



Release note

eProcurement in Funding & Tenders Portal

European Commission - Directorate General for Informatics Directorate B - Digital Business Solutions

Release date 12 April 2021

Version SEDIA V4.1.0 will be released on 12 April 2021, in order to apply the following minor fixes and improvements:

Improvements

- Redesign of the How to participate page:

The screenshot shows the 'How to participate' page for tenders. It includes a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)'. The page is divided into 'Grants' and 'Tenders' tabs. The 'Tenders' tab is active, displaying a list of steps for participating in tenders. Each step includes a brief description and a 'Need help?' button.

- 1 Find public procurement procedures**
The European Commission publishes tendering opportunities on the Funding & Tenders Portal.
 - You may start your search from the home page by entering different keywords or a CFI code that characterize best your field of interest, and then refine the results with the help of further filters.
 - You can search for a specific call by entering the tender reference number or title if you know it.
 - You can filter on ongoing calls (select open), planned calls (select forthcoming) or finalized calls (select closed).
 - You can choose to have the calls displayed per opening date, title, ID or deadline.
 - When you click on the title of the call, you will be guided to the eTendering platform from where you can respond to the call for tenders.[Read about public procurement procedures](#)
- 2 Find partners (optional)**
Find partners when responding to a procurement procedure as a consortium.
- 3 Create an EU Login account**
Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from tender submission to reporting. [Read more](#)
If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)
[Register an EU login account](#)
- 4 Register an organisation**
The Participant Register is the Commission online tool to register and manage the data of the organisations participating in calls for tenders. It allows consistent handling of the participants' official data and avoids multiple requests to enter the same information.
If you want to respond to a call for tenders, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). This unique identifier of your organisation will be used as a reference by the Commission in any interactions.
Check if your organisation is already registered, or [register it](#).
- 5 Submit your tender**
How to access the submission system?
You have found on eTendering a call that you're interested in and you want to submit a tender. First you need to login to eTendering using your EU login account. Then click on 'Submit a tender'. This will bring you to the eSubmission platform of the Commission. Follow the step-by-step instructions of this tool or read the 'Quick guide' for more assistance.
[Read about calls for tenders](#)

Bug fixes

- Fix issue related to invitation email template.
- Fix issue related to error message pop-up in Helpdesk contact form.