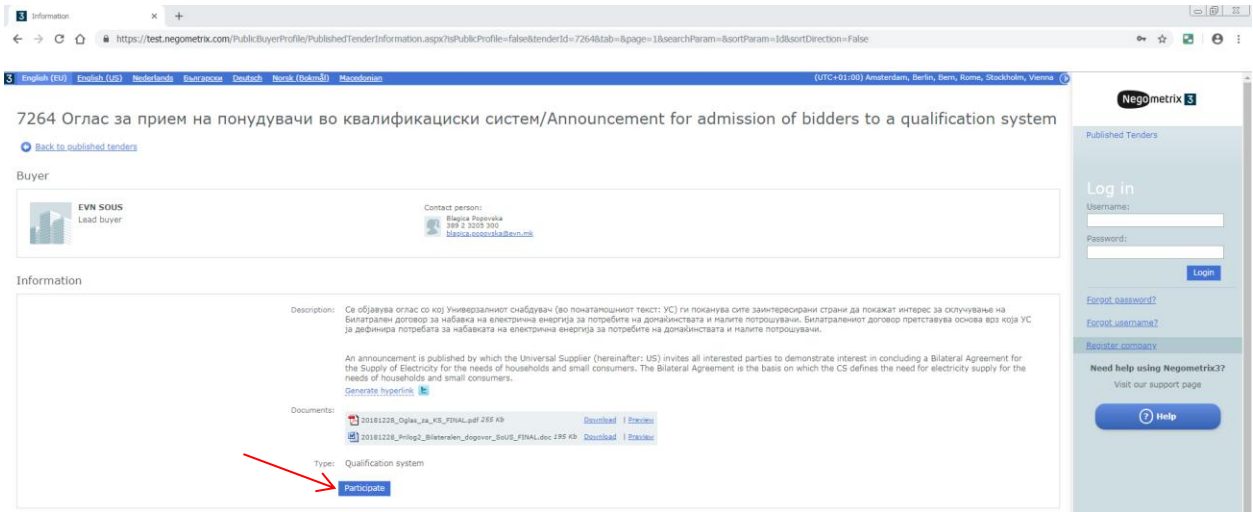
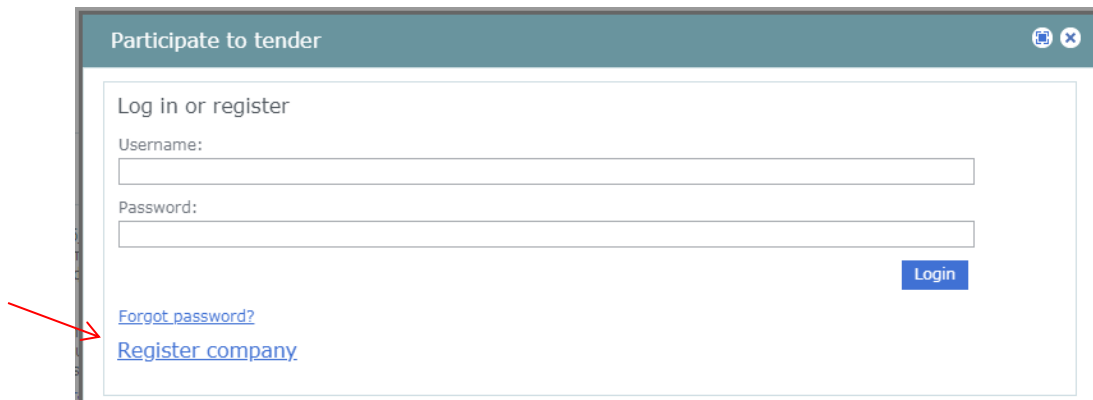


1. After clicking on the link on the website of www.evn.mk, the next page will appear, through which you can apply for participation in the qualification system
To continue go button Participate



2. After you select Participate, the next window will appear to you if you already have a user name on the website, if you do not have, you need to select Register company.



