Communication in the procurement procedure

From this document you will learn how to communicate within the procurement procedure on the e-Procurement Platform

How to use the manual

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When you click on it, you will automatically be taken to that point in the document..

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Communication in the procurement

As a part of communication services, the Platform provides a number of forms that enable an electronic communication between participants in a procurement procedure or a design contest. Communication requires registration on the Platform and is available to every logged-in platform user. The type of available forms depends on the account held on the Platform.

A logged-in user acting as a contracting body, with the authorisation to update the procurement procedure, may use the following forms:

- Notices/Information
- Request
- Invitation
- Other

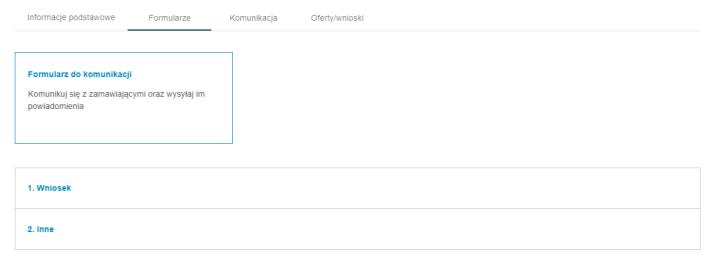
Informacje podstawowe Formularze Komunikacja Oferty/wnioski					
Formularz do komunikacji Komunikuj się z wykonawcami oraz wysyłaj im powiadomienia	Informacja o złożonych ofertach i wnioskach do Prezesa UZP Formularze dokumentów zamówienia				
1. Zawiadomienie/Informacja					
2. Wezwanie					
3. Zaproszenie					
4. Inne					

Communication forms available for user logged-in as a contracting body

Communication in the procurement procedure

A logged-in user acting as an economic operator authorised to communicate in a procurement procedure/ design contest (for the types "Request for information", "Other") may use the following forms:

Request for informationOther



Communication forms available for user logged-in as an economic operator

A logged-in user with a simplified account may use the following forms:

- Request for information -used to ask questions to specification of terms of contract (SWZ)
- Other

Informacje podstawowe Formularze Komunikacja

Formularz do komunikacji

Komunikuj się z wykonawcami oraz wysyłaj im powiadomienia

1. Wniosek

2. Inne

Communication forms available for user logged-in with a simplified account

How to send a message

In order to send the message to another stakeholder, participant intheprocurement procedure, the logged-in user, after finding the procurement procedure and entering its details, should go to the "Forms" tab ("Formularze"). Then select the "Communication form" ("Formularz do komunikacji") and one of its available form types.

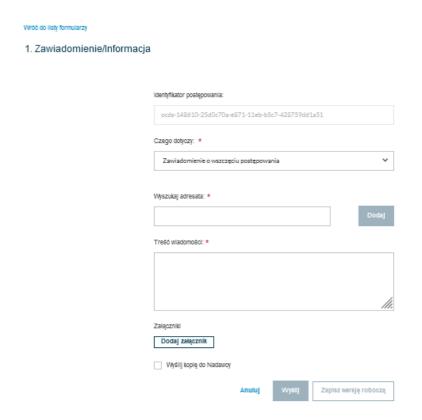
Informacje podstawowe Formularze Komunikacja Oferty/wnioski					
Formularz do komunikacji Komunikuj się z wykonawcami oraz powiadomienia	Prezesa UZ	o złożonych ofertach i wnioskach do P	Formularze dokumentów zamówienia		
1. Zawiadomienie/Informacja					
2. Wezwanie					
3. Zaproszenie					
4. Inne					

List of communication forms - a contracting body view

How to send a message

To send a message to stakeholders, you should indicate what the message refers to and select the recipient (by searching on list and then clicking "Add").

You can enter the content of the message in the text field. You can also add attachments.



