

How to submit an application for participation in PostNord's Qualification System

1.	Instruction	. 2
2.	Create tender	. 2
3.	Answer questions	. 2
4.	Select parts to reply to	. 3
5.	Questions regarding Categories and sub-categories	. 4
6.	Submit the Request to Participate	. 5



1. Instruction

You submit your application to PostNord's Qualification System by following the process and different steps in the procurement tool Tendsign. Use the button "*Next step*" to move on in the process. You see the start view below.

Under the headlines Advertisement, Documents, Questions and answers and Subscription you find information about the Qualification System, you find questions and answers and you also subscribe for updates about the Qualification System. Please read questions and answers before submit your application.

Create your application by clicking "Create tender".

Advertisement Do	ocuments Questions and answers Subscription Create tender
Information about the p	rocurement:
Procurement:	Qualification System PostNord
Customer:	PostNord Sverige AB
Final tender date:	Requests may be submitted consecutively
Title:	Qualification System PostNord (16/092)
Document number:	000000
Final tender date:	Requests can be submitted consecutively
Text:	This notice is a call for competition: No

2. Create tender

When you have clicked on the button "*Create tender*" you will move on to the application process. Enter the name of your application in the field "Tender name"

Plan Tender Suppl	ement Decide Complete
Create tender > Digital signa	ture
Set up new tender Information about the procuren	nent
Name:	Qualification System PostNord
Reference number:	16/092
Customer:	PostNord Sverige AB
Contact:	Group Sourcing
Final tender date:	31/12/2025 12:00
Procurement language:	English
Information about the tender	
Supplier: Corporate ID:	
Tender name:	TEST
Tender reference number:	AUTO
Tender language:	English •
Next step >>	

3. Answer questions

In this part of the process you're supposed to answer questions electronically through structured documents. Administrative requirements and Qualification criteria must be answered while the categories and subcategories are optional.

- Note that the Applicant must append a description of its operations, including strategy and principal market segments (in English) Section 2.1.
- Please attach a signed and scanned PostNord Code of Conduct for Suppliers. The Code of Conduct for Suppliers can be downloaded from the following link: <u>PostNord Code of Conduct for Suppliers</u> – Section 2.3.4.

