

GUIDE TO E-SIGNATURE WITH SAFETENDER

Version 2.0



OMNIKLES

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1 PRELIMINARY REMARKS ON ELECTRONIC SIGNATURE

The electronic document signature tool can be used regardless of the browser, but it requires JAVA to be present on the computer.

Before opening the signing tool, make sure that the USB drive containing the certificate is connected to the PC. If not, close the signing window, connect the certificate, and then restart the signing process.

Logging in to SafeTender with a login is mandatory to run the signing tool.

2 SIGNATURE FORMATS

Signatures are made in two formats, both of which are consistent with the electronic signature of documents in public procurement:

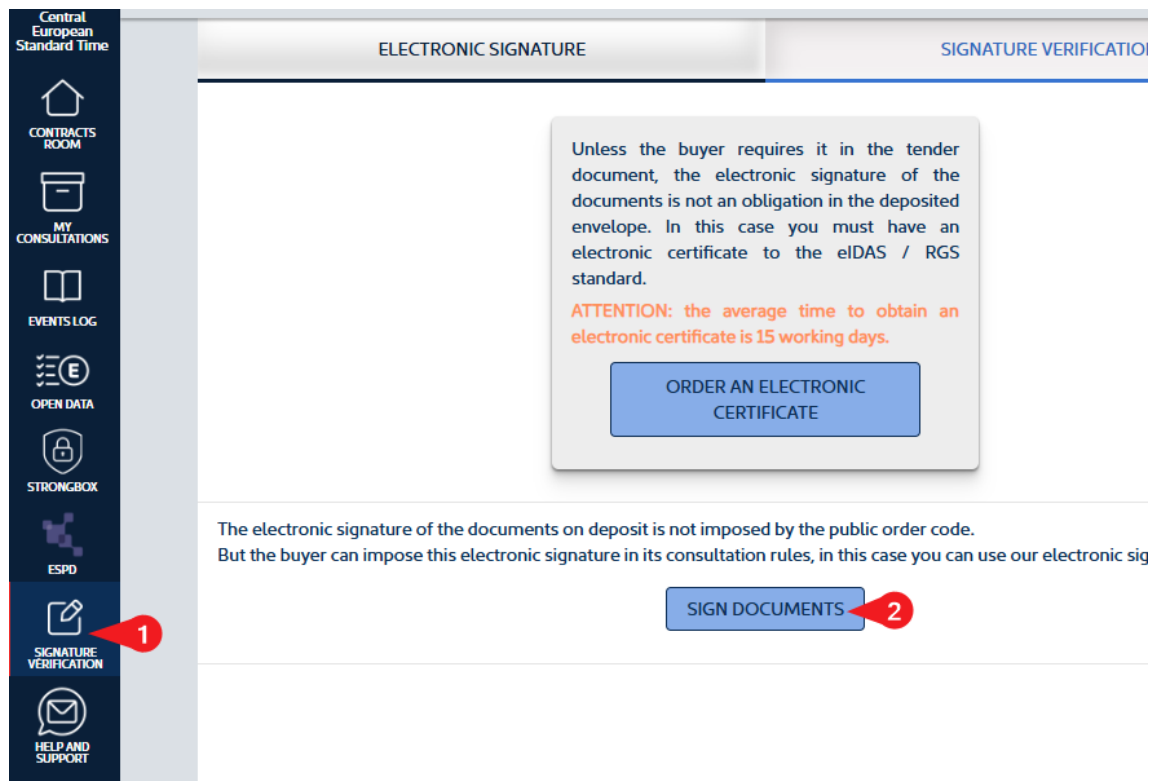
- For PDF files: PAdES format. The signature is embedded in the PDF file.
- For other file types: XAdES format. The signature is detached and is located in an XML file.

Warning: in this case it is imperative to transmit the 2 files: the signed file and the signature XML file.

3 SIGNING PROCESS

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

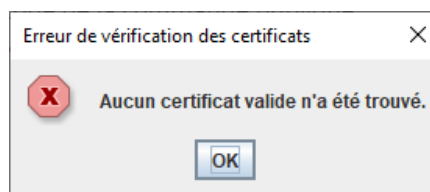
2- Click on SIGN



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.

