

BUYER'S GUIDE
LIFE CYCLE OF A PUBLISHED CONSULTATION



Date	Version	Author	Comment
3/4/2019	1.0	Yanick Lechat	Document created

1	<i>Dashboard</i>	4
2	<i>Consultation details</i>	5
2.1	Summary tab	6
3	<i>Editing a procedure</i>	6
4	<i>Change monitoring</i>	9
5	<i>Responding to questions from suppliers</i>	11
5.1	Introduction	11
5.2	Access questions.....	11
5.3	Public or private response.....	12
5.3.1	Public response	12
5.3.2	Non-public response	13
5.4	Filter questions that have not been answered	13
5.5	Add a clarification.....	13
5.6	Respond to several questions.....	14
5.7	Answer a single question	15
5.8	Export the questions and responses	16
6	<i>Removals log</i>	17
7	<i>Submissions log</i>	18
8	<i>Sending notifications to other buyers</i>	19
9	<i>Notifications center</i>	21

10	Event log.....	24
10.1	Access to the log	24
10.2	Events.....	24
10.3	Log description.....	25
10.4	Search in the log.....	25
10.5	Access to emails	26

1 DASHBOARD

The dashboard constitutes the buyer's home page, once logged in. Buyers view the consultations belonging to one of the groups to which they belong. <link>

The consultations are organized according to status: "In preparation"/"Published"/"Awaiting decision". A counter indicates the number of consultations for each status.

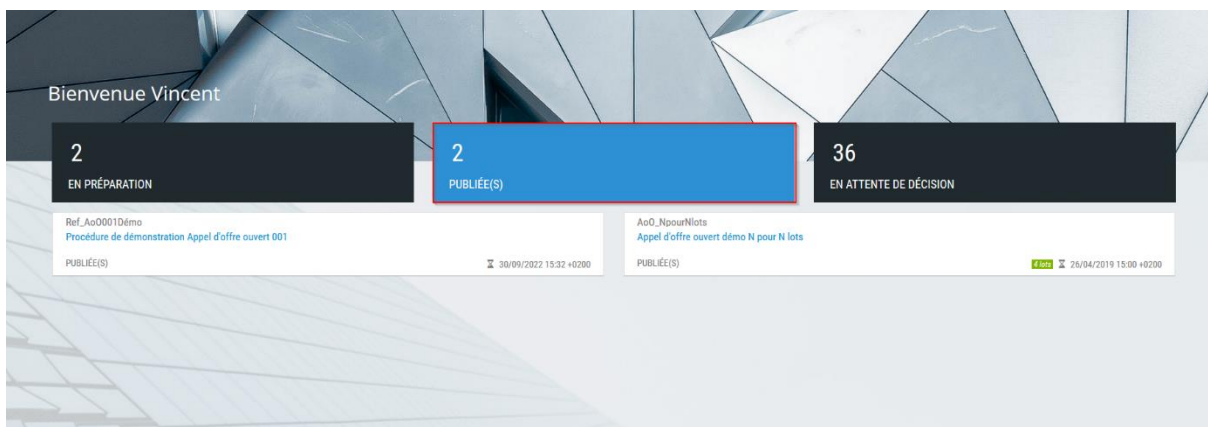
The "Published" consultations are selected by default.

After a consultation is published, its state changes to "Published". It remains in this state until the deadline for submission of bids. It will pass through the "Preparation" stage at the start of a new phase as the procedure develops.

Consultations are sorted by deadline for submission of responses, from the nearest to the most distant. They are presented in the form of tiles: Each tile comprises:

- the procedure reference;
- the procedure subject;
- the group/organization that launched the consultation;
- the deadline for submission of bids;
- information indicating the status.

Clicking on a tile provides access to the consultation details



2 CONSULTATION DETAILS

2020001
travaux de rénovation
1
← PHASE DE CANDIDATURE "PUBLIÉE" →

2 **RÉSUMÉ**
3 PARTAGE
4 DÉPÔTS
5 AVIS D'ATTRIBUTION

ⓘ Modifier la date limite de remise, ajouter ou supprimer des documents partagés
6
MODIFIER

Informations sur l'acheteur

Organisme :	Formation
Ville :	
Code postal :	
Département :	
Région :	
Pays :	France

Informations sur la consultation

Référence :	2020001
Intitulé de la consultation :	travaux de rénovation
Nature du marché :	Travaux 7
Type de procédure :	MAPA restreint
Date de publication :	03/12/2019 10:17 +0100
Date limite de remise :	12/03/2020 09:53 +0100
Allotissement :	Marché de 4 lots(une réponse pour tous les lots) 8

9
ACHETEURS DESTINATAIRES DES MAILS

Modifications 10

06/01/2020 16:02 +0100 :	Modification des documents Le document intitulé, CCAP - Appel Offre.pdf, a été ajouté. Le document intitulé, CCTP - Appel Offre.pdf, a été ajouté.
06/01/2020 16:01 +0100 :	Pas de modification

The following elements are displayed on the details page:

1. On the banner, the procedure subject and reference, as well as the procedure phase and consultation status
2. The SUMMARY tab is open by default.
The SUMMARY tab displays the information about the buyer and the consultation.

www.oodrive.com

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T : +33 (0) 1 46 22 07 00 - F : +33 (0) 1 46 22 32 00

Société Anonyme au capital de 300 190 Euros - RCS Paris 432 735 082 - N.A.F. 5829C

5

- It is enhanced gradually with a summary of changes to the consultation and the list of companies included in the phase in progress.
3. The SHARE tab allows access to the consultation folder, removals log and question tracking.
 4. The SUBMISSIONS tab allows access to
 - the submissions log
 - decisions
 - additional requests, letters & notifications
 5. The AWARD DECISION tab allows you to publish the award decision when the decisions on the procedure have been made.

