

**BUYER'S GUIDE**  
**SUBMISSIONS LOG - BID OPENING**



Date	Version	Author	Comment
6/3/2015	1.0	Yanick Lechat	Document created

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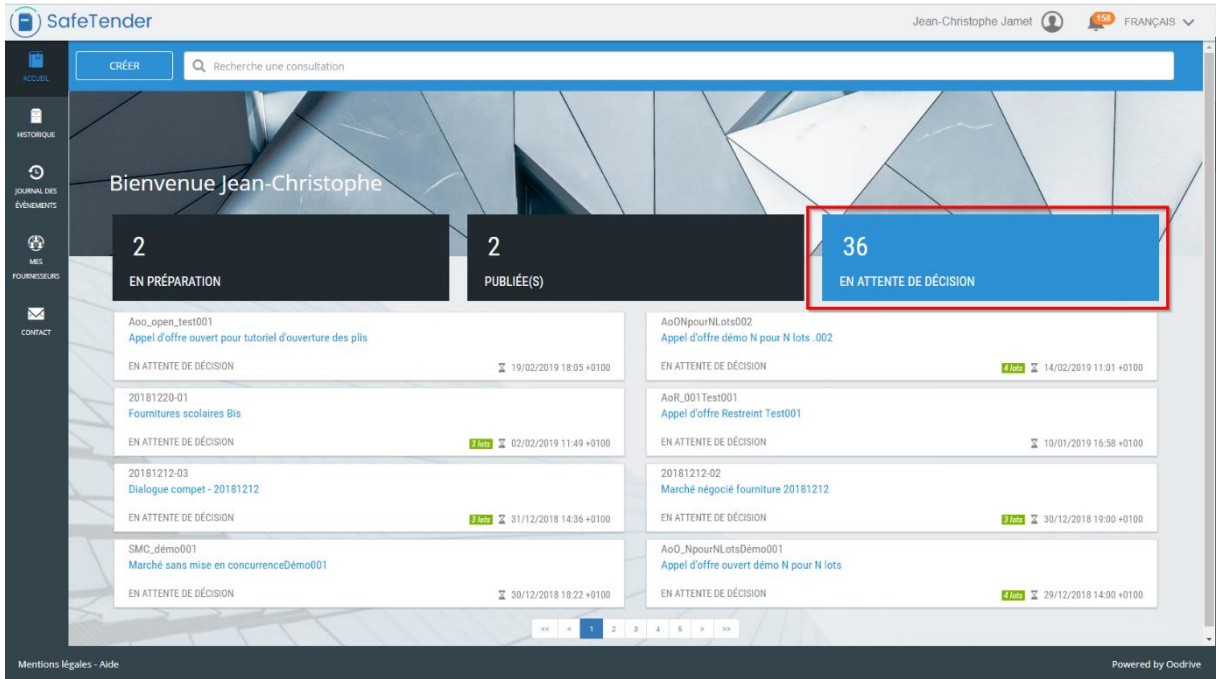
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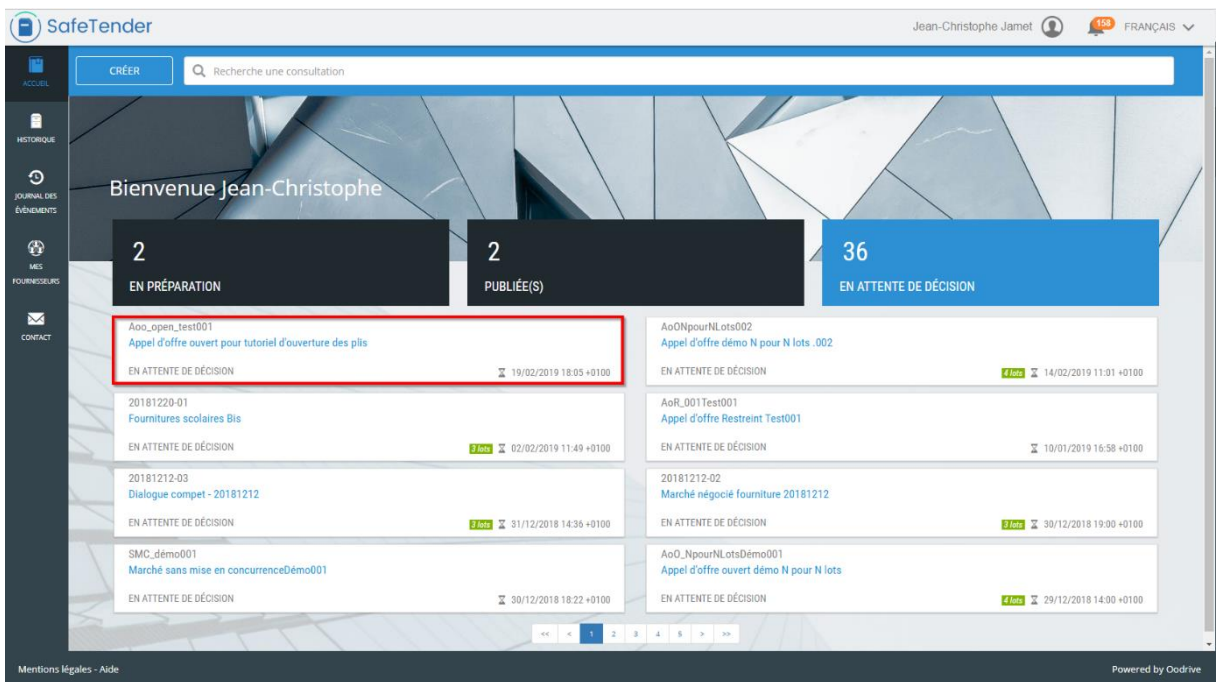
# 1 VIEWING THE SUBMISSIONS LOG

