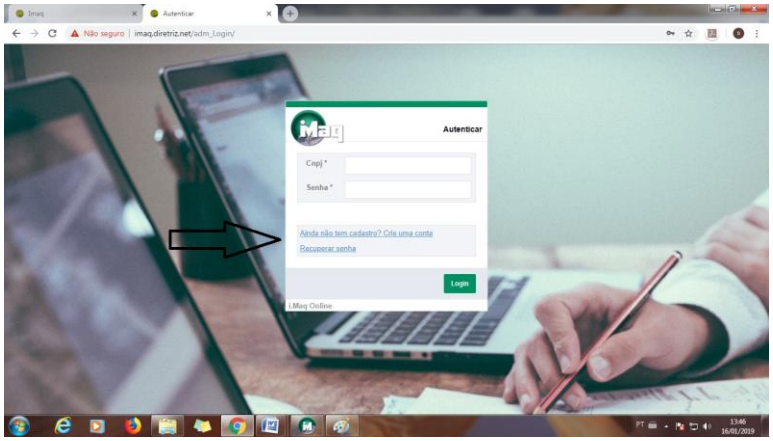
COMO UTILIZAR PROPOSTA WEB – IMAQ

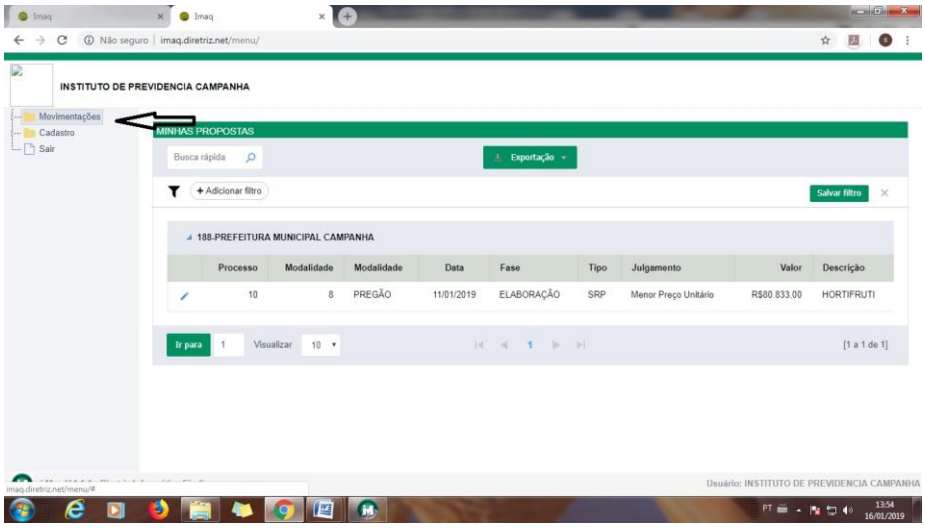
1 – ACESSAR O SITE - http://imaq.diretriz.net

2 – REALIZAR O CADASTRO;