2.1 Summary tab

6. EDIT: allows you to make a correction to a procedure:
 - Change to the date for the submissions deadline
 - Change to the tender documents
7. Information on the procedure:
 - Procedure reference and title
 - Type of procedure
 - Submission deadline
 - Procedure publication date
8. Details of lots, if there are any
9. BUYER RECEIVING EMAILS: Configuration of users who receive the notification emails (submission of a bid, question asked, removal from tender documents, etc.)
10. List of changes

3 EDITING A PROCEDURE

To edit a procedure, do as follows:

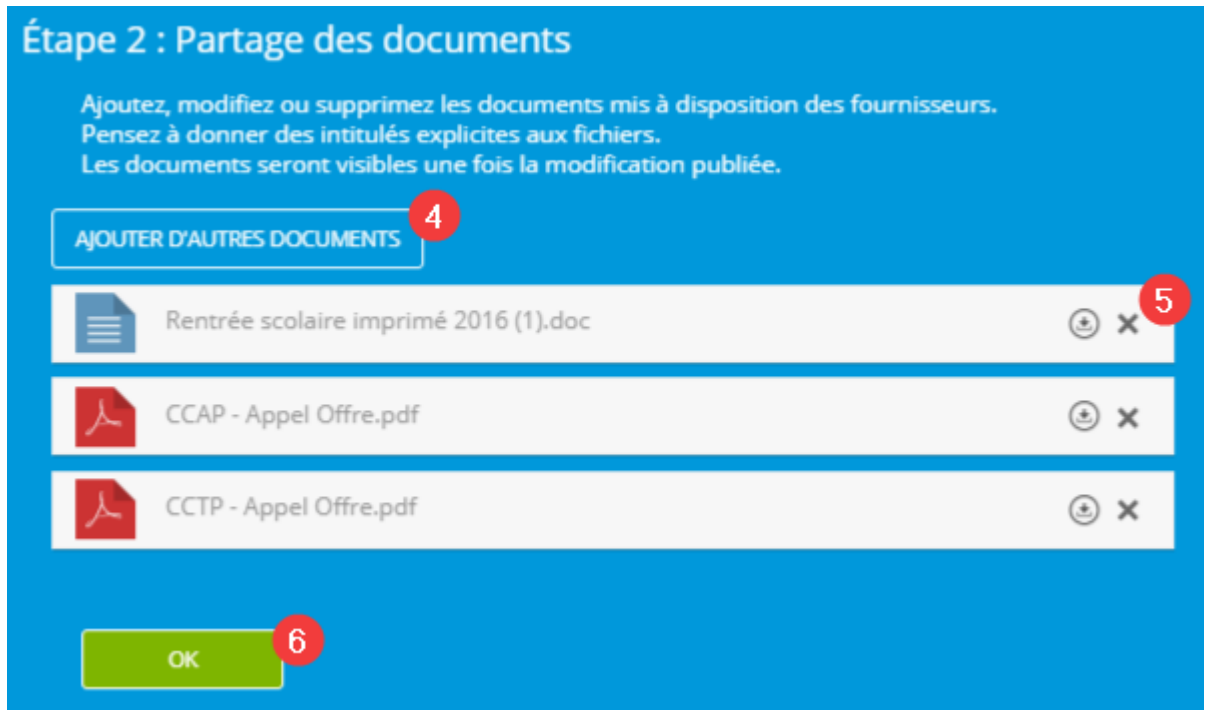
- 1- Click the **SUMMARY** tab

- 2- Click the **EDIT** button

- 3- In the window that opens, change the publication date if necessary, and click **OK**

- 4- Add documents to the tender documents by clicking **ADD DOCUMENTS**
- 5- Delete a document from the tender documents by clicking on the cross to the right of the document

6- When all changes have been made to the tender documents, click OK



Note:

When you add a document with a name that already exists in the tender documents, the second document will be renamed with the suffix -1.

To edit an existing document, you must delete it from the tender documents and then add it again. These two actions can be done in the same change.

7- Click **PUBLISH** to publish the change to the procedure

Étape 3 : Publication

C'est terminé ! Vous êtes prêt à publier votre modification.
En cliquant sur "Publier", votre modification sera immédiatement accessible des fournisseurs.

En résumé


Vous allez mettre en ligne une modification d'un **MAPA restreint** sous la référence **2020001**
3 documents pourront être téléchargés.
Les fournisseurs auront jusqu'au **12/03/2020 à 09:53** pour remettre leur proposition

7

Note:

If the change is not published, it is possible to change it again and to publish it by clicking **RESUME THE CHANGE**

A change in progress can be deleted if it is no longer appropriate

 Modifier la date limite de remise, ajouter ou supprimer des documents partagés

You cannot start another change until the change has been deleted or published.

4 CHANGE MONITORING

The changes made to the folder are displayed on the "SUMMARY" tab of the consultation details.

Modifications

26/02/2019 18:41 +0100 :

Modification des documents
Le document intitulé, Manuel utilisateur OK-ACTE- 2.0.pdf, a été ajouté.
Le document intitulé, Manuel utilisateur OK-AUTH 1.2.2.doc, a été ajouté.
Le document intitulé, OK-HUB ACTES Documentation V3.1.pdf, a été supprimé.

On the "SHARE" tab of the consultation, the version history of publications can be viewed by change publication date.

← Détail de la consultation

2019-INF-001
Installation d'un SI

← PHASE DE DÉPÔT UNIQUE "PUBLIC" →

RÉSUMÉ PARTAGE DÉPÔTS

DOCUMENTS QUESTIONS REGISTRE DES RETRAITS

Liste des documents partagés avec les fournisseurs

Pour modifier les documents partagés, merci de vous rendre sur l'onglet résumé

↓ TOUT TÉLÉCHARGER

Accédez aux anciennes versions des documents partagés par date de publication

26/02/2019 18:41

26/02/2019 18:41 OK-ACTE- 2.0.pdf

26/02/2019 08:12

Manuel utilisateur OK-AUTH 1.2.2.doc

5 RESPONDING TO QUESTIONS FROM SUPPLIERS

5.1 Introduction

Suppliers can ask questions using the platform, as long as they are identified. For each question asked, an email is received showing the name of the procedure to which the question relates.

5.2 Access questions

To access the questions:

- 1- Click the **Share** tab
- 2- Click the **Questions** subtab

The questions are found in part **3**

You can then:

- 4- Filter the questions that have not been answered
- 5- Add a clarification
- 6- Export the questions and responses
- 7- Answer several questions in a single response
- 8- Answer a single question

20191231-01
Test 1.7.4 - AOO - 20191231

← PHASE DE DÉPÔT UNIQUE "PUBLIÉE" →

RÉSUMÉ 1 PARTAGE DÉPÔTS AVIS D'ATTRIBUTION

DOCUMENTS 2 QUESTIONS REGISTRE DES RETRAITS

5 AJOUTER UNE PRÉCISION

Pour une procédure formalisée, une précision ne doit en aucun cas modifier le DCE de façon substantielle au sens de l'article R2132-6 de la commande publique. Ce document apporte uniquement une précision.
 Pour répondre à l'ensemble des fournisseurs, cliquez sur REPONDRE A TOUS et renseignez votre réponse dans un ou plusieurs fichiers. Les fichiers joints à la réponse seront disponibles dans les documents partagés avec les fournisseurs.
 Vous pouvez ensuite associer des questions à une 'réponse pour tous' et informer les émetteurs concernés de la mise à disposition des documents en cliquant sur REPONSE GROUPEE. Pour répondre par un simple message à l'émetteur d'une question, utilisez 'Réponse émetteur'

