



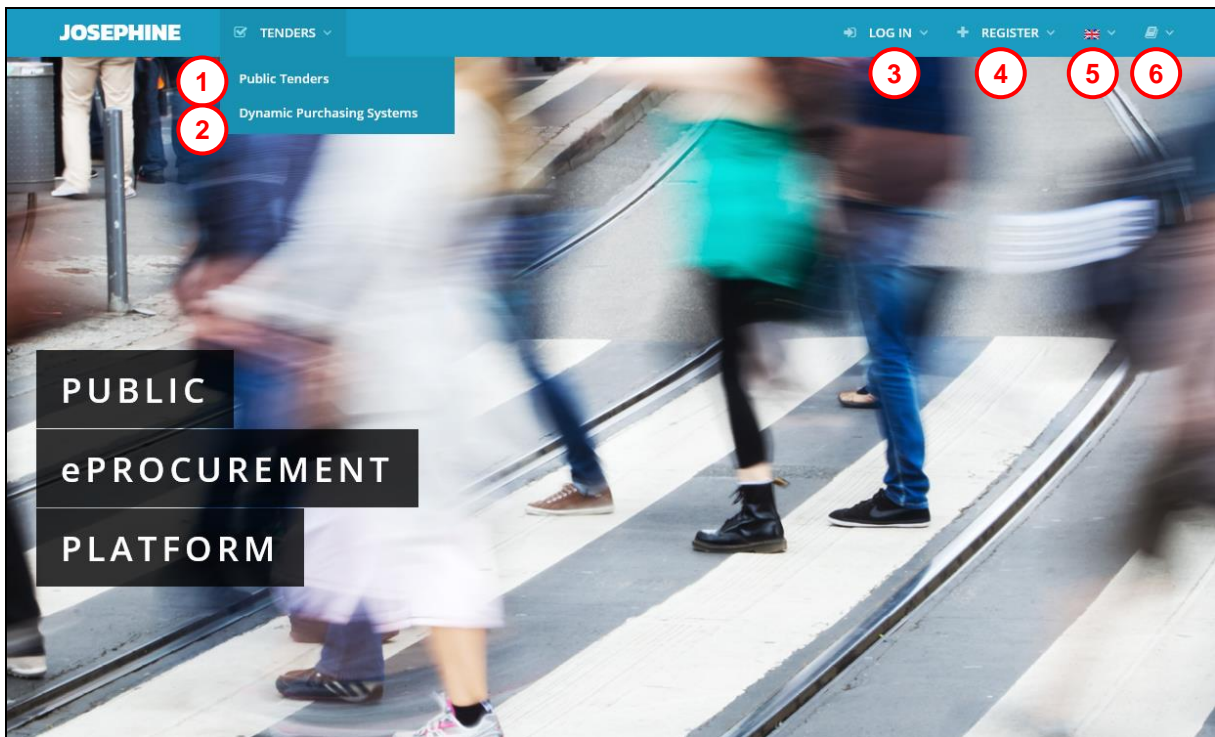
JOSEPHINE – Quick Guide

Participant

This manual will guide you quickly and simply through the processes required to use the **JOSEPHINE** digital procurement solution. These processes include registration, logging in, messaging and submitting bids. If you need any further information please contact our support team at Houston PROEBIZ.

JOSEPHINE entry screen

After entering your JOSEPHINE internet address you'll see the following screen, which includes the option to view a list of announced public tenders and dynamic purchasing systems:



01. List of announced public tenders
02. List of announced DPS
03. Log in to system
04. Register to system
05. Languages
06. Downloadable manuals

Scroll down and you'll see a list of current public tenders and dynamic purchasing systems:

Public Tenders 1			Dynamic Purchasing Systems 2		
Deadline for s...	Name of content of tender	Promoter	Deadline of su...	Name of content of tender	Promoter
31.08.2018 16:00:00	Excavation works	PROEBIZ	13.08.2018 17:00:00	Office supplies	PROEBIZ
11.08.2018 12:00:00	Demolition of the old boiler room	PROEBIZ	08.08.2018 17:00:00	Fruit purchase for hospital	PROEBIZ
15.08.2018 08:00:00	Elaboration of project documentation for new company building	PROEBIZ			
22.08.2018 10:00:00	Reconstruction of the locker room	PROEBIZ			
31.08.2018 12:00:00	Construction of administration building	PROEBIZ			

3 [Further public tenders →](#)
4 [Further DPSs →](#)

01. List of recently announced public tenders

02. List of recently announced DPS

03. List of all announced public tenders

04. List of all announced DPS

Your computer must have the current version of Java installed. This software is necessary for JOSEPHINE to run properly when a participant has to submit an electronic signature. It's not necessary in tenders which don't require any electronic signatures. Java can be downloaded for free at <https://www.java.com/en/>.

