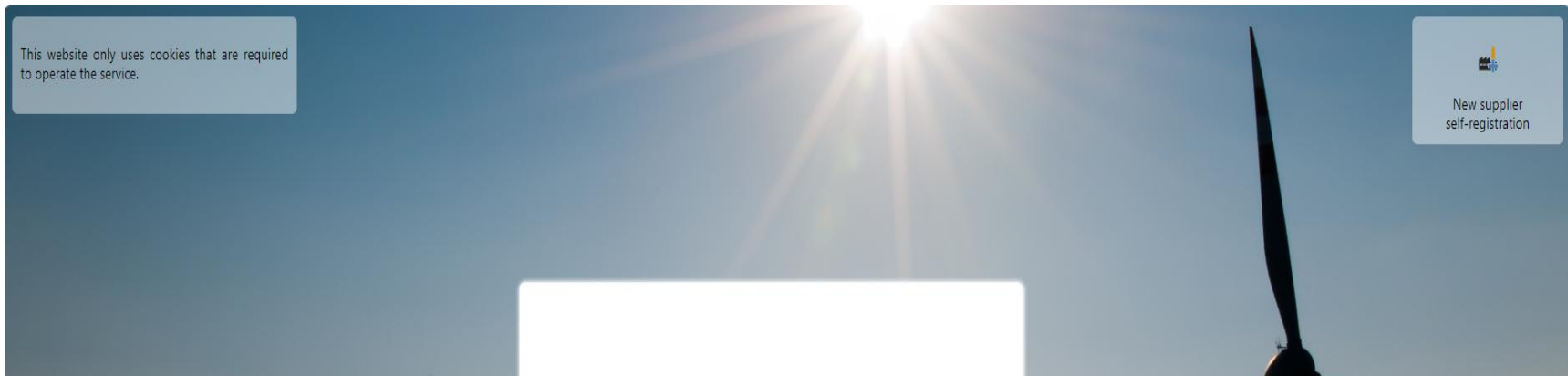


Supplier registration

Supplier registration

- **To be able to use the platform for submitting offers, first you need to create a profile on the platform.**
- **Pre- registration of a Supplier is done by EVN, whereby you receive an email invitation to complete your registration.**
 - **Click the link into received e-mail to access registration part**
 - **Fill in the needed data is according following manual.**
- **Clicking on the following link to open main page of the QAD platform:**
<https://beschaffung.evn.at/ngastras/astras.R6/WFE/public/EVNMKD/en/DE/-/login>



Fill in personal information

After clicking on the link, the screen below appears.

Fill in the fields. The yellow fields are mandatory, while the others are optional. After filling in all the fields, click "Next".

The password you enter should be in accordance with the requirements of the system (e.g.: consist of letters, numbers, characters, etc.)

The screenshot shows a web interface for supplier registration. On the left is a navigation menu with 'Personal data' selected. The main content area is titled 'Supplier registration > Personal data' and contains a consent message. Below this are two sections: 'Contact person' and 'Account data'. The 'Contact person' section has fields for Title (Mr), Position, First name, Department, Last name, Phone, and Fax. The 'Account data' section has fields for E-mail, Password, Repeat e-mail address, and Re-enter password. At the bottom right are navigation buttons: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'.

Supplier registration > Personal data

We require your personal information in order to provide you with verified access to our supplier portal. By entering the data you give us your consent. We process this information about your company and a representative in accordance with our privacy policy, which you can find in the footer of this page under 'Imprint & Data Policy'.

Contact person

Title: Mr (dropdown) Position: [Yellow field]

First name: [Yellow field] Department: [Yellow field]

Last name: [Yellow field] Phone: [Yellow field]

Fax: [Light green field]

To communicate with your company via the EVN procurement portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail-address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please make sure this e-mail address is correct.