6 EXPORTER LES QUESTIONS/RÉPONSES 7 RÉPONDRE À PLUSIEURS QUESTIONS

Liste des questions posées par les fournisseurs

4 N'afficher que les questions en attente de réponse

01 - NATHAN DUPONT - FOURNISSEUR pourriez vous préciser la couleur des stylos souhaitée ?	3	Posée le 31/12/2019 09:57 +0100	8 RÉPONSE
02 - NATHAN DUPONT - FOURNISSEUR quel est le format des cahiers ?		Posée le 31/12/2019 09:58 +0100	RÉPONSE
03 - NATHAN DUPONT - FOURNISSEUR pourriez-vous m'indiquer si vos locaux se trouvent bien comme indiqué dans le plan joint ?		Posée le 31/12/2019 10:00 +0100	RÉPONSE
04 - CHRISTOPHE FICTIF - ENTREPRISE FICTIVE 06 je ne vois pas le format des cahiers, pourriez-vous le préciser ?		Posée le 31/12/2019 10:02 +0100	RÉPONSE
05 - FRANÇOIS FICTIF07 - ENTREPRISE FICTIVE 07 acceptez-vous les variantes ?		Posée le 31/12/2019 10:07 +0100	RÉPONSE

5.3 Public or private response

The response can be public or be addressed to the sender only.

5.3.1 Public response

A public response can be viewed by all suppliers, whether they are logged in or not. If the buyer links a file to this response, it can also be viewed by all suppliers.

The question can also be viewed by all suppliers.

However, suppliers will not be able to see the following information

- File linked to the question: if you would like all suppliers to be able to access this, you must submit it with the response
- Identity of supplier who asked the question: suppliers will not be able to see the company name or contact name

- Date and time of the question

In the questions/answers window, the public responses are identified using the **Public** note on a green background **Publique**

5.3.2 Non-public response

It may be necessary not to make the question and response public (spelling mistake in the question, off-topic question, etc.). In this case, only the sender can view the response and any linked file.

In the questions/responses window, the non-public responses are identified using the **Sender only** note on an orange background **Emetteur seul**

5.4 Filter questions that have not been answered

The *Only display questions awaiting a response* cursor allows you to filter the questions to which the buyer has yet to respond.

5.5 Add a clarification

You can add a file, which will be viewed with the shared documents, but without this being a substantial change to the tender documents. The document will be shown to suppliers as a document that provides a clarification.

After the addition of the clarification file, all suppliers who have downloaded the tender documents, asked a question or submitted a bid will receive an email notifying them that a clarification has been added to the shared documents.


For example, questions/responses can be compiled in a single document and added as a clarification element.

If this document amends the tender documents and the consultation, it is important to go via editing the tender documents and possibly changing the response deadline.

5.6 Respond to several questions

REDIGEZ VOTRE RÉPONSE


LE MESSAGE SERA ENVOYÉ AUX ÉMETTEURS SÉLECTIONNÉS ET SERA PUBLIC SI VOUS AVEZ COCHÉ CETTE OPTION. *

Si cette option est cochée,
tous les fournisseurs verront
la question, la réponse et le
fichier de réponse
associé. 

Réponse publique



0/1500

Ma réponse ici 


Optionnel: vous pouvez associer un fichier à votre réponse. Il sera visible uniquement au niveau de la réponse.

PARCOURIR 

Optionnel: Vous pouvez associer des fichiers de précision. Ils seront visibles dans les documents partagés et une indication sous la réponse apportée précisera le nom de ces fichiers. Les fichiers de précision sont ajoutés en cliquant sur le bouton 'AJOUTER UNE PRÉCISION'.

- Publications - 

NATHAN DUPONT - FOURNISSEUR

pourriez vous préciser la couleur des stylos souhaitée ? 

Posée le 31/12/2019 09:57 +0100



NATHAN DUPONT - FOURNISSEUR

quel est le format des cahiers ?

Posée le 31/12/2019 09:58 +0100





NATHAN DUPONT - FOURNISSEUR

pourriez-vous m'indiquer si vos locaux se trouvent bien comme indiqué dans le plan joint ?

Posée le 31/12/2019 10:00 +0100



CHRISTOPHE FICTIF - ENTREPRISE FICTIVE 06

je ne vois pas le format des cahiers, pourriez-vous le préciser ?

Posée le 31/12/2019 10:02 +0100



You can respond to several questions at the same time. To do this, you must click **Respond to several questions** in the questions/responses window.

- 1- By default, the response is public (cf. paragraph 5.3.1). To make it private, i.e. visible to senders only, you must uncheck **Public response**
- 2- Write the response contents
- 3- Click **Browse** to add a file to the response. If the response is public, the file can also be viewed by all suppliers.
- 4- To link a clarification file that has already been published, select the publication date and time for this clarification file.
- 5- Display of questions to which no response has been provided with the identification of the supplier who sent the question.

- 6- Selection of questions to which the response is related.

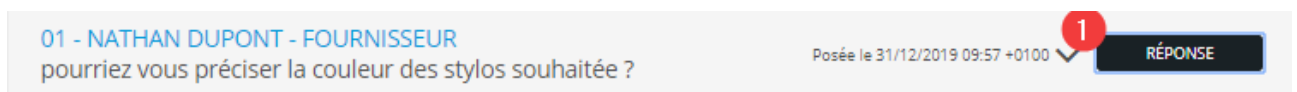
Before publishing the response, a confirmation message is displayed. This message reminds you whether the response is public or private.

Confirmation

Attention, la réponse que vous allez publier va être publique. Le confirmez-vous ?

5.7 Answer a single question

- 1- Click the **Response** button to the right of the question.



01 - NATHAN DUPONT - FOURNISSEUR
pourriez vous préciser la couleur des stylos souhaitée ?

Posée le 31/12/2019 09:57 +0100 ✓

RÉPONSE

- 2- A reminder is given of the question's content, the supplier who asked the question and the date and time it was asked.
- 3- By default, the response is public (cf. paragraph 5.3.1). To make it private, i.e. visible to senders only, you must uncheck **Public response**
- 4- Write the response contents
- 5- Click **Browse** to add a file to the response. If the response is public, the file can also be viewed by all suppliers.

