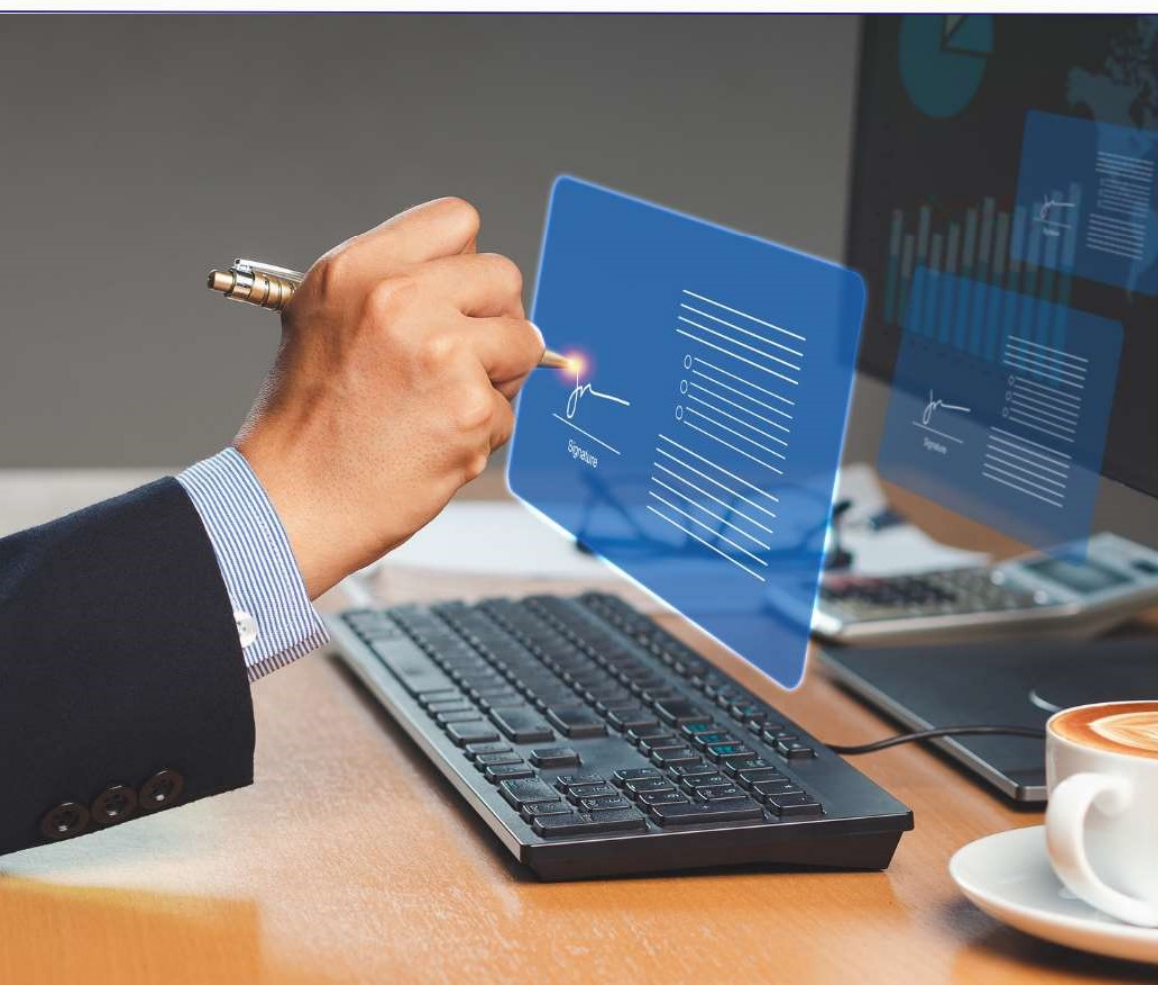




# User MANNUAL

*DIGITAL SIGNING OF DOCUMENTS*



**PUBLIC PROCUREMENT  
BUREAU**

## DIGITAL SIGNING OF DOCUMENTS

This guide is intended for all economic operators participating in public procurement procedures as bidders, to familiarize themselves with the new method of signing documents within the bid.

With the latest upgrades to the e-GP system, the digital signing process will be automated and carried out directly within the system. When submitting a bid:

- Documents must be uploaded in **.PDF format**
- The **financial offer** must be completed directly in the “Submit Bid” module
- After finalizing the bid, the system will automatically apply the **digital signature** (manual signing via an external application will no longer be possible)

**Note:** There is no need for documents to be signed prior to uploading – the system will apply the digital signature automatically. Mandatory use starting from **April 1, 2025**.

**Note:** The digital signing tool has already been implemented in the e-GP system for some time, but starting from **April 1, 2025**, its use will become **mandatory** for signing bids.

