

Propponent Registration Guide

**COLOMBIA
ROUND**

2021
2021



**COLOMBIA
ROUND 2021**

ANH
AGENCIA NACIONAL DE HIDROCARBUROS



El futuro
es de todos

Minenergía

#LaNUEVAENERGÍA

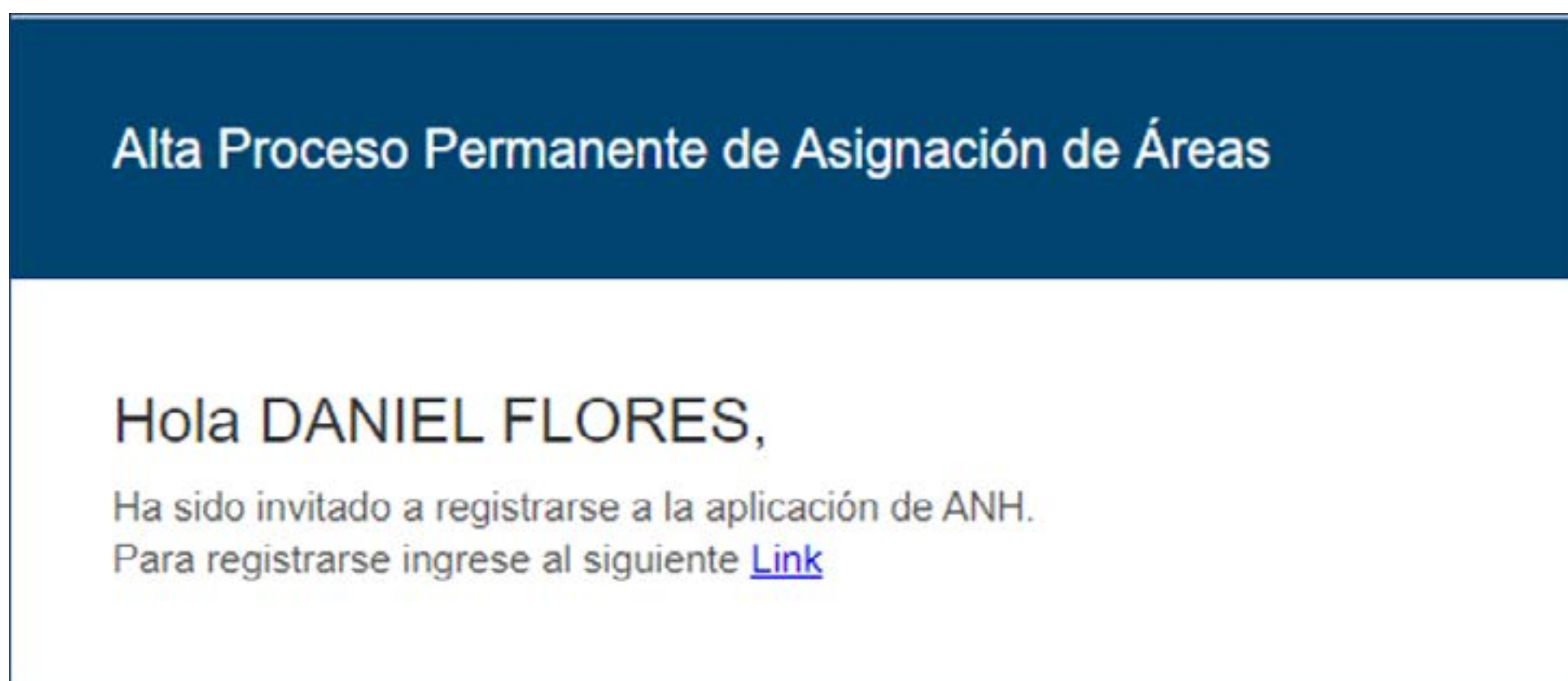


CONTENT

Proponent registration guide	2
User registration	3
Creation of the proponent's electronic signature	4
System access	4
Listing of the proponent's representatives.....	5
Adding the technical representative.....	5
Registration of the technical representative.....	6

USER REGISTRATION

The first step of the process is the registration of the user responsible for the presentation of the proposal, counteroffer and initial proponent option. The registration of a user in the application is done by clicking on the link attached in the invitation email from ANH, which will be sent to the Qualified Participants from the email account ppaa@anh.gov.co.