Account data

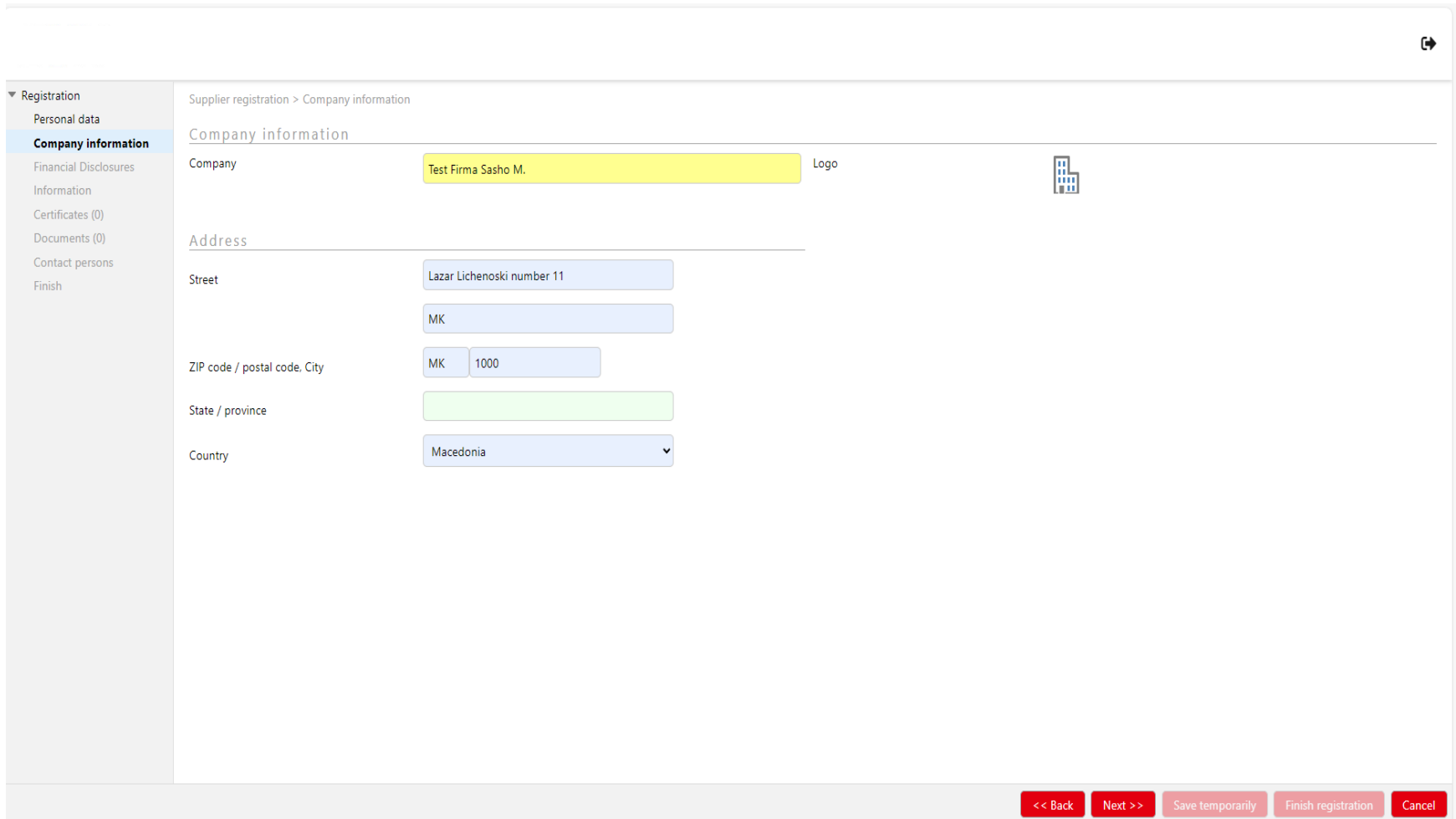
E-mail: [Yellow field] Password: [Yellow field]

Repeat e-mail address: [Yellow field] Re-enter password: [Yellow field]

<< Back Next >> Save temporarily Finish registration Cancel

Fill in Suppliers's information (1 of 2)

In this section, the requested information about the company should be filled: Name, Street, postal code, etc. After filling in, click "Next". For going back to previous screen, click "Back" button. Saving Company profile, with incomplete data, click "Save temporarily" button.