Your browser must have JavaScript and cookies enabled. For instructions on how to enable cookies in your browser go to <http://proebiz.com/support>. You can also carry out a browser test in the support section which can be accessed by clicking on SUPPORT at the very bottom of the page:



01. Clicking on SUPPORT takes you to <https://josephine.proebiz.com/support>, where a browser test can be carried out and the hardware and software requirements for using the system are specified. Contact details for technical support are also listed.



01. Clicking on BROWSER TEST checks whether your browser is able to run JOSEPHINE.

By clicking on TENDERS at the top of the page the user can access an overview of public tenders announced in JOSEPHINE, including their details. Information on public tenders is available without limitation and access to this information is possible without logging in to the system.

Public Tenders					
Search	CPV	Country/NUTS	Filter		
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Tender ref. no.	Name of content of tender	Promoter	Estimated value	Deadline for submission of bids	
Public tender journal ref. no.	Main CPV	Country/NUTS	Type of tender	Status	
2018/1987	Excavation works 45112450-4	PROEBIZ CZ080	215 000.00 Kč VZMR	31.08.2018 16:00:00	Ongoing
2018/0101	Demolition of the old boiler room 45111100-9	PROEBIZ CZ080	350 000.00 Kč VZMR	11.08.2018 12:00:00	Ongoing
2018/0949	Elaboration of project documentation for new company building 48300000-1	PROEBIZ CZ080	655 000.00 Kč VZMR	15.08.2018 08:00:00	Ongoing
2018/0935	Reconstruction of the locker room 44421720-0	PROEBIZ CZ080	385 000.00 Kč VZMR	22.08.2018 10:00:00	Ongoing
2018/1533 CZ2018/1533	Construction of administration building 45211350-7	PROEBIZ CZ080	180 000 000.00 Kč Nadlimitní režim	31.08.2018 12:00:00	Ongoing

01. Full-text search capability (tender reference number/registration number, name of tender/promoter)
02. Search by CPV code
03. Search by country and NUTS
04. List of announced public tenders

Clicking on any of the tenders will bring up more detailed information – **SUMMARY** page:

Tender card #2018/1533
STATUS: ONGOING INTERESTED

Construction of administration building
Server time: 01.08.2018 08:43

Summary
Messages
Bids and r...

1 Information

ID of tender:	2242
Name of content of tender:	Construction of administration building
Tender ref. no.:	2018/1533
Public tender journal ref. no.:	CZ2018/1533
EU journal ref. no.:	TED2018/1533
Type of tender:	Nadlimitní režim
Type of public tender:	Otevřené řízení
Type of procurement:	Construction
Outcome of tender:	One-off Contract
Estimated value:	180 000 000.00 Kč
Main CPV:	45211350-7 - Multi-functional buildings construction work / DA17-2 - Turnkey project
Further CPV:	45223300-9 - Parking lot construction work 45342000-6 - Erection of fencing / IA13-5 - Reconstruction
Tender split into parts:	No
Electronic auction:	Yes
Centralised tender:	No
NUTS:	CZ080 - Moravskoslezský kraj
Content of tender:	Construction of administration building, parking lot and fence reconstruction
Brief description of tender or procureme...	According to the tender documentation
For evaluation the price is determined:	not including VAT
Method of submitting bids:	Online only

4 Public Promoter

Subject's name: [blurred]

Address: [blurred]

Process supervisor: [blurred]

2 Schedule

Submit a bid (Bid) :	31.08.2018 12:00:00
Bid validity period:	30.12.2018 00:00:00

3 Documents

Name of document	Type	Size	Uploaded on
Documentation link	zd	?	31.07.2018 15:42:35

- 01.** Information about the public tender
- 02.** Important tender deadlines
- 03.** Documents for download (documents can be downloaded without logging in)
- 04.** Information about the public procurer

Note: If public procurement documents are downloaded without logging in then it is done anonymously (i.e. without revealing any information about the downloader to the procurer).

Registration of authorised representative

Users create their own access data when registering. Registration is understood to be the completion of the registration form, followed by verification by the system provider; the system provider verifies the authorization of the registrant to act as a participant. A participant is then understood to be the legal/natural person (user) listed on the registration form under this CRN. This data cannot be changed by new users added by the participant.

The screenshot shows the 'Registration' page for a company. The form includes the following fields and options:

- Name of supplier ***: JC and sons, a.s.
- CRN ***: 123456789
- VAT Reg No**: GB123456789
- Website**: www.jcandsons.com
- IBAN**: (empty)
- Street ***: Belvedere Rd
- Number ***: 7
- Town/City ***: London
- Postcode**: SE19 2JL
- Country ***: United Kingdom of Great Britain and Northern Ireland
- VAT payer
- I am authorised to act on behalf of the registered company

01. Fill in participant's details

02. Fill in participant's VAT status (pays/doesn't pay VAT)

03. Fill in whether the registrant (user) is authorised to act on behalf of the participant

In the next part of the form the registrant (user) fills in his or her personal details and creates their access data (email and password).

