



Electronic Tendering System *eLicitación* from Aena

Manual for EXTERNAL USERS of Aena

- 1E- Quick guide for registering bidders on the Electronic Tendering Platform *eLicitación* from Aena
- 2E - Quick guide for sending communications prior to submitting bids
- 3E - Quick guide for submitting bids 4E - Quick guide for accessing
- Aena electronic notifications

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Documentation

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Electronic Tendering System *eLicita* from Aena

Quick guide to registering bidders on the Electronic Tendering Platform

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Summary of content

Electronic Tendering System *eLicita* from Aena

Quick guide to registering bidders on the Electronic Tendering Platform *eLicita* from Aena



	Name / Position	Signature / Date
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Distribution control

Version	Date	Affected pages	Notes and reasons for change
[Version No.]	[dd/mm/yyyy]	[Affected Pages]	[...]
v.1.1	03/01/2024	20	The previous concepts text box is modified to inform that the user who manages the registration in the system does not have to coincide with the legal representative of the company.
v.1.2	01/26/2024	Section 1. Access to the Platform	References to operating systems supported by ELICITA and screenshots have been updated.
v.1.3	07/03/2024		Change company registration screen.
v.1.4	09/16/2024		The screens are modified to match the new version.



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Change log sheet

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1 ACCESS TO THE ELECTRONIC PLATFORM *eLicita* FROM AENA

1.1 TECHNICAL REQUIREMENTS FOR INSTALLATION AND ACCESS TO THE PLATFORM



The minimum requirements to access it are:

- Have an Electronic Certificate recognized by @firma installed in the Browser.
- Configuring the computer with the specific technical requirements (see Technical Requirements Guide)

The **technical requirements** to be able to install the Electronic Tendering Platform *eLicita* of Aena and access to it, are the following:

1. **Operating System:** Microsoft Windows

2. **Web browser:** Mozilla Firefox, Google Chrome and Edge.

Here's how to check your installed browser version:

- **Mozilla Firefox from version 3.6 to version 42.** Open Firefox and click on Help/About Firefox
- **Google Chrome from version 11 to 44**
Open Chrome and click on the top right button/Google Chrome Information.
- **Edge with any version**
Open Edge and click the top right button/Settings and more. Tap Settings and then About Microsoft Edge.

3. Have a **electronic signature certificate** issued by certification service providers recognized by the @firma platform of the competent Ministry in this regard.

Any certificate accepted by the Electronic Tendering Platform *eLicita* Aena must always have a natural person associated with it.

Below is a detailed description of how to check the electronic certificate, depending on the browser installed:

- Certificate Check in Firefox:
 - Open the browser from Firefox.
 - Go to the Tools/Options/Privacy and Security/Certificates/View certificates menu.

- Certificate Check in Chrome:
 - Open the browser from Google Chrome.
 - Go to Settings/Privacy and Security/Security/Manage Certificates.

4.If it is a foreign company, who does not have a valid electronic certificate from the @firma platform of the Ministry responsible for this matter,**You can access the platform using your username and password.**

5. Have the installed **Autofirma Application**

To download this software, you must access the page <https://firmaelectronica.gob.es/Home/Descargas.html> , and select the version of Autofirma to download, depending on the computer's operating system.

6. Have the installed **Desktop Application**.

- a) Access the initial screen of the Electronic Tendering Platform *eLicitación* from Aena through the link https://elicitacion.aena.es/SLE_Internet/ , from where you can download and install the desktop component. To do so, click the "Select" button in the "Access via Desktop Application" section.
- b) Once the application is downloaded, click on "Run" to begin the installation.
- c) The installer will ask you for the language in which you want to install the application and whether or not you want to create a desktop icon. If you select "Yes," an icon to open the application will appear on the desktop.
- d) Once the previous steps have been completed, the installation will begin after pressing the Install button.
- e) Once the desktop application is installed on the PC, the bid can be submitted through said application, provided that the requirements outlined above are met.

The platform has a **System Configuration Tool**, which will perform a check on both the **operating system** of the computer as well as the versions of the different **browsers** installed. In addition, it will also perform the **verification of the electronic signature certificate**, by signing a document of evidence.

To run the configuration tool, follow these steps:

- a) Access the platform (https://elicitacion.aena.es/SLE_Internet/)
- b) On the main screen, open the Help menu and click on "System Configuration Tool"

As a summary, the following table details the required browsers and applications:

Browsers	Versions	Required applications. @firma self-signature. - https://firmaelectronica.gob.es/Home/Descargas.html Desktop application https:// elicit.aena.es/SLE_Internet/
 Mozilla Firefox	From the 3.6	
 Google Chrome	From the 11	
 Microsoft Edge	Any version	

1.2 ACCESS WEB ADDRESS AND DESCRIPTION OF THE COMPONENTS OF THE ELECTRONIC PLATFORM *eLicitA* FROM AENA



The web address to access the Electronic Tendering Platform
eLicitA's is:

https://elicit.aena.es/SLE_Internet/

When the user accesses the URL where the **Electronic Tendering System *eLicita*** from Aena the following page will be displayed:



This page consists of the following components:

1. At the top right of the screen, by opening the Help menu, we will find:

- **User Manual.** This document describes the operation of the platform from the bidder's point of view.
- **Technical requirements document** Link to a PDF document describing the necessary technical requirements that are mandatory for interacting with the application.

- **System configuration tool.** This link provides access to the platform's configuration wizard, helping you configure your device for electronic bidding.

It is necessary to perform the necessary checks on the computer configuration **and also install the required components to be able to bid successfully. Without these components installed, bids cannot be submitted.**

The **Configuration Tool** It is accessible from the Help menu option, once the user has correctly identified himself in the system, and the wizard can be run at any time.

2. Access via desktop application

Using this option, the bidder can submit bids or view those already submitted.

It is necessary, beforehand and obligatory, to have installed the desktop application.

3. Access via Internet browser

Through this option, the bidder already registered in the Electronic Tendering System *eLicitA* Aena users can access it to submit bids, consult bids already submitted, check their electronic notifications, and make and consult electronic communications.

4. Log in with username and password

Through this option, the foreign company already registered in the Electronic Tendering System *eLicitA* Aena users can access it to submit bids, consult bids already submitted, check their electronic notifications, and make and consult electronic communications.

5. Access to public consultation of tenders

From this option, you can consult the tenders published by Aena on the Electronic Platform *eLicitA* from Aena, whether they are within the deadline for submitting bids or if it has already expired.

1.2.1 Access to the Electronic Tendering Platform *eLicitA* from Aena via desktop application.

In order to use the Electronic Tendering Platform *eLicitA* from Aena, **One of the essential requirements is to have the desktop application installed.**

Depending on the operating system you are going to use, you will have to click on one or the other.

Acceso mediante aplicación escritorio

- Instalar la aplicación

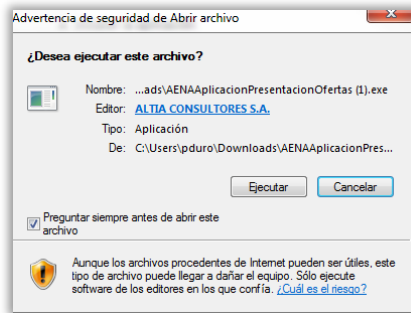
 Para Windows

 Para MAC

For specific information on how to install the desktop application on operating systems MAC, see the [Technical Requirements Guide](#).

