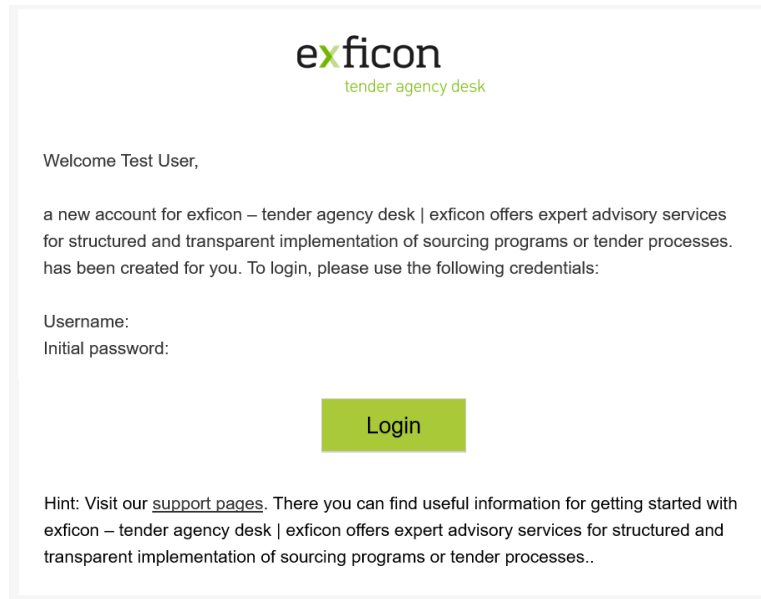


## User Guide Download

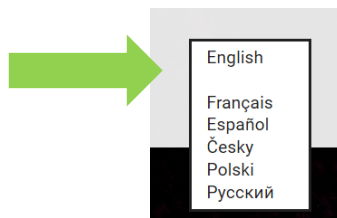
After having been onboarded as authorized user by exficon GmbH to the e-Procurement system, every user receives the following email:



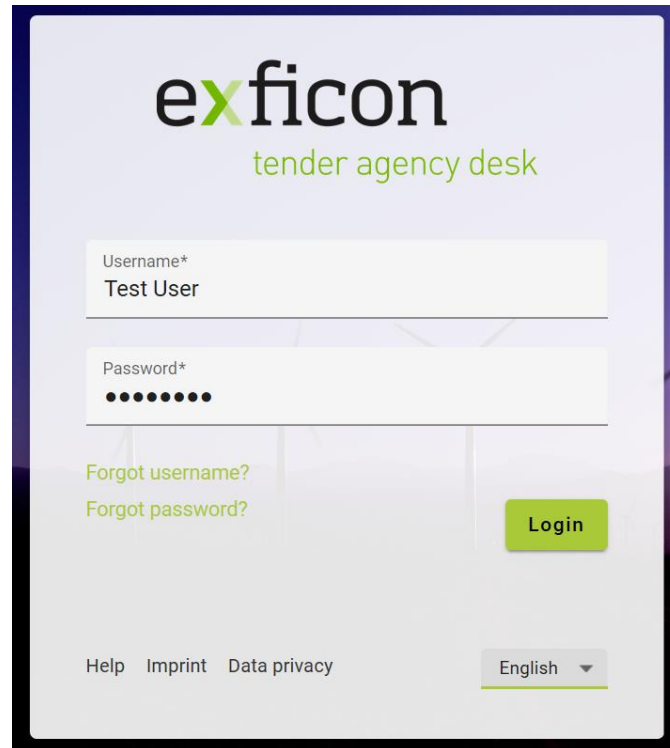
Please follow the link and click the button „Login“. You will be directed to a login page. Should this not be the case, you will find the login page by entering the following address into your internet browser: <https://exchange.exficon.de>



You can switch the language in the bottom right corner:



You will then find the login interface switched to English language:



The screenshot shows the login page for 'exficon tender agency desk'. At the top, the logo 'exficon' is displayed in black with a green 'x', and 'tender agency desk' is in green below it. The background features a faint image of wind turbines. There are two input fields: 'Username\*' containing 'Test User' and 'Password\*' with masked characters. Below the password field are links for 'Forgot username?' and 'Forgot password?'. A green 'Login' button is on the right. At the bottom, there are links for 'Help', 'Imprint', and 'Data privacy', and a language dropdown menu set to 'English'.

