

## **Guide to find and open a tender on Amgro's Supplier and Tendering page**

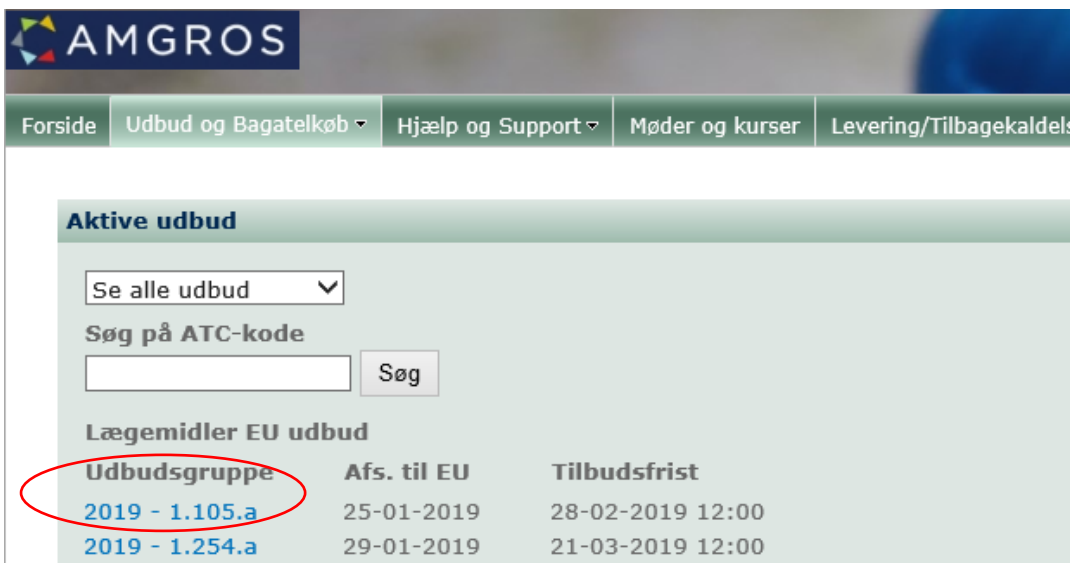
<https://levportal.amgro.dk/Sider/Default.aspx>

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



**Aktive udbud**

Se alle udbud ▾

Søg på ATC-kode

Søg

**Lægemidler EU udbud**

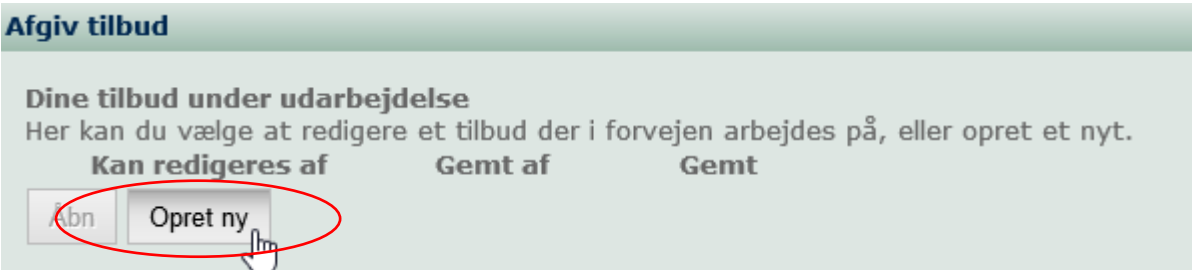
Udbudsgruppe	Afs. til EU	Tilbudsfrist
<a href="#">2019 - 1.105.a</a>	25-01-2019	28-02-2019 12:00
<a href="#">2019 - 1.254.a</a>	29-01-2019	21-03-2019 12:00

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' (Submit tender) page. The main heading is 'Afgiv tilbud'. Below it, the text reads: 'Dine tilbud under udarbejdelse' and 'Her kan du vælge at redigere et tilbud der i forvejen arbejdes på, eller opret et nyt.' There are three columns of buttons: 'Kan redigeres af', 'Gemt af', and 'Gemt'. The 'Opret ny' button is highlighted with a red oval and a mouse cursor is pointing at it.