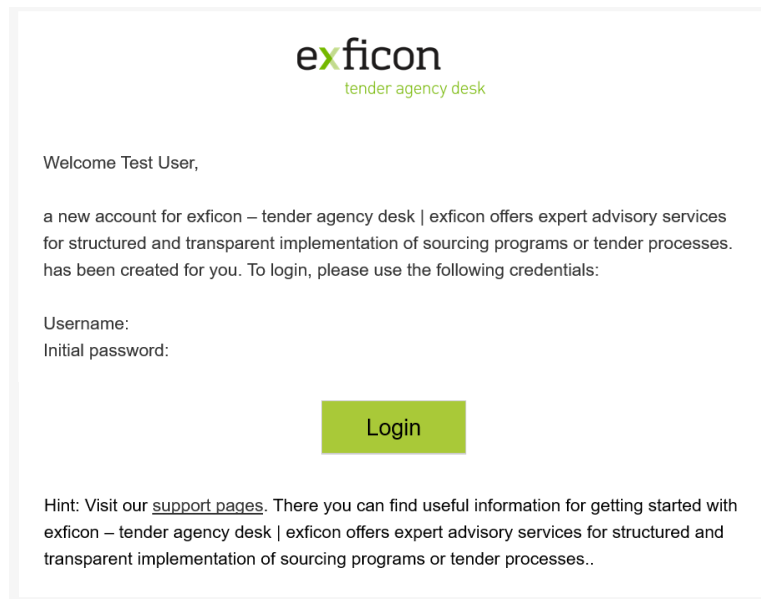


## User Guide Submission / Upload

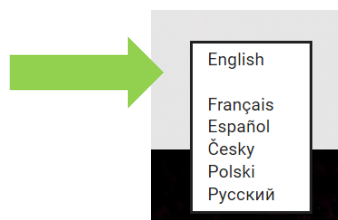
After having been onboarded as authorized user by exficon GmbH to the e-Procurement system, every user receives the following email:



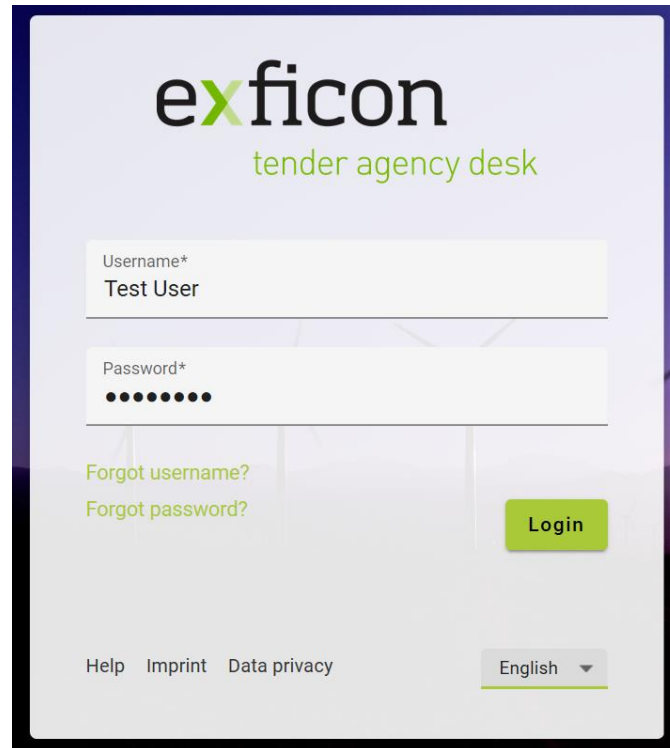
Please follow the link and click the button „Login“. You will be directed to a login page. Should this not be the case, you will find the login page by entering the following address into your internet browser: <https://exchange.exficon.de>




You can switch the language in the bottom right corner:



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

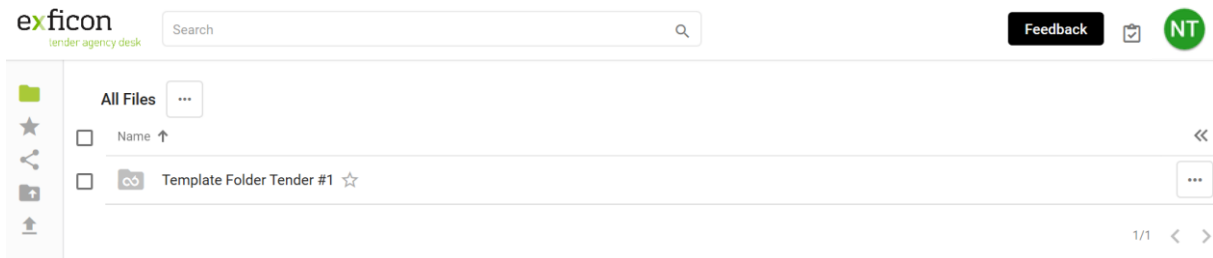


Please enter the user name and password as per the email and click „Login“. You will be directed to a pop-up window where you are asked to agree to the terms of use (please click „Data privacy“ for more information). Please tick the box and click “Next”.



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.

