EVS User Manual, March 2012

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1. Link/URL EVS

Access data to the European VCD System:

https://test-vcd-esp.peppol.at/peppol-webclient-test

2. General Information

- ## Preparation of a VCD-Skeleton in five steps

The preparation of a VCD-Skeleton is supported by the European VCD system (EVS). A VCD-Skeleton (TCE-Skeleton) contains general information about the tender, the tenderer structure and the selected criteria and evidences. A VCD-Skeleton includes not the real evidences. To complete a VCD-Package it is necessary to use a national VCD system (NVS), which enables the upload of evidences.
Note: Some national VCD systems provide EVS functionality by a NVS/EVS interface or integrate the EVS functionality.

The following steps are supported:

Step 1: provide initial data on the tender

Step 2: provide the tenderer structure (e.g. subcontractor)

Step 3: select the criteria which shall be verified

Step 4: select the evidences appropriate to verify the criteria

Step 5: download the completed VCD-Skeleton

- ## General technical information

After each processed step the data input are stored. Therefore the preparation can be stopped and restarted on the last stored stage easily.
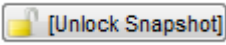
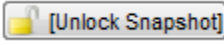Mandatory fields are marked through the following symbol: ✳

Not signed fields are optional. Even if all mandatory fields are filled in, the button "safe and continue" will be active and allows to switch to the next process step.
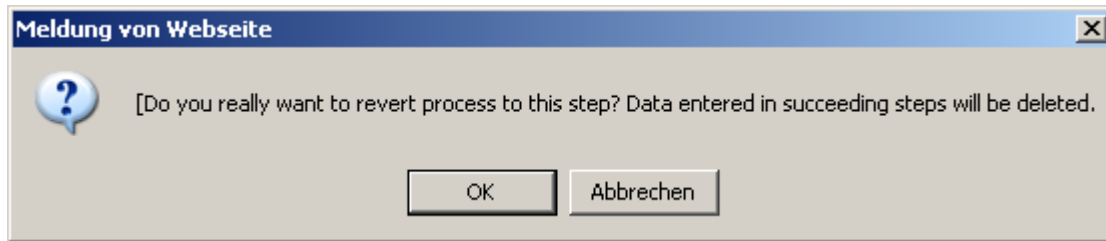
Detailed information will be displayed by ticking the button ▮ .

The user can go back to any previous screen by pressing the desired „slider". The data displayed can be read only.

If modifications of the saved data are requested, the screen can be unlocked for writting purpose by pressing the button " [Unlock Snapshot] " (displayed on the down to the right). This functionality is offered for the screens 2) Bieter/Bewerber and 3) Kriterien.

ATTENTION: After pressing the button " [Unlock Snapshot] " all data from later steps will be deleeted.

Meldung von Webseite

[Do you really want to revert process to this step? Data entered in succeeding steps will be deleted.

OK   Abbrechen

ATTENTION: The functionality is only available during composing a VCD-Skeleton. Once the VCD has been compleeted it is not any more possible to make any changes to the VCD-Skeleton.

ATTENTION: A compleeted VCD-Sceleton will be stored for thirty days after pass of this deadline the VCD-Skeleton will be deleated without any warning.

- ## Which constellations/structures of the tender are supported?

It is possible to prepare the VCD-Skeleton for different tendering structures. The simplest being a sole proprietor participating alone in a public tender. Still it is possible to prepare VCD-Skeleton for complex consortiums as outlined below:

1) **Single Tenderer**
   You can choose between:
   a.) Optional: Sole Proprietorship
   b.) Optional: Corporation (optional with a Sole Proprietor as representative)
2) **Consortium**
   Consist of:
    * Consortium
    * Main contractor (Consortiums Leader)
    * Other contractor (Consortium Member)

- ## National VCD system

The Austrian national VCD system is accessible by the Unternehmensserviceportal (USP). The Austrian national VCD system includes the EVS functionality.

More information you can find here: www.usp.gv.at

3. Initial Registration to EVS
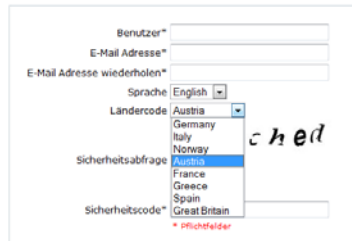
Click the button register

Please enter the following information:

- User name
- E-mail address
- E-mail address
- Select one of the suggested languages from the drop down box:
    - German
    - Greek
    - French
    - English
    - Spanish

- Select one of the suggested country codes from the drop down box:
    - o Germany
    - o Italy
    - o Norway
    - o Austria
    - o France
    - o Greeece
    - o Spain
    - o Great Britain

Note: Depending on the language/country code you choose the EVS is activ in the corresponding language.

