

Instructions for Applicant to Prequalification

byggeprojekt.dk

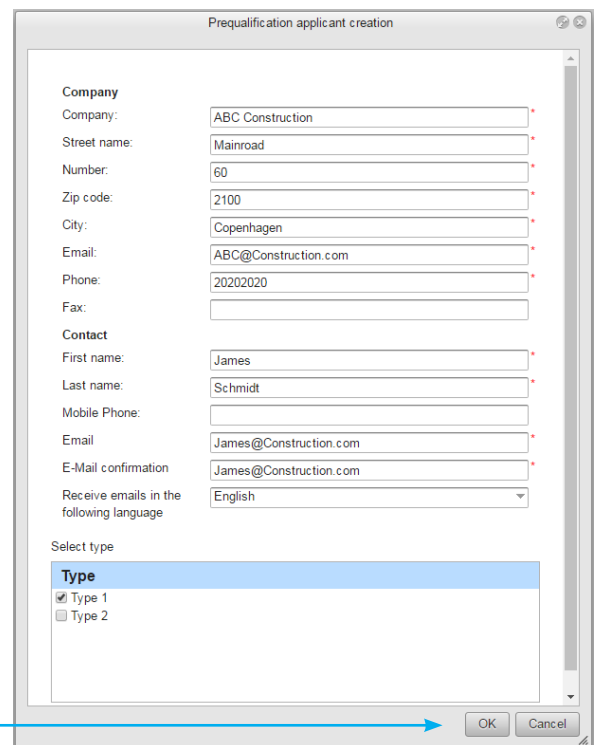
Applicants

- Registration and Digital Submission of Prequalification

Registration of Applicant

When the applicant clicks on the link or enter the link in his browser, he must register with his company name, address, e-mail, contact, etc.
The applicant must select which prequalification he wants to apply to.
When all fields are completed and prequalification selected, the applicant can click **OK**.

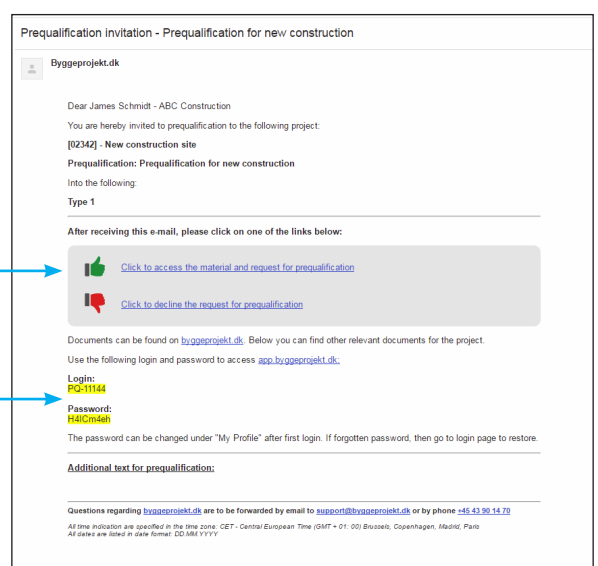
The applicant's profile is now registered and subsequently byggeprojekt.dk sends an e-mail in which the applicant must confirm his email address.



When the applicant has confirmed his e-mail address, byggeprojekt.dk sends an invitation for the prequalification, including links for possible attached prequalification documents.

The applicant must click on the link in the grey box in order to get access to the prequalification documents.

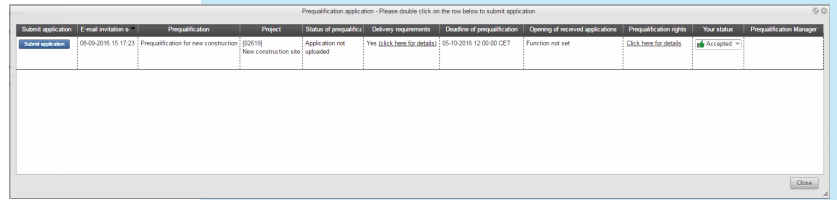
The invitation will also contain login and password to be used for logging into the project.



Applicant - Digital Submission of Prequalification

The requirement and conditions for the delivery of digital prequalification should appear in documents of the prequalification.

It should be clear which documents to be included in the digital prequalification, which file formats (pdf) and how documents are to be named. If the prequalification administrator has set a deadline, it will appear in the overview of the submission deadline.