6- Confirm the response

Répondre à une seule question ✕

QUESTION SÉLECTIONNÉE

Pourriez vous préciser la couleur des stylos souhaitée ? 2

NATHAN DUPONT - FOURNISSEUR
Posée le 31/12/2019 09:57 +0100

REDIGEZ VOTRE RÉPONSE

La réponse sera visible de l'émetteur de la question. si elle est publique, tous les fournisseurs pourront visualiser la question, la réponse et le fichier joint.

Si cette option est cochée, tous les fournisseurs verront la question, la réponse et le fichier de réponse associé. 3

Réponse publique

47/1500

Les stylos peuvent être noirs, rouges ou bleus. 4

Optionnel: vous pouvez associer un fichier à votre réponse. il sera visible uniquement au niveau de la réponse.

PARCOURIR 5

ANNULER

6

VALIDER

- 7- Before publishing the response, a confirmation message is displayed. This message reminds you whether the response is public or private.

Confirmation

Attention, la réponse que vous allez publier va être publique. Le confirmez-vous ? 7

ANNULER

VALIDER

5.8 Export the questions and responses

You can export the questions and responses provided in an Excel file.

In addition to the questions and responses provided, this file contains the name of the supplier and of the contact who asked the question, as well as the date of the question and that of the response.

6 REMOVALS LOG

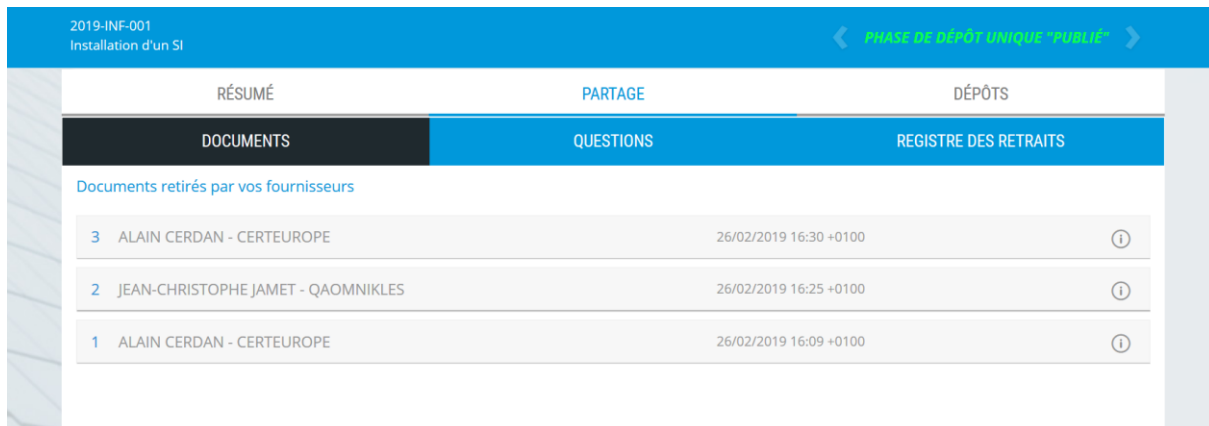
The removals log is in the “SHARE” tab of the consultation details.

This displays a list of suppliers who have removed a dossier while logged in to their account. Anonymous removals are therefore not tracked in the log.




Removals are displayed in decreasing chronological order. The order in which they appear in the log is numbered in increasing chronological order.

The following details are displayed:

- The order in the log
- The name of the supplier and company
- The date and time of the first removal
- The information icon on the supplier's record.



The screenshot shows a web interface for a dossier titled "2019-INF-001 Installation d'un SI". The top navigation bar includes "PHASE DE DÉPÔT UNIQUE 'PUBLIÉ'". Below this is a menu with tabs: RÉSUMÉ, PARTAGE, DÉPÔTS, DOCUMENTS (selected), QUESTIONS, and REGISTRE DES RETRAITS. The main content area is titled "Documents retirés par vos fournisseurs" and contains a table with three entries, each with a number, supplier name, date, and an information icon.

	RÉSUMÉ	PARTAGE	DÉPÔTS
	DOCUMENTS	QUESTIONS	REGISTRE DES RETRAITS
Documents retirés par vos fournisseurs			
3	ALAIN CERDAN - CERTEUROPE	26/02/2019 16:30 +0100	
2	JEAN-CHRISTOPHE JAMET - QAOMNIKLES	26/02/2019 16:25 +0100	
1	ALAIN CERDAN - CERTEUROPE	26/02/2019 16:09 +0100	

7 SUBMISSIONS LOG

The submissions log is in the “SUBMISSIONS” tab of the consultation details.

The list of certificates allowing bids to be opened is displayed. These certificates are configured by an administrator and linked to user groups.

The list of suppliers who have submitted a dossier while logged in to their account is displayed.

The submissions are displayed in decreasing chronological order. The order in which they appear in the log is numbered in increasing chronological order.

The following details are displayed:

- The order in the log
- The name of the supplier and company
- Date and time of the last submission
- Size of the submission
- The information icon on the supplier's record.

2019-INF-001
Installation d'un SI
PHASE DE DÉPÔT UNIQUE "PUBLIÉ"

RÉSUMÉ
PARTAGE
DÉPÔTS

Registre des dépôts

Les dépôts pourront être ouverts avec les certificats:

