

**ex**fitender

e-procurement  
by exficon

# User Manual

**11 - Opening a Financial Proposal,  
Downloading One or More Financial  
Proposals, and Generating a Download  
Protocol**

**Step-by-Step Guide**

# 01-

## **ACCESS TENDER**

Access the Tender Documents as Tender Agent

# 02-

## **OPEN THE FINANCIAL PROPOSAL**

Request the Opening of a Financial Proposal as Tender Agent.

# 03-

## **DOWNLOAD THE FINANCIAL PROPOSAL**

Download one or more Financial Proposals.

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# 04-

## GENERATE A DOWNLOAD PROTOCOL

Generate the Download Protocols you  
need for your Evaluation Report.

# 05-

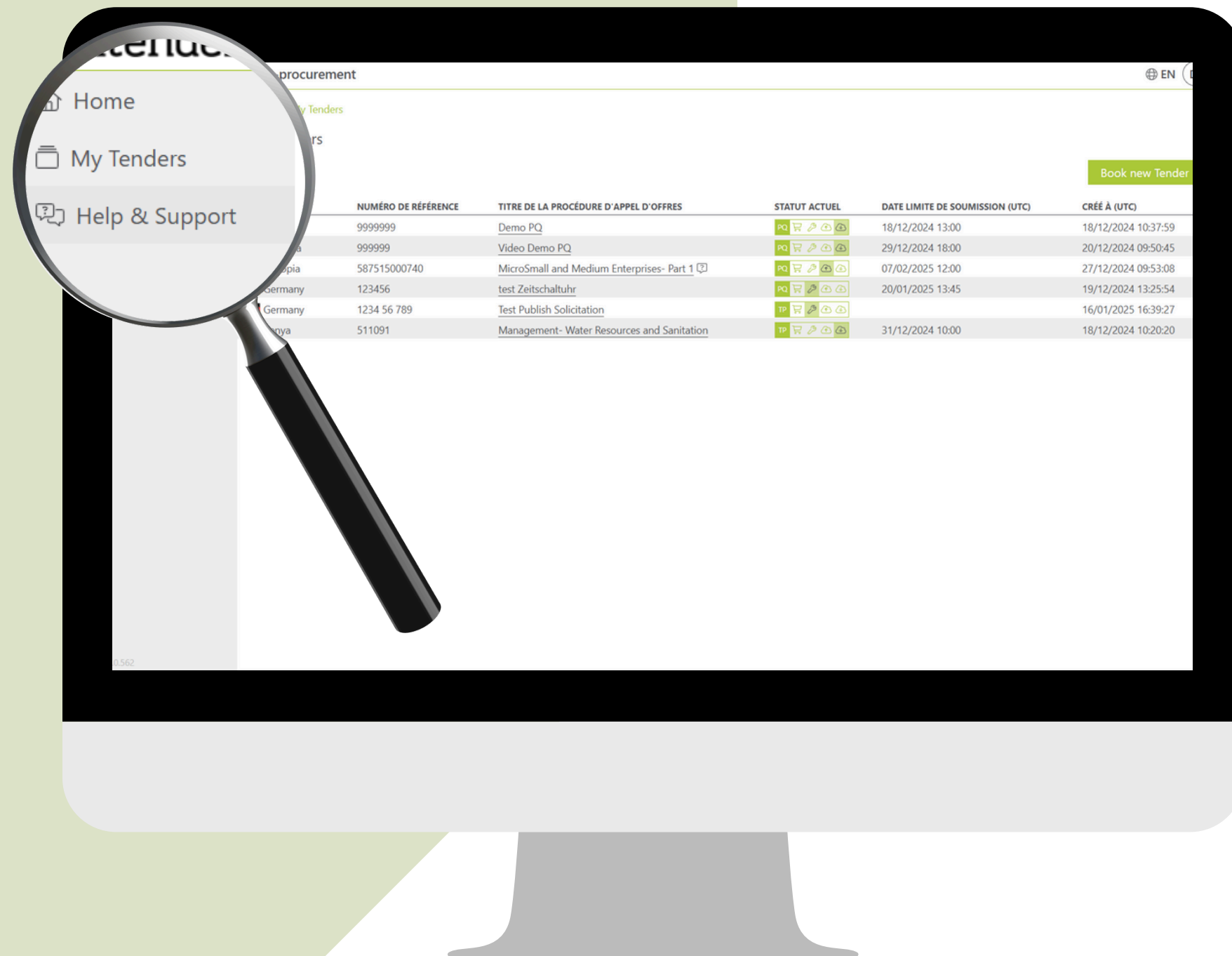
## CONTACT INFORMATION

Further questions?  
Contact us!