## 1.1 View the submissions log

- 1- Log in to the buyer's account
- 2- On the home page, click the **Awaiting decision** list



- 3- Display the procedure details by clicking the corresponding tile




4- Click the **SUBMISSIONS** tab to display the submissions log.




5- The **Documents submitted by your suppliers** section contains all the information on the submissions:


1. Submission validity
2. Submission time stamp
3. Size of submission in megabytes.
4. The 3 following icons are used:

a. The bid status

 unopened bid

 opened bid

b. The  icon allows the supplier information to be displayed

c. The  allows this bid only to be downloaded

## Documents déposés par vos fournisseurs

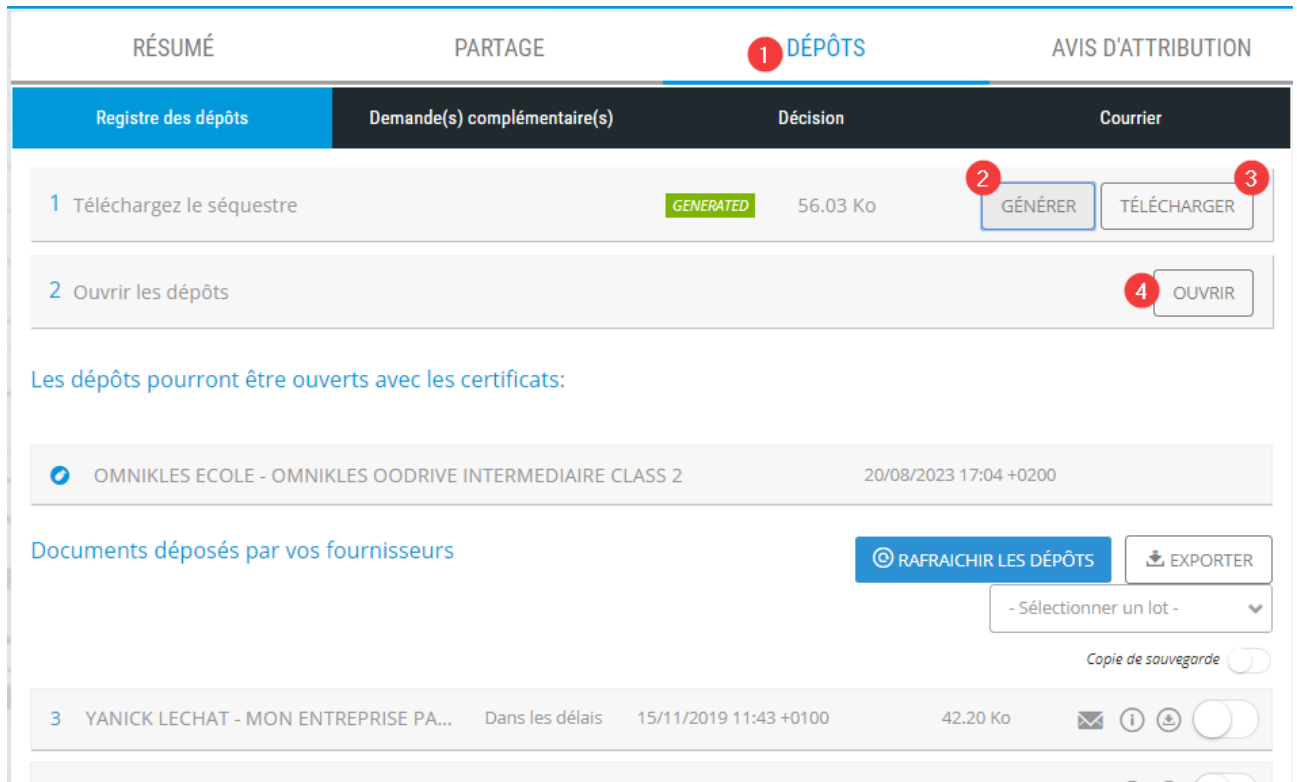
1	QAOMNIKLES	Dans les délais	14/12/2018 13:45 +0100	219.24 Ko			
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## 1.2 Export the submissions log