The screenshot displays a web interface for supplier registration. On the left is a navigation menu with the following items: Registration (expanded), Personal data, Company information (highlighted), Financial Disclosures, Information, Certificates (0), Documents (0), Contact persons, and Finish. The main content area is titled "Supplier registration > Company information" and contains two sections: "Company information" and "Address".

Company information section:

- Company: Test Firma Sasho M. (highlighted in yellow)
- Logo: A placeholder icon for a building.

Address section:

- Street: Lazar Lichenoski number 11
- Country code: MK
- ZIP code / postal code: MK 1000
- State / province: (empty field)
- Country: Macedonia (dropdown menu)

At the bottom of the page, there is a navigation bar with five buttons: "<< Back", "Next >>", "Save temporarily", "Finish registration", and "Cancel".

Fill in Supplier's information (2 of 2)

In "Financial disclosures" section input trade register number. This field is **not mandatory**. Click "Next".

The screenshot shows a sidebar menu on the left with the following items: Registration (expanded), Personal data, Company information, **Financial Disclosures** (selected), Information, Certificates (0), and Documents (0). The main content area is titled "Supplier registration > Financial Disclosures" and contains a section header "Trade Register Number" followed by a single text input field.

In "Information" section input VAT ID. This is mandatory (yellow) field. Other fields in this part are **not mandatory**. Click "Next".

The screenshot shows the EVN logo at the top left. The sidebar menu on the left includes: Registration (expanded), Personal data, Company information, Financial Disclosures, **Information** (selected), Certificates (0), Documents (0), Contact persons, and Finish. The main content area is titled "Supplier registration > Information" and contains a section header "Information" followed by three text input fields: "Legal structure", "Head office", and "VAT ID (EU law) (CountryNumber ATU12345678)". The "VAT ID" field is highlighted in yellow.

Certificate (1 of 3)

In "Certificates" section, the company uploads all owned certificates, permits, licenses, etc. and are with time limited importance. They are attached by clicking on the „Add certificate" button, which opens a new window. In "General" part, in "Sub Type" the type of certificate to be attach, is selected from list. Name of the certificate also need to be entered. Clicking "Next" continue to "Certificate" part.

Supplier registration > Certificates

Please upload existing certificates or announce planned certificates.

+ Add certificate ✕ Delete

		Date	↑	Created by	Appr...	Group	Name
No data found							

Supplier registration > Certificates

Add document

General Certificates Files

General

Sub type: Business licenses (all) [v]

Name: [Red box] **Mandatory entry - please enter.**

Comment: [Green box]

<< Back Next >> Finish Cancel

Certificate (2 of 3)

In the "Certificates" part, data for specific certificate are entered (certificate number, Issuing institution, validity, etc.). Clicking "Next" continue to "Files" part.

Add document _ ↗ ✕

General **Certificates** Files

Certificate

Sub type Business licenses (all) ▾

Certification is planned on the date stated below.

Certificate number Mandatory entry - please enter.

Certifier / Issuer Mandatory entry - please enter.

Issued date Mandatory entry - please enter.

Valid until xx.xx.xxxx Mandatory entry - please enter.