**Therefore, we recommend that you prepare in advance and submit your bids at least a few days before the start of the Public Opening, in order to avoid potential last-minute issues.**

### Step 1: Obtain a Digital Certificate

In the Republic of North Macedonia, there are two official and certified issuers of digital certificates:

- **KIBS** (<https://www.kibstrust.com/>)
- **Macedonian Telekom** ([http://www.t-home.mk/mk/374/IKT\\_uslugi/Digitalni\\_sertifikati.html](http://www.t-home.mk/mk/374/IKT_uslugi/Digitalni_sertifikati.html))

Their operations are regulated by the **Ministry of Digital Transformation**. Both certificate issuers provide different types of certificates for **natural persons** and **legal entities**.

For foreign economic operators, it is required to obtain a **Qualified Electronic Signature (QES)** that complies with the legal framework of the European Union, specifically Regulation (EU) No 910/2014 (eIDAS Regulation) on electronic identification and trust services for electronic transactions in the internal market.

The signing process is enabled only with qualified digital certificates issued on USB tokens or SMART cards by any Qualified Trust Service Provider (QTSP).

For more information on how to obtain a certificate, please contact the registered issuers directly.

## Step 2: Install the Digital Certificate

Once you obtain your digital certificate, you will also receive installation instructions from the certificate issuer. These instructions will guide you on how to install the certificate on your computer or how to store and use it via another electronic medium (e.g. CD, token, smart card).

**Note:** Make sure that the installed digital signature is properly configured and includes the **private key**, which is essential for signing documents.

## Step 3: Electronically Sign the Documents You Upload to the e-GP System

Currently, there are two methods for digital signing:

1. **Digital signing directly within the application**
2. **Digital signing via an external software application**

**Note:** Digital signing directly within the application is currently available only for economic operators in the bid submission module. Starting from **April 1, 2025**, this method of signing will become **mandatory**.

### 3.1 Digital Signing Directly Within the Application

Digital signing at the application level means that economic operators upload their documents in **.PDF format** into the appropriate fields within the **“Submit Bid”** module of the e-GP system. After uploading, with a single click on the **“Sign Documents”** button, the digital signature is applied to all documents at once.

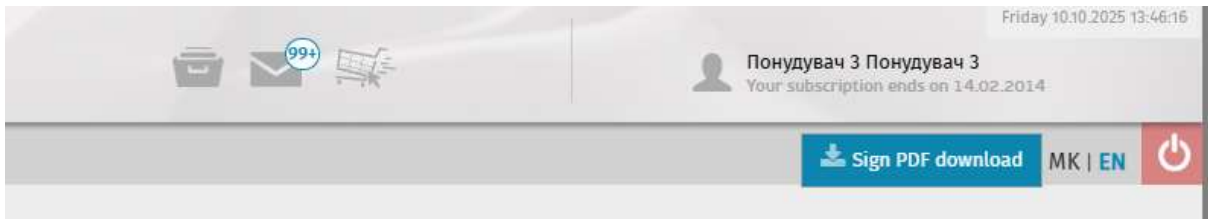
Before starting the digital signing process, the following prerequisites must be fulfilled:

- **Download the PDF extension for digital signing**
- **Install the client application for signing**

#### 3.1.1 Download the PDF Extension for Digital Signing

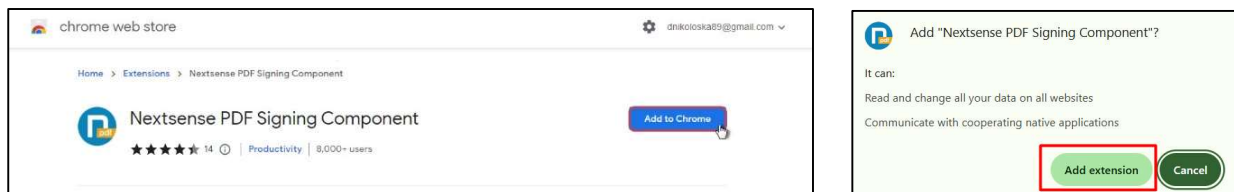
The PDF extension for digital signing is supported on the following operating systems: **Windows XP, 7, 8, 8.1, and 10**. Compatible web browsers include: **Google Chrome, Opera, Mozilla Firefox, and Microsoft Edge**.

To download the appropriate PDF extension, you must first log in as an economic operator and click the **“Sign PDF download”** button located in the upper right corner of the screen. After clicking the button, a new browser tab will open where you can install/add the extension.