- Security code
- Press button: register

After pressing the button "register" you will receive immediately an e-Mail with your access data (user name, password).

4. Registration to EVS

Attention: Choose one of the suggested languages from the drop down box on the left hand side before you start with entering the other registration fields:

- o German
- o Greek
- o French
- o English
- o Spanish
- o Press the button „choose"

Please enter the following information:

- User name
- Password
- Tick the link to the "EVS terms and conditions" and read carefully
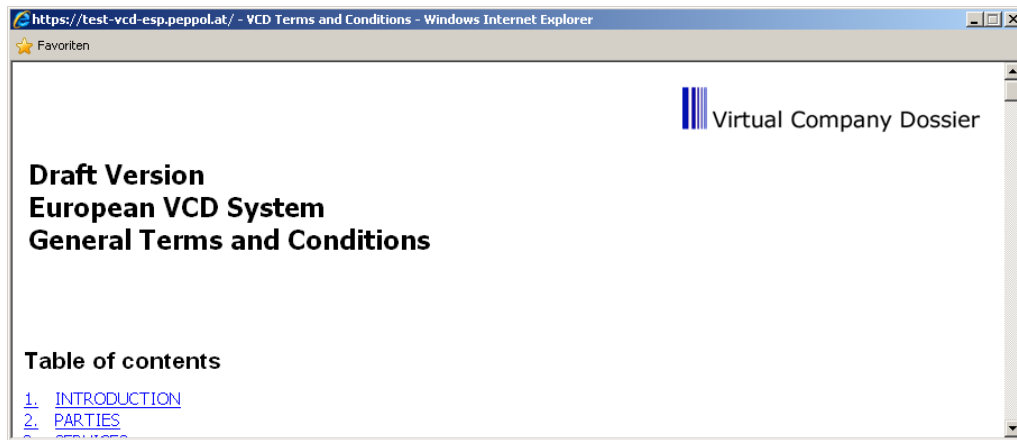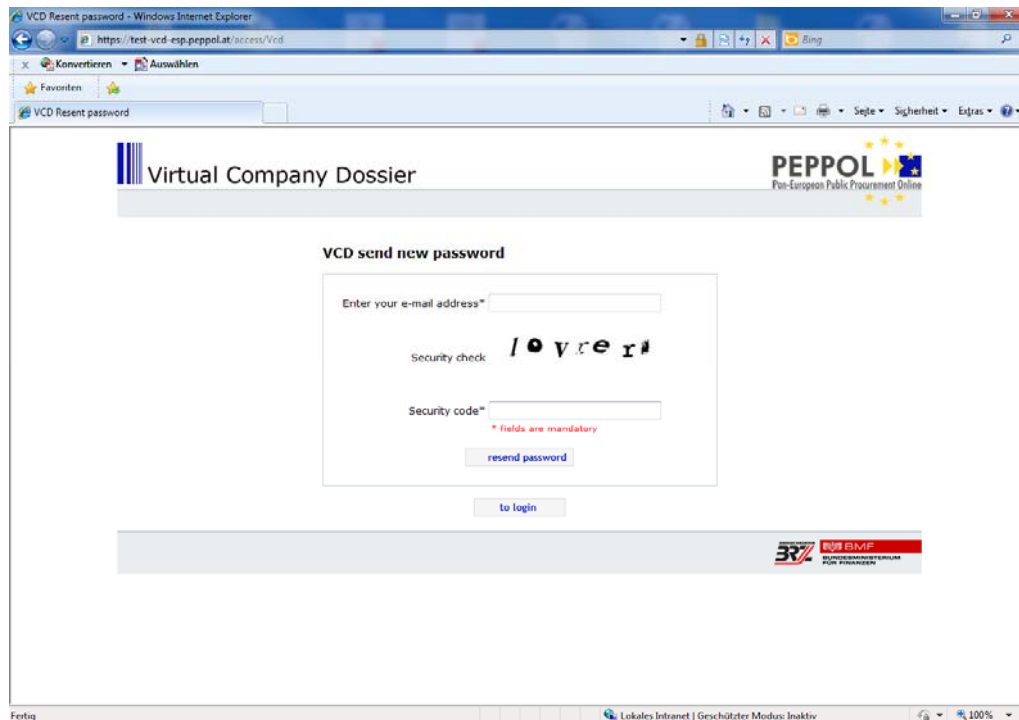
- Tick the box "Accept EVS terms and conditions" to accept the general terms and conditions
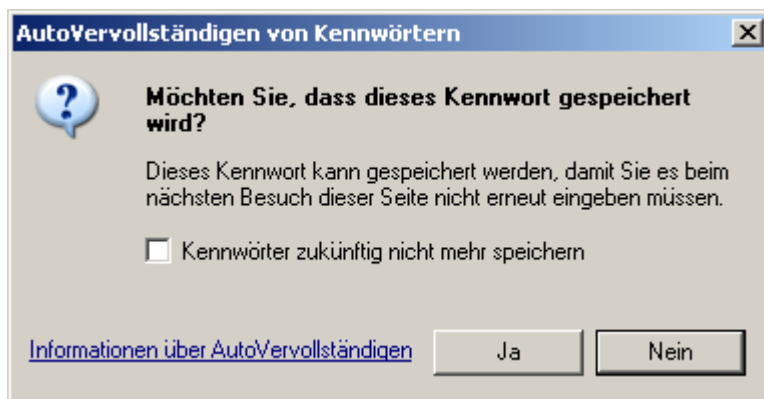
- Choose whether you want that your password is stored by ticking the button
- Press the button "login" to enter into the EVS

