

INSTRUCTIONS FOR THE USE OF THE E-JN INFORMATION SYSTEM: TENDERERS

e-JN system version 4.12.1.0. and subsequent

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1. INTRODUCTION

The e-JN information system (hereinafter: the e-JN system) is intended to support public procurement procedures and the electronic submission of requests to participate or tenders.

1.1. What are the advantages of registering in the e-JN system?

- Request to participate in the currently published public procurements made public
- Receipt of invitations by the Contracting Authority to participate in public procurements that are not made public
- Preparation of requests to participate or tenders for public procurement
- Electronic submission of requests to participate or tenders
- Review of the minutes on the opening of tenders following a public opening
- Submission of tenders and participation in electronic auctions
- Submission of tenders in negotiations
- Submission of supplements
- Implementation of electronic auctions

2. USER ROLES

A registered user of an economic operator/tenderer may dispose of a diverse selection of user rights, which they may implement through the user roles allocated to them in the e-JN system. Considering their situation, a user may register as:

- **Legal representative of a legal entity:** the first login for a legal entity with a head office in the Republic of Slovenia may only be carried out by the legal entity's legal representative who was entered in the Digital Certificate Record managed by the AJPES.
- **Authorised person of a legal entity:** once the legal entity is registered in the e-JN system, a random number of authorised people may be registered to work with the relevant legal entity. The legal entity's legal representative or a person authorised to manage the rights within the relevant legal entity allocates the rights to the authorised person. The authorised people may thus be employed by the legal entity or they may be external people authorised to work with the relevant legal entity by the legal representative.
The legal representative allocates to the legal entity's authorised person one or more of the rights provided below:
 - **Signatory:** the signatory's right enables an entry, a signature and a submission of a tender.
 - **Legal representative:** this right enables management of users, code lists and parameters within the selected organisation, the entry, signature and the submission of a tender.
 - **Administrator:** this right enables the entry of tenders, although not the signature or the submission of tenders.
 - **Holder and administrator of rights:** this right enables management of users, code lists and parameters within the selected organisation.

- **Sole trader:** an entrepreneur who is a natural person and independently performs a gainful activity on the market and is registered in the Slovenian Business Register (PRS) is registered with this user role.
- **Natural person:** a natural person functioning as a tenderer on their own behalf as a natural person and are not a sole trader can be registered in the e-JN system with this user role. This category also includes supplementary activities at the farm, self-employed professionals in culture, freelance journalists and other similar freelance professions.
- **Authorised person of a natural person or a sole trader:** a natural person or a sole trader may register a random number of authorised people to work with the relevant legal entity. An authorised person is a person who is authorised by a natural person or a sole trader to carry out services in the e-JN system on their behalf. The authorised person must submit a printout of their authorisation to the administrator.
- **Company with its head office outside the Republic of Slovenia:** the companies with head offices outside the Republic of Slovenia must enter all registration data in the form manually and then submit the signed and printed form to the administrator.
- **Company with its head office in the Republic of Slovenia with foreign ownership or authorized person:** Registration to the e-JN information system with this user role is made by the owner of a company whose registered seat is in Republic of Slovenia if the owner is not a Slovene citizen or is made by an authorised representative of said company if he/she is a Slovene citizen.

2.1. How to register in the e-JN system?

2.1.1. Registration of a legal representative of a company in the Republic of Slovenia

A digital certificate is required for registration.

Attention! Choose this option only if you are a legal representative of a company in the Republic of Slovenia and your digital certificate is entered in the Digital Certificate Record (EDP) managed by the AJPES. Otherwise, you will be unable to apply for the rights (step 1.6 below).

Registration procedure:

1. Submit an electronic **application for registration of a legal representative**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.
 - 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".
 - 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Legal representative of a legal entity".
 - 1.6. Enter the registration number of your company, then click "Search".
 - 1.7. Verify the accuracy of the data displayed, and if you agree with them, click "Register me".
2. After successful registration, you will be automatically registered and redirected to My e-JN, where you can start using the application.

2.1.2. Registration of an authorised person of a legal entity

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of an authorised person of a legal entity**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.
 - 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".
 - 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Authorised person of a legal entity".
 - 1.6. Enter the registration number of your company, then click "Search".
 - 1.7. Verify the accuracy of the data displayed, and if you agree with them, click "Apply for rights".
2. After successful confirmation of your rights by the legal representative or the holder and administrator of rights, you will receive a notification by e-mail and then you can start using the application.

2.1.3. Registration of a sole trader

A digital certificate is required for registration.

Attention! Choose this option only if you are a registered sole trader. Otherwise, you will be unable to apply for the rights (step 1.5 below).

Registration procedure:

1. Submit an electronic **application for registration of a sole trader**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.
 - 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".
 - 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Sole trader".
 - 1.6. Verify the accuracy of the data displayed, and if you agree with them, click "Register me".
2. After successful registration, you will be automatically registered and redirected to My e-JN, where you can start using the application.

2.1.4. Registration of a natural person

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of a natural person**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.

- 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".
- 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Natural person".
- 1.6. Enter your address and phone number.
- 1.7. Verify the accuracy of the data displayed, and if you agree with them, click "Register me".
2. After successful registration, you will be automatically registered and redirected to My e-JN, where you can start using the application.

2.1.5. Registration of an authorised person of a natural person or a sole trader

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of an authorised person of a natural person or a sole trader**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.
 - 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".
 - 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Authorised person of a natural person or a sole trader".
 - 1.6. Enter the VAT ID number of the person you wish to represent and then click "Search".
 - 1.7. Complete the data on the authoriser (name and surname, e-mail, address, phone number).
 - 1.8. Complete your missing data (e-mail, address, phone number).
 - 1.9. Verify the accuracy of the data displayed, and if you agree with them, first click on the right button "Request rights".
 - 1.10. Then click on the left button "Download PDF". After downloading the pdf authorisation, print it out, fill it out and send it to gp.mju@gov.si after it was signed by the authoriser.
2. After successful confirmation of your rights, you will receive a notification by e-mail and then you can start using the application.

2.1.6. Registration of a company with head office outside the Republic of Slovenia

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of a company with head office outside the Republic of Slovenia**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.
 - 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".

- 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Company with its head office outside the Republic of Slovenia".
- 1.6. Enter the company identifier and then click "Search".
- 1.7. Enter your data (name and surname, e-mail, address, phone number).
- 1.8. Enter company data (name and address).
- 1.9. Verify the accuracy of the data displayed, and if you agree with them, first click on the right button "Request rights".
- 1.10. Then click on the left button "Download PDF". After downloading the pdf authorisation, print it out, fill it out, sign it and then send it to gp.mju@gov.si.
2. After successful confirmation of your rights, you will receive a notification by e-mail and then you can start using the application.

Detailed instructions for registration of a company with head office outside the Republic of Slovenia are available at [More information tenderer, Registration to e-JN information system for a "Company registered outside Slovenia"](#).

2.1.7. Registration of a company with head office in the Republic of Slovenia with foreign ownership or authorized person

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration** of a company with foreign ownership or authorized person.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. Log in to your SI-PASS account.
 - 1.4. After successful login to SI-PASS, system e-JN will ask you to agree to the general terms and conditions for use of the e-JN system. If you agree with them, tick the box and click "Confirm".
 - 1.5. After confirming general terms and conditions you will be redirected to the registration application. Choose "Company with foreign ownership or authorized person".
 - 1.6. Enter the registration number of the organization you wish to represent and then click "Search".
 - 1.7. Complete your missing data (e-mail, address, phone number).
 - 1.8. Verify the accuracy of the data displayed, and if you agree with them, first click on the right button "Request rights".
 - 1.9. Then click on the left button "Download PDF". After downloading the pdf authorisation, print it out, fill it out and send it to gp.mju@gov.si after it was signed by the legal representative.
2. After successful confirmation of your rights, you will receive a notification by e-mail and then you can start using the application.

3. PUBLIC PROCUREMENTS

3.1. How do I find current public procurements and where do I find invitations?

It is possible to access and review the current public procurements in several ways:

- through the [Public Procurement Portal](#)
- through the entry page, [e-JN electronic public procurement portal](#), by examining [Current public procurements](#)
- If you are signed in the e-JN system, you can click on "Current public procurements"

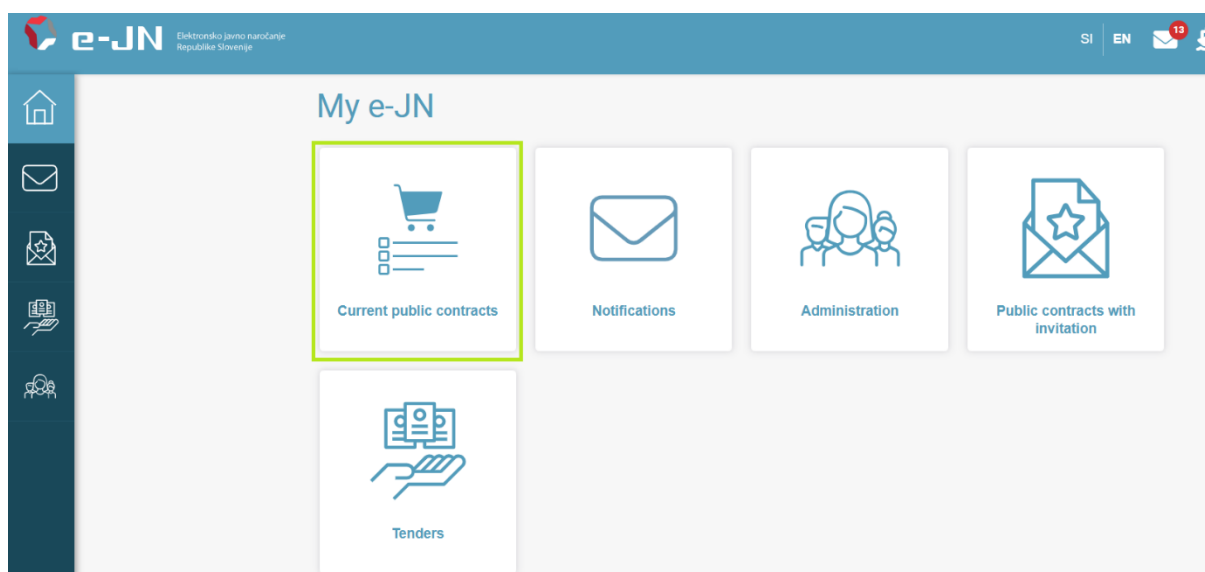


Figure 1: »Current public procurement« icon

Invitations to participate in public procurements that are not published can be accessed as follows:

- A contracting authority invites you to participate by e-mail and refers you to examine the invitations.
- You register in the e-JN system and click on "Public contracts with invitation". A list of invitations is displayed on your desktop.

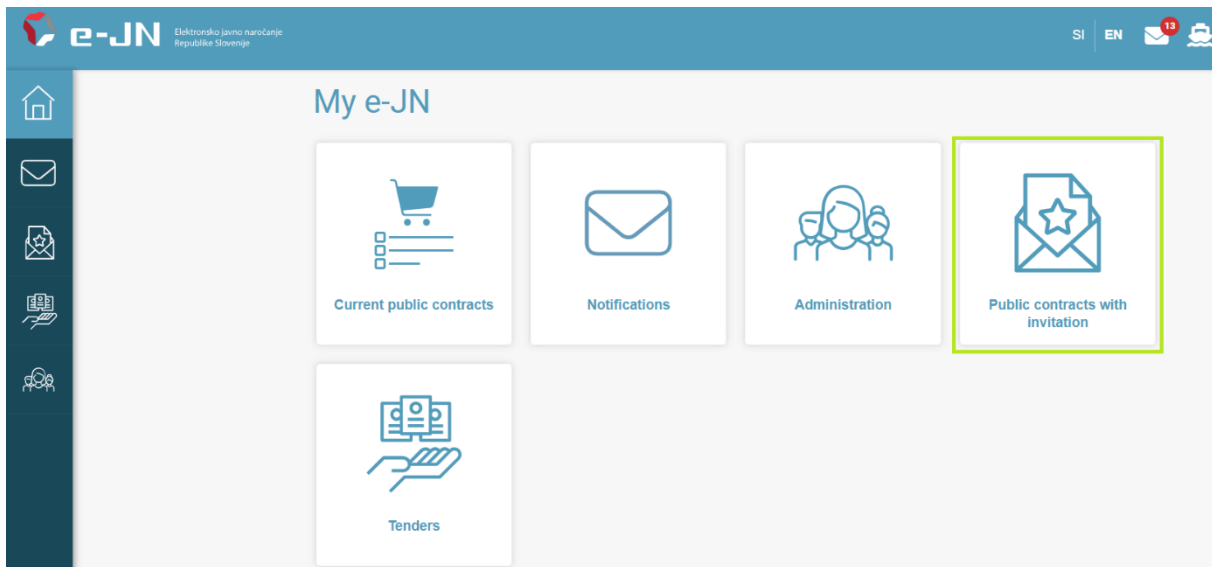


Figure 2: »Public contracts with invitation« icon


i The e-JN system allows contracting authorities to prepare below-national threshold procurement in two ways, namely below-national threshold procurement without prior publication in e-JN system or below-national threshold procurement with prior publication in e-JN system.

If the contracting authority selects the option "Below-national threshold procurement without prior publication in e-JN", the tenderers, whom the contracting authority has invited to participate in this contract, will receive an email with an invitation to participate.

If the contracting authority selects the option "Below-national threshold procurement with prior publication in e-JN system", this contract is visible under "Current public contracts". In this case, tenderers who have (possibly) been invited by the contracting authority to submit a tender, as well as tenderers who have not been invited by the contracting authority, can participate in this public contract, as this contract is accessible to everyone through the e-JN system under "Current public contracts". If the tender wishes to participate in this public contract (and has not been invited by the contracting authority or has not received an email about participation), he can participate via the option "Current public contracts". On the page with basic data of the public contract, the section "Documentation" is additionally displayed. Instead of the "Participate in public contract" button, the "I am interested" button is displayed.

By clicking on the "I am interested" button, tenderers can be invited to participate in this public contract. If you are already logged in to the e-JN system and have not yet been invited to participate in this public contract, you will be invited to participate when you click on the button. You will be redirected to a page with basic public contract information (contract details), documentation, a section for asking questions and the "Participate in public contract" button. You can now also access this page via the "Public contracts with invitation" icon.

If you have already been invited to the public contract (you have received an email about participating in the public contract), then by clicking on the button, you will be redirected to the tender preparation page.

 *If there is no "Participate in public contract" or "I am interested" button on the right, the deadline for submitting applications or tenders has already passed and participation is no longer possible.*

 [A video presentation, how to find current public procurements.](#)


3.2. How can I participate in a public procurement?

If you wish to participate in a public procurement, which is published under "Current public procurements":

- Find the public procurement in which you wish to participate in the table of "Current public procurements" and click on it.
- The page with basic information about the public procurement (procurement details) will open, including a link to the public procurement portal.
- Click on the "Participate in public procurement" button on the right hand side.
- If you are already signed into the e-JN system, the page for drafting request to participate/tender will open (see 6.3.2).
- If you are not signed into the e-JN system, you must sign in first.

If you wish to participate in a public procurement with an invitation:

- Click on the invitation in the table with invitations or click on the link that you received to your e-mail address via ejn@gov.si.
- The page with basic information about the public procurement (procurement details) and documentation will open.
- Click on the "Participate in public procurement" button on the right hand side.
- The page for the preparation of the tender will open.

 *If there is no "Participate in public procurement" button on the right hand side, the deadline for the submission of requests to participate or tenders has expired and participation is no longer possible.*

 [A video presentation of participation in a public procurement.](#)

4. TENDER

4.1. How do I prepare and submit my tender?

- When selecting the option, "Participate in public procurement", the page for the preparation of the tender opens.
- Enter the data and add the documents (see 6.3.2).
- Save the data or submit the tender if you have the right to submit the tender.



[A video presentation of preparation and submission of the tender.](#)



The preparation of the tender (data entry and addition of documents) can be performed by only one user at a time. In the case of simultaneous editing of the tender by several users, the e-JN system does not guarantee the correctness of the entered data.

4.2. What if I do not have the right to submit the tender?

- The person who has the right to submit the tender selects the tender you prepared from the list of tenders (see 6.3.3) and clicks on it.
- A page with an overview of the tender will open.
- They click on the tender to see detailed data and select the "Submit the tender" button.

