

AI BIDDINGCOCKPIT

User Manual



BIDDINGCOCKPIT

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1 Before we get started...

Please note the following:

- This documentation assumes that you are familiar with your computer and its operating system. In case of any questions concerning the operating system consult your operating system's documentation.
- The menus, menu commands, and program properties described in this documentation are based on a full program version with all licensable program modules and administration rights.
- Due to the set license-configuration not all program functions described may be available to you.
- The illustrations in this documentation may differ from the corresponding dialogue fields of your current program version. This does not affect your work with the described software, however.

The following font styles are used for clarification:

UPPER CASE LETTERS	for menu commands
SMALLCAPS	for tabs, panels, and buttons
[Square brackets]	for keys and key combinations
Bold lettering	for emphasis in the text
<i>Italics</i>	entry values made by the user

The following icons in the margin serve to facilitate your orientation:



Special information on software operation.



Warnings for actions that could have undesired effects.



Useful hints that can make your work easier.



Frequently asked questions and problem situations.

2 General information

The **AI BIDDINGCOCKPIT** enables simultaneous researching tenders on several platforms. It also allows you to download and view tendering documents in a single application.



AI BIDDINGCOCKPIT is a **single workplace solution** for editing tendering documents and submitting digital bids. Collaboratively working on a tender is not part of its functionality. For a **manual** forwarding of already edited tenders, please read the notification on how to EXPORT TENDERS in chapter [Tenders](#)

The software supports you in composing and editing the bidding data and enables you to submit encoded bids to your client. These are qualified and signed according to the German (and Austrian) signature law.

For a legal signature you require an advanced electronic signature with a soft certificate or a qualified electronic signature according to the German signature law and the corresponding PIN number. Furthermore, you need a card reader and a smart card. You will find a detailed list of all signature cards and card readers supported by the **AI BIDDINGCOCKPIT** in the "User documentation signature card and cardreader" document. Depending on the file format used by the awarding authority for composing the tendering documents it might become necessary to visualize these with an according tool that runs independently from the **AI BIDDINGCOCKPIT**.

Furthermore the application requires a Java runtime environment, as is usually included in modern Computer-systems by default.

You can also use the **AI BIDDINGCOCKPIT** for editing and printing tendering documents, of course.



The **AI BIDDINGCOCKPIT** is also a multiplatform bidding client, which supports the XVergabe standard for bid submission of the eTendering Portal of the Federal government.

Communication via SSL should be possible from the bidder network. A (transparent) proxy configuration is also possible.

3 Starting the application

Start the **AI BIDDINGCOCKPIT** directly from the corresponding tendering portal using the **OPEN FILES IN AI BIDDINGCOCKPIT** link.

Details about this tender: EPO-2019-0027, Cleaning services

To publication

i To edit the documents, electronic submission and communication you need the **AI BIDDINGCOCKPIT** application together with the **AI WEBLAUNCHER**. Further information regarding the **AI BIDDINGCOCKPIT** and its system requirements can be found [here](#) as well as in the [FAQ](#).

Tender/RFO documents

Only the current document version (version with the highest number) is valid. All other versions are no longer valid.

Version	Date	Download
1	20.11.2019 12:40	

Start AI BIDDINGCOCKPIT

Messages

i Please note that the following messages concerning this eTender may contain parts of the procurement documents as well as further important information concerning the product or service requested!

Entry date	Subject
20.11.2019 12:41	Download of procurement documents
20.11.2019 12:40	Grant of procurement documents

Figure 3.1: Start the **AI BIDDINGCOCKPIT** from the Tendering Portal



Using the advanced WebStart installation mechanism you are always up to date to the most recent version of the application and can start it comfortably from your desktop.

When you are starting the program for the first time, you first have to confirm the **Terms and conditions**. Then, an additional window opens, where you have the possibility to learn about the latest patches.

Changes

Changes

You are now working with an updated version of the **AI BIDDINGCOCKPIT**. If you would like to learn about the changes, click the button below.

Do not display message again

What's new? Ok

Figure 3.2: Display changes in the **AI BIDDINGCOCKPIT**



You can access this information at any time using the menu INFO / SHOW ALTERATIONS.

4 Program window

The program window of the **AI BIDDINGCOCKPIT** contains several areas. Above the window title, there are MENU ENTRIES (1) on the left and right. On the left side of the window, six symbols are assembled which represent the FUNCTIONAL AREAS (2) of the **AI BIDDINGCOCKPIT**. Depending on the activated area (blue font), different REGISTERS (4) are displayed, located centrally to the right hand side in the application panel (3). You can tell the active register by its white backgrounded head. Most registries contain a FILTER BAR(5), which allows you to change the list of displayed entries. By using the FILTER bar, you can limit the displayed list. Update the entries with the SYNCHRONIZE button. Click on DELETE FILTER ENTRIES to remove the entry in the FILTER field.

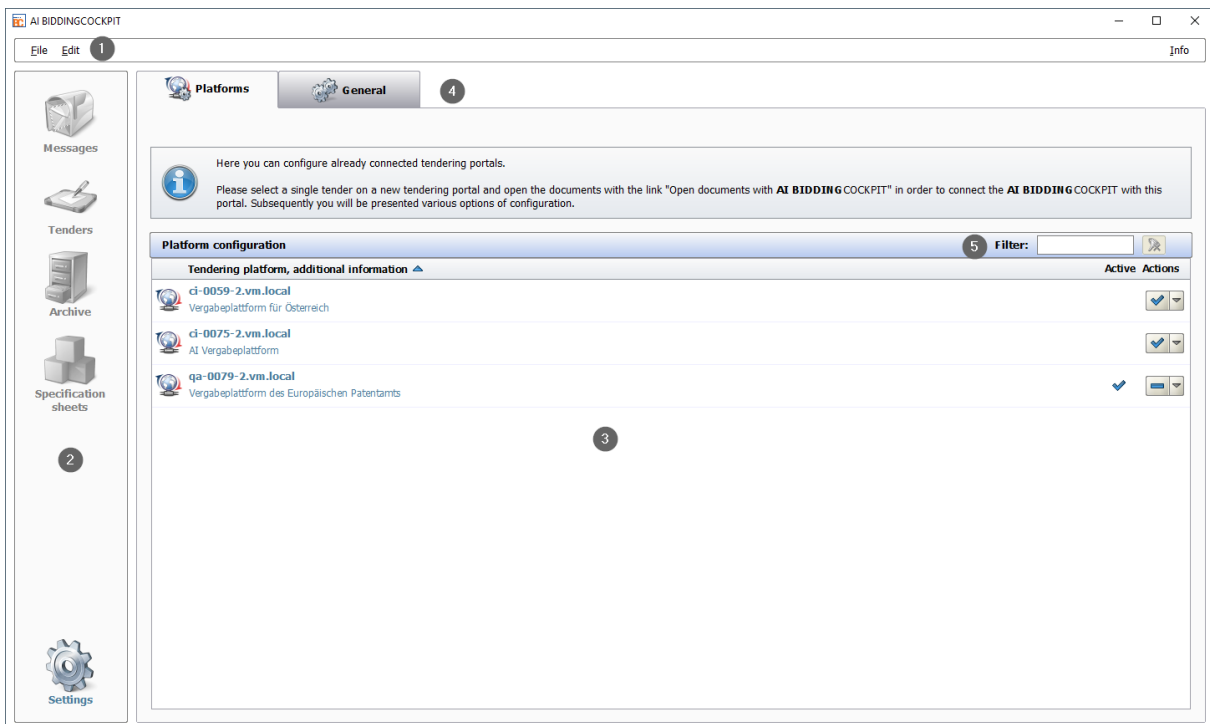


Figure 4.1: Program window of the **AI BIDDINGCOCKPIT**

The following chapters describe the functional areas of the **AI BIDDINGCOCKPIT** in detail.

5 Menu bar

The **AI BIDDINGCOCKPIT** has only three menu items containing only few entries each. These can also be selected using keyboard shortcuts. You can press the [ALT] button along with the underlined letters of the menu names, e.g., [ALT] + [F] and then [ALT] + [I] to open the menu **FILE - I**MPORT TENDER.



Press [CTRL] and [SHIFT] as well as the underlined letter from the menu to open menu items from anywhere in the **AI BIDDINGCOCKPIT** application. For example, press [CTRL]+ [SHIFT]+ [R] to create a bug report


In the following, you will find the menu items, their meaning and the existing shortcuts. The underlined letters correspond to the default setting shortcuts.

5.1 Menu item - **FILE**







Menu item	Symbol	Meaning
IMPORT TENDER <u>A</u>		Opens the window Import file . The tendering documents in the *.bcd or *.bcf format can be added to the current list of tenders if you are a participant of this tender. Shortcut: [ALT] + [A] or [CTRL] + [SHIFT] + [A]
<u>S</u> AVE ALL		Saves the current data in the local directory. Shortcut: [ALT] + [S] or [CTRL] + [SHIFT] + [S]
<u>G</u> O OFFLINE / ONLINE		Activates the offline or online mode. The OFFLINE status is displayed on the upper right hand corner of the window near the INFO menu. A data synchronization can optionally be carried out when switching the status. Shortcut: [ALT] + [O] or [CTRL] + [SHIFT] + [O]
CLOSE APPLICA- TION <u>B</u>		Closes the program. Shortcut: [ALT] + [B] or [CTRL] + [SHIFT] + [B]

5.2 Menu item - **EDIT**

Menu item	Symbol	Meaning
<u>V</u> ERIFY SIGNATURE		Opens the Perform compatibility check panel. Here, you can import a signed file and test whether your card reader and signature card are compatible to the AI BIDDINGCOCKPIT . The results open in a separate window. See chapter Implement test signature . Shortcut: [ALT] + [V]

Menu item	Symbol	Meaning
IMPORT SPECIFICATION SHEET (L)		Opens the Open file panel. You can open a specification sheet from the AI TENDERINGMANAGER , enter values and save them. If necessary, you can also export this file. See also the chapter Specification sheets . Shortcut: [ALT] + [L]

5.3 Menu item - INFO

Menu item	Symbol	Meaning
USER MANUAL		Opens the user manual in digital form. Shortcut: [ALT] + [U] or [CTRL] + [SHIFT] + [U]
SUPPORTED SIGNATURE CARDS		Opens the documentation of signature cards of the AI BIDDINGCOCKPIT website. https://www.bietercockpit.de/res/docs/AI-BC_Signaturkarten_Kartenleser.pdf Shortcut: [ALT] + [C] or [CTRL] + [SHIFT] + [C]
FREQUENTLY ASKED QUESTIONS		Opens the FAQ area of the AI BIDDINGCOCKPIT website. https://www.bietercockpit.de/bietercockpit/faq.html Shortcut: [ALT] + [Q] or [CTRL] + [SHIFT] + [Q]
SHOW ALTERATIONS		Opens the alterations area of the AI BIDDINGCOCKPIT website. https://www.bietercockpit.de/bietercockpit/neuerungen.html Shortcut: [ALT] + [N] or [CTRL] + [SHIFT] + [N]
CREATE ERROR REPORT		With this option, you can document, send an occurred error to the manufacturer support and save it locally. Shortcut: [ALT] + [R] or [CTRL] + [SHIFT] + [R]
ABOUT AI BIDDINGCOCKPIT		Program and manufacturer information. Shortcut: [ALT] + [A] or [CTRL] + [SHIFT] + [A]

6 Settings

This area contains the registries PLATFORMS and GENERAL. These allow adjusting the settings, which are essential for flawlessly operating the **AI BIDDINGCOCKPIT**.

6.1 Platforms

The table PLATFORM CONFIGURATION contains all your configured platforms within the **AI BIDDINGCOCKPIT**. They are activated for search by default.



You can adapt the displayed list to your wishes by typing in the FILTER field. Delete your entries, if necessary, with the REMOVE FILTER button.

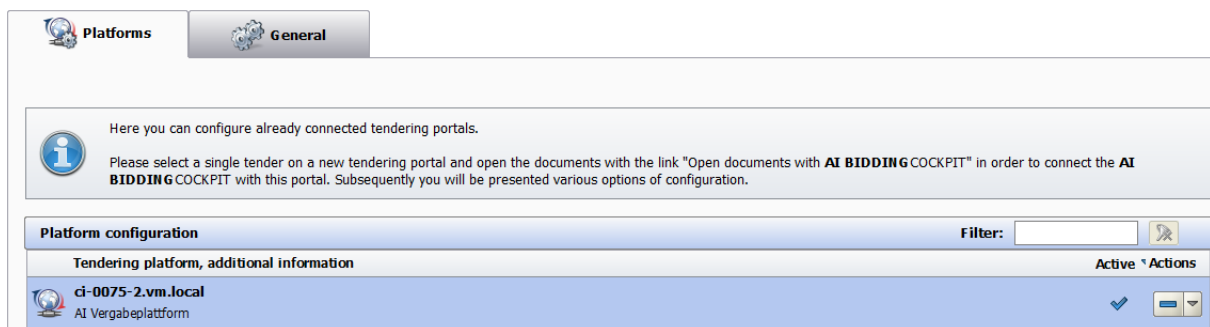


Figure 6.1: Settings - Configure platform

Click on the TRIANGLE symbol in the ACTIONS column to display the list of available actions for the selected platform.

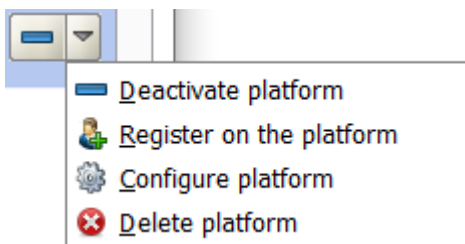


Figure 6.2: Platforms - List of available actions



The first entry in this list is the predefined action, which can also be opened by **double-clicking** on the corresponding row in the platform overview. The symbol on the left of the triangle - CHECKMARK or BAR - shows which action is currently available.

In the following, all available actions and their meanings are listed in one table. The underlined letters correspond to the pre-set shortcuts and are only active when the list is opened.

Action	Meaning
<u>A</u> ctivate or <u>D</u> eactivate platform	Can be changed by double-clicking in the overview. Deactivated platforms are not included in the data synchronisation. Shortcut: [ALT] + [A] / [ALT] + [D]
<u>C</u> onfigure platform	Opens the configuration panel , see the explanations below. Shortcut: [ALT] + [C]
<u>R</u> egister on the platform	Forwards you to the website of the corresponding platform. Here you can register as a bidder. The user name does not have to be identical to the users name on the AI BIDDINGCOCKPIT . Shortcut: [ALT] + [R]
<u>D</u> elete platform	Deletes the corresponding entry from the list. Shortcut: [ALT] + [D]

Select the action CONFIGURE PLATFORM to carry out the configuration settings for the selected platform. An entry panel opens up.

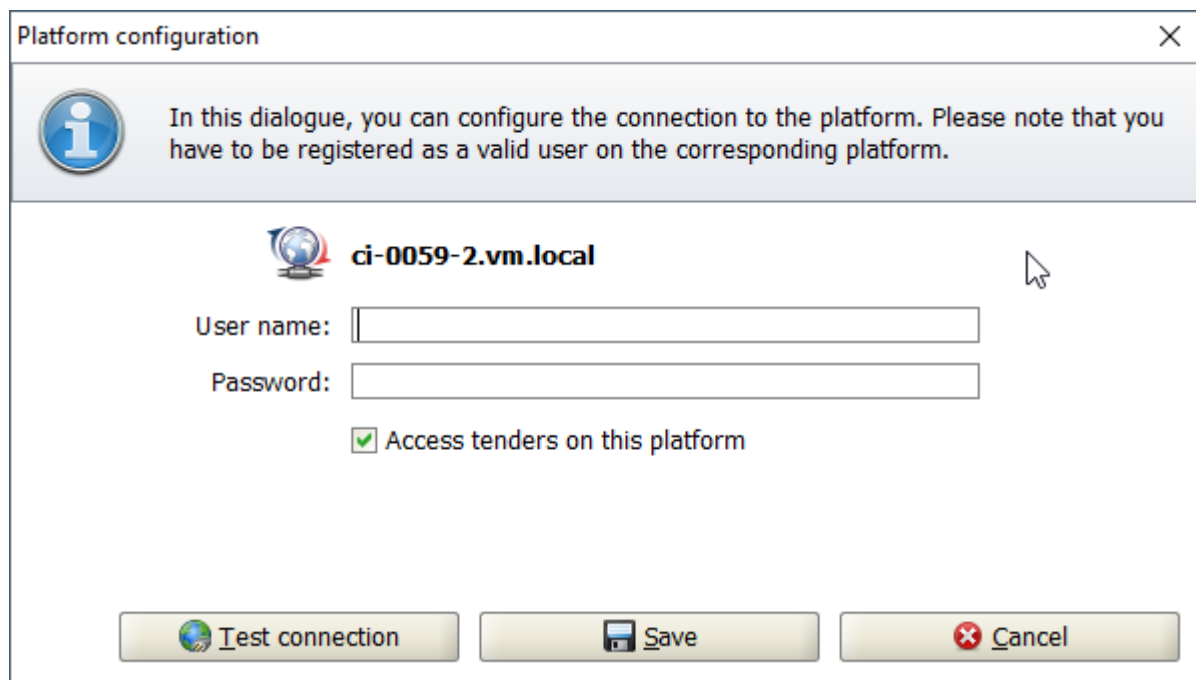


Figure 6.3: Settings - Platforms - Configure platform

Here, you can enter the login details of your **platform user** and verify the login on the selected platform with the TEST CONNECTION button.

After a successful connection test an info message is displayed to you.

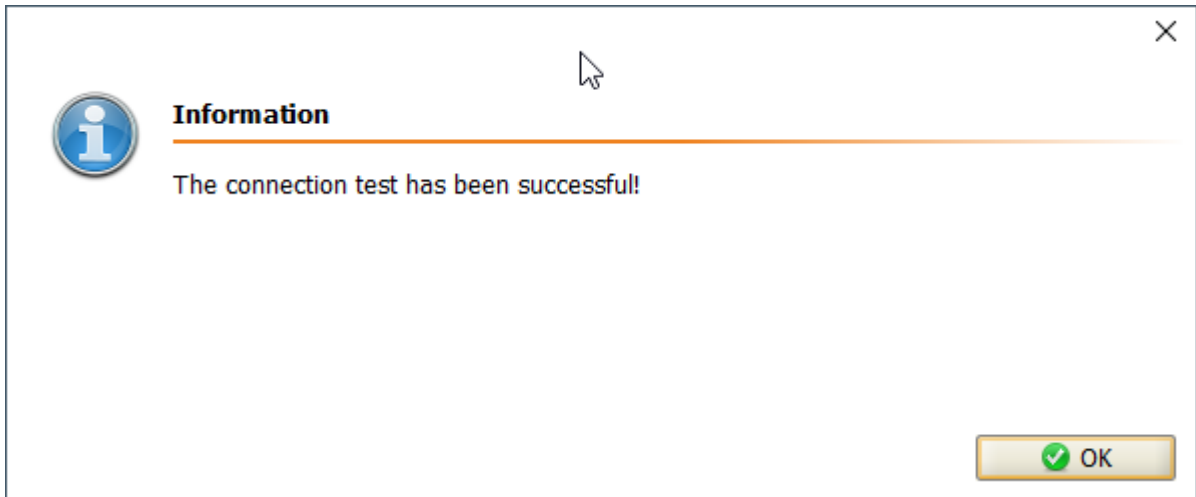


Figure 6.4: Notification after a successful connection test

Activate the checkbox **RETRIEVE TENDERS FROM THIS PLATFORM** to see all your tender participations on this platform in the **TENDERS** area and also to include the platform in the **AI BIDDINGCOCKPIT** synchronization.

Select **DISPLAY SEARCH RESULTS FOR THIS PLATFORM**, if you would like to include this platform in your tender research. After you have made your selection, click on **SAVE** to save your settings.



You can identify an activated platform by the **CHECKMARK** in the **ACTIVE** column. The **MAGNIFYING GLASS** symbol in the **SEARCH** column appears if the platform has been activated the tender research.

If synchronizing a tendering portal becomes necessary due to changes, the following message is displayed.

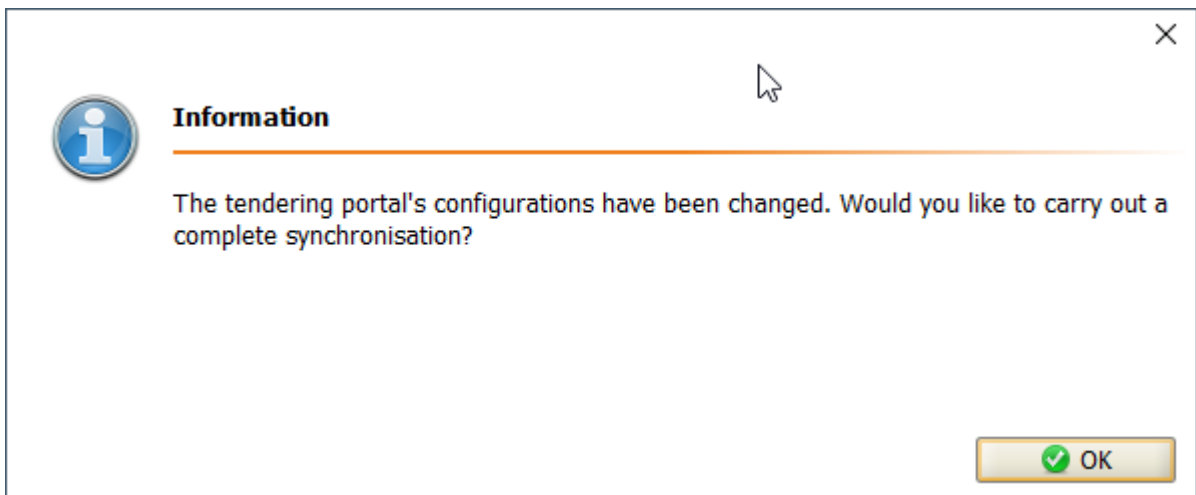


Figure 6.5: Notification after finishing the platform configuration

6.2 General

This registry contains several areas (GENERAL SETTINGS, PROXY SERVER CONFIGURATION, GAEB CONFIGURATION) which are separated by horizontal bars with different symbols. You can identify the currently displayed area by the MINUS symbol on the right of the separation bar. Areas which are currently hidden display a PLUS symbol here.



Switch the displayed area by clicking on the separation bar. The content will be moved upwards or downwards and will be displayed beneath the separation bar.

6.2.1 General settings

In this area user-specific data can be adjusted.

Figure 6.6: Settings - General settings

6.2.1.1 Temporary Working Directory

If you are starting the **AI BIDDINGCOCKPIT** for the first time, a notification dialogue is displayed. This dialogue informs you about the existence and functionality new temporary workspace or directory. After this directory is created this note will not be displayed again.

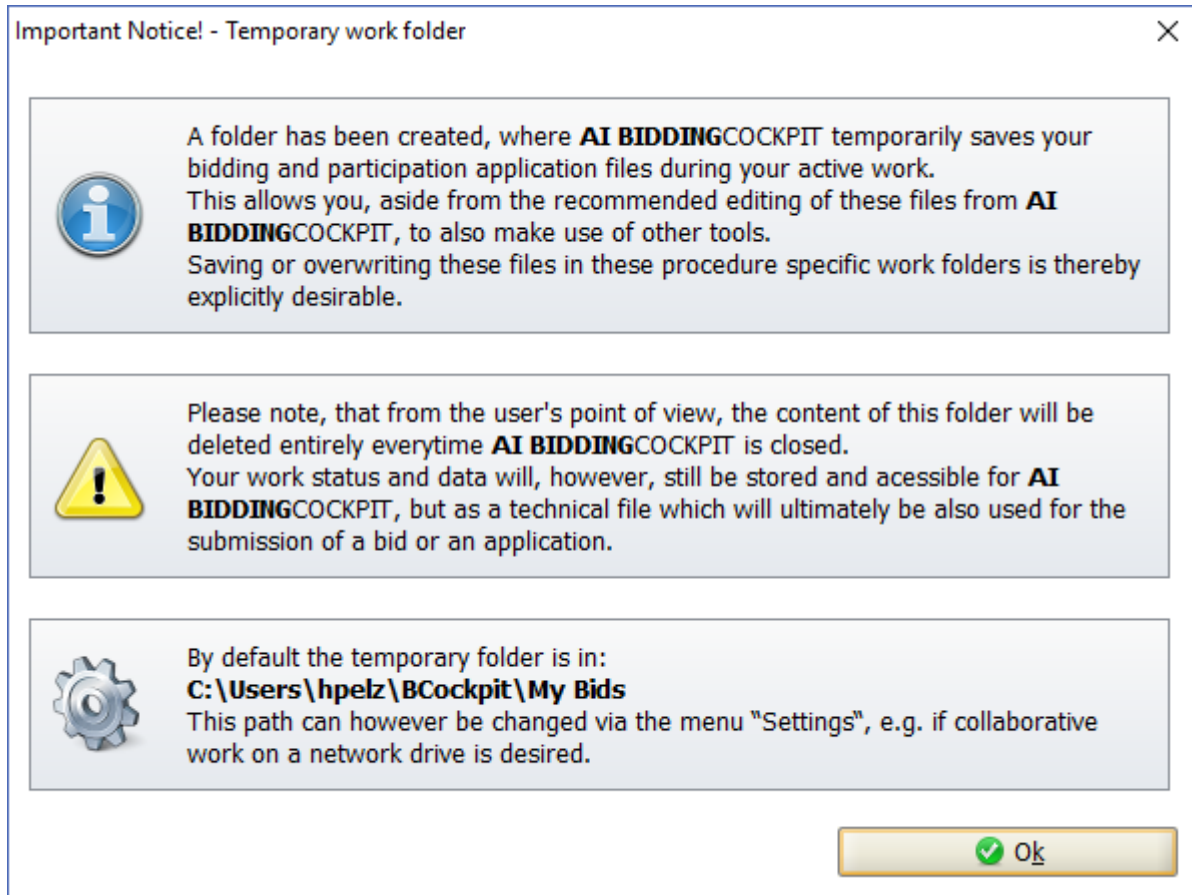


Figure 6.7: Warning: missing temporary workspace



Please note that this directory is cleared each time a tender is closed. Make sure to edit your files using the functions of the **AI BIDDINGCOCKPIT**.