	OMNIKLES ECOLE - OMNIKLES OODRIVE INTERMEDIAIRE CLASS 2	20/08/2023 17:04 +0200
--	---	------------------------

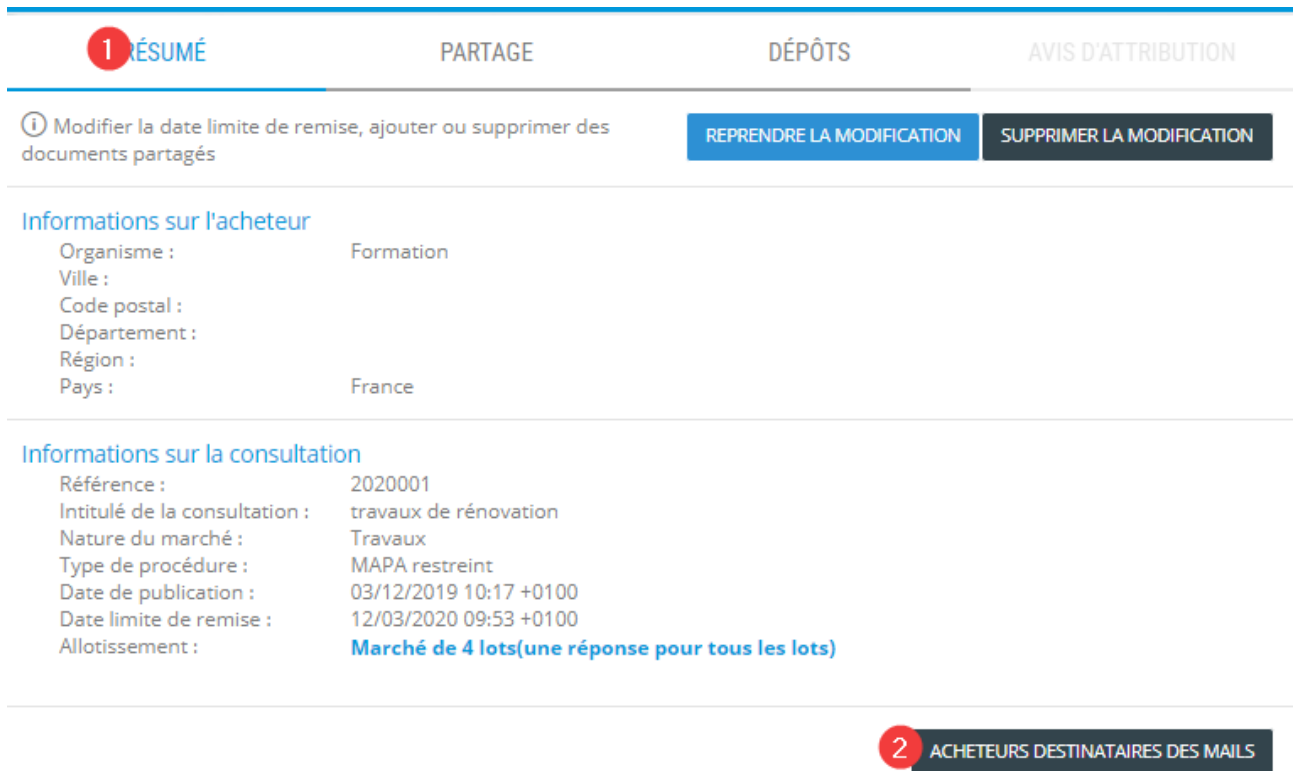
Documents déposés par vos fournisseurs

#	Fournisseur	Statut	Date et heure	Taille	
2	JEAN-CHRISTOPHE JAMET - OODRIVE	Dans les délais	26/02/2019 17:19 +0100	48.48 Mo	✉ ⓘ ⬇
1	ALAIN CERDAN - CERTEUROPE	Dans les délais	26/02/2019 17:07 +0100	5.21 Mo	✉ ⓘ ⬇

8 SENDING NOTIFICATIONS TO OTHER BUYERS

In a procedure, it is possible that other buyers are notified of the actions of this procedure: bids received, changes published, questions added, etc.

- 1- Click the **SUMMARY** tab
- 2- Click **BUYER RECEIVING EMAILS**



The screenshot shows a navigation bar with four tabs: **1 RÉSUMÉ**, PARTAGE, DÉPÔTS, and AVIS D'ATTRIBUTION. Below the tabs, there is a message: "i Modifier la date limite de remise, ajouter ou supprimer des documents partagés" with two buttons: "REPRENDRE LA MODIFICATION" and "SUPPRIMER LA MODIFICATION".

Under the "RÉSUMÉ" tab, there are two sections:

- Informations sur l'acheteur**

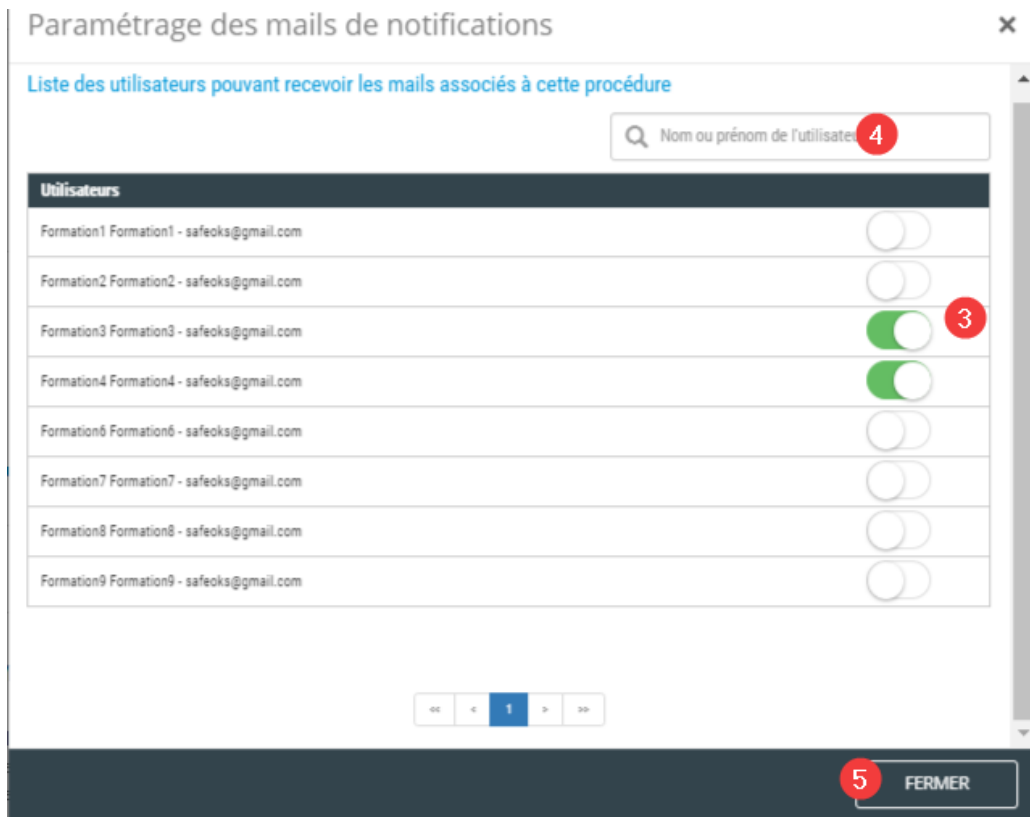
Organisme :	Formation
Ville :	
Code postal :	
Département :	
Région :	
Pays :	France
- Informations sur la consultation**

Référence :	2020001
Intitulé de la consultation :	travaux de rénovation
Nature du marché :	Travaux
Type de procédure :	MAPA restreint
Date de publication :	03/12/2019 10:17 +0100
Date limite de remise :	12/03/2020 09:53 +0100
Allotissement :	Marché de 4 lots(une réponse pour tous les lots)

At the bottom right, a button labeled **2 ACHETEURS DESTINATAIRES DES MAILS** is highlighted.

