

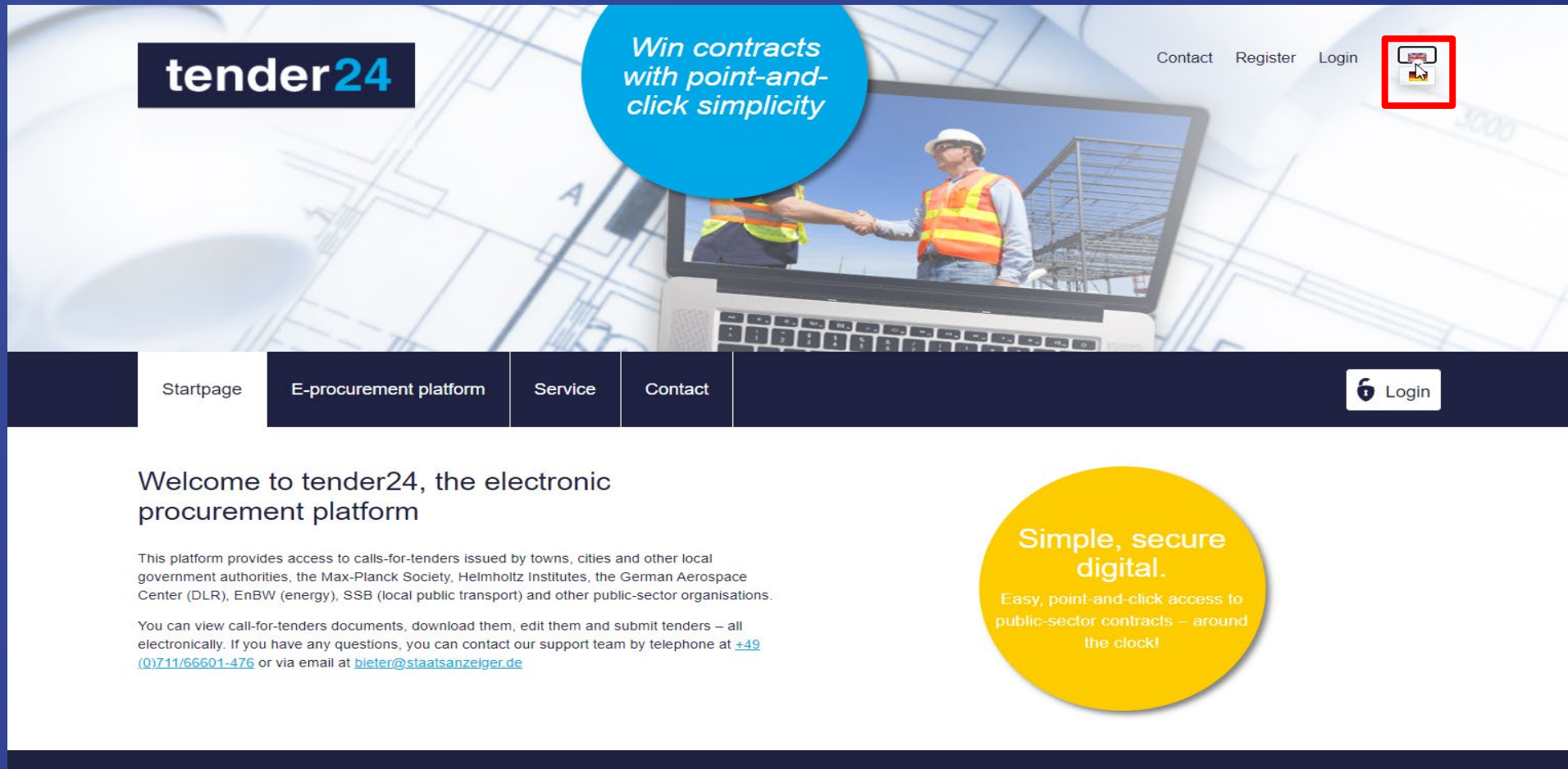
# Click instructions for bidders Use of AI TENDERINGPORTAL >

Assistance for bidders to use the AI TENDERINGPORTAL tender24 for EnBW



# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



Start page of the tendering platform tender24, which is used to handle EnBW's tendering procedures. The language setting can be changed to English at the top right.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



**tender24**

Win contracts with  
point-and-click  
simplicity

ContactRegisterLogin

Welcome page

Prior information

Tenders

Awarded contracts

Qualification systems

My account

Service

Tenders

Overview of all tenders found

Search term...