You can always change this directory in the **TEMPORARY WORKING DIRECTORY**. If the selected directory cannot be found during the program start, the following notice is displayed:

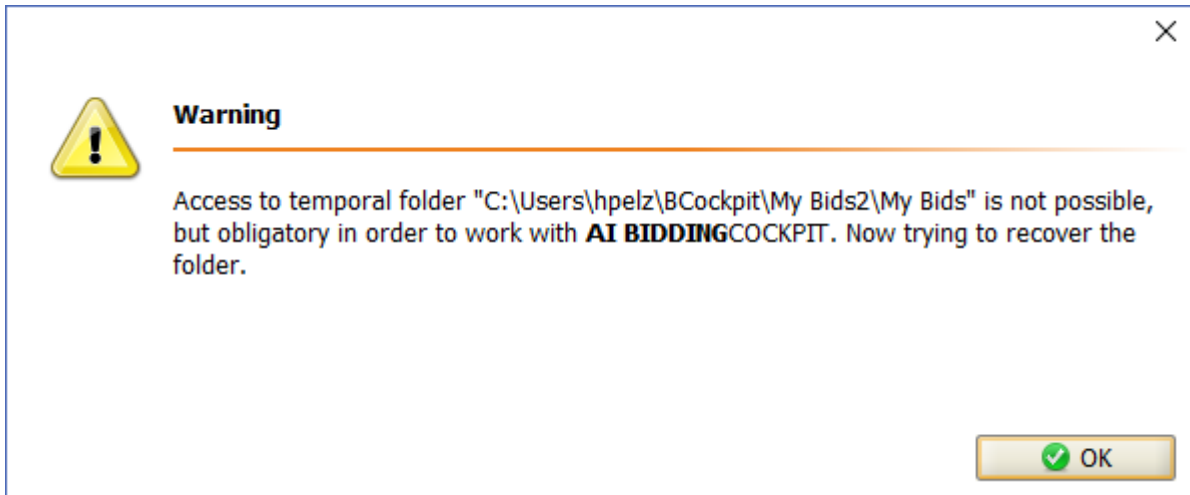


Figure 6.8: Temporary workspace warning

6.2.1.2 Software Certificate



In the general settings of **AI BIDDINGCOCKPIT** under SOFTWARE CERTIFICATE you can store a signature document in *.p12 or *.pfx format. When signing your tenders, you will save time by being able to enter the password directly.

6.2.1.3 Tendering Files Directory

Select a directory for saving local files of the **AI BIDDINGCOCKPIT** under TENDERING FILES DIRECTORY. The *Cockpit/bcf* directory within the repository of the currently logged in user is pre-set.

In order to change this directory click the SELECT panel. The **Select directory** panel opens. Choose a directory and confirm your selection with OPEN. The changed directory path is displayed in the text field to the left. Confirm these changes with OK.

6.2.2 Proxy server configuration

In the PROXY SERVER CONFIGURATION area you can configure your proxy server for the internet connection in the **AI BIDDINGCOCKPIT**. The setting DIRECT CONNECTION TO INTERNET is pre-set.

Select AUTOMATICALLY DETECT PROXY SETTINGS so that the **AI BIDDINGCOCKPIT** can automatically use the present configuration on your system.

If you want to manually set up a Proxyserver, activate the control panel CONFIGURE PROXY MANUALLY. Now you can enter the host address and the port. If your proxy server needs an authentication enter the access data (USERNAME and PASSWORD) here.



Using a proxy exception list, you can define addresses to which the proxy settings should not apply. It is possible to add a single record or an entire exception list separated by commas.

The screenshot shows a 'Proxy server configuration' dialog box with a blue header. Below the header, there is a section titled 'Configure proxy for internet access'. It contains three radio button options: 'Direct internet access' (selected), 'Automatically identify proxy setting', and 'Manual proxy configuration'. Below these are input fields for 'HTTP proxy host' and 'Port', and 'SSL proxy host' and 'Port'. There is also a checkbox for 'Use proxy authentication' with corresponding 'User name' and 'Password' input fields. At the bottom, there is a 'No Proxy for:' label followed by a large empty text box. An example text at the very bottom reads: 'Example: bietercockpit.de, .net.de, 192.168.0.1, 127.*'

Figure 6.9: Settings - General - Proxy server configuration

6.2.3 GAEB configuration

All tenders abiding to the German Construction Procedures contain a specification sheet in GAEB format which must be filled in by the bidder and submitted along with the bid.



GAEB stands for the German **G**emeinsamer **A**usschuss **E**lektronik im **B**auwesen (Joint Committee for Electronics in Construction). This committee seeks to create a standardized language for all parties involved in construction processes.

The **AI BIDDINGCOCKPIT** generally offers two different methods of editing a GAEB file: First, editing the GAEB file (D83 or X83) directly from the **AI BIDDINGCOCKPIT** via the GAEB software wingaeb.xml. Second, the use of an external GAEB application (e.g. California Pro, RIB Arrbiba etc.). Both variants require a different handling in editing the GAEB file and will be described in more detail in the following chapters.

In **SETTINGS-GENERAL-GAEB CONFIGURATION** you can specify whether you want to use wingaeb.xml or an external program for editing GAEB files. It is recommended to use wingaeb

xml, as the integration in the **AI BIDDINGCOCKPIT** simplifies the overall process of bid creation and moreover, the bidder is supported by various test mechanisms.

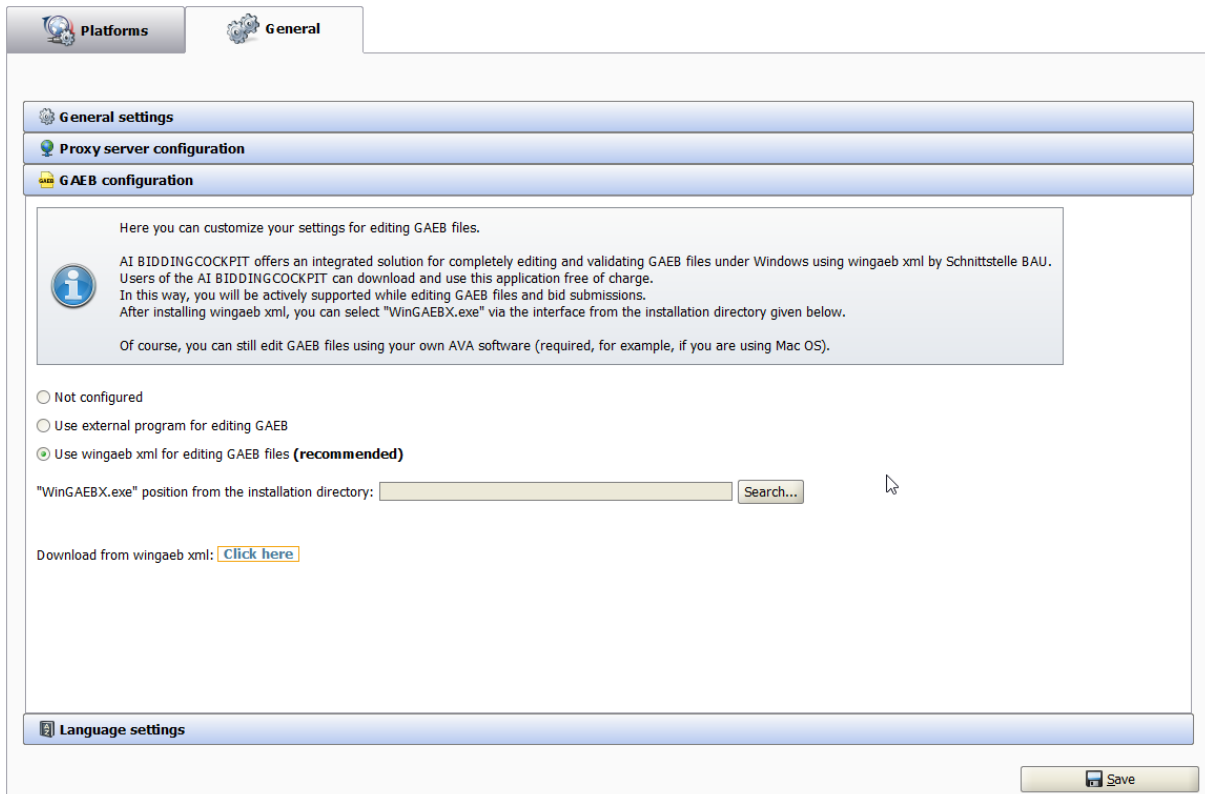


Figure 6.10: Settings: GAEB configuration



Your selection can be changed at any time. Changes do only apply to tenders which have been edited after the change.

6.2.3.1 wingaeb xml

wingaeb xml by Schnittstelle BAU is a software for editing specification sheets in GAEB-format and is provided to you by the **AI BIDDINGCOCKPIT** free of charge. You can download the most recent version under <http://www.wingaeb.de/>.

The use of wingaeb xml for editing GAEB files has some advantages compared to the use of an external GAEB application:

- It is possible to edit the GEAB file directly from the **AI BIDDINGCOCKPIT**
- You are supported by various test mechanisms for the correct bid submission
- The GAEB application wingaeb xml is provided free of charge for users of **AI BIDDINGCOCKPIT**



In order to use **wingaeb xml** you have to download and install the program. By clicking the link on the right of DOWNLOAD FROM WINGAEB XML, the download of the installation file is initiated. Save the file locally to your Computer.

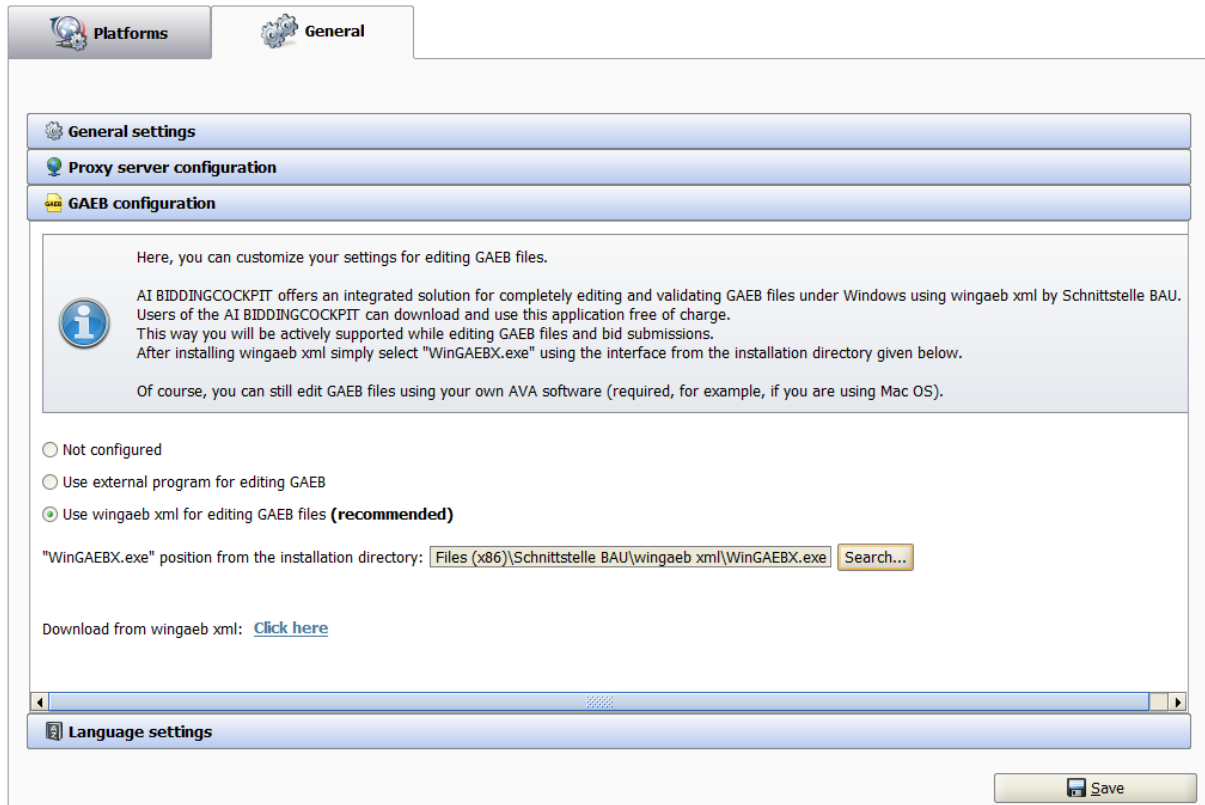


Figure 6.11: Selecting an installation directory for the wingaeb xml installation in the settings

Having installed **wingaeb xml** you will need to select a directory for the installed software. The directory selected by default is recommended. Subsequently, **wingaeb xml** can be used for editing GAEB-files and can be opened directly from the **AI BIDDINGCOCKPIT**.

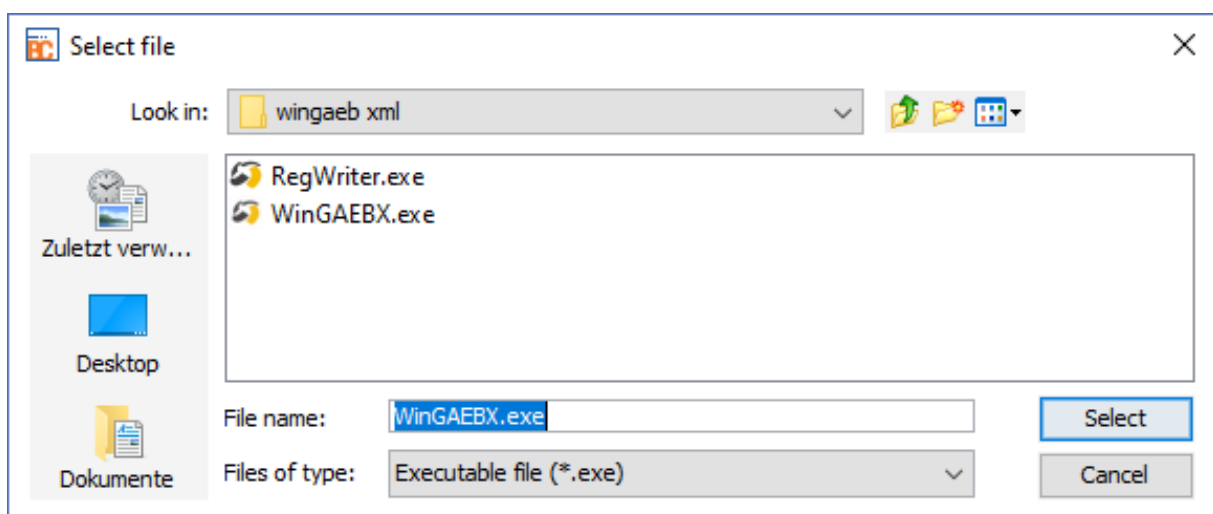


Figure 6.12: Selecting a path for the wingaeb xml installation in the file selection dialog



The GAEB-2000-format (P83-file) is not supported by **wingaeb xml** due to little distribution on the market. If you need to edit such a file, it is recommended to use the setting USE EXTERNAL PROGRAM FOR EDITING GAEB.



The **wingaeb xml** software is used internally by the **AI BIDDINGCOCKPIT** for various test mechanisms. Therefore, you should neither remove nor uninstall wingaeb xml if you would like to continue using the validation functionalities of the **AI BIDDINGCOCKPIT**.

When creating a new bid, an *.off file is created from the P83/D83/X83 file in the tendering documents. By double-clicking this file or using the context menu command OPEN FILE in the ACTIONS column, **wingaeb xml** is started and the file can be edited.

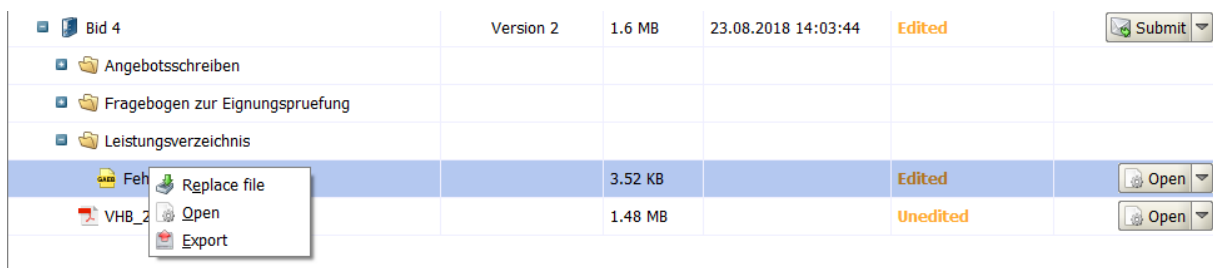


Figure 6.13: Opening a GAEB file using the context menu

When opening a GAEB file via **wingaeb xml** for the first time within a bid, a notification is displayed as a warning not to close the **AI BIDDINGCOCKPIT** during the editing process of the GAEB file. You can turn off this notification by clicking on the control panel on the left.

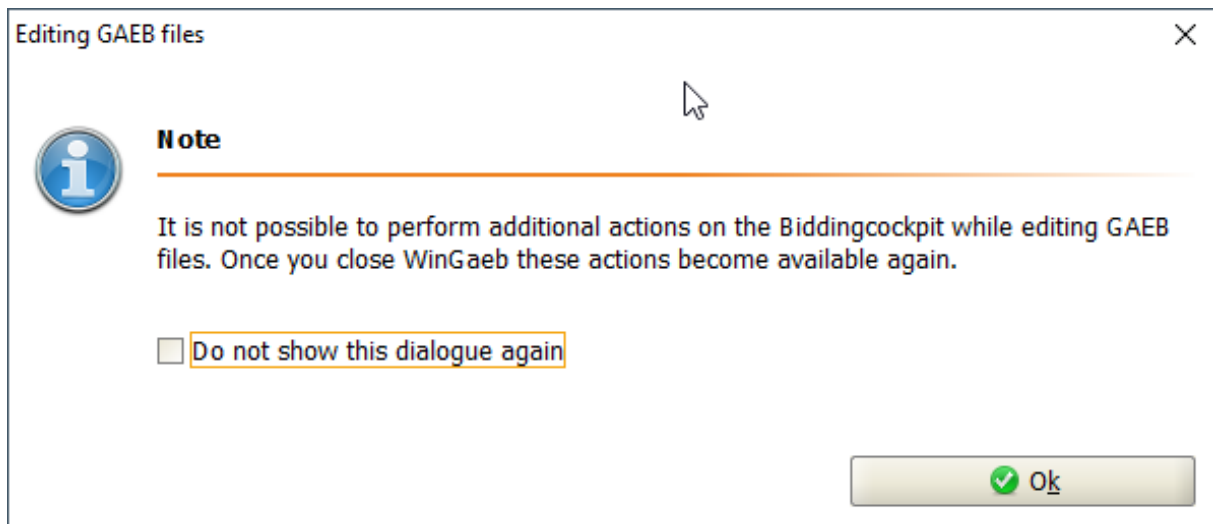


Figure 6.14: Information note while editing a GAEB file via wingaeb xml

After successfully edited the GAEB file, please save the file via wingaeb xml. The **AI BIDDINGCOCKPIT** recognises the file automatically as a D84/X84 file and overwrites the placeholder file. With the correct operation the D84/X84 file finally has the appropriate file size.

During the bid submission, **wingaeb xml** is opened in the background and an automatic validation of any created bidding files occurs. Potential errors are displayed in step 1 of the **bid verification**. For example it is checked, whether the bidding sum equals the sum from the D84/X84 file.

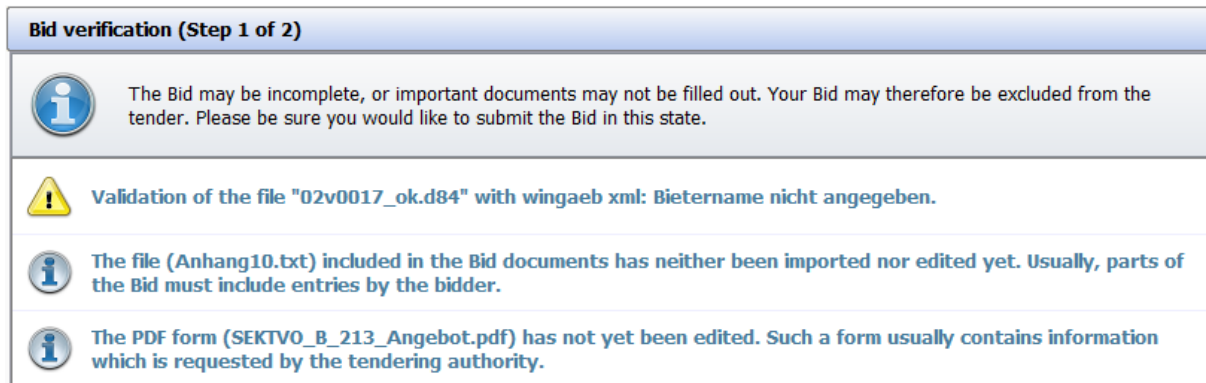


Figure 6.15: Attention note during tender evaluation in **wingaeb xml**



The bid submission may occur only after the GAEB file has been edited. Further steps of the submission are described in the chapter Digital bid submission.



Should any questions regarding program functions arise, use the integrated on-line help of **wingaeb xml** or please contact directly the support of **Schnittstelle BAU**.

6.2.3.2 External software

If you are already using a GAEB program which enables you to integrate further applications, you can also use your personal favourite software for editing GAEB files within the **AI BIDDINGCOCKPIT**. The verification mechanism which checks the specification sheet for its completeness is, however, omitted in this case.

Activate the GAEB CONFIGURATION in register GENERAL. Now select USE EXTERNAL PROGRAM FOR EDITING GAEB FILES.



When you have decided on an external performance recording program within a Regulations on Contract Awards for Public Works and Constructions (VOB) procedure, you will have to export the D83/X83 files from the tendering documents and subsequently open them with the external software in order to save them as D84/X84 files.

Select the according context menu within the **tendering documents** in order to **export**.

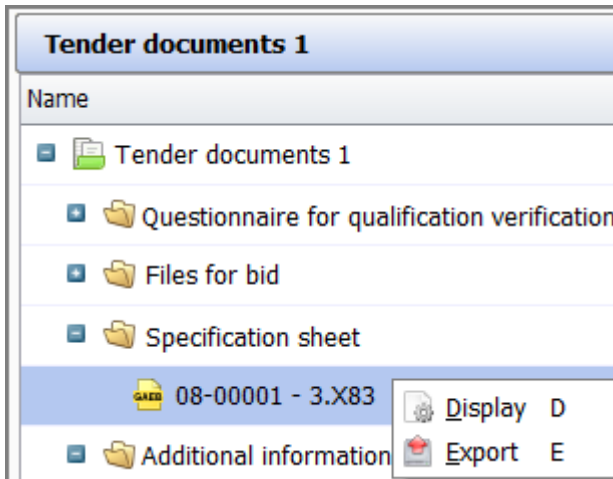
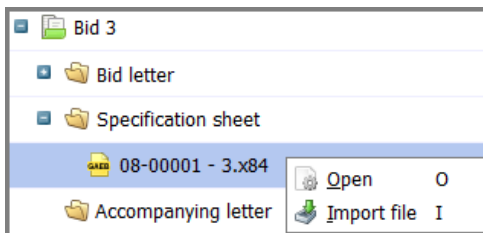


Figure 6.16: Exporting a GAEB file from the tendering documents

When creating a new bid, an empty D84/X84 file is generated as a placeholder from the D83/X83 file which is attached to the tender documents. The placeholder file is recognisable by its missing file size. Please overwrite this placeholder by importing the D84/X84 file into the bid.



The D84/X84 file can be opened via an external software after the import. A correction of the GAEB file is possible as well.

6.2.4 Language settings

Here you can change the language settings for the **AI BIDDINGCOCKPIT** to **English**.

After an automatic restart, the entire application will be set to English. This also includes all menu options and the integrated online help.

6.3 Specification sheets

In this area, you can edit specification sheets which are saved as software-specific *.aidf files. You can then export them in order to use them in further applications.

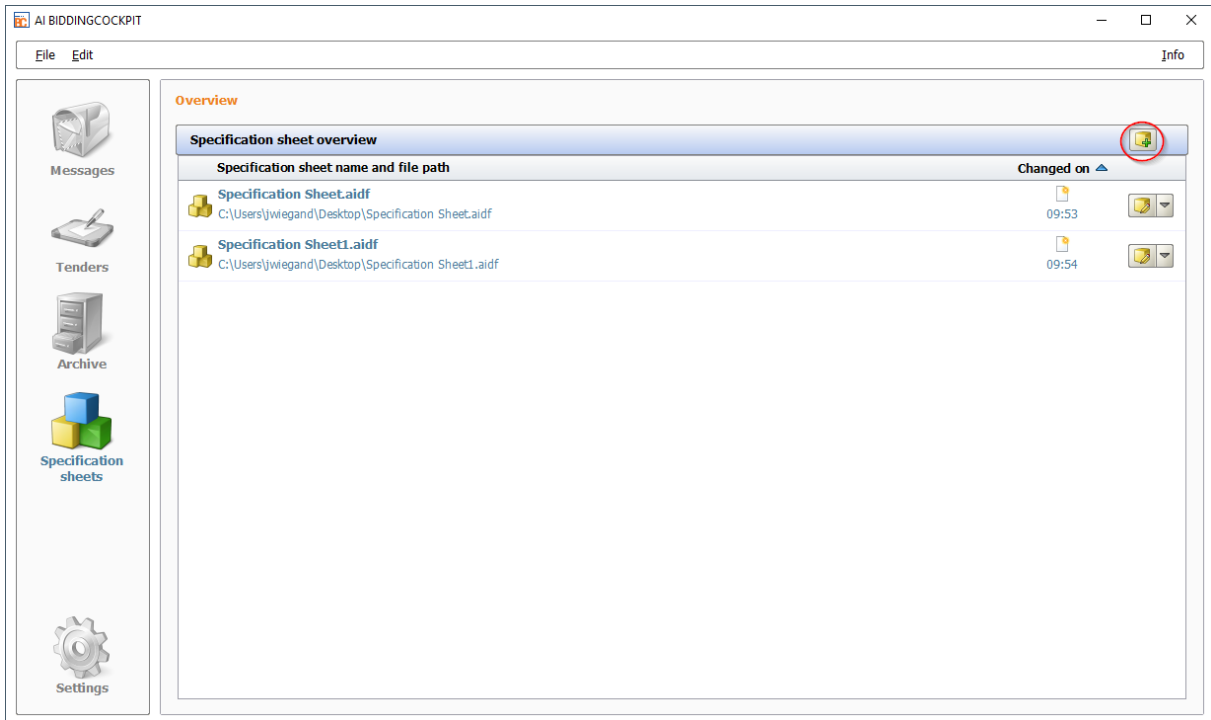


Figure 6.17: Specification sheet area


Open a specification sheet by clicking the corresponding button in the separation bar (see red circle) or use the menu command EDIT - OPEN SPECIFICATION SHEET.



After adding a specification sheet, the current storage location of the file is displayed in blue font. Your changes are applied to this location as well. If the storage location of a specification sheet has changed after the import, the list entry is displayed in grey font and you can delete it with the DELETE command.

The following table contains an overview of all possible symbols, buttons and their meaning.

Symbol / Action	Meaning
	Opens the Open file window. The file type is *.aidf by default.
	Symbol of the specification sheet in the *.aidf format.
	Date and time of the last change to the specification sheet.
	List of available actions. The left symbol displays the command which can be executed by double-clicking .
	Detail view : Opens the specification sheet for editing. You will find further information on this subject in the bid creation area of chapter Specification sheets . Shortcut: [ALT] + [D]
	Export : Opens the Save file window. The specification sheet is saved as an *.aidf file. Shortcut: [ALT] + [E]

Symbol / Action	Meaning
	Delete: The specification sheet will be removed from this area. This does not affect the original file on your computer. Shortcut: [ALT] + [L]

6.4 Archive

You can move every tender from the TENDERS area via the context menu by right mouse click to the ARCHIVE. The corresponding notification will be displayed before moving the files.