4.3. Can I submit a new version of the tender?

If you have already submitted one version of the tender, you may submit a new version until the deadline for the submission of tenders. This can be done as follows:

- Find the tender from the list of tenders and click on it.
- A page with an overview of the basic data of the tender will open.
- Click on the "New version of the tender" button.
- A new version of the tender will open, which includes all data of the submitted version.
- You can change the data at this point and add or remove documents.
- Save and submit this version of the tender in the same way as when submitting the first version.
- The previously submitted offer is considered as submitted until a new version is submitted. Once the new version of the tender is submitted, previously submitted offer is repealed.



If there is no "New version of the tender" button on the right hand side, the deadline for the submission of tenders has expired and submission is no longer possible.




[A video presentation of a new version of the tender.](#)

4.4. Can I withdraw the tender that I have submitted?

Yes, you can withdraw the tender until the deadline for the submission of tenders. This can be done as follows:


- Find the tender from the list of tenders and click on it.
- A page with an overview of the basic data of the tender will open.
- Click on the "Withdraw the tender" button on the left hand side.
- The submission has been withdrawn.

 *If there is no "Withdraw the tender" button on the left hand side, the deadline for the withdrawal of tenders has expired and the withdrawal is no longer possible.*

4.5. What if I change my mind and want to submit the withdrawn tender again?

You can submit the withdrawn tender again until the deadline for the submission of tenders. This can be done as follows:

- Find the withdrawn tender from the list of tenders and click on it.
- A page with an overview of the basic data of the tender will open.
- Click on the "Cancel withdrawal of participation" button on the left hand side.
- The data of the withdrawn tender will be displayed, which you can change.
- Save and submit the tender in the same way as when submitting the first tender.
- The tender has been resubmitted.

 *If there is no "Cancel withdrawal of participation" button on the left hand side, the deadline for the submission of tenders has expired and submission is no longer possible.*

4.6. What if contracting authority changed the pro-forma invoice in e-JN system?

If you have already submitted a tender and a change of the public procurement with change of pro-forma invoice has been published, you will be notified by a notice in the tender overview. To avoid errors or incorrect display of tenders, we suggest submitting a new version of the tender. This can be done by the deadline of tender submission.

Public contract

Public contract reference number	JN-50972	Type of procedure	Low-value contract procedure
Title	Agricultural products	Contracting authority	MJU
Status	Acceptance of bids		

[More information](#)

Public contracts/invitation **Tender**

Tender data

Deadline for submitting tenders: 30. 09. 2025 15:24
Date of opening of tenders: 30. 09. 2025 15:25

Submitted version	1	Status of tender	Submitted
Date and time of submission of tender	24. 07. 2025 15:29	Time remaining until submission deadline	67 days, 23 : 51 : 43


© Notice: There has been a change in this public procurement after you have already submitted the offer. In order to avoid errors or incorrect display of offers, please submit a new version of the offer, because your offer was not submitted on the modified pro-forma invoice.

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		24. 07. 2025 15:28	Submitted	Natalija Krušič	Natalija Krušič	...

[Withdrawal of participation](#)

[New version of tender](#)

Figure 3: Change of public procurement with change of pro-forma invoice

 In the case your tender was already in preparation and contracting authority has made a modification in the pro-forma invoice in the e-JN system, the tender will be automatically cancelled as soon as the modification to the pro-forma invoice is published. In this case, a new version of the tender must be prepared!

There are two exceptions of this case. Your tender in preparation will not be automatically cancelled entirely in case of:

- public procurement with lots and
- public procurement with auctions.


However, to avoid errors and misrepresentation of tenders, we suggest submitting a new version of your tender.


5. OPENING OF TENDERS

5.1. Where can I see who has submitted the tender for the public procurement?

If you have not submitted the tender, you can review the submitted tenders (for procedures enabling a public review of tenders) under the "Current public procurements" after the expiry of the deadline for the opening of tenders.

- Find the public procurement on the list of "Current public procurements".
- Click on the public procurement to see (detailed) basic data of the public procurement.
- Click on the "Review of tenders" on the right hand side.
- A list of tenderers with values of their individual tenders will open.


- By clicking on an individual tenderer, their total tender value and pro-forma invoice will be displayed. By clicking on the  icon, the pro-forma invoice will open.

 *If there is no "Review of tenders" on the right hand side, then the deadline for the opening of tenders has not expired yet or the time for a public review of tenders has expired.*

 [A video presentation, where is seen who has submitted the tender.](#)

If you have submitted the tender, you can review the minutes on the opening of tenders and pro-forma invoices after the deadline for the opening of tenders until the completion of the public procurement procedure.

- Find the tender from the list of your tenders and click on it.
- The basic data of the tender will be displayed.
- Following the opening of tenders, the "Competitive tenders" button is displayed on the right hand side, as part of the data on the public procurement.
- Click on the "Competitive tenders" button.
- The same overview of tenderers as with the public opening of tenders will be displayed.
- You can print out the minutes on the opening of tenders by clicking the "Print the minutes on the opening of tenders" button.

 *If there is no "Competitive tenders" button on the right hand side, then the deadline for the opening of tenders has not expired or the public procurement procedure has not been completed yet.*

6. BRIEF DESCRIPTION OF FUNCTIONALITIES OF THE E-JN SYSTEM

The e-JN system includes the following functionalities:

- My e-JN desktop with an array of functionalities which you may use depending on your rights,
- Invitations to participate in public procurements,
- Tenders:
 - Entry of a request to participate/tender,
 - Submission of a request to participate/tender,
 - New version of a request to participate/tender,
 - Withdrawal of a request to participate/tender,
 - Re-submission of a request to participate/tender,
 - Submission of a clarification when asked to supplement the request to participate/tender,
 - Participation in negotiations,
 - Participation in e-Auctions.
- Notification centre and information.

6.1. My e-JN

Following a successful login, your name and surname and the name of the entity for which you will be submitting tenders will be displayed in the upper right hand section. Next to your name, you can also find icons to access help, discover what is new (in the e-JN system), access to the Notification centre and the option to change language.

After clicking on the user profile , the following options to manage the profile are displayed:

- "My user accounts" – enables an overview of all user accounts and determining the default user account.
- "Login with a different account" – enables the switch between user accounts or logging in with a different user account (if you are submitting tenders for several tenderers).
- "Edit contact details" – enables the changing of the e-mail address.
- "Logout" – logging out from the application.

The following icons are available on the desktop (depending on your rights):

- "Current public procurements" with an overview of published public procurements.
- "Notifications" with an overview of notices from Notification centre.
- "Public contracts with invitation" with an overview of invitations by contracting authorities to participate in public procurements, which are not made public on the public procurement portal.
- "Tenders" with a review of tenders.
- "Users" to manage the rights of system users (if you have corresponding rights).
- "Statistics" – the module is still being prepared.

Access individual pages by clicking icons in the middle of the page or use the menu on the left.

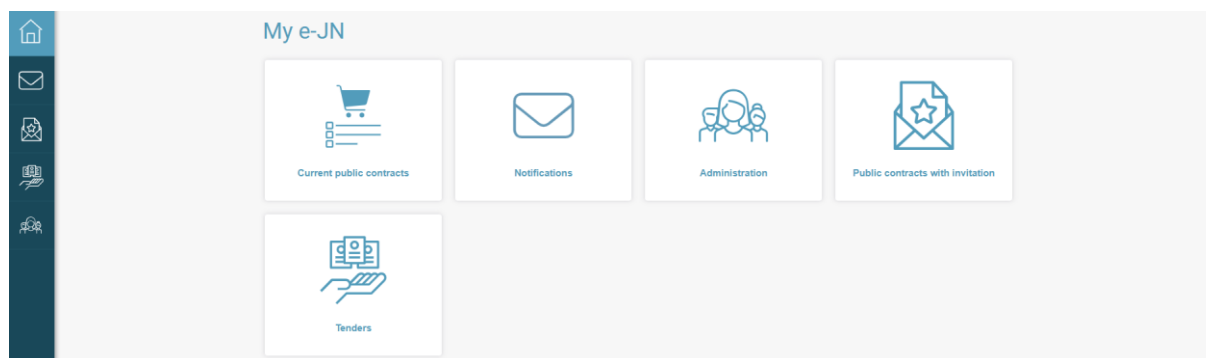



Figure 4: Work desktop

If clicking on the  system logo in the upper left hand corner, the "[e-JN electronic public procurement portal](#)" entry page will open.

6.2. Public contracts with invitation

6.2.1. List of invitations

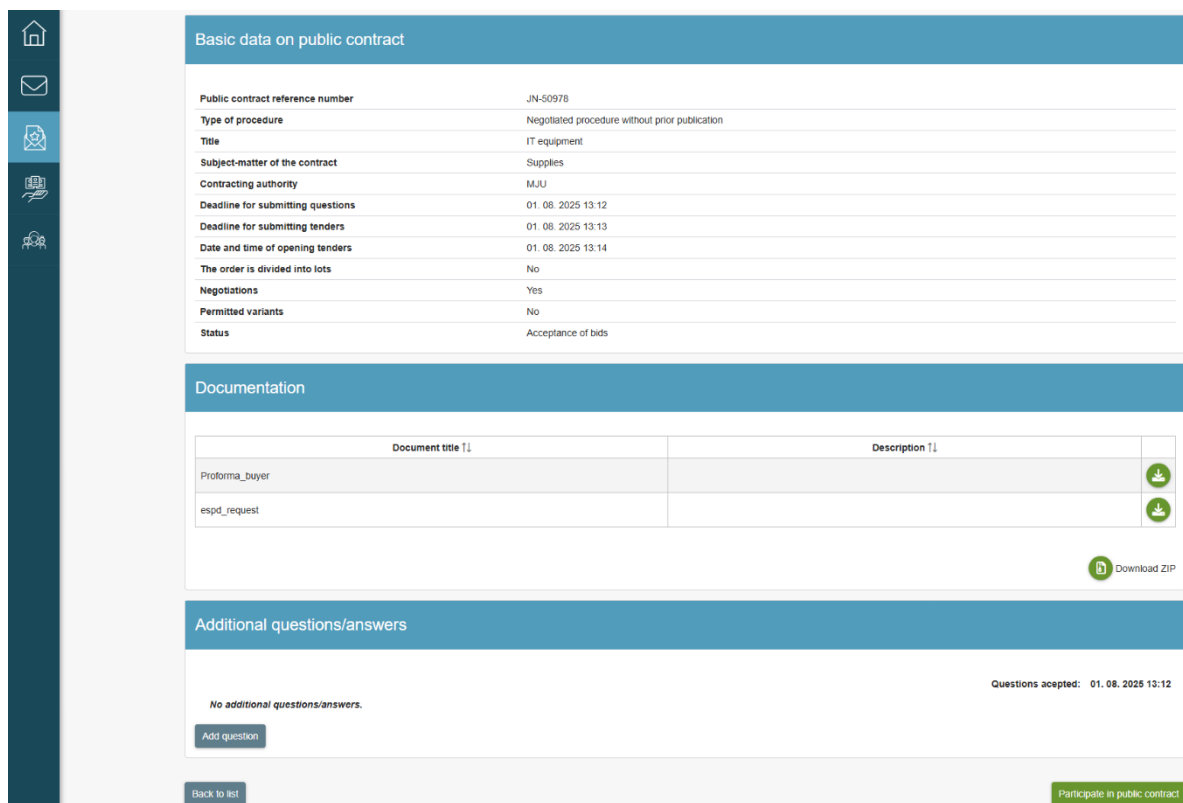
In procedures with an invitation to submit tenders, the invited candidates will see invitations in the "Public contracts with invitation" section. They will also be notified by e-mail at the e-mail address they provided as the contact e-mail upon the registration in their user profile and/or via SMS messages and/or via the notification centre (depending on the notification method settings).



Public entity	Name	Tender label	Date of publication on eJN	Date of invitation	Deadline for submission of application / bid	Bid opening	Status of PP
MJU	IT equipment	JN-50978	30. 07. 2025 13:13	30. 07. 2025 13:11	01. 08. 2025 13:13	01. 08. 2025 13:14	Acceptance of bids
MJU	Chairs	JN-50977	30. 07. 2025 13:10	30. 07. 2025 12:38	31. 07. 2025 12:48	31. 07. 2025 12:49	Acceptance of bids
MJU	1	DNS-146	19. 06. 2025 10:57	19. 06. 2025 10:56	20. 06. 2025 10:57	20. 06. 2025 10:58	Overview of offers
MJU	dns143_p1	DNS-143	16. 05. 2025 12:17	16. 05. 2025 12:15	17. 05. 2025 12:16	17. 05. 2025 12:17	Overview of offers
MJU	2	DNS-141	16. 05. 2025 10:07	16. 05. 2025 10:06	17. 05. 2025 10:07	17. 05. 2025 10:08	Overview of offers

Figure 5: List of invitations

The basic data on the public procurement and appertaining documentation will be displayed when clicking on the invitation. The "Participate in public contract" button is on the right hand side with which you start drafting the tender for the selected procurement.



Basic data on public contract

Public contract reference number	JN-50978
Type of procedure	Negotiated procedure without prior publication
Title	IT equipment
Subject-matter of the contract	Supplies
Contracting authority	MJU
Deadline for submitting questions	01. 08. 2025 13:12
Deadline for submitting tenders	01. 08. 2025 13:13
Date and time of opening tenders	01. 08. 2025 13:14
The order is divided into lots	No
Negotiations	Yes
Permitted variants	No
Status	Acceptance of bids

Documentation

Document title	Description
Proforma_buyer	
espd_request	

Download ZIP

Additional questions/answers

No additional questions/answers.

Questions accepted: 01. 08. 2025 13:12

Add question

Back to list

Participate in public contract

Figure 6: Detailed overview of the public procurement

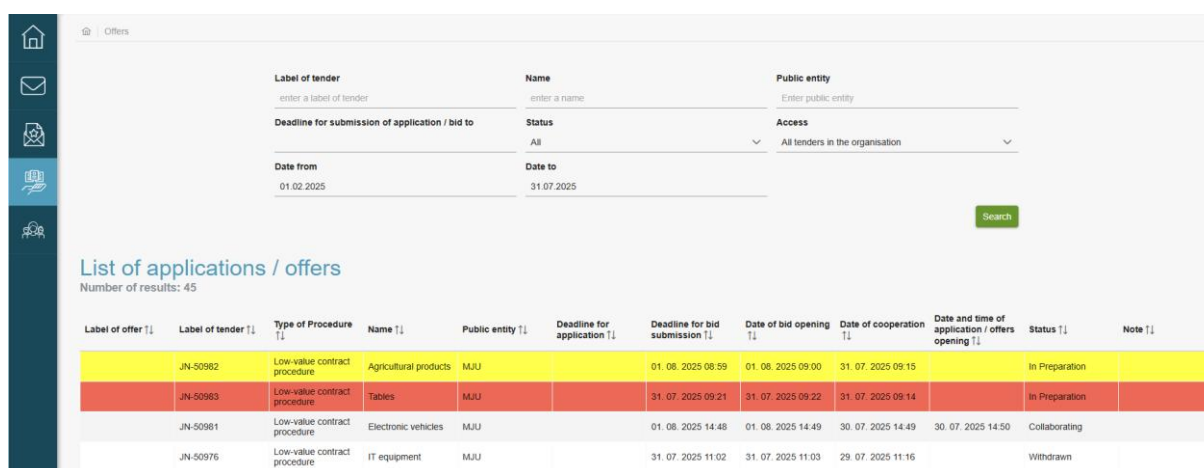
6.3. Tender

6.3.1. List of tenders

The list of your tenders is shown after clicking the "Tenders" icon. By clicking on the entry, the details of the tender are displayed. A person who can prepare the tender, but cannot submit it, only sees the tenders they have prepared. The person who has the right to submit the tender can see all tenders.

The entries in the table are shown in different colours:

- White entry: the tender was submitted or more than two days are left until the submission.
- Yellow entry: less than two days are left until the submission of the tender.
- Red entry: the deadline for the submission of the tender has expired.



Label of offer	Label of tender	Type of Procedure	Name	Public entity	Deadline for application	Deadline for bid submission	Date of bid opening	Date of cooperation	Date and time of application / offers opening	Status	Note
JN-50982	Low-value contract procedure	Agricultural products	MJU		01. 08. 2025 08:59	01. 08. 2025 09:00	31. 07. 2025 09:15			In Preparation	
JN-50983	Low-value contract procedure	Tables	MJU		31. 07. 2025 09:21	31. 07. 2025 09:22	31. 07. 2025 09:14			In Preparation	
JN-50981	Low-value contract procedure	Electronic vehicles	MJU		01. 08. 2025 14:48	01. 08. 2025 14:49	30. 07. 2025 14:49	30. 07. 2025 14:50		Collaborating	
JN-50976	Low-value contract procedure	IT equipment	MJU		31. 07. 2025 11:02	31. 07. 2025 11:03	29. 07. 2025 11:16			Withdrawn	

Figure 7: List of applications / offers

6.3.2. Preparation and submission of a tender

The page is divided into the following sections: basic data on the tender, total tender value and pro-forma invoice, documents and participants.

