SUPPLIER GUIDE SAFETENDER TENDER PLATFORM

Version 2.0

1 REGISTRATION AND AUTHENTICATION ON THE PLATFORM

1.1 Introduction

Authentication on the platform is not mandatory for:

1- Visualize the characteristics of the tenders (subject, deadline for response…)
2- Download the procedural documents
3- View public responses to questions asked by other companies

Please note: being authenticated at the time of uploading the consultation documents allows you to receive notifications in the event of a change to the procedure (modification of the deadlines for submission, modification of the procedure documents).

Authentication is required for:

1- Send an electronic response
2- Ask a question on the platform
3- If you want to receive notifications of changes to the procedure following the download of the consultation documents.

Registration is free and requires the following information:

- Email address
- The desired login ID. The login must be unique.
- Identification of your organization:
  - If the organization is in France: SIRET
  - If the organization is in the European Union: intra-community VAT
  - If the organization is outside the European Union:
    - Or the DUNs (International Identification Number Number)
    - Or the name of your organization within the limit of 18 characters.
- Name of the organization
- APE code of the company. This information allows buyers to source your company.
- Mailing address of the Organization
- Title, first and last name of the user who registers

User's or organization's phone number

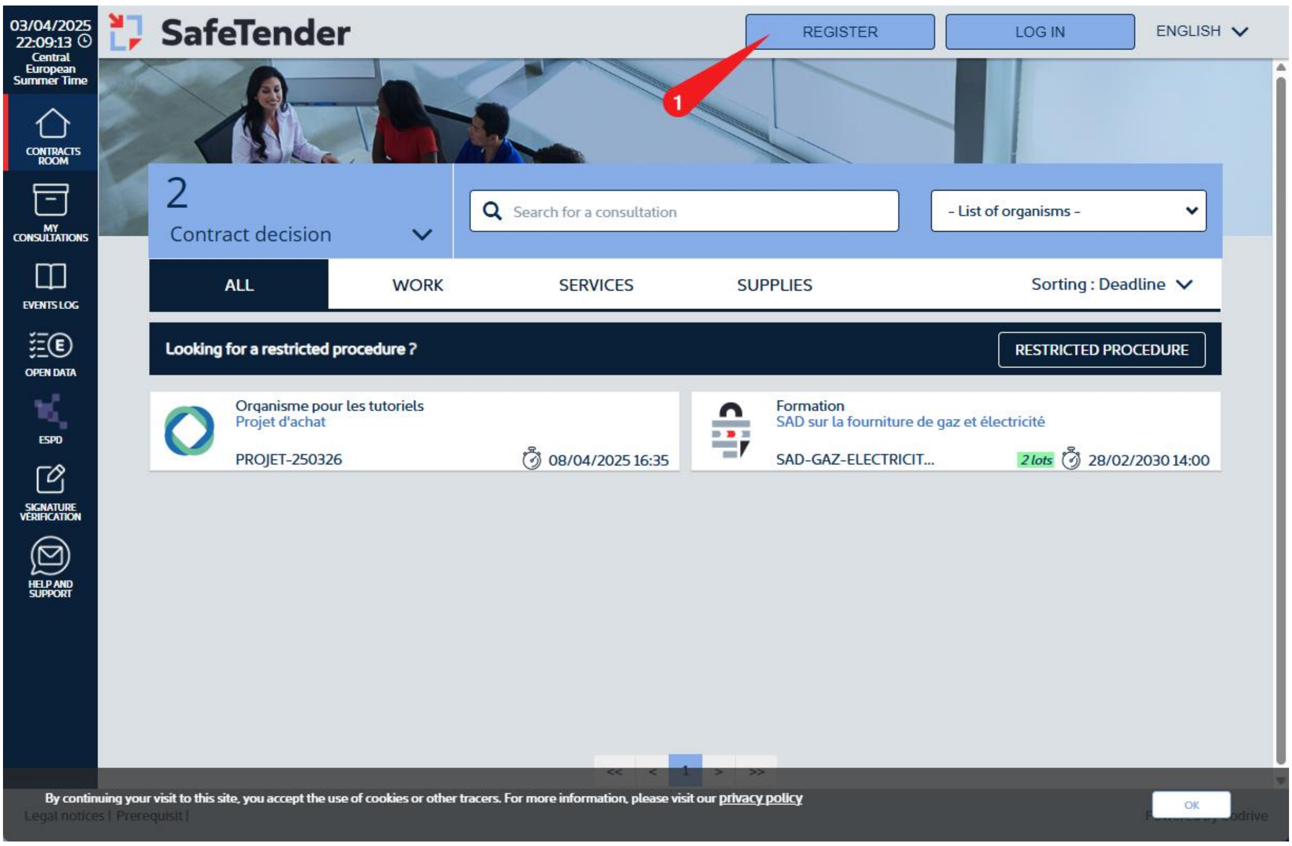
1.2 Registering for SafeTender and SourcingPortal

By signing up for SafeTender, you are automatically enrolled in the SourcingPortal.

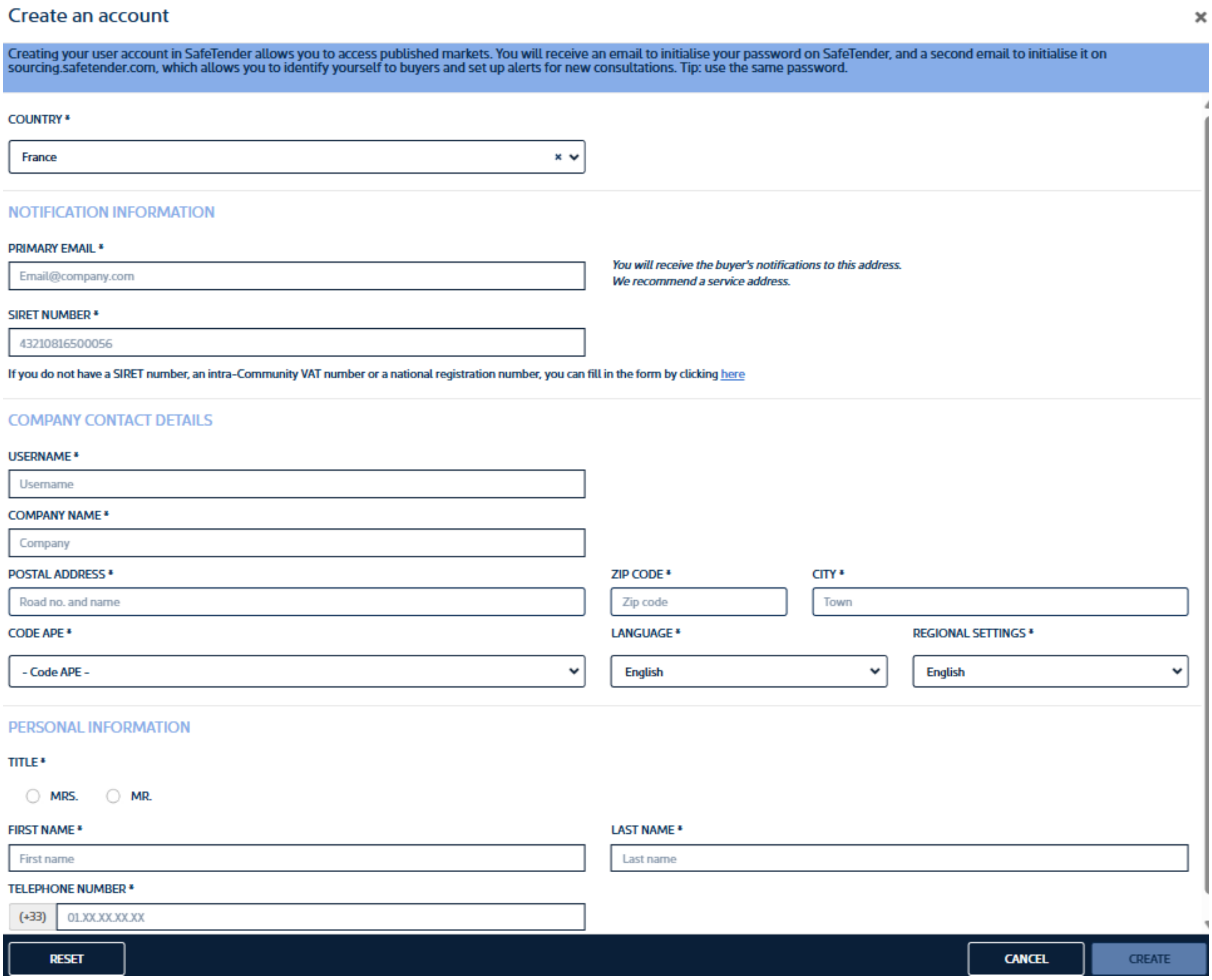
- SafeTender allows you to view consultations, download ELDs, ask questions, and submit letters to respond.
- SourcingPortal: this application allows you to tell buyers more about your company and promote your company's progress in buyer sourcing. You can also add contacts to your business with whom you can share restricted procedures, requests for quotes, exchanges with buyers, as well as letters received.

1.3 Registration Process

1- On the home page of a SafeTender purchasing portal, click on the ***Register*** button at the top right of the page.



The ***Create Account*** form appears.



2- Enter your company's email address and ID

   a. If it is a company located in France, enter the SIRET number

   b. If it is a company from the European Community outside France, enter the Intra-Community VAT number

   c. If it is a company outside the European Community, enter either the DUN number or the national number (or the name of your company)

It is not possible to declare the same email address a second time on a company. If you forget the login, you must request a password (*See paragraph 1.5 - Lost password)*.

3- Enter all required fields (marked with *)

4- Once all the fields have been entered, click on the ***Create*** button to validate and create the Vendor account.

Congratulations

You have just created your profile.

Please check your inbox, we have sent you an e-mail enabling you to choose your password. We advise you to carry on by registering your company within the directory sourcing.safetender.com.

OK

5- Two account creation confirmation emails are sent:

a. An email to set the password and activate the account in SafeTender

SafeTender

OMNIKLES
Société du groupe OODRIVE

Hello JOHN DOE,

An account has been created for you.

To activate your new account, please go to the following address:

https://portal-qa.omnikles.dev/#/anonymous/auth_passwordgenerator/accessId=b214381762350425600

Once the operation has been performed, you will be able to log in to the purchasing platform.

Reminder of your username:

test251105@test.com

Click on the link in the email to set the password. This must correspond to the security policy described on the platform. Once the password is initialized, you can log in to SafeTender and access the procedures.

b. A second email allows you to initialize the password and activate the account in SourcingPortal

Activez votre compte pour référencer
F

Vous avez commencé l'inscription de PE S sur l'annuaire BF-TENDER avec le login y n. Vous allez maintenant pouvoir présenter votre activité aux acheteurs, auparavant nous devons valider votre adresse e-mail.

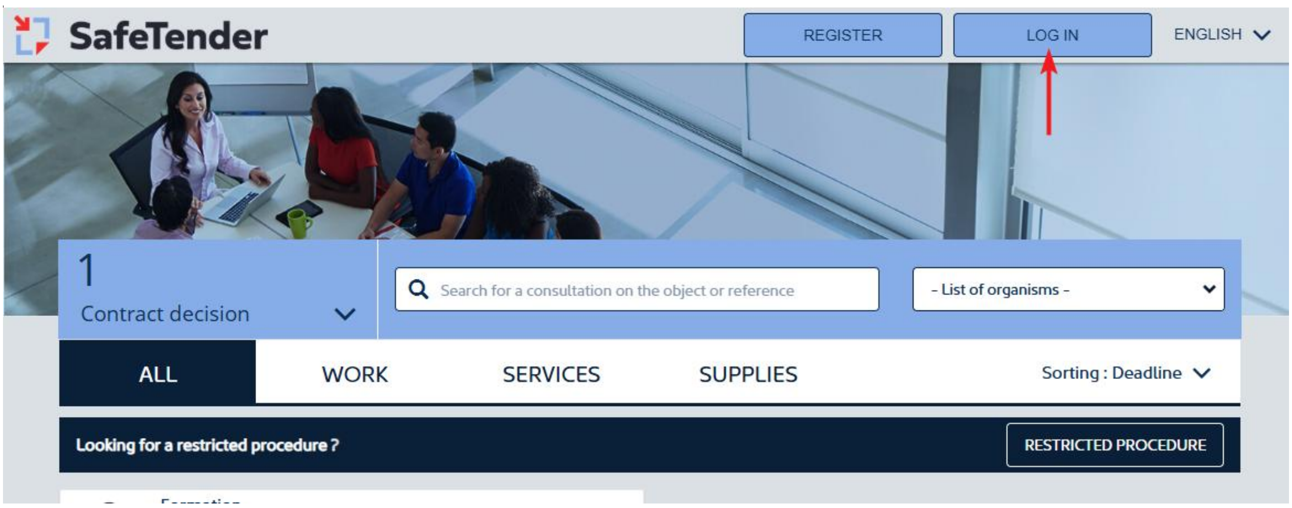
Pour activer votre compte et poursuivre le référencement de votre entreprise, cliquez ici :

https://preprod-bf.omnikles.com/#/anonymous/auth_passwordgenerator/accessId=459ccf1

You can initialize the password in SourcingPortal, then log in to it to provide details about your activity and add internal users to your company. You