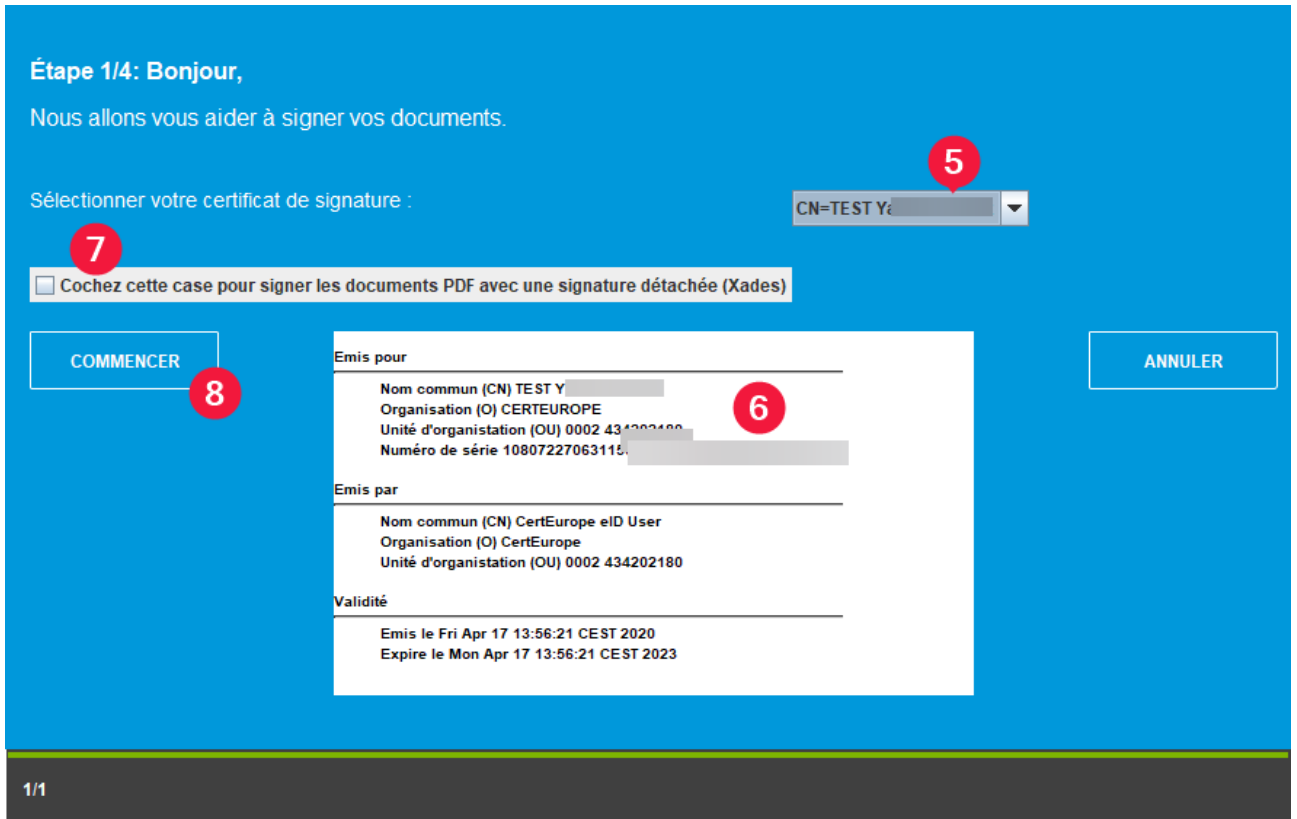
Also depending on the browser, it is sometimes possible to run the signature tool directly without saving the JNLP file.

- 3- 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.
- 4- The signing tool only shows valid eIDAS certificates. If a certificate is expired or is not eIDAS compliant, the signing tool will indicate that no valid certificate was found

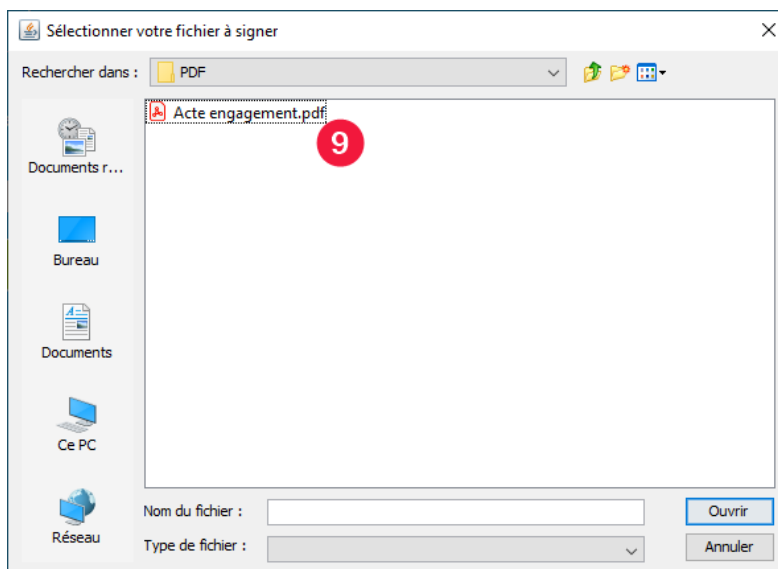


- 5- It is possible to modify the signing certificate if more than one certificate has been found
- 6- Verify that the name of the certificate holder matches that of the signatory.

