

How to operate Negometrix

The use of Negometrix is free for suppliers. You do not have to install or download any software to work with Negometrix. The software is completely web-based and can be used on any computer/PC with an internet connection.

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Step 1: Participate

Once you have found the tender you are looking for you can click on the blue button **Participate** below the Description of the tender.

English Nederlands Български Deutsch Norsk (Bokmål) English(US) 01:00 Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

84647 Negometrix Tender

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Buyer

Negometrix BV
<http://www.negometrix.com>
Lead buyer

Contact person:
 servicedesk@negometrix.com

Information

Description: Short description of the project/tender. This text is visible for suppliers who are interested and have clicked the link to the tender on Negometrix.
[Generate hyperlink](#)

Type: Locked open
Published on: 13 Mar 2018 11:54
Offer phase: 11 Mar 2019 13:00 – 16 Apr 2019 14:00

Participate

Negometrix
The first choice of procurement professionals

[Published Tenders](#)
[Published Templates](#)
[Register company](#)

Log in
Username:
Password:
[Login](#)

[Forgot password?](#)
[Forgot username?](#)

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Visit our help center!
[Help](#)

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(EU) +31 (0) 85 20 84 666

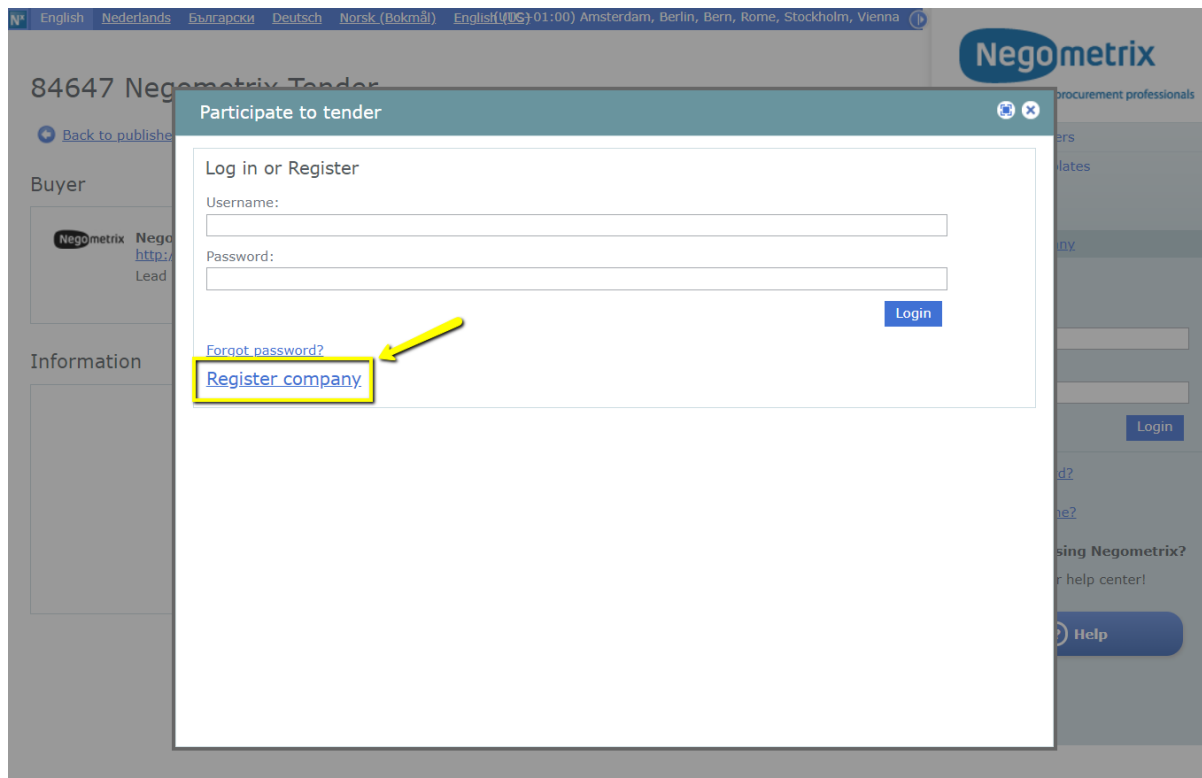
(US) +1 724 888 52 94

Step 2: Register your company

To participate in online tenders, you must register your organization once on the Negometrix platform. The Negometrix platform is web-based, therefore you do not need to install anything on your computer to participate.