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# 01-

## ACCESS TENDER

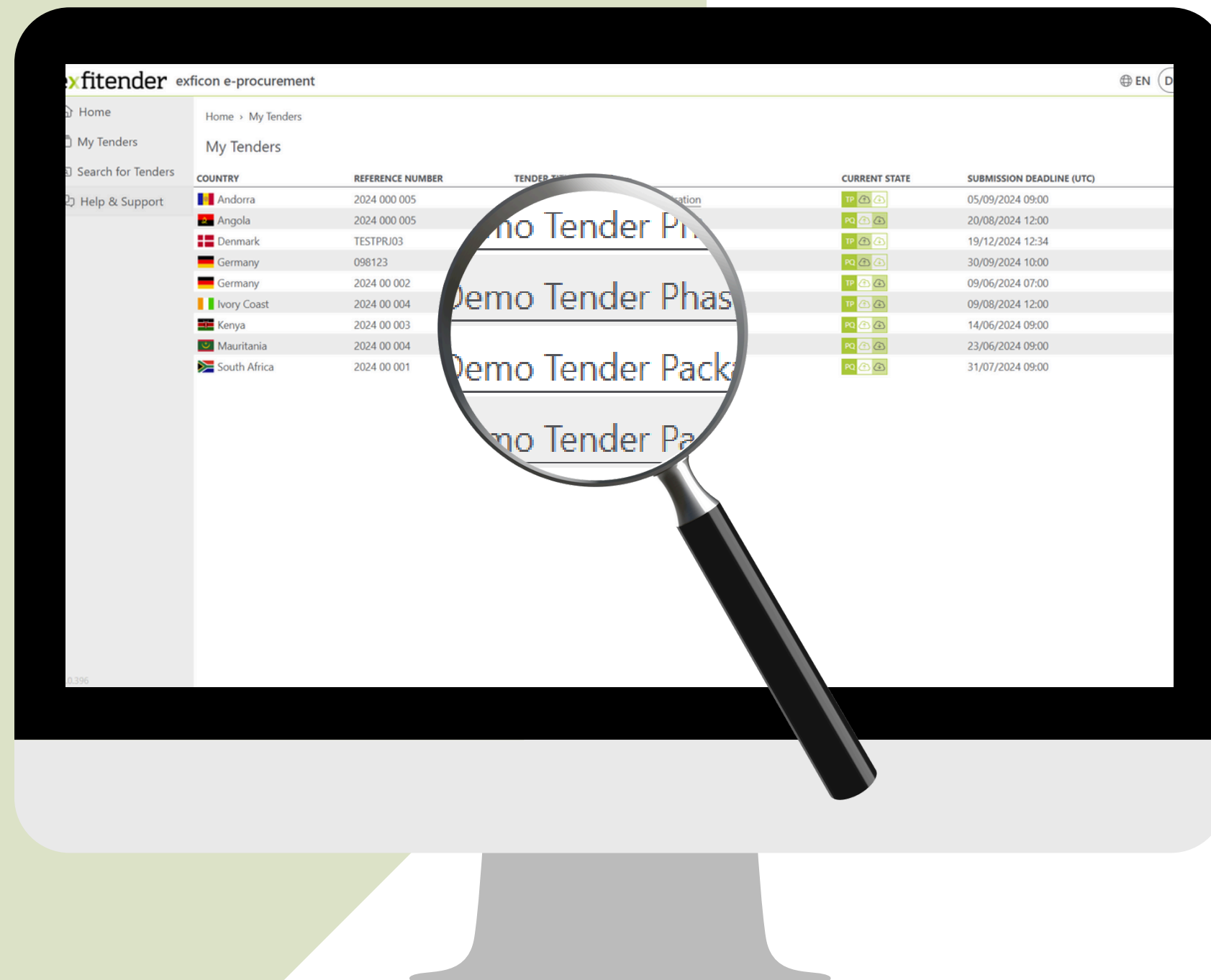


# Step #1

In your exfitender profile, click on "My Tenders".

# 01-

## ACCESS TENDER

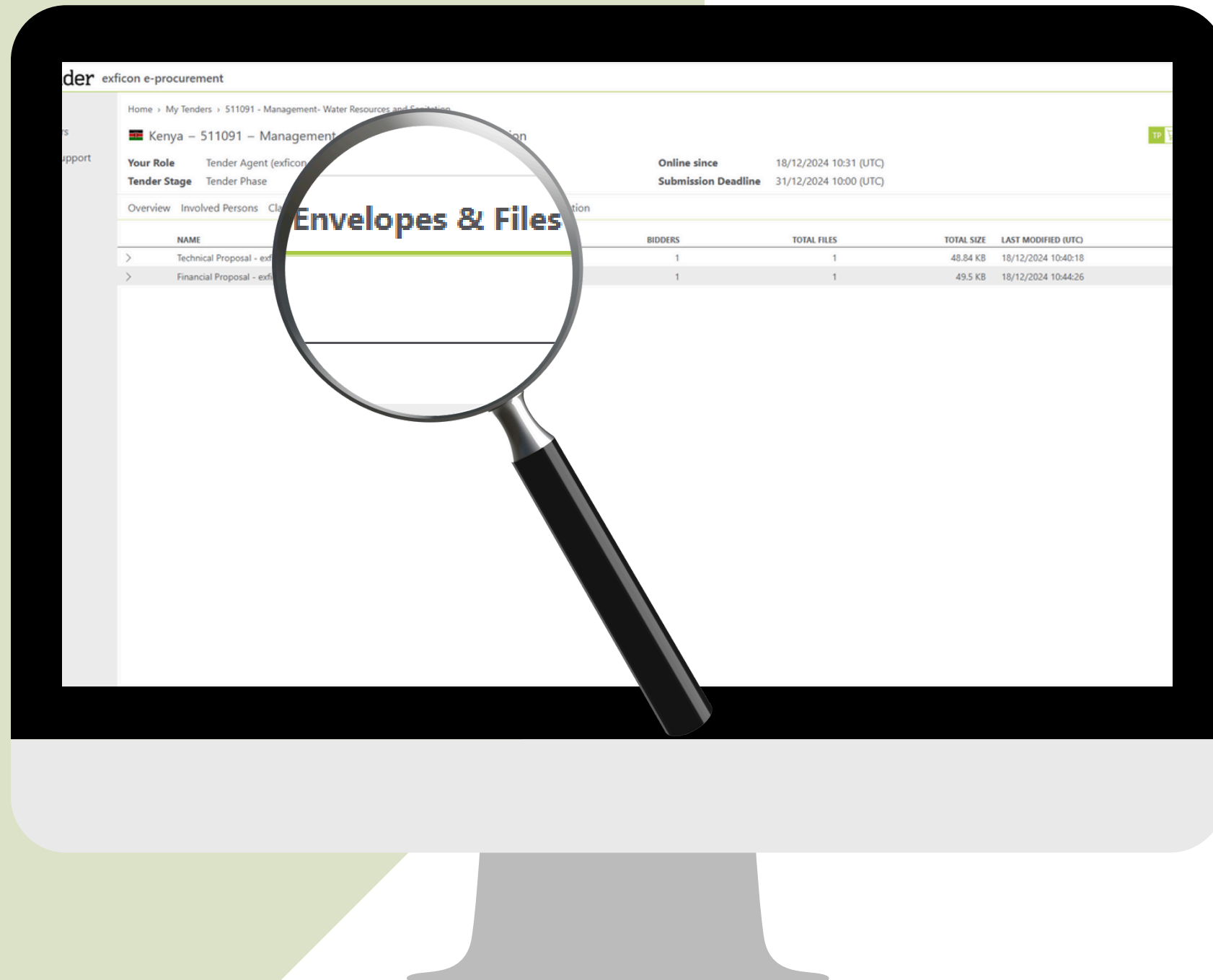


## Step #2

Select the Tender for which you wish to request the opening of the Financial Proposal or download a Protocol.