1.4 Connecting to SafeTender

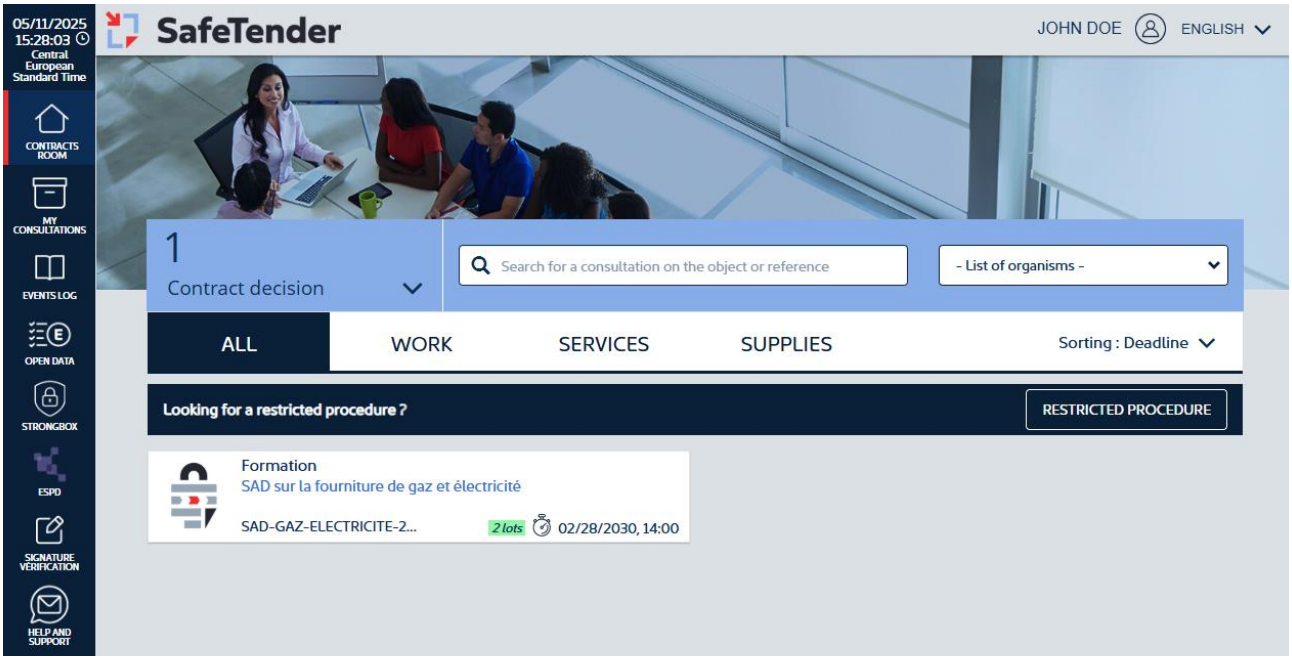
1- Click the ***LON IN*** button



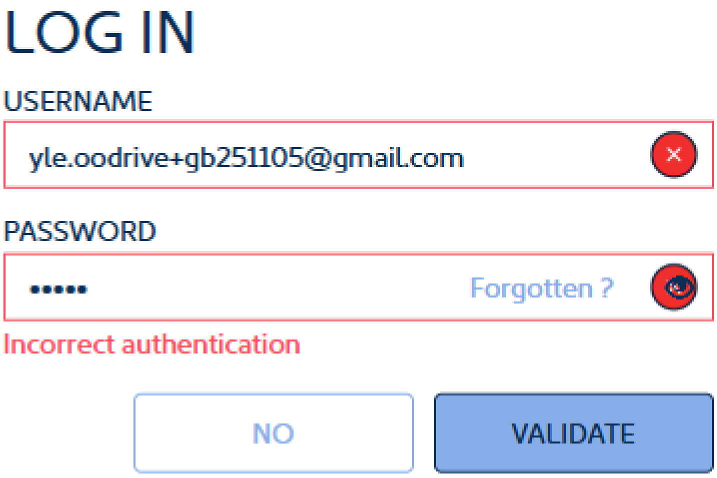
2- Enter Username and Password and click on ***Validate***

Note: The username is the one indicated at the time of registration. If your registration is before 24/07/2024, the username is the email address

3- If the credentials are correct, the connection to the platform is made. It is possible to access restricted procedures, ask questions, download documents and submit an electronic envelope.



4- A message is displayed if the credentials are incorrect



1.5 Lost password

1- Click on ***Forgotten?***

2- Fill in the country of the company

3- If your company is not in France, EU, French Polynesian or New Caledonia, you must choose if you registered your company with a DUNs number or your company name. If you do not know this, please contact SafeTender support.

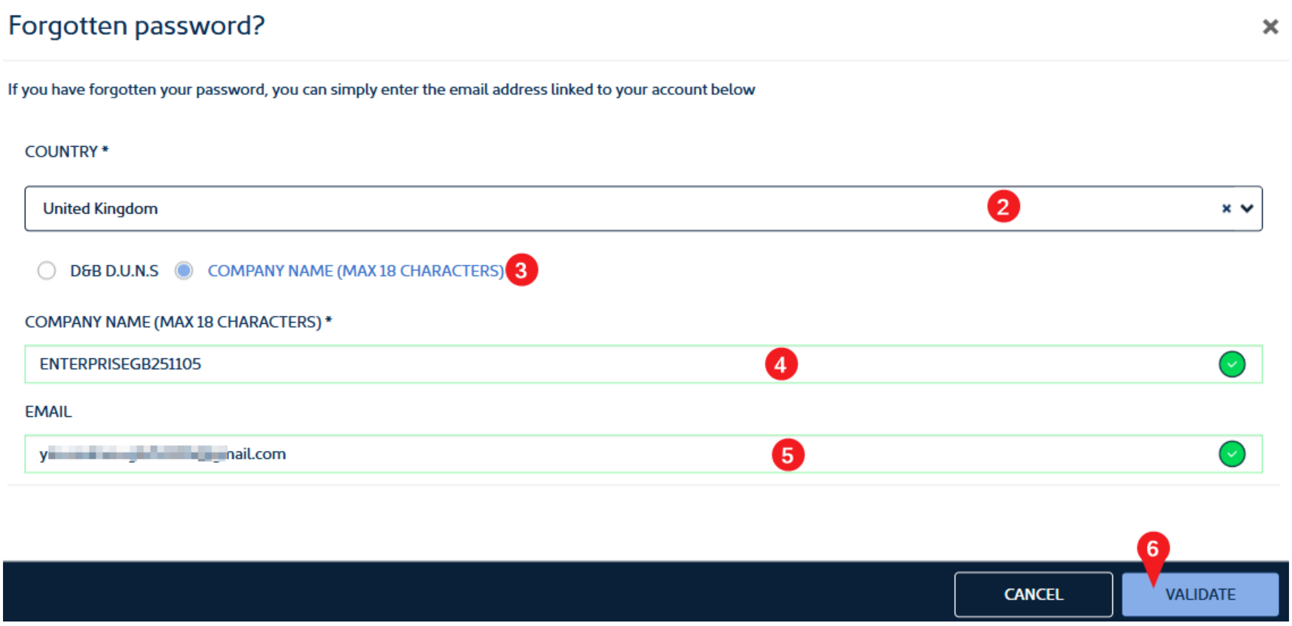
4- Depending on the country, fill in the company ID

- For France: the SIRET number
- For a country of the European Community excluding France: the Intra-Community VAT number
- For a country outside the European Community: either the DUNS, or the name of your company or an identifier provided at the time of your registration
- For French Polynesia : TAHITI Number

- For New Caledonia: RIDET number

5- Fill in the email address

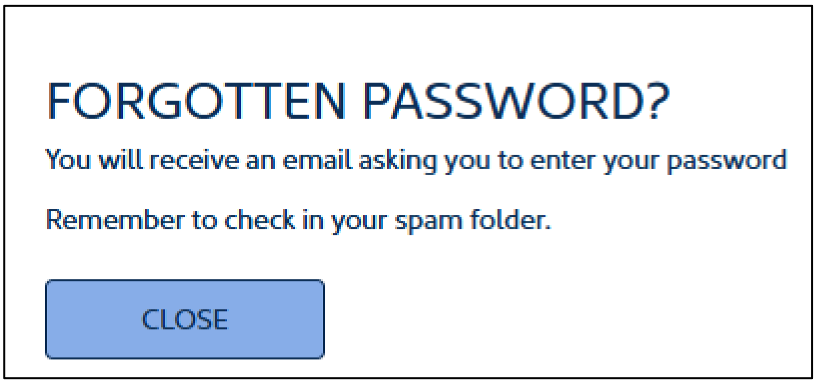
6- Once the information has been filled in, click on ***VALIDATE***



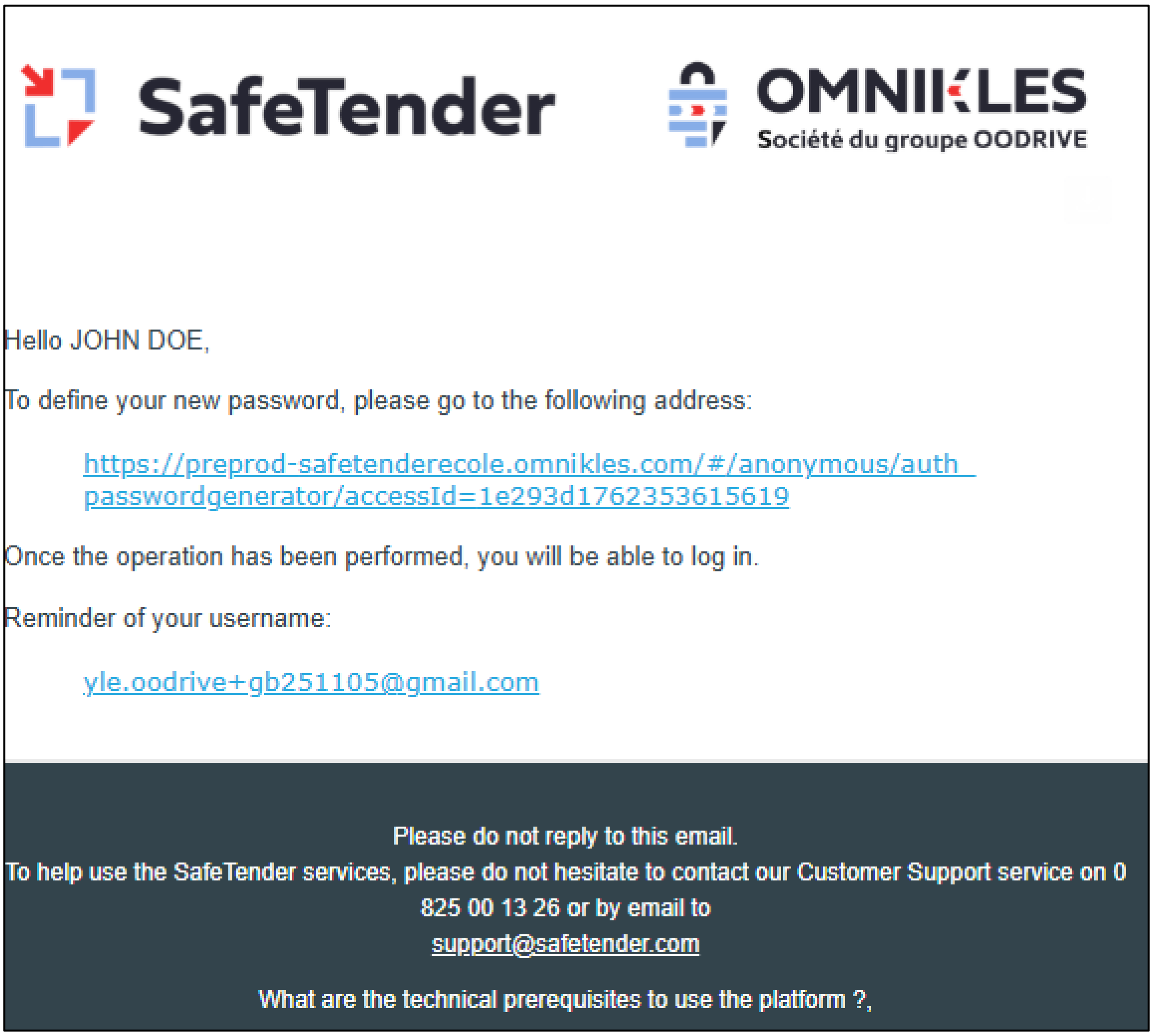
7- An alert message is displayed if the information provided does not allow the company account to be found.

