



QUICK GUIDE TO BID ELECTRONICLY WITH PLYCA

PLYCA is the platform chosen by *B:SM* for the processing and electronic tendering of its procurement files.

This document aims to collect in a synthesized form the steps and recommendations to follow in order to register the bidder in the *B:SM* bidding portal
<https://seucontractacio.bsmsa.cat/licitacion>

Remember that you have help and support documentation on the company support website: <http://empresas.plyca.es>

1. How to register on the bidding portal

Access the *B:SM* Tender Portal , log in to the portal by accessing the option indicated at the top of the screen "*Access more information with your digital certificate*", using a valid digital certificate.

Remember that if you have imported the certificate in your browser, you must have it with the public key (.pfx) and with the private key (.cer)) in all browsers from which you work.

If you have an electronic DNI, the steps to follow are identical except that instead of having the digital certificate imported into your browser, you must have a smart card reader that complies with the ISO-7816 standard.

Afterwards, you must click on the "Companies/My company" menu option. You will be redirected to a page where it is indicated that in order to participate in any procurement procedure as an interested party, bidder, successful bidder or contractor by telematic means, you must be registered on the platform. Then click on "Continue".

The data of the connected user will be displayed, having to fill in the "Email" field and press "Update email". A new page will open indicating that the validation process is in progress. An email will have been sent to the address indicated so that you can follow the instructions described in it to complete the process.

Please note that the receipt of the confirmation email may not be immediate, check your spam folder if it does not appear in a reasonable amount of time. Then, press "OK".

In the mail you receive, you must click on the link highlighted in red to confirm it process

2. How to register as a bidder

Once registered in the portal, you must access the Empresas/My company section.



From this page you can register as a bidder on the platform, as well as consult the different registration procedures that have been initiated.

- If you wish to register as a bidder, click on "Registration".
- To consult the list of available procedures click on "My procedures".

In this case, you must choose the option "*High process*". In the form to which you are sent, you must fill in the mandatory data of: Type of Company; Document Type; CIF/NIF, and press "Accept".

In the following screen, you must download the registration request, saving it on your local disk with PDF extension. In this request you will notice that the data you filled in on the previous screen will have been overwritten. These data will no longer be editable, that is, you will not be able to modify them in the PDF you have downloaded.

You must fill in the rest of the mandatory information, bearing in mind that in the "DATA OF THE AUTHORIZED" section, you must include the data of the representatives/authorities of your company who have a valid digital certificate, and then sign the request from section "Digital signature of the Representative".

Only the proxies registered in the form or the representatives authorized by them, will be able to carry out operations on behalf of the company. It is necessary that said proxies and representatives have a valid digital certificate.

Once the document is completed and signed, attach the registration request from the "Attach file" button. If, when attaching the file to the Portal, an error appears indicating that "Integrity of the signature is not valid", try to download the request again, complete it and sign it from Valide; URL: <https://valide.redsara.es>

1. Go to the "Realizar Firma" section.
2. Press the "Sign" button.
3. Select the already completed registration request.
4. Select the digital certificate when requested.
5. Wait for it to appear on the screen "File signed correctly"

Once your company is registered in the Register of Bidders of *B:SM*, log in again in the option indicated at the top of the screen "*Access more information with your digital certificate*", and access the menu "*Change representation...*". Select the company on behalf of which you are acting and press "Accept", it will take about 5 minutes to be able to select the company.

This is the time it takes to be processed in the management system.

3. How to register other representatives

If it is required to register more than one representative, access the menu option "*My company*" and go to the option "If you wish to manage the users who will be able to access the platform to participate in the bidding processes representing your company press Power of Attorney Management", and add the necessary persons (remember to include the DNI/ CIF data, as appear on their certificates).



4. Electronic notifications

B:SM makes available a system of telematic notifications to those interested who are registered and who expressly accept said means of notification, by means of subscription.

-Subscription to the notification system is done automatically when you register as a bidder.

From the My Files option in the company menu, a registered user will have access to the mailbox of communications and notifications received for their company.

To be able to subscribe or unsubscribe from it, it will be necessary:

- Technical requirements: Windows operating system, Java 1.7 or higher
- Have the notification client installed, which can be downloaded from the menu option 'Software Download' <https://seucontractacio.bsmsa.cat/licitacion/descargas.do>.
- Register on the bidding platform
- Access the company menu "My company", and click on the link that allows subscribe/unsubscribe from the desired "Subscription Management" procedure.

From the My Files option in the company menu, a registered user will have access to the mailbox of communications and notifications received for their company.

5. How to install the bidding and notification software

Once the company is registered, verify that your PC meets the necessary requirements for the installation of the required software, for this, access the menu option of the Tenderer's Profile Licitaciones > Download Software and click the verification link "here".

Download the *PLYCA-Empresas software to manage electronic envelopes*, and the *Cliente de Notificaciones telemáticas software to manage telematic notifications and subscriptions* to the different procedures offered, by accessing again the "[Software Download](#)" menu option.

6. How to submit electronic offers

Access the Latest Announcements/Tender Announcements section of the *B:SM* Contractor Profile and access the file for which you wish to bid by clicking on it, and in the "[History of Publications](#)", click on the link that indicates "[Presentation of offers](#)" and download the electronic envelope for the presentation of offers.

If you have correctly installed the PLYCA-Empresas software, the application will open that will allow you to complete the offer, guiding you through the different steps to follow.



7. What should I take into account if my computer is a MAC

Sign the company registration form

From a MAC, you may have problems when signing the request from Adobe in the "Representative's digital signature" section. If so, you can sign it from the "Sign/Sign document" option available in the PDF document itself.

Check technical requirements

Checking the technical requirements of a MAC equipment to download the software of PLYCA-Empresa and the Client of Telematic Notifications: The following alert must appear; Do you want to trust the "soporte.plyca.es" website to use the "Java" module? Click on Trust. If this alert does not appear:

1. Access Safari/Preferences/Security/Module Settings.
2. Select "Java" and in the "When visiting other web types" option, put "Allow".

Configure the PLYCA-Empresas software certificate store

Electronic envelope certificate store in a MAC:

1. Have the digital certificate imported into the browser.
2. Activate the "Apple" option from the "Certificate file" in the downloaded electronic envelope. To do this, click on the configuration icon (three bars highlighted in bold), "Tools/Certificate Storage" and check the "Apple" option