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INTEGROVANÝ INFORMAČNÝ SYSTÉM PRE ZABEZPEČENIE POSKYTOVANIA ELEKTRONICKÝCH SLUŽIEB MH SR

User guide to the electronic service ES 26

Information on cooperation opportunities for SMEs with partners

Elektronizácia služieb Ministerstva hospodárstva SR
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Tento projekt sa realizuje s podporou Európskej únie.
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1. Introduction

The Ministry of Economy of the Slovak Republic has through its electronic services ensured communication with the public, which is realized without the need for personal visit and without the need for paper documents that were replaced by electronic documents.

1.1. The purpose of the document

This document contains general information on how to use the electronic service and is intended for public using the Electronic Services Portal.

1.2. Service description

The service provides information on Partnership Opportunities Database (POD). SMEs may thus find a business or technology partner and so to expand their activities, or to acquire know-how, experience and international contacts.

1.3. Related services

Overview of related services:

Service	Description
ES 05	Consultancy for cooperation establishment for SMEs with partners

Table 1 - Related services

1.4. Terms and abbreviations

List of terms and abbreviations listed in the document:

Abbreviation, Term	Explanation
eDesk	Electronic mailbox of the citizen
MoE SR	The Ministry of Economy of the Slovak Republic
SME	Small and medium-sized enterprises
PDF	Portable Document Format
SARIO	Slovak investment and trade development agency
SBA	Slovak Business Agency (formerly NADSME, NARMSP)
CGP	Central Government Portal (slovensko.sk web portal; ÚPVS)
Workdesk	Screen for working with the submission
QES	Qualified electronic signature

Table 2 - List of terms and abbreviations

2. The use of the electronic service

The service provides information on the possibilities of establishing cooperation between SMEs and partners and also on the Partnership Opportunities Database (POD).

2.1. Orientation on the Electronic Services Portal

The agenda of electronic service is accessible through:

- Thematic blocks
- List of electronic services
- Searching by term / phrase
- Filtering by selected request

The screenshot shows the Electronic Services Portal of the Ministry of Economy of the SR. The interface includes a search bar at the top right, a navigation menu on the left with thematic blocks such as Education, Real Estate, and Reports, a central content area with a filter section for Organization and Life Situation, and a list of electronic services at the bottom. Annotations with red arrows point to the search bar, thematic blocks, filtering options, and the list of services.

Figure 1 - Orientation on the Portal

2.2. Service detail

After selecting the desired service, the system displays a page with a detailed description of the service accompanied by additional information on administrative charges, required attachments, information for whom the service is intended and with a brief manual.

<ul style="list-style-type: none"> EDUCATION MANAGEMENT OF REAL ESTATE RECEIVING REPORTS SUPPORTING ENTREPRENEURS INVESTMENT PROMOTION EXPORT PROMOTION LICENCING AND CERTIFICATION INFORMATION SERVICES SUBSIDIES ACTS OF ADMINISTRATIVE PROCEDURE 	<h3>ES26 INFORMATION ON COOPERATION OPPORTUNITIES FOR SMES WITH PARTNERS</h3> <p><i>Created on: 03.09.2015 Updated on: 26.05.2016</i></p> <p>The SBA provides services, information and advisory in the area of international cooperation and internationalization of SMEs through the network of the Enterprise Europe Network. One part of it is the organization of various events, business missions, as well as a Partnership Opportunities Database (POD). SMEs may thus find a business or technology partner and so to expand their activities, or to acquire know-how, experience and international contacts.</p> <p>Administrative charges The service is free of charge.</p> <p>Attachments The application does not require an attachment.</p> <p>Users Business</p> <p>Manual You have the possibility of using the following services:</p> <ul style="list-style-type: none"> • View a list of published PDF documents arranged according to the different categories. • View published PDF document or to download it from the internet to your computer for later use. <p>Related services</p> <ul style="list-style-type: none"> • Consultancy on cooperation establishment for SMEs with partners <p>Electronic service manual Electronic manual [pdf, 377.04 kB]</p>	<h4>SERVICE OPTIONS</h4> <ul style="list-style-type: none"> • Information how to establish cooperation with partners
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Figure 2 - Service detail

2.3. The use of the service

The service provides the following options:

- Access to the published information – public authorities have the opportunity to inform on particular agenda on the ES Portal of the MoE SR.