An e-mail for notification is also displayed. If you wish to change it, enter a new e-mail address and confirm the change in the next field. If the e-mail addresses do not match, the submission is not possible.

When preparing the tender, enter the tender's internal designation mark and the total tender value, and then attach the completed pro-forma invoice and other documents. If subcontractors are participating in the tender, the tender is joint or the capacities of other entities will be used, all participating entities must be provided and the documents required for them must be submitted.

The tender is divided into the following sections:






- basic data on the tender,
- Bid value with the "Pro-forma invoice" section,
- documents with the "ESPD – tenderer" or the "Statement – tenderer" sections and the "Other attachments" section,

- participants with the "ESPD – other participants" or the "Statement – other participants" sections.

The permitted file format in the "Pro-forma invoice" section include PDF, Word or Excel. Only one file may be attached, except in the event of variant tenders where a document must be attached separately for each variant. The document attached in the "Pro-forma invoice" section is fully visible at the public opening of tenders together with the total tender value. If the reverse electronic auction takes place at the public procurement, the system will automatically draft the pro-forma invoice. See Point 6.4.

The ESPD form in XML format is mandatory, except for procedures that allow the tenderer to attach their own statement. If other entities participate in the tender, they must also sign the ESPD form and submit it (in XML or PDF format).

The remaining documentation is attached to the "Other attachments" section. By clicking on the "Upload supporting documents" button, the "Supporting documents" window opens, where you can select the evidence you need deposited by the tender's main administrator in the Administration section. If a certain piece of evidence is not among the listed evidence, contact your administrator (see also point 6.4. Uploading evidence).

Offer

Basic data on tender

Version	1	Version status	In progress
Permitted variants	No	Time remaining until submission deadline	1 days, 22 : 24 : 03

Email address for notification: *
supplier@gmail.com

Please re-enter your e-mail address: *
supplier@gmail.com




Reference number:
enter reference number

☐ joint request to participate/tender
☐ relying on capacities of other entities
☒ subcontractors






Bid value

Amount without tax (EUR)*	100,00
Tax amount (EUR)*	20,00
Amount including tax (EUR)	120,00

Pro-forma invoice




Document	Description	Size (Mb)	Date			
ENG - Proforma supplier		0.030	29. 07. 2025 11:24			

+ Select







Documents i

ESPD - tenderer

Document	Description	Size (Mb)	Date			
espd_response		0.142	29. 07. 2025 11:23			

+ Select

Other attachments

Document	Description	Size (Mb)	Date			
ENG - DOCUMENTATION		0.030	29. 07. 2025 11:23			
ENG - Reference		0.030	29. 07. 2025 11:25			

+ Select

Upload supporting documents







Cooperating economic operators

Registration/tax no.	Name	Address	Type of cooperation		
1234567000	Supplier 2	Test address	Subcontractor		

+ Add

ESPD - other cooperating economic operator 

Document	Description	Size (Mb)	Date			
espd_response_others		0.142	29. 07. 2025 11:25			

+ Select

Back

Save

Submit tender

Figure 8: Entry of the tender

The following buttons are found at the bottom of the page:

- "Back" – to return to the first page of the tender,
- "Save" – to save data,
- "Submit the tender" – to submit the tender.

To use the "Submit the tender" button, it is necessary to hold suitable rights. Otherwise, this must be done by someone who has such rights.

After clicking the "Submit" button, a window opens in which the economic operator submitting the tender accepts the general terms and conditions and submits the tender by clicking on the "Submit" button.

Confirmation ×

By clicking on the button, you will submit a **legally binding document** for the economic operator on whose behalf you are using the e-JN information system.

☒ I submit a binding document and act in accordance with the [General terms and conditions of the information system e-JN](#).

[Submit](#)

Figure 9: Submission of the tender

After confirmation, the tender is submitted to a safe registry until the deadline for opening the tenders.






WARNING!

The e-JN system does not allow the submission of several tenders simultaneously for the same public procurement if, for example, an entity would like to submit the tender as an independent tenderer and also as a leading partner in a joint tender.

6.3.3. Review of the basic data of the tender

Following the entry of data of the tender and the submission, the basic data about the procurement and the tender are displayed on the first page of the tender:

- basic data on the public procurement on the "More information" button,
- data on the submission of the tender,
- data on the versions of the tender.

Public contract

Public contract reference number	JN-50976	Type of procedure	Low-value contract procedure
Title	IT equipment	Contracting authority	MJU
Status	Acceptance of bids		

[More information](#)

Public contract/invitation

Tender

Tender data

Deadline for submitting tenders: 31. 07. 2025 11:02
Date of opening of tenders: 31. 07. 2025 11:03

Submitted version	1	Status of tender	Submitted
Date and time of submission of tender	29. 07. 2025 15:17	Time remaining until submission deadline	1 days, 19 : 39 : 38

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		29. 07. 2025 11:16	Submitted	Name Surname	Name Surname	...

[Withdrawal of participation](#) [New version of tender](#)

Figure 10: First page of the tender with basic information

If the deadline for the submission and opening of tenders has not yet expired, the following buttons are found on the page:

- "More information" – for a detailed review of the public procurement and documentation which the contracting authority failed to publish on the public procurement portal.
- "New version of the request to participate/tender" – preparation of a new version if one had already been submitted. The button is active until the submission deadline.
- "Delete the version" – to delete a new version that was not submitted. A withdrawal of the version that was not submitted (is being drafted) is also possible after the expiry of the submission deadline.
- "Withdrawal of participation" – to withdraw the request to participate/tender. The button is active until the submission deadline.
- "Prepare again" – to draft the withdrawn request to participate/tender again and submit it. The button is active until the submission deadline.

If the deadline for the submission and opening of tenders has already expired, the following buttons are found on the page:

- "More information" – for a detailed review of the public procurement and documentation which the contracting authority failed to publish on the public procurement portal.
- "Competitive tenders" – review of competitive tenders after the opening of tenders and a printout of the minutes on the opening of tenders. The button is active until the completion of the procedure in the e-JN system.

By clicking on the submitted tender, it is possible to review the tender and print the certificate that the tender was submitted by clicking the "Print the submission certificate".

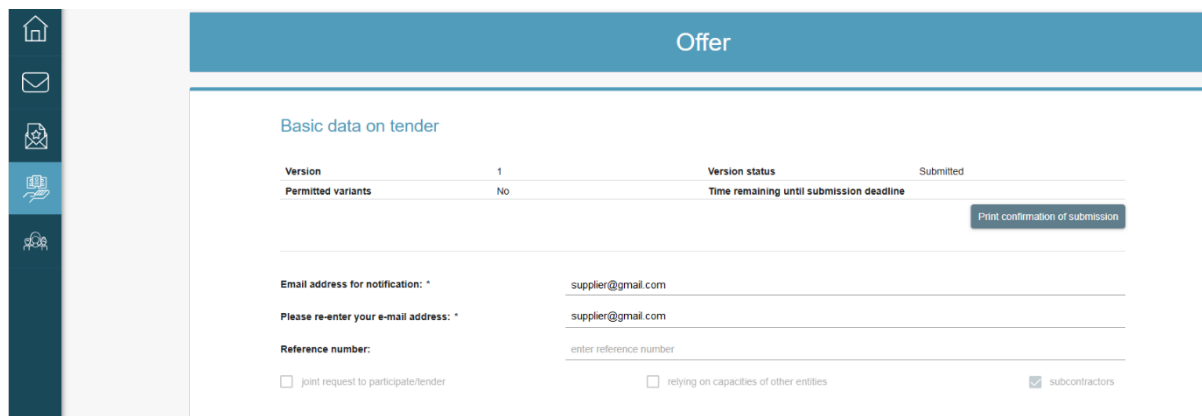
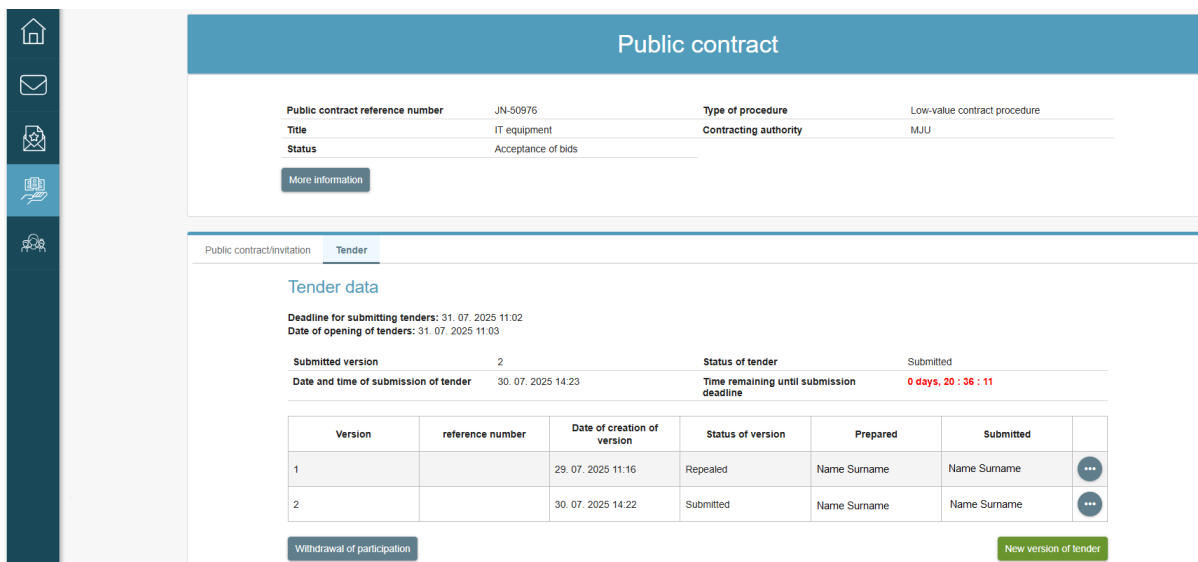


Figure 11: Printing the certificate on the submission of the tender

6.3.4. Changing the tender

If you have already submitted the tender, you may submit a new version until the deadline for the submission of tenders. On the first page for the review of tenders, click on the "New version of the tender" button. The data of the submitted tender will be transferred to the new version where the data can be changed and deleted and/or new documents can be added. The previously submitted tender will be cancelled.

If the contracting authority has made a change of the public procurement (e.g. change of the deadline of tender submission, change of the deadline for opening tenders, change of the pro-forma invoice), you can also submit a new tender.



Public contract

Public contract reference number: JN-50976
 Title: IT equipment
 Status: Acceptance of bids
 Type of procedure: Low-value contract procedure
 Contracting authority: MJU

More information

Public contract/invitation **Tender**

Tender data

Deadline for submitting tenders: 31. 07. 2025 11:02
 Date of opening of tenders: 31. 07. 2025 11:03

Submitted version: 2
 Date and time of submission of tender: 30. 07. 2025 14:23
 Status of tender: Submitted
 Time remaining until submission deadline: 0 days, 20 : 36 : 11

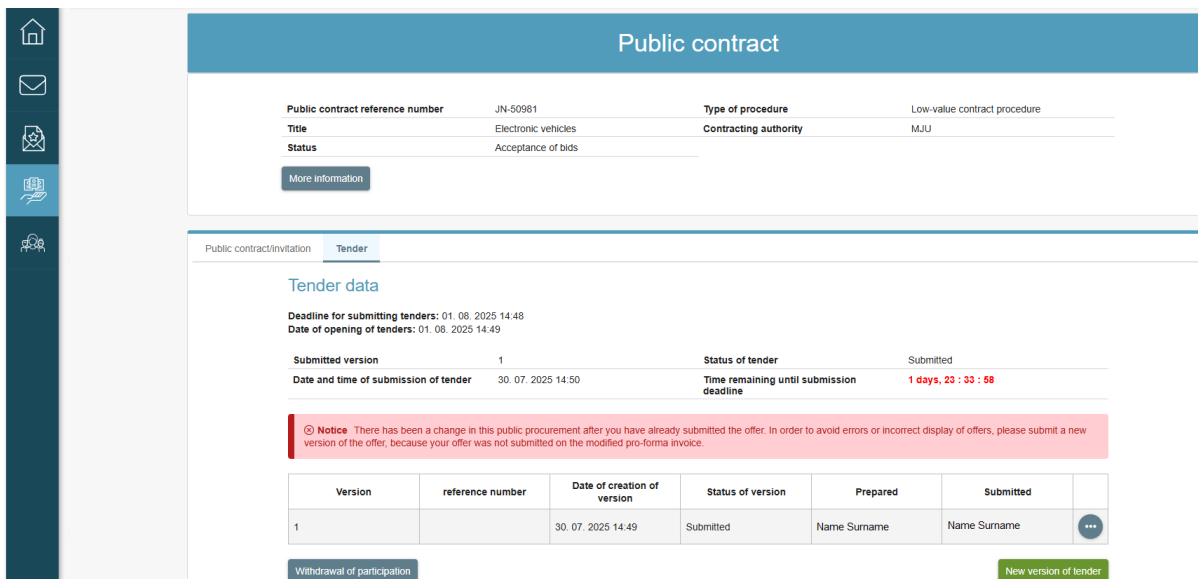
Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		29. 07. 2025 11:16	Repealed	Name Surname	Name Surname	...
2		30. 07. 2025 14:22	Submitted	Name Surname	Name Surname	...

Withdrawal of participation

New version of tender

Figure 12: Changing the tender

In the case when a change of the public procurement with change of pro-forma invoice has been made and the deadline of tender submission has not yet expired, a notification is displayed on the screen: "There has been a change in this public procurement after you have already submitted the offer. In order to avoid errors or incorrect display of tenders, please submit a new version of the offer, because your offer was not submitted on the modified pro-forma invoice." This can be done by the deadline of tender submission."



Public contract

Public contract reference number: JN-50981
 Title: Electronic vehicles
 Status: Acceptance of bids
 Type of procedure: Low-value contract procedure
 Contracting authority: MJU

More information

Public contract/invitation **Tender**

Tender data

Deadline for submitting tenders: 01. 08. 2025 14:48
 Date of opening of tenders: 01. 08. 2025 14:49

Submitted version: 1
 Date and time of submission of tender: 30. 07. 2025 14:50
 Status of tender: Submitted
 Time remaining until submission deadline: 1 days, 23 : 33 : 58

Notice There has been a change in this public procurement after you have already submitted the offer. In order to avoid errors or incorrect display of offers, please submit a new version of the offer, because your offer was not submitted on the modified pro-forma invoice.

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		30. 07. 2025 14:49	Submitted	Name Surname	Name Surname	...

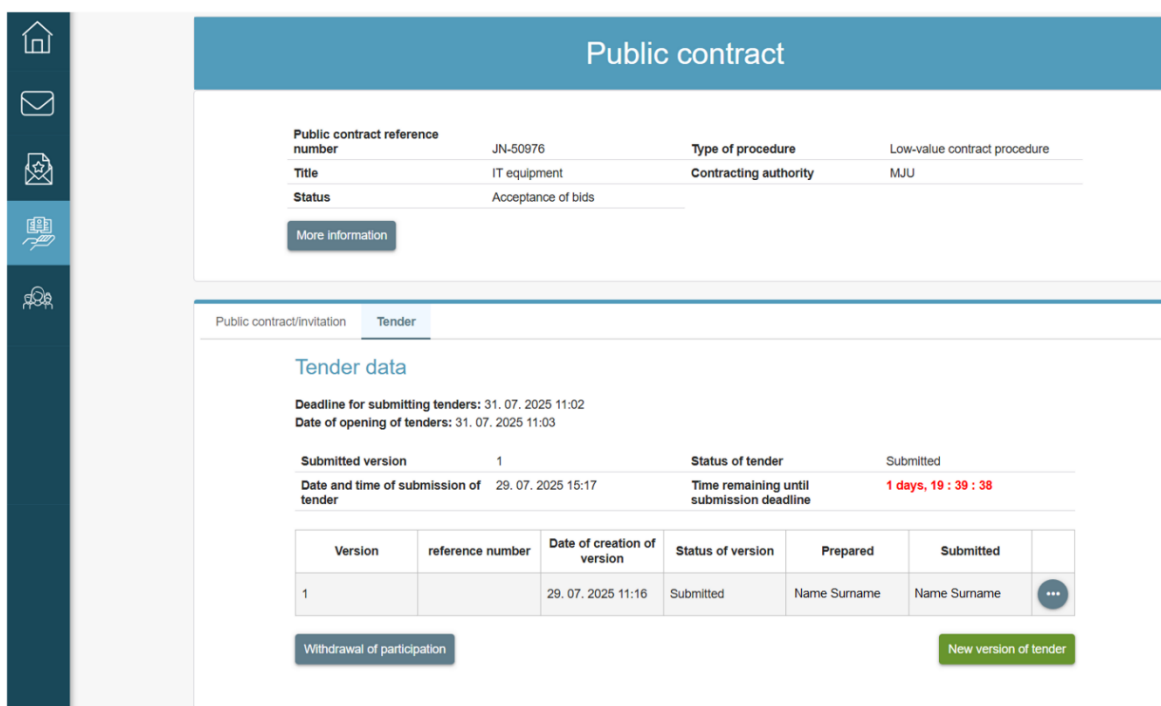
Withdrawal of participation

New version of tender

Figure 13: Change of public procurement with change of pro-forma invoice

6.3.5. Withdrawal of the tender

You can withdraw the tender until the deadline for the submission of tenders. On the first page for the review of the tender, click on the "Withdrawal of participation" button. The tender will be withdrawn.