The archived tenders are not affected by the synchronization of the **AI BIDDINGCOCKPIT** and therefore the processing times are shortened. You can still open and search tenders in the archive or - if necessary - remove them from the archive in order to edit them again in the TENDERS area.

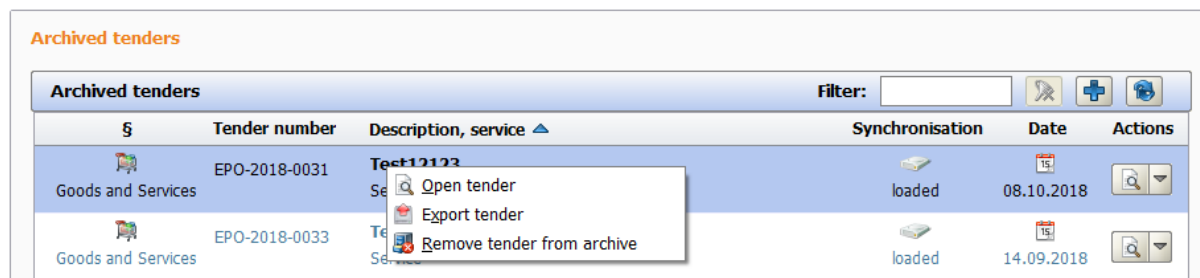









Figure 6.18: Archive area

The following table contains an overview over all displayed symbols and buttons as well as their meanings.

Symbol / Action	Meaning
	Tender within archive.
	Construction services, freelance services, or goods and services tender.
 827 KB	Tender has not yet been synchronized with the Tendering portal nor has it been saved locally on the computer.
 loaded	Tender has been synchronized with the Tendering portal or saved locally on the computer.
 31.07.2014	The deadline for bid submission is in the future.
 11.06.2014	The deadline for bid submission has already expired.

Symbol / Action	Meaning
	List of the actions available. The left symbol displays the command which can be executed by double-clicking .
Open tender	Opens the tender details in a table. Shortcut: [ALT] + [O]
Export tender	Opens the Save file window. The tender is saved in *.bcf format. Shortcut: [ALT] + [X]
Remove tender from archive	The tender is removed from the archive and can be edited again in the TENDERS area. Shortcut: [ALT] + [R]

6.5 Messages

In the MESSAGES area, you will find an overview over messages from all tenders. Update the message inbox using the SYNCHRONIZE button.

Here, you cannot write new messages but you can reply to messages.

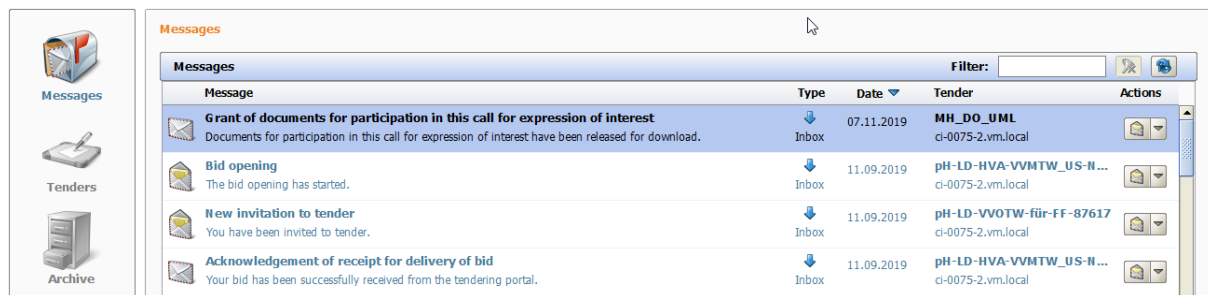











Figure 6.19: Message area

The following table serves as an overview over all possible symbols, buttons and their meanings.

Symbol / Action	Meaning
	Comparison of messages and the information on the Tendering Portal.
	Reset current search filter.
	Unread messages.
	Read messages.
	Received messages.

Symbol / Action	Meaning
	Message sent.
	Unsent message (draft).
	Attachment to a message.
	List of the actions available. The left symbol displays the command which can be executed by double-clicking . The number of active commands depends on the message type. Shortcut: [ALT] + [Letter on the right of the name in the list]
<u>S</u> how	Displays message details of a received or sent message. Shortcut: [ALT] + [S].
<u>E</u> dit	Displays message details for editing. Applies to still unsent messages only. Shortcut: [ALT] + [E].
De <u>L</u> ete	Deletes an unsent message. Shortcut: [ALT] + [L].
<u>R</u> eplay	Creates a message in draft mode. The SUBJECT field and the message text are preallocated with the entries of the original message. Applies to incoming messages only. Shortcut: [ALT] + [R].
Se <u>N</u> d	Sends a message in draft mode. Shortcut: [ALT] + [D].
<u>P</u> DF view	Opens the PDF view of a message. Shortcut: [ALT] + [P].

After double-clicking a message, the **Message details** are displayed.

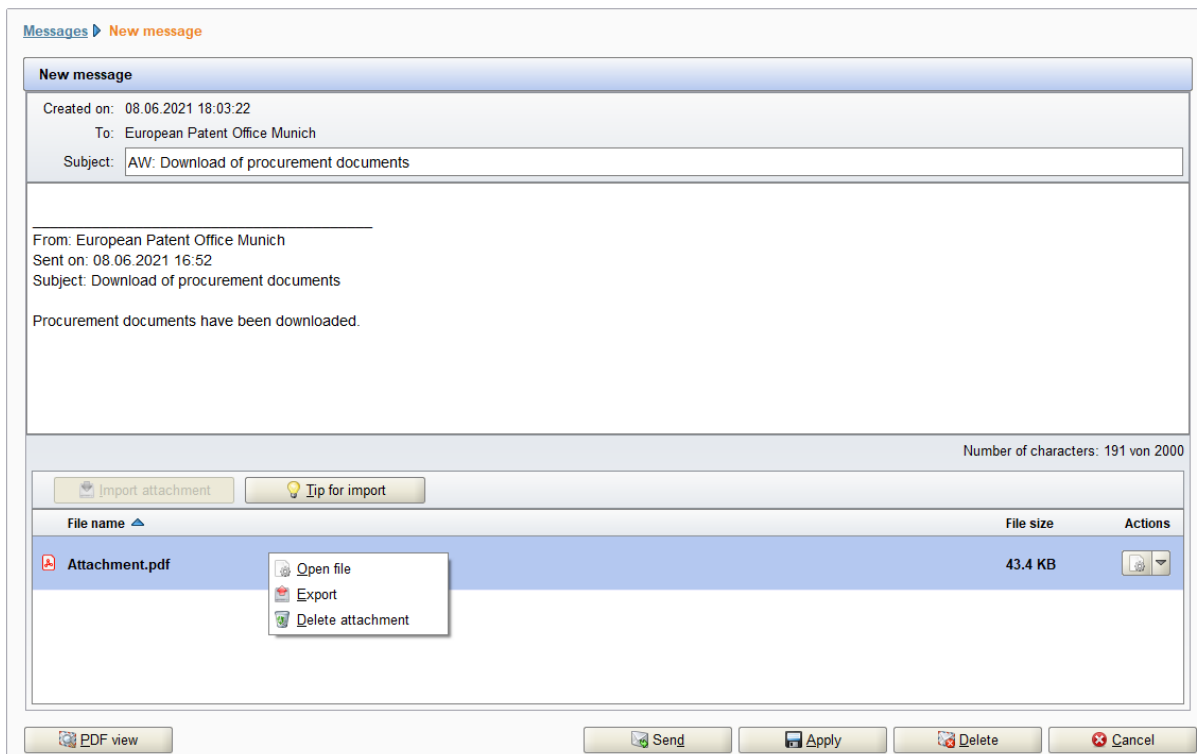


Figure 6.20: Messages area - Message details

The blue link on the upper left side takes you back to the message overview. To send a message from the detail area, use the SEND button.


If you do not wish to send the message just yet, you can also SAVE the draft.



Shortcut keys are preset for all buttons. Press the [ALT] button and the button's underlined letter at the same time, e.g., [ALT] + [S] for SEND MESSAGE.

The BUTTONS in the lower area of the message window have the following functions:

Button	Meaning
<u>P</u> DF view	Calling up the PDF view for a message in order to print it out, forward or archive. Displayed only for messages that have already been saved. Shortcut: [ALT] + [P]
Se <u>n</u> d	Sends the currently opened message after a security question. Only displayed for saved messages in draft mode. Shortcut: [ALT] + [S]
<u>A</u> pply	Saves the current entries. Displayed only for new messages and messages in draft mode. Shortcut: [ALT] + [A]
<u>C</u> ancel	Returns to the message overview. The current changes are not saved. Displayed for messages in draft mode only. Shortcut: [ALT] + [C]

Button	Meaning
<u>D</u> delete	Deletes the current message. Displayed for saved messages in draft mode only. Shortcut: [ALT] + [D]
<u>C</u> lose	Returns to the message overview. Displayed for sent and received messages. Shortcut: [ALT] + [C]
<u>R</u> eplay	Creates a message in draft mode. The SUBJECT field and the message text are preallocated with the entries of the original message. Is displayed for received messages only. Shortcut: [ALT] + [R]
	List of the actions available. The number of active commands depends on the document type.
<u>O</u> pen file	The attachment's file content is displayed. Shortcut: [ALT] + [O]
<u>D</u> elete attachment	Deletes the attachment. Shortcut: [ALT] + [D]
<u>S</u> ign	If necessary, add a digital (qualified or advanced) signature in PDF format to your attachment. The signature will be added at the end of the file on a new page. Shortcut: [ALT] + [S]

7 Tenders

This area supports you in preparing and submitting your bid. Click TENDERS. The overview over all tenders which you are participating in is displayed.

The screenshot shows a web application interface for tender management. On the left is a sidebar with icons for Messages, Tenders, and Archive. The main area is titled 'Tender overview' and contains a table with the following data:

Tender number	Description, service	Synchronisation	Date	Status	Platform	Actions
EPO-2019-0017	IT services IT services for updating IT infrastructure	loaded	27.12.2019	open	[Platform Icon]	[Actions Icon]
EPO-2019-0024	Office chair ordering Supply of office chairs	loaded	02.01.2020	open	[Platform Icon]	[Actions Icon]
EPO-2019-0027	Cleaning services 2456245656	loaded	02.01.2020	open	[Platform Icon]	[Actions Icon]

Figure 7.1: Tender overview




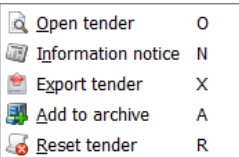





If necessary, you can reduce the size of the results by using the FILTER.

When you hover over a tender in the result list without clicking your mouse, a blue note field (tooltip) with detailed information appears.

The following table contains an overview over all possible symbols or actions and their meanings.

Symbol / Action	Meaning
	Tender symbol.
	Construction services, freelance services, or goods and services tender.
	The tender has not yet been synchronized with the tendering portal or has not yet been saved locally to your computer.
	The tender has been synchronized with the tendering portal or saved locally to your computer.
	The bid submission deadline is in the future.
	The bid submission deadline has already passed.
	The bid opening has not yet been carried out. Bid submission or withdrawal is possible at any time.
	The bid opening has already been carried out. The bid submission or withdrawal are not possible anymore.

Symbol / Action	Meaning
	The bid opening deadline has already passed. If you try to submit a bid, a warning message will be displayed. The bid submission is nevertheless possible. The bid will arrive as late bid.
	The symbols of the different tendering portals.
	List of all actions available. The left symbol displays the command which can be executed by double-clicking . 
Open tender	Opens the tender details in a clearly arranged table. Shortcut: [ALT] + [O]
Export tender	Opens the Save file window. The tender will be saved as *.bcf file. Shortcut: [ALT] + [X]
Add to archive	The tender will be transferred to the archive. Archived tenders are not synchronized anymore. Shortcut: [ALT] + [A]
Reset tender	Opens the Reload tender window. Deletes the local data of the tender on your computer and synchronizes the tender with the platform. Shortcut: [ALT] + [R]
	Opens the Import file window. A tender in *.bcd or *.bcf format can be imported to the AI BIDDINGCOCKPIT .
	Delete filter.
	Synchronize. Compares the messages with the information on the tendering portal.

In order to open a tender, double-click it in the overview. The **Synchronize** window will be opened and the tender details will be displayed in a clearly arranged table. It contains four or six areas: INFORMATION NOTICE, MESSAGES, TENDERING DOCUMENTS, BIDDING DOCUMENTS, PARTICIPANT COMPETITION DOCUMENTS, PARTICIPATION REQUESTS. These are separated by horizontal bars displaying different symbols.



Switch the displayed area by clicking the separation bar. The content is moved up or down and the content of your chosen area will be displayed below the separation bar.

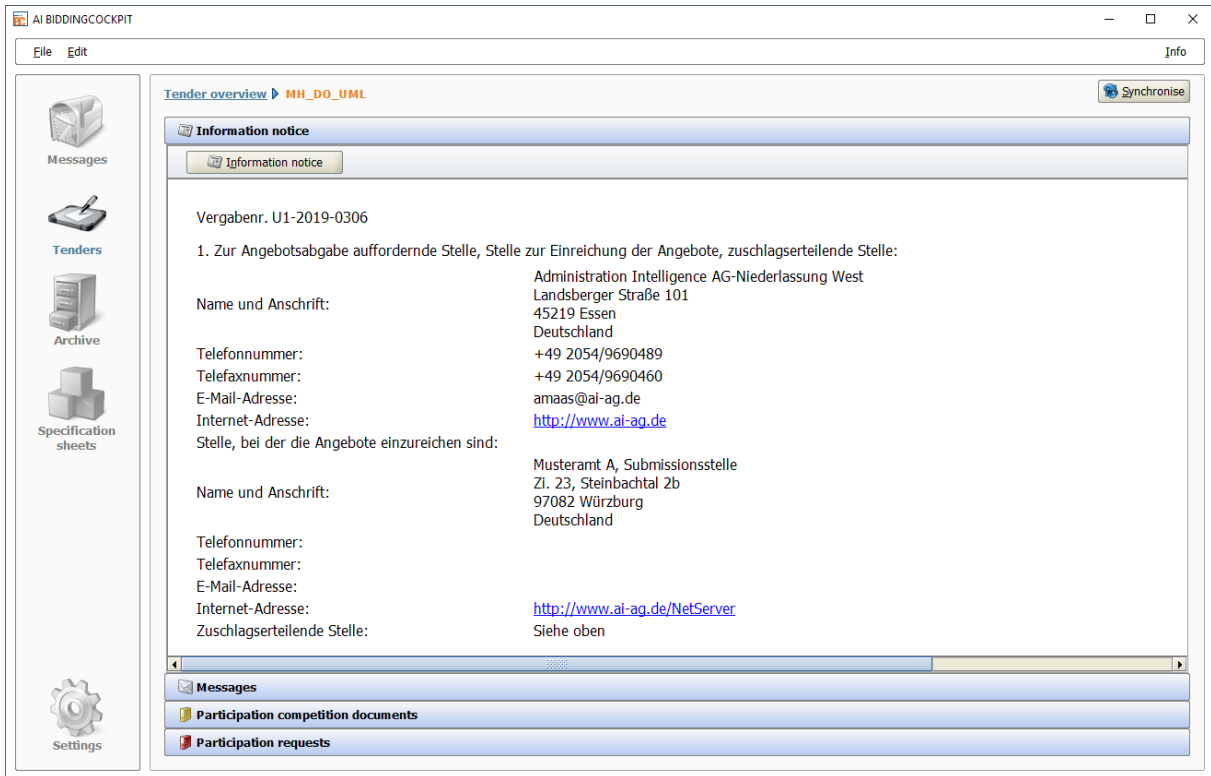


Figure 7.2: Tender - Information notice

When using the INFORMATION NOTICE button, you will be forwarded to the tendering portal and can view the information notice text on the platform.

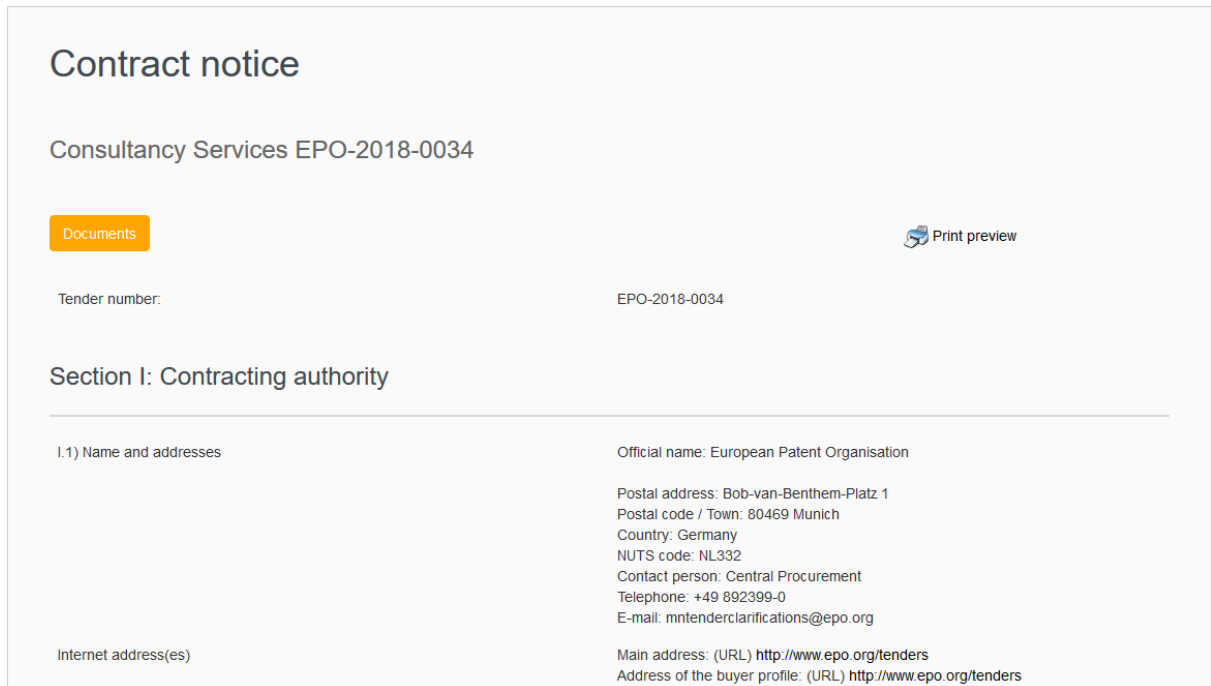


Figure 7.3: Tenders - Forwarding to tendering portal

7.1 Messages

In the MESSAGES section, all messages of the current tender are visible at one glance. Update the message inbox using the SYNCHRONIZE button.



Here, you can also send your own requests to a tendering authority. Click the NEW MESSAGE button.

Message	Type	Date	Actions
Download of procurement documents Procurement documents have been downloaded.	 Inbox	14.11.2019	
Grant of procurement documents You have been admitted to download tender/RFO documents.	 Inbox	14.11.2019	

Figure 7.4: Tenders - Messages

The following table contains an overview over all possible symbols or buttons and their meanings.

Symbol	Meaning
	Synchronization of the messages and the information on the tendering portal.
	Opens the form for a new message.
	Unopened message.
	Opened message.
	Received message.
	Sent message.
	Unsent message (draft).
	Attachment to message.
	List of the actions available via clicking. The left symbol corresponds to the preset command which can be executed by double-clicking on the table row. The number of active commands depends on the message type. Shortcut: [ALT] + [Letter on the right of the name in the list]

Symbol	Meaning
Show	Displays the message details of a received or sent message. Shortcut: [ALT] + [S].
Edit	Displays the message details for editing. Applies to still unsend messages only. Shortcut: [ALT] + [E].
Delete	Deletes an unsend message. Shortcut: [ALT] + [L].
Reply	Creates a message in draft mode. The SUBJECT field and the message text are preallocated with the entries of the original message. Displayed for received messages only. Shortcut: [ALT] + [R].
Send	Sends a message in draft mode. Shortcut: [ALT] + [D].
PDF view	Opens the PDF view of a message. Shortcut: [ALT] + [P].

After **double-clicking** a message, the details are displayed.

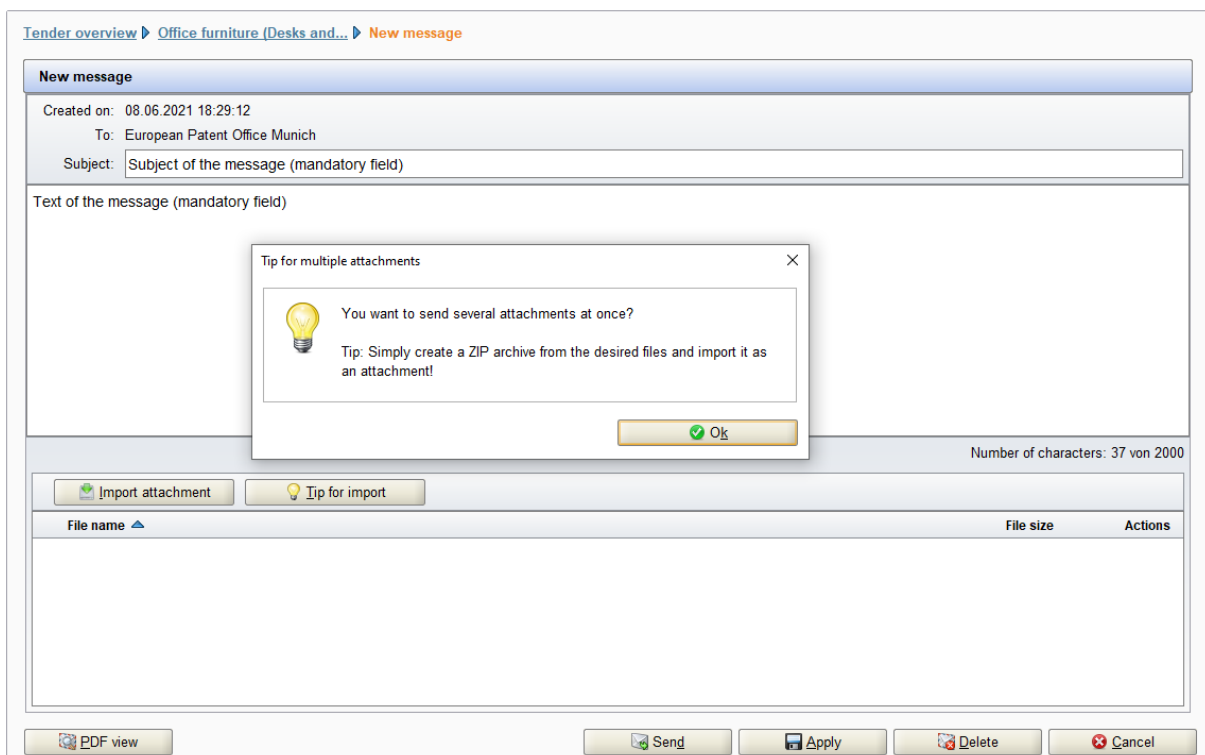



Figure 7.5: Tenders - Message details

The blue links on the upper left hand side take you back to the message or tender overview. To send a message from the detail area, use the SEND button on the upper left hand side, next to the SUBJECT



Shortcuts are preset for all keys. Press the [ALT] button and the underlined letter of the button at the same time, e.g., [ALT] + [S] for SEND message.

The **BUTTONS** in the lower area of the message window have the following functions:

Button	Meaning
<u>I</u> mport attachment	Import a single file or a ZIP archive as an attachment. See also tip for importing multiple files, TIP FOR IMPORT. Shortcut: [Alt] + [I]
<u>P</u> DF view	Calling up the PDF view for a message in order to print it out, forward or archive. Displayed only for messages that have already been saved. Shortcut: [Alt] + [P]
Send <u>d</u>	Sends the currently opened message. Is displayed for new messages with filled out obligatory fields and draft mode messages. Shortcut: [ALT] + [D]
<u>A</u> pply	Saves the current entries without sending the message. Displayed for new messages and messages in draft mode. Shortcut: [ALT] + [A]
<u>C</u> ancel	Returns to the message overview. The current changes are not saved. Displayed for messages in draft mode only. Shortcut: [ALT] + [C]
<u>D</u> elete	Deletes the current message. Displayed for saved messages in draft mode only. Shortcut: [ALT] + [D]
<u>C</u> lose	Returns to the message overview. Displayed for sent and received messages. Shortcut: [ALT] + [C]
<u>R</u> eply	Creates a message in draft mode. The SUBJECT field and the message text are preallocated with the entries of the original message. Is displayed for received messages only. Shortcut: [ALT] + [R]
	List of all available actions for attachments. The number of active commands depends on the document type.
<u>O</u> pen file	The file content from the attachment is displayed. Shortcut: [ALT] + [O]
<u>D</u> elete attachment	Deletes the attachment. Shortcut: [ALT] + [D]
<u>E</u> xport attachment	Exports the attachment. Shortcut: [ALT] + [E]

7.2 Tendering documents

The tendering documents area is displayed if you click the TENDERING DOCUMENTS (FOR REVIEW) area in the detailed view of the tender.

Tender overview ▸ IT services Synchronise

Information notice

Messages

Tender documents

Name	File size	Date	Status	Actions
Version 1	1.87 MB	14.11.2019 11:47:06	Unread	Export
Additional information				
Allgemeine Ausschreibungsbedingungen.pdf	55.9 KB		Read	Display
Allgemeine Vertragsbedingungen.pdf	152 KB		Unread	Display
Conditions contractuelles generales.pdf	135 KB		Unread	Display
Conditions generales relatives aux appels a la concurrence.pdf	57.7 KB		Unread	Display
General Conditions of Contract.pdf	118 KB		Unread	Display
General Conditions of Tender.pdf	55.5 KB		Unread	Display
LETTER_OF_INVITATION_TO_TENDER.pdf	1.26 MB		Unread	Display
Specification sheet				
Specification Sheet.aidf	49.1 KB		Read	Display
Specification Sheet.pdf	5.82 KB		Unread	Display

Version 1 Status: **Unread** Change date: - Imported on 14.11.2019 11:47:06
Tender documents File size: 1.87 MB

Bid documents

Figure 7.6: Tenders - Tender documents for goods and services

The tendering documents can be displayed, printed or exported, but not be edited. Open a single document by double-clicking.

Before opening tendering documents for the first time, all documents have the status “*Unread*”. After opening the document’s status changes to “*Read*”. If all files have been opened at least once, the green status “*Read*” is adapted by the respective version of the tendering documents.

If necessary, export single versions of the tendering documents as ZIP archives by selecting the EXPORT menu.

If the awarding authority has uploaded an updated version of the documents you will be informed about this by a new window.

