

Quick guide to sourceONE

Supplier / Financial Operator



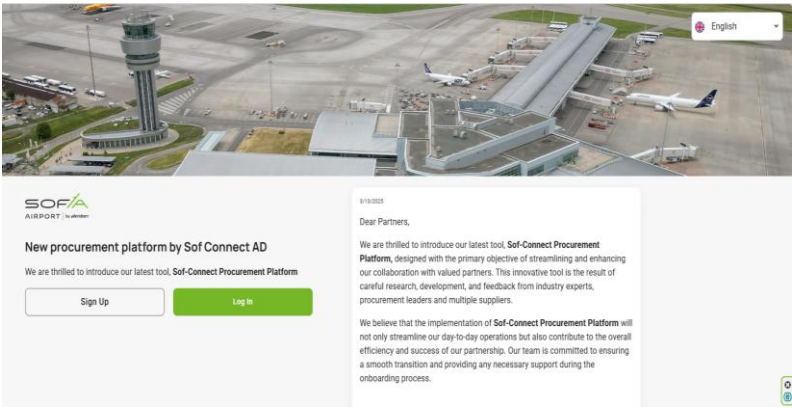
by



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A. Connecting to the platform

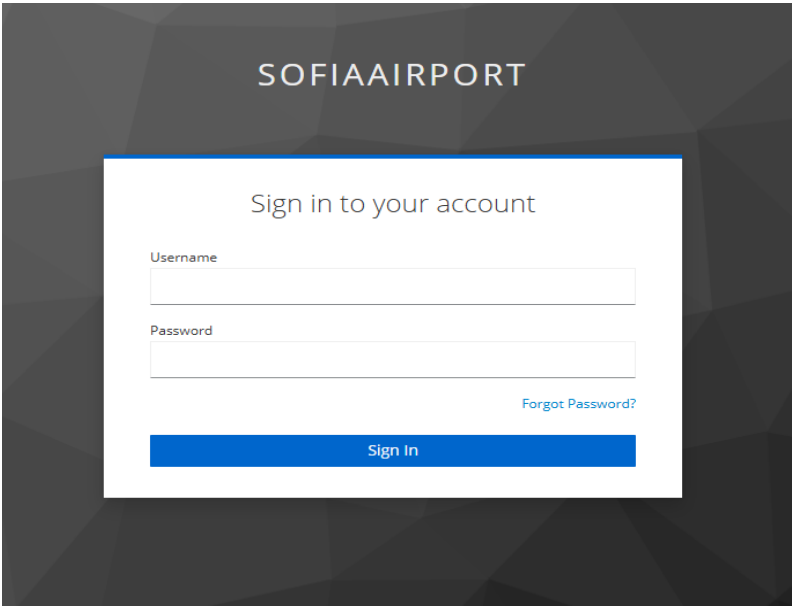
A1



Action 1: Visit <https://procurement.sof-connect.com> .

Step 2: Click Log In..