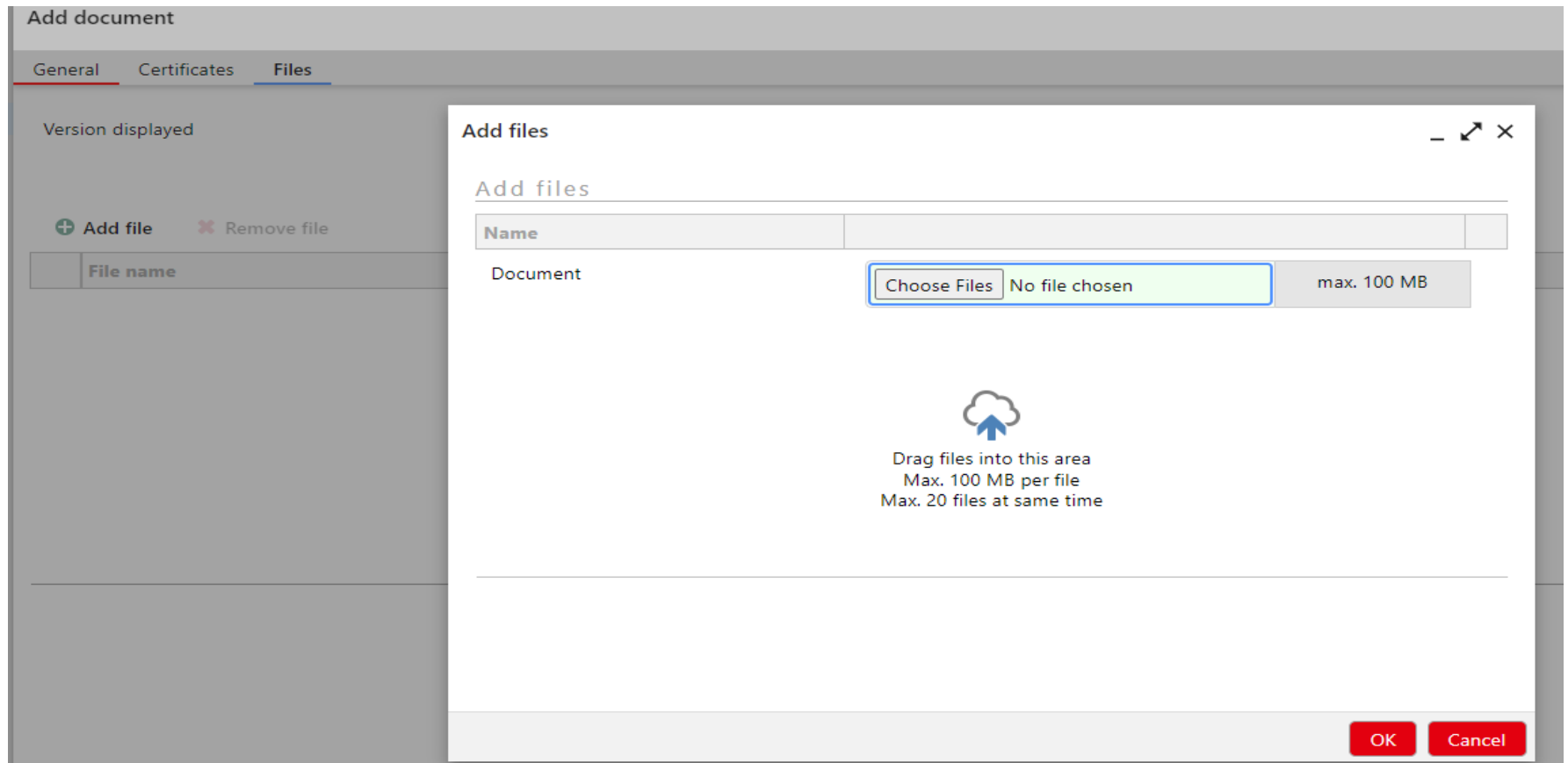
Attention. All certificates marked with an asterisk* must not be older than six months, calculated from the date of issue. If no validity period is required, please enter 31.12.9999. Mandatory entry - please enter.

Planned until

<< Back Next >> Finish Cancel

Certificate (3 of 3)

In the last part, certificate itself is attach, by clicking on "Add file" button, following usual attach procedure. Clicking "OK" upload is confirmed and returning to previous screen click "Finish" for final certificate upload.



