

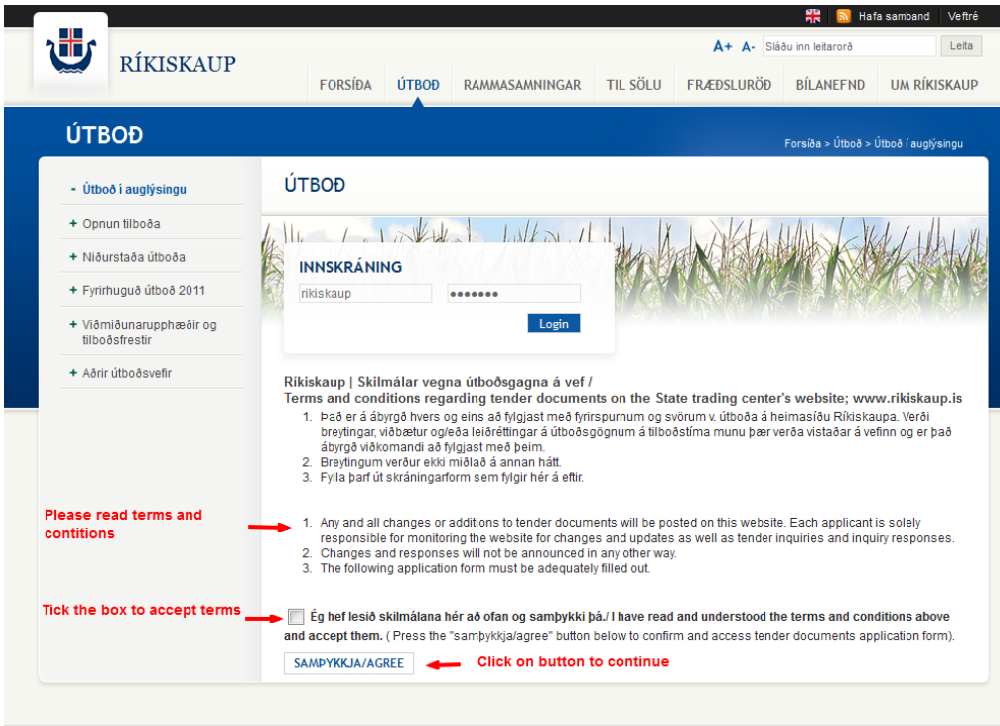
## Directions for accessing Tender documents at the Ríkiskaup / State Trading Centre website.

Access to tender documents is at our website: <http://www.rikiskaup.is>

In the drop down list ÚTBOD you'll find all current contract announcements.:

**Step 1:** Choose the name of the relevant tender from the drop down list and you'll be transferred to the correct webpage. At the bottom right of the page, click the box to buy the tender documents:

**Step 2:** You need to accept terms and conditions regarding the documents: Tick the box before: I have read and understood the terms and conditions above and accept them. Then you click on the button below: **SAMPYKKA/AGREE** :



**ÚTBOD**

**INNSKRÁNING**

ríkiskaup [password] **Login**

**Ríkiskaup | Skilmálar vegna útbodsgagna á vef / Terms and conditions regarding tender documents on the State trading center's website; www.ríkiskaup.is**

