

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

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## 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**”.

The screenshot shows a navigation bar with tabs: Advertisement, Documents, Questions and answers (selected), Subscription, and Create tender. Below the navigation bar, there is a section titled 'Information about the procurement:' with the following details:

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”

The screenshot shows a navigation bar with tabs: Plan, Tender (selected), Supplement, Decide, and Complete. Below the navigation bar, there is a section titled 'Set up new tender' with the following details:

Information about the procurement

Name:	Qualification System PostNord
Reference number:	16/092
Customer:	PostNord Sverige AB
Contact:	<a href="#">Group Sourcing</a>
Final tender date:	31/12/2025 12:00
Procurement language:	English

Information about the tender

Supplier:	
Corporate ID:	
Tender name:	<input type="text" value="TEST"/>
Tender reference number:	<input type="text" value="AUTO"/>
Tender language:	<input type="text" value="English"/>

Next step >>

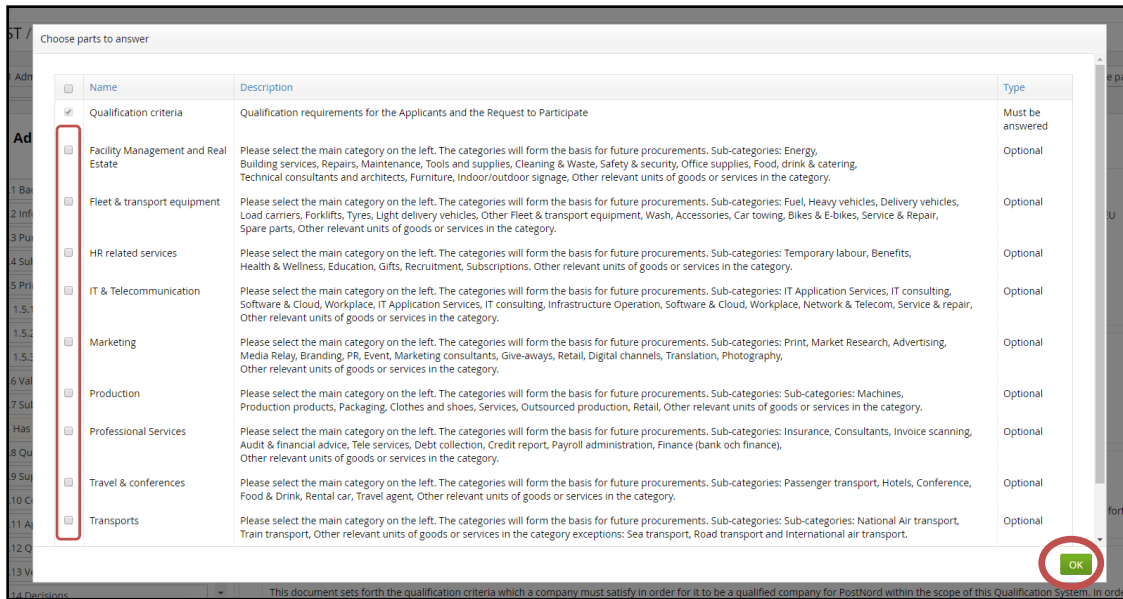
## 3. Answer questions

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 sub-categories 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: [PostNord Code of Conduct for Suppliers](#) – Section 2.3.4.

#### 4. Select parts to reply to

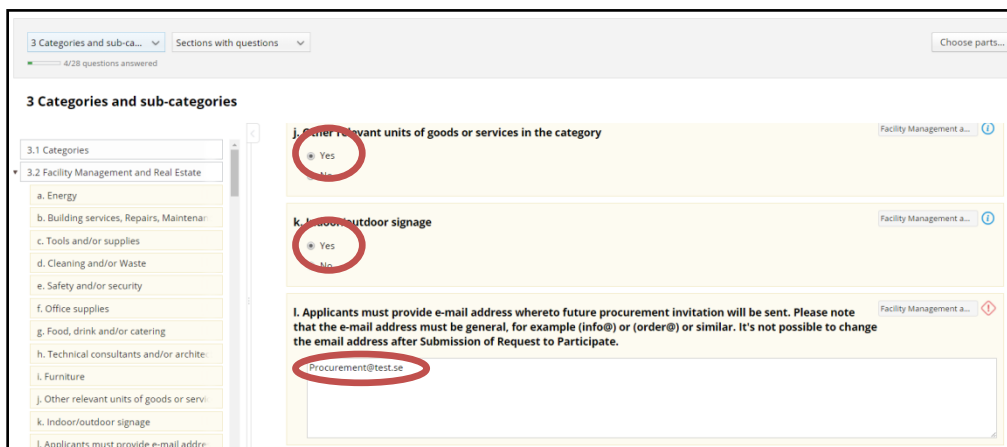
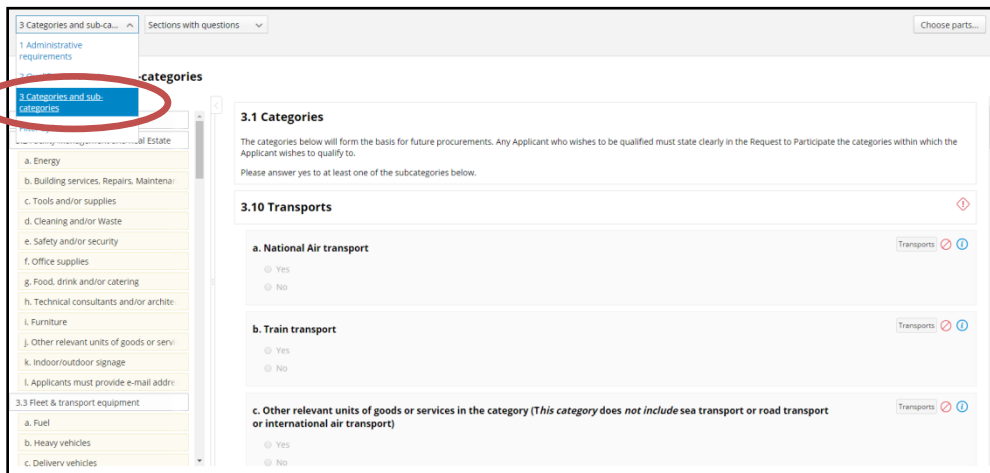
If you click the button *Select parts to reply to*, you will see an overview of main categories and subcategories which are covered by the Qualification System. Fill in which ones you are interested in participating in. You must select at least one category and one subcategory!



## 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.



## 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.

The documents that are included in the tender are listed below:

Structured documents		
Title	Text with unanswered questions	Missed compulsory requirements
Administrative requirements	<a href="#">0</a>	<a href="#">0</a>
Qualification criteria	<a href="#">0</a>	<a href="#">0</a>
Categories and sub-categories	<a href="#">0</a>	<a href="#">0</a>

Attached documents			
	Name	File name	Description
	362a424	362a424.jpg	
	362a424 (1)	362a424 (1).jpg	