

# SafeTender User Guide

## Strong box module



**OMNIKLES**

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## 1 How the safe works

Companies can submit their documents in a protected area in SafeTender.

This space allows them to share documents with buyers by depositing them once for all buyers. He can then give access to the safe to the various buyers.

## 2 Access the Vault

- 1- Click on MY SUPPLIERS *in the menu on the right*. In this space are companies that have responded to a consultation or that the buyer has put in **MY SUPPLIERS** himself since Sourcing.
- 2- Search for the desired company (either by name, or by SIRET). To search by SIRET, click on the **" + DE CRITERES "** button at the top right.
- 3- Click on the page of the company concerned
- 4- On the company page, click on the **SAFE tab**
- 5- Click on the **SUBMITTED BY THE STATE** subtab to access the attestations and certificates transmitted by the State as part of API Enterprise
- 6- Click on the **FILINGS BY SUPPLIERS** sub-tab to access the documents filed by companies.



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SUMMARY SERVICES CONTACTS **4** STRONGBOX

**5** SENT BY THE STATE **6** Uploaded by the supplier

CERTIFICATE LIST

	ATTESTATIONS.zip	06/21/2025, 18:44	
	ATTESTATIONSOCIALE.pdf	06/21/2025, 18:43	
	ATTESTATIONFISCALE.pdf	06/21/2025, 18:44	

## 2.1 Access to certificates issued by the State

These documents are not submitted by the companies, but transmitted directly by the State. They are updated regularly.

The list of these documents transmitted is as follows:

- Tax certificates
- Social certificates
- QUALIBAT Certificate
- CNETP contribution certificate
- PROBTP certificate
- CPTP: Professional Card of Public Works Contractor
- OQPBI Certificate of Qualification
- Conformité cotisation MSA
- Certification RGE
- Certification QALIOPI
- Certification QUALIFELEC

Remarks:

- There can be several reasons if no documents are found in these certificates:
  - o The company provided the wrong SIRET number
  - o The company is not a French company with a SIRET
  - o The company is not yet considered by API Enterprise because it is too new, is a micro-enterprise, or whose status does not allow API Enterprise to escalate documents
- If attestations or certificates are not returned, it is preferable to ask the company to deposit them in the safe

## 2.2 Access to documents filed by companies

In the "**Filed by suppliers**" tab, you will find the documents that the company has put in its safe.


Available actions:

- 7- Document download: The buyer can download the documents made available by the company. The documents have a validity date. If this date has passed, the document can continue to be downloaded, but a mention **Expired** is displayed.
- A few days before the expiration of the documents, an email is sent to the company's various contacts registered in SafeTender to inform them.

- 8- Request additional documents: If any documents are missing or outdated, the buyer can request them from the company.

**Notes: This is not the place to ask to file a signed deed of commitment on a marketplace because the documents are shared by all the buyers that the company has authorized.**




SUMMARY	SERVICES	CONTACTS	STRONGBOX
SENT BY THE STATE		Uploaded by the supplier	

 We provide a secure digital strongbox to easily upload all your mandatory documents (insurance certificates, compliance attestations, etc.), helping to streamline exchanges and ensure regulatory compliance.

REQUEST OTHER DOCUMENTS

8

#### DOCUMENT LIST

Document type	File name	Upload date	Expiry date	7
RIB	RIB_nouveau.pdf	06/24/2025	01/22/2030	
Certificate of insurance	Attestation assurance.pdf	06/24/2025	12/31/2025	
Other	Délégation_signature.pdf	06/26/2025	06/26/2025 <span>Expired</span>	


### 2.3 Request other documents

After clicking **Request More Documents**, the buyer is prompted to compose a message asking the company to insert documents or update them.

## Request other documents



### WRITE YOUR MESSAGE

 Write a message to the supplier requesting additional documents necessary for processing the file. Be clear and specific in your request.

0/1500

Your message here

CANCEL

SEND

## 2.4 No access to the safe

A message informs if the company has not given access to its safe.

### Information

You do not have access to the company's strongbox.

CLOSE

In this case, it is possible to request access by clicking on the Request access to the provider's vault button. An email is sent to the various contacts of the company concerned telling them how to give access to their safe.

### 3 How it works for the suppliers

All companies have access to their vault as long as they are registered in SafeTender. They can therefore deposit their documents and give access to the buyers they wish.

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