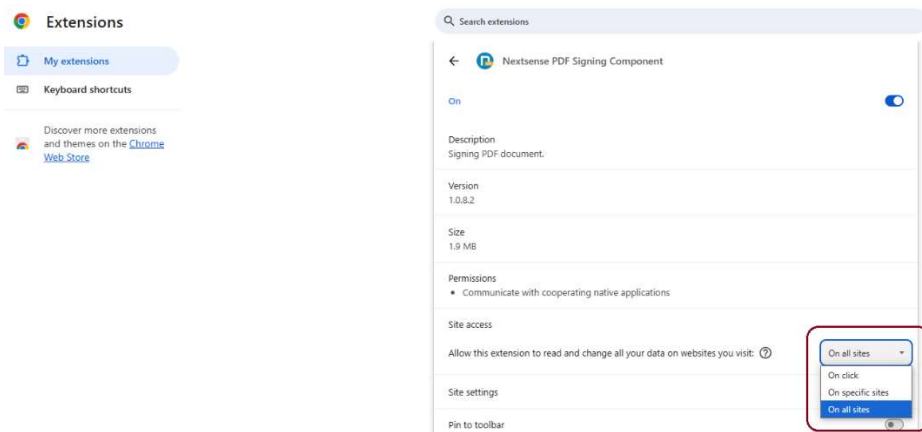


## 1 Google Chrome

After clicking the button, a new browser tab will open. Click on the **“Add to Chrome”** button, which will open a confirmation window. Then click **“Add extension”** to complete the installation process.

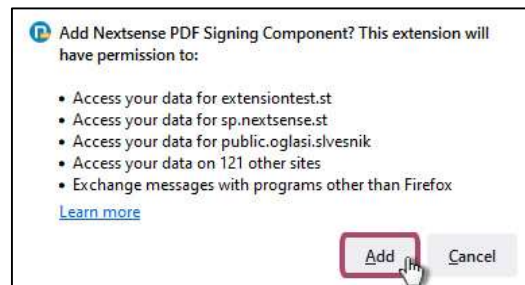


**Note:** If the **“Download the PDF Signing Extension”** button remains visible after installation, you may need to adjust the extension settings in Chrome. Go to the extension settings and select **“On all sites”** to enable proper functionality.

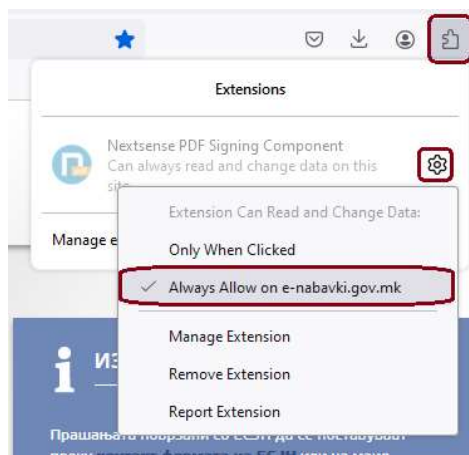


## 2 Mozilla Firefox

If prompted, click **“Continue to Installation”**, then confirm by clicking **“Add”** in the pop-up window. This completes the extension installation process.

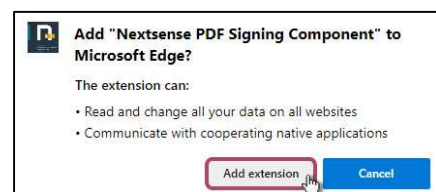


**Note:** If the “Download the PDF Signing Extension” button remains visible after installation, you may need to adjust the extension settings in **Mozilla Firefox**. Select “**Always Allow on e-nabavki.gov.mk**” to ensure proper functionality.

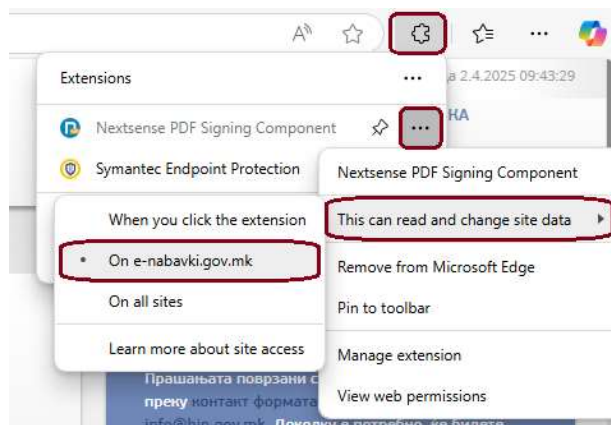


### 3 Microsoft Edge

Click on the “Get” button, which will open a confirmation window. Then click “Add extension” to complete the installation process.

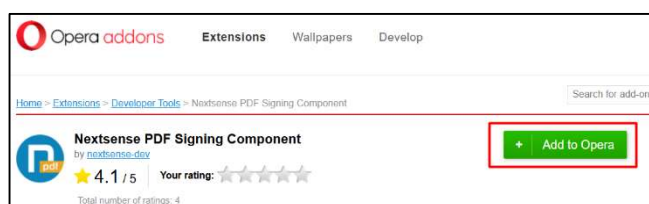


**Note:** If the “Download the PDF Signing Extension” button remains visible after installation, you may need to adjust the extension settings in **Edge**. Select “**This can read and change site data**” and choose either “**On e-nabavki.gov.mk**” or “**On all sites**”.

