Communication in the proceeding

From this document you will learn how to communicate within the proceeding on the e-Procurement Platform

How to use the manual

Index



If there is a "paw" icon cursor on the page in the PDF file, it means that the item is clickable.

When you click on it, you will automatically be taken to that point in the document..

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Communication in the proceeding

As a part of communication services, the Platform provides a number of forms that enable an electronic communication between participants in a public procurement procedure or a design contest. Communication requires registration on the Platform and is available to every logged-in platform user. The type of available forms depends on the account held on the Platform.

A user logged-in as a contracting body, with the authorisation to the proceeding updates, has available following forms:

- Notices/Information
- Request
- Invitation
- Other

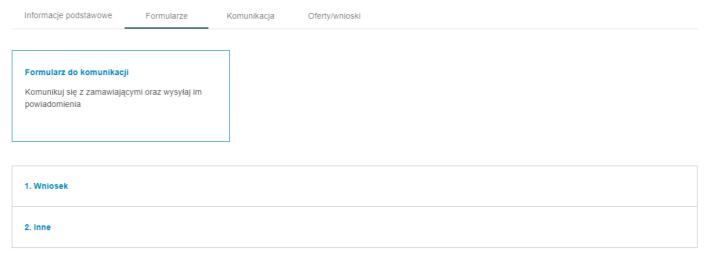
Informacje podstawowe	Formularze	Komunikacja	Oferty/wnioski		
Formularz do komunikacji Komunikuj się z wykonawcami powiadomienia	i oraz wysyłaj im	Informacj Prezesa U	a o złożonych ofertach i wniosk IZP	kach do	Formularze dokumentów zamówienia
1. Zawiadomienie/Informacja					
2. Wezwanie					
3. Zaproszenie					
4. Inne					

Communication forms available for user logged-in as a contracting body

Communication in the proceeding

A user logged-in as an economic operator with the authorisation to the communication in proceedings/contest (for the types "Application", "Other") has available following forms:

- Application
- Other



Communication forms available for user logged-in as an economic operator

A user logged-in as a simplified account has available following forms:

- Application -used to ask questions to the specification of terms of the contract (SWZ)
- Other

Informacje podstawowe Formularze Komunikacja

Formularz do komunikacji

Komunikuj się z wykonawcami oraz wysyłaj im powiadomienia

1. Wniosek

2. Inne

Communication forms available for user logged-in as a simplified account

Sending the message

In order to pass the message to another stakeholder, participant inthe proceedings, the logged-in user, after searching for the procedure and entering its details, should go to the "Forms" tab. Then select the form group: "Communication form" and one of the available form types.

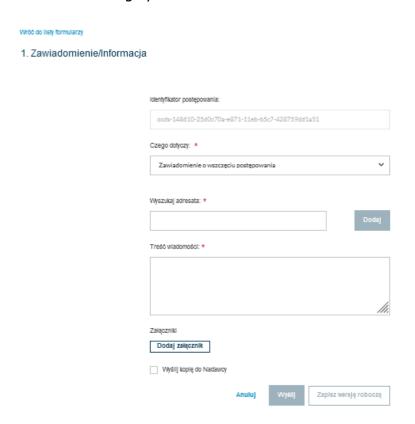
Informacje podstawowe Formularze K	omunikacja Oferty/wnioski					
Formularz do komunikacji Komunikuj się z wykonawcami oraz wysyłaj im powiadomienia	Informacja o złożonych ofertach i wnioskach do Prezesa UZP	Formularze dokumentów zamówienia				
1. Zawiadomienie/Informacja						
2. Wezwanie						
3. Zaproszenie						
4. Inne						

List of communication forms - a contracting body view

Sending the message

To send a message to stakeholders, you should indicate what the message is about and select the recipient (by searching on list and then clicking "Add").

The content of the message you can enter in the text field. You can also add attachments.