- In the next step in the window that opens you need to enter your company data and then press the Next button

The screenshot shows a web browser window with the URL <https://test.negometrix.com/Registration.aspx>. The page title is "Get started with a free account". The main content is a form titled "Your company" with the following fields:

- Company name:
- Language:
- Country:
- Company registry number:
- City:
- Postalcode:
- Address:
- Company will use Negometrix3 as:
 - Supplier
 - Purchasing/Procurement company

A red arrow points to the "Next" button at the bottom right of the form. On the right side of the page, there is a "Log in" section with fields for "Username:" and "Password:" and a "Log in" button. Below it are links for "Forgot password?", "Forgot username?", and "Register company". At the bottom of the right sidebar, there is a "Need help using Negometrix3?" section with a "Visit our support page" link and a "Help" button.

- In the next step of the window that will open you need to enter your personal information and then press the Next button.

The screenshot shows the same web browser window, but the form is now titled "Personal data". The fields include:

- Gender: He, She
- First name:
- Last name:
- Phone:
- Time zone:
- Email:
- Username:
- Password:
- Confirm password:

Below the form, there are sections for "Which emails do you want to receive?" and "Ensure your company can be found by buyers!".

Which emails do you want to receive?

- Updates, maintenance and technical changes in Negometrix3 (e.g. Release Notes)
- Negometrix3 events and promotions
- Daily Digest: Question & answer (once-daily mail with new published questions in answers in current tenders)

Ensure your company can be found by buyers!

Common Procurement Vocabulary (CPV)

No CPV codes added

[Show you can be found as a buyer](#)

NISIP codes

No NISIP codes added

[Select NISIP code](#)

Code

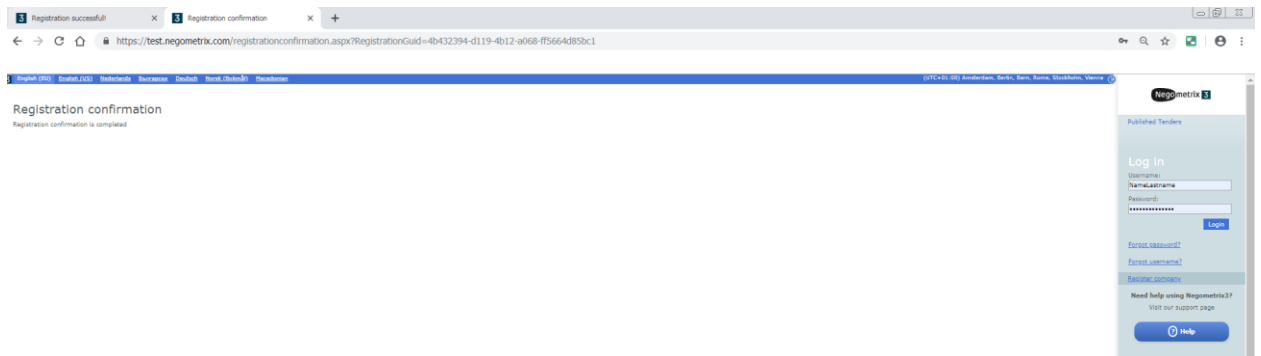
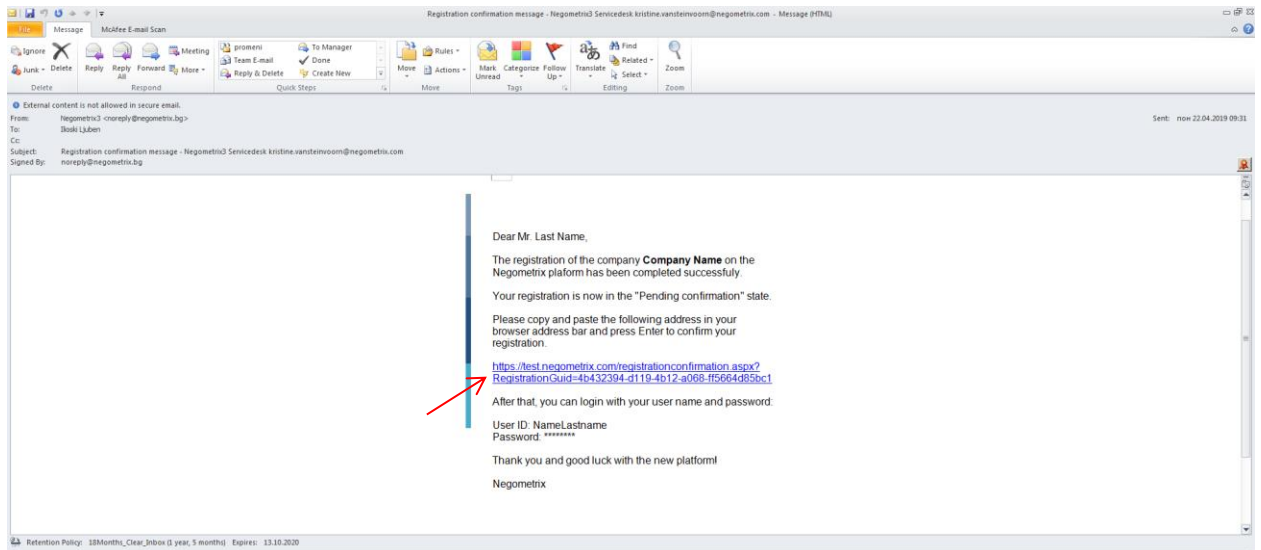
Code:

Terms & Conditions and Privacy Policy

I accept the [Terms & Conditions and Privacy Policy](#)

At the bottom right of the form, there is a "Register" button, which is highlighted with a red arrow. The "Log in" and "Need help using Negometrix3?" sections are also visible on the right sidebar.

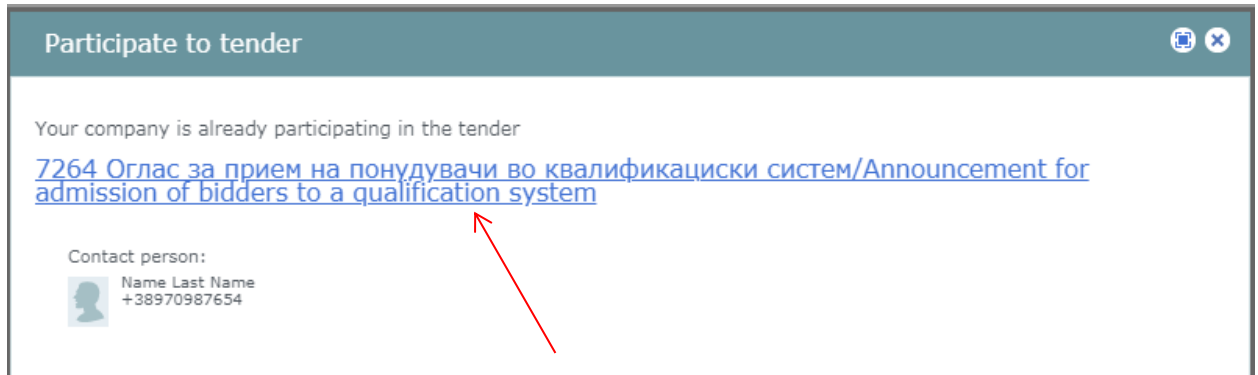
5. After completing these steps on the email address you have entered you will receive a confirmation email. You need to click on the link in order to complete the registration.



