■ PROEBIZ

JOSEPHINE - Registration Manual

The manual will quickly and easily guide you through the registration process in the JOSEPHINE system designed for the electronization of public procurement. Please contact our Houston PROEBIZ support line for additional information.

CONTENTS

I. JOSEPHINE ENTRY SCREEN

After entering the internet address of the JOSEPHINE portal, the portal visitor will be presented with an entry screen with the option to view a list of announced public contracts and dynamic purchasing systems.
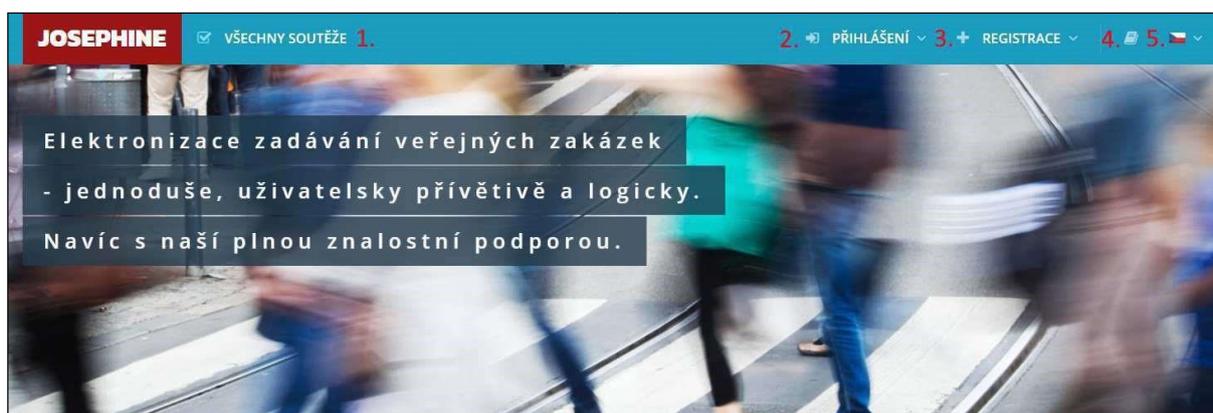
1. List of all announced competitions.
2. Logging into the system.
3. Registration in the system.
4. Language mutation of the system.
5. Library of manuals and download links.

II. TECHNICAL REQUIREMENTS OF THE JOSEPHINE SYSTEM

Your computer must be connected to the Internet. For seamless participation in the JOSEPHINE system designed for electronic submission of bids and for electronic communication in public procurement, you must have one of the web browsers Mozilla Firefox 13.0 and higher (https://firefox.com), Google Chrome (https://google.com/chrome) or Microsoft Edge (https://www.microsoft.com/edge) installed on your computer.

For seamless participation in the JOSEPHINE system designed for electronic submission of bids and for electronic communication in public procurement with mandatory use of an electronic signature, it is necessary to have the I.CA PKIServiceHost component and the appropriate add-ons for the Mozilla Firefox, Google Chrome and Microsoft Edge web browsers installed on your computer. Installation details and links to download the component and relevant add-ons can be found by pressing the Electronic Signature Test button or at the link https://josephine.proebiz.com/cs/test- podpis.

You must also have javascript and cookies enabled in your internet browser. Instructions on how to enable cookies in the internet browser can be found at https://proebiz.com/podpora. You can also perform a browser test, which you can find in the SUPPORT section located in the footer of the JOSEPHINE system.

In public procurement with mandatory use of an electronic signature, the Participant must possess a valid electronic signature based on a qualified certificate that meets the requirements of Regulation (EU) No. 910/2014 of the European Parliament and of the Council and relevant national legislation. Electronic signatures based on a qualified certificate are issued by qualified service providers in individual EU member states.

The SUPPORT button serves as a link to the page https://josephine.proebiz.com/support, where you can perform a browser test and find out the hardware and software requirements for using the system. The page lists the contacts for technical support of the system.