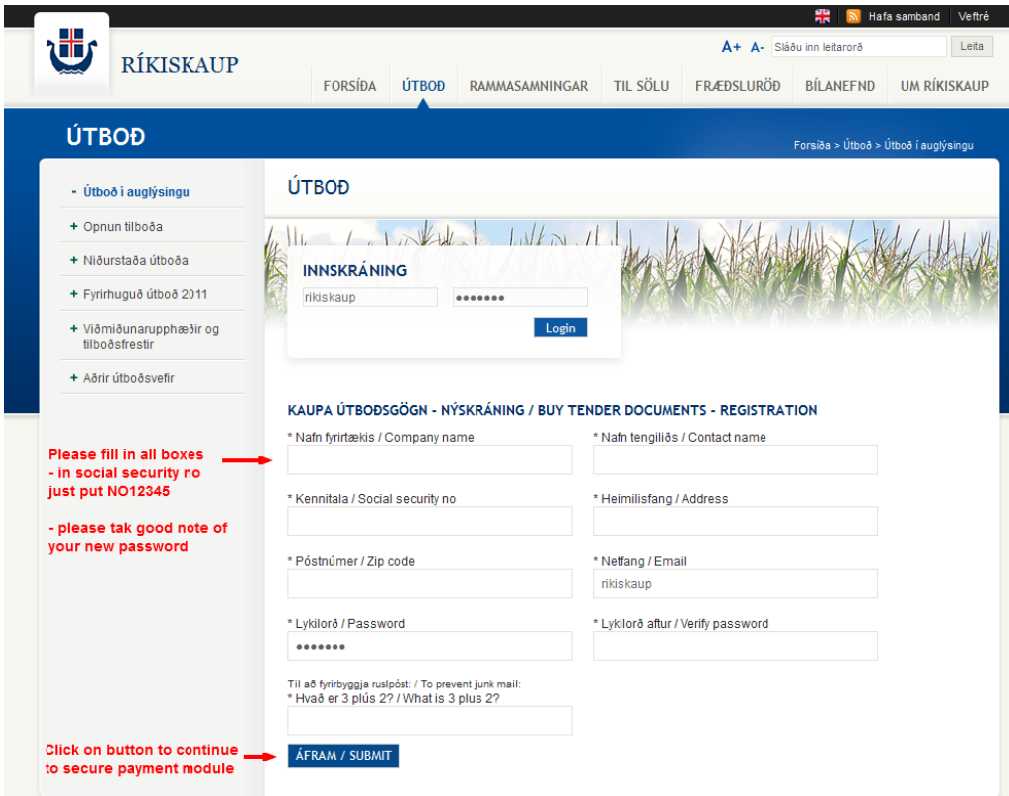
- Það er á ábyrgð hvers og eins að fylgjast með fyrirspurnum og svörum v. útboda á heimasíðu Ríkiskaupa. Verði breytingar, viðbætur og/eða leiðréttingar á útbodsgögnum á tilboðstíma munu þær verða vistaðar á vefinn og er það ábyrgð viðkomandi að fylgjast með þeim.
- Breytingum verður ekki miðlað á annan hátt.
- Fylla þarf út skráningarform sem fylgir hér á eftir.

**Please read terms and conditions** →

**Tick the box to accept terms** →  Ég hef lesið skilmálana hér að ofan og samþykki þá. / I have read and understood the terms and conditions above and accept them. ( Press the "samþykka/agree" button below to confirm and access tender documents application form).

**SAMPYKKA/AGREE** ← **Click on button to continue**

**Step 3:** The registration form. Please fill out all the boxes. In the **Social security no.** Box you can put anything like; NO12345:



**KAUPA ÚTBODSGÖGN - NÝSKRÁNING / BUY TENDER DOCUMENTS - REGISTRATION**

\* Nafn fyrirtækis / Company name

\* Nafn tengiliðs / Contact name

\* Kennitala / Social security no

\* Heimilisfang / Address

\* Póstnúmer / Zip code

\* Netfang / Email

\* Lykilorð / Password

\* Lykilorð aftur / Verify password

Til að fyrirbyggja ruslpóst: / To prevent junk mail:  
\* Hvað er 3 plús 2? / What is 3 plus 2?