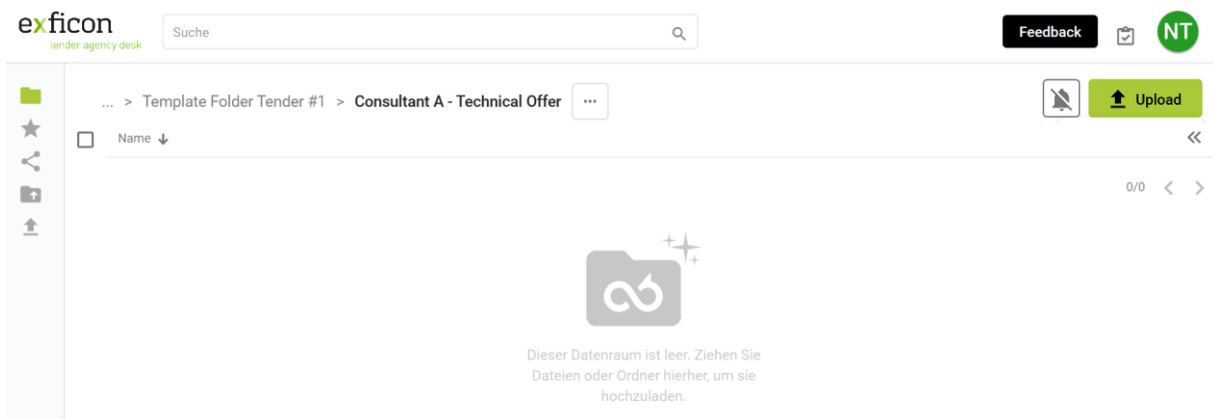
After successful change of password you will be directed to the user interface showing the folder with the tender process relevant for you:



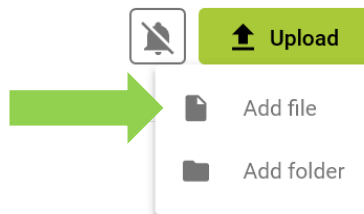
When clicking the folder name (Template Folder Tender #1) the next lower folder level will open. To return to the next higher folder level please click on the higher level folder name (All Files)

### Submission / Upload of Technical Offer:

Please chose the folder „Consultant A - Technical Offer“.

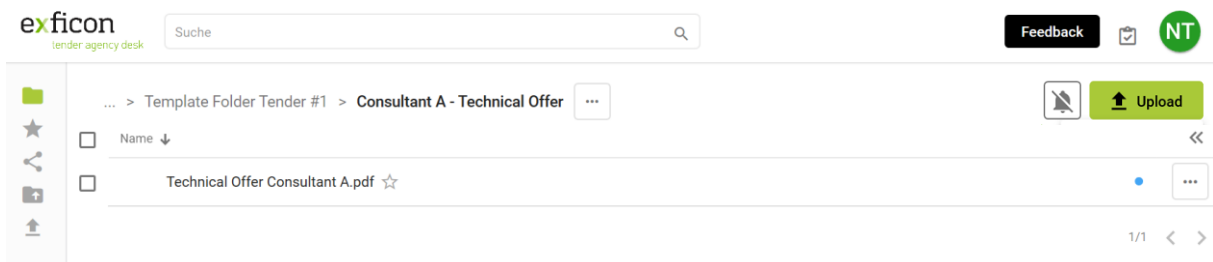


The folder is empty. In the upper right corner you find the button “Upload“. Please click here and chose the option „Add file“. Kindly note that you are strongly advised to only upload files in pdf format.



Please choose the file for upload from your file directory which appears in a pop-up window. Please click “Open” and the file will be uploaded. You can follow the upload status in the lower right corner of your screen. A confirmation will pop up once the upload was completed successfully.

If you now exit the folder (click “Template Folder #1”) and re-enter into the folder (click “Consultant A – Technical Offer”) you will find the uploaded file:

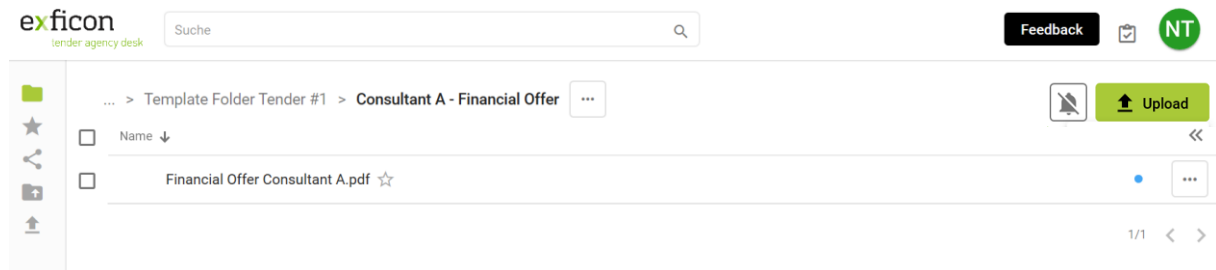


### Submission of Financial Offer:

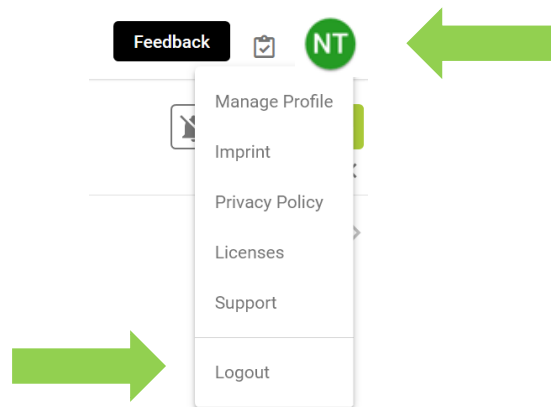
The procedure for submission of the Financial Offer is identical. Please use the folder „Consultant A - Financial Offer“ and start the upload. Kindly note that you are strongly advised to only upload files in pdf format.

If you now exit the folder (click “Template Folder #1”) and re-enter into the folder (click “Consultant A – Financial Offer”) you will find the uploaded file:

Done!



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. Your user profile will expire with the submission deadline of the tender for which you have been registered with us as authorized user.