

Quick Guide

Suppliers





Index

1. [Technical Requirements and Operation with the Platform](#)
2. [Access](#)
3. [Registration](#)
4. [Login and Procedure Access](#)
5. [Procedure – Detail and Documents](#)

ISO 9001 / ISO 27001





1. Technical Requirements and Operation with the Platform



- 1.1 [Technical Requirements](#)
- 1.2 [Authentication Requirements / Signature](#)
- 1.3 [Chronological Validation Requirements](#)

1.1 Technical Requirements



Browser - Internet Explorer® 9, Mozilla Firefox® 3 (or higher) or Google Chrome®



Disabled browser's Compatibility View (for Internet Explorer)



Java® (Java Runtime Environment) – Minimum recommended version: **1.6.0.30**

To download, go to www.anogov.com and click on the Java® icon, on the bottom of the screen.



Available exit firewall ports – 80 by http and 443 by https



Screen Resolution: 1280x1024 (minimum 1024x768)

1.2 Authentication Requirements / Signature



Qualified Digital Certificate (CDQ) for authentication on the platform and the signature of documents: *Cartão do Cidadão* (Portuguese Citizen Card), Multicert or Digital Sign.



For more information and/or to purchase a digital certificate, go to www.anogov.com and click on the option **How to purchase your Qualified Digital Certificate – Know more**, or contact us through the channels displayed on the page.



To upload any document to the platform (procedure specifications, reports, etc.), you must purchase timestamps. Timestamps are a legal requirement (Ordinance 701-G/2008, Article 28) which certify the date/time of creation and dispatch of an electronic document.



We urge the importance of ensuring you have timestamps or you'll be unable to submit documents to the platform.



For more information and/or to purchase a timestamps package, go to www.anogov.com and click on the option **Timestamps Package – Know more**, or contact us through the channels displayed on the page.



2. Access


General Index

ISO 9001 / ISO 27001



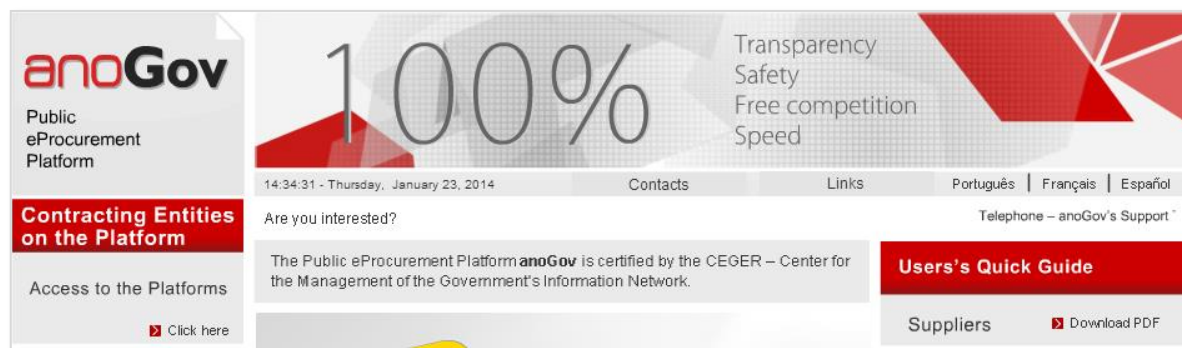
Go to www.anogov.com and access anoGov's home page:

The screenshot shows the anoGov website interface. On the left, there is a navigation menu with items: 'Contracting Entities on the Platform' (1), 'Public Tenders' (2), 'anoGov Support' (3), and a contact section (4). The main content area features a '100%' banner, a 'Pioneers Campaign' for 'Supplier's Unique Registration' (5), and a 'Watch anoGov's short video presentation here!' section (6). On the right, there is a 'Users's Quick Guide' sidebar (7) with links to 'Suppliers', 'How to purchase your Qualified Digital Certificate', 'Timestamps Package', 'Destakx...', 'Time-Package Service', 'Public Tenders Alert Service', and 'Pioneers Campaign'. At the bottom, there are logos for 'GOVERNO DE PORTUGAL', 'MINISTÉRIO DO AMBIENTE, ORDENAMENTO DO TERRITÓRIO E ENERGIA', and 'MINISTÉRIO DA AGRICULTURA E DO MAR', along with the 'anosigner' logo (8) and the footer 'ANO - Sistemas de Informática e Serviços'.