Note: The person who registers first for an organisation with the stated CRN automatically acquires administrator's rights allowing them to register, update or remove other users in the organisation.

The next part of the registration process varies from country to country.

a) Czech or Polish Contracting Authority

If a user wishes to communicate with Czech or Polish contracting authorities, or submit bids for public tenders organised by these contracting authorities, it is necessary for the user to state their relationship with their organisation, namely:

- Whether they are authorised to act on behalf of the organisation (i.e. an executive). In this case they do not have to submit any documentation.
- Whether they are authorised to act on behalf of the organisation under Power of Attorney. In this case they must submit the relevant Power of Attorney.

In the second case a Power of Attorney template must be downloaded from the JOSEPHINE system which allows the user (agent) to work with JOSEPHINE on behalf of the organisation (principal). This document must be signed by both parties then uploaded to the system and documented. To be documented in the system it must be submitted as either an electronically signed attachment or by registered mail to the address of the provider.

Registration must be completed by enclosing a certified electronic signature. After receiving the registration form, the system provider verifies the submitted data and either remotely activates the system or refuses access. The user is notified of the provider's decision by email.

b) Slovak Contracting Authority

For public tenders organised by Slovak contracting authorities, after verification by the provider a verification code to authorise the company will be sent to the address of the company and to the authorised representative.

.....

Note: Documents relating to a registrant's authorisation may be documented at any time. If you wish to submit further evidence, click on your name at the top of the page and then on User card from the drop-down menu. You will see the same user form as when registering to the system and the required documents can be documented here.

If the required documents are not submitted the registrant is only authorised to work with small-scale public tenders for which there is no obligation to use an electronic signature.

1

User

Title

Prefix

Email

Password

First name

Telephone

I require electronic communication in Slovak tenders and I accept the [Terms and conditions](#)

I require electronic communication in Czech tenders and I accept the [Terms and conditions](#)

I require electronic communication in Polish tenders and I accept the [Terms and conditions](#)

I am a statutory representative or person responsible for acting for the organization.

I am not a statutory representative or person responsible for acting for the organization.

Surname

Language

Repeat password

If you are authorized to act on behalf of the organization on the basis of power of attorney, please upload this power of attorney as an attachment (authorized conversion or an electronically signed PDF document) to the system, or send a certified copy thereof to NAR marketing, Masarykovo náměstí 33, Moravská Ostrava, 702 00, Czech Republic. You can also upload the power of attorney to the system after registering on your User Card (select Documents on your User Card and attach document).

Note: The statutory representative or the person authorized to act for the organization under power of attorney does not need to fill in the power of attorney mentioned in the system for successful registration to the JOSEPHINE system or for electronic operations in the JOSEPHINE system.

Power of attorney templates ▾

5

john_cooper.pdf

Browse...

✕

Attach document

+

To complete registration please attach your electronic signature to your User Card. To do this select Electronic signature on your User Card and attach your electronic signature.

Note: In public tenders where the contracting authority does not require an electronic signature, you can communicate and submit bids immediately after registering with JOSEPHINE.

✓ REGISTER

8

01. Fill in user's personal details
02. Select checkbox for relevant country
03. Select relationship with organisation
04. Information on submitting Power of Attorney document
05. Download Power of Attorney template (Czech, Polish and English versions)
06. Click on to add Power of Attorney document
07. Instructions for uploading an electronic signature to JOSEPHINE
08. Button for completion of registration

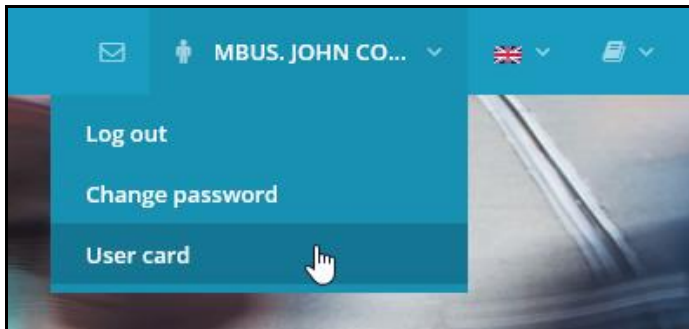
Note: By selecting the country checkbox you are also expressing agreement with the relevant terms and conditions, so please read them carefully. The provider would like to point out that these terms and conditions are not the same in every country.

WARNING: The Power of Attorney document to act on behalf of the organisation must be signed with a qualified electronic signature of a statutory representative of the organisation.

The Power of Attorney document authorising the performance of operations in JOSEPHINE must be signed with a qualified electronic signature of a statutory representative of the organisation or a person authorised to act on behalf of the organisation.

