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”.

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”

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.

<table>
<thead>
<tr>
<th>Categories and sub-categories</th>
<th>Sections with questions</th>
<th>Choose parts</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Categories</td>
<td>3.1.9 Transports</td>
<td></td>
</tr>
<tr>
<td>3.1.9 Transports</td>
<td>a. National air transport</td>
<td>Variant</td>
</tr>
<tr>
<td>3.1.9 Transports</td>
<td>b. Train transport</td>
<td>Variant</td>
</tr>
<tr>
<td>3.1.9 Transports</td>
<td>c. Other relevant units of goods or services in the category (This category does not include air transport or road transport or international air transport)</td>
<td>Variant</td>
</tr>
</tbody>
</table>

Applications must provide e-mail address where future procurement invitation will be sent. Please note that the e-mail address must be general, for example info(at)or.jorden or similar. It’s not possible to change the e-mail address after Submission of Request to Participate.
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.