Search

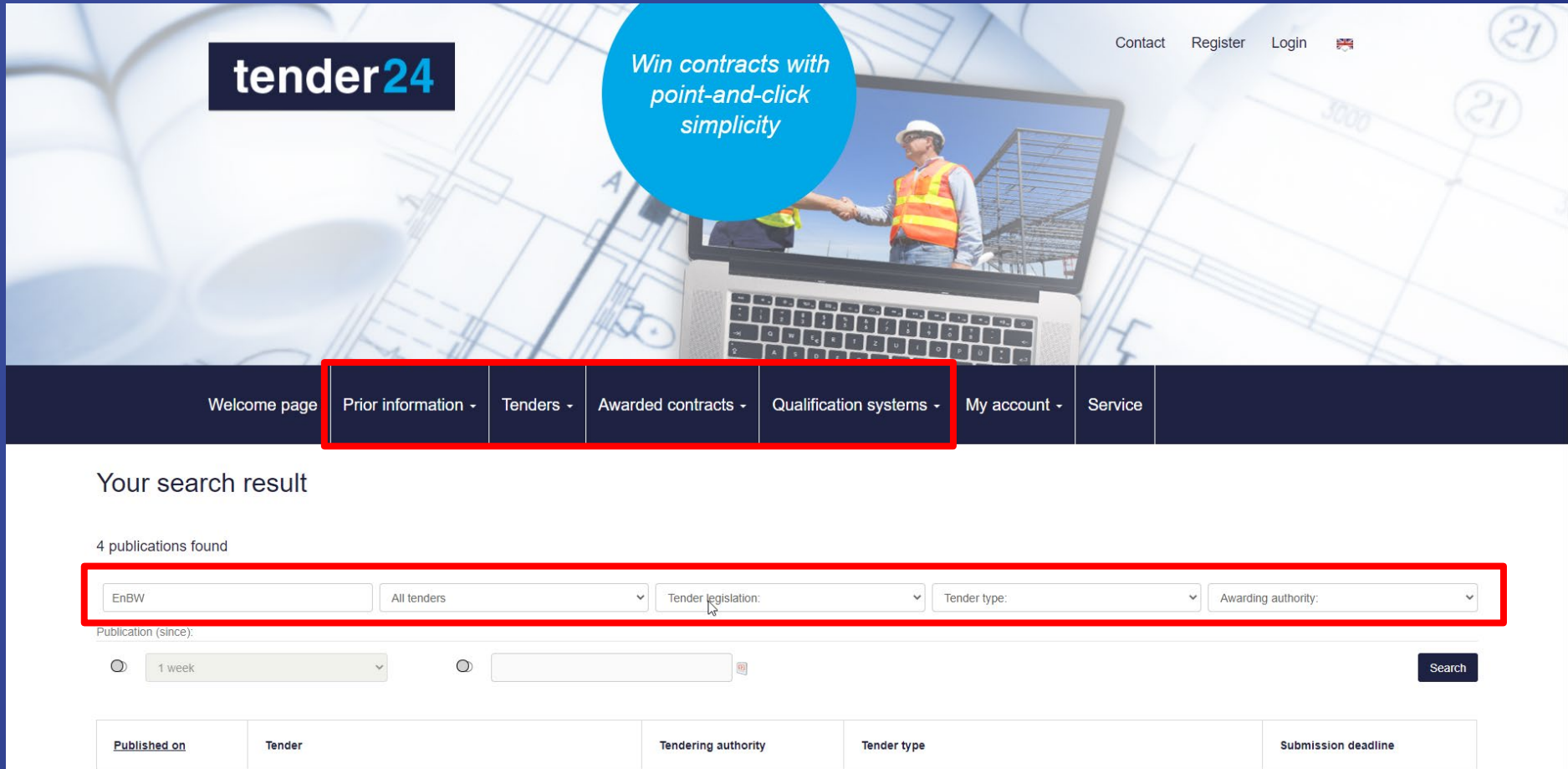
50

Published on	Tender	Tendering authority	Tender type	Submission deadline
--------------	--------	---------------------	-------------	---------------------

On the tendering platform tender24 you can search for different tendering procedures with participation competition as well as announcements of the EnBW search.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL

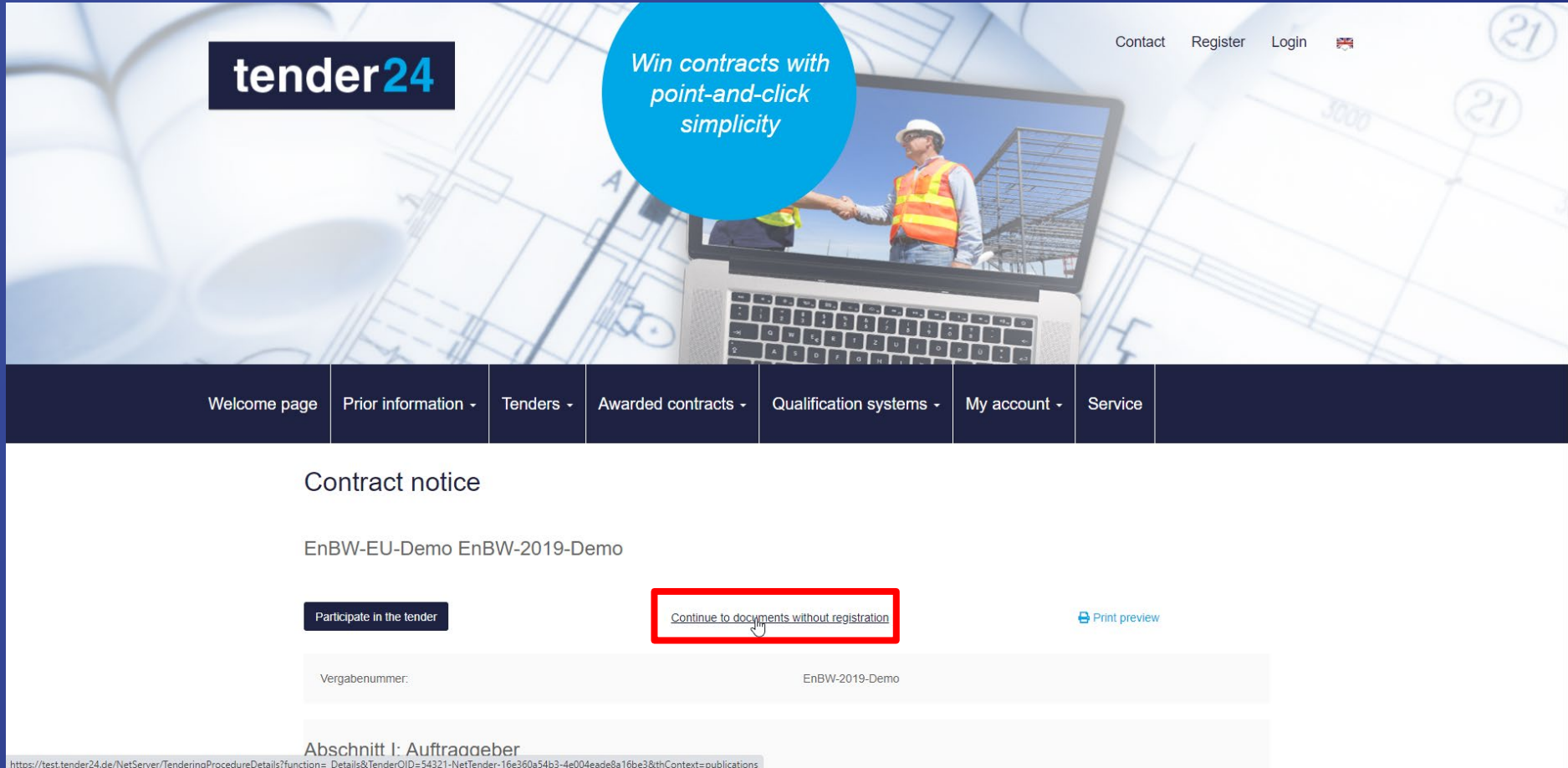


The screenshot shows the tender24 website. At the top, there's a banner with the logo 'tender24' and a blue circle containing the text 'Win contracts with point-and-click simplicity'. Below the banner is a navigation bar with links: 'Welcome page', 'Prior information -', 'Tenders -', 'Awarded contracts -', 'Qualification systems -', 'My account -', and 'Service'. The 'Tenders -' link is highlighted with a red box. Below the navigation bar, the section 'Your search result' displays '4 publications found'. A search filter bar is highlighted with a red box, containing fields for 'EnBW', 'All tenders' (dropdown), 'Tender legislation:' (dropdown), 'Tender type:' (dropdown), and 'Awarding authority:' (dropdown). Below the search bar, there's a 'Publication (since):' section with a radio button, a '1 week' dropdown, and a date input field. A 'Search' button is located to the right. At the bottom, a table header is visible with columns: 'Published on', 'Tender', 'Tendering authority', 'Tender type', and 'Submission deadline'.

You can find information and announcements on EnBW proceedings in the corresponding categories and narrow them down more precisely using the search function.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



The screenshot shows the tender24 website. At the top, there is a navigation bar with links for Contact, Register, and Login. Below this is a large banner featuring the tender24 logo and a blue circle with the text "Win contracts with point-and-click simplicity". The banner also displays an image of two construction workers shaking hands in front of a laptop. Below the banner is a dark navigation bar with links: Welcome page, Prior information, Tenders, Awarded contracts, Qualification systems, My account, and Service. The main content area is titled "Contract notice" and shows "EnBW-EU-Demo EnBW-2019-Demo". There are three buttons: "Participate in the tender", "Continue to documents without registration" (highlighted with a red box), and "Print preview". Below the buttons is a field for "Vergabenummer:" with the value "EnBW-2019-Demo". At the bottom, there is a section titled "Abschnitt I: Auftraggeber" and a URL.

tender24

Win contracts with point-and-click simplicity

Contact Register Login

Welcome page Prior information Tenders Awarded contracts Qualification systems My account Service

Contract notice

EnBW-EU-Demo EnBW-2019-Demo

Participate in the tender Continue to documents without registration Print preview

Vergabenummer: EnBW-2019-Demo

Abschnitt I: Auftraggeber

[https://test.tender24.de/NetServer/TenderingProcedureDetails?function=\\_Details&TenderOID=54321-NetTender-16e360a54b3-4e004eade8a16be3&thContext=publications](https://test.tender24.de/NetServer/TenderingProcedureDetails?function=_Details&TenderOID=54321-NetTender-16e360a54b3-4e004eade8a16be3&thContext=publications)

When you open the notice of a procurement procedure, you can view the documents anonymously ...

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL

Welcome pagePrior informationTendersAwarded contractsQualification systemsMy accountService

Details about this tender:

EnBW-2019-Demo, EnBW-EU-Demo

To publication

Here, you can download and view the documents and tenders, for example if the awarding authority has answered bidder requests. Please note that you have to be registered and to participate in tender in order to communicate electronically with the tendering authority and to submit a participation application or a bid. You can register [here](#).  
As tender participant you will be able to enjoy the following features:

- You will be actively informed, as soon as a new version of the documents is published by the awarding authority.
- You will be actively informed, as soon as the awarding authority sends out new messages regarding the tender

If you are already registered and want to participate the tender, please log in with your username and password [here](#).

Call for expression of interest documents

Only the current document version (version with the highest number) is valid. All other versions are no longer valid.