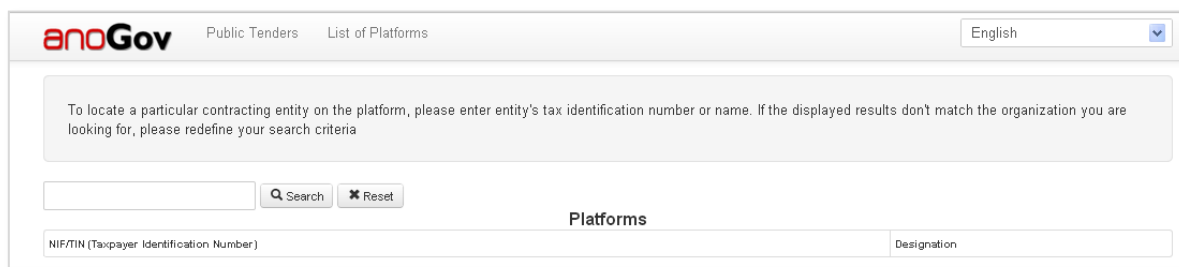
1. Access to the Contracting Entities' individual platforms
2. Technical Requirements and Download of updated Java® version
3. Technical Support - Online Chat
4. Business hours and Technical Support Contacts
5. User's Quick Guide for Suppliers
6. Information about the Qualified Digital Certificates
7. Information about the Timestamps Packages
8. anoSigner

2. Access

On the left sidebar, click on **Contracting Entities on the Platform – Access to the Platforms – click here** and locate the entity in which you wish to register.



A search bar will appear, so that you may find the desired entity, through its name or NIF/TIN (Taxpayer Identification Number).



Once you locate the desired entity, click on it and a new tab will appear (the contracting entity's page on the platform).



If the tab is not displayed, make sure pop-ups are enabled for www.anogov.com.



3. Registration

General Index

ISO 9001 / ISO 27001



3. Registration



Make sure you have a valid qualified digital certificate installed in your computer before proceeding.



On the contracting entity's page, click on **Registration**, on the right sidebar.

The screenshot displays the anoGov Public eProcurement Platform interface for Estradas de Portugal, S.A. The header includes the anoGov logo and the company name. The main content area features a search bar and a central banner for mobile services. The right sidebar contains an authentication section with buttons for Login, Registration (highlighted with a checkmark), Recover Access, and Activate user. Below this is a section for latest announcements for public tenders, which currently shows no announcements. The bottom of the sidebar has an application dropdown menu set to 'Estradas de Portugal, S.A.'.

3. Registration

Fields marked with * are mandatory.

Certificado(s) detectado(s) com sucesso. **1**

Organization's data Responsible user's data User's certificates

Name * **2**

Email *
Receiver of all incoming notifications

Portuguese

Fields marked with * are mandatory.

Certificado(s) detectado(s) com sucesso.

Organization's data Responsible user's data **User's certificates**

List of detected certificates Select certificates For signature For authentication

CN=juri1@ano.pt	Add
CN=colaborador1@ano.pt	Add
Suporte ANO 3	Add
CN=colaborador9@ano.pt	Add
CN=fornecedor2@ano.pt	Add
CN=juri2@ano.pt	Add
CN=fornecedor1@ano.pt	Add
CN=juri3@ano.pt	Add

List/update certificates **4**

1. Indication that one or more digital certificates were successfully detected;
2. Fill in the organization's data on the 1st tab, the responsible user's data on the 2nd tab, and associate the digital certificate(s) to the registration on the 3rd tab;
3. Verify which certificate you wish to add to the registration;
4. If the certificates aren't shown on the screen, click on **List/Upgrade Certificates**;

3. Registration

Fields marked with * are mandatory.