3. Access to published information

The organization publishes information for public on web portal. The service displays published information in a form of a list of documents. Published information are sorted by date - currently valid documents are shown in the "Current data" folder and the documents validity of which disclosure was completed are shown in the "Archive data".

By clicking on the link of the document, the system will offer the option to download the document or to view it. Information may be disclosed in a variety of document types - doc, html, etc.

The screenshot displays a web portal interface with a sidebar menu on the left containing categories like EDUCATION, MANAGEMENT OF REAL ESTATE, RECEIVING REPORTS, SUPPORTING ENTREPRENEURS, INVESTMENT PROMOTION, EXPORT PROMOTION, LICENCING AND CERTIFICATION, INFORMATION SERVICES, SUBSIDIES, and ACTS OF ADMINISTRATIVE PROCEDURE. The main content area features a document titled "INFORMATION HOW TO ESTABLISH COOPERATION WITH PARTNERS" with a date range from 03.09.2015 to 14.07.2016 and a filter for "Current data". Below this is another document titled "STARTING BUSINESS IN SLOVAKIA FOR MIGRANTS" with a date range from 14.07.2016 to 14.07.2016. A right-hand sidebar includes navigation buttons for CONTACT, APPLICATIONS, TERMS, and TUTORIALS, and a "RELATED PORTALS" section listing MoE, SARIO, SBA, and ÚPVS with external links.

Figure 3 - Display of the information in the form of document

4. Useful information

Electronic Services Portal contains information which serves for faster execution of your agenda and answering of any questions.

The screenshot shows the Electronic Services Portal interface. At the top, there is a navigation bar with links for Contact, About, Technical provider, Accessibility statement, Text-only version, Site map, and Login. The main header features the portal's name and a search bar. Below the header, a large banner image shows a man in a blue bow tie surrounded by flying papers. The main content area is divided into several sections:

- Left sidebar:** A vertical menu with icons and labels for various services: EDUCATION, MANAGEMENT OF REAL ESTATE, RECEIVING REPORTS, SUPPORTING ENTREPRENEURS, INVESTMENT PROMOTION, EXPORT PROMOTION, LICENCING AND CERTIFICATION, INFORMATION SERVICES, and SUBSIDIES.
- Center:** A section titled "PORTAL OF ELECTRONIC SERVICES" with a "Filter" dropdown menu. The "Useful information" filter is selected. Below the filter are two dropdown menus for "Organization" and "Life situation", both set to "All". There are "Clear" and "View" buttons. Below this is a "LIST OF ELECTRONIC SERVICES" section with a link for "ES01 Education services for exporters" and a brief description: "SARIO organizes specific trainings and seminars for exporters."
- Right sidebar:** A grid of four service icons: CONTACT (phone), APPLICATIONS (document), TERMS (ABC), and TUTORIALS (key). Below this is a "RELATED PORTALS" section with links to MoE, SARIO, SBA, and ÚPVS.

Figure 4 - Useful information

Contact

The section "Contact" contains the contact information that may be used in the case of questions / problems arising in the process of execution of the relevant agenda. You can also use the online form to request for information.

Applications

The section "Applications" contains PDF thumbnails of all electronic forms sorted by thematic blocks.

Terms

The section "Terms" contains the explanations of the terms and abbreviations used on the Electronic Services Portal of the Ministry of Economy of the Slovak Republic has

Tutorials

The section "Tutorials" contains instructional videos as well as a brief manual on how to work with the Electronic Services Portal.