If you click **EXPORT** in the submissions log, it is exported as an Excel file with one row per company and per lot.

## 2 OPENING BIDS

- 1- In the procedure, click **SUBMISSIONS**
- 2- Click **GENERATE** to generate the escrow file
- 3- Click **DOWNLOAD** to download the escrow file. This escrow is called *receivership\_x\_x.zip* and contains all the bids submitted for all lots.
- 4- Click **OPEN** to open the bid opening module.



The screenshot shows the 'DÉPÔTS' (Deposits) tab in the SAFE TENDER interface. It features a navigation bar with 'RÉSUMÉ', 'PARTAGE', 'DÉPÔTS', and 'AVIS D'ATTRIBUTION'. Below this is a sub-navigation bar with 'Registre des dépôts', 'Demande(s) complémentaire(s)', 'Décision', and 'Courrier'. The main content area displays a list of deposits with the following details:

1	Téléchargez le séquestre	GENERATED	56.03 Ko	2	GÉNÉRER	3	TÉLÉCHARGER
2	Ouvrir les dépôts			4	OUVRIR		

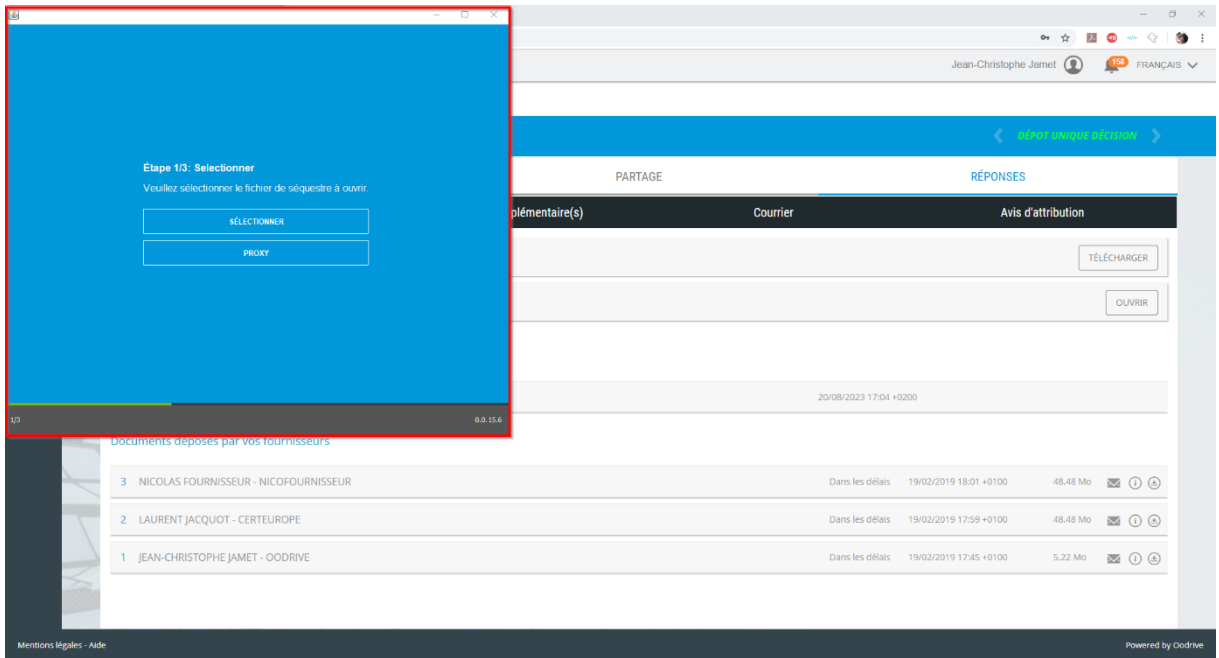
Below the list, there is a section titled 'Les dépôts pourront être ouverts avec les certificats:' followed by a list item: 'OMNIKLES ECOLE - OMNIKLES OODRIVE INTERMEDIAIRE CLASS 2' with a timestamp '20/08/2023 17:04 +0200'. At the bottom, there are buttons for 'RAFFRAICHIR LES DÉPÔTS' and 'EXPORTER', along with a dropdown menu for '- Sélectionner un lot -' and a 'Copie de sauvegarde' toggle.