Public contract

Public contract reference number	JN-50976	Type of procedure	Low-value contract procedure
Title	IT equipment	Contracting authority	MJU
Status	Acceptance of bids		

[More information](#)

Public contract/invitation **Tender**

Tender data

Deadline for submitting tenders: 31. 07. 2025 11:02
Date of opening of tenders: 31. 07. 2025 11:03

Submitted version	1	Status of tender	Submitted
Date and time of submission of tender	29. 07. 2025 15:17	Time remaining until submission deadline	1 days, 19 : 39 : 38

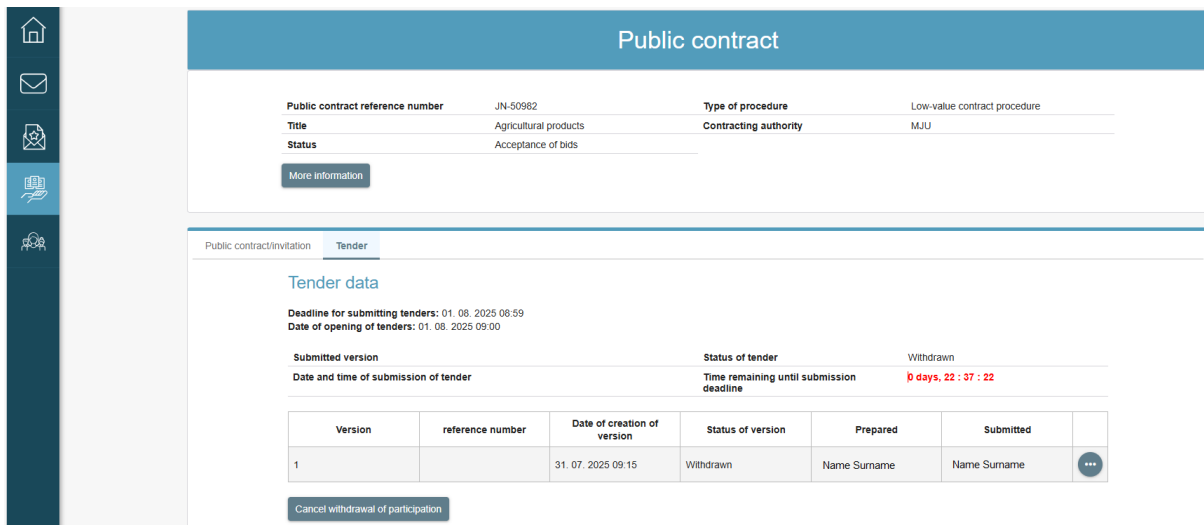
Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		29. 07. 2025 11:16	Submitted	Name Surname	Name Surname	...

[Withdrawal of participation](#) [New version of tender](#)

Figure 14: Withdrawal of the tender

6.3.6. Re-submission of the tender

Although the tender was withdrawn, it is possible to submit it again until the submission deadline. Click on the "Cancel withdrawal of participation" button on the first page for the review of the tender where the latest version of the tender will upload. Prepare or supplement a new version of the tender, which can then be submitted.



Public contract

Public contract reference number	JN-50982	Type of procedure	Low-value contract procedure
Title	Agricultural products	Contracting authority	MJU
Status	Acceptance of bids		

[More information](#)

Public contract/invitation **Tender**

Tender data

Deadline for submitting tenders: 01. 08. 2025 08:59
Date of opening of tenders: 01. 08. 2025 09:00

Submitted version	Status of tender			Withdrawn	
Date and time of submission of tender	Time remaining until submission deadline			0 days, 22 : 37 : 22	

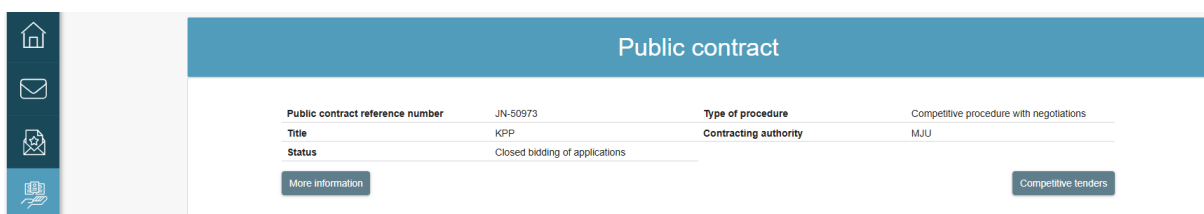
Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		31. 07. 2025 09:15	Withdrawn	Name Surname	Name Surname	...

[Cancel withdrawal of participation](#)

Figure 15: Re-submission of the tender

6.3.7. Review of the minutes on the opening of tenders

The competitive tenders will be visible in your system after the deadline for the opening of tenders. On the first page for the review of your tender, click on the "Competitive tenders" button. Information on the names of the tenderers who submitted their tenders will be displayed, including the data on whether theirs were variant tenders (if appropriate) and the total tender value of each individual tender. By clicking on an individual tenderer, it is possible to examine their pro-forma invoice. The data will be shown until the completion of the public procurement. Other data and documentation regarding competitive tenders are not visible. By clicking on the "Print the record of the openings" button, the tenderer can see the basic data on the public procurement, the list of tenderers, the data on variant tenders (if appropriate), the time of submission of individual tenders and the total tender value of each individual tender. The minutes on the opening can be printed out or saved.



Public contract

Public contract reference number	JN-50973	Type of procedure	Competitive procedure with negotiations
Title	KPP	Contracting authority	MJU
Status	Closed bidding of applications		

[More information](#) [Competitive tenders](#)

Figure 16: Review of the minutes on the opening of tenders

If the contracting authority has stated in the public procurement (in accordance with the provisions of the PPA-3) that negotiations would be implemented, the visibility of competitive tenders is explained in more detail in the [Answers to frequently asked questions](#), under point 10.

6.3.8. Submission of the tender with or without lots

A) Public procurement without lots

If the contracting authority did not divide the public procurement into lots within the e-JN system, enter the "Amount without tax (EUR)" and "Tax amount (EUR)" in the "Bid value" section. The "Amount including tax (EUR)" is calculated automatically. Upload the Word, Excel or PDF file in the "Pro-forma invoice" section.

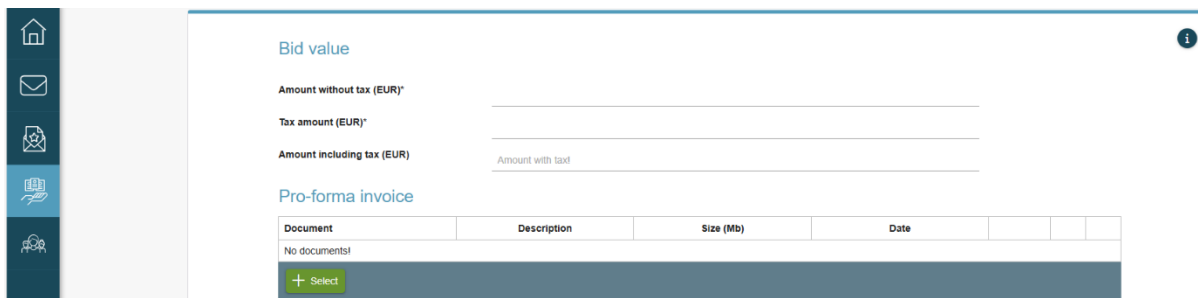
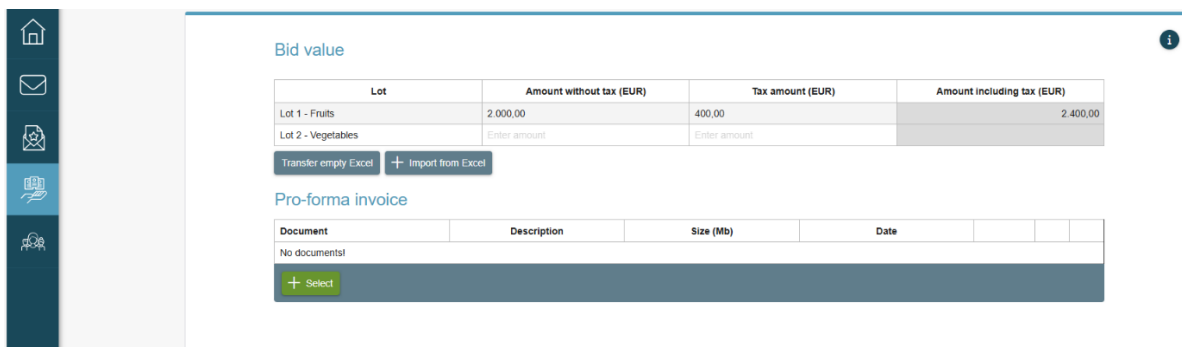


Figure 17: Submission of the tender without lots

B) Public procurement with lots

If the contracting authority divided the public procurement into lots within the e-JN system, enter the "Amount without tax (EUR)" and "Tax amount (EUR)" for an individual lot in the table in the "Bid value" section. The "Amount including tax (EUR)" is calculated automatically. Upload the Word, Excel or PDF file in the "Pro-forma invoice" section.



Lot	Amount without tax (EUR)	Tax amount (EUR)	Amount including tax (EUR)
Lot 1 - Fruits	2.000,00	400,00	2.400,00
Lot 2 - Vegetables	Enter amount	Enter amount	

Figure 18: Submission of the tender with lots

6.3.9. Submission of the tender with variants (variant tenders)

If the public procurement enables the submission of a tender with variants, several variants may be submitted for one public procurement. The first variant is entered by entering amounts for "Amount without tax (EUR)" and "Tax amount (EUR)" in "Bid value" section. The "Amount including tax (EUR)" is calculated automatically. Click on the "Select" button and add the pro-forma invoice. To add another and all subsequent variants, click on the "+" button next to Option1. Enter prices (amounts) into the fields and add the pro-forma invoice in the same way as in the first variant.

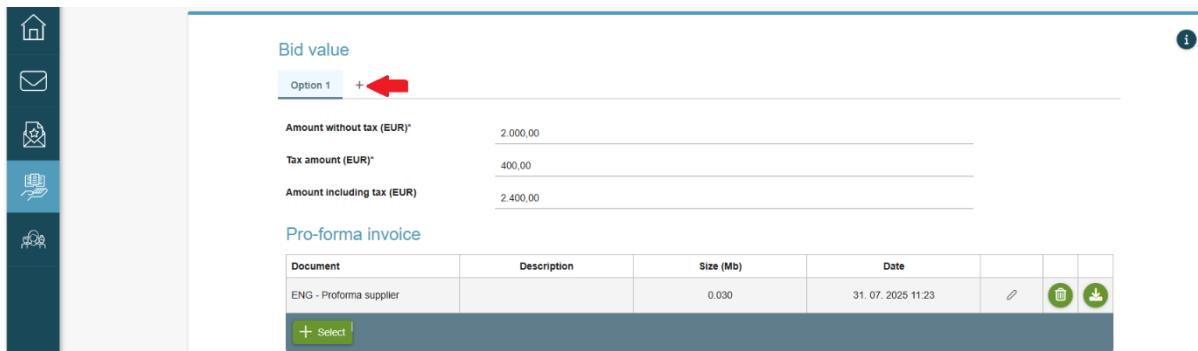


Figure 19: Variant tenders

6.3.10. Submission of a tender in the case of auction

If the contracting authority noted that an auction would be included in the public procurement, the pro-forma invoice was prepared within the e-JN system. In the "Bid value" section, first click on the "Prepare the pro-forma invoice for e-auction" button.

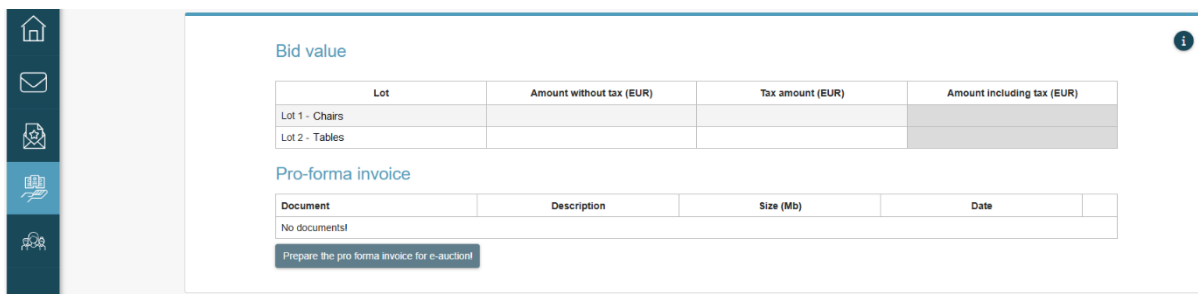


Figure 20: Pro-forma invoice in the case of an e-auction

The figure below is shown. The pro-forma invoice can be completed in two ways.

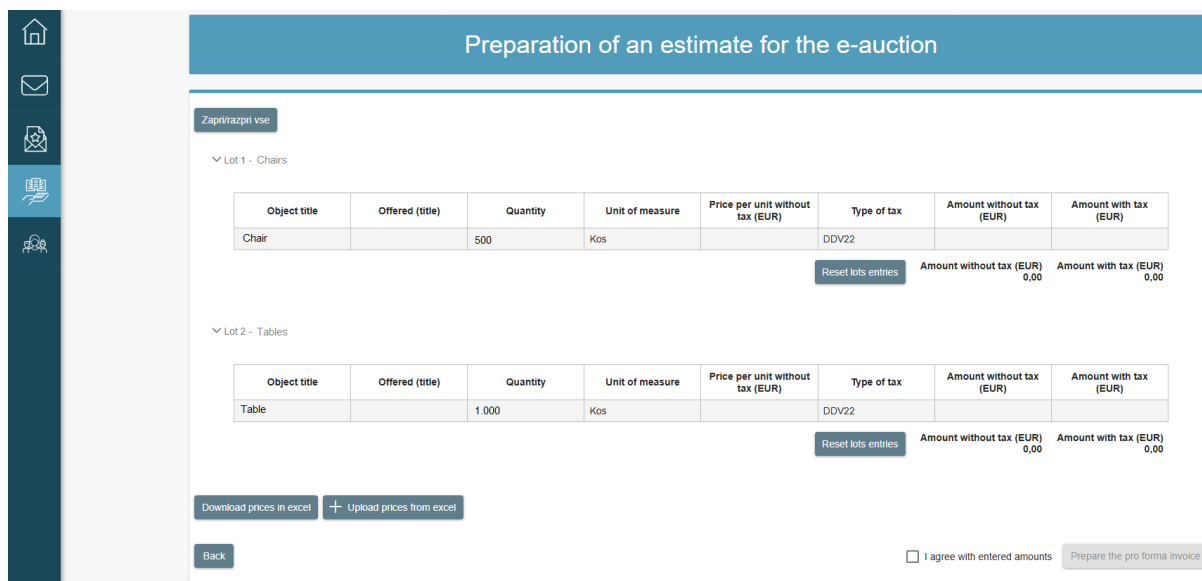
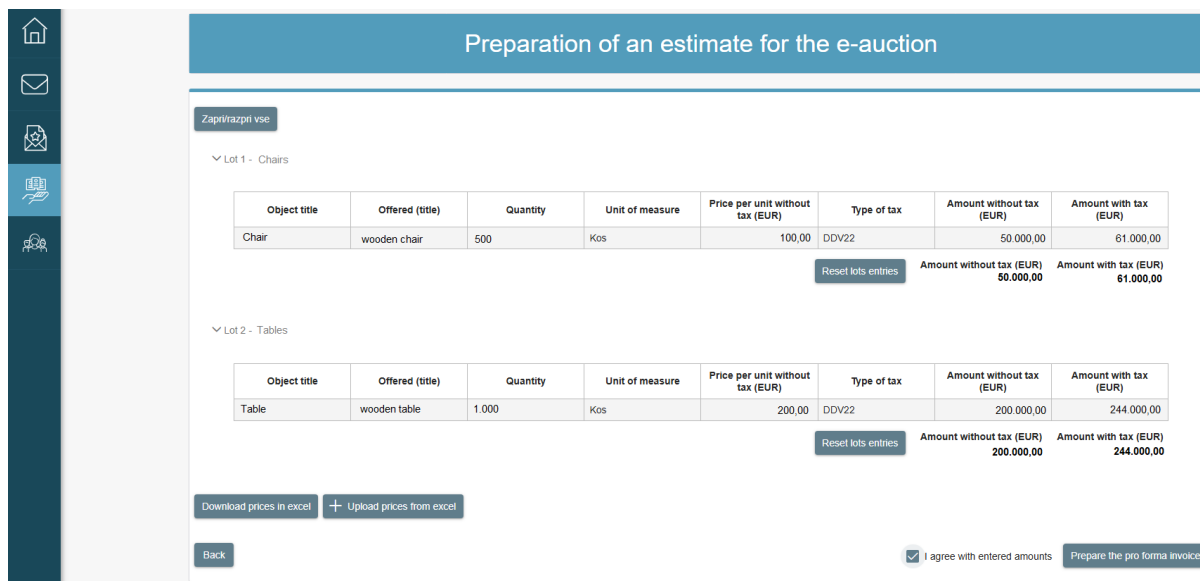


Figure 21: Preparation of a pro-forma invoice for an auction

A) Direct entry of data in tables

By clicking on the "Offered (title)" cell in the table earmarked for each individual lot, enter what you offer and then move to "Price per unit without tax (EUR)" cell and complete it. Check or select the correct type of tax in the "Type of tax" cell in the drop-down list. "Amount without tax (EUR)" and "Amount with tax (EUR)" are calculated automatically in the table.