- 3- Select the users who will be able to receive the notifications for this procedure.
Only the users who are part of the procedure group will be displayed.
- 4- You can filter users by last name, first name and email address

5- When you have finished your selection, click **CLOSE**



Paramétrage des mails de notifications

Liste des utilisateurs pouvant recevoir les mails associés à cette procédure

Q Nom ou prénom de l'utilisateur 4

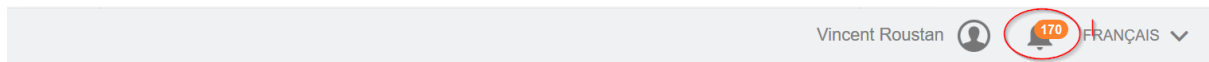
Utilisateurs	
Formation1 Formation1 - safeoks@gmail.com	<input type="checkbox"/>
Formation2 Formation2 - safeoks@gmail.com	<input type="checkbox"/>
Formation3 Formation3 - safeoks@gmail.com	<input checked="" type="checkbox"/> 3
Formation4 Formation4 - safeoks@gmail.com	<input checked="" type="checkbox"/>
Formation6 Formation6 - safeoks@gmail.com	<input type="checkbox"/>
Formation7 Formation7 - safeoks@gmail.com	<input type="checkbox"/>
Formation8 Formation8 - safeoks@gmail.com	<input type="checkbox"/>
Formation9 Formation9 - safeoks@gmail.com	<input type="checkbox"/>

<< < 1 > >>

5 FERMER

9 NOTIFICATIONS CENTER

The notification center is available to buyers on the dashboard page once they are logged in. It displays the number of events on your consultations.



An event corresponds to an action by the buyer or by a supplier that involves an exchange of documents. With each event there is a notification to the buyer and emails sent to the buyers and suppliers concerned.

The types of events for buyers are:

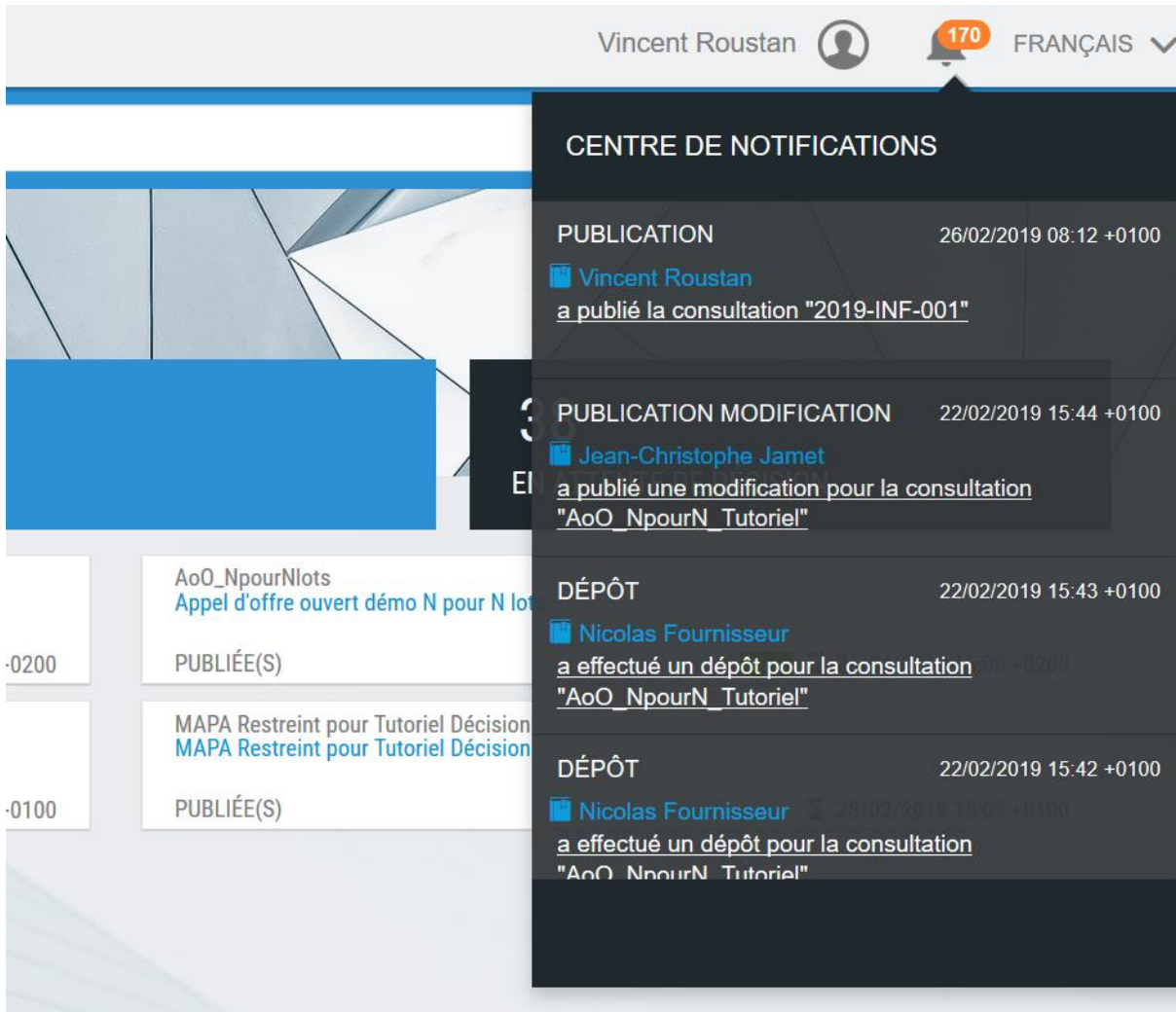
- The publication of a consultation
- The publication of a change to the dossier or deadline
- The publication of a corrective notice
- The publication of an additional request
- An invitation for a restricted consultation
- The reading of a question
- The publication of a response to a question
- The publication of an award decision
- The reading of a response to a request.
- The publication of a letter



The types of events for suppliers are:

- Removal of a dossier or a document
- Submission of a bid
- Submission of a question
- Submission of a response to a request
- Reading of a dossier change





- Reading of an additional request
- Reading of a response to a question

The notifications center offers quick access to the events on the consultations in progress.