If you can't find the correct information, contact our support team whose contact information can be found on the HELP AND SUPPORT page (menu to the left of SafeTender)

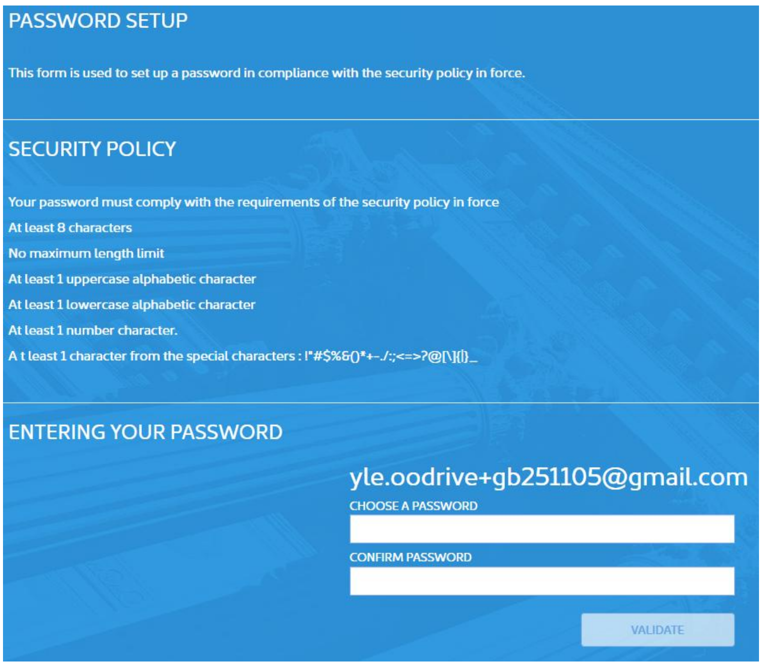
8- If the email address is known, a message confirms that an email is sent. Click ***CLOSE*** to return to the authentication page



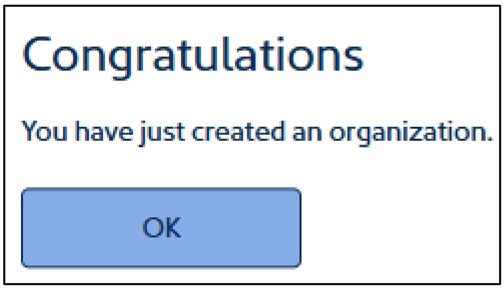
9- When you receive the email, click on the link to set a new password



10- Fill in the password according to the security policy, confirm and click on ***Validate***



11- A message confirms that the password is created



Remarks:

4- *There may be a certain delay between the request for a forgotten password and the receipt of the email allowing the password to be reset.*
5- *If after about a quarter of an hour the email is still not received, it is advisable to check the spam folder.*
6- *A second click on the email after resetting the password indicates that the web page has expired.*

2 Ask a question

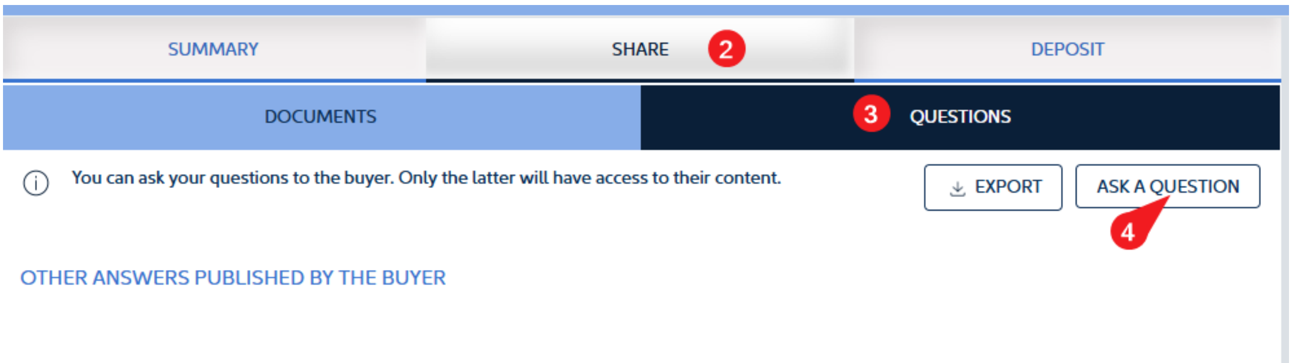
2.1 Introduction

It is possible to ask the buyer one or more questions about a procedure.

Authentication is mandatory.

2.2 Ask a question

1- After authenticating on the platform, click on the procedure pad
2- Click on ***Sharing***,
3- Click on ***Questions tab***,
4- Click on ***Ask a question***

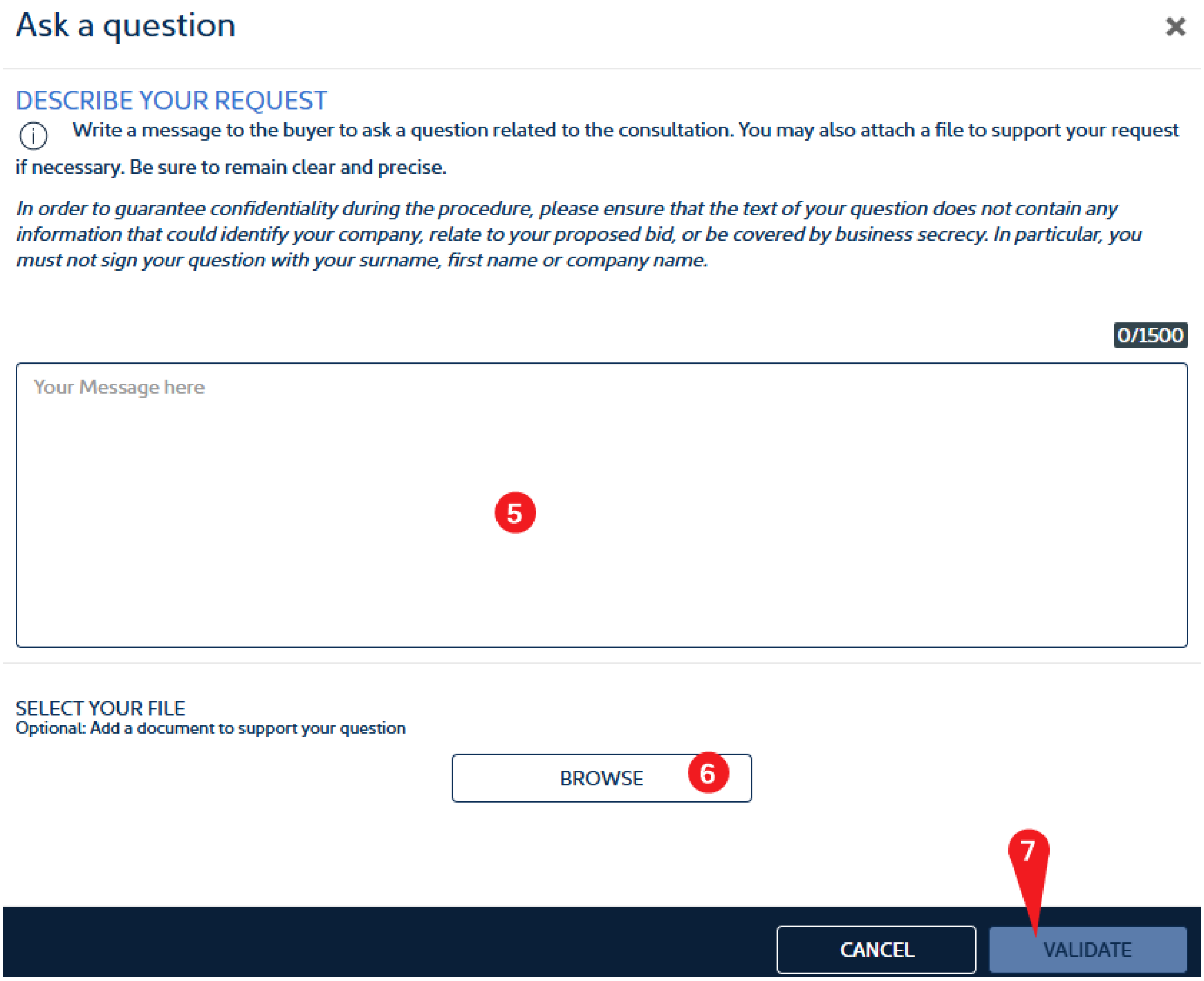


5- Enter the question in the text box.

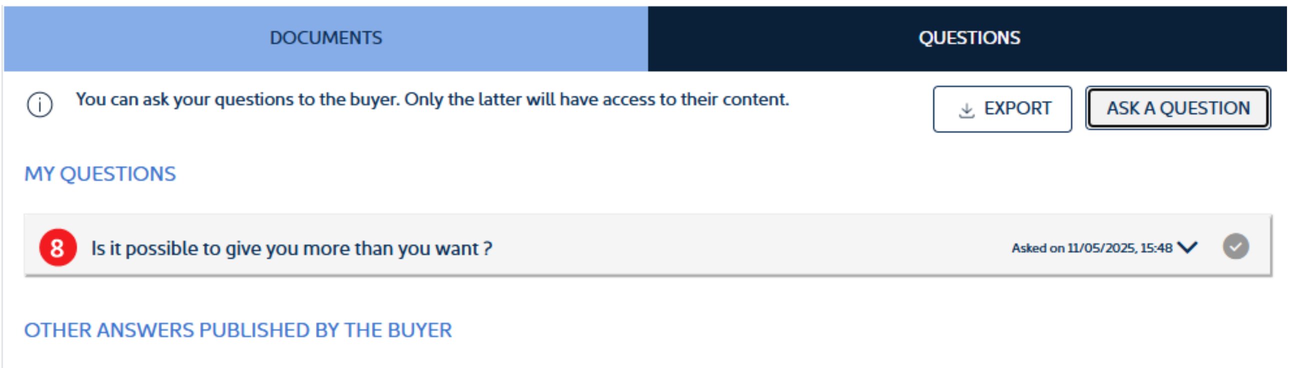
6- To attach a file, click the ***Browse*** button and select the file to attach to the question. Only one file is allowed.

7- Finally, click on the ***Validate*** button to send to the buyer

Warning: once the question has been sent, it is no longer possible to delete it.



8- The question appears in the ***Questions tab*** of the procedure



9- An email is sent to validate the submission of the question

> Hello JOHN DOE,
>
> You have just submitted a question on: "https://preprod-safetenderecole.omnikles.com"
>
> Your request was saved on 05/11/2025 at 15:48 (Central European Time).
>
> Consultation reminder:
>
> Buyer: Formation
> Deadline for submission of envelopes: 28/02/2030 14:00 (Central European Time)
> Reference: sad-gaz-electricite-2025
> Subject: SAD sur la fourniture de gaz et électricité
> Address of purchasing platform: https://preprod-safetenderecole.omnikles.com

3 ELECTRONICALLY SIGN DOCUMENTS

3.1 Preliminary remarks on electronic signature in public procurement

The Public Procurement Code no longer requires electronic signatures on documents. It is advisable to check in the rules of the consultation whether the buyer imposes this electronic signature, and on which document it is imposed.

The electronic signature of documents requires that JAVA be present on the computer. The electronic signature of documents is independent of the browser.

Before opening the signing tool, it is necessary to make sure that the USB drive containing the certificate is connected to the PC. If this is not the case, you must close the signing window, connect the certificate and then start again from step 1 below.

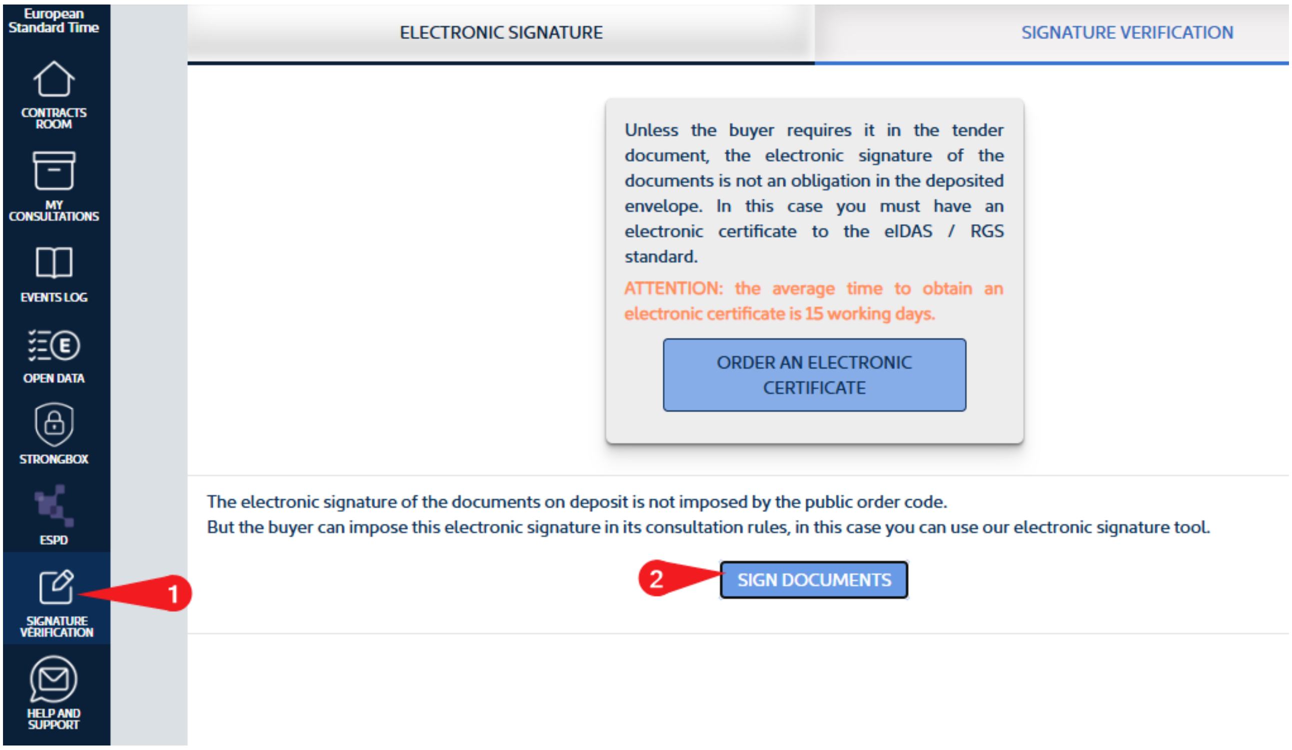
The signature made is in XADES format. A second file with a _sig.xml extension is created next to the file to be signed, it contains the signature of the document.

It is imperative to submit both files: the file to be signed and the file containing the signature.