A2

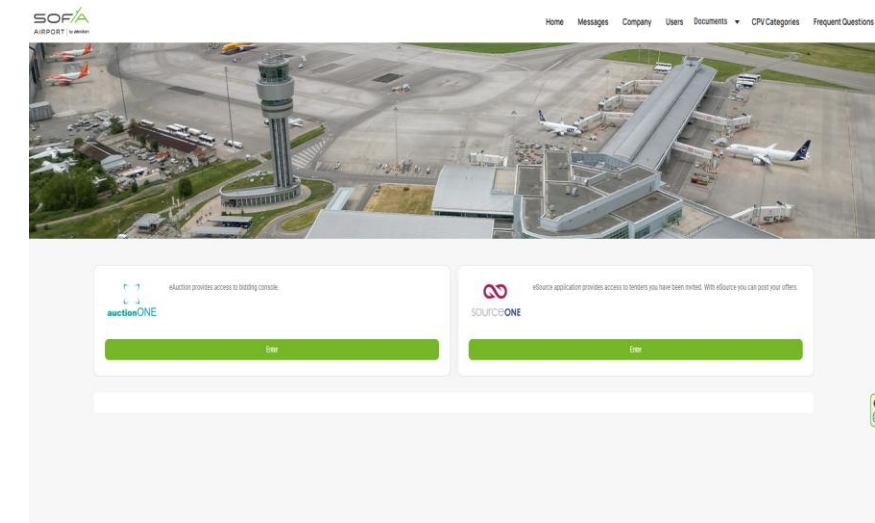


Clicking Log In will redirect you to this page.

Action 1: Enter your Username and Password.

Action 2: Click Sign In.

A3



After entering your Username and Password the system will redirect you to this page.

Action 1: Click sourceONE to connect to the platform.

B. How can I find the tender I am looking for?

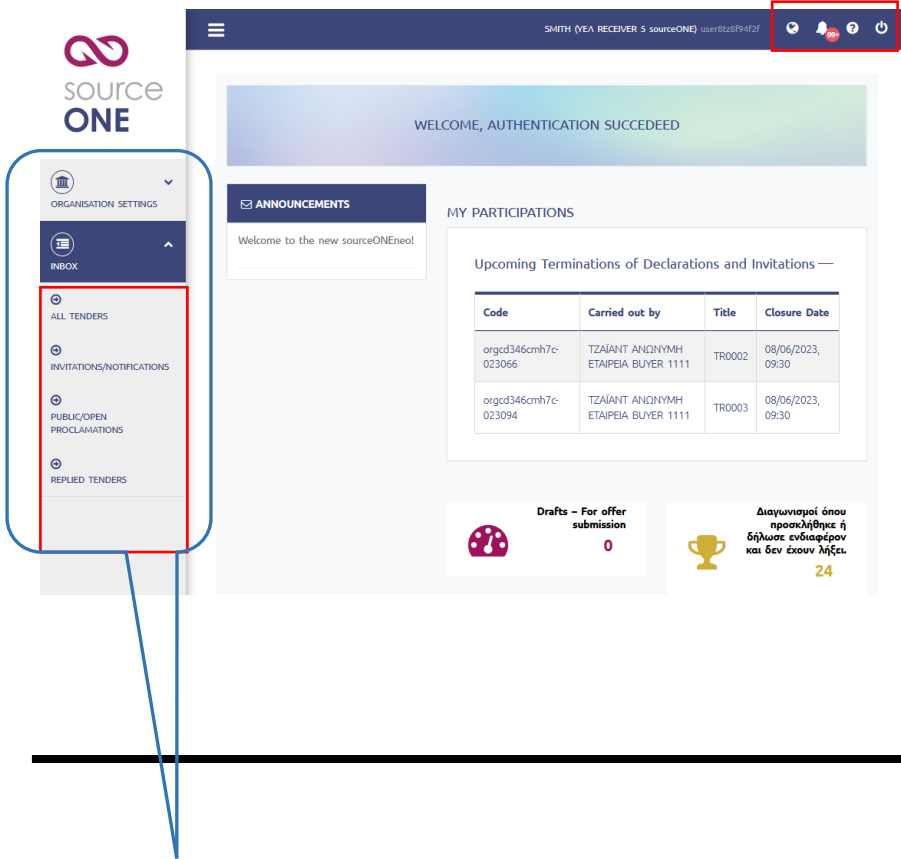
 Notifications button.

 Log off button.

 Language selection button.

 Help page button.

B1



After having selected [sourceONE](#) (on slide 3) the system will direct you to this page.

B2



Clicking [Inbox](#) opens the following options:

[All Tenders](#) – Here you can find all Tenders.

[Invitations/Notifications](#) – Here you can find all the tenders you have been invited to participate in.

[Public/Open Proclamations](#)– Here you can find all the tenders which are open to participation for everyone.

[Replied Tenders](#)– Here you can find the tenders for which you have already submitted a bid/proposal.