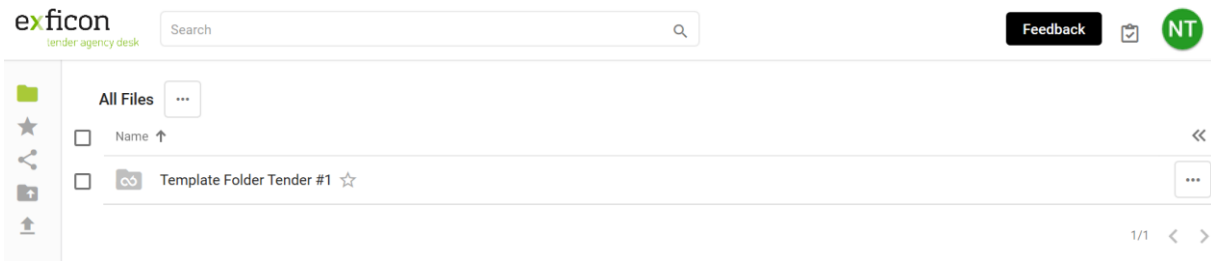
Please enter the user name and password as per the email and click „Login“. You will be directed to a pop-up window where you are asked to agree to the terms of use (please click „Data privacy“ for more information). Please tick the box and click “Next”.



The screenshot shows the terms of use agreement screen. The header is the same as the login page. The main text reads: 'Please accept the following terms of use in order to activate your account:'. Below this is a checkbox labeled 'I accept the terms of use.' with a green arrow pointing to it. A 'Next' button is on the right. At the bottom, there are links for 'Help', 'Imprint', and 'Data privacy', and a language dropdown menu set to 'English'.

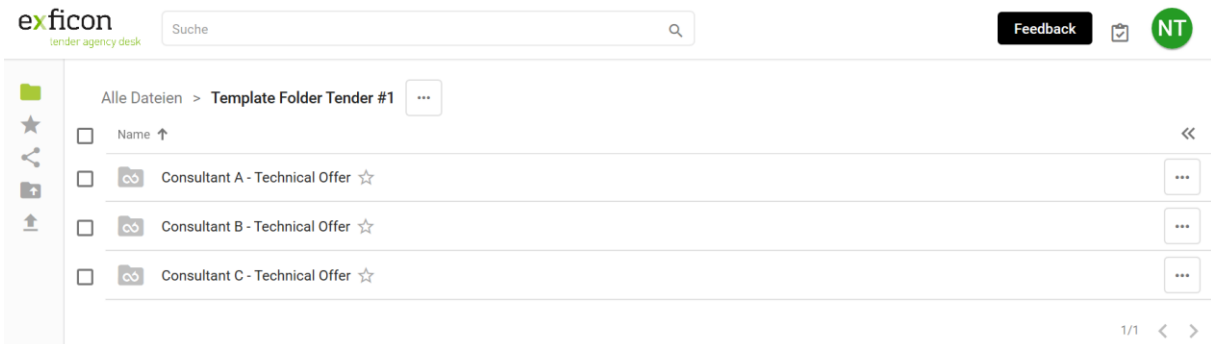
To ensure the highest possible standard of security you now have to change your password. Please enter the initial password (as stated in the email) and then twice a new password which must be at least 8 characters long and must contain at least one capital letter, one small letter, one special character and one number.

After successful change of password you will be directed to the user interface showing the folder with the tender process relevant for you:

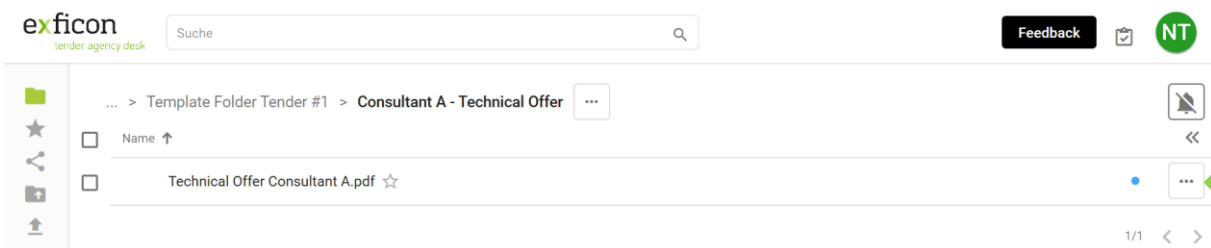


When clicking the folder name (Template Folder Tender #1) the next lower folder level will open. To return to the next higher folder level please click on the higher level folder name (All Files).