# 02-

## OPEN THE FINANCIAL PROPOSAL

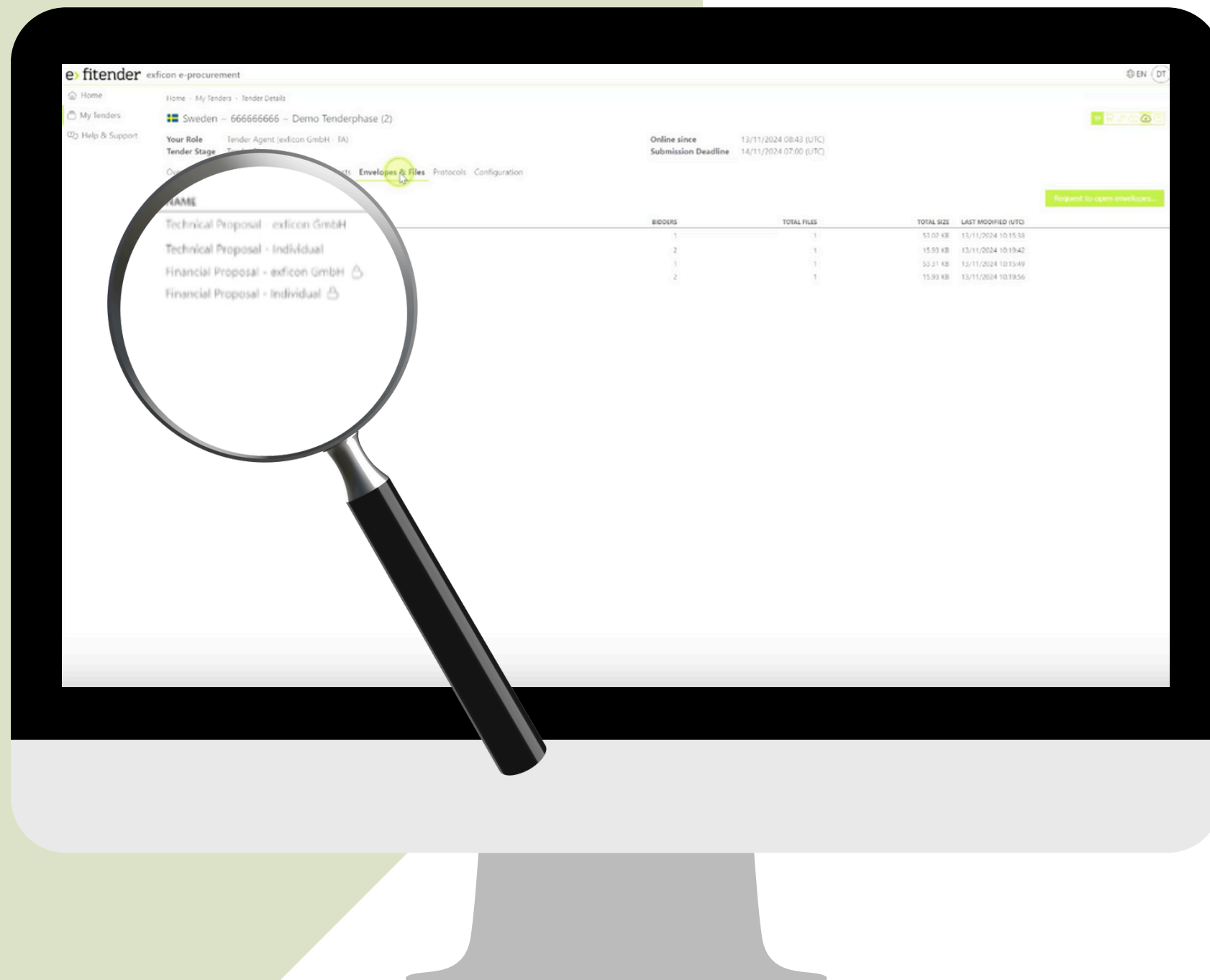


# Step #1

To request the opening of the Financial Proposal, please go to the "Envelopes & Files" menu.

# 02-

## OPEN THE FINANCIAL PROPOSAL



## Step #2

Click on the Technical Proposal prompt to access the Technical Proposals. The lock symbol indicates that the Financial Proposals are locked and can only be opened upon request.