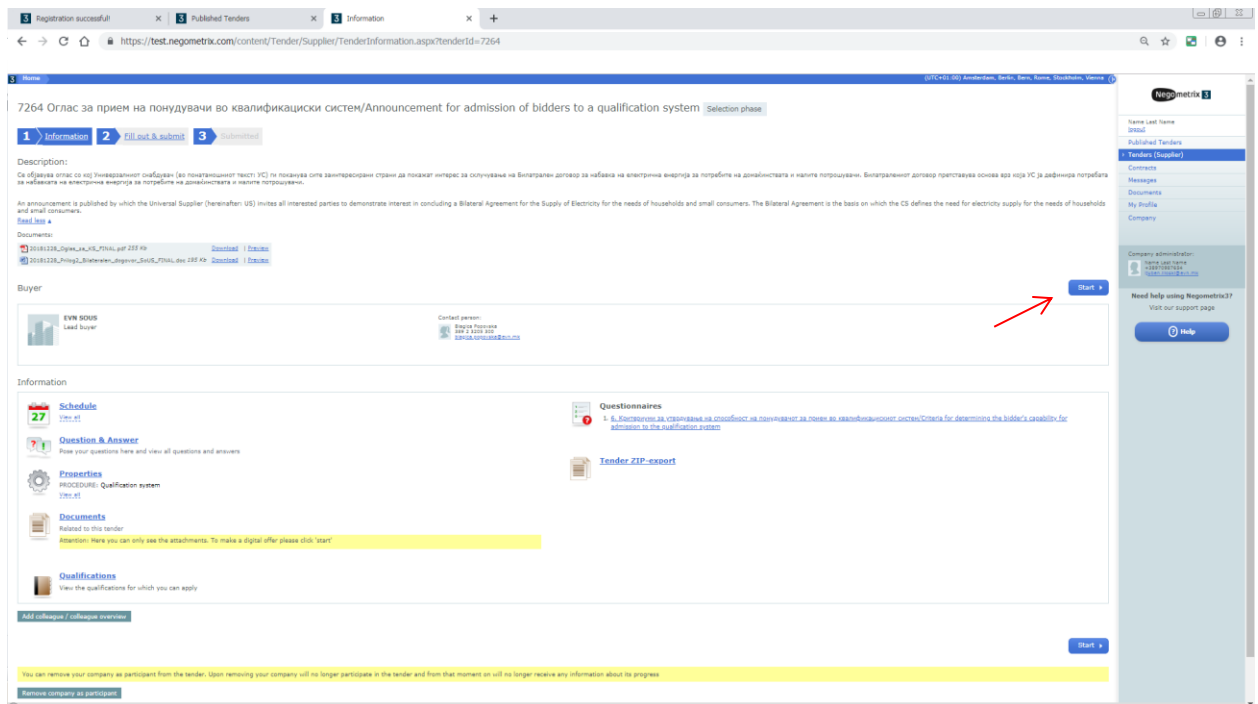
A registered company should not be re-register for another qualification system that will be posted on the platform

The same User name and Password can be used

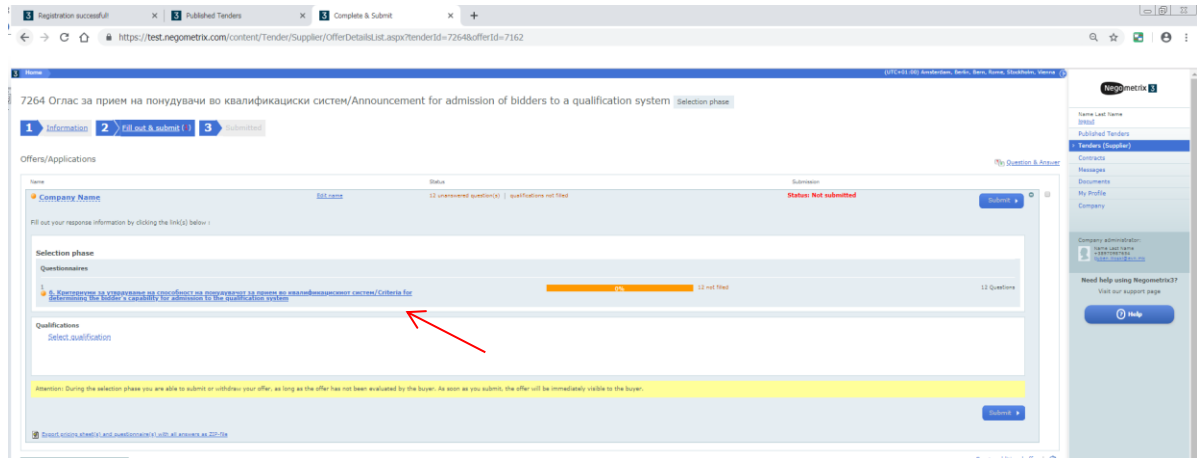
6. Upon completion of the registration, you can proceed to the application for participation in the qualification system. After completing steps 1 and 2, the next window will appear on which you need to select the Public Invitation - Call you are applying for.