- 5- In **Google Chrome**, an information message is displayed  
 This type of file may damage your computer. Are you sure you want to save

openreceivership?

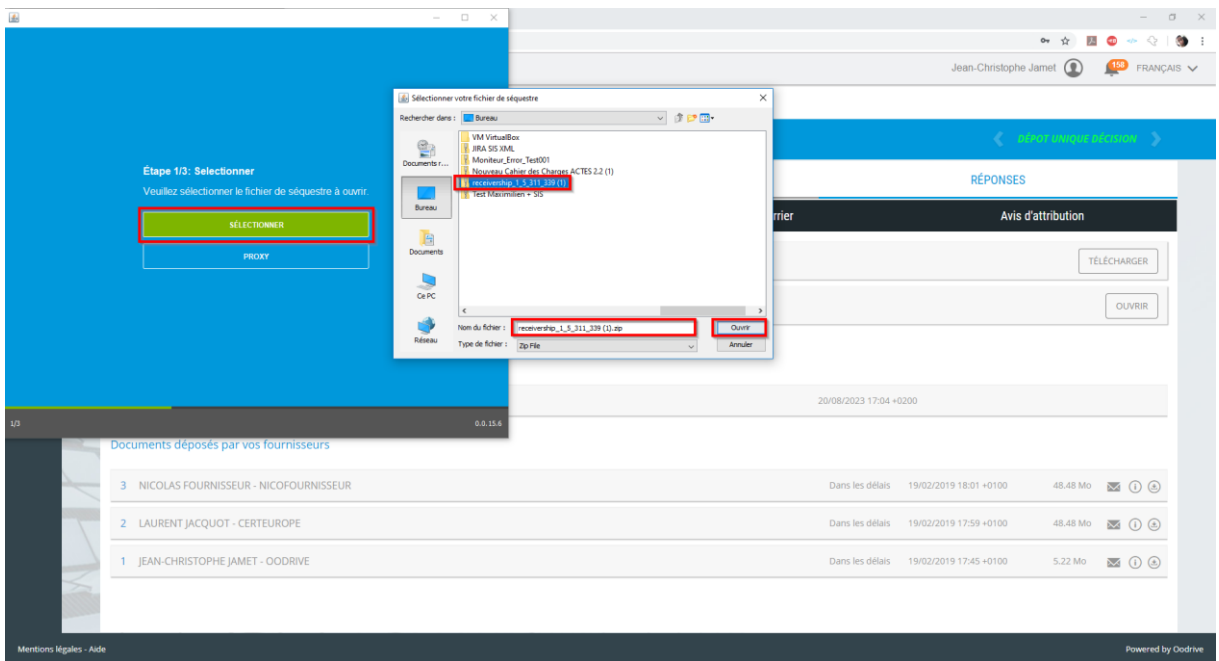
Click **Save** and click on **OpenReceiverShip**