So, in order to find a tender I was invited to participate in:

Action 1: Click [Invitations/Notifications](#).

B. How can I find the tender I am looking for?

B3

sourceONE

ORGANISATION SETTINGS

INBOX

ALL TENDERS

INVITATIONS/NOTIFICATIONS

PUBLIC/OPEN PROCLAMATIONS

REPLIED TENDERS

Inbound

SEARCH

System Code

Title / No. Reference

Supply Category

CPV Category

Owner

Status

Publication Date

Submission Closure Date

Export search results...

Search

50

6 RESULTS

SYSTEM CODE	NUMBER/TITLE /DESCRIPTION	CONTRACTING ORGANISATION	STATUS	PUBLICATION DATE	CLOSING DATE FOR SUBMISSION
orgomj7axchaf-033240	33240 - MV Laptops and mouses	DEMO AIRPORT	Canceled	06/06/2023 12:56:04	07/06/2023 14:00:00
orgomj7axchaf-033218	33218 - 12C Public Notice 12C Public Notice	DEMO AIRPORT	Canceled	01/06/2023 13:36:46	01/06/2023 14:40:00
orgomj7axchaf-033202	33202 - 12 B Public notice 12 B – Public notice	DEMO AIRPORT	Aborted	26/05/2023 14:01:27	26/05/2023 15:30:00

Clicking [Inbox](#) and then [Invitations/ Notifications](#) will open the [Inbound](#) page.

There are 2 ways to locate a tender.

SEARCH

System Code

Title / No. Reference

Supply Category

CPV Category

Owner

Status

Publication Date

Submission Closure Date

Export search results...

Search

The first way is using the search criteria (e.g. [Title](#), [System code](#), [Status](#) etc.) tenders.

B4

50

6 RESULTS

SYSTEM CODE	NUMBER/TITLE /DESCRIPTION	CONTRACTING ORGANISATION	STATUS	PUBLICATION DATE	CLOSING DATE FOR SUBMISSION
orgomj7axchaf-033240	33240 - MV Laptops and mouses	DEMO AIRPORT	Canceled	06/06/2023 12:56:04	07/06/2023 14:00:00
orgomj7axchaf-033218	33218 - 12C Public Notice 12C Public Notice	DEMO AIRPORT	Canceled	01/06/2023 13:36:46	01/06/2023 14:40:00

The second way is manually from the list of tenders.

- Action 1: Search for the tender using criteria or locate it from the list.
- Action 2: Click on the tender's **title**. This will open the [Tender Information](#) page.

Communication

Tender information

TENDER SYSTEM CODE
orgomj7axchaF-033240

TENDER TITLE
MV

TENDER TEMPLATE
RFQ/1 Phase Procedure

DETAILS

ATTACHMENTS & NOTES

PHASES / DOSSIERS

TENDER LOG

COMMUNICATION

EVALUATION

BASIC INFORMATION

Status

Publication date

Submission Closure Date

⚡ Cancelled

06/06/2023 12:56:04

07/06/2023 14:00:00

Description/Scope

The [Tender Information](#) page displays information for the selected tender.

C1

Action 1: Click the [Communication](#) tab.

DETAILSATTACHMENTS & NOTESPHASES / DOSSIERSTENDER LOGCOMMUNICATION

EVALUATION

Search

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All

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Type

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Type of Communication	Question Type	Organisation	Attached Files	CC via email to:	Date	Answers
➡	Announcement	DEMO AIRPORT Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2)	Announcement: Attached you will find the template requested. Thank you. 📎		08/06/2023 12:04:42	
↩	Correspondence/Clarifications	EPSILON JOHN SMITH CO RECEIVER 5 SMITH (YEA RECEIVER 5 sourceONE)	Hello. I would like to ask for a clarification on the template you have provided us. Regarding line 17 in the first page...		08/06/2023 12:03:11	↩
➡	Announcement	DEMO AIRPORT Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2)	Announcement: Please remember to fill in and submit the XTF questionnaire. Thank you.		08/06/2023 12:01:44	

C2

This table lists all the communications you have sent/received. Each column displays different information.