- 7- As indicated in paragraph 2 (Signature Formats), the signature is in PADES format for PDF files. Select this checkbox if you want PDF files to be signed in XADES format.
- 8- Click GET **STARTED**

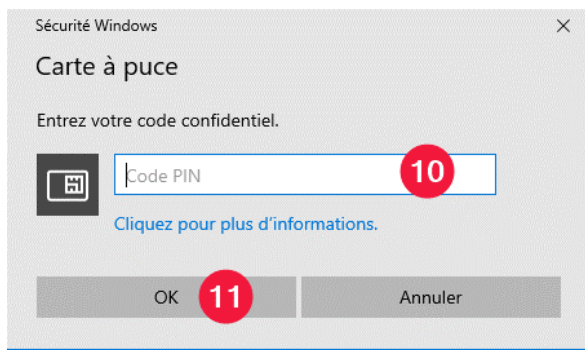


- 9- Select the PDF file you want to sign and click Open. It is not possible to sign multiple files simultaneously.

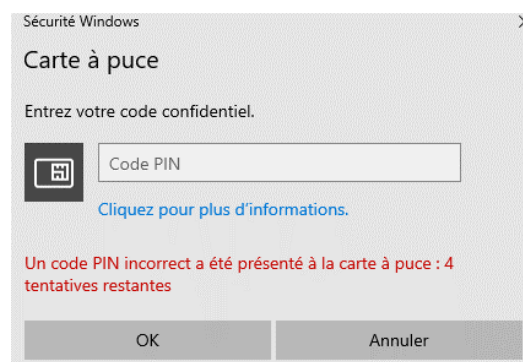


- 10- Fill in the certificate PIN code

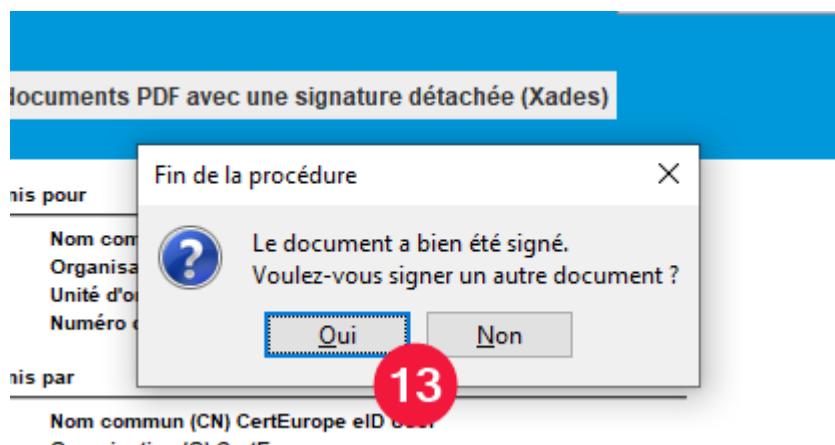
11- Click OK



12- You will have to re-enter the PIN code if it is wrong. After a certain number of unsuccessful attempts, which depend on the certificate, the certificate will be blocked. You will need to contact the certificate provider to unlock it and not SafeTender support.



13- If the PIN is correct, the file is signed. Click YES and repeat in step 9 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.



4 RESULT OF THE SIGNATURE

4.1 Signature format PADES

If the signed file is a PDF file, the default signature is in PADES format. A second PDF file containing the electronic signature is created, which must be submitted in the response to the call for tenders. In this case, there is no need to upload the original PDF file.

Below, the engagement.pdf Record file has been signed. The signed file **Act engagement.pdf1651476089085_signed.pdf** containing the signature has been created, only this second file will have to be deposited in the envelope.

 Acte engagement.pdf
 Acte engagement.pdf1651476089085_signed.pdf

4.2 Signature au format XADES

If the signed file is not in PDF format, or the check box to force XADES signature has been selected, an XML file containing the electronic signature is created. It is imperative to deposit the original file and the XML file containing the signature in the envelope.

Below, the Record **engagement.docx file** has been signed. The **Record engagement.docx1651477864403_sig.xml** file containing the signature is created. It is essential to deposit both files in the fold.

 Acte engagement.docx
 Acte engagement.docx1651477864403_sig.xml

5 DEMO VIDEO

Access the demo video: <https://youtu.be/Okob64vWLnA> (French only)

6 CONTACT OUR SUPPORT

Our support is accessible:

- By phone at 0825.00.13.26 (€0.20/min + cost of a local call)
- By email: support@safetender.com