# 02-

## OPEN THE FINANCIAL PROPOSAL



# Step #3

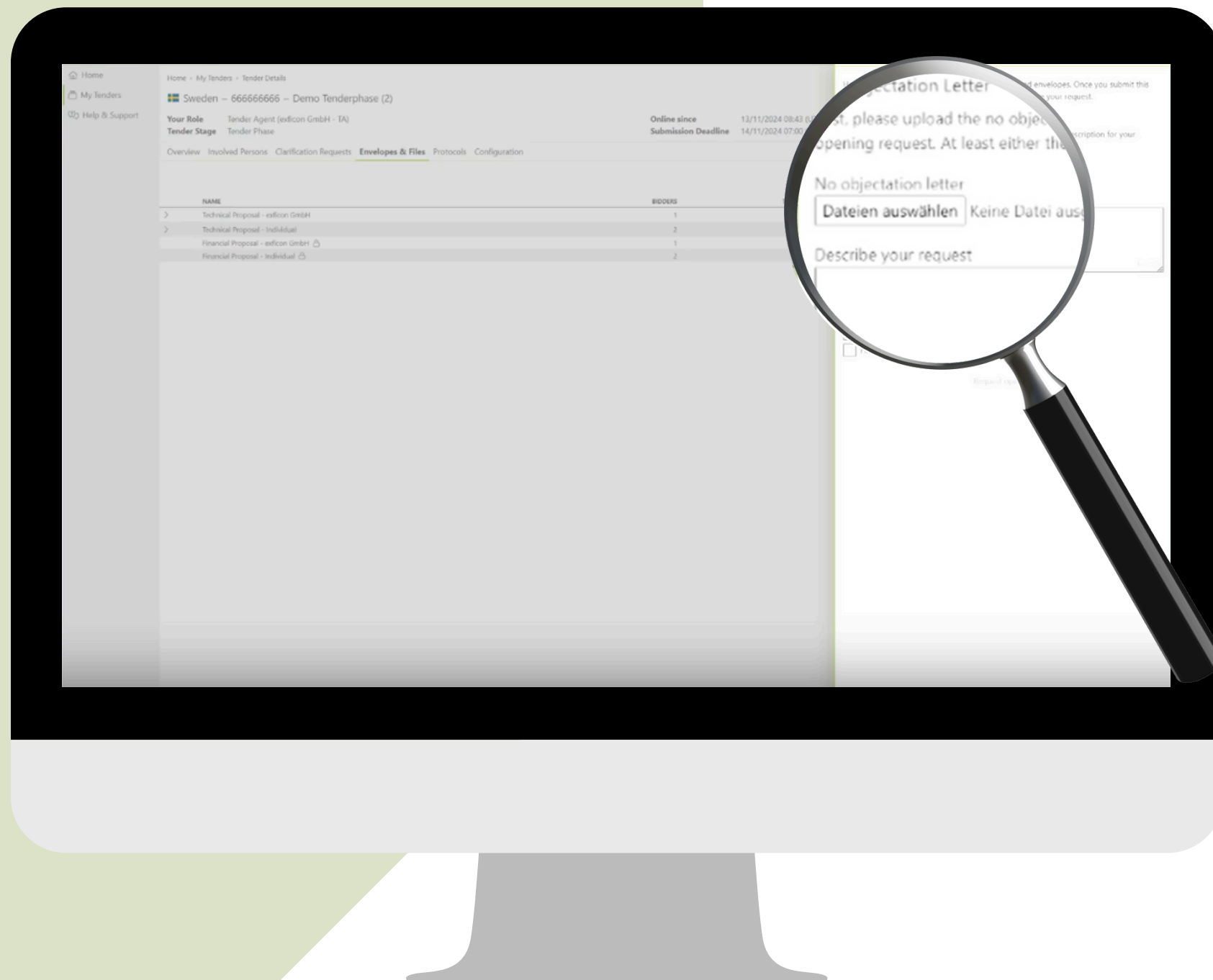
To request the opening of the Financial Proposal, please click on the "Request Opening of Envelopes" button.

\*Note: The Technical Proposals are accessible.



# 02-

## OPEN THE FINANCIAL PROPOSAL



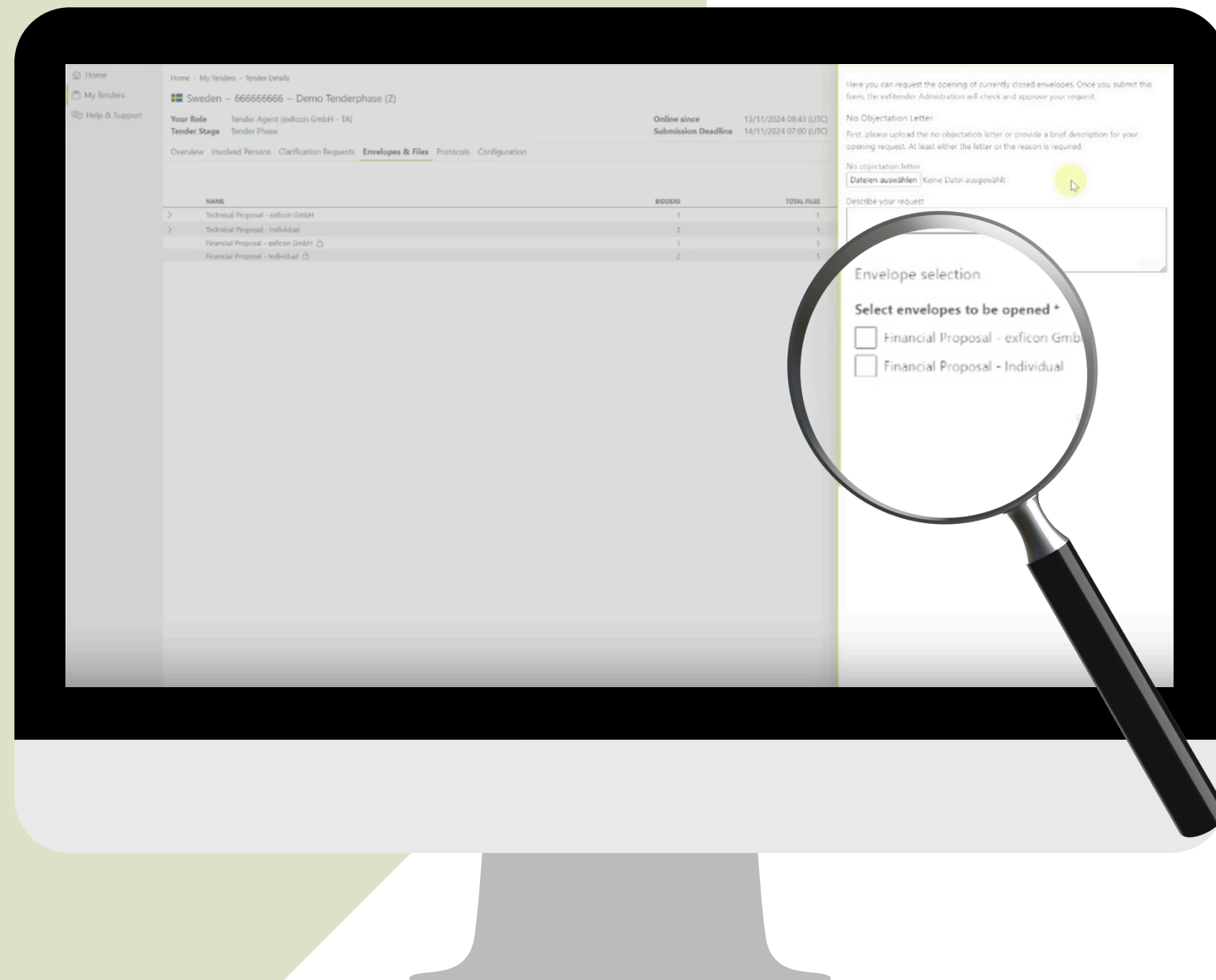
## Step #3

Download the No Objection Letter or an Approval Document to justify the opening request.