Communication form

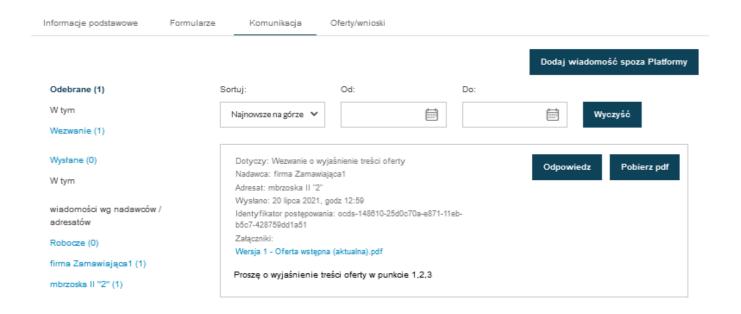
When sending a message of the "Application" type, it is not possible to enter text but only to add attachments.

In addition, when sending a message, you can select the "Send copies to the sender" option - then a copy of the message will stay sent to the e-mail address of the logged-in user provided during account registration.

You can also save the message as a draft version and come back to if after a certain period of time (more in the "Reading the message" chapter).

Reading the message

In order to read the message that has been received from another stakeholder, a logged-in user, after searching for the procedure and entering its details, should go to the "Communication" tab.



Communication - reading the message

On the form, you can see all the messages received by the entity.

The messages are divided into threads according to their types and senders/recipients.

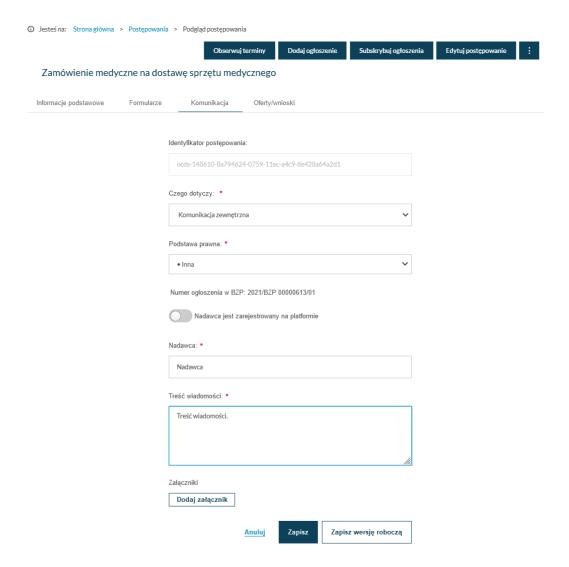
Each message can be exported to a pdf file ("Download PDF").

You can also reply to the messages directly from the view of the read message ("Reply" / "Odpowiedz" button).

Attaching the message from outside the Platform

In addition, you can attach a message sent from outside the Platform, so that you have a complete set of correspondence relating to the proceeding in one place.

To attach a message from outside the Platform, click on the "Add message from outside the Platform" ("Dodaj wiadomość spoza Platformy") button. The form for adding a message will be displayed.



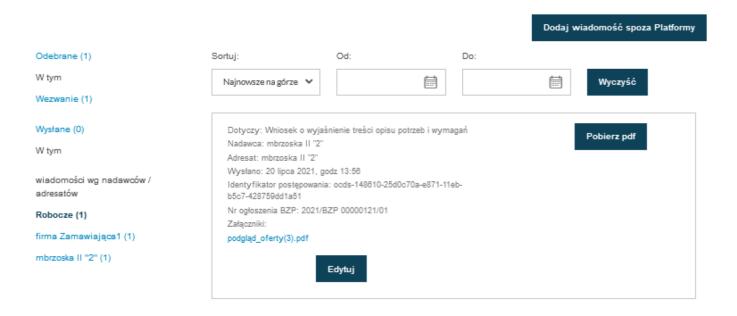
Message from outside the Platform

When attaching a message from outside the Platform, you can indicate the sender from the list of entities registered on the Platform or as any string of characters (If the sender is not registered on the Platform).

Draft message

If the "Save draft" ("Zapisz wersję roboczą") option is selected when editing a new message, an additional "Draft" ("Robocze") thread will appear in the message reading window.

By clicking "Edit"("Edytuj") on the draft message, the message can be finalised and sent the recipients.



Draft message