**ÁFRAM / SUBMIT**

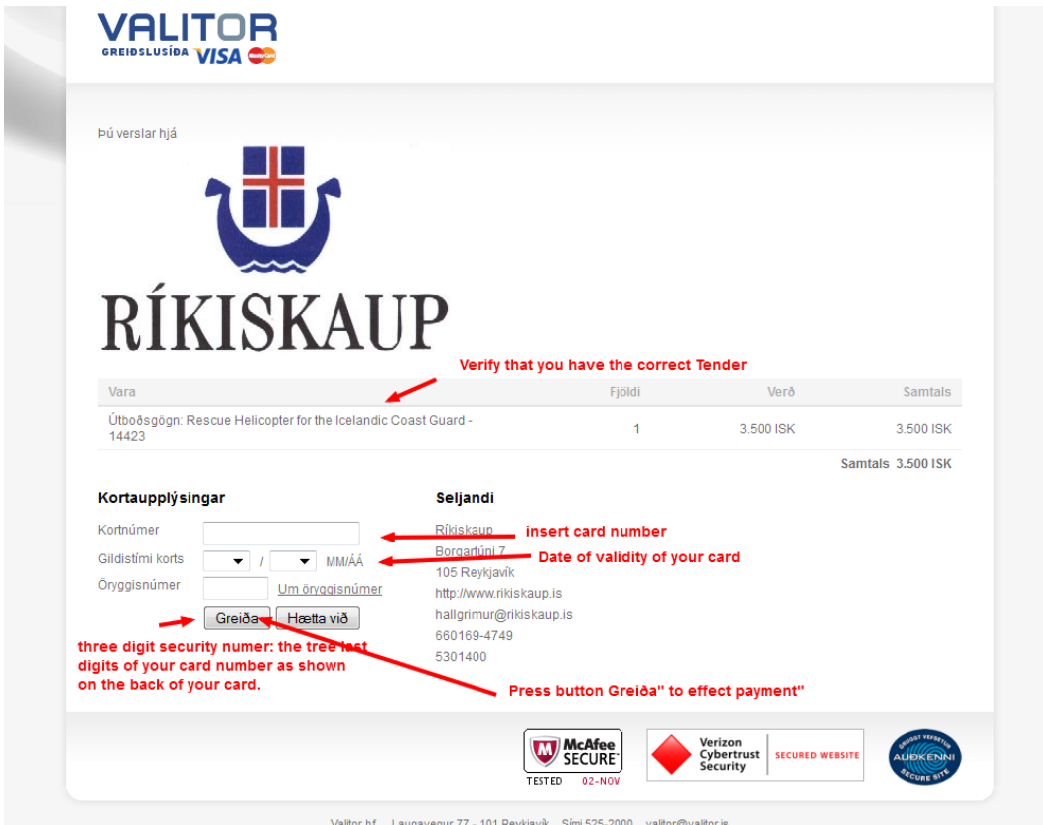
**Please fill in all boxes - in social security no just put NO12345** →

**- please tak good note of your new password**

**Click on button to continue to secure payment module** →

This is for registration of your interest and purchase of the main description documents. Click on the **ÁFRAM/SUBMIT** button to proceed to the secure payment module.

## Step 4: Paying for the tender documents:



Þú verslar hjá

**RÍKISKAUP**

Verify that you have the correct Tender

Vara	Fjöldi	Verð	Samtals
Útboðsgögn: Rescue Helicopter for the Icelandic Coast Guard - 14423	1	3.500 ISK	3.500 ISK
			Samtals 3.500 ISK

**Kortaupplýsingar**

Kortnúmer  **insert card number**

Gildistími kort  /  MM/AA **Date of validity of your card**

Öryggisnúmer  Um öryggisnúmer

**Press button "Greiða" to effect payment"**

**Sejandi**

Ríkiskaup  
Borgartúni 7  
105 Reykjavík  
http://www.rikiskaup.is  
hallgrimur@rikiskaup.is  
660169-4749  
5301400

three digit security number: the three last digits of your card number as shown on the back of your card.

McAfee SECURE TESTED 02-NOV

Verizon Cybertrust Security SECURED WEBSITE

ALÍBKENNI SECURED WEBSITE

Valitor hf. Laugavegur 77 - 101 Reykjavík Sími 525-2000 valitor@valitor.is

Verify that you have the correct tender. Put in your your creditcard information, as payment of the total amount and then click on the **Greiða** button to confirm the purchase and then you should be able to download the main documents. Other appendix documents are downloadable at the site as „aukaskjöl“

For assistance call us at +354 5301400 or send email to [utbod@rikiskaup.is](mailto:utbod@rikiskaup.is)