- Forgot your password?

  For the case that you do not remember your password the following steps have to be taken:

  Please enter the following information:

  - E-Mail address
  - Security code
  - Press the button „resend passwort

  The new password will be sent immediately to your e-mail address.

5. Screen: Overview – Create new VCD-Skeleton

The Overview Screen provides a list of completed and uncompleted VCD packages including additional detailed information. The list provides information such as tender ID (tender identification) or VCD name (name of the VCD request), date of creation. Beside of the general information you are able to choose the following actions (Create new VCD Package, Continue composing a VCD Request, Download a VCD package).
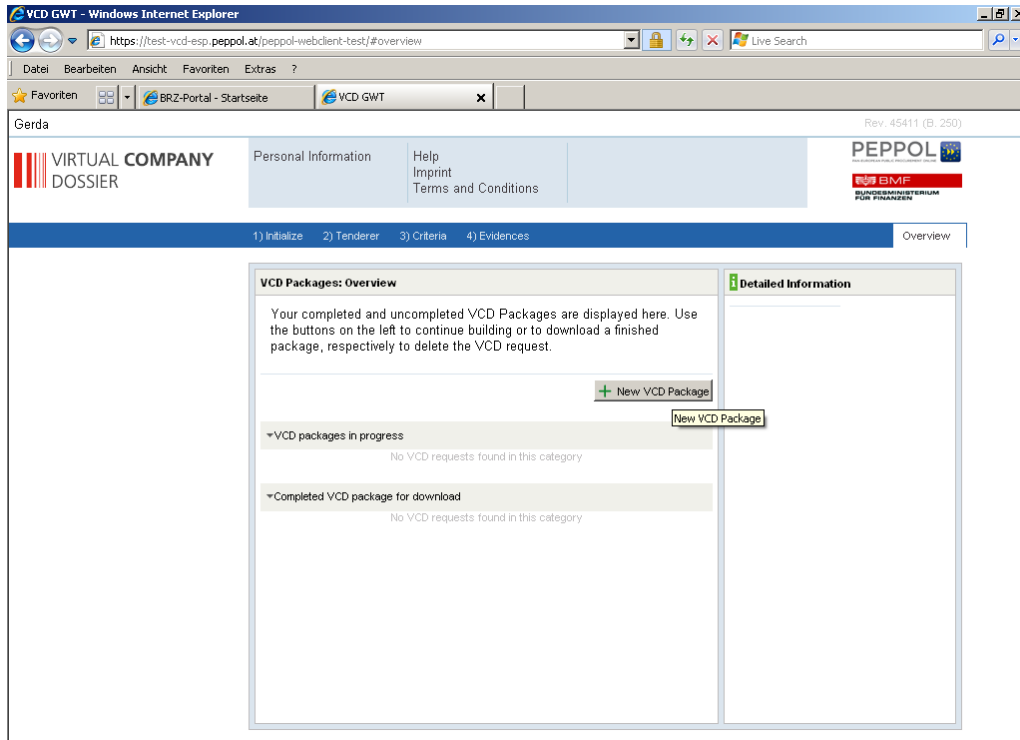
Click button "New VCD Package" in order to start composing a new VCD.