postnord

Administrative require •	Juestions V	
1/1 questions answered		
Administrative requirements		
	R	
.1 Background	The invitation to submit request to varificipate is prepared partity as a so called structured occument in Tendagin and partity as encised appendices. The Applicant is and the applicant is and the applicant is a structured to its Request to Participate. The Applicant is a structure to to its Request to Participate. The Applicant is a structure to a structured to its Request to Participate. The Applicant is a structure to a structured to a structure to the Applicant is a str	s encouraged
2 Information regarding PostNord and	limit its Request to Participate to only include requested information. Other information will not be considered or be the basis for the qualification.	
3 Purpose and scope of the Qualificatio		
4 Subject to the Qualification System	Use the Results a Residence have assumed in Fredick2	cation criteria
5 Principles for inclusion in the Qualific	has the Kequest to Participate been answered in Engine	
1.5.1 Generally	Yes(Required)	
1.5.2 No guarantee		
1.5.3 Preparation of a list of qualified c	1.8 Questions and possible clarifications	
.6 Validity	Ta questions and possible claimcations	
.7 Submission of Request to Participate	If you have any questions about the qualification process, please contact Group Sourcing, PostNord through the TendSign feature Questions and Answers.	
Has the Request to Participate been an	Questions of general interest from which identifying information has been deleted, as well as responses and any additional information regarding the tender documents (suc clarifications and any corrections), will be published on an ongoing basis in the Visma TendSign system. Questions and answerconstitute a part of the invitation.	ch as
.8 Questions and possible clarifications	Answers and clarifications provided regarding the invitation to Submit Request to Participate are binding for PostNord only if provided through the TendSign feature Question	ins and Ansi
.9 Supplements and clarifications		
.10 Confidentiality	1.9 Supplements and clarifications	
11 Applicant contact details	In the event of a defective submission of information (cf. above) or if documentation requested is defective or insufficient. PostNord may request the Applicant to submit the	missing
	information or documentation. PostNord reserves the right to request supplements and clarifications from Applicants. Applicants are not entitled to demand that they be allo	owed to sub
.12 Qualification criteria	supplements or clarifications to the application for inclusion in the Qualification System.	01100 10 300
1.12 Qualification criteria	supplements or clarifications to the application for inclusion in the Qualification System.	01100 10 500
1.12 Qualification criteria 1.13 Verification 1.14 Decisions	supplements or clarifications to the application for inclusion in the Qualification System.	
1.12 Qualification criteria 1.13 Verification 2 Qualification criteria 2 Qualification criteria 2 Qualification criteria	supplements or clarifications to the application for inclusion in the Qualification System.	Choose par
12 Qualification criteria 13 Verification 14 Decisions 2 Qualification criteria 2 Qualification criteria 2 Qualification criteria 1 Information should the common:	supplements or clarifications to the application for inclusion in the Qualification System.	Choose par
12 Qualification criteria 2 Qualification criteria 3 Information about the company The dealement must ensuide description	supplements or clarifications to the application for inclusion in the Qualification System.	Choose par
12 Qualification criteria 13 Verification 14 Decisions 2 Qualification criteria 2 Qualification criteria 3 Qualification criteria 3 Qualification criteria 1 Information about the company The Applicant must provide a descript. 2 Jenail this remistrant	supplements or darifications to the application for inclusion in the Qualification System. V 2.1 Information about the company The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description appended to the Request Destription in the Qualification System.	Choose par
1.12 Qualification criteria 2. Information about the company The Applicant must provide a descripti 2. Lagia tatus requirement The applicant must provide a descripti 2. Lagia tatus requirement The applicant must provide a descripti	supplements or clarifications to the application for inclusion in the Qualification System. 2.1 Information about the company The Applicant must append a description must append by the company The Applicant must append a description in the Qualification System.	Choose par
12 Qualification criteria 13 Verification 13 Verification 2 Qualification criteria 2 Qualificati	supplements or clarifications to the application for inclusion in the Qualification System.	Choose par
1.12 Qualification criteria 2 Qualification criteria 3 Qualification criteria 3 Grounds for disqualification 3 Grounds for disqualification	supplements or clarifications to the application for inclusion in the Qualification System. uestions Information about the company The Applicant must appendie to the Request to Participate for inclusion in the Qualification System. Cualification structure of the System s	Choose par
12 Qualification criteria 13 Verification 14 Decisions 2 Qualification criteria 3 Grounds for disgualification 2.1 arguing and a descript: 3 Grounds for exclusion relating to 3 3 1 8 artistation to acriteria or	supplements or clarifications to the application for inclusion in the Qualification System.	Choose par
12 Qualification criteria 13 Verification 14 Decisions 2 Qualification criteria 3 Grounds for adescripti 12 Legal status requirement Dess the Applicant meet the requirement 2.3 Grounds for exclusion relating to 3.3 Grounds for exclusion relating to 3.3 Grounds for exclusion relating to 4 Landow and the company 1.3 Seconds for exclusion relating to 4 Landow and the company 2.3 Grounds for exclusion relating to 4 Landow and the company 2.3 Grounds for exclusion relating to 4 Landow and the company 3.3 Grounds for exclusion relating to 4 Landow and the company 3 Grounds for exclusion relating to 4 Landow and the company 3 Grounds for exclusion relating to 4 Landow and the company 4 Landow and	supplements or clarifications to the application for inclusion in the Qualification System. uestions 2.1 Information about the company The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description The Applicant must provide a description as above. Qualification System.	Choose par