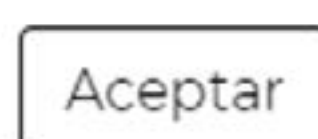
Once the registration screen is displayed, you must complete the following information.

<p>USUARIO * daniel11</p> <p>CONTRASEÑA * Daniel_11</p> <p>CONFIRMAR CONTRASEÑA * Daniel_11</p> <p>NOMBRE DE LA ORGANIZACION * Petrogras</p> <p>EMAIL * dflores@gmail.com</p> <p>NOMBRE/S Y APELLIDO/S * Daniel Flores</p> <p>REGISTRAR</p>	<p>Username Nombre de usuario elegido por el Representante</p> <p>Password Must be at least 8 characters long, contain a capital letter, a number and a special character <i>(for example: # * - /)</i></p> <p>Password Confirmation You must repeat the password to confirm it</p> <p>Organization Name Only displayed, cannot be modified</p> <p>Email Email of Legal Representative. Only shown, cannot be modified</p> <p>Name(s) and last name(s) Legal Representative's first and last name(s). Only shown, cannot be modified.</p>
--	---

Once the data requested has been completed, click on REGISTER, if the upload has been successful, the system will confirm the registration as shown below:



El usuario fue registrado satisfactoriamente.





CREATION OF THE PROPONENT'S ELECTRONIC SIGNATURE

After completing the fields, you will be asked to register your electronic signature, which will be required later in order to participate in the Permanent Process of Area Allocations.

Creación de firma electrónica

Creación de firma electrónica: Copia en un lugar seguro las palabras que se muestran a continuación. Te serán requeridas (en el mismo orden) para recuperar tu firma electrónica en caso que la olvides. Recordá que el sistema te va a solicitar la firma electrónica a lo largo de todo el proceso cada vez que sea preciso verificar tu identidad.

Frase mnemotécnica: bello gemir mitad palabra silla hecho pausa patio acusar cliente ritmo miseria

Firma electrónica:

Guardar Cancelar

Your electronic signature consists of a keyword of at least eight digits and must contain a capital letter, a number and a sign.

Remember to copy the words that make up the mnemonic phrase. These will be required in case you forget your electronic signature.

SYSTEM ACCESS

Once the bidder has registered, he/she must access the system using his/her user name and password.

