Supplier registration

Supplier registration

EVN

→ **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.)

Fill in Suppliers's information (1 of 2)

EVN

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.

Fill in Supplier's information (2 of 2)

EVN

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

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

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.

EVN

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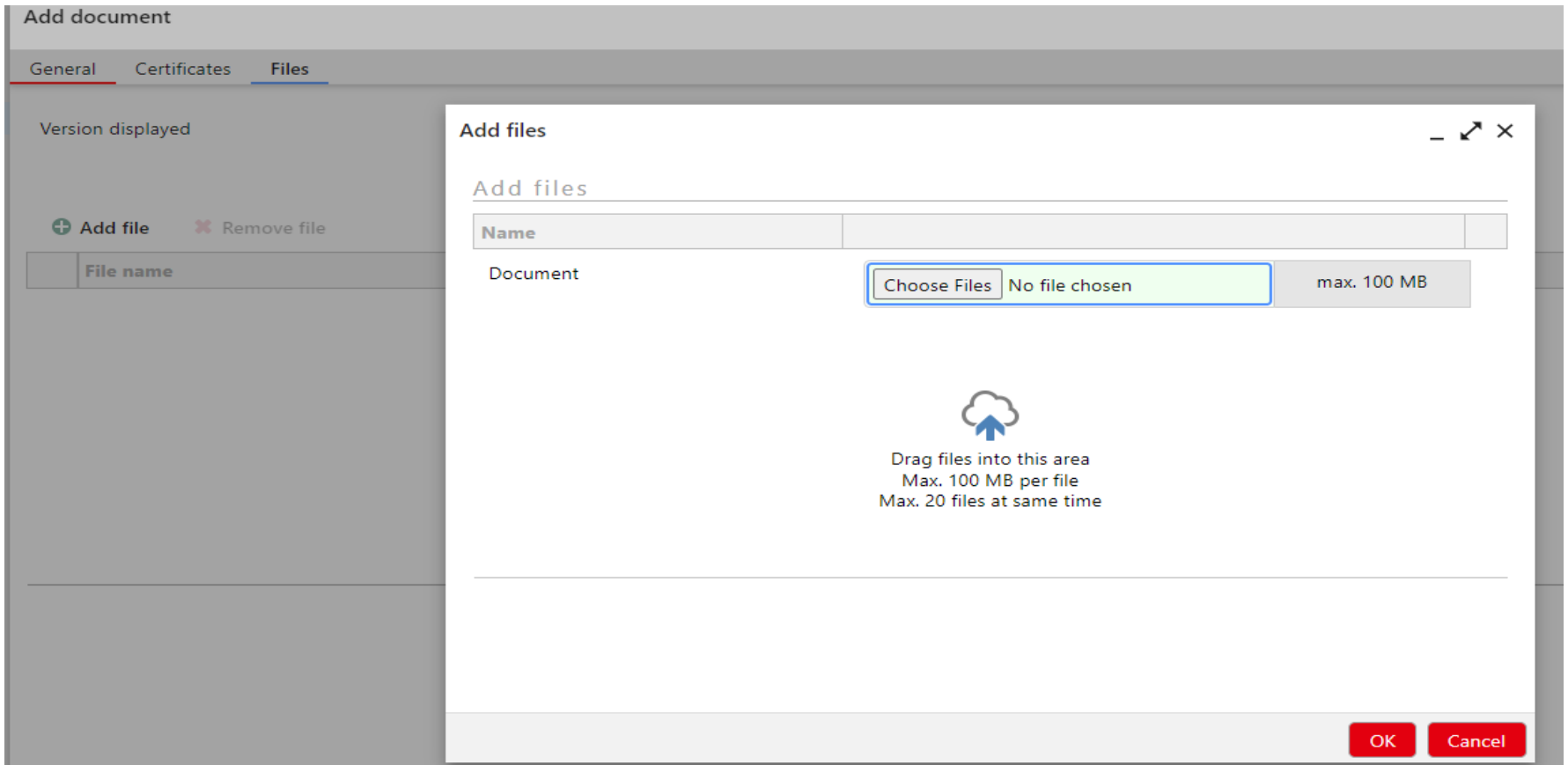
In the "Documents" section, additional documents are attached (presentation, additional information about the company, etc.)
Clicking on the "Add document" button, in the new window type of the document is selected and name of the document is filed in.
Clicking "Next" continue to "Files" part.

EVN

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.

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.

Completing the registration

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