The bid opening module opens on step 1/3

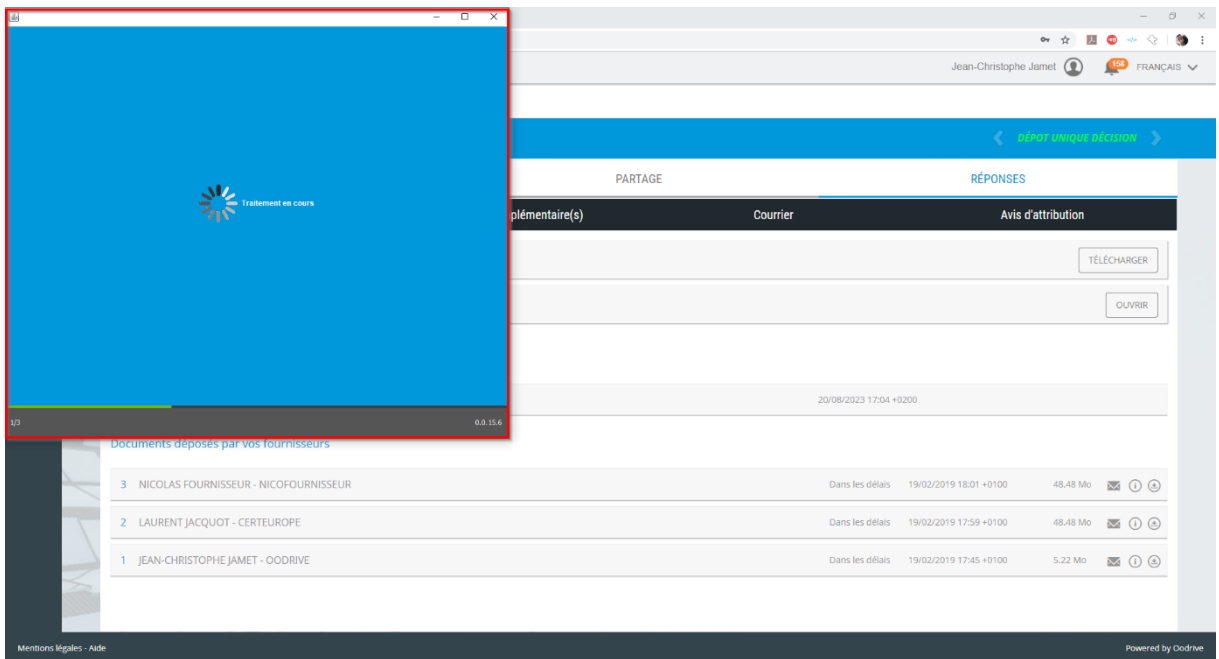


- 6- If the computer has a proxy to block exchanges with the Internet, you can configure it here. The information to enter in the proxy configuration may be provided by the IT department.
- 7- Click the **Select** button and, in the window displayed, select the escrow for the previously downloaded procedure.

Click **Open**



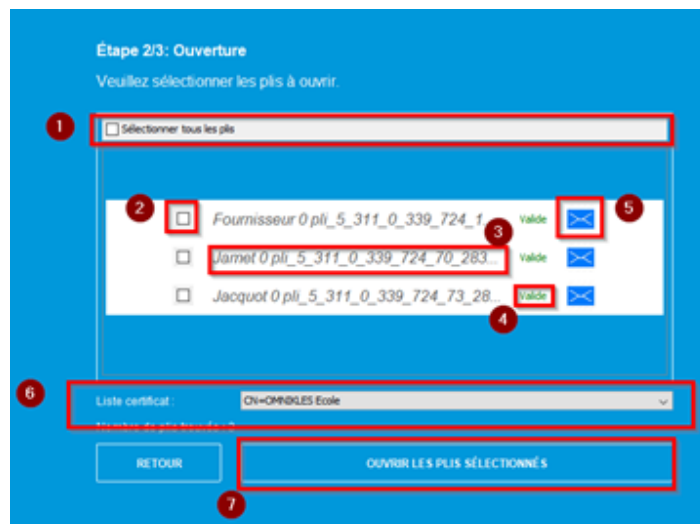
*Note: if the escrow is large and/or if the Internet connection is slow, it takes a significant length of time to display the escrow content.*



8- Once the processing is complete, step 2/3 is displayed.

