



Digital signature documents on Sourcing Tender System

Supplier handbook - Digital tenders

March 2016



Document objectives and structure



- This document aims to support suppliers involved in digital tenders during the activities on Sourcing tender system

- The following phases will be detailed:
 - › Receiving of RFI digitally signed
 - › Sending of economic offer digitally signed
 - › Sending of copy of contract digitally signed

- For each phase the document reports the operative steps and the related system screenshots

Receiving of RFI digitally signed



Receiving of RFI digitally signed (1/2)



After accessing to the system, the supplier views the list of events in which he has been invited and selects the interesting tender by clicking on the event code (1)

Event List

This page shows information about the active events that you have been invited to.

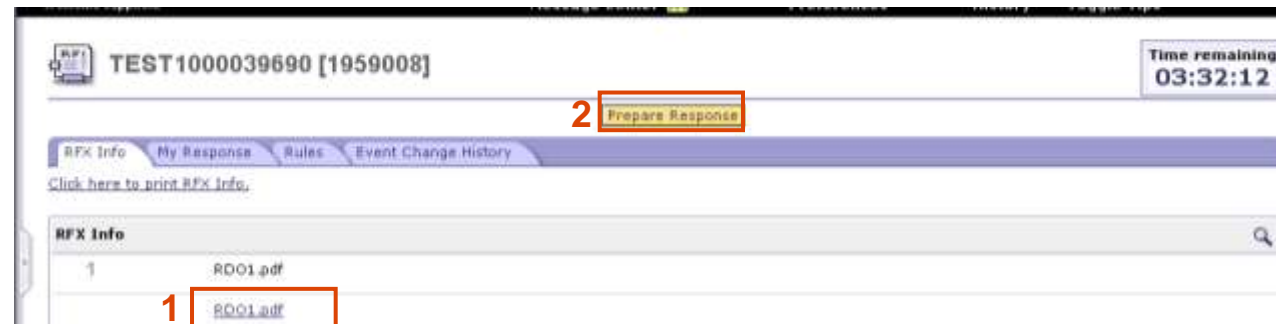
Status	Visible User ID	Id	Time Remaining	Type
Accepting Responses	TEST000046045	1957001	25 Days 1 Hour	RFI
Accepting Responses	TEST000046046	1957002	25 Days 1 Hour	RFI
Open for Bidding	1 TEST1000039690	1959008	3 Hours 55 Minutes	RFI
Pending Selection	TEST000040476	1603016	Bidding Closed	RFI
Pending Selection	TEST000041173	1642003	Bidding Closed	RFI
Pending Selection	TEST000040967	1635006	Bidding Closed	RFI
Pending Selection	TEST000042220	1698026	Bidding Closed	RFI
Pending Selection	TEST1000042355	1702038	Bidding Closed	RFI
Pending Selection	TEST000042519	1716001	Bidding Closed	RFI
Pending Selection	TEST1000042918	1734012	Bidding Closed	RFI

Receiving of RFI digitally signed (2/2)



In the “**RFX Info**” page it is possible to download and to examine the RFI (1) document digitally signed by Enel representative.

By clicking on “**Prepare Response**” (2) the supplier can insert the information required by the buyer in order to evaluate the company suitability to participate in next tender phases



Sending of economic offer digitally signed



Sending of economic offer digitally signed (1/4)



After accessing to the system, the supplier views the list of events in which he has been invited and selects the interesting tender by clicking on the event code (1)

Event List

This page shows information about the active events that you have been invited to.

Status	Visible User ID	Id	Time Remaining	Type
Accepting Responses	TEST000046045	1957001	25 Days 1 Hour	RFI
Accepting Responses	TEST000046046	1957002	25 Days 1 Hour	RFI
Open for Bidding	1 TEST1000029690	1959011	4 Hours 55 Minutes	Sealed RFQ
Pending Selection	TEST000040476	1603016	Bidding Closed	RFI
Pending Selection	TEST000041173	1642003	Bidding Closed	RFI
Pending Selection	TEST000040967	1635006	Bidding Closed	RFI
Pending Selection	TEST000042220	1698026	Bidding Closed	RFI
Pending Selection	TEST1000042355	1702038	Bidding Closed	RFI
Pending Selection	TEST000042519	1716001	Bidding Closed	RFI
Pending Selection	TEST1000042918	1734012	Bidding Closed	RFI

Sending of economic offer digitally signed (2/4)



In the “RFX info” page it is possible to view the information inserted and/or required by the buyer related to economic offer. By clicking on “**Prepare Response**” (1) the supplier can insert on the system its economic offer document and verify if the digital signature is mandatory or optional (2). By clicking on “**Browse**” button (3) the system allows the supplier to search and send the economic offer document previously digitally signed.

