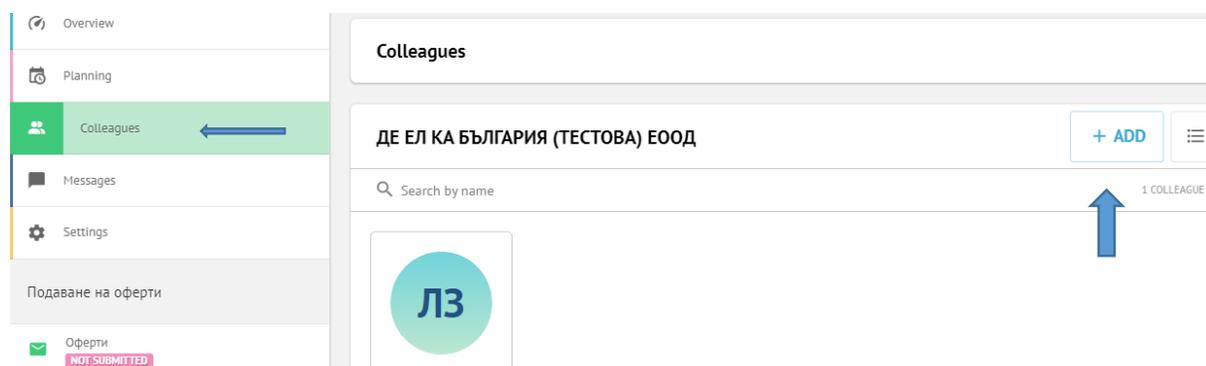


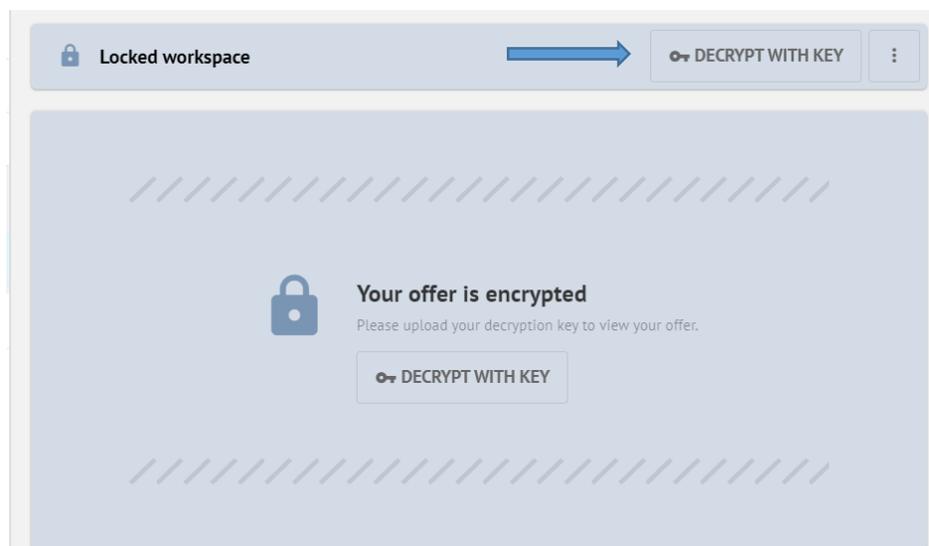
Signing of application/offer by more than one representative the supplier/economic entity through CAIS EPP

The signing of an application/offer by more than one representative of the supplier is realized by successively performing the following actions:

1. Access the "Colleagues" section in the work place of the order and by selecting "ADD" button, add the colleague who needs to sign the offer. These people should also have been added as colleagues in the organization's profile beforehand. Those representing the applicant/participant do not need to be administrators of the organization.

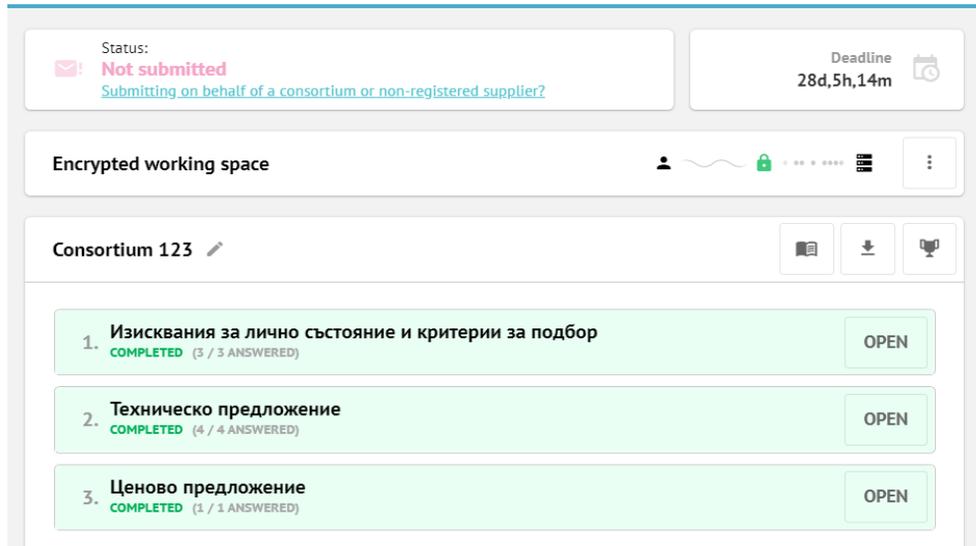


2. Each representative of the applicant/participant who is required to sign the application/offer shall access the "OFFERS" section of the procurement workspace and apply the system-generated key for the specific procurement.