\*Note: You can leave a comment describing your request instead of the NO Letter in case the latter is not available.

# 02-

## OPEN THE FINANCIAL PROPOSAL



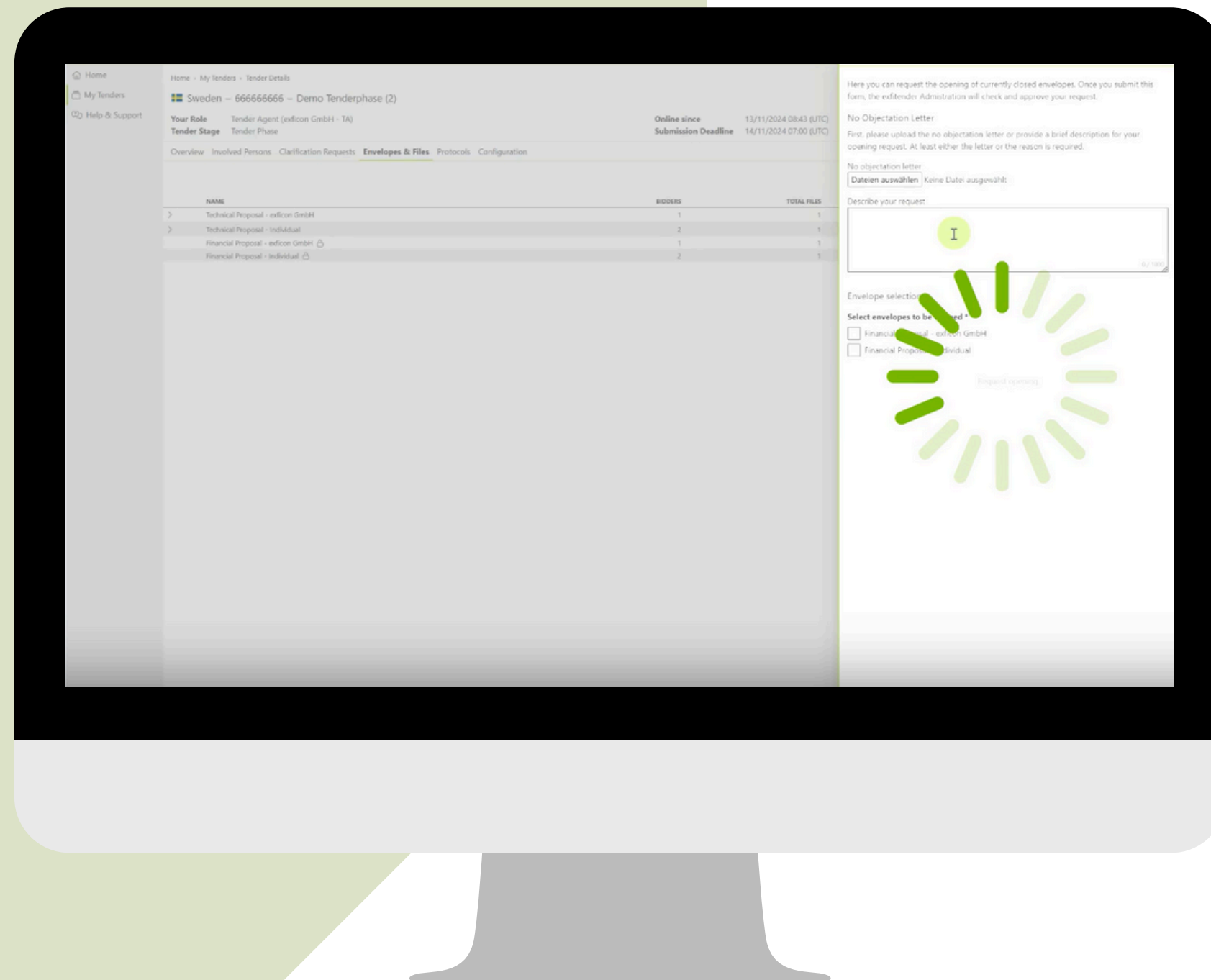
## Step #4

Select the envelopes you wish to open.

\*Note: Please note that this action is irreversible.

