

# Quick guide to sourceONE

Supplier / Financial Operator



by



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# Connecting to the platform

## Order of Actions

- I. Click [Login](#)
- II. Enter [Username](#) and [Password](#)
- III. Click [Sign In](#)
- IV. Select [sourceONE](#)

Welcome to portalONE,  
cosmoONE's eTendering platform!

To use our applications, the company and the user must be registered.

[LOGIN](#) [SIGN UP](#)

English v

Login to cosmoONEs apps

Username

Password

[Reset login password](#)

[Sign In](#)

Here you enter the [Username](#) and [Password](#) and then click [Sign In](#).

Visit [www.marketsite.gr](http://www.marketsite.gr). On this page click [Login](#). Clicking [Login](#) will redirect you to this page.

My applications

Announcements

portalONE

Welcome to cosmoONE's new portal!

auctionONE  
[eAuctions](#)

sourceONE  
[eSourcing B.1](#)

compareONE

tenderONE

sourceONE: [eRFx & eTenders](#)

After entering your [Username](#) and [Password](#) the system will redirect you to this page. Under the heading [My applications](#), click [sourceONE](#) to connect to the platform.

# How can I find the tender I am looking for?

On this slide you can see how to find the tender you are looking for from the homepage.

After having selected [sourceONE](#) (on slide 3) the system will direct you to this page.



Notifications button.



Log off button.



Language selection button.



Help page button.

WELCOME, AUTHENTICATION SUCCEEDED

ANNOUNCEMENTS

Welcome to the new sourceONEneo!

MY PARTICIPATIONS

Upcoming Terminations of Declarations and Invitations —

Code	Carried out by	Title	Closure Date
orgcd346cmh7c-023066	TZAİANT ANQNYMH ETAİPEİA BUYER 1111	TR0002	08/06/2023, 09:30
orgcd346cmh7c-023094	TZAİANT ANQNYMH ETAİPEİA BUYER 1111	TR0003	08/06/2023, 09:30

Drafts – For offer submission 0

Open tenders I have been invited to / declared interest for. 24

Clicking [Inbox](#) opens the following options:

[All Tenders](#) – Here you can find all Tenders.

[Invitations/Notifications](#) – Here you can find all the tenders you have been invited to participate in.

[Public/Open Proclamations](#) – Here you can find all the tenders which are open to participation for everyone.

[Replied Tenders](#) – Here you can find the tenders for which you have already submitted a bid/proposal.

# How can I find the tender I am looking for?

## Order of Actions

- I. Click [Inbox](#)
- II. Locate desired Tender
- III. Click Tender's title

In this section you can search for tenders with the listed criteria (e.g. [Title](#), [System code](#), [Status](#) etc).

**source ONE**

ORGANISATION SETTINGS

INBOX

ALL TENDERS

INVITATIONS/NOTIFICATIONS

PUBLIC/OPEN PROCLAMATIONS

REPLIED TENDERS

**Inbound**

SEARCH

System Code Title / No. Reference Supply Category

CPV Category Owner Status

Publication Date Submission Closure Date

Export search results... Search

50 6 RESULTS

SYSTEM CODE	NUMBER/TITLE /DESCRIPTION	CONTRACTING ORGANISATION	STATUS	PUBLICATION DATE	CLOSING DATE FOR SUBMISSION
orgomj7axchaf-033240	33240 - MV Laptops and Mouses	DEMO AIRPORT	Canceled	06/06/2023 12:56:04	07/06/2023 14:00:00
orgomj7axchaf-033218	33218 - 12C Public Notice 12C Public Notice	DEMO AIRPORT	Canceled	01/06/2023 13:36:46	01/06/2023 14:40:00
orgomj7axchaf-033202	33202 - 12 B Public notice 12 B - Public notice	DEMO AIRPORT	Aborted	26/05/2023 14:01:27	26/05/2023 15:30:00

Clicking [inbox](#) and then [Invitations/Notifications](#) will open this page.

After finding the desired tender, click on its title. This will open the [Tender Information](#) page.