Adding an authorised electronic signature

Communications with contracting authorities and the submission of bids in public tenders in the Czech Republic and Poland must be accompanied with an electronic signature. An electronic signature can be uploaded to the system as follows. Click on your name at the top of the page and select User card from the drop-down menu:



Select the Electronic signature tab to see a form for uploading a certified electronic signature.

- 01.** Select qualified electronic signature from the drop-down menu
- 02.** Click here to confirm your selection
- 03.** Click here to delete the electronic signature currently in the system (and then upload a new one)
- 04.** Click here to confirm the addition/change of an electronic signature

After successful upload of an electronic signature the relevant information will be displayed on your user card profile and you'll be able to use it to log in to JOSEPHINE.

User card

Personal d...
Documents
Electronic...

Attached certificate

Description: [blurred text]

Serial Number: [blurred text]

Owner: [blurred text]

Organization: [blurred text]

Organization serial number: [blurred text]

Publisher: [blurred text]

Publishing organization: [blurred text]

Valid from: [blurred text]

Valid to: [blurred text]

Download the content of the certificate

Upload the certificate

▼
Select
Cancel

Upload certificate

If you need to change an electronic signature and upload a new one, then select the desired signature from the drop-down menu and proceed as above.

Authorisation of users

Authorization is the process of verifying the submitted documents in order to determine whether the registrant is authorized to act on behalf of the participant in the JOSEPHINE system, i.e. to submit bids on behalf of the participant and to communicate with the contracting authority. Verification of submitted documents is the responsibility of the provider of the JOSEPHINE system. A person who has been verified by the provider is entitled to act in all public tenders in the relevant country, without any limitations. An unauthorised person is entitled to act only in small-scale public tenders, and then only if the contracting authority has not imposed any obligations for the use of an electronic signature.

Authorisation of users for Czech and Polish tenders

Authorisation of users of participants in Czech and Polish tenders involves verifying the submitted documents corresponding to the status of the user within the organization:

- **Statutory representative** – for authorization it is necessary to upload a qualified electronic signature of the user to the JOSEPHINE system.
- **Person authorized to act for an organization** – for authorization it is necessary to upload the Authorisation/Power of Attorney document (signed by the electronic signature of the statutory representative) to the user profile and upload a qualified electronic signature of the user to JOSEPHINE.
- **Person authorised to act in the JOSEPHINE system by Power of Attorney** – for authorization it is necessary to upload the downloadable Power of Attorney document (signed by the electronic signature of the statutory representative) to the user profile and upload a qualified electronic signature of the user to JOSEPHINE.

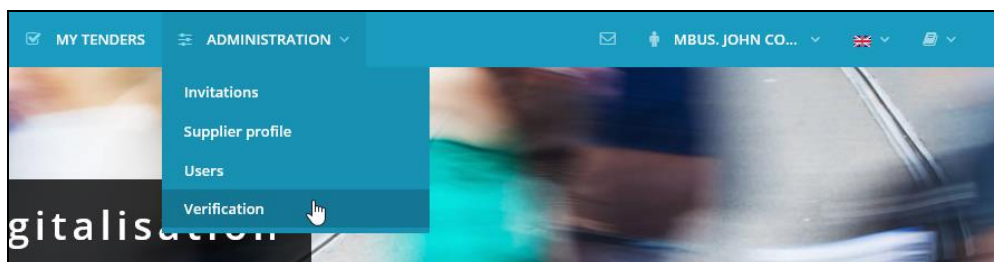
During the authorization process, either the registrant or another person at the participant's may be contacted by the JOSEPHINE system provider. The authorisation process takes place at the provider's premises on working days between 08:00 and 16:00.

Upon completion of the authorisation process a notification email is sent to the registrant informing them whether their authorisation has been accepted. If authorisation is successful, the system will be remotely activated and the user can use it fully.

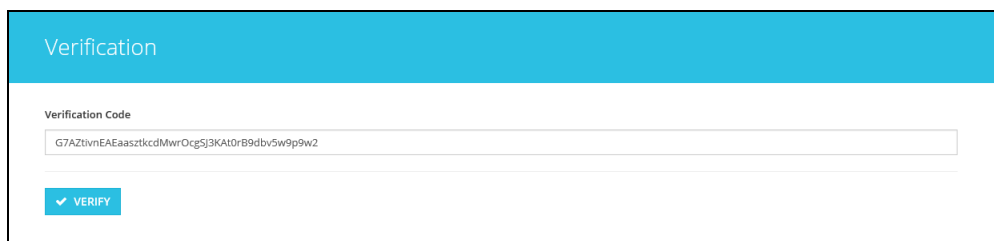
Authorisation of participants in Slovak tenders

For a company to be authorised it is necessary to wait for a verification code to be sent. The verification code is sent in paper form by registered post to the address of the company's registered office and the name of the statutory representative. The deadline for authorisation is three working days; the participant is obliged to respect this time limit and not delay their registration until the time they need to submit a bid or communicate with the contracting authority.