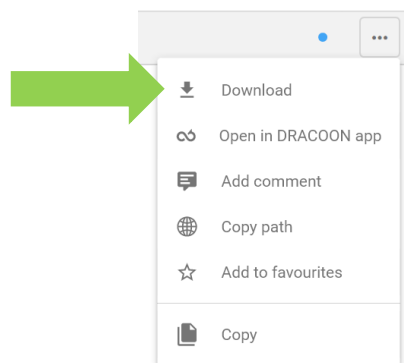
In a two-envelope tender process you will only be granted access to the Technical Offers as a first step:



A click on “Consultant A – Technical Offer” will open the sub-folder which contains the Technical Offer (pdf format):



Clicking the three dots at the end of the line will open the menu, choose “Download”



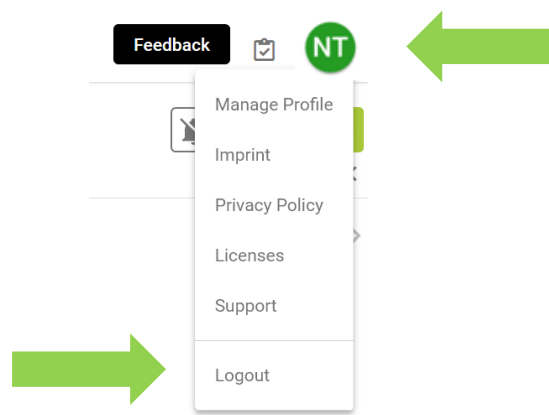
You can then choose whether you would like to view the document right away or whether you would like to save the file first. Kindly note: with either action (view or save) the file is registered as accessed and will be documented as „opened“ in the download protocol.

After downloading you return to the upper folder level by clicking on “Template Folder Tender #1” and change into the folder of the next consultant. Please download the other Technical Offers by repeating the download procedure as described above.

The Submission Protocol and the Opening Protocol will be made available to you in a separate folder:



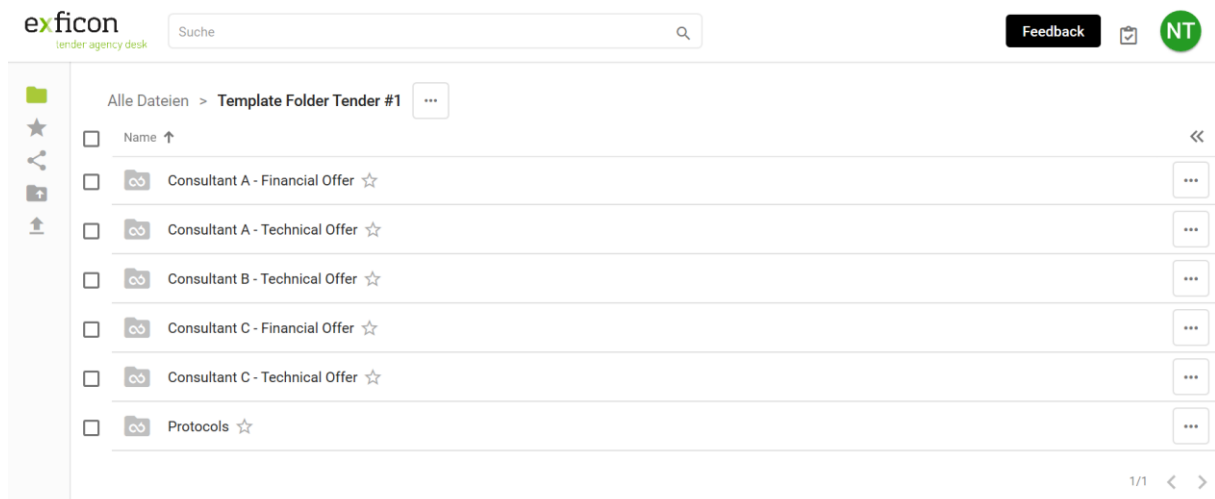
Log out: Please click on your user name icon in the upper right corner of your screen and log out:



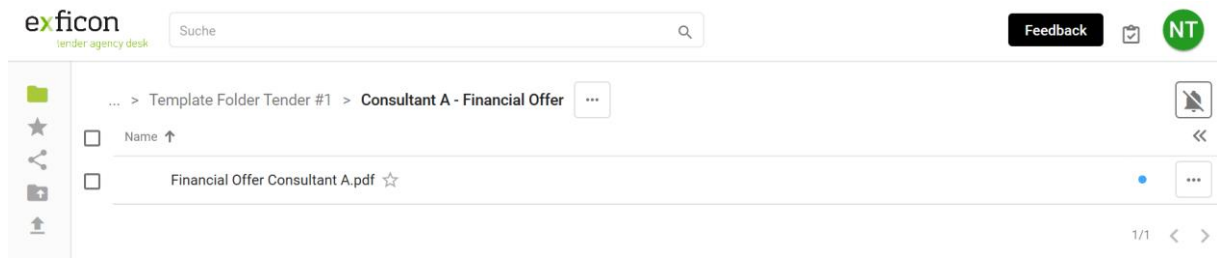
You will be logged off the system and redirected to the login page.

