

GUIDE

ON THE USE BY SUBJECTS OF THE REFERENCE PRICE DATABASE SYSTEM (PRDB)

1. Utilization of the PRDB System

1.1. Entry into the system.

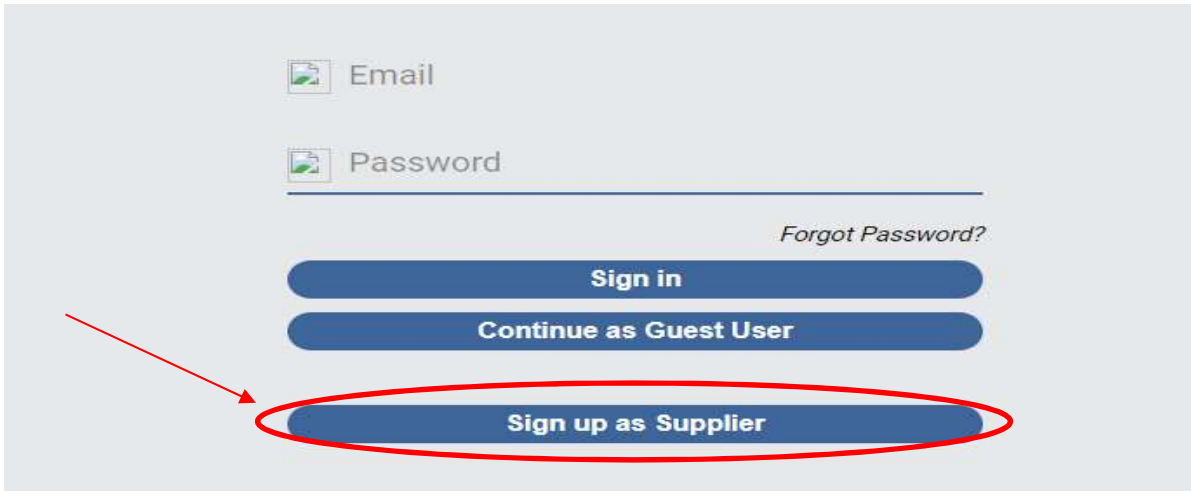
To use the Price Reference Database System (PRDB) the user (subject) enters the site <https://prdb.azhbr.gov.al> The user is shown the following image, click on the icon



The “**Log in**” icon is displayed and clicked



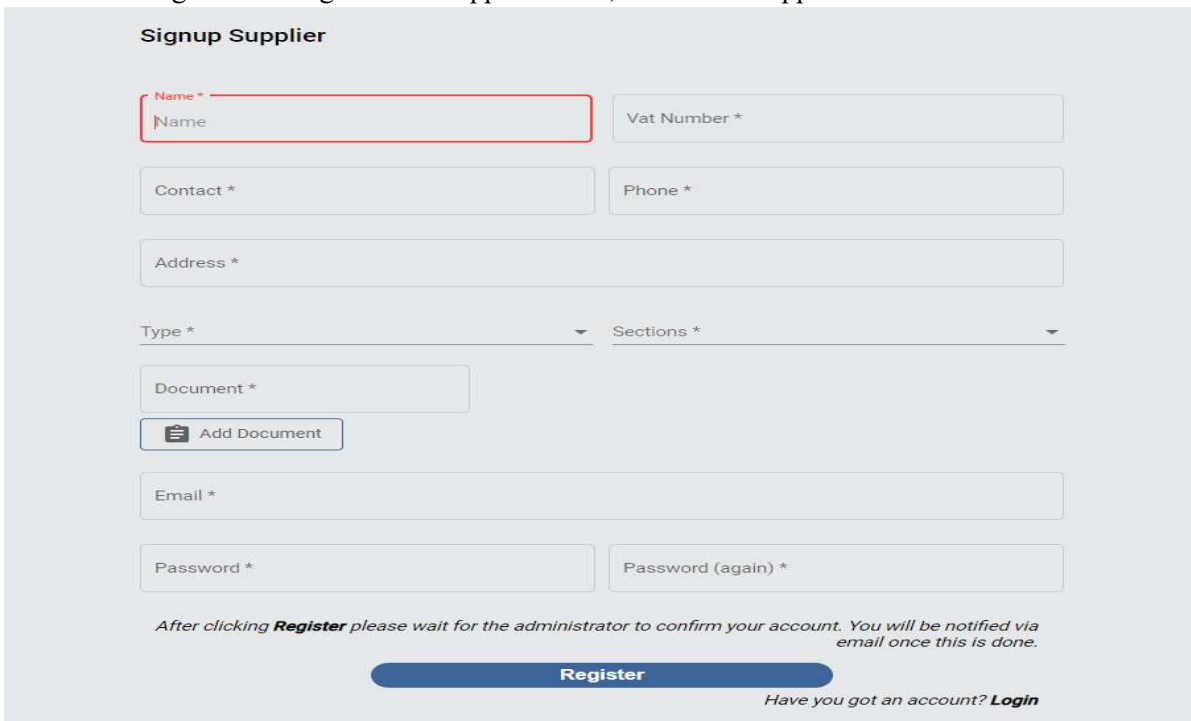
The window with the image below appears and “**Register as a supplier**” is clicked



