

CHECKLIST: SIGN A TENDER WITH THE SR-DST TOOL

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1 Introduction

More and more Belgian public services and organizations oblige companies to submit and sign their offers electronically.

The e-Procurement service is looking for reliable alternatives to allow foreign firms to create digital signatures in the e-Tendering application.

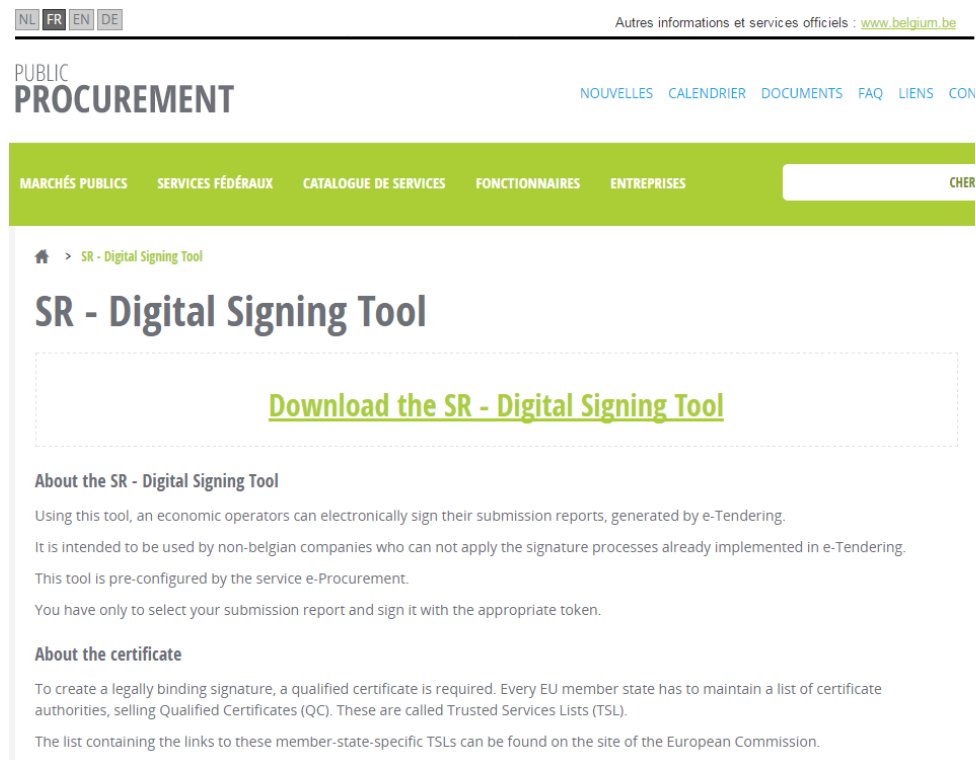
The SR-DST (Submission Report Digital Signing Tool) is an ideal solution for this.

2 What do you need ?

- You will need a valid qualified certificate that generates electronic signatures which meet the requirements of Belgian legislation on electronic signatures in public procurement contracts (see the Law on public procurement and certain works contracts, Supplies and services of 15 June 2006).
- You must have a recent version of Java installed on your computer

3 Installation

- Navigate to the page <https://sign.publicprocurement.be>
- Click on: **Download the SR – Digital Signing Tool**



NL FR EN DE Autres informations et services officiels : www.belgium.be

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SR - Digital Signing Tool

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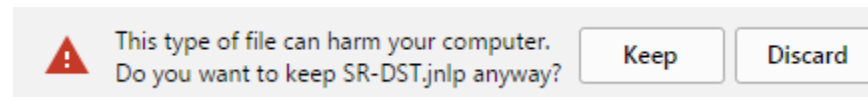
About the SR - Digital Signing Tool

Using this tool, an economic operators can electronically sign their submission reports, generated by e-Tendering.
It is intended to be used by non-belgian companies who can not apply the signature processes already implemented in e-Tendering.
This tool is pre-configured by the service e-Procurement.
You have only to select your submission report and sign it with the appropriate token.