## Tender information

TENDER SYSTEM CODE  
**orgomj7axchaf-033255**

TENDER TITLE  
**8/6 τεστ**

TENDER TEMPLATE  
**RFP/2 Phases Procedure (pass/fail)**

DETAILS ATTACHMENTS & NOTES PHASES / DOSSIERS TENDER LOG COMMUNICATION

EVALUATION

**BASIC INFORMATION**

Status Publication date Submission Closure Date

⚡ Submission of offers 08/06/2023 11:53:53 09/06/2023 14:30:00

Description/Scope

guide FO English

Main Supply Item Category

Tender concerning

Goods

**TENDER USERS**

Tender creator

Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2) (userioy4dlktfy)

NEW REPLY

The [Tender Information](#) page displays a lot of information for the selected tender.

Additionally, in this page you can begin the bid/proposal submission process.

# Communication

## Tender information

TENDER SYSTEM CODE  
orgomj7axhaf-033240

TENDER TITLE  
MV

TENDER TEMPLATE  
RFQ/1 Phase Procedure

DETAILS ATTACHMENTS & NOTES PHASES / DOSSIERS TENDER LOG **COMMUNICATION**

EVALUATION

BASIC INFORMATION

Status Publication date Submission Closure Date

Cancelled 06/06/2023 12:56:04 07/06/2023 14:00:00

Description/Scope

The [Tender Information](#) page displays information for the selected tender.

Clicking the [Communication](#) tab will open the corresponding tab.

DETAILS

ATTACHMENTS & NOTES

PHASES / DOSSIERS

TENDER LOG

COMMUNICATION

EVALUATION

Search

Q

▼

All

▼

Type

▼



+

Type of Communication	Question Type	Organisation	Attached files	CC via email to:	Date	Answers
➡	Announcement	<b>DEMO AIRPORT</b> Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2)	Announcement: Attached you will find the template requested. Thank you. <div>📎</div>		08/06/2023 12:04:42	
↔	Correspondence/Clarifications	<b>EPSILON JOHN SMITH CO RECEIVER 5</b> SMITH (YEA RECEIVER 5 sourceONE)	Hello. I would like to ask for a clarification on the template you have provided us. Regarding line 17 in the first page...		08/06/2023 12:03:11	↩
➡	Announcement	<b>DEMO AIRPORT</b> Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2)	Announcement: Please remember to fill in and submit the XTF questionnaire. Thank you.		08/06/2023 12:01:44	

These are the search filters for the tender communications.

In the Communication tab, clicking + will open the [Message Creation](#) window.

This table lists all the communications you have sent/received. Each column displays different information.

- Type of Communication:** This column displays whether the communication is incoming or outgoing.
- Question Type:** This column whether each communication is a [Correspondence/Clarification](#) or an [Announcement](#).
- Organization:** The user who sent the communication.
- Attached Files:** If this icon  is displayed then the corresponding communication has file(s) attached.
- Answers:** This column marks which communications can be replied to. Clicking this icon  will open the reply window. Please note that you cannot reply to [Announcements](#).

Message creation

Communication type  
Correspondence/Clarifications

CC via email to:  
Import e-mail

Message (Maximum number of characters: 4000)

Attachments  
Select a file Browse

Close Send Message

- The [Message creation](#) window lets you create your communication to the Contracting Entity/Buyer.
- In the [Communication type](#) field you can choose between the different communication types. These are [Correspondence/Clarifications](#), [Objection](#) and [Appeal](#). [Objection](#) and [Appeal](#) are only available in Public tenders.
- The [CC via email to](#) field lets you share the communication to other members of your organization. Please note that the Contracting Entity/Buyer is the receiver by default.
- Additionally, you may also attach files with your communication by clicking under the section [Attachments](#).
- In order to upload multiple files they must be selected and uploaded en masse.
- After you have finished creating your communication click [Send Message](#) to send it.

# How do I submit a bid/proposal?

The [tender Information](#) page has a plethora of information for the selected tender. Every action you might want to initiate regarding a tender begins here.

## Tender information

TENDER SYSTEM CODE  
orgomj7axchaf-033240

TENDER TITLE  
MV

TENDER TEMPLATE  
RFQ/1 Phase Procedure

DETAILS ATTACHMENTS & NOTES PHASES / DOSSIERS TENDER LOG COMMUNICATION

EVALUATION

**BASIC INFORMATION**

Status	Publication date	Submission Closure Date
⚡ Cancelled	06/06/2023 12:56:04	07/06/2023 14:00:00

**Description/Scope**

Laptops and mouses

**Main Supply Item Category**

[30200000] Office and computing machinery, equipment and supplies except furniture and software packages > Computer equipment and supplies

**Additional Categories**

72514000: Computer facilities management services

**Tender concerning**

Goods

TENDER USERS

Tender creator

Πολύδροπος (ΔΗΜΙΟΥΡΓΟΕΛΓΓΡΑΦΕΙΟΥ 1 - BUYER1) (usertvk17wf822)

NEW REPLY

To commence the bid/proposal submission process click [New Reply](#).