Submit application	E-mail invitation ID	Prequalification	Project	Status of prequalif.	Delivery requirements	Deadline of prequalification	Opening of received applications	Prequalification rights	Your status	Prequalification Manager
Submit application	10-05-2016 15:17:23	Prequalification for new construction	020119 New construction site	Application not submitted	Yes click here for details	05-10-2016 12:00:00 CET	Function not set	Click here for details	Accepted	

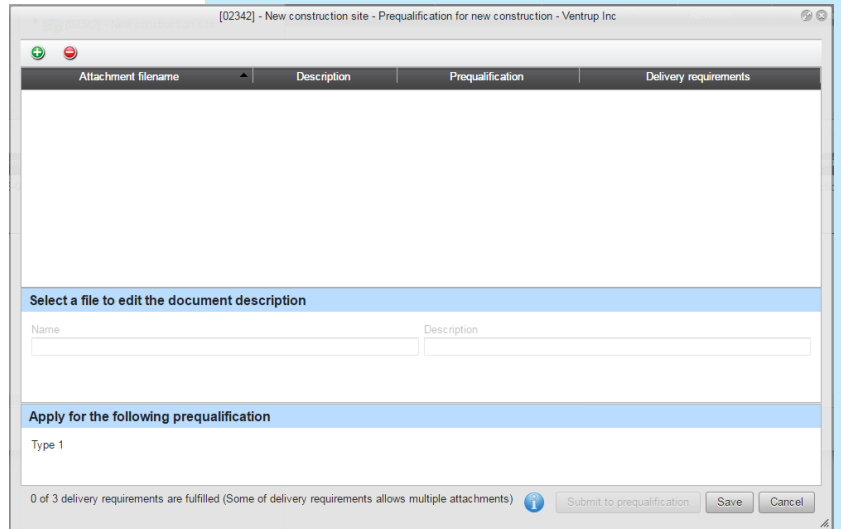
Under *Enter application* in the main menu you will find a overview of your active projects for prequalification.

Select the desired prequalification by clicking on the Submit application button.

NB! From here the applicants can also decline prequalification, after seeing the prequalification documents. If the applicant choose to decline the prequalification, the prequalification documents are no longer available.

In the dialog box appear project number, project name, prequalification and sender's company name in the title of the submission of application.

At the bottom of the dialog box it will appear which prequalifications the applicant is submitting application on.



[02342] - New construction site - Prequalification for new construction - Ventrup Inc

Attachment filename	Description	Prequalification	Delivery requirements
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Select a file to edit the document description

Name: Description:


Apply for the following prequalification

Type 1

0 of 3 delivery requirements are fulfilled (Some of delivery requirements allows multiple attachments) [Submit to prequalification](#) [Save](#) [Cancel](#)

When the prequalification is closed by the prequalification administrator, uploading or deleting of applications cannot be made.

Upload of Application Document

The applicant attaches his application documents by adding files on the  icon Add Attachment File.

NB! In case of delivery requirements, see next page.

(A) Choose a prequalification if you are invited to more than one prequalification

(B) Select the file / browse the selected file and then upload

(C) The selected file will now appear in the list (appear as an attached file name). Double-click the file name to open and view the document

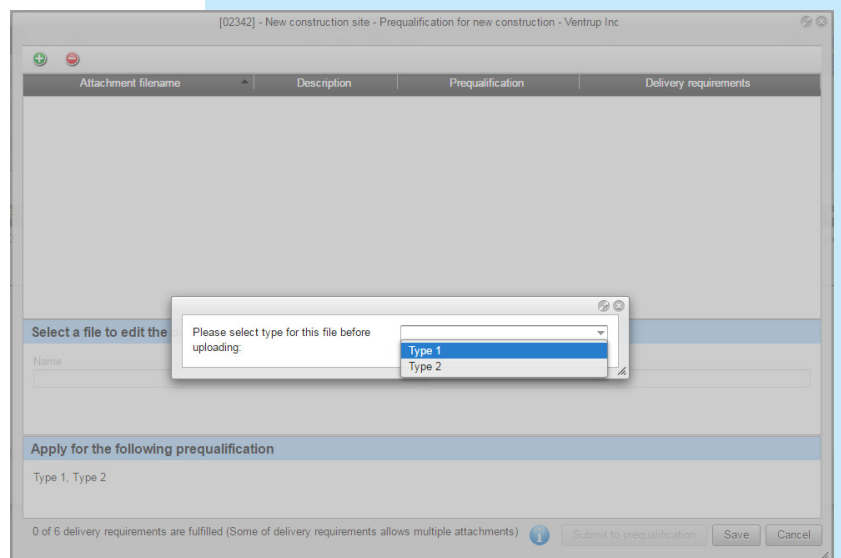
(D) A description can be added to the uploaded file (see the requirements and conditions for the application)

