



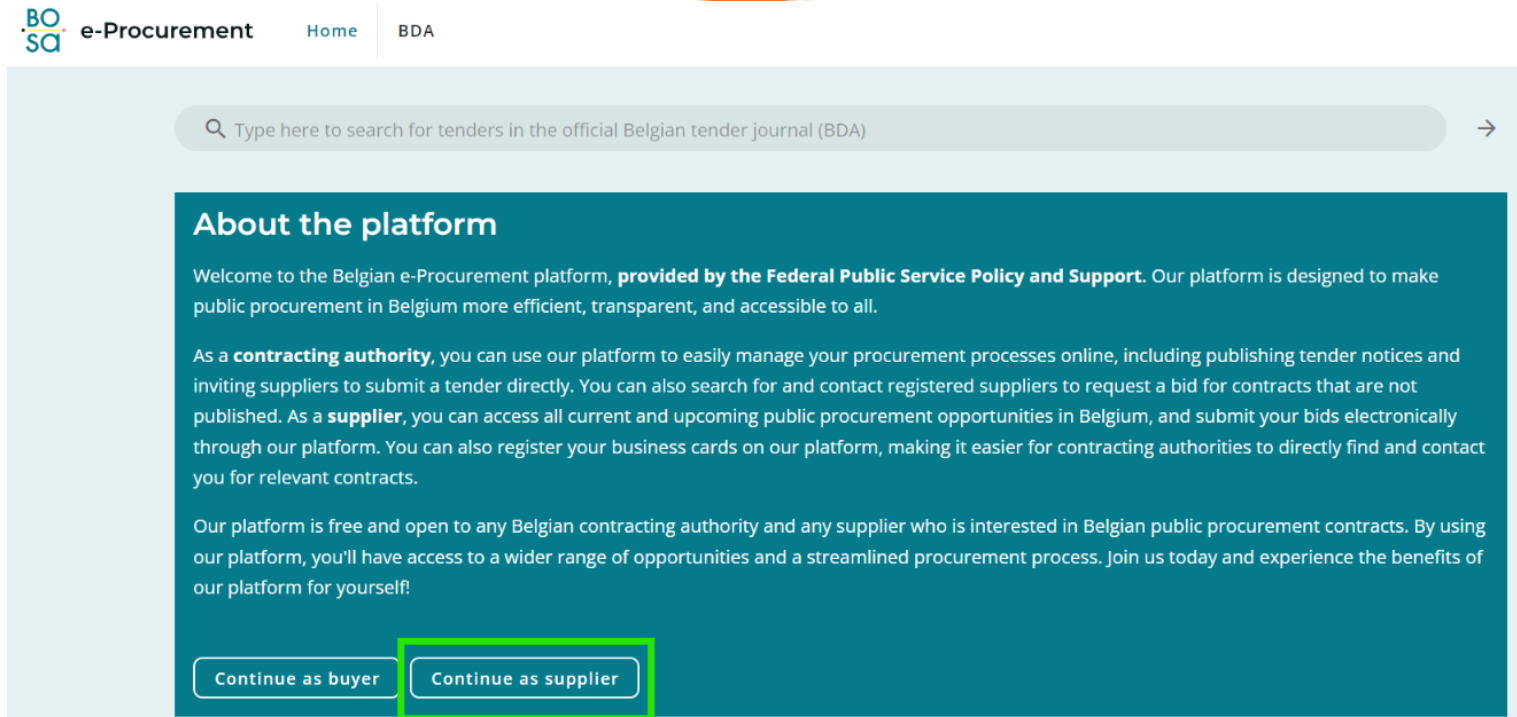
E- Procurement

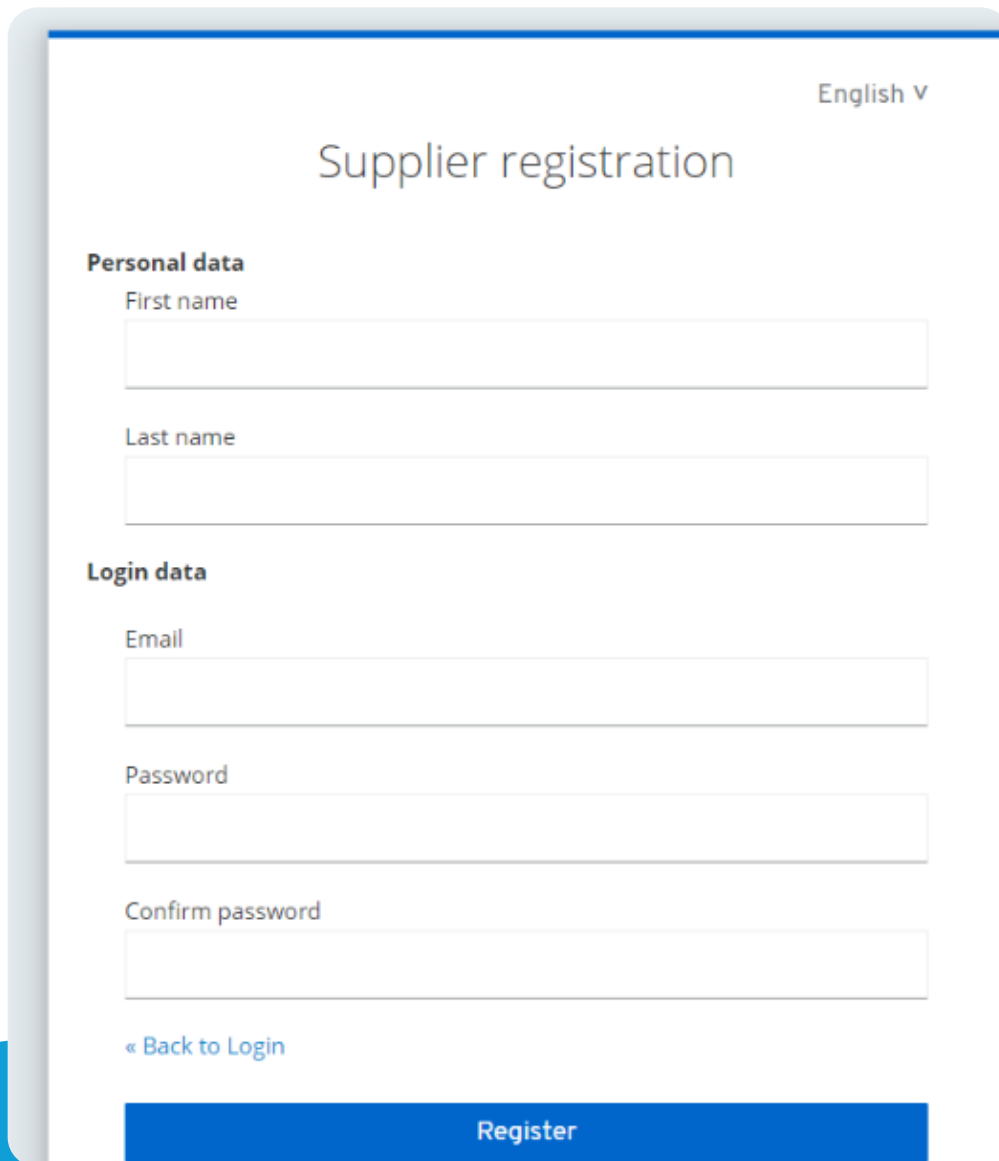
How to submit an offer

1 Register as a new user

Connect to the e-Procurement platform:

<https://www.publicprocurement.be/>



A screenshot of a web form titled "Supplier registration" in the top right corner, with a language selector "English v". The form is divided into two sections: "Personal data" and "Login data". Under "Personal data", there are two text input fields labeled "First name" and "Last name". Under "Login data", there are three text input fields labeled "Email", "Password", and "Confirm password". At the bottom left, there is a link "« Back to Login". At the bottom center, there is a blue button labeled "Register".

English v

Supplier registration

Personal data

First name

Last name

Login data

Email

Password

Confirm password

[« Back to Login](#)

Register

- **Fill in** your information
- After filling in the required fields, click on **Register**. A **confirmation mail** will be sent to the provided email. Click on the link in said mail to activate your account

Then click **Confirm** to finish your registration

- After clicking the link, you will be redirected to a new screen where you need to fill in a few more details

Please complete your user registration

First Name*

Frank

5 / 100

Last name*

Black

5 / 100

Preferred (first) name

0 / 100

Phone number

0 / 30

Preferred language*

EN

☒ Please approve the latest [Terms and Conditions](#)

Confirm

2 Register your enterprise

The screenshot displays the BO-SQ e-Procurement interface. The top navigation bar includes the BO-SQ logo, the text 'e-Procurement', and links for 'Home', 'BDA', and 'Dashboard'. On the right, there are language settings ('en') and a user profile icon. The left sidebar contains a list of navigation items: 'Home', 'Manage Enterprises' (highlighted), 'Search profiles', 'Agreements', 'Purchase orders', 'My dossiers', and 'Test signature'. The main content area is titled 'Enterprises' and includes a search bar and a '+ Create enterprise' button, which is highlighted with a green box. Below the title is a breadcrumb 'Enterprises > Overview' and a table of enterprises.