After obtaining approval / non-objection for the Technical Evaluation Report kindly forward it by email to [e-procurement@exficon.de](mailto:e-procurement@exficon.de) referencing the BMZ number and the project country. We will then grant you access to those Financial Offers which are to be opened. In our example this applies to the Financial Offers of Consultant A and C.

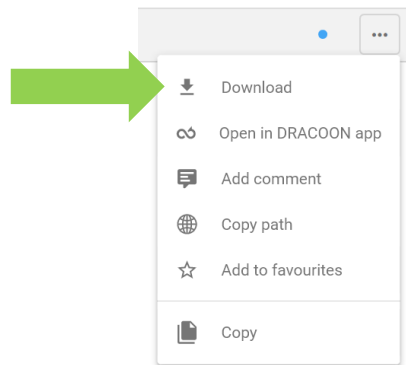
Please log in as described above and you will find yourself having access to the following folders:



A click on folder “Consultant A – Financial Offer” will bring you to the file available for download:



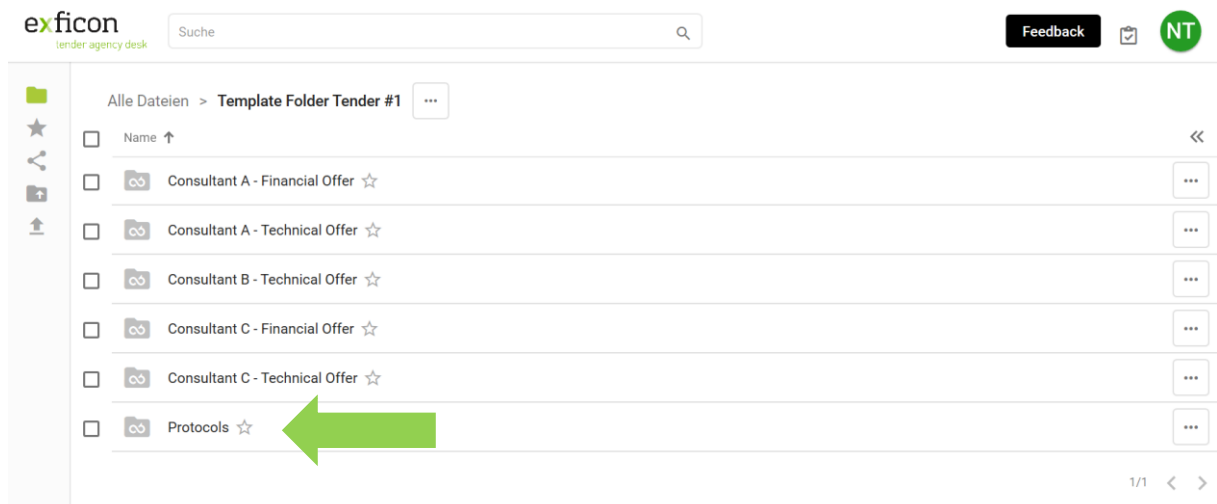
Clicking the three dots at the end of the line will open the menu, choose “Download”



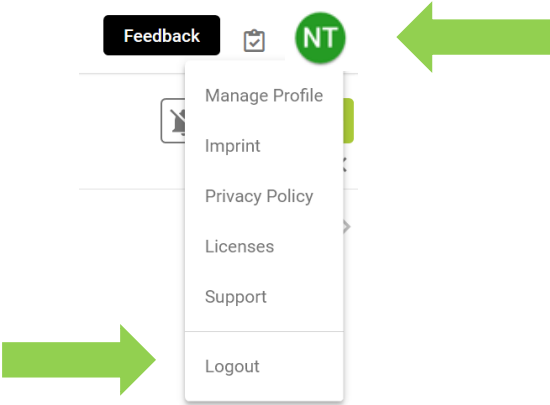
You can then choose whether you would like to view the document right away or whether you would like to save the file first. Kindly note: with either action (view or save) the file is registered as accessed and will be documented as „opened“ in the download protocol.

After downloading you return to the upper folder level by clicking on “Template Folder Tender #1” and change into the folder of the next consultant. Please download the other Financial Offers by repeating the download procedure as described above.

The Opening Protocol of the Financial Offers will be made available to you in the folder “Protocols”:



Log out: Please click on your user name icon in the upper right corner of your screen and log out:



You will be logged off the system and redirected to the login page.