Preparation of an estimate for the e-auction

Zapišite vse

▼ Lot 1 - Chairs

Object title	Offered (title)	Quantity	Unit of measure	Price per unit without tax (EUR)	Type of tax	Amount without tax (EUR)	Amount with tax (EUR)
Chair	wooden chair	500	Kos	100,00	DDV22	50 000,00	61 000,00

Reset lots entries

Amount without tax (EUR) 50.000,00 Amount with tax (EUR) 61.000,00

▼ Lot 2 - Tables

Object title	Offered (title)	Quantity	Unit of measure	Price per unit without tax (EUR)	Type of tax	Amount without tax (EUR)	Amount with tax (EUR)
Table	wooden table	1.000	Kos	200,00	DDV22	200 000,00	244 000,00

Reset lots entries

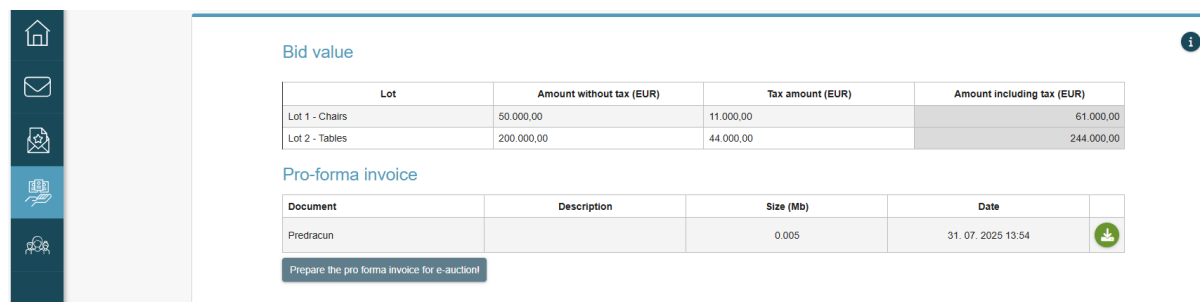
Amount without tax (EUR) 200.000,00 Amount with tax (EUR) 244.000,00

Download prices in excel + Upload prices from excel

Back ☒ I agree with entered amounts Prepare the pro forma invoice

Figure 22: Completing the pro-forma invoice for an auction

By confirming that you agree with the prices entered and by clicking on the "Prepare the pro-forma invoice" button, the data is automatically transferred to the "Bid value" section and the pro-forma invoice is automatically uploaded in the "Pro-forma invoice" section.



Bid value

Lot	Amount without tax (EUR)	Tax amount (EUR)	Amount including tax (EUR)
Lot 1 - Chairs	50 000,00	11 000,00	61 000,00
Lot 2 - Tables	200 000,00	44 000,00	244 000,00

Pro-forma invoice

Document	Description	Size (Mb)	Date
Predračun		0.005	31. 07. 2025 13:54

Prepare the pro forma invoice for e-auction!

Figure 23: Completed "Total tender value" section for the auction

B) Entry of data through the Excel file

If you wish to draft the pro-forma invoice and then import it from the Excel file, you have to download the Excel file by clicking on the "Download prices in Excel" button. Save and complete the file on your computer. By clicking on the "+ Upload Excel with prices" button, the completed table on your computer will be uploaded back in the application where all data in tables will be displayed by lots. Similarly as in Figure 17 when the pro-forma invoice is submitted with a direct entry in the tables.

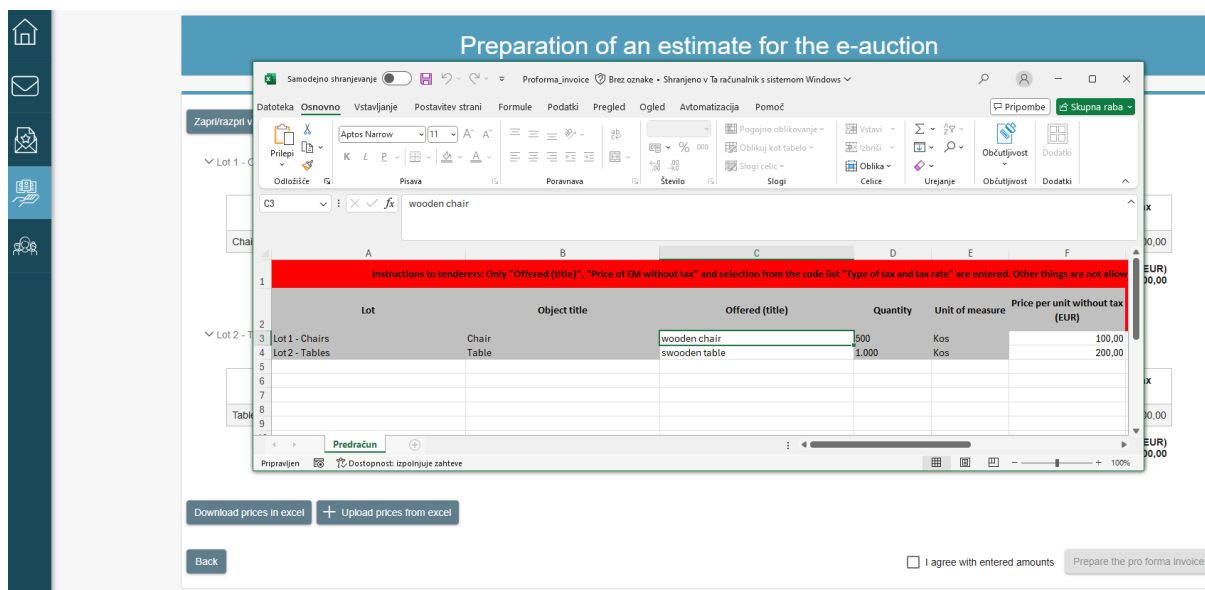


Figure 24: Completing the pro-forma invoice for an auction through an Excel file

By confirming that you agree with the prices entered and by clicking on the "Prepare the pro-forma invoice" button, the data is automatically transferred to the "Bid value" section and the pro-forma invoice is automatically uploaded in the "Pro-forma invoice" section. Similarly as in Figure 18 when the pro-forma invoice is submitted with a direct entry in the tables.

6.3.11. Invitation to negotiations

If it was stated in the public procurement that negotiations would be implemented, the contracting authority will invite you to every round of negotiations via the e-JN system. You will receive an invitation to negotiations by e-mail and/or via SMS messages and/or via the notification centre (depending on your notification method settings).

The data on negotiations can be found on the first page of your tender. If a new tender must be submitted for negotiations or in the case of the last round of negotiations, the new version of the tender is submitted in the same way as described in point 6.3.2. (Preparation and submission of a tender).

Public contract

Public contract reference number	JN-50987	Type of procedure	Low-value contract procedure
Title	Vehicles	Contracting authority	MJU
Status	Public opening of tenders		

More information
Competitive tenders

Public contract/invitation
Tender
Negotiation

Documentation for round 1. of negotiations

Document title [1]	Description [1]	
Negotiations_round1		Download ZIP

Documentation for round 2. of negotiations

Document title [1]	Description [1]	
Negotiations_round2		Download ZIP

Participate - negotiations 2. round

Figure 25: Invitation to negotiations

6.3.12. Invitation to supplement the request to participate/tender

If the contracting authority sent you an invitation to supplement/clarify, you will receive the invitation by e-mail and/or via SMS messages and/or via the notification centre (depending on your notification method settings). The invitation will be visible in the review of the tender under the submitted request to participate/tender.

Public contract

Public contract reference number	JN-50972	Type of procedure	Low-value contract procedure
Title	Agricultural products	Contracting authority	MJU
Status	Public opening of tenders		

More information
Competitive tenders

Public contract/invitation
Tender

Tender data

Deadline for submitting tenders: 29. 07. 2025 13:25
Date of opening of tenders: 29. 07. 2025 13:26

Submitted version	1	Status of tender	Submitted
Date and time of submission of tender	29. 07. 2025 13:15	Time remaining until submission deadline	

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
1		29. 07. 2025 13:15	Submitted	Name Surname	Name Surname	...

Calls to supplement

Request date	Deadline for response	Type of call to supplement	Last response
31. 07. 2025	31. 07. 2025 15:30	Request supplementation, correction, amendment or clarification of tender	

Figure 26: Invitation to supplement the request to participate/tender

The supplementation must be submitted by the supplementation deadline. A later response to the invitation is not possible. When clicking on in the review of invitations to supplement, a new window with the invitation details will open:

- The contracting authority's documentation is in the upper section.
- The possibility of adding supplements or reviewing the submitted supplements is found in the lower section.

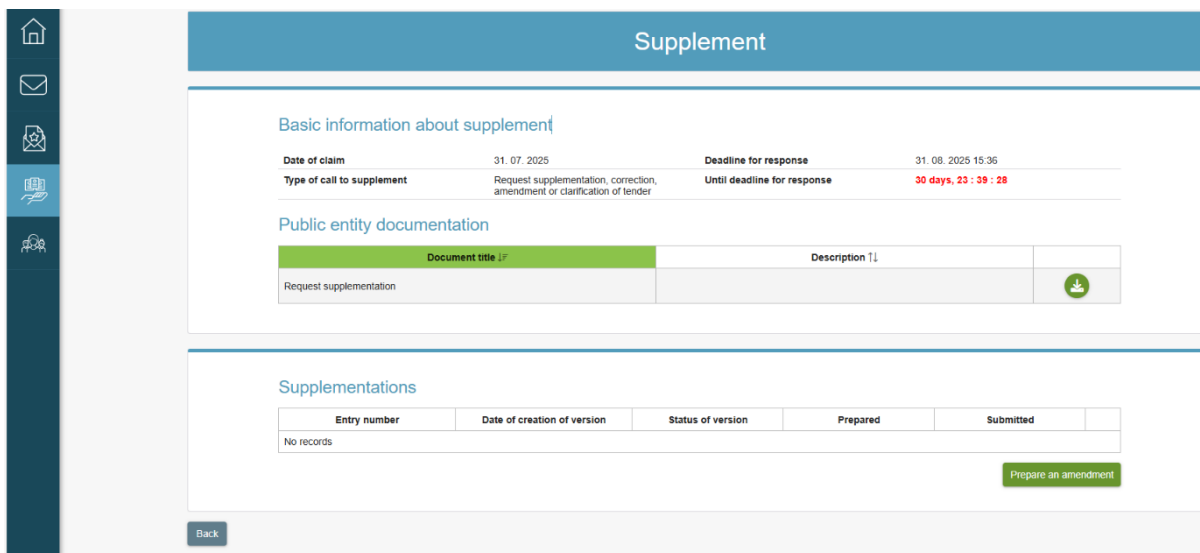



Figure 27: Supplementing the tender

When entering the supplement (by clicking on the "Prepare an amendment" button), it is mandatory to attach the PDF file in the "Documents" segment of the "Answer" section. Files of different formats (Word, Excel, PDF, TIF, JPG, etc.) may be attached in the "Other attachments" section. When clicking on the "Submit supplement" button, a window will open in which the entity submitting the supplement agrees to the General Terms and Conditions and confirms that they are submitting a legally binding document, which they submit by clicking on the "Submit supplement" button.

Several supplements may be submitted until the deadline for the submission of supplements.

The contracting authority sees the reply or supplement immediately after successful submission. The contracting authority also receives a notification about the submission of the reply or supplement by e-mail and/or via SMS messages and/or via the notification centre (depending on your notification method settings). It is thus not possible to cancel the submission.



Documents

Answer

Document	Description	Size (Mb)	Date			
Clarification_supplier		0.030	31. 07. 2025 16:00			

+ Select

Other attachments

Document	Description	Size (Mb)	Date			
ENG - Reference		0.030	31. 07. 2025 16:00			

+ Select

Back

Save Submit supplementation

Figure 28: Tenderer's reply

6.4. Uploading supporting documents

The administrator of tenderer can enter the supporting documents for submitting tenders that are deposited in the e-JN system. Administrator selects the business entity via the "Administration" icon, then the "Business entities" icon, and then again via the "Business entities" icon.

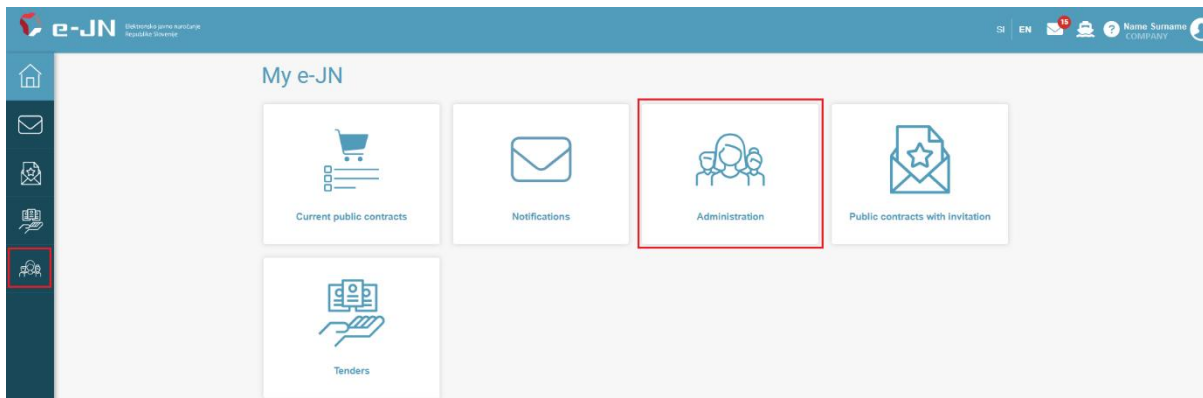






Figure 29: Work desktop

The page with the information on business entity opens. "Number of supporting documents" shows the current number of supporting documents uploaded in the e-JN system.

Information on business entity

Economic operator

Subject no:	378
Type of business entity:	A company based outside the Republic of Slovenia
VAT no.:	888
Budget user code:	
Organisation: *	Company
Registered office: *	Test address
Telephone no.:	
E-mail address:	supplier@gmail.com
Status of the subject:	Active

Event log

Supporting documents

Number of supporting documents: 0

Supporting documents

User rights

User roles e-JN:	Holder and administrator of rights Statutory representative Signatory Custodian
User roles e-Dossier:	e-Dossier auditor e-Dossier user

Users of the business entity

Number of active users: 1

Users

Back

Save

Figure 30: Information on business entity

By clicking on the "Supporting documents" button, the "Supporting documents of a business entity" window will open. The types of supporting documents that the tender can upload are: CVs, certificates, references, human resources data, company ownership statements, etc. The tenderer can upload documents that are not named among the types of supporting documents under "Other" (e.g. licenses for road transport). By clicking on the "+ Select" button for each type of supporting documents, upload the evidence that you want to have in the e-JN system for the purposes of submitting tenders.