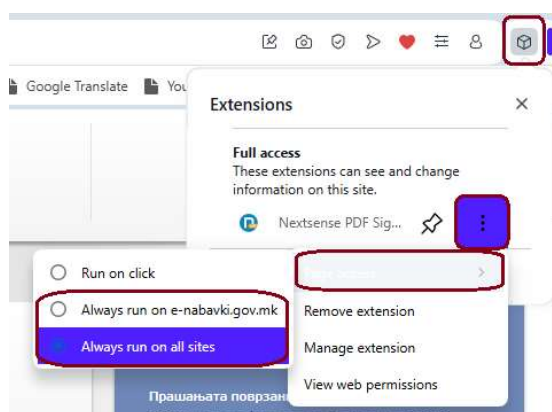


#### 4 Opera

Click on the **“Add to Opera”** button to begin the extension installation. You will be automatically redirected to the page for downloading and installing the client signing application.



**Note:** If the **“Download the PDF Signing Extension”** button remains visible after installation, you may need to adjust the extension settings in **Opera**. Select **“Page access”** and choose either **“Always run on e-nabavki.gov.mk”** or **“Always run on all sites”**.



**Note:** It is recommended to always use the latest available version of your browser.

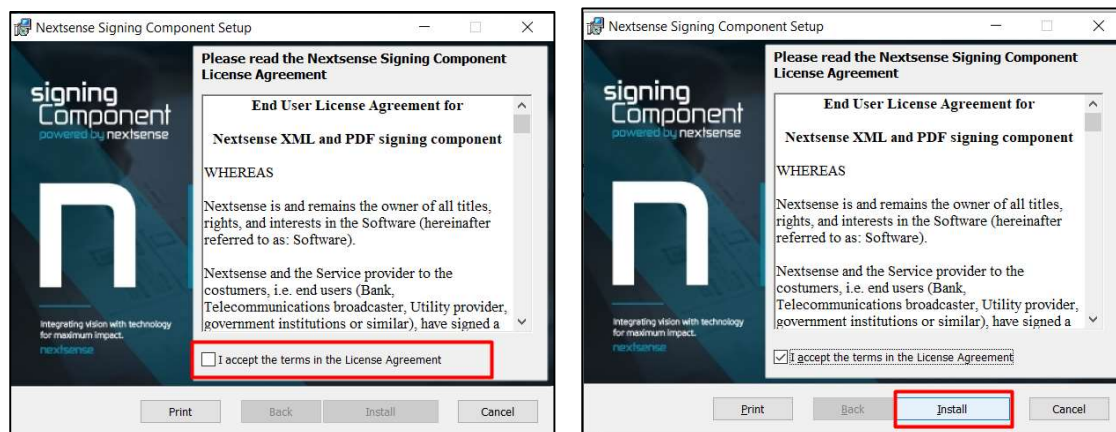


### 3.1.2 Installation of the Client Signing Application

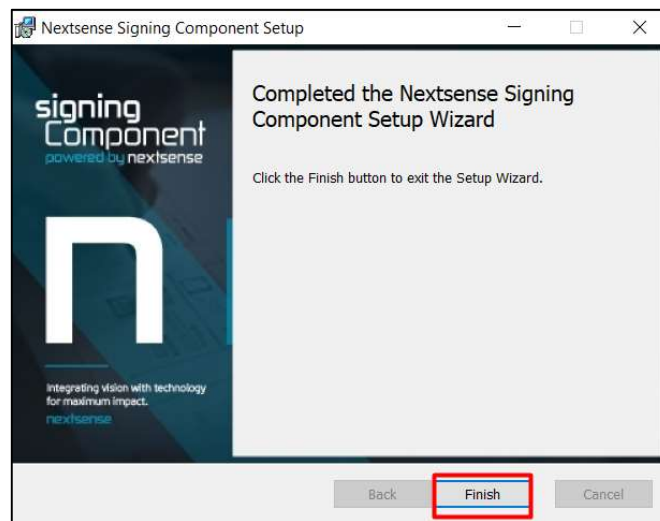
After successfully adding the extension, you will be redirected to the page for downloading the client signing application. Click on the **“Download”** button to download the installation file to your computer.



Once downloaded, start the .msi file by double-clicking it. A window will appear where you need to check the box **“I accept the terms in the License Agreement”**, after which the **“Install”** button will become available.



After successful installation, a new window will appear where you need to click the **“Finish”** button.



To verify that the extension and the client signing application have been successfully installed, follow these steps:

1. Completely close your browser (click the **X** in the top-right corner of the window)
2. Reopen your browser
3. In the URL field, enter the following address:

<https://signingextension.nextsense.com/ExtensionVerify.html?typeExtension=pdf>

If everything is correctly and successfully installed, the page should display messages as shown in the image below (installed extension (1) and installed client application (2)).



This confirms that your computer is ready to begin the document signing process.



### 3.1.3 Digital Signing of Bid Documents


Before you begin creating your bid and uploading the PDF documents for signing, you must ensure that your valid signing certificate is properly installed (under **User Certificates**), or, if your certificate is stored on a token, that the token is connected to your device.






When creating the bid, documents are uploaded using the **“Upload Document”** button. Once all bid documents are uploaded, those subject to signing will be digitally signed and marked accordingly.