By clicking on the CONTACT link, you will see the contact details of PROEBIZ s.r.o.
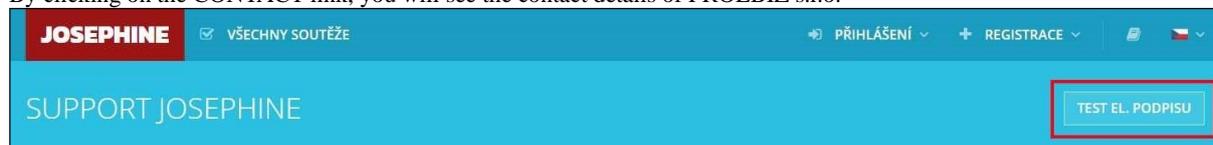

The Browser Test button activates a checking process that verifies your browser's ability to run the JOSEPHINE system. You can find the separate document Technical requirements of the JOSEPHINE system at https://store.proebiz.com/docs/josephine/cs/Technicke_naroky_sw_JOSEPHINE.pdf.

III. REGISTRATION OF THE AUTHORIZED PERSON OF THE PARTICIPANT

The users create access data to the system themselves, during registration. Registration then means filling out the registration form with subsequent verification by the system provider; the system provider verifies the authorization of the person registering to act on behalf of the participant. Participant is a legal/natural person who is listed in the registration form under the CRN data, this data cannot be changed by new users of the given participant.

1. Filling in data about the participant.

2. Filling in information about the participant's relationship to VAT (is / is not a payer).
3. Filling in information about the relationship between the person registering and the participant (authorization to act on behalf of the organization).

In the next part of the form, the person registering fills in personal information and sets access data (e-mail and password). Note: The person who is the first to register within the organization (i.e. within the CRN data) automatically obtains administrative rights authorizing to register, update or cancel other registrants of the given organization.

IV. THE NEXT REGISTRATION STEPS THEN VARY BY LOCALE:

PUBLIC CONTRACTS OF CZ CONTRACTING AUTHORITIES

In case of interest in communication and submission of bids in public contracts of Czech contracting authorities, it is necessary for the users to indicate their relationship to their own organization, specifically: - whether they are a person authorized to act on behalf of the organization (i.e. whether they are an executive) - then they do not have to submit any document
- whether they are a person authorized to act on behalf of the organization based on a Power of Attorney issued by the executive - then they are obliged to document the relevant Power of Attorney

If the registrant is not a person authorized to act on behalf of the organization, then it is necessary for this person to download from the JOSEPHINE system a sample document of Power of Attorney enabling actions to be taken in the JOSEPHINE system, have this document signed by the statutory representative of their organization and document it in the system. Submitting a document to the system means electronically attaching the document to the registration form or sending the document by registered mail to the provider's address.

Registration must be completed by attaching an electronic signature based on a qualified certificate. After sending the registration form, the system provider verifies the submitted data and either remotely activates the system for that person or denies access. A notification e-mail about the provider's decision is sent to the verified person.

PUBLIC CONTRACTS OF SK CONTRACTING AUTHORITIES

In the case of public contracts of Slovak contracting authorities, the procedure for public contracts of Czech contracting authorities is possible for registration and verification.

It is possible to register using eID, which is the fastest way to register, including authorization using an electronic identity card.

PUBLIC CONTRACTS OF PL CONTRACTING AUTHORITIES

User verification of the participant is not required, and the user can communicate in the system and submit bids in all types of PL contracts immediately after registration.

Note: Documents relating to the authorization of the person registering can be submitted additionally at any time.
If you are interested in an additional document submission, click on your name and then on the User Card option in the menu - here you will see the same user form as when registering in the system, here you can submit the required documents.

If the required documents are not submitted, the registrant is authorized to act exclusively in small-scale public contracts for which the obligation of an electronic signature has not been established.