Economic & financial status Documents (1 of 2)

In the "Documents" section, additional documents are attached (presentation, additional information about the company, etc.) Clicking on the "Add document" button, in the new window type of the document is selected and name of the document is filed in. Clicking "Next" continue to "Files" part.

Supplier registration > Documents

Please upload your company presentation and/or other general documents.

[+ Add document](#) [- Delete](#)

Date	Created by	Approved	Name
No data found			

<< Back Next >> Save temporarily Finish registration Cancel

Add document

General Files

General

Sub type	Supplier presentation
Name	Презентација
Comment	

Economic & financial status Documents (2 of 2)

Attaching the document is done in the same way as for the certificates by clicking on the "Add file" button, following usual attach procedure. Clicking "OK" upload is confirmed and returning to previous screen click "Finish" for final document upload.

The screenshot displays a web application interface for document management. The main window is titled "Презентација" and has two tabs: "General" and "Files". The "Files" tab is active, showing a "Version displayed" dropdown menu set to "Draft - version 1". A sidebar on the left contains a list of menu items: "Registration", "Personal data", "Company information", "Financial Disclosures", "Information", "Certificates (1)", "Documents (0)", "Contact persons", and "Finish". The "Documents (0)" item is highlighted. In the main content area, there is an "Add file" button with a plus icon and a "Remove file" button with a minus icon. Below these buttons is a table with a header "File name". An "Add files" dialog box is open in the foreground, featuring a "Name" input field, a "Document" label, a "Choose Files" button, and a "No file chosen" status. The dialog also includes a "max. 100 MB" limit indicator and a drag-and-drop area with a cloud icon and instructions: "Drag files into this area. Max. 100 MB per file. Max. 20 files at same time." At the bottom of the dialog are "OK" and "Cancel" buttons. The background interface also shows a bottom navigation bar with buttons for "<< Back", "Next >>", "Finish", and "Cancel".

Contact persons

In the "Contact Persons" section, name and all relevant data for the person(s), including position, from Your Company responsible for contact are field in.

If second, third, etc. contact person need to be added click on "Additional contact person" and enter the same data as for the primary (first) contact person.

Registration

- Personal data
- Company information
- Financial Disclosures
- Information
- Certificates (1)
- Documents (1)
- Contact persons**
- Finish

Supplier registration > Contact persons

You can specify additional contact persons here.