The screenshot shows the 'RFX Info' page for 'TEST1000039690 [1959011]'. A 'Time remaining' box shows 04:34:15. A 'Prepare Bid' button is highlighted with a red box and labeled '1'. Below the 'RFX Info' header, there is a section for 'Economic offer' with a file upload icon highlighted by a red box and labeled '2'. To the left of this icon are two smaller icons: one with a pencil and the text 'Digital sign requested', and another with a left arrow and the text 'Optional digital sign'. Below the 'Economic offer' section, a 'Browse...' button is highlighted with a red box and labeled '3'. The page also contains navigation tabs for 'RFX Info', 'Items', 'My Bids', 'Rules', and 'Event Change History', and a 'Click here to print RFX Info' link.

Sending of economic offer digitally signed (3/4)



After inserting the economic offer document, the supplier has to wait for the system verification about the digital signature correctness (1)

Bid Details

Organization: FORNITOREPROVA2
Time Entered: 4:50 PM
ID: 2418078
Status: Entered
Extended Price: 100,000.00

RFK Info Items

Response Detail

Number	Question	Digital Sign option	Result Digital Sign
1	Economic offer		
	FORNITOREPROVA2 Offerta economica.pdf		



Waiting, check digital sign in progress

Sending of economic offer digitally signed (4/4)



The verification activity can lead to three different outcomes: document signed and valid (1), document signed with error (2), document not signed (3)

The image displays two screenshots of the 'Bid Details' interface, illustrating the verification process for a digital signature. Both screenshots show the same bid details: Organization: FORNITOREPROVA2, Time Entered: 4:52 PM, ID: 2410079, Status: Entered, and Extended Price: 100,000.00.

The left screenshot shows the 'Response Detail' table with one row: Number 1, Question 'Economic offer', Digital Sign option 'FORNITOREPROVA2 - 200_fornite.pdf', and Result Digital Sign. A red box highlights the 'Result Digital Sign' column, and a callout shows a document icon with a green checkmark, indicating a successful signature (1).

The right screenshot shows the same 'Response Detail' table, but the 'Result Digital Sign' column contains an error icon. A red box highlights this icon, and a callout shows a document icon with a red exclamation mark, indicating a signature with an error (2).

Below the screenshots is a third icon (3) showing a document icon with a red X, indicating a document not signed.

Sending of copy of contract digitally signed



Sending of copy of contract digitally signed (1/4)



After accessing to the system, the supplier views the list of events in which he has been invited and selects the interesting tender by clicking on the event code (1)