6. Process step 1) Initialize

Please enter the following information:

- Name for VCD package
- Call for tender ID

- Choose - contracting authority legal domain from the drop down box

Contracting authority legal ✱ - please choose -
domain
- please choose -
Austria
France
Contractor type ✱ Greece (Services & Products)
Germany VOB
Germany VOL
Italy
Norway
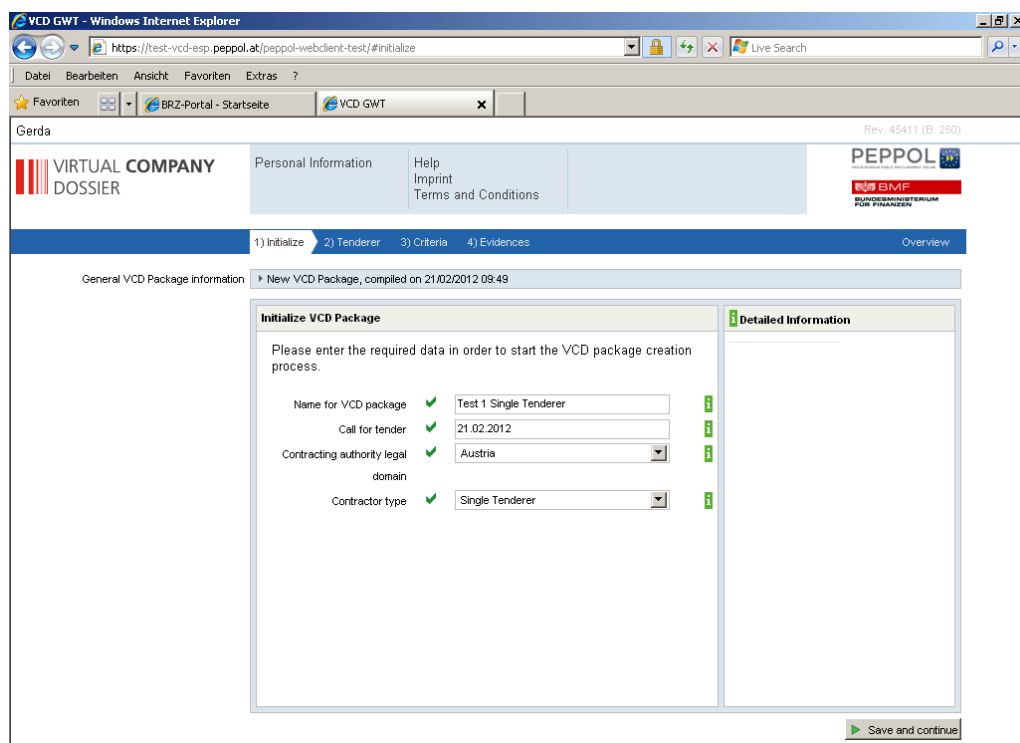
- Choose - contractor type from the drop down box

Contractor type ✱ - please choose -
- please choose -
Consortium
Single Tenderer

Press the 🛈 button for any further detailed information on specific fields offered on this screen. Mandatory fields are marked with the following red star: ✱

After completing, please press button "save and continue".

7. Process step 2) Tenderer → Single Tenderer/Corporation

- ## Selection: Corporation

Choose Sole Proprietorship or Corporation out of drop down list

Please enter the following information:

- Company name
- Choose - Legal domain from the drop down box

- Enter Business register number

Please press "Save and continue" button to terminate your input and continue with the next step.
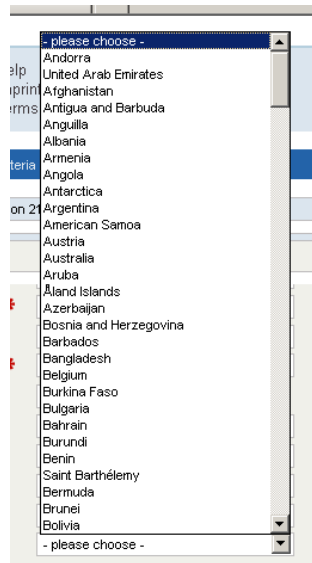
- ## Represented by

   Whenever "Corporate" is selected it is mandatory to input at least one representative of this corporation.