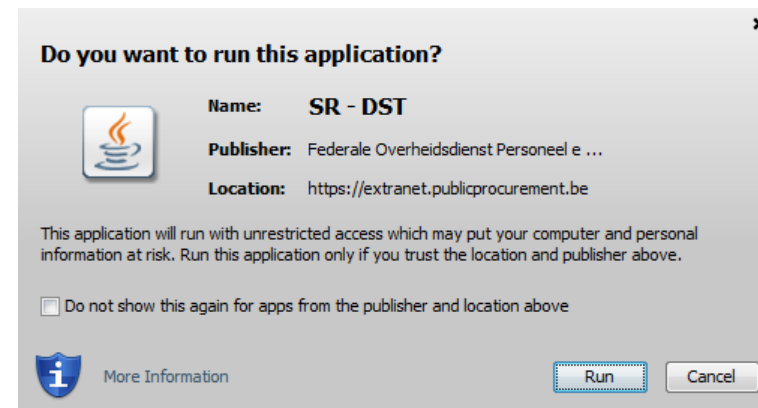
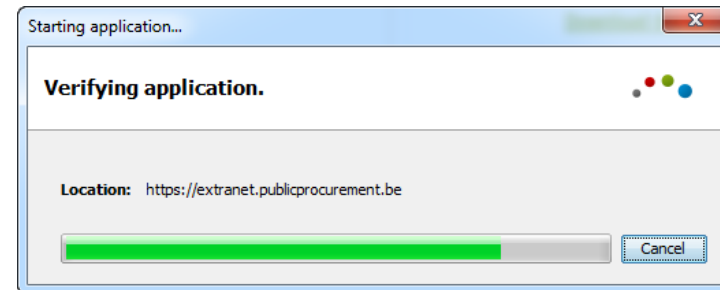
About the certificate

To create a legally binding signature, a qualified certificate is required. Every EU member state has to maintain a list of certificate authorities, selling Qualified Certificates (QC). These are called Trusted Services Lists (TSL).
The list containing the links to these member-state-specific TSLs can be found on the site of the European Commission.

- Save the file to your (local) hard drive.
Example from Chrome: Click on “Keep”



- Click on the downloaded file to launch the application
- When the application has finished downloading, confirm its execution by clicking “Run”



4 Usage

This tool has been preconfigured to respect the Belgian law regarding signature format. It allows to select a submission report in PDF or XML format and sign it with the appropriate certificate.

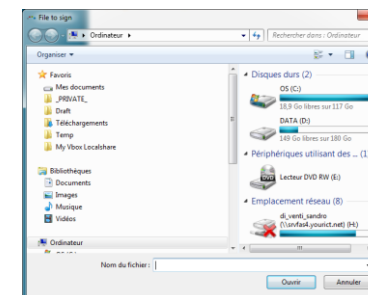
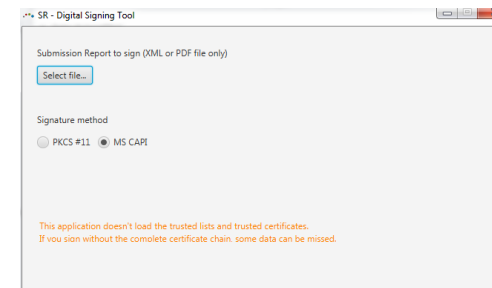
For Windows users, we recommend using the “MS CAPI” method.

For other users, if “MS CAPI” is not supported by your operating system, we recommend using the “PKCS#11” method. This method allows you to select the library (.DLL) to be used and to provide the password associated to the certificate.

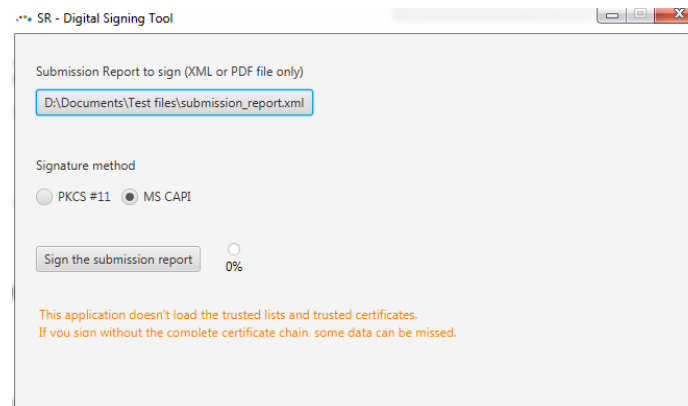
4.1 MS CAPI signature

- Click the “Select file...” button
- Select the submission report previously saved from e-Tendering (cf. [e-Tendering manual](#))