3.2 Signing process

1- In the menu on the left, click on ***SIGNATURE/VERIFICATION***

2- Click ***SIGN DOCUMENTS*** button



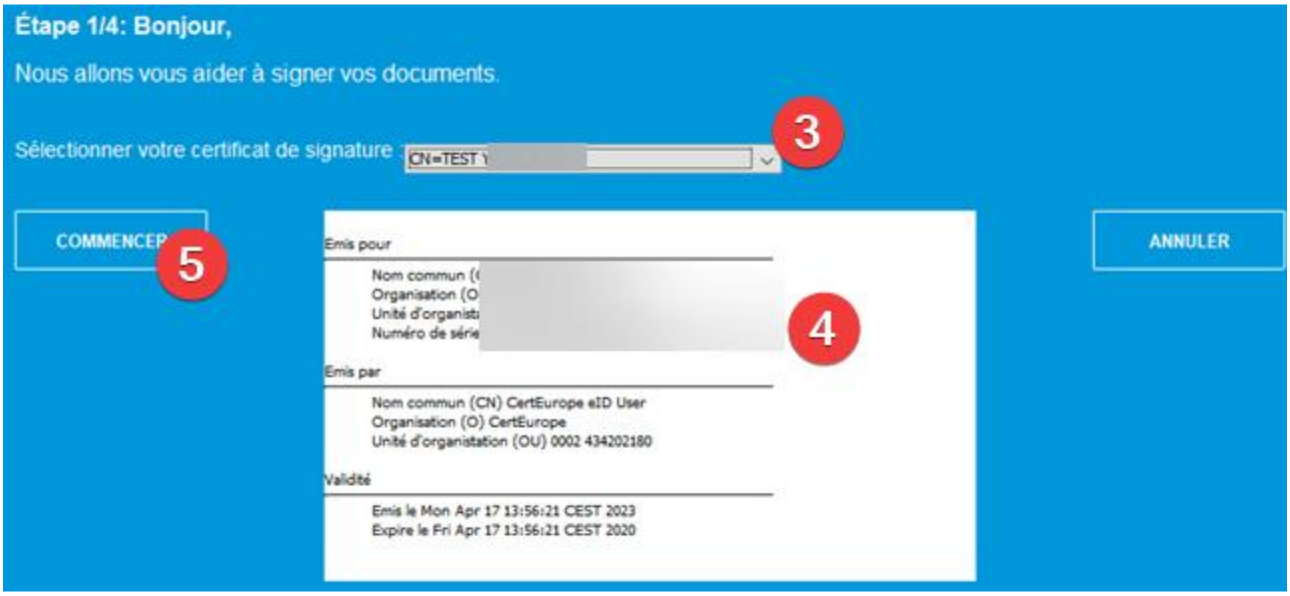
3- Depending on the browser and the configuration of the computer, you must save and then execute the downloaded file with JAVA. This file has a JNLP extension that should be able to run automatically with JAVA if it is installed.

   It is sometimes possible to run the signature tool directly without having to save the JNLP file.

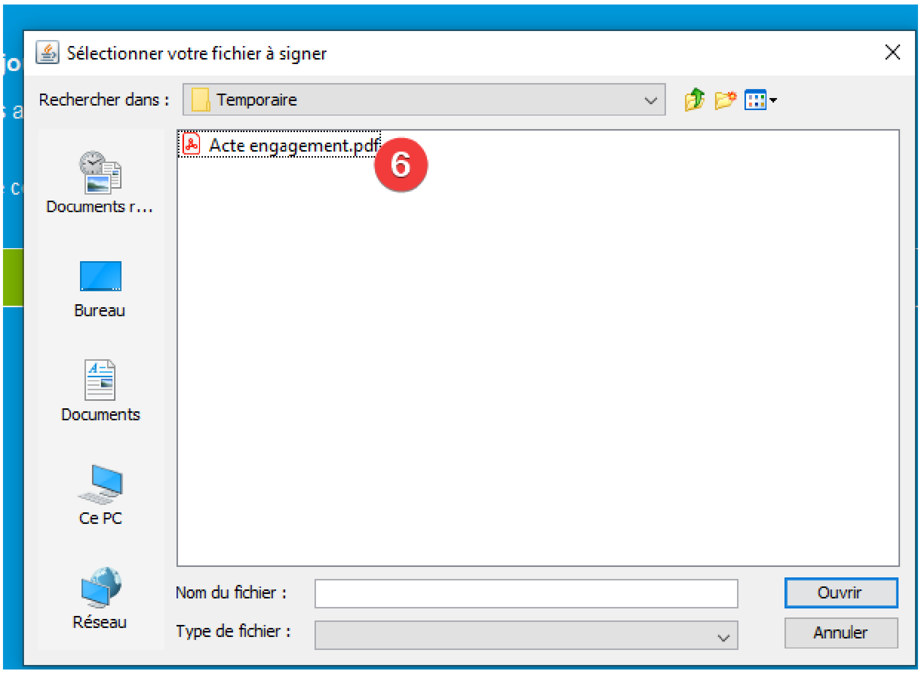
4- Select your certificate. Please note that for the signature to be valid on public contracts, it is essential that the electronic certificate complies with the eIDAS standard.

5- Verify that the characteristics of the certificate match the certificate to be used to sign. Multiple certificates can be installed on the workstation, for electronic signatures in public procurement, the certificate must match the eIDAS standard.

6- Click GET ***STARTED***

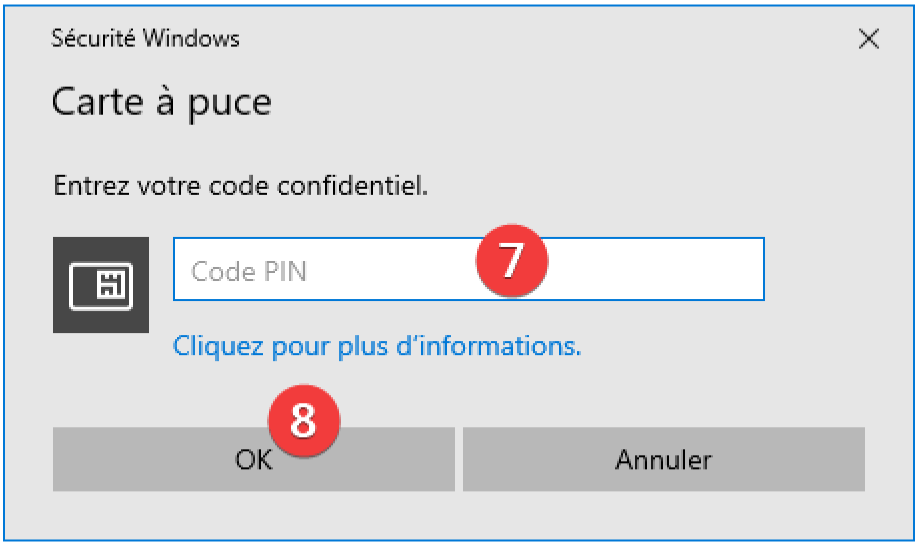


7- Select the file you want to sign. It is not possible to sign multiple files simultaneously.

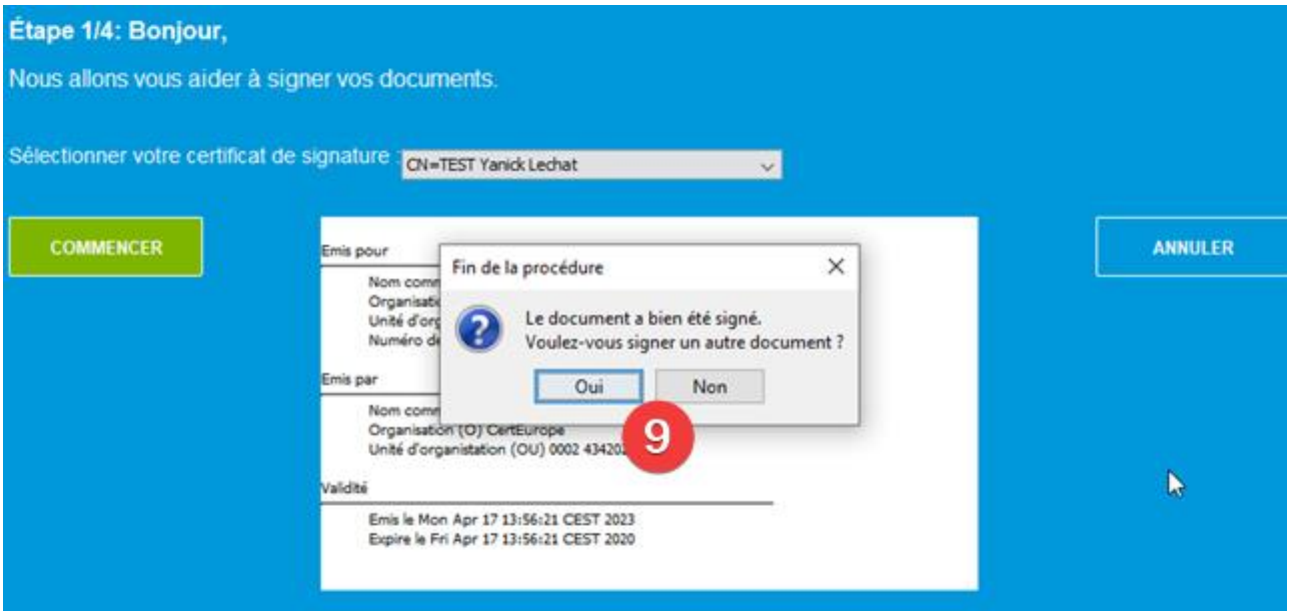


8- Fill in the certificate PIN code

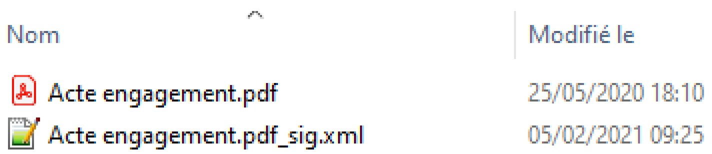
9- Click OK



10- Click YES and repeat to step 6 if any other documents need to be signed (if the signing window has not been closed, there will be no need to re-enter the PIN). Otherwise, click ***NO*** and the signing window will close.



A file with a _sig.xml extension is created next to the file to be signed. This file contains the signature of the file, but it does not contain the file itself. ***It is imperative to submit both files: the file to be signed and the file containing the signature.***

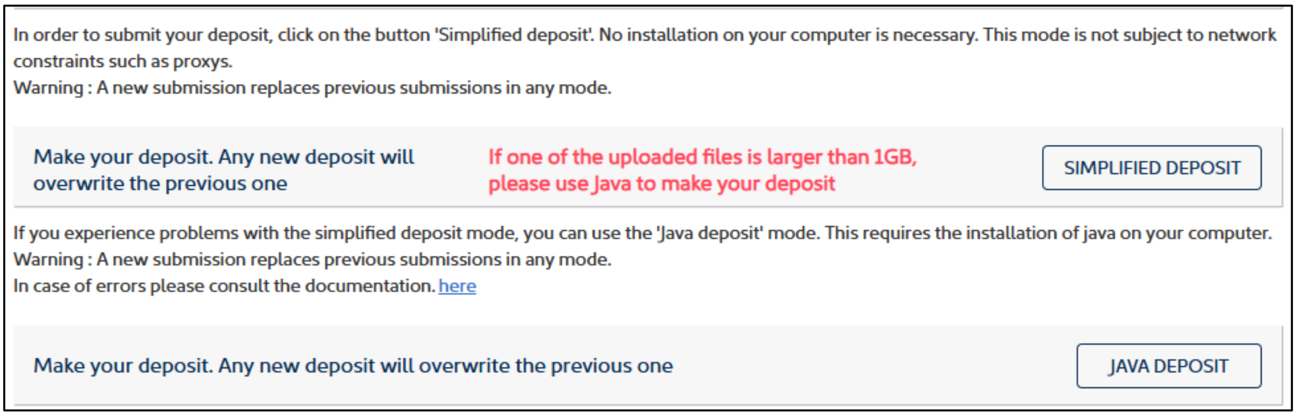


4 SUBMIT AN ELECTRONIC ENVELOPE

4.1 Introduction

Authentication is mandatory to submit an electronic envelope. The SafeTender platform offers two solutions for depositing your electronic envelopes:

- Or by a simplified repository without the use of JAVA. **This method of filing is to be preferred because it has fewer technical constraints**. However, if one of the files uploaded is larger than 1GB, you must use the JAVA deposit mode.
- Either by using JAVA. This method of filing requires you to have JAVA on your computer. Depending on the configuration of the workstation and the constraints of your company's IT security, this method of filing needs to be **anticipated** and may require intervention by your IT department.

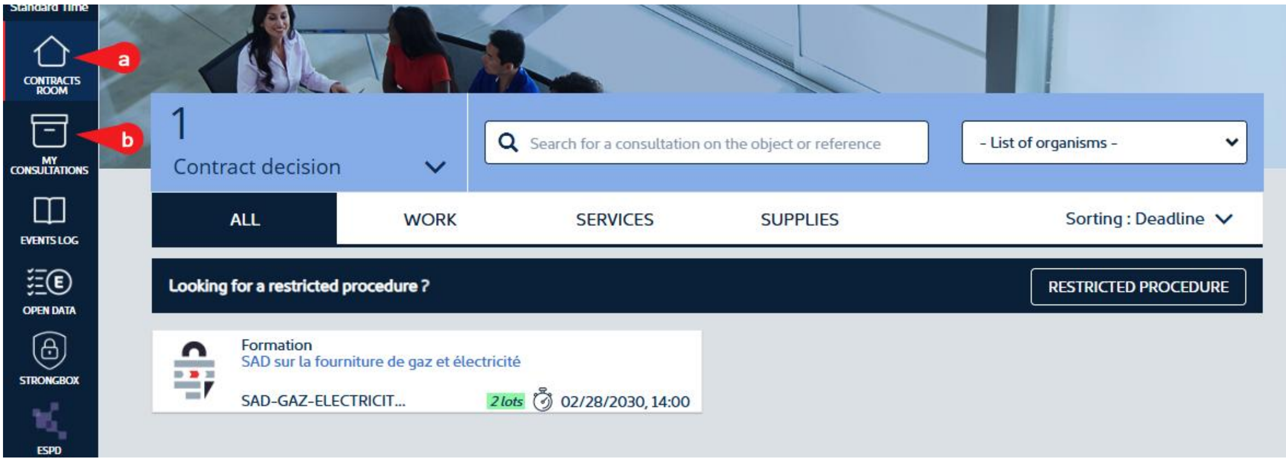


It is reminded that any new deposit requires that **all the files be redeposited** because the previous deposit is cancelled.

