

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.)

EVN ↗

Registration

- Personal data**
- Company information
- Financial Disclosures
- Information
- Certificates (0)
- Documents (0)
- Contact persons
- Finish

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	<input type="text" value="Mr"/>	Position	<input type="text"/>
First name	<input type="text"/>	Department	<input type="text"/>
Last name	<input type="text"/>	Phone	<input type="text"/>
		Fax	<input type="text"/>

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	<input type="text"/>	Password	<input type="password"/>
Repeat e-mail address	<input type="text"/>	Re-enter password	<input type="password"/>

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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.

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Supplier registration > Company information

Company information

Company: Test Firma Sasho M. Logo

Address

Street: Lazar Lichenoski number 11

Country: MK

ZIP code / postal code, City: MK 1000

State / province:

Country: Macedonia

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Fill in Supplier's information (2 of 2)

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

EVN

Registration

- Personal data
- Company information
- Financial Disclosures**
- Information
- Certificates (0)
- Documents (0)

Supplier registration > Financial Disclosures

Trade Register Number

Trade Register Number

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

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Registration

- Personal data
- Company information
- Financial Disclosures
- Information**
- Certificates (0)
- Documents (0)
- Contact persons
- Finish

Supplier registration > Information

Information

Legal structure

Head office

VAT ID (EU law) (CountryNumber ATU12345678)

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)

Name: Mandatory entry - please enter.

Comment:

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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.

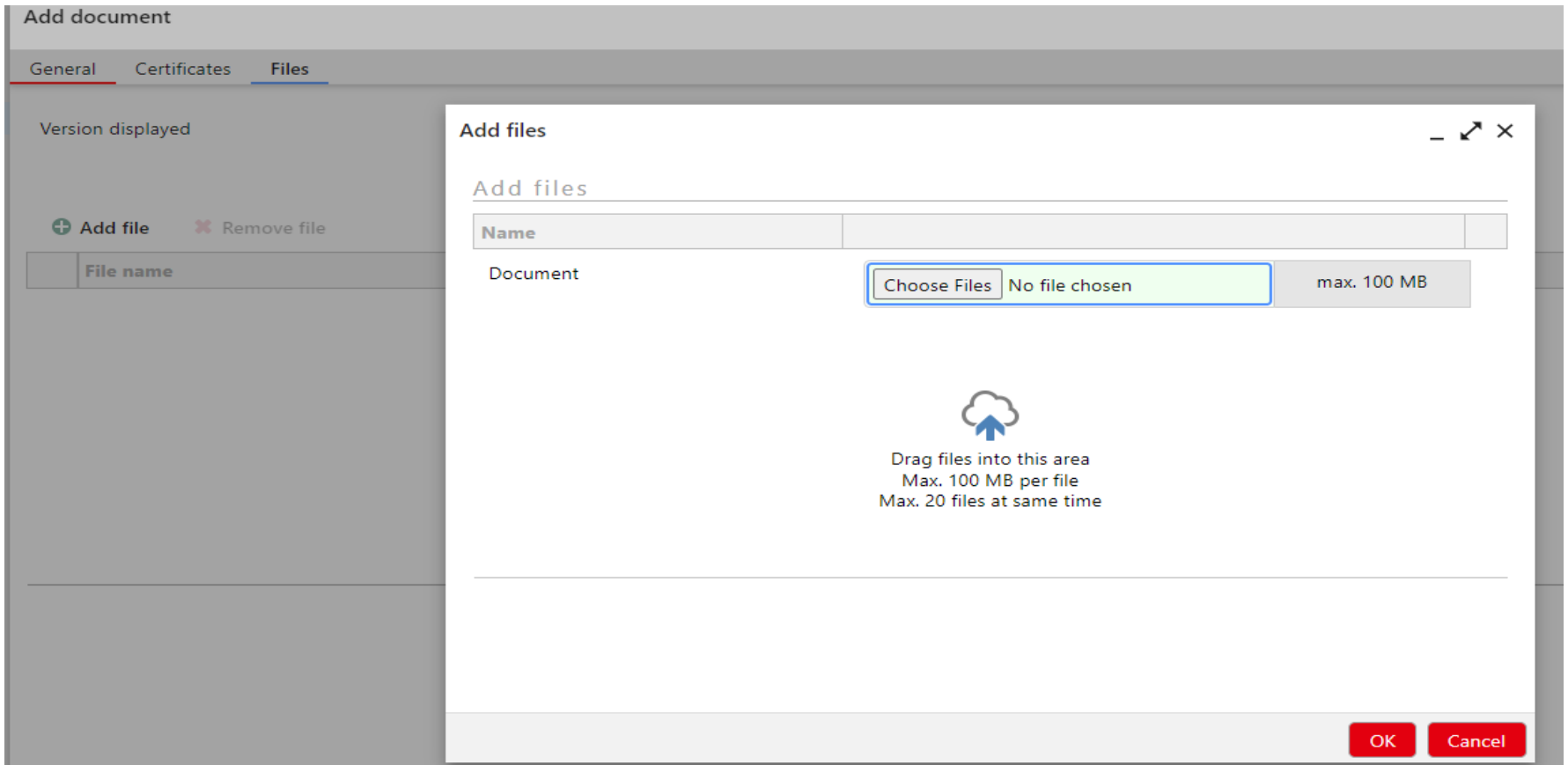
Attention. All certificates marked with an asterisk* must not be older than six months, calculated from the date of issue. If no validity period is required, please enter 31.12.9999. Mandatory entry - please enter.

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.

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 the 'Презентација' (Presentation) interface. At the top, there are tabs for 'General' and 'Files', with 'Files' being the active tab. Below the tabs, a dropdown menu shows 'Draft - version 1'. A modal window titled 'Add files' is open in the foreground, featuring a table with one row for 'Document' and a 'Choose Files' button. Below the table is a drag-and-drop area with a cloud icon and the text: 'Drag files into this area. Max. 100 MB per file. Max. 20 files at same time.' The modal has 'OK' and 'Cancel' buttons at the bottom. The background interface includes a sidebar with a '+ Add file' button and a list of navigation options: 'Personal data', 'Company information', 'Financial Disclosures', 'Information', 'Certificates (1)', 'Documents (0)', 'Contact persons', and 'Finish'.

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.

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

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Completing the registration

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

Registration

- Personal data
- Company information
- Information
- Financial Disclosures
- Merchandise groups
- Certificates (0)
- Documents (1)
- Contact persons
- General Terms Of Use
- Finish**

Supplier registration > Finish

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.

A confirmation of your registration will be sent to the following e-mail address: **nabavki1@evn.mk**

<< Back Next >> Save temporarily **Finish registration**