Once a certification code has been received it should be entered into the system by clicking on Verification under **ADMINISTRATION**.



The verification code is already prefilled in the system and only the last five characters need be entered.

A screenshot of the 'Verification' page in the system. The page has a blue header with the word 'Verification'. Below the header, there is a section titled 'Verification Code' with a text input field containing the code 'G7AZtivrEAEasztkcdMwrOcgSj3KA10rB9dbv5w9p9w2'. Below the input field, there is a blue button with a checkmark and the text 'VERIFY'.

Logging in to the system

To log in to the system use the access details you selected on registration. You can sign in with either a password or an electronic signature.

Password log-in (Slovak tenders)

For submitting bids in Slovak public tenders and communicating with Slovak contracting authorities (also for Czech and Polish small-scale tenders in which an electronic signature is not required) it is sufficient to sign in using an email address and password. Under **LOG IN** at the top of the screen select **Using password**.

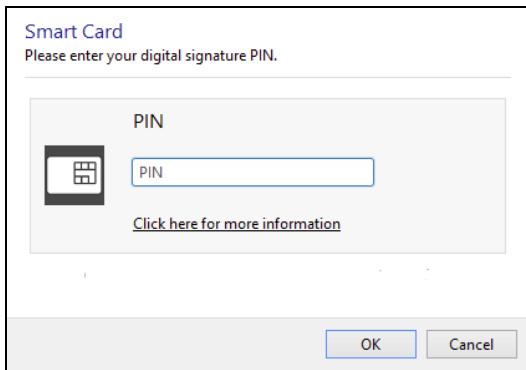
01. Enter log-in name (email address)
02. Enter password
03. Click on **LOG IN**
04. Click here if password has been forgotten

Logging in by electronic signature (Czech and Polish tenders)

For submitting bids in Czech and Polish public tenders carried out under the law and communicating with contracting authorities it is necessary to log in using an electronic signature. Under **LOG IN** at the top of the screen select **Using el. signature**. Select the relevant electronic signature and click on **LOG IN**.

01. Select the desired electronic signature
02. Confirm selected electronic signature
03. Option to delete electronic signature
04. Confirm log-in

The system will prompt you to enter a PIN. Enter the PIN and click on .



Smart Card
Please enter your digital signature PIN.

PIN

[Click here for more information](#)

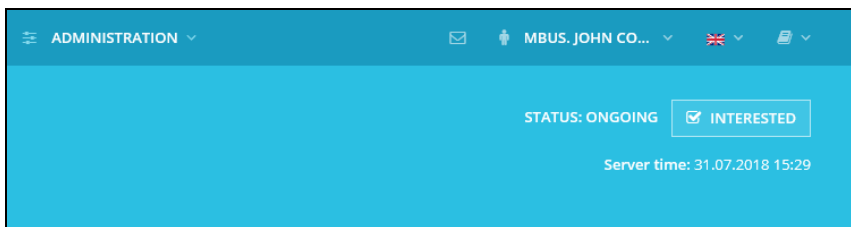
OK Cancel

Note: The appearance of this pop-up window may vary depending on your operating system or the certificate management program on your computer.

After signing in to JOSEPHINE and clicking on **TENDERS** there is a list of public tenders which are available to you. Click on any of the tenders to see further details.

If you would like to register your interest in a tender and receive updates about it, then click on INTERESTED.

Note: If you have already submitted a bid for a tender you will have already expressed an interest in it and will be kept updated.



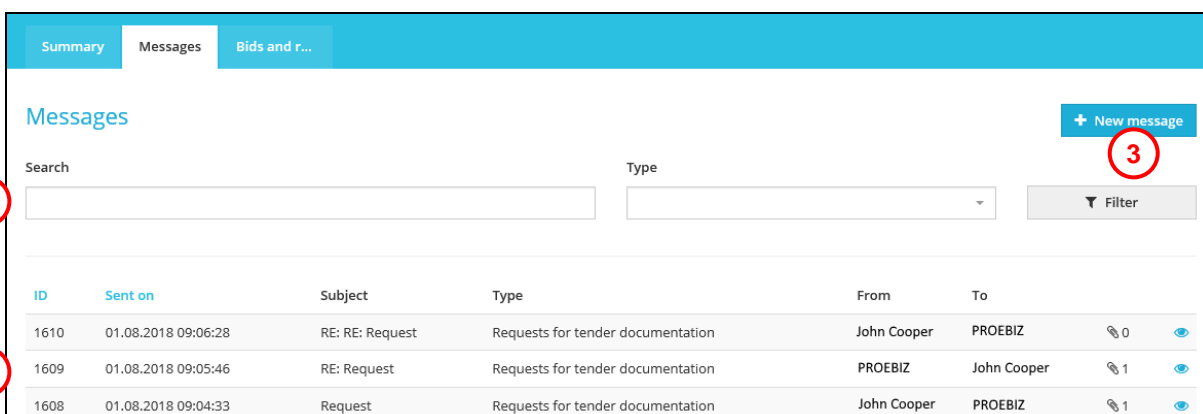
ADMINISTRATION

STATUS: ONGOING INTERESTED

Server time: 31.07.2018 15:29

Communication

In JOSEPHINE you can communicate with the promoter (contracting authority), send and receive messages, and attach documents to your messages. When you click on MESSAGES you will see a list of all sent and received messages in the tender.