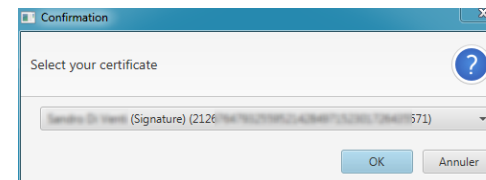
Warning: Only PDF or XML files can be signed with the tool



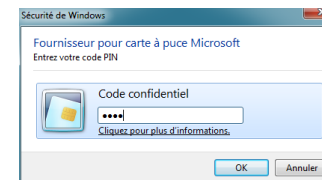
- Once you have correctly selected the submission report, insert your secured device (e-ID card or USB token) and click on “Sign the submission report”



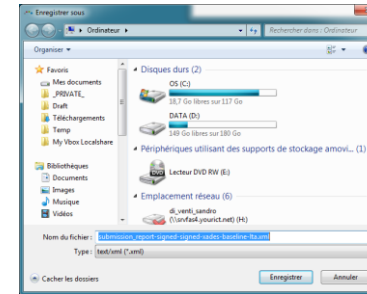
- Select the appropriate certificate from the dropdown list



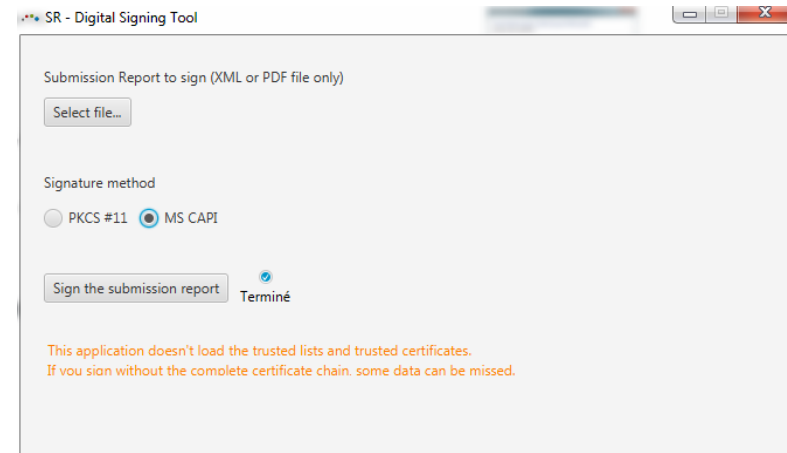
- Enter your PIN code or password



- Choose where the signed submission report should be saved

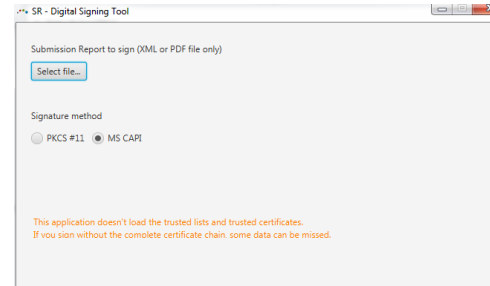


- Once the signature process has finished, you can close this window and upload the signed submission report to your e-Tendering workspace (cf. [e-Tendering manual](#))



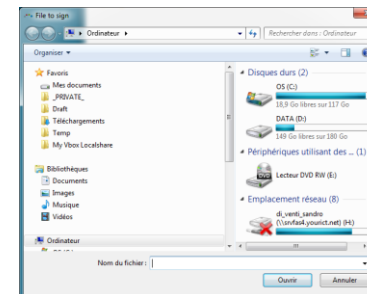
4.2 PKCS#11 signature

- Click the “Select file...” button



- Select the submission report previously saved from e-Tendering (cf. [e-Tendering manual](#))