12 Qualification criteria 13 Verification 13 Verification 2 Qualification criteria 2 Qualification criteria 2 Qualification criteria 3 Qualification criteria 3 Qualification criteria 3 Grounds for disqualification 3.3 Grounds for disqualification 3.3 Grounds for exclusion realing to 3.3 Grounds for disqualification 3.3 Grounds for exclusion realing to 3.3 Grounds for disqualification 3.4 Description 3.4 Description 3.4 Description 3.5 Grounds for disqualification 3.4 Description 3.5 Grounds for disqualification 3.4 Description 3.4 Description 3.5 Grounds for disqualification 3.5 Gro	supplements or clarifications to the application for inclusion in the Qualification System. vertions 2.1 Information about the company The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description system. The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description system. The Applicant must provide a description as above. Qualification Grag and drop to uplicat or uplication for the part of the part of the set of the	Choose par
1.12 Qualification criteria 2.13 Verification 2.14 Decisions 2.2 Qualification criteria 2.2 Qualification criteria 2.2 Qualification criteria 2.3 Qualification criteria 2.3 Grounds for disqualification 2.3 Grounds for disqualification 2.3 Lin backplicant meet the requirement 1.3 Grounds for disqualification 2.3 Lin backplicant itself or any peri 4.3 La Comption 1.4 Back Papicant itself or any peri 4.3 La Comption 1.4 Backgrift and for any perification 2.3 Lin backgrift and for any perification 2.4 Lin backgrift and for any perification 4.4 Lin backgrift and for any per	supplements or clarifications to the application for inclusion in the Qualification System. uestions • 1 Information about the company The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description appended to the Request to Participate for inclusion in the Qualification System. The Applicant must provide a description as above. Qualification Crag and drop to speed or (16) here to provide or (16) here to provide or (16) here to prove for lifes Crag and drop to speed or (16) here to prove for lifes 2.2 Legal status requirement Crag and drop to speed or (16) here to prove for lifes Crag and drop to speed or (16) here to prove for lifes	Choose par
1.12 Qualification criteria 1.13 Verification 1.14 Decisions 2 Qualification criteria 2.1 Information about the company The Applicant must provide a descripti 2.2 Legal status requirement Does the Applicant meet the requirement 2.3.1 Grounds for exclusion relating to 1.3.1 Grounds for exclusion relating to 2.3.1 Grounds for any peri 1.4.8 the Applicant itself or any peri 2.3.1 and the deplicant itself or any peri 2.3.1 Brounds for any peri 2.3.1 Grouption	Supplements or clarifications to the application for inclusion in the Qualification System. Unifications 2.1 Information about the company The Appleant must appendia description of its operations. Including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description principal market segments. This description may not exceed two (2) pages of A4. The description principal market segments. This description may not exceed two (2) pages of A4. The description principal market segments. This description may not exceed two (2) pages of A4. The description for inclusion in the Qualification System. The Applicant must provide a description as above. Counificant Counificant Counificant Call Legal status requirement The Applicant must be registered in the register, Register of Partnerships or similar register, for value added tax, as an employer (where this is the case) and hold a of transmitter the companies' Register.	Choose par (on must be an criteria) ((corporate
12 Qualification criteria 13 Verification 14 Decisions 2 Qualification criteria 2 Qualification reserved 2 Qualification 2 Q	supplements or clarifications to the application for inclusion in the Qualification System. uestions Information about the company The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description appendix to the August to Participate for indication System. The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description of the appendix to the August to Participate for indication System. Constraint Qualification Call Legal status requirement Constraint register of Partnerships or similar register, for value added tax, as an employer (where this is the case) and hold a chastion registration certificate.	Choose par Q on must be on on on one of the one of t
1.12 Qualification criteria 1.13 Verification 1.14 Decisions 2. Qualification criteria 2. Unformation about the company The Applicant must provide a descripti 2. Legal status requirement Does the Applicant meet the requirement 2.3.13 Grounds for dequalification 2.3.11 Participation in a criminal org Has the Applicant itself or any peri 4. 2.3.13 Fraud Has the Applicant itself or any peri 4. 2.3.13 Fraud Has the Applicant itself or any peri 4. 2.3.13 Fraud Has the Applicant itself or any peri 4. 2.3.13 Fraud Has the Applicant itself or any peri 4. 2.3.13 Fraud Has the Applicant itself or any peri 4. 2.3.13 Fraud Has the Applicant itself or any peri 4. 2.3.14 Fraud Has the Applicant itself or any perification 4. 3.14 Fraud Has the Applicant itself or any perification 4. 3.14 Fraud 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4.	supplements or clarifications to the application for inclusion in the Qualification System. uestions • 2.1 Information about the company • The Applicant must append a description of its operations. including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description appended to the Request to Participate for inclusion in the Qualification System. The Applicant must append a description of its operations. including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description appended to the Request to Participate for inclusion in the Qualification System. Description • Quarticast • Call and description of its operations. including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description appended to the Request to Participate for inclusion in the Qualification System. Quarticast • Call applicant must provide a description as above. • Call applicant must be regularement • The Applicant must be regularement • The Applicant must be regularement • Does the Applicant meet the requirements listed above •	Choose part Choose

