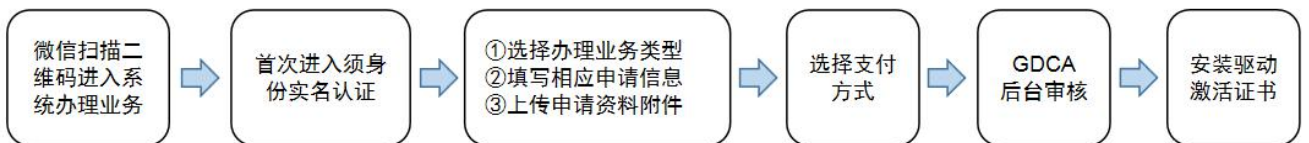


# 深圳采购中心招投标系统 数字证书业务申请



深圳采购中心招投标系统  
数字证书业务申请二维码

**温馨提示：**业务办理流程如下：



## 一、在线申请所需鉴别资料

### 【机构证书】

1. 机构（企业）数字证书业务申请表（加盖公章）
2. 统一社会信用代码营业执照原件
3. 法人身份证正反面复印件（加盖公章）
4. 经办人身份证原件

## 二、操作流程：

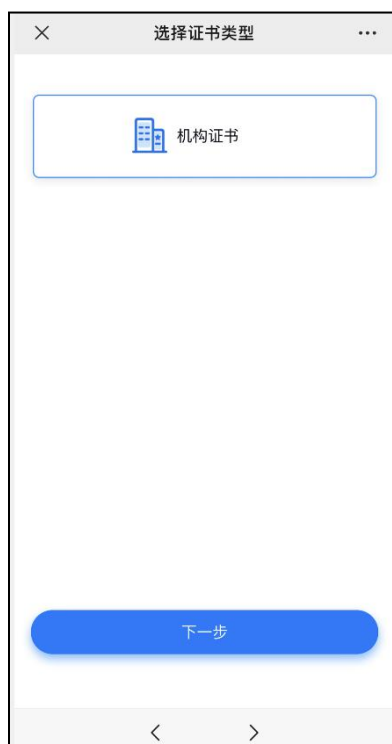
1. 用户通过微信扫描二维码进入在线系统，点击右上方“新建”按钮进入业务流程操作，阅读业务介绍及GDCA用户协议后，勾选并点击“确认”。

**（温馨提示：首次办理业务须经办人身份实名认证）**



The screenshot shows a mobile application interface for completing application information. The title bar at the top is labeled '申请信息完善' (Complete Application Information) and includes a close button (X) on the left and a menu button (three dots) on the right. Below the title bar, there are four input fields, each with a label on the left and a placeholder text on the right: '姓名' (Name) with '请输入您的姓名' (Please enter your name), '身份证' (ID Card) with '请输入您的身份证' (Please enter your ID card), '手机号' (Mobile Number) with '请输入您的手机号' (Please enter your mobile number), and '验证码' (Verification Code) with '请输入验证码' (Please enter verification code). To the right of the '验证码' field is a blue button labeled '获取验证码' (Get Verification Code). At the bottom of the form is a large blue button labeled '下一步' (Next Step).

2. 选择办理的证书类型，业务类型及服务年限，点击“下一步”。



The screenshot shows a mobile application interface for selecting a certificate type. The title bar at the top is labeled '选择证书类型' (Select Certificate Type) and includes a close button (X) on the left and a menu button (three dots) on the right. Below the title bar, there is a single selection option: a blue button with a building icon and the text '机构证书' (Institution Certificate). At the bottom of the screen is a large blue button labeled '下一步' (Next Step). At the very bottom of the screen, there are two small navigation arrows: a left arrow (<) and a right arrow (>).

3. 确认所需办理的应用选项，并填写收货地址信息无误后，点击提交。

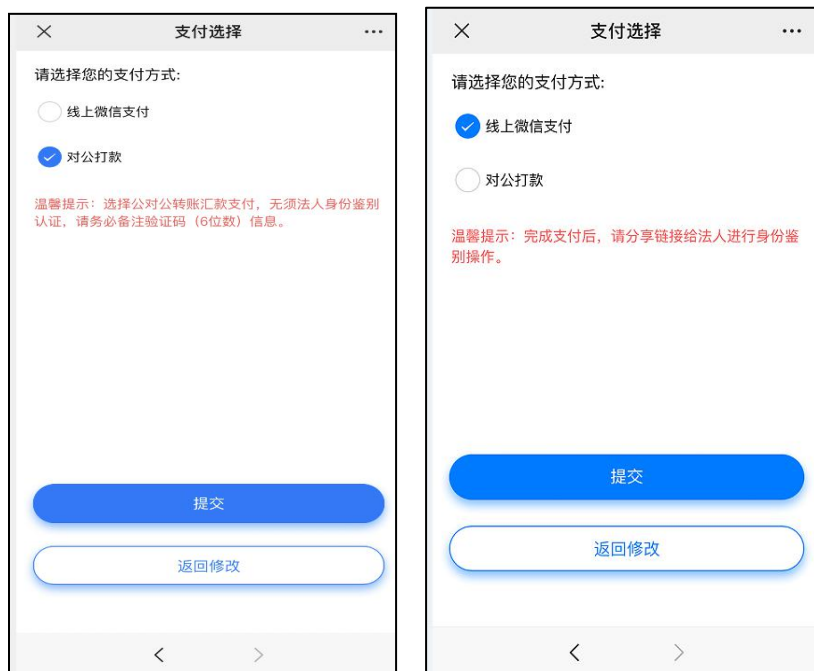
The screenshot shows a mobile application interface titled "选择应用" (Select Application). At the top, there is a close button (X) and a menu icon (three dots). Below the title, the word "应用" (Application) is displayed. A single application option is listed: "深圳采购中心招投标系统" (Shenzhen Procurement Center Tendering and Bidding System), which is checked with a blue checkmark. Below the application name, the price is listed as "¥180.00/1年". Underneath, the word "领取" (Obtain) is shown. A section for "领取方式" (Obtainment Method) features a radio button next to "快速配送" (Fast Delivery). Below this, the "收费标准" (Charging Standard) is detailed: "1. 证书签发费108元/个，应用服务费参照描述；" and "2. 快速包邮。". A large blue button labeled "提交" (Submit) is positioned at the bottom of the form area. At the very bottom of the screen, there are left and right navigation arrows.