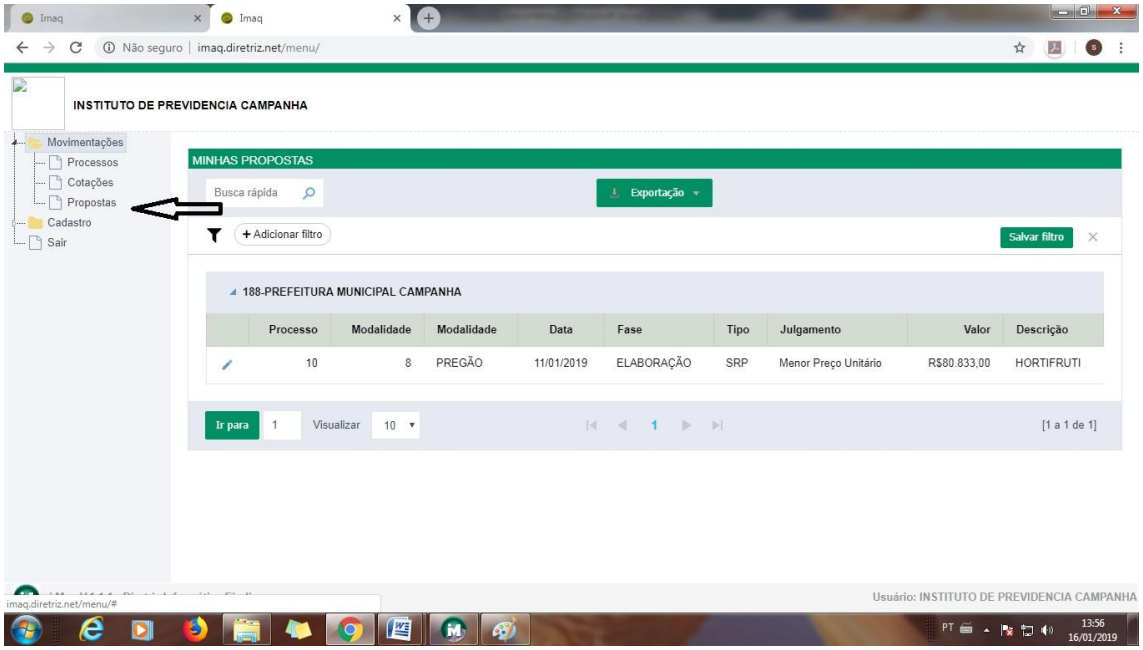


3 - Após realizar o cadastro fazer o login no sistema.

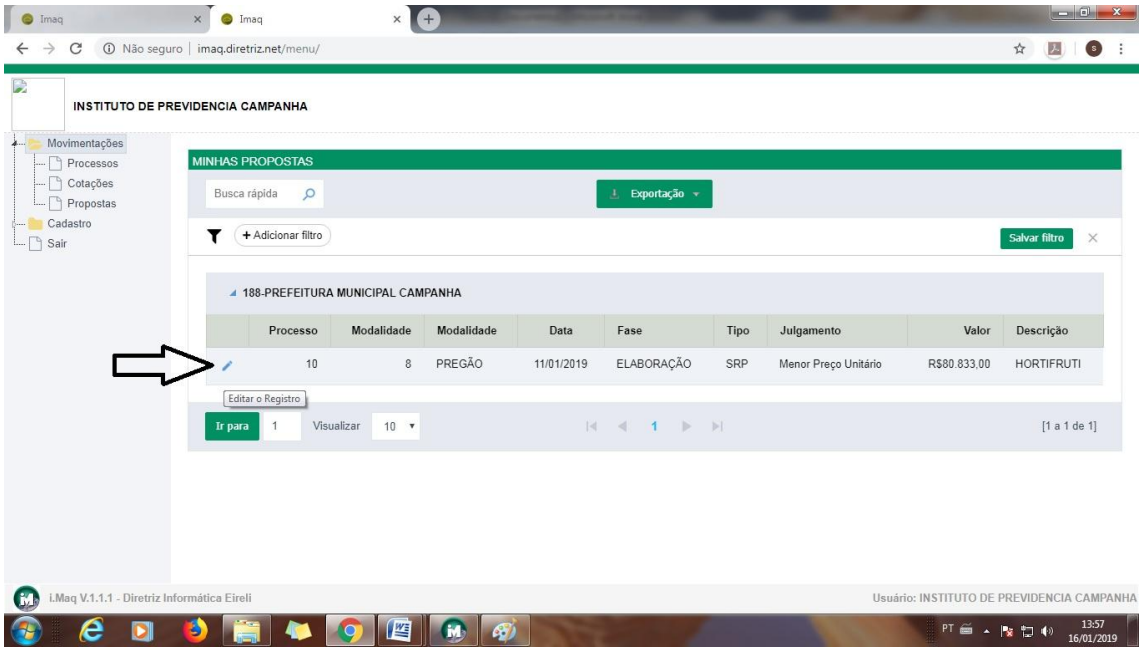
4 – Clicar no campo "Movimentações"



5 - Clicar no campo " Propostas"