Supporting documents of a business entity

Curriculum vitae

Document	Description	Size (Mb)	Date			
C.V.		0.030	01. 08. 2025 09:39			

<< < (1 of 1) > >>

+ Select

Certificate

Document	Description	Size (Mb)	Date			
Certificate		0.030	01. 08. 2025 09:39			

<< < (1 of 1) > >>

+ Select

Reference

Document	Description	Size (Mb)	Date			
References		0.030	01. 08. 2025 09:40			

<< < (1 of 1) > >>

+ Select

Human resources data

Document	Description	Size (Mb)	Date			
No documents!						

<< < (1 of 1) > >>

+ Select

Company ownership statements

Document	Description	Size (Mb)	Date			
No documents!						

<< < (1 of 1) > >>

+ Select

Other

Document	Description	Size (Mb)	Date			
Licence		0.030	01. 08. 2025 09:40			

<< < (1 of 1) > >>

+ Select


Back

Figure 31: Supporting documents of a business entity

When the administrator of tenderer uploads for the first time an individual supporting document to the " Supporting documents of a business entity " section, this supporting document is deposited in the e-JN system and is available to the tenderer every time he submits an application or a tender. On the main page for submitting a tender (application), the provider has a button "Upload supporting documents" in the "Offer" section.

Other attachments

Document	Description	Size (Mb)	Date
No documents!			
+ Select			

 [Upload supporting documents](#)

[Back](#) [Save](#) [Submit tender](#)






Figure 32: Enter the tender

By clicking on the button, the "Supporting documents" window opens, where the tenderer selects the evidence he needs.

Offers | Application/Offer for tender: 50985 | Offer: Upload supporting documents

Supporting documents

Document type: All types

<input type="checkbox"/>	Document	Description	Document type	Size (Mb)	Date	
<input type="checkbox"/>	C.V.		Curriculum vitae	0.030	01. 08. 2025	
<input type="checkbox"/>	Certificate		Certificate	0.030	01. 08. 2025	
<input type="checkbox"/>	References		Reference	0.030	01. 08. 2025	
<input type="checkbox"/>	Licence		Other	0.030	01. 08. 2025	

[Back](#) [Select](#)

Figure 33: Supporting documents

7. E-AUCTIONS

7.1. Functionality of the e-Auctions

1. Regular auction

Takes place at the time and duration as determined by the contracting authority. At the beginning of the auction, the tenderer's user may lower the price relating to their previous tender. In the procedure of regular auction, the tenderer may only lower the prices of individual items, but cannot increase them irrespective of the total value of the procurement/lot. During the auction, the e-JN system does not permit the submission of the same prices per procurement/lot as have already been submitted and automatically generates a message displayed on the user's screen while also disabling the submission of new prices.



[A video presentation of the implementation of the reverse electronic auction.](#)

AUCTION EXTENSION:

If the contracting authority anticipated the extension of the auction in the e-Auctions, they enter the parameters, i.e. the time before the completion of the auction in which a new tender must be submitted and the time for which the auction is extended. If a new tender was submitted within a certain time frame before the completion of the auction (this tender may not be necessarily most favourable), the auction does not end at the time initially anticipated, but is extended for the time determined by the contracting authority. The extension continues until none of the tenderer's users submits a new tender in the time frame determined by the contracting authority.



[A video presentation of the completion of the reverse electronic auction.](#)

2. Time-interval auction

Time-interval auction takes place in a certain number of intervals with limited duration. The parameters of the auction (no. of intervals and duration of each interval) are determined by the contracting authority and defined in tender documents.

The tenderer's user may submit several tenders in individual intervals (changes individual prices several times), although each subsequent tender must be lower than the previous one submitted in the interval. Within an interval, the tenderer may also increase the price, but only for the amount submitted in the previous interval.



[A video presentation of the implementation of the time-interval reverse electronic auction.](#)

The tenders are revealed at the end of the interval. If the tenderer's user submitted several tenders within the interval, only the last lowest tender submitted is revealed.



[A video presentation of the completion of the time-interval reverse electronic auction.](#)

The data on whether the contracting authority anticipated the e-auction in the procedure of awarding the public procurement is evident from the basic data of the public procurement in the system.

Current open tenders | Tender: JN-50988


Basic data on public contract	
Number on Public Procurement Portal site	1
Public contract reference number	JN-50988
Type of procedure	Low-value contract procedure
Title	Fruits & vegetables
Subject-matter of the contract	Supplies
Contracting authority	MJU
Deadline for submitting tenders	02. 08. 2025 11:16
Date and time of public opening of tenders	02. 08. 2025 11:17
The order is divided into lots	Yes
Negotiations	No
Auction	Yes
Permitted variants	No
Status	Acceptance of bids
Link to publication on PJN portal	https://test.enarocanje.si/#/pregled-objav

Back to list Participate in public contract

Figure 34: Basic data of the public procurement

You can participate in the auction after the contracting authority invited you to the auction following the examination of tenders. In which case, you will receive an e-mail with an invitation to the auction to the e-mail address provided in the tender.

Povabilo na udeležbo v elektronski dražbi / Invitation to participate in the eAuction, JN-50988

 Informacijski sistem e-JN <ejn@gov.si>
Za name.surname@gmail.com

V tem sporočilu smo odstranili odvečne prelome vrstic.

Enterprise Vault

Dear Sir/Madam,

You are invited to participate in the electronic auction of public contract:

Contracting Authority: MJU

Public contract reference number: JN-50988 Public contract title: Fruits & vegetables

In accordance with the Instructions for tenderers we inform you that the electronic auction for this public contract or lot will take place 02. 08. 2025 at 11:30 o'clock.

Information about auction:

Auction type: Classical auction

Auction start date and time: 02. 08. 2025 at 11:30 o'clock Duration of auction: 600 min

Details can be found on the link https://ejn-test.sigov.si/ponudba/pages/ponudba/ponudba_complex_verzije.xhtml?ponudbaid=3430

We do not recommend using the Internet Explorer browser due to the termination of the update, and all e-Auction functionalities may not work when using it in the e-JN system.

Best Regards,

MJU

To view, you must be pre-registered and authorized to work in the e-JN system https://ejn-test.sigov.si/mojejn/pages/registracija/registracija_ponudnika.xhtml

This message is automatically generated, please do not reply!

Figure 35: Invitation to participate in the e-Auction

Just before the auction, the tenderer receives a reminder to the e-mail address provided in the tender.

Opomnik o izvedbi eDražbe / Reminder on eAuction, JN-50988

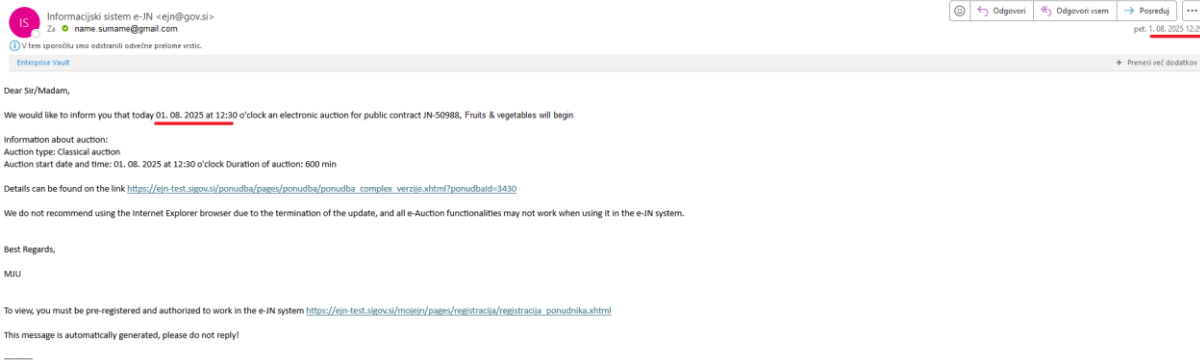


Figure 36: Reminder on the implementation of the e-Auction

7.2. Participation in the e-Auction

If you are invited to partake in the e-Auction, you will see the "Participate – auction 1. round" button in your tender.

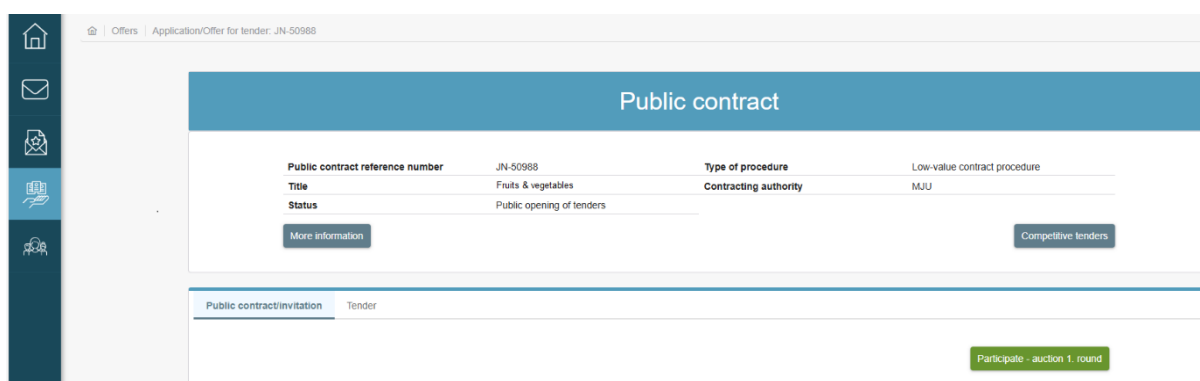


Figure 37: Enter the e-Auction

The "Submitting new tenders" window opens after you click on the "Participate – auction 1. round" button. When confirming the General Terms and Conditions for the Use of the e-JN System by clicking the "I agree" button, you agree to submit legally binding tenders after entering the auction when participating in the e-Auctions procedure for the economic operator on the behalf of which you are using the e-JN system.

Figure 38: Confirming the submission of the legally binding tender before entering the e-Auction

Following the confirmation, the e-JN system will open a page where the amounts submitted last during the implementation of the auction will be transferred after the completed auction.

Lot	Amount without tax (EUR)	Tax amount (EUR)	Amount including tax (EUR)
Lot 1 - Fruits			
Lot 2 - Vegetables			

Figure 39: Auctioned tender

To access the auction, click on the "Auction" button. You will be redirected to the page where your prices submitted in the tender will be displayed.

Carry out auction

Time until beginning of auction: **0 days, 00 : 04 : 02**

Zapri/razpri vse

Lot 1: Fruits

Prices on unit with VAT in EUR are beeing used!

Prices may vary.!

Subject-matter	Description	Quantity	Unit	My price	My total price
apples	apples	500	Kos	1,22	610,00
oranges	oranges	500	Kos	1,22	610,00
lemons	lemons	500	Kos	1,22	610,00
Lots together:					1.830,00

Lot 2: Vegetables

Prices on unit with VAT in EUR are beeing used!

Prices may vary.!

Subject-matter	Description	Quantity	Unit	My price	My total price
cabbage	cabbage	200	Kilogram	3,66	732,00
tomato	tomato	200	Kilogram	3,66	732,00
Lots together:					1.464,00

Back

Figure 40: Table before the start of the auction

Once the auction starts, you will be able to see your tender in the table(s) on the left hand side of the screen (depending for which lot the auction takes place if the procurement is divided into lots) and the tenders of three, currently most favourable tenderers. At any time during the auction, the participating tenderer may check their placement in the table(s) on the right hand side of the screen in the "My placing" section (for an individual lot for which the auction takes place if the procurement is divided into lots).

← Carry out auction

Zapri/razpiši vse

Lot 1: Fruits
 Remaining time to bid: 0 days, 16 : 32 : 45

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
apples	500	Kos	1,22	610,00	0,98	1,83		0,88
oranges	500	Kos	1,22	610,00	0,98	1,83		0,88
lemons	500	Kos	1,22	610,00	0,98	1,83		0,88
Lots together:				1.830,00	1.464,00	2.745,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 2

Lot 2: Vegetables
 Remaining time to bid: 0 days, 16 : 32 : 45

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,66	732,00	2,20	3,05		2,10
tomato	200	Kilogram	3,66	732,00	2,20	3,05		2,10
Lots together:				1.464,00	878,40	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 3

Back

Export prices

+ Import prices

Submit all prices

Figure 41: Display of prices at the start of the auction

7.2.1. Actions during the implementation of the electronic auction

During the auction, the following options are available by means of which it is possible to submit your prices:

- Change of price by editing the table

Prices can be changed by clicking a cell in the line in which you want to change the price in the "My price/unit of measure" section and change the desired value.

Following the change in price, the "Submit prices" button will become active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. If the procurement is divided into lots, all prices may be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.



Lot 2: Vegetables

Remaining time to bid: 0 days, 16 : 02 : 01

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,60	732,00	2,20	3,05		2,10
tomato	200	Kilogram	3,66	732,00	2,20	3,05		2,10
Lots together:				1.464,00	878,40	1.220,00		

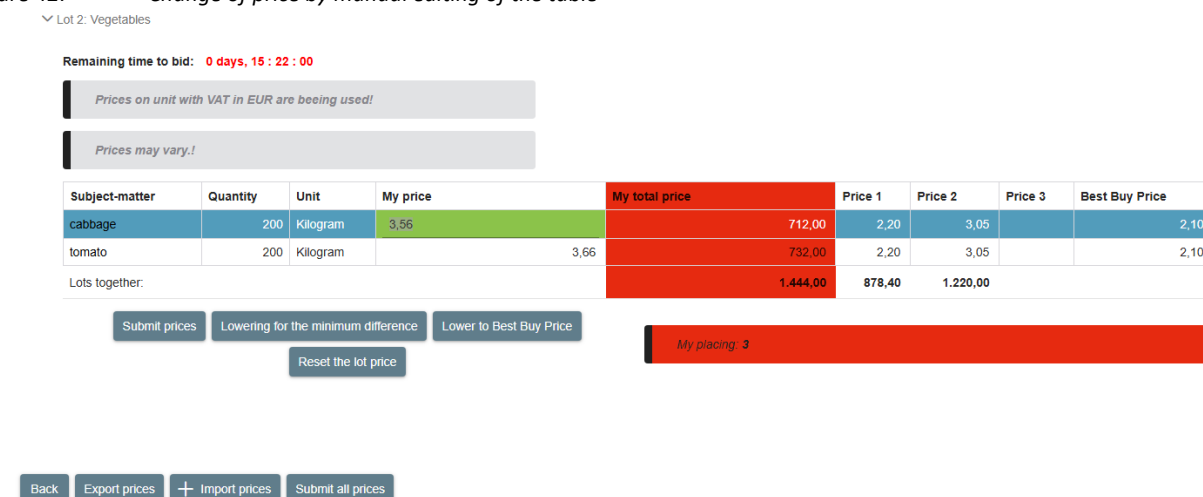
Submit prices Lowering for the minimum difference Lower to Best Buy Price

Reset the lot price

My placing: 3

Back Export prices + Import prices Submit all prices

Figure 42: Change of price by manual editing of the table



Lot 2: Vegetables

Remaining time to bid: 0 days, 15 : 22 : 00

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,56	712,00	2,20	3,05		2,10
tomato	200	Kilogram	3,66	732,00	2,20	3,05		2,10
Lots together:				1.444,00	878,40	1.220,00		

Submit prices Lowering for the minimum difference Lower to Best Buy Price

Reset the lot price

My placing: 3

Back Export prices + Import prices Submit all prices

Figure 43: Activity of the "Submit prices" button

- Change of price with the "Lowering for the minimum difference" action

This action is only enabled when the contracting authority enters a minimum step when determining the parameters of the auction. Prices can be changed by clicking on a cell in the line in which you want to change the price in the "My price/unit of measure" section or any other cell in the line and then clicking on the "Lowering for the minimum difference" button. The system will reduce the price of the item by a minimum step determined by the contracting authority in the procurement settings in the e-JN system.

