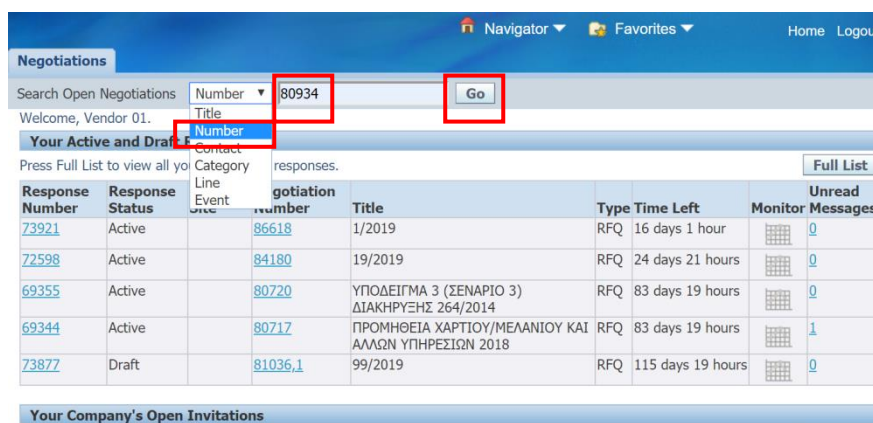


## Guidelines on how to download the tender documentation



1. LOG-IN page ( <https://nepps.eprocurement.gov.gr> ) : punch-in your credentials.

2. Home page: Main menu (on your left): click on the 3 cascading options in a sequential manner: **"Sourcing Supplier"**→**"Sourcing"** →**"Sourcing Home Page"**.



3. Negotiations page: go to the field at the top of the page : **"Search Open Negotiations"**, unfold the drop down menu and choose **"Number"** and then enter your 5 digit negotiation number: i.e: 80934 and click on **"go"**.

Navigator Favorites Home Logout Preferences Help Diagnostics

**Negotiations**

Negotiations >

Active Negotiations

**Search**

Note that the search is case insensitive

Number 80934

Title

Category

Contact

Line

Event

Go Clear

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" type="radio"/>	80934	TRAINING SESSION 3_2019	Κόλλιας, Mr. Απόστολος	115 days 21 hours	31/03/2020 10:00:00	Sealed	0		0

4. Active Negotiations page: click on the negotiation number: i.e: 80934. You will be directed to "Header" which is the first tab of the e-Tender.

Header Lines Controls Contract Terms Suppliers

5. Scroll down to the bottom left of the page where you can locate the requested documentation. This section is called "Notes and Attachments".

**Notes and Attachments**

Note to Suppliers

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Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
<a href="#">Αιολισμός</a>	File		To Supplier: Publish to Portal	AKOLLIAS	28/01/2016		
<a href="#">ANAKOINΩSH</a>	File	ANAKOINΩSH	To Supplier: Publish to Portal	AKOLLIAS	03/12/2019		
<a href="#">ANAKOINΩSH 2</a>	File	ANAKOINΩSH 2	To Supplier: Publish to Portal	AKOLLIAS	22/11/2019		
<a href="#">ANAKOINΩSH 4</a>	File	ANAKOINΩSH 4	To Supplier: Publish to Portal	AKOLLIAS	29/11/2019		
<a href="#">ANAKOINΩSH 5</a>	File	ANAKOINΩSH 5	To Supplier: Publish to Portal	AKOLLIAS	13/12/2019		
<a href="#">ANAKOINΩSH 3</a>	File	ANAKOINΩSH 3	To Supplier: Publish to Portal	AKOLLIAS	28/11/2019		
<a href="#">ANAKOINΩSH 11</a>	File	ANAKOINΩSH 11	To Supplier: Publish to Portal	AKOLLIAS	04/02/2020		
<a href="#">ANAKOINΩSH 1</a>	File	ANAKOINΩSH 1	To Supplier: Publish to Portal	AKOLLIAS	19/11/2019		
<a href="#">ANAKOINΩSH 1</a>	File	ANAKOINΩSH 1	To Supplier: Publish to Portal	AKOLLIAS	18/10/2019		
<a href="#">ΤΕΧΝΙΚΗ ΠΕΡΙΓΡΑΦΗ ΕΙΔΩΝ</a>	File		To Supplier	AKOLLIAS	28/01/2016		

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6. Click on each Title separately in order to open-up the documents and if you wish it so, download them onto your computer.