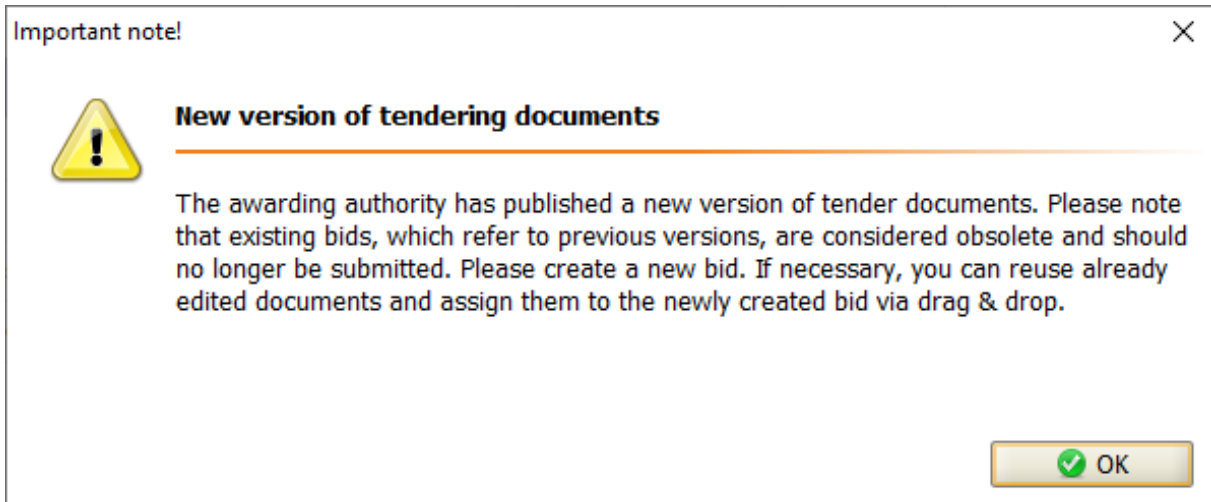


Figure 7.7: Tenders - New version of the tendering documents

7.3 Creating a bid

In order to create a bid, you have to switch to the bidding documents area which can be found in the tender's detailed view under **BIDDING DOCUMENTS**. An initial version of the bid will be created after the tender has been opened for the first time. You can open and edit the bid by double-clicking it or, if necessary, create further bids by clicking the **CREATE** button.



Already existing, but not yet submitted bids are displayed with a green symbol in the **AI BIDDINGCOCKPIT**. Submitted bids are blue.

Tender overview ▸ Consultancy Services Synchronise

Information notice

Messages

Tender documents

Bid documents

New version Create new supplementary... Import files

Name	Version documents	File size	Date	Status	Actions
▣ Bid 1	Version 1	108 KB	24.08.2018 13:45:03	Edited	Submit
▣ Specification sheet					
📄 Specification Sheet.aidf		52.3 KB		Unedited	Open
📄 General Conditions of Te...		55.7 KB		Imported	Open
📄 General Conditions of Co...		117 KB		Imported	Open

Specification Sheet.aidf Status: **Unedited**
Form File size: 52.3 KB

Figure 7.8: Tenders - Bid documents - Bid overview

If the bidding documents have been opened for the first time, all forms carry the status “Unedited“. The status is changed to “Read“ or “Edited“ after the bid has been opened. If all mandatory fields have been filled out, the status “Finished“ is displayed.

📄 Specification_sheet.aidf Form	Status: ☆ Unedited File size: 54.1 KB
📄 Specification_sheet.aidf Form	Status: ✎ Edited File size: 55.9 KB
📄 Specification_sheet.aidf Form	Status: ✓ Completed File size: 54.2 KB

Figure 7.9: Tender details - Status change of the files



Select one of the blue links on top, in order to switch from the form view to the detailed view of the bids or to another level of tenders.

[Tender overview](#) ▸ [Framework agreement 3 lots 2015/1](#) ▸ [Bid 2](#) ▸ [Specification sheet](#)

Figure 7.10: Return to detailed view of bidding documents

The following table contains an overview over all possible symbols or buttons and their meanings.

Button	Meaning
--------	---------

Button	Meaning
<u>N</u> ew bid	Creates an unedited version of a bid in the BIDDING DOCUMENTS area. Shortcut: [ALT] + [C]
Cr <u>e</u> ate new <u>s</u> upplementary bid/variant	Creates an unedited version of a supplementary bid/variant in the BID DOCUMENTS area. Only displayed if supplementary bids/variants are enabled. Shortcut: [ALT] + [S]
<u>S</u> ubmit	Opens the Select sending type window. You can submit several primary bids in the AI BIDDINGCOCKPIT if the tendering authority has enabled this option. For further information, see chapter Qualified signature with smart card . Shortcut: [ALT] + [S]
<u>C</u> opy	Creates a copy of the selected bid. This way, you can make small changes without having to create a completely new bid, e.g., when you withdraw an invalid bid from the Tendering Portal. Shortcut: [ALT] + [C]
<u>D</u> elete	Deletes the selected bid. Shortcut: [ALT] + [D]
<u>A</u> dd supplementary bid/variant	Adds a supplementary bid/variant to the selected bid. Only displayed if supplementary bids/variants are enabled. Shortcut: [ALT] + [A]
<u>R</u> ename	Opens the Bid name window. Here, you can change the bid's title. Shortcut: [ALT] + [R]
<u>P</u> rint	Prints all or only single tendering documents. Shortcut: [ALT] + [P]
<u>H</u> istory	Opens the History window. Shortcut: [ALT] + [H]
<u>O</u> pen	Displays the selected file's content. You can return to the bid's detailed view using the link in blue. Shortcut: [ALT] + [O]
<u>E</u> xport	Only activated for certain documents, e.g. the <i>Specification sheet activated</i> . The imported .aidf file can be edited independently from the AI BIDDINGCOCKPIT . For example with the AI LV COCKPIT . You may then reimport it to the AI BIDDINGCOCKPIT . Shortcut: [ALT] + [E]
<u>I</u> mport files	You can add your own documents to your bidding documents. Select the desired file in the Import file window and then click IMPORT . The file will be added to the list of the bidding documents and displayed below the ATTACHMENTS folder. Shortcut: [ALT] + [I]

7.3.1 Navigating within a bidding file

When opening the TENDERING DOCUMENTS for the first time, only the last bid is automatically unfolded and the SCROLLBAR is displayed on the right hand side.

Bid documents				
Name	File size	Date	Status	Actions
Bid 1	1.54 MB	02.12.2016 14:16:44	Edited	
Bid 2	1.54 MB		Unedited	
Bid 3	1.54 MB		Unedited	
Angebotsschreiben				
SEKTVO_B_ANGEBOTSSCHREIB...	20.4 KB		Unedited	
Leistungsverzeichnis				
02v0017_ok.d84	-		Unedited	
Begleitschreiben				
Vertragsbedingungen				
Anlagen				
Anhang10.txt	6 Byte		Unedited	
SEKTVO_B_213_Angebot.pdf	1.48 MB		Unedited	
Bid 3 Status: Unedited Bid documents File size: 1.54 MB				

Figure 7.11: Tendering details - Navigation with arrow keys

You can comfortably navigate through the tendering documents using the arrow keys.

- ARROW UP and DOWN select the element
- ARROW LEFT closes the selected element. If the element is already closed or cannot be closed, the element above it is automatically selected. This way you can close all directories outside of the tendering documents by repeatedly using ARROW LEFT
- ARROW RIGHT opens the selected element. If the element is already opened or cannot be opened, the element beneath it is automatically selected. This way you can open all directories of the tendering documents and view the content documents by repeatedly using RIGHT ARROW
- By using SPACE, the activated element's state is reversed. That is "closed" is "opened" and vice versa.

7.3.2 Insert with Drag & Drop

Using the drag & drop function allows you to comfortably add one or several files to your bids and participation applications. You can also move bids and participation applications or accept files for review.



A file can be moved with pressed left mouse button to the target object. All objects open for drag & drop are marked with a PLUS sign next to the cursor



Moving and inserting files is possible in the following cases:

- Within various versions of bids and participation applications

Name	Version documents	File size	Date	Status	Actions
Bid 1	Version 1	628 KB	14.11.2019 11:55:39	Edited	Submit
Specification sheet					
Attachment.pdf		176 KB		Imported	Open
Attachment.txt		5 Byte		Imported	Open
Attachment_2.pdf		178 KB		Imported	Open
Specification Sheet.aidf		49.2 KB		Edited	Open
Supplementary bid/variant 1 to Bid 1		225 KB	20.11.2019 10:47:18	Edited	Detail view
Bid 2	Version 1	49.4 KB	20.11.2019 10:23:50	Completed	Submit
Specification sheet					
Specification Sheet.aidf		49.4 KB		Completed	Open

Bid 1 Status: Edited Change date: - Edited since 14.11.2019 11:55:39
Bid documents File size: 628 KB - Created on 14.11.2019 11:47:07

Figure 7.12: Insert files with Drag & Drop - Within the tendering versions

- From any directory on your computer. You can mark any number of external documents and copy them directly to your desired tender on the **AI BIDDINGCOCKPIT**

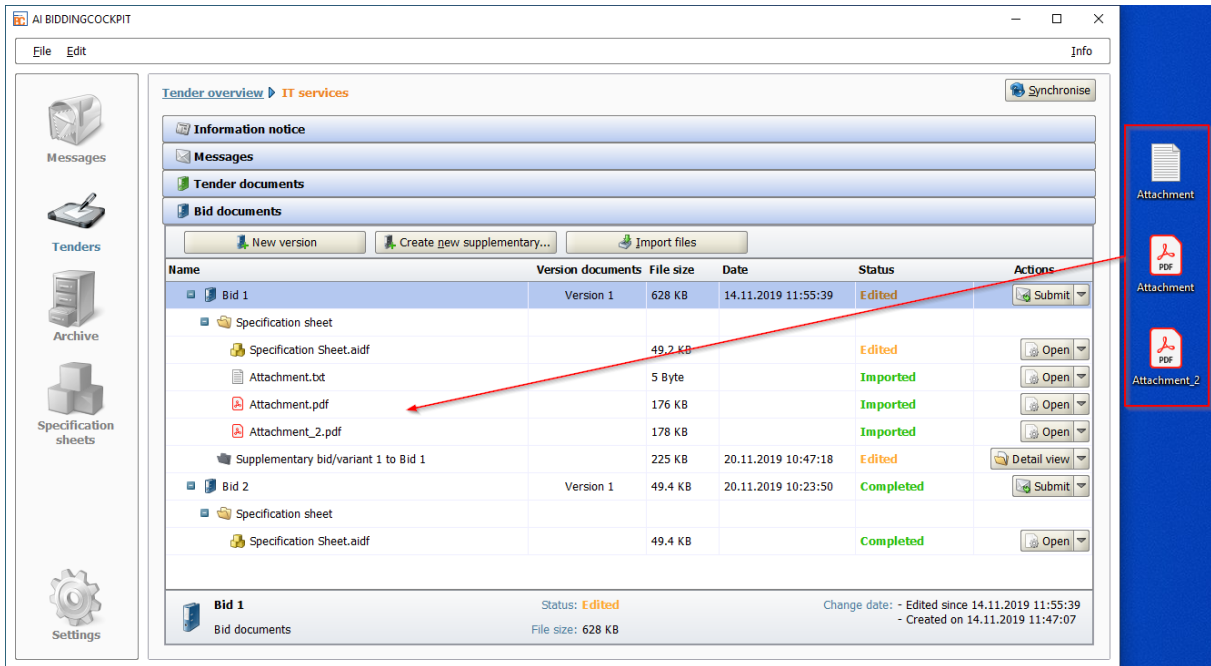


Figure 7.13: Insert files with Drag & Drop - directly from your Computer

- From tendering documents or participation application documents. Move the file to the SEPARATION BAR of the tendering documents or participation application. It will be opened automatically and you can select the target area for insertion.

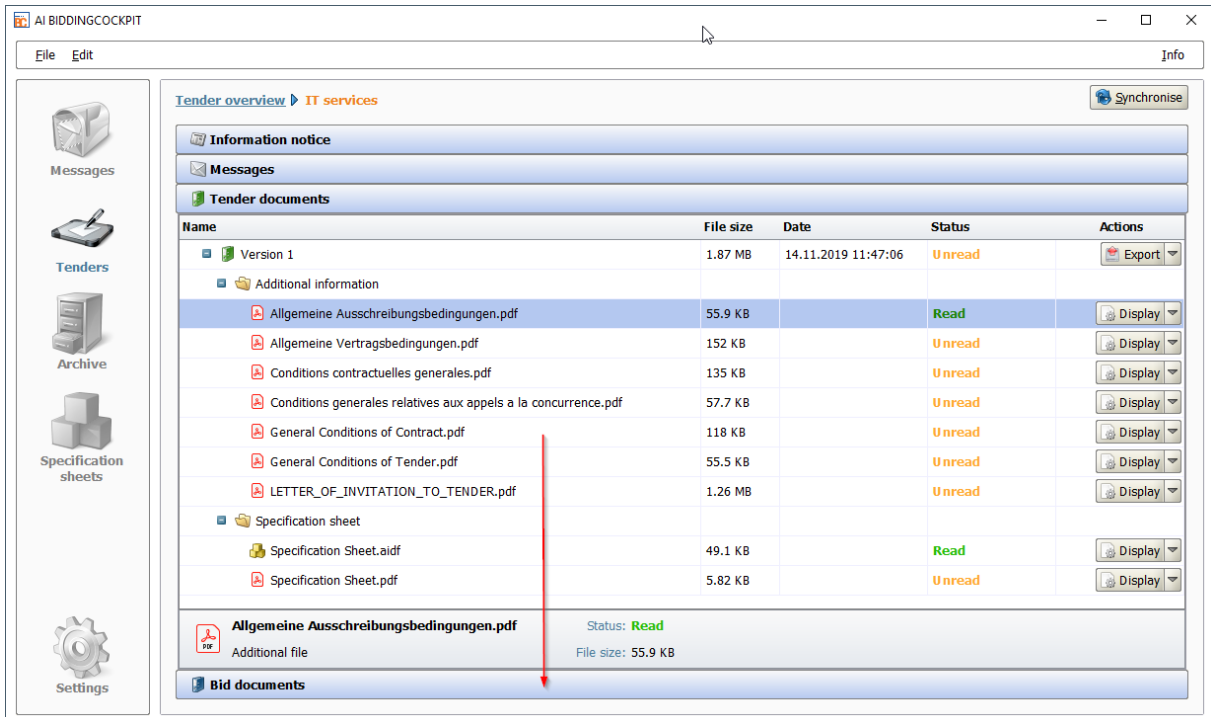


Figure 7.14: Insert files with Drag & Drop - from tendering documents



You can scroll up and down if you move the cursor to the upper or lower frame of the window, holding down the left key of your mouse.




7.3.3 Forms

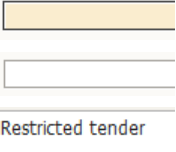

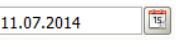
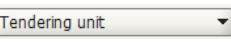
Forms have a light gray background with white entry fields and coloured mandatory fields.

You can identify forms that can be filled out on the screen by the ***.aiform** ending.

Figure 7.15: Form with mandatory fields

The following field types can occur in the forms:

Form field	Example	Meaning
Option field	<input type="radio"/> YES <input checked="" type="radio"/> NO	Offers one or more options, of which only one can be selected. The selected option has a green dot in the circle, e.g., Yes/No field.
Check box	<input checked="" type="checkbox"/> <input type="checkbox"/>	Activate (green checkmark) or deactivate (empty box) via clicking.
File field	<input type="text"/>   	Add external attachment files to the form. From left to right: Attach file, Display file content, Delete file.

Form field	Example	Meaning
Entry field		Mandatory fields have a coloured background. Optional fields have a white background and fields containing display functions are adjusted to the background colour. Mandatory fields can also be identified by the red asterisk (*) next to the field name. The entries can be checked for certain aspects, e.g. numbers only. When making adjustments to the text field, the number of characters already entered is displayed. This should prevent too long texts, which cannot be displayed in the printed version.
Selection list field		If there is a magnifying glass symbol right next to the entry field, a selection list with possible entries can be opened by clicking. Manual entries are also allowed in this field.
Date field		Clicking the symbol to the right opens a monthly calendar, in which you can navigate through the months or years by using the arrow buttons. The date can be entered by clicking the calendar or with direct keyboard entry. Date values in the DD.MM.JJJJ format are expected.
Selection field		Only the selection from this list is possible.

If the form is longer than one screen page, you can move its content up and down with the SCROLL BAR or the ARROWS on the right side.



Click PRINT FORM on the lower left margin of the form if you wish to print the form or save the form as a PDF file.

The three buttons on the right can also be selected with key shortcuts, e.g. [ALT] + [S] for SAVE. Clicking OK checks the entries in the fields and displays any errors.

7.3.4 Specification sheet

Open the specification sheet by double-clicking or using the OPEN action.

The **Specification sheet** window has its own symbol bar (1) and three different areas: the structure (2) on the left, the table view (3) on the upper right hand side and the form area (4) below. These areas can be adjusted in size using the two area separation bars with. They can also be hidden or shown using the three DISPLAY buttons (STRUCTURE, TABLE VIEW, FORM VIEW) in the symbol bar (1).

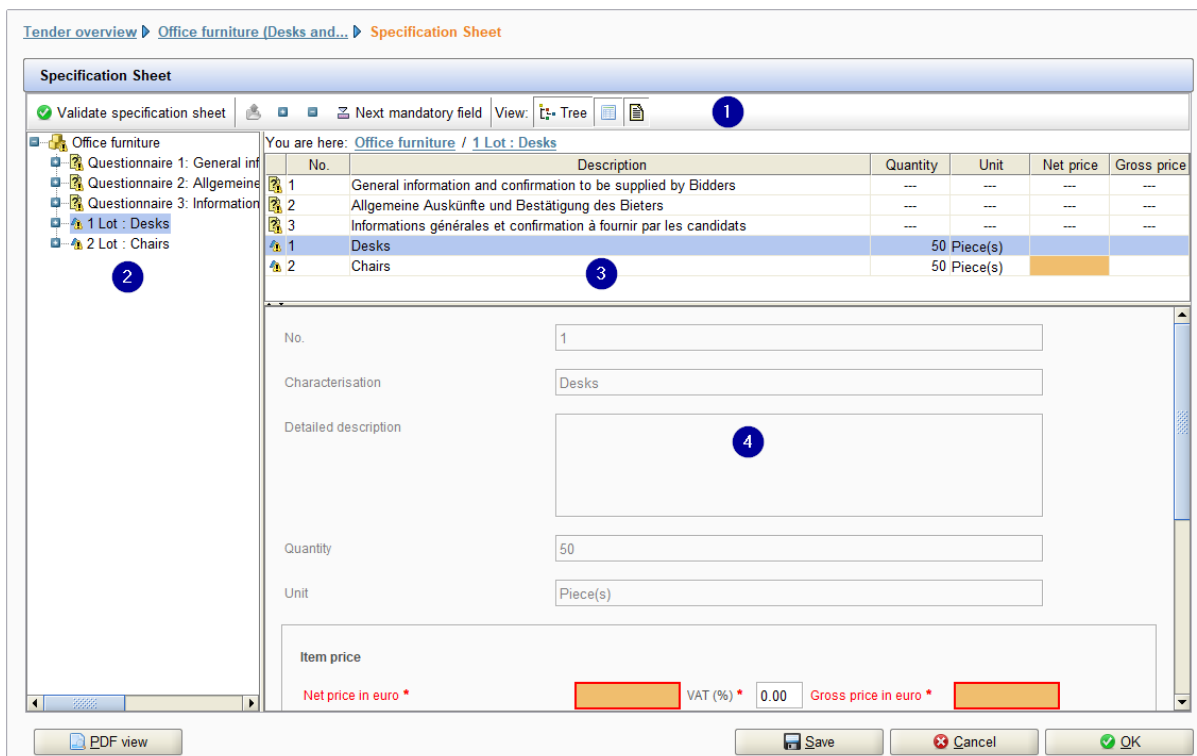









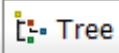

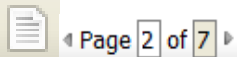
Figure 7.16: Specification sheet



The symbols contain a tooltips. That is the name of the symbol appears in a blue text field below the cursor if you place the cursor on a symbol without clicking.

The following symbols are included:

Symbol	Meaning
	Saves the current entries.
 Validate specification sheet	Checks the entries and the specification sheet structure for incomplete mandatory fields and errors.
	Record change: Only displayed if supplementary bids/variants are enabled. Allows to record changes to the specification sheets of the supplementary bids/variants.
	Delete change: Only displayed if supplementary bids/variants enabled. Deletes changes to the specification sheets of the supplementary bids/variants.
	Selects the superordinate element in the specification sheet. Only active if the selected element is not in the top level and the structure is inactive.
	Show or hide selection. Only visible in structure.
 Next mandatory field	Jumps to the next empty mandatory field. Alternative: the [F3] key.

Symbol	Meaning
	Opens or closes the structure view (2). The vertical separation line can also be moved with the mouse.
	Opens or closes the table view (3). The horizontal separation line can also be moved with the mouse.
	Opens or closes the form view (4). If only the form view is displayed, additional symbols appear on the symbol bar which you can use to navigate through the specification sheet. Click on the arrow buttons or enter the desired page number in the white entry field and confirm your entry with [RETURN].

The structure (2) gives a structured overview over the specification sheets. By clicking the + and - symbols next to the folder symbols, you can expand or close the displayed list.

The table view (3) contains a tabular overview over the single items and groups. In the form view (4), you can see all fields of the active item (which is marked in the table structure) and make any desired changes to it.









The information bar YOU ARE HERE below the symbol bar gives you a quick overview over the position within the specification sheet you are currently at.

You are here: [Specification sheet](#) / [1 Lot : Item](#) / [Default rating scheme](#) / [1 Price gross \(100%, Disqualification\)](#)

Figure 7.17: Information bar in the specification sheet

The bar shows the current element as last from left to right. By clicking the links, you can quickly switch to the superordinate specification sheet hierarchy steps.

For a better orientation, the elements of the specification sheet have got different symbols:

Symbol	Meaning
	All item types: Add to the specification sheet on the top level or to groups and sub-items.
	Classification level: Group of items or alternative items.
	Item or classification level for lots: Only available in specification sheets with lots.
	Price criterion: Included by default in the rating scheme.
	All criteria types: Added to the specification sheet on the top level or in criteria groups and sub-groups.
	Criteria group: Summary of several criteria.
	Questionnaire: Can be created for the top specification sheet level, as well as for a group, a criterion or an item.
	All question types: Are added to questionnaires.

Before saving, the integrated plausibility check shows you possible errors by displaying the fields in question with a yellow warning symbol.



If you hover over the corresponding warning symbol with your mouse without clicking, a tooltip containing information about the missing entries is displayed.

Specification Sheet					
Validate specification sheet					
You are here: Specification sheet / 2 Software configuration					
No.	Description	Quantity	Unit	Net price	Gross price
1	General information and confirmation to be supplied by Bidders	---	---	---	---
1	MS Office	40	License(s)	60.00	2,400.00
2	Software configuration	1	Number of p		

Please complete all mandatory fields.

Figure 7.18: Notification about missing entries

The validation mechanism during saving the specification sheet also displays a warning if the VAT entered by the bidder does not correspond to a valid tax rate. The list of currently valid tax rates of the tendering authority will be transmitted alongside the digital tendering documents.

Specification Sheet					
Validate specification sheet					
You are here: Specification sheet / 2 Software configuration					
No.	Description	Quantity	Unit	Net price	Gross price
1	General information and confirmation to be supplied by Bidders	---	---	---	---
1	MS Office	40	License(s)	60.00	2,400.00
2	Software configuration	1	Number of p	1,000.00	1,100.00

The stated VAT does not match any valid VAT rate (5.5% / 7% / 10.7% / 19%)

Net price in euro * 1,000.00 VAT (%) * 10.00 Gross price in euro * 1,100.00

Net group total incl. discount: 3,400.00
Gross group total incl. discount: 3,500.00

Figure 7.19: Warning about invalid VAT

If the red mark has not disappeared after the errors have been corrected, click on the VERIFY button in the symbol bar.

The rating scheme contains all rating criteria published by the tendering authority, as well as possible tender-specific questionnaires.

7.3.5 GAEB specification sheet

For editing GAEB files, please refer to the chapter GAEB configuration.

7.3.6 Lot bids and single lot bids

If the specification sheet of a tender contains several lots the tendering authority determines whether bids can be submitted for **one** lot, for **several** or for **all** of them.



You only need to fill out the required lots in the specification sheet while creating your bid.

The bid submission with lot tendering can also be set to lot-based by the tendering authority. For every lot that you wish to submit a bid to, a complete bid containing all documents which ought to be transmitted is created in the **AI BIDDINGCOCKPIT**.

If you create such a single lot bid, the **lot selection** is presented to you in an additional window.

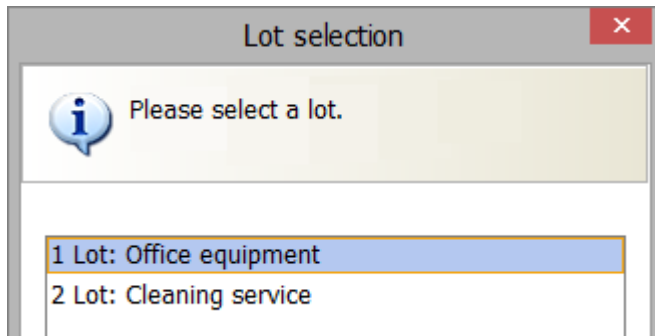


Figure 7.20: Lot selection - Extract

The new version of the lot bid already contains all files required for the bid submission by default. When you open the specification sheet from the single lot bid, the following message is displayed.

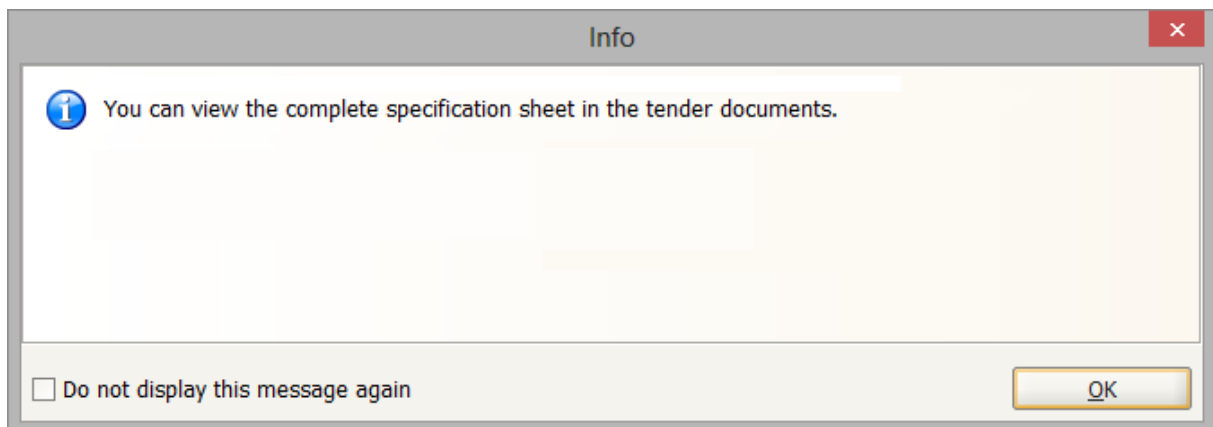


Figure 7.21: Info message about single lot bids



The specification sheet of the single lot bid contains the selected lot only. You can view the complete specification sheet in your tendering documents.