Summary Messages Bids and r...

Messages

+ New message

1 Search Type 3 Filter

ID	Sent on	Subject	Type	From	To		
1610	01.08.2018 09:06:28	RE: RE: Request	Requests for tender documentation	John Cooper	PROEBIZ	0	
1609	01.08.2018 09:05:46	RE: Request	Requests for tender documentation	PROEBIZ	John Cooper	1	
1608	01.08.2018 09:04:33	Request	Requests for tender documentation	John Cooper	PROEBIZ	1	

2

01. Search messages by subject or type
02. List of sent and received messages
03. Click to create new message

Note: A red message has a deadline for responses. Click on the message or on the eye icon to view the content.

Click on **+ New message** to message the promoter.

The screenshot shows a 'New message' form with the following elements:

- 1**: Subject input field containing 'Additional information request'.
- 2**: Type dropdown menu showing 'Additional information'.
- 3**: Message content input field containing 'Hello.....'.
- 4**: Attachment area showing a file named 'Request.docx' with a 'Browse...' button and a trash icon.
- 5**: A blue 'SEND' button with a paper plane icon.

- 01.** Enter message subject
- 02.** Select message type from drop-down menu
- 03.** Enter message content
- 04.** Click here to add attachment (click again for each additional attachment)
- 05.** Click here to send

Note: When message is sent the recipient automatically receives an immediate email notification.

Submission of Bids/Requests

A bid/request for participation can be submitted within the given deadline by clicking on [+ New envelope](#).

Tender card #2018/1533
Construction of administration building
STATUS: ONGOING INTERESTED
Server time: 31.07.2018 16:22

Summary Messages Bids and r...

Submit a bid (Bid) **1** [+ New envelope](#) **2**

01. Name of stage
02. Click to submit bid/request for participation

Clicking on [+ New envelope](#) will bring up a form to fill in. Submitting a bid/request for participation is understood to be filling in this form and supplying all attachments requested by the promoter.

New envelope - Submit a bid (Bid)

BID

Name of file	Size	Options
Form of Contract Agreement.docx	12760 B	Remove
+ Add documents...		


Item	Amount	Unit	Total price not including VAT (CZK)	Unit price - not including VAT (CZK)	% VAT Fill in VAT	Unit price - not including VAT - Evaluation criterion (CZK)
Administration building	1	Unit	158 649 000,00	158 649 000,00	21,00	158 649 000,00
Parking lot	1	Unit	18 750 000,00	18 750 000,00	21,00	18 750 000,00
Fence	1	Unit	9 410 000,00	9 410 000,00	21,00	9 410 000,00
			Total not including VAT			Total
Predicted value not including VAT: 180 000 000,00 CZK			186 809 000,00 CZK			186 809 000,00 CZK
Name	Nature	Range	Value			
Beggining of construction works after signing the contract (in days)	↓	<1; 30>	10			

[Send envelope](#)

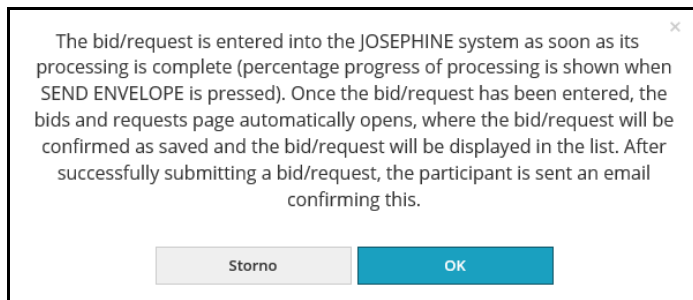
01. Documents maybe attached here. Click on **Remove** to remove an uploaded document from the bid/request. Click on **Add document** each time you want to add a new attachment.
02. List of items in the tender for which bids are to be submitted.


Note: If an item's name is in blue its specifications can be seen by clicking on it.

03. Quantity of item.
04. Units.
05. Total price for given quantity of item.
06. Unit price (not including VAT).

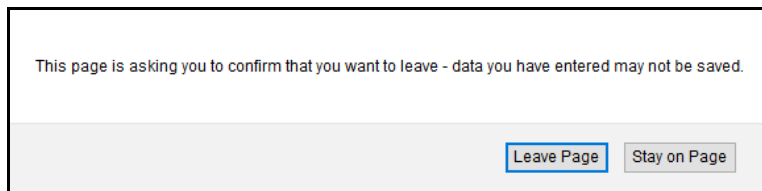
07. VAT rate. Clicking on **Fill in VAT** will fill in the rate for all items on the form at once. If your organisation is not a VAT payer, this column is not available.
08. The last column always shows the evaluation criterion. These prices may include VAT or not depending on the terms and conditions of the contracting authority.
09.  This icon indicates that the estimated value of the tender has been exceeded.
10. If the contracting authority requires bidders to submit non-price bids, such bids can be defined using non-price evaluation criteria.
11. Send bid/request.

