
Company - Unternehmen

Synopsis

In this module, the user can edit the base data and alter global settings for the company account. The base data includes the address as well as contact information. In addition, the company can also enter a so called prequalification number ("Präqualifizierungsnummer"), if applicable. Companies can receive a certificate of prequalification (incl. the PQ number) if proficiency in a certain field of work is asserted by an independent institution. The names of the institutions are given in the "Vergabemarktplatz." Furthermore, a company can identify CPV-code categories to show which goods and services are part of the companies' portfolio.

Please note that all these actions are only possible for users with administrative rights ("Benutzer mit Administratorrechten").

Administration of company data

Company data

Company registration number: **CX1004**



Company name: *

Hoch- und Tiefbau GmbH

Street, Street no: *

Baustraße 134

Postal: *

45689

Town: *

Bauhausen

Post office box:

Country:

Germany



Phone: *

0254 2563

Fax:

0254 2566

E-mail: *

service@cosinex.de



URL:

http://

Competent local court :

Local court number:

TT ID:

Miscellaneous:



1

E-mail requests about granting access

Allow e-mails regarding company account requests:



2

Explanation

By using this setting you agree to receive notifications when someone requests to get an user account in your company account.

When a new user enters his company data in the registration process we check if they are equal to your company data (e.g. same basis data, address etc.). If these data fit to your company account we will catch the users attention about this fact. If you have activated this setting the user can send an e-mail request to you to get access to your company account.

Prequalification

Registration number in the database of the German association "Verein für die Präqualifizierung von Bauunternehmen e.V."

PQ-VOB Reg. No.:

e.g.: 123.876543

Company code / certificate number in the database for prequalification for supplies and services
"Präqualifizierungsdatenbank für den Liefer- und Dienstleistungsbereich"

PQ-VOL company code:

e.g.: 11-123-A12-A2C



SAVE



You can name your branches of trade or business sectors "branches of trade" you are working in right here. On this basis contracting authorities and economic operators can find and invite you to restricted tenders. Furthermore all of these entries will be integrated automatically into the search profiles of all new user accounts of your company account.

Business sector

Name of category	CPV code
Camping-site services	55220000-8
5  Edit categories	

Screenshot: Übersicht Modul "Unternehmen"

Actions

- [Edit company data](#)
- [Edit prequalification data](#)
- [Activate/deactivate e-mail-inquiries](#)
- [Edit sector/industry](#)
- [Close account](#)

Edit company data

menu:	Verwaltung › Unternehmen
Rights/Roles needed:	Administrator

1. Enter or change company data (see number 1 [in screenshot "Übersicht Modul Unternehmen"](#)).
The asterisk indicates mandatory fields.
2. Click the "Speichern" button to save the data (see number 4 [in screenshot "Übersicht Modul Unternehmen"](#)).

Edit prequalification data

menu:	Verwaltung › Unternehmen
Rights/Roles needed:	Administrator

1. Enter or change your prequalification number ("Präqualifizierungsnummer") (see number 3 [in screenshot "Übersicht Modul Unternehmen"](#)).
2. Click the "Speichern" button to save the data (see number 4 [in screenshot "Übersicht Modul Unternehmen"](#)).

Activate/deactivate e-mail-inquiries

menu:	Verwaltung › Unternehmen
Rights/Roles needed:	Administrator

1. Tick or untick the "E-Mail Anfragen bezüglich Zugangserstellung zulassen" check box (see number 2 [in screenshot "Übersicht Modul Unternehmen"](#)).
If this option is chosen, the administrator of a company will be informed if another user tries to register a company with the name. The user trying to initiate the double registration will be informed about this and the administrator can then choose to add this user to the existing company account. This feature is meant to minimize the unnecessary double registration of companies.
2. Click the "Speichern" button to save the data (see number 4 [in screenshot "Übersicht Modul Unternehmen"](#)).

Edit sector/industry

menu:	Verwaltung › Unternehmen
Rights/Roles needed:	Administrator

1. Click the "Kategorie(n) bearbeiten" button (see number 5 [in screenshot "Übersicht Modul Unternehmen"](#)).
2. Choose the fitting categories. You can either browse the tree-like catalog or use the key word search. Please note that the "Vergabemarktplatz" only uses the German version of the CPV-code. Categories can be selected using the "Auswählen" button.
We advise interested companies to search for the numeric code rather than key words, unless the German terms are common.
3. Once the choice is complete, click the "Übernehmen" button (see number 2 [in screenshot "Branche hinzufügen"](#)).
To finalize this step the chosen categories have to be saved (see next step).
4. Click the "Speichern" button to save the data (see number 4 [in screenshot "Übersicht Modul Unternehmen"](#)).

CPV code selection

Selected categories

Name of category	CPV code	Action
Camping-site services	55220000-8	
2 Apply settings Cancel		

All categories

Please select your categories ³ CPV codes right here. A category corresponds to a certain CPV code. Go to further sub-categories by clicking on the name of a category. Please click on **Select** to select the indicated category.

[All categories](#)

Category search:

Name of category	CPV code	Action
Administration, defence and social security services	75000000-6	Select
Agricultural machinery	16700000-7	Select
Agricultural, farming, fishing, forestry and related products	03000000-1	Select
Agricultural, forestry, horticultural, aquacultural and apicultural services	77000000-0	Select

Screenshot: Branche hinzufügen

Close account

menu:	Verwaltung > Unternehmen
Rights/Roles needed:	Administrator

1. Click "Ich möchte den Account des Unternehmens schließen" to close the company account (see number 6 in [screenshot "Übersicht Modul Unternehmen"](#)).
IMPORTANT: It is impossible to restore a company account once it has been closed. All data (profiles, users, projects) will be irretrievably lost. After an account was closed, a new account with the same name can be created.
2. If the account is to be closed, the user is asked to verify the decision by ticking the "Hiermit stimme ich der Schließung des Unternehmensaccounts zu" box (see number 1 in [screenshot "Account schließen"](#)).
3. Click "Account schließen" to finalize the action (see number 2 in [screenshot "Account schließen"](#)).

Close company account

You can close your company account right here. As a consequence your user account and all user accounts of your company account will be deleted. Please note that as a result a login and electronic tendering will no longer be available on this market place for you.

1
When your company account has been closed, you will be automatically logged out. Furthermore you will receive an e-mail confirmation concerning this procedure.

Please confirm

☐ I hereby agree the closing of the company account.

CLOSE ACCOUNT

2

Screenshot: Account schließen