- Type of Communication:** This column displays whether the communication is incoming or outgoing.
- Question Type:** This column whether each communication is a [Correspondence/Clarification](#) or an [Announcement](#).
- Organization:** The user who sent the communication.
- Attached Files:** If this icon  is displayed then the corresponding communication has file(s) attached.
- Answers:** This column marks which communications can be replied to. Clicking this icon  will open the reply window. Please note that you cannot reply to [Announcements](#).

C. Communication

C3

DETAILSATTACHMENTS & NOTESPHASES / DOSSIERSTENDER LOGCOMMUNICATION

EVALUATION

Search

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All

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Type

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Type of Communication	Question Type	Organisation	Attached Files	CC via email to:	Date	Answers
➡	Announcement	DEMO AIRPORT Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2)	Announcement: Attached you will find the template requested. Thank you. 📎		08/06/2023 12:04:42	
↔	Correspondence/Clarifications	EPSILON JOHN SMITH CO RECEIVER 5 SMITH (YEA RECEIVER 5 sourceONE)	Hello. I would like to ask for a clarification on the template you have provided us. Regarding line 17 in the first page...		08/06/2023 12:03:11	⬅
➡	Announcement	DEMO AIRPORT Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2)	Announcement: Please remember to fill in and submit the XTF questionnaire. Thank you.		08/06/2023 12:01:44	

How to create a **new** communication

C4

Message creation

×

Communication type
Correspondence/Clarifications

CC via email to:
Import e-mail

Message (Maximum number of characters: 4000)

Attachments
Select a file
Browse

Close

Send Message

In the [Communication](#) tab, clicking  will open the [Message Creation](#) window.

- Action 1: Click the [Communication](#) tab from the [Tender Information](#) page.
- Action 2: In the [Communication](#) tab, click the  to open the message creation window.
- Action 3: Select [Communication type](#).
- Action 4: Select receivers of your communication.
- Action 5: Compose your message and attach files (if any).
- Action 6: Click [Send Message](#) to send your communication.

D. How do I submit a bid/proposal?

Tender information

TENDER SYSTEM CODE
orgomj7axchaf-033240

TENDER TITLE
MV

TENDER TEMPLATE
RFQ/1 Phase Procedure

DETAILS

ATTACHMENTS & NOTES

PHASES / DOSSIERS

TENDER LOG

COMMUNICATION

EVALUATION

BASIC INFORMATION

Status

Publication date

Submission Closure Date

⚡ Cancelled

06/06/2023 12:56:04

07/06/2023 14:00:00

Description/Scope

Laptops and mouses

Main Supply Item Category

Additional Categories

[30200000] Office and computing machinery, equipment and supplies except furniture and software packages > Computer equipment and supplies

72514000: Computer facilities management services

Tender concerning

Goods

TENDER USERS

Tender creator

Πολιάνδρου (ΔΗΜΟΙΥΠΡΟΣΕΛΕΓΓΡΑΦΕΙΟΥ 1 - BUYER1) (usertvk17wf822)

NEW REPLY

I want to participate in the tender

D1

Action sequence to submit a bid/proposal.

Action 1: Go to the tender Information page.

Action 2: Click New Reply.

Please note that in Public tenders (for which you do not need to be invited in order to submit your bid/proposal), the button will be I want to participate in the Tender and after you click it, it will change to New Reply.

DETAILS

ATTACHMENTS & NOTES

PHASES / DOSSIERS

TENDER LOG

COMMUNICATION

EVALUATION

Clicking these headers at the top of the Tender Information page will open the corresponding tabs.

Attachments & Notes: In this tab you can find attached files and notes that the Buyer/Contracting Entity might have set for use by all the participants of the tender.

