

Instructions for suppliers/providers on how to submit offers through the platform:

1. Surf to [BOSA - eProcurement \(publicprocurement.be\)](https://publicprocurement.be)
2. Choose the option **'Continue as supplier'**
3. Choose **'Register as a supplier'** & give in your first and last name and create a password, then continue to sign in with this password.
4. Once signed in, click the **'Add company'** option to add a company with which you would like to submit your offer. Fill in the basic data requested of your company and select the language that is preferred ('ENG').
5. Click **"BDA"**, and give in the reference number we provided you with in the search engine.
6. On the right side you will see the public procurement call that VVOB announced. Click this result to continue. Under documents, you will find all necessary documents relating to this public procurement.
7. Click the option in the right corner **'Confirm participation'**
8. Click the **'Documents'** section and add your offer accompanied by all the requested documents through the **'add documents'** button.
9. Click the **'Sign'** button (through the finalize button)
  - If no signature requested : go directly to next point
  - If signature requested:
    - Choose option **'Sign with eID'** (if you can sign with electronic ID)
    - else
    - Click **'Download'** button; download and sign (manually or digitally) in the signature field of the Submission Report
    - Click **'Upload signed copy'** button and upload the signed Submission Report.
10. Then click the **'send'** button when you are sure all documents are uploaded and ready to be sent.