Please enter therefore the following information:

- First name
- Last name
- Choose Legal domain from the drop down box

- Person ID

- Choose country from the drop down box

- Enter Person ID

If necessary, you can:
- add another representative person by pressing the button ⊞ or
- delete the data of the representative by pressing the button ✖.

After completing the filling, please press the "save and continue" button.

8.   Process step 3) Criteria

On this screen you will find the data entered on corporation and representative(s) in the previous screen shown on the left hand side in the blue box.

Please choose the corporation or representative for which you want to define the criteria by ticking directly on the name of the corporation respectively on the name of the representative.

- You can choose between the language of the contracting authority and English
- You can filter the list of criteria according to the following parameter. The consequence is that only criteria which comply to the selected parameter will be displayed in the list:
    - o All: showing the complete list of criteria from the EU directive
    - o art. 49
    - o art. 50
    - o art. 45 § 1, § 2 (c, d, g) - Absence of Conviction
    - o art. 45 § 2 (a) - art. 45 § 2 (a)
    - o art. 45 § 2 (b) - art. 45 § 2 (b)
    - o art. 45 § 2 (e-f) - Compliance with Fiscal and Social Obligations
    - o art. 46 - Suitability to pursue Professional Activity
    - o art. 47 § 1 - § 5 - Economic and Financial Standing
    - o art. 48 § 1 - § 6 - Technical and Professional Ability
    - o to be defined or acting as dummy-sub criterion - Virtual Criteria on European Level (for cases where existing national criteria/sub criteria haven't a corresponding criteria on EU-level).

- At the end of the criteria list you find further the following buttons to be used for supporting your criterion selection:
  - Select suggested
  - Select all
  - Deselect all
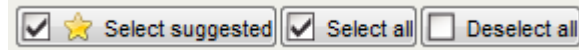
- Please choose the required criteria for each representative and tick the relevant tick boxes
- Please press button "save and continue" to progress to the process step 4) Evidences.

9. Screen 4) Evidences

- You can choose between the language of the economic operator and English
- Please select for each representative in the structure exactly one evidence you want to provide for each criteria
- After the selection of the evidences please press button "save and continue" to proceed to the next step
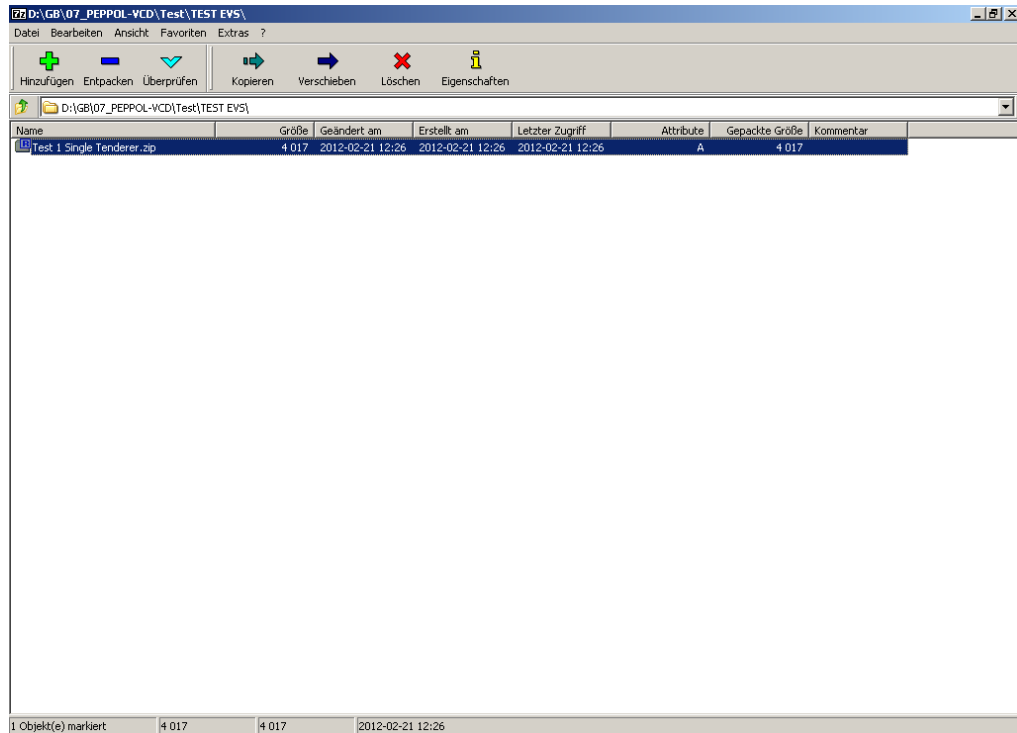
10. Overview

