Guidelines

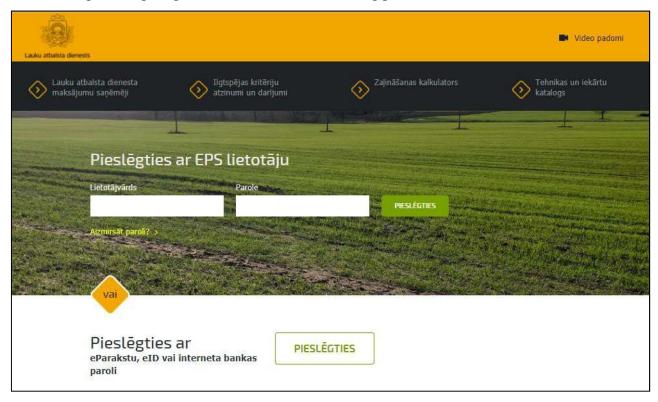
Electronic Application System (EAS) section "Catalogue of machinery and equipment – application submission"

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Connecting to the Electronic Application System (EPS)

To connect to EPS, you must enter your EPS username (8 characters) and password or you can log in using eSignature, eID or Internet banking password.

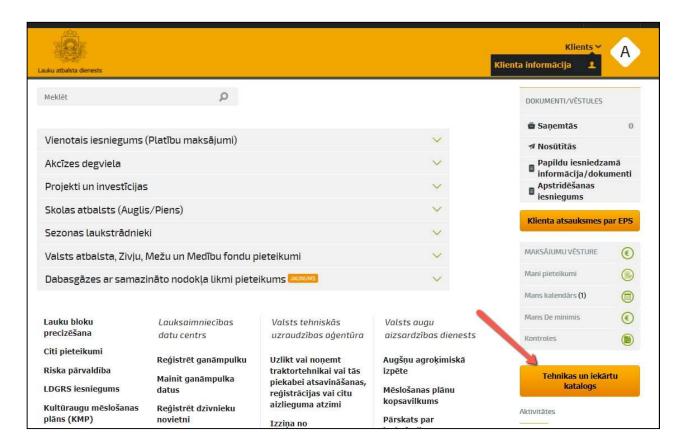


Connection for entering the "Catalogue of Machinery and Equipment"

In order to connect to the "Catalogue of Machinery and Equipment" with the possibility to enter and submit applications, the EPS user must have access to the special role "Right to work with the service "Electronic equipment catalogue" (dealer)". The role can be obtained by:

- requesting Rural Support Service (RSS) to to grant submitting EPS user https://www.lad.gov.lv/lv/e-pieteiksanas-sistema-eps-1/ka-klut-par-lietotaju/
- On the EPS side, adding this role yourself here is a video on how you can add roles https://vimeo.com/405798701

After granting rights and successful authentication in EPS, applications of Catalogue of Machinery and Equipment are accessed and viewed in the EPS section – "Catalogue of Machinery and Equipment".



Being in the form of entering the application for the "Catalogue of Machinery and Equipment", you can always look at this Handbook (in Latvian) using button below.

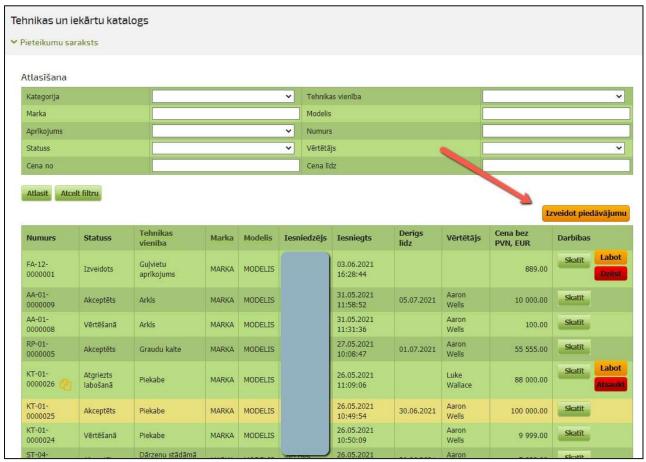


If you have any questions or problems entering data to your application, please do not hesitate to write andrejs.sazonovs@lad.gov.lv or call +371 28682650.

Creation and submission of an application for machinery or equipment

1. Select the type of machinery or equipment

Click the **Izveidot piedāvājumu>** = **Create Offer >** button to start entering data to a new application



Select the category "Kategorija" and "Tehnikas vienība" type of machinery or equipment and indicate "Piedāvājumu iesniedz" whether the applicant is the manufacturer or his authorized representative.