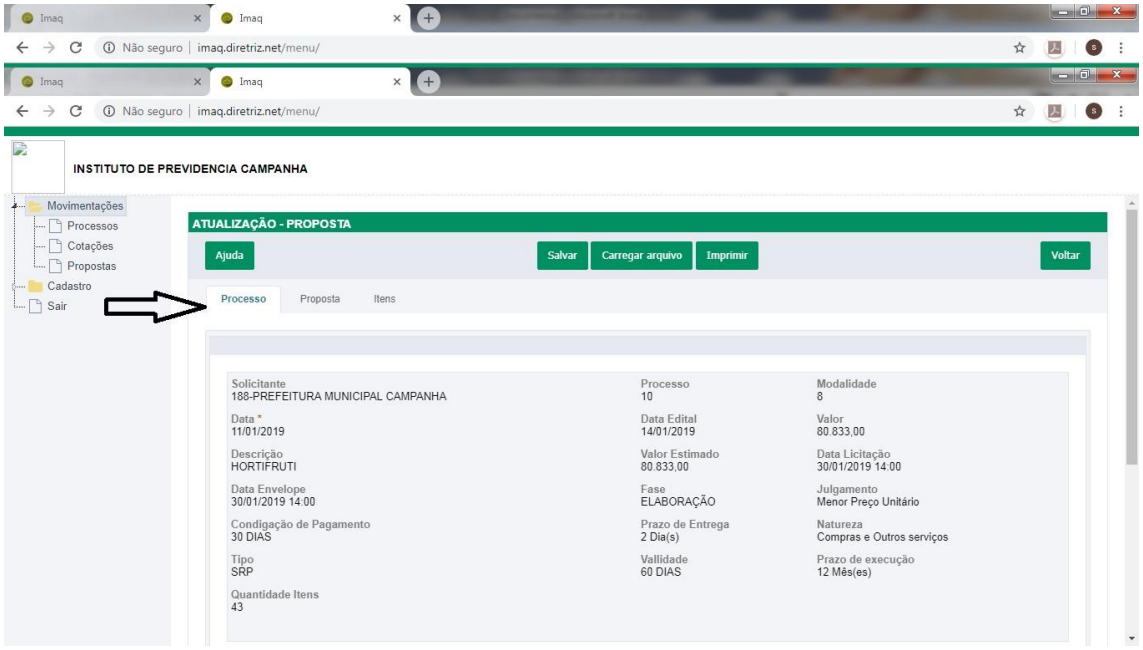


6 – Clicar no ícone editar registro

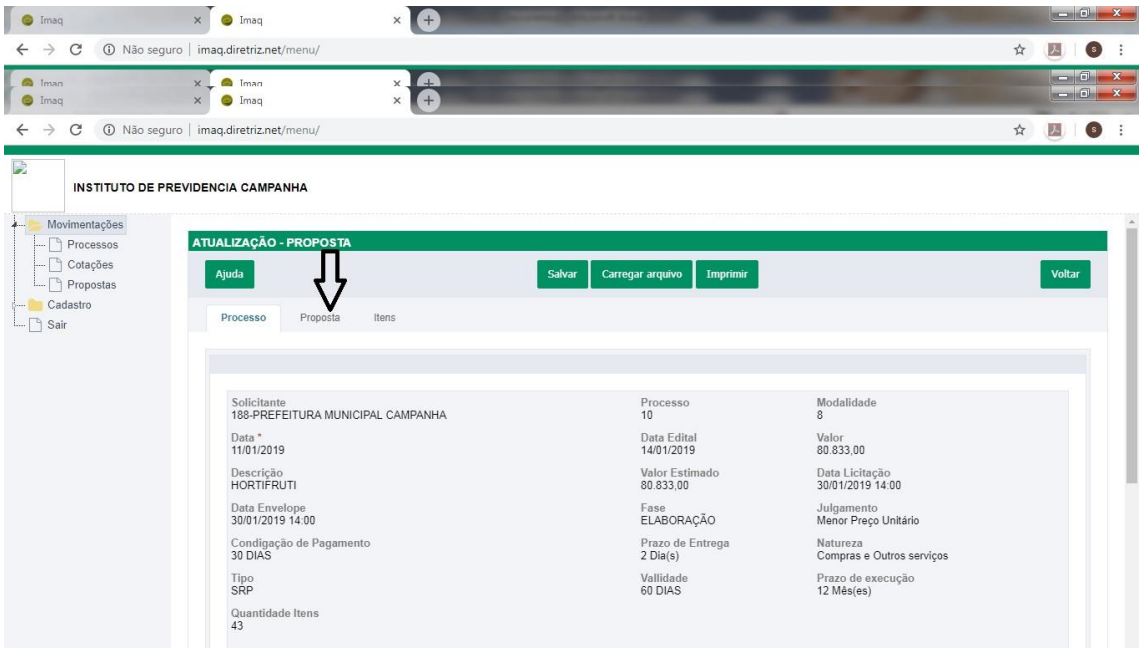


IMPORTANTE: Verificar o número do processo que deseja participar