Documents		
CATEGORY	DOCUMENTS	
ABILITY OF THE ECONOMIC OPERATOR TO PERFORM BUSINESS ACTIVITY		
Document for registered activity	test.pdf	
OFFER DOCUMENTS		
Serious statement	Ијава за сериозност.pdf	
Authorization for submit bid	test.pdf	
Technical offer	test.pdf	
Offer form	Образец на понуда.pdf	
Financial offer	Финансиска понуда.pdf	
		✖ DELETE FINANCIAL OFFER AND TEMPLATE
Sign documents		

After clicking the **“Sign Documents”** button, a window titled **“Choose certificate to sign files”** will appear. Click on the arrow to select the certificate you want to use for signing.

Choose certificate to sign files			
Certificate name	Certificate issuer	Certificate thumbprint	Certificate valid to date
Dragana Tasevska	CN=KIBSTrust Issuing Qsig CA G3, O=D.2.5.4.97=NTRMK-5529581, OU=KIBSTrust Services, O=KIBS AD Skopje, C=MK	A9B6C5E9A0C9C15F2B82D8BA0CFD680BC6E61E7B	27.02.2026
<div> <div>First</div> <div>Previous</div> <div>1</div> <div>Next</div> <div>Last</div> </div> <div>Cancel</div>			


After the documents are signed, an icon  will appear next to each document indicating that it has been digitally signed directly within the e-GP application.

Documents		
CATEGORY	DOCUMENTS	
ABILITY OF THE ECONOMIC OPERATOR TO PERFORM BUSINESS ACTIVITY		
Document for registered activity	test.pdf	
OFFER DOCUMENTS		
Serious statement	Ијава за сериозност.pdf	
Authorization for submit bid	test.pdf	
Technical offer	test.pdf	
Offer form	Образец на понуда.pdf	
Financial offer	Финансиска понуда.pdf	
		✖ DELETE FINANCIAL OFFER AND TEMPLATE

**Note:** Only certificates with a valid expiration date will appear in the list.

**Note:** For domestic economic operators, the certificate issuer must be validated (issued by KIBS or Macedonian Telekom), and the certificate must be a **professional certificate**. The **tax number** of the company registered in the e-GP system must match the tax number listed in the **Subject** field of the certificate. For **foreign economic operators**, there are **no additional checks** on the digital certificate regarding the issuer.


**Note:** If you are using a **token** for signing, that certificate can only be used on the device where the token is physically connected.

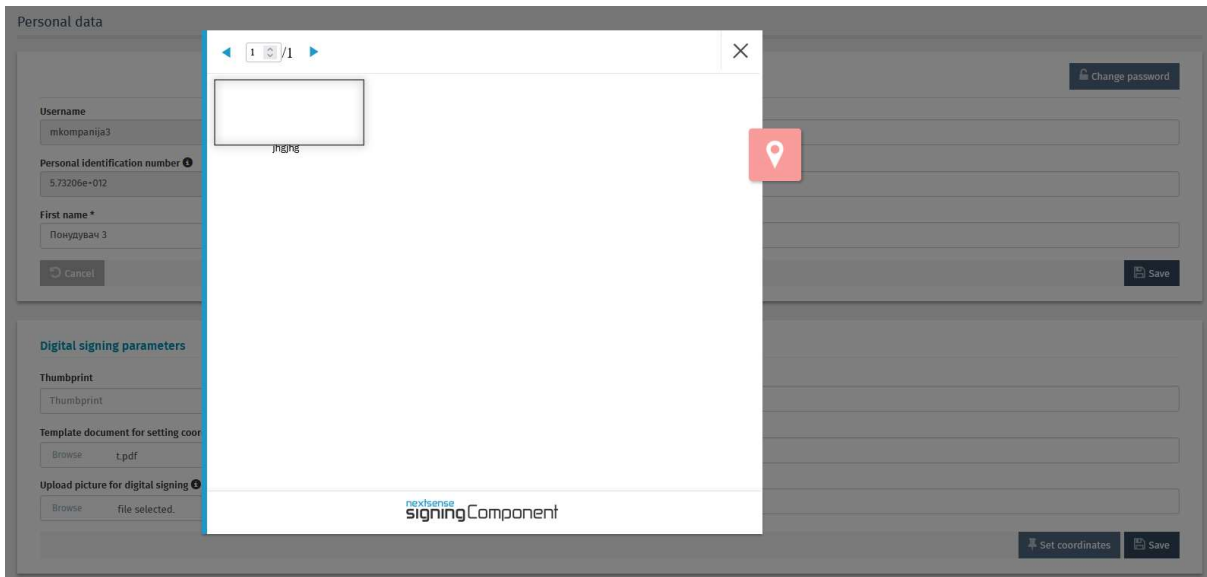
**Note:** If documents need to be signed by **two or more authorized persons** (linked signatures), after the initial signing, an icon  will appear that allows **re-signing** of all documents by the next signatory.

**Note:** Bill of quantities for works – In this field, upload the completed bill of quantities or description of technical items. This document must be digitally signed before being uploaded to the system.