4.2 Access tenders

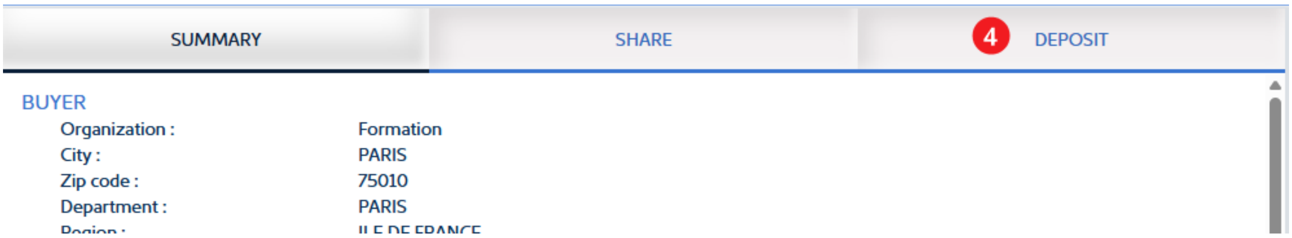
1- Log in to the Vendor account (see paragraph 1.4 - Connecting to SafeTender)
2- Position yourself on the procedure
   a. If it is an open procedure, click on the ***Contracts Room*** in the menu on the right. Make sure that the search filter isn't turned on.

   b. If this is the offer phase of a restricted procedure, click on the ***My consultations*** in the menu on the right



3- Click on the desired tender.

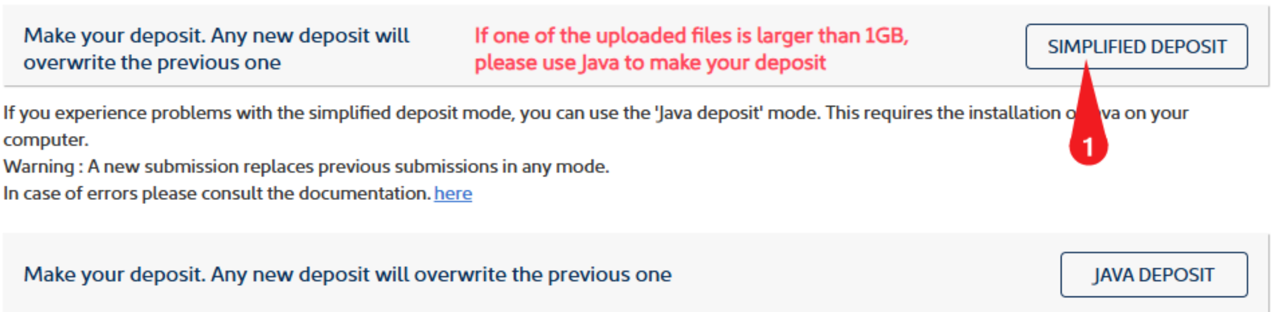
4- Click on the ***DEPOSITS*** tab



Note: To electronically sign a document, follow the process described in the 3 - Electronically sign documents

4.3 Simplified filing (without the use of JAVA)

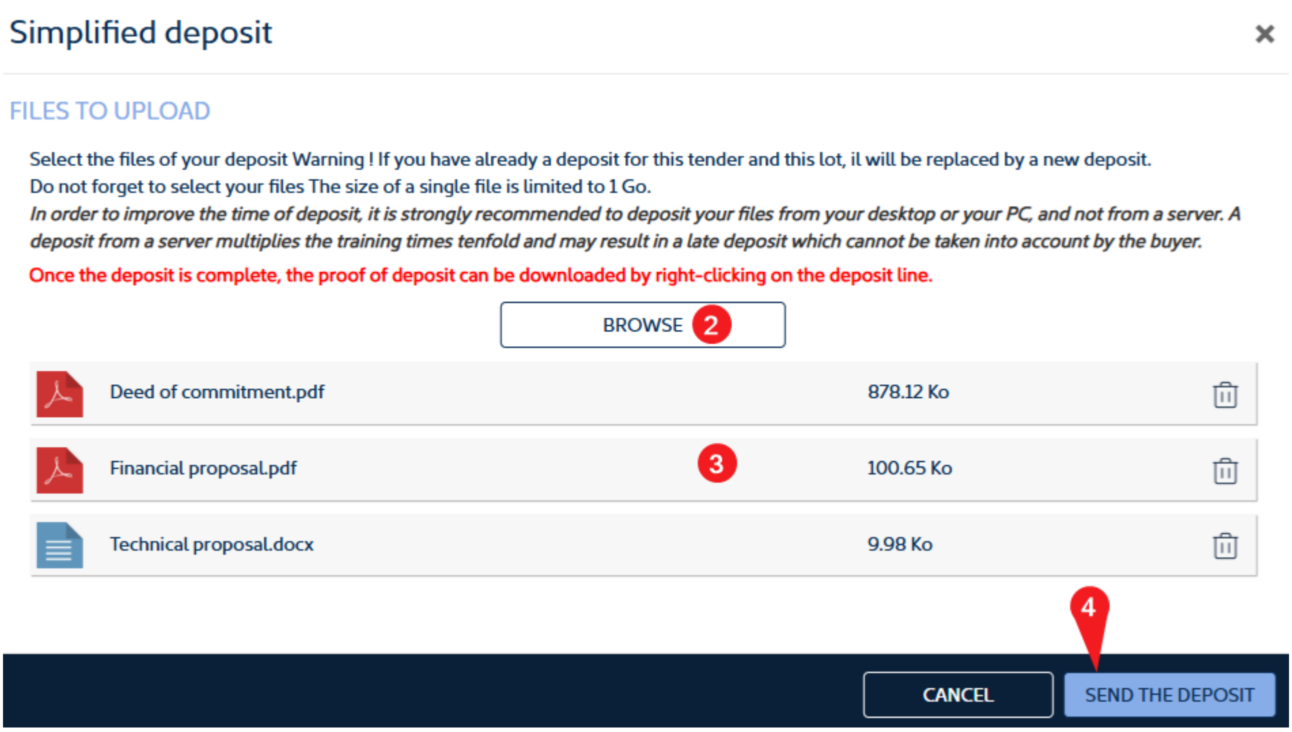
1- Click on the ***SIMPLIFIED DEPOSIT*** button



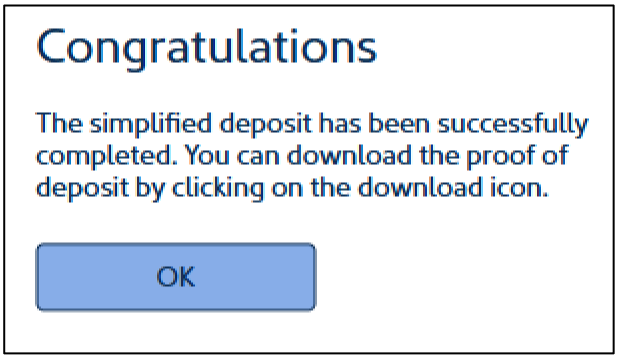
2- In the window that opens, click ***BROWSE***

3- Select the files to upload and repeat the action if necessary. It is imperative that all the files of the offer are present.

4- When all the files have been selected, click on ***SEND THE DEPOSIT***

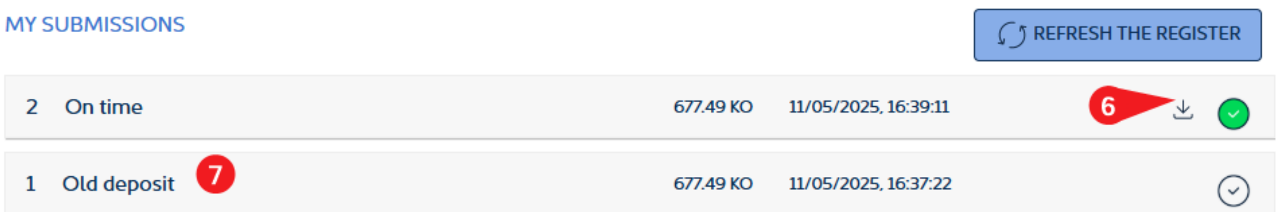


5- A message should indicate that the deposit was successfully completed



6- The proof of deposit must be uploaded by clicking on the download button on the right side of the line displaying the deposit made. This proof of deposit contains all the information relating to the procedure on which the deposit was made, the date and time of deposit, the list of files deposited and their weight, as well as the timestamp token.

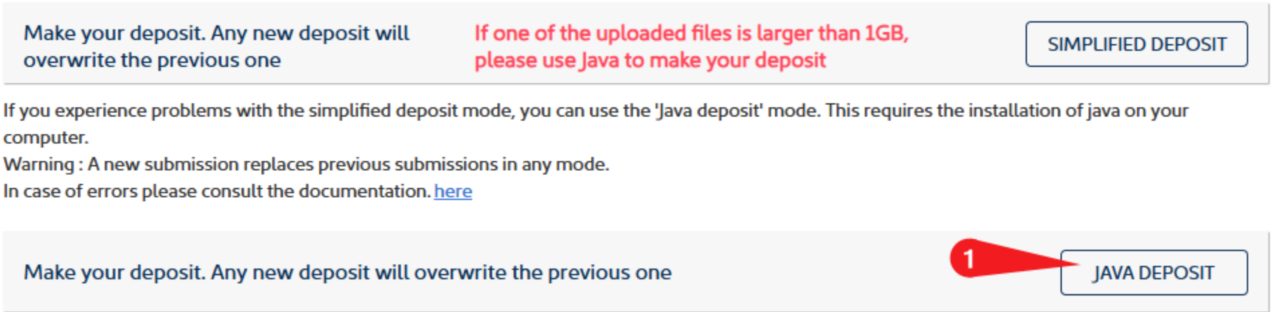
7- Old deposit appears as '**Old deposit**, they will not be viewable by the buyer and the proof of deposit for them can no longer be downloaded.



4.4 Deposit with JAVA

Please note that the interface for filing with Java is only available in French.

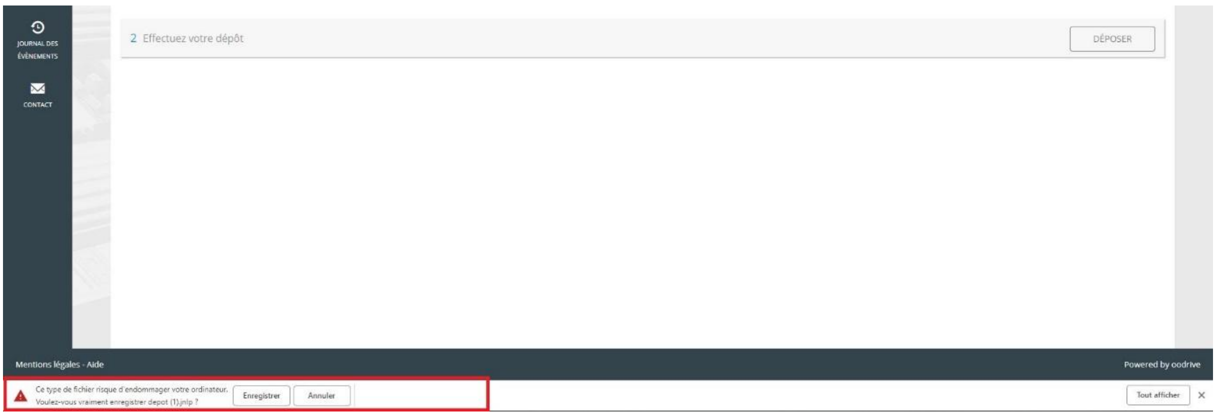
1- Click on the ***DEPOSIT WITH JAVA button***



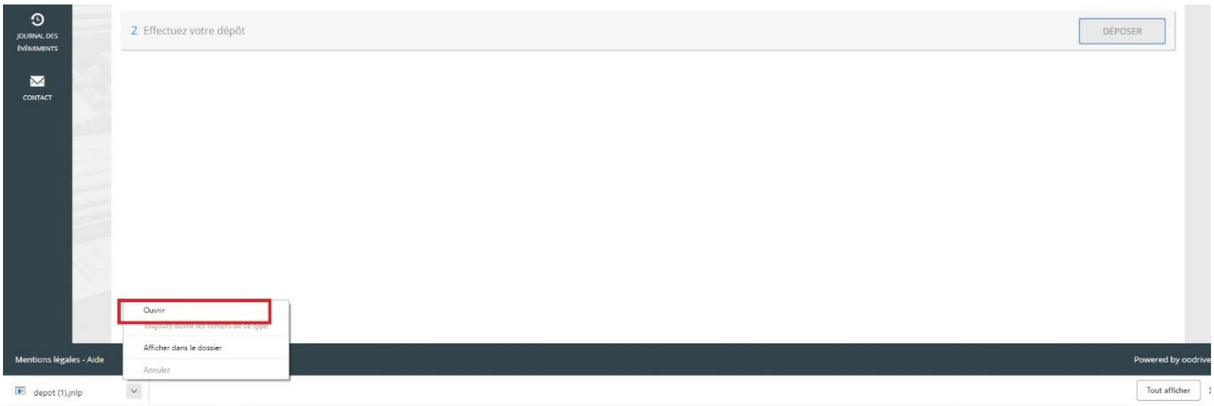
Remarks:

- *The screenshots below were taken from the Google Chrome browser*
- *Depending on the browser and the specific settings, the messages displayed may be different*

2- For "Google Chrome" Click on the ***Save*** button at the bottom of the browser. For other browsers, it is possible to open the repository directly.