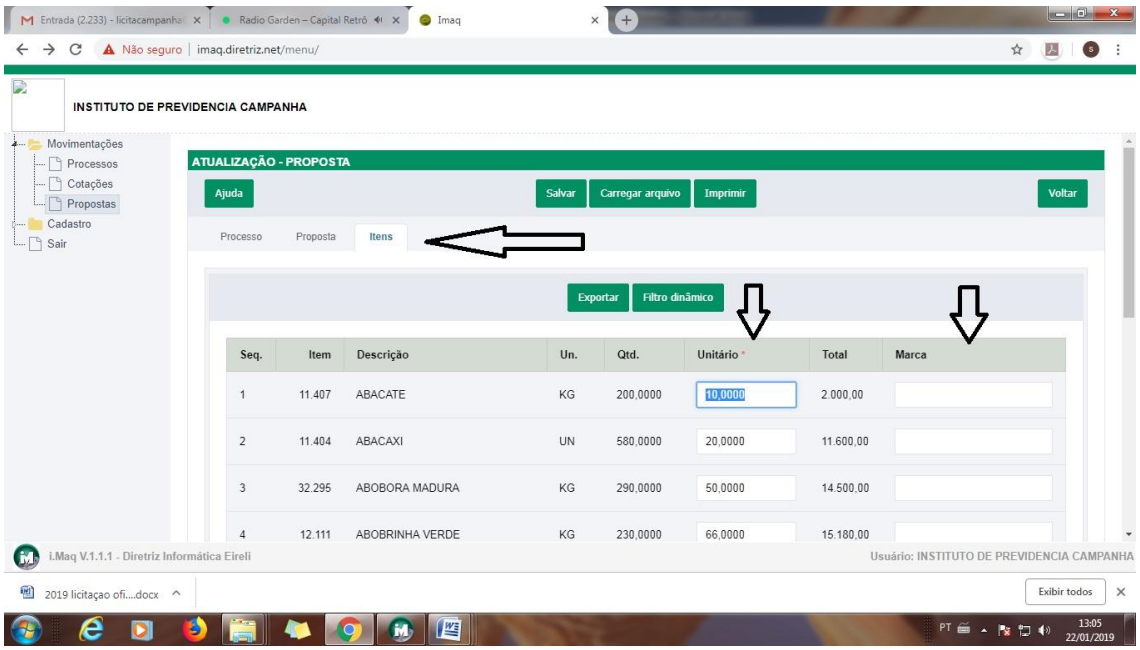
7 – Confirmar os dados do processo:



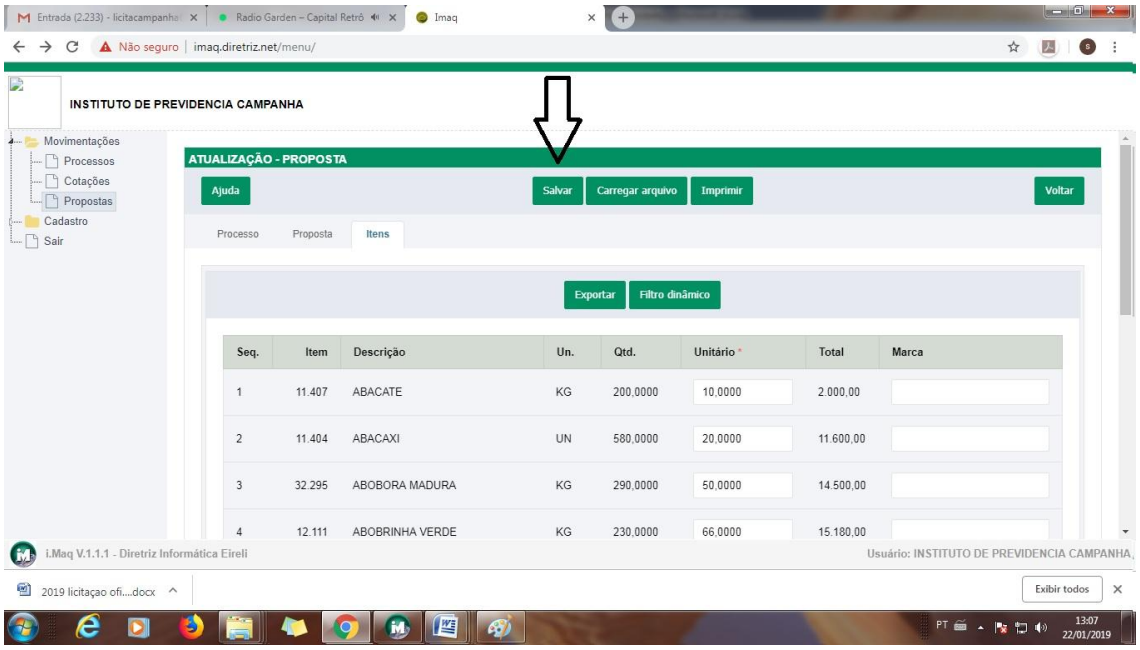
8 – Clicar na aba “Proposta”