Version	Date	Download
1	04.11.2019 11:51	<div><div><div><div></div><div></div></div><div>Download file</div></div></div>

Messages

Please note that the following messages concerning this tender may contain parts of the procurement documents as well as other important information concerning the subject of the tender!

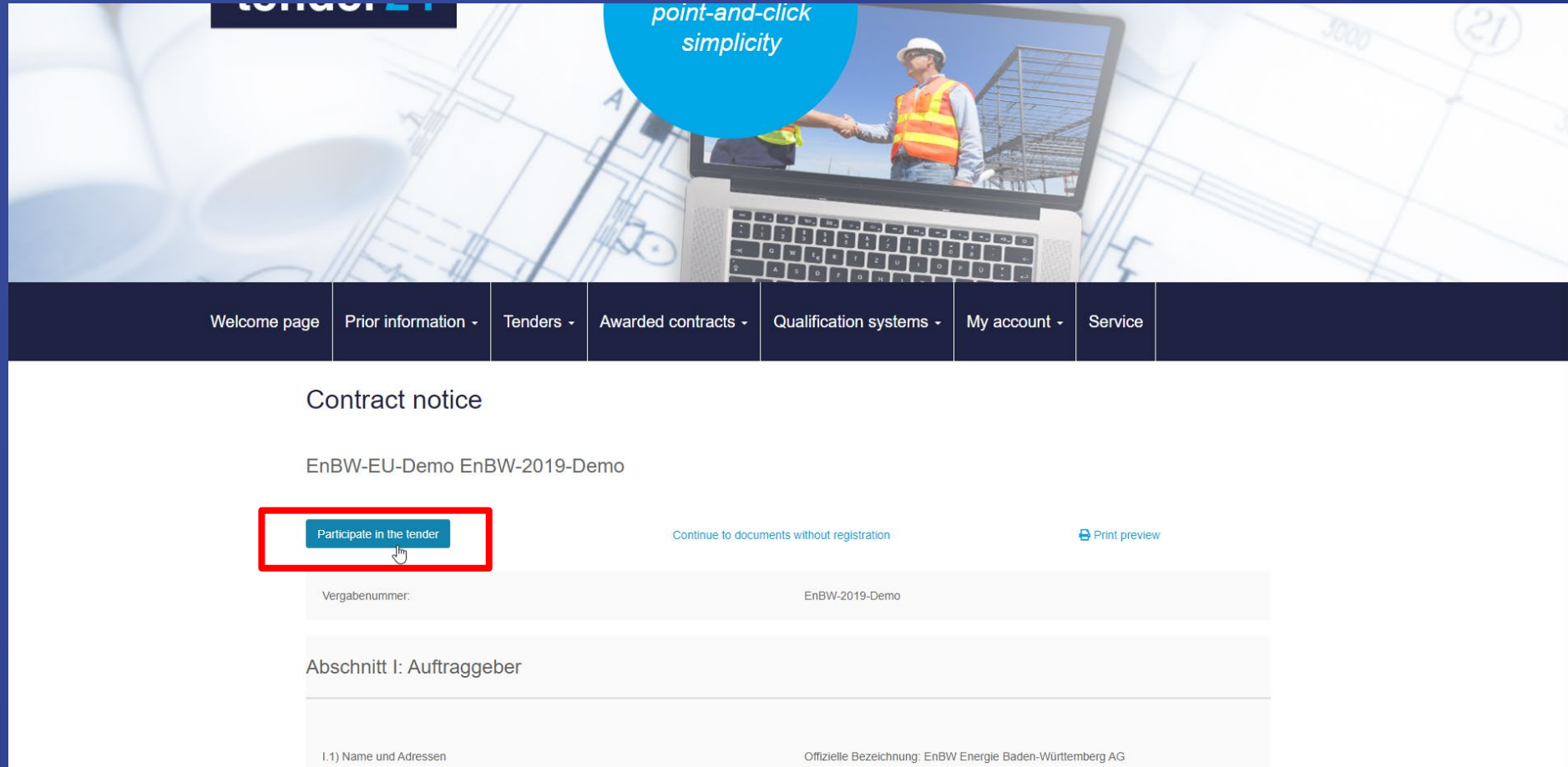
... download them.

State: Jan 2021

6

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



If the procurement procedure is interesting for you, you can participate in the tender.

If you participate in the tender, you will also be automatically informed about news.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



The screenshot displays the AI TENDERINGPORTAL website. At the top, a banner features a laptop with a construction worker on the screen, overlaid with a blue circle containing the text "point-and-click simplicity". Below the banner is a dark navigation bar with the following links: "Welcome page", "Prior information ▾", "Tenders ▾", "Awarded contracts ▾", "Qualification systems ▾", "My account ▾", and "Service".

The main content area is divided into two sections:

- User login:** Includes the instruction "If you are already registered, please log in with your user name and your password". It features two input fields: "User name" and "Password". The "Password" field is highlighted with a red rectangle. Below the fields are links for "Forgot your username?" and "Forgot your password?", and an "OK" button.
- Registration:** Includes the instruction "If you have received an invitation code from a tender authority, please enter it here." and a note "It is also possible to continue without providing an invitation code.". It features an "Invitation code:" input field and "Next" and "Skip" buttons.

In order to participate in a tender, you need an account.