Following the change in price, the "Submit prices" button will become active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. If the procurement is divided into lots, all prices may be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

Lot 2: Vegetables

Remaining time to bid: 0 days, 15 : 18 : 36

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,56	712,00	2,20	3,05		2,10
tomato	200	Kilogram	3,66	732,00	2,20	3,05		2,10
Lots together:				1.444,00	878,40	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 3

Back Export prices + Import prices Submit all prices

Figure 44: Change in price by minimum step

Lot 2: Vegetables

Remaining time to bid: 0 days, 15 : 05 : 29

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,56	712,00	2,20	3,05		2,10
tomato	200	Kilogram	3,56	712,00	2,20	3,05		2,10
Lots together:				1.424,00	878,40	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 3

Back Export prices + Import prices Submit all prices

Figure 45: Activity of the "Submit prices" button

- Change of price with the "BBP" action

This action is only enabled when the contracting authority enters a minimum step when determining the parameters of the auction. Prices can be changed by clicking on a cell in the line in which you want to change the price in the "My price/unit of measure" section or any other cell in the line and then clicking on the "Lower to Best Buy Price" button. The system will reduce the price of the item by a minimum step below the price of the lowest tender submitted in the system at the time when you started changing the price of the relevant item.

Following the change in price, the "Submit prices" button will become active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. If the procurement is divided into lots, all prices may be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

Lot 2: Vegetables

Remaining time to bid: 0 days, 14 : 31 : 36

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,56	712,00	2,20	3,05		2,10
tomato	200	Kilogram	3,56	712,00	2,20	3,05		2,10
Lots together:				1.424,00	878,40	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 3

Back Export prices + Import prices Submit all prices

Figure 46: Change in price by BBP

Lot 2: Vegetables

Remaining time to bid: 0 days, 14 : 22 : 20

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	2,10	419,20	2,20	3,05		2,10
tomato	200	Kilogram	3,56	712,00	2,20	3,05		2,10
Lots together:				1.131,20	878,40	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 3

Back Export prices + Import prices Submit all prices

Figure 47: Activity of the "Submit prices" button

- Change in price by importing "Excel template"

Prices can be changed by importing them with the help of the Excel table. First transfer the current prices in the Excel template, change the prices in the Excel and then upload this document in the e-Auction.

This may be done by using the "Export prices" and "+Import prices" buttons in the bottom of the table during the auction.

Lot 2: Vegetables

Remaining time to bid: 0 days, 11 : 47 : 10

Prices on unit with VAT in EUR are being used!

Prices may vary!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	2,10	419,20	2,20	3,05		2,00
tomato	200	Kilogram	3,56	712,00	2,20	3,05		2,10
Lots together:				1.131,20	878,40	1.220,00		

Submit prices Lowering for the minimum difference Lower to Best Buy Price

Reset the lot price

My placing: 2

Back Export prices + Import prices Submit all prices

Figure 48: Buttons for transferring Excel files

An example of an Excel file is presented below, which was exported from the system during the auction by using the "Export prices" button. It is only permitted to change cells in the "Price per unit of measurement" column in the template (table). If you wish to upload in the e-JN system the file in which another cell was changed, the e-JN system will not accept such file and will report an error.

Samodrejno shranjevanje izvazene_cene_drazbe_293 (1) Brez oznake Shranjeno v Ta računalnik s sistemom Windows

Datoteka Osnovno Vstavljanje Postavitve strani Formule Podatki Pregled Ogled Avtomatizacija Pomoč

Prilepi Izrezi Kopiraj Preslikovalnik oblik Odložišče Pisava Poravnava Število Slogi Vstavi Izbrili Oblika Samodrejna vsota Zapolni Počisti Urejanje

ID	Lot	Elements of contract/lot (contracting authority)	Elements of contract/lot (tenderer)	Quantity	Unit of measurement	Price per unit of measurement	Total price
11044	Fruits - 376	apples	apples	500	Kos	1,22	610,00
11047	Fruits - 376	oranges	oranges	500	Kos	1,22	610,00
11050	Fruits - 376	lemons	lemons	500	Kos	1,22	610,00
11053	Vegetables - 377	cabbage	cabbage	200	Kilogram	2,10	419,20
11056	Vegetables - 377	tomato	tomato	200	Kilogram	3,56	712,00

Figure 49: Example of an Excel file following an export from the system before the change of prices

After successful import of the file with changed prices by using the "+ Import prices" button, the prices will be displayed, which you have prepared in the Excel file.

Carry out auction

Notice
 The prices were successfully imported to auction. The prices must be submitted per lots.

Zapišite cene

▼ Lot 1: Fruits

Remaining time to bid: **0 days, 08 : 29 : 52**

Prices on unit with VAT in EUR are being used!

Prices may vary!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
apples	500	Kos	0,60	300,00	0,70	1,83		0,60
oranges	500	Kos	0,60	300,00	0,70	1,83		0,60
lemons	500	Kos	0,60	300,00	0,70	1,83		0,60
Lots together:				900,00	1.050,00	2.745,00		

Submit prices
Lowering for the minimum difference
Lower to Best Buy Price
Reset the lot price

My placing: **2**

▼ Lot 2: Vegetables

Remaining time to bid: **0 days, 08 : 29 : 52**

Prices on unit with VAT in EUR are being used!

Prices may vary!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	0,60	120,00	0,70	3,05		0,60
tomato	200	Kilogram	0,60	120,00	0,70	3,05		0,60
Lots together:				240,00	280,00	1.220,00		

Submit prices
Lowering for the minimum difference
Lower to Best Buy Price
Reset the lot price

My placing: **2**

Back
Export prices
+ Import prices
Submit all prices

Figure 50: Display of prices at the auction after successful import of the Excel file

Following the change in price, the "Submit prices" button will become active for all items or lots (if the procurement is divided into lots) where the change is active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. All prices may also be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

←
Carry out auction

Zapri/razpri vse

▼ Lot 1: Fruits

Remaining time to bid: 0 days, 08 : 24 : 25

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
apples	500	Kos	0,60	300,00	0,70	1,83		0,50
oranges	500	Kos	0,60	300,00	0,70	1,83		0,50
lemons	500	Kos	0,60	300,00	0,70	1,83		0,50
Lots together:				900,00	1.050,00	2.745,00		

Submit prices

Lowering for the minimum difference

Reset the lot price

Lower to Best Buy Price

My placing: 1

▼ Lot 2: Vegetables

Remaining time to bid: 0 days, 08 : 24 : 25

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	0,60	120,00	0,70	3,05		0,50
tomato	200	Kilogram	0,60	120,00	0,70	3,05		0,50
Lots together:				240,00	280,00	1.220,00		

Submit prices

Lowering for the minimum difference

Reset the lot price

Lower to Best Buy Price

My placing: 1

Back
Export prices
+ Import prices
Submit all prices

Figure 51: *Display of prices at the auction following the submission of changed prices with the use of the "Submit prices" or "Submit all prices" buttons*

- **Resetting the prices entered before the submission**

Before the submission, the system enables you to change the prices for individual lots (or the entire procurement if there are no lots), which you have entered in one of the aforementioned ways, to the values that were last submitted in the system. This can be done by selecting the "Reset prices of the lot" button.

Lot 2: Vegetables

Remaining time to bid: 0 days, 07 : 14 : 03

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	0,60	120,00	0,50	3,05		0,40
tomato	200	Kilogram	0,70	140,00	0,60	3,05		0,50
Lots together:				260,00	220,00	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 2

Back

Export prices

+ Import prices

Submit all prices

Figure 52: Display of changed prices that were not submitted in the system before the reset

Lot 2: Vegetables

Remaining time to bid: 0 days, 07 : 02 : 10

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	0,70	140,00	0,50	3,05		0,40
tomato	200	Kilogram	0,70	140,00	0,60	3,05		0,50
Lots together:				280,00	220,00	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 2


Back

Export prices

+ Import prices

Submit all prices

Figure 53: Display of prices after the reset

 The preparation of the tender (data entry and addition of documents) can be performed by only one user at a time. In the case of simultaneous editing of the tender by several users, the e-JN system does not guarantee the correctness of the entered data.

7.2.2. Explanation of individual fields and symbols displayed on the screen of the auction table

Before the start of the auction, your data transferred from the tender you submitted before the deadline for the submission of tenders can be found on the auction table.

During the auction, information about your placement (position) according to the criteria for the selection of the most favourable tenderer is accessible on the screen.

Explanation of tables:

- My price/unit of measure – represents the tender price for the item per the unit of measure (piece, m², etc.).
- My total price – represents the tender price for the item and the entire tender quantity.
- Price 1 ("Price 2", "Price 3") – represents the price of other participants (no more than three most favourable ones according to the criteria for the selection of the most favourable tenderer) for the item per the unit of measure (piece, m², etc.).
- Lot sum:
 - "My total price" column – total tender price for all items in the lot (or the entire procurement if there are no lots) for the entire quantity.
 - "Price 1" column ("Price 2", "Price 3") – total tender price for all items in the lot (or the entire procurement if there are no lots) for the entire quantity of other tenderers (no more than three most favourable ones according to the criteria for the selection of the most favourable tenderer).

Legend of colours:

GREEN – you offer the lowest price for the lot where your prices are GREEN.

YELLOW – you offer the second lowest price for the lot where your prices are YELLOW.

RED – you do not offer the lowest or the second lowest price for the lot where your prices are RED.

Lot 2: Vegetables

Remaining time to bid: 0 days, 15 : 18 : 36

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3	Best Buy Price
cabbage	200	Kilogram	3,56	712,00	2,20	3,05		2,10
tomato	200	Kilogram	3,66	732,00	2,20	3,05		2,10
Lots together:				1.444,00	878,40	1.220,00		

Submit prices

Lowering for the minimum difference

Lower to Best Buy Price

Reset the lot price

My placing: 3

Back

Export prices

+ Import prices

Submit all prices

Figure 54: Screen (table) display during the auction

In addition to the remaining time left in the interval, the current interval of the ongoing auction is also displayed on the top of the table in the case of the time-interval auction.

Carry out auction

Subject-matter of contract

Remaining time to bid: 0 days, 01 : 37 : 11 Interval 1 from 3

Prices on unit with VAT in EUR are being used!

Prices may vary!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3
laptop	100	Kos	1.100,00	110.000,00	1.098,00	1.830,00	
monitors	100	Kos	610,00	61.000,00	488,00	732,00	
Lots together:				171.000,00	158.600,00	256.200,00	

Submit prices Reset the lot price

My placing after opening previous interval: 2

Back Export prices + Import prices

Figure 55: Screen (table) display during the auction – time-interval auction

If the contracting authority suspended the implementation of the auction, a symbol will be displayed on the screen informing you of the suspension. The auction will continue once the contracting authority arranges continuation.

Carry out auction

Auction has been withheld!

Zapri razpisi

Lot 1: Fruits

Prices on unit with VAT in EUR are being used!

Prices may vary!

Subject-matter	Quantity	Unit	My price	My total price	Price 1	Price 2	Price 3
apples	500	Kos	1,22	610,00	0,98	1,83	
oranges	500	Kos	1,22	610,00	0,98	1,83	
lemons	500	Kos	1,22	610,00	0,98	1,83	
Lots together:				1.830,00	1.464,00	2.745,00	

My placing: 2

Figure 56: Screen (table) display suspending the implementation of the auction – time-interval auction

7.3. Completed e-Auction

After the auction is completed, you will get access to the final prices of individual tenderers displayed along with their names.

Carry out auction

Zapri/razpni vse

Lot 1: Fruits

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	My price	Price 1	Price 2	Price 3	Price 4	Price 5
apples	1,49	1,20	2,23			
oranges	1,49	1,20	2,23			
lemons	1,49	1,20	2,23			
Lots together:	2.232,60	1.793,40	3.348,90			

My placing: 2

Final placing	Lots together	Tenderer's name
1.	1.793,40	Supplier2, Test adress 2
2.	2.232,60	Supplier1, Test adress 1
3.	3.348,90	Export gmbh, Headquarters 1

Lot 2: Vegetables

Prices on unit with VAT in EUR are being used!

Prices may vary.!

Subject-matter	My price	Price 1	Price 2	Price 3	Price 4	Price 5
cabbage	4,47	2,68	3,72			
tomato	4,47	2,68	3,72			
Lots together:	1.786,08	1.073,60	1.488,40			

My placing: 3

Final placing	Lots together	Tenderer's name
1.	1.073,60	Supplier2, Test adress 2
2.	1.488,40	Export gmbh, Headquarters 1
3.	1.786,08	Supplier1, Test adress 1

Back

Figure 57: Screen display after a completed auction

After the end of the e-Auction, the system will automatically prepare a pro-forma invoice of the tenderer, which the contracting authority accepts as a binding pro-forma invoice after the completed auction.

8. DYNAMIC PURCHASING SYSTEM

The e-JN system enables the implementation of a dynamic purchasing system (hereinafter: DPS). Participation in public procurement procedures implementing the DPS takes place in the same way as other procedures in the e-JN system.

8.1. Participation in the DPS

If you want to participate in a public procurement implementing the DPS, find the procurement in the e-JN system via the icon "Current public procurement" or via a web link on the Public Procurement Portal. The latter will redirect you to the e-JN system on the published DPS. The course of application for a public procurement implementing the DPS is the same as in two-phase procedures.

Selecting the public procurement, opens the page with the basic data of the public procurement (procurement details), the link to the Public Procurement Portal and (on the right hand side of the screen) the button "Participate in public procurement". By clicking on the button, the basic page "Application" will open, where you shall mark the category you are applying for, attach the necessary or required documentation and submit the application in the same way, as you do for other procedures in the e-JN system.

Application

Basic information about the application

Version

1

Version status

In progress

Time remaining until submission deadline

0 days, 00 : 23 : 35

Email address for notification: *

supplier@gmail.com

Please re-enter your e-mail address: *

supplier@gmail.com

Reference number:

enter reference number

☐ joint request to participate/tender
 ☐ relying on capacities of other entities
 ☐ subcontractors

Oddaja prijave/ponudbe za kategorije:

Kategorija	
Kategorija 1 - apples	<input type="checkbox"/>
Kategorija 2 - oranges	<input type="checkbox"/>
Kategorija 3 - lemons	<input type="checkbox"/>

Documents

ESPD - tenderer

Document	Description	Size (Mb)	Date			
No documents!						
+ Select						

Other attachments

Document	Description	Size (Mb)	Date			
No documents!						
+ Select						

Upload supporting documents

Back

Save

Submit request to participate

Figure 58: Application

8.2. Subsequent application to DPS procedures

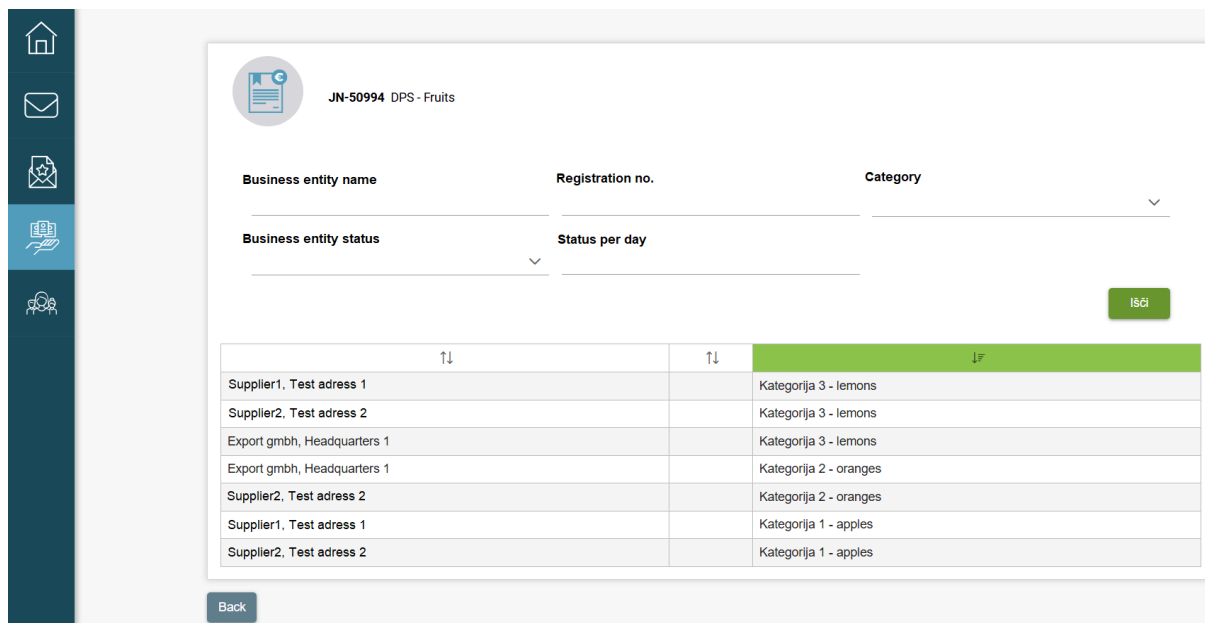
If the contracting authority for the public procurement implementing the DPS for one or more (or for all) categories did not request your qualification or you would like to participate in category you did not mark in the original application and applied for, you can apply again at any time in the future or you participate in the same public procurement implementing the DPS, when the contracting authority enables additional collection of applications.