Certificado(s) detectado(s) com sucesso.

Organization's data	Responsible user's data	User's certificates
---------------------	-------------------------	---------------------


List of detected certificates


Select certificates	<input type="checkbox"/> For signature	<input type="checkbox"/> For authentication	
CN=jurii@ano.pt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
CN=colaborador1@ano.pt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Suporte ANO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/> 5
CN=colaborador9@ano.pt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

6

Public eProcurement Platform

Registration

Submit  **7**

Return 

- To associate a certificate to your registration, click on **Add**;
- You should check both boxes as shown on the image;



NOTE: If only one certificate is displayed, this certificate should be used for both purposes (Authentication and Signature of Documents). Check both columns for the same certificate;

- Click on **Submit** to complete your registration.

You should then be redirected to the home page and the message “Registration successfully completed” should appear on the screen. You’ll also receive confirmation via email.

From this moment on, you are registered on the contracting entity’s platform and as such you can be invited to participate in procedures and to download procedure items.

In sum, you may access every available procedure and the application’s full range of features. Go to **Login**.



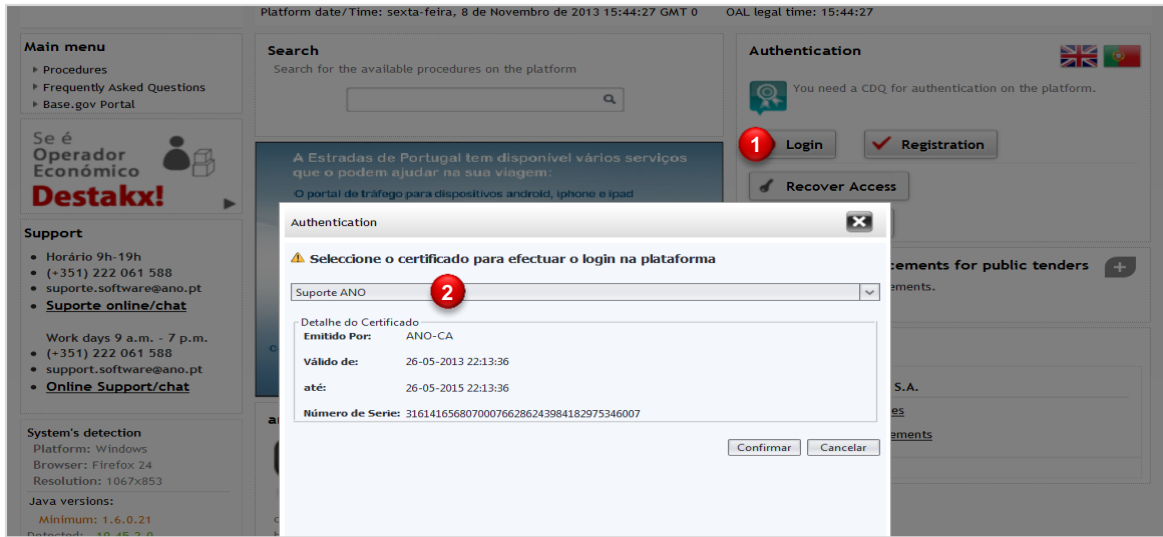
4. Login and Procedure Access

←
General Index

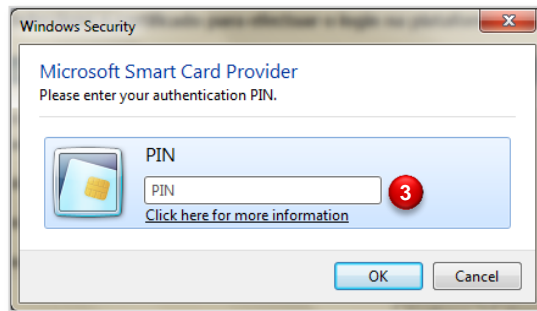
ISO 9001 / ISO 27001



4. Login and Procedure Access



1. Click on **Login**;
2. Select a digital certificate and click on **Confirmar** (Confirm).
3. Enter the PIN code and click on **OK**.