A pop-up window will appear with information about the bidding process and further instructions on how to check the submission of bids/requests for participation. The bid/request for participation is definitively submitted by clicking on **OK**.



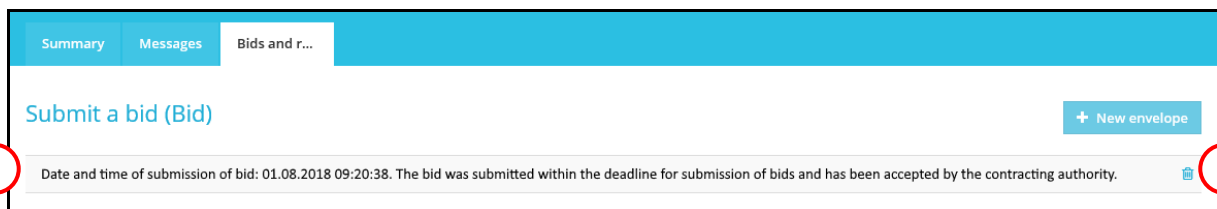
WARNING: A bid is registered in JOSEPHINE once its upload is completed (upload rate can be seen as a percentage after clicking on ). When this upload is completed the information is confirmed in the system, and the user and promoter are automatically sent a notification email and the bid/request for participation appears in a new row with the time and date of its submission on the Bids and requests page.

If anything happens during the upload that means it might not be completed fully, a warning pop-up window will appear in your browser.



Note: The appearance of the pop-up window may differ depending on your browser.

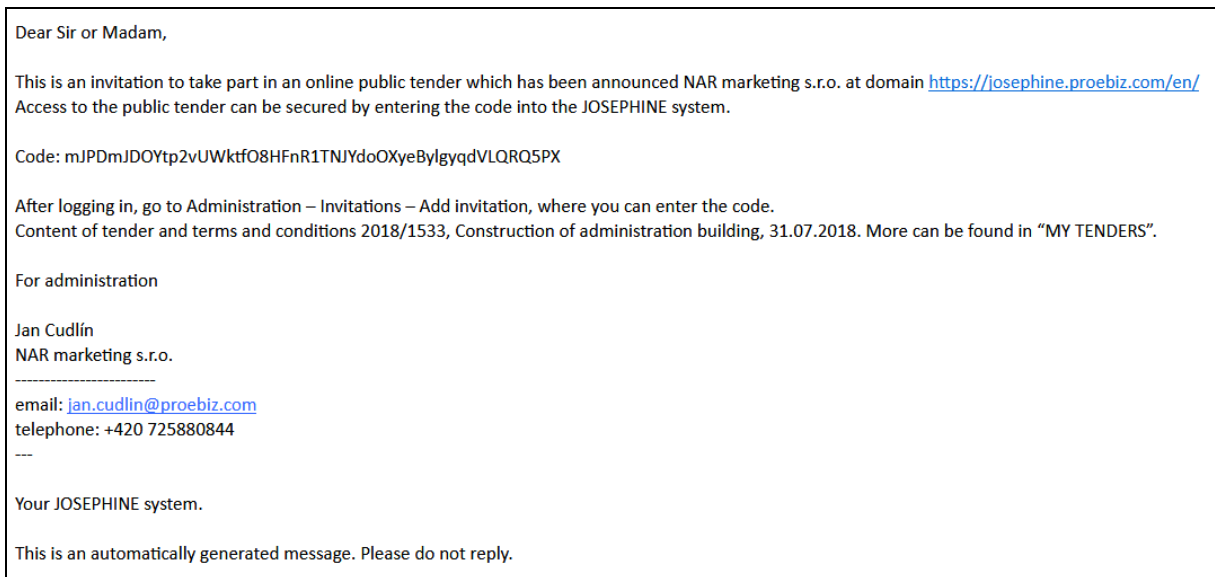
Note: The participant has the right to remove (download) a bid/request for participation. This can be done any time before the deadline for submission by clicking on the basket item. A participant can never have more than one bid/request for participation for a tender, so if they wish to change a previously uploaded bid/request for participation they must first remove it and then upload a new one.



