

How to use the SYNAPSE Platform and download the documents of the tender “Design and Production of Communication supports”

This small guide will help you to navigate step by step on the SYNAPSE platform to download the documents of our tender.

1. Create an account and save – this way you will be able to access the platform, be informed by email if any change is made in the tender documents and have access to answers we give to applicants.

<https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=3>

Supplier registration

Back office

- The first registered person will automatically become the administrator of the company, who then will have the opportunity to create further company users, including users with administrator privileges.
- There is no limit for how many users or administrators that can be created.

If you are uncertain if your company is already registered or who is the current administrator, please contact the support on helpdesk@eu-supply.com.

Company Contact Info enables:

Company Contact Information must be supplied. This is the primary contact information. Submitter will use to contact a company. It is recommended that you provide the company general contact details helpdesk@eu-supply.com.

Administrator Info enables:

These are the details of the Administrator. If the user details are the same as the Company contact information then also on the 'Copy from user' button. Otherwise enter information manually. It is important that the email address is correct as this will be the address used by the system to send alerts and messages.

Register (high bidder)

GENERAL COMPANY INFORMATION

Type of organization *

[- Select Type of Organization]

Company trading name *

Organization no (or V.I.T or Charity/Professional membership Number) (if not applicable, write N/A) *

Address * Post code *

City * County *

Description of business (like 000 characters) *

COMPANY CONTACT INFORMATION

Point of contact *

Phone type * Phone (+000 1 703030) *

Email *

ADMINISTRATOR INFORMATION

[- Copy from user]

First name * Last name *

Title *

Phone type * Phone (+000 1 703030) *

Email *

Preferred language *

ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

Password policy

- Passwords may contain only alphabets and 0-9, numbers 0-9 and special characters ! @ # % ^ * _
- Password must be at least 8 characters long.
- Password must contain at least one letter.
- Password must contain at least one number.

EMAIL ADDRESSES FOR USERS

[- Add email]

Note: If you click to add an email address for company users, you will be asked to email alerts regarding tenders relevant to your business.

Terms & Conditions
Privacy policy

I have read the Terms and Conditions.

Save Cancel

2. Once your registration is complete, login to the CTM:

Registration finished

✓ Your registration is now completed

Click on the Login link below to login to CTM

[CTM](#)

3. Fill in your user name and password

Accès
aux dossiers de consultation & appels d'offres

SYNAPSE

SYNAPSE Entreprises
contact@synapse-entreprises.com
Tel : 01-72-33-90-70
Fax : 01-70-08-80-69
125, Bd Lefebvre
75015 PARIS

Synapse Ouest
contact@synapse-ouest.com
Tel : 02 99 55 02 05
Fax : 02 99 55 13 59

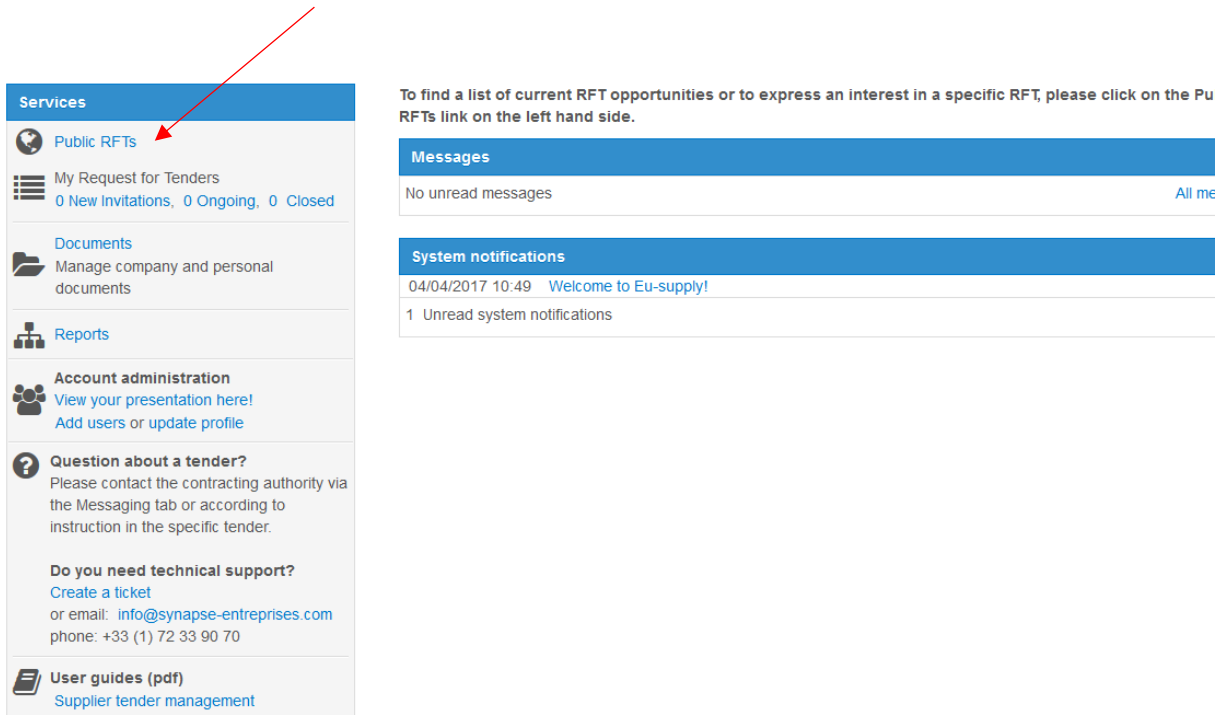
▶ [Créer un compte](#)
▶ [Consultations en cours](#)
▶ [Guides d'aide](#)