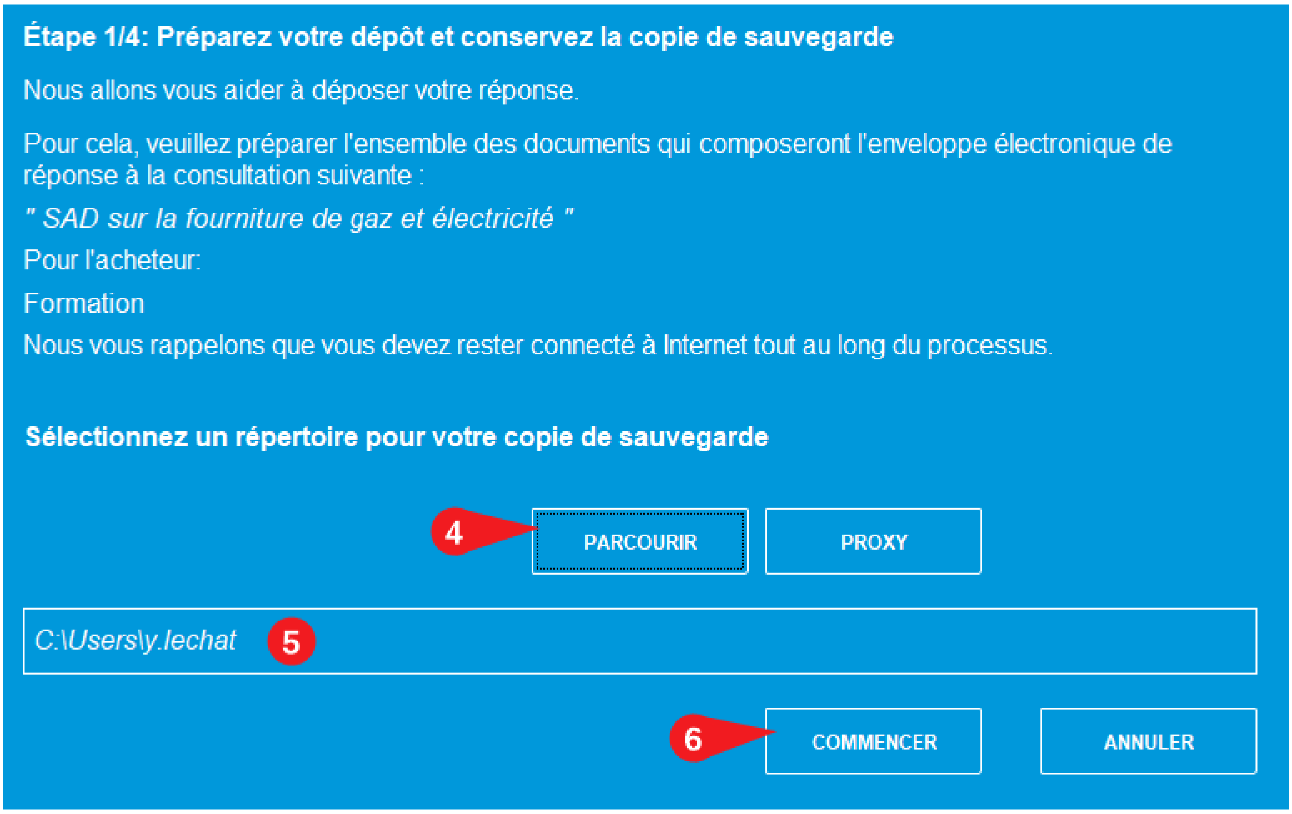
3- Once the file is downloaded, click on the arrow to the right of ***repository.jnlp*** and then on ***Open*** to open the repository.



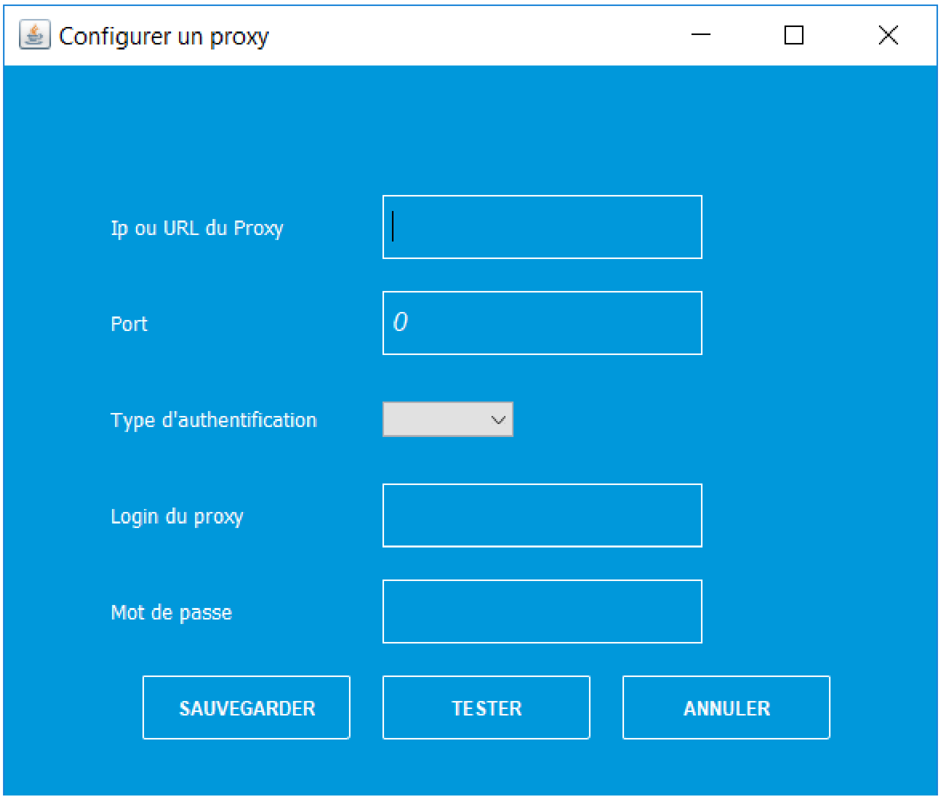
4- Step 1/4 of the repository appears to determine the directory where the backup copy is located. Click ***Parcourir*** button to select the directory for the backup copy.

5- The full directory name and path is displayed.

6- Click on the ***COMMENCER*** button



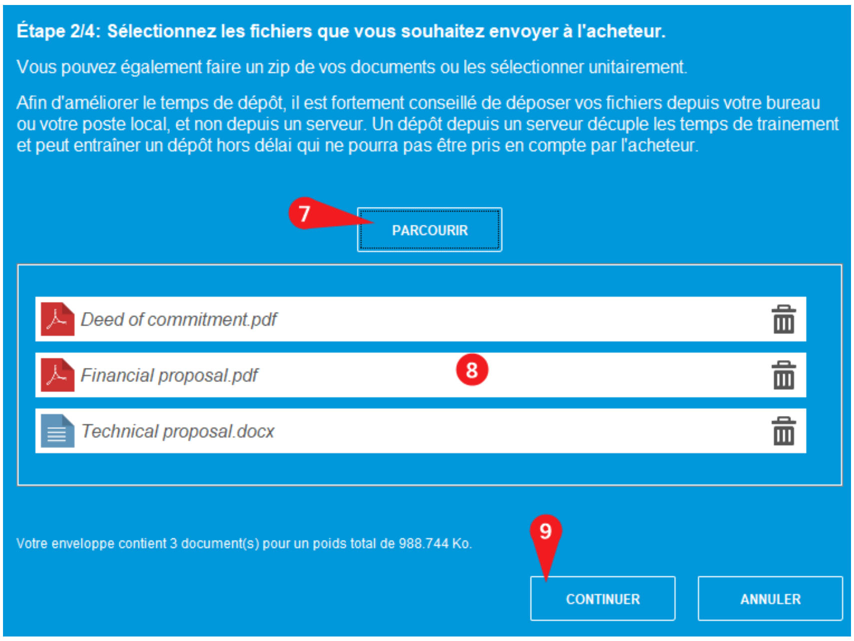
*Note: Proxy settings can be adjusted by clicking the **Proxy** button. The various information may be transmitted by the IT department.*



7- Step 2/4 of the repository will appear and select the files to be deposited. Click the ***PARCOURIR*** button

8- Select the file(s) to be uploaded**.** The file is added to the fold

9- It is possible to add as many files as desired or to delete the files by clicking on the trash can icon present at the level of each file. The total size of the repository is displayed at the bottom of the page. Click ***CONTINUER*** button when all files have been selected to continue with the deposit.



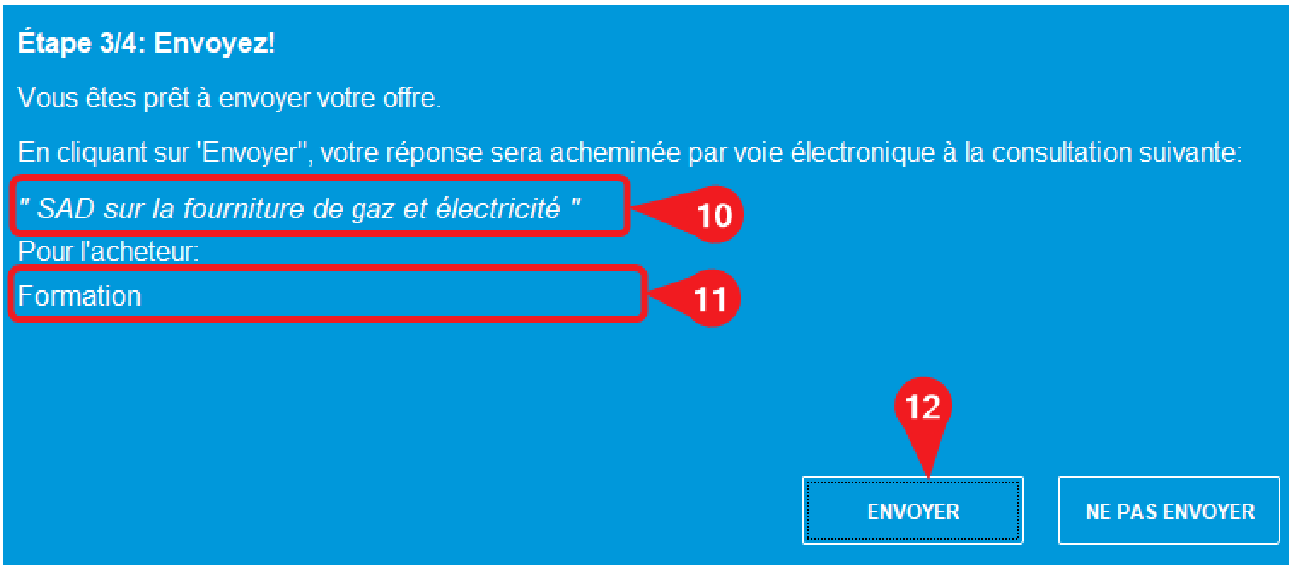
10- Step 3/4 of the deposit module is displayed, indicating that the envelope is ready to be sent. This step reiterates the purpose of the tender

11- She also reminds the buyer.

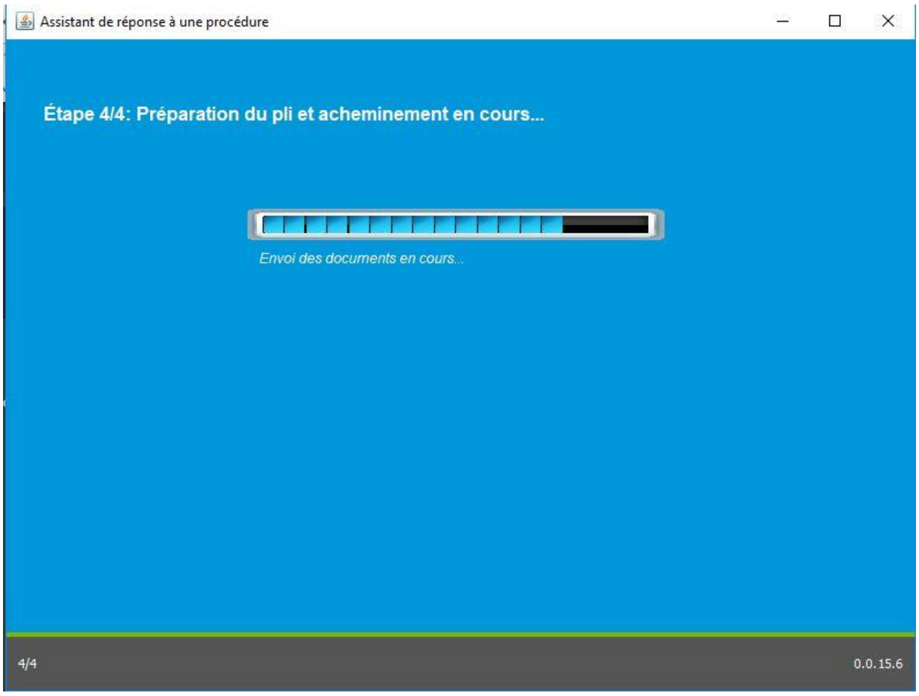
12- Click on ***ENVOYER*** button to send the deposit.