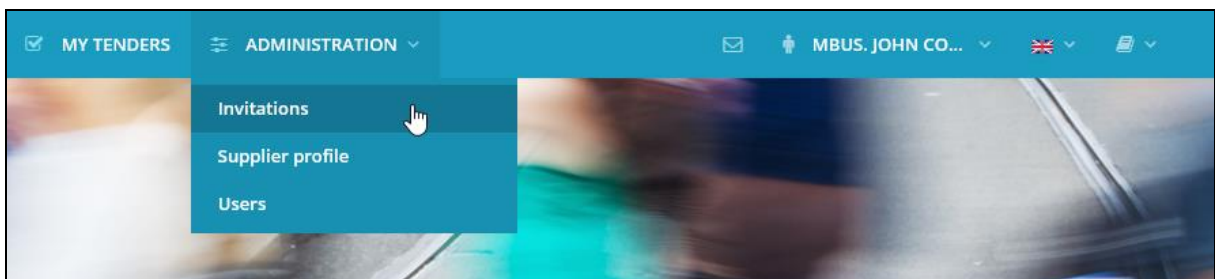
01. Information on submitted bid.
02. Option to remove (download) previously submitted bid/request. After removal a new bid/request may be uploaded.

Invitation only public tender

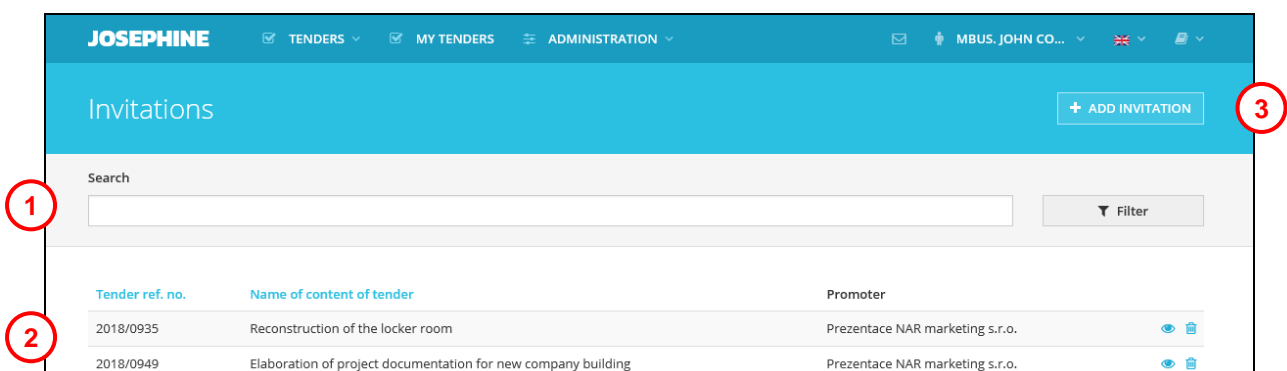
If a contracting authority defines a tender as invitation only, bidders are invited by email including a call for bids and a code to access the public tender.



It's only possible to work with an invitation only tender after entering the code into the JOSEPHINE. To invite a participant to an invitation only tender, click on **Invitations** under **ADMINISTRATION**.

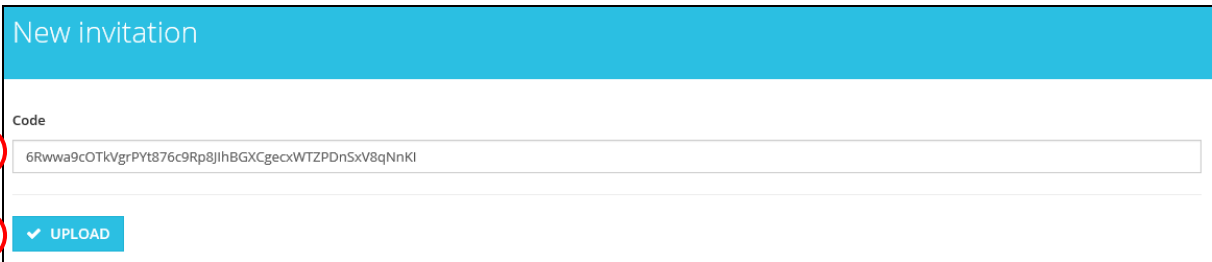


After clicking on **Invitations** a list of all invitation only public tenders available to you will be displayed.



01. Search invitation only tenders
02. List of invitation only tenders
03. Add new invitation only tender (after entering the code the tender will appear in the list)

Click on **+ ADD INVITATION** to add an invitation only tender using the emailed code.



Code

6Rwwa9cOTkVgrPYt876c9Rp8JhBGXCgecxWTZPDnSxv8qNnKI

✓ UPLOAD

01. Enter code
02. Upload code

*Note: By entering the code into the system the participant joins the tender and it is available on the **MY TENDERS** page.*

If you have any questions, please contact us by phone or email.

CZ: +420 597 587 111

Email: houston@proebiz.com

SK: +421 220 255 999

Web: www.proebiz.com

PL: +48 222 139 900

HOUSTON PROEBIZ Support Team
31.5.2018