Clicking these headers will open the corresponding tabs.

**Attachments & Notes:** In this tab you can find attached files and notes that the Buyer/Contracting Entity might have set for use by all the participants of the tender.

**Phases / Dossiers:** In this tab you may preview the phases, dossiers and elements of the tender (e.g. Economic Offer Table, Documents List etc).

**Tender Log:** In this tab you can see the log of actions of the tender. Please note that the [Tender Log](#) begins recording actions after you have clicked [New Reply](#) (which marks the beginning of the bid/proposal submission process).

**Communication:** In this tab you create and read communications between you and the Buyer/Contracting Entity.

**Evaluation:** In this tab you can see the proceedings/minutes of the tender that have been publicized for all participants, such as proceedings per phase, decisions etc.

## Order of Actions

- I. Click [inbox](#)
- II. Click desired tender's title
- III. Click [New Reply](#) (or [I want to participate in the Tender](#) first)
- IV. Fill in and submit my bid/proposal.

After clicking [New Reply](#) the system will open the tender in order for you to submit your bid/proposal.

TENDER USERS

Tender creator

Πολύδροπος (ΔΗΜΙΟΥΡΓΟΕΛΓΓΡΑΦΕΙΟΥ 1 - BUYER1) (usertvk17wf822)

NEW REPLY

TENDER USERS

Tender creator

Πολύδροπος (ΔΗΜΙΟΥΡΓΟΕΛΓΓΡΑΦΕΙΟΥ 1 - BUYER1) (usertvk17wf822)

I want to participate in the tender

Please note that in Public tenders (for which you do not need to be invited first in order to submit your bid/proposal) the button will be [I want to participate in the Tender](#) and after you click it, it will change to [New Reply](#).

# Submitting a bid/proposal – Tender elements

## Financial Table

In this element the Buyer/Contracting Entity is requesting that you fill in your bid/proposal for the tender.

You can either fill in the [Financial Table](#) manually or using the table template. You can export the template, fill it in and then upload it. The system then will automatically fill in the table.

The system will automatically calculate the total price of your bid/proposal. After you finish filling in the table, click Save.

## Γενικές Πληροφορίες για τα στοιχεία:

- This symbol \* marks which columns/fields are mandatory.
- Without filling in the mandatory columns/fields you cannot move on to the next step of the tender.
- After you have finished filling in and doublechecking the elements of the tender press [save](#) and then [Next Step](#).

### 3 TENDER CREATION FINANCIAL OFFER TABLE

PC & Peripherals

Compulsory Item	Participation on Item	BPN	Description *	Buyer Comments	Unit of Measure *	Quantity *	Unit Price *	Total Price	Supplier Comments
✓	✓		Desktop PCs	Midi towers.	Τεμάχιο	40		-	
✓	✓		Monitors	Ultrawide.	Τεμάχιο	80		-	
✗	✓		Keyboards	QWERTY, wired.	Τεμάχιο	42		-	
Sub Total:							0.00	Sub Total: 0.00	
Grand Total:							0.00		

Drag the bar to the right to see/fill in the remaining columns of the Financial Table.

Save

The columns of the table are as follows:

- **Compulsory Item:** Marked with ✓ are the lines whose products are mandatory for the bid/proposal. Marked with ✗ are the lines whose products are not mandatory for the bid/proposal.
- **Participation on item:** Mandatory items/lines are marked with ✓. If you choose to include a non-mandatory item in your bid/proposal it will be marked with ✗. If you don't want to include a non mandatory item in your bid/proposal simply untick it.
- **Description:** Description of the item/line.
- **Buyer Comments:** Comments by the Buyer/Contracting Entity.
- **Unit of Measure:** The unit by which the line/item is measured.
- **Quantity:** The quantity asked for the item/line.
- **Unit Price:** The price per unit for the item/line. Please note that 0 is an acceptable price and it means you are giving it away for free.
- **Supplier Comments:** Your comments for the item/line.