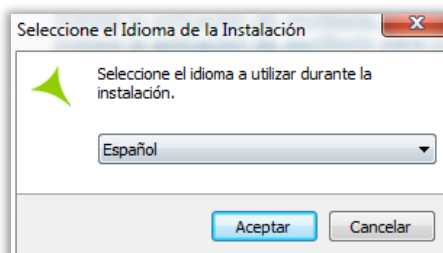
DOWNLOAD THE APP

Clicking on the link will start the download process. of the application desk. When the application this downloaded we press about the executable and will appear the following screen.



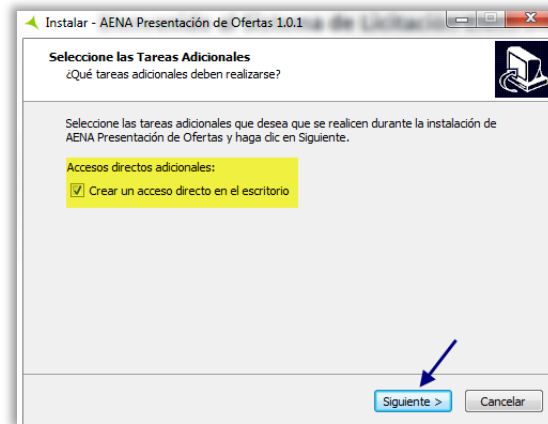
START PROCESS

To start the process, click on the "Run" button, the following screen will appear where you will have to select the language of the facility.



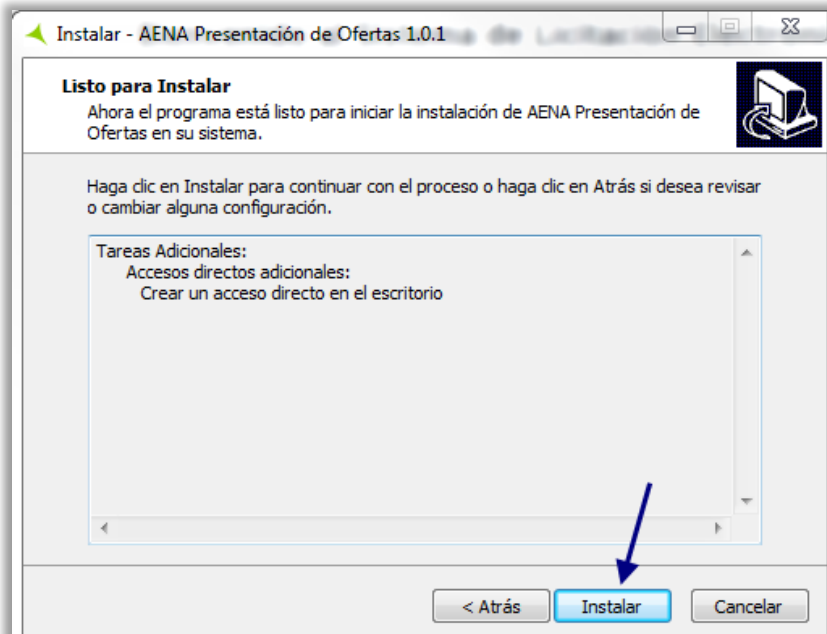
CREATE SHORTCUT

By pressing in "Accept", will appear the following screen, in which we have to mark whether or not we want a shortcut of the application in the computer desktop, and click on the "Next" button.



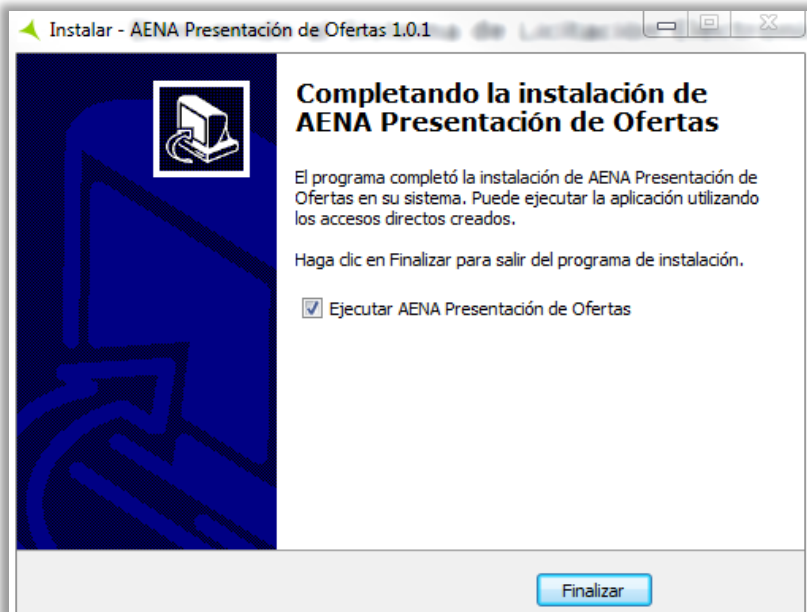
FACILITY

For begin the installation, there will be that Click on the "Install" button on the screen that appears continuation.

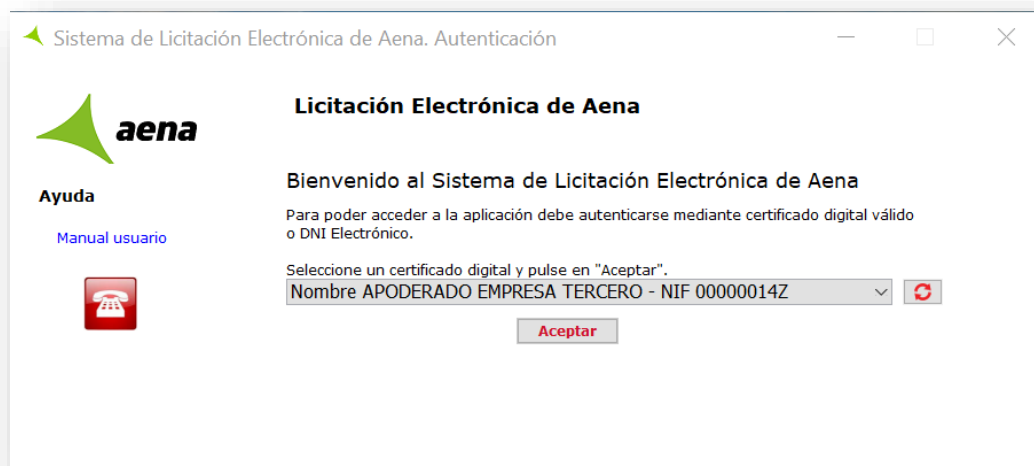


ENDING

When you're done
This screen will appear.



Once the Desktop Application is installed, the bidder must verify that the Autofirma application is installed. Otherwise, they will not be able to access the platform either through the Internet browser or through the Desktop Application (see [Technical Requirements Guide](#)).



Autofirm@ is a signature application from the Ministry of Finance and Public Administration. This application allows users to sign documents and authenticate themselves on various websites.