All further procession steps of a lot are identical to those of a bid without lot split.

7.3.7 Flexible qualification verification

Tendering authorities have the option to define their own criteria which help to decide whether the bidder is accepted or refused in the verification phase.

In this case, the *questionnaire for qualification verification* is included in the tendering documents and in every bid or participation request.

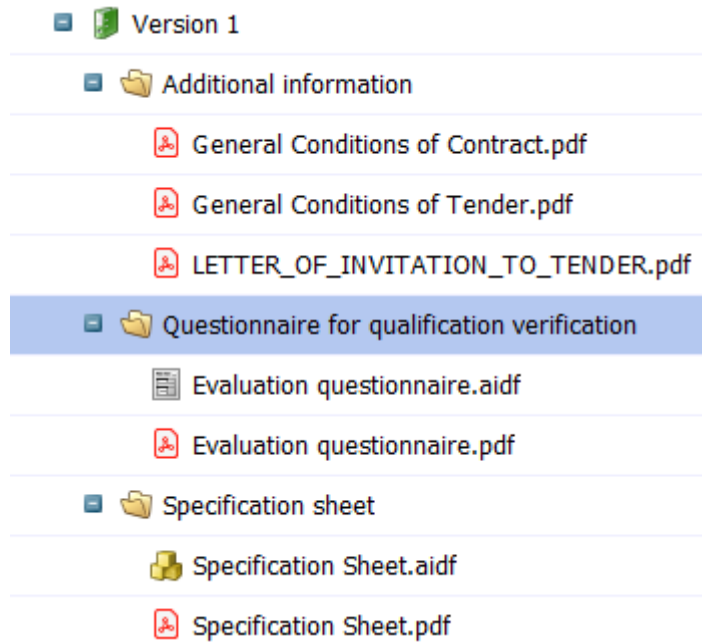


Figure 7.22: Bid with flexible qualification verification

The questionnaire is composed similarly to the rating scheme of the specification sheet. That is, it contains criteria groups and single criteria with questions to answer.

The screenshot shows a web-based evaluation questionnaire interface. At the top, there are navigation links: 'Tender overview', 'Office furniture (Desks and...)', and 'Evaluation questionnaire'. Below this is a header for the 'Evaluation questionnaire' with a 'Validate specification sheet' button and a 'Next mandatory field' button. A breadcrumb trail indicates the current location: 'Admission / 1 - Admission of offers / A 1.1 - A criterion (Exclusion criterion)'. On the left, a tree view shows the hierarchy: 'Admission' (expanded), '1 - Admission of offers' (expanded), and 'A 1.1 - A criterion (Exclusion criterion)' (selected). The main content area contains the following fields:

- 'Number of criterion': Text input with value 'A 1.1'
- 'Short description': Text input with value 'A criterion'
- 'Is yes-or-no-criterion': Radio buttons for 'YES' (selected) and 'NO'
- 'Criterion text': Empty text input field
- 'Answer of the bidder *': A large orange rectangular area, likely representing a placeholder for a bid answer.
- 'Is exclusion criterion': Radio buttons for 'YES' (selected) and 'NO'

 At the bottom of the interface, there are four buttons: 'PDF view', 'Save', 'Cancel', and 'OK'.

Figure 7.23: Bid with flexible qualification verification

After you have filled out the criteria and answered the questions, you can save your entries.

The filled-out questionnaire will be sent digitally, or printed and sent via postal mail to the tendering authority along with the other tendering documents.

7.3.8 Implement test signature

You can check if your card reader and signature card are compatible to the **AI BIDDINGCOCKPIT** before the bid submission.

For this use EDIT - ADD TEST SIGNATURE

The panel **Perform compatibility check** shows additional information. Follow the panels instructions.

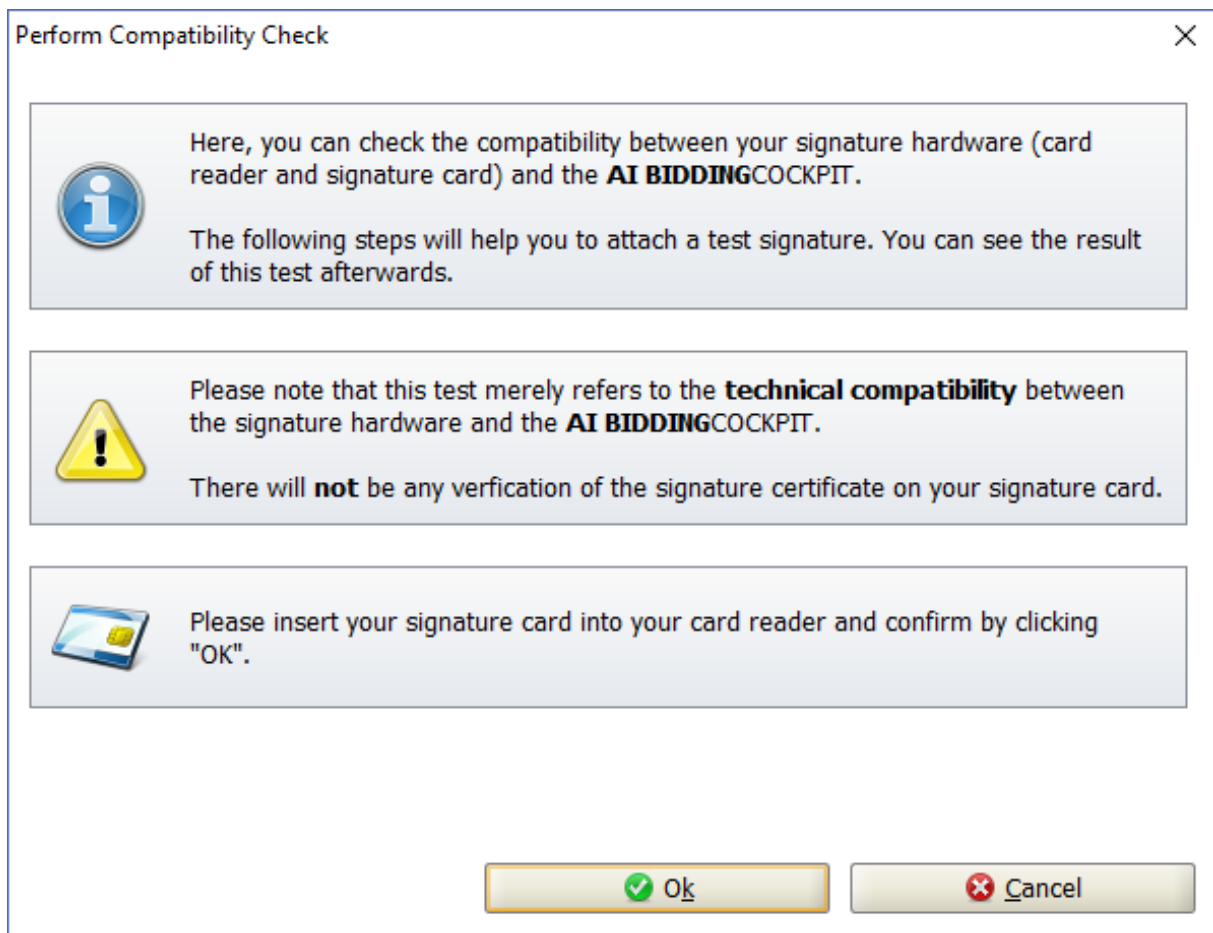


Figure 7.24: Performed compatibility check for card readers or signature-cards

The check's result is displayed in another panel.

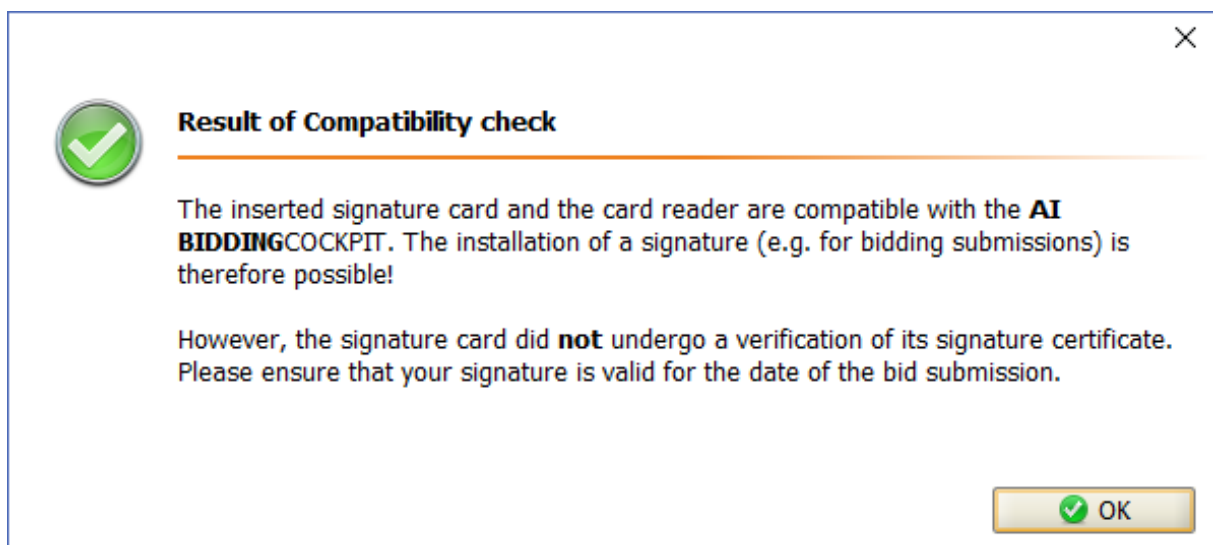


Figure 7.25: Positive result for the compatibility check

7.3.9 Editing PDF files

When opening PDF files, an information notice about the handling of PDF files that ought to be edited and their storage location is displayed. Activate the checkbox DO NOT SHOW THIS DIALOG AGAIN in order to deactivate this notice.

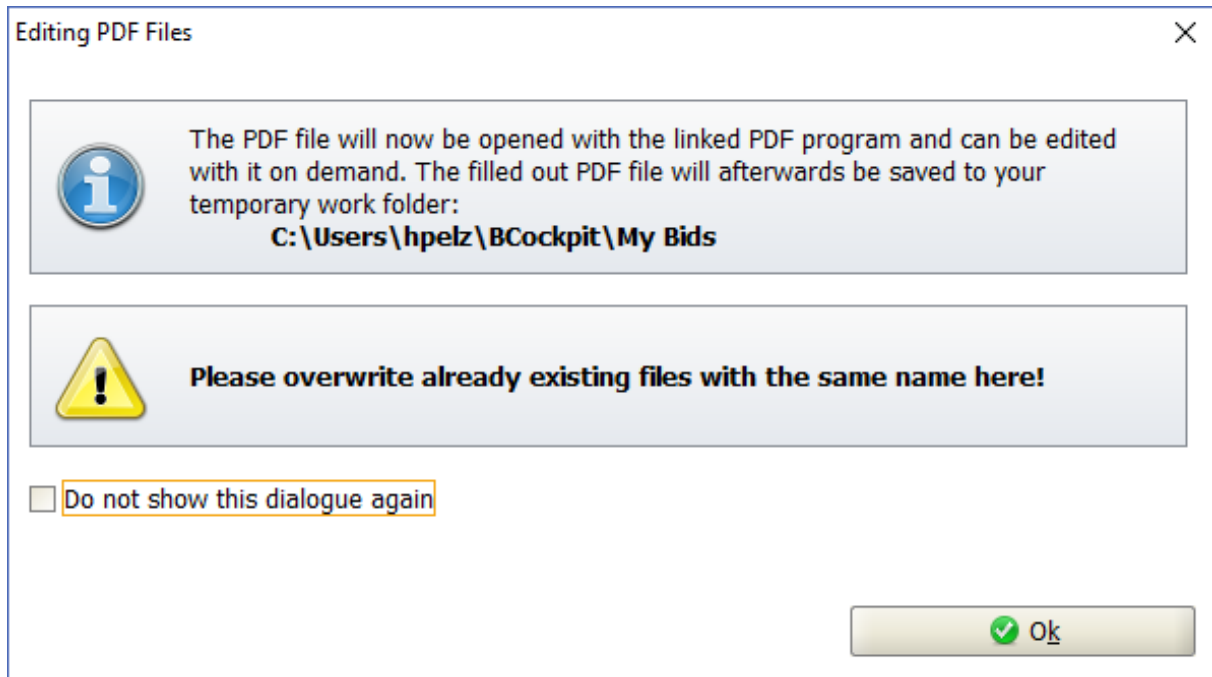


Figure 7.26: Note for PDF files



The PDF file is opened in a temporary workspace and needs to be saved to the same spot with the same name after editing. When changing to the overview over tenders or when ending the software, the **AI BIDDINGCOCKPIT** will ask you to save your current changes. This deletes the content of this temporary directory.

You can change the storage location of this repository at any time under **SETTINGS - GENERAL SETTINGS - CHANGE TEMPORARY WORKSPACE**. Please note the information in chapter [General settings](#)

7.3.10 Editing bids with several bidders from one company

AI BIDDINGCOCKPIT enables you to edit a bid with several users on different Computers, if they are registered as Employees of the same company on the **AI TENDERINGPORTAL**.

The following **Example scenario** explains this function in depth:

Employee A edits a file in the **AI BIDDINGCOCKPIT** and saves the changes.

Information notice					
Messages					
Tender documents					
Bid documents					
Create		Import files			
Name	File size	Date	Status	Actions	
Bid 1	66.9 KB	08.12.2016 16:22:51	Withdrawn	Copy	
Bid 2	65.7 KB	08.12.2016 16:22:59	Edited	Submit	
Angebotsschreiben					
ANGEBOTSSCHREIBEN.aiform	13.2 KB		Completed	Open	
Leistungsverzeichnis					
Leistungsverzeichnis.aidf	52.5 KB		Unedited	Open	
Begleitschreiben					
Vertragsbedingungen					
Anlagen					
Bid 2 Bid documents			Status: Edited Change date: - Edited since 08.12.2016 16:22:5 File size: 65.7 KB		

Figure 7.27: Changes to the bid by Employee A

Subsequently he exports the tender with the EXPORT TENDER action locally to his Computer as *.bcf file.

Tender overview

§	Description, service	Sync.	Date	Status	V.P.	Actions
	Regulati... test	loaded	23:59	open		Open tender, Information notice, Export tender , Add to archive, Reset tender
	Regulati...	1.28 MB	28.11.2016	Opening		
	Regulati...	loaded	04.01.2017	open		

File name: U1-2016-0578_1481210833892.bcf Save

Files of type: Import files (*.bcf; *.bcc) Cancel

Figure 7.28: Bid exported by Employee A

The exported file will be provided to Employee B of the same company for further processing.

After starting the **AI BIDDINGCOCKPIT** on another Computer **Employee B** can add the exported tender to his tenders with FILE - IMPORT TENDER. The prepared bid can now be edited, signed

7.4 Creating a sidebid

Supplementary bids/variants are autonomous business objects in the **AI BIDDINGCOCKPIT**, which can be verified and rated individually. Supplementary bids/variants can be created for a primary bid, where they apply to the **full service** or a **partial service** of the primary bid. In addition to this, a supplementary bid/variant can be created without a primary bid.

If the tendering authority accepts supplementary bids/variants in their tender, an additional button is displayed in the bid overview: CREATE NEW SUPPLEMENTARY BID/VARIANT.

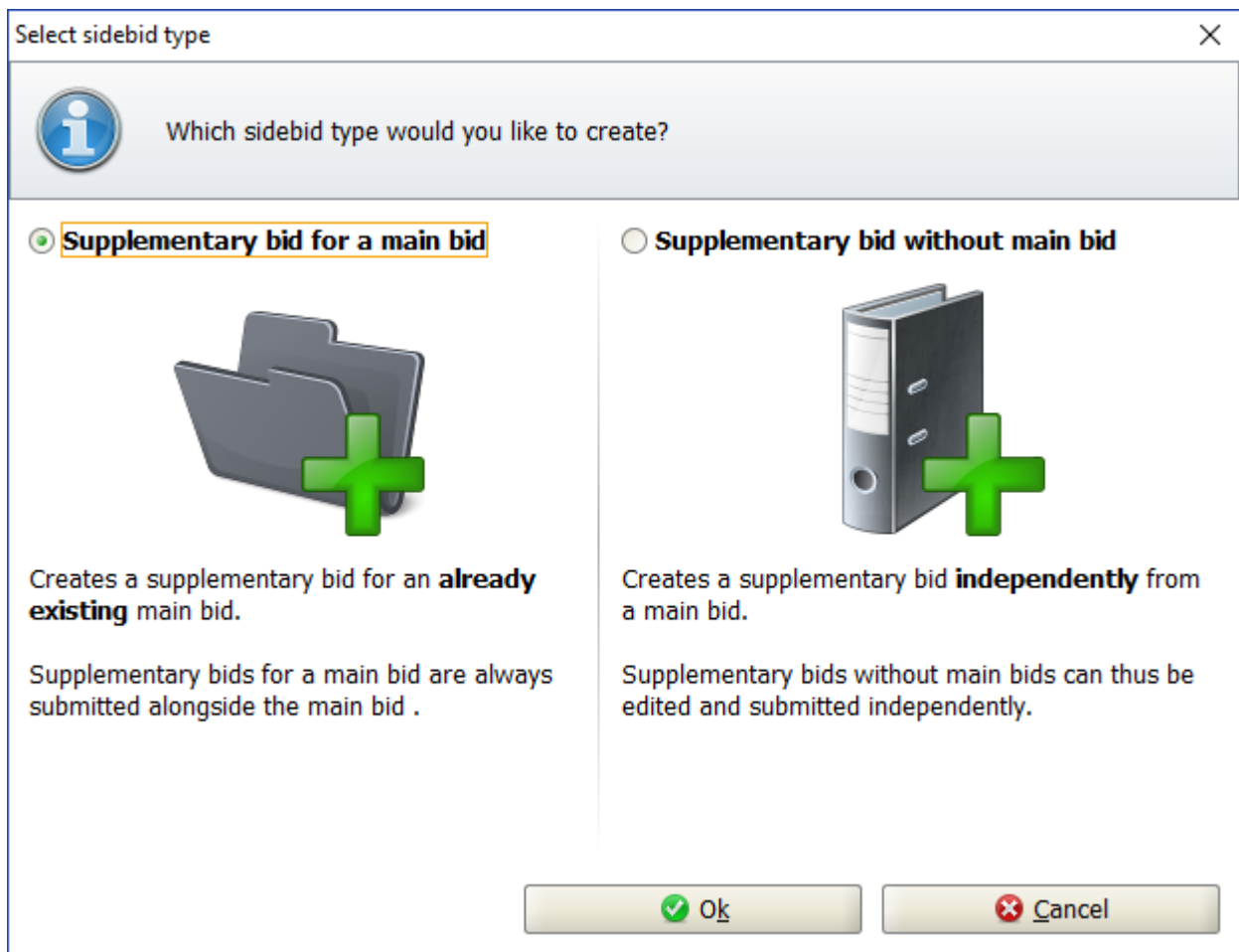


Figure 7.31: Select sidebid type

The following table contains an overview over all possible actions or buttons and their meaning in the bid overview and detailed view.

Button / Action	Meaning
Create new <u>supplementary</u> bid/variant	Opens the window Select sidebid type , where you can choose the type of your sidebid. Is only displayed if supplementary bids or variants are allowed. Shortcut: [ALT] + [S]
<u>Detail</u> view	Opens the detail view of the bid documents for editing. Shortcut: [ALT] + [D]

Button / Action	Meaning
Submit	Opens the Select submission type window. You can submit several supplementary bids or variants without primary bid in the AI BIDDINGCOCKPIT if the tendering authority has activated this option. For further information, see the Digital bid submission chapter. Shortcut: [ALT] + [U]
Copy	Creates a copy of the selected supplementary bid or variant. This way you can make small changes without having to create an entirely new bid, e.g. when you withdraw an invalid bid from the Tendering Portal. Shortcut: [ALT] + [O]
Delete	Deletes the selected supplementary bid or variant after a warning. Shortcut: [ALT] + [E]
Rename	Opens the Bid name panel. Here, you can change the bid title. Shortcut: [ALT] + [R]
Print	Prints all or single tender documents. Shortcut: [ALT] + [P]
History	Opens the History window. See also Qualified signature with smart card . Shortcut: [ALT] + [H]
Import files	You can add your own documents to your supplementary bid or variant documents. To do so, select the desired file in the Import file panel and then select IMPORT. The file will be added to the list of the bidding documents and is displayed below the ATTACHMENTS folder. Shortcut: [ALT] + [I]
Open	Displays the selected file's content. You can return to the bid detail view via the blue link. Shortcut: [ALT] + [N]
Export	Only activated in certain documents, e.g. the <i>Specification sheet</i> . The imported aidf file can be edited externally from the AI BIDDINGCOCKPIT , e.g., with the AI LV COCKPIT , and then be reimported into the AI BIDDINGCOCKPIT . Shortcut: [ALT] + [X]



The gray symbols of side bids differ in their meaning. The sidebid without main bid has the same folder symbol as the bid because it was submitted and evaluated as an individual bid. The symbol of the side bid on a main bid symbolises an additional paper which is placed in the main bid's folder.

While supplementary bids with main bids are located in the TENDERING TREE underneath the bid, supplementary bids without a main bid are located on the same level as the bid.

Bid documents						
<input type="button" value="New version"/> <input type="button" value="Create new supplementary..."/> <input type="button" value="Import files"/>						
Name	Version documents	File size	Date	Status	Actions	
<input type="checkbox"/> Bid 1	Version 1	225 KB	24.08.2018 13:45:03	Edited	<input type="button" value="Submit"/>	
<input type="checkbox"/> Specification sheet						
<input type="checkbox"/> General Conditions of Contract.pdf		117 KB		Imported	<input type="button" value="Open"/>	
<input type="checkbox"/> General Conditions of Tender.pdf		55.7 KB		Edited	<input type="button" value="Open"/>	
<input type="checkbox"/> Supplementary bid/variant 1 to Bid 1		52.3 KB	27.08.2018 10:38:53	Edited	<input type="button" value="Detail view"/>	
<input type="checkbox"/> Supplementary bid/variant 2 to Bid 1		52.3 KB	27.08.2018 10:38:32	Unedited	<input type="button" value="Detail view"/>	
<input checked="" type="checkbox"/> Supplementary bid/variant 1	Version 1	52.3 KB	27.08.2018 11:21:06	Unedited	<input type="button" value="Submit"/>	
<input type="checkbox"/> Specification sheet						
<input type="checkbox"/> Specification Sheet.aidf		52.3 KB		Unedited	<input type="button" value="Open"/>	

Figure 7.32: Supplementary bid/variant without main bid



Depending on which Specification sheet is part of the tender, the supplementary bids are recorded differently. The following explains the individual types of side bids in detail.

7.4.1 Supplementary bid with complex specification sheet

This type of supplementary bids and variants applies to all tenders where the AI SPECIFICATION SHEET is used.

7.4.1.1 Supplementary bid for a primary bid with complex specification sheet

When a supplementary bid/variant is created for a primary bid using the ADD SUPPLEMENTARY BID/VARIANT button, the SPECIFICATION SHEET and - if applicable - the QUESTIONNAIRE FOR QUALIFICATION VERIFICATION of the primary bid are copied as well. This means, every main bid has a specification sheet with all entries of the primary bid by default. The changes can be made to certain levels (specification sheet, lot, group or item).

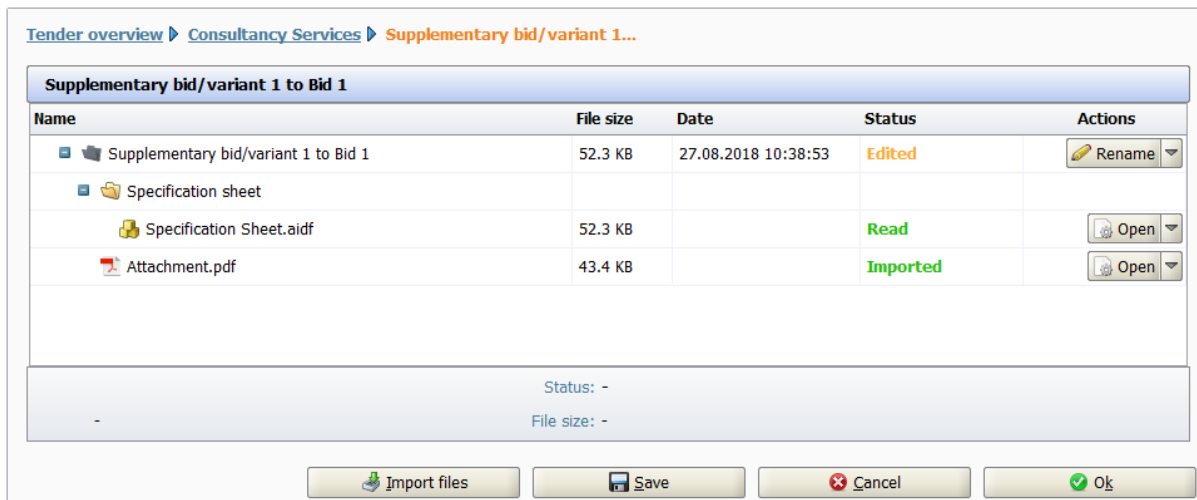


Figure 7.33: Supplementary bid/variant for a bid with complex specification sheet - detail view

Double-click the specification sheet in the detail view of the supplementary bid/variant or select OPEN in the **Actions** column. The filled-out specification sheet of the primary bid opens.

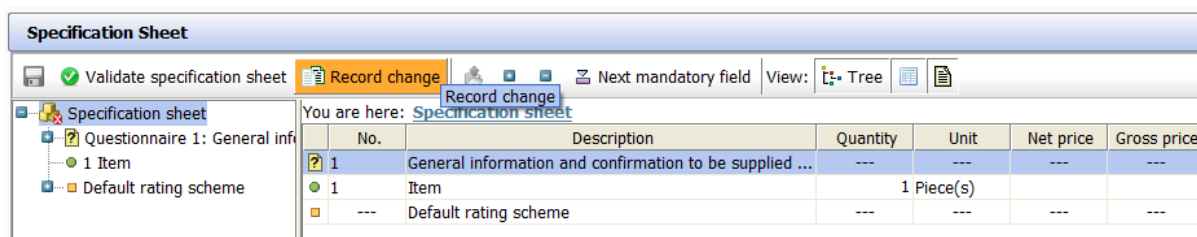


Figure 7.34: Specification sheet of the supplementary bid/variant - before editing

Select the specification sheet you would like to edit and click on RECORD CHANGE in the symbol bar, or use the context menu RECORD CHANGE which opens by right-clicking. The entry form for editing opens.