Communication form

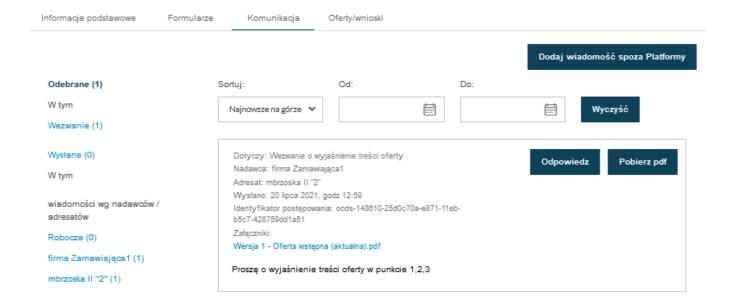
When sending a message using "Request for information" type, it is not possible to enter text, but only to add attachments.

In addition, when sending a message, you can select the "Send copies to the sender" option - then a copy of the message will be sent to the e-mail address of the logged-in user that was provided during the account registration.

You can also save the message as a draft version and come back to it after a certain period of time (more in the Section "How to read a message").

How to read a message

In order to read a message - from another stakeholder, a logged-in user, after finding the procurement procedure and entering its details, should go to the "Communication" ("Komunikacja") tab.



Communication - reading the message

You can see all the messages received by the entity.

The messages are divided based on their types and senders/recipients. Each message can

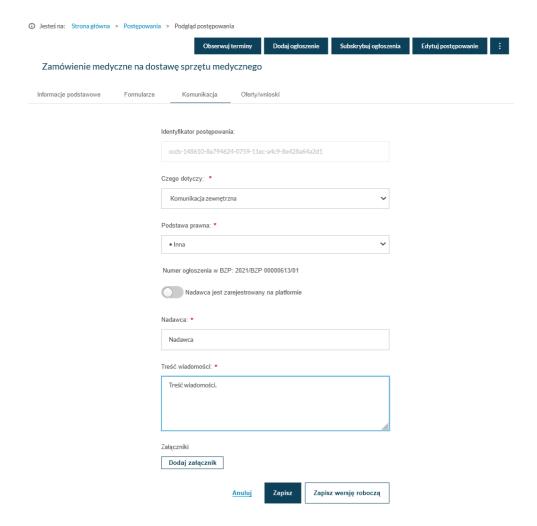
be exported to a Pdf file ("Download PDF").

When opening the message, you can also reply directly by clicking on "Reply" ("Odpowiedz") button.

How to attach a message from outside of the Platform

In addition, you can attach a message sent from outside of the Platform, so that you have a complete set of correspondence relating to the procurement procedure in one place.

To attach a message from outside of the Platform, click on the "Add a message from outside of the Platform" ("Dodaj wiadomość spoza Platformy") button. The form "Add a message" will be displayed.



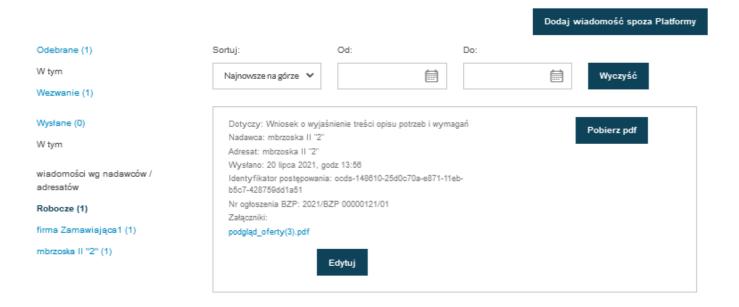
Message from outside the Platform

When attaching a message from outside of the Platform, you can indicate the sender from the list of entities registered on the Platform or as any string of characters (If the sender is not registered on the Platform).

How to draft a message

If the "Save a draft" ("Zapisz wersję roboczą") option is selected when editing a new message, an additional "Draft" ("Robocze") thread will appear in the message reading window.

By clicking "Edit"("Edytuj") on the draft message, the message can be completed and sent.



Draft message