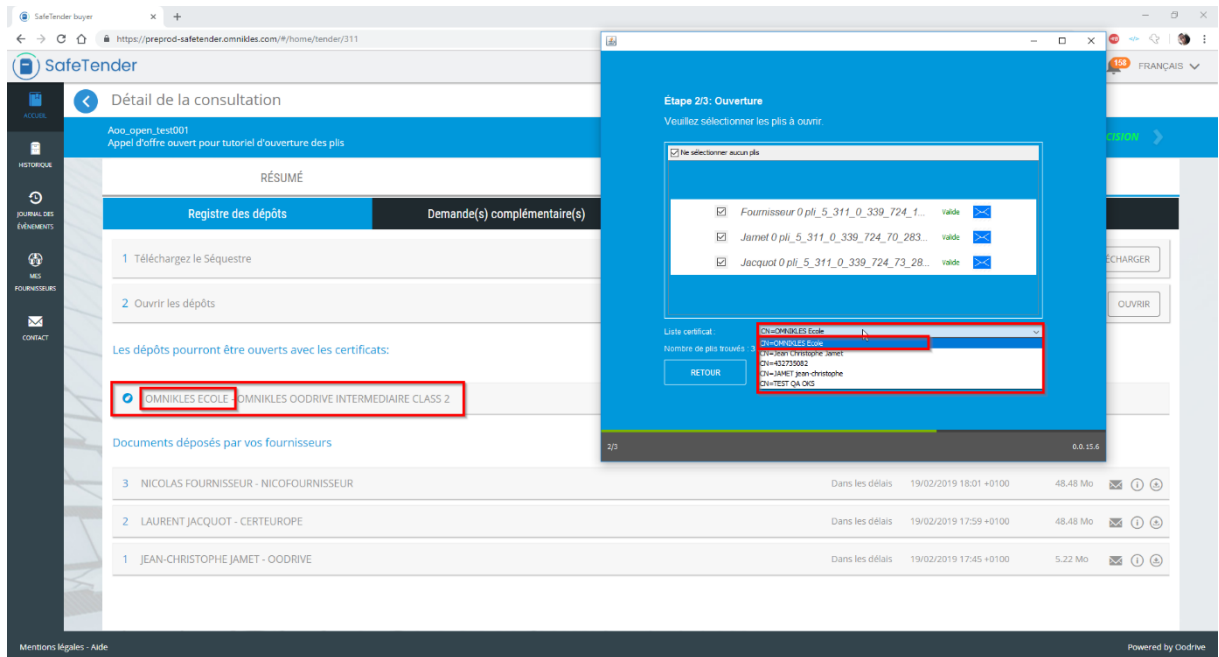
9- Several important pieces of information are shown:

- 1- Click this box to select all the bids in the list and to open them all at the same time.
- 2- Click each bid separately: unchecked bids will not be opened; the bids will be available to open at a later date.
- 3- Technical name for bid
- 4- Bid status: valid or invalid if after deadline
- 5- Bid state: closed (closed envelope) or open (open envelope)
- 6- List of certificates installed on the computer where the bids are opened.
- 7- Click the “Open selected bids” button to continue the procedure.