The use of Autofirm@ on the platform is necessary for:

1. Sign and submit the documentation in the offer submission.
2. Register any request on the platform.

YeahNo has Autofirm@ installed, will be able to download it from the following link <https://firmaelectronica.gob.es/Home/Descargas.html>, or by accessing the home page of the Electronic Tendering SystemeLicitafrom Aena (https://elicitacion.aena.es/SLE_Internet/) and click on the "Install the Autofirma application" button in the sectionAccess via Internet browser.



When you access the Download Area, select the version of Autofirma to download based on your computer's operating system.

The contents of the downloaded file will be the Autofirma installer. Once downloaded, you must follow the steps in the installer.

The bidder must allow the execution of Autofirma so that **any browser** invoke its services for both the authentication and signing of offers, the sending of communications and access to electronic notifications.

Para poder acceder al Sistema de Licitación Electrónica de Aena vía web, es necesario que tenga instalado en su equipo la aplicación de firma digital MINHFP Autofirma.

Dependiendo del sistema operativo de su equipo, seleccione la versión de Autofirma para iniciar su instalación.

[Autofirma para Windows 32 bit](#) [Autofirma para Windows 64 bit](#)

[Volver a la página inicial](#)

You can submit a bid from the desktop application as long as you are previously registered on the Electronic Tendering Platform *eLicitaf* from Aena (explained in the "[Quick Guide to Submitting Bids for Bidders](#)", and have a digital certificate to access.

1.2.2 Access to the Aena eLicitaf Electronic Tendering System through an internet browser with a digital certificate.

By clicking on the "Access" button on the home page of the Electronic Tendering System *eLicitaf* from Aena, the digital certificates installed in the internet browser will be loaded.

To do this, it is essential to have "Autofirm@" installed. By clicking on the "Install" button, you can select the Autofirm@ download option based on your operating system.



By accessing the platform, **It is validated if the user** The person being identified appears registered as a representative or authorized representative in a registration request on the platform, and therefore in your supplier and representative management system.

Once the user is authenticated correctly, he/she will be able to access the Electronic Tendering System *eLicitaf* of Aena, being able to carry out the operations corresponding to the role assigned to it.

If the user is not registered as an agent either **authorized** If you do not have a registration request on the platform, you may still submit a bid. For this purpose, quick registration in the GPA (Supplier and Representative Management) will be enabled when you access the bid submission process for a specific file.

If the user also appears as a representative or authorized representative in one or more companies, upon entering the platform **The applications in which you are registered will be listed.**, and you must select the one with which you wish to identify yourself in the application. However, you can also select to access with **another company**. In these cases, the system's behavior toward the user will be that of a bidder not registered as a representative or authorized representative.



NIF	Razón social
580487094	PRUEBA MANUEL
C1817460H	20200128 ALT Espiñola Pamela
P07746054	20200127 Prueba Pamela
U7850279H	ALTA RÁPIDA SUBASTAS MIGUEL
0236799G	MIGUEL RODRIGUEZ GUERRERO
A08325242	20191111 Empresa Prueba
57907541H	ALTA EMPRESA INTRANET
53035384Y	Arancho Fernandez
53804441D	Prueba Alta APP escritorio
25615470D	Empresa POPP 20190715
G45789877	Empresa Pruebas I PO
C24261448	EMPRESA PRUEBAS VICTOR
C09502124	PRUEBA 20190804 INTRANET
A07508815	Pruebas alta rapida POPP
03126498Q	PAMELA DURO
A28240752	ATOS S.L.
UTEL0000000000000009	PRUEBA
UTEL0000000000000008	UTE PRUEBA PAMELA
UTEL0000000000000007	UTE EN PRUEBAS
UTEL0000000000000005	UTEL0000000000000005
UTEL0000000000000002	UTE 201905221351
00000000	Acceder con otra empresa

Once selected, the data corresponding to the company you have accessed will be displayed in the upper right corner of the main screen.



1.2.3 Access to the Electronic Tendering System *eLicit* from Aena through username and password

This option is exclusively for foreign companies. To access with username and password the bidder must **pre-register**. To do this, click on the "Login" button and then click on the "Register new user" button.



The application will ask you to complete the following information, and then click the "Register" button. To confirm your registration and ensure your username is registered, you will receive an email from which you must confirm your registration. Once your registration is confirmed, you will be able to log in to the system with your username.



If the bidder already has a username and password To access, you will need to enter your email address, the password you set when registering, and the Captcha code to access.

You will be able to **reset password** at any time by clicking the “Reset Password” button and following the instructions.



Sistema de Licitación Electrónica de Aena ELICITA.  

Acceso al Sistema de Licitación Electrónica

Dirección de correo electrónico

Contraseña

Código Captcha

w o r m

2 GUIDE FOR REGISTRATION IN THE SYSTEM

2.1 INTRODUCTION. PREVIOUS CONCEPTS

The user who manages the registration in ELICITA does not necessarily have to be the company's legal representative.

This quick guide outlines the steps to follow to register in the system.

The steps are the same, whether the bidder accesses with a digital certificate or with a username and password; the only difference will be the way of signing.

- **Processing.** The user who manages the registration in ELICITA does not necessarily have to be the company's legal representative. However, the individual(s) listed as the agent(s) must use their electronic certificate to perform signature operations. **The company will not be registered until the registration application is submitted with an electronic certificate.**
 - **ELICITA** allows two modalities for processing registration in the system:
 - **New registration.** Companies or joint ventures can register in the system before submitting their first bid, although this is not mandatory. They can pre-register or register quickly when submitting their first bid on the Platform, as detailed in the "Quick Guide for Submitting Bids."
- This full registration option is recommended for bidders.**
- **Quick registration or pre-registration.** Companies or joint ventures can pre-register in the system during the process of submitting their first bid on the Platform. This step is only required for companies submitting their bids for the first time on the Electronic Tendering Platform. *eLicita* from Aena, without having fully registered in the system.

2.2 NEW REGISTRATION OF A NATURAL OR LEGAL PERSON IN THE SYSTEM

2.2.1 Step 1. Access to registrations in the system.

From the home screen, the bidder accesses the application using the "Access via internet browser" option.

Please note that users must have Autofirm@ installed to perform authentication/signature operations with an electronic certificate.

From the bidders' home page, they will have an option to install the Autofirm@ application.



After authenticating with the corresponding qualified electronic certificate or username and password, the following menu appears on the left side of the screen, where you should go to the "System Registration" section.





This quick guide explains how companies can register in the system. However, **it is not mandatory**, since they can also enter their credentials during the bidding process if the process is completed from a web browser.

Companies not registered in the system will not be able to use the desktop application.

2.2.2 Step 2. New legal/physical registration.

This section explains how companies (legal entities) and self-employed individuals (natural persons) can register in the system. Since the registration process for individuals is practically identical to that for companies, the latter legal entities will be used to explain the registration process for the Electronic Tendering Platform *eLicita* from Aena.