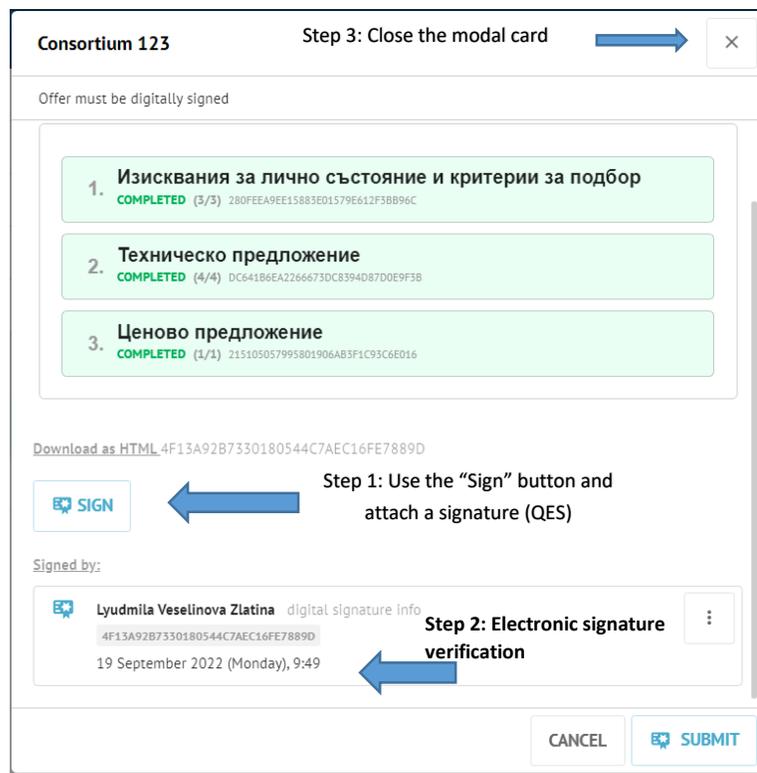


Note: It is necessary for each signer to have the system generated key pair for the specific order.

3. After accessing the application/offer, proceed to signing by selecting the "Submit" button visible at the bottom of the screen on the application/offer page.



4. The system displays a modal card with the application/offer structure. The application of a Qualified Electronic Signature is done by selecting the "Sign" button. Once the application/offer has been signed, the signer closes the modal card.



Note: The QES should be added to the user's profile in the "Colleagues" section of the respective supplier.

5. The next representative of the applicant/participant shall sign the application/offer by accessing the "Submit" section of the workspace of the offer and perform the actions described in items 3 and 4. The approach is similar for all.

Consortium 123

Offer must be digitally signed

2. Техническо предложение
COMPLETED (4/4) DC641B6EA2266673DC8394D87D0E9F3B

3. Ценово предложение
COMPLETED (1/1) 215105057995801906AB3F4C93C6E016

Download as HTML_4F13A92B7330180544C7AEC16FE7889D

SIGN

Signed by:

Lyudmila Veselinova Zlatina digital signature info
4F13A92B7330180544C7AEC16FE7889D
19 September 2022 (Monday), 9:49

Yana Yordanova Kiriлова digital signature info
4F13A92B7330180544C7AEC16FE7889D
19 September 2022 (Monday), 10:35

CANCEL SUBMIT

Note: In the event that those representing the applicant/participant sign the application/offer at the same workstation, each subsequent must ensure that they are logged in with their own user account.

6. Once all those representing the applicant/participant have signed, the application/offer is submitted by selecting the "Submit" button. Upon successful submission, CAIS EPP changes the status of the application/offer to "Submitted" and sends a confirmation email to the applicant/participant.

Consortium 123 ✕

Offer must be digitally signed

2. **Техническо предложение**
COMPLETED (4/4) DC641B6EA2266673DC8394D87D0E9F3B

3. **Ценово предложение**
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Yana Yordanova Kirilova digital signature info
4F13A92B7330180544C7AEC16FE7889D
19 September 2022 (Monday), 10:35

CANCEL **SUBMIT**

Important: If the application/offer is submitted without being signed by all those representing the organization, editing is possible just in case that the deadline for submission of offers has not expired. It is necessary to withdraw the submitted offer, sign it correctly and resubmit it.

It is not possible to edit an application/offer that has already been signed. In case a change is necessary, the signatures should be erased in order to edit the application/offer, then re-signed.