4. Login and Procedure Access

1. Click to access the procedures area;

Name	Internal Reference	Type	Status	Proposal presentation
▶ REABILITAÇÃO DA ALA POENTE	3/DRP	Concurso Público	Consulta e Fornecimento..	02/01/2014 15:34
▶ Consultadoria informática	SJ 01/2013	Ajuste Directo	Consulta e Fornecimento..	07/11/2013 19:00
▶ Aquisição de serviços de consultoria	10/drapc	Ajuste Directo	Consulta e Fornecimento..	07/11/2013 18:00

2. Enter a keyword on the search bar so you can easily locate the desired procedure;

3. Click on a procedure to access its summarized detail.

4. Login and Procedure Access

Name	Internal Reference	Type	Status	Proposal presentation
Aquisição de refeições	ML03	Concurso Público	Consulta e Fornecimento..	16/11/2013 17:55

Internal Reference : ML03 Detail

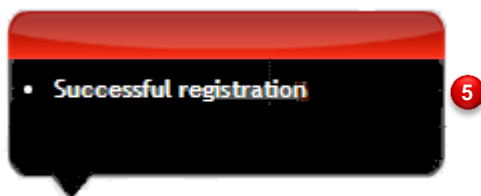
Subscribe 4

▶ Dates and Deadlines

- ▶ Proposal presentation date/time: 18/11/2013 17:55
- ▶ Date/time for proposal opening: 18/11/2013 17:55
- ▶ Deadline for clarification requests: 10/11/2013 17:55
- ▶ Deadline for the reply to clarification requests: 13/11/2013 17:55
- ▶ Deadline for the presentation of errors/omissions: 15/11/2013 17:55

▶ CPV code(s)

- 03000000-1 Produtos da agricultura, da pesca, da silvicultura e afins



Name	Internal Reference	Type	Status	Proposal presentation
Aquisição de Energia Elétrica	OE02	Concurso Público	Consulta e Fornecimento..	09/11/2013 19:42

Internal Reference : OE02 Detail 6

▶ Dates and Deadlines

- ▶ Proposal presentation date/time: 11/11/2013 19:42
- ▶ Date/time for proposal opening: 11/11/2013 19:42
- ▶ Deadline for clarification requests: 03/11/2013 19:42
- ▶ Deadline for the reply to clarification requests: 06/11/2013 19:42
- ▶ Deadline for the presentation of errors/omissions: 08/11/2013 19:42

▶ CPV code(s)

- 50000000-5 Serviços de reparação e manutenção

4. Except for Direct Purchases, the supplier must be subscribed to a procedure in order to get access to its items. To do so, click on **Subscribe**.
5. Once you click on **Subscribe** a pop-up will appear confirming the success of your subscription, and this button will no longer be visible;
6. Click on **Detail** to display the procedure's data;



5. Procedure

↔
Índice geral

5.1 [Detail](#)

5.2 [Documents](#)

ISO 9001 / ISO 27001



5.1 Procedure - Detail

Procedure

Return

Procedure options

- Documents **2**
- Clarifications
- Batches **3**
- Messages (0) **4**

Home > Procedure list > Procedure detail

Contracting Entity's Certified User

Name	Colaborador 1
Contract	
Internal Reference	REF - 01/2012
Name	Aquisição de Lotes de serviço
Base Price	
Total Abnormally Low Price	
Status	Consulta e Fornecimento das Peças do Concurso
Procedure type	Ajuste Directo
Contract Type	Aquisição de Serviços
Object	
Category Object	
CPV code(s)	1. 50000000-5Serviços de reparação e manutenção
Contracting decision date	12/11/2013 00:00
Number of days for the presentation of proposals	1
Proposal presentation date/time	14/11/2013 10:48
Date/time for proposal opening	15/11/2013 10:48
Deadline for clarification requests	14/11/2013 10:48
Deadline for the reply to clarification requests	14/11/2013 10:48
Deadline for the presentation of errors/omissions	14/11/2013 10:48

1. Use the vertical scroll to check all of the procedure's details on the center of the screen;
2. Access to the **Documents** area;
3. Access to the **Batches** area;
4. Access to the **Messages** module.