Previously you must select **New registration**, located in the left menu under the heading of **Registration to the System**



Once the bidder has clicked on the "New Registration" option, the information that the bidder will provide in their registration request is structured in a single form, where we will have to provide the following mandatory data to register registration requests on the platform:

- Entity Details. Enter the company's details (type of business entity, tax code, company name, etc.). This section also includes the CPV (Company Name) subject. Clicking on the magnifying glass will reveal the categorization of all economic activities, or you can search by code or keyword to add the appropriate one. You can add one or more categories.
- Registered office. Information referring to the company's physical location (country, address, province, and postal code) will be provided.
- Contact information. Please fill out your first and last name, email address, and phone number. You can include multiple contacts. Once the contact information has been filled out, data, we can delete by clicking on .
- Representatives. Complete the NIF (Tax Identification Number), full name, and type of power of attorney (Joint or Joint). Multiple people can be added. representatives. Once the data has been completed, we can delete it by clicking on .
- Authorized. This section is optional. Please provide your NIF (Tax Identification Number), first name and last name. Authorized for the Platform is the person who can authenticate in the system on behalf of the company to carry out procedures such as for querying and uploading files and data to both a file and a registration request, but will not be able to perform operations such as signing and sending offers. **Please note that entering the authorized person's information is not mandatory.**

Solicitud de registro

Datos entidad

Empresa extranjera (*):

No

Es PYME (*):

SI

Tipo de personalidad (*):

PERSONALIDAD JURÍDICA

Tipo de cód. de identificación (*):

NIF

Código de identificación (*):

A8899989

Razón social (*):

EMPRESA FICTICIA

Configuración jurídica (*):

OTROS

País (*):

España

Dirección de correo electrónico de aviso (*):

CORREO@FICTICIO.COM

Número de teléfono (*):

666998899

Materia CPV (*):

30237000-9 - Partes, accesorios y suministros para ordenador

Domicilio social

País (*):

España

Dirección (*):

MADRID

Provincia (*):

MADRID

Código postal (*):

28945

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
CONTACTO SOCIEDAD	CORREO@FICTICIO.COM	666998899

+ Nueva persona de contacto

Apoderados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		APODERADO	SOLIDARIO

+ Nuevo apoderado

Autorizados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
------	-------------	---------------------	--------	-----------

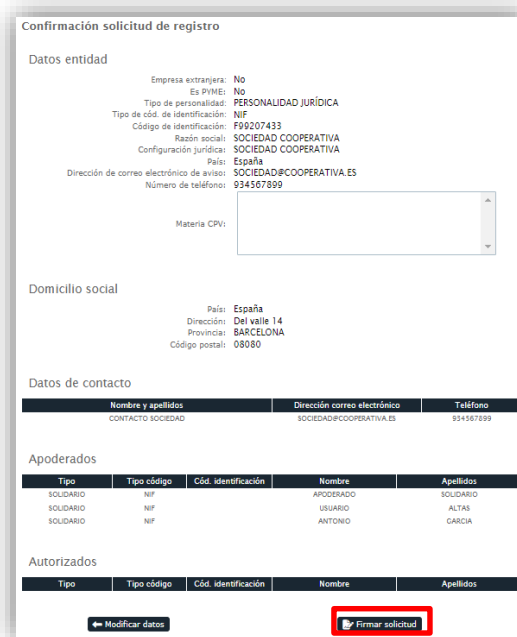
+ Nuevo autorizado

X Borrar datos

Siguiente ➔

2.2.3 Step 3. Register legal/physical request.

Once the previous data has been filled in, we will click on **"Following"** continuing with the process and **signing the application** registered on the Platform with the person's digital certificate registered attorney.


If the signature is joint, after selecting the certificate of the first representative, the system will indicate that it is necessary to provide the certificate of the second representative, which must be installed on the local computer from which the registration application is processed.

If the bidder has identified himself in the system with a username and password When you click the “Next” button on the application form, you will be asked to enter a secure verification code to continue with the company registration.

Pais: Francia
Dirección: Prueba
Provincia:
Código postal: 230

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
Pamela Duro Fernandez	pamela.duro@altia.es	345663322

Apoderados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		Pamela	Duro Fernandez-Pacheco

Autorizados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
------	-------------	---------------------	--------	-----------

Código Captcha: 

Código de verificación seguro (*):

The password to complete your application will then be sent to the email address you provided when you registered.

Código postal: 230

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
Pamela Duro Fernandez	pamela.duro@altia.es	345663322

Apoderados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		Pamela	Duro Fernandez-Pacheco

Autorizados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
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Por favor introduzca la clave de seguridad que ha recibido en su correo.

Upon completion of the registration process, you will be able to download the document with your registration details.

Apoderados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		APODERADO	SOLIDARIO
SOLIDARIO	NIF		SOCIO	ACCIONISTA
SOLIDARIO	NIF		GERENTE	EMPRESA

Autorizados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
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 Justificante de registro

2.2.4 Step 4. My requests

This section explains the statuses associated with a registration application processed by the bidder.



The most common statuses for registration applications are:

- **Accepted** for applications from legal entities or individuals.
- **Registered** for applications for registration as a UTE.
- **In Edition** for applications that are still pending signature and submission.

To check the status of a request processed by the user, click on **My Requests**, located in the left menu under the heading of **Registrations to the System**.



The bidder who accesses the system for the first time will not have any applications registered in the current applications tab, as can be seen in the **Point 1** from the previous image. In addition, when the user authenticates to access the platform, he will be informed that he does not represent any company, as can be seen in the **Point 2**.

However, if the bidder has previously submitted a registration request to the system, the status will be the following depending on the type of legal entity and how the request was processed.

Personality Type	Registration in the System	Quick Registration	State
Legal/Physical	X		Accepted
Legal/Physical		X	(R) Registration (R) Accepted (A) Registration
Personality Type	Registration in the System	Quick Registration	State
UTE	X		Registered
UTE		X	Registered

Among the states listed in the table there are two different states:

- **Accepted.**
- **Registered.**

The statuses, in turn, can be of two types depending on how the bidder registered on the platform. If a registration was made through Quick Registration, it will appear at the top.(R)and if a registration has been made with a Quick Registration of New Representative it will appear in front (TO).

OPERATIONS PERMITTED WITH CURRENT APPLICATIONS

The following descriptions apply to any registration application, regardless of the type of legal entity:

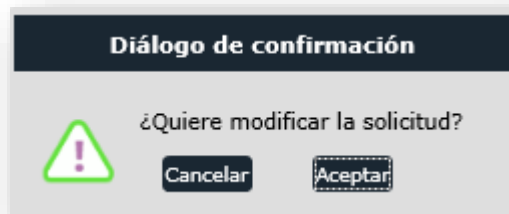


The screenshot shows the Aena ELICITA system interface. The top header includes the Aena logo, the system name 'Sistema de Licitación Electrónica de Aena ELICITA.', and the user's session information: '16/09/2024 17:47 (CEST)' and '[No representa a ninguna empresa]'. The left sidebar contains a navigation menu with categories like 'INICIO', 'PRESENTACIÓN DE OFERTAS', 'SUBSANACIÓN Y ADJUDICACIÓN', 'MIS OFERTAS', 'MIS CONTRATOS', 'INSCRIPCIONES AL SISTEMA', 'MIS NOTIFICACIONES', 'SUSCRIPCIÓN SISTEMA ALERTAS', 'VERIFICACIÓN DE DOCUMENTOS', 'HERRAMIENTA CONFIGURADORA DEL SISTEMA', and 'MANUALES Y REQUISITOS TÉCNICOS'. The main content area is titled 'Mis solicitudes' and includes a help section 'Ayuda para este formulario' and a table of 'Solicitudes vigentes'. The table has columns for 'Identif.', 'Nombre', 'Estado', 'Fecha alta', and 'Opciones'. A red box highlights the 'Opciones' column for the first row, which contains a green circle with a white 'R' and a green document icon.