Name	Enterprise number	Business Unit Number	E-mail address
The Greek Souvlaki Limited	11993754		niels.schoofs@bosa.fgov.be

Rows per page: 25 1-1 of 1

Fill in the information about your enterprise

Create enterprise

1 Enterprise Data

2 Contact Info

3 Business card

Alias

0 / 200

Enterprise address - Country*

BEL - Belgium

Select CBE Enterprise*

Enterprise address - Street and number*

0 / 200

Enterprise address - Postcode*

Enterprise address - City*



This is also the address of the head office.

Cancel

Next

Create enterprise

✓ Enterprise Data

2 Contact Info

3 Business card

E-mail address*

0 / 200

Phone number*

0 / 50

Fax number

0 / 50

Website

0 / 200

Preferred language*



Cancel Previous Next

Fill in your contact information

Fill in your information

Create enterprise

✓ Enterprise Data

✓ Contact Info

3 Business card

Geographical working area

BE - Belgium ✕

I am interested in

Supplies ✕

Expertise domain

15000000-8 - Food, beverages, tobacco and related products ✕

Short description

0 / 4000

Cancel

Previous

Save

- On the **Expertise** field, select one of the options in the list or search this list by entering a word. In this field you need to check all the CPV codes belonging to the sector you are active in
- By clicking on the field **Geographical area**, you can select the locations where your enterprise is currently active
- For the field **I am interested in** you can select works, supplies or services
- In the field **Short description** you can briefly summarize your enterprise and its activities
- Then finish by clicking the button **Save**

3. Submit an offer

Searching for the tender

- If you received an **invitation** to participate in a tender, click on the link you received in your mailbox
- In all other case you will first have to look up the tender in the BDA
- For this tender :
<https://www.publicprocurement.be/publication-workspaces/bd6842f0-6e10-4645-bdbc-8f167f4a170b/general>

To submit an offer you need the following:

- An enterprise account and a linked enterprise
- A **valid digital signature** (a Belgian electronic ID or an equivalent certificate)

test proc ouverte+invit

+ Add to favourites

✓ Confirm participation

test proc ouverte+invit_pub01 > General

Procurement object

Organisation

N.A.L.M. EXPERT PROCUREMENT

Reference number

test proc ouverte+invit_pub01

Title

test proc ouverte+invit

Description

Category (CPV code)

Agricultural machinery

Confirming participation

In a dossier you can find on top of the page a button **Confirm participation**. Click this button and reconfirm. You are then sent automatically to the **Submission space**

Editing contact details

Once you are in the submission space, you first go to the **Identification** section. Here you can check and edit (if required) your contact details

1a Identification 1b Lots 1c Documents 2 Signatures 3 Send

Your submission has not yet been sent and has not been delivered to the contracting authority's vault!

Tenderer contact details	:	Enterprise contact details
First name Romain		Vendor Romain SPRL

Selecting lots

In the submission space, in section **1b - Lots**, you can check the lots for which you want to submit an offer. If the lot consists of only 1 lot, this lot will automatically be checked and you do not need to do anything more in this section

1a

Identification

1b

Lots

1c

Documents

2

Signatures

Your submission has not yet been sent and has not been delivered to the contracting authority's vault!

Lots

	Nr ↑	Name	Status
☒	1	test proc ouverte+invit - 1	ACTIVE

Items per page: 25 ▼

Uploading documents

General

1a - Identification

1b - Lots

1c - Documents

My submission

DRAFT

Cancel participation
Finalize

[test proc ouverte+invit_pub01](#) > [My submission](#) > Documents

Submission deadline: 31/12/2025 10:35:00 CET
Time remaining: 1 month 3 days

1a
Identification

1b
Lots

1c
Documents

2
Signatures

3
Send

Your submission has not yet been sent and has not been delivered to the contracting authority's vault!