The image shows a login and registration interface. At the top, there are input fields for "Email" and "Password". Below these fields is a link that says "Forgot Password?". There are three blue buttons stacked vertically: "Sign in", "Continue as Guest User", and "Sign up as Supplier". A red arrow points to the "Sign up as Supplier" button, which is also circled in red.

1.2. Register as a Supplier (subject)

After clicking on the “Register as a supplier” icon, the window appears:



The image shows the "Signup Supplier" form. It contains several input fields and a button. The fields are: "Name *" (highlighted with a red border), "Vat Number *", "Contact *", "Phone *", "Address *", "Type *" (dropdown menu), "Sections *" (dropdown menu), "Document *" (text input), "Add Document" (button), "Email *", "Password *", and "Password (again) *". At the bottom, there is a blue "Register" button and a link that says "Have you got an account? Login". A note at the bottom reads: "After clicking **Register** please wait for the administrator to confirm your account. You will be notified via email once this is done."

The user registers as a supplier by filling in the following fields: Name of the subject, tax ID, (Name Surname) of the contact person, address of the subject, type of supplier, section where it operates, documents are uploaded, e-mail and password. After filling in the fields, click on the "**Register**" icon.

*The registered email address will serve for the entry into the System and will provide communication between ARDA and the entity, therefore the address must be active.

All fields marked with an () are required to be filled in.*

1.2.1. Type*

In the field Type*, the Supplier must select one of the following options:

- a) The Producer
- b) Distributor
- c) The Dealer

Note: In case the "Type" does not fit any of these three options, select the "Other Trader" option.*

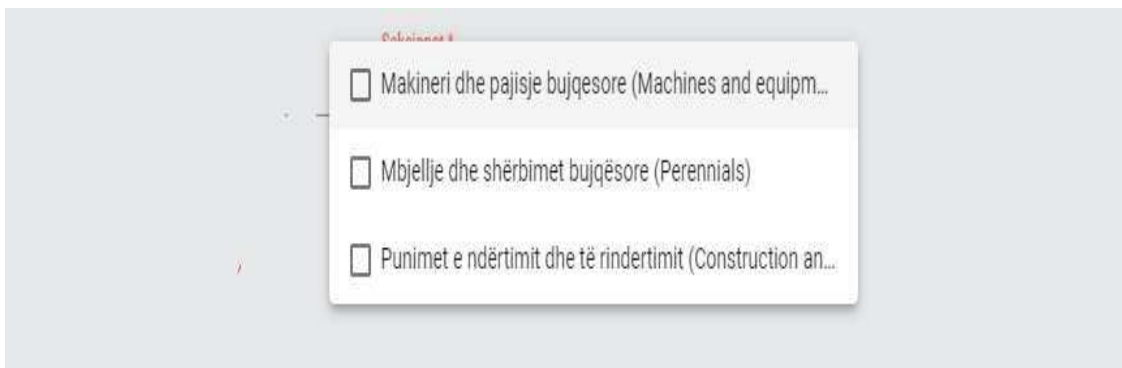


1.2.2. Sections*

In the field Sections*, the Supplier must select the options according to the scope of activity registered with the NBC:

- a) Agricultural machinery and equipment
- b) Planting and agricultural services
- c) Construction and reconstruction works

Note: The supplier may select one or more options but must comply with the scope of its activity registered with the NBC.



1.2.3. Documents*

In the field Document*, the supplier must upload the Entity Registration Certificate/Simple Extract (NBC).

The registration becomes active after verification by the employees of ARDA. Only after approval can the entity (supplier) will be available to use the PRDB System and register its offers.