#### 3.1.4 Configuring the Digital Signature

If you want to visually configure your digital signature so that it appears on the document itself, you can do this through the **“Personal Data”** module available in the **“My Profile”** menu. In this section, you can define the following:

- **Digital Certificate** – Use the **“Select Digital Certificate”** button to upload the certificate you want to use for signing within your e-GP profile (from all certificates installed on your computer)
- **Template Document for Coordinate Setup** – Upload a document that will allow you to define the position of the digital signature
- **Signature Image** – Optionally, you can upload an image of your handwritten signature
- **“Set Coordinates”** – After uploading the template (used temporarily only for positioning the signature), use this option  to automatically mark the coordinates of the signature „Постави координати”.

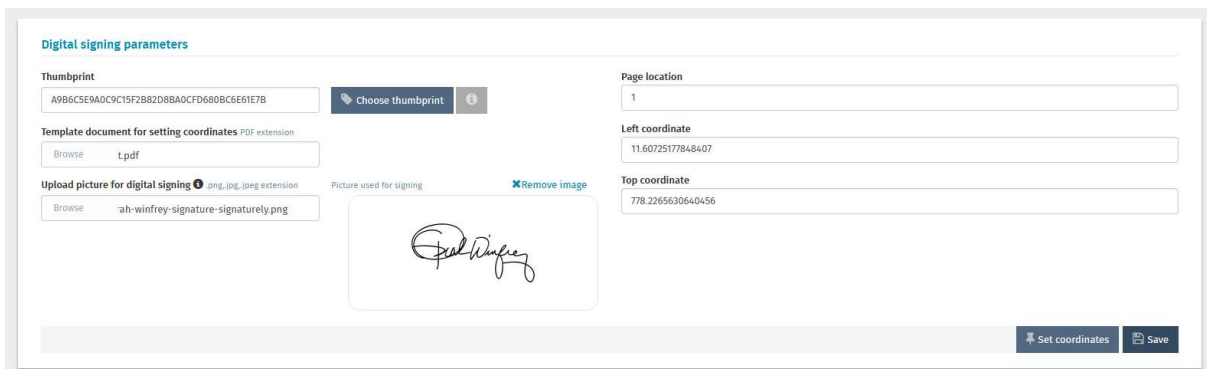


The screenshot shows a web interface for 'Personal data'. A modal window titled 'Digital signing parameters' is open, displaying a 'nextsense signingComponent' with a red location pin icon. The background form includes fields for Username (mkompanija3), Personal identification number (5.73206e+012), First name (Novak Djokovic), and buttons for 'Change password', 'Save', and 'Set coordinates'.

Once this option is selected, three fields will be populated with coordinate values that can be modified:

- **Page location** where the signature should appear
- **Left coordinate**
- **Top coordinate**

After defining the parameters, click **“Save”** to store them. If needed, all parameters can be deleted by clicking the **“Delete Parameters”** button.



The screenshot shows the 'Digital signing parameters' form with the following populated fields:
 

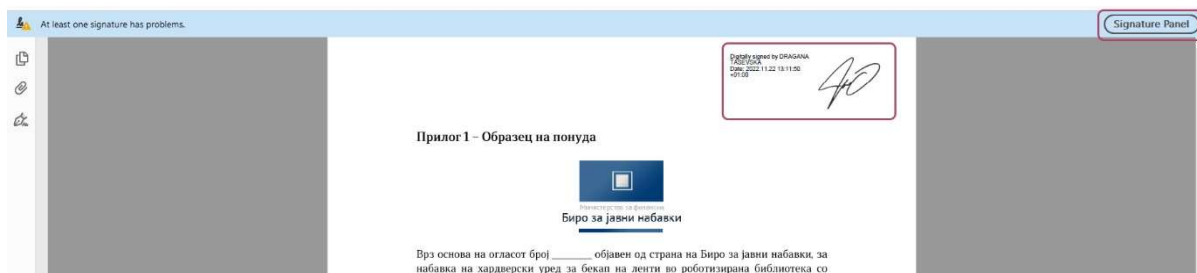
- Thumbprint:** A9B6C5E9A0C9C15F2B82D8BA0CFD680BC6E61E7B
- Template document for setting coordinates PDF extension:** t.pdf
- Upload picture for digital signing:** ah-winfrey-signature-signature.png
- Picture used for signing:** A signature image of Oprah Winfrey.
- Page location:** 1
- Left coordinate:** 11.60725177848407
- Top coordinate:** 778.2265630640456

 Buttons for 'Choose thumbprint', 'Remove image', 'Set coordinates', and 'Save' are visible.

**Note:** Coordinates can be entered manually, or after selecting a template document, it is necessary to click the **“Set Coordinates”** button to configure them.