You can create an account and login by completing the steps described below:

- Go to www.negometrix.com and click 'Login' at the top of your screen.
- Register your company (in case it is not yet registered on Negometrix)



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Step 3: Fill out the register form

- Fill out your organizational- and personal information, pick a username (preferably your e-mail address) and password and enter the shown code
- Click the 'Sign-up' button and you will receive a confirmation by e-mail

English Nederlands Български Deutsch Norsk (Bokmål) English (US) (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Register company

Attention: You can only register your company once. If your company already has an account, the company administrator can create a 'colleague account' for you to grant you access to the Negometrix platform. After your registration you can participate in tenders initiated by other buyers that have invited you or as a supplier. If you like to start or set-up a tender as a buyer yourself, a paid license is required.

Company information

Language
English

* Country
Netherlands (NL)

* Time zone
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stc

* Company name

* Company registry number
Look up Company registry number? Go to: www.kvk.nl

* City

* Postalcode

* Address

Company will use Negometrix as:
 Supplier
 Purchasing/Procurement company

Personal data

Gender
 Mr Mrs

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Published Tenders
Published Templates

Register company

Log in
Username:
Password:
Login

[Forgot password?](#)
[Forgot username?](#)

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Step 4: Activate your account

- Activate your account by using the link in the confirmation message

Activate your Negometrix account - Negometrix Servicedesk noreply@negom... [↗](#)

Dear Mr. Johnson,

The registration of the company **Hardwork** on the Negometrix platform has been completed successfully. To activate your personal account, please click on the link below or copy and paste the link in the address bar of your internet browser:

<https://platform.negometrix.com/registrationconfirmation.aspx?RegistrationGuid=e14d22ad-3050-4d55-abe6-5dd68e2a0a64>

After activating your account, you can log in with the following username: tedsoepie

You can always visit our [Help Center](#) for tips and resources or contact our Service Desk with questions.

Kind regards,
The Negometrix team

Email: servicedesk@negometrix.com
Telephone: +31 (0)85 20 84 666

Welcome! You are now able to log in with your chosen username and password.

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Register company

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Company information

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English

* Country
Netherlands (NL)

* Time zone
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stc

* Company name

* Company registry number
Look up Company registry number? Go to: www.kvk.nl

* City

* Postalcode

* Address

Company will use Negometrix as:
 Supplier
 Purchasing/Procurement company

Personal data

Gender

English

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Published Tenders
Published Templates

Register company

Log in

Username:
Password:

Log in here Login

Forgot password?

Forgot username?

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Step 5: Navigate to the tender and participate in the project

Again, go the tender (search in Published Tenders or follow the link to the tender). The information of the tender shows up and you are now able to successfully hit the **Participate** button after you have logged in with your account.

84647 Negometrix Tender

[Back to published tenders](#)

Buyer

Negometrix Negometrix BV
<http://www.negometrix.com>
Lead buyer

Contact person:
 servicedesk@negometrix.com

Information

Description: Short description of the project/tender. This text is visible for suppliers who are interested and have clicked the link to the tender on Negometrix.
[Generate hyperlink](#)

Type: Locked open

Published on: 13 Mar 2018 11:54

Offer phase: 11 Mar 2018 13:00 – 16 Apr 2019 14:00

Participate

SUPPLIER

Nadine Reiser
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[Documents](#)

[My Profile](#)

[Company](#)

Company administrator:
 Nadine Reiser
063318821
servicedesk@negometrix.com

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[? Help](#)

Step 6: Sie sind nun Projektteilnehmer

Click on the name of the tender in the pop up overview and you will be automatically redirected. You can view a complete list of all projects you are participating in at any time by clicking **Tenders (Supplier)** in the menu on the right.

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Buyer

Negometrix Negometrix BV
<http://www.negometrix.com>
Lead buyer

Information

Participate to tender

Your company is already participating in the tender
[84647 Negometrix Tender](#)

Contact person:
 Nadine Reiser
063318821
servicedesk@negometrix.com

SUPPLIER

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Step 7: Start your offer

Within the tender you simply follow 3 steps:



In Step 1 **Information** you will find a description of the project and if you scroll down you will find more about the planning, the attached documents, etc.