If you already have an account, you can simply log in.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



The screenshot shows the AI TENDERINGPORTAL website. At the top, there is a banner with the text "point-and-click simplicity" and an image of two construction workers shaking hands in front of a laptop. Below the banner is a navigation bar with the following links: Welcome page, Prior information, Tenders, Awarded contracts, Qualification systems, My account, and Service. The main content area is divided into two sections: "User login" and "Registration".

**User login**

If you are already registered, please log in with your user name and your password

User name:

Password:

[Forgot your username?](#)

[Forgot your password?](#)

**Registration**

If you have received an invitation code from a tender authority, please enter it here.

It is also possible to continue without providing an invitation code.

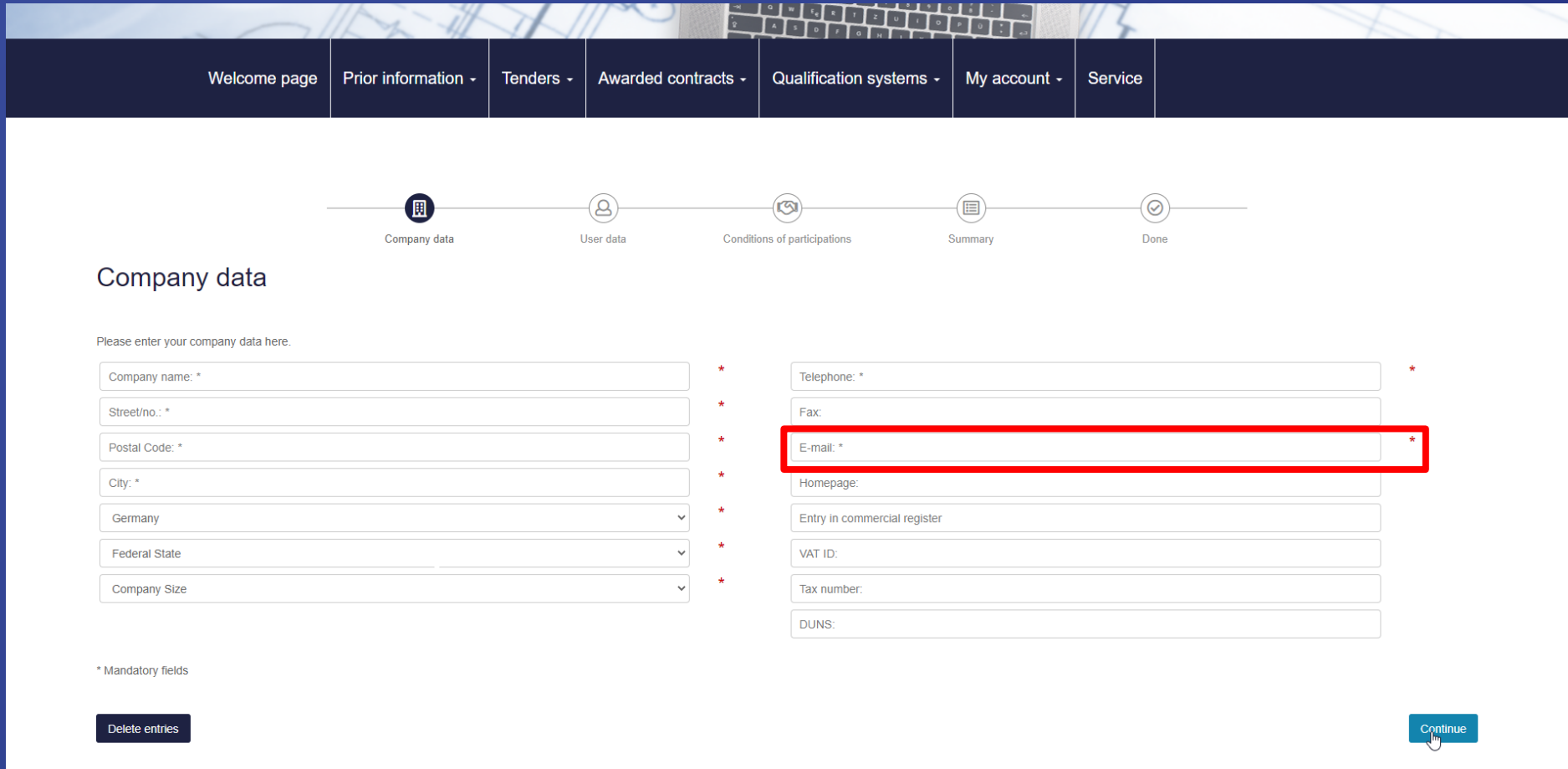
Invitation code:

If you do not have an account, you can quickly create one. To do this, select "Skip".

If you have received an invitation code from EnBW, please enter it here and select "Next".

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



Welcome page | Prior information ▾ | Tenders ▾ | Awarded contracts ▾ | Qualification systems ▾ | My account ▾ | Service

Company data | User data | Conditions of participations | Summary | Done

### Company data

Please enter your company data here.

Company name: \*

Street/no.: \*

Postal Code: \*

City: \*

Germany ▾

Federal State ▾

Company Size ▾

Telephone: \*

Fax:

E-mail: \*

Homepage:

Entry in commercial register

VAT ID:

Tax number:

DUNS:

\* Mandatory fields

Delete entries

Continue

Please enter your company data here.