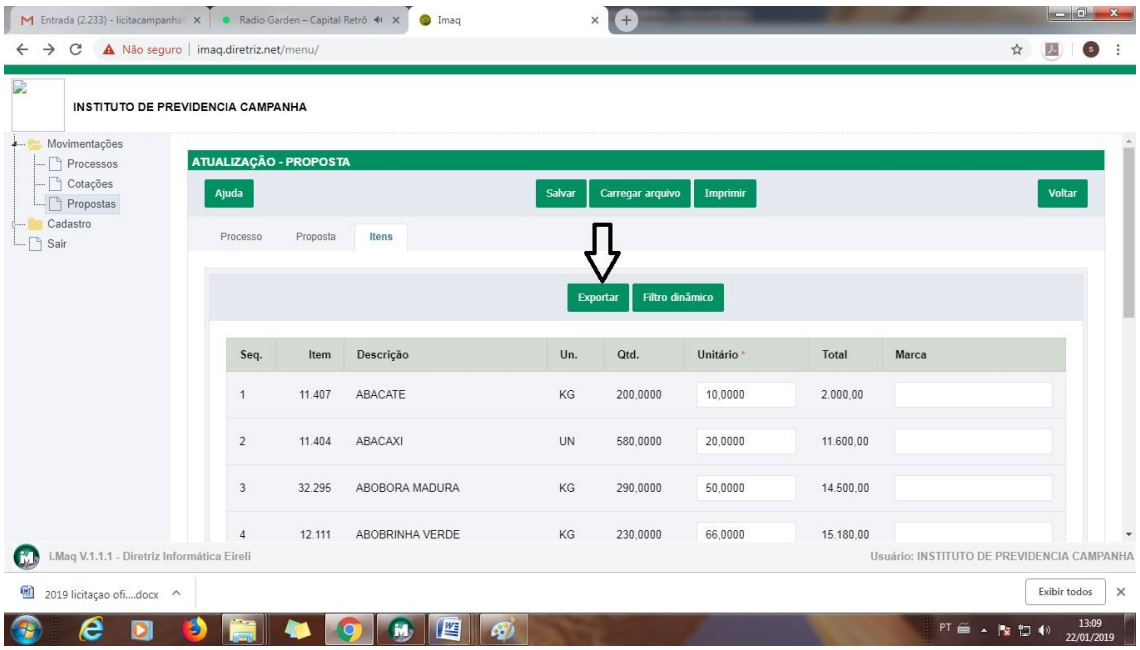
9 – Clicar na aba “Itens”, digitar os valores unitários e descrever a marca (quando for o caso)



10 – Depois de tudo digitado, clicar em salvar.