4. Select parts to reply to

If you click the button *Select parts to reply to*, you will see an overview of main categories and subcategories which are covered by the Qualification System. Fill in which ones you are interested in participating in. You must select at least one category and one subcategory!

Contract notice	> Attach documents > Submit tender
Retrieve and rep	ly to the procurement contract notice
This procure document na column is just	nent contains structured documents - electronic tender forms that you fill out directly in the system. Click the me in the Name column below to reply to the questions. The PDF version that you can create in the Report t a copy.
Select parts to re	ily to:
Select parts to rep Select parts to rep	Ny to:
Select parts to rep Select parts to rep	ly to: to cuments
Select parts to rep Select parts to rep Select parts to rep Structured de Name	uly to: to cuments
Select parts to rep Select parts to repl Structured do Name Administrative re	vity co. Lio cuments putrements
Select parts to rep Select parts to rep Structured de Name Administrative re Qualification crite	kurents ultements da

postnord



5. Questions regarding Categories and sub-categories

When you have filled in which parts you are interested in (see section 4), you will be automatically sent to questions regarding those categories and subcategories where you're supposed to answer questions and fill in requested information.

To ensure that you will be able to take part of upcoming procurements within the Qualification System, PostNord encourage you to qualify for all relevant categories and subcategories.

3 Categories and sub-ca Sections with	uestions 🗸	Choose p
1 Administrative		
requirements		
categories		
3 Categories and sub- categories		
	3.1 Categories	
al Estate	The categories below will form the basis for future procurements. Any Applicant who wishes to be qualified must state clearly in the Request	to Participate the categories within which the
a. Energy	Applicant wishes to qualify to.	
b. Building services, Repairs, Maintenan	Please answer yes to at least one of the subcategories below.	
c. Tools and/or supplies	2 10 Transports	
d. Cleaning and/or Waste	5.10 Hansports	
e. Safety and/or security	a National Air transport	Transports 🖉
f. Office supplies	a. National All Cransport	
g. Food, drink and/or catering	U Yes	
h. Technical consultants and/or archite	• NO	
I. Furniture		Tracroatt
i. Other relevant units of goods or servi	b. Train transport	The applied
k. Indoor/outdoor signage	© Yes	
Applicants must provide e-mail addre		
3.3 Elect & transport equipment		
a Fuel	c. Other relevant units of goods or services in the category (This category does not include sea transport or road or international air transport)	transport
b Hemuuebicler		
o. meany venices		



postnord

🛛 TendSign Mysta	rtpage Adv	ertisements	Tenders	Amar Al-Djaber L 🔒	() ()
Back 19 26: test					
» test / 16/26 54/54	questions answered			Tender is valid t	o publish
2 Qualification criteria	✓ Section	ons with questio	ns v	Choose	parts
25/25 questions a	inswered				
2 Qualification	criteria				
 2.1 Information about t 	he company		2.1 Information about the company		1
The Applicant must p	rovide a descript	tic	The Applicant must append a description of its operations, including strategy and principal market segments. This description may not exceed two (2) pages of A4. The description must	t be appended to the Reque	est
 2.2 Legal status require 	ment		to Participate for inclusion in the Qualification System.		- 1
Does the Applicant m	eet the requiren	ne	The Applicant must provide a description as above.	Qualification criteria	
 2.3 Grounds for disqual 	ification				
 2.3.1 Grounds for exc 	lusion relating to	0	Drag and drop to upload or <u>click here to browse for files</u>		
 2.3.1.1 Participation 	n in a criminal or	ε.			
Has the Applican	t itself or any pe	ins -	@ Attached files		
 2.3.1.2 Corruption 			<u>362a424 (1),jpg (11.115 KB)</u>		
Has the Applican	t itself or any pe	ins -			
 2.3.1.3 Fraud 			2.2 Legal status requirement		1
Has the Applican	t itself or any pe	ers)	The Applicant must be registered in the Companies' Register, Register of Partnerships or similar register, for value added tax, as an employer (where this is the case) and hold a corpor	ate taxation registration	
 2.3.1.4 Terrorist off 	ences or offence	2S	certificate.		
Has the Applican	it itself or any pe	rs.	Does the Applicant meet the requirements listed above	Qualification criteria	
 2.3.1.5 Money laun 	dering or terrori	ist	e tre approxime interest che requirements instea autove		Ť
Has the Applican	t itself or any pe	ITS)	• Tes (required)		
 2.3.1.6 Child labour 	r or other forms	0	© NU		
Has the Applican	t itself or any pe	ens)	2.3 Grounds for disgualification		
 2.3.2 Grounds for exc 	lusion relating to				
 2.3.2.1 Payment of 	taxes		PostNord will exclude an Applicant from participation if the Applicant is subject to the following circumstances in accordance with Article 57 of Directive 2014/24/EU.		
Has the Applican	t breached its ol	blij	2.3.1 Grounds for exclusion relating to criminal convictions		
 2.3.2.2 Payment of 	social security				
Has the Applican	t breached its ol	bilj 👻	And the second conclusive second relation of the following reasons for exclusion:		-