It is recommended to set up a collective address for the contact e-mail address in order to be able to inform several employees of your company about news in the award procedure.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL

[Welcome page](#) [Prior information](#) [Tenders](#) [Awarded contracts](#) [Qualification systems](#) [My account](#) [Service](#)

[Company data](#) [User data](#) [Conditions of participations](#) [Summary](#) [Done](#)

### User data

Please enter your personal workers data here.  
**Hint:** If you would like to add additional users to your company, you are able to do so after a successful registration. After logging in use the function "Add new employee" in your "Bidder" menu.

Please enter password!

Surname: \*

First name: \*

Street/no.: \*

Postal code: \*

City (mandatory):


Country: \*

Telephone: \*

Fax:

E-mail: \*

Department:

 Deutsch

\* Mandatory fields

Note: The password must not contain spaces or special characters. The password needs to consist of letters and numbers. It should be at least 6 characters long but up to a maximum of 20. The password needs to be a combination of characters and numbers.

User name: \*

Password: \*

Repeat password: \*

[Back](#) [Delete entries](#) [Continue](#)

Please enter your user data here.

The username will be your later login, with which you can log in in combination with your password.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL

Welcome page	Prior information ▾	Tenders ▾	Awarded contracts ▾	Qualification systems ▾	My account ▾	Service
--------------	---------------------	-----------	---------------------	-------------------------	--------------	---------

The candidate / tenderer must ensure that all tender documents in their entirety are received by the correct contact and/or contracting party before the tender submission deadline has elapsed. Incomplete documentation will be regarded as detrimental to the candidate / tenderer, and may lead to the tender being excluded.

Where an electronic tender is submitted, the candidate shall comply with the maximum aggregate file size. This is 300 MB for all files in total and applies to documents that are imported into the BIETERCOCKPIT. Files that are already made available within the BIETERCOCKPIT for the purposes of submitting a tender are excluded.

Should the candidate nevertheless wish to submit a larger data volume, they must contact the support team by telephone at +49 (0)711/66601-476 or by email at [bieter@staatsanzeiger.de](mailto:bieter@staatsanzeiger.de).

The application / tender shall only then be regarded as submitted and received when it is saved in its entirety on the e-procurement platform. It is not sufficient for the process of data transmission / submission / import to have commenced.

The deadlines (date and time) for the submission of applications, tenders, etc. given in the announcement and/or call-for-tenders are binding.

If an application / tender is to be withdrawn before expiry of the application / tender deadline, the candidate must do this in their own working area of the BIETERCOCKPIT. Only then is it permissible to submit a new application / tender.

Insofar as necessary, the candidate / tenderer shall be provided with further information on the process during such process.

It is not permissible to make e-procurement / call-for-tenders documents available to any third party.

Attention is drawn to the fact that data entered by the candidate when registering are automatically processed and stored.

When a user is registered on the e-procurement platform, the data are saved in a supplier database. They are saved solely for the purpose of the procurement process, and for research purposes for future procurement procedures on the part of the contracting party.

By using the [registration](#) (Anmeldung) button after entering their registration data, the user consents to such data being processed and stored automatically as described above. The user is authorised to revoke their consent for the future at any time. The entered data are only saved in their entirety when the user completes registration.

Data transmission is encrypted (SSL encryption). This applies to all data traffic from the processing of the form onwards and exchanged between your browser and the server operated by Staatsanzeiger f  r Baden-W  rttemberg GmbH & Co. KG. SSL stands for secure sockets layer, and is regarded as a secure encryption method that has long been used on the World Wide Web and that is supported by all leading browsers. Upon the first occasion of data transmission, the user  s browser will request confirmation that the user accepts the certificate required for encryption. The user may at this point choose between one-time use of the certificate or ongoing use (for the validity period of the certificate). If the user  s browser does not support SSL, data are transmitted without encryption.

A support team is available for candidates / tenderers Monday to Friday, from 7am to 6pm Central European Time and via email. Time-to-response / time-to-confirmation is one hour.

Our candidate support team is available to answer questions at by telephone at +49 (0)711/66601-476 or via email: [bieter@staatsanzeiger.de](mailto:bieter@staatsanzeiger.de).

☒ This confirms, that you agree with the conditions of participation.

Back

Continue

   2020 All rights reserved [Imprint](#) [Privacy Policy](#) [Terms of use](#)  
Tendering Portal time 11.01.2021 13:24:17

tender24

Please then read the terms and conditions of participation in full and confirm them.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



[Welcome page](#) [Prior information](#) [Tenders](#) [Awarded contracts](#) [Qualification systems](#) [My account](#) [Service](#)

**Tip:** Your user account must first be activated. You will receive a separate e-mail with an activation link. Please confirm this link. Afterwards you can register and actively participate in tenders.

