

CompraNet System User's guide



Index

1 Registering with the system

2 Participating in the process

1 Registering with the system

1. Visit the CompraNet Website:
<https://compranet.funcionpublica.gob.mx/web/login.html>

2. Click on “Registre a su empresa” [“Register your company”]



3. Select the nationality of the company you are registering



4. Enter the electronic signature of the natural person or legal entity you are registering (only for domestic companies)

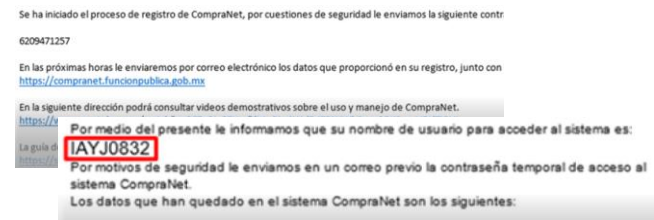


5. Fill out the required “Datos de la empresa” [“Company details”] for registration

6. Fill in the required “Administrador de la cuenta” (persona de contacto) [“Account administrator” (contact person)] details



7. Wait to receive an e-mail including your logging information, temporary password, account activation and username



Index

1 Registering with the system

2 Participating in the process

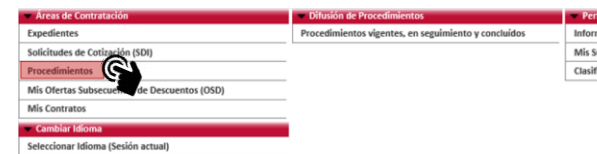
2 Participating in the system (1/5)

1. Visit the CompraNet Website:
<https://compranet.funcionpublica.gob.mx/web/login.html>

2. Enter your username and password and select “Entrar” [“Enter”]



3. Click on the “Procedimientos” [“Procedures”] option, below the “Área de contratación” [“Contracting area”]



4. Use “Siglas de la dependencia” [“Government agency acronym”] or “Unidad compradora” [“Purchasing unit”] in “Buscar” [“Search”], select “Contiene” [“Includes”] as search criteria and enter “Conaliteg” as search value



5. Identify and click on the “Adquisición de papel offset” [“Offset paper procurement”] procedure



6. Express your interest in the procedure

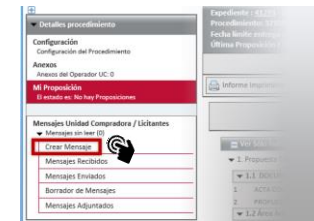


2 Participating in the system (2/5)

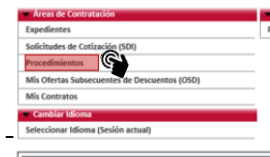
7. Access “Mi Proposición” [“My Proposal”] to upload both the technical proposal data and the economic proposal data to participate in the process



8. Generate messages and upload files including any relevant data you want to present during the clarification meeting (optional)



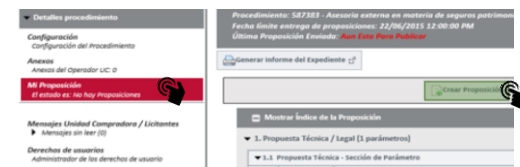
9. Access the contracting procedure where the proposal shall be uploaded



10. Select the procedure you are interested in (“Adquisición de papel offset”) [“Offset paper procurement”] within the “Seguimiento a mis procedimientos” [“Tracking of my procedures”] section



11. Click on “Crear proposición” [“Create a proposal”] in “Mi Proposición” [“My Proposal”] section

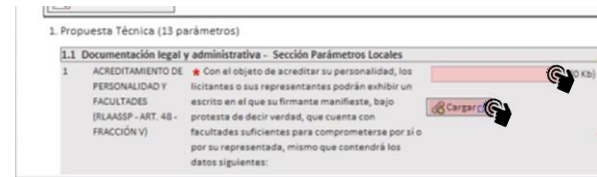


2 Participating in the system (3/5)

12. Click on the “Modificar propuesta” [“Modify proposal”] button to complete the required technical proposal data



13. Upload each of the required technical proposal data (annexes, dates, texts, option selection, etc.) – data marked * are mandatory