Now click the **Start** button and you will be redirected to the second step.

84647 Negometrix Tender Offer phase Ends on 16 Apr 2019 14:00

1 Information 2 Fill out & submit 3 Submitted

Remaining time for submission: 399 day/days 1 Hours

Description:
Short description of the project/tender. This text is visible for suppliers who are interested and have clicked the link to the tender on Negometrix.

Buyer

Negometrix BV
<http://www.negometrix.com>
Lead buyer

Contact person:
servicedesk@negometrix.com

Information

Planning
Award phase: 31 May 2019 0:00
[View all](#)

Surveys
1. [Selectionphase](#) (Price/Quality: 40%/60%)
2. [Offerphase](#)

Question & Answer
Pose your questions here and view all questions and answers

Supplier

Nadine Reiser
[Logout](#)

Published Tenders

Tenders (Supplier)

Contracts

Messages

Documents

My Profile

Company

Company administrator:
Nadine Reiser
063318821
servicedesk@negometrix.com

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Step 8: Fill out your offer

Under the second step **Fill out & submit** you are presented with the overview of your offer. Click on the name of the Survey to start populating your offer.

84647 Negometrix Tender Offer phase Ends on 16 Apr 2019 14:00

1 Information 2 Fill out & submit (4) 3 Submitted

Offers/Applications Remaining time for submission: 399 day/days 1 Hours

Name: Anbieter4 Status: 1 Empty pricerow(s) | 2 unanswered question(s) | Mandatory price-appendices have not been uploaded! Submission: Status: Not submitted

Now you can fill out the pricing sheet and answers to the survey questions :

Offer phase

| Section | Progress | Details |
|---|----------|--------------|
| Prices (Mandatory price-appendices have not been uploaded!) | 0% | 2 not filled |
| 1 Selectionphase | 0% | 2 Questions |
| 2 Offerphase | 100% | Filled |

Attention: During this phase you can submit or withdraw (and submit again). When you have submitted, your answers will only be visible to the buyer after the deadline of the current phase.

A pop-up window is opened that shows the different sections of this offer. At the top of the screen you are presented with a progress bar. If you start filling out your offer and save your answers, this bar will slowly turn green.

Pricing sheet

Prices 1 Products

0% 2 not filled

Mandatory price-appendices have not been uploaded!

| # | Transport costs | Price |
|---|-----------------|-------|
| 1 | Total price | |
| | Total | |

Export pricing sheet

Uploading a price appendix is mandatory

Comment:

Uploaded price appendices:

Select from Documents | Upload from my PC

No questions trough Question & Answer

Pose a question to the buyer

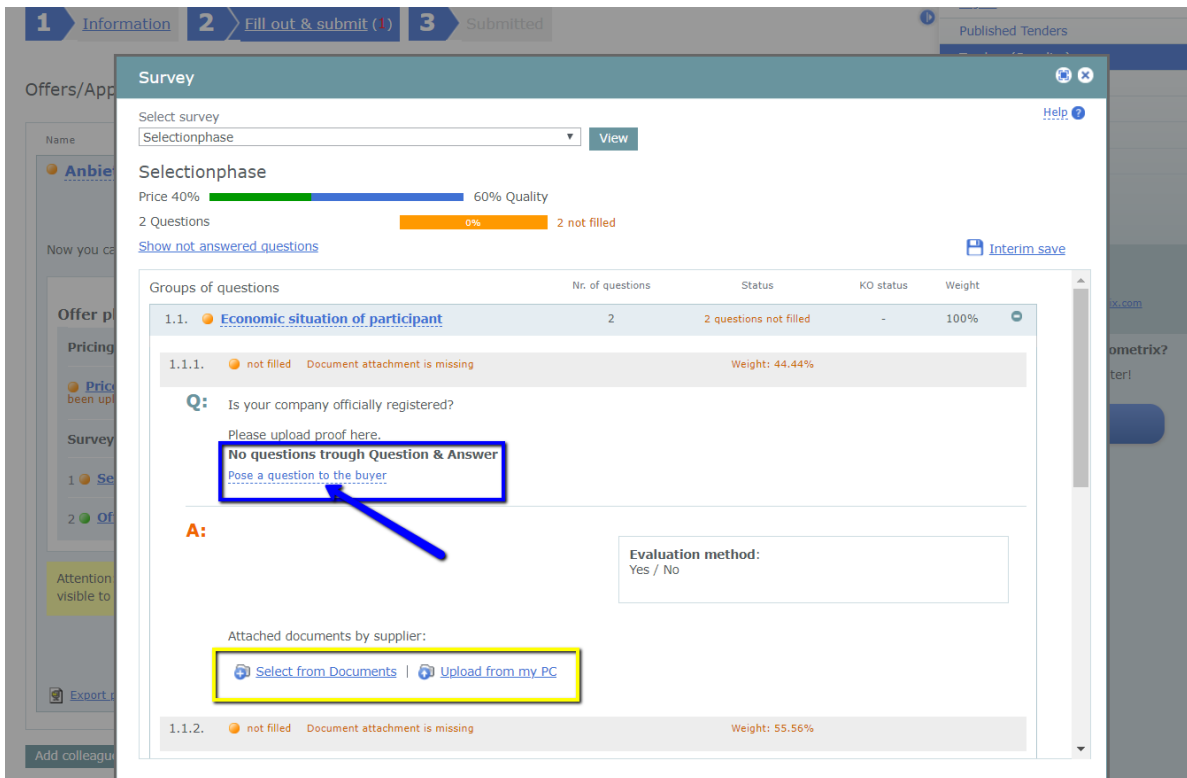
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Step 9: Answer the Questions

If you open one of the sections you are presented with a short description about the section and all different questions within that section, with the possibility to answer.



Q:

- Each question of the buyer starts with a **Q** (Question).
- With some questions you'll find that the buyer has attached documents. You can either **download** these or check a **preview**
- If something is not clear you can also **Pose a question to the buyer** related to this section. If other suppliers have asked questions they are published here as well..

A:

- Your **Answer** can be populated under the big **A**.
- Sometimes you are asked to upload a document (or more). You can then select from two options: ***Select from Documents / Upload from my PC***
- Normally you'll choose 'Upload from my PC'.
- Upload from documents will allow you to upload documents that you have uploaded before on Negometrix.
- Some answers will only need a simple Yes or No
- The **KO** knock-out-sign indicates that not answering this specific Question or giving the un-preferred answer will result in a **Non-responsive** label on your offer

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Step 10: Submit your offer

Make sure you've answered all your question and the progress bar indicates 100%. If you are all done and confident you have answered the questions to your best ability, simply hit the **Submit** button.

84647 Negometrix Tender Offer phase Ends on 16 Apr 2019 14:00

1 Information 2 Fill out & submit (1) 3 Submitted

Offers/Applications Remaining time for submission: 399 day/days 1 Hours Question & Answer

| Name | Status | Submission |
|-----------|---------------|-----------------------|
| Anbieter4 | Not submitted | Status: Not submitted |

Now you can fill out the pricing sheet and answers to the survey questions :

| Offer phase | Progress | Count |
|--|-------------|-------------|
| Pricing sheets | | |
| Prices (Uploaded price appendices by supplier) | 100% Filled | 2 Products |
| Surveys | | |
| 1 Selectionphase | 100% Filled | 2 Questions |
| 2 Offerphase | 100% Filled | 0 Questions |

You'll be asked to enter your password again and confirm.

If you have submitted successfully an email will be send to your registered address.

84647 Negometrix Tender Offer phase Ends on 16 Apr 2019 14:00

1 Information 2 Fill out & submit 3 Submitted (1)

Offers/Applications Remaining time for submission: 399 day/days 1 Hours Question & Answer

| Name | Status | Submission |
|-----------|--------|---|
| Anbieter4 | Filled | Status: Submitted on 13 Mar 2018 12:16:49 |

Offer phase submitted on : 13 Mar 2018 12:16:49

| Offer phase | Progress | Count |
|--|-------------|-------------|
| Pricing sheets | | |
| Prices (Uploaded price appendices by supplier) | 100% Filled | 2 Products |
| Surveys | | |
| 1 Selectionphase | 100% Filled | 2 Questions |
| 2 Offerphase | 100% Filled | 0 Questions |

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