The Buyer/Contracting Entity might have set as mandatory the attachment of your bid/proposal as a file, **together with** the financial table input. In that instance, you will notice a **red** paperclip. Click it to upload your file.

It will be **green** when at least one file is uploaded.

PC & Peripherals This field is required.




# Submitting a bid/proposal – Tender elements

## Participation Documents

In this element the Buyer/Contracting Entity has set which documents are to be uploaded for the purposes of the tender.

### 1 TENDER CREATION PARTICIPATION DOCUMENTS




NAME	TEMPLATE	MANDATORY
→ Declaration of Eligibility	4. Declaration Eligibility EN - 9.3.2023.docx	✓ 
→ Non Disclosure Agreement	NDA_en.docx	✓ 
→ Project Management & Time Plan		

When the paperclip is **red** it signals that there are no documents uploaded for that line while a **green** paperclip signals that there is at least one (1) document has been uploaded. Furthermore, this icon  signals that uploading a document for this line is mandatory.

Next step →



### UPLOAD FILES

Select or Drag/drop files here to upload


Non Disclosure Agreement (NDA).docx  08/06/2023 14:47  

CLOSE

Clicking the paperclip opens the [Upload Files](#) window. There you can click (or drag and drop) to upload the requested files.

Clicking this icon  deletes the corresponding file while clicking this icon  changes the confidentiality of the document (e.g. for a Public tender).

## General information for tender elements:

- This Icon  marks which columns/fields are mandatory.
- You cannot progress to the next step of the tender without uploading at least one document in the mandatory fields/columns.
- After filling in the elements of the tender click [Save](#) and then [Next Step](#).
- The usual setting for files is up to 20 files of 50 MB each per line / attachment point.

## Data Entry Form / Questionnaire

In this element the Buyer/Contracting Entity has set some questions/fields for the participants of the tender to answer/fill in.

### 3 TENDER CREATION QUESTIONNAIRE

TENDER DATA FIELDS

Company Name \*

Company Website

Contact Person details \*

Please list some of the major contracts you delivered in the last years. \*  
Please see section B attached file for a full list of successfully completed projects along with references.

[Save](#)

← Previous step

Next step →

# Previewing my submitted info and bid/proposal

During the process of filling in your bid/proposal, the system will direct you to the [Supplier/Financial Operator Information](#) page where you fill in/doublecheck your information.

## 4 TENDER CREATION SUPPLIER/FINANCIAL OPERATOR INFORMATION

Supplier/Financial Operator Information

Company Name

Alpha Supplier IKE RECEIVER 111

Username

APMENIOS (YEA RECEIVER 1 s  
ourceONE)

Position in the company

Τμήμα Προμηθειών ΑΛΦΑΥ

Phone number

2104567330

Fax

2104567331

E-mail

demoportal\_receiver1\_yel@cos  
moone.gr

Contact Info

Full Name \*

APMENIOS (YEA RECEIVER 1 s

Position in the company

Τμήμα Προμηθειών ΑΛΦΑΥ

Phone number \*

2104567330

Fax

2104567331

Address

Πέτρου Ράλλη 1, ΘΗΒΑ ΒΟΙΩ

Region

ΒΟΙΩΤΙΑΣ

Country

Greece

Postal Code

17779

E-mail \*

demoportal\_receiver1\_yel@c

Save

← Previous step

Next step →

After confirming your information is correct click [Save](#) and then [Next Step](#).

After pressing [Next Step](#) in the [Supplier/Financial Operator Information](#) page the system directs you to the [Draft Preview](#) page. On this page you can view all the information you have entered throughout the various tender elements. After completing your check scroll down to finish the bid/proposal submission procedure.

## 1 TENDER CREATION PARTICIPATION DOCUMENTS

NAME	TEMPLATE	MANDATORY	
→ Declaration of Eligibility	4. Declaration Eligibility EN - 9.3.2023.docx	✓	
→ Non Disclosure Agreement	NDA_en.docx	✓	
→ Project Management & Time Plan			

## 2 TENDER CREATION TECHNICAL OFFER

NAME	TEMPLATE	MANDATORY	
→ Certificates		✓	
→ Project Management & Time Plan		✓	
→ Other Technical documents			

## 3 TENDER CREATION FINANCIAL OFFER TABLE

Country	Postal Code	E-mail
Greece	17779	demoportal_receiver1_yel@cos moone.gr

← Previous step

Save Offer/Reply draft

Edit draft

Final Offer/Reply Submission

## Order of Actions

- I. Confirm submitted information
- II. Doublecheck my bid/proposal
- III. Click [Save Offer/Reply draft](#) **or** [Final Offer/Reply Submission](#)
- IV. Click [Final Offer/Reply Submission](#)

When you are ready to submit your bid/proposal, scroll down and you will find one of 2 buttons (depending on the type of the tender), [Save Offer/Reply draft](#) **or** [Final Offer/Reply Submission](#).