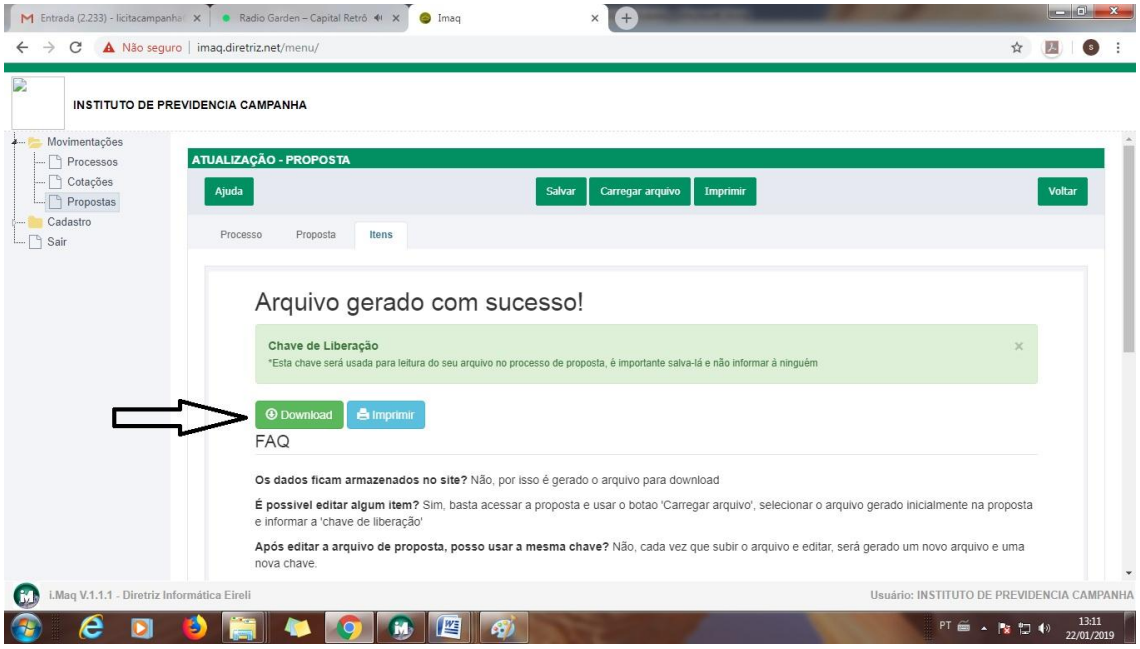
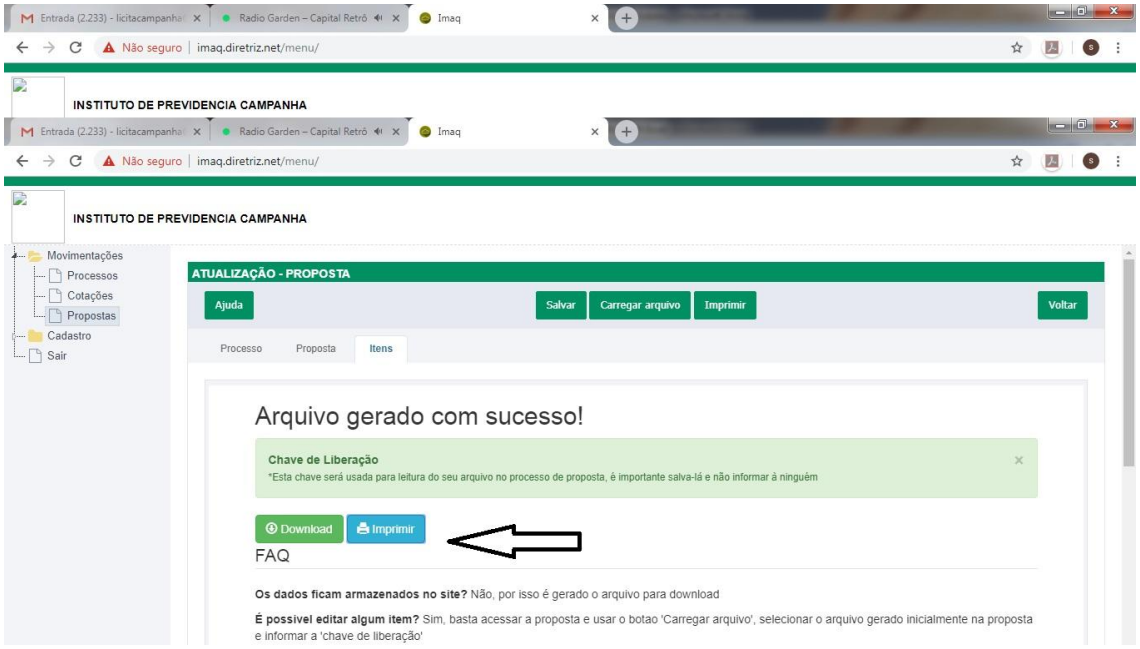
11 – Clicar em exportar:



12 – Clicar em "download", e salvar o arquivo no computador, ou no pendrive, sem alterar o nome do arquivo.

IMPORTANTE:

Apresentar o arquivo salvo no pendrive, no momento da licitação.



13 - Clicar em imprimir, após imprimir a proposta, fazer a verificação dos itens digitados, do valor total da proposta, e das informações necessárias constantes no edital, apresentar a proposta impressa devidamente assinada e carimbada (Carimbo do CNPJ da empresa).