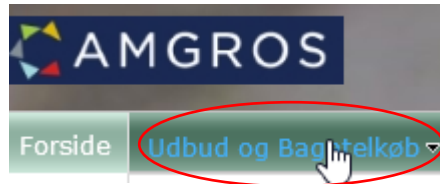


## **Guide to finding and opening a tender on Amgros' Tendering page**

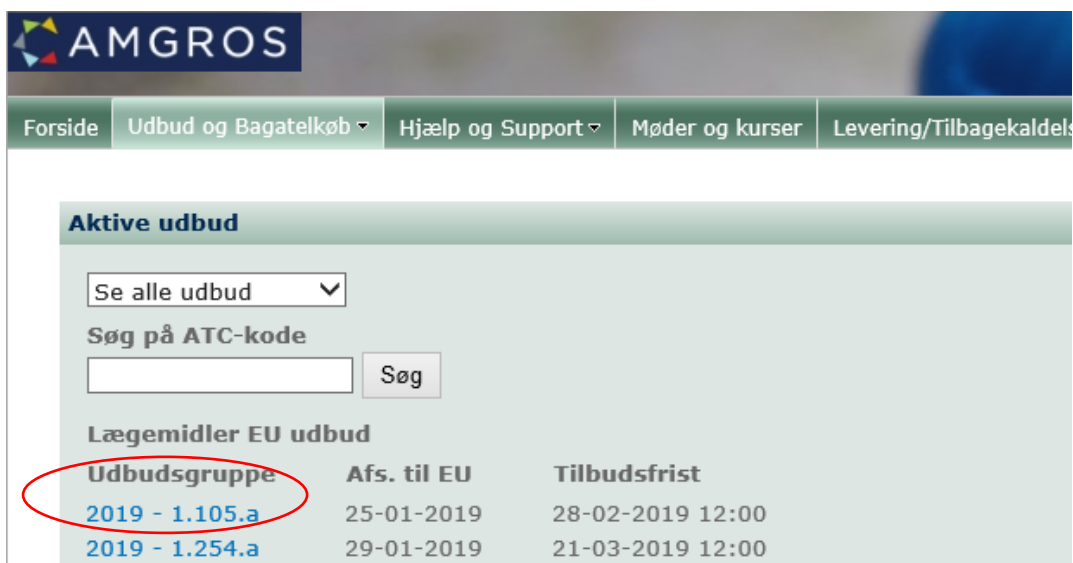
<https://levportal.amgros.dk/Sider/Default.aspx>

1. Login with your email address and password

2. Press the menu 'Udbud og Bagateløb'



3. Choose the relevant tender in 'Aktive udbud' ("active tenders") by clicking the number

A screenshot of the 'Aktive udbud' page on the AMGROS website. The page has a header with the AMGROS logo and a navigation menu. Below the header, there is a section titled 'Aktive udbud'. This section contains a dropdown menu with 'Se alle udbud', a search box for 'Søg på ATC-kode', and a 'Søg' button. Below the search box, there is a table with the following data:

Udbudsgruppe	Afs. til EU	Tilbudsfrist
2019 - 1.105.a	25-01-2019	28-02-2019 12:00
2019 - 1.254.a	29-01-2019	21-03-2019 12:00

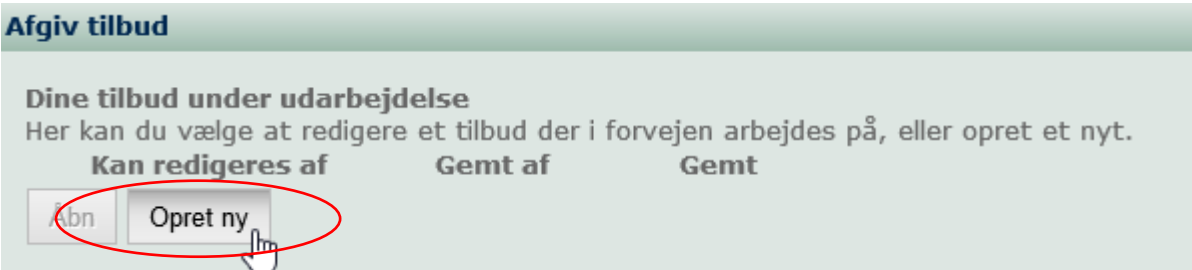
The first entry in the table, '2019 - 1.105.a', is circled in red.

4. On the page 'Materiale' ('Documents') you will find all relevant documents for the tender.



The screenshot shows the AMGROS website interface. At the top, there is a navigation bar with the AMGROS logo and menu items: 'Forside', 'Udbud og Bagateløb', 'Hjælp og Support', and 'Møder og kurser'. Below this, there is a section titled 'Udbudsgruppe' with the identifier '2019 - 1.105.a'. Underneath, a section titled 'Særlige oplysninger' contains the text: 'Særlige oplysninger vedrørende udbud 2019 - 1.105.a' and 'Udbudsgrupperne 2019 - 1.104.a og 2019 - 1.105.a erstatte'. The 'Materiale' section is highlighted with a red oval and contains the heading 'Udbudsmateriale' followed by four document links: '2019 - 1.105.a HTML udbudsbekendtgørelse til EU', '2019 - 1.105.a Udbudsbetingelser', '2019 - 1.105.a Vareliste DOC', and '2019 - 1.105.a Udkast til rammeaftale'.

5. To prepare and subsequently submit your tender, you will have to press the key 'Opret ny' ('create new') in the page 'Afgiv tilbud' ('submit tender')



The screenshot shows the 'Afgiv tilbud' page. It features a header 'Afgiv tilbud' and a sub-header 'Dine tilbud under udarbejdelse'. Below this, there is a text prompt: 'Her kan du vælge at redigere et tilbud der i forvejen arbejdes på, eller opret et nyt.' Underneath, there are three columns: 'Kan redigeres af', 'Gemt af', and 'Gemt'. At the bottom, there are two buttons: 'Abn' and 'Opret ny'. The 'Opret ny' button is highlighted with a red oval and a mouse cursor pointing to it.