(E) Select the file to edit or enter the desired description for the document

(F) The selected description will now appear in the list of the uploaded application documents

(G) Click *Submit to prequalification*. The application is now submitted

(H) An e-mail confirmation will be sent once the application has been uploaded



[02342] - New construction site - Prequalification for new construction - Ventrup Inc

Attachment filename	Description	Prequalification	Delivery requirements
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Select a file to edit the

Name: Description:

Apply for the following prequalification

Type 1, Type 2

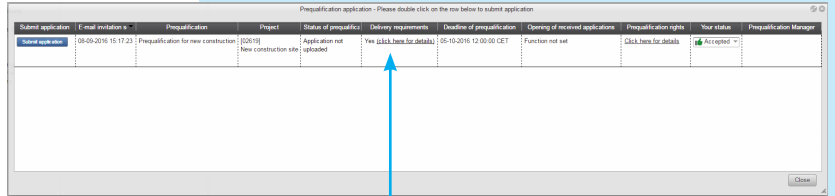
0 of 6 delivery requirements are fulfilled (Some of delivery requirements allows multiple attachments) [Submit to prequalification](#) [Save](#) [Cancel](#)

Please select type for this file before uploading:

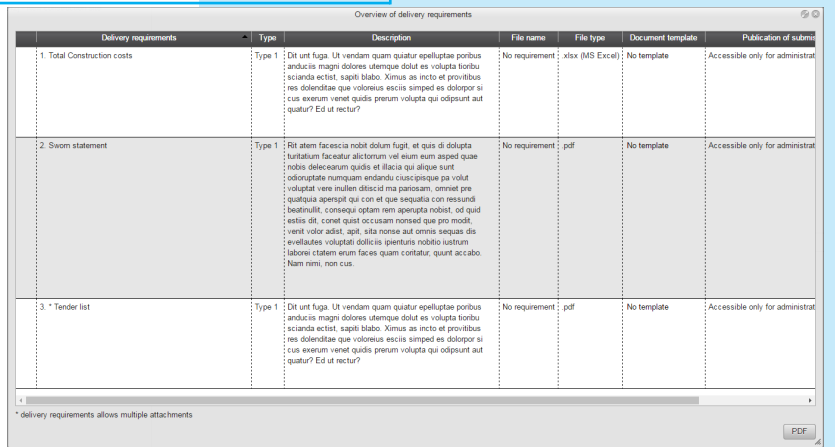
- Type 1
- Type 2

Applicant - Delivery Requirements

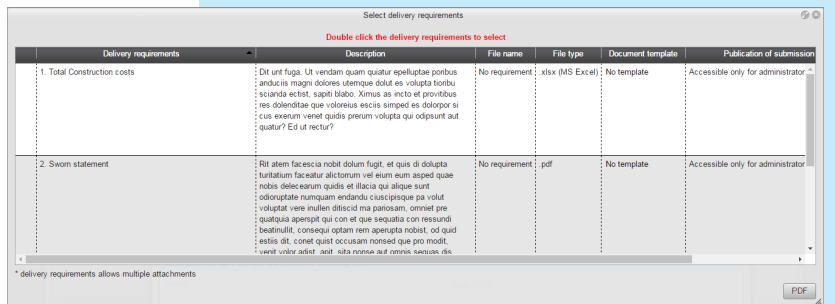
If the prequalification administrator has specified delivery requirements for prequalification, you can get an overview of delivery requirements by clicking on the link under Delivery Requirements **Click here for details.**



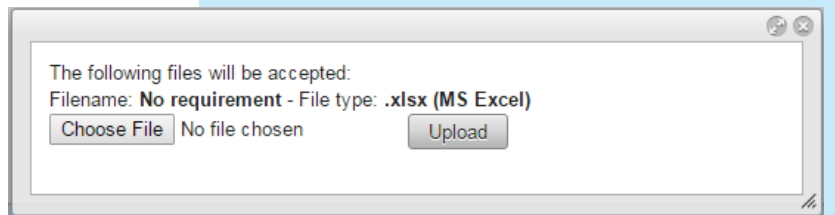
Here you will get a list of all the delivery requirements.



The process for uploading application documents with delivery requirements are the same as described on the previous page, with the only difference that you should double-click on the delivery requirement you want to fulfill (upload).