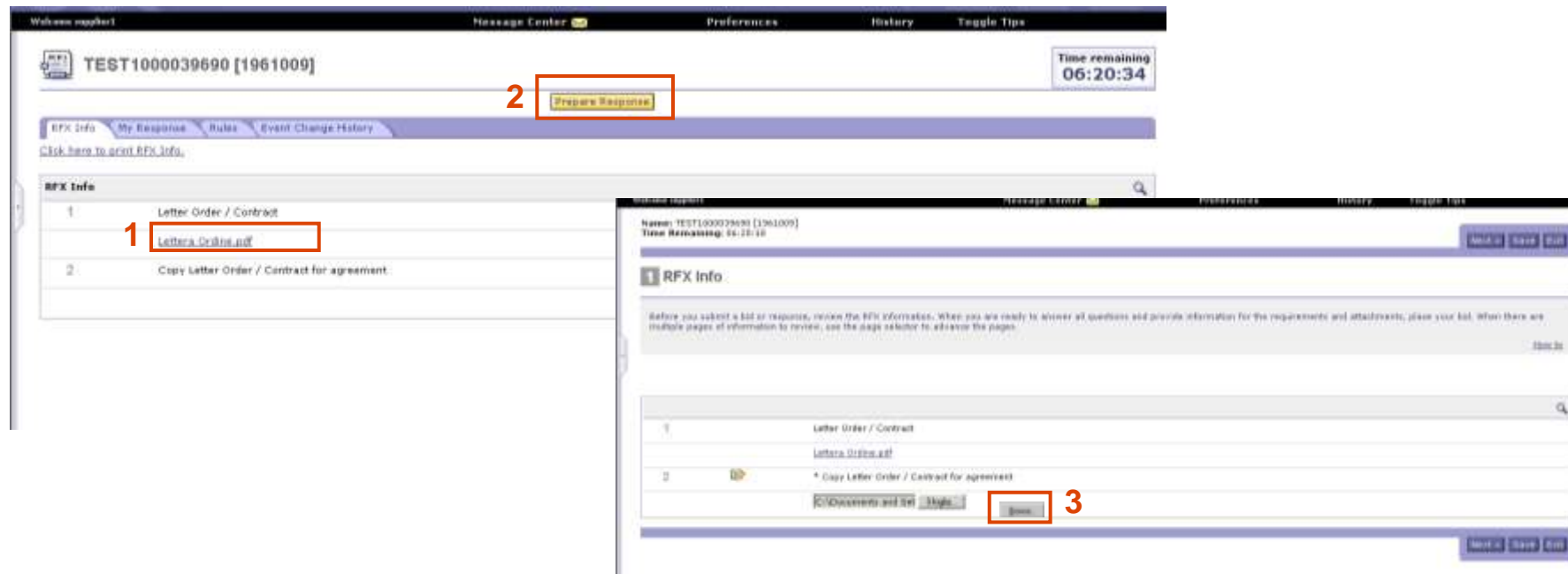
The screenshot shows a web interface titled "Event List" with a sub-header "Active Events I Participate In". Below the header is a table with the following columns: Status, Website ID, Id, Time Remaining, and Type. The first row is highlighted, and the "Website ID" cell contains the text "TEST1020323630", which is circled in red. A red number "1" is placed to the left of this cell. The other rows in the table have various statuses like "Accepting Responses" and "Pending Selection", and "Time Remaining" values such as "6 Hours 21 Minutes" and "24 Days 6 Hours".

Status	Website ID	Id	Time Remaining	Type
Accepting Responses	TEST1020323630	1961009	6 Hours 21 Minutes	RFI
Accepting Responses	TEST002046245	1957001	24 Days 6 Hours	RFI
Accepting Responses	TEST002046246	1957002	24 Days 7 Hours	RFI
Pending Selection	TEST002040475	1603016	Bidding Closed	RFI
Pending Selection	TEST002041173	1642003	Bidding Closed	RFI
Pending Selection	TEST002040367	1635006	Bidding Closed	RFI
Pending Selection	TEST002042220	1698026	Bidding Closed	RFI
Pending Selection	TEST1020342355	1702030	Bidding Closed	RFI
Pending Selection	TEST002042513	1716001	Bidding Closed	RFI
Pending Selection	TEST1020342918	1734012	Bidding Closed	RFI
Pending Selection	TEST002043700	1813012	Bidding Closed	RFI
Pending Selection	TEST002043100	1803001	Bidding Closed	RFI

Sending of copy of contract digitally signed (2/4)



In the “RFX info” page it is possible to view contract inserted by the buyer and digitally signed by Enel representative (1). By clicking on “Prepare Response” (2) the supplier can insert on the system the copy of contract digitally signed by his representative. By clicking on “Browse” button (3) the system allows the supplier to search and send the contract document previously digitally signed



Sending of copy of contract digitally signed (3/4)



After inserting the copy of contract, the supplier has to wait the system verification about the digital signature correctness (1)



Waiting, check digital sign in progress

Sending of copy of contract digitally signed (4/4)



As for the economic offer document, also for the contract document verification the system can return three different outcomes: document signed and valid (1), document signed with error (2), document not signed (3)