6. Submit the Request to Participate

You can use the button "Next step" to move on in the process when you have;

- Answered all the requirements
- Attached requested files (Description of its operations and Code of Conduct for Suppliers)
- Selected parts to reply to

Click "Send tender" to send your Request to Participate.

Plan	Tondor Supplement	Decide Complete		
	Tender Sopplement	/ Complete		
Contract n	otice > Attach document	Submit tender		
nd tende	r			
nder info	rmation			
upplier:	10:	Zian AB		
orporate	ID.	559019-2513		
nd tende	r			
ck "Send t	ender" below to send your te	nder to the customer.		
Fond to	ndar			
Send te	nder			
ne docum	ents that are included in th	e tender are listed below:		
ne docum	ents that are included in th	e tender are listed below:		
e docume	ents that are included in th ired documents	e tender are listed below:		
Structu	ents that are included in th ired documents	e tender are listed below: Text with unanswered questions	Missed compulsory requirements	
E docume Structu Title	ents that are included in th ired documents tive requirements	e tender are listed below: Text with unanswered nuestions 0	Missed compulsory requirements	
Structu	ents that are included in th ired documents tive requirements on criteria	e tender are listed below: Text with unanswered puestions 0 Q 0	Missed compulsory requirements Q Q	
Structu	ents that are included in th ired documents tive requirements on criteria and sub-categories	e tender are listed below: Text with unanswered questions Q Q Q Q	Missed compulsory requirements	
Structu Structu Structu Administra Qualificatio Stategories stached do	ents that are included in the ured documents tive requirements on criteria and sub-categories ocuments	e tender are listed below: Text with unanswered questions Q Q Q Q Q Q Q Q	Missed compulsory requirements 0 0 0 0 0	
Structu Structu itile Administra Qualificatio Categories ttached do	ents that are included in the ared documents tive requirements on criteria and sub-categories ocuments Name	e tender are listed below: Text with unanswered questions Q Q D File name	Missed compulsory requirements	
e docume Structu ittle Administra Qualificatio Categories ttached do	ents that are included in the ired documents two requirements on criteria and sub-categories successories two rets Name 362a424	e tender are listed below: Text with unanswered questions Q Q Q Q D File name 362a424,jpg	Missed compulsory requirements Q Q Q Q Q Description	
e docume Structu ittle Administra Qualificatio Categories itached do	Inter the second	e tender are listed below: Text with unanswered nuestions 2 2 2 2 2 0 2 0 0 1 5 2 2 2 2 2 2 2 2 2 2 2 2 2	Missed compulsory requirements	
Structu Structu Structu Structu Categories stached de Q	ents that are included in the irred documents twe requirements on criteria and sub-categories ocuments Name 362a424 362a424 (1)	e tender are listed below: Text with unanswered questions Q Q Q Q Q Q Q Q Q Q Q Q Q	Missed compulsory requirements Q Q <td< td=""><td></td></td<>	
Structu itile Administra Qualificatio Categories ttached do	ents that are included in the irred documents tive requirements on criteria and sub-categories ocuments Name 362a424 362a424 362a424 (1)	e tender are listed below:	Missed compulsory requirements Q Q <td< td=""><td></td></td<>	
Structure Structure	ents that are included in the ired documents UVV requirements on criteria and sub-categories SUUTERED Name 362a424 362a424 (1)	e tender are listed below: Text with unanswered nuestions Q Q Q Q Q P Q Q Q Q P Q	Missed compulsory requirements Q Q Q Q Q Q	
e docume Structu ittle Administra Qualificatio Categories ttached do	Inter documents Inter equirements Inter equireme	e tender are listed below:	Missed compulsory requirements Q Q Q Q Q Description	