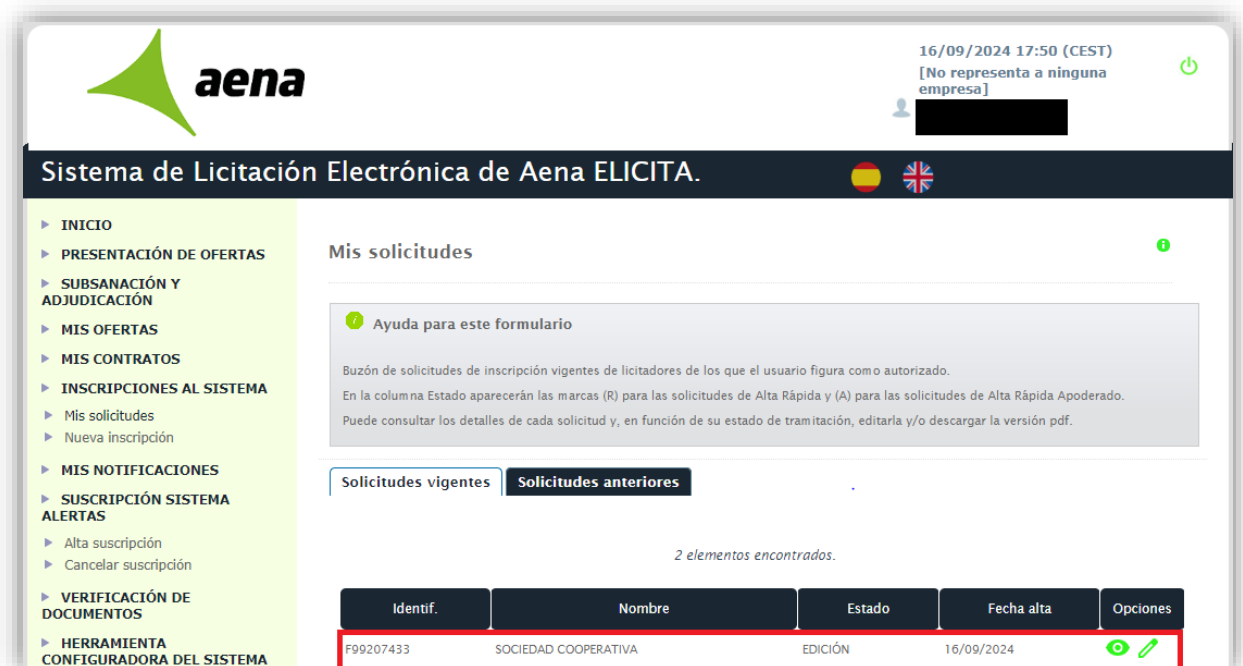
Identif.	Nombre	Estado	Fecha alta	Opciones
F99207433	SOCIEDAD COOPERATIVA	ACEPTADA	16/09/2024	 

-  The functionality associated with this button allows you to consult the detailed information of the request registration.
-  The functionality associated with this button allows you to download the registration receipt to your local computer.
-  The functionality associated with this button allows you to modify the request.

If the user initiates the modification process, the system will enable a pop-up window to confirm the operation.



If the user starts the process changes, the request is will be in a state **EDITION** in the CURRENT APPLICATIONS tab, as shown in the following screenshot:



Sistema de Licitación Electrónica de Aena ELICITA.

Mis solicitudes

Identif. **Nombre** **Estado** **Fecha alta** **Opciones**

F99207433	SOCIEDAD COOPERATIVA	EDICIÓN	16/09/2024	 
-----------	----------------------	---------	------------	---

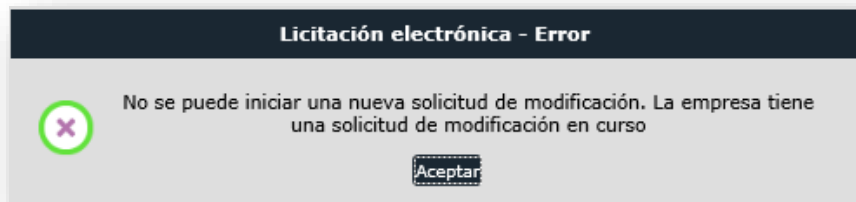
However, if the application has already been registered but the bidder has subsequently modified it, it will be observed that the registration request, in these cases, will have been duplicated into two:

- The initial application, which will have status **ACCEPTED**.
- The modification request, which will have status **EDITION**.

Identif.	Nombre	Estado	Fecha alta	Opciones
F99207433	SOCIEDAD COOPERATIVA	EDICIÓN	16/09/2024	 
F99207433	SOCIEDAD COOPERATIVA	ACEPTADA	16/09/2024	  



The system does not allow modifications to a registration application once a modification process has been initiated. If this situation occurs, the bidder will receive the following message:



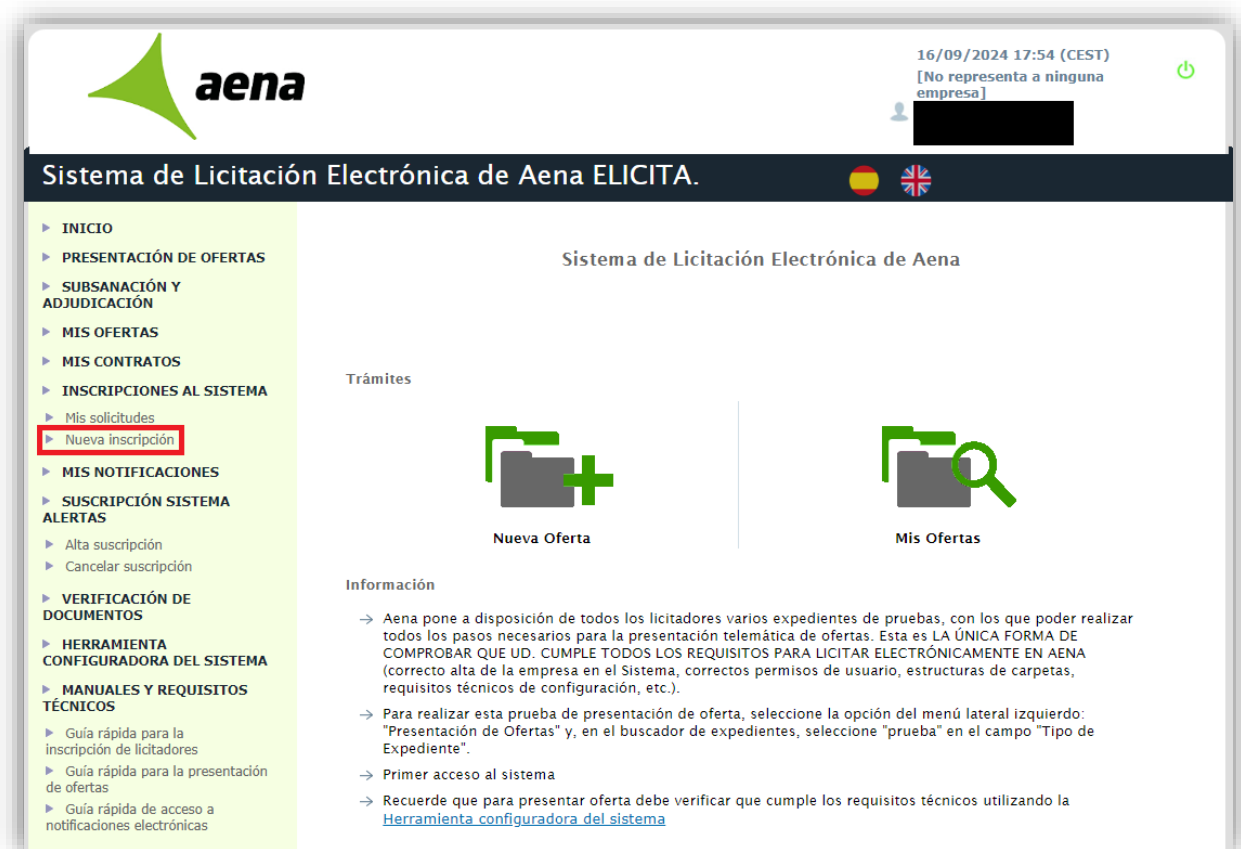
- The identification code cannot be changed under any circumstances. In these cases, a new registration application must be submitted.
- For temporary joint ventures, only representatives can be added. The remaining information for this type of legal entity cannot be modified.
- If the bidder has processed a rapid registration and subsequently modifies said application, the system will request the registered office and notification information as mandatory information.