2.1. Entering the system after registering

Once the account has been verified and approved by the responsible persons in ARDA, the Entity logs in with the registered data by clicking on the “Login” button and the window below is displayed. Enter the email address with which it is registered, enter “Password” and click “Login”

The screenshot displays the ARDA system's login interface. At the top, there is a header with the word "Assets" and a user profile icon circled in red with an arrow pointing to it. Below the header is a navigation bar with a "Choose section" dropdown menu and two date fields labeled "Valid From*" and "Valid Until*". The main content area shows a login form with an email field containing "Email@example.com" and a password field (masked with dots). A "Forgot Password?" link is located to the right of the password field. Three buttons are visible: "Sign in" (circled in red with an arrow), "Continue as Guest User", and "Sign up as Supplier".

2.2. Adding assets

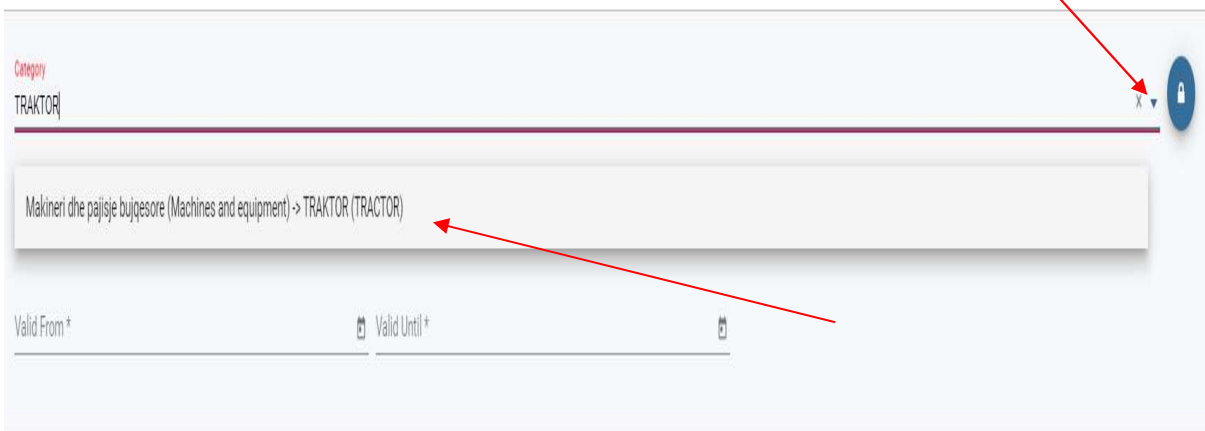
After entering the PRDB system with the registered data, the supplier can register the assets by clicking on the "Add Asset" button



2.2.1. Asset Registration

After clicking on the "Add Asset" button, the asset to be registered in the "Category" field is selected. The name of the asset that will be registered is written and the window is displayed as follows:

ADD ASSET



ADD ASSET

Category
Makineri dhe pajisje bujqesore (Machines and equipment) -> TRAKTOR (TRACTOR) x

Price * Currency * ▼

Valid From * Valid Until *

Properties +

Cancel Save

The price is set, the currency is selected as well as the validity period. Once these data are filled in, the “key” icon is clicked-



ADD ASSET


Category

Price * Currency * ▼

Valid From * Valid Until *

Properties +

Cancel Save



2.2.2. Registration of properties of the registered asset/technical specifications.

After clicking on the “key” icon, the window opens as follows:

ADD ASSET

The screenshot displays the 'ADD ASSET' form with the following details:

- Category:** Makineri dhe pajisje bujqesore (Machines and equipment) -> TRAKTOR (TRACTOR)
- Price *:** 10000
- Currency *:** EUR
- Valid From *:** 26/9/2024
- Valid Until *:** 26/9/2024

The **Properties** section contains a table with the following entries:

Property	Value *
[1]ME GOMA/ [2]ZINXHIRE	1
STAGE I MOTORIT	V
FUQIA NE KW	30
ME KABINE [1]PO/ [2]JO	1
AJER I KONICIONUAR [1]PO/ [2]JO	2

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red, with a red arrow pointing to it from the right side of the image.

Complete the properties of the asset to be registered.

For properties that are alternately chosen one of them (eg: properties [1]TYRES/[2]CHAINS, in these cases, when we want to select TYRES write [1], when we want to select CHAINS write[2]).

After registering all the properties, the “**Save**” button is clicked.

Only after verification and approval by the employees of ARDA, the asset at the price recorded by the supplier becomes active in the PRDB System.