1. Filling in user data.
2. Selection of checkboxes of the locale according to interest.
3. Explanatory information on the requirements for the content of submitted documents.
4. Consent to the terms of personal data processing.
5. Specifying the user's relationship to the organization.
6. Samples of Power of Attorney relating to user actions in public procurement in the JOSEPHINE system (note: Sample of Power of Attorney is available in Czech, Polish and English).
7. The plus button at the end of the line intended for attaching a Power of Attorney document.
8. Confirmation that this is not a robot.
9. Button to complete the registration – at the moment of sending the completed registration form, the account must be activated using the link sent to the e-mail address from the registration form (after 24 hours without activation, the registered account will be deleted).

Note: By selecting the checkbox of the locale, you also express your consent to the relevant Terms and Conditions, so please read the Terms and Conditions thoroughly. The provider points out that the Terms and Conditions of individual locales are not identical.

ATTENTION: The Power of Attorney document authorizing to act on behalf of the organization must be signed with a qualified electronic signature of the statutory representative of the organization. The Power of Attorney document authorizing the execution of actions in the JOSEPHINE system must be signed with a qualified electronic signature of the statutory representative of the organization or a person authorized to act on behalf of the organization.

V. INSERTING THE ELECTRONIC SIGNATURE OF THE AUTHORIZED PERSON OF THE PARTICIPANT

For the need of communication and for the possibility of submitting bids in public contracts of CZ and PL contracting authorities, it is necessary to log in with an electronic signature, the electronic signature can be uploaded to the system as follows. Click on your name in the system header and select the User Card menu option.

A form for uploading a certificate with a qualified electronic signature is available in the third tab of the Users Card called Electronic Signature.

1. Load the certificates using the Load button.
2. A certificate with a qualified electronic signature can be selected from the drop-down menu.
3. Use the Upload certificate button to confirm the insertion/change of the electronic signature.
4. The possibility of testing the functionality of the electronic signature.

After successfully uploading the electronic signature, the relevant information will be displayed on your profile, and you can log in to the JOSEPHINE system using the certificate displayed here.
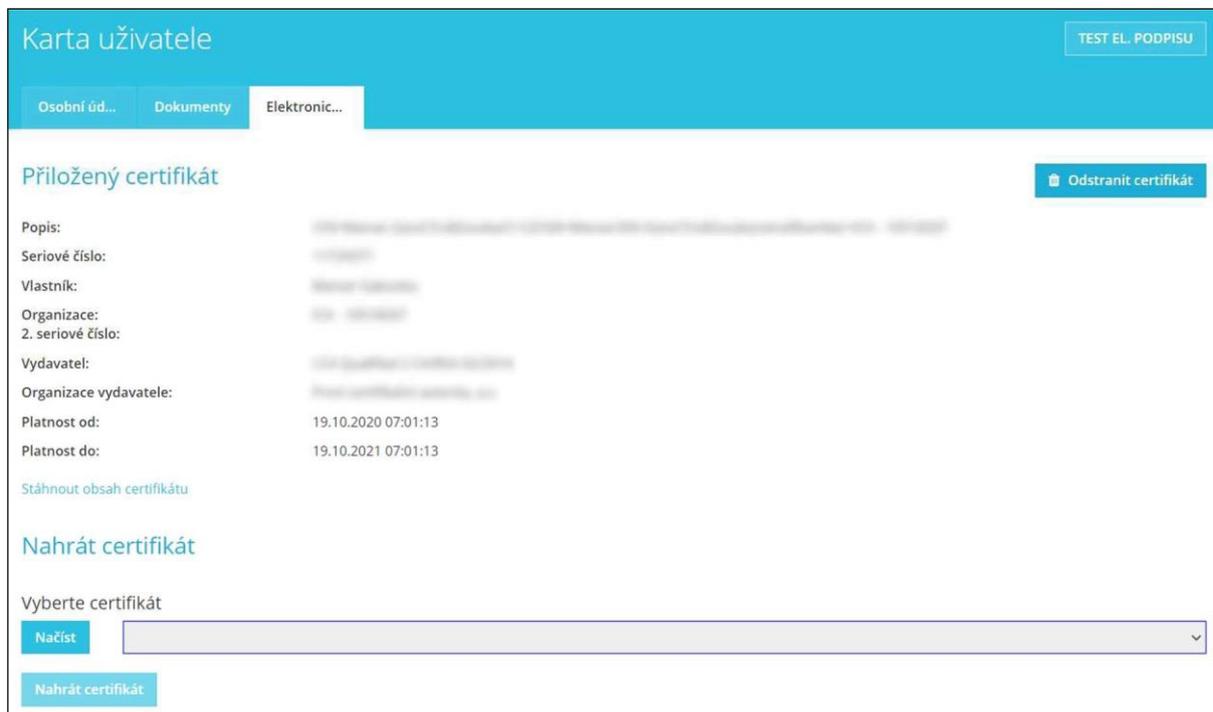
In the case of your request to change your electronic signature (replacement with a new one), select the desired signature in the drop-down menu and proceed in a similar way as when uploading the previous electronic signature.