4. 填写相应的申请资料信息，及上传相应的申请资料附件，确认信息无误后点击“下一步”提交（申请资料附件请以扫描件的形式上传）。

The screenshot shows a mobile application interface titled "申请资料填写" (Application Information Filling). At the top, there is a close button (X) and a menu icon (three dots). The form contains several input fields, each with a red asterisk indicating it is required: "\*机构名称" (Institution Name) with a text input field containing the placeholder "请输入机构名称"; "\*机构性质" (Institution Nature) with a dropdown menu showing "请选择"; "\*地区" (Region) with a dropdown menu showing "请选择地区"; "\*统一社会信用代码" (Unified Social Credit Code) with a text input field containing the placeholder "请输入统一社会信用代码"; and "\*机构注册地址" (Institution Registered Address) with a text input field containing the placeholder "请输入机构注册地址". Below the form fields, there is a large blue button labeled "下一步" (Next Step). At the very bottom of the screen, there are left and right navigation arrows.

## 5. 选择支付方式：

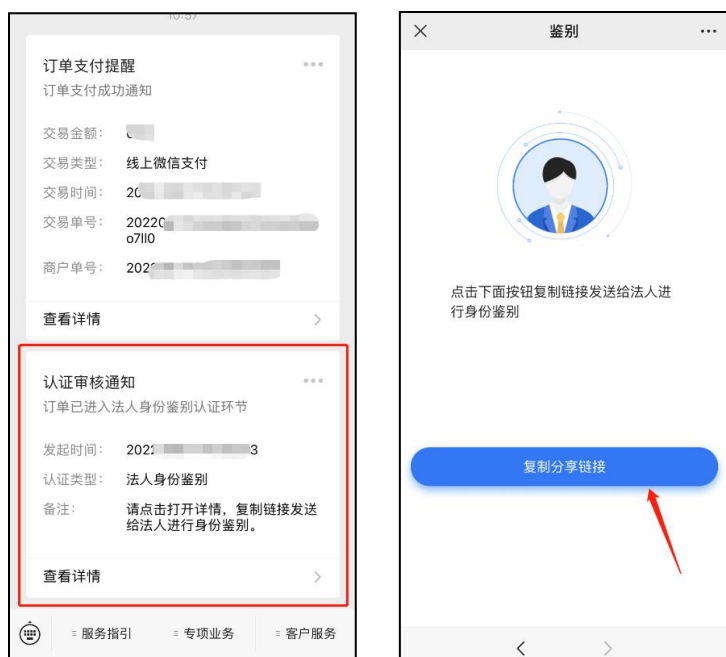
- ①线上微信支付：在线支付完成后，须分享链接给**机构法人**进行身份鉴别操作。
- ②对公打款：公对公转账汇款支付，**汇款时备注请务必填上备注信息（6位数）。**



## 鉴别方式：

### ①选择线上支付：

**【机构证书】**微信支付成功后，请点击认证审核通知推送消息，点击‘**复制分享链接**’按钮，把链接发送给法人进行身份鉴别验证；法人根据界面提示操作鉴别环节，鉴别成功后点击完成，受理单将进入审核环节。



②选择对公打款：确认成功汇款后点击‘我已打款’，受理单将进入审核环节。

受理单进入审核环节后，GDCA 将按受理单提交申请时间的先后顺序进行审核，审核情况结果在公众号内推送通知，如审核不通过，请按其原因修改后重新提交。

#### 6. 激活码获取：

受理单审核通过制证后，证书介质快递寄出，完成签收快递后，“GDCA 数安时代”微信公众号将推送激活码消息。

（注：在办理业务申请过程中，请勿取消公众号关注，否则收取不到激活码推送消息。）

#### 7. 发票获取方式：

通过【GDCA 数安时代】公众号菜单栏找到“数安 CA 管家”，点击“我的发票”，在待开票界面中勾选须开票的订单，点击“开票”后填写相关信息即可完成开具发票。



## 8. 激活数字证书:

收到证书介质后, 电脑需安装数字证书驱动方可激活证书, 请按步骤操作:

证书激活操作网址: [www.gdca.com.cn](http://www.gdca.com.cn)——客户服务——在线办理——证书激活。

(操作激活前请插入证书介质, 再点击“获取”, 输入激活码及验证码后, 点击“提交”进行激活, 再设定证书密码, 请牢记所设定的证书密码!)



### 3.重置用户密码

\*新用户密码

\*请确认新用户密码

## 三、在线客户服务

1. 订单详细查询，可通过“GDCA 数安时代”微信公众号菜单栏中，找到【数安CA管家】进入业务系统，打开‘我的受理单’找到申请的受理单查询办理进度。



2. 数字证书详细信息查询，已办理成功的证书信息，可通过数安CA管家业务系统，点击‘我的数字证书’进入查询证书信息内容。



### 3. 在线客服服务咨询

可通过“GDCA 数安时代”微信公众号菜单栏点击【在线咨询】，客服在线解答业务办理或其他证书咨询问题。咨询前请准备好订单信息或证书信息，再进入在线咨询客服（服务时间：周一至周五 8:30-18:00，节假日除外）。