Vincent Roustan  **170** FRANÇAIS 

CENTRE DE NOTIFICATIONS

- PUBLICATION** 26/02/2019 08:12 +0100
 [Vincent Roustan](#)
 a publié la consultation "2019-INF-001"
- PUBLICATION MODIFICATION** 22/02/2019 15:44 +0100
 [Jean-Christophe Jamet](#)
 a publié une modification pour la consultation "AoO_NpourN_Tutoriel"
- DÉPÔT** 22/02/2019 15:43 +0100
 [Nicolas Fournisseur](#)
 a effectué un dépôt pour la consultation "AoO_NpourN_Tutoriel"
- DÉPÔT** 22/02/2019 15:42 +0100
 [Nicolas Fournisseur](#)
 a effectué un dépôt pour la consultation "AoO_NpourN_Tutoriel"

AoO_NpourNlots
Appel d'offre ouvert démo N pour N lo

-0200 PUBLIÉE(S)

MAPA Restreint pour Tutoriel Décision
MAPA Restreint pour Tutoriel Décision

-0100 PUBLIÉE(S)

For each event, the following are displayed:

- The type of event
- The time stamp for the event
- The name of the author of the action

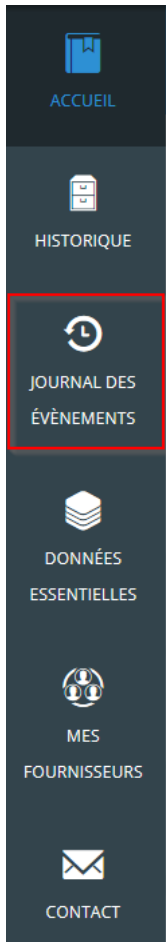
- A description of the action with the reference of the consultation and a direct link to the consultation

The advanced management of events is described in the <EVENT LOG> section

10 EVENT LOG

10.1 Access to the log

The event log is available from the menu on the left once you are logged in.



10.2 Events

An event corresponds to an action by the buyer or by a supplier that involves an exchange of documents. With each event there is a notification to the buyer and emails sent to the buyers and suppliers concerned.

The event log allows you to track and search for all information exchanges between buyers and suppliers.

The event types are described in the <NOTIFICATIONS CENTER> section

10.3 Log description

By clicking on “event log”, the event log displays the events for all of the buyer's consultations, sorted into decreasing chronological order.

Each line displays an event:

- The date of the event
- The author's name with the company's name for suppliers
- The user's role: buyer or supplier
- The type of event
- The consultation reference
- The procedure phase
- Access to emails exchanged

OK
+ DE CRITÈRES

Journal des évènements

Total 177

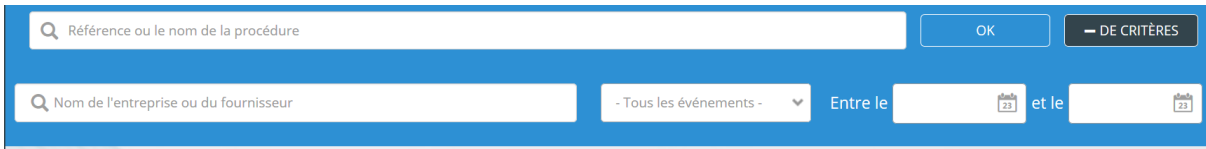
Date	Utilisateur	Role	Type de l'évènem...	Référence procédure	Phase	Voir L'évènement
26/02/2019 15:05 +0100	Jamet Jean-Christophe -	Acheteur	Publication modification	MAPA Restreint pour Tutoriel Décision	Candidature	CONSULTER LES MAILS
26/02/2019 15:05 +0100	Jamet Jean-Christophe - OODRIVE	Fournisseur	dépôt	MAPA Restreint pour Tutoriel Décision	Candidature	CONSULTER LES MAILS
26/02/2019 15:04 +0100	Fournisseur Nicolas - NicoFournisseur	Fournisseur	dépôt	MAPA Restreint pour Tutoriel Décision	Candidature	CONSULTER LES MAILS
26/02/2019 15:03 +0100	Jamet Jean-Christophe - QaOmnikles	Fournisseur	dépôt	MAPA Restreint pour Tutoriel Décision	Candidature	CONSULTER LES MAILS
26/02/2019 15:03 +0100	Jamet Jean-Christophe -	Acheteur	Publication	MAPA Restreint pour Tutoriel Décision	Candidature	CONSULTER LES MAILS
26/02/2019 15:01 +0100	Jamet Jean-Christophe -	Acheteur	Publication modification	CCO_Decision	Dépot unique	CONSULTER LES MAILS
26/02/2019 15:00 +0100	Jamet Jean-Christophe -	Acheteur	Publication	CCO_Decision	Dépot unique	CONSULTER LES MAILS
26/02/2019 08:12 +0100	Roustan Vincent -	Acheteur	Publication	2019-INF-001	Dépot unique	CONSULTER LES MAILS

10.4 Search in the log

A quick search allows you to filter the display with part of the consultation name or reference.

When you click **+CRITERIA**, an advanced search form allows you to enter additional criteria:

- The name of the author or company (for suppliers)
- The type of event
- A date interval

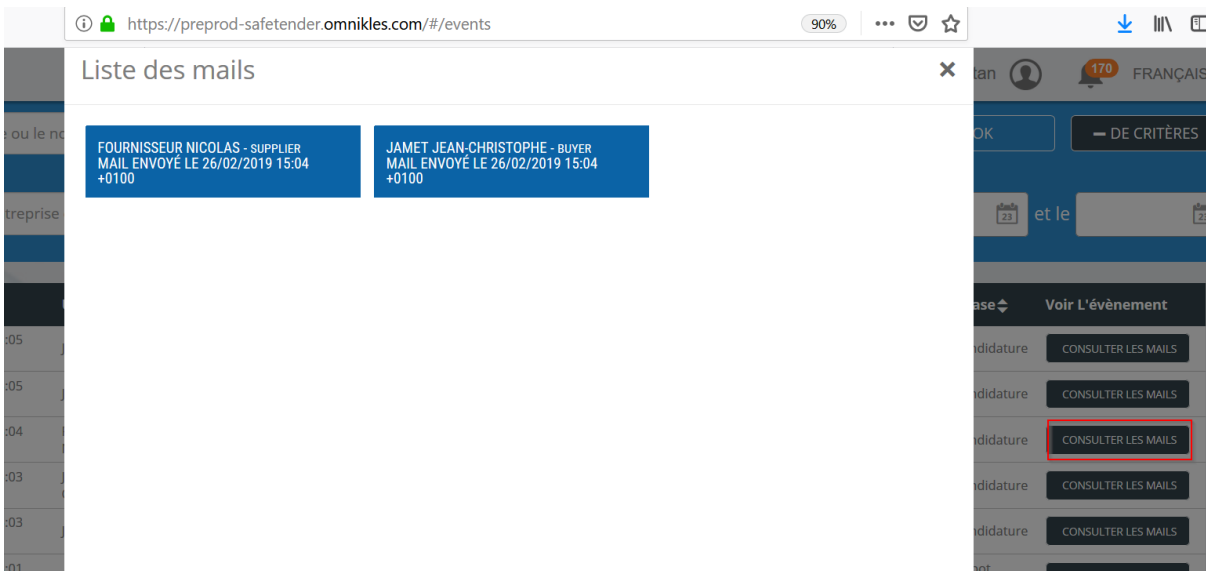


Search form with the following fields and controls:

- Search bar: "Référence ou le nom de la procédure" with an "OK" button.
- Search bar: "Nom de l'entreprise ou du fournisseur" with a dropdown menu: "- Tous les événements -".
- Date range: "Entre le" [calendar icon] "et le" [calendar icon].
- Button: "DE CRITÈRES".