Tender overview > Consultancy Services > Supplementary bid/variant 1... > Specification Sheet

Specification Sheet

Validate specification sheet Remove change Next mandatory field View: Tree

You are here: Specification sheet / 1 Item (Change)

No.	Description	Quantity	Unit	Net price	Gross price
1	General information and confirmation to be supplied by Bidders	---	---	---	---
1	Item	---	---	---	---
---	Default rating scheme	---	---	---	---

Change

Characterisation of variant/supplementary bid *

Changed net total (in euro) * VAT (%) * Changed gross total (in euro) *

Reasons for change *

Variant discount (%)

Variant discount gross (in euro)

Figure 7.35: Record change on item level

In addition to the amounts of change (NET or GROSS and VAT), you will also be asked to enter a TITLE FOR SUPPLEMENTARY BID OR VARIANTS and a REASON FOR THE CHANGE.

The changed amount will be applied to the specification sheet. You can identify the changed items from the bracket (*Change*). If necessary, you can undo the changes with the REMOVE CHANGE button in the symbol bar.



You can create several different supplementary bids/variants for a bid. They will be sent along with the main bid.

7.4.1.2 Supplementary bid without main bid with complex specification sheet

Under CREATE SIDEBID in the BIDDING DOCUMENTS you can provide a **complete alternative solution** instead of the requested bid.

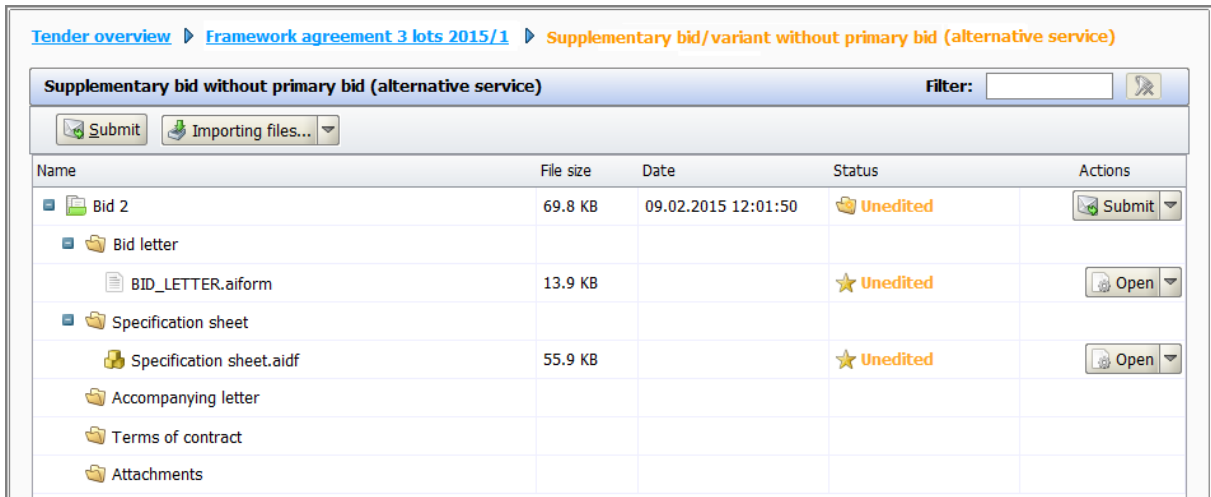


Figure 7.36: Supplementary bid/variant without main bid with complex specification sheet - detail view

Apart from the specification sheet, a supplementary bid/variant without primary bid contains the same documents as the primary bid. Editing these tendering documents is identical to editing a primary bid. See also the [Creating a bid](#) chapter.

The specification sheet of the supplementary bid contains **empty** entry fields. Click on the desired level in the specification sheet and then RECORD CHANGE in the symbol bar or use the RECORD CHANGE context menu.

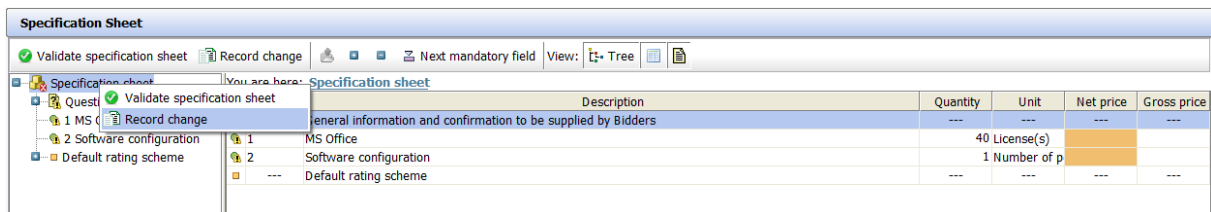


Figure 7.37: Specification sheet in the supplementary bid without main bid

The entry form for changes is opened.

Tender overview ▶ Office furniture (Desks and... ▶ Specification Sheet

Specification Sheet

Validate specification sheet Remove change Next mandatory field View: Tree

You are here: Office furniture / 1 Lot : Desks (Change)

No.	Description	Quantity	Unit	Net price	Gross price
1	General information and confirmation to be supplied by Bidders	---	---	---	---
2	Allgemeine Auskünfte und Bestätigung des Bieters	---	---	---	---
3	Informations générales et confirmation à fournir par les candidats	---	---	---	---
1	Desks	---	---	---	---
2	Chairs	50	Piece(s)		

Change

Characterisation of variant/supplementary bid *

Changed net total (in euro) * VAT (%) * Changed gross total (in euro) *

Reasons for change *

Variant discount (%)

Variant discount gross (in euro)

Variant discount net (in euro)

PDF view Save Cancel OK

Figure 7.38: Record changes for supplementary bid without main bid

In addition to the amount of change (NET or GROSS and VAT), you will also be asked to enter a SUPPLEMENTARY BID TITLE and a REASON FOR THE CHANGE here.



This bid type must not be submitted in addition to a main bid. That is, you cannot attend a rating with a **primary bid** and a **supplementary bid without a primary bid** at the same time.

7.4.2 Supplementary bid/variant with external specification sheet

You will find this type of supplementary bids especially in Construction service tenders and all tenders containing an external specification sheet (e.g., a **GAEB** file).

7.4.2.1 Supplementary bid/variant for a primary bid with an external specification sheet

In contrast to the supplementary bids and variants in tenders (where changes are recorded in the AI SPECIFICATION SHEET), tenders with an external specification sheet, allow you to create the following three types of supplementary bids:

1. **Changed amount** (change proposal): Applies to a part of the service and is indicated by an amount of change (+/-). You can record as many change-proposals as you wish in order to increase the amount of alternatives for combinable bids.

2. **Total** (special proposal): Applies to all announced services and is indicated by a total amount. You can create several special proposals for the service. They will appear as individual bids in the rating.
3. **Conditional discount**: This supplementary bid has got no amount and is only relevant in combination with its primary or combined bid. To provide you with as much flexibility as possible, you only have to enter the bid type and gather the content and its effect on the price in the corresponding text field or add your own document.

It is possible to combine the main bid with one or more corresponding supplementary bids of the AMOUNT OF CHANGE kind in the **AI BIDDINGCOCKPIT**. The resulting **Combined bids** are checked and rated as individual bids. This ensures that you can appear with several versions of your bid in the rating at the same time. In addition to this, a supplementary bid of the **CONDITIONAL DISCOUNT** type can increase your chances of acceptance if it is linked to a combined or primary bid.



Further information on creating supplementary bids and a description of all possible actions and buttons is included in the [Creating a sidebid](#) chapter.

Create a supplementary bid for a primary bid in the tender detail view using the **ADD SUPPLEMENTARY BID/VARIANT** button.

Depending on the selections made in the **TYPE** field, different entry fields are displayed to you in the lower area of the window. The **TYPE** list field is set with **CHANGED AMOUNT** as default.

Supplementary bid/variant 1 to Bid 2

Supplementary bid/variant details:

- * Type: Changed amount
- * Name: Supplementary bid/variant 1 to Bid 2
- * Reason:
- * Net total in euro
- * VAT in % 19,00
- * Gross total in euro

Name	File size	Date	Status	Actions
Supplementary bid/variant 1 to Bid 2	-	27.08.2018 12:00:29	Edited	Rename
Attachment.pdf	43.4 KB		Imported	Open

Attachment.pdf Status: Imported File size: 43.4 KB

Buttons: Import files, Save, Cancel, Ok

Figure 7.39: Create supplementary bid for a main bid

In tenders with lots, you have to select a lot from the list. The field containing these lists is not displayed if the tender does not have lots.

If necessary, edit the text in the DESCRIPTION field and fill out the mandatory fields: NET or GROSS TOTAL, VAT and REASON. Change proposals also allow **negative** numbers in number fields.

Add further documents to your supplementary bid via the IMPORT FILES button.



You can create different supplementary bids for a main bid. These will be submitted along with the primary bid.

7.4.2.2 Supplementary bids without main bids with an external specification sheet

Instead of the required bid, you can also offer an **entirely different service** using the CREATE SUPPLEMENTARY BID button in the BID DOCUMENTS area.



This type of bid must not be submitted alongside a mainbid. That means, you cannot be simultaneously present in a main- as well as a sidebid.

Bid documents						
New version		Create new supplementary...		Import files		
Name	Version documents	File size	Date	Status	Actions	
Bid	Version 2	-	16.08.2018 15:08:57	Submitted	Withdraw	
Bid 2	Version 2	1.59 MB	24.08.2018 15:09:05	Edited	Submit	
Supplementary bid/variant 1	Version 2	1.59 MB	27.08.2018 12:18:54	Unedited	Submit	
Angebotsschreiben						
Fragebogen zur Eignungspruefung						
Leistungsverzeichnis						
VHB_213_Angewbot.pdf		1.48 MB		Unedited	Open	
Supplementary bid/variant 1		Status: Unedited		Change date: - Created on 27.08.2018 12:18:54		
Supplementary bid/variant documents		File size: 1.59 MB				

Figure 7.40: Record supplementary bid without main bid with an external specification sheet

Aside from the external specification sheet of the tendering documents, a supplementary bid without primary bid contains the same documents as the primary bid. Editing these documents is identical to editing a primary bid. See also the [Creating a bid](#) chapter.

Optionally you can add further files to your supplementary bid/variant without primary bid. As soon all required documents are complete, submit the supplementary bid by using the SUBMIT button.



This bid type must not be submitted along with a main bid. That is, you cannot appear in the rating with a main bid and a supplementary bid without a main bid at the same time.

7.5 Digital bid submission

After you have processed the bid files, click on the **SUBMIT** button if you wish to start the submission of your bid.



In the selection window **Select way of submission**, the advantages and disadvantages of the different submission types are presented.

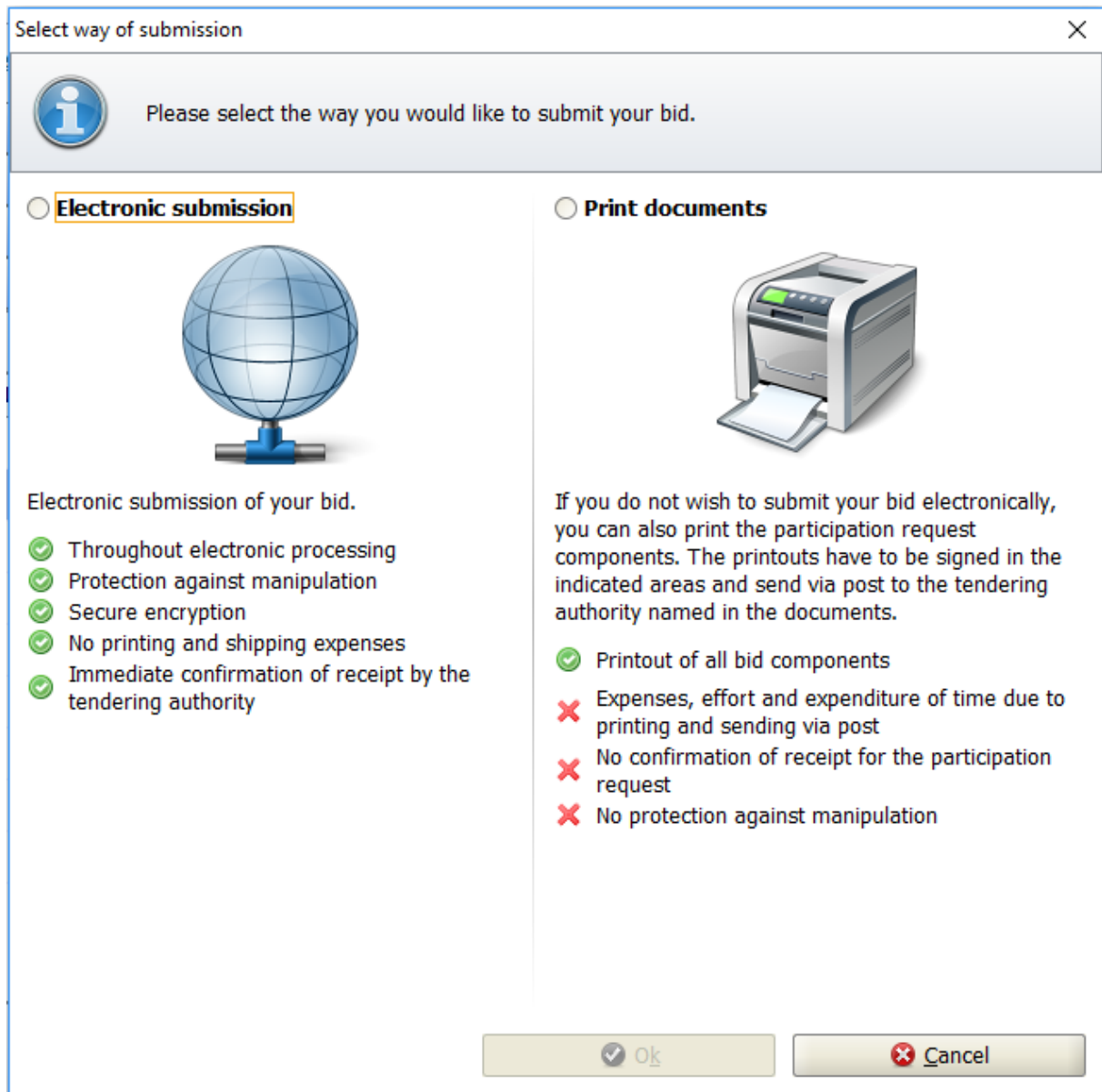




Figure 7.41: Selecting bid submission type

Select **DIGITAL SUBMISSION** and accept your selection with **OK**.

Select type of signature

 With which type of signature would you like to sign your bid?


No signature



If you do not wish to sign the bid, you can also submit it without a signature. Here, you can sign individual components of the bid such as PDF files, the whole bid will be submitted unsigned.

- No card reader and smart card required
- No printing and shipping expenses

Electronic signature



If you have a smart card and a card reader, you can sign your bid electronically. Hereby, also individual components such as PDF files can be signed.

- Throughout electronic processing
- Protection against manipulation
- No printing and shipping expenses
- Smart card and card reader or a software certificate have to be purchased once

Figure 7.42: Selecting of the signature type

Another selection panel opens, where you can select your signature type for your bid:

- NO DIGITAL SIGNATURE (IN TEXT) or
- DIGITAL SIGNATURE

Examples for NO DIGITAL SIGNATURE (IN TEXT) or the submission type DIGITAL (IN TEXT) are for example the bidder's scanned signature or the record of the bidder's full name.

An internal check of the bidding documents is performed. See chapter [Bid verification before submission](#).

7.5.1 Bid verification before submission

The bid submission of the **AI BIDDINGCOCKPIT** consists of several consecutive steps.

The first step is checking the documents for completeness.

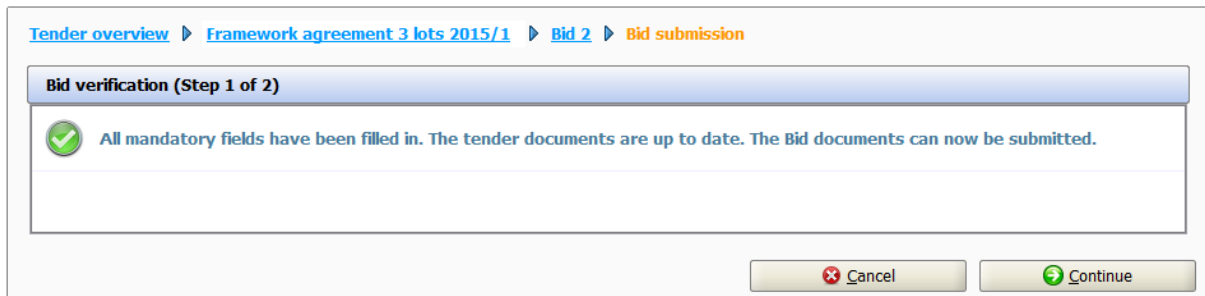


Figure 7.43: Step 1: Bid verification with complete mandatory entries

If mandatory entries are missing, a **red** error message is displayed and the bid submission cannot continue.

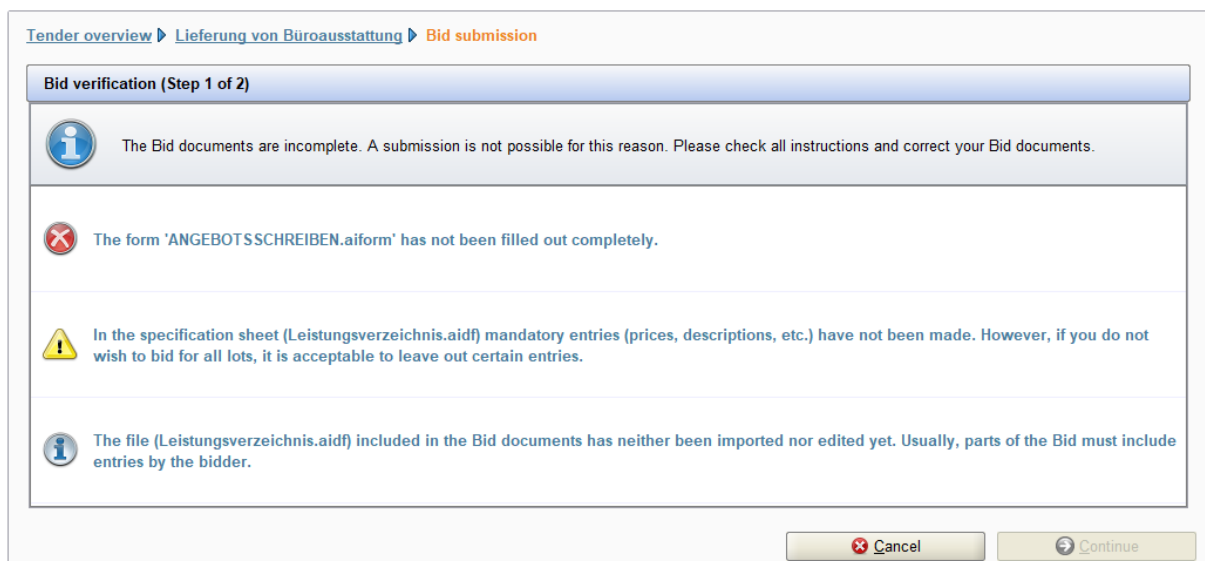



Figure 7.44: Step 2: Bid verification with incomplete mandatory entries


If optional entries are missing (e.g., in the specification sheet), a **yellow** warning message appears. After you have confirmed the notification text in the checkbox on the lower left hand side, you can proceed with the bid submission.

The **blue** information texts do not influence the bid submission. They usually apply to the PDF files of the bidding documents and must be read before bid submission.

Tender overview ▶ Lieferung von Büroausstattung ▶ Bid submission

Bid verification (Step 1 of 2)

 The Bid documents appear to be incomplete. This may disqualify your Bid from the awarding authority. Please check all instructions carefully and decide whether you wish to proceed with the submission.

 In the specification sheet (Leistungsverzeichnis.aidf) mandatory entries (prices, descriptions, etc.) have not been made. However, if you do not wish to bid for all lots, it is acceptable to leave out certain entries.

I have taken note of the above information regarding the **documents** and would like to start the submission process.

I have taken note of the above information regarding the **documents** and would like to start the submission process.

Figure 7.45: Step 3: Bid verification with incomplete optional entries

After you have confirmed the notes of the first step of the bid submission click CONTINUE. The **Sign files** window is opened.

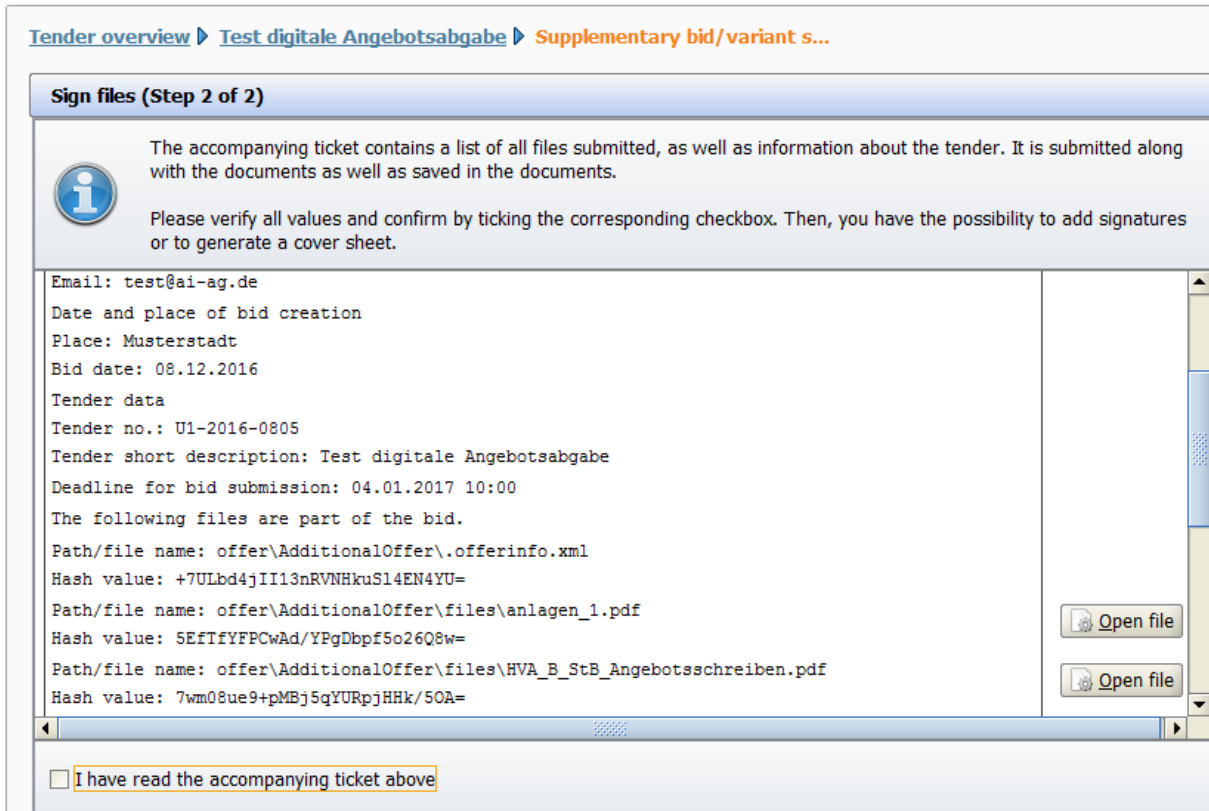


Figure 7.46: Accompanying ticket in the bid verification

In the accompanying ticket, you can verify your bidding documents one last time using the OPEN FILE buttons. Confirm that you have read the accompanying ticket after you have thoroughly checked the displayed information. Only then will the SIGN button be activated and you can proceed with the bid submission.

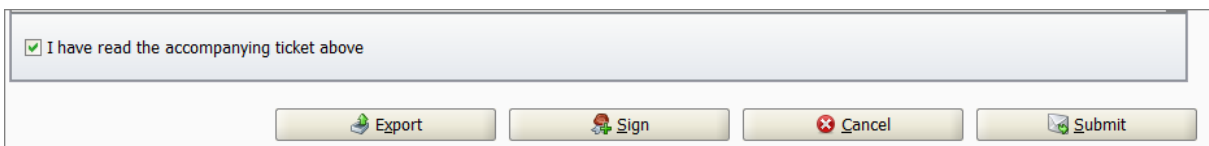


Figure 7.47: Accompanying ticket in the bid verification

Click SIGN and select one of the options for your signature.

You can either use a **card reader with a smart card** or a **soft certificate**, which has been provided to you in file form by a certification service provider.

You can find information on the two signature procedures in the following chapters: [Qualified signature with smart card](#) and [Advanced signature with soft certificate](#).

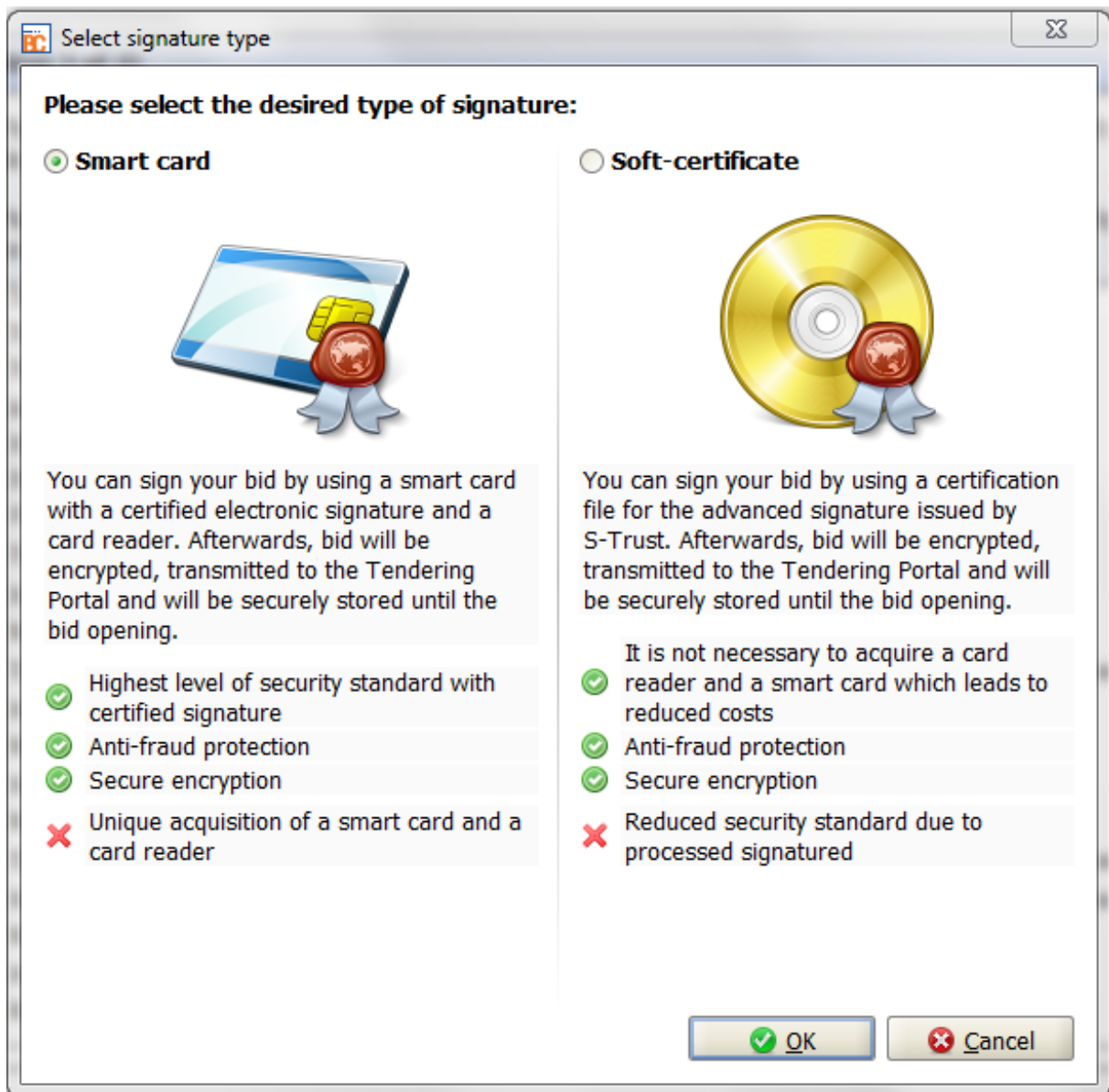


Figure 7.48: Select type of electronic signature

The added signature's certificate is displayed in the bottom area of the accompanying ticket and can be verified, displayed or deleted with the corresponding links.