# 02-

## OPEN THE FINANCIAL PROPOSAL

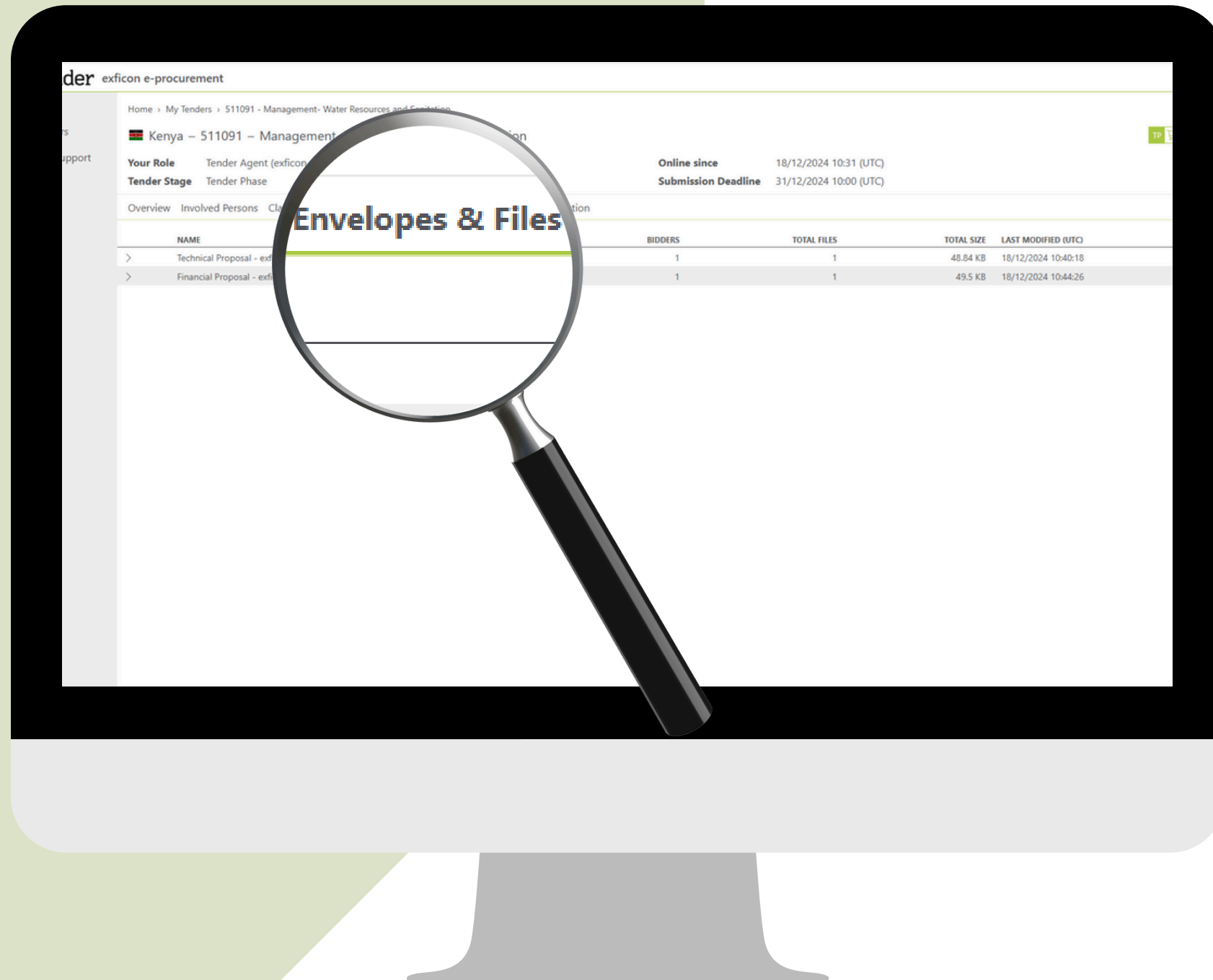


# Step #5

Click the "Request Opening" button, which will turn green once you've made your selection. You'll be notified as soon as your request is approved.

# 03-

## DOWNLOAD THE FINANCIAL PROPOSAL



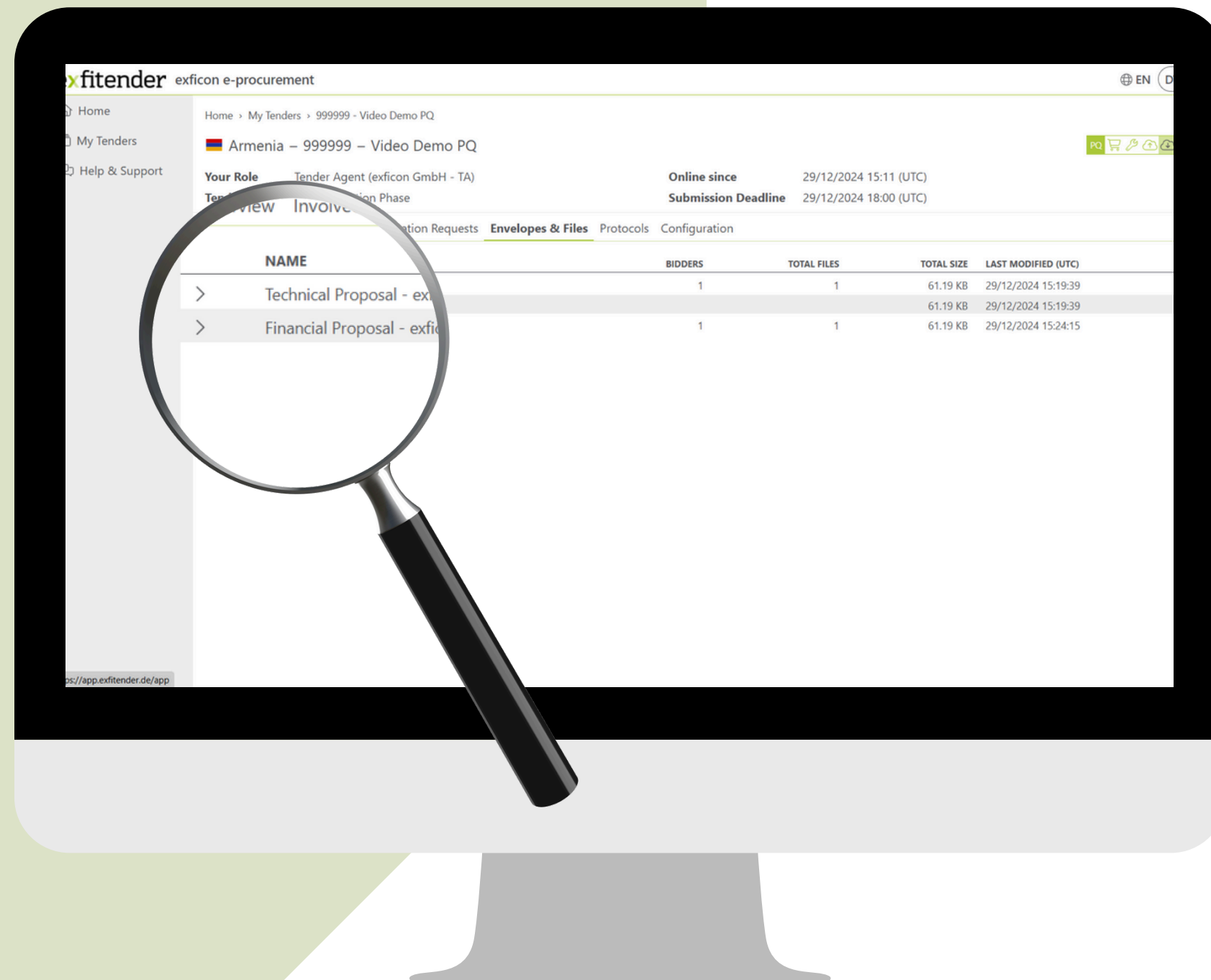
# Step #1

To download the Financial Proposal, go to the "Envelopes & Files" menu.

\*Note: This step is only possible after the notification confirming that the Financial Proposal is ready for Download.

# 03-

## DOWNLOAD THE FINANCIAL PROPOSAL



## Step #2

Click on the prompt, then download the files by clicking on the title.