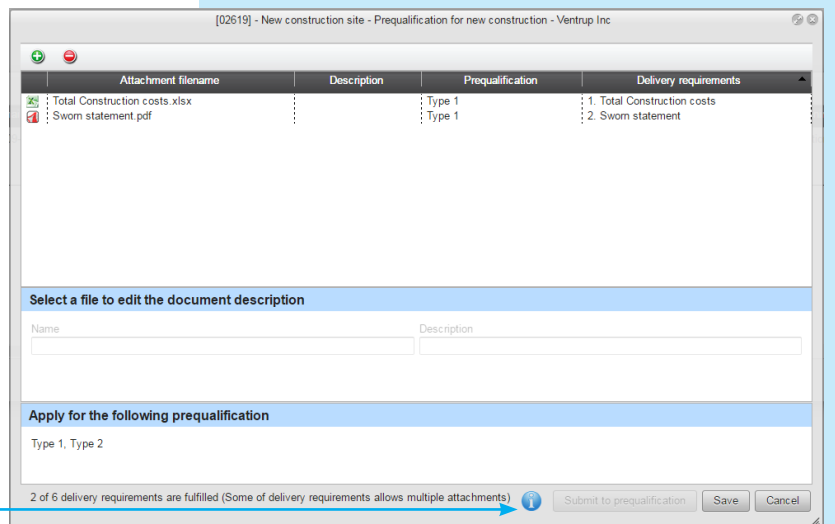


When uploading the document, it will appear which requirements the current document must fulfill.

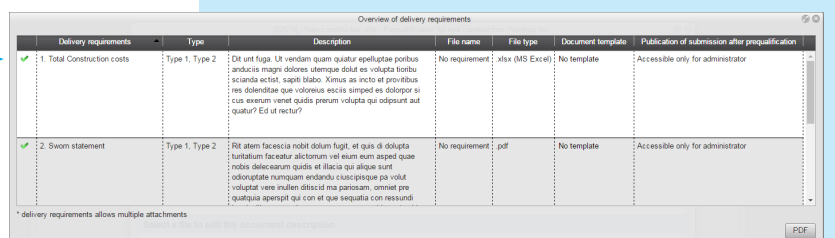


Once the file is uploaded, it will appear in the overview.

You can throughout the process click on the blue information icon at the bottom, to get an overview of which delivery requirements have been fulfilled and which have not been completed.



The delivery requirements that are fulfilled, are marked with a green check mark.




Once all the requirements are fulfilled, the button **Submit to Prequalification** becomes active, and you can now click the button to submit your application.

Delete Application Documents

After submission of the application documents, files can be deleted and other files uploaded instead, if the prequalification is not closed for submission of application (time setting).

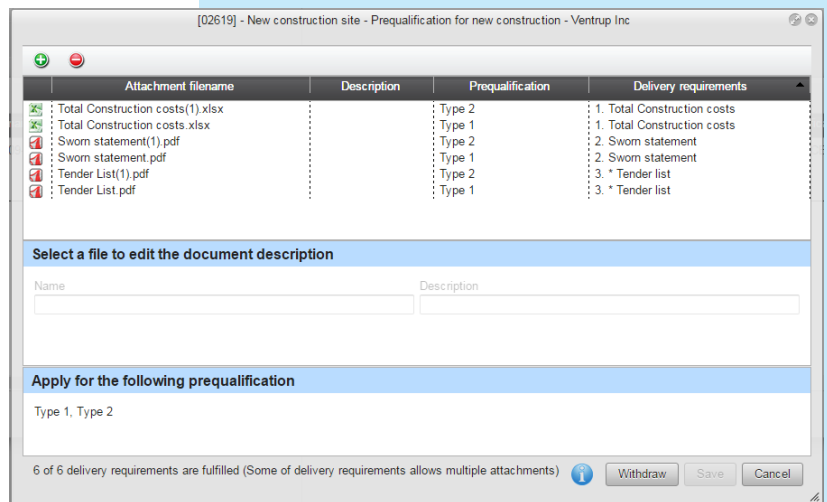
(A) Click on **Withdraw**

(B) Select the file to delete

(C) Click on  icon to remove attached file

(D) Please confirm to delete file - Yes or No

When the new files are uploaded again, click on **Submit to Prequalification** button again, and the new application is submitted again.



Attachment filename	Description	Prequalification	Delivery requirements
Total Construction costs(1).xlsx		Type 2	1. Total Construction costs
Total Construction costs.xlsx		Type 1	1. Total Construction costs
Swom statement(1).pdf		Type 2	2. Swom statement
Swom statement.pdf		Type 1	2. Swom statement
Tender List(1).pdf		Type 2	3. * Tender list
Tender List.pdf		Type 1	3. * Tender list

Select a file to edit the document description

Name: Description:

Apply for the following prequalification

Type 1, Type 2

6 of 6 delivery requirements are fulfilled (Some of delivery requirements allows multiple attachments) 