Regardless of which one the tender has, click it and then click [Final Offer/Reply Submission](#) to complete the submission of your bid/proposal.

Edit draft

Final Offer/Reply Submission

10

# Digital Signature

Some tenders will ask you to add your Digital Signature to your bid/proposal. Just like it is shown previously (slide 10), after you reach the end of the bid/proposal submission process, scroll down and click [Save Offer/Reply draft](#).

## 1 TENDER CREATION PARTICIPATION DOCUMENTS

NAME	TEMPLATE	MANDATORY	
→ Declaration of Eligibility	4. Declaration Eligibility EN - 9.3.2023.docx	✓	
→ Non Disclosure Agreement	NDA_en.docx	✓	
→ Project Management & Time Plan			

## 2 TENDER CREATION TECHNICAL OFFER

NAME	TEMPLATE	MANDATORY	
→ Certificates		✓	
→ Project Management & Time Plan		✓	
→ Other Technical documents			

Country: Greece  
Postal Code: 17779  
E-mail: demoportal\_receiver1\_yel@cosmoone.gr

← Previous step

[Save Offer/Reply draft](#)

Click [Save Offer/Reply draft](#). The system will direct you to the page with the [Reply Files](#) in order for you to add your [Digital Signature](#).

## 5 TENDER CREATION REPLY FILES

Reply Files

Phase name	File name	Digitally Signed File (Mandatory)
BID - ΠΡΟΣΦΟΡΑ	f24d6fe69c044bc78d8838f55ee6fa3f.pdf	<a href="#">Upload a digitally signed file</a>

[Edit draft](#)

In this window, clicking the file under the heading [File Name](#) will download your bid/proposal in PDF form. Open it, add your [digital signature](#) and proceed by clicking [Upload a digitally signed file](#).

Files

Select a file [Browse](#)

[Upload Attachment](#)

[CLOSE](#)

Clicking [Upload a digitally signed file](#) will open the Files window. In this window select your digitally signed file and click [Upload Attachment](#).

## Order of Actions

- I. Prepare my bid/proposal
- II. Click [Save Offer/Reply draft](#)
- III. Click the file under [File name](#)
- IV. Open the downloaded file and add digital signature
- V. Click [Upload a digitally signed file](#)
- VI. Click [Upload Attachment](#)
- VII. Submit my bid/proposal

Please note the system will not accept any other file except for the one downloaded when you click under [File name](#).

# How do I submit an Improved Bid/Best and Final Offer (BAFO)?

The Buyer/Contracting Entity might begin an [Improved Bid/Best and Final Offer \(BAFO\)](#) round. On this slide you can see how to submit your improved bid.

You may begin this process either from the [Tender Information](#) page or through the [Notifications](#).

The screenshot shows the 'Tender information' page. At the top, a dark blue header contains a notification icon (bell) and a help icon (question mark), both highlighted with red boxes and green arrows pointing to them. Below the header, the page is divided into sections: 'TENDER SYSTEM CODE' (orgomj7axchaf-033255), 'TENDER TITLE' (8/6 τεστ), and 'TENDER TEMPLATE' (RFP/2 Phases Procedure (pass/fail)). A horizontal tab bar includes 'DETAILS', 'ATTACHMENTS & NOTES', 'PHASES / DOSSIERS', 'TENDER LOG', and 'COMMUNICATION'. The 'DETAILS' tab is active, showing 'EVALUATION' as the sub-tab. Under 'BASIC INFORMATION', there is a table with columns 'Status', 'Publication date', and 'Submission Closure Date'. The status is 'Awaiting evaluation'. Below this, there are fields for 'Description/Scope' (guide FO English) and 'Main Supply Item Category'. A green arrow points from the 'Main Supply Item Category' field down to the 'TENDER USERS' section. The 'TENDER USERS' section lists 'Tender creator' as 'Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2) (userioy4dlkfty)'. At the bottom, the 'OFFERS/REPLIES' section shows a list of offers. The first offer is 'APMENIOS (YEΛ RECEIVER 1\_sourceONE) (6/12/2023 1:25:51 PM) (Offer / Answer Code 34463)'. A red box highlights the button 'Submit a new price improvement offer (BAFO)' next to this offer, with a green arrow pointing to it from the text on the right.