The programmed certificate check refers to the **validity duration** of the certificate. An attention note opens up if the used certificate has expired. You can still submit the bid, however.



Figure 7.49: Warning of expired certificate



If necessary, you can add further signatures to your documents by using the SIGN button. Additional signatures are listed below the first signature.



Figure 7.50: Accompanying ticket with additional signatures

Click SUBMIT to start the submission of the tendering documents to the Tendering Portal. After the successful submission, the **History** window is displayed. It confirms that the awarding authority has received the bidding documents.



Within the TEXT, HTML and SIGNATURE tabs, you can verify this important receipt or save it locally on your computer via the EXPORT HTML and EXPORT TEXT buttons.



After submitting the bid, important information on your bid are contained in the **Signed Bid data.txt** text file. Such information are for example all contained documents. You may open the file for display at any time.

7.5.2 Qualified signature with smart card

If you possess a card reader with a valid smart card, click on SMART CARD in the **Select signature type** window and follow the instructions on the screen for selecting a card reader and an interface.

In the following window, you will be asked to enter your PIN:

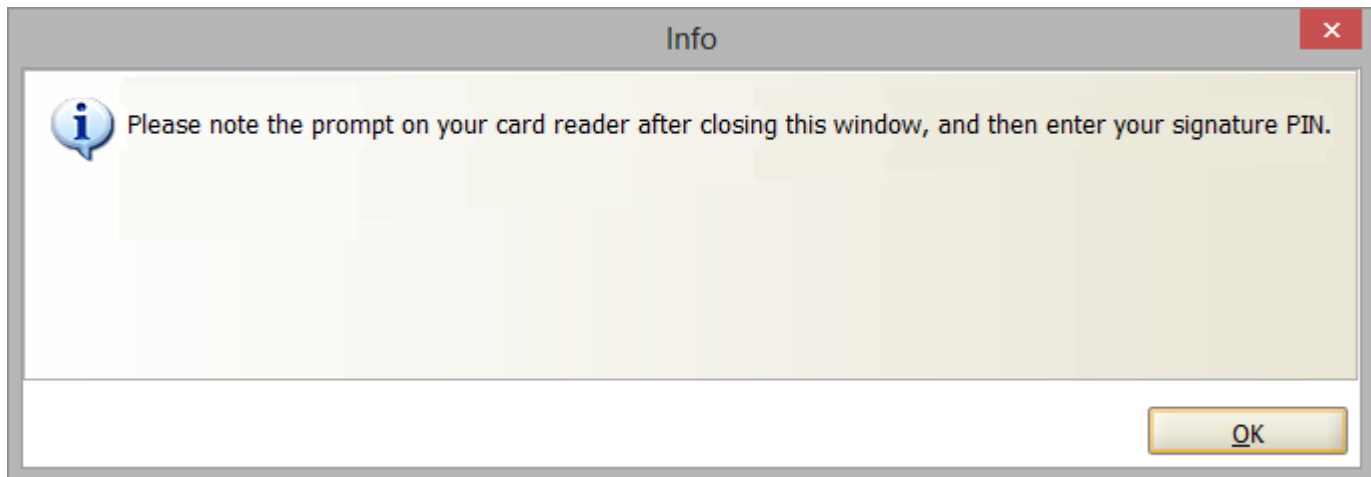


Figure 7.51: PIN entry smart card

After you have entered your PIN, the qualified signature will be displayed in the lower area of the accompanying ticket and can be verified, displayed and deleted using the corresponding links.

You can find further information on supported card readers under INFO - SUPPORTED SIGNATURE CARDS.

7.5.3 Advanced signature with soft certificate

The **AI BIDDINGCOCKPIT** also supports digital signature with soft certificate.

Click on **SOFT CERTIFICATE** in the **Select signature type** window, then select the certificate file in ***.p12** format or in ***.pfx** format within the **Open file** panel and click **OPEN**.

If you have not stored a file in the **SETTINGS - GENERAL - GENERAL SETTINGS** area, the **Save soft certificate** panel will be displayed.

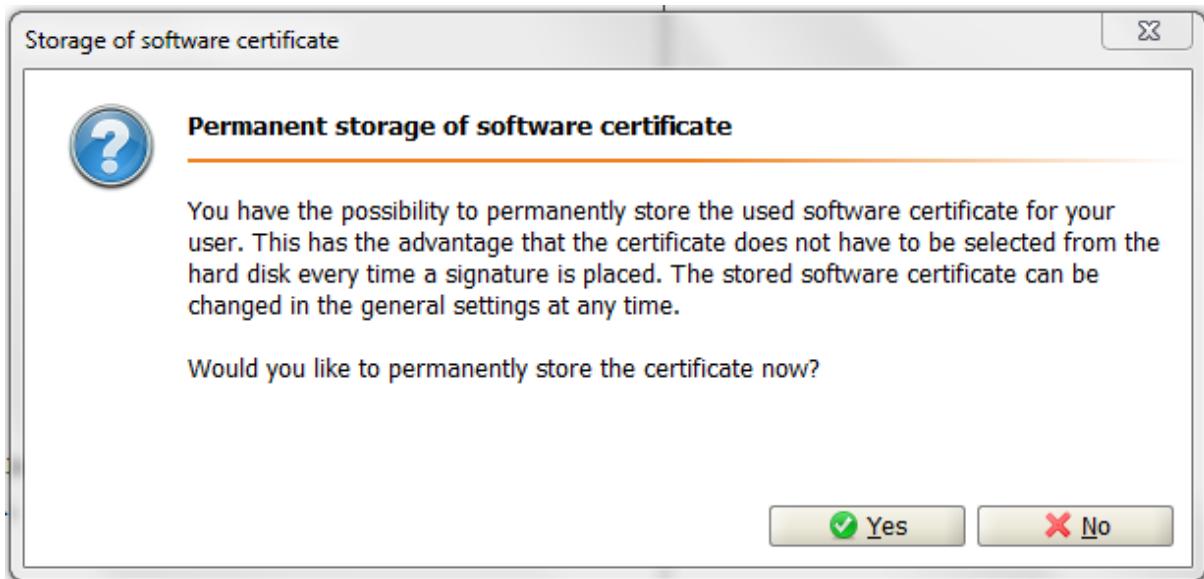


Figure 7.52: Permanent storage of the soft certificate

Click YES if you would like to permanently store the selected certificate.

You will be asked to enter your password.



Figure 7.53: Password entry soft certificate

Enter your password and then click OK. The advanced signature will be displayed in the lower area of the accompanying ticket and can be verified, displayed and deleted using the corresponding links.

7.5.4 Withdraw bid

If changes occurred concerning an already submitted bid and the submission deadline has not yet been reached, you can withdraw the bid in order to create and submit a new one.

Click the WITHDRAW command in the ACTIONS column of the bid detail area. The first step of the bid verification is now opened. Here, you can proceed with the withdrawal using the CONTINUE button or - if necessary - cancel the action.

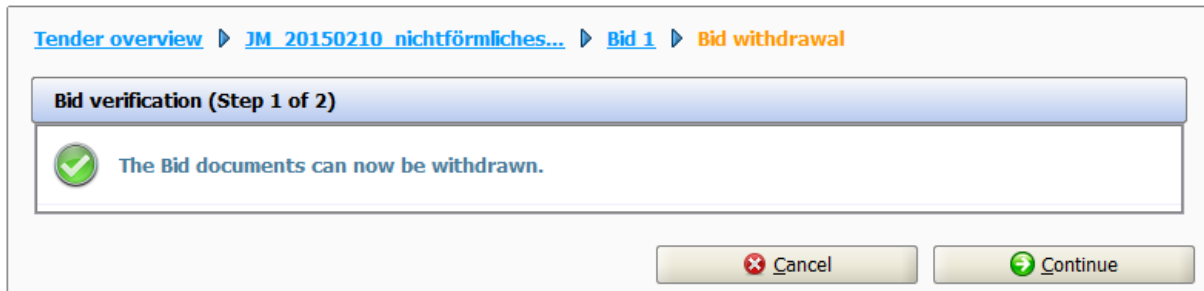


Figure 7.54: Bid withdrawal - Step 1

The **Sign files** window is opened. After you have confirmed that you have read the accompanying ticket, you can sign your withdrawal. The attached signature will be displayed in the lower area of the accompanying ticket and can be verified, displayed and deleted using the corresponding links.

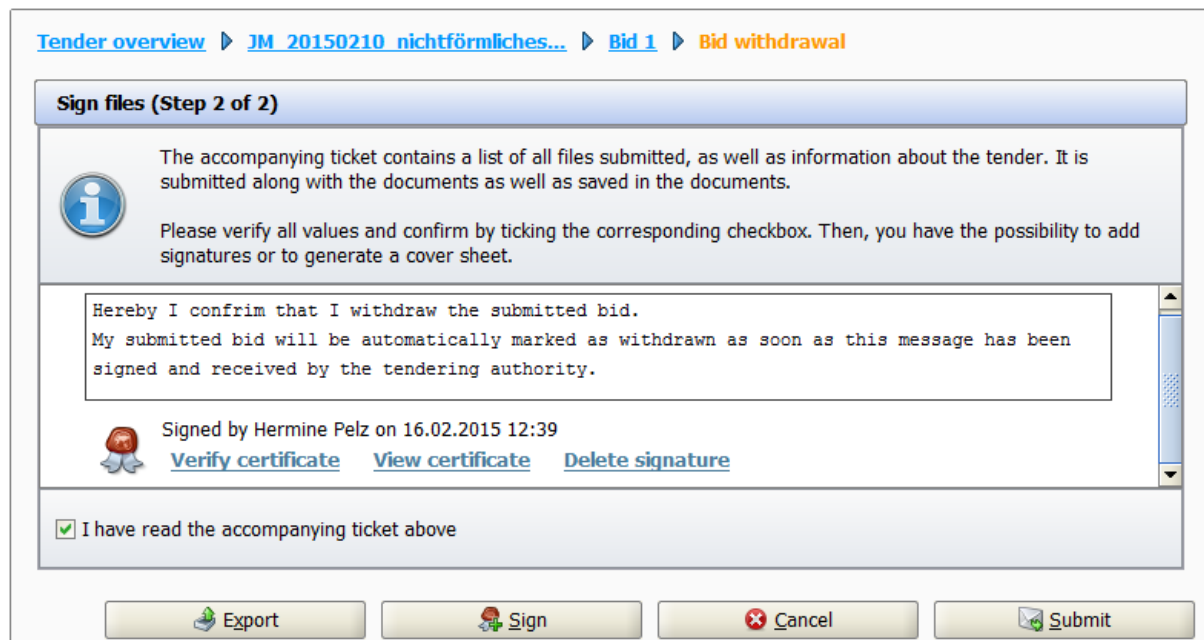


Figure 7.55: Bid withdrawal - Step 2

After the successful transmission, the **History** window is displayed and confirms the successful withdrawal of your bid from the Tendering Portal. Your bid is now *Withdrawn* and you can submit

another bid.

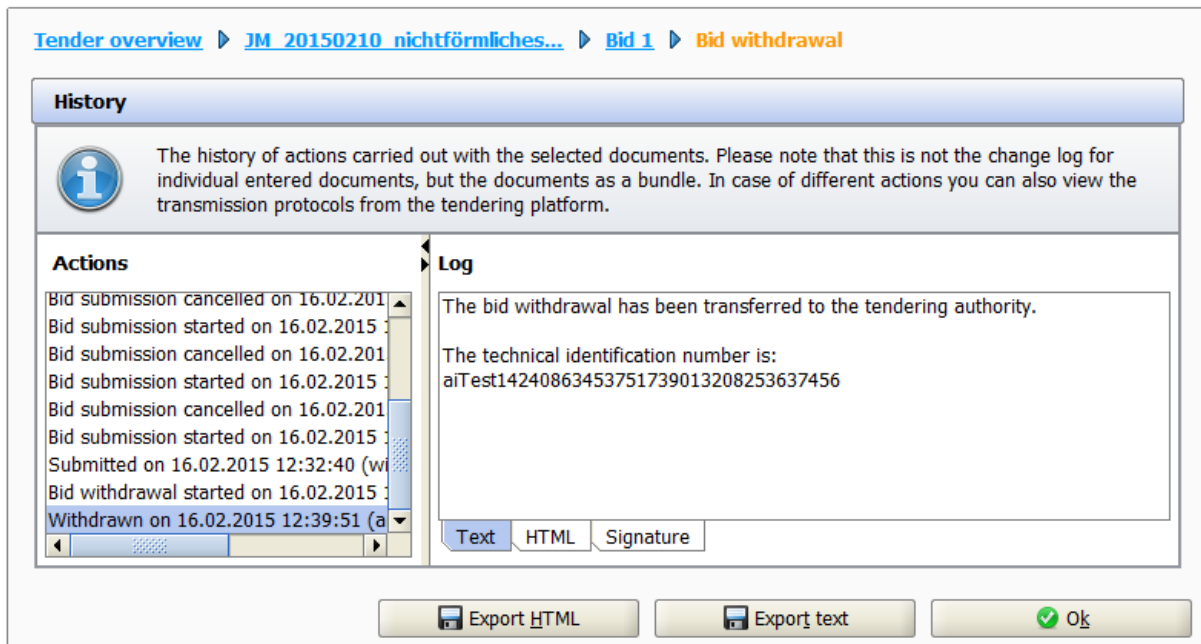


Figure 7.56: History for withdrawn bid - Text tab



The tabs to the right of the protocol area (TEXT, HTML and SIGNATURE) serve to verify the submission, or to save the receipt locally on your computer via the EXPORT HTML and EXPORT TEXT buttons.

7.6 Bid submission with external signature

To provide more flexibility for signing digital bids, the **AI BIDDINGCOCKPIT** supports the signature with an external software. A comfortable assistant guides you through the bid submission process with EXTERNAL SIGNATURE and enables you to export PDF files which can be signed according to the law for all bid components and be submitted along with the bid after the import.

After you have edited your bidding documents, click SUBMIT if you want to start the bid submission.

Select the option field ELECTRONIC SUBMISSION in the **Select submission type** window and click OK. You might have to select EXTERNAL SIGNATURE in another window.

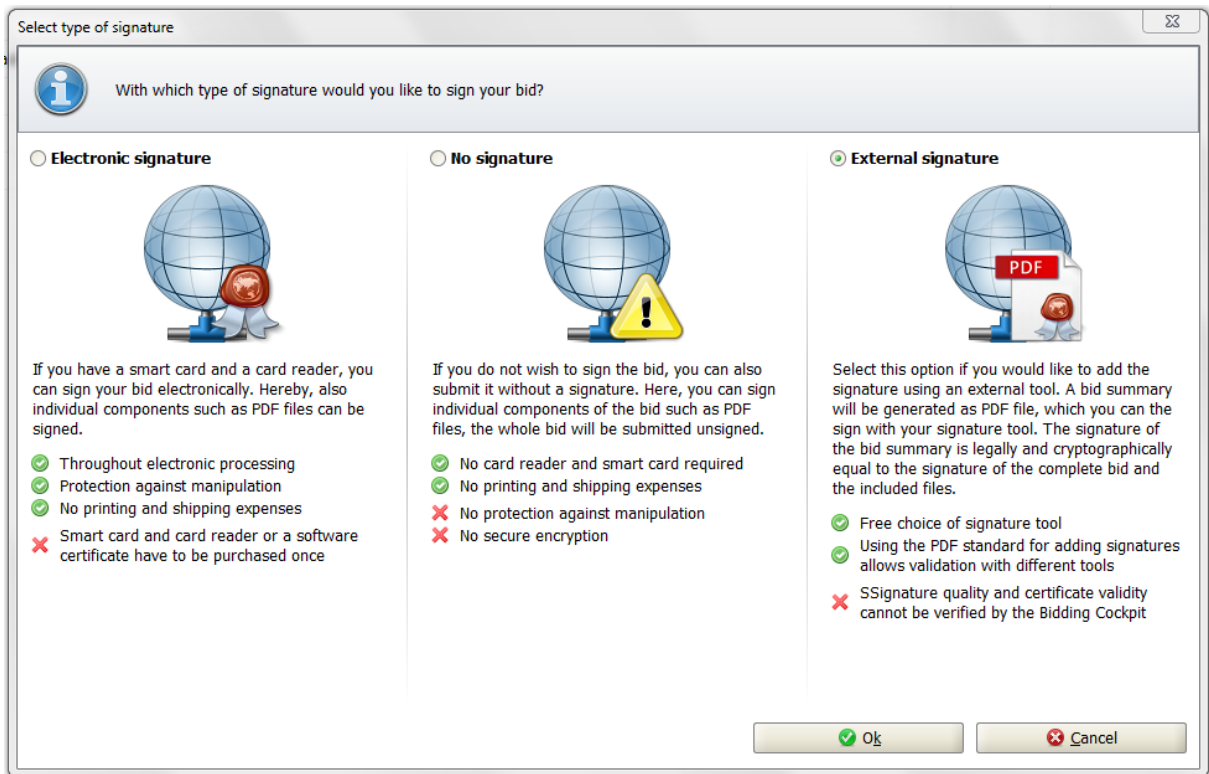


Figure 7.57: Select external signature

7.6.1 Bid document verification

The first step of the bid submission with external signature is checking for completeness of the bidding documents.

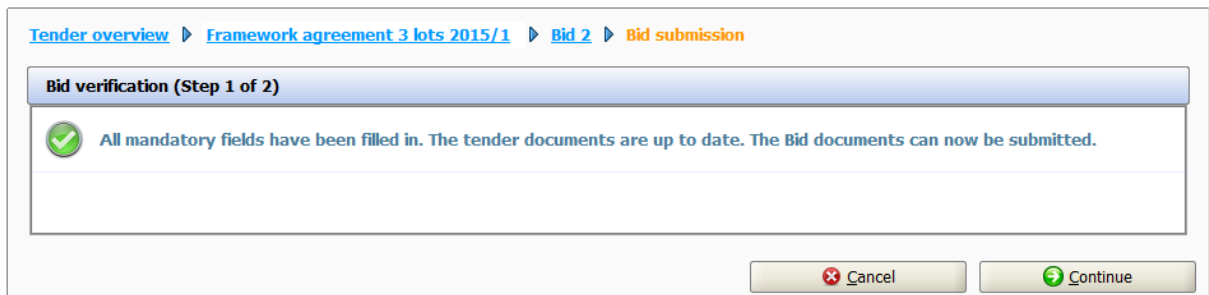


Figure 7.58: Step 1: Bid verification with complete mandatory entries

If any mandatory data is missing, a **red** error message is displayed and the bid submission cannot be continued.

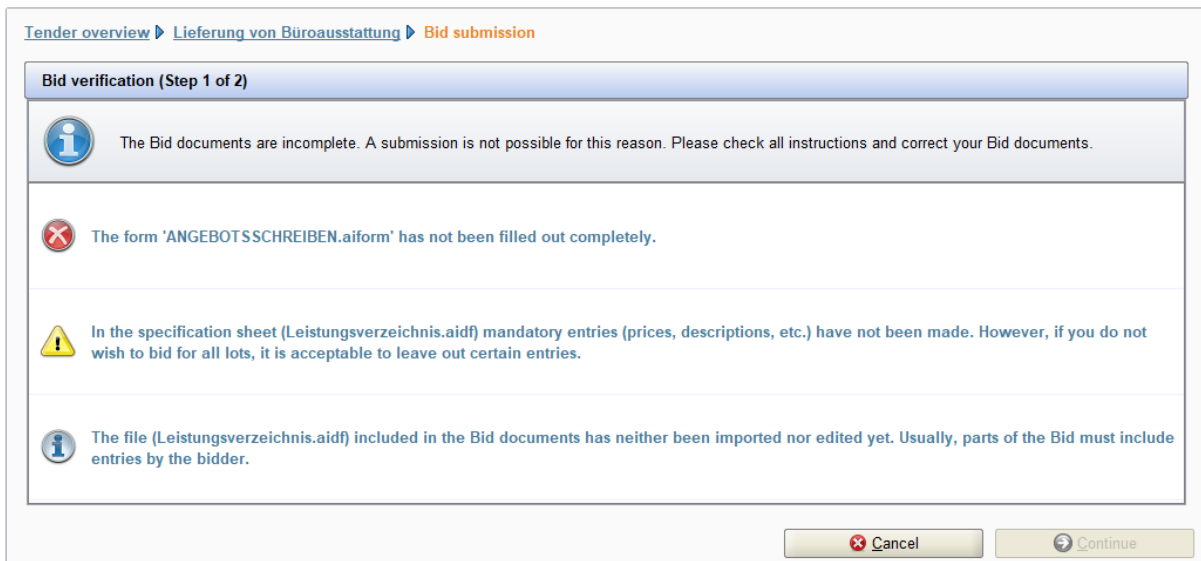
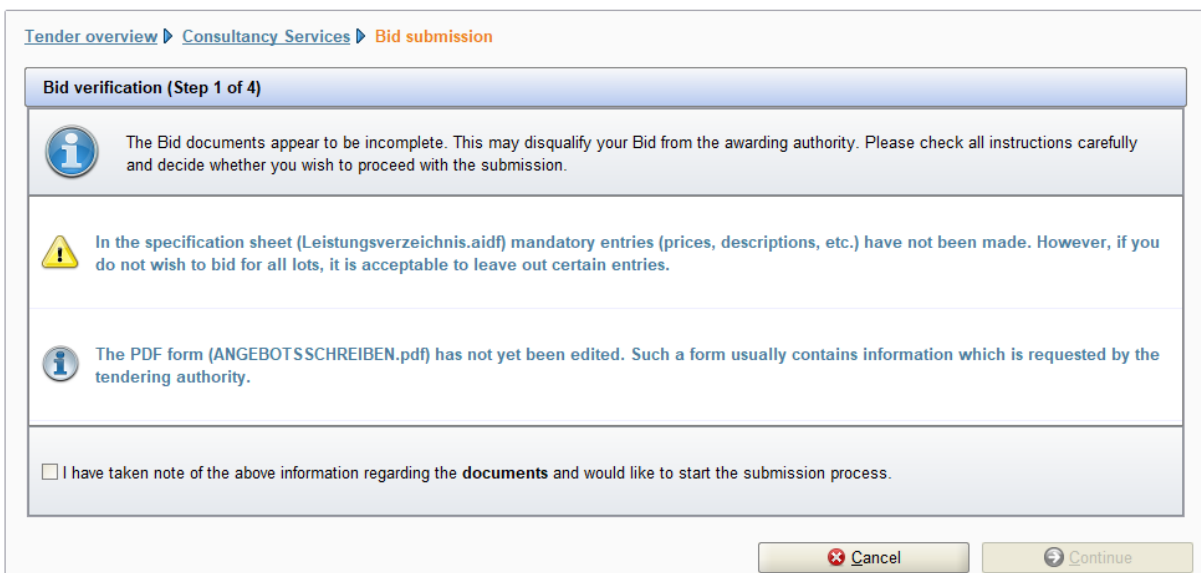


Figure 7.59: Step 1: Bid verification with incomplete mandatory entries

If any optional entries are missing (e.g., in the specification sheet), a **yellow** warning message appears. After you have confirmed the notification text in the checkbox on the lower left hand side, you can proceed with the bid submission.

The **blue** information texts do not influence the bid submission. They usually apply to the PDF files which are part of the bidding documents by default, and must be read prior to the bid submission.



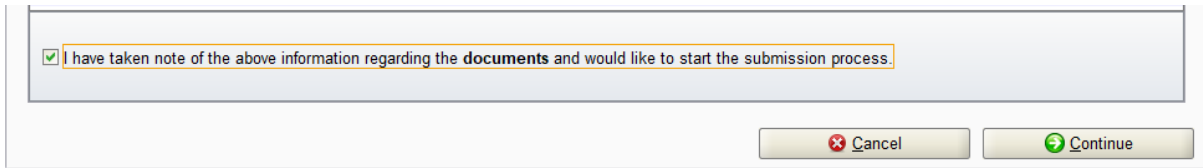


Figure 7.60: Step 1: Bid verification with incomplete optional entries

In the next window, **Overview over the bid components**, you have the possibility to verify your bidding documents one last time using OPEN FILE. After thoroughly checking the displayed information, confirm that you have checked the entire bid. Only then will the CONTINUE button be activated and you can proceed with the bid submission.

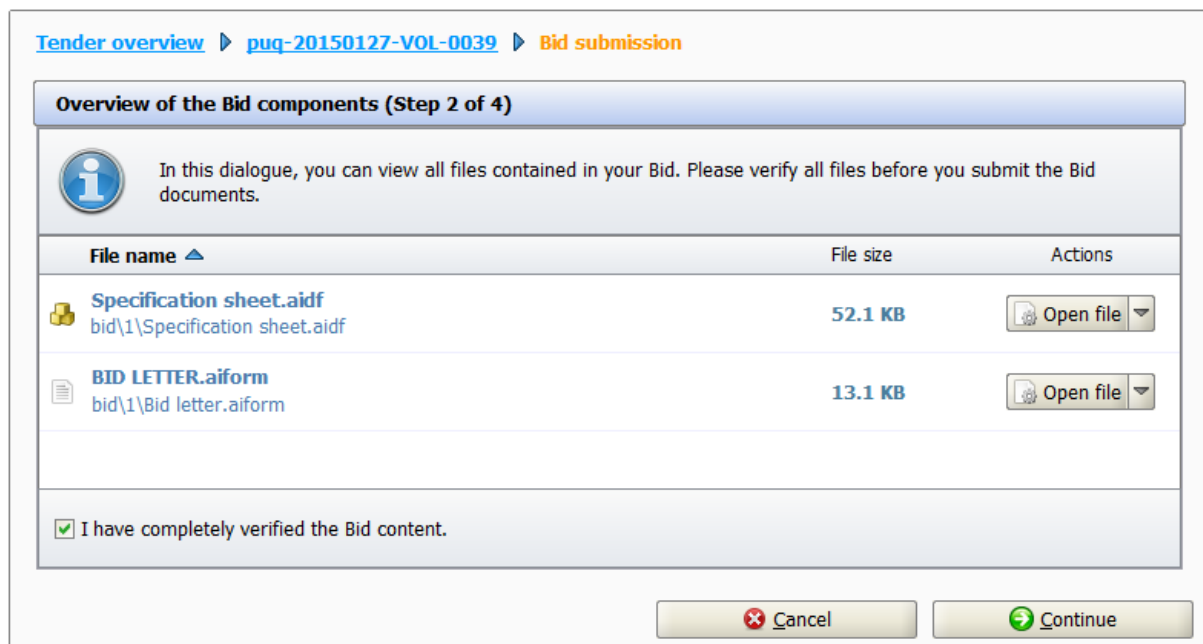


Figure 7.61: Step 2: Overview of the bid components

7.6.2 Export table of contents

In this step, you will have to save the PDF file (*Tableofcontents.pdf*) which has been created by the **AI BIDDINGCOCKPIT** based on the bidding documents to a storage of your choice using the EXPORT button. If necessary, you can overwrite the file name. Afterwards, click CONTINUE.

