 5.8. Posing questions

Bidders have the opportunity to ask questions about the procedure. For this, it is necessary to click on the question link below in the general view of the invitation to tender.



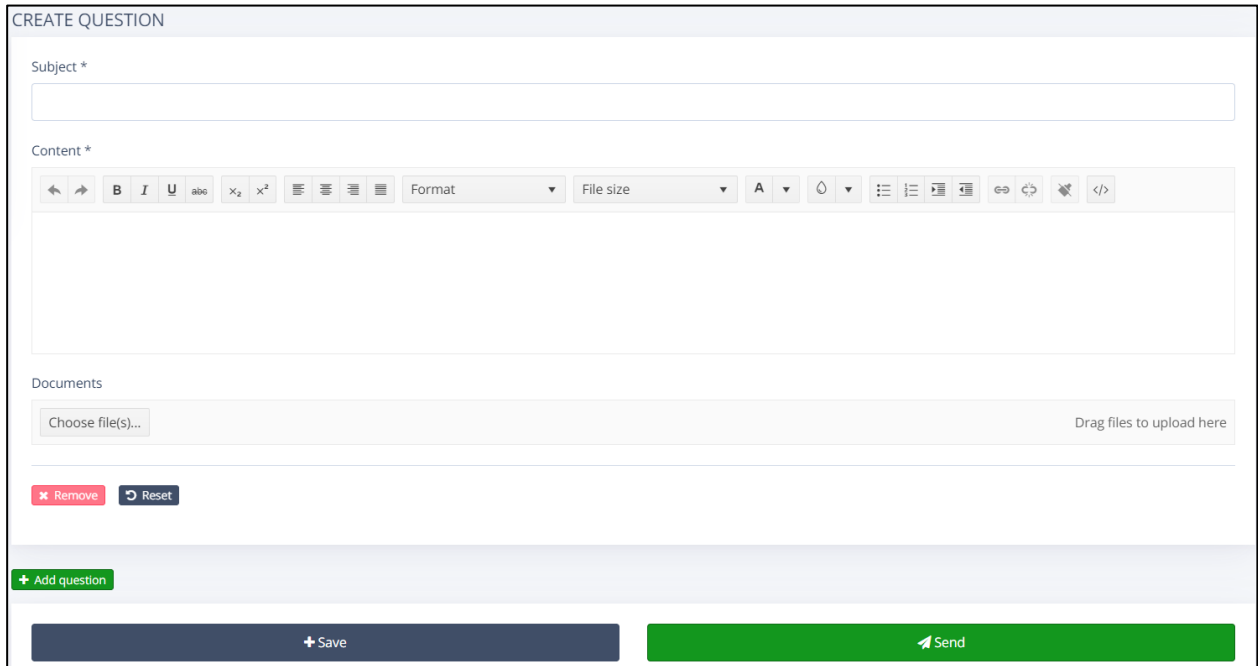
Alternatively, you can search for the desired procedure after logging into the assignment portal using the "eSubmission" tab and click on "**Create New Question**":



## Customer manual for the ANKÖ Vergabeportal (tendering platform)

You can now enter your question in the input field. To do this, a question reference (subject) must first be entered. Then the text can be entered, and any number of files can be attached. Further questions can be added via the **"Create New Question"** button.

After complete entry, a click on the green **"Send"** field is necessary for sending.



### Note:

The blue **"Save"** field is used for temporary saving. Only the click on **"Send"** causes the actual sending of the question.

You will now receive a sending confirmation and can ask further questions or export them as PDF.



## 5.9. Electronic signature

There is the possibility to sign your electronic offer by mobile phone signature or citizen card. **Please remember to unlock a mobile phone signature or citizen card in good time before the deadline!**

## Customer manual for the ANKÖ Vergabeportal (tendering platform)

Due to the easier handling and quick activation, the ANKÖ recommends using a mobile phone signature for electronic submission. This can be used at a local registration office (e.g., tax office, district headquarters or at the ANKÖ).

For more information on how to set up and activate your electronic signature, please visit the following links:

<https://www.buergerkarte.at/>

<https://www.handy-signatur.at/>

### Note:

Please keep in mind that the mobile signature service is not operated by ANKÖ and therefore ANKÖ cannot recover forgotten passwords, etc. If you have any problems or questions about your mobile phone signature, please contact the mobile phone signature operator – A-Trust

<https://www.a-trust.at/Support.aspx>.

Detailed information on the electronic signature can be found in the provided ANKÖ Signature leaflet.

## 6. INSIGHTS - STATISTICS

Here, you can view the current statistics concerning procedures.