If the name of the machinery or equipment "Tehnikas vienība" item is already known, you can immediately select it, but the appropriate category will be entered automatically.

Using a certain first letter of the unit name, you can immediately list applications starting with this letter. For example, if you want to go to applications that start with the letter P, there is a unit in the selection field, press P.



When the selection is complete, press the <Izvēlēties un turpināt> = < Select and continue> button.

Otherwise press the < Atpakaļ> = < Back> button – go back without saving data.

2. Enter the information about the application of the machinery or equipment

This step of the application must include information on the "Marka" = Trademark (for example - JOHN DEERE), "Modelis" = model (for example - 6155M), equipment, offer price and specification.

Only make uppercase letters in the "Marka" = Trademark and "Modelis" = Model fields – lowercase will be automatically converted to large ones.

You should enter "Aprīkojuma līmenis" – level of equipment "Bāzes" – base or "Vidējais" – middle or "Premium" – premium.

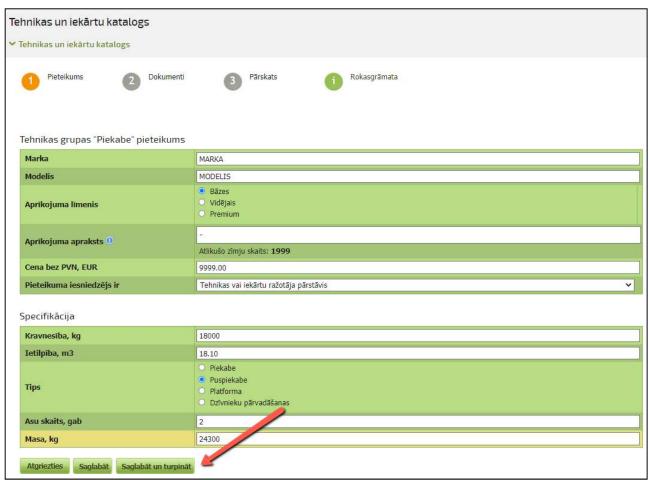
The mandatory fields are entered as you enter. In case there is nothing in the description of the equipment specific to mention, enter the symbol "-".

When you have entered all the required information, press the button:

<Saglabāt> = <Save> - The information will be saved.

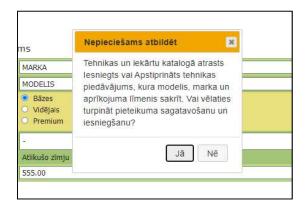
<Saglabāt un turpināt> = < Save and Continue > - The information will be saved and the
next application input step window will be opened.

<Atgriezties> = <Back> - go one step back without saving data.



When saving an application, it is checked whether another application has already been submitted to the catalogue, which the type, trademark, model and level of equipment coincide with the created application.

If one is found, this message appears:



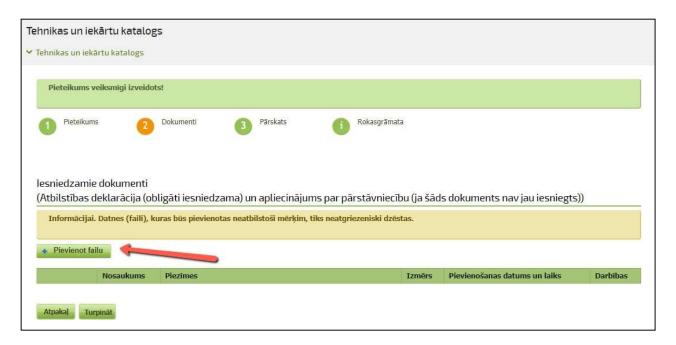
The notice will not prevent you from applying, but only warns you that the application will be rejected because the Catalogue of Machinery and Equipment does not allow more than one analogue existence of offers. Click $\langle J\bar{a} \rangle = \langle Yes \rangle$ if You accept it and want to continue.

3. Attach accompanying documents

In this step you are offered the opportunity to attach documents related to a particular machinery or equipment application.

The CE declaration of conformity must be attached.

If you are a manufacturer 's representative, you need to attach (<Pievienot failu> = <Attach file> button) a Proof of Representation if such a document has not already been submitted with another application.



Use the **Pievienot failu> = Attach File>** button to select one or more files to load.