The other method to find the tender for which you have advanced to an [Improved Bid/Best and Final Offer \(BAFO\)](#) is by clicking your [Notifications](#) button. This will open the page with your notifications in the form of a list.

NOTIFICATION: sourceONE: [orgomj7axchaf-033255] [Guide\_User] New Improved Bid/Best and Final Offer (BAFO) round 09/06/2023 13:50

Clicking on the notification will open a window with the same message.

In that window, clicking [Show Tender](#) will take you to the [Tender Information](#) page.

On the Tender Information page, scroll down and you will find the [Submit a new price improvement offer \(BAFO\)](#).

Clicking it will open the tender for you to submit your improved bid.

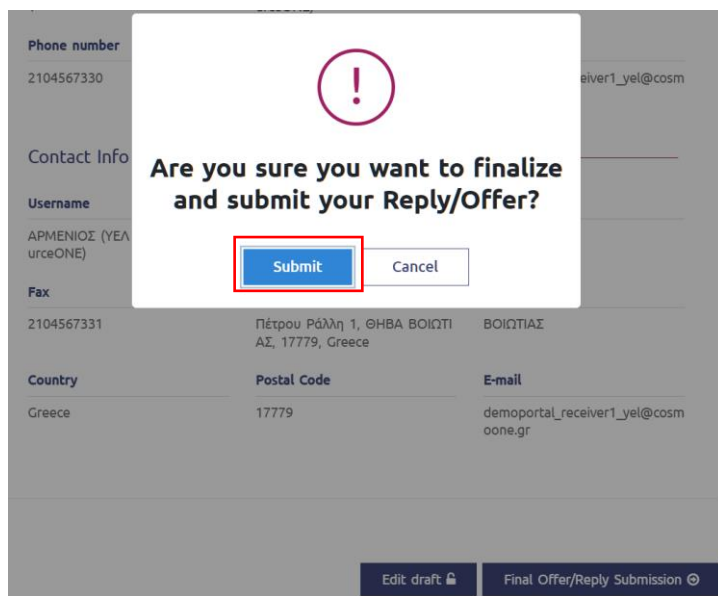
## Order of Actions

- I. Click [inbox](#)
- II. Click the desired tender
- III. Click to [Submit a new price improvement offer \(BAFO\)](#)

# How do I know that I successfully submitted my bid/proposal?

## How do I see my submitted bid/proposal?

After you have finished checking your bid/proposal (as you have seen in previous slides), click [Final Offer/Reply Submission](#). This will open a window asking for confirmation. Click [Submit](#).