Ingresar al sitio

USUARIO *

CONTRASEÑA *

Entrar

LISTING OF THE PROPONENT'S REPRESENTATIVE

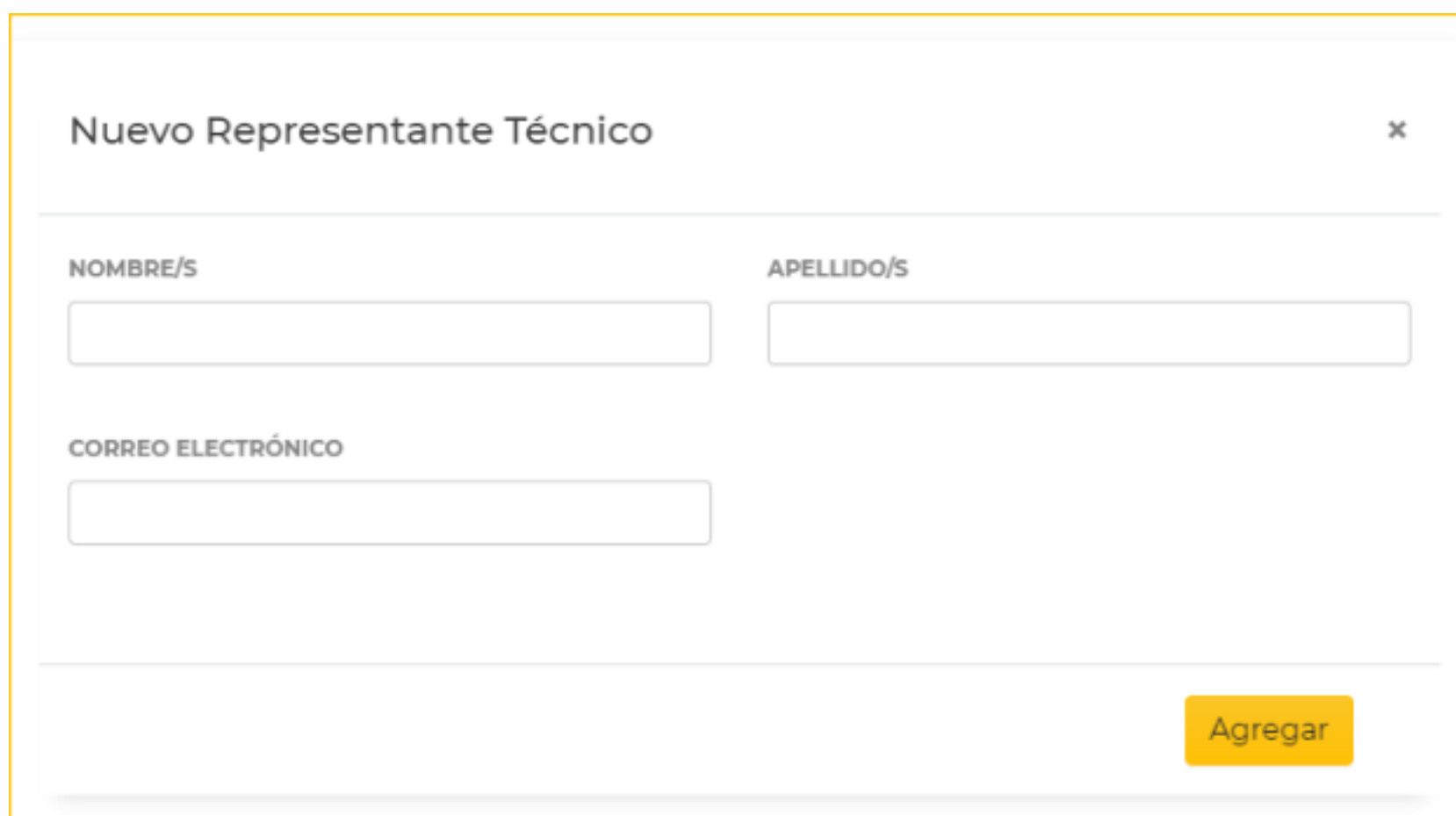
When accessing the system, the legal representative of the bidder may consult its data and also designate a technical representative to operate the system (queries, submission of proposals, decryption of proposals, etc.).



Nombre y Apellido	Correo electrónico	Rol	Estado	Fecha cbio. est.	Acciones	Notif.
DANIEL FLORES	dflores@gmail.com	Representante Legal	Registrado	05/10/2021		

ADDING THE TECHNICAL REPRESENTATIVE

To designate a technical representative, the legal representative must click on the “+ Add Technical Rep” button, which will display the following screen:



Nuevo Representante Técnico [X]

NOMBRE/S:

APELLIDO/S:

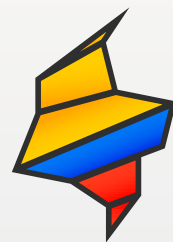
CORREO ELECTRÓNICO:

Agregar

Once the requested data (name/s, last name/s and e-mail address) have been completed, the system will request the electronic signature of the legal representative to record the operation and the technical representative will be notified by means of a message to the e-mail address entered by the legal representative.



Nombre y Apellido	Correo electrónico	Rol	Estado	Fecha cbio. est.	Acciones	Notif.
DANIEL FLORES	dflores@gmail.com	Representante Legal	Registrado	05/10/2021		
VICTOR MANUEL PAUL	vmpaul@gmail.com	Representante Técnico	Pendiente	05/10/2021		



REGISTRATION OF THE TECNICAL REPRESENTATIVE

The technical representative should make a user registration and electronic signature identical to the one made by the legal representative (see User Registration and Creation of Electronic Signature). From that moment on, he/she will appear in the list of authorized representatives with Registered status and will be able to operate the system (consult, submit proposals and counter-proposals, decrypt proposals and counter-proposals).



#LaNUEVAENERGÍA