- **Download VCD-Skeleton**

   Download of a VCD-Skeleton is possible by pressing the button "" offered next to each entry in the list of completed VCD packages on screen "Overview".

   If you do so, a pop-up appears where you can "open" or "save" the VCD-Skeleton.
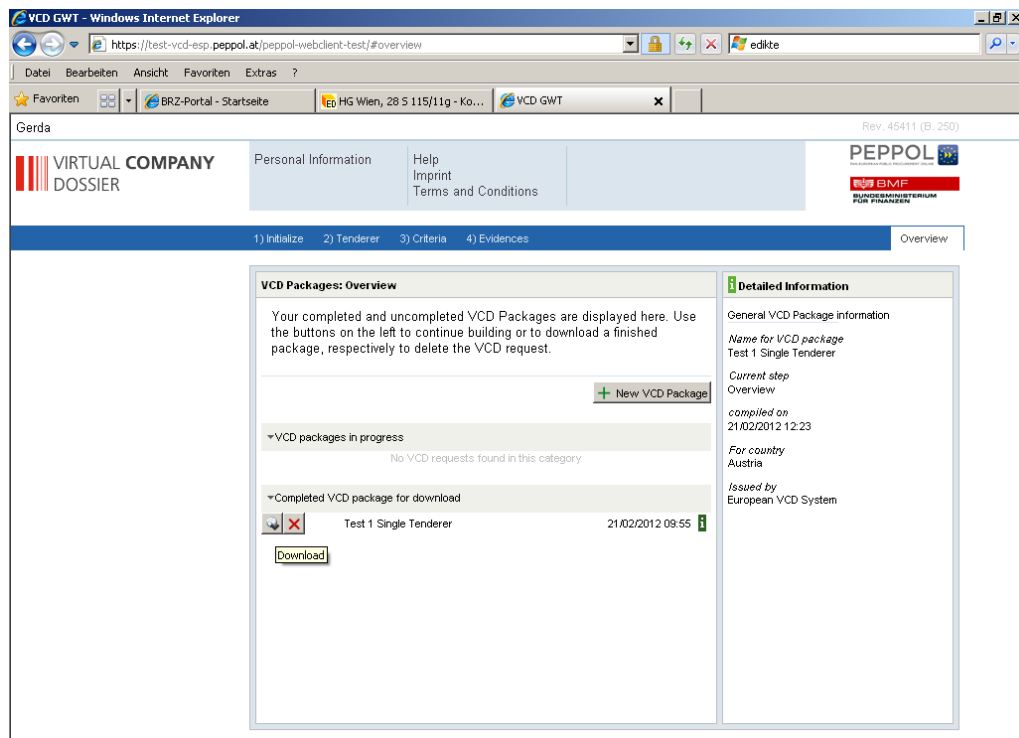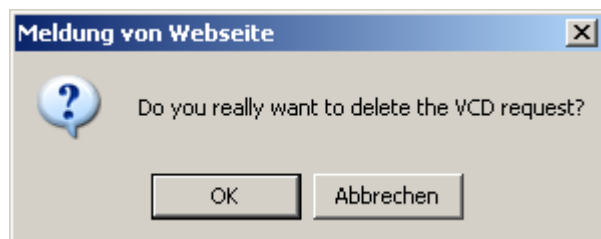
- Delete EVS

If requested, you can delete any VCD-Skeleton by pressing the button "delete" offered next to each entry in the VCD list on screen "Overwiev".

If you do so, a pop-up appears where you have to confirm your decision.

Once you deleted the VCD-Skeleton you cannot redo this action.

- **Excursus: Check data "Represented by"**