5.2 Procedure - Documents

Public eProcurement Platform

Procedures Notifications Announcements

Procedure

Return

Procedure options

1 Documents

Clarifications

Messages (0)

Home > Procedure list > Procedure detail

Contracting Entity's Certified User

Name Colaborador 1

Contract

Internal Reference OE02

Name Aquisição de Energia Elétrica

[+] Aquisição de Energia Elétrica Return Procedure

To download a document, please press the name of the desired document
To submit a document (Clarification Request, Error List, Proposal, etc.) please select the option ?Submit?.

List of documents associated with the procedure Advanced filter

Name	Batch	Document type	Incorporation date
Proerama Concurso		Progr. Concurso, Cad. Encargos e Doc. Compl.	30/10/2013 19:54
Anúncio DR		Anúncio	30/10/2013 19:54

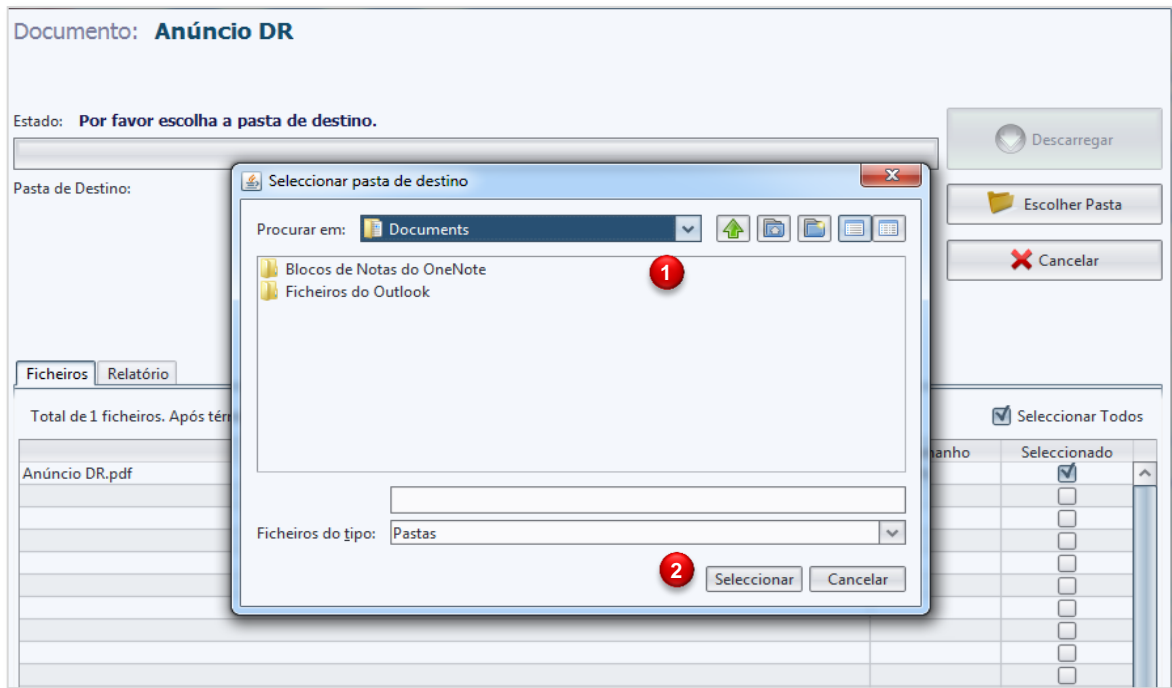
1. Once you access the **Procedure detail**, click on **Documents**;