Phases / Dossiers: In this tab you may preview the phases, dossiers and elements of the tender (e.g. Economic Offer Table, Documents List etc).

Tender Log: In this tab you can see the log of actions of the tender. Please note that the Tender Log begins recording actions after you have clicked New Reply (which marks the beginning of the bid/proposal submission process).

Communication: In this tab you create and read communications between you and the Buyer/Contracting Entity.

Evaluation: In this tab you can see the proceedings/minutes of the tender that have been publicized for all participants, such as proceedings per phase, decisions etc.

D2

E. Submitting a bid/proposal – Tender elements

Tender Elements - Financial Table

In this element the Buyer/Contracting Entity is requesting that you fill in your bid/proposal for the tender.

You can fill in the [Financial Table](#) manually or using the [Table Template](#). You can export the template, fill it in and then upload it. The table will then be automatically filled.

TENDER CREATION

FINANCIAL OFFER TABLE

Choose file...

Browse

Import filled table template .xlsx

Export Table Template

PC & Peripherals 

Compulsory Item	Participation on Item	BPN	Description *	Buyer Comments	Unit of Measure *	Quantity *	Unit Price *	Total Price	Supplier Comments
✓	✓		Desktop PCs	Midi towers.	Τεμάχιο	40		-	
✓	✓		Monitors	Ultrawide.	Τεμάχιο	80		-	
✗	✓		Keyboards	QWERTY, wired.	Τεμάχιο	42		-	
Sub Total:						0.00	Sub Total:		0.00
Grand Total:						0.00	Grand Total:		0.00

Save

Drag the bar to the right to see/fill in the remaining columns of the Financial Table.

E1 The columns of the table are as follows:

- **Compulsory Item**: Marked with ✓ are the lines whose products are mandatory for the bid/proposal. Marked with ✗ are the lines whose products are not mandatory for the bid/proposal.
- **Participation on item**: Mandatory items/lines are marked with ✓. If you choose to include a non-mandatory item in your bid/proposal it will be marked with ✓. If you don't want to include a non mandatory item in your bid/proposal simply untick it.
- **Description**: Description of the item/line.
- **Buyer Comments**: Comments by the Buyer/Contracting Entity.
- **Unit of Measure**: The unit by which the line/item is measured.
- **Quantity**: The quantity asked for the item/line.
- **Unit Price**: The price per unit for the item/line. Please note that 0 is an acceptable price and it means you are giving it away for free.
- **Supplier Comments**: Your comments for the item/line.

Please note: This symbol * marks which columns/fields are mandatory. You cannot move on to the next step of the tender without filling in the mandatory columns/fields.

Please Note: A red paperclip above the financial table means that you need to upload your bid/proposal as a file too. Click it to upload your file. The paperclip will become green when at least one file is uploaded.



Action 1: Fill in the [Financial Offer Table](#) (manually or by exporting and importing the excel template).

Action 2: Click [save](#).

Action 2: Click [Next Step](#).

Submitting a bid/proposal – Tender elements

Tender Elements - Participation Documents

In this element the Buyer/Contracting Entity has set which documents are to be uploaded for the purposes of the tender.

E2

1

TENDER CREATION

PARTICIPATION DOCUMENTS

NAME	TEMPLATE	MANDATORY	
→ Declaration of Eligibility	4. Declaration Eligibility EN - 9.3.2023.docx	✓	
→ Non Disclosure Agreement	NDA_en.docx	✓	
→ Project Management & Time Plan			

Next step →

UPLOAD FILES

Select or Drag/drop files here to upload

Non Disclosure Agreement (NDA).docx

08/06/2023 14:47

CLOSE

When the paperclip is **red** it signals that there are no documents uploaded for that line while a **green** paperclip signals that there is at least one (1) document has been uploaded.

Furthermore, this icon ✓ signals that uploading a document for this line is mandatory.

Clicking the paperclip opens the **Upload Files** window. There you can click (or drag and drop) to upload the requested files.