Remember that the modification process does not end until the bidder clicks on the button **Sign and send**.

2.3 COMPLETE REGISTRATION OF UTE IN THE SYSTEM.

This section explains how Temporary Business Associations (UTES) can register in the system. The methodology used for registering UTES is similar to that for business companies.

From the home screen, the bidder accesses the system using the "Access via internet browser" option. After authenticating with the corresponding qualified electronic certificate, they must go to the "System Registration" section in the menu on the left. The bidder must select **New registration**.



In order to register a UTE, the companies that form it must be previously registered on the Elicita platform. If you are not registered, you must first register as we inform you in the section [2.2 REGISTRATION COMPLETE NAME OF A NATURAL OR LEGAL PERSON IN THE SYSTEM](#) of this guide.



Representatives acting on behalf of a UTE must authenticate themselves and perform signature operations with their individual certificates.

In no case, Representatives will be able to work on behalf of a UTE if they authenticate themselves in the system with their company representation certificates..

The information that the bidder can provide in their application for registration as a UTE on a single form will only be required as mandatory data to register applications for registration on the platform:

- Entity data.
- UTE companies.
- Registered Office.
- Contact information.
- Representatives.

Solicitud de registro

Datos entidad

Empresa extranjera (*):

--

Tipo de personalidad (*):

UTES

Código de identificación UTE:

Número del expediente (*):

Título del expediente (*):

Nombre UTE (*):

País (*):

España

Dirección de correo electrónico de aviso (*):

Número de teléfono (*):

Empresas de la UTE

Tipo código	Código identificación	Razón social	Participación %
NIF			

+ Añadir empresa UTE

Domicilio social

País (*):

España

Dirección (*):

Provincia (*):

Código postal (*):

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono

+ Nueva persona de contacto

Apoderados

Tipo código	Cód. identificación	Nombre	Apellidos
NIF			

+ Nuevo apoderado

Grabar

Entity data



associated with the field **File Number**.

The details of the UTE will be indicated (UTE Name, Country, Notification email and telephone number).

Solicitud de registro

Datos entidad

Empresa extranjera (*):	No
Tipo de personalidad (*):	UTES
Código de identificación UTE:	
Número del expediente (*):	20230302.SD.001
Título del expediente (*):	Expediente de pruebas
Nombre UTE (*):	EMPRESA UTE
País (*):	España
Dirección de correo electrónico de aviso (*):	UTE@EMPRESA.COM
Número de teléfono (*):	999663344

UTE companies

that will form the UTE. Several companies can be included by clicking on

+ Añadir empresa UTE

Once the data has been completed, we can delete it by clicking on



Empresas de la UTE

Tipo código	Código Identificación	Razón social	Participación %	
NIF	E28303550	EMPRESA DE PRUEBAS 1	45,5	
NIF	S5659114B	EMPRESA DE PRUEBAS 2	54,5	

+ Añadir empresa UTE



- Companies that form it must be previously registered on the Elicita platform. If they are not, they must first register as we inform in the section [2.2 COMPLETE REGISTRATION OF A NATURAL OR LEGAL PERSON IN THE SYSTEM](#) of this guide.
- The companies that form the UTE must have a combined total stake of 100%.
- Decimals will be introduced using a comma.

Registered office

province and postal code).

Domicilio social

País (*):

Dirección (*):

Provincia (*):

Código postal (*):

Contact information

contact persons by clicking on  Nueva persona de contacto. Once the data has been completed, we can delete by clicking on .

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono	
USUARIO FICTICIO	CORREO@FICTICIO.COM	666998877	
 Nueva persona de contacto			

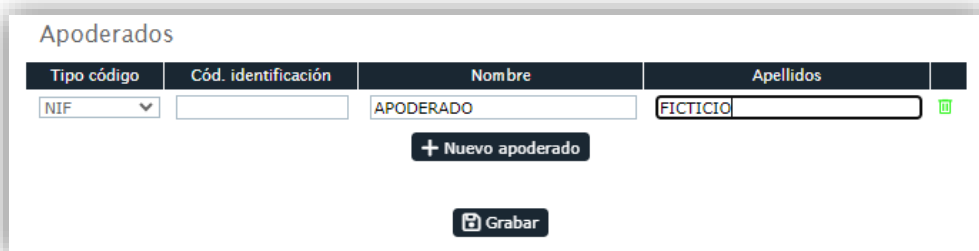
Representatives

Joint). You can add several authorized representatives by clicking on

+ Nuevo apoderado

either

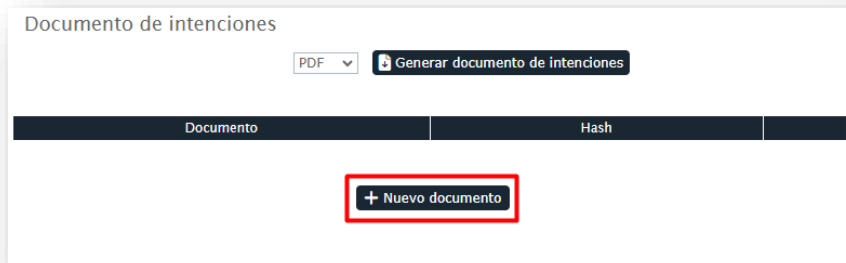
Once the data has been completed, we can delete it by clicking on .



Once the data has been completed, we will click on **Document of intentions.**

Grabar

, where the section will appear



It is mandatory for UTES registering in the system to provide the document of intent with their registration application.

You can download the template of the document to be completed by selecting the format and clicking on

Generar documento de intenciones

To upload the document of intentions you will have to select it in your team through the option

+ Nuevo documento

Once selected, the document will be uploaded directly to the platform.



Documento de intenciones

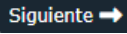
PDF  Generar documento de intenciones

Documento	Hash	
DOCUMENTO UTE	gF7WdA2acPNji45W0kptBWSydp0tPNLGGGWjZRFtwc=	 

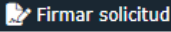
+ Nuevo documento

Siguiente →

<< Volver

After attaching the document we will click on  .