PLEASE NOTE: this operation cannot be cancelled!

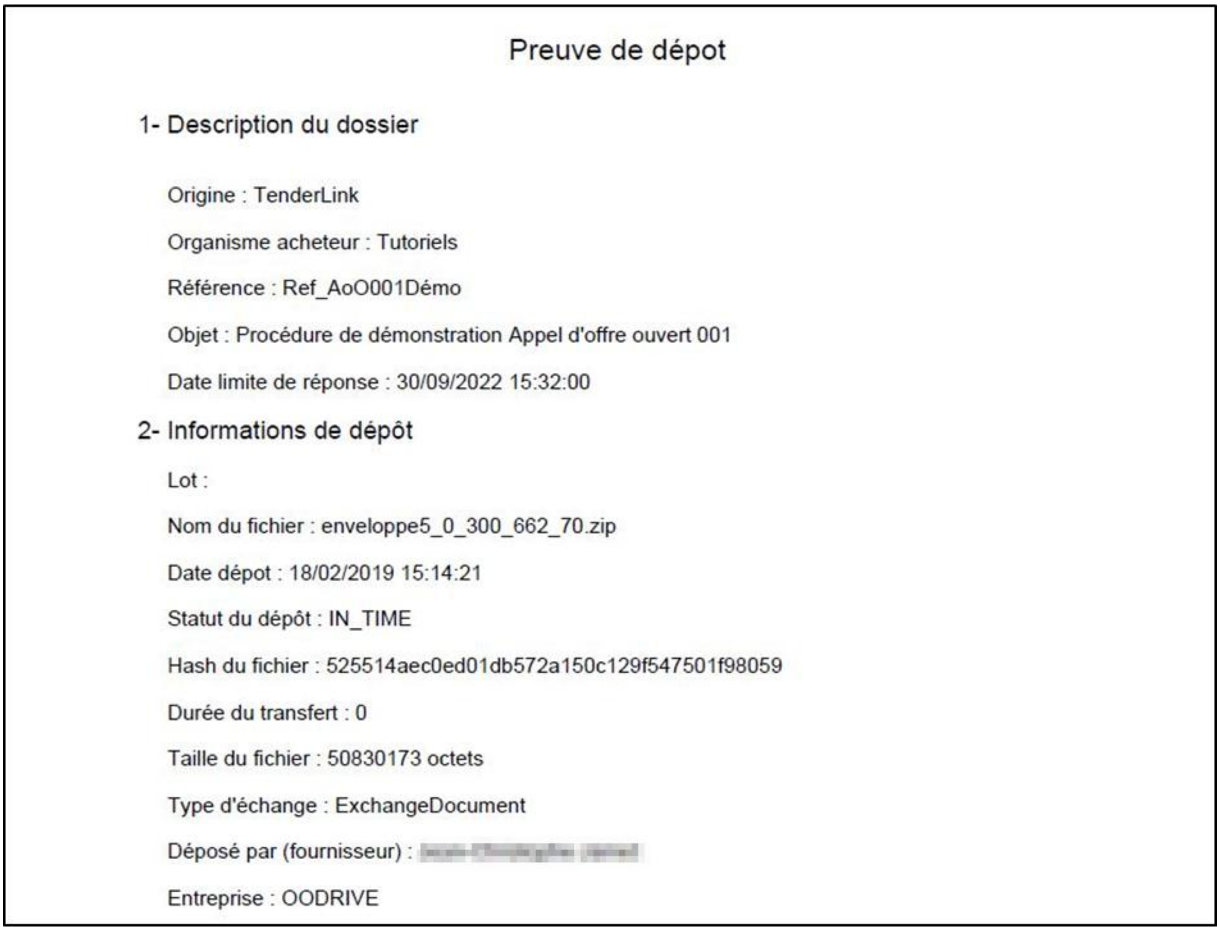
Click ***NE PAS ENVOYER*** button to cancel the deposit and return to the details of the procedure



13- Step 4/4 of the repository is displayed. The envelope is in progress, the duration of the operation varies according to the size of the envelope deposited and the internet connection.



14- The deposit has been sent and the deposit has been made. A proof of mailing is saved in PDF format at the location of the backup file. Click on ***LIRE LA PREUVE*** to download and view view it



Preuve de dépot

1- Description du dossier

Origine : TenderLink

Organisme acheteur : Tutoriels

Référence : Ref_AoO001Démo

Objet : Procédure de démonstration Appel d'offre ouvert 001

Date limite de réponse : 30/09/2022 15:32:00

2- Informations de dépôt

Lot :

Nom du fichier : enveloppe5_0_300_662_70.zip

Date dépot : 18/02/2019 15:14:21

Statut du dépôt : IN_TIME

Hash du fichier : 525514aec0ed01db572a150c129f547501f98059

Durée du transfert : 0

Taille du fichier : 50830173 octets

Type d'échange : ExchangeDocument

Déposé par (fournisseur) : [illegible]

Entreprise : OODRIVE

15- A deposit confirmation email is sent to the email address linked to the Supplier account.

Hello JOHN DOE,

You have submitted an envelope "https://preprod-safetenderecole.omnikles.com"

The submission was made relating to the following consultation:

Buyer: Formation
Reference: sad-gaz-electricite-2025
Re: SAD sur la fourniture de gaz et électricité
Address: https://preprod-safetenderecole.omnikles.com

A reminder of the characteristics of your submission is given below:

Status: submission before the deadline
Name of envelope: enveloppe30_deposit_134_0_4262_9548_2183_7541.zip
Type of envelope: APPLICATION
Date - Time of submission: on 05/11/2025 at 16:37 (Central European Time)

Preselected batches : None
Batch:
Size of submission: 677487 bytes
Submission hash: 60a96e10e4a9bf7c92022f3dcf82cb9a

A reminder of the information on the bidder is given below:

Surname: JOHN DOE
Company: ENTERPRISE GB 251105

We invite you to view the status of your submission on the platform. The information that appears there should be identical to that contained in this email.

You can remove the proof of submission by logging into the platform.

Proof of your deposit must be uploaded by clicking on the upload icon, to the right of the deposit row, in the DEPOSIT tab.

16- Click on the ***X icon*** in the top right corner to close the repository

17- On the procedure details, in the "Answers" tab, a new entry is present in ***MY SUBMISSIONS*** to remind the deposit with the following information:

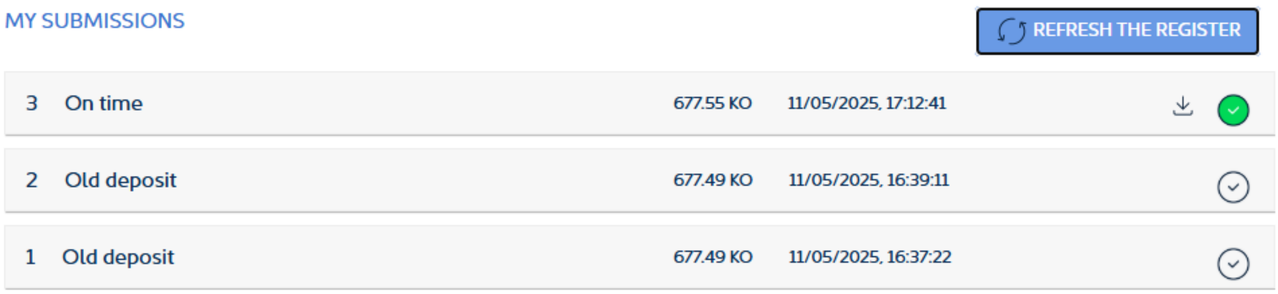
Remark:

It is possible to submit several deposit on the same procedure or the same lot. Only the last deposit will be considered. It is therefore important to reintegrate all files into a new repository.

Previous entries remain on the ***My Deposits*** page, the green dot indicates the deposit that counts as a valid deposit. Other deposits remain as deposit history. Previous bids are not retained by SafeTender, only the last bid deposited is kept.

If the buyer wants there to be a deposit per lot, you must nevertheless make a deposit for each of the lots on which you respond.

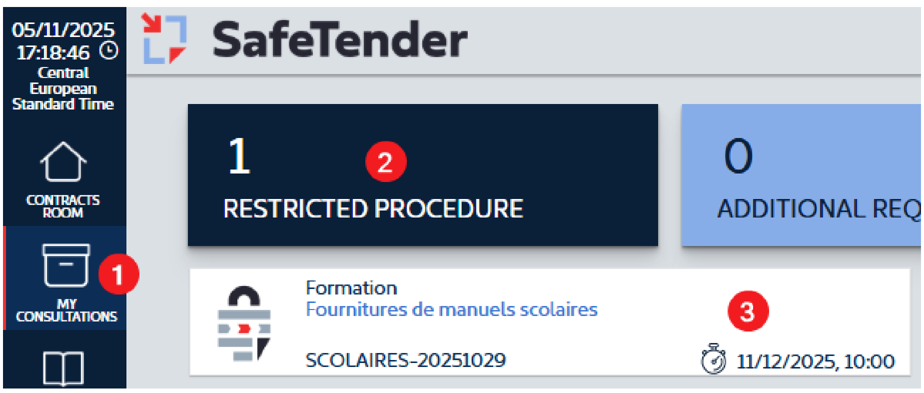
Below, only deposit number 3 is considered.



5 ACCESS RESTRICTED PROCEDURES

To access the restricted procedures:

1- Click on ***MY CONSULTATIONS*** in the menu on the left
2- Click on ***RESTRICTED PROCEDURE***
3- Click on the procedure to access it



To access a restricted procedure, the following conditions must be met:

- Your company's identification is exactly the same than the company's identification of the company requested by the buyer

- Your email address must be known in the SourcinPortal application (https://sourcing.safetender.com) and associated with this SIRET number. It is necessary to log in to SourcingPortal with your company's admin account to verify this.

  As such: our support remains available if you need support.

6 Accessing – Responding to Supplemental Requests and Mail

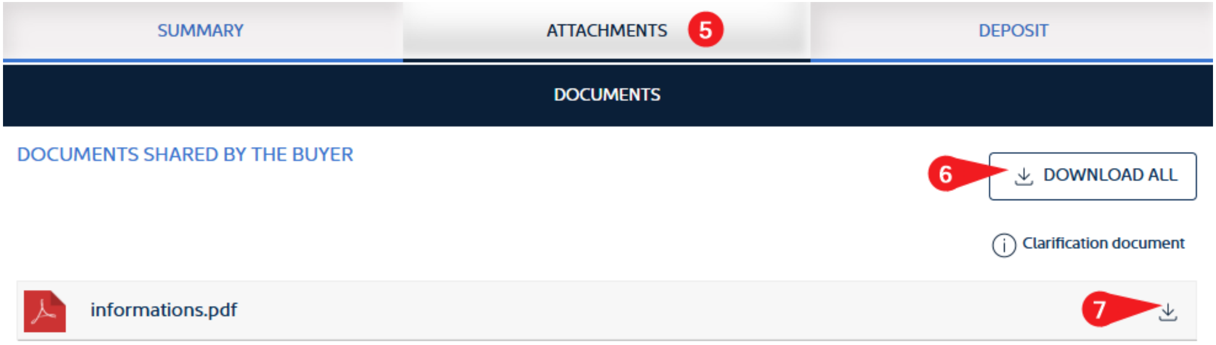
The buyer may request additional information from you or send or send you secure messages.

For additional requests: it is necessary to respond within the allotted time by sending a file. If you have several files to send, you will need to zip them.

However, no reply is possible for secure messages.