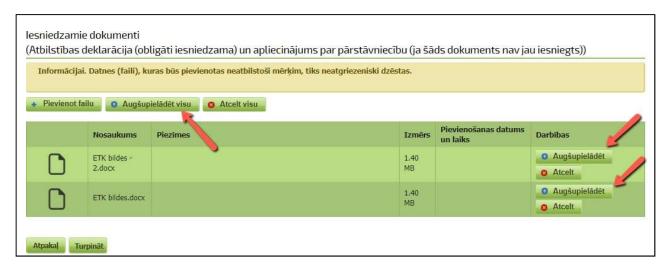
The following standard extensions must be used for attached documents: DOC, DOCX, XLS,XLSX, PDF, JPG, PNG, GIF, TIFF, BMP, EDOC. Attached files **must be less than 10 MB in size.**

The files will be listed, but will not be physically attached until upload finished.

You can press the top <Augšupielādēt visu> = < Upload All > button to finish adding files.

You can also upload each attached file one by one with the $\langle Aug \check{s}upiel\bar{a}d\bar{e}t \rangle = \langle Upload \rangle$ button.

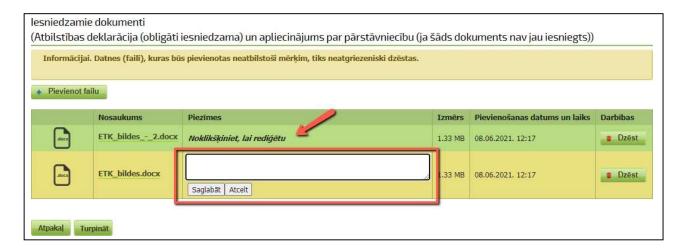
Otherwise press the $\langle Atpaka \rangle = \langle Back \rangle$ button – go one step back without saving data.



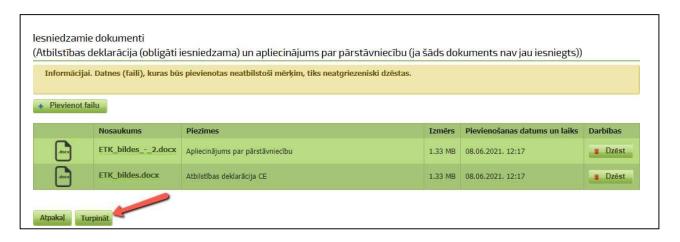
The **Atcelt>** = **Cancel>** button is used if you do not want to upload the file.

The **Dzest** = **Delete** button is used if you want to delete the attached file.

By clicking on the notes field "Piezīmes", you can add an explanation of the type of document and the information contained there in. And with button <Saglabāt> = <Save> - save the information or <Atcelt> = <Cancel> - reject saving the notes.



When all the required information has been added and entered, press the $\langle Turpin\bar{a}t \rangle = \langle Continue \rangle$ button.



If no files are attached to the "**Dokumenti**" - Documents in Submit section, red informative message will appear and it will not be possible to submit an application.

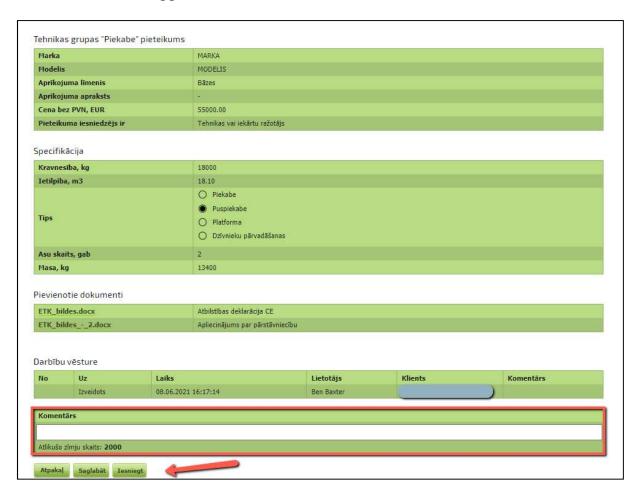


4. Submit the application

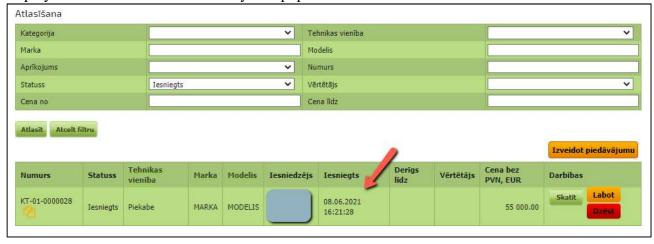
The Overview section of the application is a summary of the Machinery or Equipment offering.