SIGNING THE REGISTRATION APPLICATION

Next, the UTE representative must proceed to select his electronic certificate and sign it,  and you will be able to download the document with the data from that record.

If you want to make a change before signing, you can do so by clicking on

Confirmación solicitud de registro

Datos entidad

Empresa extranjera: **No**
 Es PYME: **No**
 Tipo de personalidad: **UTES**
 Código de identificación UTE:
 Número del expediente : 20230302.SD.001
 Título del expediente : Expediente de pruebas
 Nombre UTE : EMPRESA UTE
 País: España
 Dirección de correo electrónico de aviso: UTE@EMPRESA.COM
 Número de teléfono: 999663344

Empresas de la UTE

Tipo código	Código identificación	Razón social	Participación %
NIF	S56591148	EMPRESA DE PRUEBAS 2	54,5
NIF	E28303550	EMPRESA DE PRUEBAS 1	45,5

Domicilio social

País: España
 Dirección: DEL VALLE 14
 Provincia: BARCELONA
 Código postal: 08080

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
USUARIO FICTICIO	CORREO@FICTICIO.COM	666998877

Apoderados

Tipo código	Cód. identificación	Nombre	Apellidos
NIF		APODERADO	FICTICIO

Documento de intenciones

Documento	Hash
DOCUMENTO UTE	gF7WdA2acPNji45W0kptBWSydp0tPNLGGGWJZRFwc=

← Modificar datos

 Firmar solicitud

By pressing  **Justificante de registro**, the system automatically downloads the supporting document registration in the system on the user's local computer.

Datos de contacto		
Nombre y apellidos	Dirección correo electrónico	Teléfono
USUARIO FICTICIO	CORREO@FICTICIO.COM	666998877

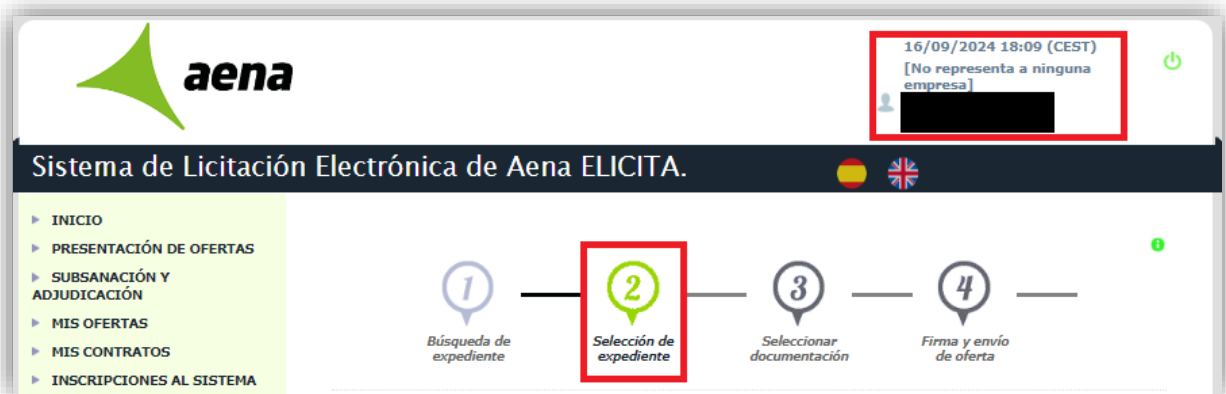
Apoderados			
Tipo código	Cód. identificación	Nombre	Apellidos
NIF		APODERADO	FICTICIO

Documento de intenciones		
Documento	Hash	
Com prom isoConstitucionUte (13)	gF7WdA2acPNji+4SW0kpt8WSydp0tPNLOGGWJZRFwcc=	

 Justificante de registro

2.4 QUICK REGISTRATION OR PRE-REGISTRATION FOR BIDDERS IN THE SYSTEM

If this is your first time accessing the Electronic Tendering Platform *eLicitAena*, in the upper right corner of the screen, your first and last name will appear, since you have identified yourself with the electronic certificate, but the application will inform you that you do not represent any company.



The screenshot shows the Aena ELICITA system interface. In the top right corner, a red box highlights the user profile information: "16/09/2024 18:09 (CEST)", "[No representa a ninguna empresa]", and a blurred name. Below this, the system name "Sistema de Licitación Electrónica de Aena ELICITA." is displayed with flags for Spain and the UK. On the left, a sidebar lists navigation options: INICIO, PRESENTACIÓN DE OFERTAS, SUBSANACIÓN Y ADJUDICACIÓN, MIS OFERTAS, MIS CONTRATOS, and INSCRIPCIONES AL SISTEMA. In the center, a four-step process flow is shown: 1. Búsqueda de expediente, 2. Selección de expediente (highlighted with a red box), 3. Seleccionar documentación, and 4. Firma y envío de oferta.

If the bidder wants to submit an offer, but is not registered on the platform, when searching for the file and bidding (STEP 2. Select file), the platform will ask for a **PRE-REGISTRATION** in order to continue with the presentation of the offer.

To register your company through Pre-Registration, you'll need to fill out the same information as for a new registration, as detailed in the section [2.2 COMPLETE REGISTRATION OF A NATURAL OR LEGAL PERSON IN THE SYSTEM](#) of this guide.

The proxy's information will be automatically filled in, as the application collects it from the digital certificate with which they have identified themselves on the platform, or from their user registration if they access with a username and password.

Pre-registration for legal or physical application

Registro previo para la presentación de oferta

Datos entidad

Empresa extranjera (*):

No

Es PYME (*):

No

Tipo de personalidad:

PERSONALIDAD JURIDICA

Tipo de cód. de identificación (*):

NIF

Código de identificación (*):

A84627678

Razón social (*):

EMPRESA FICTICIA

País (*):

España

Dirección de correo electrónico de aviso (*):

CORREO@FICTICIO.COM

Número de teléfono (*):

666558899

Código CPV (*):

30237000-9 - Partes, accesorios y suministros para ordenadores

Domicilio social

País (*):

España

Dirección (*):

MADRID

Provincia (*):

MADRID

Código postal (*):

28945

Datos apoderado

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		APODERADO	FICTICIO

Nuevo apoderado

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
CONTACTO SOCIEDAD	CORREO@FICTICIO.CPM	666558899

Nueva persona de contacto

☒ El solicitante declara que los datos aquí indicados en la presente solicitud son ciertos, que cumple con los requisitos solicitados, y expresamente autoriza a Aena a comprobar la veracidad de los citados datos.

Borrar datos

Siguiente

If you select a legal entity or individual, the representative's information will be automatically filled in, as the application collects it from the digital certificate or username with which you have identified yourself on the platform to access it.

Once you have completed the data, you will have to check the data veracity box and click on

 **Siguiente**

If you want to delete the completed data, click on

 **Borrar datos**

As you can see on the following screen, the platform will show you a summary of your company's information, the representative's information, and contact information so you can confirm it. If any information is incorrect, clicking the back button will take you back to the previous registration screen.