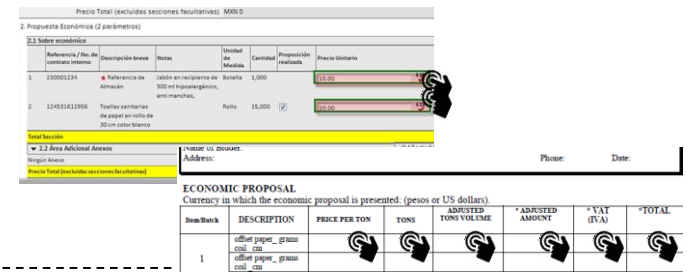
14. Click on “Guardar y regresar” [“Save and back”] once data loading is complete



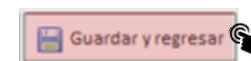
15. Click on the “Modificar propuesta” [“Modify proposal”] button to complete the required economic proposal data



16. Enter data into all items you want to participate (data marked * are mandatory): a) Paper description (paper weight, width), b) Prices per ton w/o VAT, c) Tons, d) Adjusted tons¹, e) Total adjusted amount¹, f) VAT, g) Total



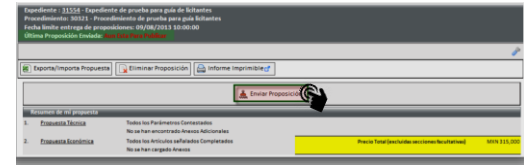
17. Click on “Guardar y regresar” [“Save and back”] at the end



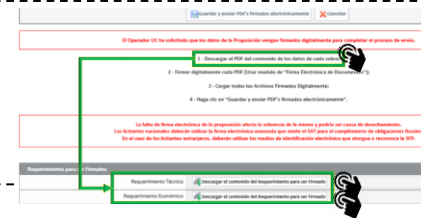
¹ Refer to the detailed formulas in the annexes to know how to calculate the adjustments

2 Participating in the system (4/5)

18. Click on the “Enviar proposición” [“Send proposal”] button once you have uploaded both the technical proposal and the economic proposal



19. Click on each of the digital signature requirements that are necessary for the procedure in such a way that you unload and save them



20. After unloading, click on the “Cancelar” [“Cancel”] button so that you may access the “Firma electronica de documentos” [“Electronic document signing”] module



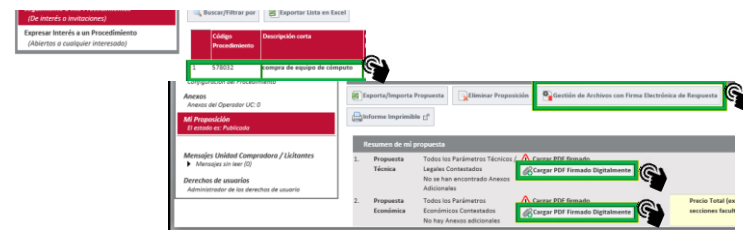
21. Access the “Firma electronica de documentos” [“Electronic document signing”] module in the main area



22. Apply your electronic signature to the technical proposal and economic proposal PDF documents

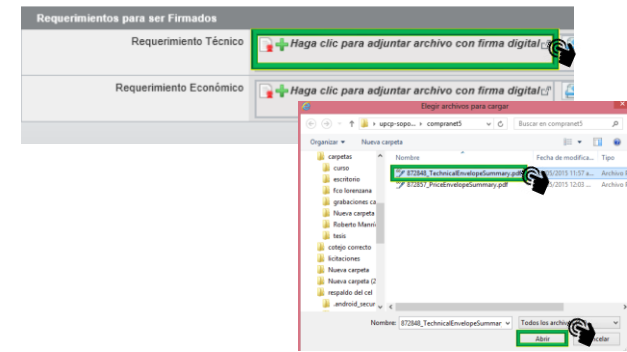


23. Enter again to the procedure to upload the electronically-signed PDF documents (you may also access “Gestión de archivos con firma electronica de respuesta” [“Electronically-signed file management”])



2 Participating in the system(5/5)

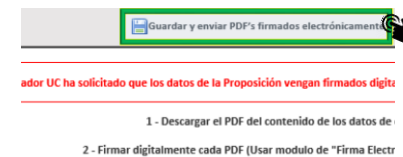
24. Click on the “Haga click para adjuntar archivo con firma digital” [“Click to attach a file with a digital signature”] button to upload each electronically-signed file – the electronic signature module saves the documents in a file named “compranet5” within the file of the user who logged in



25. Confirm file upload for each of the attached documents with an electronic signature



26. Click on “Guardar y enviar PDFs firmados electrónicamente” [“Save and send the electronically-signed PDFs”] once upload of documents with an electronic signature is complete



27. Check system validation of all data presented