This can be done in the same way as you submit your first application.

8.3. Request your qualification and specific procurements

After receiving your application for a public procurement implementing the DPS, the contracting authority will review the applications within the e-JN system and request your qualification (or not) for each category to participate in the second phase of the DPS (submission of a tender on the request of the contracting authority). The decision of request qualification must be published on the Public Procurement Portal, and the e-JN system will notify you of the request qualification by e-mail and/or via SMS messages and/or via the notification centre (depending on your notification method settings).

If request your qualification to participate in the second phase of DNS, you are included in the catalogue of tenderers of this DPS.



JN-50994 DPS - Fruits

Business entity name: _____ Registration no.: _____ Category: _____

Business entity status: _____ Status per day: _____

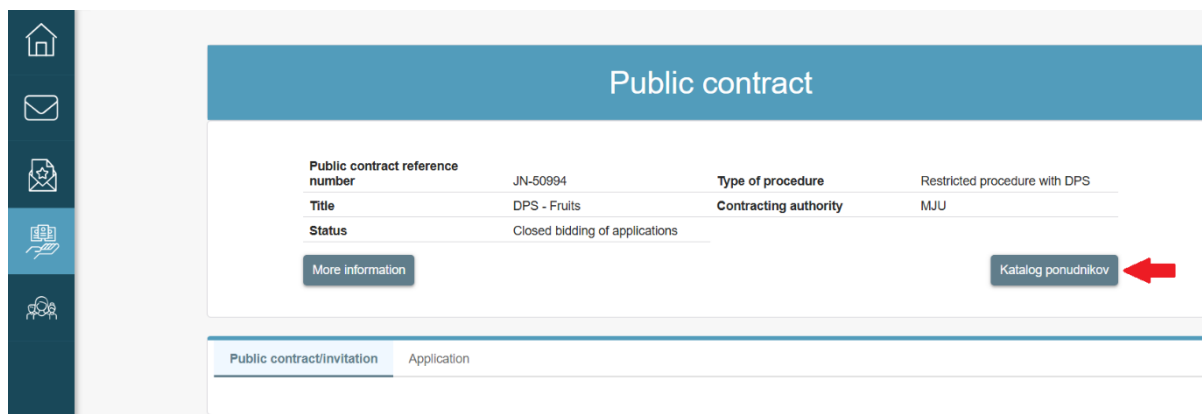
Isči

Supplier1, Test adress 1	Supplier2, Test adress 2	Category
Supplier1, Test adress 1	Supplier2, Test adress 2	Kategorija 3 - lemons
Export gmbh, Headquarters 1	Export gmbh, Headquarters 1	Kategorija 3 - lemons
Supplier2, Test adress 2	Supplier1, Test adress 1	Kategorija 2 - oranges
Supplier1, Test adress 1	Supplier2, Test adress 2	Kategorija 2 - oranges
Supplier1, Test adress 1	Supplier2, Test adress 2	Kategorija 1 - apples
Supplier2, Test adress 2	Supplier1, Test adress 1	Kategorija 1 - apples

Back


Figure 59: Catalogue of tenderers

The catalogue of tenderers in the e-JN system can be find by selecting the "Tenders" icon and search for your submitted application for the public procurement implementing the DPS in the "List of applications/tenders".



Public contract

Public contract reference number	JN-50994	Type of procedure	Restricted procedure with DPS
Title	DPS - Fruits	Contracting authority	MJU
Status	Closed bidding of applications		

[More information](#) [Katalog ponudnikov](#) 

Public contract/invitation Application

Figure 60: Application

8.3.1. Participation in specific procurements of the DPS (second phase)

In the case described in point 8.3, when the contracting authority has requested your qualification, you will be able to participate in the second phase of DPS (submission of a tender on the request of the contracting authority). When the contracting authority creates a request for DPS in the e-JN system, you will receive an invitation for tender submission for each category the contracting authority is submitting a request. You will receive the invitation via e-mail. The invitation can also be seen among the invitations ("Invitations" icon).

The submission of the tender takes place in the same way as for other procedures in the e-JN system.

8.4. Verification of qualification to participate in the DPS

In accordance with the paragraph 10 of Article 49 of the Public Procurement Act (PPA-3), the contracting authorities may, at any time during the period of validity of the DNS, require admitted participants (or from all participants in the case of joint procurement, when the economic operator rely on the capacities of other entities, or when the contract involves a subcontractors) to submit a renewed and updated ESDP within five working days from the date on which that request is transmitted. At any time during the period the DPS, the contracting authority can ask you to submit a new ESDP form to check whether you are still qualified to participate in each DNS and/or its category. You will receive a notification to submit a renewed and updated ESDP from the e-JN system by e-mail. You can also find it by clicking on the "Tenders" icon, where you can find your submitted application for the public procurement implementing the DPS in the "List of applications/tenders", similar to invitation for supplementing the request to participate.

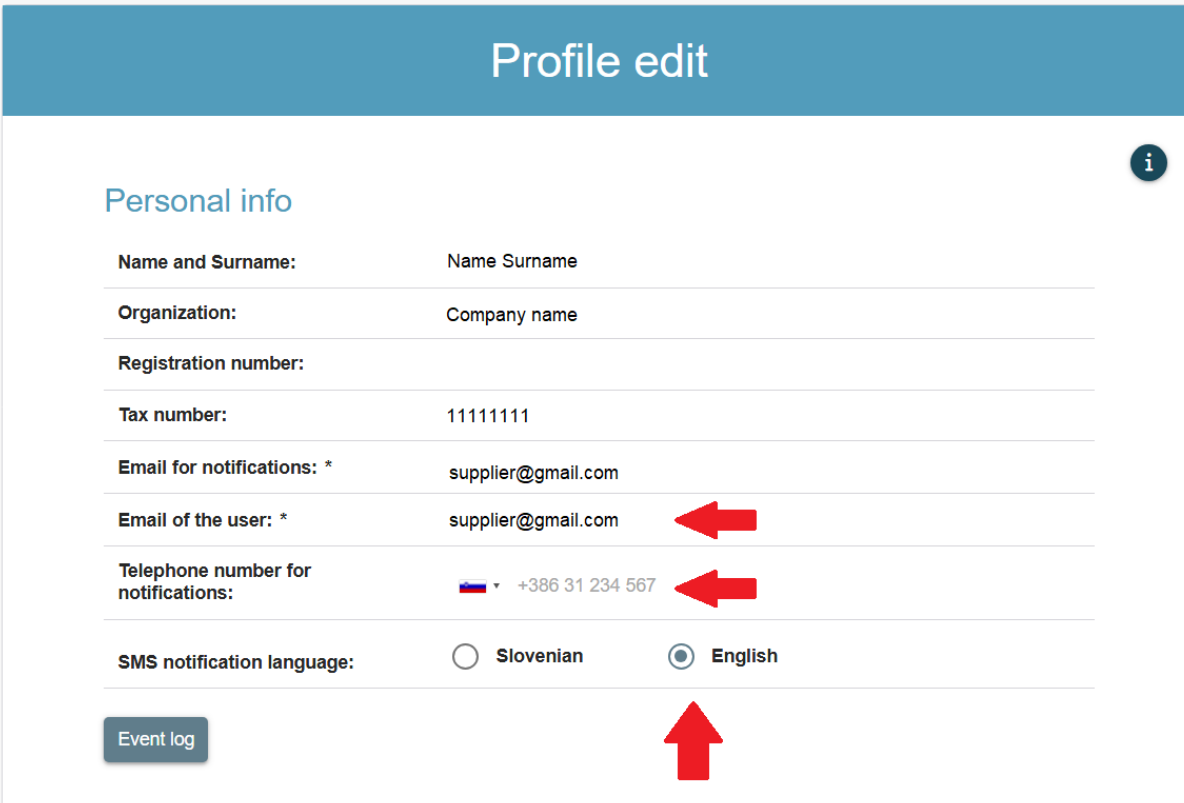
9. INFORMATION AND NOTIFICATION CENTER

The notification functionality enables easier review of notifications and tasks within the e-JN system.

You have an option on how you want to receive notifications - you can receive notifications via e-mail and/or via SMS messages and/or via the notification centre. You can edit the notification settings via the user profile → Edit contact information, where you have three parts available:

- “Personal info”,
- “Notification” and
- “CPV notification codes”.

In the “Personal info” section, you can specify or change the notification email address, notification phone number and notification language for SMS messages.



Profile edit

Personal info

Name and Surname: Name Surname

Organization: Company name

Registration number:

Tax number: 11111111

Email for notifications: * supplier@gmail.com

Email of the user: * supplier@gmail.com

Telephone number for notifications: +386 31 234 567

SMS notification language: ☐ Slovenian ☒ English

Event log

Figure 61: View profile editing setting in the “Profile edit” section

In the "Notification" section, check the options you want to be notified about.

Notifications i

Notifications	"My e-JN" notifications	Email notifications	SMS notifications
Notices of the procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notices about JN according to CPV codes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 62: View profile editing setting in the "Notifications" section

The "CPV notification

codes" section is intended for notification of newly published public procurement procurements in the e-JN system based on the CPV code of the public procurement that you specify in this section for notification.

CPV notification codes

CPV code	Category	Region		
No entry				

Add code

Back Save

Figure 63: View profile editing settings in the "CPV notification codes" section

9.1. Notification centre

The notification center is shown with:

- an envelope icon. The number displayed next to the icon represents the number of unread notifications,



Figure 64: An envelope icon with the number of unread messages

- a "Notifications" icon. After logging in to the e-JN system, the "My e-JN" desktop will appear.

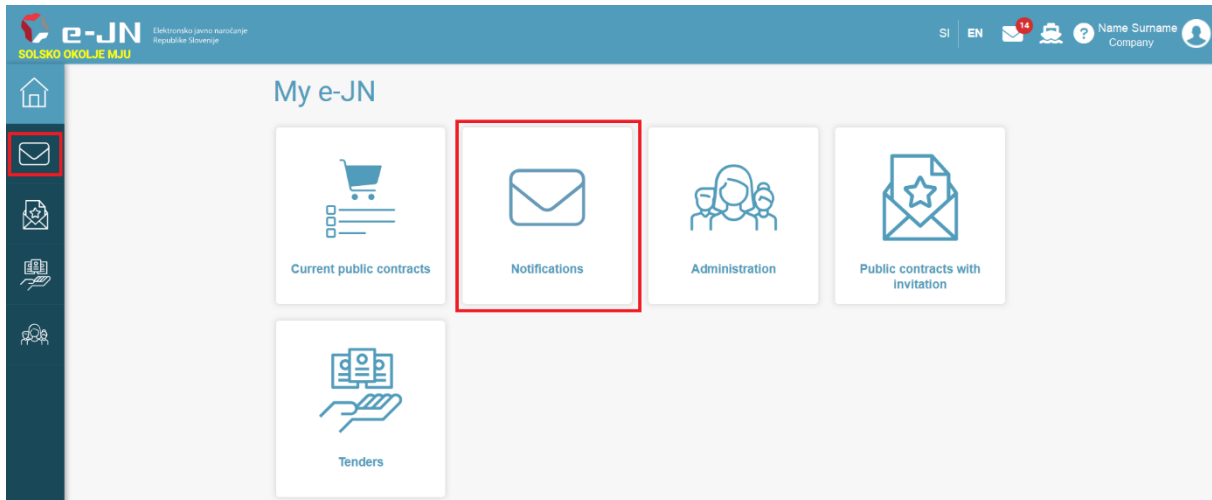



Figure 65: A "Notifications" icon

Selecting the icon  opens the screen to display the list of unread notifications shown in the image below. By selecting on the notification, it is marked as read and is removed from the list, while the number representing the number of unread notifications is reduced.

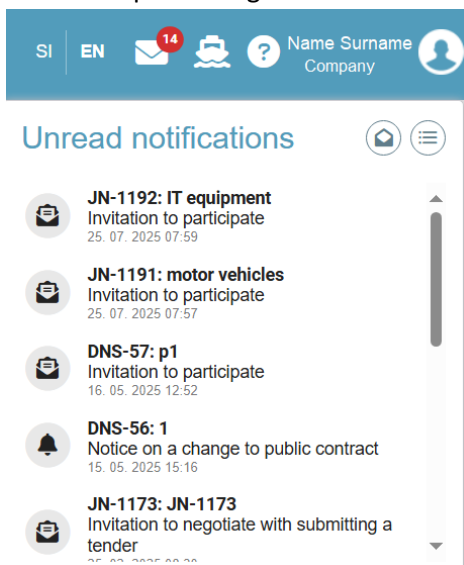




Figure 66: A list of unread notifications

By clicking on the icon  all notifications are removed from the list of unread notifications. By clicking on the icon  you are redirected to the "Notifications" page, which can also be accessed after logging in to the e-JN system by selecting the "Notifications" icon on the "My e-JN" desktop.






Notifications				
Number of results: 5				
Read ↑↓	Notification title	Reference number ↑↓	Title ↑↓	Date and time of notification ↑↓
	Invitation to participate	JN-1192	IT equipment	25. 07. 2025 08:01
	Invitation to participate	JN-1191	motor vehicles	25. 07. 2025 07:58
	Invitation to participate	DNS-57	p1	16. 05. 2025 12:53

Figure 67: A list of notifications

The  icon shows unread notifications and the icon  shows read notifications. By clicking on an individual notification, you are redirected to the notification details screen or to the specific task, if the notification is a task.

10.FAQ

[Answers to frequently asked questions.](#)

Important recommendations

When preparing tenders, the tenderer's attention is drawn to the following options and specifics of the e-JN system:

- **Make sure you start preparing and submitting your tender on time.**
- When submitting tenders, the size of files is limited to 500 MB per file and 1,5 GB for the entire tender documentation (all files in total).
- When naming pro-forma invoices, ESPDs and Statements, avoid using sibilants and special symbols to prevent unpredictable problems. We advise the use of the following symbols: a–z; A–Z; 0–9; -; _; .
- After the upgrade of the electronic public procurement portal (e-JN or ejn.gov.si), the uploading of the following files was made possible (**zip, xls,xlsx, docx, doc, pdf, xml, jpg, jpeg, png, tif, tiff, rtf**).
- The uploading of other formats is done as follows:
 - the files must first be archived in the **zip** file. To this end, you can use the functionality in the Windows system or use the tools for archiving (WinZip, 7-Zip, etc.). To avoid excessively large files, we recommend that the attached documents are scanned in black and white with 150dpi resolution.
- In the case of **a large number of files** that you intend to upload to the "Documents" section, "Other attachments" section, we suggest that you compress the files into a ***.zip** file and then upload it to the "Other attachments" section. With this action you will avoid the problems of uploading a large number of files to the e-JN system.
- The SI-PASS <https://sicas.gov.si/CES-Sign/sign/sign.htm> enables electronic signing of the ESPD forms for other participants (partners, subcontractors). The tenderer (or the leading partner if a group of tenderers acts as a tenderer) signs their own ESPD when submitting the tender.
- Observe the contracting authority's instructions for the preparation of the tender, especially the pro-forma invoice. We also point out that the entered total tender value and the

document uploaded in the "Pro-forma invoice" section are accessible at the public opening of tenders, which is why they should not contain data that could reveal personal information, classified information or business secrets.

- If you encounter a problem or the message: "You do not have sufficient rights to access the content of the website!" in previously working web application, it may be due to stored **cookies or browser data**. To solve the problem, please follow these steps:
 1. **Open the browser settings** (e.g. Chrome, Firefox, Edge) **by clicking on ctrl+shift+delete**.
 2. Select the option **"Clear browsing data"**.
 3. Under the option **"Time range"**, select **"All time"**.
 4. Check the following options:
 - **Cookies and other site data**
 - **Cached images and files**
 5. Click **"Clear data"**.
 6. **Close and restart the browser.**
 7. **Try accessing the application again.**
- The use of [Internet Explorer is no longer supported](#). When using this browser in the e-JN system problems may occur, which are outside control and responsibility of the e-JN system administrator and the registered user (e.g. failure of all system functionalities or individual sections of the system). Internet Explorer was replaced by the new internet browser, Microsoft Edge.