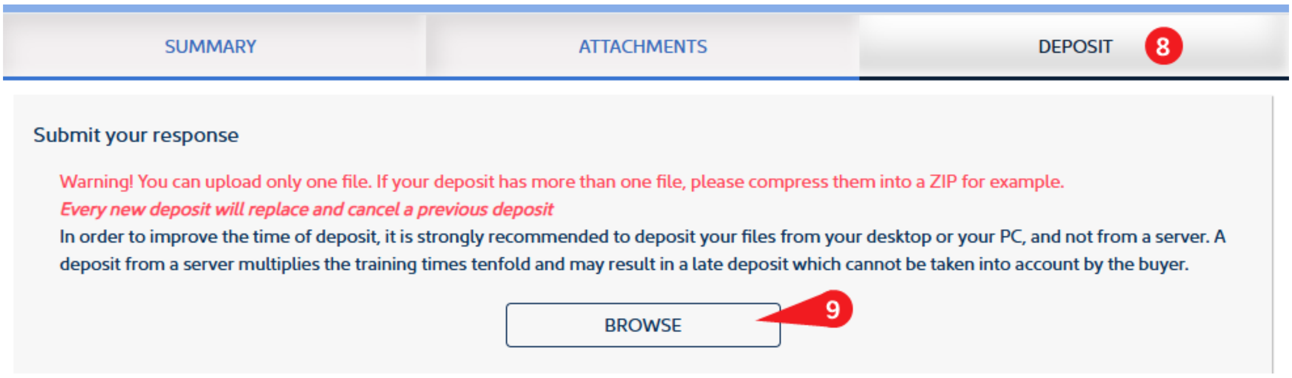
1- Click on ***MY CONSULTATIONS*** in the menu on the left
2- Click on ***ADDITIONAL REQUEST*** to download file of request, or respond to the request
3- Or click on ***MAIL***
4- Click on the procedure to access it

5- To view the additional request or secure message, click ***ATTACHMENTS*** tab
6- Click on ***DOWNLOAD ALL*** button to download all files
7- Or click on ***Download icon*** to download each file separately

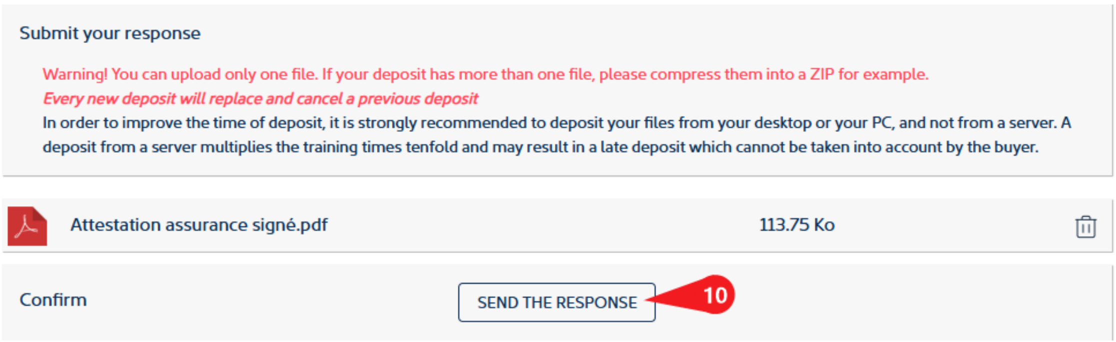


8- To respond to an additional request, click on ***DEPOSIT*** tab

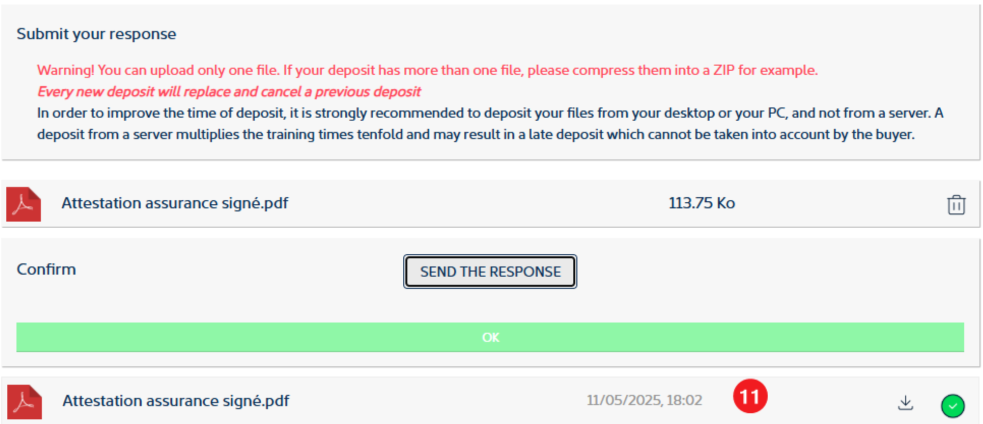
9- Click then on ***BROWSE*** button to choose the file to send. It is possible to send only one file. If several files must be sent, please zip them.



10- Click on ***SEND THE RESPONSE*** button to send the file



11- The transmitted file appears at the bottom of the window.



7 ELECTRONIC SAFE

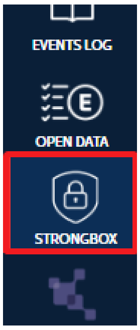
Documents can be deposited in SafeTender's electronic vault. This access is completely secure and free of charge.

This makes it possible to deposit **in a single place in** SafeTender, all the documents that buyers may request, whether for the application or during the execution of the contract. Regardless of the buyer's portal, if authorized, they will be able to access these documents.

The documents can be different types: insurance certificates, delegations of signature, bank details, information concerning certificates or qualifications, etc.

This vault is secure because only organizations authorized by the company can access it. However, there is an option to allow all organizations.

To access the safe, simply click on the *Strongbox logo* in the left menu:

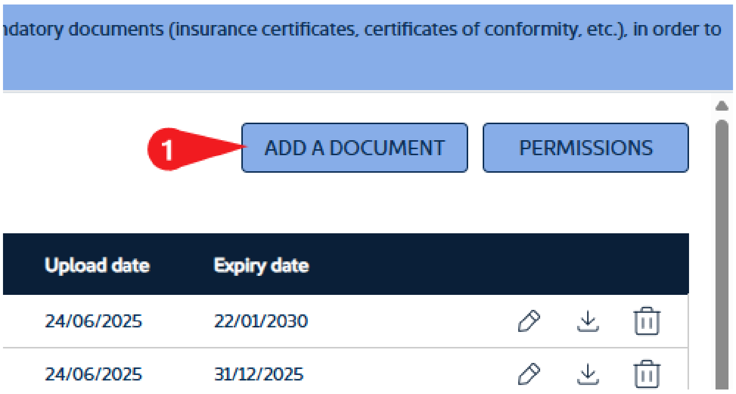


7.1 Vault interface

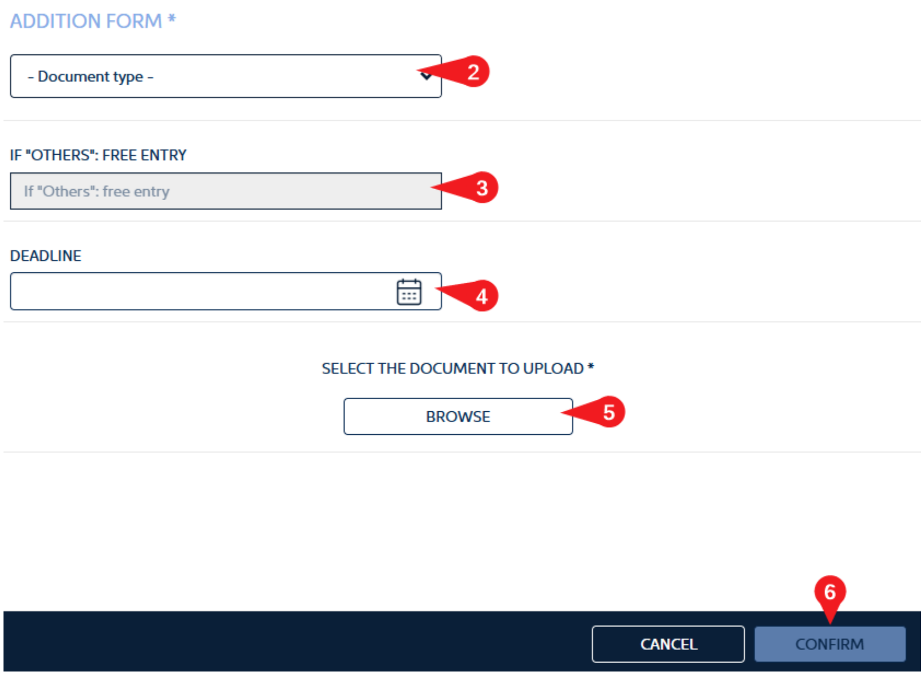
7.2 Add documents

To add a document:

1- Click on the ***ADD A DOCUMENT*** button



2- In the window that opens, choose the corresponding document type
3- If the choice is **OTHER**, enter the type of document
4- Select the expiry date of the document
5- Select Document
6- Click ***VALIDATE*** to put the document in the vault.



7.3 Expiring a document

Company contacts receive an email a few days before a document expires. The document, when the expiration date has passed, is not automatically deleted.

7.4 Edit Document Information – Delete a Document

To edit the information in a document, click the logo behind the document. The amendments relate to:

- Changing the Document Type
- Changing the expiration date

To delete a document, click on the logo .

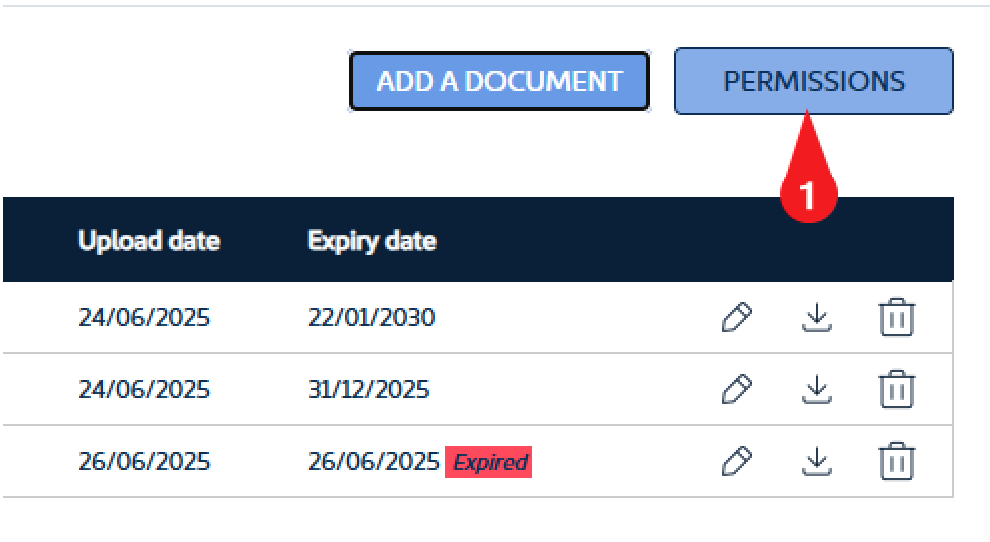
It is not possible to modify a file, it must be deleted and reintegrated.

7.5 Manage access permissions

In order for an organization to be able to access the safe, it is essential that it is authorized to do so.

To do this:

1- Click on the ***PERMISSIONS*** button

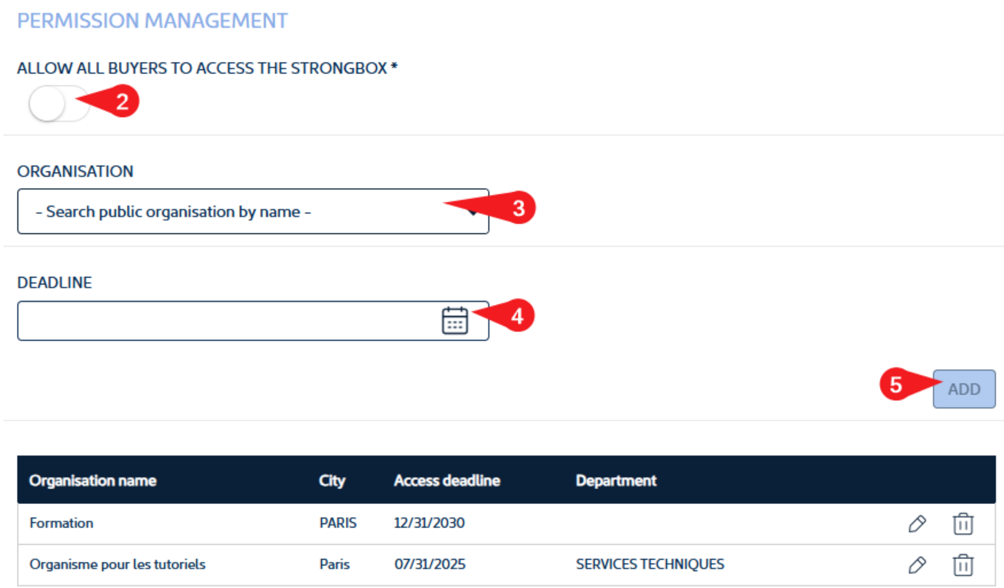


2- Select the "ALLOW ALL BUYERS" option to allow all buyers. In this case, it is no longer possible to authorize the organizations separately.

3- Select the desired organization. It is possible to find it by entering a few letters from the organization

4- Select the Vault Access Deadline

5- Click ***ADD*** to add the permission.



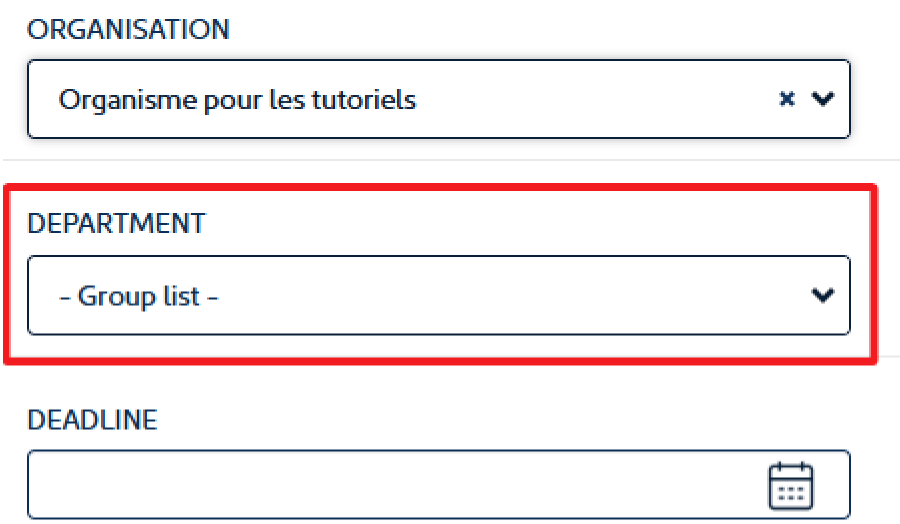
It is possible to modify or delete an authorization:

- Change the access deadline by clicking on the logo
- Remove permission by clicking on the logo

7.6 Authorizing access to groups or services

Sometimes the purchasing body may wish that authorisations should not be made for the whole of its organisation, but that there should be a distinction by group or service.

In this case, the company must select the group or service to which the authorization relates:



8 CONTACT OUR SUPPORT

SafeTender support information depends on the location of the platform, click on the **HELP AND SUPPORT** logo to access support information.