# 04-

## GENERATE A DOWNLOAD PROTOCOL

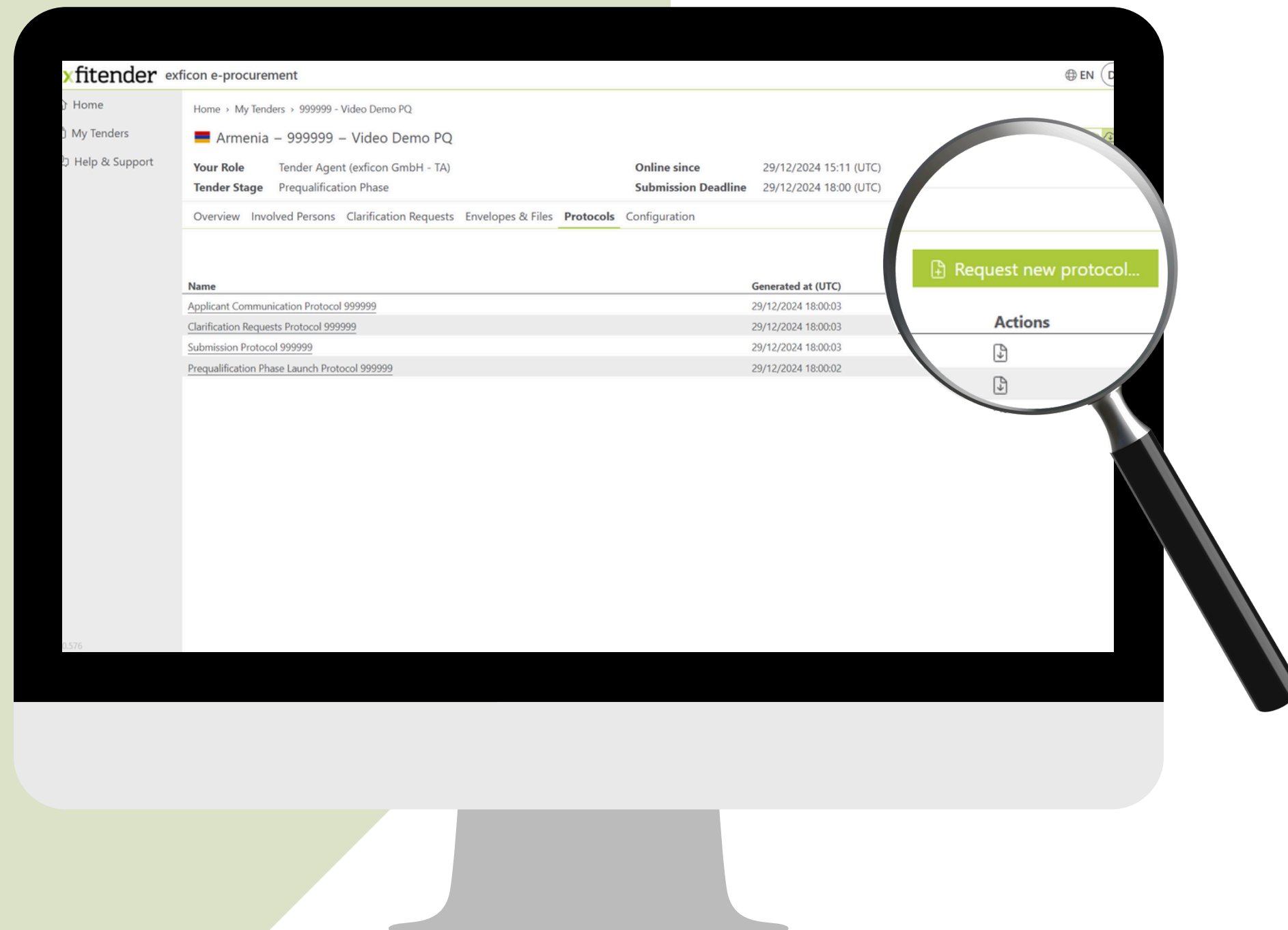


# Step #1

Go to the "Protocols" menu to generate a Download Protocol.