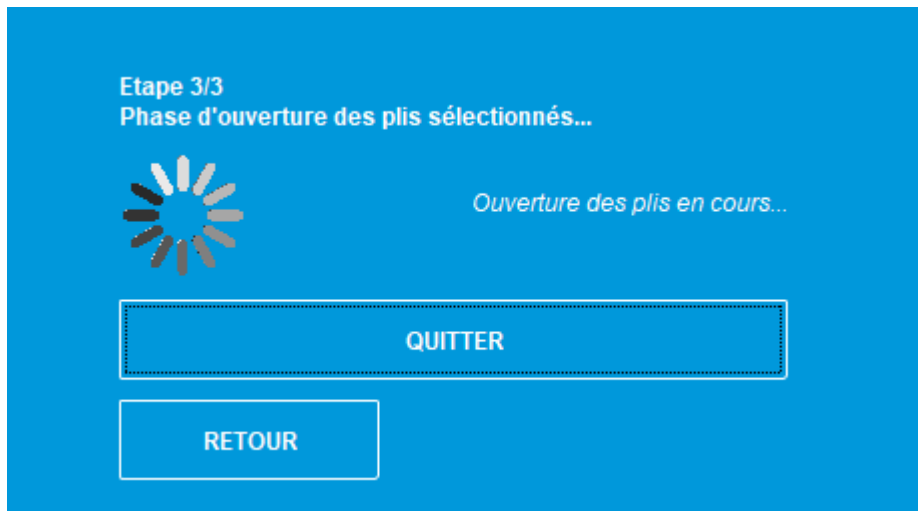


10- In the list of certificates: select the certificate that corresponds to the organization. This information is shown in the **Responses** tab of the procedure. Next, click **Open selected bids**.



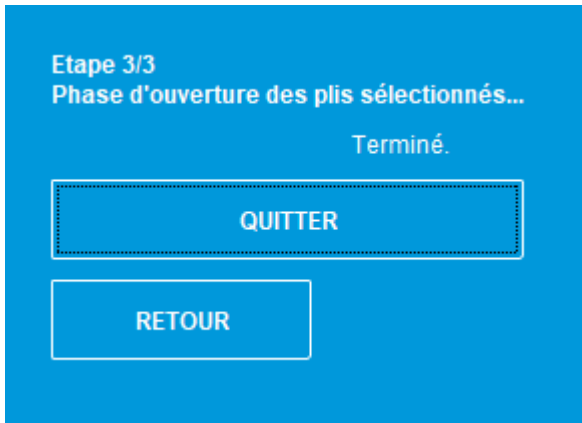
The screenshot shows the SafeTender web interface. The main page is titled 'Détail de la consultation' and displays a 'RÉSUMÉ' section with a 'Registre des dépôts' and 'Demande(s) complémentaire(s)'. A list of certificates is shown, with 'OMNIKLES ECOLE - OMNIKLES OODRIVE INTERMEDIAIRE CLASS 2' highlighted. A modal window titled 'Etape 2/3: Ouverture' is open, showing a list of selected bids and a 'Liste certificat' dropdown menu with 'OMNIKLES ECOLE' selected. The modal also includes a 'RETOUR' button and a 'Liste certificat' section with a 'Nombre de plis traités' field.

11- Warning: if the escrow is large and/or if the Internet connection is slow, it takes a significant length of time to decrypt and open the escrow content.



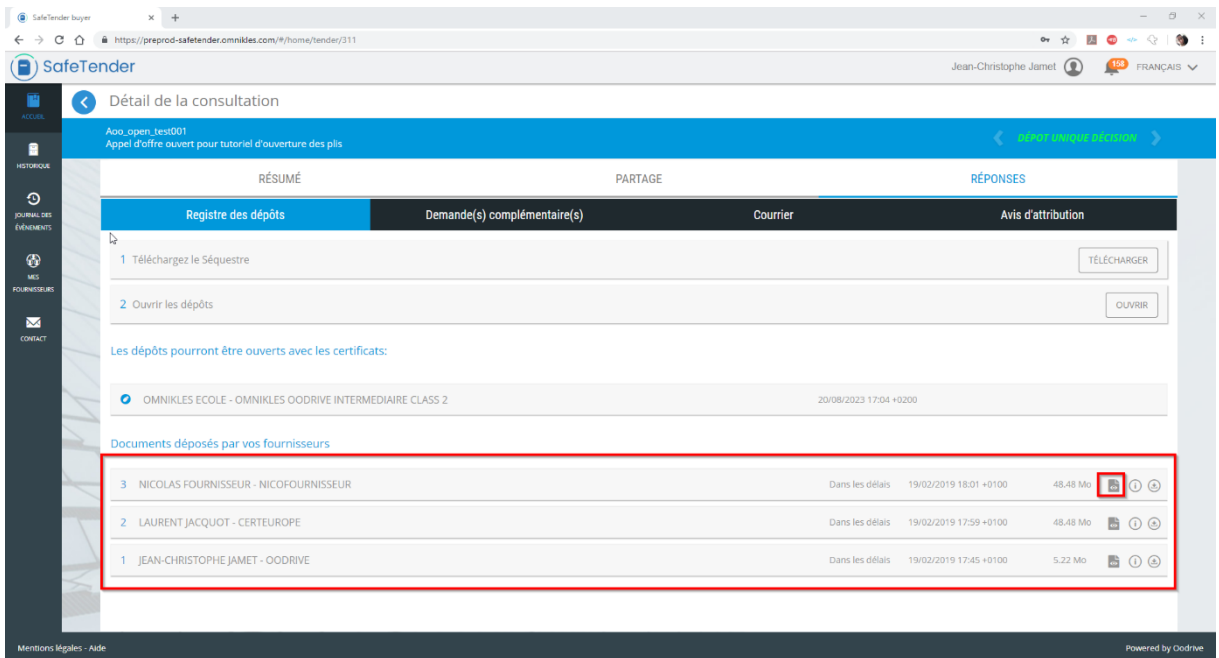
The screenshot shows a modal window titled 'Etape 3/3 Phase d'ouverture des plis sélectionnés...'. It features a loading spinner icon and the text 'Ouverture des plis en cours...'. Below the spinner are two buttons: 'QUITTER' and 'RETOUR'.