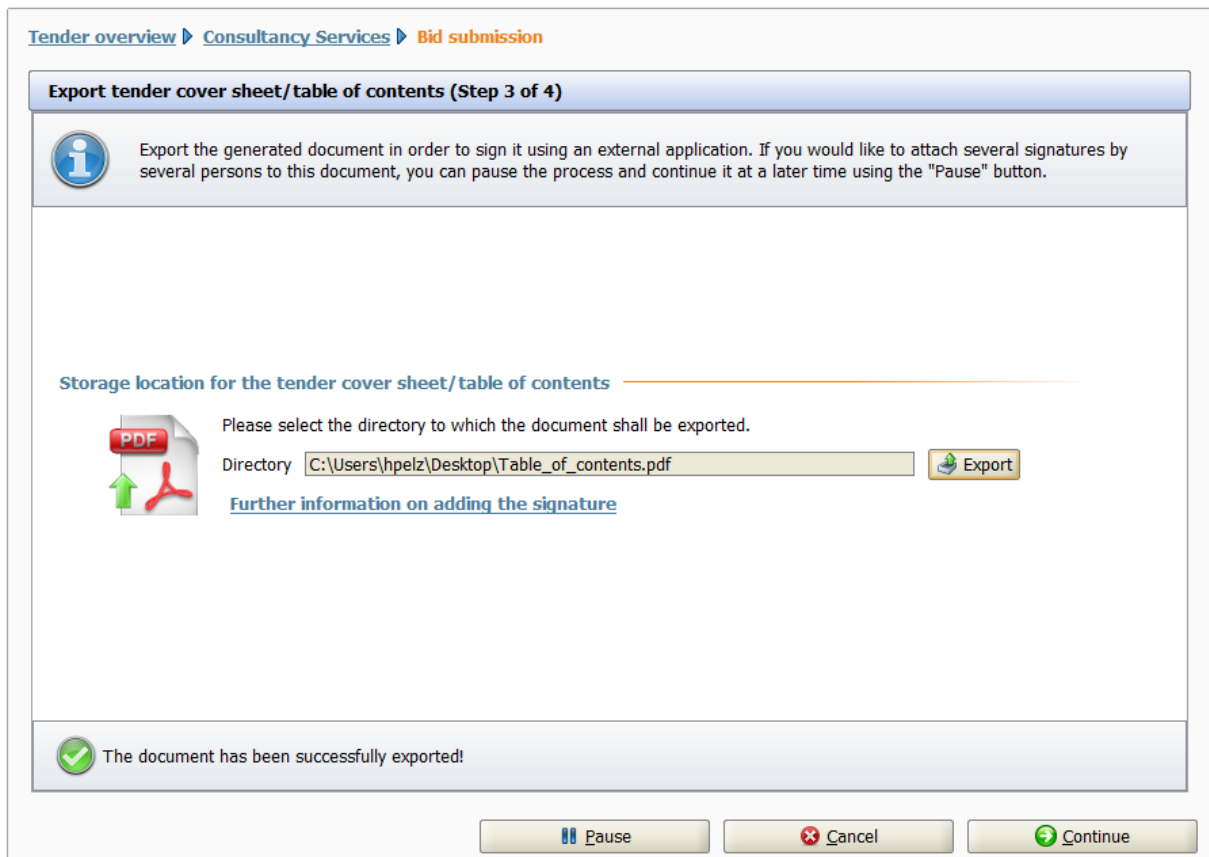


Figure 7.62: Step 3: Export table of contents



Use the blue FURTHER INFORMATION ON ADDING THE SIGNATURE link which is displayed in the window below the directory path if you need further information on the external signature options. You will be forwarded to the corresponding website of the Tendering Portal.

Calls for interest

Electronic signatures

Procurement newsletter

General conditions

Electronic signatures

 Print  Share

According to Article 7.3 of the General Conditions of Tender, for electronic bids, a qualified electronic signature (QES) is required. A qualified electronic signature is an electronic signature that:

- is uniquely linked to the signatory;
 - is capable of identifying the signatory;
 - is created with means which the signatories can, with a high level of confidence, use under their sole control;
 - is associated with the electronic document to be authenticated in such a way that any subsequent change in the data is detectable;
 - is created by a qualified electronic signature device and is based on a qualified certificate meeting the requirements of eIDAS Regulation (Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC).
- See the following link

Figure 7.63: Suggestions for implementing an external signature

7.6.3 Importing a signed table of contents

Before you carry out this step, you must sign the file you exported in the preceding step (*Tableofcontents.pdf*) with a signature program of your choice. Afterwards, you can import the signed document to your bidding documents.

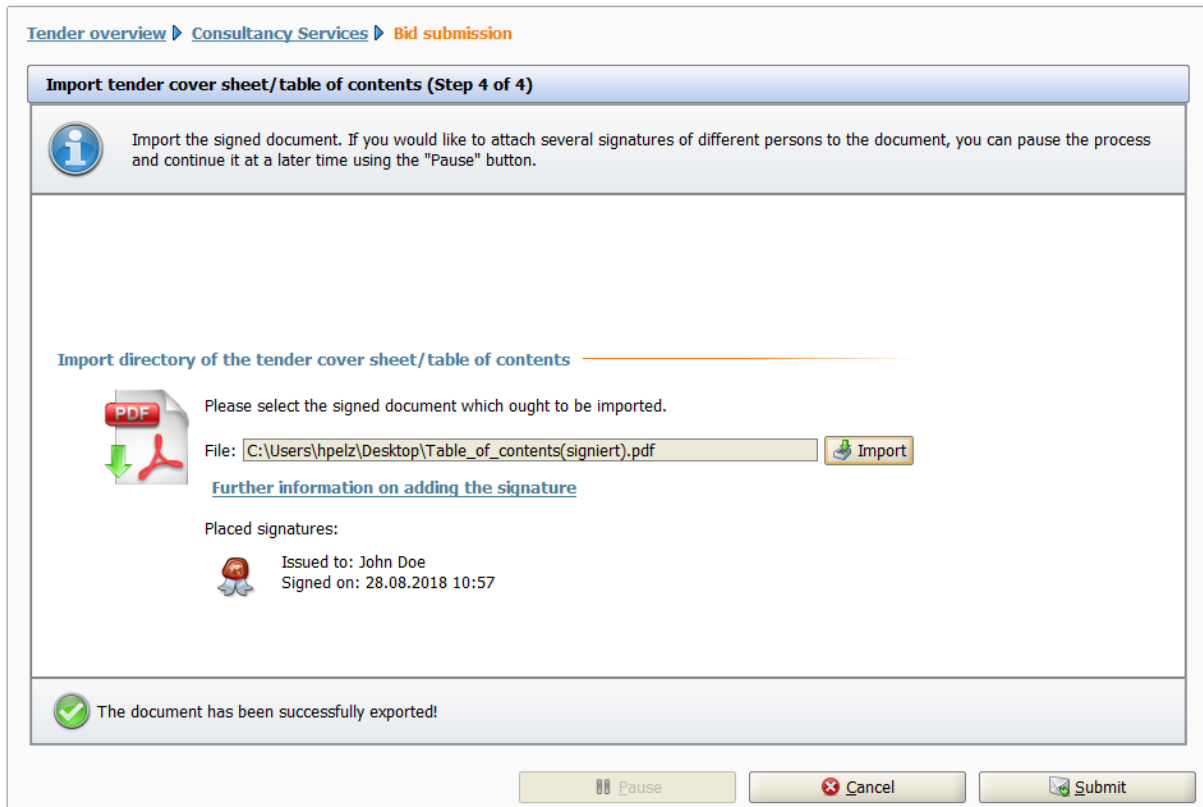


Figure 7.64: Step 4: Import table of contents

The following table contains an overview over all possible symbols and their meaning, which can be displayed during the import process of the signed PDF file.

Symbol	Meaning
	The document is not signed, or <i>Tableofcontents.pdf</i> has not yet been imported. The CONTINUE button is not active. This means this step cannot be completed.
	The imported PDF document does not belong to the current bid. The CONTINUE button is not active. This means this step cannot be completed.
	The imported PDF document is correctly signed and belongs to the current bid. The signatory name and the signature date is displayed.
	The imported PDF document is correctly signed and belongs to the current bid. This means the import has been successful. The bid submission can be continued via the CONTINUE button.

After a successful bid submission, the most important sending information is displayed in the **History** window.

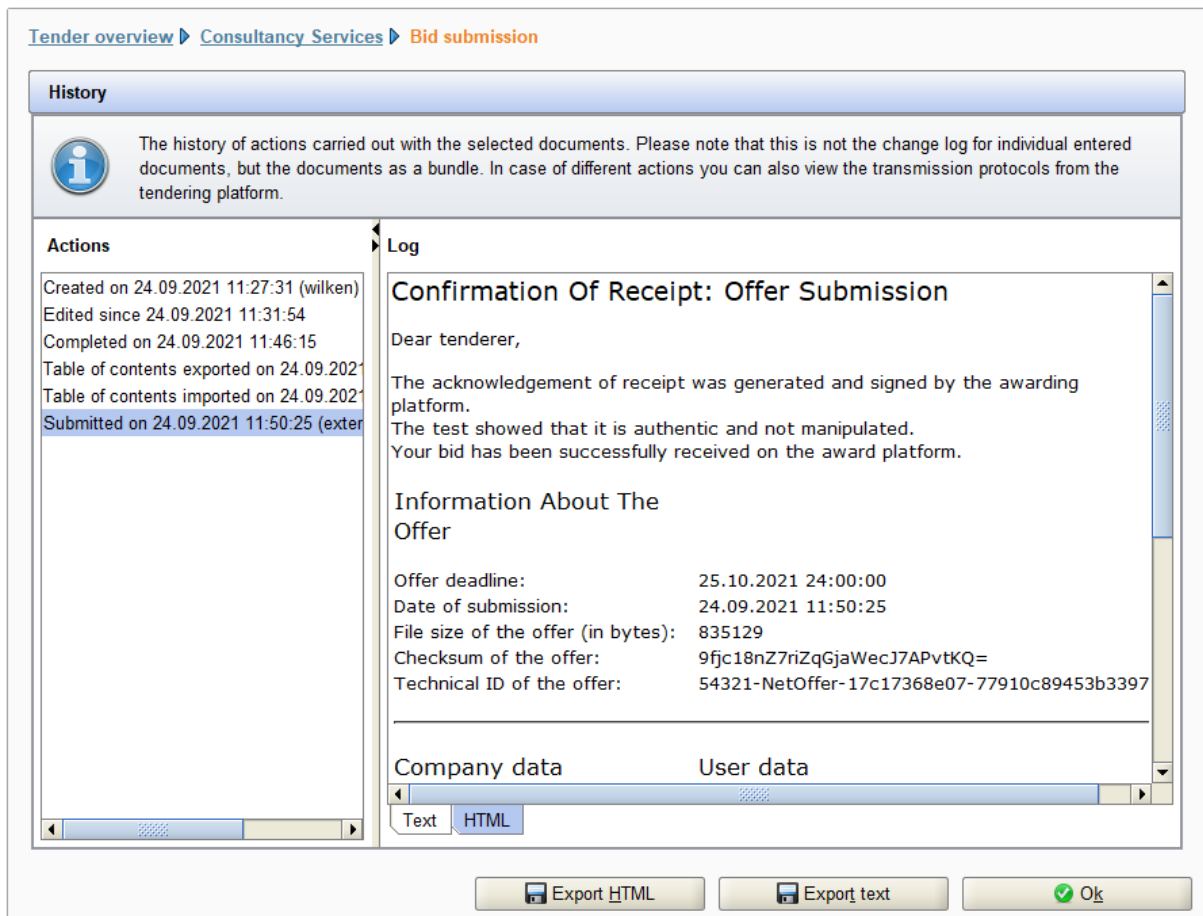


Figure 7.65: History - External signature: Protocol information



Due to technical reasons, the signed *Tableofcontents.pdf* is only valid for import if the assistant has not been cancelled or restarted after the export. All bid submission steps must be carried out **without interruption**. Therefore, you have to be familiar with the signature function of your application before starting the bid submission.

If you cancel the assistant for bid submission in any of the steps with the CANCEL button, the validity of the exported table of contents is lost.

Each time the assistant is opened, a new *Tableofcontents.pdf* is created and must be exported and reimported after the external signature has been added. Only then can you proceed with the bid submission.

7.7 Cover sheet procedure

If the tendering authority enabled bid submission with cover sheet procedure for their tenders, a further type of digital bid submission - apart from the submission with digital signature - is made available to you in the **AI BIDDINGCOCKPIT**. Here, a PDF document called the **cover sheet** is

created alongside with the bid. It contains a check sum which is automatically calculated from the bid.



This way you have the possibility to submit your bid digitally to the tendering authority even without a smart card and a card reader or a soft certificate.

7.7.1 Bid submission with cover sheet

After you have edited your bidding documents, click SUBMIT if you like to start the bid submission.

Select the option COVER SHEET PROCEDURE in the **Select submission type** window and click OK.

The bid submission via cover sheet procedure is mostly identical to the submission of an electronic bid, which is described in the [Digital bid submission](#) chapter.

After a successful verification of the bidding documents, the following message is displayed before you submit the bid.

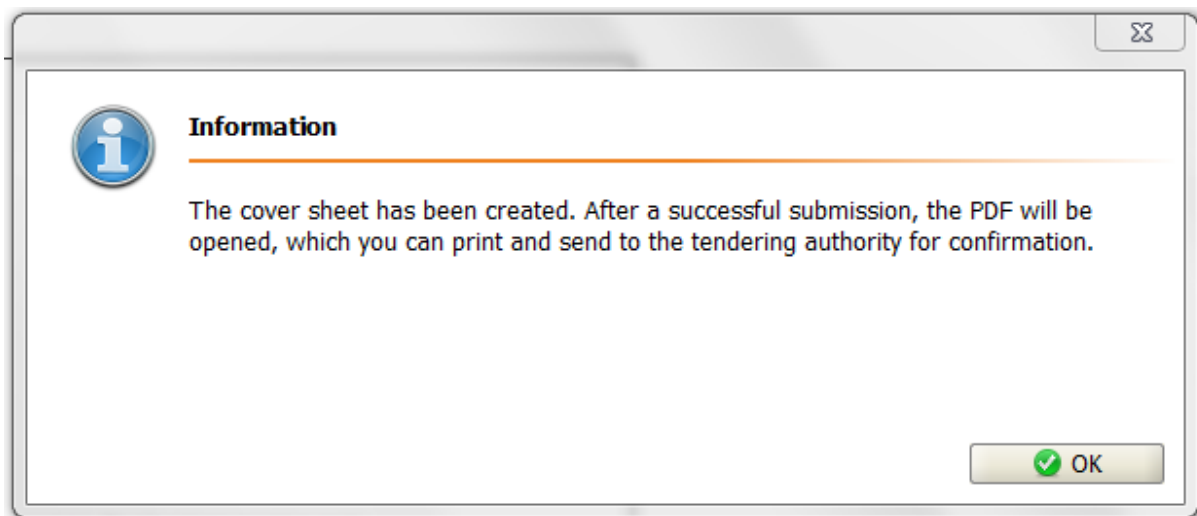


Figure 7.66: Information message for the cover sheet before submitting



The printout of the created cover sheet is only possible **after** the submission of the corresponding bid. This ensures that cover sheets are only sent with bids, that have also been submitted electronically.

After the successful submission, the submission type (cover sheet) is displayed in the **History** panel. In the TEXT and HTML tabs, you can verify this important receipt and save it locally to your computer using the EXPORT HTML and EXPORT TEXT buttons. The SIGNATURE tab is not available here.

After successfully sending the bid, the content of the *Coversheet.pdf* file is displayed. You can

save this document with FILE / SAVE UNR to your Computer.



Print the cover sheet, sign and submit it via postal mail to the tendering authority. Here it is verified whether the check sum of your cover sheet corresponds to that of the decrypted digital bid.

Tender overview > puq-20150127-VOL-0039 > Bid 2 > Bid submission

History

The history of actions carried out with the selected documents. Please note that this is not the change log for individual entered documents, but the documents as a bundle. In case of different actions you can also view the transmission protocols from the tendering platform.

Actions

Created on 16.02.2015 15:11:18 (amaas)
Edited since 16.02.2015 15:11:21
Completed on 16.02.2015 15:11:38
Bid submission started on 16.02.2015 15:11:42 (amaas)
Submitted on 16.02.2015 15:12:44 (via cover sheet) (am)

Log

The bid has been transferred to the tendering authority.

The technical identification number is:
aiTest14240959281454208598508925535499
The identification number on the platform is: %OFFER_OID%

With this identification number, it can be proved that the electronic bid documents have been submitted by you.

Text HTML

Export HTML Export text Ok

Figure 7.67: History - Cover sheet: Protocol information in the Text tab

Dear Sir or Madam,

I/we hereby declare that I/we have electronically sent you the offer that is clearly identified by the check sum below with the stated offer total. I/we also declare that this represents my/our binding offer.

Check sum:

9D52FD668F6DFEA

Figure 7.68: Check sum in the cover sheet - Extract

7.7.2 Bid withdrawal with cover sheet



Bids which have been submitted with cover sheet procedure must - if necessary - be withdrawn the same way. The bid withdrawal is mostly identical to the bid submission.

To withdraw a bid, select the WITHDRAW command in the ACTIONS area or in the context menu. In every step of the bid verification, you can cancel the process or proceed with CONTINUE.

Before you submit your withdrawal, the information message about the creation of the cover sheet for your withdrawal is displayed again. After the successful submission, the receipt for the bid withdrawal is confirmed in the **History** window.

In the TEXT and HTML tabs, you can check the submission receipt and save it locally to your computer via the EXPORT HTML and EXPORT TEXT buttons. The SIGNATURE tab is not available here.

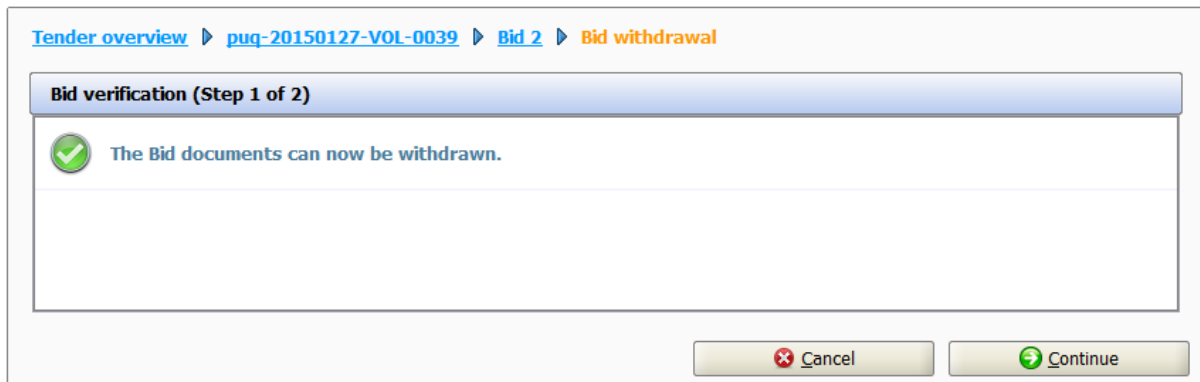


Figure 7.69: Step 1: Bid withdrawal with cover sheet

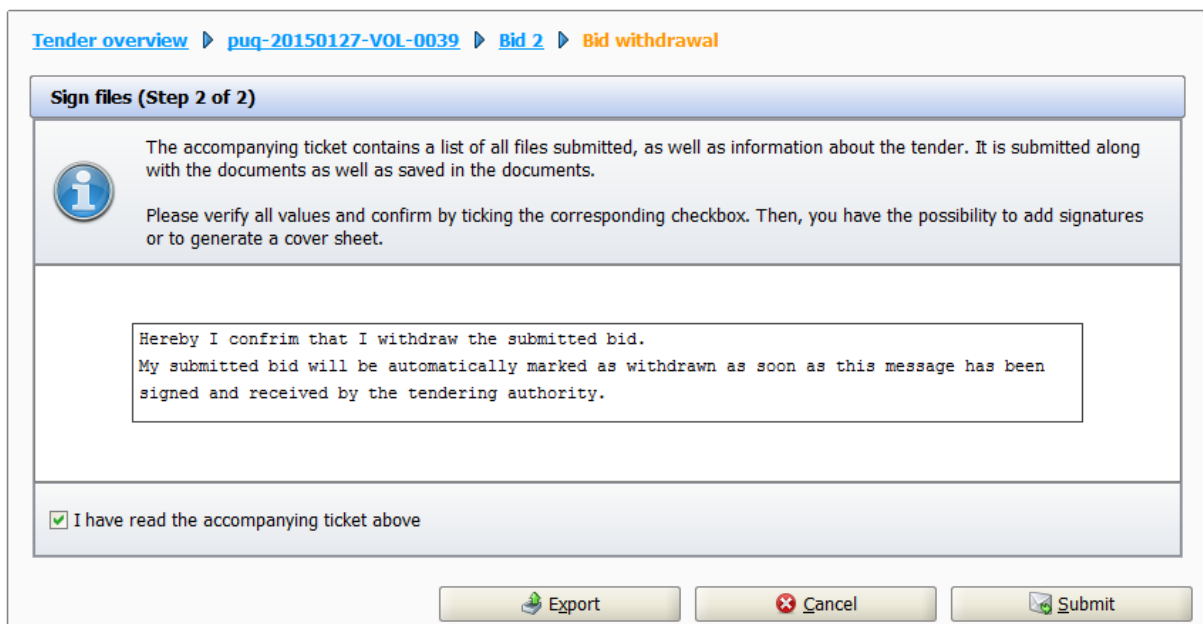


Figure 7.70: Step 2: Bid withdrawal with cover sheet

Along with the withdrawal comes a withdrawal message, which is forwarded to the tendering authority. The bid is then automatically marked as “withdrawn”. The tendering authority then makes a legally valid confirmation of the withdrawal based on the check sum of the withdrawal cover sheet you have sent.

After the successful submission of the withdrawal, the file *Coversheet_Withdrawal.pdf* is opened with a new check sum. You can save this document with the menu command FILE / SAVE AS to

your desired directory on your computer.

[Tender overview](#) > [puq-20150127-VOL-0039](#) > [Bid 2](#) > **Bid withdrawal**

History

The history of actions carried out with the selected documents. Please note that this is not the change log for individual entered documents, but the documents as a bundle. In case of different actions you can also view the transmission protocols from the tendering platform.

Actions	Log
Created on 16.02.2015 15:11:18 (amaas)	The bid withdrawal has been transferred to the tendering authority. The technical identification number is: aiTest1424096053817733893489860965605
Edited since 16.02.2015 15:11:21	
Completed on 16.02.2015 15:11:38	
Bid submission started on 16.02.2015 15:11:42 (e	
Submitted on 16.02.2015 15:12:44 (via cover she	
Bid withdrawal started on 16.02.2015 15:16:40 (e	
Withdrawn on 16.02.2015 15:17:48 (amaas)	

Text HTML

Export HTML Export text Ok

Figure 7.71: History - Cover sheet withdrawal: Protocol information in the Text tab



Print the cover sheet for bid withdrawal, sign it and submit it to the tendering authority via postal mail. After the bid opening, it is verified whether the check sum of your cover sheet corresponds to that of your withdrawn electronic bid.

7.8 Print bid

You can always print single or all files. It does not matter if the bid has been submitted digitally or sent to the awarding authority per postal service.



Figure 7.72: Tenders - Print bid

To do so select the context menu or the PRINT action in the bid's overview. The **Print file** panel is opened. Select PRINT ALL in order to print the entire bid or select a file from the list and select PRINT for single printouts.

7.9 Exporting bidding documents

The EXPORT BID button in the detail area and the symbol bar is only active if enabled by the tendering authority. Similar to the digital bid submission, the bidding documents are composed and encrypted by the **AI BIDDINGCOCKPIT**, and the **Sign files** window opens. Confirm that you have read the accompanying ticket by ticking the checkbox below the text and click SIGN. Follow the instructions on the screen and add a signature to the documents. When you then click SUBMIT, the **Save file** window is opened, where you can select a storage location for your file.

You can send the created bid to the tendering authority on a digital data storage medium or via email, where it can be imported into the **AI TENDERINGMANAGER** application.



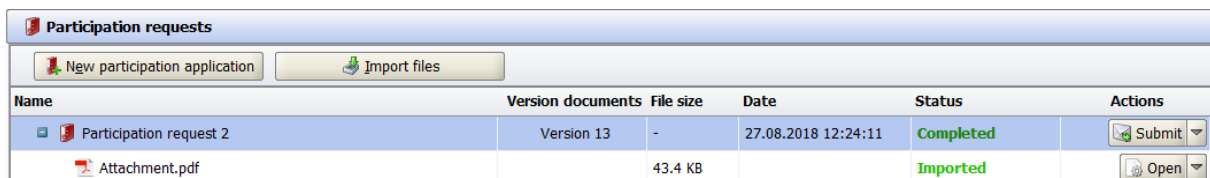
You cannot digitally withdraw an exported bid. If necessary, inform the tendering authority.

7.10 Participation request

In a two-step procedure with competitive participation, two additional separation bars are displayed in the TENDERS area of the tender detail view: the PARTICIPATION REQUEST DOCUMENTS and the PARTICIPATION REQUESTS.

To edit a participation request, click PARTICIPATION REQUESTS. A first version of the participation request is created when the tender is opened for the first time. You can open and edit this participation request or, if necessary, create further participation requests using the CREATE button.

The participation requests usually contains *bidder-specific* documents only.



Name	Version documents	File size	Date	Status	Actions
Participation request 2	Version 13	-	27.08.2018 12:24:11	Completed	Submit
Attachment.pdf		43.4 KB		Imported	Open

Figure 7.73: Tenders - Create participation request



In some cases, you will find a *questionnaire for qualification verification* with questions by the tendering authority here. You will need to fill this out. You can add as many own files or proofs to your participation request as you like using the IMPORT FILES interface.

If all required documents are available, click SUBMIT in order to submit your participation request.

The participation request submission is carried out analogously to the bid submission. You can find further information in section [Digital bid submission](#).

Participation requests - like bids - can be withdrawn and submitted again. You can find further information in section [Withdraw bid](#).

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