2. Click on the document you wish to download:

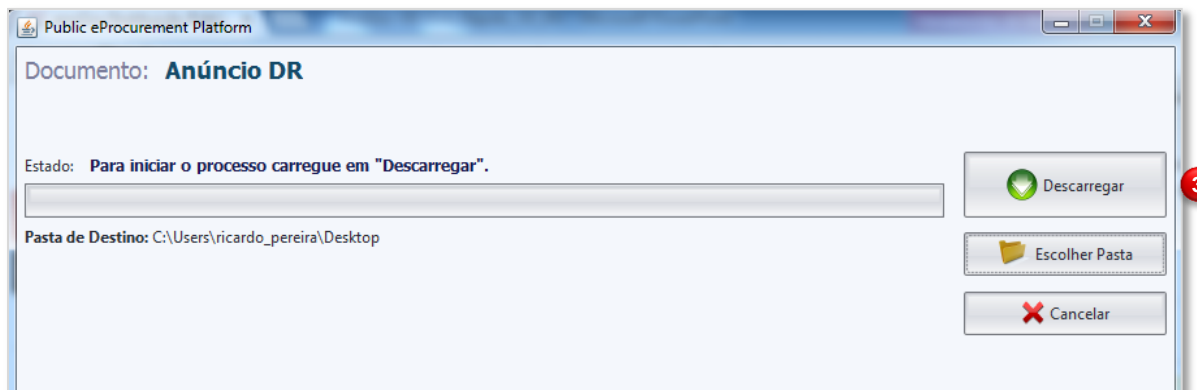
NOTE: The download window may take some time to appear, especially on first use. Please wait. Meanwhile, the following window will be displayed (do not close or click on **Cancel**):



5.2 Procedure – Documents – Download



1. Indicate the folder where you wish to save the document;
2. Click on **Selecionar** (Select);



3. Click on **Descarregar** (Download) to save the documents in the selected directory.

5.2 Procedure – Documents – Upload

1 **Submit**

Aquisição de Energia Elétrica

To download a document, please press the name of the desired document
To submit a document (Clarification Request, Error List, Proposal, etc.) please select the option ?Submit?.

Name	Batch	Document type	Incorporation date
Programa Concurso		Progr. Concurso, Cad. Encargos e Doc. Compl.	30/10/2013 19:54
Anúncio DR		Anúncio	30/10/2013 19:54

1. Once you access the procedure's documents, click on **Submit**;
2. Select **Proposal** to upload your proposal;
3. Select **Other Document** to upload any document other than the proposal;
4. If the document you wish to upload is a proposal and the procedure in question has batches, you must select the batch to which you wish to send your proposal;
5. Click on **Start Submission**.



NOTA: In both cases, the submission window may take some time to appear, especially on first use. Please wait. Meanwhile, the following window will be displayed (do not close or click on **Cancel**):

Document(s) Submission

You are about to start the submission process. This process works through an application that will be downloaded to your computer. Click <Start Submission> and wait ? it may take a few seconds.

Timestamps available: 514 - 20/10/2014 00:00:00

Select a document type

Proposal Other document

Batches

If you wish to submit a document associated with a batch, please select from the list below

Procedure
Procedure
1 - Lote 1
2 - Lote 2
3 - Lote 3

Start Submission Return to documents

Java Web Start

Downloading application.

Name: Plataforma Electrónica de Contratação Pública
Publisher: MGRQMA - Serviços e Gestão de Participações, Lda.
From: https://www2.compraspt.com/443

Cancel

5.2 Procedure – Documents – Upload

Completing the main form (only applicable to “Proposal” submissions):

ComprasPT - Criação do Formulário Principal (1/2)

Ficheiro Opções Ajuda

Formulário Principal Itens

Detalhes do Procedimento

Designação do Procedimento: Empreitada conservação de instalações
Entidade Adjudicante: Instituição Pública ComprasPT - Formação 2
Tipo de Procedimento: Concurso Público
Estado do Procedimento: Consulta e Fornecimento das Peças do Concurso
Data limite para a apresentação da proposta: 2012-10-30 00:00:00.0
Permite Propostas Variantes: Não
Máximo Propostas Variantes: 0
Permite Agrupamentos: Não
Preço Base: 0 €
Descrição do Lote: -

