

Purchase Platform Reference Kit for Contractors

Dear Contractors,
we encourage you to submit your offers in the purchase procedures of the PGE Distribution.
Detailed instructions and access to the Purchase Platform are available under this [link](#).

1. Registration and login



Registration

Go to www.pgedystrybcja.pl then go to „Tenders” --> and click „Register”. You can log in after successful registration!

Attention!

Anyone interested in participating in the purchase process is asked to register as soon as possible. The Contractor verification process can take up to 3 days.



Logging

Go to <https://swpp2.gkpge.pl> and click on „Log in”.



2. Worth remembering

- Prepare documents and company data - this will speed up the registration process. Registration is only required once.
- Do you have questions about a specific purchase procedure? Go to the procedure you are interested in and use the „Questions and Answers” tab. Remember not to include your name/company details in the content of the question as questions are published.
- Contact to the person in charge of the procedure is included in the contract documents under „Designation of persons authorised to communicate with Contractors”.
- If you want to attach files to the offer, click „Add document”, then attach the files, wait until they are scanned and click „Add”.
- When you have finished filling out the offer form and adding your files, remember to click „Save”.
- When submitting an offer, please make sure that all fields are completed and attachments are added. Clicking „Save” does not submit the offer, you must click „Submit Offer” to do so.



3. Worth knowing

- Recommended browsers for the Purchase Platform: Chrome, FireFox, Edge, Safari / at least 512/Kb/s internet connection.
- Notices of all available contracts can be found in the „Public Area” module and the „Contract and Qualification Notices” section.
- Order documents (such as: Terms of Reference and model contract) can be found in the „Public Area” module and the „Contract and Qualification Notices” section. After selecting the given procedure, go to „Contract Documents”.
- Maximum size for a single file upload (published) via the Purchase Platform is 150 MB.
- Acceptable files extensions are: xls, xlsx, doc, docx, pptx, pdf, xml, rar, zip, gif, jpg, dwg, tif, tiff, txt, rtf, jpeg, bmp, ath, kst, png, asic, cades, xades, pades, 7z, mp4, msg, url, ods, cpg, dbf, prj, qmd, shp, odt, xlsx, ppt. It is recommended to upload files with pdf format.
- In case of a qualified electronic signature, the Contractor should have a cryptographic card reader issued by the certificate issuer, connected or built-in to the computer – a qualified certificate installed on the computer and up-to-date drivers for the cryptographic card reader installed on the workstation.
- All auctions are accessible in the „Supplier Portal” module by clicking „My Auctions”. The tabs available under the „My Auctions” link allow you to filter the auctions according to their current status – „Future”, „Open”, „Suspended”, „Completed”, „Accepted” and „All”. Active auctions are best accessed via the „Open” tab.
- If you report a problem via the Help Desk service, your phone call should be answered within 2 minutes, and you should receive a response to your email within 2 hours.



4. Available help

Please report any problems you encounter via the Help Desk service - by phone from Monday to Friday between 08:00 and 16:00 (excluding public holidays) and by email.

- Registration and login issues (including configuration of the second login factor).
- Administering access to the Purchase Platform (e.g. password reset, unblocking the account).
- Help in navigating the Purchase Platform and assistance in updating Contractor and Contractor User data.
- Support of activities carried out in the purchasing process by the Contractor, concerning actions such as: joining and participating in the purchasing procedure, submitting offers, communication with the Employer through „Questions and Answers”, registration of documents related to the conducted purchasing process.
- Comprehensive aid in participating electronic auctions.
- Identifying sources of information available in the Purchase Platform.
- Assistance in using the qualified electronic signature.
- Help in obtaining confirmation of offer submission.

Contact details of the Help Desk of the Purchasing System for Contractors:



22 576 87 87



helpdesk.zakupy@gkpge.pl