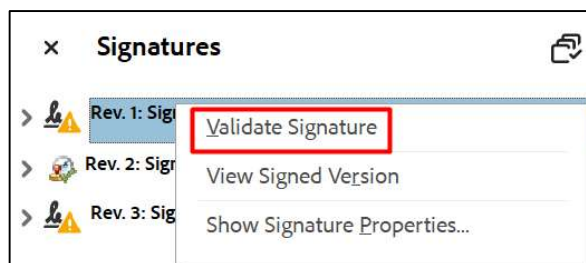
After setting the parameters for digital signing, when signing the documents from the offer template—by clicking the **“Sign Offer”** button—the selected documents are signed directly. Once the document is opened, the digital signature is visible on the document itself.

**Note:** Digital signing of documents is valid even without setting the digital signing parameters in the user's personal data. In both cases, the document is digitally signed (the Signature Panel ribbon is visible in the Adobe Acrobat Reader application for viewing PDF documents). By configuring the digital signature parameters, the digital signature on the document becomes additionally visible.



**Note:** If the message “At least one signature has problems” appears in the documents you signed, this does not mean the documents are invalidly signed. It simply means that the certificate needs to be added to the Trusted Certificates in Adobe. This can be done in a few steps:

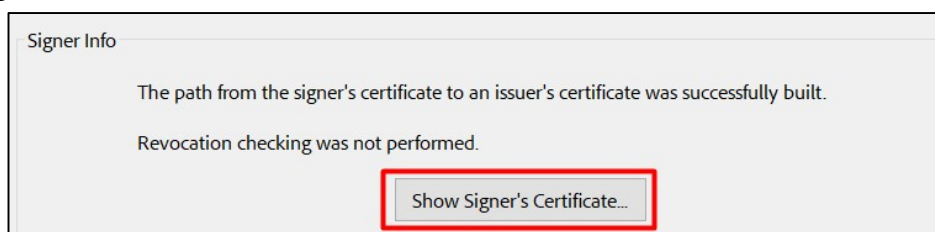
1. **Right-click** on the signature in Adobe and click the link “**Validate Signature**”



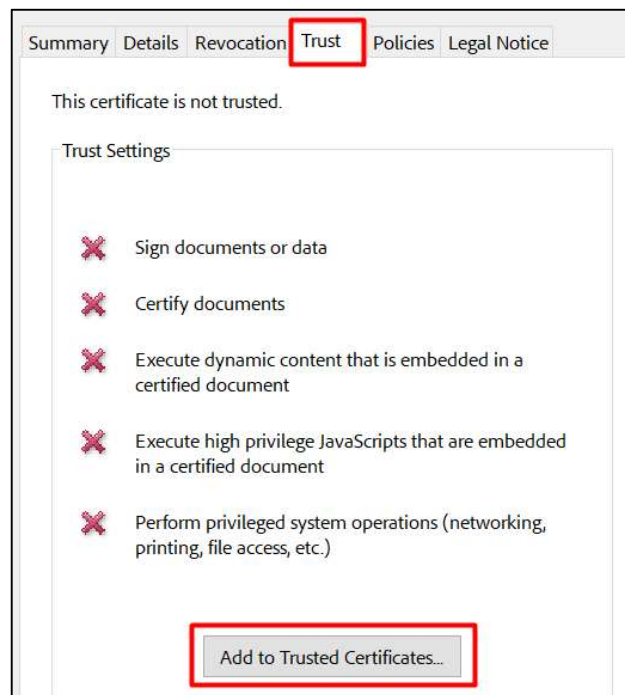
2. A window will appear – **Signature Validation Status**, where you need to click the “**Signature Properties**” button



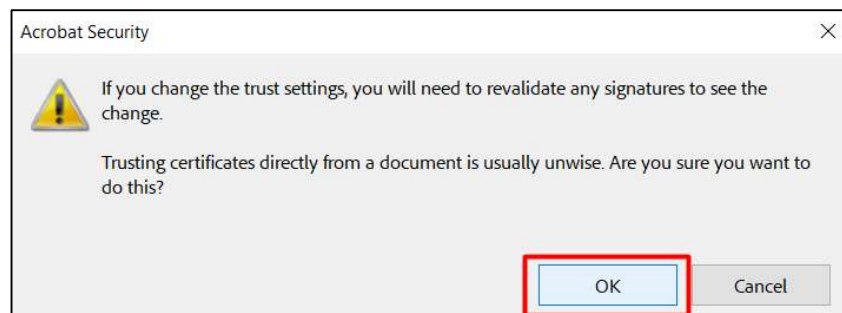
3. Then, a window will open – **Signature Properties**, where you need to click the “**Show Signer’s Certificate...**” button



4. In the window – **Certificate Viewer**, click the “**Trust**” tab, then click the “**Add to Trusted Certificates...**” button