Warning: Only PDF or XML files can be signed with the tool



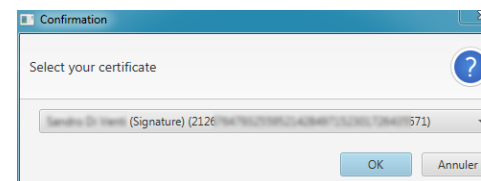
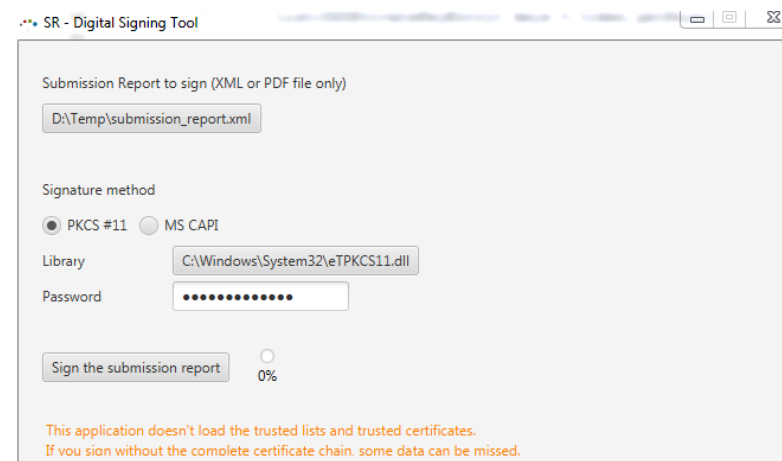
- Once you have correctly selected the submission report, insert your secured device (e-ID card or USB token) and check the box “PKCS#11”
- Select the library which should be used and provide the password
- Finally, click on “Sign the submission report”

Remark:

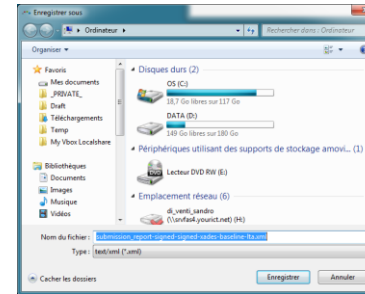
- Libraries are generally stored in the C:\Windows\System32 folder

- If you receive an error or if you can't find the appropriate library, contact your certificate provider who should certainly be able to help you.

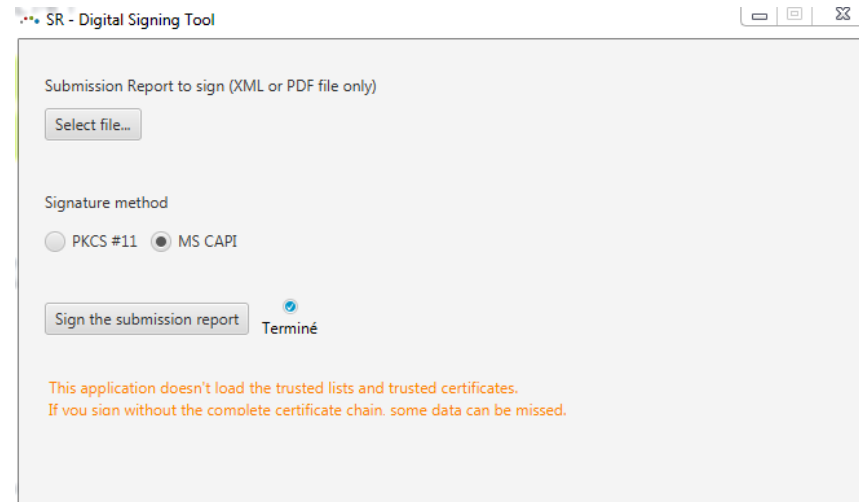
- Select the appropriate certificate from the dropdown list



- Choose where the signed submission report should be saved



- Once the signature process has finished, you can close this window and upload the signed submission report to your e-Tendering workspace (cf. [e-Tendering manual](#))



5 Disclaimer

This tool is provided without warranty of any kind! The Belgian e-Procurement Service cannot guarantee its proper functioning on every possible client configuration.

The Belgian e-Procurement Service cannot be held responsible for any negative consequences resulting from the use of this tool.

This tool is available as an alternative in case you cannot use the e-Tendering signature methods and you don't have private signature creation software at your disposal.

It is the responsibility of the tenderer to ensure that his request to participate / offer is in conformity with the Belgian legislation.

We recommend testing your configuration well before the submission deadline.

6 Credits

This tool is based on the project developed under the EU Digital Signature Services project.

More information on this subject can be found at:

<https://joinup.ec.europa.eu/asset/sd-dss/home>

Click on the following link to download the original version of the [DSS Standalone application](#).

7 Questions?

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