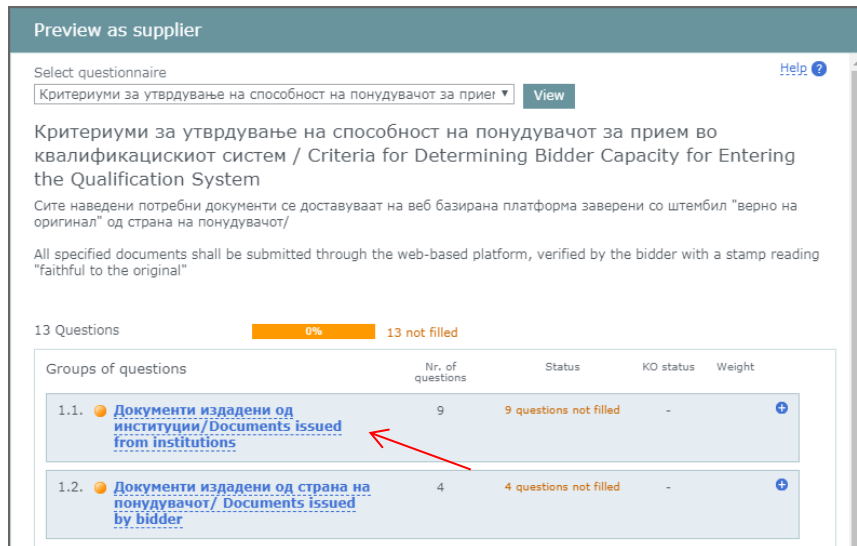
7. On the page that will open you can see all the necessary information about the Public Invitation - Call. As well as download the necessary documentation for the Public Invitation - Call. If you want to submit a request for admission to the qualification system, you need to click the Start button



8. To begin submitting the required documents, you need to select the Criteria for determining the ability.



9. Next you need to select which group of documents you provide. By selecting the text from the group of documents that you want to submit



10. Each of the groups consists of several requests for attaching a document.

If the applicant can not provide the required document, attach a statement that his country does not issue such a document in accordance with the provisions of the Public Invitation – Call

Preview as supplier

Select questionnaire
Критериуми за утврдување на способност на понудувачот за прием View

Критериуми за утврдување на способност на понудувачот за прием во квалификацискиот систем / Criteria for Determining Bidder Capacity for Entering the Qualification System

Сите наведени потребни документи се доставуваат на веб базирана платформа заверени со штембил "верно на оригинал" од страна на понудувачот/
All specified documents shall be submitted through the web-based platform, verified by the bidder with a stamp reading "faithful to the original"

13 Questions 0% 13 not filled

If the country where the bidder is registered does not issue some of the required documentation referred to in this point, or if it does not cover all of the abovementioned cases, the bidder may submit a statement of non-existence of the required documentation, verified by the competent authority of the country where it is registered

1.1.1. not filled Document attachment is missing

Q: Потврда дека не е отворена постапка за стечај од надлежен орган / Statement by the competent authority that no bankruptcy procedure has been initiated

[Pose a question to the buyer](#)

A: Attached documents by supplier:

[Select from Documents](#) | [Upload from my PC](#)

Open

Documentation

Organize New folder

Name	Date modified	Type	Size
Document from institution 1	17.04.2019 08:53	Adobe Acrobat Doc...	326 KB

File name: Document from institution 1

All Files

Open Cancel

11. After submitting all documents, it is necessary to press the Interim save field

Questionnaire

Select questionnaire
6. Критериуми за утврдување на способност на понудувачот за прие... View

6. Критериуми за утврдување на способност на понудувачот за прием во квалификацискиот систем/Criteria for determining the bidder's capability for admission to the qualification system

12 Questions 100% Filled

Show not answered questions

Interim save

1.1. ● Документи од институции/Documents from institutions 8 Filled

1.1.1. ● Filled

Q: Потврда дека не е отворена постапка за стечај од надлежен орган;
[Pose a question to the buyer](#)

A:

Evaluation method:
Yes / No

Attached documents by supplier:
Document from institution 1.pdf 326 Kb [Download](#) | [Preview](#)
[Select from Documents](#) | [Upload from my PC](#)

1.1.2. ● Filled

Q: Потврда дека не е отворена постапка за ликвидација од надлежен орган

12. The next step is the need to choose a qualification by selecting the Select qualification field, then checking the box before the Bilateral Agreement and choosing the Select field

Registration successful | Published Tenders | Complete & Submit

https://test.negometrix.com/content/Tender/Supplier/OfferDetailsList.aspx?TenderId=7264&Submitted=BofferId=7162

