

## **SUPPLIERS HELPDESK**

1. How to register on the ePlatform and download the HAPPI tender documents The e-Tendering platform Achat-hopital offers several secure on-line services that require you to be authenticated on the platform. In order to allow e-Tendering to authenticate you, you first have to register on e-Tendering and create an account as a "Supplier".

## Please follow this link:

https://www.achat-hopital.com/xmarches/Portail/index.do?action=inscription#mainContainer.

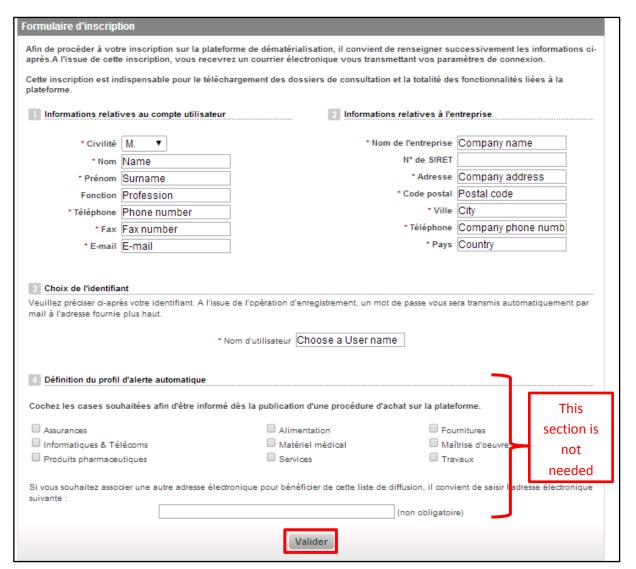
You should reach this page:



To create your account, you have to complete the registration form: Please note that some mandatory information is required and identified with the sign \*

- Step 1: User account information
- Step 2: Company information
- Step 3: Choose a user name
- Step 4: Click on "Valider" in order to proceed with the registration process.
- → An email enclosing your password will be sent to the email address provided.

Here below the translation of the elements needed to fill in the registration form:





## HOW TO FIND AND DOWNLOAD THE TENDER DOCUMENTS?

Once your account is created, you can connect on the platform by using your User Name and the Password received by E-mail. To connect, please follow this link:

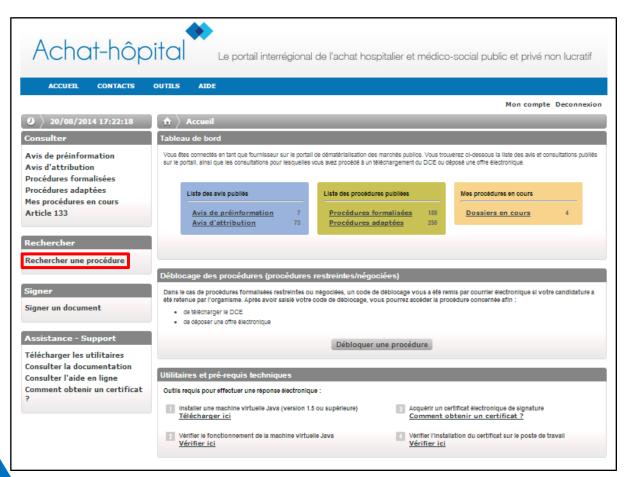
## https://www.achat-hopital.com/salle-des-marches

On top of the page please fill in with your User Name and your Password, then click on "Connexion":



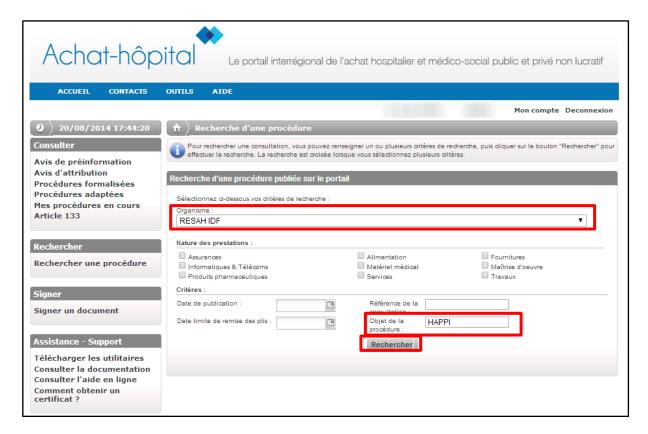
You have now reached a new page.

Please click on "Rechercher une procedure":

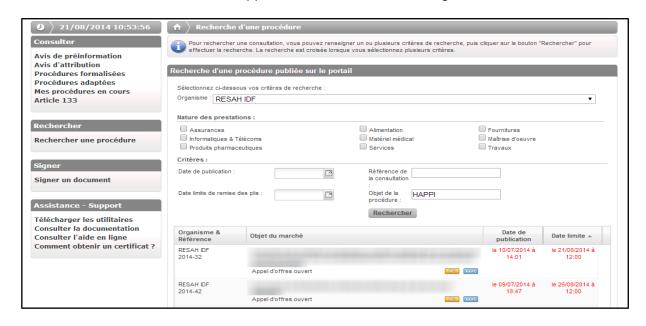


You are now on the page "Rechercher une procedure". In order to find the HAPPI call for tender, you have to fill in two part of this research form:

- 1) Organisme: Select "RESAH IDF"
- 2) Objet de la procédure: write "HAPPI"
- → Then click on "Rechercher"



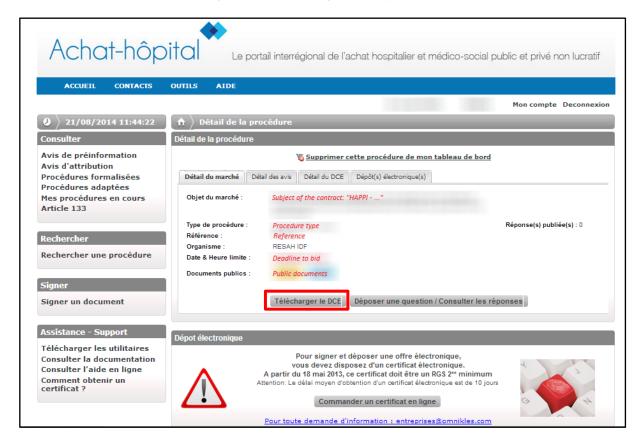
The call for tender HAPPI should appear below in the same configuration as this screenshot:



Please click on the link "HAPPI - ..."

You are now on the page of the HAPPI call for tender.

You have to click on "*Télécharger le DCE*" and the archive file containing all the tender documents will be automatically downloaded in your computer:



You should then receive an email to confirm that you successfully downloaded the tender documents (object of the mail "Confirmation - retrait de DCE www.achat-hopital.com – RESAH").