### Company record

Company name:	EnBW Demo Firmenname	Telephone:	+49 123456789
Street:	Straße	Fax:	
ZIP/City	12345 PLZ Ort / Stadt	Email:	mail@enbw.com
Country:	Germany	Homepage:	
State:	Thüringen	Trade register number:	
Company size:	Small company	VAT no.:	
		Tax no.:	
		duns:	

### User record

Username:	asdasdasdasd	Telephone:	+49 93173046900
Surname:	aed	Fax:	
Name:	Paul	Email:	info@ai-llv.de
Street/house number:	Steinbachtal 2b	Division:	
ZIP/City:	97082 Würzburg	Language:	Deutsch
Country:	Germany		

[Print preview \(new window\)](#)

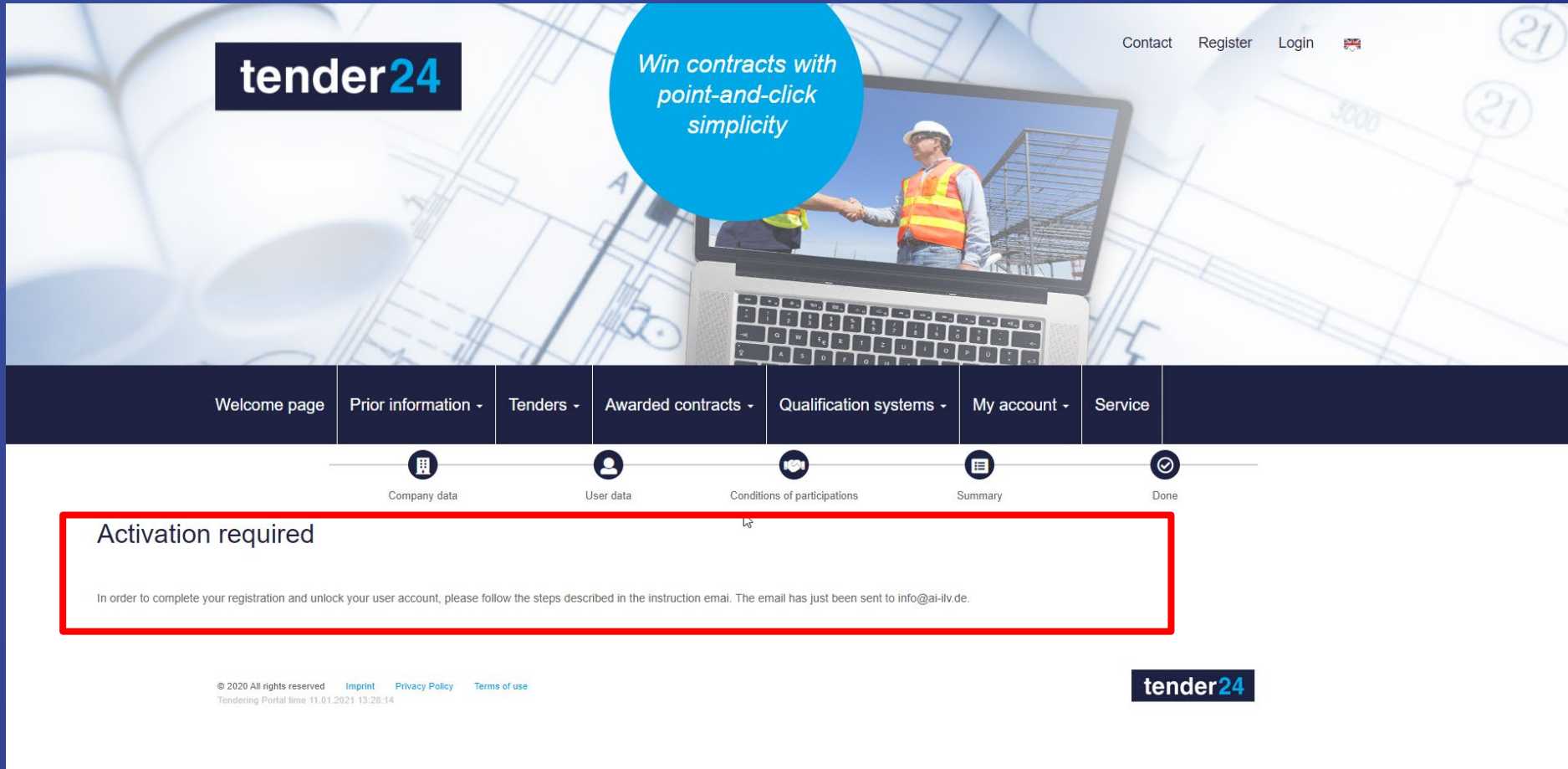
[Register](#)

You can export the compilation of your registration data for your records via the print view.

**Please note** that your registration is not complete until you click on "Register".

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL



The screenshot shows the tender24 website interface. At the top, there is a navigation bar with links for Contact, Register, and Login. The main header features the tender24 logo and a blue circle with the text "Win contracts with point-and-click simplicity". Below the header is a horizontal menu with items: Welcome page, Prior information -, Tenders -, Awarded contracts -, Qualification systems -, My account -, and Service. Underneath this menu is a progress bar with five steps: Company data, User data, Conditions of participations, Summary, and Done. The "User data" step is currently active. A red rectangular box highlights a section titled "Activation required" with the text: "In order to complete your registration and unlock your user account, please follow the steps described in the instruction email. The email has just been sent to info@ai-iv.de." At the bottom of the page, there is a footer with copyright information and links to Imprint, Privacy Policy, and Terms of use. The tender24 logo is also present in the bottom right corner.

Win contracts with point-and-click simplicity

Activation required


In order to complete your registration and unlock your user account, please follow the steps described in the instruction email. The email has just been sent to info@ai-iv.de.

After you have registered, you will receive an email with a link.

Please open the link in your browser to activate your account.