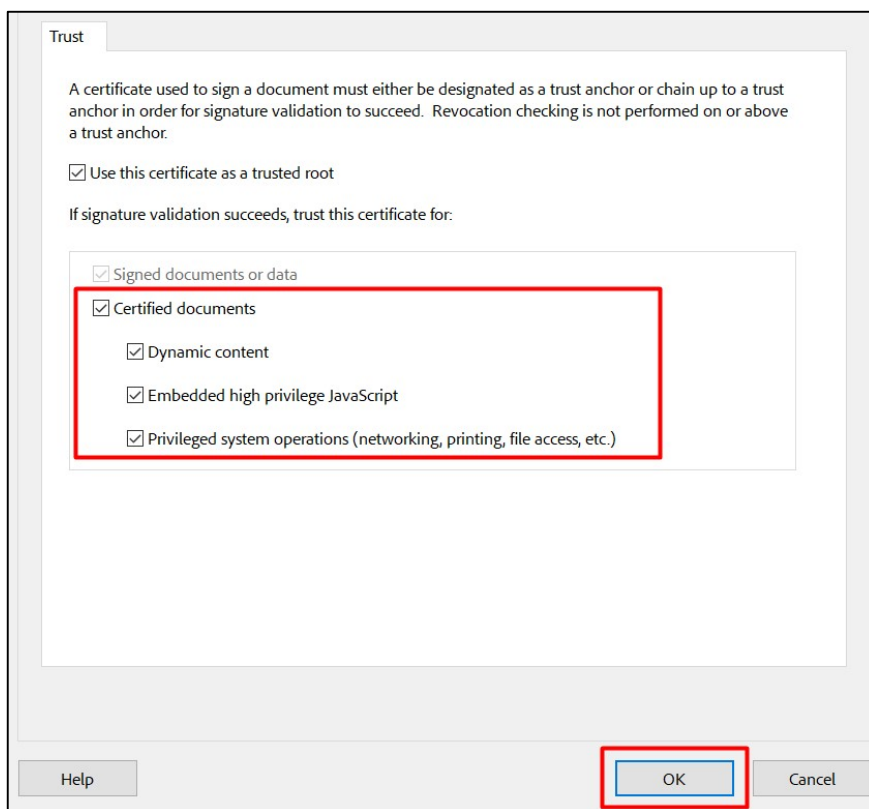


5. the **Acrobat Security** window, click the **“OK”** button



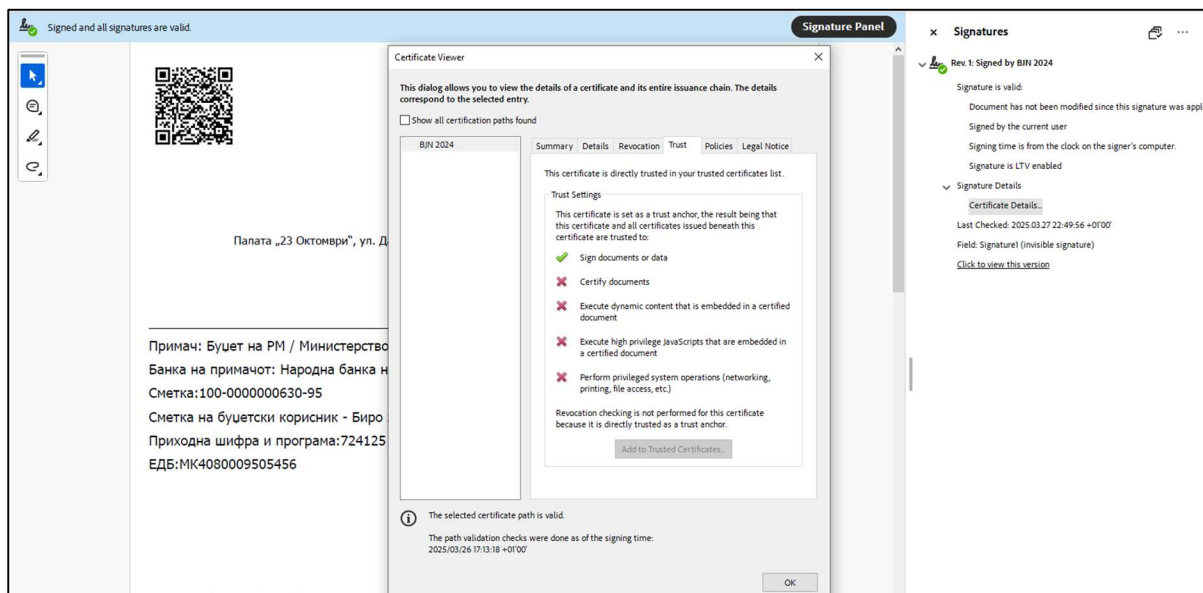
6. Check all the marked checkboxes shown in the image below, then click the **“OK”** button





7. Once you are returned to the previous window, click the “OK” button again

After closing and reopening the document in Adobe Acrobat Reader, the icon changes from yellow to green



**NOTE: For all questions and issues related to digital signing and the signing tool, please report them via the following email address – [potpisesjn@bjn.gov.mk](mailto:potpisesjn@bjn.gov.mk)**

# Questions?

[www.e-nabavki.gov.mk](http://www.e-nabavki.gov.mk)



023-255-710



[info@bjn.gov.mk](mailto:info@bjn.gov.mk)