If necessary, you can add a comment that will be visible to the evaluator of the application. If the information is correct, press the **<Iesniegt>** = **<Submit>** button or the **<Saglabāt>** = **<Save>** button if you want to save the information but do not want to submit it yet.

Non-submitted applications will not be evaluated and will not be available for farmers.

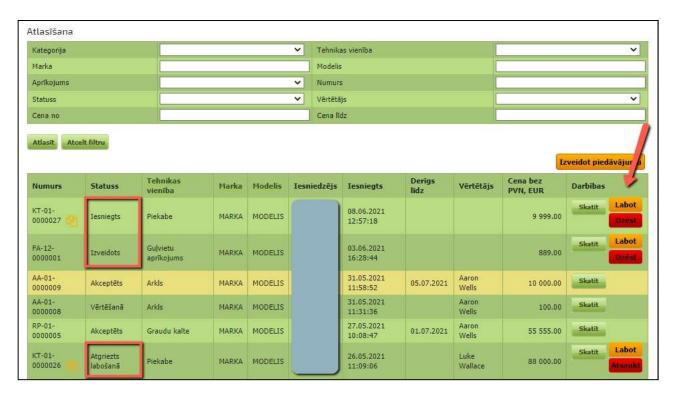


After submission, the application is accompanied by the date and time of submission and is displayed for evaluators of machinery or equipment tenders.



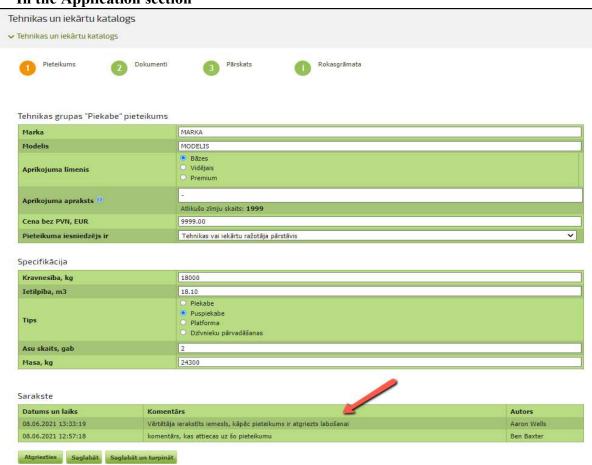
Created Application editing

As long as the application is in the status "Izveidots" = Created or "Iesniegts" = Submitted and has NOT yet been accepted for evaluation, it can be Edited and even Deleted.

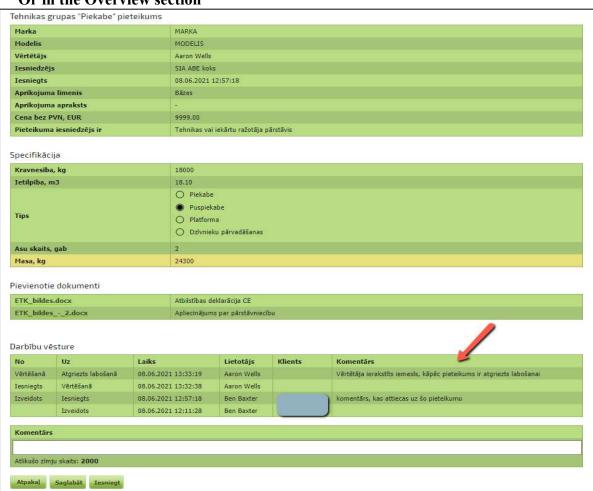


The possibility of correction also appears for the application which the Evaluator has returned for correction to status "Atgriezts labošanā" = Returned for correction. Necessary the reason for the correction is displayed by pressing the yellow $\langle Labot \rangle = \langle Edit \rangle$ button.

In the Application section



Or in the Overview section



After the correction, the application must be resubmitted in order to the Evaluator can continue examination.

If for any reason You decided not to proceed with the application, press the red <Atsaukt> = <Cancel> button, which means that the Evaluation of the application will not be continued.