Clicking this icon deletes the corresponding file while clicking this icon changes the confidentiality of the document (e.g. for a Public tender).

E3

Tender Elements - Data Entry Form / Questionnaire

In this element the Buyer/Contracting Entity has set some questions/fields for the participants of the tender to answer/fill in.

3

TENDER CREATION

QUESTIONNAIRE

TENDER DATA FIELDS

Company Name *

ALCKO Inc

Company Website

Contact Person details *

This field is required.

Please list some of the major contracts you delivered in the last years. *

Please see section B attached file for a full list of successfully completed projects along with references.

Save

← Previous step

Next step →

This icon * marks which fields are mandatory to complete before being able to move on to the next step of the competition.

- Action 1: Upload the required Participation Documents (if applicable).
- Action 2: Fill in the Questionnaire (if applicable).
- Action 3: Click Next Step

F1

F. Previewing my submitted info and bid/proposal

4 TENDER CREATION SUPPLIER/FINANCIAL OPERATOR INFORMATION

Supplier/Financial Operator Information

Company Name	Username	Position in the company
Alpha Supplier IKE RECEIVER 111	APMENIOS (YEA RECEIVER 1 s ourceONE)	Τμήμα Προμηθειών ΑΛΦΑΩ
Phone number	Fax	E-mail
2104567330	2104567331	demoportal_receiver1_yel@cos moone.gr

Contact Info

Full Name *	Position in the company	Phone number *
APMENIOS (YEA RECEIVER 1 s	Τμήμα Προμηθειών ΑΛΦΑΩ	2104567330
Fax	Address	Region
2104567331	Πέτρου Ράλλη 1, ΘΗΒΑ ΒΟΙΩΤ	ΒΟΙΩΤΙΑΣ
Country	Postal Code	E-mail *
Greece	17779	demoportal_receiver1_yel@c

Save

During the process of filling in your bid/proposal, the system will direct you to the [Supplier/Financial Operator Information](#) page where you fill in/double-check your information.

After confirming your information is correct click [Save](#) and then [Next Step](#).

Action 1: Fill in/double-check your [Information](#).
Action 2: Click [Save](#) and then [Next Step](#).

F2

1 TENDER CREATION PARTICIPATION DOCUMENTS

NAME	TEMPLATE	MANDATORY	
→ Declaration of Eligibility	4. Declaration Eligibility EN - 9.3.2023.docx	✓	
→ Non Disclosure Agreement	NDA_en.docx	✓	
→ Project Management & Time Plan			

On the [Draft Preview](#) page you can view **all** the information you have entered throughout the various tender elements.

When you are ready to submit your bid/proposal, scroll down and you will find one of 2 buttons (depending on the type of the tender), [Save Offer/Reply draft](#) **or** [Final Offer/Reply Submission](#).

2 TENDER CREATION TECHNICAL OFFER

NAME	TEMPLATE	MANDATORY	
→ Certificates		✓	
→ Project Management & Time Plan		✓	
→ Other Technical documents			

Action 1: Double-check your [Bid](#).
Action 2: Click [Save Offer/Reply draft](#) (if applicable) and then click [Final Offer/Reply Submission](#).

3 TENDER CREATION FINANCIAL OFFER TABLE

Country	Postal Code	E-mail
Greece	17779	demoportal_receiver1_yel@cos moone.gr

← Previous step

Save Offer/Reply draft

Edit draft

Final Offer/Reply Submission

G. Digital Signature

G1

Time Plan

2

TENDER CREATION

TECHNICAL OFFER

NAME	TEMPLATE	MANDATORY	
→ Certificates		✓	
→ Project Management & Time Plan		✓	
→ Other Technical documents			

Country

Postal Code

E-mail

Greece

17779

demoportal_receiver1_yel@cosmoone.gr

← Previous step

Save Offer/Reply draft

Some tenders will ask you to add your [Digital Signature](#) to your bid/proposal. In these tenders, after you reach the end of the bid/proposal submission process, scroll down and click [Save Offer/Reply draft](#).