Documents

☐

Title	File name	Hash code	Hash code only
No data available			

Add document(s)

Items per page:

25

0 - 0 of 0

[<<](#)
[<](#)
[>](#)
[>>](#)

General

1a - Identification

1b - Lots

1c - Documents

My submission

DRAFT

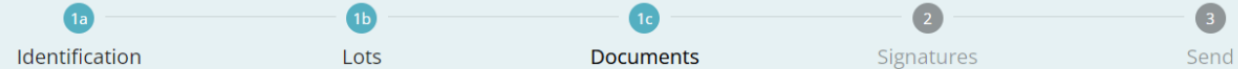
Revoke interest

Finalize

IKEA-11/12/2023-OPL_inv01 > My submission > General

Submission deadline: 12/01/2024 14:00:00 CET

Time remaining: 6 days 22:26:52



Your submission has not yet been sent and has not been delivered to the contracting authority's vault!

Submission info

Hash code only
No

Signature mandatory?
Yes

Submission guidelines

Finalising and signing

Sign an offer

General

1a - Identification

1b - Lots

1c - Documents

2 - Signatures

My submission

WAITING TO BE SENT

Return to draft Send

IKEA-11/12/2023-OPL_inv01 > My submission > Signatures

Submission deadline: 12/01/2024 14:00:00 CET Time remaining: 6 days 22:25:56

Identification Lots Documents Signatures Send

Your submission has not yet been sent and has not been delivered to the contracting authority's vault!

Unique submission report code: 6c9b3784

Submission report signatures

Download Upload signed copy Sign with eID

Type	By	At ↑	Qualified signature	Validation result
No data available				

Rows per page: 25 - < >

- "Sign with eID" if you have one
- You can also sign with another electronic signature, equivalent to that with an eID. This option is mainly relevant for **foreign companies** whose authorised signatories do not possess an eID
- "Download" and "upload signed copy" to sign with you own software

Sign an offer

These documents are signed globally by affixing either an electronic signature (simple or advanced), or a scanned handwritten signature on the accompanying submission report. Tenderers may choose either of these two signing methods. Only the signature placed on the submission report, and not any signatures on other documents within the offer, will be considered valid.

- **Very important**

The tenderer may choose either an electronic signature or a handwritten one, but the signature must be affixed to the submission report generated on the e-Procurement platform



Rapport de dépôt

Adjudicateur : Enabel
Numéro de référence : BEL25002-10004_inv01
Code unique du rapport de dépôt : fa0d4bea

Détails de l'entreprise

Nom de l'entreprise :
Numéro d'entreprise :

Adresse du siège social :

Adresse de l'entreprise :

Numéro de téléphone :

E-mail:

Détails du contact

Nom de contact :

Numéro de téléphone :

E-mail:

Signature du rapport de dépôt obligatoire :

oui

Soumission du code de hachage uniquement :

non

Date limite de soumission :

14/11/2025 12:00 CET

Date et heure de participation :

12/11/2025 13:10 CET

Date et heure de finalisation :

13/11/2025 10:11 CET

Rapport de dépôt généré par la plateforme e-Procurement (SPF Stratégie et Appui)

Titre : 20251112 SLA teachup.pdf
Code de hachage uniquement téléchargé : non
Nom de fichier : 20251112 SLA teachup.pdf
Code de hachage : 11d978b8c22d6222733985a90dd182807cfcb2a711ff5cdc5b68e31267454156
Type MIME : application/pdf
Taille du fichier : 146290 b
Date et heure du téléchargement : 13/11/2025 10:10 CET

Titre : 20251112 voorstel + portfolio the other concept.pdf
Code de hachage uniquement téléchargé : non
Nom de fichier : 20251112 voorstel + portfolio the other concept.pdf
Code de hachage : e06ae9f29bf7639484decc6929fb36ae95ca57c7c688c7baafadb9080e19f2f5
Type MIME : application/pdf
Taille du fichier : 3747892 b
Date et heure du téléchargement : 13/11/2025 10:10 CET

Signature(s)*:

* Vous pouvez utiliser cette zone pour ajouter des signatures numériques lorsque vous utilisez la méthode de signature externe.

Sign an offer

General

1a - Identification

1b - Lots

1c - Documents

2 - Signatures

My submission

WAITING TO BE SENT

Return to draft

Send

test proc ouverte+invit_pub01 > My submission > Signatures

Submission deadline: 31/12/2025 10:35:00 CET

Time remaining: 1 month 3 days



Identification



Lots



Documents



Signatures



Send

Sending your submission

After uploading your documents and signing your submission, you can finally submit your offer or participation. Do this by clicking the button **Send** on top of the page