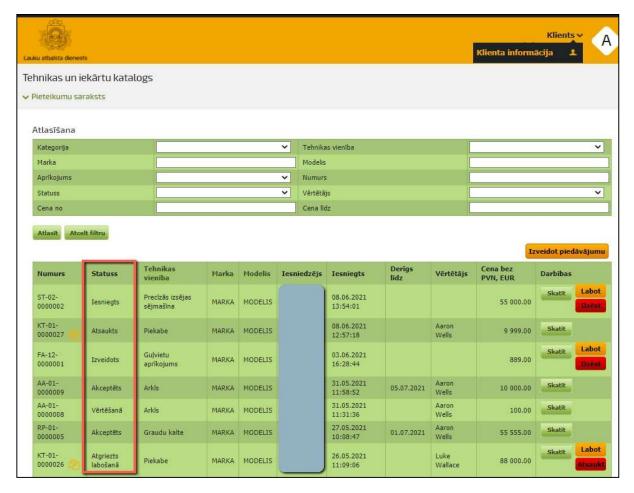


List of applications and meaning of statuses

The list of applications shows all your machinery and equipment offers created and submitted.

Application statuses:

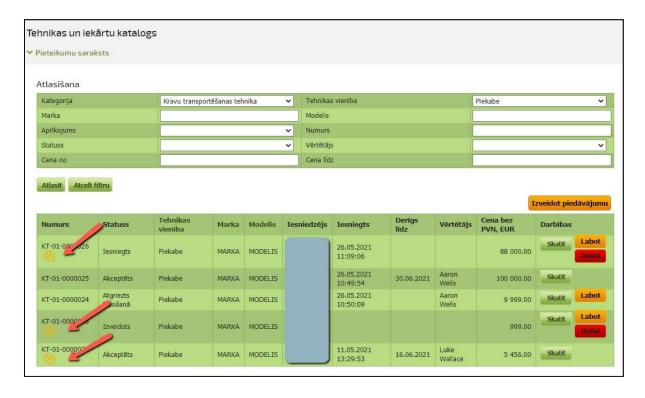
- "Izveidots" = Created The application is only Created. A created application shall not be deemed to have been submitted and it is not valued.
- "Iesniegts" = Submitted The application has been submitted and the evaluators of the application can start evaluating it.
- "Vērtēšanā" = In the evaluation the application is taken for evaluation, information about the evaluator who performs it will be added.
- "Atgriezts labošanā" = Returned for correction The Evaluator has returned the application for correction because of necessity for additional information or clarification. The application for corrections must be resubmitted or cancelled if You withdraw it.
- "Atsaukts" = Cancelled The Evaluator has returned the application for correction, but You decided not to resubmit it but withdraw.
- "Akceptēts" = Accepted the application is approved, which means that the offer of machinery or equipment is visible and usable in the Public Catalogue of Machinery and Equipment. The field expires until you see the date by which it will be offered. Date determined from the moment of approval +2 years. After this date, the offer will be archived and will no longer exist available in the Public Catalogue of Machinery and Equipment.
- "Noraidīts" = Rejected The application has been rejected, it is not included in the Public Catalogue of Machinery and Equipment and is no longer editable.



In the common list of applications, you can select your Machinery and Equipment applications using various selection filter parameters and pressing the **Atlasīt>** = **Select>** button.

If the selection is no longer required, it is turned off with the <Atcelts filtru> = <Cancel Filter> button.

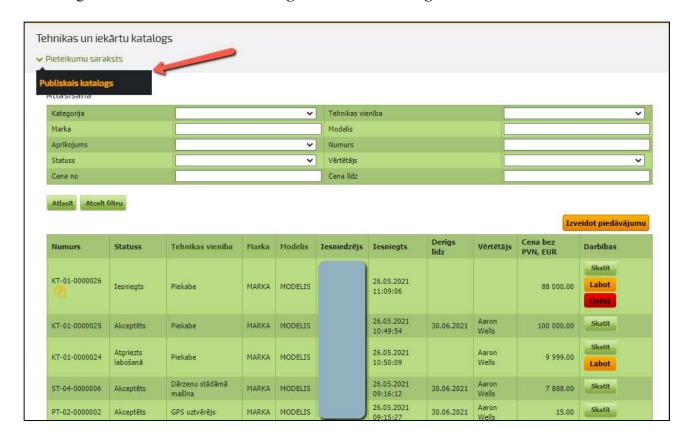
If a 2 document note appears on the application number, it means Machinery and Equipment There is another application in the catalogue whose type, trademark, model and level of equipment are the same as this application.