The system will then direct you to the page with the [Reply Files](#) in order for you to add your [Digital Signature](#).

G2

5

TENDER CREATION

REPLY FILES

Reply Files

Phase name

File name

Digitally Signed File (Mandatory)

BID - ΠΡΟΣΦΟΡΑ

f24d6fe69c044bc78d8838f55ee6fa3f.pdf

Upload a digitally signed file

Edit draft

In this window, clicking the file under the heading [File Name](#) will download your bid/proposal in PDF form. Open it, add your [digital signature](#) and proceed by clicking [Upload a digitally signed file](#).

Clicking [Upload a digitally signed file](#) will open the [Files](#) window. In this window select your digitally signed file and click [Upload Attachment](#).

G3

Files

×

Select a file

Browse

Upload Attachment

CLOSE

Please note the system will **not** accept any other file except for the one downloaded when you click under [File name](#).

- Action 1:** After reviewing your bid, click [Save Offer/Reply draft](#).
- Action 2:** Download your bid's PDF file under the [File name](#) header.
- Action 3:** Add your [Digital Signature](#) to the file.
- Action 4:** Click [Upload a digitally signed file](#), select the file and then click [Upload Attachment](#).
- Action 5:** Submit your bid/proposal by clicking [Final Offer/Reply Submission](#).

H1

H. How do I submit an Improved Bid/Best and Final Offer (BAFO)?

Tender information

TENDER SYSTEM CODE
orgomj7axchaf-033255

TENDER TITLE
8/6 τεστ

TENDER TEMPLATE
RFP/2 Phases Procedure (pass/fail)

DETAILS

ATTACHMENTS & NOTES

PHASES / DOSSIERS

TENDER LOG

COMMUNICATION

EVALUATION

BASIC INFORMATION

Status

Publication date

Submission Closure Date

⌚ Awaiting evaluation

08/06/2023 13:53:53

12/06/2023 14:20:00

Description/Scope

guide FO English

Main Supply Item Category

TENDER USERS

Tender creator

Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2) (userioy4dlktyf)

OFFERS/REPLIES

APMENIOΣ (YEΛ RECEIVER 1 sourceONE) (6/12/2023 1:25:51 PM) (Offer / Answer Code 34463)

Submit a new price improvement offer (BAFO)

The Buyer/Contracting Entity might begin an Improved Bid/Best and Final Offer (BAFO) round.

You may begin this process either from the Tender Information page or through the Notifications.

When on the Tender Information page scroll down and click Submit a new price improvement offer (BAFO).

H2

The other method to find the tender for which you have advanced to an Improved Bid/Best and Final Offer (BAFO) is by clicking your Notifications button. This will open the page with your notifications in the form of a list.



Clicking on the notification will open a window with the same message.

In that window, clicking Show Tender will take you to the Tender Information page.

NOTIFICATION: sourceONE: [orgomj7axchaf-033255] [Guide_User] New Improved Bid/Best and Final Offer (BAFO) round	09/06/2023 13:50
---	------------------

Action 1: Begin the process to submit an Improved Bid/Best and Final Offer (BAFO) by going to the Tender Information page or from the Notifications.

Action 2: On the Tender Information page, scroll down and click Submit a new price improvement offer (BAFO).

Action 3: Fill in your improved bid/price and submit.

11

12

This will open a window asking for confirmation. Click [Submit](#).

Tender information

After loading you will notice a green system message (“**Your offer/response dossier has been successfully submitted!**”) verifying that your bid/proposal/offer has been **submitted successfully**.

Lastly, your bid/offer will appear at the bottom of the page including the time and date it was submitted and the options to revoke and/or edit. By clicking the file you can open it and see your submission.

Action 2: After loading has finished, you will notice on the **Tender Information** page the system message verifying your bid/offer submission. You will also be able to see your bid/offer's file and timestamp.