Nom d'utilisateur

Mot de passe

▶ [Mot passe oublié?](#)

4. After having accepted the terms and conditions, you will land on the homepage of the SYNAPSE platform. Go to “Public RFTs” (under “Services”) to access the list of consultations currently running:



To find a list of current RFT opportunities or to express an interest in a specific RFT, please click on the **Public RFTs** link on the left hand side.

Messages
No unread messages [All messages](#)

System notifications
04/04/2017 10:49 [Welcome to Eu-supply!](#)
1 Unread system notifications

5. Click on the consultation 158529 “Fournitures et prestations de Communication pour le GEIE- GECOTTI”



Consultation N°	Ref	Objet de la procédure	Date de publication	Date limite de réponse (CET)	Type de procédure	Acheteur	Pays
158529		Fournitures et Prestations de Communication pour le GEIE GECOTTI-PE	28/03/2017	28/04/2017 12:00	Appel d'offres ouvert	GEIE GECOTTI	France

Navigation: Numéro de page 1 de 1 articles par page 25 Afficher

6. You will land on the presentation page of the consultation (information about the contracting authority and deadline of the Call). Click on “Accept” at the top of the page to have access to **all** the documents of the tender and to be able to download them.

Accept

Click on Accept to get access to the RFT information. Before you accept, make sure your user account is connected to the correct organisation number. When logged in you can find out if you click on [View your presentation here!](#) from your Home page. If you can't see the Accept button you need to first login or register your company. In case you are unsure if the company is registered please contact the helpdesk on tendersupport@eu-supply.com.

RFT information			
Short description Fournitures et Prestations de Communication pour le GEIE GECOTTI-PE		Contracting authority GEIE GECOTTI	
Response deadline (CET) 28/04/2017 12:00	Currency EUR	45D rue de Tournai - Les Arcuriales 59000 Lille France View profile	
Published notices Contract Notice (This site)	Date of publishing 28/03/2017 09:45	Publishing status ✔ Published	
Packages ■ Fournitures et Prestations de Communication pour le GEIE GECOTTI-PE		Attached information 📄 Documents	

7. You are nearly there! This page is the interface between you and us: it gives you the possibility to send us messages, download documents, but also submit your offer online (“Upload response”). Download the documents of the tender in the section “Access documents”.

RFT 158529 - Fournitures et Prestations de Communication pour le GEIE GECOTTI-PE

Instructions

To submit response:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by entering your user name and password before sending. If you can't see the pop up window when submitting your response it could be minimized. Check among your minimized windows or log out and close your browsers and try again.

[Detailed instructions](#)

Submit with a digital signature:

The contracting authority has requested that you sign your response with a digital signature.

Submitting without a digital signature:

If you do not have a certificate installed on your computer you can still submit by selecting the option "Continue without digital signing" in the popup window which opens when you click on Submit response. After verifying your username and password, you must print, sign and scan the authentication letter and send it through the messaging tool to the contracting authority before response deadline! Please note that some contracting authorities may deviate from this, see the invitation letter or the documentation for additional information.

⚠ Response not submitted (Scroll down to submit)

ℹ To answer the RFT, you must download the offline editor here. [↗](#)

🕒 Time left: 576:57:18

My Response [Contracts](#) [Messaging](#) [Audit trail](#)

RFT

📄 View RFT 📄 Access documents 👤 Assign user access

Dates
Response deadline (CET) 28/04/2017 12:00

My response

Fournitures et Prestations de Communication pour le GEIE GECOTTI-PE

Additional response documents

[View documents](#)

Percent complete

[View/Print response form](#)

[Cancel expression of interest](#)

[Download proposal](#)

[Upload response...](#)





Response not submitted


8. Here you have access to the documents in a Zip file.

GECOTTI

Documents1

- If there is a small plus sign next to a folder, click on it to expand the folder tree in order to see and download all subfolders and underlying documents.
- If the Contract officer of this tender has pre-zipped all the documents then you will be able to download all.
- If this button is greyed out you should contact the contract officer and ask them to zip the files. As soon as this is done you will be able to quickly download all documents.

Documents			
RFQ folder	Name	Size	Updated (CET)
 Fournitures et Prestations de Communication pour le GEIE GECOTTI-PE	 AAPC-3111834.pdf	12	28/03/2017 09:42
	 17G003_RC_VF.pdf	384	30/03/2017 11:31
	 17G003-1_DCE_28_03_2017_VF.zip	1668	30/03/2017 12:02

 Do you need a viewer for displaying documents?

We wish you good luck in the application process!

You can contact us for any questions regarding:

- Legal or administrative information Wilder Léger wilder@nweurope.eu
- Technical information H el ene Berg es h.berges@uia-initiative.eu and Jos ephine Mazy, j.mazy@interregeurope.eu