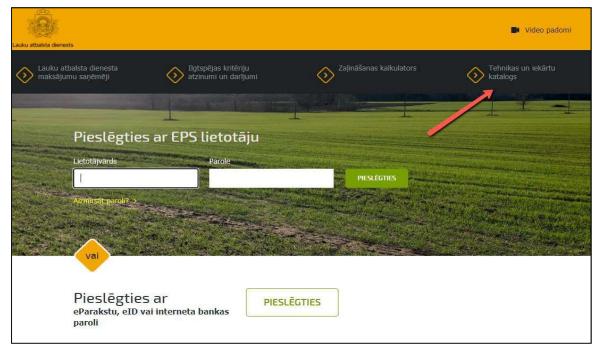
Public catalogue of machinery and equipment

The public catalogue of machinery and equipment is a summary of all manufacturers and traders the Evaluator and the current items of machinery and equipment that potential project applicants will be able to use in project applications.

You can connect to the public catalogue of machinery and equipment in the list of applications and using this button **Publiskais katalogs** = **Public catalogue**.



You can log in to the EPS system and use this button < Tehnikas un iekārtu katalogs> = < Catalogue of machinery and equipment >.

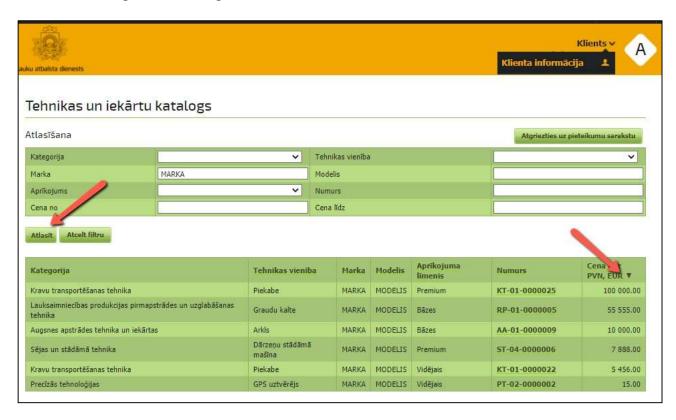


You can select the offers of interest from the list by selecting or by entering values in the selection filter by pressing the <Atlasīt> = <Select> button.

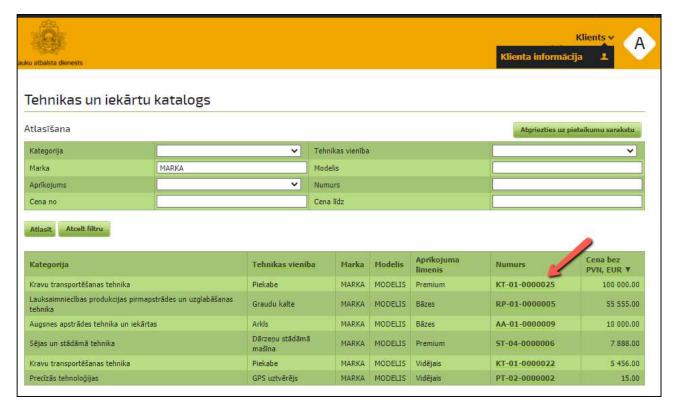
If the selection is no longer required, it is turned off with the **Atcelt filtru> = <Cancel Filter>** button.

You can also sort the list by the parameters shown in the list.

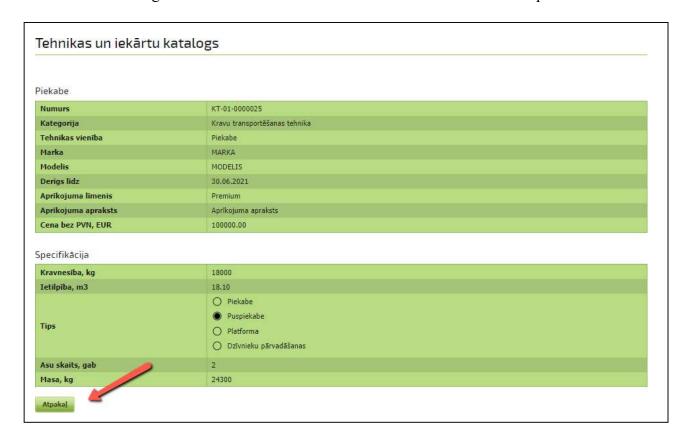
For example, by clicking on Prices without VAT, EUR, the list can be sorted by selection criteria ascending or descending.



The specification of the specific technique or equipment can be viewed by clicking on the offer number.



After clicking that offer link button the full information about the offer opens:



To return to the Public Bidding list, press the <Atpakal> = <Back> button.

If the information is viewed when logging in to the EPS system, then return to your list of applications can be accessed by pressing the **Atgriezties uz pieteikumu sarakstu> = <Return to application list>** button.