# 04-

## GENERATE A DOWNLOAD PROTOCOL

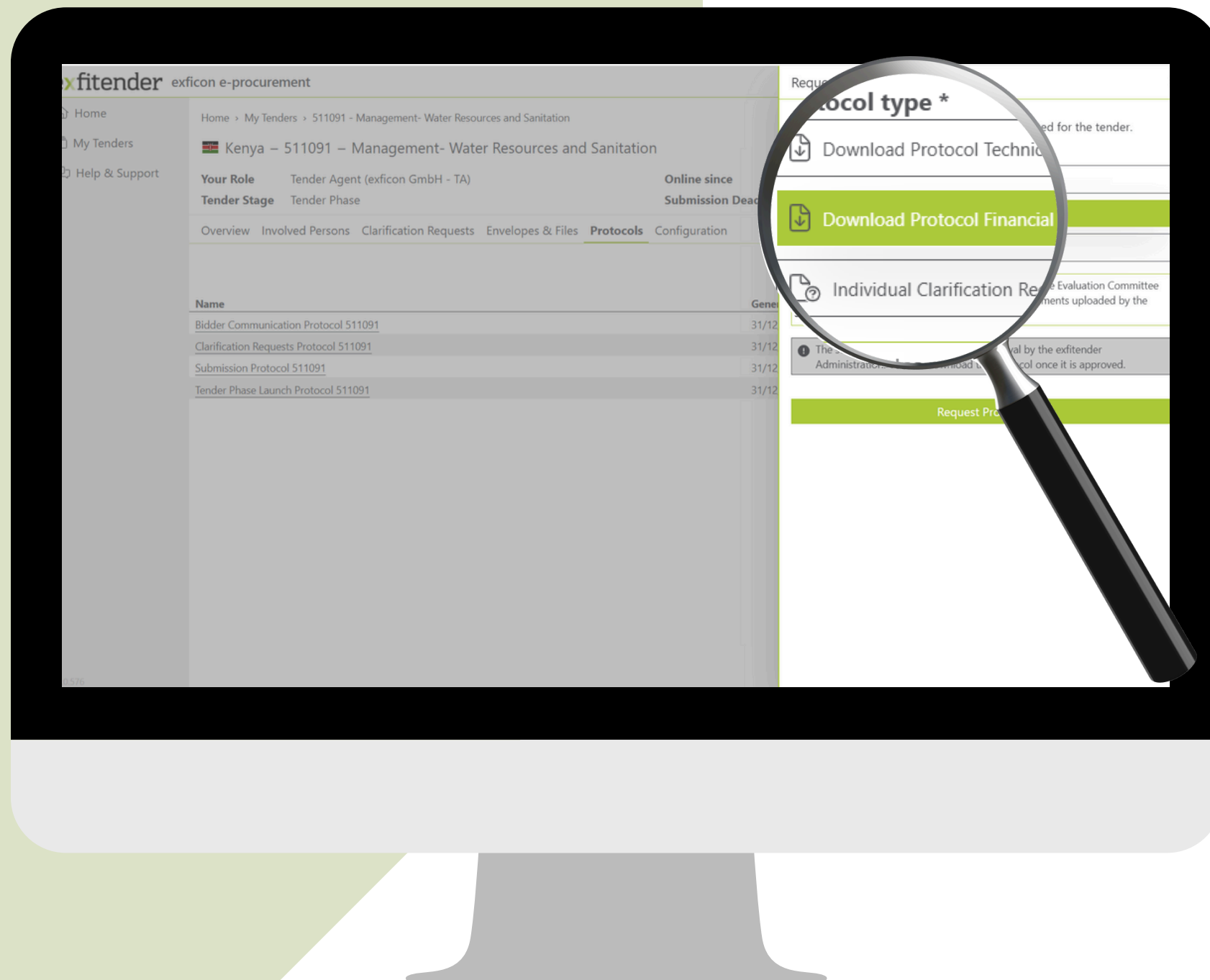


## Step #2

Click the green button "Request new protocol".

# 04-

## GENERATE A DOWNLOAD PROTOCOL



## Step #3

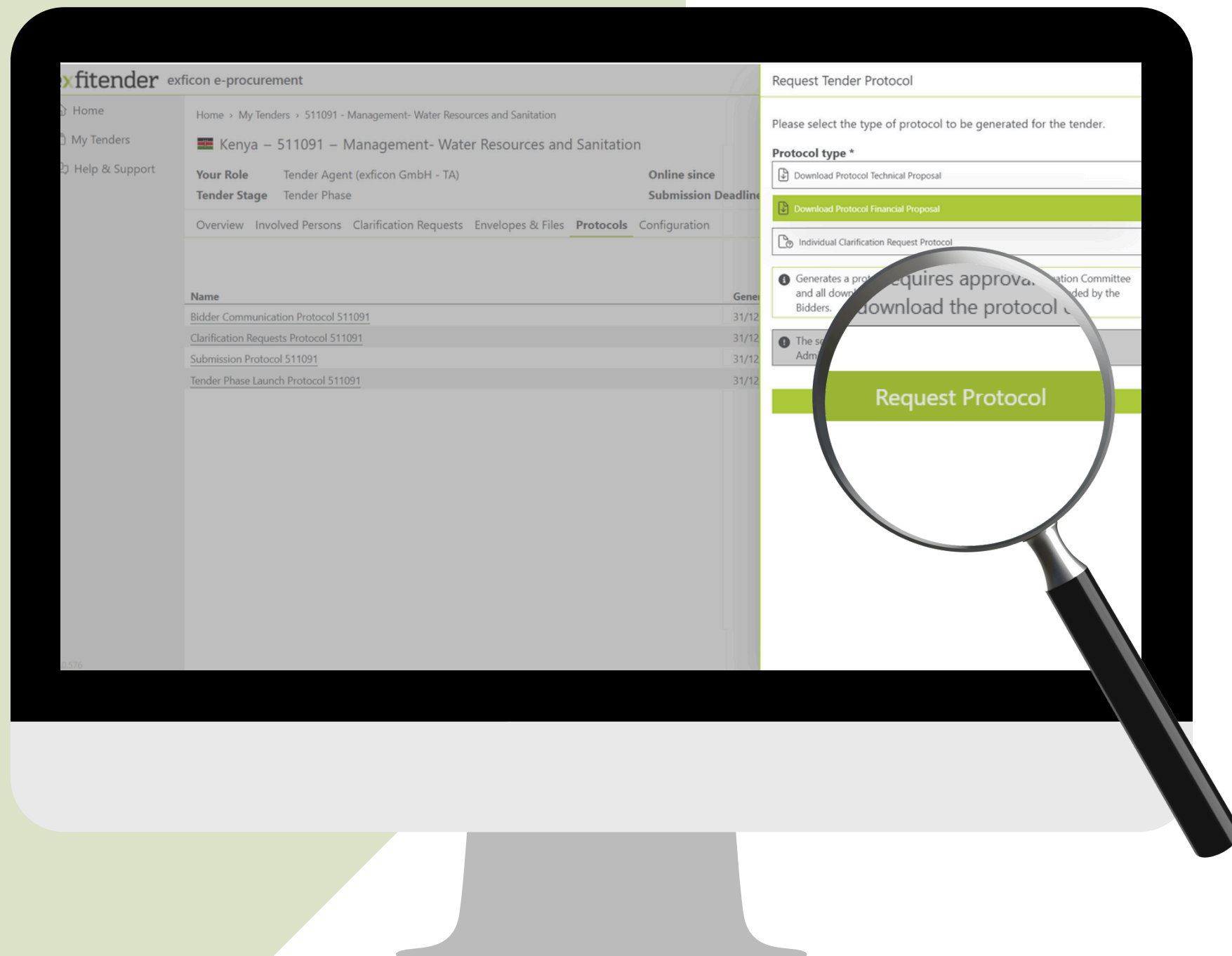
Select the Download Protocol of the Financial Proposal.

\*Note: You can generate this Protocol multiple times in case there are further downloads.



# 04-

## GENERATE A DOWNLOAD PROTOCOL



## Step #4

Confirm your selection by clicking on the green button “Request Protocol”.

\*Note: Once approved by exfitender's administration team, the Protocol will appear in black and ready to be downloaded.



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**Please contact us at  
[exfitender@exficon.de](mailto:exfitender@exficon.de) in case  
of any queries.**

We are available Monday-Friday from 9AM-5PM (CET).

**exficon**  
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