Use the Delete certificate button to remove the certificate from your account. You can use the option to remove the certificate in a situation where you submit bids for multiple companies and therefore have multiple accounts in the JOSEPHINE system. If the bid submission procedure in the public contract requires identification by means of an electronic signature, always attach your electronic signature to the account you wish to use for bid submission.

Note: The authorization of the authorized person of the participant is the process of verifying the submitted documents in order to determine whether the person registering is authorized to perform the actions of the participant in the JOSEPHINE system, i.e. to communicate in public procurement and submit bids on behalf of the participant. The provider of the JOSEPHINE system is responsible for verifying the submitted documents. A person who has been verified by the Provider is entitled to perform actions in all public contracts of the relevant locale, without any restrictions. An unverified person is authorized to perform actions only in small-scale public contracts - but only if the contracting authority has not stipulated the obligation of an electronic signature in these contracts.

VI. AUTHORIZATION OF THE PARTICIPANT

Authorization is the process of verifying the right of a registered company to submit bids in the JOSEPHINE system. If the registered company does not go through the authorization process, it is not possible for it to submit its bids in sub-limit and over-limit contracts. An unauthorized company can submit bids only for contracts with low values (SK) or small-scale public contracts (CZ). For Polish contracts, authorization is not required.

AUTHORIZATION OF THE AUTHORIZED PERSON OF THE PARTICIPANT FOR CZ CONTRACTS

The authorization of the authorized person of the participant for CZ contracts consists in the verification of submitted documents that correspond to the status of this person within the organization:

1. Statutory representative - for authorization, it is necessary to upload the user's qualified electronic signature to the JOSPEHINE system.
2. A person authorized to act on behalf of the organization - for authorization, it is necessary to upload the Power of Attorney document.

(signed with the electronic signature of the statutory representative) to the user profile and to upload the user's qualified electronic signature to the JOSEPHINE system.

3.   A person authorized to act on the basis of a Power of Attorney from the JOSEPHINE system - for authorization, it is necessary to upload the Power of Attorney document downloaded from the JOSEPHINE system (and signed with the electronic signature of the statutory representative) to the user profile and to upload the user's qualified electronic signature to the JOSEPHINE system.

During the authorization process, both the person registering, and another person of the participant may be contacted by the provider of the JOSEPHINE system. The authorization process takes place at the Provider's headquarters on working days from 8:00 a.m. to 4:00 p.m.

After the end of the authorization process, an e-mail with the relevant notification is sent to the e-mail address of the person registering. In case of successful authorization, the system is remotely activated for this person and the user can use it to its full potential.

AUTHORIZATION OF THE PARTICIPANT FOR SK CONTRACTS

Authorization of a participant for SK contracts consists of verification of submitted documents or based on information after registration using eID, which corresponds to the status of this person within the organization.

This is possible by registering an eID, inserting a qualified electronic signature of an executive or procurator, and inserting a power of attorney in the form of an authorized electronic conversion of a document.

If you use authentication using a qualified electronic signature, upload it to the JOSEPHINE system after completing registration. You can attach an electronic signature by clicking on the User Card menu item located under the stick figure icon in the system header, Electronic Signature tab.

During the authorization process, the person registering may be contacted by the JOSEPHINE system provider. The authorization process takes place at the Provider's headquarters on working days from 8:00 a.m. to 4:00 p.m.