10.5 Access to emails

When you click **See emails** on an event, the list of emails sent for this event is displayed with the recipient's name, the recipient type (buyer or supplier) and the date on which the email is sent.

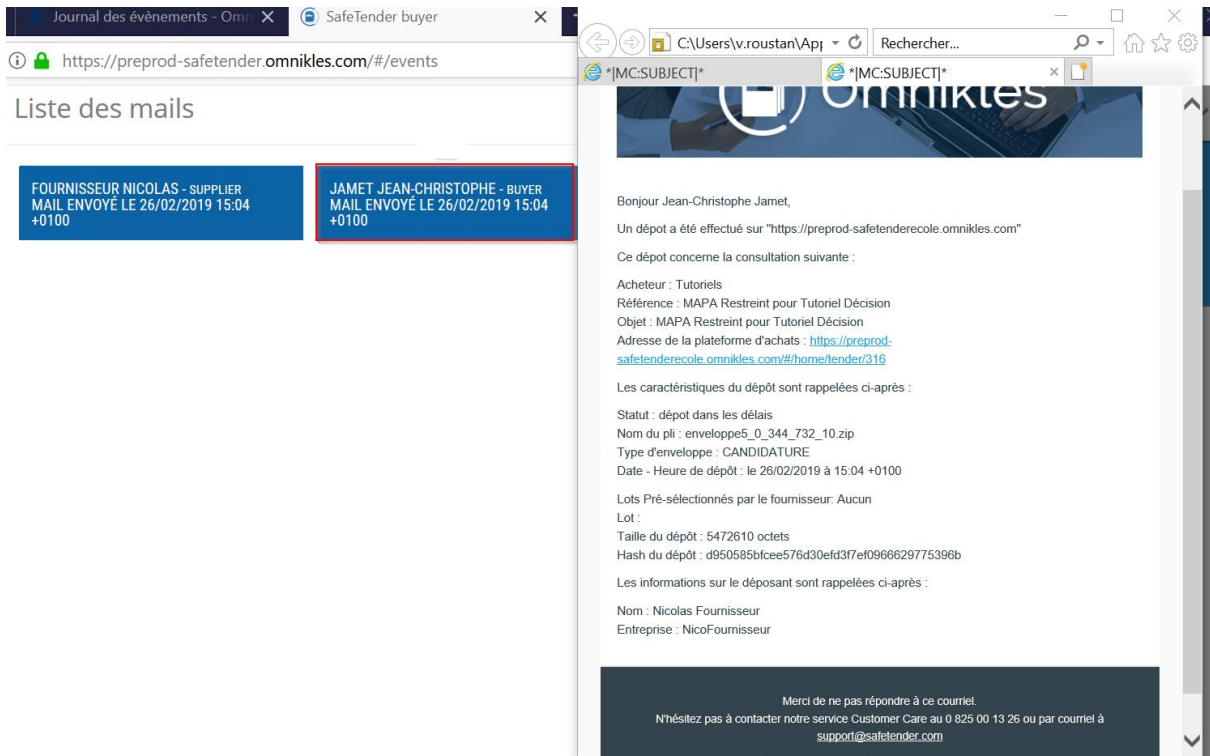


Mobile application screenshot showing a list of emails. The browser address bar shows <https://preprod-safetender.omnikles.com/#/events>. The page title is "Liste des mails". Two email tiles are visible:

Recipient Name	Recipient Type	Date and Time
FOURNISSEUR NICOLAS	SUPPLIER	MAIL ENVOYÉ LE 26/02/2019 15:04 +0100
JAMET JEAN-CHRISTOPHE	BUYER	MAIL ENVOYÉ LE 26/02/2019 15:04 +0100

Below the list, there are several "CONSULTER LES MAILS" buttons. One button is highlighted with a red box.

Clicking on a tile allows you to display the email's content.



The screenshot shows a web browser window with two tabs: "Journal des évènements - Omnikles" and "SafeTender buyer". The address bar shows the URL "https://preprod-safetender.omnikles.com/#/events". The page title is "Liste des mails". Below the title, there are two blue boxes with white text:

- FOURNISSEUR NICOLAS - SUPPLIER
MAIL ENVOYÉ LE 26/02/2019 15:04 +0100
- JAMET JEAN-CHRISTOPHE - BUYER
MAIL ENVOYÉ LE 26/02/2019 15:04 +0100

The email content is displayed in a separate window. It starts with "Bonjour Jean-Christophe Jamet," and "Un dépôt a été effectué sur "https://preprod-safetender.ecole.omnikles.com"". The email details are as follows:

- Ce dépôt concerne la consultation suivante :
- Acheteur : Tutoriels
- Référence : MAPA Restreint pour Tutoriel Décision
- Objet : MAPA Restreint pour Tutoriel Décision
- Adresse de la plateforme d'achats : <https://preprod-safetender.ecole.omnikles.com/#/home/tender/316>
- Les caractéristiques du dépôt sont rappelées ci-après :
- Statut : dépôt dans les délais
- Nom du pli : enveloppe5_0_344_732_10.zip
- Type d'enveloppe : CANDIDATURE
- Date - Heure de dépôt : le 26/02/2019 à 15:04 +0100
- Lots Pré-sélectionnés par le fournisseur: Aucun
- Lot :
- Taille du dépôt : 5472610 octets
- Hash du dépôt : d950585bfcee576d30efd37ef0966629775396b
- Les informations sur le déposant sont rappelées ci-après :
- Nom : Nicolas Fournisseur
- Entreprise : NicoFournisseur

At the bottom of the email content, there is a dark grey box with white text:

Merci de ne pas répondre à ce courriel.
N'hésitez pas à contacter notre service Customer Care au 0 825 00 13 26 ou par courriel à support@safetender.com