Formulário Principal

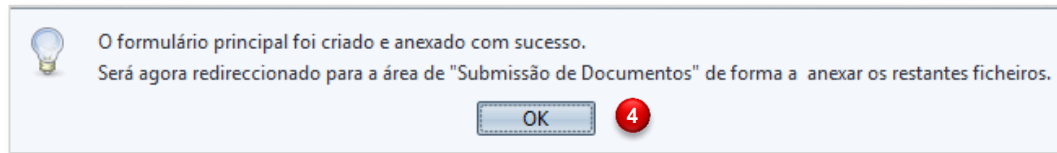
Código da Proposta: 0, 0
Valor Proposta (Euros): 200000,000
Prazo Execução (Dias): 365
 Proposta em Agrupamento Proposta Individual
Identificação do valor da proposta para cada membro do agrupamento:

NIF	País	Designação	Valor (Euros)

Prosseguir

1. Fill in the **Valor Proposta (Euros)** with the proposal value in euros, and the **Prazo Execução (Dias)** with the execution deadline in days;
2. Select **Proposta Individual** if the proposal will be submitted by your company only and **Proposta em Agrupamento** if the proposal will be submitted by more than one company.
3. Click on **Prosseguir (Next)**;

4. Indication that the main form was successfully created and attached. Click on **OK** and wait until the documents' upload window is displayed.



5.2 Procedure – Documents – Upload

The screenshot shows the 'Submissão de Documentos' application window. It includes a menu bar with 'Ficheiro' and 'Ajuda', and buttons for 'Anexar', 'Remover', and 'Submeter'. The main area contains fields for 'Designação do Documento' and 'Tipo do documento', and a table of files to be uploaded. A 'Token Login' dialog box is overlaid, prompting for a PIN. Progress bars and status messages are shown at the bottom of the window.

Ficheiro (1)	Descrição (2)	Tamanho (3)	Confidencial (4)
C:\Users\ML\AppData\Local\Temp\Formulario_Principal58968512977460...	Formulário Principal	1,54 Kb	<input type="checkbox"/>
C:\Users\mlourenco\Documents_\Docs Contratação\anexo à proposta.docx	anexo à proposta.docx	9,72 Kb	<input type="checkbox"/>
C:\Users\mlourenco\Documents_\Docs Contratação\proposta.docx	proposta.docx	15,04 Kb	<input type="checkbox"/>

Token Login dialog box:
Enter PIN [input field] [OK] [Cancel]

Progress bar: 100%

Status message: O documento foi submetido com sucesso. Pode fechar esta janela

Final status: Hora de Início: 12-10-2012 16:55:48, Enviado: 36,08 Kb, Taxa Média de Transferência: 0,00 b/s, Tempo Total: 0 segundo(s)

1. Click to search, on your workstation, for the files you wish to submit;
2. Please indicate a name for the procedure;
3. Click on **Submit** to upload the document;
4. Enter the **PIN Code** to sign the document;
5. Once you validate the PIN Code, the submission process will begin. During this process you can see, on the bottom of the screen, the upload status.
6. Once the upload is completed, you will be asked to confirm the submission;
7. The operation status should be displayed on the screen. Once the process is concluded, you may close the submission window by clicking on **X**.

5.2 Procedure – Documents – Upload

Document(s) Submission

You are about to start the submission process. This process works through an application that will be downloaded to your computer. Click <Start Submission> and wait ? It may take a few seconds.

Timestamps available: 513 - 20/10/2014 00:00:00

Select a document type

Proposal Other document

1

Start Submission Return to documents

1. If you return to the submission window, you can choose to upload a new document or to go back to the documents area. Clicking on **Return to documents** will refresh the page and your latest submission will be displayed.

Name	Batch	Document type	Incorporation date
Proposta		Proposta e Docs Complementares	11/11/2013 17:01
Programa Concurso		Progr. Concurso, Cad. Encargos e Doc. Compl.	30/10/2013 19:54
Anúncio DE		Anúncio	30/10/2013 19:54

2

2. Submitted document



NOTE: Every time you upload any type of document to the platform, you'll receive confirmation via email. This email is automatically dispatched to the email address associated with the user on the platform, and will include the submission's data.

Quick Guide

Suppliers