12- When the “Completed” message is displayed, the bids are open



13- Click **Quit** to close the bid opening module

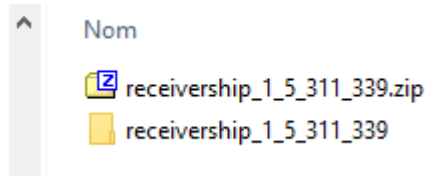
14- In the procedure details, the  icon is displayed, indicating that the bid has been opened



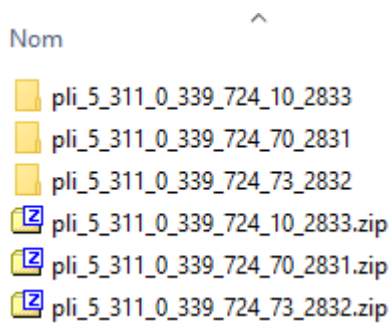
RÉSUMÉ		PARTAGE		RÉPONSES	
Registre des dépôts	Demande(s) complémentaire(s)	Courrier	Avis d'attribution		
1 Téléchargez le Séquestre <span style="float: right;">TÉLÉCHARGER</span>					
2 Ouvrir les dépôts <span style="float: right;">OUVRIR</span>					
Les dépôts pourront être ouverts avec les certificats:					
<input checked="" type="checkbox"/> OMNIKLES ECOLE - OMNIKLES OODRIVE INTERMEDIAIRE CLASS 2		20/08/2023 17:04 +0200			
Documents déposés par vos fournisseurs					
3	NICOLAS FOURNISSEUR - NICOFOURNISSEUR	Dans les délais	19/02/2019 18:01 +0100	48,48 Mo	  
2	LAURENT JACQUOT - CERTEUROPE	Dans les délais	19/02/2019 17:59 +0100	48,48 Mo	  
1	JEAN-CHRISTOPHE JAMET - OODRIVE	Dans les délais	19/02/2019 17:45 +0100	5,22 Mo	  

### 3 RETRIEVING OPEN BIDS

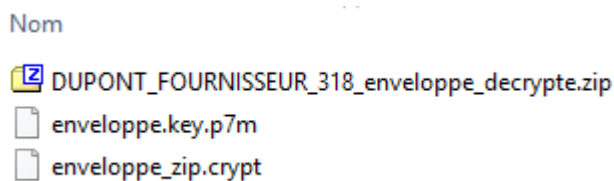
- 1- In the location in which the escrow is saved, there is now a folder entitled **receivership\_X\_X\_X\_X** which contains your decrypted bids.



- 2- Under the folder **receivership\_X\_X\_X\_X** there are as many **bid\_X\_X\_X\_X\_X** folders as there are bids submitted.



- 3- Inside each bid folder, there is a ZIP file with a filename starting with the name of the user who made the submission, followed by the company name, then an internal bid ID.



- 4- To view the content of the response, open the ZIP file at this level.