Contact person 1

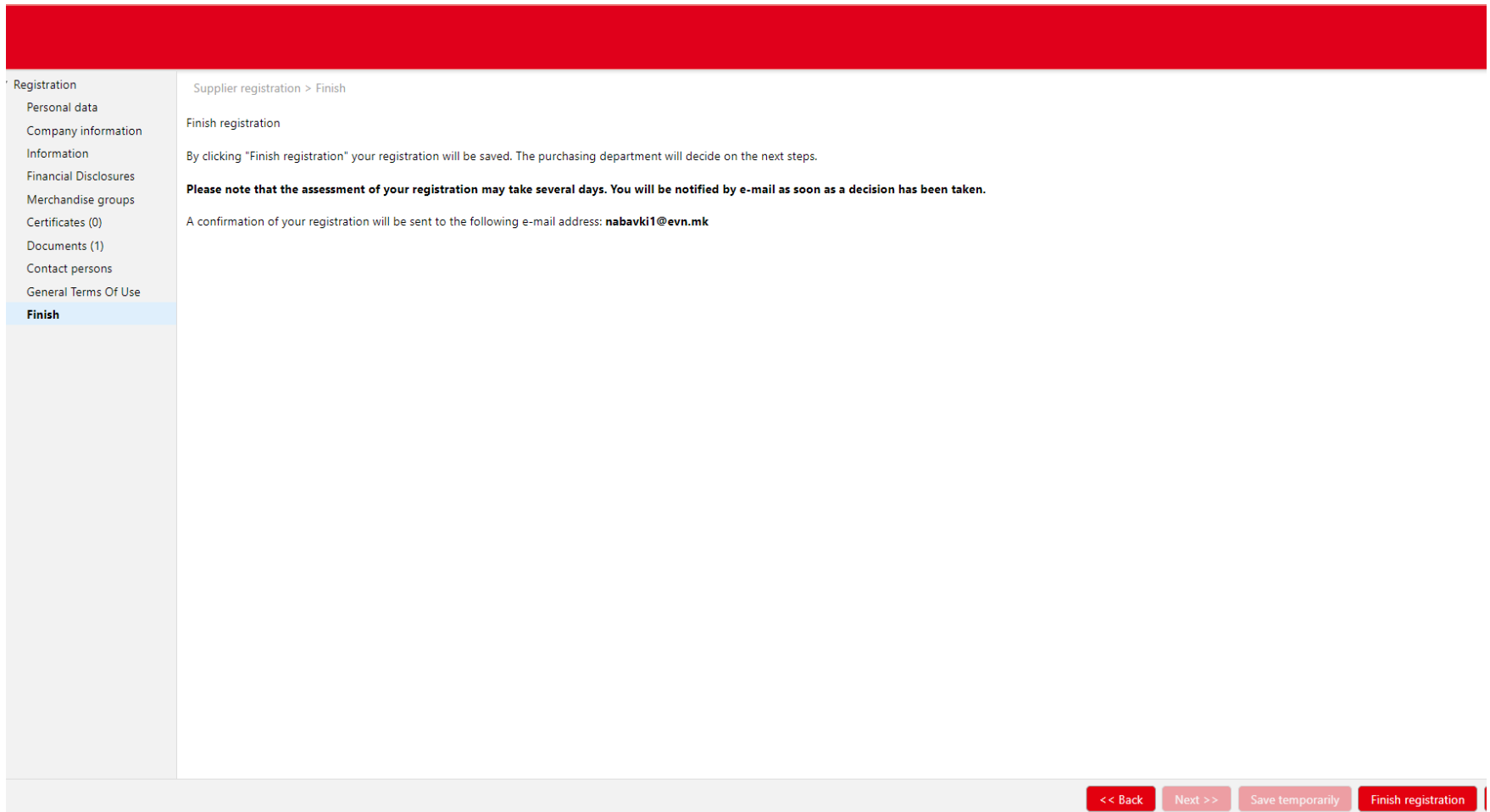
Title	Position	Position in company
Mr	Sales	Sales
First name	Department	Quality
Test Supplier Sasho	Sales	Logistics
Last name	Phone	Service
M	072933862	Purchasing
E-mail	Fax	Marketing/sales
sasho.mitrovski@evn.mk		Engineering
		Finance
		Information technology
		Head of sales
		Management

+ Additional contact person

<< Back Next >> Save temporarily Finish registration Cancel

Completing the registration

After all the sections/requirements have been filled in, clicking on "Finish registration" registration is completed.



The screenshot shows a web interface for completing a registration. A red horizontal bar is at the top. Below it is a sidebar with a list of menu items: Registration, Personal data, Company information, Information, Financial Disclosures, Merchandise groups, Certificates (0), Documents (1), Contact persons, General Terms Of Use, and Finish (highlighted in blue). The main content area is titled "Supplier registration > Finish" and contains the following text: "Finish registration", "By clicking 'Finish registration' your registration will be saved. The purchasing department will decide on the next steps.", "**Please note that the assessment of your registration may take several days. You will be notified by e-mail as soon as a decision has been taken.**", and "A confirmation of your registration will be sent to the following e-mail address: **nabavki1@evn.mk**". At the bottom right, there are four buttons: "<< Back", "Next >>", "Save temporarily", and "Finish registration" (highlighted in red).