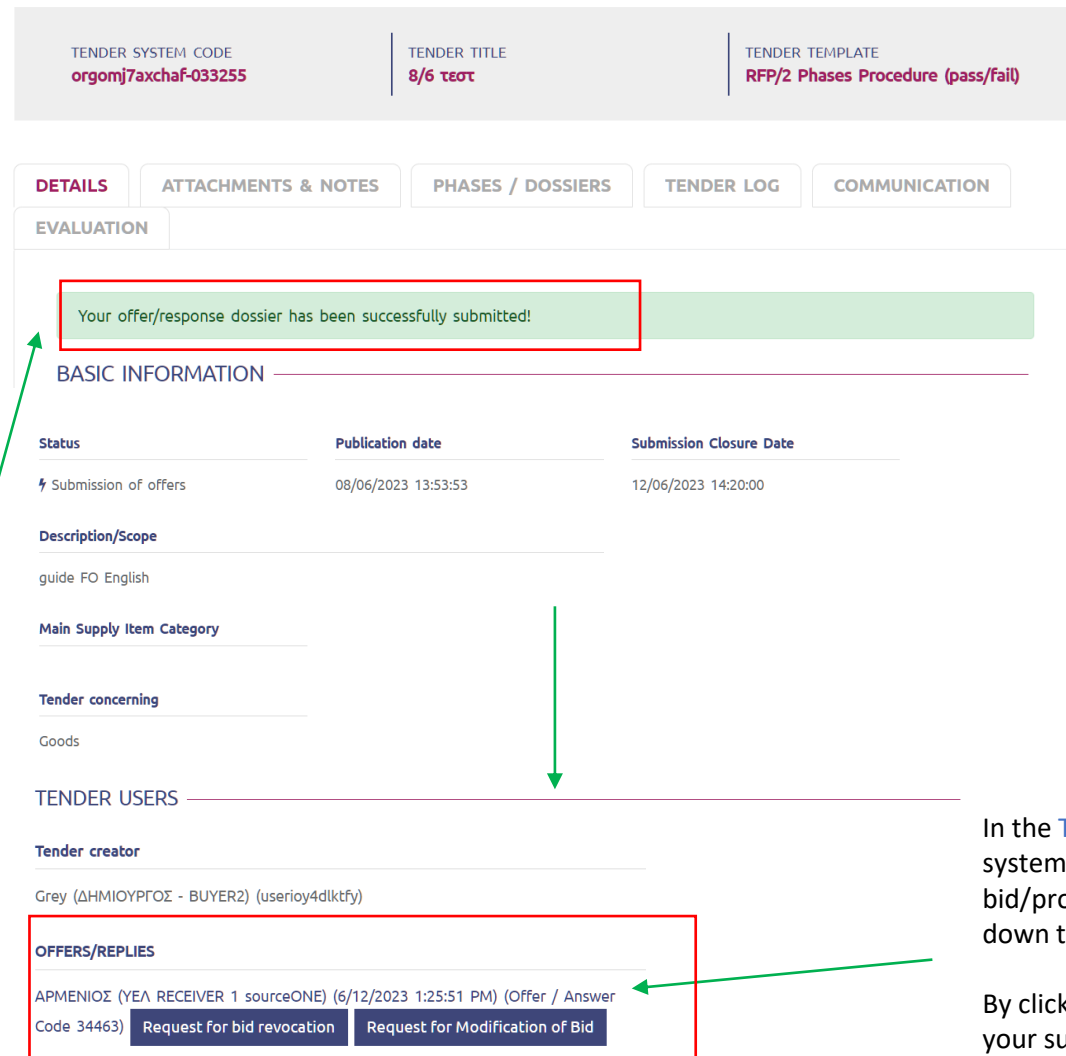


A confirmation dialog box with a red exclamation mark icon. The text inside reads: "Are you sure you want to finalize and submit your Reply/Offer?". Below the text are two buttons: "Submit" (highlighted with a red box) and "Cancel". The background shows a form with fields for Phone number, Contact Info, Username, Fax, Country, Postal Code, and E-mail.

After you have clicked [Submit](#) the system will direct you to the [Tender Information](#) page.

After loading you will notice a green system message ("Your offer/response dossier has been successfully submitted!") verifying that your bid/proposal/offer has been submitted successfully.

### Tender information



The Tender information page displays the following details:

- TENDER SYSTEM CODE:** orgomj7axchaf-033255
- TENDER TITLE:** 8/6 τεστ
- TENDER TEMPLATE:** RFP/2 Phases Procedure (pass/fail)

Navigation tabs: DETAILS, ATTACHMENTS & NOTES, PHASES / DOSSIERS, TENDER LOG, COMMUNICATION.

**EVALUATION** (selected tab):

- Message:** Your offer/response dossier has been successfully submitted! (highlighted with a red box)

**BASIC INFORMATION**

Status	Publication date	Submission Closure Date
Submission of offers	08/06/2023 13:53:53	12/06/2023 14:20:00

**Description/Scope:** guide FO English

**Main Supply Item Category:**

**Tender concerning:** Goods

**TENDER USERS**

**Tender creator:** Grey (ΔΗΜΙΟΥΡΓΟΣ - BUYER2) (userioy4dlktyf)

**OFFERS/REPLIES**

APMENIOS (YEA RECEIVER 1 sourceONE) (6/12/2023 1:25:51 PM) (Offer / Answer Code 34463)

Buttons: Request for bid revocation, Request for Modification of Bid

In the [Tender Information](#) page, besides the system message which confirms your bid/proposal submission, you may also scroll down to find your bid/proposal.

By clicking it you can open it and see your submitted bid/proposal.