7264 Оглас за прием на понудувачи во квалификациски систем/Announcement for admission of bidders to a qualification system Selection phase

1 Information 2 Edit/Cancel & Submit 3 Submitted

Offers/Applications

Name	Status	Submission
Company Name	qualifications not filled	Status: Not submitted

Fill out your response information by clicking the link(s) below:

Selection phase

Questionnaires

6. Критериуми за утврдување на способност на понудувачот за прием во квалификацискиот систем/Criteria for determining the bidder's capability for admission to the qualification system 100% Filled 12 Questions

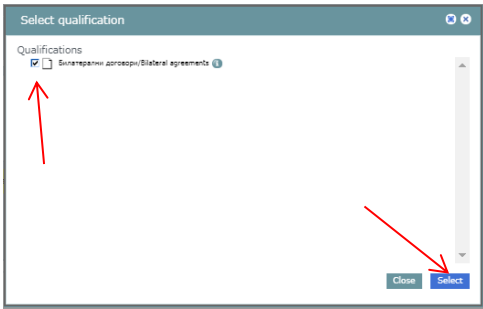
Qualifications

Select qualification

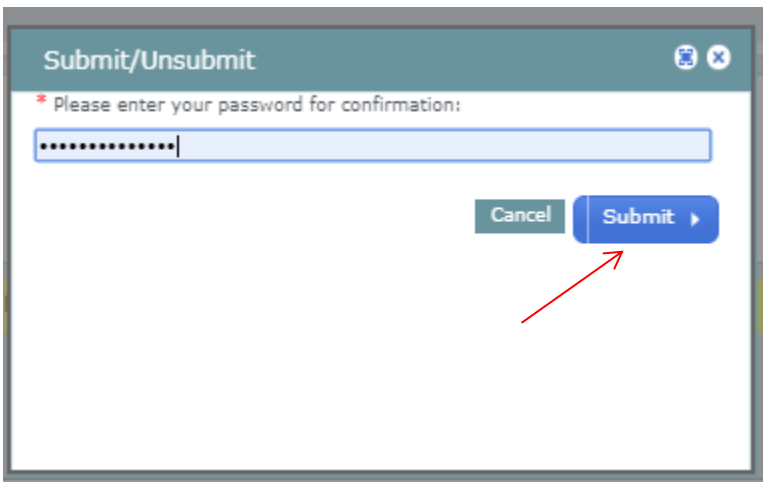
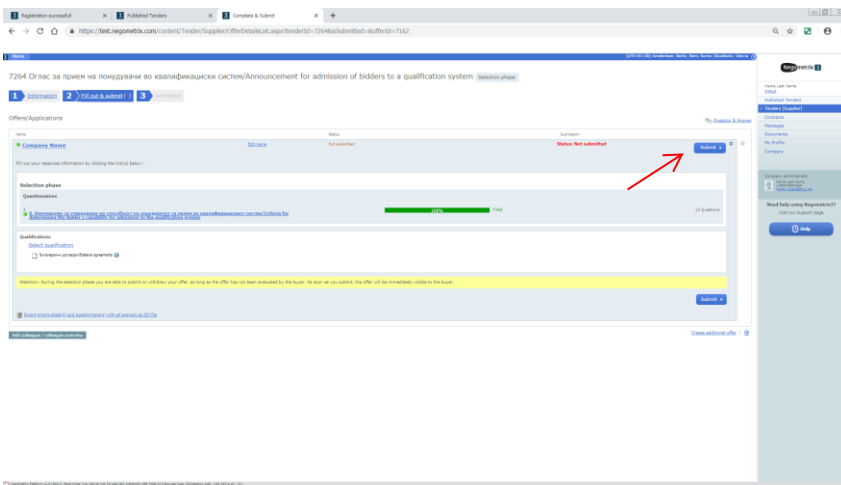
Attention: During the selection phase you are able to submit or withdraw your offer, as long as the offer has not been evaluated by the buyer. As soon as you submit, the offer will be immediately visible to the buyer.

Add colleague / colleague overview

Check additional offer



13. With this, the submission of documents is completed and documentation should be submitted to the US by clicking on the Submit button. You need to re-enter your password to submit the documents



14. After submitting the documents on your email you will receive a confirmation message that your documents have been successfully submitted