Registro previo para la presentación de oferta

Datos entidad

Empresa extranjera: **No**
Es PVME: **No**
Tipo de personalidad: **PERSONALIDAD JURÍDICA**
Tipo de cód. de identificación: **NIF**
Código de identificación: **A84627678**
Razón social: **EMPRESA FICTICIA**
País: **España**
Dirección de correo electrónico de aviso: **CORREO@FICTICIO.COM**
Número de teléfono: **666558899**
Materia CPV: **30237000-9 - Partes, accesorios y suministros para ordenadores**

Domicilio social

País: **España**
Dirección: **MADRID**
Provincia: **MADRID**
Código postal: **28945**

Datos apoderado

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF	APODERADO	FICTICIO	

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
CONTACTO SOCIEDAD	CORREO@FICTICIO.COM	666558899

 **Firmar solicitud**

[<< Volver](#)

If your company information is correct, you'll need to click the pre-registration button to access the file.

 **Firmar solicitud** to finish

Clicking the "Sign Application" button will open the Autofirm@ application, allowing you to select the digital certificate you will use to sign your company registration.

If the **registration is correct**, the following screen will appear showing the registration number, the date and time you registered your application, and the company, representative, and contact information.

Registro previo para la presentación de oferta

Acuse de recibo de registro de empresa

Número de registro telemático: 021E2025000000000045
Fecha de registro: 16/06/2025 16:38

Datos entidad

Empresa extranjera: No
Es PYME: No
Tipo de personalidad: PERSONALIDAD JURÍDICA
Tipo de cód. de identificación: NIF
Código de identificación: A84627678
Razón social: EMPRESA FICTICIA
País: España
Dirección de correo electrónico de aviso: CORREO@FICTICIO.COM
Número de teléfono: 666558899

Materia CPV: 30237000-9 - Partes, accesorios y suministros para ordenadores

Domicilio social

País: España
Dirección: MADRID
Provincia: MADRID
Código postal: 28045

Datos apoderado

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF	APODERADO	FICTICIO	

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
CONTACTO SOCIEDAD	CORREO@FICTICIO.COM	666558899

[Descarga PDF Justificante](#)
[Iniciar presentación ofertas](#)

If the bidder has identified himself in the system with a username and password When you click the “Next” button on the application form, you will be asked to enter a secure verification code to continue with the company registration.

Pais: Francia
Dirección: Prueba
Provincia:
Código postal: 230

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
Pamela Duro Fernandez	pamela.duro@altia.es	345663322

Apoderados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		Pamela	Duro Fernandez-Pacheco

Autorizados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
------	-------------	---------------------	--------	-----------

Código Captcha: 

Código de verificación seguro (*):

[← Modificar datos](#) [Registrar solicitud](#)

The password to complete your application will then be sent to the email address you provided when you registered.

Código postal: 230

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
Pamela Duro Fernandez	pamela.duro@altia.es	345663322

Apoderados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
SOLIDARIO	NIF		Pamela	Duro Fernandez-Pacheco

Autorizados

Tipo	Tipo código	Cód. identificación	Nombre	Apellidos
------	-------------	---------------------	--------	-----------

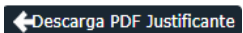
Por favor introduzca la clave de seguridad que ha recibido en su correo. [Confirmar](#)

[← Modificar datos](#)

Once the submission is complete, the submission of offers can begin.

[✓ Iniciar presentación ofertas](#)

You can also download the PDF proof of your company registration by clicking on the button

 Descarga PDF Justificante

Pre-registration for UTE

If the user selects pre-registration for a temporary employment contract, the proxy information will be automatically filled in, as the application collects it from the digital certificate used to identify the user on the platform to access the contract.

Furthermore, to register a temporary joint venture, the companies that form it must be previously registered on the Elicita platform. If they are not, they must first register as detailed in the section [2.2 COMPLETE REGISTRATION OF A NATURAL OR LEGAL PERSON IN THE SYSTEM](#) of this guide.

Solicitud de UTE

Datos básicos de la UTE

Empresa extranjera (*):

No

Tipo de personalidad:

UTES

Tipo de cód. de identificación:

--

Código de identificación UTE:

Nombre UTE (*):

País (*):

España

Dirección de correo electrónico de aviso (*):

Número de teléfono (*):

Empresas de la UTE

Tipo de cód. de identificación	Código identificación	Razón social	Participación %
☐			

X Borrar empresa UTE

✓ Añadir empresa UTE

(*) campo obligatorio

Domicilio social

País (*):

España

Dirección (*):

Provincia (*):

Código postal (*):

Datos apoderado

Tipo código	Cód. identificación	Nombre	Apellidos
NIF		APODERADO	UTE

Nuevo apoderado

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono

Nueva persona de contacto

☒ El solicitante declara que los datos aquí indicados en la presente solicitud son ciertos, que cumple con los requisitos solicitados, y expresamente autoriza a Aena a comprobar la veracidad de los citados datos.

X Borrar datos

✓ Siguiente

(*) campo obligatorio

Once you have completed the data, you will have to check the data veracity box and click on **✓ Siguiente**.

If you want to delete the completed data, click on **X Borrar datos**.

As you can see on the following screen, the platform will show you a summary of the UTE details you have completed and the representative's details so you can confirm them. If any information is incorrect, clicking the Back button will take you back to the previous registration screen.

Firmar solicitud UTE

Datos básicos de la UTE

Empresa extranjera: No
Tipo de personalidad: UTES
Tipo de cód. de identificación: --
Código de identificación UTE:
Nombre UTE : EMPRESA UTE
País: España
Dirección de correo electrónico de aviso: EMPRESA@UTE.ES
Número de teléfono: 666778899

Empresas de la UTE

Tipo de cód. de identificación	Código Identificación	Razón social	Participación %
NIF	H05733357	UTE 1	65
NIF	C08707319	UTE 2	35

Domicilio social

País: España
Dirección: MADRID
Provincia: MADRID
Código postal: 28941

Datos apoderado

Tipo código	Cód. identificación	Nombre	Apellidos
NIF		APODERADO	UTE

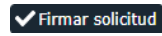
Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
CONTACTO UTE	CONTACTO@UTE.ES	666778899

(*) campo obligatorio

[<< Volver](#)

If the information is correct, you will need to click the



to complete the pre-registration

button to access the file.

Clicking the "Sign Application" button will open the Autofirm@ application, allowing you to select the digital certificate you will use to sign the registration.

If the **registration is correct**, the following screen will appear showing the registration number, the date and time you registered your application, and the details of the UTE, the representative, and contact information.

Firmar solicitud UTE

Acuse de recibo de registro de empresa

Número de registro telemático: 022E202500000000797

Fecha de registro: 16/06/2025 16:44

Datos entidad

Empresa extranjera: No

Tipo de personalidad: UTE

Tipo de cód. de identificación: --

Código de identificación UTE:

Nombre UTE : EMPRESA UTE

Código identificación: UTEL000000000000119

País: España

Dirección de correo electrónico de aviso: EMPRESA@UTE.ES

Número de teléfono: 666778899

Domicilio social

País: España

Dirección: MADRID

Provincia: MADRID

Código postal: 28941

Datos apoderado

Tipo código	Cód. identificación	Nombre	Apellidos
NIF		APODERADO	UTE

Datos de contacto

Nombre y apellidos	Dirección correo electrónico	Teléfono
CONTACTO UTE	CONTACTO@UTE.ES	666778899

[Descarga PDF Justificante](#)
[✓ Iniciar presentación de ofertas](#)

You can also download the PDF proof of registration by clicking on the button

[← Descarga PDF Justificante](#)