After the end of the authorization process, an e-mail with the relevant notification is sent to the e-mail address of the person registering. In case of successful authorization, the system is remotely activated for this person and the user can use it to its full potential.

AUTHORIZATION OF THE PARTICIPANT FOR PL CONTRACTS

The participant's authorization is not required and the participant can communicate in the system and submit bids in all types of PL contracts immediately after registration.

VII. LOGGING INTO THE SYSTEM

You will use your chosen access data to log into the system. You can log in either using only a password or using the relevant electronic signature.

LOGGING IN WITH PASSWORD

To communicate and submit a bid in SK public contracts (but also in CZ public contracts of small scale and PL contracts for which the obligation of an electronic signature was not established), it is enough to log in with an email and a password. In the LOGIN menu in the system header, select the option Using a password.

1. Enter your login name – i.e. your e-mail address.
    2. Enter your password.
    3. Press the LOGIN button.
    4. If you forget your password, you can use the password reset button.

LOGGING IN WITH ELECTRONIC SIGNATURE (CZ LOCALE)

In order to communicate and submit a bid in the CZ public procurement executed under the regime of the law, it is necessary to register with an electronic signature. In the LOGIN menu in the system header, select the option Using an electronic signature. You select an electronic signature in the form and click the Log in using an electronic signature button.
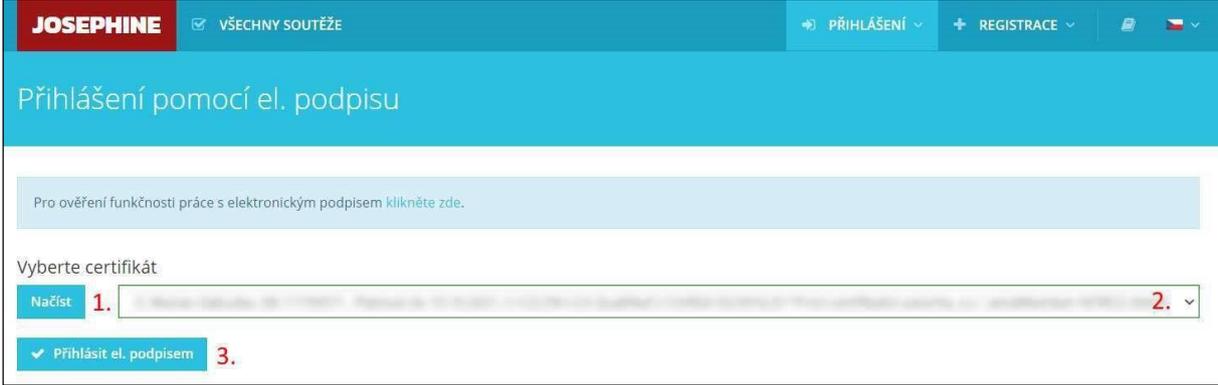
1. Load the certificates using the Load button.

    2. Select the desired electronic signature.

    3. Confirm with the Log in using an electronic signature button.
The system prompts you to enter the PIN for the electronic signature. Enter the PIN and click OK.

Note: The appearance of the pop-up window used to enter the PIN may differ based on the version of the operating system or certificate management program on your computer.

After logging into the JOSEPHINE system, you have a list of contracts available to you in the ALL-COMPETITIONS tab. If you want to view the details of the contract, then click on the relevant contract.

If you wish to be connected to the contract and to be kept informed of new public news related to the contract, click on the I AM INTERESTED button.

Note: If you have already communicated with the contractor within the given contract, or if you have already submitted a bid within a given contract, you are assigned to this contract automatically.

Information about the electronic signature:

For the communication in CZ under/over threshold tenders it is neccessary for participants to use an electronic signature.

The electronic signature must be a **qualified** one issued according to eIDAS and it has to be installed on the qualified medium (token or card) or directly in the Windows or the Mac OS on your computer.

You can find all the certified authorities in the EU that can issue a qualified electronic signature according to eIDAS on the link below.

Providers of qualified electricity certificates