# Click instructions for bidders

## Overview of AI TENDERINGPORTAL




point-and-click simplicity

Welcome page Prior information ▾ Tenders ▾ Awarded contracts ▾ Qualification systems ▾ My account ▾ Service

Welcome EnBW Test

Here you can view current tenders, download procurement documents and enter effectual bids by downloading our free AI Bidding Cockpit software.

**Current participations (18)**

Next submission deadlines	Deadline:	Status
EnBW-EU-Demo (EnBW-2019-Demo) 	12.12.2021 00:00	✓

Current tenders

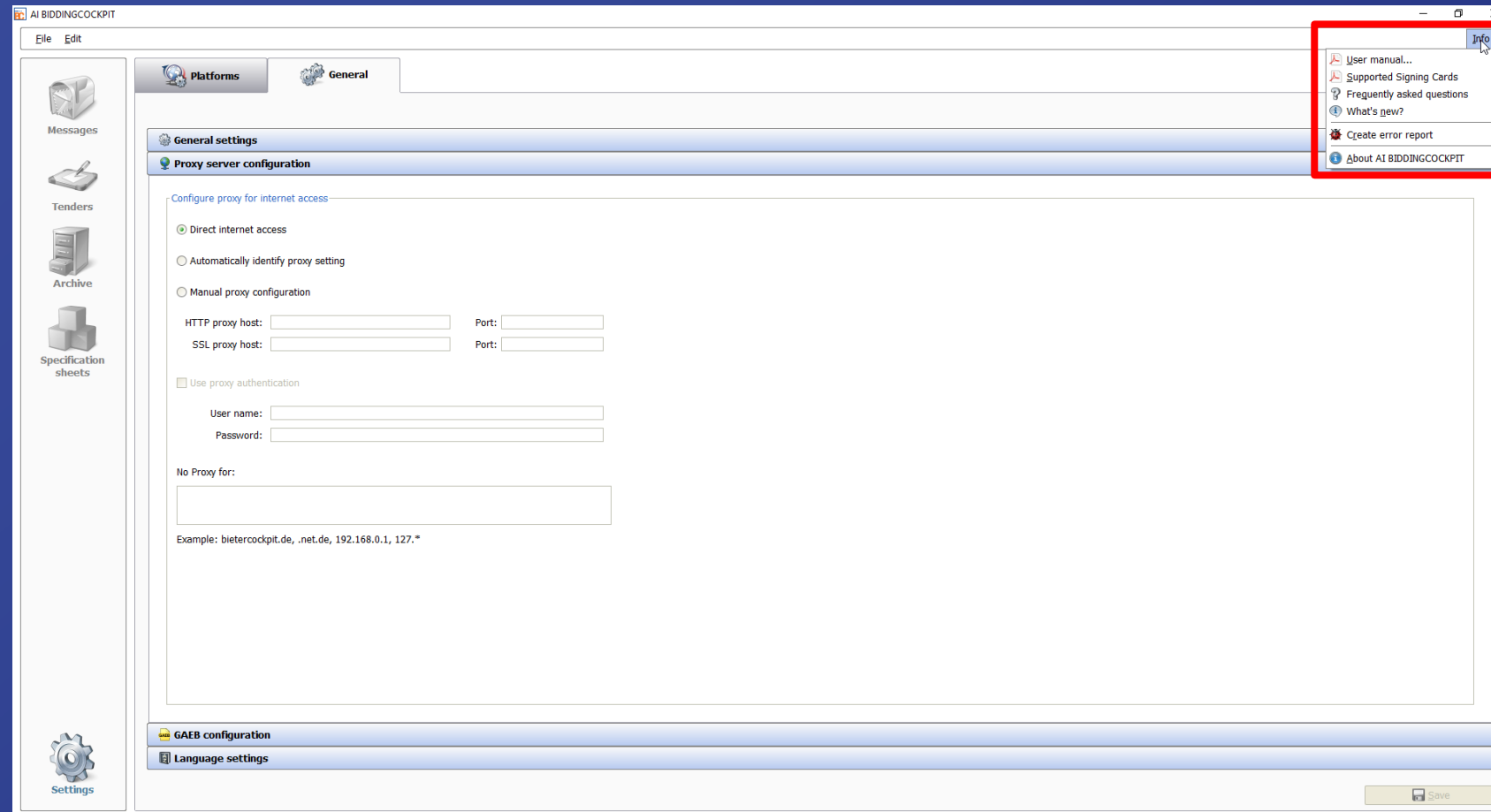
As soon as you log in to the tendering portal, you will see the overview of ongoing procedures in which you are participating and your unread messages.

Click instructions for bidders

FAQ, procedure in case of problems and support contact

# FAQ, procedure in case of problems and support contact

# Click instructions for bidders FAQ, procedure in case of problems and support contact



1. In the AI Bidding Cockpit you can find the user manual, information about supported signature cards, the direct link to the FAQ and innovations under Info.
2. In case of an error, you can also create an error report via this dialog. Alternatively, this is also possible via the key combination *Ctrl + Shift + Alt + E*.
3. With your error report, please contact the bidder support of the State Gazette, which is in charge of the tendering platform Tender24. The support team is available Monday - Friday from 7 a.m. to 6 p.m. - by phone at 0711/666 01-476 or by mail at [bieter@staatsanzeiger.de](mailto:bieter@staatsanzeiger.de).

We look forward to receiving your  
participation requests and offers.

Your Purchasing Department at EnBW